

Wednesday, March 14, 2001

Document Update Notification

COPYHOLDER NO: 103

TO: NRC - WASHINGTON

ADDRESS: OS-DOC CNTRL DESK MAIL STOP OP1-
17 WASHINGTON DC 20555

DOCUMENT NO: OP-1903.067

TITLE: EMERGENCY RESPONSE FACILITY-
EMERGENCY OPERATIONS FACILITY
(EOF)

REVISION NO: 015-03-0

CHANGE NO: PC-03

SUBJECT: PERMANENT CHANGE (PC)



← If this box is checked, please sign, date, and return within 6 days.



ANO-1 Docket 50-313



ANO-2 Docket 50-368

Signature

Date

RETURN TO:

**ATTN: DOCUMENT CONTROL
ARKANSAS NUCLEAR ONE
1448 SR 333
RUSSELLVILLE, AR 72801**

A045

ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

60 of 71

**TITLE: EMERGENCY RESPONSE FACILITY -
EMERGENCY OPERATIONS FACILITY (EOF)**

PROC/WORK PLAN NO.
1903.067

CHANGE NO.
015-03-0

WORK PLAN EXP. DATE
N/A

TC EXP. DATE
N/A

SET # 103

SAFETY-RELATED
☒ YES ☐ NO

IPTE
☐ YES ☒ NO

TEMP ALT
☐ YES ☒ NO

When you see these TRAPS

Get these TOOLS

Time Pressure
Distraction/Interruption
Multiple Tasks
Overconfidence
Vague or Interpretive Guidance
First Shift/Last Shift
Peer Pressure
Change/Off Normal
Physical Environment
Mental Stress (Home or Work)

Effective Communication
Questioning Attitude
Placekeeping
Self Check
Peer Check
Knowledge
Procedures
Job Briefing
Coaching
Turnover

VERIFIED BY

DATE

TIME

FORM TITLE:

VERIFICATION COVER SHEET

FORM NO.
1000.006A

CHANGE NO.
049-00-0

**ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE**

62 of 71

TITLE:Emergency Response Facility - Emergency
Operations Facility (EOF)

PROC/WORK PLAN NO.
1903.067

CHANGE NO.
015-03-0

☒ **PROCEDURE**

☐ **WORK PLAN, EXP. DATE** N/A

PAGE 1 **OF** 1

TYPE OF CHANGE:

☐ **NEW**

☐ **REVISION**

☒ **PC**

☐ **TC**

☐ **DELETION**

Procedure or Work Plan

☐ **EZ**

EXP. DATE: N/A

AFFECTED SECTION:
(Include step # if
applicable)

4.5; 6.2.4; 6.4.1; 6.6;
Position Guide C,
Step D; Task J-1;
Step 4

5.1.3

1903.067A

DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe
reason for the change.)

Changed Shift Superintendent to Shift Manager

Deleted reference to 1904.011

Modified Staffing Board Diagram to match Staffing Board in EOF

FORM TITLE:

DESCRIPTION OF CHANGE

FORM NO.
1000.006C

CHANGE NO.
049-00-0

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 1 of 85 CHANGE: 015-03-0
--	--	---

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
1.0 PURPOSE	3
2.0 SCOPE	3
3.0 REFERENCES	3
4.0 DEFINITIONS	4
5.0 RESPONSIBILITY AND AUTHORITY	5
6.0 INSTRUCTIONS	6
6.1 EOF Description	6
6.2 EOF Activation	7
6.3 EOF Staffing	8
6.4 Turnover	9
6.4.1 EOF Director	9
6.4.2 EOF Staff	10
6.5 Alternate EOF	10
[6.6 Severe Accident Management]	10
7.0 ATTACHMENTS AND FORMS	11
7.1 ATTACHMENTS	
7.1.1 Attachment 1 - Position Guides and Task Assignments for the EOF Staff	12
A. [Position Guide A - Accident Assessment Manager]	13
Task A-1 - EOF Engineering Support	17
B. Position Guide B - Dose Assessment Supervisor	18
C. [Position Guide C - EOF Director]	22
[Task C-1 - NRC Site Team Briefer]	27
D. Position Guide D - EOF HP Supervisor	28
Task D-1 - EOF Monitoring H. P.	32
E. Position Guide E - EOF Maintenance Coordinator	33

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 2 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

TABLE OF CONTENTS

<u>SECTION</u>		<u>PAGE NO.</u>
	F. Position Guide F - EOF Support	
	Superintendent	36
	Task F-1 - Telecommunications Support	40
	Task F-2 - Purchasing & Procurement Support	41
	G. Position Guide G - Offsite Monitoring	
	Supervisor	42
	Task G-1 - Offsite Monitoring H. P.	46
	H. Position Guide H - Radiological/Environmental Assessment Manager (REAM)	47
	I. Position Guide I - DELETED PER REV. 15	51
	J. Position Guide J - Support Manager	52
	[Task J-1 - EOF Notifications Communicator]	56
	[Task J-2 - EOF Status Board Communicator]	58
	Task J-3 - EOF EAL Reviewer	59
	Task J-4 - EOF Security	60
	Task J-5 - EOF Administrative Services	61
7.1.2	Attachment 2 - EOF (lower floor diagram)	62
7.1.3	Attachment 3 - EOF (upper floor diagram)	64
7.1.4	Attachment 4 - EOF (Command Room)	67
7.1.5	Attachment 5 - EOF (Dose Assessment Room)	68
7.1.6	Attachment 6 - Secondary Technical Support Center	69
7.1.7	Attachment 7 - Secondary Operational Support Center	70
7.2	FORMS	
7.2.1	Form 1903.067A - "EOF Activation Checklist"	71
7.2.2	Form 1903.067B - "EOF Director Status Update Guide"	79
7.2.3	Form 1903.067C - "NRC Briefing Guidelines"	82
7.2.4	Form 1903.067D - "EOF Position Staffing Form"	85

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 3 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

1.0 PURPOSE

The purpose of this procedure is to describe the Emergency Operations Facility (EOF) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the EOF along with the instructions for activating and operating the facility. In addition, the responsibilities of each ERO position assigned to this facility are described in the form of position guides and/or tasks.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

- 3.1.1 Emergency Plan
- 3.1.2 NUREG-0737, Supp. 1 - Requirements for Emergency Response Capability
- 3.1.3 NEI 91-04, Revision 1 - Severe Accident Issue Closure Guidelines

3.2 REFERENCES USED IN CONJUNCTION WITH THE PROCEDURE:

- 3.2.1 Emergency Telephone Directory

3.3 RELATED ANO PROCEDURES:

- 3.3.1 Procedure 1903.030, "Evacuation"
- 3.3.2 Procedure 1903.034, "Emergency Operations Facility Evacuation"
- 3.3.3 Procedure 1903.068, "Emergency Response Facility News Center"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THE PROCEDURE [**BOLD DENOTES COMMITMENTS**]:

- 3.4.1 0CAN129803 (P-16243) - Severe Accident Management Implementation Completion: Sections 4.11, 4.12, 6.6; Position Guide A, step D.3.d; Task A-1, step 6; Position Guide C, step D.
- 3.4.2 0CAN079009, (P-1455) - Form 1903.067A, Step 5G
- 3.4.3 0CAN079009, (P-1461) - Position Guide A
- 3.4.4 0CAN089209, (P-3334) - Form 1903.067C, Task C-1
- 3.4.5 0CAN068104, (P-4983) - Task J-2

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 4 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

- 3.4.6 OCAN078512, (P-7553) - Position Guide C
- 3.4.7 OCAN058701, (P-7899) - Section 6.4, 6.2.4, Position Guide C
- 3.4.8 OCAN038701, (P-8886) - Task J-1
- 3.4.9 OCAN068320, (P-10760) - Task J-1
- 3.4.10 OCAN068320, (P-10766) - Note under 6.4.1.G
- 3.4.11 OCNA048511, (P10783) - Position Guide C, Dealing with the Media

4.0 DEFINITIONS

- 4.1 Alternate Emergency Operations Facility (AEOF) - The emergency response facility located approximately 7 miles Southeast of ANO at the Entergy Arkansas, Inc. District Office at 305 South Knoxville Street in Russellville. The facility may be activated in the event of an evacuation of the primary EOF.
- 4.2 Command Room - Dedicated central location in the EOF, encompassed by Rooms 253 and 260, for the co-location of ANO, NRC and Arkansas Department of Health (ADH) personnel during an emergency.
- 4.3 Control Room - Either of two facilities (Unit One or Unit Two) which directs and controls emergency actions, as necessary, following the initial declaration of an emergency. The Control Room(s) are staffed in accordance with Table B-1 of the ANO Emergency Plan.
- 4.4 Corporate Emergency Center (CEC) - The Entergy Operations "Corporate" emergency response center located in Jackson, Mississippi. The CEC serves as a management support facility for ANO.
- 4.5 Emergency Direction and Control - Overall direction of facility response which must include the non-delegable responsibilities for the decision to notify and to recommend protective actions to Arkansas Department of Health personnel and other authorities responsible for offsite emergency measures. With activation of the EOF, the EOF Director typically assumes the responsibility for Emergency Direction and Control. The management of on-site facility activities to mitigate accident consequences remains with the TSC Director in the Technical Support Center. The Shift Manager retains responsibility for the Control Room and plant systems operation.
- 4.6 Emergency News Center (ENC) - The emergency facility located within the EOF which serves as the primary location from which all internal and public communications dealing with an emergency at ANO are coordinated, controlled and released to the public.
- 4.7 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves dually as the training center for ANO personnel. Additional information concerning this facility is included within this procedure.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 5 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

4.8 Emergency Response Organization (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.

4.9 Initial Response Staff (IRS) - The emergency organization primarily composed of plant staff personnel which must be able to augment the onsite plant personnel in accordance with Table B-1 of the Emergency Plan.

4.10 Operational Support Center (OSC) - The emergency response facility located in the ANO Maintenance Facility. This facility provides the support for coordinating the following functions:

Onsite Radiological Monitoring
Maintenance
Nuclear Chemistry
Emergency Medical Support
Fire Fighting Support

The OSC also serves as the assembly point and briefing area for the rescue/repair and damage control teams.

[4.11 Severe Accident - A plant event that can be categorized in one of two ways: 1) An event where it is known with certainty that core damage beyond design basis analysis goals and assumptions has occurred, or 2) An event where there is a significant amount of uncertainty concerning the degree to which the core has been damaged.]

4.12 Severe Accident Management Guidelines (SAMG) - ANO-specific guidance developed to assist the plant operating and technical staff in implementing strategies for the best use of the existing plant capabilities to diagnose, respond to, and recover from a severe accident.]

4.13 Technical Support Center (TSC) - The emergency response facility located on the 3rd floor of the ANO Administration Building. This facility is equipped with the necessary instrumentation and communication systems for monitoring the course of an accident and formulating corrective and recovery action plans.

5.0 RESPONSIBILITY AND AUTHORITY

5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Emergency Operations Facility are provided in Attachment 1. Responsibilities for the Emergency Teams/Groups and the Fire Brigade are listed in the appropriate procedures and are not included within the scope of this procedure. These procedures include:

5.1.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"

5.1.2 Procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 6 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

- 5.1.3 Procedure 1903.042, "Duties of the Emergency Medical Team"
- 5.1.4 Procedure 1903.043, "Duties of the Emergency Radiation Team"
- 5.1.5 Procedure 1903.068, "Emergency Response Facility, Emergency News Center (ENC)"

5.2 The EOF Maintenance Coordinator is responsible for ensuring that the EOF is set up in accordance with Form 1903.067A, "EOF Activation Checklist".

5.3 The EOF Support Superintendent/EOF Maintenance Coordinator is responsible for ensuring that the alternate EOF is set up in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

6.0 INSTRUCTIONS

6.1 EOF DESCRIPTION

- 6.1.1 The EOF is located approximately 0.65 miles northeast of the Reactor Buildings at ANO. This facility is designed to accommodate not only ANO personnel but will be used to house collocated Arkansas Department of Health (ADH) and Nuclear Regulatory Commission (NRC) staffs as well as representatives from the media following an emergency at ANO.
- 6.1.2 The EOF serves as the primary location for the following functions:
 - A. A central point from which the overall management of ANO emergency resources are coordinated.
 - B. Coordination between ANO and non-ANO groups such as ADH personnel.
 - C. A communications center for coordinating the release of information to the media and the public (see procedure 1903.068).
 - D. A central point for coordinating all ANO Dose Assessment and Offsite Radiological Monitoring activities following an incident at ANO.
 - E. The primary location for coordinating both technical and non-technical support activities of personnel brought in to assist ANO personnel.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 7 of 85 CHANGE: 015-03-0
---	---	---

- 6.1.3 The Emergency News Center (ENC) is located within the EOF, and the Communications Manager and Communications Liaison report to the EOF Director. However, the operation, organization and instructions for the ENC are contained in procedure 1903.068, "Emergency Response Facility, Emergency News Center", and includes the Position and Task Guides for the Communications Manager, Communication Liaison and ENC support personnel.
- 6.1.4 The EOF also serves as the alternate location for the Technical Support Center (TSC) and the Operational Support Center (OSC) should these facilities be evacuated.
- 6.1.5 The EOF, once activated and operational, contains areas which are designed to the same radiological habitability as the Control Rooms onsite at ANO. This protected area is located from the west end of the EOF to the double doors located just east of the middle stairwell (stairwell two). This area encompasses all floors of the EOF (See floor diagrams on Attachments 2 and 3).
- 6.1.6 Attachments 2-7 contain floor diagrams and room assignments for the EOF.
- 6.1.7 Bar Code Scanners are located in the EOF first floor west lobby and the second floor hall adjacent to the middle stairs. These scanners are used to perform dose tracking for personnel in the EOF. When entering the EOF, log in using the scanner on your right. When exiting the EOF log out using the scanner on your right (bar code up).

6.2 EOF ACTIVATION

- 6.2.1 The EOF activation will begin following the declaration of an Alert Emergency Class at ANO.
- 6.2.2 The goal is for the EOF to be operational as soon as possible following the declaration of an Alert emergency class but within one (1) hour of the declaration of a Site Area Emergency (SAE) or higher.
- 6.2.3 The EOF Maintenance Coordinator will be responsible for ensuring that the EOF is set up in accordance with the guidance established on Form 1903.067A, "EOF Activation Checklist".

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 8 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

[6.2.4 The EOF Director may assume the responsibility for Emergency Direction and Control when he/she has the ability to perform Notifications to offsite authorities and he/she has the capability to make Protective Action Recommendations (PAR's) to the Arkansas Department of Health and other authorities responsible for offsite emergency measures.

- A. The EOF Director may assume this responsibility before the EOF is considered to be operational.
- B. Make a verbal announcement in the EOF stating that the transfer of Emergency Direction and Control has occurred, and inform the Shift Manager and the TSC Director of the transfer of responsibility.]

6.2.5 The EOF is considered to be Operational (for Section 6.2.2 above) when the following actions have been completed:

- A. At a minimum, the following Positions in the EOF have been staffed:
 - EOF Director
 - REAM or Dose Assessment Supervisor
 - Offsite Monitoring Supervisor
 - Support Manager or EOF Support Superintendent
 - Notifications Communicator
- B. Steps 1 through 6 have been completed on Form 1903.067A, "EOF Activation Checklist".
- C. A verbal announcement is made in the EOF stating that the EOF is Operational.

6.3 EOF STAFFING

- 6.3.1 Position guides and task assignments for the EOF staff are included in Attachment 1.

NOTE

Items on a position guide are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed. Members of the ERO should not rely upon these position guides alone to determine the items for which they are responsible. These position guides should always be used in conjunction with Emergency Plan Implementing Procedures or other appropriate station procedures.

6.3.2 Each position guide details the following:

- A. Reporting location for the listed position,
- B. Position to which the listed positions report,
- C. Those positions/tasks which the position supervises and coordinates, and
- D. Duties for the listed position.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 9 of 85 CHANGE: 015-03-0
-------------------------------------	--	---------------------------------------

[6.4 TURNOVER

6.4.1 EOF Director

- A. The Shift Manager of the affected unit shall have responsibility and authority for Emergency Direction and Control of the incident response until relieved by the TSC Director or EOF Director.
- B. Ordinarily, the responsibility for Emergency Direction and Control will be transferred from the Shift Manager to the EOF Director. However, if the situation dictates, the TSC Director may assume this responsibility directly from the Shift Manager.
- C. The EOF Director shall typically report to the EOF upon arrival unless radiological habitability conditions require manning of the alternate EOF.
- D. The EOF Director shall prepare for turnover by acquiring a briefing on the incident and response tasks being performed from the Shift Manager or TSC Director (depending upon who currently has responsibility for Emergency Direction and Control).
- E. The EOF Director should also obtain copies of documentation for completed notifications and issued press releases.
- F. The EOF Director should notify the Shift Manager when he is prepared to assume the responsibility and authority for Emergency Direction and Control of the incident.
- G. The EOF Director shall make an announcement to the Command Room staff that the transfer of Emergency Direction and Control has occurred.

NOTE

The EOF Director SHALL NOT delegate the responsibility for making offsite Protective Action Recommendations and making decisions to notify offsite authorities.

- H. It is the responsibility of the EOF Director to ensure that the Command and Control Status Board in the EOF Command Room is updated as turnover occurs.
- I. The EOF Director must turn over responsibilities to a qualified individual before leaving the EOF when he has responsibility for Emergency Direction and Control (i.e., the EOF Director must be available immediately to make Protective Action Recommendations (PARs) and make decisions relating to notification of offsite authorities).]

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 10 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

6.4.2 EOF Staff

- A. Whenever a turnover is completed for any position in the EOF, the oncoming ERO member shall report this turnover to the Support Manager.
- B. Emergency response personnel who must leave their assigned location temporarily must inform their immediate superior of their location, destination and estimated time of return (with the exception of the EOF Director as outlined in Section 6.4.1.I previously).

6.5 ALTERNATE EOF

- 6.5.1 In the event of the necessity to evacuate the EOF due to radiation or other hazards, an Alternate EOF is provided at the Entergy Russellville District Office.
- 6.5.2 The Alternate EOF is located approximately 7 miles southeast from Arkansas Nuclear One. The estimated time to transfer from primary to the Alternate EOF is approximately 1-2 hours.

NOTE

Refer to Procedure 1903.034, "EOF Evacuation" for additional information on evacuating from the primary to the Alternate EOF. The procedure includes maps for directions to the facility and building layout drawings/room assignments.

- 6.5.3 The Support Manager/EOF Maintenance Coordinator are responsible for the setup of the Alternate EOF in accordance with Procedure 1903.034, "EOF Evacuation" (Attachment 2).

[6.6 SEVERE ACCIDENT MANAGEMENT

In the event that a Severe Accident is acknowledged, the TSC will take the lead for evaluation and strategies to mitigate the emergency. The TSC Director will be the responsible individual to ensure review of the Severe Accident Management Guidelines (SAMGs), and for recommending the mitigation strategies. The EOF Director will inform the EOF staff that ANO is in Severe Accident Management. As needed, the EOF staff will support the TSC staff. Actual implementation of recommendations will rest with the affected unit's Shift Manager.]

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 11 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

7.0 ATTACHMENTS AND FORMS

7.1 ATTACHMENTS

- 7.1.1 Attachment 1 - "Position Guides and Task Assignments for the EOF Staff"
- A. Position Guide A - Accident Assessment Manager
 - B. Position Guide B - Dose Assessment Supervisor (DAS)
 - [C. Position Guide C - EOF Director]
 - D. Position Guide D - EOF HP Supervisor
 - E. Position Guide E - EOF Maintenance Coordinator
 - F. Position Guide F - EOF Support Superintendent
 - G. Position Guide G - Offsite Monitoring Supervisor (OMS)
 - H. Position Guide H - Radiological/Environmental Assessment Manager (REAM)
 - I. Position Guide I - DELETED PER REV.15
 - J. Position Guide J - Support Manager
- 7.1.2 Attachment 2 - "Emergency Operations Facility (Lower Floor)" Floor Plan and Room Assignments
- 7.1.3 Attachment 3 - "Emergency Operations Facility (Upper Floor)" Floor Plan and Room Assignments
- 7.1.4 Attachment 4 - "Emergency Operations Facility - Command Room"
- 7.1.5 Attachment 5 - "Dose Assessment Room - Room 262"
- 7.1.6 Attachment 6 - "Secondary Technical Support Center - Room 260"
- 7.1.7 Attachment 7 - "Secondary Operational Support Center - Room 281"

7.2 FORMS

- 7.2.1 Form 1903.067A - "EOF Activation Checklist"
- 7.2.2 Form 1903.067B - "EOF Director Status Update Guide"
- [7.2.3 Form 1903.067C - "NRC Briefing Guidelines"]
- 7.2.4 Form 1903.067D - "EOF Staffing Form"

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 12 of 85 CHANGE: 015-03-0
---------------------------------	--	------------------------------------

ATTACHMENT 1

POSITION GUIDES AND TASK ASSIGNMENTS

FOR THE EOF STAFF

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 13 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

[POSITION GUIDE A

Page 1 of 4

ACCIDENT ASSESSMENT MANAGER]

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. EOF Engineering Support
2. Coordinates with Engineering Manager

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

- (1) EOF Director (staff briefing)
- (2) EOF Status Board
- (3) Other EOF staff personnel
- (4) Engineering Manager (TSC - Ext. 6607)

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 14 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE A

Page 2 of 4

ACCIDENT ASSESSMENT MANAGER

- d. Ensure task responsibilities under your position are assigned:
 - (1) EOF Support Engineer (Task A-1) - Notified by the Computerized Notification System (CNS).
 - (2) Verify that this position is responding via CNS notification by checking with the EOF Support Superintendent.
 - (3) Distribute the Task Guide for this assignment (attached).
 - e. Depending upon current/projected radiological conditions, instruct your support staff to report to their normal work area in the GSB or to the EOF Command Room. Rooms 285 (phone #6914) and 256 are available in the EOF as work areas for this support staff.
 - f. Establish contact with the Corporate Emergency Center (CEC) at Echelon in Jackson (refer to the Emergency Telephone Directory, section 11). Provide CEC with technical data at their request and enlist their aid to provide support for long term recovery actions. If necessary, obtain assistance from your support staff to gather and transmit information to CEC.
 - g. Report current manpower status to the EOF Director.
 - h. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log
2. On Going Actions
- a. Based on current plant conditions, develop projections of potential accident pathways/consequences and propose mitigation strategies to the EOF Director.
 - b. Coordinate with the Engineering Manager in the TSC (ext. 6607) to develop potential long-term accident projections that the ERO will have to contend with.
 - c. Establish communications with the Operations Manager (ext. 6605) and the Maintenance Manager (ext. 6608) located in the TSC to establish a mechanism for coordinating support as necessary.
 - d. Review ongoing recovery efforts to ensure that job priorities are consistent and accurate based on assessments by your staff.
 - e. Coordinate with the EOF Director to ensure that job priorities are reviewed and revised as necessary.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 15 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE A

Page 3 of 4

ACCIDENT ASSESSMENT MANAGER

- f. Refer to this procedure, Sections 6.1, 6.2, 6.3, 6.4 and 6.5, for a description of the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- g. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area. Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.
- h. Ensure adequate technical and clerical personnel are available to support you and your support staff. Technical Assistants may be obtained by contacting the EOF Support Superintendent.
- i. Fill out and update the Problem/Solution board, as needed.
- j. Ensure adequate office space, equipment, supplies and communications equipment are readily available to your support staff.
- k. Unit 1 and 2 Piping and Instrumentation Drawings (P&ID's) are located in the black locker at the west end of the command room. A microfiche reader is located next to the plant computer near your position. In addition, a complete set of plant drawings (P&ID's, ISO's, etc.) is located in the EOF library.
- l. Provide for the timely collection, retention and transmittal of engineering information to the ERO as requested.
- m. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- n. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.
- o. Monitor consultant activities where outside assistance is being provided.
- p. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 16 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE A

Page 4 of 4

ACCIDENT ASSESSMENT MANAGER

3. Special Actions to be Implemented as Needed

- a. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory, Section I, or notify the EOF Support Superintendent for assistance.
- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- c. If a EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation". **NOTE:** Ensure that Engineering personnel assisting you at the EOF are instructed to relocate to the Alternate EOF.
- [d. In the event that a Severe Accident is acknowledged, provide support, as requested, to the TSC SAM team (TSC Support Engineers and EAL Reviewer).]

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 17 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE A

TASK A-1

EOF ENGINEERING SUPPORT

1. Notified of Alert or higher emergency class, report to the Accident Assessment Manager in the EOF.
2. Review this task guide.
3. Assist the Accident Assessment Manager in developing projections of potential accident pathways/consequences, and help develop mitigation strategies.
4. Assist the Accident Assessment Manager develop potential long-term accident projections that the ERO will have to contend with.
5. Provide input for the development and review of proposed recovery action.
6. Your assigned work areas in the EOF are rooms 285 and 256. The phone number in room 285 is extension 6914.
7. Unit 1 and 2 Piping and Instrumentation Drawings (P&ID's) are located in the black locker at the west end of the command room. In addition, a complete set of plant drawings (P&ID's, ISO's, etc.) is located in the EOF Library.
- [8. In the event that a Severe Accident is acknowledged, as requested, provide engineering support to the TSC SAM team (TSC Support Engineers and EAL Reviewer). Ensure that the Accident Assessment Manager is kept abreast of your support activities.]

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 18 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE B

Page 1 of 4

DOSE ASSESSMENT SUPERVISOR (DAS)

A. Normal Reporting Location

EOF

B. Reports To

REAM

C. Supervises/Coordinates

1. Dose Assessment Team
2. Offsite Monitoring Supervisor

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Radiological Environmental Assessment Manager (REAM)
 - (4) Initial Dose Assessor (affected Control Room - Ext. 3102 -U1 or 3202 -U2)

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 19 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE B

Page 2 of 4

DOSE ASSESSMENT SUPERVISOR (DAS)

- e. Assemble Dose Assessment Team personnel in Room 262 of the EOF and make team assignments in accordance with Procedure 1904.002, Attachment 1, Task Guides B - F.

Task Guide B - Projection Operator/PAR Developer
Task Guide C - Forecast Operator
Task Guide D - Map Maker
Task Guide E - DAS Tech. Asst.
Task Guide F - TSC RDACS Operator (Extension 6628)

NOTE

If personnel are not available to staff all of the DAT positions, contact the TSC Support Superintendent (ext. 6602) for CNS printout information on ETAs for those personnel that have not yet arrived.

- f. Report current manpower status to the REAM.
- g. Review information provided in the Dose Assessment Supervisor file tray, which is located in Room 262.
- h. If a release is already in progress, request that the Initial Dose Assessor in the affected Control Room fax copies of any previous PAR forms that have been completed to the EOF.
- i. Review any radiological PARs that have been issued previously with the REAM.
- j. Request a status of field team availability from the Offsite Monitoring Supervisor.

2. On Going Actions

- a. Review up-to-date RDACS Reports and subsequent radiological Protective Action Recommendations formulated by the Dose Assessment Team and forward this information to the REAM.
- b. Provide the REAM with the most up-to-date 10-mile EPZ map along with an attached data sheet indicating the projected/field team dose rate information.
- c. Coordinate information concerning Dose Assessment Team activities with the REAM.
- d. Supervise the ongoing activities of the DAT to ensure that all releases from site are being accounted for using RDACS or other applicable dose assessment methods.
- e. Provide DAT with necessary information to perform duties such as estimated duration and average release rate factor. Possible sources include:
- TSC Director
 - TSC Operations Manager

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 20 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE B

Page 3 of 4

DOSE ASSESSMENT SUPERVISOR (DAS)

- f. Provide necessary information to the Offsite Monitoring Supervisor and coordinate with him on the placement of field teams.
 - g. Ensure that field data received from the Offsite Monitoring Supervisor is evaluated and that RDACS is scaled accordingly to account for field team data.
 - h. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
 - i. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event concerning dose assessment and offsite monitoring activities.
 - j. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.
3. Special Actions to be Implemented as Needed
- a. Manually edit the RDACS whenever an unmonitored release is occurring.
 - b. Perform dose assessment calculations using the RDACS "Backup Mode" if the RDACS "Auto Mode" fails during operations.
 - c. Request SPING sampling, as necessary, by contacting the Nuclear Chemistry Manager located in the OSC (Ext. 6613).
 - d. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
 - e. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with procedure 1903.034, "Emergency Operations Facility Evacuation". **Ensure that at least two (2) RDACS computers are transferred to the Alternate EOF during an EOF evacuation.**
4. Shift Change
- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
 - b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 21 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE B

Page 4 of 4

DOSE ASSESSMENT SUPERVISOR (DAS)

- d. Update your position status on the EOF Staffing Board.
- 5. Actual Event/Drill Termination
 - a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
 - e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 22 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

Page 1 of 5

[EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)]

A. Normal Reporting Location

EOF

B. Reports To

Entergy Operations Management

C. Supervises/Coordinates

1. TSC Director
2. Radiological/Environmental Assessment Manager
3. Support Manager
4. Communications Manager
5. Communications Liaison
6. Accident Assessment Manager
7. EAL Reviewer
8. NRC Site Team Briefer

D. Duties

IMMEDIATE ACTIONS

_____ Notify CNS (858-3683) that you are staffing your ERO position.

_____ Write your name on the EOF Staffing Board under the position "EOFD".

- (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.

_____ Establish communications with the TSC Director and affected unit Shift Manager.

_____ Obtain available information on emergency classifications and plant conditions. Possible sources include:

- (1) Shift Manager (Use Ringdown Circuit to the affected Control Room)
- (2) TSC Director (Use Ringdown Circuit to the TSC)
- (3) EOF Status Board
- (4) Other EOF staff personnel

_____ If not already available, request via the Support Manager that an EAL Reviewer be dispatched to the EOF to review EALs per Procedure 1903.010.

_____ Determine staffing status of the EOF by conducting a briefing with the EOF staff.

_____ Determine if the need exists for an alternate EOF Director to serve as an assistant. Coordinate staffing needs with the EOF Support Superintendent.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 23 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

Page 2 of 5

EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

For protracted events in which an NRC Site Response Team is being dispatched to ANO, ensure that Task C-1, "NRC Site Team Briefer" has completed Form 1903.067C, "NRC Briefing Guidelines" and is ready to brief the NRC Team when they arrive at the EOF.

If necessary, obtain an Admin. Assistant or Secretary to assist with administrative duties.

Direct and control the Emergency Response Organization (ERO) overall response effort.

[EMERGENCY DIRECTION AND CONTROL ACTIONS

Following discussions with the Shift Manager/TSC Director, assume the responsibility for Emergency Direction and Control. See Procedure 1903.067, Sections 6.2.4 and 6.4 for details concerning turnover of Emergency Direction and Control.

- a. The EOF Director has the responsibility for event classification. The EAL Reviewers in the Control Room, TSC and EOF are responsible for informing you of event classification caused by changing conditions.
- b. The EOF Director is the approving authority for exceeding 10CFR20 exposure limits for offsite personnel. The TSC Director will maintain this authorization for onsite personnel. See Procedure 1903.033, Section 6.1.]

NOTIFYING OFFSITE AUTHORITIES

Ensure that a Notifications Communicator is stationed in the EOF and is up-to-date on previous notifications to offsite authorities.

- (a) The Arkansas Dept. of Health must be notified within 15 minutes of EACH emergency class declaration using Form 1903.011Y.
- (b) The Nuclear Regulatory Commission must be notified immediately after each notification to the ADH and within 1 hour of each emergency class declaration using the ENS telephone.
- (c) Follow-up notifications to the ADH and NRC should be performed at least hourly or as significant events occur using Form 1903.011Z (ADH) and the ENS telephone (NRC).

Decision to notify offsite authorities concerning Protective Action Recommendations (PARs)

- (a) Formation of PARs based on radiological conditions is under the responsibility of the REAM located in the EOF.
- (b) PARs based on plant conditions are developed by the Operations/TSC Staff and the EAL Reviewers.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 24 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

Page 3 of 5

EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

NOTE

If an alternate EOF Director is serving as an assistant, he/she should provide a peer check to ensure that the steps on these forms are being performed.

_____ Following an Alert declaration, complete Forms 1903.0110, 1903.011BB and 1903.011Y.

_____ Following a Site Area Emergency declaration, complete Forms 1903.011R and 1903.011BB.

_____ Following a General Emergency declaration, complete Forms 1903.011U, 1903.011BB and 1903.011Y.

ON GOING ACTIONS

_____ Interface with NRC/ADH/local officials on the status of the emergency.

_____ Interface with NRC/ADH/local officials on dose assessment and recommended offsite protective actions.

_____ Continuously review the status of the overall emergency effort.

_____ Review the habitability of the EOF with the REAM and the EOF HP Supervisor.

_____ Keep Entergy Operations management (Corporate Emergency Center Manager) informed of the status of the emergency.

_____ Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.

_____ Conduct periodic updates with the TSC Director on:

- (a) Status of Emergency Classification.
- (b) Offsite protective measures recommended and the basis.
- (c) Any significant changes.
- (d) Radiological conditions offsite.
- (e) Status of requests for assistance.
- (f) Long-term impact of current course of in-plant actions.

_____ Review ongoing job priorities with the Accident Assessment Manager to ensure that they are adequate and correct.

_____ Using Form 1903.067B, "EOF Director Status Update Guide", request frequent updates from the EOF Staff. Ensure that the EOF staff is kept current on plant status and mitigation efforts regularly.

_____ Coordinate with the EOF Support Superintendent to obtain Technical Assistants, as necessary.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 25 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

Page 4 of 5

EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

When outside assistance (contractors, etc.) is being provided, ensure that the Support Manager is monitoring the status of their activities.

Ensure that documentation of all EOF activities and decisions are recorded and maintained using the ERO chronological Logs.

[DEALING WITH THE MEDIA]

Approve all Entergy Operations/ANO news releases concerning the incident. Information releases should be coordinated through the Entergy Communications staff on duty in the Corporate Emergency Center. See Procedure 1903.068. (These duties may be delegated to an EOF Director Assistant).

If required, serve as the official Company spokesman to respond to technical as well as company policy questions. The Communications Liaison may give status briefings and/or updates. See Procedure 1903.068.

If necessary, assist with the development of news releases and press conferences with Federal, State and local representatives to prevent confusion and contradictions.]

SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

Following an Exclusion Area Evacuation, approve/disapprove requests by Security to grant access to personnel through established roadblocks.

Declare an EOF evacuation as necessary in accordance with Procedure 1903.034 after consultation with the REAM and the EOF HP Supervisor.

If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.

If a Hazmat event occurs, refer to Procedure 1052.030 "ANO SPCC Plan."

Upon the recommendation of the REAM, approve the usage of Potassium Iodide (KI) for offsite personnel using Form 1903.035A "Potassium Iodide Administration".

[SEVERE ACCIDENT MANAGEMENT (SAM)]

If the TSC Director declares Severe Accident Management (SAM), ensure that personnel on your staff (Accident Assessment Manager, EOF Support Engineers) support the SAM effort as requested.

Ensure that you are kept informed of the SAM teams efforts by communications with the TSC Director.]

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 26 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

Page 5 of 5

EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

RECOVERY PHASE ACTIONS

Once the plant is stable and/or an offsite release has been terminated, begin recovery actions, as follows:

- _____ Ensure continued plant stability. Obtain plant status and conditions from the TSC Director/Shift Manager.
- _____ Ensure that the EOF staff is aware of plant status and that the ERO should be concentrating on recovery actions.
- _____ Direct the Accident Assessment Manager to evaluate plant conditions and coordinate engineering and procurement needs for plant recovery.
- _____ Coordinate with the Arkansas Department of Health and the NRC for ongoing monitoring and protective action activities for the public within and beyond the 10 mile EPZ.
- _____ Coordinate with the Arkansas Department of Health and the NRC for downgrade or exit from Emergency Classes. Ensure that all Emergency Action Levels (EAL) are no longer applicable prior to down-grading or exiting.

SHIFT CHANGE

- _____ Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- _____ Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards, PAR's and ongoing measures that you have been assigned.
- _____ Notify the EOF Support Superintendent of the staffing change.
- _____ Update your position status on the EOF Staffing Board.

ACTUAL EVENT/DRILL TERMINATION

- _____ Notify those individuals working under your position that the event/drill has been terminated.
- _____ Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- _____ Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- _____ Turn over all documentation generated during the drill/emergency to Emergency Planning.
- _____ Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 27 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE C

TASK C-1

[NRC SITE TEAM BRIEFER]

1. Notified of Emergency Plan activation.
2. As directed by the EOF Director, obtain NRC Briefing Form, 1903.067C.
3. Complete Form 1903.067C using the EOF Status Board, the staffing board and information obtained from ERO members located in the emergency response facilities (EOF, TSC, OSC).

NOTE

The most recently completed 1903.011Y and Z forms will be very helpful in completing Form 1903.067C. Copies of these forms may be obtained from the EOF Notifications Communicator

4. Using Form 1903.067C, brief the NRC Site Response Team following their arrival at the EOF.
5. Provide prepared Information Packets to the NRC team upon arrival. These packets should include: Site maps, RERTC floor diagrams, etc.
6. A plant computer is available in the Press Conference Staging Area (Room 246) for current plant status information. (This computer may be shared between Room 246 and the Auditorium).
7. If possible, an SRO (effected unit) should be available as a resource for the briefing leader.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 28 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE D

Page 1 of 4

EOF HP SUPERVISOR

A. Normal Reporting Location

EOF

B. Reports To

REAM

C. Supervises/Coordinates

1. HP personnel in the EOF

NOTE

If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

- (1) EOF Director (staff briefing)
- (2) EOF Status Board
- (3) Other EOF staff personnel
- (4) Engineering Manager (TSC - Ext. 6607)
- d. Ensure the "Dose Tracking System" is on-line and working. Instructions for Dose Tracking System operation are located at computer.
 - (1) Issue bar coded ID. badges to Security Officer at protected area double door.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 29 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE D

Page 2 of 4

EOF HP SUPERVISOR

- e. Organize your staff and have them report to their assigned location.
- f. Ensure Task responsibilities under your position are assigned. Request manpower from the EOF Support Superintendent (ext. 7858) or call the OSC Health Physics Supervisor (ext. 6614).
 - (1) Task D-1, EOF Monitoring H.P.
 - (2) EOF NRC HPN Telephone Operator
- g. Obtain the cellular phone assigned to you from the desk next to the EOF Maintenance Coordinator's position station located in the Command Room (your cellular phone will be labeled). In addition, obtain the EOF monitoring HP cellular phone and provide it to the person assigned to this task. Communicate with the EOF Maintenance Coordinator and the EOF Monitoring HP concerning status of radiological conditions, EOF ventilation, portal monitors, etc., and ensure that they are kept abreast of changing conditions.

NOTE

Coordinate with the Offsite Monitoring Supervisor (OSM) to ensure that the radios are not required for use by offsite monitoring teams.

- h. Report current manpower status to the EOF Director.
- i. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log
- j. Maintain a chronological log of events pertaining to your position.
- k. Establish EOF frisking stations and control points by the 1st floor West entrance and the 2nd floor North entrance. (See Procedure 1905.004)
 - (1) locate, place and make operable the portal monitors at the above locations. (**Ensure Security Officer is aware of radiological controls, and that his/her station is located inside the radiologically controlled boundary**).
 - (2) Friskers and dose rate instruments are located in the EOF Emergency Kit, Room 110.
- l. Verify operability of the EOF Radiation Detection System by checking panel located in back of Room 260 by SPDS. RI 8052 through RI 8059 should have green power light illuminated and indications not at bottom of the scale.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 30 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE D

Page 3 of 4

EOF HP SUPERVISOR

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- c. Support the Emergency Response Organization at the EOF by providing all necessary health physics coverage.
- d. If any detectable/anticipated increase of dose rates above normal background is found or any detectable/anticipated airborne concentrations are found, contact the EOF Maintenance Coordinator (ext. 6476) and have him activate the EOF emergency ventilation system.
- e. Refer to Procedure 1903.034, Attachment 1, "EOF Evacuation Guidance", for recommended protective actions.
- f. Provide the REAM with periodic radiological status reports of the EOF.
- g. Recommend EOF protective actions to the REAM.
- h. Provide necessary health physics coverage of the Alternate EOF to determine initial habitability and operational requirements, as required.
- i. Maintain "Dose Tracking System" on-line and up-to-date.
- j. Run "Dose Tracking" reports at the end of each shift if dose rates in the EOF have been or are currently above background, or as directed by the REAM.
- k. Coordinate vehicle monitoring with the Offsite Monitoring Teams and the Offsite Monitoring Supervisor.
- l. Inform the REAM of your location, the location(s) of personnel reporting to you, and any changes in location for tracking purposes.
- m. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 31 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE D

Page 4 of 4

EOF HP SUPERVISOR

- b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

NOTE

If decontamination of emergency personnel using the EOF emergency shower is necessary, notify the EOF Maintenance Coordinator to re-position the emergency shower valves to hold contaminated liquid in the emergency shower drain tank. Prior to using the emergency shower, contact the EOF Maintenance Coordinator to ensure that the valves have been re-positioned.

4. **Shift Change**

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. **Actual Event/Drill Termination**

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 32 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE D

TASK D-1

EOF MONITORING H.P.

1. If notified during normal working hours, exit the guard house retaining your TLD and report to the EOF Health Physics Supervisor (ext. 7504).

If notified after normal working hours, report directly to the EOF Health Physics Supervisor.
2. Obtain a cellular phone assigned to you, from the EOF HP Supervisor. Communicate with the EOF HP Supervisor concerning the status of radiological conditions, portal monitors, etc. Return the cellular phone to the EOF HP Supervisor at the conclusion of the emergency/drill.
3. Ensure that the Emergency Kit equipment in the EOF is available and operable. The Emergency Kit is located in Room 110 of the EOF. EOF survey maps are located in the task books in room 110 and in your task book in the EOF command room.
4. Set up Control Points in accordance with established H. P. Procedures. (Note: Location of Control Points will be at the discretion of the EOF Health Physics Supervisor (per Procedure 1905.004). Normally, the location for these Control Points are by the 1st floor West entrance and the 2nd floor North entrance. **Ensure Security Officer is aware of radiological controls, and that his/her station is located inside the radiologically controlled boundary**).
5. Set up PM-4C Portal Monitors in accordance with Procedure 1601.456, "Operation of Portal Monitors". Assist personnel using the Portal Monitors.
6. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey (use Form 1905.004A, "EOF Survey Log"). Report the initial survey results to the EOF HP Supervisor.
7. Monitor EOF habitability in accordance with Procedure 1905.004, "EOF Radiological Control". Report survey results and provide a copy of Form 1905.004A to the EOF Health Physics Supervisor.
8. Facilitate the decontamination of contaminated individuals in the EOF Decon Shower located in the men's bathroom on the first floor-west. Coordinate with the EOF HP Supervisor and EOF Maintenance Coordinator prior to use of the shower.
9. Maintain a chronological log of events pertaining to your task.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 33 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE E

Page 1 of 3

EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

A. Normal Reporting Location

EOF

B. Reports To

EOF Support Superintendent

C. Supervises/Coordinates

EOF Maintenance Personnel

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Notify the EOF Support Superintendent in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Obtain the cellular phone assigned to you from the desk adjacent to your position station located in the Command Room (your cellular phone will be labeled). Communicate with the EOF HP Supervisor concerning status of radiological conditions, EOF ventilation, portal monitors, etc., and ensure that you are kept abreast of changing conditions.
- d. Activate/set-up the EOF in accordance with the EOF Activation Checklist (Form 1903.067A) located in your position book in the Command Room.
- e. Report manpower status and the activation status of the EOF to the EOF Support Superintendent.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. Solicit the aid of additional personnel as necessary. Request assistance as necessary from the EOF Support Superintendent.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 34 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE E

Page 2 of 3

EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

- c. Inform the EOF Support Superintendent of your location and of any changes in location for tracking purposes.
 - d. Advise the EOF HP Supervisor of any status change of the EOF ventilation system (i.e. emergency vs. normal).
 - e. Coordinate the repair and maintenance of equipment in the EOF.
 - f. Coordinate the building services crews to clean the EOF.
 - g. Ensure that documentation of all activities in which you are involved is maintained using the ERO Chronological Logs.
3. Special Actions to be Implemented as Needed
- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
 - b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation". Assist the Support Manager in the set-up of the Alternate EOF.
 - c. Coordinate activation of the Secondary TSC/OSC, as directed, according to instructions contained on Form 1903.067A, "EOF Activation Checklist".
 - d. During protracted events, coordinate the locating and connection of utilities to trailers brought in to support the emergency response (e.g. NRC, FEMA, etc.). Drawing and notes are located in your position book.
4. Shift Change
- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
 - b. Brief your replacement on current activities that you are involved in and any actions that you have been assigned to coordinate.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
5. Actual Event/Drill Termination
- a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 35 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE E

Page 3 of 3

EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 36 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE F

Page 1 of 4

EOF SUPPORT SUPERINTENDENT

A. Normal Reporting Location

EOF

B. Reports To

Support Manager

C. Supervises/Coordinates

1. EOF Maintenance Coordinator
2. Telecommunications
3. Purchasing & Procurement

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

- (1) EOF Director (staff briefing)
- (2) EOF Status Board
- (3) Other EOF staff personnel
- e. Organize your staff and have them report to their assigned location.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 37 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE F

Page 2 of 4

EOF SUPPORT SUPERINTENDENT

- f. Ensure Task responsibilities under your position are assigned, using the Emergency Telephone Directory.
 - (1) Task F-1, Telecommunications Support
 - (2) Task F-2, Purchasing & Procurement
- g. Complete the EOF Staffing Board.
- h. Report current manpower status to the Support Manager.
- i. Obtain Form 1903.067D "EOF Position Staffing Form", complete the required information and FAX the completed form to the TSC Support Superintendent at FAX Number 6622.
- j. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067A
 - (2) Form 1903.067B
 - (3) Form 1903.067D
 - (4) ERO Chronological Log
- k. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 38 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE F

Page 3 of 4

EOF SUPPORT SUPERINTENDENT

- c. Assist the Support Manager to prepare for briefings (refer to Form 1903.067B, "EOF Director Status Update Guide").
 - d. Ensure that the EOF Maintenance Coordinator, (ext. 6476), sets up the EOF in accordance with Form 1903.067A, and track the progress of this setup.
 - e. Coordinate with other Managers, as necessary, to support ERO activities.
 - f. Arrange for transportation in accordance with Section 6.7 in Procedure 1903.053 to support response efforts.
 - g. Ensure there is proper support coordination through periodic briefings and progress reports.
 - h. Arrange for Entergy Arkansas, Inc. maintenance crews and equipment for distribution and switchyard work, as necessary.
 - i. If necessary, reserve blocks of rooms at local hotels and motels for Entergy personnel.
 - j. Work with the EOF Director to develop emergency response planning/ coordination and post-accident recovery schedules.
 - k. Coordinate request for additional personnel in accordance with Section 6.1 in Procedure 1903.053.
 - l. Coordinate requests from Local, State and Federal Organizations with the EOF Director.
 - m. Coordinate requests for Technical Assistants for the EOF staff. Utilize the Emergency Telephone Directory, Section 5.
 - n. Provide Financial Services with an estimated outage duration and costs for use in the Corporate Model.
 - o. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.
3. Special Actions to be Implemented as Needed
- a. If applicable, establish a schedule of working hours to support around-the-clock operations.
 - b. If a EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 39 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE F

Page 4 of 4

EOF SUPPORT SUPERINTENDENT

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the Support Manager of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 40 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE F

TASK F-1

TELECOMMUNICATIONS SUPPORT

1. Notified of Emergency Plan activation.
2. Contact EOF Support Superintendent (ext. 7858) for further instructions.
3. Ensure emergency communications systems are functional.
4. Provide assistance as required to assure appropriate emergency communication channels are operable.
5. Coordinate all communication maintenance including radio, telephone, and data links and cellular phones.
6. Act as interface between ANO Telecommunication maintenance and outside telecommunication support.
7. Invoke telecommunications contingencies as required to support the ERO.
8. Coordinate procurement of additional communications equipment and/or personnel as needed to support the ERO.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 41 of 85 CHANGE: 015-03-0
--	--	--

POSITION GUIDE F

TASK F-2

PURCHASING & PROCUREMENT SUPPORT

1. Notified of Emergency Plan activation.
2. Coordinate, with the EOF Support Superintendent (ext. 7858), the need to meet with the TSC Director and the EOF Director to determine additional equipment needs.
3. As necessary, arrange lodging, ground transportation, and meals for the ERO members and for additional support personnel arriving in Russellville.
4. Ensure proper support through periodic briefings with the TSC Director, Radiological/Environmental Assessment Manager, EOF Support Superintendent, and Communications Manager.
5. Ensure that the ANO power boats, vehicles, and other transportation means are available for use.
6. For protracted operations, arrange for cots for personnel in the TSC and EOF.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 42 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE G

Page 1 of 4

OFFSITE MONITORING SUPERVISOR (OMS)

A. Normal Reporting Location

EOF

B. Reports To

Dose Assessment Supervisor

C. Supervises/Coordinates

1. Offsite Monitoring Teams

NOTE

If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

- (1) EOF Director (staff briefing)
- (2) EOF Status Board
- (3) Other EOF staff personnel
- d. Organize your staff and have them report to their assigned location.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 43 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE G

Page 2 of 4

OFFSITE MONITORING SUPERVISOR (OMS)

- e. Ensure Task responsibilities under your position are assigned. Request manpower from the EOF Support Superintendent (ext. 7858) or call the OSC Health Physics Supervisor (ext. 6614).
 - (1) Offsite Monitoring H.P. (Task G-1) - Report current manpower status to the Dose Assessment Supervisor.
- g. Obtain all necessary forms needed for your position from your position book located in Room 262.
 - (1) Forms 1903.067B, 1905.002A, 1905.002B, 1905.002C, 1905.002D, 1905.002E, 1905.002F, 1905.002G, 1903.035A, 1903.035C and 1903.035, Attachment 2.
 - (2) ERO Chronological Log
- h. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

- c. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- d. If the need exists for an Alternate Offsite Monitoring Supervisor to respond and serve as an assistant, notify the EOF Support Superintendent for assistance.
- e. Coordinate with the Dose Assessment Supervisor in order to review the best approach for the offsite response effort.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 44 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE G

Page 3 of 4

OFFSITE MONITORING SUPERVISOR (OMS)

- f. Implement procedure 1905.002 for offsite monitoring and direct plant emergency personnel who will perform offsite monitoring.
- g. Review KI (Potassium Iodide) administration with offsite monitoring teams (refer to procedure 1903.035).
- h. Coordinate with the Dose Assessment Supervisor in order to transmit environmental radiation measurements.
- i. Coordinate with the Nuclear Chemistry Manager (ext. 6613) to provide personnel to direct monitoring teams for obtaining air, water, milk, agricultural samples, and thermoluminescent dosimeters based upon the monitoring strategy determined through consultation with the Dose Assessment Supervisor.
- j. Review measurement data obtained from monitoring teams and transmit to the Dose Assessment Supervisor.
- k. Estimate TEDE Dose for Field Team Personnel

Dosimeter readings alone are not representative of the Total Effective Dose Equivalent (TEDE).

As a guide for estimating the TEDE dose for field members, correction factors are calculated for each plume projection on RDACS. (Printout "RDACS Field Data Comparison Sheet.")

Correction factors on this printout are derived by dividing the centerline TEDE doserate at specified downwind distance by the calculated gamma doserate at the same distance.

The estimated TEDE dose may be calculated as follows:

SRD reading X Highest Correction Factor on RDACS printout.

This information may be logged on the "Offsite Monitoring Team Estimated TEDE Logsheet."

- l. Coordinate with the Dose Assessment Supervisor for tracking onsite meteorology and area weather conditions.
- m. Ensure that proper records, sample identification, sample quantity and form, and packaging are completed prior to transport to the appropriate offsite laboratory. Refer to procedure 1608.005, "Environmental Radiation Monitoring Program", and 1905.002, "Offsite Emergency Monitoring".

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 45 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE G

Page 4 of 4

OFFSITE MONITORING SUPERVISOR (OMS)

- n. Coordinate with the Nuclear Chemistry Manager concerning the transport of environmental samples to appropriate laboratory.
- o. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.
- 3. **Special Actions to be Implemented as Needed**
 - a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
 - b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".
 - c. As required, make preparations for post-emergency monitoring actions regarding strategy and personnel requirements.
 - d. As required by the EOF Director, prepare post-accident report(s) concerning environmental monitoring results.
- 4. **Shift Change**
 - a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.
 - b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
- 5. **Actual Event/Drill Termination**
 - a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
 - e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 46 of 85 CHANGE: 015-03-0
--	--	--

POSITION GUIDE G

TASK G-1

OFFSITE MONITORING H.P.

1. From the OSC Emergency Kit obtain a set of Emergency vehicle keys.
2. Locate and obtain an Emergency emergency vehicle and report to the EOF and the Offsite Monitoring Supervisor (OMS) (ext. 7875).
3. Obtain an Offsite Emergency Kit from Room 110 in the EOF and ensure that the necessary equipment is inside the kit and is operable.
4. Place Offsite Emergency Kit in an Offsite Emergency Vehicle.
5. Obtain a briefing from the OMS. Ensure that you know the direction the wind is blowing and mark it on your map.
6. Obtain one hand held radio. Obtain a set of P.C.'s for each person riding in the vehicle.
7. Locate the outer boundaries of the plume (0.05 mr/hr) and locate the center of the plume.
8. If an air sample is required, it should be taken in the center of the plume and the volume should be 100 liters.
9. Perform required Offsite surveys, monitoring and sampling. Determine Offsite radiological hazards in accordance with Procedure 1905.002, "Offsite Emergency Monitoring".
10. Report all survey results to the EOF Offsite Monitoring Supervisor.
11. Upon returning from the field, survey all equipment including the vehicle and control all radwaste.
12. Maintain a chronological log of events pertaining to your task.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 47 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE H

Page 1 of 4

RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. EOF H.P. Supervisor
2. Dose Assessment Supervisor
3. Coordinate with the Nuclear Chemistry Manager to initiate/monitor environmental post-accident sampling and analysis.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Dose Assessment Supervisor
 - (4) Initial Dose Assessor (affected Control Room - Ext. 3102 -U1 or 3202 -U2)
 - (5) Radiation Protection and Radwaste Manager in the TSC (Ext. 6603)

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 48 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE H

Page 2 of 4

RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

- d. Organize staff (DAS, EOF HP Supv.) and conduct a short briefing on current conditions and immediate actions required as a result of plant conditions. **Note:** If staff ERO personnel have not yet arrived, contact the TSC Support Superintendent (Ext. 7858) to determine ETAs from the CNS printout for these positions.
- e. Report current manpower status to the EOF Director.
- f. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log
- g. If the DAS has not yet arrived, contact the Initial Dose Assessor in the affected Control Room to determine the present dose assessment status. Request that the Initial Dose Assessor print the latest RDACS Report at the EOF RDACS printer and that any previous PARs be faxed to the EOF.
- h. Review PARs that have been issued previously, based on plant conditions, with the EAL Reviewer in the Command Room. If the EAL Reviewer has not yet arrived, contact the Notifications Communicator in the TSC (ext. 6421) or the affected Control Room Notification Communicator (ext. 3102 -U1 or 3202 -U2) to obtain this information.
- i. Report the current dose assessment status to the individual that is preparing to assume the responsibility for Emergency Direction and Control (TSC Director/EOF Director).

2. On Going Actions

- a. Review up-to-date RDACS Reports and subsequent radiological Protective Action Recommendations formulated by the Dose Assessment Team and make recommendations to the EOF Director.
- b. Maintain the 10-mile EPZ Protective Action Recommendation Zone Map in the Command Room and ensure that those areas affected by a PAR are marked accordingly on the map for EOF staff review.
- c. Review PARs formulated by the EOF EAL Reviewer based on plant operational conditions prior to review by the EOF Director.
- d. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 49 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE H

Page 3 of 4

RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

- e. Assure adequate technical and clerical personnel are available to support you and your support staff. Technical Assistants may be obtained by contacting the EOF Support Superintendent.
 - f. Ensure adequate office space, equipment, supplies and communications equipment are readily available to your support staff. Room 259 in the EOF is designated as a REAM work area.
 - g. Review EOF habitability with the EOF HP Supervisor and issue dosimetry as necessary using the guidelines established in Procedures 1905.001 and 1905.004. Keep the EOF Director informed of changing conditions.
 - h. Communicate with the EOF HP Supervisor to ensure that you are up-to-date on the current status of the EOF ventilation system (i.e. normal system vs. emergency system).
 - i. Review the radiological criteria on Attachment 1 of Procedure 1903.034 to determine the need for protective actions within the EOF. Keep the EOF Director informed of changing conditions. Note: The protection factor for the protected area of the EOF is 4.0.
 - j. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
 - k. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event concerning dose assessment and offsite monitoring activities.
 - l. Complete Form 1903.053B, "Personnel Request Form", as needed, and route to the Support Manager when assistance from offsite groups is required (e.g. additional HP personnel for field teams, etc.).
 - m. Monitor consultant activities where outside assistance is being provided.
 - n. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.
3. Special Actions to be Implemented as Needed
- a. Using the guidelines established in Procedure 1903.035, consider the use of Potassium Iodine for field teams and make recommendations to the EOF Director following discussions with the Radiation Protection and Radwaste Manager located in the TSC.
 - b. Request forecasted dose projections from the Dose Assessment Team whenever conditions are expected to change significantly (plant conditions or meteorological conditions).

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 50 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE H

Page 4 of 4

RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

- c. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- d. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".
- e. Coordinate environmental sampling/analysis with the Nuclear Chemistry Manager in the OSC and report the status of these operations to the EOF Director.
- 4. Shift Change
 - a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
 - b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
- 5. Actual Event/Drill Termination
 - a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Upon completion of an actual Emergency (not a drill situation), make copies of Plume Update Report(s) and forward them to Nuclear Chemistry for inclusion of emergency radioactive releases into the annual radioactive effluent database.
 - d. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - e. Turn over all documentation generated during the drill/emergency to Emergency Planning.
 - f. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 51 of 85 CHANGE: 015-03-0
--	--	--

POSITION GUIDE I

DELETED PER REV. 15

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 52 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 1 of 4

SUPPORT MANAGER

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. EOF Support Superintendent
2. TSC Support Superintendent
3. EOF Notification Communicator
4. EOF Status Board Communicator
5. EOF Emergency Action Level (EAL) Reviewer
6. EOF Security
7. EOF Administrative Services Team Leader

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
 - (1) Ensure that you and any personnel working under your Position in the EOF have logged into the EOF bar code scanners. When leaving the protected area of the EOF, log out. Instructions are located in section 6.1.7 of this procedure.
- c. Notify the EOF Director in the EOF that you are staffing your ERO position.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

- (1) EOF Director (staff briefing)
- (2) EOF Status Board
- (3) Other EOF staff personnel
- e. Organize your staff and have them report to their assigned location.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 53 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 2 of 4

SUPPORT MANAGER

- f. Ensure Task responsibilities under your position are assigned, using the Emergency Telephone Directory.
 - (1) Task J-1, EOF Notifications Communicator Contacted via the CNS. Contact TSC Support Superintendent (ext. 6602) to verify reporting status using the CNS printout.
 - (2) Task J-2, EOF Status Board Communicator Contacted via the CNS. Contact TSC Support Superintendent to verify reporting status using the CNS printout.
 - (3) Task J-3, EOF EAL Reviewer Contacted via the CNS. Contact TSC Support Superintendent to verify reporting status using the CNS printout.
 - (4) Task J-4, EOF Security Contacted by the TSC Support Superintendent. Contact TSC Support Superintendent to verify reporting status.
 - (5) Task J-5, EOF Administrative Services Contacted via the CNS. Contact TSC Support Superintendent to verify reporting status using the CNS printout.
- g. Contact the TSC Support Superintendent to ascertain those ERO positions that are enroute.
- h. Report current manpower status to the EOF Director.
- i. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067A
 - (2) Form 1903.067B
 - (3) ERO Chronological Log
- j. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 54 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 3 of 4

SUPPORT MANAGER

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

- c. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- d. Establish contact with the CEC Manager. Provide and coordinate updates of emergency status as appropriate. (The Emergency Telephone Directory, Section 11, has the CEC Manager duty roster and pager numbers).
- e. Ensure that the Command Room staffing board is current. Names should be posted as positions become operational. Report EOF staffing changes to the TSC Support Superintendent in the TSC.
- f. Provide support as requested by the EOF Director. Utilize the Emergency Telephone Directory.
- g. Ensure that your staff coordinates all requests for additional personnel and/or equipment in accordance with Procedure 1903.053, "Logistical Support".
- h. Coordinate EOF Security and Administrative Services. Verify adequate manpower and supplies. Provide additional instructions in the event of an EOF evacuation.
- i. Monitor status of off-site communications.
- j. Monitor consultant activities where outside assistance is being provided.
- k. Coordinate with the TSC Support Superintendent (6602) as necessary, to provide support for the Emergency Response Organization.
- l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- b. If the area east of the second floor double doors is evacuated, move the security post to the west (inside) of the double doors.
- c. If an EOF evacuation is declared by the EOF Director, coordinate activation of the Alternate EOF, as directed, in conjunction with the EOF Maintenance Coordinator. Refer to Procedure 1903.034, "Emergency Operations Facility Evacuation", Attachment 3.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 55 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 4 of 4

SUPPORT MANAGER

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 56 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 1 of 2

[TASK J-1

EOF NOTIFICATIONS COMMUNICATOR]

1. Notified of Emergency Plan Activation.
2. Report to the Support Manager in the EOF Command Room.
3. Establish communications with the TSC Notifications Communicator or the Communicator in the Control Room, depending upon who currently has the notifications responsibility, using the telephone located on the table next to the Plant Status Board in the Command Room at the EOF.

Unit One Communicator - Ext. 3102
Unit Two Communicator - Ext. 3202
TSC Communicator - Ext. 6606
4. Inform the TSC Communicator or the Communicator in the Control Room that you are preparing to assume notifications upon turnover from the TSC Director/Shift Manager to the EOF Director.
 - A. Obtain a briefing of the current status of any notifications previously performed by the Control Room.
 - B. Review fax copies of any notification forms which have been sent to the ADH.
5. Provide the TSC Communicator or the Communicator in the Control Room with a telephone number where you can be reached.
6. Obtain Procedure Forms 1903.011BB and 1903.011CC, 1903.011Y and 1903.011Z (These forms are located in your task book at your station). Complete these forms as directed by the EOF Director.
7. Once the EOF Director has assumed Emergency Direction and Control, accept the notifications responsibility from the TSC Communicator or the Communicator in the Control Room.
8. Complete Forms 1903.011BB and 1903.011CC as directed by the EOF Director.
9. Notifications to Offsite Authorities
 - A. Notifications should be performed only upon authorization from the EOF Director.
 - B. Make notifications to the Arkansas Department of Health (ADH) within 15 minutes of any declared emergency class using Form 1903.011Y.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 57 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 2 of 2

TASK J-1

EOF NOTIFICATIONS COMMUNICATOR

- (1) Radiological/Meteorological information should be obtained from:
 - a. The Initial Dose Assessor in the Control Room if Dose Assessment has not been transferred to the EOF.

Unit One Dose Assessor - Ext. 3102
Unit Two Dose Assessor - Ext. 3202
 - b. The REAM (ext. 7856) located at the EOF if Dose Assessment has been transferred to the EOF.
- (2) All 1903.011Y Forms should be telefaxed to the ADH in Little Rock until the ADH TOCD arrives at the EOF to collocate with the ANO staff. If present in the EOF, supply the ADH TOCD with the original and one (1) copy. Retain a copy for your records.
- C. Make Notifications to the NRC immediately after notifying the ADH using the ENS telephone.
 - (1) Provide the NRC with, at a minimum, the same information that was supplied on the notification form telefaxed to the ADH.
 - (2) Following collocation by the NRC Site Response Team, notifications to the NRC should continue to be performed over the ENS circuit unless instructed otherwise by NRC collocated officials.
- D. Telefax copies of the completed Emergency Notifications Forms (Forms 1903.011BB and 1903.011CC, 1903.011Y and 1903.011Z) to the TSC, Control Room and OSC.
- E. Provide hourly follow-ups to the ADH (Form 1903.011Z) and NRC (ENS telephone). Follow-up notifications should be provided within one hour of the latest notification or more frequently as directed by the EOF Director.
 - (1) Follow-ups should also be provided whenever significant changes occur prior to a scheduled follow-up.
 - (2) All 1903.011Z Forms should be telefaxed to the ADH in Little Rock until the ADH TOCD arrives at the EOF to collocate with the ANO staff. Once the ADH TOCD has arrived, provide original and one (1) copy of the notification forms to the TOCD and discontinue faxing them to Little Rock (retain a copy for your records).

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 58 of 85 CHANGE: 015-03-0
--	--	--

POSITION GUIDE J

Page 1 of 1

TASK J-2

[EOF STATUS BOARD COMMUNICATOR]

1. Notified of Emergency Plan Activation.
2. Report to the Support Manager in the EOF Command Room.
3. Set up next to the Status Board in the Command Room. A party-line headset is located in a storage bag beneath the Status Board. Connect the headset and ensure that an open-line communication link is established via the party-line.
4. When contact is made with the control room status board communicator, obtain the correct time from the control room. **Adjust the EOF wall clock as needed to match the control room time.**
5. Complete and maintain the EOF Status Board.
 - A. Status Board entries should be made in chronological order, starting at the top, with the time entry on the left side.
 - B. When the Status Board becomes full, start again at the top by erasing the oldest entry and begin marking new entries with a different color marker.
 - C. Ensure that the EOF Director is made aware of significant information that is reported across the party-line and being logged onto the Status Board (e.g., Release started, equipment failures, etc.).

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 59 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 1 of 1

TASK J-3

EOF EMERGENCY ACTION LEVEL (EAL) REVIEWER

1. Notified of the Emergency Plan Activation.
2. Report to the Support Manager in the EOF Command Room.
3. Ensure that the EOF Director is aware of your presence upon arrival.
4. Obtain a copy of Procedure 1903.010 and 1903.011 from the procedure cart located in the Command Room.
5. Review Procedure 1903.010, "Emergency Action Level Classification", on a continuous basis to ensure adequate classification of the event, and update EAL Status Board as needed.
6. Review Procedure 1903.011, "Emergency Response / Notifications", Attachments 6, 7 and 8 on a continuous basis to ensure that appropriate **Protective Action Recommendations (PAR)** have been implemented.
7. Report all information concerning classification and Protective Action Recommendations to the EOF Director and REAM, and ensure that the individual responsible for Emergency Direction and Control is informed.
8. As time permits, review conditions to identify all Emergency Action Levels that apply to current conditions.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 60 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 1 of 1

TASK J-4

EOF SECURITY

1. Report to assigned Emergency facility.
2. Report manpower status to the EOF Support Manager.
3. Obtain EOF master key from Security Task books located at the Support Managers desk in Command Room, room 253 (If during a drill or exercise, consult a drill controller prior to performing the following). Perform the following:
 - A. If after normal working hours, ensure that the inner set of doors to the North (front) entrance and the West (side) entrance to the building are propped open.
 - B. Lock double doors in the hallway on first floor next to middle stairwell.
 - C. Lock door to Simulator area on first floor.
 - D. Lock set of double doors leading from room 246 to main hallway on second floor (next to west auditorium doors), and back door to room 246 leading to the auditorium.
4. Obtain bar coded ID badges from EOF H.P. Supervisor.
5. Post one security officer at EOF East Control Point (east side of the double doors on the upper level). If the area east of the second floor double doors is evacuated, move the security post to the west (inside) of the double doors.
6. Post one security officer at EOF West Control Point (west end of the lower level inside the entrance glass doors where the badge scanners are located).
7. Allow access to persons displaying an ANO Emergency I.D., ensuring that they use I.D. badges to log in on the badge scanners.
8. Allow access to NRC, State, and Security personnel upon verification of I.D. NRC and State employees will be identified using their NRC and State I.D. badges.
 - Yellow badges will be issued to NRC personnel with NRC I.D.
 - Blue badges will be issued to State Employees with State I.D.
 - Green badges will be issued to Security personnel upon proper I.D.

Document issued bar coded badges on the "EOF I.D. Badge Issue Log". Personnel may wear colored badges outside of secure area, but must show picture I.D. to be allowed re-entry.
9. Allow access to other persons after determining proper identification and verification of employment and issuing of I.D. Badge upon approval of EOF Director or his designee. Document these on the "EOF I.D. Badge Issue Log".
 - Pink badges will be issued to other visitors and will require approval of EOF Director or his designee.
10. In the event of EOF evacuation, obtain instruction from the EOF Support Manager. Otherwise continue security precautions until evacuation is complete.
11. Reduce security precautions when the termination of an Emergency or drill is verified by the EOF Support Manager. After event or drill termination, return task book, EOF master key and paperwork to EOF Support Manager.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 61 of 85 CHANGE: 015-03-0
-------------------------------------	--	--

POSITION GUIDE J

Page 1 of 1

TASK J-5

EOF ADMINISTRATIVE SERVICES

TEAM LEADER

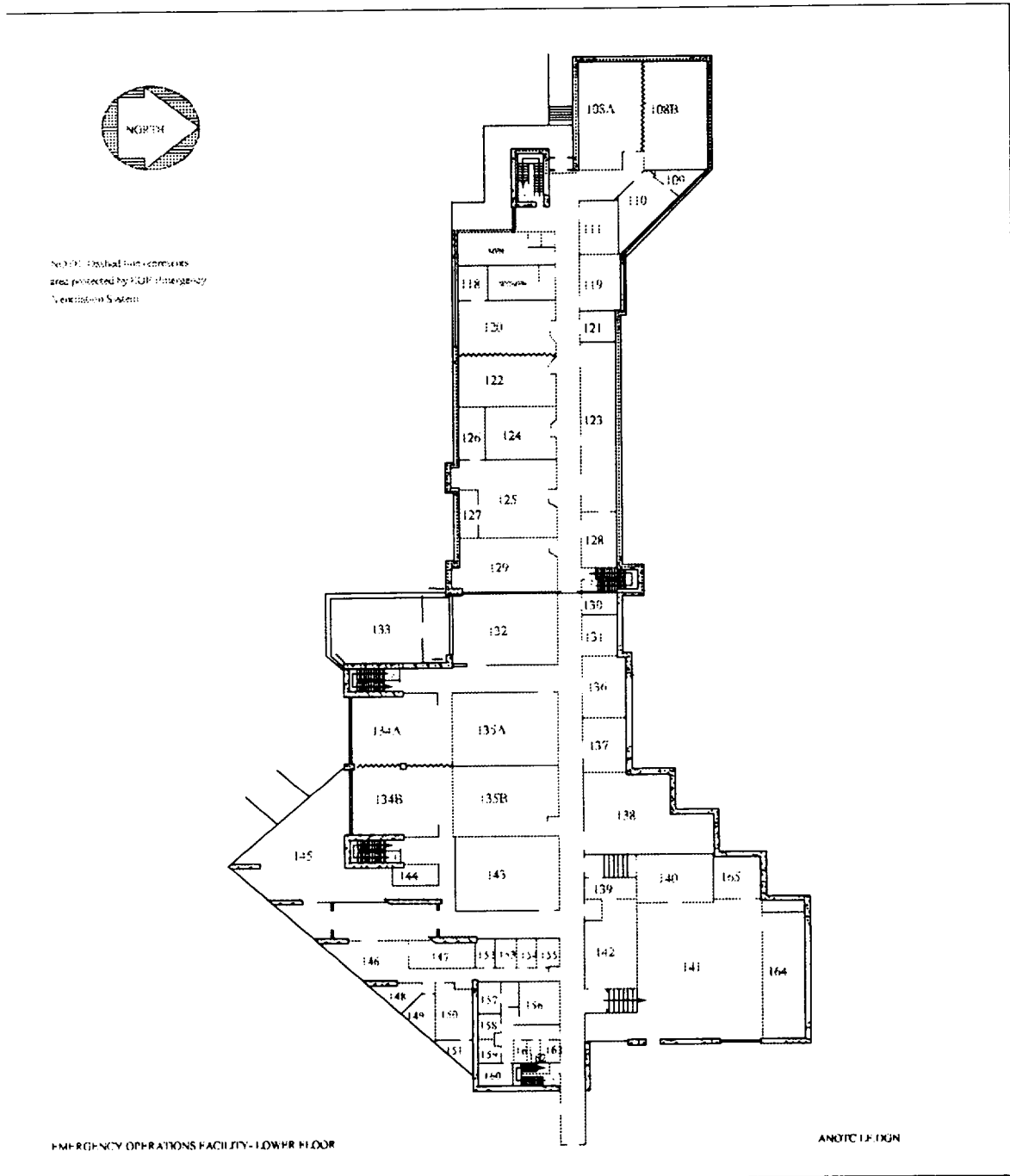
1. Upon notification of Emergency Plan activation, report to assigned emergency facility (office is located in room 252).
2. Notify staff to report to their assigned emergency facility.
3. Ensure that one person is assigned to assist the Radiological and Environmental Assessment Manager (REAM) and one to log status board information (located at the Communications Liaison's table).
4. Ensure that personnel are assigned to act as runners for the Arkansas Department of Health, the Emergency News Center (ENC) and other tasks, as necessary.
5. Report manpower status to the EOF Support Manager.
6. Establish a schedule of working hours to support around-the-clock operation.
7. Relocate supplies and equipment as necessary.
8. In the event of EOF evacuation, obtain instructions from the EOF Support Manager.
9. Notify staff upon termination of the ANO emergency response.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 62 of 85 CHANGE: 015-03-0
---------------------------------	--	------------------------------------

ATTACHMENT 2

EMERGENCY OPERATIONS FACILITY (LOWER FLOOR)

Page 1 of 2



PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 63 of 85 CHANGE: 015-03-0
--	--	--

ATTACHMENT 2

EMERGENCY OPERATIONS FACILITY (LOWER FLOOR)

Page 2 of 2

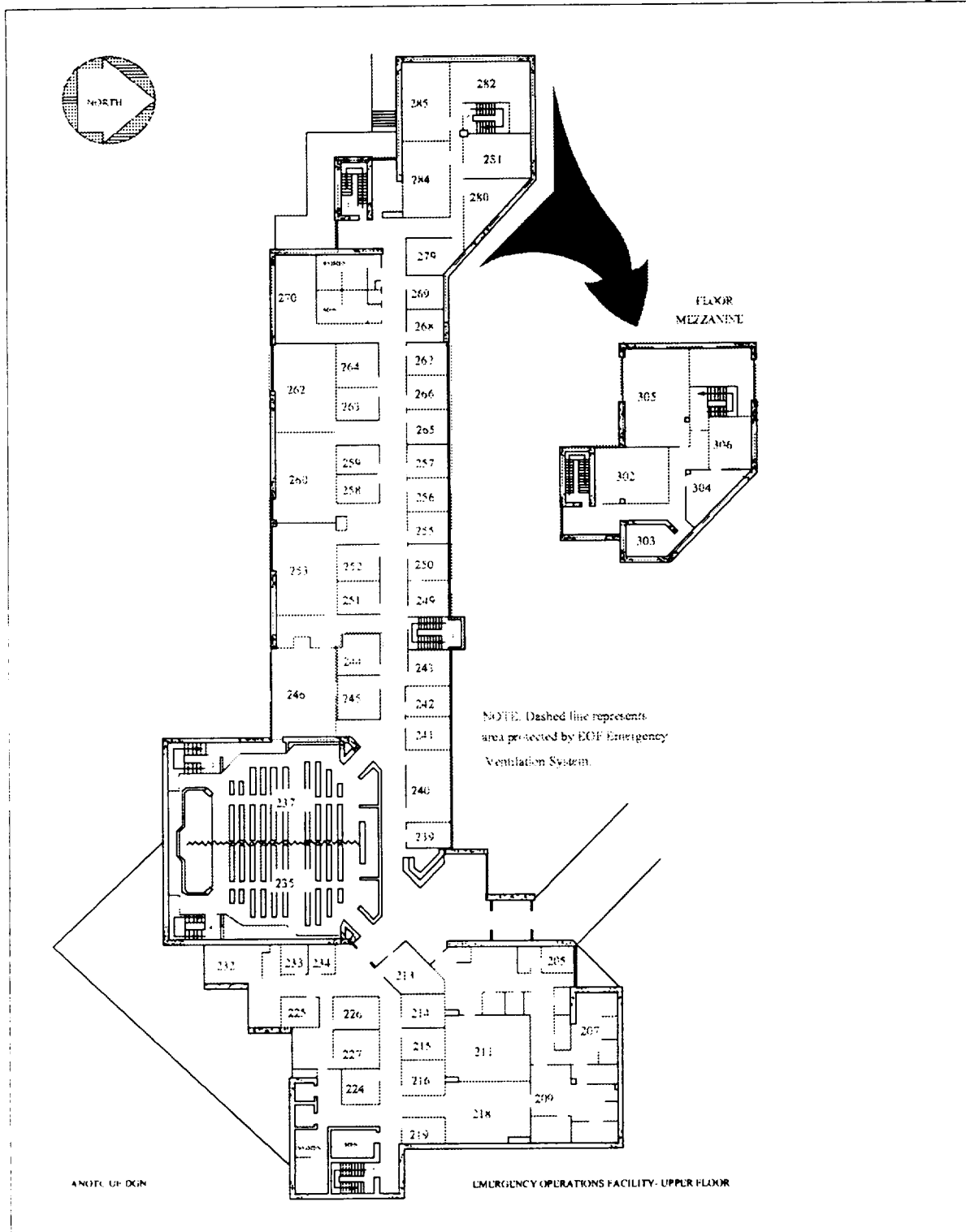
(ROOM ASSIGNMENTS)

<u>Position/Group</u>	<u>Room Number</u>
Spare Work Area	139
Media PC Use (if authorized)	142
Spare Work Area	131
Spare Media Work Area	144
Spare Media Work Area	135A
Spare Media Work Area	135B
Spare Media Work Area	143
Security/Investigations	132
Primary Media Work Area	134A
Primary Media Work Area	134B
Emergency Kits	110
Recovery Team Staging Area	108A
Emergency Radiation Team Assembly Area	108B
Emergency Medical Team Assembly Area	108B
Spare Work Area	111
Electrical Maintenance Staff	136, 137, 138
I&C Staff	129
Mechanical Maintenance Staff	125
Nuclear Chemistry Count Room	110
Radwaste Staff	122
Computer Workstations	120
Electrical Equipment Room/EOF Ventilation	123
Spare Conference Room	119
Nuclear Chemistry Staff	124

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 64 of 85 CHANGE: 015-03-0
---------------------------------	--	------------------------------------

ATTACHMENT 3
EMERGENCY OPERATIONS FACILITY (UPPER FLOOR)

Page 1 of 3



PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 65 of 85 CHANGE: 015-03-0
--	--	--

ATTACHMENT 3

EMERGENCY OPERATIONS FACILITY (UPPER FLOOR)

Page 2 of 3

(ROOM ASSIGNMENTS)

<u>Position/Group</u>	<u>Room Number</u>
Media Work Area	204
Executive Office Area	231
Communications Manager/ADH - PIT	251
Front Desk (Media Registration)	202
ENC Work Area	239
Emergency News Center	240
CEC Liaison and Local Government Communicator	241
Spare Work Area	242
Spare Work Area	243
Spare Work Area	245
Spare Work Area	244
Auditorium (for Press Conferences)	235
Auditorium (for Press Conferences)	237
Press Conference Staging Area	246
Arkansas Department of Health	249
Arkansas Department of Health	250
EOF Support Superintendent Work Area	255
Accident Assessment Conference Room	256
Purchasing and Procurement	257
NRC	265
Spare Work Area	266
EOF Maintenance Coordinator (Spare Office)	267
EOF HP Supervisor (Spare Office)	268
Spare Work Area	269
Operations Standards	280
System Engineering	284
Accident Assessment Work Area	285
Administrative Services/Word Processing	252
Technical Assistants	258
REAM Work Area	259
NRC	263
State Field Monitoring	263
Weather Forecasting	264
Offsite Monitoring Supervisor (ANO Field Monitoring)	264
Spare Conference Room	213
Secondary OSC	281

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 66 of 85 CHANGE: 015-03-0
--	--	--

ATTACHMENT 3

EMERGENCY OPERATIONS FACILITY (UPPER FLOOR)

Page 3 of 3

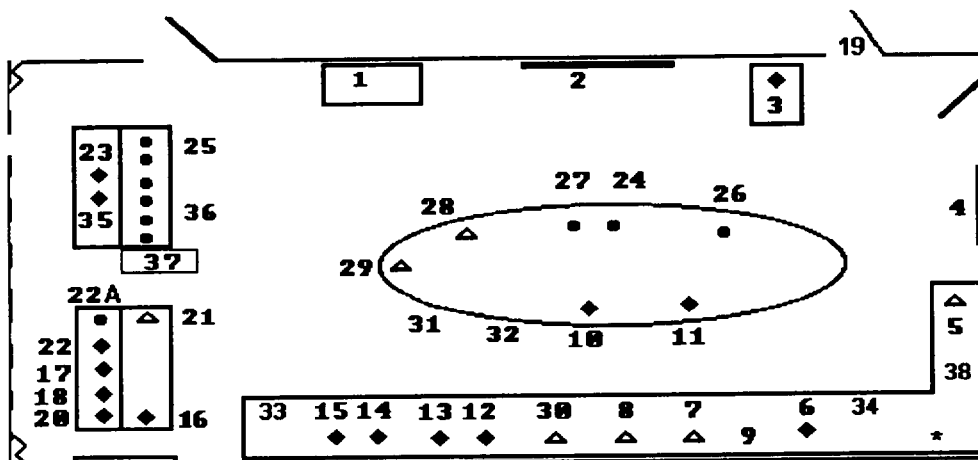
(ROOM ASSIGNMENTS)

<u>Position/Group</u>	<u>Room Number</u>
<u>COMMAND ROOM</u>	
Emergency Operations Facility Director (EOF Director)	253
Emergency Operations Facility Director's Administrative Assistant	253
Communications Liaison	253
Radiological/Environmental Assessment Manager (REAM)	253
Accident Assessment Manager	253
Support Manager	253
EOF Support Superintendent	253
EOF Maintenance Coordinator	253
EOF Notifications Communicator	253
EOF Status Board Communicator	253
State Collocated Officials	253
NRC Collocated Officials	253
<u>SECONDARY TECHNICAL SUPPORT CENTER (STSC)</u>	
TSC Director	260
TSC Director's Administrative Assistant	260
Engineering Manager	260
Maintenance Manager	260
Operations Manager	260
Status Board Communicator	260
NRC Collocated Officials	260
Radiation Protection and Radwaste Manager	260
TSC Support Superintendent	260
<u>DOSE ASSESSMENT</u>	
Dose Assessment Supervisor	262
Dose Assessment Team	262
State Collocated Officials	262
NRC Collocated Officials	262
Telephone/Radio Room	270
<u>SECONDARY OPERATIONAL SUPPORT CENTER (SOSC)</u>	
Mechanical Maintenance Supervisor	281
Electrical Maintenance Supervisor	281
I&C Supervisor	281
OSC Director	281
Maintenance Superintendent	281
Health Physics Supervisor	281
Nuclear Chemistry Manager	281
Status Board Communicator	281
NRC In-Plant Radiological Coordinator	281
NRC In-Plant Radiological Coordinator Communicator	281

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 67 of 85 CHANGE: 015-03-0
--	--	--

ATTACHMENT 4

EMERGENCY OPERATIONS FACILITY-COMMAND ROOM



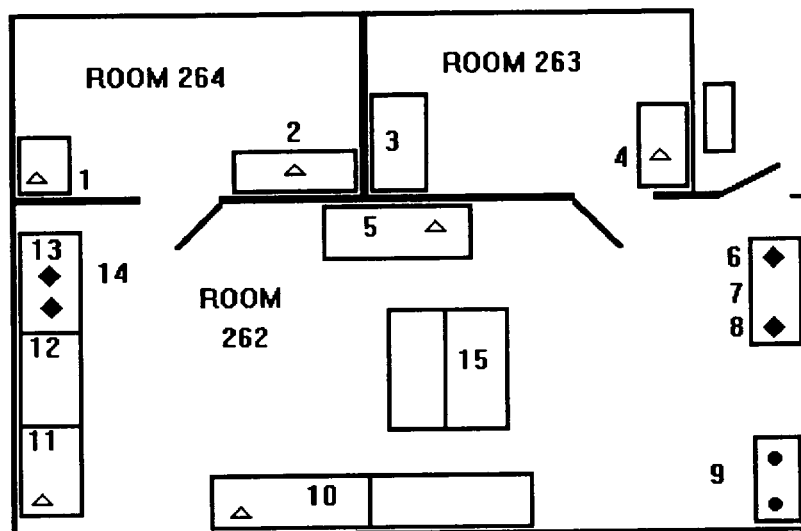
- | | |
|---|---|
| 1. Command & Control Board | 20. Health Physics Network (HPN) |
| 2. PAA Status Board | 21. Radiological/Environmental Assessment Manager |
| 3. Communications Liaison | 22. State Rad. Response Team Leader |
| 4. Plant Status Board | 22A. State RRTL Assistant |
| 5. EOF Notifications Communicator | 23. FEMA Government Liaison Coord. |
| 6. NRC Emergency Response Coordinator | 24. State TOCD Administrative Assistant |
| 7. EOF Support Superintendent | 25. State LGL |
| 8. Support Manager | 26. Ark. Dept. of Emergency Management |
| 9. Staffing Board | 27. State TOCD |
| 10. NRC Director Site Operations | 28. EOFD Administrative Assistant |
| 11. FEMA Director | 29. EOF Director |
| 12. Emergency Notification System (ENS) | 30. Accident Assessment Manager |
| 13. NRC ENS Monitor | 31. EOF Director's Assistant |
| 14. NRC Reactor Safety Coordinator Communicator | 32. EAL Reviewer |
| 15. NRC Reactor Safety Coordinator | 33. EOF H.P. Supervisor |
| 16. Dose Assessment Update | 34. EOF Maintenance Coordinator |
| 17. NRC Protective Measures Coordinator | 35. NRC Government Liaison Coord. |
| 18. NRC Protective Measures Communicator | 36. State LGL Assistant |
| 19. Communications Manager | 37. State PIT Liaison |
| | 38. EOF Fax |

Δ = Telephone Station (ANO)
 ◆ = Telephone Station (NRC & FEMA)
 ● = Telephone Station (State)
 * = Computerized Notification System (CNS)

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 68 of 85 CHANGE: 015-03-0
---------------------------------	--	--

ATTACHMENT 5

DOSE ASSESSMENT ROOM - ROOM 262

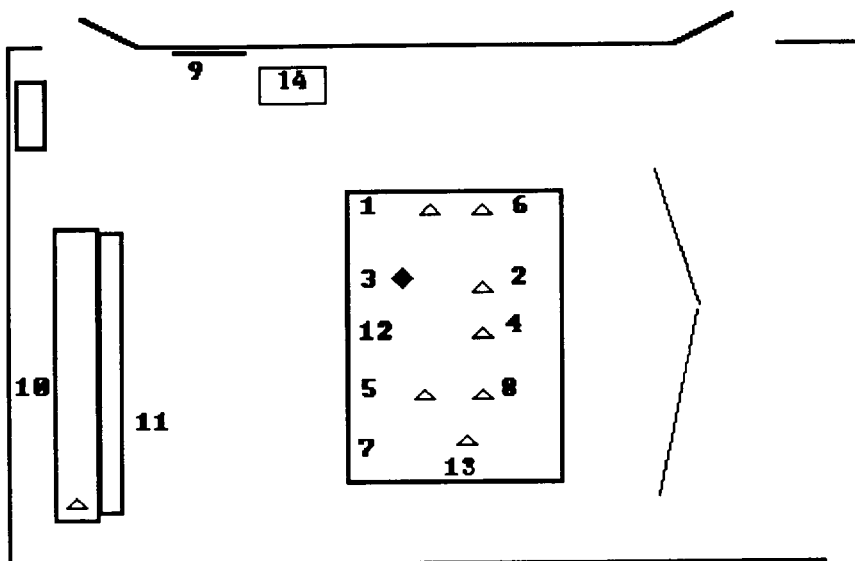


- | | |
|--|----------------------------------|
| 1. Weather Forecasting | 9. State Dose Assessment Officer |
| 2. Offsite Monitoring Supervisor | 10. Data Reduction Station |
| 3. NRC Work Area | 11. RDACS Computer |
| 4. State Field Monitoring | 12. RDACS Computer |
| 5. Dose Assessment Supervisor | 13. NRC Dose Assessment Computer |
| 6. NRC Protective Measures Team Leader | 14. NRC Dose Assessor |
| 7. NRC Environmental Assessment Coord. | 15. Map Making Station |
| 8. Health Physics Network (HPN) | |

Δ = Telephone Station (ANO)
 ◆ = Telephone Station (NRC)
 ● = Telephone Station (State)

ATTACHMENT 6

SECONDARY TECHNICAL SUPPORT CENTER - ROOM 260



1. Secondary TSC Telephone Operator
2. TSC Director
3. NRC Operations Coordinator/Reactor Safety Coordinator
4. Maintenance Manager
5. Rad. Protection and Radwaste Manager
6. TSC Director's Administrative Assistant
7. NRC Containment Specialist
8. Engineering Manager
9. Command and Control Board
10. Plant Status Board
11. NRC Reactor Safety Specialist
12. Operations Manager
13. TSC Support Superintendent
14. EOF Dose Tracking Computer

Δ = ANO Telephone Station
 ◆ = NRC Telephone Station

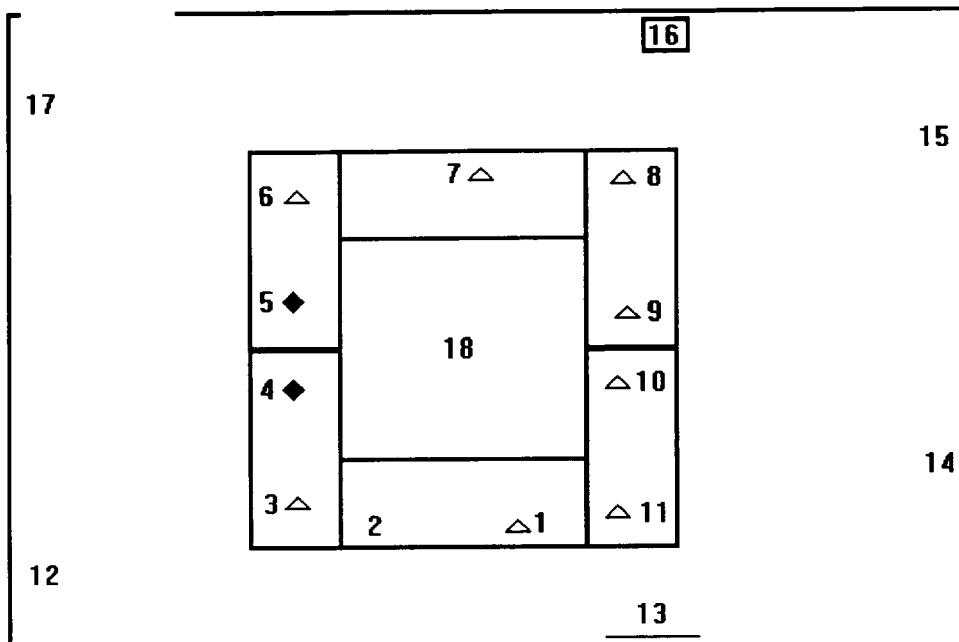
NOTE

NOTE
Secondary TSC phones are located beneath the floor under the marked tile.

PROC./WORK PLAN NO. 1903.067	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - EMERGENCY OPERATIONS FACILITY (EOF)	PAGE: 70 of 85 CHANGE: 015-03-0
---------------------------------	--	--

ATTACHMENT 7

SECONDARY OPERATIONAL SUPPORT CENTER - ROOM 281



- | | | |
|-------------------------|--------------------------------|-------------------------------|
| 1. OSC Director | 7. Electrical Maint Supv. | 13. Team Tracking Board |
| 2. OSC Director's Asst. | 8. Mechanical Maint. Supv. | 14. OSC Staffing Board |
| 3. Operations Support | 9. I&C Supv. | 15. Plant Maps |
| 4. NRC | 10. Maintenance Superintendent | 16. Radio Operator |
| 5. NRC | 11. H.P. Supervisor | 17. Available Personnel |
| 6. Nuc. Chem. Manager | 12. Plant Status Board Comm. | 18. Telephone Jacks
(ovhd) |

△ = ANO TELEPHONE STATION
◆ = NRC TELEPHONE STATION

NOTE

Secondary OSC phone outlets are located in the ceiling above the center tile. Phones and lines are located in the black locker in the west end of the Command Room.

EOF ACTIVATION CHECKLIST

EOF Maintenance Coordinator: _____ Date: _____

NOTE

The EOF can be considered operational upon completion of steps 1 through 6. Floor diagrams describing the layout for the EOF and individual rooms are included in Attachments 2 through 7 of this procedure. Report all problem areas to the EOF Support Superintendent. If an action is not performed on this checklist, put N/A in the space.

SECTION 1 IMMEDIATE ACTIONS

Initials/Time

- ____/____ 1. Obtain a cell phone and the EOF Maintenance Coordinator key ring:
- a. Dial 199 and announce that EOF activation has begun.
 - b. Unlock all doors to the EOF Command Room.
- ____/____ 2. Verify that the inner doors at the North (main) entrance on the upper floor and the inner doors at the West (lower) entrance are unlocked (prop open as required on nights and weekends).

NOTE

The controls for the EOF PA system are located in Room 247 (just outside the east Command Room door) on the west wall, approximately 8 ft. high.

- ____/____ 3. Turn on the EOF Public Address System by placing both power switches in the **ON** position, and adjusting the volume as required.
- ____/____ 4. Establish the EOF Protected Area as follows:
- a. **CLOSE** the double doors in the upper hallway near the middle stairwell.
 - b. Prop **OPEN** the upper and lower doors of the middle stairway.
 - c. **CLOSE** and **LOCK** the double doors in the lower hallway near the middle stairway.
 - d. Prop **OPEN** the upper and lower doors of the west stairway.
 - e. **CLOSE** and **LOCK** the middle door in the west auditorium stairway.

NOTE

The controls for the normal EOF Ventilation systems are located as follows:

- a. AHU-1 and AHU-2 are in Room 141 on the west side of the units.
- b. AHU-3 is in Room 140 on the west wall, near the top of panel EMCP.

- ____/____ 5. Secure AHU-1, AHU-2 and AHU-3 by placing the control switch in the **OFF** position.

FORM TITLE:

EOF ACTIVATION CHECKLIST

FORM NO.

1903.067A

REV.

015-03-0

NOTE

1. The Controls and Gauges for the EOF Emergency Air Filtration System are as follows:
 - a. Control Switch in Room 123, South wall control box.
 - b. Gauges in Room 123, north wall, above ventilation unit cabinets.
2. [Once started, the EOF Emergency Air Filtration System should be left operating unless directed to secure it by the EOF Director, EOF HP Supervisor, or the EOF Support Superintendent.]
3. Notify the EOF Support Superintendent and the EOF HP Supervisor if any guage readings meet or exceed the replacement value.

____/____ 6. Start the EOF Emergency Air Filtration system as follows:

- a. Place the control switch in the ON position.
- b. Log gauge readings for the system on the table below.

	PREFILTER	HEPA	CARBON 1	CARBON 2	FINAL
REPLACEMENT VALUE	>0.75	>1.25	N/A	N/A	>1.20
GAUGE READING					

____/____ 7. **IF** steps 1 through 6 have been successfully completed,
THEN provide a copy of this section of the checklist to the EOF
 Support Superintendent or EOF Director and report the status of the
 EOF as OPERABLE. Proceed to Section 2.

END OF SECTION 1

FORM TITLE:	FORM NO.	REV.
EOF ACTIVATION CHECKLIST	1903.067A	015-03-0

SECTION 2 - ONGOING ACTIONS

- ____/____ 8. Contact the EOF building Maintenance staff (Emergency Telephone Directory - Tab 5) and notify them that their support is required for the following:
- a. As required, coordinate with the EOF HP Supervisor to set up the control points and portal monitors for the EOF.
 - b. As requested, rope off designated parking spaces for the NRC.
 - c. Ensure that the auditorium separation curtain is OPEN (Insert key from the key ring in the keyhole on the west stage labeled Door 1, and turn to the left. Repeat for Door 2).
 - d. Perform requests for maintenance for miscellaneous items (light bulb replacement, room set up, etc.).

NOTE

The normal and emergency shower drain valves are located on the southwest side of the building between the building and the curb next to the air conditioning units (the valve covers are painted red and green). The valve tool is located underneath the stairwell on the west end of the building. The shower drain tank is located beneath the first floor breakroom floor (500 gallon capacity).

- ____/____ 9. If requested for decontamination purposes, position the shower drain valves as follows:
- a. Position the normal drain valve (green cover) **CLOSED** by turning clockwise until fully seated.
 - b. Position the emergency drain valve (red cover) **OPEN** by turning counter-clockwise until fully seated.
- ____/____ 10 Verify the status of the following EOF doors:
- a. Breakroom entrance doors (west and south side) - **LOCKED**
 - b. Room 125 rollup door - **CLOSED**
 - c. Room 145 rollup door - **CLOSED**
 - d. Medical/FFD entrance doors (south side) - **LOCKED**
 - e. Simulator hallway door (south side), south entrance and east entrance - **LOCKED**
 - f. Simulator rollup door - **CLOSED**
 - g. Room 141 rollup door - **CLOSED**
 - h. Room 141 door - **LOCKED**
 - i. First floor classrooms - **UNLOCKED**
 - j. First floor closets - **UNLOCKED**

NOTE

A 24 hour supply of diesel fuel (600) is required to be available for the EOF Emergency Diesel. Access to the Diesel Fuel Tank is through the fill pipe located just off the north sidewalk. The key for the tank is on the EOF Maintenance Coordinator's key chain and is labeled "Diesel Vault". The measuring rod for the fuel tank is located on the east wall of Room 141. Instructions for running the EOF Emergency Diesel are contained in Section 3 of this checklist.

FORM TITLE:

EOF ACTIVATION CHECKLIST

FORM NO.

1903.067A

REV.

015-03-0

- ____/____ 11. Using the wooden measuring rod, measure the inches of diesel fuel available in the tank and record below.
- Convert fuel depth to gallons using the chart on the last page of this checklist and record below.
 - Calculate the approximate run time available by dividing the gallons available by the fuel consumption rate of 25 gallons per hour and record below.
 - IF the fuel depth level is 29 inches (617 gals.) or less, THEN request that the EOF Support Superintendent contact Unit 1 Operations at extension 3125 or the Unit 1 Control Room to arrange for delivery of more fuel, AND notify Chemistry at ext. 3557 or 3551 to arrange for sampling and testing of the delivered fuel.

FUEL LEVEL (Inches, Measured)	FUEL AVAILABLE (Gallons, from chart)	APPROXIMATE RUN TIME AVAILABLE (Fuel Available/25 = Runtime)

NOTE

Secondary TSC telephones are located under the floor tiles marked "Secondary TSC Phones". Secondary OSC phone outlets are located above the center ceiling tile. Phone sets and cords are located in the marked box in the black cabinet in Room 260.

- ____/____ 12. IF notified of a TSC evacuation, Then set up the Secondary TSC in Room 260 in accordance with Attachment 6 of this procedure.
- ____/____ 13. IF notified of an OSC evacuation, THEN set up the Secondary OSC in Room 281 in accordance with Attachment 7 of this procedure.
- ____/____ 14. Periodically monitor the following:
- Emergency Air Filtration system gauges
 - Emergency Shower Drain Tank Level (if used)
 - EOF EDG Fuel Tank Level (if used)
 - Visually inspect the EOF EDG for leakage, abnormal noise, and alarms (if used)
 - Building lighting and general condition of the building.

END OF SECTION 2

FORM TITLE: EOF ACTIVATION CHECKLIST	FORM NO. 1903.067A	REV. 015-03-0
--	------------------------------	-------------------------

SECTION 3 - EOF EMERGENCY DIESEL GENERATOR**NOTE**

For questions regarding fuel for the EOF EDG, see step 11 in Section 2 above.

The EOF Emergency Diesel Generator is included in a preventative maintenance schedule and is tested monthly to verify operability. For this reason, the EDG is not required to be tested during activation of the EOF. However, if requested by the EOF Director, the diesel may be tested per the following steps. If this testing is not performed, N/A the applicable steps. If normal AC power is lost to the EOF, the EDG will start and load automatically.

NOTE

Controls for the EDG are located as follows:

- a. Generator Control Panel (Blue panel) - Room 140, South wall
- b. Automatic Transfer Switch (ATS) - Room 140, West wall

With the EDG Control Switch in the **AUTO** position, placing the ATS toggle switch in the **TEST** position simulates a loss of normal AC power to the EOF. After a time delay of approximately 30 seconds, the EDG will automatically start, and once rated voltage and frequency are established, the ATS will transfer building load from Normal AC power to the generator. Termination of testing is accomplished by returning the toggle switch to the **NORMAL** position, simulating the re-establishment of normal AC power. After a delay of a few minutes, the ATS will transfer load back to normal AC power, and after approximately 10 more minutes, will shut the EDG down.

CAUTION

Access the EOF paging system by dialing 199 and make an announcement to warn personnel of the test (prior to starting the diesel), and that computer interruption may occur.

____/____ 15. Test the EOF Emergency Diesel as follows:

- ____ a. Verify that the lower control switch on the Generator Control Panel (blue panel) is in the **AUTO** position.
- ____ b. At the ATS panel, place the toggle switch in the **TEST** position.
- ____ c. At the Generator Control Panel (blue panel) verify that Voltage comes up to approximately 480 VAC and that Frequency comes up to 60 HZ.
- ____ d. Verify that the ATS transfers to the **EMERGENCY** position.
- ____ e. Run and monitor the diesel for a minimum of 1 hour.
- ____ f. At the ATS Panel, return the toggle switch to the **NORMAL** position.
- ____ g. Verify that the ATS transfers back to normal AC (after time delay).
- ____ h. Verify that the EDG shuts down (after time delay).
- ____ i. After test, report results and status of the EOF EDG to the EOF Support Superintendent or the EOF Director.

END OF SECTION 3

FORM TITLE:	FORM NO.	REV.
EOF ACTIVATION CHECKLIST	1903.067A	015-03-0

SECTION 4 - TERMINATION OF EMERGENCY OR DRILL

- ____/____ 16. IF notified of a termination of the emergency or drill,
THEN perform the following actions:
- ___ a. Ensure that the EOF Emergency Air Filtration System is secured by placing the Control Switch in the **AUTO** position.
 - ___ b. Return the Normal EOF HVAC System to operation by placing the control switches for AHU-1, AHU-2, and AHU-3 to **ON**.
 - ___ c. Return the Shower Drain Valves to normal as follows:
 - 1. Normal Drian Valve (Green) to **OPEN** (full counter-clockwise).
 - 2. Emergency Drain Valve (red) to **CLOSED** (full clockwise).
 - 3. Return Drain Valve Tool to storage (1st floor west stairwell).
 - 4. If used, verify that Radwaste has been contacted to empty the emergency shower drain tank (confer with EOF HP Supervisor).
 - ___ d. Return the EDG fuel measuring rod to east wall of Room 141, and ensure that the Diesel Tank fill port is **CLOSED** and **LOCKED**.
 - ___ e. Verify the position of the following doors:
 - 1. All hallway doors **OPEN** and **UNLOCKED**.
 - 2. All stairway doors **CLOSED** and **UNLOCKED**.
 - 3. All other building doors returned to normal condition.
 - ___ f. Verify that entrance Portal Monitors and Control Points are taken down and returned to storage.
 - ___ g. EOF Maintenance Coordinator key ring, cell phone and flashlights are returned to the Command Room.

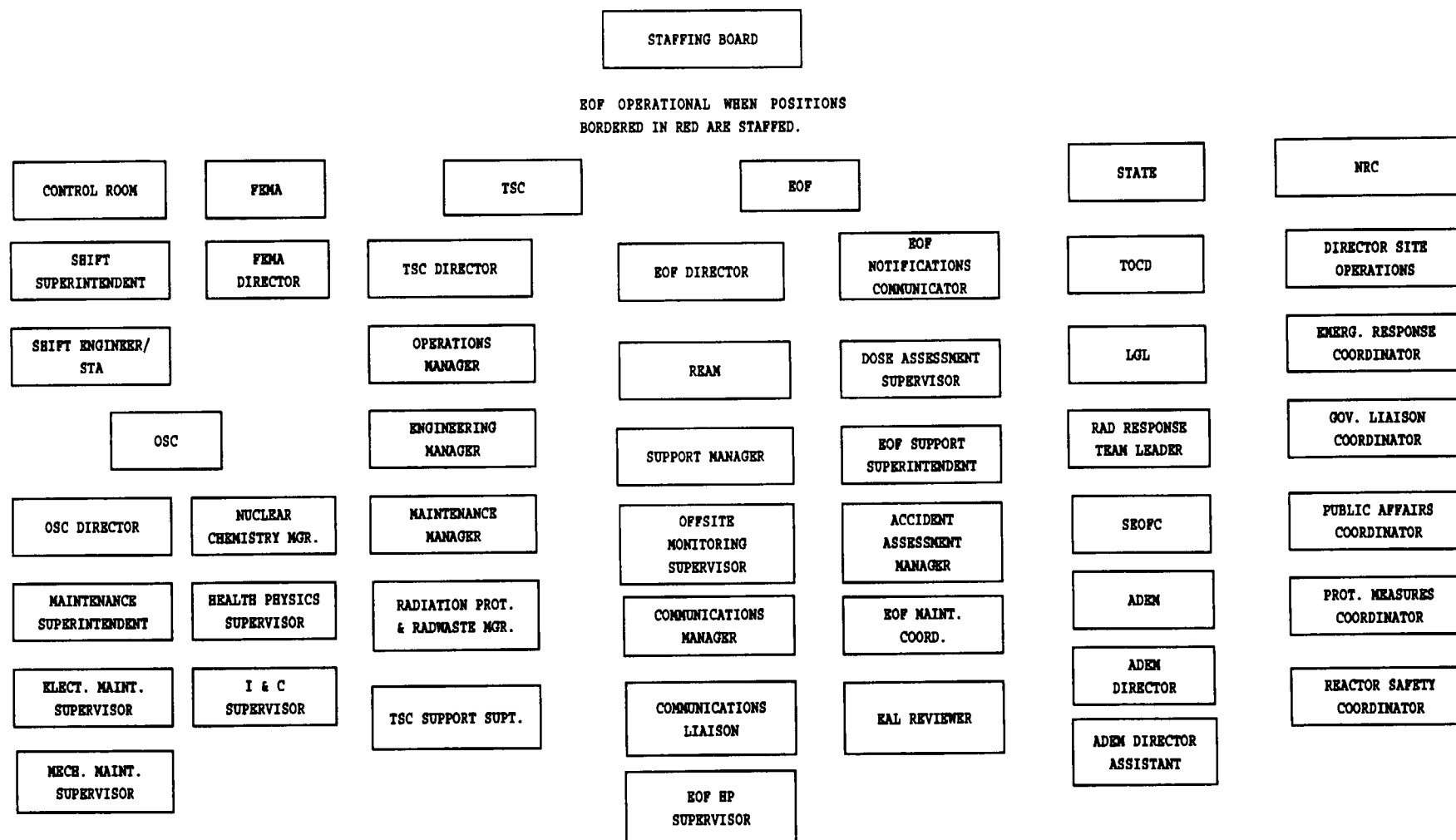
END OF CHECKLIST

RETURN COMPLETED CHECKLIST TO ANO EMERGENCY PLANNING

FORM TITLE:	FORM NO.	REV.
EOF ACTIVATION CHECKLIST	1903.067A	015-03-0

COMMAND ROOM STAFFING BOARD DIAGRAM

Page 7 of 8



FORM TITLE:

EOF ACTIVATION CHECKLIST

FORM NO.
1903.067AREV.
015-03-0

EMERGENCY OPERATIONS FACILITY (EOF)
EMERGENCY DIESEL GENERATOR STORAGE TANK VOLUME

<u>DEPTH (inches)</u>	<u>GALLONS</u>
1-----	4
2-----	12
3-----	23
4-----	35
5-----	49
6-----	65
7-----	82
8-----	100
9-----	119
10-----	140
11-----	161
12-----	183
13-----	206
14-----	229
15-----	253
16-----	278
17-----	303
18-----	328
19-----	354
20-----	380
21-----	406
22-----	433
23-----	459
24-----	486
25-----	512
26-----	539
27-----	565
28-----	591
*29-----	617
30-----	643
31-----	669
32-----	694
33-----	718
34-----	742
35-----	766
36-----	789
37-----	811
38-----	832
39-----	852
40-----	871
41-----	889
42-----	906
43-----	922
44-----	936
45-----	949
46-----	959
47-----	967
48-----	971

*If at or below this level, order more fuel (Step 11C)

FORM TITLE:	EOF ACTIVATION CHECKLIST	FORM NO. 1903.067A	REV. 015-03-0
-------------	--------------------------	-----------------------	------------------

1. Date and time of the status update: Date: _____ Time: _____

2. REAM Status Update Items (check as reviewed):

- A. _____ Current release rate, recent trend, prognosis.
 - 1. Is release source secure.
 - 2. Is release from plant secure.
 - 3. Update EOFD if one or both have been secure.
- B. _____ Verify Emergency Class (based on radiological conditions).
- C. _____ Off-site dose projection results (recent Follow-up Message).
- D. _____ Dose projection comparison with State, NRC models.
- E. _____ ANO Field Team survey results and comparison with RDACS.
- F. _____ State Health Department, EPA, DOE survey results.
- G. _____ Current and forecast meteorology (wind direction, shifts).
- H. _____ Status of off-site protective action implementation.
- I. _____ EOF habitability and protective action recommendations.
- J. _____ Personnel status, overexposures, contaminations, etc.
- K. _____ EOF Radiation Protection Support Group staffing.

NOTES: _____

3. Accident Assessment Manager Update Items (check as reviewed):

- A. _____ Reactor health, core cooling systems operational status.
- B. _____ Containment status, current trends, prognosis.
- C. _____ Release path, estimated release duration, prognosis.
- D. _____ Critical parameter current status and trends.
- E. _____ Operational status, trends, forecast.
- F. _____ Verify Emergency Class (based on plant conditions).
- G. _____ Review of accident mitigation objectives, priorities, and strategies.
- H. _____ Status of engineering evaluations in-progress.
- I. _____ Review TSC requests (for EOF support) and status.
- J. _____ Core damage assessment (if applicable).
- K. _____ EOF Accident Assessment Group staffing.

NOTES: _____

FORM TITLE:	FORM NO.	REV.
EOF DIRECTOR STATUS UPDATE GUIDE	1903.067B	015-03-0

4. EOF Support Manager Update Items (check as reviewed):

- A. ☐ Off-site notifications status (transmissions in-progress).
- B. ☐ EOF access status (front door and receiving area setup).
- C. ☐ Status of EOF Security.
- D. ☐ EOF ventilation system operational status.
- E. ☐ Emergency procurement status (if applicable).
- F. ☐ Status of off-site vendor/contractor support requested.
- G. ☐ Status of off-site agency response at EOF (State, NRC).
- H. ☐ EOF Support Group staffing.
- I. ☐ Overall EOF staffing.
- J. ☐ EOF ERO shift schedules (if protracted event > 12 hours).
- K. ☐ Logistics report (personnel, food, admin supplies, copies, fax, etc).

NOTES: _____

5. Communications Liaison/Communications Manager Update Items (check as reviewed):

- A. ☐ Emergency News Center Status (including setup activities)
- B. ☐ Status of visiting media personnel (who, how many, organization)
- C. ☐ Status of news briefing/conferences
- D. ☐ Types of media inquiries
- E. ☐ Rumor control status (prevalent rumors and particularly difficult rumors)
- F. ☐ News release status
- G. ☐ Current governmental affairs activities
- H. ☐ Media broadcast activities of concern
- I. ☐ Related or concurrent public events/emergencies
- J. ☐ Corporate Emergency Center Communications issues.

NOTES: _____

FORM TITLE: EOF DIRECTOR STATUS UPDATE GUIDE	FORM NO. 1903.067B	REV. 015-03-0
---	------------------------------	-------------------------

6. Emergency Operations Facilities Director Update Items (check as reviewed):

- A. ☐ Review current Emergency Classification.
- B. ☐ Review current overall accident mitigation objectives.
- C. ☐ Summarize any significant items from TSC Director.
- D. ☐ Summarize any significant discussion/direction from NRC.
- E. ☐ Summarize any recent significant discussions with State.
- F. ☐ Review off-site protective actions in effect (or planned).
- G. ☐ Is release source secure.
- H. ☐ Is release from plant secure.

NOTES: _____

7. Other Organization/Agency Update Items (list as reviewed):

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

8. Direct key EOF personnel to update their subordinates with applicable information obtained in the status update.

9. Select the time of the next EOF Status Update and announce it in the EOF Command Center.

10. Conduct periodic updates with the TSC Director on:

- 1) Status of Emergency Classification
- 2) Offsite protective measures recommended and the basis
- 3) Significant changes
- 4) Radiological conditions offsite
- 5) Status of requests for assistance
- 6) Long term impact of current course of in-plant actions

NOTE

Items on this list are suggested topics for routine updates. Items actually selected for update should be based on existing or projected conditions.

[NRC BRIEFING GUIDELINES]

Page 1 of 3

1. EMERGENCY CLASS DECLARED (circle one): NUE, ALERT, SAE, GE.
2. AFFECTED UNIT: _____ TIME: _____ DATE: _____
3. EMERGENCY ACTION LEVEL: _____
4. OFFSITE PAR: _____
PAR based on _____ Plant Conditions _____ RDACS _____ Both
5. STATUS OF OTHER UNIT: _____ % POWER, NUE, ALERT, SAE, GE, N/A
6. AFFECTED PLANT PARAMETERS:

(√ one)	YES	NO
Reactor Trip		
Safety Injection Actuated		
Reactor Building Isolated		
Reactor Building Spray Activated		
RAS		
Diesel Generator Operating		
Offsite Power Available		

RCS TEMPERATURE: _____ PRESSURE: _____

HEAT REMOVAL METHOD: (circle one)

HPSI / HPI	A	B	C
LPSI / LPI	A	B	
STEAM GENERATOR	A	B	
SHUT DOWN COOLING	YES	NO	

STATUS OF FISSION PRODUCT BARRIER (√ one):

	INTACT	CHALLENGED	FAILED
RCS CLADDING			
RCS BOUNDARY			
CONTAINMENT INTEGRITY			

SOURCE OF A.C. POWER (√ one):

DIESEL GENERATOR	
UNIT AUXILIARY TRANSFORMER	
START-UP TRANSFORMER	
D.C. SOURCES	

FORM TITLE: NRC BRIEFING GUIDELINES	FORM NO. 1903.067C	REV. 015-03-0
---	------------------------------	-------------------------

[NRC BRIEFING GUIDELINES]

Page 2 of 3

7. PROGNOSIS (circle one): STABLE, IMPROVING, DEGRADING, N/A
8. METEOROLOGICAL DATA:
- WIND DIRECTION (from): _____ (DEG) WIND SPEED: _____ (MPH)
- STABILITY CLASS: _____
- PRECIPITATION (circle one): NONE, RAIN, SLEET, SNOW
9. OFFSITE RADIOLOGICAL CONDITIONS (✓ one):
- _____ NO RELEASE IS INVOLVED.
- _____ RELEASE IS IMMINENT.
- _____ RELEASE IS OCCURRING. RELEASE PATH: _____
- _____ RELEASE STARTED: TIME: _____ EST. DURATION: _____
- _____ RELEASE OCCURRED PREVIOUSLY. DURATION: _____
- _____ RELEASE STOPPED: TIME: _____ DATE: _____

PLUME CENTERLINE	CHILD THYROID DOSE RATE	WHOLE BODY DOSE RATE
SITE BOUNDARY	mR/hr	mR/hr
5 MILE	mR/hr	mR/hr
10 MILE	mR/hr	mR/hr

TYPE	ISOTOPES	RELEASE RATE PROJECTED (Ci/S)
IODINES		
NOBLE GASES		
AIRBORNE PARTICULATE		
LIQUID		
OTHER		

10. MISC. ONSITE PRECAUTIONS: _____
11. PLANT EVACUATION STATUS: _____
12. STATUS OF OFFSITE PROTECTIVE ACTIONS:
- ZONES EVACUATED _____
- NO. POPULATION AFFECTED: _____
- STATUS OF SCHOOLS: _____
- CARE CENTERS OPERATING: _____

FORM TITLE:	NRC BRIEFING GUIDELINES	FORM NO. 1903.067C	REV. 015-03-0
-------------	-------------------------	-----------------------	------------------

[NRC BRIEFING GUIDELINES]

Page 3 of 3

13. STATUS OF THE TSC: _____
14. STATUS OF THE OSC: _____
15. STATUS OF THE EOF: _____
16. CURRENT PRIORITY ITEMS: _____
- _____
- _____
- _____
17. OTHER OFFSITE AGENCIES RESPONDING:
- _____
18. OTHER INFORMATION: (E.G. PRESS RELEASES)
- _____
- _____
- _____
- _____

ADDITIONAL INFORMATION SOURCES
(Contact your co-located official for each facility)

INFORMATION	ANO - ERO POSITION	FACILITY
OFFSITE DOSE PROJECTIONS	REAM	EOF
PAR'S & FIELD TEAM STATUS	REAM	EOF
EOF HABITABILITY	REAM	EOF
CORE DAMAGE ASSESSMENT	ENGINEERING MANAGER	TSC
CONTAINMENT STATUS	ENGINEERING MANAGER	TSC
PLANT EQUIPMENT PROBLEMS	MAINTENANCE MANAGER	TSC
REPAIR TEAM STATUS	MAINTENANCE MANAGER	TSC
PLANT OPERATION STATUS	OPERATIONS MANAGER	TSC
IN-PLANT RAD. CONDITIONS	R.P. & R.W. MANAGER	TSC
SECURITY STATUS	TSC SUPPORT SUPT.	TSC

FORM TITLE: NRC BRIEFING GUIDELINES	FORM NO. 1903.067C	REV. 015-03-0
---	------------------------------	-------------------------

EOF POSITION STAFFING FORM

POSITION	NAME
EOF DIRECTOR	
EOF NOTIFICATIONS COMMUNICATOR	
REAM	
DOSE ASSESSMENT SUPERVISOR	
SUPPORT MANAGER	
EOF SUPPORT SUPERINTENDENT	
OFFSITE MONITORING SUPERVISOR	
ACCIDENT ASSESSMENT MANAGER	
COMMUNICATIONS MANAGER	
EOF MAINTENANCE COORDINATOR	
COMMUNICATIONS LIAISON	
EOF EAL REVIEWER	
EOF HP SUPERVISOR	

Complete the above by listing the names of the ERO personnel staffing the above positions. FAX this form immediately to the TSC Support Superintendent at FAX Number 6622.

Completed by _____ Date _____ Time _____

FORM TITLE: EOF POSITION STAFFING FORM	FORM NO. 1903.067D	REV. 015-03-0
--	------------------------------	-------------------------