

ENTERGY OPERATIONS INCORPORATED

ARKANSAS NUCLEAR ONE

Arkansas Nuclear One
Russellville, Arkansas
Date: 941123

MEMORANDUM

TO: 103
CC - NRC - WASHINGTON

*Please return transmittal
to Document Control,
3RD floor Admin Bldg*

FROM: DOCUMENT CONTROL
Ref Key: 17275

SUBJECT: PLANT MANUAL UPDATE: NEW REVISION TO PROCEDURE

PROCEDURE/FORM NUMBER: OP-1903.066

REV. # 7 TC # 0 PC # 0

PROCEDURE/FORM TITLE: EMERGENCY RESPONSE FACILITY OSC

The following pages of the indicated procedure(s) contains items which involve personal privacy or proprietary material. PLEASE REMOVE THE INDICATED MATERIAL PRIOR TO DISTRIBUTION TO PUBLIC DOCUMENT ROOMS, ETC.

PROCEDURE(S)

PAGE(S)

SIGNATURE: _____ DATE: _____
UPDATED

PRINT NAME _____

form title: TRANSMITTAL (PROCEDURE/WORK PLANS/CHANGES/FORMS) | form no. 1013.002H | rev. _____

290004

9411300342 94.122
PDR ADDCK 05000313
F PDR

A045
0/1

**ENTERGY****ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE**

63 of 79

TITLE: EMERGENCY RESPONSE FACILITY
OPERATIONAL SUPPORT CENTER (OSC)

PROC/WORK PLAN NO.

1903.066

REV.

7

EXP. DATE

N/A

SAFETY-RELATED

☒ YES ☐ NO**CONTROLLED COPY # 103**

PAGE 1 OF 1

IPTE ☐ YES☒ NO

PAGE	REV	CHG	PAGE	REV	CHG	PAGE	REV	CHG	PAGE	REV	CHG
1	7		18	7		35	7		45	7	
2	7		19	7		36	7		46	7	
3	7		20	7		37	7		47	7	
4	7		21	7		38	7		48	7	
5	7		22	7		39	7		49	7	
6	7		23	7		40	7		50	7	
7	7		24	7		41	7		51	7	
8	7		25	7		42	7		52	7	
9	7		26	7		43	7		53	7	
10	7		27	7		44	7		54	7	
11	7		28	7		VERIFIED BY _____ DATE _____ TIME _____ _____ _____ _____ _____ _____ _____					
12	7		29	7							
13	7		30	7							
14	7		31	7							
15	7		32	7							
16	7		33	7							
17	7		34	7							
APPROVAL AUTHORITY: Bob B. B. B.									APPROVAL DATE: 11-22-94		
						REQUIRED EFFECTIVE DATE: 11-18-94 11-22-94					
FORM TITLE: LIST OF AFFECTED PAGES						FORM NO. 1000.006A		REV. 41			



ENTERGY

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

64 of 79

TITLE: EMERGENCY RESPONSE FACILITY
OPERATIONAL SUPPORT CENTER (OSC)

PROC/WORK PLAN NO.

1903.066

REV.

7

SAFETY-RELATED

☒ YES

☐ NO

PAGE 2 OF 2

CONTINUATION PAGE

PAGE	REV	CHG	PAGE	REV	CHG	PAGE	REV	CHG	PAGE	REV	CHG
------	-----	-----	------	-----	-----	------	-----	-----	------	-----	-----

55	7										
56	7										

FORM TITLE:

LIST OF AFFECTED PAGES

FORM NO.

1000.006A

REV.

41

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 1 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
1.0 PURPOSE	2
2.0 SCOPE	2
3.0 REFERENCES	2
4.0 DEFINITIONS	2
5.0 RESPONSIBILITY AND AUTHORITY	3
6.0 INSTRUCTIONS	4
6.1 OSC Description	4
6.2 OSC Activation	4
6.3 OSC Staffing	5
6.4 Turnover	5
6.5 Secondary OSC	6
7.0 ATTACHMENTS AND FORMS	
7.1 Attachment 1 - "Position Guides and Task Assignments for the OSC Staff"	7
Position Guide A - Electrical Maintenance Supervisor	8
Position Guide B - I&C Supervisor	11
Position Guide C - Maintenance Superintendent	14
Position Guide D - Mechanical Maintenance Supervisor	21
Position Guide E - Nuclear Chemistry Manager	24
Position Guide F - Health Physics Supervisor	30
Position Guide G - OSC Director	40
7.2 Attachment 2 - "OSC Assembly Area"	48
7.3 Form 1903.066A - "OSC Activation Checklist"	49
7.4 Form 1903.066B - "Secondary OSC Activation Checklist"	51
7.5 Form 1903.066C - "OSC Director Update Guide"	52
7.6 Form 1903.066D - "Radio Contacts with OSC Teams"	54
7.7 Form 1903.066E - "Assembly Area Personnel Roster"	55
7.8 Form 1903.066F - "OSC Position Staffing Form"	56

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 2 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

1.0 PURPOSE

The purpose of this procedure is to describe the Operational Support Center (OSC) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the OSC 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"

3.4 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 OCAN038313, Response to IR 82-11; 82-09, Position Guide F, Task F-2
- 3.4.3 OCAN068104; Attachment 1, Position Guide F, Task F-5, Step 5.
- 3.4.4 OCAN128012; Clarification of TMI Action Plan Requirements (NUREG 0737)
- 3.4.5 OCAN068320, Emergency Plan Evaluation Report Response Update; Section 4.2

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. The direction of the facility operations to mitigate accident consequences remains with the TSC Director in the Technical Support Center and/or the Shift Superintendent in the Control Room.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 3 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

- 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.
- 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. Additional information concerning this facility is included within this procedure.
- 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.

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Operational Support Center 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"

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 4 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

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

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

5.2 THE OSC DIRECTOR IS RESPONSIBLE FOR ASSURING THAT THE OSC IS SETUP IN ACCORDANCE WITH FORM 1903.066A, "OSC ACTIVATION CHECKLIST."

6.0 INSTRUCTIONS

6.1 OSC DESCRIPTION

6.1.1 The OSC is located in the ANO Maintenance Facility. The function of the OSC is to assist the Operations staff in the Control Room and dispatch emergency response teams to perform corrective plans developed by the OSC and TSC staffs.

6.1.2 The OSC provides support for coordinating the following functions:

- A. Onsite Radiological Monitoring
- B. Maintenance Activities
- C. Nuclear Chemistry
- D. Emergency Medical Support
- E. Fire Fighting Support

6.1.3 The OSC will also serve as the staging and briefing area for the rescue/repair and damage control teams prior to being dispatched.

6.1.4 A floor diagram of the OSC is included as a part of Form 1903.066A, "OSC Activation Checklist".

6.2 OSC ACTIVATION

6.2.1 The Emergency Response Organization (ERO) will begin activating following the initial announcement of an Alert, Site Area or General Emergency by the Shift Superintendent.

6.2.2 The following groups/teams shall report to the OSC following the announcement of an ALERT, or higher, emergency class:

- * Off Shift Operations Personnel
- * Maintenance Personnel (affected unit only)
- * Emergency Medical Team Members
- * Emergency Radiation Team Members
- * Nuclear Chemistry Personnel (Respond at SAE, or higher, unless instructed otherwise)

Each emergency response individual should fill in their name on the magnetic tags available, then either fill a position they are qualified for or add their name tag to the team OSC Assembly Area Roster board and go to the OSC Assembly Area (Attachment 2 - OSC Assembly Area) to standby for team assignment.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 5 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

6.2.3 The goal is for the OSC to be operational within one (1) hour following the declaration of an Alert, Site Area or General Emergency.

6.2.4 The OSC Director will be responsible for ensuring that the OSC is set up in accordance with the guidance established on Form 1903.066A, "OSC Activation Checklist".

6.3 OSC STAFFING

6.3.1 Position guides and task assignments for the OSC 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.

6.4 TURNOVER

6.4.1 OSC Director

- A. The TSC Director will notify the OSC Director upon turnover of Emergency Direction and Control from the Shift Superintendent/TSC Director to the EOF Director.
- B. The OSC Director shall notify the Shift Superintendent whenever he is prepared to accept turnover for the responsibility of emergency medical response in accordance with Procedure 1903.023, "Personnel Emergency".

6.4.2 OSC Staff

- A. Whenever a shift turnover is completed for any position in the OSC, the oncoming ERO member shall report this turnover to the Support Manager or the Support Superintendent located in the TSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 6 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

6.5 SECONDARY OSC

- 6.5.1 In the event of the necessity to evacuate the OSC due to radiation or other hazards, a Secondary OSC is provided in the Emergency Operations Facility (EOF).
- 6.5.2 The Secondary OSC is designed to the same radiological habitability as the Control Rooms onsite at ANO.
- 6.5.3 A floor diagram and activation checklist for the Secondary OSC is included on Form 1903.066B, "Secondary OSC Activation Checklist".

7.0 ATTACHMENTS AND FORMS

- 7.1 ATTACHMENT 1 - "POSITION GUIDES AND TASK ASSIGNMENTS FOR THE OSC STAFF"
 - Position Guide A - Electrical Maintenance Supervisor
 - Position Guide B - I&C Supervisor
 - Position Guide C - Maintenance Superintendent
 - Position Guide D - Mechanical Maintenance Supervisor
 - Position Guide E - Nuclear Chemistry Manager
 - Position Guide F - Health Physics Supervisor
 - Position Guide G - Operational Support Center Director
- 7.2 ATTACHMENT 2 - "OSC ASSEMBLY AREA"
- 7.3 FORM 1903.066A - "OSC ACTIVATION CHECKLIST"
- 7.4 FORM 1903.066B - "SECONDARY OSC ACTIVATION CHECKLIST"
- 7.5 FORM 1903.066C - "OSC DIRECTOR UPDATE GUIDE"
- 7.6 FORM 1903.066D - "RADIO CONTACTS WITH OSC TEAMS"
- 7.7 FORM 1903.066E - "ASSEMBLY AREA PERSONNEL ROSTER"
- 7.8 FORM 1903.066F - "OSC POSITION STAFFING FORM"

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 7 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

ATTACHMENT 1

POSITION GUIDES AND TASK ASSIGNMENTS
FOR THE OSC STAFF

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 8 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

POSITION GUIDE A

Page 1 of 3

ELECTRICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Electrical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- f. Report current manpower status to the Maintenance Superintendent.
- g. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Form 1903.033E.
 - (2) ERO Chronological Logs.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 9 of 56 REV: 7 CHANGE:
---------------------------------	---	------------------------------------

POSITION GUIDE A

Page 2 of 3

ELECTRICAL MAINTENANCE SUPERVISOR

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

2. On Going Actions

- a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.
- 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. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.
- d. Coordinate electrical maintenance and repair activities in support of recovery operations.
- e. Report status of electrical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.
- f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.
- g. 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. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.
- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent (ext. 6602) for assistance.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 10 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE A

Page 3 of 3

ELECTRICAL MAINTENANCE SUPERVISOR

- c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "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 TSC Support Superintendent (ext. 6602) of the staffing change.
- d. Update your position status on the OSC 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 OSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 11 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE B

Page 1 of 3

I&C SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

I&C Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on an the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- f. Report current manpower status to the Maintenance Superintendent.
- g. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Form 1903.033E.
 - (2) ERO Chronological Logs.
- h. Maintain a chronological log of events pertaining to your position.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 12 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE B

Page 2 of 3

I&C SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

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. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.

d. Coordinate I & C maintenance and repair activities in support of recovery operations.

e. Report status of I & C maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. 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. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 13 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE B

Page 3 of 3

I&C SUPERVISOR

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 to mitigate the damage.
- c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
- d. Update your position status on the OSC 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 OSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 14 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

Page 1 of 4

MAINTENANCE SUPERINTENDENT

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Electrical Maintenance Supervisor
2. I&C Supervisor
3. Mechanical Maintenance Supervisor
4. Repair and Damage Control Operations

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Manager (ext. 6608)

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE; EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 15 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

Page 2 of 4

MAINTENANCE SUPERINTENDENT

- f. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).
 - (1) Task C-1, OSC Team Tracker
 - (2) Task C-2, OSC Assembly Area Coordinator
 - (3) Task C-3, OSC Status Board Communicator
- g. Report current manpower status to the OSC Director.
- h. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Forms 1903.066C, 1903.033E, 1903.033F.
 - (2) ERO Chronological Logs.
- i. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

- a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.
- 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. Select repair and damage control team personnel and, based upon specific objectives of the operations, conduct briefings, track progress, and report results to the OSC Director. Utilize the following means:
 - (1) OSC Staffing Board

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 16 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

Page 3 of 4

MAINTENANCE SUPERINTENDENT

(2) Form 1903.033B "OSC Team Briefing"

- (a) The OSC Director will complete the part labeled "OSC Director" and will then submit the form to you.
- (L) Complete the section labeled "Maintenance Superintendent" and submit form to the H.P. Supervisor.
- (c) The H.P. Supervisor will complete his part and submit the form back to the OSC Director for approval.

(3) Form 1903.033F "OSC Team Tracking" and the OSC Team Tracking Board.

(4) Form 1903.033E "OSC Team Debriefing".

- d. Ensure that documentation of all maintenance activities is maintained.
- e. Direct in-house maintenance personnel in the installation of modifications to existing equipment in support of the recovery effort.
- f. Coordinate in-house QC inspectors to provide the quality control needed to support in-house maintenance activities. Refer to the Emergency Telephone Book, Section V.
- g. Consult with the design and construction groups where major instrument and control modifications are required. Refer to the Emergency Telephone Directory, Section V.
- h. Consult with the Maintenance Manager (Ext. 6608), as necessary, to discuss in-plant maintenance activities.
- i. 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. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.
- a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 17 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

Page 4 of 4

MAINTENANCE SUPERINTENDENT

- c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "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 to mitigate the damage.
- c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
- d. Update your position status on the OSC 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 OSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 18 of 56 REV: 7 CHANGE:
-------------------------------------	---	-------------------------------------

POSITION GUIDE C

TASK C-1

OSC TEAM TRACKER

1. Notified of Emergency Plan activation.
2. Report to the Maintenance Superintendent in the OSC (ext. 6615).
3. Obtain your OSC Team Tracker's Task Book (Task C-1), from the OSC Emergency Kit
4. Assist the Maintenance Superintendent with the coordination of the OSC teams.
5. Maintain the current status of all OSC team members and activities.
6. Maintain the "OSC Team Tracking Board".
 - a. Use data obtained from the "OSC Team Briefing" (Form 1903.033B) to update the status board.
 - b. Maintain a hard copy of the "OSC Team Tracking Board" using Form 1903.033F.

OR

 - c. Periodically (~30 minute intervals) reproduce the information using the Tracking Board's copy feature.
 - d. Communicate Team Tracking information to the Team Tracking Board Communicator in the TSC (ext. 6609).
7. Maintain completed forms documenting team activities for record keeping and tracking.
8. Ensure that you obtain periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC Black Board.
9. Perform other duties as directed by the Maintenance Superintendent.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 19 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

TASK C-2

OSC ASSEMBLY AREA COORDINATOR

1. Notified of Emergency Plan activation.
2. Report to the Maintenance Superintendent in the OSC (ext. 6615).
3. Obtain your OSC Assembly Area Coordinator's Task Book (Task C-2), from the OSC Emergency Kit.
4. Go to the OSC Assembly Area and ensure that emergency response personnel who are reporting to the OSC Assembly Area have placed their name on the OSC Assembly Area Roster board in the OSC.
5. Respond to incoming telephone calls and notify personnel of messages received from the OSC.
6. Ensure all Emergency Response Personnel log in and out on the Assembly Area Personnel Roster (1903.066E).
7. Perform other duties as directed by the Maintenance Superintendent.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 20 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE C

TASK C-3

OSC PLANT STATUS BOARD COMMUNICATOR

1. Notified of Emergency Plan Activation.
2. Report to the Maintenance Superintendent in the OSC.
3. Obtain your OSC Plant Status Board Communicator's Task Book (Task C-3), from the OSC Emergency Kit.
4. Upon arrival, begin helping with the setup of the OSC using Form 1903.066A, "OSC Activation Checklist".
5. Obtain a party-line headset from the OSC Emergency Kit and set up next to the Status Board in the OSC. Connect the headset and ensure that a open-line communication link is established via the party-line.
6. Complete and maintain the OSC Plant 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 Plant Status Board becomes full, start again at the top by erasing the oldest entry and begin making new entries with a different color marker.
 - C. Ensure that the OSC Director is made aware of significant information that is reported across the party-line and being logged onto the Plant Status Board (e.g., Release started, equipment failures, etc.).

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 21 of 56 REV: 7 CH'NGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE D

Page 1 of 3

MECHANICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Mechanical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Write your name on an available (white) magnetic placard and place it on the OSC Staffing Board under your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- f. Report current manpower status to the Maintenance Superintendent.
- g. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Forms 1903.033E.
 - (2) ERO Chronological Logs.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 22 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE D

Page 2 of 3

MECHANICAL MAINTENANCE SUPERVISOR

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

2. On Going Actions

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

- 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. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.
- d. Coordinate mechanical maintenance and repair activities in support of recovery operations.
- e. Report status of mechanical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.
- f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.
- g. 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. Consider turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.
- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 23 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE D

Page 3 of 3

MECHANICAL MAINTENANCE SUPERVISOR

- c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "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 to mitigate the damage.
- c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
- d. Update your position status on the OSC 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 OSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 24 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

Page 1 of 4

NUCLEAR CHEMISTRY MANAGER

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Nuclear Chemistry Personnel
2. Little Rock Environmental Services Personnel
3. Engineering Manager
4. Dose Assessment Supervisor
5. Radiological/Environmental Assessment Manager (REAM)

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Notify the TSC Support Superintendent (ext. 6602) that you are staffing your ERO position.
- f. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Manager (ext. 6608)
- g. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Book (Section IV) or request manpower from the TSC Support Superintendent.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 25 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

Page 2 of 4

NUCLEAR CHEMISTRY MANAGER

- (1) Task E-1, Secondary Plant Systems and Environmental Support
- (2) Task E-2, Primary Plant Systems and Pass Support
- h. Report current manpower status to the OSC Director.
- i. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Forms 1903.033D, 1903.033E, 1042.001A, 1903.066C.
 - (2) ERO Chronological Logs.
- j. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

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

Support the Emergency Response Organization by exercising control in the following areas:

- (1) Provide for the timely collection, retention and transmittal of chemistry/radiochemistry information to the Emergency Response Organization.
- (2) Coordinate with Operations to provide for the timely resolution of NRC questions regarding abnormal operation and/or changes to Technical Specifications and SAR's in accordance with procedures.
- (3) Coordinate with Operations to develop emergency work plans and procedures regarding abnormal systems or equipment operations.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE; EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 26 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

Page 3 of 4

NUCLEAR CHEMISTRY MANAGER

- d. Develop long and short term plans and procedures to reduce liquid, gaseous, and solid waste levels to near normal status.
- e. Maintain an updated status of liquid storage tank volumes, gas and solid waste system volumes. Coordinate with Operations and Radwaste to obtain required information.
- f. Evaluate the need for temporary storage facilities, mobile waste processing units, specialized shipping containers, and make recommendations to the OSC Director.
- g. Monitor consultant activities where outside assistance is being provided.
- h. Record PASS Team results on Form 1042.001A.
- i. Provide PASS Sampling analysis results to the Engineering Manager (ext. 6607) and the Dose Assessment Supervisor (ext. 7875 OR 7876).
- j. Apprise the OSC Director of Post Accident Sampling activities.
- k. Coordinate the transportation/analysis of PASS/environmental samples to Babcock & Wilcox and Little Rock Environmental Service Laboratory facilities respectively. Utilize the Support Agreements Notebook for further information on this support.
- 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. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.
- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.
- c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE; EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 27 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

Page 4 of 4

NUCLEAR CHEMISTRY MANAGER

4. Shift Change

- a. Upon arrival of your shift replacement, turn over all pertinent information
- b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.
- c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
- d. Update your position status on the OSC 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 OSC.
- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 28 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

TASK E-1

SECONDARY PLANT SYSTEMS
AND ENVIRONMENTAL SUPPORT

1. Notified of Emergency Plan activation.
2. Report to the Nuclear Chemistry Manager (ext. 6613).
3. Coordinate sampling and analysis of secondary plant fluid systems. Refer to 1618.xxx or 2618.xxx series procedures.
4. Coordinate the collection and analysis of environmental samples.
5. Provide results to the Nuclear Chemistry Manager.
6. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 29 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE E

TASK E-2

PRIMARY PLANT SYSTEMS AND PASS SUPPORT

1. Notified of Emergency Plan activation.
2. Report to the Nuclear Chemistry Manager (ext. 6613).
3. Coordinate sampling and analysis of primary coolant. Refer to 1618.xxx or 2618.xxx series procedures.
4. Coordinate sampling and analysis of liquid and gaseous radioactive wastes. Refer to 1607.xxx or 2607.xxx series procedures.
5. Coordinate PASS activities.
6. Provide results to the Nuclear Chemistry Manager.
7. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 30 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

Page 1 of 4

HEALTH PHYSICS SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Operational Support Center Director

C. Supervises/Coordinates

Onsite Monitoring Support

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Manager (ext. 6608)
- f. Obtain Form 1905.001A "Emergency Radiological Controls Checklist" and ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Book (Section V), or request manpower from the TSC Support Superintendent.
 - (1) Task F-1, Health Physics Assistant
 - (2) Task F-2, OSC Radio Communicator
 - (3) Task F-3, OSC Control Point H.P.
 - (4) Task F-4, Control Room H.P.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 31 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

Page 2 of 4

HEALTH PHYSICS SUPERVISOR

- (5) Task F-5, TSC Monitoring H.P.
 - (6) Task F-6, OSC Monitoring H.P.
 - g. Report current manpower status to the OSC Director.
 - h. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Forms 1903.066C, 1903.033E, 1905.001A, 1905.001B, 1905.001C.
 - (2) ERO Chronological Logs.
 - i. Maintain a chronological log of events pertaining to your position.
2. On Going Actions
- a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.
 - 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. Direct the onsite monitoring section of the Emergency Radiation Team. Utilize the following means:
 - (1) OSC Staffing Board
 - (2) Form 1903.033B, "OSC Team Briefing"
 - (a) The OSC Director will complete the part labeled "OSC Director" and will submit the form to the Maintenance Superintendent.
 - (b) The Maintenance Superintendent will complete his part and submit the form to you.
 - (c) Complete the section labeled "H.P. Supervisor" and return form to the OSC Director for approval.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 32 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

Page 3 of 4

HEALTH PHYSICS SUPERVISOR

- d. Monitor onsite radioactivity levels utilizing the following:
 - (1) Area Radiation Monitor data from the Control Room Health Physics Technician.
 - (2) Survey results from onsite monitoring teams.
 - e. Monitor personnel exposures in accordance with procedure 1903.033. (Exposure guidelines of 1903.033 replaces those listed in 1012.021 for "ALERT" Emergency Classes and above.)
 - f. Report survey results to the OSC Director.
 - g. Establish radiological control points in accordance with procedure 1012.020 "Radioactive Material Control". Consider assigning more than one person to this to expedite dispatching of Priority One Teams.
 - h. Dispatch survey teams to onsite areas as designated by the OSC Director, Maintenance Superintendent or the Radiation Protection and Radwaste Manager.
 - i. Coordinate with the Radiation Protection and Radwaste Manager, (ext. 6603) as necessary, to provide onsite radiological data.
 - j. Refer to Form 1905.001A, "Health Physics Supervisor Checklist" for additional guidance.
 - k. If not already staffed, assign Emergency Radiation Team Members to perform the following functions: (note: Utilize the OSC Assembly Area Board)
 - (1) Off-site Monitoring Base Radio Operator at the EOF
 - (2) HPN telephone communicator at the EOF
 - (3) HPN telephone communicator at the OSC
 - (4) Off-site Monitoring Field Teams
 - (5) EOF H.P. Technicians
 - 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. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 33 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

Page 4 of 4

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

- b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.
 - c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "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 to mitigate the damage.
 - c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
 - d. Update your position status on the OSC 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 OSC.
 - 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 34 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-1

HEALTH PHYSICS ASSISTANT

1. Notified of Emergency Plan activation.
2. Report to the Health Physics Supervisor in the OSC, (ext. 6614).
3. Obtain your OSC Health Physics Assistant's Task Book (Task F-1), from the OSC Emergency Kit.
4. Assist the OSC H.P. Supervisor with coordinating and briefing in plant teams prior to re-entering the plant.
5. Assume administrative duties as directed by the OSC H.P. Supervisor.
6. Help expedite getting the re-entry teams into the plant.
7. Perform other duties as directed by the OSC H.P. Supervisor.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 35 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-2

OSC RADIO COMMUNICATOR

1. Notified of Emergency Plan activation.
2. Report to the Health Physics Supervisor in the OSC, (ext. 6614).
3. Obtain your OSC Radio Communicator's Task Book (Task F-2), from the OSC Emergency Kit.
4. Activate the base radio in the OSC in accordance with Procedure 1903.062 and perform an operational test of the console by contacting one of the OSC portable radios (use Channel One for in-plant emergencies).
5. Obtain a calculator for dose rate calculations from the Emergency Kit.
6. Obtain periodic updates from OSC teams. Log time of updates and any information given by the OSC teams on the "Radio Contacts with OSC Teams" form (1903.066D).
7. Provide information regarding OSC team progress to the Maintenance Superintendent, (ext. 6615).
8. Report problems encountered by the OSC teams to the Maintenance Superintendent.
9. Update survey maps with radiological information as necessary.
10. Report unexpected radiological conditions encountered by the OSC team to the H.P. Supervisor, (ext. 6614).
11. Monitor Fax for incoming messages.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 36 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-3

OSC CONTROL POINT H.P.

1. Notified of Emergency Plan Activation.
2. Report to H.P. Supervisor in the OSC.
3. Obtain your OSC Control Point H.P.'s Task Book (Task F-3), from the OSC Emergency Kit.
4. Set up Control Point in accordance with Procedure 1012.020, "Radioactive Material Control". (Note: Location of Control Point will be at the discretion of the H.P. Supervisor).
5. Retrieve high range dose rate instruments (PIC-6's, RO-2A's and Teletectors) and alarming dosimeters from CA-2.
6. Retrieve dosimetry and Priority 1 dosimetry packs from the OSC Emergency Kit and begin charging.
7. Expedite getting the Priority 1 Teams through the Control Point efficiently.
8. If a plant evacuation has occurred, ensure that all OSC personnel perform continuous accountability by logging in/out on Form 1903.030A, "Onsite Continuous Accountability Log".
9. Maintain "Access and Exposure Control Log" Form number 1905.001B and "Kit TLD Request" Form number 1905.001C.
10. Report problems encountered to the H.P. Supervisor (ext. 6614).

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 37 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-4

CONTROL ROOM H.P.

1. Notified of Emergency Plan Activation.
2. Report to H.P. Supervisor in the OSC, (ext. 6614).
3. Obtain your OSC Control Room H.P.'s Task Book (Task F-4), from the OSC Emergency Kit.
4. Go to the affected units Control Room and report to the Shift Superintendent. (Note: During Drills or Exercises, go to the affected units Simulator Control Room, located at the Training Center.)
5. Ensure that the Emergency Kit equipment located in the Control Room is available and operable.
6. Monitor Control Room habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 1, Procedure 1903.043, "Control Room Radiological Monitoring Guidelines".
7. Report survey results to the Shift Superintendent.
8. When possible, notify the OSC Health Physics Supervisor of your status.
9. Obtain Area Radiation Monitor readings and either FAX results to the OSC or phone results to the H.P. Supervisor. (Note: FAX numbers and use instructions are listed on the Fax Machine itself).

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 38 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-5

TSC MONITORING H.P.

1. Notified of Emergency Plan Activation.
2. Report to the OSC Health Physics Supervisor. (ext. 6614).
3. Obtain your TSC Monitoring H.P.'s Task Book (Task F-5), from the OSC Emergency Kit.
4. Go to the TSC and ensure that the Emergency Kit equipment in the TSC is available and operable.
5. Monitor the TSC and Administration Building habitability in accordance with Procedure 1905.001, "Emergency Radiological Control", and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the TSC".
6. Obtain and make operational the RM-14 from the TSC Emergency Kit and place into service inside the TSC. Set RM-14 to alarm at 100 counts above background. This will serve as a continuous radiation monitor.
7. Set up and perform pre-operational checks of the NMC, Model AM-33 BF, Continuous Air Monitor in accordance with procedure 1601.403, "Operation of the AM-33 Continuous Air Monitor".
8. Contact the OSC Health Physics Supervisor and obtain the access route and Rad levels from the Main Guard House to the OSC in the Maintenance Facility. Retrieve the TSC eisel from the Emergency Kit in the TSC. Place this eisel on the 1st floor of the Admin. Building, at the end of the hallway from the Main Guard House to the Admin. Building. Post and keep current the access route and Rad levels to the OSC.
9. Report survey results to the Radiation Protection and Radwaste Manager in the TSC (ext. 6603) and to the OSC Health Physics Supervisor.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 39 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE F

TASK F-6

OSC MONITORING H.P.

1. Notified of Emergency Plan Activation.
2. Report to H.P. Supervisor in the OSC.
3. Obtain your OSC Monitoring H.P.'s Task Book (Task F-6), from the OSC Emergency Kit.
4. Go to the OSC and ensure that the Emergency Kit equipment in the OSC is available and operable.
5. Monitor the OSC and Assembly Area habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the OSC".
6. Locate door across from the women's locker room on 372'. This door goes to the 386' Turbine Deck. Post this door on both sides, "NO ENTRY".
7. Report survey results to the OSC H.P. Supervisor (ext. 6614).

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 40 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

Page 1 of 5

OPERATIONAL SUPPORT CENTER DIRECTOR

A. Normal Reporting Location

OSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. Maintenance Manager
2. Health Physics Supervisor
3. Maintenance Superintendent
4. Nuclear Chemistry Manager
5. Medical Emergency Support
6. Offsite Fire Fighting Support

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Write your name on an available (white) magnetic placard and place it on the OSC Staffing Board under your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) TSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- f. Assign someone to complete Procedure Form 1903.066F "OSC Position Staffing Form" using information found on the OSC Staffing Board. After completion, FAX form to the TSC Support Superintendent (FAX number 6622) and then FAX form to the EOF Support Manager (FAX number 6957).
- g. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 41 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

Page 2 of 5

OPERATIONAL SUPPORT CENTER DIRECTOR

- (1) Task G-1, Medical Support
- (2) Task G-2, Parts Support, minimum staffing, 2 per shift
- (3) Task G-3, Tool Support, minimum staffing, 1 per shift
- h. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Forms 1903.066A, 1903.066C, 1903.033B, 1903.033C, 1903.033E.
 - (2) ERO Chronological Logs.
- i. Maintain a chronological log of events pertaining to your position.
- j. Organize staff and have them report to their assigned location.
- k. Announce to your OSC Staff when an Operator arrives in the OSC to provide Operational support.
- l. Report current manpower status to the TSC Director (ext. 6604).

2. On Going Actions

- a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.
- 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. Implement rescue/repair and damage control operations as directed by the TSC Director. (Refer to procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams").

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 42 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

Page 3 of 5

OPERATIONAL SUPPORT CENTER DIRECTOR

- (1) Obtain Form 1903.033B, "OSC Team Briefing".
 - (2) Complete the part labeled "OSC Director"
 - (3) After you complete the "OSC Director's part, submit form to the Maintenance Superintendent.
 - (4) The Maintenance Superintendent will fill out his part and submit the form to the H.P. Supervisor.
 - (5) After the form is completed by the H.P. Supervisor he will return the form to you for your approval.
 - (6) After approval, 1903.033B should then be copied and a copy given to the Team Leader.
- d. Direct the OSC staff to give periodic briefings using Form 1903.066C, "OSC Director Status Update Guide".
- e. Keep the TSC Director (ext. 6604) appraised of the status of Health Physics, Nuclear Chemistry and Maintenance activities.
- (1) Conduct periodic updates with the TSC Director on:
 - (a) Teams dispatched and mission
 - (b) Mission status and prognosis
 - (c) Actual in-plant radiological conditions
 - (d) Nuclear Chemistry status as appropriate

NOTE

The OSC Director may, by mutual agreement with the Shift Superintendent, assume responsibility for coordination of medical emergency responses. The Shift Superintendent will continue to receive initial reports of injury, however, the OSC Director will coordinate subsequent response efforts.

- f. Assist in short term planning and scheduling to expedite the recovery operation. This will require the optimization of all available materials, equipment, manpower and capital resources.
- g. Inform the Shift Superintendent when ready to assume coordination responsibility for emergency medical response activities. (Refer to Procedure 1903.023, "Personnel Emergency".)
- h. As requested by the Shift Superintendent, coordinate response by offsite fire fighting support for the Fire Brigade. Utilize the Emergency Phone Book, Section VIII.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 43 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

Page 4 of 5

OPERATIONAL SUPPORT CENTER DIRECTOR

- i. Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary. Utilize the Emergency Phone Book, Section V.
 - j. 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. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.
 - b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.
 - c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".
 - d. Ensure that the OSC Team Tracker receives periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC Black Board.
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 to mitigate the damage.
 - c. Notify the TSC Support Superintendent (ext. 6602) of the staffing change.
 - d. Update your position status on the OSC 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 OSC.
 - c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 44 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

Page 5 of 5

OPERATIONAL SUPPORT CENTER DIRECTOR

- 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.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 45 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

TASK G-1

MEDICAL SUPPORT

Emergency Medical Team Leader

1. Notified of Emergency Plan activation.
2. Report to the OSC Director in the OSC.
3. Obtain your OSC Medical Support Task Book (Task G-1), from the OSC Emergency Kit.
4. If a plant evacuation is occurring, ensure that the Emergency Medical Team performs initial accountability by logging "0000" on the nearest card reader.
5. Ensure that the Emergency Medical Team performs continuous accountability, by using Form 1903.030A "Onsite Continuous Accountability Log".
6. Verify control of the Emergency Medical Team is with the OSC Director.
7. Notify the OSC Director (ext. 6612) that the Emergency Medical Team is assembled.
8. Make an Emergency Medical Team roster with members name and badge numbers.
9. Provide the OSC Director with the Emergency Medical Team roster.
10. Inform the OSC Director of the location and of any changes in location of the Emergency Medical Team, for tracking purposes.
11. Verify hand held radios are in Emergency Medical Team bags and set to channel 1.
12. Appoint a Communicator.
13. Verify that H.P. and Security is available to respond.
14. Make team assignments for patient care and equipment.
15. Ensure that Form 1903.023C "Emergency Medical Team Scene Leader Checklist" is completed for each Medical Emergency.
16. If event is predicted to last more than 10 hours, divide the Team into 2 sections to provide a relief team.
17. If no immediate action is required, medical support personnel should remain on standby until situation stabilizes.
18. Request that the Pope County Emergency Medical Service, Occupational Medical Consultants, and/or St. Mary's Hospital be contacted to coordinate combined activities, if necessary.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 46 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

TASK G-2

TOOL SUPPORT

1. Notified of Emergency Plan activation.
2. Report to the OSC Director in the OSC.
3. Obtain your OSC Tool Support Task Book (Task G-2), from the OSC Emergency Kit.
4. If no immediate action is required, toolroom personnel should remain on standby in the OSC Assembly area until needed.
5. Provide tool support for the Repair and Damage Control team as needed.

PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 47 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

POSITION GUIDE G

TASK G-3

PARTS SUPPORT

1. Notified of Emergency Plan Activation.
2. Report to the OSC Director in the OSC.
3. Obtain your OSC Part Support Task Book (Task G-3), from the OSC Emergency Kit.
4. If no immediate action is required, parts support personnel should remain on standby in the OSC Assembly Area until needed.
5. Provide parts support for the Repair and Damage Control team as needed.

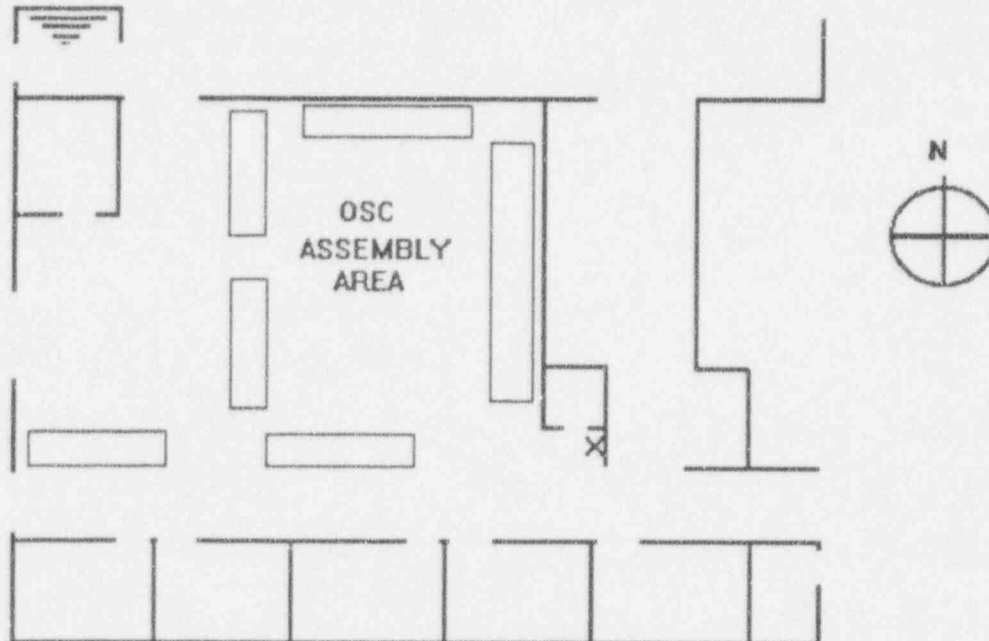
PROC./WORK PLAN NO. 1903.066	PROCEDURE/WORK PLAN TITLE: EMERGENCY RESPONSE FACILITY OPERATIONAL SUPPORT CENTER (OSC)	PAGE: 48 of 56 REV: 7 CHANGE:
---------------------------------	---	-------------------------------------

ATTACHMENT 2

OSC ASSEMBLY AREA

MAINTENANCE FACILITY

354' ELEVATION



X = OSC Assembly Area Coordinator's Phone

NOTE

An attached floor diagram of the OSC is provided for reference, as necessary.

INITIALS

- _____ 1. Retrieve keys to OSC from the Emergency Kit Key Box located next to the OSC Security Card Reader in the hall.
- _____ 2. Open the five Emergency Storage Cabinets inside the OSC (15, 16, 18 and 22).
- _____ 3. Unlock the four Wooden Hanging Boards, located inside the OSC.
- _____ 4. Direct group/team personnel reporting to the OSC to fill in their name on the magnetic tags available, then fill any vacant position on the OSC Staffing Board for which they are qualified. If they are not qualified to fill a vacant position, they should place their name tag on the OSC Assembly Area Roster Board and proceed to the OSC Assembly Area.
- _____ 5. Place phones, name placards and position notebooks for positions 1 through 12 in the locations indicated on the diagram of page 2 of this form. These items are stored under the tables in the cabinets (22).
- _____ 6. Remove Form box from OSC Emergency Kit "C" and place on Emergency Kit "C" Cabinet 18.
- _____ 7. Remove the HPN telephone (#7) from cabinet #22 under the center table and place the HPN phone on the table at location #7.
- _____ 8. Submit this completed form to the OSC Director.

FORM TITLE:

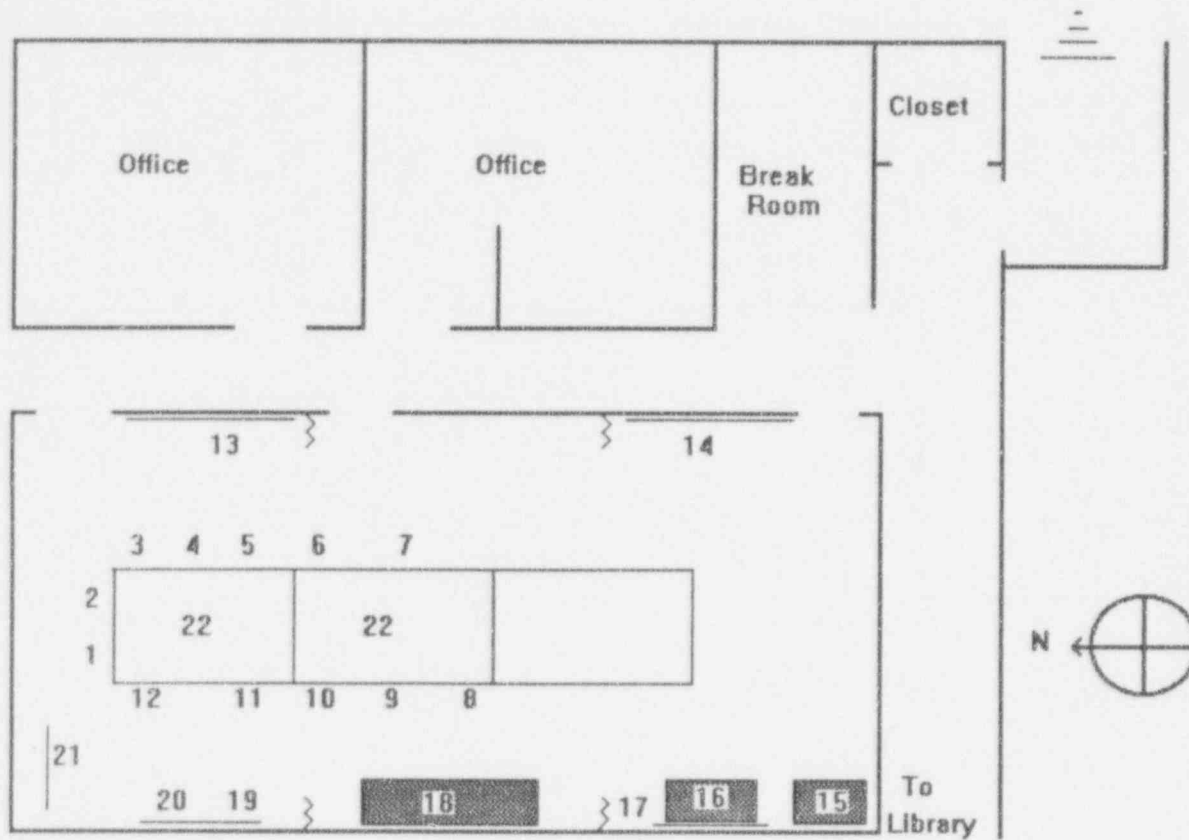
OSC ACTIVATION CHECKLIST

FORM NO.

1903.066A

REV.

7

OSC

1. OSC Director
2. OSC Director's Administrative Assistant
3. Operations Support
4. NRC
5. NRC
6. Nuclear Chemistry Manager
7. HPN
8. Electrical Maintenance Supervisor
9. Mechanical Maintenance Supervisor
10. I. & C. Maintenance Supervisor
11. Maintenance Superintendent

12. H.P. Supervisor
13. Plant Status Board
14. Plant Area Maps
15. Emergency Kit A
16. Emergency Kit B
17. Plant Area Map
18. Emergency Kit C
19. OSC Staffing Board
20. Assembly Area Roster Board
21. Team Tracking Board
22. Telephone Emergency Kits (under tables)

FORM TITLE:

OSC ACTIVATION CHECKLIST

FORM NO.

1903.066A

REV.

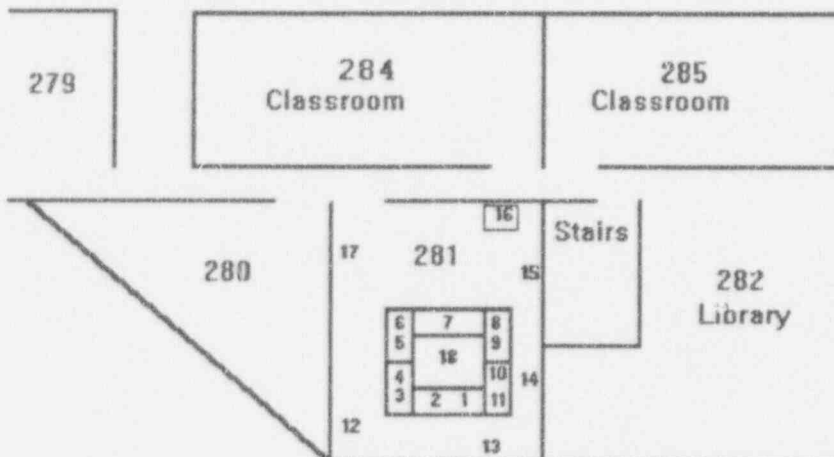
7

NOTE

The floor diagram of the Secondary OSC is provided for reference, as necessary.

INITIALS

- _____ 1. Notify the OSC staff of the necessary relocation to the secondary OSC.
- _____ 2. Notify the EOF Maintenance Coordinator that the OSC is being relocated and that Room 281 should be set up.
- _____ 3. Ensure that Telecommunications is dispatched to the Secondary OSC to aid the EOF Maintenance Coordinator in preparing Room 281
- _____ 4. Refer to Procedure 1903.030, "Evacuation", for additional details concerning an OSC evacuation.
- _____ 5. Submit this completed form to the OSC Director.

Copy Center

- | | | |
|-------------------------|--------------------------------|----------------------------|
| 1. OSC Director | 7. Electrical Maint. Supv. | 13. Team Tracking Board |
| 2. OSC Director's Asst. | 8. Mechanical Maint. Supv. | 14. OSC Staffing Board |
| 3. Operations Support | 9. I & C Supervisor | 15. Plant Maps |
| 4. NRC | 10. Maintenance Superintendent | 16. Radio Operator |
| 5. NRC | 11. E. P. Supervisor | 17. Available Personnel |
| 6. Nuc. Chemistry Mgr. | 12. Plant Status Board | 18. Telephone Jacks (ovhd) |

FORM TITLE:

SECONDARY OSC ACTIVATION CHECKLIST

FORM NO.

1903.066B

REV.

7

1. Date and Time of Status Update: Date: _____ Time: _____

2. Nuclear Chemistry Manager Update Items (check as reviewed):

- A. _____ Primary coolant sample collection and analysis.
- B. _____ Chemistry samples being provided to off-site agencies for analysis.
- C. _____ Liquid waste tank volumes and any plans to reduce volume
(if necessary).
- D. _____ Waste gas storage tank volumes and any plans to reduce volume
(if necessary).
- E. _____ Solid wastes system volumes and any plans to reduce volumes
(if necessary).
- F. _____ Assistance being provided by consultants.
- G. _____ Problem areas needing resolution.

Notes: _____

3. Health Physics Supervisor Update Items (check as reviewed):

- A. _____ Personnel exposure status, over exposure, contaminations, etc.
- B. _____ Status of on-site protective action implementation.
- C. _____ Radiological control points established.
- D. _____ Control Room/OSC/TSC habitability.
- E. _____ Radiological survey results.
- F. _____ Status of on-site survey teams.
- G. _____ Problem areas needing resolution.

Notes: _____

4. Maintenance Superintendent Update Items (check as reviewed):

- A. _____ Plant equipment status.
- B. _____ OSC teams dispatched and their missions.
- C. _____ Problems or delays experienced by OSC teams.
- D. _____ In plant maintenance activities in progress.
- E. _____ Offsite agencies assisting in the repair of plant equipment.
- F. _____ Problem areas needing resolution.

Notes: _____

FORM TITLE:

OSC DIRECTOR STATUS UPDATE GUIDE

FORM NO.

1903.066C

REV.

7

5. OSC Director Update Items (check as reviewed):

- A. _____ Review priorities of repair/recovery efforts.
- B. _____ Review repair/recovery efforts in progress.
- C. _____ Summarize any significant discussion/direction from the TSC Director (or Shift Superintendent if the TSC Director is not available).
- D. _____ Review manpower availability for extended operation.
- E. _____ Review on-site radiological conditions and any protective actions implemented.
- F. _____ Problem areas needing resolution.

Notes: _____

6. Other Organization (NRC, etc.) Update Items (list as reviewed):

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

7. Direct key OSC personnel to update their subordinates with applicable information obtained in the status update.

8. Select the time of the next OSC Status Update and announce it in the Operational Support Center.

9. Conduct periodic updates with the TSC Director on:

- 1. Status of in-plant response
 - a. Teams dispatched and mission
 - b. Mission status and prognosis
 - c. Actual in-plant radiological conditions
 - d. Nuclear Chemistry status as appropriate
- 2. OSC manpower status

NOTE

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

FORM TITLE:	FORM NO.	REV.
OSC DIRECTOR STATUS UPDATE GUIDE	1903.066C	7

Team Designation: _____

Time (Dispatched from OSC): _____ Date: _____

Destination: _____

Mission: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

FORM TITLE: RADIO CONTACTS WITH OSC TEAMS	FORM NO. 1903.066D	REV. 7
---	------------------------------	------------------

[illegible]

FORM TITLE: ASSEMBLY AREA PERSONNEL ROSTER	FORM NO. 1903.066E	REV. 7
---	---------------------------	---------------

OSC Position Staffing Form

Position	Name
OSC Director	
Maintenance Superintendent	
H.P. Supervisor	
Nuclear Chemistry Manager	
Electrical Maint. Supervisor	
I & C Supervisor	
Mechanical Maint. Supervisor	

Complete the above by listing the names of the ERO personnel staffing the above positions (use the OSC Staffing Board). FAX this form immediately to the TSC Support Superintendent at FAX Number 6622 and then FAX to the EOF Support Manager at FAX Number 6957.

Completed by _____ Date _____ Time _____

Return completed form to the OSC Director.

FORM TITLE:

OSC POSITION STAFFING FORM

FORM NO.

1903.066F

REV.

7