



April 11, 2016

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Docket No. 50-443
Docket No. 72-63
SBK-L-16054

United States Nuclear Regulatory Commission
Attn.: Document Control Desk
Washington, D.C. 20555-0001

Seabrook Station

Procedure ER 3.6, Revision 31

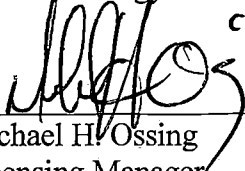
In accordance with the requirements of 10 CFR 50, Appendix E; 10 CFR 50.4, and 10 CFR 72.44(f), enclosed is procedure ER 3.6, Assembly Area Operations, Revision 31. The procedure is used in the implementation of the Seabrook Station Radiological Emergency Plan (SSREP). The procedure, as changed, does not reduce the effectiveness of the SSREP, and the SSREP continues to meet the standards of 10 CFR 50.47(b) and 10 CFR 50, Appendix E. The Resident Inspector copy is provided directly through the NextEra Energy Seabrook, LLC records management system

Enclosure 1 provides a summary of changes to the procedure and Enclosure 2 provides a summary of the change analysis required by 10 CFR 50.54(q)(5). Enclosure 3 provides a copy of the revised procedure.

Should you have any questions regarding the enclosed revisions, please contact me at (603) 773-7512.

Sincerely,

NextEra Energy Seabrook, LLC



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Licensing Manager

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United States Nuclear Regulatory Commission
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Enclosure 1 to SBK-L-16054
Summary of Changes

ER 3.6, Assembly Area Operations, Revision 31

- In Section 5.1, separated facility activation and operation, added location of lock combination and clarified faxing ER 3.3.M forms to the Administrative Services Coordinator.
- Revised Figure 1 to reference lock combination location.
- Removed step to login to PC in Figure 7 as the step was redundant.

Enclosure 2 to SBK-L-16054
Change Analysis Summary

ER 3.6, Assembly Area Operations, Revision 31

The changes to ER 3.6 were administrative, therefore evaluation was not required.

Enclosure 3 to SBK-L-16054

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**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Assembly Area Operations

ER 3.6

Rev. 31

Procedure Owner:
D. Currier

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1.0 OBJECTIVES

This procedure specifies the actions to be taken at the onsite assembly area.

2.0 RESPONSIBILITIES

2.1 Assembly Area Coordinator

Responsible for overall direction of the assembly area and for providing the manpower required to support the immediate needs of the emergency facilities.

2.2 Assembly Area Assistants (designated by the Assembly Area Coordinator)

Identifies available manpower and instructs second-shift personnel on future duty requirements.

2.3 Primary, Subject-to-Call and Red Team Secondary Responders

Immediately report to their emergency response locations upon notification of an ALERT, SITE AREA EMERGENCY (SAE), or GENERAL EMERGENCY (GE). Notification may be accomplished by either Station page announcement or Site siren.

2.4 White Team Secondary Responders and Maintenance Technicians

Report to the assembly area upon notification of an ALERT, SAE, or GE during normal duty hours or during planned outages.

3.0 PRECAUTIONS

1. The assembly area is only activated during normal duty hours (0700 -1630) or planned outages. The assembly area consists of several designated areas in the Seabrook Station Conference Center (see Figure 1, Assembly Area Layout).
2. During normal duty hours, ERO personnel report to their emergency response locations if they are initial responders or report to the assembly area if they are backup responders.
3. During planned outages, backup responders and non-assigned outage workers report to the assembly area on any shift.

4.0 PREREQUISITES

An ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY has been declared.

5.0 ACTIONS

5.1 Assembly Area Coordinator

Facility Setup:

1. When notified of an Alert or higher emergency classification, proceed immediately to the Seabrook Station Conference Center.
2. Inside the assembly area, turn on the light switch on the right-hand side of the entrance.
3. If the lights do not go on, proceed to the light switch labeled "Conference Center Lights" located behind the blue curtain next to Panel EJ1-A.

NOTE

The combination to the restroom/south emergency exit gate is in the EP file cabinet.

4. Direct Assembly Area setup using Figure 1, Assembly Area Layout.
5. Check operability of the telephone (x2400). If not operable, obtain Information Management assistance to repair or replace the telephone.
6. Logon to the Assembly Area Coordinator's PC using the posted logon and password ID.
7. Startup the Conference Center Audio Visual Equipment per Figure 7.
8. Obtain OSB radiation material storage locker key from the EP file cabinet.
9. Direct individual (preferably with RP or radwaste background) to obtain the RO-20 survey meter per Figure 6.

Facility Operations:

10. Designate an Assembly Area Communicator to:
 - Monitor telephone x2400.
 - Record facility actions and phone communications on Form ER 2.0E.
11. If needed, assign other personnel to answer other telephones and operate the fax.

12. Using the public address system:
 - Direct incoming staff to sit in the designated location for their assigned emergency facility. Maintenance technicians who are not assigned ERO position holders to assemble in the OSC location of the Assembly Area.
 - Announce that there should be no primary responders, subject-to-call pager wearers, or red team secondary responders in the Assembly Area; these personnel should report directly to their assigned emergency facilities (reference §5.3).
 - Brief personnel on the location of fire exits.
 - Brief personnel on the location of rest rooms in Warehouse #2.
13. Designate an Assembly Area Assistant for each emergency facility (EOF, TSC, OSC, and JIC).
14. If activating during a planned outage, designate additional Assembly Area Assistants as needed for incoming outage personnel and contractors.

NOTE

The ERO roster book contains an alphabetical listing by name of ERO position holders for reference.

15. Distribute forms ER 3.3M to the Assembly Area Assistants assigned to each location.
16. Direct the Assembly Area Assistants to perform the following:
 - Instruct personnel at each emergency facility location to record their information on Form ER 3.3M (names in the second shift column).
 - Use blank ER 3.3M forms (no ERO positions listed) to record maintenance technicians and contract outage worker's information.
 - Instruct outage personnel and contractors to record the telephone numbers at which they can be reached and to record their discipline in the comments column of Form ER 3.3M.
 - If necessary, call the Outage Control Center for assistance with compiling rosters of outage personnel and contractors by discipline.
 - Maintain and update the ER 3.3M forms as personnel arrive in the assembly area.

NOTE

Telephone numbers for the Maintenance Coordinator and Administrative Services Coordinator are in the Emergency Response Telephone Directory.

17. Contact the Maintenance Coordinator in the TSC and discuss the following:
 - Determine immediate staffing needs.
 - Review the status of Assembly Area operations.
18. In support of requests for dispatch of personnel to emergency response facilities:
 - a. Review the completed ER 3.3M forms for the emergency facility for which staff is requested and the ERO roster book to determine available qualified staff.
 - b. When a request is made for specific personnel or ERO position holders, use the public address system to ask requested personnel to identify themselves to the Assembly Area Coordinator or an Assistant Assembly Area Coordinator for assignment.
 - c. Inform the destination facility of personnel being dispatched.
 - d. On Figure 5, record name/badge # of person dispatched, name of requestor, date and time of dispatch, destination, and task assigned.
 - e. Instruct dispatched personnel to sign in on the destination facility form ER 3.3M, ERO Staff Planning, and to inform the assembly area of arrival.
 - f. Remove personnel from the assembly area Form ER 3.3M, ERO Staff Planning.
19. Fax all ER 3.3M forms, including those delivered from the TSC and OSC to the Administrative Services Coordinator.
20. Establish communications with the Administrative Services Coordinator at the EOF.
21. Provide necessary manpower support as identified by the Administrative Services Coordinator. Personnel in the assembly area shall NOT be released until additional personnel support and second-shift needs have been determined by the Administrative Services Coordinator.

CAUTION

- **If a radiological release is in progress, personnel in the Assembly Area may be directed, based on wind direction, to the remote monitoring area prior to being sent home. The Health Physics Coordinator in the TSC Coordinates with the Assembly Area Coordinator for instructions to be given.**
- **Potassium Iodide (KI) is available in the B.5.b lower locker for distribution when directed by Radiological Controls Coordinator.**

22. If the conference Assembly Area radiation monitor alarms, perform the following:
 - a. Record the area monitor reading.
 - b. Record the reading on the RO-20 survey meter with the window open.
 - c. Record the reading on the RO-20 survey meter with the window closed.
 - d. Report the three readings to the Health Physics Coordinator.
 - e. Obtain instructions from the Health Physics Coordinator before dispatching or releasing any personnel from the Assembly Area
23. If directed by the Radiological Controls Coordinator, issue KI to personnel in Assembly Area.
24. Keep Assembly Area personnel informed of the station status and emergency response actions as reported by the Maintenance Coordinator and Administrative Services Coordinator.
25. Designate and provide the Assembly Area Assistants with instructions (e.g., report time) to be given to personnel prior to their release from the assembly area using Figure 3, Instructions to Personnel Prior to Release from the Assembly Area. Hold all personnel until the Administrative Services Coordinator authorizes the deactivation of the assembly area.
26. Turn off equipment activated per this procedure prior to leaving.

5.2 Assembly Area Assistant

1. Identify each individual by instructing personnel to enter their name (in second shift column), badge number and telephone number at which they can be reached on form ER 3.3M, ERO Staff Planning.
2. All extra maintenance personnel should identify their discipline (e.g., mechanic, electrician) along with their name, badge number and telephone number at which they can be reached on form ER 3.3M.
3. Provide the Assembly Area Coordinator with Form ER 3.3M as soon as all positions have been filled. Continuously update the form as additional personnel report to the assembly area.
4. Use Figure 3 to provide those personnel being released, as identified by the Assembly Area Coordinator, with instructions on reporting responsibilities and egress routes to be taken.

5.3 Primary Responders, Subject-to-Call Responders and Red Team Secondary Responders

Any Primary Responder, Subject-to-Call Responder and Red Team Secondary Responder should not be in the Assembly Area but should immediately report to their ERO duty station when notified per NM 11700.

5.4 White Team Secondary Responders, Maintenance Technicians, and Outage Workers - Planned Outages

1. Report to the Seabrook Station Conference Center when notified during day shift.
2. Record information and telephone numbers at which they can be reached on form ER 3.3M as directed by the Assembly Area Assistants.
3. Remain on standby and wait for further direction. This may include supplementing the initial response organization or being sent home.

6.0 REFERENCES

1. ER 1.1, Classification of Emergencies
2. ER 3.1, Technical Support Center Operations
3. ER 3.3, Emergency Operations Facility Operations
4. ER 2.0, Emergency Notification Documentation Forms Procedure
5. NM 11700, Emergency Preparedness Responsibilities of Primary, Subject-to-Call and Secondary Emergency Response Organization Members

Figure 1
Assembly Area Layout

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NOTE

Figure 1 depicts a typical Assembly Area Layout. Seating, table, and phone arrangements may be altered to support outages, station meetings, or at the Assembly Area Coordinator's discretion. Site extensions x2400, x2172, x2237, (603) 773-7692, and (603) 773-7655 (FAX) shall remain operable. x2400 should remain at the Assembly Area Coordinator's desk.

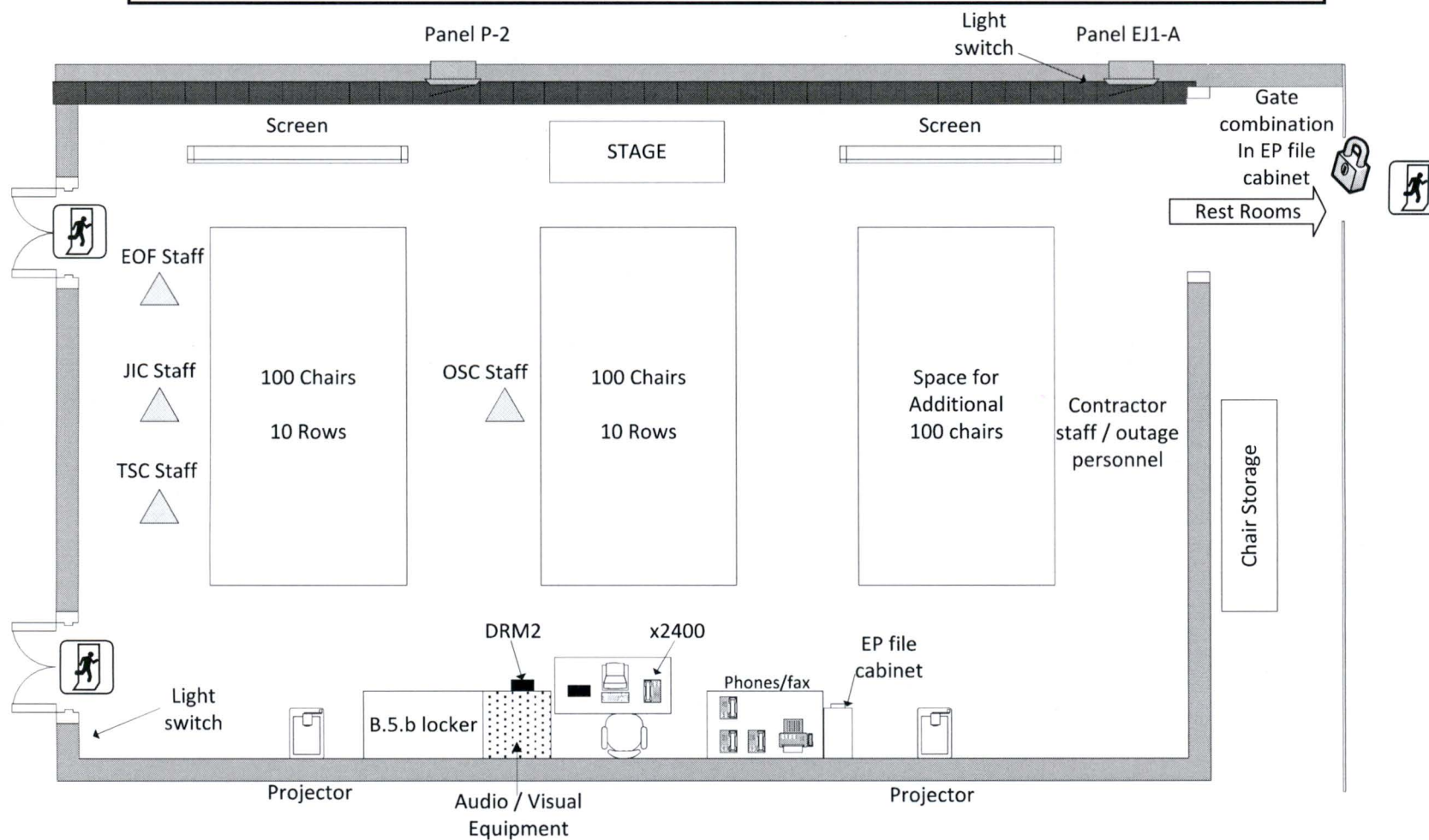
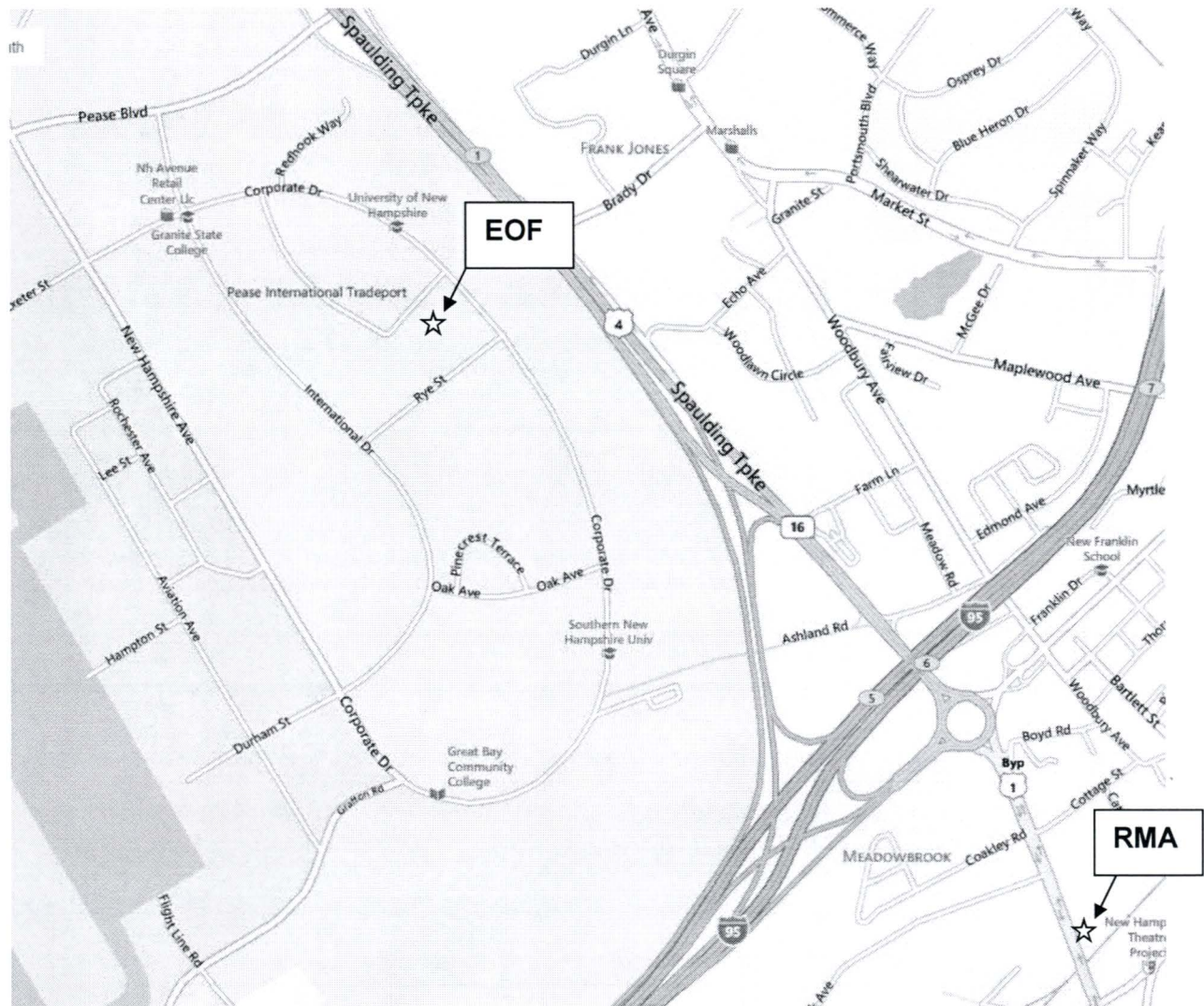


Figure 2
Map to the EOF and RMA

EOF

1. From Seabrook Station take I-95 N (13.0 mi.)
2. Take Exit 4 (Spaulding Turnpike) then take Exit 1, turn left onto Gosling Road.
3. Go thru 1 set of lights then take left at next set of lights.
4. At stop sign turn left onto Corporate Drive, continue to EOF at 108 Corporate Drive.



RMA

1. From Seabrook Station take I-95 N (13.0 mi.)
2. Take Exit 5 ramp towards US-1 Bypass /Portsmouth Circle (0.5 mi)
3. At the traffic circle, take the 1st exit onto US-1 Bypass South.
4. Take Left at second light onto O'Brien Dr. next to UHaul. (Borthwick Ave Intersection)
5. Take right at stop sign and proceed past Frank Jones to the RMA trailer and storage location.

Figure 3
Instructions to Personnel Prior to Release from the Assembly Area

Provide the following information to all ERO members prior to their release from the assembly area:

1. Go home and "stand by" your telephone. Do not call unless it is necessary.
2. If you must be away from your telephone, call (603) 468-3877 and identify how you can be reached. If you cannot get through to this number, call (603) 468-3803.
3. If you need information on shift status, call (603) 468-3877.
4. If you cannot get through to this number, call the Employee Information Line at (603) 433-5703.
5. If you live in the EPZ and are evacuated, call the Employee Information Line – (603) 433-5703 – for further instructions. You will be provided accommodations for the duration of the emergency or if you are going to some place other than instructed, identify how you can be reached.
6. Personnel assigned to the second shift of the facility marked below, report to the EOF at _____ hours. If you need directions to the EOF, refer to Figure 2 of this procedure.

☐ Technical Support Center

☐ Joint Information Center

☐ Emergency Operations Facility

☐ Operational Support Center

☐ Control Room
7. If a release is in progress at the time the decision to release the Assembly Area and the wind is blowing from 80° to 180° (obtain wind direction from the TSC if necessary), direct personnel in the Assembly Area to report to the remote monitoring area. Maps to this location are available at the Security Gates.
8. Follow any further instruction when telephoned by either the Administrative Services Coordinator or by telephone notification system.
9. Listen to announcements on local radio stations for staffing instructions.

Local Radio Stations

	<u>AM Radio</u>	<u>FM Radio</u>
Massachusetts	1450	92.5
	1030	93.7
	1031	98.5
New Hampshire		97.5

Figure 4

Deleted

Deleted in Rev. 30. February 2016
AR 2100639

Figure 5
Assembly Area Personnel Assignment Record

[illegible]

Figure 6
RO-20 Source Check Instructions

NOTE

The RO-20 meter is kept in the room located next to the RP respirator fit room in the OSB. The source locker is located near the RO-20.

1. TURN ON the RO-20 survey meter.
2. CHECK the meter battery by switching the control knob to "BAT 1" and BAT 2".
3. NOTIFY the HP Control Point (extension 3686) if the unit indicates low battery.
4. RETRIEVE the CS-137 check source from the Rad. Material storage locker.
5. SWITCH the RO-20 control knob to the the 5 mR/hr scale.
6. PLACE the CS-137 check source under the open window on the RO-20 meter. The meter should respond.
7. NOTIFY the HP Control Point (extension 3686) if the unit fails the response check.
8. RETURN the CS-137 check source to its storage locker and LOCK it.
9. REPORT back to the Assembly Area with the RO-20.

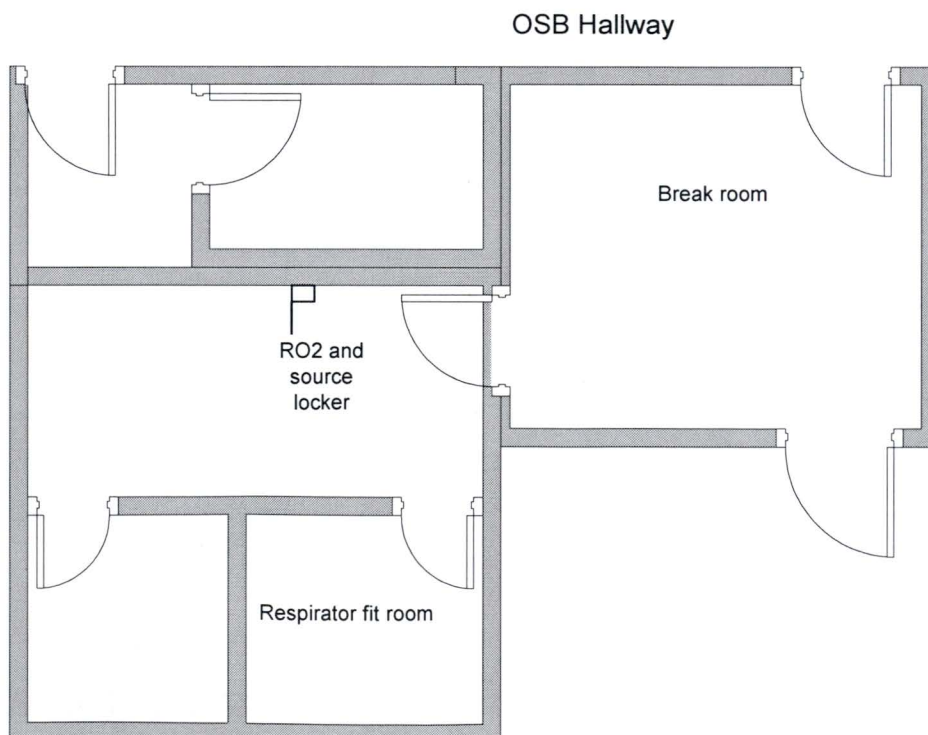
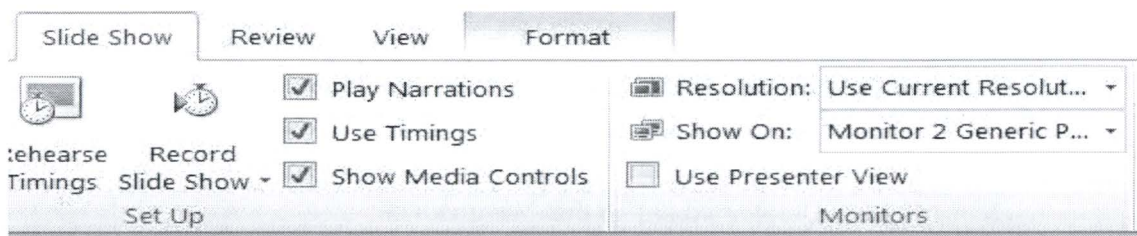


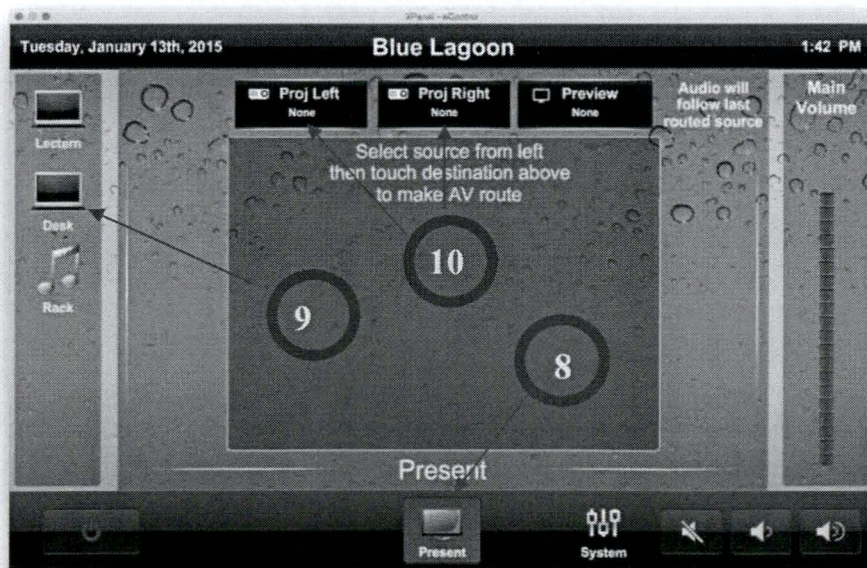
Figure 7
Seabrook Station Conference Center Audio
Visual Equipment Instructions

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1. Open the communications cabinet adjacent to the Assembly Area Coordinator work station. The key is in the cabinet lock.
2. Turn on the 4 Shure microphone transmitters.
3. Assign the 4 hand held microphones to the incoming Assembly Area Assistants. The microphones are numbered on the bottom (1 thru 4).
4. Click on the SM 06-07 icon on the workstation PC desktop to launch the Assembly Area power point presentation.
5. The power point presentation to be used must be transferred to the right display monitor to be seen by the projectors.
6. Set up the presentation under the Slide Show tab. Change to "**show on Monitor 2**".



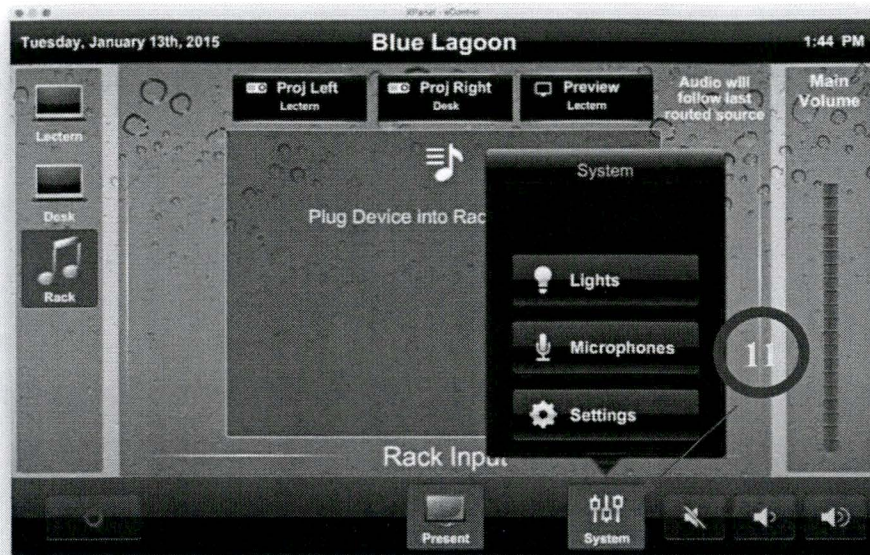
7. Touch the Crestron screen to activate the control unit



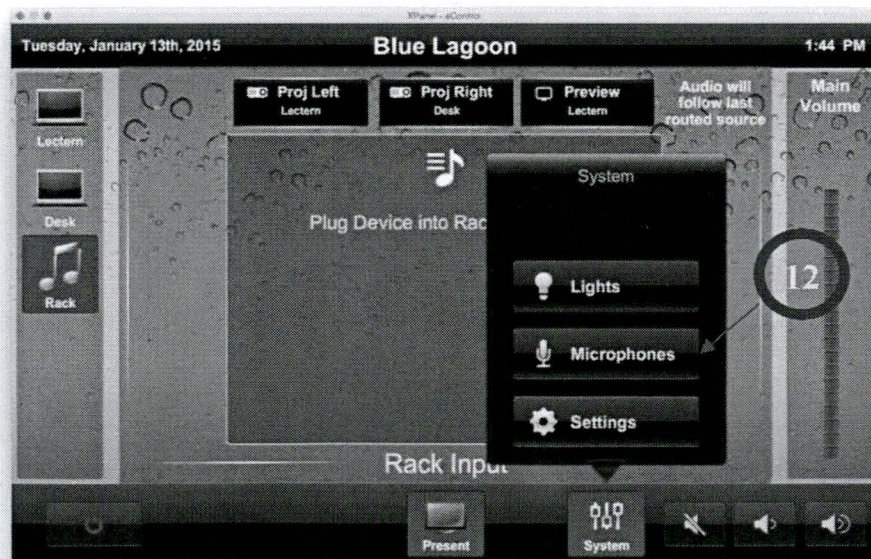
8. Touch the "**Present**" button.
9. Select the source by touching the "**Desk**" option on the left column.
10. Touch "**Proj Left**" and/or "**Proj Right**" to turn on desired projector(s).

Figure 7
Seabrook Station Conference Center Audio
Visual Equipment Instructions

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11. Touch the **"System"** option to set up the Microphones,



12. Touch the **"Microphones"** option and activate those microphones to be used.

Figure 7
Seabrook Station Conference Center Audio
Visual Equipment Instructions

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13. Use the options to unmute the wireless microphones to be used.
14. Adjust the volume of each by touching the volume increase or decrease buttons.
15. Closing Display 4 (Microphones) returns the user to Display 2 (System).

Figure 7
Seabrook Station Conference Center Audio
Visual Equipment Instructions

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16. "To shut down the Seabrook Station Conference Center Audio Visual Equipment, press the power button.
17. When prompted "Do You Really Want to Turn the System Off?", touch **"System Off"**.
18. Close SM 06-07 powerpoint.
19. Open the communications cabinet adjacent to the workstation and shut down the 4 Shure Microphone transmitters.
20. Return the microphones to the cabinet.
21. Logoff the workstation PC.

Figure 8

Summary of Changes

Rev. 31: (PCR 02113822 March 2016)

Section 5.1 -- Revised to separate facility activation from operation and added location of lock combination. Clarified faxing ER 3.3M forms to Administrative Services Coordinator.

Figure 1 – Revised to reference lock combination location.

Figure 7 – Removed step to login to PC since this is already performed by a procedure step.

Rev. 30: (AR 02100639 February 2016)

Combined Figure 4 with Figure 1 and deleted Figure 4. (PCR 2107039)

Rev. 29:

Revised throughout to improve procedure flow. Revised Figure 7 to reflect new audio/visual equipment (AR 02025914).

Rev. 28:

Removed references to the blue team. The blue team has been combined with the white team (AR 01979476).