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Lawrence Coyle
Site Vice President

NL-16-028

February 24, 2016

U.S. Nuclear Regulatory Commission
ATTN: Document Control Desk
11545 Rockville Pike, TWFN-2 F1
Rockville, MD 20852-2738

Subject: **Submittal of Corporate Emergency Planning Procedures**
Indian Point Nuclear Generating Unit Nos. 1, 2 & 3
Docket Nos. 50-003, 50-247, 50-286
License Nos. DPR-5, DPR 26, DPR-64

Dear Sir or Madam:

The purpose of this letter is to distribute, in accordance with 10 CFR 50.4(b)(5)(iii), a copy of the Corporate Emergency Planning Procedures EN-EP-609, Revision 2, EN-EP-610, Revision 2, and EN-EP-611, Revision 2, as required by 10 CFR 50.54(q)(5) and 10 CFR 50, Appendix E, Section V.

These procedures have been evaluated in accordance with 10 CFR 50.54(q) and do not decrease the effectiveness of the Emergency Plan. The evaluations are provided at the front of each procedure and constitute the summary of analysis required to be submitted by 10 CFR 50.54(q)(5).

There are no new commitments contained in this letter. In the event of any questions, please contact Mr. Robert Walpole, Manager, Regulatory Assurance at (914) 254-6710.

Sincerely,

A handwritten signature in black ink, appearing to be "LG/gd", written over a large, stylized loop.

LG/gd

Enclosures and cc on next page

AX45
NRR
NMSS

Enclosures: EN-EP-609, "Emergency Operations Facility (EOF) Operations, Rev. 2
EN-EP-610, "Technical Support Center (TSC) Operations, Rev. 2
EN-EP-611, "Operations Support Center (OSC) Operations, Rev. 2

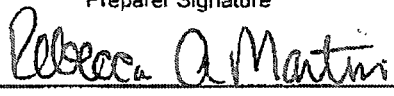
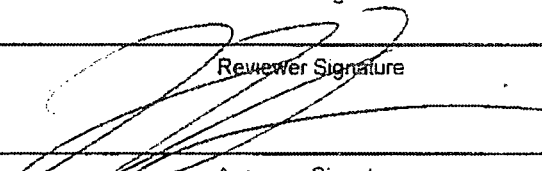
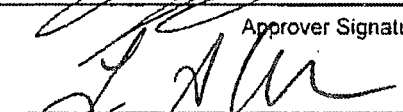
cc w/o Enclosures:

Mr. Daniel H. Dorman, Regional Administrator, NRC Region I
Mr. Douglas V. Pickett, Senior Project Manager, NRC NRR DORL
NRC Resident Inspectors
Ms. Bridget Frymire, New York State Department of Public Service
Mr. John B. Rhodes, President and CEO, NYSERDA

Procedure/Document Number: EN-EP-609 IP-EP-250		Revision: 2 36	
Equipment/Facility/Other: Indian Point Energy Center			
Title: Emergency Operations Facility (EOF) Operations Emergency Operations Facility			
Part I. Description of Activity Being Reviewed (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan): This change issues fleet procedure EN-EP-609, "Emergency Operations Facility (EOF) Operations" and revises IP-EP-250 to remove any duplicate tasks in EN-EP-609; however maintain any site specific requirements or commitments.			
Part II. Activity Previously Reviewed? Is this activity fully bounded by an NRC approved 10 CFR 50.90 submittal or Alert and Notification System Design Report? If YES, identify bounding source document number/approval reference and ensure the basis for concluding the source document fully bounds the proposed change is documented below: Justification: <input type="checkbox"/> Bounding document attached (optional)		<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part
Part III. Applicability of Other Regulatory Change Control Processes Check if any other regulatory change processes control the proposed activity. (Refer to EN-LI-100) NOTE: For example, when a design change is the proposed activity, consequential actions may include changes to other documents which have a different change control process and are NOT to be included in this 50.54(q)(3) Screening.			
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If there are no controlling change processes, continue the 50.54(q)(3) Screening. <input type="checkbox"/> One or more controlling change processes are selected, however, some portion of the activity involves the emergency plan or affects the implementation of the emergency plan; continue the 50.54(q)(3) Screening for that portion of the activity. Identify the applicable controlling change processes below. <input type="checkbox"/> One or more controlling change processes are selected and fully bounds all aspects of the activity. 50.54(q)(3) Evaluation is NOT required. Identify controlling change processes below and complete Part VI.			
CONTROLLING CHANGE PROCESSES 10 CFR 50.54q only.			
Part IV. Editorial Change Is this activity an editorial or typographical change such as formatting, paragraph numbering, spelling, or punctuation that does not change intent? Justification: "NO" is checked because the procedure revision contains non-editorial changes.		<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required Enter justification and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part

Procedure/Document Number: EN-EP-609 IP-EP-250	Revision: 2 36
Equipment/Facility/Other: Indian Point Energy Center	
Title: Emergency Operations Facility (EOF) Operations Emergency Operations Facility	
Part V. Emergency Planning Element/Function Screen (Associated 10 CFR 50.47(b) planning standard function identified in brackets) Does this activity affect any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II?	
1. Responsibility for emergency response is assigned. [1]	<input type="checkbox"/>
2. The response organization has the staff to respond and to augment staff on a continuing basis (24/7 staffing) in accordance with the emergency plan. [1]	<input type="checkbox"/>
3. The process ensures that on shift emergency response responsibilities are staffed and assigned. [2]	<input type="checkbox"/>
4. The process for timely augmentation of onshift staff is established and maintained. [2]	<input type="checkbox"/>
5. Arrangements for requesting and using off site assistance have been made. [3]	<input type="checkbox"/>
6. State and local staff can be accommodated at the EOF in accordance with the emergency plan. [3]	<input type="checkbox"/>
7. A standard scheme of emergency classification and action levels is in use. [4]	<input type="checkbox"/>
8. Procedures for notification of State and local governmental agencies are capable of alerting them of the declared emergency within 15 minutes after declaration of an emergency and providing follow-up notifications. [5]	<input type="checkbox"/>
9. Administrative and physical means have been established for alerting and providing prompt instructions to the public within the plume exposure pathway. [5]	<input type="checkbox"/>
10. The public ANS meets the design requirements of FEMA-REP-10, Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants, or complies with the licensee's FEMA-approved ANS design report and supporting FEMA approval letter. [5]	<input type="checkbox"/>
11. Systems are established for prompt communication among principal emergency response organizations. [6]	<input type="checkbox"/>
12. Systems are established for prompt communication to emergency response personnel. [6]	<input type="checkbox"/>
13. Emergency preparedness information is made available to the public on a periodic basis within the plume exposure pathway emergency planning zone (EPZ). [7]	<input type="checkbox"/>
14. Coordinated dissemination of public information during emergencies is established. [7]	<input type="checkbox"/>
15. Adequate facilities are maintained to support emergency response. [8]	<input type="checkbox"/>
16. Adequate equipment is maintained to support emergency response. [8]	<input type="checkbox"/>
17. Methods, systems, and equipment for assessment of radioactive releases are in use. [9]	<input type="checkbox"/>
18. A range of public PARs is available for implementation during emergencies. [10]	<input type="checkbox"/>
19. Evacuation time estimates for the population located in the plume exposure pathway EPZ are available to support the formulation of PARs and have been provided to State and local governmental authorities. [10]	<input type="checkbox"/>
20. A range of protective actions is available for plant emergency workers during emergencies, including those for hostile action events.[10]	<input type="checkbox"/>

Procedure/Document Number: EN-EP-609 IP-EP-250	Revision: 2 36
Equipment/Facility/Other: Indian Point Energy Center	
Title: Emergency Operations Facility (EOF) Operations Emergency Operations Facility	
21. The resources for controlling radiological exposures for emergency workers are established. [11]	<input type="checkbox"/>
22. Arrangements are made for medical services for contaminated, injured individuals. [12]	<input type="checkbox"/>
23. Plans for recovery and reentry are developed. [13]	<input type="checkbox"/>
24. A drill and exercise program (including radiological, medical, health physics and other program areas) is established. [14]	<input type="checkbox"/>
25. Drills, exercises, and training evolutions that provide performance opportunities to develop, maintain, and demonstrate key skills are assessed via a formal critique process in order to identify weaknesses. [14]	<input type="checkbox"/>
26. Identified weaknesses are corrected. [14]	<input type="checkbox"/>
27. Training is provided to emergency responders. [15]	<input type="checkbox"/>
28. Responsibility for emergency plan development and review is established. [16]	<input type="checkbox"/>
29. Planners responsible for emergency plan development and maintenance are properly trained. [16]	<input type="checkbox"/>
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If no Part V criteria are checked, a 50.54(q)(3) Evaluation is <u>NOT</u> required; document the basis for conclusion below and complete Part VI. <input type="checkbox"/> If any Part V criteria are checked, complete Part VI and perform a 50.54(q)(3) Evaluation.	
BASIS FOR CONCLUSION: <p>This change issues the new fleet procedure for the Emergency Operations Facility (EOF) at IPEC. It describes the activation and operation of the EOF focusing on classification, notification, dose assessment, and protective action recommendations. Introduction of the new fleet procedures does not affect nor change the intent of the facilities and equipment already in existence. The procedure is written to ensure the existing facility and EOF equipment will be used and maintained for any Emergency Response Organization response.</p> <p>IP-EP-250 (250) will be maintained at this time; however, it will be revised to remove any tasks duplicated in EN-EP-609 (609). Fleet standard forms and site specific forms will be used as needed to support 609 and new revision of 250; this will ensure IPEC site-specific Emergency Plan requirements and associated processes are retained. The 609, new fleet forms, the revised 250 and current site specific forms were reviewed against the current IPEC EOF procedure, IP-EP-250, "Emergency Operations Facility" revision 35, the Emergency Plan, and IPEC Emergency Plan commitments. Based on this review, there was one standard ERO position title which was not adopted by IPEC Emergency Planning; EOF Log Keeper. In 2011, when the standard ERO was implemented at IPEC the gap analysis used determined that the EOF Support Staff performs the same functions as the EOF Log Keeper and responsibilities of EOF Log keeper will be conducted by the Support staff; however, the title EOF Support Staff was maintained and a 50.54Q evaluation was performed and approved this difference. IPEC will assign Support Staff to perform the checklist of EOF Log Keeper. Changes made to IP-EP-250 revision 36 removed only duplicate tasks. Any tasks site specific and not performed in 609 will remain in 250, revision 36. Utilizing EN-EP-609, revision 2 and IP-EP-250. Revision 36 for the EOF will address all tasks required for the EOF ERO and no changes to the response processes of facility activation, response time, organization responsibilities, including classifications, notification or PARs addressed by 10CFR50.47(b) planning standards will be made.</p> <p>Summary – No ERO positions changes have been made. No ERO responsibilities have been added or deleted. The description, activation and operation of the EOF as described in the IPEC Emergency Plan has not been changed. All site specific commitments continue to be met under the fleet procedure or the use of the site specific facility procedure. This change does not alter the EOF structure, organization or location.</p> <p>The revision of the Emergency Operations Facility procedure, IP-EP-250 rev 36 and issuance of the fleet Emergency Operations Facility procedure, EN-EP-609 and site specific forms screens out.</p> <p>Changes made to IP-EP-250 rev. 36 and EN-EP-609 revision 2 have been reviewed to determine if they affect any of the planning standards or program elements in Part V of this form. It has been concluded that there is no affect and no further evaluation is required and the changes do not require a change to the IPEC Emergency Plan.</p>	

Procedure/Document Number: EN-EP-609 IP-EP-250		Revision: 2 36
Equipment/Facility/Other: Indian Point Energy Center		
Title: Emergency Operations Facility (EOF) Operations Emergency Operations Facility		
Part VI. Signatures:		
Preparer Name (Print) Rebecca A. Martin Sr. Emergency Planner	Preparer Signature 	Date 11/30/15
(Optional) Reviewer Name (Print)	Reviewer Signature	Date
Reviewer Name (Print) James J. Lewis Nuclear EP Project Manager	Reviewer Signature 	Date 11-30-15
Approver Name (Print) Lori A. Glander EP Manager or designee	Approver Signature 	Date 11-30-15

**IPEC IMPLEMENTING PROCEDURE
PREPARATION, REVIEW, AND APPROVAL**

IP-SMM-AD-102 Rev: 10

Page 34 of 40

ATTACHMENT 10.2

IPEC PROCEDURE REVIEW AND APPROVAL

(Page 1 of 1)

Procedure Title: Emergency Operations Facility

Procedure No: IP-EP-250 Existing Rev: 35 New Rev: 36 DRN/EC No: DRN-15-01357

<u>Procedure Activity</u> (MARK Applicable)	<input type="checkbox"/> Converted To IPEC, Replaces:	<u>Temporary Procedure Change</u> (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE	Unit 1 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change (Enter Step Number In Revision Summary)
<input checked="" type="checkbox"/> GENERAL REVISION	Unit 2 Procedure No: _____	<input type="checkbox"/> ADVANCE Temporary Procedure Change
<input type="checkbox"/> PARTIAL REVISION	Unit 3 Procedure No: _____	<input type="checkbox"/> CONDITIONAL Temporary Procedure Change
<input type="checkbox"/> EDITORIAL REVISION		Terminating Condition: _____
<input type="checkbox"/> VOID PROCEDURE		
<input type="checkbox"/> SUPERSEDED		
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

Revision Summary ☐ N/A - See Revision Summary page.


Revised to support implementation of new fleet facility procedures. Removed any duplicate tasks and kept site specific requirements and commitments.

Implementation Requirements


Implementation Plan? ☐ Yes ☒ No Formal Training? ☐ Yes ☒ No Special Handling? ☐ Yes ☒ No

RPO Dept: Emergency Planning Writer (Print Name/ Ext/ Sign): Rebecca A. Martin / 7106 / Rebecca A. Martin

Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1. ☒ Technical Reviewer Alain Grosjean /  1/19/16
(Print Name/ Signature/ Date)

2. ☐ Cross-Disciplinary Reviewers:
Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)
Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)

3. RPO Responsibilities: Lori Glander /  1-21-16
(Print Name/ Signature/ Date)

- ☐ PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)
☒ Previous exclusion from further LI-100 Review is still valid
☐ PAD not required due to type of change

4. ☐ Non-Intent Determination Complete: _____
(Print Name/ Signature/ Date)

NO change of purpose or scope
NO reduction in the level of nuclear safety
NO voiding or canceling of a procedure, unless requirements
are incorporated into another procedure or the need for the
procedure was eliminated via an alternate process

NO change to less restrictive acceptance criteria
NO change to steps previously identified as commitment steps
NO deviation from the Quality Assurance Program Manual
NO change that may result in deviations from Technical Specifications,
FSAR, plant design requirements, or previously made commitments

5. ☐ On-Shift Shift Manager/CRS: _____
(Print Name/ Signature/ Date)

6. ☐ User Validation: User: _____ Validator: _____

7. ☐ Special Handling Requirements Understood: _____
(Print Name/ Signature/ Date)

Emergency Planning Document Change Checklist Form

(All sections must be completed, N/A or place a check on the line where applicable)

Section 1

Doc/Procedure Type: (circle one) Administrative / Implementing / EPLAN

Doc/Procedure No: IP EP 250 C/A: Yes No C/A No. Due Date:


Doc/Procedure Title: Emergency Operations Facility Rev No: 36 Rev Distribution Date: 01/27/16

Reason for EPDCC: New X Revision Cancel Date of EPDCC: 01/13/16

Section 2

Change Description

1. Originator: Rebecca A. Martin Rebecca A Martin
2. Class of Change: Technical Correction ☐ New Commitment ☐ Other ☒ X
3. Page numbers affected and reason for change: Revised to support implementation of new fleet facility procedures. Removed any duplicate tasks and kept site specific requirements and commitments.
4. Emergency Planning Documents Affected: None
5. Emergency Planning Procedures Affected: IP-EP-250
6. References: Other Procedure(s) # N/A Regulatory Document # N/A
Other: _____
7. Reviewed training requirements with department training coordinator _____ date: _____
8. The following are complete, or are not applicable and are so marked.
Tech Review n/a 50.54q X ENN-LI-100: N/A PL-155 N/A SMM-AD-102 X
Manager approval X SRC N/A
9. Both table of contents and transmittals are complete _____ date _____
10. Approved doc/procedure delivered to Document Control for distribution _____ date _____
11. Position Binders updated if applicable: _____ date _____
12. Copy of EPDCC and document/procedure placed in EP file _____ date _____

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 1 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

Procedure Contains NMM ECH eB REFLIB Forms: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Procedure Revision Type: New <input type="checkbox"/> NON-Editorial <input checked="" type="checkbox"/> Editorial <input type="checkbox"/> TC <input type="checkbox"/> Cancellation <input type="checkbox"/>

HQN Effective Date 1/27/2016	Procedure Owner: Title: Site:	Dean Burnett Director, Emergency Programs HQN	Governance Owner: Title: Site:	Mary Ann Wilson Director, Emergency Programs HQN
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Site	Site Procedure Champion	Title
ANO	N/A	N/A
BRP	N/A	N/A
CNS	N/A	N/A
GGNS	Jeff Seiter	Manager, EP
IPEC	Lori Glander	Manager, EP
JAF	James Jones	Manager, EP
PLP	Dan Malone	Manager, EP
PNPS	N/A	N/A
RBS	Tim Schenk	Manager, EP
VY	N/A	N/A
W3	N/A	N/A
HQN	David Townsend	EP, Project Manager

For site implementation dates see ECH eB REFLIB using site tree view (Navigation panel)

Site and NMM Procedures Canceled or Superseded By This Revision

Process Applicability Exclusion: All Sites: ☐

Specific Sites: ANO ☐ BRP ☐ GGNS ☐ IPEC ☐ JAF ☐ PLP ☐ PNPS ☐ RBS ☐ VY ☐ W3 ☐

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 2 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

Change Statement

Revision 2:

- Implements the fleet standard Emergency Operations Facility Operations procedure at Palisades, Indian Point and RBS.
- Added Note to the procedure's purpose that allows the procedure to be used at the backup/alternate EOF as applicable.
- Added INPO IER 13-10 to the reference section.
- Correct title of Administration and Logistics Coordinator position in section 4.0 [10].
- Added Form Number (EP-#-ALL) before all Forms referenced in the procedure.
- Corrects typo on Attachment 9.16 that stated "The following actions should be taken once Attachment 9.19, Event Termination Checklist, is complete." The Event Termination Checklist is Attachment 9.15.
- Add Hostile Action Based event criteria to the Event Termination Checklist and Emergency Director's Checklist
- Grammatical correction; Changed "effect" to "affect" on the Radiological Assessment Coordinator's checklist which stated "Any condition which may effect the emergency classification".
- Added JIC to the list of locations that receive a copy of the approved press releases and clarified where the offsite agencies, who receive a copy of the approved press release, are located.
- Add locals to list of agencies to be notified/contacted of classification, termination, PARs and changes to classification or PARs.
- Changed Shift Manager to Control Room on the ED checklist to clarify that ED responsibilities should be transferred to the facility rather than an ERO position if the EOF has to relocate or evacuate to a backup or alternate facility.
- Added the Company Spokesperson to the list of positions that are notified of the EOF relocation or evacuation.
- Added guidance to the ED checklist to ensure EOF Staff transports all completed documentation with them to the backup or alternate facility.
- Clarify the guidance in the ED, EOF Manager, and Offsite Communicator checklist on when periodic updates to offsite agencies are done.
- Added action to notify the NRC and Offsite Liaisons if the EOF is relocated to the Lead Offsite Liaison's checklist.
- Added EOF relocation to list of items requiring a periodic update to offsite agencies
- Added action to Administration and Logistics Coordinator to ensure EOF is secure.
- Added action to Administration and Logistics Coordinator to provide any special routing information to relief staff.
- Replaced "and" with "/" on the ED checklist concerning contacting and informing the SVP, Regional Operations of the event.
- Reworded step on the ED checklist concerning maintaining the facility log for readability.
- Corrects step for the Administration and Logistics Coordinator responsibilities, that describe to whom the Administration and Logistics Coordinator provides support, by removing "TSC" before the Emergency Response Organization. The Administration and Logistics Coordinator provides support the entire Emergency Response Organization.
- Corrects step on Radiological Assessment Coordinator checklist by changing "for" to "from" concerning requesting decontamination support from the TSC
- Add IPEC EOF Evacuation criteria to procedure to match current IPEC procedures on the RAC checklist. This change only applies to IPEC.
- Add locals to list of agencies in the EOF to be kept informed of the events by the Lead Offsite Liaison
- Grammatical correction; Changed "of" to "on" on the EOF Technical Advisor's checklist to read "make an announcement on facility bridge"
- Grammatical correction; Added an "s" to the word announcement on the ED's checklist

Associated PRHQN #: 2015-00479

Procedure Writer: D. Townsend

Contains Proprietary Information: YES ☐ NO ☒



	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 3 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	PURPOSE	4
2.0	REFERENCES.....	4
3.0	DEFINITIONS.....	4
4.0	RESPONSIBILITIES	4
5.0	DETAILS	5
6.0	INTERFACES	6
7.0	RECORDS	7
8.0	SITE SPECIFIC COMMITMENTS	7
9.0	ATTACHMENTS	7
ATTACHMENT 9.1	EMERGENCY DIRECTOR	8
ATTACHMENT 9.2	EOF MANAGER.....	18
ATTACHMENT 9.3	EOF TECHNICAL ADVISOR	25
ATTACHMENT 9.4	EOF LOG KEEPER	28
ATTACHMENT 9.5	RADIOLOGICAL ASSESSMENT COORDINATOR	31
ATTACHMENT 9.6	OFFSITE COMMUNICATOR	38
ATTACHMENT 9.7	PUBLIC INFORMATION LIAISON	43
ATTACHMENT 9.8	LEAD OFFSITE LIAISON	46
ATTACHMENT 9.9	OFFSITE TEAM COORDINATOR.....	50
ATTACHMENT 9.10	ADMINISTRATION AND LOGISTICS COORDINATOR.....	54
ATTACHMENT 9.11	IT SPECIALIST.....	58
ATTACHMENT 9.12	DOSE ASSESSOR	61
ATTACHMENT 9.13	OFFSITE LIAISON.....	64
ATTACHMENT 9.14	EOF COMMUNICATOR	66
ATTACHMENT 9.15	EVENT TERMINATION CHECKLIST	68
ATTACHMENT 9.16	RECOVERY ISSUES/STRATEGY GUIDE	69
ATTACHMENT 9.17	SHIFT AND RELIEF PLANNING WORKSHEET	71
ATTACHMENT 9.18	OFFSITE MONITORING TEAM	76
ATTACHMENT 9.19	SITE SPECIFIC COMMITMENTS	79
ATTACHMENT 9.20	ERO STAFFING FOR LONG DURATION EVENTS	80

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 4 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

1.0 PURPOSE

NOTE

This procedure may be used for activation and operations at the backup/alternate EOF as applicable.

- [1] To describe the activation and operation of the Emergency Operations Facility (EOF) focusing on classification, notification, dose assessment and protective action recommendations.

2.0 REFERENCES


- [1] Site Emergency Plans
- [2] Site Emergency Plan Implementing Procedures
- [3] INPO IER 13-10

3.0 DEFINITIONS

- [1] Activation – Actions taken to staff and setup an emergency response facility to make it operational. Actions include but are not limited to notification of emergency personnel, equipment setup and equipment operability testing.
- [2] Operational - Status of an emergency facility declared by the appropriate facility manager upon determining that the facility is adequately staffed and equipment is setup and available to assume/perform the emergency functions assigned to that facility.
- [3] Strategic Alliance for FLEX Emergency Response (SAFER) – The industry organization that assists in providing equipment and resources from off-site following a beyond-design-basis external event (BDBEE)

4.0 RESPONSIBILITIES

- [1] The entire staff of the Emergency Operations Facility (EOF) is responsible for activation and operation of the facility using this procedure, their position specific checklists and applicable site specific performance aids.
- [2] The Emergency Director (ED) is responsible for overall command and control of the emergency response, including classifications; notifications, PARs and ensuring all resources are available to mitigate emergency conditions.
- [3] The EOF Manager is responsible for overseeing operations of the EOF and assisting the ED in performance of key duties.
- [4] The EOF Technical Advisor (TA) is responsible for analyzing data from the plant and providing technical advice to the EOF Staff and tracking EALs based on plant data.
- [5] The Radiological Assessment Coordinator (RAC) is responsible for overseeing operations of the off-site dose assessment and all radiological controls for Entergy Personnel.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 5 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				


- [6] The Offsite Communicator is responsible for making required communications to offsite authorities.
- [7] The Public Information Liaison is responsible for providing information on emergency actions to the Joint Information Center (JIC).
- [8] The Lead Offsite Liaison is responsible for ensuring the offsite agencies, including NRC, located in the EOF and the offsite liaisons, located at the EOCs are briefed on the plant conditions.
- [9] The Offsite Team Coordinator is responsible for communicating with the offsite monitoring teams and supporting the RAC in dose assessment activities.
- [10] The Administration and Logistics Coordinator is responsible for providing support to the EOF Manager and the Emergency Response Organization. Responsibilities include managing 24 hour staffing of the emergency response facilities, managing logistics for supporting the onsite and offsite emergency response such as additional support personnel or equipment, meals, lodging, etc., and coordinating access security measures in the EOF if applicable.
- [11] The IT Specialist is responsible for assisting EOF staff in operation of facility computer and communications issues as necessary.
- [12] Dose Assessor is responsible for monitoring plant data for possible releases and performing dose projections based on any actual or potential releases.
- [13] The Offsite Liaisons are responsible for reporting to their assigned offsite location, obtaining plant information from the Lead Offsite Liaison and ensuring the offsite agencies located in the EOC are briefed on the plant conditions. They clarify plant conditions and respond to questions for the offsite agencies.
- [14] The EOF Log Keeper is responsible for providing administrative support to the ED in any EOF activity that is required. Activities may include log keeping, faxing, copying, etc.
- [15] The Offsite Monitoring Team is responsible for supporting plume tracking by taking measurements in the field and reporting results back to the EOF.

5.0 DETAILS

NOTE

The actions of this procedure may be completed in any sequence, however, the sequence presented is recommended.


- [1] The EOF may be activated at any time, and shall be activated at an Alert, Site Area Emergency, and General Emergency declaration.
- [2] Once activated, the EOF shall become operational as soon as possible (without delay) after declaration of any of these emergency classifications.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 6 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

- [3] The EOF shall be made operational in accordance with site specific time commitments.
- [4] The ED shall follow the instructions outlined in Attachment 9.1, Emergency Director.
- [5] The EOF Manager shall follow the instructions outlined in Attachment 9.2, EOF Manager.
- [6] The EOF Technical Advisor shall follow the instructions outlined in Attachment 9.3, EOF Technical Advisor.
- [7] The EOF Log Keeper shall follow the instructions outlined in Attachment 9.4, EOF Log Keeper.
- [8] The Radiological Assessment Coordinator shall follow the instructions outlined Attachment 9.5, Radiological Assessment Coordinator.
- [9] The Offsite Communicator shall follow the instructions outlined in Attachment 9.6, Offsite Communicator.
- [10] The Public Information Liaison shall follow the instructions outlined Attachment 9.7, Public Information Liaison.
- [11] The Lead Offsite Liaison shall follow the instructions outlined in Attachment 9.8, Lead Offsite Liaison.
- [12] The Offsite Team Coordinator shall follow the instructions outlined in Attachment 9.9, Offsite Team Coordinator.
- [13] The Administration and Logistics Coordinator shall follow the instructions outlined in Attachment 9.10, Administration and Logistics Coordinator.
- [14] The IT Specialist shall follow the instructions outlined in Attachment 9.11, IT Specialist.
- [15] The Dose Assessor shall follow the instructions outlined in Attachment 9.12, Dose Assessor.
- [16] The Offsite Liaisons shall follow the instructions outlined in Attachment 9.13, Offsite Liaisons.
- [17] The EOF Communicator shall follow the instructions outlined in Attachment 9.14, EOF Communicator.
- [18] The Offsite Monitoring Team shall follow the instructions outlined in Attachment 9.18, Offsite Monitoring Team.

6.0 INTERFACES

- [1] EN-AD-103, Document Control & Records Management Programs
- [2] EN-EP-311, Emergency Response Data System (ERDS) Activation via the Virtual Private Network (VPN)
- [3] EN-EP-601, Corporate Emergency Center Operations

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 7 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

- [4] EN-LI-102, Corrective Action Process
- [5] EN-NS-102, Fitness for Duty Program
- [6] EN-RP-104, Personnel Contamination Events
- [7] EN-EP-610, Technical Support Center (TSC) Operations
- [8] EN-EP-611, Operations Support Center (OSC) Operations

7.0 RECORDS


Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records and are maintained in accordance with EN-AD-103.

8.0 SITE SPECIFIC COMMITMENTS

Step	Site	Document	Commitment Number or Reference
*	GGNS	GGNS Emergency Plan 5.4.2 (A-G)	
*	GGNS	GGNS Emergency Plan 5.4.4	
*	GGNS	GGNS Emergency Plan 6.1.2. S1	
*	GGNS	GGNS Emergency Plan 6.2.4 S 8	

9.0 ATTACHMENTS

- 9.1 Emergency Director
- 9.2 EOF Manager
- 9.3 EOF Technical Advisor
- 9.4 EOF Log Keepers
- 9.5 Radiological Assessment Coordinator
- 9.6 Offsite Communicator
- 9.7 Public Information Liaison
- 9.8 Lead Offsite Liaison
- 9.9 Offsite Team Coordinator
- 9.10 Administration and Logistics Coordinator
- 9.11 IT Specialist
- 9.12 Dose Assessor
- 9.13 Offsite Liaison
- 9.14 EOF Communicator
- 9.15 Event Termination Checklist
- 9.16 Recovery Issues/Strategy Guide
- 9.17 Shift and Relief Planning Worksheet
- 9.18 Offsite Monitoring Team
- 9.19 Site Specific Commitments
- 9.20 ERO Staffing for Long Duration Events

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 8 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 1 of 10

Emergency Director Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

NOTE

The ERO should take appropriate actions necessary to mitigate the event regardless of facility manning or status.

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Emergency Director binder & ID Badge

B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions and overall status of emergency situation.

C. Call the Control Room Shift Manager (affected unit for ANO and IPEC) and receive a briefing on plant conditions. Use EP-2-ALL, Essential Information Form to document turnover information.

1. This briefing is not required to declare the EOF operational.


D. Verify that the correct emergency classification has been declared

NOTES

SM retains responsibility for off-site agencies notification and the 1 hr NRC authorities' notification until the Emergency Director (ED) assumes responsibility for implementation of the Emergency Plan.

1.2 Assume the Position of Emergency Director (ED)

- A. Ensure EOF is ready to assess and classify the emergency.
- B. When notified by the EOF Manager that EOF is prepared to perform Offsite Notification and Protective Action Recommendation declare the EOF Operational and announce to the EOF staff.
- C. Contact the SM to obtain latest plant status and coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite agencies notifications or issuance of PARs.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 9 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 2 of 10


Initial Responsibility/Activity (continued)

Notes

NOTES

Transfer of Classification, Notification and Protective Action Recommendation functions from the Control Room to the EOF should be made as soon as reasonably practical.

- D. Once the formal transfer of Classification, Notification and Protective Action Recommendation functions are made from the Control Room to the EOF make an announcement to EOF personnel that you have assumed the ED function.
- E. Ensure facility log is maintained in WebEOC or EP-3-ALL, Log Sheet Form, by appointing someone during minimum staffing situations when the EOF Log Keeper is not present.
- F. If a radiological release is in progress or expected, inform the Radiological Assessment Coordinator to ensure on-site and off-site radiological conditions are evaluated in accordance with procedures.
- G. **IF** relieving another ED in the EOF **THEN** perform a formal turnover with the current ED.
 1. Review the facility log.
 2. Obtain a briefing from the acting ED on the emergency, plant conditions and any actions that have been completed or are in progress using EP-2-ALL, Essential Information Form.
 - (a) Review the EAL Chart and procedures in preparation for possible classification escalation and recommendation of protective actions.
 3. Once formal turnover is complete, announce to the EOF that you are now the Emergency Director. Instruct the EOF Manager to notify the TSC, Control Room, OSC, JIC and CEC.
 4. Sign in on the EOF Staffing Board.
 5. Document turnover in WebEOC or facility logs indicating change of Emergency Director and relief by on coming Emergency Director.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 10 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR


Sheet 3 of 10

Initial Responsibility/Activity (continued)

Notes

2.0 Continuous Responsibility/Activity

- 2.1 Direct the activities of the EOF with focus on classification, notification, dose assessment and protective action recommendations.
 - A. Direct EOF organization activities in support of the TSC and offsite response agencies.
 - B. Direct protective actions for offsite monitoring teams, EOF staff, and offsite agencies.
 - C. Request assistance from offsite agencies, excluding requests for offsite medical/fire, security assistance. (Coordinate request for Federal assistance through the State).
 - D. Integrate off-site responders with site response efforts, when required.
- 2.2 Notification of Corporate Duty Manager
 - A. Ensure the Corporate Duty Manager is notified of any Emergency declaration and briefed on event.
 - B. Inform the Corporate Duty Manager if the Site Vice President or designee has or will contact/inform the SVP, Regional Operations of the event.
- 2.3 Maintain personnel accountability in the EOF
 - A. **IF** you leave the area, **THEN** assign the EOF Technical Advisor to fulfill your responsibility. Upon your return, obtain a briefing from the EOF Technical Advisor on any events that occurred while you were away.
 - B. Inform the EOF Manager to notify/retrieve you should significant changes to event conditions occur.
- 2.4 Maintain a Log
 - A. Designate the EOF Log Keeper to maintain a log using WebEOC or EP-3-ALL, Log Sheet Form.
 - 1. Log when you assume the duties of the ED and EOF activation.
 - 2. Log significant decisions and important details used to make decisions (i.e. emergency classification changes, EALs entered, time of offsite notifications and protective action recommendations).

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 11 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1


EMERGENCY DIRECTOR

Sheet 4 of 10

Continuous Responsibility/Activity (continued)

Notes

3. Log all significant communications with other members of the ERO and offsite officials.
- B. Periodically review log for accuracy.
- 2.5 Conduct Periodic Facility Briefings
 - A. Coordinate with the EOF Manager to establish a time period for the conduct of facility briefings.
 1. Establish briefing periods at every 30-60 minute intervals as conditions warrant or as conditions change.
 2. Inform the Public Information Liaison to make an announcement approximately 5 minutes before actual brief that a brief will be conducted (if possible).
 3. Direct key staff to provide information needed for the brief, if necessary.
 4. Direct the EOF Technical Advisor, Radiological Assessment Coordinator and other key ERO staff, as necessary, to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.
 5. Conduct briefing using EP-14-ALL, Briefing Form and EP-2-ALL, Essential Information Form as guidance and ensure information provided in the briefing is captured and entered into WebEOC by the EOF Log Keeper.
 - B. Ensure that the Offsite Agency representatives at the EOF are updated on the status of the emergency periodically.
 1. Coordinate with the EOF Manager and Lead Offsite Liaison to keep Offsite Liaisons and offsite personnel in the EOF current on:
 - (a) Emergency events
 - (b) Current plant conditions
 - (c) Emergency response activities underway
 - (d) Offsite radiological release status, dose assessment and PARs.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 12 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 5 of 10


Notes

Continuous Responsibility/Activity (continued)

- C. Direct the EOF Technical Advisor to brief key EOF staff on each significant plant parameter change, escalation, or PAR recommendation.
- D. Establish a frequency of regular EOF staff briefings and announce time for next brief at end of each briefing.
- E. Periodically ensure the other emergency response facility managers (Control Room, TSC, OSC and JIC) are briefed on EOF activities.

2.6 Classify Emergency Conditions. (Non-delegable)

- A. Review plant conditions with the Emergency Plant Manager (EPM), SM and EOF Technical Advisor.
- B. Review offsite radiological data with the EOF Manager and Radiological Assessment Coordinator.
- C. Review current information and recommendations with the EAL Chart and procedure.
- D. Following discussion and concurrence with the EPM, SM, Technical Advisor, Radiological Assessment Coordinator (if required) and EOF Manager, direct the completion of the following actions in the order identified below:
 - 1. Escalate the emergency classification or terminate the event and transition into Recovery.
 - 2. Ensure classification announcement are made in the plant. Work with Control Room, TSC, etc. as appropriate to make announcements.
 - 3. Direct notification of the Offsite Agencies in accordance with Section 2.8, "Initial Notification of emergency classification and/or PARs to Offsite Agencies."
 - 4. Request accountability status from the TSC Manager, if applicable.
 - 5. **IF** there is an escalation to a GENERAL EMERGENCY, **THEN** implement actions in accordance with Section 2.7, "Protective Action Recommendations."

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 13 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 6 of 10

Continuous Responsibility/Activity (continued)

Notes


- E. Inform the EOF Manager, SM, and EPM when and at what time the emergency classification was made.
- F. Announce to EOF personnel when and at what time the emergency classification was made.
- G. In coordination with the Lead Offsite Liaison, inform each EOF State and local representative of a change in emergency classification and the condition producing the change.
- H. Authorize emergency dose commitments for EOF personnel and field monitoring teams in accordance with EP-4-ALL, Exposure Authorization Form.
- I. Authorize the use of KI in accordance with EP-8-ALL, KI Instructions/Briefing Form.

2.7 Make Protective Action Recommendations (PARs) (non-delegable)

NOTE

Protective Action Recommendations (PARs) are to be made only at the General Emergency classification.

- A. Assess, with the assistance of the EOF Technical Advisor and the Radiological Assessment Coordinator, the appropriate PAR per site specific procedure.
- B. Re-evaluate, with the assistance of the EOF Technical Advisor and the Radiological Assessment Coordinator, the adequacy of the PARs when plant conditions, dose projections, meteorological or plant conditions change.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 14 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 7 of 10

Continuous Responsibility/Activity (continued)

Notes


- 2.8 Initial Notification of Emergency Classification and/or PARs to Offsite Agencies (States, Locals, NRC) (non-delegable)

CAUTION

Offsite Agency notification must be initiated within 15 minutes of emergency classification declaration.

The Control Room will make the notification to the NRC as soon as possible after the declaration and must be completed within 1 hour.

- A. Review and approve the completed "Emergency Notification Form".
 - B. Direct the Offsite Communicator to transmit data on the form to the offsite agencies and to report to you when complete.
 - C. Direct the EOF Manager to notify the Corporate Emergency Center Manager of all declarations and information as contained on "Emergency Notification Form", if required.
- 2.9 Review and Approve Entergy Press Releases
- A. Confer, as appropriate, with the Company Spokesperson, EOF Technical Advisor, EOF Manager and Radiological Assessment Coordinator if there is any question regarding the accuracy of a proposed press release prior to approval.
 - B. Review and approve periodic press releases prepared by the Joint Information Center.
 - 1. After review, initial and time stamp front of press release.
 - 2. Immediately return press release to the Public Information Liaison to provide to the Joint Information Center for distribution.
 - C. **IF** it is a Security Event, **THEN** press releases have been developed, reviewed and pre-approved by Security Coordinator, FBI Public Information Officer (PIO) for release to the media.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 15 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 8 of 10

Continuous Responsibility/Activity (continued)

Notes

- D. Direct the Lead Offsite Liaison to provide copies of approved press releases to the Offsite Agencies representatives in the EOF.

2.10 Periodic Update Notification to Offsite Agencies


NOTE

When onsite conditions are stable, time period for periodic updates may be extended with concurrence from offsite agencies.

- A. Ensure the Offsite Communicator obtains the information needed for "Emergency Notification Form", at the following frequencies:
 1. 15 minutes for any classification upgrade
 2. 15 minutes for any PAR change
 3. In accordance with site specific requirements when one of the following occurs:
 - (a) There has been a release or
 - (b) A significant change in release rates or
 - (c) A significant change in meteorological conditions
 - (d) A significant change in plant conditions
 - (e) Conditions are stable (30, 60, or 120 minutes (JAF-approximately 30 minutes) following the last notification to offsite agencies).
- B. Review and approve the completed, "Emergency Notification Form".
- C. Direct the Offsite Communicator to transmit data on the form to the offsite agencies and to report to you when complete.
- D. Determine reportability actions for non-emergency reportable events during an emergency (hazardous material spills, contaminated injured personnel, etc.) and ensure they are reported in accordance with procedure requirements.

2.11 Additional/Long Term Emergency Response Support

- A. Direct the Administration and Logistics Coordinator to ensure that manpower planning is being conducted to provide for response efforts over an extended period.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 16 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 9 of 10

Continuous Responsibility/Activity (continued)

Notes


- B. Depending upon the duration of the emergency, direct the Administration and Logistics Coordinator to make arrangements for food and potable water delivery to all emergency response centers, including off-site teams.

2.12 Relocation/Evacuation of the EOF

- A. **IF** it becomes necessary to relocate or evacuate the EOF to a backup or alternate facility, **THEN** transfer the following to the Emergency Director in the Control Room:
1. Responsibility to make Protective Action Recommendations
 2. Approval of Offsite Notifications
 3. Dose Assessment
 4. Communications with Offsite Agencies
 5. Any other activities requiring the approval of the Emergency Director
- B. Ensure EOF staff transfers the following:
1. Approval of Press Releases (Control Room)
 2. Command and control of Monitoring & Sampling Teams (OSC)
 3. Any other critical on-going activities (TSC)
- C. Once all actions listed above are complete, then direct the EOF to relocate the backup or alternate facility.
- D. Notify Shift Manager, Emergency Plant Manager and Company Spokesperson the EOF is being evacuated and relocated.
- E. Ensure EOF staff transports all completed documentation with them to the backup or alternate facility.

2.13 Integrate offsite responders with on-site response efforts when required.

- A. Prepare for NRC Site Team response activities.
1. Direct the Lead Offsite Liaison to coordinate activities associated with the NRC Site Team.
 2. Brief (or designate Lead Offsite Liaison) the in-plant NRC Site Team upon arrival.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 17 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY DIRECTOR

Sheet 10 of 10


Continuous Responsibility/Activity (continued)

Notes

3.0 Closeout Activity

3.1 Termination to the Recovery Phase

- A. Transition to a recovery phase is warranted **IF** the following criteria are satisfied (Document using Attachment 9.15 "Event Termination Checklist):
1. The plant is in a stable configuration with adequate core cooling
 2. In-plant radiation levels are stable or decreasing with time.
 3. The release of radioactive material to the environment is controlled and there is no significant potential for additional uncontrolled releases.
 4. Fires are extinguished; flooding conditions and any other site damage are under control.
 5. All vital areas requiring occupancy are habitable.
 6. All safety systems necessary to maintain the plant in a stable configuration are operable.
 7. Site security control is established.
 8. For a Hostile Action Based Event, FBI and Local Law Enforcement Agencies have completed associated actions.
 9. The decision to terminate the emergency classification, including the justification for termination, has been discussed with the NRC and State/Locals officials (For Unusual Event only if their emergency response organizations have been activated as a result of this event).
- B. **IF** conditions warrant termination to a recovery phase, **THEN** the ED completes the actions as listed in recovery plan using Attachment 9.16, "Recovery Issues/Strategy Guide" of this procedure.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 18 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2

EOF MANAGER

Sheet 1 of 7

EOF Manager Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the EOF Manager binder & ID Badge
- B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.
- C. Obtain a briefing from the Emergency Director (ED) on emergency status.

1.2 Assume the position of EOF Manager

A. IF the EOF has NOT been declared operational THEN:

NOTE

Typical minimum staffing needed to declare EOF Operational. The Site's staffing requirements may differ as needed to address site specific requirements:

- Emergency Director
- Radiological Assessment Coordinator or Dose Assessor
- Offsite Communicator


NOTE

During a Security Event only personnel and facilities necessary to mitigate the emergency situation should be activated. The EOF may be declared operational without all key members being present. This will be determined by the most senior person in the facility.

1. Verify the minimum EOF staff is present.

- (a) **IF** additional personnel are needed or positions are vacant **THEN** direct someone to fill vacancies in accordance with EP-10-ALL, Filling an ERO Vacancy During Facility Activation/Operation Form.

2. Ensure communication is available to the offsite agencies via primary or alternate notification method via verbal concurrence by the Offsite Communicator.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 19 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2


EOF MANAGER

Sheet 2 of 7

Initial Responsibility/Activity (continued)

Notes

3. Ensure communication is available to the Control Room via verbal concurrence by the EOF Technical Advisor.
4. Ensure radiological monitoring and dose assessment capabilities are available in the EOF via verbal concurrence by the Radiological Assessment Coordinator.
 - (a) **IF** Dose Calc is not available in the EOF, **THEN** ensure dose calculations can be performed in the Control Room.
5. **WHEN** minimum staffing for the EOF is met AND Steps 2 through 4 above are complete, **THEN** notify the Emergency Director that the ERO is ready to perform:
 - (a) Classifications
 - (b) Notification of off-site agencies.
 - (c) Off-site Protective Action Recommendations (PARs).
- B. Ensure data systems and displays are displaying appropriate data.
- C. Obtain Control Room official time (time on their clock) and coordinate with the Public Information Liaison the synchronization of the EOF time with Control Room time.
- D. Ensure current classification level is posted throughout the facility.
- E. Ensure the appropriate personnel man the EOF entrance and screens incoming personnel for FFD.
- F. Review the EOF staffing to verify Minimum Staffing is present.
- G. **WHEN** the Emergency Director assumes responsibility from the Shift Manager, **THEN** notify the following that the EOF is operational and that (name) is now the Emergency Director:
 1. JIC (Company Spokesperson) – use the emergency telephone book for the phone number.
 2. Control Room (Shift Manager) / TSC (EPM) /OSC (OSC Manager)
 3. CEC (Corporate Emergency Center Manager)

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 20 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2

EOF MANAGER

Sheet 3 of 7

Initial Responsibility/Activity (continued)

- H. Coordinate with the Radiological Assessment Coordinator to ensure the needs of the State/Locals are met.
- I. Assist the Radiological Assessment Coordinator with facility habitability as requested.
- J. **IF** relieving another EOF Manager, **THEN** perform a formal turnover with the current EOF Manager.
 - 1. Review the log.
 - 2. Obtain a briefing from the current EOF Manager on the emergency and any actions that have been completed or are in progress.
 - 3. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
 - 4. Inform the ED when you assume the role of EOF Manager

2.0 Continuous Responsibility/Activity


2.1 Maintain personnel accountability in the EOF

- A. Inform the ED if you leave the area. Upon your return, obtain a briefing from the ED on any events that occurred while you were away.
- B. If the doors to the EOF need to be locked due to a radiological or security issue, then notify the appropriate personnel assigned secure the facility.

2.2 Keep the ED informed of changing conditions that may cause a change in the Emergency Classification

- A. Ensure that radiological assessment of offsite conditions is being performed as determined by the Radiological Assessment Coordinator.

Notes

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 21 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2

EOF MANAGER

Sheet 4 of 7

Continuous Responsibility/Activity (continued)


Notes

- 2.3 Initial Notification of Emergency Classification and/or PARs to Offsite Authorities (States, locals, NRC)
- A. Ensure the Offsite Communicator transmits to offsite authorities using, "Emergency Notification Form", within 15 minutes of the Emergency Classification declaration. Support as necessary.
 - B. Ensure current classification level is posted in the facility. (WebEOC, whiteboard, placards, etc.)
 - C. Ensure status boards are updated, as required. Update the classification/notification board as necessary.
- 2.4 Direct periodic updates to offsite authorities

NOTE

When onsite conditions are stable, the time period for periodic updates may be extended with concurrence from offsite authorities.

- B. Ensure the Offsite Communicator obtains the information needed for "Emergency Notification Form", at the following frequencies:
 - 1. 15 minutes for any classification upgrade
 - 2. 15 minutes for any PAR change
 - 3. In accordance with site specific requirements when one of the following occurs:
 - (a) There has been a release or
 - (b) A significant change in release rates or
 - (c) A significant change in meteorological conditions
 - (d) A significant change in plant conditions
 - (e) Conditions are stable (30, 60, or 120 minutes (JAF-approximately 30 minutes) following the last notification to offsite agencies).
- 2.5 Assist in the review of Entergy Press Releases
- A. Assist the ED in obtaining accurate information if there is any question regarding the accuracy of a proposed press release prior to approval.
 - B. Ensure changes in classifications and release information is provided promptly to the Public Information Liaison.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 22 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2


EOF MANAGER

Sheet 5 of 7

Continuous Responsibility/Activity (continued)

Notes

- 2.6 Ensure Offsite Representatives arriving at EOF are briefed.
 - A. **IF** the Lead Offsite Liaison is not available upon the offsite representatives' arrival at the facility, **THEN** brief on:
 1. Emergency events
 2. Current plant conditions
 3. Emergency response activities currently underway
 4. Offsite radiological release status
 5. Dose assessment and PARs
- 2.7 Assist the ED in periodic facility briefings
 - A. Coordinate with the ED to schedule the conduct of periodic facility briefings.
 - B. Ensure the EOF Technical Advisor and the Radiological Assessment Coordinator participates in briefing facility personnel on current plant status and offsite radiological conditions respectively.
 - C. Ensure information provided in the briefing is captured and appropriately documented.
- 2.8 KI issuance for Entergy Workers
 - A. Coordinate with the Radiological Assessment Coordinator the distribution of KI to EOF staff.
- 2.9 Additional/Long Term Emergency Response Support
 - A. **IF** additional resources are needed to support emergency response **THEN** assist, and or direct the Administration and Logistics Coordinator to assist in obtaining resources.
 - B. Periodically check with the Administration and Logistics Coordinator to evaluate and discuss future manpower and logistics needs.
 - C. Depending upon the duration of the emergency, ensure arrangements are made by the Administration and Logistics Coordinator to have food/water delivered. Coordinate the distribution with the Administration and Logistics Coordinator when notified of food delivery.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 23 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2

EOF MANAGER

Sheet 6 of 7

Continuous Responsibility/Activity (continued)

Notes

2.10 Relocation of the EOF

NOTE

The guidance is provided for any event which may require the EOF to be evacuated (i.e. security threat to the EOF).

- A. **IF** it becomes necessary to evacuate or relocate the EOF, **THEN** assist the ED in transferring duties to other facilities in accordance with Attachment 9.1 of this procedure.
- B. Assist the ED in activating the Back-up/Alternate EOF in accordance with procedure.


2.11 ERDS Activation

- A. If requested by the Control Room the EOF Manager or the IT Specialist should activate ERDs in accordance with procedure.

3.0 Closeout Activity

3.1 Termination to the Recovery Phase

- A. Assist the ED in formulation of a recovery plan using Attachment 9.16, "Recovery Issues/Strategy Guide" of this procedure.
- B. Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations.
- C. Assist the Recovery Staff in collecting information and resources to provide for long term operation of the site recovery function (e.g., manpower, food, reference materials, and other logistical concerns).
- D. Ensure the Offsite Communicator notifies the NRC, State and Locals when the event has been terminated and the plant has entered the Recovery Phase.
- E. Ensure the EOF Communicator notifies the Control Room, TSC and OSC when the event has been terminated and the plant has entered the Recovery Phase.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 24 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.2


EOF MANAGER

Sheet 7 of 7

Closeout Activity (continued)

Notes

- F. Notify the JIC and Corporate Emergency Center (CEC) when the event has been terminated and the plant has entered the Recovery Phase
- 3.2 Direct EOF personnel to return all equipment to proper storage location.
- 3.3 Collect all documentation:
 - A. Direct EOF staff to verify their logs, forms and other documentation is complete.
 - B. Collect all documentation associated with event from the EOF staff
 - C. Provide all documentation to the EP Manager upon termination of the emergency.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 25 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.3

EOF TECHNICAL ADVISOR

Sheet 1 of 3

EOF Technical Advisor Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the EOF Technical Advisor binder & ID Badge.

B. Review plant data electronic displays and any other available sources to become familiar with current plant status.

C. Obtain a briefing from the Emergency Director (ED) or EOF Manager on emergency status.

1.2 Assume the position of EOF Technical Advisor

A. IF initial activation THEN:


1. Contact the TSC and/or Control Room to obtain information on the status of plant conditions.
2. Review current information and recommendations with the thresholds on the EAL Chart and/or procedure.
3. Inform the ED and EOF Manager when you are prepared to assume EOF Technical Advisor duties.

B. IF relieving another EOF Technical Advisor, THEN perform a formal turnover with the current Technical Advisor:

1. Review the current log.
2. Obtain briefing from current EOF Technical Advisor on the emergency and any actions that have been completed or are in progress.

C. Sign in on the EOF Staffing Board

D. Inform the ED and EOF Manager that you are now the EOF Technical Advisor.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 26 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.3

EOF TECHNICAL ADVISOR

Sheet 2 of 3

Initial Responsibility/Activity (continued)

- E. When the EOF is declared operational make announcement on the facility bridge line, if applicable

2.0 Continuous Responsibility/Activities


2.1 Maintain personnel accountability in the EOF

- A. **IF** you are temporarily leaving the work area **THEN**, inform the EOF Log Keeper you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Log Keeper on any events, which have occurred while you were away.
- C. If the ED needs to leave the area, assume the role of ED. Upon the ED's return, provide a briefing on any events that occurred while the ED was away.

2.2 Obtain and Monitor Plant Data

- A. Keep the ED informed of changing conditions that may cause a change in the Emergency Classification.
 - 1. In coordination with the EOF Log Keeper, continuously monitor the inter-facility communications and plant data system and advise the Emergency Director of major events.
 - 2. Review the EAL Charts and procedures in preparation for possible classification escalation and recommendation of protective actions.
 - 3. In coordination with the Radiological Assessment Coordinator, continuously compare radiological conditions with the thresholds on the EAL Chart and/or procedure.
 - 4. Advise the ED on the following items:
 - (a) Any significant change in the condition of the plant.
 - (b) Any observable trends in plant data.
 - (c) Major Operator actions being undertaken.
 - (d) Any condition which may affect the emergency classification.

Notes

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 27 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.3


EOF TECHNICAL ADVISOR

Sheet 3 of 3

Continuous Responsibility/Activities (continued)

Notes

5. Provide the Offsite Communicator, in preparation for the State and local notifications, the completed, "Emergency Notification Form" following the ED's approval.
 - B. **IF** any of the EOF plant data computer systems are not functioning **THEN** inform the IT Specialist of malfunctions.
 - C. If Plant Data electronic display becomes unavailable, inform the Public Information Liaison to have the TSC Communicator fax a completed EP-2-ALL, Essential Information Form to the EOF.
- 2.3 Assist ED in conduct of briefings
- A. Assist the ED in preparations for facility briefings by completing EP-2-ALL, Essential Information Form to support periodic briefs as requested.
 - B. Assist the ED with summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.
- 3.0 **Closeout Activity**
- 3.1 Termination to the Recovery Phase
- A. Assist the ED in formulation of a recovery plan using Attachment 9.16, "Recovery Issues/Strategy Guide" of this procedure.
- 3.2 Return all equipment to its proper storage locations.
- 3.3 Review all documentation you maintained during the emergency:
- A. Ensure ED log, forms and other documentation are complete.
 - B. Verify that all temporary procedures used and/or developed are documented for use by Recovery Organization so that necessary actions can be taken for plant operations.
- 3.4 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 28 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.4

EOF LOG KEEPER

Sheet 1 of 3

EOF Log Keeper Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the EOF Log Keeper binder & ID Badge

B. Review plant data electronic displays and any other available sources to become familiar with current plant status.

C. Obtain a briefing from the Emergency Director (ED), EOF Manager or EOF Technical Advisor on emergency status.

D. Log into WebEOC. If WebEOC is unavailable, create and maintain a facility log.


1.2 Assume the position of EOF Log Keeper

A. IF initial activation THEN:

1. Inform the Emergency Director when you are prepared to assume EOF Log Keeper duties.

B. IF relieving another EOF Log Keeper, THEN perform a formal turnover with the current EOF Log Keeper:

1. Review the current Emergency Director log.
2. Obtain briefing from current EOF Log Keeper on the emergency and any actions that have been completed or are in progress.
3. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
4. Inform the Emergency Director that you are now the EOF Log Keeper.
5. Log into WebEOC.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 29 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.4

EOF LOG KEEPER

Sheet 2 of 3

2.0 Continuous Responsibility/Activities

Notes

2.1 Maintain personnel accountability in the EOF

- A. IF you are temporarily leaving the work area THEN, inform EOF Technical Advisor you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Technical Advisor on any events, which have occurred while you were away.

2.2 Perform EOF Log Keeper Duties


- A. Assist the Emergency Director and EOF Manager as necessary.
- B. Periodically review Attachment 9.1, "Emergency Director" checklist of this procedure to ensure Emergency Director's completion of required steps.
- C. Prompt the ED to maintain regular briefs.
- D. Maintain a chronological log of emergency status and EOF activities on WebEOC. Use EP-3-ALL, Log Sheet Form if WebEOC is not available.
- E. Display the repair and corrective action team status via WebEOC, if available.
- F. Provide other clerical functions as needed.

2.3 Conduct and support of briefings

CAUTION

Be aware of sensitive information if Security event is in progress – coordinate information to be presented at the brief with the Security Coordinator.

- A. Assist the EOF Technical Advisor in preparations for facility briefings, if requested.
- B. Support the Plant Status/Briefing, if requested.
- C. Ensure information provided in the briefing is captured and entered into WebEOC/facility log.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 30 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.4

EOF LOG KEEPER

Sheet 3 of 3

Continuous Responsibility/Activities (continued)

Notes

2.4 Distribute Emergency Notification Forms

A. Copy and distribute Emergency Notification Forms received from the Offsite Communicator to the following:

1. Emergency Director
2. Radiological Assessment Coordinator
3. EOF Technical Advisor
4. EOF Communicator
5. Public Information Liaison
6. Lead Offsite Liaison
7. Offsite agencies located in the EOF.


3.0 Closeout Activity

3.1 Return all equipment to its proper storage locations.

3.2 Review all documentation the EOF Log Keeper maintained during the emergency.

A. Verify that logs, forms and other documentation are complete.

3.3 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 31 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5

RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 1 of 7

Radiological Assessment Coordinator: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Radiological Assessment Coordinator binder & ID Badge.

B. Review status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.


C. Obtain a briefing from the EOF Manager on emergency status

D. Evaluate onsite and offsite radiological conditions.

1.2 Assume the position of Radiological Assessment Coordinator

A. IF initial activation THEN:

1. Verify Control Room's initial projections, if applicable.
2. Request Protected Area/Onsite Monitoring Team to support dose assessment, if applicable.
3. Review any current protective action recommendations
 - Offsite (Public)
 - Onsite (Site personnel)
4. Direct the performance of dose projections in accordance with applicable procedure(s).
5. Make initial contact with State Radiological Personnel or local Radiological Personnel if applicable.
6. Review any dose calculations (current/projected) performed, onsite/offsite monitoring team results and site evacuation routes.
7. Direct the Offsite Team Coordinator to coordinate monitoring and sampling activities.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 32 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5

RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 2 of 7


Initial Responsibility/Activities (continued)

Notes

8. Review, with the EOF Technical Advisor and EOF Manager, current information and recommendations with the thresholds on the EAL Chart and/or Procedure.
 9. Inform the EOF Manager when you are ready to assume radiological assessment and monitoring responsibilities.
 10. Advise State Radiological Personnel or local Radiological Personnel (if applicable) when EOF is operational.
 11. Maintain awareness of dose projections generated by NRC, state(s), local (if applicable), utility models to recognize and understand significant differences.
- B. **IF** relieving another Radiological Assessment Coordinator, **THEN** perform a formal turnover with the current Radiological Assessment Coordinator:
1. Review the current Radiological Assessment Coordinator Log.
 2. Obtain briefing from current Radiological Assessment Coordinator on the emergency and any actions that have been completed or are in progress.
 3. Review Emergency Notification Forms, dose calculations, met data, monitoring team data
 4. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
 5. Inform the EOF Manager that you are now the Radiological Assessment Coordinator.

2.0 Continuous Responsibility/Activities

- 2.1 Maintain personnel accountability in the EOF
 - A. **IF** you are temporarily leaving the EOF, **THEN**, inform the EOF Manager you are leaving the area.
- 2.2 Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.
- 2.3 Maintain a log
 - A. Maintain a log using EP-3-ALL, Log Sheet Form.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 33 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5


RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 3 of 7

Continuous Responsibility/Activities (continued)

Notes

1. Log when you assume the duties of the Radiological Assessment Coordinator.
 2. Log significant decisions and important details used to make decisions (i.e. emergency classification changes and protective action recommendations).
 3. Log all significant communications with other members of the ERO and offsite officials.
- B. Periodically review log for accuracy.
- 2.4 Establish and maintain habitability in the EOF
- A. Request RP monitor to perform EOF habitability from the TSC Radiological Coordinator, if applicable.
 - B. Direct periodic habitability surveys for the EOF particularly when a release is in progress or suspected.
 1. Ensure habitability approximately once every 60 minutes or more frequently in conditions warrant.
 2. **IF** there is a release, **THEN**, ensure habitability surveys are performed immediately and notify the Administrative & Logistic Coordinator to place EOF Ventilation/Isolation in service, if applicable.
 - C. **IF** the following conditions exist in the EOF, **THEN** request the ED to implement restrictions on eating and drinking in the EOF.
 1. Radiological conditions are unknown.
 2. Contamination Levels above background.
 3. Airborne contamination levels above background.
 - D. Set up radiological controls for the EOF.
 - E. Ensure EOF personnel are aware of any restrictions in place. Note any radiological release that may interfere with personnel movement outside.
 1. Advise the TSC Radiological Coordinator of changes in radiological release status.
 - F. **IF** any of the following conditions exist, **THEN** request the ED immediately to consider a planned evacuation of the EOF:
 1. EOF dose rates > 100 mRem/hr (**IPEC** >80 mRem/hr)

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 34 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5


RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 4 of 7

Continuous Responsibility/Activities (continued)

Notes

2. EOF Projected doses > 1 Rem TEDE or 5 Rem CDE over a 12 hour period
3. Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.
- G. Support dosimetry control and record keeping in accordance with procedure.
- H. Establish radiological controls for supplemental and relief personnel responding to the station.
- I. Recommend emergency exposure limits for EOF personnel and Offsite Monitoring Teams.
- J. When necessary, request personnel from the TSC Radiological Coordinator to support any decontamination.
- 2.5 KI issuance for Entergy Workers associated with the EOF
 - A. Review radiological conditions.
 - B. **IF** individuals receive or are expected to receive radioiodine uptakes > 5 REM CDE thyroid dose or a General Emergency has been declared, **THEN**:
 1. Control the issuance of KI to emergency workers as follows:
 - (a) Discuss issuance of KI with Radiological Coordinator in the TSC.
 - (b) Discuss issuance of KI with offsite agencies present in the EOF.
 - (c) Get approval of the ED for issuance of KI.
 - (d) Direct team members to read Patient Package Insert prior to taking KI (EP-8-ALL, KI Instructions/Briefing Form).
 - (e) Recommend emergency workers to take one KI tablet per day. Refer to site specific procedure for location of KI.
 - (f) Record KI issuance information on EP-8-ALL, KI Instructions/Briefing Form.
 - (g) Notify the Assembly Area Coordinator(s) to issue KI to personnel in the assembly area, if applicable.
 - B. Evaluate iodine uptakes for persons issued KI, informing contracted medical representatives of KI issuance.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 35 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5

RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 5 of 7

Continuous Responsibility/Activities (continued)


Notes

- 2.6 Develop and provide recommendations for classification level changes and PARs based on radiological considerations to the ED

NOTE

Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification

- A. Assess PARs based on plant conditions, dose projection, meteorological, or environmental measurements.
 - 1. Take into consideration previous PARs, if any.
- B. Re-evaluate PARs when plant conditions, dose projection, meteorological, or environmental measurements change.
- C. Continuously compare dose projection and field survey results in accordance with procedure.
- D. Evaluate any plant radiological changes.
- E. In coordination with the EOF Technical Advisor, continuously compare conditions with the thresholds on the EAL Chart and/or procedure.
- G. Advise ED on the following items:
 - 1. Any significant change in the radiological conditions.
 - 2. Any observable trends in radiological data.
 - 3. Any condition which may affect the emergency classification.
- H. When notified by the ED that a radiological release is in progress or expected evaluate On-site and Off-Site Radiological Conditions in accordance with procedures.
- I. Contact State Radiological Personnel or local Radiological Personnel (if applicable) within 30 minutes of issuing a PAR to ensure they understand basis.
- J. Maintain awareness of dose projections generated by NRC, state(s), local (if applicable) and utility models and recognize differences.
- K. Provide overall liaison and coordination of efforts in the area of field team data with State Radiological Personnel or local Radiological Personnel (if applicable).

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 36 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5


RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 6 of 7

Continuous Responsibility/Activities (continued)

Notes

- L. Brief offsite authorities responding to the EOF on radiological information, if requested by EOF Manager.
 - M. Provide the Offsite Communicator with the information completed on "Emergency Notification Form":
 - 1. Release status
 - 2. Meteorological conditions
 - 3. PARs, if any
- 2.7 Assist ED in conduct of briefings
 - A. Assist the ED in preparations for facility briefings.
 - B. When directed by the ED, provide summary briefings of radiological conditions to EOF Staff and/or offsite authorities present in the EOF.
- 2.8 Coordinate and direct the dose assessment and offsite monitoring efforts.
 - A. Oversee the activities of your Staff.
 - B. In coordination with the Radiological Coordinator, ensure the Health Physics Network (HPN) is staffed when requested by the NRC.
 - 1. **IF** the NRC requests an open, continuous Health Physics Network (HPN) communications channel, **THEN** ensure a technically competent individual is available to continuously maintain the HPN phone. Request support from OSC as necessary.
 - C. Evaluate Offsite Radiological Conditions in accordance with Procedure.
 - D. Provide direction to the Offsite Team Coordinator in determining monitoring and sampling activities of the teams and receive periodic updates.
 - E. Ensure that the State/Local personnel in the EOF are provided with dose projection information for all Dose Calculations. Provide additional data as requested by the State/Locals.
 - F. Through the TSC Manager and/or the Radiological Coordinator, ensure that you are kept informed of the latest estimate of the amount of core damage.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 37 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.5

RADIOLOGICAL ASSESSMENT COORDINATOR

Sheet 7 of 7

Continuous Responsibility/Activities (continued)

Notes

- G. Ensure that there is an exchange of field team data with the State/Local lead dose assessment personnel.
- H. Direct possible predictive and worse-case dose projections, when necessary.
- I. Conduct periodic briefings with the Emergency Director and the EOF Manager to discuss the status of offsite radiological information and assessments.
- J. Organize the information and concisely state the latest radiological conditions on the status and map boards. As new or additional information becomes available, update the boards.
- K. If necessary, obtain support from the OSC to assist the EOF on decontamination activities.

3.0 Closeout Activity

3.1 Termination to the Recovery Phase

- A. Assist the Emergency Director in formulation of a recovery plan using Attachment 9.16, "Recovery Issues/Strategy Guide" of this procedure.


3.2 Contact State Radiological Personnel or local Radiological Personnel (if applicable) and inform them that the EOF is deactivated.

3.3 Return all equipment to its proper storage locations.

3.4 Review all documentation the Radiological Assessment Coordinator maintained during the emergency.

- A. Verify that logs, forms and other documentation are complete.

3.5 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 38 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.6

OFFSITE COMMUNICATOR

Sheet 1 of 5

Offsite Communicator Name: _____

Date: _____

1.0 Initial Responsibility/Activities

Notes

1.1 Initial Orientation

- A. Upon arrival at the EOF:
 - 1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
 - 2. Sign in on the EOF staffing board if applicable.
 - 3. Obtain the Offsite Communicator binder & ID Badge
- B. Review available sources to obtain overall status of emergency situation.
- C. Obtain a briefing from the Emergency Director (ED) or EOF Manager on emergency status.


1.2 Assume the position of Offsite Communicator

- A. **IF** initial activation **THEN**:
 - 1. Obtain copies of all Emergency Notification Forms that have been transmitted prior to EOF activation from Control Room.
 - 2. Ensure communication is available to the states and locals via primary or alternate communication methods by conducting a test of the system.

NOTES

Shift Manager retains responsibility for offsite agencies notifications until the EOF ED assumes responsibility for implementation of Emergency Plan.

- 3. Call the Control Room to:
 - (a) Determine and record other offsite notifications made. (NRC, Corporate).
 - (b) Determine and record the next time required offsite agencies notifications are due.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 39 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.6


OFFSITE COMMUNICATOR

Sheet 2 of 5

Initial Responsibility/Activities

Notes

4. Obtain from the EOF Technical Advisor, Radiological Assessment Coordinator and/or EOF Manager the information needed for Emergency Notification Form:
 - (a) Time of emergency classification declaration
 - (b) Plant status
 - (c) Release status
 - (d) Meteorological conditions
 - (e) PARs, if any
5. Log on to Web EOC.
6. Inform the EOF Manager when you are prepared to assume Offsite Communicator duties.
7. Notify the Offsite Agencies when the EOF was declared operational by the ED:
- B. **IF** relieving another Offsite Communicator, **THEN** perform a formal turnover with the current Offsite Communicator:
 1. Review the current Offsite Communicator log.
 2. Obtain briefing from current Offsite Communicator on the emergency and any notifications or actions that have been completed or are in progress.
 - (a) Review all Emergency Notification Forms that have been transmitted prior to your arrival.
 - (b) Determine and record the next time required notifications are due.
 - (c) Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
 - (d) Log on to Web EOC.
 3. Inform the EOF Manager that you are now the Offsite Communicator.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 40 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.6

OFFSITE COMMUNICATOR

Sheet 3 of 5

2.0 Continuous Responsibility/Activities

Notes

2.1 Maintain personnel accountability in the EOF

- A. IF you are temporarily leaving the work area, THEN inform the EOF Manager you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

2.2 Maintain Log


- A. Maintain log using EP-3-ALL, Log Sheet Form for recording events and decisions.
 1. Log when you assumed the duties of the Offsite Communicator (and EOF activation, if not previously done).
 2. Log time of offsite agencies notifications and time for next notifications.
 3. Log all significant communications with other offsite officials.

2.3 Initial Notification of Emergency Classification and/or PARs to Offsite Agencies

CAUTION

State/locals notifications MUST be initiated within 15 minutes of emergency classification declaration.

- A. Coordinate with the EOF Technical Advisor, Radiological Assessment Coordinator and/or EOF Manager to obtain the information needed to complete Emergency Notification Form:
 1. Time of emergency classification declaration
 2. Plant status
 3. Release status per the Note above,
 4. Meteorological conditions
 5. PARs
- B. Acquire Emergency Notification Form.
- C. Input the required data and review form for accuracy.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 41 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.6

OFFSITE COMMUNICATOR

Sheet 4 of 5

Continuous Responsibility/Activities (continued)

Notes


- D. If not already accomplished, ensure the completed Emergency Notification Form has been reviewed and approved by the ED (The EDs approval is non-delegable).
- E. **IF** computer generated Emergency Notification Form is unavailable, **THEN** manually complete Emergency Notification Form.
- F. Using the Primary or alternate notification method, transmit the Emergency Notification Form to offsite agencies, within 15 minutes of the Emergency Classification declaration, in accordance with procedure.
- G. Verify offsite agencies received and understood the emergency notification.
- H. Provide a copy of transmitted Emergency Notification Forms to the EOF Log Keeper for distribution to appropriate personnel in the EOF including offsite agencies.
- I. Report to the Emergency Director, EOF Manager and Public Information Liaison when transmittal is complete.
- J. Maintain records of all notifications and communications.

2.4 Periodic updates to offsite agencies

NOTE

When onsite conditions are stable, the time period for periodic updates may be extended with concurrence from offsite agencies.

- A. Ensure the Offsite Communicator obtains the information needed for "Emergency Notification Form", at the following frequencies:
 - 1. 15 minutes for any classification upgrade
 - 2. 15 minutes for any PAR change
 - 3. In accordance with site specific requirements when one of the following occurs:
 - (a) There has been a release or
 - (b) A significant change in release rates or
 - (c) A significant change in meteorological conditions
 - (d) A significant change in plant conditions

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 42 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.6

OFFSITE COMMUNICATOR

Sheet 5 of 5

Continuous Responsibility/Activities (continued)


Notes

(e) Conditions are stable (30, 60, or 120 minutes (JAF-approximately 30 minutes) following the last notification to offsite agencies).

- B. **IF** computer generated Emergency Notification Form is unavailable, **THEN** manually complete Emergency Notification Form.
- C. When periodic updates are required, refer back to Step 2.3.
- D. **IF** other plant events are occurring that do not require an upgrade to the emergency classification, **THEN** provide that information in the remarks section.
- E. **IF** it becomes necessary to relocate or evacuate the EOF to a backup or alternate facility, **THEN** provide that information in the remarks section.

3.0 Closeout Activity

- 3.1 Complete notifications for entry to Recovery using Emergency Notification Form.
- 3.1 Return all equipment to its proper storage locations.
- 3.2 Review all documentation the Offsite Communicator maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
- 3.3 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 43 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.7

PUBLIC INFORMATION LIAISON

Sheet 1 of 3

Public Information Liaison Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Public Information Liaison binder & ID Badge

B. Review any available sources of plant information to obtain overall status of emergency situation.


C. Obtain a briefing from the Emergency Director (ED) or EOF Manager on emergency status.

D. Log into WebEOC.

1.2 Assume the Position of Public Information Liaison

A. IF initial activation THEN:

1. Test the EOF PA system if applicable.
2. In coordination with the EOF Manager, synchronize clocks in the EOF with Control Room time.
3. Notify the ED of any time discrepancies between Plant Data System and the Control Room times.
4. When the EOF has been declared operational (obtain from the ED), make the following announcement over the EOF PA system "The EOF was activated at ____hrs. The time is now ____hrs, please synchronize clocks in your area."
5. Inform the EOF Manager when you are prepared to assume the Public Information Liaison duties.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 44 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.7

PUBLIC INFORMATION LIAISON

Sheet 2 of 3

Initial Responsibility/Activity

Notes

- B. **IF** relieving another Public Information Liaison in the EOF **THEN** perform a formal turnover with the current Public Information Liaison.
1. Obtain briefing from current Public Information Liaison on the emergency and any notifications or actions that have been completed or are in progress.
 - (a) Review all Emergency Notification Forms that have been transmitted prior to your arrival.
 2. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
 3. Inform the ED that you are now the Public Information Liaison.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the EOF


- A. **IF** you are temporarily leaving the work area, **THEN** inform the EOF Manager you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

2.2 Perform Public Information Liaison Duties

- A. Assist in the preparation of press releases by keeping the JIC Technical Advisor and Press Release Writer updated on the event.
- B. Immediately notify the Company Spokesperson of any classification upgrades or changes in radiological release.
- C. Make EOF announcements as directed by the ED.

2.3 Review and approve/concur Entergy press releases

- A. Obtain draft press releases (may be done via WebEOC) from the JIC, provide a review of the information to check for key points and provide to ED for review and approval.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 45 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.7


PUBLIC INFORMATION LIAISON

Sheet 3 of 3

Continuous Responsibility/Activity

Notes

- B. Obtain ED signature on final press releases.
 - C. Notify the JIC Press Release Writer or Information Coordinator of any necessary revisions to the press release and /or ED's approval.
 - D. Provide a copy of the approved press releases to the JIC and offsite agencies (state, local, NRC, etc.) in the EOF. Keep the original press releases.
- 3.0 Closeout Activity**
- 3.1 Return all equipment to its proper storage locations.
 - 3.2 Review all documentation the Public Information Liaison maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
 - 3.3 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 46 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.8

LEAD OFFSITE LIAISON

Sheet 1 of 4

Lead Offsite Liaison Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Lead Offsite Liaison binder & ID Badge

B. Review any available sources to obtain overall status of emergency situation.

C. Obtain a briefing from the Emergency Director (ED) or EOF Manager on emergency status.

D. IF Emergency Notification Form has been generated in the EOF, THEN obtain copies of all the forms and provide to the State/Local Agencies in the EOF.

1.2 Assume the Position of Lead Offsite Liaison

A. IF initial activation THEN:

1. Inform the EOF Manager when you are prepared to assume the Lead Offsite Liaison duties.


B. Notify the Offsite Communicator when State EOCs are staffed.

C. Ensure that the offsite agencies (state, local, NRC, etc.) at the EOF are updated on the status of the emergency upon arrival at the EOF using EP-13-ALL, NRC Briefing Form.

D. IF relieving another Lead Offsite Liaison in the EOF THEN perform a formal turnover with the current Lead Offsite Liaison.

1. Obtain briefing from current Lead Offsite Liaison on the emergency and any notifications or actions that have been completed or are in progress.

- (a) Review all Emergency Classification and PAR Notification/Upgrade Forms that have been transmitted prior to your arrival.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 47 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.8

LEAD OFFSITE LIAISON

Sheet 2 of 4

Initial Responsibility/Activity (continued)

Notes

2. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
3. Inform the EOF Manager that you are now the Lead Offsite Liaison.


2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the EOF

- A. **IF** you are temporarily leaving the work area, **THEN** inform the EOF Manager you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

2.2 Ensure offsite agencies (state, local, NRC, etc.) in the EOF are kept informed

- A. Provide initial briefings as offsite agencies (state, local, NRC, etc.) arrive at the EOF:
 1. Offsite radiological release status via Radiological Assessment Coordinator
 2. Dose assessment and PARs via Radiological Assessment Coordinator
- B. Ensure that the offsite agencies (state, local, NRC, etc.) in the EOF are updated on the status of the emergency periodically.
- C. Provide additional information, if requested, on each significant change in:
 1. Plant parameters
 2. Emergency classification escalations or de-escalations
 3. PAR recommendations
 4. Dose Projections
- D. Ensure offsite agencies (state, local, NRC, etc.) in the EOF are aware of briefings.
- E. Respond to offsite agencies (state, local, NRC, etc.) in the EOF questions.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 48 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.8


LEAD OFFSITE LIAISON

Sheet 3 of 4

Continuous Responsibility/Activity (continued)

Notes

- F. **IF** it becomes necessary to relocate or evacuate the EOF to a backup or alternate facility, **THEN** notify the offsite agencies (state, local, NRC, etc.) in the EOF of the relocation.
- G. Provide feedback to the ED directly or via the EOF Technical Advisor regarding:
 - 1. Offsite agencies (state, local, NRC, etc.) questions and concerns.
 - 2. State's or local's (if applicable) protective action directives.
- 2.3 Ensure Offsite Liaisons are kept informed
 - A. Provide initial briefings as Offsite Liaisons arrive at their locations via conference bridge line or another communications method:
 - 1. Emergency events
 - 2. Current plant conditions
 - 3. Emergency response activities currently underway
 - 4. Offsite radiological release status
 - 5. PARs
 - B. Provide periodic briefings on the status of the emergency to Offsite Liaisons via conference bridge line or another communications method.
 - C. Provide additional information on each significant change in:
 - 1. Plant parameters
 - 2. Emergency classification escalations or de-escalations
 - 3. PAR recommendations
 - D. Respond to Offsite Liaisons' questions.
 - E. **IF** it becomes necessary to relocate or evacuate the EOF to a backup or alternate facility, **THEN** notify the Offsite Liaisons of the relocation.
- 3.0 **Closeout Activity**
- 3.1 Termination to the Recovery Phase

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 49 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.8


LEAD OFFSITE LIAISON

Sheet 4 of 4

Closeout Activity (continued)

Notes

- A. **IF** conditions warrant de-escalation to a recovery phase, **THEN**, facilitate a discussion between the ED and the State/Local/NRC representatives at the EOF.
- 3.2. Return all equipment to its proper storage locations.
- 3.3. Review all documentation the Lead Offsite Liaison maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
- 3.4. Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 50 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.9

OFFSITE TEAM COORDINATOR

Sheet 1 of 4

Offsite Team Coordinator Name: _____ Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Offsite Team Coordinator binder & ID Badge

B. Review status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status to develop a plume tracking strategy.

C. Obtain a briefing from the Radiological Assessment Coordinator on emergency status.

1. Review On-site/ Site Boundary team and Off-Site team data.
2. Request any additional information on current status of emergency response.

D. Obtain and review field team data.


E. Perform communication check (radio, telephone, etc.) check with Offsite Monitoring Teams.

F. Obtain phone numbers for OMT cell/satellite phones (if applicable).

1.2 Assume the position of Offsite Team Coordinator

A. IF initial activation THEN:

1. As directed by the Radiological Assessment Coordinator, Direct Offsite Monitoring Teams in accordance with Radiological Monitoring procedure.
2. When communications has been established with the Off-Site Teams, inform the Radiological Assessment Coordinator that you are ready to assume the dispatching and tracking of the monitoring teams.
3. Ensure that the EPZ map posted in the EOF indicates team location and correct wind direction.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 51 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.9

OFFSITE TEAM COORDINATOR

Sheet 2 of 4

Initial Responsibility/Activities (continued)


Notes

4. Log on to WebEOC and access the Rad Monitoring Field Team Data Board.
5. Inform the Radiological Assessment Coordinator and Off-site Monitoring Teams that you have assumed the responsibility of direction and coordination of the teams.
- B. **IF** relieving another Offsite Team Coordinator, **THEN** perform a formal turnover with the current Offsite Team Coordinator:
 1. Obtain briefing from current Offsite Team Coordinator on the emergency and any actions that have been completed or are in progress.
 2. Upon arrival at the EOF, sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
 3. Log on to WebEOC using and access the Rad Monitoring Field Team Data Board.
 - (a) **IF** WebEOC is unavailable, **THEN** use EP-3-ALL, Log Sheet Form to record data.
 4. Inform the Radiological Assessment Coordinator and Off-site Teams that you are now the Offsite Team Coordinator.

2.0 Continuous Responsibility/Activities

2.1 Maintain Log

- A. Maintain a log using WebEOC or EP-3-ALL, Log Sheet Form.
 1. Log when you assume the duties of the Offsite Team Coordinator (and EOF activation, if not previously done).
 2. Log communications with OMT to include dose /air sample survey results, dosimeter reading, etc.
 3. Log significant events not captured on WebEOC (i.e. times contact of field teams and purpose of contact, coordination with State/Local teams, etc.).
 4. Log all significant communications with other members of the ERO and offsite agency officials.
- B. Periodically review log for accuracy.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 52 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.9

OFFSITE TEAM COORDINATOR

Sheet 3 of 4

Continuous Responsibility/Activities


Notes

2.2 Maintain personnel accountability in the EOF

- A. **IF** you are temporarily leaving the EOF, **THEN** inform the Radiological Assessment Coordinator you are leaving the area.
- B. Upon return, obtain a briefing from the Radiological Assessment Coordinator on any events, which have occurred while you were away.

2.3 Transmit information to the Off-Site Monitoring Teams

- A. In the event that messages of a routine nature are occupying the radio channel and it is necessary to transmit an urgent message, depress the microphone button and announce "Break, Break, Break - Urgent Message." When the channel is cleared of traffic, proceed with the urgent message.
- B. Get direction from the Radiological Assessment Coordinator on team dispatching and log in WebEOC or use EP-3-ALL, Log Sheet Form.
- C. When directed by the Radiological Assessment Coordinator, inform all Off-Site Monitoring team personnel of their exposure limits and authorization to ingest KI.
- D. When directed by the Radiological Assessment Coordinator, brief the Off-Site Monitoring Teams on their exposure limits, plant conditions and meteorology (wind direction, wind speed and stability class) Using the proper procedures.
- E. Periodically inform Off-Site Monitoring Teams of major changes in emergency status:
 1. Changes in emergency classification.
 2. Start or stop of any offsite releases of radioactive materials.
- F. Continue to perform steps as directed by the Radiological Assessment Coordinator and procedure guidance.
 1. Notify/Advise Radiological Assessment Coordinator of significant potential events or non-conservatism.
 2. Input air sample data into WebEOC.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 53 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.9


OFFSITE TEAM COORDINATOR

Sheet 4 of 4

Continuous Responsibility/Activities (continued)

Notes

- (a) IF WebEOC is unavailable, THEN use EP-3-ALL, Log Sheet Form to record air sample data.
- 3. Log all surveys and provide to the Dose Assessor.
- 4. Request support from the Radiological Assessment Coordinator, as needed.
- G. Continuously exchange field team data with the States' or local's (if applicable) lead dose assessment personnel and Dose Assessor.
- H. Investigate other radiological concerns as requested by the Radiological Assessment Coordinator.
- I. Continue plume tracking in accordance with procedures until the Radiological Assessment Coordinator determines surveys and sampling is no longer necessary.
- 3.0 Closeout Activity**
- 3.1 Direct On-site and Off-Site Monitoring Teams to return to site
- 3.2 Direct and assist staff in returning all equipment to its proper storage locations.
- 3.3 Review all documentation Offsite team Coordinator and staff maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
- 3.4 Provide all logs, forms and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 54 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.10

ADMINISTRATION AND LOGISTICS COORDINATOR

Sheet 1 of 4

Administration & Logistics Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Administration and Logistics Coordinator binder & ID Badge

B. Review any available sources to obtain overall status of emergency situation.

C. Obtain a briefing from the EOF Manager on emergency status.

1.2 Establish Access Control for the EOF

A. Man the EOF main access point, if applicable, until Security or other designated personnel arrive. If a breath test is required due to fitness for duty concern, then Security must be contacted.

B. Ensure EOF is secure by closing and locking doors as necessary.


1.3 Assume the position of Administration and Logistics Coordinator

A. IF initial activation THEN:

1. Review any outstanding requests.
2. Report to the EOF Manager when prepared to assume the Administration and Logistics Coordinator position.

B. IF relieving another Administration and Logistics Coordinator, THEN perform a formal turnover with the current Administration and Logistics Coordinator:

1. Review the Administration and Logistics Coordinator log.
2. Obtain briefing from current Administration and Logistics Coordinator on the emergency and any actions they have completed or are in progress.
3. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 55 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.10

ADMINISTRATION AND LOGISTICS COORDINATOR

Sheet 2 of 4

Initial Responsibility/Activity (continued)

Notes

4. Ensure you have an understanding of any outstanding request for outside support or materials.

- C. Inform the EOF Manager that you are now the Administration and Logistics Coordinator.

2.0 Continuous Responsibility/Activities

- 2.1 Maintain personnel accountability in the EOF


- A. **IF** you are temporarily leaving the work area, **THEN** inform the EOF Manager you are leaving the work area.
- B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

- 2.2 Maintain a Log

- A. Maintain a log using EP-3-ALL, Log Sheet Form.
 1. Log when you assume the duties of the Administration and Logistics Coordinator (and EOF activation if not previously done).
 2. Log all significant tasks and requests.
- B. Periodically review log for accuracy.

- 2.3 Prepare/support the Emergency Response Organization for resource assistance:

- A. Determine initial staff by obtaining rosters from the EOF, TSC, OSC and JIC Manager's. Record on Attachment 9.17, "Shift and Relief Planning Worksheet".
- B. Determine available manpower:
 1. Ask ED what team (color, letter or number) will become relief shift, in case a relief shift may be needed. Record on Attachment 9.17, "Shift and Relief Planning Worksheet".
- C. IF additional resources are needed to support emergency response, THEN obtain resources via Emergency Telephone Book/Directory.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 56 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.10

ADMINISTRATION AND LOGISTICS COORDINATOR

Sheet 3 of 4


Continuous Responsibility/Activities (continued)

Notes

- D. Coordinate requests and expedite any urgent requests as appropriate.
- E. If offsite support (i.e. technical support, emergency response equipment, offsite resources, etc.) is needed, coordinate directly with other Entergy stations or industry sources of offsite support (i.e., INPO or other unaffected nuclear sites) to locate and obtain the needed support. The Corporate Emergency Center, if activated, may be able to assist with the coordination of offsite support.
 - 1. Act as Single Point of Contact in accordance with the SAFER Response Plan.
- F. Manage logistics for supporting the onsite and offsite emergency response such as additional support personnel or equipment, meals, lodging, etc.
- G. Conduct procurement activities under standard procedures to the maximum extent possible.
- H. Work with appropriate administrative units to negotiate rental rates not already established or purchase price with vendors as required.
- I. Periodically check with the EOF Manager, TSC Manager, Shift Manager, JIC Manager and OSC Manager to evaluate and discuss future manpower and logistics needs. Numbers can be found via the Emergency Telephone Book/ Directory.

2.4 Long Term Emergency Response Support

- A. Depending upon the duration of the emergency, ensure arrangements are made to have food/water delivered to all emergency response facilities (Control Room/OSC/TSC/EOF/JIC). Coordinate the delivery and distribution of supplies with EOF Manager, TSC Manager, Shift Manager, JIC Manager and OSC Manager.
- B. Arrange lodging for emergency workers if their homes are in evacuated areas.
- C. Depending upon the anticipated duration of the emergency, prepare relief schedules. The guidance listed in Attachment 9.20, "ERO Staffing for Long Duration Events" may be used in developing the relief schedules.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 57 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.10


ADMINISTRATION AND LOGISTICS COORDINATOR

Sheet 4 of 4

Continuous Responsibility/Activities (continued)

Notes

1. Once agreement is obtained on the relief schedule:
 - (a) Notify the Emergency Director.
 - (b) Fax completed Attachment 9.20, "ERO Staffing for Long Duration Events" to the EOF Manager, TSC Manager, Shift Manager, JIC Manager and OSC Manager.
 - (c) Coordinate implementation of the relief schedule.
 2. Ensure the relief staff is notified of any special routing to facilities. Need for special routing can be obtained by discussing with the Radiological Assessment Coordinator.
 - D. Support EOF Isolation (if applicable) in accordance with site specific performance aid.
- 3.0 Closeout Activity**
- 3.1 Return all equipment to its proper storage locations.
 - 3.2 Review all documentation the Administration and Logistics Coordinator maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
 - 3.3 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 58 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.11

IT SPECIALIST

Sheet 1 of 3

NOTE

IF the IT Specialist is staffed in the EOF versus the TSC, **THEN** this checklist is applicable.

IT Specialist Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the EOF staffing board.
3. Obtain the IT Specialist Binder & ID Badge.

1.2 Assume the position of IT Specialist.

A. IF the EOF has NOT been declared operational, THEN:

1. Report readiness status to the EOF Manager when prepared to assume the IT Specialist position.

B. IF relieving another IT Specialist, THEN perform a formal turnover with the current IT Specialist:


1. Obtain the IT Specialist's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting IT Specialist on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current IT Specialist.

C. Inform EOF Manager and staff that you are now the IT Specialist.

NOTE:

ERDS is not functional in the Simulator for a Drill.

D. Emergency Response Data System (ERDS)

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 59 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.11


IT SPECIALIST

Sheet 2 of 3

Initial Responsibility/Activity (continued)

Notes

1. **IF** not previously performed, **THEN** verify ERDS is activated within one (1) hour of declared emergency at ALERT **OR** higher classification. Refer to EN-EP-311.
- E. Support the setting up the EOF electronic displays.
- 2.0 Responsibility/Activity**
- 2.1 Maintain personnel accountability in the EOF.
 - A. **IF** you leave the area, **THEN**:
 1. Inform the EOF Manager of destination and expected return.
 2. Inform the EOF Manager of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.
- 2.2 Maintain a log.
 - A. Maintain log using EP-3-ALL, Log Sheet Form for recording events and decisions.
 1. Log when you assumed the duties of the IT Specialist.
 2. Log significant communications with ERO members.
 3. Log major decisions and actions and any important details.
- 2.3 Assist the EOF personnel in obtaining plant data from the various EOF Computer systems.
- 2.4 Ensure computer displays continue to operate properly.
 - A. Monitor facility equipment (computer related and communications) to ensure adequate operation
 - B. Resolve any IT related malfunctions
 - C. Verify or perform ERDS activation, as requested.
 - D. Assist with issues related to WebEOC, if available

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 60 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.11


IT SPECIALIST

Sheet 3 of 3

3.0 Closeout Activity

Notes

- 3.1 Assist EOF personnel in returning all equipment to proper storage locations:
 - A. Log off PCs.
 - B. Turn off or dim computer display systems.
- 3.2 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 61 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.12

DOSE ASSESSOR

Sheet 1 of 3

Dose Assessor Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Dose Assessor binder & ID Badge

B. Review status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

C. Obtain a briefing from the Radiological Assessment Coordinator on emergency status.

D. Obtain Field Survey information from Field Team Coordinator and perform dose calculations.


1.2 Assume the position of Dose Assessor

A. IF initial activation THEN:

1. Log into the Dose Calc program and verify printer operation.
 - (a) If the printer or Dose Calc computer is not working properly contact the IT Specialist for assistance.
2. Inform the Radiological Assessment Coordinator when you are ready to assume Dose Assessor responsibilities.

B. IF relieving another Dose Assessor THEN perform a formal turnover with the current Dose Assessor.

1. Obtain briefing from current Dose Assessor on the emergency and any actions that have been completed or are in progress.
2. Verify current dose projections.
3. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 62 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.12

DOSE ASSESSOR

Sheet 2 of 3

Initial Responsibility/Activity (continued)

Notes

4. Inform the Radiological Assessment Coordinator that you are now the Dose Assessor.


2.0 Continuous Responsibility/Activities

2.1 Maintain personnel accountability in the EOF

- A. **IF** you are temporarily leaving the EOF, **THEN** inform the Radiological Assessment Coordinator you are leaving the area.
- B. Upon return, obtain a briefing from the Radiological Assessment Coordinator and/or other Dose Assessor on any events, which have occurred while you were away.

2.2 Monitor Radiological Release Rates and Perform Dose Assessment Calculations

- A. When directed by the Radiological Assessment Coordinator, perform a base line dose projection based on current readings in accordance with Radiological Assessment procedure.
- B. When directed by the Radiological Assessment Coordinator, perform "what if" dose projections out to 10 miles. Ensure this is labeled "what if" on the data sheet.
- C. Ensure "what if" calculations are provided to the State(s) or local (if applicable) Dose Assessment personnel.
- D. Notify the Radiological Assessment Coordinator immediately of any change in release status as a result of:
 1. Monitoring Plant Effluent Monitors for changes in Release Rates.
 2. Monitoring of meteorological data for changes, which may affect offsite dose projections, Emergency Classification or Protective Action Recommendations.
 3. Updated field team surveys.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 63 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.12

DOSE ASSESSOR

Sheet 3 of 3

Continuous Responsibility/Activities (continued)

Notes


NOTES

1. Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification.
2. Any change of PAR must be transmitted to offsite agencies within 15 minutes.

- E. Assist the Radiological Assessment Coordinator with the development of Protective Action Recommendations.
- F. **IF** there is a change in any parameter, **THEN** recalculate dose projections using Dose Assessment software and Radiological Assessment procedure and report results to the Radiological Assessment Coordinator immediately.
- G. Ensure each dose calculation is provided to the State or local (if applicable) Dose Assessment personnel after approval by Radiological Assessment Coordinator. Provide additional information as requested by the offsite.
- H. As new or additional information becomes available, update status and map boards.
- I. Continue performing dose projections in accordance with the actions listed in Radiological Assessment procedure.

3.0 Closeout Activity

- 3.1 Return all equipment to its proper storage locations.
- 3.2 Review all documentation the Dose Assessor maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
- 3.3 Provide all logs, forms and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 64 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.13

OFFSITE LIAISON

Sheet 1 of 2

Lead Offsite Liaison Name: _____ Date: _____

Offsite Liaison Name: _____ Date: _____

1.0 Initial Responsibility/Activity


Notes

1.1 Initial Orientation

- A. Upon notification of an event, report to your assigned offsite EOC without delay.
- B. Ensure you are wearing your Entergy ID Badge.

1.2 Upon arrival to your designated location:

- A. Sign in on the staffing board or equivalent.
 - 1. Review status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.
 - 2. Obtain a briefing from the individual in charge of the EOC facility.
 - 3. Contact the Lead Offsite Liaison in the EOF to receive an update on the event.
- B. Assume the position of Offsite Liaison.
 - 1. **IF** initial activation **THEN**:
 - (a) Inform the Lead Offsite Liaison when you are ready to assume Offsite Liaison responsibilities.
 - 2. **IF** relieving another Offsite Liaison, **THEN** perform a formal turnover with the current Offsite Liaison.
 - (a) Obtain briefing from current Offsite Liaison on the emergency and any actions the have been completed or are in progress.
 - (b) Inform the Lead Offsite Liaison that you are now the Offsite Liaison.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 65 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.13

OFFSITE LIAISON

Sheet 2 of 2

2.0 Continuous Responsibility/Activities

Notes

2.1 Perform Offsite Liaison Duties

- A. Obtain plant information from Lead Offsite Liaison and ensure the offsite agencies located in the EOC are briefed on the plant conditions and the status of the emergency.
- B. Assist State/Local personnel by interpreting information/data, if available/necessary, use the NRC-ERDS and any other computer systems used for radiological assessment.
- C. Provide clarification/information (not direction) to questions about information they are receiving from their representatives at the site.
- D. Assist State/local personnel in performing their duties by helping to analyze information in engineering, operations, and radiological assessment areas.

2.2 Maintain personal accountability.

- A. **IF** you are temporarily leaving the facility, **THEN** inform the EOC representatives and the EOF Lead Offsite Liaison you are leaving the area.
 1. Upon return, obtain a briefing from the Lead Offsite Liaison and/or State/Local EOC representative on any events, which have occurred while you were away.


3.0 Closeout Activity

3.1 Return all equipment to proper storage locations.

3.2 Review all documentation maintained during the emergency.

- A. Verify that logs, forms and other documentation are complete.

3.3 Provide all forms and records obtained from your facility to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 66 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.14

EOF COMMUNICATOR

Sheet 1 of 2

EOF Communicator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the EOF Communicator binder & ID Badge

B. Review any available sources to obtain overall status of emergency situation.

C. Obtain a briefing from the Emergency Director (ED) or EOF Manager on emergency status.

1.2 Assume the position of EOF Communicator

A. IF initial activation THEN:

1. Inform the EOF Manager that you have assumed the position of EOF Communicator.

B. IF relieving another EOF Communicator, THEN perform a formal turnover with the current EOF Communicator.


1. Obtain a briefing from the current EOF Communicator on the emergency and any actions that have been completed or are in progress.
2. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form and EOF staffing board if applicable.
3. Inform the EOF Manager that you have assumed the position of EOF Communicator.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the EOF

A. IF you are temporarily leaving the work area, THEN inform the EOF Manager you are leaving the work area.

B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 67 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.14

EOF COMMUNICATOR

Sheet 2 of 2

Continuous Responsibility/Activity (continued)


Notes

2.2 Perform EOF Communicator Duties

- A. Transmit and receive information from onsite ERF's as necessary.
- B. Ensure EOF is notified of information received of significant changes in plant conditions (e.g., start of a release, LOCA, EAL conditions) received over the inter-facility communications.
- C. Monitor inter-facility communications and document information in WebEOC or on EP-3-ALL, Log Sheet Form.
- D. Assist the EOF Manager with other non-regulatory notifications or communications.

3.0 Closeout Activity

- 3.1 Return all equipment to its proper storage locations.
- 3.2 Review all documentation EOF Communicator maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
- 3.3 Provide all logs, forms and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 68 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.15

EVENT TERMINATION CHECKLIST

Sheet 1 of 1


INSTRUCTION:

This checklist may be used by the Emergency Director to evaluate a decision to terminate an existing emergency condition. All criteria shall be met.

This checklist, completed and signed by the Emergency Director, is a prerequisite for initiation of the Recovery Organization.

CRITERIA	CRITERIA MET (Initials)
1. The plant is in a stable configuration with adequate core cooling.	_____
2. In-plant radiation levels are stable or decreasing with time.	_____
3. The release of radioactive material to the environment is controlled and there is no significant potential for additional uncontrolled release.	_____
4. Fires are extinguished; flooding conditions and any other site damage is under control.	_____
5. All vital areas requiring occupancy are habitable.	_____
6. All safety systems necessary to maintain the plant in a stable configuration are operable.	_____
7. Site security control is established.	_____
8. For a Hostile Action Based Event, FBI and Local Law Enforcement Agencies have completed associated actions.	_____
9. The decision to terminate the emergency classification, including the justification for termination, has been discussed with the NRC/State/Local officials (For Unusual Event only if their emergency response organizations have been activated as a result of this event).	_____

_____ Date _____ Time _____
 Emergency Director

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 69 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.16


RECOVERY ISSUES/STRATEGY GUIDE

Sheet 1 of 2

The following actions should be taken once Attachment 9.15, Event Termination Checklist, is complete. The goal of the recovery phase is to return the plant to pre-emergency conditions. All actions taken during the recovery phase are planned and deliberate.

Establish a recovery organization in accordance with procedures:

- ☐ Develop an organizational chart showing recovery organization members, reporting assignments and location. You may modify the Organization Chart as necessary to fit the conditions, or develop a specific organization depending on the conditions.
- ☐ Select a location for the recovery organization (EOF, OCC etc.)
- ☐ Ensure the EOF Admin. Director develops a manning schedule and contacts recovery organization members.
- ☐ Ensure transition from ERO to Recovery does not leave any responsibilities unmanned. Prior to eliminating an ERO position, ensure the duties are being performed by a Recovery Team member.
- ☐ Develop recovery organization goals and priorities. These may be revised as recovery progresses.
- ☐ Inform offsite agencies that the recovery phase is being entered. Ensure that changes from the ERO to Recovery Organization that affect communications links are coordinated.
- ☐ Consider other information outlets, such as the Entergy web site or newsletters to keep other plant personnel informed of plant conditions.
- ☐ Make public address announcements to inform plant personnel that the recovery phase is being entered into. Include information about any remaining hazards/restricted areas.
- ☐ Establish additional assurance of plant stability by providing additional safety system capability.
- ☐ Designate a member of the organization to calculate total population exposure.
- ☐ Perform a systematic investigation to determine what equipment has been damaged.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 70 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.16

RECOVERY ISSUES/STRATEGY GUIDE

Sheet 2 of 2


- ☐ Isolate and tag out components as necessary to control or minimize hazards.
- ☐ Consider the use of temporary shielding as necessary.
- ☐ Construct radiological boundaries and postings.
- ☐ Investigate the accident causes and consequences, both to the plant and the environment.
- ☐ Determine and initiate necessary plant repairs, modification and procedural changes.
- ☐ Develop and perform test programs (as necessary) to confirm system operability.
- ☐ Evaluate any planned radiological releases for environmental impact. Coordinate with offsite agencies prior to releases.
- ☐ Develop a near site environmental monitoring program.

Review the activities performed during the Emergency Phase. Verify the following:

- ☐ Ensure radiation protection administrative requirements and controls, including normal exposure limits, RWP's, ALARA reviews and postings are in use.
- ☐ Ensure maintenance activities are in accordance with approved directives, including Maintenance Action Items and equipment tag-out.
- ☐ Ensure operations activities were performed in accordance with approved plant directives. Verify system line-ups and status.
- ☐ Develop a plan to dispose of all waste material generated during the emergency and recovery phases.

Terminating the recovery phase.

- ☐ Site Vice President (or designee) has determined the condition of the plant is such that the recovery phase may be terminated and normal operating organization (forced outage) may be established.
- ☐ Offsite agencies are notified of the return to normal operation.
- ☐ Plant personnel are notified by public address of the return to normal operation.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 71 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.17


SHIFT AND RELIEF PLANNING WORKSHEET

Sheet 1 of 5

EOF/ OFF-SITE

Date: _____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
EOF			Offsite Team Coordinator		
Emergency Director			Off-Site Team No. 1 (2)		
Rad Assessment Coordinator					
Offsite Communicator			Off-Site Team No. 2 (2)		
EOF Technical Advisor					
EOF Manager			Offsite Liaison		
EOF Communicator			Offsite Liaison		
Public Information Liaison			Offsite Liaison		
EOF Log Keeper			Offsite Liaison		
Lead Offsite Liaison					
Admin. and Logistics Coordinator					
IT Specialist					
Dose Assessor					

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 72 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.17

SHIFT AND RELIEF PLANNING WORKSHEET


Sheet 2 of 5

JIC

Date: _____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
JIC			Inquiry Response Staff		
Company Spokesperson			Inquiry Response Staff		
JIC Manager			Inquiry Response Staff		
JIC Technical Advisor			Inquiry Response Staff		
JIC Log Keeper					
Media Liaison					
Information Coordinator					
Media Monitoring					
Press Release Writer					
Logistics Coordinator					
Inquiry Response Coordinator					
Technical Assistant					

N/A Positions not applicable to your specific site.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 73 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.17


SHIFT AND RELIEF PLANNING WORKSHEET

Sheet 3 of 5

IN-PLANT / OSC

Date: _____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
Control Room			OSC		
Shift Manager			OSC Manager		
Shift Technical Advisor			Work Control Coordinator		
CR Supervisor			Operations Support		
SCRO\SRO			Log Keeper		
CROs \ROs(2)			Rad/Chem Coordinator		
			Mechanical Coordinator		
AOs (3)			Electrical /I &C Coordinator		
RP Technician					
Chemistry Technician					

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 74 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.17


SHIFT AND RELIEF PLANNING WORKSHEET

Sheet 4 of 5

OSC IN-PLANT REPAIR TEAMS

NOTE: Numbers of personnel depend on the emergency. Consult with OSC Manager for exact numbers needed. Date: _____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
OSC			I&C		
Mechanical			I&C		
Mechanical			I&C		
Mechanical			I&C		
Mechanical			RP		
Electrical			RP		
Electrical			RP		
Electrical			RP		
Electrical					
Operations					
Operations					
Operations					

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 75 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				


ATTACHMENT 9.17

SHIFT AND RELIEF PLANNING WORKSHEET

Sheet 5 of 5

Date: _____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
TSC			Electrical I&C Engineer		
Emergency Plant Manager			Mechanical Engineer		
TSC Manager			Reactor Engineer		
Radiological Coordinator			IT Specialist		
Engineering Coordinator					
Maintenance Coordinator					
Operations Coordinator					
Security Coordinator					
TSC Communicator					
ENS Communicator					

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 76 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.18

OFFSITE MONITORING TEAM

Sheet 1 of 3

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the EOF:

1. Sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the EOF staffing board if applicable.
3. Obtain the Offsite Monitoring Team binder & ID Badge

B. Report to Radiological Assessment Coordinator or Offsite Monitoring Team Coordinator.


1.2 Assume the position of Offsite Monitoring Team

- A. Obtain necessary equipment for offsite radiological field monitoring.
- B. Complete necessary equipment and supply checks of equipment as outlined in radiological field monitoring procedure.
- C. Replace any defective equipment or supplies
- D. Locate cell/satellite phones and GPS to be used by each team and verify operation, if applicable.
- E. Complete vehicle checks as outlined in procedure.
- F. Verify vehicle radio operability, if applicable.
- G. Ensure vehicle has adequate fuel.
- H. Receive briefing from Offsite Monitoring Team Coordinator
- I. Receive desired sample location from Offsite Monitoring Team Coordinator.
- J. A "site specific performance aid" listing of phone numbers, important to the Off Site Monitoring Team, is located in the Position Binders. Exchange cell phone numbers between teams and the Off-Site Team Coordinator, if applicable.

2.0 Continuous Responsibility/Activity

2.1 Perform activities to support plume tracking and measurements as directed by the Offsite Team Coordinator by:

- A. Maintain communication (radio/telephone) with EOF.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 77 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.18

OFFSITE MONITORING TEAM

Sheet 2 of 3

Continuous Responsibility/Activity (continued)

Notes


- B. Monitor radiological conditions during drive to assigned sample location.
- C. Upon arrival at assigned sample location complete radiological surveys and air sample if requested as outlined in Radiological Monitoring procedure.
- D. If assigned by EOF report to additional sample locations and complete any requested radiological surveys.
- E. Use good radiological practices to prevent cross contamination of samples and individuals.
- F. To ensure continuous Off-Site Monitoring capabilities the Off-Site Team Coordinator or Radiological Assessment Coordinator will provide direction/arrange for "In Field" relief of Off-Site Monitoring Team personnel, if required.
- G. Monitor self-reading dosimeters and report results to the Offsite Team Coordinator.
- H. Implement KI protective measures when notified by the Offsite Team Coordinator.

2.2 Maintain a log.

- A. Use WebEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to Offsite Monitoring Team activities.
 - 1. Log when the Offsite Monitoring Team duties were assumed.
 - 2. Log significant communications with the EOF.
 - 3. Log major decisions and actions and any important details.

Closeout Activity

- 3.1 Restore the equipment and supplies to pre emergency condition:
 - A. Ensure equipment and kits are returned to proper storage locations.
 - B. Kits and equipment are to be returned in an organized and usable manner.
- 3.2 Return vehicle to normal location and ensure the vehicle has adequate fuel.
- 3.3 Review all documentation maintained during the emergency to ensure it is complete and organized.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 78 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.18


OFFSITE MONITORING TEAM

Sheet 3 of 3

Closeout Activity (continued)

Notes

- 3.4 Provide all logs and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 79 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				


ATTACHMENT 9.19

SITE SPECIFIC COMMITMENTS

Sheet 1 of 1

GGNS

When EOF staffing can be accomplished with onsite personnel, it is the goal to become operational within 45 minutes. [Commitment # P-28920, E-Plan 7.3.3 S11] Otherwise offsite personnel shall provide shift augmentation in 75 minutes and be fully operational in 90 minutes. [Commitment # P-28921, E-Plan 7.3.3 S12]

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-609	REV. 2
		REFERENCE USE	PAGE 80 OF 80	
EMERGENCY OPERATIONS FACILITY (EOF) OPERATIONS				

ATTACHMENT 9.20

ERO STAFFING FOR LONG DURATION EVENTS

Sheet 1 of 1

The following guidance is provided to assist the Admin & Logistics Coordinator establish an initial event staffing plan for a "long duration event" expected to last multiple days. The following plan assumes an assignment of (1) ERO team/shift. The assignment of an additional ERO team/shift or additional ERO members with specific expertise is acceptable and may be assigned if the additional resources are needed.

- [1] Develop an initial long duration event staffing plan for the Emergency Response Organization using the following assumptions:
 - ERO teams will work 12-hours shifts (excluding turnover)
 - Work hours will be determined by the Emergency Director but will normally follow standard refueling outage schedules (ex. 0700 – 1900)
 - Work hours may be adjusted as needed to allow a transition into the rotating shift schedule.
 - Initial staffing of day/night shifts consists of one ERO team/shift. An additional team or ERO members with specific expertise may be added to each shift if needed.
 - Relaxation of the work schedule to allow additional time off between shift rotations may be implemented based on the man-power needs and availability of fleet/industry support personnel.
- [2] Assign 1 of the 4 ERO response teams (Red, Blue, Yellow, Green) to days and one ERO team to nights. If an additional ERO team or specific ERO position is deemed necessary, assign two each shift. Identify which ERO team/position will be the "lead" and which will serve in the "support" role.
- [3] Coordinate with the ED to have the remaining ERO teams sent home with guidance to return at the start of their next scheduled shift.
- [4] Using the following "Example" Staffing Matrix as a guide, develop a schedule to ensure 24-hour coverage of the event.

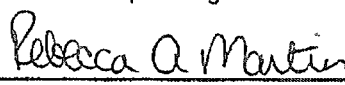
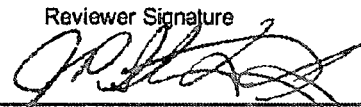
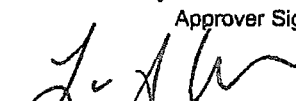
Example Staffing Matrix

DUTY TEAM	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su
Red	D	D			D	D	D			D	D				N	N			N	N	N
Blue	N	N			N	N	N			N	N				D	D			D	D	D
Yellow			N	N				D	D			D	D	D			D	D			
Green			D	D				N	N			N	N	N			N	N			

Procedure/Document Number: EN-EP-610 IP-EP-220	Revision: <div style="text-align: center;">2 18</div>		
Equipment/Facility/Other: Indian Point Energy Center			
Title: Technical Support Center (TSC) Operations Technical Support Center			
Part I. Description of Activity Being Reviewed (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan): This change issues fleet procedure EN-EP-610, "Technical Support Center (TSC) Operations" and revises IP-EP-220 to remove any duplicate tasks in EN-EP-610; however maintain any site specific requirements or commitments.			
Part II. Activity Previously Reviewed? Is this activity fully bounded by an NRC approved 10 CFR 50.90 submittal or Alert and Notification System Design Report? If YES, identify bounding source document number/approval reference and ensure the basis for concluding the source document fully bounds the proposed change is documented below: Justification: <input type="checkbox"/> Bounding document attached (optional)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI. </td> <td style="width: 50%; padding: 5px;"> <input checked="" type="checkbox"/> NO Continue to next part </td> </tr> </table>	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part
<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part		
Part III. Applicability of Other Regulatory Change Control Processes Check if any other regulatory change processes control the proposed activity. (Refer to EN-LI-100) NOTE: For example, when a design change is the proposed activity, consequential actions may include changes to other documents which have a different change control process and are NOT to be included in this 50.54(q)(3) Screening.			
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If there are no controlling change processes, continue the 50.54(q)(3) Screening. <input type="checkbox"/> One or more controlling change processes are selected, however, some portion of the activity involves the emergency plan or affects the implementation of the emergency plan; continue the 50.54(q)(3) Screening for that portion of the activity. Identify the applicable controlling change processes below. <input type="checkbox"/> One or more controlling change processes are selected and fully bounds all aspects of the activity. 50.54(q)(3) Evaluation is NOT required. Identify controlling change processes below and complete Part VI.			
CONTROLLING CHANGE PROCESSES 10 CFR 50.54q only.			
Part IV. Editorial Change Is this activity an editorial or typographical change such as formatting, paragraph numbering, spelling, or punctuation that does not change intent? Justification: "NO" is checked because the procedure revision contains non-editorial changes.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI </td> <td style="width: 50%; padding: 5px;"> <input checked="" type="checkbox"/> NO Continue to next part </td> </tr> </table>	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI	<input checked="" type="checkbox"/> NO Continue to next part
<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI	<input checked="" type="checkbox"/> NO Continue to next part		

Procedure/Document Number: EN-EP-610 IP-EP-220		Revision: 2 18
Equipment/Facility/Other: Indian Point Energy Center		
Title: Technical Support Center (TSC) Operations Technical Support Center		
Part V. Emergency Planning Element/Function Screen (Associated 10 CFR 50.47(b) planning standard function identified in brackets) Does this activity affect any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II?		
1. Responsibility for emergency response is assigned. [1]	<input type="checkbox"/>	
2. The response organization has the staff to respond and to augment staff on a continuing basis (24/7 staffing) in accordance with the emergency plan. [1]	<input type="checkbox"/>	
3. The process ensures that on shift emergency response responsibilities are staffed and assigned. [2]	<input type="checkbox"/>	
4. The process for timely augmentation of onshift staff is established and maintained. [2]	<input type="checkbox"/>	
5. Arrangements for requesting and using off site assistance have been made. [3]	<input type="checkbox"/>	
6. State and local staff can be accommodated at the EOF in accordance with the emergency plan. [3]	<input type="checkbox"/>	
7. A standard scheme of emergency classification and action levels is in use. [4]	<input type="checkbox"/>	
8. Procedures for notification of State and local governmental agencies are capable of alerting them of the declared emergency within 15 minutes after declaration of an emergency and providing follow-up notifications. [5]	<input type="checkbox"/>	
9. Administrative and physical means have been established for alerting and providing prompt instructions to the public within the plume exposure pathway. [5]	<input type="checkbox"/>	
10. The public ANS meets the design requirements of FEMA-REP-10, Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants, or complies with the licensee's FEMA-approved ANS design report and supporting FEMA approval letter. [5]	<input type="checkbox"/>	
11. Systems are established for prompt communication among principal emergency response organizations. [6]	<input type="checkbox"/>	
12. Systems are established for prompt communication to emergency response personnel. [6]	<input type="checkbox"/>	
13. Emergency preparedness information is made available to the public on a periodic basis within the plume exposure pathway emergency planning zone (EPZ). [7]	<input type="checkbox"/>	
14. Coordinated dissemination of public information during emergencies is established. [7]	<input type="checkbox"/>	
15. Adequate facilities are maintained to support emergency response. [8]	<input type="checkbox"/>	
16. Adequate equipment is maintained to support emergency response. [8]	<input type="checkbox"/>	
17. Methods, systems, and equipment for assessment of radioactive releases are in use. [9]	<input type="checkbox"/>	
18. A range of public PARs is available for implementation during emergencies. [10]	<input type="checkbox"/>	
19. Evacuation time estimates for the population located in the plume exposure pathway EPZ are available to support the formulation of PARs and have been provided to State and local governmental authorities. [10]	<input type="checkbox"/>	
20. A range of protective actions is available for plant emergency workers during emergencies, including those for hostile action events.[10]	<input type="checkbox"/>	

Procedure/Document Number: EN-EP-610 IP-EP-220	Revision: <div style="text-align: center;">2 18</div>
Equipment/Facility/Other: Indian Point Energy Center	
Title: Technical Support Center (TSC) Operations Technical Support Center	
21. The resources for controlling radiological exposures for emergency workers are established. [11]	<input type="checkbox"/>
22. Arrangements are made for medical services for contaminated, injured individuals. [12]	<input type="checkbox"/>
23. Plans for recovery and reentry are developed. [13]	<input type="checkbox"/>
24. A drill and exercise program (including radiological, medical, health physics and other program areas) is established. [14]	<input type="checkbox"/>
25. Drills, exercises, and training evolutions that provide performance opportunities to develop, maintain, and demonstrate key skills are assessed via a formal critique process in order to identify weaknesses. [14]	<input type="checkbox"/>
26. Identified weaknesses are corrected. [14]	<input type="checkbox"/>
27. Training is provided to emergency responders. [15]	<input type="checkbox"/>
28. Responsibility for emergency plan development and review is established. [16]	<input type="checkbox"/>
29. Planners responsible for emergency plan development and maintenance are properly trained. [16]	<input type="checkbox"/>
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If no Part V criteria are checked, a 50.54(q)(3) Evaluation is <u>NOT</u> required; document the basis for conclusion below and complete Part VI. <input type="checkbox"/> If any Part V criteria are checked, complete Part VI and perform a 50.54(q)(3) Evaluation.	
BASIS FOR CONCLUSION: <p>This change issues the new fleet procedure for the Technical Support Center (TSC) at IPEC and revises the site specific facility procedure. The fleet procedure describes the activation and operation of the TSC. Introduction of the new fleet procedures does not affect nor change the intent of the facilities and equipment already in existence. The procedure is written to ensure the existing facility and TSC equipment will be used and maintained for any Emergency Response Organization (ERO) response.</p> <p>IP-EP-220 (220) will be maintained at this time; however, it will be revised to remove any tasks duplicated in EN-EP-610 (610). Fleet standard forms and site specific forms will be used as needed to support 610 and new revision of 220; this will ensure IPEC site-specific Emergency Plan requirements and associated processes are retained. The 610, new fleet forms, the revised 220 and current site specific forms were reviewed against the current IPEC TSC procedure, IP-EP-220, "Technical Support Center" revision 17, the Emergency Plan, and IPEC Emergency Plan commitments. Based on this review, there are two standard ERO position titles which were not adopted by IPEC Emergency Planning: TSC Mechanical Coordinator and ENS Communicator. EN-EP-801 states that the TSC Mechanical Coordinator is optional if the TSC and OSC are co-located. These two facilities are co-located at IPEC. The ENS communicator was not added to the TSC since the ENS communications is designated to the Engineering Coordinator at IPEC and will remain. In 2011, a 50.54Q evaluation was performed and approved this difference. IPEC will assign the Engineering Coordinator to perform the checklist of ENS communicator. There is one commitment which discusses having directions for relocation to an alternate location as necessary. These directions are provided in the EPM checklists in the TSC procedure, IP-EP-220 revision 18. Changes made to IP-EP-220 revision 18 removed only duplicate tasks. Any tasks site specific and not performed in 610 will remain in 220, revision 18. Utilizing EN-EP-610, revision 2 and IP-EP-220 revision 18 for the TSC will address all tasks required for the TSC ERO and no changes to the response processes of facility activation, response time, and organization responsibilities, addressed by 10CFR50.47(b) planning standards will be made.</p> <p>Summary – No ERO positions changes have been made. No ERO responsibilities have been added or deleted. The description, activation and operation of the TSC as described in the IPEC Emergency Plan have not been changed. All site specific commitments continue to be met under the fleet procedure or the use of the site specific facility procedure. This change does not alter the TSC structure, organization or location.</p> <p>The revision of the Technical Support Center procedure, IP-EP-220 rev 18 and issuance of the fleet Technical Support Center Operations procedure, EN-EP-610 and site specific forms screens out.</p> <p>Changes made to IP-EP-220 rev. 18 and EN-EP-610 revision 2 have been reviewed to determine if they affect any of the planning standards or program elements in Part V of this form. It has been concluded that there is no affect and no further evaluation is required and the changes do not require a change to the IPEC Emergency Plan.</p>	

Procedure/Document Number: EN-EP-610 IP-EP-220		Revision: 2 18
Equipment/Facility/Other: Indian Point Energy Center		
Title: Technical Support Center (TSC) Operations Technical Support Center		
Part VI. Signatures:		
Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature 	Date: 11/30/15
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) John P. Standridge Nuclear EP Project Manager	Reviewer Signature 	Date: 11/30/15
Approver Name (Print) Lori A. Glander EP Manager	Approver Signature 	Date: 12-1-15

**IPEC IMPLEMENTING PROCEDURE
PREPARATION, REVIEW, AND APPROVAL**

IP-SMM-AD-102 Rev: 10

Page 34 of 40

ATTACHMENT 10.2

IPEC PROCEDURE REVIEW AND APPROVAL

(Page 1 of 1)

Procedure Title: Technical Support Center

Procedure No: IP-EP-220 Existing Rev: 17 New Rev: 18 DRN/EC No: DRN-15-01355

Procedure Activity (MARK Applicable)	<input type="checkbox"/> Converted To IPEC, Replaces:	Temporary Procedure Change (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE	Unit 1 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change (Enter Step Number in Revision Summary)
<input checked="" type="checkbox"/> GENERAL REVISION	Unit 2 Procedure No: _____	<input type="checkbox"/> ADVANCE Temporary Procedure Change
<input type="checkbox"/> PARTIAL REVISION	Unit 3 Procedure No: _____	<input type="checkbox"/> CONDITIONAL Temporary Procedure Change
<input type="checkbox"/> EDITORIAL REVISION		Terminating Condition: _____
<input type="checkbox"/> VOID PROCEDURE		
<input type="checkbox"/> SUPERSEDED		
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

Revision Summary ☐ N/A - See Revision Summary page.

Revised to support implementation of new fleet facility procedures. Removed any duplicate tasks and kept site specific requirements and commitments.

Implementation Requirements

Implementation Plan? ☐ Yes ☒ No Formal Training? ☐ Yes ☒ No Special Handling? ☐ Yes ☒ No

RPO Dept: Emergency Planning Writer (Print Name/ Ext/ Sign): Rebecca A. Martin / Rebecca A Martin

Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1. ☒ Technical Reviewer Casey Karsten/ 1/25/16
(Print Name/ Signature/ Date)

2. ☐ Cross-Disciplinary Reviewers:
Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)
Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)

3. RPO Responsibilities: Lori Glander/ 1-25-16
(Print Name/ Signature/ Date)

☐ PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)

☒ Previous exclusion from further LI-100 Review is still valid

☐ PAD not required due to type of change

4. ☐ Non-Intent Determination Complete: _____
(Print Name/ Signature/ Date)

NO change of purpose or scope

NO reduction in the level of nuclear safety

NO voiding or canceling of a procedure, unless requirements are incorporated into another procedure or the need for the procedure was eliminated via an alternate process

NO change to less restrictive acceptance criteria

NO change to steps previously identified as commitment steps

NO deviation from the Quality Assurance Program Manual

NO change that may result in deviations from Technical Specifications, FSAR, plant design requirements, or previously made commitments

5. ☐ On-Shift Shift Manager/CRS: _____
(Print Name/ Signature/ Date)

6. ☐ User Validation: User: _____ Validator: _____

7. ☐ Special Handling Requirements Understood: _____
(Print Name/ Signature/ Date)

Emergency Planning Document Change Checklist Form

(All sections must be completed, N/A or place a check on the line where applicable)

Section 1

Doc/Procedure Type: (circle one) Administrative / Implementing / EPLAN

Doc/Procedure No: IP EP 220 C/A: Yes No C/A No. Due Date:


Doc/Procedure Title: Technical Support Center Rev No: 18 Rev Distribution Date: 01/27/16

Reason for EPDCC: ☐ New ☒ Revision ☐ Cancel Date of EPDCC: 01/13/16

Section 2

Change Description

1. Originator: Rebecca A. Martin Rebecca A. Martin
2. Class of Change: Technical Correction ☐ New Commitment ☐ Other ☒ X
3. Page numbers affected and reason for change: Revised to support implementation of new fleet facility procedures. Removed any duplicate tasks and kept site specific requirements and commitments.
4. Emergency Planning Documents Affected: None
5. Emergency Planning Procedures Affected: IP-EP-220
6. References: Other Procedure(s) # N/A Regulatory Document # N/A
Other: _____
7. Reviewed training requirements with department training coordinator _____ date: _____
8. The following are complete, or are not applicable and are so marked.
Tech Review n/a 50.54q ☒ X ENN-LI-100: N/A PL-155 N/A SMM-AD-102 ☒ X
Manager approval ☒ X SRC N/A
9. Both table of contents and transmittals are complete _____ date _____
10. Approved doc/procedure delivered to Document Control for distribution _____ date _____
11. Position Binders updated if applicable: _____ date _____
12. Copy of EPDCC and document/procedure placed in EP file _____ date _____

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 1 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

Procedure Contains NMM ECH eB REFLIB Forms: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Procedure Revision Type: New <input type="checkbox"/> NON-Editorial <input checked="" type="checkbox"/> Editorial <input type="checkbox"/> TC <input type="checkbox"/> Cancellation <input type="checkbox"/>

HQN Effective Date 01/27/2016	Procedure Owner: Title: Site:	Dean Burnett Director, Emergency Programs HQN	Governance Owner: Title: Site:	Mary Ann Wilson Director, Emergency Programs HQN
---	--	---	---	--

Site	Site Procedure Champion	Title
ANO	N/A	N/A
BRP	N/A	N/A
CNS	N/A	N/A
GGNS	Jeff Seiter	Manager, EP
IPEC	Lori Glander	Manager, EP
JAF	James Jones	Manager, EP
PLP	Dan Malone	Manager EP
PNPS	N/A	N/A
RBS	Tim Schenk	Manager, EP
VY	N/A	N/A
W3	N/A	N/A
HQN	Jack Lewis	EP Project Manager

For site implementation dates see ECH eB REFLIB using site tree view (Navigation panel).

Site and NMM Procedures Canceled or Superseded By This Revision

PAL: EI-4.1. Superseded site procedures remain active until the site-specific implementation date.

Process Applicability Exclusion: All Sites: ☐

Specific Sites: ANO ☐ BRP ☐ GGNS ☐ IPEC ☐ JAF ☐ PLP ☐ PNPS ☐ RBS ☐ VY ☐ W3 ☐




TECHNICAL SUPPORT CENTER (TSC) OPERATIONS

Change Statement

This revision corrects the procedure and implements lessons learned from use at GGNS and JAF.

- Added IPEC, PAL and RBS to title page with corresponding deletion of site procedures as applicable.
- Added NOTE that reads "This procedure may be used for activation and operations at the backup/alternative TSC as applicable" in the Purpose section - 1.0.
- Corrected formatting (indentation) for Section 4.0.
- Changed formatting to list the number of a form when the form title is "called" throughout the procedure.
- Section 6.0[7]: Changed "LIST OTHER FLEET FACILITY PROCEDURES" to actually list the fleet EOF and OSC procedures as 6.0[7] and 6.0[8].
- Section 8.0: Incorporated Palisades, Pilgrim and River Bend commitments.
- Added section 2.1 in Attachment 9.2 and corrected numbering to provide accountability section for TSC Manager that was inadvertently omitted in other revisions (IPEC gap #11).
- Added reference to form EP-11-ALL for prioritization of repair team activities in step 2.7 of Attachment 9.3, Operations Coordinator (IPEC gap #6).
- Added NOTES heading to top of page 32 (current) to correct procedure for formatting.
- Changed "Engineering Action Tracking Form" to "EP-12-ALL, Engineering Task Assignment Form" in step 2.5 of Attachment 9.5 to correct procedure. There is no "Engineering Action Tracking Form."
- Changed "Accountability Roster Form" to "EP-7-ALL, "Facility Sign-In/Accountability Form" in step 1.3D.3 of Attachment 9.10 to correct procedure. There is no "Accountability Roster Form."
- Added step 2.5, "Assist with issues related to webEOC" to Attachment 9.7, IT Specialist (PAL gap #39).
- Added "Security" to step 2.12 (new number) of Attachment 9.1, Emergency Plant Manager that reads "Maintain adequate staffing, access control, and 24-hour functional continuity of the Control Room, TSC, Security and OSC" (JAF EAP-46 Rev 1).
- Added step 2.22 to Attachment 9.1, Emergency Plant Manager that reads "Confer with the Operations Coordinator and/or ENS Communicator to review status of ongoing NRC communications. (What information is being requested and are there any issues?)" (JAF EAP-46 Rev 1).
- Added A to step 2.17 (new number) of Attachment 9.1 for 50.54(x) actions for the Emergency Plant Manager that reads "IF actions being taken have the potential to directly affect offsite (such as containment venting or other action that may significantly increase offsite release), THEN obtain Emergency Director approval prior to taking action (JAF EAP-46 Rev 1).
- Added "...when leaving the primary TSC and when the backup or alternate TSC is operational" to the end of step 2.19 (new number) of Attachment 9.1, Emergency Plant Manager that reads "IF it becomes necessary to evacuate or relocate the TSC, THEN notify the OSC, EOF and Control Room" (JAF EAP-46 Rev 1).
- Added step 2.10 (and renumbered succeeding steps) in Attachment 9.1, Emergency Plant Manager: "Provide periodic status updates using site-wide announcements, except during hostile action-based events."
- Step 2.4B of Attachment 9.1, Emergency Plant Manager and step 2.4C of Attachment 9.2, TSC Manager: Added use of EP-14-ALL, Briefing Form where the conduct of briefings is referenced.
- Added step 2.5 to Attachment 9.12, ENS Communicator: "Keep the Emergency Plant Manager informed of the status of NRC communications (requests being made, questions asked, etc.)."
- Added step 2.5 (and renumbered succeeding steps) to Attachment 9.10, Security Coordinator: "Coordinate Security Force staffing needs with the TSC Manager and ensure 24-hour staffing of the Security Force."
- Spelled out words Control Room (from CR), Nuclear Steam System Supplier (from NSSS), Emergency Telephone Directory (from ETD), Radiation Monitoring System (from RMS), Reactor Coolant Pump (from RCP) and Core Exit Thermocouple (from CET) throughout procedure to clarify procedure.
- Removed "FTS" (Federal Telephone System) designation from NRC phone references throughout procedure to simplify procedure.
- Removed superfluous "TSC" from the ENS phone designation in step 1.3B of Attachment 9.12.
- Revised step 1.2A2 in Attachment 9.1 that provides direction on when to declare the TSC operational to better align with the "operational" definition provided in step 3.0[2].

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 3 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

Change Statement (Cont'd)

- Changed step 1.2E of Attachment 9.10 from "... Security posts (personnel as necessary)" to "... Security post personnel (as necessary)" to correct procedure.
- Changed step 5 of Attachment 9.13 from "...NRC HPN Health Physics Network..." to "...NRC Health Physics Network (HPN)..." to correct procedure.
- Changed step 4.0[1] from "...checklists applicable site specific..." to "...checklists and applicable site specific..." (inserted the word "and") to correct grammatical error.
- Change the title of section 2.0 of Attachment 9.10 on page 48 (current revision) from "Initial Responsibility/Activity (Cont'd)" to "Continuous Responsibility/Activity" to correct typographical error.
- Changed the title of section 3.0 of Attachment 9.11 on page 54 (current revision) from "Continuous Responsibility/Activity (Cont'd)" to "Closeout Activity" to correct typographical error.
- Renumbered step 2.1B of Attachment 9.5 on page 27 (current revision) to 2.1A to correct typographical error.
- Renumbered steps in section 2.2 of Attachment 9.5 on page 27 (current revision) to correct typographical error where two step "As" were listed.
- Sheet 1 of Attachment 9.11 on page 51 (current revision): Changed numbering of section 2.2 to 1.1 to correct typographical error.
- Change GGNS commitment document references in section 8.0 on page 7 because of GGNS Emergency Plan changes.

Associated PRHQN #: PR-PRHQN-2015-0494

Procedure Writer: James J. Lewis

Contains Proprietary Information: YES ☐ NO ☒



	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 4 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	PURPOSE	5
2.0	REFERENCES.....	5
3.0	DEFINITIONS.....	5
4.0	RESPONSIBILITIES	5
5.0	DETAILS	5
6.0	INTERFACES	6
7.0	RECORDS	6
8.0	SITE SPECIFIC COMMITMENTS	7
9.0	ATTACHMENTS	7
ATTACHMENT 9.1	EMERGENCY PLANT MANAGER	8
ATTACHMENT 9.2	TSC MANAGER.....	15
ATTACHMENT 9.3	OPERATIONS COORDINATOR	21
ATTACHMENT 9.4	REACTOR ENGINEER	25
ATTACHMENT 9.5	ENGINEERING COORDINATOR	28
ATTACHMENT 9.6	MECHANICAL AND ELECTRICAL/I&C ENGINEERS	32
ATTACHMENT 9.7	IT SPECIALIST.....	35
ATTACHMENT 9.8	TSC COMMUNICATOR.....	37
ATTACHMENT 9.9	RADIOLOGICAL COORDINATOR.....	40
ATTACHMENT 9.10	SECURITY COORDINATOR	48
ATTACHMENT 9.11	MAINTENANCE COORDINATOR	53
ATTACHMENT 9.12	ENS COMMUNICATOR	57
ATTACHMENT 9.13	ENS COMMUNICATIONS GUIDANCE.....	60

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 5 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

1.0 PURPOSE

NOTE

This procedure may be used for activation and operations at the backup/alternative TSC as applicable.

- [1] To describe the activation and operation of the TSC.

2.0 REFERENCES

- [1] Site Emergency Plans
- [2] Site Emergency Plan Implementing Procedures

3.0 DEFINITIONS

- [1] Activation – Actions taken to staff and setup an emergency response facility to make it operational. Actions include but are not limited to notification of emergency personnel, equipment setup and equipment operability testing.
- [2] Operational - Status of an emergency facility declared by the appropriate facility manager upon determining that the facility is adequately staffed and equipment is setup and available to assume/perform the emergency functions assigned to that facility.

4.0 RESPONSIBILITIES

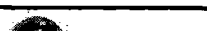
- [1] The entire staff of the TSC is responsible for the activation and operation of the facility using this procedure, their position specific checklists and applicable site specific performance aids.

5.0 DETAILS

NOTE

The actions of this procedure may be completed in any sequence, however, the sequence presented is recommended.

- [1] The EPM follows the instructions outlined in Attachment 9.1, Emergency Plant Manager.
- [2] The TSC Manager follows the instructions outlined in Attachment 9.2, TSC Manager.
- [3] The Operations Coordinator follows the instructions outlined in Attachment 9.3, Operations Coordinator.
- [4] The Reactor Engineer follows the instructions outlined in Attachment 9.4, Reactor Engineer.
- [5] The Engineering Coordinator follows the instructions outlined in Attachment 9.5, Engineering Coordinator.
- [6] The Mechanical Engineer follows the instructions outlined in Attachment 9.6, Mechanical and Electrical/I&C Engineers.
- [7] The Electrical/I&C Engineer follows the instructions outlined in Attachment 9.6, Mechanical and Electrical/I&C Engineers.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 6 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

5.0 *cont'd*


- [8] The IT Specialist (if in the TSC) follows the instructions outlined in Attachment 9.7, IT Specialist.
- [9] The TSC Communicator follows the instructions outlined in Attachment 9.8, TSC Communicator.
- [10] The Radiological Coordinator follows the instructions outlined in Attachment 9.9, Radiological Coordinator.
- [11] The Security Coordinator follows the instructions outlined in Attachment 9.10, Security Coordinator.
- [12] The Maintenance Coordinator follows the instructions outlined in Attachment 9.11, Maintenance Coordinator.
- [13] The ENS Communicator follows the instructions outlined in Attachments 9.12 and 9.13.

6.0 INTERFACES

- [1] EN-AD-103, Document Control & Records Management Programs
- [2] EN-EP-311, Emergency Response Data System (ERDS) Activation via the Virtual Private Network (VPN)
- [3] EN-EP-601, Corporate Emergency Center Operations
- [4] EN-LI-102, Corrective Action Process
- [5] EN-NS-102, Fitness for Duty Program
- [6] EN-FAP-OM-012, Notifications of Off-Normal Situations / Corporate Duty Manager Responsibilities
- [7] EN-EP-609, Emergency Operations Facility (EOF) Operations
- [8] EN-EP-611, Operations Support Center (OSC) Operations

7.0 RECORDS

Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records and are maintained in accordance with EN-AD-103.


	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 7 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

8.0 SITE SPECIFIC COMMITMENTS

Step	Site	Document	Commitment Number or Reference
*	GGNS	GGNS Emergency Plan 5.4.19	
*	GGNS	GGNS Emergency Plan 5.4.18	
*	GGNS	GGNS Emergency Plan 7.3.1 S1	
Attach 9.9 step 2.0E	PAL	NRC Inspection Report 93-07	CMT932002114
Attach 9.9 step 2.0E	PAL	NRC Inspection Report 93-07	CMT932002116
	PIL	NRC Inspection Finding 86-39-01	
	PIL	NRC Inspection Finding 82-15-47	
	RBS		Commitment 15578

9.0 ATTACHMENTS

- 9.1 Emergency Plant Manager
- 9.2 TSC Manager
- 9.3 Operations Coordinator
- 9.4 Reactor Engineer
- 9.5 Engineering Coordinator
- 9.6 Mechanical and Electrical/I&C Engineer
- 9.7 IT Specialist
- 9.8 TSC Communicator
- 9.9 Radiological Coordinator
- 9.10 Security Coordinator
- 9.11 Maintenance Coordinator
- 9.12 ENS Communicator
- 9.13 ENS Communications Guidance

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 8 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 1 of 7

EPM Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

NOTE

The ERO should take appropriate actions necessary to mitigate the event regardless of manning or facility status.

1.1 Initial Orientation.

A. Upon arrival at the TSC:


1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the EPM Binder & ID Badge.

B. Call the (affected unit for ANO and IPEC) Control Room and receive a briefing on plant conditions, Use EP-2-ALL, Essential Information Form to document turnover information.

1. This briefing is not required to declare the TSC operational.

C. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

D. Ensure that the OSC and TSC are in the process of meeting minimum staffing. Minimum staffing is listed in the TSC and OSC Manager's checklists.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 9 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 2 of 7

1.0 Initial Responsibility/Activity (Cont'd)

Notes

1.2 Assume the position of Emergency Plant Manager (EPM).


A. IF the TSC has NOT been declared operational, THEN:

1. Direct the activation of the TSC.
 - (a) IF additional personnel are needed or positions are vacant THEN direct someone to fill vacancies in accordance with EP-10-ALL, Filling an ERO Vacancy During Facility Activation/Operation Form.
 - (1) This step should be performed by the TSC Manager.

NOTE

During a Security Event only personnel and facilities necessary to mitigate the emergency situation should be activated. The TSC may be declared operational without all key members being present. This will be determined by the most senior person in the facility.

2. WHEN minimum staffing for the TSC is met AND equipment is setup and available to assume/perform TSC functions, including any equipment necessary to support communications with the Control Room and OSC, THEN declare the TSC operational and record in webEOC or on EP-3-ALL, Log Sheet Form.
3. Make an announcement to the TSC and inform the Control Room, OSC and EOF that the TSC is operational.
4. Perform an initial briefing for the TSC staff. Use EP-2-ALL, Essential Information Form as guidance.
- B. IF relieving another EPM, THEN perform a formal turnover with the current EPM.
 1. Obtain the EPM's position binder and review any documents used.
 2. Review facility log.
 3. Obtain a briefing from the acting EPM on the emergency, plant conditions and any actions that have been completed or are in progress using EP-2-ALL, Essential Information Form.
 4. Relieve the current EPM.
 5. Announce to the TSC, OSC, Control Room and EOF that you are now the EPM.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 10 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 3 of 7

2.0 Continuous Responsibility/Activity

Notes

2.1 Direct the activities of the TSC.


- A. Coordinate the activities of the Control Room, TSC and OSC.
- B. Coordinate and direct the response activities of all onsite ERO personnel.
 - 1. Establish and promulgate onsite priorities in response to the emergency using the guidance for priority numbering in EP-11-ALL, Repair & Corrective Action Assignment Form.

2.2 Maintain personnel accountability in the TSC.

- A. **IF** you leave the area, **THEN**:
 - 1. Designate an individual to be in command during your absence.
 - 2. Inform the TSC Manager and/or Security Coordinator of destination and expected return.
 - 3. Inform the TSC Manager and/or Security Coordinator of return.
 - (a) Upon return, obtain a briefing from TSC Manager on any events that have occurred while away.

2.3 Maintain a log.

- A. Maintain (or direct an assistant to maintain) a log using webEOC or if unavailable, EP-3-ALL, Log Sheet Form.
 - 1. Log when the EPM duties were assumed.
 - 2. Log significant communications to individuals outside the TSC and all communications to individuals offsite.
 - 3. Log major decisions and any important details used to make the decision (i.e. emergency classification changes, accountability status, radioactive releases, station priorities, etc.).
 - 4. Periodically review log for accuracy.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 11 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 4 of 7

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.4 Prepare and facilitate facility briefings.

- A. Coordinate with the TSC Manager to establish a time period for the conduct of facility briefings.
 - 1. Establish briefing periods at every 30-60 minute intervals as conditions warrant or as conditions change.
 - 2. Make an announcement approximately 5 minutes before actual brief that a brief will be conducted (if possible).
- B. Use EP-2-ALL, Essential Information Form and EP-14-ALL, Briefing Form as guidance.
 - 1. The EPM may use the Operations Coordinator to complete the Essential Information Form to support periodic briefs.
- C. Direct key staff to provide information needed for the briefing, if necessary.
- D. Conduct briefing, announce the time for the next briefing at the end of the briefing and ensure information provided in the briefing is captured and appropriately documented.


2.5 If there has been a loss of a large area of the plant due to fire or explosion, implement the applicable site-specific procedure or guideline for a loss of a large area of the plant.

2.6 Ensure timely ENS notifications.

2.7 Perform accident assessment to prioritize mitigation actions.

2.8 Direct personnel evacuation, assembly and accountability.

- A. Direct the establishment or re-establishment of accountability as determined to be appropriate.
- B. Confer with the Emergency Director on release or evacuation of non-essential personnel from the other buildings, Generation Support Building and/or training building if used.
- C. Check with Control Room, TSC Manager and OSC Manager to determine if additional personnel are needed.
- D. Inform the Emergency Director when there are no immediate personnel needs and the TSC concurs with release of non-essential personnel from the site.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 12 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 5 of 7

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.9 Maintain communications with the Shift Manager/Control Room.

- A. Discuss current plant status and planned operations.
- B. Discuss tasks the TSC/OSC are performing and review priorities.
- C. Inform Control Room of any other important ERO activities (such as shift changes, arrival of NRC personnel, etc.).

2.10 Provide periodic status updates using site-wide announcements, except during hostile action-based events.

2.11 Maintain communications with the Emergency Director.

- A. Inform the Emergency Director of onsite priorities and activities.
- B. Provide information and recommendations to the Emergency Director regarding plant activities/emergency classifications.
- C. Inform the ED of any plant conditions or events which have the potential for change of emergency classification or radiological releases status.

1. Advise the ED on core damage and plant conditions for classification and PAR determination.

2. Verify event classifications.


2.12 Maintain adequate staffing, access control, and 24-hour functional continuity of the Control Room, TSC, Security and OSC.

- A. Request additional material, manpower, and equipment as necessary from the EOF Administration and Logistics Coordinator.

2.13 Direct the organization, coordination and prioritization of repair corrective action teams.

- A. Provide concurrence prior to any OSC repair team action that may affect the operability of a plant system.
- B. Approve deviations from any plant procedure dealing with changing plant configuration or personnel safety.
- C. Approve repair team actions that would normally require a procedure but no procedure exists.

2.14 Direct onsite protective actions.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 13 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1


EMERGENCY PLANT MANAGER

Sheet 6 of 7

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.15 Authorize emergency radiation exposure and issuance of KI to recommended personnel in the Control Room, TSC or OSC or to Security personnel.
- 2.16 Make operational decisions involving the safety of the plant and its personnel and make recommendations to the Control Room.
- 2.17 Initiate immediate corrective actions to limit or contain the emergency, invoking the provisions of 10 CFR 50.54(x) if appropriate.
 - A. **IF** actions being taken have the potential to directly affect offsite (such as containment venting or other action that may significantly increase offsite release), **THEN** obtain Emergency Director approval prior to taking action.
- 2.18 When applicable, direct implementation of Severe Accident Management procedures/guidelines.
- 2.19 Direct relocation to an alternate location as necessary.
 - A. **IF** it becomes necessary to evacuate or relocate the TSC, **THEN** notify the OSC, EOF and Control Room when leaving the primary TSC and when the backup or alternate TSC is operational.
- 2.20 Integrate offsite responders with on-site response efforts when required.
 - A. Prepare for NRC Site Team response activities.
 1. Coordinate the arrival of the Site Response Team with the EOF.
 2. Brief (or designate an individual to brief) the in-plant NRC Site Team upon arrival.
 3. Direct the TSC Manager to coordinate activities associated with the NRC Site Team.
- 2.21 Confer with the Operations Coordinator and/or ENS Communicator to review status of ongoing NRC communications. (What information is being requested and are there any issues?)

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 14 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.1

EMERGENCY PLANT MANAGER

Sheet 7 of 7

3.0 Closeout Activity

Notes


3.1 Preparations for Recovery Phase:

- A. Provide information to the ED to support transition to the Recovery Phase. Discuss the following:
- B. Plant configuration and core cooling status.
 1. In-plant radiation levels.
 2. Radioactive material releases to the environment and the potential for additional uncontrolled releases.
 3. Fires; flooding conditions and any other site damage.
 4. Vital areas requiring occupancy are habitable.
 5. Site security control is established.

3.2 Direct onsite personnel to return all equipment to proper storage locations.

3.3 Collect all documentation:

- A. Direct TSC staff to verify that logs, forms and other documentation are complete.
- B. Direct the TSC Manager to verify that all repairs performed by OSC Teams that deviate from normal station procedures are properly documented, so that necessary actions can be taken for continuous plant operations or plant recovery operations.
- C. Direct the TSC Manager to verify that all deviations from Technical Specifications, Quality Assurance documents and other procedures are documented in PCRS so that these items are evaluated during the Recovery Phase.
- D. Provide all logs and records to the TSC Manager upon termination of the emergency.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 15 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2

TSC MANAGER

Sheet 1 of 6

TSC Manager Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.


A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "TSC Manager" Binder & ID Badge.

B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

C. Obtain a briefing from the EPM to identify the following:

1. Plant conditions.
2. Actions that have been taken.
3. Engineering actions to be initiated.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 16 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2

TSC MANAGER

Sheet 2 of 6

1.0 Initial Responsibility/Activity (Cont'd)

Notes

1.2 Assume the position of TSC Manager.

A. IF the TSC has NOT been declared operational, THEN:

NOTE


Typical minimum staffing to declare the TSC operational. The site's staffing requirements may differ as needed to address site specific requirements:

- EPM
- Reactor Engineer
- Radiological Coordinator
- Mechanical and Electrical/I&C Engineers – appropriate staff to perform the facility's key function areas for the event.
- ENS Communicator

NOTE

During a Security Event only personnel and facilities necessary to mitigate the emergency situation should be activated. The TSC may be declared operational without all key members being present. This will be determined by the most senior person in the facility based on plant conditions.

1. Verify the minimum TSC staff is present.
 - (a) IF additional personnel are needed or positions are vacant, THEN direct someone to fill vacancies in accordance with EP-10-ALL, Filling an ERO Vacancy During Facility Activation/Operation Form.
2. Report readiness status to the EPM and Control Room when prepared to assume the TSC Manager position and declare the TSC operational when minimum staffing for the TSC is met and equipment is setup and available to assume/perform TSC functions, including any equipment necessary to support communications with the Control Room and OSC,
 - (a) Notify the EPM when operational conditions exist.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 17 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2

TSC MANAGER


Sheet 3 of 6

1.0 Initial Responsibility/Activity (Cont'd)

Notes

- B. **IF** relieving another TSC Manager, **THEN** perform a formal turnover with the current TSC Manager.
 - 1. Obtain the TSC Manager's position binder and review any documents used.
 - 2. Review facility log.
 - 3. Obtain a briefing from the acting TSC Manager.
 - 4. Relieve the current TSC Manager.
- C. Announce to the TSC staff that you are now the TSC Manager.
- D. **IF** not previously performed, **THEN** verify Emergency Response Data System (ERDS) is operational (set up to run 24/7 and should be running).
 - 1. Verify ERDS is activated. ERDS is required to be activated within one (1) hour of declared emergency at ALERT **OR** higher. Refer to EN-EP-311.
 - 2. **IF** TSC IT Support is available, **THEN** request ERDS activation verification.
 - 3. **IF** TSC IT Support is **NOT** available, **THEN** Verify ERDS is activated.
 - (a) **IF**, due to conflicting priorities, ERDS cannot be verified to be activated, **THEN** request the EOF to verify ERDS activation.

1.3 Call out additional personnel as needed.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 18 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2

TSC MANAGER

Sheet 4 of 6

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the Emergency Plant Manager and Engineering Coordinator of destination and expected return.
2. Inform the Emergency Plant Manager and Engineering Coordinator of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Assist the EPM in the activation, operation and deactivation of the TSC.

- A. Assist the EPM to make operational decisions concerning the safety of the plant.

2.3 Maintain a log.


- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the TSC Manager position.
 1. Log when the TSC Manager duties were assumed.
 2. Log significant communications to individuals outside the TSC and all communications to individuals offsite.
 3. Log major decisions and actions and any important details.

2.4 Participate in periodic briefings with EPM.

- A. Coordinate with the OSC Manager, as appropriate, to schedule the conduct of periodic briefings.
- B. Establish briefing periods at every 30-60 minute intervals as conditions warrant or as conditions change.
- C. Use EP-2-ALL, Essential Information Form and EP-14-ALL, Briefing Form as guidance for the conduct of briefs.

2.5 Manage the activities of the TSC Staff:

- A. Analyze plant information to provide support to plant operations personnel in returning the plant to a safe condition.
- B. Develop action plans and procedures to repair and/or mitigate consequences.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 19 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2


TSC MANAGER

Sheet 5 of 6

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

1. Recognize and implement all technical aspects of accident mitigation for the emergency.
2. Perform technical assessments and communicate the conclusions to the EPM.
- C. Anticipate TSC support requirements from ERO.
- D. Procure drawings and information needed to solve plant problems.
- E. Direct the tracking of plant configuration changes.
- 2.6 Maintain TSC Staffing
 - A. Support/coordinate with the EOF Administration and Logistics Coordinator to ensure that manpower planning is being conducted to provide for response efforts over an extended period.
 - B. Upon direction from the EPM, reduce staffing per shift schedule.
 - C. Continually assess the need for additional personnel, especially during off hours.
- 2.7 Direct EOP questions to the Operations Coordinator.
 - A. Assist the EPM in setting priorities for TSC activities using the guidance for priority numbering in EP-11-ALL, Repair & Corrective Action Assignment Form.
 - B. Keep TSC Staff informed of priorities.
 - C. Direct that TSC assignments in webEOC are updated to reflect priorities.
- 2.8 Establish communications as needed with the Entergy Engineering Groups for engineering support functions. Use company phone directory and Emergency Telephone Directory to locate phone numbers.
- 2.9 Core Damage Assessment
 - A. Direct TSC Staff members to complete core damage assessment
 - B. Provide summary of core status to EPM, TSC staff and other emergency facilities when core damage assessment is complete.
- 2.10 Notify Nuclear Steam Supply System (NSSS) vendor and other vendors of emergency conditions, as required. (Phone numbers in Emergency Telephone Directory).

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 20 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.2

TSC MANAGER

Sheet 6 of 6

2.0 Continuous Responsibility/Activity (Cont'd)

2.11 Oversee the activities for relocation to an alternate location as necessary.

3.0 Closeout Activity


3.1 Direct TSC staff to return all equipment to proper storage locations.

3.2 Review all documentation:

- A. Verify that logs, forms and other documentation are complete.
- B. Verify that all repairs performed by OSC Teams that deviate from normal station procedures are properly documented, so that necessary actions can be taken for continuous plant operations or plant recovery operations.
- C. Verify that all deviations from Technical Specifications, Quality Assurance documents and other procedures are documented in PCRS so that these items are evaluated during the Recovery Phase.
- D. Verify that all temporary procedures used and/or developed are documented in webEOC for use by Recovery Organization so that necessary actions can be taken for plant operations.

3.3 Provide all logs and records to the EP Manager upon termination of the emergency.

Notes

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 21 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.3

OPERATIONS COORDINATOR

Sheet 1 of 4

Operations Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Operations Coordinator" Binder & ID Badge.

B. Review electronic displays, plant data and any other available information to become familiar with current plant conditions.

1.2 Assume the position of Operations Coordinator.

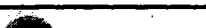
A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the Engineering Coordinator or TSC Manager when prepared to assume the Operations Coordinator position.

B. IF relieving another Operations Coordinator, THEN perform a formal turnover with the current Operations Coordinator.

1. Obtain the Operations Coordinator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Operations Coordinator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Operations Coordinator.

C. Inform the TSC Manager and Engineering Coordinator that you are now the Operations Coordinator.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 22 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.3

OPERATIONS COORDINATOR

Sheet 2 of 4

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the Engineering Coordinator and/or Security Coordinator of destination and expected return.
2. Inform the Engineering Coordinator and/or Security Coordinator of return.

(a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Operations Coordinator position.
- B. Log when the Operations Coordinator duties were assumed.

2.3 Monitor plant data communications between Control Room and other Emergency Response Facilities.


- A. Ensure the Control Room, TSC, and EOF are informed of significant changes in event status (e.g. changes in classification, command and control, initiation of station assembly, accountability, evacuation, etc.).

2.4 Inform the TSC of the overall plant condition and significant changes to system and equipment status.

2.5 Provide technical assistance to the Shift Manager.

2.6 Monitor fission product barrier and plant status

- A. Provide recommendations to TSC Manager and EPM for emergency classification changes based on EALs.
- B. Assist the Reactor Engineer in maintaining the fission product barrier status.
- C. Assist in clarifying plant parameter Information to EPM, TSC Manager and other members of the engineering team.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 23 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.3


OPERATIONS COORDINATOR

Sheet 3 of 4

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.7 Coordinate TSC efforts in determining the nature and extent of emergencies pertaining to equipment and plant facilities in support of Control Room actions.
 - A. Recommend equipment operations checks and miscellaneous actions to the Control Room in support of restoration and accident mitigation.
 - B. Recommend changes in plant priorities.
 - C. Assist the EPM in determining the priority assigned to OSC activities. Refer to EP-11-ALL, Repair & Corrective Action Assignment Form.
- 2.8 Work with other members of the Engineering Team to provide support to the Control Room to mitigate the effects of the event and return the plant to a safe condition.
 - A. Perform accident assessment activities.
 - B. Recommend strategies and actions to prevent severe core damage and containment failure and reduce radiological releases.
 - C. Provide recommendations on plant operations.
 - D. Provide assistance to initiate immediate corrective actions to limit or contain the emergency invoking the provisions of 10 CFR 50.54(x) if appropriate, and specifically when addressing Severe Accident Management Guidelines.
 - E. Provide technical support to OSC teams as needed.
 - F. Look ahead for possible plant problems and solutions.
- 2.9 Coordinate requests for operations activities outside of the Control Room.
- 2.10 Coordinate additional staffing for the Control Room if requested by the SM.
- 2.11 As applicable and at the direction of the EPM, assume the duties and responsibilities of the Evaluator, or Decision-Maker if qualified, when transition to Severe Accident Management Guidelines is initiated.
- 2.12 Complete EP-2-ALL, Essential Information Form to support periodic briefs as requested by the EPM.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 24 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.3


OPERATIONS COORDINATOR

Sheet 4 of 4

3.0 Closeout Activity

Notes

- 3.1 Assist TSC personnel in returning all equipment to proper storage locations.
- 3.2 Review all documentation the Operations Coordinator(s) maintained during the emergency:
 - A. Verify that logs, forms and other documentation are complete.
 - B. Verify that all temporary procedures used and/or developed are documented for use by Recovery Organization so that necessary actions can be taken for plant operations.
- 3.3 Provide all logs and records to the Engineering Coordinator upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 25 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.4

REACTOR ENGINEER

Sheet 1 of 3

Reactor Engineer Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Reactor Engineer" Binder & ID Badge.

B. Review electronic displays, plant data and any other available information to become familiar with current plant conditions.

C. Discuss Fission Product Barrier status with the Operations Coordinator and update displays as required.

1.2 Assume the position of Reactor Engineer.


A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the Engineering Coordinator or TSC Manager when prepared to assume the Reactor Engineer position.

B. IF relieving another Reactor Engineer, THEN perform a formal turnover with the current Reactor Engineer.

1. Obtain the Reactor Engineer's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Reactor Engineer on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Reactor Engineer.

C. Inform the TSC Manager and Engineering Coordinator that you are now the Reactor Engineer.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 26 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.4

REACTOR ENGINEER

Sheet 2 of 3

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the Engineering Coordinator of destination and expected return.
2. Inform the Engineering Coordinator of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.


- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Reactor Engineer position.
- B. Log when the Reactor Engineer duties were assumed.

2.3 Monitor plant conditions for any indications of core damage.

- A. Perform and update core damage assessment based on current information using site-specific procedure.
- B. Notify TSC Manager and/or Engineering Coordinator immediately of any changes in core status.
- C. Keep the Radiological Coordinator informed of core status to assist in maintaining radiological controls for plant personnel.
- D. Through the TSC Manager and/or the Radiological Coordinator, ensure that the EOF Radiological Assessment Coordinator is kept informed of the latest estimate of the amount of core damage.

2.4 Assist in clarifying core parameter information to other members of the Engineering Team.

- A. Provide recommendations on plant operations.
- B. Assist in developing emergency procedures if needed.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 27 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.4


REACTOR ENGINEER

Sheet 3 of 3

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.5 Work with other members of the Engineering Team to provide support to the Control Room to mitigate the effects of the event and return the plant to a safe condition.
 - A. Provide recommendations on plant operations.
 - B. Assist in developing emergency procedures if needed.
 - C. Assist in Severe Accident Management Guideline implementation.
- 3.0 Closeout Activity
- 3.1 Assist TSC personnel in returning all equipment to proper storage locations.
- 3.2 Review all documentation the Reactor Engineers maintained during the emergency:
 - A. Verify that logs, forms and other documentation are complete.
 - B. Verify that any core parameters that were outside technical specifications during the event are documented so that proper actions can be taken during the Recovery Phase.
- 3.3 Provide all logs and records to the Engineering Coordinator upon termination of the emergency and entry into the Recovery Phase.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 28 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.5

ENGINEERING COORDINATOR

Sheet 1 of 4

Engineering Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Engineering Coordinator" Binder & ID Badge.

B. Review electronic displays, plant data and any other available information to become familiar with current plant conditions.

C. Evaluate the adequacy of the Engineering Team staffing and ability to support the Control Room in technical assessment activities. The normal Engineering Team includes:

1. Reactor Engineer
2. Electrical / I&C Engineer
3. Mechanical Engineer

1.2 Assume the position of Engineering Coordinator.


A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the TSC Manager when prepared to assume the Engineering Coordinator position.

B. IF relieving another Engineering Coordinator, THEN perform a formal turnover with the current Engineering Coordinator:

1. Obtain the Engineering Coordinator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Engineering Coordinator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Engineering Coordinator.

C. Inform the TSC Manager and staff that you are now the Engineering Coordinator.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 29 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.5

ENGINEERING COORDINATOR

Sheet 2 of 4

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the TSC Manager of destination and expected return.
2. Inform the TSC Manager of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.


2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Engineering Coordinator position.
- B. Log when the Engineering Coordinator duties were assumed.
- C. Note the Engineering Team activities undertaken with information pending actions to ensure the plant is returned to a safe condition.
- D. Note communications external to the TSC.

2.3 Coordinate with the TSC Manager to call in additional engineering assistance as needed:

- A. All Entergy engineering resources should be utilized as required. Individuals may be tasked with activities to be completed at engineering offices external to the TSC, and to be called to report to the TSC or directed to other facilities as needed.
- B. Call on non-Entergy engineering support such as Westinghouse, equipment vendors and/or NRC engineers as necessary (some support organization phone numbers are located in the Emergency Telephone Directory).

2.4 Track assignments to TSC engineering personnel using webEOC or EP-12-ALL, Engineering Task Assignment Form if webEOC is unavailable.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 30 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.5


ENGINEERING COORDINATOR

Sheet 3 of 4

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.5 Assist the TSC Manager in planning and performing engineering assessment of the plant conditions and/or actions to be taken to mitigate plant damage.
- A. Assist the EPM and TSC Manager in establishing onsite priorities in response to the emergency using the guidance for priority numbering in EP-12-ALL, Engineering Task Assignment Form.
- 2.6 Direct the activities of the Engineering Team in the following areas and provide results back to the TSC Manager:
- A. Direct the technical support and engineering activities in accordance with the priorities established by the EPM and the TSC Manager.
- B. Use available computer systems to monitor and assess vital plant parameters and conditions.
- C. Direct the Engineering Team to monitor, trend and assess plant parameters and status to determine the condition of safety related systems and the fission product barriers.
1. Verify the status of equipment out-of-service is maintained.
 2. Provide recommendations for emergency classification changes based on review of the EALs.
 3. Provide recommendations for mitigating activities.
 4. Forecast expected changes in the level of plant and system safety.
 5. Determine the extent of core damage.
 6. Recommend strategies and actions to prevent severe core damage and containment failure and reduce radiological releases.
- D. When applicable, perform monitoring, assessment and evaluation to support Severe Accident Management Guideline activities and strategies.
- E. Track plant configuration changes.
- F. Direct personnel to develop or modify procedures to perform response activities as necessary. (For example, emergency repairs or emergency system lineups).

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 31 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.5

ENGINEERING COORDINATOR

Sheet 4 of 4

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

G. Confirm any sample requests for chemistry sampling contain specific details on the type of information that is necessary (such as system boron concentration, activity, etc.).

H. Provide engineering support for OSC activities as requested.

3.0 Closeout Activity


3.1 Direct Engineering Team Staff to return all equipment to proper storage locations.

3.2 Review all documentation the Engineering Team maintained during the emergency:

A. Verify that logs, forms and other documentation are complete.

B. Verify that all temporary procedures used and/or developed are documented for use by the Recovery Organization so necessary actions can be taken for continuous plant operations or long-term restoration.

3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 32 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.6

MECHANICAL AND ELECTRICAL/I&C ENGINEERS

Sheet 1 of 3

Engineer Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Mechanical Engineer" Binder & ID Badge or "Electrical/I&C Engineer" Binder & ID Badge.

B. Review facility electronic displays, plant data and any other available information to become familiar with current plant conditions.

1.2 Assume the position of Mechanical (Electrical/I&C) Engineer.


A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the Engineering Coordinator when prepared to assume the Mechanical (Electrical/I&C) Engineer position.

B. IF relieving another engineer, THEN perform a formal turnover with the current engineer.

1. Obtain the Mechanical (Electrical/I&C) Engineer's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting engineer on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Mechanical (Electrical/I&C) Engineer.

C. Inform Engineering Coordinator that you are now the Mechanical (Electrical/I&C) Engineer.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 33 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.6

MECHANICAL AND ELECTRICAL/I&C ENGINEERS

Sheet 2 of 3

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the Engineering Coordinator of destination and expected return.
2. Inform the Engineering Coordinator of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the position.
- B. Log when the engineer duties were assumed.

2.3 Assist in clarifying Mechanical or Electrical / I&C information to other members of the Engineering Team.


2.4 Work with other members of the Engineering Team to provide support to the Control Room to mitigate the effects of the event and return the plant to a safe condition.

- A. Respond to engineering requests from the Engineering Coordinator.
- B. Provide recommendations on equipment operations.
- C. Develop emergency procedures if needed.
- D. Identify emergency repairs that can be undertaken to restore and maintain equipment operability and plant safety.

2.5 Assist the OSC Mechanical and I&C/Electrical Coordinators in preparing to send repair teams into the plant.

- A. Provide information on parts needed.
- B. Provide information on tools required.
- C. Prepare emergent maintenance procedures for OSC repair teams.
- D. Participate in team briefing if required.

2.6 Evaluate Severe Accident Management Guideline strategy implementation when designated.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 34 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.6


MECHANICAL AND ELECTRICAL/I&C ENGINEERS

Sheet 3 of 3

3.0 Closeout Activity

Notes

- 3.1 Assist TSC personnel in returning all equipment to proper storage locations.
- 3.2 Review all documentation the Mechanical or Electrical / I&C Engineers maintained during the emergency:
 - A. Verify that logs, forms and other documentation are complete.
 - B. Verify that any equipment repairs that were performed outside normal requirements during the event are documented so that proper actions can be taken during the recovery phase.
- 3.3 Provide all logs and records to the Engineering Coordinator upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 35 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.7

IT SPECIALIST

Sheet 1 of 2

NOTE

IF the IT Specialist is staffed in the TSC versus the EOF, **THEN** this checklist is applicable.

IT Specialist Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "IT Specialist" Binder & ID Badge.

1.2 Assume the position of IT Specialist.

A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the TSC Manager when prepared to assume the IT Specialist position.

B. IF relieving another IT Specialist, THEN perform a formal turnover with the current IT Specialist:

1. Obtain the IT Specialist's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting IT Specialist on the emergency, plant conditions and any actions that have been completed or are in progress.

4. Relieve the current IT Specialist.

C. Inform TSC Manager and staff that you are now the IT Specialist.


NOTE:

ERDS is not functional in the Simulator for a Drill.

D. Emergency Response Data System (ERDS)

1. **IF** not previously performed, **THEN** verify ERDS is activated within one (1) hour of declared emergency at ALERT **OR** higher classification. Refer to EN-EP-311.

E. Support the setting up of the TSC/OSC electronic displays.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 36 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.7

IT SPECIALIST

Sheet 2 of 2

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the TSC Manager of destination and expected return.
2. Inform the TSC Manager of return.

(a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the position.
- B. Log when the IT Specialist duties were assumed.

2.3 Assist the Engineering Team in obtaining plant data from the various TSC Computer systems.

2.4 Ensure computer displays continue to operate properly.


2.5 Assist with issues related to webEOC.

3.0 Closeout Activity

3.1 Assist TSC personnel in returning all equipment to proper storage locations:

- A. Erase TSC Electronic displays.
- B. Log off PCs.
- C. Turn off or dim computer display systems.

3.2 Provide all logs and records to the Engineering Coordinator upon termination of the emergency and entry into the Recovery Phase.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 37 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.8

TSC COMMUNICATOR

Sheet 1 of 3

TSC Communicator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "TSC Communicator" Binder & ID Badge.

B. Review facility electronic displays, plant data and any other available information to become familiar with current plant conditions.

1.2 Assume the position of TSC Communicator.

A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the TSC Manager when prepared to assume the TSC Communicator position.

B. IF relieving another TSC Communicator, THEN perform a formal turnover with the current TSC Communicator:


1. Obtain the TSC Communicator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting TSC Communicator on the emergency, plant conditions and any actions that have been completed or are in progress.

4. Relieve the current TSC Communicator.

C. Inform TSC Manager and staff that you are now the TSC Communicator.

D. IF inter-facility communications has NOT been established with the other facilities, THEN establish this communications link.

1. Inform all parties you are establishing communications from the TSC and are now monitoring line.
2. Stay on line at all times or inform other parties when you will be off line.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 38 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.8

TSC COMMUNICATOR

Sheet 2 of 3

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Request the TSC Operations Coordinator monitor the inter-facility communications to the Control Room, OSC and EOF as necessary.
2. Inform the TSC Manager and/or Security Coordinator of destination and expected return.
3. Inform the TSC Manager and/or Security Coordinator of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.


- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the TSC facility and the TSC Communicator position.
- B. Log when the TSC Communicator duties were assumed.
- C. Update facility status in webEOC.
- D. Log significant communications pertaining to plant operations and all communications to individuals offsite.

2.3 Ensure timeliness of facility briefs by prompting EPM to develop and adhere to briefing schedule.

2.4 Communicate between the other emergency response facilities (ERFs) if necessary regarding plant status or webEOC entries.

- A. Transmit/receive data to/from the TSC as applicable regarding action being taken in all ERFs.
- B. Advise communicators in the other ERFs of the actions being taken in the TSC and OSC (as applicable):
 1. Report TSC and OSC (as applicable) activities.
 2. Question others regarding activities and actions at their facilities.
 3. Ask for feedback from OSC on engineering decisions.

2.5 Maintain communications as necessary with satellite Entergy response groups outside ERFs.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 39 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.8

TSC COMMUNICATOR

Sheet 3 of 3


2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.6 Keep aware of Control Room personnel actions and procedures being implemented. Notify TSC Engineers if appropriate.
- 2.7 Work with other members of the TSC Staff to provide support to the Control Room to mitigate the effects of the event and return the plant to a safe condition.
- 2.8 Support the EPM/TSC Manager as requested.
 - A. When requested by TSC Manager, notify the Nuclear Steam Supply System (NSSS) vendor and other vendors of emergency conditions. Phone numbers can be found in the Emergency Telephone Directory.
 - B. Provide information to the NRC Operations Center as requested.

3.0 Closeout Activity

- 3.1 Assist TSC personnel in returning all equipment to proper storage locations.
- 3.2 Review all documentation maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
 - B. Verify that any equipment and procedure problems noted during the event are documented so that proper actions can be taken to correct them.
- 3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 40 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

RADIOLOGICAL COORDINATOR

Sheet 1 of 8

Radiological Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Radiological Coordinator" Binder & ID Badge.

B. Review facility electronic displays, plant data and any other available information to become familiar with current plant and radiological conditions.


1.2 Assume the position of Radiological Coordinator.

A. IF the TSC has NOT been declared operational, THEN:

1. Contact the shift RP personnel and receive a briefing of radiological conditions and status of any ongoing jobs.
2. Determine if any personnel are currently in the field.
3. Report readiness status to the TSC Manager when prepared to assume the Radiological Coordinator position.

B. IF relieving another Radiological Coordinator, THEN perform a formal turnover with the current Radiological Coordinator:

1. Obtain the Radiological Coordinator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Radiological Coordinator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Radiological Coordinator.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 41 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

RADIOLOGICAL COORDINATOR

Sheet 2 of 8

1.0 Initial Responsibility/Activity (Cont'd)

Notes

C. Inform the TSC Manager and TSC staff that you are now the Radiological Coordinator.

1.3 IF NOT already performed, THEN perform the following:


- A. IF necessary, THEN direct a Rad Protection Technician to perform a habitability survey of the TSC and set up radiological controls (access/egress checkpoints) as required.
- B. Establish the capability for monitoring of Iodine, should it become necessary, using an AMS-4 or other equipment.
- C. Establish contamination controls for the Control Room and TSC if necessary.
- D. IF individuals have not been previously issued dosimetry, THEN have dosimetry issued to them.
- E. Assign personnel to the following positions:
 1. TSC RP monitor
 2. Protected Area/Onsite Monitoring Team, IF requested by the EOF
 3. EOF RP monitor, IF requested by the EOF
 4. Personnel to report to the EOF to support any decontamination efforts, IF requested by the EOF.
 5. RP monitor to Assembly Area(s) as necessary.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the TSC Manager and/or Security Coordinator of destination and expected return.
2. Inform the TSC Manager and/or Security Coordinator of return.
 - (a) Upon return, obtain a briefing on any events that have occurred while away.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 42 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

RADIOLOGICAL COORDINATOR

Sheet 3 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Radiological Coordinator position.
- B. Log when the Radiological Coordinator duties were assumed.
- C. Record any significant and unusual indications from the plant Radiation Monitoring System.
- D. Record any significant changes in radiological conditions reported from Field Teams.
- E. Record any communications outside the Protected Area Fence or significant communications to facilities outside the TSC/OSC.


2.3 Assess radiological conditions and develop radiological plans.

- A. Obtain and evaluate data on plant conditions such as meteorological and radiological readings and other pertinent data.
- B. Keep the TSC Manager informed of radiological conditions.

2.4 Advise the OSC Rad/Chem Coordinator of changes in plant conditions or equipment that may change radiological conditions onsite.

2.5 Establish and maintain radiological habitability.

- A. Direct periodic radiological monitoring of emergency response facilities within the Protected Area and other occupied areas as necessary, particularly when a release of radioactive material into plant environments is in progress or suspected.
 - 1. At a minimum, verify habitability in the Control Room, TSC and OSC.
 - 2. Re-verify this habitability approximately once every 60 minutes or when conditions have likely worsened.
 - 3. **IF** there has been a release of radioactive material, **THEN** dispatch RP Technicians to Assembly Area(s) to verify habitability as necessary.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 43 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9


RADIOLOGICAL COORDINATOR

Sheet 4 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- B. **IF** the following conditions exist in the TSC or Control Room, **THEN** request the EPM to implement restrictions on eating and drinking in the affected areas.
1. Radiological conditions are unknown.
 2. Contamination levels above background.
 3. Airborne contamination levels above background.
- C. Set up radiological controls for the TSC.
- D. Ensure Control Room/TSC/OSC/Security personnel are aware of any restrictions in place. Note any radiological release that may interfere with personnel movement outside.
1. Advise the TSC Manager and EOF Radiological Assessment Coordinator of changes in radiological release status.
 2. Coordinate with the Security Coordinator to determine the routes to be used for evacuation of non-essential personnel and BREs.
- E. **IF** any of the following conditions exist, **THEN** request the TSC Manager immediately consider a planned evacuation of the TSC (OSC or other occupied area):
1. TSC (OSC or other occupied area) dose rates > 500 mRem/hr
 2. Projected doses > 1 Rem TEDE or 5 Rem CDE over a 12 hour period
 3. Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.
- F. **IF** any of the above limits are reached, **THEN** coordinate with the OSC/TSC Managers to survey alternate locations for habitability prior to relocation if possible.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 44 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

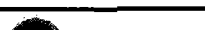
RADIOLOGICAL COORDINATOR

Sheet 5 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.6 Suspend normal RWP requirements for performing work in radiological controlled areas if necessary.
 - A. Emergency Radiation Work Permits (ERWP) will then be used for team dispatch.
 - B. In the event that radiation fields change while a team is in the field, the RP Technician accompanying the team becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.
- 2.7 **IF** immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety, **THEN** documentation on ERWPs and Team Dispatching Forms may be deferred.
 - A. Documentation shall be finished as soon as possible after team dispatch.
- 2.8 Suspend radiological posting requirements, if necessary, for areas outside the RCA that are affected by the accident until the Recovery Phase is entered.
- 2.9 Document radiological readings taken by RP Technicians or other meter qualified individuals in the field on survey maps.
- 2.10 Establish and maintain dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel.
 - A. Use ERWPs to control radiological requirements for personnel sent into the plant.
 - B. Initiate ERWPs for anticipated activities in various plant areas.
 - C. **WHEN** possible, **THEN** use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment.
- 2.11 Direct Radiation Protection Technicians in the following activities:
 - A. Assign RP Technicians to assist in emergency response support activities.
 - B. Use EP-5-ALL, Team Dispatching Form to prepare and document team assignments. Ensure each team dispatched has a copy of the Team Dispatching Form.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 45 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

RADIOLOGICAL COORDINATOR

Sheet 6 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

C. Assign personnel to conduct in-plant radiological surveys as required to support ERO activities.

D. Assign RP Technicians to accompany teams requiring radiological support.

2.12 Assist in planning rescue operations and provide monitoring services as required, including the transfer of injured and/or contaminated personnel.


A **IF** there are contaminated injured personnel, **THEN** perform the following:

1. Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.
2. Monitor patients for contamination and decontaminate as appropriate.
3. Make arrangements to pick up Rad Protection personnel at the hospital.
4. Follow proper procedures to retrieve radioactive waste from offsite treatment locations.
5. Obtain concurrence from the EPM prior to releasing the hospital's Radiological Emergency Room or the ambulance for uncontrolled use.

2.13 Emergency Exposure Control:

A. **IF** emergency exposure controls are implemented, **THEN** maintain individual emergency exposures as follows:

1. Give EPM the recommendation for the ERO Dose Limits to be raised to 5 Rem.
2. **IF** individuals are required to receive greater than 5 Rem emergency exposures, **THEN** complete EP-4-ALL, Exposure Authorization Form **AND** request permission from EPM authorizing exposure in excess of 5 Rem.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 46 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9


RADIOLOGICAL COORDINATOR

Sheet 7 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- B. An RP Technician escort is required for any team being sent into an area where any of the following conditions exist:
1. Radiological conditions are unknown. Surveys or ARMs may be used to predict radiological conditions.
 2. Radiation field in excess of 1 R/hr is expected.
 3. In the event of any release of radioactivity to the environment.
- 2.14 **IF** individuals receive or are expected to receive radioiodine uptakes > 5 REM CDE thyroid dose or a General Emergency has been declared, **THEN**:
- A. Control the issuance of KI to onsite emergency workers as follows:
1. Discuss issuance of KI with Radiological Assessment Coordinator in the EOF.
 2. Get approval of the EPM for issuance of KI.
 3. Direct team members to read Patient Package Insert prior to taking KI (see EP-8-ALL, KI Instructions/Briefing Form for sample).
 4. Recommend emergency workers to take one KI tablet per day. Refer to site specific procedure for location of KI.
 5. Record KI issuance information on EP-8-ALL, KI Instructions/Briefing Form.
 6. Select and announce appropriate locations (TSC, OSC, etc.) for all ERO members inside the Protected Area to report for distribution of KI.
 7. Notify the Assembly Area Coordinator(s) to issue KI to personnel in the assembly area(s) as necessary.
- B. Evaluate iodine uptakes for persons issued KI, informing contracted medical representatives of KI issuance.
- 2.15 Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.
- 2.16 Ensure that appropriate bioassay procedures have been implemented for onsite personnel when a radioactivity incident has occurred.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 47 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.9

RADIOLOGICAL COORDINATOR

Sheet 8 of 8

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.17 Ensure adequate personnel, materials and supplies are available for assigned missions.

A. Obtain needed materials from normal station supply locations.

B. IF additional personnel or supplies are needed, THEN request any materials, supplies, or personnel needs from the OSC Manager and/or EOF Administration and Logistics Coordinator.

3.0 Closeout Activity

3.1 Review all documentation maintained during the emergency.

A. Verify that logs, forms and other documentation are complete.

B. Verify that any equipment and procedure problems noted during the event are documented so that proper actions can be taken to correct them.


3.2 IF radiological conditions allow, THEN direct Rad Protection Technicians:

A. To return emergency equipment to proper storage areas and restock supplies as needed.

B. Review radiological conditions in the plant and update postings as required.

C. Review any open RWPs to ensure conditions have not changed that may affect their use.

3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 48 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.10

SECURITY COORDINATOR

Sheet 1 of 5

Security Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Security Coordinator" Binder & ID Badge.

1.2 Assume the position of Security Coordinator.

A. IF the TSC has NOT been declared operational, THEN:

1. Report readiness status to the TSC Manager when prepared to assume the Security Coordinator position.


B. IF relieving another Security Coordinator, THEN perform a formal turnover with the current Security Coordinator:

1. Obtain the Security Coordinator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Security Coordinator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Security Coordinator.

C. Inform the TSC Manager and TSC staff that you are now the Security Coordinator.

D. Perform a communication check with the CAS and SAS and inform them that you are the Security Coordinator and how you can be contacted.

E. Perform a communications check with the OSC (as necessary) and EOF Security post personnel (as necessary).

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 49 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.10

SECURITY COORDINATOR


Sheet 2 of 5

1.0 Initial Responsibility/Activity (Cont'd)

Notes

1.3 IF NOT already performed, **THEN** perform the following:

- A. Have all visitors leave the plant site at an Alert or higher classification.
 1. Notify the TSC Manager this has been done.
- B. Secure site access at a Site Area Emergency or General Emergency classification.
 1. Notify the TSC Manager this has been done.
- C. Initial Accountability.
 1. Designate a Lead Accountability Officer (LAO) and verify that the accountability card readers are active.
 2. **IF** the event has been classified as a Site Area Emergency or General Emergency **AND** Initial Accountability has **NOT** been performed, **THEN** immediately perform accountability in accordance with site specific procedures.
- D. Continuous Accountability.
 1. Assign an Accountability Coordinator.
 2. Report readiness to conduct accountability to the EPM. Utilize the Accountability Coordinator to assist in accountability.
 3. Direct the Accountability Coordinator to support monitoring of the Accountability Card Readers while ERO members are carding into the TSC (OSC), direct them to verify badges are properly read by the Accountability Card Reader and to log the name and badge number on EP-7-ALL, Facility Sign-In/Accountability Form of anyone having difficulty carding in.
 4. Inform the EPM and TSC (OSC) staff that you are overseeing the function of Accountability.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 50 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.10

SECURITY COORDINATOR

Sheet 3 of 5

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:

1. Inform the TSC Manager of destination and expected return.
2. Inform the TSC Manager of return.

(a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Security Coordinator position.
- B. Log when Security Coordinator duties were assumed.
- C. Record Security Team activities undertaken. (Sensitive or Safeguards Information from team briefing forms need not be repeated).
- D. Record all communications outside the Protected Area Fence.
- E. Record Accountability Team activities undertaken and completed.


2.3 Establish and maintain communications with the TSC Radiological Coordinator. Review the following items as necessary.

- A. Radiological conditions and any protective actions for Security Force movements.
- B. Dosimetry requirements for Security Force.
- C. Issuance of Potassium Iodide (KI) to Security Force.

2.4 Establish and maintain communications with the Security Force. Keep them updated on the following items.

- A. Plant conditions and actions being taken to end emergency.
- B. Radiological conditions, other hazards and any restrictions of movement.
- C. Implementation and status of site specific Security response procedures.

2.5 Coordinate Security Force staffing needs with the TSC Manager and ensure 24-hour staffing of the Security Force.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 51 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.10


SECURITY COORDINATOR

Sheet 4 of 5

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

- 2.6 Coordinate the Security response to any emergency conditions with other emergency response organizations (TSC/OSC/EOF/ICP) and act as designated National Incident Management System (NIMS) Liaison between the ICP and site organization. Use guidance provided in:
 - A. Site specific procedures for response to Site Access Threat.
 - B. Site specific procedures for assembly, accountability and relocation of personnel offsite.
 - C. Site specific procedures for responding to fire or medical emergencies
- 2.7 Keep the ED/EPM informed of any security contingency event that may be occurring and response in progress.
- 2.8 Provide assistance in evaluating plant equipment / system(s) to determine if malfunctions are related to sabotage.
- 2.9 Coordinate assistance to monitoring teams by permitting access to owner controlled areas normally gated off.
- 2.10 IF evacuation/relocation of onsite personnel to offsite locations is called for, THEN:
 - A. Coordinate with TSC Radiological Coordinator to monitor evacuation routes as necessary.
 - B. Ensure Security Force is aware of pending evacuation/relocation and routes to be used.
 - C. Notify the Lead Accountability Officer (LAO) of the following:
 1. Pending evacuation
 2. Routes to be used
 3. Mode of transportation
 4. Establishment of decontamination location as necessary
 - D. Coordinate the evacuation/relocation efforts with the Security Force and coordinate the dispatch of Security officers to evacuation assembly areas as necessary.
 1. Sound the applicable alarm (from Control Room as necessary) and make site-wide announcements.
 - E. Keep the ED/EPM informed of evacuation accountability.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 52 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.10

SECURITY COORDINATOR

Sheet 5 of 5

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.11 Provide overall coordination of offsite assistance for the security-related response.

A. Interface with Offsite Law Enforcement Agencies as necessary.

2.12 Establish and maintain continuous accountability.

NOTE

1. Initial Accountability shall be accomplished within 30 minutes of the classification of Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or EPM.
2. Accountability may be suspended if the safety of personnel may be jeopardized by a security event or other event hazardous to personnel.

WARNING

During Security Emergencies, do not evacuate personnel without permission from Security (CAS/SAS).

A. Accountability may be suspended if the safety of personnel may be jeopardized by a security event or other event hazardous to personnel

B. Perform or re-perform initial accountability as necessary.

1. Initial accountability is accomplished by evacuation/assembly of all non-essential personnel in locations outside of the Protected Area and physically accounting for all individuals who remain within the Protected Area. (Refer to step 2.9)


2. **IF** the emergency classification is changed to a Site Area Emergency or General Emergency **OR** if directed by the EPM, **THEN** establish or re-establish initial accountability in accordance with site specific procedures.

C. Ensure continuous accountability is maintained in emergency response facilities and other locations where emergency response personnel are located.

3.0 Closeout Activity

3.1 Return all equipment to proper storage locations.

3.2 Provide all logs and records to the TSC (or OSC) Manager upon termination of the emergency and entry into the Recovery Phase.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 53 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.11

MAINTENANCE COORDINATOR

Sheet 1 of 4

Maintenance Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "Maintenance Coordinator" Binder & ID Badge:

1.2 Assume the position of Maintenance Coordinator.


A. IF the TSC has NOT been declared operational, THEN:

1. Discuss with the OSC Work Control Coordinator any actions that have been completed or are in progress.
2. Report readiness status to the TSC Manager when prepared to assume the Maintenance Coordinator position.

B. IF relieving another Maintenance Coordinator, THEN perform a formal turnover with the current Maintenance Coordinator:

1. Obtain the Maintenance Coordinator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting Maintenance Coordinator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Maintenance Coordinator.

C. Inform the TSC Manager and TSC staff you are now the Maintenance Coordinator.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 54 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.11

MAINTENANCE COORDINATOR

Sheet 2 of 4

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the TSC.

A. IF you leave the area, THEN:


1. Inform the TSC Manager of destination and expected return (for accountability purposes).
2. Inform the TSC Manager of return.
 1. Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the Maintenance Coordinator position.
- B. Log when Maintenance Coordinator duties were assumed.
- C. Ensure that chemistry sample requests are logged.

2.3 Support OSC mitigation activities.

- A. Work with the EPM, TSC Manager and OSC Manager to provide support to the Control Room to mitigate the effects of the event and return the plant to a safe condition.
 1. Obtain and provide operational guidance and recommendations on equipment operations.
 2. Obtain and identify emergency repairs that can be undertaken to restore and maintain equipment operability and plant safety.
 3. Look ahead for possible plant problems and solutions.
 4. Assist in developing emergency procedures if needed.
 5. Assist the Control Room, EPM, TSC Manager and OSC Manager in planning and preparing for any OSC maintenance activities needed to return the plant to a safe condition.
 6. Maintain manpower status to ensure OSC is adequately staffed to support mitigation activities.
 7. Maintain a list/log and status of OSC work assignments by maintaining frequent communications with the OSC Work Control Coordinator.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 55 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.11

MAINTENANCE COORDINATOR

Sheet 3 of 4

2.0 Continuous Responsibility/Activity (Cont'd)

Notes

2.4 Assist the OSC Coordinators in preparing to send repair teams into the plant.

A. Provide technical support to OSC teams, as needed.

NOTE

All work assignments from the TSC to the OSC should be made through webEOC with a telephone confirmation of the task to the Work Control Coordinator.

2.5 Using webEOC, open a new record from the Repair/Corrective Action board menu to initiate assignments to OSC teams and transmit team.

A. Select the appropriate team priority using the guidance for priority numbering in EP-11-ALL, Repair & Corrective Action Assignment Form.

B. Call the Work Control Coordinator to inform of job initiation.

2.6 Provide/request information as directed by the EPM.

A. Inform the EPM of activities of OSC Operations personnel – Non-Licensed Operators (NLOs) in the OSC

1. IF informed by the OSC of any NLOs requested to be dispatched from the OSC by the Control Room, THEN notify the EPM immediately.


2. IF requested by the OSC, THEN obtain prior approval from the EPM for:

(a) OSC request to deviate from any existing plant procedure dealing with changing plant configuration or personnel safety.

(b) OSC request to perform an action that would normally require a procedure but no procedure exists.

B. Inform the EPM and/or the SM of changing situations in the plant based on information received from OSC teams in the field.

2.7 Assist in clarifying OSC/TSC information to the Engineering Coordinator.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 56 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.11


MAINTENANCE COORDINATOR

Sheet 4 of 4

3.0 Closeout Activity

Notes

- 3.1 Assist TSC personnel in returning all equipment to proper storage locations.
- 3.2 Review all documentation maintained during the emergency.
 - A. Verify that logs, forms and other documentation are complete.
 - B. Verify that all tasks performed that deviated from normal station procedures are properly documented so that necessary actions can be undertaken for continuous plant operation or recovery operations.
- 3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 57 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.12

ENS COMMUNICATOR

Sheet 1 of 3

ENS Communicator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

A. Upon arrival at the TSC:

1. Card in the accountability readers (as required) and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the TSC staffing board.
3. Obtain the "ENS Communicator" Binder & ID Badge.

1.2 Assume the position of ENS Communicator.


A. IF the TSC has NOT been declared operational, THEN:

1. Verify the TSC plant data electronic displays are on and operational and adjust for viewing as necessary.
2. Verify that the TSC NRC ENS phone is operational by checking for dial tone.
3. Review facility electronic displays, plant data and any other available information to become familiar with current plant conditions.
4. Report readiness status to the TSC Manager when prepared to assume the ENS Communicator position.

B. IF relieving another ENS Communicator, THEN perform a formal turnover with the current ENS Communicator:

1. Obtain the ENS Communicator's position binder and review any documents used.
2. Review facility log.
3. Obtain a briefing from the acting ENS Communicator on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current ENS Communicator.

C. Inform the TSC Manager and TSC staff you are now filling the duties of the ENS Communicator.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 58 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.12

ENS COMMUNICATOR

Sheet 2 of 3

1.0 Initial Responsibility/Activity (Cont'd)

Notes

1.3 **IF NOT** already performed, **THEN** perform the following steps:

- A. Contact the Control Room Communicator and receive a turnover on NRC communications activities.
- B. Establish contact with the NRC Operations Center on the NRC ENS phone using the guidance in Attachment 9.13, ENS Communications Guidance.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the TSC.

A. **IF** you leave the area, **THEN**:

- 1. Inform the TSC Manager of destination and expected return.
- 2. Inform the TSC Manager of return.

(a) Upon return, obtain a briefing on any events that have occurred while away.

2.2 Maintain a log.

- A. Use webEOC or if unavailable, EP-3-ALL, Log Sheet Form to maintain a log of significant items pertaining to the ENS Communicator position.
- B. Log when ENS Communicator duties were assumed.
- C. Log all significant communications with the NRC, TSC staff and other ERO members outside the TSC.

2.3 Assist the Engineering Coordinator as necessary in obtaining plant data.

2.4 Provide information to the NRC Operations Center as requested.


A. Use the ENS phone to transmit information.

B. Refer to the guidance in Attachment 9.13, ENS Communications Guidance.

C. **IF** the NRC requests an open, continuous ENS communications channel (ENS phone), **THEN** continuously maintain the ENS phone.

1. Use Attachment 9.13, ENS Communications Guidance.

2. Request support as necessary from the Operations Coordinator in providing information.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 59 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.12

ENS COMMUNICATOR

Sheet 3 of 3

2.0 Continuous Responsibility/Activity (Cont'd)

2.5 Keep the Emergency Plant Manager informed of the status of NRC communications (requests being made, questions asked, etc.)

3.0 Closeout Activity

3.1 Assist TSC personnel in returning all equipment to proper storage locations.


3.2 Review all documentation maintained during the emergency.

A. Verify that logs, forms and other documentation are complete.

3.3 Log off PCs as necessary.

3.4 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

Notes

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 60 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				

ATTACHMENT 9.13

ENS COMMUNICATIONS GUIDANCE

Sheet 1 of 3

1. Establish contact with the NRC Operations Center on the NRC ENS phone by:

A. Lifting the receiver

B. After receiving dial tone, dial the first number listed below using all 11 digits.

1. **IF** the first number is busy, **THEN** use the second, etc.

1-301-816-5100

1-301-951-0550

1-301-415-0550

C. Ask to be placed on the ENS Conference Bridge.

NOTE


1. In an emergency, the initial contact with the NRC is through the Headquarters Operations Officer (HOO). The HOO also maintains the official log to document the time the NRC event notifications are received. When the incident response center is manned, the incident response center personnel recommend that the ENS Communicators ask if the HOO is on the line when making notification of classification or protective action recommendation updates to ensure the correct time is officially recorded.
2. NRC considers every event a potential security event until it is confirmed otherwise. The NRC may patch the ENS line through to a Security Counterpart Link during any event, and the NRC Safeguards personnel may ask to speak to plant Security management.

2. Provide information directly to the NRC as requested, except information regarding decisions in progress and not yet finalized.

A. Information obtained from status boards, previously approved notification forms and other TSC personnel (including changes in classification and Protective Action Recommendations) do **NOT** require approval prior to transmittal.

B. NRC Form-361 may be used to organize and collect information for the NRC.

1. **IF** NRC Form-361 is used, **THEN** care should be taken to ensure that the use of this form does not slow the free flow of information about the emergency condition to the NRC.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 61 OF 62	
TECHNICAL SUPPORT CENTER (TSC) OPERATIONS				


ATTACHMENT 9.13

ENS COMMUNICATIONS GUIDANCE

Sheet 2 of 3

3. Potential questions that may be asked by the NRC:

- A. What is the status of the fuel?
- B. What are you doing to protect the fuel?
- C. What is the status of safety systems?
- D. How many Reactor Coolant Pumps do you have?
- E. Is there an offsite release?
- F. What is the source of the release?
- G. What are you doing to secure the release?
- H. What protective actions are you taking for plant personnel and the general public?
- I. What is the status of evacuating/sheltering of local offsite areas?
- J. What are steam generator pressures?
- K. What are Core Exit Thermocouple temperatures?
- L. Is the core covered?
- M. What are your plans to restore the plant to normal operations?
- N. What is the potential to escalate to a higher emergency classification?
- O. Have the local government agencies been notified?
- P. What are the licensee's current top priorities for the station?
- Q. Are there significant uncertainties about any aspect of the event (e.g., is the situation improving or degrading)?
- R. Does the licensee need help from the NRC or other Federal agencies?
- S. Is the licensee having any communication or staffing problems?
- T. (Security Event Related): Has the facility sustained significant damage (including the central and secondary alarm stations), damage to the physical security features or security force, or loss of licensed materials?
- U. (Security Event Related): What are the sources and status of offsite emergency assistance (e.g., local law enforcement, State, Federal (especially Federal Bureau of Investigation), National Guard)?

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-610	REV. 2
		REFERENCE USE	PAGE 62 OF 62	
	TECHNICAL SUPPORT CENTER (TSC) OPERATIONS			

ATTACHMENT 9.13

ENS COMMUNICATIONS GUIDANCE



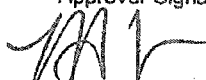
Sheet 3 of 3

- V. (Security Event Related): Is additional Federal assistance required (e.g., personnel, material, communications)?
- W. (Security Event Related): What compensatory measures have been implemented (e.g., temporary barriers, relocation of responders)?
- 4. Although **NOT** required (with the exception of commitments), it is desirable, if time permits, to record (or summarize) contacts with the NRC in webEOC or in a facility log.
 - A. Document and track any commitments made to the NRC.
 - B. Ensure all commitments made are discussed with NRC prior to event closeout.
- 5. **IF** the NRC requests the NRC Health Physics Network (HPN) Line to be manned, **THEN** inform the Radiological Coordinator.

Procedure/Document Number: EN-EP-611 IP-EP-230	Revision: <div style="text-align: center;">2 14</div>		
Equipment/Facility/Other: Indian Point Energy Center			
Title: Operations Support Center (OSC) Operations Operations Support Center			
Part I. Description of Activity Being Reviewed (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan): This change issues fleet procedure EN-EP-611, "Operations Support Center (OSC) Operations" and revises IP-EP-230 to remove any duplicate tasks in EN-EP-611; however maintain any site specific requirements or commitments.			
Part II. Activity Previously Reviewed? Is this activity fully bounded by an NRC approved 10 CFR 50.90 submittal or Alert and Notification System Design Report? If YES, identify bounding source document number/approval reference and ensure the basis for concluding the source document fully bounds the proposed change is documented below: Justification: <input type="checkbox"/> Bounding document attached (optional)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI. </td> <td style="width: 50%; padding: 5px;"> <input checked="" type="checkbox"/> NO Continue to next part </td> </tr> </table>	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part
<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input checked="" type="checkbox"/> NO Continue to next part		
Part III. Applicability of Other Regulatory Change Control Processes Check if any other regulatory change processes control the proposed activity. (Refer to EN-LI-100) NOTE: For example, when a design change is the proposed activity, consequential actions may include changes to other documents which have a different change control process and are NOT to be included in this 50.54(q)(3) Screening.			
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If there are no controlling change processes, continue the 50.54(q)(3) Screening. <input type="checkbox"/> One or more controlling change processes are selected, however, some portion of the activity involves the emergency plan or affects the implementation of the emergency plan; continue the 50.54(q)(3) Screening for that portion of the activity. Identify the applicable controlling change processes below. <input type="checkbox"/> One or more controlling change processes are selected and fully bounds all aspects of the activity 50.54(q)(3) Evaluation is NOT required. Identify controlling change processes below and complete Part VI.			
CONTROLLING CHANGE PROCESSES 10 CFR 50.54q only.			
Part IV. Editorial Change Is this activity an editorial or typographical change such as formatting, paragraph numbering, spelling, or punctuation that does not change intent? Justification: "NO" is checked because the procedure revision contains non-editorial changes.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI </td> <td style="width: 50%; padding: 5px;"> <input checked="" type="checkbox"/> NO Continue to next part </td> </tr> </table>	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI	<input checked="" type="checkbox"/> NO Continue to next part
<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI	<input checked="" type="checkbox"/> NO Continue to next part		

Procedure/Document Number: EN-EP-611 IP-EP-230	Revision: 2 14
Equipment/Facility/Other: Indian Point Energy Center	
Title: Operations Support Center (OSC) Operations Operations Support Center	
Part V. Emergency Planning Element/Function Screen (Associated 10 CFR 50.47(b) planning standard function identified in brackets) Does this activity affect any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II?	
1. Responsibility for emergency response is assigned. [1]	<input type="checkbox"/>
2. The response organization has the staff to respond and to augment staff on a continuing basis (24/7 staffing) in accordance with the emergency plan. [1]	<input type="checkbox"/>
3. The process ensures that on shift emergency response responsibilities are staffed and assigned. [2]	<input type="checkbox"/>
4. The process for timely augmentation of onshift staff is established and maintained. [2]	<input type="checkbox"/>
5. Arrangements for requesting and using off site assistance have been made. [3]	<input type="checkbox"/>
6. State and local staff can be accommodated at the EOF in accordance with the emergency plan. [3]	<input type="checkbox"/>
7. A standard scheme of emergency classification and action levels is in use. [4]	<input type="checkbox"/>
8. Procedures for notification of State and local governmental agencies are capable of alerting them of the declared emergency within 15 minutes after declaration of an emergency and providing follow-up notifications. [5]	<input type="checkbox"/>
9. Administrative and physical means have been established for alerting and providing prompt instructions to the public within the plume exposure pathway. [5]	<input type="checkbox"/>
10. The public ANS meets the design requirements of FEMA-REP-10, Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants, or complies with the licensee's FEMA-approved ANS design report and supporting FEMA approval letter. [5]	<input type="checkbox"/>
11. Systems are established for prompt communication among principal emergency response organizations. [6]	<input type="checkbox"/>
12. Systems are established for prompt communication to emergency response personnel. [6]	<input type="checkbox"/>
13. Emergency preparedness information is made available to the public on a periodic basis within the plume exposure pathway emergency planning zone (EPZ). [7]	<input type="checkbox"/>
14. Coordinated dissemination of public information during emergencies is established. [7]	<input type="checkbox"/>
15. Adequate facilities are maintained to support emergency response. [8]	<input type="checkbox"/>
16. Adequate equipment is maintained to support emergency response. [8]	<input type="checkbox"/>
17. Methods, systems, and equipment for assessment of radioactive releases are in use. [9]	<input type="checkbox"/>
18. A range of public PARs is available for implementation during emergencies. [10]	<input type="checkbox"/>
19. Evacuation time estimates for the population located in the plume exposure pathway EPZ are available to support the formulation of PARs and have been provided to State and local governmental authorities. [10]	<input type="checkbox"/>
20. A range of protective actions is available for plant emergency workers during emergencies, including those for hostile action events.[10]	<input type="checkbox"/>

Procedure/Document Number: EN-EP-611 IP-EP-230	Revision: <div style="text-align: center;">2 14</div>
Equipment/Facility/Other: Indian Point Energy Center	
Title: Operations Support Center (OSC) Operations Operations Support Center	
21. The resources for controlling radiological exposures for emergency workers are established. [11]	<input type="checkbox"/>
22. Arrangements are made for medical services for contaminated, injured individuals. [12]	<input type="checkbox"/>
23. Plans for recovery and reentry are developed. [13]	<input type="checkbox"/>
24. A drill and exercise program (including radiological, medical, health physics and other program areas) is established. [14]	<input type="checkbox"/>
25. Drills, exercises, and training evolutions that provide performance opportunities to develop, maintain, and demonstrate key skills are assessed via a formal critique process in order to identify weaknesses. [14]	<input type="checkbox"/>
26. Identified weaknesses are corrected. [14]	<input type="checkbox"/>
27. Training is provided to emergency responders. [15]	<input type="checkbox"/>
28. Responsibility for emergency plan development and review is established. [16]	<input type="checkbox"/>
29. Planners responsible for emergency plan development and maintenance are properly trained. [16]	<input type="checkbox"/>
APPLICABILITY CONCLUSION <input checked="" type="checkbox"/> If no Part V criteria are checked, a 50.54(q)(3) Evaluation is <u>NOT</u> required; document the basis for conclusion below and complete Part VI. <input type="checkbox"/> If any Part V criteria are checked, complete Part VI and perform a 50.54(q)(3) Evaluation	
BASIS FOR CONCLUSION: <p>This change issues the new fleet procedure for the Operations Support Center (OSC) at IPEC and revises the site facility procedure. The fleet procedure describes the activation and operation of the OSC. Introduction of the new fleet procedures does not affect nor change the intent of the facilities and equipment already in existence. The procedure is written to ensure the existing facility and OSC equipment will be used and maintained for any Emergency Response Organization (ERO) response</p> <p>IP-EP-230 (230) will be maintained at this time; however, it will be revised to remove any tasks duplicated in EN-EP-611 (611). Fleet standard forms and site specific forms will be used as needed to support 611 and new revision of 230; this will ensure IPEC site-specific Emergency Plan requirements and associated processes are retained. The 611, new fleet forms, the revised 230 and current site specific forms were reviewed against the current IPEC OSC procedure, IP-EP-230, "Operations Support Center" revision 13, the Emergency Plan, and IPEC Emergency Plan commitments. Based on this review, there is a position that IPEC has which is not listed as standard ERO. The position of Rad Protection Technician. IPEC will continue to maintain this position and maintain the position checklist and tasks in 230 rev 14. There is one commitment which discusses having directions for relocation to an alternate location as necessary. These directions are provided in the EPM checklists in the TSC procedure, IP-EP-220 revision 18. Changes made to IP-EP-230 revision 14 removed only duplicate tasks and the specific commitment for the OSC will be maintained in the TSC procedure; which already exists. Any tasks site specific and not performed in 611 will remain in 230. revision 14. Utilizing EN-EP-611, revision 2 and IP-EP-230 revision 14 for the OSC will address all tasks required for the OSC ERO and no changes to the response processes of facility activation, response time, and organization responsibilities, addressed by 10CFR50.47(b) planning standards will be made.</p> <p>Summary – No ERO positions changes have been made. No ERO responsibilities have been added or deleted. The description, activation and operation of the OSC as described in the IPEC Emergency Plan have not been changed. All site specific commitments continue to be met under the fleet procedure or the use of the site specific facility procedures. This change does not alter the OSC structure, organization or location.</p> <p>The revision of the Operations Support Center procedure, IP-EP-230 rev 14 and issuance of the fleet Operations Support Center Operations procedure, EN-EP-611 and site specific forms screens out.</p> <p>Changes made to IP-EP-230 rev. 14 and EN-EP-611 rev 2 have been reviewed to determine if they affect any of the planning standards or program elements in Part V of this form. It has been concluded that there is no affect and no further evaluation is required and the changes do not require a change to the IPEC Emergency Plan.</p>	

Procedure/Document Number: EN-EP-611 IP-EP-230		Revision: 2 14
Equipment/Facility/Other: Indian Point Energy Center		
Title: Operations Support Center (OSC) Operations Operations Support Center		
Part VI. Signatures:		
Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature 	Date: 11/30/15
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) John P. Standridge Nuclear EP Project Manager	Reviewer Signature 	Date: 11/30/15
Approver Name (Print) Lori A. Glander EP Manager	Approver Signature 	Date: 12-1-15

IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 10

Page 34 of 40

ATTACHMENT 10.2

IPEC PROCEDURE REVIEW AND APPROVAL

(Page 1 of 1)

Procedure Title: Operations Support Center

Procedure No: IP-EP-230 Existing Rev: 13 New Rev: 14 DRN/EC No: DRN-15-01356

Procedure Activity (MARK Applicable)	Converted To IPEC, Replaces:	Temporary Procedure Change (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE <input checked="" type="checkbox"/> GENERAL REVISION <input type="checkbox"/> PARTIAL REVISION <input type="checkbox"/> EDITORIAL REVISION <input type="checkbox"/> VOID PROCEDURE <input type="checkbox"/> SUPERSEDED	<input type="checkbox"/> Unit 1 Procedure No: _____ <input type="checkbox"/> Unit 2 Procedure No: _____ <input type="checkbox"/> Unit 3 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change (Enter Step Number in Revision Summary) <input type="checkbox"/> ADVANCE Temporary Procedure Change <input type="checkbox"/> CONDITIONAL Temporary Procedure Change Terminating Condition: _____
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

Revision Summary ☐ N/A - See Revision Summary page.

Revised to support implementation of new fleet facility procedures. Removed any duplicate tasks and kept site specific requirements and commitments.

Implementation Requirements

Implementation Plan? ☐ Yes ☒ No Formal Training? ☐ Yes ☒ No Special Handling? ☐ Yes ☒ No

RPO Dept: Emergency Planning Writer (Print Name/ Ext/ Sign): Rebecca A. Martin / Rebecca A. Martin

Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1. ☒ Technical Reviewer Casey Karsten / [Signature] / 1/20/16
 (Print Name/ Signature/ Date)

2. ☐ Cross-Disciplinary Reviewers:
 Dept: _____ Reviewer: _____
 (Print Name/ Signature/ Date)
 Dept: _____ Reviewer: _____
 (Print Name/ Signature/ Date)

3. RPO Responsibilities: Lori Glander / [Signature] / 1-21-16
 (Print Name/ Signature/ Date)

☐ PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)

☒ Previous exclusion from further LI-100 Review is still valid

☐ PAD not required due to type of change

4. ☐ Non-Intent Determination Complete: _____
 (Print Name/ Signature/ Date)

NO change of purpose or scope

NO reduction in the level of nuclear safety

NO voiding or canceling of a procedure, unless requirements are incorporated into another procedure or the need for the procedure was eliminated via an alternate process

NO change to less restrictive acceptance criteria

NO change to steps previously identified as commitment steps

NO deviation from the Quality Assurance Program Manual

NO change that may result in deviations from Technical Specifications, FSAR, plant design requirements, or previously made commitments

5. ☐ On-Shift Shift Manager/CRS: _____
 (Print Name/ Signature/ Date)


6. ☐ User Validation: User: _____ Validator: _____

7. ☐ Special Handling Requirements Understood: _____
 (Print Name/ Signature/ Date)

(All sections must be completed, N/A or place a check on the line where applicable)

Reason for EPDCC: New X Revision Cancel Date of EPDCC: 01/13/16

12. Copy of EPDCC and document/procedure placed in EP file _____ date _____

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 1 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

Procedure Contains NMM ECH eB REFLIB Forms: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Procedure Revision Type: New <input type="checkbox"/> NON-Editorial <input checked="" type="checkbox"/> Editorial <input type="checkbox"/> TC <input type="checkbox"/> Cancellation <input type="checkbox"/>

HQN Effective Date 1/27/2016	Procedure Owner: Title: Site:	Dean Burnett Director, Emergency Programs HQN	Governance Owner: Title: Site:	Mary Ann Wilson Director, Emergency Programs HQN
--	--	---	---	--


Site	Site Procedure Champion	Title
ANO	NA	NA
BRP	N/A	N/A
CNS	N/A	N/A
GGNS	Jeffrey Seiter	Manager, EP
IPEC	Lori Glander	Manager, EP
JAF	James Jones	Manager, EP
PLP	Dan Malone	Manager, EP
PNPS	N/A	N/A
RBS	Tim Schenk	N/A
VY	N/A	N/A
W3	N/A	N/A
HQN	Tim Garvey	Project Manager, EP

For site implementation dates see ECH eB REFLIB using site tree view (Navigation panel)

Site and NMM Procedures Canceled or Superseded By This Revision

Process Applicability Exclusion: All Sites: ☐

Specific Sites: ANO ☐ BRP ☐ GGNS ☐ IPEC ☐ JAF ☐ PLP ☐ PNPS ☐ RBS ☐ VY ☐ W3 ☐

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 2 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

Change Statement

Revision 2:

- Implements the fleet standard Operations Support Center Operations procedure Palisades, Indian Point, ANO and RBS.
- Added Note to the procedure's Purpose that allows the procedure to be used at the backup/alternate OSC as applicable.
- Added Form Number (EP-#-ALL) before all Forms referenced in the procedure.
- In the Table of Contents, deleted reference to Attachment 9.7, which does not exist.
- In Section 8.0 added Palisades' and River Bend's Site Specific Commitment.
- Added guidance to the OSC Manager's checklist to coordinate with the EOF Admin & Logistics Coordinator for call-out of additional staff as required.
- Added guidance to the OSC Manager's checklist to use EP-14-ALL for facility briefs.
- Clarified guidance in the OSC Manager's checklist regarding coordination with the EOF Admin & Logistics Coordinator regarding materials and supplies that are not available on site.
- Clarified guidance in the Operations Support checklist regarding turnover of responsibility for Operations Team dispatch from the Control Room.
- Grammatical correction in the Work Control Coordinator's checklist for clarification regarding log keeping.
- Added guidance to the Rad/Chem Coordinator's checklist to obtain current plant status from the shift Radiation Protection personnel.
- Clarified guidance in the Rad/Chem Coordinator's checklist regarding log keeping.
- Clarified guidance in the Work Control Coordinator's checklist regarding communications with the TSC on team assignments.
- Added guidance to the Rad/Chem Coordinator's checklist to deploy onsite radiation monitoring teams to survey radiation levels and sample for contamination.
- Added guidance to the Rad/Chem Coordinator's checklist to ensure habitability of the OSC.
- Deleted a duplicate step in the Rad/Chem Coordinator's checklist.

Associated PRHQN #: PR-PRHQN-2015-00505

Procedure Writer: T. Garvey

Contains Proprietary Information: YES ☐ NO ☒



 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 3 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	PURPOSE	4
2.0	REFERENCES	4
3.0	DEFINITIONS	4
4.0	RESPONSIBILITIES.....	4
5.0	DETAILS.....	4
6.0	INTERFACES	5
7.0	RECORDS	5
8.0	SITE SPECIFIC COMMITMENTS	5
9.0	ATTACHMENTS.....	6
ATTACHMENT 9.1	OSC MANAGER.....	7
ATTACHMENT 9.2	OSC OPERATIONS SUPPORT	14
ATTACHMENT 9.3	WORK CONTROL COORDINATOR.....	17
ATTACHMENT 9.4	MECHANICAL AND ELECTRICAL/I&C COORDINATORS	21
ATTACHMENT 9.5	RAD/CHEM COORDINATOR	24
ATTACHMENT 9.6	OSC LOG KEEPER.....	29

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 4 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

1.0 PURPOSE

NOTE

This procedure may be used for activation and operations at the backup/alternate OSC as applicable.

- [1] To describe the activation and operation of the OPERATIONS SUPPORT CENTER (OSC)

2.0 REFERENCES

- [1] Site Emergency Plans
- [2] Site Emergency Plan Implementing Procedures

3.0 DEFINITIONS

- [1] Activation – Actions taken to staff and setup an emergency response facility to make it operational. Actions include but are not limited to notification of emergency personnel, equipment setup and equipment operability testing.
- [2] Operational - Status of an emergency facility declared by the appropriate facility manager upon determining that the facility is adequately staffed and equipment is setup and available to assume/perform the emergency functions assigned to that facility.

4.0 RESPONSIBILITIES


- [1] The entire staff of the Operations Support Center (OSC) is responsible for activation and operation of the facility using this procedure, their position specific checklists and applicable site specific performance aides.

5.0 DETAILS

NOTE

The actions of this procedure may be completed in any sequence, however, the sequence presented is recommended.

- [1] The OSC is required to be activated at the declaration of an Alert, Site Area Emergency and General Emergency.
- [2] The OSC Manager follows the instructions outlined in Attachment 9.1, OSC Manager .
- [3] The OSC Operations Support follows the instructions outlined in Attachment 9.2, Operations Support.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 5 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

- [4] The Work Control Coordinator follows the instructions outlined in Attachment 9.3, Work Control Coordinator.
- [5] The Mechanical and Electrical/I&C Coordinators follow the instructions outlined in Attachment 9.4, Mechanical and Electrical/I&C Coordinators
- [6] The Rad/Chem Coordinator follows the instructions outlined in Attachment 9.5, Rad/Chem Coordinator.
- [7] The OSC Log Keeper follows the instructions outlined Attachment 9.6, OSC Log Keeper.
- [8] Other shift personnel and additional support personnel assemble at the OSC to provide assistance as necessary.

6.0 INTERFACES


- [1] EN-AD-103, Document Control & Records Management Programs
- [2] EN-EP-601, Corporate Emergency Center Operations
- [3] EN-LI-102, Corrective Action Process
- [4] EN-NS-102, Fitness for Duty Program
- [5] EN-FAP-OM-012, Notifications of Off-Normal Situations / Corporate Duty Manager Responsibilities
- [6] EN-EP-609, Emergency Operations Facility (EOF) Operations
- [7] EN-EP-610, Technical Support Center (TSC) Operations

7.0 RECORDS

Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records and are maintained in accordance with EN-AD-103.


8.0 SITE SPECIFIC COMMITMENTS

Step	Site	Document	Commitment Number or Reference
	GGNS	GNRO-97/00113.97-15-01.ITEM1	P-33188
	GGNS	GGNS Emergency Plan 7.3.2 S1	P-28915
5.0 [8]	GGNS	GGNS Emergency Plan 7.3.2 S4	P-28916
	GGNS	GGNS Emergency Plan 7.3.2 S6	P28917
	PAL	NRC Inspection Report 93-07	CMT932002114
	RBS		P-15578

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 6 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

9.0 ATTACHMENTS

- 9.1 OSC Manager
- 9.2 Operations Support
- 9.3 Work Control Coordinator
- 9.4 Mechanical and Electrical/I&C Coordinator
- 9.5 Rad/Chem Coordinator
- 9.6 OSC Log Keeper

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 7 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

OSC MANAGER

Sheet 1 of 7

OSC Manager Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

NOTE

The ERO should take appropriate actions necessary to mitigate the event regardless of facility manning or status.


1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form
 2. Sign in on the OSC staffing board
 3. Obtain the OSC Manager Binder & ID Badge.
- B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.**
- C. Obtain a briefing from the Emergency Plant Manager (EPM):**
1. Plant conditions
 2. Equipment Status
 3. Actions being taken (any repair/Operations personnel currently in the field)
 4. Team requirements for actions planned but not yet initiated.

1.2 Assume the Position of OSC Manager

- A. IF the OSC has NOT been declared operational, THEN :**

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 8 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

OSC MANAGER

Sheet 2 of 7

Initial Responsibility/Activity (cont.)

Notes

NOTE:


Typical minimum staffing needed to declare OSC Operational. The Site's staffing requirements may differ as needed to address site specific requirements.

- OSC Manager
- Rad/Chem Coordinator
- Maintenance (craft), RP and Chemistry personnel (the appropriate staff to perform the facilities key functional areas for the event).

NOTE:

During a Security Event only personnel and facilities necessary to mitigate the emergency situation should be activated. The OSC may be declared operational without all key members being present. This will be determined by the most senior person in the facility.

1. Verify the minimum OSC staffing is present.
 - (a) **IF** additional personnel are needed or positions are vacant **THEN** direct someone to fill vacancies in accordance with EP-10-ALL, Filling an ERO Vacancy During Facility Activation / Operation Form.
2. Ensure communication is available for the dispatching of teams via verbal concurrence by the Work Control Coordinator or the Mechanical and/or the Electrical/I&C Coordinator.
3. Ensure communication is available to the Control Room via verbal concurrence by the Operation Support personnel.
4. Ensure radiological monitoring capabilities are available in the OSC via verbal concurrence by the Rad/Chem Coordinator.
5. Ensure the OSC is ready to dispatch required teams and maintain radiological onsite assessment.
6. When the OSC is ready, contact the Control Room and request a complete listing of personnel currently performing tasks from the Control Room.
7. Ensure the Control Room listing of personnel/tasks is provided to the Work Control Coordinator or the Mechanical and/or Electrical/I&C Coordinator.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 9 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

OSC MANAGER

Sheet 3 of 7

Initial Responsibility/Activity (cont.)


Notes

8. **WHEN** minimum staffing for the OSC is met **AND** Steps 2 through 7 above are complete, **THEN** declare the OSC operational and record in WebEOC or on EP-3-ALL, Log Sheet Form.
9. Make an announcement to the OSC and inform the CR, TSC and EOF that the OSC is operational.
10. Consider assignment and preparation of a search and rescue team to expedite dispatch if needed.
11. Perform an initial briefing for the OSC staff using EP-2-ALL, Essential Information Form.
- B. **IF** relieving another OSC Manager **THEN** perform a formal turnover with the current OSC Manager.
 1. Obtain the OSC Manager's position binder/badge and review any documents used.
 2. Review facility log.
 3. Obtain a briefing from the acting OSC Manager on the emergency, plant conditions and any actions that have been completed or are in progress.
 4. Relieve the current OSC Manager.
 5. Announce to the OSC, TSC, CR, and EOF that you are now the OSC Manager.

2.0 Continuous Responsibility/Activity

2.1 Direct the activities of the OSC

- A. Coordinate and/or prioritize assessment and corrective actions with the TSC.
- B. Ensure work task priorities are being maintained.
- C. Keep OSC Coordinators updated on pending assignments.
- D. **IF** multiple pre-assignment briefs are to occur simultaneously, **THEN** instruct the Coordinators to use other areas of the OSC to conduct briefings.
- E. Ensure OSC staff members are following appropriate procedures.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 10 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

OSC MANAGER

Sheet 4 of 7

Continuous Responsibility/Activity (cont.)

Notes

2.2 Maintain personnel accountability in the OSC


- A. Ensure all ERO members reporting to the OSC swipe their Security Badge at one of the Accountability Card Readers or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
- B. **IF** you leave the area, **THEN**:
 - 1. Assign the Work Control Coordinator to fulfill your responsibility.
 - 2. Upon your return, obtain a briefing from the Work Control Coordinator on any events that occurred while you were away.

2.3 Maintain Adequate OSC Staffing

- A. Ensure an adequate number of personnel are available for Repair and Corrective Action Teams.
- B. Coordinate shift scheduling with EOF Admin and Logistics Coordinator.
 - 1 With assistance from OSC Coordinators, ensure those personnel required for the second shift are available and do not have other emergency response duties.
 - 2. Ensure second shift personnel are notified of their assignments and time of shift turnover.
- C. Upon direction from the ED reduce staffing per shift schedule.
- D. Continually assess the need for additional personnel.
- E. Coordinate with the EOF Administration and Logistics Coordinator for call-out of additional staff as required.

2.4 Maintain a Log

- A. Ensure the OSC Log Keeper is maintaining a log:
 - 1. Log when you assume the duties of the OSC Manager and OSC activation.
 - 2. Log significant decisions and important details used to make decisions.
 - 3. Log significant communications with other members of the ERO and offsite officials.
 - 4. Log the dispatch of teams.
- B. Periodically review log for accuracy.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 11 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

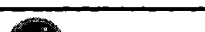
OSC MANAGER

Sheet 5 of 7

Continuous Responsibility/Activity (Cont'd)

Notes

- 2.5 Assign an individual to monitor inter-facility communications between the Control Room, TSC and EOF as necessary
- 2.6 Prepare and Facilitate Facility Briefings
 - A. Coordinate with the TSC Manager, as appropriate, to schedule periodic facility briefings:
 - 1. Briefings should be every 30-60 minutes or as conditions change.
 - 2. Make an announcement approximately 5 minutes before the actual briefing that a briefing will be conducted, if possible.
 - B. Use EP-14-ALL, Briefing Form and EP-2-ALL, Essential Information Form for periodic briefs.
 - C. Direct key staff to provide information needed for the briefing, if necessary.
 - D. Conduct briefing and ensure information provided in the briefing is captured and appropriately documented by the OSC Log Keeper.
- 2.7 Supervise the activities of the OSC Coordinators and team personnel.
 - A. The EPM is responsible for overall control of the onsite emergency response. Obtain EPM concurrence prior to directing any actions that may affect the operability of a plant system.
 - B. Coordinate activities of operations personnel in the OSC with the Operations Support and the Control Room.
 - C. Inform the EPM immediately of any operations teams requested to be dispatched from the OSC by the Control Room.
 - D. Maintain adequate personnel and material resources for the onsite response.
 - E. Assign tasks to OSC Coordinators. EP-6-ALL, Team Tracking Form, may be used to track task assignments if WebEOC is unavailable.
 - F. Keep the Work Control Coordinator, OSC Coordinators, and Team Members informed of the overall focus of the emergency, task priorities and existing radiological conditions.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 12 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1


OSC MANAGER

Sheet 6 of 7

Continuous Responsibility/Activity (cont.)

Notes

- G. Remind the Work Control Coordinator and OSC Coordinators to maintain an awareness of the activities and concerns of OSC team members.
- H. Verify that the Work Control Coordinator is maintaining current status as new tasks are assigned, old tasks completed, and as priorities are changed.
- I. Interact with the OSC Coordinators and clarify any concerns/questions regarding plant or equipment status.
- J. Prioritize team dispatch with EPM.
- K. Ensure the EPM/CR/EOF ED are notified when the team(s) are dispatched.
- L. Coordinate development of emergency repair and corrective actions with the TSC Manager and the Ops Support personnel.
- 2.8 Request assistance from the EOF Administration and Logistics Coordinator for materials and supplies not available on site as required.
- 2.9 Obtain approval from the EPM prior to deviating from any existing plant procedure dealing with changing plant configuration or personnel safety.
- 2.10 Obtain approval from the EPM prior to performing an action that would normally require a procedure but no procedure exists.
- 2.11 Ensure timely dispatch of search and rescue teams.
 - A. Coordinate the search and rescue activities in accordance with site specific procedures.
 - B. Instruct search and rescue teams not to move an incapacitated victim without a Medical Representative or qualified First Responder unless the potential harm from radiation or other hazards outweighs the potential harm of moving the victim.
- 2.12 Inform the EPM of changing situations in the plant based on information received from teams out in the field.
- 2.13 **IF** conditions require an emergency radiation exposure and/or issuance of KI, **THEN** obtain EPM approval prior to the emergency radiation exposure and/or issuance of KI to OSC personnel.
 - A. Use EP-8-ALL, KI Instructions/Briefing Form if required.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 13 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.1

OSC MANAGER

Sheet 7 of 7

Continuous Responsibility/Activity (cont'd.)

Notes

2.14 Additional/Long Term Emergency Response

- A. Support/coordinate with the Administration and Logistics Coordinator to ensure that manpower planning is being conducted to provide for response efforts over an extended period.
- B. Depending upon the duration of the emergency, coordinate with the Administration and Logistics Coordinator to make arrangements for food and potable water delivery to all emergency response centers, including off-site teams.

2.15 Evacuation of OSC

- A. **IF** it becomes necessary to evacuate or relocate the OSC, **THEN** notify the EPM, EOF and Control Room.
- B. Ensure OSC staff completes the following:
 1. Bring their position books and any other required documents.
 2. Bring any required equipment – radios, satellite phones, etc.
- C. Refer to the applicable site specific performance aides for guidance regarding set up and operations of the backup/alternate OSC


3.0 Closeout Activity

3.1 Direct OSC personnel to return all equipment to proper storage locations.

3.2 Collect all documentation:

- A. Direct OSC staff to verify that logs, forms and other documentation are complete.
- B. Verify that all repairs performed by OSC Teams which deviated from normal station procedures are properly documented, so that necessary actions can be taken for continuous plant operations or plant recovery operations.

3.3 Provide all logs and records to the EP Manager upon termination of the emergency.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 14 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.2

OSC OPERATIONS SUPPORT

Sheet 1 of 3

Operations Support Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the OSC staffing board
3. Obtain the Operations Support Binder & ID Badge

B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

C. Obtain a briefing from the OSC Manager:

1. Plant conditions
2. Equipment Status
3. Actions being taken (any repair/Operations personnel currently in the field)
4. Team requirement for actions planned but not yet initiated.


1.2 Assume the position of Operations Support

A. Track the dispatching of the non-license operators from the Control Room until released to the OSC by establishing communications with the Control Room.

B. Report your readiness to the OSC Manager when prepared to assume the Operations Support position.

C. IF relieving another Operations Support person THEN perform a formal turnover.

1. Review current logs.
2. Obtain a briefing from the current Operations Support personnel on the emergency, radiological conditions and any actions that have been completed or are in progress.
3. Relieve current Operations Support person.
4. Inform OSC Manager and staff that you are now the Operations Support person.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 15 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.2


OSC OPERATIONS SUPPORT

Sheet 2 of 3

2.0 Continuous Responsibility/Activity

NOTES

- 2.1 Inform an OSC Coordinator and/or the OSC Manager when temporarily leaving the work area.
 - A. IF you are leaving the OSC THEN:
 1. Inform an OSC Coordinator and/or OSC Manager when you leave, where you are going and when you expect to return.
 2. Inform an OSC Coordinator and/or OSC Manager when you return.
 - B. Upon return, obtain a briefing on any events, which have occurred while away.
- 2.2 Use WebEOC, or if unavailable, EP-3-ALL, Log Sheet Form, to maintain a log of activities.
 - A. Record the time you assume position of Operations Support person.
 - B. Record Operations Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed.
 - C. Record key communications received and sent and associated time.
- 2.3 Assist the Control Room and OSC Manager in planning and preparing for any Operations activities needed to return the plant to a safe condition.
 - A. Establish communications with the Control Room.
 - B. Keep the Control Room informed of field team activities currently underway or that are planned.
 - C. Coordinate operations and repair activities with the Control Room.
 - D. Provide operational guidance to other OSC staff and in-plant teams.
- 2.4 Participate in Team dispatch and field operations:
 - A. Choose Operations personnel who are best qualified to conduct assigned task(s)

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 16 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.2

OSC OPERATIONS SUPPORT

Sheet 3 of 3

Continuous Responsibility/Activity (cont.)

Notes


NOTE:

For urgent Operations requirements, EP-5-ALL, Team Dispatching Form, may be completed after team dispatch.

- B. Use EP-5-ALL, Team Dispatch Form, to prepare and document team assignments. Ensure each team dispatched has a copy of the Team Dispatching Form.
- C. Ensure the Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.
- D. Participate in Team briefings to ensure team members understand assigned task and understand the hazard to be encountered. Briefings should be clear, concise, accurate and prompt.
- E. Ensure responsibility for dispatch of Operations Teams is turned over to the OSC as soon as possible (e.g. no later than at Site Area Emergency declaration).
- F. Keep the OSC Manager aware of all teams' progress.
- G. Maintain communication capability (i.e. phone, radio) and work with the Work Control Coordinator while the team is in the field to answer any question that may arise concerning task.
- H. Debrief Operations team members when they return and ensure actions are properly documented.
- I. Report results and status of team efforts to the OSC Manager as necessary.
- J. Assist the OSC Manager as necessary.

3.0 Closeout Responsibility/Activity

- 3.1 Assist OSC personnel to return equipment to proper storage locations.
- 3.2 Review all documentation the Operations Support person(s) maintained during the emergency.
 - A. Ensure logs, forms and other documentation are complete.
 - B. Ensure all repairs performed by OSC Operations Teams that deviated from normal station procedures are properly documented.
 - C. Provide all logs and records to the OSC Manager upon termination of the emergency.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 17 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.3

WORK CONTROL COORDINATOR

Sheet 1 of 4

Work Control Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes


1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the OSC staffing board
3. Obtain the Operations Support Binder & ID Badge
- B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.
- C. Obtain a briefing from the OSC Manager:
 1. Plant conditions
 2. Equipment Status
 3. Actions being taken (any repair/Operations personnel currently in the field)
 4. Team requirements for actions planned but not yet initiated.

1.2 Assume the position of Work Control Coordinator

- A. Obtain a briefing from the OSC Manager on the status of any personnel or teams currently in the field.
- B. Coordinate the formation, briefing/debriefing, of dispatched teams. Establish communications with field personnel and establish that the OSC has now taken control of their actions.
- C. Report your readiness to the OSC Manager when prepared to assume the Work Control Coordinator position.
- D. **IF** relieving another Work Control Coordinator, **THEN** perform a formal turnover with the current Work Control Coordinator:
 1. Review current log(s).
 2. Obtain briefing from current Work Control Coordinator on the emergency and any actions that have been completed or are in progress.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 18 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.3

WORK CONTROL COORDINATOR

Sheet 2 of 4

Continuous Responsibility/Activity (cont.)

Notes

3. Relieve current Work Control Coordinator.
4. Inform OSC Manager and staff that you are now the Work Control Coordinator.


2.0 Continuous Responsibility/Activity

- 2.1 Inform an OSC Coordinator and/or the OSC Manager when temporarily leaving the work area.
 - A. **IF** you are leaving the OSC **THEN**:
 1. Inform an OSC Coordinator and /or OSC Manager when you leave, where you are going and when you expect to return. (For accountability purposes)
 2. Inform an OSC Coordinator and/or OSC Manager when you return.
 - B. Upon return, obtain a briefing on any events, which have occurred while away.
- 2.2 Use WebEOC, or if unavailable, EP-11-ALL, Repair & Corrective Action Assignment Form, EP-3-ALL, Log Sheet Form, and EP-6-ALL, Team Tracking Form, to maintain a log of significant items/tracking of the teams, including:
 - A. Time you assume position of Work Control Coordinator.
 - B. Teams dispatched from the OSC including updates when the team status changes (i.e. priority, deployment status, task outcome).
- 2.3 Maintain communications with the TSC regarding team assignments and priority.
- 2.4 Issue radios (and headsets as needed) to OSC Coordinators and teams being dispatched.

NOTE:

The headphone would normally be used when workers are dressed in Protective Clothing and/or respirators.

- A. Ensure that charged batteries are installed in portable radios.
- B. Ensure communication methodology is established and the proper (radio) communications protocol is utilized.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 19 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.3

WORK CONTROL COORDINATOR

Sheet 3 of 4

Continuous Responsibility/Activity (cont.)

Notes


- C. Remind personnel using radios to check operability of their radio when entering any area for which communications might be suspect.

- 2.5 Ensure ongoing accountability (unless directed otherwise) for OSC personnel.

NOTE:

A computer spreadsheet may be used in place of EP-6-ALL, Team Tracking Form, and EP-4-All, Exposure Authorization Form, to keep records of teams sent into the field from the OSC.

- A. Use EP-5-ALL, Team Dispatching Form, to prepare and document team assignments. Ensure each team dispatched has a copy of the Team Dispatching Form.
- B. Track all individuals leaving OSC on EP-6-ALL, Team Tracking Form.
 - 1. **IF** the computer spreadsheet is used **THEN** printout copies of the spreadsheet to maintain hard copy records of team activities.
- C. **IF** individuals are going to be receiving emergency radiation exposure **THEN** track radiation exposures on EP-4-ALL, Exposure Authorization Form.
- D. Inform the OSC Manager immediately of any missing personnel.
- E. **IF** anyone is unaccounted for **THEN** assist in search and rescue operations utilizing teams.
- 2.6 Monitor the activities of the team personnel in the field.
 - A. Keep informed on team mission priorities
 - 1. The OSC Manager will inform you of task priorities.
 - 2. Track and communicate assigned priorities.
 - 3. Continually remind OSC personnel dispatched to perform task of current priorities and any changes to priorities.
 - B. When possible, participate in team briefings to ensure you are aware of the team's assigned tasks and expected hazards.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 20 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.3


WORK CONTROL COORDINATOR

Sheet 4 of 4

Continuous Responsibility/Activity (cont.)

Notes

- C. Maintain communications with teams once they are dispatched from the OSC.
- D. Keep track of team radiation exposure while they are in the field using spreadsheet or manual forms. Transfer information to EP-4-ALL, Exposure Authorization Form, when teams return.
- E. When possible, participate in Team Debriefings when teams return to the OSC, to keep informed on field conditions.
- F. Immediately update teams of any change in emergency classifications or changing conditions, which may affect their safety, such as the start of a release.
- G. Immediately update OSC Rad/Chem Coordinator of any changing or unexpected conditions reported by teams in the field.
- 2.7 Direct the OSC Log-Keeper to assist you in maintaining records as necessary.
- 2.8 Inform the OSC Manager and other OSC Coordinators of changing situations in the plant based on information received from dispatched teams.
 - A. Unexpected radiation levels.
 - B. Unreported hazardous conditions.
 - C. Important equipment status.
- 3.0 Closeout Responsibility/Activity**
- 3.1 Assist OSC personnel to return all equipment to proper storage locations.
- 3.2 Review all documentation the OSC Coordinators maintained during the emergency:
 - A. Ensure logs, forms and other documentation are complete
 - B. Work with other OSC Coordinators to ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.
- 3.3 Provide all logs and records to the OSC Manager upon termination of the emergency.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 21 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.4

MECHANICAL AND ELECTRICAL/I&C COORDINATORS

Sheet 1 of 3

Mechanical Coordinator Name: _____

Date: _____

Electrical/I&C Coordinator Name: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form
2. Sign in on the OSC staffing board
3. Obtain the Mechanical or Electrical/I&C Coordinator Binder & ID Badge

B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

C. Obtain a briefing from the OSC Manager:


1. Plant conditions
2. Equipment Status
3. Actions being taken (any repair/Operations personnel currently in the field)
4. Team requirement for actions planned but not yet initiated.

1.2 Assume the position of Mechanical or Electrical/I&C Coordinator

A. Report readiness status to the OSC Manager when prepared to assume the Mechanical or Electrical/I&C Coordinator position.

B. **IF** relieving another Mechanical or Electrical/I&C Coordinator, **THEN** perform a formal turnover with the current Mechanical or Electrical/I&C Coordinator:

1. Review current log(s).
2. Obtain briefing from current Coordinator on the emergency and any actions that have been completed or are in progress.
3. Relieve current Mechanical or Electrical/I&C Coordinator.
4. Inform OSC Manager and staff that you are now the Mechanical or Electrical/I&C Coordinator

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 22 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.4

MECHANICAL AND ELECTRICAL/I&C COORDINATORS


Sheet 2 of 3

Initial Responsibility/Activity (cont'd)

Notes

2.0 Continuous Responsibility/Activities

- 2.1 Inform an OSC Coordinator and/or the OSC Manager when temporarily leaving the work area.
 - A. Request another OSC Coordinator assume the Work Control Coordinator duties while you are away.
 - B. **IF** you are leaving the OSC **THEN**:
 1. Inform an OSC Coordinator and /or OSC Manager when you leave, where you are going and when you expect to return. (For accountability purposes)
 2. Inform an OSC Coordinator and/or OSC Manager when you return.
 - C. Upon return, obtain a briefing on any events, which have occurred while away.
- 2.2 Assist OSC Manager in planning and preparing for any maintenance activities needed to return the plant to a safe condition.
- 2.3 Participate in team dispatch and field operations:
 - A. Choose maintenance personnel who are best qualified to conduct assigned task(s)
 - B. Use EP-5-ALL, Team Dispatching Form, to prepare and document team assignments.
 - C. Ensure each team dispatched has a copy of the Team Dispatching Form.
 - D. Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.
 - E. Participate in Team briefings to ensure team members properly understand assigned task and understand the hazards to be encountered. Briefings should be clear concise, accurate and prompt.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 23 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.4

MECHANICAL AND ELECTRICAL/I&C COORDINATORS

Sheet 3 of 3

Continuous Responsibility/Activities (cont.)

Notes

- F. Maintain communication capability (i.e. phone, radio) and work with the Work Control Coordinator while the team is in the field to answer any questions that may arise concerning task.
- G. Assist the Work Control Coordinator as required/requested with Team status and dose tracking using EP-6-ALL, Team Tracking Form, and EP-4-ALL, Exposure Authorization Form.


NOTE:

Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.

- H. Debrief team members when they return and ensure actions are properly documented.
- I. Inform the OSC Manager prior to dispatching teams.
- J. Report results and status of team efforts to the OSC Manager as necessary.
- K. Assist with maintaining team status/results in WebEOC or applicable forms as necessary.

3.0 Closeout Responsibility/Activity

- 3.1 Assist OSC personnel to return all equipment to proper storage locations.
- 3.2 Review all documentation the OSC Coordinators maintained during the emergency:
 - A. Ensure logs, forms and other documentation are complete
 - B. Work with other OSC Coordinators to ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.
- 3.3 Provide all logs and records to the OSC Manager upon termination of the emergency.

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 24 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.5

RAD/CHEM COORDINATOR

Sheet 1 of 5

Rad/Chem Coordinator: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and/or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the OSC staffing board
3. Obtain the "Rad/Chem Coordinator" Binder & ID Badge.

B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

C. Obtain status of radiation protection activities and current plant radiological conditions from shift Radiation Protection personnel.

D. Obtain a briefing from the OSC Manager:

1. Plant conditions
2. Equipment Status
3. Actions being taken (any repair/Operations personnel, currently in the field)
4. Team requirement for actions planned but not yet initiated.

1.2 Assume the position of Rad/Chem Coordinator

A. Contact the TSC Radiological Coordinator and receive a briefing of radiological conditions and status of any ongoing jobs.


B. Determine if any personnel are currently in the radiological controlled area (RCA) using available tools (e.g. Sentinel).

C. Obtain a copy of current employee exposure for use in ALARA considerations when assigning OSC team members.

D. Brief the OSC Manager of the information obtained from the Radiological Coordinator and/or Watch RP Tech.

E. Ascertain the ability to conduct chemistry sampling via normal as well as through PASS (if available) and provide this information to the OSC Manager.

F. Assess the need for additional Radiological or Chemistry personnel and provide any requests to the OSC Manager.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 25 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.5

RAD/CHEM COORDINATOR

Sheet 2 of 5


Initial Responsibility/Activity(cont.)

Notes

- G. Ensure initial and subsequent provisions of habitability surveys of the OSC (if co-located include the TSC) and other occupied staging areas. Discuss any issues with the TSC Radiological Coordinator.
- H. Check radiological equipment supplies for operability and inventories.
- I. Obtain resultant dose and radiological information and provide to the TSC Radiological Coordinator.
- J. Report readiness status to the OSC Manager when prepared to assume the OSC Rad/Chem Coordinator position.

2.0 Continuous Responsibility/Activities

- 2.1 **IF** relieving another OSC Rad/Chem Coordinator **THEN** perform a formal turnover:
 - A. Review the OSC Rad/Chem Coordinator's EP-3-ALL, Log Sheet Forms, or WebEOC.
 - B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.
 - C. Relieve current OSC Rad/Chem Coordinator.
 - D. Inform OSC Manager and staff that you are now the OSC Rad/Chem Coordinator.
- 2.2 Inform an OSC Coordinator and/or the OSC Manager when temporarily leaving the work area.
 - A. **IF** you are leaving the OSC **THEN**:
 - 1. Inform an OSC Coordinator and/or OSC Manager when you leave, where you are going and when you expect to return.
 - 2. Inform an OSC Coordinator and/or OSC Manager when you return.
 - B. Upon return, obtain a briefing on any events, which have occurred while away.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 26 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.5


RAD/CHEM COORDINATOR

Sheet 3 of 5

Continuous Responsibility/Activities (cont.)

Notes

- 2.3 Use WebEOC or if unavailable, EP-3-ALL, Log Sheet Forms, to maintain a log of activities.
 - A. Record the time you assume position of Rad/Chem Coordinator.
 - B. Record time and details of sample requests.
 - C. Record radiological/chemistry activities undertaken with information on tasks performed and pending actions to ensure tasks are completed. (You need not repeat information on team briefing forms)
 - D. Record all communications outside the Protected Area Fence.
- 2.4 Assist OSC Manager in planning and preparing for any Radiological/Chemistry activities needed to return the plant to a safe condition.
- 2.5 Ensure adequate staffing is available and assign personnel as required (e.g. communication with TSC).
- 2.6 Deploy onsite radiation monitoring teams to survey radiation levels and sample for contamination.
- 2.7 Ensure habitability of the OSC
 - A. Ensure appropriate radiological controls are established for the OSC (e.g. frisking, air sampling) per site procedures.
 - B. Ensure emergency ventilation filtration system is started per appropriate site procedures.
- 2.8 Ensure requests for chemistry sampling contain specific details on the type of results information that is necessary (e.g. boron concentration, activity, etc.).
- 2.9 Participate in team dispatch and field operations:
 - A. Choose personnel who are best qualified to conduct assigned task(s).
 - B. Use EP-5-ALL, Team Dispatching Form, to prepare and document team assignments.
 - C. Ensure each team dispatched has a copy of the Team Dispatching Form.
 - D. Prepare or have prepared RWP documentation. Review and approve the prepared form and then use or have it used.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 27 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.5


RAD/CHEM COORDINATOR

Sheet 4 of 5

Continuous Responsibility/Activities (cont.)

Notes

- E. Use the RWP to discuss dose limits, surveys to be performed, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.
- F. Determine the need for emergency exposure limits and KI issuance and communicate conditions to the OSC Manager and the TSC.
- G. Discuss dosimetry requirements.
- H. Discuss protective clothing and respiratory protection requirements.
- I. Discuss travel route requirements and if there are any releases in progress.
- J. Advise team members on monitoring and decontamination procedures following mission completion.
- K. Advise team how they will be notified of changing conditions or classifications. Direct radiological control personnel to read dosimetry for personnel whose exposure limits are approached.
- L. Participate in team briefings to ensure team members understand the assigned task and understand the hazard to be encountered. Briefings should be clear, concise, accurate and prompt.
- M. Participate in OSC team post job briefings, if needed.
- N. Maintain communication capability (i.e. phone, radio) and work with the Work Control Coordinator while the team is in the field to answer any questions that may arise concerning the task.
- O. Verify the Work Control Coordinator is tracking individual exposure data in WebEOC or on EP-4-ALL, Exposure Authorization Form.
- P. Coordinate with the OSC Manager for tasks involving injured personnel or search and rescue activities.
 - (a) IF potentially contaminated or highly exposed personnel require offsite medical facility attention, THEN support transport with Operations and Security.
- Q. Frequently brief the OSC Manager on assigned task status.
- R. Coordinate with the EOF Administration and Logistics Coordinator to obtain equipment and materials not available onsite or through previously arranged agreements. Discuss with the Radiological Coordinator.

 <i>Entergy</i>	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 28 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.5


RAD/CHEM COORDINATOR

Sheet 5 of 5

Continuous Responsibility/Activities (cont.)

Notes

- S. Ensure adequate supplies of SCBA's/Respirators are maintained to support dispatched teams.
- 2.10 **IF** there are contaminated injured personnel **THEN** perform the following:
 - A. Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.
 - B. Monitor patients for contamination and decontaminate as appropriate.
 - C. Make arrangements to pick up Rad Protection personnel at the hospital.
 - D. Follow proper procedures to retrieve radioactive waste from offsite treatment locations.
 - E. Obtain concurrence from the Radiological Coordinator prior to releasing the hospital's Radiological Emergency Room or the ambulance, for uncontrolled use.
- 3.0 **Closeout Responsibility/Activity**
- 3.1 **IF** radiological conditions allow **THEN** direct Rad Protection Technicians:
 - A. To return emergency equipment to proper storage areas and restock supplies as needed.
 - B. Review radiological conditions in the plant and update postings as required.
 - C. Review any open RWPs to ensure conditions have not changed which may affect their use.
- 3.2 Provide all logs and records to the OSC Manager upon termination of the emergency.

	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 29 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.6

OSC LOG KEEPER

Sheet 1 of 2

OSC Log Keeper: _____

Date: _____

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation

A. Upon arrival at the OSC:

1. Card in the accountability readers and /or sign in on EP-7-ALL, Facility Sign-In/Accountability Form.
2. Sign in on the OSC staffing board
3. Obtain the OSC Log Keeper Binder & ID Badge
- B. Review electronic displays, plant data, status boards and any other available information to become familiar with current plant conditions.

C. Obtain a briefing from the OSC Manager:

1. Plant conditions
2. Equipment Status
3. Actions being taken (any repair/Operations personnel currently in the field)
4. Team requirements for actions planned but not yet initiated.


1.2 Assume the position of OSC Log Keeper

- A. Log on to WebEOC
- B. Report readiness to the OSC Manager when prepared to assume the OSC Log Keeper position, and assist in OSC staffing

2.0 Continuous Responsibility/Activities

2.1 IF relieving another OSC Log Keeper THEN perform a formal relief turnover:

- A. Review WebEOC logs and applicable Log Sheet Forms.
- B. Obtain a briefing on facility status
- C. Inform the OSC Manager and staff that you are now the OSC Log-Keeper

 Entergy	NUCLEAR MANAGEMENT MANUAL	NON-QUALITY RELATED	EN-EP-611	REV. 2
		REFERENCE USE	PAGE 30 OF 30	
OPERATIONS SUPPORT CENTER (OSC) OPERATIONS				

ATTACHMENT 9.6

OSC LOG KEEPER

Sheet 2 of 2

Continuous Responsibility/Activities (cont'd)

Notes

- 2.2 Inform the OSC Manager when temporarily leaving the area and upon return.
- 2.3 Support the Security Coordinator with Accountability, if applicable
- 2.4 Support the OSC in work activities needed during event e.g. log keeping, tracking personnel leaving OSC, document/drawing retrieval.
- 2.5 Assist with TSC activities as requested where the TSC is co-located with the OSC.
- 2.6 Assist the OSC Manager in second shift scheduling
 - A. Obtain shift turnover time from the OSC Manager.
 - B. Assist the OSC Manager and Administration and Logistics Coordinator (EOF) with coordination of second shift coverage including contacting personnel to verify availability and informing them of turnover time.
- 2.7 Use WebEOC, or if unavailable, EP-3-ALL, Log Sheet Forms, to maintain a log.
 - A. Log when the OSC Manager assumed the duties of OSC Manager (and when the OSC was declared operational, if not previously done)
 - B. Log significant decisions and important details used to make decisions.
 - C. Log significant communications with other ERO members and offsite officials.
- 2.8 Receive status updates from the OSC Manager and if directed post updates on the appropriate electronic displays.
- 3.0 Closeout Responsibility/Activity**
 - 3.1 Assist OSC personnel to return all equipment to proper storage locations.
 - 3.2 Review all documentation you maintained during the emergency. Ensure logs, forms and other documentation is complete.
 - 3.3 Provide all logs and records to the OSC Manager upon termination of the emergency.