



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

December 17, 1980

50-320 Three Mile Island

MEMORANDUM FOR: Chief, Document Management Branch, TIDC
FROM: Director, Division of Rules and Records, ADM
SUBJECT: PRIVACY REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has performed a privacy review for the attached document and has determined that it may now be made publicly available.

A handwritten signature in cursive script, appearing to read "J. M. Felton".

J. M. Felton, Director
Division of Rules and Records
Office of Administration

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THIS DOCUMENT CONTAINS
POOR QUALITY PAGES

Control Copy *[Signature]*

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MRC HEADQUARTERS INCIDENT RESPONSE PLAN

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PERSONAL PRIVACY INFORMATION
DELETED IN ACCORDANCE WITH THE
FREEDOM OF INFORMATION ACT

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REVISION DATE 1/15/78

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PERSONAL PRIVACY INFORMATION
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NRC HEADQUARTERS INCIDENT RESPONSE PLAN

- 1.0 SCHEDULES
- 1.1 HEADQUARTERS DUTY OFFICER/ON-CALL TRACT MEMBER SCHEDULE
- 1.2 REGIONAL DUTY OFFICER
- 1.3 NRR DUTY OFFICER
- 1.4 STATE PROGRAMS DUTY OFFICER
- 1.5 ELD DUTY OFFICER

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1.1 HEADQUARTERS DUTY OFFICER/ON-CALL TRACT MEMBER

FOR

OFFICE OF INSPECTION AND ENFORCEMENT*

<u>DATE</u>	<u>ON-CALL TRACT MEMBER</u>	<u>HQO</u>
Nov 14-Nov 21	L. I. Cobb	F. J. Nolan 1/
Nov 21-Nov 23	L. B. Higginbotham	W. R. Rutherford 2/
Nov 28-Dec 5	E. M. Howard	D. K. Sly
Dec 5-Dec 12	E. L. Jordan	L. E. Tripp
Dec 12-Dec 19	N. C. Poseley	G. H. Bidinger 3/
Dec 19-Dec 26	G. W. Reinmuth	K. W. Whitt
Dec 26-Jan 2	J. H. Sniezek	G. H. Bidinger
Jan 2-Jan 9	H. D. Thornburg	D. R. Chapell
Jan 9-Jan 16	S. E. Bryan 5/	D. R. Chapell 4/
Jan 16-Jan 23	L. I. Cobb	G. C. Gower
Jan 23-Jan 30	L. B. Higginbotham	G. R. Klingler
Jan 30-Feb 6	E. M. Howard	E. L. May
Feb 6-Feb 13	E. L. Jordan	J. R. Metzger
Feb 13-Feb 20	N. C. Poseley	F. J. Nolan
Feb 20-Feb 27	G. W. Reinmuth	J. I. Riesland
Feb 27-Mar 6	J. H. Sniezek	W. R. Rutherford
Mar 6-Mar 13	H. D. Thornburg	D. K. Sly
Mar 13-Mar 20	S. E. Bryan	L. E. Tripp
Mar 20-Mar 27	L. I. Cobb	B. H. Weiss

- 1/ F. J. Nolan swapped with J. I. Riesland
- 2/ D. K. Sly will be HQO on Nov 27
- 3/ G. H. Bidinger swapped with B. H. Weiss
- 4/ D. R. Chapell swapped with L. J. Cunningham (Aug 29-Sept 5 tour of duty)
- 5/ S. E. Bryan replaces E. L. Jordan as XCOS.
E. L. Jordan replaces R. W. Woodruff as AD, DROI

1.2

REGIONAL DUTY OFFICER

The Regional Duty Officer should be contacted through the operator or answering service in the region. See Section 2.7

1.3

NRR DUTY OFFICER

The NRR Duty Officer should be contacted through the NRC Operator.

1.4

STATE PROGRAMS DUTY OFFICER

The SP Duty Officer should be contacted through the NRC Operator.

1.5

CELD DUTY OFFICER

In the event a Commissioner, the EDO, an Office or Division Director or any other NRC employee has need for CELD assistance during non-duty hours, direct the NRC Operator to contact:

1. Howard Shaper, Executive Legal Director
2. Thomas F. Engelhardt, Deputy Executive Legal Director
3. CELD Duty Attorney

In that order.

2. CALL LISTS

- 2.1 HDO CALL LIST
- 2.2 IRACT CALL LIST
- 2.3 EMT CALL LIST
- 2.4 IAT CALL LIST
- 2.5 COMMISSION CALL LIST
- 2.6 NRC OFFICES' INCIDENT NOTIFICATION LIST
- 2.7 DIRECTORY OF KEY PERSONNEL - REGIONS
- 2.8 OTHER CRITICAL NUMBERS
- 2.9 DIRECTORY OF KEY PERSONNEL - HEADQUARTERS

2.1 HDO CALL LIST

Area Code is 301 unless indicated

HDO

HOME PHONE

G. H. Bidinger
D. R. Chapell
L. J. Cunningham
G. C. Cower
G. R. Klingler
E. L. May
J. R. Metzger
F. J. Holan
J. I. Riesland
W. R. Rutherford
D. K. Sly
L. E. Tripp
B. H. Weiss
K. W. Whitt

This list will be used as the reference list for generating HDO schedules.

*call NRC operator

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2.2 IRACT CALL LIST

2.2.1	<u>IE IRACT Members</u>	<u>Home Phone</u>	<u>Office Phone</u>
	J. H. Sniezek		492-8019
	E. M. Howard		492-7650
	N. C. Moseley		492-8160
	H. D. Thornburg		492-8434

In addition, the following IE personnel are designated "On-Call" IRACT Members in order to participate in the off-hour notification program. Their primary assignment is as IRACT Support Staff.

S. E. Bryan	492-8487
L. I. Cobb	492-7361
E. L. Jordan	492-8160
G. W. Reinmuth	492-7551
L. B. Higginbotham	492-8098

2.2.2 NRR and NMSS IRACT Members

The appropriate NRR or NMSS Division Director is notified through established procedures when the IRC is activated and becomes the fifth member of IRACT.

NRR: V. Stello, Jr.	492-7672
NMSS/Safeguards: R. F. Burnett (NOTE)	427-4033
NMSS/Fuel Cycle R. E. Cunningham (NOTE)	427-4152

NOTE: This IRACT Member is not contacted directly; NMSS IRACT Member will be notified by NMSS Point-of-Contact, Section 2.6

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2.3 EMT CALL LIST

Attempt to contact the EMT in the following order.

<u>EMT</u>	<u>Office</u>
J. G. Davis, Acting Director, IE	492-8177
W. J. Dircks, Director, NISS*	427-4053
H. R. Denton, Director, HRR	492-7591
L. V. Gossick, EDO	492-7511

Home



* This EMT is not contacted directly. This member will be notified by NISS Point of Contact (see Section 2.6).

2.4 IAT CALL LIST

IAT

Contact is to be made in the order that the IAT members are listed. Do not use Section 2.9-5 to contact Division of Safeguards staff. All IAT members are listed in this section. IE IAT members are on pagers and may be reached through the NRC operator.

<u>IAT Member</u>	<u>Home</u>	<u>Office</u>
R. G. McCormick	 	492-8030
W. J. Ward		492-8080
T. F. Carter		427-4030
J. R. Hiller		492-7014

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2.5 COMMISSION CALL LIST

Commissioner/Assistants

Home Phone

Office Phone

Chairman Hendrie

634-1459

Jacques Hard, Tech. Ass't.

634-1429

Donald F. Hassell, Ass't

634-3261

William Dorie, Adm. Ass't.

634-3271

Commissioner Gilinsky

634-1461

George Eysymontt, Tech. Ass't.

634-3278

Paul Goldberg, Staff Ass't.

634-3278

Anne Hodgdon, Legal Ass't.

634-3278

Commissioner Kennedy

634-1463

John C. Guibert

634-1435

John H. Stephens

634-1435

Commissioner Bradford

634-3308

Hugh Thompson, Tech. Ass't.

634-3308

Thomas Gibbon, Legal Ass't.

634-3308

Commissioner Ahearne

634-3323

George Sauter

634-3325

Area Code is 301 unless indicated

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2.6 NAC OFFICES' INCIDENT NOTIFICATION LIST

Note: Names are listed in preferred order of contact

<u>OFFICE</u>	<u>Home Phone</u>	<u>Office Phone</u>
<u>NRR</u> (Reverse order for Level III)		
Harold R. Denton		492-7691
Victor Stello, Jr.		492-7672
Brian K. Grimes		492-7415
Darrell G. Eisenhut		492-7221
DOR Duty Officer		
<u>NMSS</u> (POINT-OF-CONTACT)		
Thomas F. Carter, Jr.		427-4030
Joseph Yardumian		427-4195
J. Davidson		427-4195
Thomas C. Thayer		427-4189
Robert F. Burnett		427-4033
Clifford V. Smith, Jr.		427-4063
<u>PA</u>		
Joseph J. Fouchard		635-1645; 492-7715
Frank L. Ingram		492-7715
<u>ACM</u>		
Daniel J. Donoghue		492-7335

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OSP○ OSP Duty Officer

Robert G. Ryan

Harold E. Collins

Marshall E. Sanders

Robert W. DeFayette

PLA

Harold S. Bassett

Harry Watters

OELD

Howard K. Shapar

Thomas F. Engelhardt

James P. Murray, Jr.

○ EDO

Lee V. Gossick

Tom Rehs

Home PhoneCall NRC OperatorOffice Phone

492-6170

492-7210

492-7210

492-7210

492-7575

492-7721

492-7308

492-7503

492-7436

492-3300 (H St.)

492-7511

492-7781

SECURITY

Raymond J. Brady

Calvin L. Burch

Martin King

Robert F. ...

427-4472

427-4405

427-4474

427-4476

<u>OIP</u>	<u>Home</u>	<u>Office</u>
James R. Shea		492-7886
Joseph D. Lafleur, Jr.		492-7131
Gerald Oplinger		492-7856
<u>Congressional Affairs</u>		
Carlton Kammerer		634-1443
Edward Fay		634-1443
Stephen Kent		634-1443
Mrs. Randy Pine		634-1443
<u>Subcommittee on Energy and the Environment (House)</u>		
Dr. Henry R. Myers		225-8331
Mr. Stan Scoville		225-8331
<u>Subcommittee on Environment and Public Works (Senate)</u>		
Dr. Kevin Cornell		224-5852
Dr. Haven Whiteside		224-7859

Congressional Assistants should be contacted only if no member of Congressional Affairs can be reached.

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Directory of Key Personnel - Region I

Duty Officer	Normal Working Hours	215-337-5000
	FTS	483-1001
	Off Hours	215-337-5000

<u>Name and Title</u>	<u>Office Phone</u>	<u>Home Phone</u>
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Boyce H. Grier
Director

215-337-5000
FTS 428-1001
[ALL]

Gary L. Snyder
Assistant to Director

Robert T. Carlson, Chief
Reactor Construction and
Engineering Support

Eldon J. Brunner, Chief
Reactor Operations and
Nuclear Support

George H. Smith, Chief
Fuel Facility and
Material Safety

Walter G. Martin, Chief
Safeguards

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Directory of Key Personnel - Region 11

Duty Officer	Normal Working Hours	404-221-4503
	FTS	242-4503
	Off Hours	404-221-4503 242-4503

Name and TitleOffice PhoneHome Phone

James P. O'Reilly
Director

404-221-5500
FTS 242-5500
[ALL]

Dudley Thompson
Deputy Director

Charles A. Upright
Assistant to Director

C. E. Murphy, Chief
Reactor Construction and
Engineering Support

F. J. Long, Chief
Reactor Operation and
Nuclear Support

J. T. Sutherland, Chief
Fuel Facility and Material
Safety

W. B. Kennel, Chief
Safeguards

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Directory of Key Personnel - Region II:

<u>Duty Officer</u>	<u>Anytime</u>	<u>312-858-2650</u>
<u>Name and Title</u>	<u>Office Phone</u>	<u>Home Phone</u>
J. G. Keppler Director	FTS 337-9200 [ALL]	
G. W. Roy Deputy Director		
C. E. Norelius Assistant to Director		
R. F. Heishman, Chief Reactor Construction and Engineering Support		
G. Fiorelli, Chief Reactor Operation and Nuclear Support		
A. Bert Davis, Chief Fuel Facility and Material Safety		
J. A. Hind, Chief Safeguards		

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DIRECTORY OF KEY PERSONNEL - REGION IV

Duty Officer (DO)

Obtain name and phone number from
NRC operator - 817-334-2841If the DO cannot be reached by
phone, the operator can contact
him by Pager- 817-336-251,
Code 1316. Page No. 518

<u>NAME AND TITLE</u>	<u>HOME TELEPHONE</u>	<u>OFFICE TELEPHONE</u>
K. V. Seyfrit, Director		334-2841
W. E. Vetter, Assistant to the Director		334-2841
G. L. Madsen, Chief Reactor Operations and Nuclear Support Branch		334-2841
W. C. Seidle, Chief Reactor Construction and Engineering Support Branch		334-2841
G. D. Brown, Chief Fuel Facility & Material Safety Branch		334-2841
U. Potapovs, Chief Vendor Inspection Branch		334-2841
J. J. Ward, Investigation Specialist		334-2841

Directory of Key Personnel - Region V

Duty Officer Anytime 415-932-8300

<u>Name and Title</u>	<u>Office Phone</u>	<u>Home Phone</u>
Robert H. Engelken Director	415-932-8300 [ALL]	
Richard G. Gilbert Special Assistant		
George S. Spencer, Chief Reactor Construction and Engineering Support		
Jesse L. Crews, Chief Reactor Operation and Nuclear Support		
Herbert E. Book, Chief Fuel Facility and Material Safety		
Leroy R. Norderhaug, (Act.) Chief Safeguards		

2.8 OTHER CRITICAL NUMBERS

White House: Situation Room

DOD: IMCC

DOE: EDC

DCPA: Operations Center

Maryland Poison Center

CHEMTREC

EPA: Office of Radiation Programs **

Floyd L. Galpin O: 557-8217 H:

Harry W. Calley O: 577-7390 H:

Joe E. Logsdon O: 577-7390 H:

FDA ** ; Associate Commissioner for Regulatory Affairs

Joseph P. Hile O: 443-1534 H:

William Randolph O: 443-3253 H:

Donald Heaton 1/ O: 443-6230 H:

DOT: Office of Program Management

Al Grella O: 425-2311 H:

1/ Executive Director for Regional Operations

• Call only if directed by EMT

** Listed in preferred order of contact; call one.

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2.8 OTHER CRITICAL NUMBERS (CON'T)

NRC Security Operations Center

492-7500

NRC Operator

492-7000/7554

Guard Office

492-7674

Public Document Room

(202)634-1380

Army Operations Center

695-2314

695-1441, ext. 240

NCS/Defense Operations Center
NOAA (NWS)

692-2714; 2718; 2539

Bob Pifer (Hurricanes)

Mike Mogil (Tornadoes)

Herb Groper (Hydrology, floods)

EVENTS NEAR CANADIAN BORDER:

J. H. Jardine
Atomic Control Board - Canada

Operations Staff

Operations Officer

S. E. Bryan

Communications Officer

B. H. Weiss

Administrative Officer

J. D. Hegner

Operations Room Asst.

K. B. Jackson

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OFFICE OF INSPECTION AND ENFORCEMENT
DIRECTOR'S OFFICE

<u>Name</u>	<u>Office Phone</u>	<u>Home Phone</u>
John G. Davis, Acting Director	492-8177	
Donna L. Smith	492-7473	
Sue M. Craig	492-8177	

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OFFICE OF INSPECTION AND ENFORCEMENT

DIVISION OF FUEL FACILITIES AND MATERIALS SAFETY INSPECTION

<u>Name</u>	<u>Office</u>	<u>Home</u>
J. H. Sniezek, Director	49-28028	
L. B. Higginbotham, Asst. Dir.	49-28454	
L. J. Cunningham	49-28158	
Mary Meadows	49-28038	
George Bidinger	49-28138	
Jack Metzger	49-28188	
Douglas Sly	49-28188	
Lawrence Cohen	49-28188	
Ed Flack	49-28183	
Ralph Meyer	49-28188	
Paula Rock	49-28198	

OFFICE OF INSPECTION AND ENFORCEMENT
DIVISION OF REACTOR CONSTRUCTION INSPECTION

<u>Name</u>	<u>Office #</u>	<u>Hours #</u>
Harold D. Thornburg, Director	49-28484	
G. Wayne Reinmuth, Asst. Dir.	49-27551	
Mary King	49-28484	
Jacqueline Raines	49-27551	
James Henderson	49-27551	
Mark Peranich	49-27551	
Roger Rohrbacher	49-27551	
William Rutherford	49-27551	
Robert Showmaker	49-27551	
Lowell Tripp	49-27551	
Wolfgang Lauden	49-27551	
Kermit Whitt	49-27068	



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OFFICE OF INSPECTION AND ENFORCEMENT
DIVISION OF REACTOR OPERATIONS INSPECTION

<u>Name</u>	<u>Office</u>	<u>Home</u>
Norman C. Moseley	49-28160	
Claudine DeLiso	49-2816G	
Edward Jordan	49-28180	
William Collins	49-28180	
Charles DeSevec	49-28180	
Roger Woodruff	49-28180	
Donald C. Kirkpatrick	49-28180	
Vince Thomas	49-28180	
Gerald Klingler	49-28019	
Francis Nolan	49-28019	
John Riesland	49-28019	
Ed Blackwood	49-28019	
Nancy Hobbes	49-28019	

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OFFICE OF INSPECTION AND ENFORCEMENT

DIVISION OF SAFEGUARDS INSPECTION (NOTE 1)

<u>Name</u>	<u>Office #</u>	<u>Home #</u>
E. Morris Howard, Director	49-27650	
Richard G. McCormick, Asst. Dir.,	49-28050	
Eleni Davis	49-27650	
Don Chapell	49-28030	
Erick May	49-27650	
Joe Catania	49-28090	
Owen Chambers	49-28080	
William Ward	49-28030	
Richard Bleckman	49-28080	
Ernest W. Brach	49-28030	
Loren Bush	49-28090	
Kalt Schriink	49-27650	
Richard Rosano	49-28090	

Note 1: To contact IAT use Section 2.4.

Note 2: Call NRC operator to contact this IE staff member.

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OFFICE OF INSPECTION AND ENFORCEMENT
EXECUTIVE OFFICE FOR MANAGEMENT AND ANALYSIS

<u>Name</u>	<u>Office</u>	<u>Home</u>
Leonard I. Cobb	49-27361	
James R. Lundy	49-27164	
Jack LeDoux	49-27941	
Arthur Oxforth	49-27941	
Hellie Williams	49-27941	
Edwin Fox	49-27941	
Kenneth Raglin	49-27941	
For incidents involving Boiling Water Reactor (BWR) facilities:		
George Barber	49-27941	
Charles Thayer	49-27941	
Bud Havens	49-27941	
For incidents involving Pressurized Water Reactor (PWR) facilities:		
Steve Shore	49-27941	
Paul Harmon	49-27941	
Ted Szymanski	49-27941	

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OFFICE OF INSPECTION AND ENFORCEMENT
EXECUTIVE OFFICE FOR OPERATIONS SUPPORT

<u>Name</u>	<u>Office</u>
Sam Bryan	49-28487
Karen B. Jackson	49-28487
Porter Ellis	49-27246
Robert Paulus	49-27246
Tom Brackett	49-27246
George Gower	49-27246
Bernie Weiss	49-27246
Joe Hegnar	49-27246
Wilda Mullinix	49-27293
Izetta Wade	49-27293
Linda Underwood	49-27293
Shelly Manzoni	49-27293

None

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NRC HEADQUARTERS INCIDENT RESPONSE PLAN

- 3.0 INITIAL NOTIFICATION PROCEDURES
 - 3.1 INITIAL INCOMING NOTIFICATION
 - 3.1.1 Initial Notification During Duty Hours on Ext. 28111
 - 3.1.2 Initial Notification During Duty Hours Through a Division Director
 - 3.1.3 Initial Notification Through the IAT
 - 3.1.4 Initial Notification After Duty Hours Through the HDO
 - 3.2 HDO PROCEDURES
 - 3.2.1 When Duty is Initially Assumed
 - 3.2.2 Daily Responsibilities
 - 3.2.3 On the Day Tour of Duty is Over
 - 3.2.4 When Notified of an Incident
 - 3.2.5 HDO Procedures for Activation of IRC
 - 3.2.6 HDO Procedure for Level II Incidents When IRC is Not Activated
 - 3.3 IRACT MEMBER ON-CALL PROCEDURES
 - 3.3.1 When Duty is Initially Assumed
 - 3.3.2 Notification of an Incident
 - 3.3.3 IRACT Member On-Call Procedures During Activation of IRC
 - 3.3.4 IRACT Member On-Call Procedures for Level II incidents When IRC is not Activated
 - 3.4 EMT PROCEDURE
 - 3.5 IRACT DIRECTOR PROCEDURE
 - 3.6 OPERATIONS STAFF PROCEDURES
 - 3.6.1 Operations Officer
 - 3.6.2 Communications Officer
 - 3.6.3 Administrative Officer
 - 3.6.4 Operations Room Assistant
 - 3.7 EMERGENCY COMMUNICATION PROCEDURE
 - 3.8 HEADQUARTERS EMERGENCY TRANSPORTATION PROCEDURES
 - 3.9 "STAND BY" MODE FOR INCIDENT RESPONSE CENTER

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3.1

INITIAL INCOMING NOTIFICATION

3.1.1

Initial Notification During Duty Hours on Ext. 28111

3.1.2

Initial Notification During Duty Hours Through a Division Director

3.1.3

Initial Notification Through the IAT

3.1.4

Initial Notification After Duty Hours Through the HCO

Initial Notification During Duty Hours on Ext. 28111

Initial notification of an incident will normally be received by XGOS on ext. 28111. This line is recorded. The person receiving the call will complete the Initial Incident Report form, a copy of which can be found on the next page, and:

1. Ask the person making the notification to remain on the line and/or get a call back number.
2. Notify the appropriate IE Division Director, who will be IRACT Director if the decision is made to activate the IRC.
3. For Level I and II incidents, the Division Director will decide whether to recommend activation of the IRC.

Level III - A potential or real event; routine

- Can be handled using only IE resources
- No potential for consequences to public health and safety
- Potential public information impact

Level II - A potentially significant event

- Event status not clear
- Could have significant consequences to public health and safety
- Requires coordination with several NRC offices
- Potential public information impact

Level I - A significant event

- Event status reasonably clear
- Could have significant consequences to public health and safety
- Real Public information impact
- Requires coordination with several NRC offices
- NOTE: Level I incidents require activation of IRC

The Division Director will notify the Director, IE, or if unavailable, the Deputy Director, IE, or any member of the ENT, and report the incident.

If no ENT members are available he should order activation of the IRC if he deems it necessary.

If IRC activated, Division Director follows procedures in Section 1.5

If IRC not activated, Division Director directs XGOS to place IRC on "Stand-by."

4. For Level III incidents, XGOS assures that the appropriate IE division is notified.

INITIAL INCIDENT REPORT

NOTIFICATION DATE _____ AND TIME _____

1. CALLER'S NAME AND AFFILIATION: _____

Call-Back Number: _____ until when? _____

Is caller at the incident scene? _____

2. SITE OF INCIDENT (circle as necessary)

Power reactor Fuel facility Other fixed facility

Transport: Highway Rail Water Air

Facility name or description _____

Location _____

3. TIME AND CAUSE OF INCIDENT _____

_____MOST IMPORTANT PROBLEMS AT THIS TIME _____

_____KINDS OF HELP OR SKILLS NEEDED _____

4. REQUEST CALLER TO DEFINE URGENCY:

___ Situation not under control; assistance is or has been requested.
(whether or not the NRC appears to be the appropriate organization)

___ No immediate help needed, but NRC is requested to standby.

___ Situation under control; not expected to worsen.

5. HAVE ANY OF THE FOLLOWING OCCURRED, OR ARE THEY IMMINENT?

HAS OCCURRED

IS IMMINENT

YES ? NO

_____ Radioactivity release at any location _____
_____ Radiation exposure of any person _____
_____ Personal injury or death, any cause _____
_____ Real or potential offsite hazards _____

6. POPULATION CENTER AFFECTED: _____

7. WEATHER CONDITIONS: _____

8. ASK CALLER IF THE INCIDENT APPEARS TO HAVE BEEN CAUSED BY A HOSTILE ACT:

_____ Probably _____ Possibly _____ Unlikely

9. ASK CALLER WHAT OTHER ORGANIZATIONS HAVE BEEN NOTIFIED, TO THE BEST OF HIS KNOWLEDGE:

_____ State Emergency Office _____ DOE _____ EPA
_____ State Police _____ DOT _____ Other (please
_____ FBI _____ DOD _____ identify)

10. ASSIGN SEVERITY LEVEL: I II III

Assigned by: NRC HQ REGION

3.1.2

Initial Notification During Duty Hours Through a Division Director

Notification may come directly from the Region or elsewhere to an IE Division Director, rather than on ext. 29111. In that case, the Division Director initially notified shall:

1. Decide whether he is the most appropriate Division Director to act as IRACT Director for that type of incident.
2. If not, he should notify the appropriate Division Director who will be IRACT Director if the incident requires activation of the IRC.
3. For Level I and II incidents the appropriate Division Director will decide whether to recommend activation of the IRC.

Level III - A potential or real event; routine

- Can be handled using only IE resources
- No potential for consequences to public health and safety
- Potential public information impact

Level II - A potentially significant event

- Event status not clear
- Could have significant consequences to public health and safety
- Requires coordination with several NRC offices
- Potential public information impact

Level I - A significant event

- Event status reasonably clear
- Could have significant consequences to public health and safety
- Real public information impact
- Requires coordination with several NRC offices
- NOTE: Level I incidents require activation of IRC

The Division Director will notify the Director, IE, or if unavailable, the Deputy Director, IE, or any member of the EMT, and report the incident.

If no EMT members are available he should order activation of the IRC if he deems it necessary.

If IRC activated, Division Director follows procedures in Section 3.3

If IRC not activated, Division Director directs MOSS to place IRC on "stand-by".

4. For Level III incidents, the Division Director assures that the appropriate IE division is notified.

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Initial Notification Through the IAT

IAT may receive initial notification of a safeguards incident at any time. After notification of other IAT members, the IE IAT representative will:

1. Advise the Director, DSI of the incident and give a recommendation whether the IRC should be activated.
2. For Level I and II incidents, the Director, DSI will decide whether to recommend activation of the IRC to the EMT.

Level III - A potential or real event; routine

- Can be handled using only IE resources and/or IAT action
- No potential for consequences to public health and safety
- Potential public information impact

Level II - A potentially significant event

- Event status not clear
- Could have significant consequences to public health and safety
- Requires coordination with several NRC offices
- Potential public information impact

Level I - A significant event

- Event status reasonably clear
- Could have significant consequences to public health and safety
- Real public information impact
- Requires coordination with several NRC offices
- NOTE: Level I incidents require activation of IRC

The Director, DSI will notify the Director, IE, or if unavailable, the Deputy Director, IE, or any member of the EMT, and report the incident.

If no EMT members are available he should order activation of the IRC if he deems it necessary.

If IRC activated, Director, DSI follows procedures in Section 3.5.

If IRC not activated, Director, DSI directs XCOS to place IRC on "stand-by".

3. For Level III incidents, IAT takes appropriate action.

3.1.4

Initial Notification After Duty Hours Through the HDO

After duty hours, the HDO may receive initial notification of an incident. The HDO will follow the HDO procedure in Section 3.2.4.

3.2

HDO PROCEDURES

3.2.1

When Duty is Initially Assumed

3.2.2

Daily Responsibilities

3.2.3

On the Day Tour of Duty is Over

3.2.4

When Notified of an Incident

3.2.5

HDO Procedures for Activation of IRC

3.2.6

HDO Procedure for Level II Incidents When IRC is NOT Activated

3.2.1

When Duty is Initially Assumed

On the day scheduled (Section 1.1) for you to assume the duty:

1. Obtain Duty Officer briefcase from the Incident/Operations Coordinator between 10 AM and 3 PM.
2. Contact the On-Call IRACT Member indicated on the schedule (Section 1.1). Verify he is the On-Call IRACT member and verify his home phone number.
3. Pick up PNs from folder on call outside X005 officer prior to meeting with X005.
4. Meet with XGJS at 4:45 PM (Rm. 332) for initial briefing.
5. Review the HDO Logbook.

Daily Responsibilities

1. Pick up PMs and daily report at end of day from folder located outside XCOS office (Room 332).
2. Your tour of duty begins at 5 PM each day, Monday thru Friday, and all day Saturday, Sunday, and holidays. When you leave the office, turn the pager on and carry it on your person at all times when away from a telephone known to the NRC Operator.
3. Keep the NRC Operator (492-7000; 492-7354) informed of your location. Let her know when you're leaving the office and when you intend to be using the pager. If you plan to be at some location (other than your home) for an extended period, call the operator and provide a number at which you can be reached. All calls received by the NRC Operator after duty hours are entered in a logbook.
4. You are responsible for returning a phone call or page from the NRC Operator within 10 minutes.
5. Always keep the duty officer briefcase available.
6. All calls should be logged in the logbook provided in the briefcase.

3.2.3

On the Day Tour of Duty is Over

1. Return all duty officer equipment to the Incident/Operations Coordinator between 8 and 9 AM on Tuesday.
2. Call successor during duty hours to provide any information which might help to assure continuity.
3. Report any problems or incorrect information to Incident/Operations Coordinator.

When Notified of an Incident

1. Record all information you receive initially on the Initial Incident Report form. Copies are kept in the duty officer briefcase.
2. If the information involves a threat or is a security/safeguards-related matter, notify the IAT immediately. Make no determination as to whether the information is significant.
3. If not a safeguards matter, determine the origin of the notification and classify the level of severity.

Level III - A potential or real event; routine

- Can be handled using only IE resources
- No potential for consequences to public health and safety
- Potential public information impact

Level II - A potentially significant event

- Event status not clear
- Could have significant consequences to public health and safety
- Requires coordination with several NRC offices
- Potential public information impact

Level I - A significant event

- Event status reasonably clear
- Could have significant consequences to public health and safety
- Real public information impact
- Requires coordination with several NRC offices
- NOTE: Level I incidents require activation of IRC

4. If notification is not from a regional office, contact the appropriate regional office to:
 - a. provide information
 - b. confirm information
 - c. discuss information to determine incident severity level
5. Based on the determination of severity level, take the following action:
 - a. Level III - Using your best judgement, handle this matter at the level. Regional personnel will respond at the local level. This may require notifying or discussing the matter with other IE personnel. If it is in your area of specialty, handle it yourself. Record the event in the morning to 4000.

b. Level I or II -

- 1) Notify On-Call IRACT Member.
- 2) If unable to notify On-Call IRACT member within 10 minutes, notify any IRACT member available.
- 3) If unable to notify any IRACT member, notify any EMT member.
- 4) If unable to notify any EMT member, coordinate with appropriate Regional Office and work under the direction of the Regional Director.

3.2.5

H30 Procedure for Activation of IRC

If notified that the IRC is to be activated:

1. Remain as point-of-contact for incoming calls and information updates until notified by IRC that center is operational.

3.2.6

HDO Procedure for Level II Incidents When IRC NOT Activated.

1. The following notifications must be made for those Level II incidents which do not require activation of the IRC.

The On-Call IRACT Member will assign some of these notifications to you:

<u>Notification</u>	<u>Assigned to:</u>	<u>Time</u>
EDO (Section 2.6)	_____	_____
Chairman Hendrie's Assistant (2.5)	_____	_____
Comm. Kennedy's Assistant (2.5)	_____	_____
Comm. Gilinsky's Assistant (2.5)	_____	_____
Comm. Bradford's Assistant (2.5)	_____	_____
Comm. Ahearne's Assistant (2.5)	_____	_____
NRR(2.6)	_____	_____
HMSS (2.6)	_____	_____
PA (2.6)	_____	_____
CA(2.6)	_____	_____
SP (2.6)	_____	_____
IP (2.6)	_____	_____
ELD (2.6)	_____	_____

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3.3 IRACT MEMBER ON-CALL PROCEDURE

3.3.1 When Duty is Initially Assumed

3.3.2 Notification of an Incident

3.3.3 IRACT Member On-Call Procedures during Activation of IRC

3.3.4 On-Call IRACT Member Procedure for Level II Incidents When
IRC is NOT Activated

When Duty is Initially Assumed

1. If a pager is not permanently assigned to you, obtain one from the Incident/Operations Coordinator on the first day of duty.
2. Notify NRC Operator (492-7000/7964) that you are the On-Call IRACT Member and verify that your home phone number is correct.
3. Keep NRC Operator informed of your location. Inform the operator when you're leaving the office and when the pager will be used. If you plan to be at some location (other than your home) for an extended period, call the operator and provide a number at which you can be contacted.
4. Return borrowed pager to Incident Response Coordinator at the end of the duty period.

Notification of an Incident

1. Level III

You may be called by the HDO when he receives notification of a Level III incident outside his area of expertise. Advise him as to who should be notified concerning this incident.

2. Level I or II

- a. Decide whether to recommend activation of IRC.
- b. Call EMT Member. Report incident; make recommendation.
- c. If IRC activated - go to Section 3.3.3
- d. If IRC not activated - go to Section 3.3.4

NOTE: Level I incidents require activation of IRC.

3.3.3

On-Call IRACT Member Procedures for Activation of IRC

1. Maintain liaison with ENT Member and HDO until IRACT Director alerted and functioning.
2. When IRACT Director assumes command he will call you for information update. Then if directed, proceed to IRC.

NOTE: If On-Call IRACT Member is also IRACT Director, go immediately to IRACT Director procedure, Section 3.5

3.3.4

On-Call IRAPT Member Procedure for Level II Incidents When IRC is NOT Activated.

1. The following notifications must be made for those Level II incidents which do not require activation of the IRC.

Assign some notifications to the HDO as appropriate; do the other notifications yourself. You are responsible for assuring that all notifications are made.

<u>Notification</u>	<u>Assigned To:</u>	<u>Time</u>
EDO (Section 2.6)	_____	_____
Chairman Hendrie's Assistant (2.5)	_____	_____
Comm. Kennedy's Assistant (2.5)	_____	_____
Comm. Gilinsky's Assistant (2.5)	_____	_____
Comm. Bradford's Assistant (2.5)	_____	_____
Comm. Ahearne's Assistant (2.5)	_____	_____
NRR (2.6)	_____	_____
NHSS (2.6)	_____	_____
PA (2.6)	_____	_____
CA (2.6)	_____	_____
SP (2.6)	_____	_____
IP (2.6)	_____	_____
ELD (2.6)	_____	_____

EMT PROCEDURE

Upon receiving notification of an incident and the available recommendations, the EMT member will:

1. Decide whether the IRC should be activated.
2. Provide guidance to the IRACT Director, On-Call IRACT Member, or HDO as applicable.
3. If the IRC is to be activated:

<u>Action</u>	<u>Time</u>
a. Notify the IRACT Director. IRACT Director chosen based on type of incident.	
Reactor Operations W. Moseley	O: 492-2160 _____ H: _____
Reactor Construction W. Thornburg	O: 492-2494 _____ H: _____
Fuel Facilities/ Materials Safety J. Sniezek	O: 492-2023 _____ H: _____
Safeguards W. Howard	O: 492-2650 _____ H: _____
b. Notify Chairman Hendrie	_____
O: 634-1459 H:	
c. Notify L. V. Gossick	_____
O: 492-7511 C	
d. Notify M. Denton, NRR	_____
O: 492-7691 H:	
e. Proceed to IRC.	

IRACT DIRECTOR PROCEDURE

When informed that the IRC is to be activated:

1. During Duty Hours:

- a. Designate a point-of-contact to receive incoming calls on ext. 28111 until IRC activation is completed.
- b. Select a nucleus of staff members for the IRACT Support staff. Notify (or have notified) those members and have them report to the IRC.
- c. Notify the Operations Officer of the decision to activate IRC (Communications Officer or Administrative Officer if Operations Officer not available).
- d. Provide Operations Officer with copy of Initial Incident Report form.
- e. Proceed to IRC.
- f. Verify that notifications have been or are being made.
- g. Notify designated point-of-contact on ext. 28111 that IRC activation is completed.

2. During Non-Duty Hours:

- a. Inform On-Call IRACT Member that IRC is being activated and that you are assuming control. Request information update from On-Call IRACT Member who has been monitoring situation to this point.
- b. Select a nucleus of staff members for the IRACT Support staff. Notify (or have notified) those staff members and direct them to report to IRC.
- c. Notify Operations Officer of decision to activate IRC (Communications Officer or Administrative Officer if Operations Officer not available).
- d. Proceed to IRC.
- e. Verify that initial notifications have been or are being made.

3. Go to Section 4.2 of Operating Procedures.

3.6 OPERATIONS STAFF PROCEDURES

3.5.1 Operations Officer

3.6.2 Communications Officer

3.6.3 Administrative Officer

3.5.4 Operations Room Assistant

Operations Officer

When notified that the IRC is to be activated:

1. a. During duty hours notify the Communications Officer, Administrative Officer and Operations Room Assistant of the decision to activate the IRC.

When you have obtained initial information from IRACT Director concerning the incident, proceed to IRC.

- b. After duty hours, when you have obtained initial information from IRACT Director concerning the incident, notify the Communications Officer. Provide this information to him and direct him to begin notifications.
2. Notify NMSS Point-of-Contact. NOTE: this is the only notification NMSS receives. (Section 2.6) TIME

3. Notify NRR IRACT Member (Section 2.2.2) _____
4. Notify remaining IE IRACT Members (Section 2.2.1) _____

DROI _____	FFHS _____
DRCI _____	DSI _____
5. After duty hours, notify Administrative Officer and Operations Room Assistant.
6. Notify PA. (Section 2.6) _____
7. Contact NRC Operator and tell her to prepare for heavy call load.
8. After duty hours, notify the Guard Office that the center is being activated. They will unlock the building, open the garage door, and contact the building engineers.
9. After duty hours, proceed to IRC after notifications 1.b., 2, 3, 4, and 6 are completed.
10. Upon arrival in IRC, complete notifications and assure that Sec. 3.6.3 has been completed. Turn to Section 4.3.1.

Communications Officer

When notified that the IRC is to be activated, obtain as much information as possible about the incident. When directed to do so:

1. Notify all Commissioners through their assistants. Do not notify the Chairman; this is done by EIT. Only call a commissioner directly if unable to reach any assistant. (Section 2.5)

<u>Commissioner</u>	<u>Notified</u>	<u>Time</u>
Kennedy	_____	_____
Gilinsky	_____	_____
Bradford	_____	_____
Ahearne	_____	_____

2. Notify DOE:EOC. Inform DOE that IRC is being activated. Further information and possible request for NEST/AHS support may follow. (2.8)
3. Notify CA (2.6) _____
4. Notify SP (2.6) _____
5. Notify EPA (2.8) _____
6. Notify IE:IAT Member (2.4) _____
7. Notify Telecommunications Branch _____
8. Notify IE Training personnel _____
9. After duty hours proceed to IRC and aid in setting up IRC.
10. Turn to Section 4.3.2.

Administrative Officer

When notified that the IRC is to be activated:

1. Obtain and place following information at Administrative officer's desk in Operations Room of IRC.
 - () HQ Incident Response Plan - 4 copies
 - () Regional Office Response Plan
 - () State Emergency Plan
 - () Licensee Emergency Plan and Procedures
 - () Emergency Packet
 - () Maps/photos/diagrams
2. Post signs directing personnel to IRC.
3. Place signs showing seating locations as shown in Figures 1 and 2, following pages.
4. Verify phone system/recording systems operable..
5. Sign in log stationed outside Room 339.
6. Notify Operations Officer activation complete.

3.6.4

Operations Room Assistant

When notified that the IRC is to be activated:

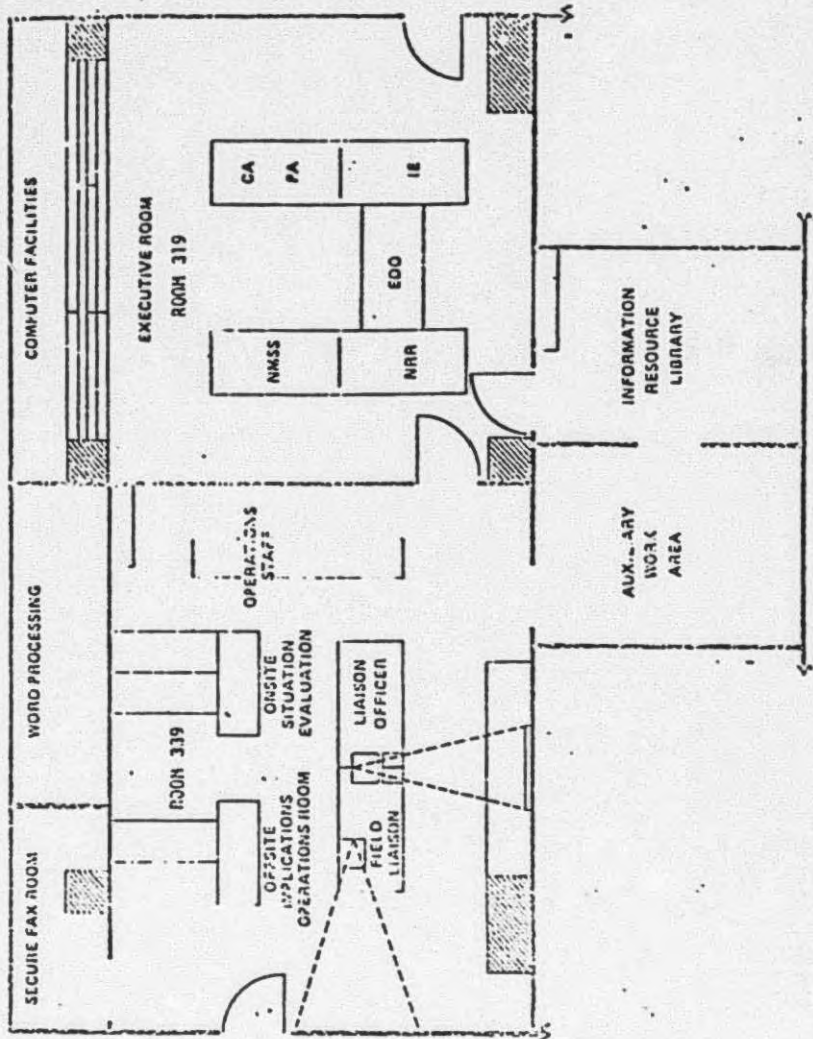
1. During duty hours assure that emergency phone is covered and proceed to IRC.

Obtain a copy of the Initial Incident Report form, make 10 copies, and bring them to Center.

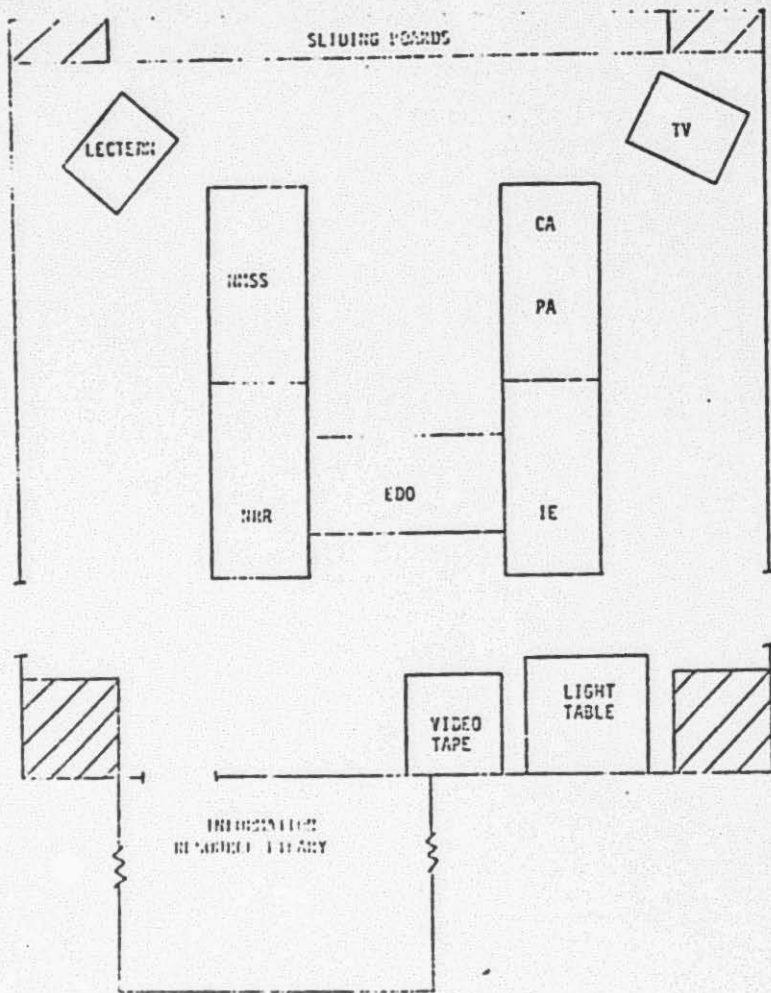
After duty hours report directly to IRC.

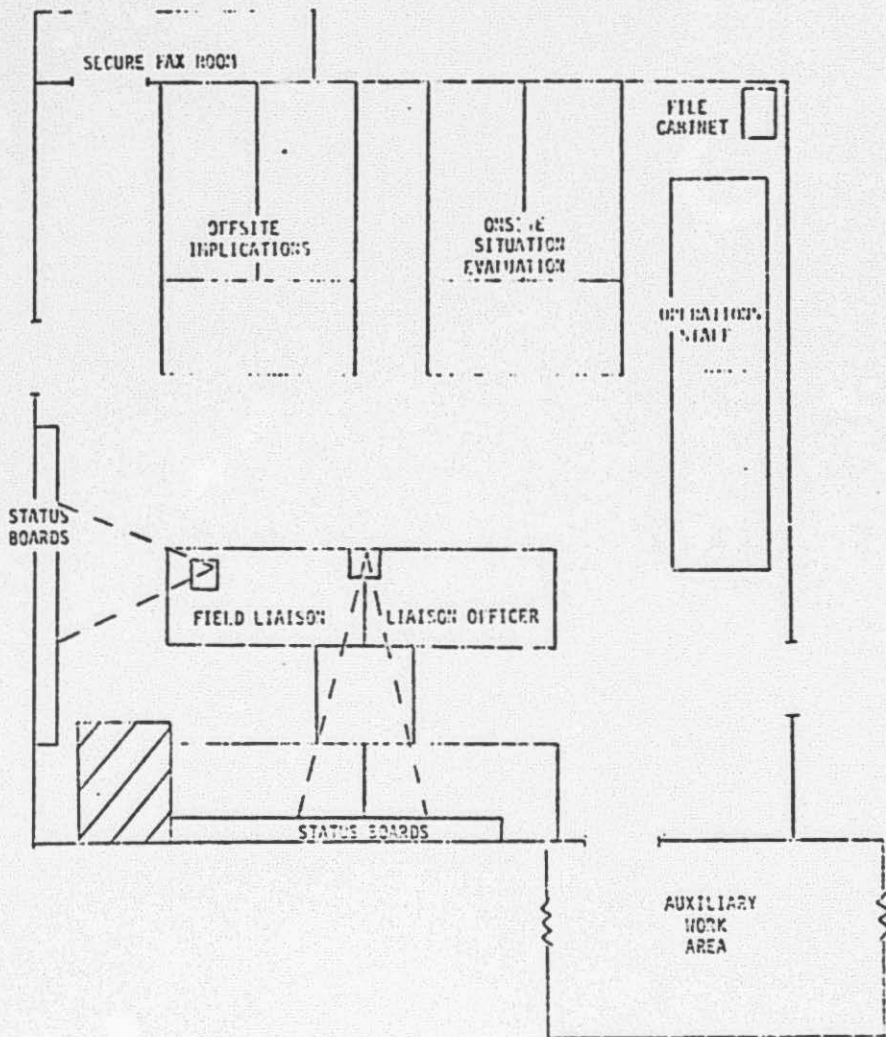
2. Turn to "Operating Procedures."

NRC INCIDENT RESPONSE CENTER



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3.7 Emergency Communication Procedure

3.7.1 Incident Priority Telephone Procedure*

1. First attempt to complete the call in the normal manner.
2. In the event the user is unable to complete the call in the normal manner, call the commercial operator and state the following:
 - a. May I speak to the supervising operator. This is a "Priority Emergency Call."
 - b. To the supervising operator state:
 - 1) This is a "Priority Emergency Call."
 - 2) I am calling area code () number _____.
 - 3) I am calling from station number _____.
 - 4) I am a member of the Nuclear Regulatory Commission staff.

1.7.2 Request for Supplemental Onsite Communications

NFST communications support can be obtained through the RCF:FOC at 157-5555.

3.7.3 FTS Identification Symbols

86KW3100 In D.C. area from non-FTS phones
17DC3100 On travel

*IAW-FCC Order 69-113, 33477; dtd. 10/15/69

3.8

HEADQUARTERS EMERGENCY TRANSPORTATION PROCEDURES

3.8.1

Emergency Government Vehicles

GSA vehicles are available on a 24 hour basis to the Duty Officer and other Incident Response personnel with a government driver's license through the guards in the Phillips Building.

3.8.2

Emergency Charter Air Service

NRC Headquarters does not maintain a contract for charter air service in emergencies. However, incident response personnel are authorized to contact charter airlines on the attached list to make arrangements for emergency flights, and are authorized to arrange billing to NRC.

3.8.3

Payment for Emergency Commercial Travel/Emergency Travel Expenses

Cash and travel vouchers are available through Bernie Weiss or Bob Paulus at any time for emergency travel on commercial transportation systems and other emergency-related expenses.

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Air Transportation Information

To simplify presentation of data, the codes listed below are used:

1. AUTHORIZATIONS

ASEL - Airplane Single Engine Land
AMEL - Airplane Multi Engine Land
ASES - Airplane Single Engine Sea
AMES - Airplane Multi Engine Sea
HELI - Helicopter
VFR - Visual Flight Rules
IFR - Instrument Flight Rules
D - Day
N - Night
P - Passengers
C - Cargo

2. DATA

C - Commuter
A - Airmail
CO - Commercial operator only
LA - Large aircraft
AP - Auto-pilot
AA - Approved aircraft
T - Turbojet

3. AREAS OF OPERATION

US - The 48 contiguous states and the District of Columbia
A - Alaska
H - Hawaii
C - Canada
M - Mexico
O - Other, such as - within state, Bahama Islands, Jamaica, British West Indies, Virgin Islands, etc.

HEADQUARTERS

Listing of Air Taxi Operators within 100 mile radius

DELAWARE

Atlantic Aviation Corporation
P. O. Box 1709
Greater Wilmington Airport
Wilmington, DE 19399
9-EA-6
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, C, N

Delaware Valley Airways
Gordon Van Kouwenberg
1 Cauline Court
Newark, DE 19711
9-EA-62
AMEL P & C, VFR D & N, IFR D & N
Area: US

Flight Inc.
507 So. State St.
Dover, DE 19901
10-AEA-58
AMEL P & C, VFR D & N, IFR D & N
Area: US

Worthy Bros. Pipeline Corporation
118 Middleboro Road
Wilmington, DE 19804
9-EA-57
AMEL P & C, VFR D & N, IFR D & N
Area: US, C, O

MARYLAND

Aldino-Churchville Industrial
Airpark
Harford County Investors
Corp.
3528 Alding Road
Churchville, MD 21028
21-EA-89
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, C

Headquarters

Allegheny Commuter

Henson Aviation, Inc.
Box 689 Moni. Airport
Hagerstown, MD 21740
21-EA-1
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: C
Area: US, C

Bay Land Aviation, Inc.

Salisbury Airport
Salisbury, MD 21801
21-EA-84
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, A, C, O

Coleman Aviation Services, Inc.

701 Wilson Point Road
Suite 202
Baltimore, MD 21220
21-EA-102
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US

Cumberland Airlines

Nicholson Air Services, Inc.
P. O. Box 1211
Cumberland, MD 21502
21-EA-39
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: A, AP
Area: US, C, M, O

Dovair: Air Hearse, Inc:

Air Ambulance, Inc.
Baltimore Airways, Inc.
6814 Redberry Road
Clarksville, MD 21031
21-LA-00
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, A, C, M, O

Headquarters

Frederick Piper Sales
Frederick Municipal Airport
Frederick, MD 21701
21-EA-74
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, C

Freestate Aviation, Inc.
7940 Airpark Drive
Gaithersburg, MD 20760
21-EA-20
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, A, C, O

Hinson Airways, Inc.
Friendship International Airport
P. O. Box 8709
Baltimore, MD 21240
21-EA-30
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, A, C

Hop-Flight, Inc.
6701 Elkridge Landing Road
Airport Investment Bldg. Suite E
Linthicum, MD 21030
21-EA-96
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US

Jet America International, Inc.
P. O. Box 445
Camberidge, MD 21613
21-EA-100
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, A, C, M, O

Headquarters

Maryland Airlines Co., Inc.
Easton Municipal Airport
Easton, MD 21601
21-EA-15
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US

Metro Air Taxi, Inc.
7100 Baltimore Boulevard
Suite 511
College Park, MD 20740
21-EA-93
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, C, D

Security Airman & Freight
Express, Inc.
Balto/Wash International Airport
P. O. Box 8670
Baltimore, MD 21240
21-EA-90
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, C, D

VIRGINIA

AERO Industries, Inc.
John H. Clarke
Bryd Field
Executive Terminal
Sandston, VA 23150
16-EA-5
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US

Augusta Aviation Corp.
Sydney E. Trott
Box 14, Route 2
Waynesboro, VA 22980
16-EA-24
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US

Headquarters

Colgan Airways Corp.
1220 P. O. Box 510
Manassas Municipal Airport
Manassas, VA 22110
62-EA-22
ASEL P & C, VFR D & N, IFR D
AMEL P & C, VFR D & N, IFR D & N

Havenport Airlines, Inc.
William M. Havenport
Byrd Airport
Sandston, VA 23150
16-EA-19
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US

Eagle Aviation, Inc.
Charlottesville Airport
Charlottesville, VA 22901
AT 709-43
ASEL P & C, VFR D & N, IFR D & N
AMEL P & C, VFR D & N, IFR D & N
HEL1 P & C, VFR D & N
Data: AP
Area: US, C, N

Federal Airways Corp.
195 Normandy Hill Drive
Alexandria, VA 22304
62-EA-40
AMEL P & C, VFR D & N, IFR D & N
Area: US, C, O

Kennedy Flite Center, Inc.
L. L. Bottoms, Jr.
5745 Huntsman Road
Sandston, VA 23150
16-EA-101
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Area: US, C

Headquarters

Richmond Air Service
Bert A. Rowe
Executive Terminal - Byrd Airport
Sandston, VA 23150
16-EA-90
AMEL P & C, VFR D & N, IFR D & N
Area: US

Skyline Aviation, Inc.
Winchester Airport
Winchester, VA 22601
62-EA-34
ASEL P & C, VFR D & N
AMEL P & C, VFR D & N, IFR D & N
Data: AP
Area: US, C. O

5-3-78

"STAND BY" MODE FOR INCIDENT RESPONSE CENTER

Activation of the IRC entails widespread notifications and dissemination of information concerning a potential (Level II) or real (Level I) incident. However, the IRC is also available prior to a decision by the EMT to activate the Center in order to coordinate the actions necessary to determine whether the facility should be activated. In this "stand by" mode, the communications, information, and operations resources of the IRC are placed at the disposal of the potential IRACT Director.

When the IRC is placed on "Stand By":

1. All other uses of the facility are cancelled.
2. Section 3.6.3 is implemented.
3. The Operations Staff is placed at the disposal of the potential IRACT Director.
4. IE staff use the Center and its resources as necessary until EMT either activates the facility or terminates the response.

The IRC can be placed on stand by status not only by the potential IRACT Director for an NRC response to an incident, but also by any IE division director who wishes to use the resources of the IRC to monitor an event which may be of concern to his division. The division director simply notifies the XODS of his desire to use the facility.

NRC HEADQUARTERS INCIDENT RESPONSE PLAN

- 4.0 OPERATING PROCEDURES
 - 4.1 EXECUTIVE MANAGEMENT TEAM (EMT)
 - 4.1.1 General Information
 - 4.1.2 EMT Functions
 - 4.2 INCIDENT RESPONSE ACTION COORDINATION TEAM (IRACT)
 - 4.2.1 IRACT Responsibilities
 - 4.2.2 IRACT Functions
 - 4.2.3 EMT/IRACT Liaison Officer
 - 4.3 OPERATIONS STAFF
 - 4.3.1 Operations Officer
 - 4.3.2 Communications Officer
 - 4.3.3 Administrative Officer
 - 4.3.4 Operations Room Assistant
 - 4.4 PUBLIC INFORMATION PROCEDURE DURING AN INCIDENT
 - 4.5 ISSUANCE OF ORDERS DURING AN INCIDENT
 - 4.6* STANDARD OPERATING PROCEDURES FOR IE SECURE VOICE TERMINAL
 - 4.7* STANDARD OPERATING PROCEDURES FOR IE SECURE FACSIMILE TERMINAL
 - 4.8 DIVISION OF REACTOR OPERATIONS INSPECTION INCIDENT RESPONSE PROCEDURE

*These sections are currently being developed.

1/5/73

4.1

EXECUTIVE MANAGEMENT TEAM (EMT)

4.1.1

General Information

4.1.2

EMT Functions

4.1

General Information

- 4.1.1.1 EMT members will convene in the Executive Room of the IRC. One representative each from PA and CA will be located in this area. A secretary will be provided by IE.
- 4.1.1.2 EMT may request particular NRC staff to be assigned to aid EMT members to better understand incident situation and provide assistance to EMT in making decisions.
- 4.1.1.3 EMT members will receive routine briefings in accordance with Section 4.2. EMT members may also request briefings on particular aspects of the incident situation.
- 4.1.1.4 EMT members should remain in the area assigned to them and should limit their intrusion into the Operations Room.
- 4.1.1.5 EMT members should submit questions to IRACT through the EMT/IRACT Liaison Officer using the EMT Question Control form. See Section 4.2.3 Attachment I.

EMT Functions

The following list of EMT functions will provide guidance for EMT members as to the type of actions EMT may need to take:

- Determine when Incident Response Center should be activated.
- Based upon Commission policy, provide guidance for determining extent of NRC response to particular incident.
- Make decisions concerning significant NRC actions during incident, e.g. should NRC provide assistance or onsite direction?
- Approve specific NRC directives to the licensee during incident response.
- Coordinate policy with other agencies and resolve any conflicts between NRC and Federal, State, or local agencies.
- Coordinate various NRC organizational components in their activities related to an NRC response.
- Notify senior government officials, including the White House,¹ Chairman, NRC, etc., of incident.
- Specify general content and approve the final text of any public information releases during activation of Incident Response Center.

4.2

INCIDENT RESPONSE ACTION COORDINATION TEAM (IRACT)

4.2.1

IRACT Responsibilities

4.2.2

IRACT Functions

4.2.3

ENT/IRACT Liaison Officer

11/20/79

4.2.1

IRACT Responsibilities

The IRACT is responsible for providing adequate information to the EMT in order for EMT to carry out its functions. The following guidance should be adhered to:

- Information between the EMT and IRACT should flow through the ENT/IRACT Liaison Officer.
- EMT should be provided with evaluation of information acquired, not with details external to the evaluation, e.g. unevaluated raw data.
- Information should be presented to EMT in the following format:
 - a. Concise statement of situation or update;
 - b. status of principal questions currently being pursued by IRACT;
 - c. Questions/recommendations/decisions from EMT.

See ENT/IRACT Liaison Officer functions

4.2.2

IRACT FUNCTIONS

4.2.2.1

IRACT Functions

4.2.2.2

IRACT Support Staff Functions

4.2.2.3

Operations Staff Functions

4.2.2.4

Information Assessment Team Functions

11/1/73

4.2.2.1

IRACT Functions

The IRACT will organize the staff around various functional areas which need to be considered by HRC in responding to incidents. IRACT performs the following functions:

- Assures that notifications are disseminated swiftly
- Performs the actions necessary to implement the objectives of the Incident Response Program, i.e. Inform, Evaluate, Assist, Direct, and Coordinate.
- Directs the IRACT Support Staff - - - - - ?
- Identifies problem areas
- Develops alternate solutions

4.2.2.2 IRACT Support Staff Functions

4.2.2.2.1 For Safety Incidents

- **SITUATION EVALUATION:** Evaluation of the real or potential causes of the incident, determination of whether the situation is under control and consideration of additional problems resulting from specific actions or lack of actions. Evaluation of reentry into a facility or reclaiming strategic material would be part of this function.
- **OFFSITE IMPLICATIONS:** Evaluation of the real or potential impact to the public health and safety as the result of the event. Consideration should be given to the manner in which radioactive material is or may be released, the transport modes, significant pathways, meteorology and population that could be affected.
- **NRC FIELD LIAISON:** Responsible for communicating between the Incident Response Center and the field, including the Regional Office, NRC personnel at the incident site, and the licensee. All questions and requests for additional information from the field should be communicated through this group.

4.2.2.2.1 For Safeguards Incidents

- **SITUATION EVALUATION:** Evaluation of the significance of the situation; determination of whether situation is under control and the appropriate Federal and State agencies have been notified and are taking appropriate action. Consideration is also given whether additional problems may result from specific actions or lack of actions.
- **OFFSITE IMPLICATIONS:** Evaluation of the real or potential impact to the public health and safety as the result of the event. Consideration should be given to the manner in which radioactive material is or may be released, the transport modes, significant pathways, meteorology and population that could be affected.
- **NRC FIELD LIAISON:** Responsible for communication between the Incident Response Center and the field, including the Regional Office, NRC personnel at the incident location and the licensee. All questions and requests for additional information from the field should be communicated through this group.

Operations Staff Functions

- **OTHER AGENCY RESOURCES:** Responsible for coordinating with other Federal and State agencies, where necessary, for use of other agency resources. Responsible for being aware of resources available from these agencies, requesting their support, as needed, and assuring that support is made available and is adequate.
- **COMMUNICATIONS:** Responsible for directing the communications within the IRC. Personnel answers telephones, screens, records and routes incoming telephone calls. Maintains equipment recording telephone calls and retrieves recorded conversations, as needed. Assures that individuals using telephones for incoming and outgoing calls have general understanding of IRC telephone system.
- **STATUS REPORTS:** Responsible for developing, maintaining, and updating various status boards and vignettes used in IRC. Assure the information in one room of IRC is current with that in other.
- **ADMINISTRATION:** Responsible for overall administration and operation of the IRC. Assures that telephonic, recording, and visual aid equipment is available, functions properly and assists individuals in using equipment. Maintains and improves existing systems; develops new systems. Responsible for making provisions for the staff for extended duty.

4.2.2.4

Information Assessment Team (IAT) Functions

- **INTELLIGENCE:** Responsible for providing intelligence support to the EHT/IRACT. Updates intelligence analysis by communication and coordination with the intelligence community and other agencies which can provide information of intelligence value. Responsible for coordination and communication with State, Federal, and local law enforcement agencies when necessary.

EHT/IRACT Liaison Officer

The EHT/IRACT Liaison Officer is to use the following procedure for communication between EHT and IRACT:

1. The Liaison Officer personally comes from the Operations Room to the Executive Room for each briefing.
2. The initial portion of each briefing consists of a brief, concise statement of the situation or update of the situation.
3. After the update of the situation, the Liaison Officer states:
"The principal questions now being pursued by IRACT are...
(a concise listing of those questions being pursued by IRACT including previously submitted EHT questions, if any.)"
4. The Liaison Officer should then state: "The actions underway by IRACT in the pursuit of each of these questions are...
(a concise statement of efforts underway by IRACT to provide answers to the principal questions.)"
5. Each briefing or update by the Liaison Officer should close with the following point: "Are there any questions which the EHT desires that IRACT pursue or does EHT have any suggestions for pursuit of the IRACT-identified principal questions?"
6. EHT members should write their questions on EHT Question Control forms and pass them to the Liaison Officer.
7. The Liaison Officer is responsible for maintaining a system to track and account for all questions submitted.

4.2.3 Attachment I A copy of the EHT Question Control Form is included on the following page.

EMT QUESTION CONTROL SHEET

NUMBER

TIME

ORIGINATOR

QUESTION

REPLY

TRACT STAFF

TRACT DIRECTOR

TIME OF REPLY

A-6

9/8/78

4.3

OPERATIONS STAFF

- 4.3.1 Operations Officer
- 4.3.2 Communications Officer
- 4.3.3 Administrative Officer
- 4.3.4 Operations Room Assistant

4.3.1 Operations Officer

4.3.1.1 Assures that only authorized personnel allowed access to IRC.

4.3.1.2 Responsible for being aware of resources available from NRC and Federal, State, and local agencies, and assuring that support is made available and is adequate.

4.3.1.3 Assures that appropriate notifications have been completed.

4.3.1.4 Assures that status boards in IRC are maintained by Operations Staff.

4.3.2 Communications Officer

4.3.2.1 Responsible for coordinating with other Federal, State, and local agencies, when necessary, for use of other agency resources.

4.3.2.2 Backs-up Operations Room Assistant handling incoming calls.

4.3.2.3 Calls back Commissioners if the initial call consisted only of information that the IRC was being activated. Again, go through their assistants, where possible.

Contact/Time

Chairman Hendrie _____

Commissioner Kennedy _____

Commissioner Gilinsky _____

Commissioner Bradford _____

Commissioner Ahearne _____

4.3.2.4 Assists Administrative Officer in updating status boards.

11/7/77

4.3.3

Administrative Officer

4.3.3.1

Maintains familiarity with NRC HQ Incident Response Plan to advise as requested concerning responsibilities, functions, available resources, and assignments:

4.3.3.2

Identifies self to IRACT as person responsible for maintaining status boards. Maintains the following status boards and vugraphs:

- a. Onsite/Offsite status board in Operations Room. Information to be listed on board on following page.
- b. Notification status vugraph
- c. Question control vugraph
- d. Written summary vugraphs
- e. Site information vugraphs

Assures that information displayed in both rooms in agreement.

4.3.4 Operations Room Assistant

4.3.4.1 Answers phone in Operations Room, Station 203-C.

4.3.4.2 Maintains hard copy record of onsite/offsite status boards and updates as directed by Operations staff.

4.3.4.3 Provides secretarial services as required.

Public Information Procedure During an Incident

Any request for information from members of the public will be referred to the Office of Public Affairs representative in the IRC. Obtain requestor's name and the phone number where he may be reached. The Office of Public Affairs will be informed; a return call will be made by PA staff.

4.5

Issuance of Orders During an Incident

4.5.1

The EHT may determine that there is a need to issue orders to the licensee in the course of an incident.

4.5.2

OELD should be consulted when an order is to be issued. During non-working hours, there is an OELD Duty Attorney on call. Attempts to contact OELD should be made in the following order:

Executive Legal Director
Deputy Executive Legal Director
OELD Duty Attorney



UNCLASSIFIED
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

November 29, 1978

MEMORANDUM FOR: ROI Technical Staff

FROM: Norman C. Hoseley, Director
Division of Reactor Operations Inspection, IE

SUBJECT: DIVISION OF REACTOR OPERATIONS INSPECTION
INCIDENT RESPONSE PROCEDURE

Enclosed is the revised procedure to be used by ROI in response to reactor incidents which require activation of the IRC. Each member of the ROI technical staff should review the procedure and be familiar with its contents.

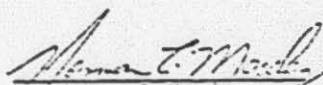
Norman C. Hoseley
Norman C. Hoseley
Director
Division of Reactor
Operations Inspection, IE

Enclosure:
ROI Procedure dated 11/29/78

cc: J. G. Davis, IE
S. E. Bryan, IE
FFPSI Technical Staff

DIVISION OF REACTOR OPERATIONS INSPECTION
INCIDENT RESPONSE PROCEDURE

Approved:


Norman C. Hiseley

Date:

November 29, 1973

REACTOR OPERATIONS INSPECTION
INCIDENT RESPONSE PROCEDURE

A. Purpose

To delineate the organizational structure, establish responsibilities and assign ROI personnel to perform functions upon ROI response to an incident requiring activation of the Incident Response Center (IRC). It should be noted that certain functions are staffed by FFMSI and X00S personnel.

B. Applicability

The provisions of this procedure apply to those incidents for which ROI is required to respond, as the Lead Division, whether during duty hours or non-duty hours. The incidents for which ROI is required to respond are those which involve a reactor facility with an operating license. The decision whether the provisions of this procedure are to be implemented in whole or in part will be made by the IRACT DIRECTOR.

C. Organization of Response Team

The organizational structure of the ROI Incident Response Team is depicted in Appendix I. Personnel assignments to the response team functional groups are delineated in Appendix II.

D. Assignment of Responsibility

Responsibility and attendant authority of the response team functional groups are as follows:

1. IRACT DIRECTOR

- a. Recommend IRC activation to Director, IE or other EMT member. If no Executive Management Team (EMT) is available, orders activation of IRC as appropriate.
- b. Activates the provisions of this procedure.
- c. Notifies the IRC OPERATIONS OFFICER (X00S), TECHNICAL COORDINATOR and EMT/IRAC COMMUNICATOR that the ROI Incident Response Procedure is to be implemented.

- d. Notifies DOR of IRC activation and requests appropriate assistance.
- e. Proceeds to IRC and directs IRACT activities as outlined in IE-IRC procedures.
- f. Reports to and receives policy direction from the EMT.

2. TECHNICAL COORDINATOR

- a. Notifies FIELD COMMUNICATOR, PLANT SYSTEM EFFECTS, and RADIOLOGICAL AND ENVIRONMENTAL EFFECTS Groups that the ROI Incident Response Procedure is to be implemented.
- b. Reports to the IRACT DIRECTOR in the IRC.
- c. Coordinates activities of the PLANT SYSTEM EFFECTS and RADIOLOGICAL and ENVIRONMENTAL EFFECTS Groups.
- d. Coordinates and establishes priority for questions transmitted to site and/or regional office.
- e. Analyzes responses and information received from site/regional offices.
- f. Directs activities of the FIELD COMMUNICATOR.

3. ENT/IRAC COMMUNICATOR

- a. Reports to the IRACT DIRECTOR in the IRC.
- b. Maintains current status of the incident.
- c. Briefs the ENT on incident status.
- d. Maintains good order in the IRC.
- e. Works closely with TECHNICAL COORDINATOR in developing questions and providing status reports.

4. FIELD COMMUNICATOR

- a. Reports to the TECHNICAL COORDINATOR in the IRC.
- b. Establishes three way communications between the IRC, site, and regional office.

- c. Relays questions and information to the Regional Office and/or site only upon direction of TECHNICAL COORDINATOR or IRACT DIRECTOR.
- d. Receives information from the Regional Office/sites and relays it to the TECHNICAL COORDINATOR.

5. PLANT SYSTEM EFFECTS

- a. Reports to the TECHNICAL COORDINATOR in the IRC.
- b. Obtains IE staff support as necessary to perform function.
- c. Coordinates NRC staff support functions in assigned areas.
- d. Evaluates plant and system status, develops questions and analyzes information in the following and related areas:
 - Status of plant and systems
 - Potential for degradation of plant and systems
 - Continuity of Power Supplies
 - Adequacy of cooling systems
 - Integrity of fission product barriers
 - Maintenance of shutdown capability

6. RADIOLOGICAL AND ENVIRONMENTAL EFFECTS

(The RSEE functions are staffed by FPMI personnel.)

- a. Reports to the TECHNICAL COORDINATOR IN THE IRC.
- b. Obtains IE staff support as necessary to perform functions.
- c. Coordinates NRC staff support functions in assigned areas.
- d. Evaluates radiological effects, develops questions and analyzes information in the following and related areas:
 - Nature of release (magnitude and composition)
 - Potential for population exposure
 - Consequences of the release (short and long range)
 - Need for evacuation or other protection measures
 - Termination of the release

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6. Evaluates offsite response, develops questions and analyzes information in the following and related areas:

- Implementation of licensee emergency plan
- State and local agency response
- Offsite radiological measurements and results
- Future offsite activities by licensee, state and local agencies

7. IRC OPERATIONS STAFF

The IRC OPERATIONS STAFF functions are staffed by X00S and generally entail the following functions:

- Notify the IIRC offices and other agencies of IRC activation
- Communications with other offices and agencies
- Assure IRC is properly established
- Perform miscellaneous functions as directed by the IIRACT DIRECTOR or EMT
- Maintain status boards and vugraphs

Personnel Assignment Checklist

Position

Name

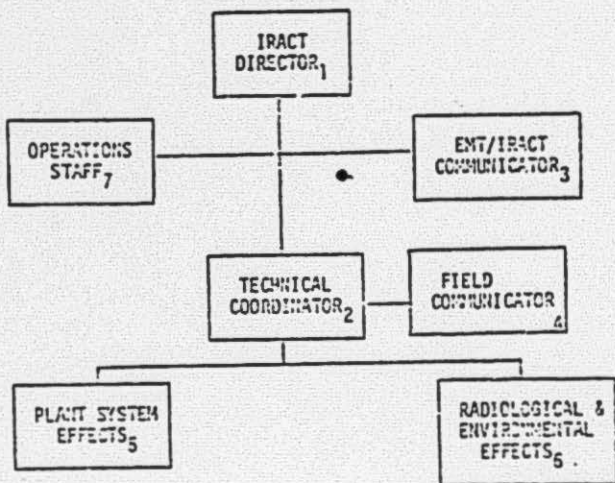
1. IRACT DIRECTOR
- *2. TECHNICAL COORDINATOR
- *3. EMT/IRACT COMMUNICATOR
- **4. FIELD COMMUNICATOR
- **5. PLANT SYSTEMS EFFECTS
- **6. RADIOLOGICAL AND ENVIRONMENTAL EFFECTS
- *7. IRC OPERATIONS STAFF

*Notified by IRACT DIRECTOR

**Notified by TECHNICAL COORDINATOR

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RDI Incident Response Team Organization



ROI Personnel Assignment Incident
Response Team Organization

For the purposes of this procedure, the following assignments are made in order of succession to the position. Deviations from this assignment may be made by the IRACT DIRECTOR or TECHNICAL COORDINATOR.

<u>Position</u>	<u>Order of Succession</u>
1. IRACT DIRECTOR	Norm Moseley Ed Jordan Gerald Klingler Roger Woodruff Frank Nolan Mike Wilber Chuck DeBevec John Riesland
2. TECHNICAL COORDINATOR	Gerald Klingler Frank Nolan Roger Woodruff Mike Wilber Chuck DeBevec John Riesland
3. EMT/IRACT COMMUNICATOR	Ed Jordan Roger Woodruff Mike Wilber Chuck DeBevec Jim Stone
4. FIELD COMMUNICATOR	Mike Wilber Gerald Klingler Jim Stone Chuck DeBevec John Riesland Don Kirkpatrick Phil McKee

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5. PLANT SYSTEM EFFECTS

Roger Woodruff
Mike Hilber
Chuck DeSevec
Don Kirkpatrick
John Riesland
Jim Stone
Phil McKee
Vince Thomas

6. RADIOLOGICAL AND
ENVIRONMENTAL EFFECTS

Leo Higginbotham
Jay Cunningham
Ralph Meyer
Larry Cohen
Ed Flack
Jack Metzger
George Sidinger
Doug Sly

NAMEOFFICE #HOME #FOI REGISTER

H. C. Moseley	492-8160
E. L. Jordan	492-8160
G. R. Klingler	492-8019
J. C. Stone	492-8019
F. J. Nolan	492-8019
J. I. Riesland	492-8019
R. W. Woodruff	492-8100
H. Wilber	492-8180
D. C. Kirkpatrick	492-3180
V. D. Thomas	492-8180
W. J. Collins	492-8120
C. J. DeSeves	492-8100
P. F. McKee	492-8019

IRC OPS OFFICER

S. E. Bryan	492-8487
B. H. Weiss	492-7245
G. C. Gower	492-7245
J. D. Hegner	492-7246

RADIOLOGICAL AND
ENVIRONMENTAL EFFECTS

L. B. Higginbotham	492-8158
L. J. Cunningham	492-8183
R. J. Mayer	492-8183
L. K. Cohen	492-8183
E. D. Flack	492-8183
J. R. Metzger	492-8183
G. H. Biedinger	492-8183
D. K. Siy	492-8183

NOV 23 1978

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NRC MANUAL

Volume: 0000 General Administration
Part : 0500 Health and Safety

IE

CHAPTER 0502 NRC INCIDENT RESPONSE PROGRAM

0502-01 COVERAGE

This chapter and its appendix define objectives, authorities, and responsibilities and establish basic requirements for planning and actions to be taken in response to incidents involving or affecting NRC licensees. This includes coverage of incidents, or effects of incidents, in the categories of operational events, natural phenomena, and safeguarding of special nuclear material. Guidance required for national level emergency planning is not currently included in this chapter. With modification, the scope of the incident response program can be broadened to include such events.

0502-02 OBJECTIVES

It is the overall goal of the Incident Response Program to assure that proper actions are taken to protect health and safety, the environment, and property from the consequences of incidents which occur as a result of NRC-licensed activities; to provide, as appropriate, for common defense and security; and to assure that the public is kept informed of actual or potential hazards to health and safety arising from such incidents. The following objectives are designed to meet that goal:

021 information.

- a. Obtain early, factual information in as complete a form as practical to determine and initiate the physical and personnel resources likely to be required by NRC to inform responsible authorities within and outside NRC in accordance with NRC's mission and responsibilities.
- b. Monitor and record the course of the incident and response actions taken by licensees, NRC and other involved agencies.
- c. Continue throughout the course of the incident to inform responsible authorities within and outside NRC and, through the Office of Public Affairs, the general public.

Approved: February 6, 1973

022 Evaluation.

- a. Evaluate the information obtained with respect to the likely future course of events within the facility and likely offsite consequences, and determine whether the actions taken up to that point by the licensee and other agencies will assure that effects on the public health and safety and the common defense and security are minimized.
- b. Determine the alternative courses of future action available to the licensee, NRC, and other agencies and the consequences of these actions on the public health and safety and common defense and security to form a basis for interaction and discussion with the licensee and other agencies as determined to be desirable.

023 Assistance. On the basis of evaluation of information obtained, determine what assistance to the licensee and other agencies is feasible and useful and initiate that assistance. The assistance may be in the form of discussion, in which opinions are exchanged or advice given, or in the form of making technical expertise available remotely or at the site.

024 Direction. On the basis of evaluation of information obtained, determine whether the actions or lack of actions taken by the licensee warrant formal intervention by NRC and initiate this action. This direction could take the form of oral and written directives by a responsible office of NRC or, in the extreme, could theoretically involve onsite direction of action.

025 Coordination.

- a. Coordinate NRC contingency planning and incident response action with other Federal agencies, notify them of incidents which involve NRC licensees, and request their assistance and support.
- b. Provide coordination of radiological incident emergency response planning activities among Federal agencies under responsibilities assigned by the Federal Preparedness Agency, GSA, including the coordination of Federal radiological incident response planning for fixed facilities and transportation, and planning assistance and training programs for Federal, State, and local governments.

0502-03 RESPONSIBILITIES AND AUTHORITIES

001 All NRC Offices have responsibilities for three phases of the Incident Response Program: planning, execution, and followup. Detailed

descriptions of the functions assigned for each phase are found in the appendices to this chapter.

032 The Director, Office of Inspection and Enforcement, maintains overall program coordination, with functions assigned to other Offices as defined in Appendix 0502, Part I.

033 The Directors, Office of Nuclear Reactor Regulation and Office of Nuclear Material Safety and Safeguards, are responsible for contingency planning for specific scenarios.

034 NRC staff functions in the execution of the planned Incident Response Program are defined in Appendix 0502, Part II.

035 The Executive Director for Operations assures that followup actions are taken, as defined in Appendix 0502, Part III.

0502-04 DEFINITIONS

041 **Incident.** Any occurrence which, by itself or its consequences, poses an actual or potential hazard to public health and safety, property, or the environment; or an actual or potential threat to the safeguards of licensed facilities or materials that requires immediate NRC response. Incidents are characterized by type and severity:

- a. The categories by type (or cause) are: radiological and safety-related incidents arising from operational events, including transportation of radioactive material from natural disasters, or as the result of sabotage; and safeguards incidents arising from threats, thefts or sabotage and involving special nuclear material or licensed facilities.
- b. The severity level of incidents is related to the actual or potential threat or hazard involved:
 - Level I - there is an actual or imminent serious threat or hazard presented; activation of NRC Incident Response Program required.
 - Level II - there is a potential serious threat or hazard; activation of NRC Incident Response Program recommended.
 - Level III - there is no immediate potential threat or hazard or there are relatively insignificant effects; Level III incident response is under the purview of the appropriate line office.

It is recognized that activation of the program may be required for some events or situations where the consequences or potential for consequences is low but public interest is high.

042 NRC Operations Center. A facility in East-West Towers maintained by IE and capable of supporting the staff and providing the equipment necessary to permit NRC to achieve the objectives stated in 0502-02.

043 Operations Staff. NRC staff designated to provide administrative support to the Commission, EMT and IRACT. Specific support staff are identified by the Operations Officer as needed.

044 Executive Management Team (EMT). NRC executive management responsible for reviewing IRACT or IAT alternatives and recommendations, making decisions, and managing NRC's response to incidents.

045 Incident Response Action Coordination Team (IRACT). NRC officials assigned to implement response actions required by EMT guidance or by NRC contingency plans or procedures dealing with incidents.

046 Information Assessment Team (IAT). Representatives of IE, NRR, and NISS responsible for compiling and assessing all information on threats and security/safeguard-related matters. In these matters, the IAT advises both the EMT and IRACT.

047 IRACT Support Staff. NRC management and staff designated to provide support to IRACT in their areas of responsibility or expertise. Specific support staff are identified by IRACT dependent on incident.

048 Incident Investigation Review Committee (IIRC). Group of NRC officials assigned to review, investigate, evaluate, and report on the actions taken in response to an incident which has particularly significant aspects of health and safety, safeguards, or public information.

049 IRACT Implementing Procedures. Set of preplanned action guidelines and procedures, specific information and notification lists to be executed by the IRACT, IRACT Support Staff, and Operations Staff to satisfy the administrative and logistical requirements of implementing the Incident Response Program.

040 Safeguards Contingency Plan. A documented plan to give guidance to satisfactorily accomplish specific objectives in the event of a safeguards contingency and containing: preconceived decisions and actions; specification of responsibilities for each decision and action; and an identification of the data, procedures and mechanisms necessary to efficiently effect the decisions and actions. The plan deals with threats, thefts, and sabotage relating to special nuclear material, high-level radioactive wastes, and licensed nuclear facilities.

0411 Radiological Safety Planning. Plans and procedures dealing with incidents relating to the safety of licensed operations and with any radiological hazards which may result from those operations, including radiological hazards resulting from safeguards incidents.

0502-05 BASIC REQUIREMENTS

051 Applicability. The provisions of this chapter and its appendix apply to the Headquarters and Regional Offices of NRC.

052 Appendix 0502. Defines three major components of Incident Response Program: planning, response, investigation.

- a. APPENDIX 0502, PART I, INCIDENT RESPONSE PLANNING. Establishes planning responsibilities for NRC offices for incident response; defines objectives, authorities, and provides general guidance.
- b. APPENDIX 0502, PART II, INCIDENT RESPONSE ORGANIZATION AND RESPONSIBILITIES. Outlines incident response organization; defines authorities, responsibilities, and functions; provides guidance for development of procedures.
- c. APPENDIX 0502, PART III, INCIDENT INVESTIGATION REVIEW COMMITTEE. Defines Incident Investigation Review Committee; establishes authorities, responsibilities, and procedures.

053 References.

- a. Atomic Energy Act of 1954, as amended.
- b. Energy Reorganization Act of 1974 (P. L. 93-438), as amended.
- c. Federal Response Plan for Peacetime Nuclear Emergencies (Interim Guidance) (FRPPNE), Federal Preparedness Agency, GSA.
- d. Interagency Radiological Assistance Plan (IRAP), April 1975 (revised).
- e. ERDA Radiological Assistance Plan, July 1975.
- f. ERDA/DOE Manual Chapter 0601, "Emergency Planning, Preparedness, and Response Program."

PART I
INCIDENT RESPONSE PLANNING

A. COVERAGE

This Part defines the functions of the various Offices of NRC in planning for incidents.

B. DUTIES

1. Executive Director for Operations (EDO):
 - a. The EDO is director of the Executive Management Team (EMT) and as such is responsible for the functioning of the NRC Incident Response organization.
 - b. The EDO determines whether incidents should be reviewed by the Incident Investigation Review Committee (see Appendix 0502, Part III).
2. Director, Office of Inspection and Enforcement:
 - a. Serves as member of EMT.
 - b. Takes the lead in development and coordination of the NRC Incident Response Program to meet objectives set forth in this chapter, but calls on other components of NRC staff to provide assistance.*
 - c. Maintains an NRC Operations Center which, for NRC incident response requirements, meets the following criteria:
 - (1) is available for immediate use for incident response;
 - (2) provides communications support and equipment; and
 - (3) provides storage facilities for incident response equipment and developed information resources.

*IE is responsible for managing the initial NRC response to incidents until the Executive Management Team is available. During this interim period, NRR and NISS will provide prompt technical assistance to IE when requested. As soon as the Executive Management Team is assembled, it will assume full management of NRC incident response activities. The EDO will be kept fully informed.

- d. Identifies and provides staff to be members of the Incident Response Action Coordination Team (IRACT), IRACT support staff, Information Assessment Team (IAT), IIRC, and Operations Staff.
 - e. Conducts drills and exercises to maintain NRC staff efficiency.
 - f. Assures that procedures for implementation of the Incident Response Program and for operation of the center are defined, developed, approved, and maintained.
 - g. Assures that developed information resources are stored, maintained, and retrievable in NRC Operations Center.
 - h. Maintains a duty officer system in Headquarters and in the field with management backup for immediate response to incidents.
 - i. Assures response capability in Regional Offices.
 - j. Identifies specific ADP and telecommunications requirements to the Office of Administration.
 - k. Reviews incident response and contingency planning related to the NRC Incident Response Program.
3. Director, Office of Nuclear Reactor Regulation:
- a. Serves as member of EMT.
 - b. Identifies and provides staff to be members of IRACT, IRACT Support Staff, IAT, and IIRC.
 - c. Establishes requirements in licenses and technical specifications for reactor licensees regarding the reporting of incidents to NRC.
 - d. Performs radiological safety planning to supplement the Incident Response Program, dealing with radiological threats to the health and safety of the public, to the environment, or to property.
 - e. Develops safeguards contingency procedures for dealing with reactor safeguards incidents.
 - f. Develops information resources necessary for dealing with incidents in area of program responsibility.

- g. Reviews procedures implementing the NRC Incident Response Program.
4. Director, Office of Nuclear Material Safety and Safeguards:
- a. Serves as member of EMT.
 - b. Identifies and provides staff to be members of IRACT, IRACT Support Staff, IAT, and IIRC.
 - c. Establishes requirements in licenses and technical specifications for materials and fuel facility licensees regarding reporting of incidents to NRC.
 - d. Establishes interfaces with other Federal agencies concerning contingency planning for threats, theft and sabotage.
 - e. Develops NRC Headquarters Safeguards Contingency Plan for dealing with threats, thefts, and sabotage relating to special nuclear material, high level radioactive wastes, and licensed nuclear facilities; maintains awareness of threat posture through analyses and interagency coordination; and establishes and maintains pertinent interagency liaisons and procedures to ensure that NRC receives timely notifications of perceived threats.
 - f. Develops radiological safety procedures for dealing with the radiological safety aspects of incidents involving material licensees.
 - g. Develops information resources necessary for dealing with incidents in areas of program responsibility.
 - h. Reviews procedures implementing the NRC Incident Response Program.
5. Director, Office of State Programs:
- a. Carries out lead agency responsibilities assigned to NRC by the Federal Preparedness Agency, GSA, relating to radiological incident emergency response planning activities among Federal agencies (reference 0502-053.c: Federal Response Plan for Peacetime Nuclear Emergencies (FRPPNE)), including coordination of Federal radiological emergency response planning guidance for fixed facilities and transportation, and planning assistance and training programs for Federal, State, and local governments.

- b. Identifies and provides staff to be members of IRACT Support Staff and IIRC.
6. Director, Office of International Programs:
- a. Establishes liaison with other nations, in cooperation with the Department of State, for the exchange of information relating to incidents having international implications.
 - b. Identifies and provides staff to be members of IRACT Support Staff.
7. Director, Office of Administration:
- a. Provides advice and assistance on NRC Operations Center security program, including its physical and technical security measures.
 - b. Provides central control and coordination through the Division of Security for receipt and dissemination of reports of investigations which are made by the Federal Bureau of Investigation relating to NRC licensed facilities and material.
 - c. Serves, through the Division of Security, as the central point of contact with other investigative agencies on matters relating to the NRC security and security classification program.
 - d. Identifies and provides staff to be members of IRACT Support Staff.
 - e. Provides the NRC Operations Center with computer services, telephone, and other communications services, access to emergency communications systems, information and data processing, and other capabilities and facilities that may be identified.
8. Director, Office of Public Affairs:
- a. Follows established NRC public information policies for release of information relating to incidents (see Appendix 0502, Part II, Section E).
 - b. Promotes the NRC policy of encouraging licensees to take the lead in information activities related to incidents occurring at their facilities.

- c. Identifies and provides staff to be members of IRACT Support Staff.
- 9. Director, Office of Standards Development, identifies and provides staff to be members of IRACT Support Staff and IIRC (see Appendix 0502, Part III).
- 10. Directors, Offices and Divisions:
 - a. Notify IRACT (or IE Headquarters Duty Officer during non-working hours) of reports of incidents received from sources other than NRC staff.
 - b. Provide IRACT Support Staff if called upon by EMT or IRACT.

PART II

INCIDENT RESPONSE ORGANIZATION

- A. Purpose of Incident Response Organization. To compress the NRC staff into a configuration where it can most effectively respond to an incident and implement actions necessary to meet the objectives stated in 0502-02.
- B. Scope of Operations. The Incident Response Organization is a stand-by organization activated in accordance with this chapter in the event of a Level I or II incident. Level III incident response is under the purview of the appropriate line office. It is recognized that a Level III incident could escalate to Level I or II. In addition, any incident could escalate to a national emergency, at which time NRC's response would be integrated into a national level program (reference 0502-053.c, "FRPPNE").
- C. Concept of Operations. The NRC Incident Response Organization is organized into four operating levels: policy, decisionmaking, implementation/support, and advisory. The Commission provides general policy which determines the overall course of action NRC takes in response to incidents. EMT transforms policy into specific guidance for the response organization; it makes major decisions affecting NRC's response actions; IRACT executes EMT decisions by directing activities of the IRACT Support Staff. IRACT provides information to EMT, identifies problem areas and develops alternate courses of action. IRACT notifies appropriate offices and agencies and keeps them informed. The IAT performs the threat assessment function for the organization, providing situational assessments, maintaining liaison with the intelligence community, and recommending alternate courses of action.
- D. Organization. The NRC Incident Response Organization is depicted in Figure 1.
1. Executive Management Team (EMT). The EMT is composed of the following management officials (or their designated alternates):

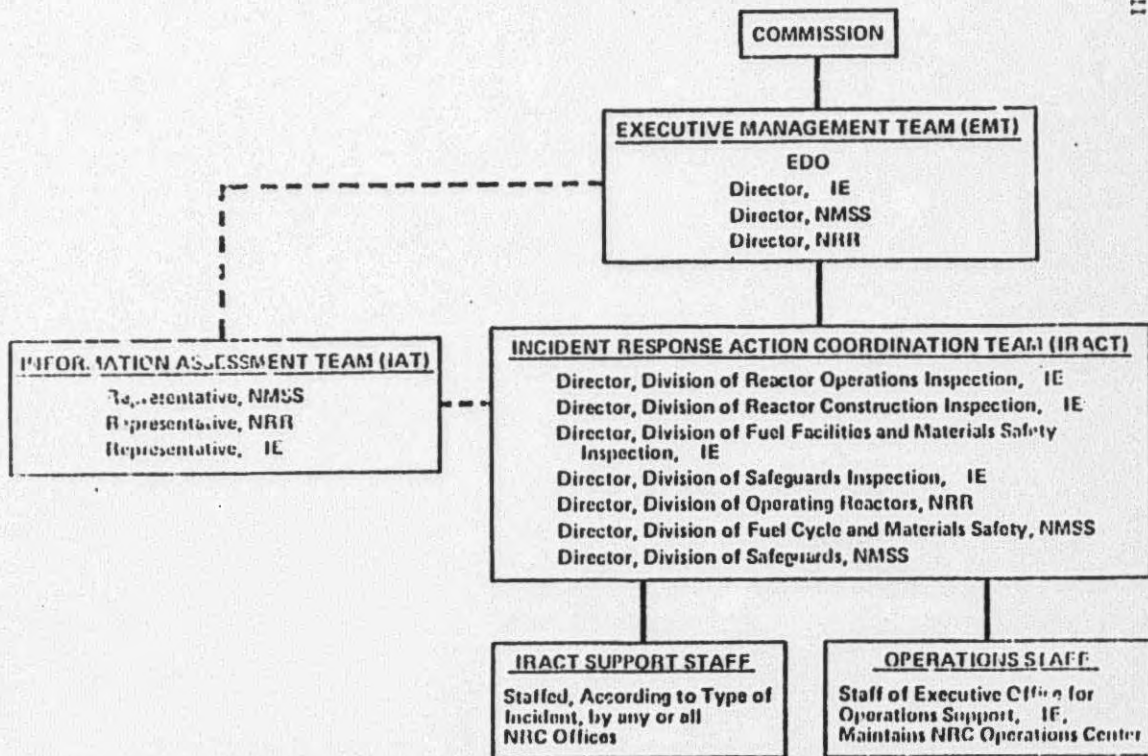
NRC Official

EDO
 Director, NRR
 Director, IE
 Director, NRES

EMT

Team Director
 Team Member
 Team Member
 Team Member

FIGURE 1
NRC INCIDENT RESPONSE ORGANIZATION



NRC Incident Response Organization

FIGURE 1
NRC INCIDENT RESPONSE ORGANIZATION

2. Incident Response Action Coordination Team (IRACT) is composed of the following management officials (or their designated alternates):

<u>NRC Official</u>	<u>IRACT</u>
Director, Division of Reactor Operations Inspection, IE	Team Member*
Director, Division of Reactor Construction Inspection, IE	Team Member*
Director, Division of Safeguards Inspection, IE	Team Member*
Director, Division of Fuel Facility and Materials Safety Inspection, IE	Team Member*
Director, Division of Operating Reactors, NRR	Team Member - Reactor Incidents
Director, Division of Fuel Cycle and Materials Safety, NMSS	Team Member - Materials Safety Incidents
Director, Division of Safeguards, NMSS	Team Member - Fuel Cycle Safeguards Incidents

*IRACT Director selected from these four members, dependent upon incident type.

3. Information Assessment Team (IAT). IAT is composed of the following NRC staff members (or their designated alternates), one of whom is designated chairman with the agreement of the appropriate office directors:

<u>NRC Staff</u>	<u>IAT</u>
Representative, NMSS	Team Member
Representative, IE	Team Member
Representative, NRR	Team Member

4. IRACT Support Staff. IRACT is supported in its incident response mission by designated staff members from NRC offices. Consultants and NRC contractors are also included in this category.

5. Operations Staff. Comprised of staff members from Executive Office for Operations Support, IE. The nucleus of the Operations Staff is as follows:

<u>XOOS Staff</u>	<u>Operations Staff</u>
Executive Officer for Operations Support	Operations Officer
Incident/Operations Coordinator	Administrative Officer
Designated XOOS staff member	Communications Officer

Remaining XOOS staff become part of either IRACT Support Staff or Operations Staff as designated by XOOS. As necessary, the Operations Officer may request staff from other offices and divisions to serve on the Operations Staff.

6. Headquarters Duty Officer (HDO). Senior IE personnel who serve as initial point-of-contact for notification of incidents during non-duty hours.

E. Duties.

1. EMT

- a. Any EMT member is authorized to activate the Incident Response Program.
- b. Transforms Commission policy into specific guidance for response actions.
- c. Makes major decisions affecting NRC's response actions.
- d. Coordinates NRC offices joint activities related to the incident.
- e. Coordinates policy with other agencies and resolves conflicts.
- f. Specifies general content and approves final text of public information releases.

2. IRACT

- a. Any IRACT member may activate the program if, in his judgement, an unacceptable delay would be incurred in

- notifying and requesting activation by EMT. (This proviso is primarily directed toward off-hours and weekend activations).
- b. Assures notification of the incident is disseminated swiftly within the Commission.
 - c. Assures that appropriate Federal agencies and departments are notified in a timely manner of the incident and receive periodic status reports.
 - d. Performs actions required by IRACT Implementing Procedures in order to carry out information, evaluation, assistance, direction, and coordination functions.
 - e. Assures that Commissioners and members of the EMT not present in the Operations Center are kept informed of the incident.
 - f. Directs the actions of the IRACT Support Staff in order to implement EMT decisions or paragraph d., above.
 - g. During the response, identifies significant problem areas, develops alternate solutions, and presents alternatives to EMT for decision.
3. IRACT Support Staff. Detailed actions to be taken by the IRACT Support Staff are incident-specific; that is, they depend on the type of incident. However, all actions will be directed toward fulfilling one of five objectives: gathering or providing information, evaluating response, coordinating with other agencies, assisting where appropriate, or directing where necessary. In addition, there are certain general areas of responsibility or function that would be performed by IRACT Support Staff independent of incident type, as outlined below:
- a. NRR staff (for reactor incidents)
 - (1) identifies safety or safeguards related problems associated with the construction and operation of nuclear reactors and the associated materials and activities.
 - (2) determines if followup evaluation is necessary.
 - (3) determines if immediate changes or improvements are needed in regulatory requirements.

- (4) evaluates information with respect to the likely future course of the incident.
 - (5) evaluates corrective action taken and proposed by reactor licensees in response to incident.
 - (6) determines alternate courses of future action available.
 - (7) evaluates the feasibility of assistance to the licensee or others, recommends to the IRACT the initiation of such assistance, and participates in the provisions of assistance as appropriate.
 - (8) evaluates the need for formal intervention by NRC and recommends the initiation of such intervention to the IRACT.
 - (9) performs safety evaluation of reactor facilities subsequent to an incident, during repair, test, and startup.
- b. NMSS staff (for nonreactor incidents)
- (1) identifies problems associated with the processing, transport and handling of nuclear materials.
 - (2) determines if additional safety or safeguards evaluation may be needed.
 - (3) determines if immediate changes or improvements are needed in regulatory requirements.
 - (4) evaluates information with respect to the likely future course of the incident.
 - (5) evaluates corrective actions taken and proposed by materials and fuel cycle facility licensees in response to incidents.
 - (6) determines alternate courses of future action available to NRC and others.
 - (7) evaluates the feasibility of assistance to the licensee or others, recommends to the IRACT the initiation of such assistance, and participates in the provision of assistance as appropriate.

- (8) evaluates the need for formal intervention by NRC and recommends such intervention to the IRACT.
 - (9) performs safety and safeguards evaluation subsequent to an incident, during any repair, tests, or startup of fuel cycle or materials facilities.
- c. IE Staff
- (1) assures that personnel are dispatched to monitor licensee activities and to assure compliance with licensee emergency plans, contingency plans, and procedures.
 - (2) gathers information concerning the incident in order to assist in NRC's independent evaluation of effects of the incident to assess licensee compliance with plans and procedures.
 - (3) performs inspection and investigatory functions in the field required to assure the health and safety of the public and to provide information requested by EMT or IRACT necessary for decisions.
- d. SP Staff
- (1) identifies affected State and local authorities and State capabilities.
 - (2) evaluates State actions and advises IRACT of alternatives available based on performance levels of State and local authorities.
- e. PA Staff
- (1) assists IRACT in information activities relating to incidents.
 - (2) reviews public statements and press releases regarding incidents at NRC licensed facilities and, in coordination with the Office of International Programs, informs the State Department of those having international implications.
- f. Director, Office of Congressional Affairs, expedites congressional notification of incidents and provides updated status reports to Congress as necessary.

4. Operations Staff

- a. Operates and maintains NRC Operations Center through implementation of operational procedures developed in accordance with 0502.
- b. Provides appropriate assistance to EMT, IRACT, IAT, and IRACT Support Staff as directed by Operations Officer.

5. IAT

- a. Notified of all threats and security/safeguards-related matters.
- b. Assesses, for each reported threat, the validity of sources and data and the degree of seriousness.
- c. Recommends to the IRACT and EMT alternatives for consideration as determined by an analysis of the situation.

F. IRACT Implementing Procedures.

1. General. These procedures are designed to implement Incident Response Program functions with a minimum of confusion. The NRC Headquarters Safeguards Contingency Plan and Radiological Safety Plan are not within the scope of these procedures with the exception of procedures directing implementation of the appropriate plan in the event of an incident.

The Director, IE, is responsible for definition, development, approval, and maintenance of these procedures. The Director, NRR, and Director, NMSS, are responsible for reviewing the procedures prior to approval.

2. Guidance.

- a. Development. IRACT implementing procedures, as a minimum, should contain:
 - (1) Call-lists of key NRC personnel; other key Federal, State, and local officials, agencies, and emergency operations numbers; consultants; contractors; licensees' and other emergency response numbers.
 - (2) A procedure for activating the Incident Response Program.

- (3) A procedure for identifying and assembling IRACT Support Staff.
- (4) Public information procedures.
- (5) A procedure for the IRACT Director.
- (6) Procedures detailing NRC coordination with DOE, FBI, FPA, EPA, DOT, DCPA, and other Federal agencies in the event of an incident.
- (7) Procedures to obtain assistance such as IRAP, AMS, ARAC, EG&G communications support, and USDA or AT&T communications support.
- (8) Procedures for implementing NRC Headquarters Safeguards and Safety Contingency Plans.
- (9) Procedures to identify and access information resources housed in NRC Operation Center.
- (10) Procedure for issuing oral or written directives to licensees.
- (11) Procedure to assure that Federal, State, and local agencies and licensees are aware of NRC Incident Response Program.
- (12) Other procedures deemed necessary to meet incident response objectives.

b. Maintenance.

- (1) A procedure to assure call-lists are maintained and renewed on at least a quarterly basis.
- (2) A procedure to assure that above procedures are tested on a quarterly basis.
- (3) Ten copies of IRACT implementing procedures are to be kept in conspicuously marked folders in the NRC Operations Center.

G. Coordination With Other Agencies. NRC will have need to coordinate its actions with other agencies. Two key agencies directly involved in incident response are DOE and FBI. Relationships with these agencies are outlined below:

1. Department of Energy. A working arrangement has been agreed upon between the NRC and DOE providing for mutual support and assistance in the response to incidents occurring in or affecting facilities or activities under jurisdiction of either agency. In cooperation with the NRC, the DOE has agreed to:
 - a. Notify the NRC immediately of all incidents believed to involve NRC or State licensee activities or facilities, transportation of licensed materials, or releases of hazardous material to unrestricted areas as the result of an accident occurring in DOE facilities or operations.
 - b. Provide technical advice and assistance as necessary, including capabilities of DOE Radiological Assistance Program, to support the NRC response to incidents which involve licensed activities and operations.
 - c. At the request of NRC's IRACT Director, promptly provide a DOE representative as liaison to NRC's IRACT.
 - d. Coordinate any DOE press release with NRC's Office of Public Affairs when an incident involves NRC or State licensees.

2. Federal Bureau of Investigation (FBI). The FBI has the lead role in investigating threats and extortion cases and alleged or suspected criminal violations of Federal law. Both the NRC and the DOE have established liaison with the FBI to deal with incidents of these types.
 - a. The NRC has established contacts with the FBI for the purpose of contingency planning and response actions for incidents involving sabotage, terrorism, and theft of SNM. Those incidents which involve nuclear-related threats require a three-way coordination between the FBI, NRC, and DOE.

DOE provides the FBI with primary nuclear technical support, including credibility assessment of threat communications, operational search capabilities, and information about the security of the weapons production chain and other license-exempt nuclear activities. NRC provides a determination of whether sufficient SNM is missing or unaccounted for in a licensed facility as an input into the determination of threat credibility, and assists in the threat assessment and the search-and-find mission within its capabilities.

- b. Normally, suspected or alleged criminal violations of Federal law are referred to the Department of Justice through NRC's Office of Inspector and Auditor (OIA). The OIA, upon being notified, advises the FBI of the referral and coordinates with the FBI and the reporting NRC office in any ensuing investigation. However, incidents requiring prompt response, such as sabotage, terrorism or theft of SSM should be reported directly to local FBI offices by the affected NRC Regional Office.

In such instances, the LAT will be promptly contacted so that notifications may be made at the Headquarters level. Similarly, requests for prompt FBI support may be initiated and coordinated at the Headquarters level by the LAT or IRACT Support Staff. In both instances, IE Headquarters will insure that OIA is advised of the emergency notification.

PART III

INCIDENT INVESTIGATION REVIEW COMMITTEE (IIRC)

- A. Purpose of IIRC. To provide a basis for the improvement of codes, guides, and standards for accident prevention, radiation protection, and safeguarding of nuclear materials and licensed facilities.
- B. Scope of IIRC. Except as otherwise prescribed by the Commission, an investigation of incidents is made under the auspices of NRC's Executive Director for Operations as provided for in this Part.
- C. Criteria for Convening IIRC. Where an incident has particularly significant health and safety, safeguards, or public interest aspects, the results of any special inspection or documented record of the incident may be reviewed by the IIRC. The Executive Director for Operations determines whether an incident is referred to the Committee.
- D. Organization.
1. The Technical Advisor to the Executive Director for Operations shall serve as Chairman of the Committee.
 2. The members of the Committee shall be appointed, according to the type of incident and facility involved, from Headquarters offices and divisions (line offices).
 3. There shall be no less than three members.
 4. NRC personnel directly involved in the regulatory licensing or inspection process of the facility or activity involved in the incident may serve on the Committee, but they shall not constitute a majority of the Committee nor serve as the only investigator of any subcommittee or task group the Committee or Chairman may appoint.
 5. The EDO may request the Executive Legal Director to appoint a counsel to the Committee; the counsel so appointed shall attend the meetings of the Committee and advise and assist it.
- E. IIRC Procedures.
1. The actions of the Committee do not relieve the NRC line offices of their operational responsibility. The Chairman of the

1. Committee shall assure that committee actions do not interfere with inspection or investigatory actions carried out by the Office of Inspection and Enforcement.
2. The Directors of line offices of NRC shall assure that the Committee is kept fully and currently informed with respect to information and data obtained by their staffs as a result of their investigation, review, and evaluation of the incident.
3. The Committee shall:
 - a. Review information gathered by inspectors, through implementation of the NRC Incident Response Program, or otherwise obtained as a result of the incident.
 - b. Review the information developed as a result of the incident with respect to such matters as the nature of the incident, its causes, the safety of the operation, and matters to be considered in order to assure continued safety and to minimize or preclude similar incidents.
 - c. Advise whether additional investigation or inspection should be conducted, and if so, in what areas.
4. The Committee may question witnesses and examine documents, equipment, facilities, and sites relevant to the incident.
5. If, after reviewing all information available and making such inquiries as it deems necessary, the Committee determines that additional information is necessary, the Directors of line offices will be requested to obtain and furnish such information.
6. After completing its investigation review and prior to preparing its final written report, the Committee shall consult with the appropriate Directors of line offices concerning the results of the investigation review, to determine if any further review is necessary or desirable.
7. Thereafter, if it appears that no further review or action by the Committee is necessary or appropriate, the Committee shall prepare a report to the Executive Director for Operations. The report shall contain an evaluation of safety and safeguards aspects, both specific to the incident and on a general basis, and a complete summary of the incident and actions taken by NRC. After review the EDO will refer the report to the Office of Standards Development.