

CONTROLLED

Revision 15
Effective Date 4/20/83
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PROCEDURE COVER SHEET

PENNSYLVANIA POWER & LIGHT CO. SUSQUEHANNA STEAM ELECTRIC STATION		EP-IP-030 Revision 1 Page 1 of 94
ACTIVATION AND FUNCTIONAL OPERATION OF EMERGENCY OPERATIONS FACILITY AND TRANSFER OF CONTROL FROM THE TECHNICAL SUPPORT CENTER		
Effective Date <u>4-20-83</u>	Expiration Date <u>4-20-85</u>	
Revised Expiration Date _____		

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Prepared by <u>[Signature]</u>	Date <u>3/1/83</u>
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PORC Review Required Yes (X) No ()	
Approved by <u>[Signature]</u> Section Head	Date <u>3/3/83</u>
PORC Meeting Number <u>83-060</u>	Date <u>3-11-83</u>
<u>[Signature]</u> Superintendent of Plant	Date <u>4-18-83</u>

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1.0 PURPOSE

To describe the activation and functional operation of the SSES Emergency Operations Facility and the method of transferring control of off-site activities from the TSC to the EOF.

2.0 SCOPE

To provide the SSES Emergency Organization with instructions to activate and manage the functional operation of the SSES Emergency Operations Facility and to transfer control of off-site emergency activities from the TSC to the EOF.

3.0 REFERENCES

- 3.1 NUREG - 0654, Planning Standards and Evaluation Criteria
- 3.2 NUREG - 0696, Functional Criteria for Emergency Response Facilities
- 3.3 NUREG - 0731, Guidelines for Utility Management Structure and Technical Resources September 1980
- 3.4 SSES Emergency Plan
- 3.5 EP-IP-002, Emergency Management Notifications
- 3.6 EP-IP-018, Emergency Call-in and Communications

4.0 RESPONSIBILITIES

- 4.1 The RECOVERY MANAGER is responsible to initiate manning of the EOF and relieve the EOF SUPPORT MANAGER of the responsibility for overall management of the emergency.
- 4.2 The EOF SUPPORT MANAGER is responsible for initial:
 - 4.2.1 off-site radiological activities
 - 4.2.2 communications with DER/BRP radiological personnel
 - 4.2.3 communications with the GO SUPPORT MANAGER
 - 4.2.4 overall management of the emergency.
- 4.3 The EOF SET UP FOREMAN is responsible for setting up the EOF and outfitting the off-site emergency monitoring vehicles.

- 4.4 SECURITY is responsible for establishing access control to the EOF and issuing TLD's.
- 4.5 The ASSISTANT EOF SUPPORT MANAGER is responsible for establishing the data link to the TSC and GO, coordinating open items and recording the sequence of events.
- 4.6 The RADIOLOGICAL ASSESSMENT TEAM is responsible for performance of off-site dose calculations, and developing assessments and protective action recommendations.
- 4.7 The ASSISTANT TECHNICAL SUPPORT MANAGER is responsible for communications with DER/BRP technical personnel and coordinating engineering support with the TECHNICAL SUPPORT COORDINATOR and the ENGINEERING SUPPORT LEADER.
- 4.8 The ADMINISTRATIVE SUPPORT MANAGER is responsible for:
 - 4.8.1 Providing clerical/stenographic support.
 - 4.8.2 Providing a person to monitor incoming personnel and EOF area radiation monitoring equipment.
- 4.9 The SITE SUPPORT MANAGER is responsible for control of off-site communications.
- 4.10 The RADIATION SUPPORT MANAGER is responsible for relieving the EOF SUPPORT MANAGER of all off-site radiological activities and communicating with DER/BRP radiological personnel.
- 4.11 The TECHNICAL SUPPORT MANAGER is responsible for relieving the ASSISTANT TECHNICAL SUPPORT MANAGER of communications with DER/BRP technical personnel and coordinating engineering support with the TECHNICAL SUPPORT COORDINATOR and the ENGINEERING SUPPORT LEADER.

5.0 DEFINITIONS

- 5.1 TSC - Technical Support Center
- 5.2 GSC - Operations Support Center
- 5.3 EOF - Emergency Operations Facility
- 5.4 ERF - Emergency Response Facilities (includes the Control Room, TSC, EOF, MOC, and General Office Emergency Facilities)
- 5.5 TLD - Thermoluminescent Dosimeter

- 5.6 GO - General Office
- 5.7 GONESC - General Office Nuclear Emergency Support Center
- 5.8 GOESC - General Office Engineering Support Center
- 5.9 SPDS - Safety Parameter Display System - A computer system which will acquire key plant operating and safety parameters, process those parameters, and then display the resulting plant operational status data on CRT's in the Control Room, TSC, and EOF.
- 5.10 ERCS - Emergency Response Computer System - A centralized computer system which will handle all non-SPDS ERF data functions. Data displays will be available in the TSC, EOF, Backup EOF, GO, and NRC Headquarters via an NDL (Nuclear Data Link).
- 5.11 UMC - Plant Process Computer Unit Monitoring Console - displays plant operating information, meteorological data, and effluent release data. The UMC's serve as Interim ERCS in the TSC and EOF until the completion of ERCS.
- 5.12 DER/BRP - Department of Environmental Resources/Bureau of Radiological Protection
- 5.13 Formal Transfer - A verbal exchange in which both parties make a statement that includes the function being transferred and who has control.

6.0 INSTRUCTIONS

- 6.1 Upon notification of activation of the Emergency Plan, the NEP Senior Member will follow the instructions in Attachment A, Action Step - NEP Staff.
- 6.2 Upon notification of activation of the EMERGENCY PLAN, the RECOVERY MANAGER will follow the instructions in Attachment B, Action Step - RECOVERY MANAGER.
- 6.3 Upon notification of EOF activation, the EOF SUPPORT MANAGER will follow the instruction in Attachment C, Action Step - EOF SUPPORT MANAGER.
- 6.4 Upon notification of EOF activation, the EOF SET UP FOREMAN will follow the instructions in Attachment D - Action Step - EOF SET UP FOREMAN.
- 6.5 Upon notification of EOF activation, SECURITY will follow the instructions in Attachment E, Action Step - SECURITY.

- 6.6 Upon notification of EOF activation, the ASSISTANT EOF SUPPORT MANAGER will follow the instructions in Attachment F, Action Step - ASSISTANT EOF SUPPORT MANAGER.
- 6.7 Upon notification of EOF activation, the RADIOLOGICAL ASSESSMENT TEAM will follow the instructions in Attachment G, Action Step - RADIOLOGICAL ASSESSMENT TEAM.
- 6.8 Upon notification of EOF activation, the ASSISTANT TECHNICAL SUPPORT MANAGER will follow the instructions in Attachment H, Action Step - ASSISTANT TECHNICAL SUPPORT MANAGER.
- 6.9 Upon notification of EOF Activation, the Technical Support Group will follow the instructions in Attachment H, Job Descriptions - Technical Support Group.
- 6.10 Upon notification of EOF activation, the ADMINISTRATIVE SUPPORT MANAGER will follow the instructions in Attachment I, Action Step - ADMINISTRATIVE SUPPORT MANAGER.
- 6.11 Upon notification of EOF Activation, the Administrative Support Group will follow the instructions in Attachment I - Job Descriptions - Administrative Support Group.
- 6.12 Upon arrival at the EOF, the SITE SUPPORT MANAGER will follow the instructions in Attachment J, Action Step - SITE SUPPORT MANAGER.
- 6.13 Upon notification of EOF Activation, the Site Support Group will follow the instructions in Attachment J, - Job Descriptions - Site Support Group.
- 6.14 Upon arrival at the EOF, the RADIATION SUPPORT MANAGER will follow the instructions in Attachment K, Action Step - RADIATION SUPPORT MANAGER.
- 6.15 Upon arrival at the EOF, the TECHNICAL SUPPORT MANAGER will follow the instructions in Attachment L, Action Step - TECHNICAL SUPPORT MANAGER.

7.0 EOF FUNCTIONAL OPERATION

7.1 Facility Function

The Emergency Operations Facility (EOF) is a near-site support facility for the management of overall emergency response, coordination of radiological and environmental assessments, and determination of recommended public protective actions.

7.2 Operational Layout (See Attachment M, Sheet 3 of 3)

7.2.1 Radiological and Environmental Monitoring Group (See Attachment M).

a. Activities

Dose calculations, offsite monitoring team direction, update of radiological status board information, communications with DER/BRP Radiological, evolution of data sheet information, on-site and public protective action recommendations and all other radiological and environmental recommendations and direction.

b. Elements

- 1) The Offsite Team Director, dose calculators, Rad Support Manager, and clerks occupy the Radiological Assessment Office.
- 2) Corporate Health Physics and environmental personnel occupy the two rows of desks on the north side of the Central Office Area. Monitoring of environmental sampling activities, manual dose calculations, and other Health Physics support activities take place on the Central Office floor. The rad assessment map, trending graphs, and REMP maps are located on the north side of the main floor. The Offsite Team Tracking Board is located in the Rad Assessment Office.

c. Information Interface (Refer to Attachment M)

Utilization of meteorological and effluent release parameters will be accomplished through:

1. Boards, maps, and graphs

The Rad Assessment Board, REMP maps, and trend graphs are all located on the north side of the Central Office Area.

The Offsite Team Map, Team Tracking Board, and general white board information are located in the Radiological Assessment Office.

2. Forms

Record copies of the following forms are retained in the Rad Assessment Office:

Incident Report Form - (EP-IP-002-1)

Rad Assessment Form - (EP-IP-002-2)

Data Sheet #1 - (EP-IP-030-2) Attachment O - Technical Data

Data Sheet #2 - Radiological Data

The Rad Support Manager ensures that the Rad Assessment Forms are completed every 30 minutes and after every significant event. The information on this form is used by the Radiological Group to update DER/BRP Radiological via hotline.

Data Sheet #2 is filled out every 15 minutes by the EOF Data Link (top portion), and the dose calculator, (bottom portion). These sheets are used to update the Rad Assessment Board, which is a projected image of the form. A record of these sheets forms a trending history, from which projections and resultant assessments and public protective action recommendations can be made.

3. Communications & Support Hardware

A hotline is available in the Rad Assessment Office to communicate with DER/BRP Radiological.

2 VHF radios, dedicated for Offsite Monitoring Team direction and control, are located in the Rad Assessment Office.

12 dedicated PBX lines and 1 commercial outside line are available for use by the Radiological Group (See Attachment N).

RADDOSE software is used to perform dose calculations. Accessibility is via the Interim ERCS plant process computer UMC, located in the Rad Assessment Office.

Sharp minicomputers are available to perform manual dose calculations.

A TLD reader is available in the Rad Assessment Office to read Panasonic Environmental TLD's.

4. Other

Standard plant reference materials are available for Radiological Group's use (Refer to EP-IP-101).

Other sources of information available in the Central Office Area for use by the Radiological Group:

Offsite Dose Calculation Manual

External HP Consultants Manual

In-Plant HP Calculation Manual

Internal Dose Calculation Manual

RADDOSE Technical Specification Manual

Population and Evacuation Data Manual

7.2.2 Technical Group (See Attachment M)

a. Activities

Technical status board updates, coordination of information exchange and technical support between the General Office and TSC technical support groups, communications with DER Technical, and overall technical assessment to support protective action recommendations.

b. Elements

The Technical Support Manager and support engineers will occupy the center two rows of desks in the Central Office Area.

c. Information Interface (Refer to Attachment M, Sheet 2 of 2)

Technical assessment will be accomplished through the following:

- 1) Boards, maps and graphs

The Technical Status board, trending graphs, and Problem Board are all located on the west-central wall in the Central Office Area.

2) Forms

Record copies of the following forms are available in the Technical Area:

Incident Report Form (EP-IP-002-1)

Rad Assessment Form (EP-IP-002-2)

Data Sheet #1 - Technical Data

Data Sheet #2 - Radiological Data

EOF Message Sheet (EP-IP-030-3), Attachment 0

Data Sheet #1 and the upper portion of Data Sheet #2 are filled out by the EOF Data Link every 15 minutes. The Data Sheets are used to update the radiological and technical status boards. Data Sheet #1 is telecopied to Allentown and Data Sheet #2 is subsequently used by the dose calculator.

The EOF Message Sheet is used to manage problem resolution between the technical resources in the TSC, EOF and GO ESC.

3. Communications & Support Hardware

The Technical Support Group manages the transfer of information to DER Technical.

Up to date meteorological, effluent, and operating parameters are available over the Interim ERCS plant process computer UMC located on the west side of the Technical Area. Information is recorded on Data Sheet #1 and #2 by the EOF Data Link.

Dedicated PBX lines are manned by two communicators at all times, one to the TSC, and one to the GO ESC. Technical problems needing resolution are discussed and assigned in order of priority.

Conferencing capability with the TSC and/or the GOESC is available in the Technical Area.

There are 11 dedicated PBX lines available for the whole Technical Support Staff. Also, there is one available commercial outside line (See Attachment N).

4. Other

All plant back-up information in the form of maps and documents are available on aperture cards located in the map and document room. Microfiche and microfilm reader printers are available in this room for easy translation and hardcopy conversion.

Standard plant reference materials are also available for the Technical Group. These materials are stored in bookcases in the Technical Area (refer to EP-IP-101).

7.2.3 Site Support Group (Refer to Attachment M)

a. Activities

Information transmitted within the EOF and between the EOF and other corporate ERF's and offsite agencies.

b. Elements

Data Links, clerks, and communicators, located in the Site Support Office and the Central Office Area.

c. Information Interface

1. Boards, Maps, Graphs

White board information and Open Items Tracking are done in the Site Support and Recovery Manager's Offices. The Chronology of Events Log is maintained in the Multi-Purpose Room by the Assistant EOF Support Manager.

2. Forms

Record copies of the following forms are available in Site Support:

Incident Report Form - (EP-IP-002-1)

Rad Assessment Form - (EP-IP-002-2)

Site Support manages the internal and external flow of information on these Forms. The Incident Report Form and Rad Assessment Form are distributed within the EOF. Information is telecopied to the TSC and GONESC, and is transmitted to offsite agencies, (except DER/BRP)*, every 30 minutes and after every significant event. The Incident Report Form is the only form completed within the Site Support Office.

* Transmission of information to DER/BRP is done by the Radiological and Technical Groups.

Data Sheet #1

Press Releases

Site Support Manager distribution of these forms. Data Sheet #1 is used to update the Technical Status Board every 15 minutes.

3. Communications and Support Hardware

One staffer handles transmission of data over two commercial outside lines to the GONESC and MOC, respectively (Attachment M).

Information on Incident Forms. (EP-IP-002-1), and Rad Assessment Forms (EP-IP-002-2), is transmitted to offsite agencies (except DER/BRP), via hotlines located on two instruments in the Site Support Office. Two communicators man these stations. In the event of failure of one or more hotlines, the communicators have access to normal PBX telephone extensions, unlisted outside telephone lines and two VHF radio consoles for backup use (Attachment M).

In-plant, on-site and off-site emergency activity is monitored via the two VHF 150 HZ and one UHF 450 HZ radio consoles located in the Site Support Office (Attachment M).

A list of hotline connections used by the EOF communicators is shown in Attachment N of this procedure.

7.2.4 Management

a. Activities

Initiation of EOF manning, and overall emergency management.

b. Elements

- 1) The EOF Support Manager resides in the Central Office Area, in the southeast corner of the Radiological Support Area across from the Recovery Manager's Office. He interfaces with the EOF personnel in the Central Office Area and the Site Support Office, and the Radiological Assessment Office.
- 2) The Recovery Manager resides in the Recovery Manager's Office. He assumes the duties of the EOF Support Manager.

c. Information Interface

- 1) All technical and radiological and site support data sources as per Sections 7.2.1c, 7.2.2c, and 7.2.3c available to management.
- 2) An up-to-date list of action items and responsibilities are posted in the Recovery Manager's Office for his use in conferences and conference calls.
- 3) The Recovery Manager has access to PBX extensions, outside lines, and hotlines to other corporate ERF's and offsite agencies as per Attachment N to this procedure.

7.2.5 Administrative Group

a. Activities

Provide clerical, stenographic, and other administrative support for radiological, technical, and management groups.

b. Elements

Clerks and stenos occupy the south side of the Central Office Area.

c. Information Interface

All direction comes through the Admin Support Manager, upon advisement from the Recovery Manager or the EOF Support Manager.

- 1) Equipment for administrative use is located as follows:

Emergency Equipment Room - Office Supplies, set up equipment and supplies.

Southside of Central Office Area - Desk-top copier, floor model copier, telecopier, transcribing equipment, typewriters, press release printer, CRT's with ATMS, CICS, STAIRS and TSO accessibility.

Receptionist Office - GONESC and TSC telecopier, (1) Floor-model copier, 30-button phone set, memory typewriter.

7.3 Specific Emergency Activities and Support Functions

7.3.1 NRC, FEMA, and PEMA

The NRC, FEMA, and PEMA have two adjacent offices from which to monitor the status of the emergency and maintain communications with their respective regional offices.

7.3.2 Conferences

- a. One conference room, located next to the emergency equipment room, is used for internal conferences which are chaired by either the EOF support Manager or the Recovery Manager or a designated alternate.
- b. The Multi-Purpose Room will be used as a meeting room to interchange information with DOE, DER, INPO, or any other governmental agency or technical/radiological support group other than the NRC, PEMA, and FEMA.

7.3.3 EOF Lunchroom

This facility is located in the northwest corner of the EOF. When it is not being used as a lunchroom, it is used as a debriefing or updating area for corporate support groups such as the EOF Set-Up Crew or Offsite Monitoring Teams. This

room is separated from the main emergency operations area, so as not to disturb the activity that is taking place.

7.3.4 Security

Security Posts will be located in the EOF lobby, at the Main Personnel Entrance gate, and in the southeast corner of the compound, to monitor incoming sample analysis teams and contaminated personnel. (See Attachment E - Action Step - Security)

7.3.5 Reception

An EOF receptionist will direct incoming personnel to the appropriate person or location.

7.3.6 Emergency Rations

A supply of emergency rations is stored in the General Storage Room. Sufficient supplies are provided for 35 people for 5 days.

7.3.7 Decontamination

A decontamination facility is provided in the south-east area of the facility. It is isolated from the main emergency operations area, so as to preclude the possible spread of contamination.

7.3.8 Computer Facilities

- a. The Computer Room will house the central processing portion of power plex and termination control for the UMC's.
- b. Development and post-operation maintenance of EOF and on-site computer facilities will be accomplished in the Computer Work Room.
- c. A storeroom on the north side of the facility will be used exclusively for computer supplies.

7.3.9 Emergency Equipment

Storage for Emergency equipment is provided in a room off the south east corner of the Central Office Area. A list of available equipment is tabulated in EP-IP-101, "Inventory Inspection, Operational testing, and Calibration of Emergency Equipment and Supplies".

7.3.10 Chemistry Area

Isotopic and chemical compound analysis of samples, to be performed utilizing the Sample Preparation and Nuclear Counting Rooms on the south-side of the facility. These rooms are structurally isolated from the rest of the facility so as to prevent the possible spread of contamination. Results of analyses are factored into the Radiological and Technical Groups' overall assessment.

7.3.11 Other Facilities

- a. A first aid room located on the north side of the facility is stocked with supplies to treat minor incidents requiring first aid attention.
- b. Toilet and shower facilities are provided on the north side of the facility. There is also a separate facility on the south side which is located in the Decontamination Room. (Also discussed in section 7.3.6).
- c. Two small rooms on the north side of the facility are used for storage of janitorial supplies and toiletries.

7.4 Vital Hardware Requiring Periodic Testing

In the event of an emergency, it is assumed that all vital hardware will be operational through the periodic testing program. Two manuals will be available in the administrative support area of the EOF:

7.4.1 EOF System Description Manual

7.4.2 EOF System Field Test Procedures Manual

Also, EP-IP-105, EOF System Testing Procedure, is under development to establish frequencies during which System Tests will be run.

The Administrative Support Manager will give direction to the EOF Set-Up Foreman, contact the Maintenance Coordinator, or contact an off-site

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service representative in the event of any malfunction of vital EOF
equipment.

ACTION STEP FOR SENIOR MEMBER OF EOF STAFF

Check

A.1.0 The Senior EOF Staff Member, upon notification of EOF activation from the Communications Coordinator in the TSC, will:

_____ A.1.1 Activate the PA and request all personnel in the EOF report to the Multi-Purpose Room immediately. Also, check any areas of the facility which are not covered by the PA System.

_____ A.1.2 Announce to assembled personnel the EOF is being activated and instruct non-essential personnel to terminate activities, remove non-emergency materials from their work locations, and leave the building.

NOTE: IF A RADIOLOGICAL RELEASE IS IN PROGRESS, MAKE A DECISION WHETHER OR NOT TO DETAIN NON-ESSENTIAL PERSONNEL. IF A DECISION IS MADE TO RELEASE NON-ESSENTIAL PERSONNEL, ADVISE THEM AS TO THE MOST SUITABLE ROUTE(S), BASED ON THE DIRECTION OF THE RELEASE. CONSULTATION WITH THE ED IS RECOMMENDED.

_____ A.1.3 Assign two clerks to log emergency personnel into the EOF and issue a TLD to each.

NOTE: CLERKS WILL REMAIN AT THIS LOCATION AND PERFORM FUNCTION UNTIL RELIEVED.

_____ A.1.4 Direct emergency personnel to report to security station located in the vestibule area to log in and pick up a TLD.

_____ A.1.5 The Senior EOF Staff Member will decide whether or not to allow ingress to individuals whose names do not appear on the Emergency Access List for EOF Personnel. The EOF Support Manager or Administrative Support Manager will assume this responsibility upon his/their arrival at the Facility.

ACTION STEP
RECOVERY MANAGER

Check

B.1.0 The RECOVERY MANAGER will:

_____ B.1.1 Initiate manning of the EOF:

a. Upon SITE or GENERAL EMERGENCY

b. When information received from the EMERGENCY
DIRECTOR indicates a need

_____ B.1.2 Upon arrival at the EOF, relieve the EOF SUPPORT MANAGER
of Overall Management of the Emergency.

_____ B.1.3 If a situation arises where the EOF cannot perform its
functions, in part or in total, transfer control of
those functions back to the EMERGENCY DIRECTOR.

_____ B.1.4 If radiological conditions or weather conditions are
such that access to the EOF is not possible or would
present a safety hazard to EOF personnel, initiate
manning of the Backup EOF.

ACTION STEP
EOF SUPPORT MANAGER

Check

C.1.0 The EOF SUPPORT MANAGER will:

____ C.1.1 Ensure proper setup of the EOF.

____ C.1.2 Manage the activities of the EOF until relieved by the RECOVERY MANAGER.

NOTE: THE EOF SUPPORT MANAGER HAS THE AUTHORITY OF THE RECOVERY MANAGER UNTIL RELIEVED.

____ C.1.3 As soon as EOF is activated call in Commonwealth Telephone repair man (to stand-by in event of telephone problems).

____ C.1.4 Assume control of off-site radiological activities:

- a. Make preparations to assume control of off-site dose calculations and projections by the RADIOLOGICAL TEAM.
- b. Make preparations to assume control of off-site monitoring teams by the RADIOLOGICAL ASSESSMENT TEAM.
- c. Make a formal transfer with the RADIATION PROTECTION COORDINATOR to assume control off off-site radiological activities, including dose assessment and protective action recommendations.

____ C.1.5 Assume control of communications to DER/BRP Radiological:

- a. Obtain most recent Radiological Assessment Form (EP-IP-002-2) from TSC.
- b. Make a formal transfer with the RADIATION SUPPORT COORDINATOR to assume control of off-site DER/BRP radiological communications.

- c. Complete Radiological Assessment Form (EP-IP-002-2) and transmit to DER/BKP Radiological approximately every 30 minutes, upon a change of classification, upon a significant event or at their request.

_____ C.1.6 Assume control of communications to DER/BRP Technical:

- a. Ensure preparations to assume control have been completed by the ASSISTANT TECHNICAL SUPPORT MANAGER.
- b. Make a formal transfer with the TECHNICAL SUPPORT COORDINATOR to assume control of communications to DER/BRP Technical.
- c. Direct ASSISTANT TECHNICAL SUPPORT MANAGER to begin communications with DER/BRP Technical.

_____ C.1.7 Relieve the EMERGENCY DIRECTOR of responsibility for Ccommunications to the GO SUPPORT MANAGER.

_____ C.1.8 Assume control of Overall Emergency Management:

- a. EOF has control of off-site radiological activities.
 - 1. Off-site monitoring teams
 - 2. Dose calculations and projections
 - 3. Dose assessment
 - 4. Protective action recommendations
- b. EOF has control of communications to DER/BRP and the GO SUPPORT MANAGER.
- c. EOF has been activated and is functioning.
- d. Make a formal transfer with the EMERGENCY DIRECTOR to assume control of Overall Emergency Management.

NOTE: AT THIS TIME EMERGENCY DIRECTOR RETAINS THE
RESPONSIBILITY FOR COMMUNICATIONS WITH OFF-SITE AGENCIES
AND THE PUBLIC INFORMATION MANAGER.

_____ C.1.9 When relieved by the RECOVERY MANAGER remain at EOF for
further assignment.

ACTION STEP
EOF SET UP FOREMAN

Check

D.1.0 The EOF SET UP FOREMAN will assemble a crew of people and SET UP the EOF as follows: (Refer to Attachment M, for EOF layout)

_____ D.1.1 Check in through EOF Security and pick up TLD's and SRD's at the radiological access control point.

Ensure that SRD's are zeroed. A dosimeter charger is located in the left side of the riser in front of the desk.

_____ D.1.2 Ensure that the radiological access control point is set up in the EOF lobby.

NOTE: THIS AREA SHOULD BE ALREADY SET UP AND MANNED BEFORE THE SET-UP TEAM ARRIVES. IF ANY ITEMS ARE MISSING, OBTAIN THEM FROM THE EMERGENCY EQUIPMENT ROOM, LOCATED OFF THE SOUTHEAST CORNER OF THE CENTRAL OFFICE AREA.

a. Ensure that personnel manning the radiological control point have found the following items, which are stored in the riser in the EOF lobby:

2 Clipboards

5 Access control lists (EP-IP-030-1),
(Attachment O)

1 Box of TLD's

2 Packets of emergency desk supplies
(Attachment P)

b. Verify that the step-off pads are in place, and that the two Victoreen Friskers are in place, plugged in, and operational.

_____ D.1.3 Observe that the PING radiological monitoring unit in the EOF lobby is in an operating mode. If anything unusual is observed, notify the RAD PROTECTION COORDINATOR (XXXX) in the TSC immediately.

_____ D.1.4 Remove non-emergency material which is on desks or tables and place neatly in related credenzas. If there are no credenzas located nearby, place material in boxes and set them under the respective desks.

NOTE: FROM 7:00AM - 5:00PM, NON-EMERGENCY PERSONNEL IN THE EOF WILL BE DIRECTED TO REMOVE THEIR REGULAR WORK MATERIALS FROM THEIR WORK LOCATIONS, PRIOR TO THE ARRIVAL OF THE EOF SET-UP TEAM. IN THIS CASE, THE SET-UP TEAM SHOULD ONLY SPOT-CHECK THE WORK LOCATIONS TO VERIFY THAT MATERIALS HAVE BEEN REMOVED.

Non-emergency staff work locations which should be checked for material are:

- a. Recovery Manager's Office
- b. FEMA/PEMA Office
- c. NRC Office
- d. Receptionist Office
- e. Central Office Area

_____ D.1.5 Ensure that clerical supplies are placed as follows:

NOTE: CLERICAL SUPPLIES, ACTION STEP FOLDERS, LOGBOOKS, AND FORMS SHOULD BE ALREADY BE LOCATED AT APPROPRIATE WORK LOCATIONS AND STATUS BOARDS. ACTION STEP D.1.4 IS INTENDED AS A VERIFICATION CHECKLIST. A BACKUP INVENTORY OF SUPPLIES IS MAINTAINED IN THE EMERGENCY EQUIPMENT ROOM.

- a. Verify that required supplies as per Attachment P are located at each status board. Status boards are located on the north and west sides of the Central Office Area and in the Radiological Assessment Office. (A backup inventory of status board supplies will be maintained in the Emergency Equipment Room).
- b. Verify that one packet of emergency desk supplies is located at each desk as follows: (Additional supplies are located in the emergency equipment room.)
 - 1 Package in receptionist's office
 - 1 Package in Recovery Manager's desk
 - 3 Packages in Site Support Office
 - 5 Packages in NRC Office
 - 2 Packages in PEMA/FEMA Office
 - 4 Packages in Radiological Assessment Office
 - 20 Packages in Central Office AreaPacket contents are shown in Attachment P.
- c. Verify that sets of office hardware are located as follows: (A backup inventory will be maintained in emergency equipment room).
 - 3 sets in Central Office Area
 - 1 set in Radiological Assessment Office
 - 1 set in Site Support Office
 - 1 set in NRC OfficeSet contents are shown in Attachment P

- d. Verify that the following action step folders are in the appropriate location:

Recovery Manager - in Recovery Manager's Office

Site Support Manager - in Site Support Office

Technical Support Manager - in Technical Support Manager's Office

Radiological Support Manager - in Radiological Assessment Office

Communications Coordinator - EOF - in Site Support Office

- e. Verify that the following log books are in the appropriate location:

Recovery Manager - in Recovery Manager's Office

Technical Support Manager - In Technical Support Manager's Office.

Radiological Support Manager - in Radiological Assessment Office

Communications Coordinator - EOF - In Site Support Office

- f. Verify that binders and in-boxes for record copies of forms are in the appropriate location:

Site Support Office:

Incident Report Forms - EP-IP-002-1 box

Rad Assessment Forms - EP-IP-002-2 box

Press release binder

Data Sheet #1, (EP-IP-030-2, Attachment O), box

Rad Assessment Office:

Incident Report Forms - EP-IP-002-1 box

Rad Assessment Forms - EP-IP-002-2 box

Data Sheet #1 box

Data Sheet #2 box & binder
Offsite Team Briefing Sheets - EP IP-030-4, Attachment O.

Technical Section Central Office Area:

Incident Report Forms - EP-IP-002-1 box
Rad Assessment Forms - EP-IP-002-2 box
EOF - Message Sheet (EP-IP-030-3, Attachment O, binder
Data Sheet #1
Data Sheet #2

Recovery Manager's Office:

Incident Report Forms - EP-IP-002-1 binder
Rad Assessment Forms - EP-IP-002-2 binder
Press Releases binder

- g. Verify that original blanks of forms are in the appropriate location:

Incident Report Forms - EP-IP-002-1 - Site Support Office

Rad Assessment Forms - EP-IP-002-2 - Rad Assessment Office

Data Sheet #1 Forms - Technical Section Central Office Area

Data Sheet #2 Forms - Technical Section Central Office Area

EOF Message Sheets - Technical Section Central Office Area

- h. Verify that there is an Emergency Phone Directory located at or near each emergency telephone.

- i. Verify that the 3 Security Posts are properly set up. Locations of posts are:

Post E-1: The guardshack located just inside the Main Personnel Entrance.

Post E-2: The EOF vestibule.

Post E-3: A mobile post on the south side of the compound, with most time spent in the southeast corner.

Check with Security Officers and ensure the following:

- 1) All posts/security officers have one copy of the emergency access control list, (EP-IP-030-1), Attachment D and a security package of desk supplies. Contents of security packages are shown in Attachment P.
- 2) Post E-2 has a stool or chair and a copy of the emergency access list taped to the wall.

_____ D.1.6 Activate radio equipment

- a. Ensure that the UHF 450HZ and VHF 150HZ units, located in the Radiological Assessment Office and the Site Support Office, are plugged in.

- b. Activate hand radio units:

Ensure that charging units in the Emergency equipment room located off the southeast section of the Central Office Area are plugged in.

Ensure that hand-held radio units are inserted in the charging units.

_____ D.1.7 Ensure that telecopy machines and copy machines are turned on .

_____ D.1.8 Ensure that microfilm and microfiche reader/printers in document room are plugged in and operational.

_____ D.1.9 Ensure test Interim ERCS is activated:

- a. Ensure that UMC located in Radiological & Assessment Office is turned on.
- b. Ensure that UMC located in west-center section of the Central Office Area is turned on.

_____ D.1.10 Prepare off-site survey vehicles for dispatch.

_____ a. Obtain keys for vehicles from:

1. Security Officer delivering 1st vehicle to EOF, or,
2. EOF receptionist

_____ b. Unlock all doors

_____ c. Start vehicle & check if gas tank is full

1. If tank is full, shut off engine & continue with step d, below.
2. If tank is not full, have it filled up, shut off engine & continue with step d, below.

_____ d. Back vehicles up one at a time for loading at the double-door entrance in the southwest corner of the EOF.

_____ e. Bring out and place next to the vehicle the following:

1. HP equipment box
2. radio/magnetic antenna
3. inverter

NOTE: THESE WILL BE LOCATED IN THE EMERGENCY EQUIPMENT ROOM OFF THE SOUTHEAST SECTION OF THE CENTRAL OFFICE AREA.

_____ f. Load each vehicle completely before proceeding to the next vehicle.

_____ g. Load in this manner:

1. Fold down the passenger's seat.

- _____ 2. Place the HP equipment box at the rear of the vehicle.
- _____ 3. Place the radio on the driver's side of the vehicle.
- _____ 4. Place the inverter behind the passenger's seat.

NOTE: THIS IS QUITE HEAVY & CARE SHOULD BE TAKEN.

- _____ 5. Plug radio in 3 prong receptacle located on the lower right side of the dash and check operability by turning the unit on, then turn it off.

NOTE: DO NOT CALL OVER THE UNIT.

_____ D.1.11 Attach radio antennas as appropriate. Antenna leads are attached to radio receptacle in lower left side of unit which has a red cover.

- a. If vehicle is a security vehicle, it must have a magnetic antenna attached to the radio unit. Locate the magnetic antenna about 2 feet behind the permanent antenna.
- b. If it is a vehicle other than security, and has a visible antenna, attach lead to radio.
- c. If it is a vehicle other than security and has no visible antenna, install a magnetic antenna.
- d. If no antenna is available for the vehicle, insure the team has a portable unit for communicating back to the EOF.
- _____ e. Connect the inverter by removing the dummy plug and plugging the inverter into the permanent plug type connector found in the rear of the vehicle on the passenger's side near the rear wheel.
- _____ f. Ensure breaker is plugged into inverter (yellow plug).

NOTE: THE BREAKER IS PERMANENTLY MOUNTED ON THE INVERTER.

_____ D.1.12 To check operability of the inverter:

- a. turn on vehicle, & make sure it is in Park or Neutral
- b. turn on inverter,
- c. if it works, shut off inverter
- d. shut off vehicle

_____ D.1.13 If an inverter or radio is found to be inoperable

- a. remove it from vehicle & mark clearly that it does not work
- b. if available, load another unit
- c. notify ADMINISTRATIVE SUPPORT MANAGER

_____ D.1.14 Upon completion of loading, take each vehicle out to the EOF parking lot.

_____ D.1.15 Lock the EOF double gate and double door equipment entrance.

_____ D.1.16 Obtain a list from the Security Officer stationed at Post E-1 of the Offsite monitoring team members that were called out. These people will be or have already checked in with Security and picked up their dosimetry. They will be waiting in the EOF multi-purpose room for dispatch instructions.

_____ D.1.17 Give the monitors a choice, if possible as to who works together. Dispatch two-man teams to the respective loaded vehicles. Record a listing of the two-man teams.

_____ D.1.18 Give copy of Offsite Team Briefing Sheet to each team. Obtain from the Offsite Team/Coordinator in the Rad Assessment Office (EP IP 030-4), (Attachment O).

_____ D.1.19 Give a list of the two-man teams to the Security Officers stationed at all posts.

- _____ D.1.20 When set up is complete, the set-up team foreman shall report the completion to the EOF Support Manager. The set-up team should be instructed to wait in the EOF Lunchroom for debriefing, holding, and/or reassignment.
- _____ D.1.21 When an offsite team has completed its field assignment; has had its equipment, vehicle, and personnel frisked by Health Physics, and has checked into the Facility, determine from the EOF Support Manager, or the Recovery Manager whether to decommission the vehicle and unload the equipment or put it on standby for reassignment.
- _____ D.1.22 If reassigned by the EOF Support manager or Recovery Manager to dispatch more offsite teams at a later time, repeat action steps D.1.10 - D.1.20.
- _____ D.1.23 When discharged by the EOF Support Manager or Recovery Manager, deposit TLD's and SRD's in the radiological access control area during checkout.

ACTION STEP
SECURITY

Check

E.1.0 The SECURITY OFFICERS assigned to the EOF will:

_____ E.1.1 Ensure that the Main Personnel Entrance gate and door on the northeast side of the facility are unlocked.

_____ E.1.2 Check with the personnel manning the radiological access control point in the EOF Lobby. All offices should sign in and pick up their dosimetry which consists of:

(1) TLD

(1) SRD - 0-200 mR

Ensure that SRD's are zeroed. A dosimeter charger is located in the left side of the riser in front of the desk.

NOTE: IF NO ONE IS MANNING THE RADIOLOGICAL ACCESS CONTROL AREA, THE SECURITY OFFICER WHO WAS SCHEDULED TO MAN POST E-2, (THE EOF VESTIBULE), WILL MAN THE STATION UNTIL RELIEVED BY ADMINISTRATIVE SUPPORT PERSONNEL. REQUIRED SUPPLIES ARE STORED IN THE LEFT SIDE OF THE RISER IN FRONT OF THE DESK.

_____ E.1.3 Perform a quick visual surveillance of the interior of the Facility. Identify and determine the purpose of all personnel encountered in the facility.

NOTE: IF ANY CLERKS ARE ENCOUNTERED WITHIN THE FACILITY, ASSIGN TWO OF THEM TO THE RADIOLOGICAL ACCESS CONTROL AREA IF IT IS UNMANNED.

_____ E.1.4 Discharge anyone else who is not on the Emergency Access List.

- _____ E.1.5 Unlock the double gate, single gate, single door, and double door on the southeast side of the Facility. These are the sample team, contaminated personnel, and equipment entrances to the Facility.
- _____ E.1.6 Establish access control to the EOF in the following locations (Refer to Attachment #1 - EOF Layout)
- a. Post E-1 - The guard shack located just inside the Main Personnel Entrance.
 - b. Post E-2 - The EOF vestibule
 - c. Post E-3 - A mobile post on the south side of the compound, with most time spent in the southeast corner.
- _____ E.1.7 Check post locations to make sure that all required supplies are available:
- a. Access Control List
 - b. Clipboard
 - c. Security packet of clerical supplies
- Communicate with the security officer at Post E-2 if there are any deficient supplies. This officer will request a clerk in the lobby to run for needed supplies.
- _____ E.1.8 Maintain security of the Facility as follows:
- a. Post E-1 - Check ID's of emergency personnel. Compare names to Emergency Access List. Radio in to Post E-2 as appropriate.
 - b. Post E-2 - Check off names on Emergency Access List. Investigate deviations from the list with Emergency Management.
 - c. Post E-3 - Check off names of incoming contaminated team personnel and Chemistry Sample Teams from Access List. At least every 30 minutes, patrol around the west side of the Compound to verify the security of the power supply and the west fence.

NOTE: POST E-3 SHOULD RECEIVE ADVANCE NOTICE THROUGH THE EOF COMMUNICATOR OR THE SCC REGARDING THE ARRIVAL OF ALL CHEMISTRY SAMPLING TEAMS FROM THE PLANT.

The Security Officers will have control of team ingress by periodically checking each others' EOF Access Lists. The clerks' list at the radiological access control area in the EOF lobby should also be checked. Offsite Rad Monitoring Team lists will be provided by the EOF Set Up Foreman. An Environmental Sampling Team list will be provided by the Environmental Sampling Director, upon request.

IMPORTANT: ALL TEAM PERSONNEL COMING FROM THE PLANT OR THE FIELD MUST HAVE THEIR VEHICLES AND PERSONS FRISKED BY HEALTH PHYSICS IN THE SOUTHWEST CORNER OF THE PARKING LOT, PRIOR TO INGRESSING THE FACILITY. UPON ARRIVAL OF A TEAM AT THE GATE:

1. POST E-1 OR E-3 WILL ADVISE POST E-2 TO NOTIFY THE RAD SUPPORT MANAGER TO PROVIDE A HEALTH PHYSICS TECH TO FRISK THE TEAM VEHICLE AND TEAM MEMBERS.
2. THE HP TECH WILL ADVISE POST E-1 OR E-3 WHETHER THE TEAM IS OR IS NOT CONTAMINATED.
3. IF CONTAMINATED, THE TEAM WILL INGRESS THE FACILITY THROUGH POST E-3 ACCOMPANIED BY THE HP TECHNICIAN.
4. THE SECURITY OFFICER AT POST E-3 WILL UPDATE POST E-1 AND E-2. REGARDING THE INGRESSING PERSONNEL.

_____ E.1.9 Provide shift relief at a frequency no greater than 12 hours.

The Security Officer at Post E-3 will have control of team ingress by:

- a. Comparing the Offsite Rad Monitoring Team names with the list provided by the EOF Set Up Foreman.
- b. Comparing the Environmental Sampling Team names with the list provided by the Environmental Sampling Director, on request, and the ingress and egress lists from the Security Officer at Post E-2 and the clerks at the radiological access control area in the EOF Lobby.
- c. Comparing communicated data from the plant through the EOF Communicator giving advance notice of the arrival of one or more chemistry sampling teams.

NOTE: ALL TEAMS INGRESSING THE FACILITY THROUGH POST E-3 MUST BE FRISKED BY HEALTH PHYSICS IN THE PARKING LOT. UPON ARRIVAL OF A TEAM AT THE GATE, POST E-3 WILL ADVISE POST E-2 TO NOTIFY THE RAD SUPPORT MANAGER TO PROVIDE A HEALTH PHYSICS TECH TO FRISK THE TEAM. AT LEAST EVERY 30 MINUTES, PATROL AROUND THE WEST SIDE OF THE COMPOUND TO VERIFY THE SECURITY OF THE POWER SUPPLY AND THE WEST FENCE.

_____ E.1.9 Provide shift relief at a frequency no greater than 12 hours.

ACTION STEP
ASSISTANT EOF SUPPORT MANAGER

Check

F.1.0 The ASSISTANT EOF SUPPORT MANAGER will:

- _____ F.1.1 Establish communications with TSC.
- _____ F.1.2 Supervise set up of the data links to the GO and MOC and first EOF communicator in the Site Support Office.
- _____ F.1.3 Insure that chronology of events log is set up in the Central Office Area in front of the Site Support Office. Have clerk tack filled sheets on the wall in the Multi-Purpose Room.
- _____ F.1.4 Ensure:
 - a. Data flows smoothly from TSC to EOF and GO.
 - b. Data is properly disseminated within the EOF.
 - c. Data status boards are promptly updated.
- _____ F.1.5 Update the Open Items Status Board in the Recovery Manager's Office and track performance of Open Items
- _____ F.1.6 Obtain and record all releases to outside agencies from TSC and turnover to Recovery Manager.
- _____ F.1.7 Record sequence of events in log.
- _____ F.1.8 When relieved by the SITE SUPPORT MANAGER, assume the function of second COMMUNICATIONS COORDINATOR reporting to the SITE SUPPORT MANAGER in the Site Support Office.

ACTION STEP
RADIOLOGICAL ASSESSMENT TEAM

Check

G.1.0 The RADIOLOGICAL ASSESSMENT TEAM will:

_____ G.1.1 Assess the habitability of the EOF.

_____ a. Check the PING Monitor, located in the EOF Lobby.

_____ G.1.2 Make initial preparations to assume the rad assessment function:

_____ a. Set up map, overlays and computer in the northeast section of the Central Office Area, on the conference table.

_____ b. Utilize the north two rows of desks in the Central Office Area for rad assessment, and environmental monitoring.

_____ c. Obtain latest meteorological and effluent information from the EOF data link.

_____ d. Contact TSC dose calculator and obtain historical release information.

_____ G.1.3 Start dose calculations:

a. Initiate utilization of the Interim-ERCS Plant Process Computer UMC located in the Radiological Assessment Office to start dose calculations.

b. Perform at least one calculation in parallel with the TSC.

c. Inform EOF Support Manager that the EOF is prepared to assume control of off-site dose projections.

_____ G.1.4 Assume control of off-site monitoring teams

_____ a. Establish contact with TSC RADIOMAN.

- _____ b. Determine the location of all teams and the monitoring points already assessed.
- _____ c. Inform EOF SUPPORT MANAGER that the EOF is prepared to assume control of the off-site monitoring teams.
- _____ d. Monitor the radio until directed by EOF SUPPORT MANAGER to assume control of off-site teams.

G.1.5 . When relieved by the G.O. RADIOLOGICAL STAFF, the RADIOLOGICAL ASSESSMENT TEAM will assemble in the EOF Lunch Room for debriefing, except the dose calculator, who will become a member of the RADIATION SUPPORT MANAGER'S staff.

JOB DESCRIPTION - OFFSITE TEAM COORDINATOR

G.2.0 Offsite Team Coordinator

G.2.1 Complete Offsite Team Briefing Sheet.

NOTE: Obtain information from dose calculator.

G.2.2 Provide 5 copies of Offsite Team Briefing Sheet to EOF Set Up Foreman.

G.2.3 Instruct EOF Set Up Foreman to give one sheet to each Offsite Monitoring Team.

G.2.4 When Offsite Monitoring Team is returning to the EOF, inform Radiation Support Manager to provide frisking for personnel and vehicle according to EP-IP-014, "Personnel and Vehicle Contamination Surveys".

ACTION STEP
ASSISTANT TECHNICAL SUPPORT MANAGER

Check

H.1.0 The ASSISTANT TECHNICAL SUPPORT MANAGER will:

- _____ H.1.1 Set up the technical group using the center two rows of desks in the Central Office Area of the EOF.
- _____ H.1.2 Contact the TECHNICAL SUPPORT COORDINATOR in the TSC to identify any items requiring engineering support.
- _____ H.1.3 Update all Technical Status Board information which is not being updated by the clerk. (The Problem Board and Trend Data) Use information from the EOF Data Link and the Technical Support Group.
- _____ H.1.4 Contact the ENGINEERING SUPPORT LEADER in the G.O. and coordinate engineering support required by the TSC.
- _____ H.1.5 Prepare to assume control of communications to DER/BRP technical personnel.
 - a. Obtain the most recent Incident Form (EP-IP-002-1) from the COMMUNICATIONS COORDINATOR-EOF in the Site Support Office.
- _____ H.1.6 Notify the EOF SUPPORT MANAGER that the EOF is prepared to assume control of communications with DER/BRP Technical.
- _____ H.1.7 At the direction of the EOF SUPPORT MANAGER begin updating DER/BRP technical personnel:
 - a. When emergency classification changes.
 - b. When a significant event occurs.
 - c. At their request.
 - d. Every 30 minutes if none of the above occur.

NOTE: OBTAIN APPROVED INCIDENT FORMS (EP-IP-002-1) FROM THE COMMUNICATIONS COORDINATOR-EOF IN THE SITE SUPPORT OFFICE TO ENSURE CONSISTENCY OF INFORMATION.

H.1.8 Continue communications with DER/BRP technical personnel until relieved by the TECHNICAL SUPPORT GROUP.

JOB DESCRIPTIONS - TECHNICAL SUPPORT GROUP

H.2.0 Lead Communicator

- H.2.1 Oversee Functioning of Communicators:
 - a. TSC/EOF
 - b. EOF/ESL
- H.2.2 Monitors Questions/Answers for Clarity, Completeness.
- H.2.3 Review Question/Answer Status.
 - a. Address - Items that are no longer pertinent
 - b. Address - Items needing emphasis
- H.2.4 Keep DER - Technical informed.
- H.2.5 Keep time log maintained.
- H.2.6 Provide short term relief for communications when needed.
- H.2.7 Regulate the flow of questions outside the Facility for resolution.

JOB DESCRIPTIONS - TECHNICAL SUPPORT GROUP

H.3.0 Communicators

- H.3.1 Man telephone links with TSC and ESL:
 - a. TSC/EOF Communicator
 - b. EOF/ESL Communicator
- H.3.2 Maintain written record of questions, answers, recommendations, and responses. Use EOF Message Sheet, (EP-IP-030-3), Attachment O.
- H.3.3 Monitor for timeliness of answer versus question priority:
 - a. HIGH - 15 minutes max
 - b. MED. - 15 minutes to 2 hrs
 - c. LOW - Greater than 2 hrs
- H.3.4 Ensure terminology, especially units, are correctly transmitted and understood.

JOB DESCRIPTIONS - TECHNICAL SUPPORT GROUP

H.4.0 Technical Staff Members

- H.4.1 Understand technical status of plant.
- H.4.2 Define, for those who need to take action, the scope and limitations of problems which need to be solved by technical support people.
- H.4.3 Transmit, via appropriate data route, appropriate and so defined problems back to Allentown, with priority information as provided by the TSM.
- H.4.4 Assist TSM and Assistant TSM.

ACTION STEP
ADMINISTRATIVE SUPPORT MANAGER

Check

I.1.0 The ADMINISTRATIVE SUPPORT MANAGER will:

- I.1.1 Set up the clerical/stenographic support on the south side of the Central Office Area.
- I.1.2 Provide clerical/stenographic support for the site support radiological, and technical groups in the EOF. Keep constant track of resources and ensure that personnel are being used efficiently.
- I.1.3 Arrange all transportation requirements to support the function of the EOF, after the EOF is in control of the emergency.
 - a. Manage all vehicle requirements to support the mobility of the offsite monitoring teams, after turnover of that function from the Admin Coordinator.
 - b. Arrange for transportation of samples to offsite labs for analysis if requested.
 - c. If requested, arrange aid for DER or DOE if any transportation related problems are encountered.
 - d. Make all arrangements for outside vendors or radiological/technical assistance groups to provide service as needed.
- I.1.4 Arrange for meals for all EOF personnel, including offsite radiological and environmental monitoring teams.
- I.1.5 Arrange for the immediate repair of any malfunctioning EOF equipment that is vital to the functional operation of the Facility.

- I.1.6 Station a clerk in the EOF lobby to monitor incoming personnel and EOF area monitoring equipment.
- a. All personnel entering the EOF must perform a radiological "Frisk".
 - b. If any radiological equipment alarms, notify the Radiation Support Manager or EOF Support Manager immediately.

ACTION STEP
ASSISTANT ADMIN SUPPORT MANAGER

I.2.0 The Asst. Admin Support Manager will:

- I.2.1 Set up the admin support function in the Receptionist's/Asst. Admin Support Manager's Office, located off the EOF Lobby Area.
- I.2.2 Ensure that personnel in the EOF lobby and the Receptionist's Office are being used efficiently and that communications, ingress/egress control, recordkeeping, and special requests are being properly handled.

JOB DESCRIPTION - SITE SUPPORT MANAGER CLERK #1

I.3.0 Responsibilities:

- I.3.1 Manage the release of Incident Report Forms (EP-IP-002-1) and Rad Assessment Forms (EP-IP-002-2).

The Incident Report Forms and Rad Assessment Forms are 3-part forms - white, yellow, and pink.

The clerk should, every 30 minutes, take a completed approved form from Site Support Staffer #2, and xerox 4 copies with the white copy.

Three copies should be distributed as follows:

- To the:
- 1) In-box on the Assistant Tech Support Manager's Desk.
 - 2) In-box in the Rad Assessment Office.
 - 3) Wall, above the coffee area.

The white original copy should be given to Site Support Staffer #1 in the Site Support Office.

The fourth copy should be brought to the Administrative clerk manning the telecopy machine in the Assistant Administrative Support Manager's Office. The Administrative clerk should be requested to telecopy the fifth copy to the TSC and to the General Office Support Manager.

The yellow copy should be given to the Communications Coordinator in the Site Support Office.

The pink copy should be placed in Site Support Staffer #1's in-box in the Site Support Office.

I.3.2 The clerk should manage press releases as follows:

The Site Support Manager will bring a fresh copy of the final release from the MOC over to you. You will then make one copy of the release, and distribute as follows:

1. One copy - tack to wall above coffee machine.
2. Original - in red press release binder on Site Support Staffer #1's desk.

I.3.3 Set up all conference calls between the TSC and the EOF.

JOB DESCRIPTION - SITE SUPPORT CLERK #2

I.4.0 Responsibilities:

- I.4.1 Every 15 minutes, the clerk should receive a completed Data Sheet #1 from the EOF Data Link. The clerk should make three copies of Data Sheet #1 and use them as follows:
1. Place one in the marked in-box in the Rad Support Office.
 2. Place one in the marked in-box on Site Support Staffer #1's desk in the Site Support Office.
 3. Give one to the telecopy clerk in the Assistant Administrative Support Office and tell her to telecopy Data Sheet #1 to Allentown.
 4. Update technical status boards with remaining original copy. Solicit help as necessary in updating boards.
 5. Place original in EOF Data Link's binder.
- I.4.2 Every 15 minutes, the clerk should receive a (partially) completed Data Sheet #2 from the EOF Data Link. The clerk should deposit the copy in the Data Sheet #2 in-box, located in the Rad Assessment Office.

JOB DESCRIPTION - EOF SUPPORT MANAGER/RECOVERY MANAGER/SITE SUPPORT MANAGER CLERK

I.5.0 Responsibilities:

- I.5.1 Based upon EOF Support Manager/Recovery Manager's log and Open Items Tracking Board, aid in keeping adequate Chronology of Events Log. Tack filled sheets to wall in Multi-Purpose Room.
- I.5.2 Take orders from Site Support Manager as necessary.

JOB DESCRIPTION - RECOVERY MANAGER STENO

I.6.0 Responsibilities:

- I.6.1 Should be right next to the EOF Support Manager or the Recovery Manager at all times, taking notes and keeping a highly detailed and accurate timeline.
- I.6.2 Answer phone or take other orders from the EOF Support Manager or the Recovery Manager as necessary.
- I.6.3 Set up all conference calls for the Recovery Manager.

JOB DESCRIPTION - RAD ASSESSMENT CLERK #1

I.7.0 Responsibilities:

- I.7.1 Maintain Offsite Team Tracking Board in Rad Assessment Office at direction of Offsite Team Director. Also maintain corresponding tracking forms, recording information on board.

JOB DESCRIPTION - RAD ASSESSMENT CLERK #2

I.8.0 Responsibilities:

- I.8.1 Every 30 minutes, take a completed Rad Assessment Form (EP-IP-002-2) from the Rad Support Manager and give it to the Site Support Manager.
- I.8.2 Every 15 minutes, take a completed Data Sheet #2 from the dose calculator in the Rad Assessment Office and do the following:
 - a. Make a copy and place the original in the Data Sheets #2 binder, located in the dose calculator's desk in the Rad Assessment Office.
 - b. Use the copy to update the Rad Assessment board, located right outside the Rad Assessment Office.
 - c. Place the copy in the EOF Data Link's binder, marked "Data Sheets", and tell the Data Link that it is there.

JOB DESCRIPTION - RAD ASSESSMENT STENO

I.9 Responsibilities:

- I.9.1 Should be right next to Rad Support Manager whenever possible, taking notes and keeping a highly detailed and accurate timeline of occurrences.
- I.9.2 Answer phone and take messages for Rad Support Manager, when directed.

JOB DESCRIPTION - TECH SUPPORT STENO

I.10 Responsibilities:

- I.10.1 Should be right next to Tech Support Manager (or Assistant TSM) at all times, taking notes and keeping a highly detailed and accurate timeline of occurrences.
- I.10.2 Answer phones or take other orders from tech support personnel as necessary.

JOB DESCRIPTION - ADMINISTRATIVE SUPPORT STENO

I.11.0 Responsibilities:

- I.11.1 Should be right next to the Assistant Administrative Support Manager whenever possible, taking notes and keeping a highly detailed and accurate timeline of occurrences.
- I.11.2 Answer incoming calls to the Administrative Support Group. Take messages and notes as necessary.

JOB DESCRIPTION - ADMINISTRATIVE SUPPORT CLERK #1

I.12.0 Responsibilities:

- I.12.1 Report to work station at press release printer, located in admin. area. Follow action steps taped near printer.
- I.12.2 Tear off any releases sent over on the printer prior to your arrival. Deliver them directly to the Site Support Manager after logging them in.
- I.12.3 Maintain a complete log of all press releases that come over the printer.

JOB DESCRIPTION - ADMINISTRATIVE SUPPORT CLERK #2

I.13.0 Responsibilities:

- I.13.1 Operate telecopy machine in Assistant Administrative Support Office. This involves transmission and receipt of telecopies from the TSC and General Office.
- I.13.2 Obtain previously issued Incident Report Forms (EP-IP-002-1), and Rad Assessment Forms, (EP-IP-002-2), from the TSC, and deliver to Site Support Staffer #2's in-box.

JOB DESCRIPTION - ADMINISTRATIVE SUPPORT CLERK #3

I.14.0 Responsibilities:

- I.14.1 Serve as a runner through the facility as needed (at the direction of the Administrative Support Manager).
- I.14.2 Serve as a backup to another clerical/stenographic function as needed or directed. Particularly, aid in answering the phone and taking messages during busy periods.

JOB DESCRIPTION - ADMINISTRATIVE CLERK #'s 4 & 5

1.15.0 Responsibilities:

- I.15.1 Report to assigned stations at desk in EOF Lobby. All supplies are located in left side of riser in front of desk.
- I.15.2 Security will check ID's in vestibule. Do not check any ID's.
- I.15.3 Check personnel off an access control log on clipboard.
- I.15.4 Assign TLD's to personnel. Record in log.

NOTE: UPON THE ARRIVAL OF THE ADMINISTRATIVE OR ASSISTANT ADMINISTRATIVE SUPPORT MANAGER, A SINGLE CLERK WILL BE ASSIGNED TO TAKE OVER THIS FUNCTION IN THE EOF LOBBY.

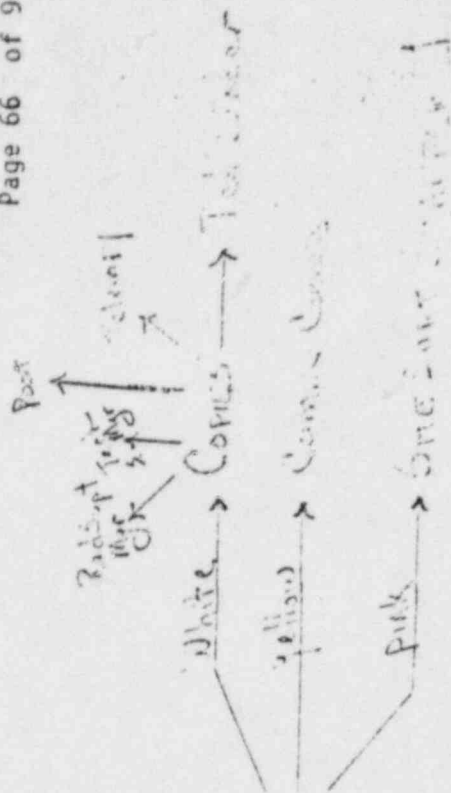
JCB DESCRIPTION - ADMINISTRATIVE CLERK # 5

I.16.0 Responsibilities:

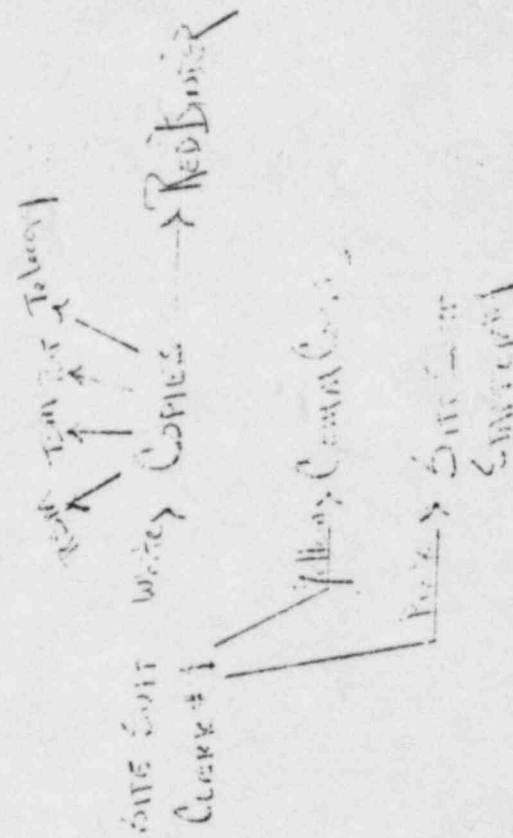
- I.16.1 Serve as overall Facility receptionist. Direct incoming personnel to their desired location.
- I.16.2 Make outgoing calls from the Administrative Support Group. Take messages for absent personnel. Keep log of all outgoing calls.

Prior to G.O. Arrival

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After G.O. Arrival

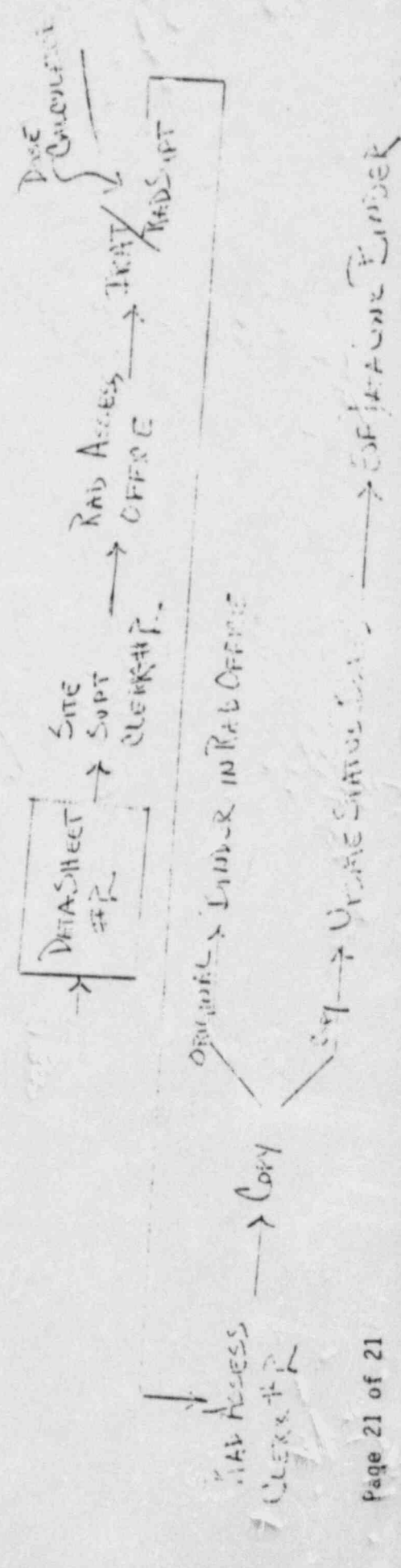
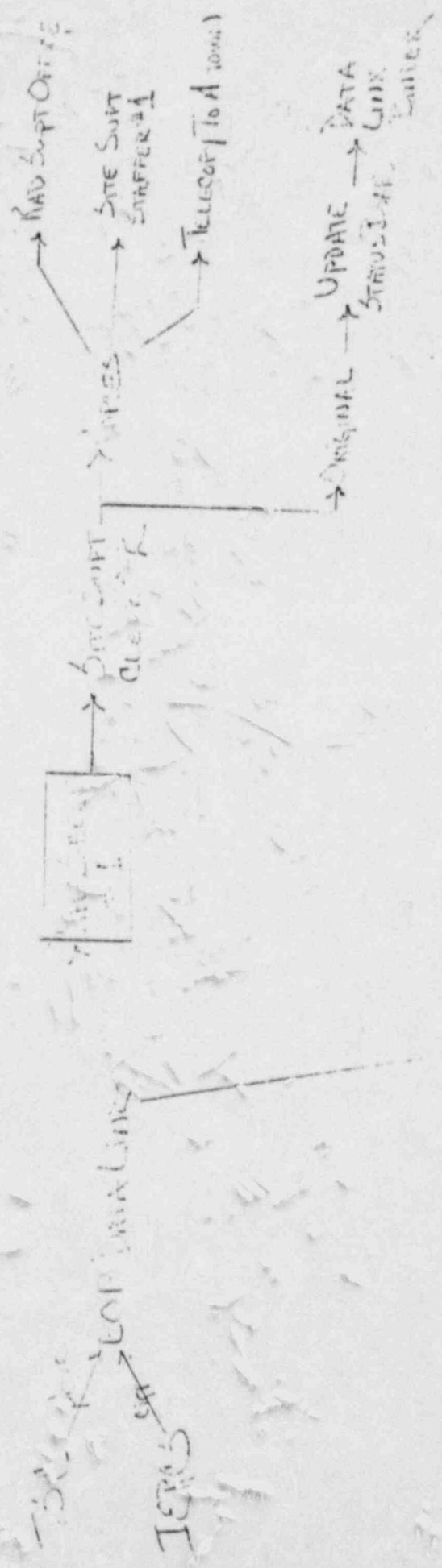


Form 1

Form 2

Data Link Flow

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ACTION STEP
SITE SUPPORT MANAGER

Check

- _____ J.1.0 The SITE SUPPORT MANAGER will:
- _____ J.1.1 Upon arrival at the EOF assume direction of the following personnel in the Site Support Office:
- a. EOF Data Link
 - b. COMMUNICATIONS COORDINATOR - EOF
 - c. ASSISTANT EOF SUPPORT MANAGER
 - d. SITE SUPPORT STAFFER #1 and #2
 - e. SITE SUPPORT CLERKS AND STENOS
- _____ J.1.2 Assume control of off-site communications:
- a. Obtain most recent approved Incident Form (EP-IP-002-1) in the Site Support Office.
 - b. Make a formal transfer with the EMERGENCY DIRECTOR to assume control of off-site communications.
 - 1. PEMA
 - 2. LCEMA
 - 3. CEMA
 - 4. NRC
 - 5. PUBLIC INFORMATION MANAGER
 - c. Relieve EOF SUPPORT MANAGER of communication responsibility to GO SUPPORT MANAGER.

JOB DESCRIPTION - SITE SUPPORT STAFFER #1

J.2.0 Site Support Staffer #1

- J.2.1 Establish the communications link with Media Operations Center (Site Support Staffer #3). This responsibility includes the transmission of plant specific and radiological data on an as-required basis. (This must be completed prior to the transfer of the responsibility for issuing press releases from the TSC to the EOF).
- J.2.2 Secure copies of all press releases issued prior to the transfer of this responsibility from the TSC to the EOF. Give same to Staffer #2 for record purposes.
- J.2.3 Coordinate EOF review and approval of all subsequent press releases.
- J.2.4 Post subsequent press releases in the EOF in coffee areas.
- J.2.5 Attend the EOF/TSC conference calls if time permits.
- J.2.6 Provide periodic updates to the General Office Support Manager or staff. These updates will typically be provided each time there is a scheduled conference call between the EOF and TSC or any time an important development occurs. Note, the General Office Support Manager's participation in the conference call will serve as his information update for that point in time.
- J.2.7 Maintain a log of his activities
- J.2.8 Provide adequate response to questions posed by MOC or GOSM. Site Support Staffer #1 will decide what information can be directly passed on and what information must be approved by the Site Support Manager or Recovery Manager.

JOB DESCRIPTION - SITE SUPPORT STAFFER #2

J.3.0 Site Support Staffer #2

- J.3.1 Provide an initial check on the adequacy of technical and radiological data flow between the Technical Support Center, Emergency Operations Facility, General Office NESC, and General Office ESC. The data link between the TSC and EOF must be established and demonstrated to be properly working prior to the EOF taking over responsibility from the TSC for emergency communications.
- J.3.2 Periodically recheck the adequacy of data flow between the TSC, EOF, General Office NESC and General Office ESC and verify consistency.
- J.3.3 Secure copies of most recently issued Incident Form and Radiological Assessment Form. This item should be completed prior to the EOF taking over responsibility from the TSC for Emergency Communications.
- J.3.4 Direction of both EOF Communication Coordinators. Note, the EOF Support Manager will staff the EOF with one Communications Coordinator. The second Communications Coordinator's role will be filled by the Assistant EOF Support Manager upon direction.
- J.3.5 Interface with Admin. Manager, Technical Support Manager and others to answer questions by Site Support Manager and Recovery Manager.
- J.3.6 Process subsequent Incident Forms (EP-IP-002-1).
- J.3.7 Process subsequent Radiological Assessment Forms (EP-IP-002-2).
- J.3.8 Establish a book to record the history of information releases. This includes press releases (obtained from Site Support Staffer #1), Incident Forms and Radiological Assessment Forms initiated prior to transfer of communications responsibility to the EOF and those subsequently issued by the EOF.

- J.3.9 Update and maintain the Open Items Status Board in the Recovery Manager's Office.
- J.3.10 Verify the Central Status Board is updated and maintained by Data Link.
- J.3.11 Verify information which appears on more than one status board is identical.
- J.3.12 Update and maintain Emergency Manager Identification Nameplates.
- J.3.13 Attend the EOF/TSC conference calls and update Site Support Staffer #1 as required.
- J.3.14 Maintain a log of activities.

JOB DESCRIPTION - SITE SUPPORT STAFFER #3

J.4.0 Site Support Staffer #3

- J.4.1 Establish communications link with Site Support Staffer #1 in the EOF. This must be completed prior to the transfer of the responsibility for issuing press releases from the TSC to the EOF.
- J.4.2 Transmit copies of all previously issued press releases to Site Support Staffer #1 in EOF.
- J.4.3 Assist in preparation of press releases.
- J.4.4 Review press releases for technical accuracy.
- J.4.5 Brief MOC staff regarding plant status.
- J.4.6 Maintain log of activities.

JOB DESCRIPTION - DATA LINK RESPONSIBILITIES

J.5.0 Data Link Responsibilities

J.5.1 Establish data link voice contact with TSC and ESC (in Allentown).

J.5.2 Verify Interim ERCS is operational.

NOTE: Above data sources provide the following:

a. Interim ERCS

Technical parameters
Meteorological data

b. Data Link

Equipment status
Big Picture Statement
Radiological data
All information normally provided by Interim ERCS if not available.

J.5.3 Complete Data Sheet #1 every 15 minutes.

NOTE: Clerk should make three copies and perform the following:

Update status boards
Provide copy to Rad Support Manager
Telecopy information to Allentown
Provide copy to Staffer #1
Return original to Data Link

J.5.4 Place original Data Sheet #1 in log.

J.5.5 Complete Data Sheet #2 every 15 minutes and provide to Rad Support Manager.

Note: Dose calculator will:

Use data to complete dose calculations.
Have Clerk make 1 copy of data sheet #2 and
give it to Data Link.
Use original to update Radiological Status Board.
File original in log.

J.5.6 File copy of Data Sheet #2 in log.

INCIDENT FORM AND RADIOLOGICAL ASSESSMENT FORM MANAGEMENT

J.6.0 Incident Form and Radiological Assessment Form Management

J.6.1 Every 30 minutes and following any significant event an Incident Form and Radiological Assessment Form are to be prepared and managed as follows:

- a. If the Emergency does NOT involve an actual or imminent Radiological effluent release, the Radiological Assessment Form need not be completed.
- b. Upon upgrading an emergency, NRC/BRP/Offsite Agency Notification must begin immediately.
 1. Site Support Manager completes serialized Incident Form (EP-IP-002-1)
 2. Radiation Support Manager completes and approves serialized Radiological Assessment Form (EP-IP-002-2).
 3. Site Support Staffer #2 reviews proposed Incident Form and Radiological Assessment Form with Site Support Manager.
 4. Site Support Manager secures approval from Recovery Manager to transmit the information. Site Support Manager may authorize release if Recovery Manager is not available.

5. Site Support Staffer #2, utilizing the 3 part forms, ensures the following actions are accomplished:

White Copy --used to make 5 copies which are distributed to:

Technical Support Manager
Radiation Support Manager
Recovery Manager
Wall near coffee area
Technical Support Center*
General Office Support Manager*

* via telecopy

Yellow Copy - To Communications Coordinator

NOTE: SITE SUPPORT STAFFER #2 DIRECTS THE COMMUNICATIONS COORDINATOR TO TRANSMIT THE DATA ON THE INCIDENT FORM AND RADIOLOGICAL ASSESSMENT FORM TO THE NRC VIA THE NRC HOTLINE AND TO THE TSC VIA THE TSC HOTLINE. IN ADDITION, IF THE INFORMATION CONCERNS UPGRADING TO OR DOWNGRADING FROM A GENERAL EMERGENCY, THE DATA ON THE INCIDENT FORM (ONLY) IS TO BE TRANSMITTED TO PEMA, LCEMA AND CEMA.

Pink Copy - to Site Support Staffer #1 who updates Site Support Staffer #3 in MOC and remains alert for a subsequent press release.

Technical Support Manager is responsible for transmitting the data on these forms to the technical liaison of the Bureau of Radiological Protection.

Radiation Support Manager is responsible for transmitting the data on these forms to the radiological liaison of the Bureau of Radiological Protection.

Site Support Staffer #2 verifies those items he is not directly performing are occurring.

JOB DESCRIPTION - COMMUNICATIONS COORDINATOR #1

J.7.0 Communications Coordinator #1

- J.7.1 Man hotline telephone. (This must be completed prior to the EOF taking over Emergency Communications responsibilities from the TSC).
- J.7.2 Provide support to Staffer #2 in maintaining Open Items Board, Manager Identification nameplates and general white board information in the Recovery Manager's and Site Support Manager's Offices.
- J.7.3 Transmit the information on the Incident Form to PEMA, LCEMA and CEMA upon direction from Site Support Staffer #2.
- J.7.4 Transmit the data on the Incident Form and Radiological Assessment Form to the NRC and TSC upon direction from Site Support Staffer #2.

NOTE: THIS RESPONSIBILITY WILL TRANSFER TO COMMUNICATIONS COORDINATOR #2. THE ASSISTANT EOF SUPPORT MANAGER BECOMES COMMUNICATIONS COORDINATOR #2 UPON COMPLETION OF HIS INTERIM RADIOLOGICAL ASSESSMENT TEAM RESPONSIBILITIES.

- J.7.5 Maintain a log of all Communications Coordinator activities. Log the time and receiver of all Incident Form and Radiological Assessment Form data transmissions.

ACTION STEP
RADIATION SUPPORT MANAGER

Check

K.1.0 The RADIATION SUPPORT MANAGER will:

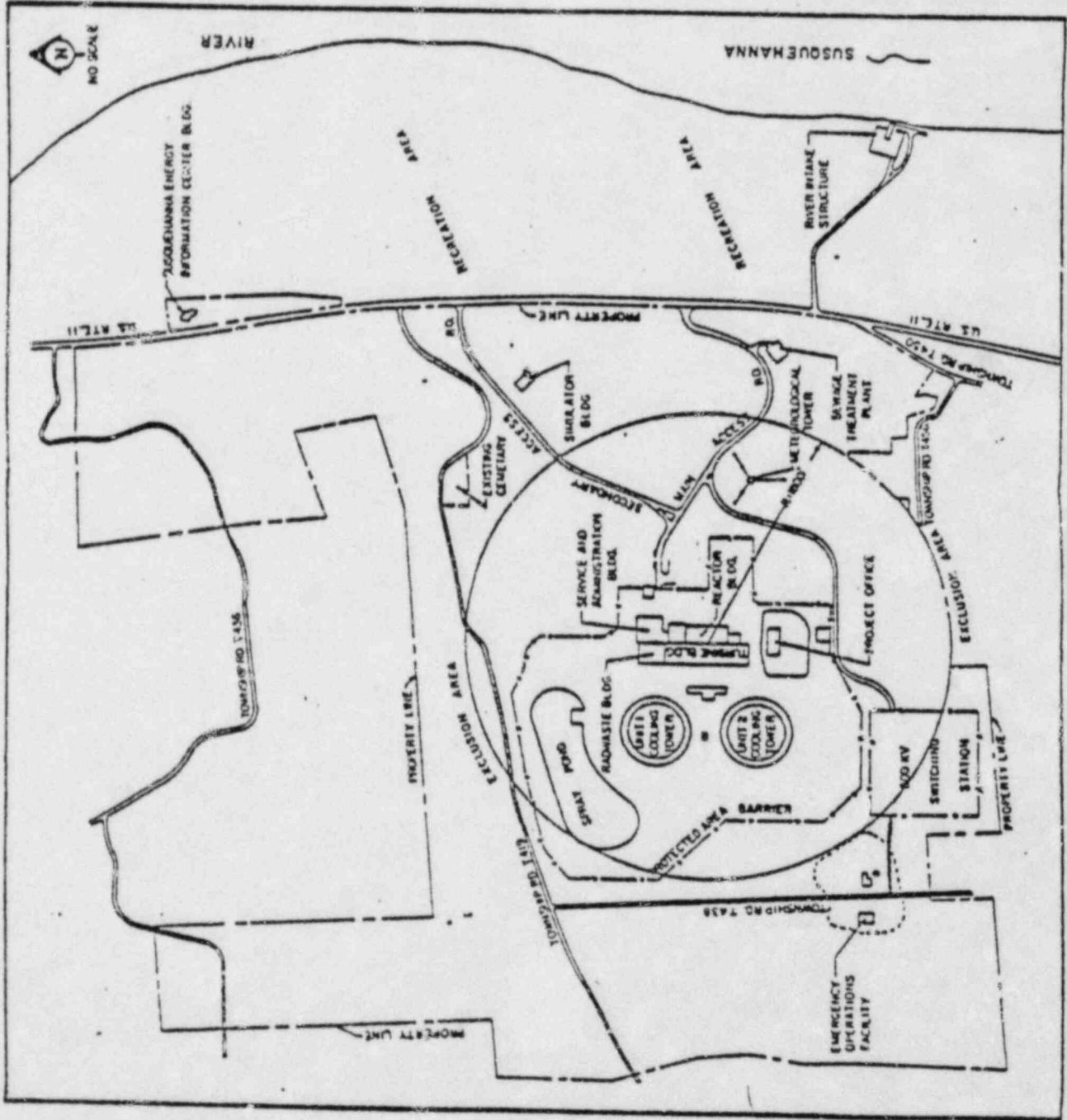
- _____ K.1.1 Relieve EOF SUPPORT MANAGER of responsibility for dose assessment, Off-Site Emergency Monitoring Teams, protective action recommendations and communication with DER/BRP.
- _____ K.1.2 If unable to contact DER/BRP, utilize alternate means of communications per EP-IP-018.
- _____ K.1.3 Transmit information on Incident Form EP-IP-002-1 to DER/BRP, when directed by the SITE SUPPORT MANAGER.
- _____ K.1.4 Every 30 minutes, and following any significant event, ensure that a Radiological Assessment Form (EP-IP-002-2), is completed and delivered to the Site Support Office for approval by the Recovery Manager. Ensure that information on the form is transmitted to DER/BRP.

ACTION STEP
TECHNICAL SUPPORT MANAGER

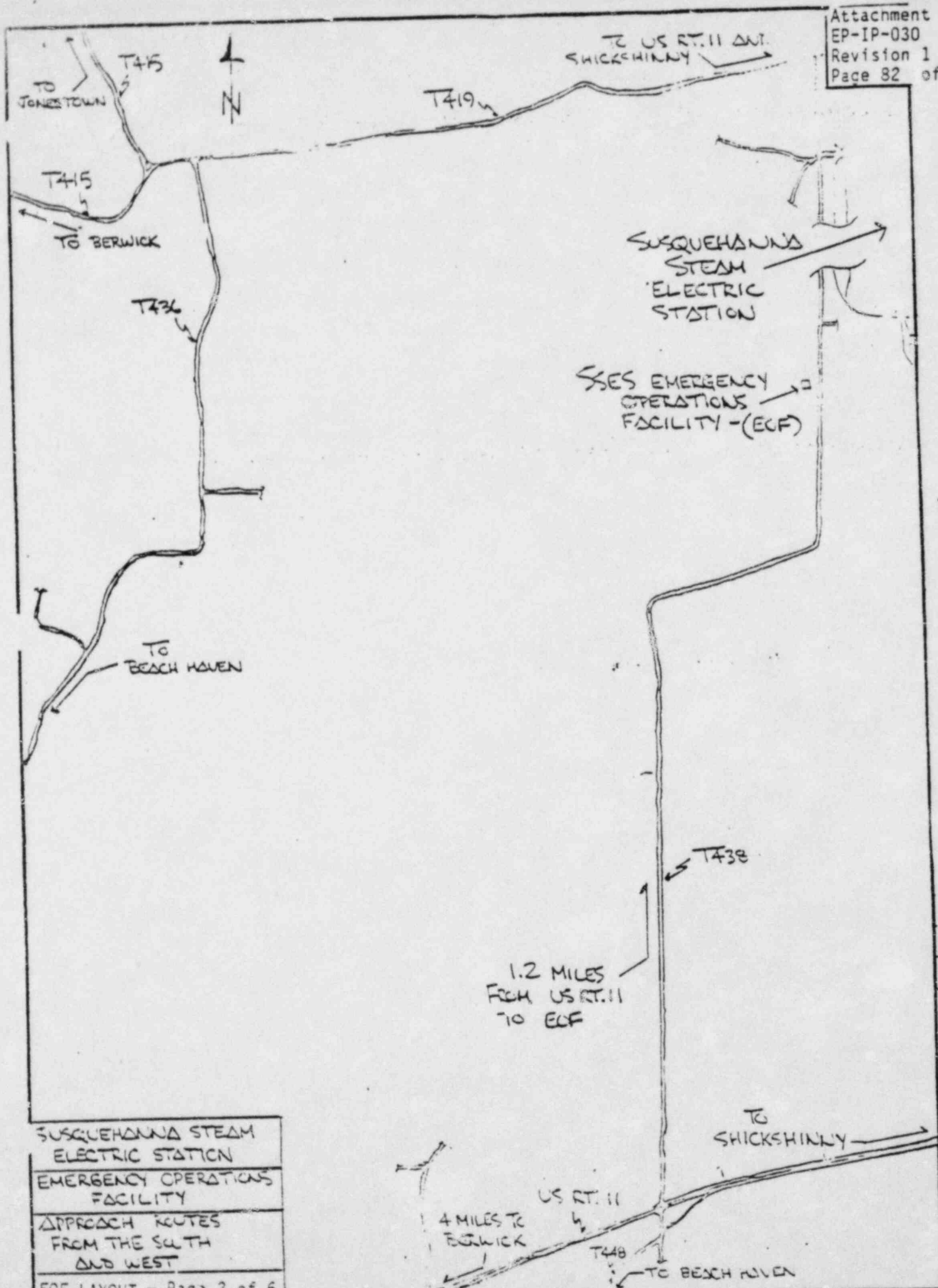
Check

L.1.0 The TECHNICAL SUPPORT MANAGER will:

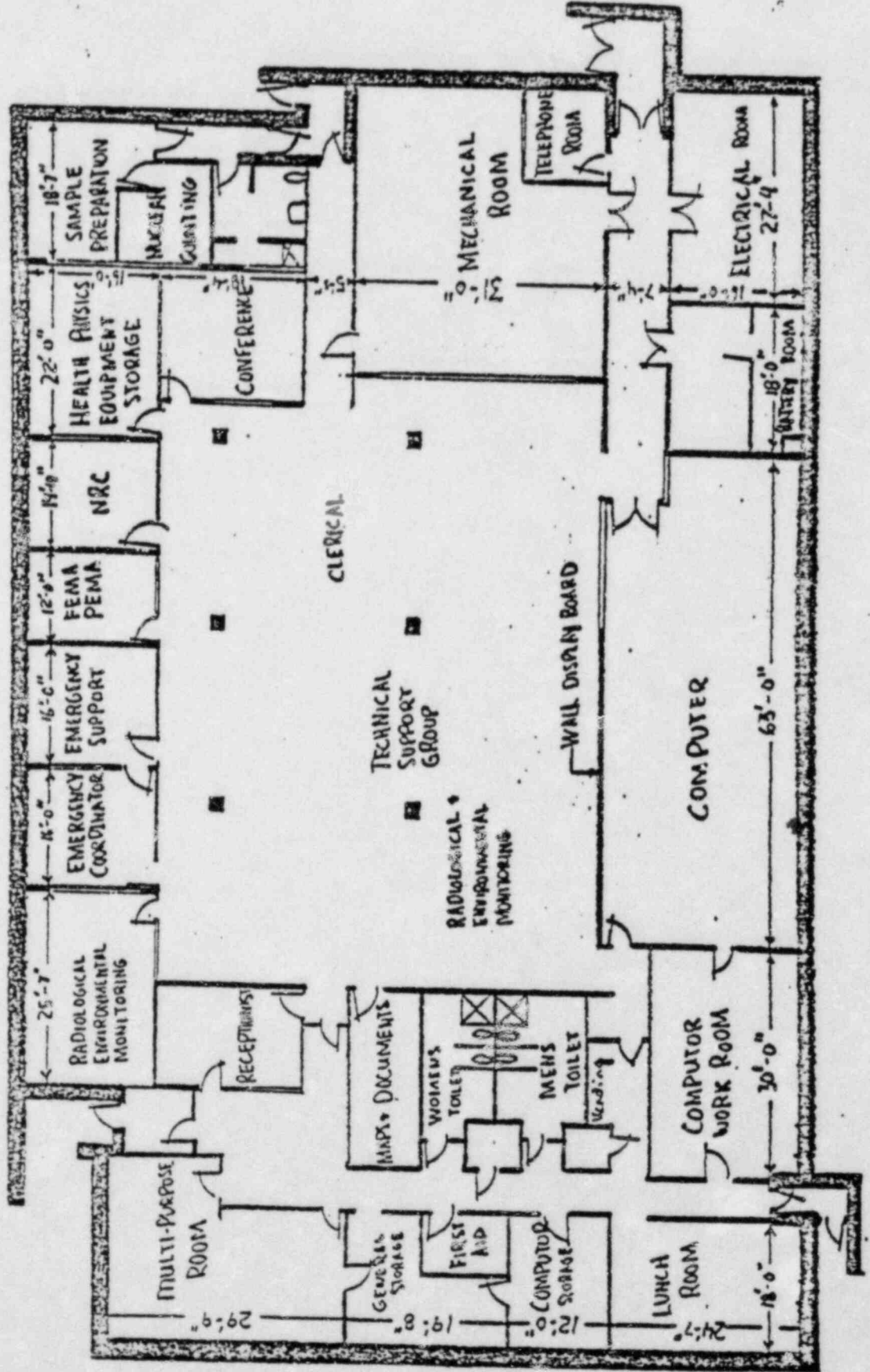
- _____ L.1.1 Assume responsibility for communications with DER/BRP technical personnel regarding plant specifics from the ASSISTANT TECHNICAL SUPPORT MANAGER.
- _____ L.1.2 Assume responsibility for communications with the ENGINEERING SUPPORT LEADER from the ASSISTANT TECHNICAL SUPPORT MANAGER and the TSC COORDINATOR from the ASSISTANT TECHNICAL SUPPORT MANAGER.



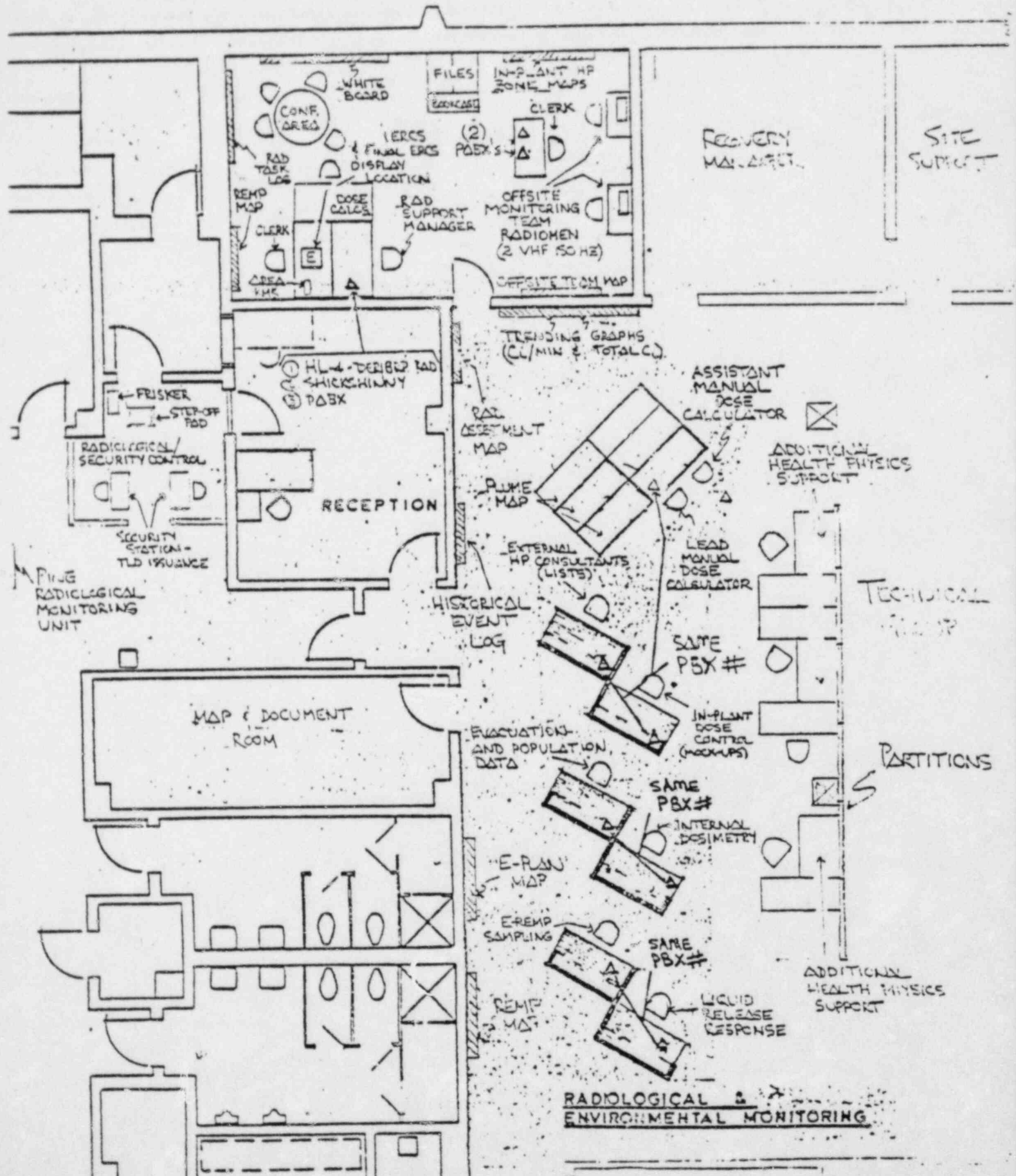
SUSQUEHANNA STEAM ELECTRIC STATION UNITS 1 AND 2
LOCATION OF THE EMERGENCY OPERATIONS FACILITY
EOF LAYOUT
Page 1 of 6



EOF LAYOUT



EMERGENCY OPERATIONS FACILITY RADIOLOGICAL & ENVIRONMENTAL MONITORING

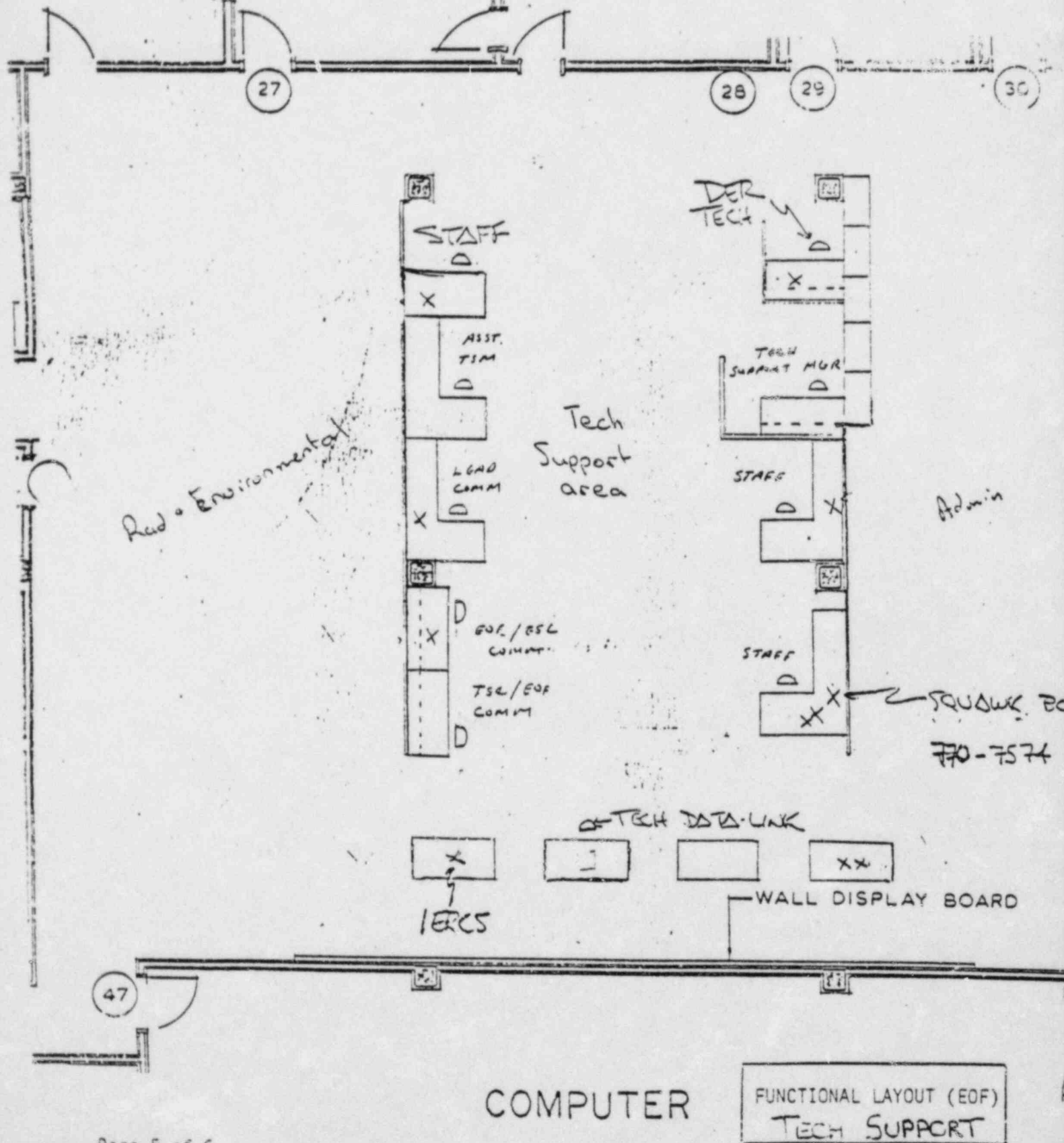


RADIATION
SUPPORT
M. AGER

RECOVERY
MANAGER

SITE
SUPPORT
MANAGER

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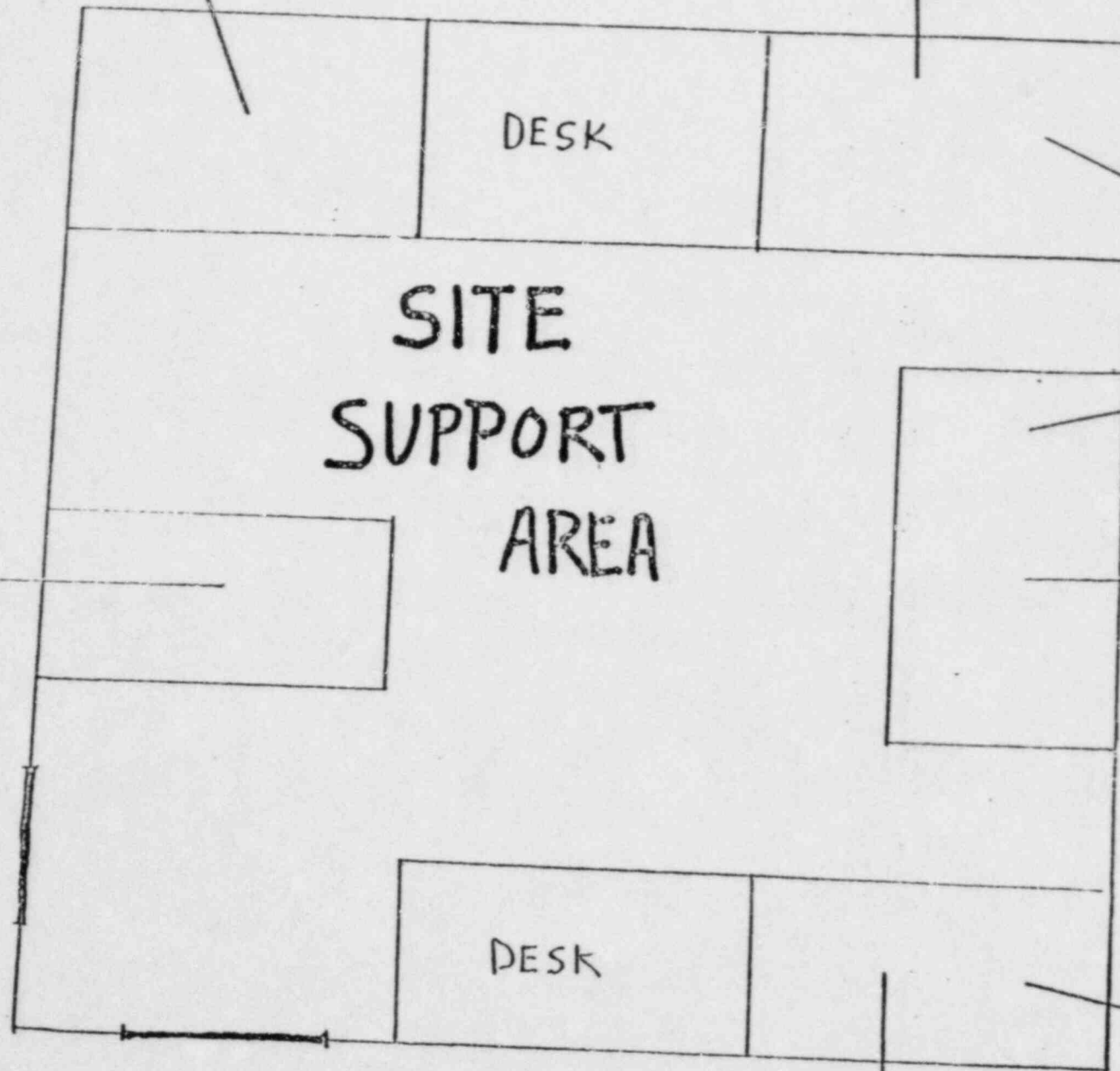


CONTROL OFFICE LINK

HOTLINES

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MOC
LINK



VHF
RADIO

PA SYSTEM

UHF RADIO

VHF RADIO

HOTLINES

FUNCTIONAL LAYOUT (EOF)
SITE SUPPORT

EMERGENCY OPERATIONS FACILITY (EOF)

<u>TITLE</u>	<u>EXTENSION</u>	<u>COMM. TYPE</u>
Recovery Manager		PBX/Conf. Speaker
		Outside Line
		Outside Line
	HL- CR)	Hotline
	HL- (TSC)	Hotline
	HL- (LCEMA)	Hotline
	HL- (CEMA)	Hotline
	HL- (PEMA)	Hotline
	HL- (G.O.)	Hotline
	HL- DER/BPR rad)	Hotline
	HL- (Spec. Ofc.)	Hotline
	HL- (MOC)	Hotline
Radiation Support Manager		PBX
		Outside Line
	HL (DER/BRP rad)	Hotline
Dose Calculator & Rad Support Clerks	X	PBX
Offsite Team Director	X	PBX
Environmental Sample Director	X	PBX
Environmental Support	X	PBX
	X	PBX
Manual Dose Calculators	X	PBX
Internal Dosimetry	X	PBX
HP Support	X	PBX
	X	PBX
	X	PBX
	X	PBX
Site Support Manager		PBX
		Outside Line
	HL (TSC)	Hotline
	HL- (LCEMA)*	Hotline
	HL- (CEMA)	Hotline
	HL- (PEMA)	Hotline
	HL- (G.O.)	Hotline

EMERGENCY OPERATIONS FACILITY (EOF)

<u>TITLE</u>	<u>EXTENSION</u>	<u>COMM. TYPE</u>
Communications Coordinator #1	HL (TSC) HL- (G.O.)	PBX Hotline Hotline
Communications Coordinator #2	HL (LCEMA)* HL (CEMA) HL- (PEMA)	PBX Outside Line Hotline Hotline Hotline
* LCEMA stands for Luzerne County Emergency Management Agency which has been changed from LCCD.		
Site Support Staffer #1		PBX Outside Line Outside Line
Site Support Staffer #2		PBX Outside Line
EOF Support Manager		PBX
Assistant EOF Support Manager		PBX
Technical Support Manager		PBX
Assistant Technical Support Manager		PBX
Lead Communicator		PBX
EOF/ESL Communicator		PBX
TSC/EOF Communicator		PBX
Technical Data Link		PBX
Technical Conference Calls		PBX/Conf. Speaker Out. Line/Con.
Spkr.		
Technical Support Clerk		PBX
Technical Support Staff		PBX P BX P BX P BX

<u>TITLE</u>	<u>EXTENSION</u>	<u>COMM. TYPE</u>
Administrative Support Manager and Assistant Administrative Support Mgr.		PBX PBX Outside Line Outside Line
Administrative Support Staff		PBX PBX PBX PBX PBX PBX
Press Release Clerk		PBX
Other		
Chem Lab		PBX
Computer Support		PBX
DER/BRP Office		PBX
DER/BRP Technical		PBX
EOF Receptionist		PBX
EOF Telecopier for G.O.		PBX
TSC		Outside Line
EOF Telecopier for MOC, SOP		PBX
NRC Office		PBX
Spkr.		Out. Line/Con.
Small Conference Room		PBX/Conf. Speaker

Date: _____

[illegible]

DATA SHEET 1

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DAY / MONTH / YEAR

REACTOR PARAMETERS

Time Updated _____

Power APRM A _____ %, IRM A _____ %, SRM A _____ CPS

Water Level _____ inches (-150 to 60)

Pressure _____ PSIG

Temperature _____ °F (Recirc. Loop A)

Drywell Temperature _____ °F

Drywell Pressure _____ PSIA

Suppression Pool Temperature _____ °F

Suppression Pool Pressure _____ PSIA

Suppression Pool Level _____ ft.

TIME OF SHUTDOWN _____

ESTIMATED RELEASE TERMINATION _____

EMERGENCY CLASSIFICATION _____ TIME _____

BIG PICTURE

ECCS EQUIPMENT IN SERVICE

Equipment

Time

Recommended Protective Action:

MAJOR EQUIPMENT OUT OF SERVICE

Equipment

Time

1
EOF MESSAGE SHEET

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MESSAGE

ORIGINATOR: _____
(NAME, LOCATION, PHONE)

NUMBER: _____

PRIORITY: _____

TRANSMITTED TO: _____
TIME OF TRANSMISSION: _____

REPLY

TIME: _____
ANSWERER'S NAME: _____

TRANSMITTED TO: _____
TIME OF TRANSMISSION: _____

OFFSITE TEAM BRIEFING SHEET

1. A radiological release _____ HAS _____ HAS NOT occurred.
2. A radiological release _____ IS _____ IS NOT currently in progress.
3. The release is in the form of _____ NOBLE GASES
_____ IODINES
_____ NOBLE GASES & IODINES
_____ NOT APPLICABLE
4. The wind is blowing from the _____ at _____ miles per hour.
5. The incident is currently classified as an: _____ UNUSUAL EVENT
_____ ALERT
_____ SITE EMERGENCY
_____ GENERAL EMERGENCY
6. Comments:

CONTENTS OF EMERGENCY PACKETS

Emergency Desk Supply Packet:	2 regular and colored pencils
	2 blue and black ball point pens
	1-12 inch ruler
	2 Tablets of paper 8-1/2" x 11"
	1 Memo Pad
	1 Pencil Eraser
	Blue, Yellow, Pink highlighter markers
Status Board Supplies:	Eraser (white board)
	2 cloths
	Red, Black, and Green dry erase markers
Office hardware sets:	Calculator
	3-hole punch
	Scotch-tape dispenser with tape
	box of rubber bands
	box of paper clips
	Scissors
	Pencil Sharpener
	box of paper clamps
Security Package:	Clipboard
	Pad of 8-1/2" by 11" paper
	2 blue and black ballpoint pens
	1 box of TLD's