

**NEW YORK POWER AUTHORITY
 JAMES A. FITZPATRICK NUCLEAR POWER PLANT
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FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT

SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to *Cathy Izyk in the Emergency Planning Department within 15 days*. If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

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VOLUME 1 Update List Dated N/A			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
	N/A		

VOLUME 2 Update List Dated FEBRUARY 3, 2000			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-8	REPLACE ALL	46	
EAP-15	REPLACE PAGES 5 & 6 ONLY – ED. COR.	10	
EAP-17	REPLACE ALL	88	

VOLUME 3 Update List Dated FEBRUARY 3, 2000			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-32	REPLACE ALL	2	
EAP-43	REPLACE ALL	47	
SAP-3	REPLACE ALL	66	

A045

REVISION SUMMARY SHEET

REV. NO.

- 46 ● Quarterly update of Emergency Response Organization
- 45 ● Quarterly update of Emergency Response Organization
- 44 ● Quarterly update of Emergency Response Organization
- 43 ● Quarterly update of Emergency Response Organization
- 42 ● Quarterly update of Emergency Response Organization
- 41 ● Quarterly update of Emergency Response Organization
- 40 ● Quarterly update of Emergency Response Organization
- 39 ● Quarterly update of Emergency Response Organization
- 38 ● Quarterly update of Emergency Response Organization
- 37 ● Quarterly update of Emergency Response Organization.
 - Combined Shift Coordinator and Accountability Supervisor positions to reflect plant staffing levels and provided the flexibility to assign accountability to other trained security personnel.
 - Changed the TSC Security Coordinator designation to Emergency Security Coordinator to eliminate confusion.
- 36 ● Quarterly update of Emergency Response Organization.
- 35 ● Quarterly update of Emergency Response Organization.
- 34 ● Reformat per AP-02.01, Rev. 5.
 - Quarterly update of Emergency Response Organization.
 - Revised level of use in accordance with AP-02.04.

TABLE OF CONTENTS

<u>SECTION</u>		<u>PAGE</u>
1.0	PURPOSE	4
2.0	REFERENCES	4
3.0	INITIATING EVENTS	4
4.0	PROCEDURE	4
5.0	ATTACHMENTS	8
	1. <u>ACCOUNTABILITY CHECKLIST - MANUAL METHOD</u>	9
	2. <u>ACCOUNTABILITY CHECKLIST - COMPUTER</u>	11
	3. <u>ACCOUNTABILITY LOG</u>	12

1.0 PURPOSE

This procedure provides the instructions necessary to account for plant personnel, visitors, and contractors.

2.0 REFERENCES**2.1 Performance References**

None

2.2 Developmental References

2.2.1 EAP-9, SEARCH AND RESCUE OPERATIONS

2.2.2 EAP-10, PROTECTED AREA EVACUATION

2.2.3 EAP-11, SITE EVACUATION

3.0 INITIATING EVENTS

3.1.1 Site Area Emergency, or

3.1.2 General Emergency, or

3.1.3 Emergency Director's request, or

3.1.4 Completion of Protected Area Evacuation or Site Evacuation for personnel without emergency assignments.

4.0 PROCEDURE

4.1 A list of missing personnel shall be made available within 30 minutes via personnel accountability or other means as determined by the individual assigned to lead accountability. Personnel accountability shall be accomplished in two phases:

Phase 1 -The total number of personnel accounted for in the protected area are compared with the total number of persons indicated as being in the protected area.

Phase 2 - The names of missing persons unaccounted for in the protected area are compared to the names of persons indicated as being in the protected area.

4.2 The Emergency Director shall request the Security Shift Coordinator/Sergeant to initiate accountability.

- 4.3 The Security Shift Coordinator/Sergeant will enable the accountability readers in accordance with Security procedures and request (when those facilities are activated) the Communications and Records Coordinator to dispatch an accountability clerk to the Control Room, TSC and OSC to assist personnel in completing Attachment 3 and badging in the readers.
- 4.4 The Emergency Director shall request the Control Room to make the following announcement (twice):

ATTENTION. ATTENTION. ALL PERSONNEL IN THE PROTECTED AREA COMMENCE ACCOUNTABILITY USING BADGE READERS AND SIGN-IN SHEETS.

- 4.5 The Security Shift Coordinator/Sergeant, who may designate security personnel to lead the accountability process if required, shall use Attachment 1 or Attachment 2 to accomplish personnel accountability.
- 4.6 The individual assigned to lead accountability shall compile a list of persons onsite by name and security badge number using either the security computer or the badge-out rack cards (the card that remains in the badge rack after an active badge has been issued for site access).

NOTE: The security computer shall be the primary means of compiling the onsite personnel list. The badge-out rack cards shall be used as a secondary means in the event of a computer failure to verify personnel on site.

The onsite personnel list shall also include visitors to the site and shall note their escorts' names. Accountability for Security personnel may be accomplished by contacting them individually.

- 4.7 Phase 1 of accountability shall be accomplished in the following manner:

NOTE: Manual method will be used if a computer failure occurs.

- 4.7.1 The individual assigned to lead accountability shall activate the "Personnel Onsite Report" which will indicate who is onsite.

As personnel badge in the accountability readers, they will be deleted from the "Unaccounted Personnel Report." This report will reflect continually who has not badged in an accountability reader.

- 4.7.2 Accountability clerks shall be established in the Control Room, Technical Support Center and Operational Support Center and shall contact the Emergency Security Coordinator in the Technical Support Center at extension 6168.
- 4.7.3 These clerks shall provide the following information to the Emergency Security Coordinator:
- A. Total number of persons assembled in that area obtained from Attachment 3.
 - B. A copy of Attachment 3. The originals shall continue to be used for continuous accountability.
 - C. Telefax of Attachment 3 forms to EOF Staffing Coordinator (to assist in long-term staffing assessment).
- 4.7.4 The individual assigned to lead accountability shall compare the total number of personnel accounted for on the Attachment 3 forms to the total number onsite from the security computer. These numbers and any discrepancies shall be reported to the Emergency Director. In addition, the individual assigned to lead accountability shall request the Security Shift Coordinator/Sergeant or designee prepare an "unaccounted for" log from the accountability system reader output.
- 4.7.5 Security personnel shall establish continuous accountability logs using Attachment 3 at the following locations:
- A. 300 ft. elevation of Old Admin. Building near the Control Room entrance. This position shall record personnel who exit or enter via the Fan Room or Turbine building doors.
 - B. OSC control point near portal monitors. This position shall record personnel who exit or enter the RCA.
 - C. Old Admin. Building foyer. This position shall record personnel who exit or enter via the foyer.

- NOTES:
1. Personnel traveling between the TSC, OSC and Control Room are NOT required to sign in/out on Continuous Accountability Log Sheet, Attachment 3 after the completion of initial accountability.
 2. Entry and exit via doors with operable card readers do NOT require sign in on Attachment 3. In the event of a Security computer failure, entry and exit via carded doors that allow access to areas outside the Emergency Response Facilities (combined TSC, OSC and Control Room areas) shall require sign in on Attachment 3.

4.8 Phase 2 of accountability shall be accomplished in the following manner:

4.8.1 The individual assigned to lead accountability shall compare the security computer list of onsite persons against those in the Control Room, TSC and OSC and compile a list of unaccounted for individuals. (The manual method will utilize Attachment 3.)

4.8.2 The individual assigned to lead accountability shall provide to the Emergency Security Coordinator a list of unaccounted badges and names from the readers which should match the list of unaccounted individuals.

4.9 The individual assigned to lead accountability shall verify that persons on the "Unaccounted Personnel Report" lists have not left the protected area by a check of the security badges. The last known location of these persons shall be obtained from the security computer.

4.10 The individual assigned to lead accountability shall attempt to locate any persons unaccounted for by calling them on the plant page system. The page should be repeated every two minutes. If the unaccounted for personnel do not respond within 5 minutes, the following announcement shall be made twice over the P.A. system:

ATTENTION, ATTENTION: IF ANYONE KNOWS THE PRESENT LOCATION OF (name of missing individual), CALL SECURITY AT EXTENSION (specify).

4.11 The individual assigned to lead accountability shall contact the missing individuals' supervisors or co-workers for further information. If these attempts are unsuccessful, the names of the missing persons shall be forwarded to the Emergency Director who shall immediately initiate search and rescue activities in accordance with EAP-9, SEARCH AND RESCUE OPERATIONS.

5.0 **ATTACHMENTS**

1. ACCOUNTABILITY CHECKLIST - MANUAL METHOD
2. ACCOUNTABILITY CHECKLIST - COMPUTER METHOD
3. ACCOUNTABILITY LOG

2.2.14 EAP-13, DAMAGE CONTROL**3.0 INITIATING EVENTS**

3.1 An emergency has been declared in accordance with IAP-2 Classification of Emergency Conditions, and

3.2 Radiological conditions exist or are suspected that warrant emergency exposure control.

4.0 PROCEDURE**4.1 General**

4.1.1 The provisions of this procedure are applicable only in actual emergency situations, and are applicable to personnel performing emergency tasks.

4.1.2 The radiation exposure to emergency personnel shall be maintained As Low As Reasonably Achievable (ALARA) and should be maintained less than the radiation exposure limits in 10 CFR 20 as defined in reference 2.2.6.

4.1.3 To maintain personnel exposures within established guides and limits, methods used during normal operations to authorize exposure upgrades above annual administrative limits shall remain in force during an emergency condition to the degree consistent with timely implementation of emergency measures.

4.1.4 Administrative methods used during normal operations to control Radiation Work Permit usage and ALARA Review generation shall remain in effect until a Protected Area Evacuation or Site Evacuation is initiated. Controls for the assessment/evaluation of radiological conditions will be per EAP-6, In-Plant Emergency Survey/Entry.

4.1.5 The Emergency Director may waive or modify the established exposure control criteria and methods in accordance with the provisions of this procedure. This may occur if necessary operations require personnel exposures in excess of normal guides or limits or if normal access control and radiological control work practices may result in unacceptable delays. The Radiological Support Coordinator should be consulted in these decisions whenever feasible.

- 4.1.6 The Emergency Director is the only individual who can authorize emergency exposures.

4.2 Emergency Exposure Criteria

- 4.2.1 Limits for planned (Note 1) emergency exposure for emergency workers are (from Reference 2.2.2):

Dose Limit (TEDE) (rem) [Note 2]	Activity [Note 3,4]	Condition
5	All	
10	Protecting valuable property	Lower dose not practicable
25	Life saving or protection of large populations	Lower dose not practicable
>25	Life saving or protection of large populations	Only on a voluntary basis to persons fully aware of the risks involved (see Attachments 1 thru 4 of this procedure)

NOTES:

1. Planned actions are actions which are performed intentionally. The degree of planning may be a simple decision to perform the action ranging to detailed planning, as time permits. The term planned actions is not meant to infer administrative actions such as ALARA reviews, radiation work permits or other similar work planning actions.
2. Workers performing services during emergencies should limit dose to the lens of the eye to three times the listed value and doses to any other organ (including skin and body extremities) to ten times the listed value. These limits apply to all doses from an incident.
3. Protective or corrective actions are actions necessary to mitigate the consequences of the emergency, such as to eliminate the further release of effluent or to control fires.
4. Life saving actions are actions related to the search for and rescue of injured persons, or corrective or protective actions to mitigate conditions which could result in imminent injury or substantial overexposure to numbers of individuals.

NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY ORGANIZATION STAFFING*
EAP-17
REVISION 88

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY: *M. Antile*
RESPONSIBLE PROCEDURE OWNER

DATE: 2/3/2000

EFFECTIVE DATE: February 7, 2000

FIRST ISSUE

FULL REVISION

LIMITED REVISION

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PERIODIC REVIEW DUE DATE: JANUARY 2003

REVISION SUMMARY SHEET

REV. NO.

- 88 ● Quarterly update of Emergency Response Organization
- ❖ Relocated Reactor Engineering position on attachments 2 and 7 from TSC to CR.
- 87 ● Quarterly update of Emergency Response Organization
- 86 ● Quarterly update of Emergency Response Organization
- 85 ● Quarterly update of Emergency Response Organization
- On the On-Call Schedule - changed System Assessment Advisor to read "As assigned per Work Week Manager Schedule". This change was noted in memo JEP-99-018.
- 84 ● Deleted steps 4.2.1 and 6.1.1.A, reference to Plant Standard notifications per STD-3.120 no longer required. Reference was previously included to ensure Corporate Office notification occurred. The NGDO is notified by Security per EAP-17, Attachment 3, Step 9, or per EAP-1.1, Step 7, for times when pager and CAN activation do not occur.
- Added "and EAP-1.1, section 4.2.1" to identify the section of EAP-1.1 used by the Shift Manager to provide direction to Security for pager and CAN activation. (Step 4.2.1 and 6.1.1.A)
- Deleted Section 4.2.3, facility activation matrix has been incorporated into EAP-1.1. This provides a single point of reference in EAP-1.1 for SM/ED.
- Deleted step 2.2.4, STD-3.120, MANAGEMENT NOTIFICATION
- Deleted step 6.1.1.C, the step is redundant, the SM/ED provides direction for CAN activation through the use of EAP-1.1.
- Editorial correction on page 10, 6.1.2.B.5, changed Attachment 7 to Attachment 6.
- On Page 14, changed "Code Event" to "Pager Code".
- Corrected references to attachments where there have been changes to them. (Editorial Changes)

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 REFERENCES	4
3.0 INITIATING EVENTS	4
4.0 RESPONSIBILITIES	4
4.1 Site Executive Officer/General Manager - Operations (GMO), General Manager - Support Services (GMSS)/General Manager - Maintenance (GMM)	4
4.2 Shift Manager	5
4.3 Human Resources Manager	5
4.4 Emergency Planning Coordinator	6
4.5 Security	6
4.6 Emergency Plan On-Call Employees	6
5.0 EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES	6
6.0 PROCEDURE	8
6.1 Activation of the Emergency Plan	8
7.0 ATTACHMENTS	11
1. <u>JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE</u> <u>ORGANIZATION</u>	12
2. <u>JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX -</u> <u>BY POSITION</u>	13
3. <u>EMERGENCY PLAN ON-CALL EMPLOYEE CALL-OUT</u>	14
4. <u>"CAN" MESSAGES</u>	15
5. <u>EMERGENCY PLAN POSITION SHEET*</u>	16
6. <u>ALTERNATE COMMUNITY ALERT NETWORK (CAN) EMERGENCY</u> <u>CALL-OUT DURING SECURITY EVENT</u>	17
7. JAFNPP "ON-DUTY" EMERGENCY PLAN STAFF CALL OUT BY POSITION AND NAME	18
8. <u>EMERGENCY ORGANIZATION ASSIGNMENTS</u>	21

1.0 PURPOSE

The purpose of this procedure is to designate the emergency organization for specific emergency classification and to describe the activation of the designated principal emergency response personnel.

NOTE: THIS PROCEDURE IS INTENDED ONLY FOR EMERGENCY PLAN ACTIVATION AND MAY BE ALTERED BY THE EMERGENCY PLANNING COORDINATOR FOR PURPOSES OF EMERGENCY PLAN DRILLS OR EXERCISES.

2.0 REFERENCES

2.1 Performance References

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING

2.1.2 SAP-20, EMERGENCY PLAN ASSIGNMENTS

2.2 Developmental References

2.2.1 James A. FitzPatrick Nuclear Power Plant Emergency Plan, SECTION 5, ORGANIZATION.

2.2.2 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS.

2.2.3 EAP-22, OPERATION AND USE OF RADIO PAGING DEVICE.

2.2.4 SAP-20, EMERGENCY PLAN ASSIGNMENTS.

3.0 INITIATING EVENTS

3.1 An emergency has been declared in accordance with IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS.

4.0 RESPONSIBILITIES

4.1 Site Executive Officer/General Manager - Operations (GMO), General Manager - Support Services (GMSS)/General Manager - Maintenance (GMM)

4.1.1 Either the Site Executive Officer, the GMO, the GMM, or the GMSS will be in the general area (within approximately 60 minutes travel time to the plant) unless, and as approved by the Site Executive Officer, special circumstances dictate that they will be absent. Their location is known via the weekly staff schedule, or other means.

- 4.1.2 The Site Executive Officer, the GMO, the GMM and the GMSS shall make their schedules available to the Operations Manager via the weekly staff schedule, or other means as appropriate.

4.2 Shift Manager

- 4.2.1 During an emergency, the Emergency Director is responsible for the direction of all emergency actions at the James A. FitzPatrick Nuclear Power Plant. During normal hours, sufficient supervisory and support personnel are available to respond to an emergency condition; during off-hours, this support is diminished as shown in Attachment 1. When the Shift Manager/Emergency Director determines that additional personnel are necessary to respond to an onsite emergency, he will direct Security to initiate a recall of personnel in accordance with this procedure and EAP-1.1, section 4.2.1. Pagers should be activated for both normal working hours and off hour emergencies. It will be the responsibility of the Security Force to make the necessary telephone calls to initiate this site recall. Other personnel may be directed to perform this function if a Security event prevents Security from making the recall.

4.3 Human Resources Manager

- 4.3.1 The JAFNPP Human Resources Manager is responsible to maintain an up-to-date list of all plant employees, their titles, and home phone numbers. Each calendar year quarter, the Human Resources Manager shall provide this listing to the Emergency Planning Coordinator (EPC).
- 4.3.2 The JAFNPP Human Resources Manager shall maintain an Emergency Plan Position Sheet (Attachment 5) in the personnel file of each employee listed by name in Attachment 8. The Human Resources Manager shall also provide a copy of Attachment 5 to each employee listed. The Emergency Planning Coordinator shall update Attachment 8 and the Human Resources Manager shall institute appropriate changes to the Emergency Plan Position Sheets in the personnel files on a quarterly basis. Emergency Plan Position Sheets and Oswego County I.D. cards for terminated or transferred employees shall be returned to the EPC after the personnel action.

4.4 Emergency Planning Coordinator

4.4.1 The Emergency Planning Coordinator shall quarterly update Attachment 8 and provide changes to the JAFNPP Human Resources Manager, noting any personnel changes to the Emergency Response Organization.

4.4.2 The Emergency Planning Coordinator shall issue an Emergency Plan On-Call Employee Call-Out Form (Attachment 3). This form will be filed at the SAS console.

4.5 Security

It is the responsibility of the Secondary Alarm Station (SAS) security officer to conduct the notifications to Emergency Plan On-Call Employees if so directed by the Shift Manager. The security officer shall use the appropriate pager codes for emergency call-out for Attachment 3 (located at the SAS console). Any information needed regarding plant status shall be obtained from the Shift Manager. The call-out system Community Alert Network, "CAN," shall also be used as appropriate.

4.6 Emergency Plan On-Call Employees

It is the responsibility of each Emergency Plan On-Call Employee to perform their duties in accordance with this procedure. This includes maintaining an operable radio pager. If the employee is "on duty" he/she must remain within approximately one hour of their assigned facility and be fit for duty in accordance with plant/NYPA procedures.

5.0 EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES

5.1 Emergency Plan On-Call Employee Schedule shall be issued by the Emergency Planning Coordinator. The following ERO positions shall be listed.

- 5.1.1 Operations Coordinator (CR)
- 5.1.2 Reactor Engineering (CR)
- 5.1.3 Communicator (EOF)
- 5.1.4 Computer Operator (EOF)
- 5.1.5 Dose Assessment Coordinator (EOF)
- 5.1.6 EOF Manager
- 5.1.7 Purchasing/Accounting (EOF)
- 5.1.8 Rad Data Coordinator (EOF)
- 5.1.9 Rad Engineer (EOF)
- 5.1.10 Rad Engineer Support (EOF)
- 5.1.11 Rad Support Coordinator (EOF)
- 5.1.12 Radio Operator (EOF)
- 5.1.13 Staffing Coordinator (EOF)

- 5.1.14 Technical Liaison (EOF)
 - 5.1.15 Security Shift Coord/SGT (JAF)
 - 5.1.16 Administrative Manager (JNC)
 - 5.1.17 Chemistry Supervisor (OSC)
 - 5.1.18 I&C Supervisor (OSC)
 - 5.1.19 Maintenance Supervisor - Electrical (OSC)
 - 5.1.20 Maintenance Supervisor - Mechanical (OSC)
 - 5.1.21 OSC Manager
 - 5.1.22 Rad Protection Supervisor (OSC)
 - 5.1.23 Communications & Records Coordinator (TSC)
 - 5.1.24 Communicator (TSC)
 - 5.1.25 Computer Operator (TSC)
 - 5.1.26 Emergency Director/TSC Manager Alternate (TSC)
 - 5.1.27 Emergency Director Aide (TSC)
 - 5.1.28 Emergency Maintenance Coordinator (TSC)
 - 5.1.29 NRC Communicator (TSC)
 - 5.1.30 Plant Engineer - Electrical (TSC)
 - 5.1.31 Plant Engineer - Mechanical (TSC)
 - 5.1.32 Rad Engineer (TSC)
 - 5.1.33 Rad Support Coordinator (TSC)
 - 5.1.34 Emergency Security Coordinator (TSC)
 - 5.1.35 Technical Coordinator (TSC)
 - 5.1.36 TSC Manager/Emergency Director Alternate.
- 5.2 The following ERO positions are issued pagers but are not assigned on-duty periods.
- 5.2.1 EOF Security Coordinator
 - 5.2.2 Oswego County/NY State Liaison (EOF)
 - 5.2.3 Public Information Technical Assistant (EOF)
 - 5.2.4 NYPA Spokesperson/JNC Director (JNC)
 - 5.2.5 Public Information Technical Assistant (JNC)
 - 5.2.6 Technical Briefer (JNC)
 - 5.2.7 B&G Supervisor (OSC)
 - 5.2.8 Fire Protection Supervisor (OSC)
 - 5.2.9 Maintenance Engineer (OSC)
 - 5.2.10 Nurse (OSC)
 - 5.2.11 QC Supervisor (OSC)
 - 5.2.12 Warehouse Supervisor (OSC)
 - 5.2.13 Plant Engineer - Procurement (TSC)
 - 5.2.14 Public Information Liaison (TSC)
 - 5.2.15 Public Information Technical Assistant (TSC)
 - 5.2.16 Rad Engineer Support (TSC)
- 5.3 It is the responsibility of each assigned individual to be aware of the on-call schedule and be aware of the pager codes.
- 5.4 Individuals filling positions listed in Section 5.1 are issued Emergency Plan pagers and are scheduled for "on-duty" periods. A schedule of "on-duty" personnel is initiated and published by the Emergency Planning Coordinator.

- 5.5 It is the responsibility of the individuals on-call to be aware of their "on-duty" status. An on-duty week shall normally run from 0700 Monday until 0700 the following Monday. If a holiday occurs on a Monday, the on-duty period will end on Tuesday at 0700. Pagers shall be within hearing/notification range of "on duty" personnel at all times.
- 5.6 If an individual is scheduled for a particular date and that individual wishes to switch duty with another equally qualified and designated person, it is the individual's responsibility to ensure adequate coverage is maintained. No official notifications are necessary.
- 5.7 Pager codes as listed in Attachment 3 are issued to each individual assigned a pager. The codes indicate if it is a real event, a drill or a pager test. (All individuals issued pagers are expected to report to their assigned facility/follow pager instructions during a real event or drill as they would for a CAN notification.)
- 5.8 The on-call schedule for the WPO Nuclear Generation Duty Officer is maintained by the Corporate Emergency Preparedness Group.

6.0 PROCEDURE

6.1 Activation of the Emergency Plan

6.1.1 Shift Manager/Emergency Director

- A. The Shift Manager or designee shall instruct the SAS Security Officer (at extension 3456) to initiate the call out of Emergency Response Organization personnel in accordance with this procedure and EAP-1.1, Section 4.2.1.

6.1.2 Secondary Alarm Station (SAS) Security Officer (or designated Security Officer)

- A. Notification of Emergency Plan On-Call Employees via pagers.

The SAS Security Officer, upon being instructed to do so by the Shift Manager, shall notify all the Emergency Plan On-Call Employees. This shall be accomplished by using the Emergency Plan On-Call Employee Call-Out Form (Attachment 3). The Security Officer shall document this call-out using Attachment 3, the "Emergency Plan On-Call Employee Call-Out." Activate the paging system a minimum of three (3) times. Separate pages by an interval of 2 minutes.

B. Community Alert Network ("CAN")

Activate "CAN" during off-hours when directed to do so by the Shift Manager and/or Emergency Director.

1. Notify "CAN" at 800-552-4226. The "CAN" operator will request a call back verification number. Provide "CAN" operator with one of the following phone numbers:
 - a. Security Sergeant (1-315-349-6422) or
 - b. SAS Phone (1-315-349-6420) or
 - c. SAS Phone (1-315-349-6415)
 - d. SAS Cellular Phone (1-315-593-4767)

(The "CAN" operator will then hang up and call you back for verification of the facilities and messages. If cellular phone number is given, ensure cellular phone is turned on.)

2. On the call back from "CAN," provide the following information:
 - a. Your name
 - b. Your affiliation (JAF Security)
 - c. The "CAN" operator will request which call-out lists to call. Answer "Call out the (depending on which facilities are requested to be activated)
 - 1) CR/TSC/OSC call-out lists; or the
 - 2) CR/TSC/OSC and EOF/JNC call-out lists."
 - d. Instruct the "CAN" operator to activate:
 - 1) Message 1 for actual emergenciesOR
 - 2) Message 2 for drills
 - e. The "CAN" operator will request how many times to repeat the calls. Answer "Three (3)."

3. The backup phone number to call "CAN" is (800) 992-2331. This is an answering service and is to be used only in the event of a malfunction of the computerized prompt/recording. Tell the answering service your name/affiliation and a callback number. This person will contact the "CAN" operations staff who will return your call to get the detailed information.
4. Notify the Control Room when "CAN" has been activated.
5. CAN notifications NOT performed in SAS will be performed in accordance with Attachment 6.

C. Manual Call-Out/Verification

If CAN was activated, call ten (10) individuals on Attachment 8 and verify that CAN activation was successful.

If CAN activation was NOT successful, call Team 1 members then Team 2 then Team 3 and read the appropriate CAN message to each individual. (Use additional personnel to expedite call-out if necessary.)

6.1.3 On-Call Employees "On Duty"

- A. The Emergency Plan on-call employee will maintain an operable pager and ensure that he/she can be notified at all times (ie. hear the pager) for the duration of their duty period.
- B. The Emergency Plan on-call employee shall remain fit for duty (BAC <.04% as a minimum) and be within approximately one hour from their assigned emergency response facility.
- C. The Emergency Plan on-call employee shall respond to the appropriate emergency response facility as soon as possible (approximately one hour), or follow directions given via coded message on the pager.
- D. Random pager testing of on-call staff will occur periodically. Random tests must be responded to only by the individuals "on duty" at the time the test is conducted as indicated by the pager code.

6.1.4 Individuals Listed in Section 5.1 But Are Not "On-Duty" and Individuals Listed in Section 5.2

ERO members assigned pagers but are not "on-duty" are expected to keep their pagers within hearing/notification range both while onsite and offsite. Response to the page is the same as that expected to a CAN call (except for random testing as described above).

6.1.5 Emergency Director

- A. The Emergency Director should establish that the emergency organization staffing applicable to the level of emergency is in place (ref. SAP-20 for facility organizational charts or adjust according to need).
- B. As soon as practical after declaring an emergency condition and activating the Emergency Response Organization, the Emergency Director shall attempt to determine if any additional staff is required to maintain the emergency response.
- C. The Emergency Director may delegate the staffing responsibilities to a Staffing Coordinator. Refer to EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING.

7.0 ATTACHMENTS

- 1. JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION
- 2. JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION
- 3. EMERGENCY PLAN ON-CALL EMPLOYEE CALL-OUT
- 4. "CAN" MESSAGES
- 5. EMERGENCY PLAN POSITION SHEET
- 6. ALTERNATE COMMUNITY ALERT NETWORK CAN EMERGENCY CALL OUT DURING SECURITY EVENT
- 7. JAFNPP "ON-DUTY" EMERGENCY PLAN STAFF CALL OUT BY POSITION AND NAME
- 8. EMERGENCY ORGANIZATION ASSIGNMENTS

NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

RECOVERY SUPPORT GROUP MANAGER*
EAP-32
REVISION 2

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE N/A

APPROVED BY:


RESPONSIBLE PROCEDURE OWNER

DATE 2/3/2000

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FIRST ISSUE

FULL REVISION

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PERIODIC REVIEW DUE DATE: DECEMBER 2003

REVISION SUMMARY SHEET

REV. NO.	CHANGE AND REASON FOR CHANGE
2	<ul style="list-style-type: none">● Updated phone numbers on Attachment 2, Recovery Support Group Corporate Call List.● Removed GMSS approval signature line from cover sheet as per AP-02.04.
1	<ul style="list-style-type: none">● Updated phone numbers on Attachment 2, Recovery Support Group Corporate Call List.
0	<ul style="list-style-type: none">● New Procedure

1.0 PURPOSE

The purpose of this procedure is to provide instruction to the Recovery Support Group Manager. The Recovery Support Group Manager coordinates requests for personnel, equipment and materials, and support services.

This procedure is implemented initially by the Nuclear Generation Duty Officer (NGDO) in the event of an emergency at the plant which requires notification of the Recovery Manager and the coordination of corporate resources during the EMERGENCY PHASE, and/or activation of the Recovery Organization during the RECOVERY PHASE. The Recovery Manager may designate other personnel to act as Recovery Support Group Manager.

The Recovery Support Group Manager is responsible for:

- Notifying the Recovery Manager of emergencies and keeping him informed of the emergency status.
- Coordinating requests for corporate support.
- Coordinating requests for other personnel, equipment and materials, and support services.
- Notifying and coordinating requests for assistance with offsite support organizations as directed by the Recovery Manager.

2.0 REFERENCES**2.1 Performance References**

2.1.1 Appendix F, Typical Support Companies and Organizations

2.1.2 Section 9, Recovery

2.1.3 EAP-33, Development of a Recovery Action Plan

2.2 Developmental References

NONE

3.0 INITIATING EVENTS

3.1 Emergency conditions have been declared as per IAP-2, Classification of Emergency Conditions (FOR STEPS 4.1 AND 4.2).

3.2 Emergency conditions have been controlled and/or corrected and the emergency terminated as per IAP-2, Classification of Emergency Conditions, and entry into the Recovery phase is required (FOR STEPS 4.3 AND 4.4).

4.0 PROCEDURE

4.1 Notifications

- 4.1.1 Receive notification of the emergency via NYPA staff.
- 4.1.2 Confirm the notification with plant staff and ascertain the situation.
- 4.1.3 Notify the Recovery Manager or alternate of the emergency.

4.2 Activation

- 4.2.1 Establish and maintain communications with the Recovery Manager during the EMERGENCY PHASE.
- 4.2.2 Coordinate corporate resources through normal channels to support the plant during the EMERGENCY PHASE as requested by the Recovery Manager.
- 4.2.3 Notify offsite support organizations to support the plant during the EMERGENCY PHASE as requested by the Recovery Manager. Organizations which may be called upon to provide assistance are listed in JAFNPP Appendix F.
- 4.2.4 IF RECOVERY OPERATIONS ARE REQUIRED, report to the designated Recovery Center (EOF or other location).

4.3 Recovery Operations

- 4.3.1 Assist the Recovery Manager to determine corporate capabilities required for Recovery Support Group (see JAFNPP Plan section 9).
- 4.3.2 Coordinate corporate resources to support Recovery operations. A Recovery Support Group Call List is included in this procedure as Attachment 2.
- 4.3.3 Coordinate requests for other personnel, equipment and materials, and support services through the Recovery Support Group organization.
- 4.3.4 Coordinate support from offsite support organizations. Organizations which may be called upon to provide assistance are listed in JAFNPP Emergency Plan Appendix F.
- 4.3.5 Develop a shift-rotation schedule for the Recovery Support Group as needed.

- 4.3.6 Coordinate the implementation of tasks appropriate to the Recovery Support Group in EAP-33, Development of a Recovery Action Plan.
- 4.3.7 Continue to update the Recovery Manager on the status of Recovery Support Group operations.
- 4.3.8 Monitor progress of Recovery Support Group and Recovery Support Group tasks in the Recovery Action Plan and provide assistance/coordination where appropriate.
- 4.3.9 Assist the Recovery Manager to determine resource requirements for Recovery functions considering the following:
 - A. Need for additional personnel required for long-term recovery efforts
 - B. Need for offsite technical assistance
 - C. Need for supplies, equipment, parts, and other material.

4.4 Terminate Recovery Operations

- 4.4.1 Ensure the completion or dispositioning of Recovery Support Group tasks outlined in the Recovery Action Plan.
- 4.4.2 Ensure that appropriate offsite agencies/organizations have been notified of the termination of Recovery.
- 4.4.3 Ensure that all Recovery Support Group actions have been documented.

5.0 ATTACHMENTS

- 1. Recovery Support Group Manager Initial Actions
- 2. Recovery Support Group Corporate Call List

REVISION SUMMARY SHEET

REV. NO.

- 47
 - Quarterly update of Emergency Response Organization.
 - Added box in the TSC to read Technical Coordinator as Assigned by ED.
- 46
 - Quarterly update of Emergency Response Organization.
 - Added box in the JNC Technical Briefer to read ED/ED Aide/TSC Manager assigned.
- 45
 - Added to performance reference: Control of overtime
 - Added new step after 4.2: The Staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments.
 - Reason for change: Include consideration of the overtime policy to avoid conflicts with procedure requirements or Tech Specs.
 - Quarterly update of Emergency Response Organization.
- 44
 - Quarterly update of Emergency Response Organization.
- 43
 - Added section 4.8 to read "Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities."
 - Quarterly update of Emergency Response Organizations.
- 42
 - Section 4.7, page 4: deleted the acronym "ERC". HQ ERC is being eliminated as part of this revision. Assistance for staffing vacant positions with WPO personnel will continue to be coordinated through the Recovery Manager.

TABLE OF CONTENTS

<u>SECTION</u>		<u>PAGE</u>
1.0	PURPOSE	4
2.0	REFERENCES	4
3.0	INITIATING EVENTS	4
4.0	PROCEDURE	4
4.1	Responsibility	4
5.0	ATTACHMENTS	5
1.	<u>EMERGENCY ORGANIZATION ASSIGNMENTS.</u>	6

1.0 PURPOSE

This procedure provides instructions to provide long term staffing for JAFNPP Emergency Facilities

2.0 REFERENCES**2.1 Performance References**

2.1.1 AP-11.03, CONTROL OF OVERTIME*

2.2 Developmental References

2.2.1 Section 5, JAF EMERGENCY PLAN

2.2.2 EAP-17, EMERGENCY ORGANIZATION STAFFING

3.0 INITIATING EVENTS

All Emergency Facilities have been activated.

4.0 PROCEDURE**4.1 Responsibility**

It is the responsibility of the Staffing Coordinator to establish long term staffing for all the JAFNPP Emergency Facilities (C.R., O.S.C., T.S.C., E.O.F., Security and J.N.C.). The Staffing Coordinator shall fill positions in accordance with Attachment 1 developing a two shift rotation of qualified employees as a minimum and three shifts whenever possible.

NOTE: Personnel who are designated as "in training" for a position are considered to be qualified when all training requirements for that position are completed.

4.2 The Staffing Coordinator shall complete Attachment 1, Emergency Organization Assignments, using a copy of Attachment 3 of EAP-8 that has been completed at JAF for accountability, as a reference.

4.3 The staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments

4.4 The Staffing Coordinator shall review long term staffing assignments with the Emergency Director Aide prior to contacting individuals and informing them of what shift they shall report to work on and where they shall report.

- 4.5 The Emergency Director Aide shall get Emergency Director approval on all assignments.
 - 4.6 The Staffing Coordinator shall be responsible for documenting notifications to all individuals and maintaining shift schedules.
 - 4.7 The Staffing Coordinator shall maintain a log of all forms.
 - 4.8 The Staffing Coordinator shall have the responsibility of staffing vacant positions with WPO personnel or contract personnel. Assistance for this task shall be received from the WPO Recovery Manager and/or the Purchasing/Accounting Staff at the EOF.
 - 4.9 Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities.
- 5.0 **ATTACHMENTS**
1. EMERGENCY ORGANIZATION ASSIGNMENT

REVISION SUMMARY SHEET

REV. NO.

- 66
 - Quarterly update of Emergency Response Organization.
 - Reformatted attachment 2 for spacing difficulties
 - Corrected a name change on attachment 2
- 65
 - Quarterly update of Emergency Response Organization.
 - Phone number change to NYS Bureau of Env. Radiation Control. Changed from 518-458-6461 to 518-402-7550.
- 64
 - Reformatted/reorganized attachments for better use on surveys.
 - Corrected phone # on attachment 2.
 - Quarterly update of Emergency Response Organization.
- 63
 - Quarterly update of Emergency Response Organization.
- 62
 - Quarterly update of Emergency Response Organization.
- 61
 - Quarterly update of Emergency Response Organization.
- 60
 - In section 4.6 - changed "Assistant EPC," to "designee" on page 5.

TABLE OF CONTENTS

<u>SECTION</u>		<u>PAGE</u>
1.0	PURPOSE	4
2.0	REFERENCES	4
3.0	INITIATING EVENTS	4
4.0	PROCEDURE	5
4.7	ATTACHMENTS	5
1.	<u>MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST</u>	6
2.	<u>QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST</u>	10
3.	<u>EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS</u>	13
4.	DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS SURVEILLANCE	15
5.	<u>SIGN IN SHEET FOR QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST</u>	16

1.0 PURPOSE

The purpose of this procedure is to provide instructions for testing emergency communications systems and checking and updating the telephone number list. This procedure also provides a mechanism for determining if an organization has changed key personnel.

2.0 REFERENCES**2.1 Performance References**

2.1.1 EAP-1.1, OFFSITE NOTIFICATIONS

2.2 Developmental References

2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

3.0 INITIATING EVENTS

None

4.0 PROCEDURE

4.1 Communication checks shall be performed by an individual assigned by the Radiological and Environmental Services Manager, except for the listing sent out under Attachment 4.

4.2 Communication checks shall be performed using the appropriate checklist(s) at the frequencies shown below:

4.2.1 Monthly - Attachment 1, Monthly Emergency Communication Checklist

4.2.2 Quarterly- Attachment 2, Quarterly Emergency Communications Checklist

4.3 As part of the Quarterly Communication Check:

A. Personnel listed will be verified as being the responsible individual in their organization. Changes in such personnel shall be noted so that an updated communications checklist and a revision to EAP-1.1 and EAP-17 can be prepared.

B. JAFNPP Emergency Personnel listed on Attachment 5 will be contacted via Attachment 4 to verify phone numbers.

4.4 Problems encountered during communication checks should be noted in the remarks section.

4.5 Consult EAP-1.1, OFFSITE NOTIFICATIONS, for guidance for the use of communications system.

4.6 The individual performing the communication checks shall forward the completed checklists to the Emergency Planning Coordinator (EPC), or designee, who shall take appropriate action.

4.7 ATTACHMENTS

1. MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

2. QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

3. EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS

4. DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS SURVEILLANCE

5. SIGN IN SHEET QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST