

1004.5
Revision 3
07/05/83

IMPORTANT TO SAFETY
NON-ENVIRONMENTAL IMPACT RELATED

THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.5
COMMUNICATIONS AND RECORDKEEPING

50-289

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7/5/83
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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.5
COMMUNICATIONS AND RECORDKEEPING

1.0 PURPOSE

The purpose of this procedure is to 1) provide a list of all logs to be taken and records to be kept, and 2) delineate when each log and record should be maintained.

This procedure is implemented when referenced by any Emergency Plan Implementing Procedure. Facility coordinators shall assign individuals responsible for implementation of this procedure.

2.0 ATTACHMENTS

- 2.1 Attachment I, Emergency Director's Log
- 2.2 Attachment II, Telephone Communications Logsheet
- 2.3 Attachment III, Master Log to be completed by the appropriate persons (Group Leaders, Chemistry, Rad Con, Administration, Security Support, etc., see above responsibility for implementation).

3.0 EMERGENCY ACTION LEVELS

- 3.1 This procedure to be initiated upon declaration of any of the following:
 - 3.1.1 Unusual Event (1004.1)
 - 3.1.2 Alert (1004.2)
 - 3.1.3 Site Emergency (1004.3)
 - 3.1.4 General Emergency (1004.4)

4.0 REQUIREMENTS

- 4.1 Communications

Initial

4.1.1 All significant communications (i.e., Notifications, Protective Action Recommendations, Requests for outside assistance, etc.) should be documented on a telephone communications log sheet. (Attachment II).

4.1.2 Other communications should be documented on the Logs maintained by key personnel as noted in Step 4.2.

4.2 Record Keeping

Ensure the Logs and Records are used as follows:

____ 4.2.1 Emergency Director's Log

1. When conditions permit, the Emergency Director's Log (Attachment I or designated bound record book) should be started shortly after an emergency is declared, and maintained by the Emergency Director, or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.

2. The following is a list that is indicative of the type of information that should be considered for documentation in this Log:

- a. Time, shift, date the emergency is declared.
- b. Names of personnel assuming key positions in the emergency organization.
- c. Plant status at the time of the declaration of the emergency.

Initial

- d. Major steps taken during the emergency (i.e., alarms sounded, procedures implemented, major equipment status changes, etc.)
- e. Important data received (i.e., major plant parameters pertaining to the Emergency, etc.).
- f. Recommendations given to or received from Off-Site agencies, not recorded by communications assistant, (i.e., the NRC, Pennsylvania Bureau of Radiation Protection, Dauphin County Emergency Management Agency, etc.).
- g. Final notifications of Off-Site agencies upon close-out of the emergency or change of emergency classification by the Emergency Director.

4.2.2 Radiological Assessment Coordinator's Log

1. Conditions Permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Radiological Assessment Coordinator are assumed, and maintained by the Radiological Assessment Coordinator, or his designated Log-keeper, until the emergency is closed-out by the Emergency Director.

Initial

2. Items for consideration in this Log are as follows:
 - a. Time responsibilities are assumed.
 - b. Names of personnel filling key positions under the Radiological Assessment Coordinator.
 - c. Results from radiation surveys.
 - d. Results from dose projections and release calculations, etc.
 - e. Recommendations to or from the Bureau of Radiation Protection.
 - f. Transfer of responsibility for control of Off-Site Radiological and Environmental Monitoring to the Environmental Assessment Coordinator at the Environmental Assessment Command Center.
 - g. Time of close-out of the emergency, as directed by the Emergency Director.

4.2.3 Technical Support Center Coordinator's Log

1. Conditions Permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Technical Support Center Coordinator are assumed, and maintained by the Technical Support Center Coordinator or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.

Initial

2. Items for consideration in this Log are as follows:
 - a. Time and date duties are assumed.
 - b. Names of personnel assuming key positions in the Technical Support organization.
 - c. Significant events that occur or important data/information received.
 - d. Recommendations exchanged with other organizations or persons.
 - e. Time of close-out of the emergency, as directed by the Emergency Director.

4.2.4

Operations Support Center Coordinator's Log

1. ~~Conditions Permitting~~, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Operations Support Center Coordinator are assumed, and maintained by the Operations Support Center Coordinator or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.
2. Items for consideration in this Log are as follows:
 - a. Time, shift, and date duties are assumed.
 - b. Names of personnel assuming key positions in the emergency support organization.

- c. Significant events that occur or important data/information received.
- d. Recommendations exchanged with other affected agencies.
- e. Any teams (Search and Rescue, onsite/offsite radiation monitoring) assembled and dispatched, the names of the team leaders, and the purpose of team dispatch.

4.2.5 Emergency Support Director

1. Emergency Support Director's Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Emergency Support Director are assumed, and maintained by the Emergency Support Director, or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.
- b. Items for consideration in the Log are as follows:
 - 1. Time responsibilities are assumed.
 - 2. Names of personnel assuming key positions in the Off-Site Emergency Organization.

Initial

3. Significant events that occur or important data received, (i.e., radiation survey results, major plant parameters pertaining to the emergency, etc.).
4. Major steps taken during the emergency (i.e. procedures implemented, organization changes/re-locations due to special considerations, etc.).
5. Recommendations given to or received from Off-Site agencies (i.e. the NRC, Pennsylvania Bureau of Radiation Protection, Dauphin County Emergency Management Agency, etc.).
6. Time of close-out or re-classification of the emergency as directed by the Emergency Director.

7. Technical Support Representative Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Technical Support Representative are assumed.
- b. Items for consideration in the Log are as follows:
 1. Time duties are assumed.

Initial

2. Names of personnel on support staff.
3. Significant events that occur or information pertaining to recommendations or observations made (i.e., time, recommendation/observation, to whom, etc.).
4. Information transferred from Rarsippany technical functions.
5. Time of the close-out or re-classification of the emergency, as directed by the Emergency Director.

3. Group Leader - Chemistry Support Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Chemistry Support are assumed.
- b. Items for consideration in the Log are as follows:

1. Time duties are assumed.
2. Names of personnel on support staff.
3. Significant events that occur or information pertaining to recommendations or observation made (i.e., time, recommendation/observation, to whom, etc.).

Initial

4. Time of close-out or re-classification of the emergency as directed by the Emergency Director.

___ 4. Assistant Environmental Assessment Coordinator Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and the responsibilities of the Assistant Environmental Assessment Coordinator are assumed.

- b. Items for Consideration in this Log are as follows:

1. Time responsibilities are assumed.
2. Names of personnel filling key positions under the Environmental Assessment Coordinator.
3. Results from environmental, radiological, and meteorological surveys.
4. Any teams (Environmental, Offsite, Meteorological, Monitoring) assembled and dispatched, their purpose and names of team leaders.
5. Recommendations to or from the Radiological Assessment Coordinator.

Initial

6. Time of announcement of assumption of responsibility for receipt of all offsite radiological and environmental monitoring data.

7. Time of notification to the Radiological Assessment Coordinator (via dedicated Line) of assumption of responsibilities for offsite monitoring.

8. Time of close-out of the emergency as directed by the Emergency Director.

9. Group Leader - Administrative Support

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Administrative Support are assumed.

b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under Group Leader Administrative Support.
3. Offsite services contacted and expected time of arrival of support.

Initial

4. If applicable, time of notification of local and state police.
5. Time of close-out or reclassification of the emergency as directed by the Emergency Director.

4.2.6 The following Logs should be kept by key personnel at the Annex to the Near-Site Emergency Operations Facility.
(Crawford Station)

1. Group Leader - Security Support Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Security Support are assumed.

- b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Location duties are performed.
3. Any changes in location due to special considerations, etc.
4. Any special orders received and person issuing these orders.

2. Group Leader - Radiological Controls Support Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties

Initial

and responsibilities of the Group Leader - Radiological Controls Support are assumed.

b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under the Group Leader - Radiological Controls.
3. Important data received (i.e. results from radiation and contamination surveys, contaminated personnel, etc.).
4. Locations of monitoring/sampling stations and any subsequent relocation for special considerations, etc.
5. Time of close-out or reclassification of the emergency, as directed by the Emergency Director.

3. Maintenance and Construction Coordinator

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Maintenance and Construction Coordinator are assumed.

Initial

b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under Group Leader Administrative Support.
3. Offsite services contacted and expected time of arrival of support.
4. If applicable, time of notification of local and state police.
5. Time of close-out or reclassification of the emergency as directed by the Emergency Director.

4. Group Leader - Maintenance Support Log

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Maintenance Support are assumed.

b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under the Group Leader - Maintenance Support.

Initial

3. Time of the close-out or reclassification of the emergency as directed by the Emergency Director.

4.2.7 The following Log should be kept by the Environmental Assessment Coordinator at the Environmental Assessment Command Center.

1. Environmental Assessment Coordinator's Log
Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after activation of the Environmental Assessment Command Center and maintained by the Environmental Assessment Coordinator, or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.
2. Items for consideration in this Log are as follows:
 - a. Time duties are assumed.
 - b. Names of personnel filling key positions under Environmental Assessment Coordinator.
 - c. Important data received (i.e. results from radiation and contamination surveys, contaminated personnel, etc.).
 - d. Time of assumption of offsite monitoring responsibilities.

- e. Results from environmental, radiological, and meteorological surveys.
- f. Any teams assembled and dispatched, their purpose and names of team leaders.
- g. Recommendations to or from the Radiological Assessment Coordinator.
- h. Time of close-out or reclassification of emergency.

5.0 FINAL CONDITIONS

- ___ 5.1 Communication Lines are established and being maintained as required.
- ___ 5.2 Logs are started and maintained as required.
- ___ 5.3 Completed Logs are forwarded to the Shift Supervisor/Emergency Director.

ATTACHMENT 1

THREE MILE ISLAND NUCLEAR STATION
UNIT 1
EMERGENCY DIRECTOR'S LOG

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Date _____
Time _____
Shift _____

Emergency Director _____
Radiological Assessment
Coordinator _____
Operations Coordinator _____
Technical Support
Center Coordinator _____
Communicator _____

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ATTACHMENT II

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TELEPHONE COMMUNICATIONS LOGSHEET

DATE:	TIME:	INCOMING	OUTGOING	Phone Circuit Used:
TO:		FROM:		
Message:				
Received by:				

DATE:	TIME:	INCOMING	OUTGOING	Phone Circuit Used:
TO:		FROM:		
Message:				
Received by:				

DATE:	TIME:	INCOMING	OUTGOING	Phone Circuit Used:
TO:		FROM:		
Message:				
Received by:				

Date _____

Time _____

Shift _____

ATTACHMENT III (Typical)
THREE MILE ISLAND NUCLEAR STATION
UNIT I

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Title of Log

Dissemination:

Name of person assuming position

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