

# **Greenland**

## **Radiological Emergency Response for Nuclear Facilities Plan**

**December 2017**

Developed in conjunction with:

New Hampshire Homeland Security and Emergency Management

Technological Hazards Section

Timothy Collins, Emergency Management Director



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## Notice of Promulgation

The publication of the Greenland Radiological Emergency Response for Nuclear Facilities Plan represents a concerted effort on the 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 Nuclear Power Plant.

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 assistance, 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 is adopted effectively this day, the \_\_\_\_\_ of \_\_\_\_\_, 2017.

Signed: \_\_\_\_\_  
Chairman Board of Selectmen, Town of Greenland

## Approval and Implementation

The Greenland Radiological Emergency Response for Nuclear Facilities Plan contains the planning information and procedures specific to Greenland. It is based on guidance criteria developed by the Nuclear Regulatory Commission (NRC), the Federal Emergency Management Agency (FEMA), and the State of New Hampshire. Radiological Emergency Preparedness (REP) is a combined responsibility of the various components of the Offsite Response Organization (ORO).

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

This Plan is a living document and is the principal source of documentation concerning the Greenland 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. Changes dealing with policies and procedures must go through a formal revision process which includes the signature of the chief elected official. All other changes may be made without such revision change. The Emergency Management Director is responsible for the development of and general oversight of the plan and will annually certify this Plan to be current. Revisions to the Plan, in total, should be considered at least once every two years.

All changes and revisions will be provided to NH Homeland Security and Emergency Management (HSEM) when made. On an annual basis, HSEM will review and approve the local plan and biannually submit the revision changes to FEMA for review and approval.

# Proposal for Changes, Corrections, Additions & Deletions Form

To: Local Emergency Management Director  
Greenland Emergency Management  
11 Town Square  
PO Box 100  
Greenland, NH 03840

Re: Greenland Radiological Emergency Response for Nuclear Facilities Plan

## Proposal for Changes, Corrections, Additions & Deletions

Any user of this Plan is encouraged to recommend changes that the user feels may enhance or clarify a particular portion of this Plan. Suggested changes should be submitted to the Local Emergency Management Agency at the above address for consideration. The Local Emergency Management Agency will respond with a written form, as to whether or not the suggestion will be implemented and, if not, why it will not be implemented. The format of the suggested changes should be:

Identify One: Base Plan \_\_\_ Appendix \_\_\_

Section:

Paragraph/Subparagraph:

Page Number:

Currently Reads:

Proposed Change:

Other Comments:

Submitted by (Name):

Agency/Organization:

Contact (Phone or email):

Date:

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## I. Purpose and Scope

This Plan is a local-level coordinated emergency management document for Greenland's response to an incident at Seabrook Station Nuclear Power Plant. It is based on planning guidance criteria developed by the NRC and FEMA (NUREG-0654/FEMA-REP-1, Rev.1 and subsequent supplements) concerning incidents at nuclear power plants. Radiological Emergency Preparedness is a combined responsibility of the various components of the ORO. It is designed to describe the local level response organization, its roles and responsibilities and its integration into an overall State and Federal response.

The information and concept of operations contained in this document relating to Hostile Action Based (HAB) incidents may be generalized and is intended only to document the major policies and procedures for responding to security events at the nuclear power plants.

In a radiological emergency response for nuclear power plants, command and control are managed from the State level down to the Local level. Therefore, some responsibilities will be noted as specific to the State and/or Federal government agencies. All Federal assistance will be arranged for and provided through State Emergency Management agencies only.

This Plan is operations-oriented providing guidance for local actions unique to an incident at a nuclear power plant as part of the ORO. It addresses the ability of Greenland's local government and support agencies to provide a rapid and coordinated response to radiological emergencies and is applicable to all elements of the local response that would have functional responsibilities for this type of incident. It supports the *State of New Hampshire State Emergency Operations Plan (SEOP)* and the *State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex*. It will provide the guidance for planning and carrying out emergency operations necessary for the implementation of protective actions and procedures for the offsite management of radiological incidents. It is meant to be used in conjunction with *Attachment B – Implementing Procedures for EPZ Communities*.

### A. Legal Authorities

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 HSEM has lead responsibility, affected local governments are expected to cooperate in the response effort. In response to extreme emergency situations, emergency management agencies in local municipalities 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. The declaration of a State of Emergency by the Governor may suspend selected rules and regulations that impede emergency response and/or recovery operations. 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 Greenland is responsible for designating an Emergency Management Director (EMD) who is responsible for ensuring that the coordination and command and control function is addressed in the local Emergency Operations Center (LEOC). Several other sections apply to Emergency Planning Zone (EPZ) communities and are referenced in the Authorities and References.

## II. Assumptions

Radiological emergencies at a nuclear power plant can range from a minor emergency with no offsite effects to a major incident 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 an emergency that could produce offsite radiation doses in excess of the Protective Action Guidelines (PAGs) established by the Environmental Protection Agency (EPA). Minimizing radiation exposure will reduce the consequences of an emergency to persons in the area

Given the variance in events that could occur, this Plan identifies parameters that are based on knowledge of the possible consequences, timing and release characteristics of a spectrum of emergencies. 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. This Plan will identify the most appropriate response activities at a local level for each emergency classification as identified by the nuclear power plant.

Most security-related procedures and policies are considered “law enforcement sensitive” or classified as “safeguards information” by the plant. This detailed information is contained in classified planning documents. Those with a “need to know” have access to those plans and procedures which are maintained at the State, Federal and utility level.

### III. Nuclear Facilities

The NextEra Energy Seabrook Station Nuclear Power Plant has one Westinghouse Pressurized Water Reactor and is located on a 900-acre site in the southeast corner of New Hampshire in the Town of Seabrook. On the coast of NH, it is two miles north of the Massachusetts border, 13 miles south of Portsmouth, NH and about 40 miles north of Boston. It is operated by NextEra Energy Seabrook LLC, which owns 88.2% of the facility. Three Massachusetts municipal utilities jointly own the other 11.8%. It is the largest reactor in New England and provides about 7% of the region's electricity. The reactor core is comprised of 193 fuel assemblies.

Facts at a Glance:

- Construction permit issued June, 1976
- Full-power operating license received March, 1990
- Began commercial operations in August, 1990
- Economic impact is approximately \$10 million annually.

The secondary system cooling tunnels consist of two, three-mile-long tunnels bringing water to and from the Atlantic Ocean. Seabrook Station generates about 1,244 watts of electricity -- enough power to supply the annual needs of more than 1.2 million families. Located in the NRC Region 1, its license is due to expire on October 17, 2026. A license renewal application for an additional 20 years has been submitted to the NRC.

#### A. Emergency Classification System

The emergency classification system will form the basis for determining the level of response to a nuclear incident. A local jurisdiction may activate their LEOC at any classification level.

There are four classifications used by the licensee to classify incidents. These classes 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. HAB events may escalate rapidly throughout the classifications and/or no release. Some of the incident initiators from the plants include security-related events.

In increasing order of significance:

1. Unusual Event

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. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

2. Alert

Events are in process or have occurred which involve an actual or potential substantial degradation in the level of safety of the plant or a security event that involves probably life threatening risk to site personnel or damage to site equipment because of HOSTILE ACTION. Any releases are expected to be limited to small fractions of the EPA Protective Action Guideline exposure levels.

3. Site Area Emergency

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 ACTION 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. Any releases are not expected to result in exposure levels which exceed the EPA Protective Action Guideline exposure levels beyond the site boundary.

4. General Emergency

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 result in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.

HOSTILE ACTION is defined as: An act toward a nuclear power plant or its personnel that includes the use of violent force to destroy equipment, take hostages, and/or intimidate the licensee to achieve an end. This includes attack by air, land, or water using guns, explosives, projectiles, vehicles, or other devices used to deliver destructive force. Other acts that satisfy the overall intent may be included. HOSTILE ACTION should not be construed to include acts of civil disobedience or felonious acts that are not part of a concerted attack on the nuclear power plant. HOSTILE FORCE is defined as one or more individuals who are engaged in a determined assault, overtly or by stealth and deception, equipped with suitable weapons capable of killing, maiming, or causing destruction.

## **IV. Emergency Planning Zones and Host Communities**

### **A. Plume Exposure Pathway Emergency Planning Zone**

Greenland is located in the Seabrook Station EPZ. The EPZ is the area surrounding a nuclear power plant 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 may be restricted to a small part of the EPZ. The Plume Exposure Pathway planning includes elements that can be used to provide mitigating steps to protect the public. Although the radius of the EPZ implies a circular area of approximately 10 miles around the nuclear power plant, the actual shape will depend on local conditions such as topography, land use characteristics, access to State routes, jurisdictional boundaries and other considerations.

All 17 communities in the EPZ have chosen to include their entire jurisdiction in the EPZ.

### **B. Ingestion Pathway Emergency Planning Zone**

The ingestion pathway zone extends for a radius of approximately 50 miles from the incident/plant site. Primary potential exposure source from this pathway would be from deposited radioactive materials, re-suspension of deposited radioactive material, and the ingestion of contaminated water or foods such as milk, fresh produce or aquatic foodstuffs. For this pathway, the planning effort involves the identification of potentially radiologically contaminated food and water. Following identification, control measures will be used to minimize danger to the public. In this zone, detailed planning is done to mitigate the effects of the release of radioactivity on the food chain. All EPZ towns including Greenland are also considered part of the Ingestion Pathway EPZ.

### **C. Emergency Response Planning Areas**

The 10-mile EPZ surrounding the Seabrook Station nuclear power plant is subdivided into seven Emergency Response Planning Areas (ERPAs). The ERPAs are generally utilized in the Protective Action Decision (PAD) process and in developing Protective Action Recommendations (PARs) in the event of an emergency at Seabrook Station. ERPA B and ERPA E cover communities in the Commonwealth of Massachusetts and PADs or PARs will be governed by Massachusetts. Greenland is located in ERPA G. A map of the ERPAs is included in Attachment A.

### **D. Host Communities**

Through the EMD or designee, host communities will activate the reception center upon request from the SEOC. Reception centers must plan to monitor 20% of the evacuees assigned (based on the population of the assigned communities) within a twelve-hour period. Reception centers provide for the emergency service needs of evacuees, including residents, transients, and emergency workers leaving the EPZ. Emergency workers may receive monitoring and decontamination services at the closest reception center to where they are serving. There are three reception centers for the Seabrook Station EPZ: Dover, Manchester, and Rochester, NH. Greenland is assigned to the reception center at Dover Middle School Daley Drive Dover, NH. The reception center is capable of providing:

- Evacuee registration
- Remote rendezvous coordination
- Emergency clothing and supplies distribution
- Referrals for additional medical services
- Monitoring and decontamination
- Referrals to congregate care facilities (shelters)

## V. Concept of Operations

The State of New Hampshire ORO is comprised of various levels of government, support, and service agencies and organizations working in concert with each other. At the local level, individuals and organizations in Greenland carry out activities collaboratively to ensure a comprehensive approach to the local response.

Offsite response organizations have developed plans and procedures for the protection of the public from the effects of radiation resulting from a plume of radioactive materials for the Plume Exposure EPZ and control of potentially contaminated foodstuffs and water in the Ingestion Exposure EPZ. Direction and control of emergency operations in the Seabrook Station EPZ is from the State level to the Local level.

Commercial nuclear power plant licensees will notify the State of New Hampshire of an emergency in accordance with regulatory requirements. Each principal response entity involved in the response, including Greenland, must be able to retain a response posture on a continuous basis for a protracted period of time (24/7).

This Plan will provide guidance on planning for and carrying out of emergency logistical operations necessary for the implementation of protective actions and procedures for the offsite management of radiological incidents within the EPZ.

The Greenland REP Plan represents the response to an emergency at Seabrook Station. The Plan identifies potential situations and assumptions, summarizes policies and outlines steps for REP implementation. Also included are the specific tasks for personnel with assigned responsibilities in the Town of Greenland.

## Local Offsite Response Organization

In the event of an incident at Seabrook Station, local emergency response organizations become part of the coordinated ORO. EPZ and Host municipalities will receive direction and information from HSEM during a nuclear power plant incident.

The Town of Greenland is located in Rockingham County, NH. It is one of the earliest settlements in NH as it was operating as a parish of Portsmouth in 1638. Residents requested and were granted a separate parish in 1706. It has a population of 3,549 based on the 2010 Census. There are no seasonal surges in population due to its inland location. Major highways in the community include Interstate 95 and Route 33. The Winnicut River runs through town and the northwest border is defined by Great Bay. The Exit 3 Truck Stop is a prominent feature along I-95. Children in Greenland attend the Central School and high school students attend Portsmouth High School. The Town of Greenland, in Rockingham County NH, Has a Population of 3,549: (2010 Census). Interstate 95 runs through the town North-South. Route 33 runs East West through the town. Drained by the Winnicut River and bounded on the Northwest by Great Bay (Wm). The special facilities include the Central School, Day Care Facilities and the Exit 3 Truck Stop. Greenland Children K-8 attend the Central School and others attend Portsmouth High School. Maps are created in conjunction with HSEM and updated annually using the most current information available. Greenland's local government has the primary role in implementing State-recommended precautionary and protective actions to reduce risks to the public from an emergency at Seabrook Station. The EPZ and Host communities affected by an emergency are responsible for directing the initial response. Greenland will coordinate and direct such actions through its emergency management organization and other local emergency response agencies within its jurisdiction. The Emergency Management Director and the individuals coordinating activities for each of the response organizations/agencies are responsible for ensuring a continuity of resources over a 24-hour period.

It is anticipated that with an Unusual Event emergency classification that Greenland will maintain primary responsibility for coordinating the emergency response within its jurisdiction. During a major emergency in New Hampshire, HSEM may request non-impacted municipalities to activate their emergency operations centers for provision of emergency assistance. As the emergency situation progresses, the State may assume authority, command and control. Based upon the severity of the incident, HSEM may draft a request to the Governor's Office for a declared State of Emergency.

Local schools should be part of the Local EOC. Their direction will come directly from the LEOC with support provided to them in their activities by their School Administrative Units (SAUs) and the SAU Superintendent. Information will also be provided directly to the Superintendents by the NH Department of Education representative in the State Emergency Operations Center (SEOC).

## VI. Assignment of Responsibility

Greenland is governed by a Board of Selectpersons with administrative control of the community. During an emergency at Seabrook Station, the Selectmen would be in direct charge of all emergency operations for the town. The Selectmen have delegated limited authority, including the implementation of the REP, to the Emergency Management Director for the implementation of emergency plans. Greenland has Police, Volunteer Fire and Public Works departments with capabilities that have specific responsibilities during an REP incident. Greenland has the capability for continuous 24-hour operations for a protracted period of time. In the event that a municipal government is unable to fulfill its responsibilities the State of New Hampshire will assume and carry out those responsibilities through a Compensatory Plan.

Greenland ORO:

Board of Selectpersons; Town Administrator;

Emergency Management Director

Transportation, RADEF, EOC Communications

Police Chief; Officer On Duty

EOC Security

Fire Chief

Fire/EMS

Town Clerk

Public Works

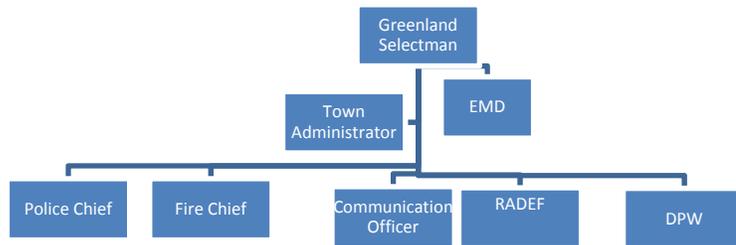
Health Officer

The primary 24-hour communications center is the Rockingham County Dispatch Center (RCDC), located in Brentwood, NH. RCDC also serves as the local warning point for Seabrook Station (SS) incidents and they are responsible for notifying the 17 EPZ communities when an incident has been

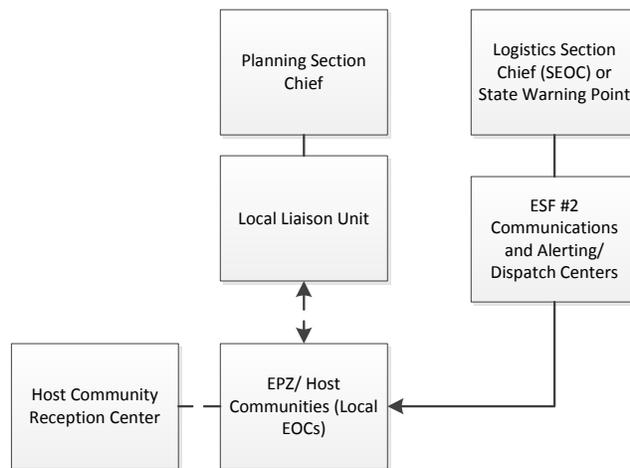
declared by SS. RCDC will notify the Greenland Police Officer on duty (usually via radio); and that officer will begin notifying the Greenland ORO of the incident. Commercial telephone is the primary means for these notifications, although other means such as radio or face-to-face communications may be used.

Greenland Police and Fire Departments have Mutual Aid Agreements with surrounding communities for the purpose of overlapping coverage and staffing. Additional resources are available to Greenland through other organizations and agencies such as the New Hampshire State Police and surrounding communities Departments of Public Works and local private contractors. Letters of Agreement (LOAs) and/or Memoranda of Understanding (MOUs) are kept on file with the Town Administrator and identify those types of resources, services or personnel that will be provided. Activation criteria of such LOAs and MOUs are also identified in the document. The EMD or designee is responsible for annual review and updating of the agreements.

### Greenland Organizational Structure – Chart VI-1



### Greenland relationship to State and Host Organization – Chart VI-2



The functions of Greenland in a radiological response incident are:

- Command: Establishes local command, ensures local responder safety, assesses local priorities, develops local operational objectives, manages local resources and coordinates the overall local emergency activities.
- Planning: Collects, evaluates, disseminates and uses information about the incident and available resources. Also creates the Incident Action Plan to define the response activities and resource utilization plans.
- Operations: Directs and coordinates all operations, requests and releases resources and provides situational awareness.
- Logistics: Provides facilities, services and materials for the incident.
- Administration/Finance: Tracks the costs associated with the incident.

Additionally, Greenland is responsible for specific functions in response to an incident at Seabrook Station Nuclear Power Plant including:

- 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

### Greenland Functions and Responsibilities – Chart VI-3

#### PREPAREDNESS ACTION

<b>LEGEND</b> P: Primary Responsibility S: Secondary Responsibility	Selectman/ Town Administrator	EMD	Fire Chief/D.EMD	Transportation Officer	RADEF Officer	Police Chief	PD/ On Call	DPW	Health Officer	Town Clerk
Assign Responsibility for Preparedness & Response Activities	<b>P</b>	<b>S</b>	<b>S</b>							
Assess Staffing Needs	<b>S</b>	<b>P</b>	<b>S</b>				<b>S</b>	<b>S</b>		
Assess Transportation Needs	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>						
Assess Training Needs		<b>P</b>	<b>S</b>	<b>P</b>						
Assess Resource Needs	<b>S</b>	<b>P</b>	<b>S</b>							
Maintain Emergency Facilities	<b>S</b>	<b>P</b>	<b>S</b>							
Maintain/Managing Communication Systems and Center		<b>S</b>	<b>P</b>							
Maintain Alert System		<b>P</b>	<b>P</b>							
Maintain PDAFN List		<b>P</b>		<b>P</b>						<b>S</b>
Maintain Training Records		<b>P</b>								
Maintain Supplies in EOC & Support Materials (Maps, etc.)	<b>S</b>	<b>P</b>								<b>S</b>

Maintain dosimetry-quarterly checks – including KI		S			P					
Review and Update Evacuation Routes and TCPs		S	S	S			P	S		
Review & Update REP Plan Annually	S	P	S	S	S	S	S	S	S	S
Review & Update Job Aids/Checklists		P								
Review & Update MOUs & LOAs	P	S								
Review and Update Quarterly Reports to HSEM		P								
Review & Update Contact Lists of Emergency Personnel		P								
Review & Update Special Facilities – Contacts & Information		S								
Review & Update Public Education Information		S							S	
Schedule Annual Trainings		P								
(Include WebEOC as appropriate)		P								
Test Communications Monthly (Include Web EOC as appropriate). Maintain records		S	P							
Participate in REP Workshops, TTXs, Drills and Exercises	S	P	S		S	S	S	S		S
Develop Annual Assessment Budget	S	P								
Verify that local sirens have activated as scheduled (Emergency Only)		S	P							
Incident Command (as appropriate)	S	P	S			S	S	S		S

**A. Accident Assessment**

The NH Department of Health and Human Services, Division of Public Health Services, Radiological Health Section (RadHealth) and Seabrook Station Nuclear Power Plant will provide accident assessment and PARs for the EPZ based on plant status and prognosis. The results will be reported to the State and ORO per notification procedures. The analysis of samples collected by the field monitoring teams will be conducted per RadHealth procedures. Accident assessment and its auxiliary components are the responsibility of the State and/or Federal partners.

## VII. Direction, Control, and Coordination

In Greenland, the EMD acting through the Selectpersons are responsible for the local emergency response as well as the coordination of the REP response activities within the community. The EPZ communities provide direction and control of the emergency response within their jurisdiction. However, since a radiological emergency could potentially affect a number of communities and the legal authority for radiation protection rests with the NH Department of Health and Human Services, Division of Public Health Services (DPHS), 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 Greenland EOC will be considered activated when all notifications have been completed requesting personnel to respond. The EOC shall be considered operational when a representative from Fire, Police and Town Administration are in the EOC, connected to WebEOC as well as minimum required functional ability (ie; electricity, heat.)<sup>[BL2]</sup>

~~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 the Unusual Event emergency classification, the local governments will maintain primary responsibility for coordinating the 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 operations centers for provision of emergency assistance.<sup>[wm3]</sup>~~

Greenland's LEOC will coordinate and provide command and control to the Greenland's response. 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 changes with the State.
- Reviewing planned response activities for adequacy and proper interface with other ongoing emergency activities.
- Obtaining additional resources as is necessary to assist the local response.
- Providing assurances that response activities have been successfully completed.

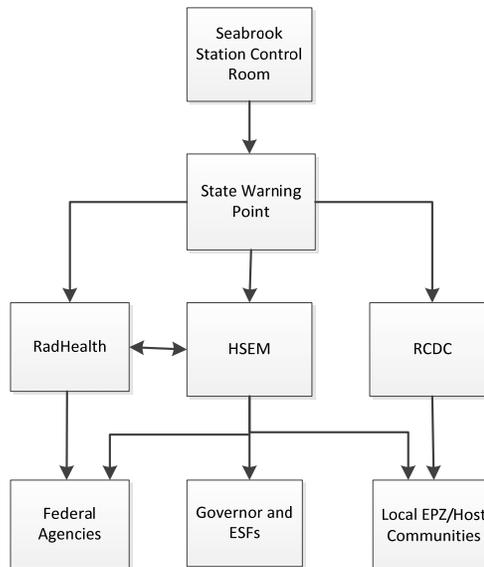
These responsibilities, as well as more specific functions, are identified in Attachment C. The assignments in these procedures provide important continuity which supports the overall emergency response effort in the State of New Hampshire.

#### **A. Notification Methods and Procedures**

The NH Department of Safety, Division of State Police, Headquarters Communications is the designated State Primary Warning Point in the event of a radiological emergency. When the State Warning Point receives and verifies a message, they will notify Rockingham County Dispatch Center (RCDC). This local dispatch center will notify the Greenland ORO. All EPZ communities have elected to be notified upon declaration of an Unusual Event. Once the SEOC becomes operational and has assumed communications from the State Warning Point, the primary method of notification and communications to the local communities will be through the Local Liaisons or directly from ESF #2-Communications at the SEOC. Backup communications related to incident information and PARs will be done through Form 300B posted on WebEOC from the SEOC. Tertiary redundancy for notification will be through Command and Control radio or by amateur radio operations.

RCDC Notifies Greenland Police Department, Duty Officer, who in-turn notifies Selectpersons, Chief of Police, Town Administrator and Greenland EMD, who ultimately determines the necessity to open the EOC. The utility would notify the New Hampshire State Police dispatcher who would notify RCDC. A Page would be sent to the Greenland PD officer on duty who would in turn notify The Greenland EMD, Selectmen and Town Administrator. The State Communications links required for Initial Notification to local dispatch and communities are as follows:

#### **Communications Links with Local Communities – Chart VII-1**



## B. Public Alert and Notification

The primary responsibility for alert and notification of the public rests with the State of New Hampshire and Seabrook Station. The Public Alert and Notification System (PANS) consists of several methods including sirens (located throughout the EPZ) which can be activated by the State with back-up by RCDC. Individual communities may activate the sirens in their jurisdiction upon request from HSEM. The State also has a reverse-911 system (ReadyNH) and Seabrook Station utilizes CodeRED emergency notification system. Local communities may need to provide additional individualized or special notifications to people within their jurisdiction.

The audible alert is to advise people to listen to Emergency Alert System (EAS) radio stations to receive emergency information and instructional messages from State officials. The selected Emergency Public Information (EPI) outlet for the Seabrook Station EPZ is FM 97.5 WOKQ. (Other EAS/EPI stations are listed in *State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex*). Greenland's EOC will be informed by the State of the time of siren activations and EAS messages. LEOCs are responsible for verifying that local sirens have sounded at the scheduled time.

Public alert and notification also includes the dissemination of official public information through the news media during a radiological emergency and the recovery period immediately following. Careful coordination of news releases among local, State, Federal and the nuclear power facility organizations is essential to ensure consistency of information to preclude public confusion and thus facilitate orderly and efficient responses. During an event, a Joint Information Center (JIC) is established by Seabrook Station at the IFO/EOF (108 Corporate Drive Portsmouth, NH) with representatives from the utility and affected States. This is to provide a central location for media contact and is the only facility in NH (excluding media releases from the SEOC or Governor's Office) from which detailed information about the emergency and the response will be distributed and official spokespersons will interact with the media. Briefings on plant status and accident assessment will be conducted only by Federal, State, and plant officials from the JIC. All information during a HAB incident must go through the State and be vetted by law enforcement authorities.

Local communities are not required to participate in media relations but local officials may choose to address local news media. Such briefings are to be limited to the status of emergency response

activities in the Greenland. The content of all local briefings will be provided to the HSEM Local Liaisons. Questions that are received at the LEOC from residents or media should be referred immediately to the State Public Information phone number, published in the annual Emergency Public Information Calendar.

### **C. Public Education and Information**

In New Hampshire, all public education and information responsibilities are assumed by the State. Public education refers to pre-emergency education of the public in matters related to nuclear power, radiation and their emergency response actions. The licensee, State, and Greenland coordinate and work to assure information and materials are disseminated appropriately. Seabrook Station hosts an annual media briefing. Public education materials are reviewed, revised and disseminated annually to businesses and residents within the 10-mile EPZ. Seabrook Station Nuclear Power Plant produces an annual site-specific Emergency Public Information Calendar 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 and the four levels of emergency classifications.
- Types of alerting used.
- Safety features at a nuclear power plant.
- Shelter-in-place information.
- Information on pets and service animal protection.
- Information on use of Potassium Iodide (KI).
- Evacuation routes/reception center locations, including bus routes.
- Provisions for assistance for Persons with Disabilities and Access/Functional Needs (PDAFN).
- Additional contacts for information.

Permanent sign displays have 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 the EAS station, FM 97.5 WOKQ which will be broadcasting further emergency information.

## **VIII. Emergency Facilities and Equipment**

Each emergency response facility in Greenland has been equipped with the equipment necessary to maintain situational awareness and activities associated with the response. The LEOC is located at 11 Town Square Greenland, NH with backup generator capabilities; The EMD maintains the operational capabilities of the facility with an alternative facility of the Greenland Police Department also, Generator Equipped. Key officials will report to the LEOC at the alert level and will be in contact with the SEOC through the Local Liaisons. Greenland will determine the activation levels of the LEOC and will be capable of 24/7 operation for an extended period of time if needed.

Greenland maintains inventories including personnel rosters and communications equipment. The Emergency Management Director is responsible for creating and maintaining a call down list containing the names and contact information for individuals needed to activate and maintain the Greenland ORO. The call down list identifies at least two twelve-hour shift assignments and are located at the LEOC or other facility that would facilitate an immediate response to notification. Overlapping shifts allow for briefings on activities between the incoming and outgoing shift personnel. Should the town require additional resources, it can rely on mutual aid or State resources. Requests for State or Federal resources are directed through the Local Liaisons.

Should Greenland be evacuated, the temporary seat of government will be established at the **Dover Fire Station**<sup>[BL4]</sup> 2 South End Fire Station, Route 108 next to Dover Middle School. The town will relocate all essential activities to this location until such a time as Greenland is allowed to return to the evacuated area or the municipal government has been notified that a long-term relocation is needed. In that case, the State of New Hampshire will work with the municipal government to establish a semi-permanent or permanent location for the local government to continue **operations**<sup>[WM5]</sup><sup>[WM6]</sup>.

#### **A. Emergency Response Support and Resources**

Greenland is responsible for identifying needs for, assessing and applying local resources as applicable in Greenland-specific plans and procedures for REP incidents. HSEM and other designated agencies and organizations will work closely with each EPZ and Host Greenland to ensure resources are sufficient and a coordinated response is maintained throughout the affected area.

As in any emergency, coordination of State and municipal response activities is an essential element of the overall effort to manage the situation. Throughout the ORO, 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.

Security threat events at nuclear power plants require detailed planning by onsite and offsite emergency management. 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.

In the event of hostile terrorist threat, Greenland may, upon request, provide emergency response personnel in support of the onsite response. These responders should report to the pre-designated site for law enforcement, fire and emergency medical services (Tactical Staging Area) and await orders from the Incident Command Post. The utility will establish procedures to allow offsite emergency workers access to the utility grounds. Responder organizations will provide individuals with appropriate credentialing to assist the plant in identifying responders during the early phases of the event. All responders will receive appropriate training and briefings prior to accessing the site.

**B. Emergency Communications**

Greenland has multiple communications systems available for use in an emergency in community buildings. Sufficient equipment exists to replace equipment removed for service or repair. Greenland has primary and back up emergency communications radios used to communicate with area towns and cities, checked daily. Primary and back up (hard line) telephones to communicate with internal and external resources are checked daily. WebEOC and radio to communicate with the State of NH are checked monthly. In the event of a failure each communication system has a backup which can be utilized if required. Communications and notifications may also be facilitated through RCDC. Sufficient communications personnel are available to the LEOC to maintain 24-hour communications. Backup personnel will be provided through mutual aid agreements, RCDC or the State.

## IX. Radiological Exposure Control

The purpose of radiological exposure control is to protect emergency workers by restricting their exposure to radioactive materials in a manner consistent with EPA PAGs and to provide a means for monitoring and decontaminating individuals and materials. Radiological exposure control provides a method for minimizing exposures to individual emergency workers by providing a system for monitoring and recording each emergency worker's exposure and providing a decision-making procedure for evaluating predicted or actual exposures. These guidelines are conservative and consistent with accepted radiological health procedures.

### A. Potassium Iodide (KI) Administration

RadHealth is responsible for all decisions relating to radiological exposure of emergency workers. The authorization to ingest KI will come from RadHealth when the projected doses of radioiodine are expected to exceed the EPA PAG of 5R for thyroid exposure. The Greenland EOC is responsible for relaying the decision to emergency workers in the field via portable radio/cellular. The public will be advised to take KI, if they have it, via EPI message. The State of New Hampshire has elected to pre-distribute KI to interested members of the public. Those who live, work, or go to school in the EPZ may apply for KI. The pre-distribution is ongoing.

The maintenance of the supply of KI in the Greenland EOC is the responsibility of the RADEF Officer. Any KI that has or will exceed the shelf life prior to the next scheduled inventory will be replaced. KI is stockpiled in institutions. Institutionalized persons include patients in hospitals, residents in nursing homes licensed by DPHS, persons confined in a house of corrections, or who are staff employed by the hospital, nursing home, or house of corrections whose presence in the facility is unavoidable during a radiological emergency. KI will be available for ingestion by staff and by confined individuals after authorization by the DPHS Director. Administration to hospital patients and residents of nursing homes will occur only if the individual's physician has determined that KI is appropriate. Such determination may be made in advance and noted in the individual's medical records.

### B. Local EOC Monitoring

Each Greenland in the 10-mile EPZ is equipped with a radiological meter to measure the background radiation inside their EOC. As part of the initial activation, the RADEF officer is responsible for obtaining an accurate background reading to protect the health and safety of the emergency workers. This measurement is taken in mR/hr (Milliroentgen/Hour), documented and periodically checked. If the rate is found to be steadily rising or has risen to twice the initial background reading, RadHealth must be notified. This reading assists RadHealth with identifying the location and trajectory of a plume.

### C. Dosimetry

HSEM, through the Radiological Instrumentation Maintenance and Calibration Shop (RIMC), has provided Greenland with specialized equipment to support operations. Dosimetry equipment for Greenland is based on the number of emergency responders plus ten percent and is stored at the Greenland EOC. (Inventories are found in Attachment B). This equipment will be inspected, inventoried and operationally checked at least once per calendar quarter by the RADEF Officer. RIMC will maintain and calibrate all equipment on an annual cycle. DPHS will coordinate TLD processing to determine actual exposures for permanent records. DPHS is responsible for emergency worker exposure records.

RADEF Officers in the EPZ will issue all emergency workers the following:

- One (1) 0-200mR self-reading dosimeter
- One (1) 0-20R self-reading dosimeter
- One (1) Thermoluminescent Dosimeter (TLD)
- One (1) Emergency Worker Badge
- One (1) Emergency Worker Information Job Aid
- Four (4) day supply of Potassium Iodide (KI)

The RADEF officer will provide a briefing to emergency workers about how to read the dosimetry, where to wear it on the body, and the administrative reporting levels. When issued self-reading dosimeters, read every thirty (30) minutes by default and every fifteen (15) minutes, once directed. Emergency workers will report specified readings to their supervisor. The RADEF Officer will also:

- Ensure all copies of Form 135A, Potassium Iodide Acknowledgement Form, are properly completed and kept in safe location.
- When informed that the ingestion of KI has been authorized, ensure emergency workers and special institutions are contacted and instructed to take 130mg per day.
- If informed of any side effects, ensure affected individual(s) are removed from the EPZ. Medical advice or services should be provided. Inform State RSO of each report of side effects.
- Upon determination to discontinue ingestion, collect all remaining KI.
- Ensure each worker retains their copy of Form 305A.

Following FEMA guidance, the State of New Hampshire uses correction factors to approximate Total Effective Dose Equivalent (TEDE) until RadHealth has more data in the later stages of an emergency. This correction factor means the reading on a self-reading dosimeter reflects only 1/5 of the TEDE.

### Emergency Worker Radiological Limits and Action Levels (Using Self-Reading Dosimeter Values) Chart IX-1

Type of Limit	Action Level	Action Required
TEDE	175mR	<b>Emergency Worker:</b> Reports reading to supervisor. <b>Supervisor:</b> 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	<b>Emergency Worker:</b> Reports reading to supervisor. <b>Supervisor:</b> 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.
	2 R	Maximum level for protecting property. <b>Same as 1 R</b>
	5 R	Maximum life-saving exposure in New Hampshire.
<b>To Thyroid (Projected)</b>	5 R	RadHealth Director authorizes ingestion of Potassium Iodide (KI)

#### D. Decontamination

Emergency workers, farmers, and others allowed access to the Restricted Zone; equipment and supplies used in the emergency response; evacuees and evacuees' vehicles may become contaminated if radioactive particulates are deposited from the plume. Emergency personnel at

reception centers or special monitoring/decontamination sites will monitor evacuees, responders, and vehicles for contamination. Monitoring and decontamination operations may be established near the Restricted Zone access points to limit the spread of contamination.

## **X. Protective Response**

The State of New Hampshire will rely on a combination of precautionary and protective actions to limit the exposure of the public within the Plume Exposure Pathway EPZ. Primary responsibility for approving protective and precautionary actions rests with the Governor of New Hampshire or designee. Precautionary Actions are generally recommended at early event classification (generally ALERT) and/or prior to a radiological release. The local EMD and appropriate response personnel are responsible for instituting precautionary/protective actions within the Greenland.

Protective actions include measures to minimize direct exposure within the Plume Exposure Pathway EPZ and measures to minimize indirect exposure within the Ingestion Exposure Pathway EPZ. The former includes access control to affected areas, sheltering, and evacuation. The latter includes control of food, water, and milk. Protective actions for the general population of the plume exposure pathway could be instituted at any level. If any portion of Greenland is determined to be affected, the appropriate PAR will be made for the entire Greenland. In the event of an emergency at Seabrook Station, Greenland would follow the guidance of the State of New Hampshire.

If an Incident Command Post and/or Tactical Staging Area is established, all precautionary/protective actions will be discussed with the Incident Commander/Unified Command. Care will be taken to protect the public and response workers to the greatest extent possible during a HAB incident.

### **A. Protective Actions for Schools and Special Facilities**

The State of New Hampshire may advise schools to shelter-in-place, evacuate, precautionary transfer, early release or cancel after school activities. The EOC will make contact with the schools and special facilities to ensure they are aware of any protective actions that have been advised. Schools within Greenland have chosen, in general, to implement early release. Precautionary action recommendations for schools will be passed from the SEOC to the LEOCs through the Local Liaisons. Recommendations will also be transmitted through the Department of Education to the Superintendents of the affected SAUs. Schools will follow their established early release protocols and procedures. Children who reside in the EPZ but attend schools outside the EPZ will receive notification and direction for release from the SEOC through the Department of Education to the SAUs.

Day cares will generally notify parents/guardians to pick the children up or by following their all-hazards emergency plans. Anticipated shortages in transportation assets should be relayed by the Transportation Officer the Local Liaisons. Local Special Facility REP Emergency Plans are on file at the LEOC.

Decisions regarding the evacuation of other special facilities (long-term care facilities, hospitals, residential camps) rest with the facility administrator/director. The Transportation Officer will contact these facilities in the event of a REP incident. Whenever possible, evacuations will be accomplished through utilization of private transportation assets including facility-owned or facility-contracted. The balance of transportation needs will be coordinated by the Local Transportation Coordinator or designee. Evacuation decisions will be relayed from the LEOC through the Local

Liaisons. Each facility has identified a host facility where its clients will be transported in the case of an evacuation. The Principal communicates with the EOC/EMD.

## **B. Shelter-in-Place**

Shelter-in-place is the default protective action for a HAB incident and is to stay indoors until you're told that you can leave. The purpose is to ensure that roadways remain clear for law enforcement activities and to ensure the public safety while specific law enforcement and security actions are "de-conflicted." Local emergency workers will receive guidance from the EMD or ESF #13-Public Safety and Law Enforcement at the SEOC as to whether they should remain at or report to duty stations. This protective action may also be implemented for a weather event.

In a non-HAB incident, shelter-in-place includes closing doors and windows, extinguishing unnecessary combustion and sealing, to the extent possible, any other access to outside air. This limits the exchange of indoor air with outdoor air that may contain radioactive particles. Shelter-in-place is most effective when sought in the lowest level of the building away from windows. Shelter-in-place is valuable protective action in that it can be implemented quickly, usually in minutes. The dose reduction from which an individual benefits by sheltering-in-place is a function of how well the structure is sealed and how long the plume takes to travel over the area. Messages to keep the public informed during the shelter-in-place will be broadcast over the EPI outlet, FM 97.5 WOKQ. Transients will be asked to seek shelter or depart the EPZ. Public buildings may be selected and opened as shelters for transients if a need for shelter arises during an emergency.

Recreational areas will be closed upon request of the State or by local governmental decision. Individuals located in parks and outdoor recreation areas will be asked to leave open areas. The Department of Resources and Economic Development and the Fish and Game Commission have the responsibility to locate and notify individuals in State-owned or maintained areas. Local recreational areas in Greenland are the responsibility of the local municipality. Exiting transients will be advised to close the windows of their vehicles and turn the air to recirculate until they have left the area. The State may also recommend putting farm animals on stored feed and water and placed under shelter.

Unless directed otherwise by DPHS, emergency workers in Greenland will continue to perform their duties including verifying that the public has taken shelter and responding to the emergency needs of the Greenland.

## **C. Evacuation**

If an evacuation is necessary for all or a portion of the EPZ, it will be expedited using the elements of evacuation management. This includes instructions to the public, Traffic Control Points (TCPs) at key intersections, maintenance of the local evacuation routes, and Access Control Points (ACPs). Provision of emergency instructions and ACPs are State responsibilities. Traffic control seeks to expedite travel away while access control seeks to limit entrance to the affected area. These points will be staffed by NH State Police (NHSP) or by Greenland PD. The maintenance of local evacuation routes and provision of traffic control at key intersections is a local responsibility. Evacuation routes and TCPs in the EPZ are described in the Traffic Management Manual. The cones and barricades are stored and maintained by Greenland Public Works Department (Further detail provided in Attachment A.)

The primary means of evacuation in Greenland is via privately-owned vehicles. Most residents have access to private vehicles and there is little dependence on public transportation. For those

without transportation, there are 3 predetermined bus routes that run through Greenland and are listed in the Seabrook Station Emergency Public Information Calendar that is distributed annually.

For persons in Greenland in need of special assistance or specific vehicles to evacuate, many will have self-identified and are on the confidential PDAFN list. It is also possible that emergency workers will be aware of other individuals not on the list who may be in need of special assistance. The Local Transportation Staging Area (LTSA) will be established at the Greenland EOC 11 Town Square, Greenland. Should buses or other specific vehicles for evacuation be needed that are not available in Greenland, they can be requested through the Local Liaisons to ESF #1–Transportation. The request will be accommodated to the extent possible based on resource availability. Vehicles from the State Transportation Staging Area will report to the LTSA to receive directions and specific assignments.

Should there be impediments to an efficient evacuation such as road construction, motor vehicle accident or other obstruction, Greenland will reroute traffic to an appropriate alternate route. This may require additional TCPs to direct traffic. In the case of a motor vehicle accident or obstruction that can be cleared, emergency response personnel will handle the incident per normal operating procedures to re-open the roadway to travel. The contracted agent for the plan period, assigned to maintain access during inclement weather, is adequately staffed for such conditions and can be assisted by Greenland DPW. Rerouting traffic may also be completed in conjunction with RadHealth to determine a route to avoid any ground deposition from a plume that previously passed over the region.

Upon confirmation that the evacuation of the public is complete, arrangements will be made with the SEOC to ensure critical emergency services are maintained including fire protection and municipal security. This will be facilitated by discussions between the EMD or designee for Greenland and the HSEM Director. The evacuation of emergency facilities will be under the direction of the EMD and coordinated through the SEOC with the City of Dover EMD, and the Local Liaisons. Upon arrival, the EMD or designee will contact the Local Liaisons. It may be determined that the entire local response organization will not be required. Before releasing staff, supervisors will obtain contact information for the emergency workers where they may be reached when it is time to begin re-entry operations. The supervisors will provide the EMD with their contact information. The EMD will provide contact information to the Local Liaisons and the HSEM Director.

#### **D. Recovery and Re-Entry**

Once an evacuation has occurred, the area is considered a restricted zone and protected by NHSP. With few exceptions, the public will be prohibited from entry until approved by the DPHS Director or designee. Individuals may need to enter for short-term activities such as retrieval of property, care and feeding of animals, recovery operations and operation of vital Greenland services, among others. All persons permitted entry will be issued dosimetry and an Exclusion Area Pass which will be valid for a specific period of time. They will be briefed on how to wear and read dosimetry, their designated entry point and the maximum permissible dosimeter reading. Access will be prohibited to anyone whose cumulative exposure reading reaches 1 R. Under special circumstances, RadHealth may authorize exposure up to the level allowed for emergency workers in accordance with Radiological Exposure Decision Criteria. These decisions will be conveyed to NHSP personnel staffing the ACPs as no one will be allowed in without prior approval.

The responsibility for determining when re-entry and recovery operations begin lies with the Governor, based on the recommendation of DPHS and HSEM. If Greenland was sheltered and there was no release and the threat of one no longer exists, people will be directed to resume

normal activities. Recovery orders from the state will be coordinated with the Greenland's emergency response organization. The EMD and local officials will be notified in advance. If evacuation has occurred, a recovery schedule will be established. The schedule will be established after the Greenland officials have determined how long it will take to re-establish the ORO in the LEOC. This coordination will provide for an orderly return to normal activity as local officials are prepared to provide municipal services and responses to questions raised by returning evacuees. Recovery instructions will be broadcast to the public via the EAS. The instructions will include appropriate advisories, or that the area is considered safe, and how traffic should proceed to return.

## **XI. Exercises and Drills**

Exercises and drills are conducted periodically to evaluate the adequacy of the Plan and the skills of the Greenland ORO. Every two years, the Seabrook Station EPZ will participate in a FEMA-evaluated REP exercise. The results of drills and exercises provide a basis for changes in the response plans, State implementing procedures, and for future scheduled training. Issues identified during exercises are incorporated into an after action report and addressed at the local level with State assistance if necessary. Drills and exercises may be conducted by communities alone or in conjunction with State and plant drills.

Exercises generally include testing and evaluation of the community/LEOC in the following areas:

- Emergency Operations Management: Mobilization, Facilities, Direction and Control, Communications Equipment, Supplies/Equipment to Support Operation
- Protective Action Decision-Making: Protection of persons with disabilities and access/functional needs
- Protective Action Implementation: Implementation of Emergency Worker Exposure Control, KI Decisions for Institutionalized Individuals and the Public, Persons with disabilities and access/functional needs; Traffic and Access Control
- Emergency Notification and Public Information: Emergency Information and Instructions for the Public and Media

Exercises are typically classified into three major categories: Tabletop, Functional and Full-Scale. Workshops may 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 are more complex and require greater efforts and resources. Each provide benefits and will be considered in the overall development of the Greenland exercise program.

There are several types of scenario variables that occur over the eight-year exercise cycle:

- Plume Exposure – This type of scenario drives demonstration of capabilities to protect public health and safety within the 10-mile EPZ. In general the source term and resultant dose projections reach a sufficient magnitude and distance from the plant to drive the performance of the agreed upon demonstration criteria and extent of play.
- Ingestion Pathway – This type of scenario drives exercise play for all participating jurisdictions within the 50-mile EPZ. The scenario will need to ensure that the radioactive plume and consequent ground deposition affect the appropriate areas within these jurisdictions. (Once every eight [8] years.)

- Relocation, Re-entry, and Return – These scenarios incorporate simulated offsite radiological deposition that exceeds the relocation PAGs set forth in the affected jurisdiction’s plan. For relocation activities, the projected dose is calculated for the first year, any subsequent year and 50 years. The deposition should include both short-lived and long-lived radionuclides, such as iodine and cesium, to prevent decision-makers from waiting out radionuclide decay to avoid relocation decisions. \*FEMA recommends demonstrating ingestion exposure pathway, relocation, reentry, and return activities within the same exercise when possible because of the similar scenario requirements of exercise play.
- Hostile Actions against the Nuclear Power Plant – This type of scenario is required at least once in every 8 year cycle. HAB incidents present unique challenges to both the plant and the ORO. The response may involve agencies not normally involved in a REP exercise. The HAB scenario can coincide with either a release or no/minimal release. (Consecutive HAB exercises at one plant may not include a no/minimal release). Methods of attack could be from an insider threat, ground, waterborne, or airborne or a combination. Simultaneous attacks or threats may be to other facilities at the regional or local level and impact the ORO’s resource availability in response to an incident at the plant. Scenarios may also include equipment or component failures such as failure of a generator or emergency core cooling system pump, etc. forcing escalation in ECL or radiological release potential.
- Initial classification of or rapid escalation (within 30 minutes) to a SAE or GE – Scenarios need to employ this variable at least once during the eight year cycle. It is important that the scenario allows for all appropriate criteria to be demonstrated. Reaching the GE level may not be necessary depending upon procedures and actions for changing ECLs.
- No release or unplanned minimal radiological release that requires a declaration of SAE but no GE – Plants must use this variable at least once per eight year cycle. Although encouraged by FEMA, ORO are not required to participate in this type of exercise. If the ORO should participate, demonstration criteria needs to be identified that cannot be evaluated during the exercise and determining appropriate alternative demonstrations and evaluation venues that can meet the ORO’s biennial evaluation requirements.

Seabrook Station, in conjunction with HSEM, DPHS, and FEMA prepares the offsite exercise scenario that is used in State-wide exercises. The scenario will vary from exercise to exercise and test all major elements of the Plan and preparedness of the ORO within an eight-year exercise cycle. During the course of the eight-year cycle, Greenland will participate in a multi-day ingestion pathway exercise to the extent necessary as determined by the scenario. Certain actions may be simulated or demonstrated out of sequence.

## XII. Radiological Emergency Response Training

Training is necessary to ensure that emergency response personnel are familiar with their responsibilities and proficient in their ability to implement the detailed procedures that are involved in a REP event.

HSEM offers comprehensive training courses for all emergency response personnel including Introduction to Radiological Emergency Preparedness, RADEF Officer, and LEOC Operations. These trainings are directed at audiences to include local emergency responders, hospital and special facility personnel, EMDs, transportation providers, and mutual aid partners. They are updated on a regular basis to reflect changes to procedures and responses to feedback.

The Greenland EMD or designee is responsible for coordinating with HSEM to schedule the appropriate individuals and organizations for initial and refresher training. Training is offered through various organizations including the State, FEMA and others in a timely manner or, at a minimum, on an annual basis. Just-in-time training will also be available upon request from the State to ensure that all emergency workers responding in time of an emergency receive basic radiation protection training. Greenland has determined the following to be an appropriate training matrix:

**Greenland Training Matrix – Chart XII-1**

CONCEPTS	Selectmen/ TA	EMD	Fire Chief	Transportation	RADEF	Police Chief	Police On Call	Highway Agent	Health Officer
Basic Emergency Planning Concepts	X	X	X	X	X	X	X	X	X
Notification	X	X	X	X	X	X	X	X	X
Protective Actions	X	X	X	X	X	X	X	X	X
Radiation Concepts	X	X	X	X	X	X	X	X	X
Radiological Exposure Control	X	X	X	X	X	X	X	X	X

EOC Operations	X	X	X	X	X	X	X	X	X	X
Procedure Checklists	X	X	X	X	X	X	X	X	X	X
Traffic Management	X	X	X	X	X	X	X	X	X	X
Operation of the Alert and Notification System	X	X	X	X	X	X	X	X	X	X
Maintenance of Radiation Monitoring Equipment/Exposure Records	X	X	X	X	X	X	X	X	X	X
Special Facility Plan	X	X	X	X	X	X	X	X	X	X

### **XIII. Plan Development and Maintenance**

This local Plan is developed by and is the responsibility of Greenland in conjunction with HSEM. The Greenland EMD or designee is ultimately responsible for the development, distribution, maintenance and submission of the Plan to HSEM for approval, prior to submission to FEMA. Education in the planning process and REP planning criteria is highly recommended. At a minimum of annually, the Greenland EMD or designee will direct that this Plan and its attachments are reviewed to ensure that it reflects the current emergency preparedness status.

Additionally, the Greenland EMD or designee is responsible for providing updated copies to the Plan holders. A list of Plan holders should be maintained at the local level. Updates should take into account any changes made as a result of drill or exercise improvement plans. Changes will be tracked and identified throughout the Plan except where revisions are so extensive as to make this method impractical. In this case, a new revision should be developed with input from the State. The Greenland EMD or designee is responsible for ensuring that changes to the Plan, maps, Greenland update and other contact information provided to HSEM is accurate.

## **XIV. Authorities and References**

New Hampshire State of Emergency Declaration; Powers (RSA 4:45)  
New Hampshire Taking of Private Property; Compensation and Use (RSA 4:46)  
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 Appropriations and Authority to Accept Services, Gifts, Grants and Loans (RSA 21-P:43)  
New Hampshire Enforcement (RSA 21-P:45)  
New Hampshire Advisory Council on Emergency Preparedness and Security (RSA 21-P:48)  
New Hampshire Nuclear Planning and Response Program (RSA 107-B:1-6, as amended)

## **XV. Supporting Documents**

Greenland Emergency Operations Plan  
Seabrook Station Traffic Management Manual  
Seabrook Station Evacuation Time Estimates  
Seabrook Station Emergency Public Information Calendar (current)

New Hampshire State Constitution  
Annual Letter of Certification – FEMA, Region I  
Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101, Version 2.0 Nov. 2010  
Homeland Security Exercise & Evaluation Program, U.S. Department of Homeland Security  
Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400) – Environmental Protection Agency  
National Response Framework, Nuclear/Radiological Incident Annex  
New Hampshire RSA 125-F:6 NH Radiation Advisory Committee  
State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex  
NH SEOP Attachment B – Implementing Procedures for EPZ Communities  
NH State Emergency Operations Plan (SEOP)

## XVI. Glossary

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 EPZ) or may be adjusted in order to border a restricted zone established by DPHS to control and monitor areas which may have become contaminated.
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.
ALARA (As Low As Reasonably Achievable.)	A philosophy followed to achieve making every reasonable effort to maintain exposures to ionizing radiation as far below the dose limits as practical. A practice to ensure consistency with the purpose for which the licensed activity is undertaken, taking into account the state of technology, the economics of improvements in relation to the state of technology, the economics of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations. These means are in relation to the utilization of nuclear energy and licensed materials in the public interest.
CodeRED	Emergency Telephone Notification System.
Demonstrated Strength	An observed action, behavior, procedure and/or practice that is worthy of special notice and recognition.
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 assembly areas for their respective staffs. These facilities are the central command 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 offsite emergency response organization. It is in the EOF that accident assessment activities are coordinated among state, local, federal and plant personnel.
Emergency Planning Zone (EPZ)	The area covered by the Radiological Emergency Response Plan. The boundary of 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 boundary may be more or less than 10 miles from the plant.
Emergency Public Information (EPI)	Emergency Public Information is detailed official information broadcast to the public 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 Area (ERPA)	Seven specifically defined regions within the Plume Exposure Pathway EPZ. Each ERPA is an aggregation of two or more adjoining communities in whole or part, chosen from logistical characteristics to meet evacuation planning guidelines.
Emergency Worker	An individual who has an essential mission within or outside the Plume Exposure Pathway EPZ and is issued dosimetry per the NHREP.
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.

Hostile Action Based (HAB)	A hostile action is “an act toward a nuclear power plant or its personnel that includes use of violent force to destroy equipment, take hostages, and/or intimidate the licensee to achieve an end. This includes attacks by air, land, or water using guns, explosives, projectiles, vehicles, or other devices used to deliver destructive force. An incident that includes this is termed a hostile action based event.”
Incident Field Office (IFO)	An IFO is a forward command post from which HSEM may coordinate with the plant with federal, state, and local emergency response organizations. The IFO may be used to supplement the emergency response capability of the SEOC in Concord.
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 ingesting contaminated water, food, or milk). The Ingestion Exposure Pathway EPZ is an area with a radius of 50 miles around the plant site.
Initial Notification	The first communication from the Plant Control Room to the offsite emergency response organization that an incident has occurred which may involve activation of the REP.
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 JIC gather, coordinate, and release information as it becomes available.
Lesson Learned	Knowledge and experience, positive or negative, derived from actual incidents, and that derived from observations and historical study of operations, training, and exercises.
Level I Finding	An observed or identified inadequacy of organizational performance in an exercise that could cause a determination that offsite emergency preparedness is not adequate to provide reasonable assurance that appropriate protective measures can be taken in the event of a radiological emergency to protect the health and safety of the public living in the vicinity of a nuclear power plant (NPP).
Level II (2) Finding	An observed or identified inadequacy of organizational performance in an exercise that is not considered, by itself, to adversely impact public health and safety.
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 Seaboard Station.
Offsite Response Organization (ORO)	The combination of state, local, federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
Plan Issue	An observed or identified inadequacy in the offsite response organizations’ emergency plan/implementing procedures, rather than that of the ORO’s performance.
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 to 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 a passing radioactive plume. 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 possess the decision-making authority to implement emergency response actions. The primary agencies are the Governor's Office, HSE, and 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 Guidelines (PAGs)	The numerically projected radiation dose level criteria, which act as trigger points for initiating protective response actions.
Public Alert and Notification System (PANS)	A system comprised of sirens, Emergency Alert System, and other methods used to disseminate public emergency information.
Reception Center	The location at which the host Greenland with support from the State provides services to 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	Workers or members of the public going into a restricted zone on a temporary basis 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.
Support Agencies	State and private agencies which provide personnel, equipment, facilities or specialized 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 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. TCPs may sometimes double as ACPs to restrict entry in the EPZ.

**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**

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Attachment A1

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

<b>TOWN OF GREENLAND</b>			
<b>EMERGENCY RESPONSE PHONE LIST</b>			
<b>Position/Name</b>	<b>Phone</b>		
	<b>Home</b>	<b>Cell</b>	<b>Work</b>
<b>Board of Selectmen</b>			
John Penacho, Chairmen	373-0007	988-8542	430-7241
Vaughan Morgan, Vice Chair	436-0281	235-2676	
Kevin Forrest	373-8530	912-257-8284	

John Vitale	436-9315	817-7733	
<b>Town Administrator</b>			
Karen Anderson	926-1907	765-7896	431-7111
<b>Emergency Management Director</b>			
Tim Collins	436-5006	793-6573	
<b>Police Chief</b>			
Tara Laurent			431-4624
<b>Fire Chief</b>			
Ralph Cresta		235-7676	436-3200
<b>Town Clerk</b>			
Marge Morgan	436-0281	235-3516	431-7111
<b>Property Maintenance Supervisor</b>			
Paul Hayden		661-3877	431-7111
<b>Greenland Central School</b>			
Peter Smith, Principal			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:

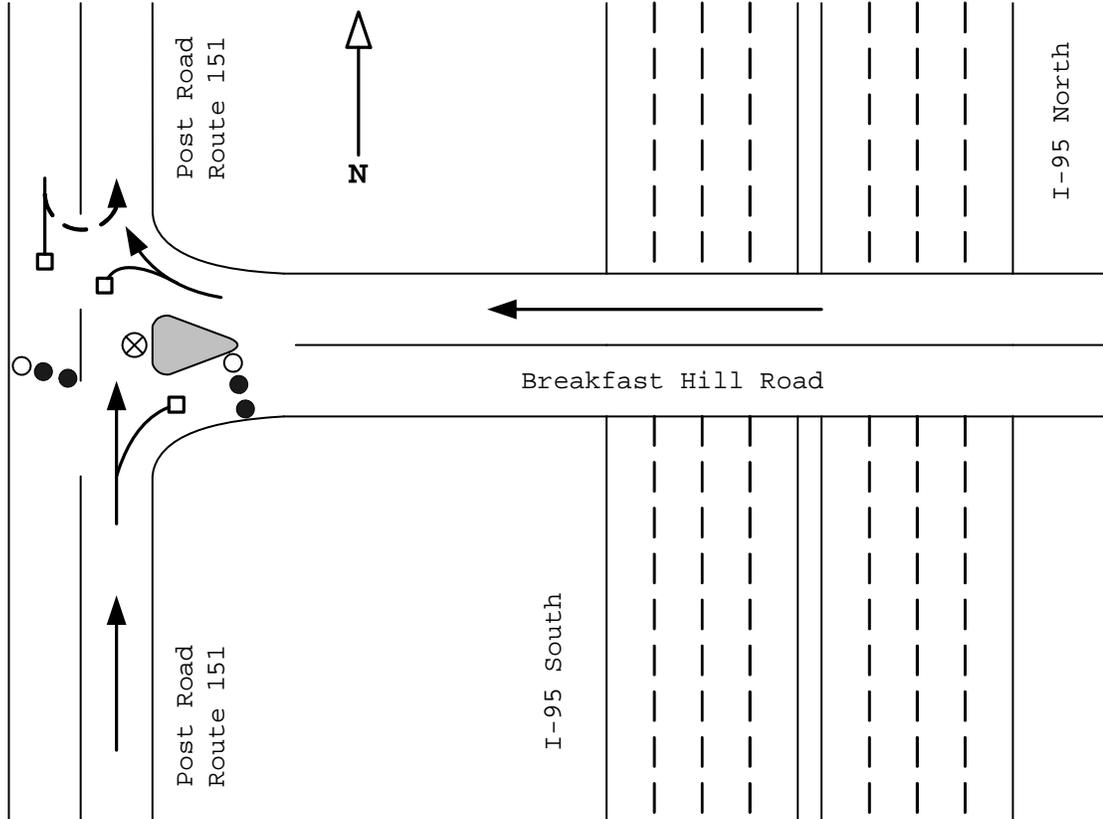
1. G-GR-01 – Post Road (Rte. 151) and Breakfast Hill Road.
2. G-GR-02 – Ocean Road and Route 33.
3. G-GR-03 – Portsmouth Ave (Rte. 151) and Route 33.
4. G-GR-04 - Route 33 and the entrance/exit to the Greenland Meadows Shopping Center  
(Lowe's & Target as needed dependent on time of day)
5. G-GR-05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

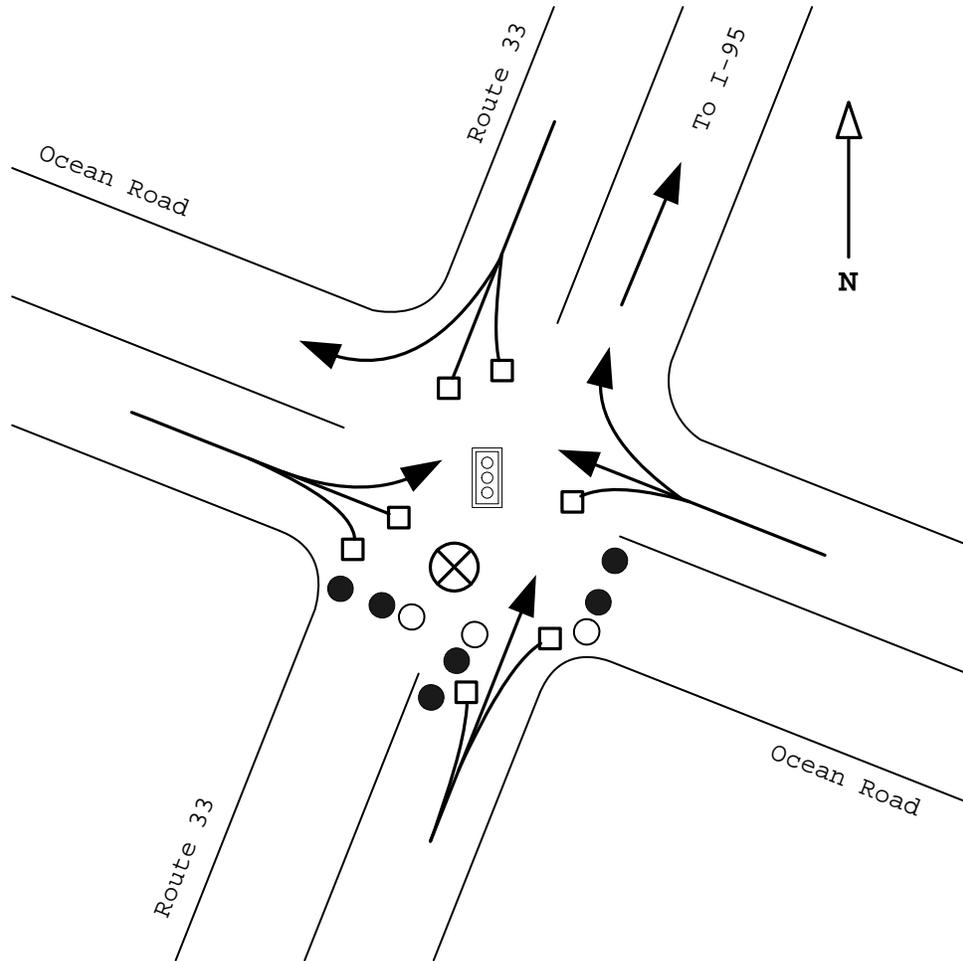
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Attachment A2 – G-GR-02

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:

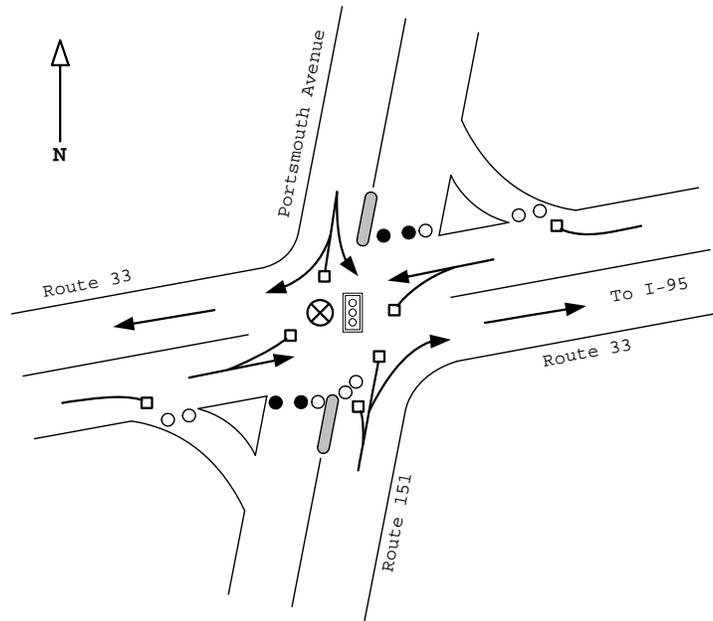
- 1 traffic guide
- 9 traffic cones

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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:

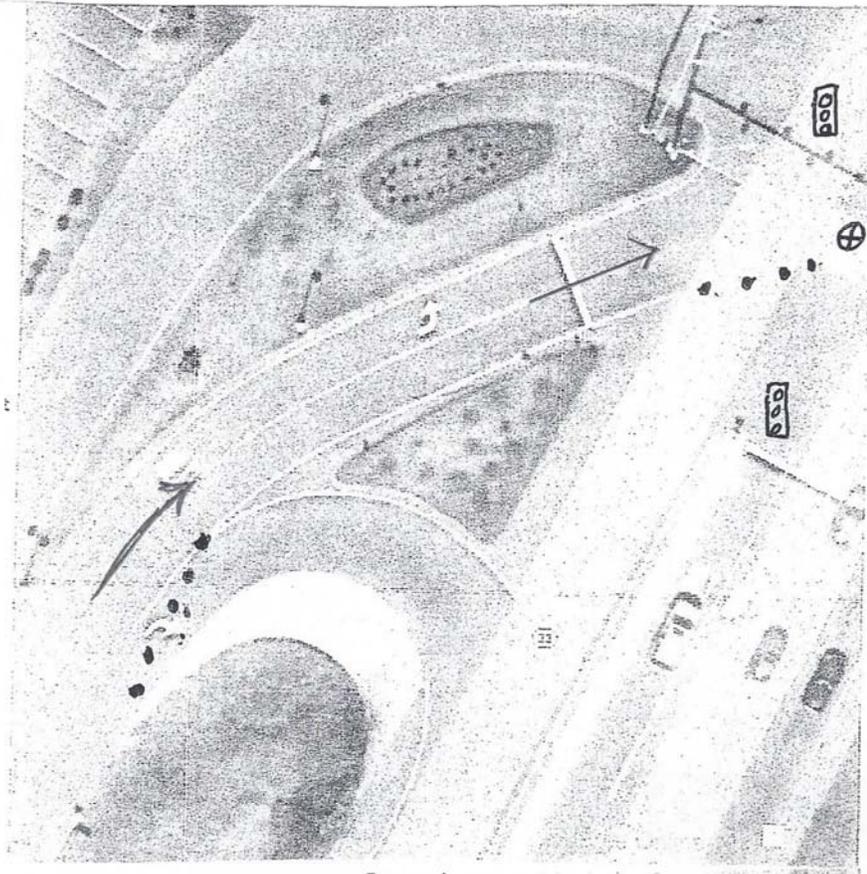
- 1 traffic guide
- 12 traffic cones

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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:

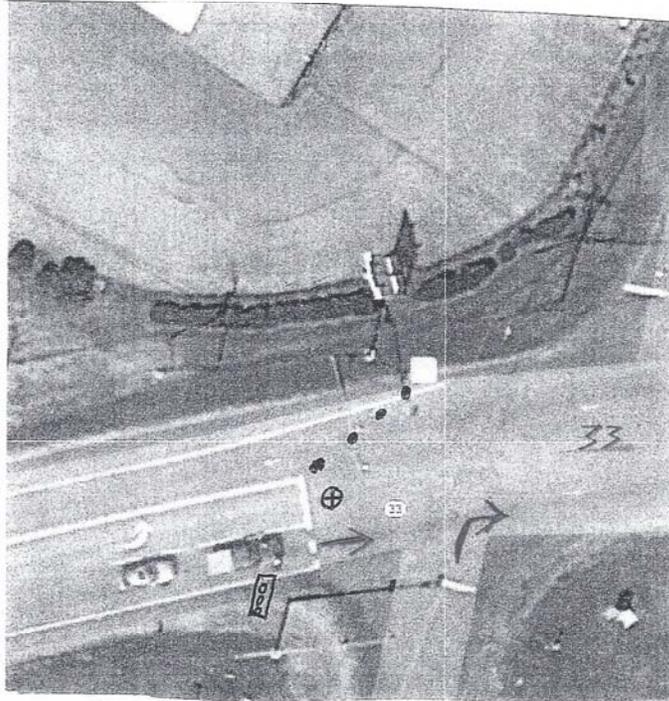
1. Facilitate all movements onto Route 33 eastbound towards I-95.
2. Discourage westbound traffic movements.
3. Manpower/Equipment:
  - 1 traffic guide
  - 9 traffic cones

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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 1-95.
2. Discourage westbound traffic movements.

Manpower/Equipment:

- 1 traffic guide
- 4 traffic cones

apart minimum 8 feet

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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

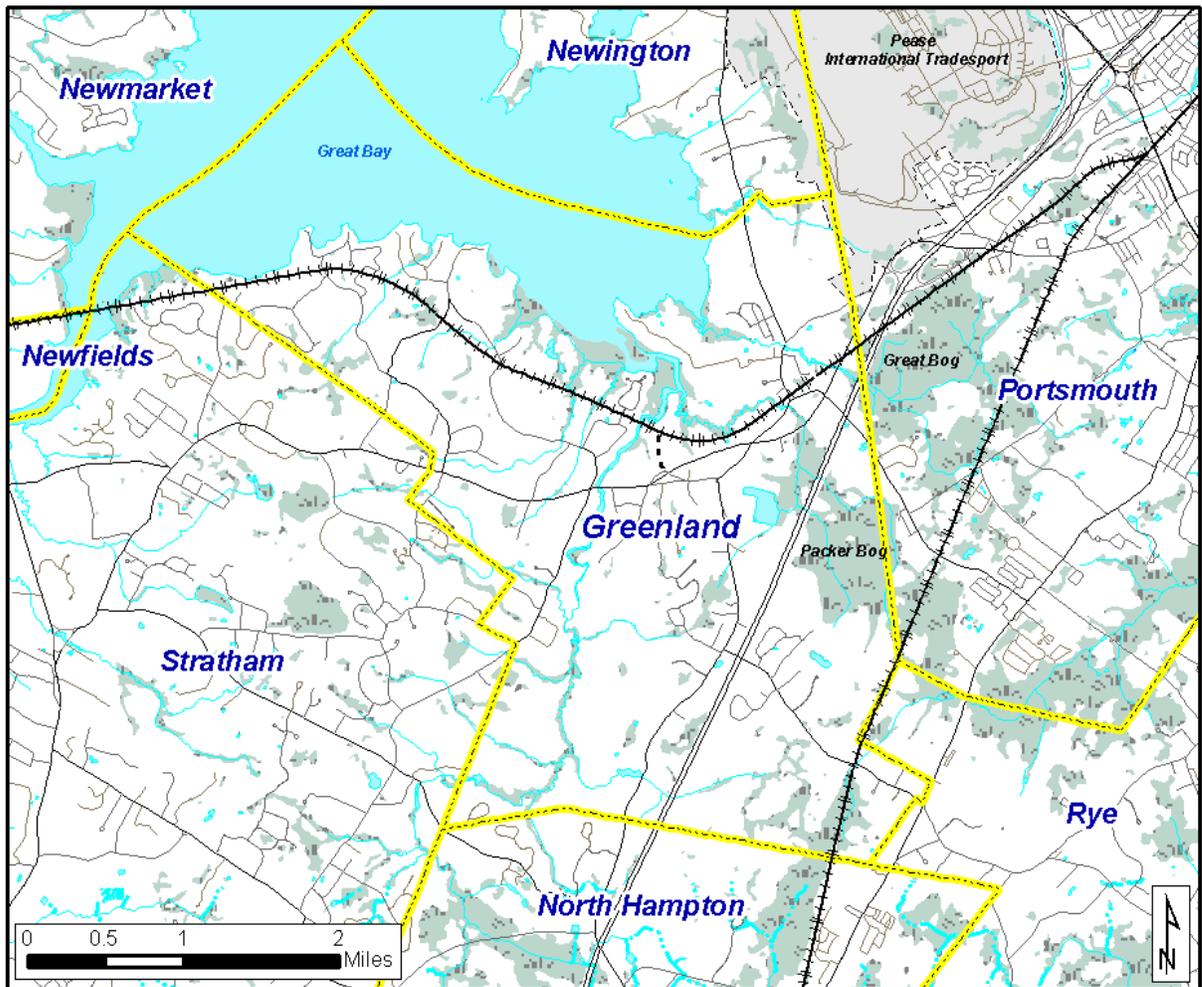
All buses will leave from the Greenland EOC and return to the Greenland EOC before proceeding to the Reception Center at Dover High School.

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**

<u>Designation</u>	<u>Site</u>
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

**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 pagers

## Fire Department/EM/DPW

- 10 multichannel portables
- 7 multichannel mobiles
- 35 pagers
- 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 they 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:** \_\_\_\_\_

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## **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 rovided 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,	HAMPTON FALLS,	HAMPTON,
SOUTH HAMPTON,	KENSINGTON,	NORTH HAMPTON,
NEWTON,	EAST KINGSTON,	EXETER,

STRATHAM,  
PORTSMOUTH,  
NEW CASTLE.

GREENLAND,  
BRENTWOOD,

RYE,  
KINGSTON,

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
- 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
- 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
- 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
- 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 C

### **Dosimetry Equipment and Procedures**

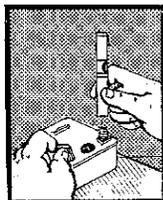
Supporting Documents:

- Radiological Equipment Inventory List
  - Operational Checks for the Dosimeter Charger
  - Operational Check/Zeroing Self-Reading Dosimeters
  - Operational Check for Low Range Survey meter Geiger Müeller 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.

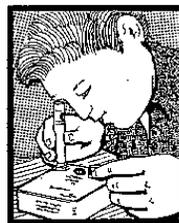
- Determine unmet needs for each item by subtracting the number available from the number required. Record this number in the UNMET column on Form 300R.
- Coordinate need for additional dosimetry or equipment through your supervisor (or Local Liaison).
- Prepare dosimetry for issue to emergency workers 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**

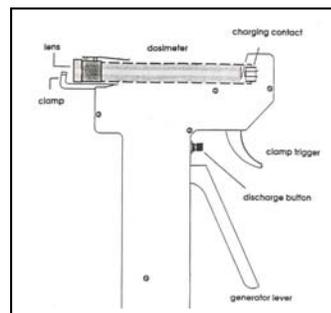
#### **BASIC OPERATION**

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.

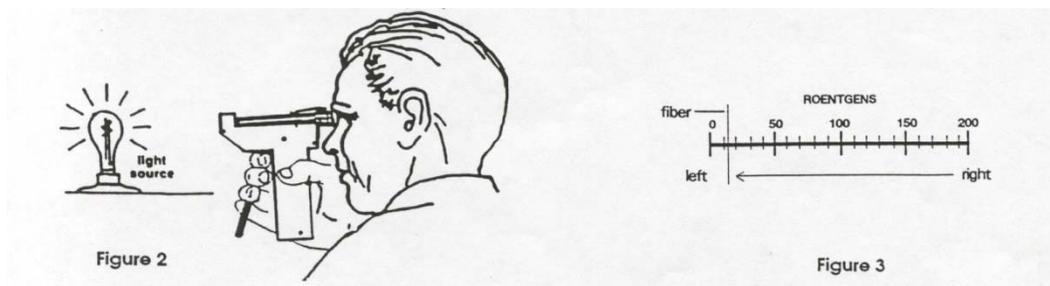


### CHARGING THE DOSIMETER

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.

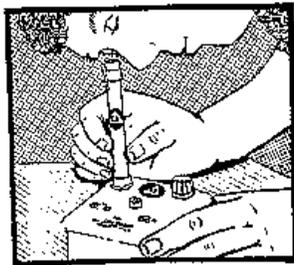
Watch for movement of the fiber from the right of the scale towards 0. Squeeze the lever again if needed to zero the dosimeter. NOTE: If the fiber has traveled to the left of the zero but is still visible, push the discharge button and watch the fiber move to the right. If the fiber is not visible, repeat 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

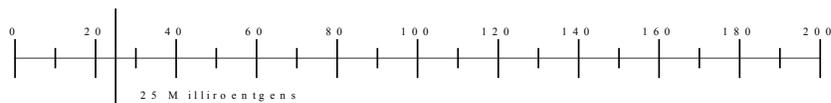
1. Place the end of the dosimeter opposite the pocket clip and eyepiece on the charging contact of the dosimeter charger.



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**

<b>Instrument Detector Combo</b>	<b>Scale Setting</b>	<b>Probe Speed (inches/s)</b>	<b>Distance From Individual (inches)</b>	<b>Monitor Time Avg. Adult (minutes)</b>	<b>Decontamination Decision Criteria (Count Rate)</b>
<b>CD V-700</b>					
<b>GM side window</b>	<b>x1</b>	<b>4</b>	<b>1</b>	<b>19</b>	<b>300 cpm</b>
<b>Victoreen 493</b>					
<b>GM side window</b>	<b>x1</b>	<b>4</b>	<b>1</b>	<b>19</b>	<b>300 cpm</b>
<b>CD V-700P*</b>					
<b>GM pancake</b>	<b>x1</b>	<b>6</b>	<b>1 to 3</b>	<b>3.9</b>	<b>300 cpm</b>
<b>CD V-718A</b>					
<b>GM end window</b>	<b>NA</b>	<b>3</b>	<b>1</b>	<b>12</b>	<b>1mR/hr</b>

*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	Max. Probe Height	Max. Probe Speed
Detector Type	Setting	(Count Rate)	(inches)	(inches/s)
<b>CD V-700</b>				
GM side window	x1	300 cpm	2	12**
<b>Victoreen 493</b>				
GM side window	x1	300 cpm	2	12**
<b>CD V-700P*</b>				
GM pancake	x1	300 cpm	4	24**
<b>CD V-718A</b>				
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	Density	Average Reduction In Count Rate (Percent)			
		CD V-700	Victoreen 493	CDV 700P	CD V-718A
Cover	(Mg/Cm <sup>2</sup> )	GM Side Window	GM Side Window	Pancake Detector	GM End Window
<b>One Layer of Store</b>					
Brand Vegetable Wrap (Saran or Glad Wrap)	1.2	1.1	1.1	3.6	4.7
<b>Two Layers of Store</b>					
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**

Switch Position	Radiation On Top Scale (mR/hr)		Contamination On Bottom Scale (C/M)	
	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)

<b>Emergency Worker's Name:</b>					
<b>Date Received:</b>			<b>Time Received:</b>		
<b>0 - 200 mR SRD</b>			<b>0 - 20 R SRD</b>		
<b>Date</b>	<b>Time</b>	<b>Reading</b>	<b>Date</b>	<b>Time</b>	<b>Reading</b>

4. Notifications to Supervisor/Point-of-Contact

- o Notify your supervisor/point-of-contact if:
  - you lose one of your SRDs or your TLD
  - you damage one of your SRDs or your TLD
  - one of your SRDs goes off-scale
  
- o Notify your supervisor / point-of-contact at the following exposure levels:

<b>0 - 200 mR SRD</b>	175 mR				
<b>0 - 20 R SRD</b>	1R	2R	3R	4R	5R

5. Pregnancy ————— In ————— Utero  
Exposure

- o A review of the available scientific literature has concluded that the 0.5 rem limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of cancer associated with radiation exposure during pregnancy.
  
- o Female emergency workers who are issued dosimetry and who are or think they may be pregnant should be made aware that they should limit their exposure to less than 0.5rem.
  
- o Female workers who may be occupationally exposed (i.e., those who work in the restricted area at a nuclear power plant or at a hospital or other facility and whose occupation carries with it the potential for some radiation exposure) are counseled to make a declaration in writing if they are or think that they may be pregnant. If such a declaration is made their occupational exposure is administratively limited and may not exceed 0.5rem. Until such time as that worker withdraws her declaration.
  
- o Off-site emergency workers are not occupationally exposed; however, in the event

of a radiological emergency where there may be a potential for exposure, it is prudent for female emergency workers who are or think they may be pregnant to limit any exposure to less than 0.5rem.

6. Records

- **Form 305A, Dosimetry-KI Report Form** - Keep in your possession at all times.

7. Ingestion of Potassium Iodide (KI)

- 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 E

### 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.**





**Form 110D – Request for Transportation Assistance to Individuals**

Special Needs Liaison \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_  
 : \_\_\_\_\_ : \_\_\_\_\_  
 \_\_\_\_\_  
 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

\_\_\_\_\_





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			Form 120F – Radio Log	















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A. 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)				Date:		Time:		
Message Control Log Number:								
THIS BOX FOR ORIGINATORS USE								
Message Number: _____				Date: _____				
Time: _____								
To:				From:				
Name		Title	Agency/Municipality		Name		Title	Agency/Municipality
<b><u>Action Classification</u></b>								
<input type="checkbox"/> <b>Emergency</b> - Life & death messages only -				<input type="checkbox"/> <b>Priority</b> - Messages with a time limit -		<input type="checkbox"/>		
<b>Routine</b> - All other messages -								
Not to exceed 30 minute handling time.				Not to exceed 3 hours handling time.		Not to exceed 24 hours handling time.		

### Information Copy To

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Selectman/Mayor<br>Transportation | <input type="checkbox"/> EMS/Rescue    | <input type="checkbox"/>                     |
|  | <input type="checkbox"/> Status Boards |  |
| <input type="checkbox"/> Town Manager<br>HSEM (Specify)    | <input type="checkbox"/> Public Works  | <input type="checkbox"/> Shelter Coordinator |
|  |  | <input type="checkbox"/> NH                  |
| <input type="checkbox"/> EM Director<br>Officer            | <input type="checkbox"/>               | <input type="checkbox"/> Health              |
| <input type="checkbox"/> Fire                              | <input type="checkbox"/> School Dept.  | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Police                            | <input type="checkbox"/> RADEF         |  |

<b>Text:</b>	<input type="checkbox"/> Reply Requested	Word Count
_____ (Maximum 50)		
1. _____	_____	_____
	_____	
2. _____	_____	_____
	_____	
3. _____	_____	_____
	_____	
4. _____	_____	_____
	_____	

THIS BOX FOR COMMUNICATIONS USE ONLY (Not Transmitted)

Message  Sent By:  Radio  Packet  E-Mail  Telefax  Telephone  Messenger

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:			

Date:	Time:
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.

Please Print Legibly	<b>DOSIMETRY – KI REPORT FORM</b> <b>New Hampshire – REP</b>	Do not enter SSN for drills.
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Emergency Worker's Name:	Social Security Number:
Home Address:	Worker's Organization:
City/State/Zip:	Organization Phone No.:

DOSIMETRY – KI REPORT FORM INSTRUCTIONS

- 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	MISSION TOTAL	SERIAL NO.	BEFORE	MISSION TOTAL	SERIAL NO.	ISSUED BY	DATE / TIME
			AFTER			AFTER			RETURN TO	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	

**New Hampshire – REP**

<u>THYROID GLAND SCREENING CHECK</u>			<u>KI INSTRUCTIONS</u>																
<p>Upon completion of the mission, or as directed, you must undergo contamination monitoring at a decontamination facility.</p> <p>Monitoring personnel at these facilities will complete a contamination monitoring report for you.</p> <p>Additionally, you should be screened for radio-iodine intake of the thyroid gland and record the results here.</p>			<p>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.</p>																
Instrument Used:		Reading:		<b>POTASSIUM IODIDE RECORD</b>															
Signature of Monitor:		Date:																	
Emergency Worker's  <b>Signature:</b>		Date:			DATE	TIME	TABLET												
				DAY 1			(1) 130mg												
				DAY 2			(1) 130mg												
				DAY 3			(1) 130mg												
<table border="0"> <tr> <td><u>COLOR</u></td> <td><u>INITIAL DISTRIBUTION</u></td> <td><u>FINAL DISTRIBUTION</u></td> </tr> <tr> <td>White Worker</td> <td>Emergency Worker</td> <td>Emergency</td> </tr> <tr> <td>Yellow Liaison</td> <td>Emergency Worker</td> <td>NH DPHS</td> </tr> <tr> <td>Pink -----</td> <td>Issuing Organization</td> <td>-----</td> </tr> </table>		<u>COLOR</u>	<u>INITIAL DISTRIBUTION</u>	<u>FINAL DISTRIBUTION</u>	White Worker	Emergency Worker	Emergency	Yellow Liaison	Emergency Worker	NH DPHS	Pink -----	Issuing Organization	-----	<p align="center"><b>For NH DPHS Use Only</b></p> <p align="center">Radiological Screening Program</p> <p align="center">Tracking</p> <p>No.: _____</p> <p align="center">( Check Box if Not Applicable <input type="checkbox"/> )</p>		DAY 4			(1) 130mg
		<u>COLOR</u>	<u>INITIAL DISTRIBUTION</u>	<u>FINAL DISTRIBUTION</u>															
White Worker	Emergency Worker	Emergency																	
Yellow Liaison	Emergency Worker	NH DPHS																	
Pink -----	Issuing Organization	-----																	

**Form 305A – Dosimetry-KI Report Form (multi-part)**

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