



JUN 12 2018

10 CFR 50.54(q)
10 CFR 50.4(b)(5)

LR-N18-0064

U.S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, DC 20555-0001

Salem Nuclear Generating Station, Units 1 and 2
Renewed Facility Operating License Nos. DPR-70 and DPR-75
NRC Docket Nos. 50-272 and 50-311

Hope Creek Generating Station
Renewed Facility Operating License No. NPF-57
NRC Docket No. 50-354

Subject: Emergency Plan Document Revision Implemented May 14, 2018

Pursuant to 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), PSEG Nuclear LLC (PSEG) hereby submits 10 CFR 50.54(q) Summary Analysis Reports ID#2017-49 for Emergency Plan Document revisions implemented on May 14, 2018 (Attachment 1) and a copy of the revised documents in their entirety (Enclosure 1) associated with the PSEG Nuclear LLC Emergency Plan.

There are no regulatory commitments contained in this letter.

This letter, Attachment 1 and Enclosure 1 do not contain any personal privacy, proprietary, or safeguards information for which protection is requested under the provisions for 10 CFR 2.390.

If you have any questions or require additional information, please contact Philip Quick, Emergency Preparedness Program Manager at 856-339-3262.

Respectfully,

A handwritten signature in black ink, appearing to read "S. Barr".

Stephen Barr
Manager - Emergency Preparedness

Attachment 1 – 10 CFR 50.54(q) Summary Analysis Reports
Enclosure 1 – Emergency Plan Document Revision: NC.EP-EP.ZZ-0202, Rev. 25

cc: Mr. D. Dorman, Administrator, Region I, NRC
Mr. James Kim, Project Manager, NRC
Patrick Finney, NRC Senior Resident Inspector, Salem
Justin Hawkins, NRC Senior Resident Inspector, Hope Creek
P. Mulligan, Chief, NJBNE
Tom Cachaza, Commitment Tracking Coordinator, Salem (W/O attachment or enclosure)
Tom MacEwen, Commitment Tracking Coordinator, Hope Creek (W/O attachment or enclosure)
Lee Marabella, Corporate Commitment Tracking Coordinator (W/O attachment or enclosure)

LR-N18-0064

Attachment 1

10 CFR 50.54(q) Summary Analysis Reports

10 CFR 50.54(q) SUMMARY ANALYSIS REPORT

50.54Q I.D. Number: 2017-49

50.54Q Title: NC.EP-EP.ZZ-0202, Revision 25, OSC Activation And Operation Instructions

<p>Description of the change made to the Emergency Plan/Procedures:</p> <ul style="list-style-type: none">• Converted to new procedure format.• Original Section 4.0, deleted Note that the “procedure may be performed and completed in any order”. This was no longer applicable.• Original Step 3.1, deleted first 2 bullets, the steps were no longer required.• Original Section 4.0, “Equipment Required” was deleted.• Step 4.1.1, added step for OSCC to contact the On-Shift Stock Handler. (SAP 70179714/0020)• Step 4.1.2, changed references to new attachments in procedure.• Step 4.2.13.4, removed requirement to update Emergency Information Status board. Added EP Aid number associated with the “OSC Team Status Board” and added requirement to maintain information on Attachment 13.• Step 5.0, revised to align with EP Aids that are no longer being used.• Step 5.3.1, added commitment EP97-001 which was previously included in Attachment 11 but not in references.• Attachment 6, revised to align more closely with HU-AA-1211• Attachment 7, revised to align with revised attachment 6• Attachment 9, corrected page numbering, added step to move base station radio to back up OSC if primary OSC is relocated (SAP 70179714/0010)• Attachment 12-16, new attachments.
<p>Description of why the change is editorial (if not editorial, N/A this block): N/A</p>
<p>Description of the licensing basis affected by the change to the Emergency Plan/Procedure (if not affected, omit this element): There are no new responsibilities or organization changes resulting from the proposed changes therefore Emergency Plan Section 2.0 Assignment of Responsibility and Emergency Plan Section 3.0, Emergency Organization are unaffected by the proposed changes</p>
<p>A description of how the change to the Emergency Plan/Procedures still complies with regulation: There is no adverse effect on implementation of 10CFR50.47 Planning standards 2 or 3 or the emergency plan due to changes or assignment of additional responsibilities</p>
<p>A description of why the proposed change was not a reduction in the effectiveness of the Emergency Plan/Procedure: There is no adverse effect on implementation of 10CFR50.47 Planning standards 2 or 3 or the emergency plan due to changes or assignment of additional responsibilities. The procedure remains in compliance with requirements of the PSEG Emergency Plan and therefore does not result in a reduction in effectiveness</p>

LR-N18-0064

Enclosure 1

Emergency Plan Document Revision

Emergency Plan Document Revision Implemented May 14, 2018

NC.EP-EP.ZZ-0202, Operations Support Center (OSC) Activation and Operations, Revision 25

PSEG NUCLEAR L.L.C
PSEG Nuclear Common
EMERGENCY PREPAREDNESS
NC.EP-EP.ZZ-0202(Q) - Rev. 25
OSC ACTIVATION AND OPERATIONS

ADHERENCE LEVEL: LEVEL 2 - REFERENCE USE

Biennial Review Performed: Yes No

Configuration Change Packages and Affected Document Numbers incorporated into this revision:

- None

OTSCs incorporated into this revision:

- None

Operational Experience (OPEX) incorporated into this revision:

- None

Revision Summary	
Location	Description of Change
	<ul style="list-style-type: none"> • Converted to new procedure format.
Original Section 4.0	<ul style="list-style-type: none"> • Deleted Note that the “procedure may be performed and completed in any order”. This was no longer applicable.
Original Step 3.1	<ul style="list-style-type: none"> • Deleted first 2 bullets as the steps were no longer required.
Original 4.0	<ul style="list-style-type: none"> • “Equipment Required” was deleted.
4.1.1	<ul style="list-style-type: none"> • Added step for OSCC to contact the On-Shift Stock Handler. (70179714/0020)
4.1.2	<ul style="list-style-type: none"> • Changed references to new attachments in procedure.
4.2.13.4	<ul style="list-style-type: none"> • Removed requirement to update Emergency Information Status board. Added EP Aid number associated with the “OSC Team Status Board” and added requirement to maintain information on Attachment 13.
5.0	<ul style="list-style-type: none"> • Revised to align with EP Aids that are no longer being used.
Step 5.3.1	<ul style="list-style-type: none"> • Added commitment EP97-001 which was previously included in Attachment 11 but not in references.
Attachment 6	<ul style="list-style-type: none"> • Revised to align more closely with HU-AA-1211
Attachment 7	<ul style="list-style-type: none"> • Revised to align with revised Attachment 6
Attachment 9	<ul style="list-style-type: none"> • Corrected page numbering. (70179714/0010) • Added step to move base station radio to Back-Up OSC if the Primary OSC is re-located.
Attachments 12-16	<ul style="list-style-type: none"> • New attachments.

OSC ACTIVATION AND OPERATIONS

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE AND SCOPE	3
2.0 PRECAUTIONS AND LIMITATIONS	3
3.0 PREREQUISITES	3
4.0 INSTRUCTIONS	4
4.1 OSC Activation	4
4.2 OSC Operation.....	7
4.3 Restoration	10
5.0 REFERENCES AND COMMITMENTS	11
6.0 RECORDS	11
Attachment 1, Security Events and Bomb Search Operations	12
Attachment 2, Accountability Instructions - OSC.....	14
Attachment 3, OSCC Turnover Log	17
Attachment 4, Planner/On-Shift Stock Handler Duties	18
Attachment 5, Operations/Mechanical/Electrical/I&C Duties	20
Attachment 6, Team Briefing Guidelines.....	24
Attachment 7, Team Dispatch Trip Ticket	25
Attachment 8, Team De-Briefing Guidelines	26
Attachment 9, Fire Department Duties.....	27
Attachment 10, OSC Sign In Roster/Accountability Form	30
Attachment 11, Assembly/Accountability Instructions for High Noise Areas - OSC (Salem Only).....	32
Attachment 12, OSC Briefing Checklist.....	33
Attachment 13, OSC Team Status Board	34
Attachment 14, Salem OSC Setup Instructions & Floor Plan	35
Attachment 15, Salem Backup OSC Setup Instructions & Floor Plan	39
Attachment 16, Hope Creek OSC Setup Instructions & Floor Plan	42

|

OSC ACTIVATION AND OPERATIONS

Rev: 25

1.0 PURPOSE AND SCOPE

1.1 Purpose

1.1.1. [This procedure provides guidance to emergency response personnel for administration of Operations Support Center (OSC) activation and operations during an emergency at Hope Creek or Salem Nuclear Generating Stations.]

1.2 Scope

1.2.1. [None]

2.0 PRECAUTIONS AND LIMITATIONS

2.1 Precautions

2.1.1. [Attachment 10, OSC Sign In Roster/Accountability Form, Page 2 of 2 should only be completed if the card reader for the accountability system fails. _____

2.1.2. At Hope Creek the key to the OSC & EOP supply locker is available in the RED key box located near the locker. A backup key is maintained at the Hope Creek WCC controlled key locker and is labeled as Key #59. _____

2.1.3. At Salem the keys to the OSC supply lockers are available in the RED key box located near the locker. A spare key to open both the OSC and back up OSC key boxes is maintained at the Salem WCC controlled key locker and is labeled as Key #144. _____]

2.2 Limitations

2.2.1. [None]

3.0 PREREQUISITES

3.1 [IMPLEMENT this procedure:

3.1.1. At the request of the Shift Manager (SM) or the Emergency Duty Officer (EDO). _____

3.1.2. Upon staffing of the OSC. _____]

OSC ACTIVATION AND OPERATIONS

4.0 **INSTRUCTIONS**

4.1 **OSC Activation**

NOTE

Copies of all of the OSC EP Aids are located in the OSC working file drawer.

NOTE

To provide timely coordinated assistance to the SM, OSC activation should be targeted for within 30 minutes of the SMs direction to activate the OSC.

The OSC Coordinator (OSCC) or designee shall **ACTIVATE** the OSC as follows:

4.1.1. **NOTIFY/DIRECT** the following OSC support personnel to report to the OSC:

- Shift Electrician
- Shift I&C Technician
- Radwaste Operator
- Equipment Operators
- **IF** dual site event

THEN COORDINATE with other Station OSCC for Fire Brigade and/or On-Shift Stock Handler support, if required.

NOTE

The Fire Brigade normally brings equipment to the station that has declared the emergency. Advise the Fire Protection Supervisor of conditions that would not permit leaving equipment in any location.

- **CONTACT** and **DIRECT** the Fire Protection Supervisor (ext. 2803, ext 2800, or plant page) to:
 - **INSTRUCT** the Fire Brigade to report to the OSC.
 - **IMPLEMENT** Attachment 9, Fire Department Duties.

OSC ACTIVATION AND OPERATIONS

Rev: 25

- **CONTACT** and **DIRECT** the On-Shift Stock Handler (ext. 7766) to:

- **REPORT** to the OSC. _____

- **IMPLEMENT** Attachment 4, Planner/On-Shift Stock Handler Duties. _____

4.1.2. **DESIGNATE** at least two individuals to set up the OSC:

- For Salem, **SETUP** the OSC IAW Attachment 14, Salem OSC Setup Instructions & Floor Plan. _____

- For Salem Backup OSC, **SETUP** the OSC IAW Attachment 15, Salem Backup OSC Setup Instructions & Floor Plan _____

- For Hope Creek, **SETUP** the OSC IAW Attachment 16, Hope Creek OSC Setup Instructions & Floor Plan. _____

4.1.3. **REPORT** to the Control Room (CR) and **OBTAIN** the following information from the SM:

- Update of emergency status. _____
- Plant conditions including any known radiological problems. _____
- Status of response activities currently in progress in the field. _____
- **IF** Equipment Operators are currently dispatched into the field, _____

THEN COORDINATE with the Shift Manager to determine at what point the Equipment Operators will be directed to report to the OSC. _____

NOTE

The Salem Auxiliary Building Ventilation System needs to be restored within 2 hours following an accident initiation. _____

4.1.4. (Salem Only) With the SM, **DISCUSS** Auxiliary Building Ventilation System Status and **ENSURE** that One Supply and Two Exhaust Fans are operating properly. _____

- **IF** less than the normal compliment of fans is in service, _____

THEN REQUEST the SM prioritize OSC actions IAW the Operating Procedure. _____

- **ENSURE** design based auxiliary building temperatures are maintained. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

4.1.5. **ENSURE** OSC clock time is approximately the same as the CR/SPDS time. _____

4.1.6. **IMPLEMENT** the following steps: _____

- **IF** Accountability is called,

THEN IMPLEMENT Attachment 2 - Accountability Instructions. _____

- **DIRECT** one individual to ensure all OSC personnel sign in on the Attachment 10, OSC Sign In Roster/Accountability Form. DO NOT have Control Room personnel sign in at this time on Page 2 of Attachment 10. _____

- **UTILIZE** OSC qualified maintenance personnel assembled in the maintenance shop to augment OSC staffing as needed. _____

- **ASSEMBLE** available OSC personnel and brief them on the status of the emergency. _____

- **DIRECT** non-supervisory OSC personnel who are not assisting in set up of the OSC to assemble in the OSC Ready Room(s). _____

- **DIRECT** the Radiation Protection Supervisor-Exposure Control (RPS-EXP) or Shift Radiation Protection Technician to implement NC.EP-EP.ZZ-0304(Q), OSC - Radiation Protection Response. _____

4.1.7. **IF** all actions in Steps 4.1.1 through 4.1.6 are complete **OR**, in the opinion of the OSCC, the OSC is prepared for activation, _____

THEN ACTIVATE the OSC and **DOCUMENT** (time) _____ and (date) ___ / ___ / ___ of OSC activation. _____

4.1.8. **INFORM** the SM and OSC personnel that the OSC is activated. _____

4.1.9. **MAKE** the following page announcement (announce twice): _____

“ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL, THE OSC IS NOW ACTIVATED. ALL PLANT ACTIVITIES SHOULD BE COORDINATED THRU THE OSC”

NOTE

Each individual's annual limit will automatically be raised to 4500 mRem upon the declaration of an Alert or higher emergency classification provided a completed NRC FORM-4 is on record.

4.2 OSC Operation

4.2.1. **DIRECT** an OSC Supervisor or OSC staff member to:

- Periodically **BRIEF** the OSC Ready Room on plant conditions.
- Periodically, **ASSEMBLE** available OSC personnel and **PROVIDE** an overall Emergency Status Facility Briefing using Attachment 12, OSC Briefing Checklist as a guide.

4.2.2. **IF** Accountability is called,

THEN:

- **IMPLEMENT** Attachment 2, Accountability Instructions.
- (SALEM ONLY) **IF** requested, **THEN IMPLEMENT** Attachment 11, Assembly/Accountability Instructions for High Noise Areas - OSC (Salem Only).

4.2.3. **IF** a "Two-Person Line of Sight" rule is implemented by Security,

THEN:

- Team members deployed within the Vital Area will remain in constant visual contact with other members unless personnel or plant safety would be adversely affected.
- Observation of any unusual behavior exhibited by team members is immediately reported to Security.

4.2.4. **IF** directed to perform bomb search or security related event activities,

THEN IMPLEMENT Attachment 1, Security Events and Bomb Search Operations.

4.2.5. **IF** loss of habitability occurs for:

- The OSC (or backup OSC at Salem), **THEN DIRECT** personnel to relocate to the Technical Support Center (TSC) or other location as directed by the SM/EDO and take the OSC Portable Satellite Phone and portable radios to the new location.

OSC ACTIVATION AND OPERATIONS

Rev: 25

- The Maintenance Shop, **THEN DIRECT** personnel to the other station's maintenance shop or other location as directed by the SM/EDO.

4.2.6. **IF** the Shift Radiation Protection Technician (SRPT)/Radiation Protection Exposure Control Supervisor determines Emergency Dose Authorization (EDA) is required

THEN CONTACT SM/EDO.

4.2.7. **DIRECT** the Planner to implement Attachment 4, Planner/On-Shift Stock Handlers Duties.

4.2.8. **DIRECT** the On-Shift Stock Handler to implement Attachment 4, Planner/On-Shift Stock Handlers Duties.

NOTE

All actions/tasks performed that impact plant operation by any OSC Team, should be approved by the Shift Manager. If needed, obtain TSC Engineering support for tasks outside of normal troubleshooting and repair activities.

4.2.9. **DIRECT** Ops and Maintenance supervisors to implement Attachment 5, Operations/Mechanical/Electrical/I&C Duties.

4.2.10. **ENSURE** teams dispatched from the Control Point are tracked on the OSC Team Status Board.

4.2.11. **IF** an OSC Clerk is not available,

THEN CONTACT the TSC to have the position filled.

4.2.12. **ENSURE** the OSC Clerk position functions are completed by another OSC member when clerk is not available.

4.2.13. **DIRECT** the OSC Clerk to:

1. **LOG IN** to WebEOC IAW EP Aid-064, WebEOC Log In Desk Top Guide.
2. **INITIATE and MAINTAIN** the following in WebEOC:
 - OSC Coordinator Position Log IAW EP Aid-067, WebEOC Position and Significant Event Log Desktop Guide.
 - OSC Priority Board IAW EP Aid-068, Initiating or Updating OSC Priority Board Desktop Guide.

OSC ACTIVATION AND OPERATIONS

Rev: 25

- OSC Team Status Board, IAW EP Aid-069, Initiating or Updating OSC Team Status Board Desktop Guide.
- PSEG Emergency Status Board.

3. **OPEN** and **DISPLAY** the following on the large OSC Monitors IAW EP Aid-070, WebEOC OSC Monitor Log In DESKTOP GUIDE:

- OSC Priorities Board.
- OSC Team Status Board.
- PSEG Emergency Status Board.

4. **IF** WebEOC is not functioning,

THEN MAINTAIN the following manually:

- OSC Coordinator Log, IAW EP Aid-016, ERO Position Log.
- OSC Priorities Board (EP Aid-058) dry erase board.
- OSC Team Status Board (EP Aid-059) dry erase board. In addition, **RECORD/MAINTAIN** team information on Attachment 13, OSC Team Status Board.

5. **OBTAIN** the All Facility Briefing (EP Aid-011) package, and when requested by the TSC or OSCC, **COORDINATE** OSCC participation in the all facilities conference call.

6. **FOR SALEM OSC ONLY, IF** spectra-link phones are not functioning,

THEN SETUP backup phones in the OSC Spectra-Link & Backup Phones/OSC Radio Cabinet (OSC 3).

4.2.14. **IF** conditions degrade where respirators are needed for OSC personnel,

THEN DIRECT the OSC Clerk and On-Shift Stock Handler to report to the TSC.

4.2.15. **ENSURE** the OSC priorities and activities are periodically discussed with the SM.

4.2.16. **BRIEF** the oncoming OSCC and **CONDUCT** the turnover IAW Attachment 3, OSCC Turnover Log.

OSC ACTIVATION AND OPERATIONS

Rev: 25

4.2.17. **IF** additional personnel are needed,
THEN CONTACT the Admin Support Supervisor in the TSC. _____

4.2.18. **IF** available, have a fire operator
THEN MAN the radio; otherwise **ENSURE** the radio is manned at all times. _____

4.2.19. **IF** additional on-shift maintenance support is needed from the unaffected station,
THEN CONTACT the 12 hour - Shift Maintenance Supervisor at the unaffected station and **REQUEST** maintenance technician(s) (Electricians, Controls, and/or Mechanical) to report to the affected station's OSC. _____

4.2.20. **For Salem Only:** IF in a Beyond Design Basis External Event (BDBEE) resulting in Extended Loss of All AC Power (ELAP), **SUPPORT IMPLEMENTATION** of applicable requirements in 1/2-EOP-LOPA-4, Extended Loss of All AC Power and associated FLEX Support Guidelines (FSGs). _____

4.2.21. **DIRECT** OSC personnel or teams being relieved by oncoming OSC personnel or teams, to **UTILIZE** the following general turnover guidance for OSC position or OSC team relief/turnover: _____

- **DISCUSS** current conditions. Include any problems encountered or anticipated, and any ongoing, or expected actions. _____
- **REVIEW** all applicable documentation including procedures, logs, team briefing sheets, etc., ensuring they are completed, correct and signed. _____
- **DISCUSS** your OSC position/team priorities, personnel requirements and any equipment or material needs. _____
- **DISCUSS** any Radiological, Safety, or Environmental concerns. _____
- **NOTIFY** your OSC Supervisor or the OSCC when turnover/relief is completed. _____

4.3 Restoration

4.3.1. When the emergency is terminated, **ENSURE** completion of EP-AA-124-1001-F5, Operations Support Center Inventory - Salem or EP-AA-124-1001-F6, Operations Support Center Inventory - Hope Creek, to restore OSC to a ready state. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

- 4.3.2. **DIRECT** the OSC Clerk to collect all procedures, attachments, etc., and forward to the Station EP Manager.

END of Instructions**5.0 REFERENCES AND COMMITMENTS****5.1 Performance References**

- 5.1.1. EP-AA-124-1001-F5 - Operations Support Center Inventory - Salem
- 5.1.2. EP-AA-124-1001-F6 - Operations Support Center Inventory - Hope Creek
- 5.1.3. SY-AA-101-108 - Response to Suspicious Activity and Events Maliciously Directed at Plant Safety or Security
- 5.1.4. EP Aid-011 - All Facility Briefing
- 5.1.5. EP Aid-058 - OSC Priorities Board
- 5.1.6. EP Aid-059 - OSC Team Status Board
- 5.1.7. EP Aid-064 - WebEOC Log in Desktop Guide
- 5.1.8. EP Aid-067 - WebEOC Position Log Desktop Guide
- 5.1.9. EP Aid-068 - Initiating or Updating OSC Priority Board Desktop Guide (WebEOC)
- 5.1.10. EP Aid-069 - Initiating or Updating OSC Team Status Board Desktop Guide (WebEOC)
- 5.1.11. EP Aid-070 - WebEOC OSC Monitor Desktop Guide
- 5.1.12. 1/2-EOP-LOPA-4 - Extended Loss of All AC Power
- 5.1.13. NRC Order EA-12-049, Order to Modify Licenses with Regard to Requirements for Mitigation Strategies for Beyond-Design-Basis External Events
- 5.1.14. NEI 12-06, Diverse and Flexible Coping Strategies (FLEX) Implementation Guide

5.2 Developmental References

- 5.2.1. None

5.3 Commitments

- 5.3.1. EP97-001, Review of Actions Related to NRC Bulletin 79-18 (Compensatory Actions for Identified High Noise Areas)

6.0 RECORDS

- 6.1.1. Return completed procedure, attachments, and/or forms to the Station EP Manager.

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 1, Security Events and Bomb Search Operations

PERFORM the following for security event or bomb search operations, as directed by the SM/EDO:

The OSCC should:

CAUTION	
Portable radios and portable phones shall not be used during a bomb search. Radio transmissions may cause an explosive device to detonate.	_____

A. MAKE the following page announcement TWICE: _____

“ATTENTION ALL PERSONNEL, TERMINATE USE OF ALL PORTABLE RADIOS AND WIRELESS PHONES UNTIL FURTHER NOTICE.”

B. CALL the SM and REQUEST they make the proceeding page announcement. _____

C. CALL PSEG Security Team Leader (NETS 5136) and REQUEST that a Security Supervisor reports to the OSC. _____

D. OBTAIN a briefing from the SM concerning the requested bomb search to include, as a minimum:

- Nature of the bomb threat
- Specific areas mentioned in the threat
- Current bomb search activities
- Restrictions due to radiological concerns
- Copy of a completed Bomb Threat Checklist and Report Form if available.

E. DIRECT the Security Supervisor, assigned to the OSC, to recommend bomb search areas priorities, in accordance with Security Contingency Procedures. _____

F. MODIFY bomb search priorities recommended by the Security Supervisor as required due to plant operational and/or radiological conditions. _____

G. ASSEMBLE bomb search/security event teams that should consist of a Plant Operator as the Team Leader and a Security Force Member (SFM).

- Fire Protection Operators may be utilized if Plant Operators are not available _____
- Radiation Protection Technicians (RPT) should be assigned to bomb search teams in the RCA. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 1, Security Events and Bomb Search Operations (continued)

- H. **BRIEF** the bomb search/security event teams, in conjunction with the Security Supervisor and the RPT/RPS - EXP. _____

- I. **BRIEF** each bomb search/security event team to include discussion of the following:
 - Information known from the bomb threat.
 - Assigned search area(s) for each team.
 - Operational and Radiological concerns such as exposure limits, dosimetry, protective clothing, etc.
 - Abort conditions.
 - OSC phone call back numbers for team communications.
 - **INSTRUCT** each team member to look for physical evidence of suspected sabotage in addition to the location of destructive device(s).
 - **Mechanical** (valve alignment, piping, loose ducts, structures, normal running equipment checks).
 - **Electrical** (checks for any breakers in an off-normal position, open cabinets, open conduit, etc.).
 - **Physical Barriers** (blocked open doors, misplaced contamination/high radiation areas, etc.).
 - **Suspicious looking articles** (lunch boxes, tool boxes, packing crates, etc.).
 - **Abnormal log readings/indications** for the area. _____

- J. Using the plant page or hard wire phone, **(NO RADIO) INFORM** the OSCC immediately upon locating a potential bomb or sabotaged area. _____

- K. **IF** a bomb or suspicious device is discovered, **THEN**:
 1. **ENSURE** that all personnel in the vicinity of the bomb are relocated to a safe area. _____
 2. **DIRECT** the bomb search team to secure access to the area. _____
 3. **INFORM** the SM, OSCC, and Security Team Leader of actions taken and **REQUEST** assistance to deal with the device. _____

- L. **RECALL, DEBRIEF** and **DEACTIVATE** the Bomb Search/Security Event Team when:
 1. Completion of search with negative results is reported. _____
 2. Termination of the bomb/security threat. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 2, Accountability Instructions - OSC

A. Accountability Instructions

1. Upon Hearing the Page Announcement to Implement Accountability, the **OSCC Shall:**

- a. **ENSURE** OSC and Control Room personnel are listed on the Attachment 10, OSC Sign In Roster/Accountability Form (only obtain Control Room sign-in if backup Accountability method is being used.)

NOTE

Control Room & OSC Personnel who are carded into the Control Room Security Area are not required to pass their photo badges in front of the OSC accountability station card reader. These personnel are accounted for automatically by the access door card readers for the Control Room.

- b. Upon hearing the page announcement, "**ALL ACCOUNTABILITY STATIONS IMPLEMENT ACCOUNTABILITY**":

NOTE

The Hope Creek OSC Accountability Card Reader is located in Work Control. The Salem Accountability Card Reader is located in the OSC.

- **DIRECT** all personnel who are not within the Control Room Security Area to pass their photo badges in front of the special OSC accountability card reader.
 - **DIRECT** all OSC repair teams to contact the OSC so they may be accounted for. **USE** the Accountability Exemption Form, Page 3, of this attachment.
- c. **MAINTAIN** current status of all OSC personnel. This should include name, assignment, time dispatched.
 - d. Upon hearing the page announcement, "**ALL ACCOUNTABILITY STATIONS COMPLETE YOUR 30 MINUTE ACCOUNTABILITY**,":
 - **ENSURE** that any personnel arriving at the OSC since the initial call for accountability also have passed their photo badges in front of the OSC accountability card reader.

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 2, Accountability Instructions - OSC (continued)

- **ENSURE** the badge numbers of personnel listed on Page 3 of this attachment (Accountability Exception Form) are called to Security at Extension NETS 5138. IF unable to contact Security on NETS 5138, THEN **CONTACT** the Security Liaison at NETS 5214 (Hope Creek) or NETS 5117 (Salem). _____

e. IF personnel arrive at the OSC after 30 minutes have elapsed, THEN:

- **NOTIFY** Security (NETS 5138) of the badge numbers of the personnel that have reported to the OSC. _____
- **DIRECT** those personnel to:
 - (a) **PASS** their photobadge in front of the accountability card reader.
 - (b) **SIGN** Attachment 10, OSC Sign In Roster/Accountability Form if not already signed in.

f. IF directed,

THEN FORM search teams for unaccounted for personnel. _____

g. **MAINTAIN** continuous accountability until the emergency is terminated. _____

B. Automated Accountability System Malfunction:

1. **PERFORM** the following should the automated accountability system malfunction:

- **PROVIDE** a copy of Attachment 10, OSC Sign In Roster/Accountability Form(s), to the Security Force Member dispatched to the OSC. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 2, Accountability Instructions - OSC (continued)

ACCOUNTABILITY EXEMPTION FORM OSC

- Hope Creek
- Salem Unit 1
- Salem Unit 2

NAME (print)		SIGNATURE	BADGE NUMBER
LAST	FIRST		

NOTE

CALL Security at extension 5138 and **PROVIDE** the badge numbers of the personnel listed above. The personnel listed above have been accounted for verbally. These personnel are involved in actions to mitigate emergency events. IF unable to contact security at extension 5138, THEN **CONTACT** the TSC Security Liaison at NETS 5214 (Hope Creek) or NETS 5117 (Salem).

_____ / _____
 Print/Sign (OSCC or SM) Time Date

Attachment 3, OSCC Turnover Log

- Hope Creek
- Salem Unit 1
- Salem Unit 2

Date: ___ / ___ / ___

1. [UE] [A] [SAE] [GE] was declared @ _____ hrs. on ___ / ___ / ___

Due to: _____

2. The present classification, [A] [SAE] [GE] was declared @ _____ hrs. on ___ / ___ / ___

Due to: _____

3. The Emergency Coordinator (EC) is _____
in the [EOF] [TSC] [CR] _____ Name

4. The Oncoming and Offgoing OSCC should:

- A. **DISCUSS** current conditions. Include any problems encountered or anticipated, and any ongoing, or expected actions.
- B. **REVIEW** all applicable documentation including procedures, logs, etc., ensuring they are completed, correct and signed.
- C. **DISCUSS** the OSC's priorities, personnel requirements and any equipment or material needs.
- D. **DISCUSS** any Radiological, Safety, or Environmental concerns.
- E. **ENSURE** that OSC teams in the field are recalled or relieved on the job as necessary.
- F. **NOTIFY** the SM of the change in command in the OSC. **UPDATE** plant status and priorities as applicable.

Initials
On / Off

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

(ONCOMING)

(ONCOMING)

Attachment 4, Planner/On-Shift Stock Handler Duties

NOTE

When the Hope Creek OSC is activated, the Hope Creek Work Control Office becomes an extension of the OSC.

Planner Duties

PERFORM the following, as appropriate:

- **LOG** on to SAP on any available computer with LAN capabilities. _____
- **TRACK** any items issued and document for post-emergency review. _____
- **PROVIDE** current status of repairs in progress. _____
- **IF** the OSC Planner needs to deviate from his/her planning guide in an emergency,
THEN SM approval is required, per MA-AA-716-010, Maintenance Planning. _____
- **INITIATE** Work Order/Notification packages as necessary for jobs originating in the OSC. _____
 - **IF** time is not available, and at the discretion of the OSCC,
THEN USE a paperwork request and follow up with a Work Order/Notification as soon as possible. _____
- **PROVIDE** guidance as to procedures, tools, and time that past repairs required. _____
- **IF** a repair needed to mitigate an emergency requires a Safety Related Component that is not available but a similar Non-Safety Related Component is,
THEN OBTAIN TSC Engineering review and approval prior to Component installation. _____
- As requested, **OBTAIN** spare parts, materials, tools, etc. _____
- **ASSIST** the other OSC staff members as directed by the OSCC including answering phones, page announcements and OSC Ready Room updates. _____
- **COLLECT** all documents, orders, and paperwork for review and documentation after the emergency has been terminated. _____

Attachment 4, Planner/On-Shift Stock Handler Duties (continued)

On-Shift Stock Handler Duties

PERFORM the following, as appropriate:

- **LOG** on to SAP on any available computer with LAN capabilities. _____
- **LOCATE** and **OBTAIN** all available parts requested by the OSC. _____
- **TRACK** any items issued and document for post-emergency review. _____
- **PROVIDE** current status of parts retrieval in progress. _____
- **ASSIST** the other OSC staff members as directed by the OSCC including answering phones, page announcements and OSC ready room updates. _____
- IF the loss of OSC habitability occurs, THEN REPORT to the TSC. _____
- **COLLECT** all documents, orders, and paperwork for review and documentation after the emergency has been terminated. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 5, Operations/Mechanical/Electrical/I&C Duties

CAUTION

Portable radios are not to be keyed in the vicinity of the Control Room or Relay Room areas. Any portable radio and cellular phone transmissions are prohibited during bomb search operations.

PERFORM the following, as appropriate:

- **PROVIDE** corrective action recommendations based on your expertise to the OSCC for accident mitigating activities.

NOTE

1. A team in place of an individual should be used under the following circumstances:
 - An individual's exposure could be expected to exceed 1000 mRem.
 - The task would require entry into a "Harsh Environment Area" (i.e., a steam atmosphere, a heat stress area, unknown, etc.)
 - Acts of sabotage or suspected sabotage.
2. Prompt team dispatch is of the utmost importance. If necessary, a radiological briefing may be conducted on the way to the job.

NOTE

The safety of the on-site personnel and general public is of the highest priority. To protect the public, it is imperative to get the accident mitigating teams into the field as soon as possible. In most cases the teams should be dispatched within ten (10) minutes from the time the OSCC has been directed by the SM to complete an urgent task.

- **IF** additional on-shift maintenance support is needed from the unaffected station,

THEN CONTACT the 12 hour - Shift Maintenance Supervisor at the unaffected unit and **REQUEST** maintenance technician(s) (Electrical, Controls, and/or Mechanical) to report to the affected station's OSC.

- **ASSEMBLE** teams and **PROVIDE** team briefings and de-briefings in your areas of expertise.

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 5, Operations/Mechanical/Electrical/I&C Duties (continued)

- **ENSURE** that teams dispatched from the Control Point are tracked using the OSC Team Status Board. _____
- **ASSEMBLE** the team and **DESIGNATE** a team leader. _____
- **IF** adverse radiological conditions exist,
THEN INCLUDE a Radiation Protection Technician (RPT) to be part of the team. _____
- **IF** a personnel injury/medical response incident occurs,
THEN INCLUDE a Fire Brigade Member on the team. _____
- **ENSURE** all teams obtain a briefing IAW Attachment 6, Team Briefing Guidelines and **REVIEW** the 2-Minute Drill Card. _____
- **WHEN** a team is dispatched,
THEN ENSURE the OSC Team Status Board is updated. _____

<p>NOTE</p> <p>Attachment 6 is for guidance only. It is not a requirement to cover every bulleted item. Timeliness of team dispatch should be the over-riding concern during a declared emergency.</p>

- **IF** the SM has determined the task is considered the highest accident mitigating priority (actions necessary to stop a leak/release), **THEN**
 - **BRIEF** the team in accordance with Attachment 6, Urgent Team Briefing Checklist utilizing the topics marked with an asterisk. _____
 - **IF** an Emergency Dose is required and the authorization is delayed,
THEN DISPATCH the team to the Control Point to standby until the Emergency Dose Authorization is complete. _____
 - **COMPLETE** briefing any additional Attachment 6 items, Team Briefing Guidelines after the team has been dispatched to the control point either by radio or telephone. _____
- For all other tasks requested by the SM, **COMPLETE** a full brief IAW Attachment 6, Team Briefing Guidelines prior to dispatching the team. _____

Attachment 5, Operations/Mechanical/Electrical/I&C Duties (continued)

- **MONITOR** and support dispatched teams (Point of Contact). _____
- **RECALL** the Team IF:
 - 1. The mission or objective is accomplished
 - 2. Directed by SM (higher priority, etc.)
 - 3. Plant conditions degrade to where an individual's exposure to unanticipated changes in radiological conditions:
 - May exceed authorized exposure limit.
 - Life threatening environmental conditions are encountered. _____
- **CONDUCT** a detailed de-briefing upon team return in accordance with Attachment 8, Team De-Briefing Guidelines. _____
- **RELEASE** team to RPT/RPS - EXP for a radiological debriefing. _____
- **COORDINATE** with the Radiological Assessment Coordinator (RAC) for the transportation of injured person or personnel receiving Emergency Exposures of ≥ 5 REM to the appropriate medical facilities, if necessary. _____
- **DEACTIVATE** the team and **UPDATE** the OSC Team Status Board. _____

NOTE

Most OSC troubleshooting/repair activities should be handled through the normal processes (procedures, work orders, tagging, etc.). If tasks are outside of normal troubleshooting and repair activities, the TSC Engineering Support Team will document the needed plans/steps/ tasks on their "Technical Support Tracking Form". The OSC needs to ensure that the SM has approved this form before any work is started. _____

- **INTERFACE** with the TSC Engineers for their support when needed by:
 - **COORDINATE** with the OSCC and TSS/TSTL to obtain technical support, as needed and to have engineering personnel report to the OSC as required. _____
 - **IF** TSC personnel determine that a Technical Support Tracking Form is required to support work/troubleshooting,

THEN OBTAIN a copy of the Technical Support Tracking Form for implementing actions recommended by the engineering staff, that are not addressed through normal work processes. _____
 - **PRIOR** to use in the field, **ENSURE** the Technical Support Tracking Form is approved for implementation by the SM. _____

Attachment 5, Operations/Mechanical/Electrical/I&C Duties (continued)

NOTE

The Work Control Office becomes an extension of the OSC when the OSC is activated.

- **ASSIST** the OSC Planner in Work Request/Notification generation IAW the appropriate procedures. _____
- **INITIATE** tagging requests in Work Control. _____
- **REQUEST** the Operations Supervisor assist in tag request generation. _____
- **IF** acts of sabotage are suspected,
THEN CONTACT Security in the TSC to determine what areas are safe for personnel dispatch. _____
- **IF** any area is considered unsafe by Security,
THEN DISCUSS delaying team dispatch until the area is cleared by Security. _____
- **COLLECT** all procedures, attachments, etc. and **GIVE** to the OSC Clerk. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 6, Team Briefing Guidelines

Activity Description:

***Purpose**

- Designate a team leader and team number identifier
- Review task, scope, and nature of work
- Expected duration and results
- Roles and responsibilities of team members
- Identify critical step(s)

Document Review

Review documentation that will be used to complete the task

NOTE: It is not required to have documentation in hand prior to performing work in an Emergency. (MA-AA-716-010)

- Procedure(s)
 - Prerequisites, Precautions, & Limitations
 - *Visibly Mark or Highlight* critical steps (if any) and discuss mitigating action(s)
- Technical Support Tracking Form
- Notification
- Work Order

***Hazard Mitigation Methods**

- Personal Protective Equipment (PPE)
- Clearance / Safety tags & permits (walk down, reviewed)
- Configuration Control
 - Method: Order, Tagging, Procedure, Abnormal Component Position Sheet
- Operational Risk / Protected Equipment & Pathways
 - Obtain authorization from Control Room Supervisor directly prior to performing a critical step or series of critical steps related to operational risk.
 - Discuss protected equipment in the area to be worked
- Review Environmental Conditions
 - Heat Stress
 - Oxygen Deficient Atmosphere
 - Toxic/caustic chemical concerns
 - SCBA/breathing protection required

***Radiological Conditions**

- Radiation Work Permit - RWP and task
- Dress out/SCBA requirements
- Expected does rates
- Establish stay times
- Emergency Dose
 - Is emergency dose required
 - Is emergency dose authorized (can be verbally authorized on the way to the work site for urgent/life saving measures)
 - Is emergency dose for life saving (75R)
 - Is emergency dose for accident mitigation (25R)
- Establish abort condition criteria
- Identify desired route
- Low Dose Areas
- High Rad Area keys required
- Is the use of KI recommended prior to team dispatch

Human Performance

Address human performance tools for *each critical step* relevant to risks with nuclear, industrial, radiological, and environmental safety as well as risks to reactivity management and/or operational risk activities.

- STAR / Questioning Attitude / Attention to Detail
- Three part communications
- Verification Techniques (CV, IV, and/or Peer Check)
- Procedure Use and Adherence & Place Keeping
- First Check
- Flagging / Robust Operational Barriers
- 2-minute drill reminder (consider assigning person)

Special Requirements or Unusual Conditions

- Resources, tools and material
- Deviations from normal work processes
- Interfaces with other organizations/facilities

***Communications**

- Establish preferred method
 - Portable radios (channel number)
 - Phones (Dimension)
 - Other (Gaitronics, sound powered phones, etc.)
- Point of contact (usually the briefing supervisor)
- Check in time cycle (usually every 15 minutes)
- Report back to OSC for accountability (usually not but depends on plant conditions)

Contingencies / Stop Work Criteria

Review contingencies, changes in task/environmental conditions, or scope regarding unexpected equipment responses:

- Expected results **not** obtained, Stop Work Criteria
- Event response for a mistake, misposition, spill, etc.
- Who to contact if problems, concerns, or questions arise

Questions and Concerns workers may have with the job

References:

- Personal Protective Equipment (PPE) (SA-AA-116)
- Electrical Safety (SA-AA-129)
- Safety Tagging / Clearance (OP-AA-109-115)
- Tool Use (SA-AA-2100)
- Working at Heights (SA-AA-115)
- Confined Space (SA-AA-114)
- Chemical Hazards (SA-AA-2113)
- Industrial Lift Trucks (SA-AA-127)
- Rigging & Lifting (MA-AA-716-021)
- Maintenance Planning Process (MA-AA-716-010)
- Operational Support Center (OSC) Radiation Protection Response, Attachment 3 – Emergency Exposures (NC.EP-EP.ZZ-0304)
- Conduct of Maintenance (MA-AA-1000)

***The 5 Key Questions**

- What are the **Critical Steps** in this task?
- What are the **Error Likely Situations**?
- What is the **Most Likely Undesired Consequence** of this action/task?
- What **Defenses** are we relying upon?
- What actions will assure proper **Configuration Control**?

Attachment 7, Team Dispatch Trip Ticket

Team Dispatch Trip Ticket	Team No.: _____
Team / Task Request	Task: (Purpose, Procedure, Work Order, or Technical Support Tracking Form)
	Task Location:
	Briefing Level Assigned by OSCC <input type="checkbox"/> URGENT <input type="checkbox"/> FULL

Team Assembly, Briefing and Dispatch			Respiratory Protection Requirements		
		Name	Badge #	Required Yes / No	Qualified Yes
	Team Leader	_____	_____		<input type="checkbox"/>
	Team Member	_____	_____		<input type="checkbox"/>
	Team Member	_____	_____		<input type="checkbox"/>
	Team Member	_____	_____		<input type="checkbox"/>
	RPT	_____	_____		<input type="checkbox"/>
	RWP: _____ Task: _____ Expected Dose rate: _____ Stay Time: _____				
	Turn Back Dose Rate: _____ Turn Back Dose: _____				
	Protective Clothing Required: _____ / NONE				
Respiratory Equip. Required: _____ / NONE					
Radio Channel/Spectralink Phone Assigned: _____ Call Back Phone Number: Ext.: _____					
Special Precautions: _____ / NONE					
Return to the OSC for Assembly / Accountability: <input type="checkbox"/> Yes <input type="checkbox"/> No, report status to OSC by radio or phone.					
Briefed by: _____ Group Lead			RP Brief: _____ Initials		
OCC Clerk	Dispatch Time: _____ Est. Completion Time: _____				
	<input type="checkbox"/> OSCC Notified of team dispatch <input type="checkbox"/> WebEOC/Team Status Board updated				

Attachment 9, Fire Department Duties

Fire Department OSC Supervisor Duties

PERFORM the following, as appropriate:

CAUTION
Portable radios are not to be keyed in the vicinity of the Control Room or Relay Room areas. Any portable radio and cellular phone transmissions are prohibited during bomb search operations.

- **PROVIDE** fire or EMS response recommendations based on your expertise to the OSCC for accident conditions. _____
- **MONITOR** Oxygen content in the OSC and Control Room every hour. _____
- **MONITOR** Fire Protection System Status and **ENSURE** compensatory measures (fire watch) are maintained in accordance with plant conditions. _____
- **COORDINATE** with the RAC:
 - For the transportation of injured person or personnel receiving Emergency Exposures of ≥ 5 REM to the appropriate medical facilities, if necessary. _____
 - When returning to the site after transfer of injured personnel, to determine the best route to avoid contamination/plume pathway. _____
 - To determine the radiological conditions and consider the best initial location for fire protection equipment and the need to move equipment as radiological conditions change. _____
- **MONITOR** OSC radio if Fire Department personnel are available in the OSC. _____
- **SUPPORT** all tasks assigned by the OSCC. _____
- **IMPLEMENT/ASSIST** Operations with implementation of TSC Assist Guidelines as directed. _____

Attachment 9, Fire Department Duties (continued)

NOTE

1. A team in place of an individual should be used under the following circumstances:
 - An individual's exposure could be expected to exceed 1000 mRem.
 - The task would require entry into a "Harsh Environment Area" (i.e., a steam atmosphere, a heat stress area, unknown, etc.)
 - Acts of sabotage or suspected sabotage.
2. Prompt team dispatch is of the utmost importance. If necessary, a radiological briefing may be conducted on the way to the job.

- **ASSEMBLE/BRIEF & DISPATCH** the Fire Department team as follows:
 - **ENSURE** that all Fire Department OSC teams are made up of at least two people unless a task meets the criteria from the note above.
 - **ENSURE** that Fire Department teams dispatched from the OSC are tracked using the OSC Team Status Board.
 - **ASSEMBLE** the Team and **DESIGNATE** a Team Leader.
 - **IF** adverse radiological conditions exist,
THEN INCLUDE a Radiation Protection Technician (RPT) on the team.
 - **IF** radiological conditions change,
THEN consider relocating fire protection equipment as required.
- Timely Fire/Rescue team briefings have the potential to affect safe plant operations or plant personnel safety. **ENSURE** briefings are conducted as expeditiously as possible using the following briefing guidelines:
 - What is the reported problem/condition?
 - What is the location of the problem/condition?
 - What is the safest and fastest route to the scene?
 - What are the known safety issues for the route and the scene?
 - What are the current radiological conditions for the route and the scene?
 - Any special precautions or instructions for this task?
- **WHEN** briefing is complete, **THEN DISPATCH** the team.

Attachment 9, Fire Department Duties (continued)

- **COMPLETE** briefing any additional Attachment 6 items by radio, after the team has been dispatched by radio. _____

- **RECALL** the Team when:
 - The mission or objective is accomplished
 - Directed by SM (higher priority, etc.)
 - Plant conditions degrade to where an individual's exposure to unanticipated changes in radiological conditions:
 - May exceed authorized exposure limit
 - Life threatening environmental conditions are encountered
 - **WHEN** the team returns,

THEN CONDUCT a general debriefing. _____

- **IF** OSC becomes uninhabitable and is moved to the Back-up OSC

THEN DISCONNECT base station radio and **CONNECT** per Attachment 15. _____

OSC ACTIVATION AND OPERATIONS

Attachment 10, OSC Sign In Roster/Accountability Form

Hope Creek Salem Unit 1 Salem Unit 2

Position	Name (print/sign)	Badge #
OSCC (C01)		
OSC Clerk (C10)		
OSC Operations Supv. (C04A)		
OSC Radwaste Operator (C05A)		
Equipment Operator (B05)		
Equipment Operator (B05)		
Equipment Operator (B05)		
Equipment Operator (B05)		
Equipment Operator (B05)		
Equipment Operator (B05)		
Support Maintenance Supv. (C04B)		
Shift Maintenance Supv. (C04C)		
Shift Controls Tech Electrical (C03)		
Shift Controls Tech I&C (C02)		
Nuclear Tech - Mechanical (C05B)		
Controls Tech - Electrical (C05D)		
Controls Tech - I&C (C05E)		
RP Supv. Exposure Control (E02B1/2)		
RP Technician (E03)		
RP Technician (E03)		
Fire Protection Supv. (C06)		
Fire Brigade (C06)		
Fire Brigade (C06)		
Fire Brigade (C06)		
Fire Brigade (C06)		
Fire Brigade (C06)		
Fire Brigade (C06)		
On-Shift Stock Handler (C07)		
Planner (C08)		
Additional OSC Personnel		

Attachment 10, OSC Sign In Roster/Accountability Form (continued)

CONTROL ROOM PERSONNEL

Hope Creek Salem Unit 1 Salem Unit 2

Position	Name (print/sign)	Badge #
SM (A04)		
Control Room Supv. (B02)		
Control Room Supv. (B02)		
Nuclear Shift Tech. Advisor (B01)		
Reactor Operator/Plant Operator (B03)		
Reactor Operator/Plant Operator (B03)		
Reactor Operator/Plant Operator (B03)		
Reactor Operator/Plant Operator (B03)		
Reactor Operator/Plant Operator (B03)		
CR Communicator CM1/CM2 (B04)		
CR Communicator CM1/CM2 (B04)		
CR Ops Advisor (HC Only) (B04A)		
SRPT (Salem Only) (E04)		
Additional OSC or Control Room Personnel		

Comments: _____

OSCC Signature: _____ (print/sign)

OSC ACTIVATION AND OPERATIONS

Attachment 11, Assembly/Accountability Instructions for High Noise Areas - OSC (Salem Only)

NOTE

This ATTACHMENT shall be implemented upon request by Security Force Supervision to support implementation of **ASSEMBLY** or **ACCOUNTABILITY** for high noise areas.

HIGH NOISE AREA INSTRUCTIONS FOR ACCOUNTABILITY/ASSEMBLY

The OSCC SHALL:

NOTE

Acceptable methods that should be used to check on high noise areas are:

- Physical Observation
- Verification of Key Control
- Card Reader Record of Entry (requested from Security)

A. **IF** requested by Security Force Supervision,

THEN FORM and **DISPATCH** teams to check the areas listed below. (EP97-001)

- All Trailers within the Protected Area
- Salem Containment (priority during outages)
- Outer Penetrations (Salem U1/U2)
- Inner Penetrations (Salem U1/U2)
- Check all rooms on Aux Building 84' elevation (Salem U1/U2)
- Check all rooms on 45' elevation (Salem U1/U2)
- Salem Service Water Intake Pump Bays
- Salem Circulating Water Intake Structure
- Salem Turbine Bldg. (U1/U2)(el. 88' and 100')

B. **IF** any personnel are observed still onsite in any of these high noise areas,

THEN INSTRUCT them to either leave site or report to their Accountability Station.

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 12, OSC Briefing Checklist

OSCC - Should **ENSURE** that Key OSC Personnel on this checklist are available and ready to brief prior to the start of the briefing.

Key OSC Personnel	OSC Briefing Points
OSC COORDINATOR	<input type="checkbox"/> CAUSE / TYPE / EXTENT OF EMERGENCY <input type="checkbox"/> CURRENT OPERATIONAL STATUS <input type="checkbox"/> ACCOUNTABILITY & SITE EVACUATION STATUS <input type="checkbox"/> OSC PRIORITIES <input type="checkbox"/> STATUS OF SITE SECURITY (IF SECURITY EVENT)
OPERATIONS & MAINTENANCE SUPERVISORS	<input type="checkbox"/> STATUS OF FIELD TEAMS <input type="checkbox"/> MAJOR EQUIPMENT / POWER AVAILABILITY <input type="checkbox"/> TSC PROBLEM SOLVING ASSIGNMENTS
FIRE BRIGADE SUPERVISOR	<input type="checkbox"/> STATUS OF ANY INJURED PERSONNEL <input type="checkbox"/> STATUS OF FIRE PROTECTION SYSTEMS
RAD PRO SUPERVISOR - EXPOSURE CONTROL	<input type="checkbox"/> INPLANT AND ONSITE RADIOLOGICAL CONDITIONS <input type="checkbox"/> RADIATION EXPOSURE CONTROL / HABITABILITY CONCERNS ON SITE PROTECTIVE ACTIONS <input type="checkbox"/> EMERGENCY DOSE LIMITS
OSC PLANNER	<input type="checkbox"/> STATUS OF PLANNED JOBS <input type="checkbox"/> STATUS OF TAGGING REQUEST
OSC CLERK	<input type="checkbox"/> STATUS OF ADDITIONAL PERSONNEL SUPPORT NEEDS <input type="checkbox"/> SHIFT RELIEF ROSTER STATUS
HUMAN PERFORMANCE ERROR REDUCTION USE OF 3-WAY COMMUNICATION USE OF PEER-CHECKING AVOID TIME PRESSURE TRAPS	

Attachment 13, OSC Team Status Board

OSC TEAM STATUS BOARD				
TEAM NO.	TEAM OBJECTIVE	TEAM LEADER & MEMBERS	TIME OUT / IN	TEAM RESULTS OR PROBLEMS ENCOUNTERED
			/	
			/	
			/	
			/	
			/	
			/	
			/	

Attachment 14, Salem OSC Setup Instructions & Floor Plan

NOTE

Steps may be performed and completed in any order with the exception of the steps in Page 4 of this attachment, OSC Base Radio Station Operation.

A. **UNLOCK** OSC Cabinet Nos. 1, 2, and 3.

B. **OBTAIN** equipment and supplies stored in the OSC locker and cabinets.

NOTE

- The preferred method is to display the boards using WebEOC on one or more of the large monitors / smart boards in the 'Kiosk' mode (EP Aid-070, Large Monitor / Smart Board Log In Desktop Guide).
- Hard copy boards may be used in addition to or instead of WebEOC.

C. **IF NEEDED** the OSC Priorities and Team Status boards are located in OSC Cabinet No. 4 which is in the HVAC Room/OSC Storage area.

D. The OSC phones are setup in accordance with figure found on Page 3 of this attachment, Salem Generating Station OSC Floor Plan. PLACE nameplates around the table or on the cubicles as necessary to assist OSC personnel with initial staffing of the OSC. The set-up is for guidance only. Personnel may be relocated around the table as needed or determined by the OSC Coordinator (OSCC).

E. **DIRECT** OSC staff to CHECK phones for dial tone to ensure proper operation. For any failed phones: **CONTACT** the IT Supervisor in the EOF (if activated) using EP Aid-004 – NETS Quick Reference Directory or **CREATE** an IT Ticket.

F. **PLACE** the OSC base radio in operation as per page 4 of this attachment.

G. **IF** WebEOC is unavailable

THEN SETUP the OSC Priorities and OSC Team Status boards in a manner deemed appropriate by the OSC Coordinator.

H. **PROVIDE** the Control Room with one of the OSC Priority Status Boards.

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 14, Salem OSC Setup Instructions & Floor Plan (continued)

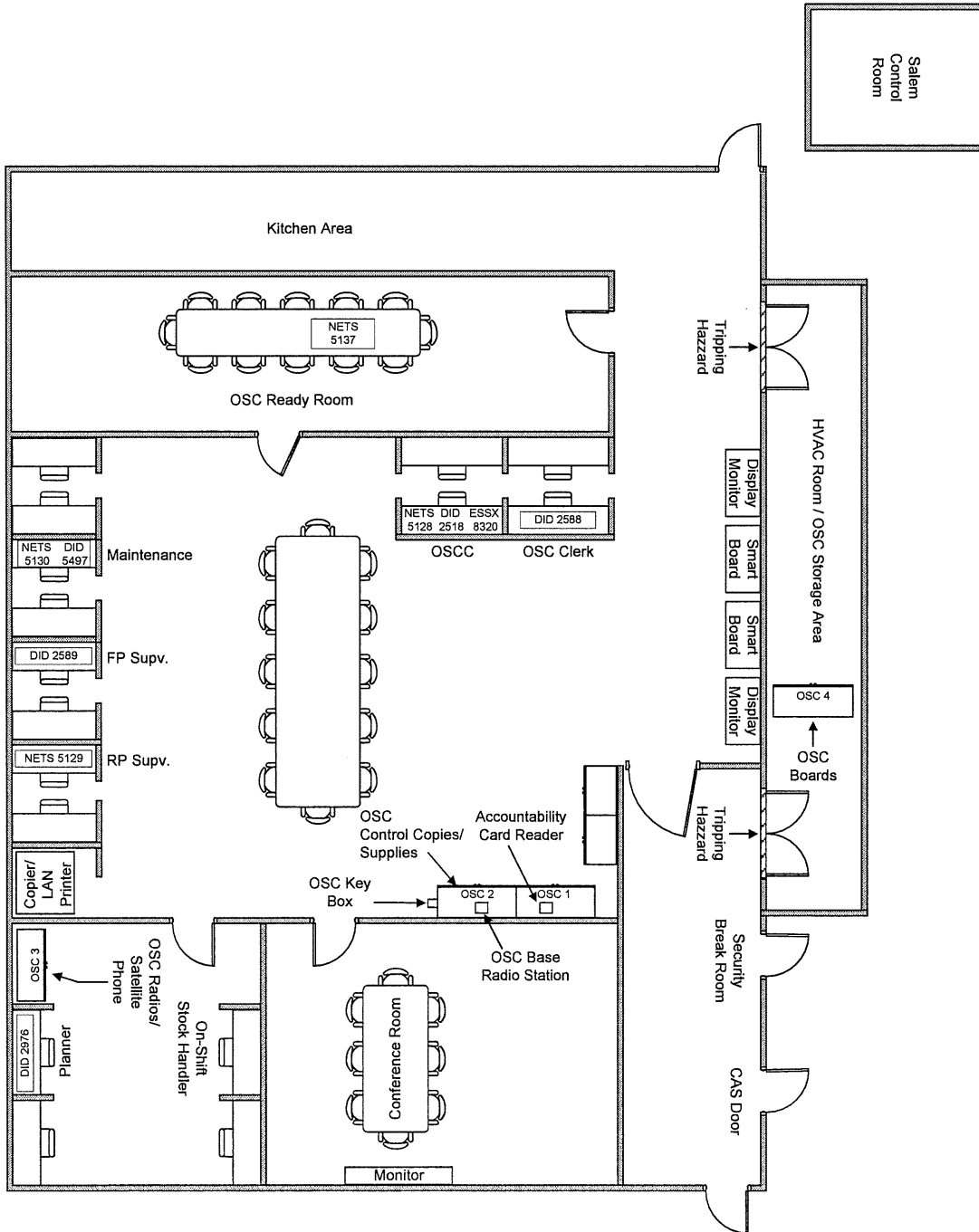
I. **IF** OSC becomes uninhabitable,

THEN PERFORM the following steps to activate the Back-Up OSC, which is located in the conference room in the Control Room:

1. **OBTAIN** key to the key box in the Salem Work Control Center from the OSC Key Box. _____
2. **USING** key **OBTAIN** key to Back-Up OSC key from key box. _____
3. **ENSURE** all necessary documentation, boards, supplies, and equipment are relocated to the Back-Up OSC. _____
4. Once in Back-Up OSC, **USE** Attachment 15, Salem Back-Up Operations Support (OSC) Set-Up Instructions & Floor Plan, to set-up Back-Up OSC. _____

Attachment 14, Salem OSC Setup Instructions & Floor Plan (continued)

SALEM GENERATING STATION OSC FLOOR PLAN



Attachment 14, Salem OSC Setup Instructions & Floor Plan (continued)

OSC BASE RADIO STATION OPERATION

- A. **TURN** unit power on (The On/Off Switch is on the top of the unit). _____
- B. **POSITION** the FREQUENCY BUTTON as follows:
 - 1. For **Salem Unit No. 1**, UP position for Frequency #1 _____
 - 2. For **Salem Unit No. 2**, DOWN position for Frequency #2 _____
- C. **ENSURE** headset is attached to the pigtail. _____
- D. **POSITION** the SPEAKER TOGGLE SWITCH to the OFF position for headset use or in the ON position for speaker use. _____
- E. **POSITION** VOLUME CONTROL to a comfortable level. (VOLUME CONTROL SWITCH is on the top of the radio.) _____
- F. **DEPRESS** the TRANSMIT BAR on the microphone to transmit a message when the headset OFF. _____
- G. **DEPRESS** the hand held transmit button on the headset cord to transmit, if the headset is ON. _____
- H. **ENSURE** OSC hand held radios are selected to the same frequency as the base station radio. _____
- I. **TEST** the base station radio to a hand held radio outside of the Salem OSC. _____

Attachment 15, Salem Backup OSC Setup Instructions & Floor Plan

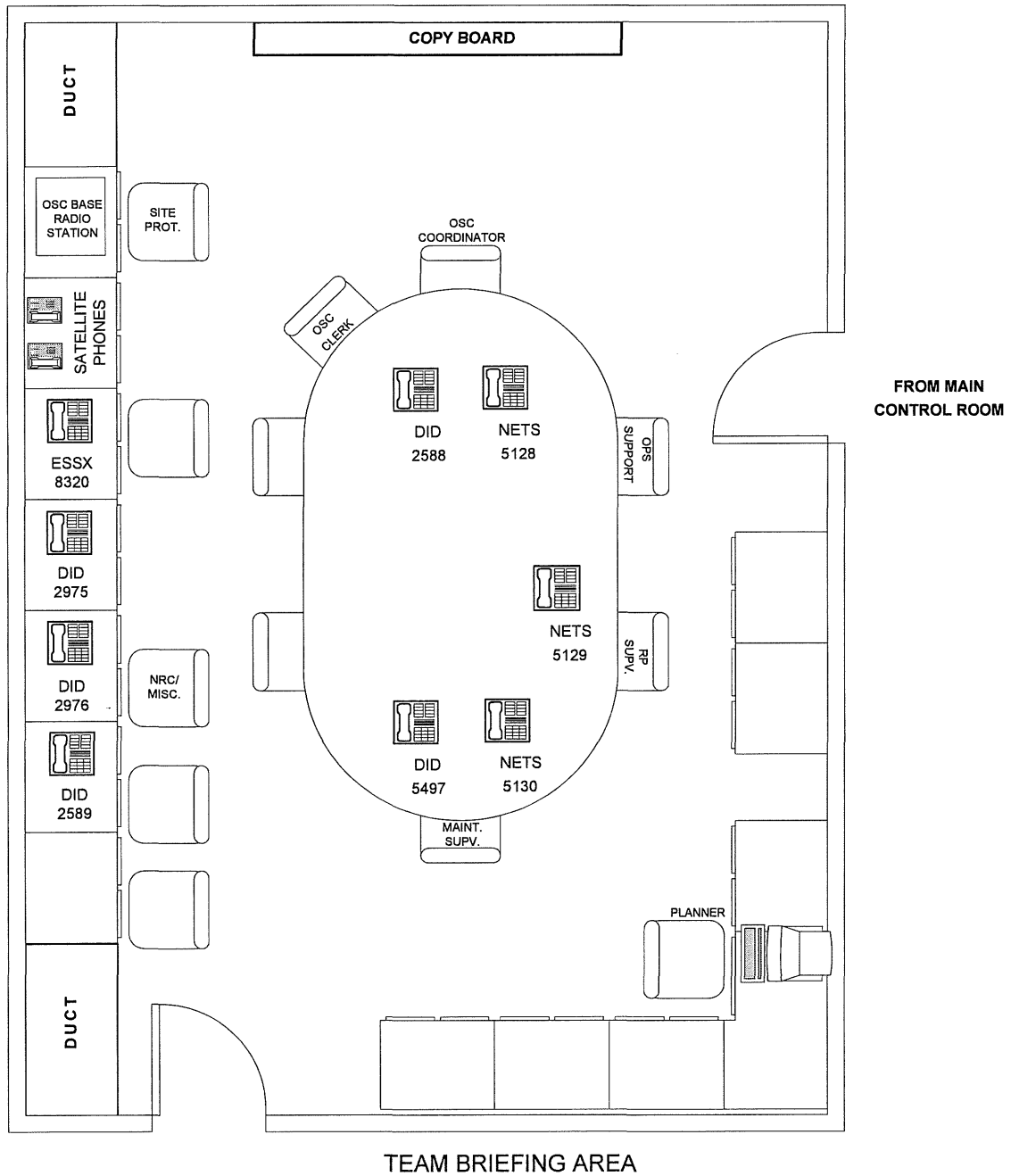
NOTE

Steps may be performed and completed in any order with the exception of the steps in Attachment 2, Back-Up OSC Base Radio Station Operation.

- A. **SETUP** the Backup OSC phones in accordance with figure found on Page 2 of this attachment, Salem Generating Station Backup OSC Floor Plan. The setup is for guidance only. Personnel may be relocated around the table as needed or determined by the OSCC. **PLACE** nameplates around the table.
- B. **CHECK** all phones for dial tone to ensure proper operation.
- C. **PLACE** the OSC base radio in operation as per Page 2 of this attachment.
- D. **SETUP** the OSC Team Status Board.
- E. **IF** WebEOC is not available,
THEN PROVIDE the Control Room with one of the OSC Priority Status Boards.
- F. **SETUP** the other OSC Priority Status Board in the OSC near the OSCC.

Attachment 15, Salem Backup OSC Setup Instructions & Floor Plan (continued)

SALEM GENERATING STATION BACKUP OSC FLOOR PLAN



Attachment 15, Salem Backup OSC Setup Instructions & Floor Plan (continued)

OSC BASE RADIO STATION OPERATION

- A. **TURN** unit power on (The On/Off Switch is on the top of the unit). _____
- B. **POSITION** the FREQUENCY BUTTON as follows:
 - 1. For **Salem Unit No. 1**, UP position for Frequency #1 _____
 - 2. For **Salem Unit No. 2**, DOWN position for Frequency #2 _____
- C. **ENSURE** headset is attached to the pigtail. _____
- D. **POSITION** the SPEAKER TOGGLE SWITCH to the OFF position for headset use or in the ON position for speaker use. _____
- E. **POSITION** VOLUME CONTROL to a comfortable level. (VOLUME CONTROL SWITCH is on the top of the radio.) _____
- F. **DEPRESS** the TRANSMIT BAR on the microphone to transmit a message when the headset OFF. _____
- G. **DEPRESS** the hand held transmit button on the headset cord to transmit, if the headset is ON. _____
- H. **ENSURE** OSC hand held radios are selected to the same frequency as the base station radio. _____
- I. **TEST** the base station radio to a hand held radio outside of the Salem OSC. _____

OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 16, Hope Creek OSC Setup Instructions & Floor Plan

NOTE

Steps may be performed and completed in any order with the exception of the steps in Attachment 2, OSC Base Radio Station Operation.

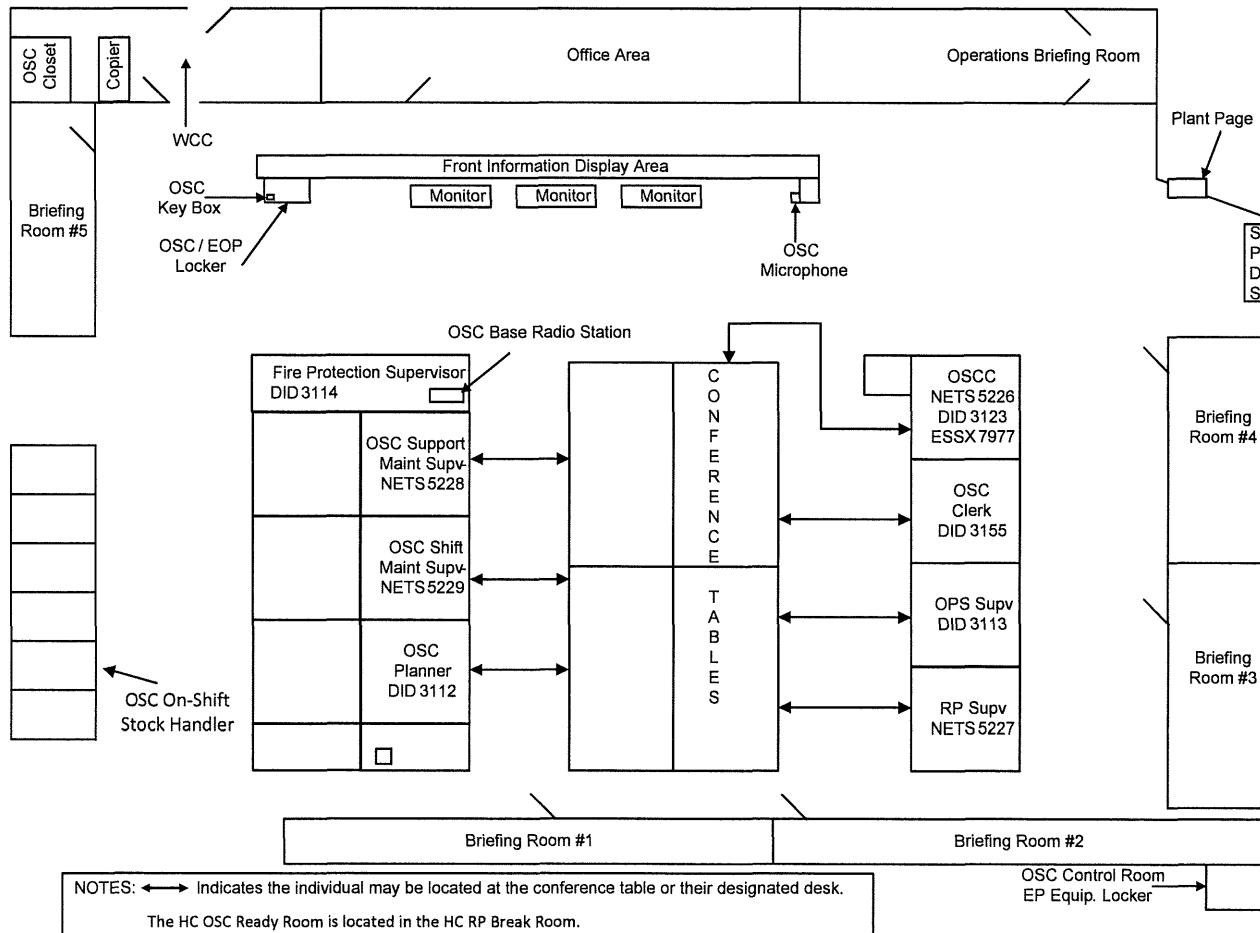
- A. **PROCEED** to OSC/OCC and **OBTAIN** key for the OSC/EOP locker from the RED Key Box located on the cabinet. (OSC locker cabinet is located along the front wall of the OSC).
- B. **UNLOCK** the OSC locker cabinet.
- C. **DISTRIBUTE** working copy of procedures and administrative supplies as needed.
- D. **OBTAIN** OSC position nameplates and **DISTRIBUTE** as per OSC diagram on Page 2 of this attachment.
- E. **DIRECT** OSC staff to **CHECK** phones for dial tone to ensure proper operation. For any failed phones: **CONTACT** the IT Supervisor in the EOF (if activated) using EP Aid-004 – NETS Quick Reference Directory or **CREATE** an IT Ticket.
- F. **DIRECT** OSC staff with cordless RED desk phones to ensure that the correct handset is located in its matching charger (both charger and handset associated with the same phone extension number).
- G. **PLACE** the OSC base radio in operation as per Page 3 of this attachment.

NOTE

- The preferred method is to display the boards using WebEOC on one or more of the large monitors / smart boards in the 'Kiosk' mode (EP Aid-070, Large Monitor / Smart Board Log In desktop Guide).
- Hard copy boards may be used in addition to or instead of WebEOC.

- H. **IF** WebEOC is unavailable
THEN SETUP the OSC Priorities and OSC Team Status boards in a manner deemed appropriate by the OSC Coordinator.
- I. **SETUP** the OSC priority status board in the Control Room. (This Board is found in the storage closet in the CRS office area in the Control Room Complex.).

Attachment 16, Hope Creek OSC Setup Instructions & Floor Plan (continued)



OSC ACTIVATION AND OPERATIONS

Rev: 25

Attachment 16, Hope Creek OSC Setup Instructions & Floor Plan (continued)

OSC BASE RADIO STATION OPERATION

- A. **TURN** unit power on (The On/Off Switch is on the top of the unit). _____
- B. **POSITION** the FREQUENCY BUTTON, UP position for Frequency #3. _____
- C. **ENSURE** headset is attached to the pigtail. _____
- D. **POSITION** the SPEAKER TOGGLE SWITCH to the OFF position for headset use or in the ON position for speaker use. _____
- E. **DEPRESS** the **TRANSMIT BAR** on the microphone to transmit a message when the headset OFF. _____
- F. **DEPRESS** the hand held transmit button on the headset cord to transmit, if the headset is ON. _____
- G. **ENSURE** OSC hand held radios are selected to the same frequency as the base station radio. _____
- H. **TEST** the base station radio to a hand held radio outside of the Control Room. _____