

Wednesday, July 09, 2003

---

## Document Update Notification

---

**COPYHOLDER NO:** 103

**TO:** ANO-NRC (EMERGENCY RESPONSE  
COORD.) - WASHINGTON

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

**DOCUMENT NO:** OP-1903.064

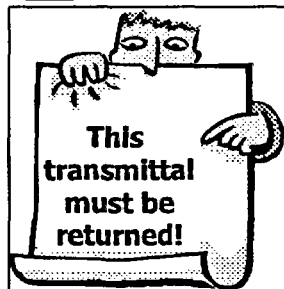
**TITLE:** EMERGENCY RESPONSE FACILITY  
CONTROL ROOM

**CHANGE NO:** 007-02-0

**ADDITIONAL INFO:**



← If this box is checked, please sign, date, and return within 5 days.



ANO-1 Docket 50-313



ANO-2 Docket 50-368

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGNATURE CONFIRMS UPDATE HAS BEEN MADE**

---

**RETURN TO:**

**ATTN: DOCUMENT CONTROL-(N-ADMIN-24)  
ARKANSAS NUCLEAR ONE  
1448 SR 333  
RUSSELLVILLE, AR 72801**

1045

ENTERGY OPERATIONS INCORPORATED  
ARKANSAS NUCLEAR ONE

TITLE: EMERGENCY RESPONSE FACILITY -  
CONTROL ROOM

DOCUMENT NO.  
1903.064

CHANGE NO.  
007-02-0

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

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)

Get these TOOLS

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.  
050-00-0

**ENTERGY OPERATIONS INCORPORATED  
ARKANSAS NUCLEAR ONE**

Page 1

<b>TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM</b>		<b>DOCUMENT NO.</b> 1903.064	<b>CHANGE NO.</b> 007-02-0
<b>AFFECTED UNIT:</b> <input checked="" type="checkbox"/> UNIT 1 <input checked="" type="checkbox"/> UNIT 2		<input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> ELECTRONIC DOCUMENT <input type="checkbox"/> WORK PLAN,    EXP. DATE _____	<b>SAFETY-RELATED</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>TYPE OF CHANGE:</b> <input type="checkbox"/> NEW <input checked="" type="checkbox"/> PC <input type="checkbox"/> TC <input type="checkbox"/> DELETION <input type="checkbox"/> REVISION <input checked="" type="checkbox"/> EZ                                    EXP. DATE: _____			
<b>DOES THIS DOCUMENT:</b>			
1. Supersede or replace another procedure? (If YES, complete 1000.006B for deleted procedure.) (OCAN058107)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2. Alter or delete an existing regulatory commitment? (If YES, coordinate with Licensing before implementing.) (OCNA128509)(OCAN049803)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3. Require a 50.59 review per LI-101? (See also 1000.006, Attachment 15) (If 50.59 evaluation, OSRC review required.)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4. Cause the MTCL to be untrue? (See Step 8.5 for details.) (If YES, complete 1000.009A) (1CAN108904, 0CAN099001, 0CNA128509, 0CAN049803)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
5. Create an Intent Change? (If YES, Standard Approval Process required.)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
6. Implement or change IPTe requirements? (If YES, complete 1000.143A. OSRC review required.)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
7. Implement or change a Temporary Alteration? (If YES, then OSRC review required.)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Was the Master Electronic File used as the source document?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>INTERIM APPROVAL PROCESS</b>		<b>STANDARD APPROVAL PROCESS</b>	
ORIGINATOR SIGNATURE: (Includes review of Att. 13) DATE: _____ Print and Sign name: _____ PHONE #: _____ SUPERVISOR APPROVAL: * SRO UNIT ONE: ** DATE: _____ SRO UNIT TWO: ** DATE: _____		ORIGINATOR SIGNATURE: (Includes review of Att. 13) DATE: 6-19-03 Print and Sign name: Roger Freeman PHONE #: 4994 INDEPENDENT REVIEWER: _____ DATE: 6/23/03 ENGINEERING: N/A DATE: _____ QUALITY: N/A DATE: _____	
Interim approval allowed for non-intent changes requiring no 50.59 evaluation that are stopping work in progress. Standard Approval required for intent changes or changes requiring a 50.59 evaluation. *If change not required to support work in progress, Department Head must sign. **If both units are affected by change, both SRO signatures are required. (SRO signature required for safety related procedures only.)		UNIT SURVEILLANCE COORDINATOR (OCNA049803): DATE: _____ SECTION LEADER: _____ DATE: 6/24/03 QUALITY ASSURANCE: _____ DATE: _____ OTHER SECTION LEADERS: N/A DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____	
OSRC CHAIRMAN/TECHNICAL REVIEWER: (OCNA049312) DATE: 6/30/03 FINAL APPROVAL: _____ Date: 6/24/03 REQUIRED EFFECTIVE DATE: 7-9-03			
<b>FORM TITLE:</b> PROCEDURE/WORK PLAN APPROVAL REQUEST		<b>FORM NO.</b> 1000.006B	<b>CHANGE NO.</b> 051-00-0

**ENTERGY OPERATIONS INCORPORATED  
ARKANSAS NUCLEAR ONE**

**TITLE: EMERGENCY RESPONSE FACILITY -  
CONTROL ROOM**

**DOCUMENT NO.**  
1903.064

**CHANGE NO.**  
007-02-0

☒ **PROCEDURE**

☐ **WORK PLAN, EXP. DATE** \_\_\_\_\_

**PAGE** 1 **OF** 1

☐ **ELECTRONIC DOCUMENT**

**TYPE OF CHANGE:**

☐ **NEW**

☒ **PC**

☐ **TC**

☐ **DELETION**

☐ **REVISION**

☒ **EZ**

**EXP. DATE:** \_\_\_\_\_

**AFFECTED SECTION:**  
(Include step # if  
applicable)

Position Guide A  
Page 1 of 5  
Section D step 1,  
section c.

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

Changed "NUE Emerg. Dir. and Control Checklist - Shift Manager" to "NUE Emerg. Dir. and  
Control Checklist" and "Alert Emerg. Dir. and Control Checklist - Shift Manager" to "Alert  
Emerg. Dir. and Control Checklist" to reflect changes to 1903.011 form titles.

**FORM TITLE:**

**DESCRIPTION OF CHANGE**

**FORM NO.**  
1000.006C

**CHANGE NO.**  
050-00-0

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 1 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

### TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
1.0 PURPOSE.....	2
2.0 SCOPE.....	2
3.0 REFERENCES .....	2
4.0 DEFINITIONS .....	2
5.0 RESPONSIBILITY AND AUTHORITY .....	3
6.0 INSTRUCTIONS .....	4
6.1 Control Room Description .....	4
6.2 Control Room Staffing.....	4
6.3 Turnover.....	5
6.3.1 Shift Manager.....	5
6.3.2 Control Room Staff.....	5
7.0 ATTACHMENTS AND FORMS .....	6
7.1 Attachment 1 - Position Guides and Task Assignments for the Control Room Staff .....	7
Position Guide A - Shift Manager.....	8
Task A-1 - Control Room Notifications Communicator .....	13
Task A-2 - Control Room Status Board Communicator .....	15
Task A-3 - Control Room Emergency Action Level (EAL) Reviewer.....	16
7.2 Attachment 2 - Unit One Control Room (Turbine Building, Elevation 386').....	17
7.3 Attachment 3 - Unit Two Control Room (Turbine Building, Elevation 386').....	18

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 2 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

#### 1.0 PURPOSE

The purpose of this procedure is to describe the Control Rooms (Unit One and Unit Two) and the role of either facility following the initial declaration of an emergency at ANO.

#### 2.0 SCOPE

This procedure includes the physical description of the Control Rooms along with the instructions for activating and operating these facilities. In addition, the responsibilities of each ERO position assigned to these facilities are described in the form of position guides (Attachment 1).

#### 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

##### 3.2 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"

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

- 3.4.1 0CNA048918 (P-7437) Position Guide A 3.h
- 3.4.2 0CAN058701 (P-7894) 4.2 and Position Guide A 2
- 3.4.3 0CNA038701 (P-8882) Position Guide A Task A-1, Task A-2, and Task A-3
- 3.4.4 0CAN068320 (P-1076) 6.3.1.A Note

#### 4.0 DEFINITIONS

- 4.1 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. Additional information concerning this facility is included within this procedure.

- 4.2 [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.]

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: <b>EMERGENCY RESPONSE FACILITY - CONTROL ROOM</b>	PAGE: 3 of 18 CHANGE: 007-02-0
---------------------------------	---	-----------------------------------

- 4.3 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves daily as the training center for ANO personnel.
- 4.4 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.
- 4.5 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.
- 4.6 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.

- 4.7 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.

## 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Control Room 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"
  - 5.1.3 Procedure 1903.042, "Duties of the Emergency Medical Team"
  - 5.1.4 Procedure 1903.043, "Duties of the Emergency Radiation Team"

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 4 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

## 6.0 INSTRUCTIONS

### 6.1 CONTROL ROOM DESCRIPTION

- 6.1.1 The Control Room(s) are radiologically protected and seismically designed to withstand all credible events which could occur at Arkansas Nuclear One. Access to either Control Room (Unit One or Unit Two) is via the Turbine Building, Elevation 386. Attachments 2 and 3 contain floor diagrams of the Unit One and Unit Two Control Rooms respectively.

### 6.2 CONTROL ROOM STAFFING

- 6.2.1 The Shift Manager (SM), Shift Engineer (SE), on-shift Control Room Notifications Communicator (position usually filled by the SE from the unaffected Unit), the Control Room Status Board Communicator, the Control Room EAL Reviewer and the Operations staff will function from the Control Room during an emergency.
- 6.2.2 Position guides/tasks for each of the assigned positions noted in Step 6.2.1 are outlined 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.

### 6.2.3 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. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 5 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

### 6.3 TURNOVER

#### 6.3.1 Shift Manager

- 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 EOF Director or TSC Director.

#### NOTE

[The Shift Manager SHALL NOT delegate the responsibility for making offsite Protective Action Recommendations (PARS) or for making decisions to notify offsite authorities while responsible for Emergency Direction and Control.]

- B. The Shift Manager must turn over responsibilities to a qualified individual before leaving the Control Room when he has responsibility for Emergency Direction and Control.
- C. The responsibility for Emergency Direction and Control will normally be transferred from the Shift Manager to the EOF Director within one hour of an Alert, or higher, emergency class. However, if the situation dictates, the TSC Director may relieve the Shift Manager of this responsibility.
- D. The EOF Director shall notify the Shift Manager when he is prepared to assume the responsibility and authority for Emergency Direction and Control of the incident.
- E. The Shift Manager shall promptly turn over responsibility and authority for the overall response as requested by the EOF Director.
- F. The Shift Manager shall announce the turnover to the Initial Response Staff (IRS) personnel and report this turnover to the Support Manager located in the EOF.
- G. It is the responsibility of the Shift Manager to ensure that the Command and Control Status Board in the Control Room is updated as turnover occurs in the ERO.

#### 6.3.2 Control Room Staff

- A. Emergency Response personnel in the Control Room who must leave their assigned location temporarily must inform their immediate superior of their absence ' destination, and estimated time of return (with the exception of the Shift Manager as outlined in Section 6.3.1.B).

PROC./WORK PLAN NO. <b>1903.064</b>	PROCEDURE/WORK PLAN TITLE: <b>EMERGENCY RESPONSE FACILITY - CONTROL ROOM</b>	PAGE: <b>6 of 18</b> CHANGE: <b>007-02-0</b>
--	---	---

**7.0     ATTACHMENTS AND FORMS**

**7.1     ATTACHMENT 1 - POSITION GUIDES AND TASK ASSIGNMENTS FOR THE CONTROL ROOM STAFF**

**Position Guide A - Shift Manager**

- Task A1 -     Control Room Notifications Communicator**
- Task A2 -     Control Room Status Board Communicator**
- Task A3 -     Control Room Emergency Action Level (EAL) Reviewer**

**7.2     ATTACHMENT 2 - UNIT ONE CONTROL ROOM**

**7.3     ATTACHMENT 3 - UNIT TWO CONTROL ROOM**

<b>PROC./WORK PLAN NO.</b> <b>1903.064</b>	<b>PROCEDURE/WORK PLAN TITLE:</b> <b>EMERGENCY RESPONSE FACILITY - CONTROL ROOM</b>	<b>PAGE:</b> 7 of 18 <b>CHANGE:</b> 007-02-0
---	--	---

**ATTACHMENT 1**

**POSITION GUIDES AND TASK ASSIGNMENTS  
FOR THE CONTROL ROOM STAFF**

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 8 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

## POSITION GUIDE A

Page 1 of 5

### SHIFT MANAGER

#### A. Normal Reporting Location

Control Room

#### B. Reports To

Operations Manager

#### C. Supervises/Coordinates

IRS personnel

#### D. Duties

##### 1. Immediate Actions

- a. If an emergency class is declared, ensure that the Shift Engineer (SE) from the other Unit is notified to respond to the Control Room.
- b. Ensure at an ALERT/SAE/GE that the operations personnel in the field log onto the Emergency RWP.
- c. Emergency Forms File:

##### (1) Procedure Forms:

Form 1903.023B, "Personnel Emergency Checklist"  
Form 1903.030B, "Plant Evacuation Checklist"  
Form 1903.011J, "NUE Emerg. Dir. and Control Checklist"  
Form 1903.011M, "Alert Emerg. Dir. and Control Checklist"  
Form 1903.011P, "SAE Emerg. Dir. and Control Checklist - Shift Manager"  
Form 1903.011S, "GE Emerg. Dir. and Control Checklist - Shift Manager"  
Form 1903.011BB, "Initial Notification Checklist"  
Form 1903.011CC, "Followup Notification Checklist"  
Form 1903.011Y, "Emergency Class Initial Notification Message"  
Form 1903.011Z, "Emergency Class Followup Notification Message"

##### 2. Emergency Direction And Control Actions

##### a. Non-Delegable Responsibilities

##### (1) Decision to notify offsite authorities

- (a) The Arkansas Dept. of Health must be notified within 15 minutes of EACH emergency class declaration using Form 1903.011Y.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 9 of 18 CHANGE: 007-02-0
---------------------------------	--	-----------------------------------

POSITION GUIDE A

Page 2 of 5

SHIFT MANAGER

- (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) Followup notification to the ADH is required within approximately 30 minutes after an Initial Notification.
    - (d) Followup 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).
  - (2) Decision to notify offsite authorities concerning Protective Action Recommendations (PARS)
    - (a) The formulation of PARS based on radiological conditions is performed by a Nuclear Chemist from the Control Room.
    - (b) The formulation of PARS based on plant conditions is performed by the Shift Manager or his designee from the Control Room.
  - b. Direct and control the Initial Response Staff (IRS) effort until the TSC Director/EOF Director assumes Emergency Direction and Control.
  - c. Ensure that the ERO is notified to respond at an Alert or higher emergency classification.
- Note: This action will be performed by the Control Room Notifications Communicator as a part of Form 1903.011BB.
- d. The Shift Manager has the responsibility for event classification. Once the ERO is notified, EAL Reviewers responding to the Control Room, TSC and EOF are responsible for informing you of event classification caused by changing conditions.
  - e. Evacuation Responsibilities:
    - (1) Responsible for declaring localized, plant and exclusion area evacuation per the criteria of Procedure 1903.030.  
Note: Once the TSC Staff is in place, the TSC Director will assume these evacuation responsibilities.
    - (2) Complete Form 1903.030B, "Plant Evacuation Checklist", as conditions warrant.
    - (3) Ensure that the Control Room personnel perform initial accountability by logging "0000" in the Control Room security card reader following a plant evacuation.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 10 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

## POSITION GUIDE A

Page 3 of 5

### SHIFT MANAGER

- (4) Ensure that the operations personnel in the field perform initial accountability by logging "0000" in the nearest security card reader following a plant evacuation.
- (5) Review initial accountability following a plant evacuation by contacting Security.

Note: The goal of initial accountability is to ascertain the names of missing individuals no later than 30 minutes after the decision has been made to evacuate non-essential personnel.

- (6) Initiate search and rescue efforts as necessary to account for missing individuals following a plant evacuation.
  - (7) If hazards exist along plant access routes, contact security to direct traffic.
  - (8) Following an Exclusion Area Evacuation, approve/disapprove requests by Security to grant access to personnel through established roadblocks until the TSC Director's position is staffed in the TSC.
- f. Ensure initial assessments of plant and effluent releases have been made.
  - g. The Shift Manager is the approving authority for exceeding 10CFR20 exposure limits until Emergency Direction and Control has been turned over to the TSC Director/EOF Director.
  - h. Ensure operation of emergency monitoring teams.
  - i. Keep Entergy Operations Management informed of the status of the emergency.
  - j. Following discussions with the TSC Director/EOF Director, turn over the responsibility for Emergency Direction and Control as requested.

### 3. On Going Actions

- a. Review Control Room staffing for adequacy.
- b. If a plant evacuation has occurred, maintain continuous accountability of those individuals working under your position that are remaining onsite. Post 1903.030A "Continuous Accountability log" at Control Room exits. Logs are in Emergency Kit.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 11 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

## POSITION GUIDE A

Page 4 of 5

### SHIFT MANAGER

- c. Provide regular updates to the Operations Manager in the TSC (Ext. 6605) on:
    - (1) Plant Status
      - (a) Plant transients
      - (b) Results/status of response to transients
      - (c) Recommendations regarding Emergency Classifications
    - (2) Manpower status
  - d. Ensure that the Control Room staff is kept up to date as to the current emergency class and the status of Emergency Direction and Control (i.e., resides with the SM, TSC Director or EOF Director).
  - e. Review the habitability of the Control Room with Health Physics personnel.
  - f. Coordinate with NRC officials in the Control Room and ensure that an open communications dialogue is maintained throughout the event.
  - g. Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary.
  - h. [If a radiological release is involved, consider using Reactor Building Spray to reduce containment radioactivity levels and containment pressure, thus lowering the release rate to the offsite environment.]
4. Special Actions to be Implemented as Needed
- a. If personnel emergencies occur, complete Form 1903.023B., "Personnel Emergency Checklist". Ensure that the TSC Director/EOF Director is notified of persons referred to a hospital or physician.
- Note: The OSC Director may, by mutual agreement with the Shift Manager, assume responsibility for coordination of medical emergency responses. The Shift Manager will continue to receive initial report of injury, however, the OSC Director will then coordinate subsequent response efforts.
- b. As necessary, request that the OSC Director assume the responsibility for coordination of offsite fire fighting support for the Fire Brigade.
5. Shift Change
- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 12 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

POSITION GUIDE A

Page 5 of 5

SHIFT MANAGER

- 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 TSC Support Superintendent (Ext. 6602) of the staffing change.
- 6. 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.
  - 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. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 13 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

POSITION GUIDE A  
[TASK A-1]

Page 1 of 2

CONTROL ROOM NOTIFICATIONS COMMUNICATOR

1. Notified of Emergency Plan Activation.
2. Report to the Shift Manager in the affected units Control Room.
3. Obtain Procedure Forms 1903.011BB, 1903.011CC, 1903.011Y and 1903.011Z from the Emergency Forms file. Complete these forms as directed by the Shift Manager.
4. Complete Form 1903.011BB, "Initial Notification Checklist" and 1903.011CC, "Followup Notification Checklist", as directed by the Shift Manager.
5. Notifications to Offsite Authorities
  - A. Notifications should be performed from the Control Room only upon authorization from the Shift Manager.
  - B. Notify the Arkansas Department of Health (ADH) within 15 minutes of any declared emergency class using Form 1903.011Y.
    - (1) Wind speed and direction are obtained from the RDACS System Status screen (preferred), chart recorders in the Unit 1 Control Room, or the Dardanelle Dam Control Room.
    - (2) Radiological release information is obtained from:
      - a. The Initial Dose Assessor (in the Control Room).
      - b. Dose Assessment personnel (in the EOF at 7875 or 7876).
    - (3) 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.
  - C. Notify 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) Maintain an open-line of communications with the NRC via the ENS telephone (unless instructed otherwise by the NRC Communicator).
    - (3) Start the Emergency Response Data System (ERDS) in accordance with Procedure 1903.011, Section 6.4, and Form 1903.011BB for an Alert or higher emergency classification.
  - D. Telefax copies of the completed Emergency Notifications Forms (Forms 1903.011Y and 1903.011Z) to the EOF, TSC and OSC.
  - E. Provide hourly (30 minutes after Initial Notification) followups to the ADH (Form 1903.011Z) and NRC (ENS telephone). Followup notifications should be provided within one hour of the latest notification or more frequently as directed by the Shift Manager.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 14 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

POSITION GUIDE A  
[TASK A-1]

Page 2 of 2

CONTROL ROOM NOTIFICATIONS COMMUNICATOR

- (1) Followups should also be provided whenever significant changes occur.
  - (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.
6. The TSC/EOF Notifications Communicator should notify you prior to notifications being transferred from the Control Room to either the TSC or EOF. When the TSC/EOF Notifications Communicator calls, perform the following actions:
- A. Brief the Communicator on the current status of any notifications previously performed in the Control Room.
  - B. Ensure that the TSC/EOF Notifications Communicator has received the fax copies of previous notification forms.
  - C. Turnover the responsibility for notifications as directed by the Shift Manager.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 15 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

POSITION GUIDE A  
[TASK A-2]

Page 1 of 1

CONTROL ROOM STATUS BOARD COMMUNICATOR

1. Notified of Emergency Plan Activation.
2. Report to the Shift Manager in the affected Control Room.
3. Obtain a party-line headset, the "Emergency Direction and Control" magnetic placard and copies of the Plant Status Report Logsheets from the Unit 1 Control Room Emergency Kit and set up your position at:

Unit One - Ext. 3329 (telephone at the back of C09)  
Unit Two - Ext. 3029 (telephone on the end of 2C69)

Connect the headset and ensure that a open-line communication link is established via the party-line.

Note: In the event that the status board party-line is inoperable, the \*4 conferencing feature should be initiated by the Control Room Status Board Communicator. This conferencing feature is performed by dialing the first extension and then "flash" the switchhook before dialing the next extension. Repeat this sequence until you have called all parties that you wish to conference. Depress \*4 to tie all extensions together.

4. Post the "Emergency Direction and Control" magnetic placard beneath the ERO facility that currently has this responsibility and re-post the placard as this responsibility changes within the ERO.
5. Once party-line is established with TSC and OSC, direct synchronization of facility clocks using Control Room time.
6. Assume the lead role on the party-line by ensuring vital Operations information which you note in the Control Room is passed over the party-line to the other facility Status Board Communicators.

Note: As a guideline, information that is recorded in the rough log and/or Station Log should be considered for transmittal over the party-line.

7. Complete and maintain the Plant Status Report Logsheets.
  - A. Plant Status Report Logsheets entries should be made in chronological order, starting at the top, with the time entry on the left side.
  - B. Ensure that the Shift Manager is made aware of significant information that is reported across the party-line (e.g., Release started, equipment failures, progress of repair teams, etc.) which is derived from the other facility Status Board Communicators.
8. If a plant evacuation is declared, obtain the accountability clipboards and signs from the Unit 1 Emergency Kit and post them on the inside of the Control Room doors. Periodically review the accountability logsheets and report any discrepancies to the Shift Manager and the TSC Support Superintendent at ext. 6602.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 16 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

POSITION GUIDE A  
[TASK A-3]

Page 1 of 1

CONTROL ROOM EMERGENCY ACTION LEVEL (EAL) REVIEWER

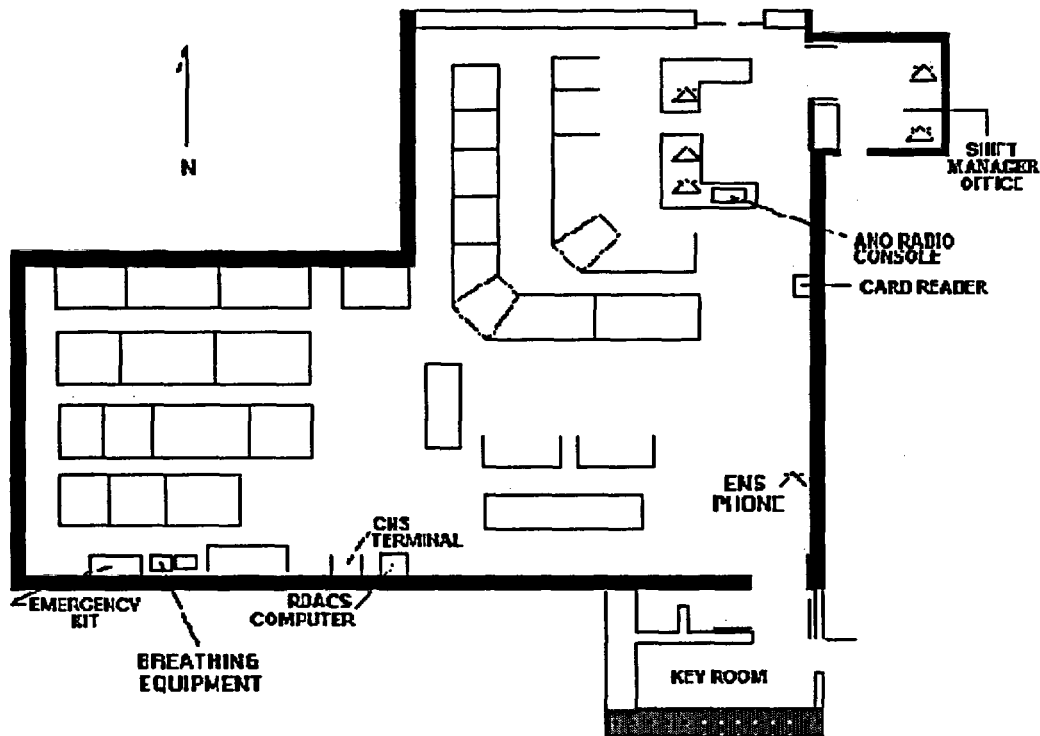
1. Notified of the Emergency Plan Activation.
2. Report to the Shift Manager in the affected units Control Room.
3. Obtain a copy of Procedure 1903.010 and 1903.011 from the Procedure Bookcase in the Control Room.
4. Review Procedure 1903.010, "Emergency Action Level Classification", on a continuous basis to ensure adequate classification of the event.
5. Review Procedure 1903.011, "Emergency Response/Notifications", Attachments 6, 7 and 8 on a continuous basis to ensure that appropriate Protective Action Recommendations have been implemented.
6. Report all information concerning classification and Protective Action Recommendations to the Shift Manager and ensure that the individual responsible for Emergency Direction and Control is informed.
7. As time permits, review conditions to identify all Emergency Action Levels that apply to current conditions.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 17 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

## ATTACHMENT 2

### UNIT ONE CONTROL ROOM

(Turbine Building, Elevation 386')



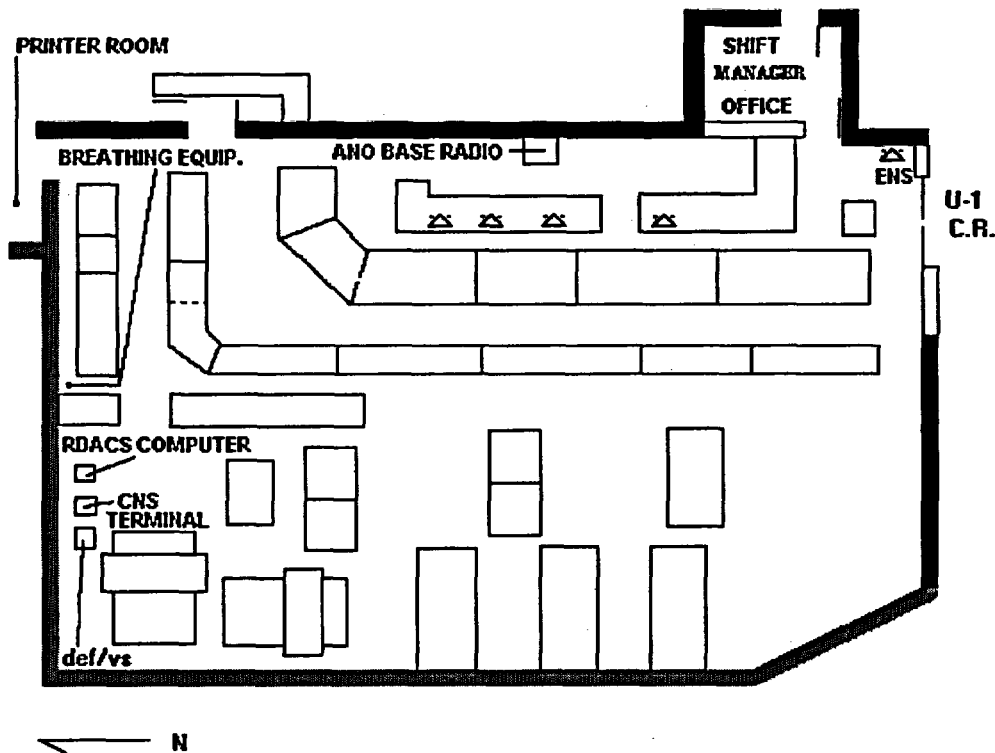
NOTE: This floor diagram is only to be used for quick reference to emergency equipment and supplies. It is not intended to be complete in portraying actual depiction and labeling of all control room equipment.

PROC./WORK PLAN NO. 1903.064	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY - CONTROL ROOM	PAGE: 18 of 18 CHANGE: 007-02-0
---------------------------------	--	------------------------------------

### ATTACHMENT 3

#### UNIT TWO CONTROL ROOM

(Turbine Building, Elevation 386')



NOTE: This floor diagram is only to be used for quick reference to emergency equipment and supplies. It is not intended to be complete in portraying actual depiction and labeling of all control room equipment.