VERMONT YANKEE NUCLEAR POWER STATION

EMERGENCY PREPAREDNESS OPERATING PROCEDURE

EPOP-EOF-3546

REVISION 04

EMERGENCY OPERATIONS FACILITY/RECOVERY CENTER (EOF/RC)

USE CLASSIFICATION: **REFERENCE**

CATEGORY: **TECHNICAL**

RESPONSIBLE PROCEDURE OWNER: **Manager, Emergency Preparedness**

REQUIRED REVIEWS
EN-LI-100 review not required
10CFR50.54(q)

DRN No.	Temp Change Eff. Date	Affected Pages	TC Removal Date	TC Removal Initials

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1.0 PURPOSE

To describe the activation and operation of the Emergency Operations Facility/Recovery Center (EOF/RC).

2.0 REFERENCES

2.1. Performance References

2.1.1.   V-EN-AD-103, Document Control and Records Management Programs

2.1.2.   V-EN-EP-308, Emergency Planning Critiques

2.1.3.   V-EN-EP-601, Corporate Emergency Center Operations

2.1.4.   AP 0156, Notification of Significant Events

2.1.5.   AP 3125, Emergency Plan Classification and Action Level Scheme

2.1.6.   EPOP-COMM-3504, Emergency Communications

2.1.7.   EPOP-EREC-3507, Emergency Radiation Exposure Control

2.1.8.   OP 3509, Environmental Sample Collection During an Emergency

2.1.9.   EPOP-OSMT-3510, Off Site and Site Boundary Monitoring

2.1.10.   EPOP-PAR-3511, Off Site Protective Action Recommendations

2.1.11.   EPOP-RAD-3513, Evaluation of Off Site Radiological Conditions

2.1.12.   EPOP-CR-3540, Control Room Actions During an Emergency

2.1.13.   EPOP-TSC-3542, Operation of the Technical Support Center (TSC)

2.1.14.   EPOP-OSC-3544, Operation of the Operations Support Center (OSC)

2.1.15.   EPOP-TERM-3548, Emergency Termination and Recovery

2.1.16.   EPOP-JIC-3550, Activation and Operation of the Joint Information Center

2.2. Developmental References

2.2.1.   Regulatory Information Summary (RIS) 2007 02, Clarification of NRC Guidance for Emergency Notification During Quickly Changing Events

2.2.2.   Regulatory Information Summary (RIS) 2009-10, Communications between the NRC and Reactor Licensees During Emergencies and Significant Incidents.

2.2.3.   Regulatory Information Summary (RIS) 2009-13, Emergency Response Data System Upgrade From Modem To Virtual Private Network Appliance.

2.2.4.   Vermont Yankee Nuclear Power Station Emergency Plan

2.2.5.   V-EN-AD-103, Document Control and Records Management Programs

2.2.6.   V-EN-EP-308, Emergency Planning Critiques

2.2.7.   V-EN-EP-601, Corporate Emergency Center Operations

2.2.8.   V-EN-NS-102, Fitness for Duty Program

2.2.9.   V-EN-LI-102, Corrective Action Process

2.2.10.   V-EN-RP-104, Personnel Contamination Events

2.2.11.   AP 0156, Notification of Significant Events

2.2.12.   AP 3125, Emergency Plan Classification and Action Level Scheme

2.2.13.   EPOP-COMM-3504, Emergency Communications

2.2.14.   EPOP-EREC-3507, Emergency Radiation Exposure Control

2.2.15.   OP 3509, Environmental Sample Collection During an Emergency

2.2.16.   EPOP-OSMT-3510, Off Site and Site Boundary Monitoring

2.2.17.   EPOP-PAR-3511, Off Site Protective Action Recommendations

2.2.18.   EPOP-RAD-3513, Evaluation of Off Site Radiological Conditions

2.2.19.   EPOP-CR-3540, Control Room Actions During an Emergency

2.2.20.   EPOP-TSC-3542, Operation of the Technical Support Center (TSC)

2.2.21.   EPOP-OSC-3544, Operation of the Operations Support Center (OSC)

2.2.22.   EPOP-TERM-3548, Emergency Termination and Recovery

2.2.23.   EPOP-JIC-3550, Activation and Operation of the Joint Information Center

3.0   REQUIREMENTS

3.1.   Technical Specification Requirements

3.1.1.   None

3.2.   Commitments & Obligations

3.2.1.   None

3.3.   Internal Commitments

3.3.1.   INS8722-01

3.3.2.   E_Drill 98EOF3

3.3.3.   LAI-801

3.3.4.   EPEX97TSC-2

4.0 DEFINITIONS

4.1. <u>Activation</u>

Actions taken to staff and setup an emergency response facility to make it operational. Actions include but are not limited to notification of emergency personnel, equipment setup and equipment operability testing.

4.2. <u>Operational</u>

Status of an emergency facility declared by the appropriate facility manager upon determining that the facility is adequately staffed and equipment is setup and available to assume/perform the emergency functions assigned to that facility.

5.0 RESPONSIBILITIES

5.1. The entire staff of the Emergency Operations Facility (EOF) / Recovery Center (RC) is responsible for setting up the facility using this procedure and position specific checklists.

5.2. The Emergency Director is responsible for overall command and control of the emergency response, including classifications, notifications, PARs and ensuring all resources are available to mitigate emergency conditions.

5.3. The Emergency Director, or in his/her absence the most senior member of the facility is responsible to fill vacant positions to fully staff the facility in accordance with Attachment 29.

5.4. The Technical Advisor is responsible for analyzing data from the plant and providing technical advice to the EOF/RC Staff and tracking EALs based on plant data and is the primary interface between the EOF and the Joint Information Center (JIC). This position is responsible for providing up to date information on VY emergency actions to the JIC to ensure media briefings are accurate.

5.5. The Radiological Assessment Coordinator is responsible for overseeing operations of the off site Dose Assessment, and all radiological controls for Entergy Personnel.

5.6. The Offsite Communicator is responsible for making required communications to offsite authorities.

5.7. The Lead Offsite Liaison is responsible for keeping the States and NRC informed of onsite conditions and providing information on State EOC operations to the EOF/RC staff.

5.8. The Offsite Team Coordinator is responsible for communicating with the offsite monitoring field teams and supporting the Radiological Assessment Coordinator in dose assessment activities.

5.9. The Administration and Logistics Coordinator oversees EOF/RC support staff and obtains resources to support ERO actions.

5.10. Dose Assessors are responsible for monitoring plant data for possible releases and performing dose projections based on any actual or potential releases.

5.11. The Offsite Liaisons are responsible for reporting to their assigned offsite location and providing support and station ERO information to the EOC staff.

5.12. The Personnel and Equipment Monitor provides monitoring of EOF/RC personnel in the event of a release at VYNPS.

6.0   SPECIAL INSTRUCTIONS

6.1.   The Emergency Director shall follow the instructions outlined in Attachment 1, Emergency Director.

6.2.   The Technical Advisor shall follow the instructions outlined in Attachment 3, Technical Advisor.

6.3.   The Radiological Assessment Coordinator shall follow the instructions outlined Attachment 5, Radiological Assessment Coordinator.

6.4.   The Offsite Communicator shall follow the instructions outlined in Attachment 6, Offsite Communicator.

6.5.   The Lead Offsite Liaison shall follow the instructions outlined in Attachment 8, Lead Offsite Liaison.

6.6.   The Offsite Team Coordinator shall follow the instructions outlined in Attachment 9, Offsite Team Coordinator.

6.7.   The Administration and Logistics Coordinator shall follow the instructions outlined in Attachment 10, Administration and Logistics Coordinator.

6.8.   The Dose Assessor shall follow the instructions outlined in Attachment 13, Dose Assessor.

6.9.   The Offsite Liaisons shall follow the instructions outlined in Attachment 14, Offsite Liaisons.

6.10. The Personnel and Equipment Monitor shall follow the instructions outlined in Attachment 15, Personnel and Equipment Monitor.

7.0   PROCEDURE

7.1.   **PERFORM** the duties in the specified attachments.

8.0   RECORDS

8.1.   All Attachments and other records generated during an actual emergency shall be considered Quality Records and shall be retained per V-EN-AD-103.

9.0   REVISION SUMMARY

9.1.   Updated procedure numbers throughout to match the SAFSTOR organization

9.2.   Attachment 22 – EOF/RC Briefing Guide

- Updated based on feedback from Emergency Directors

9.3.   Attachment 25 – Plant Status Briefing Form

- Removed items related to the Reactor and replaced them with the fuel pool

9.4.   Attachment 28 – EOF/RC Footprint Sample

- Updated the sample image to match the SAFSTOR ERO positions

10.0 ATTACHMENTS

ATTACHMENT 1 - EMERGENCY DIRECTOR

ATTACHMENT 2 - DELETED

ATTACHMENT 3 - TECHNICAL ADVISOR

ATTACHMENT 4 - DELETED

ATTACHMENT 5 - RADIOLOGICAL ASSESSMENT COORDINATOR

ATTACHMENT 6 - OFFSITE COMMUNICATOR

ATTACHMENT 7 - DELETED

ATTACHMENT 8 - LEAD OFFSITE LIAISON

ATTACHMENT 9 - OFFSITE TEAM COORDINATOR

ATTACHMENT 10 - ADMINISTRATION AND LOGISTICS COORDINATOR

ATTACHMENT 11 - DELETED

ATTACHMENT 12 - DELETED

ATTACHMENT 13 - DOSE ASSESSOR

ATTACHMENT 14 - OFFSITE LIAISON

ATTACHMENT 15 - PERSONNEL & EQUIPMENT MONITOR

ATTACHMENT 16 - DELETED

ATTACHMENT 17 - RESPONSE CHECK OF SURVEY INSTRUMENT

ATTACHMENT 18 - EMERGENCY CLASSIFICATION AND PAR
NOTIFICATION/UPGRADE INSTRUCTIONS AND FORM

ATTACHMENT 19 - INSTRUCTIONS TO PERSONNEL PRIOR TO BEING RELEASED
FROM THE ASSEMBLY AREA

ATTACHMENT 20 - SHIFT AND RELIEF PLANNING WORKSHEET

ATTACHMENT 21 - EOF/RC RECOVERY ISSUES/STRATEGY GUIDE

ATTACHMENT 22 - EOF/RC BRIEFING GUIDE

ATTACHMENT 23 - STATE ASSEMBLY AREA SAMPLE FOOTPRINT

ATTACHMENT 24 - SAMPLES COLLECTED LOG

ATTACHMENT 25 - PLANT STATUS BRIEFING FORM

ATTACHMENT 26 - DECONTAMINATION ACTIONS

ATTACHMENT 27 - DELETED

ATTACHMENT 28 - EOF/RC FOOTPRINT SAMPLE

ATTACHMENT 29 - FILLING AN ERO VACANCY DURING FACILITY
ACTIVATION/OPERATION

ATTACHMENT 1 - EMERGENCY DIRECTOR

Emergency Director Name: Date:

Notes

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF/RC staffing board AND **OBTAIN** the "Emergency Director" Binder & ID Badge.

B.   **REVIEW** PDS and any other available sources to obtain overall status of emergency situation.

C.   IF any of the EOF/RC computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

D.   **OBTAIN** a briefing from the Shift Manager. **COMPLETE** EPOP-EOF-3546, Attachment 25, "Plant Status Briefing Form" when obtaining briefing.(INS8722-01)

E.   **OBTAIN** copies of the Emergency Classification and PAR Notification/Upgrade Form(s) from the Control Room for your review.

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NOTES

1) Shift Manager retains responsibility for off-site States' notification (NAS Phone) until the Emergency Director assumes responsibility for implementation of VY Emergency Plan.

2) Shift Manager retains responsibility for off-site NRC authorities' notification (FTS ENS Phone) until the Emergency Director assumes responsibility for implementation of VY Emergency Plan.

3) In a Code Red Security Event, when the Control Room is not able, the Emergency Director will assume responsibility for the off-site NRC notification (FTS ENS phone).

4) Upon receiving notification of the termination of a Code Red Security Event, dial X4699 and tell emergency response personnel to report to their facilities.

1.2   Assume the Position of Emergency Director.

A.   IF the EOF/RC is NOT operational, THEN:

1.   **DIRECT** the activation and staffing of the EOF/RC (SSCA No. 0422).

2.   IF additional personnel are needed, THEN **ASSIST** AND/OR **DIRECT** the Administration and Logistics Coordinator to assist in obtaining resources using Attachment 10 of EPOP-EOF-3546.

3.   **FOLLOW** guidance in Attachment 29 to fill a vacant position with another member of the ERO.

NOTES

•   Minimum Staffing to be operational (see EOF/RC staffing board):

Emergency Director

Radiological Assessment Coordinator

Offsite Communicator

Technical Advisor

•   During a Security Event, the facility may be operational without all key members being present. This will be determined by the most senior person in the facility based on plant conditions.

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4.   **ENSURE** communication is available to the states via NAS phone or by alternate communication methods.

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5. **ENSURE** communication is available to the TSC and Control Room via the Primary Auto Ring down circuit or by alternate communication methods.

6. **ENSURE** communication is available to the NRC via FTS ENS phone or by alternate communication methods.

7. WHEN minimal staffing for the EOF/RC is met AND Steps 4 through 6 above are complete, THEN **DECLARE** the EOF/RC operational, **DIRECT** the Technical Advisor to make an announcement AND **RECORD** in your log.

8. **COORDINATE** assumption of overall responsibility for the implementation of the VY Emergency Plan. This includes the following primary responsibilities:

    a.   Emergency Classification.

    b.   Notification of off-site States' authorities.

    c.   Off-site Protective Action Recommendations (PARs).

    d.   Notification to NRC (FTS ENS Phone).

9. **CONTACT** the Shift Manager to obtain latest plant status AND **COORDINATE** the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications or issuance of PARs.

10. Once the determination has been made to formally turnover Emergency Director responsibilities, **MAKE** an announcement to EOF/RC personnel that the EOF/RC is ready to assume overall responsibility for the implementation of the Emergency Plan and that you are now the Emergency Director.

11. **DIRECT** the Administration and Logistics Coordinator to notify the following that the EOF/RC is operational and that you are now the Emergency Director:

    a.   Company Spokesperson

    b.   Corporate Duty Manager (CDM)

12. **DIRECT** the Offsite Communicator to notify Offsite Agencies of the time that the EOF/RC assumed responsibility of the VY Emergency Plan.

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13.   **DIRECT** the Technical Advisor to ensure the Shift Manager makes a single (initial) ISO-NE notification at the Alert, Site Area and General Emergencies.

14.   **ENSURE** the EAL Chart or AP 3125, "Emergency Plan Classification and Action Level Scheme" as well as EPOP-PAR-3511, "Off-site Protective Action Recommendations" are continuously reviewed in preparation for possible classification escalation and recommendation of protective actions.

15.   <u>IF</u> a release is in progress or expected, <u>THEN</u> **DIRECT** the Radiological Assessment Coordinator to implement EPOP-RAD-3513, Evaluation of Off Site Radiological Conditions.

B.   <u>IF</u> relieving another Emergency Director in the EOF/RC, <u>THEN</u> **PERFORM** a formal turnover with the current Emergency Director.

    1.   **REVIEW** the log.

    2.   **OBTAIN** a briefing from the acting Emergency Director using Attachment 25, "Plant Status Briefing Form" as a guide.

    3.   Once formal turnover is complete, **ANNOUNCE** to the EOF/RC, TSC, CR, and OSC that you are now the Emergency Director and have the Admin & Logistics Coordinator notify the JIC and CDM.

    4.   **SIGN** in on the EOF Staffing Board.

    5.   **ENSURE** the EAL Chart or AP 3125, "Emergency Plan Classification and Action Level Scheme" as well as EPOP-PAR-3511, Off-site Protective Action Recommendations, are continuously reviewed in preparation for possible classification escalation and recommendation of protective actions.

2.0 Continuous Responsibility/Activity

2.1 Continuous Responsibility/Activity

A.   <u>IF</u> you leave the area, <u>THEN</u> **ASSIGN** the Technical Advisor to fulfill your responsibility. Upon your return, **OBTAIN** a briefing from the Technical Advisor on any events that occurred while you were away.

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2.2   Maintain a Log:

A.   **MAINTAIN** a log using WebEOC or a logbook.

1.   **LOG** when you assume the duties of the Emergency Director (and when the EOF/RC is operational, if not previously done).

2.   **LOG** significant decisions and important details used to make decisions (i.e. emergency classification changes, time of offsite notifications and protective action recommendations).

3.   **LOG** all significant communications with other members of the ERO and offsite officials.

B.   Periodically **REVIEW** log for accuracy.

2.3   Conduct Periodic Facility Briefings

NOTE

Consider contacting the EPM and the OSC Manager to stagger facility briefings on the conference line. (X4240 password 555555)

A.   **CONDUCT** of periodic facility briefings.

B.   **INFORM** the Offsite Communicator to announce to the EOF/RC when the briefing is to occur.

C.   **DIRECT** your key staff to provide the information requested in Attachment 22, EOF/RC Briefing Guideline.

D.   **DIRECT** the Technical Advisor and Radiological Assessment Coordinator to participate in briefing facility personnel, as necessary, on current plant status and offsite radiological conditions respectively.

E.   **CONDUCT** briefing using the EOF/RC Briefing Guideline and the PA system.

F.   **ENSURE** that the State representatives at the EOF/RC are updated on the status of the emergency periodically.

1.   **COORDINATE** with the Lead Offsite Liaison to keep representatives current on:

a.   Emergency events

b.   Current plant conditions

c.   Emergency response activities underway

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Notes

      d.   Offsite radiological release status, dose assessment and PARs

G.   **BRIEF** EOF on each significant plant parameter change, escalation, or PAR recommendation.

H.   IF not already provided by the Emergency Director facility briefs, THEN periodically **BRIEF**, or request the Technical Advisor to brief, the States representatives.

    1.   **INFORM** the Offsite Communicator to announce to the EOF/RC when the briefing is to occur.

    2.   **OBTAIN** input from key functional areas to prepare for brief.

    3.   **REQUEST** the Technical Advisor and Radiological Assessment Coordinator support the briefing to answer questions and provide additional information regarding plant and radiological conditions.

    4.   **INFORM** the Technical Advisor to retrieve you should significant changes to event conditions occur.

    5.   **ESTABLISH** a frequency of regular EOF staff briefings and announce time for next brief at end of each briefing.

I.   Periodically **ENSURE** the other emergency response facility managers (CR, TSC, JIC) are briefed on EOF/RC activities.

J.   **DIRECT** the Technical Advisor to provide form Attachment 25, to the TSC to update the Emergency Plant Manager of any protective actions the States may be implementing.

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Notes

2.4   Classify Emergency Conditions. (Non-delegable)

A.   Review plant conditions with the Emergency Plant Manager, Shift Manager, and Technical Advisor.

B.   Review offsite radiological data with the Radiological Assessment Coordinator.

NOTES

The assessment, classification, and declaration of an emergency condition is expected to be completed within 15 minutes after the availability of indications (i.e. plant instrumentation, plant alarms, computer displays, or incoming verbal reports) to plant operators that an EAL has been exceeded.

- The 15-minute criterion is not to be construed as a grace period to restore plant conditions to avoid declaring the event.

- The emergency declaration should be made promptly without waiting for the 15 minute period to elapse once the EAL is recognized as being exceeded.

- For EALs that specify duration of the off-normal condition, such as fire lasting 15 minutes, loss of power for 15 minutes, etc.:

    o   The Emergency Director shall make the declaration at the first available opportunity when the time has elapsed (not after an additional 15 minutes)

    o   The declaration should be made before the EAL is met (time duration has elapsed) when the Emergency Director has information that the off-normal condition will not be corrected within the specified time duration

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C.   **REVIEW** current information and recommendations with the EAL Chart or AP 3125, "Emergency Plan Classification and Action Level Scheme" and, if necessary, the EAL Technical Basis Document.

D.   Following discussion and concurrence with the Emergency Plant Manager, Shift Manager, Technical Advisor, Radiological Assessment Coordinator and Offsite Communicator, **DIRECT** the completion of the following actions in the order identified below:

    1.   **ESCALATE** the emergency classification or de-escalate to Recovery.

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Notes

2.   IF there is an escalation to a GENERAL EMERGENCY, THEN **IMPLEMENT** actions in accordance with Section 2.5, "Protective Action Recommendations."

3.   **ENSURE** the Shift Manager made the appropriate plant announcement.

4.   **DIRECT** notification of the VT/NH/MA State EOCs and NRC in accordance with Section 2.6, "Initial Notification of emergency classification and/or PARs to offsite authorities."

5.   **REQUEST** accountability status from the Emergency Plant Manager.

E.   **INFORM** the Shift Manager and Emergency Plant Manager when and at what time the emergency classification was made.

F.   **ANNOUNCE** to EOF/RC personnel when and at what time the emergency classification was made.

G.   **DIRECT** the Administration and Logistics Coordinator to notify the following when and at what time the emergency classification was made.

1.   Company Spokesperson

2.   Corporate Duty Manager

H.   In coordination with the Lead Offsite Liaison, **INFORM** each EOF/RC State representative of the transition on the emergency class and the condition producing the change.

I.   **AUTHORIZE** emergency dose commitments for EOF personnel and field monitoring teams in accordance with EPOP-EREC-3507, "Emergency Radiation Exposure Control."

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Notes

NOTE

During a declared emergency, the exposure limits and authorization for use of KI for federal, state and local emergency workers responding to VY are the responsibility of the respective agency for which the emergency worker is employed.

J.   **AUTHORIZE** the use of Potassium Iodide (KI) for the ERO in accordance with EPOP-EREC-3507 "Emergency Radiation Exposure Control".

K.   When a general emergency has been declared, immediately **AUTHORIZE** the use of Potassium Iodide (KI) for the site boundary and off-site monitoring teams.

2.5   Make Protective Action Recommendations (PARs) (non-delegable)

NOTE

Protective Action Recommendations (PARs) are to be made only at the General Emergency classification.

A.   **ASSESS**, with the assistance of the Technical Advisor and the Radiological Assessment Coordinator, the appropriate PAR per EPOP-PAR-3511, "Off-site Protective Action Recommendations."

B.   **DIRECT** the Radiological Assessment Coordinator and Technical Advisor to prepare a PAR and to complete EPOP-PAR-3511, Attachment 5, Protective Action Recommendation Worksheet and provide to you when completed.

C.   **REVIEW** AND **APPROVE/CHANGE** the PAR.

D.   **DIRECT** the Offsite Communicator to complete the notification to State authorities within 15 minutes of the General Emergency declaration in accordance with Section 2.6, "Initial Notification of Emergency Classification and/or PARs to Offsite Authorities (State, NRC)" of this procedure.

E.   **RE-EVALUATE** the adequacy of the PARs when plant conditions, dose projections, meteorological or environmental measurements change.

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Notes

2.6   Initial Notification of Emergency Classification and/or PARs to Offsite Authorities (States, NRC) (non-delegable)

CAUTIONS

- States' notification must be completed within 15 minutes of emergency classification declaration.

- Notification of the NRC shall be done as soon as possible after state authorities have been notified and must be completed within 1 hour.

A.   **DIRECT** the Offsite Communicator to prepare the Emergency Classification and PAR Notification/Upgrade Form.

B.   **REVIEW** AND **APPROVE** the completed Emergency Classification and PAR Notification/Upgrade Form.

C.   **DIRECT** the Offsite Communicator to transmit data on the form to the States and to report to you when complete.

D.   After completion of the State's notification, the Emergency Director acknowledges that the States' notification has been completed.

E.   **DIRECT** the Technical Advisor to complete VYAPF 0156.01, Event Notification Worksheet and have the Technical Advisor provide the worksheet to the Offsite Communicator when completed.

F.   **DIRECT** the Offsite Communicator to notify the NRC using the FTS ENS phone in accordance with AP 0156, Notification of Significant Events.

G.   **DIRECT** the Administration and Logistics Coordinator to notify the Corporate Duty Manager of all declarations and information as contained on Emergency Classification and PAR Notification/Upgrade Form.

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2.7   Communicate with the NRC Executive Team (RIS 2009-10)

A.   Communication with the NRC Executive Team (NRC
Chairman or designated Commissioner) allows the NRC to
better understand the evolving event, provide improved
support, and respond more effectively to Federal stakeholder
questions. The NRC's communication expectation is the
licensee's designated senior management representative
(Emergency Director) speaks with the Executive Team
Director providing periodic executive summaries. Topics the
NRC will likely discuss include:

- What are the licensee's current top priorities for the
station?

- Are there any uncertainties about any aspect of the
event?

- Is the event situation improving or degrading?

- Does the licensee need help from the NRC or other
Federal agencies?

- Is the licensee having any communication or staffing
problems?

NOTE

Primary event responsibilities include mitigation of the accident, securing
the facility, event classifications/notifications, and
developing/recommending protective action recommendations.

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1.   IF NRC Executive Team calls the EOF, THEN the
Emergency Director communicates with the NRC in
this communication.

2.   IF unable due to primary event responsibilities taking
precedence, the Emergency Director will direct the
Technical Advisor or designee to speak with the
Executive Team Director.

3.   IF the event precludes either the Emergency Director
or Technical Advisor or designee from this discussion,
THEN the NRC will inform the licensee when the
Executive Director would subsequently like to
communicate with the licensee.

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2.8   Review and approve Entergy press releases

    A.   **CONFER**, as appropriate, with the Company Spokesperson, Technical Advisor and Radiological Assessment Coordinator if there is any question regarding the accuracy of a proposed press release prior to approval.

    B.   **REVIEW** <u>AND</u> **APPROVE** periodic press releases prepared by the Joint Information Center.

        1.   After review, **INITIAL** <u>AND</u> **TIME STAMP** front of press release.

        2.   Immediately **RETURN** press release to Joint Information Center for distribution.

    C.   <u>IF</u> this is a Security Event, <u>THEN</u> press releases must be reviewed by Security Coordinator, FBI Public Information Officer (PIO) or Vermont State Police PIO located at the Incident Command Post.

        1.   After Security review, the Emergency Director will review any changes, initial and time stamp the front of press release.

        2.   Immediately **RETURN** press release to Joint Information Center for distribution.

    D.   **DIRECT** the Lead Offsite Liaison to provide copies of approved press releases to the States' representatives.

2.9   Periodic update notification to offsite authorities

NOTE

When onsite conditions are stable, time period for periodic updates may be extended with concurrence from offsite authorities.

    A.   **DIRECT** the Offsite Communicator to prepare Attachment 18, Emergency Classification and PAR Notification/Upgrade Form, at the following frequencies:

        1.   When there has been a release or significant change in release rates and/or meteorological conditions **OR**

        2.   When there has been a significant change in plant conditions/classifications **OR**

        3.   Approximately every 30 minutes when conditions are stable.

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Notes

B.   **REVIEW** AND **APPROVE** the completed Attachment 18, Emergency Classification and PAR Notification/Upgrade Form.

C.   **DIRECT** the Offsite Communicator to transmit data on the form to the States and to report to you when complete.

D.   **DIRECT** the Offsite Communicator to notify the NRC of event classification, EAL #, time of event and brief description.

2.10 Additional/Long Term Emergency Response Support

A.   **DIRECT** the Administration and Logistics Coordinator to ensure that manpower planning is being conducted to provide for response efforts over an extended period.

B.   Periodically **CHECK** with the Administration and Logistics Coordinator to evaluate and discuss future manpower and logistics needs.

C.   Depending upon the duration of the emergency, **DIRECT** the Administration and Logistics Coordinator to make arrangements for food and potable water delivery to all emergency response centers, including off site teams.

2.11 JIC Evacuation

A.   IF the State of Vermont issues an evacuation order for Brattleboro, THEN **CONTACT** the Company Spokesperson AND **DISCUSS** impact on the Joint Information Center (JIC).

B.   IF a decision is made to evacuate the JIC, THEN **ANNOUNCE** that, as a precautionary measure, all declared pregnant staff should evacuate the EOF. (E_Drill 98EOF3)

1.   **DIRECT** the Administration and Logistics Coordinator to coordinate the evacuation of declared pregnant staff.

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2.12 Evacuation of the EOF

> **NOTE**
>
> The EOF is a hardened facility therefore there would be no need to evacuate in a radiological event. This guidance is provided for any non-radiological event which may require the EOF to be evacuated (i.e. security threat to the EOF).

A.   IF it becomes necessary to evacuate or relocate the EOF/RC, THEN the Emergency Director should transfer the following to the Shift Manager:

    1.   Responsibility to make Protective Action Recommendations

    2.   Approval of Offsite Notifications

    3.   Dose Assessment

    4.   NRC and States Communications

    5.   **ANY** other activities requiring the approval of the Emergency Director

B.   **ENSURE** EOF/RC staff transfers the following to the TSC:

    1.   Approval of Press Releases

    2.   Command and control of Monitoring & Sampling Teams

    3.   Any other critical on going activities

C.   The Emergency Director can then relocate to another suitable location.

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Notes

3.0   Closeout Activity

3.1   De-escalation to the Recovery Phase.

A.   <u>IF</u> the following criteria are satisfied, <u>THEN</u> **TRANSITION** to a recovery phase is warranted:

   1.   Criticality controls are in effect.

   2.   The fission product release has been controlled.

   3.   An adequate heat transfer path to an ultimate heat sink has been established.

   4.   The States of Vermont, New Hampshire, and Massachusetts reach agreement with the Emergency Director or designated alternate that there is no longer a need for consideration of further public protective action.

B.   <u>IF</u> conditions warrant de-escalation to a recovery phase, <u>THEN</u> the Emergency Director completes the actions as listed in EPOP-TERM-3548, Emergency Termination and Recovery.

   1.   **FORMULATE** a recovery plan using Attachment 21, EOF/RC Recovery Issues/Strategy Guide.

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ATTACHMENT 3 - TECHNICAL ADVISOR

Technical Advisor Name: Date:

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board AND then **OBTAIN** the "Technical Advisor" binder and ID badge.

B.   **ORGANIZE** rooms, equipment, status boards and maps. **USE** Attachment 28, EOF/RC Footprint as a guide.

C.   **TURN ON** PDS PC and monitor located at the EOF/RC AND **DISPLAY** current meteorological data.

1.   **CLICK** on ODPS.

2.   **CLICK** on Historical Meteorological Data – 1.

D.   **PLACE** safety mat over threshold between rooms.

E.   **OBTAIN** official time from PDS and synchronize the EOF time with PDS time.

F.   **TEST** the paging microphone.

G.   IF the Primary Auto Ring Down circuit has not been activated, THEN **ESTABLISH** the Primary Auto Ring Down Circuit (#3) by dialing x4400 and when prompted enter password: 1 2 3 4 5 6. IF the Primary Auto Ring Down Circuit cannot be established, THEN **IMPLEMENT** the Alternate Auto Ring Down Circuit.

H.   **REVIEW** PDS information and any other available sources to become familiar with current plant status.

I.   **OBTAIN** a briefing from the Emergency Director on emergency status.

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1.2   Assume the position of Technical Advisor.

    A.   IF initial activation THEN:

        1.   **CONTACT** the TSC and/or Control Room to obtain information on the status of plant conditions via the Primary Auto Ring Down Circuit.

        2.   **REVIEW** current information and recommendations with the thresholds on the EAL Chart or AP 3125, "Emergency Plan Classification and Action Level Scheme" (and, if necessary, the EAL Technical Basis Document).

        3.   **INFORM** the Emergency Director when you are prepared to assume Technical Advisor duties.

        4.   When the EOF is operational, **MAKE** announcement over PA system along with the current time for facility synchronization, i.e., "The EOF was declared operational at _____ hrs. The time is now_____ hrs, please synchronize clocks in your area."

        5.   When notified by the JIC Manager that the JIC is operational, **MAKE** announcement over PA system, i.e., "The JIC was declared operational at ___hrs."

    B.   IF relieving another Technical Advisor, THEN **PERFORM** a formal turnover with the current Technical Advisor:

        1.   **REVIEW** the current log.

        2.   **OBTAIN** briefing from current Technical Advisor on the emergency and any actions that have been completed or are in progress. **USE** Attachment 25, Plant Status Briefing Form, as a guide.

    C.   **SIGN IN** on the EOF Staffing Board

    D.   **INFORM** the Emergency Director that you are now the Technical Advisor.

    E.   **ADVISE** the Shift Manager to make a single (initial) ISO-NE notification at the Alert, Site Area, or General Emergency level.

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2.0   Continuous Responsibility/Activities

2.1   Maintain personnel accountability in the EOF

   A.   <u>IF</u> you are leaving the work area for an extended period of time, <u>THEN</u> **INFORM** the Emergency Director and Administration and Logistics Coordinator you are leaving the work area.

   B.   Upon return, **OBTAIN** a briefing from the Emergency Director on any events, which have occurred while you were away.

   C.   <u>IF</u> the Emergency Director needs to leave the area, <u>THEN</u> **ASSUME** the role of Emergency Director. Upon the Emergency Director's return, **PROVIDE** a briefing on any events that occurred while the Emergency Director was away.

2.2   Obtain and Monitor Plant Data

   A.   **KEEP** the Emergency Director informed of changing conditions that may cause a change in the Emergency Classification.

      1.   Continuously **MONITOR** the Primary Auto Ring Down Circuit <u>AND</u> **ADVISE** the Emergency Director of major events.

      2.   In coordination with the Radiological Assessment Coordinator, continuously **COMPARE** conditions with the thresholds on the EAL Chart (and, if necessary, the EAL Technical Basis Document).

      3.   **ADVISE** the Emergency Director on the following items:

         a.   Any significant change in the condition of the plant.

         b.   Any observable trends in plant data.

         c.   Major Operator actions being undertaken.

         d.   Any condition which may affect the emergency classification.

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Notes

4.   **PROVIDE** the Offsite Communicator, in preparation for the State notifications, the information needed to complete the Emergency Classification and PAR Notification/Upgrade Form:

   a.   Time of emergency classification declaration

   b.   Plant status

   c.   Release status

   d.   Meteorological conditions

   e.   PARs, (if any)

5.   **POST** important plant information on white board.

6.   **COMPLETE** page 1 and Section 10CFR50.72(a)(1)(i), Emergency Events of VYAPF 0156.01, Event Notification Worksheet in preparation for the NRC ENS notifications AND **PROVIDE** to the Offsite Communicator when completed.

7.   **COMPLETE** other applicable portions of VYAPF 0156.01 related to the emergency.

B.   **ASSIST** the Emergency Director in determining the appropriate Protective Action Recommendations to Offsite Authorities.

NOTE

Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification.

---

1.   Continuously **ASSESS** PARs based on plant conditions using InForm or EPOP-PAR-3511, Off-site Protective Action Recommendations.

2.   **NOTIFY** the Emergency Director of any changes in plant conditions, which may affect the PAR.

3.   **COORDINATE** with the Radiological Assessment Coordinator to complete the Protective Action Recommendation Worksheets using InForm or EPOP-PAR-3511, Attachment 5.

4.   **VERIFY** the PARs based on radiological conditions provided by the Radiological Assessment Coordinator.

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Notes

5.   **PROVIDE** the InForm printout or EPOP-PAR-3511 Attachment 5 to the Emergency Director for approval.

6.   **PROVIDE** a copy of the Protective Action Recommendation Worksheet to the Offsite Communicator as well as any other information needed to complete the Emergency Classification and PAR Notification/Upgrade Form.

C.   IF any of the EOF/RC plant data computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

2.3   Assist Emergency Director in conduct of briefings

A.   **ASSIST** the Emergency Director in preparations for facility briefings.

B.   **ASSIST** the Emergency Director with summary briefings of plant conditions to EOF/RC Staff and/or offsite authorities present in the EOF/RC.

C.   **PROVIDE** a copy of EPOP-EOF-3546, Attachment 25, Plant Status Briefing Form to the Lead Offsite Liaison.

2.4   Communicate with the NRC Executive Team (RIS 2009-10)

A.   Communication with the NRC Executive Team (NRC Chairman or designated Commissioner) allows the NRC to better understand the evolving event, provide improved support, and respond more effectively to Federal stakeholder questions. The NRC's communication expectation is the licensee's designated senior management representative (Emergency Director) speaks with the Executive Team Director providing periodic executive summaries. Topics the NRC will likely discuss include:

- What are the licensee's current top priorities for the station?
- Are there any uncertainties about any aspect of the event?
- Is the event situation improving or degrading?
- Does the licensee need help from the NRC or other Federal agencies?
- Is the licensee having any communication or staffing problems?

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> **NOTE**
>
> Primary event responsibilities include mitigation of the accident, securing the facility, event classifications/notifications, and developing/recommending protective action recommendations.

1. IF the NRC Executive Team calls the EOF, THEN the Emergency Director communicates with the NRC in this communication.

2. IF unable due to primary event responsibilities taking precedence, the Emergency Director will direct a designee to speak with the Executive Team Director.

3. IF the event precludes either the Emergency Director or designee from this discussion, THEN the NRC will inform the licensee when the Executive Director would subsequently like to communicate with the licensee.

2.5   Assist in the Preparation of Press Releases

A. Keep the JIC Technical Assistant and press writing area personnel updated on the event, including current plant status.

B. **ENSURE** the Offsite Communicator notifies the Company Spokesperson of classification upgrades to ensure media briefings are accurate.

C. **OBTAIN** Emergency Director signature on draft news releases.

1. **LOG** onto computer in front of Room 125 and open WebEOC. (Use instructions in position specific binder.)

2. **PRINT** a copy of the draft press release for the Emergency Director to review and approve. (Printer instructions in position specific binder.)

3. **USE** WebEOC to document the Emergency Director's review of the press release in WebEOC. (Use instructions in position specific binder).

4. Print the final news release. (WebEOC News Release board will show status as published)

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Notes

    5.   Keep all signed press releases and turn in with paperwork to Emergency Director after drill/event.

C.   IF WebEOC is not available, THEN JIC will fax draft press release to you and follow up with a phone call to ensure receipt.

    1.   **GIVE** draft press release to Emergency Director for review and approval.

    2.   **FAX** signed draft to JIC (x4829) AND **FOLLOW UP** with a phone call to ensure receipt (x4331).

D.   **POST** the final news releases (faxed from the JIC) on the whiteboard.

3.0   Closeout Activities

3.1   De-escalation to the Recovery Phase.

A.   **ASSIST** the Emergency Director in formulation of a recovery plan using EOF/RC Recovery Issues/Strategy Guide, Attachment 21.

B.   **RETURN** all equipment to its proper storage locations.

C.   **REVIEW** all documentation you maintained during the emergency:

    1.   **ENSURE** Emergency Director log, forms and other documentation are complete.

D.   **PROVIDE** log and records to the Emergency Director upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 5 - RADIOLOGICAL ASSESSMENT COORDINATOR

Radiological Assessment Coordinator Name: _____   Date: _____

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board AND then **OBTAIN** the following:

   1.   Radiological Assessment Coordinator" binder & ID Badge.

   2.   **OBTAIN** the equipment from the Radiological Assessment Emergency Equipment Cabinets.

B.   **REVIEW** status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

C.   IF any of the EOF/RC computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

D.   **OBTAIN** a briefing from the EOF Technical Advisor on emergency status.

E.   **OBTAIN** AND **REVIEW** EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions; OP 3509, Environmental Sample Collection During an Emergency; EPOP-OSMT-3510, Off site and Site Boundary Monitoring; EPOP-PAR-3511, Offsite Protective Action Recommendations and, EPOP-OSC-3544, Attachment 8, Radiological Habitability Assessment.

1.2   Assume the position of Radiological Assessment Coordinator.

A.   IF initial activation THEN:

   1.   **VERIFY** Control Room's initial projections if applicable.

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2. **DIRECT** the performance of dose projections as per the procedure outlined in EPOP-RAD-3513, Evaluation of Off Site Radiological Conditions.

3. **DIRECT** the Offsite Team Coordinator to coordinate monitoring and sampling activities outlined in EPOP-OSMT-3510.

4. **FOLLOW** the steps listed in EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions, Section 5.10.

5. When directed over the PA, **SYNCHRONIZE** the clocks in the Rad Assessment Area.

6. On the dispersion map, **SELECT** the appropriate plume stability angle in accordance with reported meteorological conditions.

7. **REVIEW**, with the Technical Advisor and Emergency Director, current information and recommendations with the thresholds on the EAL Chart or AP 3125, Emergency Plan Classification and Action Level Scheme (and, if necessary, the EAL Technical Basis Document).

8. **INFORM** the Emergency Director when you are ready to assume radiological assessment and monitoring responsibilities.

B. <u>IF</u> relieving another Radiological Assessment Coordinator, <u>THEN</u> **PERFORM** a formal turnover with the current Radiological Assessment Coordinator:

1. **REVIEW** the current Radiological Assessment Coordinator Log.

2. **OBTAIN** briefing from current Radiological Assessment Coordinator on the emergency and any actions that have been completed or are in progress.

3. **SIGN IN** on the EOF Staffing Board.

4. **INFORM** the Emergency Director that you are now the Radiological Assessment Coordinator.

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2.0   Continuous Responsibility/Activities

2.1   Maintain personnel accountability in the EOF

A.   <u>IF</u> you are leaving the work area for an extended period of time, <u>THEN</u> **INFORM** the Administration and Logistics Coordinator you are leaving the area.

B.   Upon return, **OBTAIN** a briefing from the Emergency Director on any events, which have occurred while you were away.

2.2   Maintain a Log

A.   **MAINTAIN** a log.

1.   **LOG** when you assume the duties of the Radiological Assessment Coordinator (and when the EOF/RC is operational, if not previously done).

2.   **LOG** significant decisions and important details used to make decisions (i.e. emergency classification changes and protective action recommendations).

3.   **LOG** all significant communications with other members of the ERO and offsite officials.

B.   Periodically **REVIEW** log for accuracy.

2.3   Ensure habitability in the EOF

A.   <u>IF</u> there is or has been a release of radioactive materials, <u>THEN</u> **ASSIGN** an individual to align the HVAC system in accordance with EPOP-EREC-3507, Emergency Radiation Exposure Control.

B.   **DETERMINE** whether radiological assessment of the EOF/RC is required to be performed periodically per EPOP-EREC-3507.

C.   **SUSPEND** eating and drinking until you ensure EOF food and drinking water supplies are safe for consumption.

D.   Periodically **UPDATE** the Emergency Director on the status of habitability of the EOF/RC and JIC.

E.   **COORDINATE** with the Emergency Director to determine if monitoring of incoming personnel is required at the control point at the entrance to the EOF/RC.

1.   <u>IF</u> a control point is established, <u>THEN</u> **ENSURE** that control point personnel are kept informed of changes in release status.

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Notes

F.   **COORDINATE** with the Emergency Director to determine if a control point needs to be established at the Joint Information Center entrance and if monitoring of incoming personnel is required.

    1.   IF a control point is established, THEN **ENSURE** that control point personnel are kept informed of changes in release status.

G.   In accordance with EPOP-EREC-3507, **SUPPORT** dosimetry control and record keeping.

2.4   Potassium Iodide (KI) issuance for Entergy Workers

NOTES

- The Emergency Director or the Emergency Plant Manager must authorize the use of Potassium Iodide (KI).

- During a declared emergency, the exposure limits and authorization for use of KI for federal, state and local emergency workers responding to VY are the responsibility of the respective agency for which the emergency worker is employed.

A.   **MANAGE** the administration of Potassium Iodide (KI) to Entergy emergency workers located at the EOF/RC, JIC and ICP in accordance with EPOP-EREC-3507, Emergency Radiation Exposure Control.

    1.   **ASSIGN** an individual to distribute KI to EOF, JIC and ICP personnel in accordance with the directions on the outer package label of the KI tablets AND **RECORD** information on EPOP-EREC-3507 Attachment 9, Potassium Iodide Administration Record.

    2.   Follow up doses of KI should be administered daily for five (5) days following the end of exposure to radioiodines. **RECORD** this administration on EPOP-EREC-3507 Attachment 9.

    3.   **REVIEW** AND **RETAIN** EPOP-EREC-3507 Attachment 9 from all emergency response facilities.

    4.   **DIRECT** the Offsite Team Coordinator to inform all offsite monitoring team personnel when the decision is made to ingest KI.

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2.5 **Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the Emergency Director.**

    A.   Continuously **COMPARE** dose projection and field survey results in accordance with EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions, Section 5.10.

    B.   **EVALUATE** any plant radiological changes.

    C.   In coordination with the Technical Advisor, continuously **COMPARE** conditions with the thresholds on the EAL Chart or AP 3125, "Emergency Plan Classification and Action Level Scheme" (and, if necessary, the EAL Technical Basis Document).

    D.   **ADVISE** Emergency Director on the following items:

        1.   Any significant change in the radiological conditions.

        2.   Any observable trends in radiological data.

        3.   Any condition which may affect the emergency classification.

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Notes

NOTES

The Offsite Communicator requires the following information to complete the Emergency Classification and PAR Notification/Upgrade Form to determine the status of a radioactive release.

1. If **no radiation release** is expected or a ground level release has not been detected by sample or field monitoring.

2. If a **release** has occurred and is continuing.

    a. An elevated release as indicated by an increase in radiation levels on Stack Gas Radiation monitors RM-17-156 or 157 which is below the **HIGH Alarm** or confirmed by stack gas sample less than ODCM limits due to this event.

    OR

    b. A ground release of radiation is confirmed by sample or field monitoring.

    OR

    c. Other conditions exist that in the judgment of the Emergency Director indicate that events are in progress or have occurred which involve a failure of plant functions that will allow release of radioactivity to the environment.

3. If a **release** has occurred, but has been terminated.

E. In coordination with the Technical Advisor, **PROVIDE** the Offsite Communicator with the information needed to complete the Emergency Classification and PAR Notification/Upgrade Form:

1. Time of emergency classification declaration

2. Plant status

3. Release status based on Note above

4. Meteorological conditions

5. PARs, (if any)

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2.6   Develop and provide recommendations for offsite PARs based on radiological considerations to the Emergency Director.

NOTE

Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification.

A.   Continuously **ASSESS** PARs based on radiological conditions per EPOP-PAR-3511, Off-site Protective Action Recommendations.

B.   **NOTIFY** the Emergency Director of any changes in radiological conditions, which may affect the PAR.

C.   **COORDINATE** with the Technical Advisor to complete the Protective Action Recommendation Worksheet using EPOP-PAR-3511 Attachment 5.

D.   **COORDINATE** with the Technical Advisor to provide the In Form printout or EPOP-PAR-3511 Attachment 5, to the Emergency Director for approval if plant or field monitoring team data indicate EPA Protective Action Guides will be exceeded.

E.   In coordination with the Technical Advisor, **PROVIDE** a copy of the Protective Action Recommendation Worksheets to the Offsite Communicator as well as any other information needed to complete the Emergency Classification and PAR Notification/Upgrade Form.

F.   **REVIEW** PARs whenever radiological or meteorological conditions change significantly.

2.7   Assist Emergency Director in conduct of briefings

A.   **ASSIST** the Emergency Director in preparations for facility briefings.

B.   When directed by the Emergency Director, **PROVIDE** summary briefings of radiological conditions to EOF/RC Staff and/or offsite authorities present in the EOF/RC.

2.8   Coordinate and direct the dose assessment and offsite monitoring efforts.

A.   **OVERSEE** the activities of your Staff.

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Notes

B.   **PROVIDE** support to the Radiological Coordinator or designated alternate at the TSC to ensure that on site protective actions are being considered and carried out.

C.   **REVIEW** exposure control measures <u>AND</u> **MAINTAIN** <u>AND</u> **REVIEW** exposure records with the Radiological Coordinator or designated alternate at the TSC as appropriate.

D.   In coordination with the Radiological Coordinator, **ENSURE** the Health Physics Network (HPN) is staffed when requested by the NRC.

   1.   <u>IF</u> the NRC requests an open, continuous Health Physics Network (HPN) communications channel, <u>THEN</u> **ENSURE** a technically competent individual is available to continuously maintain the HPN phone (LAI-801). **REFER** to EPOP-COMM-3504 to establish HPN channel.

E.   **FOLLOW** the steps listed in EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions, Section 5.10.

F.   **PROVIDE** direction to the Offsite Team Coordinator in determining monitoring and sampling activities of the teams and receive periodic updates.

G.   **ENSURE** that the three States are provided with:

   1.   PDS "Met Data History 1" screen every 15 minutes.

   2.   URI input parameters (EPOP-RAD-3513, Attachment 14) and discuss differences in URI results with the three State lead dose assessment personnel.

H.   **ENSURE** that there is an exchange of field team data with the three State's lead dose assessment personnel.

I.   **CONDUCT** periodic briefings with the Emergency Director and the Technical Advisor to discuss the status of offsite radiological information and assessments.

J.   **ORGANIZE** the information and concisely state the latest radiological conditions on the status and map boards. As new or additional information becomes available, **UPDATE** the boards.

K.   If necessary**, PROVIDE** support to Personnel and Equipment Monitor on decontamination activities.

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Notes

3.0   Closeout Responsibility/Activities

3.1   De-escalate to the Recovery Phase.

A.   **ASSIST** the Emergency Director in formulation of a recovery plan using, EOF/RC Recovery Issues/Strategy Guide, Attachment 21.

B.   **DIRECT** Staff to return all equipment to its proper storage locations.

C.   **REVIEW** all documentation your Staff maintained during the emergency.

D.   **PROVIDE** all logs, forms and records to the Emergency Director upon termination of the emergency and entry into the Recovery Phase.

E.   **RETAIN** forms in accordance with V-EN-AD-103.

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ATTACHMENT 6 - OFFSITE COMMUNICATOR

Offsite Communicator Name: _____   Date: _____

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board AND then **OBTAIN** the following:

1.   "Offsite Communicator" binder & ID Badge.

2.   Log Book.

B.   **REVIEW** available sources to obtain overall status of emergency situation.

C.   IF any of the EOF/RC computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

D.   **OBTAIN** a briefing from the Emergency Director on emergency status.

1.2   Assume the position of Offsite Communicator.

A.   IF initial activation THEN:

1.   **OBTAIN** copies of all Emergency Classification and PAR Notification/Upgrade Forms from the Control Room that have been transmitted prior to the EOF becoming operational.

2.   **ENSURE** communication is available to the states via NAS phone or by alternate communication methods by making a test call to the three State Police locations.

3.   **ENSURE** communication is available to the NRC via FTS NRC phone or by alternate communication methods by making a test call.

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NOTES

Shift Manager retains responsibility for off-site States' notification until the Emergency Director assumes responsibility for implementation of VY Emergency Plan.

Shift Manager retains responsibility for off-site NRC authorities' notification (FTS ENS Phone) until the Emergency Director assumes responsibility for implementation of VY Emergency Plan.

In a CODE RED Security Event, when the Control Room is not able, the Emergency Director will assume responsibility for the off-site NRC notification (FTS ENS phone).

---

4.   **CALL** the Control Room to:

   a.   **DETERMINE** AND **RECORD** other offsite notifications made. (NRC, Corporate).

   b.   **DETERMINE** AND **RECORD** the next time required notifications are due.

5.   **INFORM** the Emergency Director when you are prepared to assume Offsite Communicator duties.

6.   **REVIEW** with the Technical Advisor and Radiological Assessment Coordinator, current plant status and radiological conditions and their impact on the thresholds on EALs and PARs.

7.   **OBTAIN** from the Technical Advisor and Radiological Assessment Coordinator the information needed to complete the Emergency Classification and PAR Notification/Upgrade Form:

   a.   Time of emergency classification declaration

   b.   Plant status

   c.   Release status

   d.   Meteorological conditions

   e.   PARs, (if any)

8.   **LOG ON** to WebEOC using instructions in back of position specific binder AND **ACCESS** the Emergency Notification Form Board.

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Notes

9.   When directed by the Emergency Director, **NOTIFY** Off site Agencies of the time that the EOF/RC assumed responsibility for the VY Emergency Plan:

    a.   VT/NH/MA via NAS

    b.   NRC via ENS

    c.   NRC Resident in accordance with AP 0156, Notification of Significant Events

B.   IF relieving another Offsite Communicator, THEN **PERFORM** a formal turnover with the current Offsite Communicator:

1.   **REVIEW** the current Offsite Communicator log.

2.   **OBTAIN** briefing from current Offsite Communicator on the emergency and any notifications or actions that have been completed or are in progress.

    a.   **REVIEW** all emergency classification and par notification/upgrade forms that have been transmitted prior to your arrival.

    b.   **DETERMINE** AND **RECORD** the next time required notifications are due.

    c.   **SIGN IN** on the EOF Staffing Board.

    d.   **LOG ON** to WebEOC using instructions in back of position specific binder AND **ACCESS** the Emergency Notification Form Board.

3.   **INFORM** the Emergency Director that you are now the Offsite Communicator.

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Notes

2.0   Continuous Responsibility/Activities

2.1   Maintain personnel accountability in the EOF

A.   IF you are leaving the work area for an extended period of time, THEN **INFORM** the Administration and Logistics Coordinator you are leaving the work area.

B.   Upon return, **OBTAIN** a briefing from the Emergency Director on any events, which have occurred while you were away.

2.2   Maintain Log

A.   **MAINTAIN** log by recording events and decisions.

1.   **LOG** when you assumed the duties of the Offsite Communicator (and when the EOF/RC is operational, if not previously done).

2.   **LOG** time of offsite notifications and time for next notifications.

3.   **LOG** all significant communications with other offsite officials.

2.3   Initial Notification of Emergency Classification and/or PARs to Offsite Authorities (States, NRC)

+---+
| **CAUTIONS** |
| |
| 1.   States' notification MUST be completed within 15 minutes of |
| emergency classification declaration. InForm or Attachment 18, |
| Emergency Classification and PAR Notification/Upgrade Form |
| Instructions can be used as a guide for completing this task. |
| |
| 2.   Notification of the NRC shall be done as soon as possible after |
| state authorities have been notified and must be completed |
| within 1 hour of the declaration. Only use VYAPF 0156.01 for |
| the initial notification or for any event changes. |
+---+

A.   **COORDINATE** with the Technical Advisor, Radiological Assessment Coordinator to obtain the information needed to complete the Emergency Classification and PAR Notification/Upgrade Form:

1.   Time of emergency classification declaration

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Notes

2.   Plant status

3.   Release status per the Note above,

4.   Meteorological conditions

5.   PARs

B.   Using InForm, **INPUT** the data and obtain approval from the Emergency Director. (The Emergency Director's approval is non-delegable.)

1.   IF InForm is unavailable, **USE** WebEOC to **INPUT** the data and provide the completed EPOP-EOF-3546, Attachment 18, Emergency Classification and PAR Notification/Upgrade Form to the Emergency Director for review and approval. (The Emergency Director's approval is non-delegable.)

2.   IF WebEOC is unavailable, THEN manually **COMPLETE** EPOP-EOF-3546, Attachment 18.

C.   IF InForm is unavailable, **USE** the NAS Phone or alternate communication to complete the notification to off-site authorities using Attachment 18, Emergency Classification and PAR Notification/Upgrade Form, within 15 minutes of the Emergency Classification declaration.

1.   IF any State EOC is not staffed, THEN **NOTIFY** the appropriate State Police agency per Attachment 18.

D.   IF plant conditions/emergency classification change PRIOR to initiating notification, THEN **DISREGARD** previous classification and continue notification with highest current classification. 15 minute clock begins with first classification time.

1.   IF the notification CANNOT be made within 15 minutes of the initial classification, THEN **COMPLETE** the lesser notification and prepare the higher classification notification in parallel. (RIS 2007-02)

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Notes

2.   <u>IF</u> plant conditions/emergency classification change <u>WHILE PERFORMING</u> notification:

a   Escalating to a GENERAL EMERGENCY: <u>THEN</u> **STOP** current notification <u>AND</u> **TYPE** in the remarks section of InForm or **STATE**: "Changes in plant conditions indicate a potential for escalating to a General Emergency Classification. A completed form with Protective Action Recommendations will be transmitted within 15 minutes."

b   <u>NOT</u> escalating to a GENERAL EMERGENCY: <u>THEN</u>, **CONTINUE** current notification <u>AND</u> **TYPE** in the remarks section of InForm or **STATE** on the NAS phone: "Changes in plant conditions indicate a potential for escalating the Emergency Classification. A completed form will be transmitted within 15 minutes."

E.   **REPORT** to the Emergency Director and Lead Offsite Liaison when transmittal is complete.

F.   <u>IF</u> InForm is unavailable, <u>THEN</u> **FAX** Attachment 18 to the three states, Corporate Duty Manager and Control Room (CR).

G.   **OBTAIN** from the Technical Advisor, the completed VYAPF 0156.01, Event Notification Worksheet.

H.   **NOTIFY** NRC as soon as possible but no later than 1 hour of the declaration in accordance with AP 0156, Notification of Significant Events.

I.   **ENSURE** the State PAR status board is maintained to include protective actions of shelter or evacuation of the general public. <u>DO NOT</u> post any precautionary transfers.

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Notes

2.4   Periodic updates to offsite authorities

NOTE

When onsite conditions are stable, the time period for periodic updates may be extended with concurrence from offsite authorities.

A.   Using InForm or WebEOC, **PREPARE** the Emergency Classification and PAR Notification/Upgrade Form at the following frequencies:

1.   When there has been a release or significant change in release rates and/or meteorological conditions, OR

2.   When there has been a significant change in plant conditions/classifications, OR

3.   Approximately every 30 minutes when conditions are static.

B.   IF InForm and WebEOC are unavailable, THEN manually **COMPLETE** Attachment 18.

C.   When periodic updates are required**, REFER** back to Step 2.3.

D.   IF PARs are upgraded, THEN **ENSURE** previously made PARs are carried over on the next notification.

E.   For the 30 minute updates, **CHECK** 30 minute UPDATE in the remarks section of the notification form.

F.   IF other plant events are occurring that do not require an upgrade to the emergency classification, THEN **PROVIDE** that information in the remarks section.

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Notes

3.0   Closeout Activities

3.1   De-escalation to the Recovery Phase.

A.   **COMPLETE** notifications for entry into Recovery using InForm, WebEOC or Attachment 18.

B.   **RETURN** all equipment to proper storage locations.

C.   **REVIEW** all documentations you maintained during the emergency.

D.   **PROVIDE** log and records to the Emergency Director upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 8 - LEAD OFFSITE LIAISON

Lead Offsite Liaison Name: Date:

Notes

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF/RC staffing board AND then **OBTAIN** the following:

1.   "Lead Offsite Liaison" binder & ID Badge.

2.   **VERIFY** VoIP phone (x4803) is operable.

B.   **SET UP** State Area, including set up of phones and removal of training materials in accordance with Attachment 23, State Assembly Area Sample Footprint.

1.   **CHECK** phones for dial tones.

2.   **ENSURE** fax machines date and time are accurate. IF not accurate, THEN **SET** date and time per fax machines instruction books.

3.   **TEST** the fax machines.

4.   **CONNECT** to the conference line with the other Offsite Liaisons using phone (x 4833):

a.   **DIAL** 9-1-802-451-4800 and enter the password (123456).

b.   **REMAIN** on the line for the duration of the event to share information with the Offsite Liaisons in NH and MA.

5.   IF any of the EOF/RC computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

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Notes

      6.   **TAKE OUT** the Status Board magnets.

C.   **PROVIDE** the following on the white board:

      1.   Current classification (using magnets)

      2.   Emergency Director name

      3.   Lead Offsite Liaison name

      4.   Listing of State spokespersons (one for each State)

D.   **REVIEW** any available sources to obtain overall status of emergency situation.

E.   **OBTAIN** a briefing from the Emergency Director on emergency status.

F.   <u>IF</u> Emergency Classification and PAR Notification/Upgrade Forms have been generated in the EOF/RC, <u>THEN</u> **OBTAIN** copies of all the forms and provide to the States.

G.   **LOG ON** to WebEOC using instructions in back of position specific binder and access the Significant Events Log

1.2   Assume the Position of Lead Offsite Liaison.

A.   <u>IF</u> initial activation <u>THEN</u>:

      1.   **ENSURE** with the Offsite Communicator that communication is available to the states via NAS phone or by alternate communication methods.

      2.   **INFORM** the Emergency Director when you are prepared to assume the Lead Offsite Liaison duties.

      3.   When the EOF is declared operational, and when the Emergency Director assumes responsibility of the VY Emergency Plan implementation, **INFORM** the States' representatives (if in the EOF/RC).

B.   **NOTIFY** the Offsite Communicator when State EOCs are staffed.

      1.   **WRITE** the names for the Offsite Liaisons for Massachusetts and New Hampshire on the EOF Staffing Board.

C.   <u>IF</u> relieving another Lead Offsite Liaison in the EOF/RC <u>THEN</u> **PERFORM** a formal turnover with the current Lead Offsite Liaison.

      1.   **SIGN IN** on the EOF Staffing Board.

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Notes

2.   **OBTAIN** briefing from current Lead Offsite Liaison on the emergency and any notifications or actions that have been completed or are in progress.

    a.   **REVIEW** all Emergency Classification and PAR Notification/Upgrade Forms that have been transmitted prior to your arrival.

3.   **INFORM** the Emergency Director that you are now the Lead Offsite Liaison.

2.0   Continuous Responsibility/Activity

2.1   Maintain personnel accountability in the EOF/RC

A.   <u>IF</u> you are leaving the work area for an extended period of time, <u>THEN</u> **INFORM** the Administrative and Logistics Coordinator you are leaving the work area.

B.   Upon return, **OBTAIN** a briefing from the Emergency Director on any events, which have occurred while you were away.

2.2   Ensure States/NRC Representatives are kept informed

A.   **PROVIDE** initial briefings as State Representatives arrive on:

1.   Emergency events

2.   Current plant conditions

3.   Emergency response activities currently underway

4.   Offsite radiological release status

5.   Dose assessment and PARs

B.   **ENSURE** that the State/NRC representatives at the EOF/RC are updated on the status of the emergency periodically.

C.   **PROVIDE** additional information on each significant change in:

1.   Plant parameters

2.   Emergency classification escalations or de escalations

3.   PAR/PAG recommendations

4.   URI calculations.

D.   **ENSURE** States/NRC representatives are aware of briefings.

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Notes

    E.   **PROVIDE** copies of appropriate documents to State/NRC representatives:

        1.   Approved news releases to the States representatives.

        2.   Approved Emergency Classification and PAR Notification/Upgrade Forms.

        3.   Approved Attachment 19, Plant Status Briefing Forms.

    F.   Respond to State/NRC questions.

    G.   **PROVIDE** feedback to the Emergency Director directly or via the Technical Advisor regarding:

        1.   State questions and concerns.

        2.   States protective action directives.

    H.   **ENSURE** the Offsite Communicator updates the PAR Status Board with the States protective actions to include shelter and evacuation of the general public. <u>DO NOT</u> **POST** any precautionary transfers.

    I.   **ENSURE** current classification level is posted throughout the facility.

    J.   **IMMEDIATELY** after each briefing:

        1.   **FAX** a copy of the completed Plant Status Briefing Form (Attachment 25) to the TSC (X5440) <u>AND</u> **FOLLOW UP** with a phone call to ensure receipt (X5211).

        2.   **FAX** a copy to the JIC Manager (X4829) <u>AND</u> **FOLLOW UP** with a phone call to ensure receipt (X4329).

        3.   **PROVIDE** copies to the Lead Offsite Liaison for the State Representatives.

2.3   Ensure Offsite Liaisons are kept informed

    A.   **PROVIDE** initial briefings as Offsite Liaisons arrive at their locations on:

        1.   Emergency events

        2.   Current plant conditions

        3.   Emergency response activities currently underway

        4.   Offsite radiological release status

        5.   PARs

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Notes

B. Using the conference call capability, **ENSURE** that the Offsite Liaisons are periodically updated on the status of the emergency.

C. **PROVIDE** additional information on each significant change in:

1. Plant parameters

2. Emergency classification escalations or de escalations

3. PAR recommendations

D. **RESPOND** to Offsite Liaisons' questions.

3.0 Closeout Activity

3.1 De-escalation to the Recovery Phase.

A. <u>IF</u> conditions warrant de-escalation to a recovery phase, <u>THEN</u> **FACILITATE** a discussion between the Emergency Director and the State/NRC representatives at the EOF/RC.

B. **RETURN** all equipment to its proper storage locations.

C. **REVIEW** all documentation you maintained during the emergency.

D. **PROVIDE** all logs, forms and records to the Emergency Director upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 9 - OFFSITE TEAM COORDINATOR

Offsite Team Coordinator Name: _____   Date: _____

Notes

> ### NOTE
>
> If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

    A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board <u>AND</u> then **OBTAIN** the "Offsite Team Coordinator" binder & ID Badge.

    B.   **REVIEW** status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

    C.   <u>IF</u> any of the EOF/RC computer systems or communications equipment are not functioning <u>THEN</u> **INFORM** the IT Helpdesk of malfunctions.

    D.   **OBTAIN** a briefing from the Radiological Assessment Coordinator on emergency status.

        1.   **REVIEW** Site Boundary and Off-Site team data.

        2.   **REQUEST** any additional information on current status of emergency response.

    E.   **OBTAIN** <u>AND</u> **REVIEW**:

        1.   EPOP-OSMT-3510, Off-Site and Site Boundary Monitoring.

        2.   EPOP-RAD-3513, Attachment 16 and 17

    F.   **PERFORM** radio check as per EPOP-COMM-3504.

1.2   Assume the position of Offsite Team Coordinator.

    A.   <u>IF</u> initial activation <u>THEN</u>:

        1.   As directed by the Radiological Assessment Coordinator, **PERFORM** the procedure outlined in EPOP-OSMT-3510.

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Notes

2. When radio contact has been established with the Site Boundary and Off-Site Teams, **INFORM** the Radiological Assessment Coordinator that you are ready to assume the dispatching and tracking of the monitoring teams.

3. **ENSURE** that the 10 mile EPZ map indicates team location and the wheel map indicates correct wind direction.

4. **LOG ON** to WebEOC using instructions in back of position specific binder and access the Rad Monitoring Field Team Data Board.

5. **INFORM** the Radiological Assessment Coordinator, Site Boundary and Off site Teams and OSC Manager that you have assumed the responsibility of direction and coordination.

B. <u>IF</u> relieving another Offsite Team Coordinator, <u>THEN</u> **PERFORM** a formal turnover with the current Offsite Team Coordinator:

1. **OBTAIN** briefing from current Offsite Team Coordinator on the emergency and any actions that have been completed or are in progress <u>AND</u> **SIGN IN** on the EOF Staffing Board.

2. **LOG ON** to WebEOC using instructions in back of position specific binder <u>AND</u> **ACCESS** the Rad Monitoring Field Team Data Board.

3. **INFORM** the Radiological Assessment Coordinator, Site Boundary and Off site Teams and OSC Manager that you are now the Offsite Team Coordinator.

2.0 Continuous Responsibility/Activities

2.1 Maintain Log.

A. **MAINTAIN** a log.

1. **LOG** when you assume the duties of the Offsite Team Coordinator (and when the EOF/RC is operational, if not previously done).

2. **LOG** significant events not captured on WebEOC (i.e. times contact of field teams and purpose of contact, coordination with State teams, etc.).

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3.   **LOG** all significant communications with other members of the ERO and offsite officials.

B.   Periodically **REVIEW** log for accuracy.

2.2   Maintain personnel accountability in the EOF

A.   IF you are leaving the work area for an extended period of time, THEN **INFORM** the Radiological Assessment Coordinator you are leaving the area.

B.   Upon return, **OBTAIN** a briefing from the Radiological Assessment Coordinator on any events, which have occurred while you were away.

2.3   Transmit information to the Site Boundary and Off Site Teams

A.   In the event that messages of a routine nature are occupying the radio channel and it is necessary to transmit an urgent message, **DEPRESS** the microphone button AND **ANNOUNCE** "Break, Break, Break - Urgent Message." When the channel is cleared of traffic, **PROCEED** with the urgent message.

B.   **GET** direction from the Radiological Assessment Coordinator on team dispatching AND **INPUT** into WebEOC. **COMMUNICATE** with Site Boundary and Off Site teams using EPOP-COMM-3504, Emergency Communication.

C.   **GET** information through the OSC Manager on the dispatching of Environmental Sampling teams, if required.

D.   When directed by the Radiological Assessment Coordinator, contact each team and using the data from WebEOC, **DIRECT** them to the designated sample point based on deployment strategy in EPOP-OSMT-3510.

E.   When directed by the Radiological Assessment Coordinator, **INFORM** all Site Boundary and Off Site team personnel of their exposure limits and to ingest KI.

F.   When directed by the Radiological Assessment Coordinator, **BRIEF** the Site Boundary and Off Site Teams on their exposure limits, plant conditions and meteorology (wind direction, wind speed and stability class).

G.   Periodically **INFORM** Site Boundary and Off Site Teams of major changes in emergency status:

1.   Changes in emergency classification.

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Notes

2.   Start or stop of any offsite releases of radioactive materials.

H.   **CONTINUE** to perform steps in EPOP-OSMT-3510 as directed by the Radiological Assessment Coordinator.

1.   **NOTIFY/ADVISE** Radiological Assessment Coordinator of significant potential events or non-conservatism.

2.   **INPUT** air sample data into WebEOC.

a.   IF WebEOC is unavailable, THEN **USE** EPOP-RAD-3513 Attachment 16 to record air sample data.

3.   **LOG** all samples collected on Attachment 24.

4.   **REQUEST** support from the Radiological Assessment Coordinator, as needed.

I.   Continuously **EXCHANGE** field team data with the three States' lead dose assessment personnel.

J.   **INVESTIGATE** other radiological concerns as requested by the Radiological Assessment Coordinator.

K.   **CONTINUE** plume tracking in accordance with EPOP-OSMT-3510 until the Radiological Assessment Coordinator determines surveys and sampling is no longer necessary.

3.0   Closeout Responsibility/Activities

3.1   De-escalate to the Recovery Phase.

A.   **DIRECT** Site Boundary and Off Site teams to return to site and have EOF/RC staff and field teams return all equipment to its proper storage locations.

B.   **REVIEW** all documentation your staff maintained during the emergency.

C.   **PROVIDE** all logs, forms and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 10 - ADMINISTRATION AND LOGISTICS COORDINATOR

Administration and Logistics Coordinator Name:_____   Date:_____

Notes

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider calling in additional qualified personnel.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

NOTE

Supplies are located under the lobby desk.

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building.

B.   **SIGN IN** on the EOF/RC staffing board in Room 125 and obtain "Administration and Logistics Coordinator" binder & ID Badge from cabinet.

C.   **ADJUST** the intercom volumes as necessary or as requested.

D.   <u>IF</u> any of the EOF/RC computer systems or communications equipment are not functioning <u>THEN</u> **INFORM** the IT Helpdesk of malfunctions.

E.   **REVIEW** any available sources to obtain overall status of emergency situation.

F.   **OBTAIN** a briefing from the Emergency Director on emergency status.

1.2   Assume the position of Administration and Logistics Coordinator.

A.   <u>IF</u> initial activation <u>THEN</u>:

   1.   **OBTAIN** VoIP phone (x4196) and verify operable.

   2.   **REVIEW** any outstanding requests.

   3.   **REPORT** to the Emergency Director when prepared to assume the Administration and Logistics Coordinator position.

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Notes

4.   **LOG ON** to computer and WebEOC. (Instructions in back of binder)

5.   WHEN the Emergency Director assumes responsibility from the Shift Manager, THEN **NOTIFY** the following that the EOF is operational and that __ has assumed the responsibility of Emergency Director using the ERF Directory.

   a.   Company Spokesperson

   b.   Corporate Duty Manager (CDM)

      (1)   **NOTIFY** the CDM of all declarations and information as contained on Attachment 18, or EPOP-CR-3540, Attachment 10.

         (a)   **ACT** as contact point between the Corporate Duty Manager and the Emergency Director for the request of additional off site resources. **PROVID**E the CDM with your contact information.

6.   IF outside of normal hours, THEN **CONTACT** the Security Shift Supervisor, using the ERF Communications Directory AND **ENSURE** that arrangements are made to perform Fitness For Duty testing at the EOF.

7.   Using EPOP-COMM-3504, Attachment 11, **NOTIFY** Hunter North of the emergency declaration AND **DIRECT** them to respond to the Vermont Yankee Training Center. **REQUEST** a relief shift roster also.

8.   **ASSIGN** security contractor personnel to the following locations to control access to the EOF/JIC:

   a.   Main entrance to the Joint Information Center (door by rest rooms on the first floor of the Brattleboro office building).

   b.   Front Entrance to the Brattleboro office building.

   c.   Training Center/EOF entryway.

   d.   Parking Area.

   e.   Roving position between guard posts to assist in security functions where necessary.

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Notes

9. Using the EPOP-COMM-3504, Attachment 11 in your position book, **NOTIFY** the following vendors of the emergency declaration and direct them to respond to Vermont Yankee Training Center.

   a. Siren Vendor

      Expected arrival time:____

   b. Consult/Techs

      Expected arrival time:

   c. Xerox Corporation

      Expected arrival time:____

10. **DETERMINE** initial staff for event.

   a. **OPEN** the Shift and Relief Planning Worksheet in WebEOC. (Use instructions in position specific binder.)

      (1) Using sign-in board, **FILL IN** names of individuals who are present in the EOF and call the TSC and OSC for the names of the individuals that will be participating in the event.

      (2) Once the JIC Manager has entered the JIC personnel, **PRINT** a complete worksheet for the Emergency Director to sign.

      (3) **ENTER** the Emergency Director name and approval date in WebEOC.

      (4) **PRINT** the completed relief schedule AND **PROVIDE** to the Emergency Director.

   b. IF WebEOC is not available, THEN **USE** Attachment 20 to fill in names of individuals who are present in the EOF and call the TSC and OSC for the names of the individuals that will be participating in the event.

      (1) The JIC Manager will fax the completed Attachment 20 with the JIC personnel to the Admin. and Logistics Coordinator in the EOF.

      (2) **MAKE** a copy of the complete (all facilities) worksheet for the Emergency Director.

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(3)   **FAX** the complete (all facilities) worksheet to the TSC and JIC.

B.   IF relieving another Administration and Logistics Coordinator, THEN **PERFORM** a formal turnover with the current Administration and Logistics Coordinator:

2.   **REVIEW** the Administration and Logistics Coordinator clipboard.

3.   **OBTAIN** briefing from current Administration and Logistics Coordinator on the emergency and any actions the have been completed or are in progress.

4.   **SIGN IN** on the EOF Staffing Board.

5.   **ENSURE** you have an understanding of any outstanding request for outside support or materials.

C.   **INFORM** the Emergency Director and Emergency Plant Manager (using the ERF Directory) in TSC that you are now the Administration and Logistics Coordinator.

2.0   Continuous Responsibility/Activities

2.1   Maintain personnel accountability in the EOF/RC

A.   IF you are leaving the work area for an extended period of time, THEN **CALL** AND **INFORM** the Emergency Director of your plans.

B.   Upon return, **OBTAIN** a briefing from the Emergency Director on any events, which have occurred while you were away.

2.2   Maintain a Log

A.   **MAINTAIN** a log.

1.   **LOG** when you assume the duties of the Administration and Logistics Coordinator (and when the EOF/RC is operational, if not previously done).

2.   **LOG** all significant tasks and requests.

B.   Periodically **REVIEW** log for accuracy.

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<u>**Notes**</u>

2.3   Prepare/support the Emergency Response Organization for resource assistance:

<u>CAUTIONS</u>

- As personnel arrive at the EOF, they must key in access code. EOF State Representatives (and others without access codes) must show identification prior to entry and sign in and out of the visitor's log. All unidentified personnel should be denied access and, if necessary, request Security assistance.

- Do not block open EOF entrance doors.

A.   <u>IF</u> informed by the Technical Advisor that PDS is unavailable, <u>THEN</u> **INFORM** the TSC ENS Communicator to fax plant parameter sheets to the EOF/RC. **COPY** <u>AND</u> **DELIVER** the sheets to the Technical Advisor, Emergency Director and Radiological Assessment Coordinator.

B.   When notified by the Emergency Director that Security Contractor personnel have arrived, **ASSUME** overview of their functions.

   1.   **ESTABLISH** a means of contact. **PROVIDE** Security Supervisor with number(s) to reach you.

C.   **DETERMINE** available manpower:

   2.   As personnel arrive, the on duty team will report to their positions. **ASSEMBLE** personnel not on the current duty team in the Training warehouse area.

   3.   **ENSURE** the general assembly area does not become overcrowded. <u>IF</u> an overflow of personnel occurs, <u>THEN</u> **RELEASE** personnel that are not on current duty team or scheduled for relief team (established by the Emergency Director).

D.   Periodically **BRIEF** personnel in lobby including Security, if PA not operational.

E.   <u>IF</u> additional resources are needed to support emergency response, <u>THEN</u> **OBTAIN** resources.

F.   **COORDINATE** requests and expedite any urgent requests as appropriate.

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G.   **REVIEW** existing contracts and open purchase orders against anticipated needs to expedite procurement process.

H.   **CALL** key vendors as necessary to ensure availability of support.

I.   **CONDUCT** procurement activities under standard procedures to the maximum extent possible.

J.   IF a decision is made to evacuate the JIC, THEN, as a precautionary measure, all declared pregnant staff should evacuate the EOF. **COORDINATE** the evacuation of declared pregnant staff.

   4.   As the entrance and hallways are not hardened, **ENSURE** all personnel move within the rooms of the EOF.

      a.   **TAKE** your VoIP phne and position book with you to Room 125 AND **RESUME** functions using any available computer.

K.   Periodically **CHECK** with the Emergency Director to evaluate and discuss future manpower and logistics needs.

2.4   Shift Staffing

A.   **DETERMINE** initial staff for event.

B.   **INITIATE** a Shift and Relief Planning Worksheet in WebEOC. (Use instructions in position specific binder.)

   1.   Using sign-in boards and/or sign-in sheets, **FILL IN** names of individuals who are present in the TSC and OSC AND **WORK** with the Ops Coordinator in the TSC for the Control Room personnel that will be participating in event.

C.   IF WebEOC is not available, THEN **USE** EPOP-EOF-3546, Attachment 20 to fill in names of individuals who are present in the TSC, OSC and Control Room that will be participating in event.

D.   Depending upon the anticipated duration of the emergency, **PREPARE** the relief shift staffing:

   1.   Emergency Director in the EOF will determine Relief Team. Populate Team in WebEOC.

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Notes

2. On the initial roster created in WebEOC, **FILL IN** the names for the Relief Team. **USE** the Duty Roster for the TSC and OSC personnel, **WORK** with the OSC Manager for the craft personnel and Ops Coordinator in the TSC for Control Room personnel.

3. Once schedule is complete, **INFORM** the Emergency Plant Manager.

4. IF WebEOC is unavailable, THEN **USE** EPOP-EOF-3546, Attachment 20, Shift and Relief Planning Worksheet, to prepare relief schedules.

   a. **FILL IN** the names for the Relief Team. **USE** the Duty Roster for the TSC and OSC personnel, work with the OSC Manager for the craft personnel and Ops Coordinator in the TSC for Control Room personnel. **FAX** completed worksheet to the Emergency Plant Manager (x5440).

6. IF personnel change or Team assignment changes, THEN:

   a. **UPDATE** WebEOC accordingly.

7. **COORDINATE** implementation of the relief schedule.

   a. **ASSIST** the Emergency Plant Manager with filling out relief instructions (EPOP-EOF-3546, Attachment 19) for the TSC personnel, as necessary.

   b. **ASSIST** the OSC Manager with filling out relief instructions (EPOP-EOF-3546, Attachment 19) for the OSC personnel, as necessary.

   c. **MAKE** copies of Attachment 19, to provide those personnel being released with instructions on reporting responsibilities and leave in EOF & JIC Lobby. (EPEX97TSC-2)

   d. **POST** a copy of completed instructions at building exits.

8. **ENSURE** arrangements are made to have food/water delivered.

   a. **COORDINATE** the distribution with Emergency Plant Manager when notified of food delivery to the TSC.

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Notes

E. IF potassium Iodide (KI) is distributed, THEN **WORK** with the Radiological Coordinator and provide a list of employees to verify all individuals were provided KI by RP.

   1. **REVIEW** EPOP-TSC-3542, Attachment 14, Personnel Accountability Logs against the roster with the Radiological Coordinator.

2.4 Long Term Emergency Response Support

A. Depending upon the duration of the emergency, **ENSURE** arrangements are made to have food/water delivered. **COORDINATE** the distribution with the Emergency Director when notified of food delivery.

B. **ARRANGE** lodging for Vermont Yankee emergency workers if their homes are in evacuated areas.

C. Depending upon the anticipated duration of the emergency, **PREPARE** relief shift staffing:

   1. **ASK** Emergency Director which team will be the Relief Team.

   2. On the initial roster created in WebEOC, **CHOOSE** the Relief Team.

   3. On the initial roster created in WebEOC, **FILL IN** the names for the EOF Relief Team by using the Duty Roster.

   4. Once the JIC Manager has entered their personnel, **PRINT** a complete worksheet for the Emergency Director to sign.

   5. Enter the Emergency Director name and approval date in WebEOC.

   6. **PRINT** completed relief schedule and provide to the Emergency Director.

   7. IF WebEOC is unavailable, THEN **USE** Attachment 20 to prepare relief schedules.

      a. **FILL IN** the names for the EOF Relief Team on Attachment 20 by using the Duty Roster.

      b. The JIC Manager will fax the completed Attachment 20 with the JIC personnel to the Admin. and Logistics Coordinator in the EOF.

      c. **OBTAIN** Emergency Director approval of completed worksheet.

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      d.   **MAKE** a copy of the complete (all facilities) worksheet for the Emergency Director.

      e.   **FAX** the complete (all facilities) worksheet to the TSC and JIC.

8.   **If** personnel change or Team assignments change, **THEN**:

      a.   **UPDATE** WebEOC accordingly.

      b.   **PRINT** new copy for the Emergency Director to sign.

      c.   **ENTER** the Emergency Director approval of the completed worksheet.

      d.   **MAKE** a copy of the complete (all facilities) worksheet for the Emergency Director.

      e.   **FAX** the complete (all facilities) worksheet to the TSC and JIC.

3.0   Closeout Activities

3.1   De-escalation to the Recovery Phase.

A.   **RETURN** all equipment to its proper storage locations.

B.   **REVIEW** all documentation you maintained during the emergency.

C.   **PROVIDE** all logs, forms and records to the Emergency Director upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 13 - DOSE ASSESSOR

Dose Assessor Name:_____   Date:_____

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

   A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board <u>AND</u> then **OBTAIN** the "Dose Assessor" binder & ID Badge.

   B.   **ASSIST** the setup of the Radiological Assessment area.

   C.   **REVIEW** status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

   D.   <u>IF</u> any of the EOF/RC computer systems or communications equipment are not functioning <u>THEN</u> **INFORM** the IT Helpdesk of malfunctions.

   E.   **OBTAIN** a briefing from the Radiological Assessment Coordinator on emergency status.

   F.   **OBTAIN** and review:

       1.   EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions.

1.2   Assume the position of Dose Assessor.

   A.   <u>IF</u> initial activation <u>THEN</u>:

       1.   **FOLLOW** the steps listed in EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions, Attachments 3 and 4.

           a.   Initial setup and operation of URI computers.

           b.   **LOG ON** to www.weather.com.

           c.   **ENSURE** PDS is on and operational.

           d.   Continuing assessment activities.

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2.   **INFORM** the Radiological Assessment Coordinator when you are ready to assume Dose Assessor responsibilities.

B.   IF relieving another Dose Assessor THEN **PERFORM** a formal turnover with the current Dose Assessor.

   1.   **OBTAIN** briefing from current Dose Assessor on the emergency and any actions the have been completed or are in progress.

   2.   **SIGN IN** on the EOF Staffing Board.

   3.   **INFORM** the Radiological Assessment Coordinator that you are now the Dose Assessor.

2.0   Continuous Responsibility/Activities

2.1   Maintain personnel accountability in the EOF

A.   IF you are leaving the work area for an extended period of time, THEN **INFORM** the Radiological Assessment Coordinator you are leaving the area.

B.   Upon return, **OBTAIN** a briefing from the Radiological Assessment Coordinator and/or other Dose Assessor on any events, which have occurred while you were away.

2.2   Monitor Radiological Release Rates and Perform Dose Assessment Calculations

A.   When directed by the Radiological Assessment Coordinator, **PERFORM** a base line dose projection based on current readings in accordance with EPOP-RAD-3513, Evaluations of Offsite Radiological Conditions.

B.   When directed by the Radiological Assessment Coordinator, **PERFORM** "what if" projected plume trajectory out to 10 miles. **ENSURE** this is labeled "what if "on the data sheet.

C.   **ENSURE** "what if" calculations are provided to the State Dose Assessment personnel.

D.   **NOTIFY** the Radiological Assessment Coordinator immediately of any change in release status as a result of:

   1.   Monitoring Plant Effluent Monitors for changes in Release Rates.

   2.   Monitoring of meteorological data for changes, which may affect offsite dose projections, Emergency Classification or Protective Action Recommendations.

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> **NOTES**
>
> 1. Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification.
>
> 2. Any change of PAR must be completely transmitted to offsite authorities within 15 minutes.

E. **ASSIST** the Radiological Assessment Coordinator with the completion of EPOP-PAR-3511 Attachment 5, Protective Action Recommendation Worksheet.

F. IF there is a change in any parameter, THEN **RECALCULATE** dose projections using URI and procedure EPOP-RAD-3513 AND **REPORT** results to the Radiological Assessment Coordinator immediately.

G. **ENSURE** dose calculations are provided to the State Dose Assessment personnel after approval by Radiological Assessment Coordinator.

H. As new or additional information becomes available, **UPDATE** status and map boards.

I. **CONTINUE** performing dose projections in accordance with the actions listed in EPOP-RAD-3513.

J. **PROVIDE** copies of URI results and PDS "Met Data History 1" printouts to the States.

3.0 Closeout Activities

3.1 De-escalate to the Recovery Phase.

A. **RETURN** all equipment to its proper storage locations.

B. **REVIEW** all documentation maintained during the emergency.

C. **PROVIDE** all logs, forms and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 14 - OFFSITE LIAISON

NH Offsite Liaison Name: _____   Date: _____

MA Offsite Liaison Name: _____   Date: _____

Notes

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   NH and MA Offsite Liaisons

1.1   Initial Responsibility/Activity

NOTE

To obtain a briefing on emergency status, wait a minimum of 30 minutes after notification to contact the Lead Offsite Liaison at 802-451-4800, enter password (123456).

A.   **CONTACT** the State Emergency Operations Center upon receiving notification and advise them of your estimated arrival time. **PROVIDE** a briefing on emergency status. (If known.)

B.   **CONTACT** the Lead Offsite Liaison at 802-451-4800, **ENTER** the password (123456), <u>AND</u> **INFORM** them that you are at the State EOC. **OBTAIN** a briefing on emergency status.

C.   **ENSURE** you have large copies of AP 3125, Electrical Distribution overview, important contact phone numbers, and directions to bring to your assigned area.

1.2   Continuous Responsibility/Activity

A.   **PERFORM** Offsite Liaison Duties

1.   **ASSIST** State personnel by interpreting information/data, if necessary, for use with URI, Rascal and any other computer systems used for radiological assessment.

2.   **PROVIDE** clarification/information (not direction) to questions about information they are receiving from their representatives at VY.

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3.   **ASSIST** State personnel in performing their duties by helping to analyze information in engineering, operations, and radiological assessment areas.

4.   **COMMUNICATE** with Lead Offsite Liaison to ensure that the State representatives at the EOF/RC are updated on the status of the emergency.

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VT Offsite Liaison Name: _____ Date: _____

2.0   VT Offsite Liaison

2.1   Initial Responsibility/Activity

    A.   Initial Orientation

        1.   Upon arrival at the EOF, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board <u>AND</u> then **OBTAIN** the "Offsite Liaison" binder & ID Badge.

        2.   **ASSIST** the setup of the EOF.

        3.   **REVIEW** status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

        4.   <u>IF</u> any of the EOF/RC computer systems or communications equipment are not functioning <u>THEN</u> **INFORM** the IT Helpdesk of malfunctions.

        5.   **OBTAIN** a briefing from the Emergency Director or Technical Advisor on emergency status.

    B.   **ASSUME** the position of VT Offsite Liaison.

        1.   <u>IF</u> initial activation <u>THEN</u>:

            a.   When the EOF is declared operational, and when the Emergency Director assumes responsibility of the VY Emergency Plan implementation, **INFORM** the Vermont representatives (if in the EOF/RC).

            b.   **INFORM** the Lead Offsite Liaison when you are ready to assume VT Offsite Liaison responsibilities.

        2.   <u>IF</u> relieving another VT Offsite Liaison, <u>THEN</u> **PERFORM** a formal turnover with the current VT Offsite Liaison.

            a.   **OBTAIN** briefing from current VT Offsite Liaison on the emergency and any actions that have been completed or are in progress.

            b.   **SIGN IN** on the EOF Staffing Board.

            c.   **INFORM** the Lead Offsite Liaison that you are now the VT Offsite Liaison.

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Notes

2.2 Continuous Responsibility/Activities

A. **MAINTAIN** personnel accountability in the EOF.

1. IF you are leaving the work area for an extended period of time, THEN **INFORM** the VT State representatives and Lead Offsite Liaison you are leaving the area.

2. Upon return, **OBTAIN** a briefing from the Lead Offsite Liaison and/or VT representative on any events, which have occurred while you were away.

B. **PERFORM** Offsite Liaison Duties

1. **ASSIST** State personnel by interpreting information/data, if necessary, for use with URI, Rascal and any other computer systems used for radiological assessment.

2. **PROVIDE** clarification/information (not direction) to questions about information they are receiving.

3. **ASSIST** State personnel in performing their duties by helping to analyze information in engineering, operations, and radiological assessment areas.

4. **COMMUNICATE** with the Lead Offsite Liaison to ensure that the State representatives at the EOF/RC are updated on the status of the emergency.

2.3 Closeout Activities

A. **DE-ESCALATE** to the Recovery Phase.

1. **RETURN** all equipment to its proper storage locations.

2. **REVIEW** all documentation maintained during the emergency.

3. **PROVIDE** all logs, forms and records to the Lead Offsite Liaison upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 15 - PERSONNEL & EQUIPMENT MONITOR

Personnel & Equipment Monitor Name:_____   Date:_____

NOTE

If all of the tasks outlined in this attachment cannot be performed then consider contacting the Admin & Logistics Coordinator in the EOF to request that additional qualified personnel be called in to help.

1.0   Initial Responsibility/Activity

1.1   Initial Orientation

A.   Upon arrival at the EOF/RC, **ENTER** the EOF using either a keycard or access code in the reader in the front lobby of the training building, **SIGN IN** on the EOF staffing board AND then **OBTAIN** the following:

1.   "Personnel & Equipment Monitor" binder & ID Badge.

2.   Log Book in the sprinkler room.

3.   **OBTAIN** two survey instruments from Eplan Cabinet #3.

4.   Frisker Stands.

B.   IF any of the EOF/RC computer systems or communications equipment are not functioning THEN **INFORM** the IT Helpdesk of malfunctions.

C.   **REVIEW** status boards, map boards and any other available sources to become familiar with current radiological conditions and plant status.

D.   **OBTAIN** a briefing from the Radiological Assessment Coordinator on emergency and radiological release status.

1.2   Assume the position of Personnel & Equipment Monitor.

A.   IF initial activation THEN:

1.   **PERFORM** response check of the survey instrument using EPOP-EOF-3546 Attachment 17, Response Check of Survey Instrument

2.   **ESTABLISH** a control point at the EOF entrance.

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Notes

      3.   **INFORM** the Radiological Assessment Coordinator when you are ready to assume radiological personnel monitoring responsibilities.

   B.   IF relieving another Personnel & Equipment Monitor, THEN **PERFORM** a formal turnover with the current Personnel & Equipment Monitor:

      1.   **REVIEW** the current Personnel & Equipment Monitor Log Book.

      2.   **OBTAIN** briefing from current Personnel & Equipment Monitor on the emergency and any actions that have been completed or are in progress.

      3.   **SIGN IN** on the EOF Staffing Board.

      4.   **INFORM** the Radiological Assessment Coordinator that you are now the Personnel & Equipment Monitor.

2.0 Continuous Responsibility/Activities

2.1 Maintain personnel accountability in the EOF

   A.   As personnel arrive at the EOF, they must key in access code. EOF State Representatives (and others without access codes) must show identification prior to entry. All unidentified personnel should be denied access and, if necessary, request Security assistance.

   B.   DO NOT **BLOCK** open EOF entrance doors.

   C.   IF you are leaving the work area for an extended period of time, THEN, **INFORM** the Administration and Logistics Coordinator or Radiological Assessment Coordinator you are leaving the area.

   D.   Upon return, **OBTAIN** a briefing from the Radiological Assessment Coordinator on any events, which have occurred while you were away.

2.2 Maintain a Log

   A.   **MAINTAIN** a log using your log book.

      1.   **LOG** when you assume the duties of the Personnel & Equipment Monitor (when the EOF/RC is operational, if not previously done).

      2.   **RECORD** names of all personnel monitored. Include time and results of readings.

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Notes

     3.   **LOG** the name(s) and vehicle(s) exceeding 2x background or 2000 net cpm, whichever is less.

     4.   **LOG** all personnel monitoring results.

     5.   **LOG** all significant communications with other members of the ERO and offsite officials.

B.   Periodically **REVIEW** log book for accuracy.

2.3   Perform Personnel & Equipment Monitor Duties

NOTE

All monitoring should be done in a low background area. (<2000 cpm).

A.   **DISCUSS** with the Radiological Assessment Coordinator if a release is in progress. IF a release is in progress, THEN **MONITOR** yourself first then all personnel on duty inside the EOF, as directed by the Radiological Assessment Coordinator.

B.   **COORDINATE** with the Radiological Assessment Coordinator to determine if monitoring of incoming personnel is required at the control point at the entrance to the EOF/RC.

     1.   IF monitoring is required, THEN **MONITOR** all incoming personnel at the EOF control point.

C.   IF a release is in progress, THEN **MONITOR** personnel arriving at the EOF.

     1.   **NOTE** in the logbook the name(s) exceeding 2x background or 2000 net cpm, whichever is less.

D.   IF a person reporting to the EOF is contaminated AND they are needed for the ERO, THEN decontamination will be conducted and documented in accordance with V-EN-RP-104, Personnel Contamination Events.

E.   IF a person reporting to the EOF is contaminated AND they are NOT needed for the ERO, THEN **DIRECT** the individual to a Reception Center for decontamination.

     1.   Vermont – Bellows Falls

     2.   New Hampshire – Keene

     3.   Massachusetts – Greenfield

F.   If decontamination activities are required, THEN **USE** Attachment 26 for set up.

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Notes

G.   Immediately, **REPORT** all significant or positive results to the Technical Advisor and the Radiological Assessment Coordinator.

H.   **RECEIVE** guidance from the Radiological Assessment Coordinator on decontamination activities.

I.   All materials used in personnel decontamination shall be bagged (waste liquid shall be placed in tanks or drums), labeled and placed in a controlled area for analysis and disposal.

J.   **SURVEY** vehicles as time permits <u>AND</u> **RECORD** information in log book.

3.0   Closeout Responsibility/Activities

3.1   De-escalation to the Recovery Phase.

A.   **RETURN** all equipment to its proper storage locations.

B.   **REVIEW** all documentation you maintained during the emergency.

C.   **PROVIDE** all logs, forms and records to the Radiological Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

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ATTACHMENT 17 - RESPONSE CHECK OF SURVEY INSTRUMENT

CAUTION

Any discrepancies with the operation of the equipment, notify the Radiological Assessment Coordinator.

Notes

1. **PERFORM** a visual inspection of the instrument. IF any conditions are found which could affect operability, THEN DO NOT **USE** the instrument.

   a. Frayed cables or cords

   b. Broken meter face

   c. Missing lights, switches

2. **CHECK** the calibration due date. IF the instrument is out of calibration, THEN DO NOT **USE** the instrument.

   a. Calibration due date is listed as follows:

   - (month – year, 6-02) This means that the calibration is due the last day of June 2002.

3. **CHECK** the battery.

   a. **TURN** the instrument on.

   b. The battery life icon in the upper left corner of the display will indicate the amount of life the battery has left.

   c. IF the batteries need to be changed, THEN **REMOVE** the back cover AND **REPLACE** with 2 "AAA" batteries.

4. **PERFORM** a Source Check: (Remove rubber cover from bottom of survey instrument)

   a. **OBTAIN** source EKit Response Check Source (CS 137 button source) from the E Plan Cabinet #3.

   b. **PLACE** the survey instrument in contact with the check source.

   c. The display should indicate between 10-15 kcpm. IF it does not, THEN DO NOT **USE** the instrument.

5. IF Steps 1-4 above have been completed satisfactorily, THEN **PREPARE** for frisking personnel.

6. **RETURN** to Step 1.2.A.2 of Attachment 15

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ATTACHMENT 18 - EMERGENCY CLASSIFICATION AND PAR NOTIFICATION/UPGRADE INSTRUCTIONS AND FORM

NOTE

STATES NOTIFICATION MUST BE COMPLETED WITHIN 15 MINUTES OF DECLARATION.

---

1. **PREPARE** message (Section I).

   CHECK A.1. IF an event is being declared AND **FILL IN** appropriate information.

   CHECK A.2. IF the Protective Action Recommendation is being upgraded.

   COMPLETE Section B

   - **CONFIRM** "shut down" is pre-checked.

   COMPLETE Section C using the following criteria:

   - IF no elevated radiation release has been detected or a ground level release has not been detected by sample or field monitoring, THEN **CHECK** the first box, "Has not occurred."

   - **CHECK** "Has occurred and is continuing" IF:

   An elevated release is indicated by an increase in radiation levels on Stack Gas Radiation monitors RM-17-156 or 157 or confirmed by stack gas sample due to the event,

   > OR

   A ground release of radiation is confirmed by sample or field monitoring

   > OR

   Other conditions exist that in the judgment of the Emergency Director indicate that events are in progress or have occurred which involve a failure of plant functions that will allow release of radioactivity to the environment.

   - Check "Has occurred but has been terminated" IF the release has been stopped.

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COMPLETE Section D.

a. **USE** 15 minute average for meteorological data.

b. For a ground release use lower MET data, for an elevated release use upper MET data.

c. **ACCESS** MET DATA HISTORY 1 display on ERFIS or PDS monitor.

d. IF the primary meteorological tower instrumentation is not functioning, but ERFIS or PDS is operable, THEN **OBTAIN** meteorological data from the secondary tower.

e. IF the primary meteorological tower instrumentation is not functioning, and the MET DATA HISTORY 1 and MET DATA HISTORY 2 displays on the ERFIS or PDS monitor are not available, THEN **OBTAIN** readouts of wind speed, wind direction, and one value of delta T from the secondary (backup) tower from CRP 9-48.

f. IF the primary meteorological tower instrumentation is functioning, but the MET DATA HISTORY 1 display on the ERFIS or PDS monitor is not available, THEN **DETERMINE** the required meteorological data from the video graphic recorders in the Relay House.

g. IF primary and secondary meteorological tower instrumentation is not available, THEN **CONSULT** Albany National Weather Service Station (Tel. No.'s 518-435-9574 [Primary] or 800-833-9880 [Backup], AND **ASK** for "Public Forecaster") regarding meteorological observations.

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> **COMPLETE** Section E. If a PAR is part of the message, use EPOP-PAR-3511 Attachment 5 for affected towns.
>
> **READ** Section G only at initial General Emergency declaration to recommend implementation of State KI plan.

2. For 30 minute updates **CHECK** "30 Minute Update" in the REMARKS section IV.

3. **OBTAIN** signatures (Section II).

   Individual filling out form must sign.

   Prior to notifications, **GET** approval of contents of message by getting appropriate signature.

4. **CONTACT** States by using appropriate contact number(s) listed in table.

5. **CONFIRM** communications established with States (i.e. "How do you read me?"), THEN **READ** the message.

6. **RECORD** initial State contact time (Section I)

7. **RECORD** name of individual contacted time notification is complete (Section III).

8. **FAX** form (Section IV).

   FAX notification form only to the States, WPO and CR by using appropriate fax number(s) listed in the table.

   RECORD time notification was faxed to States.

9. After all States notifications are completed, **INFORM** authorizing individual.

10. Usage of NAS phone is described in EPOP-COMM-3504.

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> **NOTE**
>
> 1. When using the NAS Phone, the "push to talk" button must be depressed while speaking.
>
> 2. If NAS Phone is non-functional, utilize the commercial phone back up system.

CONTACT NUMBERS				
	CONTROL ROOM		EOF/RC	
NAS PHONE GROUP CALL	**VT/NH/MA STATE POLICE & STATE EOCs A1**		**VT/NH/MA STATE EOCs A3**	
NAS INDIVIDUAL STATION CALL	VT STATE POLICE ROCKINGHAM	213 317	VT STATE EOC	314
	NH STATE POLICE	212	NH STATE EOC	311
	MEMA DISPATCH SHELBURNE	313 318	MA STATE EOC	313
COMMERCIAL TELEPHONE BACKUP	VT STATE POLICE Primary – 802-257-7101 Backup - 802-875-2112		VT STATE EOC Switchboard - 802-244-8721 Direct Line - 802-241-5476	
	NH STATE POLICE 603-271-3636		NH STATE EOC Switchboard - 603-271-2231 Direct Line - 603-223-3703	
	MEMA DISPATCH Switchboard - 508-820-2000 Direct Line - 508-820-2021		MA STATE EOC Switchboard - 508-820-2000 Direct Line - 508-820-2075	
FAX NOTIFICATIONS Use "all" button programmed on fax machine. If "all" button fails, then use individual numbers.	VT - 802-875-2176 NH - 603-271-1153 MA - 508-875-2517 OR WPO - 914-682-5222		VT	802-241-5556
			NH	603-223-3786
			MA	508-875-2517
			CR	802-258-5400
			WPO	914-682-5222

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I. **MESSAGE**
This is _____ from Vermont Yankee Nuclear Power Station ☐CR ☐EOF. Please refer to
the Emergency classification and PAR Notification/Upgrade form and
confirm that you can hear me.

(Check each state)   VT☐   NH☐   MA☐   Time_____

Please do not interrupt until the entire message is completed.

A. **Complete either 1 or 2**

☐ 1. **We have declared** (check one)
  ☐ an Unusual Event
    ☐ Unusual Event Terminated
  ☐ an Alert
  ☐ a Site Area Emergency
  ☐ a General Emergency
  ☐ entry to Recovery

  At_____hrs due to EAL_____.

☐ 2. **We have upgraded the Protective Actions for the General Emergency which was declared at _____ hours.**

B. **Plant Conditions:**
  The Plant is:
  ☒ shut down

C. **Radiological Conditions:**
  A radiological release due to this event (check one)
  ☐ Has not occurred
  ☐ Has occurred and is continuing
  ☐ Has occurred but has been terminated

D. **Present Meteorological Conditions:**
  Wind Speed_____ mph

  Wind direction from_____ degrees

E. **At the present time, we recommend the following protective actions:**
  ☐ None   ☐ As Follows

State	Town	Shelter	Evac
VT	Brattleboro	☐	☐
	Dummerston	☐	☐
	Guilford	☐	☐
	Halifax	☐	☐
	Vernon	☐	☐
NH	Chesterfield	☐	☐
	Hinsdale	☐	☐
	Richmond	☐	☐
	Swanzey	☐	☐
	Winchester	☐	☐
MA	Bernardston	☐	☐
	Colrain	☐	☐
	Gill	☐	☐
	Greenfield	☐	☐
	Leydon	☐	☐
	Northfield	☐	☐
	Warwick	☐	☐

F. **Follow your State procedures for the designated Classification**

G. **(At the initial General Emergency declaration, state the following:)**
  ☐ **We recommend you implement your State KI plan.**

II. **Preparer/Approval Signatures**
Form filled out by (print/sign/date):_____/_____

Authorized by (print/sign/date):_____/_____

III. **Acknowledgement (Note: notification to the states must be complete within 15 minutes of declaration or upgrade)**   Time Complete_____
Acknowledgement of message:
VT/Name_____   NH/Name_____   MA/Name_____

IV. **Fax notification form to states (Note: this is to supplement the call)**
Time notification initiated: VT☐   NH☐   MA☐   Time_____
☐ 30 minute Update **REMARKS:**

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ATTACHMENT 19 - INSTRUCTIONS TO PERSONNEL PRIOR TO BEING RELEASED FROM THE ASSEMBLY AREA

Instructions for: ☐ EOF/JIC ☐ TSC ☐ OSC

Time: _____ Date _____

PROVIDE the following information and this sheet to all ERO members prior to their release from the assembly area:

1. **REPORT** to your assigned Emergency Response Facility at _____hours.

2. Egress and Ingress Routes:

    _____

    _____

3. Access Requirements:

    Entergy ID required at EOF and JIC.

    Other Requirements: _____

    _____

4. **INFORM** the individual that if they live in the EPZ and are evacuated, accommodations will be provided to them for the duration of the emergency.

5. Admin and Logistics Coordinator (EOF) - (802) 257-5271 x4196

* Post a copy of this at building exits.

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ATTACHMENT 20 - SHIFT AND RELIEF PLANNING WORKSHEET

EOF/ OFF SITE

*Required per Emergency Plan   Date:_____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
EOF					
Emergency Director*			Dose Assessor		
Radiological Assessment Coordinator*			Offsite Team Coordinator		
Offsite Communicator*			Off Site Team Green (2)		
Technical Advisor*			Off Site Team Blue (2)		
Lead Offsite Liaison			Site Boundary Team (2)		
Administration and Logistics Coordinator			Offsite Liaison – VT (EOF)		
Personnel & Equip Monitor			Offsite Liaison @ MA		
			Offsite Liaison @ NH		
JIC					
Company Spokesperson *			Inquiry Responders		
JIC Manager					
Technical Advisor					
Media Liaison					
Media Monitoring (2)					

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IN PLANT

*Required per Emergency Plan

Date:_____

POSITION	INITIAL SHIFT	RELIEF SHIFT	POSITION	INITIAL SHIFT	RELIEF SHIFT
CONTROL ROOM			OSC		
Shift Manager*			OSC Manager*		
CRS/CFH* (Communicator)			Repair & Corrective Action Teams		
NCOs (3)*					
RP Technician*					
TSC					
Emergency Plant Manager*					
Operations Coordinator*					
Radiological Coordinator*					
Engineering Coordinator*					
Maintenance Coordinator*					
ENS Communicator					
Security Coordinator*(at Offsite Command Post)					

_____   ____/_____

Emergency Director Approval   Date/Time

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ATTACHMENT 21 - EOF/RC RECOVERY ISSUES/STRATEGY GUIDE

1. **CONVENE** a meeting of key EOF/RC Emergency Response Organization (ERO) personnel and the Emergency Planning Manager. It is suggested as a minimum the following members attend:

    A.   Emergency Director

    B.   Radiological Assessment Coordinator

    C.   Technical Advisor

    D.   Emergency Planning Department Manager

2. **REVIEW** existing conditions, **OUTLINE** the issues to be resolved, <u>AND</u> **DEVELOP** an Issues/Strategies Package that will form the basis for the offsite portion of the plant Recovery Plan. Issues that should be considered include:

    A.   **Present Activities Being Performed by EOF Staff**

        1.   **IDENTIFY** ongoing activities and determine the need to continue.

    B.   **Radiological**

        1.   **EVALUATE** the need for an environmental sampling program.

        2.   **ARRANGE** for the analysis of the field team samples.

        3.   **USE** the field team air sample analysis results with the projections calculated during the event.

        4.   <u>IF</u> required, <u>THEN</u> **ESTIMATE** total population dose.

        5.   **EVALUATE** clean up requirements.

        6.   **EVALUATE** the need to bring in outside expertise for radiological monitoring.

        7.   **DETERMINE** the final disposition of field team samples.

    C.   **Support to Offsite Authorities**

        1.   **CONSIDER** outstanding requests from offsite authorities.

        2.   **KEEP** offsite authorities **APPRISED** of onsite conditions and activities.

    D.   **Corporate Interface**

        1.   **KEEP** corporate management **APPRISED** of conditions and activities.

        2.   **PROVIDE** information to legal organization as requested.

        3.   **IDENTIFY** issues applicable to Human Resources and Employee Assistance.

E.   **Logistics**

1.   **IDENTIFY** manpower needs to support offsite recovery activities.

2.   **IDENTIFY** all non-Entergy personnel and activities currently in place.

3.   **REVIEW** equipment and material needs for EOF recovery activities.

4.   **ASSIST** onsite and Public Information organizations in obtaining offsite support.

5.   **EVALUATE** the need for additional communications capabilities.

F.   **Documentation**

1.   **DIRECT** that an Event Summary Report be prepared.

2.   **DEVELOP** offsite portions of Root Cause Report.

3.   **DEVELOP** offsite portion of the Recovery Plan (short/long term).

G.   **Other**

1.   Any item which does not fall into one of the listed categories.

ATTACHMENT 22 - EOF/RC BRIEFING GUIDE

"This is a Drill" (when appropriate)

EMERGENCY STATUS

- Current EAL classification:_____ Designator_____

- Declared at:_____

- Escalation criteria:_____

- ERF Operational Status: (Cover this until all facilities are operational)
    - EOF/TSC/OSC/JIC/ICP

- Plant Status: (Stable, Improving, or Degrading)

- Release in progress: (None, Anticipated, Occuring, Occurred & Terminated)
    - Time Start:_____ Time Stop:_____

- Elevated (stack) / Ground level (RB blow out panel or other)

- Plant Operational Status: (Technical Advisor)
    - Equipment Issues
    - Operational Priorities
    - OSC Repair & Corrective Action Team Status (WebEOC)
    - Accountability/Injuries/Fatalities (do not announce injuries or fatalities during hostile action based events)

- Radiological/Chemistry/Field Team updates: (Radiological Assessment Coordinator)

- Protective Action Recommendations

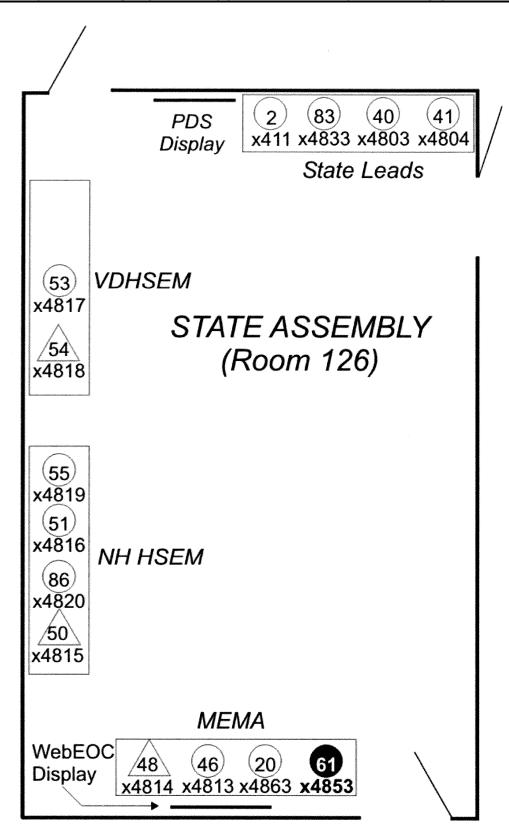CONDUCT OF EOF/RC OPERATIONS (periodically)

- Emphasize use of Human Performance (HU) tools.

- Direct staff to be proactive. Always be thinking ahead.

- Emphasize use of coaching.

- Direct EOF/RC staff to continually review their procedures to ensure required actions are being performed.

- Remind personnel leaving the EOF/RC area for an extended period of time to inform the Admin & Logistics Coordinator before leaving.

QUESTIONS/COMMENTS? (optional)

Next Briefing time is _____

"This is a Drill" (when appropriate).

This **IS** a Quality Record.

ATTACHMENT 23 - STATE ASSEMBLY AREA SAMPLE FOOTPRINT

PDS Display

| 2 | 83 | 40 | 41 |
| x411 | x4833 | x4803 | x4804 |

State Leads

VDHSEM

53
x4817

54
x4818

STATE ASSEMBLY
(Room 126)

55
x4819

51
x4816

NH HSEM

86
x4820

50
x4815

MEMA

WebEOC Display

| 48 | 46 | 20 | 61 |
| x4814 | x4813 | x4863 | x4853 |

ATTACHMENT 24 - SAMPLES COLLECTED LOG

Date:_____

SMPL#	TYPE	TIME	SAMPLE LOCATION	ANALYST	TIME	RESULTS	REVIEWER(S)	TIME REPORTED	P OR O*

*P – Preliminary or O – Official

This **IS** a Quality Record.

ATTACHMENT 25 - PLANT STATUS BRIEFING FORM

DATE:_____   ISSUE NO.:_____   TIME:_____

EVENT CLASSIFICATION: ☐ ALERT ☐ SITE AREA ☐ GENERAL   Declared at:_____
REASON (EAL AND DESCRIPTION)

FUEL POOL STATUS   Water Level:_____ft.   Temperature:_____°F.

PLANT SITUATION ☐ Stable	☐ Improving	☐ Degrading

RADIOACTIVE RELEASE	☐ None ☐ Has occurred and is continuing ☐ Has occurred but has been terminated	☐ Anticipated Time stack release started_____ Time ground release started_____

OPERATIONAL PRIORITIES:

ACCOUNTABILITY COMPLETE ☐ YES ☐ NO	COMMENTS:
INURIES ☐ YES ☐ NO	
FATALITIES ☐ YES ☐ NO	

VY PROTECTIVE ACTION RECOMMENDATION:
☐ NONE   ☐ SHELTER   ☐ EVACUATE   ☐ USE OF KI AUTHORIZED FOR VY EMPLOYEES
(Attach & read from EPOP-PAR-3511 Att. 5 for any PARs)

METEOROLOGICAL	Wind Speed	Upper_____mph	Lower_____mph
	Wind Direction (FROM)	Upper_____deg	Lower_____deg
	Delta T	Upper_____degF	Lower_____degF
	Stability Class	Upper_____	Lower_____

PROTECTIVE ACTIONS TAKEN BY THE STATES:

VT	Shelter	Evac	NH	Shelter	Evac	MA	Shelter	Evac
Brattleboro	☐	☐	Chesterfield	☐	☐	Bernardston	☐	☐
Dummerston	☐	☐	Hinsdale	☐	☐	Colrain	☐	☐
Guilford	☐	☐	Richmond	☐	☐	Gill	☐	☐
Halifax	☐	☐	Swanzey	☐	☐	Greenfield	☐	☐
Vernon	☐	☐	Winchester	☐	☐	Leyden	☐	☐
						Northfield	☐	☐
						Warwick	☐	☐

OTHER:

Emergency Director Approval_____   Time Presented_____   Briefer Initials_____

This IS a Quality Record.

ATTACHMENT 26 - DECONTAMINATION ACTIONS
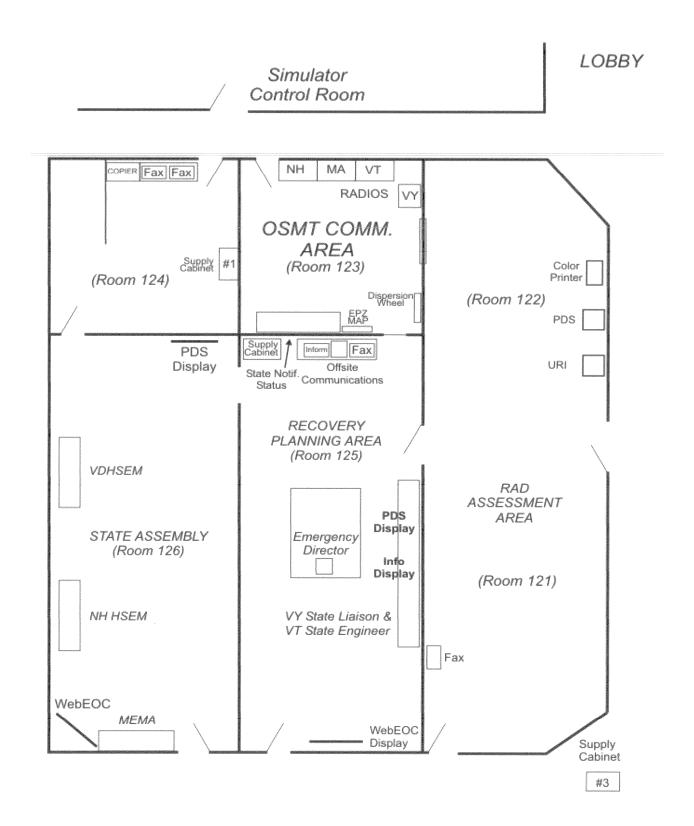
1.   Set-up activities

   a.   **RETRIEVE** barrel of decontamination equipment from the Sprinkler Room.

   b.   **REMOVE** equipment from the barrel.

   c.   **PLACE** barrel under the drain pipe located in the closet between lavatories.

   d.   **CLOSE** lower right hand wheel (DECON-1). This shuts off shower drain flow to the regular drain system.

   e.   **OPEN** upper left hand wheel (DECON-2). This allows shower drain flow into the barrel.

   f.   **MOVE** decontamination equipment upstairs to the Men's (or Women's) lavatory.

   g.   **PERFORM** decontamination in accordance with V-EN-RP-104 and Radiological Assessment Coordinator guidance.

2.   Restoration activities

   a.   All materials used in personnel decontamination shall be bagged, labeled and placed in a controlled area for analysis and disposal.

   b.   Waste water shall be collected in tanks or barrels, labeled and placed in a controlled area for analysis and disposal.

      1)   **RESTORE** shower drain flowpath

      2)   **CLOSE** upper left hand wheel (DECON-2).

   c.   **OPEN** lower right hand wheel (DECON-1).

   d.   Materials will be replenished during post-event inventories.

ATTACHMENT 28 - EOF/RC FOOTPRINT SAMPLE

ATTACHMENT 29 - FILLING AN ERO VACANCY DURING FACILITY ACTIVATION/OPERATION

- If an ERO position is not filled during the ERF activation/operation, the facility manager (if possible, the non on call facility managers) should take the following action to fill the vacancy to ensure the facility can perform its assigned function and the facility can be made operational within the time requirements established in the site's emergency plan.

> **NOTE**
>
> Vacant positions can be filled using ERO members from other emergency response facilities.

- If possible, select a person to fill the position with any individual qualified for that position. This person does not need to be the on-duty person. In an all-call activation, the first responder to arrive for a position should take the position until the on-duty person arrives.

- If possible, fill the position with a person previously qualified for the vacant position. This fill-in person may have a new ERO position for which there is adequate ERO staffing.

- If possible, select a person from the extra ERO members reporting that are responsible for performing the facility function (i.e. dose assessment, communication, administrative support, etc.) as the vacant position.

- If possible, the person selected should be from a higher position in the reporting chain of the vacant position.

- If none of the above steps are possible, fill the position with a person who is technically qualified to perform the assigned task and can use the position book, checklist, etc. as their guide.   Although this last approach is the least desirable, the goal is to activate the respective ERF ASAP to support mitigation of the event.

2.   Once a person is selected to fill the vacant position, perform the following:

- Ensure the person filling the vacancy understands their new duties by having them review the position binder, checklist, etc.

- Ensure the person filling the vacancy is wearing the appropriate badge.

- Ensure the person filling the vacancy understands their new role in the ERO.

- Ensure the facility lead is aware of the actions taken to fill the vacancy.

- Contact the Admin. & Logistics Coordinator in the EOF and instruct them to locate someone from the vacant position and have them report immediately to the facility.

3.   If the vacant ERO position is the facility manager position, then this responsibility would become the facility leads responsibility. This responsibility can be delegated.