
Agency Procedures for the NRC Incident Response Plan

Final Report

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ABSTRACT

The NRC Incident Response Plan, NUREG-0728/MC 0502 describes the functions of the NRC during an incident and the kinds of actions that comprise an NRC response. The NRC response plan will be activated in accordance with threshold criteria described in the plan for incidents occurring at nuclear reactors and fuel facilities involving materials licensees; during transportation of licensed material, and for threats against facilities or licensed material. In contrast to the general overview provided by the Plan, the purpose of these agency procedures is to delineate:

1. The manner in which each planned response function is performed;
2. The criteria for making those response decisions which can be pre-planned;
3. The information and other resources needed during a response.

An inexperienced but qualified person should be able to perform functions assigned by the Plan and make necessary decisions, given the specified information, by becoming familiar with these procedures. This rule of thumb has been used to determine the amount of detail in which the agency procedures are described. These procedures form a foundation for the training of response personnel both in their normal working environment and during planned emergency exercises. These procedures also form a ready reference or reminder checklist for technical team members and managers during a response.

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LIST OF ACRONYMS AND INITIALISMS

AEOF	-	Alternate Emergency Operations Facility
AT&T	-	American Telephone and Telegraph
CA	-	Congressional Affairs
CAL	-	Confirmatory Action Letter
COB	-	Close of Business
CR	-	Control Room
CS	-	Current Status
DO	-	Duty Officer
DOE	-	Dept. of Energy
DOT	-	Dept. of Transportation
DSO	-	Director of Site Operations (NRC at site)
EDO	-	Executive Director of Operations (NRC)
ENS	-	Emergency Notification System
ENV	-	Environment
EO	-	Emergency Officer
EOP	-	Emergency Operations Facility
EPA	-	Environmental Protection Agency
EPC	-	Emergency Preparedness Coordinator (NRC Region)
EPZ	-	Emergency Planning Zone (10 and 50 miles)
ERC	-	Emergency Response Coordinator (NRC at site)
ET	-	Executive Team (NRC)
ETA	-	Estimated Time of Arrival
FBI	-	Federal Bureau of Investigation
FEIS	-	Final Environmental Impact Statement
FEMA	-	Federal Emergency Management Agency
FSAR	-	Final Safety Analysis Report
GL	-	Government Liaison
HDO	-	Headquarters Duty Officer (NRC)
HHS	-	Health and Human Services, Dept. of
HP	-	Health Physicist
HPN	-	Health Physics Network
HQ	-	Headquarters
IAL	-	Immediate Action Letter
IAT	-	Information Assessment Team
IE	-	Inspection and Enforcement, Office of (NRC)
IRC	-	Incident Response Center
IRP	-	NRC Incident Response Plan
LLEA	-	Local Law Enforcement Agencies
MC	-	Manual Chapter
MOU	-	Memorandum of Understanding
NMSS	-	Nuclear Material Safety and Safeguards, Office of (NRC)
NOUE	-	Notification of Unusual Event
NRC	-	Nuclear Regulatory Commission
NRCOC	-	NRC Operations Center
NRR	-	Nuclear Reactor Regulation, Office of (NRC)
OC	-	NRC Operations Center
OCA	-	Office of Congressional Affairs (NRC)
OGC	-	Office of the General Counsel (NRC)
OIE	-	Office of Inspection and Enforcement
OPE	-	Office of Policy Evaluation (NRC)
OSC	-	Operations Support Center (site)
OSP	-	Office of State Programs (NRC)

LIST OF ACRONYMS AND INITIALISMS (CONTINUED)

P&ID	-	Piping and Instrumentation Drawings
PAC	-	Public Affairs Coordinator (NRC at site)
PAO	-	Public Affairs Office(r) (NRC)
PM	-	Protective Measures
PMC	-	Protective Measures Coordinator (NRC at site)
RA	-	Regional Administrator (NRC)
RAT	-	Radiological Assistance Team
RCT	-	Response Coordination Team
RDO	-	Regional Duty Officer (NRC)
RI	-	Resident Inspector (NRC)
RO	-	Regional Office (NRC)
RPAO	-	Regional Public Affairs Officer
RS	-	Reactor Safety
RSC	-	Reactor Safety Coordinator (NRC at site)
RSLO	-	Regional State Liaison Office(r) (NRC)
SCP	-	Security Control Point (at site)
SI	-	Security Inspector (NRC at site)
SLC	-	State Liaison Coordinator (Site Team)
SLO	-	State Liaison Office(r) (NRC)
SO	-	Status Officer
SRI	-	Senior Resident Inspector (NRC)
SS	-	Systems Specialist (NRC at site)
ST	-	Site Team
STL	-	Site Team Leader
TLD	-	Thermo-luminescent dosimeter
TSC	-	Technical Support Center (site)

Chapter I

Use of Procedures

CHAPTER I
Use of Procedures

Introduction

This document establishes agency-wide procedures for the implementation of the NRC Incident Response Plan. Chapter III groups these procedures according to "team" (the individual or group designation for a particular role in the response effort) and shows the interrelationships between them.

Each group of procedures is subdivided by the mode of NRC response (e.g., Standby, Initial Activation), as specified in the NRC Incident Response Plan (NUREG-0728). If no procedures are given for a particular mode, the team is not active during that mode. At the beginning of the procedure for each mode is a list of all the tasks which the team must perform in order to accomplish the specific plan functions assigned to it which are correlated in the right column. Similar tasks were abstracted in NUREG-0728/MC 0502 but modified somewhat in the process of developing these procedures. A pending revision of the Plan will reflect these task modifications in order to develop and maintain consistency between the two documents.

Two symbols have been used in the text to annotate recurring footnotes. They are :

- * - Refers reader to relationship between tasks described in this document and functions as described in NUREG-0728/MC 0502.

- ¶ - Refers to the repetition of a procedure from an earlier mode for that team. This symbol identifies those tasks with only subtle changes appropriate to the new mode, to remind the team that tasks may already have been performed in an earlier mode and need not be repeated or that performance of these tasks should be continued in the new mode. When an explicit direction to use a procedure in another mode is given, this symbol is not used.

A table of contents, listing all teams and modes appears on page v and serves as a guide for the location of procedures for specific components of the Incident Response Organization.

Revisions to this document will be made as necessary to ensure that the procedures contained within it reflect current organization and policy.

Use

Chapters I and II contain supporting material for Chapter III. Chapter II contains an expanded function overview section which further details response functions as described in NUREG-0728/MC 0502. The user of these procedures should first become familiar with the NRC Incident Response Plan, NUREG-0728/MC 0502. Once a familiarity with the NRC Plan is gained, the user can turn to the appropriate part of Chapter III of this document for specific tasks.

The following is a sequence of steps recommended for use of the procedures in Chapter III.

1. Determine the letter designation of the appropriate team from the table of contents on page v and turn to the appropriate section.

2. Ascertain the mode of NRC response and turn to the appropriate subsection:
 - (1) Normal Mode
 - (2) Standby Mode
 - (3) Initial Activation Mode
 - (4) Expanded Activation Mode
 - (5) Deactivating Mode
3. Identify any tasks that need to be performed (listed in the left column on the title page of that mode).
4. Note the functions accomplished by those tasks as listed in the right column.
5. Determine whether the task was completed in an earlier mode.
6. Perform the actions detailed in the procedures, under the guidance and direction of the Team Leader, if appropriate.
7. Address any questions to the Response Coordination Team (RCT).

Chapter II

Function Overviews

Chapter II
Function Overviews

The function overviews in this section describe interrelationships among the persons responsible for carrying out each function during each response mode defined in the NRC Incident Response Plan. They also document the rationale, intent, and general procedures associated with each function. Together, the individual function overviews are intended to provide an overview of all NRC response activities and the background information needed to facilitate future modifications to the implementing procedures. The definition of each function is repeated from the Incident Response Plan.

FUNCTION 1: MAINTAIN RESPONSE CAPABILITY

This function includes those tasks required to maintain readiness, such as training personnel and maintaining communications systems.

Normal. Headquarters is responsible for maintaining an effective NRC Incident Response Plan and Implementing Procedures. The NRC (agency-wide) Implementing Procedures are those Regional and Headquarters procedures that should be common to all regions or that need to be understood by persons other than those using them. (For example, licensees and Regional Duty Officers need to know certain procedures followed by the Headquarters Duty Officer in receiving notifications.) Each regional office and headquarters is responsible for maintaining their

respective Regional (or Headquarters) Supplement of such additional procedures as may be necessary to fulfill all responsibilities assigned by the NRC Incident Response Plan.

In general, Headquarters and each Regional Office is responsible for maintaining its own readiness to respond to an incident. Each will train its own duty officers and maintain its own procedures for assuring that qualified persons are available at any time to respond to an incident. All offices will jointly maintain the plan for support of each other in the event that an emergency places excessive demands on any one office.

Headquarters is responsible for developing and maintaining primary guidance for NRC participation in exercises. HQ and the Regional Office are responsible for developing schedules in conformance with that guidance to assure that:

1. The proficiency of all NRC response personnel is maintained with minimum demand on their time;
2. The NRC interface with other organizations is adequately exercised;
3. All regulatory requirements for NRC participation in exercises are met; and
4. All licensee emergency response exercise requirements are satisfied.

Other response modes. During any response to an incident, the leaders of each response team should assure that a relief schedule is prepared and coordinated with other team leaders as soon as it appears that NRC participation will continue long enough to make it necessary.

During any response every person operating equipment is responsible for recognizing equipment malfunctions and for contacting the appropriate person(s) to arrange for repairs.

FUNCTION 2: MAN EMERGENCY COMMUNICATIONS SYSTEMS

This function includes those tasks that assure proper receipt and handling of all communications during any response mode.

Normal. The Headquarters Duty Officer (HDO) is at the hub of two dedicated communications networks linking the OC, Regional Offices, and licensed nuclear power reactors and those power reactors (subject to NRC license) with fuel on site. Certain fuel cycle facilities also have dedicated lines. The NRC receives initial notifications of problems at any of these plants, at any time, by staffing only one all-hours position. After filtering out extraneous calls, the HDO follows detailed procedures intended to bring a problem to the attention of someone knowledgeable about the specific plant or situation as quickly as possible. Regional Office personnel can best satisfy this need; therefore, licensee notifications are always passed on to the Region. Headquarters personnel are also notified under some conditions to permit quick mobilization of the entire NRC response organization, if necessary. HDO procedures are intended to minimize the time spent on the telephone by the licensee or other personnel reporting the problem.

Other modes. While the HDO continues to answer calls from other locations, technical specialists at Headquarters, the primary Regional Office, and, later, at the site are assigned as communicators for the incident. The Emergency

Notification System (ENS) is usually used to obtain plant operations data and the Health Physics Network (HPN) for radiological and meteorological data. Each must be manned by appropriate specialists to communicate effectively because technical information must be relayed by voice over the two telephone networks.

Licenses are required to provide information over the HPN (10 CFR 50.72), but the NRC will do what it can to reduce repetitive and other unnecessary inquiries. Whenever possible, NRC personnel on site (the Resident Inspector, for example) will relieve licensee personnel of communications duties, but they must not be captured by the telephone to an extent that prevents them from performing other essential tasks.

FUNCTION 3: EVALUATE AND CATEGORIZE INITIAL INFORMATION

This function includes those tasks that culminate in decisions regarding the severity of an event and the extent of the initial NRC response.

Normal. The HDO makes the initial decisions about whether and who to call; after that his primary function is to place calls according to established procedures or as directed at the time. Regional personnel are called first because they can usually provide the most detailed knowledge of a particular plant or other problem; a contact must be readily accessible at all hours in each region to perform this function. Headquarters must also have a qualified person accessible at all hours to assess the situation and categorize the event, particularly from the HQ perspective. The Headquarters contact also plays a key role in mobilizing the entire NRC response organization quickly when necessary.

Other modes. Does not apply.

FUNCTION 4: DECIDE TO ESCALATE THE NRC RESPONSE

This function includes those tasks which address responsibilities both for recommending and for deciding on a need for greater NRC participation at any time after the initial response decision.

All modes. The transition from one response mode to another must be deliberate and clear to all participants. The transition may be made between any of the response modes at any time and is not dependent on prior completion of procedures in any other mode. Transition should be based on the criteria as much as possible, with one person responsible in each case for making the decision. General transition criteria are defined in the Incident Response Plan (NUREG-0728), Section 2.2. Decision responsibilities lie with predesignated Headquarters and Regional personnel both to assure uniformity throughout all regions and to involve the more senior officials. In all situations, however, it is important that both Headquarters and Regional personnel continue communications particularly regarding recommendations for any agency action.

FUNCTION 5: ENTER STANDBY MODE

This function includes those tasks that must be completed as soon as possible upon transition to the Standby mode.

Standby. Both Headquarters and the affected Region direct some staff members to their operations center in the Standby Mode. Some personnel and equipment may be dispatched to the site from the primary Regional Office, if, for example,

the situation is complex or the problem is at a location where good communications are not readily available. Headquarters and the Regional Office monitor and evaluate the situation and prepare to act quickly, if necessary. Select response personnel report to the OC. A standby team leader (usually the Regional Administrator or an ET member) and other specialists who are needed are named upon transition to the Standby Mode at this time because of the wide range of relatively specialized problems that may be encountered. Some specialists (meteorologists during a hurricane, for example) may be called to the OC solely to support Regional Office activities if responsibility for following a long-term event has been transferred to the Region. The decision for entering the Standby Mode is made by the Regional Administrator or an ET member generally in consultation with the Emergency Officer. The lead in this mode is with the Regional Office unless the RA or ET member decides otherwise.

Other modes. Does not apply.

FUNCTION 6: ENTER INITIAL ACTIVATION MODE

This function includes those tasks that must be completed as soon as possible upon transition to the Initial Activation Mode.

Initial Activation. The intent of the tasks and procedures that support this function is to activate the full NRC response organization quickly. Management direction must be clear. The Chairman (or his designee) is Director of the NRC response at all times until he delegates authority to a Director of Site Operations. To avoid confusion, any other person acting for the Director in his absence (for example, while en route to the OC) is called "Acting Director," even for extended relief periods.

Several steps have been taken to advance the concept of an integrated, agency-wide NRC response built on specific capabilities and somewhat independent of the organizational structure designed for daily business. Among them are:

- . Personnel assume emergency organization titles that are different from normal business titles to avoid confusing the two roles.
- . Preorganized Headquarters and Regional Office response teams combine the capabilities of specialists from various organizational units.
- . As many response procedures as possible are common throughout the agency to promote effective support of the primary Regional Office by other units.

While the primary Regional Office is preparing to dispatch a Site Team, Headquarters must prepare to carry out most of the NRC response until the team is established at the site. The time that Headquarters must carry the response load may range from three to ten hours (longer under adverse weather conditions).

FUNCTION 7: ENTER EXPANDED ACTIVATION MODE

This function includes those tasks that must be completed as soon as possible upon transition to the Expanded Activation Mode.

Expanded Activation. In a smooth transition the activities are much the same as in the Initial Activation mode but they are directed from the site rather than from Headquarters. The DSO must be able to take charge of all Federal activities onsite that affect the health and safety of the public and to coordinate all

Federal technical activities offsite; the DSO can draw from any element of the NRC for support. For incidents of a safeguards nature, the FBI will have the lead federal law enforcement responsibility while the NRC continues to monitor actions that will affect the health and safety of the public.

The procedures provide for incremental delegation of authority to the DSO to permit transfer of some authority as soon as possible without overwhelming site personnel with the full weight of all response activities. However, the DSO becomes the primary spokesman for the NRC as soon as he is appointed. The Director continues to exercise authority not delegated, while the Headquarters Team must support both him and the DSO. As more authority is delegated, the Executive Team may be partially disbanded by the Director.

As in other transitions, the notifications that must be made are best done by each person responsible for regular contacts with other organizations.

Other modes. Does not apply.

FUNCTION 8: ENTER DEACTIVATING MODE

This function includes those tasks that must be completed as soon as possible upon transition to the Deactivating Mode.

Deactivating. Deactivating from the Standby Mode, Initial Activation Mode or the Expanded Activation Mode will result in a transfer of responsibility to the Regional Administrator under his normal authorities and responsibilities. Enough capability must be left in place to recognize the need to reactivate should it arise. Few tasks of the HQ Technical Teams, Region or Site Team during the

Deactivating Mode can be preplanned. During this mode, documentation will be accumulated and lessons learned will be analyzed.

Residual functions of the Headquarters Technical Teams are expected to return to normal in increments in a fairly short time. If necessary, Site Team functions will be taken over by a Recovery Team that may remain in place for some time.

Other modes: Does not apply.

FUNCTION 9: EVALUATE INCIDENT AND PLANT STATUS

This function includes those tasks needed to assure that NRC response personnel are taking such actions to have a complete and accurate overview of the evolution and status of the event at any time.

FUNCTION 10: EVALUATE LICENSEE ACTIONS

This function includes those tasks that provide an overview of the licensee's actions with respect to mitigating the actual or potential consequences of an incident and with respect to the adequacy of licensee recommendations to offsite authorities for protective actions for the public.

FUNCTION 11: PROJECT INCIDENT CONSEQUENCES AND PLANT STATUS

This function includes those tasks needed to develop timely projections of the likely future course of an incident.

Functions 9, 10 & 11, while interrelated, have been separated to better focus the efforts of the technical teams.

Function 9 requires a focus on the incident without regard to licensee or NRC response actions.

Function 10 requires a focus on whether preplanned actions and guidelines are being followed as long as they are appropriate and that they are modified quickly when not. The overall health and safety of the public or response personnel is the basis on which appropriateness should be judged.

Function 11 requires a focus on projections to help assure that the need for any actions to protect the public or response personnel are foreseen in time to be effective.

Having separated the functions to assure that each receives proper attention, the procedures must then provide for integrating the results into a form useful to the decision maker.

Normal. Does not apply.

Standby. The Incident Response Plan (NUREG-0728/MC 0502) recognizes that the Regional Office will generally be in the lead with respect to decision making. The Regional Office and Headquarters must work closely together to determine if and when the situation warrants greater NRC involvement. The IE Director and Regional Administrator are kept fully informed; others may be notified and updated as necessary. The key element is whether the conditions of the incident are worsening and the licensee's ability to control the situation is adequate. Any press releases are issued by the Regional Office, unless agreed upon jointly by the Regional Administrator and an ET member.

Initial Activation. Headquarters leads activities following preplanned tasks to permit maximum attention to unique aspects of the incident. There will be support from the Regional Office but most Regional response personnel will be enroute to the site.

Initial tasks should scope the problem, identify trends, and begin specific analyses. Data must be relayed by telephone so the team structure and procedures are intended to provide for coordinating data requirements. Regional personnel arriving at the site establish the initial Site Team organization (Chapter III.U) and begin to establish liaison with counterparts at Headquarters and the Regional Office. The Director (Chairman) at Headquarters is the primary NRC Spokesman.

Expanded Activation. The procedures are intended to emphasize continuity of the NRC response, so Headquarters specialists initially continue their tasks but in support of the DSO. The DSO, having access to with more specific knowledge of conditions at the site, will reorient and supplement requests for technical analyses as needed. Headquarters obtains additional support requested by the DSO and also continues to assist the Director in carrying out any functions not transferred to the DSO. The DSO now becomes the primary spokesman for the NRC.

Deactivating. The procedures must provide for information flow similar to that during Standby, except that a sizable NRC contingent may remain on site. Most tasks cannot be preplanned but must be assigned at the time of deactivating. Headquarters and regional deactivating activities may return to normal gradually, but always by a specific decision so that the extent of NRC participation is always clear. Deactivating activities must be closely coordinated

with the Site Team (and with the Recovery Team if it is formed.) The decision regarding deactivating or reactivating must be made by the DSO and Director in consultation.

FUNCTION 12: ADVISE, ASSIST, OR DIRECT LICENSEE

This function includes those tasks needed to assure that advice or orders, if required, are defined clearly, developed from the best facts and projections, and transmitted accurately.

Normal. Does not apply.

Other modes. While the NRC monitors an incident the licensee may request, or the NRC may volunteer, advice concerning diagnoses of critical problems, remedial courses of action, and additional precautionary measures. As coordinator of the entire federal technical response, the NRC will also integrate onsite and offsite activities and information and may offer advice based on this broader perspective. The NRC must also be prepared to direct, however infrequently, that certain specific actions be taken if, after thorough discussion with licensee management, the NRC decides that the action is necessary. The discussions may be initiated by either the licensee or NRC, but three important concepts should govern:

- (1) The licensee is ultimately responsible for taking appropriate action to mitigate the consequences of an incident at his facility.
- (2) The NRC must have a single voice when advising or directing the licensee.

(3) Licensee management must be in a position to decide whether to accept or challenge the advice.

Only the Director will be empowered to advise the licensee and the DSO, upon appointment, may be empowered to advise or direct the licensee. At no time can both persons either advise or direct the licensee, and the licensee will always be apprised of who has what authority. Further, it is the responsibility of all other NRC personnel in contact with the licensee to apprise their contacts that any discussions should not be construed as advice or direction but are solely for the purpose of exchange of information and ideas.

The second concept is implemented by providing in the procedures for presenting advice or direction only to licensee management. Licensees are expected to designate their preferred contacts for this purpose.

FUNCTION 13: REQUEST OTHER-AGENCY SUPPORT

This function includes those tasks that clarify responsibilities among participating agencies for identifying needs, requesting support, and resolving conflicts in priorities or actions.

Normal. Memoranda of Understanding (MOUs) have been formalized between the NRC and various participating agencies who may be called on to assist in the response. In addition, less formal working agreements have been made with other responding agencies.

Standby. Although active support is not expected, other agencies might be approached for particular expertise.

Initial Activation. Requests during this mode are most likely to be those that have been largely preplanned, such as DOE support. Requests should be approved by the Director so that he is fully aware of all such requests when talking with agency heads.

Expanded Activation. Specific requests of any kind may be made by the DSO to any agency. The FEMA plan should be followed, if possible, to obtain logistical support. Headquarters will assist if the DSO is uncertain about sources of support or if he has difficulty in obtaining it.

Deactivating. Does not apply.

FUNCTION 14: MAINTAIN LIAISON WITH THE CONGRESS, WHITE HOUSE, OTHER FEDERAL,
STATE AND LOCAL AGENCIES

This function includes those tasks that identify primary liaison responsibilities for helping to assure that information exchange is adequate, accurate, timely, and consistent.

Much of the success of Function 13 depends on performing this function well.

All modes. In general, Headquarters will maintain liaison with the Headquarters of other federal organizations, with the White House, and with the Congress throughout all modes. This may aid NRC site personnel during hectic periods by

absorbing some of the inquiries and other communications requirements. Regional Office and site personnel will generally maintain liaison with regional and site personnel of other organizations. Liaison with the State and local agencies should be in accordance with the State Emergency Plan.

FUNCTION 15: INFORM PUBLIC AND MONITOR PUBLIC INFORMATION

This function includes those tasks needed to assure first, that NRC information releases are complete, accurate, consistent, available to all response personnel, coordinated with other response organizations, and accurately relayed to the public; and second, that public reactions are brought to the attention of NRC managers.

Normal. Does not apply.

Other modes. If the public is to develop confidence that an incident is being handled safely and effectively, it must receive clear, complete, and consistently accurate statements from key officials. Within the NRC, the procedures provide for technical review by Headquarters, Regional Office, and site personnel of all proposed press releases, but with only one approving authority in any response mode. During Standby, the RA will approve press releases if there are any. During Initial Activation, the Director at Headquarters is the NRC Spokesman and will approve press releases. When he appoints a DSO, and the NRC enters the Expanded Activation Mode, the DSO becomes NRC spokesman regardless of the extent of the other authorities delegated along with his appointment.

The FEMA plan provides for coordination among agencies. The NRC expects to be spokesman for all federal technical activities and FEMA for other Federal activities. NRC procedures call for sharing draft press releases with other organizations, especially the licensee and State or local government, and FEMA prior to release of a statement. No request for approval by those organizations is implied; the intent is to identify any issues that should be clarified before release to avoid confusing or misleading the public. In the event of a Safeguards incident, the FBI should be consulted prior to the release of any public statement.

FUNCTION 16: RECOMMEND PROTECTIVE ACTIONS FOR PUBLIC

This function includes those tasks that culminate in NRC decisions to endorse licensee recommendations for protective actions or to recommend additional offsite actions to protect the public health and safety, based on technical criteria and NRC projections of plant status.

Normal and Deactivating. Does not apply.

Other modes. The NRC responsibility during an emergency, as during normal operations, is to assure that the public health and safety are adequately protected. An important aspect of this role is providing advice on appropriate protective measures for the public to offsite authorities. The licensee is obligated to take whatever measures are necessary to control and mitigate the impact of a radiological emergency and recommend protective actions to offsite authorities. The NRC must monitor licensee measures and their impact and independently assess their adequacy, thereby providing an independent basis for

advising offsite officials. Information from multiple sources is collected, verified, analyzed, and evaluated by NRC to arrive at its own estimate of the situation and protective actions necessary.

It is essential that the State or local officials who must decide whether and when to act have a clear understanding of the options, their pros and cons, and the basis for the specific NRC recommendations. The NRC does not anticipate that other sources of advice to State or local officials (the licensee and State radiological health personnel, for example) will reach their conclusions by exactly the same methods as the NRC. It is not even necessarily desirable, since diverse approaches to the same conclusion can lead to greater confidence that the conclusion is indeed the best way to protect the public. NRC procedures for planning and carrying out a response, therefore, provide for:

- (1) Receipt and integration of enough information to form a clear technical basis for assessing and recommending actions to protect the public and response personnel;
- (2) Exchange of information and assessment models with licensees, States, Federal agencies, and others to discuss or explain the reasons for differences in method or conclusion, and to evaluate the significance of the differences; and
- (3) Review of proposed recommendations with FEMA (unless time does not permit) to discuss logistical implications and, when possible, to permit a joint NRC-FEMA presentation of the recommendations to offsite authorities.

In sum, the procedures are intended to assure that the NRC can effectively coordinate all technical Federal advice to State and local authorities concerning the health and safety of the public as provided in the FEMA plan.

FUNCTION 17: PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT

This function includes those tasks needed to assure the availability of adequate transportation, housing, information resources, and any other support needs of NRC personnel that may be identified during an incident.

Normal. The requirements of this function should be anticipated as much as possible before an incident. The information should be collected in site-specific files maintained by the Regional Offices (with copies in Headquarters) as part of Function 1, "Maintain Response Capability."

Standby. Site-specific file information should be verified and corrected as necessary, but Standby situations will not usually require immediate support.

Initial and Expanded Activation. The procedures provide for including one person on the initial Site Team who has the experience to identify administrative and logistical support needs and the authority to satisfy them. After FEMA response personnel are in place they should be approached for logistical support not preplanned or readily available. In addition, backup plans must be ready if FEMA is not in a position to respond. Headquarters will assist the DSO in obtaining the support requested.

Deactivating. HQ Technical Teams will provide support to the Recovery Team as requested.

FUNCTION 18: DECIDE TO DEESCALATE

This function includes those tasks that provide for an orderly reduction of the NRC response.

Normal. Does not apply.

Other modes. The intent of these procedures is to assure that the NRC response does not fade away, but is reduced by deliberate decisions by the most senior official directly involved in each mode. If the incident has been relatively brief and well understood, the Director may approve a return to Normal from Standby, Initial Activation or Expanded Activation. On the other hand, protracted or poorly understood incidents may leave significant work to be done even after safety seems assured. In that case the DSO and Director may choose the formal Deactivating Mode to provide the necessary personnel and task structure. The Deactivating Mode is discussed under Function 8.

Further deescalation from the Deactivating Mode is more likely to be a series of decisions, rather than a single decision, as individual functions are no longer needed and are allowed to return to the Normal Mode.

FUNCTION 19: REVIEW, INVESTIGATE, AND DOCUMENT RESPONSE ACTIONS

This function includes those tasks that formalize the responsibilities for assuring complete and timely documentary followup to an incident.

Normal. Does not apply.

Standby. Documentation can be via established methods, both written and taped, such as Preliminary Notifications, Status Officer minutes and recorded telephone conversations, and should be assigned as part of the decision to deescalate (Function 18).

Other modes. The scope of this task is not preplanned; it is left to the judgment of the Director and the DSO to define and assign special investigative and reporting tasks.

FUNCTION 20: RECOVER

This function includes those tasks that formalize the responsibilities for assuring appropriate technical followup to an incident.

Other modes. Does not apply.

Deactivating. The intent of these procedures is to provide for explicit attention to the technical tasks that are likely to be required after any incident that warrants a formal Deactivating Mode. The tasks cannot be preplanned because of their intimate dependence on details of the incident. Instead, the procedures provide for the Director to receive a plan and schedule from the DSO, the Deputy Director, and others who played key roles in the active response. The Director must assure that the plan is consistent with requirements imposed by other authorities.

Chapter III

Team Procedures

Chapter III



A. Headquarters Duty Officer

1. Normal Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Collect and relay information	Man Emergency Communications Systems (2) Evaluate and Categorize Initial Information (3)
2. Check equipment	Maintain Response Capability (1)

Task Procedures

1. Collect and relay information
 - a. Log time and content of phone calls in HDO Log.
 - b. ENS calls. Treat all ENS calls as if they concern a reportable event:
 - (1) Immediately upon notification by the licensee of an Alert, Site Area or General Emergency:
 - (a) Ask caller to hold the line.
 - (b) Contact Regional Office (RO)¹, and establish a conference call between the RO representative and the licensee.
 - (c) Add Emergency Officer (EO)² to conference call.
 - (i) Try to get him three times by phone and pager (maximum 15 minutes). If unsuccessful go to next person on EO call list.

*See Chapter I, Use of Procedures, for relationship to tasks.

¹This and all future references to Regional Office, with respect to notifications, mean the appropriate Regional personnel during duty hours and the RDO during nonduty hours.

²This and all future references to Emergency Officer mean the appropriate HQ personnel during duty hours and the staff member on call during nonduty hours.

1. b. (1) (c) Add additional personnel to call as requested by the RO or EO. When making other calls, continuously monitor the conference bridge and return to the line if requested.
- (d) While the RO and EO are receiving the incident notification information from the licensee, complete the Event Notification Worksheet (following this section), but first responsibility should be to complete telecommunications assignments.
- (e) Report the same information to other organizations and NRC personnel as instructed by the Emergency Officer. Enter time and name of contact in HDO Log.
- (2) If the caller reports an Unusual Event, complete the Event Notification Worksheet. Then contact the Regional Office, FEMA, and the Emergency Officer.
- (3) For all other reports of events at licensed facilities, complete the Event Notification Worksheet, then contact the Regional Office. If not successful within 30 minutes, contact the Emergency Officer.
- (4) For threats involving licensed activities or threat related data, immediately contact a IAT member.
- 5) Report any unplanned release of radioactive material, regardless of magnitude, to the EO.
 - (a) FEMA, EPA, DOE, and HHS should be notified when the Operations Center receives a report of:
 - (i) An unplanned atmospheric or liquid release in excess of applicable concentrations of 10 CFR 20, Appendix B, Table II in unrestricted areas when averaged over a time period of one hour;
 - (ii) Any accidental, unplanned, or uncontrolled release that results in the evacuation of a building.

- b. (6) Enter all pertinent information in the HDO Log.
- c. For other calls, ascertain if the caller is reporting a non-routine event that involves NRC-licensed activities.
 - (1) For such reports of non-routine events, follow paragraph 1.b, applicable to ENS calls. Use your best judgment in deciding whether to follow b.(1), b.(2) or b.(3). Follow b.(4), b.(5), and b.(6) in all cases. Follow additional instructions from the RDO and EO.
 - (2) For requests from the news media for information, refer caller to appropriate individual on the PAO Contact List unless you already have a prepared statement that will answer their questions. Enter time, caller's name, and action taken in the HDO Log.
 - (3) For all other calls, use your best judgment. Enter pertinent information in HDO Log.
- d. Provide telecommunications support to IE/HQ and Regional Offices.
 - (1) Conference calls and notifications.
 - (a) Make conference calls and additional notifications as requested.
 - (b) Monitor conferences related to non-routine events.
 - (c) Additional conferencing capability and assistance can be provided by calling the NRC Operator.
 - (2) Other telecommunications support. Provide other telecommunication support as requested by IE/HQ, Regional Office management and RDOs.
- e. Monitor Plant Status using the ENS. Call each licensed power reactor site between 4 and 8 a.m. (Eastern Time) each day and enter the information in the Status Report.

Check equipment

2. a. ENS
 - (1) Between OC and licensed power reactor sites:
 - (a) Gathering plant status (Normal Mode-Task 1.e) suffices for circuit checks.
 - (b) Report all malfunctions immediately to AT&T.
 - (2) Between OC and fuel facilities and other power reactor sites.
 - (a) Between 4 and 8 a.m. (Eastern Time) every day, call each site listed on the Fuel Facilities and Plants under Construction Call List to ensure proper functioning of the ENS.
 - (b) Report all malfunctions immediately to AT&T.
- b. HPN
 - (1) During the first full work week of each month, between 1 p.m. and 4 p.m., call each individual station code and resident inspector code on all 8 circuits. Enter results on HPN Check Form.
 - (2) Report all malfunctions immediately to AT&T.
- c. Regional Diverters
 - (1) During nonduty hours, check Regional Diverters once each shift between 8 p.m. and midnight and write results of tests in HDO Log.
 - (2) Report all malfunctions immediately to the appropriate RDO.
- d. Reports of failures
 - (1) Immediately report and log all problems with telephone circuits, including repeated false rings, to AT&T. Request callback when repair is complete.
- e. Other equipment checks
 - (1) Perform maintenance and verify operation of equipment according to schedules and procedures listed in Testing and Maintenance Log.

Chapter III

A. Headquarters Duty Officer

2. Standby Mode

Note: The decision to enter the Standby Mode is made by the RA or an ET member. If neither can be reached, the EO can make the decision. The lead is with the Region in this mode unless otherwise decided.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Call Response Coordination Team	Enter Standby Mode (5)
¶2. Provide telecommunications support to IE/HQ and Regional Offices	Enter Standby Mode (5)
3. Maintain Normal Mode operations	Maintain Response Capability (1) Man Emergency Communications Systems (2) Evaluate and Categorize Initial Information (3)
4. Brief initial arrivals at OC	Enter Standby Mode (5)

Task Procedures

1. Call Response Coordination Team (RCT).
 - a. When Emergency Officer informs you that the OC is being put in a Standby Mode set up conference between the EO and RCT member.
 - b. During Duty Hours:
 - (1) Call the RCT member on-call in the office.

1. b. (2) If there is no answer in office, page individual and, without waiting for a response, contact another RCT member in office.
- c. After Duty Hours - Contact RCT member on-call.
- ¶2. Provide telecommunications support to IE/HQ and Regional Offices.
 - a. Conference calls and notifications.
 - (1) Make conference calls and additional notifications as requested.
 - (2) HDO should monitor conferences related to non-routine events.
 - (3) Call the NRC operator when additional conferencing capability and assistance is needed.
 - (4) Notify backup and support Regions for all events classified Alert or above.
 - (5) Call a backup HDO to assist in answering calls related to the event and to perform Normal Mode duties, as required.
 - (6) Provide other telecommunications support as requested by IE/HQ, Regional Office management and RDOs.
3. Maintain Normal Mode functions - Use procedures for Normal Mode - HDO.
4. Brief initial arrivals at OC
 - a. Provide completed Event Notification Worksheet to initial arrivals and answer their questions.
 - b. If relieved by another HDO, remain in the OC until relieved by a Backup DO or member of RCT.

Chapter III

A. Headquarters Duty Officer

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Call Response Coordination Team	Enter Initial Activation Mode (6)
¶2. Provide telecommunications support to IE/HQ and Regional Offices	Man Emergency Communications Systems (2)
¶3. Maintain Normal Mode operations	Maintain Response Capability (1)
¶4. Brief initial arrivals at OC	Enter Initial Activation Mode (6)

Task Procedures

- ¶1. Call Response Coordination Team (RCT).
 - a. Set up conference with EO and RCT if not previously called.
 - b. During Duty Hours:
 - (1) Call RCT member on-call in office.
 - (2) If no answer in office, page individual and, without waiting for a response, contact another RCT member in office.
 - c. After Duty Hours - Contact RCT member on-call.
- ¶2. Provide telecommunications support to IE/HQ and Regional Offices - use procedure 2.a under Standby Mode - HDO.
- ¶3. Maintain Normal Mode operations.
 - a. Use procedures for Normal Mode functions to respond to calls other than those related to the immediate emergency.

* See Chapter I, Use of Procedures, for relationship to tasks.

HDO

Initial Activation

- ¶13. b. Report any other incidents immediately to the RCT as well as the Regional Office.
- ¶14. Brief initial arrivals at OC
 - a. Provide completed Event Notification Worksheet to the initial arrivals and answer questions.
 - b. If relieved by another HDO, remain in the OC until relieved by a Backup DO or RCT member.

Chapter III

- A. Headquarters Duty Officer
- 4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Maintain Normal Mode operations	Maintain Response Capability (1)
¶2. Provide telecommunications support to IE/HQ and Regional Offices	Man Emergency Communications Systems (2)

Task Procedures

- ¶1. Maintain Normal Mode operations
 - a. Use procedures for Normal Mode - HDO functions to respond to calls other than those related to the immediate emergency.
 - b. Report any other incidents immediately to the RCT as well as the Regional Office.
- ¶2. Provide telecommunications support to IE/HQ and Regional Offices - use procedure 2.a under Standby Mode - HDO.

*See Chapter I, Use of Procedures, for relationship to tasks.

EVENT NOTIFICATION

PART 1

TIME OF NOTIFICATION: _____ EVENT TIME AND ZONE: _____ NRC REGION: _____ DATE: ____/____/____ GET CALL BACK NUMBER: _____
M D Y
FACILITY OR ORGANIZATION: _____ CALLER'S NAME: _____

EVENT CLASSIFICATION:

- 1. ____ 50.72 (NON-EMERGENCY)
- 2. ____ UNPLANNED RELEASE
- 3. ____ NOTIFICATION OF UNUSUAL EVENT
- 4. ____ ALERT
- 5. ____ SITE AREA EMERGENCY
- 6. ____ GENERAL EMERGENCY
- 7. ____ TRANSPORTATION EVENT
- 8. ____ PHYSICAL SECURITY/SAFEGUARDS
- 9. ____ OTHER

POWER REACTOR EVENT:

POWER PRIOR TO EVENT? _____ POWER AT TIME OF REPORT? _____ RESIDENT INFORMED: _____
 TRIP? _____ INITIATING SIGNAL? _____
 SAFETY INJECTION OR ECCS? _____ INITIATING SIGNAL? _____
 ESF ACTUATION? _____
 LCO ACTION STATEMENT? _____

EVENT DESCRIPTION/CAUSE:

RADIOACTIVE RELEASES? (QUANTIFY): _____
 OTHER MAJOR PROBLEMS? _____

PLANNED ACTIONS/PRESS RELEASES?

OUTSIDE AGENCY OR PERSONNEL NOTIFIED BY LICENSEE: _____ STATE(S) _____ LOCAL _____

OTHER _____

DUTY OFFICER: _____

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Further Licensee Actions

Taken _____
Planned _____
Property Damage _____

Radioactivity Released (or Increased Release)?

Liquid/Gas? _____ Location/Source of Release _____ Elevation _____
Release Rate _____ Duration _____ Stopped? _____
Release Monitored? _____ Amount of Release _____

Increased Radiation Levels in Plant: Location(s) _____
Radiation Level(s) _____ Areas Evacuated _____
Maximum offsite dose rates _____
Integrated dose _____ Location _____

Meteorology

Wind Direction from _____
Wind Speed _____ (Meter/sec or miles/hr)
 ΔT _____ ($^{\circ}C$ or $^{\circ}F$) Sigma Theta _____ Temperature _____ ($^{\circ}C$ or $^{\circ}F$)
Stability Class A B C D E F Raining (Yes/No)

Projected Doses: I	Dose Rates	Integrated Dose
2 mi	_____	_____
5 mi	_____	_____
10 mi	_____	_____
Sectors	_____	_____

Contamination (Surface): Inplant _____ onsite _____ offsite _____

Reactor Operations:

Reactor System Status Power Level _____
Pressure _____ Temp. _____ Flow (pumps on) _____
Cooling Mode _____ ECCS Operating/Operable _____
Containment Status

Containment Isolated? _____ Containment Temp. _____
Containment Pressure _____ Containment Radiation _____ R/hr.
Standby Gas Treat Sys (BWR) _____

Reactivity Controls
Control Rods Inserted _____ Status of Emer. Boration System _____

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Steam Plant Status S/G Levels Equip. Failures
Feedwater Source/Flow S/G Isolated?
MSIVs (BWR) Closed

Electrical Dist. Status: Normal Offsite Power Available?

Major Busses/Loads Lost
Safeguards Busses Power Source
D/G Running? Loaded

Security/Safeguards:

Bomb Threat: Search Conducted?
Search Results Site Evacuated?

Extortion: Source (Phone, letter, etc.)?
Location of Letter

Intrusion: Insider? Outsider?
Furthest Point of Intrusion
Fire arms related? Stolen/Missing Material?

Rx Oper./Demonstration: Size of Group Demands
Violence? Fire arms related?

Sabotage/Vandalism: Radiological? Arson Involved?
Stolen/Missing Material?

Transportation:

Mode (Road/Rail/Air/etc.) Carrier
Exact Location
Type of Material (HEU/Spent Fuel/Cat III/Other)
Description of Shipment
Labels: (On material package) On vehicle)
Spillage Surveys
Physical damage to container?
Fire/Smoke Missing material?

Materials and Fuel Facilities:

Kind of Licensee (processor, radiographer, medical, etc.)
Isotopes involved
Solid/Liquified? Sealed/Loose?

Chapter III

B. Response Coordination Team¹

1. Normal Mode



<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Plan, conduct, and evaluate exercises and drills	Maintain Response Capability (1)
2. Train response personnel	
3. Maintain availability	
4. Maintain NRC Incident Response Plan, Implementing Procedures, and HQ Supplement	
5. Test equipment and telecommunications systems	

Task Procedures

1. Plan, conduct and evaluate, exercises and drills.
 - a. Schedule and conduct exercises and drills, either by joining those initiated by Regional Offices, other government agencies, and licensees or by scheduling additional exercises and drills at the frequency and within the scope established by the NRC.

¹Members also function as part of the Incident Response Branch, Division of Emergency Preparedness and Engineering Response, OIE for Normal Mode activities.

*See Chapter I, Use of Procedures, for relationship to tasks.

RCT

Normal

1. a. (1) Determine the objectives of the exercise, taking into consideration the objectives of other participants.
- (2) Identify any additional organizations needed to participate to accomplish these objectives and notify them of the upcoming exercise and assure that all participating organizations are informed of the scope of NRC participation.
- (3) Assign tasks to NRC individuals other than RCT needed to assist in preparation and execution of exercise.
- (4) Assure that observers are available to evaluate Regional response from other Regions or Headquarters.
- (5) Periodically arrange for Regional observers to assist in evaluation of Headquarters exercise participation.
- (6) Assess, on an annual basis, the adequacy of response capabilities (including exercise frequency and results of exercises) for each Region.
- b. These exercises and drills will involve some or all of the following with respect to the NRC response capabilities:
 - (1) implementing procedures
 - (2) capabilities of response personnel
 - (3) equipment
 - (4) communications systems
- c. Evaluate the effectiveness of NRC facilities, equipment, procedures, organization, and general approach to response for all exercises and drills in which NRC HQ participates. Coordinate evaluation with other participating organizations as appropriate.

2. Train response personnel
 - a. Provide for, or conduct, training and retraining of the HDO in the following areas:
 - (1) NRC Incident Response Plan and Implementing Procedures
 - (2) routine duties
 - (3) OC telecommunications systems
 - (4) equipment maintenance
 - (5) notification procedures
 - (6) reactor concepts and systems
 - b. Provide for, or conduct, training and retraining of other response personnel in the following areas:
 - (1) NRC Incident Response Plan and Implementing Procedures
 - (2) Establish a schedule for team Directors to develop individual responsibilities and tasks of each response team member
 - (3) Equipment and resources associated with the OC, as applicable
 - c. An RCT liaison has been assigned to each Technical Team to coordinate training and support needs.
3. Maintain availability
 - a. During duty hours, assure that at least one member of RCT is in the OC area at all times to assist the HDO, if necessary.
 - b. After duty hours, assure that a member of RCT can be reached by the HDO by telephone or, if on pager, be able to respond within ten minutes by telephone.
4. Maintain NRC Incident Response Plan, Implementing Procedures, and HQ Supplement
 - a. Review the NRC Incident Response Plan (IRP) on an annual basis to ensure its consistency with current NRC policy and practice.

4.
 - b. Evaluate all recommendations to revise NRC Incident Response Plan and procedures and implement revisions as necessary.
 - c. Review all NRC Incident Response Plan Implementing Procedures at least twice each year to assess consistency with current practices of operation and incorporate organizational and other modifications.
 - d. Review the HQ Supplement to the IRP Implementing Procedures at least once every two months to determine adequacy of procedures in fulfilling HQ role in incident response.
 - e. Review recommendations to revise the HQ Supplement and implement revisions as necessary.
 - f. Assess Regional Supplements for consistency with NRC Incident Response Plan Implementing procedures, and other Regional Supplements.
 - g. Provide policy guidance to Regions as necessary to assure consistency of response procedures and adequacy of response capabilities.
5. Test equipment and telecommunications system.
 - a. Establish a schedule for testing all equipment and telecommunications systems in the OC.
 - b. Verify that HDO is trained in use of all equipment and systems and is capable of conducting tests.
 - c. Ensure repair and adequate follow-up for all equipment failures.
 - d. Identify need for new equipment.
 - e. Perform maintenance and verify operation of equipment according to schedules and procedures listed in Testing and Maintenance Log.
 - f. Assess the adequacy of each Region's equipment on an annual basis (either direct assessment or by another Region).

Chapter III

B. Response Coordination Team

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Prepare OC for activation	Enter Standby Mode (5)
2. Make notification calls	
3. Assist HDO with emergency communications functions	Man Emergency Communications Systems (2)
4. Direct public/media inquiries to the Regional Public Affairs Officer (RPAO)	Inform Public and Monitor Public Information (15)
5. Circulate information concerning decision to deescalate	Decide to Deescalate (18)

Task Procedures

1. Prepare OC for activation
 - a. When notified that the NRC is entering the Standby Mode, the RCT Member On-Call assures that the following are performed:
 - (1) One RCT member reports immediately to the OC .
 - (2) One RCT member makes a number of notification calls (RCT Notification List) and then reports to the OC.
 - (3) One RCT member calls the names of specific individuals or general specialties from the Standy Call List, and also makes a number of notification calls from the RCT Notification List and then

*See Chapter I, Use of Procedures, for relationship to tasks.

RCTStandby

1. a. (3) remains available to provide assistance if needed. He can perform this function from his home.
- b. Follows all procedures indicated on RCT Activation Checklist in the HQ Supplement.
2. Make notification calls
 - a. Notify NRC Office Directors, Commissioner's Assistants, Regional Administrators and other individuals or offices, as per the HQ Supplement, and advise them that the NRC is entering the Standby Mode.
 - b. Make notification calls to the following organizations:
 - (1) DOE
 - (2) FEMA
 - (3) EPA
 - (4) HHS
 - (5) FBI (Assure that IAT has made this call for any threat related event)
 - (6) DOT (transportation incident only)
 - (7) Backup and support Regions
 - c. Make any other notification calls as requested by Regional personnel or Emergency Officer.¹
 - d. Log all notification calls and relay them to the HQ Standby Team Leader (ET member).
3. Assist HDO with emergency communications functions
 - a. Assist HDO in answering calls related to the incident until Backup HDO arrives.
 - b. Other calls should be answered by the HDO.
4. Direct public or media inquiries to the Regional Public Affairs Officer (RPAO).

¹This and future references to the Emergency Officer means the manager on-call during non-duty hours and the appropriate HQ personnel during duty hours.

RCT

Standby

4. a. Direct all calls from the public or media to the RPAO representative responding to the incident, or HQ PAO as appropriate.
 - b. If several HQ PAO staff members report to the OC, the alternate HQ Public Affairs area should be activated and coordination should take place from there with the RPAO.
 - c. If no HQ or Regional PAO member is available, relay all calls from the public or media to the Standby Team Leader or an alternate he designates.
5. Circulate information concerning decision to deescalate
 - a. When informed of the decision to deescalate the NRC response, notify all organizations contacted when entering Standby Mode.
 - b. Retain all log book entries, notification forms, and other official notes about the incident to be used in developing a written summary of the event and the actions taken.

Chapter III

B. Response Coordination Team

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Activate the OC	Enter Initial Activation Mode (6)
2. Make notification calls	
3. Recommend requests for other agency assistance to Deputy Director	Request Other Agency Support (13)
4. Gather and disseminate information to ET, technical and liaison teams	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11) Recommend Protective Actions for Public (16)
5. Monitor equipment operation	Maintain Response Capability (1)
6. Support HQ response teams	Provide Administrative and Logistical Support (17)

Task Procedures

1. Activate the OC

*See Chapter I, Use of Procedures, for relationship to tasks.

RCTInitial Activation

1. a. During non-duty hours, the RCT member on-call notifies other RCT members that OC is entering the Initial Activation Mode.
- b. During duty hours, the RCT member contacted by the HDO notifies the other RCT members.
- c. Complete the RCT Activation Checklist (Headquarters Supplement).
- d. Badge all response team members for ease of identification and location.
- e. Ensure that all equipment used for transmitting voice and graphics between the ET Room, Operations Room, and Technical Team Rooms is turned on and functioning properly.
- f. Indicate in ET Room appropriate time zones for region and site.
- g. Hook up and ensure the operability of telephones in the alternate Public Affairs Emergency Office.
- h. Sign out calculators, etc., to technical team members.
- i. Bring on-line any available meteorological services.
2. Make notification calls
 - a. RCT Director or designee should contact the following agencies and NRC offices and advise that the NRC is entering the Initial Activation Mode:
 - (1) FEMA
 - (2) DOE
 - (3) EPA
 - (4) HHS
 - (5) FBI for (safeguards events)
 - (6) DOT (transportation incident only)
 - (7) White House Situation Room
 - (8) Backup and Support Regions

2. a. (8) NRC Office Directors and other individuals or offices as appropriate
- b. Make other notification calls as requested.
- c. Assist ET in preparing briefing notes for the Director.
3. Recommend requests for other agency assistance to Status Officer.
 - a. From summary reports provided by Technical Support Teams, or from requests by other individuals, consider need for other agency assistance.
 - b. If the NRC does not have the resources being requested, identify other organizations that can supply them.
 - c. Based on the above requests and determination of availability of needed resources, make recommendations to Status Officer to obtain these resources.
 - d. Contact the other organizations upon direction by Status Officer.
 - e. Maintain a log containing:
 - (1) Date and time of each request
 - (2) Support requested
 - (3) Expected time of arrival
 - (4) Actual time of arrival
 - f. Report logged information to the Status Officer, along with anticipated problems and other information that may affect delivery of the support.
4. Gather and disseminate information to the Executive, Technical and Liaison Teams.
 - a. Disseminate input from the site and region.

4. a. (1) Verify that channels previously established for information flow are adequate to perform the intended function.
- (2) Distribute summary reports to the ET, Team Directors and Regional Office on a predetermined schedule.
- (3) Transfer all calls from the site and Region to the appropriate person or response team.
- (4) Request Team Directors to relay information received to other technical teams that may have an interest in such information.
5. Monitor equipment operation
 - a. Verify operability of equipment associated with the OC.
 - b. Ensure that all equipment failures are reported to the proper individual (HQ Supplement).
6. Support HQ response teams
 - a. The RCT Director has assigned one RCT staff member to periodically query each HQ response team to determine if any additional documents, materials, equipment or procedures are necessary.
 - b. If additional support is necessary, an RCT staff member should provide it or request help from RCT Director.
 - c. Arrange logistical support for the HQ response teams such as:
 - (1) food
 - (2) Other personnel as requested
 - (a) Word processing operator
 - (b) Facimile machine operator
 - (c) Console operator
 - (d) Clerical
 - (3) OC maintenance
 - (4) Coordinate relief schedules for Response Team members.

6. d. The RCT Director appoints a team member to assure that team and individual responsibilities addressed in the Incident Response Plan are monitored and carried out.
- e. The RCT Director should take responsibility for establishing a relief schedule for RCT members in the event of an extended response.
- f. The RCT Director should perform Sargeant-at-arms function in the ET Room.
 - (1) Under direction of the Status Officer, assure that all personnel present in the ET room have a function to perform.
 - (2) Assist Status Officer in assuring that NUREG-0845 functions are carried out.

Chapter III

B. Response Coordination Team

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Notify the Technical and Liaison Teams of transfer of authority to DSO	Enter Expanded Activation Mode (7)
2. Coordinate and disseminate incident status information summary internally	Evaluate Incident and Plant Status (9)
	Project Incident Consequences and Plant Status (11)
¶13. Monitor equipment operation	Maintain Response Capability (1)
¶14. Support HQ response teams	Provide Administrative and Logistical Support (17)
	Request Other Agency Support (13)

Task Procedures

1. Notify the Technical and Liaison Teams of transfer of authority to DSO.
 - a. Notify the following individuals and offices of the timely designation and delegated authority of the DSO:
 - (1) Technical Team Directors
 - (2) NRC Office Directors as appropriate

*See Chapter I, Use of Procedures, for relationship to tasks.

1. a. (3) Liaison Teams
- (4) Backup and support Regions
- (5) All those notified of the Initial Activation Mode.
- b. Verify that all other agencies and offices involved in the response have been notified of the transfer of authority to the DSO.
 - (1) Ascertain from Status Officer which organizations have been informed by him.
 - (2) Using approved press release, assure that the other organizations which were earlier notified of the incident are contacted by the GLO.
 - (3) Distribute copies of the approved press release to Technical Team Deputy Directors so they can inform others.
- c. Log times of all of the above notifications.
2. Coordinate and disseminate the incident status information summary internally
 - a. Coordinate periodic response status summaries
 - (1) Inform all Team Directors of the frequency of summaries.
 - (2) Request that Team Directors review the summary sheets (HQ Supplement).
 - (3) Distribute summary sheets to the ET, Team Directors and Regional Offices on a predetermined schedule.
 - b. Expedite input from site and Region
 - (1) Verify that channels previously established for information flow are adequate to perform their intended function.
 - (2) Transfer all calls from the site and region to the appropriate person or response team.
 - (3) Request team directors to relay information received to other Technical Teams that may have an interest in such information.

- ¶13. Monitor equipment operation
 - a. Verify operability of equipment associated with OC.
 - b. Ensure that all equipment operators or users are aware of the RCT members or RCT telephone number to use to report a failure or degradation of equipment.
 - c. Immediately notify the appropriate individual or office of such failures or degradation.

- ¶14. Support HQ response teams
 - a. The RCT Director has assigned one RCT staff member to periodically query each HQ response team to determine if any additional documents, materials, or equipment are necessary.
 - b. If additional support is necessary, the staff member should provide it or request help from RCT Director.
 - c. Arrange logistical support for HQ response teams to include
 - (1) Food
 - (2) Other personnel as requested
 - (a) Word processing operators
 - (b) Facsimile machine operators
 - (c) Console Operators
 - (d) Clerical
 - (3) Sleeping quarters
 - (4) RCT Director appoints an individual to formulate, in coordination with the Team Directors, all functions of the OC for approval by the Status Officer.
 - (5) OC maintenance
 - (6) Coordinate relief schedules for Response Team Members.

- ¶4 d. The RCT Director appoints an RCT member to assure that team and individual responsibilities addressed in the Incident Response Plan are monitored and carried out.
- e. The RCT Director establishes a relief schedule for RCT members in the event of an extended incident.
- f. The RCT Director should perform a Sargeant-at-arms function in the ET Room.
- (1) Under direction of the Status Officer, assure that all personnel present in the ET room have a function to perform.
 - (2) Assist Status Officer in assuring that NUREG-0845 functions are carried out.

Chapter III

B. Response Coordination Team

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Coordinate OC Deactivating Mode staffing	Enter Deactivating Mode (8)
2. Disseminate incident status	
¶3. Provide administrative and logistical support	Provide Administrative and Logistical Support (17)

Task Procedures

1. Coordinate OC Deactivating Mode staffing
2. Disseminate incident status
 - a. Act as focal point for information and status.
 - b. Maintain an up to date log of all information and communication relating to the incident.
- ¶3. Provide administrative and logistical support
 - a. Periodically query each HQ response team to determine if any additional documents, materials or equipment are needed.
 - b. Obtain the needed resources.

*See Chapter I, Use of Procedures, for relationship to tasks.

3. c. Arrange logistical support to include:
 - (1) Food
 - (2) Other Personnel as requested
 - (a) Word processing operator
 - (b) Facsimile machine operators
 - (c) Console operators
 - (d) Clerical
 - (3) Sleeping quarters
 - (4) Coordinate arrangements for additional relief personnel
 - (5) OC maintenance
- d. Site Team
 - (1) Assist Region by coordinating additional administrative and logistical support as necessary.

Chapter III

C. Emergency Officer¹

1. Normal Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Ensure proper classification of incident and determine appropriate NRC response mode	Evaluate and Categorize Initial Information (3) Decide to Escalate NRC Response (4)
2. Notify HQ Standby Team and ensure that other notifications are made	Evaluate and Categorize Initial Information (3)
3. Maintain availability	Maintain Response Capability (1)

Task Procedures

1. Ensure proper classification of incident and determine NRC response mode.
 - a. For any event necessitating Standby or any activation mode, immediately contact Regional Administrator (see call list) or an ET member.
(1) If neither is available, you may place NRC in Standby or appropriate activation Mode.
 - b. For incidents classed by a licensee or evaluated by you (after consulting Appendix 1 to NUREG-0654, Revision 1) as a Site Area Emergency or General Emergency, recommend NRC activation to a Regional Administrator or an ET member with accompanying evaluation based on the initial call. Go to procedure 2.a. Normal Mode - Emergency Officer.
 - c. For incidents classed by a licensee as an Unusual Event or Alert:

*See Chapter I, Use of Procedures, for relationship to tasks.

¹This and all future references to the Emergency Officer means the manager on-call during nonduty hours and the appropriate HQ personnel during duty hours.



1. c. (1) Ascertain if the initiating condition reported by the licensee is consistent with the emergency action level as described in Appendix 1 to NUREG-0654, Rev. 1.
- (2) After consulting the Regional Office, evaluate the event and verify that the licensee has properly classified the incident, using Appendix 1 to NUREG-0654, Rev. 1 as a guide. The licensee may be consulted if there is a difference of opinion, but licensees are not obligated to revise their classification to correspond to your decision. If you consider the initiating conditions of the event to be consistent with the action level for a Site Area Emergency or General Emergency use procedure 2.a. Normal Mode - Emergency Officer.
- (3) If you consider the initiating conditions of the event to be consistent with the action level for an Alert, primary consideration should be given to recommending to the RA or an ET member that they place the NRC response in the Standby Mode. (Go to procedure 2.b. Normal Mode - Emergency Officer.)
- (4) If you consider the initiating conditions of the event to be consistent with the action level for an Unusual Event, primary consideration should be given to allowing the NRC response to remain in the Normal Mode. (Go to procedure 2.c. Normal Mode - Emergency Officer.)
- (5) If necessary, contact the appropriate HQ Division personnel for further assessment and consultation.
- (6) If threat or threat related data is involved, instruct HDO to contact IAT.
- d. For incidents reported to you by the HDO and for which the licensee has not declared an emergency action class:

- 1 d. (1) If it appears, based on available information, that an emergency action class should have been declared (see Appendix 1 to NUREG-0654, Rev. 1) confirm with the licensee the conditions that initiated the notification to NRC and ascertain licensee reasons for not declaring an emergency action class. Note the information in the Emergency Officer Log. When possible the Regional Duty Officer should participate in the call to the licensee.
- (2) If the Emergency Action Classes (Unusual Event, Alert, Site Area Emergency, General Emergency) do not apply:
 - (a) For reports of less serious power reactor events identified in 10 CFR 50.72 go to procedure 2.c. Normal Mode - Emergency Officer.
 - (b) For reports of nonreactor incidents decide, after consulting with regional personnel, whether to recommend to the RA or an ET member (see call list), whether to put the NRC response on Standby or whether to remain in the Normal Mode (Go to procedure 2.a., b. or c. Normal Mode - Emergency Officer, as appropriate).
 - (c) Consult with regional personnel as to whether an Inspector should be dispatched to the scene of a transportation incident.
 - (d) Contact IAT in the event of a nuclear threat.
2. Notify HQ Standby Team and ensure that other notifications are made
 - a. For incidents which the RA or ET member decides Standby is appropriate, follow the steps below. (Note: If you cannot reach the RA or ET member [excluding alternates], you should put the NRC response in Standby by notifying HDO of that action.)

2. a. (1) Tell the HDO that the NRC response is being activated and ensure that the RDO is informed. Ask the HDO to put you in contact with an RCT member. (Regional Offices will dispatch personnel to the site when the NRC response enters the Initial Activation Mode.)
- (2) Call individuals designated in the Headquarters Supplement.
- (3) Remain at your location until you are relieved by an ET member. Provide the continuous link to the licensee and brief key personnel when they arrive at the OC. If you are also a response Team Director also, you may wish to assign tasks to the team before departing for the OC. Note all transactions in the Emergency Officer Log.
- b. Once the RA or ET member (or you in their absence) decides the Standby Mode is appropriate, follow the steps below.
 - (1) Tell the HDO that the NRC is being put in Standby Mode and ensure that the RDO is informed. Ask HDO to put you in contact with RCT member.
 - (2) Initiate call list procedures.
 - (a) You are the HQ Standby Team Leader until an ET member arrives at the OC to lead the NRC response.
 - (b) Ask the RCT member to contact the Standby Team.
 - (c) When relieved of duties as HQ Standby Team Leader, return to Normal Mode duties in order to monitor operating conditions at other plants. The HQ Standby Team Leader (ET member) will carry out the remaining steps.

2. b. (3) Ascertain what actions are being taken by the Regional Office, then give an immediate report to the Director, IE that includes:
 - (a) Cause and status of incident
 - (b) Summary of licensee actions
 - (c) Planned NRC actions (Regional offices may dispatch personnel to the site at their discretion at any time.)
 - (d) NRC notifications
 - (e) Extent of media interest or involvement of other organizations.
 - (f) If event is safety or safeguards related.
- (4) Remain at one location until you are certain that a member of the Standby Team is in the OC, then report to the OC.
- (5) For problems occurring external to an NRC-licensed facility (e.g., hurricanes) for which a Standby Mode is appropriate, decide in consultation with regional personnel and the appropriate IE Division Directors, the extent and form of staffing at the OC.
- c. For incidents which you recommend that the NRC response should remain in Normal Mode follow the steps below:
 - (1) Tell the HDO that the NRC response should remain in the Normal Mode and ensure that the RDO is informed.
 - (2) Ascertain what actions are being taken by the Regional Office. Determine whether the incident warrants reporting to the Division Director or the Director, IE as in procedure 2.b(3) - Normal Mode - Emergency Officer.
 - (3) You may wish to receive a follow-up report after a certain time or under certain conditions. If so, you or the HDO should arrange for this through the RDO.

EO

Normal

2. d. Enter names of persons called, times called, the substance of the incident, and any other information you judge to be important in the Emergency Officer Log.
3. Maintain Availability
 - a. Emergency Officer must make himself available to be reached by the HDO either by telephone or pager during all off-duty hours on scheduled duty days. At COB each normal work day, the EO must visit or call the HDO to verify availability and to be apprised of ongoing activities. The EO must then be available to return a pager call within 10 minutes until 8:30 a.m. of the next working day.

Chapter III

C. Emergency Officer

2. Standby Mode

Tasks

Related NUREG-0728/MC 0502 Functions*

1. Return to Normal Mode duties

Maintain Response Capability (1)

Task Procedures

1. Return to Normal Mode duties

- a. If not serving on the Standby Team, return to Normal Mode duties after the HQ Standby Team Leader (ET member) has reached the OC and has been briefed.
- b. If you are the HQ Standby Team Leader, or appointed to the Standby Team, follow duties as described in Chapter III-M, Standby Headquarters Team after assuring that the RCT has arranged for a replacement Emergency Officer.

*See Chapter I, Use of Procedures, for relationship to tasks.

Chapter III

C. Emergency Officer

3. Initial Activation Mode

Tasks

Related NUREG-0728/MC 0502 Functions*

1. Return to Normal Mode duties

Maintain Response Capability (1)

Task Procedures

1. Return to Normal Mode duties

- a. If you are not serving on an Activation Team, return to Normal Mode duties.
- b. If you are an Activation Team Leader, or appointed to a Response Team, follow duties as described in appropriate Chapter after assuring that the RCT has arranged for a replacement Emergency Officer.

*See Chapter I, Use of Procedures, for relationship to tasks.

EVENT NOTIFICATION

PART 1

TIME OF NOTIFICATION: _____ EVENT TIME AND ZONE: _____ NRC REGION: _____ DATE: ___/___/___ GET CALL BACK NUMBER: _____
M D Y

FACILITY OR ORGANIZATION: _____ CALLER'S NAME: _____

EVENT CLASSIFICATION:

- 1. ___ 50.72 (NON-EMERGENCY)
- 2. ___ UNPLANNED RELEASE
- 3. ___ NOTIFICATION OF UNUSUAL EVENT
- 4. ___ ALERT
- 5. ___ SITE AREA EMERGENCY
- 6. ___ GENERAL EMERGENCY
- 7. ___ TRANSPORTATION EVENT
- 8. ___ PHYSICAL SECURITY/SAFEGUARDS
- 9. ___ OTHER

POWER REACTOR EVENT:

POWER PRIOR TO EVENT? _____ POWER AT TIME OF REPORT? _____ RESIDENT INFORMED: _____

TRIP? _____ INITIATING SIGNAL? _____

SAFETY INJECTION OR ECCS? _____ INITIATING SIGNAL? _____

ESF ACTUATION? _____

LCO ACTION STATEMENT? _____

EVENT DESCRIPTION/CAUSE:

RADIOACTIVE RELEASES? (QUANTIFY): _____

OTHER MAJOR PROBLEMS? _____

PLANNED ACTIONS/PRESS RELEASES?

OUTSIDE AGENCY OR PERSONNEL NOTIFIED BY LICENSEE: _____ STATE(S) _____ LOCAL _____

OTHER _____

DUTY OFFICER: _____

PLEASE CALL BACK WITH ANY CHANGES OR ADDITIONAL INFORMATION

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Further Licensee Actions

Taken _____
Planned _____
Property Damage _____

Radioactivity Released (or Increased Release)?

Liquid/Gas? _____ Location/Source of Release _____ Elevation _____
Release Rate _____ Duration _____ Stopped? _____
Release Monitored? _____ Amount of Release _____

Increased Radiation Levels in Plant: Location(s) _____
Radiation Level(s) _____ Areas Evacuated _____
Maximum offsite dose rates _____
Integrated dose _____ Location _____

Meteorology

Wind Direction from _____
Wind Speed _____ (Meter/sec or miles/hr)
 ΔT _____ ($^{\circ}C$ or $^{\circ}F$) Sigma Theta _____ Temperature _____ ($^{\circ}C$ or $^{\circ}F$)
Stability Class A B C D E F Raining (Yes/No)

Projected Doses: I	Dose Rates	Integrated Dose
2 mi	_____	_____
5 mi	_____	_____
10 mi	_____	_____
Sectors	_____	_____

Contamination (Surface): Inplant _____ onsite _____ offsite _____

Reactor Operations:

Reactor System Status Power Level _____
Pressure _____ Temp. _____ Flow (pumps on) _____
Cooling Mode _____ ECCS Operating/Operable _____
Containment Status

Containment Isolated? _____ Containment Temp. _____
Containment Pressure _____ Containment Radiation _____ R/hr.
Standby Gas Treat Sys (BWR) _____

Reactivity Controls
Control Rods Inserted _____ Status of Emer. Boration System _____

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Steam Plant Status S/G Levels _____ Equip. Failures _____
 Feedwater Source/Flow _____ S/G Isolated? _____
 MSIVs (BWR) Closed _____

Electrical Dist. Status: Normal Offsite Power Available? _____
 Major Busses/Loads Lost _____
 Safeguards Busses Power Source _____
 D/G Running? _____ Loaded _____

Security/Safeguards:

Bomb Threat: Search Conducted? _____
 Search Results _____ Site Evacuated? _____

Extortion: Source (Phone, letter, etc.)? _____
 Location of Letter _____

Intrusion: Insider? _____ Outsider? _____
 Furthest Point of Intrusion _____
 Fire arms related? _____ Stolen/Missing Material? _____

Rx Oper./Demonstration: Size of Group _____ Demands _____
 Violence? _____ Fire arms related? _____

Sabotage/Vandalism: Radiological? _____ Arson Involved? _____
 Stolen/Missing Material? _____

Transportation:

Mode (Road/Rail/Air/etc.) _____ Carrier _____
 Exact Location _____
 Type of Material (HEU/Spend Fuel/Cat III/Other) _____
 Description of Shipment _____
 Labels: (On material package) _____ On vehicle) _____
 Spillage _____ Surveys _____
 Physical damage to container? _____
 Fire/Smoke _____ Missing material? _____

Materials and Fuel Facilities:

Kind of Licensee (processor, radiographer, medical, etc.) _____
 Isotopes involved _____
 Solid/Liquified? _____ Sealed/Loose? _____

Chapter III

D. Director (Chairman)

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Initial Activation Mode (6)
2. Review situation and appoint Deputy Director	
3. Determine adequacy of response	Evaluate Incident and Plant Status (9)
4. Assure that Governor, White House, Federal agency executives, Congress, and international organizations are advised	Maintain Liaison (14) Request Other Agency Support (13) Provide Administrative and Logistical Support (17)
5. Decide NRC positions on recommendations for protective actions (prior to appointment of DS0)	Recommend Protective Actions for Public (16)
6. Assure that public is fully informed	Inform Public and Monitor Public Information (15)
7. Decide NRC position on policy issues in an emergency	Evaluate Licensee Actions (10)

*See Chapter I, Use of Procedures, for relationship to tasks.

Director

Initial Activation

- | | |
|---|--|
| 8. Advise or assist licensee ¹ | Advise, Assist, or Direct ¹ Licensee
(12) |
| 9. Decide whether to appoint a
Director of Site Operations (DSO)
and what authority to delegate | Decide to Escalate NRC Response (4) |
| 10. Decide to deescalate to Standby or
Normal Mode | Decide to Deescalate (18) |
| 11. Decide scope of review and report | Review, Investigate, and Document
Response Actions (19) |

Task Procedures

1. Report to OC
 - a. Upon notification that the NRC is entering the Initial Activation Mode, you become Director of the NRC response. The person who notifies you will usually be the Executive Team member who decided to activate the response organization; he will be able to discuss the problem briefly. Appoint that person or any other member of Executive Team to be Acting Director pending your arrival at the OC after which he will be relieved of that position. The appointment should be made in direct conversation with the appointee. Give your estimated time of arrival.

NOTE: While you are enroute, staff offices of other organizations will be informed that you are directing NRC efforts and that your appointee is acting in your name until your arrival at the OC. Unless you are unexpectedly delayed in arrival, a need for urgent

¹Although directing licensee is an authority always retained and subject to transfer by the Director to the DSO, it will normally not be exercised from HQ. The intention of the NRC is not generally to use that authority until it has been transferred to the DSO.

action arises suddenly, or unless you specifically direct otherwise, Governors and the executives of other Federal agencies will not be called before you arrive at the OC. However, licensee management will usually be contacted by the Acting Director as soon as practical.

2. Review situation and appoint Deputy Director.
 - a. After arrival at the OC, request briefing from the Acting Director. Briefing should include:
 - (1) Status of the incident including plant conditions, and implications for public safety.
 - (2) Key actions already taken by licensee and any other organizations.
 - (3) Tasks underway by NRC Headquarters personnel.
 - (4) NRC HQ and Regional contacts with other organizations.
 - (5) Other tasks as identified on Chairman's checklist (HQ Supplement).
 - b. Call the Regional Office Base Team Manager (the Regional Administrator will be enroute to the site) for briefing that should include:
 - (1) Tasks underway by NRC regional personnel.
 - (2) Need for additional resources.
 - c. Assure that key licensee senior management contact (name and telephone number will be available on arrival at the OC) is called to ascertain his views of the most recent licensee actions and strategy to mitigate consequences of the incident. The contact will be the most senior licensee official then involved; you should call even if it only announces your presence.
 - d. Request briefing from HQ Public Affairs to obtain the latest assessment of media interest.
 - e. Appoint a member of the Executive Team to be Deputy Director of the NRC response. The Deputy Director should be someone who will also

2. e. serve as Acting Director while you are temporarily absent from the OC at any time during the incident.
3. Determine adequacy of the response
 - a. Review the initial briefings and reports and any available Technical Team assessments with the Executive Team to determine:
 - (1) If there is any reason to believe that either licensee actions and strategy or NRC actions and assessments may be inconsistent or inappropriate,
 - (2) If there is any significant deviations by any organization from planned activities or significant unforeseen problems, and
 - (3) That NRC resources are being properly utilized.
 - b. Assign tasks to resolve any issues that arise in the above review.
 - c. Until you delegate full authority to a Director of Site Operations, the Deputy Director will apprise you of any significant issues as they may arise. Repeat procedures 2.a, b, c, d, and 3.a, and b any time you feel uncertain about the adequacy of the response.
 - d. Consider with the Executive Team whether the situation warrants dispatching Headquarter's personnel to the site.
4. Assure that Governor, White House, Federal agency executives, Congress and International Organizations are advised.
 - a. Assure that the Governor of each affected State is called (GLO will have the verified location and phone number). It is suggested that the following be clarified with the Governor(s) when contact is initiated:

Director

Initial Activation

4. a. (1) NRC interest in assisting the States to protect the public and in assuring that the licensee is taking adequate measures.
- (2) Licensee recommendations for protective measures and current NRC projections.
- (3) NRC staff will coordinate and maintain contact with State and local personnel as designated in the State Emergency Plans (and have been in contact with these personnel).
- (4) Coordination of Federal activities will be made according to the FEMA plan.
- (5) NRC intent to exchange prepared press statements before release, to assure accuracy, in accordance with the FEMA plan.
- (6) Offer of technical assistance and support for State and Licensee.
- (7) Personal interest in occasional executive level contacts to assure that everyone continues to work together.
- b. Call the Director of FEMA to initially inform him of:
 - (1) Major NRC activities.
 - (2) Your contact with the Governors.
 - (3) Implementation of the FEMA plan (ie., Technical coordination of all Federal participants by the NRC, non-technical coordination by FEMA).
 - (4) Personal interest in occasional executive level contacts to assure that everyone continues to work together.
- c. Assure that similar initial calls to the White House and senior Headquarters emergency officials of DOE, EPA, and HHS (and FBI if the event is safeguards related) have been made.
- d. The Congressional Liaison Team will inform you if the Chairman of any Congressional oversight committee expects to be called.

4. e. After the initial calls, the above contacts should be updated regularly and notified of the following unless they request otherwise:
 - (1) Significant changes in the situation.
 - (2) Protective actions ordered by a State or local authority or recommended by the licensee or the NRC.

The GLO will update the above contacts unless you direct otherwise.
 - f. Approve all NRC requests for support from other Federal organizations. This assures that you are aware of all such requests and their purpose whenever you are talking with an organization executive.
 - g. Resolve any staff disagreements with other organizations.
 - h. Ensure the adherence to arrangements made with international organizations.
5. Decide NRC positions on recommendations for protective actions.
 - a. Confer with Executive Team to evaluate the pros and cons of recommendations formulated by the Protective Measures Team for State or local officials.
 - b. Write the specific recommendation.
 - c. Assure that licensee management is informed and resolve any inconsistent information. If issues arise, decide if further analysis is needed and assign tasks. Encourage licensee to make appropriate recommendation to offsite authority.
 - d. If time permits, call FEMA to determine if there would be any obvious logistical hindrances should the State or local official decide to follow the recommendations.
 - e. In the event the licensee declines to make appropriate recommendations to the offsite authorities, even after discussion between NRC and licensee management, call the Governor (or other official designated

5. e. in the State Emergency Plan) to present the recommendations. If time permits, FEMA should be a party to this call to help assure the State or local official that there is a single Federal voice recommending the actions.
- f. Assure that NRC personnel are told of the recommendations, and that someone is assigned specific responsibility for monitoring State or local follow-up.
6. Assure that public is fully informed
 - a. The Status Officer and the Public Affairs coordinators will assure that the following organizations are informed of the wording of proposed media statements:
 - (1) The affected NRC region.
 - (2) Licensee.
 - (3) FEMA.
 - (4) State or local governments, as provided in the State Emergency Plans.
 - (5) Any Federal agency mentioned in a particular release.
 - (6) FBI, if the event is safeguards related.They will recommend specific wording and timing for the statement and advise you of any unresolved concerns of the above organizations.
 - b. Approve final wording and time of release of statements.
 - c. It is suggested that a public statement be made upon appointment of a DSO; the DSO will approve all subsequent statements.
7. Decide NRC position on policy issues in an emergency.
 - a. Resolve policy issues in consultation with the Executive Team. Determine whether current NRC policies and procedures are appropriate and adequate.

7.
 - b. Direct Deputy Director to implement policy changes.
 - c. Inform liaison teams of policy changes and instruct them to relay information to their affected contacts.
8. Advise or assist licensee¹
 - a. Until the authorities are specifically delegated to a DSO, you (or the Acting Director in your absence) have the sole authority for conveying NRC advice or providing assistance to the licensee. Suggestions, options, and rationale for such advice or assistance will be brought to your attention by the Status Officer. For example, you may need to decide, on a case-by-case basis, the need for licensee exemption from prescribed operating procedures, technical specifications, and limiting conditions of operations.
 - b. Decide on specific wording of advice or assistance in consultation with the Executive Team and Regional personnel familiar with the issue. Offer advice to licensee management only, clearly designating it as advice and keeping written (if time permits) and recorded copies in the Operations Center.
 - c. Instruct Status Officer to assure that NRC technical personnel and all other organizations considered appropriate are informed of the advice or assistance.

¹Although directing licensee is an authority always retained and subject to transfer by the Director to the DSO, it will normally not be exercised from HQ. The intention of the NRC is not generally to use that authority until it has been transferred to the DSO.

9. Decide whether to appoint a Director of Site Operations (DSO) and what authority to delegate.
- a. When the potential DSO (usually the Regional Administrator) has been briefed by you and the licensee and feels prepared to assume leadership of NRC activities, he will call you. You should personally make the decision and appoint the DSO with the authority you believe appropriate. The DSO becomes the spokesman for all NRC response activities as soon as appointed, regardless of the degree of authority delegated. Be certain that the DSO is clear about the actual authority delegated. It is suggested that authority be delegated to a DSO when:
- (1) The minimum Site Team organization is in place at designated locations on site, unless variations have been agreed to beforehand.
 - (2) all functions of the expanded Site Team organization that are required for the particular incident are covered by designated persons (not necessarily at the site) with adequate communications to the appropriate contacts.
 - (3) The potential DSO is able to assume role of primary spokesman for the NRC.
 - (4) The potential DSO is able to handle the assignment of sole NRC authority for one or more of the following:
 - (a) Recommend actions to the licensee.
 - (b) Recommend offsite actions to offsite authorities either confirming licensee's recommendations or providing additional NRC recommendations.
 - (c) Authorize the licensee to take specific actions necessary to mitigate the consequences of the accident.
 - (d) Direct the licensee to take specific actions when such action is necessary to protect the public.

9. a. You may wish to appoint the DSO even before all of the criteria suggested above are met. The guiding principle is to make the NRC response more effective by delegating authority to a DSO as quickly as it can be done while neither overwhelming on site personnel nor disrupting response activities. The Director always has the option to withdraw an appointment and substitute another.
- b. Assure that NRC personnel and all organizations with which the NRC has been working are informed of the DSO appointment and specific delegation of authority. It is suggested that you call senior licensee management and Governors with whom you have been in contact. Similar calls to other Federal organizations should be made by the GLO and a press release also should be prepared containing the full information.
- (1) Approve the press release concerning transfer of authority.
Assure that the press release includes:
- (a) time of transfer,
 - (b) name and location of DSO, and
 - (c) statement that the DSO is the primary NRC spokesman.
- (2) Assure that Response Coordination Team distributes the press release to HQ and Regional Office personnel with instructions to apprise all non-NRC personnel with whom they are working.
- c. Determine the kind of activities that should continue at Headquarters in support of the DSO. Some examples of possible activities (in addition to monitoring) are:
- (1) Specialized technical support as requested by the DSO.
 - (2) Continued liaison with Congress and the Headquarters of other Federal organizations to help reduce the volume of high-level inquiries directly to the site.

Director

Initial Activation

9. c. (3) Occasional status reports for any State or Federal Officials who insist on hearing (even briefly) from the Chairman.
 - (4) Answers (by selected HQ staff) to general public inquiries not requiring detailed knowledge of current site activities. These can be time consuming because most are not crank calls but are sincere inquiries or suggestions.
 - (5) Liaison with the news media but only with complete coordination with the DSO, who is the official NRC spokesman after appointment.
 - d. Direct an ET member to assure that continuing support activities are carried out.
10. Decide to deescalate to Standby or Normal Mode
 - a. If the incident stabilizes and projections indicate no need to continue in an activated response mode before a DSO is appointed, decide whether the NRC response should return to the Normal or Standby Mode.
 - (1) Assure that all NRC personnel at Headquarters, Region and site are notified.
 - (2) Assure that key State and local contacts and those organizations that were notified as part of Task 4 are notified.
 - (3) Assure that a press release is prepared.
11. Decide scope of review and report
 - a. Assign responsibility and establish mechanism for the follow-up review and report.
 - b. Decide the scope of the report in consultation with Executive Team.
 - c. Establish a schedule for completion of the investigation and report.
 - d. Assure that all written and taped materials relating to the event are collected and provided to the person responsible for the report.

Chapter III

D. Director

4. Expanded Activation Mode

Note: Upon transfer of authority to the DSO, the primary responsibility for NRC response remains with the DSO in Expanded Activation and Regional Administrator during the Deactivating Mode throughout the duration of incident.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Announce delegation of authority	Enter Expanded Activation Mode (7)
2. Continue tasks not delegated to DSO	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Advise, Assist, or Direct Licensee (12)
3. Delegate additional authority to DSO	Advise, Assist or Direct Licensee (12)
4. Support DSO	Request Other Agency Support (13) Maintain Liaison (14) Recommend Protective Actions for Public (16)
5. Decide to deescalate to appropriate response mode	Decide to Deescalate (18)
¶6. Decide scope of review and report	Review, Investigate and Document Response Actions (19)

*See Chapter I, Use of Procedures, for relationship to tasks.

Task Procedures

1. Announce delegation of authority
 - a. The Expanded Activation Mode begins when you appoint a Director of Site Operations (DSO) and delegate authority to him. It is important that all NRC personnel, licensee management, key State and local officials, and all organizations with which the NRC has been working be informed of the DSO appointment and specific delegation of authority (This aspect was covered in item 5.b. of the Initial Activation Mode Procedures).
2. Continue tasks not delegated to DSO
 - a. In all cases, Headquarters will continue to monitor an incident and the response to the extent necessary to be able to respond quickly to any request for assistance from the DSO. You should periodically reassess the situation. The DSO should be informed before any contact with licensee management or any actions by NRC Headquarters are contemplated.
 - (1) Request briefing from Headquarters Teams Directors. Briefing should include:
 - (a) Status of the incident including plant conditions, and implications for public safety.
 - (b) Key actions already taken by the licensee and any other organization.
 - (c) Tasks underway by NRC Headquarters and Regional Office personnel.
 - (d) Need for additional resources.
 - (2) Request briefing from HQ Public Affairs to obtain the latest summary of media interest.

2. a. (3) Call DSO to ascertain:
 - (a) His views of the most recent licensee actions and strategy to mitigate consequences of the incident.
 - (b) Status of NRC activities.
 - (c) Need for additional resources.
- (4) Review the briefings and reports with the Executive Team to determine:
 - (a) Any reason to believe that either licensee actions and strategy or NRC actions and assessments may be inconsistent or inappropriate.
 - (b) How best to provide any help requested by the DSO.
 - (c) That NRC staff contacts with State or local organizations are appropriate.
- (5) Assign tasks to resolve any issues that arise in the above review.
- b. For any of the following authorities not delegated to the DSO, follow the procedures of the Initial Activation Mode to:
 - (1) Recommend actions to the licensee (Initial Activation Task 9).

2. b. (2) Recommend offsite protective actions, where necessary, either confirming licensee's recommendation or providing additional NRC recommendations. (Initial Activation Task 6).
 - (3) Authorize the licensee to take action necessary to mitigate the consequences of the incident (Initial Activation Task 9).
 - (4) Direct the licensee to take specified actions when such action is necessary to protect the public from imminent danger. This authority should not be exercised until the DSO arrives on site and is appointed (No procedures are described for its use in the Initial Activation Mode). If the authority is not specifically delegated to the DSO, you should:
 - (a) Approve the form and content of formal directions.
 - (b) Obtain Executive Team, DSO, and legal comments.
 - (c) Approve transmission to senior licensee management via the DSO.
3. Delegate additional authority to DSO
 - a. If the DSO requests, or the Status Officer recommends, that you delegate authority not previously delegated to the DSO, review the recommendation with the Executive Team and personally delegate additional authority.
 - b. The initial procedure (Initial Activation Task 5.b) for announcing the delegation of additional authority may not be fully appropriate. It should be reviewed to determine the necessary recipients of the announcement.

4. Support DSO
 - a. Maintain liaison with previously contacted organizations.
 - b. Have the concerns of other organizations relayed to the DSO (or his designee) to enable the DSO to maintain a comprehensive view of the situation.
 - c. If the DSO is unable to obtain the needed support from other organizations through normal channels, contact key officials to facilitate.
Assign the Deputy Director to monitor follow-up.
 - d. Resolve disagreements with other agencies or request from DSO.
 - (1) Follow FEMA plan to resolve Federal disagreements.
 - (2) Consult key officials directly.
 - (3) Advise DSO of particulars of resolution.
5. Decide to deescalate to appropriate response mode
 - a. Evaluate recommendation from DSO to deescalate. If the event has been brief, the expected new mode would be Standby; determine if the DSO considers it adequate. If not, Deactivating should be the mode.
 - b. After deciding appropriate response mode determine:
 - (1) Purpose and level of NRC continued presence at site.
 - (2) Official in charge and authority.
 - (3) Priority tasks to be performed.
 - (4) Requirements for Headquarters support.
 - c. All participants must be notified. See Deactivating Mode.
- ¶6. Decide scope of review and report
 - a. Assign responsibility and establish the mechanism for follow-up review and report.

- ¶16. b. Decide scope of report in consultation with DSO and the Executive Team.
- c. Establish a schedule for completion of the investigation and report.
- d. Assure that all written and taped materials relating to the event are collected and provided to the person responsible for the report.
- e. Provide a complete and timely report on the actions taken during the emergency to the other Commissioners. Use the record of actions compiled by the Status Officer as a memory aid. Specific telephone conversations can also be retrieved by the RCT and a transcript provided, if required.

Chapter III

D. Director

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Announce decision to proceed with deactivating NRC Response	Enter Deactivating Mode (8) Recover (20)
2. Recommend NRC Recovery Director	
3. Continue monitoring incident from HQ	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Decide to Escalate NRC Response (4) Maintain Liaison (14) Inform Public and Monitor Public Information (15) Recover (20)
14. Decide scope of review and report	Review, Investigate, and Document Response Actions (19)

Task Procedures

1. Announce decision to proceed with deactivating NRC response
The Deactivating Mode is intended to provide a methodical and orderly disengagement from an extended incident. It differs from a simple deescalation to Standby by the need to maintain a substantial NRC

*See Chapter I, Use of Procedures, for relationship to tasks.

Director

Deactivating

1. presence at the site to monitor extensive recovery operations by the licensee. At such a time, it is important to define and announce clearly the continuing NRC role, details of which were decided in Expanded Activation Task 5. You should call senior licensee management, and Governors with whom you have been in contact and inform them of NRC mode change. Similar calls to other Federal organizations should be made by the Status Officer. A press release also should be prepared containing full information.
 - a. Approve press release concerning the transfer of authority to a Recovery Director (see item 2 below) and the continued staffing of the OC (see item 3 below).
 - b. Assure that Response Coordination Team distributes the press release to NRC HQ and Regional Office personnel with instructions to apprise all non-NRC contacts with whom they are working.
 - c. Consider reactivation of response if necessary.
2. Recommend NRC Recovery Director

Note: Under Deactivating Mode, the primary responsibility for the NRC response activity remains with the Regional Administrator and Site Team and does not return to HQ. HQ remains in a support role for this particular incident.

- a. Consider the following:
 - (1) Familiarity with current site conditions.
 - (2) Management capability.
 - (3) Recommendations of Executive Team members and DSO.
- b. This individual may be required to supervise NRC on site activities for an extended period of time.

Director

Deactivating

2. c. Recommend to RA the degree of delegation of authority to the Recovery Director for providing advice and assistance to the licensee.
3. Continue monitoring incident from HQ
 - a. Your presence and that of the Executive Team in the OC is optional after the Deactivating Mode is announced.
 - b. The NRC response may be reactivated if, during the process of deactivating, the incident or plant status changes in a manner which threatens public safety. If so, all NRC response procedures apply as if it were an entirely new incident. No special procedures are necessary. Assure that adequate monitoring capability is in place to provide quick notification of significant status changes.
 - c. Decide what staffing of the OC is appropriate while recovery operations are carried out.
 - d. Unless delegated, approve press releases related to deactivating until you decide that all activities except site activities should return to Normal Mode. Normal announcement procedures will apply thereafter.
 - e. Resolve any staff interagency disagreements about NRC activities that are brought to your attention.
14. Decide scope of review and report
 - a. Follow Expanded Activation Task 6. In addition, provide for a close liaison between the HQ review Team and NRC personnel remaining at the site.

Chapter III

E. Other Commissioners

3. Initial Activation Mode

Tasks

Related NUREG-0728/MC 0502 Functions*

1. Assist Director as requested

Evaluate Incident and Plant

Status (9)

Evaluate Licensee Actions (10)

Maintain Liaison (14)

Task Procedures

1. Assist Director as requested

a. Assist the Director in:

(1) conferring with outside organizations,

(2) rendering advice,

(3) resolving interagency disagreements, or

(4) other functions as requested by the Director

b. Assist the Director in evaluating the licensee's actions and recommendations.

c. Assist the Director in maintaining the liaison with the White House, Congressional members, and other Federal, State, and local agencies.

*See Chapter I, Use of Procedures, for relationship to tasks.

Chapter III

E. Other Commissioners

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Assist Director as requested	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Advise, Assist, or Direct Licensee (12) Maintain Liaison (14) Recommend Protective Actions for Public (16) Decide to Deescalate (18)
2. Advise Director on scope of review	Review, Investigate, and Document Response Actions (19)

Task Procedures

- ¶1. Assist Director as requested
- a. Assist the Director in:
- (1) conferring with outside organizations,
 - (2) rendering advice,
 - (3) resolving interagency disagreements, or
 - (4) other functions as requested by the Director

*See Chapter I, Use of Procedures, for relationship to tasks

1. b. Assist the Director in evaluating the licensee's actions and recommendations.
- c. Assist the Director in maintaining the liaison with the White House, Congressional members, and other Federal, State, and local agencies.
2. Advise Director on scope of review
 - a. Recommend to the Director the scope of review necessary to followup on the event.
 - b. Provide a written summary of your own participation in the response and actions taken.

Chapter III

F. Deputy Director

3. Initial Activation Mode

The Deputy Director will be appointed by the Chairman from one of the Executive Team members (usually the EDO). His responsibilities will include acting for the Director when so designated and assuring that the Incident Response Plan is properly implemented. For other responsibilities and tasks, see Section E (The Executive Team).

Tasks

Related NUREG-0728/MC 0502 Functions*

- | | |
|--|-----------------------------------|
| 1. Assume Acting Director responsibilities | Enter Initial Activation Mode (6) |
|--|-----------------------------------|

Task Procedures

1. Assume Acting Director responsibilities
 - a. Carry out all Director responsibilities (see Section D) if the Director is required to leave the Operations Center for any reason (unless a specific decision is made to the contrary).
 - b. If the Director's absence is extended, appoint an Acting Deputy Director if necessary to assure that responsibilities of that position are adequately addressed.
 - c. Prepare an ET rotation schedule in the event of an extended incident.

Chapter III

F. Deputy Director

4. Expanded Activation Mode

The Deputy Director will be appointed by the Chairman from one of the Executive Team members (usually the EDO). His responsibilities will include acting for the Director when so designated and assuring that the Incident Response Plan is properly implemented. For other responsibilities and tasks, see Section E (The Executive Team).

NOTE: The Deputy Director's tasks during Expanded Activation are essentially the same as those during Initial Activation, except that they are performed in direct support of the DSO to the extent that authority has been delegated by the Director. The Deputy Director acts as the contact through which the DSO can obtain any necessary support, then assures that Headquarters and Regional personnel (from the non-affected Regions) act to provide the support effectively.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Assume Acting Director responsibilities	Enter Expanded Activation Mode (7)

Task Procedures

- ¶1. Assume Acting Director responsibilities
 - a. Carry out all Director responsibilities (see Section D) if the Director is required to leave the Operations Center for any reason (unless a specific decision is made to the contrary).

- ¶1. b. If the Director's absence is extended, appoint an Acting Deputy Director if necessary to assure that responsibilities of that position are adequately addressed.
- c. Prepare an ET rotation schedule in the event of an extended incident.

Chapter III

G. Executive Team

1. Normal Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Decide to escalate to activation	Decide to Escalate NRC Response (4)
2. Initiate appropriate notifications	
3. Evaluate initial information	Evaluate and Categorize Initial Information (3)

Task Procedures

1. Decide to escalate to activation
 - a. Upon notification by the EO of the nature and seriousness of the incident, the ET member (after consultation with the RA) contacted should determine appropriate level of NRC response.
 - (1) If notified that an incident has been classified by the licensee as a Notification of Unusual Event, decide whether the NRC should remain in the Normal Mode or escalate to the Standby Mode (or the Initial Activation Mode if appropriate) based on NRC evaluation of the classification. The Normal Mode will usually be appropriate.
 - (2) If notified that an incident has been classified by licensee as an Alert, determine in consultation with the RA whether the Standby or Initial Activation Mode is appropriate for NRC response. The Standby Mode will usually be appropriate based on the NRC evaluation of the licensee classification.

*See Chapter I, Use of Procedures, for relationship to tasks.



Executive Team

Normal

1. a. (3) If the incident is a Site Area or General Emergency as declared by the licensee or NRC staff, the NRC should enter the Initial Activation Mode.
2. Initiate appropriate notifications
 - a. Ensure that the EO informs the HDO the of escalation of NRC response and request that he initiate notifications.
 - b. Contact the Director (Chairman) and other ET members as shown on the appropriate call list.
3. Evaluate initial information
 - a. With the assistance of the EO and RDO, decide the severity of the incident.
 - b. Request additional conferees to assess severity if necessary.

Chapter III

G. Executive Team

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Standby Mode (5)
2. Decide to escalate to Activation Mode	Decide to Escalate NRC Response (4)
¶3. Evaluate initial information	Evaluate and Categorize Initial Information (3)

Note: The Region has the lead in the Standby Mode with the RA as the Agency representative unless an ET member is specifically requested to take the lead.

Task Procedures

1. Report to OC.
 - a. When notified by the EO, the ET member contacted should report to the OC to lead HQ Standby Team.
 - b. ET members not reporting to the OC should keep the HDO informed of their location and callback number and be prepared to report as necessary.

*See Chapter I, Use of Procedures, for relationship to tasks.

Executive Team

Standby

1. c. Contact Regional Administrator upon your arrival at the OC. (You may jointly decide with RA that the responsibility for making suggestions to the licensee and approving press releases during Standby Mode is best accomplished from the site by the RA or from HQ by the ET member).
2. Decide to escalate to Activation Mode.
 - a. Notify an RCT member to contact technical and Liaison Team members.
 - b. Prepare to lead the NRC response until the Director arrives.
- ¶3. Evaluate initial information
 - a. Assist RA to assess the severity of the incident.
 - b. Request additional conferees to assess severity if necessary.
 - c. Lead HQ Standby Team if you are the ET member contacted.

Chapter III

G. Executive Team

3. Initial Activation Mode

The Executive Team is composed of a Director, Deputy Director, the EDO, and the Directors of IE, NRR and NMSS.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Initial Activation Mode (6)
2. Advise Director on DSO appointment	Decide to Escalate NRC Response (4)
3. Maintain awareness of policy questions	Evaluate Licensee Actions (10)
4. Advise Director on any imminent advice, recommendations or direction to be given to licensee	Advise, Assist, or Direct Licensee (12)
5. Review recommendations for protective actions	Recommend Protective Actions for Public (16)
6. Assure consistency in liaison interactions	Maintain Liaison (14)
7. Recommend deescalation to appropriate response mode	Decide to Deescalate (18)

*See Chapter I, Use of Procedures, for relationship to tasks.

Executive Team

Initial Activation

8. Assist Director as requested Evaluate Incident and Plant Status (9)
Evaluate Licensee Actions (10)
Inform Public and Monitor Public
Information (15)

Task Procedures

1. Report to OC
 - a. When contacted by another ET member or the EO and advised of the NRC entrance into the Initial Activation Mode, ET members should report immediately to the OC.
 - b. Advise the caller or HDO of your estimated time of arrival.
 - c. Obtain update briefing.
2. Advise Director on DSO appointment
 - a. Determine when the incident requires the designation of a DSO. Decision should be based on the following:
 - (1) The minimum Site Team Organization must be in place at designated locations onsite, unless variations have been agreed to beforehand.
 - (2) All functions of the expanded Site Team organization that are required for the particular incident are covered by the designated persons (not necessarily at the site) with adequate communications to the site.
 - (3) The DSO must be ready to assume the role of primary spokesman for the NRC.
 - (4) The DSO must be ready to assume sole NRC authority for one or more of the following as designated by the Director:
 - (a) Recommend actions to the licensee.

2. a. (4) (b) Recommend actions offsite, including protective measures for the public
- (c) Issue formal orders to the licensee to take specific actions.
- (5) The DSO must be able to maintain face-to-face contact with licensee management in charge of response.
- (6) The DSO must have been briefed by NRC and licensee personnel.

Note: Responsibility for all public affairs shifts to the affected region as soon as the DSO is appointed, regardless of level of authority delegated to him.

- b. Advise the Director on the extent of authority to be delegated to the DSO. This Authority would normally include:
 - (1) Advise licensee.
 - (2) Assist licensee.
 - (3) Recommend protective actions to offsite authorities.
3. Maintain awareness of policy questions
 - a. Consult with the Director on any internal or external policy questions raised during the response.
 - b. Advise the Director on future implications of policy decisions to normal operations.
 - c. Formulate resolution of policy questions and recommend these to the Director.
4. Advise Director on any imminent advice, recommendations or direction to be given to licensee
 - a. When advice, recommendations or direction needs to be given to licensee, consider format and formality and recommend alternatives to the Director.

4. b. Review advice, recommendations or direction, including Orders and Immediate Action Letters, and advise the Director on technical and policy issues related to it.
5. Review recommendations for protective actions for public
 - (1) Evaluate protective action recommendations and communicate advice to the Director based on the Technical Analysis Team's recommendations.
 - (2) Consider possible consequences of recommendations from legal, social and political perspectives.
6. Assure consistency in liaison interactions
 - a. Assist the Director in maintaining a liaison with key Federal officials.
 - b. Monitor interaction between the NRC liaison teams and their respective organizations.
 - c. Advise the Director of any apparent inconsistencies between:
 - (1) communications to different organizations, or
 - (2) communications to the same organization at different times.
7. Recommend deescalation to the appropriate response mode
 - a. Discuss whether the NRC response can/should be deescalated based on:
 - (1) the relative stability of incident conditions,
 - (2) the confidence in the licensee's perceived ability to control the situation, and
 - (3) the real or potential threats to the health and safety of the public.
 - b. After deciding the appropriate response mode, recommend:
 - (1) the level of continued NRC presence at site,
 - (2) the specific tasks to be performed,
 - (3) the level of continued HQ involvement, and
 - (4) the designation of authority to be retained at the site.

7. c. Recommend the above decisions to the ET Director.
8. Assist Director as requested
 - a. Evaluating incident and plant status.
 - b. Evaluating licensee actions.
 - c. Necessity for and accuracy of press releases.
 - d. Interactions with other organizations.

Chapter III

G. Executive Team

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Define technical tasks to support initial and follow-up DSO requests	Enter Expanded Activation Mode (7) Evaluate Incident and Plant Status (9)
2. Evaluate NRC policy questions as they regard the licensee.	Evaluate Licensee Actions (10) Recommend Protective Actions for
3. When requested, advise DSO and review, protective actions recommendations	Public (16)
4. Recommend proper level of deescalation.	Decide to Deescalate (18)
5. Assist Deputy Director as requested	Advise, Assist or Direct Licensee (12) Maintain Liaison (14) Review, Investigate and Document Response Actions (19)

Task Procedures

1. Define technical tasks to support initial and follow-up DSO requests
 - a. Identify tasks that should be accomplished by the HQ Technical Teams in response to DSO requests.

*See Chapter I, Use of Procedures, for relationships to tasks.

Executive TeamExpanded Activation

1. a. (1) Discuss tasks to be assigned with the Technical Analysis Team Directors
(2) Request Backup Regional Support if required.
- b. Identify tasks that must be accomplished by other Federal agencies.
 - (1) Recommend to and instruct the RCT that support be requested from other organizations.
 - (2) Assist in relaying request to other organizations at a senior level, if necessary.
 - (3) When possible, consult with FEMA before requesting other agency support.
2. Evaluate NRC policy questions as they regard the Licensee.
 - a. Make recommendations to the Deputy Director and DSO on whether current NRC policies (internal, State or licensee related) are adequate to alleviate incident conditions.
 - b. Recommend policy changes as necessary to Deputy Director and DSO.
3. When requested, advise DSO on, and review protective action recommendations
 - a. Discuss alternatives for protective actions with the Deputy Director (the designated ET member).
 - (1) Identify other agency concerns.
 - (2) Assure that the Director and DSO are aware of NRC policy considerations.
 - (3) Advise the Deputy Director and DSO of other agency recommendations.
 - (4) Remind the Deputy Director and DSO of any other tasks in progress that may have an impact on recommendations for protective actions.

- ¶4. Recommend proper level of deescalation
 - a. Evaluate the following to consider possible deescalation recommendations:
 - (1) the relative stability of the incident conditions,
 - (2) the confidence in licensee's perceived ability to control the situation, and
 - (3) the real or potential threats to the health and safety of the public.
 - b. After deciding the appropriate response mode, recommend:
 - (1) level of continued NRC presence at the site
 - (2) specific tasks to be performed
 - (3) level of continued HQ involvement
 - (4) amount of continued authority to be retained on site
 - c. Make recommendations to the DSO.
5. Assist Director or DSO as requested

Chapter III

G. Executive Team

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Advise Director on extent of NRC participation	Enter Deactivating Mode (8)
2. Return to Normal Mode duties	

Task Procedures

1. Advise Director on extent of NRC participation
 - a. Make recommendations to the ET Director on:
 - (1) level of continued NRC presence at the site
 - (2) individual to be named NRC Recovery Director
 - (3) specific tasks to be performed by HQ Technical Teams during the Deactivating Mode in the following areas:
 - (a) generic implications,
 - (b) possible noncompliance by licensee,
 - (c) role of NRC in response, and
 - (d) role of State and Federal agencies in response.
 - b. Provide a written summary of own participation in response.
 - c. Make recommendations concerning the overall NRC involvement and assignment of review and investigation teams.
2. Return to Normal Mode Duties after announcement of Deactivating Mode.

*See Chapter I, Use of Procedures, for relationship to tasks.

Chapter III

H. Status Officer

3. Initial Activation Mode

<u>Task</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Initial Activation Mode (6)
2. Assure liaison is maintained with other organizations	Maintain Liaison (14)
3. Assist Director and Deputy Director	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Inform Public and Monitor Public Information (15)
4. Control flow of activity in ET room	Provide Administrative and Logistical Support (17)

Task Procedures

1. Report to OC
 - a. When notified that the NRC has entered the Initial Activation Mode, the Status Officer should report immediately to the OC.
 - b. Advise either the person who notified you or the HDO of your estimated time of arrival.
 - c. Upon arrival obtain update briefing from the HDO and other persons as necessary.
 - d. Prepare the initial briefing for the Director.

*See Chapter I, Use of Procedures, for relationship to tasks.

2. Assure liaison is maintained with other organizations
 - a. Assist the Director in maintaining liaison with key Federal officials by periodically preparing information summaries and transmitting consistent GLO for distribution. Assure that the senior emergency officials of the following organizations have been initially given information from the first Information Summary (as approved by an ET member).
 - (1) White House Situation Room
 - (2) DOE Headquarters.
 - (3) EPA Headquarters.
 - (4) HHS Headquarters.
 - (5) FBI Headquarters (if safeguards related).
 - (6) DOT Headquarters (if transportation related).
 - (7) Internal Organizations
 - (8) FEMA Headquarters.
 - (9) Appropriate State Official.
 - b. Advise the ET of any apparent confusion or inconsistencies in the information received from any sources by other organizations.
 - c. Inform the ET of policy questions or other issues that arise in discussions with other officials.
 - d. Assure that Regional Administrator is periodically briefed if not en route to site or before he is appointed DSO on HQ response effort.
 - e. Maintain information exchange with the GLO.
3. Assist Director and Deputy Director.
 - a. Maintain log of decisions made and actions recommended by as well as information received by the ET. Documentation will be in the area of:
 - (1) Decisions, orders, recommendations, agreements and advice to the licensee, State, and local participants.

- 3 a. (2) Requests for other agency support.
 - (3) Review of State, local and licensee press releases.
 - (4) Approval of NRC press releases.
 - (5) Major changes in the NRC response (e.g. transfer of authority, response mode changes, specific requests for task efforts).
 - (6) Data received directly by ET from outside sources.
 - b. Assist the Director in compiling a concise summary of his actions and NRC actions during the emergency for the purpose of briefing other Commissioners and for short notice testimony before Congressional Committees.
4. Control flow of activity in ET room
 - a. Assure that ET room environment is conducive to decision making.
 - (1) Assure that all personnel present in ET room have a function to perform.
 - (2) Brief ET members on procedural requirements
 - (a) requires detailed knowledge of NUREG-0845.
 - (3) Assure interface with other Federal representatives present at NRCOC on ET decisions.
 - b. Schedule briefings and assure information flow is maintained to ET members.
 - (1) Schedule initial Technical and Liaison Team briefings to ET.
 - (2) Maintain schedule for and assure that update briefings occur on a timely basis.

Chapter III

H. Status Officer

4. Expanded Activation Mode

The tasks and procedures of the Status Officer are the same in the Expanded Activation Mode as they are in the Initial Activation Mode except that the focus of his support will shift to the DSO.

Chapter III

I. Protective Measures

Analysis Team

3. Initial Activation Mode

Note: Team Directors are responsible for organizing and scheduling training at a reasonable frequency and in sufficient detail to assure an efficient Team response.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Full Team reports to OC	Enter Initial Activation Mode (6)
2. Staff Health Physics Network (HPN) if not staffed by Current Status Team	Man Emergency Communications Systems (2)
3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
4. Monitor overall response strategy	
5. Request other agency support	Request Other Agency Support (13)
6. Recommend protective actions for public	Recommend Protective Actions for Public (16)
7. Develop (for ET) advice and direction to the licensee	Advise, Assist or Direct Licensee (12)

Task Procedures

1. Full Team reports to OC

*See Chapter I, Use of Procedures, for relationship to tasks.

1. a. Upon notification that the NRC response is in the Initial Activation Mode, the RCT will initiate the HQ call list procedures to assemble Protective Measures Analysis Team (Headquarters Supplement).
 - (1) Protective Measures Analysis Team includes:
 - (a) Team Director
 - (i) Prime responsibility is in determining team priorities and interacting directly with Executive Team.
 - (ii) Responsible for passing relevant information received in ET room back to his team.
 - (iii) Prime duty station is Executive Team Room.
 - (iv) Develop rotation schedule for team in the event of an extended incident.
 - (b) Deputy Director
 - (i) Prime responsibility is assuring that the team director's assignments are followed by the team in an efficient and timely manner.
 - (ii) Acts as prime liaison with the Team Director.
 - (iii) Prime duty station is the Technical Team room.
 - (c) 4 HP's to provide for Level I (immediate dose calculation--20 min.) and Level II (1 to 3 hr. in depth dose assessment) analyses in addition to concentrating on the following factors:
 - (i) Source term (2 analysts).
 - (ii) Dose Assessment (2 analyst).
 - (d) 1 meteorology (hydrological assessment also).

- 1 c. (1) (e) 2 individuals to interact with Region and Site Team regarding State Radiological Health, State Emergency Services activities and to monitor protective action recommendations.
 - (f) Effluent control and onsite HP analysis, hydrology, offsite environmental data, demographics and other specialists can be requested as needed.
- b. Sign in at the OC and obtain a badge for identification.
- c. Report to the designated team rooms.
2. Staff Health Physics Network (HPN) if not staffed by Current Status Team
 - a. The first individual from the team to arrive at the OC will assume external communicator role (man HPN) until relieved.
3. Gather data, and assess information, and monitor trends of incident
 - a. Team Director and Deputy Director
 - (1) Coordinate tasks of technical team members.
 - (2) Gather notification information from the RCT.
 - (3) Assign priority to activities of the HPN external communicator through the Current Status Director.
 - (4) Brief the ET as requested by the Status Officer, ET and coordinate with other Team Directors.
 - (5) Request additional HQ support through the RCT.
 - (6) Consult contractors and vendors if required.
 - b. Protective Measures Team Members
 - (1) Inform the Current Status Director of regular data needs through the Deputy Director of Protective Measures.
 - (2) Assess information in these major categories:
 - (a) Onsite radiation levels--Provide "Level I" dose calculation estimates.

3. b. (2) (b) Offsite radiation levels
 - (i) Provide "Level 1" dose calculation estimates.
 - (ii) Begin "Level II" dose calculation estimates if time permits.
- (c) Obtain meteorological data from the licensee through the HPN and any other available sources for use in dose calculations, and provide the following meteorological data to Team Director independent of the dose calculations:
 - (i) wind speed and direction,
 - (ii) inclement weather conditions,
 - (iii) projected wind shifts, and
 - (iv) local features that may affect the plume trajectory.
- (d) Obtain State protective action information coordinating with RO or Site Team).
 - (i) The initial call should be made to the 24-hour number for each state involved in the incident as listed in "State Officials Responsible for Disaster Operations."
 - (ii) In Calling the 24-hour number you should ask:
 - . Who is the principal contact in the state for NRC to talk to?
 - . What is the number at which this official can be reached at all times?
 - . What official within the State is authorized on behalf of the state to order protective actions and what is his or her number and whereabouts?
 - . Is the state establishing a forward center in the vicinity of the incident? Who is in charge of it?

3. b. (2) (d) (ii) What will be the number? When is it expected to be activated? When it is activated will the contact for the NRC be there or at the number given in "A" above?
 - . Do you know the status of the State's response?
 - . Do you know if the State has sent survey teams out? If so, when will they be in place and what is their capability?
 - . Do you know whether the State has made any recommendations at this time.
 - . Do you know what the status is of the local agency response as part of the State's overall response plan?
- (iii) Other questions may suggest themselves to the PM questioner based on the answers received.
- (iv) The answers to the questions should be made available immediately to Government Liaison staff upon their arrival.
- (3) Monitor the HPN communicator at all times.
- (4) Provide regular feedback to the Team Director.
- (5) Provide the team directors with completed assessment forms on a periodic basis and obtain feedback from the team directors on ET activities.
- (6) Monitor other Teams' status and task progress.
- (7) Provide technical expertise on protective measures to the Public Affairs Officers.
- (8) Support PM Director as required.

3. b. (9) Develop summaries of incident status.
 - (a) Determine from the Director how often summary reports should be submitted.
 - (b) Provide summary reports for internal distribution to include information on at least the following areas:
 - (i) data received from the incident site,
 - (ii) assessment and projections being made by the team,
 - (iii) tasks assigned by the team director,
 - (iv) requests for assistance from outside the NRC, and
 - (v) notifications.
4. Monitor overall response strategy
 - a. Team Director
 - (1) Evaluate regional and HQ technical team assessment of licensee activities.
 - (2) Maintain awareness of State and local response strategy.
 - (3) Inform the region of HQ assessment of response strategy of the NRC, licensee and offsite authorities.
 - (4) Direct the priorities of the Technical Team Deputy Director and members.
5. Request other agency support
 - a. Team Director
 - (1) Identify the areas onsite and offsite where other agency radiological support would be useful.
 - (2) Consider DOE, EPA, and FEMA for offsite assistance if needed.
 - (3) Recommend other agency support to the ET.
 - (4) Direct the priorities of the PM Technical Team Deputy Director and members.
6. Recommend protective actions for public

6. a. The team Director and Deputy coordinate the HQ technical team analysis and regional assessment of the situation to formulate a protective action recommendation.
 - (1) The Recommendation could be in the area of:
 - (a) limiting access to site and EPZ,
 - (b) sheltering,
 - (c) evacuation,
 - (d) administering medication (KI),
 - (e) protecting livestock and other ingestion pathway considerations, or
 - (f) relocation from contaminated area.
 - b. Team Director and Deputy should maintain awareness of other team activities at HQ, Region, and State.
 - c. Coordinate all recommendations with Reactor Safety and/or Safeguards Team Directors as well as Current Status Team Director.
 - d. Upon formulation of protective action recommendations, provide the team with:
 - (1) appropriate justification.
 - (2) written documentation backing up the recommendation.
 - e. The team Director will inform the Technical Team members of the ET decisions and actions with regard to the technical team assessments through the Team Deputy Director.
7. Develop (for ET) advice and direction to licensee
 - a. After the initial assessment of licensee actions and response strategy, Team Director should:

7. a. (1) Make recommendations to the Deputy Director (and other ET members if appropriate) on any advice and direction that team may have concerning assessment of licensee actions.
- (2) Consult with RO and other technical teams to verify that NRC position on advice and direction is consistent.
- b. Advice and direction may take the form of:
 - (1) Waiving a requirement on technical specifications concerning the release of radioactivity to the environment.
 - (2) Making protective action recommendations.
 - (3) Suggesting alternatives to the current licensee approach to problem solving.

Chapter III

I. Protective Measures

Analysis Team

4. Expanded Activation Mode

Note: Team Directors will ensure that all activities conducted by their Technical Teams are coordinated with the Site Team.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Full team reports to OC	Enter Expanded Activation Mode (7)
¶2. Staff Health Physics Network (HPN)	Man Emergency Communications Systems (2)
¶3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
¶4. Monitor overall response strategy	
¶5. Request other agency support	Request Other Agency Support (13)
¶6. Recommend protective actions for public	Recommend Protective Actions for Public (16)
¶7. Develop (for ET) to advice and direction to licensee	Advise, Assist, or Direct Licensee (12)

Task Procedures

Tasks 1 and 2 need not be performed unless the transition to this mode is directly from the Standby Mode.

*See Chapter I, Use of Procedures, for relationship to tasks.

¶1. Full team reports to OC

- a. Upon notification that the NRC response is in the Expanded Activation Mode, RCT will initiate the HQ call list procedures to assemble Protective Measures Analysis Team if not previously done.

(1) Protection Measures Analysis team includes:

(a) Team Director

- (i) Prime responsibility is in determining team priorities and interacting directly with Executive Team.
- (ii) Prime duty station is ET room.
- (iii) Develop rotation schedule for team members in the event of an extended incident.

(b) Deputy Director

- (i) Prime responsibility is assuring that direction is followed by the team in an efficient and timely manner.
- (ii) Acts as prime liaison to the Team Director.
- (iii) Prime duty station is the Technical Team room.

(c) 4 HP's to provide for Level I (immediate dose assessment -- first 20 min.) and Level II (1 to 3 hr. in depth dose assessment) analyses in addition to concentrating on the following factors:

- (i) Source term (2 analysts)
- (ii) Dose Assessment (2 analysts)

(d) 1 meteorologist (hydrological assessment also).

(e) 2 individuals to interact with Dose or Site Team regarding State Radiological Health, and Emergency Services activities and to monitor protective action recommendations.

- ¶11 a. (1) (f) Effluent control and onsite HP analysis, offsite environmental data, hydrology, demographics and other specialists can be requested as needed.
 - b. Sign in at the OC and obtain a badge for identification.
 - c. Report to the designated team room.
- ¶12. Staff Health Physics Network (HPN)
 - a. The first individual from the team to arrive at the OC will assume external communicator role (man HPN) until relieved.
- ¶13. Gather data, assess information, and monitor trends of incident
 - a. Follow the procedures for Initial Activation.
- ¶14. Monitor overall response strategy
 - a. Follow the Initial Activation procedures.
- ¶15. Request other agency support
 - a. Follow the Initial Activation procedures.
- ¶16. Recommend protective actions for public
 - a. Follow the Initial Activation procedures except that the Team Director provides recommendations to the DSO as well as the Director, ET.
- ¶17. Develop (for ET) advice and direction to licensee.
 - a. Follow the Initial Activation procedures except that the Team Director provides recommendations to the DSO as well as the Deputy Director.

Chapter III

J. Reactor Safety Analysis Team

3. Initial Activation Mode

Note: Team Directors are responsible for organizing and scheduling training at a reasonable frequency and in sufficient detail to assure an efficient Team response.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Full Team reports to OC	Enter Initial Activation Mode (6)
2. Staff Emergency Notification System (ENS) if not already staffed	Man Emergency Communications Systems (2)
3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
4. Monitor overall response strategy	
5. Request other agency support	Request Other Agency Support (13)
6. Provide facility status and projections to Protective Measures Team	Recommend Protective Actions for Public (16)
7. Develop (for ET) advice and direction to licensee	Advise, Assist or Direct licensee (12)

Task Procedures

1. Full team reports to OC

*See Chapter I, Use of Procedures, for relationship to tasks.

RS Team

Initial Activation

1. a. Upon notification that the NRC response is in the Initial Activation Mode, RCT should initiate the HQ call list procedures (Headquarters Supplement) to assemble Reactor Safety Analysis Team if not already present.
 - (1) Reactor Safety Analysis team includes:
 - (a) Team Director
 - (b) Deputy Team Director
 - (c) 6 reactor system analysts in the following areas:
 - (i) Reactor Systems (2 analysts)
 - (ii) Containment
 - (iii) Instrumentation & Control
 - (iv) Heat Transfer
 - (v) Electrical
 - (d) Core physics, mechanical and auxiliary systems specialists may be augmented on request.
 - b. Sign in at the OC and obtain a badge.
 - c. Report to the designated team rooms.
2. Staff Emergency Notification System (ENS) if not already staffed
 - a. The first individual from the team to arrive at the OC will assume external communicator role (man ENS or alternate telephone lines) until relieved.
3. Gather data, assess information, and monitor trends of incident
 - a. Team Director
 - (1) Coordinate the tasks of the technical teams.
 - (2) Gather notification information.
 - (3) Assign an individual to monitor the PM Team Status Board.

3. a.
 - (4) Assign priority to the activities of the ENS External Communicator.
 - (5) Brief the ET as requested by the Status Officer and coordinate with other Team Directors.
 - (6) Request additional HQ support through the RCT.
 - (7) Consult contractors and vendors if required and inform the ET.
 - (8) Appoint a Deputy Team Director and assign him continuing duties in these areas as appropriate.
 - (9) Develop a rotation schedule for Team members in the event of an extended incident.
 - (10) Assure that appropriate information received in ET room gets back to team.
- b. Reactor Safety Analysts.
 - (1) Inform Deputy Team Director of regular data needs.
 - (2) Gather Piping and Instrumentation Drawings (P&IDs).
 - (3) Assess information in these major categories:
 - (a) Core Condition.
 - (b) Reactivity Control.
 - (c) Heat Removal Capability.
 - (d) RCS Integrity.
 - (e) Containment Integrity.
 - (f) Containment Radiation.
 - (4) Monitor the ENS or alternate line at all times.
 - (5) Provide the results of assessments and other regular RS Team feedback to the Deputy team Director.
 - (6) Provide the Deputy team Director with the completed assessment forms on a periodic basis and obtain feedback from the RS Team Director on ET activities.

3. b. (7) Monitor other teams status and task progress.
- (8) Provide technical expertise on reactor systems to the PAO.
- (9) Develop summaries of incident status.
 - (a) Determine from the Director how often summary reports for the ET should be submitted.
 - (b) Provide reports for general distribution to include information on at least the following areas:
 - (i) data received from the incident site,
 - (ii) assessment and projections being made by the RS team,
 - (iii) tasks assigned by the RS Team Director,
 - (iv) requests for assistance from outside the NRC, and
 - (v) notifications.
- (10) Interact on a technical level as appropriate with Protective Measures team analysts to provide them with information on facility status, trends and projections for major changes in the release potential.
4. Monitor overall response strategy
 - a. Team Director
 - (1) Evaluate the regional and HQ technical team assessment of licensee activities.
 - (2) Consult with Executive Team members to decide on the appropriate level of NRC response.
 - (3) Instruct the Deputy Team Director to inform the region of the HQ assessment of response strategy both of the NRC and licensee.
5. Request other agency support
 - a. Team Director
 - (1) Identify areas onsite where other agency's system engineering support would be useful.

RS Team

Initial Activation

5. a. (2) Consider DOE, EPA, and FEMA for offsite assistance if needed.
(3) Recommend other agency support to ET
6. Provide facility status and projections to Protective Measures Team.
 - a. Provide the PM Team, through RS Deputy Director, specific assessments of facility status, trends and projections which may have implications for a major change in release potential.
7. Develop (for ET) advice and direction to licensee
 - a. Include the following:
 - (1) Current and projected core damage with the range of times for potential major changes.
 - (2) Current and projected RCS integrity with the range of times for potential major changes.
 - (3) Current and projected containment integrity with the range of times for potential changes.
 - b. After the initial assessment of licensee actions and response strategy, the Team Director should make recommendations to the ET on any advice the RS Team may have concerning assessment of licensee actions including:
 - (1) whether licensee actions are appropriate,
 - (2) alternate courses of actions available to licensee, and
 - (3) team recommendations or best alternatives.
 - c. The Deputy Team Director should see that the region is informed of the current HQ thinking.

Chapter III

J. Reactor Safety Analysis Team

4. Expanded Activation Mode

Note: Team Directors will ensure that all activities conducted by their Technical Teams are coordinated with the Site Team.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Full team reports to OC	Enter Expanded Activation Mode (7)
¶2. Staff Emergency Notification System if not already staffed	Man Emergency Communications Systems (2)
¶3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
4. Monitor overall response strategy	
¶5. Request other agency support	Request Other Agency Support (13)
¶6. Provide facility status and projections to Protective Measures Team	Recommend Protective Actions for Public (16)
7. Develop (for ET) advice and direction to licensee	Advise, Assist or Direct Licensee (12)

Task Procedures

- ¶1. Full team reports to OC
 - a. Upon notification that the NRC response is in the Expanded Activation Mode, the RCT should initiate the HQ call list procedures (HQ Supplement) to assemble Reactor Safety Analysis Team if not already assembled.

*See Chapter I, Use of Procedures, for relationship to tasks.

1. a. (1) Reactor Safety Analysis Team includes:
 - (a) Team Director.
 - (b) Deputy Team Director.
 - (c) 6 reactor system analysts in the following areas:
 - (i) Reactor Systems (2 analysts)
 - (ii) Containment
 - (iii) Instrumentation & Control
 - (iv) Heat Transfer
 - (v) Electrical
 - (vi) Core Physics, mechanical and auxiliary systems
specialists may be augmented upon request
 - b. Sign in at the OC and obtain a badge.
 - c. Report to the designated technical team room.
- ¶12. Staff Emergency Notification System if not already staffed.
- a. The first individual from the team to arrive at the OC will assume the external communicator role (ENS or alternate line) until relieved.
- ¶13. Gather data, assess information, and monitor trends of incident
- a. Team Director
 - (1) Inform contacts of the designation of the DSO.
 - (2) Coordinate the tasks of the technical teams.
 - (3) Gather notification information.
 - (4) Assign an individual to monitor the PM Team Status Board.

13. a. (5) Assign priority to the activities of the ENS External Communicator.
- (6) Brief the DSO through the ET as required.
- (7) Request additional HQ support, as required.
- (8) Consult contractors and vendors as needed.
- (9) Appoint a Deputy Team Director.
- (10) Develop rotation schedule for Team members in the event of an extended incident.
- (11) Assure that appropriate information received in ET room gets back to the team.
- b. Reactor Safety Analysts
- (1) Inform Deputy Director, RS of regular data needs.
- (2) Gather Piping and Instrumentation Drawings (P&IDs) for the affected plant
- (3) Assess information in these major categories:
- (a) Core Condition.
- (b) Reactivity Control.
- (c) Heat Removal Capability.
- (d) RCS Integrity.
- (e) Containment Integrity.
- (f) Containment Radiation.
- (4) Monitor ENS or alternate line at all times.
- (5) Provide the results of assessments and other regular RS team feedback to Deputy team Director.
- (6) Provide the team Director with the completed assessment forms on a periodic basis and obtain feedback from the Director on ET activities.

- ¶13. b. (7) Monitor other team status.
 - (8) Distribute summaries of the incident status.
 - (a) Determine from the Director how often summary reports should be submitted to the ET.
 - (b) Provide summary reports for general distribution to include information on at least the following areas:
 - (i) data received from the incident site,
 - (ii) assessment and projections being made by the RS team,
 - (iii) tasks assigned by the RS Team Director,
 - (iv) requests for assistance from outside the NRC, and
 - (v) notifications.
 - (c) Inform all team directors of the frequency and content of the summary reports.
 - (9) Establish a liaison and supply support to the appropriate technical analysis team on site. Make all recommendations to the DSO through the site team.
 - (10) Interact on a technical level as appropriate with the PM Analysts to provide them with information on facility status, trends and projections for major changes in the release potential.
4. Monitor overall response strategy
- a. Team Director
 - (1) Evaluate the regional and HQ technical team assessment of licensee activities. Inform the ET of results.
 - (2) Support the DSO as requested through the site team.
- ¶15. Request other agency support
- a. Team Director

5. a. (1) Identify areas onsite and offsite where other Federal agency support would be useful.
- (2) Consider DOE, EPA, and FEMA for offsite assistance if needed.
- (3) Recommend other agency support to the RS team Director for relay to the DSO.
- ¶6. Provide facility status and projections to Protective Measures team
 - a. Provide PM Teams, through RS Deputy Director, specific assessments of facility status, trends and projections which may have implications for a major changes in release potential.
 - b. Team Director will maintain awareness of other team activities at HQ, region and the site.
7. Develop (for DSO) advice and direction to licensee
 - a. After the initial assessment of licensee actions and response strategy, the Team Director should:
 - (1) Consult with RO to verify that the NRC position on advice and direction is consistent.
 - (2) Make recommendations to the DSO through the ET on any advice and direction that team may have concerning licensee actions.
 - b. Continue the liaison with site team technical experts.
 - c. Support the DSO as requested.

Chapter III

K. Safeguards Analysis Team

3. Initial Activation Mode



Note: Team Directors are responsible for organizing and scheduling training at a reasonable frequency and in sufficient detail to assure an efficient Team response.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Full Team reports to OC	Enter Initial Activation Mode (6)
2. Staff Emergency Notification System (ENS) unless already staffed	Man Emergency Communications Systems (2)
3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
4. Monitor overall response strategy	
5. Request other agency support	Request Other Agency Support (13)
6. Provide event status and projections to Protective Measures Team	Recommend Protective Actions for Public (16)
7. Develop (for ET) advice to licensee	Advise, Assist or Direct Licensee (12)

Task Procedures

1. Full Team reports to OC
 - a. Notify the FBI/HQ Atomic Desk

*See Chapter I, Use of Procedures, for relationship to tasks.

1. b. Upon notification that the NRC response is in Initial Activation Mode for a safeguards incident RCT should initiate the HQ call list procedures (HQ Supplement) to assemble Safeguards Analysis Teams.
 - (1) Safeguards Analysis Team includes:
 - (a) Team Director.
 - (b) Deputy Director.
 - (c) 2 current status monitors to provide event specific information to reactor safety and protective measures teams, operate status boards and relay information on to SG personnel in their work stations.
 - (d) 2 safeguards communicators to exchange information with FBI/HQ (Atomic Desk) and other responding groups.
 - (e) 1 Safeguards Technical Communicator to interact with Safeguards staff not located at NRCOC.
 - c. Sign in at the OC and obtain badge.
 - d. Report to the designated team room.
2. Staff Emergency Notification System (ENS) unless already staffed
 - a. For a safeguards incident, the first safeguards representative to arrive at the OC will staff the ENS or alternative line until relieved or unless it is already staffed.
3. Gather data, assess information, and monitor trends of incident
 - a. Team Director
 - (1) Coordinate the tasks of Safeguards Team.
 - (2) Gather information on the following:
 - (a) Adversary situation.
 - (b) Site security force response.

3. a. (2) (c) FBI and LLEA response.
 - (d) Other notifications.
 - (3) Assign priority to the activities of the ENS External Communicator concerning safeguards information.
 - (4) Brief the ET as requested by the Status Officer, ET, and coordinate with other Team Directors.
 - (5) Request additional HQ support through the RCT.
 - (6) Assume the responsibility for protecting classified information.
 - (7) Determine which of above functions to assign to Deputy Team Director on a continuing basis.
 - (8) Assure the SG Team is briefed on the appropriate ET development and information received.
 - (9) Develop a rotation schedule for Team members in the event of or extended incident.
- b. Safeguards Analysts
- (1) Assure proper notifications to the FBI/HQ (Atomic Desk) and the appropriate law enforcement agencies as directed.
 - (2) Provide plant security and other safeguards information to cognizant individuals and response groups.
 - (3) Monitor other team's status.
 - (4) Monitor the Licensee's compliance with safeguards regulations and the contingency plan.
 - (5) Provide regular feedback to the Deputy Team Director.
 - (6) Develop summary reports to include information on at least the following areas:
 - (a) Data received from the incident site.

3. b. (6) (b) Assessment and projections being made by the team.
 - (c) Tasks assigned by the team Director.
 - (d) Requests for assistance from outside the NRC.
 - (e) Notifications.
4. Monitor overall response strategy
 - a. Advise the region and other HQ technical teams any of proposed law enforcement actions to be taken by the FBI.
 - b. Director, Safeguards Team recommends alternatives of the safeguards response strategy to the ET if necessary.
5. Request other agency support
 - a. Team Director
 - (1) Maintain liaison with FBI/HQ (Atomic Desk).
 - (2) Identify these needs to the ET, which may require assistance from other organizations.
6. Provide event status and projections to Protective Measures Team
 - a. Provide safeguards input to Protective Measures Deputy Team Director and the ET for inclusion in protective action recommendations.

This should include:

 - (1) Current and projected safeguards implication.
 - (2) Notifications and other agency involvement.
7. Develop (for ET) advice to licensee
 - a. Provide input to the ET concerning the safeguards impact on possible advice and direction to licensee.
 - (1) Whether licensee actions are appropriate.
 - (2) Alternative courses of action available to the licensee.
 - (3) Team recommendations on protective actions.

Chapter III

K. Safeguards Analysis Team

4. Expanded Activation Mode

Note: The Team Directors will ensure that all activities conducted by their Technical Teams are coordinated with the Site Team.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Full Team reports to the OC	Enter Expanded Activation Mode (7)
¶2. Staff Emergency Notification System is not already staffed	Man Emergency Communications Systems (2)
¶3. Gather data, assess information, and monitor trends of incident	Project Incident Consequences and Plant Status (11)
¶4. Monitor overall response strategy	
¶5. Request other agency support	Request Other Agency Support (13)
¶6. Provide event status and projections for Protective Measures Team	Recommend Protective Actions for Public (16)
¶7. Develop (for DSO) advice to licensee	Advise, Assist, or Direct Licensee (12)

Task Procedures

- ¶1. Full Team reports to the OC
 - a. Notify HQ/FBI Atomic Desk if not previously done.
 - b. Upon notification that the NRC response is in the Expanded Activation Mode (safeguards incident), the EO should initiate the HQ call list procedures (HQ Supplement) to assemble Safeguard Analysis Team if not already present.

*See Chapter I, Use of Procedures, for relationship to tasks.

1. b. (1) Safeguards Analysis Team includes:
 - (a) Team Director
 - (b) Deputy Team Director
 - (c) 2 current status monitors to provide event specific information to reactor safety and protective measures teams, operate status boards and relay information
 - (d) 2 safeguards communicators to exchange information with FBI/HQ (Atomic Desk) and other responding groups.
 - (e) 1 Safeguards Technical Communicator to interact with Safeguards staff not located at NRCOC.
- c. Sign in at the OC and obtain badge.
- d. Report to the designated team room.
- ¶12. Staff Emergency Notification System (ENS) if not already staffed
 - a. For a safeguards incident, the first safeguards representative to arrive at the OC will staff the ENS or alternate line until relieved.
- ¶13. Gather data, assess information, and monitor trends of incident
 - a. Team Director
 - (1) Coordinate the tasks of Safeguards Team.
 - (2) Gather information on the following:
 - (a) Adversary situation.
 - (b) Site security force response.
 - (c) FBI and LLEA response.
 - (d) Other notifications.
 - (3) Assign priority to the activities of the ENS External Communicator concerning safeguards information.
 - (4) Brief the ET as requested by the Status Officer, ET and coordinate with other Team Directors.

- ¶13. a. (5) Request additional HQ support through the RCT.
- (6) Assume the responsibility for protecting classified information.
- (7) Determine which of above functions to assign to Deputy Director on a continuing basis.
- (8) Brief the SG Team on ET developments.
- (9) Develop a rotation schedule for team members in the event of an extended incident.
- b. Safeguards Analyst
- (1) Assure proper notifications to the FBI/HQ (Atomic Desk) and the appropriate law enforcement agencies as directed.
- (2) Provide plant security and other safeguards information to cognizant individuals and response groups.
- (3) Monitor the licensee's status.
- (4) Monitor compliance with safeguards regulations and the contingency plan.
- (5) Provide regular feedback to the Deputy Team Director.
- (6) Develop summary reports to include information on at least the following areas:
- (a) Data received from incident site,
- (b) Assessment and projections being made by team,
- (c) Tasks assigned by team director,
- (d) Requests for assistance from outside the NRC, and
- (e) Notifications.
- ¶14. Monitor overall response strategy.
- a. Advise the site team and HQ technical teams of any proposed law enforcement actions to be taken by the FBI.
- b. Director of the Safeguards Team recommends alternatives to safeguards response strategy to the ET if necessary to be passed by the ET to FBI.

- ¶15. Request other agency support
 - a. Team Director
 - (1) Maintain liaison with FBI/HQ (Atomic Desk).
 - (2) Identify those needs to the ET, which may require assistance from other organizations in support of the DSO.
- ¶16. Provide event status and projections to Protective Measures Team
 - a. Provide safeguards input to Protective Measures Deputy Team Director and Deputy Director, ET for inclusion in protective action recommendations. This should include:
 - (1) Current and projected safeguards implication.
 - (2) Notifications and other agency involvement.
- ¶17. Develop (for DSO) advice to licensee
 - a. Provide input to the ET concerning the safeguards impact on possible advice and direction to licensee.
 - (1) Whether licensee actions are appropriate.
 - (2) Alternative courses of action available to the licensee.
 - (3) Team recommendations on protective actions.

Chapter III

L. Current Status Team

3. Initial Activation Mode

Note: Current Status functions and personnel may be assigned to technical teams.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Full team reports to OC	Enter Expanded Activation Mode (7)
2. Staff Emergency Communications Systems	Man Emergency Communications Systems (2)
3. Gather current status information, monitor trends of incident	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
4. Monitor overall response strategy	Evaluate Licensee Actions (10)

Task Procedures

1. Full Team reports to OC
 - a. Upon notification that the NRC response is in the Initial Activation Mode, RCT should initiate the HQ call list procedures (Headquarters Supplement) to assemble Current Status Team.
 - (1) Current Status Team includes:
 - (a) Team Director.

*See Chapter I, Use of Procedures, for relationship to tasks.



1. a. (1) (b) 2 External Communicators
 - (i) ENS -- reactor systems (BWR or PWR) background
 - (ii) HPN -- health physics background
- (c) 2 Internal Coordinators
 - (1) Act as the information flow assistant to external communicators
- (d) 1 Status Board operator
- b. Sign in at the OC and obtain a badge.
- c. Report to the designated team room.
2. Staff Emergency Communications Systems
 - a. Current Status Team Director will, upon arrival at the OC, assign individuals to:
 - (1) staff ENS,
 - (2) staff HPN,
 - (3) assist ENS communicator with information flow,
 - (4) assist HPN communicator with information flow, and
 - (5) determine that all designated communications channels are operational.
 - b. Current Status Director will replace temporary communicators and coordinators with Current Status Team members as they arrive.
 - c. CS Director will develop a rotation schedule for Team members in the event of an extended incident.
3. Gather current status information, monitor trends of incident.
 - a. Current Status Team Director will assign an individual to the staff Status Boards.

3. b. The Director of the CS Team will consult with Reactor Safety, Protective Measures and Safeguards Team Directors to assign priority to information requests for the ENS and HPN communicators.
 - (1) Assure that information requested from the licensee relates to the specific analysis or potential NRC, licensee, State or local decision.
 - (2) Determine the information to be displayed on Current Status Boards. Give hardcopy of all displayed data to the RCT for reproduction and distribution. The displayed data should include:
 - (a) Status of Event
 - (b) Status of Response
 - (c) Pending NRC tasks
 - (3) Keep cassette recordings of information transferred.
 - (4) Resolve all communicator related conflicts about information priorities.
 - (5) Brief the Status Officer and ET when requested.
 - (6) Ensure that the PAO is aware of all major current status developments.
4. Monitor overall response strategy
 - a. The CS Team Director has responsibility for bringing to the attention of the other Team Directors any significant information concerning the response strategy of:
 - (1) licensee,
 - (2) State and local organizations,
 - (3) participating Federal organizations, and
 - (4) NRC.

Chapter III

L. Current Status Team

4. Expanded Activation Mode

Note: Current Status of functions and personnel may be assigned to technical teams.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Full Team reports to OC	Enter Expanded Activation Mode (7)
¶2. Staff Emergency Communications Systems	Man Emergency Communications Systems (2)
¶3. Gather current status information, monitor trends of incident	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
¶4. Monitor overall response strategy	Evaluate Licensee Actions (10)

Task Procedures

- ¶1. Full team reports to OC
 - a. Upon notification that the NRC response is in the Expanded Activation Mode, the RCT should initiate the HQ call list procedures (HQ Supplement) to assemble Current Status Team if not already assembled.
 - (1) Current Status Team includes:
 - (a) Team Director

*See Chapter I, Use of Procedures, for relationship to tasks.

- ¶1. a. (1) (b) 2 External Communicators
 - (i) ENS -- reactor systems (BWR or PWR) background
 - (ii) HPN -- health physics background
- (c) 2 Internal Coordinators
 - (i) Act as information flow assistant to external communicators
- (d) 1 Status Board operator
- b. Sign in at the OC and obtain a badge.
- c. Report to designated team room.
- ¶2. Staff Emergency Communication Systems, if not already staffed.
 - a. Current Status Team Director will, upon arrival at the OC, assign individuals to:
 - (1) staff ENS,
 - (2) staff HPN,
 - (3) assist ENS communicator with information flow,
 - (4) assist HPN communicator with information flow, and
 - (5) determine that all designated communications channels are operational.
 - b. The Current Status Director will replace temporary communicators and coordinators with Current Status Team members as they arrive.
 - c. The CS Director will develop a rotation schedule for Team members in the event of an extended incidents.
- ¶3. Gather current status information, monitor trends of incident.
 - a. The Current Status Team Director will assign individual to staff Status Boards
 - b. The Director of the CS team will consult with Reactor Safety, Protective Measures and Safeguards Team Directors to assign priority to information requests for the ENS and HPN communicators.

- ¶13. b. (1) Assure that information requested from the licensee and coordinated through the site teams relates to the specific analysis or potential NRC, licensee, State or local decision.
 - (2) Determine the information to be displayed on the Status Boards. Give a hardcopy of all displayed data to the RCT for reproduction and distribution. The displayed data should include:
 - (a) Status of event
 - (b) Status of response
 - (c) Pending NRC tasks
 - (3) Keep cassette recordings of information transferred.
 - (4) Resolve all communicator related conflicts about information priorities.
 - (5) Brief the Status Officer and ET when requested.
 - (6) Ensure that the PAO is aware of all major current status developments.
- ¶14. Monitor overall response strategy
- a. The CS Team Director has the responsibility for bringing to the attention of the other Team Directors any significant information concerning the response strategy of:
 - (1) licensee,
 - (2) State and local organizations,
 - (3) participating Federal organizations, and
 - (4) NRC.

Chapter III

M. Standby Headquarters Team

2. Standby Mode

Note: During the Standby Mode, the RO will have the Lead (unless an ET member is requested to lead) with HQ in a support function. the RO also has the option to send a Team to the site during this mode.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Standby Mode (5)
2. Evaluate plant status and licensee actions, and project consequences	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
3. Recommend activation of NRC response	Decide to Escalate NRC Response (4)
4. Advise licensee	Advise, Assist or Direct Licensee (12)
5. Establish and maintain communications links to licensee and Region	Man Emergency Communications Systems (2)
6. Decide to deescalate	Decide to Deescalate (18)

Task Procedures

1. Report to OC
 - a. The NRC will enter the Standby Mode when:
 - (1) the incident is sufficiently uncertain or complex,
 - (2) the licensee declares an alert, or
 - (3) the Regional Administrator, ET member or E0 (if others are unavailable), requests a Standby Mode response.

*See Chapter I, Use of Procedures, for relationship to tasks.



Standby HQ Team

Standby

1.
 - b. The RA, an ET member, normally the Director, IE or the EO should declare the NRC in the Standby Mode.
 - c. The Emergency Officer requests the HDO or an RCT member to notify selected technical team members (Protective Measures, Reactor Safety, Response Coordination, Current Status and Safeguards if necessary) and instruct them to report immediately to the OC.
 - d. The Standby HQ Team is a cadre of individual experts representing the basic disciplines needed to monitor response activity in the Standby Mode. This cadre may be enhanced at any time but particularly when:
 - (1) specific expertise is needed that is not available.
 - (2) Initial or Expanded Activation mode has been declared.
 - e. The contacted team members report to OC and notify HDO of their arrival.
2. Evaluate plant status and licensee actions, and project consequences.
 - a. Gather the available information and begin assessment of significant events and coordinate with Regional Office.
 - b. Request the licensee to provide periodic updates as events or conditions change, but no less than every 15 minutes.
 - c. For onsite problems:
 - (1) Monitor trends of the incident.
 - (2) Evaluate the appropriateness and effectiveness of licensee actions and overall response strategy.
 - (3) Determine whether the NRC response is adequate to deal with the incident.
 - (4) Maintain communication with the region.

2. d. For offsite problems, assist the Regional Office in making the above assessments.
- e. Based upon information gathered from licensee reports, project the potential consequences and trends.
 - (1) Project the consequences of the event to plant operations.
 - (2) Project the consequences of the event to the safety of onsite personnel.
 - (3) Project the consequences of the event to the health and safety of the public.
 - (4) Assess the licensee's ability to mitigate the consequences of the event.
- f. The following evaluation tasks are assigned to members of the Standby Team (for more detailed instructions see appropriate Team Chapter, Initial Activation Mode).
 - (1) Standby HQ Team Leader (ET member):
 - (a) Coordinate the evaluation efforts of the standby HQ team members
 - (b) Evaluate recommendations from these team members
 - (c) Instruct the HDO to call in any additional personnel needed for incident assessment.
 - (d) May jointly decide with the RA that responsibility for NRC suggestions to the licensee and Public Affairs functions can best be served at HQ.
 - (e) Assure coordination with the RO Base Team
 - (2) Reactor Safety Team Members:
 - (a) Assess status of the reactor.
 - (b) Assess threat to reactor and possible consequences.
 - (c) Monitor licensee actions regarding conformance to Technical Specifications, emergency plans and procedures.

Standby HQ Team

Standby

2. f. (2) (d) Brief Standby HQ Team Leader on reactor safety issues, conclusions, and recommendations.
- (3) Protective Measures Team Members:
 - (a) Monitor actual or potential offsite radiological consequences.
 - (b) Assess radiological threat to onsite personnel.
 - (c) Evaluate licensee recommendations for protective actions and advise the Standby HQ Team Leader of the appropriateness of these actions.
 - (d) Monitor the actions and protective measures recommendations of offsite authorities.
- (4) Safeguards Team Members:
 - (a) Evaluate whether the event was caused by sabotage or other criminal act.
 - (b) If so, advise Standby HQ Team Leader of this determination, and
 - (c) Notify the NRC Information Assessment Team and FBI.
- (5) Response Coordination Team members:
 - (a) Prepare NRCOC for activation.
 - (b) Make appropriate notifications.
- (6) Communicators (Current Status Team):
 - (a) Remain in the OC to receive periodic updates from licensee
 - (b) Assure that the Standby HQ Team Leader and Standby HQ Team are informed of all new information from the licensee.
- (7) Status Officer
 - (a) Document the decisions and projected consequences.
 - (b) Aide ET member in determining escalation criteria.
3. Recommend activation of NRC response
 - a. Region and HQ consult in determining the proper response mode.

3. b. Relay recommendation to other ET members.
4. Advise licensee
 - a. The RA and Standby HQ Team Leader should attempt to contact the other ET Members and discuss the possibility of giving advice to the licensee.
 - b. The Regional Administrator and Standby HQ Team Leader should consult before rendering advice to the licensee.
 - c. If no other ET member can be reached, the Standby HQ Team Leader should decide on advice and communicate to the licensee through the RA.
 - d. Inform Resident Inspector immediately of the advice rendered.
5. Establish and maintain communications links to licensee and Region.
 - a. Open ENS link to licensee and add Regional contact to call.
 - b. If the transmission of information does not require continuous contact with the site, discuss with Region the possibility of terminating call,
 - c. If the decision is made to terminate the call, advise the licensee that he must call back every 15 minutes or immediately if there is any change in the status of the incident.
 - d. Obtain the name and call back number of the caller (if not using ENS).
 - e. Initiate calls every 15 minutes if not contacted by the licensee.
6. Decide to deescalate
 - a. The RA and the Standby HQ Team Leader should discuss the possibility of deescalating the NRC response.
 - b. The RA and Standby HQ Team Leader should jointly decide whether to deescalate NRC response.
 - c. Inform the licensee of the NRC's intention to deescalate its response through the Region.
 - d. Inform the Resident Inspector immediately.

Chapter III

N. HQ Deactivating Team

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assemble at OC	Enter Deactivating Mode (8)
2. Establish periodic communications links to licensee, NRC site team and Region	Man Emergency Communications Systems (2)
3. Monitor potential problem areas in licensee's return to normal operation	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
4. Monitor licensee recovery strategy	Decide to Escalate NRC Response (4) Evaluate Licensee Actions (10)
5. Provide support to Regional Administrator and Site Team as requested	Provide Administrative and Logistical Support (17)
6. Advise on Recovery Operations	Recover (20)

Task Procedures

1. Assemble at OC
 - a. The ET, in consultation with the DSO where appropriate, decides on the composition and responsibility of HQ Deactivating Team at the time the decision for formal Deactivating is made. Team Members will report to a single team leader unless a decision is made to maintain the ET organization. The team leader, ET, will be stationed in the OC.

*See Chapter I, Use of Procedures, for relationship to tasks.

1. b. Individuals will be selected for the HQ Deactivating Team depending upon:
 - (1) familiarity with the site.
 - (2) familiarity with specific incident problems, and
 - (3) involvement with ongoing incident related analyses.
- c. Deactivating Team will generally include:
 - (1) Reactor Safety Team member,
 - (2) Protective Measures Team member.
 - (3) Safeguards Team member (if safeguards event),
 - (4) Communicator,
 - (5) Team Leader,
 - (6) Recorder, and
 - (7) Response Coordination Team members (2).
2. Establish periodic communications links to licensee, NRC Site Team, and Region
 - a. Dependent upon the incident stability at the time of entry into the Deactivating Mode, schedule periodic updates from the licensee and NRC site team on progress of recovery, involving the Region in all calls.
 - b. Utilize the ENS for most licensee, Site Team and Regional interactions.
 - c. Maintain a communication log, indicating:
 - (1) time of call
 - (2) call back number if not ENS or HPN,
 - (3) schedule for periodic updates, and
 - (4) name of individual contacted.

3. Monitor potential problem areas in licensee's return to normal operations.
 - a. Analyze information and continue assessment of the significance of the event.
 - b. Request licensee to provide periodic updates as events or conditions change, according to the established schedule and initiate calls if these updates are not received.
 - c. For fixed facility problems:
 - (1) Monitor trends of the incident.
 - (2) Evaluate the appropriateness and effectiveness of licensee actions and overall response strategy.
 - (3) Determine whether the NRC response is adequate to deal with the incident.
 - (4) Maintain communication with the Site Team and Region.
 - d. For problems not related to a fixed facility, assist the Regional Office in making the above assessments.
 - e. Based upon information gathered from licensee reports, project potential consequences and trends.
 - (1) Evaluate the implications of the event with respect to plant operations and to the licensee's ability to respond.
 - (2) Evaluate the implications of the event with respect to the continued safety of onsite personnel.
 - (3) Evaluate the implications of the event with respect to offsite health effects.
 - f. The HQ Deactivating Team Leader will assign all evaluation tasks to members of the HQ Deactivating Team, and will periodically brief Regional Administrator on HQ activities and support him as requested.
 - (1) Reactor Safety Team Member:
 - (a) Assess the status of the reactor.

3. f. (1) (b) Assess the safety of the reactor and possible adverse consequences.
 - (c) Monitor the licensee actions regarding conformance to Technical Specifications, and casualty procedures (sometimes called emergency operating procedures).
 - (d) Brief the ET, RA, or Team Director on reactor safety issues, conclusions, and recommendations.
- (2) Protective Measures Team Member:
 - (a) Monitor the actual or potential offsite radiological consequences.
 - (b) Assess the radiological hazards to onsite personnel.
 - (c) Evaluate the licensee recommendations for protective measures or actions and advise the ET, RA or Team Director on the appropriateness of these recommendations or actions.
 - (d) Monitor the actions and protective measures recommendations of offsite authorities and keep the ET, RA or Team Director informed.
- (3) Safeguards Team Member:
 - (a) Monitor compliance with safeguards regulations.
 - (b) Advise the HQ Deactivating Team Leader of this determination, and
 - (c) Maintain communications with the FBI.
- (4) Communicator:
 - (a) Remain in the OC to receive periodic updates from the licensee.
 - (b) Assure that the HQ Deactivating Team, Site Team and Region are informed of all new information from the licensee.

3. f. (5) Team Leader:
 - (a) Coordinate the evaluation efforts of the team members.
 - (b) Evaluate recommendations from the team members.
 - (c) Instruct the HDO to call in any additional personnel needed for incident assessment.
 - (d) Brief the ET and RA as required.
 - (e) Recommend to ET and RA reactivation of the NRC response if necessary.
4. Monitor licensee recovery strategy
 - a. Bring any significant modifications in the licensee's recovery plan to the attention of the ET and RA.
 - (1) If there is any significant departure from the original recovery strategy, maintain open communication link to licensee, Site Team and Region.
 - b. Coordinate with the Site Team and Regional Office on possible recommendations to the licensee concerning recovery strategy. DO NOT ADVISE OR DIRECT LICENSEE PERSONNEL YOURSELF.
5. Provide support to Regional Administrator and Site Team as requested
6. Advise on Recovery Operations
 - a. Suggest a Recovery Director.
 - b. Provide Recovery Director with HQ documentation both written and taped.
 - c. Suggest areas of concentration for lessons learned in Recovery Team report.
 - d. Provide support as required.

Chapter III

0. Government Liaison Officer

3. Initial Activation Mode

Tasks

Related NUREG-0728/MC 0502 Functions*

1. Report to OC
2. Contact Protective Measures Team
3. Establish communications with NRC
Regional Office (Base Team)
4. Coordinate activities with Protec-
tive Measures Team Director
5. Assure that Federal, State and local
agencies are being given periodic
updates
6. Act as point of contact for
representatives of other govern-
ment agencies physically present
at the OC
7. Keep foreign governments informed as
required
8. Remain prepared to advise
response personnel about the
organization and function of
State agencies

Enter Initial Activation Mode (6)

Maintain Liaison (14)

Task Procedures

1. Report to the OC

*See Chapter I, Use of Procedures for relationship to tasks.

1. a. Obtain a badge from the RCT member
- b. Contact RCT upon arrival, obtain a prepared Notification Statement from RCT member and determine which external organization from GLO's Call List have already been contacted.
- c. Contact remaining organizations on GLO's Call List using the prepared notification statement.
- d. Verify the name and number of the official who can speak for the agency on policy issues, should any arise, as well as the 24-hour contact.
- e. Contact Governor's office of affected State(s) to determine Governor's availability.
- f. Maintain a log of all contacts.
2. Contact Protective Measures Team
 - a. Obtain answers to the following questions for the ET from the Protective Measures Team (who has coordinated with the Region):
 - (1) Who is the principal contact in the State with whom NRC should communicate?
 - (2) What is the number at which this official can be reached at all times?
 - (3) What official within the State is authorized on behalf of the State to order protective actions and what is his or her number and whereabouts (e.g., health officer)?
 - (4) Is the State establishing a forward center in the vicinity of the incident? Who is in charge of it? What will be the phone number? When is it expected to be activated? When it is activated will the contact for the NRC be there or at the number given in (1) above?

2. a. (5) What is the status of the State's response?
(6) Has the State sent survey teams out? If so, when will they be in place and what is their capability?
(7) Has the State made any protective action recommendations at this point?
(8) What is the status of the local agency response as part of the State's overall response plan?
- b. Provide the names and numbers as verified above to a member of the RCT.
3. Establish communications with NRC Regional Office (Base Team).
 - a. Determine destination and expected time of arrival of RSL0 (if one is being dispatched with Site Team).
 - b. Determine Federal, State, and local contacts already made by anyone in the Regional Office and advise Base Team of contacts made at Headquarters.
 - c. Obtain a summary of State and local actions and recommendations as currently known by the Base Team and provide these to the Protective Measures Team Director.
 - d. Confirm your procedures (including planned contacts) and working relationship with each other.
 - (1) The Headquarters Protective Measures Team will maintain regular or continuous contact with State radiological health and emergency services group. (The Regional Office will usually make the initial contact with these groups and be involved in all of those transmissions).
 - (2) Verify contact telephone numbers (see Site specific response information packages) with the Base Team for at least the following if not already verified:

3. d. (2) (a) State radiological health groups
(b) State emergency management agencies
(c) Governors
(d) State Liaison Officers
(e) Local response groups
(f) Other groups that either you or your State contacts believe to be important
- e. Verify contact phone numbers with the RO (Base Team)
- f. Coordinate calls with Base Team and FEMA to avoid overloading the capabilities of the State agencies to respond.
4. Coordinate activities with technical team directors
 - a. Advise Protective Measures Team Director of your initial actions and contacts in the States.
 - b. Confirm Headquarters - Regional Base Team working relationship.
 - c. Obtain periodic briefings from PM Deputy Director on key actions of State emergency management agencies.
5. Assure that Federal, State and local agencies are being given periodic updates. Provide them with all information available on the incident.
 - a. Assure that summary reports of NRC activities reach the agencies periodically. FEMA is expected to be the lead Federal contact with these agencies and to forward NRC reports to them. Verify periodically that full NRC summary reports are being forwarded in a timely manner.
 - b. Provide updates to White House Situation Room only if requested.
 - c. Log information and questions received from these agencies and review with the Response Coordination Team Director.

6. Act as a point of contact for all representatives of government agencies physically present at the OC.
 - a. Assist such representatives in any way possible to interface effectively with NRC response personnel without disrupting the response.
 - b. Refer them to the Response Coordination Team for information not otherwise readily available.
 - c. Assure that the Response Coordination Team is aware of the arrival and departure of each representative of another agency.
 - d. Brief the representative on a regular basis.
7. Keep foreign governments informed as required
 - a. International Programs will make initial contacts to the affected foreign countries (i.e., Canada, Mexico). They will also be responsible for any contacts made to the State Department. GLO, if requested, will provide updates to the State Department.
8. Remain prepared to advise response personnel about the organization and function of State agencies

Chapter III

0. Government Liaison Officer

4. Expanded Activation Mode

Note: Direction in the Expanded Activation Mode comes from the DSO. If the NRC response did not evolve through an Initial Activation Mode, follow all procedures of that mode.

If the NRC response is entering the Expanded Activation Mode from the Initial Activation Mode, continue to follow the procedures for Tasks 5, 6, and 7 of that mode.

Chapter III

P. Congressional Affairs

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Initial Activation (6)
2. Advise key Congressional personnel	Maintain Liaison (14)
3. Respond to inquiries	
4. Provide Congressional status to ET and RCT	
5. Coordinate with HQ and Regional PAO	Inform Public and Monitor Public Information (15)

Task Procedures

1. Report to OC
 - a. Obtain a badge from RCT for identification purposes and sign in at the OC.
2. Advise key Congressional personnel
 - a. Contact appropriate Congressional personnel from Congressional Affairs Call List (to include Senators, Congressmen, and appropriate oversight committee Chairmen) and provide the following information:
 - (1) the plant name and/or location of event
 - (2) the licensee name
 - (3) the nature of the event

*See Chapter I, Use of Procedures, for relationship to tasks.

2. a. (4) whether the incident consequences have stabilized, improved or are worsening
- (5) if there is any offsite release of radioactive material
- (6) what Federal agencies are responding
- (7) what other State governments might be responding
- (8) For SG event-coordinate with FBI before volunteering information to Congressional or other officials
- b. Provide periodic updates on status of events to Congressional personnel based on approved NRC press releases and PNs
- c. Maintain log of Congressional contacts.
3. Respond to inquiries
 - a. Notify Director of significant Congressional interest.
 - b. Advise Congressional personnel of press releases from the incident location.
 - c. Direct technical inquiries to Status Officer (This should be minimized.)
 - d. Insure that response is transmitted in a timely fashion.
4. Provide Congressional status to ET and RCT
 - a. Advise ET and RCT of significant Congressional communications.
5. Coordinate with HQ and Regional PAO
 - a. Assure that PAO notifies Congressional Affairs representative of any impending press releases.
 - b. Relay Congressional interests and concerns to PAO.

Chapter III

P. Congresssional Affairs

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Notify Congressional contacts of transfer of authority	Enter Expanded Activation Mode (7)
¶2. Advise key Congressional personnel	
3. Assist DSO	Maintain Liaison (14)
¶4. Respond to inquiries	
¶5. Provide Congressional status to ET and RCT	
¶6. Coordinate with HQ and Regional PAO	Inform Public and Monitor Public Information (15)

Task Procedures

1. Notify Congressional contacts of transfer of authority
 - a. Immediately notify the individuals contacted previously of:
 - (1) time of transfer of authority,
 - (2) name of DSO, and
 - (3) extent of authority.
- ¶2. Advise key Congressional personnel (if not already contacted)
 - a. Contact the appropriate Congressional personnel from Congressional Affairs Call List (to include Senators, Congressmen, and appropriate oversight committee Chairman) and provide them with the following information:

*See Chapter I, Use of Procedures, for relationship to tasks.

2. a. (1) the plant name and/or location of the event
(2) the licensee name
(3) the nature of the event
(4) whether the incident consequences have stabilized or are worsening
(5) if there is any offsite release of radioactive material
(6) what Federal agencies are responding
(7) what other State governments might be responding
(8) Coordinate with FBI on any safeguards related event before volunteering any information to Congress or other officials.
- b. Provide periodic updates on the status of events to Congressional personnel.
- c. Maintain log of Congressional contacts.
3. Assist DSO
 - a. Notify DSO through ERC of significant Congressional concerns.
 - b. Assist DSO in making Congressional contacts when requested.
- ¶4. Respond to inquiries
 - a. Notify Director of significant Congressional interest.
 - b. Advise Congressional personnel of press releases from the incident location.
 - c. Direct technical inquiries to ERC. (This should be minimized.)
 - d. Insure that response is transmitted in a timely fashion.
- ¶5. Provide Congressional status to ET and RCT
 - a. Advise Deputy Director ET and RCT of significant Congressional communications.

¶16. Coordinate with HQ and Regional PAO

- a. Assure that the PAO notifies the Congressional Affairs representative of any impending press releases.
- b. Relay Congressional interests and concerns to the PAO.

Chapter III

P. Congressional Affairs

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Notify Congressional contacts of entry into Deactivating Mode	Enter Deactivating Mode (8)
2. Inform Congress of any decision to escalate	Decide to Escalate NRC Response (4)
3. Report current status of incident as required	Maintain Liaison (14)

Task Procedures

1. Notify Congressional contacts of entry into Deactivating Mode
 - a. Immediately notify individuals previously contacted of:
 - (1) time of declaration of entry into the Deactivating Mode,
 - (2) extent of continued NRC involvement, and
 - (3) name of individual currently in charge of NRC response.
2. Inform Congress of any decision to escalate
 - a. If an NRC decision has been announced to return to an activation mode, notify Congressional contacts.
 - (1) Senators, Congressmen, appropriate oversight committee Chairmen.

*See Chapter I, Use of Procedures, for relationship to tasks.

3. Report current status of incident as required
 - a. Maintain a liaison with contacts until notified that the incident has mitigated and the situation has returned to normal.
 - b. Report the current status of incident as required.
 - (1) Take name and number of interested Congressional representative, obtain information from PAO or designated Site Team or Regional contact and report back to interested party.

Chapter III

Q. Public Affairs HQ

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Prepare for possible press release	Enter Standby Mode (5)
2. Prepare, coordinate and obtain an approved for press release	
3. Coordinate activities with Regional and other organizations	Inform Public and Monitor Public Information (15)
4. Monitor national media coverage, as time permits	

Task Procedures

1. Prepare for possible press release
 - a. The HQ/PAO is notified of the incident or event cause and current status by the HDO.
 - b. Determine if press release is necessary to deal with public inquiries to cover, as appropriate:
 - (1) licensee's actions,
 - (2) States' participation, and
 - (3) NRC activation (Headquarters and Region).
 - c. Obtain the necessary information to complete the PAO checklist
2. Prepare, coordinate, and obtain approval for press release
 - a. Coordinate any press release with FEMA, licensee and State.

*See Chapter I, Use of Procedures, for relationship to tasks.

2. b. Obtain approval from the leader of the Standby HQ Team for press release.
 - (1) For a SG related event, you must initially coordinate with the FBI.
3. Coordinate activities with Regional and other organizations (particularly licensee and State)
 - a. Request input from the RPAO when developing a press release.
 - b. Coordinate with RPAO to ensure issuance of the approved press release at the same time. Also aid in distributing press release at local level.
4. Monitor national media coverage as time permits
 - a. Television
 - b. Radio
 - c. Newspapers
 - d. Wire services

Chapter III

Q. Public Affairs - HQ

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to OC	Enter Initial Activation Mode (6)
¶2. Prepare, coordinate and obtain approval for press release	
¶3. Coordinate activities with Region and other organizations	Inform Public and Monitor Public Information (15)
¶4. Monitor national media coverage, as time permits.	

Task Procedures

1. Report to OC
 - a. Upon notification of the activation of the OC, determine whether additional PAO staff members are needed to respond.
 - b. Contact these additional members, inform them of the incident and tell them to report to the OC.
 - c. If additional PAO staff is reporting to OC, call the HDO and request that he contact the RCT to activate the supplemental PAO space.
 - d. Upon arrival, obtain a badge for identification purposes.
 - e. Proceed to designated Team room.

*See Chapter I, Use of Procedures, for relationship to tasks.

- ¶12. Prepare, coordinate, and obtain approval for press release
 - a. In Initial Activation only HQ issues press releases,
 - b. Gather input from the Region regarding all HQ planned press releases.
 - c. Review available information and consult Status Officer, ET on draft press release.
 - d. Coordinate draft with licensee, State and FEMA PAOs (read or FAX draft)
 - (1) Coordinate with FBI for all SG related events.
 - e. After approval, issue press release.
 - f. Inform Status Officer and RO of the time of the press release. (All press releases must contain the time of release and a number or letter sequence.)
 - g. Submit draft of press release through the Status Officer to Director for approval.
- ¶13. Coordinate activities with Region and other Organizations.
 - a. When information is received from RPAO, discuss possible inconsistencies with information already compiled.
 - b. Periodically update the RPAO on information received from other sources.
 - c. Review drafts of FEMA, licensee and State press releases (consult with the Status Officer) and provide comment on wording or technical inconsistencies to these organizations.
 - d. Provide final press releases of other organizations to the Status Officer.
- ¶14. Monitor national media coverage, as time permits.
 - a. Television
 - b. Radio
 - c. Newspaper
 - d. Wire services

Chapter III

Q. Public Affairs - HQ

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Coordinate activities with Region and issue press release about transfer of authority	Enter Expanded Activation Mode (7)
2. Coordinate with Region on all other press releases from DSO	Inform Public and Monitor Public Information (15)
3. Answer public/media questions	
4. Monitor national media coverage, as time permits	

Task Procedures

1. Coordinate activities with Region and issue press release about transfer of authority
 - a. Gather input from Status Officer for immediate press release on transfer of authority.
 - b. Draft press release, including name of DSO, present location, extent of authority, and time that transfer occurred.
 - c. Submit draft of press release to the Status Officer, who consults with DSO, for approval.
 - (1) Coordinate with FBI for all SG related events.
 - d. Schedule press conference, if necessary, to explain details of transfer of authority.

*See Chapter I, Use of Procedures, for relationship to tasks.

2. Coordinate with Region on all other press releases from DSO.
 - a. Keep in mind that press releases will now be issued from the site by the DSO.
 - b. Periodically update the RPAO on information received from other sources.
 - c. Review drafts of press releases to be issued by the DSO (consult with the Status Officer).
 - d. Consult technical experts when necessary.
 - e. Inform the Status Officer of estimated time of press release.
 - f. Assure that the appropriate Federal organizations are promptly provided with the DSO's press releases.
 - g. Assure that the Status Officer is provided with press releases from other organizations.
 - h. If requested, assist RPAO in review of draft press releases of other organizations.
3. Answer public/media questions
 - a. Respond in a timely fashion.
 - b. Assure appropriate technical expertise is available when answering media inquiries. Do not go beyond status information approved for release by the DSO. If an extended incident, assist the RPAO in performing this function near the site.
 - c. Inform the DSO and RPAO of significant questions or issues.
 - d. Schedule press conferences for the Chairman if required after consultation with the Status Officer, RPAO.
14. Monitor national media coverage as time permits.
 - a. Television
 - b. Radio
 - c. Newspaper
 - d. Wire Services

Chapter III

Q. Public Affairs HQ

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assist Region in drafting press release about Deactivating Mode	Enter Deactivating Mode (8)
2. Coordinate with Region and draft press release on reactivation if required	Decide to Escalate NRC Response (4)
¶3. Answer public/media questions	Inform Public and Monitor
¶4. Monitor national media coverage, as time permits	Public Information (15)

Task Procedures

1. Assist Region in drafting press release about Deactivating Mode.
 - a. Compile information from HQ and provide to RPAO.
 - b. Consult with the Status Officer on draft press release and provide comments for consideration of RA.
 - c. Assure that other Federal organizations are promptly provided copies of NRC press releases.
 - d. If requested, assist RPAO to review draft press releases from licensee, State(s) and FEMA.
 - e. Assure that the Status Officer is provided with the press releases from other organizations.

*See Chapter I, Use of Procedures, for relationship to tasks.

2. Coordinate with Region and draft press release on reactivation if required.
 - a. Upon ET or RA determination that reactivation is in order, draft press release.
 - b. Submit to the Status Officer who coordinates with the ET and the RA, for approval.
 - c. Issue the press release.
 - d. Follow NRC response procedures appropriate for new mode of NRC response.
- ¶13. Answer public/media questions
 - a. Respond in a timely fashion.
 - b. Assure that the appropriate technical expertise is available when answering general media inquiries.
 - c. Inform the RA and RPAO of significant questions or issues.
 - d. Schedule a press conference for HQ personnel if required.
- ¶14. Monitor national media coverage, as time permits
 - a. Television
 - b. Radio
 - c. Newspaper
 - d. Wire Services

Chapter III

R. Regional Duty Officer

1. Normal Mode

Note: The RDO will be the Regional Office representative during non-duty hours and will receive reports of incidents for the Regional Office.

<u>Task</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Maintain nonduty hours notification capability for the Regional Office	Maintain Response Capability (1)
2. Maintain awareness of events	
3. Receive notification and initial information	Man Emergency Communications Systems (2) Evaluate and Categorize Initial Information (3)
4. Evaluate initial information	
5. Notify appropriate Regional personnel	Decide to Escalate NRC Response (4)

Task Procedures

1. Maintain nonduty hours notification capability for the Regional Office.
 - a. Serves as the primary Regional contact for off-hours incident notifications.

*See Chapter I, Use of Procedures, for relationship to tasks.



1. b. Informs the HDO of name and phone number each day when assuming on-duty status.
- c. Ensure continuous coverage.
 - (1) At the COB each working day, the RDO is responsible for verifying that the off duty telephone system is working by calling the HDO through the main Regional Office number.
 - (2) The RDO will use his pager anytime he is away from his telephone and will respond to all pages within 10 minutes.
 - (3) A debriefing will be conducted daily between the RDO and Regional Division Directors.
2. Maintain awareness of events.
 - a. Contact each Regional Division Director daily to receive briefing on relevant events.
 - b. Notify appropriate Division Director each morning if any media or public interest was shown concerning an ongoing event.
 - c. Brief appropriate Division Director each morning on any events occurring since COB on the previous duty day.
 - d. If notified of an alert condition in a Region for which you are Backup or Support, prepare to place the IRC in an increased state of readiness and notify Regional Management.
 - e. If notified of a site area or general emergency in a Region for which you are Backup or Support, activate the IRC.
3. Receive notification and initial information.
 - a. Receive notification and initial information from HDO.
 - b. Contact licensee to verify information, if necessary.
 - c. HDO will set up conference calls with licensee if necessary to assist in the verification of information.

4. Evaluate initial information
 - a. Ascertain if the initiating condition reported by the licensee is consistent with the emergency action class as described in Appendix 1 to NUREG-0654, Rev. 1.
 - (1) Verify that the licensee has properly classified the incident, using Appendix 1 to NUREG-0654, Rev. 1 as a guide. The licensee may be consulted if there is a difference of opinion, but licensees are not obligated to revise their classification to correspond to your decision. If your evaluation differs from that of the licensee, consult Regional and Headquarters management.
 - b. Determine need for immediate review of information by additional Regional personnel, including Resident Inspectors.
 - c. Request that HDO contact necessary individuals and add them to conference call.
 - d. Assist Emergency Officer in deciding recommended level of NRC response.
 - e. Brief Executive Team member if requested.
5. Notify appropriate Regional personnel
 - a. A leading Regional management official shall always be notified of an incident if:
 - (1) it appears complex.
 - (2) there is any uncertainty as to how to evaluate the event.
 - (3) it is classified as an Alert, Site Area Emergency or General Emergency.

Note: RA, ET member or EO (if either the RA or any ET members is available) have the responsibility to declare Standby Mode if necessary.
 - b. If NRC response enters the Standby or Initial Activation mode initiate notification of appropriate Regional personnel.

RDO

Normal

- c. The RDO may request the assistance of the HDO, if necessary, to perform these notifications. However, the HDO may not be able to accomodate that request if involved in heavy incoming phone traffic or other high priority tasks.

CHAPTER III

R. Regional Duty Officer

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assure that telephone conferees are briefed	Enter Standby Mode (5)
2. Notify appropriate Regional personnel	
3. Participate in response	Man Emergency Communications Systems (2) Decide to Escalate the NRC Response (4) Enter Standby Mode (5)
4. Return to Normal Mode operations after decision to deescalate	Decide to Deescalate (18)

Task Procedures

1. Assure that telephone conferees are briefed
 - a. Brief those persons who may join the conference call late. When you leave the conference to begin notifications, assure that someone else can and will brief the conferees.
 - b. Remain accessible by phone or in person at all times.
2. Notify appropriate Regional personnel
 - a. The RDO will initiate notifications of Regional personnel.

*See Chapter I, Use of Procedures, for relationship to tasks.

2. b. The RDO may request the assistance of the HDO if necessary to perform these notifications. However, the HDO may have difficulty accommodating this request if involved in heavy phone traffic or other equally high priority tasks.
3. Participate in response
 - a. Remain at your location until further instructions are received. If no instructions are received within 30 minutes after initiating notifications, attempt to call the Regional IRC.
 - b. Before changing locations:
 - (1) Assure that the HDO knows the name and number of another person to contact or has an alternate procedure for reporting new information to the Regional Office.
 - (2) Assure that the person in the region who is to receive such new information is aware of that responsibility.
 - c. If the response is escalated, follow the Regional Supplement as member of Site or Base Team.
4. Return to Normal Mode operations after decision to deescalate.
 - a. Inform HDO when normal role as RDO is resumed.

Chapter III

R. Regional Duty Officer

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Assure that telephone conferees are briefed	Enter Initial Activation Mode (6)
¶2. Notify appropriate Regional personnel	
¶3. Participate in response	Man Emergency Communications Systems (2) Enter Initial Activation Mode (6)
4. Return to Normal Mode operations after notifications are completed	Decide to Escalate the NRC Response (4) Maintain Response Capability (1)

Task Procedures

- ¶1. Assure that telephone conferees are briefed
 - a. Brief those persons who may join the conference call late. When you leave the conference to begin notifications, assure that someone else can and will brief the conferees.

*See Chapter I, Use of Procedures, for relationship to tasks.

- ¶12. Notify appropriate Regional personnel
 - a. The RDO will initiate notifications of Regional personnel if the Initial Activation Mode is entered directly.
 - b. The RDO will notify appropriate Regional personnel (see Region Supplement) if the Initial Activation mode is entered from the Standby Mode.
 - c. The RDO may request the assistance of the HDO if necessary to perform these notifications.
- ¶13. Participate in response
 - a. Remain at your location until further instructions are received. During off duty hours, if no instructions are received within 30 minutes after initiating notifications, attempt to call the IRC.
 - b. Before changing locations:
 - (1) Assure that the HDO knows the name and number of another person to contact or has an alternate procedure for reporting new information to the Regional Office.
 - (2) Assure that the person in the region who is to receive such new information is aware of that responsibility.
 - c. If response is escalated, follow Regional Supplement as member of the Site or Base Team.
4. Return to Normal Mode operations after notifications are completed.
 - a. Inform HDO when normal role as RDO is resumed.
 - b. If requested, perform Region notifications if deescalating to Standby Mode.

Chapter III

R. Regional Duty Officer

4. Expanded Activation Mode

NOTE: During this mode, the RDO position will be filled by the regularly scheduled appointee or designated alternate whose primary responsibility is to monitor the operating conditions at licensee sites in the Region that are not affected by the incident.

Tasks

Related NUREG-0728/MC 0502 Functions*

- | | |
|-----------------------------------|----------------------------------|
| 1. Maintain Normal Mode functions | Maintain Response Capability (1) |
|-----------------------------------|----------------------------------|

Task Procedures

1. Maintain Normal Mode functions
 - a. If an alternate RDO is appointed, he will notify the HDO of his name and callback number.
 - b. Follow the procedures for Regional Duty Officer - Normal Mode.

*See Chapter I, Use of Procedures, for relationship to tasks.

Chapter III

R. Regional Duty Officer

5. Deactivating Mode

NOTE: During this mode, the RDO position will be filled by the regularly scheduled appointee or designated alternate whose primary responsibility is to monitor the operating conditions at licensee sites in the Region that are not affected by the incident.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Maintain Normal Mode functions	Maintain Response Capability (1)

Task Procedures

- ¶1. Maintain Normal Mode functions
- If an alternate RDO is appointed, he will notify the HDO of his name and callback number.
 - Follow the procedures for Regional Duty Officer - Normal Mode.

*See Chapter I, Use of Procedures, for relationship to tasks.

EVENT NOTIFICATION

PART 1

NAME OF NOTIFICATION: _____ EVENT TIME AND ZONE: _____ NRC REGION: _____ DATE: ___/___/___ GET CALL BACK NUMBER: _____
M D Y
FACILITY OR ORGANIZATION: _____ CALLER'S NAME: _____

EVENT CLASSIFICATION:

- 1. ___ 50.72 (NON-EMERGENCY)
- 2. ___ UNPLANNED RELEASE
- 3. ___ NOTIFICATION OF UNUSUAL EVENT
- 4. ___ ALERT
- 5. ___ SITE AREA EMERGENCY
- 6. ___ GENERAL EMERGENCY
- 7. ___ TRANSPORTATION EVENT
- 8. ___ PHYSICAL SECURITY/SAFEGUARDS
- 9. ___ OTHER

LOWER REACTOR EVENT:

LOWER PRIOR TO EVENT? _____ POWER AT TIME OF REPORT? _____ RESIDENT INFORMED: _____
 RIP? _____ INITIATING SIGNAL? _____
 SAFETY INJECTION OR ECCS? _____ INITIATING SIGNAL? _____
 SF ACTUATION? _____
 CO ACTION STATEMENT? _____

EVENT DESCRIPTION/CAUSE:

RADIOACTIVE RELEASES? (QUANTIFY): _____
 OTHER MAJOR PROBLEMS? _____

PLANNED ACTIONS/PRESS RELEASES?

OUTSIDE AGENCY OR PERSONNEL NOTIFIED BY LICENSEE: _____ STATE(S) _____ LOCAL _____

OTHER _____

DUTY OFFICER: _____

PLEASE CALL BACK WITH ANY CHANGES OR ADDITIONAL INFORMATION

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Further Licensee Actions

Taken _____
Planned _____
Property Damage _____

Radioactivity Released (or Increased Release)?

Liquid/Gas? _____ Location/Source of Release _____ Elevation _____
Release Rate _____ Duration _____ Stopped? _____
Release Monitored? _____ Amount of Release _____

Increased Radiation Levels in Plant: Location(s) _____
Radiation Level(s) _____ Areas Evacuated _____
Maximum offsite dose rates _____
Integrated dose _____ Location _____

Meteorology

Wind Direction from _____
Wind Speed _____ (Meter/sec or miles/hr)
 ΔT _____ ($^{\circ}C$ or $^{\circ}F$) Sigma Theta _____ Temperature _____ ($^{\circ}C$ or $^{\circ}F$)
Stability Class A B C D E F Raining (Yes/No)

Projected Doses: I	Dose Rates	Integrated Dose
2 mi	_____	_____
5 mi	_____	_____
10 mi	_____	_____
Sectors	_____	_____

Contamination (Surface): Inplant _____ onsite _____ offsite _____

Reactor Operations:

Reactor System Status Power Level _____
Pressure _____ Temp. _____ Flow (pumps on) _____
Cooling Mode _____ ECCS Operating/Operable _____

Containment Status

Containment Isolated? _____ Containment Temp. _____
Containment Pressure _____ Containment Radiation _____ R/hr.
Standby Gas Treat Sys (BWR) _____

Reactivity Controls

Control Rods Inserted _____ Status of Emer. Boration System _____

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Steam Plant Status S/G Levels _____ Equip. Failures _____
 Feedwater Source/Flow _____ S/G Isolated? _____
 MSIVs (BWR) Closed _____

Electrical Dist. Status: Normal Offsite Power
 Available? _____

Major Busses/Loads Lost _____
 Safeguards Busses Power Source _____
 D/G Running? _____ Loaded _____

Security/Safeguards:

Bomb Threat: Search Conducted? _____
 Search Results _____ Site Evacuated? _____

Extortion: Source (Phone, letter, etc.)? _____
 Location of Letter _____

Intrusion: Insider? _____ Outsider? _____
 Furthest Point of Intrusion _____
 Fire arms related? _____ Stolen/Missing Material? _____

Rx Oper./Demonstration: Size of Group _____ Demands _____
 Violence? _____ Fire arms related? _____

Sabotage/Vandalism: Radiological? _____ Arson Involved? _____
 Stolen/Missing Material? _____

Transportation:

Mode (Road/Rail/Air/etc.) _____ Carrier _____
 Exact Location _____
 Type of Material (HEU/Spent Fuel/Cat III/Other) _____
 Description of Shipment _____
 Labels: (On material package) _____ On vehicle) _____
 Spillage _____ Surveys _____
 Physical damage to container? _____
 Fire/Smoke _____ Missing material? _____

Materials and Fuel Facilities:

Kind of Licensee (processor, radiographer, medical, etc.) _____
 Isotopes involved _____
 Solid/Liquified? _____ Sealed/Loose? _____

Chapter III

S. Regional Administrator

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Decide to enter Standby Mode	Enter Standby Mode (5)
2. Monitor the situation	Evaluate and Categorize Initial Information (3)
3. Determine necessity for Site Team	
4. Consult with ET member regarding whether to escalate NRC response	Decide to Escalate the NRC Response (4)

Task Procedures

1. Decide to enter Standby Mode
 - a. It is the responsibility of the RA, ET member or if neither can be reached, the EO to place the NRC in Standby.
 - b. Lead the NRC response.
 - c. Act as the primary spokesman for the agency.
 - d. Organize a base team.
 - e. Consult with the ET member and support personnel at HQ.
 - f. Consider shifting the lead to HQ if you or ET member feel that it is appropriate.
2. Monitor the situation
 - a. Communicate with HQ and the licensee.
 - b. Assure that the appropriate regional notifications are made.

2.
 - c. Assign technical staff necessary tasks.
 - d. Assure that HQ makes the appropriate HQ notifications.
3. Determine necessity for Site Team
 - a. You have the option to send a team to the site for more intensive monitoring and remain in Standby Mode.
 - b. Become or select a Site Team leader if you choose to send a Team to the site.
 - c. See Chapter III.U for additional procedures for Site Team.
4. Consult with ET member regarding whether the agency should activate the NRC response
 - a. If situation warrants the agency will enter Initial Activation Mode while you are on route to the site.

Chapter III

S. Regional Administrator

3. Initial Activation

In some circumstances, the Regional Administrator (RA) may have already dispatched a Site Team and/or be onsite at the time the NRC enters the Initial Activation Mode. Until a DSO is appointed and the NRC moves into the Expanded Activation Mode, the RA will serve as the Site Team Leader unless another individual has been appointed by the Director. See Chapter III.U for additional procedures.

If the RA remains in the Regional Office, he will serve as, or appoint, the Base Team Manager. See Chapter III.V for additional procedures.

The Regional Administrator's emergency responsibilities include regional emergency preparedness, Incident Response Center operations, and onsite response activities until a DSO is designated.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Designate Site and Base Teams	Enter Initial Activation Mode (6)
2. Leave for site	
3. Lead NRC site activities	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Project Incident Consequences and Plant Status (11) Request Other Agency Support (13)

*See Chapter I, Use of Procedures, for relationship to tasks.

RA

Initial Activation

- | | |
|----------------------------------|--|
| 4. Call Director of NRC response | Decide to Escalate NRC Response (4)
Decide to Deescalate (18) |
|----------------------------------|--|

Task Procedures

1. Designate Site and Base Teams
 - a. Using organization chart for Site Team (following this section) and Activation Call List, select Site Team members in accordance with procedures in Regional Supplement and decide whether the mobile laboratory will be dispatched as part of the Site Team. Select Base Team including a Base Team Manager (Deputy Regional Administrator, when possible). Instruct the RDO or HDO to contact the Base Team Manager first and relay instructions for staffing the Site and Base Teams. Note: Site Team will consist of at least the minimum organization shown in the organization chart.
 - b. If necessary, request HQ or other regional assistance.
 - c. If RDO is appointed to Site Team, designate alternate RDO to remain in the RO to receive notifications of additional incidents.
2. Leave for site
 - a. The Regional Administrator may depart for the site prior to the NRC entering the Initial Activation mode at his discretion but shall leave for the site by the most immediate means on declaration of Initial Activation.

2. b. Transportation details are predetermined for each site and are available from the respective Regional Supplement. A Base Team member will inform the Regional Administrator, the Base Team Manager, and the HDO of the Regional Administrator's point and time of departure, en route connections, and estimated time of arrival at the designated location.
- c. If there is a change in the estimated time of arrival, the Regional Administrator will inform the Base Team Manager and request him to also inform the OC.
- d. If the Base Team Manager decides that there is a significant development that requires urgent notification of the Regional Administrator on his way to the site, then he will do so by:
 - (1) Contractor or FAA in-flight radio, if traveling by plane, or
 - (2) Mobile phone or State Police.
- e. The Regional Administrator will call the OC upon arrival at the destination airport, and be briefed by the Director, ET to obtain a current policy assessment.
- f. After arrival at the site, the Regional Administrator will instruct a Site Team member to contact the OC and IRC to advise them of his arrival onsite.

3. Lead NRC site activities
 - a. Upon arrival at the incident site, contact the senior licensee management official available and the Resident Inspector for briefing on incident, plant status and corrective actions being taken. Then, contact other onsite NRC personnel for briefing and confirmation of status and corrective actions being taken. With the Site Team, evaluate the incident, plant status and licensee actions being taken. Determine if the licensee is acting to adequately protect public health and safety.

4. Call Director of NRC response
 - a. After briefings and evaluations, make contact with the Director (Chairman) of the NRC response and inform him of the plant status, of the response status, and of any recommendations that need to be made to the licensee.

 - b. On contact with Director, be ready to assume (and make a recommendation to the Director regarding assumption of) the position of Director of Site Operations (DSO) when the following criteria have been met:
 - (1) The minimum Site Team organization is in place at designated locations on site, unless variations have been agreed to beforehand.

 - (2) All functions of the expanded Site Team organization that are required for the particular incident are covered by designated persons (not necessarily at the site) with adequate communications to the site.

- 4. b. (3) Candidate is ready to assume the role of primary spokesman for the NRC.
- (4) Must be ready to assume sole NRC authority for one or more on Director's discretion of the following:
 - (a) Recommend actions to the licensee,
 - (b) Issue formal orders to the licensee to take specific actions, and
 - (c) Recommend actions offsite including protective measures for the public.

Note: responsibility for all public affairs shifts as soon as the DSO is appointed, regardless of level of authority delegated to him.

- c. If not appointed DSO, support Director in requests for information on and evaluation of incident and implement directives given by Director. Supervise efforts of regional personnel onsite.
 - (1) Advise the Director of major needs for continuing support from Headquarters or other elements of the NRC.
 - (2) Advise the Director of the progress of tasks or key issues.
 - (3) Advise Director of support needed from other federal agencies.

Chapter III

S. Regional Administrator

4. Expanded Activation

In all likelihood, the RA will be appointed DSO during this mode. For DSO duties and responsibilities see Chapter III.T. If the RA remains a member of the Site Team, see Chapter III.U.

Chapter III

S. Regional Administrator

5. Deactivating Mode

The transfer of authority is usually made to the RA who then becomes the DSO during Expanded Activation. The responsibility for leading the NRC response then remains with the RA through the Deactivating Mode to resumption of normal operating conditions for the affected facility.

HQ remains in a support role to any NRC personnel remaining onsite.

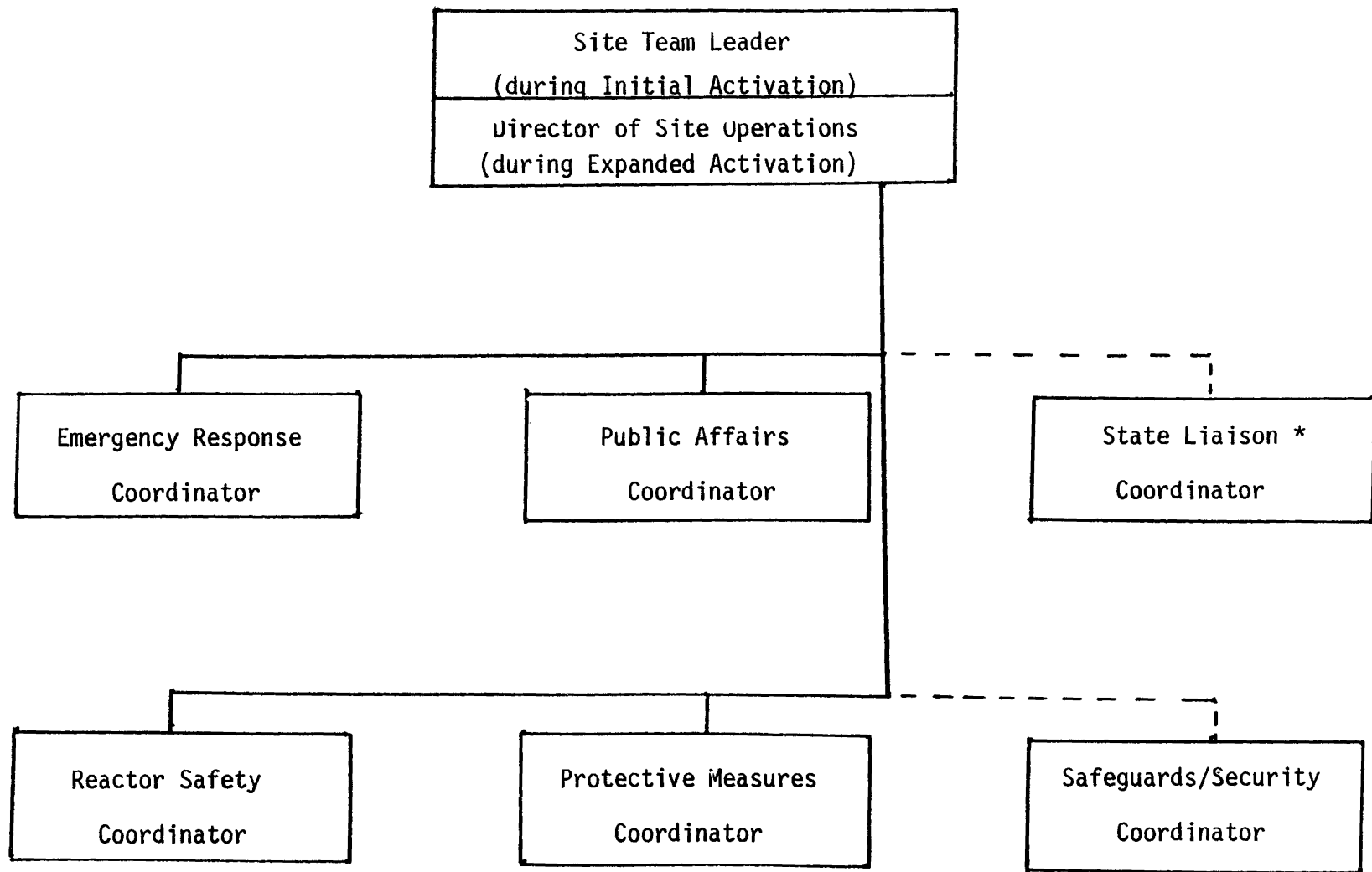


Figure 1 - Site Team Organization

* Function may be performed
at the Region, Site or other location

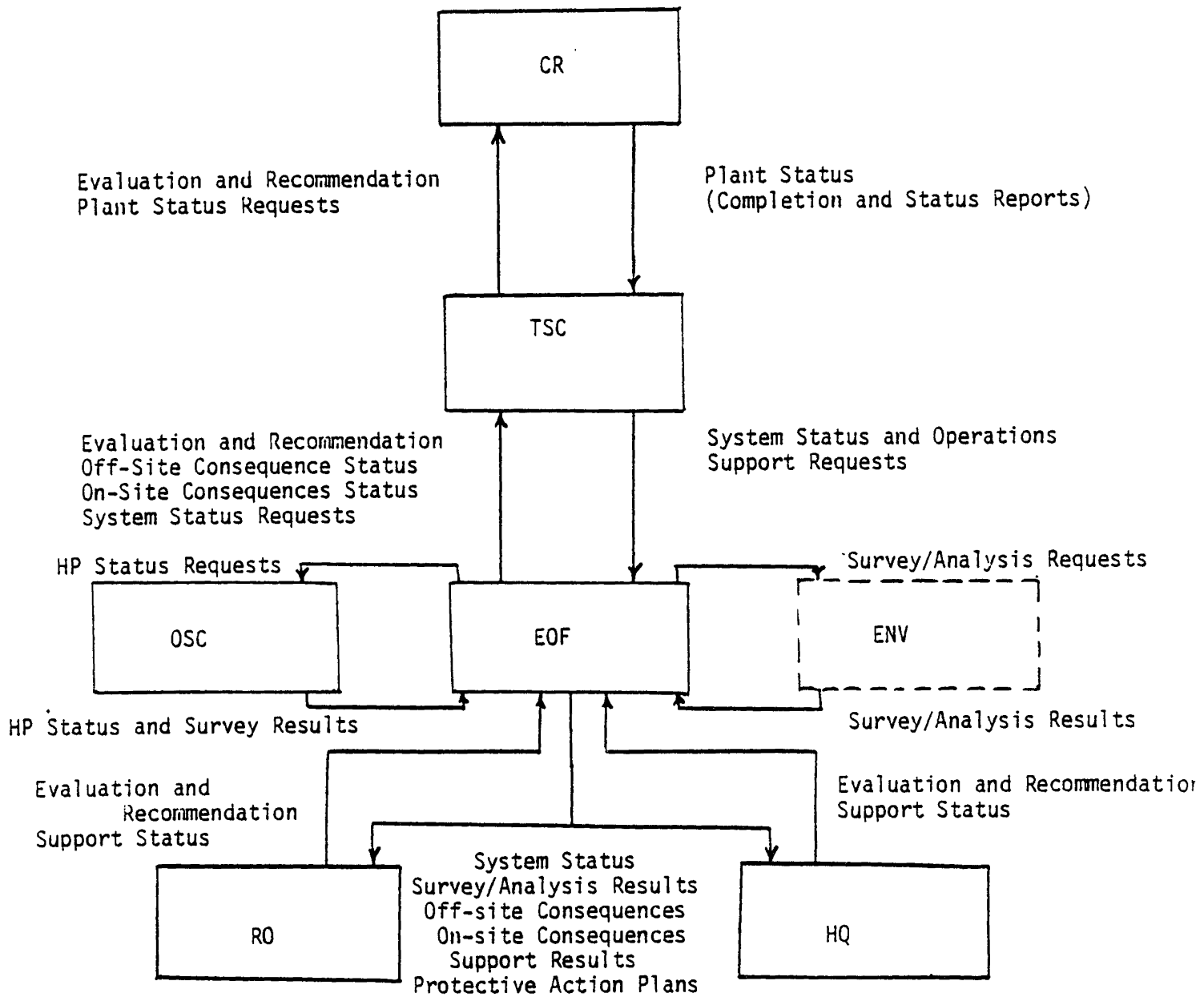


Figure 2 - Communications Flow

Chapter III

T. Director of Site Operations

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assume designated authority and begin direction from site	Enter Expanded Activation Mode (7)
2. Coordinate Regional and HQ monitoring and analysis from site	Evaluate Incident and Plant Status (9)
3. Alert Director to NRC legal and policy questions	
4. Request support	Request Other Agency Support (13) Provide Administrative and Logistical Support (17)
5. Evaluate incident and licensee actions to formulate advice, assistance or direction to licensee	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Advise, Assist or Direct Licensee (12)
6. Decide on NRC recommendation for protective actions	Recommend Protective Actions for Public (16)
7. Maintain liaison with other organizations and request support if needed	Maintain Liaison (14)

*See Chapter I, Use of Procedures, for relationship to tasks.

DSO

Expanded Activation

- | | | |
|-----|--|--|
| 8. | Review and approve press releases | Inform Public and Monitor Public Information (15) |
| 9. | Recommend deescalation | Decide to Deescalate (18) |
| 10. | Recommend to Director specific areas of review and investigation | Review, Investigate and Document Response Actions (19) |

Task Procedures

1. Assume designated authority and begin direction from site
 - a. Assure you understand extent of authority transferred. You will be given one or more of the following authorities in addition to being designated NRC spokesman:
 - (1) authority to recommend actions to the licensee
 - (2) authority to recommend offsite actions, either confirming licensee's recommendation or providing additional NRC recommendations
 - (3) authority to authorize the licensee to take such action as is necessary to mitigate the consequences of the incident
 - (4) authority to direct the licensee to take specific actions when such actions are necessary to protect the public from imminent danger
 - b. Request that transfer of authority be followed up by written documentation and transmitted to site as soon as practicable.
 - c. Obtain briefing from Director or designated ET member on status.
 - d. Assess whether NRC space and telecommunications is adequate to maintain changing conditions of the NRC response from site.
 - e. Determine tasks which require HQ assistance and make request through Team Directors or the ET.

2. Coordinate Regional and HQ monitoring and analysis from site
 - a. Brief Site Team on status of incident and actions underway.
 - b. Assign specific tasks to Site Team members.
 - c. Assign staff members responsibility for coordination of Regional and HQ monitoring and analysis.
 - d. Provide feedback on Regional and HQ efforts to Site Team.
3. Alert Director to NRC legal and policy questions
 - a. Identify legal and policy questions which you feel need to be brought to the attention of the Director.
 - b. Resolve these questions in consultation with the Director.
 - c. Inform Emergency Response Coordinator (ERC) of all policy changes and assure that he advises necessary individuals.
4. Request support
 - a. Assess site team resources and ability to adequately carry out NRC responsibilities with augmentation of the following:
 - (1) manpower,
 - (2) equipment,
 - (3) funds,
 - (4) transportation,
 - (5) administrative Support, and
 - (6) technical analyses.
 - b. Assign ERC responsibility for obtaining needed resources and assuring that these resources are properly distributed.

4.
 - c. Coordinate through FEMA, when possible, request for non-technical support from local, State and other Federal agencies.
 - d. Keep HQ apprised of support requested and received.
 - e. Contact Backup Region through HQ for support if required.
5. Evaluate incident and licensee actions to formulate advice, assistance, or direction to licensee. (This task will be carried out if any or all of these authorities have been transferred to the DSO.)
 - a. Evaluate information received from Site Team, Region, licensee, State and HQ to understand the status of the incident.
 - b. Evaluate licensee action and strategy.
 - c. Prepare necessary advice, assistance, and/or direction to be relayed to licensee. Advice may be transmitted by verbal or written recommendation; assistance and direction must be written, or verbal followed by written documentation.
 - d. Make recommendations to Director regarding advice, assistance or direction for which authority has not been transferred.
6. Decide on NRC recommendations for protective actions, if given that authority.
 - a. Decide whether licensee or State recommendations are adequate or whether supplemental Federal recommendations should be made. PMC will provide recommendations, usually after consultation with HQ Protective Measures Team.
 - b. Decide which NRC recommendations are most appropriate among the following:
 - (1) Follow licensee recommendations
 - (2) Follow State radiation health organization recommendations
 - (3) Limit access to site and specific offsite areas
 - (4) Shelter in homes in specific areas

- 6. b.
 - (5) Evacuate from specific areas
 - (6) Administer medication (e.g. KI) to emergency workers, specific offsite institutions, or general public.
 - (7) Protect livestock, and other ingestion pathway considerations.
 - (8) Relocate from specific areas if contaminated after plume passage.
- c. Consult with cognizant individuals, including State technical personnel, on recommendations.
- d. Provide protective action recommendations to State or local authorities designated in State Emergency Plan. When possible have FEMA official present (on telephone) when making recommendations. (FEMA is responsible for nontechnical coordination and NRC provides federal technical response and recommendations.)

In addition assure notification of the following organizations of the specific recommendation and the time it was given.

- (1) NRC response Director
 - (2) FEMA
 - (3) Licensee
 - (4) Local officials, unless State prefers to make the notification
 - (5) Public Affairs Coordinators
 - (6) Other contacts you consider appropriate
7. Maintain liaison with other organizations and request support if needed.
- a. Assure NRC Regional contact is maintained with the Regional Branches of the following organizations: FEMA, DOE, EPA, HHS, and if applicable DOT, FBI and FAA.
 - (1) Have each agency updated regarding incident status.
 - (2) Have notifications made of any significant licensee, NRC, or State actions. This may be done through FEMA.

7. b. Respond to questions from key non-NRC contacts.
 - (1) Direct question to appropriate technical or liaison personnel.
 - (2) Assure that prompt response is provided. Request any necessary follow-up be performed by the designated, ET at Headquarters or ERC at site.
- c. Identify disagreements with other agencies.
 - (1) Identify disagreements between NRC and other Federal and State agencies that cannot be quickly resolved and request the designated, ET to followup.
 - (2) Utilize FEMA, as appropriate, in resolution of disagreements which NRC has with other Federal agencies.
8. Review and approve press releases
 - a. Get periodic briefing on press activities of licensee, State and other organizations from Public Affairs Coordinator.
 - b. Approve NRC draft press releases after assuring that drafts have been coordinated with NRC HQ, licensee, State and FEMA.
 - c. Be available for press conferences as necessary to elaborate on press releases (preferably jointly with FEMA)
 - d. Assure that HQ is provided with NRC press releases.
9. Recommend deescalation
 - a. Evaluate incident trends to consider possible deescalation.
 - b. Provide recommendation on deescalation to Director, ET.
 - c. If mutual decision to enter Deactivating Mode is agreed upon, have an appropriate press release developed, coordinated and issued.

9. d. Assure contacts are informed of decision to deescalate.
 - (1) Governor or appropriate State official (as provided in State Emergency Plan)
 - (2) State radiological agency
 - (3) FEMA senior official
 - (4) Other previously established contacts
- e. Recommend appropriate response mode to Director based on:
 - (1) relative stability of incident conditions,
 - (2) confidence in licensee's ability to control situation, and
 - (3) real or potential threats to health and safety of public.
- f. Provide additional recommendations to Director regarding:
 - (1) Level of NRC continued presence at site.
 - (2) Degree of authority to be retained by you or official in charge at site (Recovery Director). The authorities redelegated at that time to a Recovery Director may be as limited or as broad as the DSO recommends to fit the situation.
 - (3) Specific tasks to be performed.
 - (4) Level of continued HQ and Regional involvement.
10. Recommend, to Director, specific areas of review and investigation.
 - a. Assign responsibility and establish mechanism for followup and review.
 - b. Assure that all written and taped materials relating to the event are collected and provided to the Recovery Director.
 - c. Identify special considerations to Director from site perspective.

Chapter III

T. Director of Site Operations

(RA or Recovery Director)

5. Deactivating Mode

In the Deactivating Mode, the DSO may become the Recovery Director but will normally return to the Regional Office. All references to site operations in this mode will therefore be to the Recovery Director. The tasks for the Recovery Director are described in Chapter III-U, along with those of other members of the Site Team who will remain at the site during this mode. It is important to note that responsibility for the NRC response remains with the RA during this mode once it has been transferred from HQ upon entering Expanded Activation.

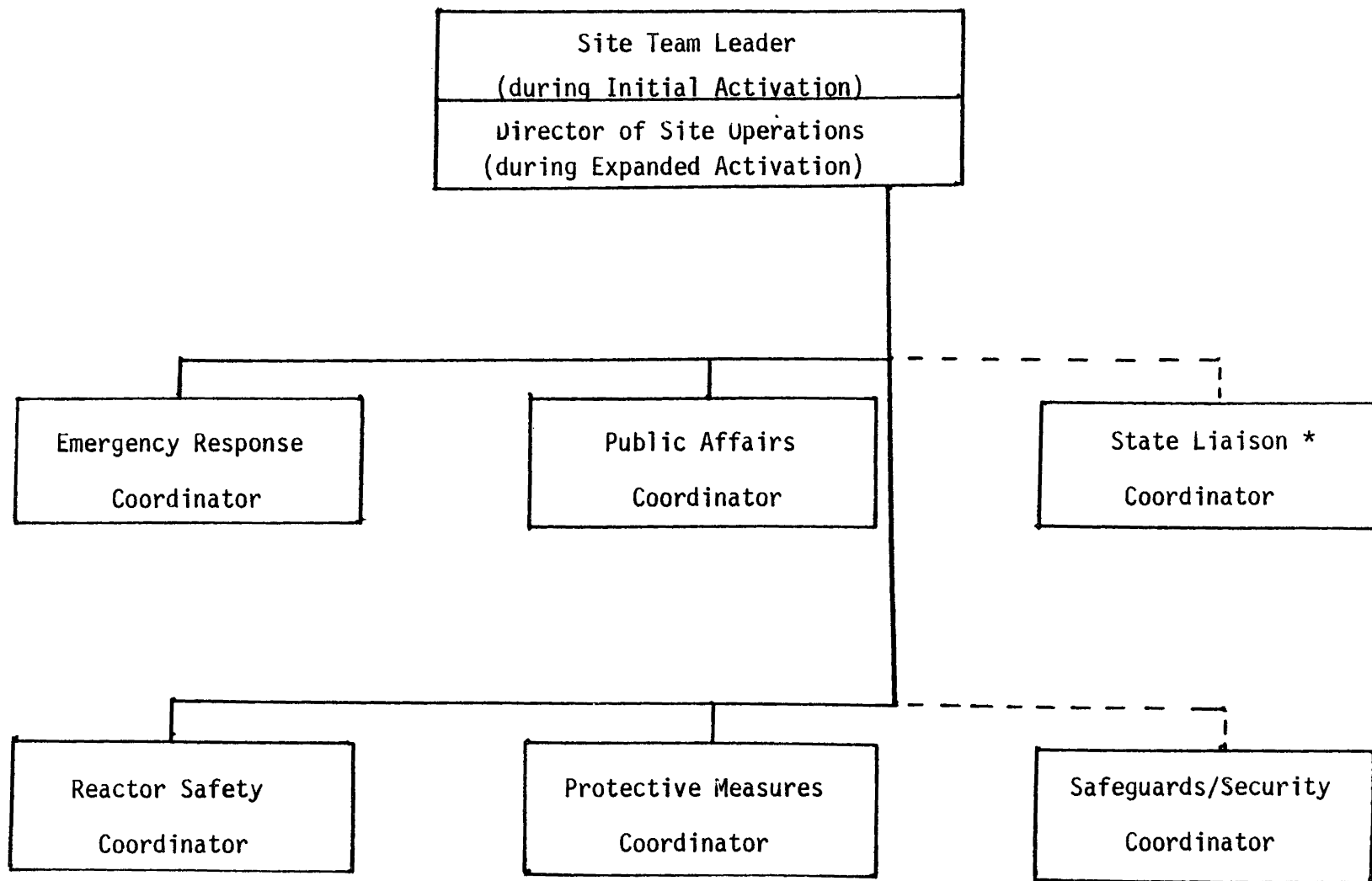


Figure 1 - Site Team Organization

* Function may be performed at the Region, Site or other location

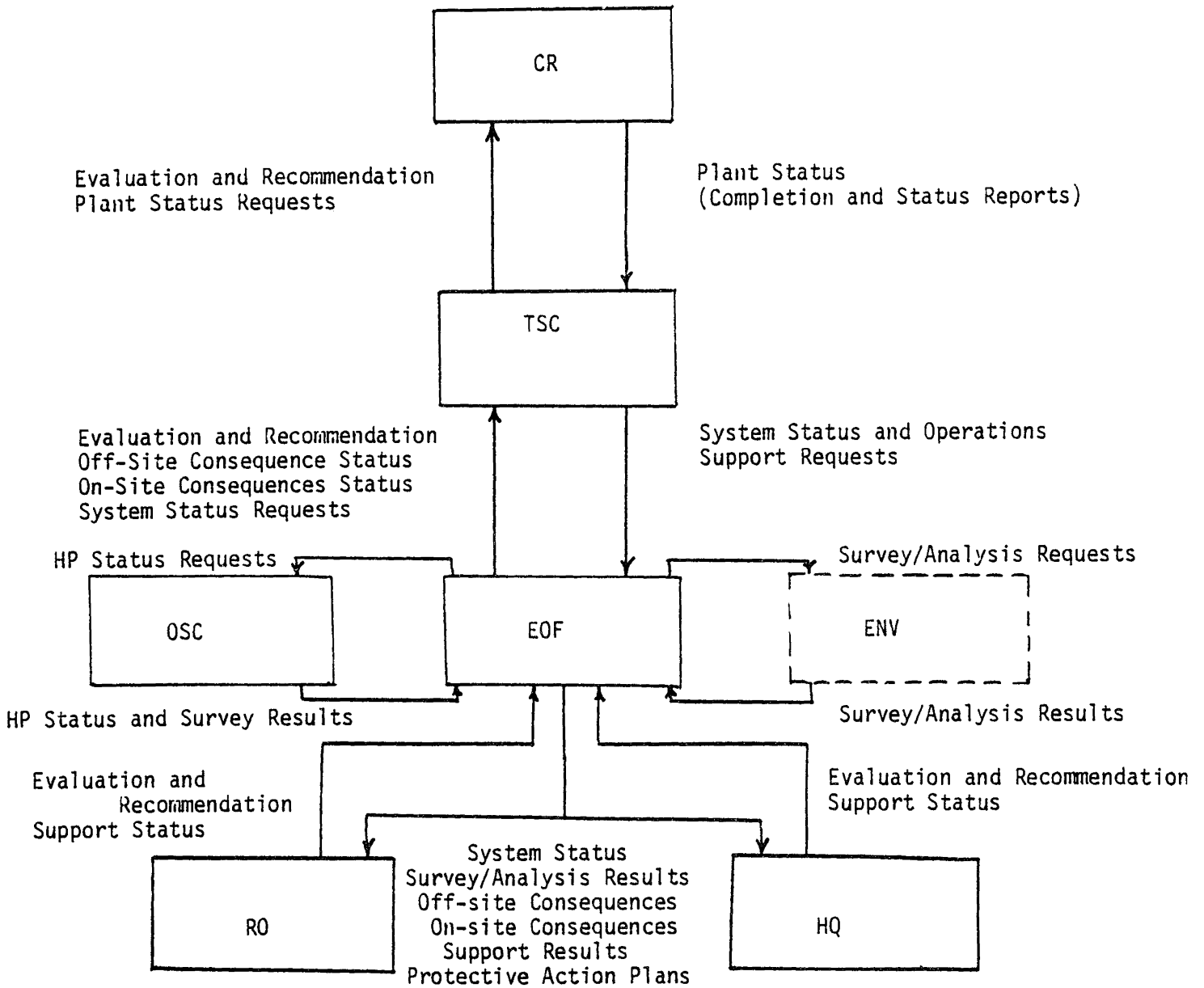


Figure 2 - Communications Flow

Chapter III
U. Site Team
2. Standby Mode

During the Standby Mode, some Regional personnel may be dispatched to the site. The tasks to be assigned to these individuals are covered in Chapter III.-W, Resident Inspector or under this section, Initial Activation Mode.



Chapter III

U. Site Team

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Respond to incident location and report to assigned area	Enter Initial Activation Mode (6)
2. Evaluate incident, plant status, and licensee response actions	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10)
3. Assess licensee performance	Advise, Assist, or Direct Licensee (12) Evaluate Incident and Plant Status (9)
4. Request additional support	Maintain liaison (14)
5. Provide support to other organizations.	Request other Agency Support (13) Provide Administrative and Logistical Support (17)

Task Procedures

NOTES:

- . If Site Team is sent to site during Standby mode, follow these same procedures.
- . All NRC personnel at the site work under the direction of the Regional Administrator after his arrival.

*See Chapter I, Use of Procedures, for relationship to tasks.

Site TeamInitial Activation

- . Team Directors of Headquarter activities are responsible for assuring coordination with Site counterparts during Initial Activation.
- . Team Directors of Site activities are responsible for assuring coordination with Headquarter counterparts during Expanded Activation.
- 1. Respond to incident location and report to assigned area.
 - a. The RDO or Base Team Manager will initiate callout of the site team as directed by the Regional Administrator and Site Team Members will proceed promptly to the departure point (or IRC) with assigned equipment.
 - b. After arrival at the site, proceed to locations as directed by the Site Team Leader. The Site Team Leader must be informed at all times of your location and must be informed prior to any departure from the agreed upon plan of action. Notify the IRC and OC of any relocation.
 - c. Prior to accepting transfer of authority from Director, STL must have the following minimum Site Team in place (Figure 1):
 - (1) Emergency Response Coordinator (ERC)
 - (a) Coordinates with RSC and PMC on matters relative to incident classification and necessary protective measures (on-site and off-site).
 - (b) Provides technical assistance as needed to PAC staff.
 - (c) ensures that the NRC emergency response facility is adequately staffed.
 - (d) Assists SLC in maintaining adequate State contact if SLC not in EOF.
 - (e) Provides overall logistical support to NRC site team.
 - (f) Provides periodic reports to STL/DSO.
 - (g) Assures that all Site Team members have necessary response equipment before departing for the site.

Site Team

Initial Activation

1. c. (2) Public Affairs Coordinator (PAC)
 - (a) Coordinates all information with HQ, State, licensee and FEMA public information officers.
 - (b) Receives and responds to incoming press and public inquiries.
 - (c) Provides periodic reports and copies of the other organization press releases to STL/DSO.
 - (d) Coordinates with STL/DSO on all press releases.
 - (e) Schedules press briefings as appropriate or as conditions permit.
 - (f) Monitors national and local reports for potential misinformation as time allows.
- (3) State Liaison Coordinator (SLC)
 - (a) Provides periodic status reports from STL/DSO through Protective Measure Coordinator of licensee and NRC emergency response activities to key organizations on or near site (FEMA, DOE, State, county, EPA, etc.).
 - (b) Ensures that NRC liaison is established with the State EOC.
 - (c) Coordinates with other agencies to obtain status of Federal, State and local activities.
 - (d) Coordinates information on NRC actions when more than one State is involved.
- (4) Technical Coordinators - Reactor Safety (RSC), Protective Measures (PMC), and Safeguards (SC) when necessary

Site Team

Initial Activation

1. c. (4) (a) Provide consolidated input to STL/DSO of all activities related to reactor safety, radiological conditions both on and off-site, and safeguards concerns as appropriate.
 - (b) Work with other coordinators for all actions requiring on-site protective measures.
 - (c) Recommend to STL/DSO additional measures which licensee should take or confirm appropriateness of licensee actions.
 - (d) Recommend to STL/DSO protective measures for on-site personnel and the public based on the status of core damage, critical safety systems or containment, radiological dose conditions and releases of radioactivity to the environment (PMC with input from RSC), and safeguards matters (SC).
 - (e) Act as liaison with, and obtain recommendations from, technical teams at OC on reactor operations, onsite health physics problems, protective measures recommendations and HQ technical advice to STL/DSO. Take into account State and DOE offsite monitoring information.
 - (f) When necessary, ensure that all appropriate law enforcement agencies have been notified and recommend actions to improve licensee's security posture (SC).
- d. If a second group of personnel (and equipment) is dispatched to the incident site, it will be developed from the remaining Regional staff members, HQ staff members or other Regions after taking into consideration the need for staffing the Region Base Team.

2. Evaluate incident, plant status and licensee response actions
 - a. Tasks additional to those in 1.c above will be assigned by the Site Team Leader as appropriate for the incident. Where requests are received from the HQ technical teams, these should be given priority, but the STL kept informed.
 - b. Observe and evaluate the overall strategy of the licensee in mitigating the consequences of the incident and for protecting the health and safety of the public and employees.
 - c. Recommend protective actions, if appropriate. Provide all such recommendations with rationale, to the Director, ET, Protective Measures Team and to the Site Team Leader.
 - (1) Consider State, local, and licensee protective action recommendations in formulation of NRC recommendations.
 - (2) Consider licensee, State and DOE offsite data in formulating protective action recommendations.
 - d. Provide NRC monitoring data to DOE for collation and distribution to all organizations.
3. Assess licensee performance
 - a. Identify licensee requirements which may be unnecessary in responding to the specific conditions of the incident, and decide whether suspension of these requirements may be advantageous to the response.
 - b. Relay recommendations for these suspensions to STL.
 - c. Determine whether advice from NRC as agreed to by licensee management is being carried out.
 - d. Bring significant observations of failures to comply with any NRC order to the attention of the Site Team Leader.

4. Request additional support
 - a. Formulate needs for additional support and provide to the ERC.
 - b. ERC is expected to ensure compliance with limitations on expenditures subject to the delegation of contractual authority from Director, Division of Contracts, Office of Administration, NRC, concerning limitations of expenditures. The ERC will consult with the Site Team Leader and/or Headquarters when necessary to gain authorization for expenditures
5. Provide support to other organizations.
 - a. Requests for NRC assistance for technical information will be forwarded to the individual on the Site Team responsible for that discipline. See Figure 1.
 - b. Requests for information not readily available from Site Team can be forwarded to the OC.
 - c. Requests for other assistance shall be forwarded to the ERC who will:
 - (1) forward the request to FEMA (for nontechnical assistance);
 - (2) forward the request to PMC (for technical assistance). The PMC will decide if the NRC can satisfy the request or if request should be forwarded to DOE.
 - d. Provide NRC monitored data to DOE for collation and distribution to all organizations.

Chapter III

U. Site Team

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Evaluate incident, plant status and licensee response actions	Evaluate Incident and Plant Status (9)
¶2. Assess licensee performance	Advise, Assist, or Direct Licensee (12)
¶3. Request additional support	Evaluate Incident and Plant Status (10) Request Other-Agency Support (13)
¶4. Provide support to other organizations	Maintain Liaison (14)

Task Procedures

- ¶1. Evaluate incident, plant status and licensee response actions
- Assure communication steps shown in Figure 2 are established.
 - Tasks will be assigned by DSO as appropriate for the incident.
 - Perform additional activities as defined by DSO.
 - Observe and evaluate the overall strategy of the licensee in mitigating the incident consequences and for protecting the health and safety of the public and employees.
 - Site Team Coordinators should forward recommendations for licensee actions to DSO, reflecting results of HQ coordination.
 - Site Team Coordinators should forward recommendations for protective actions for the public to DSO, reflecting results of HQ coordinations.

- ¶2. Assess licensee performance

*See Chapter I, Use of Procedures, for relationship to tasks.

- ¶2. a. Identify licensee requirements which may be unnecessary in responding to the specific conditions of the incident, and decide whether suspension of these requirements may be advantageous to the response.
- b. Relay recommendations for these suspensions to the DSO.
- c. Determine whether direction from the NRC as agreed to by licensee management is being carried out.
- d. Bring significant observations of failures to comply with any NRC order to the attention of the DSO.
- ¶3. Request additional support
- a. Formulate needs for additional support and provide to ERC.
- b. The ERC is expected to ensure compliance with limitations on expenditures subject to the delegation of contractual authority from Director, Division of Contracts, Office of Administration, NRC, concerning limitations of expenditures. The ERC will consult with the DSO, when necessary to gain authorization for expenditures.
- ¶4. Provide support to other organizations
- a. Forward requests from other organizations for NRC assistance for technical information will be forwarded to the individual responsible for that discipline.
- b. Forward requests from other organizations for information from other than response organization participants, forward to OC.
- c. Forward requests for other assistance shall be forwarded to ERC who will:
- (1) forward request to FEMA (for nontechnical assistance);
- (2) forward request to PMC (for technical assistance). The PMC will decide if the NRC can satisfy the request or if request should be forwarded to DOE.
- d. Provide NRC monitoring data to DOE for collation and distribution to all organizations.

Chapter III

U. Site Team

(Recovery Team)

5. Deactivating Mode

Note: NRC response is directed by the RA until resumption of normal operating conditions at the facility.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Decide on composition of Recovery Team	Enter Deactivating Mode (8)
2. Recovery Director will direct site activities	
3. Man emergency communications	Man Emergency Communications System (2)
4. Monitor licensee response activities	Evaluate Incident and Plant Status (9) Project Incident Consequences and
5. Notify HQ and Regional Office of significant licensee activities	Plant Status (11)
6. Advise licensee as necessary	Advise, Assist, or Direct Licensee (12)
7. Recommend change in NRC response mode	Decide to Escalate NRC Response (4) Decide to Deescalate (18)
8. Coordinate remaining on site interagency response	Maintain Liaison (14)
9. Request support from HQ or Region if necessary	Provide Administrative and Logistical Support (17)

*See Chapter I, Use of Procedures, for relationship to tasks.

Task Procedures

1. Decide on composition of Recovery Team
 - a. Recovery Director advises the Director of appropriate level of NRC participation based upon:
 - (1) NRC perception of overall licensee strategy in returning incident conditions to normal.
 - (2) The relative possibility of the incident increasing in severity.
 - (3) Specifics of on site technical tasks to be performed.
 - b. Assign individuals to Site Team considering the following areas:
 - (1) Reactor Safety
 - (2) Protective Measures
 - (3) Safeguards
 - (4) Communications
 - (5) Interagency liaison
 - (6) Review and Investigation
2. Recovery Director will direct site activities
 - a. Determine specific tasks to be performed.
 - b. Assign tasks to members of site teams.
 - c. Monitor performance of tasks.
 - d. Transmit results of tasks to HQ.
3. Man emergency communications.
 - a. Assure that the licensee provides basic plant status information on regular basis via communications network.

3.
 - b. Maintain regular communications with RO and HQ.
 - c. Monitor equipment to ensure reliability.
 - d. Request additional communications capability as required.
4. Monitor licensee response activities
 - a. Evaluate incident, plant status and licensee response actions.
 - (1) Specific technical tasks are to be defined by the Recovery Director.
 - (2) Perform additional activities as defined by Recovery Director.
 - (3) Observe and evaluate the overall strategy of the licensee for recovery and for protecting the health and safety of the public and employees in recovery.
 - b. Assess licensee compliance.
 - (1) Monitor the impact of suspended licensee requirements, if any.
 - (2) Verify compliance with the licensee emergency plan and procedures.
 - (3) Verify compliance with advice and orders from NRC.
5. Notify HQ and Regional Office of significant licensee activities
6. Advise licensee as necessary
 - a. Monitor compliance to any previously given advice or direction.
 - b. Bring any discrepancies to the attention of HQ and Regional Office.
 - c. Consider whether NRC current response mode is adequate to monitor licensee actions.
 - d. Consider whether further advice and direction is required.
7. Recommend change in NRC response mode

7. a. Recommend escalation to an activation mode to ET member and RA.
 - (1) Consider whether trend of incident necessitates return to activation mode based on:
 - (a) assessment of licensee current actions.
 - (b) new developments in incident status.
 - b. Recommend deescalation to Normal Mode.
 - (1) Consider whether incident conditions are sufficiently under licensee control to withdraw NRC on-site presence.
 - (2) Recommend to Recovery Director areas on which review and investigation team should concentrate.
8. Coordinate remaining onsite interagency response.
 - a. Inform HQ of all onsite activities by other Federal and State agencies.
 - b. The Recovery Director remains onsite technical coordinator for Federal response efforts.
 - c. Request periodic briefings from other on site Federal agencies.
9. Request support from HQ or Region, if necessary.
 - a. Technical Support
 - (1) Personnel in technical fields should be requested from Regional Office first.
 - (2) Technical assessments to support site team can be requested from HQ Technical Teams during the Deactivating Mode.
 - b. Administrative and logistical support
 - (1) Food, housing, transportation etc. should be requested from Regional Office first.
 - (2) HQ can supplement Regional Office efforts in this area.

FUNCTIONAL RESPONSIBILITIES OF INITIAL ACTIVATION SITE TEAM

Reactor Safety Coordinator (RSC)

- Provides consolidated input to DSO of all activities related to reactor safety.
- Recommends to DSO advice or direction to licensee based on the status and projection of core damage, plant systems and containment.
- Provides to PMC status and projection of core damage, critical safety systems and containment as a basis for PMC to develop onsite and offsite protective measures recommendations.

Protective Measures Coordinator (PMC)

- Provides primary consolidated input to DSO of all activities related to protective measures recommendation and radiological conditions both on and off site.
- Coordinates with RSC for all actions requiring on-site protective measures and obtains input from RSC regarding facility status and projection which offsite protection measures recommendations are based.
- recommends to DSO protective measures for on-site personnel and the public based on the status and projection of core damage, critical safety systems and containment as well as radiological dose projection and releases of radioactivity to the environment.
- Acts as liaison with and obtains recommendations from OC.
- Recommends actions and advises DSO on radiological matters relating to the issuance of orders.
- Coordinates environmental sampling with DOE by providing DOE all NRC results and obtaining consolidated data set from DOE.

Appendix 1 (Continued)

State Liaison Coordinator (SLC)

- Provides periodic status reports of licensee and NRC emergency response activities to key organization on or near site (FEMA, DOE, State, county, EPA, etc.).
- Ensures that NRC liaison is established with the State EOC. Assures access of State radiological health staff to PMC for consultation.
- Coordinates with other agencies to obtain status of federal, state and local activities and provides those related to protective measures to the PMC.
- Assists in information transfer as requested when more than one state is involved.

Emergency Response Coordinator (ERC)

- Coordinates with RSC and PMC on matters relative to incident classification and necessary protective measures (on-site and off-site) and assures that DSO is provided periodic briefings by RSC and PMC.
- Provides technical assistance as needed to PAC.
- Ensures that the NRC emergency response facilities are adequately staffed by providing coordinated staffing recommendations to the DSO.
- Assists SLC in maintaining adequate State contact if SLC not in EOC.
- Coordinates information from Security Inspector on status of emergency plant security.
- Provides logistic support to NRC Site Team.

Appendix 1 (Continued)

Public Affairs Coordinator (PAC)

- Coordinates all NRC press releases with OC, State and licensee information officers (by providing drafts for their organization's comment).
 - Coordinates NRC review of draft State and licensee press releases (with DSO and OC and also ERC, RSC and PMC if appropriate).
 - Obtain approval from DSO on all press releases after coordinating with ERC, RSC and PMC as appropriate.
 - Schedules press briefings as appropriate and as conditions permit.
 - Receives and responds to incoming press and public inquiries*.
 - Monitors national and local media reports for potential misinformation, as time permits.
-

*Filtered by Field PAC at designated off site newscenter

SPECIAL NOTE:

Basically, the PAC, RSC, ERC, PMC and SLC provide a buffer zone around the DSO so that he can be kept well informed of all aspects of the incident and function with other responsible individuals (FEMA, State and public) without having to organize and evaluate all of the various separate aspects of the incident. Free of direct communications responsibilities, the RSC, ERC and PMC can coordinate and evaluate the incident particulars, from both radiological and operational standpoint and present the DSO with an overview analysis of the situation. The PAC and SLC provide a conduit for this information to the public and the State while leaving the DSO with maximum flexibility in meeting significant responsibilities of his position which will require periodic contacts with licensee management, offsite authorities and the press.

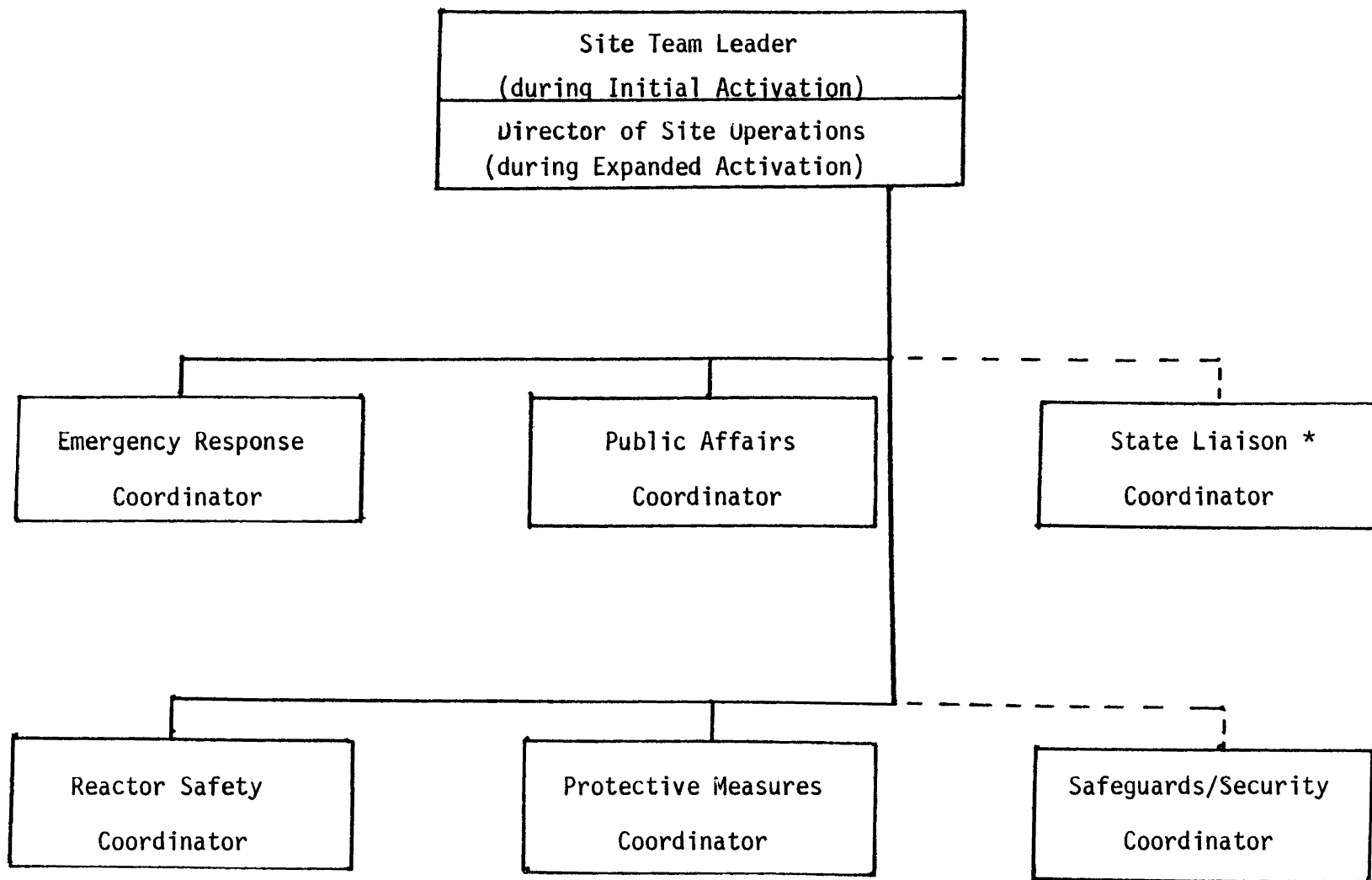


Figure 1 - Site Team Organization

* Function may be performed
at the Region, Site or other location

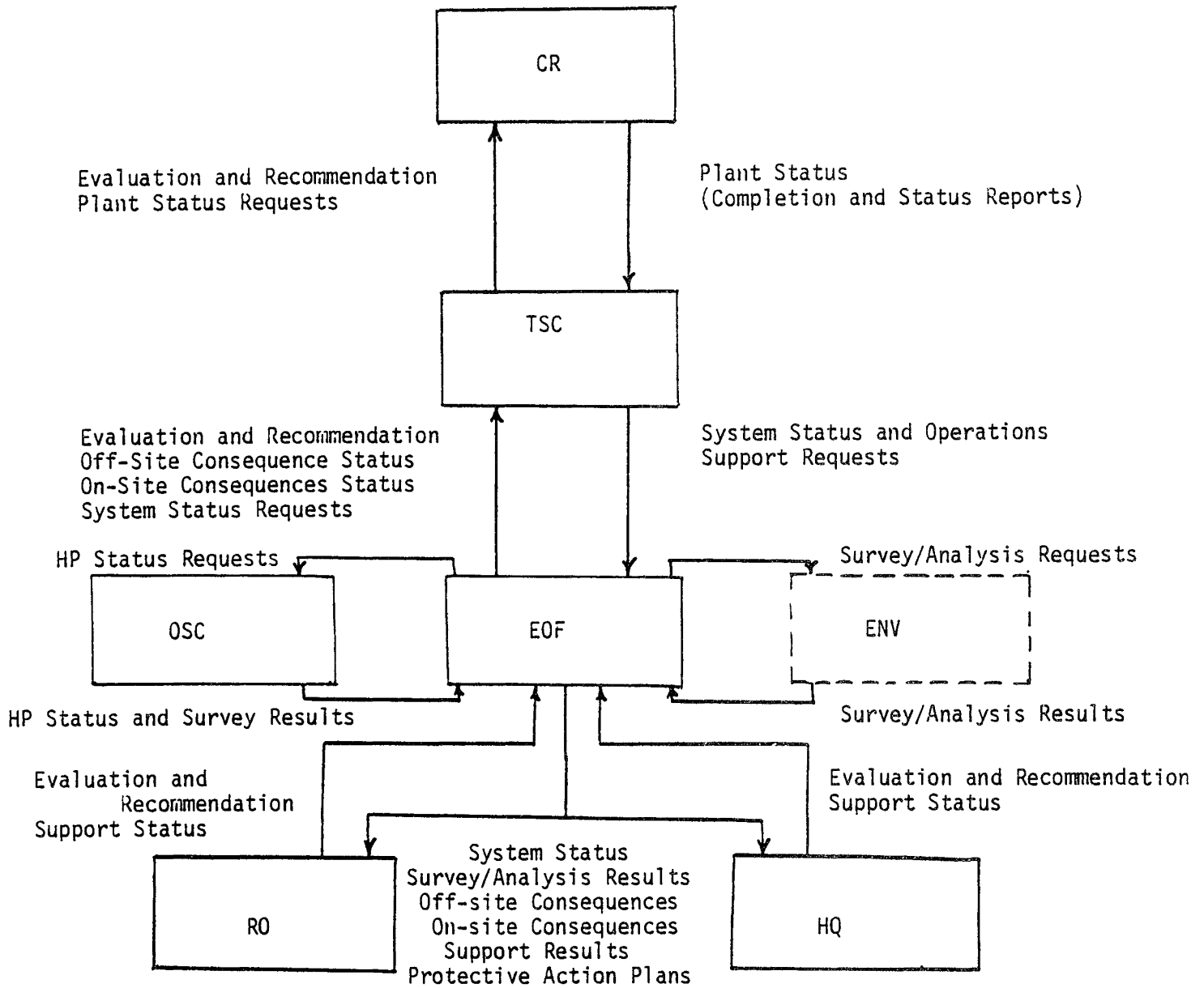


Figure 2 - Communications Flow

Chapter III

V. Regional Office (RO)

1. Normal Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Maintain off-hours availability	Maintain Response Capability (1)
2. Plan, conduct, evaluate and critique exercises and drills	
3. Maintain readiness	
4. Test equipment and telecommunications systems	
5. Maintain communications with incident site	Man Emergency Communications Systems (2)
6. Evaluate initial information	Evaluate and Categorize Initial Information (3)
7. Initiate notifications, if necessary	Decide to Escalate NRC Response (4)

Task Procedures

1. Maintain off-hours availability
 - a. The Regional Administrator will appoint an individual to maintain a schedule of Regional Duty Officers. These RDOs will represent the Regional Office after duty hours and ensure that the HDO can contact them at any time to relay notification of incidents.

*See Chapter I, Use of Procedures, for relationship to tasks.



1. b. RDOs are required to be accessible by telephone or pager at all times, and to advise the HDO of any change in their phone number.
- c. Additional procedures for the RDO are provided in part R of Chapter III, to these procedures, entitled Regional Duty Officer.
2. Plan, conduct, evaluate, and critique exercises and drills.
 - a. Schedule and conduct exercises and drills, (participate in those scheduled by NRC Headquarters in coordination with the Region). These exercises and drills often may be an adjunct to licensee exercises (observers for the licensee exercises also need to be arranged for).
 - (1) Determine the objectives of the exercise.
 - (2) Identify organizations needed to participate to accomplish these objectives and notify them of the upcoming exercise.
 - (3) Request assistance from any individuals other than the Regional Office needed to assist in observation of the exercise.
 - b. These exercises and drills should test some or all of the following:
 - (1) implementing procedures,
 - (2) training of response personnel,
 - (3) equipment, and
 - (4) communications systems.
 - c. Evaluate and critique the effectiveness of equipment, procedures, organization, and general approach to response for all exercises and drills in which the Regional Office participates and submit copies to NRC Headquarters and the lead offices of other participating organizations.
 - d. Provide observers to other Regions and Headquarters as resources allow, on an exchange basis.

3. Maintain readiness

The EPC has primary responsibility for development and implementation of the following programs:

a. Develop emergency response procedures

- (1) Develop procedures governing the Regional Office's preparedness for, and response to, incidents involving licensed materials and facilities.
- (2) Coordinate regional procedures with licensees, Federal and State agencies, NRC:HQ, other regional offices and other groups and counterparts as necessary.
- (3) Maintain the readiness posture of the Regional Office through periodic reviews of plans and procedures, as well as the conduct and evaluate Region drills and exercises.
- (4) Coordinate with NRC Headquarters on National Preparedness as appropriate.
- (5) Maintain list of Regional experts and badge numbers to be used in conjunction with responsibilities as Backup or Support Regions.

b. Train response personnel

- (1) Provide for, or conduct, training and retraining of the RDO in the following areas:
 - (a) Incident Response Plan, Implementing Procedures and Regional Supplement,
 - (b) routine duties,
 - (c) IRC telecommunications systems,
 - (d) equipment maintenance,
 - (e) notification procedures, and
 - (f) reactor concepts and systems.

3. b. (2) Provide for, and conduct, training or retraining of other response personnel in the following areas:
 - (a) Incident Response Plan, Implementing Procedures, and Regional Supplement
 - (b) individual responsibilities of response team members, and
 - (c) equipment associated with the IRC, as applicable.
4. Test equipment and telecommunications systems
 - a. Establish a schedule for testing all equipment and telecommunications systems in IRC.
 - b. Verify that EPC is trained in use of all equipment and systems and is capable of conducting tests.
 - c. For all equipment failures found and reported, ensure repair and adequate follow up.
 - d. Identify needs for new equipment or obsolescence of existing equipment.
 - e. Ensure operational readiness of Region's mobile laboratory, used for radioanalytical purposes, nondestructive testing and safeguards operations.
 - (1) The location of these vans is monitored by the Regional Office.
 - (2) Deployment will be by main highways using predetermined routes.
 - (3) Contacts with Regional Office will be maintained while onsite performing assigned routine tasks.

Note: Paragraphs 5-7 that follow are tasks that would be performed by the Regional Office during duty hours. These tasks are the responsibility of the RDO after duty hours.

5. Maintain communications with incident site
 - a. Receive notification and initial information from HDO.
 - b. Contact licensee to verify information, if necessary.
 - c. HDO will set up conference call between Region and licensee if necessary to assist in the verification of information.
6. Evaluate initial information
 - a. Determine the need for immediate review of information by additional regional personnel.
 - b. Request that the HDO contact necessary individuals and add them to conference call.
 - c. Assist NRC Headquarters conferees in deciding the appropriate level of NRC response.
7. Initiate notifications, if necessary
 - a. If no additional NRC response is necessary for the nature of the event, log information.
 - b. If the NRC response is escalated, initiate notification of appropriate regional personnel.
 - c. The Regional Office may request the assistance of the HDO if necessary to perform these notifications.

Chapter III

V. Regional Office (RO)

(Base Team)

2. Standby Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Enter Standby Mode	Enter Standby Mode (5)
2. Regional Administrator decides course of action	
3. Notify other organizations	
4. Maintain communication links to licensee and HQ	Man Emergency Communications Systems (2)
5. Evaluate status and project consequences of facility events in consultation with HQ	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
6. For hurricanes, evaluate status and project potential consequences with HQ assistance	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11) Evaluate Licensee Actions (10)
7. Integrate recommendations from HQ on advice or direction to licensee	Advise, Assist or Direct Licensee (12)
8. Advise and update other organizations	Maintain Liason (14)

*See Chapter I, Use of Procedures, for relationship to tasks.

- 9. Recommend activation to ET member Decide to Escalate NRC Response (4)
- 10. Recommend deescalation to ET member Decide to Deescalate (18)

1. Enter Standby Mode

- a. When entering the Standby Mode, the RDO (off-duty hours) or Regional personnel (duty hours) establishes conference call with key Regional personnel.
- b. The IRC Base Team may be mobilized when will entering the Standby Mode, and may be mobilized at the discretion of the Regional Administrator at any time.

Note: For a licensee declared Notification of Unusual Event or 10 CFR 50.72 events, the response action may be limited to maintaining a telephone contact with the licensee and/or NRC:HQ. This is not considered mobilization of the Region Base Team.

- c. The RA may decide to send a team to the site in this mode.
- d. The RA, ET member or if neither is available the EO can place the NRC response in Standby.

2. Regional Administrator decides course of action

- a. Determine composition of Base Team covering the following areas and direct that they report to IRC:
 - (1) Communications,
 - (2) Plant Operational Assessment,
 - (3) Radiological Assessment,
 - (4) Logistical Support,
 - (5) Administrative Support,

2. a. (6) Security and Safeguards Measures, and
(7) Public Affairs.
- b. Decide whether to dispatch a Site Team (inform HQ).
- c. Appoint a Base Team manager with the following responsibilities:
 - (1) Establishing and maintaining contact with NRC:HQ and the licensee
 - (2) Ensuring that current information (operational and radiological) is being received and coordinated in the IRC.
 - (3) Briefing of Regional PAO on incident status as necessary and ensuring that drafts of information releases are reviewed by appropriate Region and HQ personnel.
 - (4) Ensuring that all predetermined documentation (i.e., Incident Notification Forms, etc.) and real-time documentation is current and accurate.
 - (5) Ensuring that status boards are updated as required.
 - (6) Coordinating the deployment of any Site Team, Regional incident response equipment or the mobile laboratory(ies) that the RA may decide to dispatch.
 - (7) Ensuring that proper and prompt support is available to any Site Team dispatched.
 - (8) If the RA leaves for the site, controlling of Regional Base Team response activities until the RA arrives onsite.
- d. Instruct members of Team as necessary.
- e. Designate individual to brief PAO, as necessary.
- f. Determine whether any personnel should be sent to the site and dispatch them.
- g. Determine whether mobile laboratory should be sent to the site and dispatch.

2. h. Identify and request any assistance needed from outside the Region.
Regions IV and V will request assistance from the appropriate Backup Region based on the State specific backup list. See Appendix A.
- i. Define communications requirements to HQ, site, and other agencies.
3. Notify other organizations
 - a. Assure that the Regional offices of the following agencies are contacted.
 - (1) FEMA
 - (2) DOE
 - (3) EPA
 - (4) HHS
 - (5) FBI (Safeguards only)
 - (6) DOT (transportation only)
 - b. Assure that HQ is maintaining liaison with appropriate federal HQ agencies.
 - c. Assure that State is notified.
4. Maintain communications links to licensee and HQ
 - a. Staff communications links as determined by Regional Administrator or Base Team Manager.
 - (1) Monitor communications with site and OC on ENS and/or HPN as directed by Base Team Manager.
 - (2) Establish other links as necessary to maintain communication with site.
 - b. Maintain communications log.
 - c. Ascertain and verify operability of available backup communications.
5. Evaluate status and projecting consequences for facility events in consultation with HQ
 - a. Coordinate monitoring efforts with Standby HQ Team.
6. For hurricanes, evaluate status and project potential consequences with HQ assistance

6. a. Region II has the lead in tracking:
 - (1) hurricanes.
 - (2) Major storms off the Atlantic and Gulf coasts.
- b. HQ will be used for consulting on storm surges.
- c. Hurricanes with 200 miles of Land, Region II will notify HQ and other regions if appropriate.
- d. When a hurricane is within 50 miles of reactor site, Agency will go on Standby.
- e. Region III has the lead in tracking Great Lakes storms.
7. Integrate recommendations from HQ on advice or direction to licensee
 - a. Draft Confirmatory Action Letters, as necessary, and FAX to HQ for information.
 - b. If (immediate) an order is necessary, draft and submit to HQ for information.
 - c. Inform NRC personnel onsite of all advice or direction given to the licensee.
8. Advise and update other organizations
 - a. Advise and update other organizations previously notified (in Task 3 above) as determined by the Regional Administrator/Base Team Manager.
9. Recommend activation to ET member
 - a. Discuss recommendation with HQ Standby Team.
 - b. Recommend activation of NRC response to Standby Team Leader (ET member).
10. Recommend deescalation to ET member
 - a. Discuss recommendation with Standby HQ Team.

RO

Standby

10. b. For hurricanes, decide to deescalate NRC response and inform NRC personnel.
- c. For facility events recommend deescalation to Standby Team Leader.
- d. Assure adequate documentation of events.
- e. Notify organizations contacted (in Task 3 above) of NRC's return to Normal Mode.

Chapter III

V. Regional Office

(Base Team)

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Base Team report to IRC and staff emergency communications systems	Enter Initial Activation Mode (6) Man Emergency Communications System (2)
2. Notify other organizations	Enter Initial Activation Mode (6)
3. Assess adequacy of initial resources	
4. Provide logistical support for Site Team	Provide Administrative and Logistical Support (17)
5. Assist Headquarters in evaluating status and projecting consequences	Evaluate Incident and Plant Status (9) Project Incident Consequences and Plant Status (11)
6. Assist Headquarters in assessing licensee actions	Evaluate Licensee Actions (10)
7. Assist in formulating advice and direction for licensee	Advise, Assist or Direct Licensee (12)
†8. Advise and update other organiza- tions	Maintain Liaison (14)

*See Chapter I, Use of Procedures, for relationship to tasks.

Task Procedures

1. Base Team report to IRC and staff emergency communications systems
 - a. Immediately upon notification that the IRC has been activated, report promptly to the IRC and assume duties.
 - b. Monitor the ENS, which will be staffed continuously by someone at the site and by someone at the OC. Call the HDO and request to be added to the existing ENS conference.
 - c. Monitor the HPN when in use by the OC.
 - d. For nonreactor incidents, request HDO to establish a conference call among Regional Office, OC, and site.
 - e. For all incidents, Base Team Manager should establish communications with ET at OC.
 - f. Base Team Manager shall assure that a summary log of base team activities is maintained.
 - g. Base Team members shall maintain telephone logs (person called, person calling, time, content of message).
2. Notify other organizations
 - a. Assure notification of the Regional Offices of: FEMA, EPA, DOE, HHS, FBI, (Safeguards only).
 - b. Assure that HQ is maintaining liaison with appropriate State agencies and Federal agency HQs.
3. Assess adequacy of initial Regional resources
 - a. The Base Team Manager identifies any resources from outside Region needed to carry out Regional and site functions in the Incident Response Plan.
 - b. Request assistance (coordinated with HQ) from backup region, with concurrence of Regional Administrator when available. Inform ET of request and of any further needs.

4. Provide logistic support for Site Team
 - a. The Base Team Manager shall assign an individual to coordinate logistic support for the Site Team.
 - b. The logistic support coordinator shall arrange for such items as: site transportation (car rental, police escort or transportation, lodging, luggage pickup, expense advances, commercial travel for followup Site Team members, administrative support and supplies.)
5. Assist Headquarters in evaluating status and projecting consequences
6. Assist Headquarters in assessing licensee actions
7. Assist in formulating advice and direction for licensee
 - a. Draft Confirmatory Action Letters, as necessary, and send to Headquarters for approval.
 - b. If (immediate) an order is necessary, draft and submit to HQ for approval and issuance.
 - c. Inform NRC personnel onsite of all advice or direction given to the licensee by HQ.
- ¶18. Advise and update other organizations
 - a. Advise and update organizations previously notified as directed by the Base Team Manager. Prepared statements should be used to assure consistency.

Chapter III

V. Regional Office

(Base Team)

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Provide logistic support to the Site Team	Enter Expanded Activation Mode (7) Provide Administrative and Logistical Support (17)
2. Provide technical Support to the Site	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Maintain Liaison (14)
3. Identify Regional policy questions for DSO	Advise, Assist, or Direct Licensee (12)
4. Assist HQ in supporting DSO	Project Incident Consequences and Plant Status (11) Maintain Liaison (14)
5. Monitor equipment operation	Maintain Response Capability (1)

Task Procedures

1. Provide logistic support to the Site Team
 - a. When contacted by member(s) of Site Team requesting support, determine the capability of the Regional Office to supply needed resources.

*See Chapter I, Use of Procedures, for relationship to tasks.

1.
 - b. Dispatch these supplies or otherwise provide the support requested.
 - c. If the Regional Office cannot satisfy requests of the Site Team, contact the RCT and request assistance.
 - d. Request notification by RCT of any allocation of resources made to satisfy these requests.
2. Provide technical Support to the Site Team
 - a. If qualified personnel are available in Regional Office, perform independent analyses of event to supplement work done by Site Team.
 - b. When requested by DSO, make contact with organizations outside NRC to supply needed information and/or analyses.
 - c. Supplement efforts of Site Team when necessary in evaluating the incident and plant status.
 - d. Monitor licensee actions and assist Site Team in evaluation of these actions.
 - e. Assist in the coordination of efforts between NRC Site Team and other organizations. Maintain contacts with organizations supplying assistance to Site Team and advise of need for continued support.
3. Identify Regional policy questions for DSO
 - a. Decide Regional position on licensee variance from normal operating procedures.
 - (1) Decide on licensee requests for exemption from established operating procedures if necessary.

3. a. (2) Determine whether current NRC policies (internal, State or licensee related) are adequate to alleviate incident conditions.
- b. Recommend policy changes as necessary to the DSO.
4. Assist HQ in supporting DSO
 - a. Assist HQ in the collection of data necessary to evaluate the seriousness of the incident and to project incident consequences.
 - b. Contact HQ Technical Support Teams and establish and maintain communications schedule to facilitate transmission of information.
 - c. Assist HQ in maintaining liaison with interested non-NRC organizations. Keep HQ informed of contacts with these organizations and requests for assistance, or offers of support, from them.
5. Monitor equipment operation
 - a. Ensure that equipment in IRC is functioning properly, including recording and telecommunications equipment, radios, diverters, speaker phones, and other equipment hooked up to the communications systems in the IRC, and calculators, pagers, and other items assigned to individuals on the Base Team.
 - b. Assist Site Team in testing, replacing, and/or repairing equipment at the incident location when necessary.

Chapter III
 V. Regional Office
 (Base Team)
 5. Deactivating Mode

In addition to supporting the Site Team as necessary, a partial Base Team may be maintained.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Designate individual in Region to monitor incident progress	Evaluate Incident and Plant Status (9)
2. Support Recovery Team as requested	Provide Administrative and Logistical Support (17)
3. Provide mechanism for systematic evaluation of recovery operation	Recover (20)
4. Review, investigate, and document response actions	Review, Investigate and Document Response Actions (19)

Task Procedures

1. Designate individual in Region to monitor incident progress
 - a. Regional Administrator will appoint an individual to serve as the Regional liaison with HQ and the Site Team throughout recovery operation. This individual shall:
 - (1) monitor plant operations and recovery,

*See Chapter I, Use of Procedures, for relationship to tasks.

1. a. (2) receive requests from Site Team for additional support,
(3) advise HQ of activities in Regional Office dedicated to the response to the present incident,
(4) maintain a file of documents produced by Regional personnel in response to the incident.
- b. The Regional Administrator will advise HQ and the Site Team Leader of the individual assigned to the tasks in a. above.
- c. Responsibility shall be assigned for final documentation of all response efforts by the Regional Office.
2. Support Recovery Team as requested
 - a. Supply manpower and administrative or other support as requested by NRC Site Team.
 - b. If resources are not available in Regional Offices to satisfy needs of Site Team:
 - (1) contact HQ or backup NRC Regions and request assistance or
 - (2) request assistance from other Federal agencies through the RSL0.
 - c. If support is to be provided by other than the Regional Office, followup request by contacting the Site Team and assessing adequacy of resources provided.
 - d. Keep HQ advised of support provided by other Federal agencies.
3. Provide mechanism for systematic evaluation of recovery operation.
 - a. The Regional Administrator will:

3. a. (1) establish a timetable for completion of reports by Regional personnel on the incident,
(2) assign individuals responsibility for writing evaluations of the incident and attendant response,
(3) formulate recommendations for future NRC incident response efforts,
(4) ensure the timely submission of documentation for these evaluations and recommendations to the Director.
- b. The Recovery Director may call on the individual assigned to monitor incident status to lead the writing of evaluations.
4. Review, investigate, and document response actions
 - a. After deescalation, the Base Team Manager collects telephone tapes, logs, and records. The Base Team Manager assembles information and prepares documentation of regional response activities of the Base Team.

Backup and Support Relationships
Between NRC Regional Offices¹

Responsibilities of the Backup Region are as follows:

1. Expect notification from HDO for alerts or greater or any condition for which an NRC Standby Mode or greater is declared.
2. For alert classification, place the Backup Region IRC in a Standby Condition. If greater classification, activate the IRC.
3. Deploy personnel only upon request from the Executive Team or DSO.
4. Upon arrival at site, Backup Team reports to DSO.
5. Backup Region is responsible for maintaining list of Regional experts and areas of expertise in addition to NRC Badge numbers.
6. Provide additional equipment upon request.

Responsibilities of Support region are as follows:

1. Prepare to answer telephone inquiries and monitor events from other facilities in the affected Region.

<u>Affected Region</u>	<u>Backup Region</u>	<u>Support Region</u>
Region I	Region III	Region II
Region II	Region I	Region I
Region III	Region II	Region I
Region IV	Region II	Region I
Arkansas		
Louisiana		
New Mexico		
Oklahoma		
Texas		
Region IV	Region III	Region I
Colorado		
Idaho		
Kansas		
Montana		
Nebraska		
North Dakota		
South Dakota		
Utah		
Wyoming		
Region V	Region II	Region I
Arizona		
California		
Nevada		
Region V	Region III	Region I
Oregon		
Washington		

¹During an incident, the NRC offsite TLD measurements will be handled by NRC Region I. They will be assisted as necessary by the affected Region.

EVENT NOTIFICATION

PART 1

TIME OF NOTIFICATION: _____ EVENT TIME AND ZONE: _____ NRC REGION: _____ DATE: ____/____/____ GET CALL BACK NUMBER: _____

FACILITY OR ORGANIZATION: _____ CALLER'S NAME: _____

EVENT CLASSIFICATION:

- 1. ____ 50.72 (NON-EMERGENCY)
- 2. ____ UNPLANNED RELEASE
- 3. ____ NOTIFICATION OF UNUSUAL EVENT
- 4. ____ ALERT
- 5. ____ SITE AREA EMERGENCY
- 6. ____ GENERAL EMERGENCY
- 7. ____ TRANSPORTATION EVENT
- 8. ____ PHYSICAL SECURITY/SAFEGUARDS
- 9. ____ OTHER

POWER REACTOR EVENT:

POWER PRIOR TO EVENT? _____ POWER AT TIME OF REPORT? _____ RESIDENT INFORMED: _____

TRIP? _____ INITIATING SIGNAL? _____

SAFETY INJECTION OR ECCS? _____ INITIATING SIGNAL? _____

ESF ACTUATION? _____

LCO ACTION STATEMENT? _____

EVENT DESCRIPTION/CAUSE:

RADIOACTIVE RELEASES? (QUANTIFY): _____

OTHER MAJOR PROBLEMS? _____

PLANNED ACTIONS/PRESS RELEASES?

OUTSIDE AGENCY OR PERSONNEL NOTIFIED BY LICENSEE: _____ STATE(S) _____ LOCAL _____

OTHER _____

DUTY OFFICER: _____

PLEASE CALL BACK WITH ANY CHANGES OR ADDITIONAL INFORMATION

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Further Licensee Actions

Taken _____
 Planned _____
 Property Damage _____

Radioactivity Released (or Increased Release)?

Liquid/Gas? _____ Location/Source of Release _____ Elevation _____
 Release Rate _____ Duration _____ Stopped? _____
 Release Monitored? _____ Amount of Release _____

Increased Radiation Levels in Plant:

Location(s) _____
 Radiation Level(s) _____ Areas Evacuated _____
 Maximum offsite dose rates _____
 Integrated dose _____ Location _____

Meteorology

Wind Direction from _____
 Wind Speed _____ (Meter/sec or miles/hr)
 ΔT _____ (°C or °F) Sigma Theta _____ Temperature _____ (°C or °F)
 Stability Class A B C D E F Raining (Yes/No)

Projected Doses: I

	Dose Rates	Integrated Dose
2 mi	_____	_____
5 mi	_____	_____
10 mi	_____	_____
Sectors	_____	_____

Contamination (Surface): Inplant _____ onsite _____ offsite _____

Reactor Operations:

Reactor System Status _____ Power Level _____
 Pressure _____ Temp. _____ Flow (pumps on) _____
 Cooling Mode _____ ECCS Operating/Operable _____

Containment Status

Containment Isolated? _____ Containment Temp. _____
 Containment Pressure _____ Containment Radiation _____ R/hr.
 Standby Gas Treat Sys (BWR) _____

Reactivity Controls

Control Rods Inserted _____ Status of Emer. Boration System _____

SUPPLEMENTARY EVENT NOTIFICATION INFORMATION

Part II

Steam Plant Status S/G Levels _____ Equip. Failures _____
 Feedwater Source/Flow _____ S/G Isolated? _____
 MSIVs (BWR) Closed _____

Electrical Dist. Status: Normal Offsite Power Available? _____

Major Busses/Loads Lost _____
 Safeguards Busses Power Source _____
 D/G Running? _____ Loaded _____

Security/Safeguards:

Bomb Threat: Search Conducted? _____
 Search Results _____ Site Evacuated? _____

Extortion: Source (Phone, letter, etc.)? _____
 Location of Letter _____

Intrusion: Insider? _____ Outsider? _____
 Furthest Point of Intrusion _____
 Fire arms related? _____ Stolen/Missing Material? _____

Rx Oper./Demonstration: Size of Group _____ Demands _____
 Violence? _____ Fire arms related? _____

Sabotage/Vandalism: Radiological? _____ Arson Involved? _____
 Stolen/Missing Material? _____

Transportation:

Mode (Road/Rail/Air/etc.) _____ Carrier _____
 Exact Location _____
 Type of Material (HEU/Spent Fuel/Cat III/Other) _____
 Description of Shipment _____
 Labels: (On material package) _____ On vehicle) _____
 Spillage _____ Surveys _____
 Physical damage to container? _____
 Fire/Smoke _____ Missing material? _____

Materials and Fuel Facilities:

Kind of Licensee (processor, radiographer, medical, etc.) _____
 Isotopes involved _____
 Solid/Liquified? _____ Sealed/Loose? _____

Chapter III

W. Resident Inspector

1. Normal Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assist in deciding severity of incident	Evaluate and Categorize Initial Information (3)
2. Supplement licensee information	
3. Assist Regional Administrator, ET member or Emergency Officer in deciding to escalate NRC response	Decide to Escalate NRC Response (4)

Task Procedures

1. Assist in deciding severity of incident
 - a. During normal duty hours be prepared if called to assist HQ and Regional Office (RO) in evaluating details of any licensee report to the HDO.
 - b. After normal duty hours, when notified of an event contact RDO and offer assistance.
 - c. You may be sent to the scene of a nearby transportation incident to assist or monitor, after HQ and RO discussion with State or local officials.

*See Chapter I, Use of Procedures, for relationship to tasks.



2. Supplement licensee information
 - a. Assist Regional Office representative and E0 in collection of additional information from site as directed or on your own initiative.
 - b. Verify accuracy of information provided by licensee.
 - c. Provide qualitative evaluation of licensee response (calm vs. panic) to incident.
 - d. Monitor licensee adherence to emergency procedures in response to emergency conditions. Confirm possible variances and report to the Regional Office.
 - e. If at site, use ENS to relay additional information to HDO.
3. Assist Regional Administrator, ET member or Emergency Officer in deciding to escalate NRC response
 - a. Notify Region and HQ of any conditions meriting an increased Regional and/or HQ effort and possible full activation of the NRC response.
 - (1) Use criteria identified in NRC Incident Response Plan and NUREG-0654 in assisting Regional Office and HQ in deciding to escalate NRC response.

Chapter III
W. Resident Inspector
and
Regional Personnel Dispatched to Site
2. Standby Mode

Note: The Resident Inspector is the official NRC representative in charge of NRC personnel at the incident site until the Site Team has arrived and is functional onsite.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to incident location	Enter Standby Mode (5)
2. Assist in evaluating incident status and licensee actions	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10)
3. Recommend return to Normal Mode when appropriate	Decide to Deescalate (18)

Task Procedures

1. Report to incident location
 - a. If the incident has occurred offsite, before leaving for incident location as requested by the Regional Office, ascertain:
 - (1) Who you can expect to find at the incident location.
 - (2) How, when, and with whom you are expected to resume communications with NRC.

*See Chapter I, Use of Procedures, for relationship to tasks.

Resident Inspector

Standby

1. b. If the incident has occurred onsite, before leaving for the incident location:
 - (1) Advise the Regional Office or HDO of your expected time of arrival and establish callback method.
 - (2) Agree to call back as soon as practicable after arrival.
- c. Upon arrival at site, establish contact with other NRC personnel onsite.
2. Assist in evaluating incident status and licensee actions
The Resident Inspector remains the NRC representative onsite until relieved by a Site Team Leader, DSO or another individual assigned by the Regional Administrator.
 - a. On callback to Regional Office or HDO, receive status report on incident and licensee activities.
 - b. Contact licensee or other officials as necessary to verify details of event and report to OC.
 - c. Provide qualitative evaluation of licensee response (calm vs panic)
 - d. Assist OC in obtaining information.
 - e. Monitor licensee adherence to emergency procedures and report discrepancies to OC.
 - f. Enter key activities in Resident Inspector Log.
 - g. Use ENS or HPN to relay additional information to OC and Regional Office.
 - e. Assist OC in evaluating plant status and licensee actions, providing incident consequence evaluations, and in formulating NRC advice or direction to the licensee. DO NOT ADVISE OR DIRECT LICENSEE PERSONNEL YOURSELF.
3. Recommend return to Normal Mode to RA or ET member, when appropriate

Chapter III

W. Resident Inspector

(or senior NRC person onsite prior to arrival of Site Team)

3. Initial Activation Mode

Note: The Resident Inspector is the official NRC representative in charge of NRC personnel at the incident site until the Site Team has arrived and is functional onsite.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to TSC (or control room if TSC not activated) or to licensee Command Center/Area.	Enter Initial Activation Mode (6)
2. Activate communications to OC and IRC	Emergency Communications Systems (2) Man
3. Provide information as requested by OC and IRC	Evaluate Incident and Plant Status (9) Evaluate Licensee Actions (10) Advise, Assist, or Direct Licensee (12)

Task Procedures

1. Report to TSC (or control room if TSC not activated) or to licensee Command Center/Area.
 - a. Upon notification by Region, proceed promptly to location designated for your site by the Regional Office. If the TSC is not yet activated

*See Chapter I, Use of Procedures, for relationship to tasks.

1. a. go to control room. If onsite already, notification may be by licensee or from site alarms.
- b. Inform licensee management of your presence. If other NRC personnel are onsite they are to report to the RI or to the most senior NRC person onsite if the RI is not available.
2. Activate communications to OC and IRC
 - a. Using the ENS or HPN, call the OC. Do not relieve the licensee of the responsibility for telephone communication with the NRC unless directed by OC or IRC.
 - b. Contact licensee or other officials to verify details provided by OC during briefing.
 - c. Contact OC to resolve discrepancies.
 - d. Assist Regional Office and OC as instructed.
 - e. Enter key activities in Resident Inspector Log.
3. Provide information as requested by OC and IRC
 - a. Inform the OC and IRC of names of NRC personnel onsite. Request the OC to assign tasks to such personnel.
 - b. Monitor specific licensee activities and plant status as directed by the OC. Other NRC personnel onsite should report information to RI or STL.
 - c. Relay observations of response to the OC and IRC using the ENS, HPN or commercial phones, as appropriate.
 - d. Maintain a "Resident Inspector Log" of NRC onsite activities, assignments by OC and times of significant events.

Resident Inspector

Initial Activation

3. e. Assist OC in evaluating plant status and licensee actions, providing incident consequence evaluations, and in formulating NRC advice or direction to the licensee. DO NOT ADVISE OR DIRECT LICENSEE PERSONNEL YOURSELF.
- f. If no instructions are received from the OC or IRC, determine items called for on the Resident Inspector Incident Response Checklist.

NOTE: During Initial Activation Mode, all NRC personnel already onsite except the resident inspector will be integrated into the designated Site Team upon arrival.

Chapter III

W. Resident Inspector

4. Expanded Activation Mode

The resident inspector becomes a member of the Site Team and reports to the DSO during expanded activation.

#

For specific Site Team procedures see Chapter III. - U.

Chapter III

W. Resident Inspector

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Assume normal duties	Enter Deactivating Mode (8)
2. Assist Site Team in monitoring licensee compliance to technical specifications, orders, advice or other direction	Project Incident Consequences and Plant Status (11) Advise, Assist or Direct Licensee (12)

Task Procedures

1. Assume normal duties
 - a. Oversee plant operations to ensure all potential problems are brought to immediate attention of Site Team Leader.
 - b. See Resident Inspector Normal Mode, III.W-1 for details.
2. Assist Site Team in monitoring licensee compliance to technical specifications, orders, advice or other direction.
 - a. Provide plant specific expertise to Site Team and Region as required.

*See Chapter I, Use of Procedures, for relationship to tasks.

Chapter III

X. Regional State Liaison Officer (RSLO)

3. Initial Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Report to assigned location	Enter Initial Activation Mode (6)
2. Establish contacts within NRC	
3. Establish and maintain communication with State representatives	Request Other Agency Support (13)
4. Advise State representatives of NRC activities	Maintain Liaison (14)
5. Respond to requests for support and inquiries from key State organizations	

Task Procedures

1. Report to assigned location (usually near the site in the EOF)
 - a. Notify PMC and then OC Protective Measures Team of your location.
 - b. Notify OC Protective Measures Team of any change of location agreed to by Site Team Leader.
2. Establish contacts within NRC
 - a. Brief PMC and OC Protective Measures Team on State and local response activities.

*See Chapter I, Use of Procedures, for relationship to tasks.

2.
 - b. Establish frequency of contact with OC Protective Measures Team.
 - c. Maintain contact with RPAO to ensure timely knowledge of press releases from all responding organizations.
 - d. Contact GLO for Federal agency HQ contacts.
3. Establish and maintain communication with State representatives
 - a. Identify and contact appropriate State and local individuals at site, and at the State emergency operations center, if requested by OC Protective Measures Team, from State Liaison Call List.
 - b. In concert with OC Protective Measures Team, establish frequency for updating State and local representatives and provide the following information:
 - (1) the plant name and/or location of the event
 - (2) the licensee name
 - (3) the nature of the event
 - (4) whether the incident consequences have stabilized, improved or are worsening
 - (5) if there is any offsite release of radioactive material
 - (6) which Federal agencies are responding
 - (7) which other State governments might be responding
 - c. Advise OC Protective Measures Team of individuals contacted in State and local organizations.
 - d. Periodically update OC Protective Measures Team on State and local response actions.

4. Advise State representatives of NRC activities
 - a. Assure State representatives are aware of NRC activities.
 - b. Assist State in advising local authorities of NRC activities.
5. Respond to request for support and inquiries from key State organizations
 - a. Determine the nature and amount of support requested.
 - b. Brief Site Team Leader of such requests.
 - c. Relay requests to RCT at OC and assist in fulfilling needs.
 - d. Screen inquiries and relay as necessary to appropriate Site Team personnel for information.

Chapter III

X. Regional State Liaison Officer

4. Expanded Activation Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
¶1. Report to assigned location	Enter Expanded Activation Mode (7)
¶2. Establish contacts within NRC	
¶3. Establish and maintain communication with State representatives	Request Other Agency Support (13)
¶4. Advise State representatives of NRC activities	Maintain Liaison (14)
¶5. Respond to requests for support and inquiries from key State organizations	

Task Procedures

- ¶1. Report to assigned location
 - a. Assure that DSO, PMC and OC Protective Measures Team know your location.
 - b. Notify those listed above of any change of location.
- ¶2. Establish contacts within NRC
 - a. Brief DSO (ERC in DSOs absence) and PMC of State response activities.

*See Chapter I, Use of Procedures, for relationship to tasks.

- ¶12. b. Establish frequency of contact with PMC and OC Protective Measures Team (if offsite recommendation authority not yet transferred to DSO).
- c. Maintain contact with Regional PAO to ensure timely knowledge of press releases from all responding organizations.
- ¶13. Establish and maintain communication with State representatives
 - a. Identify and contact appropriate individuals at EOF, and at State emergency operations center if necessary, from State Liaison Call List.
 - b. Establish frequency for updating State and local representative and provide following information:
 - (1) the plant name and/or location of the event
 - (2) the license name
 - (3) the nature of the event
 - (4) whether the incident consequences have stabilized, improved or are worsening
 - (5) if there is any offsite release of radioactive material
 - (6) which federal agencies are responding
 - (7) which other State governments are responding
 - c. Advise PMC and OC Protective Measures Team of individuals contacted in State organization.
 - d. Periodically update PMC (and OC Protective Measures Team if appropriate) on State and local response actions.
- ¶14. Advise State representatives of NRC activities
 - a. Assure State representatives are aware of NRC activities.
 - b. Assist State representatives in advising local authorities of NRC activities.

- ¶15. Respond to requests for support and inquiries from key State organizations
- a. Determine the nature and amount of support requested.
 - b. Brief DSO (ERC in DSO's absence) on such requests.
 - c. Relay request to Base Team Manager and RCT in OC if so directed by DSO and assist in fulfilling needs.
 - d. Screen inquiries and relay as necessary to the appropriate Site Team personnel.

Chapter III

X. Regional State Liaison Officer (RSLO)

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Notify others of response status	Enter Deactivating Mode (8) Decide to Escalate NRC Response (4) Decide to Deescalate (18)
2. Monitor Federal and State activities	
3. Report status	
4. Recommend other agency support	Provide Administrative and Logistical Support (17) Request Other Agency Support (13)

Task Procedures

1. Notify others of response status
 - a. Notify previously contacted Federal and State offices of change in NRC response status.
 - b. Advise Site Team Leader, Regional Office and RCT at the OC that notifications have been made.
2. Monitor Federal and State activities
 - a. Maintain communication with contacts concerning significant State and Federal activities.

*See Chapter I, Use of Procedures, for relationship to task.

2. b. Advise Site Team Leader and Regional Office of these activities.
3. Report status
 - a. Report significant NRC activities to preestablished contacts.
4. Recommend other agency support
 - a. Identify other agency potential resources to Site Team Leader.

Chapter III

Y. Public Affairs-Regional Office

2. Standby Mode

Note: All NRC press releases will be issued by the Region in Standby and HQ in the Initial Activation Mode unless jointly agreed upon by the RA and HQ Standby Team Leader (ET member) that this function would be best accomplished by the RA from the site during Standby Mode.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Determine status of Regional response and licensee activity	Enter Standby Mode (5)
2. Respond to press inquiries	
3. Advise Regional Administrator and HQ PAO of media interest levels	
4. Coordinate licensee and State draft press releases	
5. Recommend and prepare NRC press releases	Inform Public and Monitor Public Information (15)

Task Procedures

1. Determine status of Regional response and licensee activity
 - a. As a member of the Base Team, communicate with Regional team personnel to receive briefings periodically on Regional and licensee activities.

*See Chapter I, Use of Procedures, for relationship to task.

1. b. Contact licensee public information officers to ascertain the status of public affairs activities.
2. Respond to press inquiries
 - a. Receive and respond to incoming press and public inquiries.
 - b. Request additional information from Base Team as necessary.
 - c. Schedule press briefings of media representatives who come to Regional Office.
 - d. Log inquiries and responses in PAO log.
3. Advise Regional Administrator and HQ PAO of media interest levels
 - a. Classify media interest level in type and degree, e.g., none, some, heavy local, national.
 - b. Notify and update periodically the Regional Administrator and HQ PAO of level of media interest.
 - c. Report any media inaccuracies to Regional Administrator and HQ PAO
 - d. Assist HQ PAO in monitoring national media inquiries, as time permits.
4. Coordinate with licensee and State to receive draft press releases
 - a. Arrange with licensee Public Affairs point of contact for Regional Public Affairs and HQ PAO to receive draft licensee and State press releases.
 - b. When a licensee or State draft press release is received, distribute to Regional Administrator and HQ PAO for review.
 - c. Inform licensee and State organization of any substantive Regional or HQ comments on licensee and State draft press release.
5. Recommend and prepare NRC press releases
 - a. If information received from briefings is considered appropriate for a press release, contact HQ PAO and recommend press release.

5.
 - b. Draft proposed press releases.
 - c. Provide copies of NRC draft press releases to licensee and State organizations for comment.
 - d. Provide feedback on licensee and State comments on NRC draft press releases to HQ PAO.

Chapter III

Y. Public Affairs - Regional Office

3. Initial Activation Mode

Note: All NRC press releases will be issued from HQ by the Director, in the Initial Activation Mode.

Tasks

Related NUREG-0728/MC 0502 Functions*

- | | |
|---|--|
| 1. Report to IRC | Enter Initial Activation Mode (6) |
| ¶12. Respond to press inquiries | |
| ¶13. Advise Regional Administrator and
HQ PAO of media interest levels | |
| ¶14. Coordinate with licensee and
State to receive draft press
releases | |
| ¶15. Recommend and prepare NRC press
releases | Inform Public and Monitor Public
Information (15) |

Task Procedures

1. Report to IRC
 - a. If not dispatched to site, report to IRC.
 - b. If Site Team is dispatched, you may be directed to proceed to site. If so, Items 2 through 5 below will be performed by HQ PAO until your arrival onsite unless an additional PAO is available in the Region.

*See Chapter I, Use of Procedures, for relationship to tasks.

1. c. Compile information relative to the following Public Affairs Checklist:
 - (1) the plant name and/or location of event
 - (2) the licensee name
 - (3) the nature of the event
 - (4) whether the incident consequences have stabilized, improved or are worsening
 - (5) if there is any offsite release of radioactive material
 - (6) assessment of media response up to this point
- ¶2. Respond to press inquiries
 - a. Receive and respond to incoming press and public inquiries.
 - b. Request additional information from Base Team as necessary.
 - c. Schedule press briefings for media representatives who come to Regional Office.
 - d. Log inquiries and responses in PAO log.
- ¶3. Advise Regional Administrator and HQ PAO of media interest levels.
 - a. Classify media interest level in type and degree, e.g., none, some, heavy local, national.
 - b. Notify and update periodically the Regional Administrator and PAO of level of media interest.
 - c. Report any media inaccuracies to Regional Administrator and HQ PAO
 - d. Assist HQ PAO in monitoring national media inquiries, as time permits.
- ¶4. Coordinate with licensee and State to receive draft press releases.
 - a. Arrange with licensee Public Affairs point of contact for Regional Public Affairs and HQ PAO to receive draft licensee and State press releases.
 - b. When a licensee or State draft press release is received, distribute to Regional Administrator and HQ PAO for review.

Region/PAO

Initial Activation

- ¶14. c. Inform licensee and State organization of any substantive Regional or HQ comments on licensee and State draft press release.
- ¶15. Recommend and prepare NRC press releases
 - a. If information received from briefings is considered appropriate for a press release, contact HQ PAO and recommend press release.
 - b. Draft proposed press releases for HQ PAO.
 - c. Provide copies of NRC draft press releases to licensee and State organization for comment.
 - d. Provide feedback of licensee and State comments on NRC draft press releases to HQ PAO.

Chapter III

Y. Public Affairs - Regional Office

4. Expanded Activation Mode

Note: All NRC press releases will be issued by DSO in Expanded Activation Mode.

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Setup PAO operation	Enter Expanded Activation Mode (7)
2. Determine what licensee has announced	
3. Prepare to issue information to the media	
4. Coordinate with HQ on NRC press releases/briefings	Inform Public and Monitor Public Information (15)
5. Answer public/media questions	
6. Arrange press conferences for DSO	
7. Monitor national and local media coverage, as time permits	

Task Procedures

1. Setup PAO operation
 - a. Establish space, communications, and access to other NRC Site Team members.
 - b. May be at EOF or Licensee Media Center.
 - c. Check on status of Joint Information Center.
2. Determine what licensee has announced
 - a. Obtain briefing from licensee PAO representative.

*See Chapter I, Use of Procedures, for relationship to tasks.

3. Prepare to issue information to the media
 - a. Request briefing from DSO on status of event and NRC response.
 - b. Prepare and provide drafts of press releases to HQ PAO, licensee States and other Federal Agencies.
 - c. Obtain approval for press release issuance from DSO.
 - d. Prepare periodic briefings for local press on NRC activities and provide information included on Public Affairs Check List.
 - e. Assure that individual assigned by Regional Administrator to advise the PAO on technical matters remains available at all times.
4. Coordinate with HQ on NRC press releases/briefings.
 - a. Establish with licensee Public Affairs point of contact for Regional Public Affairs and HQ PAO to receive draft licensee and State press releases.
 - b. When a licensee or State draft press release is received, distribute to Regional Administrator and HQ PAO for review.
 - c. Inform licensee and State organization of any substantive Regional or HQ comment on licensee and State draft press release.
5. Answer public/media questions
 - a. Respond in a timely fashion.
 - b. Assure appropriate technical expertise is available when answering media inquiries.
 - c. Inform DSO and PAO of significant questions or issues.
6. Arrange press conferences for DSO
 - a. Coordinate with licensee in joint press conferences.
 - b. Be prepared for news media operations apart from licensee, if necessary.

7. Monitor national and local media coverage, as time permits
 - a. Assure monitoring of coverage through duration of media interest to include television, radio and newspapers.
 - b. Periodically provide samples of media coverage to DSO and when possible, to HQ.

Chapter III

Y. Public Affairs - Regional Office

5. Deactivating Mode

<u>Tasks</u>	<u>Related NUREG-0728/MC 0502 Functions*</u>
1. Coordinate press release with HQ	Enter Deactivating Mode (8)
¶2. Monitor national State and local media coverage as time permits	Inform Public and Monitor Public Information (15)
3. Arrange press conferences as needed	

Task Procedures

1. Coordinate press releases with HQ
 - a. Draft press release in conjunction with HQ staff on deactivating, reactivation or change in status of the facility.
 - b. Submit draft to Regional Administrator for approval after coordination with licensee and State.
- ¶2. Monitor national, State, and local media coverage as time permits
 - a. Monitor coverage for reasonable time following deactivating declaration, to include television, radio and newspapers.

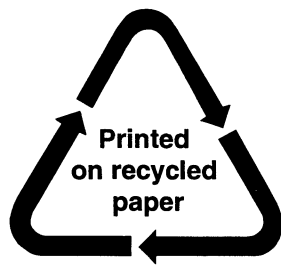
*See Chapter I, Use of Procedures, for relationship to tasks.

Region/PAO

Deactivating

2. b. Periodically provide assessment of media coverage to Regional Administrator and HQ PAO.
3. Arrange press conferences as needed
 - a. Schedule press conferences for Regional Administrator as necessary to expand on press releases.
 - b. Assure that the appropriate technical expertise is available.

NRC FORM 335 <small>(11 81)</small>		U.S. NUCLEAR REGULATORY COMMISSION BIBLIOGRAPHIC DATA SHEET		1 REPORT NUMBER (Assigned by DDC) NUREG-0845	
2 TITLE AND SUBTITLE (Add Volume No., if appropriate) Agency Procedures for the NRC Incident Response Plan				2 (Leave blank)	
7 AUTHOR(S) Eric Weinstein				3 RECIPIENT'S ACCESSION NO	
9 PERFORMING ORGANIZATION NAME AND MAILING ADDRESS (Include Zip Code) Division of Emergency Preparedness and Engineering Response Office of Inspection and Enforcement Nuclear Regulatory Commission Washington, D. C. 20555				5 DATE REPORT COMPLETED MONTH YEAR January 1983	
12 SPONSORING ORGANIZATION NAME AND MAILING ADDRESS (Include Zip Code)				DATE REPORT ISSUED MONTH YEAR February 1983	
13 TYPE OF REPORT Procedures - Regulatory				PERIOD COVERED (Inclusive dates)	
15 SUPPLEMENTARY NOTES				6 (Leave blank)	
16 ABSTRACT (200 words or less) The NRC Incident Response Plan, NUREG-0728/MC 0502, describes the functions of the NRC during an incident and the kinds of actions that comprise an NRC response. The NRC response plan will be activated in accordance with threshold criteria described in the plan for incidents occurring at nuclear reactors, fuel facilities and materials licensees, during transportation of licensed material, and for threats against facilities or licensed material. In contrast to the general overview provided by the Plan, the purpose of these agency procedures is to delineate: <ol style="list-style-type: none"> 1. The manner in which each planned response function is performed; 2. The criteria for making those response decisions which can be preplanned; 3. The information and other resources needed during a response. An inexperienced but qualified person should be able to perform functions assigned by the Plan and make necessary decisions, given the specified information, by becoming familiar with these procedures. This rule of thumb has been used to determine the amount of detail in which the agency procedures are described. These procedures form a foundation for the training of response personnel both in their normal working environment and during planned emergency exercises. These procedures also form a ready reference or reminder checklist for technical team members and managers during				8 (Leave blank)	
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