

ENTERGY OPERATIONS INCORPORATED

ARKANSAS NUCLEAR ONE

Arkansas Nuclear One
Russellville, Arkansas
Date: 940818

MEMORANDUM

TO: 103
CC - NRC - WASHINGTON

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to Document Control,
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FROM: DOCUMENT CONTROL
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SUBJECT: PLANT MANUAL UPDATE: REVISION TO PROCEDURE

PROCEDURE/FORM NUMBER: OP-1903.067

REV. # 7 TC # 0 PC # 0

PROCEDURE/FORM TITLE: EMERGENCY RESPONSE FACILITY EOF

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1.0 PURPOSE

The purpose of this procedure is to describe the Emergency Operations Facility (EOF) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the EOF along with the instructions for activating and operating the facility. In addition, the responsibilities of each ERO position assigned to this facility are described in the form of position guides and/or tasks.

3.0 REFERENCES

3.1 References Used in Procedure Preparation:

3.1.1 Emergency Plan

3.1.2 NUREG-0737, Supp. 1 - Requirements for Emergency Response Capability

3.2 References Used in Conjunction with the Procedure:

3.2.1 Emergency Telephone Directory

3.3 Related ANO Procedures:

3.3.1 Procedure 1903.030, "Evacuation"

3.3.2 Procedure 1903.034, "Emergency Operations Facility Evacuation"

3.3.3 Procedure 1903.068, "Emergency Response Facility News Center"

3.4 Regulatory Correspondence Containing NRC Commitments which are Implemented in the Procedure:

3.4.1 AP&L Response to Supplement 1 to NUREG-0737 dated April 15, 1983 - Letter OCAN048312

3.4.2 OCAN058701, Response to Deficiency 313, 368/8710-01, step 4.2.

3.4.3 OCAN078512, "EOF Staffing Proposal," steps 4.2, 6.4.1 and 6.5.3.

3.4.4 OCAN089202, REX-92; 50-313/92-19, 50-368/92-19; Position Guide E, Task E-1 and 1903.067C.

3.4.5 OCNA038701, NRC Inspection Report; Position Guide E, Steps D.i.g, D.3.h; Position Guide L, Tasks L-1 and L-2.



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3.4.6 OCAN068320, Emergency Plan Evaluation Report Response Update:
Section 4.2.

3.4.7 OCAN068320, Emergency Plan Evaluation Report Response Update:
Steps Position Guide B, Section D.2.F and D.2.G.

4.0 DEFINITIONS

- 4.1 Control Room - Either of two facilities (Unit One or Unit Two) which directs and controls emergency actions, as necessary, following the initial declaration of an emergency. The Control Room(s) are staffed in accordance with Table B-1 of the ANO Emergency Plan.
- 4.2 Emergency Direction and Control - Overall direction of facility response which must include the non-delegable responsibilities for the decision to notify and to recommend protective actions to Arkansas Department of Health personnel and other authorities responsible for offsite emergency measures. With activation of the EOF, the EOF Director typically assumes the responsibility for Emergency Direction and Control. The management of on-site facility activities to mitigate accident consequences remains with the TSC Director in the Technical Support Center. The Shift Superintendent retains responsibility for the Control Room and plant systems operation.
- 4.3 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves dually as the training center for ANO personnel. Additional information concerning this facility is included within this procedure.
- 4.4 Initial Response Staff (IRS) - The emergency organization primarily composed of plant staff personnel which must be able to augment the onsite plant personnel in accordance with Table B-1 of the Emergency Plan.
- 4.5 Technical Support Center (TSC) - The emergency response facility located on the 3rd floor of the ANO Administration Building. This facility is equipped with the necessary instrumentation and communication systems for monitoring the course of an accident and formulating corrective and recovery action plans.
- 4.6 Operational Support Center (OSC) - The emergency response facility located in the ANO Maintenance Facility. This facility provides the support for coordinating the following functions:

Onsite Radiological Monitoring
Maintenance
Nuclear Chemistry
Emergency Medical Support
Fire Fighting Support

The OSC also serves as the assembly point and briefing area for the rescue/repair and damage control teams.



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4.7 Emergency Response Organization (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.

4.8 Emergency News Center (ENC) - The emergency facility located within the EOF which serves as the primary location from which all internal and public communications dealing with an emergency at ANO are coordinated, controlled and released to the public.

5.0 RESPONSIBILITY AND AUTHORITY

5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Emergency Operations Facility are provided in Attachment 1. Responsibilities for the Emergency Teams/Groups and the Fire Brigade are listed in the appropriate procedures and are not included within the scope of this procedure. These procedures include:

5.1.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"

5.1.2 Procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"

5.1.3 Procedure 1903.040, "Duties of the Dose Assessment Team"

5.1.4 Procedure 1903.042, "Duties of the Emergency Medical Team"

5.1.5 Procedure 1903.043, "Duties of the Emergency Radiation Team"

5.1.6 Procedure 1903.055, "Security for AP&L Offsite Facilities"

5.1.7 Procedure 1903.068, "Emergency Response Facility, Emergency News Center (ENC)"

5.2 The EOF Maintenance Coordinator is responsible for ensuring that the EOF is set up in accordance with Form 1903.067A, "EOF Activation Checklist".

5.3 The EOF Support Superintendent/EOF Maintenance Coordinator is responsible for ensuring that the alternate EOF is set up in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".



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6.0 INSTRUCTIONS

6.1 EOF Description

- 6.1.1 The EOF is located approximately 0.65 miles northeast of the Reactor Buildings at ANO. This facility is designed to accommodate not only ANO personnel but will be used to house collocated Arkansas Department of Health (ADH) and Nuclear Regulatory Commission (NRC) staffs as well as representatives from the media following an emergency at ANO.
- 6.1.2 The EOF serves as the primary location for the following functions:
- A. A central point from which the overall management of ANO emergency resources are coordinated.
 - B. Coordination between ANO and non-ANO groups such as ADH personnel.
 - C. A media center for coordinating the release of information to the media (see procedure 1903.068).
 - D. A central point for coordinating all ANO Dose Assessment and Offsite Radiological Monitoring activities following an incident at ANO.
 - E. The primary location for coordinating both technical and non-technical support activities of personnel brought in to assist ANO personnel.
- 6.1.3 The Emergency News Center (ENC) is located within the EOF, and the Communications Manager and Communications Liaison report to the EOF Director. However, the operation, organization and instructions for the ENC are contained in procedure 1903.068, "Emergency Response Facility, Emergency News Center", and includes the Position and Task Guides for the Communications Manager, Communication Liaison and ENC support personnel.
- 6.1.4 The EOF also serves as the alternate location for the Technical Support Center (TSC) and the Operational Support Center (OSC) should these facilities be evacuated.
- 6.1.5 The EOF, once activated and operational, contains areas which are designed to the same radiological habitability as the Control Rooms onsite at ANO. This protected area is located from the west end of the EOF to the double doors located just east of the middle stairwell (stairwell two). This area encompasses all floors of the EOF.
- 6.1.6 Attachments 2-7 contain floor diagrams and room assignments for the EOF.



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6.2 EOF Activation

- 6.2.1 The EOF activation will begin following the declaration of an Alert Emergency Class at ANO.
- 6.2.2 The goal is for the EOF to be operational as soon as possible following the declaration of an Alert, or higher, Emergency Class but within one (1) hour of the declaration of a Site Area Emergency (SAE).
- 6.2.3 The EOF Maintenance Coordinator will be responsible for ensuring that the EOF is set up in accordance with the guidance established on Form 1903.067A, "EOF Activation Checklist".
- 6.2.4 The EOF is considered to be fully operational when the following actions have been completed:
 - A. The responsibility for Emergency Direction and Control has been transferred to the EOF Director.
 - B. A verbal announcement is made in the EOF stating that the transfer of Emergency Direction and Control has occurred. The Shift Superintendent and TSC Director shall also be notified that the transfer of responsibility has occurred.

6.3 EOF Staffing

- 6.3.1 Position guides and task assignments for the EOF staff are included in Attachment 1.

NOTE:

Items on a position guide are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed. Members of the ERO should not rely upon these position guides alone to determine the items for which they are responsible. These position guides should always be used in conjunction with Emergency Plan Implementing Procedures or other appropriate station procedures.

- 6.3.2 Each position guide details the following:
 - A. Reporting location for the listed position,
 - B. Position to which the listed positions report,
 - C. Those positions/tasks which the position supervises and coordinates, and
 - D. Duties for the listed position.



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6.4 Turnover

6.4.1 EOF Director

- A. The Shift Superintendent of the affected unit shall have responsibility and authority for Emergency Direction and Control of the incident response until relieved by the TSC Director or EOF Director.
- B. Ordinarily, the responsibility for Emergency Direction and Control will be transferred from the Shift Superintendent to the EOF Director. However, if the situation dictates, the TSC Director may assume this responsibility directly from the Shift Superintendent.
- C. The EOF Director shall typically report to the EOF upon arrival unless radiological habitability conditions require manning of the alternate EOF.
- D. The EOF Director shall prepare for turnover by acquiring a briefing on the incident and response tasks being performed from the Shift Superintendent or TSC Director (depending upon who currently has responsibility for Emergency Direction and Control).
- E. The EOF Director should also obtain copies of documentation for completed notifications and issued press releases.
- F. The EOF Director should notify the Shift Superintendent when he is prepared to assume the responsibility and authority for Emergency Direction and Control of the incident.
- G. The EOF Director shall make an announcement to the Command Room staff that the transfer of Emergency Direction and Control has occurred.

NOTE:

The EOF Director SHALL NOT delegate the responsibility for making offsite Protective Action Recommendations (PARs) or for making decisions to notify offsite authorities.

- H. It is the responsibility of the EOF Director to ensure that the Command and Control Status Board in the EOF Command Room is updated as turnover occurs.



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- I. The EOF Director must turn over responsibilities to a qualified individual before leaving the EOF when he has responsibility for Emergency Direction and Control (i.e., the EOF Director must be available immediately to make Protective Action Recommendations (PARs) and make decisions relating to notification of offsite authorities).

6.4.2 EOF Staff

- A. Whenever a turnover is completed for any position in the EOF, the oncoming ERO member shall report this turnover to the Support Manager.
- B. Emergency response personnel who must leave their assigned location temporarily must inform their immediate superior of their location, destination and estimated time of return (with the exception of the EOF Director as outlined in Section 6.4.1.I previously).

6.5 Alternate EOF

- 6.5.1 In the event of the necessity to evacuate the EOF due to radiation or other hazards, an Alternate EOF is provided at the AP&L Russellville District Office.
- 6.5.2 The Alternate EOF is located approximately 7 miles southeast from Arkansas Nuclear One. The estimated time to transfer from primary to the Alternate EOF is approximately 1-2 hours.

NOTE:

Refer to Procedure 1903.034, "EOF Evacuation" for additional information on evacuating from the primary to the Alternate EOF.

- 6.5.3 The EOF Support Superintendent/EOF Maintenance Coordinator is responsible for the setup of the Alternate EOF in accordance with Procedure 1903.034, "EOF Evacuation".



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7.0 ATTACHMENTS AND FORMS

- 7.1 Attachment 1 - "Position Guides and Task Assignments for the EOF Staff"
- Position Guide A - Accident Assessment Manager
 - Position Guide B - Dose Assessment Supervisor (DAS)
 - Position Guide C - EOF Director
 - Position Guide D - EOF HP Supervisor
 - Position Guide E - EOF Maintenance Coordinator
 - Position Guide F - EOF Support Superintendent
 - Position Guide G - Offsite Monitoring Supervisor (OMS)
 - Position Guide H - Radiological/Environmental Assessment Manager (REAM)
 - Position Guide I - REAM Assistant
 - Position Guide J - Support Manager
- Attachment 2 - "Emergency Operations Facility (Lower Floor)"
Floor Plan and Room Assignments
- Attachment 3 - "Emergency Operations Facility (Upper Floor)"
Floor Plan and Room Assignments
- Attachment 4 - "Emergency Operations Facility - Command Room"
- Attachment 5 - "Dose Assessment Room - Room 262"
- Attachment 6 - "Secondary Technical Support Center - Room 260"
- Attachment 7 - "Secondary Operational Support Center - Room 108"
- 7.2 Form 1903.067A - "EOF Activation Checklist"
- 7.3 Form 1903.067B - "EOF Director Status Update Guide"
- 7.4 Form 1903.067C - "NRC Briefing Guidelines"
- 7.5 Form 1903.067D - "EOF Staffing Form"



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ATTACHMENT 1
POSITION GUIDES AND TASK ASSIGNMENTS
FOR THE EOF STAFF



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POSITION GUIDE A

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ACCIDENT ASSESSMENT MANAGER

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. Accident Assessment Engineering Support
2. Coordinates with Engineering Manager

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Other EOF staff personnel
 - (4) Engineering Manager (TSC - Ext. 6607)
- d. Organize a staff, as dictated by the accident scenario, to support the overall assessment of current and projected problems created by the event. **Note:** This staff may be selected from a group of Technical Assistants, listed by their area of expertise, contained in Section 5 of the Emergency Telephone Directory under "Accident Assessment Engineering Support Group". Contact the EOF Support Superintendent to help assist in obtaining these personnel.
- e. Depending upon current/projected radiological conditions, instruct your support staff to report to their normal work area in the GSB or to the EOF Command Room. Rooms 256 and 285 are available in the EOF as work areas for this support staff.



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POSITION GUIDE A

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ACCIDENT ASSESSMENT MANAGER

- f. Report current manpower status to the EOF Director.
- g. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log

2. On Going Actions

- a. Based on current plant conditions, develop projections of potential accident pathways/consequences and propose mitigation strategies to the EOF Director.
- b. Coordinate with the Engineering Manager in the TSC (ext. 6607) to develop potential long-term accident projections that the ERO will have to contend with.
- c. Establish communications with the Operations Manager (ext. 6605) and the Maintenance Manager (ext. 6608) located in the TSC to establish a mechanism for coordinating support as necessary.
- d. Review ongoing recovery efforts to ensure that job priorities are consistent and accurate based on assessments by your staff.
- e. Coordinate with the EOF Director to ensure that job priorities are reviewed and revised as necessary.
- f. Refer to this procedure, Sections 6.1, 6.2, 6.3, 6.4 and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- g. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.



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ACCIDENT ASSESSMENT MANAGER

- h. Assure adequate technical and clerical personnel are available to support you and your support staff. Technical Assistants may be obtained by contacting the EOF Support Superintendent.
- i. Ensure adequate office space, equipment, supplies and communications equipment are readily available to your support staff.
- j. Provide for the timely collection, retention and transmittal of engineering information to the ERO as requested.
- k. Using Form 1903.065B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.
- m. Monitor consultant activities where outside assistance is being provided.
- n. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.

3. Special Actions to be Implemented as Needed

- a. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory, Section I, or notify the EOF Support Superintendent for assistance.
- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- c. If a EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.



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ACCIDENT ASSESSMENT MANAGER

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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DOSE ASSESSMENT SUPERVISOR (DAS)

A. Normal Reporting Location

EOF

B. Reports To

REAM

C. Supervises/Coordinates

1. Dose Assessment Team
2. Offsite Monitoring Supervisor

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the Support Manager in the EOF that you are staffing your ERO position.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Radiological Environmental Assessment Manager (REAM)
 - (4) REAM Assistant
 - (5) Initial Dose Assessor (affected Control Room - Ext. 3102 -U1 or 3202 -U2)
- e. Assemble Dose Assessment Team personnel in Room 262 of the EOF and make team assignments in accordance with Procedure 1903.040, Attachment 1. **Note:** If personnel are not available to staff all of the DAT positions, contact the TSC Support Superintendent (ext. 6602) for CNS printout information on ETAs for those personnel that have not yet arrived.



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DOSE ASSESSMENT SUPERVISOR (DAS)

- f. Report current manpower status to the REAM.
- g. Obtain the Dose Assessment Supervisor file tray from the Emergency Kit in the Command Room if it is not yet in place in Room 262.
- h. If a release is already in progress, request that the Initial Dose Assessor in the affected Control Room fax copies of any previous PAR forms that have been completed to the EOF.
- i. Review any radiological PARs that have been issued previously with the REAM.
- j. Request a status of field team availability from the Offsite Monitoring Supervisor.

2. On Going Actions

- a. Review up-to-date RDACS Reports and subsequent radiological Protective Action Recommendations formulated by the Dose Assessment Team and forward this information to the REAM.
- b. Provide the REAM with the most up-to-date 10-mile EPZ map along with an attached data sheet indicating the projected/field team dose rate information.
- c. Coordinate information concerning Dose Assessment Team activities with the REAM Assistant.
- d. Supervise the ongoing activities of the DAT to ensure that all releases from site are being accounted for using RDACS.
- e. Provide necessary information to the Offsite Monitoring Supervisor and coordinate with him on the placement of field teams.
- f. Ensure that field data received from the Offsite Monitoring Supervisor is evaluated and that RDACS is scaled accordingly to account for field team data.
- g. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- h. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event concerning dose assessment and offsite monitoring activities.
- i. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.



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DOSE ASSESSMENT SUPERVISOR (DAS)

3. Special Actions to be Implemented as Needed

- a. Manually edit the RDACS whenever an unmonitored release is occurring.
- b. Perform dose assessment calculations using the RDACS "Backup Mode" if the RDACS "Auto Mode" fails during operations.
- c. Request SPING sampling, as necessary, by contacting the Nuclear Chemistry Manager located in the OSC (Ext. 6613).
- d. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- e. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with procedure 1903.034, "Emergency Operations Facility Evacuation". Ensure that at least two (2) RDACS computers are transferred to the Alternate EOF during an EOF evacuation.

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.



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DOSE ASSESSMENT SUPERVISOR (DAS)

- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

A. Normal Reporting Location

EOF

B. Reports To

Entergy Operations Management

C. Supervises/Coordinates

1. TSC Director
2. Radiological/Environmental
Assessment Manager
3. Support Manager
4. Communications Manager
5. Communications Liaison
6. Accident Assessment Manager
7. EAL Reviewer
8. NRC Site Team Briefer

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the Support Manager that you are staffing your ERO position.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) Shift Superintendent (Use Ringdown Circuit to the Control Room)
 - (2) TSC Director (Use Ringdown Circuit to the TSC)
 - (3) EOF Status Board
 - (4) Other EOF staff personnel



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EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

- e. If not already available, request via the Support Manager that an EAL Reviewer be dispatched to the EOF to review EALs per Procedure 1903.010.
- f. Determine operational status of the EOF by conducting a briefing with the EOF staff.
- g. Ensure that a Notifications Communicator is stationed in the EOF and is up-to-date on previous notifications to offsite authorities.
- h. Following discussions with the Shift Superintendent/TSC Director, assume the responsibility for Emergency Direction and Control. See Procedure 1903.067, Section 6.4 for details concerning turnover of Emergency Direction and Control.
- i. Determine if the need exists for one alternate EOF Director to serve as an assistant. Coordinate staffing needs with the EOF Support Superintendent.
- j. For protracted events in which an NRC Site Response Team is being dispatched to ANO, ensure that Task E-1, NRC Briefing Guidelines Checklist, is completed and ready to be used for briefing the NRC Team when they arrive at the EOF.
- k. Obtain all necessary forms for your position from the Emergency Kit:

(1) Procedure Forms:

Form 1903.067D,	"EOF Director Status Update Guide"
Form 1903.0110,	"Alert Emerg. Dir. and Control Checklist - EOF Director"
Form 1903.011R,	"SAE Emerg. Dir. and Control Checklist - EOF Director"
Form 1903.011U,	"GE Emerg. Dir. and Control Checklist - EOF Director"
Form 1903.011X,	"Not. Checklist for EOF"
Form 1903.011Y,	"Emergency Class Not. Initial Message"
Form 1903.011Z,	"Emergency Class Not. Update/Follow-up Message"

(2) ERO Chronological Logs.



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EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

2. Emergency Direction and Control Actions

a. Non-Delegable Responsibilities

(1) Decision to notify offsite authorities

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

(b) The Nuclear Regulatory Commission must be notified immediately after each notification to the ADH and within 1 hour of each emergency class declaration using the ENS telephone.

(c) Follow-up notifications to the ADH and NRC should be performed at least hourly or as significant events occur using Form 1903.011Z (ADH) and the ENS telephone (NRC).

(2) Decision to notify offsite authorities concerning Protective Action Recommendations (PARs)

(a) Formation of PARs based on radiological conditions is under the responsibility of the REAM located in the EOF.

(b) PARs based on plant conditions are developed by the Operations/TSC Staff and the EAL Reviewers.

b. Direct and control the Emergency Response Organization (ERO) overall response effort.

c. The EOF Director has the responsibility for event classification. The EAL Reviewers in the Control Room, TSC and EOF are responsible for informing you of event classification caused by changing conditions.

d. The EOF Director is the approving authority for exceeding 10CFR20 exposure limits for offsite personnel. The TSC Director will maintain this authorization for onsite personnel. See Procedure 1903.033, Section 6.1.

e. Following an Alert declaration, complete Forms 1903.0110, 1903.011X and 1903.011Y.

f. Following a Site Area Emergency declaration, complete Forms 1903.011R and 1903.011X.



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- g. Following a General Emergency declaration, complete Forms 1903.011U, 1903.011X and 1903.011Y.
- h. Interface with NRC/ADH/local officials on the status of the emergency.
- i. Interface with NRC/ADH/local officials on dose assessment and recommended offsite protective actions.
- j. Continuously review the status of the overall emergency effort.
- k. Review the habitability of the EOF with the REAM.
- l. Keep Entergy Operations Management (Corporate Emergency Center Manager) informed of the status of the emergency.
- m. Evaluate and approve/disapprove requests for additional personnel staffing from offsite entities.

3. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. Establish communications with the TSC Director.
 - (1) Conduct periodic updates with the TSC Director on:
 - (a) Status of Emergency Classification.
 - (b) Offsite protective measures recommended and the basis.
 - (c) Any significant changes.
 - (d) Radiological conditions offsite.
 - (e) Status of requests for assistance.
 - (f) Long-term impact of current course of in-plant actions.
- c. Review ongoing job priorities with the Accident Assessment Manager to ensure that they are adequate and correct.
- d. Using Form 1903.067B, "EOF Director Status Update Guide", request frequent updates from the EOF Staff. Additionally, ensure that the EOF staff is kept up-to-date on plant status and mitigation efforts regularly.



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EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

- e. Approve all Entergy Operations/ANO news releases concerning the incident. Information releases should be coordinated through the Entergy Communications staff on duty in the Corporate Emergency Center. See Procedure 1903.068.
 - f. Serve as the official Company spokesman to respond to technical as well as company policy questions. The Communications Liaison may give status briefings and/or updates. See Procedure 1903.068.
 - g. Coordinate news releases and press conferences when practical with Federal, State and local representatives to prevent confusion and contradictions.
 - h. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event.
 - i. Coordinate with the EOF Support Superintendent to obtain Technical Assistants, as necessary.
 - j. Ensure that the Support Manager is monitoring consultant activities when outside assistance is being provided.
 - k. Ensure that documentation of all EOF activities and decisions are recorded and maintained using the ERO chronological Logs.
4. Special Actions to be Implemented as Needed
- a. Following an Exclusion Area Evacuation, approve/disapprove requests by Security to grant access to personnel through established roadblocks.
 - b. Declare an EOF evacuation as necessary in accordance with Procedure 1903.034 after consultation with the REAM and the EOF HP Supervisor.
 - c. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
5. Shift Change
- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.



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EMERGENCY OPERATIONS FACILITY DIRECTOR (EOF DIRECTOR)

- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
6. Actual Event/Drill Termination
- a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
 - e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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TASK C-1

NRC SITE TEAM BRIEFER

1. Notified of Emergency Plan activation.
2. As directed by the EOF Director, obtain NRC Briefing Form, 1903.067C.
3. Complete Form 1903.067C using the EOF Status Board, the staffing board and information obtained from ERO members located in the emergency response facilities (EOF, TSC, OSC).

NOTE

The most recent 1903.011Y and Z forms will be very helpful in completing Form 1903.067C. Forms 1903.011Y and Z may be obtained from the EOF Notifications Communicator.

4. Using Form 1903.067C, brief the NRC Site Response Team following their arrival at the EOF.



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EOF HP SUPERVISOR

A. Normal Reporting Location

EOF

B. Reports To

REAM

C. Supervises/Coordinates

1. HP personnel in the EOF

NOTE:

If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Other EOF staff personnel
 - (4) Engineering Manager (TSC - Ext. 6607)
- d. Organize your staff and have them report to their assigned location.
- e. Ensure Task responsibilities under your position are assigned. Request manpower from the EOF Support Superintendent (ext. 6470) or call the OSC Health Physics Supervisor (ext. 6614).
 - (1) Task F-1, EOF Monitoring H.P.



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EOF HP SUPERVISOR

- f. Report current manpower status to the EOF Director.
- g. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log
- h. Maintain a chronological log of events pertaining to your position.
- i. Establish EOF frisking stations and control points by the 1st floor West entrance and the 2nd floor North entrance.
 - (1) locate, place and make operable the portal monitors at the above locations.
 - (2) Friskers and dose rate instruments are located in the EOF Emergency Kit, Room 123.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. Using Form 1903.065B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- c. Support the Emergency Response Organization at the EOF by providing all necessary health physics coverage.
- d. If any detectable/anticipated increase of dose rates above normal background is found or any detectable/anticipated airborne concentrations are found, contact the EOF Maintenance Coordinator (ext. 6476) and have him activate the EOF emergency ventilation system.
- e. Refer to Procedure 1903.034, Attachment 1, "EOF Evacuation Guidance", for recommended protective actions.
- f. Provide the REAM with periodic radiological status reports of the EOF.
- g. Recommend EOF protective actions to the REAM.



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EOF HP SUPERVISOR

- h. Provide necessary health physics coverage of the Alternate EOF to determine initial habitability and operational requirements, as required.
- i. Coordinate vehicle monitoring with the Offsite Monitoring Teams and the Offsite Monitoring Supervisor.
- j. Inform the REAM of your location, the location(s) of personnel reporting to you, and any changes in location for tracking purposes.
- k. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

NOTE

If decontamination of emergency personnel using the EOF emergency shower is necessary, notify the EOF Maintenance Coordinator to re-position the emergency shower valves to hold contaminated liquid in the emergency shower drain tank. Prior to using the emergency shower, contact the EOF Maintenance Coordinator to ensure that the valves have been re-positioned.

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.



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EOF HP SUPERVISOR

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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TASK D-1

EOF MONITORING H.P.

1. Notified of Emergency Plan Activation.
2. Report to the EOF Health Physics Supervisor (ext. 6812).
3. Ensure that the Emergency Kit equipment in the EOF is available and operable. The Emergency Kit is located in Room 123 of the EOF.
4. Set up Control Points in accordance with Procedure 1012.017, "Radiological Posting and Entry/Exit Requirements". (Note: Location of Control Points will be at the discretion of the EOF Health Physics Supervisor. Normally, the location for these Control Points are by the 1st floor West entrance and the 2nd floor North entrance).
5. Set up PM-4C Portal Monitors in accordance with Procedure 1601.407, "Response Check of Friskers and Monitors".
6. Monitor EOF habitability in accordance with Procedure 1905.001, "Emergency Radiological Control".
7. Report any problems and survey results to the EOF Health Physics Supervisor.



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EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

A. Normal Reporting Location

EOF

B. Reports To

EOF Support Superintendent

C. Supervises/Coordinates

EOF Maintenance Personnel

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the EOF Support Superintendent in the EOF that you are staffing your ERO position.
- c. Obtain the EOF Maintenance Coordinator file tray from the Emergency Kit in the Command Room and set up your work area in Room 267.
- d. Activate/set-up the EOF in accordance with the EOF Activation Checklist (Form 1903.067A) located on the front of the Emergency Kit just outside of Room 262.
- e. Report manpower status and the activation status of the EOF to the EOF Support Superintendent.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. Solicit the aid of additional personnel as necessary. Request assistance as necessary from the EOF Support Superintendent.
- c. Inform the EOF Support Superintendent of your location and of any changes in location for tracking purposes.



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EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

- d. Advise the EOF HP Supervisor of any status change of the EOF ventilation system (i.e. emergency vs. normal).
- e. Coordinate the repair and maintenance of equipment in the EOF.
- f. Coordinate the building services crews to clean the EOF.
- g. Ensure that documentation of all activities in which you are involved is maintained using the ERO Chronological Logs.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation". Assist the Support Manager in the set-up of the Alternate EOF.
- c. Coordinate activation of the Secondary TSC/OSC, as directed, according to instructions contained on Form 1903.067A, "EOF Activation Checklist".
- d. During protracted events, coordinate the locating and connection of utilities to trailers brought in to support the emergency response (e.g. NRC, FEMA, etc.).

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on current activities that you are involved in and any actions that you have been assigned to coordinate.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.



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EMERGENCY OPERATIONS FACILITY MAINTENANCE COORDINATOR

- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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EOF SUPPORT SUPERINTENDENT

A. Normal Reporting Location

EOF

B. Reports To

Support Manager

C. Supervises/Coordinates

1. EOF Maintenance Coordinator
2. Telecommunications
3. Purchasing & Procurement

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the Support Manager in the EOF that you are staffing your ERO position.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Other EOF staff personnel
- e. Organize your staff and have them report to their assigned location.
- f. Ensure Task responsibilities under your position are assigned, using the Emergency Telephone Directory.
 - (1) Task H-1, Telecommunications Support
 - (2) Task H-2, Purchasing & Procurement



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EOF SUPPORT SUPERINTENDENT

- g. Report current manpower status to the Support Manager.
- h. Obtain Form 1903.067D "EOF Position Staffing Form", complete the required information and FAX the completed form to the TSC Support Superintendent at FAX Number 6622.
- i. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067A
 - (2) Form 1903.067B
 - (3) Form 1903.067D
 - (4) ERO Chronological Log
- j. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

- c. Using Form 1903.065B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- d. Ensure that the EOF Maintenance Coordinator, (ext. 6476), sets up the EOF in accordance with Form 1903.067A and tracks the progress of this setup.



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EOF SUPPORT SUPERINTENDENT

- e. Coordinate with other Managers, as necessary, to support ERO activities.
- f. Arrange for transportation in accordance with Procedure 1903.053 to support response efforts.
- g. Ensure there is proper support coordination through periodic briefings and progress reports.
- h. Arrange for AP&L maintenance crews and equipment for distribution and switchyard work, as necessary.
- i. If necessary, reserve blocks of rooms at local hotels and motels for Entergy personnel.
- j. Work with the EOF Director to develop emergency response planning/coordination and post-accident recovery schedules.
- k. Coordinate request for additional personnel in accordance with Procedure 1903.054.
- l. Coordinate requests from Local, State and Federal Organizations to the EOF Director.
- m. Coordinate requests for Technical Assistants for the EOF staff. Utilize the Emergency Telephone Directory, Section V.
- n. Provide Financial Services with an estimated outage duration and costs for use in the Corporate Model.
- o. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations.
- b. If a EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.



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EOF SUPPORT SUPERINTENDENT

- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the Support Manager of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
5. Actual Event/Drill Termination
- a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
 - e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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TASK F-1

TELECOMMUNICATIONS SUPPORT

1. Notified of Emergency Plan activation.
2. Contact EOF Support Superintendent for further instructions.
3. Ensure emergency communications systems are functional.
4. Provide assistance as required to assure appropriate emergency communication channels are operable.
5. Coordinate all communication maintenance including radio, telephone, and data links.
6. Act as interface between ANO Telecommunication maintenance and outside telecommunication support.
7. Invoke telecommunications contingencies as required to support the ERO.
8. Coordinate procurement of additional communications equipment as needed to support the ERO.



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TASK F-2

PURCHASING & PROCUREMENT SUPPORT

1. Notified of Emergency Plan activation.
2. Coordinate, with the EOF Support Superintendent, the need to meet with the TSC Director and the EOF Director to determine additional equipment needs.
3. As necessary, have the designated coordinator for local communications arrange lodging, ground transportation, and meals for the ERO members and for additional support personnel arriving in Russellville.
4. Ensure proper support through periodic briefings with the TSC Director, Radiological/Environmental Assessment Manager, EOF Support Superintendent, and Communications Manager.
5. Ensure that the ANO power boats, vehicles, and other transportation means are available for use.
6. For protracted operations, arrange for cots for members of the TSC and EOF.



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OFFSITE MONITORING SUPERVISOR (OMS)

A. Normal Reporting Location

EOF

B. Reports To

Dose Assessment Supervisor

C. Supervises/Coordinates

1. Offsite Monitoring Teams

NOTE:

If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Other EOF staff personnel
- d. Organize your staff and have them report to their assigned location.
- e. Ensure Task responsibilities under your position are assigned. Request manpower from the EOF Support Superintendent (ext. 6470) or call the OSC Health Physics Supervisor (ext. 6614).
 - (1) Task I-1, Offsite Monitoring H.P.
- f. Report current manpower status to the Dose Assessment Supervisor.



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RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

- b. Request forecasted dose projections from the Dose Assessment Team whenever conditions are expected to change significantly (plant conditions or meteorological conditions).
- c. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- d. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".
- e. Coordinate environmental sampling/analysis with the Nuclear Chemistry Manager in the OSC and report the status of these operations to the EOF Director.

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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OFFSITE MONITORING SUPERVISOR (OMS)

- g. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:

(1) Forms 1903.067B, 1905.002A, 1905.002B, 1905.002C, 1905.002D, 1905.002E, 1905.002F, 1905.002G.

(2) ERO Chronological Log

- h. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.

- b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

- c. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- d. If the need exists for an Alternate Offsite Monitoring Supervisor to respond and serve as an assistant, notify the EOF Support Superintendent for assistance.
- e. Coordinate with the Dose Assessment Supervisor in order to review the best approach for the offsite response effort.
- f. Implement procedure 1905.002 for offsite monitoring and direct plant emergency personnel who will perform offsite monitoring.
- g. Coordinate with the Dose Assessment Supervisor in order to transmit environmental radiation measurements.



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OFFSITE MONITORING SUPERVISOR (OMS)

- h. Coordinate with the Nuclear Chemistry Manager (ext. 6613) to provide personnel to direct monitoring teams for obtaining air, water, milk, agricultural samples, and thermoluminescent dosimeters based upon the monitoring strategy determined through consultation with the Dose Assessment Supervisor.
- i. Review measurement data obtained from monitoring teams and transmit to the Dose Assessment Supervisor.
- j. Coordinate with the Dose Assessment Supervisor for tracking onsite meteorology and area weather conditions.
- k. Ensure that proper records, sample identification, sample quantity and form, and packaging are completed prior to transport to the Little Rock Laboratory. Refer to procedure 1608.005 "Environmental Radiation Monitoring Program".
- l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".
- c. As required, make preparations for post-emergency monitoring actions regarding strategy and personnel requirements.
- d. As required by the EOF Director, prepare post-accident report(s) concerning environmental monitoring results.

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- c. Notify the EOF Support Superintendent of the staffing change.
- d. Update your position status on the EOF Staffing Board.



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OFFSITE MONITORING SUPERVISOR (OMS)

5. Actual Event/Drill Termination

- a. Notify those individuals working under your position that the event/drill has been terminated.
- b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
- c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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TASK G-1

OFFSITE MONITORING H.P.

1. Notified of Emergency Plan Activation.
2. Report to the EOF Offsite Monitoring Supervisor (ext. 6484).
3. Ensure that Offsite Emergency Kit equipment in the EOF is available and operable. Kit is located in Room 123 of the EOF.
4. Place Offsite Emergency Kit in an Offsite Emergency Vehicle.
5. Perform required Offsite surveys, monitoring, and sampling. Determine Offsite radiological hazards in accordance with Procedure 1905.002, "Offsite Emergency Monitoring".
6. Report any problems and survey results to the EOF Offsite Monitoring Supervisor.



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RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER (REAM)

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. EOF H.P. Supervisor
2. Dose Assessment Supervisor
3. REAM Assistant
4. Coordinate with the Nuclear Chemistry Manager to initiate/monitor environmental post-accident sampling and analysis by AP&L/Environmental Services personnel.

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Dose Assessment Supervisor
 - (4) Initial Dose Assessor (affected Control Room - Ext. 3102 -U1 or 3202 -U2)
 - (5) Radiation Protection and Radwaste Manager in the TSC (Ext. 6603)



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- d. Organize staff (REAM Asst., DAS, EOF HP Supv.) and conduct a short briefing on current conditions and immediate actions required as a result of plant conditions. **Note:** If staff ERO personnel have not yet arrived, contact the TSC Support Superintendent (Ext. 6602) to determine ETAs from the CNS printout for these positions.
- e. Report current manpower status to the EOF Director.
- f. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067B
 - (2) ERO Chronological Log
- g. If the DAS is not yet arrived, contact the Initial Dose Assessor in the affected Control Room to determine the present dose assessment status. Request that the Initial Dose Assessor print the latest RDACS Report at the EOF RDACS printer and that any previous PARs be faxed to the EOF.
- h. Review PARs that have been issued previously, based on plant conditions, with the EAL Reviewer in the Command Room. If the EAL Reviewer is not yet arrived, contact the Notifications Communicator in the TSC (ext. 6421) or the affected Control Room Notification Communicator (ext. 3102 -U1 or 3202 -U2) to obtain this information.
- i. Report the current dose assessment status to the individual that is preparing to assume the responsibility for Emergency Direction and Control (TSC Director/EOF Director).

2. On Going Actions

- a. Review up-to-date RDACS Reports and subsequent radiological Protective Action Recommendations formulated by the Dose Assessment Team and make recommendations to the EOF Director.
- b. Maintain the 10-mile EPZ Protective Action Recommendation Zone Map in the Command Room and ensure that those areas affected by a PAR are marked accordingly on the map for EOF staff review.
- c. Review PARs formulated by the EOF EAL Reviewer based on plant operational conditions prior to review by the EOF Director.



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- d. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- e. Assure adequate technical and clerical personnel are available to support you and your support staff. Technical Assistants may be obtained by contacting the EOF Support Superintendent.
- f. Ensure adequate office space, equipment, supplies and communications equipment are readily available to your support staff. Room 259 in the EOF is designated as a REAM/REAM Asst. work area.
- g. Review EOF habitability with the EOF HP Supervisor and issue dosimetry as necessary using the guidelines established in Procedure 1905.001. Keep the EOF Director informed of changing conditions.
- h. Communicate with the EOF HP Supervisor to ensure that you are up-to-date on the current status of the EOF ventilation system (i.e. normal system vs. emergency system).
- i. Review the radiological criteria on Attachment 1 of Procedure 1903.034 to determine the need for protective actions within the EOF. Keep the EOF Director informed of changing conditions.
- j. Using Form 1903.067B, "EOF Director Status Update Guide", provide current updates to the EOF Director.
- k. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event concerning dose assessment and offsite monitoring activities.
- l. Complete Form 1903.054A, "Personnel Request Form", as needed, and route to the Support Manager when assistance from offsite groups is required (e.g. additional HP personnel for field teams, etc.).
- m. Monitor consultant activities where outside assistance is being provided.
- n. Ensure that documentation of all activities in which yourself or your staff is involved is maintained using the ERO Chronological Logs.

3. Special Actions to be Implemented as Needed

- a. Using the guidelines established in Procedure 1903.035, consider the use of Potassium Iodine for field teams and make recommendations to the EOF Director following discussions with the Radiation Protection and Radwaste Manager located in the TSC.



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RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER ASSISTANT

A. Normal Reporting Location

EOF

B. Reports To

REAM

C. Supervises/Coordinates

N/A

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Notify the Support Manager in the EOF that you are staffing your ERO position.
- c. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Radiological Environmental Assessment Manager (REAM)
 - (4) Dose Assessment Supervisor
 - (5) Initial Dose Assessor (affected Control Room - Ext. 3102 -U1 or 3202 -U2)
 - (6) Radiation Protection and Radwaste Manager in the TSC (Ext. 6603)
- d. Attend initial REAM briefing on current conditions to determine immediate actions required as a result of plant conditions.
Note: If the REAM has not yet arrived, contact the TSC Support Superintendent (Ext. 6602) to determine his ETA from the CNS printout.



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- e. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:

- (1) Form 1903.067B

- (2) ERO Chronological Log

2. On Going Actions

- a. Coordinate the information flow between the Dose Assessment Team and the REAM concerning RDACS projections and formulated PARs.
- b. Request information from the Dose Assessment Supervisor, Offsite Monitoring Supervisor and EOF HP Supervisor as instructed by the REAM.
- c. Maintain the 10-mile EPZ Protective Action Recommendation Zone Map in the Command Room and ensure that those areas affected by a PAR are marked accordingly on the map for EOF staff review.
- d. Obtain meteorological and radiological data required by the EOF Notifications Communicator when he/she is performing notifications to the ADH and NRC.
 - (1) Obtain met data from the most recent RDACS printout or from the RDACS "Release Parameters" submenu.
 - (2) Obtain plume centerline dose rate data from the most recent RDACS printout.
 - (3) Obtain current cumulative dose data from the most recent RDACS printout under the Dose Evaluation Point section.
 - (4) Obtain forecasted cumulative dose data from the most recent PAR form (1904.007A or 1904.007B).
- e. Perform various tasks as instructed by the REAM.
- f. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- g. Coordinate with collocated ADH and NRC officials and ensure that an open communications dialogue is maintained throughout the event concerning dose assessment and offsite monitoring activities.



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- h. Complete Form 1903.054A, "Personnel Request Form", as needed, and route to the Support Manager when assistance from offsite groups is required (e.g. additional HP personnel for field teams, etc.).
 - i. Monitor consultant activities where outside assistance is being provided.
 - j. Ensure that documentation of all activities in which you are involved is maintained using the ERO Chronological Logs.
- 3. Special Actions to be Implemented as Needed
 - a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
 - b. If an EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with procedure 1903.034, "Emergency Operations Facility Evacuation".
- 4. Shift Change
 - a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
 - b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
- 5. Actual Event/Drill Termination
 - a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.



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RADIOLOGICAL/ENVIRONMENTAL ASSESSMENT MANAGER ASSISTANT

- d. Turn over all documentation generated during the drill/emergency to Emergency Planning.
- e. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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SUPPORT MANAGER

A. Normal Reporting Location

EOF

B. Reports To

EOF Director

C. Supervises/Coordinates

1. EOF Support Superintendent
2. TSC Support Superintendent

D. Duties

1. Immediate Actions

- a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (964-3683) that you are staffing your ERO position.
- b. Write your name on the EOF Staffing Board under the position that you are staffing.
- c. Notify the EOF Director in the EOF that you are staffing your ERO position.
- d. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) EOF Director (staff briefing)
 - (2) EOF Status Board
 - (3) Other EOF staff personnel
- e. Organize your staff and have them report to their assigned location.
- f. Ensure Task responsibilities under your position are assigned, using the Emergency Telephone Directory.
 - (1) Task L-1, EOF Notifications Communicator
Contacted via the CNS. Contact TSC Support Superintendent (ext. 6602) to verify reporting status using the CNS printout.



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SUPPORT MANAGER

- (2) Task L-2, EOF Status Board Communicator
Contacted via the CNS. Contact TSC Support Superintendent to verify reporting status using the CNS printout.
- (3) Task L-3, EOF EAL Reviewer
Contacted via the CNS. Contact TSC Support Superintendent to verify reporting status using the CNS printout.

- g. Report current manpower status to the EOF Director.
- h. Obtain all necessary forms needed for your position from the file tray located on your table in the Command Room or the Emergency Kit located in the Command Room:
 - (1) Form 1903.067A
 - (2) Form 1903.067B
 - (3) ERO Chronological Log
- i. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Sections 6.1., 6.2, 6.3, 6.4, and 6.5, for a description on the EOF facility and information relating to EOF activation criteria, EOF staffing, EOF staff turnover and the Alternate EOF.
- b. If a plant evacuation or exclusion area evacuation has occurred, then:
 - Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
 - Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

- c. Using Form 1903.065B, "EOF Director Status Update Guide", provide current updates to the EOF Director.



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SUPPORT MANAGER

- d. Establish contact with the CEC Manager, (601) 984-9122. Provide and coordinate updates of emergency status as appropriate. (The Emergency Telephone Directory, Section II, has the CEC Manager duty roster and pager numbers.
- e. Ensure that the Command Room staffing board is current. Names should be posted as positions become operational. Report EOF staffing changes to the TSC Support Superintendent in the TSC.
- f. Provide support as requested by the EOF Director. Utilize the Emergency Telephone Directory.
- g. Ensure that your staff coordinates all requests for additional personnel and/or equipment in accordance with Procedure 1903.054, "Request for Additional Personnel".
- h. Monitor status of off-site communications.
- i. Monitor consultant activities where outside assistance is being provided.
- j. Coordinate with the TSC Support Superintendent (ext. 6602), as necessary, to provide support for the Emergency Response Organization.
- k. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the EOF Support Superintendent for assistance.
- b. If a EOF evacuation is declared by the EOF Director, relocate to the Alternate EOF in accordance with Procedure 1903.034, "Emergency Operations Facility Evacuation".
- c. Coordinate activation of the Alternate EOF, as directed, in conjunction with the EOF Maintenance Coordinator. Refer to Procedure 1903.034, "Emergency Operations Facility Evacuation".

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, etc.



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SUPPORT MANAGER

- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
 - c. Notify the EOF Support Superintendent of the staffing change.
 - d. Update your position status on the EOF Staffing Board.
5. Actual Event/Drill Termination
- a. Notify those individuals working under your position that the event/drill has been terminated.
 - b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the EOF.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.
 - d. Turn over all documentation generated during the drill/emergency to Emergency Planning. Participate in the post drill/emergency critique to identify weaknesses and strengths.



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TASK J-1

EOF NOTIFICATIONS COMMUNICATOR

1. Notified of Emergency Plan Activation.
2. Report to the Support Manager in the EOF Command Room.
3. Establish communications with the TSC Notifications Communicator or the Communicator in the Control Room, depending upon who currently has the notifications responsibility, using the telephone located on the table next to the Plant Status Board in the Command Room at the EOF.

Unit One Communicator - Ext. 3102
Unit Two Communicator - Ext. 3202
TSC Communicator - Ext. 6421
4. Inform the TSC Communicator or the Communicator in the Control Room that you are preparing to assume notifications upon turnover from the TSC Director/Shift Superintendent to the EOF Director.
 - A. Obtain a briefing of the current status of any notifications previously performed by the Control Room.
 - B. Review fax copies of any notification forms which have been sent to the ADH.
5. Provide the TSC Communicator or the Communicator in the Control Room with a telephone number where you can be reached.
6. Obtain Procedure Forms 1903.011X, 1903.011Y and 1903.011Z (These forms will be located in the Communications blue binder on the communications table). Complete these forms as directed by the EOF Director.
7. Once the EOF Director has assumed Emergency Direction and Control, accept the notifications responsibility from the TSC Communicator or the Communicator in the Control Room.
8. Complete Form 1903.011X as directed by the EOF Director.
9. Notifications to Offsite Authorities
 - A. Notifications should be performed only upon authorization from the EOF Director.
 - B. Make notifications to the Arkansas Department of Health (ADH) within 15 minutes of any declared emergency class using Form 1903.011Y.



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TASK J-1

EOF NOTIFICATIONS COMMUNICATOR

- (1) Radiological/Meteorological information should be obtained from:
 - a. The Initial Dose Assessor in the Control Room if Dose Assessment has not been transferred to the EOF.

Unit One Dose Assessor - Ext. 3102
Unit Two Dose Assessor - Ext. 3202
 - b. The REAM (ext. 6406/6482) located at the EOF if Dose Assessment has been transferred to the EOF.
- (2) All 1903.011Y Forms should be telefaxed to the ADH in Little Rock until the ADH TOCD arrives at the EOF to collocate with the ANO staff.
- C. Make Notifications to the NRC immediately after notifying the ADH using the ENS telephone.
 - (1) Provide the NRC with, at a minimum, the same information that was supplied on the notification form telefaxed to the ADH.
 - (2) Following collocation by the NRC Site Response Team, notifications to the NRC should continue to be performed over the ENS circuit unless instructed otherwise by NRC collocated officials.
- D. Telefax copies of the completed Emergency Notifications Forms (Forms 1903.011X, 1903.011Y and 1903.011Z) to the TSC, Control Room and OSC.
- E. Provide hourly updates to the ADH (Form 1903.011Z) and NRC (ENS telephone). Update notifications should be provided within one hour of the latest notification or more frequently as directed by the EOF Director.
 - (1) Updates should also be provided whenever significant changes occur prior to a scheduled update. Remember to check the "Significant Change Message" line when providing this type of update.
 - (2) All 1903.011Z Forms should be telefaxed to the ADH in Little Rock until the ADH TOCD arrives at the EOF to collocate with the ANO staff. Once the ADH TOCD has arrived, provide copies of notification forms to the TOCD and discontinue faxing them to Little Rock.



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TASK J-2

EOF STATUS BOARD COMMUNICATOR

1. Notified of Emergency Plan Activation.
2. Report to the Support Manager in the EOF Command Room.
3. Set up next to the Status Board in the Command Room. A party-line headset should be in place as a result of the activation of the EOF by the Telecommunications group. If not already available, obtain a headset from the Command Room Emergency Kit. Connect the headset and ensure that a party-line communication link is established via the party-line.
4. Complete and maintain the EOF Status Board.
 - A. Status Board entries should be made in chronological order, starting at the top, with the time entry on the left side.
 - B. When the Status Board becomes full, start again at the top by erasing the oldest entry and begin marking new entries with a different color marker.
 - C. Ensure that the EOF Director is made aware of significant information that is reported across the party-line and being logged onto the Status Board (e.g., Release started, equipment failures, etc.).



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TASK J-3

EOF EMERGENCY ACTION LEVEL (EAL) REVIEWER

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



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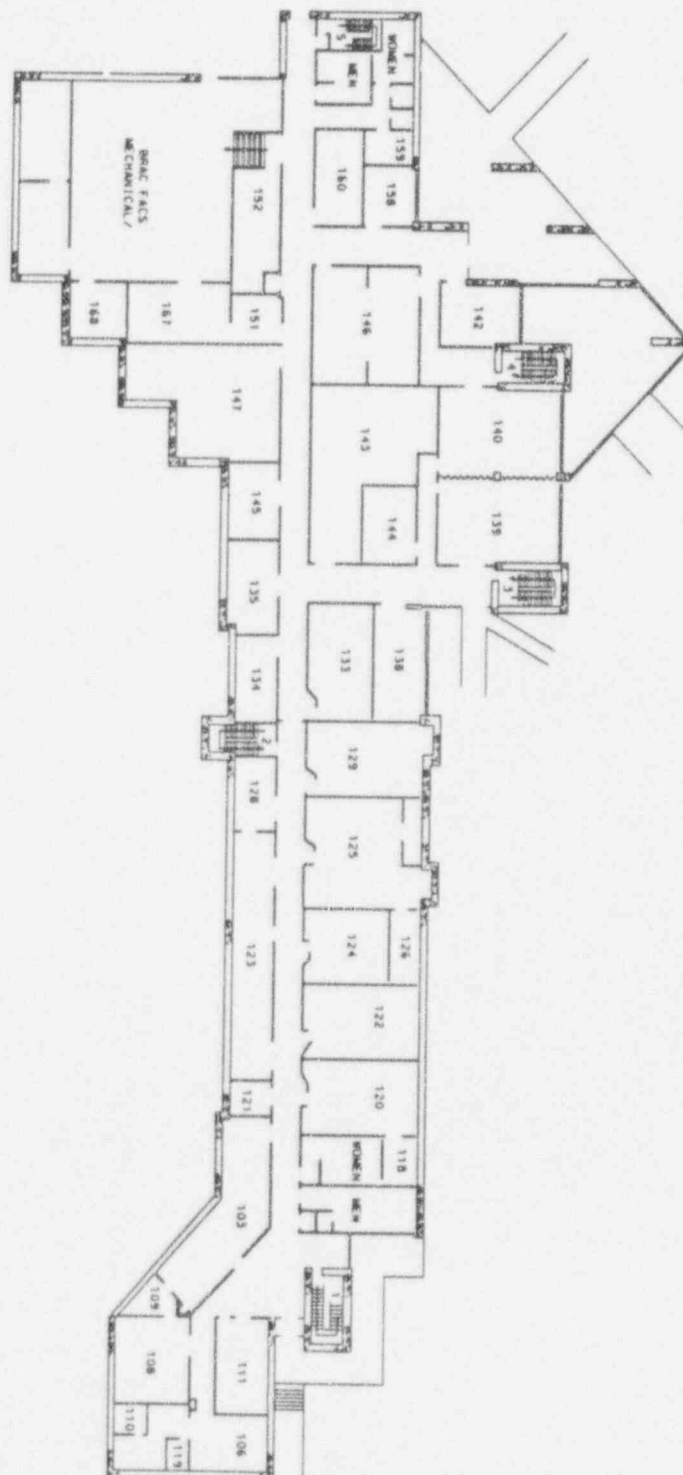
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ANO TRAINING CENTER
LOWER FLOOR





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<u>Position/Group</u>	<u>Room Number</u>
Spare Work Area	151
Security	152
Spare Work Area	147
Graphics	134
Nuclear Planning and Response Program Storage Area	138
Media Work Area	142
Media Work Area	158
Media Work Area	160
Media Work Area	146
Break Room	138
Spare Work Area	133
Media Work Area	139
Media Work Area	140
Nuclear Planning and Response Program Offices	143
Emergency Kits (Mechanical Equipment Room)	123
Recovery Team Staging Area	102
Emergency Radiation Team Assembly Area	102
Emergency Medical Team Assembly Area	102
Security	111
<u>Secondary Operational Support Center (SOSC)</u>	108
Mechanical Maintenance Supervisor	108
Electrical Maintenance Supervisor	108
I&C Supervisor	108
OSC Director	108
Maintenance Superintendent	108
Radiation Protection and Radwaste Manager	108
Nuclear Chemistry Manager	108
Status Board Communicator	108
NRC In-Plant Radiological Coordinator	108
NRC In-Plant Radiological Coordinator Communicator	108
Whole Body Count Room	103
Electrical Maintenance Staff	133
I&C Staff	133
Mechanical Maintenance Staff	125
Nuclear Chemistry Count Room	124
Radwaste Staff	122
Nuclear Chemistry Staff	120
Video Room	145
Electrical Equipment Room	123
Custodian	128



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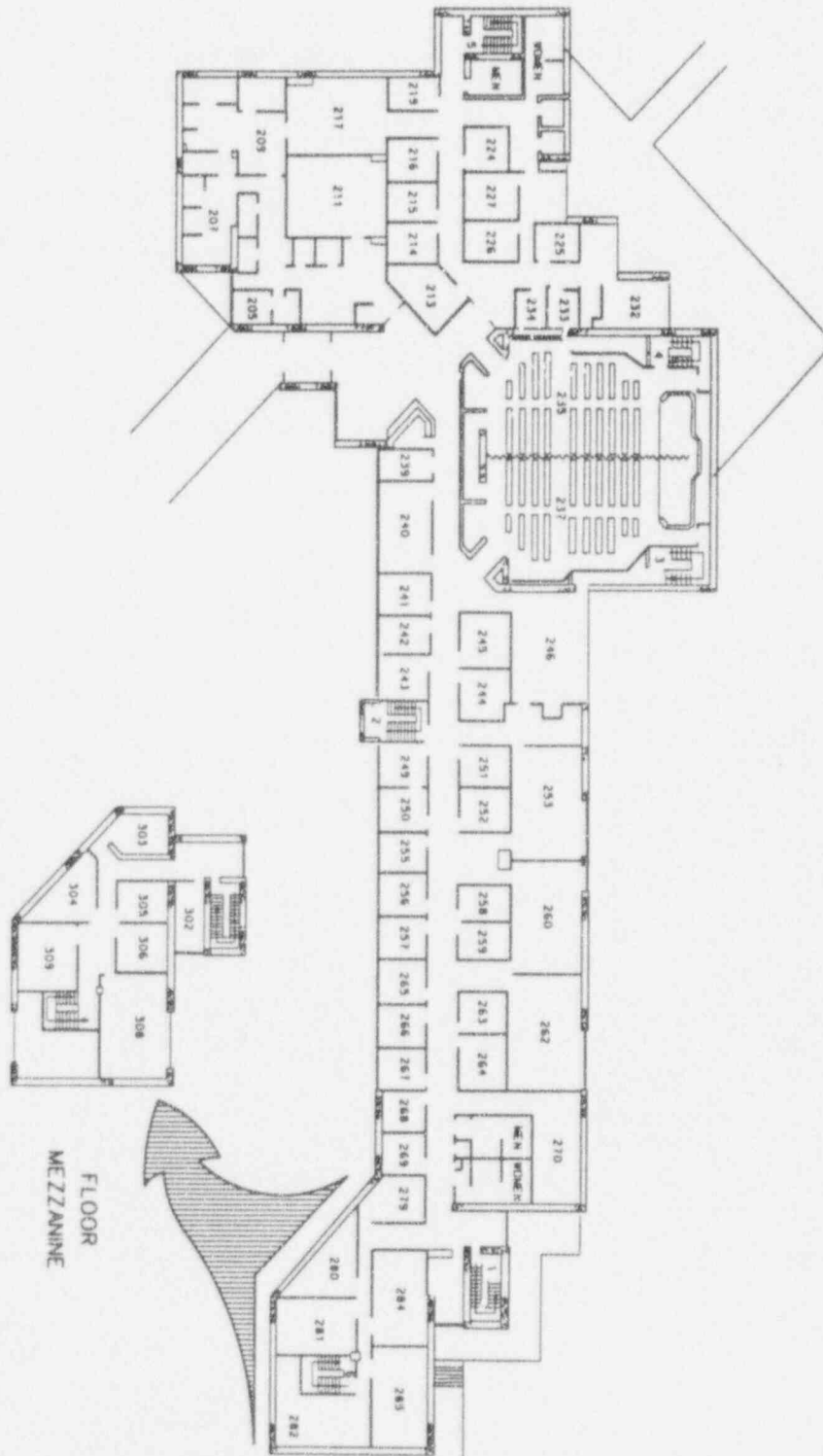
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ANO TRAINING CENTER
UPPER FLOOR





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(ROOM ASSIGNMENTS)

<u>Position/Group</u>	<u>Room Number</u>
Media Work Area	204
Executive Office Area	232
Communications Manager	251
EOF Switchboard	202
ENC Work Area	239
Media Relations Personnel	240
Headquarters Liaison and Local Government Coordinator	241
Spare Work Area	242
Spare Work Area	243
Spare Work Area	245
Spare Work Area	244
Auditorium (for Media Briefings)	236
Auditorium (for Media Briefings)	237
Press Conference Staging Area	246
Arkansas Department of Health	249
Arkansas Department of Health	250
EOF Support Superintendent	255
Accident Assessment Conference Room	256
Purchasing and Procurement	257
NRC	265
Spare Work Area	266
EOF Maintenance Coordinator	267
EOF HP Supervisor	268
Spare Work Area	269
Operations Standards	280
System Engineering	284
Drafting	281
Accident Assessment Work Area	285
Office Services	251
Word Processing	252
Technical Assistants	258
REAM/REAM Assistant Work Area	259
NRC	263
State Field Monitoring	263
Weather Forecasting	264
Offsite Monitoring Supervisor (ANO Field Monitoring)	264



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(ROOM ASSIGNMENTS)

<u>Position/Group</u>	<u>Room Number</u>
<u>COMMAND ROOM</u>	
Emergency Operations Facility Director (EOF Director)	253
Emergency Operations Facility Director's Administrative Assistant	253
Communications Liaison	253
Radiological/Environmental Assessment Manager (REAM)	253
REAM Assistant	253
Accident Assessment Manager	253
Support Manager	253
Support Manager's Assistant	253
EOF Notifications Communicator	253
EOF Status Board Communicator	253
State Collocated Officials	253
NRC Collocated Officials	253
<u>SECONDARY TECHNICAL SUPPORT CENTER (STSC)</u>	260
TSC Director	260
TSC Director's Administrative Assistant	260
Engineering Manager	260
Maintenance Manager	260
Operations Manager	260
Status Board Communicator	260
NRC Collocated Officials	260
Radiation Protection and Radwaste Manager	260
TSC Support Superintendent	260
<u>DOSE ASSESSMENT</u>	262
Dose Assessment Supervisor	262
Dose Assessment Team	262
State Collocated Officials	262
NRC Collocated Officials	262
Telephone/Radio Room	270



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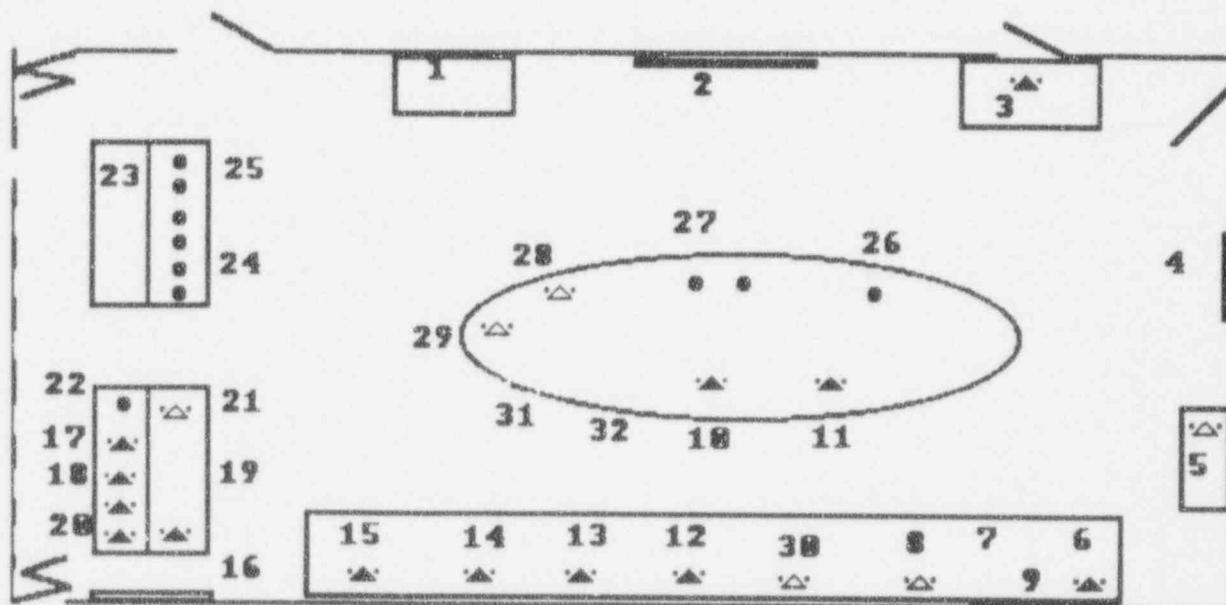
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EMERGENCY OPERATIONS FACILITY-COMMAND ROOM



- | | |
|---|---|
| 1. Command & Control Board | 19. REAM Assistant |
| 2. PAA Status Board | 20. Health Physics Network (HPN) |
| 3. Communications Liaison | 21. Radiological/Environmental Assessment Manager |
| 4. Plant Status Board | 22. State Rad. Response Team Leader |
| 5. EOF Notifications Communicator | 23. FEMA |
| 6. NRC Emergency Response Coordinator | 24. State TOCD Administrative Assistant |
| 7. EOF Support Superintendent | 25. State Operations Officer |
| 8. Support Manager | 26. Office of Emergency Service Director |
| 9. Staffing Board | 27. State TOCD |
| 10. NRC Director Site Operations | 28. EOFD Administrative Assistant |
| 11. NRC DSO Administrative Assistant | 29. EOF Director |
| 12. Emergency Notification System (ENS) | 30. Accident Assessment Manager |
| 13. NRC ENS Monitor | 31. EOF Director's Assistant |
| 14. NRC Reactor Safety Coordinator Communicator | 32. EAL Reviewer |
| 15. NRC Reactor Safety Coordinator | |
| 16. Dose Assessment Update | |
| 17. NRC Protective Measures Coordinator | |
| 18. NRC Protective Measures Communicator | |

•△• = Telephone Station (ANO)
 •▲• = Telephone Station (NRC)
 ● = Telephone Station (State)



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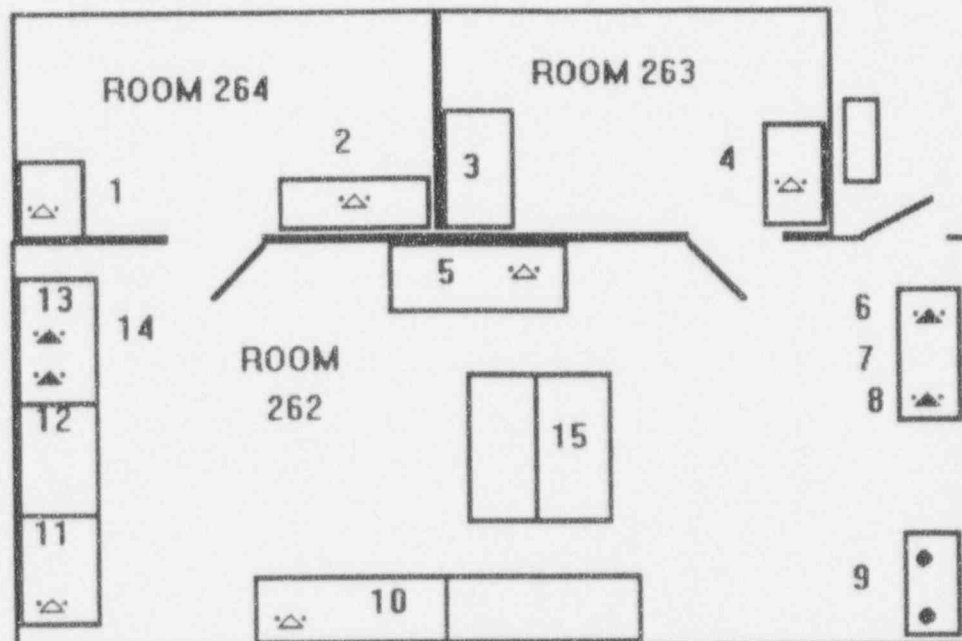
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ATTACHMENT 5

DOSE ASSESSMENT ROOM - ROOM 262



1. Weather Forecasting
2. Offsite Monitoring Supervisor
3. NRC Work Area
4. State Field Monitoring
5. Dose Assessment Supervisor
6. NRC Protective Measures Team Leader
7. NRC Environmental Assessment Coord.
8. Health Physics Network (HPN)

9. State Dose Assessment Officer
10. Data Reduction Station
11. RDACS Computer
12. RDACS Computer
13. NRC Dose Assessment Computer
14. NRC Dose Assessor
15. Map Making Station

•Δ• = Telephone Station (ANO)
•▲• = Telephone Station (NRC)
● = Telephone Station (State)



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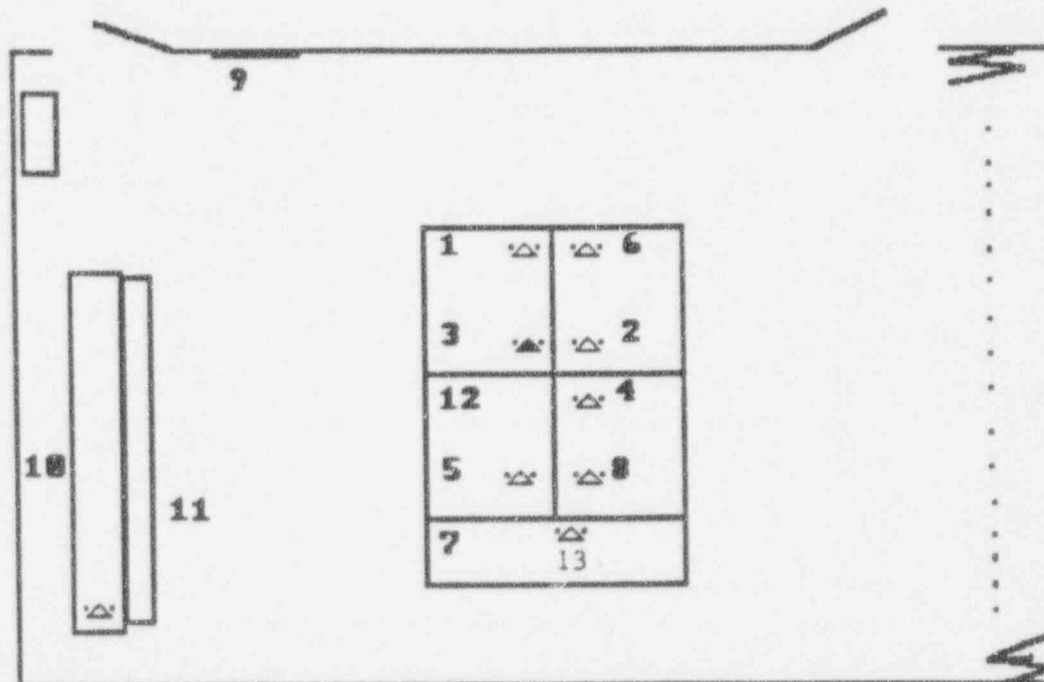
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SECONDARY TECHNICAL SUPPORT CENTER - ROOM 260



1. Secondary TSC Telephone Operator
2. TSC Director
3. NRC Operations Coordinator/Reactor Safety Coordinator
4. Maintenance Manager
5. Rad. Protection and Radwaste Manager
6. TSC Director's Administrative Assistant
7. NRC Containment Specialist
8. Engineering Manager
9. Command and Control Board
10. Plant Status Board
11. NRC Reactor Safety Specialist
12. Operations Manager
13. TSC Support Superintendent

•△• = AP&L Telephone Station
•▲• = NRC Telephone Station

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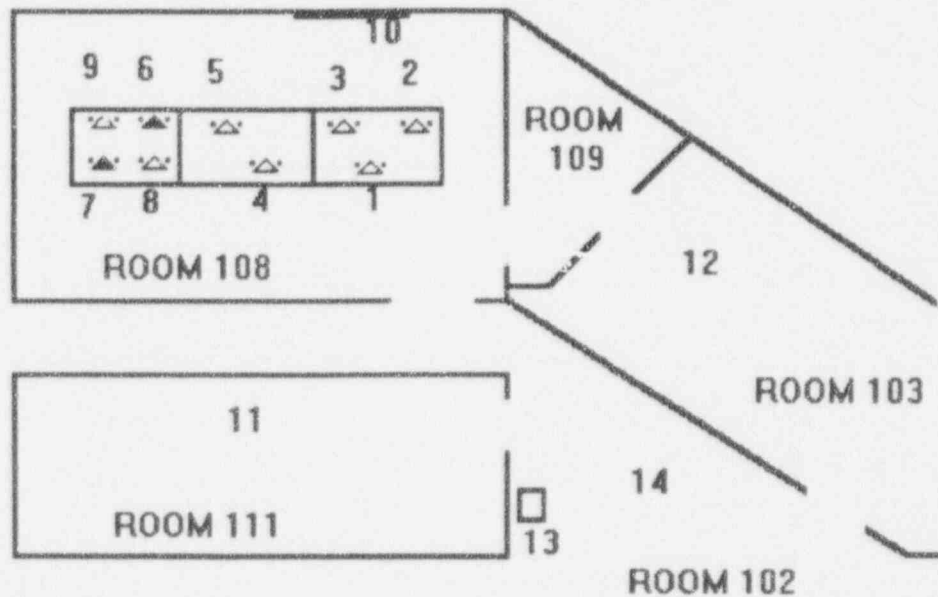
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SECONDARY OPERATIONAL SUPPORT CENTER - ROOM 108



1. Mechanical Maintenance Supervisor
2. Electrical Maintenance Supervisor
3. I&C Supervisor
4. Maintenance Superintendent
5. OSC Director
6. NRC In-Plant Radiological Coordinator
7. NRC In-Plant Radiological Coordinator Communicator
8. Health Physics Supervisor
9. Nuclear Chemistry Manager
10. Plant Status Board
11. Security
12. Whole Body Count Room
13. ANO Base Radio
14. Team Assembly/Staging Area

Δ = Telephone Station (ANO)

▲ = Telephone Station (NRC)



NOTE:

Floor diagrams describing the required setup for the EOF
are attached for your reference.

NOTE:

Report all problem areas to the EOF Support Superintendent
as they are recognized.

Initials

- ____ 1. Notify the Manager, Training and Emergency Planning, or his
designee, of the need to activate the EOF (during normal working
hours).
- ____ 2. If during normal working hours, make an announcement on the EOF
PA system that the EOF is being activated.
- ____ 3. Telecommunications equipment
 - ____ A. Notify Telecommunications to begin communications set-up
of the EOF (see Emergency Telephone Directory - Tab 5).
 - ____ B. Ensure telecommunications equipment set-up is complete.
- ____ 4. EOF video equipment
 - ____ A. Set up EOF Video equipment as follows:
 - ____ 1. EOF auditorium (room 235) - set up the following:
 - ____ a. video camera
 - ____ b. overhead projector on the stage
 - ____ c. move podium to the middle of the stage and plug
into floor jack
 - ____ d. set up microphone and stand in each isle.
 - ____ 2. Command Room (room 253) - set up video monitor
 - ____ 3. Media Center (room 240) - set up video monitor
 - ____ 4. EOF Board Room (room 246) - set up video monitor
 - ____ B. Verify that the check-out has been performed on the EOF
video equipment.
- ____ 5. Notify EOF Building Maintenance Staff that their support is needed.
(See Emergency Telephone Directory - Tab 5)



- _____ 6. Ensure that Rooms 253, 260, and 262 are set-up in accordance with the attached floor diagrams. If extra tables and chairs are in the room, remove them from the rooms.
- _____ 7. Ensure that designated position notebooks are located on the appropriate tables in the Command Room in accordance with the assigned locations designated on the attached floor diagrams.
- _____ 8. Ensure that the procedure cart containing the Emergency Plan, Emergency Plan Implementing Procedures (1903, 1904, and 1905 series) and Technical Specifications are at or near the EOF Director's table.
- _____ 9. EOF portal monitors
- _____ A. Place portal monitors in the EOF 1st floor west entrance and 2nd floor north entrance.
- _____ B. Verify operability of EOF Radiation Monitors.
- _____ 1) Green power light illuminated.
- _____ 2) Indications not at bottom of the scale.
- _____ 10. Verify EOF Protected Area is established:
- _____ A. Close and post the double doors in both upper and lower hallways (double doors adjacent to the middle stairway - stairway #2)
- _____ B. Start the EOF emergency air filtration system.
- _____ 1. Place the hand switch located in room 123 on the south wall in the "Hand" position.
- _____ C. Secure the following normal HVAC:
AHU 1 and AHU 3 are in room 166
AHU 2 is in room 167 (in the caged area)
- _____ D. Log gauge readings on the system on table D-1, below

	PREFILTER	HEPA	CARBON 1	CARBON 2	FINAL
GAUGE READING					
REPLACEMENT VALUE	0.75	1.25	N/A	N/A	1.20

- _____ E. Advise EOF Director and EOF HP Supervisor of equipment status.



- _____ F. Secure the emergency air filtration system and restore AHU 1, 2, and 3 to operability unless instructed otherwise by EOF Director or EOF HP Supervisor.
- _____ G. After emergency filtration system is secured, reopen the double doors.
- _____ 11. Prop open stairwell doors to ensure proper building pressurization if necessary.
- _____ 12. Ensure that the EOF PA system is turned on. Controls are located in room 247, opposite the coke machine on an overhead shelf, (both switches must be in the "ON" position). Adjust volume as necessary.
- _____ 13. Test start the EOF diesel generator. Controls are located in the respirator fit test area in room 167.

CAUTION

Access the EOF paging system by dialing 199 and make an announcement to warn personnel (prior to starting the EOF Emergency Diesel) that computer interruption may occur.

- _____ A. Ensure that the switch on the Generator Control Panel (Blue Panel) is in the "Auto" position.
- _____ B. Toggle switch on the ATS Panel (located behind the locked cage door) to the "Test" position. The diesel should start at this time and the ATS switch should transfer the building load to the diesel.
- _____ C. Run the diesel for 1 hour!
- _____ D. Return the toggle switch on the ATS Panel to the "Auto" position. (The diesel should continue to run for approximately 15 seconds and then shut down)
- _____ E. Verify that a 24 hour supply of fuel is on hand. Normal amount of fuel used is 25 gal./hour. (See page 12 of checklist).

NOTE

The EOF can be considered operational upon completion of steps 1 through 13.

- _____ 14. Unlock all classrooms and closets in the EOF.
- _____ 15. Ensure that the separation curtain in the EOF auditorium is drawn open.



16. Emergency shower drain valves are located on the south side of the building between the building and the curb near the west end of the building.

_____ A. Cycle both of the emergency shower drain valves. Turn each valve 90 degrees, then return the valve to the original position.

_____ B. If personnel decontamination is required, the EOF HP Supervisor will request that you change the valve position to hold contaminated liquid in the tank.

_____ 17. Rope off designated parking spaces for NRC on request.

_____ 18. When notified of a TSC evacuation, set up the Secondary TSC in Room 260 in accordance with the attached floor diagrams.

_____ 19. When notified of an OSC evacuation, set up the Secondary OSC in room 108 in accordance with the attached floor diagrams.

_____ 20. Report activation status for the EOF to the EOF Support Superintendent.

_____ 21. Notified of termination of emergency or drill/exercise.

_____ 22. Ensure that the EOF is returned to its original status after the emergency or drill/exercise.

_____ 23. Return completed EOF Activation Checklist to the Emergency Planning staff.



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Operations

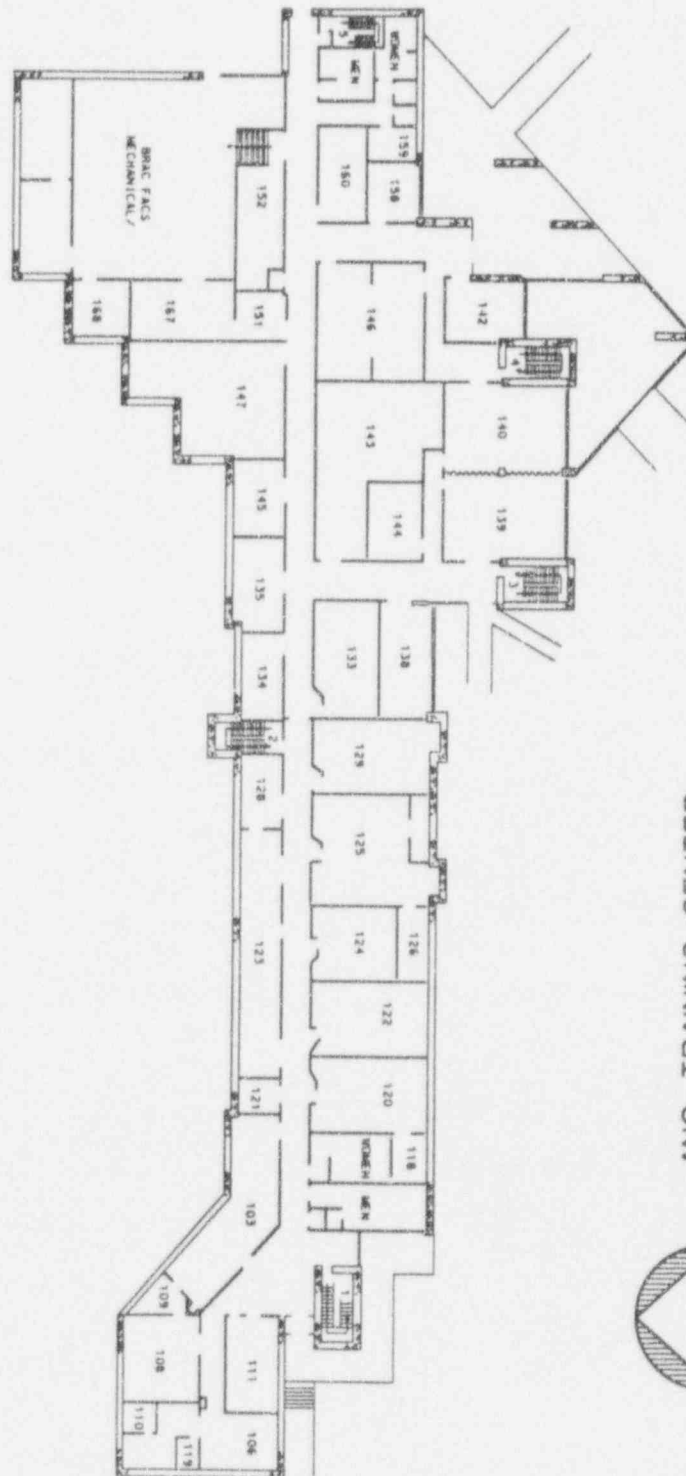
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EMERGENCY OPERATIONS FACILITY - LOWER FLOOR

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AND TRAINING CENTER
LOWER FLOOR



FORM TITLE:

EOF ACTIVATION CHECKLIST

FORM NO.

1903.067A

REV.

7



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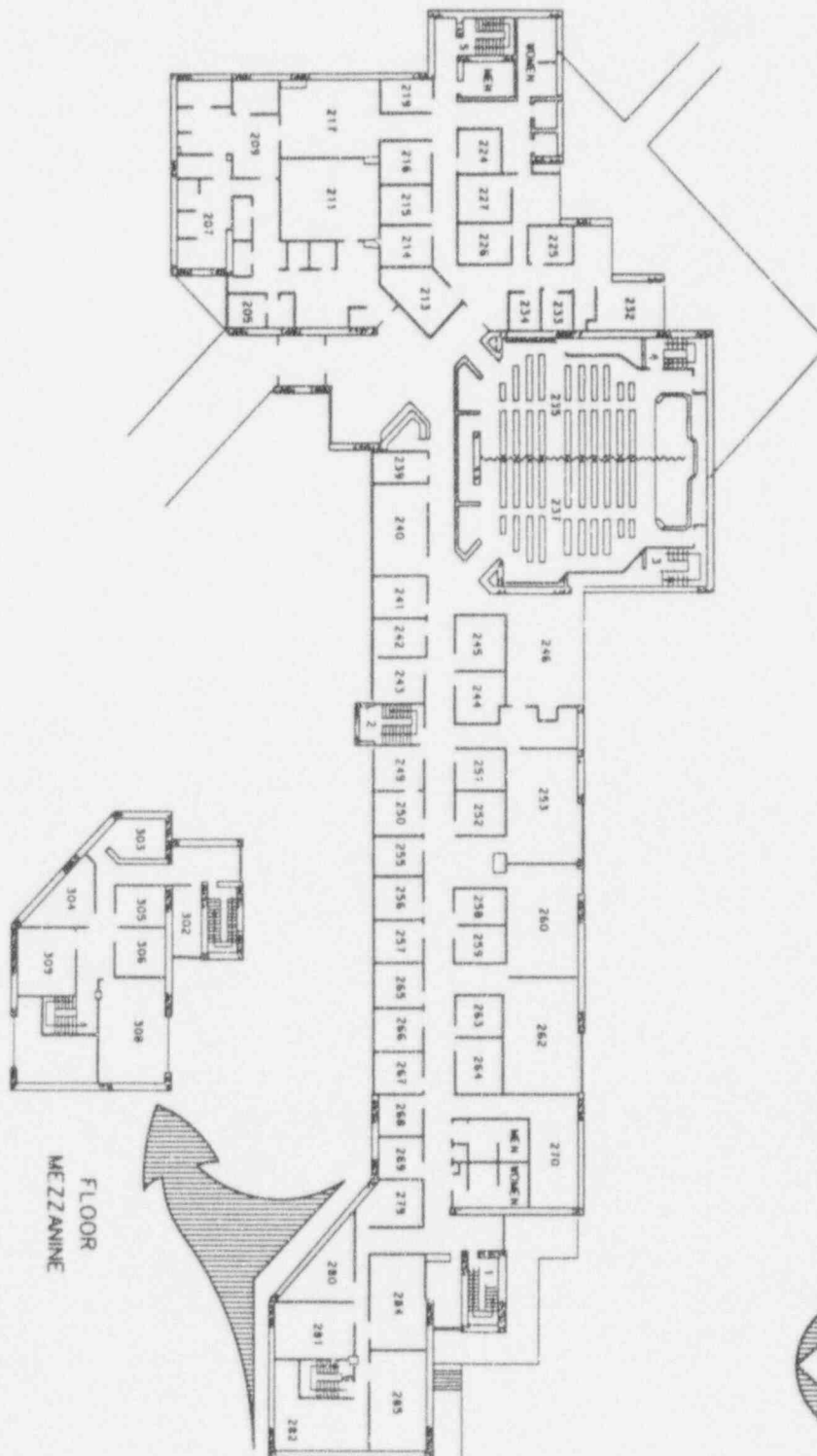
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EMERGENCY OPERATIONS FACILITY - UPPER FLOOR

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AND TRAINING CENTER
UPPER FLOOR



FORM TITLE:

EOF ACTIVATION CHECKLIST

FORM NO

1903.067A

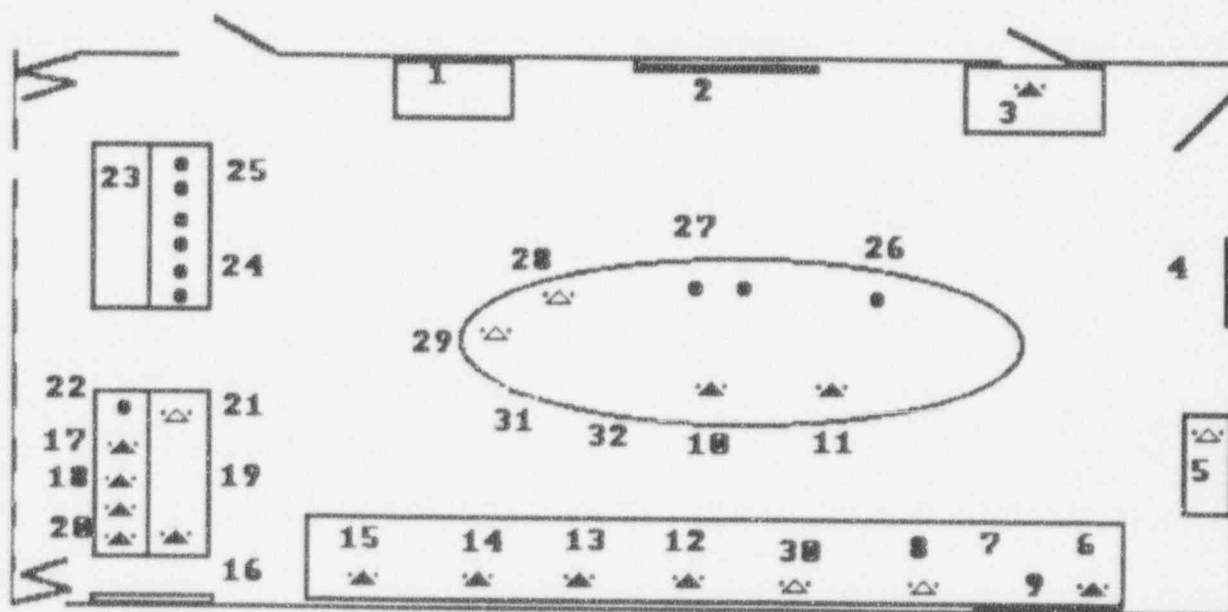
REV.

7



EOF COMMAND ROOM - ROOM 253

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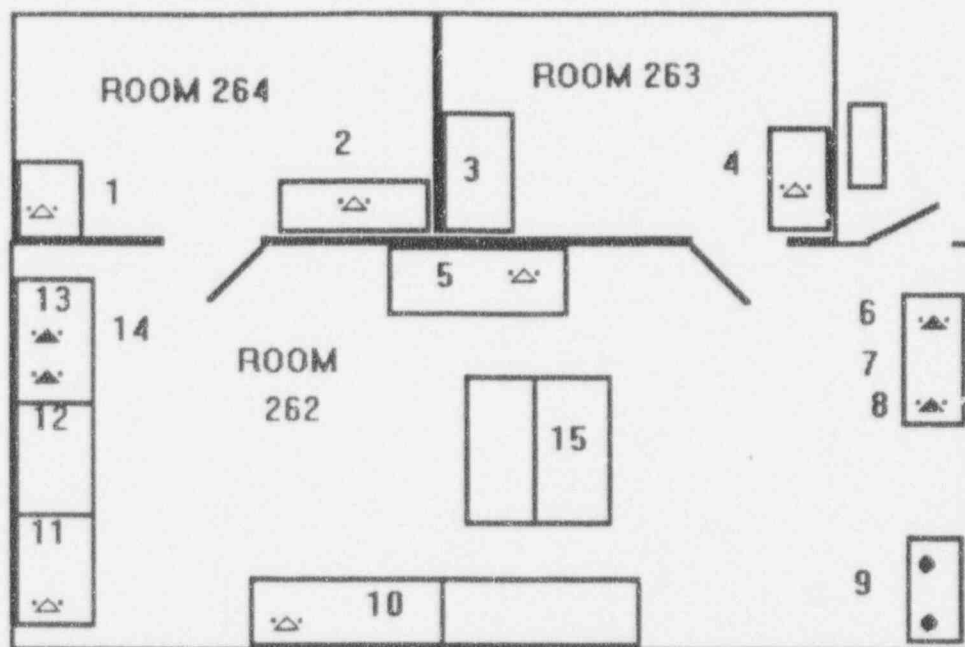
- | | |
|---|---|
| 1. Command & Control Board | 18. NRC Protective Measures Communicator |
| 2. PAA Status Board | 19. REAM Assistant |
| 3. Communications Liaison | 20. Health Physics Network (HPN) |
| 4. Plant Status Board | 21. Radiological/Environmental Assessment Manager |
| 5. EOF Notifications Communicator | 22. State Rad. Response Team Leader |
| 6. NRC Emergency Response Coordinator | 23. FEMA |
| 7. EOF Support Superintendent | 24. State TOCD Administrative Assistant |
| 8. Support Manager | 25. State Operations Officer |
| 9. Staffing Board | 26. Office of Emergency Service Director |
| 10. NRC Director Site Operations | 27. State TOCD |
| 11. NRC DSO Administrative Assistant | 28. EOFD Administrative Assistant |
| 12. Emergency Notification System (ENS) | 29. EOFD Director |
| 13. NRC ENS Monitor | 30. Accident Assessment Manager |
| 14. NRC Reactor Safety Coordinator Communicator | 31. EOF Director's Assistant |
| 15. NRC Reactor Safety Coordinator | 32. EAL Reviewer |
| 16. Dose Assessment Update | |
| 17. NRC Protective Measures Coordinator | |

- △• = Telephone Station (ANO)
 •▲• = Telephone Station (NRC)
 • = Telephone Station (STATE)



EOF DOSE ASSESSMENT ROOM - ROOM 262

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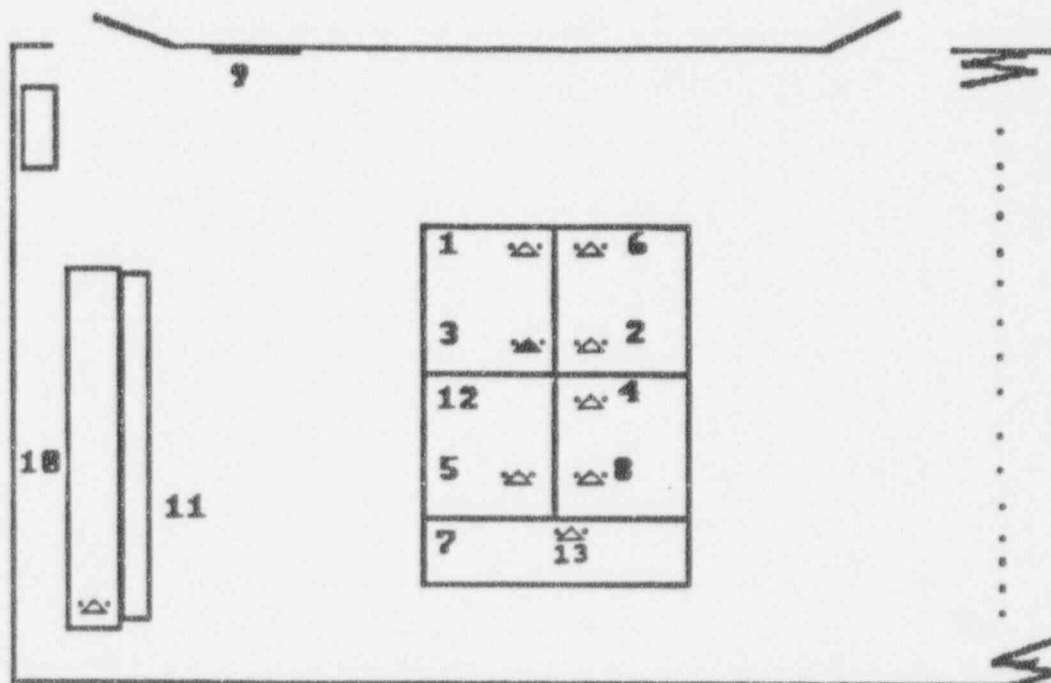


- | | |
|--|----------------------------------|
| 1. Weather Forecasting | 9. State Dose Assessment Officer |
| 2. Offsite Monitoring Supervisor | 10. Data Reduction Station |
| 3. NRC Work Area | 11. RDACS Computer |
| 4. State Field Monitoring | 12. RDACS Computer |
| 5. Dose Assessment Supervisor | 13. NRC Dose Assessment Computer |
| 6. NRC Protective Measures Team Leader | 14. NRC Dose Assessor |
| 7. NRC Environmental Assessment Coord. | 15. Map Making Section |
| 8. Health Physics Network (HPN) | |

- Δ• = Telephone Station (ANO)
•▲• = Telephone Station (NRC)
• = Telephone Station (STATE)



SECONDARY TECHNICAL SUPPORT CENTER - ROOM 260



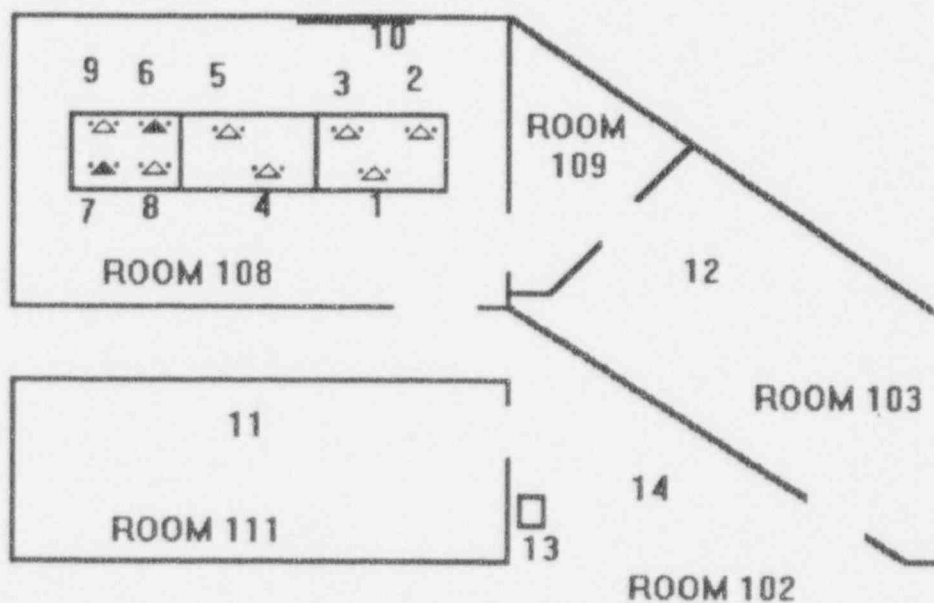
LEGEND

1. SECONDARY TSC TELEPHONE OPERATOR
2. TSC DIRECTOR
3. NRC OPERATIONS COORDINATOR/REACTOR SAFETY COORDINATOR
4. MAINTENANCE MANAGER
5. RADIATION PROTECTION AND RADWASTE MANAGER
6. TSC DIRECTOR'S ADMINISTRATIVE ASSISTANT
7. NRC CONTAINMENT SPECIALIST
8. ENGINEERING MANAGER
9. COMMAND AND CONTROL BOARD
10. PLANT STATUS BOARD
11. NRC REACTOR SAFETY CHECKLIST
12. OPERATIONS MANAGER
13. TSC SUPPORT SUPERINTENDENT

•Δ• = ANO TELEPHONE STATION
•▲• = NRC TELEPHONE STATION



SECONDARY OPERATIONAL SUPPORT CENTER - ROOMS 108



1. MECHANICAL MAINTENANCE SUPERVISOR
2. ELECTRICAL MAINTENANCE SUPERVISOR
3. I&C SUPERVISOR
4. MAINTENANCE SUPERINTENDENT
5. OSC DIRECTOR
6. NRC IN-PLANT RADIOLOGICAL COORDINATOR
7. NRC IN-PLANT RADIOLOGICAL COORDINATOR COMMUNICATOR
8. HEALTH PHYSICS SUPERVISOR
9. NUCLEAR CHEMISTRY MANAGER
10. PLANT STATUS BOARD
11. SECURITY
12. WHOLE BODY COUNT ROOM
13. ANO BASE RADIO
14. TEAM ASSEMBLY/STAGING AREA

•Δ• = ANO TELEPHONE STATION
•▲• = NRC TELEPHONE STATION



EMERGENCY OPERATIONS FACILITY (EOF)
EMERGENCY DIESEL GENERATOR STORAGE TANK VOLUME

DEPTH (inches) GALLONS

1-----	4
2-----	12
3-----	23
4-----	35
5-----	49
6-----	65
7-----	82
8-----	100
9-----	119
10-----	140
11-----	161
12-----	183
13-----	206
14-----	229
15-----	253
16-----	278
17-----	303
18-----	328
19-----	354
20-----	380
21-----	406
22-----	433
23-----	459
24-----	486
25-----	512
26-----	539
27-----	565
28-----	591
29-----	617
30-----	643
31-----	669
32-----	694
33-----	718
34-----	742
35-----	766
36-----	789
37-----	811
38-----	832
39-----	852
40-----	871
41-----	889
42-----	906
43-----	922
44-----	936
45-----	949
46-----	959
47-----	967
48-----	971



1. Date and time of the status update: Date: _____ Time: _____

2. REAM Status Update Items (check as reviewed):

- A. _____ Current release rate, recent trend, prognosis.
- B. _____ Verify Emergency Class (based on radiological conditions).
- C. _____ Off-site dose projection results (recent Follow-up Message).
- D. _____ Dose projection comparison with State, NRC models.
- E. _____ ANO Field Team survey results and comparison with RDACS.
- F. _____ State Health Department, EPA, DOE survey results.
- G. _____ Current and forecast meteorology (wind direction, shifts).
- H. _____ Status of off-site protective action implementation.
- I. _____ EOF habitability and protective action recommendations.
- J. _____ Personnel status, overexposures, contaminations, etc.
- K. _____ EOF Radiation Protection Support Group staffing.
- L. _____ NRC counterpart status report (if necessary).

NOTES: _____

3. Accident Assessment Manager Update Items (check as reviewed):

- A. _____ Reactor health, core cooling systems operational status.
- B. _____ Containment status, current trends, prognosis.
- C. _____ Release path, estimated release duration, prognosis.
- D. _____ Critical parameter current status and trends.
- E. _____ Operational status, trends, forecast.
- F. _____ Verify Emergency Class (based on plant conditions).
- G. _____ Review of accident mitigation objectives, priorities, and strategies.
- H. _____ Status of engineering evaluations in-progress.
- I. _____ Review TSC requests (for EOF support) and status.
- J. _____ Core damage assessment (if applicable).
- K. _____ EOF Accident Assessment Group staffing.
- L. _____ NRC counterpart status report (if present).

NOTES: _____



4. EOF Support Manager Update Items (check as reviewed):

- A. ☐ Off-site notifications status (transmissions in-progress).
- B. ☐ Off-site activation status (State EOC, County EOCs, etc.).
- C. ☐ EOF access status (front door and receiving area setup).
- D. ☐ Status of EOF Security.
- E. ☐ EOF ventilation system operational status.
- F. ☐ Status of EOF classrooms (setup for off-site agencies).
- G. ☐ Emergency procurement status (if applicable).
- H. ☐ Status of off-site vendor/contractor support requested.
- I. ☐ Status of off-site agency response at EOF (State, NRC).
- J. ☐ EOF Support Group staffing.
- K. ☐ Overall EOF staffing.
- L. ☐ EOF ERO shift schedules (if protracted event > 12 hours).
- M. ☐ Logistics report (food, admin supplies, copies, fax, etc).
- N. ☐ NRC counterpart status report (if present).

NOTES: _____

5. Communications Liaison/Communications Manager Update Items (check as reviewed):

- A. ☐ Media Center Status (including setup activities)
- B. ☐ Status of visiting media personnel (who, how many, organization)
- C. ☐ Status of news briefing/conferences
- D. ☐ Types of media inquiries
- E. ☐ Rumor control status (prevalent rumors and particularly difficult rumors)
- F. ☐ News release status
- G. ☐ Current governmental affairs activities
- H. ☐ Media broadcast activities of concern
- I. ☐ Related or concurrent public events/emergencies

Notes: _____



6. Emergency Operations Facilities Director Update Items (check as reviewed):

- A. ☐ Review current Emergency Classification.
- B. ☐ Review current overall accident mitigation objectives.
- C. ☐ Summarize any significant items from TSC Director.
- D. ☐ Summarize any significant discussion/direction from NRC.
- E. ☐ Summarize any recent significant discussions with State.
- F. ☐ Review off-site protective actions in effect (or planned).
- G. ☐ NRC counterpart status report (if present).

NOTES: _____

7. Other Organization/Agency Update Items (list as reviewed):

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

8. Direct key EOF personnel to update their subordinates with applicable information obtained in the status update.

9. Select the time of the next EOF Status Update and announce it in the EOF Command Center.

10. Conduct periodic updates with the TSC Director on:

- 1) Status of Emergency Classification
- 2) Offsite protective measures recommended and the basis
- 3) Significant changes
- 4) Radiological conditions offsite
- 5) Status of requests for assistance
- 6) Long term impact of current course of in-plant actions

NOTE

Items on this list are suggested topics for routine updates. Items actually selected for update should be based on existing or projected conditions.



NRC BRIEFING GUIDELINES

Page 1 of 3

1. EMERGENCY CLASS DECLARED (circle one). NUC, ALERT, SAE, GE.
2. AFFECTED UNIT: _____ TIME: _____ DATE: _____
3. EMERGENCY ACTION LEVEL: _____
4. OFFSITE PAR: _____
5. STATUS OF OTHER UNIT: _____ % POWER, NUC, ALERT, SAE, GE, N/A
6. AFFECTED PLANT PARAMETERS:

	(√ one)	YES	NO
Reactor Trip			
Safety Injection Actuated			
Reactor Building Isolated			
Reactor Building Spray Activated			
RAS			
Diesel Generator Operating			
Offsite Power Available			

RCS TEMPERATURE: _____ PRESSURE: _____

HEAT REMOVAL METHOD: (circle one)

HPSI / HPI	A	B	C
LPSI / LPI	A	B	
STEAM GENERATOR	A	B	
SHUT DOWN COOLING	YES	NO	

STATUS OF FISSION PRODUCT BARRIER (√ one):

	INTACT	CHALLENGED	FAILED
RCS CLADDING			
RCS BOUNDARY			
CONTAINMENT INTEGRITY			

SOURCE OF A.C. POWER (√ one):

DIESEL GENERATOR	
UNIT AUXILIARY TRANSFORMER	
START-UP TRANSFORMER	
D.C. SOURCES	



NRC BRIEFING GUIDELINES

Page 2 of 3

7. PROGNOSIS (circle one): STABLE, IMPROVING, DEGRADING, N/A

8. METEOROLOGICAL DATA:

WIND DIRECTION (from): _____ (DEG) WIND SPEED: _____ (MPH)

STABILITY CLASS: _____

PRECIPITATION (circle one): NONE, RAIN, SLEET, SNOW

9. OFFSITE RADIOLOGICAL CONDITIONS (✓ one):

_____ NO RELEASE IS INVOLVED.

_____ RELEASE IS IMMINENT.

_____ RELEASE IS OCCURRING. RELEASE PATH: _____

_____ RELEASE STARTED: TIME: _____ EST. DURATION: _____

_____ RELEASE OCCURRED PREVIOUSLY. DURATION: _____

_____ RELEASE STOPPED: TIME: _____ DATE: _____

PLUME CENTERLINE	CHILD THYROID DOSE RATE	WHOLE BODY DOSE RATE
SITE BOUNDARY	mR/hr	mR/hr
1 MILE	mR/hr	mR/hr
2 MILE	mR/hr	mR/hr
5 MILE	mR/hr	mR/hr
10 MILE	mR/hr	mR/hr

TYPE	ISOTOPES	RELEASE RATE PROJECTED (Ci/S)
IODINES		
NOBLE GASES		
AIRBORNE PARTICULATE		
LIQUID		
OTHER		

10. MISC. ONSITE PRECAUTIONS: _____

11. PLANT EVACUATION STATUS: _____



NRC BRIEFING GUIDELINES

Page 3 of 3

12. STATUS OF THE TSC: _____

13. STATUS OF THE OSC: _____

14. STATUS OF THE EOF: _____

15. CURRENT PRIORITY ITEMS: _____

16. OTHER OFFSITE AGENCIES RESPONDING: _____

17. OTHER INFORMATION: _____

ADDITIONAL INFORMATION SOURCES
(Contact your co-located official for each facility)

INFORMATION	ANO - ERO POSITION	FACILITY
OFFSITE DOSE PROJECTIONS	REAM	EOF
PAR'S & FIELD TEAM STATUS	REAM	EOF
EOF HABITABILITY	REAM	EOF
CORE DAMAGE ASSESSMENT	ENGINEERING MANAGER	TSC
CONTAINMENT STATUS	ENGINEERING MANAGER	TSC
PLANT EQUIPMENT PROBLEMS	MAINTENANCE MANAGER	TSC
REPAIR TEAM STATUS	MAINTENANCE MANAGER	TSC
PLANT OPERATION STATUS	OPERATIONS MANAGER	TSC
IN-PLANT RAD. CONDITIONS	R.P. & R.W. MANAGER	TSC
SECURITY STATUS	TSC SUPPORT SUPT.	TSC



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Operations

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EOF POSITION STAFFING FORM

POSITION	NAME
ACCIDENT ASSESSMENT MANAGER	
COMMUNICATIONS LIAISON	
COMMUNICATIONS MANAGER	
DOSE ASSESSMENT SUPERVISOR	
EOF DIRECTOR	
EOF H.P. SUPERVISOR	
EOF MAINTENANCE COORDINATOR	
EOF SUPPORT SUPERINTENDENT	
OFFSITE MONITORING SUPERVISOR	
REAM	
REAM ASSISTANT	
SUPPORT MANAGER	

Complete the above by listing the names of the ERO personnel staffing the above positions. FAX this form immediately to the TSC Support Superintendent at FAX Number 6622.

Completed by _____ Date _____ Time _____