

PRAIRIE ISLAND NUCLEAR GENERATING PLANT NORTHERN STATES POWER COMPANY	EMERGENCY PLAN IMPLEMENTING PROCEDURES
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PRAIRIE ISLAND NUCLEAR GENERATING PLANT NORTHERN STATES POWER COMPANY	EMERGENCY PLAN IMPLEMENTING PROCEDURES
	Number: F3-4 Rev: 3
Reviewed By: <i>D.A. Schuelke</i> Supt. Rad Protection	Retention Time: History Copy 5 Years
Approved By: <i>E. Wall</i> Plant Manager OC#: 546	TITLE: RESPONSIBILITIES DURING AN ALERT, SITE AREA OR GENERAL EMERGENCY

1.0 PURPOSE

The purpose of this instruction is to delineate the responsibilities of various emergency organization personnel and onsite organizations required to respond to an Alert, a Site Area Emergency or a General Emergency.

2.0 SUMMARY

A graded scale of response is provided for the different classes of emergencies, each requiring a specific response by emergency organization personnel for the protection of the public health and safety.

2.1 Alert

A. Definition

The Alert Conditions are events which are in progress or have occurred which involve actual or potential substantial degradation of the level of safety of the plant.

Some releases of radioactive material to offsite areas are probable. Hence there is some necessity for emergency planning and response by offsite agencies. Any radioactive release will be limited to a small fraction of the EPA Protective Action Guideline exposure levels.

B. Purpose of Alert Class

The purpose of the Alert Emergency classification is to (1) assure that emergency personnel are readily available to respond if the situation becomes more serious or to perform confirmatory radiation monitoring, if required; (2) provide offsite authorities current status information.

C. Plant Actions and Responsibilities:

1. Promptly inform State and/or local authorities of Alert status and reason for Alert as soon as discovered.
2. Augment resources by activating onsite Technical Support Center, onsite Operational Support Center and Near-Site Emergency Operations Facility (EOF).
3. Assess and respond to the Alert condition.
4. Dispatch onsite or offsite survey teams and associated communications (if needed).
5. Provide periodic plant status updates to offsite authorities.
6. Provide periodic meteorological assessments to offsite authorities and, if any releases are occurring, dose estimates for actual releases.
7. Close out by verbal summary to offsite authorities.

or

8. Escalate to a more severe class.

D. State and/or Local Offsite Authority Actions:

1. Provide fire or security assistance, if required.
2. Augment resources by activating Emergency Operating Centers and EBS to standby status.
3. Alert to standby status key emergency personnel including monitoring teams and associated communications.
4. Provide confirmatory offsite radiation monitoring and ingestion pathway dose projections if actual releases substantially exceed technical specification limits.
5. Maintain alert status until verbal closeout.

or

6. Escalate to a more severe class.

2.2 Site Area Emergency

A. Definition

The Site Area Emergency describes events which are in progress or have occurred which involve actual or likely major failures of plant functions needed for protection of the public.

Significant offsite releases are likely to occur or are occurring but where a core melt situation is not expected although severe fuel damage may have occurred.

Any radioactive releases are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.

B. Purpose of Site Area Emergency Class

The purpose of the Site Area Emergency classification is to (1) assure that response centers are manned; (2) assure that monitoring teams are dispatched; (3) assure that personnel required for evacuation of Near-Site areas are at duty stations if the situation becomes more serious; (4) provide current information for and consultation with offsite authorities, and (5) provide updates for the public through offsite authorities.

C. Plant Actions and Responsibilities:

1. Promptly inform State and/or local offsite authorities of Site Area Emergency status and reason for emergency as soon as discovered.
2. Augment resources by activating onsite Technical Support Center, onsite Operational Support Center and the Near-Site Emergency Operations Facility (EOF).
3. Assess and respond to the Site Area Emergency.
4. Dispatch onsite and offsite survey teams and associated communications (if needed).
5. Provide a dedicated individual for plant status updates to offsite authorities.
6. Make senior technical and management staff onsite available for consultation with NRC and State on a periodic basis.
7. Provide meteorological and dose estimates to offsite authorities for actual releases via a dedicated individual.

8. Provide release and dose projections based on available plant condition information and foreseeable contingencies.
9. Close out or recommend reduction in emergency class by contacting offsite authorities.

or

10. Escalate to General Emergency class.

D. State and/or Local Offsite Authority Action:

1. Provide any assistance requested.
2. If sheltering near the site is desirable, activate the Public Notification System within at least 2 miles of the plant.
3. Provide public within at least 10 miles, periodic updates on emergency status.
4. Augment resources by activating Emergency Operating Centers and EBS to standby status.
5. Dispatch key emergency personnel including monitoring teams and associated communications.
6. Alert to standby status other emergency personnel (e.g., those needed for evacuation) and dispatch personnel to Near-Site duty stations.
7. Provide offsite monitoring results to licensee and others and jointly assess them.
8. Continuously assess information from licensee and offsite monitoring with regard to changes to protective actions already initiated for public and mobilizing evacuation resources.
9. Recommend placing milk animals within 2 miles on stored feed and assess need to extend distance.
10. Provide press briefings, perhaps with licensee.
11. Maintain Site Area Emergency status until closeout or reduction of emergency class.

or

12. Escalate to General Emergency class.

2.3 General Emergency

A. Definition

The General Emergency describes events in progress or which have occurred which involve actual or imminent substantial core degradation or melting with the potential for loss of containment integrity. Radioactive releases can be reasonably expected to exceed the EPA Protective Action Guideline exposure levels offsite for more than the immediate site area, hence, Protective Actions may have to be taken for protection of the general public.

B. Purpose of General Emergency Class

The purpose of the General Emergency classification is to (1) initiate predetermined protective actions for the public; (2) provide continuous assessment of information from licensee and offsite measurements; (3) initiate additional measures as indicated by actual or potential releases; (4) provide current information for the public and consultation with offsite authorities, and (5) provide updates for the public through offsite authorities.

C. Plant Actions and Responsibilities

1. Promptly inform state and local offsite authorities of General Emergency status and reason for emergency as soon as discovered.
2. Augment resources by activating onsite Technical Support Center, onsite Operational Support Center and Near-Site Emergency Operations Facility (EOF).
3. Assess and respond to General Emergency.
4. Dispatch onsite and offsite survey teams and associated communications.
5. Provide a dedicated individual for plant status updates to offsite authorities.
6. Make senior technical and management staff onsite available for consultation with NRC and State on a periodic basis.

7. Provide meteorological and dose estimates to offsite authorities for actual releases via a dedicated individual.
8. Provide release and dose projections based on available plant condition information and foreseeable contingencies.
9. Close out or recommend reduction of emergency class by briefing of offsite authorities at EOC by phone.

D. State and/or Local Offsite Authority Actions

1. Provide any assistance requested.
2. Activate immediate public notification of emergency status and provide public periodic updates.
3. Recommend sheltering for 2 mile radius and 5 miles downwind and assess need to extend distances. Consider advisability of evacuation (projected time available vs estimated evacuation times).
4. Augment resources by activating Near-Site EOC and any other primary response centers.
5. Dispatch key emergency personnel including monitoring teams and associated communications.
6. Dispatch other emergency personnel to duty stations within 5 mile radius and alert all others to standby status.
7. Provide offsite monitoring results to licensee and others and jointly assess these.
8. Continuously assess information from licensee and offsite monitoring with regard to changes to protective actions already initiated for public and mobilizing evacuation resources.
9. Recommend placing milk animals within 10 miles on stored feed and assess need to extend distance.
10. Provide press briefings, perhaps with licensee.
11. Maintain General Emergency status until closeout or reduction of emergency class.

3.0 PRECAUTIONS

- (1) All personnel shall stay clear of any areas as announced over the public address system.
- (2) All personnel shall refrain from using the public address system or telephone system during an emergency.
- (3) When the evacuation alarm is sounded, listen for instructions over the public address system before evacuating.
- (4) Anyone working in a contaminated area when the evacuation alarm sounds should remove as much protective clothing as time permits, especially gloves, booties or rubbers. If wearing a double suit, removal of outside clothing would only be necessary. Proceed to the designated assembly area. If unable to remove all protective clothing, inform personnel in charge at the assembly area of your condition.

NOTE: When the evacuation alarm sounds during a DRILL, remove ALL protective clothing prior to evacuating.

- (5) When exiting the Protected Area via the Guard House, proceed through the portal monitor quickly. Step through without stopping. All I.D. cards (badges) shall be collected and checked out by the Guard Force, so an early printout of all personnel within the Protected Area can be obtained.
- (6) Everyone shall remain at assembly area for monitoring and accountability checks until released by the Emergency Director or directed for reassignment for duty within the plant. Follow instructions from the Assembly Point Coordinator. When departing the site property, obey all instructions from traffic control personnel.

4.0 APPLICABILITY

This instruction shall apply to all plant personnel.

5.0 ORGANIZATIONAL CONTROL

- 5.1 Overall Responsibility - Emergency Director
- 5.2 In-Charge, Control Room - Shift Supervisor

Technical Support Center - TSC Coordinator

Operational Support Center - OSC Coordinator

Assembly Point - Assembly Point Coordinator

- 5.3 Assistance, Control Room - Control Room Operators
- Shift Technical Advisor
 - Supt Operations
- TSC - Operations Committee
- Shift Emergency Communicator
 - Radiological Emergency Coordinator
 - Engineering support as needed (i.e., systems experts)
- OSC - Extra Operators
- Rad Survey Teams
 - Maintenance Supervisors
 - I & C Supv & Coordinators
 - Chief Station Electrician and Alternates
 - Additional Support as needed

6.0 RESPONSIBILITIES

6.1 Shift Supervisor of the affected unit.

- (1) Proceed to the Control Room (if not already there)

NOTE: The Shift Supervisor of the affected unit shall remain in the Control Room at all times during accident conditions until properly relieved.

- (2) Implement the appropriate Emergency Operating Procedures and respond to the emergency condition with the objective of returning the plant to a normal safe condition (or cold shutdown, if determined to be necessary).
- (3) Monitor plant conditions to determine when the threat to plant safety has passed. Be prepared to escalate to a more severe emergency class, if required.
- (4) Coordinate, with the Emergency Director, all plant operations which may impact on radioactivity releases.

6.2 Shift Supervisor of the unaffected unit:

- (1) Assume the position as Emergency Director.
- (2) Start the duties and responsibilities as assigned to the Emergency Director. Use Attachment A, Emergency Director's Checklist.
- (3) When the designated Emergency Director arrives onsite, update him on the current plant status and formally transfer the Emergency Director responsibilities over to that individual.
- (4) Assist the Shift Supervisor of the affected unit, as required in section 6.1.

6.2 Emergency Director

- (1) Assume the role as Emergency Director. Use Attachment A, Emergency Director's Checklist.
- (2) Determine the plant status. Report to the Control Room and become familiarized with the situation and sequence of events preceeding and propagating the Emergency Condition.
- (3) Announce, or ensure that the following message is announced over the public address system:

ATTENTION ALL PLANT PERSONNEL:

A (N) (pick correct class):

ALERT, or
SITE AREA EMERGENCY, or
GENERAL EMERGENCY

HAS BEEN DECLARED.

ALL MEMBERS OF THE ONSITE EMERGENCY ORGANIZATION REPORT
TO YOUR EMERGENCY DUTY STATIONS. ALL OTHER PERSONNEL
STANDBY FOR FURTHER INSTRUCTIONS.

NOTE: A plant evacuation will normally be initiated during an Alert, a Site Area Emergency, or a General Emergency, however, the Emergency Director must consider special conditions, (e.g., high winds or tornado) where an evacuation is not feasible or when the on-site assembly point is not habitable. See procedure F3-9, "Emergency Evacuation", for specific evacuation criteria.

- (4) Contact the STA and SEC (if not already done so), and have them report to the Control Room immediately.

STA	pager #	STA House
SEC	pager #	SEC House

- (5) Assist the SEC in completing the Notification Report Form, Figure 1, F3-5.
- (6) Designate the SEC to complete the notification of state, local, and NSP personnel, in accordance with F3-5, "Emergency Notifications".

NOTE: State and local authorities shall be notified within 15 minutes of the declaration of the emergency class.

- (7) Direct the SEC to activate the onsite emergency organization, in accordance with F3-5, "Emergency Notifications", and to notify any other appropriate plant personnel, as deemed necessary.
- (8) Notify any other offsite support agencies required to provide assistance to respond to the emergency condition, e.g., local support services, such as fire fighting, ambulance, hospital, etc.

NOTE: These contacts should be coordinated with the SEC and the Control Room to ensure that the contacts required are made in a timely manner.

- (9) Direct the Shift RPS to perform the appropriate sampling and analysis as necessary, e.g., primary system, containment air, steam generator liquid, shield building stack, etc.
- (10) Direct the RPS and/or operator to conduct onsite and in-plant radiation surveys, as necessary.
- (11) If the first notification of an emergency is a General Emergency, call the County Sheriff and make the initial Protective Action recommendation:
 - (a) Recommend activation of the public notification system, and
 - (b) Recommend sheltering of the public within a two mile radius of the plant.
- (12) Ensure that the NRC has been notified.

NOTE: Notification of the NRC via the ENS required within 1 hour.

- (13) During plant evacuations, direct the evacuation of all non-essential personnel from the plant site to the designated assembly point (per F3-9).
 - (a) Normally the Construction Office Building will be the designated assembly point. However, the Screenhouse can be used if conditions make the Construction Office Building uninhabitable.
 - (b) Direct the Security Force to warn all personnel within the Owner Controlled Area and outside the Protected Area.
- (14) Account for all personnel (Plant personnel, visitors and construction personnel) onsite, within 30 minutes following the evacuation. (This responsibility may be delegated). See Procedure F3-9.

- (15) Determine if the assembly point and guardhouse are safe and watch for changing conditions which would require further evacuation.
- (16) Complete a turnover of Emergency Director responsibilities from the Shift Supervisor of the unaffected unit to the designated Emergency Director when that individual arrives onsite. The Shift Supervisor of the unaffected unit shall continue with the Emergency Responsibilities until a formal turnover occurs.
- (17) During plant evacuations, direct monitoring of all personnel for contamination (adequate instrumentation is available at both assembly points for this task).
- (18) Direct the activation of the Technical Support Center and Operational Support Center per procedure F3-6, and F3-7.
- (19) Verify that communications have been established between all the onsite emergency operating centers.
- (20) If necessary, based on plant conditions, initiate monitoring of onsite and offsite areas. This responsibility may be delegated to the Radiation Protection Group.
- (21) If offsite releases may or are occurring, direct the calculation of projected offsite dose rates. This responsibility may be delegated to the Radiological Emergency Coordinator.
- (22) Make appropriate protection action recommendations to the offsite authorities. (See F3-8, "Recommendations for Offsite Protection Actions".
- (23) Continue to provide periodic updates (approximately every half-hour) to the State EOC's (Wisc. and Minn.) which were activated by the initial notification.

<p>NOTE: When the EOF is activated, communications with the offsite authorities will be transferred to the EOF.</p>

- (24) Authorize overexposures in accordance with F3-12, "Emergency Exposure Control".

- (25) Direct operations at the assembly point via the Assembly Point Coordinator and arrange for any assistance required at the assembly area.
- (26) If conditions indicate that further system degradation has occurred, escalate to a more severe emergency classification and direct the notification of all offsite agencies and personnel of such action, per F3-5. Announce, or have announced, the re-classification and escalation to a higher emergency classification, over the public address system.
- (27) As conditions permit, terminate the emergency condition or downgrade the emergency classification to a lower classification. Direct the notification of all offsite agencies and personnel, per F3-5. Announce or have announced the downgrading or termination of the emergency condition over the public address system.
- (28) When the Near-Site EOF has been activated, the Emergency Manager will inform the Emergency Director. The Emergency Director will then transfer control of all offsite activities over to the Emergency Manager.
- (29) Coordinate with all group Superintendents to insure that plant manpower requirements for all subsequent workshifts are determined and that the necessary personnel are scheduled.
- (30) When the emergency condition is terminated, ensure that all offsite and onsite personnel are notified of the termination of the emergency condition and initiation of recovery operations.

6.3 Operations Group

- (1) Utilize applicable operations manual procedure to respond to the Emergency Condition as appropriate, with the objective of returning the plant to a normal safe status (or cold shutdown, if necessary).
- (2) Assist the Shift Supervisor as requested.
- (3) Announce the location and nature of the Emergency over the public address system. Sound the evacuation alarm and direct all non-essential personnel to evacuate to the designated assembly point. Direct all personnel to remain clear of the affected area (if applicable).
- (4) Assist in the activation of onsite emergency centers and organization.

- (5) Assist individual performing the personnel accountability check as necessary.
- (6) Continuously monitor the Control Room instrumentation, radiation monitors, or any other developments which could be indicative of further system degradation. Inform the Shift Supervisor immediately of any changes in plant status.
- (7) Operators shall remain at their watch stations and perform required operations. If necessary, they will be given instructions for evacuation and/or the use of protective clothing and respiratory protection.

<p>NOTE: If High Radiation levels exist in the Auxiliary Building/Turbine Building, operators shall be evacuated to the OSC, as instructed by the Emergency Director.</p>

- (8) Perform the necessary onsite and in-plant radiation surveys as requested by the Shift Supervisor.
- (9) Relief Shift and Training Operators should proceed to the Operational Support Center for further instructions to support operations in the Control Room.
- (10) The Superintendent, Operations, if on site, should report to the Control Room and provide assistance where necessary.

6.4 Shift Technical Advisor

- (1) Report to the Control Room immediately upon notification of the Emergency Condition.
- (2) Assist the Shift Supervisor and Emergency Director in assessing the emergency condition and safety related aspects of the plant.

6.5 Shift Emergency Communicator

- (1) Report to the Control Room immediately upon notification.
- (2) Complete the Notification Report Form, Figure 1, F3-5, with assistance from the Emergency Director/Shift Supervisor of the unaffected unit.

- (3) Complete the required notification of state and local authorities, and NSP personnel in accordance with F3-5, "Emergency Notifications".

NOTE: State and local authorities shall be notified within 15 minutes of the declaration of the emergency classification.

- (7) Notify applicable offsite authorities if conditions escalate to a more severe emergency class or whenever the emergency class is downgraded in accordance with F3-5, "Emergency Notifications".
- (8) When the emergency classification has been terminated, close-out the emergency classification, by notifying the state, local, and NSP personnel in accordance with F3-5, "Emergency Notifications".

NOTE: If the EOF has been activated, notifications of offsite agencies for an escalation, downgrade or termination of the emergency condition will be completed by EOF personnel.

6.6 Technical Support Center Coordinator

The Technical Support Center Coordinator shall be responsible for the general activation, operation and coordination of activities in the Technical Support Center (TSC).

The TSC Coordinator shall:

- (1) Report to the TSC and assume the position as TSC Coordinator. Use Attachment C, Technical Support Center Coordinator Checklist.
- (2) Coordinate activities of plant and non-plant personnel located in the TSC;
- (3) Designate an individual to maintain the Emergency Directors Log.
- (4) Establish and verify radiological monitoring for the TSC, in accordance with F3-6;

- (5) Ensure that the TSC doors are closed and initiate the TSC cleanup system;
- (6) Assist personnel performing the accountability check by completing the TSC personnel accountability sheet, as per F3-10;
- (7) Establish or ensure that communications are established with all onsite emergency operating facilities (Control Room, OSC and assembly area);
- (8) Periodically update personnel located in the TSC with appropriate information;
- (9) Maintain any necessary status boards;
- (10) Control the use of equipment located in the emergency locker;
- (11) Provide technical guidance to the Emergency Director and Control Room operators on plant operations;
- (12) Obtain and provide technical assistance as required to support the Technical Support Center and Control Room operations;
- (13) When the Near-Site EOF has been activated, establish communications between the TSC and the EOF.

6.7 Operational Support Center Coordinator

The Operational Support Center Coordinator shall be responsible for the general activation, operation, and coordination of activities in the Operational Support Center (OSC).

The OSC Coordinator shall:

- (1) Report to the OSC and assume the role as OSC Coordinator. Use Attachment D, Operational Support Center Coordinator Checklist.
- (2) Coordinate activities of plant personnel located in the OSC to support plant operations as requested by the Control Room and TSC.

NOTE: The REC shall be responsible for control and direction for the Radiation Protection Specialists located in the OSC.

- (3) Establish and verify radiological monitoring for the OSC and the Control Room, as per F3-7.
- (4) Assist personnel performing the accountability check by completing the OSC accountability sheet, as per F3-10.
- (5) Establish communications between the OSC, the TSC and the Control Room.
- (6) Periodically update personnel located in the OSC with appropriate plant status information;
- (7) Control the use of equipment located in the emergency locker.

6.8 Assembly Point Coordinator

The Assembly Point Coordinator shall be responsible for the general operation of the assembly area.

The Assembly Point Coordinator shall:

- (1) Verify that radiological monitoring has been established for the Assembly Point.
- (2) Coordinate activities of all personnel (plant and non-plant) located at the Assembly Point.
- (3) Assist the Emergency Director in performing the accountability check, as necessary, per F3-10.
- (4) Maintain the communication systems. A person may be designated as the communicator, if necessary.
- (5) Control the use of equipment located in the Emergency Locker.
- (6) Update all personnel with appropriate information when directed by the Emergency Director.
- (7) Provide instructions to personnel when they are released from the assembly point for re-entry or transport offsite.

6.9 Radiological Emergency Coordinator (REC)

The Radiological Emergency Coordinator (REC) shall be responsible for accident assessment, onsite and offsite. The REC shall:

- (1) Report to the Technical Support Center and assume responsibility for the Radiological Emergency Coordinator position. Use Attachment B, Radiological Emergency Coordinator Checklist.
- (2) Determine the current plant status.
- (3) If radiological releases are occurring, airborne or liquid, verify that the Radiation Survey teams have been dispatched in accordance with F3-15 or F3-16.
- (4) If radiological airborne releases may or are occurring, initiate offsite dose projections in accordance with F3-13.
- (5) Assist the Emergency; Director in performing the personnel accountability check of the Radiation Survey Teams, as per F3-10 "Personnel Accountability".
- (6) Maintain communications with the offsite survey teams. Based on current meteorological data, release data and survey team results, dispatch the survey teams in the affected areas of the plume.
- (7) When the Radiation Survey Teams forward survey results to the TSC, log the data and supervise the development of the plume map.
- (8) Direct the activities of the onsite radiation survey teams, (i.e., samples required, surveys required, analysis, etc.).
- (9) Based on the meteorological data, release data, and surveys (onsite and offsite), determine the necessary radiation protection for the various segments of the plant emergency organization.
- (10) Verify that the Radiation Protection Status Board is periodically updated.
- (11) Based on offsite dose projections and offsite survey results, provide the Emergency Director with recommendations for Protective Actions in accordance with F3-8, "Recommendations For Offsite Protective Actions".
- (12) Periodically update the Minnesota Department of Health and

the Wisconsin Section of Radiation Protection with information required by Figure F3-5 "Emergency Notification Followup".

NOTE: When the EOF is activated, this responsibility will be transferred to the Radiation Protection Support Supervisor (RPSS).

- (13) When the Near-Site EOF is activated, transfer control of the offsite survey teams to the Radiation Protection Support Supervisor (RPSS).

NOTE: Dose projections will still be a responsibility of the REC and dose projection information will be forwarded to the Radiation Protection Support Supervisor (RPSS).

- (14) Periodically or as requested, update the NRC, via the HPN phone, with release data, dose projections and meteorological data, as required by Figure F3-5 "Emergency Notification Followup".

6.10 Radiation Protection Group

- (1) The Shift Radiation Protection Specialist shall provide assistance (e.g., sampling, chemistry, radio-chemistry, surveys, etc.) as requested by the Shift Supervisor.
- (2) The Radiation Survey Team shall be dispatched to initiate offsite surveys as directed per F3-15 and/or F3-16.
- (3) All other Radiation Survey Teams' members shall report to the OSC for further instructions:
 - (a) Unless directed by the Emergency Director or Supt. Radiation Protection, proceed to the Operational Support Center and wait for further instructions.
 - (b) Supervise any checks for personnel contamination and direct decontamination at the assembly point.
 - (c) Provide recommendations to the Emergency Director regarding radiation exposure control to ensure that applicable limits are not exceeded.

(d) Provide radiation protection coverage for:

- (1) Damage control and repair teams
- (2) First aid
- (3) Search and Rescue Teams
- (4) Re-entry Teams

(e) Perform emergency sampling (air and liquid), chemistry, radio-chemistry, surveys, etc., as directed by the Emergency Director or the Radiological Emergency Coordinator.

6.11 Security Force

- (1) When the evacuation alarm sounds, all guards, with the exception of the SAS guard, evacuate to the guardhouse for further instructions.

NOTE: The SAS guard will evacuate when directed by the Emergency Director.

- (2) Assist the evacuation of personnel to the designated assembly point which will normally be the Construction Office Building.

NOTE: (1) It will be necessary for personnel to exit quickly thru the portal monitor and turnstile. Collect all I.D.'s and process badges so an Employee Onsite List of personnel inside Protected Area can be obtained.

(2) To speed evacuation from the Protected Area, it may be beneficial to open the vehicle gates and allow personnel to exit there.

(3) The Security Force shall ensure that all personnel onsite, within the protected area, have heard the evacuation alarm.

- (3) Perform a check of all areas immediately surrounding the Protected Area so that all personnel are notified of the evacuation in progress.

NOTE: The owner Controlled Area will be checked when directed by the Emergency Director.

- (4) Control access to Protected area per instructions from the Emergency Director. Be prepared to obtain a printout for an accountability check in accordance with F3-10, "Personnel Accountability".
- (5) Assist the Radiation Protection Group in establishing a secondary access control point when directed by the Emergency Director.
- (6) Station a guard, with dosimetry, at the plant entrance, if conditions permit, to control access to the plant site.

6.12 Other Plant Staff

- (1) Office Personnel - Proceed to the designated assembly area.
- (2) I & C - The I & C Supervisors and Coordinators report to the Operational Support Center and all other personnel should evacuate to the designated assembly area.
- (3) Maintenance - The Maintenance Supervisors shall report to the Operational Support Center and all other personnel proceed to the designated assembly area.
- (4) Engineering Group - All Superintendents shall report to the Technical Support Center. All other personnel, unless requested by their Supervisor, shall proceed to the assembly area.

NOTE: Superintendents may request system engineers, with safety related systems, to augment the TSC staff, as necessary.

- (5) Supply Department - Proceed to designated assembly area.

6.13 Contract, Temporary Personnel and Visitors

- (1) All personnel shall listen for instructions over the public address system and shall evacuate to the designated assembly point.

ATTACHMENT A

EMERGENCY DIRECTOR CHECKLIST

INIT

- _____ (1) Determine Plant Status
- _____ (2) Announce Emergency Class over PA System
- _____ (3) Contact STA & SEC to report to Control Room
- _____ (4) Assist SEC & sign notification report. Direct SEC to:
 - (a) Notify offsite authorities (F3-5)
 - (b) Augment onsite emergency organization (F3-5)
- _____ (5) If the first notification of an emergency is a General Emergency, call the County Sheriff immediately and recommend:
 - (a) Activation of Public Notification System, and;
 - (b) Sheltering within 2 mile radius of plant
- _____ (6) Assure communications established & maintained with NRC.
- _____ (7) Direct RPS to conduct onsite sampling, as necessary.
- _____ (8) Direct RPS/Plant Operations to conduct onsite/in-plant surveys, as necessary.
- _____ (9) Determine need to evacuate nonessential personnel (F3-9)
- _____ (10) If evacuation is necessary, designate assembly point.
 - (a) Designate assembly point coordinator
 - (b) Complete accountability within 30 minutes after evacuation (F3-10)
 - (c) Determine habitability of assembly area
- _____ (11) The Shift Supervisor of the unaffected unit should complete a turnover to the designated Emergency Director at this point. If the designated Emergency Director is not available, proceed with the checklist.
- _____ (12) Direct activation of TSC & OSC (F3-6 & F3-7)

ATTACHMENT A (Cont'd)

EMERGENCY DIRECTOR CHECKLIST

- _____ (13) Establish communication links between onsite emergency centers
- _____ (14) Dispatch offsite survey teams as necessary (F3-15 & F3-16)
- _____ (15) Direct offsite dose assessment activities (F3-13)
- _____ (16) Make protective action recommendations (F3-8)
- _____ (17) Provide continuing updates to State EOC's
- _____ (18) Authorize overexposures as necessary (F3-12)
- _____ (19) Establish communications with EOF
- _____ (20) Transfer offsite responsibilities to EOF
- _____ (21) Determine long-term manning requirements
- _____ (22) Escalate/downgrade emergency class, as appropriate
- _____ (23) Review Emergency Director's responsibilities to ensure all required actions are complete.

Emergency Director

Date/Time

ATTACHMENT B

RADIOLOGICAL EMERGENCY COORDINATOR CHECKLIST

INIT

- _____ (1) Determine Plant Status
- _____ (2) Determine additional TSC support required for accident assessment functions & assign, as necessary.
- _____ (3) Designate Rad Protection Coordinator for OSC
- _____ (4) Determine if releases are occurring
- _____ (5) Obtain meteorological data & radiation monitor readings
- _____ (6) Direct offsite dose projection calculations (F3-13)
- _____ (7) Recommend protective action recommendations for Emergency Director (F3-8)
- _____ (8) Instruct, dispatch & coordinate offsite radiation survey teams, as necessary (F3-15 & F3-16)
- _____ (9) Instruct, dispatch & coordinate onsite radiation survey teams, as necessary (F3-14)
- _____ (10) Determine RPS sampling priorities (number in order)
 - ☐ Primary Sample - Pressurized/Unpressurized
 - ☐ Secondary Sample
 - ☐ Shield Building Stack Sample
 - ☐ Containment Air Sample
 - ☐ Liquid
 - ☐ Particulate/Charcoal
 - ☐ Noble Gas
- _____ (11) Establish/Maintain communications with offsite survey teams
- _____ (12) Evaluate survey data and develop plume map

ATTACHMENT B (Cont'd)

RADIOLOGICAL EMERGENCY COORDINATOR CHECKLIST

INIT

- _____ (13) Request alternate meteorological data and weather forecast information as necessary
- _____ (14) Recommend overexposure limits to Emergency Director (F3-12)
- _____ (15) Update the Radiation Protection Status Board
- _____ (16) Provide periodic updates to the Emergency Director & TSC Staff
- _____ (17) Update the State Health Departments (Minn & Wisc)
- _____ (18) Establish/Maintain communications with the RPSS
- _____ (19) Turnover the offsite survey responsibilities to the RPSS
- _____ (20) Review the REC responsibilities to ensure all required actions are complete

Radiological Emergency Coordinator

Date/Time

ATTACHMENT C

TECHNICAL SUPPORT CENTER COORDINATOR CHECKLIST

INIT

- _____ (1) Shut TSC Door and Start TSC Clean Up System
- _____ (2) Designate an individual(s) to establish communication between TSC, OSC & Control Room.
- _____ (3) Designate an individual to maintain the Emergency Director's Log.
- _____ (4) Designate an individual(s) to perform a TSC personnel accountability and assist E.D. in overall plant accountability. (F3-10)
- _____ (5) Activate & verify proper operation of Vamp. (F3-6 Section 4.2.1)
- _____ (6) Activate & verify proper operation of CAM (F3-6, Section 4.2.2)
- _____ (7) Designate an individual to operate the Data Recall System
- _____ (8) Evacuate all unnecessary personnel
- _____ (9) Up-date Status Boards & Personnel
- _____ (10) Control use of equipment located in Emergency Locker
- _____ (11) Review F3-4 & F3-6
- _____ (12) Establish routine sampling & monitoring as necessary
- _____ (13) Establish appropriate office space for Emergency Personnel

TSC Coordinator

Date/Time

ATTACHMENT D

OPERATION SUPPORT CENTER COORDINATOR CHECKLIST

INIT

- _____ (1) Designate an individual(s) to establish communication between OSC, TSC and Control Room.
- _____ (2) Designate an individual(s) to perform an OSC personnel accountability and report results to Emergency Director.
- _____ (3) Activate and verify proper operation of Vamp (F3-7, Section 4.2.1)
- _____ (4) Activate & verify proper operation of CAM (F3-7, Section 4.2.2)
- _____ (5) Designate an individual(s) to control use of equipment in Emergency Lockers.
- _____ (6) Evacuate all unnecessary personnel.
- _____ (7) Control use of food in OSC until directed by Radiation Protection Group.
- _____ (8) Establish a routine sampling and monitoring of OSC and Control Room as necessary.
- _____ (9) Review F3-4 & F3-7.
- _____ (10) Periodically update Status Board and Personnel.

OSC Coordinator

Date/Time