

RADIOLOGICAL EMERGENCY RESPONSE FOR NUCLEAR FACILITIES

GREENLAND

LOCAL EPZ COMMUNITY PLAN

2014

**State of New Hampshire
Dept. of Safety
Homeland Security & Emergency Management**



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Foreword

Nuclear power plants produce about 20% of America's power. Almost 3 million Americans live within 10 miles of an operating nuclear power plant. The State of New Hampshire has communities within the 10-mile emergency planning zones (EPZ) on both its eastern and western borders.

Vermont Yankee, a boiling-water reactor located in Vernon, Vermont is located on the Connecticut River with its EPZ containing the New Hampshire towns of Chesterfield, Hinsdale, Richmond, Swanzey (Westport Section) and Winchester. Seabrook Station, a pressurized water reactor, is located in Seabrook on New Hampshire's Atlantic Coast. The Seabrook EPZ includes the seventeen communities in New Hampshire of: Brentwood, East Kingston, Exeter, Greenland, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newton, North Hampton, Portsmouth, Rye, Seabrook, South Hampton and Stratham.

Radiological emergencies at nuclear power plants can be postulated as ranging from a minor emergency with no offsite effects to a major emergency that may result in an offsite release of radioactive materials. State and local government officials have the overall responsibility of deciding and implementing the appropriate protective actions for the public during a nuclear power plant radiological emergency. They are responsible for notifying the public to take protective actions such as evacuation or sheltering. State and local officials base their decisions on the protective action recommendations by the nuclear power plant operator and their own radiological public health organizations.

The overall objective of radiological emergency response planning and preparedness is to minimize the potential radiation exposure from a spectrum of emergencies that could produce offsite radiation doses in excess of protective action guidelines established by the Environmental Protection Agency (EPA). Such planning and preparedness is the responsibility of the "on-site agency" and the "off-site response organization" (ORO), a combination of federal, state and local emergency response organizations. These local organizations include EPZ communities and their "host" communities – those communities to which the local EPZ towns would evacuate.

This document is prepared as a tool for the Town of Greenland to utilize in preparing their plans for response to an incident at Seabrook Station nuclear power plant. This plan is a "stand alone plan" and is referenced as a "incident annex" to the Greenland Local Emergency Operations Plan. Included are those components/regulations that are required by "NUREG 0654 –FEMA REP-1", "Interim Radiological Emergency Preparedness (REP) Program Manual", the FEMA "Annual Letter of Certification (ALC)", "44 CFR§350," and "CPG-101".*

While the lead responsibility for developing the plan lies with New Hampshire Department of Safety, Homeland Security and Emergency Management (HSEM), affected local units of government are to cooperate in that effort. Emergency management is responsible for the preparation of and carrying out of all emergency functions to prevent, minimize, and repair injury or damage or loss of life and/or property from natural or manmade disasters. In response to extreme emergency situations, local organizations for emergency management are essentially authorized to exercise emergency powers without regard to time-consuming procedures and formalities prescribed by law with the exception of mandatory constitutional requirements.

***NUREG 0654, FEMA-REP-1 Criteria** for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

CPG-101 – Comprehensive Preparedness Guide, Version 2.0, Nov. 2010.

Interim Radiological Emergency Preparedness (REP) Program Manual, Aug. 2002

Title 44: Emergency Management and Assistance. Part 350-Review and Approval of State and Local Radiological Emergency Plans and Preparedness.

Review and Approval of Emergency Preparedness Plans

On December 7, 1979, the President directed the Administrator of FEMA to take the lead in State and local emergency planning and preparedness activities with respect to nuclear power facilities. FEMA conducts its reviews of State and local radiological emergency preparedness according to the provisions of 44 CFR§350. Accordingly, the State submittal for approval of its preparedness and planning covers both the State and local governments. Once initial approval is granted, FEMA continues to monitor the state of preparedness through exercise evaluations and plan updates.

New Hampshire has two nuclear power facilities and, since approval provided by FEMA is “site-specific”, two applications need to be made. One is for Seabrook Station and its EPZ and Host communities and the other is for Vermont Yankee. In addition, the State of New Hampshire is required by FEMA to submit an Annual Letter of Certification (one for each plant) addressing periodic requirements for emergency response to incidents. The letter is required to be submitted on January 31st of each year for information covering the previous calendar year.

In order for New Hampshire to meet planning and response requirements, HSEM must review and certify that local plans meet the criteria as established through the federal government. HSEM will require that local plans and attachments be submitted on an annual basis for review. Should local planners require assistance in plan development or any requirements or criteria they should contact their local HSEM Field Representative.

Local Planning Criteria Checklist

In an effort to assist local EPZ and Host Communities in their planning efforts for emergencies at nuclear power plants, New Hampshire Homeland Security and Emergency Management (HSEM), has developed the following checklist to assist planners in addressing criteria established by Federal partners. Updates of information that may change on a fairly regular basis (specific names, telephone numbers, etc.) can/should be provided in a separate document that may be used as an "Attachment" to the Plan or Incident Annex. ALL PLANS AND ATTACHMENTS SHOULD BE REVIEWED AT LEAST ANNUALLY.

| PLAN | ATTACHMENT | PREPAREDNESS | |
|----------------------|--|------------------------------|--|
| Local Plan Component | Time Sensitive Information | | |
| X | | 1 a b c | Local Plan(s) reviewed and approved by governing body. <ul style="list-style-type: none"> • Plan initialed and dated by governing officials. • Most current population of municipality. • Submitted to HSEM via local Field Rep. (electronic submission preferred) Nureg 0654 |
| X | X (Individual Names) | 2 a b c | Listing of local and private sector organizations intended to be part of overall response. <ul style="list-style-type: none"> • Concept of operations • Relationship to total effort (block diagram) • Individual (by title) in charge of emergency response for organization Nureg 0654 |
| X | X (roster/call down list by name and contact information held locally) | 3 | Functions and responsibilities for major elements, key individuals (by title) of emergency response. Include: <ul style="list-style-type: none"> • Command and control • Alerting and Notification • Communications • Public Information • Accident Assessment • Public Health • Social Services • Fire and Rescue • Traffic Control • Emergency Medical Services • Law Enforcement • Transportation • Protective Response • Assurance of 24-hour capability (Matrix of element on one axis and individual/position on other. May include Primary and Support if desired). Nureg 0654 |
| X | X (b,c,d held locally) | 4 a b c d | Staffing needs of local EOC <ul style="list-style-type: none"> • Identify positions in local plan(s). • Ensure sufficient personnel for 24-hour coverage (include communications) • Provide names for at least two (2) twelve-hour shifts • Name/contacts for local schools+ Nureg 0654 |
| X | X (List of training received, individual names provided to HSEM) | 5 a b c | Positions have received appropriate training/re-training/refresher (Training required annually) <ul style="list-style-type: none"> • List of individuals by position, agency and date trained • Utilization of training matrix developed by HSEM • Sponsoring agency of training ALC, Nureg 0654 |
| X | | 6 a b | Procedures identified by Emergency Classification Level, Preparedness and Recovery/Response. Include: <ul style="list-style-type: none"> • Notification procedures • Individuals (by title) responsible for activation/mobilization of emergency facilities, personnel and activities. (Notification tree by ECL include names and contact information.) Nureg 0654 |
| | X | 7 | Current Emergency contact numbers for local ERO/ORO activation 24-hour notification): |

| | | | |
|--|---|----|---|
| | | a | <ul style="list-style-type: none"> At least three local individuals capable of activating local ERO/ORO and initiating emergency response actions. |
| | | b | <ul style="list-style-type: none"> Approved by local governing official. Nureg 0654 |
| | X | 8 | Current Emergency Facilities (EOC, Special Facilities, etc.), Evacuation Resources (transportation assets, etc.) are identified by: |
| | | a | <ul style="list-style-type: none"> Address |
| | | b | <ul style="list-style-type: none"> Contact Individual |
| | | c | <ul style="list-style-type: none"> Phone numbers |
| | X | d | <ul style="list-style-type: none"> Current Letters of Agreement/Memorandum of Understanding (LOA/MOUs) or contracts (as appropriate) <ul style="list-style-type: none"> Identify emergency response role/activities Criteria for implementation Relationship to other components of ORO/ERO for exchange of information. |
| | | e | <ul style="list-style-type: none"> Identify if municipality is member of Public Works Mutual Aid Nureg 0654 |
| | | 9 | System for disseminating to the public appropriate information contained in initial and follow-up messages from HSEM/plant, including prompt instructions for those in plume exposure pathway. |
| | | a | <ul style="list-style-type: none"> Identify process and responsible individual (by title) |
| | | b | <ul style="list-style-type: none"> Arrangements for dealing with rumors |
| | | c | <ul style="list-style-type: none"> Draft messages required for protective actions |
| | | d | <ul style="list-style-type: none"> Annual dissemination methods for educational information on radiation, protection measures, special needs, care for pets/service animals, transient populations, contact information for additional information. Include copies of brochures, etc. |
| | | e | <ul style="list-style-type: none"> Identify recipients (audiences) of information. (include transient populations.) |
| | | f | <ul style="list-style-type: none"> Statement of any annual maintenance and updates on emergency public information displays, signs in recreational areas (non-state). Nureg 0654 |
| X | X (Copies of messages should be maintained in attachments to plan) | 10 | Staffing needs for emergency maintenance and traffic management of evacuation routes located in municipality. (Coordinate, as needed, with private contractors and DOT District Engineer.) |
| | | a | <ul style="list-style-type: none"> Numbers of local personnel available |
| | | b | <ul style="list-style-type: none"> Estimated numbers/type of resources needed from State |
| | | c | <ul style="list-style-type: none"> Control of access to evacuated areas – organizational responsibility. Nureg 0654 |
| | | 11 | Evacuation routes (maps) reviewed/updated including alternatives for inclement weather, high traffic density, etc. |
| | | a | <ul style="list-style-type: none"> Projected traffic capacities under emergency conditions |
| | | b | <ul style="list-style-type: none"> Location of reception centers to which evacuated personnel will report. |
| | | c | <ul style="list-style-type: none"> Evacuation time estimates Nureg 0654 |
| | | 12 | Special facilities (i.e. nursing homes, registered/certified day care centers, schools, hospitals, jails, campgrounds) and transportation dependent or individuals needing special assistance identified. |
| | | a | <ul style="list-style-type: none"> List facilities, addresses and contacts. |
| | | b | <ul style="list-style-type: none"> Populations, enrollments associated with each facility. |
| | | c | <ul style="list-style-type: none"> Number of individuals requiring special transportation/type. |
| | | d | <ul style="list-style-type: none"> Service animals and type of animal accompanying owner. |
| | | e | <ul style="list-style-type: none"> Local transportation assets available. |
| | | f | <ul style="list-style-type: none"> Potential resources (types and numbers) that may be requested from the State. Nureg 0654 |
| | X and after activation | 13 | Local EOC and response facilities properly maintained (e.g. accessibility, cleanliness, utilities maintained, maps, displays and contact boards updated). |
| | | 14 | Primary and backup communications systems maintained and in working order. |
| | | a | <ul style="list-style-type: none"> Identify equipment |
| | | b | <ul style="list-style-type: none"> Applicable personnel are familiar with verification and notification system. |
| | | c | <ul style="list-style-type: none"> Conduct monthly communication tests with the State. Date and participants. |
| | | d | <ul style="list-style-type: none"> Capabilities exhibited to communicate with State, alerting of emergency personnel and response organizations. Nureg 0654 |
| | | 15 | Personnel requirements have been identified. Identify numbers available |
| X (Identify communications systems in plan) | X (monthly) | | |

| | | | |
|--|--|--|--|
| | X (Identify number in attachment) | a b c d | locally for: <ul style="list-style-type: none"> Public alerting Route alerting (include most current routes) Traffic management Emergency security operations. <p style="text-align: right;">Nureg 0654</p> |
| X (Reference in Plan) | X (List, identify resources and date of MOU/LOA or update) | 16 a b c d e | Current Local Memorandums of Understanding/Letters of Agreement (MOU/LOAs) for: <ul style="list-style-type: none"> Emergency facility use Identification of any new facilities added for emergency response American Red Cross, other voluntary organizations involved in emergency response. Contractors (evacuation route maintenance, etc.) (Include dates and terms of contract) Identify dates of original, updates or revisions/amendments <p style="text-align: right;">Nureg 0654</p> |
| X (Identify method of maintenance, capability, decision chain and action levels within plan) | X and after each use | 17 a b c d e f g | Radiological monitoring <ul style="list-style-type: none"> Inspect, inventory and operationally check monitoring equipment. Location of equipment and date checked. Provision identified for distribution of dosimeters. Method to ensure dosimeters read at appropriate frequency and dose records are maintained for emergency workers. Provisions for 24-hour-per-day capability to determine doses received by emergency personnel. Identification of decision chain for authorizing workers to incur exposures in excess of EPA guidelines. Action levels for determining need and means for decontamination of emergency personnel, wounds, supplies, instruments and equipment, and for waste disposal. <p style="text-align: right;">Nureg 0654</p> |
| X (Noted in plan) | X (Listed in attachment) | 18 a b | Identification of emergency kits <ul style="list-style-type: none"> Supplies listed by general category (protective equipment, communications equipment, radiological monitoring equipment and emergency supplies. Inventoried and operationally checked <p style="text-align: right;">Nureg 0654</p> |
| X | X (d-List in attachment) | 19 a b c d | Capability for implementing protective measures <ul style="list-style-type: none"> Provisions for use of KI for emergency workers Quantities of KI inventoried, stored and methods of distribution identified. Identification of method by which decisions by DPHS/RadHealth are made during emergency and pre-determined conditions under which drugs may be used by offsite emergency workers. Quantity (by size), manufacturer, Lot #, Expiration Date <p style="text-align: right;">Nureg 0654</p> |
| X | | 20 a b | Medical and Public Health Support identified, including: <ul style="list-style-type: none"> Hospital and medical services adequately prepared and having capability for evaluation and care of contaminated individuals. Transportation assets within local municipality for transport of radiological accident victims. <p style="text-align: right;">Nureg 0654</p> |
| X | X (Include local COOP as Appendix to Plan) | 21 | Recovery and Re-entry <ul style="list-style-type: none"> General plans/procedures established and identified based upon both existing and potential conditions <p style="text-align: right;">Nureg 0654</p> |
| X (Process and audience identified) | X (Individual training records submitted to HSEM) | 22 a b | Exercises and Drills <ul style="list-style-type: none"> Dates and capabilities/facilities drilled/exercised by municipality Response and plans to respond to deficiencies, ARCAs identified + <p style="text-align: right;">Nureg 0654</p> |

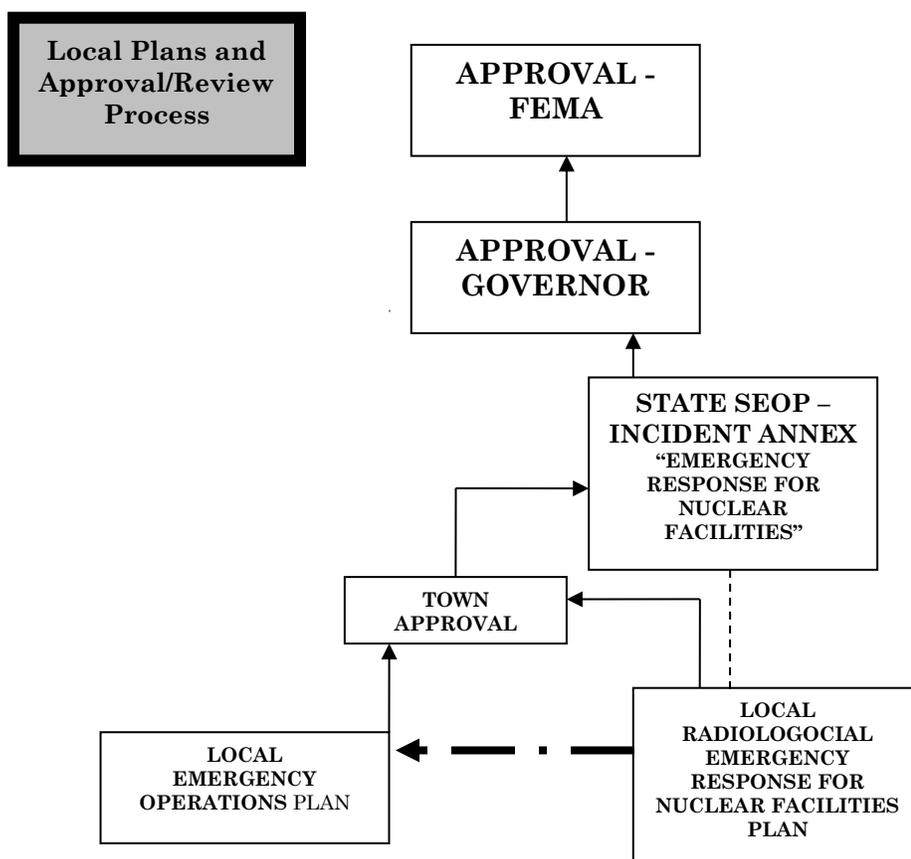
Plan Contents

Basic Plan Content Guide

The development of a plan to meet the emergency response requirements of a radiological incident at a nuclear power plant is not that different than that of an all-hazards emergency response plan. Much of the response planned for in this type of incident is the same as those in most emergency incident scenarios. In a plan for a nuclear incident at a power plant, the unique qualities and actions are incorporated directly into the body of the Plan. The use of Emergency Support Functions (ESF) may or may not be utilized, but in all cases specific activities and responsibilities must be assigned and identified. When utilized as an “Incident Annex” to a Local Emergency Operations Plan, those activities that are specific to this type of emergency are captured in the Incident Annex while responses that are carried out in any type of incident are captured within the body of the plan.

Upon completion of the draft document use the “Local Planning Criteria Checklist” and the state-produced Implementing Procedures to ensure that all requirements have been incorporated into the plan.

The guidance provided here will be mostly identical to those for a Local Emergency Operations Plan.



(From CPG 101, Ver. 2.0 Nov. 2010, Appendix C)

Greenland Radiological Emergency Response Plan
For
Nuclear Facilities

Notice of Promulgation

The publication of the Greenland Radiological Emergency Response for Nuclear Facilities Plan represents a concerted effort on part of the municipal government to provide a mechanism for effectively responding to and recovering from the impact of an emergency or incident at Seabrook Station.

The stated purpose of this Plan and associated supporting documents and attachments is to facilitate the delivery of municipal resources, including those through mutual aid and state, to provide needed assistance and relief to those affected by such an incident.

The adoption of this Plan nullifies all previously adopted by this municipality for radiological emergency response for nuclear facilities.

The Greenland Radiological Emergency Response for Nuclear Facilities Plan Rev 00, was adopted effect on the 12th of May, 2013.

The required annual review of the Plan for 2014, has been conducted and the updated Plan, with noted revisions, is approved as of this day, the 15 of Dec 2014

Board of Selectmen

John Penacho, Chair

Vaughn Morgan, Vice Chair

Mo Sodini, Selectman

Kevin Forrest, Selectman

John McDevitt, Selectman

For HSEM Use:

Date HSEM Approval:

By:

Date of Submission to FEMA:

Approval and Implementation

The Greenland Radiological Emergency Response for Nuclear Facilities Plan contains the planning information and procedures specific to the Town of Greenland. It is based upon guidance criteria developed by the Nuclear Regulatory Commission (NRC), the Federal Emergency Management Agency (FEMA) and the State of New Hampshire.

This Plan addresses the ability of the Town of Greenland, in coordination with the State of New Hampshire and Seabrook Station Nuclear Plant, to provide a rapid and integrated response to an emergency at the nuclear power facility. It is applicable to all elements of the jurisdictional preparedness and response program.

This plan is a living document and is the principal source of documentation concerning Greenland's radiological emergency response. All users of the plan and the State of New Hampshire may recommend changes and will provide information concerning contact and capability upon request by the Greenland EMD or Chairperson of the Board of Selectmen. Changes dealing with policies and procedures must go through a formal revision process including the signing by the top elected official. All other changes may be made without such revision change.

The Greenland EMD and Chairperson of the Greenland Board of Selectmen will authorize and issue changes to this plan. A review of the information contained in this Plan and its attachments will be conducted at least annually by the Greenland EMD and signed by the top elected official of the municipality. Revisions to the Plan, in total, should be considered at least once every four (4) years.

All changes and revisions will be provided to N.H. HSEM when made. On an annual basis, N.H. HSEM will review and approve the local plan and submit the document to FEMA for review and approval.

Record of Changes

| Date | Change From (Page/content) | Change To | Person Making Change |
|----------|---|-----------|-------------------------|
| 7/19/13 | Rev: 00 Update of Entire Plan | | KNF |
| 12/15/14 | Rev: 01 Minor Word Changes Throughout | | KNF |

Record of Distribution

| Document Number | Date | Recipient Name | Agency |
|--------------------|------|-------------------|-------------------------------|
| 1 | | Tim Collins | EOC Copy |
| 2 | | Tim Collins | Emergency Management Director |
| 3 | | Karen Anderson | Town Administrator |
| 4 | | Tara Laurent | Police Chief |
| 5 | | Ralph Cresta | Fire Chief |
| Electronic Copy | | Diane Becker | NH HSEM |

Purpose & Scope of Plan

This plan is a local-level coordinated emergency management document for the Town of Greenland's response to an incident at Seabrook Station nuclear power plant. It is designed to describe the local level response organization, its roles and responsibilities and its integration into an overall state and federal response.

This plan is applicable to all elements of the local response that would have functional responsibilities unique to this type of incident. It supports the State of New Hampshire State Emergency Operations Plan (SEOP) and *Radiological Emergency Response for Nuclear Facilities Incident Annex* and is operations-oriented. It will provide the guidance for planning and carrying out emergency logistical operations necessary for the implementation of protective actions and procedures for the off-site management of radiological incidents.

Within the Town of Greenland, the Board of Selectmen, acting through their local Emergency Management Director (EMD), as applicable, are responsible for the local RERP and for emergency response during a radiological emergency according to RSA 21-P:39. Neither local officials nor local EMDs have the authority to declare an emergency pursuant to RSA 21-P:35. Greenland's local plan specifies the responsibilities delegated to its response organization and officials. Local actions are subject to HSEM direction and coordination during an emergency response in accordance with RSA 21-P:34. In the event that a municipal government for whatever reason is unable to fulfill its responsibilities pursuant to the local Radiological Emergency Response Plan (RERP), the State of New Hampshire will provide such assistance as necessary.

The responsibility for protective action decision-making rests with the State. The responsibility for the implementation of protective actions is a coordinated effort between the state and Town of Greenland and support/service organizations.

Situation Overview

Emergency Planning Zones (EPZ) are defined as the areas for which detailed planning is needed to assure that prompt and effective actions can be taken to protect the public in the event of a radiological emergency. In a particular emergency, protective actions might be restricted to a small part of the EPZ. Although the radius of the emergency planning zones implies a circular area of approximately a 10-mile radius around the nuclear power plant, the actual shape will depend on local conditions such as topography, land use characteristics, access routes, and jurisdictional boundaries and other considerations.

The Town of Greenland is located in Rockingham County in New Hampshire and is part of the 10-mile EPZ for Seabrook Station Nuclear Power Plant.

The resident population of Greenland is approximately 3,600. Business and industry in the Town increase the peak daytime population to approximately 4,800. Special facilities in Greenland that are considered in developing emergency plans are: public schools, day care centers, a major truck stop and a large retail shopping center.

Principal highways in Greenland are State Routes 33 and 151. Route 33 runs east/west and is the primary route east to Portsmouth and west to Exeter. Route 151 runs generally north/south from the town to U.S. 1 in Hampton. Interstate 95 runs through Greenland, but there are no access ramps within the town. The center of town is at the convergence of Post Road and Portsmouth Avenue. The Town Office, EOC, Fire Station, Police Station, Library and the Central School are all located within a 1000' radius of this junction.

Greenland children attend the Greenland Central School (K – 8) and Portsmouth High School (9 – 12). The community also has the following facility that may require special assistance in some form during an emergency - a shelter for unwed mothers.

A map of Greenland is located at the Greenland Emergency Operations Center (EOC), showing key facilities, evacuation routes, siren locations, and traffic control points. These are also identified in the appropriate attachments.

As a part of the overall state response, local EPZ communities, also known as “Risk Communities”, provide direction and control of the emergency response within their jurisdiction. However, since a radiological emergency would potentially affect a number of communities and the legal authority for radiation protection rests with the N.H. Dept. of Health and Human Services, Division of Public Health Services, and the coordination of emergency response activities resides with HSEM, the State of New Hampshire has accepted overall command and control for this type of emergency response.

The Town of Greenland participates throughout the year in meetings, trainings and exercises with other local communities, local and regional organizations, the state and the nuclear facility to ensure a level of readiness and resource capability for ensuring an effective and efficient response. After-Action reports are reviewed and incorporated into procedural and planning changes, as appropriate.

Planning Assumptions

Radiological emergencies at a nuclear power plant can be postulated as ranging from a minor emergency with no offsite effects to a major emergency that may result in an offsite release of radioactive materials.

The overall objective of radiological emergency response planning and preparedness is to minimize radiation exposure from a spectrum of emergencies that could produce offsite radiation doses in excess of protective action guides established by the Environmental Protection Agency (EPA). Minimizing radiation exposure will reduce the consequences of an emergency to persons in the area.

No specific emergency sequence can be isolated as the model for which to plan because each emergency could have different consequences, both in nature and degree. As an alternative to defining a specific emergency, this Plan identifies various parameters that are based upon knowledge of the possible consequences, timing and release characteristics of a spectrum of emergencies. This Plan will identify the most appropriate response activities at a local level for each emergency class.

Commercial nuclear power plant licensees will notify the State of New Hampshire of an emergency in accordance with regulatory requirements. The State of New Hampshire will subsequently notify each off-site response entity. Each principal involved in the response is able to retain a response posture on a continuous basis for a protracted period of time (24/7).

This Plan will provide roles and responsibilities for local governments and their response personnel in their planning for and carrying out emergency logistical operations necessary for the implementation of protective actions and procedures for the off-site management of radiological incidents.

A *Continuity of Government Plan* has been established at the local level and will be utilized in collaboration with this plan when necessary. (*See Attachment D*)

Concept of Organization

The New Hampshire State Emergency Response Organization (ERO) is comprised of various levels of government acting in concert with each other and with supporting/service agencies and organizations. At the local level, individuals and organizations with various responsibilities in Greenland also carry out activities collaboratively to ensure a comprehensive approach to the local portion of the overall state response.

RSA 107-B is intended to protect the health and welfare of New Hampshire citizens through the initiation of a program to provide for the formulation of a Radiological Emergency Response Plan and procedures for its implementation. While the lead responsibility belongs to HSEM, affected local units of government are expected to cooperate in the response effort. In response to extreme emergency situations, emergency management in local municipalities and organizations are authorized to exercise emergency powers without regard to time-consuming procedures and formalities prescribed by law, with the exception of mandatory constitutional requirements.

Four classes of emergency in increasing order of significance are established. These classes of emergency could develop sequentially; however, the possibility exists that the first indication of a problem could result in immediate declaration of any of the emergency classes.

A. Unusual Event

Class Description:

Events are in process or have occurred which indicate a potential degradation in the level of safety of the plant or indicate a security threat to facility protection has been initiated.

Release Potential:

No releases of radioactive material requiring offsite response or monitoring are expected.

Purpose:

The purpose of offsite notification is to assure that the first step in future response has been carried out, to bring the operations staff to a state of readiness, and to provide systematic handling of unusual event information and decision-making.

B. Alert

Class Description:

Events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life-threatening risk to site personnel or damage to site equipment because of a hostile action.

Release Potential:

Any releases of radioactive materials are expected to be limited to small fractions of the Environmental Protection Agency Protective Action Guide exposure levels.

Purpose:

The purpose of this classification is to mobilize emergency personnel to ensure they are readily available to respond if the situation becomes more serious or to perform confirmatory radiation monitoring if required, and provides offsite authorities current information on plant status and parameters.

C. Site Area Emergency

Class Description:

Events are in process or have occurred that involve actual or likely major failures in plant functions needed for protection of the public or hostile that results in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) prevent effective access to equipment needed for the protection of the public.

Release Potential:

Any releases of radioactive materials are not expected to exceed Environmental Protection Agency Protective Action Guide exposure levels beyond the site boundary.

Purpose:

The purpose of the Site Area Emergency declaration is to assure that emergency response organizations are operational, and to ensure that the public is notified and provided updates.

D. General Emergency**Class Description:**

Events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or HOSTILE ACTION that results in an actual loss of physical control of the facility.

Release Potential:

Releases of radioactive material can be reasonably expected to exceed Environmental Protection Agency Protective Action Guideline exposure levels offsite for more than the immediate site area.

Purpose:

The purpose of the General Emergency declaration is to initiate predetermined protective actions and to provide updates for the public.

At notification of Unusual Event, Greenland will monitor conditions until the event escalates or terminates. If directed by the EMD or other authorized individual, the Greenland's local emergency operations may be activated.

Security Events/Emergencies at Nuclear Power Plants – Hostile-Action Based (HAB)

Security threat events at nuclear power generating facilities require detailed planning by onsite and offsite emergency management entities. Highly trained and heavily armed forces are used to repel and overcome or manage hostile terrorist threats made by aircraft, land and water based terrorist forces as well as internal threats of sabotage.

Upon verification of a hostile terrorist threat site security will notify offsite response organizations (ORO's) local law enforcement. The state warning point will subsequently be notified by the control room once the incident has been classified. Local law enforcement will establish, at a pre-designated location, an incident/unified command post. Communications will be established with onsite security and the fire brigade. Representatives from the onsite security and facility operations will station themselves at the unified command center. Communications will be established with state emergency operations center (SEOC). Law Enforcement representatives from contiguous states will report to the Unified Command Post and act as communications liaisons to their respective states. Representatives from the Federal and state law enforcement report to the unified command center as well as ORO fire service liaisons.

Staging areas will be established at pre-designated sites for law enforcement, fire and emergency medical services. Communications will be established between the unified command center and the staging area(s).

Within a prescribed time the control room is required to provide the SEOC with an Emergency Classification Level (ECL) of Site Area Emergency (SAE) to General with an appropriate Protective Action Recommendation (PAR) based upon plant conditions. Protective Action Decisions during HAB events may be different for classification levels and therefore ORO's should stand by for PADs from the SEOC.

The SEOC will establish the regular Joint Information Center (JIC) but must also be prepared to establish a forward JIC on or near the power plant.

The unified Command Center (UCC) is responsible for the security operations onsite at the power plant. The SEOC is responsible for supporting the UCC and command and control of all other ORO activities within the emergency Planning Zone (EPZ).

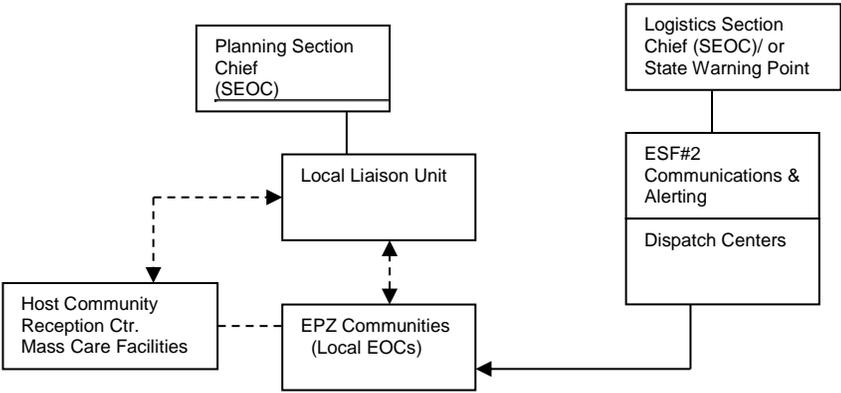
Organization and Assignment of Responsibility

Risk Communities have several responsibilities including:

- Preparation of local standard operating procedures for response to emergencies at nuclear power plants.
- Provision for the safety of residents and transients through appropriate protective actions.
- Assurance that local notification methods exist for drills and emergency conditions.
- Assurance that procedures are in place for the control of radiological exposure of emergency workers and institutionalized members of the general public for whom evacuation from the affected area is not feasible.
- Assurance of the municipality’s ability to provide a continuous 24-hour operation of a local response for a protracted period of time.

Relationship of the Town of Greenland to State and Host Organization

Greenland's primary contact for information, recommendations, and resource support will be New Hampshire Homeland Security and Emergency Management (HSEM). HSEM will coordinate requests for additional support and resources which may be required by Greenland in the event of an emergency at SS. The relationship of all pertinent external agencies is shown below.



GREENLAND EMERGENCY RESPONSE ORGANIZATION (ERO)

The Greenland ERO is governed by a Board of Selectmen which is responsible for the administrative control of the town. During an emergency at SS, the Selectmen would be in direct charge of all emergency operations for the town. The Selectmen have delegated limited authority to the Emergency Management Director (EMD) for the implementation of emergency plans. The ERO for the Town of Greenland is shown below.

Greenland ERO

Board of Selectmen

Town Administrator

Emergency Management Director

Transportation

RADEF

EOC Communications

Police Chief

Police Officer On Duty

EOC Security

Fire Chief

Fire/EMS

Town Clerk

Public Works

Health Officer

The responsibilities assigned to various persons and local agencies involved with emergency response activities in the Town of Greenland are identified in Attachment C, Emergency Response Responsibilities.

The names and means for contacting the person to whom these emergency responsibilities have been assigned are outlined in Attachment A1, the Greenland Emergency Response Call List. The material in the Greenland Emergency Response Call List provides for lines of succession as well. The lines of succession will be used to provide for 24-hour coverage of the key emergency management functions in Greenland. The town provides for 24-hour coverage of the following positions:

- Selectmen / Town Administrator
- Emergency Management Director: Coordination of emergency management functions
- Fire Chief / Deputy EMD: Operation of emergency communications systems, Emergency Operations Center (EOC) and Emergency Medical Services (EMS)
- RADEF Officer: Radiological exposure control
- Police Officer On Duty or On Call: Initial notification of the Greenland ERO and maintenance of normal police duties.

All other positions may be staffed as necessary based on Emergency Classification Level (ECL) and time of day and year.

Preparedness Activities & Responsibilities

Greenland must ensure that the community is adequately prepared to respond to an emergency involving an incident at Seabrook Station. To that end, Greenland is responsible for the following preparedness activities:

- Appointing or ensuring that personnel are assigned to fill emergency response positions herein described. There is to be a primary and an alternate person designated for each position. The current assignments for these duties are listed in the Greenland Emergency Response Call List which is updated quarterly.
- Periodically reassessing the projected transportation need for all special facilities, schools, people without automobiles, and any people requiring emergency transportation (i.e., mobility impaired). Any changes in requirements are to be given to the New Hampshire Homeland Security and Emergency Management (HSEM).
- On an annual basis, assisting HSEM in providing public education and information on the State and Local radiological preparedness and response activities.
- Scheduling periodic emergency response training in conjunction with HSEM. Maintaining training schedules, training attendance rosters, and outlines of courses held.
- Performing an annual review of the local REP Plan. Any needed corrections should be given to the Emergency Management Director (EMD). HSEM will review proposed revisions to ensure that revisions apply to radiological emergency response planning.
- Ensuring a quarterly verification and update of the Greenland Emergency Response Call List. Each name and telephone number must be checked.
- Maintaining a distribution list of persons requiring special notification. Verify and update this list on an annual basis.
- Conducting quarterly inventories of supplies and equipment, and reporting results to HSEM.
- Coordinating with HSEM in the planning, scheduling, and critiquing of drills and exercises in which the community is to participate.
- Assisting in RERP distribution and document control.
- Ensuring that communication systems and the Emergency Operations Center (EOC) are maintained in a state of readiness to respond to any emergency that might arise.
- Ensuring personnel are familiar with the primary and back-up communications systems available to the ERO including state, federal and amateur radio systems.
- Ensuring that the community's communications equipment is in working order and monthly radio checks with HSEM are conducted.
- Overseeing and assisting those persons who perform the maintenance and testing on the Public Alert and Notification System (PANS).

- Performing quarterly inventory and operational checks of all radiological monitoring instruments. Operational checks will also be conducted after each use. Any equipment that fails the operational check or exceeds calibration prior to the next scheduled inventory will be identified and replaced. The results of the inventory will be provided to the EMD.
- Performing quarterly inventory of Potassium Iodide (KI). Any KI that will exceed the shelf life prior to the next scheduled inventory must be removed and replaced.
- Reviewing the evacuation routes and traffic control points in the community, and if recommended changes are identified, advising HSEM.
- Periodically reassessing the personnel requirements for public alerting, traffic management, and emergency security operations. In communities where personnel changes are required, the EMD will review such changes.
- Ensuring adequate personnel and equipment are available for the emergency maintenance of evacuation routes with private contractors and the New Hampshire Department of Transportation.
- Maintaining adequate supplies of local EOC-related documents such as log sheets and message forms and maintaining a familiarity with the administrative operations of the EOC.

GREENLAND EMERGENCY PREPAREDNESS RESPONSIBILITY MATRIX

| PREPAREDNESS ACTION | | | | | | | | | | | | |
|--------------------------------|------------------------------|-----------------------------|-----------------------------------|------------------------|-------------------------------|------------------------------------|------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------|--------------------------------|
| LEGEND | Assign Responsibility | Assess Manpower Needs | Assess Transportation Needs | Assess Resource Needs | Maintain Emergency Facilities | Maintain Communication System | Review Evacuation Routes | Maintain Alert System | Maintain Special Needs List | Assist RERP Document Control | Annual Review of RERP | Schedule/Perform RERP Training |
| P = Primary Responsibility | | | | | | | | | | | | |
| S = Secondary Responsibility | | | | | | | | | | | | |
| GREENLAND | Conduct Drills and Exercises | Verify Phone List Quarterly | Inventory RAD Equipment Quarterly | Inventory KI Quarterly | Test Communications Monthly | Inventory Emer Equipment Quarterly | Public Education/Information | Maintain Supplies/EOC Forms | | | | |
| Selectmen / Town Administrator | P | S | S | S | | | | | | S | | |
| EMD | S | P | P | S | P | | | P | S | P | P | P |
| Fire Chief / Deputy EMD | S | S | S | S | S | P | | S | P | S | S | |
| Officer (Transportation) | | | S | P | | | | | P | S | | |
| RADEF Officer | | | | | | | | | | S | | P |
| Police Chief | | | | | | | | | | S | | |
| Police on Duty/Call | | S | | | | | P | | | S | | |
| Health Officer | | | | | | | | | | S | | |
| Highway Agent | | S | | | | | S | | | S | | |
| Town Clerk | | | | | | | | S | | S | | S |

Maintenance Activities & Responsibilities:

Each emergency preparedness maintenance activity is summarized as follows:

- Assign responsibility.
Ensure personnel are assigned to fill each of the emergency positions identified in the local Plan Information and Implementing Procedures.

Ensure that a primary and alternate person is designated for each position that requires 24-hour staffing. The current assignments for these positions are listed in the Greenland Emergency Response Call List.
- Assess personnel needs

Periodically assess (at least annually) the staffing needs of the local EOC.
Periodically assess (at least annually) the staffing needs for emergency maintenance of evacuation routes located in the municipality. Coordinate this with private contractors (if any are necessary) and the NH Department of Transportation.

Include staffing changes approved by the local Selectmen or Mayor, Town Administrator/City Manager in the annual REP review.
- Assess transportation needs
Assess, on an annual basis, the transportation requirements for all special facilities (i.e., nursing homes, day care centers, schools, hospitals, jails, campgrounds) and transportation dependent individuals.

Review and compare the availability of transportation resources with the projected needs of the EPZ community.

Coordinate any changes to local transportation needs with HSEM.
- Assess resource needs

Periodically assess (at least annually) the equipment needs for performing emergency maintenance of local evacuation routes. Coordinate this with private contractors (if any are necessary) and the HSEM/ESF#1 - Transportation. Include any equipment resource changes approved by the local Selectmen or Mayor, Town Administrator/City Manager in the annual REP review.
- Maintain emergency facilities. Inventory emergency equipment.

Ensure that the EOC is properly maintained (e.g., accessibility, cleanliness, utilities maintained, etc.) and that approved status boards and maps exist to provide adequate displays during facility activation.

Ensure that adequate stocks of EOC-related documents, such as log sheets and message forms, are on hand at the EOC.

Conduct quarterly inventories of EOC emergency equipment identified in the EOC Emergency Equipment Lists found in the EPZ community-specific plan/procedure volume. Make deficiencies known to HSEM.
- Maintain and test communication systems

Ensure that all primary and backup communications systems are maintained in working order.

Maintain expertise on primary and backup communications systems available to the local ERO. Perform tests on the command and control communications systems between the State and the EPZ communities on a monthly basis.

Ensure applicable personnel are familiar with verification and notification procedures.

- Review evacuation routes

Periodically assess the personnel requirements for traffic management in the local municipalities.

Annually review the local evacuation routes and inform HSEM of any road changes or additions that should be reflected on the evacuation maps or in evacuation management planning (i.e., Traffic Management Manual).

- Maintain public alerting system

Ensure that the PANS sirens are tested on a periodic basis.

Ensure, in coordination with HSEM, that tone-alert radios (distributed as a part of the PANS) are maintained and the batteries replaced on a periodic basis (VY only).

- Maintain special needs list

Periodically assess the list of persons with special needs (e.g., mobility impaired, hearing-impaired, etc.) who have been identified through response to the annual Special Needs Survey and revise the list as necessary.

Ensure updated copies are available at both the state and local level.

- Assist RERP document control

Distribute revisions to the REP Plans in a controlled manner to ensure that appropriate members of the local ERO have the latest changes to the plan and procedures.

Ensure that revisions are incorporated into controlled planning documents.

Provide a written request to HSEM for additional copies of planning documents. The request should indicate the proposed distribution of the copies and whether or not they are to be controlled documents. HSEM will provide RERP Record of Receipt Forms for documentation of local REP-controlled distribution. As copies are delivered, the person responsible for maintaining the copy should sign and date this form and return it to HSEM, who will file it for future reference.

- Annual review of RERP

Perform an annual review of all portions of the REP (i.e., responsible individuals need only review those portions of the plan and procedures that are pertinent to their position).

Forward any noted changes to HSEM through Local Liaisons who will review them for applicability and determine whether they would affect other sections of the planning documents. Approved revisions will be issued by HSEM in conjunction with the local Emergency Management Director.

- Schedule RERP training

Schedule and coordinate with HSEM on an annual basis a radiological emergency response training course for both the first and second shift responders of the local ERO. Training should include instruction in deficient areas as noted in drills/exercises. Ensure that new members to the local ERO receive training on a timely basis.

- Conduct drills and exercises

Coordinate and participate, on an annual basis, in radiological emergency response drills and exercises. Critique drills and exercises, using forms provided by HSEM, to identify areas that may need improvement.

- Verify phone list

Ensure that the local emergency call list is verified to be correct each quarter. Any revisions must be incorporated on a timely basis. Each name and telephone number must be checked. This task may be delegated; however, it is the responsibility of the primary individual for ensuring it is performed each quarter.

- Inventory radiological equipment

Perform quarterly inventory and operational checks of all radiological monitoring instruments. (Operational checks should be conducted after each use.)

Identify and ensure that replacements are obtained for any equipment that fails the operational check or exceeds calibration prior to the next scheduled inventory. Deficiencies should be identified to HSEM.

- Inventory KI

Perform quarterly inventory of Potassium Iodide (KI) tablets. Remove and replace any KI that will exceed the shelf life prior to the next scheduled inventory. Ensure that replacements are obtained from HSEM.

- Public education/information

Provide public education and information on an annual basis. It is the responsibility of HSEM, with assistance from a designated individual from each local municipality, to perform this task (including annual orientation sessions with local news media).

Community Emergency Response Functions

The functions of the Town of Greenland in a radiological response incident are:

- Command and Control
- Notification
- Emergency Communications
- Public Alerting and Emergency Information
- Emergency Facilities and Equipment
- Public Health
- Radiological Exposure and Control
- Protective Response
- Recovery and Re-entry

Within Greenland the following responsibilities have been assigned to specific individuals (by position) within the local response organization in response to an incident at Seabrook Station. Specific job descriptions/procedures are found as Attachment C.

- Verify the Emergency Classification Level (ECL) with dispatch centers, and then notify the appropriate local officials of the ECL.
- Activate the Emergency Operations Center (EOC), notify the State of this action, and continue to maintain EOC operation for the duration of the emergency.
- Provide overall command and control of the Greenland's Emergency Response Organization (ERO).
- Ensure appropriate staffing of the EOC and assess the overall community resource requirements for personnel and equipment.
- Obtain emergency status information from New Hampshire Homeland Security and Emergency Management (HSEM).
- Mobilize and deploy field personnel to Local Traffic and Access Control Points and other areas, as necessary.
- Assess the overall transportation requirements for evacuation.
- Assess the transportation requirements for special facilities, schools, and people without transportation.
- Assess transportation requirements for people with special needs (i.e., hearing impaired, mobility impaired, non-ambulatory, etc.).
- Determine the current transportation status and report shortages to the State.
- Establish and maintain emergency communication networks from the EOC.
- Verify remote activation of local Public Alert and Notification System (PANS) sirens by dispatch centers.
- Activate local sirens if directed to do so by HSEM (possibly as a back-up to remote activation).

- In conjunction with HSEM, release any necessary public information related specifically to the community's emergency response preparations or activities.
- Implement protective actions recommended by the Governor in conjunction with the state.
- Maintain radiological exposure control for local emergency workers in conjunction with HSEM. Notify HSEM of any cases of excessive radiation exposure.
- Be prepared to provide resources for emergency maintenance of evacuation routes within the community. Perform snow removal, if necessary.
- Coordinate with the Division of Public Health Services (DPHS) the distribution of public health information and the transportation of any contaminated and/or injured individuals to medical facilities.
- Provide security at the community's emergency facilities and for all evacuated areas within its boundaries.
- Provide fire and rescue support services for the community.
- Request any required support or resources from HSEM.
- Coordinate recovery operations in the community.

Direction, Control and Coordination

The Town of Greenland has the primary role in implementing state-recommended protective actions to reduce risks to the general public from an emergency at a nuclear power plant and is responsible for directing the initial response to the emergency situation. It will coordinate and direct such actions through the Greenland emergency management organization and other local emergency response agencies. As the emergency situation progresses, the State may assume authority, command and control.

It is anticipated that with an Unusual Event emergency classification the local governments will maintain primary responsibility for coordinating the emergency response within their communities. In the event that a municipal government, for whatever reason, is unable to fulfill its responsibilities pursuant to the local RERP, the State of New Hampshire will assume and carry out those responsibilities. During a major emergency in New Hampshire, non-impacted municipalities may also be requested by HSEM to activate their emergency operation centers for provision of emergency assistance.

The Greenland EOC will coordinate and provide command and control to the community's response. As part of the local emergency response organization, Greenland Central School will receive direction from the Greenland EOC, with support provided to them in their activities by their SAUs and the SAU Superintendent.

Command and Control

The collective components of the Radiological Emergency Preparedness and Response Plan have been designed to ensure a coordinated response to a radiological emergency. The Town of Greenland retains command and control within their jurisdiction. However, since a radiological emergency would potentially affect a number of communities and the legal authority for radiation protection

resides within the Division of Public Health Services, N.H. Dept. of Health and Human Services, and the coordination of emergency response activities resides with HSEM, the State of N.H. has accepted overall command and control for the emergency response. Greenland is responsible for identifying needs and assessing and applying local resources as applicable in their community-specific plans and procedures. HSEM will work closely with the Town of Greenland to ensure resources are sufficient and a coordinated response is maintained throughout the emergency.

Throughout the N.H. ERO, key officials are charged with, and required to institute the legal authorities necessary for ensuring adequate command and control. To meet these criteria, individuals have been assigned and alternates designated who take charge and coordinate the emergency response at their location. The Revised Statutes for New Hampshire specify that each political subdivision of the state shall establish a local emergency management organization with a director appointed by local elected officials (RSA 21P:39). Each community is responsible for designating an Emergency Management Director (EMD) who is responsible for ensuring that the command and control function is addressed in the local Emergency Operations Center (EOC).

Command and control responsibilities include, but are not necessarily limited to:

- Ensuring the emergency organization is activated in a timely manner.
- Directing facility activation and continued operation.
- Implementing protective actions for both emergency workers and the public.
- Making timely decisions during emergency situations.
- Providing briefings on a periodic basis and reviewing significant status with the State.
- Reviewing planned response activities for adequacy and proper interface with other on-going emergency activities (i.e., re-entry and recovery actions).
- Obtaining additional resources as is necessary to address the response effort locally.
- Providing follow-up assurances that activities have been successfully completed.

The assignments in these procedures provide important continuity which supports the overall emergency response effort in the State of New Hampshire.

Greenland Emergency Notification/Communications

The Town of Greenland is served by an established communications network. The fire station and the Greenland Emergency Operations Center (EOC) are located in the same building on Portsmouth Avenue. The police station is located in a separate building, but adjacent to the fire station/EOC facility. The Greenland Police Department and Fire Department are dispatched by Rockingham County Dispatch Center (RCDC). All 911 emergency calls for Greenland are relayed to RCDC who then notifies the on-duty police officer and then tone alerts and dispatches Greenland Fire Department.

Initial notification of an incident at Seabrook Station (SS) to the Greenland Emergency Response Organization (ERO) would occur as follows: the utility would notify the New Hampshire State Police Communications Center, the NH State Police dispatcher would notify RCDC. At the same time, the radio page is sent to the Police Officer On Duty or On Call, a simultaneous notification will also be provided by RCDC to the Selectmen/Town Administrator and the Emergency Management Director (EMD) via pagers. The Police Officer has the primary responsibility for verifying the receipt of the page to the ERO for the town.

The Police Officer will receive subsequent updates and information from RCDC until the Greenland EOC becomes operational. Once the EOC is operational, it will become the focus of all emergency communications for the town.

The Greenland EOC dispatch area is located with the fire dispatch area and is specially equipped with enhanced communications capabilities to handle additional communications associated with the Radiological Emergency Response Plan (RERP).

Local emergency management field operations will be conducted on the Town VHF-high band frequencies. The fire frequencies will be used only for coordinating Firefighting/EMS activities. The police frequencies will be utilized primarily for traffic/access control and for coordinating other law enforcement activities.

The ARES radio and HSEM low-band radio will be utilized as necessary. A communication equipment inventory is located in Attachment B3.

Accident Assessment

Seabrook Station and NH DPHS will provide to the State accident assessment and protective action recommendations (PARs) for the EPZ based upon plant status and prognosis. The results of the assessment will be reported to State and local organizations in accordance with notification procedures. Protective and Precautionary Actions identified and recommended by the State will constantly be re-evaluated as further assessment data or changing plant status information becomes available.

Radiological Exposure Control

Dosimeters, along with instruction cards, will be issued to emergency workers with assignments in the EPZ at an ALERT level. Emergency workers assigned duties subsequent to an ALERT declaration will be issued dosimeters prior to their duties.

NH RadHealth is responsible for all decisions relating to radiological exposure of emergency workers. Two direct reading dosimeters will be used to monitor the external gamma exposure of emergency workers working in the EPZ or people allowed temporary access to a Restricted Zone. These are direct-reading "pocket-types", a 0-200 mR and a 0-20R. Emergency workers volunteering for specific life-saving missions in accordance with NH RadHealth procedures will be issued direct-reading dosimeters capable of reading above 20R. Additionally, all emergency workers will be given a thermoluminescent dosimeter (TLD), which serves as a permanent record and measures the exposure an emergency worker receives during the entire emergency or assignment period.

Emergency workers within the EPZ are required to wear all dosimetry at all times. Individuals receiving Exclusion Area Passes, who were not issued dosimeters previously, will be issued dosimeters at the IFO (if activated) or at a location near the access points to the Restricted Zone.

Should a release occur, individuals reporting to the Greenland EOC will be questioned by the Radef Officer to ascertain if there is a chance the individual travelled through a contaminated area or may have otherwise become contaminated. If so, the person should be directed immediately to the nearest reception center for monitoring and decontamination (if necessary).

Dosimeters, along with instruction cards, will be issued to emergency workers with assignments in the Plume Exposure Pathway EPZ at an ALERT level. Emergency workers assigned duties subsequent to an ALERT declaration will be issued dosimeters prior to beginning their duties. Individuals granted Exclusion Area Passes will be issued dosimeters with their pass.

When issued direct-reading dosimeters, personnel will begin reading them at 30-minute intervals. Upon notification of the releases of radioactive materials, each worker will be instructed to read their direct-reading dosimeters at 15-minute intervals. Emergency workers will report readings to their respective supervisor at levels specified by DPHS. DPHS RadHealth personnel will be kept

informed of local emergency worker exposures via the Greenland EOC. Emergency workers will report to their supervisors as predetermined exposures are reached. When reached, RadHealth will either order emergency workers to leave the area or will authorize increased exposures. Emergency workers will not be allowed to exceed the EPA PAGs established for emergency workers. Local EOCs and supervisors of state workers will submit hourly reports of the number of emergency workers reaching the exposure levels listed in the “Emergency Worker Radiological Limits and Action Levels” Table to the State Radiation Safety Officer (RSO) through HSEM Local Liaisons/Field Representatives.

The first reporting level is a 0-200 mR dosimeter reading of 175 mR, which is well below the PAG for the general population external dose. [For the purpose of radiological exposure control, external gamma dose measured in rems is considered to be equivalent to external exposure measured in Roentgen (R)]. This reading is important because (1) it indicates radiological exposure is occurring, and (2) the upper limit of the 0-200 mR dosimeter is being reached. At this point, emergency workers will be allowed to continue with emergency operations, but are required to begin reading their 0-20 R dosimeter and notify their supervisor or local EOC. Supervisors and the local EOC should consider exchanging emergency workers between work locations at this point to keep dose levels as low as possible.

The next threshold or reporting level occurs when a reading of 1 rem is recorded for any emergency worker. At this exposure level, local EOCs and supervisors of state emergency workers will determine if a worker is critical to the emergency response. An emergency worker is considered critical if the worker is performing a task upon which the ability to effectively implement a protective action for all or a segment of the general public is dependent. Emergency workers not performing a critical task who have a dosimeter reading greater than 1 rem will be ordered out of the affected area. If a replacement is available for the worker, the emergency worker will leave the affected area when relieved.

For situations where the worker is critical to the response and a replacement is not available, the local EOC or state supervisor must have permission from the DPHS Director, via the State RSO, to assign the worker a new threshold or action level of 2, 3, or 4 rem. As a general guide for non-replaceable, critical workers using direct reading dosimeters - a maximum of 2 R will be permitted for emergency workers needed to perform actions to protect valuable property and a maximum of 4 R will be permitted for emergency workers needed to perform lifesaving activities or to protect large populations. Readings between 4 R and 5 R are used as a buffer to permit emergency workers to be relieved and get out of the affected zone before exceeding 5 R. All emergency workers who have this level of exposure will be ordered out of the affected area. Only volunteers who have had specific briefings by RadHealth personnel and only for specific lifesaving activities can exceed 5 R.

If approval is given, the State RSO will assign a new reporting threshold for the worker. This will be a maximum of 1 R higher than their previous level and will not exceed 4 R. In addition, RadHealth may specify additional protective measures which may provide a dose savings to the worker. Emergency workers will be required to implement any additional protective measures deemed appropriate or leave the area.

The actions described above will be repeated for emergency workers reaching the thresholds of 2, 3, and 4 R respectively. No emergency workers should exceed the upper limit of the EPA PAG without extreme justification and specific DPHS approval.

An additional action occurs when a direct reading dosimeter cumulative reading of 1 R has been reached for an emergency worker. Workers with cumulative dosimeter readings of 1 R or greater will be reported to the RadHealth Radiological Exposure Clerk for inclusion into the Radiological Screening Program (RSP).

To exceed 5 R on a direct reading dosimeter the individual must be a volunteer, engaged in life saving action, and fully aware of the risks. These volunteers will be provided information on the expected

effects of such doses by RadHealth personnel and approved case by case by the DPHS Director. This policy provides reasonable assurance that no emergency workers will be allowed to exceed the exposure limit for emergency workers. The State RSO will provide recommendations to the DPHS Director on exposure control measures.

Emergency Worker Radiological Limits and Action Levels

| Type of Limit | Action Level | Action Required |
|--|--------------------------------|---|
| TEDE | 175 mR | Emergency Worker: Reports reading to supervisor. Supervisor: Reports reading to Local EOC and/or HSEM Local Liaison. Determines if the emergency worker stays in place, is replaced, or position no longer needs to be staffed. |
| | 1 R | Emergency Worker: Reports reading to supervisor. Supervisor: Reports reading to Local EOC and/or HSEM Local Liaison. Determines if emergency worker is critical or the position no longer needs to be staffed. If the position is critical but the worker is not, then the worker is replaced. If both are critical, then permission and new threshold level must be obtained from RadHealth via the HSEM Local Liaison. |
| | 2R | Maximum level for protecting property. Same as 1 R |
| | 4R | Emergency Worker: Is relieved and instructed to leave the affected area. Supervisor: If position is critical, replacement is the only option. No additional exposure is permitted without RadHealth Director approval for one time life-saving. |
| | 5R | Maximum life-saving exposure in New Hampshire. |
| To Thyroid (Projected) | 5R | RadHealth Director authorizes ingestion of potassium iodide (KI) |
| Contamination on People, Vehicles, or Equipment | 300 CPM AB with CDV-700 | Decontamination at appropriate reception center or other monitoring and decontamination operation. |

If the radiological release includes radionuclides other than noble gases, then other exposure pathways become important. These exposure pathways may lead not only to external doses, but also to doses to the thyroid. In these cases, the following additional procedure will be used to protect against thyroid doses.

KI will be distributed to emergency workers who will be working within the 10 mile EPZ when dosimetry is issued. Its use will be considered if projected doses of iodine are expected to exceed the EPA PAG of 5 REM for thyroid exposure. The NH DPHS Director has the responsibility for authorizing emergency workers to begin taking KI when there is a projected dose of 5 REM or, at the discretion of the medical director. Decisions will be based on accepted health physics practices and considerations of confirmed clad damage, imminent release, or other relevant factors.

NOTE: Each emergency worker will be issued four (4) foil-wrapped 130 mg. KI tablets. An emergency worker's role is to facilitate the implementation of protective actions. The protective actions are ordered whenever radio iodine concentrations are projected to reach a level where KI would be recommended, and the general public will be evacuated. Implementation of public evacuation is expected to take between 6-9 hours. Emergency workers will be instructed to leave the affected area once the public has been evacuated. If emergency workers are instructed to ingest KI (130 mg.), their thyroid would be saturated with stable iodine for 24+ hours. If protective actions are implemented and completed within 6-9 hours, and emergency workers are moved out of the area where exposure is projected, then subsequent ingestion of KI is no longer needed.

Although an emergency worker has been protected from radioiodine by KI, protection from other inhaled radionuclides is important. If releases of these other radionuclides are projected to occur in amounts that require protection, emergency workers will be removed from the area. NH RadHealth will decide which emergency workers will be allowed to re-enter contaminated areas. If radioiodine has been released, all emergency workers will be required to have a thyroid gland screening check. Emergency workers with a thyroid check reading of greater than or equal to 300 counts per minute (cpm) AB as measured by a CDV-700 or equivalent (window closed) will be restricted from further entry to the affected area. The EOC Radiological Health Technical Advisor (RHTA) will be responsible for determining follow-up actions necessary for any worker exceeding the 300 cpm ab thyroid screening threshold, and ensuring that such workers are added to the RSP. If radioiodine exposure is expected to exceed the PAG for thyroid dose (5 rem) the NH RadHealth Director may authorize the use of KI for emergency workers who remain in the affected area. This decision will be made early enough to allow sufficient time for KI to be effectively used.

NH RadHealth will establish protective measures required for entry to the affected area and individually approve entries of emergency workers, farmers, owners or any other person allowed temporary access to the Restricted Zone. All individuals granted approval to enter a contaminated Restricted Zone will be added to the RSP. Even if life-saving missions are necessary, entry will only be granted by the NH RadHealth Director.

All individuals are required to return their dosimeters to the facility from which they were distributed, or to the reception center to which they were evacuated. NH RadHealth will analyze emergency worker exposure and will send a record of exposure to all emergency workers who have been exposed.

Institutionalized Individuals

KI is stockpiled in select institutions. Institutionalized individuals include patients in hospitals, residents in licensed, extended care facilities, individuals who are confined in a house of correction, or who are staff employed by those facilities and whose presence in the facility is necessary during a radiological emergency.

The KI will be made available for ingestion by all staff and by confined individuals only after authorization by the NH DPHS Director. Administration to hospital patients and residents of extended care facilities will also occur only after RadHealth authorization, and only if the individual's physician has determined that the use of KI is appropriate for the individual. Such determination may be made in advance and noted in the individual's medical records.

General Public

The State of New Hampshire has elected to pre-distribute KI to interested members of the general public. Members of the public who live, work, or go to school in either the Seabrook or Vermont Yankee

EPZ may apply for a free KI tablet. The pre-distribution of KI is ongoing. Application forms are included in the Emergency Planning Calendars, available at the town halls in each EPZ municipality, or available online at the DPHS website.

In the event of an emergency, the public will be notified via an EAS/EPI message that emergency workers have been authorized to take KI in a particular area of the affected EPZ. The message will advise members of the public who are still in this affected area, that they should continue to evacuate, and if they have KI with them they should consider taking it, if they have not already done so. If there is a necessity to further access and/or distribute KI to the general public, the SNS Plan, U.S. Postal Service or other NH-based support plans will be considered. All decontamination will be conducted at the reception centers.

Radiological Screening Program (RSP)

All emergency workers, both state and local, and those persons returning from a Restricted Zone whose dosimetry reads 1 R or greater will be enrolled by the Radiological Exposure Control Clerk. In addition, those emergency workers who show evidence of internal contamination will be enrolled. Those emergency workers who show fixed (unable to be decontaminated below 300 cpm) external contamination will be enrolled in the RSP, as well.

Members of the general public and emergency workers who report to reception centers are eligible for enrollment if there is evidence of excessive exposure based on symptoms or a statement which indicates a prolonged period of time in the plume without shelter. This is decided in conjunction with RadHealth Accident Assessment. Also, members of the general public and emergency workers who have evidence of internal contamination will be enrolled. Persons who show fixed external contamination and cannot be decontaminated to below 300 cpm may be enrolled in the RSP at the discretion of the DPHS Director. For emergency workers who report dosimeter readings of 1 R or greater, the Radiological Exposure Control Clerk will enroll them in the RSP.

Protective Action Guidelines (PAGs)

Protective Action Guides (PAGs) are the numerical criteria which act as trigger points for initiating protective response actions. The Environmental Protection Agency (EPA) has developed PAGs for radiological emergency response planning for direct exposure to radioactive materials within the Plume Exposure Pathway EPZ. These guides, as well as the scientific basis for selecting them, are published in the *Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400)*.

Upon the recommendation of the Federal Emergency Management Agency (FEMA), New Hampshire uses correction factors to approximate TEDE until RadHealth has more complete data in the later stages of an emergency. This correction factor means the reading on a direct reading dosimeter reflects only 1/5 of the TEDE. To simplify use of dosimeters for the general population and emergency workers, the correction is already incorporated into the dosimeter dose limits outlined in "Emergency Worker Radiological Limits and Action Levels."

Precautionary actions may be recommended by the State for specific population groups at any ECL. These population groups may include school children, seasonal beach populations, recreational populations and boaters. Although it is unlikely, protective actions may be taken at classifications lower than a GENERAL EMERGENCY for the general population in the plume exposure pathway. New Hampshire will rely on a combination of precautionary and protective actions for limiting the direct exposure of the general public within the Plume Exposure Pathway EPZ. The options of precautionary actions include school cancellation or transfer of students to reception centers, closure of parks and recreational areas, closure of the affected beaches between May 15 and September 15, and the establishment of a water safety zone. Protective action options include sheltering and/or evacuation

which will be combined with traffic and access control to prevent unauthorized entry into an area where protective actions are in effect. The Governor of New Hampshire has the primary responsibility for approving protective actions. In the governor's absence, this authority is delegated according to state law.

Precautionary Actions

There are several precautionary actions which may be recommended at early event classification levels for schools, beaches, and boaters. At the SITE AREA EMERGENCY ECL or earlier, NH will consider several precautionary actions for schools, in coordination with RadHealth and the Dept. of Education. Actions include: school cancellation, early release student transfer to reception centers, and cancellation of extracurricular activities.

For Communities in Seabrook Station EPZ:

The precautionary action of closing potentially affected beaches near SS may be implemented by the State of NH as early as the ALERT ECL. This action would be considered during the season of heaviest beach use (May 15 to Sept. 15) if the prognosis for plant status indicates degrading conditions.

Evacuation of potentially affected beach area populations may be recommended as a precaution at the SITE AREA EMERGENCY ECL based on the same seasonal conditions and on predetermined plant parameters identified to state decision-makers by the plant.

For boaters on the ocean areas around SS, the U.S. Coast Guard will be requested at the SITE AREA EMERGENCY ECL to establish a marine safety zone. This zone will be in a 5 or 10 miles radius from SS, depending on emergency conditions, and will serve as an area for the alerting and restriction of marine traffic. Detailed guidance for the U.S. Coast Guard for establishing the marine safety zone is contained in internal Coast Guard procedures.

At the SITE AREA EMERGENCY ECL or earlier, NH will consider the precautionary action of closing parks and recreational areas. Individuals located in state parks and outdoor recreation areas will be asked to leave open areas in the Plume Exposure Pathway EPZ. The primary means of notification of campgrounds and other outdoor recreation areas is the siren system for SS and special notification procedures. Additional information may be provided by signs posted in these areas. DRED, Fish and Game and Marine Safety have the responsibility to locate and notify individuals along the Connecticut River from Massachusetts border to Vermont Border within the 10 mile EPZ and at recreational facilities within the SS 10-mile EPZ. The U.S. Coast Guard is responsible for notifying individuals in boats on the open sea adjacent to SS.

Sheltering-in-Place

Except for the institutionalized population, sheltering-in-place and evacuation will be implemented in the following manner. Protective action recommendations (PARs) will be determined and implemented on a municipality-by-municipality basis.

The decision to implement sheltering-in-place or evacuation of the Town of Greenland in the Plume Exposure Pathway EPZ is based on plant conditions or on the assumption that projected doses to the general population would equal or exceed EPA PAGs for these actions.

Sheltering-in-place involves remaining inside, closing all doors and windows, turning off all ventilation systems using air drawn from outside, extinguishing all unnecessary combustion, and sealing, to the extent possible, all other access to the outdoor air. Heavier construction materials or increased layers of building material increase the amount of protection from exposure to radiation.

Therefore, sheltering-in-place should be sought in the lowest level of a building (e.g., in basements), away from windows. Sheltering-in-place can reduce both external and thyroid doses.

The difference in external and thyroid sheltering-in-place effectiveness over time is that whole-body sheltering protection is almost entirely dependent upon the type and quantity of construction material providing shielding against gamma rays from a radioactive plume. These factors, and hence, the level of shielding protection remain constant over time. Conversely, inhalation sheltering protection is highly dependent upon the ability of a facility to limit the exchange of indoor air with outdoor air. Although this factor depends on type and quantity of construction material, the ability to limit air exchange tends to decrease with time since outdoor air can penetrate through the perimeter of doors, windows, and through small cracks, thus resulting in eventual air mixing. Thyroid sheltering-in-place effectiveness, therefore, decreases with time.

Based on these factors sheltering may be considered as a protective response for exposures to airborne releases with durations of several hours, and possibly more, depending upon the characteristics of the gaseous fission product releases. The dose reduction provided by a shelter is a function of its shielding and ventilation characteristics and the length of time for the plume to travel over the area. Sheltering-in-place becomes less attractive with increasing durations of exposure coupled with high magnitude releases.

Sheltering-in-place is a valuable protective action option for several reasons. It can be implemented quickly, usually in a matter of minutes. In addition, it is less expensive and less disruptive of normal activities than evacuation. Implementation and management of sheltering-in-place is also less demanding on the resources of the emergency response organization (ERO) since no vehicles, traffic control, or dispatching of emergency workers are required. It also encourages individuals to listen to Emergency Alert System (EAS)/Emergency Public Information (EPI) messages which enhances response to any additional evacuation should it be necessary. Access control would be required for municipalities where sheltering-in-place has been recommended.

Once a decision to recommend sheltering-in-place as a protective action has been made by the Governor, Homeland Security and Emergency Management (HSEM) will notify the Town of Greenland and instruct the public via the EAS. The message may include, but is not limited to (1) the areas where shelter-in-place is recommended; (2) the basic shelter-in-place instructions which will be broadcast over the EPI broadcast outlets, which include:

- Close all doors, windows and vents
- Turn off all fans, heating or air conditioning equipment, using air drawn from outside
- Extinguish all unnecessary combustion
- Remain indoors until advised otherwise
- Move to the basement (if you have one), or a room with the fewest windows
- Do not use telephone except for an emergency
- Keep radio or TV on for further information

Messages that will continue to keep the public informed during sheltering-in-place will be broadcast over the designated EPI broadcast outlets. The Shelter-in-Place" concept provides for sheltering at the location in which the sheltering instruction is received. Those at home are to shelter at home; those at work or school are to be sheltered in the workplace or school building.

Transients located indoors or in private homes will be asked to shelter-in-place at the locations they are visiting if this is feasible. Transients without access to an indoor location will be advised to evacuate as quickly as possible in their own vehicles (i.e., the vehicles in which they arrived). Departing transients will be advised to close the windows in their vehicles and use re-circulating air until they have cleared the area subject to radiation.

Evacuation

If potential radiological exposure can be avoided by implementing a timely evacuation, evacuation may be the preferred protective action. Where implementation of protective action is deemed appropriate, and where time and plant conditions permit, evacuation will generally be the selected course of action.

The constraints to evacuation are the time and resources required to initiate and implement the action. In addition, evacuation involves significant displacement of people, families and economic activities, and potential problems associated with controlling access and maintaining the security of evacuated areas. Likewise, an evacuation itself involves some limited potential public safety risk. These difficulties will be considered prior to recommending an evacuation.

The primary means of transportation for evacuation will be privately-owned vehicles of the evacuees. Each town that may require evacuation of its population has designated a person with the responsibility for assessing specific transportation needs of persons who cannot implement their own evacuation. Special needs persons with no transportation are divided into categories which include school population, other special facilities, residents with no transportation, and persons who have special transportation needs. Special arrangements have been made for the transport of these people which include State resources.

Evacuation of Schools: If an evacuation is recommended during school hours, school children will be bused directly to reception centers. Bus transportation will be coordinated by the state in conjunction with the Greenland Emergency Operations Center (EOC) and school authorities. Children will remain under supervision of either school personnel or members of the State ERO until they are released to their parents or guardians.

Note: Prior to a recommendation for a full scale evacuation, the State may recommend a "precautionary transfer" or evacuation of school children. The Greenland EOC will notify the Greenland Central School if this decision has been made and the school will utilize their "early release" procedure.

See Early Dismissal Protocols, Appendix D

Evacuation of Special Facilities: Evacuation of special facilities will be coordinated by the Local Liaison Facilitator in conjunction with the facility management and Greenland local EOC. If an evacuation of a special facility in either of the Plume Exposure Pathway EPZs is deemed appropriate by RadHealth, HSEM will direct the dispatch of required vehicles to the facility or to the local staging areas, where maps and directions to the facility will be provided.

Evacuation of Residents Requiring Transportation: Provision for transportation assistance to residents who may be without transportation is coordinated with the Greenland EOC. The number of persons requiring transportation support in each town during an emergency is identified in the special needs population survey conducted by the HSEM annually. It is expected that residents requiring transportation, including persons who do not own automobiles and persons without access to transportation, will be able to find transportation with friends, neighbors, or relatives. However, for those who may not be able to make such arrangements, the Greenland EOC will coordinate providing transportation in the EPZ.

Evacuation of those Individuals with Requiring Special Assistance: The Town of Greenland maintains a current list of town residents who require evacuation by special vehicle and residents that may require assistance to evacuate. This includes people who may only require assistance in boarding passenger vehicles as well as those who may require an ambulance or special

van. The Greenland Transportation Coordinator is responsible for coordinating the transportation requirements for the special needs population.

Evacuation Routes: The state has designated evacuation routes to be used in each of the Plume Exposure Pathway EPZs. (The designated evacuation routes for VY and SS EPZ are identified in Implementing Procedures for EPZ Communities, XII Special Attachments & Forms, B Evacuation and Diversion Route Description.) Traffic control points (TCPs), which are the responsibility of local emergency workers, will also expedite traffic flow during the implementation of an evacuation. If necessary, an evacuation can be implemented during adverse weather, including snow storms. The Town of Greenland has ample equipment for dealing with snow removal and route maintenance since this is a normal winter function in New Hampshire. The state has provided several means for supplementing local route maintenance capabilities should these become desirable. The State ESF#1-Transportation is prepared to use its maintenance equipment, including plows and trucks, and towing equipment to maintain these routes during adverse weather and as unforeseen impediments to evacuation occur. This equipment can be made available within a few hours of receiving requests for support. Should additional support be required, NH National Guard equipment and personnel may be used as a back-up. Greenland's Evacuation Routes are identified in Attachment A3.

The planning basis for an evacuation includes plant conditions, dose projections and field monitoring results, as well as any impediments to an evacuation. There are no facilities or businesses within the EPZs whose shut-down time requirements will impact the timing of evacuation transportation resources.

Traffic Control and Access Control Points for Greenland are located in Attachment A2 to this plan.

Access Control: Access control restricts unauthorized individuals from entering the Plume Exposure Pathway EPZ, or portions thereof. It is a necessary adjunct to either sheltering or evacuation. Access control prevents unknowing persons from entering an area where they may be exposed to radiation. It also helps clear traffic from the roads within the Plume Exposure Pathway EPZ, so they may be better used for evacuation and/or emergency vehicles. Access control also provides a means of maintaining security for areas that have been evacuated or sheltered.

Before and during the early stages of the emergency, the purpose of the traffic/access control is to facilitate the movement of vehicles and to discourage nonessential personnel from entering the area. However, at this time, no attempt will be made to prohibit traffic from entering the Plume Exposure Pathway EPZ. This policy ensures that residents are allowed to return home to prepare to shelter and/or evacuate. During the latter stages of an evacuation, nonessential persons are denied entry to the controlled area. Access by transient (tourist, commercial, etc.) traffic will be prohibited. At this time, only authorized individuals who have been issued an exclusionary pass and proper dosimetry will be allowed entry:

- Federal, state and local officials with proper agency identification
- Emergency response vehicles with specific missions and destinations (i.e. busses, ambulances, tow trucks)
- Members of the press with press credentials (unless otherwise specified)
- Employees of the utilities responding to the plant, who have appropriate identification; and
- Residents with appropriate identification (e.g. drivers licenses) returning to their homes to prepare to evacuate.

Continuity of Government

In the event the Town of Greenland's government officials and its Emergency Operations Organization are required to evacuate, arrangements have been to utilize the South End fire station in Dover NH, on Rt. 108, next to the Dover Middle School. (*See attachment D*)

Re-entry

Restricted Zone

Once an area has been evacuated, it is considered to be a Restricted Zone, subject to protection by State Police. Except as specified by State Police, the general public will be prohibited for entry into an established Restricted Zone until approved by the State DPHS Director. Although they may be prohibited, individuals may need to re-enter for any one of a number of reasons, such as recovery activities, retrieval of property, operation of vital community services, care and feeding of animals, etc. Access shall be approved by the RadHealth Director. All persons permitted entry will be issued dosimetry and an Exclusion Area Pass which will be valid for a specific period of time, and only for the specific location. People will be logged in and out and include dosimetry readings. The only individuals who may be granted entry to a Restricted Zone without an Exclusion Area Pass are emergency workers on emergency assignment.

The following actions will be taken to facilitate the entry of workers who meet the above requirements. The emergency workers' supervisor will provide the Radiological Exposure Control Clerk with the names and current radiation exposure of the workers requiring entry, the emergency assignment and the location of the ACP the workers will use to enter the Restricted Zone. If approval for entry is obtained, the ACP will be notified to admit the emergency workers to the Restricted Zone. The emergency worker(s) will be notified of their assigned maximum permissible dosimeter reading. When leaving the Restricted Zone, the workers will notify the Radiological Exposure Control Clerk of their final dosimeter reading and the time they departed the exclusion area.

Persons entering the Restricted Zone more than once will be informed of their cumulative dose readings and prohibited from entry when the cumulative dose reaches 1 rem. However, under special circumstances RadHealth may authorize up to the level allowed for emergency workers in accordance with Radiological Exposure Control Decision Criteria.

All persons leaving the Restricted Zone will be instructed to read their direct-reading dosimeters at the ACP and complete the Access Control Log. They will be directed to the Radiological Exposure Control Clerk for monitoring and turn in pass and dosimetry.

Surface Contamination Control

Contaminated areas can be expected if aerosols or particulate radioactive materials are released during an accident. The following guidance for surface contamination control, contamination limits, monitoring, and decontamination will be used: (Based on *EPA Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400)*)

- Do not delay urgent medical care for decontamination efforts or for time-consuming protection of attendants.
- Do not waste effort attempting to contain contaminated wash water.
- Do not allow monitoring or decontamination to delay evacuation from high or potentially high exposure rate areas.
- After plume passage, it may be necessary to establish contamination monitoring stations in areas not qualifying as low background areas. (Figure 11-6 and 11-7 provide guidance)
- Encourage evacuees who do not go to a reception center for monitoring and/or decontamination, but who were in specified areas at specified times (based upon the location of the plume) to bathe, change clothes, wash clothes, and wash exposed surfaces

of their vehicles and to then report to a reception center for monitoring. The contamination limit used at a reception center is 300 cpm, with a CDV-700 or equivalent count rate survey instrument with the beta window open.

- After the Restricted Zone is established, individuals should be advised to bathe and change clothes as soon as possible and to report to a reception center or other facility for monitoring. Contaminated inanimate objects may be retained in the Restricted Zone for subsequent disposition,

Supplementary Protective Action

A supplementary protective action is by definition an action that may be taken to attempt to further mitigate the effects of a hazard for which a protective action has already been recommended. The ingestion of KI by members of the general public as taken in the context of this Annex is a supplementary protective action. The State of New Hampshire has elected to pre-distribute KI to interested members of the general public. Members of the public who live, work, or go to school in either the Seabrook or Vermont Yankee EPZ may apply for a free KI tablet. The pre-distribution of KI is ongoing. Application forms are included in the Emergency Planning Calendar, available at the town halls in each EPZ municipality, or available online at the DPHS website.

In the event of an emergency the public will be notified via an EAS/EPI message that emergency workers have been authorized to take KI in a particular area of the affected EPZ. The message will advise members of the public who are still in this affected area that they should continue to evacuate, and if they have KI with them they should consider taking it, if they have not already done so. Based upon the development of a specific radiological emergency, requests for KI from affected members of the general public who do not already have it, KI can be made available at reception centers or other locations, using the capabilities of the Strategic National Stockpile plan, the U.S. Postal Service, or other New Hampshire-based support plans.

Recovery and Re-entry

When it has been determined that plant conditions have stabilized or are improving with no chance of worsening and deposition is known, the Governor, in consultation with the Director of HSEM, or designee, and the DPHS Director shall direct recovery operations to begin.

As the recovery/re-entry phase progresses, the Governor may allow selected positions of the Greenland response organization (ORO) to return to their non-emergency mode of operation. Individuals who were evacuated or sheltered as a precautionary measure will be instructed to resume normal activity if the emergency conditions at the plant have stabilized without a release of radioactive material to the environment and the threat of one occurring no longer exists.

Surfaces contaminated by radioactive material will be decontaminated in accordance with the procedures established by RadHealth. If the need for decontamination is indicated by monitoring data, it will most likely involve washing equipment surfaces, vehicles, and paved areas. RadHealth is responsible for providing appropriate instructions for decontamination activities. State and local emergency workers will assist in determining what areas require decontamination.

Information Collection and Dissemination & Communications

The Department of Safety, Division of State Police, Headquarters Communication (SP Comm) is the designated State Primary Warning Point in the event of a radiological emergency. Their operators are on duty 24-hours, 7 days a week. As such, it is responsible for receiving notification of an emergency from the nuclear power plant, verifying information contained in the notification

messages, and alerting the proper response personnel. The State Police may receive initial warning of an event or classification from a nuclear power plant, the FEMA National Warning Center, local government, or the news media. In an HAB, the power plant security is required to notify local law enforcement and the control room of the security emergency. In turn, the control room operators are required to notify the state warning point after classifying the emergency.

Once a message has been received by the State Warning Point they, in turn, will notify Rockingham County Dispatch Center. This local dispatch center will notify Greenland’s Emergency Response Organization. All EPZ Communities have elected to be notified upon declaration of an “Unusual Event.” The State Communications links required for Initial Notification to local dispatch and communities are as follows:

Link D:

Function Supported: Notification of local dispatch centers

Communication Between: State Police Communications Center Dispatcher and local dispatch center's dispatcher

Primary Equipment: Commercial telephone/State Police Online Telecommunications System (SPOTS)

Back-up Equipment: NAWAS/State Circuit, State Police radio

Coverage: 24-hour

Link I:

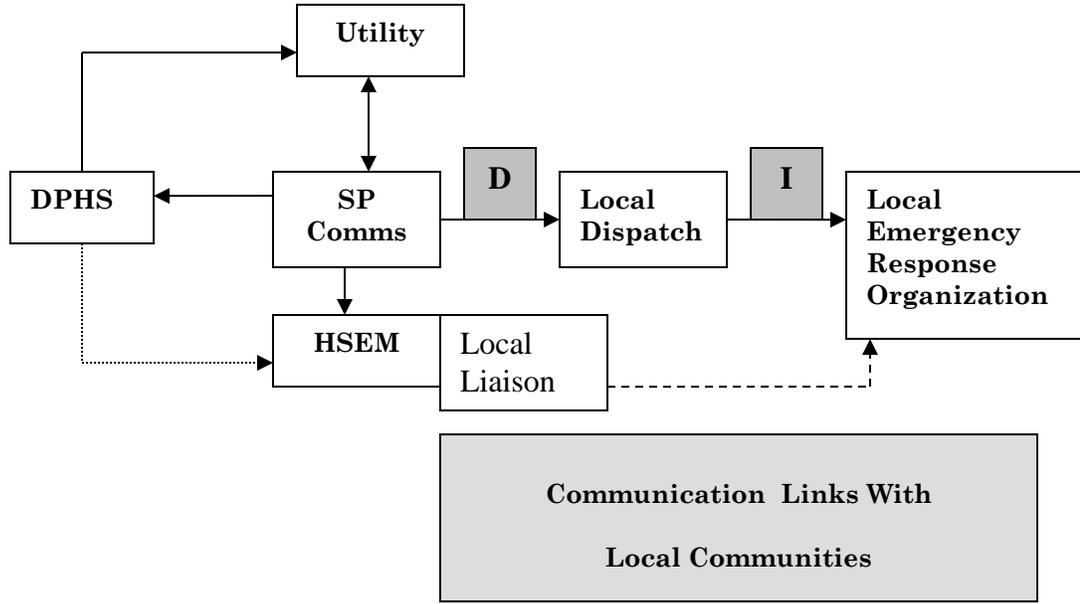
Function Supported: Notification of local emergency response organizations

Communication Between: Local dispatch center dispatcher and local government representative

Primary Equipment: Local dispatch radio

Back-up Equipment: Commercial telephone/cell phone and police/fire radio, pagers

Coverage: 24-hour



A. Nuclear Alert System (NAS)

The utilities have established a microwave telephone network for use during an emergency. This network links the State Police Communications Center, the emergency management agencies, the near-site facilities, the plant’s control room, and the Emergency Operations Facilities (EOFs) in the affected states. The system uses microwave channels (both owned and shared) linking Wescom SS-4 equipment. This self-powered, dedicated communications link serves as the primary notification mechanism. The system is also available for interstate administrative exchange of information. This NAS telephone equipment clearly identifies the telephones connected by this microwave system. An NAS back-up system utilizing Nextel is in place if the primary circuit should fail.

B. Emergency Management Radio Network

HSEM maintains a radio network which links each local EOC to the SEOC and their respective IFOs, if activated. In addition, the system allows local EOCs to communicate with each other within the respective EPZs. This non-secure network utilizes a system of repeaters, which are located near each EPZ. Each repeater has back-up electrical power and is controlled by dedicated microwave channels and/or UHF linking channels.

C. Communication Information Support Vehicle (CISV)

HSEM maintains a CISV that, when deployed, will provide a mobile communications platform that augments an existing system or it may replace a failed system. The CISV will utilize several communication systems such as HF Radio, UHF/VHF Radio, Astro Radio, High bandwidth microwave and commercial telephones to ensure continued operation and communications performance. Back-up items on board include; GPS, satellite communications, cell phones and Nextel communications.

D. Radio Gateway Communications System

The Radio Gateway Communications System contained in the CISV will be deployed in support of state and local authorities. It will supplement existing communications and provide a unified communications network Cross Band Repeater Technology. The Radio Gateway will provide the Incident Commander at the incident site, long distance, highly reliable communications utilizing HF/VHF/UHF/satellite and commercial telephone systems. This system can be deployed as needed to supplement existing communications networks during an emergency.

E. HSEM Emergency Management Database Software/Internet

HSEM utilizes emergency management database software to record incident activities and provide communication and situational awareness with partners having internet access. This is a non-secure system but does allow for “permissions” to be granted for particular boards to certain groups of positions.

F. Police Portable Radio

These radios are used by State Police, local police departments and selected state agencies. Portable radios, owned by local police organizations, contain State Police high-band frequencies along with channels used by the local dispatch center.

G. National Warning System (NAWAS)

The National Warning System, or NAWAS, is a dedicated nationwide early warning system established by the U.S. Department of Defense. It is used to broadcast information to each of the 50 states, U.S. territories and possessions, and selected military and governmental locations. NAWAS, which uses landlines as well as microwave channels, has back-up electrical power. It enters New Hampshire through HSEM and the State Police Communications Center. In NH, a state network, which is separate from the national circuit, connects with 18 state warning points as well as with SWNHDFMA and RCDC.

H. Commercial Telephone

This is the standard commercial telephone equipment offered to the public. It will be used for many of the communications requirements during an emergency. The commercial telephone system is the primary communications link and the radio system serves as back-up.

I. Commercial Pagers

Many state agencies use standard commercial paging services for notification of agency personnel. These services are accessible via commercial telephone and internet. SMS text messaging via cell phone also augments the notification process.

J. Amateur Radio

The Radio Amateur Civil Emergency Service and Amateur Radio Emergency Service (ARES) are viable ancillary communications networks between local and State organizations. During an emergency, a pool of RACES and ARES volunteers may be utilized by the HSEM, Risk or Host communities. They utilize privately-owned amateur radio equipment to provide state-wide and nationwide back up communications. HSEM has amateur radio equipment located at

the SEOC to implement this network, as needed. The HSEM Communications Center and local EOCs maintain the capability to communicate with amateur radio operations.

K. Civilian Support Team 12 (CST)

Upon request, the NH National Guard CST#12 may be activated to help supplement communications, as needed.

L. Local Dispatch Radio Network

This is a network used by emergency personnel to communicate with the local dispatch center. It uses separate frequencies for police and fire communications. This network may also dispatch other municipal services such as highway departments and ambulance services.

M. Telephone Facsimile System (FAX)

This system consists of a number of high-speed facsimile machines located in key places. In general, it permits the transmission and reception of hard copy data and material over commercial telephone lines using dedicated telephone numbers

All of the emergency communications discussed is used by various agencies on a day-to-day basis. For this reason, many of the systems are in constant use or are tested frequently including during radiological emergency exercises. Sufficient equipment exists to cover for equipment removed for service or repair. Testing of communication systems are done on a scheduled basis.

Public Alerting:

Upon verification of Site Area Emergency declaration, HSEM will order the activation of the initial audible alert to the public. The initial audible alert will be accomplished using sirens and the Emergency Alert System (EAS). The purpose of the audible alert is to advise the public to tune to a designated Emergency Public Information (EPI) outlet to receive emergency directions directly from the state officials. The audible alert signal also serves as the primary means for notification of campgrounds, state parks, and other public recreation areas.

Persons at special facilities, such as summer camps and public buildings will be alerted by the local officials. Public and private school principals will be alerted by their jurisdictional EOCs. School principals will, in turn, notify the remainder of the school population.

The Town of Greenland maintains a list with special/functional needs individuals (self-identifying) that may need assistance during an emergency. Individuals that could not otherwise be notified will be contacted by local emergency workers.

Public Information and Education

In New Hampshire, all public education and information responsibilities are assumed by the State. The licensee, State and Greenland coordinate and work to assure information and materials are disseminated appropriately. Public education materials are reviewed, revised (as needed) and disseminated annually to businesses and residents within the 10-mile EPZ. Special brochures, made available through the N.H. Dept. of Agriculture, Foods & Market are provided for farmers, food distributors and food processors. Public notices and/or posters are offered by the State to local governments, large employers, restaurants, hotels, motels, and other recreational facilities and include emergency notification information, brief descriptions of protective actions, reception centers,

evacuation routes and procedures for school children. They are also posted in parks, beaches and other outdoor recreational facilities that are under the control of the State and/or EPZ local government and meant to inform the transient population of appropriate actions to take when they hear an emergency alert signal.

Each of the nuclear power plants produces a site-specific public information calendar annually that is mailed by the licensee to all residences within the EPZ. These calendars provide, at a minimum, the following information:

- Explanation of radiological concepts, including radiation and exposure effects and the four levels of emergency classifications.
- Identification of agencies/organizations responsible for emergency response for the Plume Exposure Pathway EPZ.
- Types of alerting used.
- Safety features at a nuclear power plant.
- Shelter-in-place information.
- Information on pets and service animal protection.
- Procedures for school children.
- Information on use of potassium iodide (KI).
- Evacuation routes/reception center locations, including bus routes.
- Provisions for special assistance for special/functional needs individuals including those who are mobility-impaired.
- Description of planning exercises used to test emergency plans.
- Additional contacts for information.

Permanent sign displays been set up at parks, beaches, and other outdoor recreation areas in prominent locations. Included on them is information on siren alerting tones and identification of EAS stations which will be broadcasting further emergency information.

Emergency public information and special needs survey cards are distributed by the facilities to individuals and households in Greenland. The local EMD will contact any handicapped individuals needing special assistance to ensure proper assistance will be rendered at the time of the emergency.

Media Relations

A Joint Information Center (JIC) is established and operated by the facility when an incident has occurred. The purpose is to provide a central location for media contact and is the only facility from which detailed information about the emergency and response will be distributed and official spokespersons from the power plant, federal and state agencies will interact with the media.

Each EPZ community may provide a public information officer (PIO) to represent them at the JIC or may choose to provide information to the State PIO for coordination. The JIC is activated at an Alert classification.

Logistics

Equipment:

Each emergency response facility in the Town of Greenland has been equipped with materials necessary for its effective operation. These include mechanisms and equipment to maintain awareness of the status and activities associated with the response as well as detailed maps showing the EPZ and community facilities and evacuation routes. The use of the state's disaster management software is highly encouraged.

Equipment to be used in implementing an emergency response will be inspected, inventoried and operationally checked at least once each calendar quarter and after each use in compliance with established procedures and calibration and maintenance schedules. Potassium Iodide (KI) will be inspected on a quarterly basis and any KI that has exceeded or will exceed the shelf life prior to the next scheduled inventory will be replaced.

Dosimetry equipment for Greenland is based upon the number of emergency responders listed in this plan plus 10%. Dosimeters are stored, along with other radiological monitoring equipment, at the Greenland EOC. HSEM will be responsible for providing and maintaining an adequate supply of radiological equipment at each facility. The inventory of the quantities and types of radiological equipment necessary to implement this section of the plan is contained in Attachment B3.

Other types of inventory held at the community level include vehicles, personnel rosters, fire/police equipment and communications equipment, is located in Attachment B. Should the community require personnel or equipment beyond that which is available locally, it can rely upon mutual aid or state resources. Requests for state resources will be directed through the Local Liaison Unit of the Planning Section at the State Emergency Operations Center.

The Town of Greenland is responsible for creating and maintaining its own “Emergency Response Call List.” It will contain those names and contact information for individuals needed to activate and maintain Greenland’s response organization. (See Attachment A1)

Local Emergency Facilities

Local Dispatch Centers

Rockingham County Dispatch Center is the dispatch center for Greenland. This facility provides police, fire, and emergency medical dispatching for their respective service areas. Emergency communications to Greenland and coordination with emergency services within the EPZ are provided by RCDC.

Local EOC:

As part of the off-site emergency response, Greenland operates a local Emergency Operations Center (EOC). The local EOC is located at the Town Offices at 575 Portsmouth Avenue. The Town Office Conference Room area will be the center for direction and control of the Emergency Response Organization.

The EOC will be opened at the ALERT Emergency Classification Level (ECL) to provide access for key staff with emergency responsibilities. Depending on circumstances at the ALERT ECL, the Selectmen may order full EOC activation. Upon declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY ECL, the EOC is fully activated. The following EOC positions will be staffed upon full activation:

- Selectmen / Town Administrator
- Emergency Management Director (EMD)
- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer
- Police Chief
- Property Maintenance Supervisor
- Town Clerk
- Health Officer (as required)

Support positions (e.g., local transportation staging area, traffic control points) will be staffed by available personnel based on the ECL of the response.

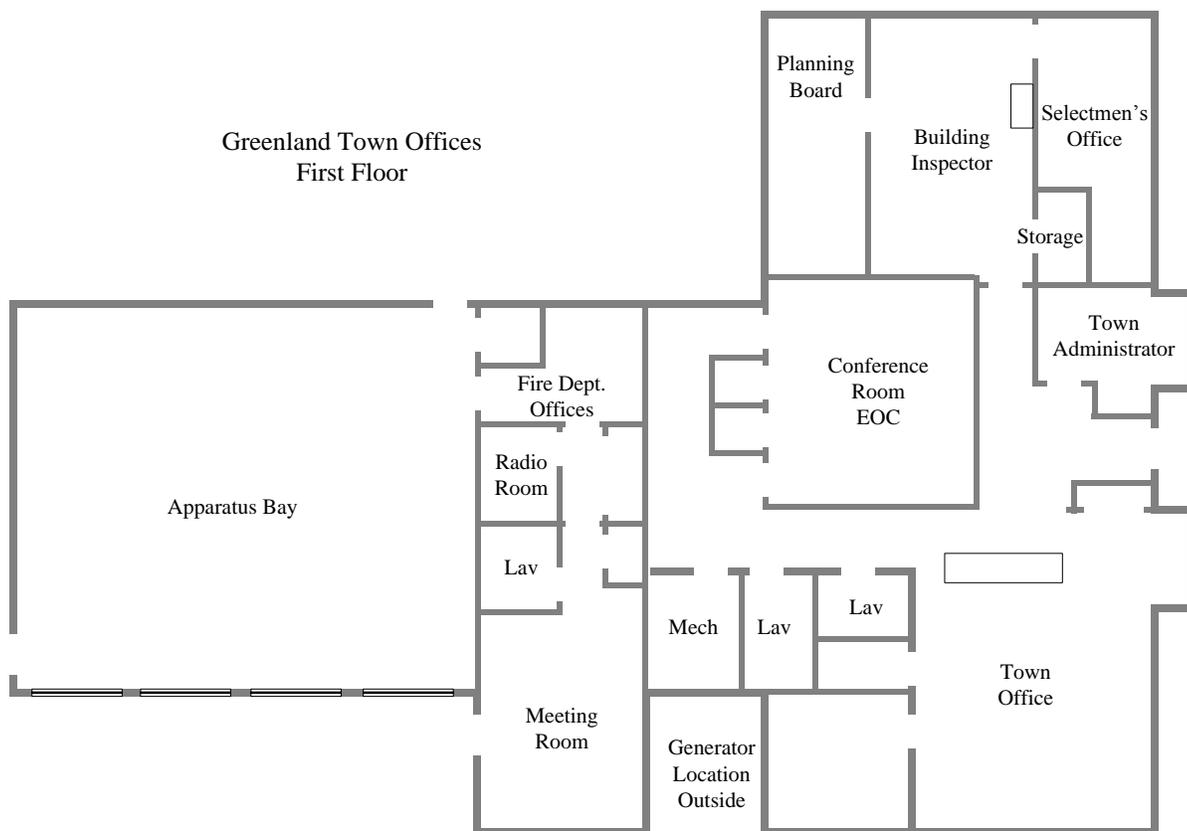
The EOC will be in direct contact with the State ERO through the HSEM Local Liaisons or Field Representatives. Coordination with the Greenland Central School and local Day Care Centers is part of the EOC operations.

The Local EOC is capable of a 24/7 operation for an extended period of time. This facility is supplied with emergency back-up power.

Once activated, entrance to the EOC will be through security located on the Fire Station side of the EOC.

A floor plan of the Town Office and EOC is located below.

GREENLAND EOC FLOOR PLAN
(Not to Scale)



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Reception Centers

Reception Centers are composite entities located outside of the 10-mile EPZ, directed by the host community's local EOC and activated upon request of the State. They are operated to accommodate the emergency service needs of evacuees leaving the EPZs in the event an evacuation is recommended. Functions of the facility include:

- Registration of evacuees
- Coordination of remote rendezvous
- Distribution of emergency clothing and supplies
- Medical services referrals
- Congregate care referrals (sheltering)
- Monitoring and decontamination
- Assistance to "government in exile."

The Town of Greenland's assigned reception center is Dover Middle School, Rt. 108, Central Ave. Dover NH

Continuity of Government

If the Greenland ERO finds it necessary to evacuate, arrangements have been to utilize the South End fire station in Dover NH, on Rt. 108, next to the Dover Middle School. Contact the Dover ERO to have facilities made available for Greenland's organization (see Greenland Emergency Response Call List). Prior to evacuating emergency workers, coordinate provisions to support key municipal functions (i.e., security and fire suppression) with the HSEM Local Liaison. (Memo on file at Greenland EOC)

Exercises and Drills

Exercises and drills are conducted periodically to evaluate the adequacy of the plan/annex and the skills of Greenland's emergency response organizations. The results of drills and exercises provide a basis for changes in the response plans, implementing procedures, and for future scheduled training. Drills and exercises may be conducted by communities alone or in conjunction with state and plant drills.

Exercises are generally classified into three major categories: Tabletop, Functional and Full Scale. Orientations/workshops may also be used as preliminary exercises to introduce participants to the plan and prepare for the exercise process. Each of these exercises varies in activities and resources. Some require simple preparedness and execution while others may be more complex and require greater efforts and resources. Each provide their own benefits and will be considered in the overall development of the Town of Greenland's exercise program.

The nuclear facility in conjunction with HSEM and DPHS prepares the offsite exercise scenario to be followed in the New Hampshire's EPZ communities in the State-wide exercises. The scenario will be varied from exercise to exercise and test all major elements of the plan and preparedness of the State the Greenland response organization within a six-year period. (Certain actions may be simulated or demonstrated "out of sequence.") Exercise scenarios will include, but will not be limited to, the following:

1. Basic Objectives

These will be explained in terms of the response function/planning criteria. Exercise Evaluation Guidelines (EEGs) to be exercised and, the greatest degree possible, the appropriate Target

Capabilities. The State will notify the Town of Greenland of the Emergency Response Functions to be exercised/drilled by the community.

2. Dates, Time Period, Places and Participating Organizations

Dates and time periods described in the scenario will coincide with the scheduling agreed upon at the State level. The scenario will provide information on which emergency facilities and organizations will participate in the exercise. The Full Scale Exercise for Seabrook Station will include Greenland response components.

3. Participant Materials

An orientation and Participant Handbook will be made available by the State to all those involved in the exercises/drills. These will cover:

- Purpose, scope and objectives of the exercise/drill
- Introduction and role of the evaluators/observers
- Areas to be drilled/exercised
- Scenario & scene setting
- Particulars to the exercise/drill (phone numbers, etc.)
- Feedback forms and methods for After-Action Reports, Improvement Plans, Written Evaluations, etc.

Exercises shall include the testing and evaluation of:

- Coordination among and between offsite emergency organizations
- Emergency communications
- Notification procedures
- Nuclear power plants, state and local facilities
- Adequacy of training
- Content and understanding of procedures
- Function of emergency equipment
- Duty assignments
- Public alert and notification systems
- Emergency Alert System (EAS)
- Emergency Public Information (EPI)

Training

HSEM will support training efforts for Greenland. At least once per year it will offer one or more training sessions for the EOC staffs, local police, and fire department personnel. The training will focus upon state/local interface, and the responsibilities of the local response organizations, but it will also cover basic elements of radiological emergency response. At a minimum, the state will present the nine emergency response functions:

- Notification Methods and Procedures
- Emergency Communications Systems
- Public Information
- Emergency Facilities and Equipment
- Accident Assessment
- Protective Response
- Radiological Exposure Control
- Medical and Public Health Support
- Recovery and Re-entry

The EOC staff will receive training on EOC operations to review such aspects as the town ERO, use of the procedure checklists, message forms, and status boards, internal communications, and EOC security. Additional training will be provided to the radiological officer on maintenance of radiological equipment, procedures for issuing dosimetry, and maintenance of exposure records. Attendance forms for trainings will be forwarded to HSEM as a permanent record of the availability and attendance at required training.

| CONCEPTS | EOC Staff | Fire Department | EMS | Police Department | Radiological Officer | Highway Department | School Administration | Day Care Ctr Administrators/Staff |
|--|-----------|-----------------|-----|-------------------|----------------------|--------------------|-----------------------|-----------------------------------|
| Basic Emergency Planning Concepts | X | X | X | X | X | X | X | X |
| Notification | X | X | X | X | X | X | X | X |
| Protective Actions | X | X | X | X | X | X | X | X |
| Radiation Concepts | X | X | X | X | X | X | X | X |
| Radiological Exposure Control | X | X | X | X | X | X | | |
| EOC Operations | X | | | | X | | | |
| Procedure Checklists | X | X | X | * | X | | | |
| Traffic Management | | | | X | | | | |
| Operation of the Alert and Notification System | | X | | | | | | |
| Maintenance of Radiation Monitoring Equipment/Exposure Records | | | | | X | | | |
| Special Facility Plan | | | | | | | X | X |

* The Police Department will receive training on the Traffic and Security Responsibilities referenced in the Police Chief Procedure and the Notification Responsibilities referenced in the Police Officer On Duty or On Call Procedure.

Plan Development and Maintenance

The development of the local plan and its update is the responsibility of the Town of Greenland. The Chairperson of the Board of Selectmen is ultimately responsible to ensure that the plan is developed, distributed, maintained and submitted to HSEM for approval. At least annually, the Chairperson of the Board of Selectmen will direct that this plan and its attachments are reviewed to ensure that it reflexes the current emergency preparedness status and that updated copies are provided to plan holders. Updates should also take into account any changes made as a result of drill or exercise improvement plans. At least quarterly, the Emergency Management Director will assure that the emergency phone listing and other contact information provided to HSEM is accurate.

Authorities and References

Town of Greenland Local Emergency Operations Plan
 U.S. Regulatory Commission and Federal Emergency Response Agency – *NUREG-0654; FEMA-REP-1, Rev. 1, 44 CFR Part 350.*
New Hampshire State Constitution.
New Hampshire Emergency Management Act (RSA 21-P:34, as amended).
New Hampshire Emergency Management Act (RSA 21-P:35 VIII).
New Hampshire Emergency Management Powers Conferred (RSA 21-P:37).
New Hampshire Local Organization for Emergency Management (RSA 21-P:39)
New Hampshire Mutual Aid Agreements (RSA 21-P:40)
New Hampshire Immunity & Exemption (RSA 21-P:41)
New Hampshire Enforcement (RSA 21-P:45)
New Hampshire Advisory council on Emergency Preparedness & Security (RSA 21-P:48)
New Hampshire RSA 125-F:6 N.H. Radiation Advisory Committee
New Hampshire Nuclear Planning and Response Program (RSA-107-B, as amended).
National Response Framework, Nuclear/Radiological Incident Annex, June 2008
New Hampshire State Emergency Operations Plan (2011 Draft)
New Hampshire State Emergency Operations Plan (2011 Draft), Incident Annex – Radiological Emergency Response for Nuclear Facilities.
New Hampshire State Emergency Operations Plan (2011 Draft), Incident Annex – Radiological Emergency Response for Nuclear Facilities –Attachment B: Implementing Procedures for EPZ Communities.
Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400) – Environmental Protection Agency.
Homeland Security Exercise & Evaluation Program, U.S. Dept. of Homeland Security
 FEMA REP 14 – *Protective Action for School Children*
Traffic Management Manual – NH Homeland Security & Emergency Management
 Annual Letter of Certification – FEMA, Region I.
Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101, Version 2.0 Nov. 2010

References and Quick Links

FEMA Independent Study Program (ISP)

<http://training.fema.gov/IS/>

Centers for Disease Control and Prevention (CDC), Radiation Emergencies

<http://www.bt.cdc.gov/radiation/>

Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101, Version 2.0

Nov. 2010

http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

Entergy – Vermont Yankee

http://www.entergy-nuclear.com/plant_information/vermont_yankee.aspx

Federal Emergency Management Agency

<http://www.fema.gov/>

International Atomic Energy Agency

<http://www.iaea.org/>

NextEra Energy Resources, Seabrook Station

Fact Sheet:

<http://www.nexteraenergyresources.com/content/where/portfolio/pdf/seabrook.pdf>

Seabrook Station:

http://www.nexteraenergyresources.com/what/nuclear_seabrook.shtml

New Hampshire Homeland Security & Emergency Management

<http://www.nh.gov/safety/divisions/hsem/>

New Hampshire Fire Standards and Training – Scheduled Training

<http://www.nh.gov/safety/divisions/fstems/training/schedtrdates.html>

**New Hampshire Dept. of Health & Human Services, Division of Public Health –
Radiological Health**

<http://www.dhhs.nh.gov/dphs/radiological/index.htm>

Nuclear Energy Institute

<http://www.nei.org/resourcesandstats/documentlibrary/safetyandsecurity/factsheet/emergencypreparedness/?page=2>

Nuclear Regulatory Commission

<http://www.nrc.gov/>

U.S. Environmental Protection Agency

<http://www.epa.gov/>

World Nuclear Association

<http://www.world-nuclear.org/>

Glossary

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| Access Control | The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to affect access control. The controlled area may include all or part of the Plume Exposure Pathway (10-mile) Emergency Planning Zone (EPZ) or may be adjusted in order to bound a restricted zone established by the New Hampshire Division of Public Health Services (DPHS) to control and monitor areas which may have become contaminated with radioactivity. |
| Access Control Point (ACP) | A key intersection or area of road designed to restrict traffic into and within the Plume Exposure Pathway EPZ as part of the access control. |
| Activation | Refers to a process by which a facility is brought up to emergency mode from a normal mode of operation. Activation is completed when the facility is ready to carry out full emergency operations. |
| Agricultural Facility | Any building or tract of land used to grow crops or raise livestock for production of food, including food storage and food processing operations. |
| Buffer Zone | An expanded portion of the restricted zone selected for temporary radiation protection controls until the stability of radioactivity levels in the area is confirmed. |
| Committed Dose Equivalent (CDE) | The radiation dose equivalent due to radionuclides in the body over a 50-year period following their ingestion or inhalation. |
| Committed Effective Dose Equivalent (CEDE) | The committed dose to the body represented by the sum of products $w \cdot CDE$, where w = a weighting factor for each of the organs and tissues considered. |
| Congregate Care | Refers to the provision of temporary housing and basic necessities for evacuees. |
| Dose Equivalent | The product of absorbed dose and a quality factor related to the biological effectiveness of the radiation involved. |
| Drill | A drill is a supervised instruction period designed to test, develop and maintain skills in a particular operation, as well as to provide a means to correct deficiencies identified as a result of other drills or exercises. |
| Emergency Alert System (EAS) | A network of commercial broadcast radio stations which provides a direct link between responsible public officials and the public. The Emergency Alert System (EAS) provides for prompt notification of an emergency situation to the public. The EAS also directs the public to the broadcast outlets from which detailed emergency public information will be provided. (EAS stations will broadcast instructions about which broadcast outlets will carry emergency public information detailing actions the public should take in the event of an emergency.) |
| Emergency Classification Level (ECL) | The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the affected emergency response organization. |
| Emergency Operations Center (EOC) | Locations designated by the state and local emergency response organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective emergency response organizations. |
| Emergency Operations Facility (EOF) | A center established to coordinate the flow of technical information from the onsite to the offsite emergency response organization. It is in the EOF that accident assessment activities are coordinated among state, local, federal and plant personnel. |
| Emergency Planning Zones (EPZ) | The area covered by the Radiological Emergency Response Plan. The boundary for the Ingestion Exposure Pathway EPZ is a 50-mile radius from the plant. The boundary of |

| | |
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| Emergency Public Information (EPI) | the Plume Exposure Pathway EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant. |
| Emergency Response Organization (offsite) (ERO) | Emergency Public Information is detailed official information broadcast to the public after they have been notified of an emergency situation via the Emergency Alert System (EAS). The EAS will advise the public which broadcast outlets to access to review detailed instructions on "How to Implement Recommended Protective Actions." |
| Emergency Response Planning Areas (ERPA) | The combination of state, local, federal, and private agencies designed specifically to provide offsite capability to implement emergency responses. |
| Emergency Worker | Specifically defined regions within the Plume Exposure Pathway Emergency Planning Zone of Seabrook Station. There are seven specifically defined regions within the Plume Exposure Pathway. Each ERPA is an aggregation of two or more adjoining communities in whole or part, chosen from their logistical characteristics to meet evacuation planning guidelines. |
| Environmental Monitoring Program | An individual who has an essential mission within or outside the Plume Exposure Pathway EPZ and is issued dosimetry per the NHRERP. |
| | Environmental monitoring program involves the collection of data for one or more of the following purposes: |
| | <ol style="list-style-type: none"> 1. to establish a baseline; that is, gathering information on the basic site characteristics prior to development or to establish current conditions; 2. to establish long term trends in natural unperturbed systems to establish natural baselines; 3. to estimate inherent variation within the environment, which can be compared with the variation observed in another specific area; 4. to make comparisons between different situations (for example, pre-development and post development; upstream and downstream; at different distances from a source) to detect changes; and 5. to make comparisons against a standard or target level. |
| | <p>The implications of this definition are that:</p> <ol style="list-style-type: none"> 1. environmental monitoring programs should involve ongoing, repetitive sampling over a number of years; 2. environmental monitoring programs should be scientifically rigorous and be based on testable hypotheses; 3. sampling programs designed to test the hypotheses should be such that the results may be used to detect temporal trends and/or spatial differences; and 4. environmental monitoring programs should attempt to establish empirical links between human activities and their effects on the environment. |
| Evacuation | The urgent removal of people to avoid or reduce high-level, short-term exposure. |
| Exclusion Area | The area established to control access to an evacuated area. An Exclusion Area is established after an area has been evacuated. The purpose is to control the spread of contamination and provide security. |
| Exercise | An exercise is a controlled event that tests the integrated capability and a major portion of the basic elements existing within emergency plans and organizations. |
| Federal Radiological Monitoring and Assessment Center (FRMAC) | This facility is a center from which the DOE Offsite Technical Director coordinates federal radiological monitoring and assessment efforts. |

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| Governor's Authorized Representative | The Governor's Authorized Representative is the person given the authority to act on behalf of the governor in matters related to the RERP. |
| Incident Field Office (IFO) | An IFO is a forward command post from which the New Hampshire Homeland Security and Emergency Management (HSEM) may coordinate with the plant, and with federal, state, and local emergency response organizations. The IFO may be used to supplement the emergency response capability of the State EOC in Concord. |
| Initial Notification | The first communication from the Plant Control Room to the offsite emergency response organization that an incident has occurred at the power plant, which may involve activation of the RERP. |
| Ingestion Exposure Pathway (IEP) | The pathway through which persons may consume radioactive material and receive radiation exposure from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk). |
| Ingestion Exposure Pathway EPZ | The Ingestion Exposure Pathway EPZ is an area with a radius of 50 miles around the plant site. |
| Joint Information Center (JIC) | The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The public information representatives at the Joint Information Center will gather, coordinate, and release information as it becomes available. |
| Local Dispatch Center | The facility from where initial notification to the local communities is performed and sirens can be activated. This is Rockingham County Dispatch Center (RCDC) for Seabrook Station and Southwestern New Hampshire District Fire Mutual Aid (SWNHDFMA) for Vermont Yankee. |
| Local Liaison Facility (LLF) | The facility where HSEM Local Liaisons communicate directly with municipal EOCs, facilitating the exchange of information between the state and municipal EOCs. |
| Mass Care Shelter | The location at which evacuees are fed and housed after transport from a reception center. |
| Outdoor Recreation Area | A public or private land or body of water used by the public for recreational purposes including, but not limited to, camping, hiking, swimming, boating, hunting, and fishing. These areas may be under state, federal, municipal, or private ownership. |
| Plume | An airborne mass of material that is dispersed through the atmosphere. In the case of a nuclear power plant, the material could consist of radioactive particles and gases. |
| Plume Exposure Pathway | The pathway through which persons may be exposed to (1) external exposure from airborne and deposited material, and (2) the committed dose to internal organs from inhalation of radioactive materials such as radioactive iodine, xenon or krypton from the passing radioactive plume. |
| Plume Exposure Pathway EPZ (PEPEPZ) | The Plume Exposure Pathway EPZ is an area within a 10-mile radius around the plant site. |
| Precautionary Action | Measures that may be implemented with the intent to facilitate and expedite later protective actions should they become necessary. |
| Primary Agency | One of three state agencies that possesses the decision-making authority to implement the emergency response actions. The primary agencies in this RERP are the Governor's Office, the New Hampshire Homeland Security and Emergency Management (HSEM), and the Division of Public Health Services (DPHS). |
| Protective Action | Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation. |
| Protective Action Guides (PAGs) | The numerically projected radiation dose level criteria, which act as trigger points for initiating protective response actions. |
| Public Alert and Notification System | A system comprised of sirens, Emergency Alert System, and other methods used to disseminate public emergency information. |

(PANS)

| | |
|--|---|
| Public Notification System/ NOAA (PNS/NOAA) | Vermont Yankee public notification system using NOAA tone alert radios. |
| Public Water Supplies | Those publicly or privately owned drinking water supplies that are regulated by the Department of Environmental Services. |
| Radionuclide | Refers to a radioactive isotope of a particular element. |
| Reception Center | The location at which the host community with support from the State provides services for any evacuated population in need of public assistance. Monitoring/decontamination, registration, food, and shelter can be arranged by the reception center personnel. |
| Recovery | The phase after plant conditions have stabilized and efforts are taken to return to pre-accident conditions. |
| Re-entry | Temporary entry into a Restricted Zone under controlled conditions. |
| Relocation | The removal or continued exclusion of people from contaminated areas to avoid chronic radiation exposure. |
| Restricted Zone | The area established to control access to an evacuated area. A Restricted Zone is established after an area has been evacuated. The purpose is to control the spread of contamination and provide security. |
| Return | The reoccupation of areas cleared for unrestricted residence or use. |
| Site | The property owned by the facility in the immediate area of Seabrook Station and/or Vermont Yankee. |
| Support Agencies | State and private agencies which provide personnel, equipment, facilities or special knowledge to support the implementation of the emergency response. |
| Total Effective Dose Equivalent (TEDE) | The sum of external exposure from airborne and deposited materials and the committed dose to internal organs from inhalation of radioactive materials from the passing plume. |
| Traffic Control | Refers to all activities accomplished for the purpose of facilitating the evacuation of the general public in vehicles along specific routes. |
| Traffic Control Point (TCP) | Key route intersections within and around the Plume Exposure Pathway EPZ designed to facilitate the flow of traffic in a desired direction while discouraging the flow of traffic in other directions. Traffic Control Points may sometimes double as Access Control Points to restrict entry in the EPZ. |

Attachments to RERP Plan

Attachment A: Community Data

Attachment B: Department Inventory & Resource Listing

Attachment C: Job Descriptions & Implementation Check Lists

Attachment D: Protective Measures

Attachment E: Seabrook Station Participating Radio Station

Attachment F: Not in use at this time

Attachment G: Not in use at this time

Attachment H: Dosimetry Equipment and Procedures

Attachment I: Forms

Appendices:

NH State Emergency Operations Plan -Incident Annex for Radiological Emergency Response for Nuclear Facilities/Attachment B – Implementing Procedures for EPZ Communities

Attachment A

TOWN OF GREENLAND

COMMUNITY INFORMATION

A1 – Greenland Emergency Response Phone List

A2 – Greenland Traffic Control Points

A3 – Greenland Evacuation Routes

A4 – Greenland Community Map

A5 – Greenland Siren Locations

Attachment A1**EMERGENCY RESPONSE PHONE LIST – AS OF 1/19/2015**

| TOWN OF GREENLAND EMERGENCY RESPONSE PHONE LIST | | | |
|--|--------------|--------------|-------------|
| Position/Name | Phone | | |
| | Home | Cell | Work |
| Board of Selectmen | | | |
| John Penacho, Chairmen | 373-0007 | 988-8542 | 430-7241 |
| Vaughan Morgan, Vice Chair | 436-0281 | 235-2676 | |
| Kevin Forrest | 373-8530 | 912-257-8284 | |
| Mo Sodini | 431-2090 | 765-7904 | |
| John Vitale | 436-9315 | 817-7733 | |
| Town Administrator | | | |
| Karen Anderson | 926-1907 | 765-7896 | 431-7111 |
| Emergency Management Director | | | |
| Tim Collins | 436-5006 | 793-6573 | |
| Police Chief | | | |
| Tara Laurent | | | 431-4624 |
| Fire Chief | | | |
| Ralph Cresta | | 235-7676 | 436-3200 |
| Town Clerk | | | |
| Marge Morgan | 436-0281 | 235-3516 | 431-7111 |
| Property Maintenance Supervisor | | | |
| Paul Hayden | | 661-3877 | 431-7111 |

| | | | |
|---------------------------------|--|--|--------------|
| Greenland Central School | | | |
| Peter Smith, Principle | | | 431- 6723 |
| | | | |

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Attachment A2

Traffic Control Points

There are five (5) traffic control points in the Town of Greenland. They are:

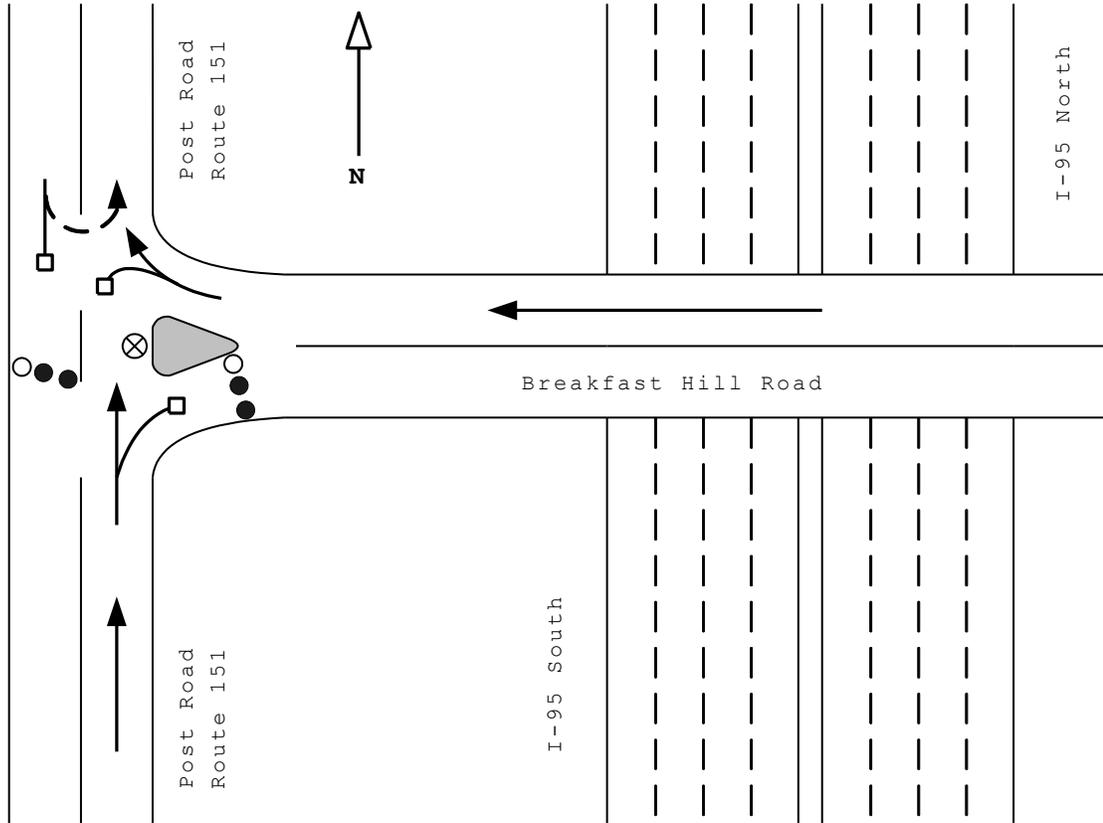
1. G-GR-01 – Post Road (Rte. 151) and Breakfast Hill Road.
2. G-GR-02 – Ocean Road and Route 33.
3. G-GR-03 – Portsmouth Ave (Rte. 151) and Route 33.
4. G-GR-04 - Route 33 and the entrance/exit to the Greenland Meadows Shopping Center
(Lowe's & Target as needed dependent on time of day)
5. G-GR-05 – Winnicut & Bayside Road intersection with Route 33.

Maps of these locations along with required personnel and equipment needed to control these intersections are located in this attachment, t the Greenland EOC and in the New Hampshire State RERP Traffic Management Manual, also on file at the Greenland EOC.

Attachment A2 – G-GR-01

GREENLAND TRAFFIC CONTROL POST

Location: Intersection of Post Road (Route 151) and Breakfast Hill Road



Key:

- ← Movement facilitated
- Movement discouraged
- ← — U-turn traffic
- ⊗ Traffic Guide
- Traffic Cone
- ● Traffic Cones spaced apart minimum 8 feet

Description:

1. Facilitate traffic movements northbound along Post Road.
2. Facilitate U-Turn traffic northbound on Post Road.
3. Discourage southbound and eastbound traffic movements.

Manpower/Equipment:

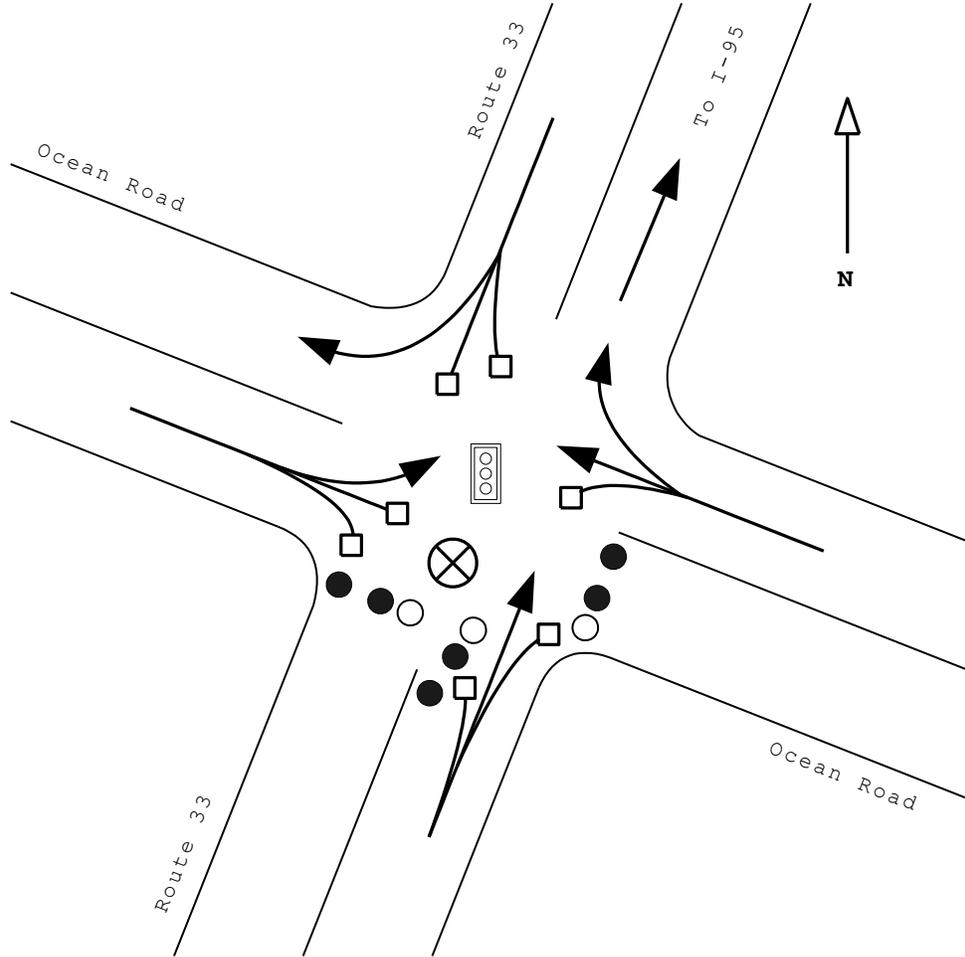
- 1 traffic guide
- 6 traffic cones

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Attachment A2 – G-GR-02

GREENLAND TRAFFIC CONTROL POST

Location: Intersection of Ocean Road and Route 33



Key:

- ← Movement facilitated
- Movement discouraged
- ⊗ Traffic Guide
- Traffic Cone
- ● Traffic Cones spaced apart minimum 8 feet
- ☐ Traffic Light

Description:

1. Facilitate all movements onto Route 33 northbound towards I-95.
2. Discourage eastbound and southbound traffic movements.

Manpower/Equipment:

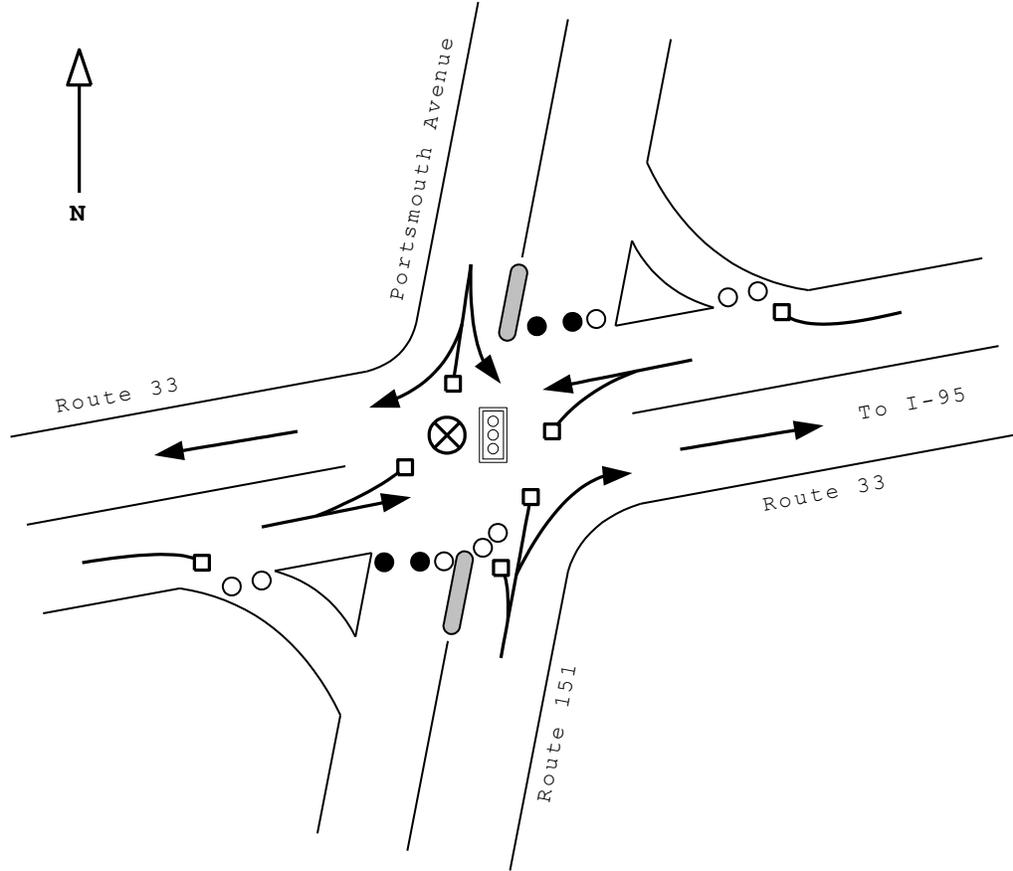
- 1 traffic guide
- 9 traffic cones

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Attachment A2 – G-GR-03

GREENLAND TRAFFIC CONTROL POST

Location: Intersection of Route 151 and Route 33



Key:

- ← Movement facilitated
- Movement discouraged
- ⊗ Traffic Guide
- Traffic Cone
- ● Traffic Cones spaced apart minimum 8 feet
- ▭ Traffic Light

Description:

1. Facilitate all east, south, and northbound movements onto Route 33 eastbound.
2. Discourage movements onto Portsmouth Avenue and onto Route 151.
3. Discourage left turn for northbound traffic from Route 151.

Manpower/Equipment:

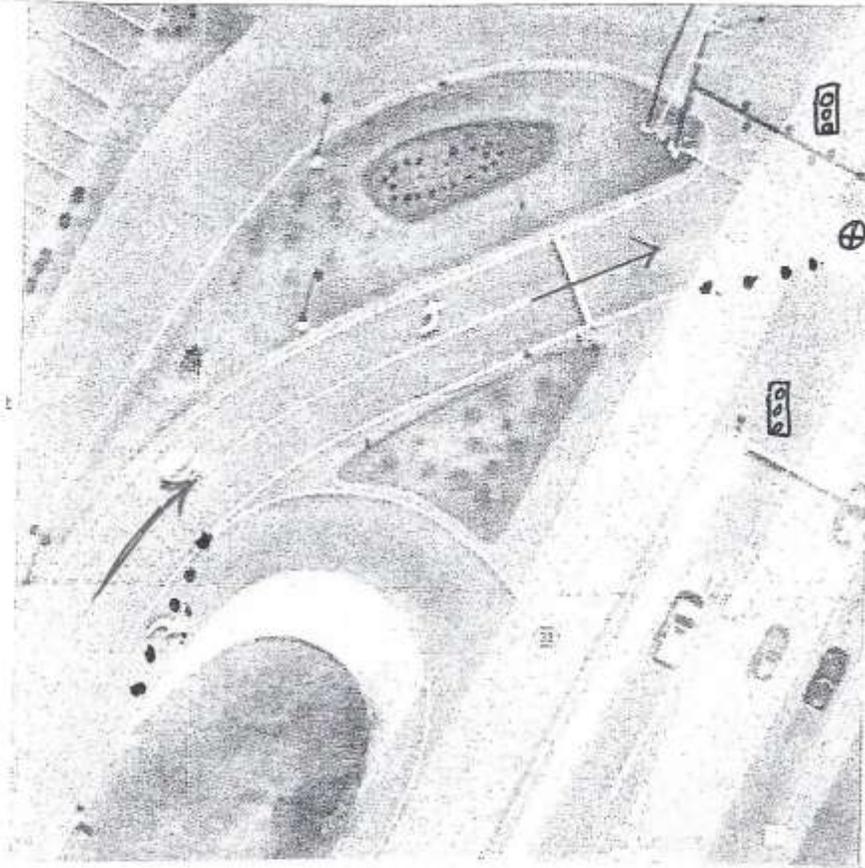
- 1 traffic guide
- 12 traffic cones

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Attachment A2 – G-GR-04

GREENLAND TRAFFIC CONTRL POST

Location: Route 33 and the entrance to Greenland Meadows Shopping Center



Key:

- ← Movement facilitated
- Movement discouraged
- ⊗ Traffic Guide
- Traffic Cone
- ● Traffic Cones spaced apart minimum 8 feet
- ☐ Traffic Light

Description:

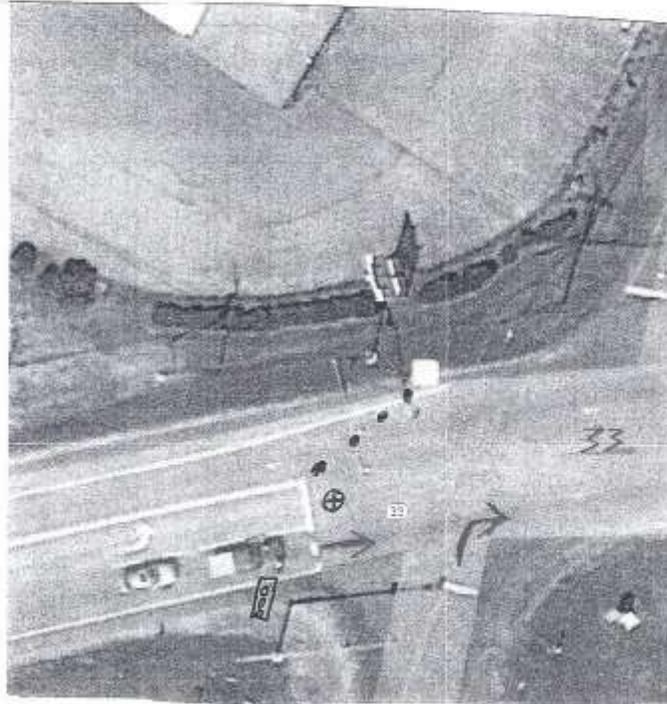
1. Facilitate all movements onto Route 33 eastbound towards I-95.
2. Discourage westbound traffic movements.
3. Manpower/Equipment:
 - 1 traffic guide
 - 9 traffic cones

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Attachment A2-G-GR-05

GREENLAND TRAFFIC CONTROL POST

Location: Route 33 at Intersection of Winnicut & Bayside Road



Key:

- ← Movement facilitated
- Movement discouraged
- ⊗ Traffic Guide
- Traffic Cone
- ● Traffic Cones spaced apart minimum 8 feet
- ⊠ Traffic Light

Description:

1. Facilitate all movements onto Route 33 eastbound towards I-95.
2. Discourage westbound traffic movements.

Manpower/Equipment:

- 1 traffic guide
- 4 traffic cones

apart minimum 8 feet

Greenland RERP Traffic Light

Rev 00

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Attachment A3

Evacuation Routes

There are three (3) bus routes used for evacuating citizens without private transportation. Detailed maps of these routes are located at the Greenland EOC. General descriptions of the major routes are as follows. Appropriate side streets from each major route that the buses will travel are shown on the maps.

Bus Route 1 – Portsmouth Avenue and Greenland Road east of the EOC to the
Portsmouth/Greenland town line
Newington Road
Winnicut Road
Tuttle Lane, Vernita Drive, Holly Lane, Grove Street and Moulton Ave

Bus Route 2 – Post Road and Breakfast Hill Road
Maple Drive
September Drive
Falls Way

Bus Route 3 – Portsmouth Avenue west of the EOC
Bayside Road
Caswell Dive and Bayshore Drive
Great Bay Road
Dearborn Road, Bayridge Road and Great Bay Drive East
Orchard Hill Road and Tidewater Farm Road
Willowbrook and Nantucket Place

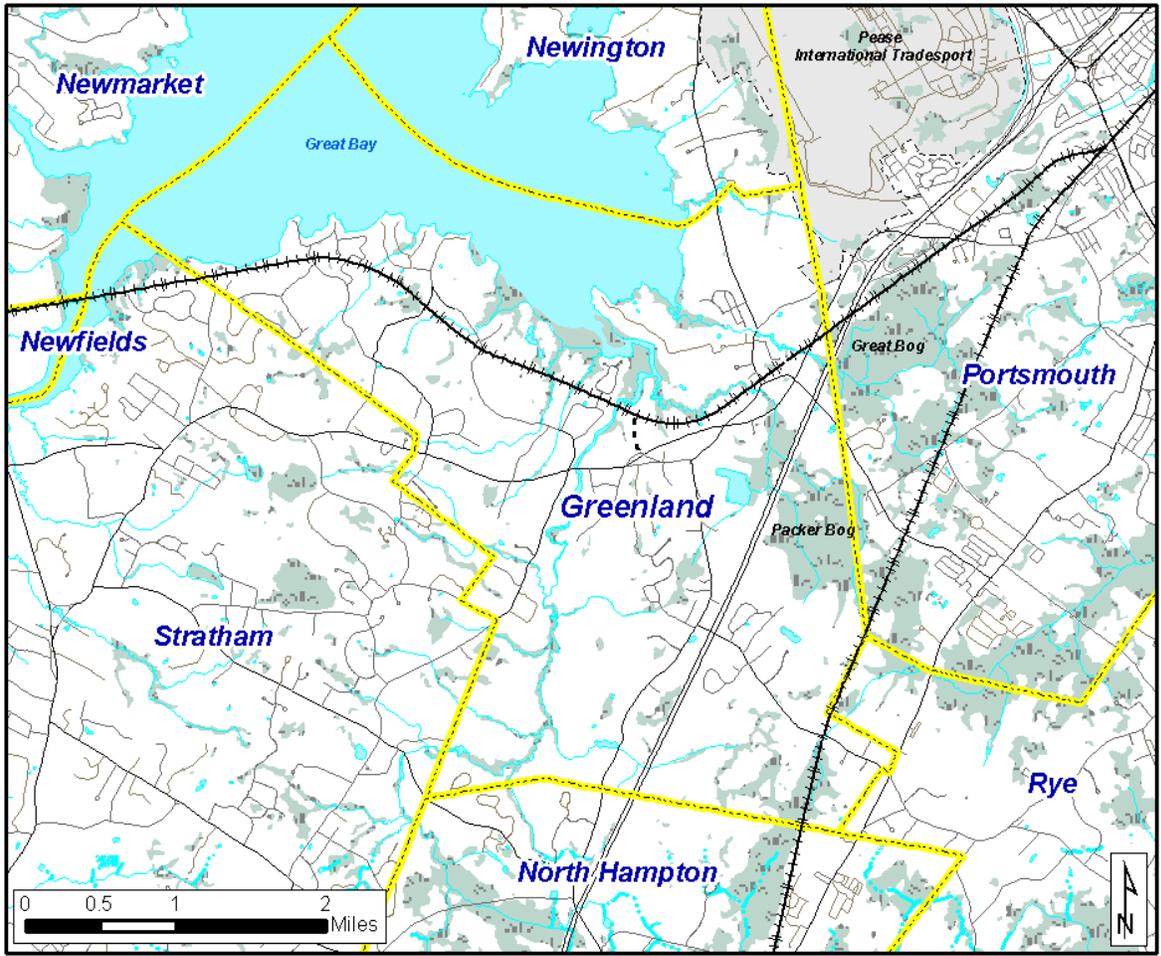
All buses will leave from the Greenland EOC and return to the Greenland EOC before proceeding to the Reception Center at Dover High School.

If an evacuation of students from the Greenland Central School is ordered, the Greenland EOC will notify the school and the bus arrival will be coordinated by the Transportation Officer. A EOC staff person(s) will be assigned to the school with the appropriate maps and proceed on the buses to the Dover Middle School.

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Attachment A4

Community Map



Attachment A5**SEABROOK STATION PUBLIC ALERT AND NOTIFICATION SYSTEM****GREENLAND SIREN LOCATIONS****Designation****Site**

- | | |
|------|--|
| GR-1 | Southeast side of Portsmouth Avenue, opposite Newington Road |
| GR-2 | West side of Cemetery Lane, south of dump entrance |
| GR-3 | East side of Dearborn Road, about 300 ft west of Great Bay Road |
| GR-4 | South side of Breakfast Hill Road, just east of I-95 and transmission line |

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Attachment B**TOWN OF GREENLAND****DEPARTMENT INVENTORIES & RESOURCES TABLES**

B1 – Greenland Fire Department Emergency Resources & Equipment

B2 – Greenland EOC Emergency Equipment

B3 – Greenland Communications Equipment

B4 – Greenland EOC Radiological Equipment

B5 – Greenland Police Department Emergency Resources & Equipment

B6 – Greenland Public Works Emergency Resources & Equipment

ATTACHMENT B-1**GREENLAND FIRE DEPARTMENT EMERGENCY RESOURCES & EQUIPMENT****Personnel**

| | |
|----|--|
| 9 | Firefighters (FF only) |
| 10 | Firefighters/Emergency Medical Technicians |
| 9 | Emergency Medical Technicians (non-firefighters) |
| 8 | Support Personnel |

Total: 36

Equipment/Apparatus

(All have mobile radios, electronic sirens and loud speakers)

| | |
|-----------|---|
| Tanker 1: | 1,250 GPM pump with 3,000 gallon tank |
| Engine 2: | 1,500 GPM pump with 500 gallon tank and 3000' of large diameter hose on a reel. |
| Engine 3: | 1,500 GPM pump with 1,000 gallon tank and 30 gallon Foam tank. |

Ambulance: 1 Basic Life Support Unit

Self-Contained

Breathing Apparatus: 13 Units, plus 10 spare tanks

1 Utility Truck

Note: Fire Department is a member of the Mutual Aid - Interstate Emergency Unit

ATTACHMENT B-2**GREENLAND EOC EMERGENCY EQUIPMENT**

1. Copies of the Town of Greenland Radiological Emergency Response Plan and the Local Emergency Operations Plan
2. The New Hampshire State Emergency Plan, Annex R, "Radiological Emergency Response Plan"
3. Copies of Special Facilities Plans
4. Seabrook Station Traffic Management Manual, Volume 41
5. Maps (showing key facilities, evacuation routes, siren locations, traffic and access control points)
6. Status Boards (10-mile EPZ map, event log, emergency classification board)
7. Street Maps
8. Radiological Monitoring Equipment
9. Communications Equipment
10. Message and log forms
11. Office Supplies
12. Map Kit
13. Special Needs List
14. NHRERP Emergency Phone List

ATTACHMENT B-3**GREENLAND COMMUNICATIONS EQUIPMENT INVENTORY**

Base Station Radio

| | |
|---|---------------------|
| 1 | Command and Control |
| 2 | Fire Department |
| 1 | Police Department |

Police Department

| | |
|---|------------------------|
| 8 | multichannel portables |
| 2 | multichannel mobiles |
| 4 | paggers |

Fire Department/EM/DPW

| | |
|----|-----------------------------------|
| 10 | multichannel portables |
| 7 | multichannel mobiles |
| 35 | paggers |
| 1 | Zetron encoder |
| 1 | 2 meter base station radio (ARES) |
| 1 | Low Band HSEM |

Emergency Management

| | |
|---|------------------------|
| 3 | multichannel portables |
| 1 | multichannel mobiles |
| 1 | pager |

ATTACHMENT B4**RADIOLOGICAL EQUIPMENT IN THE GREENLAND EOC**

The radiological equipment needs of the Town of Greenland are as follows:

- 42 TLDS
- 42 0-200 mR dosimeters
- 42 0-20 rem dosimeters

4 Dosimeter chargers

- KI tablets for 42 emergency workers (4 tablets per emergency worker)
- 2 CDV 700 or equivalent survey instruments (found in 777-1 Kits)
- 30 Dosimetry/KI Log Forms

4 CDV 777-1 Kits

Each town receives a minimum of one dosimeter kit containing:

- 30 TLDS
- 30 0-200 mR dosimeters
- 30 0-20 rem dosimeters
- 2 dosimeter chargers
- KI tablets for 30 emergency workers (4 tablets per emergency worker)
- A storage container
- Appropriate instructions, procedures and log forms.

The Town of Greenland dosimetry may be contained in the following kit types:

777 Kit contains:

- 1 each CDV-700 w/headset
- 2 each CDV-715
- 1 each CDV-750
- 6 each CDV-742
- Belts, batteries, and literature

777-1 Kit contains:

- 1 each CDV-700 w/headset
- 1 each CDV-715
- 1 each CDV-750
- 6 each CDV-742
- Belts, batteries, and literature

777-A Kit contains:

- 1 each CDV-700 w/headset
- 1 each CDV-715
- 1 each CDV-717
- 1 each CDV-750
- 6 each CDV-742

Belts, batteries, and literature

ATTACHMENT B5

GREENLAND POLICE DEPARTMENT EMERGENCY RESOURCES AND EQUIPMENT

Personnel

| | |
|----|----------|
| 1 | Chief |
| 6 | Officers |
| 4 | PT |
| 11 | TOTAL |

Vehicles (All have mobile radios, electronic sirens, and loud speakers)

| | |
|---|-------------|
| 5 | Cruisers |
| 1 | Motorcycles |

Prisoner Detention Capability

| | |
|---|---------------|
| 3 | Holding Cells |
|---|---------------|

Prisoners are detained at Rockingham County Jail.

Traffic Control Devices

| | |
|----|------------|
| 10 | Flares |
| 0 | Barricades |

* **Additional traffic control equipment used for designated traffic/access control points is described in the Seabrook Station Traffic Management Manual**

ATTACHMENT B6**GREENLAND PUBLIC WORKS EMERGENCY RESOURCES AND EQUIPMENT**Equipment

Town Owned

| | |
|-----|--|
| 1 | Dump Truck |
| 2 | Snow Plows (not with truck) |
| 2 | Chain Saws |
| 128 | Traffic cones |
| 12 | Traffic barricades |
| 1 | Cat Skid Steer with front bucket & snow blower |

Personnel

- 1 Property Maintenance Supervisor

Other personnel are hired on an "as needed" basis – approximately seven for each winter storm

Contractors Hired on an "as needed" basis" with yearly contract for winter road maintenance.

Note: Town of Greenland is a member of Public Works Mutual Aid.

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Attachment C

TOWN OF GREENLAND

EMERGENCY RESPONSE PROCEDURES

- C1- Selectmen/Town Administrator**
- C2 – Emergency Management Director**
- C3 - Fire Chief/Deputy EMD**
- C4 – Transportation Officer**
- C5 – RADEF Officer**
- C6 – Police Chief**
- C7 – Police Officer On Duty Or On Call**
- C8 – Health Officer**
- C9 – Public Works**
- C10 – Town Clerk**

EMERGENCY RESPONSE PROCEDURES

C1 - SELECTMEN / TOWN ADMINISTRATOR

Job Description & Implementation Checklist

This document provides the Job Description and Implementation Checklist procedure for the Selectmen/Town Administrator of the Town of Greenland to be used in the event an emergency condition is declared at Seabrook Station (SS). The Selectmen are responsible for overall command and control of Greenland's Emergency Response Organization (ERO). They implement protective actions recommended by the state and activate the Public Alert and Notification System (PANS) when directed by the New Hampshire Homeland Security and Emergency Management (HSEM). This step-by-step procedure is written to guide the Selectmen. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Selectmen are required to fulfill. Additional instructions, if any, will be provided by HSEM from the State Emergency Operations Center (EOC) or the Incident Field Office (IFO). The primary means of communication with HSEM is Emergency Management Radio. Back-up means is commercial telephone.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Greenland Emergency Call List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section
- o Form 300 B, Status Report (Seabrook Station), Volume 8, Forms Section

UNUSUAL EVENT

1. Receive notification that an UNUSUAL EVENT has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner. Give Police Officer exact information as to how you can best be contacted. **Date:**_____ **Time:**_____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

2. Verify with the Emergency Management Director (EMD) as to whether the Greenland Emergency Operations Center (EOC) will be opened to provide access for key staff with emergency responsibilities.

Date:_____ **Time:**_____

3. Stand by for notice of escalation or termination of event.

Date:_____ **Time:**_____

ALERT

4. Receive notification that an ALERT has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager or runner. If the Police Officer On Duty or On Call is unavailable, the Emergency Management Director (EMD) will make this notification. Give Police Officer exact information as to how you can best be contacted.

Date:_____ **Time:**_____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

5. Verify with the EMD that the Greenland Emergency Operations Center (EOC) will be opened to provide access for key staff with emergency responsibilities.

Date:_____ **Time:**_____

6. Report to the Greenland EOC and initiate Form 120A, Chronological Event Log.

Date:_____ **Time:**_____

7. Request the EMD obtain accurate event status from the New Hampshire Homeland Security and Emergency Management (HSEM). If the local EMD is unavailable, obtain this information from HSEM by telephone at or over the Emergency Management Radio located at the Greenland EOC.

Date:_____ **Time:**_____

8. Consult with other key town officials and determine if further action should be taken. Consider full EOC activation. If you decide to fully activate the Greenland EOC, inform the Police Officer On Duty or On Call of other town officials that need to be notified.

Date:_____ **Time:**_____

9. Review procedures for SITE AREA EMERGENCY and GENERAL EMERGENCY.

If no further action is deemed necessary, stand by for notice of escalation or termination of event.

Date:_____ **Time:**_____

SITE AREA EMERGENCY

NOTE

Upon verification of a SITE AREA EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS).

10. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner. If the Police Officer On Duty or On Call is unavailable, the Emergency Management Director (EMD) will make this notification.

Date: _____ **Time:** _____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

11. Instruct the Police Officer On Duty or On Call to notify the appropriate individuals on the Greenland Emergency Call List to report to the Greenland Emergency Operations Center (EOC) at the Fire Station. Inform the officer if there are other officials or support personnel that need to be notified.

Date: _____ **Time:** _____

12. Upon arrival at the Greenland EOC, initiate an event log using Form 120A, Chronological Event Log. Consult with the EMD to obtain a current status report from the New Security and Emergency Management (HSEM). If the EMD is not available, information may be obtained by telephone at the Incident Field Office (IFO), at the State EOC or over the Emergency Management Radio. Use Form 300B, Status Report (Seabrook Station), on WebEOC for status reports from HSEM.

Date: _____ **Time:** _____

3. Upon direction from HSEM, authorize the activation of the Public Alert and Notification System (PANS) utilizing the "Code Red" system.

Date: _____ **Time:** _____

14. Conduct a staff meeting with other town officials. Request input from each department relative to their readiness to respond to all possible protective actions. Based on this input and recommendations from HSEM, direct the emergency response organization's (ERO's) actions accordingly. Assess current EOC staffing requirements and supplement these as required. Ensure that all departments can maintain continuous EOC staffing (see Greenland Emergency Call List). Establish priorities for supplemental resource requests. Instruct the EMD to forward these requests to HSEM or other local agencies that you know may be of assistance.

Date: _____ **Time:** _____

Keep up-to-date with public information releases on radio station WOKQ (97.5 Mhz FM). Additional Emergency Alert System (EAS) stations are listed in Attachment E, and the Emergency Public Information calendar for Seabrook Station. Keep the School Superintendent (SAU 50) informed of Greenland's status.

Refer all media requests to the Media Center at the IFO except for requests directly concerning the town. Answer questions concerning Greenland's status in a manner consistent with official releases from the EAS and the Media Center and Protective Action Recommendations (PARs) from the State EOC or IFO. Inform the people of Greenland who call into the EOC to listen to WOKQ (97.5 Mhz FM) or one of the additional EAS stations for further information as it develops. Consult with the HSEM Local Liaison before releasing news items.

NOTE

In the event of an emergency at Seabrook Station, a Joint Information Center is set up to address media inquiries. The Media Center will have a spokesperson from each of the affected states, utility and federal agencies there to answer media inquiries. Despite this, media representatives may call municipal officials with inquiries. Municipal officials are encouraged to refer inquiries to the Media Center or Joint Information Center (JIC), particularly if the inquiries concern areas beyond the knowledge of the municipal officials or are speculative. Municipal officials are free to answer inquiries about which they have first hand factual knowledge, if the wish. Officials are encouraged, however, to refer media or other inquiries to the Media Center or JIC

Ensure that the public is adequately informed of events relative to Greenland. If necessary, establish a media briefing room in the Selectmen's Office and coordinate these briefings with HSEM.

With the EMD, periodically organize emergency staff meetings to review the activities and effectiveness of each service organization. Staff meetings should be made up of the following people if available: Selectmen, EMD, Police Chief and Fire Chief, RADEF Officer, Transportation Officer and Communications.

If the Greenland ERO finds it necessary to evacuate, contact the Dover ERO to have facilities made available (Dover FD South Side FS) Station)for Greenland's organization (see Greenland Emergency Call List). Prior to evacuating emergency workers, coordinate provisions to support key municipal functions (i.e., security and fire suppression) with the HSEM Local Liaison.

If required to leave the EOC, appoint the next available person in the line of succession to staff the EOC. Notify the EMD of this change.

- 15. Continue to maintain EOC operation until the emergency has been terminated. Submit this documentation along with all messages to the Town Clerk.

Date:_____ **Time:**_____

GENERAL EMERGENCY

NOTE

Upon verification of a GENERAL EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS).

- 15. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner. If the Police Officer On Duty or On Call is unavailable, the Emergency Management Director (EMD) will make this notification.

Date:_____ **Time:**_____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

Instruct the Police Officer On Duty or On Call to notify the appropriate individuals on the Greenland Emergency Call List to report to the Greenland Emergency Operations Center (EOC). Inform the officer if there are other officials, or support personnel that need to be notified.

17. Upon arrival at the Greenland EOC, initiate an event log using Form 120A, Chronological Event Log. Consult with the EMD to obtain a current status report from the New Hampshire Homeland Security and Emergency Management (HSEM). If the EMD is not available, information may be obtained by telephone at the Incident Field Office (IFO), at the State EOC or over the Emergency Management Radio. Use Form 300B, Status Report (Seabrook Station), for status reports from HSEM.

Date:_____ **Time:**_____

18. Upon direction from the HSEM, authorize the activation of the PANS utilizing "Code Red".

Date:_____ **Time:**_____

19. Conduct a staff meeting with other town officials. Request input from each department relative to their readiness to respond to all possible protective actions. Based on this input and recommendations from HSEM, direct the emergency response organization's (ERO's) actions accordingly. Assess current EOC staffing requirements and supplement these as required. Ensure that all departments can maintain continuous EOC staffing (see Greenland Emergency Call List). Establish priorities for supplemental resource requests. Instruct the EMD to forward these requests to HSEM or other local agencies that you know may be of assistance.

Date:_____ **Time:**_____

Keep up-to-date with Public Information Releases on radio station WOKQ (97.5 Mhz FM). Additional Emergency Alert System (EAS) stations are listed in Attachment E, and the Emergency Public Information calendar for Seabrook Station. Keep the School Superintendent (SAU 50) informed of Greenland's status.

Refer all media requests to the Media Center at the IFO except for requests directly concerning the town. Answer questions concerning Greenland's status in a manner consistent with official releases from the EAS and the Media Center and Protective Action Recommendations (PARs) from the State EOC or IFO. Inform the people of Greenland who call into the EOC to listen to WOKQ(97.5 Mhz FM) or one of the additional EAS stations for further information as it develops. Consult with the HSEM Local Liaison before releasing news items.

NOTE

In the event of an emergency at Seabrook Station, a Joint Information Center is set up to address media inquiries. The Media Center will have a spokesperson from each of the affected states, utility and federal agencies there to answer media inquiries. Despite this, media representatives may call municipal officials with inquiries. Municipal officials are encouraged to refer inquiries to

the Media Center or Joint Information Center (JIC), particularly if the inquiries concern areas beyond the knowledge of the municipal officials or are speculative. Municipal officials are free to answer inquiries about which they have firsthand factual knowledge, if the wish. Officials are encouraged, however, to refer media or other inquiries to the Media Center or JIC.

Ensure that the public is adequately informed of events relative to Greenland. If necessary, establish a media briefing room in the Selectmen's Office and coordinate these briefings with HSEM.

With the EMD, periodically organize emergency staff meetings to review the activities and effectiveness of each service organization. Staff meetings should be made up of the following people if available: Selectmen, EMD, Police Chief and Fire Chief, RADEF Officer, Transportation Officer and Communications.

If the Greenland ERO finds it necessary to evacuate, contact the Dover ERO to have facilities made available for Greenland's organization (see Greenland Emergency Call List). Prior to evacuating emergency workers, coordinate provisions to support key municipal functions (i.e., security and fire suppression) with the HSEM Local Liaison.

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the EMD of this change.

20. Continue to maintain EOC operation until the emergency has been terminated.
Submit this documentation along with all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

21. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the HSEM Local Liaison. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

22. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

EMERGENCY RESPONSE PROCEDURES

C2 - EMERGENCY MANAGEMENT DIRECTOR

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Emergency Management Director (EMD) of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The EMD is responsible for maintaining contact with the New Hampshire Homeland Security and Emergency Management (HSEM) and providing updates to the Selectmen. (If the Selectmen cannot be contacted or are otherwise unavailable, the operations of the Emergency Response Organization (ERO) will be directed by the EMD, or designee, until such time as the Selectmen can be reached.) The EMD further coordinates requests for additional support with HSEM. The EMD supervises the Greenland Emergency Operations Center (EOC) operation. This step-by-step procedure is written to guide the EMD. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the EMD is required to fulfill. Additional instructions, if any, will be provided by the Selectmen and HSEM. The primary means of communication with HSEM is Emergency Management Radio. Back-up means is commercial telephone.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Siren Activation Procedures for Seabrook Station, Volume 8, Section 11.0
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section
- o Form 300B, Status Report (Seabrook Station), Volume 8, Forms Section

UNUSUAL EVENT

1. Receive notification that an UNUSUAL EVENT has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner.

Date: _____ **Time:** _____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

2. Stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

ALERT

3. Receive notification that an ALERT has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner.

Date: _____ **Time:** _____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7.

4. Verify with the Selectmen, that the Greenland Emergency Operations Center (EOC) will be opened to provide access for key staff with emergency responsibilities.

Date: _____ **Time:** _____

5. Report to the Greenland EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

6. Notify the following people (see Greenland Emergency Call List) and instruct them to stand by for further instructions or to report to the Greenland EOC at the Fire Station:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date: _____ **Time:** _____

7. Contact the New Hampshire Homeland Security and Emergency Management (HSEM) at the State EOC or use the HSEM radio system for a status report and inform the Selectmen (use Form 300B, Status Report (Seabrook Station), for status reports from HSEM).

Date: _____ **Time:** _____

8. If an Amateur Radio Operator is not present in the Greenland EOC and one is desired, request an operator through the HSEM Local Liaison. The Amateur Radio Operator can provide backup radio communications to the HSEM radio system and can also handle other radio traffic.

Date: _____ **Time:** _____

9. Review SITE AREA EMERGENCY and GENERAL EMERGENCY procedures.

Stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

SITE AREA EMERGENCY

NOTE

Upon verification of a SITE AREA EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS) utilizing "Code Red".

10. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner.

Date: _____ **Time:** _____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official. It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7

11. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

12. Notify the following people and instruct them to report to the Fire Station:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date: _____ **Time:** _____

Receive notification the New Hampshire Homeland Security and Emergency Management (HSEM) [either through the State EOC or, if activated, through the Incident Field Office (IFO)] of scheduled time for activation of PANS sirens.

13. At the scheduled time, step outside to verify that sirens have been activated and are audible. Request confirmation of siren activation from available field personnel.

IF SIRENS ARE NOT AUDIBLE, notify HSEM at the IFO (or, if IFO is not activated, State EOC) IMMEDIATELY. Stand by for command from HSEM and/or town Selectmen to perform local (back-up) activation of sirens. Activate local sirens ONLY if directed to do so by HSEM and/or town Selectmen.

Date: _____ **Time:** _____

14. Contact the HSEM at State EOC in Concord or the IFO in Newington using Emergency Management Radio Network (back-up: telephone).

- Inform HSEM that the Greenland EOC has been activated
- Identify yourself by position
- Verify Emergency Classification Level (ECL)
- Ask if protective actions have been recommended

- If known, inform IFO which means of public notification were successfully activated in Greenland (siren, Emergency Alert System (EAS) broadcasts)
Date:_____ **Time:**_____

15. Review staffing of the emergency response organization (ERO) with key staff. Ensure identified staffing levels are met. Establish a schedule for continual 24-hour emergency readiness.
Date:_____ **Time:**_____

16. If an Amateur Radio Operator is not present in the Greenland EOC and one is desired, request an operator through the HSEM Local Liaison. The Amateur Radio Operator can provide backup radio communications to the HSEM radio system and can also handle other radio traffic.

17. Review overall transportation plans with the Transportation Coordinator and Selectmen. Assess current transportation needs.
Date:_____ **Time:**_____

18. Determine staffing and/or equipment requirements from other emergency officials and report findings to the Selectmen. Contact HSEM and determine if these needs can be augmented with state resources.

19. Ensure status boards are updated and permanent logs are being maintained by the Town Clerk.

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change.

20. Continue to maintain EOC operation until the emergency has been terminated
 Upon termination of the event, submit this checklist and all messages to the Town Clerk.
Date:_____ **Time:**_____

The Town Clerk will provide a copy of all emergency documentation to you following the termination of the emergency. Submit logs and dosimetry records to HSEM.

GENERAL EMERGENCY

NOTE

Upon verification of a GENERAL EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS).

21. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer On Duty or On Call via phone, pager, or runner.
Date:_____ **Time:**_____

NOTE

The primary responsibility for receiving notification of an emergency at Seabrook Station rests with the police department, particularly the Police Officer On Duty or On Call. This responsibility entails receiving and acknowledging the notification from Rockingham County Dispatch Center (RCDC) and forwarding the notification to the rest of the Greenland Emergency Response Organization (ERO) by the most expeditious method. If for whatever reason the Police Officer On Duty or On Call is not able to acknowledge or forward the notification, RCDC will endeavor to contact another Greenland official.

It is incumbent upon that person to fulfill the notification responsibilities as outlined in the Police Officer On Duty or On Call procedure in C7

22. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log. **Date:** _____ **Time:** _____

Receive notification from the New Hampshire Homeland Security and Emergency Management (HSEM) [either through the State EOC or, if activated, through the Incident Field Office (IFO)] of scheduled time for activation of the PANS sirens.

23. At the scheduled time, step outside to verify that sirens have been activated and are audible. Request confirmation of siren activation from available field personnel.

IF SIRENS ARE NOT AUDIBLE, notify HSEM at the IFO (or, if IFO is not activated, State EOC) IMMEDIATELY. Stand by for command from HSEM and/or town Selectmen to perform local (back-up) activation of sirens. Activate local sirens ONLY if directed to do so by HSEM and/or Town Selectmen.

Date: _____ **Time:** _____

24. Notify the following people and instruct them to report to the Fire Station:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date: _____ **Time:** _____

25. Contact HSEM at State EOC in Concord or the IFO in Newington using Emergency Management Radio Network (back-up: telephone).

- Inform HSEM that the Greenland EOC has been activated
- Identify yourself by position
- Verify Emergency Classification Level (ECL)
- Ask if protective actions have been recommended
- If known, inform the IFO which means of Public Notification were successfully activated in Greenland (siren, Emergency Alert System (EAS) broadcasts)

26. Review staffing of the emergency response organization (ERO) with key staff. Ensure identified staffing levels are met. Establish a schedule for continual 24-hour emergency readiness.

Date: _____ **Time:** _____

27. If an Amateur Radio Operator is not present in the Greenland EOC and one is desired, request an operator through the HSEM Local Liaison. The Amateur Radio Operator can provide backup radio communications to the HSEM radio system and can also handle other radio traffic.

Date: _____ **Time:** _____

28. Review overall transportation plans with the Transportation Coordinator and Selectmen. Assess current transportation needs.

Date: _____ **Time:** _____

29. Determine staffing and/or equipment requirements from other emergency officials and report findings to the Selectmen. Contact HSEM and determine if these needs can be augmented with state resources.

Date: _____ **Time:** _____

30. Ensure status boards are updated and permanent logs are being maintained by the Town Clerk.

Date:_____ **Time:**_____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change.

31. Upon termination of the event, submit this checklist and all messages to the Town Clerk.

The Town Clerk will provide a copy of all emergency documentation to you following the termination of the emergency. Submit logs and dosimetry records to HSEM.

RECOVERY / RE-ENTRY

32. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date:_____ **Time:**_____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the HSEM Local Liaison. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

33. RECOVERY/RE-ENTRY COMPLETE

Date:_____ **Time:**_____

EMERGENCY RESPONSE PROCEDURES

C3 - FIRE CHIEF / DEPUTY EMD

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Fire Chief/Deputy EMD [Communications, Emergency Operations Center (EOC) Logistics and Emergency Medical Services (EMS)] of the Town of Greenland to be used in the event an emergency condition is declared at Seabrook Station (SS). The Fire Chief is responsible for setup of the Greenland EOC and ensuring the proper operation of communication equipment in the EOC. The Fire Chief completes any notifications that have not yet been performed and ensures people requiring special notification have been contacted. This step-by-step procedure is written to guide the Fire Chief. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at the SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Fire Chief is required to fulfill. Additional instructions will be provided by the Selectmen.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Greenland Emergency Call List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

No action is required at this Emergency Classification Level (ECL).

ALERT

1. Receive notification that an ALERT has been declared at Seabrook Station (SS) from the Police Officer on Duty via phone, or Fire Department pager. **Date:** _____ **Time:** _____

2. Proceed to the Greenland Emergency Operations Center (EOC), and initiate Form 120A, Chronological Event Log. Open the facility to provide access for key staff with emergency responsibilities. Assume the duties of the Emergency Management Director (EMD) if he is not present. **Date:** _____ **Time:** _____

3. Review Fire Department roster to establish support personnel availability. **Date:** _____ **Time:** _____

4. If requested by the EMD, activate the Greenland EOC and review procedures for SITE AREA EMERGENCY and GENERAL EMERGENCY. **Date:** _____ **Time:** _____

5. Stand by for notice of escalation or termination of event. **Date:** _____ **Time:** _____

SITE AREA EMERGENCY

NOTE

6. Upon verification of a SITE AREA EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS). Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer on Duty via phone, or Fire Department pager. **Date:** _____ **Time:** _____

7. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log. Assume the emergency duties of the Emergency Management Director (EMD) if he is not present. . **Date:** _____ **Time:** _____

8. Turn on all two-way base station radios. Turn on the New Hampshire Emergency Management Radio and sign on with the State EOC or the Incident Field Office (IFO).
.
Date: _____ **Time:** _____

9. Turn on AM/FM radio to WOKQ (97.5 Mhz FM). If reception is poor, tune to one of the additional Emergency Alert System (EAS) stations listed in Volume 20, Section 1.6 or in the Emergency Public Information calendar for Seabrook Station.
.
Date: _____ **Time:** _____

10. Assign personnel to positions that are not filled by referring to the Greenland Emergency Call List which lists positions and personnel available. Assign the following tasks to available personnel:

- Radio: Assign individual as Greenland EOC dispatcher to monitor AM/FM radio for EAS announcements.
- NH Emergency Management Radio: Assign individual as Greenland EOC dispatcher to monitor and operate NH Emergency Management Radio. Keep a record of all transmissions.
- Telephone: Assign alternate individual to answer the phone in the event the EMD is occupied. Information requests from townspeople should be referred to the selectmen. All other communications, including calls from the state, should be directed to the EMD. This worker should keep a log of phone calls and times.
- WebEOC
- Status Board: Assign an individual to set up and maintain status board and map in the Greenland EOC.

Date: _____ **Time:** _____

11. Inventory emergency response equipment. Inventory lists are found in Tables 3.4-1, Greenland Fire Department Emergency Resources and Equipment, and Table 3.4-2, Greenland EOC Emergency Equipment, and Table 3.4-3, Greenland Communications Equipment Inventory. Deliver a list of deficiencies to the EMD.

Date: _____ **Time:** _____

12. Review communications links between other organizations and ensure that communications links have been established or are possible. Refer to Section 2.0, Figures 2.3-1, Greenland Simplified Internal Communications Plan, and 2.3-2, Greenland Simplified External Communications Plan.

Date: _____ **Time:** _____

13. Verify the current Emergency Classification Level (ECL). Insure that key Greenland officials have been notified. Persons unable to be reached should be noted. Check to be sure notifications are consistent with the current ECL (see Greenland Emergency Call List).

Date: _____ **Time:** _____

14. In coordination with the Transportation Officer, have people requiring special notification called (see Greenland Emergency Call List).

Date: _____ **Time:** _____

15. Ensure the Greenland EOC dispatcher has assumed responsibility for Greenland EOC communications from the Police Officer On Duty or On Call.

Date: _____ **Time:** _____

16. After consultation with the EMD, notify additional Fire Department personnel as required to respond to the fire station to provide 24/7 coverage of Fire Department.

Date: _____ **Time:** _____

17. Coordinate the resources needed for the continued operation of the Greenland EOC. Ensure that all EOC personnel will have adequate provisions for the duration of the event. Make arrangements to feed emergency workers if the duration of emergency so requires.

Date: _____ **Time:** _____

18. Check with the RADEF Officer to see if radiological monitoring equipment and Potassium Iodide (KI) will be required for Fire Department emergency workers. Check also for appropriate protective actions to be used by fire personnel.

Date: _____ **Time:** _____

19. If sheltering is recommended, secure all windows, doors, and ventilation systems in the Greenland EOC, Fire Station, Town Office and Police Station.

Date: _____ **Time:** _____

20. Oversee the updating of the status board entries and ensure that permanent logs are being maintained by the Town Clerk.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Inform the EMD of this change.

21. Continue to maintain EOC operation until the emergency has been terminated
Submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY**NOTE**

Upon verification of a GENERAL EMERGENCY, the state will activate or order the activation of the Public Alert and Notification System (PANS).

22. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Police Officer on Duty via phone, or Fire Department pager.

Date: _____ **Time:** _____

23. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log. Assume the emergency duties of the Emergency Management Director (EMD) if he is not present.

Date: _____ **Time:** _____

24. Turn on all two-way base station radios. Turn on the New Hampshire Emergency Management Radio and sign on with the State EOC or the Incident Field Office (IFO).

Date: _____ **Time:** _____

25. Turn on AM/FM radio to WOKQ (97.5 Mhz FM). If reception is poor, tune to one of the additional Emergency Alert System (EAS) stations listed in Volume 20, Section 1.6 or in the Emergency Public Information calendar for Seabrook Station.

Date: _____ **Time:** _____

26. Assign personnel to positions that are not filled by referring to the Greenland Emergency Call List which lists positions and personnel available (see NHRERP Emergency Phone List). Assign the following tasks to available personnel:

- Radio: Assign individual as Greenland EOC dispatcher to monitor AM/FM radio for EAS announcements.
- NH Emergency Management Radio: Assign individual as Greenland EOC dispatcher to monitor and operate NH Emergency Management Radio. Keep a record of all transmissions.
- Telephone: Assign alternate individual to answer the phone in the event the EMD is occupied. Information requests from townspeople should be referred to the Selectmen. All other communications, including calls from the state, should be directed to the EMD. This worker should keep a log of phone calls and times.
- WebEOC
- Status Board: Assign an individual to set up and maintain status board and map in the Greenland EOC.

Date: _____ **Time:** _____

27. Inventory emergency response equipment. Inventory lists are found in Attachment B, Department Inventories & Resource Tables in the Greenland RERP. Deliver a list of deficiencies to the EMD.

Date: _____ **Time:** _____

28. Review communications links between other organizations and ensure that communications links have been established or are possible. Refer to page 41, Greenland RERP, Communications Links Links.

Date: _____ **Time:** _____

29. Verify the current Emergency Classification Level (ECL). Insure that key Greenland officials have been notified. Persons unable to be reached should be noted. Check to be sure notifications are consistent with the ECL (see Greenland Emergency Call List).

Date:_____ **Time:**_____

30. In coordination with the Transportation Officer, have people requiring special notification called (see Greenland Emergency Call List).

Date:_____ **Time:**_____

31. Ensure Greenland EOC dispatcher has assumed responsibility for EOC communications from the Police Officer On Duty or On Call.

Date:_____ **Time:**_____

32. After consultation with the EMD, notify additional Fire Department personnel as required to respond to the fire station to provide 24/7 coverage of Fire Department.

Date:_____ **Time:**_____

33. Coordinate the resources needed for the continued operation of the Greenland EOC. Ensure that all EOC personnel will have adequate provisions for the duration of the event. Make arrangements to feed emergency workers if the duration of emergency so requires.

Date:_____ **Time:**_____

34. Check with the RADEF Officer to see if radiological monitoring equipment and Potassium Iodide (KI) will be required for Fire Department emergency workers. Check also for appropriate protective actions to be used by fire personnel.

Date:_____ **Time:**_____

35. If sheltering is recommended, secure all windows, doors, and ventilation systems in the Greenland EOC, Fire Station, Town Office and Police Station.

Date:_____ **Time:**_____

36. Oversee the updating of the status board entries and ensure that the Town Clerk is maintaining permanent logs.

Date:_____ **Time:**_____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Inform the EMD of this change.

37. Submit this checklist and all messages to the Town Clerk.

Date:_____ **Time:**_____

RECOVERY / RE-ENTRY

38. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date:_____ **Time:**_____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

39. RECOVERY/RE-ENTRY COMPLETE

Date: _____ *Time:* _____

EMERGENCY RESPONSE PROCEDURES

C4 - TRANSPORTATION OFFICER

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Transportation Officer of the Town of Greenland to be used in the event an emergency condition is declared at Seabrook Station (SS). The Transportation Officer is responsible for ensuring transportation is provided for Special Facilities, persons without automobiles and persons with special needs. He also coordinates with the Fire Chief the use of emergency medical transportation needs in Greenland. This step-by-step procedure is written to guide the Transportation Officer. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at the SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Transportation Officer is required to fulfill. Additional instructions, if any, will be provided by the Emergency Management Director (EMD).

Supporting Documents:

- o NHRERP Emergency Phone List
- o Greenland Special Needs List
- o Greenland Transportation Requirements Worksheet
- o Form 110D, Requests for Transportation Assistance from Individuals, Forms Section
- o Form 120A, Chronological Event Log, Forms Section
- o Form 205G, Local Emergency Response Message Form

UNUSUAL EVENT

No action is required at this Emergency Classification Level (ECL).

ALERT

1. Receive notification that an ALERT has been declared at Seabrook Station (SS) from the Greenland Emergency Management Director (EMD) via phone.

Date: _____ **Time:** _____

2. If activated, report to the Greenland Emergency Operations Center (EOC) at the Fire Station and initiate Form 120A, Chronological Event Log. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY Classification Level (ECL).

Date: _____ **Time:** _____

3. Review Table C4-1, Vehicle Descriptions, and the list of persons requiring special transportation.

Date: _____ **Time:** _____

4. If required, determine with the EMD and the Special Needs Listing the most appropriate means of contacting persons requiring notification (e.g. phone call, Telecommunications Services for the Deaf (TDD), or a runner).

Date:_____ **Time:**_____

5. If notification by TDD is required, request support from the New Hampshire Homeland Security and Emergency Management (HSEM) Local Liaison. Request call back on status of TDD notification.

Date:_____ **Time:**_____

6. Contact each school facility listed on the Greenland Transportation Requirements Worksheet (see NHRERP Emergency Phone List), and:

- Notify them of the ALERT ECL
- Determine today's attendance and any special requirements. Enter into "Current Number" column on the worksheet.

Date:_____ **Time:**_____

7. Stand by for notice of escalation or termination of event. Support the EMD as requested.

Date:_____ **Time:**_____

SITE AREA EMERGENCY

8. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Emergency Management Director via phone.

Date:_____ **Time:**_____

9. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date:_____ **Time:**_____

10. If not already accomplished, review Table C4-1, Vehicle Descriptions, and the list of persons requiring special transportation and ensure that Steps 4 and 5 under ALERT are completed.

Date:_____ **Time:**_____

NOTE

The Transportation Requirements Worksheet establishes the order in which notifications are made and vehicles are dispatched. These worksheets are found in the NHRERP Emergency Phone List.

11. Contact each special facility listed on the Greenland Transportation Requirements Worksheet (see NHRERP Emergency Phone List), and:

- Inform them of the emergency condition at SS
- Determine today's attendance and any special requirements and enter into "Current Number" column on the worksheet
- Determine today's attendance and any special requirements and enter into "Current Number" column on the worksheet
- Inform each facility that if an evacuation is recommended you will call them back with number of buses sent and estimated time of arrival (ETA)
- If unable to contact a special facility during its normal hours of operation, assume that the estimated need is the current need

Date:_____ **Time:**_____

12. Contact the people on the Special Needs List to verify that they require the assistance indicated in their response to the Special Needs Survey.

Date:_____ **Time:**_____

13. Determine what type of transportation assistance is needed by individuals who telephone the Greenland EOC to make requests. (Refer to Form 110D, Requests for Transportation Assistance from Individuals, and Table C4-1, Vehicle Descriptions)

Date:_____ **Time:**_____

14. Using the Greenland Transportation Requirements Worksheet in the NHRERP Emergency Phone List:

- Calculate "Actual Needs" by dividing "Current Number" by the number indicated on the worksheet (if the calculated number is 4.3, for example, round up to 5)
- Obtain the current number of people requiring special transportation from the EMD. Use Vehicle Descriptions, to determine the numbers of special needs vehicles required.
- For the special needs population, add to the figure shown in the "Number" column as additional people are identified. However, only reduce this figure if it can be verified that individuals no longer require transportation.

Date:_____ **Time:**_____

15. Review overall transportation plan with the Selectmen and the EMD.

Date:_____ **Time:**_____

16. Contact the HSEM Local Liaison for Greenland at the Incident Field Office and provide the current transportation requirements for the town. Remind the Local Liaison to contact you with the number of vehicles sent and ETA if an evacuation is recommended.

Date:_____ **Time:**_____

If an evacuation is recommended:

- The Emergency Alert System (EAS) will direct people with special transportation needs who have not made prior arrangements with local emergency management officials to contact the Greenland EOC. For individuals who call the EOC, determine the type of transportation assistance required using Form 110D, Requests for Transportation Assistance from Individuals, and the Transportation Requirements Worksheet Vehicle Descriptions. Add the information received to the existing Special Needs List for the town.

As vehicles arrive at the Greenland EOC, perform the following actions:**17. For Vehicles Designated for Special Facilities**

- Assign appropriate number of vehicles to report to each special facility per their designated allotments
- Provide each vehicle bound for a specific special facility with the appropriate map and set of directions from the Greenland EOC to the special facility
- Provide each vehicle with a map showing the route from the special facility to the reception center
- Upon ensuring that drivers understand instructions, dispatch vehicles

Date: _____ **Time:** _____

18. For Buses Designated to Pick Up Residents Requiring Transportation

- Inform the HSEM Local Liaison when bus routing will begin
- Evenly distribute town bus routing maps and instructions to buses so all bus routes are covered
- Instruct drivers to make one pass along their assigned route(s) and then return to the Greenland EOC
- Upon ensuring that drivers understand instructions, dispatch buses
- As buses return from making one pass along bus routes, designate a bus (or buses depending on number of passengers) to be used for transfer of passengers from partially filled buses into the designated bus
- Following the transfer of passengers into the designated bus, again dispatch empty buses to drive along bus routes, making sure that any routes previously handled by the designated "out of service" bus are reassigned to the empty buses. Appropriate route maps and instructions should also be provided.
- Continue shuttling residents from bus route pickup locations to the Greenland EOC, transferring passengers from partially filled buses into designated buses. When full, designated buses should be dispatched to the reception center.
- Repeat previous bullets until only one bus is handling all town bus routes and/or until buses are no longer receiving any passengers
- Inform the HSEM Local Liaison when bus evacuation/routing has been completed

Date: _____ **Time:** _____

19. For Vehicles Designated for People with Special Needs

- Assign town emergency workers to report to homes or other locations of people with special needs to assist them in boarding vehicles. For emergency medical services vehicles reporting to homes of people requiring ambulance transport, provide directions.
- Dispatch vehicles as appropriate for evacuation of people with special needs to the reception center

Date: _____ **Time:** _____

20. Determine if any transportation resource deficiencies exist. If required, forward supplemental requests to the HSEM Local Liaison.

Date: _____ **Time:** _____

21. Contact each facility and inform them of the number of vehicles to be sent and their approximate ETA.

Date: _____ **Time:** _____

22. Contact the HSEM Local Liaison and inform that person when bus routing will begin and when evacuation is complete.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Inform the EMD of this change.

23. Stand-by for escalation or termination of event. At termination submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY

24. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Emergency Management Director via phone.

Date: _____ **Time:** _____

25. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

26. If not already accomplished, review Table C4-1, Vehicle Descriptions, and the list of persons requiring special transportation and ensure that Steps 4 and 5 under ALERT are completed.

Date: _____ **Time:** _____

NOTE

The Transportation Requirements Worksheet establishes the order in which notifications are made and vehicles are dispatched. These worksheets are found in the NHRERP Emergency Phone List.

27. Contact each special facility listed on the Greenland Transportation Requirements Worksheet (see NHRERP Emergency Phone List), and:

- Inform them of the emergency condition at SS
- Determine today's attendance and any special requirements and enter into "Current Number" column on the worksheet
- Inform each facility that if an evacuation is recommended you will call them back with number of buses sent and estimated time of arrival (ETA)
- If unable to contact a special facility during its normal hours of operation, assume that the estimated need is the current need

28. Contact the people on the Special Needs List to verify that they require the assistance indicated in their response to the Special Needs Survey.

29. Determine what type of transportation assistance is needed by individuals who telephone the Greenland EOC to make requests (refer to Form 110D, Requests for Transportation Assistance from Individuals, Vehicle Descriptions).

Using the Greenland Transportation Requirements Worksheet in the NHRERP Emergency Phone List:

- Calculate "Actual Needs" by dividing "Current Number" by the number indicated on the worksheet (if the calculated number is 4.3, for example, round up to 5)
- Obtain the current number of people requiring special transportation from the EMD. Use Vehicle Descriptions, to determine the numbers of special needs vehicles required.
- For the special needs population, add to the figure shown in the "Number" column as additional people are identified. However, only reduce this figure if it can be verified that individuals no longer require transportation.

30. Review overall transportation plan with the Selectmen and the EMD.

31. Contact the HSEM Local Liaison for Greenland at the Incident Field Office (IFO) and provide the current transportation requirements for the town. Remind the Local Liaison to contact you with the number of vehicles sent and ETA if an evacuation is recommended.

32. If an evacuation is recommended:

- The Emergency Alert System (EAS) will direct people with special transportation needs who have not made prior arrangements with local emergency management officials to contact the Greenland EOC. For individuals who call the Greenland EOC, determine the type of transportation assistance required using Form 110D, Requests for Transportation Assistance from Individuals Vehicle Descriptions. Add the information received to the existing Special Needs List for the town.

As vehicles arrive at the Greenland EOC, perform the following actions:

33. For Vehicles Designated for Special Facilities

- Assign appropriate number of vehicles to report to each special facility per their designated allotments
- Provide each vehicle bound for a specific special facility with the appropriate map and set of directions from the Greenland EOC to the special facility
- Provide each vehicle with a map showing the route from the special facility to the reception center
- Upon ensuring that drivers understand instructions, dispatch vehicles

Date: _____ **Time:** _____

34. For Buses Designated to Pick Up Residents Requiring Transportation

- Inform the HSEM Local Liaison when bus routing will begin
- Evenly distribute town bus routing maps and instructions to buses so all bus routes are covered
- Instruct drivers to make one pass along their assigned route(s) and then return to the Greenland EOC
- Upon ensuring that drivers understand instructions, dispatch buses
- As buses return from making one pass along bus routes, designate a bus (or buses depending on number of passengers) to be used for transfer of passengers from partially filled buses into the designated bus
- Following the transfer of passengers into the designated bus, again dispatch empty buses to drive along bus routes, making sure that any routes previously handled by the designated "out of service" bus are reassigned to the empty buses. Appropriate route maps and instructions should also be provided.
- Continue shuttling residents from bus route pickup locations to the Greenland EOC, transferring passengers from partially filled buses into designated buses. When full, designated buses should be dispatched to the reception center.
- Repeat previous bullets until only one bus is handling all town bus routes and/or until buses are no longer receiving any passengers
- Inform the HSEM Local Liaison when bus routing/evacuation has been completed

Date: _____ **Time:** _____

35. For Vehicles Designated for People with Special Needs

- Assign town emergency workers to report to homes or other locations of people with special needs to assist them in boarding vehicles. For emergency medical services vehicles reporting to homes of people requiring ambulance transport, provide directions.
- Dispatch vehicles as appropriate for evacuation of people with special needs to the reception center

Date: _____ **Time:** _____

36. Determine if any transportation resource deficiencies exist. If required, forward supplemental requests to the HSEM Local Liaison.

Date: _____ **Time:** _____

37. Contact each facility and inform them of the number of vehicles to be sent and their approximate ETA.

Date: _____ **Time:** _____

38. Contact the HSEM Local Liaison and inform that person when bus routing will begin and when evacuation is complete.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Inform the EMD of this change.

39. At termination of event submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

40. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

41. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

EMERGENCY RESPONSE PROCEDURES

C5 - RADEF OFFICER

Job Description & Implementation Checklist

This document provides a Job Description and Checklist procedure for the RADEF Officer of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The RADEF Officer is responsible for issuing radiological monitoring equipment and dosimeters and maintaining emergency worker exposure records. This step-by-step procedure is written to guide the RADEF Officer. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the RADEF Officer is required to fulfill. Additional instructions, if any, will be provided by the Selectmen.

Supporting Documents:

- o Dosimetry Equipment and Procedures, Attachment H
- o Form 120A, Chronological Event Log, Attachment I
- o Form 120L, Dosimetry Log Sheet, Attachment I
- o Form 135A, Potassium Iodide Acknowledgement Form, Attachment I
- o Form 205G, Local Emergency Response Message Form, Attachment I
- o Form 300A, Emergency Worker Cumulative Exposure Report (Seabrook Station), Attachment I
- o Form 300R, Radiological Equipment Inventory, Attachment I
- o Form 300Y, Individual Cumulative Exposure Report, Attachment I
- o Form 305A, Dosimetry-KI Report Form (multi-part), Attachment I

UNUSUAL EVENT

No action is required at this Emergency Classification Level (ECL).

ALERT

1. Receive notification that an ALERT has been declared at Seabrook Station (SS) via telephone from the Greenland Emergency Management Director (EMD).

Date: _____ **Time:** _____

2. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

3. Verify inventory and conduct operational checks of radiological equipment in accordance with the Dosimetry Equipment and Procedures, Volume 8, Section 10.3 through 10.6. See Table 3.6-1, Radiological Equipment in the Greenland EOC.

Date: _____ **Time:** _____

4. Issue dosimetry and Potassium Iodide (KI) to all emergency workers with assignments in the EPZ in accordance with the Procedure for Issuing Dosimetry and KI. (Radiological Exposure Control page 30 – 33, Greenland RERP).

Date: _____ **Time:** _____

5. Request additional dosimetry equipment or Potassium Iodide (KI) as necessary from the Incident Field Office (IFO).

Date: _____ **Time:** _____

6. Stand by for notice of escalation or termination of event. Support the EMD as requested.

Date: _____ **Time:** _____

SITE AREA EMERGENCY

6. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Greenland Emergency Management Director (EMD).

Date: _____ **Time:** _____

7. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

8. Verify inventory and conduct operational checks of radiological monitoring and dosimetry equipment in accordance with the Dosimetry Equipment and Procedures, Volume 8, Sections 10.3 through 10.6. See Table 3.6-1, Radiological Equipment in the Greenland EOC. Inform the EMD of any deficiencies.

Date: _____ **Time:** _____

9. Coordinate the need for additional dosimetry through the New Hampshire Homeland Security and Emergency Management (HSEM Local Liaison at the Incident Field Office (IFO).

Date: _____ **Time:** _____

10. If not done at Alert, issue dosimetry and Potassium Iodide (KI) to all emergency workers with assignments in the EPZ in accordance with the Procedure for Issuing Dosimetry and KI. (Radiological Exposure Control page 30 – 33, Greenland RERP).

Date: _____ **Time:** _____

11. Ensure that outside resource providers, i.e., tow truck drivers and road crews, are also provided with dosimetry equipment and KI.

Date: _____ **Time:** _____

12. When notified a radioactive release is in progress:

- Instruct all emergency workers to begin reading their dosimeters at 15 minute intervals
- Record emergency worker exposures on Form 300Y, Individual Cumulative Exposure Report
- Begin making hourly reports to the HSEM Local Liaison at the IFO of the number of emergency workers reporting at the levels indicated on Form 300Y, Individual Cumulative Exposure Report

Date: _____ **Time:** _____

NOTE

Emergency workers removed from a position due to dosimeter readings may be used at another position out of the affected area. As soon as possible these workers should be sent to the reception center designated for Greenland for monitoring and if necessary, decontamination.

13. Each time an emergency worker reports an exposure on their dosimeter of 175 mR the RADEF Officer must do the following:

- Determine if the position is still necessary for the response effort. If the position is no longer necessary, remove worker from affected area.
- If position is still necessary, determine if worker can be replaced. If the worker can be replaced, do so and remove the replaced worker from the affected area.
- If the worker cannot be replaced AND the position is still necessary advise the worker to begin reading their 0-20 R dosimeter and report when that dosimeter reaches 1 R.

Date: _____ **Time:** _____

14. Each time an emergency worker reports an exposure on their dosimeter of 1 R (or any higher Division of Public Health Services (DPHS) approved reporting level), consult with the EMD and do the following:

- Determine if the position is still necessary for the response effort. If not, remove the worker from affected area.
- If position is still necessary, determine if the worker can be replaced. If the worker can be replaced, do so and remove the replaced worker from the affected area.
- If the worker cannot be replaced and the position is still necessary, then consult with the EMD and immediately contact the HSEM Local Liaison at the IFO and attempt to obtain DPHS authorization to assign the worker a new reporting level
- If authorization for a higher level is granted, notify the worker of the new reporting level and instruct the worker to report upon reaching that level
- If permission is not granted, remove the worker from the affected area (a short delay to permit replacement is acceptable)

Date: _____ **Time:** _____

15. If an emergency worker reports a dosimeter reading of 4 R or more:

- Remove the worker from the affected area. Instruct the worker to report to the reception center monitoring and decontamination unit designated for Greenland.
- If position is still necessary, replace the worker (ALL workers MUST be out of the affected area prior to a cumulative dosimeter reading of 5 R)

Date: _____ **Time:** _____

16. For specific life saving missions only - To permit a knowledgeable, volunteer emergency worker to exceed a 5 R cumulative reading on a dosimeter contact the Division of Public Health Services (DPHS) State Radiation Safety Officer (RSO) by the most expeditious means. (State RSO must obtain case by case authorization from the DPHS Director and provide the worker(s) a briefing.)

Date: _____ **Time:** _____

NOTE

The State Radiation Safety Officer (RSO) should be contacted through the Incident Field Office (IFO) in Newington, NH at the following telephone numbers:

603-433-1439 or 603-433-1530

(These numbers are unlisted and shall not be given out to the general public or news media personnel.)

17. If a protective action is recommended for the Greenland EOC:

- Establish a radiological monitoring area at the entrance to the Greenland EOC and monitor all individuals seeking entry in accordance with Dosimetry Equipment and Procedures, Volume 8, Section 10.9; and
- Implement sheltering precautions

Date: _____ **Time:** _____

18. Maintain exposure records for all emergency workers.

Date: _____ **Time:** _____

Appoint the next available person in the line of succession to staff the Greenland EOC if required to leave. Inform the Selectmen or EMD of this change.

19. Stand-by for escalation or termination of event. If event has terminated:

- Collect all unused KI tablets.
- Collect dosimetry and completed Form 305A, Dosimetry-KI Report Forms, from all emergency workers if their need for dosimetry has been discontinued. Forward all forms to the DPHS State RSO at the IFO.
- Submit copies of emergency workers' exposure records, survey records (if applicable), and thermoluminescent dosimeters (TLDs) to DPHS following the emergency.
- Submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY

20. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Greenland Emergency Management Director (EMD).

Date: _____ **Time:** _____

21. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

22. Verify inventory and conduct operational checks of radiological monitoring and dosimetry equipment in accordance with the Dosimetry Equipment and Procedures, Attachment H. Inform the EMD of any deficiencies.

Date: _____ **Time:** _____

23. Coordinate the need for additional dosimetry through the New Hampshire Homeland Security and Emergency Management (HSEM) Local Liaison at the Incident Field Office (IFO).

Date: _____ **Time:** _____

24. Issue dosimetry and Potassium Iodide (KI) to all emergency workers in accordance with the Procedure for Issuing Dosimetry and KI, Volume 8, Section 10.7.

Date: _____ **Time:** _____

25. Ensure that outside resource providers, i.e., tow truck drivers and road crews, are also provided with dosimetry equipment and KI.

26. When notified a radioactive release is in progress:

- Instruct all emergency workers to begin reading their dosimeters at 15 minute intervals
- Record emergency worker exposures on Form 300Y, Individual Cumulative Exposure Report
- Begin making hourly reports to the HSEM Local Liaison at the IFO of the number of emergency workers reporting at the levels indicated on Form 300Y, Individual Cumulative Exposure Report

NOTE

Emergency workers removed from a position due to dosimeter readings may be used at another position out of the affected area. As soon as possible these workers should be sent to a reception center designated for Greenland for monitoring and if necessary, decontamination.

27. Each time an emergency worker reports an exposure on their dosimeter of 175 mR the RADEF Officer must do the following:

- Determine if the position is still necessary for the response effort. If the position is no longer necessary, remove worker from affected area.
- If position is still necessary, determine if worker can be replaced. If the worker can be replaced, do so and remove the replaced worker from the affected area.
- If the worker cannot be replaced AND the position is still necessary advise the worker to begin reading their 0-20 R dosimeter and report when that dosimeter reaches 1 R.

Date: _____ **Time:** _____

28. Each time an emergency worker reports an exposure on their dosimeter of 1 R (or any higher Division of Public Health Services (DPHS) approved reporting level), consult with the EMD and do the following:

- Determine if the position is still necessary for the response effort. If not, remove the worker from affected area.
- If position is still necessary, determine if the worker can be replaced. If the worker can be replaced, do so and remove the replaced worker from the affected area.
- If the worker cannot be replaced and the position is still necessary, then consult with the EMD and immediately contact the HSEM Local Liaison at the IFO and attempt to obtain DPHS authorization to assign the worker a new reporting level
- If authorization for a higher level is granted, notify the worker of the new reporting level and instruct the worker to report upon reaching that level
- If permission is not granted, remove the worker from the affected area (a short delay to permit replacement is acceptable)

Date: _____ **Time:** _____

29. If an emergency worker reports a dosimeter reading of 4 R or more:

- Remove the worker from the affected area. Instruct the worker to report to a reception center monitoring and decontamination unit designated for Greenland.
- If position is still necessary, replace the worker (ALL workers MUST be out of the affected area prior to a cumulative dosimeter reading of 5 R)

Date: _____ **Time:** _____

30. **For specific life saving missions only** - To permit a knowledgeable, volunteer emergency worker to exceed a 5 R cumulative reading on a dosimeter contact the DPHS State Radiation Safety Officer (RSO) by the most expeditious means. (The State RSO must obtain case by case authorization from the DPHS Director and provide the worker(s) a briefing.)

Date: _____ **Time:** _____

NOTE

The State Radiation Safety Officer (RSO) should be contacted through the Incident Field Office (IFO) in Newington, NH at the following telephone numbers:

603-433-1439 or 603-433-1530

(These numbers are unlisted and shall not be given out to the general public or news media personnel.)

31. If a protective action is recommended for the Greenland EOC:

- Establish a radiological monitoring area at the entrance to the Greenland EOC and monitor all individuals seeking entry in accordance with Dosimetry Equipment and Procedures, Volume 8, Section 10.9; and
- Implement sheltering precautions

Date: _____ **Time:** _____

32. Maintain exposure records for all emergency workers.

Date: _____ **Time:** _____

Appoint the next available person in the line of succession to staff the Greenland EOC if required to leave. Inform the Selectmen or EMD of this change.

33. Upon termination of event:

- Collect all unused KI tablets.
- Collect dosimetry and completed Form 305A, Dosimetry-KI Report Forms, from all emergency workers if their need for dosimetry has been discontinued. Forward all forms to the DPHS State RSO at the IFO.
- Submit copies of emergency workers' exposure records, survey records (if applicable), and thermoluminescent dosimeters (TLDs) to DPHS following the emergency.
- Submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

34. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

35. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

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EMERGENCY RESPONSE PROCEDURES

C6 - POLICE CHIEF

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Police Chief of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The Police Chief is responsible for providing traffic control and security. This step-by-step procedure is written to guide the Police Chief. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Police Chief is required to fulfill. Additional instructions will be provided by the Selectmen.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Seabrook Station Traffic Management Manual, Volume 41
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 120T, New Hampshire Security/Sign-in Sheet, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

1. If on duty or on call, perform notification sequence outlined under the checklist for Police Officer On Duty or On Call.

Date: _____ **Time:** _____

2. If not on duty or on call, receive notification from the Police Officer On Duty or On Call via phone or radio. Ensure notification sequence has been completed. No further action required unless directed by the Selectmen.

Date: _____ **Time:** _____

3. Stand by for further notice of escalation or termination of event.

Date: _____ **Time:** _____

ALERT

4. If on duty or on call, perform notification sequence outlined under the checklist for Police Officer On Duty or On Call.

Date: _____ **Time:** _____

5. If not on duty or on call, receive notification from the Police Officer On Duty or On Call via phone or radio. Ensure notification sequence has been completed.

Date: _____ **Time:** _____

6. If the Greenland Emergency Operations Center (EOC) has been activated, report to the EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

7. Establish Greenland EOC security with the Emergency Management Director (EMD) and initiate use of Form 120T, New Hampshire Security/Sign-in Sheet.

Date: _____ **Time:** _____

8. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY.

Date: _____ **Time:** _____

9. Stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

SITE AREA EMERGENCY

10. If on duty or on call, perform notification sequence outlined under the checklist for Police Officer On Duty or On Call.

Date: _____ **Time:** _____

11. If not on duty or on call, receive notification from the Police Officer On Duty or On Call via phone or radio. Ensure notification sequence has been completed

Date: _____ **Time:** _____

12. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

13. Establish Greenland EOC security with the Emergency Management Director (EMD) and initiate Form 120T, New Hampshire Security/Sign-in Sheet.

Date: _____ **Time:** _____

14. Notify additional Police Department personnel as required to report to the Greenland EOC at the Fire Station. Assess availability of personnel and equipment (see Table 3.7-1, Greenland Police Department Emergency Resources and Equipment).

Date: _____ **Time:** _____

15. Advise police to obtain dosimetry/Potassium Iodide (KI) and instructions from the RADEF Officer prior to dispatch.

Date: _____ **Time:** _____

16. Review Traffic Control Points (TCPs) along with available personnel and resources (see Seabrook Station Traffic Management Manual) and report shortages to the EMD.

Date: _____ **Time:** _____

17. If evacuation is recommended, dispatch available personnel to designated traffic control points
TCPs

Date: _____ **Time:** _____

18. If you need assistance securing towing services to remove vehicles impeding traffic flow, contact the State Police Troop A Dispatcher in Epping.

Date: _____ **Time:** _____

19. Maintain municipal security during and after sheltering/evacuation.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Inform the Selectmen or the person in charge of the EOC of this change.

20. Stand-by for escalation or termination of event. If termination, submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY

21. If on duty or on call, perform notification sequence outlined under the checklist for Police Officer On Duty or On Call.

Date: _____ **Time:** _____

22. If not on duty or on call, receive notification from the Police Officer On Duty or On Call via phone or radio. Ensure notification sequence has been completed.

Date: _____ **Time:** _____

23. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

24. Establish Greenland EOC security with the Emergency Management Director (EMD) and initiate Form 120T, New Hampshire Security/Sign-in Sheet.

Date: _____ **Time:** _____

25. Notify additional Police Department personnel as required to report to the Greenland EOC at the Fire Station. Assess availability of personnel and equipment (see Table 3.7-1, Greenland Police Department Emergency Resources and Equipment).

Date: _____ **Time:** _____

26. Advise police to obtain dosimetry/Potassium Iodide (KI) and instructions from the RADEF Officer prior to dispatch.

Date: _____ **Time:** _____

27. Review Traffic Control Points (TCPs) along with available personnel and resources (see Seabrook Station Traffic Management Manual) and report shortages to the EMD.

Date: _____ **Time:** _____

28. If evacuation is recommended, dispatch available personnel to designated TCPs.

Date: _____ **Time:** _____

29. If you need assistance securing towing services to remove vehicles impeding traffic flow, contact the State Police Troop A Dispatcher in Epping.

30. Maintain municipal security during and after sheltering/evacuation.

Date: _____ **Time:** _____

31. Upon termination of event submit this checklist and all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

32. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

33. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

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EMERGENCY RESPONSE PROCEDURES

C7 - POLICE OFFICER ON DUTY OR ON CALL Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Police Officer On Duty or On Call of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The Police Officer On Duty or On Call is responsible for notifying the members of the Emergency Response Organization (ERO) of an emergency condition. This step-by-step procedure is written to guide the Police Officer On Duty or On Call. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Police Officer On Duty or On Call is required to fulfill. Additional instructions will be provided by the Police Chief. The primary means of communication with the members of the ERO is the telephone. Back-up means are the radio pagers and runners.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Greenland Emergency Call List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

1. Record the notification message from Rockingham County Dispatch Center (RCDC). See Message From RCDC to Greenland Police Department.

Date: _____ **Time:** _____

2. Verify message with RCDC by either a roll call response to radio message or by telephone.

Date: _____ **Time:** _____

MESSAGE FROM RCDC TO GREENLAND POLICE DEPARTMENT

Alert and pager tones will be sounded and the following message broadcast on channels Rock A, Rock B, and County A:

"ATTENTION ALL UNITS AND STATIONS IN THE SEABROOK STATION EMERGENCY PLANNING ZONE. STAND BY FOR AN EMERGENCY MESSAGE."

"ATTENTION ALL UNITS AND STATIONS IN THE SEABROOK STATION EMERGENCY PLANNING ZONE. SEABROOK STATION HAS DECLARED AN (circle one) UNUSUAL EVENT / ALERT / SITE AREA EMERGENCY / GENERAL EMERGENCY. STAND BY TO ACKNOWLEDGE THIS MESSAGE AND THEN PROCEED ACCORDING TO INDIVIDUAL COMMUNITY PROCEDURES."

"THIS IS NOT A TEST. - I REPEAT, - THIS IS NOT A TEST."

"ALL UNITS AND STATIONS – PLEASE ACKNOWLEDGE WITH YOUR COMMUNITY'S NAME AS I CALL YOU."

"ROCKINGHAM TO:"

| | | | |
|---|---|--|-----|
| SEABROOK, SOUTH HAMPTON, NEWTON, STRATHAM, PORTSMOUTH, CASTLE. | HAMPTON FALLS, KENSINGTON, EAST KINGSTON, GREENLAND, BRENTWOOD, | HAMPTON, NORTH HAMPTON, EXETER, RYE, KINGSTON, | NEW |
|---|---|--|-----|

Newmarket Dispatch for NEWFIELDS,

NOTE

If RCDC cannot be reached in two minutes, proceed to the following steps without further **delay**.

3. Notify the following by the best means available (phone, pager/radio, runner). **See Greenland Emergency Call List Attachment A1**. If notification has not been verified, the individuals will be advised that the report is unconfirmed. Provide any additional information to the Selectmen. Call in order listed:

- Chairman-Board of Selectmen
- Selectman
- Selectman
- Selectman
- Selectman
- Town Administrator (if all Selectmen are unavailable)
- Emergency Management Director
- Police Chief

Date:_____ **Time:**_____

4. If UNUSUAL EVENT is terminated, notify those individuals contacted above. If emergency escalates, continue with checklist.

Date:_____ **Time:**_____

ALERT

5. Record the notification message from Rockingham County Dispatch Center (RCDC) [see message listed under Unusual Event from RCDC to Greenland Police Department].

Date: _____ **Time:** _____

6. Verify message with RCDC by either a roll call response to radio message or by telephone.

Date: _____ **Time:** _____

NOTE

If RCDC cannot be reached in two minutes, proceed to the following steps without further delay.

7. Notify the following by the best means available (phone, pager/radio, runner). See Greenland **Emergency Call List Attachment A1**. If notification has not been verified, the individuals will be advised that the report is unconfirmed. Provide any additional information to the Selectmen. Notify all of the following. Call in order listed:

- Chairman-Board of Selectmen
- Selectman
- Selectman
- Selectman
- Selectman
- Town Administrator (if all Selectmen are unavailable)
- Emergency Management Director (EMD)
- Police Chief

If the EMD cannot be reached, also notify:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date: _____ **Time:** _____

8. Notify additional personnel as designated by the Selectmen using the Greenland Emergency Call List.

Date: _____ **Time:** _____

9. If the Greenland EOC is fully activated, transfer all incident-related communications to the EOC.

Date: _____ **Time:** _____

10. If ALERT is terminated, notify those individuals contacted above. If emergency escalates, continue with checklist.

Date: _____ **Time:** _____

11. Notify additional personnel as designated by the Selectmen using the Greenland Emergency Call List. **Date:**_____ **Time:**_____

12. If the Greenland EOC is fully activated, transfer all incident-related communications to the EOC. **Date:**_____ **Time:**_____

13. If ALERT is terminated, notify those individuals contacted above. If emergency escalates, continue with checklist. **Date:**_____ **Time:**_____

AREA EMERGENCY

14. Record the notification message from Rockingham County Dispatch Center (RCDC) [see message listed under Unusual Event from RCDC to Greenland Police Department]. **Date:**_____ **Time:**_____

15. Verify message with RCDC by either a roll call response to radio message or by telephone. **Date:**_____ **Time:**_____

NOTE

If RCDC cannot be reached in two minutes, proceed to the following steps without further delay.

16. Notify the following by the best means available (phone, pager/radio, runner). **See Greenland Emergency Call List Attachment A1**. If notification has not been verified, the individuals will be advised that the report is unconfirmed. Provide any additional information to the Selectmen. Call in order listed:

- Chairman - Board of Selectmen
- Selectman
- Selectman
- Selectman
- Selectman
- Selectman
- Town Administrator (if all Selectmen are unavailable)
- Emergency Management Director (EMD)
- Police Chief

If the EMD cannot be reached, also notify:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date:_____ **Time:**_____

17. Notify additional personnel as designated by the Selectmen(see Greenland Emergency Call List). **Date:**_____ **Time:**_____

18. Upon Greenland EOC activation, transfer all incident-related communications to the EOC. **Date:**_____ **Time:**_____

GENERAL EMERGENCY

19. Record the notification message from Rockingham County Dispatch Center (RCDC) (see message listed under Unusual Event from RCDC to Greenland Police Department).

Date: _____ **Time:** _____

20. Verify message with RCDC by either a roll call response to radio message or by telephone.

Date: _____ **Time:** _____

NOTE

If RCDC cannot be reached in two minutes, proceed to the following steps without further delay.

21. Notify the following by the best means available (phone, pager/radio, runner). **See Greenland Emergency Call List Attachment A1**. If notification has not been verified, the individuals will be advised that the report is unconfirmed. Provide any additional information to the Selectmen. Call in order listed:

- Chairman - Board of Selectmen
- Selectman
- Selectman
- Selectman
- Selectman
- Selectman
- Town Administrator (if all Selectmen are unavailable)
- Emergency Management Director (EMD)
- Police Chief

If the EMD cannot be reached, also notify:

- Fire Chief / Deputy EMD
- Transportation Officer
- RADEF Officer

Date: _____ **Time:** _____

22. Notify additional personnel as designated by the Selectmen(see Greenland Emergency Call List).

Date: _____ **Time:** _____

23. Upon Greenland EOC activation, transfer all incident-related communications to the EOC.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

24. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate

- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

25. RECOVERY/RE-ENTRY COMPLETE**Date:** _____ **Time:** _____

EMERGENCY RESPONSE PROCEDURES

C8 - HEALTH OFFICER

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Health Officer of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The Health Officer is responsible for providing assistance and guidance in health-related areas. This step-by-step procedure is written to guide the Health Officer. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Health Officer is required to fulfill. Additional instructions will be provided by the Selectmen. The primary means of communication with the Division of Public Health Services (DPHS) is the telephone. Back-up means is Emergency Management radio.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

No action is required at this Emergency Classification Level (ECL).

ALERT

Not normally notified unless the Selectmen fully activate the Greenland Emergency Operations Center (EOC) and protective action is required.

1. If the Greenland EOC is fully activated, receive notification from the Emergency Management Director (EMD) via phone. Report to the EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

2. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY.

Date: _____ **Time:** _____

3. Stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

SITE AREA EMERGENCY

Not normally notified unless the Selectmen fully activate the Greenland Emergency Operations Center (EOC) and protective action is required.

4. If the Greenland EOC is fully activated, receive notification from the Emergency Management Director (EMD) via phone. Report to the EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

5. If requested by the Division of Public Health Services (DPHS), act as liaison in radiation-related public health matters between town agencies and the state.

Date: _____ **Time:** _____

6. Provide assistance/guidance to the Selectmen and other department heads in health-related areas.

Date: _____ **Time:** _____

7. In conjunction with the RADEF Officer, ensure that emergency workers do not exceed state exposure Protective Action Guides (PAGs).

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen or EMD of this change.

8. Stand-by for escalation or termination of event. If termination, submit this checklist and copies of all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY

Not normally notified unless the Selectmen fully activate the Greenland Emergency Operations Center (EOC) or protective action is required.

9. If the Greenland EOC is fully activated, receive notification from the Emergency Management Director (EMD) via phone. Report to the EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

10. If requested by the Division of Public Health Services (DPHS), act as liaison in radiation-related public health matters between town agencies and the state.

Date: _____ **Time:** _____

11. Provide assistance/guidance to the Selectmen and other department heads in health-related areas.

Date: _____ **Time:** _____

12. In conjunction with the RADEF Officer, ensure that emergency workers do not exceed state exposure Protective Action Guides (PAGs).

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change.

13. At termination of event submit this checklist and copies of all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

14. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date:_____ **Time:**_____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

15. RECOVERY/RE-ENTRY COMPLETE

Date:_____ **Time:**_____

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EMERGENCY RESPONSE PROCEDURE

C9 - PUBLIC WORKS

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Public Works of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). Public Works is responsible for maintaining evacuation routes and providing transportation as needed. This step-by-step procedure is written to guide Public Works. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions Public Works is required to fulfill. Additional instructions will be provided by the Selectmen.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

No action is required at this Emergency Classification Level (ECL).

ALERT

Not normally notified unless the Selectmen fully activate the Greenland Emergency Operations Center (EOC).

1. If the Greenland EOC is fully activated, receive notification from the Selectmen, Town Administrator or EMD via phone. Report to the EOC and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

2. Review Table 3.10-1, Greenland Highway Agent Emergency Resources and Equipment, and procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY.

Date: _____ **Time:** _____

3. Stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

SITE AREA EMERGENCY

4. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Selectmen, Town Administrator or EMDI via phone.

Date: _____ **Time:** _____

5. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

6. Provide current status of local evacuation routes and assess the impact of current and forecasted weather conditions on the road network, and report findings to the Emergency Management Director (EMD).

Date: _____ **Time:** _____

7. If requested by EMD, notify additional Public Works personnel or contractors as required to report to the Fire Station.

Date: _____ **Time:** _____

8. Check with the RADEF Officer to determine if radiological monitoring equipment and Potassium Iodide (KI) will be required for emergency Public Works personnel. Check also for appropriate protective actions to be used by emergency workers.

Date: _____ **Time:** _____

9. Provide personnel and/or equipment, as required for emergency maintenance of evacuation routes, transportation, etc.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen or EMD of this change.

Date: _____ **Time:** _____

10. Stand-by for escalation or termination of event. If termination, submit this checklist and copies of all messages to the Town Clerk.

Date: _____ **Time:** _____

GENERAL EMERGENCY

11. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Selectmen, Town Administrator or EMD via phone.

Date: _____ **Time:** _____

12. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date: _____ **Time:** _____

13. Provide current status of local evacuation routes and assess the impact of current and forecasted weather conditions on the road network, and report findings to the Emergency Management Director (EMD).

Date: _____ **Time:** _____

14. If requested by EMD, notify additional Public Works personnel or contractors as required to report to the Fire Station.

Date: _____ **Time:** _____

15. Check with the RADEF Officer to determine if radiological monitoring equipment and Potassium Iodide (KI) will be required for emergency Public Works personnel. Check also for appropriate protective actions to be used by emergency workers.

Date: _____ **Time:** _____

16. Provide personnel and/or equipment, as required for emergency maintenance of evacuation routes, transportation, etc.

Date: _____ **Time:** _____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change.

17. Upon termination of event submit this checklist and copies of all messages to the Town Clerk.

Date: _____ **Time:** _____

RECOVERY / RE-ENTRY

18. Receive notification that the RECOVERY / RE-ENTRY phase of the emergency has begun.

- Ensure that all town officials are aware of the RECOVERY / RE-ENTRY phase

Date: _____ **Time:** _____

Determine from other town officials their requirements for RECOVERY / RE-ENTRY and relay any needs for assistance to the EOC. Consideration should be given, but not limited to the following:

- Timetable for the return of the emergency response organization (ERO) to the town, as appropriate
- Timetable for the return of the general population to the town, as appropriate
- Timetable for the return of special populations, (i.e. hospital patients) to the town, as appropriate
- Traffic and access control
- Restoration of utilities
- Food and water supplies
- Assistance from state and/or federal agencies
- Long-term relocation of town residents

Secure and return all Public Works and Highway equipment to proper storage.

19. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

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EMERGENCY RESPONSE PROCEDURES

C10 - TOWN CLERK

Job Description & Implementation Checklist

This document provides a Job Description and Implementation Checklist procedure for the Town Clerk of the Town of Greenland to be used in the event an emergency is declared at Seabrook Station (SS). The Town Clerk is responsible for administrative support of the Greenland Emergency Operations Center (EOC). This step-by-step procedure is written to guide the Town Clerk. In doubtful situations, common sense should dictate appropriate actions.

Initial notification of a potential or actual emergency condition at SS will contain one of the Emergency Classification Levels (ECLs): UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY. The following procedure checklists for each ECL represent the minimum actions the Town Clerk is required to fulfill. Additional instructions will be provided by the Selectmen.

Supporting Documents:

- o NHRERP Emergency Phone List
- o Form 120A, Chronological Event Log, Volume 8, Forms Section
- o Form 120G, Message Controller's Log, Volume 8, Forms Section
- o Form 205G, Local Emergency Response Message Form, Volume 8, Forms Section

UNUSUAL EVENT

No action required unless notified. (Not normally notified unless all Selectmen are unavailable.)

1. If notified, stand by for notice of escalation or termination of event.

Date: _____ **Time:** _____

ALERT

Not normally notified unless the Selectmen fully activate the Greenland Emergency Operations Center (EOC) or all Selectmen are unavailable.

2. If the Greenland EOC is fully activated, receive notification from the Emergency Management Director (EMD). Determine if any Selectmen have been contacted. If not, perform their responsibilities for ALERT.

Date: _____ **Time:** _____

3. Report to the Greenland EOC and initiate Form 120A, Chronological Event Log. Review procedures for a SITE AREA EMERGENCY and GENERAL EMERGENCY.

Date: _____ **Time:** _____

4. Provide a telephone operator and clerical assistance if none available. Check supplies of EOC forms (see Form 120A, Chronological Event Log and Form 205G, Local Emergency Response Message Form).

Date: _____ **Time:** _____

5. Maintain logs of incoming and outgoing messages and significant events (use Form 120G, Message Controller's Log).

Date: _____ **Time:** _____

6. Transcribe information on the status boards to a permanent log for future reference, as required.

Date:_____ **Time:**_____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen or EMD of this change.

7. Stand-by for escalation or termination of event. Following the emergency, collect all checklists and messages. Deliver a copy to the EMD for submission to HSEM.

Date:_____ **Time:**_____

SITE AREA EMERGENCY

8. Receive notification that a SITE AREA EMERGENCY has been declared at Seabrook Station (SS) from the Emergency Management Director (EMD).

Date:_____ **Time:**_____

9. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date:_____ **Time:**_____

10. Provide a telephone operator and clerical assistance, and check supplies of EOC forms (see Form 120A, Chronological Event Log and Form 205G, Local Emergency Response Message Form).

Date:_____ **Time:**_____

11. Maintain logs of incoming and outgoing messages and significant events (use Form 120G, Message Controller's Log).

Date:_____ **Time:**_____

12. Transcribe information on the status boards to a permanent log for future reference, as required.

Date:_____ **Time:**_____

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen or EMD of this change.

13. Stand-by for escalation or termination of event. Following the emergency, collect all checklists and messages. Deliver a copy to the EMD for submission to HSEM.

Date:_____ **Time:**_____

GENERAL EMERGENCY

14. Receive notification that a GENERAL EMERGENCY has been declared at Seabrook Station (SS) from the Emergency Management Director (EMD).

Date:_____ **Time:**_____

15. Report to the Greenland Emergency Operations Center (EOC) and initiate Form 120A, Chronological Event Log.

Date:_____ **Time:**_____

16. Provide a telephone operator and clerical assistance if none available. Check supplies of EOC forms (see Form 120A, Chronological Event Log and Form 205G, Local Emergency Response Message Form).

17. Maintain logs of incoming and outgoing messages and significant events (use Form 120G, Message Controller's Log).

18. Transcribe information on the status boards to a permanent log for future reference, as required.

If required to leave the Greenland EOC, appoint the next available person in the line of succession to staff the EOC. Notify the Selectmen of this change.

19. Following the emergency, collect all checklists and messages. Deliver a copy to the EMD for submission to HSEM.

RECOVERY/RE-ENTRY

20. Provide assistance as requested from Selectmen, Town Administrator and EMD.

Date: _____ **Time:** _____

21. RECOVERY/RE-ENTRY COMPLETE

Date: _____ **Time:** _____

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Attachment D

Protective Measures

In the event of a release of radioactive material from Seabrook Station, two methods of protection will be utilized. These are Sheltering-in-Place and Evacuation. In either case, recommendation to implement will come from NH HSEM upon advice from the utility.

Sheltering-in-Place

Upon receipt of an order to sheltering-in-place, the Greenland EMD will insure that:

1. All EOC staff is notified.
2. All emergency workers outside of the Fire and Police stations are notified.
3. The Greenland Central School and all day care centers are notified, if in session.
4. All churches are notified.
5. Confer with EOC Staff regarding the Shopping Center.
6. Notify RADEF to set up for decontamination. ALL personnel who return to the Fire Station/EOC after a sheltering-in-place recommendation must go through DeCom before re-entering.

Evacuation – General Population and Central School

Prior to a recommendation for a full scale evacuation the State may recommend a precautionary transfer or evacuation of school children. The EMD will advise the Greenland Central School of this recommendation and the school will utilize their “early release” procedures.

If a general evacuation is recommended and the school has not done a precautionary transfer or early release, the following will apply.

1. The number of buses needed for the Central School will be determined by the Transportation Officer.
2. All buses to be use in the evacuation, including those for the Central School will report to the Greenland EOC parking lot at 575 Portsmouth Avenue.
3. The drivers of the buses will be given maps of their respective bus routes and the route to the Reception Center at the Dover Middle School.
4. A member of the Greenland Emergency Management Team will be assigned to each bus (bus route) with a portable radio to insure assigned road/streets are covered.
5. In the case of the Central School buses, a Team member with a portable radio will be assigned to the lead bus.

6. When the Central School bus are loaded, they will proceed directly to the Dover Reception Center. The Team member with the radio is responsible for notifying the Greenland EOC of departure to Dover and arrival at the Reception Center.
7. The buses which are picking up the general population will return to the Greenland EOC before departing for Dover. If a bus becomes full while covering their assigned route, the Team member will notify the Greenland EOC immediately. The EOC Staff will make a determination for handling this situation.
8. Once the buses are cleared to proceed to the Reception Center, the Team member on board is responsible to inform the Greenland EOC of their arrival.
9. The senior Team member arriving by bus will be in-charge of coordinating with the Reception Center staff as it relates to the Greenland residents and school children until relieved by a Greenland EOC staff member.

**Evacuation and Continuity of Government -
Greenland Emergency Personnel and Town Officials**

1. The Greenland EOC staff will coordinate with NH HSEM to insure the protection of the Town of Greenland is evacuated in totality.
2. Arrangements have been made with Dover Fire Department for the Greenland Fire Department to relocate their apparatus and staff to the Dover South Side fire station on Rte. 108 in Dover.
3. The Greenland ambulance and staff will relocate to the Dover Reception Center where the residents of Greenland are located.
4. The Police Department will relocate at the Police Chief's discretion. However, one officer will be deployed to the Reception Center to assist the Reception Staff as necessary.
5. To maintain continuity of government Greenland Town Officials and the EOC Staff will relocate to the Dover Fire Department South Side fire station. Arrangements have been made with the Dover Fire Chief to provide a room for Greenland officials. (Authorizing E-mail on file at Greenland EOC).

Although the general public will be notified of the appropriate protective measures recommended, through channels outlined in the Seabrook Station yearly calendars, it is incumbent upon the Greenland EOC staff to reach out to those on the Special Needs list and others know to have infirmities to insure their safety.

EARLY DISMISSAL PROTOCOLS

I. Purpose

Early Dismissal Protocols are activated to release students and staff in an orderly and timely fashion before the close of a normal school day due to an emergency situation. Events that may require the activation of Early Dismissal Protocols include, but are not limited to; Severe Weather, Power Outage, Hazardous Chemical Release or a Nuclear Power Plant incident*.

In cases of an incident requiring the activation of these protocols the following procedures are provided as a guide to the administration and staff.

* In some instances, sheltering-in-place and/or lockdown prior to evacuation may be required.

II. Scope

The Early Dismissal Protocols outline steps that may be taken by staff and students to ensure the safe release of students and staff from school facilities. Designated staff members should be encouraged to participate in the development, implementation, and evaluation of these Protocols as they relate to the School Emergency Response Plan ...

III. Responsibilities

A. Training

All administrators and staff should undergo training related to their specific roles and responsibilities as they relate to Early Dismissal Protocols. These may include:

- Ensuring an accurate count and roster of students under their care is maintained.
- Securing a listing of adults or others given parental/guardian permission to pick up children.
- Emergency staffing of telephones and any other communication tools (email, social media, etc.) utilized for notification.
- Ensuring an accurate count of resources needed to deliver students to the appropriate destination.
- Emergency staffing of buses to support the driver.
- How to ensure each student's destination is established prior to dismissal
- Caring for students that may have to await parental pickup.
- Information needed and notification provided to local emergency officials.

Staff assigned to work with access-and-functional-needs students should undergo training that will assist them to understand and carry out activities geared to the unique needs of their student(s).

B. Other Considerations

- Identification of host schools, facilities
- Timelines
- Shelter-in-Place Procedures

Need for Additional Assets.
 Contact numbers for Dept. of Education, SAU Administration and Local
 Contact
 numbers for Emergency Officials

IV. Procedures

The following procedures will be implemented by staff and students when directed
 or

when deemed appropriate or necessary by the situation.

A. School Administrative Unit (SAU) wide Early Dismissal

The Superintendent will ultimately make the final decision for an
 Early
 Dismissal.

The Superintendent will notify all school Administrators and Dept. of
 Education
 representative of the decision. Ensure local school administrators provide
 information to local emergency officials.

Parents will be advised of the early dismissal, to include the estimated time
 of
 dismissal (if known in advance).

Identification of a "host school" or facility for children to be delivered to,
 outside
 the affected area, if parents/guardians are unable to "accept" children in a
 timely fashion.

All secondary schools will be dismissed one hour before the elementary
 schools. (In some instances this may not be feasible. SAUs should be
 aware

of additional transportation assets that may be needed if both levels are
 dismissed concurrently.)

School Administrators will follow the protocols regarding Single-
 School
 Dismissal.

***In the event that emergency officials determine the need to
 evacuate the site and all students have not been reunited with
 parents/guardians, students will be transported to a designated off-
 site location (reception center, alternate school or other facility).

B. Single-School Early Dismissal

The School Administrator will consult with local officials, as appropriate,
 to
 determine the need for Early Dismissal.

The School Administrator will notify the Superintendent of the need for
 Early
 Dismissal.

School Administrators will notify parents of the dismissal via in-
 place
 communications (mass-calling system, media, social media, etc.).

Building Administrator will notify Superintendent of Schools when dismissal has been completed.

***In the event that emergency officials determine the need to evacuate the site and all students have not been reunited with parents/guardians, students will be transported to a designated off-site location (reception center, alternate school or other facility).

October 14, 2013

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Attachment E**SEABROOK STATION PARTICIPATING STATIONS**

| <i>.WHEB Group</i> | | | | |
|--------------------|---------------------|----------------|----------|------------------------|
| | WHEB 1.2 | Portsmouth, NH | 100.3 FM | Participating National |
| | WERZ ^{1,2} | Exeter, NH | 107.1 FM | Participating National |
| | WQS01.2 | Rochester, NH | 96.7 FM | Participating National |
| | WSKX 1.2 | York, Maine | 9S.3FM | Participating National |
| | WMYF ^{1,2} | Portsmouth, NH | 1380 AM | Participating National |
| | WGIN ^{1,2} | Rochester, NH | 930 AM | Participating National |
| | WXEX ¹ | Exeter, NH | 1540 AM | Participating National |

| <i>WOKQ Group</i> | | | | |
|--------------------|------------------------|-----------------|------------|------------------------|
| | WOKQ1.2 | Dover, NH | 97.5FM | State Relay |
| | WSHK 1.2 | Kittery, Me. | 105.3 FM | Participating National |
| | WSAK 1.2 | Hampton, NH | 102.1 FM | Participating National |
| <i>WTSN Group-</i> | | | | |
| | WTSN ¹ | Dover, NH | 1270 AM | Participating National |
| | WBVV ² | Somersworth, NH | 98.7 FM | Participating National |
| <i>Others</i> | | | | |
| | WUNH ¹ | Durham, NH | 91.3FM | Participating National |
| | WCCM (Spanish) | Salem, NH | 1110AM | Participating National |
| | WENH-TV*1 | Durham, NH | Channel 11 | Participating National |
| | WMUR-TV ^{1,2} | Manchester, NH | Channel 9 | State Relay |

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Attachment F

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Attachment G

NOT USED AT THIS TIME

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Attachment H

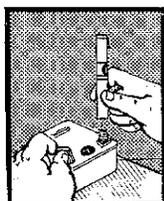
Dosimetry Equipment and Procedures

Supporting Documents:

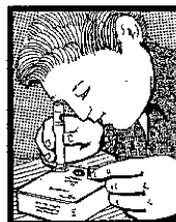
- Radiological Equipment Inventory List
 - Operational Checks for the Dosimeter Charger
 - Operational Check/Zeroing Self-Reading Dosimeters
 - Operational Check for Low Range Survey meter Geiger Müller Reference
 - Emergency Worker Information
 - Form 135A, Potassium Iodide Acknowledgement Form
 - Form 300R, Radiological Equipment Inventory
 - Form 305A, Dosimetry-KI Report Form
-
- Verify with your supervisor (or Emergency Management Director), the number of items required.
 - Enter the number of required equipment items on Form 300R, Radiological Equipment Inventory.
- NOTE: Consider defective and not available for use any item which fails and operational check or has exceeded an expiration date.
- Perform operational checks on each item. Procedures to perform the checks are in:
 - Dosimeter charger
 - Self-reading dosimeters
 - Low-Range survey meter Geiger-Mueller Reference
 - Check expiration date on each bottle of Potassium Iodide (KI). Any tablets which have exceeded the expiration date shall be considered defective and not available.
 - Record the quantity of each item available for use listed on Form 300R in the correct column.
 - Determine unmet needs for each item by subtracting the number available from the number required. Record this number in the UNMET column on Form 300R.
 - Coordinate need for additional dosimetry or equipment through your supervisor (or Local Liaison).
 - Prepare dosimetry for issue to emergency workers following guidelines – “Procedure For Issuing Dosimetry and KI.”

Operational Checks for the Dosimeter Charger

1. To check the dosimeter charger, loosen the thumbscrew in the top or bottom center of the charger with a coin or screwdriver, and remove the bottom case. Observing the indicated polarity, install the battery and reassemble.
2. Position the charger on a flat surface such as a table. Unscrew the cap on the charging contact and place the end of the dosimeter opposite the pocket clip and the eyepiece on charging contact of the charger.



Placing a dosimeter on the charger



Re-setting a dosimeter to zero with charger

3. Apply firm downward pressure. You should see a meter scale and a vertical line when looking through the dosimeter. If no line is visible, rotate the voltage control knob located in the lower left hand corner until a line appears. Set line at or near zero by rotating the voltage control knob.
4. Remove the dosimeter and replace the cap over the charging contact.
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter, or close to, zero.
6. Replace the battery if the light source fails to work and repeat the check sequence. If the light still fails to operate, replace the light bulb with the space provided inside the charger case and repeat the check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger with a soft cloth which is free of grit, dirt, lint, and moisture. Do not use strong solvents or cleaning fluids to clean parts as they can dissolve the plastic. Repeat the check sequence.
8. If the check is still unsatisfactory, get another charger and perform the check sequence.

Operation of the CDV 750 Model 6 Dosimeter Charger

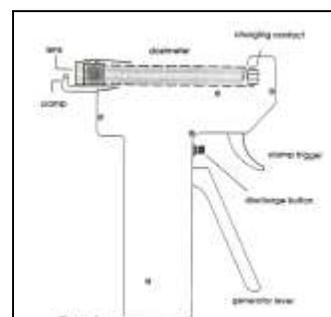
BASIC OPERATION

The CDV 750 model 6 dosimeter charger (fig. 1) is used to zero all self-reading dosimeters. The charger is self-powered, requiring no batteries. The voltage necessary to charge a dosimeter is generated by squeezing the generator lever. A discharge button allows the operator to set a dosimeter exactly on zero. The clamp trigger pulls back on the clamp to allow a dosimeter to be positioned on the charger or be removed from the charger.

The charger controls the movement of the hairline fiber inside the dosimeter. When the fiber is on zero, the dosimeter is said to be "zeroed".

POSITIONING THE DOSIMETER IN THE CHARGER

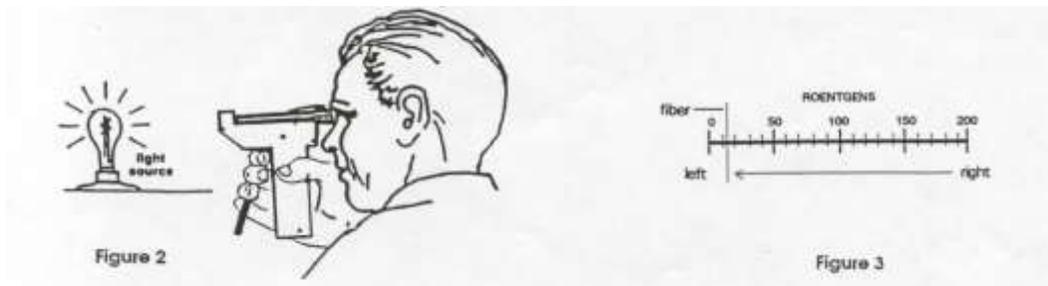
1. Hold the charger upright as shown in fig. 1. Lift the clamp and pull it back to its maximum length. Place the dosimeter in the clamp and fit the dosimeter recess (opposite



- end from the lens) over the charging contact. This allows for electrical contact between the dosimeter and the charger.
2. Squeeze the clamp trigger. Push the clamp forward until the end is against the eyepiece of the dosimeter.
 3. Release the trigger. Check that the position of the dosimeter provides a good view through the lens.

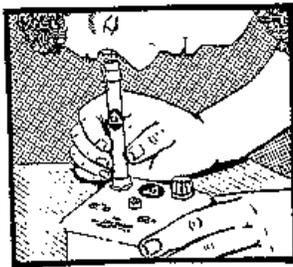
CHARGING THE DOSIMETER

4. With the dosimeter locked in place and lens facing you, point towards a suitable light source, such as, a light fixture, window, candle, etc., as shown in fig. 2.
5. Look through the lens and observe the scale (fig.3). Squeeze the generator lever and release lightly a few times. NOTE: If the dosimeter is not responding, you may need to apply more pressure with the clamp by gently pushing forward on the clamp against the end of the dosimeter. DO NOT PUSH TOO HARD. You can damage the dosimeter.
Watch for movement of the fiber from the right of the scale towards 0. Squeeze the lever again if needed to zero the dosimeter. NOTE: If the fiber has traveled to the left of the zero but is still visible, push the discharge button and watch the fiber move to the right. If the fiber is not visible, repeat Step 5.
6. To remove the dosimeter, pull clamp trigger, lift dosimeter to just above the end of the clamp and pull dosimeter straight back to disengage it from the charging contact. The length of the clamp will not change unless the clamp is manually adjusted.



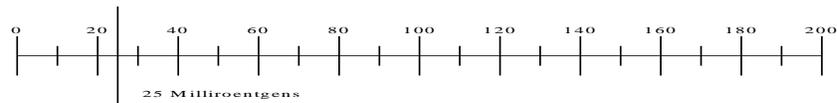
OPERATIONAL CHECK/ZEROING SELF-READING DOSIMETERS

1. Place the end of the dosimeter opposite the pocket clip and eyepiece on the charging contact of the dosimeter charger.



1. Apply firm downward pressure on the dosimeter. You should see a meter scale and a vertical line while looking through the dosimeter. If no line is visible, rotate the voltage control knob of the dosimeter charger until a line appears.

FIGURE 10.5-2
MILLIROENTGENS



NOTE: If you have trouble finding the line on a dosimeter:

- Apply pressure on the dosimeter,
- Clean the charging contacts on the dosimeter and the dosimeter charger with a soft cloth; or
- Replace the battery in the dosimeter charger

3. Set the line on the dosimeter to zero by turning the voltage control knob on the charger.
4. Remove the dosimeter from the charging contact. Point the dosimeter towards a light source and look through the dosimeter. Determine the position of the hairline on the scale.

NOTE: When reading the dosimeter, keep it as level as possible and ensure scale is parallel with horizon.

5. Continue to Step 7 if the dosimeter is reading zero.
6. Repeat the procedure if the reading is not zero. While charging the dosimeter, set the line an equivalent amount away from zero in the opposite direction to compensate for movement when the dosimeter is removed from the charging contact.

NOTE: If time is critical, a reading of one-quarter scale or less is an acceptable charge on a self-reading dosimeter.

7. If a dosimeter is not to be issued immediately, allow it to sit for about 15 minutes, then read. If the reading has increased, dosimeter has excessive drift and should not be used.

GEIGER MÜELLER SURVEY INSTRUMENTS USED FOR CONTAMINATION DETECTION

NOTE: This section details the Geiger Müeller Survey Instruments that may be used for Contamination Detection at a local Emergency Operations Center (EOC), Host Facility, or Reception Center. The operational check for each instrument follows the tables.

Table 1
Derived Parameter Vales for Contamination Detection of Individuals

| Instrument | Probe | Distance From | Monitor Time | Decontamination |
|-----------------------|-------------------|----------------------|---------------------|--------------------------|
| Detector | Scale | Individual | Avg. Adult | Decision Criteria |
| Combo | Setting | (inches) | (minutes) | (Count Rate) |
| | Speed | | | |
| | (inches/s) | | | |
| CD V-700 | | | | |
| GM side window | x1 | 4 | 1 | 19 |
| | | | | 300 cpm |

| | | | | | |
|----------------------|----|---|--------|-----|---------|
| Victoreen 493 | | | | | |
| GM side window | x1 | 4 | 1 | 19 | 300 cpm |
| CD V-700P* | | | | | |
| GM pancake | x1 | 6 | 1 to 3 | 3.9 | 300 cpm |
| CD V-718A | | | | | |
| GM end window | NA | 3 | 1 | 12 | 1mR/hr |

The CDV V700P is the preferred instrument to use for contamination detection.

Table 2
Recommended Detection Parameters for Widespread Contamination on Vehicles, Equipment, and Other Possessions

| Instrument | Scale | Decontamination Decision Criteria (Count Rate) | Max. Probe Height (inches) | Max. Probe Speed (inches/s) |
|----------------------|-------|--|----------------------------|-----------------------------|
| CD V-700 | | | | |
| GM side window | x1 | 300 cpm | 2 | 12** |
| Victoreen 493 | | | | |
| GM side window | x1 | 300 cpm | 2 | 12** |
| CD V-700P* | | | | |
| GM pancake | x1 | 300 cpm | 4 | 24** |
| CD V-718A | | | | |
| GM end window | NA | 1.7 mR/hr | 2 | 12** |

The CDV V700P is the preferred instrument to use for contamination detection.

Care should be taken so that the probe speed will permit adequate time for the instrument of choice to audibly respond while the probe is being passed over the potentially contaminated area.

Table 3
Effects of Probe Covers on Measurements

| Type of Probe Cover | Density (Mg/Cm ²) | Average Reduction In Count Rate (Percent) | | | |
|---|-------------------------------|---|------------------------------|---------------------------|-------------------------|
| | | CD V-700 GM Side Window | Victoreen 493 GM Side Window | CDV 700P Pancake Detector | CD V-718A GM End Window |
| One Layer of Store | | | | | |
| Brand Vegetable Wrap (Saran or Glad Wrap) | 1.2 | 1.1 | 1.1 | 3.6 | 4.7 |
| Two Layers of Store | | | | | |
| Brand Vegetable Wrap (Saran or Glad Wrap) | 2.4 | 2.2 | 2.2 | 7.7 | 8.6 |

CD V -700/Victoreen 493 Operational Check

Prior to use, the CD V-700 or the Victoreen 493 must be checked to assure that the instrument is operating properly. This operational check must be performed in a Low Background Area.

1. Visually check the instrument for signs of physical damage.
2. Ensure a calibration sticker is present on the instrument and the current calendar date is within the year of the calibration date.
3. Ensure the selector switch on the instrument is in the “**OFF**” position.
4. Remove the top cover of the instrument by unlatching the cover clips located at the top and bottom of the cover.
5. Make sure that the instrument probe is secured in its cradle and turn the cover over exposing the battery compartment. Remove the battery clamps and install the batteries **making sure of polarity**. Reinstall the battery clamps. Install the instrument cover back into the instrument body and secure the cover clips.
6. Turn the selector switch on the instrument to the x10 setting and allow the instrument a minimum of 30 seconds to warm up.
7. Connect the headphones to the audio jack located to the left of the instrument probe cradle.
8. Remove the probe from the probe cradle and rotate probe cylinder head (for the CD V-700) to fully open the probe shield, or push the base of the probe forward (for the Victoreen 493) to fully expose and open the probe shield. Mount the headphones to your ears.
9. Place the probe’s open window area as close as possible to the operational check source located on the left side of the instrument. Observe the reading on the instrument C/M scale (multiply it by 10) and compare to the Source Reading Range located on the instrument calibration sticker. Clicks should be heard in the headphones.
10. The reading should fall close to this Source Reading. This indicates that the instrument is operating properly.
11. If the operation check fails you may;
 - Install new batteries and recheck the instrument if the source reading is too low.
 - Replace the headphones if no clicks are audible when taking the check source reading.
 - Discard the instrument and replace it with another and perform the operational check again.

CD V-700P Operational Check

Prior to use, the CD V-700P must be checked to assure that the instrument is operating properly. This operational check must be performed in a low background area.

1. Visually check the instrument for signs of physical damage.
2. Ensure the calibration sticker is present on the instrument and the current calendar date is within the year of the calibration date.
3. Ensure the selector switch on the instrument is in the “**OFF**” position.
4. Remove the top cover of the instrument by unlatching the cover clips located at the top and bottom of the cover.
5. Make sure that the instrument probe is secured in its cradle or place probe on a secure surface first, and then turn the cover over exposing the battery compartment. Remove the battery clamps and install the batteries **making sure of polarity**. Reinstall the battery clamps. Install the instrument cover back into the instrument body and secure the cover clips.
6. Turn the selector switch on the instrument to the x100 setting and allow the instrument a minimum of 30 seconds to warm up.
7. Connect the headphones to the audio jack located to the left of the instrument probe cradle.

8. Remove the plastic cover from the probe head and place the open probe as close as possible and over the check source located on the left side of the instrument body.
9. Observe the reading on the instrument C/M scale (multiply it by 100) and compare to the Source Reading located on the instrument calibration sticker. Clicks should be heard in the headphones.
10. The reading should fall close to this Source Reading. This indicates that the instrument is operating properly.
11. If the operation check fails you may:
 - a. Install new batteries and recheck the instrument if the source reading is too low.
 - b. Replace the headphones if no clicks are audible when taking the check source reading.
 - c. Discard the instrument and replace it with another and perform the operational check again.

Table 4
CD V-700/CD V-700P/VIC 493 Switch Position
& Scale Description

| | Radiation On Top Scale (mR/hr) | | Contamination On Bottom Scale (C/M) | |
|-----------------|--------------------------------|--------------------|-------------------------------------|--------------------|
| Switch Position | Each Deflection Mark/RAD | RAD Activity Range | Each Deflection Mark/CPM | CPM Activity Range |
| x1 | .01 mR/hr. | 0 -5 mR/Hr. | 6 CPM | 0 -300 CPM |
| x10 | .1 mR/Hr. | 0 - 5 mR/Hr. | 60 CPM | 0 - 3000 CPM |
| x100 | 1 mR/Hr. | 0 - 50 mR/Hr. | 600 CPM | 0 - 30,000 CPM |

NOTE: The CDV700P cannot be used for background checks.

CD V-718A Operational Check

Prior to use, the CD V-718A must be checked to assure that the instrument is operating properly. This operational check must be performed in a Low Background Area.

1. Visually check the instrument for signs of physical damage.
 - a. Ensure a calibration sticker is present on the instrument and the current calendar date is within the year of the calibration date.
2. Ensure the CD V-718A power switch is in the “**OFF**” position.
3. Install batteries per the Operator’s and Unit Maintenance Manual for the Radiac Set CD V- 718A.

- a. Install headset by plugging headset into volume control box and connecting the box to the BNC connector located on the rear of CD V-718A. Set the Alarm toggle switch located on the front panel of the CD V-718A to the AUD/VIS position.
4. Follow the Preoperational Test Procedure found in the Operator's and Unit Maintenance Manual for the Radiac Set CD V-718A.
5. The beta end window of the CD V-718A beta/gamma probe must be opened to be used for contamination detection.
6. If the operational check fails you may;
 - a. Install new batteries and recheck the instrument.
 - b. Discard the instrument and replace it with another and perform the operational check again.

CD V-700 Victoreen 493 Background Radiation Measurement

Background radiation is the sum of the radiation from natural and man-made sources without any contribution from the radioactive source of interest, such as hospital, nuclear power plant or accident site.

GEIGER MÜELLER SURVEY INSTRUMENTS USED FOR CONTAMINATION DETECTION (cont.)

1. Locate the instrument away from the source of interest.
2. Install the batteries into the instrument observing the polarity of the batteries.
3. Set the instrument selector switch to the x1 setting.
4. Hold the probe at waist level away from the body or place the probe in the probe cradle and observe the meter reading on the meter face for at least 30 seconds.
5. Background radiation is usually under .08 mR/hr. when read on mR/hr scale or under 50 cpm when read on the cm scale. (Refer to Table 4 for Scale Conversions).
6. Record measurement taken, as it must be subtracted from all radiation measurements to obtain true and accurate readings.

3. Procedure for Issuing Dosimetry

Supporting Documents:

- Emergency Worker Information
- Form 120L Dosimetry Log Sheet
- Form 135A, Potassium Iodide Acknowledgement Form
- Form 305A, Dosimetry-KI Report Form

Sample List of Dosimetry Equipment Stored at Facilities:

- TLD Dosimeters and one (1) Control TLD
- Self-reading dosimeters (0-200 mR)
- Self-reading dosimeters (0-20 R)
- CDV-700 or VIC-493 Survey Meters
- CD-750 dosimeter chargers
- Foil wrapped 130 mg KI tablets – 4 tablets per emergency worker
- Storage Container
- Appropriate documentation

1. Divide dosimetry into units consisting of the following:

- o - Emergency worker ID badges
- o 1 0-20 R self-reading dosimeter
- o 1 0-200 mR self-reading dosimeter
- o 1 Thermoluminescent dosimeter (TLD)
- o 1 Emergency Worker Information
- o 1 Form 305A, Dosimetry-KI Report Form

Each emergency worker receives one unit.

2. Have all individuals complete the top section of Form 305A
3. Read the self-reading dosimeters while the individual is completing the top section of Form 305A. If not previously done, recharge (zero) the dosimeters in accordance with Operation Check/Zeroing Self-Reading Dosimeters and enter the values in the BEFORE block on Form 305A.
4. Have the individuals verify the serial numbers, which have been entered by the RADEF Officer, for the self-reading dosimeters and TLD in the appropriate block on Form 305A.
5. Have the individuals read both self-reading dosimeters and verify the reading for each dosimeter in the BEFORE block on Form 305A.
6. Record the DATE/TIME and PERSON/ORGANIZATION in the issued blocks on Form 305A.
7. Enter the appropriate information on Form 120L (NOT for reception center personnel).
Name/organization, social security number, and date/time issued
Serial number of the self-reading dosimeters and the TLDs
10. Provide each individual with a copy of “*Emergency Worker Information*” and the two remaining (white and yellow) copies of Form 305A.

Emergency Worker Information

Wearing the Self-Reading Dosimeters (SRDs) and Thermoluminescent Dosimeters (TLDs)

- o Wear SRDs and TLD in area of body between shoulders and waist
- o Securely clip SRDs and TLD to clothing
- o Wear SRDs and TLD side by side

2. Reading a Self-reading Dosimeter (SRD)

- o Point the SRD towards a light and look through the eyepiece (the end with the clip)-(Do not look directly towards the sun)
- o Rotate the SRD so the words ROENTGENS or MILLIROENTGENS appear right side up
- o Note location of the hairline on the scale, estimating readings as close as possible
- o Read SRDs about every 30 minutes. If you are notified that a release of radioactive material has occurred, read SRDs about every 15 minutes
- o Emergency workers assigned to a reception center need only to read their dosimetry at the onset and termination of reception center operations

3. Recording SRD Readings

Emergency workers should record their SRD reading on the attached page (or equivalent) as follows:

- at the time of initial issue of dosimetry equipment (usually zero)
- at any time when the reading increases from the issue level
- at any time a higher threshold exposure level is reached (see Step 4)

- Potassium Iodide (KI) is an over-the counter drug that will block the absorption of radioiodine by the thyroid gland and thus prevent/reduce radiation exposure to the thyroid.
- KI does not block the uptake of other types of radioactive material by the body, nor does it provide protection against exposure from external radioactive materials.
- Emergency workers assigned to reception centers or other locations that are outside of the Emergency Planning Zone (EPZ) do NOT need to ingest KI.

8. Termination of Assignment

When directed by your supervisor/point-of-contact, report to the reception/decon at the reception center for your community for monitoring/decontamination. Reception center monitoring and decontamination personnel may be monitored at the end of their assignment at the reception center facility.

Follow instructions from DPHS/RadHealth personnel at the reception center for collection of dosimetry equipment and forms. DPHS/RadHealth representatives at the facility will establish a collection point for the return of dosimetry and forms by emergency workers for DPHS/RadHealth processing.

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Attachment I

Applicable Forms

| | |
|---------------|---|
| Radef Officer | Dosimetry Instructions and Briefing Job Aid |
| 105C3 | EOC 12-Hour Shift Schedule |
| 110D | Request for Transportation Assistance for Individuals |
| 120A | Chronological Event Log |
| 120F | Emergency Management Radio Log |
| 120G | Message Controller's Log |
| 120L | Dosimetry Log Sheet |
| 120N | Transportation Log |
| 120R | Local Transportation Staging Area Log |
| 125D | Vehicle Arrival Report |
| 125H | Transit Vehicle Log Sheet |
| 135A | Potassium Iodide Acknowledgement Form |
| 205G | Local Emergency Response Message Form |
| 205H | Media Relations Inquiries/Rumors |
| 300R | Radiological Equipment Inventory |
| 305A | Dosimetry-KI Report Form (multi-part) |

RADEF OFFICER DOSIMETRY INSTRUCTIONS And BRIEFING JOB AID (5/2011)

Divide dosimetry from Dosimeter Kit, along with distributed RERP information and forms, into individual units consisting of the following:

- One (1) Emergency Worker Badge
- One (1) 0-20R self-reading dosimeter (SRD)
- One (1) 0-200mR self-reading dosimeter (SRD)
- One (1) Thermo luminescent dosimeter (TLD/with clip)
- One (1) Emergency Worker Information
- Four (4) KI Tablets [**not required outside Emergency Planning Zone (EPZ)**]
- One (1) Form 135A, Potassium Iodide Acknowledgement Form
- One (1) Form 305A, Dosimetry-KI Report Form

Issue each Emergency Worker one individual unit of the above items and perform the following briefing **to all emergency workers**:

- Complete the personal information at the top of the 305A Form
- Enter/Verify the dosimetry serial numbers on the 305A Form
- Read both SRDs – recharge your SRDs at this time, if required
- Record the current reading of each of the SRDs in the appropriate “Initial” block of the 305A Form
- Read Form 135A, Sign and Date
- Enter appropriate information on Form 120L (for RADEF Officer Records)
- Assemble/place the SRDs and TLD in your upper torso area outside of all clothing
- Fold and place your copies of the 305A Form, 135A Form, and KI info sheet along with the KI pills and keep on your person at all times
- Read your dosimetry every fifteen (15) minutes, once directed
- Report any readings at **175mR and at additional 1R** increments thereafter to your RADEF Officer
- **EPZ LOCAL EOCs** – If there has been a release and individuals are reporting to your EOC ask if there is a possibility that they may have become contaminated (driven through the plume or come from an area that has been contaminated). If they answer that they have or could have, instruct them to report immediately to the nearest reception center for monitoring and possible decontamination. **DO NOT** let them into the EOC.

POTASSIUM IODIDE (KI) – Ingest KI only when directed to do so. KI will prevent uptake of radioactive iodine into your thyroid gland. If you take KI, record the date and time each dose was taken on your 305A KI Report Form. Take one tablet per day for four days unless otherwise directed. People allergic to iodine or shellfish should not ingest KI. If any adverse reactions occur, discontinue taking KI, notify your RADEF Officer and see a physician. Emergency Workers who choose not to take KI at the time it is recommended, should report to their RADEF Officer and request a replacement. **KI is not issued to Reception Center Emergency Workers.**

Report to your assigned EOC (or Reception Center) if new dosimetry is required. If during your shift, or at the end of your shift, you have been exposed to radiation you will be sent to the local Reception Center for monitoring. If possible turn in all your dosimetry and 305A Form copies to the original issue point. If you return to duty, be sure to obtain your own 305A Form.

Female workers who declare themselves pregnant should not perform any mission that may subject them to radiation exposure and may be required to change jobs or job responsibilities during their pregnancy. (See NRC Regulation Guide 8.13 and sign the acknowledgement form)

Form 110D – Request for Transportation Assistance to Individuals

Special Needs Liaison _____ : _____ : _____
Name

Name of Person Making Request: _____

Telephone Number: _____

1. Was a Special Needs Survey Card completed for the person requiring assistance?
 Yes Check Special Needs File and verify information is correct.
 No Continue with Step 2.

2. Explain that buses are running routes through town. Can the person walk to the bus route?

- Yes Explain the location of the bus route.
- No Continue with Step 3.

3. If a bus came by the person's location, could the person get on it alone or with some assistance?

- Yes Go to Step 7 and request a Special Needs Bus.
- No Continue with Step 4.

4. Can the person sit unassisted for prolonged periods?

- Yes Continue with Step 7 and request a Special Needs Bus.
- No Continue with Step 5.

5. Does the person need to be transported in a wheelchair?

- Yes Go to with Step 7 and request a Wheelchair Van.
- No Continue with Step 6.

6. Does the person need to be transported with life support systems ?
Examples are oxygen bottles, respirator, dialysis machine, etc.

- Yes Continue with Step 7 and request an Ambulance.
- No Continue with Step 7 and request an Evac Bed Bus.

7. Record the following information about the person requiring assistance.

Name: _____

Address Street: _____

Cross Street: _____

Phone Number: _____

Special _____

Directions: _____

Assistance Required:

- Bus Route
- Ambulance
- Evac Bed Bus
- _____ Bed Patients
- _____ Passengers
- Coach Bus
- School Bus
- Wheelchair Van
- _____ Wheelchairs
- _____ Passengers
- Van
- Other

Form 120A – Chronological Event Log

(Position Log on WebEOC may be used to replace this form)

Facility:

Date:

Page ___ of

POSITION:

NAME:

Activity

Time

| | Activity | Time |
|-------|-----------------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Form 125D – Vehicle Arrival Report

| Type | Report Time | | | | | | | | | |
|--------------------------|-------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| School Bus (SB) | | | | | | | | | | |
| Vans (V) | | | | | | | | | | |
| Ambulance (A) | | | | | | | | | | |
| Wheelchair Vans (WV) | | | | | | | | | | |
| | | | | | | | | | | |
| Evacuation Bed Bus (EBB) | | | | | | | | | | |
| Coach Buses (CB) | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Form 135A – Emergency Worker Potassium Iodide User AgreementA. Agreement:

I agree that I will not take my first KI tablet until I receive official instructions to do so.

If instructed to do so, I understand that in order to obtain maximum protection for the thyroid, I will take one (1) tablet (130 milligrams) per day of the thyroid blocking agent as instructed.

B. Drug Use Acknowledgement:

I have been informed that this drug will block the absorption of radioiodine by my thyroid and thereby reduce the exposure to radiation of the thyroid; that Potassium Iodide does not reduce the uptake of other radioactive materials by the body; nor, does it provide protection against exposure from external radiation.

C. Drug Allergic Reaction Awareness Notice:

I have been told that if I am allergic to Iodine that I should not take Potassium Iodide.

By my signature below, I hereby agree to the terms and conditions of this user agreement.

SIGNATURE _____

DATE _____

Form 205G – Local Emergency Response Message Form

For Amateur Radio Use Only

| | | | | | | | |
|--|------------------------------|---|----------------------|-------------|--|---------------|------|
| NUMBER | PRECEDENCE <i>E/P/W/R</i> | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN | TIME FILED | DATE |
| THIS BOX FOR MESSAGE CONTROL USE ONLY (Not Transmitted) Message Control Log Number: _____ | | | | Date: _____ | | Time: _____ | |
| THIS BOX FOR ORIGINATORS USE | | | | | | | |
| Message Number: _____ | | | | Date: _____ | | | |
| Time: _____ | | | | | | | |
| To: _____ | | | | From: _____ | | | |
| Name | Title | Agency/Municipality | Name | Title | Agency/Municipality | | |
| Action Classification | | | | | | | |
| <input type="checkbox"/> Emergency - Life & death messages only - - All other messages - | | <input type="checkbox"/> Priority - Messages with a time limit - | | | <input type="checkbox"/> Routine | | |
| Not to exceed 30 minute handling time. exceed 24 hours handling time. | | Not to exceed 3 hours handling time. | | | Not to | | |
| Information Copy To | | | | | | | |
| <input type="checkbox"/> Selectman/Mayor | | <input type="checkbox"/> EMS/Rescue | | | <input type="checkbox"/> | | |
| Transportation | | <input type="checkbox"/> Status Boards | | | | | |
| <input type="checkbox"/> Town Manager | | <input type="checkbox"/> Public Works | | | <input type="checkbox"/> Shelter Coordinator | | |
| <input type="checkbox"/> NH HSEM (Specify) | | | | | | | |
| <input type="checkbox"/> EM Director | | <input type="checkbox"/> Health Officer | | | | | |
| <input type="checkbox"/> Fire | | <input type="checkbox"/> School Dept. | | | <input type="checkbox"/> Other: _____ | | |
| <input type="checkbox"/> Police | | <input type="checkbox"/> RADEF | | | | | |
| Text: [] Reply Requested | | | | | | Word Count | |
| _____ (Maximum 50) | | | | | | | |
| 1. _____ | | | | | | | |
| 2. _____ | | | | | | | |
| 3. _____ | | | | | | | |
| 4. _____ | | | | | | | |

| | |
|--|------------------------|
| THIS BOX FOR COMMUNICATIONS USE ONLY (Not Transmitted) | |
| Message <input type="checkbox"/> Sent By: <input type="checkbox"/> Radio <input type="checkbox"/> Packet <input type="checkbox"/> E-Mail <input type="checkbox"/> Telefax <input type="checkbox"/> Telephone <input type="checkbox"/> Messenger <input type="checkbox"/> Received | |
| Message Sent To: _____ | Received From: _____ |
| Date/Time Group: _____ | Date/Time Group: _____ |
| Operator Name: _____ | Operator Name: _____ |

Form 205H – Media Relations Inquiries/Rumors

| | | | |
|-------------------------|--------------------------|--------------|----------------|
| Date: | | Time: | |
| Reporter: | | | |
| Representative: | | | |
| Call - back Required: | <input type="checkbox"/> | Yes | Telephone No.: |
| | <input type="checkbox"/> | No | |
| <u>Inquiry</u> | | <u>Rumor</u> | |
| Response: | | | |
| Special Requests: | | | |
| Inquiry/Rumor Taken By: | | | |

Form 300R – Radiological Equipment Inventory

| Date: | | | | | | |
|--|---------------------|--------------------|-------|----------|-----------|-------|
| Item | Operational Check * | State Agency Staff | Other | Total | | |
| | | | | Required | Available | Unmet |
| 0 - 20 R Dosimeters | YES | | | | | |
| 0 - 200 mR Dosimeters | YES | | | | | |
| Thermoluminescent Dosimeter (TLD) | NO | | | | | |
| Dosimeter Charge | YES | | | | | |
| CDV - 700 Or Equivalent 0 - 50 mR/Hr Survey Instrument | YES | | | | | |
| KI Tablets (Blister Paks) Shelf Life Date Checked | NO / YES | | | | | |
| Appropriate Instructions and Log Forms | NO | | | | | |
| | | | | | | |

Note: * If operational check is required, refer to Volume 8, Sections 10.4 through 10.6, for instructions.

| | | | | | | | | | | | |
|---|-----------------------------------|---------------------------|--------------|---|-------------------------------------|--|---------------|--|------------------------|----------------------------|--|
| <i>Please Print Legibly</i> | DOSIMETRY – KI REPORT FORM | | | | <i>Do not enter SSN for drills.</i> | | | | | | |
| Emergency Worker's Name: | | | | Social Security Number: | | | | | | | |
| Home Address: | | | | Worker's Organization: | | | | | | | |
| City/State/Zip: | | | | Organization Phone No.: | | | | | | | |
| DOSIMETRY – KI REPORT FORM INSTRUCTIONS | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Read 0 - 200 mR and 0 - 20 R dosimeters every 15 minutes if a radiological release has occurred. (Read every 30 minutes if there has been no release.) • Do not exceed a 1 R cumulative total without notifying a supervisor. The TLD gives an accurate reading of the total dose and therefore only you should be using it. • Complete this form and forward the yellow copy and your TLD to the NH Department of Public Health Services liaison at the decontamination facility. • The dosimetry indicates a total exposure of 4 R or higher, expedite delivery to the NH DPHS Public Health Liaison. • NH DPHS will forward your final TLD reading to you and your emergency response organization along with an explanation of the reading, and/or the need for any follow-up medical recommendations if necessary. (See Radiological Screening Program tracking number below.) | | | | | | | | | | | |
| MISSION | | 0 – 200 mR | | | 0 – 20 R | | | Thermoluminescent Dosimeter (TLD) | | | |
| DESCRIPTION | DATE | SERIAL NO. | BEFORE AFTER | MISSION TOTAL | SERIAL NO. | BEFORE AFTER | MISSION TOTAL | SERIAL NO. | ISSUED BY RETURN TO | DATE / TIME DATE / TIME | |
| 1 | | | mR | mR | | R | R | | | | |
| | | | mR | | | R | | | | | |
| 2 | | | mR | mR | | R | R | | | | |
| | | | mR | | | R | | | | | |
| 3 | | | mR | mR | | R | R | | | | |
| | | | mR | | | R | | | | | |
| 4 | | | mR | mR | | R | R | | | | |
| | | | mR | | | R | | | | | |
| | | | TOTAL: | mR | | TOTAL: | R | | TLD READING | mR | |
| | | | | | | | | | READING DATE | | |
| THYROID GLAND SCREENING CHECK | | | | | | KI INSTRUCTIONS | | | | | |
| Upon completion of the mission, or as directed, you must undergo contamination monitoring at a decontamination facility. Monitoring personnel at these facilities will complete a contamination monitoring report for you. Additionally, you should be screened for radio-iodine intake of the thyroid gland and record the results here. | | | | | | Ingest KI tablet only at the direction of your supervisor. Take one 130 mg tablet per day during radio-iodine exposure. If you have any adverse reaction to the drug, discontinue taking KI and report this to your supervisor. Discontinue taking KI tablets when radio-iodine exposure ends. | | | | | |
| Instrument Used: | | | | Reading: | | | | POTASSIUM IODIDE RECORD | | | |
| Signature of Monitor: | | | | Date: | | | | | | | |
| Emergency Worker's Signature: | | | | Date: | | | | | | | |
| COLOR | INITIAL DISTRIBUTION | FINAL DISTRIBUTION | | For NH DPHS Use Only | | | | | | | |
| White | Emergency Worker | Emergency Worker | | Radiological Screening Program Tracking No.: _____ (Check Box if Not Applicable <input type="checkbox"/>) | | | | | | | |
| Yellow | Emergency Worker | NH DPHS Liaison | | | | | | | | | |
| Pink | Issuing Organization | ----- | | | | | | | | | |

Form 305A – Dosimetry-KI Report Form (multi-part)

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