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**AFFECTED DOCUMENT: IPEC EMERGENCY PLAN PROCEDURES**

DOC #	REV #	TITLE	INSTRUCTIONS
<p>THE FOLLOWING PROCEDURE (S), DRAWING (S) HAVE BEEN REVISED, PLEASE INCORPORATE INTO YOUR BOOKS:</p> <p><b>IP-EP-241 REV.4</b> <b>IP-EP-260 REV.9</b> <b>IP-EP-310 REV.17</b> <b>IP-EP-320 REV.12</b> <b>IP-EP-350 REV.3</b> <b>IP-EP-430 REV.14</b> <b>IP-EP-510 REV.6</b></p>			

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Procedure/Document Number: IP-EP-510

Revision: 6

Equipment/Facility/Other: Indian Point Energy Center (IPEC)

Title: Meteorological, Radiological &amp; Plant Data Acquisition System

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

Change 1 and 3: Editorial. Revised spacing and change the formatting number in section.

Change 2: Added a step to support deletion of IP-EP-250.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

Section I: Accident Assessment

Section J: Protective Response

Section K: Radiological Exposure Control

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-510	Revision: 6
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Meteorological, Radiological & Plant Data Acquisition System	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).


Proposed change 1 & 3 are editorial. Revised spacing in "f." to be consistent with rest of procedure and when step was added, last step moved to step "i". This change does not change the intent of the procedure.

Proposed change 2 added a step to support the deletion of IP-EP-250. This will ensure that the latest MET data is obtained at a 15 minute increment. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the requirement for obtaining meteorological, Reuter Stokes, and plant parameter data or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Marlin	Preparer Signature <i>Rebecca A. Marlin</i>	Date: 1/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature <i>Tim Garvey</i>	Date: 1/16/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature <i>Frank Mitchell</i>	Date: 1/16/18

 <b>Entergy</b> IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-AD2      Revision 10
	REFERENCE USE	Page    1      of    1

**Attachment 9.1**

**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:	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
Doc/Procedure No:	IP-EP-510
Doc/Procedure Title:	Meteorological, Radiological & Plant Data Acquisition System
Corrective Action:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

**Section 2**

**Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q      ☒      N/A ☐
  - b. EN-FAP-OM-023      ☒      N/A ☐
  - c. IP-SMM- AD-102      ☒      N/A ☐
  - d. OSRC      ☐      N/A ☒
  
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
  
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
  
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
  
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
  
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
  
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
  
8. Word files are moved from working drafts folder to current revision folder in the EP drive:  
☐ N/A ☐ Date: \_\_\_\_\_

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

Page 35 of 43

## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Meteorological, Radiological & Plant Data Acquisition System

Procedure No. IP-EP-510 Existing Rev: 5 New Rev: 6 DRN/EC No: DRN-17-

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____  Unit 2 Procedure No: _____  Unit 3 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

### Revision Summary

Added a statement to support deletion of IP-EP-250 and two editorial changes.

### 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 / x7106 / *Rebecca A Martin*

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

1. ☒ Technical Reviewer: Mary Ann Wilson / *Mary Ann Wilson* 12/14/17  
 (Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / *Frank J Mitchell* 12/15/17  
 (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 as defined in 4.6

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

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,

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_

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

## Revision Matrix

IP-EP-510 MRP-DAS

Revision 6

Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 4 Section 5.1.1.2.f		f. revised spacing	Yes	No – Revised spacing. This change does not change the intent of the procedure.
2.	Page 4 Section 5.1.1.2.h		h. Obtain the latest.....Weather Bureau 1. Update ...data. 2. Norify.....data.	No	No – Added this section due to IP-EP-250 deletion. This change does not change the intent of the procedure.
3.	Page 5 Section 5.1.1.2.i		i.	Yes	No – formatting change when adding h above. This change does not change the intent of the procedure.



**IPEC  
EMERGENCY PLAN  
IMPLEMENTING  
PROCEDURES**

**NON-QUALITY  
RELATED PROCEDURE**

**IP-EP-510**

**Revision 6**

**REFERENCE USE**

**Page 1 of 9**

**CONTROLLED**

**Meteorological, Radiological  
& Plant Data Acquisition System**

**Prepared by:**

Rebecca A. Martin

Print Name

Rebecca A. Martin

Signature

1/12/18

Date

**Approval:**

Frank J. Mitchell

Print Name

Frank J. Mitchell


Signature

1/12/18

Date


**Effective Date: January 24, 2018**

*This procedure excluded from further LI-100 reviews.*

 <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-510</b>	<b>Revision 6</b>
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## Meteorological, Radiological & Plant Data Acquisition System

### **1.0 PURPOSE**

- 1.1 This procedure describes the methods available to obtain meteorological, Reuter Stokes and selected plant parameter data in the Central Control Rooms (CRs), the Emergency Operating Facility (EOF) and/or the Alternate Emergency Operating Facility (AEOF).

### **2.0 REFERENCES**


NONE

### **3.0 DEFINITIONS**

Meteorological, Radiological & Plant Data Acquisition System (MRP.DAS) – system that provides meteorological, radiological and certain plant parameter data i.e.: R-27, R-25/26, VC Pressure and VC Temperature.

### **4.0 RESPONSIBILITIES**

The Unit 2 and Unit 3 Control Room (CR) Operators, and the EOF Radiological Assessors are responsible for the implementation of this procedure.

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## 5.0 DETAILS

### 5.1 Obtaining Meteorological Data:


#### 5.1.1 Primary Methods:

##### 5.1.1.1 Control Room (CR):

- a. USE the meteorological display panel 10-m elevation to obtain wind speed, wind direction and Pasquill Category.

##### 5.1.1.2 Emergency Operations Facility (EOF):

- a. USE MRP-DAS to access the information from the 10m elevation ws, wind direction and Pasquill category.
- b. From the IPEC Website, pull down the applications menu.
- c. Double-click the MRPDAS icon.
- d. At Plant Screen with user-name "Guest User", double click on Log On (no password required).
- e. Select one of the following from left column: DRILL or LIVE
- f. Select – Common – Meteorological Data  
Select – Primary Meteor Other Displays
- g. Read the reports from the display; OR print the report. Click the "Print" [printer] button on the toolbar at the top of the report window. Click "OK" button on the "Print" window.
- h. Obtain the latest measured MET data every 15 min. and obtain weather forecast from MRP-DAS and/or Weather Bureau.
  1. Update the MET Data Status Board to display the correct data.
  2. Notify the Radiological Assessment Coordinator of any significant changes to the MET data.

 <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-510</b>	<b>Revision 6</b>
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- i. To exit MRP-DAS, click on the red X at the top right of the screen

#### 5.1.1.3 Alternate Emergency Operations Facility (AEOF):

- a. USE the meteorological data obtained via a personal computer – from MRP-DAS. (see 5.1.1.2)

#### 5.1.2 Back-up methods:

- 5.1.2.1 EOF: CALL Unit 2 or 3 CR identify yourself and ask for the 10m elevation wind speed, wind direction and Pasquill Category.


- 5.1.2.2 CCR: OBTAIN data from MRP-DAS using a personal computer (Attachment 9.1): (see 5.1.1.2) or call alternate Control Room for MET data.

#### 5.1.2.3 OBTAIN data from Offsite Agencies

- a. Use the emergency telephone list to locate the offsite agencies phone numbers.
- b. ACCUWEATHER -- use personal computer to log on to offsite agencies web Select ACCUWEATHER: www.accuweather.com and ENTER "Buchanan, NY" OR "10511". Click "My Local Page, Hourly Forecasts".
- c. National Weather Service (NWS) Select National Weather Service: www.nws.noaa.gov and ENTER "Buchanan, NY" for "Local Forecast, City, St". Click "GO".

#### 5.2 Obtaining Reuter Stokes and Selected Plant Parameter Data

- 5.2.1 From the IPEC Website, pull down the applications menu.
- 5.2.2 Double-click the MRP-DAS icon.
- 5.2.3 At Plant Screen with user name "Guest User", double click on log on (no password required).
- 5.2.4 Select one of the following from left column: DRILL or LIVE.
- 5.2.5 Select Common Data.
- 5.2.6 Select Reuter Stokes Data.

 <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-510</b>	<b>Revision 6</b>
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## 6.0 INTERFACES

IP-EP-310, Dose Assessment

## 7.0 RECORDS

NONE

## 8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

NONE

## 9.0 ATTACHMENTS

9.1 EXAMPLE: MRP-DAS METEOROLOGICAL DATA REPORT

9.2 PASQUILL CATEGORY vs TEMPERATURE CHANGE at GROUND LEVEL  
(60m – 10m)

9.3 Estimation of Pasquill Category



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Attachment 9.1

**EXAMPLE: MRP-DAS METEOROLOGICAL DATA REPORT**

Sheet 1 of 1

NOTE:

All "9s" in a data field indicates the data was not collected.

\*\*\* DAILY SUMMARY REPORT \*\*\*

\*\*\* DATE: 05/29/2002 07:10 \*\*\*

TIME	*** MET TOWER DATA (M/S, DEG FROM, F) ***
HRMN (EST)	SPD10M SPD60M DIR10M DIR60M DT60 DT122 PC
0700	2.2 3.3 2 15 -1.2 -2.1 D

*** UNIT #2 PLANT PARAMETER DATA ***					
VC	VC	VC	VC	VC	VENT
P948A	P948B	T1203	R-25	R-26	R-27
(PSIG)	(PSIG)	(F)	(R/HR)	(R/HR)	(UCI/SEC)
-2	.0	1.02E+02	<=1.00E+00	<=1.00E+00	2.53E+02

*** UNIT #3 PLANT PARAMETER DATA ***			
CONT	CONT	DOM	RAD VENT
(PSIG)	(F)	(R/HR)	(UCI/SEC)
-1	94	<=1.0E+00	1.0E+01

*** ATMOSPHERIC DISPERSION ***				
SITE BOUNDARY DIST=	.6 MILES	2 MILES	5 MILES	10 MILES
XU/Q	XU/Q	XU/Q	XU/Q	XU/Q
(1/M2)	(1/M2)	(1/M2)	(1/M2)	(1/M2)
1.0E-04	1.9E-05	5.1E-06	2.1E-06	

*** OFFSITE MONITOR DATA ***								
MON NO	1	2	3	4	5	6	7	8
SECTOR	N	NNE	NE	ENE	E	ESE	SE	SSE
RAD (MR/HR)	3.4E-03	6.9E-03	6.8E-03	7.0E-03	6.3E-03	7.3E-03	7.9E-03	7.4E-03
MON NO	9	10	11	12	13	14	15	16
SECTOR	S	SSW	SW	WSW	W	WNW	NW	NNW
RAD (MRHR)	8.5E-03	6.0E-03	5.9E-03	8.5E-03	1.1E-02	6.5E-03	7.0E-03	8.4E-03

*** METEOROLOGICAL FORECAST ***				
HOUR	SPEED (MPH)	DIRECTION (FROM)	RAIN	STABILITY
17 0	5.8	130	YES	D
18 0	4.9	50	YES	D
19 0	4.5	30	YES	D
20 0	4.0	0	YES	D
21 0	3.6	350	NO	D
22 0	3.6	340	NO	D



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Attachment 9.2


PASQUILL CATEGORY

Vs.

TEMPERATURE CHANGE at GROUND LEVEL (60m – 10m)

Sheet 1 of 1

PASQUILL CATEGORY	TEMPERATURE CHANGE (°F)
A	<-1.74
B	-1.74 to <-1.56
C	-1.56 to < -1.37
D	-1.37 to <-0.46
E	-0.46 to <+1.37
F	+1.37 to ≤+3.66
G	>+3.66

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Attachment 9.3  
**Estimation of Pasquill Category**

Sheet 1 of 1

Use this addendum to determine the Pasquill Category in the absence of both measured vertical temperature differences AND the standard deviation (sigma theta) for horizontal wind direction.

<b><u>DEFINITION OF PASQUILL STABILITY CATEGORY</u></b>	
<b><u>PASQUILL CATEGORY</u></b>	<b><u>STABILITY CONDITIONS</u></b>
A	Extremely unstable
B	Moderately unstable
C	Slightly unstable
D	Neutral
E	Slightly stable
F	Moderately stable
G	Extremely stable

Pasquill category can be estimated by observing or estimating the time of day, solar radiation, cloudiness, and wind speed.

<b><u>KEY TO STABILITY CATEGORIES</u></b>					
<b>Surface Wind Speed (m/s)</b>	<b><u>DAYTIME</u></b>			<b><u>NIGHT</u></b>	
	<b>Incoming Solar Radiation (Insolation)</b>			<b>Cloudiness</b>	
	<b>Clear Sky</b>	<b>Partly Cloudy</b>	<b>Overcast</b>	<b>Thinly Overcast or &gt;4/8 Low Cloud</b>	<b>Clear to Partly Cloudy</b>
<2	A	A-B	B	E-F	G
2-3	A-B	B	C	E	F
4-5	B	B-C	C	D	E
5-6	C	C-D	D	D	D
>6	C	D	D	D	D

**General Definitions**

- Daytime is considered as one hour after sunrise to one hour before sunset.
- Clear sky - less than 20 percent cloud cover.
  - Partly cloudy - 20 to 80 percent cloud cover.
  - Overcast - 80 to 100 percent cloud cover.

Procedure/Document Number: IP-EP-430

Revision: 14

Equipment/Facility/Other: Indian Point Energy Center (IPEC)

Title: Site Assembly, Accountability &amp; Relocation of Personnel Onsite

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

Change 1 – Added 4 attachments to the table of contents and attachments lists from IP-EP-220 Technical Support Center, IP-EP-230 Operations Support Center, and IP-EP-250 Emergency Operations Center to support the deletion of these IPEC facility procedures. This will ensure the accountability process is maintained.

Change 2 – Editorial – updated spacing of paragraph.

Change 3 – added a statement to support deletion of the IPEC EOF procedure. This will ensure the status of accountability is still provided to the EOF manager.

Changes 4, 5, 6, & 8 – added checklists from IP-EP-220, IP-EP-230, and IP-EP-250 for the TSC Security Coordinator, OSC Manager, and EOF Manager to support deletion of these IPEC Facility procedures and ensure the accountability process is maintained. Added directions to the Westchester Fire Training Center which is currently used for decontamination if needed.

Change 7 – Editorial – moved a current attachment from 9.4 to 9.7. Updated only the numbering.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

Section A: Assignments of Responsibility

Section J: Protective Response

Section K: Radiological Exposure Control

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
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3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-430	Revision: 14
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Site Assembly, Accountability & Relocation of Personnel Onsite	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.  
☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).


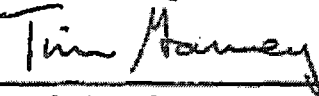

Proposed changes 1, 2 and 7 are editorial. Change 1 updated the table of contents and the attachment section with the new attachments added; change 2 fixed spacing of paragraph to be consistent throughout the procedure, change 7 changed an attachment number from 9.4 to 9.7 due to attachments being added to the procedure. This change does not change the intent of the procedure.

Proposed change 3 added a statement to support deletion of the IPEC EOF procedure. This will ensure the status of accountability is still provided to the EOF manager. This change does not change the intent of the procedure.

Proposed changes 4, 5, and 6 added checklists from IP-EP-220, IP-EP-230, and IP-EP-250 for the TSC Security Coordinator, OSC Manager, and EOF Manager to support deletion of these IPEC Facility procedures and ensure the accountability process is maintained. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the requirement for assembly, accountability, relocation of personnel or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature: 	Date: <del>3/16/17</del> 1/15/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/15/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/15/18

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

IP-SMM-AD-102 Rev: 15

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**ATTACHMENT 10.2**

**IPEC PROCEDURE REVIEW AND APPROVAL**

Procedure Title: Site Assembly, Accountability & Relocation of Personnel Offsite

Procedure No. IP-EP-430 Existing Rev: 13 New Rev: 14 DRN/EC No: DRN-18-00019

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
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

Revision Summary See attached revision matrix for updates. Added attachments and additional steps to the procedure to support deletion of IPEC Facility procedures.

Implementation Requirements

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

RPO Dept: Emergency Planning Writer: (Print Name/Ex/Sign): Rebecca A. Martin / x7106 /

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

1. ☒ Technical Reviewer: Casey Karsten / [Signature] / 1/15/18

(Print Name/ Signature/ Date)

2. ☐ Cross-Disciplinary Reviewers:

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_

(Print Name/ Signature/ Date)

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_

(Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / [Signature] 1/15/18

(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 as defined in 4.6

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

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,

5. ☐ On-Shift Shift Manager/CRS: \_\_\_\_\_


(Print Name/ Signature/ Date)

6. ☐ User Validation: User: \_\_\_\_\_

Validator: \_\_\_\_\_

7. ☐ Special Handling Requirements Understood: \_\_\_\_\_

(Print Name/ Signature/ Date)

 <b>IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-AD2</b>	<b>Revision 10</b>
	<b>REFERENCE USE</b>	<b>Page 1</b>	<b>of 1</b>

### Attachment 9.1

## **Emergency Planning Document Change Checklist Form**

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

### **Section 1**

<b>Doc/Procedure Type:</b>	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Doc/Procedure No:</b>	IP-EP-430
<b>Doc/Procedure Title:</b>	Site Assembly, Accountability and Relocation of Personnel Offsite
<b>Corrective Action:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### **Section 2**

#### **Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q ☒ N/A ☐
  - b. EN-FAP-OM-023 ☒ N/A ☐
  - c. IP-SMM- AD-102 ☒ N/A ☐
  - d. OSRC ☐ N/A ☒
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
8. Word files are moved from working drafts folder to current revision folder in the EP drive: ☐ N/A ☐ Date: \_\_\_\_\_

## Revision Matrix

### IP-EP-430 Site Assembly, Accountability & Relocation of Personnel Offsite

### Revision 14


Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 2 & 6	Listed 9.1, 9.2, 9.3, 9.4 (IPEC ASSEMBLY AREAS & RELOCATION ROUTES) as Attachments	Added: 9.4 EOF MANAGER CHECKLIST 9.5 TSC SECURITY COORDINATOR CHECKLIST 9.6 OSC MANAGER CHECKLIST 9.7 IPEC ASSEMBLY AREAS & RELOCATION ROUTES 9.8 DIRECTIONS TO WESTCHESTER COUNTY FIRE CENTER	Yes	No – Editorial – Updated the table of contents and the attachment section with the attachments that were added. These changes do not change the intent of the procedure.
2.	Page 13, Step G		Spacing change	Yes	No – editorial. This change does not change the intent of the procedure.
3.	Page 13, Step H		Added step	No	No – This was added from IP-EP-250 which is being deleted. This change does not change the intent of the procedure.
4.	Page 17 - 19 , Attachment 9.4		Accountability Attachment for EOF Manager	No	No – This was added from IP-EP-250 which is being deleted. This change does not change the intent of the procedure.
5.	Page 22 - 23, Attachment 9.5		Accountability Attachment for TSC Security Coordinator	No	This was added from IP-EP-220 which is being deleted. This change does not change the intent of the procedure.

## Revision Matrix

### IP-EP-430 Site Assembly, Accountability & Relocation of Personnel Offsite

#### Revision 14

6.	Page 24 - 25 Attachment 9.6		Accountability Attachment for OSC Manager.	No	NO - This was added from IP-EP-230 which is being deleted. This change does not change the intent of the procedure.
7.	Page 26, Attachment 9.7,	9.4	9.7.	Yes	No – editorial, the following checklists were added due to the deletion of procedures: IP-EP-220, 230 and 250 and therefore the Attachment numbering changed. These changes do not change the intent of the procedure.
8.	Page 27, Attachment 9.8		Added attachment 9.8 – Directions to Westchester County Fire Training Center.	No	No – this was added from IP-EP-250 which is being deleted. This change does not change the intent of the procedure.

 <b>Entergy.</b> <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-430    Revision 14</b>
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**CONTROLLED**

**Site Assembly, Accountability & Relocation of Personnel Offsite**

Prepared by: Rebecca A. Martin  
Print Name

Rebecca A. Martin  
Signature

1/15/18  
Date

Approval: Frank J. Mitchell  
Print Name


Frank J. Mitchell  
Signature

1/15/18  
Date

**Effective Date: January 24, 2018**


*This procedure excluded from further LI-100 reviews*

*IP-EP-430 (Site Assembly, Accountability & Relocation of Personnel Offsite)Rev14.doc*

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## Site Assembly, Accountability & Relocation of Personnel Offsite

### **1.0    PURPOSE**


- 1.1    To provide the method and procedures used to initially account for individuals within the Protected Area when accountability is required or called for and for maintaining personnel accountability throughout the event.
- 1.2    To provide guidance for Search and Rescue.

### **2.0    REFERENCES**

- 2.1    Indian Point Energy Center Emergency Plan

### **3.0    DEFINITIONS**


- 3.1    Accountability – accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected Area but missing.
- 3.2    Assembly - relocation of all personnel, in the owner controlled area (OCA), to pre-designated locations (assembly areas). Essential personnel report to their assigned Emergency Response Facilities (ERF) and non-essential personnel report to either Generation Support Building (GSB) or Energy Education Center (EEC).
- 3.3    Assembly Areas - designated areas where all personnel will assemble when requested. These areas include the TSC/OSC Complex, the Central Control Room (CCR - Unit 2 or Unit 3) and the Emergency Operations Facility for essential personnel and the EEC and the GSB for non-essentials. (The Indian Point Training Center (IPTC) will be used for overflow of non-essentials during outages.)
- 3.4    Continuing Accountability - maintaining accountability within the Protected Area, after initial accountability is complete
- 3.5    Essential Personnel - individuals assigned to the Emergency Response Organization (ERO) and/or NRC personnel. This includes:
  - 3.5.1    All members of the on-shift watch
  - 3.5.2    All CCR ERO staff members
  - 3.5.3    All members of the Security Force
  - 3.5.4    All EOF/TSC/OSC ERO staff members
  - 3.5.5    All Entergy Mechanics, Electricians, I&C Technicians, Chemistry Technicians, Rad Protection Technicians and Non-Shift Operators within the Protected Area.

 <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-430</b>	<b>Revision 14</b>
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- 3.6 Initial Accountability – the determination of who is accounted for within 30 minutes for events classified at the Site Area Emergency, General Emergency or when Accountability is requested.
- 3.7 Non-essential personnel - all other personnel not assigned responsibilities in the ERO. This includes all supplemental personnel, visitors and OCA badged personnel
- 3.8 Relocation of Personnel Offsite - releasing of all non-essential personnel from the site.
- 3.9 Search and Rescue - activities undertaken immediately after personnel are deemed "missing" in order to determine their location.

#### 4.0 RESPONSIBILITIES

- 4.1 Each Unit's Control Room is responsible for sounding the Site Assembly Alarm, to initiate the accountability process, at the Site Area Emergency, General Emergency, or at the discretion of the Shift Manager or, if in place, the Emergency Plant Manager (EPM).
- 4.2 Security Shift Supervisor or designee are the initial Lead Accountability Officers responsible for conducting the personnel accountability process and reporting the results to the Shift Manager or, if in place, the TSC Security Coordinator. The TSC Security Coordinator designates an LAO if not previously designated.
- 4.3 Assembly Area Coordinators and TSC Security Coordinator(s) are responsible for communicating with the LAO regarding the status of personnel in the Assembly Area, maintaining assembled personnel within the Assembly Area and providing information to personnel assembled regarding the event.
- 4.4 Security is responsible for accounting for Security personnel, and unlocking the Indian Point Training Center (IPTC) when needed, during off-hours.
- 4.5 Non-Essential personnel and Contractors, who are inside the protected area, are responsible for reporting to the GSB or EEC, when an Alert has been declared or when Emergency Response Facilities (ERFs) have been activated.
- 4.6 Emergency Response Organization (ERO) is responsible for using proximity card readers and/or reporting to the ERF individual assigned the responsibility for accountability upon arrival at the ERF.


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## **5.0    DETAILS**

- 5.1    At the ALERT Emergency, or higher, or when directed, REPORT to your Emergency Response Facility, the Generation Support Building or the Energy Education Center.
- 5.2    Accountability will be initiated at the Site Area or General Emergency or it may be directed at any other time deemed necessary, at the direction of the Shift Manager (SM), Emergency Plant Manager (EPM) or Emergency Director (ED).
- 5.3    Accountability may be suspended or delayed by the SM, EPM, or ED if the movement of large numbers of personnel to an Assembly Area potentially places them in more danger than leaving them in place. Examples include:
  - 5.3.1    Severe weather conditions onsite
  - 5.3.2    Toxic gases in Protected Area egress areas
  - 5.3.3    A Security event is in progress
  - 5.3.4    A radiological release which would place non-essential personnel in danger in route to OR while at the EEC and/or GSB.
  - 5.3.5    Armed intruders are present within the Protected Area, near the Security Command Post, the EEC or the GSB.
- 5.4    The SM (Emergency Director) shall follow the instructions outlined in Attachment 9.1, "Shift Manager (ED) Accountability Checklist".
- 5.5    Lead Accountability Officer (LAO) shall follow the instructions outlined in Attachment 9.2, "Lead Accountability Officer Checklist" and Attachment 9.3, "Manual Accountability" (if required).
- 5.6    Assigned Facility Accountability personnel shall follow the instructions outlined in their facility position specific checklists.

## **6.0    INTERFACES**

- 6.1    IP-EP-210, Central Control Room
- 6.2    IP-EP-240, Security
- 6.3    IP-EP-350, Emergency Contamination Control

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## 7.0 RECORDS


Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records.

## 8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

8.1 NUREG 0654 section J.5

## 9.0 ATTACHMENTS

- 9.1 Shift Manager (ED) Accountability/Personnel Relocation Checklist
- 9.2 Lead Accountability Officer Checklist
- 9.3 Manual Accountability Checklist
- 9.4 EOF Manager Checklist
- 9.5 TSC Security Coordinator Checklist
- 9.6 OSC Manager Checklist
- 9.7 IPEC Assembly Area & Relocation Routes
- 9.8 Directions to Westchester County Fire Training Center


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# Attachment 9.1

## **Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 1 of 5

1.0	<u><b>Initial Assembly and Accountability</b></u>	<u><b>Notes</b></u>
1.1	<p>IF there is a potential threat to personnel safety while conducting initial assembly and accountability due to severe weather, toxic gas, radiological release or security event THEN proceed to Step 3.0, "Suspension of Initial Assembly and Accountability"</p>	
1.2	<p><b>Personnel Assembly and Accountability</b></p> <p>A. Upon declaration of an Alert classification, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3A, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly <b>ONLY</b>.</p> <p>B. Upon declaration of a Site Area Emergency, General Emergency or if a decision is made to initiate accountability, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3S or 3G, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly <b>AND</b> accountability.</p> <p>C. In either case, Control Room personnel (CCR Staff, NPO's, Watch Rad Protection and Chemistry Technicians) <b>SHOULD</b> assemble in the CCR.</p> <p>D. All off-watch qualified operators are to report to the OSC.</p>	
1.3	<p><b>Account for Control Room Personnel</b></p> <p>A. Once accountability has been called for, all Control Room staff must be accounted for.</p> <p>B. Use Form EP-47, Accountability Roster and develop a list of all watch individuals assigned to tasks in the field that have not reported to the CCR.</p> <p>C. Deliver the Accountability Roster to the Lead Accountability Officer.</p>	

 <b>Entergy.</b> <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-430</b> <b>Revision 14</b>
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### Attachment 9.1

## Shift Manager (ED) Accountability/Personnel Relocation Checklist

Sheet 2 of 5

### 1.4 Identify and Locate Missing Personnel

### Notes

- A. IF the OSC has not yet been activated AND the LAO reports that individuals are missing THEN direct the LAO to initiate search and rescue activities to locate missing persons within the Protected Area in accordance with Attachment 9.2, LAO Checklist.
- B. IF the OSC is activated, direct the OSC Manager to initiate search and rescue activities.


### 2.0 Continuing Accountability

Unless otherwise directed by the Emergency Director, continuing accountability shall be maintained once initial accountability is completed.

### 3.0 Suspension of Initial Assembly and Accountability

#### 3.1 Consider suspending initial assembly and accountability if any of the following conditions are met:

- A. Severe weather conditions are present onsite.
- B. A large amount of toxic gas has been released within or near the Protected Area.
- C. A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center (EEC) and/or the Generation Support Building (GSB). (Indian Point Training Center (IPTC) if used).
- D. Armed intruders are present within the Protected Area, near the Protected Area Access Facility (PAAF) or in or near the EEC and/or GSB. (IPTC if used.)
- E. Any other condition which in the opinion of the Shift Manager (Emergency Director)/Plant Operation Manager (POM) would be a threat to the movement of personnel to the EEC and/or GSB. (IPTC if used.)

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Attachment 9.1  
Shift Manager (ED) Accountability/Personnel Relocation Checklist  
Sheet 3 of 5


**3.2 IF initial personnel assembly and accountability is suspended THEN:**

Notes

- A. Instruct **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the EEC/GSB.
- B. **IF** there is a condition identified that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel:
  1. Send Security, Operations and/or Rad Pro personnel to evacuate areas of most risk.
  2. Call for outside rescue assistance. (Fire, Hazmat Teams etc.)
  3. Choose an Assembly Area within the Protected Area and have non-essential personnel assemble at chosen location. PA announcement and teams dispatched to alert personnel to assemble should be used to notify personnel.
    - a. For potential airborne attacks
      - Evacuation of personnel from target buildings (including security personnel)
      - Site evacuation by opening (while continuing to defend) security gates
      - Dispersal of licensed operators
      - Sheltering of personnel in structures away from potential site targets
      - Arrangements for accounting for personnel after the attack
  4. Return to step 1.2 when conditions allow full accountability to be performed.

**4.0 Suspension of Continuing Accountability**


- 4.1 **IF** it is determined that plant conditions warrant suspension of continuing accountability **THEN** the Emergency Director shall confer with the Shift Manager or Plant Operations Manager (POM), if in place, to ensure plant conditions will not degrade to a point that accountability would be required again.
- 4.2 The Emergency Director shall notify the POM, LAO and EPM of the decision and the reasons supporting that decision.

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Attachment 9.1  
**Shift Manager (ED) Accountability/Personnel Relocation Checklist**  
Sheet 4 of 5

**Notes**

- 4.3** Ensure a formal announcement is made to both Unit 2 and Unit 3 that accountability is no longer required. Log the time decision is made.
- 5.0 Relocation of Personnel Offsite (Site Evacuation)**
- 5.1** The Emergency Director shall direct the EOF Manager to review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
- A. Contact the EPM to assess current and future staffing requirements.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed from the site.
- C. Once initial accountability is complete and EITHER:  
Second shift staffing requirements have been identified OR  
there are habitability concerns with the EEC or GSB (IPTC if used) **THEN** consider releasing all non-essential personnel from the site.
- 5.2** Contact the Westchester County EOC and inform them of the impending release of non-essential personnel from the site.
- 5.3** Release all non-essential personnel from the site by directing the LAO to contact the EEC and GSB Assembly Areas and coordinate the release of personnel from the site. (Have LAO contact IPTC if used.)
- 5.4** Direct the Security Shift Supervisor/LAO to initiate a security sweep of the Owner Controlled Area per IP-EP-240, Security.
- 5.5** **IF** there has been a radiological release of a magnitude that requires declaration of a SAE or GE, **THEN**, after confirming with the POM:
- A. Direct the Radiological Assessment Coordinator to have a random survey of personal vehicles onsite performed to determine if they are contaminated


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Attachment 9.1

Shift Manager (ED) Accountability/Personnel Relocation Checklist  
Sheet 5 of 5

Notes

- B. IF vehicles are found to be contaminated, THEN make arrangements for other vehicles to evacuate personnel from the site.
- C. Direct Security to do a sweep of site areas inside the Owner Controlled Area and inform personnel to report to the Emergency Operation Facility (EOF).
- D. Relocate personnel from EEC and GSB (IPTC if used) to the EOF to be checked for contamination prior to release.

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Attachment 9.2  
Lead Accountability Officer (LAO) Checklist  
Sheet 1 of 4

**Notes**

**1.0    Personnel Assembly**

Upon notification of an Alert or higher emergency classification, or upon hearing the Site Assembly Alarm, perform the following actions:


- A. **VERIFY** there are no alarms associated with any Accountability Card Readers. **IF** any Accountability Card Reader is in alarm, **THEN** notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.
- B. Active Emergency Accountability in the ARINC security computer.
  - Select "Controls"
  - Select "Initiate Emergency"
  - Select "OK" to Activate Emergency Accountability.
  - Acknowledge Alarm by selecting clear
- C. **VERIFY** the phones and fax machines are functional.
- D. **ENSURE** personnel staffing the EOF are permitted to exit the Protected Area without delay.
- E. Contact the Assembly Area Coordinator in both the EEC and GSB (IPTC if used). Provide updates regarding personnel status, plant status and radiological conditions.

**2.0    Perform Accountability**

**NOTE:**


Within **30 minutes** of SAE or GE declaration **OR** Accountability being requested, the list of missing persons **SHALL** be communicated (faxed if a large list) to the Shift Manager (Control Room) if the TSC is **NOT** operational **OR** communicated (faxed if a large list) to the TSC Security Coordinator if the TSC **IS** operational.

- A. At a Site Area Emergency or higher classification, or when accountability is called for, accountability will be performed by generating a report of individuals inside the protected area that are "Not in Account" within 30 minutes of the declaration of the event or when requested.
- B. Use Checklist below to complete Accountability.

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Attachment 9.2  
Lead Accountability Officer (LAO) Checklist  
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<u>Accountability Completed by (LAO):</u>	Action Completed
IF NOT already completed, <u>THEN</u> VERIFY there are no alarms associated with any Accountability Card Readers. IF any Accountability Card Reader is in alarm, THEN notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.	<input type="checkbox"/>
Active Emergency Accountability in the ARINC security computer.	
<ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to Activate Emergency Accountability.</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Record the time an SAE or GE was declared <u>OR</u> Accountability was requested.	(                      )
View CAM-PAAF-10 and/or CAM-PAAF-02 and observe activity for exiting personnel.	<input type="checkbox"/>
When activity level at PAAF exit turnstiles has decreased, but no later than 15 minutes after an SAE or GE was declared OR Accountability was requested, GENERATE an "All Personnel Not in Account" report.	
<ul style="list-style-type: none"> <li>• Select "Reports"</li> <li>• Select "Report Interface"</li> <li>• Select "Auto Reports" (double click)</li> <li>• Select "Emergency Accountability" (double click)</li> <li>• Select print icon</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Using the list, account for Security force members by crossing them off the list. The remaining names are considered to be missing persons.	<input type="checkbox"/>
IF there are any persons not accounted for in the protected area, THEN communicate the names of missing persons (fax if a large list) to the TSC Security Coordinator during on-hours or the Shift Managers (Control Room) during off-hours.	<input type="checkbox"/>
Log the time accountability is complete	(                      )
<u>Suspension/Deactivation of Accountability</u>	
When notified that accountability will be suspended, deactivate emergency accountability in the ARINC system.	
<ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to deactivate Emergency Accountability</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>


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Lead Accountability Officer (LAO) Checklist  
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**3.0 Perform Search and Rescue for Missing Personnel**

**Notes**

- A. Attempt to contact missing individuals via the following methods in parallel:
1. Public Address System - If there are several individuals missing use more than one call back number
  2. Call assembly areas (EEC, GSB and IPTC) to see if individual is present.
  3. Call Emergency Response Facilities to see if individual is present
  4. Review security records for individual's last known location
  5. Contact Supervisors and/or Co-Workers for individual's last known location
  6. Try calling office and home phone numbers. Telephone numbers for all ERO personnel are located in the Emergency Telephone Directory.
  7. Run a new report of individuals within the Protected Area and verify unaccounted for individuals have not left the Protected Area.
- B. **IF** the individual(s) is not located through the above methods, **THEN** determine the number of Search and Rescue teams needed to conduct a search of the Protected Area. Send security officers to the OSC to be dispatched.
1. Contact the EPM and request that the OSC dispatch Search and Rescue teams.
  2. Provide the names and last known location of the missing individuals.
  3. **INFORM** the Emergency Plant Manager (EPM) (via the TSC Security Coordinator) during on-hours or the Shift Managers (Control Room) during off-hours when/if the missing person(s) has/have been found.

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Lead Accountability Officer (LAO) Checklist  
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Notes


**4.0    Release of Non-Essential Personnel Offsite**

- 4.1    When directed by the EOF Manager or Emergency Director support the release of non-essential personnel from the Site:**
- A. Advise Security and the Assembly Area Coordinators of the impending release of non-essential personnel.
  - B. Provide Security and the Assembly Area Coordinators route(s) to take when leaving the Site.

**NOTE:**

Personnel will be released based upon the decision and priorities of the EOF Manager or the Emergency Director. The Westchester County Emergency Operations Center will be contacted and informed of the release of site personnel prior to commencing that activity, if at all possible.

- 4.2    Inform the EPM of the decision to release non-essential personnel to ensure that the TSC and OSC are staffed.**
- 4.3    Coordinate the release of personnel with the EOF Manager or Emergency Director.**
- 4.4    Monitor the progress for the personnel released from the Station through communications with Security personnel at the Station exits.**
- 4.5    Inform the EOF Manager when it is apparent that all released individuals have left the Site.**


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Attachment 9.3  
Manual Accountability Checklist  
Sheet 1 of 1

**Notes**

The following steps **SHALL** be followed only if the Accountability Card readers are inoperable and manual accountability has been called for.

- 1.0 Assigned Facility Accountability Personnel or Designee:**
  - 1.1** Using Form EP-47, Accountability Roster, generate a list of individuals that are in your facility. Include any individuals that may be out in the field as long as their location is known. (i.e., repair and corrective action team members).
  - 1.2** Provide the list generated in section 1.1 to the LAO. This can be completed by either faxing (if 2 pages or less) or hand deliver the lists (if 3 or more pages) to assist the LAO in removing the names from the Onsite Accountability Report.
- 2.0 Lead Accountability Officer (LAO)**
  - 2.1** Print a report of all personnel not in account from the ARINC system.
  - 2.2** Obtain the Accountability Roster from each facility, when they are completed.
  - 2.3** If the PAAF exit turnstiles are not working, obtain a list from Security of all personnel that have exited the protected area access facility (PAAF).
  - 2.4** Using the report from step 2.1, account for all individuals that are provided on the Accountability Rosters from each facility and the PAAF (from step 2.3). If assistance is needed please inform OSC Support Staff.
  - 2.5** Determine who is still on that list by name and accountability is completed.
  - 2.6** Log the time accountability is complete
  - 2.7** Return to Attachment 9.2, LAO Checklist and continue from step 3.0 to locate missing individuals.

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Attachment 9.4  
**EOF Manager Checklist**  
Sheet 1 of 5

**Notes**

**1.0    Personnel Accountability:**

**1.1    Evaluate the need to release all Non- Essential Personnel and recommend release to ED if conditions warrant.**

- A. Check with the EPM on conditions within the Protected Area and the Radiological Assessment Coordinator on conditions outside the Protected Area.
- B. Check with ICP for any security conditions.
- C. Release of non-essential personnel should occur at an ALERT, if radiological plume direction does not preclude.


**NOTE**

**IF the emergency is classified as a Site Area Emergency or higher verify accountability is completed within 30 minutes of the declaration of the event. Authorize search & rescue for any missing persons. Consider having Security establish security controls for the EOF.**

**D. IF additional personnel are required to staff the EOF, THEN:**

- 1. **IF it is during normal working hours, THEN call or assign someone to call the Assembly Coordinator in the Energy Education Center or the Generation Support Building for additional personnel.**
- 2. **IF the needed individuals are NOT available onsite, THEN call or assign someone to call individuals at home using the Emergency Telephone Directory.**

**E. IF conditions exist at a Site Area Emergency OR General Emergency that could warrant release THEN consider release of non-essential personnel from site.**

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Attachment 9.4  
**EOF Manager Checklist**  
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**Notes**

- F. Ensure Westchester EOC is notified via the Offsite Communicator.
- G. Discuss the release of non-essential personnel with ICP and State Police to verify there is no restriction for releasing personnel.


**1.2    Relocation of the EOF to the AEOF**

- A. **IF** plant or radiological conditions warrant **THEN** perform an organized relocation of the EOF to the AEOF.
  - 1. Discuss relocation with the Radiological Assessment Coordinator.
  - 2. Discuss relocation with the ICP.
  - 3. Consider radiological exposures listed in the Radiological Assessment Coordinator checklist, actual and forecasted meteorological conditions.

**NOTE**

Relocation may be performed at rates below those listed in the Radiological Assessment Coordinator Checklist based on plant conditions and response needs.


- B. **IF** time permits **THEN** have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF. Have the relief team begin set up of the AEOF. Direct them to set up the facility in accordance with procedure IP-EP-251, Attachment 9.4, AEOF Setup Checklist.
- C. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:
  - 1. The impact of immediate relocation vs. projects in progress.
  - 2. Current radiological conditions within the EOF and the Plant.
  - 3. Radiological conditions en route.
  - 4. The adequacy of response from the alternate location.

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Attachment 9.4  
**EOF Manager Checklist**  
Sheet 3 of 5

Notes

- D. With the assistance of the Radiological Assessment Coordinator, determine if contamination controls are needed when leaving the EOF. Items to consider:
1. Are personnel going to become contaminated reaching their vehicles?
  2. Are personnel going to become contaminated in route to the AEOF?
  3. What steps are needed to prevent contamination of the AEOF?
  4. IF time allows THEN consider arranging for a bus to relocate personnel. (this will minimize movement of potentially contaminated vehicles outside the Emergency Planning Zone).
- E. Direct the Radiological Assessment Coordinator to:
1. Determine radiological controls needed to safely transfer personnel to the AEOF.
  2. Consider contamination control measures needed to prevent contamination of AEOF.
  3. IF EOF Staff members are or will be potentially contaminated THEN:
    - a. Send personnel to the Westchester County Fire Training Center for monitoring and decontamination. (Attachment 9.8 of this procedure contains directions to the Fire Training Center.)
    - b. Inform Westchester County of decision to have Indian Point ERO members decontaminated at Training Center and arrange for expeditious processing of personnel.
  4. Individuals should be decontaminated prior to arrival at AEOF.

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Attachment 9.4  
**EOF Manager Checklist**  
Sheet 4 of 5

**Notes**

**5. Transfer offsite radiological assessment responsibilities:**


- a. To a qualified Radiological Assessment  
Coordinator located at the AEOF

**OR**

- b. Back to the Control Room

**F. Direct the EOF staff to relocate to the AEOF as follows:**


1. Instruct Support Staff personnel to make and distribute copies of Attachment 9.5 of procedure IP-EP-251, Directions to the AEOF, to EOF Staff members, Federal, State and Local representatives in the EOF, as necessary.
2. Direct EOF Staff to wear their ID badges enroute to the AEOF and show them to authorities if necessary to transit through evacuated areas.
3. **IF** it was determined that contamination controls are needed, **THEN** brief EOF Staff members to go to the Westchester Fire Training Center for decontamination **AND** inform the AEOF staff of the required actions.
4. **IF** between 7 a.m. to 5 p.m., Monday through Friday, **THEN** responding emergency personnel should enter through the main entrance to 60 Merritt Blvd, Fishkill, NY.
5. **IF** it is during non-working hours **THEN** responding emergency personnel should enter through the side door.

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EOF Manager Checklist  
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Notes

- G. IF communications systems are still functional THEN notify the following locations that the EOF is being relocated to the AEOF:
1. Offsite authorities verifying they have the telephone numbers they can use to maintain communications.
  2. The Joint Information Center
  3. The Technical Support Center
  4. The Operational Support Center
  5. The Control Room
  6. The Corporate Duty Manager
  7. The ICP
- H. Coordinate evacuation of the EOF with the ED and the EPM and POM transferring ED responsibilities back to the POM if another ED cannot assume responsibilities at the AEOF.
- I. Request that the EPM and POM announce the decision to evacuate and ensure relief shift is made aware of re-location.
1. Inform the POM, TSC Manager and OSC Manager of the relief time and direct to inform ERO members prior to their release.
  2. Have their staffs contact relief personnel who are not currently onsite.

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Attachment 9.5  
TSC Security Coordinator Checklist  
Sheet 1 of 2

Notes


**1.0 Personnel Accountability:**

- A. The Lead Accountability Officer (LAO) will generate the list of missing persons. This list will be provided to the Emergency Plant Manager, POM, and/or TSC Security Coordinator.

**NOTE**

During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Radiation Protection computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.


1. IF there are individuals who are missing THEN:
  - (a) Review Accountability Rosters (Form EP-47) used to identify ERO members experiencing difficulty using the proximity card readers and remove them from the Missing Persons List.
  - (b) Obtain the Radiation Protection Computer Printout of individuals within the Radiological Control Area.
  - (c) Check off names of possible missing individuals who have left the Protected Area to narrow the list of actual missing persons and review RP computer printout for any missing individuals within the Radiological Control Area.
  - (d) Inform the EPM immediately of any personnel discovered missing during accountability process.
2. Assist OSC Staff in maintaining accountability of all OSC personnel through the use of status boards, team assignments, Individual Exposure Tracking Log (Form EP-6-ALL) and ERO Tracking Log (Form EP-42).

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Attachment 9.5  
**TSC Security Coordinator Checklist**  
Sheet 2 of 2

**Notes**

- 1.1    Use the OSC Log Keeper to maintain Continuing Accountability**
- A. Use Onsite ERO Shift Rosters (Form EP-43) to list individuals currently on the first shift in the TSC and OSC.
  - B. Request EOF Support Staff to identify the current EOF personnel.
  - C. Work with TSC and OSC Managers to identify personnel to fill second shift and ensure all needed positions are identified and establish time second shift is to be called in.
  - D. Use ETD to identify and contact individuals to fill positions on second shift. OSC Log-Keeper and EOF Staff may be used to assist in notifications.
  - E. Inform the TSC and OSC Managers when notifications are completed and if there are any problems filling required positions.

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Attachment 9.6  
OSC Manager Checklist  
Sheet 1 of 2

Notes

**1.0 Initial Accountability**


**CAUTION:**

**IF** an emergency classification is entered due to a security condition, **THEN** evacuation and accountability may put personnel at risk. Therefore, in these situations, evacuation and accountability will be suspended until directed by Security and cleared through the Incident Commander.

- A. **IF** the event has been classified as a Site Area Emergency or General Emergency AND initial accountability has not been performed **THEN** direct accountability to be performed in accordance with Section 2.3 of this checklist.
- B. Verify that the following core staffing is available before declaring OSC staffed:
  - (a) OSC Manager
  - (b) Work Control Coordinator
  - (c) 3 Radiation Protection Technicians
  - (d) 1 Mechanical Maintenance
  - (e) 1 Electrical Maintenance
  - (f) 1 I&C Technician
- C. Staff the OSC using Form EP-10-ALL, "Filling an ERO Vacancy During Facility Activation/Operation".
 

**IF** additional personnel are required **THEN**:

  - 1. **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Area for needed personnel.
  - 2. **IF** needed individuals are not available onsite **THEN** assign someone to call individuals at home using the Emergency Telephone Directory (ETD).

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OSC Manager Checklist  
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Notes

- D. Designate two individuals to act as Assembly Area Coordinators (AAC). Assign one to report to the Energy Education Center (EEC) the other one to the Generation Support Building (GSB) and have them follow guidance provided on the Assembly Area Coordinator Instructions (Form EP-45), if necessary.
- E. IF event occurs during an outage, THEN assess the need to staff the back-up assembly area at the Indian Point Training Center (IPTC). Designate an individual to report to the IPTC and have them follow guidance provided on Assembly Area Coordinator Instructions (Form EP-45).
  - 1. Inform other AACs that the IPTC is being utilized and to direct overflow of non-essentials to the IPTC.
  - 2. IF additional personnel are required to meet staffing needs (Normal staffing per Form EP-43, or special requirements as needed) THEN call or assign someone to call the Assembly Areas or individuals at home (using the Emergency Telephone Directory) for additional personnel.



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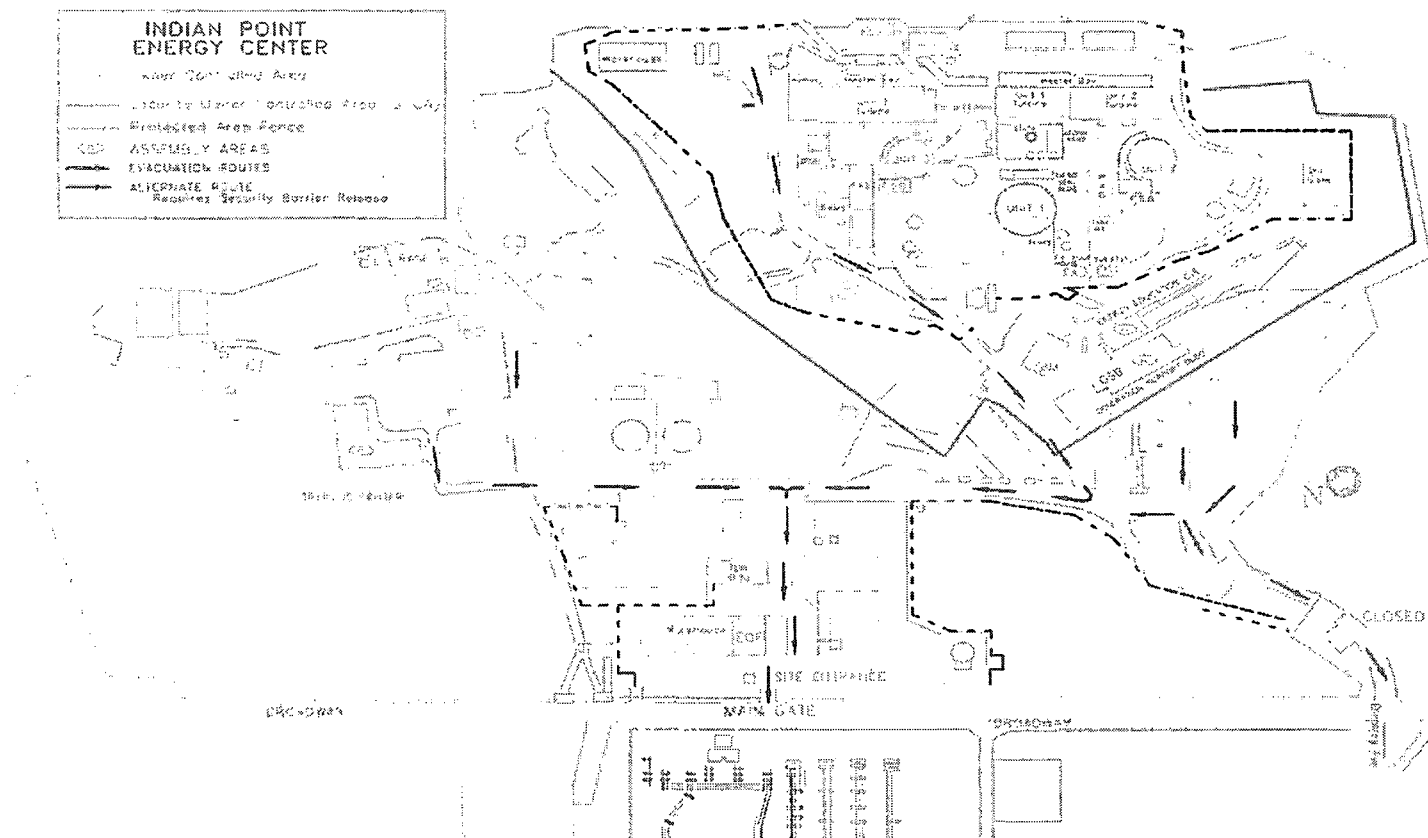
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**Attachment 9.8**  
**Directions to Westchester County Fire Training Center**  
**Sheet 1 of 1**

Route 9 South to Route 9A South

Take 9A South approximately 12 miles – past Westchester County Police Headquarters.

Stay on 9A to Dana Road (road past “Topps”)

Make a LEFT onto Dana Road.

Fire Training Center is 2<sup>nd</sup> driveway on RIGHT.

Procedure/Document Number: IP-EP-350

Revision: 3

Equipment/Facility/Other: Indian Point Energy Center (IPEC)

Title: Contamination Control

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

**Change 1:** Editorial – Revised Table Of Contents to include the attachments added to support deletion of IP-EP-220, IP-EP-230, and IP-EP-250.

**Change 2:** Updated responsibility section to add requirements to the RAC, the OSC Rad/Chem Coordinator and the EOF Dose Assessor.

**Change 3:** Editorial – Updated the Attachment section to list attachments added from IP-EP-220 Technical Support Center, IP-EP-230 Operations Support Center, and IP-EP-250 Emergency Operations Center to support the deletion of these IPEC facility procedures.

**Change 4:** Some Editorial – updated spacing of the paragraph to be consistent throughout the procedure. Added a statement to support deletion of IP-EP-250 procedure. This will ensure radiological evaluations and monitoring are still being maintained.

**Change 5, 6, 7 & 8 –** added checklists from IP-EP-220, IP-EP-230, and IP-EP-250 for the OSC Rad Technician, OSC Rad/Chem Coordinator, EOF Rad Protection Monitor and EOF Dose Assessor to support deletion of these IPEC Facility procedures. This will ensure habitability surveying will continue to be performed throughout the event.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

**Section A:** Assignment of Responsibilities

**Section I:** Accident Assessment

**Section J:** Protective Response

**Section K:** Radiological Exposure Control

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0(6))?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-350	Revision: 3
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Contamination Control	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity - no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).


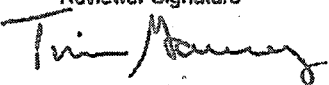

Proposed change 1, 3 and some of 4 are editorial. Change 1 & 3 updated the TOC and the Attachment section with added attachments. Parts of change 4 updated the spacing of the paragraph to be consistent with the rest of the procedure. This change does not change the intent of the procedure.


Proposed change 2 added responsibilities of the RAC, the OSC Rad/Chem Coordinator and the EOF Dose Assessor to the responsibility section. These responsibilities have not been changed and where added to support the deletion of three IPEC facility procedures and to ensure the responsibilities to these positions are maintained for personnel and facility monitoring/decontamination. This change does not change the intent of the procedure.

Proposed changes 5, 6, 7 & 8 added checklists from IP-EP-220, IP-EP-230, and IP-EP-250 for the OSC Rad Technician, OSC Rad/Chem Coordinator, EOF Rad Protection Monitor and EOF Dose Assessor to support deletion of these IPEC Facility procedures. This will ensure habitability surveying will continue to be performed throughout the event. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to personnel or facility monitoring or decontamination or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature 	Date: 1/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/16/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/16/18

 <b>IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-AD2</b>	<b>Revision 10</b>
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### Attachment 9.1

## **Emergency Planning Document Change Checklist Form**

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

### **Section 1**

<b>Doc/Procedure Type:</b>	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Doc/Procedure No:</b>	IP-EP-350
<b>Doc/Procedure Title:</b>	Emergency Contamination Control
<b>Corrective Action:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### **Section 2**

#### **Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q ☒ N/A ☐
  - b. EN-FAP-OM-023 ☒ N/A ☐
  - c. IP-SMM- AD-102 ☒ N/A ☐
  - d. OSRC ☐ N/A ☒
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
8. Word files are moved from working drafts folder to current revision folder in the EP drive: ☐ N/A ☐ Date: \_\_\_\_\_

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Emergency Contamination Control

Procedure No. IP-EP-350 Existing Rev: 2 New Rev: 3 DRN/EC No: DRN-17-02026

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____  Unit 2 Procedure No: _____  Unit 3 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

**Revision Summary** See attached revision Matrix for changes made. Added Attachments and statements to procedure to support deletion of IPEC Facility procedures.

### 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 / x7106 / *Rebecca A. Martin*

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

1. ☒ Technical Reviewer: Mary Ann Wilson / *Mary Ann Wilson* 12/14/17  
 (Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / *F. J. Mitchell* 12/15/17  
 (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 as defined in 4.6

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

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,

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_

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

## Revision Matrix

### IP-EP-350 Contamination Control

#### Revision 3


Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Table of Contents		Added Attachments 9.3 – 9.6	Yes	No – Revised TOC by adding Attachments to capture actions of the OSC/EOF RP techs, OSC Rad/Chem Coor and EOF Dose Assessor due to the deletion of IP-EP-220, 230 & 250. These changes do not change the intent of the procedure.
2.	Page 3		4.2 – added as described in Attachments 9.4 and 9.6 4.3 added – Additional Rad Protection (OSC, other plants) may be requested to support surveying the site and the monitoring of personnel and vehicles. 4.4 & 4.5 were added as new attachments	No	No – Added Attachments to capture actions of the OSC/EOF RP techs, OSC Rad/Chem Coor and EOF Dose Assessor due to the deletion of IP-EP-220, 230 & 250. In addition, additional statement was added to the 4.3 for the same reason as previously described. These changes do not change the intent of the procedure.
3.	Page 4 & 5		Added Attachments 9.3 – 9.6	Yes	No – Revised attachments as previously stated in #1 above. These changes do not change the intent of the procedure.

## Revision Matrix

### IP-EP-350 Contamination Control

### Revision 3

4.	Page 6		2.5 – spacing correction, 2.7 – 2.10 were re-numbered Added 2.6	No	No – some of the changes were spacing and renumbering. 2.6 was added due to the deletion of Ip-EP-250. These changes do not change the intent of the procedure.
5.	Pages 11 - 14		New – Added Attachment 9.3 – OSC Rad Protection Technician Checklist	No	No – this attachment was added due to the deletion of IP-EP-230. These changes do not change the intent of the procedure
6.	Pages 15 - 20		New - Attachment 9.4 – OSC Rad/Chem Coordinator Checklist	No	No – this attachment was added due to the deletion of IP-EP-230. These changes do not change the intent of the procedure
7.	Pages 21 - 24		New - Attachment 9.5 – EOF Rad Protection Technician Checklist	No	No – this attachment was added due to the deletion of IP-EP-250. These changes do not change the intent of the procedure
8.	Page 25		New - Attachment 9.6 – Dose Assessor Checklist	No	No – this attachment was added due to the deletion of IP-EP-250. These changes do not change the intent of the procedure

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**CONTROLLED**

## Emergency Contamination Control

Prepared by:

Rebecca A. Martin  
Print Name

*Rebecca A. Martin*  
Signature

1/12/18  
Date

Approval:

Frank J. Mitchell  
Print Name

*Frank J. Mitchell*  
Signature

1/12/18  
Date

Effective Date: January 24, 2018



**Entergy.**

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## Emergency Contamination Control

### 1.0 PURPOSE

To describe the methods used for the control of radiological contamination, decontamination activities and the release of vehicles, equipment and personnel during a declared emergency.

### 2.0 REFERENCES

- 2.1 10CFR20.2003, "Limits for Discharge into a Sanitary Sewage System"
- 2.2 ENN-RP-104, "Personnel Contamination Events"

### 3.0 DEFINITIONS


- 3.1 Clean - Contamination levels are LESS THAN 100 CPM above background
- 3.2 Low Level Contamination - Contamination levels are GREATER THAN 100 CPM above background and less than 10,000 CPM
- 3.3 High Level Contamination - Contamination levels are GREATER THAN 10,000 CPM above background

### 4.0 RESPONSIBILITIES

- 4.1 The EOF Manager is responsible for the decision to release radiologically contaminated personnel, equipment and/or vehicles from the Owner Controlled Area without being radiologically monitored when otherwise required.
- 4.2 The Radiation Protection personnel are responsible for the determination of personnel contamination levels, supervise and assist with decontamination and release of personnel as described in Attachments 9.3 and 9.5.
- 4.3 The Radiological Assessment Coordinator is responsible for ensuring that this procedure is followed to ensure contamination controls are established for the EOF and Security personnel working outside the Protected Area. Additional Rad Protection (OSC, other plants) may be requested to support surveying the site and the monitoring of personnel and vehicles.
- 4.4 The OSC Rad/Chem Coordinator is responsible for the actions as described in Attachment 9.4.
- 4.5 The EOF Dose Assessor is responsible for the actions as described in Attachment 9.6.

### 5.0 DETAILS

- 5.1 MONITOR personnel for contamination at the following intervals:

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- 5.1.1 When leaving areas of the plant that are suspected to be contaminated;
- 5.1.2 When leaving the Protected Area and portal monitors alarm;
- 5.1.3 When in assembly areas (if suspected to be contaminated);
- 5.2 Using a frisker with a HP-210 G.M. tube or equivalent to check the individuals, determine the contamination category:
  - 5.2.1 When contamination levels are LESS THAN 100 CPM above background, the person is considered clean
  - 5.2.2 When contamination levels are GREATER THAN 100 CPM above background and less than 10,000 CPM, it is considered Low-Level Contamination
  - 5.2.3 When contamination levels are GREATER THAN 10,000 CPM above background, it is considered High-Level Contamination.
- 5.3 **MAINTAIN** records of personnel monitoring on Form EP-61, Decontamination Survey Sheet if contaminated personnel are discovered.
  - 5.3.1 Use Attachment 9.1 for Personnel Decontamination
- 5.4 **MAINTAIN** records of vehicle monitoring on Form EP-62, Vehicle Contamination Check if contaminated vehicles or equipment is discovered.
  - 5.4.1 Use Attachment 9.2 for vehicle and equipment decontamination outside the protected area.
- 6.0 **INTERFACES**
  - 6.1 EN-EP-609, Emergency Operations Facility
- 7.0 **RECORDS**
  - 7.1 All forms and logs generated during the process of identification of contamination or the decontamination of personnel, vehicles or equipment shall be maintained.
- 8.0 **REQUIREMENTS AND COMMITMENT CROSS-REFERENCE**
  - NL081-157-C35
- 9.0 **ATTACHMENTS**
  - 9.1 Personnel Decontamination
  - 9.2 Decontamination of Vehicle and Equipment Outside the Protected Area
  - 9.3 OSC RAD Protection Technician Checklist



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**9.0 ATTACHMENTS (cont.)**

**9.4 OSC Rad/Chem Coordinator Checklist**

**9.5 EOF Rad Protection Monitor Checklist**

**9.6 EOF Dose Assessor Checklist**

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#### Attachment 9.1

#### Personnel Decontamination

Sheet 1 of 2

- 1.0 While in the Protected Area **PERFORM** decontamination in accordance with Radiation Protection Section Procedure for "Personnel Decontamination"
  - 1.1 Report any positive indications to the OSC Radiation Protection Coordinator in the Operations Support Center.
- 2.0 While outside of the Protected Area conduct decontamination at the EOF
  - 2.1 For Low-level contamination, set up the EOF shower area in accordance with the EOF Decontamination Diagram. For High-level contamination use the decontamination equipment inside the kit located in the Offsite Monitoring Equipment closet in the EOF. Follow the instructions inside the kit. It may become necessary to get additional water or fluid to flush during decontamination. The bottle inside the kit is limited in size.
  - 2.2 Segregate the contaminated individual to an area that has been designated with signs, barricades as needed and Step-Off Pads
  - 2.3 Check each piece of clothing as it is removed and segregate as to whether it is contaminated or not contaminated. Contaminated clothing should be placed in plastic bags that may be obtained from the storeroom stock.
  - 2.4 Recheck individual after clothing is removed. **IF** contamination is detected record readings on Form EP-61, **THEN** have the individual shower and record as-found data.
  - 2.5 Repeat if necessary to reduce contamination to less than 100 CPM above background.
  - 2.6 **IF** any individuals are exposed to contamination or airborne activities, **THEN** consult with the Radiological Assessment Coordinator the need for radiological evaluations and monitoring (Bioassay, whole body counts, etc.)
  - 2.7 If the individual remains contaminated after 3 showers, consult with the Radiological Assessment Coordinator.
  - 2.8 Provide individual with coveralls if clothing was contaminated
  - 2.9 Report the results of decontamination to the Radiological Assessment Coordinator.
  - 2.10 Provide all records to the Radiological Assessment Coordinator upon completion of personnel decontamination effort.



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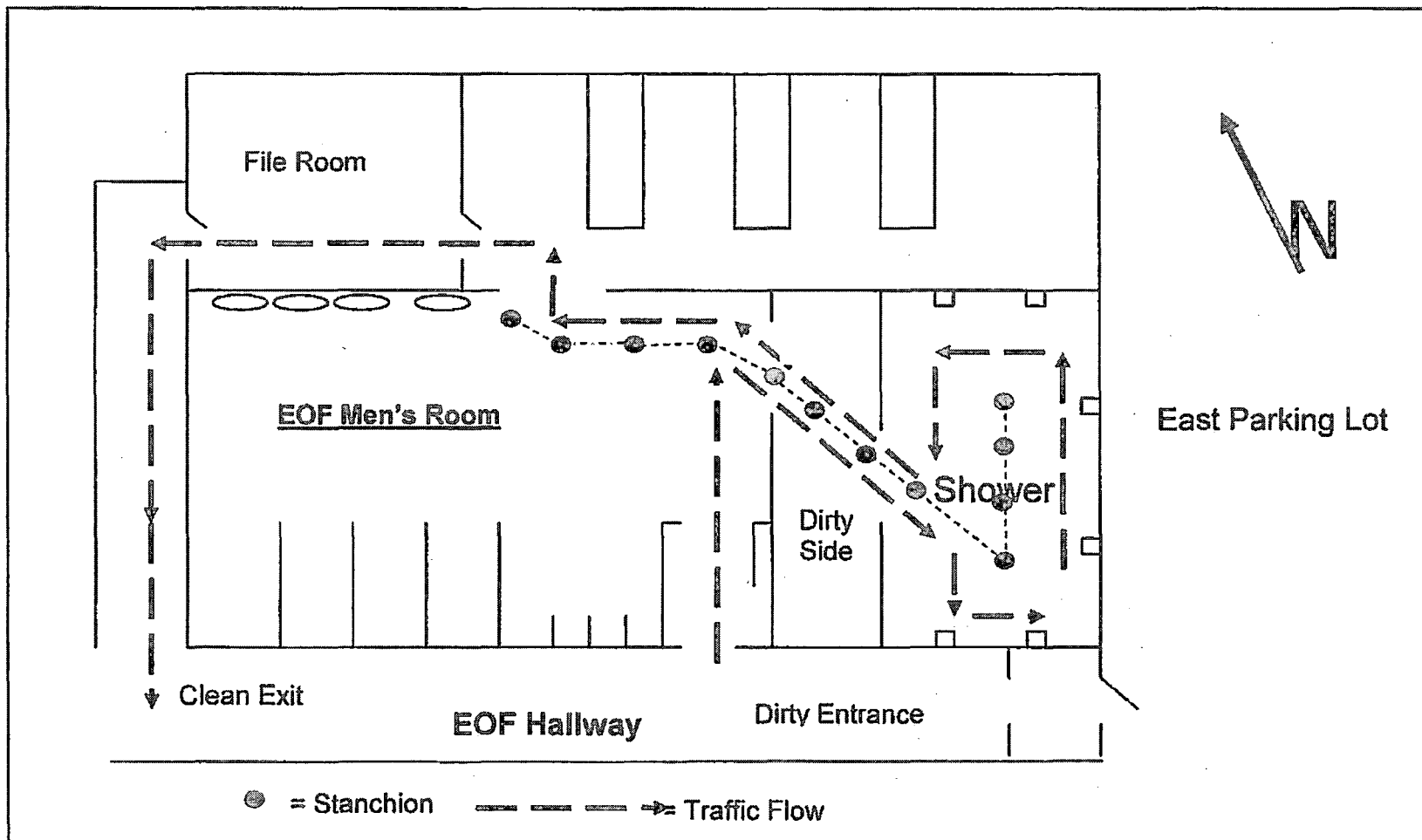
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Attachment 9.1  
Personnel Decontamination  
Sheet 2 of 2

EOF Decontamination Diagram




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## Attachment 9.2

### Decontamination of Vehicle and Equipment Outside the Protected Area

Sheet 1 of 3

- 1.0 **CHECK** for removable (loose) contamination. Use survey instrument WITH either a gauze pad OR paper disks.
  - 1.1 **ESTABLISH** background in the area to be less than 300 counts per minute.
  - 1.2 **USING** a gauze pad, wipe the major accessible surface areas of an item. Read background, the pad AND background again WITH the survey instrument. The contamination is LESS THAN detectable IF the reading for the pad is equal OR LESS THAN both background readings AND 300 cpm. Record the results for loose contamination on FORM EP-62.
  - 1.3 **USING** a paper disk, wipe 100 cm<sup>2</sup> of EACH representative accessible surface of an item. Read background, the disks AND background again WITH the survey instrument. Subtract the lowest background reading from the reading for the disk. Record results GREATER THAN 100 cpm on FORM EP-62.
- 2.0 **CHECK** for fixed contamination by moving the survey instrument closely AND slowly over the accessible surfaces. Record the results for fixed contamination on FORM EP-62.
- 3.0 Items which DO NOT satisfy ALL the following criteria may leave the site only WITH the approved of the EOF Manager.
  - 3.1 Loose contamination is LESS THAN detectable as described in Section 1.0 in a background limited to 300 cpm.
  - 3.2 Fixed contamination is LESS THAN 100 cpm as described in Section 2.0 in a background limited to 300 cpm.
- 4.0 **POSITION** the vehicle close to the corner water run-off opening. This shall allow the contamination to run off into a small depression where it shall be contained AND concentrated by the land contour.
- 5.0 **USING** hoses hooked up to the nearest water outlet, fire hydrant OR utilizing a Fire Department pumper, wash the vehicle with detergent AND water. The detergent may be obtained from the Warehouse. Some minor scrubbing may enhance the decontamination effort. Precautions should also be taken to prevent any cross contamination of vehicles, equipment or people.

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## Attachment 9.2

### Decontamination of Vehicle and Equipment Outside the Protected Area

Sheet 2 of 3

- 5.1 IF the vehicle is still contaminated, THEN rewash AND recheck UNTIL vehicle satisfies criteria of Section 3. Any contamination checks should be done a dry surfaces.
- 5.2 RECORD ALL contamination checks AND washes along with the vehicle license plate number on FORM EP-62.

Vehicles that DO NOT satisfy the criteria of Section 3 are NOT allowed to leave the site without approval of the EOF Manager.

REPORT results of vehicle checks AND decontamination to the Radiological Assessment Coordinator upon completion.

TURN-IN ALL completed FORMS to the Radiological Assessment Coordinator for filing.

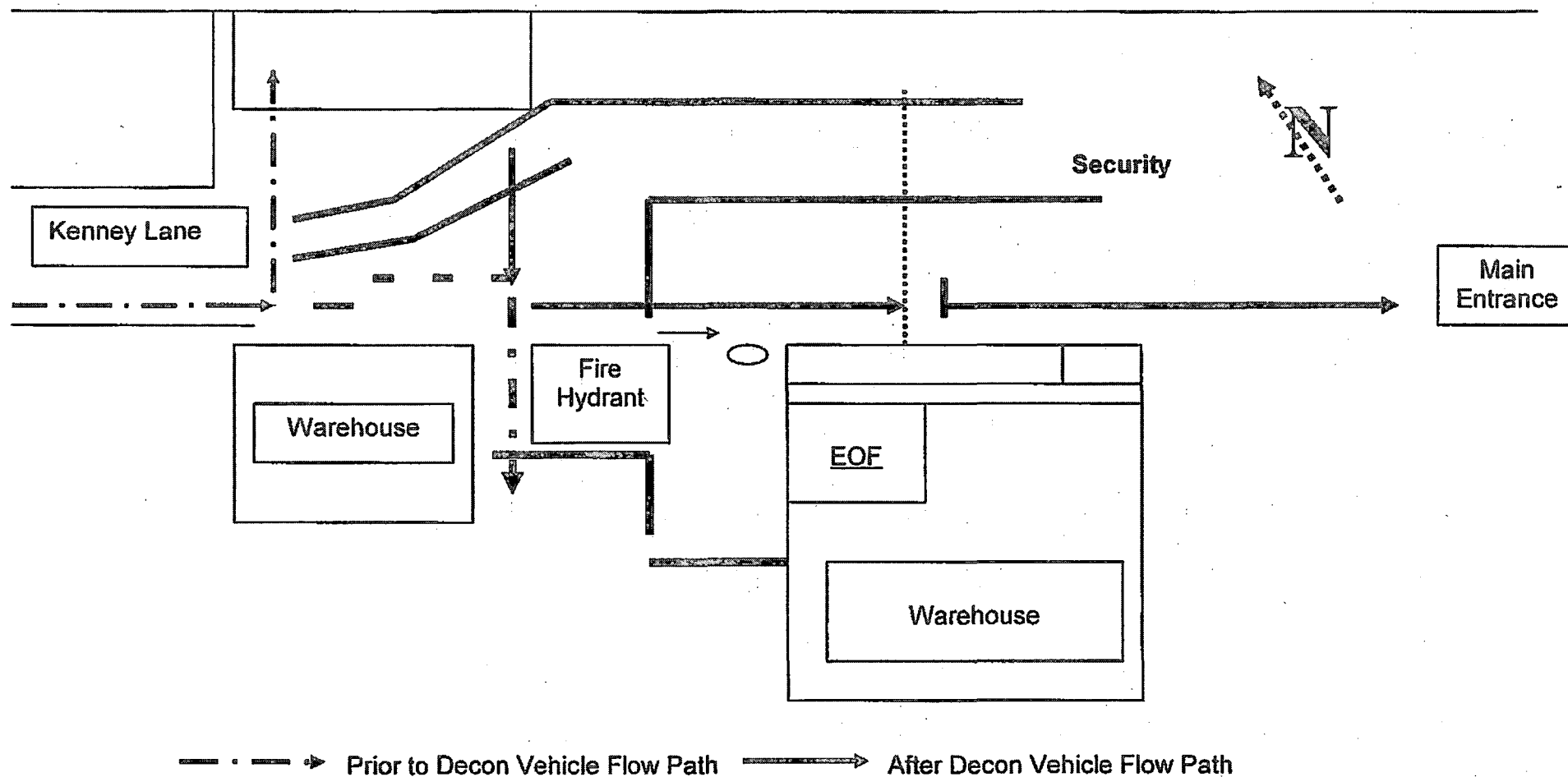



Attachment 9.2

Decontamination of Vehicle and Equipment Outside the Protected Area

Vehicle Decontamination Area Diagram

Sheet 3 of 3



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Attachment 9.3  
**OSC Rad Protection Technician Checklist**  
Page 1 of 4

**1.0 Initial Responsibility/Activity**

**NOTES**


**1.1 Assume the position of OSC Rad Protection Technician**

- A. Enter the OSC using one of the proximity Accountability Card Readers.
- B. Sign in at the facility organization chart.
- C. Report to and receive direction from the OSC Rad/Chem Coordinator or if not available the TSC Radiological Coordinator.
- D. Verify Equipment is in calibration.
- E. As directed by the OSC Rad/Chem Coordinator or the TSC Radiological Coordinator:
  1. Perform a habitability survey of the TSC/OSC and CCR's and set up radiological controls for the TSC/OSC as shown on sheet 6 of this Checklist.
  2. Establish the capability for monitoring of Iodine, should it become necessary.
  3. Verify Survey Meter operability by getting a > 1 mr/hr reading with the open window using a 5 $\mu$  Ci Cs -137. source

**NOTE:**

**AMS SHALL be started during TSC/OSC activation**

- F. Set up and operate the AMS-4 utilizing skill of the craft and procedure EN-RP-310
- G. Periodically check readings of AMS-4 and ensure proper instrument operation.
  1. IF there is a release, THEN monitor the AMS-4 to identify any increase in the radiological levels in the TSC/OSC.

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Attachment 9.3  
**OSC Rad Protection Technician Checklist**  
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**Initial Responsibility/Activity (cont.)**


**NOTES**

2. Follow directions in Section F of this checklist to maintain AMS-4 operations.
- H. Sample Count Using the MS-2/SPA-3 utilizing skill of the craft and procedure HP-9.021.
- I. Sample Count Using the E-140N OR RM-14/HP-210 utilizing skill of the craft and procedure EN-RP-302 and record results on form EP-16.
- J. Perform background and source checks approximately every hour OR as specified by the Rad/Chem Coordinator or TSC Radiological Coordinator (frequency may be adjusted, either more or less often, in consideration of current radiological conditions).
- K. Using the readings from the AMS-4 Monitor and the noble gas-to-iodine ratio from Chemistry, determine the iodine activity.
  1. IF iodine activity is determined to be greater than  $1 \times 10^{-7}$  micro curies/cubic centimeter by any of the above methods, THEN notify the OSC Rad/Chem or the TSC Radiological Coordinator.
- L. Establish contamination controls for the TSC/OSC if necessary.

**2.0 Continuous Responsibility/Activity**

**2.1 Establish and Maintain radiological controls**

- A. As directed by the OSC Rad/Chem Coordinator or the TSC Radiological Coordinator, perform periodic radiological monitoring particularly when a release of radioactive material into plant environments is in progress or suspected.

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Attachment 9.3  
**OSC Rad Protection Technician Checklist**  
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**Continuous Responsibility/Activity (cont.)**

**NOTES**

- B. This should be done approximately once every 60 minutes or when conditions have likely worsened or when directed to by the OSC Rad/Chem Coordinator or the TSC Radiological Coordinator.
- 2.2 Inform the OSC Rad/Chem Coordinator or another coordinator when temporarily leaving the work area.**
- A. IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN:
1. Inform the Work Control Coordinator and/or OSC Log-Keeper (for accountability purposes)
  2. Inform the Work Control Coordinator and/or OSC Log-Keeper when you return.
- B. Upon return, obtain a briefing from the OSC Rad/Chem or the TSC Radiological Coordinator on any events, which have occurred while away.
- 2.3 Escort as directed, any team being sent into an area where any of the following conditions exist:**
- A. Radiological conditions are unknown. Surveys or ARMs may be used to predict radiological conditions.
  - B. Radiation fields in excess of 1 R/hr are expected.
  - C. In the event of any release of radioactivity to the environment.
- 2.4 Assist with the decontamination efforts of personnel, equipment, and onsite areas as appropriate.**
- 3.0 Closeout Responsibility/Activity**
- 3.1 IF radiological conditions allow, THEN as directed by the Radiological Coordinator:**
- A. Return emergency equipment to proper storage areas and restock supplies as needed.



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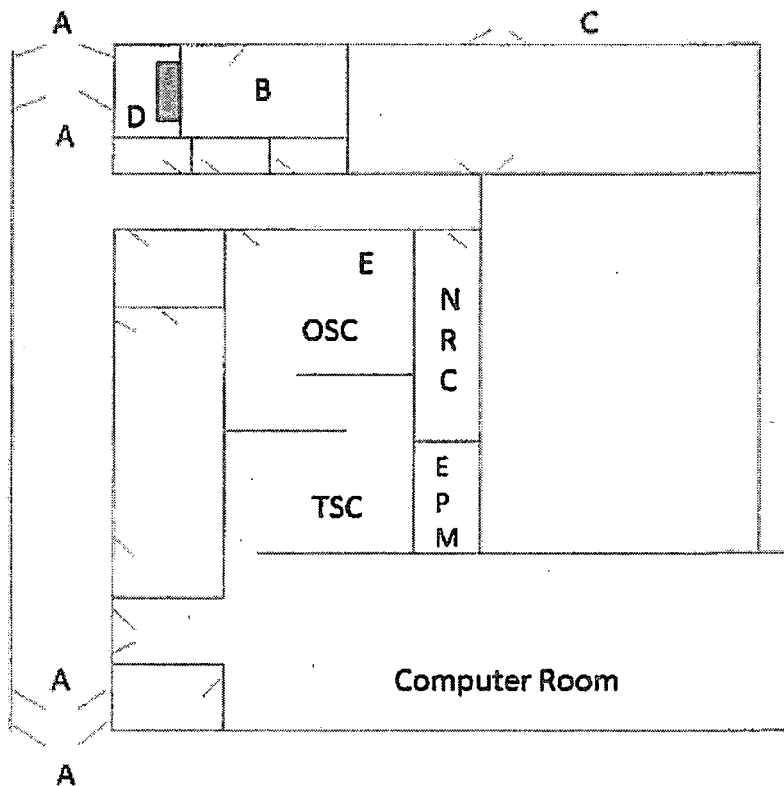
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Attachment 9.3  
OSC Rad Protection Technician Checklist  
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TSC/OSC Access Points to be posted:

If Hallway Contamination < 1000 dpm/ 100 sq. cm

A. Entry/Exit

B. No Entry/No Exit

C. No Entry/No Exit

D. Equipment cabinets. Place sign at top of stairway

No Entry/No Exit without permission from RAD Coordinator.

E. Air Monitoring Equipment

If Hallway Contamination > 1000 dpm/ 100 sq. cm

A. No Entry, Exit Only


B. Entry to TSC/OSC. No Exit. White Step Off Pad and Frisk Shoes before stepping here

C. No Entry/No Exit

D. Equipment cabinets. Place sign at top of stairway.

No Entry/No Exit without permission from RAD Coordinator

E. Air Monitoring Equipment

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Attachment 9.4  
**OSC Rad/Chem Coordinator Checklist**  
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**1.0    Initial Responsibility/Activity**

**NOTES**

A. Determine if any personnel are currently in the field as follows:


- Entergy-IPEC web site
- Applications drop down menu
- Sentinel
- Fleet Production Reports
- Indian Point
- RCA Currently Logged In
- If not in Crystal Report printable PDF format, then convert to such and PRINT

B. Obtain a copy of current employee exposure for use in ALARA considerations when assigning OSC team members as follows:

- Use Item 2 instructions above for Sentinel access
- Select Daily Margin List by Department
- Select the key departments needed (e.g., Operations, RP, Rad-waste, Chem., FIN, MNTS, Mech-1, Security)
- Drop Down Menu
- Select Last Name, OK
- If not in Crystal Report printable PDF format, convert to such and PRINT

C. Request the Control Room to align the OSC/TSC ventilation system for incident operation per procedure, if required.

D. IF necessary THEN direct a Rad Protection Technician to perform a habitability survey of the OSC/TSC and Control Rooms and verify that radiological controls are set up as shown on Sheet 6 of this Checklist for the TSC/OSC.

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Attachment 9.4  
**OSC Rad/Chem Coordinator Checklist**  
Page 2 of 6

**Initial Responsibility/Activity (cont.)**


**NOTES**

- E. Establish the capability for monitoring of Iodine, should it become necessary. Have a Rad Protection Tech set up the AMS-4.
- F. Establish Habitability and Contamination controls for the CR if necessary. At a minimum verify habitability in the Control Rooms and TSC/OSC and re-verify approximately every 60 minutes or when conditions have likely worsened.

**NOTE:**

Ensure Habitability and Contamination Controls are implemented when a Radiological Release occurs

- G. IF dosimetry is necessary and individuals have not been previously issued dosimetry THEN assign a person(s) to go to HP-1 or HP-3 as appropriate to obtain dosimetry (DRD's/DLR's) to be issued to them,
- H. Assign Personnel to the following positions:
  1. OSC/TSC Rad Protection Monitor
  2. Protected Area Monitoring Team, IF requested by the EOF,
  3. EOF RP Monitor, as soon as RP tech minimum staffing has been satisfied.
  4. Rad Waste Personnel to report to the EOF to support any decontamination efforts, IF requested by the EOF.
  5. RP Monitor to Assembly Areas to verify habitability if a radiological release has occurred. Monitor will need to bring frisker and survey meter.
  6. Chemistry Technicians to take samples and report results as requested.
- I. Obtain keys from Unit 2 control point for the lock box on the side of the OSC radiological equipment supply lockers. Check all instruments for operability and inventory any locker which has a broken seal.

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Attachment 9.4  
OSC Rad/Chem Coordinator Checklist  
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**Initial Responsibility/Activity (cont.)**


**NOTES**

- J. Obtain requested Chemistry sample, and report the results to the OSC Manager.

**2.0    Continuous Responsibility/Activity**

**2.1    Direct Radiation Protection and Chemistry Technicians in the following activities:**

- A. Assign qualified RP/Chemistry Technicians to conduct emergency response support activities.
- B. Use Emergency Team Briefing Form (EP-38) to prepare and document team assignments. Ensure each team dispatched has a copy of the Emergency Team Briefing Form.
- C. Assign personnel to conduct in-plant radiological surveys and take chemistry samples as required supporting ERO activities.
- D. Assign RP Technicians to accompany Teams requiring radiological support.
- E. Prepare or have prepared the ERWP (EP-40). Review and approve the prepared form and then use or have it used.
- F. Participate in Team briefings to ensure team members properly understand the assigned task. Briefings **SHOULD** be clear, concise, accurate, and prompt based upon the hazard(s) to be encountered.
- G. Use the ERWP (Form EP-40) 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.
- H. Discuss dosimetry requirements. Coordinate with Radiological Coordinator any radiation exposure limit extensions necessary.


	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350</b>	<b>Revision 3</b>
		<b>REFERENCE USE</b>	<b>Page</b>	<b><u>18</u> of <u>25</u></b>

Attachment 9.4  
**OSC Rad/Chem Coordinator Checklist**  
Page 4 of 6

**Continuous Responsibility/Activity (cont.)**

**NOTES**

- I. Discuss protective clothing and respiratory protection requirements.
- J. Discuss travel route requirements and if there are any releases in progress.
- K. Advise team members on monitoring and decontamination procedures following mission completion.
- L. 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
- M. Participate in OSC team post job debriefings, 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. Assist the OSC Manager in planning and preparing for any Radiological or Chemistry work activities needed to return the plant to a safe condition.
- P. Verify the Work Control Coordinator is tracking individual exposure data in WebEOC or Individual Exposure Tracking Log (Form EP-29).
- Q. RP Tech escorts are 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 are expected.
  3. In the event of any release of radioactivity to the environment.


	IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE	NON-QUALITY RELATED PROCEDURE	IP-EP-350	Revision 3
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Attachment 9.4  
OSC Rad/Chem Coordinator Checklist  
Page 5 of 6

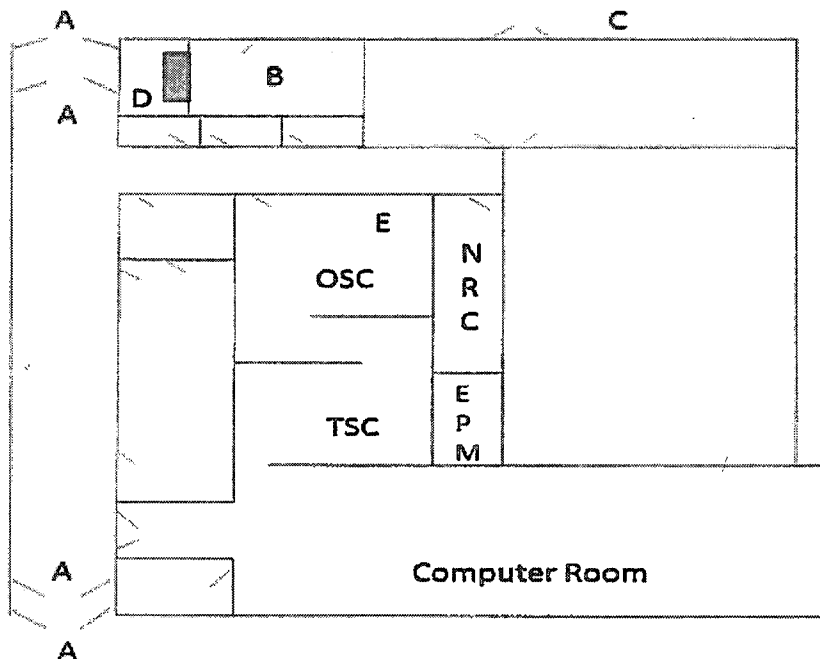
**Continuous Responsibility/Activity (cont.)**

**NOTES**

- R. Coordinate with the OSC Manager for tasks involving injured personnel or search and rescue activities.
  - 1. IF potentially contaminated or highly exposed personnel require offsite medical facility attention, THEN support transport with Operations and Security.
- S. Frequently brief the OSC Manager on assigned task status and the results reported by RP and Chemistry Technicians
- T. Maintain an adequate reserve of personnel in the OSC RP/Chem pool by requesting additional resources from the Radiological Coordinator as necessary.
- U. Request the Radiological Coordinator to coordinate with the EOF Administration and Logistics Coordinator to obtain equipment and materials not available onsite or through previously arranged agreements.
- V. Direct decontamination of personnel, equipment and areas inside the Protected Area.
- W. If respirators are needed they can be obtained at the normal issue point location.
- 2.2 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 on-site for contamination and decontaminate as appropriate. (IP-EP-350, Emergency Contamination Control)

	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350</b>	<b>Revision 3</b>
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Attachment 9.4  
 OSC Rad/Chem Coordinator Checklist  
 Page 6 of 6



TSC/OSC Access Points to be posted:


If Hallway Contamination < 1000 dpm/ 100 sq. cm

- A. Entry/Exit
- B. No Entry/No Exit

- C. No Entry/No Exit
- D. Equipment cabinets. Place sign at top of stairway  
No Entry/No Exit without permission from RAD Coordinator.
- E. Air Monitoring Equipment

If Hallway Contamination > 1000 dpm/ 100

- A. No Entry, Exit Only
- B. Entry to TSC/OSC. No Exit. White Step Off Pad and Frisk Shoes before stepping here
- C. No Entry/No Exit
- D. Equipment cabinets. Place sign at top of stairway.  
No Entry/No Exit without permission from RAD Coordinator
- E. Air Monitoring Equipment

	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350</b>	<b>Revision 3</b>
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Attachment 9.5  
**EOF Rad Protection Monitor Checklist**  
Page 1 of 4

**1.0 Initial Responsibility/Activity**

**NOTES**


**1.1 Assume the position of EOF Rad Protection Monitor**

- A. Sign in on the EOF Check Point Sign-In Log (Form EP-7-ALL).
- B. Report to and receive direction from the EOF Radiological Assessment Coordinator.
- C. Verify Equipment is in calibration.
- D. As directed by the EOF Dose assessor or the EOF Radiological Assessment Coordinator.
  - 1. Perform a habitability survey of the EOF and ICP and set up radiological controls as shown on sheet 4 of this Checklist.
  - 2. Establish the capability for monitoring of Iodine, should it become necessary.

**NOTE**

**AMS SHALL be started during EOF activation**

- E. Set up and operate the AMS-4 utilizing skill of the craft and procedure EN-RP-310.
- F. Periodically check readings of AMS-4 and ensure proper instrument operation.
  - 1. IF there is a release, THEN monitor the AMS-4 to identify any increase in the radiological levels in the EOF.
  - 2. Follow directions in Section E of this checklist to maintain AMS-4 operations.
- G. Sample Count Using the MS-2/SPA-3 utilizing skill of the craft and procedure HP-9.021.
- H. Sample Count Using the Model 177 OR RM-14/HP-210 utilizing skill of the craft and procedure EN-RP-302 and record results on form EP-16.

	IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE	NON-QUALITY RELATED PROCEDURE	IP-EP-350	Revision 3
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Attachment 9.5  
**EOF Rad Protection Monitor Checklist**  
Page 2 of 4

**Initial Responsibility/Activity (cont.)**


**NOTES**

- I. Perform background and source checks approximately every hour OR as specified by the Radiological Assessment Coordinator or Dose Assessor (frequency may be adjusted, either more or less often, in consideration of current radiological conditions).
- J. Using the readings from the AMS-4 Monitor and the noble gas-to-iodine ratio from Chemistry, determine the iodine activity.
  1. IF iodine activity is determined to be greater than  $1 \times 10^{-7}$  micro curies/cubic centimeter by any of the above methods, THEN notify the EOF Dose Assessor or the EOF Radiological Assessment Coordinator.
- K. If directed by the EOF Radiological Assessment Coordinator or Dose Assessor then conduct decontamination of vehicles and personnel using IP-EP-350.

**2.0 Continuous Responsibility/Activity**

**2.1 Establish and Maintain radiological habitability**

- A. As directed by the EOF Dose Assessor or the EOF Radiological Assessment Coordinator, perform periodic radiological monitoring particularly when a release of radioactive material into plant environments is in progress or suspected


	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350</b> <b>Revision 3</b>
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Attachment 9.5  
**EOF Rad Protection Monitor Checklist**  
Page 3 of 4

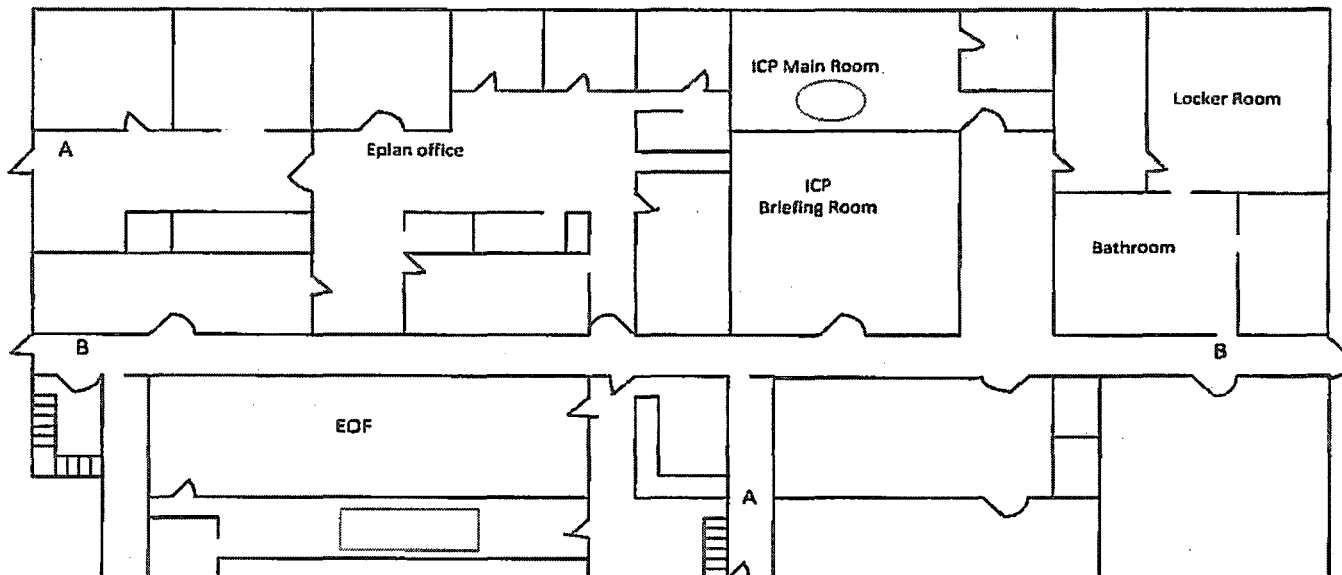
**Continuous Responsibility/Activity (cont.)**

**NOTES**

1. If there has been a Radiological Release outside of the Protected Area then set up the EOF as follows when directed by the Dose Assessor:
    - a. Set up stanchions, rope barricades and friskers at both ends of the main hallway.
    - b. Set Frisker alarm to (2) times background.
    - c. Set up SOP's at both entrances.
    - d. Place a waste receptacle near the SOP location.
    - e. Post door to warehouse and exterior door (from NEM offices) as No Entry, No Exit.
  - B. Periodically verify habitability in the EOF. This should be done approximately once every 60 minutes or when conditions have likely worsened or when directed to by the EOF Dose Assessor or the EOF Radiological Assessment Coordinator.
- 2.2 Inform the EOF Radiological Assessment Coordinator when temporarily leaving the work area.**
- A. **IF** you are leaving the EOF Complex (the restroom is within complex) **THEN**:
    1. Inform the EOF Radiological Assessment Coordinator (for accountability purposes)
    2. Inform the EOF Radiological Assessment Coordinator when you return.
  - B. Upon return, obtain a briefing from the EOF Dose Assessor or the EOF Radiological Assessment Coordinator on any events, which have occurred while away.
- 2.3 Assist with the decontamination efforts of personnel, equipment and onsite areas as appropriate.**

	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350      Revision 3</b>
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**Attachment 9.5**  
**EOF Rad Protection Monitor Checklist**  
**Page 4 of 4**




**If there is indication of contamination outside of the PA then the EOF Complex may be set up to restrict access as outlined above:**

**If Hallway contamination <1000 dpm/100cm<sup>2</sup>**

**A – No Entry/ No Exit**

**B - Entry/ Exit to EOF Complex. Set up white SOP, with Frisker and trash receptacle available.**

	<b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-350</b>	<b>Revision 3</b>
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Attachment 9.6  
**EOF Dose Assessor Checklist**  
Page 1 of 1

**1.0 Initial Responsibility/Activity**

**NOTES**

- 1.1 Confer with the Radiological Assessment Coordinator on the need to set up EOF Radiological Controls. If needed request a Radiation Protection Technician from the OSC. Have the Radiation Protection Tech set up the EOF hallway as follows:**
- A. Set up stanchions, rope barricades, and friskers at both ends of the main hallway.**
  - B. Set frisker alarm to two (2) times background.**
  - C. Set up Step off Pads (SOPs) at both entrances.**
  - D. Place a waste receptacle near the SOP location.**
  - E. Post door to warehouse & exterior door (from offices) as NO ENTRY, NO EXIT.**

Procedure/Document Number: IP-EP-320

Revision: 12

Equipment/Facility/Other: Indian Point Energy Center (IPEC)

Title: Radiological Field Monitoring

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

**Change 1, 2, 4 and 7 :** Editorial – Revised Table Of Contents and attachment section to include the attachment added to support deletion of IP-EP-250. Updated reference section with correct fleet procedure. Change spacing in attachment.

**Change 3:** Updated responsibility section to add requirements for the Offsite Team Coordinator due to deletion of IP-EP-250.

**Change 5:** Added Protective Clothing to sentence to support deletion of IP-EP-250.

**Change 6:** Added a sentence to a Note to support deletion of IP-EP-250.

**Change 8:** Added the Offsite Team Coordinator attachment to support deletion of IP-EP-250.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

**Section A:** Assignment of Responsibilities

**Section I:** Accident Assessment

**Section J:** Protective Response

**Section K:** Radiological Exposure Control

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-320	Revision: 12
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Radiological Field Monitoring	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

Proposed change 1, 2, 4 and 7. Revised Table Of Contents and attachment section with added attachment to support deletion of IP-EP-250. Updated reference section with correct fleet procedure. Change spacing in attachment. This change does not change the intent of the procedure.

Proposed change 3 added responsibilities of Offsite Team Coordinator to the responsibility section. These responsibilities have not been changed and were added to support the deletion of IP-EP-250 procedure and to ensure the responsibilities to this position is maintained for offsite monitoring. This change does not change the intent of the procedure.

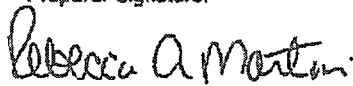


Proposed change 5 added the words "ie, protective clothing" to ensure this was discussed during briefs to support deletion of IP-EP-250. This change does not change the intent of the procedure.

Proposed change 6 added sentence to a Note that defines Plume boundary which supports the deletion of IP-EP-250. This change does not change the intent of the procedure.

Proposed changes 8 added checklist from IP-EP-250 for the Offsite Team Coordinator to support deletion of IP-EP-250. This will ensure Offsite Monitoring will continue to be performed throughout the event. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to offsite monitoring or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature: 	Date: 1/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/16/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/16/18

# Revision Matrix

## IP-EP-320 "Radiological Field Monitoring" Revision 12

Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 2, Table of Contents		Added Attachment 16 Offsite Team Coordinator	Yes	No - Added this attachment due to the deletion of IP-EP-250. This change does not change the intent of the procedure.
2.	Page 3 Section 2.2	IP-EP-250, Emergency Operations Facility	EN-EP-609, Emergency Operations Facility	Yes	No - Revised the procedure number to fleet number due to the deletion of IP-EP-250. This change does not change the intent of the procedure.
3.	Page 4 Section 4.8		Added 4.8 - The Offsite Team Coordinator is responsible for Attachment 16, Offsite Team Coordinator Checklist	No	No - Responsibility section updated for the OTC. The responsibilities are not changed but added to the procedure due to deletion of IP-EP-250. This change does not change the intent of the procedure.
4.	Page 6 Section 6.2 and 9.0	IP-EP-250, Emergency Operations Facility	EN-EP-609, Emergency Operations Facility  Attachment 16 Offsite Team Coordinator	Yes	No - revised the procedure number to the fleet number and added attachment 16 to Attachment list.
5.	Page 16	Use of personnel and vehicle safety equipment.	Use of personnel (protective clothing) and vehicle safety equipment.	No	No - added protective clothing due to the deletion of IP-EP-250. This change does not change the intent of the procedure.

# Revision Matrix

## IP-EP-320 "Radiological Field Monitoring" Revision 12

6.	Page 19 - Note	If traversing the plume,.....centerline.	If traversing the plume,.....centerline. Plume boundary.....window reading.	No	No – added the last sentence due to the deletion of IP-EP-250. This change does not change the intent of the procedure.
7.	Page 32		Spacing change	Yes	No – spacing change. This change does not change the intent of the procedure.
8.	Page 50 - 54		Attachment 16 Offsite Team Coordinator Checklist	No	No – Added the attachment for OTC to support deletion of IP-EP-250. This will ensure Offsite Monitoring process is not changed. This change does not change the intent of the procedure.

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

Page 35 of 43

## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Radiological Field Monitoring

Procedure No. IP-EP-320 Existing Rev: 11 New Rev: 12 DRN/EC No: DRN-17-02000

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____  Unit 2 Procedure No. _____  Unit 3 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

**Revision Summary** See attached matrix. Editorial changes to TOC, and Attachment section, added some requirements to brief and OTC attachment to support deletion of IP-EP-250.

### 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 / x7106 / *Rebecca A. Martin*

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

1. ☒ Technical Reviewer: Mary Ann Wilson / *Mary Ann Wilson* 12/14/17  
 (Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / *F. Mitchell* 12/13/17  
 (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 as defined in 4.6

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

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.

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_

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

 <b>IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-AD2</b>	<b>Revision 10</b>
	<b>REFERENCE USE</b>	<b>Page 1 of 1</b>	

### Attachment 9.1

## **Emergency Planning Document Change Checklist Form**

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

### **Section 1**

<b>Doc/Procedure Type:</b>	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Doc/Procedure No:</b>	IP-EP-320
<b>Doc/Procedure Title:</b>	Radiological Field Monitoring
<b>Corrective Action:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### **Section 2**

#### **Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q ☒ N/A ☐
  - b. EN-FAP-OM-023 ☒ N/A ☐
  - c. IP-SMM- AD-102 ☒ N/A ☐
  - d. OSRC ☐ N/A ☒
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
8. Word files are moved from working drafts folder to current revision folder in the EP drive: ☐ N/A ☐ Date: \_\_\_\_\_



IPEC SITE  
EMERGENCY PLAN  
IMPLEMENTING  
PROCEDURE

NON-QUALITY RELATED  
PROCEDURE

IP-EP-320

Revision 12

REFERENCE USE

Page 1 of 54

**CONTROLLED**

## Radiological Field Monitoring

Prepared by:

Rebecca A. Martin

Print Name

Rebecca A. Martin

Signature

1/12/18

Date

Approval:

Frank J. Mitchell

Print Name

Frank J. Mitchell

Signature

1/12/18

Date


Effective Date: January 24, 2018

*This procedure excluded from further LI-100 reviews.*



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 <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-320</b>	<b>Revision 12</b>
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## Radiological Field Monitoring

### 1.0 PURPOSE

To describe the methods used to conduct radiological monitoring and related activities performed by the Field Monitoring Teams outside the Protected Area and their interaction within the Emergency Response Organization (ERO) during a radiological emergency at the Indian Point Energy Center (IPEC).

#### NOTE


To expedite the actions of the Offsite Monitoring Teams (OMTs) and Offsite Team Coordinator (OTC), users of this procedure are permitted to proceed directly to Section 5.0 and related attachments and implement steps in any sequence as required for operational efficiency. Other portions of this procedure may be used for reference as needed.

### 2.0 REFERENCES

- 2.1 Indian Point Energy Center Emergency Plan
- 2.2 EN-EP-609, Emergency Operations Facility
- 2.3 EN-IS-120, Motorized Vehicle Safety

### 3.0 DEFINITIONS

- 3.1 Radiological Monitoring - Locating and defining a plume of radioactive airborne contamination and any surface contamination left in the wake of a plume.
- 3.2 Monitoring Activities - Detecting beta radiation, measuring gamma radiation and sampling airborne and surface contamination at selected locations, recording data and reporting the data for additional analysis.
- 3.3 Monitoring Data - Data reported to the EOF that may be used by the ERO to determine emergency action levels, emergency classifications, radiological exposure controls, protection for on-site personnel and emergency workers, and protective action recommendations for the general public.
- 3.4 Emergency Sampling Points - Include some sixty points within the 10-Mile Emergency Planning Zone (EPZ) identified herein to facilitate dispatch of the Monitoring Teams.
- 3.5 Mobilization - Offsite Team Members are notified of a declared emergency at either Unit 2 or Unit 3, directed to report to the Emergency Operations Facility (EOF) and are expected at the EOF within the 60 minutes following the declaration. At the EOF, Offsite Team Members report to the Radiological Assessment Coordinator for assignment to the 1st or 2nd shift teams.

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- 3.6 Onsite Monitoring – Radiological Monitoring performed within the Protected Area Boundary.
- 3.7 Offsite Monitoring – Radiological Monitoring performed outside the Protected and Owner Controlled Area Boundary.

#### 4.0 RESPONSIBILITIES

- 4.1 The Shift Manager (SM) or the Emergency Plant Manager (EPM), in absence of the Radiological Assessment Coordinator, may direct Offsite Monitoring Teams from the Central Control Room (CCR).
- 4.2 Offsite Monitoring Teams are dispatched, directed, and controlled by an Offsite Team Coordinator or Communicator from the CCR, the EOF or the AEOF.
- 4.3 In Sectors 12 through 1 the perimeter is monitored by the Onsite Monitoring Radiation Protection Technicians from the OSC directed by the Radiation Protection Coordinator at the request of the Radiological Assessment Coordinator. Once the Onsite Monitoring Team has been dispatched, further direction will be administered by the Radiological Assessment Coordinator.

<u>Perimeter Sector</u>	<u>Position</u>	<u>Team</u>
2 – 11	Radiological Assessment Coordinator	Offsite Monitoring Team
12,13,14,15,16,1	Radiation Protection Coordinator	Radiation Protection Technicians

- 4.4 The Dose Assessor (DA) in the EOF assures radiological controls are implemented for samples, equipment, materials, supplies and personnel in the EOF.
- 4.5 Qualified Nuclear Environmental Monitoring (NEM) Technicians change DLRs and air sampling station filters at fixed sites within the 10 Mile EPZ, submit the DLRs and filters for analysis, sample soil and water and perform other activities prescribed in the station NEM Procedures.
- 4.6 The steps of this procedure need not be followed in sequence and may be referred to in conjunction with instructions contained in the attachments.
- 4.7 Use Form EP-3-ALL, Emergency Response Organization Log Sheet, to record Field Monitoring Team actions and activities.
- 4.8 The Offsite Team Coordinator is responsible for Attachment 16, Offsite Team Coordinator Checklist.

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




## 5.0 DETAILS

The following graphic depicts the Offsite Monitoring Team (OMT) process and also references the related attachments to be followed. (Further background discussion is provided in Attachment 15 at the end of this procedure).

**FIGURE 1**  
**IPEC Offsite Monitoring Team Process Steps**

**NOTE: YOU WILL NEED THE FOLLOWING FORMS (IN POSITION BINDERS):**

- ☐ ERO Log (Form EP-3-ALL)
- ☐ Individual Exposure Tracking Log, (Form EP-36)
- ☐ Field Team Inventory (Forms EP-AD6-1)
- ☐ Monitoring Team Sample Data (Forms EP-30 and EP-31)

	<b>Activity</b>	<b>Referenced Job Aid</b>
1.	Offsite monitoring team reporting and initial actions 	<b>See Attachment 1</b>
2	Perform pre-operational inspection and testing of equipment 	<b>See Attachment 2</b>
3	Perform initial vehicle contamination check (if requested) 	<b>See Attachment 3</b>
4	Conduct field team pre-deployment briefing 	<b>See Attachment 4</b>
5	Perform field plume radiation measurements 	<b>See Attachment 5</b>
6	Perform field air sampling measurements 	<b>See Attachment 6</b>
7	Perform environmental surface contamination smears 	<b>See Attachment 7</b>
8	Perform continuous exposure reporting and control actions 	<b>See Attachment 8</b>
9	Perform post-field monitoring actions 	<b>See Attachment 9</b>



## 6.0 INTERFACES

- 6.1 IP-EP-210, Central Control Room
- 6.2 EN-EP-609, Emergency Operations Facility
- 6.3 IP-EP-115, Emergency Planning Forms
- 6.4 IP-EP-330, Airborne Sample Analysis

## 7.0 RECORDS

All Logs, Completed Forms and other records generated during an actual emergency shall be considered Quality Records and maintained for the life of the plant. The following records are generated by implementation of this procedure:


- 7.1 ERO Logs, (Form EP-3-ALL)
- 7.2 Individual Exposure Tracking Log (Form EP-36)
- 7.3 Monitoring Team Survey Data (Form EP-30)
- 7.4 Monitoring Team Sample Data (Form EP-31)
- 7.5 Field Team Inventory (Form EP-AD6-1)

## 8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

None

## 9.0 ATTACHMENTS

- 1. Attachment 1 - Offsite monitoring team reporting and initial actions
- 2. Attachment 2 - Perform pre-operational inspection and testing of equipment
- 3. Attachment 3 - Perform initial vehicle contamination check (if requested)
- 4. Attachment 4 - Conduct field team pre-deployment briefing
- 5. Attachment 5 - Perform field plume radiation measurements
- 6. Attachment 6 - Perform field air sampling measurements
- 7. Attachment 7 - Perform environmental surface contamination smears
- 8. Attachment 8- Perform continuous exposure reporting and control actions
- 9. Attachment 9 - Perform Post-field monitoring actions
- 10. Attachment 10 - IPEC Site Map
- 11. Attachment 11 - Offsite Monitoring Locations
- 12. Attachment 12 - Reuter Stokes Locations
- 13. Attachment 13 - GPS Monitoring Locations
- 14. Attachment 14 - Sampling Points – Distance and Location
- 15. Attachment 15 - Background Discussion
- 16. Attachment 16 – Offsite Team Coordinator Checklist

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## Attachment 1

### Offsite Monitoring Team Reporting and Initial Actions

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- ☐ Sign in at EOF Access Desk and on the board inside the EOF (or Alternative TSC/OSC).
- ☐ Report to the Offsite Team Coordinator (OTC) or the Radiological Assessment Coordinator (RAC) for team assignment.
- ☐ IF assigned to a team for the current shift, THEN ensure the names of the Team members are entered on the EOF Personnel Status Board AND continue with this procedure.
- ☐ IF NOT assigned to a team for the current shift, THEN continue with this procedure. Assist other teams until dismissed or assigned by the EOF Manager or the Radiological Assessment Coordinator.
- ☐ Each team, as a minimum, should consist of 2 members.
- ☐ Obtain Offsite Monitoring Team Position Binder.
- ☐ Obtain Keys for a vehicle (offsite Monitoring Kits storage location).
- ☐ Obtain Vehicle and also a radio, cell phone and GPS.
- ☐ Start vehicle, check gas gauge and verify proper operation of: horn, flashers, turn-signals and headlights Inform Offsite Team Coordinator of any malfunctions or concerns.
- ☐ The following equipment and materials are available from the storage location:
  - Monitoring Kit (two sealed cases, A and B, per set) Case A is for plume survey/sampling; initially, load only Case A in OMT vehicles. Case B is for REMP (post-plume) sampling only.
  - Obtain count rate meters and other equipment/supplies from storage and load in OMT vehicles after checks are performed.
- ☐ Record the "**ERO Position:**" [and the Team Name e.g.; "Mobile One"] "**Date:**" and the team member [s] "**Name:**"[s] on Form EP-3-All.
- ☐ Use ERO Log Sheet(s) (Form EP-3-ALL) located in the Position Binder to record your activities.



### Attachment 1

## Offsite Monitoring Team Reporting and Initial Actions

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#### NOTE:

An Offsite Monitoring Team will not necessarily use all the equipment and materials in the Monitoring Kits. Some equipment is exclusively for the use of NEM Technicians.

- ☐ Check the seal on each case in the kit. IF the seal is not broken, THEN the inventory is not required.
- ☐ IF the seal is broken, THEN inventory the equipment in that case. Record the "Kit #" and results on Form EP-AD6-1 for the kits. Complete "Comments ", "Inventory Performed BY "and the "Date "on Form EP-AD6-1.
- ☐ Replace or exchange missing, out of calibration, and inoperative equipment, materials and supplies with what is available at the EOF. Do not use any out of calibration equipment or expired material or supplies.
- ☐ Turn on DOSE-GARD (press "M" button until 0.00 is displayed).
- ☐ Assign DLR's to each Offsite Team member. Wear the DLR badge and DOSE-GARD electronic dosimeter on the chest between the waist and neck. Fill in the pertinent information for each Offsite Team member on the top half of Form EP-36.

#### NOTE:

Without a Radiological Assessment Coordinator in the EOF, Offsite Monitoring Teams may be directed through the Communicator in the CCR.

- ☐ IF there has been a release of radioactive material to the atmosphere, THEN as directed by the Radiological Assessment Coordinator or the ED, check the vehicle for contamination BEFORE leaving the Site using Attachment 3.
- ☐ Perform Pre-Operational Inspection and Testing of Equipment in Attachment 2. Radiation check sources for OMTs #1 and #2 are stored on the shelf in the OMT Equipment Room at the EOF, and Spare OMT check sources are stored in the Apparatus Room storage cabinet at the Verplanck Fire Department.
- ☐ Place the case(s) in the vehicle with the Ludlum Model 177 count rate meter and the Model 9-3 ion chamber in the front seat (or back seat).



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## Attachment 2

### Perform Pre-Operational Inspection and Testing of Equipment

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Ludlum Model 9-3 Ion Chamber

**Use: 5 micro curie Cs-137 source for operational check**

- ☐ Perform visual check of instrument for any physical damage, and slide open the shield on the bottom to ensure the Mylar window is not punctured.
- ☐ Close shield.
- ☐ Turn on meter by switching to "X1" scale.
- ☐ Perform battery check by pressing the "BAT TEST" button.
- ☐ While on the "X1" scale, if necessary zero the meter reading using the "ZERO ADJUST" thumbwheel.
- ☐ While on "X1" position the "Detector Area" of the instrument over the BLUE Cs-137 source. (Number on source facing UP towards meter).
- ☐ Allow the reading to stabilize (~15 sec.) and then read the meter.
- ☐ Verify that the meter responds within the range listed on the source container (typically between 0.5 and 2.0 mR/hr).
- ☐ Source reading obtained: \_\_\_\_\_ mR/hr
- ☐ Toggle the "AUD" switch ON to verify audible response.
- ☐ Turn range switch to "OFF" (all the way left). Turn back ON when deployed to the field.
- ☐ If any of the above checks are unsatisfactory return the meter to the storeroom and acquire another meter.
- ☐ Instrument is operational.
- ☐ Return the radiation check source to the storage location – **DO NOT PLACE IN KIT.**

Instrument Serial Number: \_\_\_\_\_

Cal Due Date: \_\_\_\_\_

Team Member \_\_\_\_\_

Date: \_\_\_\_\_



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## Attachment 2

### Perform Pre-Operational Inspection and Testing of Equipment

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#### Ludlum Model 177 Count Rate Meter with HP 210 Probe

Use: 1 micro curie Ba133 source for operability check.

- ☐ Perform visual check of instrument, cable and probe for any physical damage.
- ☐ Connect the HP-210 probe with the coaxial cable; to the meter on the front of the meter.
- ☐ Turn the power switch to "ON".
- ☐ Perform battery check by pressing the RED "BAT TEST" button. If battery response is not adequate, then obtain spare meter.
- ☐ Turn the function switch to "X100", place probe in contact with ORANGE Ba133 source, until the meter reads upscale. (Number on source facing UP towards probe)
- ☐ Verify that the meter responds within the range listed on the source container (typically between 5000 and 15,000 cpm).
- ☐ Source reading obtained \_\_\_\_\_ cpm
- ☐ Turn up the Volume Dial. Ensure the volume is audible when near the check source.
- ☐ If any of the above checks are unsatisfactory return the meter to the storeroom and acquire another meter.
- ☐ Instrument is operational.
- ☐ Return the radiation check source to the storage location – DO NOT PLACE IN KIT.

Instrument Serial Number: \_\_\_\_\_

Cal Due Date: \_\_\_\_\_

Team Member \_\_\_\_\_

Date: \_\_\_\_\_



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## Attachment 2

### Perform Pre-Operational Inspection and Testing of Equipment

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#### F&J Model DF-AB-40L Air Sampler (Using Sampler Battery)

- ☐ Attach the filter holder containing particulate and iodine collection media (See drawing below).
- ☐ Open the cover of the air sampler and check the status of the battery by pressing the button on the battery charge indicator.
- ☐ Verify that its charge is at least 75%; if not, select another sampler. If necessary, the air sampler's power cord may be plugged into the inverter or the provided charger cord may be plugged into the 12 V cigarette lighter receptacle in the OMT vehicle if there is not sufficient battery charge.
- ☐ Open the cover of the air sampler and place the BLACK "ON/OFF" toggle switch in the "ON" position.
- ☐ If circuitry is not energized by the previous step then push the YELLOW "ON/OFF" button to energize the circuitry.
- ☐ The LED display should read 0.00 cfm and the "flow" LED should be lit.
- ☐ Press the "RESET" button to start the sample pump. After a few seconds, the LED display should gradually increase to approximately 1.0 cfm (0.8 cfm to 1.2 cfm).
- ☐ After approximately 30 seconds, push the YELLOW "ON/OFF" button to stop the sample pump. Place the toggle switch to the "OFF" position.
- ☐ Carefully close and latch the cover (avoid crimping the red wire).
- ☐ Instrument is operational.

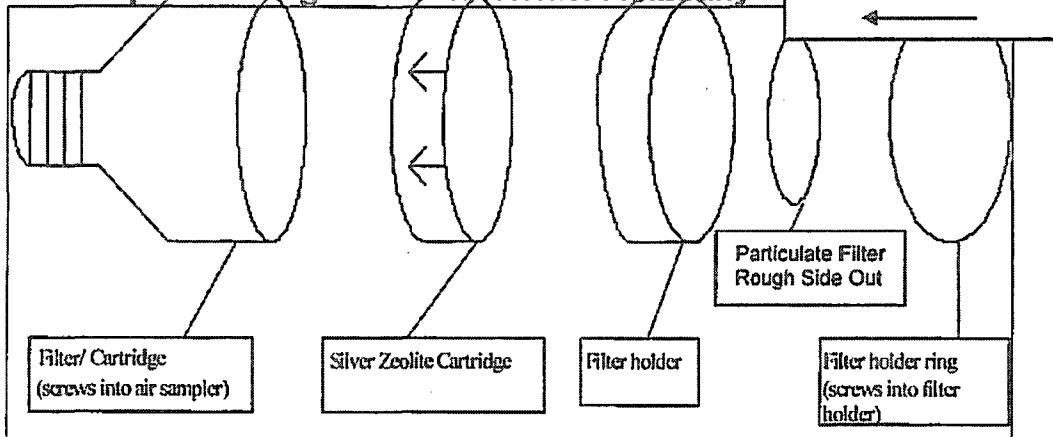
Instrument Serial Number: \_\_\_\_\_

Cal Due Date: \_\_\_\_\_

Team Member \_\_\_\_\_

Date: \_\_\_\_\_

#### Air Sampler Cartridge and Filter Holder Assembly





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**Attachment 2**

**Perform Pre-Operational Inspection and Testing of Equipment**

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- ☐ Check operation of the mobile radio, cellular phone and other communication equipment in the vehicle such as On-Star with the Communicator who is dispatching and controlling the team. Record results on Form EP-3-ALL.

**IPEC Offsite (Goosetown) Radio**

- ☐ Ensure the Offsite Team Coordinator is aware that you will be conducting a radio check.
- ☐ Turn vehicle ignition switch to "Run" or "Accessories".
- ☐ Push radio "On/Off" switch to "On".
- ☐ Select Channel 1 (or other offsite channels provided).
- ☐ Press the microphone "PTT" switch.

**NOTE**

Radio call signs are transmitted automatically; transmitting by voice is no longer required. Use the station name; e.g., "Mobile One" for identification.


- ☐ Request radio check; e.g., "Indian Point EOF, this is Indian Point Mobile One, request radio check, over".
- ☐ Record results on Form EP-3-ALL, ERO Log.

Team Member: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

**IF radio communication with the EOF or AEOF is not established, THEN try 1) the cellular phone, 2) another location where radio or telephone communication is acceptable, 3) relaying messages through other stations in either "5...Offsite", "4...Onsite" or "9-13...Talk-around" modes or 4) a pay phone. IF all fail, THEN return to EOF or Alternative TSC/OSC.**

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## Attachment 2

### Perform Pre-Operational Inspection and Testing of Equipment

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#### CELLULAR TELEPHONE

1. Turn phone power on.
2. Display "SERVICE AVAILABLE".
3. Use the number in Emergency Telephone Directory for the Offsite Team Coordinator
4. Call the Offsite Team Coordinator.
5. If no contact, determine alternate means of communications in the event that the radio is inoperable.
6. Record results on (Form EP-3-ALL) ERO Log.


#### ON-STAR- How to make a call using the OnStar telephone system:

1. Press the hands-free phone button on the bottom of the rear-view mirror. When asked "ON-STAR" say "DIAL".
2. When asked "Please say the entire phone number to dial" say the entire number to dial without pausing. (Each phone number is listed on dashboard).
3. OnStar will repeat the number ask "YES" or "NO"
4. If number is correct say "YES"; if not say "NO" to try again
5. OnStar responds with "OK, dialing". Your call will be placed.  
(Each vehicle phone number is posted on the dashboard)

#### GARMIN GPS UNITS

##### Locations are Pre-programmed

1. Turn on "Where to" icon on main screen.
2. Select "Extras" icon.
3. Select "POI Point of Interest" (e.g. Select any survey point from next step for quick check of GPS).
4. Monitoring location can be identified by Sector and Mile, e.g. S1-M1, S2-M2. If not displayed, type desired location. See Attachment 13.
5. Press "Go".
6. Check that start to destination is loaded and displayed.

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### Attachment 3

#### **Perform initial Vehicle Contamination Check (if requested)**


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- ☐ **IF** there has been a release of radioactive material to the atmosphere, **THEN** as directed by the Radiological Assessment Coordinator or the ED, check the vehicle for contamination **BEFORE** leaving the Site.
- ☐ When directed by the EOF to perform surface contamination checks, use Form EP-31, Surface Contamination Check, to record information using either of the 2 following methods:

**(Preferred) Method Using the Ludlum 177 Count Rate Meter, with HP-210 Pancake Probe**

- ☐ Use the following equipment:
  - ☐ Surgeon's rubber gloves
  - ☐ Pen or pencil **AND** magic marker or grease pencil
  - ☐ Ludlum 177 Count Rate/HP-210 Pancake Probe
- ☐ Ensure the meter has been pre-operationally checked, turned on and set to X1 scale.
- ☐ Measure and record background reading away from the vehicle. (The background reading should be 300 cpm or less).
- ☐ Holding the pancake probe about ½ to 1 inch from the vehicle surfaces, check readings on the vehicle hood, side doors and accessible areas of the roof.
- ☐ Enter the "Date", the name of the Field Team Member and "LOCATION" on Form EP-31.
- ☐ Immediately inform the Offsite Team Coordinator and/or Radiological Assessment Coordinator of any vehicle surface readings exceeding 100 cpm above background.

**OR,**

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### Attachment 3

## **Perform initial Vehicle Contamination Check (if requested)**

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### Method Using Smears and the Ludlum 177 Count Rate Meter, with HP-210 Pancake Probe

- ☐ When directed by the EOF to perform surface contamination checks, use Form EP-31, Surface Contamination Check, to record information.
  - ☐ Use the following equipment:
    - ☐ Surgeon's rubber gloves
    - ☐ Smear or gauze wipes
    - ☐ Small paper envelope or plastic bag
    - ☐ Pen or pencil **AND** magic marker or grease pencil
    - ☐ Ludlum 177 Count Rate/HP-210 Pancake Probe
- ☐ Ensure the meter has been pre-operationally checked, turned on and set to X1 scale.
- ☐ Enter the "Date", the name of the Field Team Member and "LOCATION" on Form EP-31.

#### NOTE:

Find at least 2 exposed exterior vehicle surfaces to sample for contamination, such as the vehicle hood and an accessible area of the vehicle roof. .

- ☐ Find **AND** smear at least 2 surfaces Smear a 100-cm<sup>2</sup> area. Put two fingers on a smear or wipe **AND** hold it with your thumb. Reach out **AND** drag it back across the surface in the pattern of an "S".
- ☐ Record the "Time" and the "**SURFACE SMEARED**" on Form EP-31.
- ☐ Annotate a small paper envelope for a smear or a small plastic bag for a gauze wipe with this information from Form EP-31:
  - ☐ "Date"
  - ☐ "LOCATION"
  - ☐ "Time"
  - ☐ "SURFACE SMEARED"
- ☐ Place the smear or wipe in the paper envelope or plastic bag.
- ☐ Proceed to the ALARA location to count the samples.
- ☐ Count the vehicle smears using pages 2 and 3 of Attachment 7.



#### Attachment 4

### Conduct Field Team Pre-Deployment Briefing

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#### Begin Offsite Field Monitoring Team briefing on emergency conditions

- ☐ Ensure that the Offsite Team Coordinator or designee has provided a Team designation (e.g., "Mobile One"), and has the Team member names and contact information along with their DLR numbers.
- ☐ Review AND note conditions, monitoring locations, routes, and requirements with Offsite Team Coordinator or designee.
- ☐ Plant conditions and emergency classification level.
- ☐ Release conditions
  - Release start and stop
  - Noble gas / Iodine ratio (if known)
  - Expected dose rates, surface and airborne contamination
  - Current Reuters Stokes readings, if any
  - Potential for Offsite Monitoring Team vehicles to be contaminated (and the need if any to conduct pre-deployment check)
- ☐ Measured and forecast meteorological conditions
  - Wind direction, speed, Pasquill stability class
- ☐ Projected Plume location
  - Width (affected sectors)
  - Plume characteristic (cross, down or up valley)
- ☐ Areas, routes and locations, including Emergency Sampling Points to monitor
- ☐ Any known traffic impediments or traffic-related issues.
- ☐ Use of personnel (i.e. protective clothing) and vehicle safety equipment.
- ☐ Monitoring requirements:
  - Projected radiation fields in route (verify with count rate meter/ ion chamber CW readings when inside the vehicle)
  - Projected radiation fields on location (verify with 3 ft. / 3 in OW/CW readings when outside the vehicle)
  - Airborne contamination (if known)
  - Surface contamination (if known)



#### Attachment 4

### Conduct Field Team Pre-Deployment Briefing

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#### Review radiological exposure controls

- ☐ Minimize time (Goal: <15 min.) spent within elevated radiation fields especially those near or within the plume.
- ☐ Record and report dosimeter readings every \_\_\_\_ minutes.
- ☐ ALARA locations.
- ☐ **DO NOT** enter a radiation field within a plume that is greater than 100 mR/hr except as directed by the Radiological Assessment Coordinator.
- ☐ Females who have declared pregnancy are advised that they are not authorized to exceed 10CFR20 limits and may need to be re-assigned.

#### NOTE:

The Emergency Director (ED) may authorize an initial emergency exposure of 1 Rem TEDE and subsequent exposures in 1 Rem increments to 5 Rem TEDE.

- ☐ **DO NOT** exceed the authorized dose of \_\_\_\_ Rem (i.e., dosimeter reading) except when directed by the Radiological Assessment Coordinator.
- ☐ The DOSE-GARD electronic dosimeter is pre-set to alarm at 1.00 R. If the DOSE-GARD alarms, immediately notify the EOF/AEOF and request instructions. (The alarm can be silenced by toggling "M" two times to get Alarm Acknowledge Mode. Hold "S" for 3 seconds and the alarm will be silenced and the mode returns to dose display).

#### NOTE:


The Emergency Director, using Form EP-4-ALL, Emergency Exposure Authorization, will authorize exposure exceeding 5 Rem TEDE.

- ☐ **DO NOT** exceed 5 Rem TEDE except when authorized by the ED.

#### NOTE:

Potassium Iodide (KI) shall be used in accordance with IPEC's procedure for issuance of KI and the NYS KI Policy. Administration of KI will be recommended for emergency responders at a General Emergency or a projected child thyroid dose of 5 Rem CDE or more to the thyroid.

- ☐ **DO NOT** take KI except when authorized by the Emergency Director. Individuals who are allergic to iodine should not take KI.
- ☐ Proceed as directed by the Communicator / Offsite Team Coordinator:

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### Attachment 5

## **Perform Field Plume Radiation Measurements**

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### Perform Downwind Radiation Surveys

- ☐ Maintain radio or telephone communications with the Communicator/Offsite Team coordinator in route between locations. Each Offsite Monitoring Team should contact the Offsite Team Coordinator at approximately thirty (30) minute intervals.
- ☐ Monitor radiation fields at landmarks in route to and on arrival at the location.
  - ☐ Begin with the Ludlum Model 177 Count Rate Meter with Pancake Probe:

#### NOTE:


Rate Meter readings will increase as a plume of radioactive material is approached. Place the speaker switch to "ON".

- ☐ Put the function switch to "X1".
- ☐ Note the beginning background reading in CPM on Form EP-30.
- ☐ Keep the rate meter and probe on the floor of the cab (probe facing up) with meter volume turned up.
- ☐ Read AND record on Form EP-30 approximately major changes (e.g., factor of ten) of the reading (CPM) and the nearest landmark including the reading on arrival at the location.
- ☐ Report major changes in readings and landmark to the Communicator.
- ☐ WHEN the Rate Meter reads about 1000 CPM or more at "X10" AND the Ion Chamber reads 0.2 mR/hr or more on the lowest mR/hr scale, THEN use the Model 9-3 Ion Chamber.

#### CAUTION:

Review radiological exposure controls (Attachment 8), prepare equipment and data forms, determine the route to the nearest ALARA location AND prepare to implement personal protective measures as directed by the Radiological Assessment Coordinator before approaching and entering a plume.

- ☐ Continue with the Ion Chamber.

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### Attachment 5


## **Perform Field Plume Radiation Measurements**

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### **NOTES:**

If traversing the plume, the closed window (CW) readings increase to reach a peak across the plume at the centerline. Plume boundary is defined as when the open window reading is 1.5 times the closed window reading.

- ☐ With the shield closed, read AND record on Form EP-30 each major change of the "CW mR/hr" (i.e., gamma) and the nearest landmark.
- ☐ Read AND record "CW mR/hr" (i.e., gamma) on Form 30.
- ☐ Continue to adjust the function switch to the appropriate scale for an on-scale reading.
- ☐ WHEN the Ion Chamber reads less than 0.2 mR/hr, THEN use the Ludlum 177 Count Rate Meter with Pancake Probe.
- ☐ Report the data on Form EP-30 to the Offsite Team Coordinator.
- ☐ Arrive on location. Record Team arrival on Form EP-3-ALL Report Team arrival to the Offsite Team Coordinator.


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### Attachment 5

## **Perform Field Plume Radiation Measurements**

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- ☐ While proceeding to assigned location:
  - ☐ Note where readings reach peak levels (plume centerline).
  - ☐ When requested, conduct air sampling on the plume centerline using Attachment 6.
  - ☐ When requested, conduct surface contamination checks using Attachment 7.
- ☐ Monitor radiation fields on location.
  - ☐ Use the Count Rate Meter with Pancake Probe. If it reads more than 1000 cpm on the "X10" scale AND the Ion Chamber reads 0.2 mR/hr or more on the "X1"-scale, THEN use the Ion Chamber.
  - ☐ Record the "Team Name:" "Team Member Names:" and "Date:" on Form EP-31.
  - ☐ Record the "Location:" including the details, on Form EP-31.
  - ☐ Record the meter "Serial #:" and the "Time:" on Form EP-31.
  - ☐ Leave the vehicle and proceed to an area that is open overhead.
  - ☐ Measure OW and CW radiation fields at 3 feet and 3 inches above the ground. Record the data on Form EP-31.
  - ☐ When requested, conduct surface contamination checks using Attachment 7.
  - ☐ Keep pertinent current information on Form EP-3-ALL, ERO Log Sheet.
    - Dosimeter readings
    - Plant, radiological and meteorological conditions
    - Monitoring requirements
    - Radiological, exposure controls
    - ALARA locations
    - Landmarks on the route

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**Attachment 5**  
**Perform Field Plume Radiation Measurements**

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**NOTE:**

**For Plume Characterization:**

**Outside the Plume:** the Open Window (OW) readings are approximately equal to the Closed Window (CW) readings (e.g., OW readings are less than 1.5 times CW readings).

**Inside the Plume:** the Open Window (OW) readings are expected to be about 1.5 times or greater than the Closed Window (CW) readings.

- ☐ Ion Chamber @ 3 feet:
  - ☐ Read AND record "(OW) (mR/hr)" Form EP-31.
  - ☐ Read AND record "(CW) (mR/hr)" Form EP-31.
- ☐ Ion Chamber @ 3 inches:
  - ☐ Read AND record "(OW) (mR/hr)" Form EP-31.
  - ☐ Read AND record "(CW) (mR/hr)" Form EP-31.
- ☐ Return the Ion Chamber to the vehicle.
- ☐ Report the data on Form EP-31 to the Offsite Team Coordinator.

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### **Attachment 5**

## **Perform Field Plume Radiation Measurements**


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### **NOTE:**

If ground deposition is present:

1. At three inches: the open window reading will be greater than the closed window reading.
2. The three foot open and closed window readings will be less than the three inch readings in (1) above.
3. A sample of surface materials (swipe) taken in the area and counted in a lower background area will indicate contamination.

- ☐ When requested, conduct air sampling on the plume centerline. Using **Attachment 6**.
- ☐ When requested, conduct surface contamination checks using **Attachment 7**.

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## Attachment 6

### Perform Field Air Sampling Measurements

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#### Perform air sampling on the plume centerline:

- ☐ Set up for Air Sampling:
- ☐ Place particulate filter in the first inlet filter holder (farthest from the pump with the rough side of the filter out).
- ☐ Place silver zeolite cartridge in the second inlet filter holder (closest to the pump), as appropriate:

#### NOTE:

Humidity may affect the silver zeolite cartridge. Use sealed cartridge during an activation.

- ☐ Use silver zeolite cartridges during an activation (and "drill" silver zeolite cartridges during training or drills).
- ☐ Align the arrow on the cartridge in the direction of airflow through the holder.
- ☐ Record the following on Form EP-31)
  - ☐ Sample ID number
  - ☐ Sampler Serial #
  - ☐ Date/Time
- ☐ Start Air Sampler :as follows:
- ☐ Place the BLACK "ON/OFF toggle switch in the "ON" position.
- ☐ If circuitry is not energized, by the previous step then push the YELLOW "ON/OFF" button to energize the circuitry.
- ☐ The LED display should read 0.00 cfm and the "flow" LED should be lit.
- ☐ Press the "RESET" button to start the sample pump. After a few seconds, the LED display should gradually increase to approximately 1.0 cfm (0.8 cfm to 1.2 cfm).
- ☐ Record the sample start time and starting flow indication (in cfm) on Form EP-31.
- ☐ While the air sampler is running, take at least one 3-ft OW and CW reading to verify that you are still in the plume. Notify the OTC if conditions have significantly changed.

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### Attachment 6


## **Perform Field Air Sampling Measurements**

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- ☐ Wait until the sample pump stops automatically (in approximately 10 minutes). The sample volume is preset to 10 cubic feet. This can be verified by pressing the "volume" button after the sampler has stopped.
- ☐ At a location outside of the plume, with the loaded sample holder in place, PURGE the sample cartridge and filter by pressing the YELLOW On/Off button to "Off" and then "On". Then press the RESET button. Let the sampler run for about 20 seconds.
- ☐ Press the RESET button again to stop the sample pump.
- ☐ Remove the filters from their respective holders:
- ☐ Use disposable gloves when handling samples taken in the radioactive plume.

### Count the Air Samples:

- ☐ Ensure that the Ludlum 177 meter is on with the HP-210 connected.
- ☐ Place the HP-210 probe on the sample holder and check the background reading.
- ☐ Record the BACKGROUND CPM on Form EP-31.
- ☐ Obtain a clean metal planchet from the OMT case Remove the sample holder from the air sampler, unscrew the filter holder and carefully remove the particulate filter with the tweezers provided.
- ☐ Place the particulate filter in a clean planchet, place the planchet in the sample holder and check the particulate filter with the HP-210 probe and obtain the GROSS CPM reading.
- ☐ Record the particulate filter GROSS CPM reading on Form EP-31.
- ☐ Subtract the BACKGROUND CPM from GROSS CPM to obtain NET CPM, and record on Form EP-31.
- ☐ Place filter in marked envelope and place in baggie. Discard planchet by placing in a waste bag provided in the case.


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### **Attachment 6**

## **Perform Field Air Sampling Measurements**

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- ☐ To count the iodine filter cartridges in the sample holders, modify the holders as follows:
  - ☐ Using the SH-4a, pull out the slide.
    - ☐ Remove the insert.
    - ☐ Push the slide back in.
  - ☐ Place the HP-210 probe on the sample holder and check the background reading.
  - ☐ Record the BACKGROUND CPM on Form EP-31.
  - ☐ Using disposable gloves, place the silver zeolite cartridge (inlet side up - arrows facing down) in the cavity created by removing the sample holder slide.
  - ☐ Place the HP-210 probe on the sample holder and measure the cartridge reading.
  - ☐ Record the iodine cartridge GROSS CPM on Form EP-31.
  - ☐ Subtract the BACKGROUND CPM from GROSS CPM to obtain NET CPM, and record on Form EP-31.
  - ☐ Place cartridge in separate baggie and place baggie inside other baggie containing filled out particulate filter envelope.
  - ☐ Report the data on Form EP-31 to the Offsite Team Coordinator.
  - ☐ Load a new iodine cartridge and particulate filter in the air sample holder before moving to a new survey/sampling location.
  - ☐ Return the sampler and holder, the count rate meter and probe, the counting fixture and tweezers to the vehicle.
  - ☐ Return packaged samples to the vehicle.
  - ☐ IF at an ALARA location, THEN remain there until directed otherwise. Continue monitoring for radiation fields from the vehicle. Periodically report conditions to the Offsite Team Coordinator. Prepare for reassignment.

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### Attachment 7

## **Perform Environmental Surface Contamination Smears**


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- ☐ When directed by the EOF to perform surface contamination checks, use Form EP-31, Surface Contamination Check, to record information.
- ☐ Use the following equipment:
  - ☐ Surgeon's rubber gloves
  - ☐ Smear or gauze wipes
  - ☐ Small paper envelope or plastic bag
  - ☐ Pen or pencil AND magic marker or grease pencil
- ☐ Enter the "Date", the name of the Field Team Member and "LOCATION" on Form EP-31.

#### NOTE:

Find a surface to sample for contamination. Avoid unfinished wooden and hard surfaces with sharp edges. Use smears for smoother surfaces and gauze wipes for rougher surfaces.

- ☐ Annotate a small paper envelope for a smear or a small plastic bag for a gauze wipe with this information from Form EP-31:
  - ☐ "LOCATION"
  - ☐ "DATE" and "TIME"
  - ☐ "SURFACE SMEARED"
- ☐ Find AND smear a surface. Smear a 100-cm<sup>2</sup> area. Put two fingers on a smear or wipe AND hold it with your thumb. Reach out AND drag it back across the surface in the pattern of an "S".
- ☐ Record the "Time" and the "SURFACE SMEARED" on Form EP-31.
- ☐ Place the smear or wipe in the paper envelope or plastic bag.
- ☐ Proceed to the ALARA location to count the samples.

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### Attachment 7

## **Perform Environmental Surface Contamination Smears**

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### NOTE:


Unless otherwise directed, count the samples where background is less than 300 CPM. IF samples must be counted in background higher than 300 CPM, THEN the gross count rate for the sample must be greater than twice background. If necessary, relocate to a different location.

### Measure the surface contamination samples.

- ☐ Use the following:
  - ☐ Ludlum 177 Count Rate Meter, with HP-210 pancake probe
  - ☐ Surgeon's rubber gloves
  - ☐ Tweezers
  - ☐ Planchets
  - ☐ Smear or wipe in a small paper envelope or plastic bag
  - ☐ Form EP-31 used to record surface contamination sampling data.

### Determine the activity (CPM) on the smear or wipe.

- ☐ Using either the Ludlum 177 with pancake probe to measure background for the smear or wipe, "BKGD CPM".
  - ☐ Place the probe about one quarter inch above an empty planchet using the SHA4 holder.
  - ☐ Adjust the function switch to the lowest multiplier without exceeding full scale on the meter.
  - ☐ Read AND record the "BKGD CPM" on Form EP-31.
- ☐ Measure the smear or wipe, "SMEAR + BKGD CPM".
  - ☐ Remove, using tweezers, a smear or wipe from the envelope or plastic bag. Place the smear or wipe on the planchet.

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### Attachment 7

## **Perform Environmental Surface Contamination Smears**

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- ☐ Place the probe about one quarter to one half inch above the smear or wipe.
- ☐ Adjust the function switch to the lowest multiplier without exceeding full scale on the meter.
- ☐ Read AND record "**SMEAR + BKGD CPM**" on Form EP-31.
- ☐ Calculate AND record "**SMEAR CPM**". Subtract "**BKGD CPM**" from "**SMEAR + BKGD CPM**".
- ☐ Return, using tweezers, the smear or wipe with the planchet to its small paper envelope or plastic bag
  - ☐ Remove the rubber gloves and place them in the bag designated for radiological trash.
  - ☐ Repeat above steps for additional smears or wipes.
  - ☐ Report the data on Form EP-31 to the Offsite Team Coordinator.



### Attachment 8

## Perform Continuous Exposure Reporting and Control Actions


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- ☐ Use Form EP-3-ALL, ERO Log Sheet to record movement and activities conducted. Use the 10-Mile Emergency Planning Zone Wind Sector Map, Site Boundary Map, GPS Units and Street Atlases. Take note of any change in the frisker or survey meter that is located in the vehicle.

**NOTE:**

Attachments 10, 11, 12, 13 and 14 may be used to identify destination.

- ☐ Maintain radio or telephone communications with the Communicator / Offsite Team Coordinator in route between locations. Each Offsite Monitoring Team should contact the Offsite Team Coordinator at approximately thirty (30) minute intervals.
- ☐ Verify the Communicator / Offsite Team Coordinator has the position (e.g., "Offsite Team"), the name of the team (e.g., "Mobile One"), the names and the DLR numbers of the team members.
- ☐ Keep pertinent current information on Form EP-3-ALL, ERO Log Sheet.
  - Dosimeter readings (Note readings on Form EP-36)
  - Plant, radiological, and meteorological conditions
  - Monitoring requirements
  - Radiological, exposure controls
  - ALARA locations
  - Landmarks on the route shown on the maps and atlases; e.g., DLR sites, Reuter Stokes sites, schools, and intersections
- ☐ IF at an ALARA location, THEN remain there until directed otherwise by the Radiological Assessment Coordinator. Continue monitoring for radiation fields from the vehicle. Periodically ensure both the Offsite Team and the Offsite Team Coordinator/Communicator have current information. Note the current information on Form EP-31 and dosimeter readings on Form EP-36.
- ☐ IF directed to another location THEN return to the beginning of this Attachment.

 <b>Entergy.</b> <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>		<b>IP-EP-320</b>	<b>Revision 12</b>
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## Attachment 9

### Perform Post-Field Monitoring Actions

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- ☐ IF directed to deactivate; THEN continue below.
- ☐ Return to the designated EOF or Alternative TSC/OSC parking area or other location as directed by the Radiological Assessment Coordinator.
- ☐ Survey AND decontaminate the vehicle as directed by the Radiological Assessment Coordinator. Document results on Form EP-31. Return samples for additional analysis.

#### CAUTION:

Ask the Dose Assessor to determine which, if any, samples are radioactive and implement radiological controls for those samples prior to removing them from the vehicle.

- ☐ Collect together the samples (i.e., filters, cartridges, smears) with the corresponding data forms.
- ☐ Ensure each sample is packaged, labeled and traceable to a data form.


#### NOTE:

Samples may be analyzed at the EOF, onsite by Chemistry or other radiological assessment facilities offsite. Non-radioactive samples may be shipped offsite using NEM procedures. Radioactive samples may be shipped offsite using Radiological Waste procedures.

- ☐ Request a disposition for the samples from the Radiological Assessment Coordinator.
- ☐ Turn samples over to the Dose Assessor or representatives from the RP, Chemistry, NEM or Radiological Waste organizations as directed by the Radiological Assessment Coordinator.
- ☐ Return equipment, materials and supplies.
- ☐ Use the appropriate portions of Form EP-AD-6-1, "EOF Inventory Checklist" and ensure kits are stocked.
- ☐ Read AND record dosimeter exposures on Form EP-3-ALL. Deliver DLRs and completed Forms to the Radiological Assessment Coordinator.

#### NOTE:

For drill purposes return DLRs to kits.

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### Attachment 9

## **Perform Post-Field Monitoring Actions**

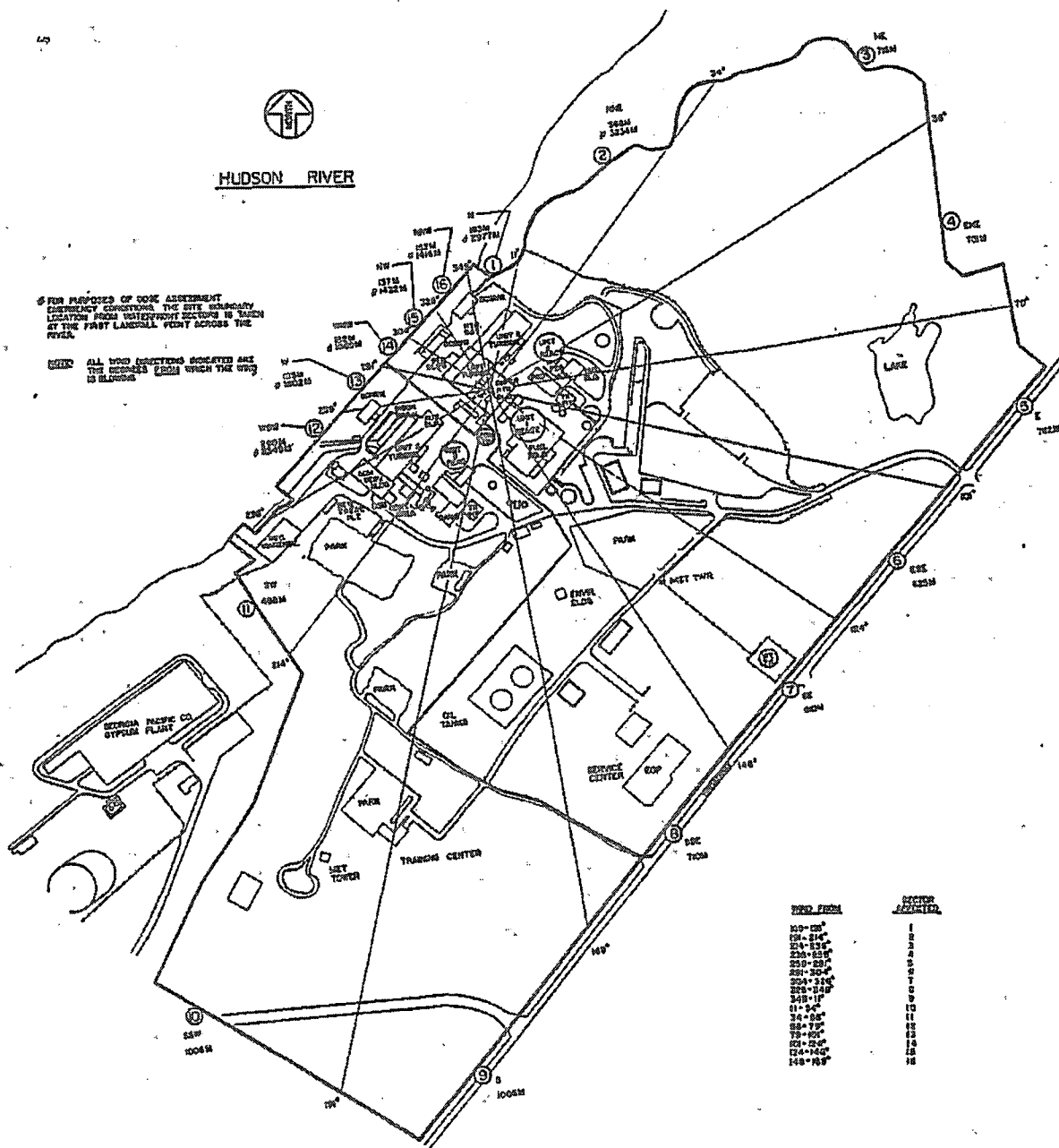
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- ☐ Request assistance from the Dose Assessor to check, decontaminate OR package contaminated equipment.
- ☐ Check that the listed equipment is returned to the kit. Report missing equipment to the Radiological Assessment Coordinator AND replace missing equipment as directed. Return the kit to the storage location.
- ☐ Check that the equipment removed earlier is returned to the storage location. Report missing equipment AND replace as directed by the Radiological Assessment Coordinator.

Attachment 10

## IPEC Site Map

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Offsite Monitoring Locations**

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<u>Sector- Mile</u>	<u>Map Number (Grid) (1)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
1-2	W-1 (B-5)	Roa Hook Rd., @ 0.1-0.2 mi. fm Bear Mt. Bridge Rd. (Radiation Monitor Sta. #1)	Rte. 9 North to Annsville Circle to Rtes. 6 & 202, Bear Mt. Bridge Rd. West. Left to Roa Hook Rd.
	* W-14 (G-4)		
1-7	P-3 (B-9)	Route 9D North @ 3.3-3.4 mi. north of Bear Mt. Bridge. [I] (St. Francis Friary)	(See 1-2), Bear Mt. Bridge Rd. West to Bear Mt. Bridge. Right to Rte. 9D North.
	* P-1 (W-5)		
1-10	P-2 (C-7)	Route 9D North @ 0.2-0.3 mi. north of Bridge over Indian Brook. (Derham X Rd.)	Rte. 9 North. Left to Rte. 403. Right to Rte. 9D North.
	* P-5 (R-7)		
2-2	W-1 (C-5)	Old Pemart Ave. along R.R. to dead-end @ fence. (TLD Site).	Rte. 9 North to Rte's 202& 6, Main St. Right to Main St. Exit. Right to Main St. toward river to bottom of hill. Right to Old Pemart Ave.
	* W-14 (G-5)		
2-3	W-1 (C-4)	Highland Ave. @ [r] Sprout Brook Rd. (Truck Sales Room)	Rte. 9 North to Bear Mt. Pkwy. Ext. North, cross overpass, Right to Highland Ave. Exit. Right to Highland Ave.
	* W-17 (F-6)		
2-6	W-1 (D-2) also P-3 (D-10)	Rte. 13 (Sprout Brook Rd.) @ [I] Old Albany Post Rd. / [r] Canopus Hollow Rd.	Rte. 9 North, to Bear Mt. Pkwy Ext. North, Right to Division St. Exit. Left to Division St., to Oregon Rd. North. Left to Gallows Hill Rd. to Rte. 13 (Sprout Brook Rd.).
	* W-17 (D-7)		
2-10	P-6 (E-8)	Canopus Hollow Rd. @ [r] Bell Hollow Rd.	(See 2-6), Rte. 13, Sprout Bk. Rd. / Rte. 15, Canopus Hollow Rd. North. Left to Horton Hollow Rd. North. Left to (again) Canopus Hollow Rd. North.
	* P-2 (T-15)		
3-1	W-2 (C-6)	Louisa St. @ R.R. Bridge.	Rte. 9A North. Left to Welcher Ave. Right to Lower South St. North. Left to Louisa St.
	* W-14 (J-5)		

(1)

**Key For County Maps**

For each monitoring point's grid locations either the Haggstrom road  
atlases (top) or the Geographia atlases (bottom with \*) may be used which  
are shown by County map, page number and grid coordinates.

Legend:

W = Westchester  
O = OrangeP = Putnam  
R = Rockland



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**Offsite Monitoring Locations**

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<u>Sector-Mile</u>	<u>Map Number (Grid)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
3-3	W-1 (D-5)	Horton Dr. @ Hillcrest Elementary School	Rte. 9 North to Bear Mt. Ext. North. Right to Carhart Ave. Right to Leda Drive. Right to Horton Dr.
	* W - 14 (G-7)		
3-6	W-1 (E-3)	Oregon Rd. @ [r] Rte. 21, Peekskill Hollow Rd.	Rte. 9 North to Bear Mt. Ext. North. Right to Division St. Exit. Left to Division St., to Oregon Rd. North.
	* W - 17 (E-9)		
3-10	P-6 (F-8)	Rte. 21, Peekskill Hollow Rd. @ [l] Tinker Hill Rd.	(See 3-6), Right to Rte. 21, Peekskill Hollow Rd.
	* P - 2 (U-21)		
4-1	W-2 (C-7)	Lower South St. [r] @ 0.1-0.2 mi. fm Welcher Ave. past A&P. (Englehardt Corp. Entrance)	Rte. 9A North. Left to Welcher Ave. Right to Lower South St. North.
	* W - 14 (K-5)		
4-3	W-2 (D-6)	Maple Ave. @ [l] Chapel Hill Dr. (Chapel Hill Estates)	Rte. 9A North. Right to Welcher Ave. Left to Washington St. Right to Hudson Ave. Right to Maple Ave.
	* W - 14 (J-7)		
4-6	W-11 (F-4)	Lexington Ave. @ [r] Townsend Rd.	Rte. 9 North to Bear Mt. Ext. North. Right to Rte. 6 Exit. Left to Rte. 6 East. Right to Lexington Ave.
	* W - 17 (G-10)		
4-10	W-11 (J-3)	Somerston Rd. @ [l] Carol Court	Rte. 9 North to Bear Mt. Ext. Right to Rte. 6 Exit. Left to Rte. 6 East. Right on Curry St. Left on Weskora Rd. Left on Somerston Rd.
	* W - 18 (E-16)		
5-2	W-2 (C-7)	McKinley St. @ [l] (former McKinley School).	Rte. 9A North. Right to Welcher Ave. Left on McKinley St.
	* W - 14 (K-5)		
5-4	W-2 (E-7)	Furnace Woods Rd. @ Maple Ave.	Rte. 9 South. Right to Montrose Exit. Right to Rte. 9A North. Right to Watch Hill Rd. Left to Furnace Woods Rd.
	* W - 14 (K-8)		
5-7	W-12 (G-7)	Hunterbrook Rd @ 0.3-0.4 mi North of Baptist Church Rd. (Coaxial Crossing #571)	Rte. 9 South. Right to Rte. 129 Exit. Left to Municipal Pl. Left to Rte. 129, Maple St. North. Left to Hunterbrook Rd.
	* W - 14 (K-12)		
5-10	W-12 (J-7)	Hanover St. @ Moseman Rd. (St. Patrick's School)	Rte. 9 South. Right to Rte. 129 Exit. Left to Municipal Pl. Left to Rte. 129, Maple St. North. Left to Underhill Ave. Right to Hanover St.
	* W - 15 (K-16)		



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<u>Sector- Mile</u>	<u>Map Number (Grid)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
6-1	W-2 (C-7)	Rte. 9A @ Tate Ave. Westchester Industrial Park	Rte. 9A South to Tate Ave.
	* W - 14 (K-5)		
6-3	W-2 (D-8)	Watch Hill Rd. @ [I] Mountainside Tr.	Rte. 9A South. Left on Watch Hill Rd.
	* W - 14 (L-8)		
6-7	W-12 (F-9)	Rte. 129 North @ Hunter Brook Bridge	(See 5-10), Rte.129, Maple St. North.
	* W - 14 (N-11)		
6-10	W-13 (J-10)	Rte. 134 @ Rte. 100	Rte. 9 South. Left to Rte. 9A South. Left to Rte. 134, Croton Dam Rd.
	* W - 12 (P-16)		
7-1	W-2 (B-7)	Westchester Ave. @ [I] 1 <sup>st</sup> St.	Rte. 9A South. Right to Tate Ave. Right to Westchester Ave.
	* W - 14 (L-5)		
7-4	W-2 (D-9)	Watch Hill Rd. @ [I] Westminster Dr.	(See 5-4), Right to Watch Hill Rd.
	* W - 14 (M-7)		
7-6	W-3 (E-11)	Cleveland Dr. @ [r] Hughes St.	(See 5-10), Rte.129, Maple St. North. Right to Old Post Rd. South. Left to Cleveland Dr.
	* W - 11 (P-9)		
7-10	W-4 (G-13)	North State Rd. @ Ryder Ave.	Rte. 9 South. Left to Rte. 9A South. Left to North State Rd.
	* W - 9 (U-13)		
8-1	W-2 (B-7)	Westchester Ave. @ (Buchanan Verplanck Elementary School)	(See 7-1), Westchester Ave. past 1 <sup>st</sup> St., between 4 <sup>th</sup> St. and Pheasant Run.
	* W - 14 (L-4)		
8-3	W-3 (C-9)	Crugers Station Rd. @ [r] Ripley Pl.	Rte. 9A South. Right to Crugers Station Rd.
	* W - 11 (N-7)		
8-7	W-3 (D-12)	Croton Pt. Ave. @ Fixed Air Sampling Sta.	Rte. 9 South. Right to Croton Pt. Ave. Exit. Right on Croton Pt. Ave.
	* W - 11 (R-7)		
8-10	W-4 (E-15)	Liberty St. @ Hudson St.	Rte. 9 South. Right to Revolutionary Rd. Right to Rockledge Ave. Left to Liberty St.
	* W - 9 (V-10)		
9-1	W-2 (B-8)	14 <sup>th</sup> St. @ James St.	(See 8-1), Westchester Ave. to 14 <sup>th</sup> St. Right to 14 <sup>th</sup> St.
	* W - 14 (L-4)		
9-3	W-2 (B-8)	Montrose Pt. Road @ End (outside George's Island Park)	Rte. 9A South. Right to Kings Ferry Rd. to Montrose Pt. Rd.
	* W - 14 (M-4)		



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<u>Sector- Mile</u>	<u>Map Number (Grid)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
9-7	R-6 (X-12)	Rte. 9W South @ Rte. 90, South Mountain Rd.	Bear Mt. Bridge West to Rte. 9W South.
	* R - 5 (J-13)		
9-10	R-9 (X-16)	Kings Highway North @ Old Mill Rd.	(See 9-7), Rte. 9W South. Right to Rte. 303. Right on Rockland Lake Rd. Right to Rte. 13, Casper Hill Rd. / Kings Highway North.
	* R - 2 (M-13)		
10-1	W-2 (B-8)	11 <sup>th</sup> St. @ Highland Ave. (Church)	Broadway South. Right to 11 <sup>th</sup> St
	* W - 14 (L-3)		
10-4	R-3 (W-8)	Grassy Point Rd. @ Beach Rd.	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South. Left to Rte. 108, Main St. to Grassy Point Rd.
	* R - 6 (G-12)		
10-7	R-6 (T-12)	Central Highway / Little Tor Rd. @ Rte. 90, South Mountain Rd.	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South. Right at Rte. 202 Westside Ave. Left to Rte. 33, Central Highway / Little Tor Rd.
	* R - 5 (J-10)		
10-10	R-8 (S-15)	West Clarkstown Rd. @ Palisades Pkwy. Overpass	Palisades Pkwy. South. Right to exit 11. Left to New Hempstead Rd. Right to West Clarkstown Rd.
	* R - 2 (M-10)		
11-1	W-2 (B-8)	9 <sup>th</sup> St. extension @ Radiation Monitor Sta. #11. (Lock combination required)	Broadway South. Right to 9 <sup>th</sup> St. past gate, between abandoned bunkers and transmission tower.
	* W - 14 (L-3)		
11-3	R-3 (U-7)	Adams Dr. @ Gilmore Dr.	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South. Right to Adams Dr.
	* R - 6 (F-11)		
11-6	R-3 (S-9)	Willow Grove Rd. @ Knapp Rd.	Palisades Pkwy. South. Right to Exit 14. Left to Willow Grove Rd.
	* R - 5 (G-10)		
11-10	R-5 (N-13)	Wilder Rd. @ Rte. 202 (Haverstraw Rd.)	Palisades Pkwy. South. Right to Exit 13. Right to Rte. 202 South, to Rte. 202 (Haverstraw Rd.) Left to Wilder Rd.
	* R - 4 (K-7)		

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<u>Sector- Mile</u>	<u>Map Number (Grid)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
12-2	R-3 (V-6)	Rte. 9W/202 @ south end of West Shore Dr.	(See sector 1-2) Bear Mt. Bridge West to Rte. 9W/202 South. to south end of West Shore Dr. (formerly Gays Hill Rd.)
	* R - 6 (E-12)		
12-4	R-3 (T-7)	Franck Rd. @ Richard C. Brown Dr.	Palisades Pkwy. South. Right to Exit 15. Right on Rte. 106, Old Gate Hill Rd. to Cedar Pond Rd. Left to Bultontown Rd. Right to Franck Road.
	* R - 6 (E-11)		
12-7	R-3 (Q-7)	Lake Welch Dr. @ Sewage Plant.	Palisades Pkwy. South. Right to Exit 16. Right to Lake Welch Drive (Road closed during winter months).
	* R - 6 (E-9)		
12-10	R-2 (K-9)	Lake Welch Dr. @ Seven Lakes Dr.	(See 12-7) continue on Lake Welch Drive. (Road closed during winter months).
	* R - 3 (Insert B)		
13-2	R-1 (V-5)	Rte. 9W/202 @ north end of West Shore Dr.	(See 1-2) Bear Mt. Bridge West to Rte. 9W/202 South. Left to north end of West Shore Dr. (formerly Gays Hill Rd.)
	* R - 6 (D-12)		
13-3	R-3 (U-5)	Mott Farm Rd @ entrance to Camp Addison Boyce. (Lake Bullowa).	(See 1-2) Bear Mt. Bridge West to Rte. 9W/202 South. Right to Rte. 118A. Right to Rte. 118, Mott Farm Rd.
	* R - 6 (E-12)		
13-9	O-21 (W-16)	Arden Valley Rd. @ Arden Rd./ Bailey Town Rd.	Palisades Pkwy. South. Right to Exit 18 to Seven Lakes Dr. to Lake Tiorati Circle to Arden Valley Rd. West.
	* O - 22 (WW-33)		
14-2	R-1 (W-4)	Thunder Mt. Rd. @ Radiation Monitor Sta. #14	(See 1-2) Bear Mt. Bridge West to Rte. 9W/202 South. Right to Thunder Mt. Rd.
	* R - 6 (D-12)		
14-6	O-18 (Z-14)	Rte. 6 @ 1.0 mi. West of Palisades Pkwy	Palisades Pkwy. South. Right to Exit 18. Continue to Rte. 6 West.
	* O - 21 (BBB-30)		

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<u>Sector- Mile</u>	<u>Map Number (Grid)</u>	<u>Location</u>	<u>Directions (off major roads from site)</u>
14-10	O-17 (X13)	Rte. 9, Smith Clove Rd. North @ NYS Twy. Overpass.	(See 14-6) Continue on Rte. 6 West. Right to Averill Ave. Continue on Rte. 32 North. Right to Rte. 9, Smith Clove Rd. North.
	* O - 21 (WW-28)		
15-1	R-1 (W-4)	Rte. 9W/202 @ Anchor Monument. (Directly across from Indian Point).	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South.
	* R - 6 (D-13)		
15-4	R-1 (U-2)	Rte. 9W/202, 0.5 mi. south of bridge @ Bear Mount Inn.	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South. Right to Bear Mountain Inn.
	* R - 3 (Insert A)		
15-6	O-18 (AA-13)	Mine Rd. @ Weyants Pond Rd.	(See 1-2), Bear Mt. Bridge West to Rte. 9W North. Left to Old Rte. 9W (Firefighter's Mem. Dr.). Left to Mine Rd.
	* O - 21 (DDD-28)		
15-10	O-18 (Y-12)	Smith Clove Rd. @ Trout Brook Rd. / Mineral Springs Rd.	(See 14-6), Continue on Rte. 6 West. Right to Averill Ave. Continue on Rte. 32 North. Right to Rte. 9, Smith Clove Rd. North.
	* O - 16 (YY-25)		
16-1	R-1 (X-4)	Ayers Rd @ Radiation Monitor Sta. #16.	(See 1-2), Bear Mt. Bridge West to Rte. 9W/202 South. Left to Ayers Rd (Old Rte. 9W).
	* R - 6 (D-13)		
16-4	R-1 (U-1)	Bear Mt. Bridge @ west end, (traffic circle).	(See 1-2), Bear Mt. Bridge Rd. West to Bear Mt. Bridge West.
	* W-17 (E-1)		
16-6	O-18 (BB-13)	Morgan's Farm Rd. @ 0.7-0.8 Mi. West of Cragston Lakes.	(See 16-4), Bear Mt. Bridge West to Rte. 9W North. Right to Exit. Left to Rte. 218, to Morgan's Farm Rd.
	* O - 16 (FFF-26)		
16-9	O-18 (BB-11)	Rte. 9W @ Rte. 293	(See 16-4), Bear Mt. Bridge West to Rte. 9W North to Rte. 293.
	* O - 16 (EEE-23)		



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Monitor Number	Location	County
1	Roa Hook Road & Cortlandt Town Garage	Westchester
2	Annsville Circle/Intersection of Route 6 and Route 9 Cortlandt	Westchester
3	Hudson Street & Railroad Avenue Peekskill	Westchester
4	Lower South Street. Peekskill	Westchester
5	South Street & Welcher Avenue, Buchanan	Westchester
6	Broadway, Buchanan	Westchester
7	Broadway at Entrance to Service Center, Buchanan	Westchester
8	Broadway across from Unit 3 entrance, Buchanan	Westchester
9	Broadway & St. Patrick's Cemetery, Verplanck	Westchester
10	11 <sup>th</sup> . Street & Highland Avenue, Verplanck	Westchester
11	End of 9 <sup>th</sup> . Street/ West side of Quarry, Verplanck	Westchester
12	Route 9W & Gays Hill Road, Stony Point	Rockland
13	Route 9W & Gays Hill Road North, Stony Point	Rockland
14	Route 9W & Thunder Mountain Road, Stony Point	Rockland
15	Route 9W, Jones Point	Rockland
16	Ayers Road, Jones Point	Rockland



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<u>Longitude</u>	<u>Latitude</u>	<u>GPS Location Designation</u>	<u>Location</u>
-73.94767	41.29833	S1-M2	Roa Hook Road
-73.95872	41.31253	S1-M3	Military Road
-73.95562	41.32737	S1-M4	Military Road
-73.95732	41.34182	S1-M5	SR-9d/Bear Mountain Beacon Highway
-73.95297	41.35628	S1-M6	SR-9d/Bear Mountain Beacon Highway
-73.96911	41.36984	S1-M7, W	SR-218/Bear Mountain Beacon Highway
-73.94713	41.37072	S1-M7	SR-9d/Bear Mountain Beacon Highway
-73.96509	41.38481	S1-M8, W	Fenton Place
-73.94703	41.38518	S1-M8	Philipse Landing
-73.96291	41.39959	S1-M9	Upton Road
-73.93302	41.39898	S1-M9, E	SR-9d/Bear Mountain Beacon Highway
-73.95708	41.41413	S1-M10, E	Market Street
-73.97219	41.41328	S1-M10, W	SR-218/Storm King Highway
-73.93453	41.29556	S2-M2	Old Pemart Avenue
-73.9309	41.3101	S2-M3	US-9/Albany Post Road/ CR-306
-73.92819	41.32471	S2-M4	US-9/Albany Post Road/CR-306
-73.91506	41.33645	S2-M5	Upland Drive
-73.90688	41.34955	S2-M6	Old Albany Post Road
-73.90214	41.36373	S2-M7	Old Albany Post Road
-73.89566	41.37736	S2-M8	Old Albany Post Road
-73.88383	41.3893	S2-M9	Canopus Hill Road/ Canopus Hill
-73.88109	41.38844	S2-M9	Canopus Hill Road/ Canopus Hill
-73.87298	41.40155	S2-M10	South Highland Road/ Highland Road
-73.93616	41.27838	S3-M1	CR-155/Louisa Street
-73.92418	41.28995	S3-M2	Central Avenue
-73.91147	41.30082	S3-M3	Frost Lane
-73.89579	41.30943	S3-M4	Locust Avenue
-73.88661	41.32299	S3-M5	Oregon Road
-73.87224	41.3326	S3-M6	Peekskill Hollow Turnpike



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<u>Longitude</u>	<u>Latitude</u>	<u>GPS Location Designation</u>	<u>Location</u>
-73.85761	41.34202	S3-M7	Boys Camp Road
-73.84244	41.35102	S3-M8	CR-21/Peekskill Hollow Road
-73.83322	41.36456	S3-M9	CR-21/Peekskill Hollow Road
-73.81264	41.36944	S3-M10	Barger Street
-73.93415	41.27601	S4-M1	Lower South Street
-73.91695	41.28244	S4-M2	Robin Drive
-73.8979	41.2856	S4-M3	Buttonwood Avenue
-73.88088	41.2924	S4-M4	US-202/Crompond Road/SR-35
-73.86359	41.29873	S4-M5	School Road
-73.84664	41.30567	S4-M6	Sylvan Road
-73.83351	41.31804	S4-M7	Stoney Street
-73.81069	41.31579	S4-M8	Strang Boulevard
-73.79165	41.31887	S4-M9	Gomer Street
-73.77506	41.3265	S4-M10	Driveway
-73.93241	41.26946	S5-M1	McGuire Avenue
-73.8938	41.27098	S5-M3	Pleasantside Road
-73.87465	41.26829	S5-M4	Maple Avenue
-73.8555	41.26691	S5-M5	Maple Avenue
-73.83651	41.27619	S5-M6	Hunter Brook Road
-73.81731	41.27687	S5-M7	Taconic State Parkway
-73.79854	41.25862	S5-M8	CR-131/Underhill Avenue/Turkey Mountain Ave.
-73.77973	41.28321	S5-M9	US-202/Saw Mill River Road/SR-35/SR-118
-73.761	41.2868	S5-10	SR-35/Amawalk Road
-73.93321	41.26469	S6-M1	US-9/Briarcliff Peekskill Parkway
-73.91547	41.25922	S6-M2	Washington Street
-73.89935	41.25084	S6-M3	Flanders Lane
-73.86466	41.23849	S6-M5	Colabaugh Pond Road
-73.84433	41.23679	S6-M6	SR-129/Yorktown Road
-73.82415	41.23671	S6-M7	Croton Dam Road



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<u>Longitude</u>	<u>Latitude</u>	<u>GPS Location Designation</u>	<u>Location</u>
-73.81237	41.22047	S6-M8	Taconic State Parkway
-73.79171	41.22024	S6-M9	SR-134/Kitchawan Road
-73.77188	41.21854	S6-M10	SR-100/RT-100/Somerstown TK/Saw Mill Rl Rd
-73.93918	41.25831	S7-M1	Henry Street
-73.92418	41.24908	S7-M2	US-9/Briarcliff Peekskill Parkway
-73.91014	41.23923	S7-M3	Westminster Drive
-73.90105	41.22569	S7-M4	
-73.88153	41.21991	S7-M5	Glengary Road
-73.85518	41.19892	S7-M7	Glendale Road
-73.84096	41.1892	S7-M8	Grace Lane
-73.83162	41.17585	S7-M9	Brookside Lane
-73.8152	41.16777	S7-M10	SR-100/Saw Mill River Road
-73.94353	41.25629	S8-M1	Tate Avenue
-73.93895	41.24208	S8-M2	Sunset Road
-73.92388	41.23138	S8-M3	Cortlandt Street
-73.91221	41.21975	S8-M4	US-9/Briarcliff Peekskill Parkway
-73.88757	41.19711	S8-M6, E	Half Moon Bay Drive
-73.89637	41.17711	S8-M7	Croton Road
-73.87203	41.17125	S8-M8	Beach Road/Brayton Park
-73.91418	41.14232	S8-M9, W	CR-80/Rockland Lake Road
-73.86092	41.15862	S8-M9	US-9/Highland Avenue
-73.86147	41.14174	S8-M10	US-9/South Highland Avenue/Albany Post Road
-73.95189	41.25505	S9-M1	Westchester Avenue
-73.94829	41.24065	S9-M2	Montrose Point Road
-73.96099	41.19754	S9-M5	Liberty Street
-73.95553	41.18276	S9-M6	US-9W/S 9/Congers Avenue
-73.9569	41.16831	S9-M7	SR-304
-73.95273	41.15383	S9-M8	CR-80/Congers Road/Congers Lake Road
-73.95544	41.13938	S9-M9	Waters Edge

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<u>Longitude</u>	<u>Latitude</u>	<u>GPS Location Designation</u>	<u>Location</u>
-73.95863	41.12493	S9-M10	Old Mill Road
-73.95779	41.25588	S10-M1	11 <sup>th</sup> Street & Broadway
-73.97662	41.23048	S10-M3	CR-110/Beach Road
-73.98644	41.21802	S10-M4	US-9W/S Liberty Drive/US-202
-73.98357	41.20132	S10-M5	US-9W/S (W/Conger Avenue/US-202
-73.98863	41.18726	S10-M6	South Mountain Road/South Mountain Road
-74.00396	41.17642	S10-M7	CR-33/North Little Tor Road
-74.00504	41.16108	S10-M8	CR-33/North Little Tor Road
-74.01475	41.14848	S10-M9	CR-80/New Hempstead Road
-74.03562	41.1394	S10-M10	SR-45/North Main Street
-73.99196	41.23884	S11-M3	Miller Drive
-74.00488	41.22814	S11-M4	CR-47/Thiells Road
-74.02051	41.21951	S11-M5	CR-98/Willow Grove Road
-74.03122	41.20712	S11-M6	Wilbur Avenue
-74.04548	41.19745	S11-M7	Tamarack Lane
-74.05223	41.1822	S11-M8	US-202/Haverstraw Road
-74.07514	41.17897	S11-M9	US-202/Haverstraw Road
-74.08944	41.16932	S11-M10	US-202/Haverstraw Road
-73.98469	41.2553	S12-M2	US-9W/ North Liberty Drive/US-202
-74.00733	41.25968	S12-M3	Skahen Drive/Fowler Drive
-74.02295	41.24891	S12-M4	CR-69/Cedar Flats Road
-74.03566	41.23519	S12-M5	CR-106/Gate Hill Road
-74.05344	41.22952	S12-M6	CR-106/Gate Hill Road
-74.0735	41.22762	S12-M7	CR-106/Gate Hill Road
-74.0981	41.23595	S12-M8	CR-106/Kanawauke Road
-74.1173	41.23417	S12-M9	CR-106
-74.136	41.231	S12-M10	CR-106
-73.98964	41.26845	S13-M2	Maple Place
-74.00825	41.2635	S13-M3	CR-118/Mott Farm Road

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<u>Longitude</u>	<u>Latitude</u>	<u>GPS Location Designation</u>	<u>Location</u>
-74.04471	41.25577	S13-M5	Palisades Interstate Parkway
-74.08545	41.27404	S13-M7	Tiorati Brook road
-74.10461	41.27443	S13-M8	Arden Valley Road
-74.12367	41.27902	S13-M9	Arden Road
-74.14296	41.27104	S13-M10	Clove Furnace Drive
-74.03501	41.30476	S14-M5	US-6/Seven Lakes Drive
-74.05109	41.31268	S14-M6	US-6
-74.06732	41.32041	S14-M7	US-6
-74.08917	41.32071	S14-M8	US-6
-74.11484	41.31188	S14-M9	US-6
-74.12351	41.33378	S14-M10	SR-32/Albany Turnpike
-73.96343	41.28072	S15-M1	US-9W/North Liberty Drive/US-202
-73.97286	41.29348	S15-M2	US-9W/North Liberty Drive/US-202
-73.9917	41.30039	S15-M3	Lemon Road
-74.00798	41.30858	S15-M4	7 Lakes Drive
-74.01565	41.32322	S15-M5	West Point
-74.01702	41.32219	S15-M5	West Point
-74.01854	41.32106	S15-M5	West Point
-74.02024	41.33898	S15-M6	Mine Road
-74.04863	41.33928	S15-M7	Stillwell Lake Trail
-74.07387	41.3391	S15-M8	Bull Pond Road
-74.07616	41.35944	S15-M9	West Point
-74.08834	41.37071	S15-M10	CR-34/Trout Brook Road
-73.96003	41.28241	S16-M1	Old Route 9W/Old Ayers Road
-73.97065	41.29449	S16-M2	Old Route 9W
-73.96536	41.31158	S16-M3	US-6/US-202/Bear Mountain Bridge Road
-73.97207	41.3252	S16-M4, E	SR-9D/Bear Mountain Beacon Highway
-73.97801	41.33898	S16-M5	US-9W/SR-218
-74.00757	41.3452	S16-M6	North Deep Hollow Road


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Sampling Point – Distance and Locations  
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Sector	Wind Direction from (DEG)	Site Boundary Distance	Verify. Point Distance	CLs From True #	Verify. Point Location	Reuter Stokes Distance	Reuter Stokes Location
1N	169-190	2977m	3749m	0	Rt.202 & Rt. 6	3226	Bear Mt. Rd. near Old Stone on Hudson
2NNE	191-213	3234m	3331m	22	Rt. 202 & Rt. 6	3379	Annsville Circle Texaco Station
3NE	214-235	716m	1158m	45	West. Co Power Plant	2574	Hudson Street & Railroad Station
4ENE	236-258	701m	1094m	67	Broadway	1448	Lower South St Near West Iron
5E	259-280	762m	724m	90	Broadway	1287	Lower South St By Bypass Diner
6ESE	281-303	625m	609m	110	Broadway	643	Broadway
7SE	304-325	610m	617m	135	Broadway	643	Broadway
8SSE	326-348	701m	716m	157	Broadway	804	Broadway
9S	349-101	006m	949m	180	Service Rd to Georgia Pacific	1126	Broadway
10SSW	11-33	1006m	1030m	202	Service Rd to Georgia Pacific	1287	11 <sup>th</sup> . Street and Highland
11W	34-55	488m	611m	225	Georgia Pacific Corp. Prop.	1287	Trap Rock at end of 9 <sup>th</sup> . Avenue
12WSW	56-78	2349m	2494m	247	Rt. 9W	2494	Gays Hill Rd.
13W	79-100	1802m	1834m	270	Gays Hill Road	1870	Gays Hill Rd.
14WNNW	101-123	1689m	1786m	292	Rt. 9W	1870	Rt. 9W
15NW	124-145	1432m	1529m	315	Rt. 9W	1648	Rts.9W & 202
16NNW	146-168	1416	1512m	337	Ayers Road	1770	Ayers Road

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## Attachment 15

### **Radiological Field Monitoring Discussion**


Page 1 of 3

#### **DISCUSSION**

- ❑ The purpose of radiological monitoring is to find and define a plume of radioactive airborne contamination and any surface contamination left in the wake of a plume.
- ❑ Monitoring activities include detecting beta radiation, measuring gamma radiation and sampling airborne and surface contamination.
- ❑ Monitoring data is reported to the EOF and may be used by the ERO to determine emergency action levels, emergency classifications, radiological exposure controls, protection for on-site personnel and emergency workers, and protective action recommendations for the general public.
- ❑ Offsite Monitoring Team Members will be notified of a declared emergency at either Unit 2 or Unit 3 and directed to report to the Emergency Operations Facility (EOF). They are expected at the EOF within the 60 minutes following the declaration.
- ❑ At the EOF, Offsite Monitoring Team Members report to the Radiological Assessment Coordinator for assignment to the 1<sup>st</sup> or 2<sup>nd</sup> shift teams.

#### **PRECAUTIONS AND LIMITATIONS**

- ❑ Continually review and practice the prescribed radiological exposure controls.
- ❑ Avoid cross contamination of samples and equipment.
- ❑ When Open window vs Closed window is  $\geq 1.5$  you are in the plume.
- ❑ Each Offsite Monitoring Team is composed of members from those whose names are listed in the Emergency Telephone Directory.
- ❑ Onsite Teams from the OSC monitor inside the Protected Area fence within and around the Site Boundary. Offsite Monitoring Teams monitor outside this boundary.
- ❑ Emergency Sampling Point locations are listed in Attachments 11, 13 and 14 of this procedure.
- ❑ Vehicles are checked and decontaminated as prescribed in this procedure.
- ❑ The Dose Assessor (DA) in the EOF assures radiological controls are implemented for samples, equipment, materials, supplies and personnel in the EOF.
- ❑ Qualified Nuclear Environmental Monitoring (NEM) Technicians change DLRs and air sampling station filters at fixed sites within the 10 Mile EPZ, submit the DLRs and filters for analysis, sample soil and water and perform other activities prescribed in the station NEM Procedures.

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## Attachment 15

### Radiological Field Monitoring Discussion

Page 2 of 3

#### EQUIPMENT AND MATERIALS

- Equipment and material for the Offsite Monitoring Teams are at the EOF in a storage location behind the south wall in the east stairwell near the foot of the stairs.
- A key for the storage location is inside the key locker on the west wall of the Emergency Operations Facility (EOF) near the EOF Information Liaison station. Another key is inside the red key box outside, near the entry door to the ECC, on the east wall.
- Equipment and material include three complete sets of monitoring kits. Each set has two sealed cases, A and B. Case A is for plume survey/sampling; Case B is for REMP sampling only.
- Three vehicles, with mobile radio and cellular phone, are available for the Offsite Monitoring Teams. The keys are inside the storage location in the stairwell. Two of these vehicles are at the Buchanan Service Center (EOF parking lot), and one is located at the Verplanck Fire Department, 238 8<sup>th</sup> Street, Verplanck.
- Vehicles are equipped with 12 VDC/125 VAC inverters.
- Additional equipment is also available in the EOF storage location:
  1. Potassium Iodide (KI)
  2. Batteries, "D" size
- Offsite Monitoring Team Position Binders with procedures and forms are available in the EOF Conference Room.
- The cellular phones and GPS Units for use in the vehicles are available in the room next to the telephone room near the west entrance to the EOF.
- Numbers for telephone extensions in the EOF and cellular phones in the vehicles are listed in the Emergency Telephone Directory.


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### **Attachment 15**

## **Radiological Field Monitoring Discussion**

Page 3 of 3

- The IPEC Radio Service has 16 modes of operation. The service includes two radio repeaters with fixed, mobile and portable radio control stations. Seven (4, 5, and 9 -13) modes are available with the mobile radios in the vehicles.
  1. Mode 4, "Onsite": Repeater coverage for the IPEC to 2-3 miles around the Site. Stations: EOF, U2CCR, U3CCR, and vehicles.
  2. Mode 5, "Offsite": Repeater coverage for the IPEC to 5-10 miles around the Site. Stations: AEOF, EOF, U2CCR, U3CCR, portables and vehicles.
  3. Modes 9 -13, "Talk-around": Line-of-sight coverage between fixed, mobile and portable radios. Stations: portables and vehicles.

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**Attachment 16  
Offsite Team Coordinator Checklist  
Sheet 1 of 5**

**1.0 Initial Responsibility/Activity**

**NOTES**

**1.1 Follow Responsibility/Activities in EN-EP-609 Attachment 9.9 and the following:**

**1.2 Assume the position of Offsite Team Coordinator.**


**A. IF it is the initial activation of position THEN:**

- 1. Inform the Radiological Assessment Coordinator and Dose Assessor(s) that you are now Offsite Team Coordinator.**
- 2. WHEN there are 4 Offsite Monitoring Team members present, establish two Offsite Monitoring Teams. WHEN two additional Offsite Monitoring Team members arrive, form an Onsite Monitoring Team or another Offsite Monitoring Team at a location designated by the Radiological Assessment Coordinator.**

**NOTE**

If for any reason the Entergy Offsite Monitoring Teams cannot be dispatched, contact Westchester County to assess status of their teams. Coordinate monitoring strategy with the county if possible. Contact with Westchester County can be accomplished through the Dose Assessment Conference Bridge or through the Westchester County representative at the EOF.

- 3. IF additional personnel are needed THEN inform the Radiological Assessment Coordinator or EOF Manager and request additional personnel.**
- 4. Conduct a briefing with the Offsite Monitoring Teams. If available, consider using an adjacent room for the briefing, using the guidance in Attachment 4 of this procedure.**

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**Attachment 16  
Offsite Team Coordinator Checklist  
Sheet 2 of 5**

**Initial Responsibility/Activity (cont.)**

**NOTES**

**NOTE:**


Offsite Monitoring Teams (OMTs) play a key role in the coordination of the State and local Counties Emergency Plans/Actions. It is an IPEC EXPECTATION to have the OMTs briefed and in the field as-soon-as-possible (i.e. within ~ 30- 45 minutes of their arrival at the EOF).

**1.3 Initial Offsite Team Briefing**

- A. Prior to dispatching teams into the field, brief them using **Attachment 4 of this procedure.**
- B. **IF manned, THEN** Contact the ICP to inform them of the OMT departure.

**1.4 Use of the Offsite Radio Using the Radio Headset or Phone Handset**

- A. Can be used with either the stationary radio handset or a headset.
- B. Headset is in the desk drawer near the console.
- C. Unplug the handset cord from the phone unit and plug into the jackbox to the left of the radio handset. Remove handset from cradle (refer to job aid provided on OTC desk and in position binder).
- D. Transmission can be completed using the "Transmit" button on the headset Push to talk (PTT); release to listen.
- E. IF the headset is used, it is advised that the console microphone be moved out of the way to avoid any interference.

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Offsite Team Coordinator Checklist  
Sheet 3 of 5**

**Initial Responsibility/Activity (cont.)**

- F. If using the handset, replace the handset in the phone cradle, unplug the cord from the jack-box and plug into the handset.
- G. Transmission can be completed with the handset by using the "Transmit" button on the Push to talk (PTT); release to listen.

**2.0 Continuous Responsibility/Activity**

**2.1 Transmit directions to the Offsite Monitoring Teams**

**NOTES**

**NOTE**


Teams should be designated as Mobile 1, 2 etc. and Site Perimeter Team

- A. Use the Vehicle OnStar, radio or cell phones to communicate with teams.
- B. Confer with the Radiological Assessment Coordinator and/or Dose Assessors to determine the sample points and the expected whole body exposure rates based on dose projections.

**NOTE**

Be sure to dispatch Offsite Monitoring Teams to monitor the plume centerline and both sides of anticipated plume if practical.

- C. Enter selected sample point(s) and assigned team on Monitoring Team Radiation Field Survey Data (Form EP-30).
- D. Contact each team and direct them to the designated sample point providing following information:
  - 1. The expected dose rates.
  - 2. Methods of traversing the plume to keep their exposure as low as possible, such as going around plume or traveling through low field areas.
- E. Have teams verify instructions by repeating them back.

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**Attachment 16**  
**Offsite Team Coordinator Checklist**  
**Sheet 4 of 5**

**Continuous Responsibility/Activity (cont.)**

**NOTES**

**2.2 Receive and Record Offsite Monitoring Team Data**

- A. Have teams state sample point for which data is being transmitted.
- B. Record survey data on Monitoring Team Radiation Field Survey Data and Monitoring Team Sample Data (Form EP-30 and Form EP-31).
- C. Verify numbers by repeating values back to the team.
- D. Inform the Radiological Assessment Coordinator or Dose Assessor immediately of survey and sample results.

**2.3 Determine Radioactive Airborne Concentrations**

**WHEN** Offsite Monitoring Teams report air sample results  
**THEN** determine airborne concentrations as follows:


- A. Use (Form EP-32), Determination of Radioactive Airborne Concentrations to calculate  $\mu\text{Ci/cc}$ .
- B. Report concentration to Dose Assessor or Radiological Assessment Coordinator.

**2.4 Maintain Offsite Monitoring Team Exposure Records.**

- A. **IF** any exposure rates are above background **THEN** obtain team member whole body exposure (dosimetry readings).
- B. **IF** any team members are receiving radiological exposures **THEN** record exposures on Individual Exposure Tracking Log (Form EP-36) periodically.

**2.5 Keep Offsite Monitoring Teams informed of major changes in emergency status:**

- Changes in emergency classification
  - Start or stop of any offsite releases of radioactive materials.
- A. Communications **SHOULD** be within 30 minutes of a change in conditions.

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**Attachment 16  
Offsite Team Coordinator Checklist  
Sheet 5 of 5**

**Continuous Responsibility/Activity (cont.)**

**NOTES**

- B. Routinely contact Offsite Monitoring Teams approximately every thirty minutes.
  
- 2.6 Obtain new sample locations and points from Radiological Assessment Coordinator or Dose Assessor**
  - A. Repeat above steps to continue plume tracking until Radiological Assessment Coordinator determines surveys and sampling are no longer necessary.
  
- 2.7 To ensure continuous Offsite Monitoring capabilities, Coordinate the relief of Offsite Monitoring Team personnel, if required.**
  - A. IF Offsite Monitoring Teams are deployed AND "In-Field" turnover of team personnel is required THEN utilize a spare vehicle, if available, or call the Offsite Monitoring Teams back to the EOF, Alternative TSC/OSC or AEOF, one team at a time, to facilitate turnover. The replacement team **SHOULD** be pre-briefed i.a.w step 1.3 and ready to immediately deploy when the off going team returns to the EOF, Alternative TSC/OSC or AEOF.

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Dose Assessment

Procedure No. IP-EP-310 Existing Rev: 16 New Rev: 17 DRNEC No: DRN-17-02007

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____ Unit 2 Procedure No. _____ Unit 3 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

**Revision Summary** Two editorial changes made, and added a statement to support transmission of notification forms, if electronic emailing and faxing does not work.

### 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 / x7106 /

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

1. ☒ Technical Reviewer: Mary Ann Wilson / Mary Ann Wilson 12/13/17  
(Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / FJ Mitchell 12/14/17  
 (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 as defined in 4.6

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

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,

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_

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

 <b>IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-AD2</b>	<b>Revision 10</b>
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### Attachment 9.1

## **Emergency Planning Document Change Checklist Form**

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

### **Section 1**

<b>Doc/Procedure Type:</b>	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Doc/Procedure No:</b>	IP-EP-310
<b>Doc/Procedure Title:</b>	Dose Assessment
<b>Corrective Action:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### **Section 2**

#### **Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q ☒ N/A ☐
  - b. EN-FAP-OM-023 ☒ N/A ☐
  - c. IP-SMM- AD-102 ☒ N/A ☐
  - d. OSRC ☐ N/A ☒
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
8. Word files are moved from working drafts folder to current revision folder in the EP drive: ☐ N/A ☐ Date: \_\_\_\_\_

Procedure/Document Number: IP-EP-310	Revision: 17
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Dose Assessment	

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

**Change 1:** Editorial – changed Part 2 to Part II and updated spacing of paragraph to be consistent throughout the procedure.

**Change 2:** Added a statement from IP-EP-250 "Emergency Operations Facility" to support deletion of the IPEC EOF facility procedure. This will ensure transmission of the notifications forms if electronic emailing and faxing does not work.

**Change 3:** Editorial – updated spacing of the paragraph to be consistent throughout the procedure.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

**Section E:** Notifications Methods and Procedures

**Section I:** Accident Assessment

**Section J:** Protective Response

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-310	Revision: 17
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Dose Assessment	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.




1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).


Proposed change 1 and 3 are both editorial. Change 1 corrected a typographic error of 2 vs 11 and both changes 1 and 3 fixed spacing to be consistent throughout the procedure. This change does not change the intent of the procedure.

Proposed change 2 added a statement from IP-EP-250 on how to transmit notification forms if the electronic emailing and faxing is not available. This statement was moved from the EOF procedure, IP-EP-250 which is being deleted. Moving this statement ensure the notification process will be maintained. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the dose assessment process, the requirement for offsite notifications or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature: 	Date: 01/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/16/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/16/18

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**CONTROLLED**

## Dose Assessment

Prepared by:

Rebecca A. Martin  
Print Name

Rebecca A. Martin  
Signature

11/12/18  
Date

Approval:


Frank J. Mitchell  
Print Name

Frank J. Mitchell  
Signature

11/12/18  
Date


Effective Date: January 24, 2018

This procedure excluded from further LI-100 review

 <b>IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>		<b>IP-EP-310      Revision 17</b>	
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## 1.0 PURPOSE


To describe the methods of estimating the whole body and thyroid dose to the offsite population in the event of an accidental release of radioactivity to the environment. A manual method of calculation is provided in case the computer method is unavailable.

## 2.0 REFERENCES

- 2.1 IP-EP-330, Airborne Sample Analysis
- 2.2 IP-EP-340, Meteorological Information and Dose Assessment System (MIDAS)
- 2.3 IP-EP-510, Meteorological, Radiological & Plant Data Acquisition System
- 2.4 IP-2 Manual Determination of Release Rate (Form EP-17)
- 2.5 IP-3 Manual Determination of Release Rate (Form EP-18)
- 2.6 Manual Dose Assessment Worksheet (Form EP-13)
- 2.7 IPEC Manual Dose Assessment Worksheet/Back-Calculating Release Rate from Field Data (Form EP-19)
- 2.8 IPEC Manual Dose Assessment Worksheet/Estimating Containment Activity via R-25 / 26 (Form EP-11)
- 2.9 Determination of Radioactive Airborne Concentrations (Form EP-32)

## 3.0 DEFINITIONS

- 3.1 Meteorological Information and Data Acquisition System (MIDAS) - the computer system that collects radiation monitor data, meteorological data, and calculates/displays offsite radiation doses.
- 3.2 Meteorological, Radiological, and Plant Data Acquisition System (MRP-DAS) – the system which provides meteorological, Reuter Stokes and certain plant parameter data (VC Temperature, VC Pressure, Plant Vent and VC High Radiation Monitors)
- 3.3 Total Effective Dose Equivalent (TEDE) – The sum of the Deep Dose Equivalent (DDE) and the Committed Effective Dose Equivalent (CEDE).
- 3.4 Committed Effective Dose Equivalent – The sum of the products of the weighting factors applicable to each of the body organs or tissues that are irradiated and the committed dose equivalent to these organs or tissues.
- 3.5 Committed Dose Equivalent-Thyroid (CDE-Thy) - The committed dose

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from an intake of radioactive material to a body organ (i.e., thyroid).

- 3.6 Site Boundary – For Dose Assessment and Protective Action Recommendation purposes, the Site Boundary is the closest distance at which members of the public would be exposed to a radioactive release. When the plume is traveling toward the water, the distance to the nearest point on the opposite side of Hudson River will be considered as the Site Boundary.

#### 4.0 RESPONSIBILITIES

Dose Assessment staff in the Control Room (CR) and in the Emergency Operations Facility (EOF) are responsible for assessing actual and potential radioactive releases to the environment in an emergency.

#### 5.0 DETAILS

##### NOTE


All forms specified in Section 5.0 are provided in IP-EP-115.

- 5.1 Determine if there is a plant release above Federal Limits based on the following table:

Release Point	Rad Monitor	Tech Spec Release Rate Set-point
Plant Vent	R-27	1.3E+5 uCi/sec (or 20 uCi/sec Iodine)
Plant Vent	R-44 (U2) / R-14 (U3)	4.0 E-3 uCi/cc*
SG Safety or Atmospheric Relief Valve	Main Steam Line Monitors	P/S leak > 15 gpd and Steam line activity > .01 uCi/cc with Atmospheric at 10% open or greater
Hole in the VC	R-25 / R-26	1 R/hr

\* Note: Value based on Unit 3 Plant Vent design flow rate of 70,000 cfm (with 1 PAB fan in operation) and is more limiting than for the comparable Unit 2 Plant Vent design flow rate.

- 5.2 Upon activation of the IPEC ERO and as the IPEC Plant Conditions require, perform dose assessment. When performing the Dose

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Assessment function, use MIDAS (IP-EP-340) as the primary method. If there is no access to a dose assessment software program, dose assessment is to be completed using Hand Calculations (Section 5.4).

- 5.3 Necessary information to perform Dose Assessment is available using MRP-DAS (IP-EP-510).
- 5.4 Hand calculations for dose assessment are to be performed if the necessary dose assessment software is not available. Perform hand calculations as follows:

**NOTE:**

**IF** a General Emergency has been declared, **THEN** use IP-EP-410 "Protective Action Recommendations" to determine what protective action recommendations should be conveyed to the ED/RAC. Ensure the EPM in the TSC is made aware of any Protective Action Recommendations.

- 5.4.1 Obtain the proper release rate calculation form (Form EP-17 for Unit 2 and Form EP-18 for Unit 3).
- 5.4.2 Determine radioactive release concentration or rate ( $\mu\text{Ci/cc}$ ,  $\mu\text{Ci/sec}$ , OR CPM) and enter onto the appropriate Release Rate calculation form (Form EP-17 for Unit 2 or Form EP-18 for Unit 3). Values determined from installed radiation monitors OR via a Chemistry sample may be entered directly into the Release Rate calculation form:
- IF** a Chemistry sample is available, **THEN** use Attachment 9.7 to calculate the radioiodine release rate.
  - IF** the plant vent survey is to be used, **THEN**:
    - Follow guidance provided in Attachment 9.4, Accident Monitoring of Noble Gas Concentration in the Plant Vent.
    - Convert contact field reading on the plant vent to  $\mu\text{Ci/cc}$  using conversion factor for appropriate time after shutdown, obtained from the appropriate Release Rate calculation form (Form EP-17 for Unit 2 and Form EP-18 for Unit 3).
  - IF** back-calculating the Noble Gas release rate (NGRR) from field readings, **THEN** use Form EP-19.
  - IF** using R-25 or R-26 to calculate the Noble Gas release rate (NGRR), **THEN** use Form EP-11.
  - IF** back-calculating the release rate from airborne samples, **THEN** refer to IP-EP-330, Airborne Sample Analysis, and Attachment 9.5.


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- 5.4.3 If Noble Gas concentrations ( $\mu\text{Ci/cc}$ ) are entered in the Release Rate calculation form (Form EP-17 for Unit 2 or EP-18 for Unit 3), use the proper equation(s) on the appropriate section of the Release Rate calculation form to calculate the Noble Gas Release Rate (NGRR).
- 5.4.4 Calculate the radioiodine release rate (Ci/sec) using the default equation (with the assumed NG/I ratio for the release point) on the appropriate Release Rate calculation form (Form EP-17 for Unit 2 and EP-18 for Unit 3).
- IF a chemistry sample is available, THEN use Attachment 9.7 to:
- Calculate the radioiodine release rate, and
  - Determine the sample-specific thyroid dose conversion factor.
- 5.4.5 Obtain the appropriate  $X_{\mu}/Q_s$  from Attachment 9.1 or 9.2. Record these values on the Manual Dose Assessment Worksheet (Form EP-13).
- 5.4.6 Obtain meteorological data in accordance with IP-EP-510.
- 5.4.7 Enter the release rates (RR), wind speed (WS) AND appropriate constants on the Manual Dose Assessment Worksheet (Form EP-13).
- 5.4.8 Determine the TEDE (Whole Body) AND CDE-Thy dose rates at the site boundary, 2, 5, AND 10 mile distances. (Form EP-13)

**NOTE**


Use four (4) hours as the default release duration, unless information exists that clearly supports a different release duration.

- 5.4.9 Determine exposure rates if desired, at other distances utilizing the  $X_{\mu}/Q$  values from Attachment 9.2.
- 5.4.10 Determine required Protective Action Recommendations (Procedure IP-EP-410, Attachment 9.1), IF the projected or actual doses at any offsite location exceed the following:
- 1 Rem Integrated Dose TEDE, or
  - 5 Rem Integrated Dose CDE-Thy
- THEN:
- If in the CR, inform the Shift Manager (SM)/Emergency Director (ED).

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- If in the Emergency Operations Facility (EOF)/ Alternate Emergency Operations Facility (AEOF), inform the Radiological Assessment Coordinator.

- 5.4.11 IF there is a radioactive release, THEN contact Chemistry / Environmental Personnel as time permits to determine if it is above the Reportable Quantities set forth in 40 CFR302, Appendix B. If so, ensure the reportability requirements specified in IP-SMM-LI-108 are met within 24 hours.
- 5.4.12 IF there is a radioactive release to the environment above Federal limits (using the table in step 5.1), THEN complete Parts I & II of New York State Radiological Data Form (Forms EP-1 and EP-2) These forms can be filled in by hand or refer to procedure IP-EP-340, "Meteorological Information and Dose Assessment System" to have MIDAS automatically print out these forms.
- 5.4.13 "New York State Radiological Emergency Data Form – Part II" (Form EP-2) SHALL be completed and transmitted:
- a. As soon as possible after it has been determined that a release above Federal Limits exists.
  - b. If there is a significant change in the radioactive release.
  - c. With updates approximately every 30 minutes; time interval may be lengthened with concurrence of offsite agencies.
- 5.4.14 IF electronic emailing and faxing using MIDAS is not operational, THEN process the NYS Radiological Emergency Data Form Parts I & II (Forms EP-1 and EP-2) as follows:
- a. Receive form(s) from the Offsite Communicator, verifying that the form(s) are signed by the Emergency Director (ED).
  - b. Telecopy form(s) to NYS, Counties and JIC.
  - c. Maintain Fax Report (printed from the fax machine) as record.
  - d. Make and distribute copies of the form to NRC, FEMA, State and County representatives in the EOF.
  - e. Return original form and 2 copies to the Offsite Communicator.

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5.4.15 To help visualize plume location, MIDAS plume data can be displayed directly from the MIDAS program or a MIDAS shape file can be exported to a Geographical Information System mapping software program in the EOF for display. Use IP-EP-410, Attachment 9.4 or the overlay book cover for manual plume visualization on the overlay table.

5.5 In the EOF only:

5.5.1 Calculate projected doses using MIDAS, or manual methods.

5.5.2 If available, verify projected doses with actual field radiological data.


5.5.3 At the earliest time when offsite radioiodine concentration is available, calculate the ratios of noble gas to iodine concentrations and corresponding dose rates using Attachment 9.6. Report the concentration ratio to the stakeholders on the Part II Form, Field Measurement Section.

- a. Obtain a closed window gamma reading in the plume (mrem/hr).
- b. Obtain iodine concentration in the plume (uCi/cc).
- c. Convert gamma dose rate to noble gas concentration.
- d. Calculate the ratio of noble gas concentration to iodine concentration.
- e. Calculate the ratio of whole body dose rate to thyroid dose rate.
  1. IF the dose rate ratio is about 0.2 or higher, THEN noble gas (whole body/TEDE) dose rates will be more limiting than iodine (CDE-Thy) dose rates. Evaluate protective actions for possible changes.
  2. IF the dose rate ratio is less than about 0.2, THEN iodine (CDE-Thy) dose rates will be more limiting than noble gas (whole body/TEDE) dose rates. Evaluate protective actions for possible changes.


5.5.4 IF offsite gamma dose rates are available, THEN verify release rates determined from plant data using the "IPEC Manual Dose Assessment Worksheet/Back-Calculating Release Rate from Field Data" (Form EP-19).

5.5.5 Review Site Perimeter surveys.

5.5.6 Review Field Surveys.

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- 5.5.7 Review current and historical Reuter Stokes data, to determine if a release has occurred or is occurring. Attachment 9.3, "Reuter-Stokes Location  $X_{\mu}/Q$  Values" provides  $X_{\mu}/Q$  values for comparison purposes.
- 5.5.8 Exchange offsite monitoring and projected data with State and Counties.
- 5.5.9 If required, estimate release rates utilizing High Range Vapor Containment radiation monitors R-25/26 (Form EP-11).

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## **6.0    INTERFACES**

- 6.1    IP-EP-410, Protective Action Recommendations
- 6.2    IP-EP-340, Meteorological Information and Dose Assessment System (MIDAS)
- 6.3    IP-EP-510, Meteorological, Radiological & Plant Data Acquisition System
- 6.4    Westchester, Rockland, Putnam, Orange County Radiological Emergency Response Plans
- 6.5    2-CY-3940, Plant Vent Sampling During Accident Conditions
- 6.6    3-CY-3920, Sampling Containment Atmosphere and Plant Vent During Accident Conditions
- 6.7    IP-SMM-LI-108, Event Notification and Reporting

## **7.0    RECORDS**

Forms and reports completed during an actual emergency are permanent records.

## **8.0    REQUIREMENTS AND COMMITMENT CROSS-REFERENCE**

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## **9.0    ATTACHMENTS**

- 9.1    Site Boundary  $X_{\mu}/Q$  ( $m^{-2}$ ) by Pasquill Stability Category
- 9.2     $X_{\mu}/Q$  ( $m^{-2}$ ) Values for Other Distances
- 9.3    Reuter-Stokes Location  $X_{\mu}/Q$  ( $m^{-2}$ ) Values
- 9.4    Accident Monitoring of Noble Gas Concentration in the Plant Vent
- 9.5    Determination of Noble Gas Release Rate – Discussion
- 9.6    Determination of Noble Gas to Iodine Concentration and Dose Rate Ratios from Field Monitoring Data
- 9.7    Use of Chemistry Sample to Determine Radioiodine Release Rate and Thyroid Dose Conversion Factor

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## Attachment 9.1

**Site Boundary  $X_{p/Q}$  ( $m^2$ ) by Pasquill Stability Category**  
Cross Valley (Wind Direction from 210° – 348° or Wind Speed > 4 m/s)  
Sheet 1 of 2

<u>Sector</u>	<u>Wind From</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
			A	B	C	D	E	F	G
1*	168.7° to 191.2°	2977	5.5 E-7	9.0 E-7	5.7 E-6	2.1 E-5	4.3 E-5	1.1 E-4	2.0 E-4
2*	191.2° to 213.7°	3234	5.2 E-7	1.0 E-6	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
3	213.7° to 236.2°	716	3.6 E-6	2.0 E-5	5.3 E-5	1.5 E-4	2.7 E-4	4.9 E-4	7.1 E-4
4	236.2° to 258.7°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-4
5	258.7° to 281.2°	762	3.2 E-6	1.8 E-5	4.8 E-5	1.4 E-4	2.5 E-4	4.7 E-4	6.8 E-4
6	281.2° to 303.7°	625	4.7 E-6	2.5 E-5	6.4 E-5	1.8 E-4	3.1 E-4	5.5 E-4	7.9 E-4
7	303.7° to 326.2°	610	4.9 E-6	2.6 E-5	6.6 E-5	1.9 E-4	3.2 E-4	5.6 E-4	8.0 E-4
8	326.2° to 348.7°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-5
9	348.7° to 11.2°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
10	11.2° to 33.7°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
11	33.7° to 56.2°	488	7.7 E-6	3.6 E-5	8.8 E-5	2.5 E-4	4.0 E-4	6.7 E-4	9.2 E-4
12*	56.2° to 78.7°	2349	6.6 E-7	1.5 E-6	8.3 E-6	3.0 E-5	6.0 E-5	1.4 E-4	2.6 E-4
13*	78.7° to 101.2°	1802	8.1 E-7	3.2 E-6	1.3 E-5	4.3 E-5	8.5 E-5	1.9 E-4	3.3 E-4
14*	101.2° to 123.7°	1689	9.0 E-7	3.7 E-6	1.4 E-5	4.8 E-5	9.2 E-5	2.0 E-4	3.5 E-4
15*	123.7° to 146.2°	1432	1.2 E-6	5.1 E-6	1.9 E-5	6.1 E-5	1.2 E-4	2.4 E-4	4.0 E-4
16*	146.2° to 168.7°	1416	1.2 E-6	5.2 E-6	1.9 E-5	6.2 E-5	1.2 E-4	2.5 E-4	4.0 E-4

\* Plume for these sectors goes over the water before it touches public or private land. Site boundary in these cases is taken to be the landfall point at the sector center.



Attachment 9.1

Sheet 2 of 2

**Site Boundary  $X_{\mu}/Q$  ( $m^2$ ) by Pasquill Stability Category**  
Up Valley Plumes (wind speed  $\leq 4$  m/s) Wind Direction from  $102^\circ - 209^\circ$  (1)

<u>Pasquill Categories</u>						
A	B	C	D	E	F	G
5.2 E-7	1.0 E-6	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4

**Site Boundary  $X_{\mu}/Q$  ( $m^2$ ) by Pasquill Stability Category**  
Down Valley Plumes (wind speed  $\leq 4$  m/s) Wind Direction from  $349^\circ - 101^\circ$  (2)

<u>Pasquill Categories</u>						
A	B	C	D	E	F	G
3.7 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4

(1) Plume centerline will always cross the site boundary at Sector 2. Therefore, the Sector 2  $X_{\mu}/Q$  values are used.

(2) Plume centerline will cross the site boundary at either Sector 8 (Pasquill Category A) or Sector 10 (for Pasquill Category B – G)



Attachment 9.2

X<sub>μ</sub>/Q Values for other Distances (m<sup>-2</sup>)

Sheet 1 of 1

<u>Miles</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
		A	B	C	D	E	F	G
1.0	1608	9.5 E-7	4.0 E-6	1.5 E-5	5.0 E-5	9.0 E-5	2.1 E-4	3.4 E-4
1.5	2412	6.3 E-7	2.1 E-6	1.1 E-5	2.0 E-5	5.4 E-5	1.3 E-4	2.2 E-4
2.0	3216	5.2 E-7	8.3 E-7	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
2.5	4020	4.4 E-7	5.8 E-7	3.5 E-6	1.4 E-5	3.7 E-5	7.0 E-5	1.7 E-4
3.0	4824	3.6 E-7	5.0 E-7	2.8 E-6	1.0 E-5	2.2 E-5	5.7 E-5	1.3 E-4
3.5	5628	3.2 E-7	4.2 E-7	2.0 E-6	8.1 E-6	1.8 E-5	4.7 E-5	1.1 E-4
4.0	6432	2.8 E-7	3.7 E-7	1.6 E-6	6.8 E-6	1.5 E-5	4.0 E-5	9.4 E-5
4.5	7236	2.6 E-7	3.5 E-7	1.4 E-6	5.8 E-6	1.3 E-5	3.5 E-5	7.3 E-5
5.0	8040	2.4 E-7	3.2 E-7	1.2 E-6	5.1 E-6	1.1 E-5	3.1 E-5	6.7 E-5
5.5	8844	2.1 E-7	3.1 E-7	9.9 E-7	4.4 E-6	1.0 E-5	2.8 E-5	5.9 E-5
6.0	9648	2.0 E-7	2.7 E-7	8.3 E-7	3.8 E-6	9.1 E-6	2.5 E-5	5.4 E-5
6.5	10452	1.9 E-7	2.5 E-7	7.5 E-7	3.5 E-6	8.2 E-6	2.3 E-5	5.0 E-5
7.0	11256	1.8 E-7	2.4 E-7	6.7 E-7	3.2 E-6	7.5 E-6	2.1 E-5	4.7 E-5
7.5	12060	1.7 E-7	2.3 E-7	6.1 E-7	3.0 E-6	6.9 E-6	1.9 E-5	4.3 E-5
8.0	12864	1.6 E-7	2.2 E-7	5.5 E-7	2.7 E-6	6.3 E-6	1.8 E-5	4.1 E-5
8.5	13668	1.5 E-7	2.1 E-7	5.0 E-7	2.5 E-6	5.8 E-6	1.7 E-5	3.8 E-5
9.0	14472	1.5 E-7	2.0 E-7	4.6 E-7	2.3 E-6	5.5 E-6	1.6 E-5	3.6 E-5
9.5	15276	1.4 E-7	1.9 E-7	4.2 E-7	2.1 E-6	5.4 E-6	1.5 E-5	3.4 E-5
10.0	16080	1.4 E-7	1.8 E-7	4.0 E-7	2.1 E-6	5.3 E-6	1.5 E-5	3.4 E-5



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Attachment 9.3  
Reuter-Stokes Location  $X_p/Q$  Values ( $m^2$ )  
Sheet 1 of 1

		Stability Class						
Sector Monitor Distance (m)		A	B	C	D	E	F	G
1	3226	5.3E-7	8.4E-7	5.1E-6	1.9E-5	4.0E-5	9.8E-5	1.8E-4
2	3379	5.2E-7	8.3E-7	5.0E-6	1.8E-5	3.9E-5	9.7E-5	1.7E-4
3	2574	6.3E-7	1.2E-6	7.3E-6	2.6E-5	5.3E-5	1.2E-4	2.4E-4
4	1448	1.2E-6	4.6E-6	1.8E-5	6.1E-5	1.1E-4	2.4E-4	3.9E-4
5	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
6	643	4.3E-6	2.2E-5	6.0E-5	1.8E-4	3.0E-4	5.5E-4	7.7E-4
7	643	4.3E-6	2.2E-5	6.0E-5	1.8E-4	3.0E-4	5.5E-4	7.7E-4
8	804	2.9E-6	1.7E-5	4.5E-5	1.3E-4	2.4E-4	4.5E-4	6.6E-4
9	1126	1.8E-6	8.5E-6	2.6E-5	8.1E-5	1.5E-4	3.2E-4	4.9E-4
10	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
11	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
12	2494	6.4E-7	1.3E-6	7.5E-6	2.7E-5	5.6E-5	1.2E-4	2.4E-4
13	1870	8.0E-7	2.7E-6	1.2E-5	4.2E-5	8.1E-5	1.8E-4	3.2E-4
14	1870	8.0E-7	2.7E-6	1.2E-5	4.2E-5	8.1E-5	1.8E-4	3.2E-4
15	1648	9.4E-7	3.9E-6	1.5E-5	5.0E-5	9.7E-5	2.1E-4	3.6E-4
16	1770	8.4E-7	3.3E-6	1.3E-5	4.5E-5	8.8E-5	1.9E-4	3.4E-4

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#### Attachment 9.4

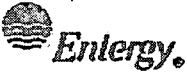
### Accident Monitoring of Noble Gas Concentrations in the Plant Vent Sheet 1 of 2

#### NOTE

1. The Operations Support Center (OSC) Rad/Chem Coordinator will determine which reading to obtain first; plant vent or back-up plant vent monitoring.
2. Locations and equipment may be different from Unit 2 or Unit 3

Radiation readings may be obtained on the plant vent by the following:

- a. Follow the provisions used by the OSC to plan and track team assignments.
- b. Use a telescoping radiation monitoring instrument (e.g. teletector or equivalent) to perform this function.
- c. As requested by OSC Rad/Chem Coordinator or Control Room (CR), **REPORT** radiation levels.
- d. Proceed to the Containment Airlock area.
- e. Using the fan-building wall for shielding, obtain radiation readings by Vapor Containment purge and exhaust ducts.
- f. **CAUTION**  
The door leading out to the plant vent area may lock when closed. To prevent being trapped in the plant vent area, **BLOCK OPEN THE DOOR** prior to going to the plant vent area.
- g. Proceed through the door to the plant vent area.
- h. Obtain radiation readings at the following locations:
  - i. 6 feet from the plant vent 10 feet above the floor.
  - j. Contact with the plant vent 10 feet above the floor.
- k. Notify the OSC or CR that radiation readings have been obtained and follow instructions as directed.

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#### Attachment 9.4

### Accident Monitoring of Noble Gas Concentrations in the Plant Vent

Sheet 2 of 2

Backup plant vent monitoring readings may be obtained by the following:


- a. Request a team be dispatched to obtain and analyze Plant Vent Sample.
- b. IF a sample from the plant vent is required from Unit 2 THEN follow chemistry procedure 2-CY-3940 "Plant Vent Sampling During Accident Conditions"
- c. IF a sample from the plant vent is required from Unit 3 THEN follow Chemistry procedure 3-CY-3920 "Sampling Containment Atmosphere and Plant Vent During Accident Conditions"
- d. Report the results to the OSC or CR and **FOLLOW INSTRUCTIONS** as directed.

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Attachment 9.5  
Determination of Noble Gas Release Rate – Discussion  
Sheet 1 of 2

The following instrumentation/methodology can be used to determine the noble gas release rate.

- Plant vent monitor-low range (Direct Readout)
- Plant vent monitor-high range (Direct Readout)
- Plant vent survey-hand held instrument or remote readout
- Isotopic analysis of sample taken from release point
- Condenser air ejector monitor (Direct Readout).
- Main steam line monitors.
- Back-calculating a release rate based on actual field radiological data.
- Containment radiation monitors R-25 and R-26 to measure the source term within containment and to estimate potential releases from containment.
- Potential exposure to the population if a future release of the existing containment source term occurs, utilizing the following information:
  1. Containment pressure relief line contains three isolation valves (one in containment and two outside).
  2. Containment purge system contains two isolation valves on the Inlet Duct (one in containment and one outside).
  3. Containment purge system contains two isolation valves on the Exhaust Duct (one in containment and one outside).
  4. Weld Channel (WC) and Isolation Valve Seal Water System (IVSWS) are pressurized to ensure that during accident conditions, a pressure build up to AT LEAST 50 psi in containment would NOT cause a leak of radioactive material to the environment as long as the isolation valves remained in the closed position.

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#### Attachment 9.5

#### Determination of Noble Gas Release Rate – Discussion Sheet 2 of 2

5. WITHOUT WC AND IVSWS, BUT with isolation valves closed, the containment leak rate is expected to be LESS THAN 0.1% of the containment volume per day (Tech Spec) WITH a pressure buildup to 50 psi inside containment. At lower pressures the leak rate would be smaller, approaching zero as the pressure differential approaches zero.
6. Containment Volume =  $2.6 \times 10^6 \text{ ft}^3 = 7.4 \times 10^{10} \text{ cc}$
7. For Post-Steam Generator Tube Rupture (SGTR) cool-down using blow-down situations, the determination of the gaseous release rate from the blowdown flash tank **SHALL** be accomplished by determining the noble gas concentration in the faulted SG blowdown (Chem sample  $\mu\text{Ci/cc}$ ) AND the blowdown rate (GPM).
8. Complete Form EP-32, Determination of Radioactive Airborne Concentrations by using the following general formula when applying Airborne Sample Data to determine concentration or release rate. This is for a 10 cubic foot sample.
  - a. NG Release Concentration,  $\mu\text{Ci/cc}$  =
$$\frac{\text{mR/hr in field}}{\text{DCF, mR/hr per } \mu\text{Ci/cc}}$$
  - b. NG Release Rate, Ci/sec =
$$\frac{\text{Concentration (Ci/m}^3\text{)} * \text{Wind Speed (m/sec)}}{X \mu/Q \text{ (m}^{-2}\text{)}}$$

Note That  $\mu\text{Ci/cc} = \text{Ci/m}^3$



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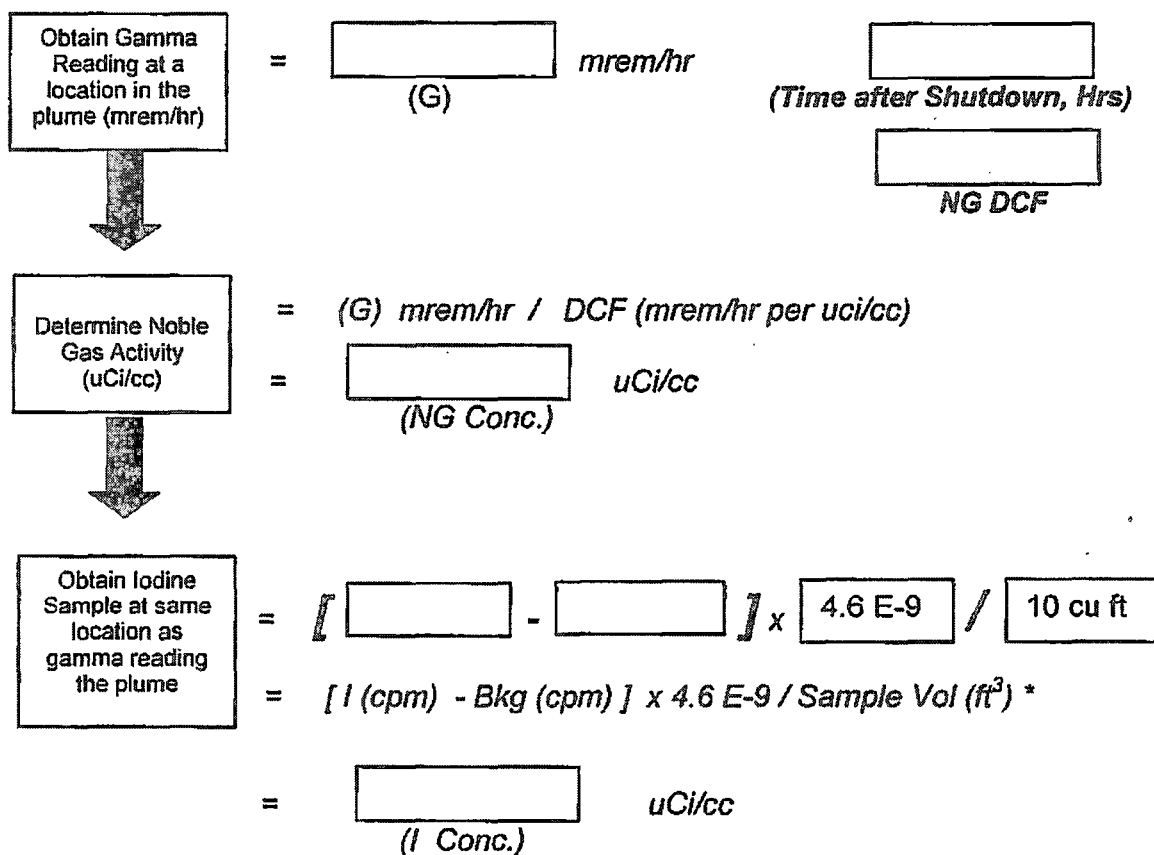
REFERENCE USE

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### Attachment 9.6


## Determination of Noble Gas to Iodine Concentration and Dose Rate Ratios from Field Monitoring Data Sheet 1 of 2

### Part 1 – Flow Chart – Gamma Dose Rates, and NG and Iodine Air Sample Concentrations



\* Equation based on frisker efficiency (of about 0.0034 cpm/dpm) and the conversions of dpm to uCi and cu. ft. to cc.

NOBLE GAS DOSE CONVERSION FACTORS			
K1 Whole Body at Time After Shutdown for Noble Gas Dose			
Time after shutdown (hours)	Noble Gas DCF (mRem/hr per uCi/cc)	Time after shutdown (hours)	Noble Gas DCF mRem/hr per uCi/cc)
0 – 1.5 Hours	4.7E+5	4.5 – 6.5 Hours	1.7E+5
1.5 – 2.5 Hours	2.6E+5	6.5 – 12.5 Hours	1.2E+5
2.5 – 3.5 Hours	2.3E+5	> 12.5 Hours	5.8E+4
3.5 – 4.5 Hours	2.0E+5		

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Attachment 9.6  
 Determination of Noble Gas to Iodine Concentration and Dose Rate Ratios from  
 Field Monitoring Data  
 Sheet 2 of 2

**Part 2 – Flow Chart – Ratio Determinations**

	Concentration (uCi/cc)	Dose Conversion Factor (mrem/hr per uCi/cc)	Dose Rate (mrem/hour)
Noble Gas			(Whole Body)
Iodines*		8.0 E+8	(CDE-Thy)
Ratio NG/ Iodine (Whole Body/ CDE-Thy)	(1)	N/A	(2)

\* Note: if time is > 24 hr, then use an iodine dose conversion factor of 2.6 E+9.


**(1) NG / Iodine Concentration Ratio:**

Use NG/I concentration ratio for future release rates for dose projection calculations.

**(2) Dose Rate Ratio:**

- **IF** the dose rate ratio is about 0.2 or higher, **THEN** noble gas (whole body/TEDE) dose rates will be more limiting than iodine (CDE-Thy) dose rates. (i.e., Whole Body/TEDE will reach PAG limit before iodine/ CDE-Thy).
- **IF** the dose rate ratio is less than about 0.2, **THEN** iodine (CDE-Thy) dose rates will be more limiting than noble gas (whole body/TEDE) dose rates. (i.e., CDE-Thy dose will reach PAG limit before Whole Body/TEDE).

*Note: The above calculation is for one location at one time a few hours after plant shutdown. If practical, 3 or more such determinations of NG/I ratios from multiple locations should be performed.*

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Attachment 9.7  
**Use of Chemistry Sample to Determine Radioiodine Release Rate  
and Thyroid Dose Conversion Factor**  
Sheet 1 of 2

**Part 1 – Determine Radioiodine Release Rate Based on Chem. Sample**

Multiply [iodine uCi/cc] x [volume or mass release rate] x [constant] = iodine Ci/sec

For plant vent or air ejector:

<b>uCi/cc iodine</b>	<b>Cfm</b>	<b>Constant (1)</b>	<b>Iodine Ci/sec</b>
		4.70E-04	

For main steam line release

<b>uCi/cc iodine</b>	<b>lbm/hr</b>	<b>Constant (2)</b>	<b>Iodine Ci/sec</b>
		3.2 E-6	


For steam generator blow down release

<b>uCi/cc iodine</b>	<b>Gpm</b>	<b>Constant (3)</b>	<b>Iodine Ci/sec</b>
		6.30E-05	

(1) constant converts uCi/cc x cfm to Ci/sec, using Ci/uCi, cc/cu ft, and min/sec

(2) constant converts uCi/cc x lbm/hr to Ci/sec, using Ci/uCi, expected steam density, and hr/sec

(3) constant converts uCi/cc x gpm to Ci/sec, using Ci/uCi, cc/gal, and min/sec


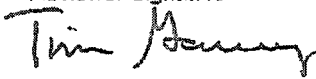

 <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-310    Revision 17</b>
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**Attachment 9.7**

**Use of Chemistry Sample to Determine Radioiodine Release Rate  
and Thyroid Dose Conversion Factor  
Sheet 2 of 2**

<b>Determination of Iodine Dose Factor Based on Chem. Sample</b>			
<b>Sample Date</b>		<b>Sample Time</b>	
<b>Sample Description and Unit of Measurement (e.g., uCi/cc)</b>			
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4 = Col 2 x 3</b>
<b>Iodine Isotopes</b>	<b>Thyroid Dose Conv. Factor (K2)</b>	<b>Concentration of Iodine Isotopes</b>	<b>Weighted Conversion Factor</b>
I-131	2.60E+09		
I-132	1.50E+07		
I-133	4.40E+08		
I-134	2.60E+06		
I-135	7.60E+07		
<b>Total</b>	<b>N/A</b>		
<b>K2 = mrad/hr per uCi/cc Iodine (mrad CDE-Thy per hour breathed)</b>		<b>Wtd, K2 = sum of Col. 4 divided by sum of Col. 3</b>	

Procedure/Document Number: IP-EP-260	Revision: 9
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Joint Information Center	
<p><b>Part I. Description of Activity Being Reviewed</b> (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):</p> <p>Change 1, 2, 3, and 4: Editorial – Updated Table of contents and Attachment section to include attachment added. Updated the interface section to include the fleet procedures and fixed typo in the org chart.</p> <p>Change 5: added an attachment for the Public Information Liaison. This is to support the deletion of IP-EP-250 and will ensure the information from EOF to the JIC is maintained.</p>	
<p><b>Part II. Emergency Plan Sections Reviewed</b> (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE, EAL CHANGE OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.</p> <p>Section A: Assignments of Responsibility</p> <p>Section B: Station Emergency Response Organization</p> <p>Section G: Public Education and Information</p> <p>Section H: Emergency Facilities and Equipment</p>	
<p><b>Part III. Ability to Maintain the Emergency Plan</b> (Answer the following questions related to impact on the ability to maintain the emergency plan):</p> <p>1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, enter screening process for that element</p> <p>2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, enter screening process for that element</p> <p>3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, enter screening process for that element</p> <p>4. Do any elements of the activity change the Evacuation Time Estimate results or documentation? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, enter screening process for that element</p> <p>5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, enter screening process for that element</p>	

Procedure/Document Number: IP-EP- 260		Revision: 9
Equipment/Facility/Other: Indian Point Energy Center (IPEC)		
Title: Joint Information Center		
<p><b>Part IV. Maintaining the Emergency Plan Conclusion</b> The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.</p> <ol style="list-style-type: none"> <li>1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.</li> <li>2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.</li> </ol> <p><input checked="" type="checkbox"/> I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).</p> <p>Proposed changes 1, 2, 3 and 4 are editorial. Change 1 updated table of contents. Change 2 Updated the interface with the correct fleet procedures, change 3 added the new attachment to the attachment section, change 4 fixed a typo in the org chart. These changes do not change the intent of the procedure.</p> <p>Proposed change 5 added the Public Information Liaison checklist to this procedure to support the deletion of IP-EP-250. This will ensure the information from the EOF is provided to the Joint Information Center. The responsibility of the PIL has not been changed or modified. This change does not change the intent of the procedure.</p> <p>A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).</p>		
<b>Part V. Signatures:</b>		
Preparer Name (Print) Rebecca A. Martin SR. EP Project Manager	Preparer Signature 	Date: 1/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/16/18
Approver Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Approver Signature 	Date: 1/16/18

 <b>IPEC EMERGENCY PLAN ADMINISTRATIVE PROCEDURES</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-AD2</b>	<b>Revision 10</b>
	<b>REFERENCE USE</b>	<b>Page</b>	<b>1</b>

### Attachment 9.1

## **Emergency Planning Document Change Checklist Form**

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

### **Section 1**

<b>Doc/Procedure Type:</b>	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Doc/Procedure No:</b>	IP-EP-260
<b>Doc/Procedure Title:</b>	Joint Information Center
<b>Corrective Action:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### **Section 2**

#### **Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:
  - a. 50.54q ☒ N/A ☐
  - b. EN-FAP-OM-023 ☒ N/A ☐
  - c. IP-SMM- AD-102 ☒ N/A ☐
  - d. OSRC ☐ N/A ☒
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
8. Word files are moved from working drafts folder to current revision folder in the EP drive: ☐ N/A ☐ Date: \_\_\_\_\_

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Joint Information Center

Procedure No. IP-EP-260 Existing Rev: 8 New Rev: 9 DRN/EC No: DRN-17-02025

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____  Unit 2 Procedure No. _____  Unit 3 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

### Revision Summary

Added EOF PIL Attachment to support deletion of IP-EP-250 and fixed typos.

### 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 / x7106 / *Rebecca A. Martin*

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

1. ☒ Technical Reviewer: Mary Ann Wilson / *Mary Ann Wilson* 12/14/17  
(Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / *FJ Mitchell* 12/15/17  
(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 as defined in 4.6

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

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,

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_

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

## Revision Matrix

### IP-EP-260 Joint Information Center Rev 9

Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 2	None	Added Attachment 9.18 Public Information Liaison Checklist	Yes	No – This attachment was added due to the deletion of IP-EP-250. This change does not change the intent of the procedure.
2.	Page 12	IP-EP-250, Emergency Operations Facility  IP-EP-610, Termination and Recovery	EN-EP-609, Emergency Operations Facility  EN-EP-613, Recovery from a Declared Emergency	Yes	No – change in procedure number due to deletion of IP-EP-250 and IP-EP-610. This change does not change the intent of the procedure.
3.	Page 13	None	Added Attachment 9.18 Public Information Liaison Checklist	Yes	See #1 above.
4.	Page 70	Line attached Company Spokesperson to Emergency Director	Line attached Company Spokesperson to JIC Manager	Yes	No – fixed reporting error. This change does not change the intent of the procedure.
5.	Page 72 & 73	None	Added Attachment 9.18 Public Information Liaison Checklist with responsibilities	No	No – This attachment was added due to the deletion of IP-EP-250. This change does not change the intent of the procedure.



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**CONTROLLED**

## Joint Information Center

Prepared by:

Rebecca A. Martin

Print Name

*Rebecca A. Martin*  
Signature

1/10/18  
Date

Approval:

Frank J. Mitchell

Print Name

*F. J. Mitchell*  
Signature

1/10/18  
Date

Effective Date: January 24, 2018


This procedure excluded from further LI-100 review

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ENN-IP-EP-260 (JIC) R9.doc

**Entergy****IPEC  
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IMPLEMENTING  
PROCEDURES****NON-QUALITY RELATED  
PROCEDURE****IP-EP-260****Revision 9****REFERENCE USE****Page 2 of 73****Table of Contents**

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## Joint Information Center (JIC)

### 1.0 PURPOSE AND BACKGROUND INFORMATION

- 1.1 This procedure establishes the framework for timely, coordinated and accurate release of protective and response information to the public and the media during an event at Indian Point Energy Center (IPEC). This procedure describes the Joint Information Center (JIC) concept being used, including the facility where the JIC is housed and the supporting processes which will allow remote participation and coordination among necessary entities.
- 1.2 The JIC is located within the State-run Hudson Valley Transportation Management Center (HVTMC) at 200 Bradhurst Avenue in Hawthorne, NY 10532. Directions to the HVTMC and JIC Floor Plans are attachments to this procedure.
- 1.3 The purpose of the JIC is to act as the official distribution point for the coordinated release of information from the four counties of Westchester, Rockland, Putnam and Orange, the State of New York, and Entergy's Indian Point Energy Center. The JIC is staffed and operated to:
  - Provide information to the media, through briefings or written statements on plant conditions and on emergency response actions being taken to protect the public.
  - Ensure that the public receives credible, accurate and timely information, and to identify and correct rumors or misinformation through coordinated public inquiry functions, as well as via coordinated media referral and media monitoring response operations.
  - Support further distribution of Emergency Alert System (EAS) emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ).
- 1.4 The JIC supports the emergency response plans of Entergy, the New York State and Westchester, Putnam, Rockland and Orange County organizations related to an IPEC event, as well as the response plans of the US Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).
- 1.5 This procedure defines how Entergy will coordinate with and disseminate information to:
  - State and County Public Information Officers
  - NRC and FEMA Public Information Officers
  - The News Media
  - Members of the Public
  - Entergy Employees.



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- 1.6 This procedure also establishes the Entergy processes on preparation and release of emergency information and describes the basic functions, processes and facilities that support operation of the JIC. It also establishes Entergy policies and procedures for interaction among other emergency response entities participating through the JIC, as well as other Entergy departments and teams supporting the response.
- 1.7 This procedure and the position-specific checklists in the attachments address:
- Process and provisions for staff notification and facility activation
  - Entergy's initial or first communications response prior to the JIC becoming operational
  - The JIC organizational structure
  - Overview of JIC operations
  - Flow of information to, within and from the JIC
  - Preparation and review of information for dissemination to the news media
  - Interaction among entities at or remotely connected to the JIC
  - Equipment and supplies.
- 1.8 Detailed information on the responsibilities and actions of the Entergy JIC positions and reference materials for individuals filling those roles is contained in the attachments of this procedure, as well as in JIC Position Binders maintained at the JIC facility. In both cases, these documents are controlled through the IPEC Emergency Planning Department.
- 2.0 **REFERENCES**
- 2.1 Indian Point Energy Center Emergency Plan
- 3.0 **DEFINITIONS**
- 3.1 Activated – an order has been made to activate an emergency response facility, and the facility is in the process of being staffed.
- 3.2 Staffed – The emergency response facility has been activated and sufficient personnel are available to perform the required functions as determined by the facility manager.
- 3.3 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 perform the emergency functions assigned to that facility.

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#### 4.0 RESPONSIBILITIES

- 4.1 The New York State Office of Emergency Management (NYSOEM) and Entergy JIC staff will be physically located in the HVTMC working in a unified command structure. The counties participate remotely utilizing video conference, telephone, and computer capabilities and linkages. The NRC and FEMA can be accommodated at the JIC if they choose to respond there.
- 4.2 Entergy, State, County and federal public information staffs are responsible to share emergency response information and dissemination plans, which will support timely and coordinated release of information to the public and news media. The coordination assures all parties are aware of each other's actions concerning plant status, response and protective actions, public inquiry and media monitoring, and provides the opportunity to resolve inconsistencies
- 4.3 The JIC can be declared operational by either the NYSOEM or Entergy in response to an event at IPEC once either entity is prepared to operate on its own behalf, and will be considered fully operational once both the State and Entergy have sufficient staff, communications, equipment operability and participation by all parties (NYSOEM, Entergy and the four counties) to carry out the primary JIC functions in a coordinated manner as described in this procedure and any governing procedures. In the event NYSOEM is late in arriving at the JIC, Entergy may declare the JIC operational after consulting with NYSOEM. NYSOEM will notify news organizations by media advisory or similar means that the JIC is operational.
- 4.4 Activation of the JIC for an IPEC event will be automatically initiated at the declaration of an Alert or higher classification. JIC use is otherwise discretionary.
- 4.5 NYSOEM, Entergy and the Counties' chief elected officials will cooperatively decide to terminate JIC operations.
- 4.6 NYSOEM is responsible for the overall physical set-up, operability and functionality at the HVTMC. Details of the specific maintenance responsibilities are described further separately in documents maintained by IPEC Emergency Planning.
- 4.7 The Entergy JIC Manager is responsible for Entergy JIC staff, and to ensure that the implementation of the information dissemination process meets Entergy's needs. The JIC Manager and the Company Spokesperson are responsible for Entergy's operations at the JIC.
- 4.8 Prior to JIC activation, the Press Release Writer, in conjunction with the Onsite Emergency Response Organization, maintains responsibility for the release of information to the media. Once the Emergency Operations Facility is activated, the Public Information Liaison is responsible to facilitate sharing of information among the EOF, and/or the JIC.
- 4.9 Once the JIC is operational, media and public communications from Entergy concerning the plant become the responsibility of the JIC under the overall direction of the JIC Manager.

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- 4.10 The Company Spokesperson is the senior communications person at the JIC for Entergy, and is responsible for the communications strategy and successful information dissemination regarding the event.
- 4.11 Entergy shares responsibility for certain communications functions, which will be performed jointly or in coordination with other JIC and responding entities.
- A. Media monitoring is a shared responsibility performed in the JIC between the NYSOEM and Entergy. Any identified misinformation or rumors are coordinated among all entities.
  - B. The State, on behalf of all JIC entities with the exception of Westchester, coordinates with the New York State Tax and Finance call center (Public Inquiry call center) to provide information to respond to inquiries from the public.
  - C. IPEC Communications and White Plains Office Communications manage media referral activities on behalf of Entergy at the JIC, and coordinate any information dissemination with the JIC.
  - D. White Plains Office Government Affairs manages all government communications with elected and other government officials on behalf of Entergy, and coordinates any information dissemination with the JIC.
  - E. Media Liaison efforts will be shared by Entergy and NYSOEM staff.
  - F. IT operability, logistics and administrative support will be provided primarily by NYSOEM personnel, and will be supplemented by Entergy JIC staff.
- 4.12 In addition to the major functions of the JIC, are various support actions that must occur at the JIC. The Entergy JIC staff is organized and assigned responsibility to perform these functions to fulfill Entergy's requirements for information dissemination during an emergency at IPEC. An organization chart is contained in Attachment 9.16 depicting the communications response and JIC positions. Additionally, other designated IPEC positions provide support and/or input to the JIC staff. These functions and the positions supporting them are also described below.
- A. Gathering Information:
    - Prior to activation of the EOF or Alternate EOF, the Shift Manager/Emergency Director (ED) in the Control Room will be responsible for providing information to the Press Release Writer who is the lead communicator.
    - Once the EOF is operational, the Public Information Liaison will provide information to the Press Release Writer and/or Technical Advisor at the JIC.
    - Once the JIC is operational, the Technical Advisor, Radiological Advisor, JIC Manager will gather information from electronic connection to plant resources and via direct personal contact with the EOF.

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- Once established, the Public Inquiry call centers, Media Monitoring, IPEC Communications and White Plains Office (WPO) Communications staff will provide the JIC with any rumors and/or misinformation identified.

**B. Processing and Review:**

- The Documenter logs pertinent information on a running plant status log.
- The Radiological Advisor gathers and provides information and advice to the JIC on radiological conditions, and supports the efforts of the Technical Advisor.
- The Press Release Writer prepares written statements based on information from the plant.
- The Company Spokesperson develops talking points based on available plant information in preparation for Media Briefings.

**C. Dissemination, Distribution and Feedback:**

1. Information is released from the JIC to the news media verbally through Media Briefings and in writing via various forms of written statements. The Entergy JIC staff supports a broad distribution of all written statements, include posting to the NYALERT/JIC Website, electronic distribution to pre-defined subscriber lists which include the media and other means.
  - The Company Spokesperson provides formal statements to the news media in Media Briefings, and through written statements.
  - Immediately after each media briefing, the JIC Manager, Technical Advisor, Media Liaison and Radiological Advisor update the Company Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.
  - Media Monitoring gathers reports of rumors and misinformation from various media sources, and provides this information to the Inquiry Response Coordinator.
  - The Inquiry Response Coordinator ensures that the JIC Manager is aware of the reports of rumors and misinformation.
  - The Inquiry Response Coordinator interfaces with the NYS Public Inquiry Coordinator to ensure that the Public Inquiry call centers' information is updated, and coordinates on Entergy's behalf with the counties and state. The Inquiry Response Coordinator ensures that the JIC Manager is aware of the state and county information dissemination plans.
  - The JIC Manager also ensures that the information processes are completed in a manner to support the timely dissemination of information.
  - The Admin & Logistics Coordinator and Support Staff support the administrative and logistical needs of the facility.



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- The Media Liaison interfaces with the media, ensuring they have the latest information.
- The Audio Visual Coordinator and Audio Visual Graphics Support provide the Audio Visual needs of the media briefing and Work Rooms.
- The Documenter maintains a running log of actions/decisions of the JIC.
- The IT Specialist provides support for the Entergy Eport connections and coordinates with the State IT Specialist to maintain computers, telecommunications systems and connectivity in the JIC.

## **5.0 DETAILS (PROCESS OVERVIEW)**

### **5.1 The primary functions of the JIC are to:**

- A. Provide timely, accurate and coordinated information to the media, through briefings or written statements such as news releases, on plant conditions and on emergency response actions being taken to protect the public's health and safety.
- B. Ensure the public receives accurate and timely information, and to coordinate efforts to identify and correct rumors or misinformation.
- C. Support further distribution of emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS). (State and County function managed primarily within the respective Emergency Operations Centers.)

### **5.2 Upon declaration of an Alert (or more severe emergency classification), the JIC is activated and staffed by Entergy and NYSOEM. The facility may also be activated sooner and/or at other times at the discretion of Entergy senior management and Communications personnel.**

- A. Notification of the Press Release Writer and JIC staff occurs via the ERO notification system. Entergy follows an "All-Call", fit-for-duty policy for the ERO. JIC staff should immediately report to the HVTMC, or initiate duties from home, office or other locations, as defined by individual position checklists.
- B. Entergy staffing of the JIC should take place within two (2) hours of the emergency declaration. If designated to report for a second shift during an event, personnel will have a turnover period for position transition. During this turnover period, staff should work with the person currently in the position to:
  - Determine the status of activities and information,
  - Review available logs and documentation and
  - Ensure an understanding of activities completed and in progress.
- C. Either IPEC Unit 2 or Unit 3 Control Room will ensure initial information is provided to the on-duty Press Release Writer during emergencies.

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- D. If necessary and appropriate, JIC management may re-assign available and appropriate staff to temporarily fill positions to facilitate activation. The key Entergy JIC positions for Minimum Staffing are the Company Spokesperson, The JIC Manager and the Technical Advisor.

**5.3 Prior to the JIC being declared operational, the Press Release Writer serves as the communications lead.**

- A. The Press Release Writer responds from any location where they have the computer and telephone equipment, and uses boilerplate news releases to assist the prompt development of an initial news release within one (1) hour of the classification, if possible.
- B. The Press Release Writer gathers essential information, drafts the initial news release(s), and distributes the final news release via the NYALERT/JIC Website and internet/email to the media, other response entities and throughout Entergy.
- C. After the first news release is issued and posted, the Press Release Writer will proceed to the JIC and continue the preparation of news releases.

**5.4 The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of information for the JIC. After EOF operability, the Public Information Liaison facilitates continued sharing of information among the EOF, Press Release Writer and/or the JIC, once staffed. Both telephone and email contact is used to ensure prompt and timely notification to the JIC of changing information and answers to questions.**

- A. If necessary, an Alternate EOF (AEOF) may need to become operational, and all staffing including the Public Information Liaison will be established at the alternate site. Additionally, a "Recovery Center," if required, may provide information to the JIC.
- B. The Public Information Liaison and JIC will communicate over regular telephone lines to support the relay of emergency information. If the AEOF is activated, the Public Information Liaison will establish contact with the JIC on regular telephone lines.
- C. The Public Information Liaison provides data to the JIC Technical Advisor verbally, electronically and/or via fax. Plant information is also available online through computer access at the JIC.

**5.5 The Company Spokesperson is the senior communications person at the JIC for Entergy, and is responsible for the Entergy communications strategy and implementation of successful information distribution to the public and news media.**

**5.6 The Company Spokesperson serves as the source of all statements and information disseminated from the JIC by Entergy. The Company Spokesperson develops talking points based on available information in preparation for Media Briefings.**

- A. Entergy, the State or Counties, NRC or FEMA can call for Media Briefings as significant events occur or critical information becomes available. Planning and scheduling Media Briefings is done by consensus of the participants. As a general



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rule, Media Briefings will be scheduled following (usually within one hour) changes in emergency classification, protective action decisions, rumor control, radiological release and for periodic updates during extended emergency situations.

- B. The Company Spokesperson identifies support materials needed for briefings to summarize key information, clarify plant systems and components and illustrate explanations. The Company Spokesperson coordinates production or availability of graphics, photographs or other materials with the Audio Video Graphics Coordinator.
- C. Information that will be presented at Media Briefings is first shared in either verbal or written form during Pre-Briefings. Spokespeople for all parties participating in Media Briefings participate in Pre-Briefings that are coordinated by the NYSOEM (as Moderator). Each party at the conference summarizes the status of their actions and the information they will present at the briefing.
- D. Information is presented to the news media in a briefing area of the building lobby. The NYSOEM and Company Spokespersons will be located at a podium with microphones. Large display screens project the counties spokespeople into the lobby area for their participation. The JIC has two (2) briefing areas. One is located in the lobby and the second is located on the third floor in the Clerestory Room. The briefing area may have chairs for news briefing attendees. Audio Visual equipment is available to display diagrams, overheads, slides, videotapes and maps.
- E. The Media Liaison supports the media present in the Media Briefing area before and after briefings to ensure they get the information they need.
- F. Immediately after each briefing, the JIC Manager, Technical Advisor, Media Liaison and Radiological Advisor update the Company Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.

5.7 The JIC Manager and the Company Spokesperson periodically participate with NYSOEM and other state staff to coordinate the JIC response. The County PIOs will also participate in coordinating efforts telephone and/or videoconferencing capabilities.

- A. The JIC Unified Command links the various responding entities and provides a forum for these entities to make consensus decisions, and coordinate information dissemination efforts.
- B. Information coordination is also facilitated by the Inquiry Response Coordinator, who works directly with the NYS PIO and the PIO Hotline Coordinator.

5.8 The Press Release Writer prepares and ensures technical accuracy and approval of written statements (news releases, media advisories and chronologies) to provide written documentation of events and response activities.

- A. The Press Release Writer has boilerplate news releases to assist in the prompt development of technically accurate written statements. News Releases are issued within one (1) hour of event classification or other major status change.



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- B. "The JIC Press Release Writer provides a copy of the draft press release to the EOF via the Public Information Liaison for Emergency Director technical review and approval. Press releases are also vetted through the Incident Commander, or designee, to ensure a review is performed by Site Security, Local, State and Federal law enforcement agencies such as the FBI, NY State Police, etc."
  - C. The Press Release Writer posts to the JIC Web Site and WebEOC all Entergy approved news releases.
- 5.9 Major events and information provided from the plant are logged and displayed by the Documenter in the JIC Work Room. The Documenter also supports the Work Room by documenting the communications strategy, priorities, key messages, scheduled briefings and other relevant information.
- 5.10 Communications feedback is received via the Inquiry Response Coordinator (from the counties via the PIO Hotline Coordinator and from Westchester and the NYSOEM Public Inquiry Coordinators), Media Monitoring and Media Liaison, as well as from other JIC staff.
- A. The JIC Manager will work with the Company Spokesperson and Press Release Writer to implement any corrective actions specifically rumors and misinformation.
- 5.11 Support Staff assist in the distribution of written materials through copying, faxing, electronic and direct distribution, and provide other administrative and logistical support (such as second shift staffing) as needed.
- 5.12 IT Specialist ensures operability of Entergy Eport and computers, and works with the NYS IT support personnel to ensure full operability of Entergy work areas.
- 5.13 The JIC may remain operational after event termination and during Recovery.
- A. The Emergency Director and/or Recovery Manager will advise the Company Spokesperson (or JIC Manager) to develop a recovery action plan (Issues/Strategies) and determine JIC staffing requirements for Recovery.
  - B. The Recovery Manager will continue verification and technical concurrence of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident.
- 5.14 JIC Deactivation will occur when the Emergency Director terminates the emergency or at some point during Recovery, and the decision to terminate JIC operations will be cooperatively reached by Entergy, Counties' chief elected officials and New York State.
- A. The deactivation will be announced both at a close-out Media Briefing and by a NYSOEM media advisory announcing the termination of JIC operations, with points of contact for follow-on inquiries.
- 5.15 All other personnel assigned to the JIC are responsible to carry out their tasks as outlined in their position specific checklist, attached to this procedure.

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- 5.16 Due to the limited parking spots available at the HVTMC, parking has been arranged at the Holy Rosary Church located at 170 Bradhurst Avenue, Hawthorne NY.
- 5.17 Attachments 9.1 through 9.14 are checklist instructions for JIC positions. The person(s) responding for each of these positions **SHALL** use the appropriate checklist and associated referenced tools to perform their assigned duties. Position binders are maintained for every position and they include the checklists and other tools and guidance materials needed to perform each position's function.

## **6.0 INTERFACES**

### **6.1 Indian Point Energy Center Emergency Plan**

Entergy Documents:

- IP-EP-115, Emergency Plan Forms
- EN-EP-609, Emergency Operations Facility
- IP-EP-251, AEOF
- EN-EP-613, Recovery from a Declared Emergency

## **7.0 RECORDS**

Any logs, forms and documents generated at the JIC during an actual declared emergency are permanent Quality Records.


## **8.0 REQUIREMENTS AND COMMITMENTS**

This procedure implements the following requirements/commitments:

- NL-00-111-C01 (IP2)
- NL-99-116-C13 (IP2)
- NL-81-157-C41 (IP2)

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- 9.1 Press Release Writer Checklist
- 9.2 JIC Manager Checklist
- 9.3 Company Spokesperson Checklist
- 9.4 Technical Advisor Checklist
- 9.5 Radiological Advisor Checklist
- 9.6 Admin & Logistics Coordinator Checklist
- 9.7 Media Liaison Checklist
- 9.8 Audio Visual Coordinator Checklist
- 9.9 Audio Visual Graphics Support Checklist
- 9.10 Media Monitoring Checklist
- 9.11 Documenter Checklist
- 9.12 Support Staff Checklist
- 9.13 IT Specialist Checklist
- 9.14 Inquiry Response Coordinator Checklist
- 9.15 JIC Driving Directions and Floor Plans
- 9.16 JIC Organization Chart
- 9.17 IPEC JIC ERO Staffing
- 9.18 Public Information Liaison Checklist

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### Press Release Writer Checklist

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#### Primary Responsibilities

Serve as primary information gatherer and communications representative during initial emergency response; prepare and get approval of initial news release(s); complete courtesy notification to select local officials relative to the event and impending external dissemination of information to the media; distribute approved news releases; after the posting of the first news release report to the JIC to work with the JIC Manager and Company Spokesperson to provide continued communications support for verbal and written statements.

When notified by IPEC's notification system or upon hearing the emergency assembly alarm, the Press Release Writer initiates the initial communications response. Emergency information and written statements are prepared and issued by the Press Release Writer, using the following steps:

- Obtain Information
- Determine Initial Response
- Draft Written Statement (using Boilerplate News Releases available on USB drive and on Entergy's drive folder \\ipcsnet\sp004\press release templates)
- Obtain Written Statement Technical Review and Approval
- Pre-approved Emergency Classification Level (ECL) news releases do not need review/approval
- Ensure Courtesy Calls to Select Local Officials
- Distribute Written Statement(s) via JIC Website/NYAlert and WebEOC.

#### **1.0** Initial Responsibility/Activity

##### **1.1** Initial Orientation.

A. Upon initial notification of the event by the plant, obtain current information from the Control Room and/or EOF as is available regarding:

- Emergency Classification Level (ECL) and time declared
- Emergency Action Level (EAL) number
- Any radioactive material release; above or below federally approved limits
- Any known injuries or fatalities
- Brief description of plant events



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**Initial Responsibility/Activity (cont.)**

- B. Contact the EOF, depending on timing, to determine if anyone is present to assist in information gathering and initial actions.

**2.0 Continuous Responsibility/Activity**

**2.1 Notifications and Courtesy Calls**

- A. Upon receiving emergency information on initial plant conditions and following development of draft initial news release (while under review for approval):
1. Coordinate with IPEC's Communications Manager and contact designated officials informing them of the event underway and the planned issuance of a news release (as required), using the Courtesy Call Guide or equivalent provided by the Communications Manager and call list located in the position binder. However, coordinate with IPEC's Communications Manager for guidance and for the latest call/media list.
  2. Utilize the initial NUE, Alert, Site Area Emergency or General Emergency boilerplate news release templates to facilitate timely issuance of the initial news release.

**NOTE:**

The four generic initial ECLs Boilerplate News Releases do not need approval prior to issuance.

3. **BEFORE** issuing any news release information (with the exception of the four generic initial ECL Boilerplate New Releases), obtain approval of draft news releases from the Emergency Director (ED), or whoever is in charge of the emergency at that time. Once the JIC is staffed, the Company Spokesperson reviews all written statements for technical review and concurrence.

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4. Coordinate with IPEC's Communications Manager and document your actions. Complete the Courtesy Call Guide (Form EP-34) or equivalent provided by the Communications Manager as calls are completed to capture numbers used and times of calls. Sign the bottom of the form and document the time of completion of all calls for the record.

**2.2 Maintain a Log**

- A. A written log of information and actions must be maintained, including date, time and name of source(s) furnishing information (use Emergency Response Organization Log Sheet in your binder).

**2.3 News Release Development**

- A. Take immediate action to determine details of the situation including current plant conditions, time of event, emergency action level, emergency classification level, quantify radioactive release above/below federally approved limits, and known injuries or fatalities.
- B. Prepare written statements by gathering, compiling and reviewing plant information and response actions. Develop an initial news release based on available information.
- C. With the exception of the first press release, utilize WebEOC to process the press release with the Public Information Liaison and to obtain ED approval. As a backup to WebEOC, send the press release to the Public Information Liaison as an attachment to an email.
- D. Once staffed the Public Information Liaison can assist in information gathering, and facilitate review, approval and support in distribution of news releases from within the EOF. Coordinate with and provide the Public Information Liaison with guidance as needed for ED review and the distribution of additional news releases prior to JIC being declared operational.
- E. Develop additional news releases if appropriate and necessary. Coordinate activities with JIC Manager.

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### Press Release Writer Checklist

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#### Continuous Responsibility/Activity (cont)

#### 2.4 Dissemination and Gathering of Information

- A. **BEFORE** issuing any written statement, the Press Release Writer in coordination with IPEC's Communications Manager must complete courtesy notifications to Buchanan, Peekskill, Cortlandt officials. (See 2.1.A)
- B. Distribute the news release(s) to media/wire services, EOF, JIC and to the designated local officials by using any available methods.
  1. Post to the NYALERT/JIC Website
  2. Post to WebEOC
  3. Email
- C. If the NYAlert/JIC Website is not available as a backup contact IPEC's Communications Manager for distribution to the media via email. As a secondary backup in the event email is also not available continue to support the IPEC Communications Manager with either faxes (Form EP-28) or with phone calling the media.
- D. Provide the Public Information Liaison with guidance and coordinate as needed for news release approval and distribution. Utilize WebEOC for review, comment and updating of news releases. When seeking Shift Manager approval to news releases prior to EOF operability, the Press Release Writer must fax or email the press release to the Control Room as the Shift Manager may not have access to WebEOC. However, this approval will not be required when using the initial pre-approved news releases.
- E. Maintain contact with the plant or the Public Information Liaison once staffed, for updated information on plant status and until responsibility for the development and issuance of emergency information is transferred from offsite to the JIC and/or the event is resolved and media interest will be handled by normal Corporate Communications staff.

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### Press Release Writer Checklist

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#### Continuous Responsibility/Activity (cont)


- F. Once staffing begins at the JIC, coordinate with the JIC Manager. The Public Information Liaison will receive an email from the Press Release Writer advising him of their ability to receive information through their personal Entergy email address. The Public Information Liaison can be emailed at "EOFLiaison" (EOFLiaison@entergy.com)
- G. As the primary point of contact for the media (as listed on any disseminated news releases), remain available at phone number provided on news releases to handle media inquiries until the JIC is operational, or an alternative contact point is available/provided. Complete Media Inquiry Log (Form EP-33) to document all media calls. The IPEC Communications Manager is the primary media referral.

#### **2.5 Overall Responsibilities Upon Arriving at the JIC**

Under the overall direction of the JIC Manager with additional direction from the Company Spokesperson, ensure prompt written statement issuance on the event. Prepare written statements (within one hour or sooner of Emergency Classification or plant/events change); provide draft statements to Technical Advisor for review; work with the Technical Advisor or the Public Information Liaison directly to ensure approval from the Emergency Director; obtain technical review and concurrence by the Company Spokesperson; add time, date and print final/approved statements; post to NYALERT/JIC Website, WebEOC and electronically distribute to news media; and provide copy of final to Admin & Logistics Coordinator for distribution and records keeping.

#### **2.6 Initial Responsibility/Activity at the JIC**

- A. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- B. Turn on computer/monitor, test word processing program and printer, and create new file folder on C: drive for event (label with event date)
- C. Locate Boilerplate News Release files in the JIC Work Room/Press Release Writer's desk.
- D. Obtain plant status/emergency response updates from JIC Technical Advisor.

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### Press Release Writer Checklist


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#### Continuous Responsibility/Activity (cont.)

- E. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.7 Written Statements

- A. Written Statements should be made as soon as possible, but within a target of one hour of:
1. Initial plant emergency declaration (made before JIC becomes activated).
  2. A new Emergency Classification (escalation).
  3. When plant events warrant public notification, such as
    - (a) A fatality or serious injury,
    - (b) Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation
    - (c) Personnel exposures to radiation exceeding limits allowed by regulation
    - (d) Emergency event termination.
- B. Development: With support from JIC Manager, Company Spokesperson and Technical Advisor prepare written statement drafts using sample boilerplates and standard phraseology combined with information provided by EOF; when using sample boilerplates review all wording for accuracy and applicability.
1. Utilize WebEOC to review, comment, update and approve news releases . Communicate with the Public Information Liaison as appropriate.
  2. Print draft statement without date or time for a technical accuracy review by Technical Advisor first, and then by the Company Spokesperson. The JIC Manager should also review statements for communications messages and to provide input, as appropriate.
  3. Make changes to draft statements, based on reviews, as directed by Company Spokesperson, Technical Advisor and/or JIC Manager.

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**Continuous Responsibility/Activity (cont.)**


- C. Technical Approval – Draft Written Statements are also reviewed by the Emergency Director for technical accuracy and approval.
- D. Ensure prompt review and feedback, or contact the Public Information Liaison to facilitate.
- E. Add the time/date ONLY upon approval from the Emergency Director.
  - 1. Print final approved written statement for distribution, after adding the time and date to indicated final revision.
- F. **Distribution:** Ensure prompt and proper (external and internal) distribution and posting of written statements.
  - 1. Print/provide final statement to Admin & Logistics Coordinator for internal JIC distribution and record keeping.
  - 2. Save a copy of the final approved statement and post it to the NYALERT/JIC Website and to WebEOC. Electronically distribute statement using the NYALERT/JIC Website, WebEOC and the Public Information Liaison.
- G. Ensure all statements are saved in appropriate computer folder with current date.

**2.8 Media Briefings**

- A. Monitor Media Briefings, time permitting, from JIC Work Room and complete Media Briefing issues from Form EP-22 if any open issues or follow-up requests are identified. Provide complete forms to JIC Manager after briefings.

**3.0 Closeout Activity**

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager.

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## Attachment 9.1

### Press Release Writer Checklist

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#### Written Statement Content Considerations

The following information should be considered for inclusion, as applicable:

##### Reference Information:

- Buchanan, NY (for initial releases) and Hawthorne, NY (for JIC releases)
- Time and date of written statement (upon final approval ONLY)
- Contact for further information (duty IP Press Release Writer-name/phone number) or Media Referral

##### What Happened:

- Emergency description – description of the event, systems, components or security involved, etc.
- Time and date of the event
- Emergency classification, with brief description of its meaning
- Emergency Action Level (EAL), with brief description of its meaning
- Injuries/fatalities to personnel, if any
- Radiological releases, if any
- Status of unaffected unit; status of entire site

##### Emergency Response - What's Being Done:

- Emergency Response Organization mobilized
- Notification of off-site officials (NRC, Counties and NYSOEM, FEMA, etc.)
- In-plant actions to correct or mitigate the situation, repair equipment, investigate tampering, etc.
- Support from off-site organizations
- Off-site radiological monitoring activities
- Accountability of personnel on site, and status of non-essential personnel


##### Implications – What it Means:

- Current plant condition, stability
- Anticipated resolution (e.g., reactor shutdown and cool-down by [time]).
- Termination of any releases
- Measured off-site radiation levels
- Off-site protective actions (refer to state authorities)

##### Notes:

1. After the initial news release, subsequent releases should not repeat all of the details previously covered; in composite, however, the releases should give a complete picture

The checklist above provides suggested content; release writers use judgment with respect to content and sequence of information.

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Attachment 9.2  
**JIC Manager Checklist**  
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**Primary Responsibilities**


Reporting to the Emergency Director, supervise and direct JIC staff, establish and maintain emergency communications strategy and key messages; ensure operation of the JIC facilitates the flow of information from the plant and emergency facilities to the news media and public; assist in the JIC staffing; direct shift and personnel changes; conduct periodic JIC Work Room briefings; manage and oversee all communications processes in the JIC Work Room; and ensure corrective actions are taken and documented to address rumors and misinformation.

**1.0 Initial Responsibility/Activity**

**This is a Minimum Staffing Position**

**1.1 Initial Orientation on arrival at JIC.**

- A. Go through HVTMC security and registration, showing Entergy ID and receive JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder on the registration desk containing the JIC Staffing Form from the Entergy JIC Work Room.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Obtain status on JIC staffing and set-up activities, and provide direction as necessary to complete a first shift roster.
- F. Assume title of JIC Manager and overall responsibility of Entergy JIC staff and operations. Direct the Technical Advisor to confirm the time with the EOF, and instruct the Admin & Logistics Coordinator to synchronize all Entergy clocks, fax machines, etc. wherever applicable.
- G. Call directly, or confirm that either the Company Spokesperson or Technical Advisor is establishing contact with the Public Information Liaison to confirm JIC activity and obtain updates.

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### JIC Manager Checklist

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#### Initial Responsibility/Activity (cont.)

- H. Obtain status of the initial Press Release and the status of the Press Release Writer traveling to the JIC.
  - 1. All new releases issued prior to the operation of the JIC should be available via the JIC WebSite. JIC Support Staff should be instructed to make copies for direct distribution within the Entergy JIC work area as required.
- I. Ensure all staff refers to their detailed position checklists, and support set up and operation.
- J. Entergy may declare the JIC staffed when minimum staffing has been attained.
  - 1. NYSOEM may declare the JIC staffed when they feel that the necessary resources are available.
  - 2. Entergy coordinates with NYSOEM to declare the JIC operational as soon as it is staffed.
  - 3. However, the decision to declare the JIC operational is vested with NYSOEM.
- K. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.0 Continuous Responsibility/Activity

##### 2.1 Declare JIC Staffed and/or Operational

- A. Notify the Admin & Logistics Coordinator that the JIC is staffed, and request they inform all other appropriate personnel. Direct Technical Advisor to notify EOF and Documenter to log time.
- B. When NYSOEM declares the JIC operational, notify Admin & Logistics Coordinator that the JIC is operational, and request they inform all other appropriate personnel. Direct Technical Advisor to notify EOF and Documenter to log time.

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### JIC Manager Checklist

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#### Continuous Responsibility/Activity (cont.)

#### 2.2 Command, Control and Operations

- A. Establish and maintain command and control over the Entergy JIC operations.
- B. Ensure Documenter logs Work Room briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities.
- C. Review plant status reports, written statements, news releases, EAS messages and other related information as it becomes available, and provide comments where appropriate.
- D. Formulate crisis communications strategy and priorities (along with Company Spokesperson). Maintain the strategy, priorities and key messages, ensuring they are included in the written statements and talking points for Media Briefings by the Company Spokesperson.
  1. Upon arrival of Press Release Writer, direct that key messages and crisis communications strategy be included in written statements and media briefing talking points
- E. Conduct periodic briefings with Entergy Staff keeping them apprised of changing events, JIC priorities and other important information.
- F. Participate in Pre-Brief meetings if requested.
- G. Ensure the coordination of information and timely, accurate communications flow within/out of the JIC Work Room, among JIC staff and especially to the media.
- H. Direct appropriate rest periods and shift changes for Entergy personnel (working with Admin & Logistics Coordinator). Confirm second shift staff assignments with the Admin & Logistics Coordinator, and advise the Emergency Director upon completion of a second shift roster. Ensure an overlapping transition period is established to allow incoming personnel to become familiar with the status of the situation, information and or planned activities.

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### JIC Manager Checklist

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#### Continuous Responsibility/Activity (cont.)


- I. Release second shift personnel from JIC, after second shift assignment is made and they are informed of their assignments/reporting time. (It is not necessary to keep personnel until the shift roster is complete)
- J. Receive information from the Inquiry Response Coordinator and Media Monitoring on needed corrective actions to address rumors, incorrect information or news reports identified by those functions. Assign Entergy-related corrective actions to JIC staff, and notify the Documenter to log completion of the corrective actions.

#### **2.3 Written Statements**

- A. Monitor the development of written statements to ensure the process functions smoothly, ensuring appropriate timing/scheduling of written statements, appropriate communications focus and orientation, and facilitating timely approval and distribution.
- B. Review written statements as required to provide communications input.
- C. Ensure Press Release Writer makes revisions as necessary based on input, and direct Admin & Logistics Coordinator to supervise proper distribution within the JIC and support immediate copy/access needs.
- D. Ensure prompt technical review and concurrence of draft written statements by Emergency Director (working through the Press Release Writer and Technical Advisor).
- E. Ensure final written statements are distributed by the Press Release Writer and Admin & Logistics Coordinator.

#### **2.4 Media Briefings**

- A. Assist Company Spokesperson, as needed, to compile Media Briefing talking points and key messages. Each briefing should focus on three areas of information: what happened; what we're doing about it; and what it means.

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## Attachment 9.2

### JIC Manager Checklist


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#### Continuous Responsibility/Activity (cont.)

- B. Ensure the State PIO is promptly advised of requests for Pre-Briefings and Media Briefings.
- C. Ensure Technical Advisor updates the Company Spokesperson on plant and JIC Work Room activities during his/her absence for Media Briefings or other activities.
- D. Monitor Media Briefings for salient content points, for follow-up and unanswered questions. Ensure the JIC Technical and Radiological Advisors, Inquiry Response Coordinator, Media Monitoring, and Media Liaison are available, document open items on a Media Briefing Issues form (Form EP-22).
- E. Ensure a prompt and short critique is conducted after each Media Briefing to provide input and cover issues for the Company Spokesperson.
- F. Review media questions collected at the conclusion of the media briefings to assist in preparing notes for future Media Briefings, in preparing the Company Spokesperson and for inclusion in written statements, if appropriate.
- G. If events change during Media Briefings (e.g. classification change or radiation release underway), ensure a message is relayed to the State PIO to end the briefing.

#### **2.5 Recovery Support Activities**

- A. Receive request from the Emergency Director to assist in developing a Recovery Action Plan, including identifying Issues/Strategies and determining the JIC Recovery Organization staffing requirements. Coordinate this activity with the Company Spokesperson.
- B. Coordinate with the Company Spokesperson to participate in a joint conference convened by the ED, to:
  - 1. Review the recovery issues/strategies action plan.
  - 2. Review the JIC recovery staffing requirements.

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### JIC Manager Checklist


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#### Continuous Responsibility/Activity (cont.)

- C. Receive verification and concurrence of written statements from the Recovery Manager. The Recovery Manager will continue verification and technical concurrence of information released by the Company Spokesperson that pertains to recovery activities from the accident.
- D. Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.

#### 3.0 Closeout Activity

- A. Terminate JIC operations after a joint decision is reached by Entergy, New York State and the counties' chief elected officials.
- B. Direct JIC personnel to return all equipment to proper storage locations and provide necessary JIC documentation to the Admin & Logistics Coordinator for packaging
- C. Conduct facility de-briefing
- D. Review all JIC documentation to verify that logs, forms and other documentation are complete
- E. Provide all documentation to the Emergency Planning Manager
- F. Return work area to startup condition before departing facility

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Attachment 9.3  
**Company Spokesperson Checklist**  
Sheet 1 of 5

**Primary Responsibilities**


Working with the JIC Manager, and Emergency Director, coordinate all outgoing information from the JIC and serve as primary source of plant information on public health and safety; review incoming plant/event information from EOF (via Technical and Radiological Advisor), review written statements, obtaining technical concurrence from the ED; develop talking points for Media Briefings including key messages; participate in pre-briefings with state and county PIOs; serve as Company Spokesperson at Media Briefings responding to media questions; ensure follow up and closure of open questions/correction of rumors and misinformation.

**This is a minimum Staffing Position.**

**1.0 Initial Responsibility/Activity**

**1.1 On Arrival at JIC**

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Confer on plant events with JIC Staff or establish contact with the EOF directly if not yet done. Obtain update(s) on plant activity from JIC Technical Advisor directly or from the Public Information Liaison/Emergency Director.
- F. Begin formulating crisis communications strategy and priorities (along with JIC Manager, if present).
- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log and other documentation, a detailed briefing on the emergency status and response, and actions completed, planned or in progress.

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## Company Spokesperson Checklist

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### 2.0 Continuous Responsibility/Activity

#### 2.1 Key Communications Activities


- A. Review plant status reports, information sheets, state/county news releases, EAS messages and other information as it becomes available.
- B. Confer with JIC Staff and coordinate on Media Briefing talking points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate.
- C. Work with the JIC Staff to establish and periodically review JIC Communications Strategies and Key Messages for the communications response. Ensure media briefings and news releases reflect the latest key messages and support the strategy.
- D. Participate in Pre-Brief meetings/discussions with needed JIC Staff, NYS and the Counties to ensure coordinated information sharing and dissemination plans.

#### 2.2 Written Statements

- A. Review and provide input to the Press Release Writer on all Written Statements generated at the JIC. The Press Release Writer will obtain final approval, via the Public Information Liaison for news releases from the Emergency Director.
  1. As necessary, request the JIC Manager, Technical, and/or Radiological Advisor to review written draft statements and provide comments.
- B. If timely technical review cannot be completed, the Company Spokesperson can approve news releases with approval from the Emergency Director/designee.

#### 2.3 Preparations for Media Briefings

- A. Define information to be presented at Media Briefing by creating JIC Talking Points (Form EP-35). Obtain input from JIC Staff on key messages and support for preparations.

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## Company Spokesperson Checklist


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### Continuous Responsibility/Activity (cont.)

1. Compile talking points and key messages.
2. Each briefing should focus on three areas of information: what happened, what we're doing about it, and what it means (see Media Briefing Content Guide, page 5 of 5)
3. In preparing Talking Points, ensure unanswered questions, inconsistencies, inaccuracies are noted from previous briefings.
- B. Review and select graphics for briefings request graphics and other visual aids from Audio Visual Graphics Support and/or Audio Visual Coordinator for Media Briefings.
- C. Inform Media Liaison and Audio Visual Graphics Support of time of next Media Briefing.
- D. Review Media Briefing information with JIC Staff prior to pre-briefings, and coordinate on approach or strategy for briefing.
- E. Participate in Pre-Briefings with NYSOEM and the counties. Provide Entergy information to NYSOEM and counties, resolve inconsistencies/concerns/rumors, review briefing protocol and order of speakers.
  1. Public safety and protective action information will take priority.
  2. The State PIO takes the lead and NYSOEM Media Room Moderator facilitates coordination.

### 2.4 Media Briefings and Interviews

- A. NYSOEM, Counties or Entergy can call for a Media Briefing as significant events occur or critical information becomes available. JIC Media Briefings are usually scheduled within 60 minutes of classification changes, major events or significant actions by Entergy, state or counties. Coordinate with NYSOEM PIO and JIC Staff on establishing Media Briefing times.

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### Attachment 9.3

## Company Spokesperson Checklist

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### Continuous Responsibility/Activity (cont.)

- B. NYSOEM Media Room Moderator opens Media Briefings by making introductory remarks and establishing the process and ground rules. Upon instruction by Moderator, conduct briefing using prepared Taking Points and visuals. Respond to questions as directed by Media Room Moderator.
- C. As appropriate and requested, remain in media briefing area to conduct one-on-one or small group interviews regarding Entergy's response. Limit the amount of time devoted to these to allow time to return to the work area for updated information.
  - 1. Ensure Entergy's Media Liaison is available to document notes of the interactions, and any follow up requests.
  - 2. Advise the JIC Manager (and NYSOEM PIO during next Pre-Briefing meeting, as appropriate) of the activity and results.
- D. Upon return to JIC Work Room, receive feedback on media briefing. Obtain plant update from JIC Staff. Review open items and other issues from briefing, and determine appropriate actions to complete follow-up.

### **2.5 Recovery Support Activities**

- A. Receive request from the Emergency Director to assist in developing a Recovery Action Plan, including identifying Issues/Strategies and determining the JIC Recovery Organization staffing requirements. Coordinate this activity with the JIC Manager.
- B. Coordinate with the JIC Manager to participate in a joint conference convened by the ED, to:
  - 1. Review the recovery issues/strategies action plan.
  - 2. Review the JIC recovery staffing requirements.

### **3.0 Closeout Activity**

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager.



Attachment 9.3

Company Spokesperson Checklist

Sheet 5 of 5

Media Briefing Content Guide

**WHAT Happened?**


[Include in this section information about events causing the emergency declaration, major equipment problems, injuries to personnel, radiological releases, security event, etc.]

**What are we DOING about it?**

[Include here the actions being taken to deal with the emergency, including ERO activation, repairs to equipment, engagement of offsite support, and radiation surveys]

**What does it MEAN??**

[Discuss here the implications of the emergency, including effectiveness of protective measures, recovery expectations and off-site effects, if any.]

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#### Attachment 9.4

### Technical Advisor Checklist

Sheet 1 of 4

#### Primary Responsibilities


Reporting to JIC Manager, establish and maintain contact/information exchange with the EOF (via the Public Information Liaison); provide technical expertise to support understanding of events; advise Company Spokesperson, JIC Manager and Press Release Writer on plant events; support development/review of written statement technical accuracy; maintain log of events and information received; and monitor Media Briefings to document issues and unanswered questions.

#### 1.0 Initial Responsibility/Activity

**This is a Minimum Staffing Position**

##### **1.1 On Arrival at JIC**

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Establish contact with the EOF via the Public Information Liaison and establish official time from EOF advise JIC Manager.
- F. Establish whether the Public Information Liaison has been in contact with the Press Release Writer, and coordinate the status of news releases.
- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log and other documentation, a detailed briefing on the emergency and response actions, and activities completed, planned or in progress.

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#### Attachment 9.4

### Technical Advisor Checklist


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#### Initial Responsibility/Activity (cont.)

#### 2.0 Continuous Responsibility/Activity

##### 2.1 Gather Information

- A. Review plant status reports electronically, online (via, MRPDAS, EDDS/PICS) and by fax as a backup including 31(a,b,c) and 42(a,b,c) forms, Radiological Emergency Data forms (Parts 1, 2), "Essential Information Checklist" (Form EP-9), plant data systems and other information on events and response actions as it becomes available. Advise Company Spokesperson, JIC Manager and Press Release Writer in any change.
- B. Gather information as required to support Company Spokesperson and Press Release Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance).
- C. Establish and maintain contact with the Public Information Liaison to obtain updated information both verbally and electronically using "Essential Information Checklist" (Form EP-9) via WebEOC email and in position binder. Print and provide forms to Admin & Logistics Coordinator for further distribution in the JIC. (email: "EOF Liaison" in Outlook or eofliaison@entergy.com)
- D. Request information from the Public Information Liaison, and as necessary use available references in the JIC and electronically, including Emergency Action Level Guide, glossary of technical terms, technical plant references in JIC (technical specifications manuals, online links to IP2/IP3 FSARs, etc.), and plant parameters.
- E. Working with the Documenter, ensure plant status information is properly and promptly documented. Also maintain an emergency response log of your actions, and important decisions or actions.
- F. Confirm ED and JIC Manager talk on routine basis for information consistency.

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### Technical Advisor Checklist

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#### Continuous Responsibility/Activity (cont.)

#### 2.2 Written Statements

- A. Provide new information and needed descriptions to the Press Release Writer to support written statement development.
- B. Review and provide to Press Release Writer technical comments on written statements.

#### 2.3 Pre-Briefings


- A. Advise Company Spokesperson and JIC Manager on plant events and assist Company Spokesperson in preparing Talking Points as needed.

#### 2.4 Media Briefings

- A. Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings.
- B. Monitor Media Briefings from JIC Work Room and complete Media Briefing Issues form (Form EP-22) if any open issues or follow-up requests are identified. Provide completed forms to JIC Manager after briefings.
- C. After Media Briefings, promptly update Company Spokesperson on events and status changes during the briefing.

#### 3.0 Closeout Activity


- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager

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**Technical Advisor Checklist**  
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**INFORMATION GATHERING CHECKLIST**

1. What happened?
  - a. Which unit was affected and what is the status of the non-affected unit?
  - b. Plant status or potential to effect plant status?
  - c. Release of radiation or potential for release?
  - d. Is radiation release above or below tech specs?
  - e. Injuries/contamination?
  - f. Leakage or spills?
  - g. Toxic/hazardous material?
  - h. Safety significance?
  - i. Security significance?
2. When did it happen – specific time, has it ended?
3. Why did it happen – equipment failure, weather conditions, etc.?
4. What is being done – to respond, repair, mitigate or prevent it from happening again?
5. Who was involved/responsible - potential information sources?
6. Has all staff been accounted for? Are there injuries? What is the status of non-essential personnel?
7. What are the current weather conditions?

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## Attachment 9.5

### Radiological Advisor Checklist

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#### Primary Responsibilities

Under the direction of the JIC Manager, establish and maintain contact/information exchange with the Public Information Liaison and / or the Radiological Assessment Coordinator on event radiological aspects; provide information and advice to the Company Spokesperson on radiological status due to plant events; review written statements and monitor Media Briefings for accuracy relative to radiological aspects; assist the Technical Advisor as needed.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.0 Continuous Responsibility/Activity

##### 2.1 Review Available Information on Event

- A. Review plant status reports electronically, online (via, EDDS/PICS/MRPDAS) and by fax as a backup including 31(a,b,c) and 42(a,b,c) forms, Radiological Emergency Data forms (Parts 1, 2), "Essential Information Checklist" (Form EP-9), plant data systems and other information on events and response actions as it becomes available.

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- B. Advise Company Spokesperson as appropriate on radiological consequences/aspects, including Cross Valley Effect, if applicable, impacts and layman's descriptions.
- C. Assist the Technical Advisor on information gathering and assessment of technical plant aspect, as requested and appropriate.
- D. As needed, contact the Public Information Liaison for information and/or clarification.

**2.2 Written Statements**

- A. Review and provide technical comments on written statements on radiological implications of plant events, including Cross Valley Effect, if applicable, as requested.

**2.3 Pre-Briefings**

- A. Advise Company Spokesperson and Technical Advisor on radiological implications of plant events, including Cross Valley Effect, if applicable.
- B. Assist Company Spokesperson to compile Talking Points for Media Briefings as needed.

**2.4 Media Briefings**


- A. Monitor Media Briefings, time permitting, from JIC Work Room and complete Media Briefing Issues Form (form EP-22) if any open radiological issues or follow-up requests are identified. Provide completed forms to JIC Manager after briefings.
- B. Ensure unanswered radiological questions or inaccuracies are addressed during preparation of next Media Briefing.

**2.5 Post Briefing**

- A. Provide feedback on Media Briefings to JIC Manager and Company Spokesperson.
- B. Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases.

**3.0 Closeout Activity**

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager.

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## Attachment 9.6

### Admin & Logistics Coordinator Checklist

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#### Primary Responsibilities

Reporting to the JIC Manager, supervise Support Staff, IT Specialist, Documenter and Media Liaison; oversee support activities and functions; perform support functions, as appropriate; participate in JIC Unified Command to ensure coordinated JIC support services with NYS. Supervise Entergy JIC deactivation. Coordinate facility support as required with state representatives.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. For all call, stage and prioritize entrance into the facility.
- C. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the JIC Work Room on the registration desk.
- D. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- E. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- F. Verify completion of JIC staffing by reviewing registration sign-ins on JIC Staffing Form (Form EP-43). Review the JIC Sign-In boards in the Work Room and complete the Sign-in board if names of available staff are not included.
- G. Confer with JIC Manager to determine no-shows, instruct available staff to fill positions if necessary. (Refer to Emergency Telephone Directory if necessary to make contacts).
  1. If necessary, utilize Support Staff to contact JIC personnel who have not yet arrived to determine if and when they may arrive for response and shift planning purposes.

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### Admin & Logistics Coordinator Checklist

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#### Initial Responsibility/Activity (cont.)

- H. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.
- I. Ensure set-up of Entergy work areas. Receive official time from JIC Manager and direct IT Specialist and/or Support Staff to synchronize Entergy clocks, fax machines, time stamp, etc.
- J. Ensure Support Staff establish and maintain a log for incoming and outgoing faxes if needed.

#### **2.0** Continuous Responsibility/Activity

##### **2.1** Support JIC Operations

- A. Working with JIC Manager, make shift assignments using JIC Staffing Form (Form EP-43). Release any individuals present not currently filling a position on the 1<sup>st</sup> shift, after assigning them to second shift
  - 1. When all positions are filled and shift assignments have been made, provide completed shift roster to JIC Manager for provision to Emergency Director. If requested, ensure faxing the form to the EOF.
  - 2. Supervise Support Staff, Documenter, Media Liaison and IT Specialist, and provide assistance in completion of tasks as needed
- B. Confirm with Audio Visual Graphics Coordinator that all Audio Visual systems are set up, tested, and operational. Inform JIC Manager when completed.
- C. Participate in Pre-Brief meetings if requested by the JIC Manager and/or Company Spokesperson to ensure coordinated support operations for JIC activities.
  - 1. Ensure hard copy distribution of all (State, Entergy and County) news releases within Entergy JIC work areas and Media Briefing area, if electronic distribution is not available.

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### Admin & Logistics Coordinator Checklist


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#### Continuous Responsibility/Activity (cont)

2. Maintain contact with and provide direction to Media Liaison for pre-brief meetings and discussions.
- D. IF electronic distribution is not available THEN work with (Entergy and NYSOEM) Support Staff to ensure proper distribution of written materials using the Information Distribution Guide (Form EP-26). In some cases there may only be an original, so ensure a copy is returned to the owner before continuing duplication and distribution to others.
  1. Receive notice of impending State and County news release issuance from the Inquiry Response Coordinator, and direct Support Staff to print for distribution in Entergy work areas, and for record keeping.
  2. Work with NYSOEM Support Staff to ensure proper distribution in Entergy JIC work areas.
- E. Maintain operational condition in Entergy work areas, and coordinate with NYSOEM lead support person or PIO on facility operations issues to ensure smooth functioning of equipment and the facility itself. Inform JIC Manager of any emerging facility issues.
- F. Coordinate with NYSOEM/New York State Police (NYSP) on arrangements for food service (and lodging if necessary). Contact the EOF Admin and Logistics personnel for assistance if necessary.
- G. Arrange for first aid or emergency care if required, in coordination with NYSOEM/NYSP representatives.
- H. Provide completed JIC staffing form (Form EP 43) to Documenter for each shift for permanent log keeping.
- I. Inform NYSP of next media briefing time so they can institute access controls for the area.

#### 2.2 Written Statements

- A. Ensure approved news releases are provided to the Documenter for record keeping.

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### Admin & Logistics Coordinator Checklist

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#### Continuous Responsibility/Activity (cont)

B. IF electronic distribution is not available THEN work with (Entergy and NYSOEM) Support Staff to copy written statements for JIC distribution, and for Fax distribution (as required), including use and completion of Written Statement Distribution Checklist (Form EP-25).


1. Ensure fax distribution of Entergy written statements as necessary to those designated. (Fax numbers should be pre-programmed in the fax machines for these recipients).

#### 2.3 Media Briefings

A. If events change during a media briefing, discuss with the JIC Manager and inform and coordinate with NYSOEM PIO to end the briefing.

#### 3.0 Closeout Activity

- 3.1 Provide documentation and materials to JIC Manager.
- 3.2 Participate in debriefing and then return work area to startup condition before departing facility.
- 3.3 Oversee facility deactivation including ensuring all documentation and completed checklists, logs, etc. are gathered and provided to the Documenter.
- 3.4 Ensure facility is operational for next use including JIC Work Rooms and media briefing area in the lobby.

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### Media Liaison Checklist

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#### Primary Responsibilities

Reporting to Admin & Logistics Coordinator, working with Audio Visual Coordinator and Graphics Support, support setup of Media Briefing area; coordinate with NYS Media Room Moderator, act as the interface for media present at JIC; identify and arrange for media needs, as appropriate if available; support audio-video personnel during Media Briefings, as needed; support Company Spokesperson with one-on-one or small group interviews by documenting statements and questions; and prepare/maintain media materials and media kits for media present in JIC.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Proceed to Media Briefing Area in building lobby or Clerestory Room; if present locate NYSOEM Media Liaison to coordinate, for set up.
  1. In coordination with NYSOEM Media Liaison, prepare and set out Media Kits, Emergency Planning booklets located in storage room in work areas and any news releases.
- F. Assist, as needed, with set up of Media Briefing Area in either the lobby or the third floor Clerestory Room.

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### Media Liaison Checklist

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- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


## 2.0 Continuous Responsibility/Activity

### 2.1 Media Room Activities

- A. Act as liaison to the media regarding process for gathering/obtaining information.
- B. Interact with the news media at the JIC to determine and respond to their need for background information and support services. Do NOT comment on the emergency or provide opinions or explanations.
- C. Maintain supply of news releases, media kits and other appropriate materials for the media present in the JIC. Coordinate with NYSOEM Media Liaison to make requests to JIC Support Staff for proper number of copies or to obtain materials.
- D. Provide assistance by advising reporters of past media briefings and distributing copies of available information.
- E. Coordinate requests for b-roll footage and copies of photos (CDs available) with the Audio Visual Graphics Coordinator and/or NYSOEM Media Moderator. Coordinate other requests with the NYSOEM Media Moderator.
- F. Participate in or be available on headsets for pre-brief meeting, discussions or as instructed by the Admin & Logistics Coordinator.

### 2.2 Media Briefings and Interviews

- A. Support Media Briefings, as requested by the NYSOEM Media Moderator and/or Audio Visual Graphics Support, to capture questions by the media or for other support as requested.
- B. Support the Company Spokesperson in the conduct of any one-on-one or small group interviews regarding Entergy's response following formal Media Briefings.
  - 1. Document notes of the interactions and any follow up any request on Media Briefing issues (Form EP-22). Ensure any rumors are also documented and provided to the Inquiry Response Coordinator.

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**Media Liaison Checklist**


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**Continuous Responsibility/Activity (cont.)**

- C. Provide support of media before, during and after Media Briefings, and provide special requests or needs to NYSOEM Media Room Moderator for resolution.
- D. Use the ERO Log Sheet (Form EP-10) or Media Briefing Issues (Form EP-22) in the position binder to document requests from the media, interviews supported and other major activities and provide these to the Inquiry Response Coordinator.

**3.0 Closeout Activity**

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager.

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### Audio Visual Coordinator Checklist

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#### Primary Responsibilities

Reporting to the JIC Manager, in conjunction with the NYS Audio Visual Coordinator, perform and/or assist with all audiovisual tasks (set-up, test, connect, operate, record, upload/distribute) for Media Briefings; supervise Audio Visual Graphics Support staff; ensure audio, visual and other graphics support needs/requests of Company Spokesperson are met.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM Alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Report to the JIC Audio Visual Control Room.
- F. If present, work with the NYSOEM Audio-Video Coordinator to set up and test equipment: (Refer to AV Instruction Manual in JIC Audio Visual Control Room for detailed equipment instructions). **If NOT already done:**
  1. Check all audio-visual equipment in the JIC to be sure it is ready to connect, record and playback. Test and ensure display monitors are functioning throughout the JIC work area.
    - a. Initialize PIO Command Room, JIC Work Room, NYSOEM Alternate EOC.
    - b. Start up Graphics computer.
  2. Set-up and test sound system in Media Briefing Area.

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### Audio Visual Coordinator Checklist

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#### Initial Responsibility/Activity (cont.)

3. Set up computer and Audio Visual Projection Equipment for use to support graphics and visual requirements.
4. Work with NYSOEM Audio Visual Coordinator to set up Audio Video connection system for Counties, and set up and test the speakerphone capability for use at the podium if needed.
- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.0 Continuous Responsibility/Activity

##### **2.1 Media Briefings**


- A. Interface with Company Spokesperson and/or direct Entergy Audio Visual Graphics Support Staff to determine and provide graphics and other visual aid requirements for Media Briefings. Participate in Pre-Briefings as appropriate.
- B. Prior to Media Briefing, ensure graphics and visual aids are ready.
- C. Ensure microphone for Company Spokesperson is ready and connected.
- D. Provide support during Media Briefings (If requested and/or needed by NYSOEM Audio Visual Coordinator):
  1. Initiate video conference calls for pre-briefings, transfer control to lobby or Clerestory Room for media briefings. At end of media briefing transfer control back to PIO Command Room.
  2. Route Media Briefings to JIC Work Room and NYSOEM Alternate EOC.
  3. Link and manage visual and graphic inputs for Spokespeople during Media Briefing.
  4. Display graphics in Media Briefing area before, during and after Media Briefings.
  5. Ensure Media Briefings are recorded.

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**3.0 Closeout Activity**

- 3.1 Document Audio Visual system problems for resolution.
- 3.2 Participate in debriefing and return work area to start up condition.
  - A. Dismantle Media Briefing Area and shutdown all Audio Visual systems.
- 3.3 Provide a copy of all briefing DVDs to the JIC Manager and a copy for the JIC library.

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### Audio Visual Graphics Support Checklist

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#### Primary Responsibilities

Reporting to the Entergy Audio Visual Coordinator, perform all Audio Visual Graphics support tasks to ensure Company Spokesperson has needed visuals for Media Briefings, and information dissemination; and provide video and/or graphics support for Media Briefings, as needed.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Report to the JIC Audio Visual Control Room.
- F. IF not already done, THEN work with the Entergy Audio Visual Coordinator to:
  1. Check all audio visual equipment in the JIC to be sure it is ready to connect, record and playback. Test and ensure display monitors are functioning throughout the JIC work area.
    - a. Initialize PIO Command Room, JIC Work Room, NYSOEM EOC.
    - b. Startup Graphics computer.
  2. Set-up and test microphones, sound system in Media Briefing Area, intercom system for JIC staff
  3. Set up computer and projection equipment for use to support graphics and visual requirements

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### Audio Visual Graphics Support Checklist

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#### Initial Responsibility/Activity (cont.)

4. Set up Audio Video connection system for counties, and set up and test the speakerphone capability for use on the podium, if needed.
5. If needed, change projector bulbs.
  - a. Spare bulbs are located in the Audio Visual Master Control Room
  - b. Audio Visual ladder is located in JIC/NYSOEM area or obtain one from building maintenance
  - c. Unplug projector, unscrew the thumb screws, remove the plate and open the trap.
  - d. Remove old bulb and insert new bulb.
  - e. Close trap, replace plate, tighten thumb screws and plug in projector.
- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.0 Continuous Responsibility/Activity

##### 2.1 Entergy Graphics and Visuals

- A. Graphics and Photos are located on the Graphics Computer. A USB Drive is available as a backup containing the graphics and photos.
- B. Entergy graphics and other resources for possible use during a response include:
  1. Schematics of the nuclear power facility
  2. Plant Status Boards
  3. Graphics and approved photographs located on the Graphics Computer (maintained in Audio Visual Control Room), and available in printed version (some duplication may be required)

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### Audio Visual Graphics Support Checklist


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#### Continuous Responsibility/Activity (cont)

4. Approved b-roll footage of the plant site (copies available in Audio Visual Control Room)
- C. Work with NYS Media Room Moderator to establish needs for schematics/graphics/slides selected by Company Spokesperson for use during Media Briefings.
- D. Remind Company Spokesperson of graphics and system drawing book available in JIC Work Room.
- E. Prepare graphics and visuals in advance of Media Briefing times, and coordinate with Audio Visual Coordinator on integration and linkage to Media Briefing Audio Visual System before briefings begin.
  1. Using Windows Explorer, arrange graphic and photo presentation and other visuals for Company Spokesperson.

#### **2.2 Media Briefing**

- A. Coordinate with Audio Visual Coordinator during briefing to ensure proper audio-video support.
  1. Attend media pre-briefings to obtain input for graphics from Company Spokesperson and State PIO.
  2. Arrange and operate the computer system in connections with the Media Briefing Audio Visual System, as required, to select/project graphics.
  3. Provide Audio Visual support during media briefings to ensure transfer of VTC, audio mute on/off, camera pre-sets, mult-box is functional.
  4. Communicate with Audio Visual Master Control Room via intercom for instructions.
  5. Record Media Briefings.
  6. If events change during a media briefing, receive instructions via intercom from the JIC Manager or Admin & Logistics Coordinator/designee to relay message to State Moderator or Company Spokesperson to end the briefing.

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### Audio Visual Graphics Support Checklist

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#### 3.0 Closeout Activity

##### 3.1 Restore Audio Visual Equipment to safe/stable/ready position

- A. Working with the NYSOEM and Entergy Audio Visual Coordinators, close down and return all equipment to its original condition, being careful to follow posted sequences and processes. Refer to the Audio Visual User Manual located in the Audio Visual Control Room for shutdown operations.
- B. Close all open graphics on the computer, and shut down the computer.
- C. Return all equipment to its stored location.

##### 3.2 Participate in debriefing and return work area to start up condition.

##### 3.3 Provide a log and any notes to the JIC Manager.

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**Media Monitoring Checklist**

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**Primary Responsibilities**

Under the direction of the Inquiry Response Coordinator, and in conjunction with the NYS Media Monitoring Coordinator, monitor news (TV, Radio, internet) reports for accuracy; review newspaper and other publications for accuracy, as appropriate; coordinate with the NYS Media Monitoring staff on monitoring activities; report any inaccuracies or rumors to the Inquiry Response Coordinator.

**1.0 Initial Responsibility/Activity**

**1.1 On Arrival at JIC**

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Go to the Media Monitoring Area. Coordinate assignments with NYSOEM Media Monitoring Coordinator, if present, to provide coverage of appropriate radio & television stations and internet.
- F. Turn on computer and other equipment for working order, date, and time - report any equipment problems to NYSOEM, IT Specialist or Admin & Logistics Coordinator for resolution.
- G. Coordinate with Audio Visual Coordinator to record any special news/media events.
- H. Obtain and review official information on plant event (news releases, Essential Information Checklists and EAS Messages).
- I. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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### Media Monitoring Checklist

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#### 2.0 Continuous Responsibility/Activity

##### 2.1 Monitor Media Content on Event

- A. Remain up-to-date with official information (VIA NYALERT/JIC Website, Web EOC, review of media briefings, etc.) provided to the media as it becomes available, through written statements such as news releases and EAS messages or other official information.
- B. Monitor Media for inaccuracies and rumors
  1. Monitor media for rumors and inaccuracies regarding the event. Log rumors and inaccuracies and provide to Inquiry Response Coordinator to review inaccuracies, and determine appropriate resolution/correction.
  2. Monitor media web sites for inaccuracies (see computer/Internet Explorer bookmarks for web sites to view). Print stories as necessary to document errors, or for later viewing.
- C. Maintain log of rumors and inaccuracies, including date, time, channel/station/website aired on and content/issues using WebEOC and/or Media Monitoring Form (EP-27).
- D. Notify the Inquiry Response Coordinator of rumors and inaccuracies.

#### 3.0 Closeout Activity

- 3.1 Provide any CDs/DVDs and log to Documenter.
- 3.2 Participate in debriefing and return work area to start up condition.

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## Attachment 9.11

### Documenter Checklist

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#### Primary Responsibilities

Under the direction of Admin & Logistics Coordinator, implement required documentation procedures; prepare and maintain logbook of all documentation including final approved news releases, Essential Information Checklists and other plant status materials; maintain data on JIC Work Room displays.

#### 1.0 Initial Responsibility/Activity


##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Working with Support Staff, prepare and maintain log of all documentation resulting from event (Binders and tab sets are maintained in the file cabinet in the JIC Work Room.)

#### **NOTE**

This function can also be performed and saved electronically

1. Written statements from Entergy, state, counties
2. Copies of EAS messages
3. Essential Information Checklist (Form EP-9),
4. Plant status reports/forms,
5. All original Written Statement Distribution Checklists (Form EP-25)
6. All Completed JIC Staffing Forms.

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### Documenter Checklist

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#### Initial Responsibility/Activity (cont)

7. Communications Representative documentation,
8. All Entergy JIC position logs.
- F. Label binder with date of event
- G. Ensure date stamp has correct date/time, using the official time provided by the Admin & Logistics Coordinator. All paperwork received should be date-stamped.
- H. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

#### 2.0 Continuous Responsibility/Activity

##### 2.1 Maintain Documenter Log

- A. Using WebEOC, log the following key items:
  1. Log notification of key events (Emergency Classification changes, shift changes and attendance, decisions/actions of JIC Manager), time logs of operations (change in command, shift changes, times of pre-briefings, Media Briefing start and end times), and receipt of key information.
  2. Document the time at which information was learned or action was taken, in addition to the time of the event or change.
- B. Using Crestron, activate WebEOC projectors and Media Briefings for viewing within the JIC Work Room. (Note: Use Audio Visual user aid "How to Use Displays in the JIC Work Room.")
- C. Typical display on projectors: facility logs, NYALERT/JIC Website (must keep refreshing website) and Media/Public Inquiry screen.
- D. Work with JIC Manager to maintain JIC Work Room status/display boards noting Work Room briefing times, scheduled pre-briefing and Media Briefing times, communications strategy/priorities and key messages.
- E. Work with the Technical Advisor to maintain a time log and the plant/response status/display boards for JIC Work Room noting the major plant events and response actions being taken.

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### Documenter Checklist

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#### Continuous Responsibility/Activity (cont)

1. Include any Emergency Classification Level (ECL) change, and official declaration time.
- F. Receive notification from the JIC Manager or other Entergy JIC staff when rumors or misinformation are identified, and when corrective actions are complete. Ensure included on the logs and/or displays.

#### 2.2 Document/Maintain Record of Written Statements

- A. Keep a time log of when news releases or other written statements need to be issued, as soon as possible and within one (1) hour of learning of a change in emergency classification. Monitor preparation time; periodically advise JIC Manager and Press Release Writer of time remaining to issue statements.
- B. Log all Entergy final approved news releases.
- C. Log copy of every news release issued by the state and counties.
  1. Receive notice of impending state and county news release issuance from Inquiry Response Coordinator.
  2. Print news releases and notify Admin & Logistics Coordinator (to ensure internal JIC distribution is accomplished).
  3. Maintain copies in Log Book.

#### 2.3 Pre-Briefings and Media Briefings

- A. Log time for every departure/return from Pre-Briefing.
- B. Log start and end time of Media Briefings and participants
- C. Log return time from Media Briefing to JIC Work Room

#### 2.4 Shift Information


- A. Log every shift change and time of change, including personnel attendance sheets and registration logs.

#### 3.0 Closeout Activity

##### 3.1 Review JIC Records for completeness.

- A. Check binder to ensure all documentation is complete and provide completed logbook to JIC Manager. Set up a new binder for future use.

##### 3.2 Participate in debriefing and return work area to start up condition.

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## Attachment 9.12

### Support Staff Checklist

Sheet 1 of 3


#### Primary Responsibilities

Under the direction of the Admin & Logistics Coordinator, ensure efficient internal JIC distribution of Entergy materials including written statements/information; support external distribution of final written statements, as requested; coordinate with the NYS Support Staff to accomplish JIC support requirements; and provide other support services as requested including acting as runner, posting information, etc.

#### 1.0 Initial Responsibility/Activity

##### 1.1 On Arrival at JIC

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Check equipment and supplies in JIC Work Room— log any necessary supplies that need to be replenished.
- F. Report to Admin & Logistics Coordinator, and request assignment to set up facility.
- G. Determine if a news release has been issued, via the NYALERT/JIC Website. If so, immediately copy and provide to the Admin & Logistics Coordinator and/or JIC Manager, and distribute within JIC Work Room if requested.
- H. If not already done/assigned, check fax machine for correct date, time and operability.
- I. If not already done/assigned, check for operability of copiers and adequate paper and other administrative supplies; report any problems to Admin & Logistics Coordinator. Coordinate effort with NYS support staff.

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Attachment 9.12

**Support Staff Checklist**

Sheet 2 of 3


**Initial Responsibility/Activity (cont.)**

- J. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

**2.0 Continuous Responsibility/Activity**

**2.1 Provide Support to JIC Staff**

- A. **IF** distribution of written statements can not be provide electronically by the Press Release Writer, **THEN** copy and/or fax documents as requested by Admin & Logistics Coordinator, completing the Written Statement Distribution Checklist (Form EP-25) to track and document actions. Follow the Fax Distribution sheet as provided by the Admin & Logistics Coordinator, if required to fax. **DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES.** Include Fax Cover Sheet (Form EP-28).
- B. Contact Admin & Logistics Coordinator with problems, questions or feedback
- C. If requested, make copies of and distribute information such as plant status reports, Essential Information Checklist. Follow the Information Distribution Guide (Form EP-26) located in your position binder if electronic distribution is not functioning.
- D. If requested, take copies of materials to Entergy Media Liaison and other Entergy work areas and perform other administrative and logistics assignments as directed by Admin & Logistics Coordinator.
- E. Maintain a log of all incoming and outgoing faxes, and accomplish fax distribution to designated recipients by following Fax Distribution sheet provided by Admin & Logistics Coordinator, (ask Admin & Logistics Coordinator if uncertain as to contents of fax received, before distributing.)
- F. If required, written statements should be distributed using the Written Statement Distribution Checklist (Form EP-25). The Admin & Logistics Coordinator will indicate when materials are ready for distribution.
- G. If needed, support Documenter to prepare and maintain logbook of all documentation including final approval news releases, Essential Information Checklists, and other plant status materials.


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Attachment 9.12  
**Support Staff Checklist**  
Sheet 3 of 3

**3.0 Closeout Activity**

**3.1** Return work area to start up condition.

**3.2** If requested by Admin & Logistics Coordinator, participate in debriefing.

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Attachment 9.13  
IT Specialist Checklist  
Sheet 1 of 2


**Primary Responsibilities**

Under the direction of the Admin & Logistics Coordinator, monitor IT equipment throughout the Entergy Work Areas in the JIC to ensure proper working order; troubleshoot problems and assist with IT and computer related difficulties; coordinate solutions directly with the NYS IT Specialist Staff, if available and/or via the Admin & Logistics Coordinator; and keep the Admin & Logistics Coordinator informed of all issues and the status of resolution.

**1.0 Initial Responsibility/Activity**

**1.1 On Arrival at JIC**

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Support set up/initial operability start-up test of the IT equipment in the JIC Work Rooms. Coordinate directly with the NYS IT representatives if available, and Entergy Audio Visual Graphics Support personnel, as needed.
- F. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 9.13

IT Specialist Checklist

Sheet 2 of 2

**2.0 Continuous Responsibility/Activity**


**2.1 Provide IT Specialist to JIC Staff**

- A. Remain available to support Entergy personnel with equipment problems in the Entergy work areas throughout the JIC.
- B. Receive reports of difficulties directly or via the Admin & Logistics Coordinator
- C. Troubleshoot problems, and correct those that are possible to close out. Develop solutions for larger issues, and coordinate solutions with the Admin & Logistics Coordinator and NYS IT Specialist Staff if available.
- D. Receive approval and/or direction on approach to larger issues and solutions from the Admin & Logistics Coordinator and/or JIC Manager.
- E. Maintain written log of actions, solutions, requirements and future needs
- F. Support Audio Visual staff as needed.
- G. Ensure Entergy computers are setup to print to the local printers for the Writer and Documenter and all other computers to the network printer.
- H. Interact with Entergy IT to prioritize and resolve IT issues.

**3.0 Closeout Activity**

**3.1 Provide log to Documenter at end of event.**

**3.2 Participate in debriefing and return work area to start up condition.**

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## Attachment 9.14

### Inquiry Response Coordinator Checklist

Sheet 1 of 3


#### Primary Responsibilities

Under the direction of the JIC Manager, serve as the Public Information Liaison with County Public Information Officers (PIOs) via the NYS PIO Hotline Coordinator; receive information on county communications plans and forward to the JIC Manager, as appropriate; ensure pre-briefing and Media Briefing times are clear among county PIOs; receive information on event news coverage from Media Monitoring and interface with the NYSOEM PI Coordinator to receive any reports of rumors or misinformation; ensure Entergy public information is known within the remote public inquiry function locations; monitor the NYALERT/JIC Website for coordination of response and public inquiry among Entergy, the NYSOEM and Counties.

#### **1.0 Initial Responsibility/Activity**

##### **1.1 On Arrival at JIC**

- A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.
- B. If you are the first to arrive, place the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Work Room on the registration desk.
- C. If you are the first to arrive, proceed to the JIC Work Room and turn on the computers and related equipment.
- D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSOEM alternate EOC. Proceed to the JIC Work Room, and refer to position binder and checklist.
- E. Establish contact with NYSOEM PIO directly and County PIOs via the NYSOEM PIO Hotline Coordinator, and monitor/maintain understanding of NYSOEM/County status. Update JIC Manager on actions of each.
- F. Prior to arrival of NYSOEM representatives, initiate and monitor the PIO Hotline.
- G. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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**Inquiry Response Coordinator Checklist**

Sheet 2 of 3


**2.0 Continuous Responsibility/Activity**

**2.1 Keep JIC Manager/Officials Updated**

- A. Serve as Entergy information liaison with county public information officers (PIOs) via the NYSOEM PIO Hotline Coordinator. Monitor county actions and discussions via NYSOEM PIO Hotline.  
 Coordinate, and monitor/maintain understanding of NYSOEM/county public information status.
  - 1. Receive information on county communications plans and forward to the JIC Manager, as appropriate.
  - 2. Update JIC Manager on actions of each county and state.
  - 3. Provide input to PIO Hotline Coordinator on Entergy actions (planned news release distribution, requested media briefing, etc.) and latest information.
  - 4. Inform Admin & Logistics Coordinator of impending State and County news release issuance so Documenter can print a copy for distribution in Entergy work areas, and for record keeping.
  - 5. Notify JIC Manager of rumors/inaccurate information and log into WebEOC.
- B. Interface with the NYSOEM PI Coordinator to receive any reports of rumors or misinformation, and ensure Entergy public information is known within the public inquiry function.
- C. Monitor the NYALERT/JIC Website and public inquiry function for coordination of response and public inquiry actions among Entergy, the NYSOEM and Counties.
  - 1. Update JIC Manager on actions or information as appropriate.
- D. Obtain information and feedback about rumors, from Media Monitoring Coordinator and provide input to PIO Hotline Coordinator and JIC Manager.

**2.2 Written Statements**

- A. Receive notice of impending county news release issuance. Notify JIC Manager and Documenter.

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**Inquiry Response Coordinator Checklist**

Sheet 3 of 3

- B. Receive notice of impending Emergency Alert System (EAS) messages/EAS follow-on news releases to be issued by each county via PIO Hotline Coordinator.

Notify JIC Manager of the message and the planned timing of EAS broadcasts.


**Continuous Responsibility/Activity (cont)**

**2.3 Pre-Briefings/Media Briefings**

- A. In absence of NYSOEM PIO Hotline Coordinator, help coordinate among Company Spokesperson, County representatives (and State remotely) planned information for release, inconsistencies and concerns.
- B. Monitor Media Briefings to maintain current on status and the communications response actions of the counties, state and Entergy.
1. Advise NYSOEM PI Coordinator of information to share with public inquiry function.
  2. Identify any open questions or unresolved issues from Media Briefings and follow up with JIC Manager for resolution statements and/or actions to forward to NYSOEM PIO Coordinator. The Media Briefing Issues Form (Form EP-22), also available on Web EOC, may be used to assist with this.

**3.0 Closeout Activity**

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JIC Manager.

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**Attachment 9.15**

**JIC Driving Directions & Floor Plans**

Sheet 1 of 4

**From Indian Point**

Take Rt-9 South.

Stay left onto Rt-9A South/Briarcliff

Continue to follow Rt. 9A South.

Take Rt. 141/Rt.100 exit for Sprain Brook Parkway and White Plains

After exiting, stay to right on Rt. 100.

Turn left onto Chateau Lane. (Signs posted for NY State Police and Hudson Valley Transportation Management Center (HVTMC)).

Stay to the right, and park in visitor parking area.

**From the West**

Take I-287 East over the Tappan Zee Bridge.

Stay to the right after crossing the bridge.

Take exit 8A, Saw Mill River Parkway North.

Take the Saw Mill Parkway north to exit #23.

Take exit #23, Eastview and head East on Saw Mill Road until you come to 100C.

Proceed East on 100C until you come to the first major intersection which should be Bradhurst Avenue.

At the light, (Bradhurst Ave.), turn left onto Bradhurst Ave. and continue until you see the sign for "State Police and the Hudson Valley Transportation Management Center" (HVTMC).

Turn right (Chateau Lane) and go down the hill staying to the right.

Park in the visitor parking area.

**From the East**

Take I-287 West towards Tappan Zee Bridge.

Take Exit 3, Sprain Brook Parkway toward New York City/Taconic Parkway

Merge onto Sprain Brook Parkway North via the exit on the left.

Take the exit Rte. 100N/Hawthorne

Turn right onto Bradhurst entrance north / CR-301

Continue until you see the sign for "State Police and the Hudson Valley Transportation Management Center" (HVTMC).

Turn right (Chateau Lane) and go down the hill staying to the right.

Park in the visitor parking area.



**Entergy**

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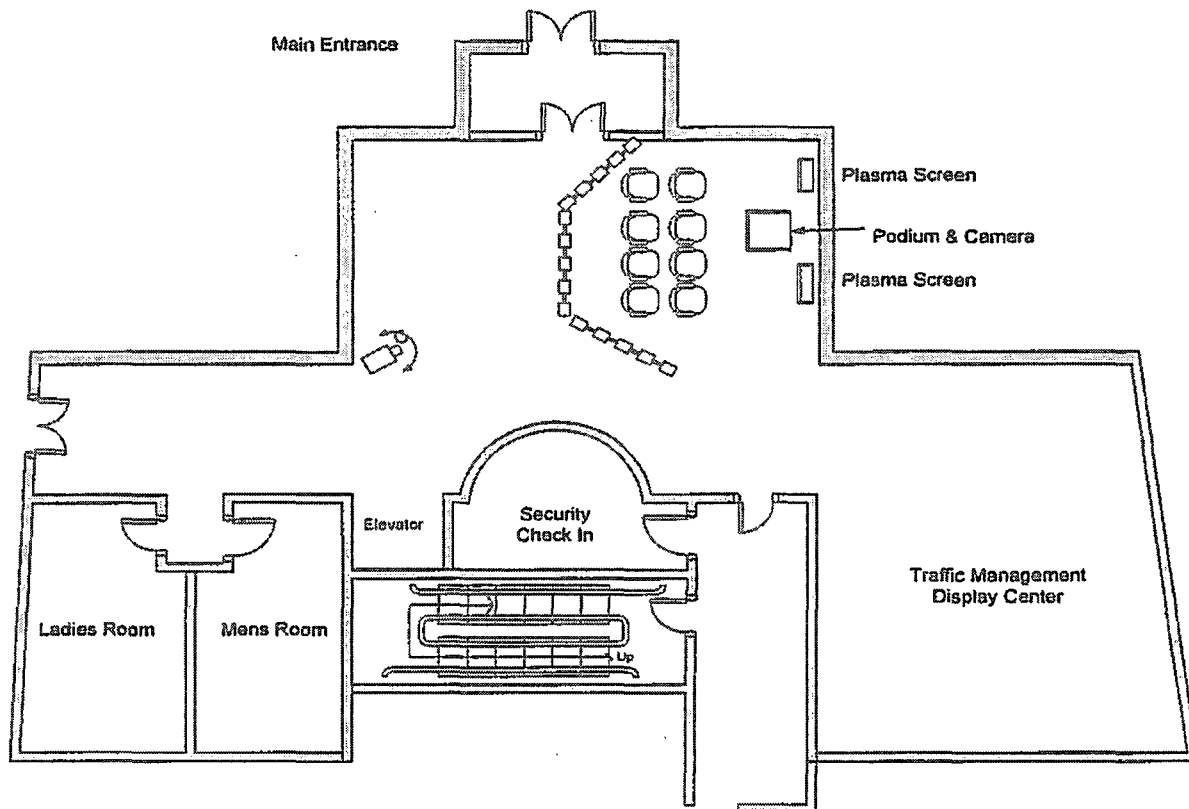
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JIC Driving Directions & Floor Plans

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**Media Briefing Room**

(Lobby Floor)



**Entergy**

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**NON-QUALITY RELATED  
PROCEDURE**

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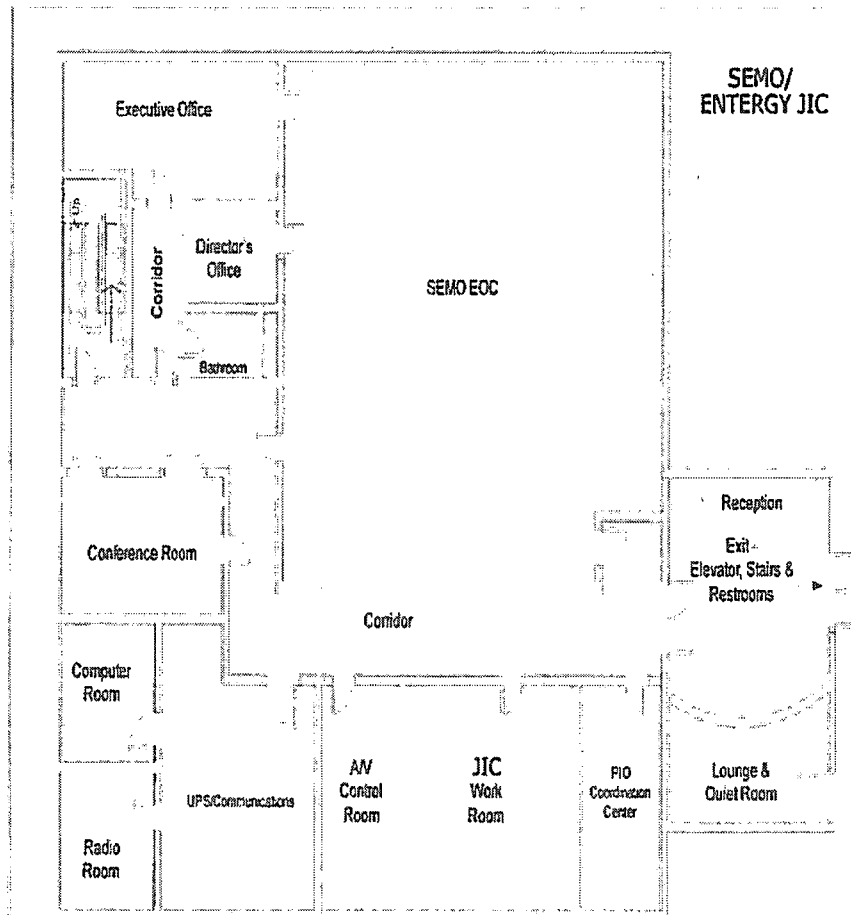
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**JIC Driving Directions & Floor Plans**

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**Joint Information Center  
("G floor")**



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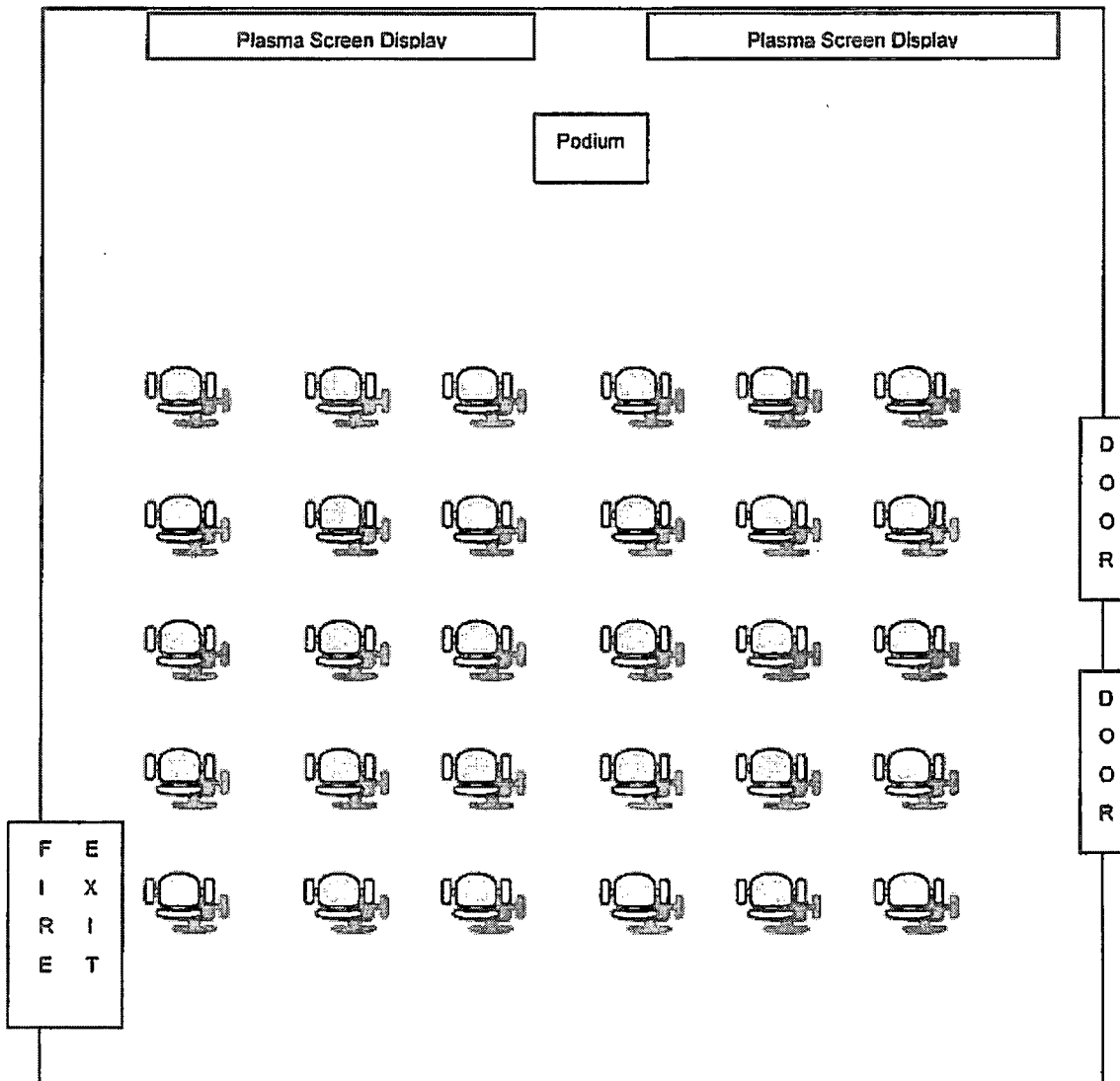
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JIC Driving Directions & Floor Plans

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**Clerestory Media Briefing Room**  
**Third Floor**



**Entergy**

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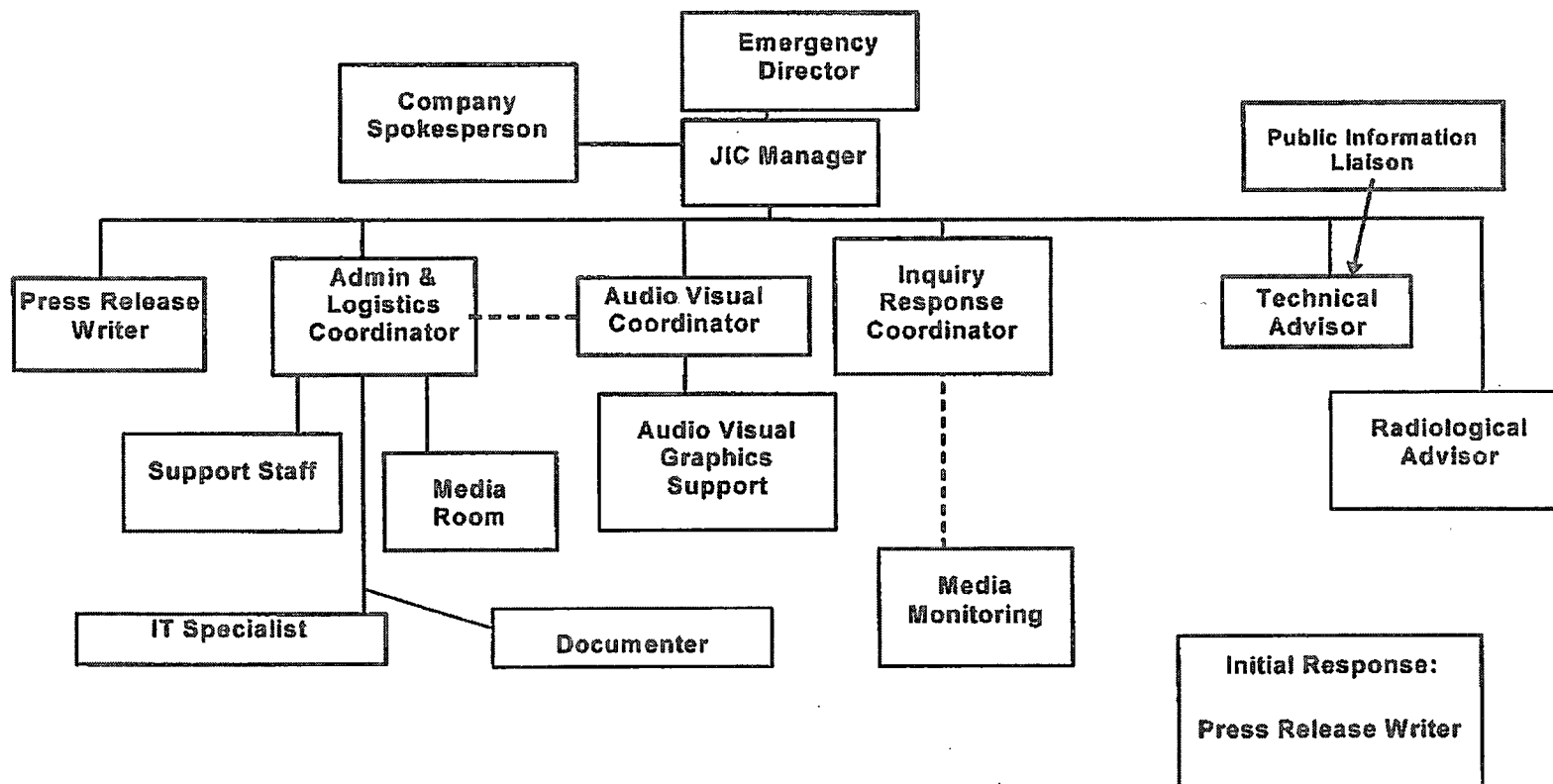
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Attachment 9.16

Sheet 1 of 1

### JOINT INFORMATION CENTER ORGANIZATION CHART




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Attachment 9.17  
IPEC JIC ERO STAFFING

At IPEC, the expectation is that ALL individuals assigned to the JIC report to the facility within 120 minutes of the declaration of an Event.

The JIC is able to be considered STAFFED when the following three individuals are present: Company Spokesperson, JIC Manager and Technical Advisor. Regardless of whoever else is available, these three positions MUST be filled before the JIC can be considered to be STAFFED. For this reason, these individuals are often referred to a MINIMUM STAFFING for the JIC. IPEC Emergency Planning requires that the JIC be STAFFED within 120 minutes of the Declaration of an Event.

Entergy coordinates with NY State Office of Emergency Management (NYSOEM) to declare the JIC OPERATIONAL as soon as it is staffed.

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**Attachment 9.18**

Sheet 1 of 2

**Public Information Liaison Checklist**


**1.0 Initial Responsibility/Activity**

**NOTES**

**1.1 Follow Responsibility/Activities in EN-EP-609  
Attachment 9.7 and the following:**

**1.2 Assume the position of the Public Information Liaison**

- A. Establish communications with the Press Release Writer (914-254-7031). If initial press release has been established, use the appropriate press release template, have the ED review and post as required.
- B. Turn on designated computer and Essential Information Checklist (Form EP-9) computer template (on desktop), and establish email capability to the Press Release Writer (their current location email address should be established when making contact). Also send a test message to the JIC Technical Advisor.
  1. Receive directions from the Press Release Writer to distribute the news release, if necessary. Distribution includes the media, JIC and EOF, and other Entergy locations. Distribute the news release(s) to media/wire services, EOF, JIC and to the designated local officials by using any available methods.
    - a. Post to the NYALERT/JIC Website
    - b. Post to WebEOC
    - c. Email
  2. If the NYALERT/JIC Website is not available as a backup contact IPEC's Communications Manager for distribution to the media via email. As a secondary backup in the event email is also not available continue to support the IPEC Communications Manager with either faxes (Form EP-28) or with phone calling the media.

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Sheet 2 of 2

**Public Information Liaison Checklist**

**Initial Responsibility/Activity continued**

- C. When JIC activity begins, establish phone contact with JIC Technical Advisor. Communicate with Press Release Writer to understand status of travel of the Press Release Writer to the JIC.
- D. Provide current EOF time to the JIC for clock synchronization.

**NOTES**

**2.0 Continuous Responsibility/Activity**

**2.1 Provide Support to the JIC**

- A. Frequently update JIC Technical Advisor with information relating to plant events both verbally and using the Essential Information Checklist (Form EP-9), at roughly 30-minute intervals or as events warrant.
- B. Facilitate inclusion of JIC staff during EOF Briefings via telephone
- C. Respond to requests from JIC for information
- D. Coordinate the technical review of news release(s) by the Emergency Director. Ensure prompt feedback to Press Release Writer via WebEOC.

**2.2 Provide Feedback to EOF Staff on JIC Operations**

- A. Receive and post final JIC news releases on bulletin board in Information Liaison work area. Ensure prompt distribution within EOF.
- B. Participate in EOF Briefings providing information on the JIC as appropriate.

Procedure/Document Number: IP-EP-241

Revision: 4

Equipment/Facility/Other: Indian Point Energy Center (IPEC)

Title: Incident Command Post (ICP)

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

Change 1: Added a statement from IP-EP-250 "Emergency Operations Facility" to support deletion of the IPEC EOF facility procedure. This will ensure offsite representatives are kept current with any security related issues.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

Section A: Assignments of Responsibility

Section E: Notifications Methods and Procedures

Section F: Emergency Communications

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

Procedure/Document Number: IP-EP-241	Revision: 4
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Incident Command Post (ICP)	

**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.


1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

Proposed change 1 added a statement from IP-EP-250 to ensure offsite representatives are kept current with any security related issues. This statement was moved from the EOF procedure, IP-EP-250 which is being deleted. Moving this statement ensures communications between EOF and offsite will be maintained. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the requirement for offsite notifications or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin Sr. EP Project Manager	Preparer Signature <i>Rebecca A. Martin</i>	Date 1/16/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature <i>Tim Garvey</i>	Date 1/16/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature <i>F. Mitchell</i>	Date 1/16/18

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### Attachment 9.1

## 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:	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
Doc/Procedure No:	IP-EP-241
Doc/Procedure Title:	Incident Command Post
Corrective Action:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

### Section 2

#### Change Description

1. Ensure the following are completed, or are not applicable and are so marked:
 

a. 50.54q	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. EN-FAP-OM-023	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
c. IP-SMM- AD-102	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
d. OSRC	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
  
2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_
  
3. Ensure the proper revision is active in Merlin: ☐ N/A ☐
  
4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_
  
5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_
  
6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_
  
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_
  
8. Word files are moved from working drafts folder to current revision folder in the EP drive:  
☐ N/A ☐ Date: \_\_\_\_\_

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Incident Command Post

Procedure No. IP-EP-241 Existing Rev: 3 New Rev: 4 DRN/EC No: DRN-17-02007

Procedure Activity (MARK Applicable)	<input type="checkbox"/> 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	Unit 1 Procedure No. _____  Unit 2 Procedure No: _____  Unit 3 Procedure No: _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

### Revision Summary

Added a statement to support communications of security events to the offsite.

### 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 / x7106 / *Rebecca A. Martin*

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

1. ☒ Technical Reviewer: Mary Ann Wilson / *Mary Ann Wilson* 12/13/17  
 (Print Name/ Signature/ Date)

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

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell / *F. Mitchell* 12/14/17  
 (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 as defined in 4.6

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

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,

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

6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_


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

## Revision Matrix

### IP-EP-241 Incident Command Post

#### Revision 4

Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 3, step 4.1.4	None	4.1.4 Coordinate with the Emergency Director to ensure representatives are kept current on any security related issues;	No	No – The statement was added to this procedure due to the deletion of procedure IP-EP-250. ICP was replaced with Emergency Director to maintain the intent of ED informing representatives. This change does not change the intent of the procedure.
2.	Page 10 Step 2.4	C.	B.	Yes	No – letter typo. This change does not change the intent of the procedure.

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**CONTROLLED**

## Incident Command Post

Prepared by:

Rebecca A. Martin  
Print Name

Rebecca A. Martin  
Signature

1/11/18  
Date


Approval:

Frank J. Mitchell  
Print Name

Frank Mitchell  
Signature


1/12/18  
Date

Effective Date: January 24, 2018

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## 1.0 PURPOSE

To describe the activation and operation of the Incident Command Post (ICP) during declared emergencies in accordance with the Emergency Plan for Indian Point Energy Center.

### **NOTE:**

The primary ICP is located at the Buchanan Service Center building (EOF). The alternate ICP is located at the NY State Police (Cortlandt barracks), 1 Memorial Drive, Croton, New York. Depending on circumstances at the time, other alternate ICPs could be established on an ad hoc basis.

## 2.0 REFERENCES

Indian Point Energy Center Emergency Plan

## 3.0 DEFINITIONS

None

## 4.0 RESPONSIBILITIES

4.1 The Security-ICP Liaison is responsible for:

4.1.1 Ensuring adequate staffing of the ICP to support the emergency;

4.1.2 IF the event is security related which requires support from Operations and Radiation Protection, **NOTIFY** the Emergency Plant Manager (EPM) or Emergency Director and request the necessary support.

### **NOTE:**


The OPS ICP Liaison and RP ICP Liaison are assigned by the Primary or Alternative TSC/OSC.

4.1.3 Working with the Emergency Director to set priorities for the ICP staff;

4.1.4 Coordinate with the Emergency Director to ensure representatives are kept current on any security related issues;

4.1.5 Ensuring adequate outside resources are tasked to support the emergency;

4.1.6 Coordinating and controlling ingress of offsite responders such as fire, medical, and law enforcement support;

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4.1.7 Directing the activities of the ICP staff to support emergency response.

4.1.8 Support review of Press Releases

4.2 The ICP Staff is responsible for completing tasks as defined in their checklists and/or duties assigned by the Security-ICP Liaison.

## 5.0 DETAILS

5.1 The Security-ICP Liaison **SHALL** follow the instructions outlined in Attachment 9.1 or 9.2, "Security-ICP Liaison Checklist."

5.2 The Operations (OPS)-ICP Liaison **SHALL** follow the instructions outlined in Attachment 9.3 or 9.4, "Operations (OPS)-ICP Liaison Checklist."

5.3 The Rad Protection (RP)-ICP Liaison **SHALL** follow the instructions outlined in Attachment 9.5 or 9.6, "Rad Protection (RP)-ICP Liaison Checklist."

5.4 The IPEC Integrated Response Plan outlines ICP action for:

5.4.1 Primary and backup communications protocol with onsite and offsite Response Organizations

5.4.2 Relocation of the ICP

5.4.3 Activation of the ICP

5.4.4 General Response considerations

5.4.5 Resource Management

## 6.0 INTERFACES

6.1 IP-EP-230, "Operations Support Center"

6.2 IP-EP-240, "Security"

6.3 IP-1055, "Fire Emergency Response"


6.4 0-SEC-021, IPEC Integrated Response Plan

## 7.0 RECORDS

All logs, completed forms, and other records generated during an actual emergency **SHALL** be considered quality records and maintained for the life of the plant.


## 8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

None

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## 9.0 ATTACHMENTS

- 9.1 Security-ICP Liaison Checklist (Primary ICP)
- 9.2 Security-ICP Liaison Checklist (Alternate ICP)
- 9.3 Operations (OPS)-ICP Liaison Checklist (Primary ICP)
- 9.4 Operations (OPS)-ICP Liaison Checklist (Alternate ICP)
- 9.5 Rad Protection (RP)-ICP Liaison Checklist (Primary ICP)
- 9.6 Rad Protection (RP)-ICP Liaison Checklist (Alternate ICP)
- 9.7 Incident Command Post (Primary) Layout
- 9.8 Exposure Control Briefing Video QR Code


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**Attachment 9.1**  
**Security-ICP Liaison Checklist (Primary ICP)**  
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**1.0 Initial Responsibility/Activity**

**1.1 Assume the duties of the Security-ICP Liaison.**

- A. Sign in on the available sign-in sheet in the EOF.
- B. Synchronize your time with the EOF clock.
- C. IF the Incident Command Post (ICP) is not yet operational, THEN perform the following steps:
  - 1. Establish communications with the Emergency Director and notify him that the ICP has been activated.
  - 2. Perform a communications check with the TSC Security Coordinator; inform them you are the Security-ICP Liaison and how you can be contacted.
  - 3. IF the TSC Security Coordinator is not yet available, THEN perform a communications check with the Unit 2 Secondary Alarm Station (SAS) and the Unit 3 Central Alarm Station (CAS), inform them that you are the Security-ICP Liaison and how you can be contacted. Follow up with a communications check with the OSC Security Coordinator once he or she is onsite.
  - 4. Receive event status briefing from the Emergency Director.
  - 5. Review any Press Releases that have been distributed.
- D. IF relieving another Security-ICP Liaison, THEN perform the following steps:
  - 1. Review the previous Security-ICP Liaison Emergency Response Organization Log Sheet(s). (Form EP-10)
  - 2. Receive a briefing from the current Security-ICP Liaison.
  - 3. Do a formal turnover with the current Security-ICP Liaison.

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**Attachment 9.1**  
**Security-ICP Liaison Checklist (Primary ICP)**  
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E. Inform the Emergency Director that you are now filling the duties of the Security-ICP Liaison.

**2.0 Continuous Responsibilities/Activity**


**2.1 Establish and maintain communications with available local law enforcement authorities (LLEA) and other offsite resource representatives (Fire/EMS). Discuss and coordinate the following:**

- A. Number of responding members from each agency;
- B. Estimated time of arrival for support resources;
- C. Staging areas for equipment and personnel;
- D. Radiological or other hazards that could delay or impede the police/fire/EMS response;
- E. Dosimetry requirements for offsite resources arriving onsite;
- F. Support review of Press Releases generated from the Joint Information Center;
- G. Inform the Offsite Team Coordinator of any road impediments that could impede Offsite Monitoring Teams.

**2.2 Utilize the plant drawings/diagrams contained in the ICP Liaison kit to provide security insight to the Incident Commander.**


**2.3 Establish and maintain communications with the TSC Security Coordinator. Discuss and coordinate the following:**

- A. Arrival of offsite resources and their staging areas.
- B. Advise on the need for any offsite resources to enter the Protected Area or a Vital Area.

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**Attachment 9.1  
Security-ICP Liaison Checklist (Primary ICP)  
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- 2.4 IF advised by the Incident Commander, establish the ICP at a different location.**
- A. Ensure that the Emergency Director and the OSC Security Coordinator are notified as to the logistics of the new location.
  - B. When established in the new location, initiate contact with both of these parties.
- 3.0 Closeout Responsibility/Activity**
- 3.1 Review all documentation.**
- A. Verify that logs, forms, and other documentation are complete.
- 3.2 Provide all documentation to EOF Manager upon termination of the emergency and entry into the Recovery Phase.**

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**Attachment 9.2**  
**Security-ICP Liaison Checklist (Alternate ICP)**  
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**1.0    Initial Responsibility / Activity**

**1.1    Proceed to the location of the Alternate ICP:**

New York State Police (Cortlandt Barracks)  
1 Memorial Drive, Croton-On-Hudson, NY 10520  
Tel: (914) 737-7171

- 1.2    Contact the Incident Commander and introduce yourself as the IPEC Security-ICP Liaison.**
- 1.3    Request the Incident Commander for introductions to key ICP Command Personnel.**
- 1.4    Obtain the ICP Liaison kit ("Go Bag") from the communications room.**
- 1.5    Utilize the Log Book in your ICP Liaison kit to document significant actions performed and relevant communications.**
- 1.6    Initiate and maintain communication with the CAS/SAS via cell phone, satellite phone or landline. If using the cell phone headset, be careful to select the headset that is already synchronized to that cell phone number.**
- 1.7    Establish communications with the Emergency Director and notify him that the ICP has been activated.**
- 1.8    Perform a communications check with the TSC Security; inform them you are the Security-ICP Liaison and how you can be contacted.**
- 1.9    If requested to establish an open line of communications with multiple groups utilize the Bridge line- xxx-xxx-xxxx in the ETD.**
- 1.10   Utilize the laptop computer as necessary to access site information or make WebEOC entries.**

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**Attachment 9.2  
Security-ICP Liaison Checklist (Alternate ICP)  
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- 1.11 Obtain and wear dosimetry from the ICP Liaison kit. Make sure you know which DLR (by number) is assigned to you so any dose associated with this DLR can be assigned to you after it is read by the dosimetry department.**

**2.0 Continuous Responsibilities / Activity**

**2.1 Monitor ICP Activities:**

A. Priorities for mitigation hazards in relation to safe shutdown priorities.

**2.2. Participate in the ICP Briefings and present new information when it becomes available. Briefings should include:**

A. Provide simplified explanations clarifications to ICP personnel of technical details. Information should be tailored for a broad range of disciplines. Acronyms and technical terminology should be avoided.

B. Utilize the plant drawing/diagrams contained in the ICP Liaison kit to provide security insight to the Incident Commander.

C. Provide known hazards, chemicals, high pressure steam leaks, and electrical hazards, potential for explosions.

D. Provide strategies for entering the station if hazards exist.

**2.3 Provide station priorities as it applies to the assistance needed from the ICP. Assistance may include:**


A. Coordination of search and rescue teams for multiple casualties.

B. Movement of Plant Operators

**2.4 General assistance that may be needed at throughout the ICP may include:**

A. Interpretation of information.

B. Clarification of station information.

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**Attachment 9.2**  
**Security-ICP Liaison Checklist (Alternate ICP)**  
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**2.5 Prioritization of station support from the perspective of:**


- A. Mitigation of existing hazards;
- B. Sector clearing;
- C. Personnel accountability;
- D. Coordination of Law Enforcement activities;
- E. Coordination of staffing of the Emergency Response facilities;
- F. Fire/EMS.

**3.0 Closeout Responsibilities / Activity**

**3.1 When released by the Incident Commander at the end of the event, perform the following:**

- A. Collect all pertinent documentation;
- B. Participate in the After Action Reviews or critiques held at the ICP;
- C. Return to the Alternative TSC/OSC and turn in all documentation to the EPM.

**3.2 Return the Security Liaison kit to the storage location, inventory contents and restore supplies as necessary.**

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**Attachment 9.3**  
**Operations (OPS)-ICP Liaison Checklist (Primary ICP)**  
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**1.0 Initial Responsibility/Activity**


**1.1 Assume the duties of the Operations (OPS)-ICP Liaison.**

- A. Sign in on the available sign-in sheet in the EOF.
- B. Synchronize your time with the EOF clock.
- C. IF the Incident Command Post (ICP) is not yet operational, THEN perform the following steps:
  - 1. Establish and maintain communications with the Control Room and inform them that the ICP has been activated.
  - 2. Establish communications with the Emergency Director and notify him that the ICP has been activated.
  - 3. Receive event status briefing from the Emergency Director.
  - 4. Review any Press Releases that have been distributed.
- D. IF relieving another Operations (OPS)-ICP Liaison, THEN perform the following steps:
  - 1. Review the previous Operations (OPS)-ICP Liaison Emergency Response Organization Log Sheet(s). (Form EP-10)
  - 2. Receive a briefing from the current Operations (OPS)-ICP Liaison.
  - 3. Do a formal turnover with the current Operations (OPS)-ICP Liaison.
- E. Inform the Emergency Director that you are now filling the duties of the Operations (OPS)-ICP Liaison.

**2.0 Continuous Responsibilities / Activity**

**2.1 Monitor ICP Activities:**

- A. Method of entry (tactical or otherwise) to the station;

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**Attachment 9.3**  
**Operations (OPS)-ICP Liaison Checklist (Primary ICP)**  
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B. Priorities for mitigation hazards in relation to safe shutdown priorities

**2.2 Participate in the ICP Briefings and present new information when it becomes available. Briefings should include:**

- A. Provide simplified explanations clarifications to ICP personnel of technical details. Information should be tailored for a broad range of disciplines. Acronyms and technical terminology should be avoided.
- B. Utilize the plant drawing/diagrams contained in the ICP Liaison kit to provide operation insight.
- C. Provide known hazards, chemicals, high pressure steam leaks, electrical hazards and potential for explosions.
- D. Provide strategies for entering the station if hazards exist.

**2.3 Provide station priorities as it applies to the assistance needed from the ICP. Assistance may include:**


- A. Obtaining needed equipment including emergency diesel generators.
- B. Obtaining needed supplies including diesel fuel.
- C. Coordination of fire fighters to extinguish on-going fires.
- D. Coordination of search and rescue teams for multiple casualties.

**2.4 General assistance that may be needed at throughout the ICP may include:**

- A. Interpretation of information.
- B. Clarification of station information.

**2.5 Prioritization of station support from the perspective of:**

- A. Keep fuel bundles covered;
- B. Keep fuel bundles cooled;

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**Attachment 9.3**  
**Operations (OPS)-ICP Liaison Checklist (Primary ICP)**  
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- C. Stopping any radiation releases;
- D. Ensure availability of electrical power;
- E. Protective Action Recommendations;
- F. Personnel accountability;
- G. Mitigation of existing hazards.

**3.0 Closeout Responsibility/Activity**

**3.1 Review all documentation.**

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

**3.2 Provide all documentation to EOF Manager upon termination of the emergency and entry into the Recovery Phase.**

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**Attachment 9.4**  
**Operations (OPS)-ICP Liaison Checklist (Alternate ICP)**  
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**1.0 Initial Responsibility / Activity**

**1.1 Upon arrival at the ICP:**

- A. Present IPEC badge and Driver's License upon request.
- B. Sign in with the reception officer and obtain ICP badge (if utilized).
- C. Obtain the ICP Liaison kit ("Go Bag") from the communications room.
- D. Synchronize the ICP clock with the CCR and/or AEOF (EOF).

**1.2 Contact the Incident Commander and introduce yourself as the IPEC OPS Liaison.**

**1.3 Request the Incident Commander for introductions to key ICP Command Personnel.**

**1.4 Utilize the Log Book in your ICP Liaison kit to document significant actions performed and relevant communications.**

**1.5 Initiate and maintain communication with the Control Room via cell phone, satellite phone or landline. If using the cell phone headset, be careful to select the headset that is already synchronized to that cell phone number.**

**1.6 If requested to establish an open line of communications with multiple groups utilize the Bridge line- xxx-xxx-xxxx in the ETD.**


**1.7 Utilize the laptop computer as necessary to access site information.**

**1.8 Obtain and wear dosimetry from the ICP Liaison kit. Make sure you know which DLR (by number) is assigned to you so any dose associated with this DLR can be assigned to you after it is read by the dosimetry department.**

**2.0 Continuous Responsibilities / Activity**

**2.1 Monitor ICP Activities:**

- A. Method of entry (tactical or otherwise) to the station;

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**Attachment 9.4  
Operations (OPS)-ICP Liaison Checklist (Alternate ICP)  
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B. Priorities for mitigation hazards in relation to safe shutdown priorities.

**2.2 Participate in the ICP Briefings and present new information when it becomes available. Briefings should include:**

- A. Provide simplified explanations clarifications to ICP personnel of technical details. Information should be tailored for a broad range of disciplines. Acronyms and technical terminology should be avoided.
- B. Utilize the plant drawing/diagrams contained in the ICP Liaison kit to provide operations insight.
- C. Provide known hazards, chemicals, high pressure steam leaks, electrical hazards, and potential for explosions.
- D. Provide strategies for entering the station if hazards exist.

**2.3 Provide station priorities as it applies to the assistance needed from the ICP. Assistance may include:**


- A. Obtaining needed equipment including emergency diesel generators;
- B. Obtaining needed supplies including diesel fuel;
- C. Coordination of fire fighters to extinguish on-going fires;
- D. Coordination of search and rescue teams for multiple casualties.

**2.4 General assistance that may be needed at throughout the ICP may include:**

- A. Interpretation of information;
- B. Clarification of station information.

**2.5 Prioritization of station support from the perspective of:**

- A. Keep fuel bundles covered;
- B. Keep fuel bundles cooled;


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**Attachment 9.4**  
**Operations (OPS)-ICP Liaison Checklist (Alternate ICP)**  
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- C. Stopping any radiation releases;
- D. Ensure availability of electrical power;
- E. Protective Action Recommendations;
- F. Personnel accountability;
- G. Mitigation of existing hazards.

**3.0 Closeout Responsibilities / Activity**

- 3.1 When released by the Incident Commander at the end of the event, perform the following:**
- A. Collect all pertinent documentation.
  - B. Participate in the After Action Reviews or critiques held at the ICP.
  - C. Return to the Alternative TSC/OSC and turn in all documentation to EPM.
  - D. Return the OPS Liaison kit to the storage location, inventory contents and restore supplies as necessary.


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**Attachment 9.5**  
**Radiation Protection (RP)-ICP Liaison Checklist (Primary ICP)**  
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**1.0 Initial Responsibility/Activity**

**1.1 Assume the duties of the Radiation Protection (RP)-ICP Liaison**

- A. Sign in on the available sign-in sheet in the EOF.
- B. Synchronize your time with the EOF clock.
- C. IF the Incident Command Post (ICP) is not yet operational, THEN perform the following steps:
  1. Establish communications with the Emergency Director and notify him that the ICP has been activated.
  2. Establish communications with the HP Watch in the Control Room and notify them that the ICP has been activated.
  3. Receive event status briefing from the Emergency Director.
  4. Review any Press Releases that have been distributed.
- D. IF relieving another Radiation Protection (RP)-ICP Liaison, THEN perform the following steps:
  1. Review the previous Radiation Protection (RP)-ICP Emergency Response Organization Log Sheet(s). (Form EP-10)
  2. Receive a briefing from the current Radiation Protection (RP)-ICP Liaison.
  3. Do a formal turnover with the current Radiation Protection (RP)-ICP Liaison.
- E. Inform the Emergency Director that you are now filling the duties of the Radiation Protection (RP)-ICP Liaison.

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**Attachment 9.5**  
**Radiation Protection (RP)-ICP Liaison Checklist (Primary ICP)**  
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**2.0    Continuous Responsibilities/Activity**

**2.1    Monitor ICP Activities:**

A. Priorities for mitigation hazards in relation to safe shutdown priorities

**2.2    Participate in the ICP Briefings and present new information when it becomes available. Briefings should include:**

A. Provide simplified explanations clarifications to ICP personnel of technical details. Information should be tailored for a broad range of disciplines. Acronyms and technical terminology should be avoided.

B. Utilize the plant drawing/diagrams contained in the ICP Liaison kit to provide radiological insight.

C. Provide known hazards, chemicals, high pressure steam leaks, electrical hazards, and potential for explosions.

D. Provide strategies for entering the station if hazards exist.

**2.3    Utilize the "just-in-time" Exposure Control Video (also accessible via the QR code in Attachment 9.8) and assist the ICP with radiological briefings of non-radworker trained personnel if requested.**

**2.4    Provide station priorities as it applies to the assistance needed from the ICP. Assistance may include:**


A. Coordination of search and rescue teams for multiple causalities.

B. Provide status of radiological conditions as related to offsite releases.

C. Status of contamination level that impact offsite responders.

D. Relocation of non-essential personnel.

E. Coordination of Field Team movement with ICP and AEOF (EOF).

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**Attachment 9.5**  
**Radiation Protection (RP)-ICP Liaison Checklist (Primary ICP)**  
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**2.5 General assistance that may be needed at throughout the ICP may include:**

- A. Interpretation of information.
- B. Clarification of station information.

**2.6 Prioritization of station support from the perspective of:**


- A. Mitigation of existing hazards.
- B. Sector clearing.

**3.0 Closeout Responsibility/Activity**

**3.1 Review all documentation.**

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

**3.2 Provide all documentation to EOF Manager upon termination of the emergency and entry into the Recovery Phase.**

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**Attachment 9.6  
Radiation Protection (RP)-ICP Liaison Checklist (Alternate ICP)  
Page 1 of 3**

**1.0    Initial Responsibility / Activity**

**1.1    Upon arrival at the ICP:**

- A. Present IPEC badge and Driver's License upon request.
- B. Sign in with the reception officer and obtain ICP badge (if utilized).
- C. Obtain the ICP Liaison ("Go Bag") kit from the communications room.

**1.2    Contact the Incident Commander and introduce yourself as the IPEC RP - ICP Liaison.**

**1.3    Request the Incident Commander for introductions to key ICP Command Personnel.**

**1.4    Utilize the Log Book in your ICP Liaison kit to document significant actions performed and relevant communications.**

**1.5    Initiate communication with the Control Room via cell phone, satellite phone or landline. If using the cell phone headset, be careful to select the headset that is already synchronized to that cell phone number.**


**1.6    If requested to establish an open line of communications with multiple groups utilize the Bridge line- xxx-xxx-xxxx in the ETD.**

**1.7    Utilize the laptop computer as necessary to access site information.**

**1.8    Obtain and wear dosimetry from the ICP Liaison kit. Make sure you know which DLR (by number) is assigned to you so any dose associated with this DLR can be assigned to you after it is read by the dosimetry department.**

**1.9    Perform radiological surveys as necessary in the ICP for the unfolding events. If radiation readings are above background, ensure you report this information to the AEOF (EOF).**

**1.10    When authorized by the Alt. TSC/OSC (TSC/OSC) brief IPEC Liaisons only on the use of KI and issue KI to all IPEC Liaisons.**

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**Attachment 9.6**  
**Radiation Protection (RP)-ICP Liaison Checklist (Alternate ICP)**  
Page 2 of 3

**2.0 Continuous Responsibility / Activity**

**2.1 Monitor ICP Activities:**

A. Priorities for mitigation hazards in relation to safe shutdown priorities.

**2.2 Participate in the ICP Briefings and present new information when it becomes available. Briefings should include:**

A. Provide simplified explanations clarifications to ICP personnel of technical details. Information should be tailored for a broad range of disciplines. Acronyms and technical terminology should be avoided.

B. Utilize the plant drawing/diagrams contained in the ICP Liaison kit to provide radiological insight.

C. Provide known hazards, chemicals, high pressure steam leaks, electrical hazards and potential for explosions.

D. Provide strategies for entering the station if hazards exist.

**2.3 Utilize the "just-in-time" Exposure Control Video (also accessible via the QR code in Attachment 9.8) and assist the ICP with radiological briefings of non-radworker trained personnel if requested.**

**2.4 Provide station priorities as it applies to the assistance needed from the ICP. Assistance may include:**


A. Coordination of search and rescue teams for multiple causalities;

B. Provide status of radiological conditions as related to offsite releases;

C. Status of contamination level that impact offsite responders;

D. Relocation of non-essential personnel;

E. Coordination of Field Team movement with ICP and AEOF (EOF).

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**Attachment 9.6**  
**Radiation Protection (RP)-ICP Liaison Checklist (Alternate ICP)**  
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**2.5 General assistance that may be needed at throughout the ICP may include:**

- A. Interpretation of information;
- B. Clarification of station information.

**2.6 Prioritization of station support from the perspective of:**

- A. Mitigation of existing hazards;
- B. Sector clearing.

**3.0 Closeout Responsibility / Activity**

**3.1 When released by the Incident Commander at the end of the event, perform the following:**

- A. Collect all pertinent documentation.
- B. Participate in the After Action Reviews or critiques held at the ICP.
- C. Return to the Alternative TSC/OSC and turn in all documentation to the EPM.
- D. Return the Rad Protection Liaison kit to the storage location, inventory contents and restore supplies as necessary.



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IMPLEMENTING  
PROCEDURES**

**NON-QUALITY RELATED  
PROCEDURE**

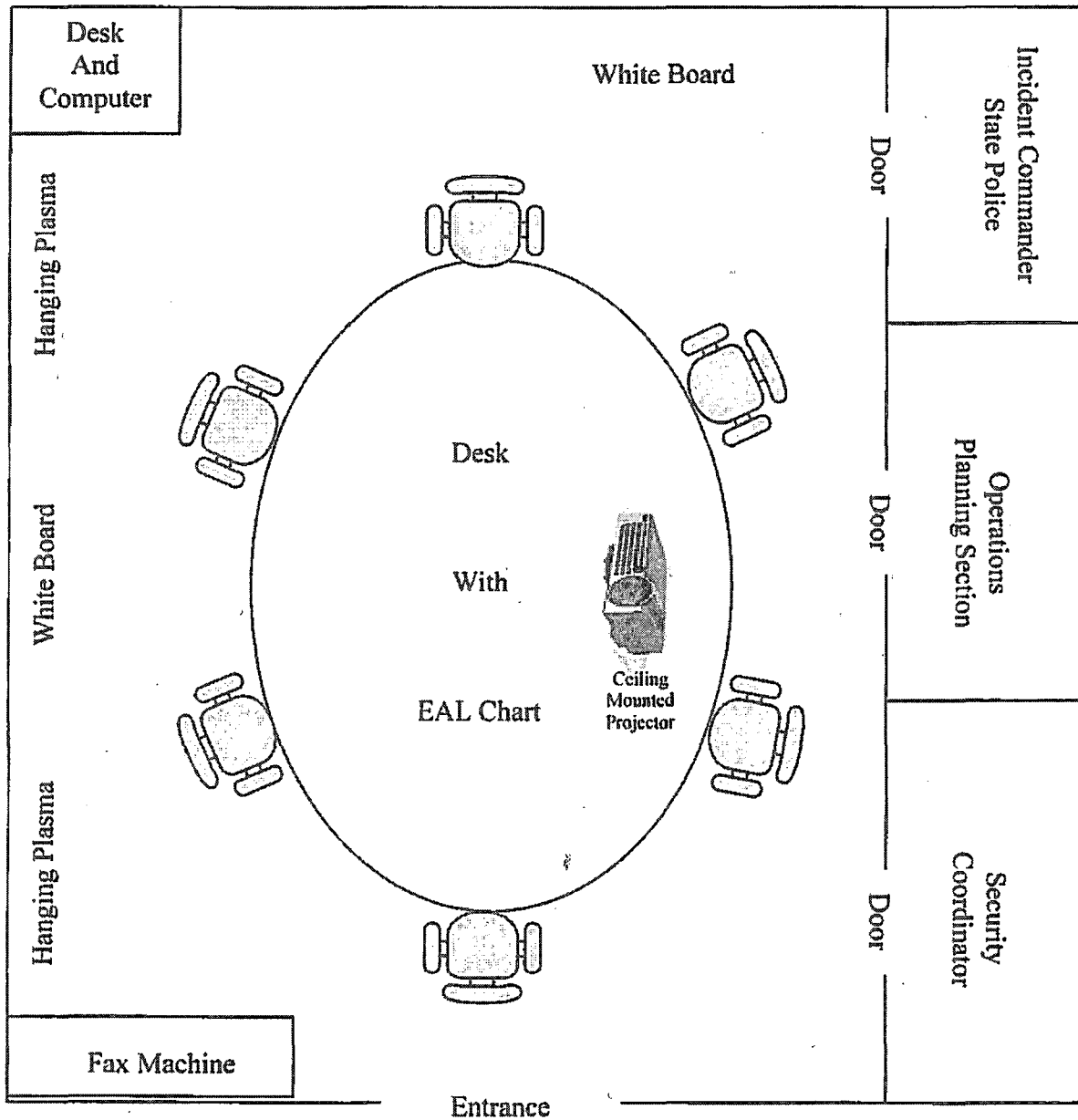
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**Attachment 9.7  
Incident Command Post (Primary) Layout – Security Briefing Room  
Sheet 1 of 2**





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IMPLEMENTING  
PROCEDURES

NON-QUALITY RELATED  
PROCEDURE

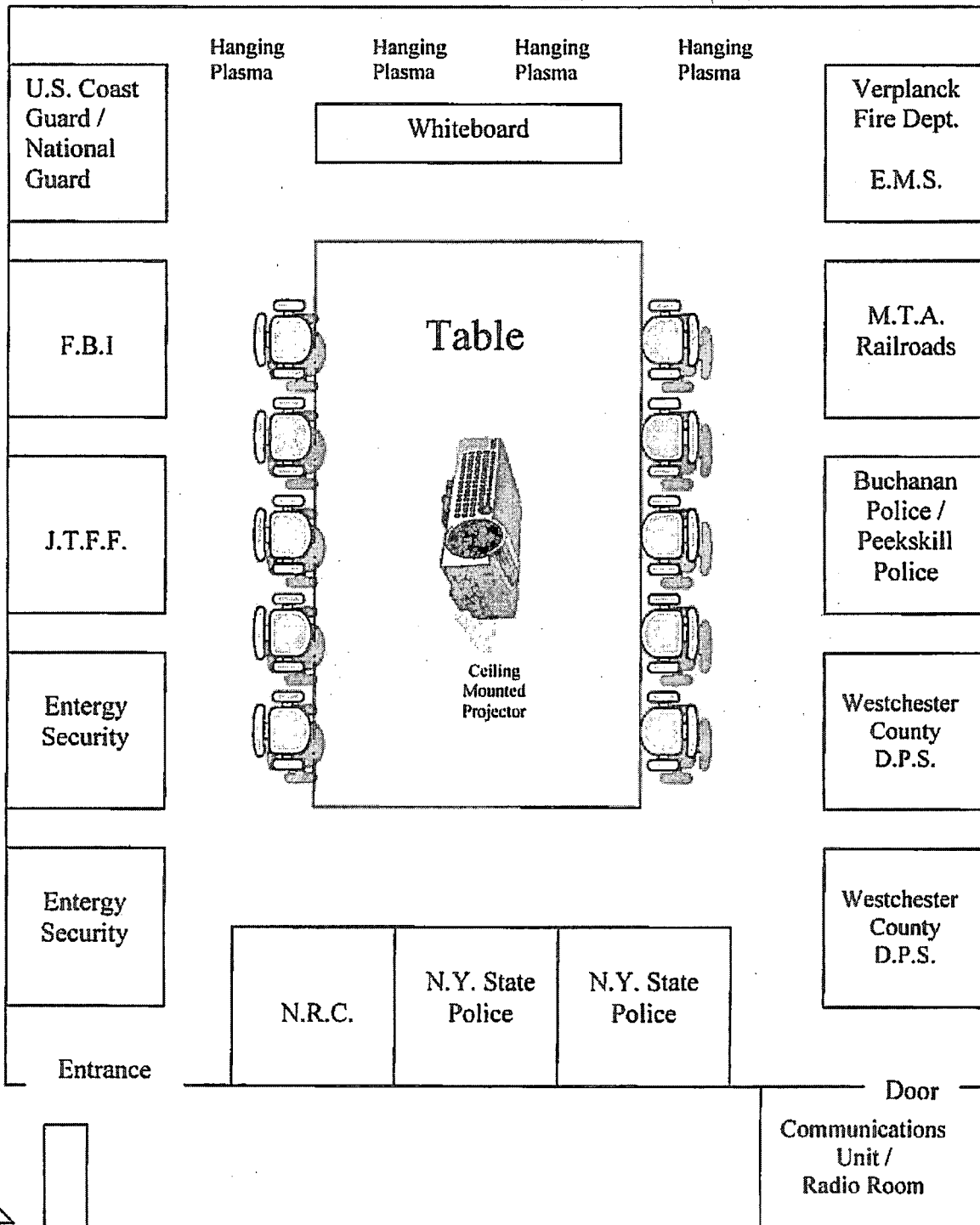
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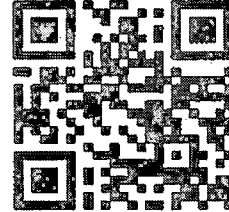
Attachment 9.7  
Incident Command (Primary) Post Layout – Main Room  
Sheet 2 of 2



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**Attachment 9.8**  
**Exposure Control Briefing Video**  
**Page 1 of 1**

To View the Emergency Worker  
 Exposure Control Briefing Video  
 Scan the QR Code with a Mobile  
 Device



# IPEC EMERGENCY PLAN DISTRIBUTION LIST

Page 1 of 2

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