



# **HOMELAND SECURITY EMERGENCY MANAGEMENT**

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## **NEW HAMPSHIRE DEPARTMENT OF SAFETY**

### **Seabrook Station – STATE Assessment Briefing Book**

**FY2021**

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## Acronyms

ACP/TCP: Access Control Points/Traffic Control Points – areas on the route in/out of the region that either prevent individuals from gaining entry to the area or direct traffic out of the area.

ALC: Annual Letter of Certification – a certificate issued yearly based upon FEMA criterion that ensures the Offsite Response Organization has developed a recommendation of reasonable assurance.

ECL: Emergency Classification Levels – is a set of titles established by the US Nuclear Regulatory Commission (NRC) for grouping abnormal events or conditions according to potential or actual effects or consequences, and resulting onsite and offsite response actions. These include Unusual Event, Alert, Site Area Emergency, and General Emergency.

EMD: Emergency Management Director – the local designated individual in charge of emergency response.

EPZ: Emergency Planning Zone – the area within 10 miles of Seabrook Station.

FEMA: Federal Emergency Management Agency – the federal entity responsible for dealing with disasters; in the context of Seabrook Station, FEMA regulates and tests the Offsite Response Organization to ensure they have developed a recommendation of reasonable assurance.

HSEM: Homeland Security and Emergency Management – the State of New Hampshire's Emergency Management agency coordinating the offsite response.

KI: Potassium Iodide – a salt of stable (not radioactive) iodine that can help block radioactive iodine from being absorbed by the thyroid gland, thus protecting this gland from radiation injury. The thyroid gland is the part of the body that is most sensitive to radioactive iodine.

NRC: Nuclear Regulatory Commission – created as an independent agency by Congress in 1974 to ensure the safe use of radioactive materials for beneficial civilian purposes while protecting people and the environment. The NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection and enforcement of its requirements.

ORO: Offsite Response Organization – the State, local organizations, and agencies that respond to an emergency at Seabrook Station.

PANS: Public Alert and Notification System – a way in which the ORO makes the public aware of situations at the plant. The State of NH uses Code Red/NH Alerts as well as radio and media outlets.

RADEF: Radiological Defense – in this context each local town in the EPZ should have a RADEF Officer who is in charge of measuring and recording radiological levels in their town and emergency operations center.

REP: Radiological Emergency Preparedness – having a plan for response to an incident involving potential radiological release including, but not limited to, transportation of radiological material, incidents at a nuclear power station, or incidents involving improper use of spent fuel.

SEOP: State Emergency Operations Plan – the State of NH’s written plan for handling large scale incidents.

STSA: State Transportation Staging Area – logistical staging area for assets transporting people out of the EPZ.

## Introduction

### Radiological Emergency Preparedness (REP) Plan

At the State level, The Radiological Emergency Preparedness (REP) Plan has evolved into the Incident Annex—Radiological Emergency Response for Nuclear Facilities of the State Emergency Operations Plan (SEOP) and related administrative and compliance documents. It is a document that is meant to be used in concert with the SEOP and the three Implementing Procedures documents: Attachment A-Implementing Procedures for State Agencies, Attachment B-Implementing Procedures for Emergency Planning Zone (EPZ) Communities and Attachment C-Implementing Procedures for Host Communities. These documents are operationally-oriented and based on guidance criteria developed by the U.S. Nuclear Regulatory Commission (NRC) and Federal Emergency Management Agency (FEMA) for preparedness, response, and recovery activities relating to incidents at nuclear power plants.

FEMA produces the Radiological Emergency Preparedness Program Manual which contains the latest in guidance from the NRC and FEMA. Regular updates of the manual are made with Q&A Documents released, as necessary, in between revisions. State and local organizations/agencies should carefully review this document to ensure criteria and other information is understood and incorporated into their REP plans.

Together the State, local organizations, and agencies make up the Offsite Response Organization (ORO) of the nuclear facility. Each year the entire ORO must submit verification that plans and information remain current and certain criteria are met through the State's Annual Letter of Certification to FEMA.

### Annual Review and Plan Update Process

Each year a review of preparedness and response capabilities for incidents at a nuclear power plant will be conducted. This is conducted to meet state and federal requirements (RSA:107-B, NUREG 0654). Any changes or certification of no changes are submitted to NH Homeland Security and Emergency Management (HSEM) by **October** of each year. The date has been set to allow for a review prior to the submission of the Annual Letter of Certification (ALC) by HSEM to FEMA at the end of January.



## Radiological Emergency Preparedness Training

REP training is available for state, local, and private sector personnel who may be called upon to respond to or assist in responding to an emergency at Seabrook Station. The training curriculum is designed to be as detailed as it is diverse, covering a host of topics including basic radiation principles, protective actions, relevant equipment, and response functions. **WebEOC training is not reimbursable through REP.**

### Requesting and Scheduling Training

The State Agency designee has the ability to request reimbursable REP training throughout the year. Please contact your Field Representative with training requests or curriculum suggestions. Training may also arise out of a direct request from the State to the receiving entity if it pertains to a policy change, procedural amendment, or performance issue that was rooted in exercise cycle performance.

### Course Descriptions

#### REP 101: Introduction to Radiological Emergency Preparedness in NH (Online)

This course is designed to provide attendees with an overview of the State of New Hampshire Radiological Emergency Preparedness (REP) Program. Recommended for any member of the NH Offsite Response Organization (ORO), this course introduces students to the Seabrook Station Emergency Planning Zones (EPZs), Emergency Classification Levels (ECLs), Host Communities, Protective Actions, and the Public Alert and Notification System (PANS). Students will learn of trends within the commercial nuclear power industry, federal planning requirements, and historical events. It is recommended that this course should be completed prior to taking other REP courses. It is available on the HSEM Resource Center under REP: <https://prd.blogs.nh.gov/dos/hsem/>. **Time required: 1.5 Hours**

#### REP 2: Emergency Operations Center (EOC) Operations in REP

This course is designed to provide personnel from EPZ communities with an overview of EOC operations in a REP incident. Students will review position specific job aids, their town REP Plan, and State-level REP forms, while also receiving refresher training on community responsibilities, communications links, staff notification, and the 300B process. This course will briefly outline the differences between EOC operations in an all-hazards event and a REP incident. The course should be followed by a REP Tabletop in a Box, provided by Field Services, where the facility is stood up and key positions are exercised. **Time required: 2.0 Hours**

#### REP 3: RADEF Officer

This course is specifically for individuals who have been identified as RADEF Officers in a local, county, or state agency. Class instruction is broken down into three categories: the position, relevant paperwork, and equipment familiarization. At the beginning of class, each student will receive a complete RADEF briefing by the instructor, fill out the appropriate documentation, and verify readings on instruments issued to them. At the conclusion of class, a few students will provide a proper briefing to the class. Topics discussed during class will include the operational check process for issued radiological equipment, Potassium Iodide (KI), recordkeeping, and all supplemental documentation. **Time required: 2.0 Hours**

## REP 8: Traffic Management

This course is designed for law enforcement personnel and members of a SS EPZ community who may be called upon to establish and/or staff Traffic and/or Access Control Points in the event of an evacuation. Course topics include the Seabrook Station Traffic Management Manual, the differences between traffic and access control points, staff notification, resources needed, and maps. Depending upon community needs and available time, setting up a traffic/access control point can be a practical component of this course. **Time required:** 2.0 Hours

## EMI Independent Study Classes

In order to be approved for reimbursement, individuals must submit certification of completion and number of hours charged to community/agency to qualify for reimbursement. Approved Emergency Management Institute (EMI) Independent Study courses are as follows:

## IS-3 Radiological Emergency Management (Online)

This course focuses on the fundamental principles of radiation, nuclear threat and protective measures, nuclear power plants, radiological transportation accidents and other radiological hazards. **REP Reimbursement:** Max. 5.0 hours

## IS-331 Introduction to Radiological Emergency Preparedness Exercise Evaluation (Online)

This course introduces the student to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology. Covered will be the six evaluation areas: Emergency Operations Management; Protective Action Decision-making; Protective Action Implementation; Field Measurement and Analysis; Emergency Notification and Public Information and Support Operations/Facilities. **REP Reimbursement:** Max. 10.0 hours

## Exercises/Drills

Ingestion Pathway Exercises (IPX) and Hostile Action Based Exercises (HAB) are held within an eight (8) year cycle. The most common exercises consist of one-day Plume Exercises. These Plume Exercise Cycles are usually made up of one workshop, one Tabletop Exercise (TTX), two Combined Functional Exercises (CFEs) and the Evaluated Exercise. A Participant Briefing may also be scheduled prior to each exercise. If the community or facility is also involved in Out-of-Sequence (OOS) activities including the Reception Center, Staging Areas, or special facility interviews, make sure to include these in exercise planning and/or budgeting, if appropriate.

### Ingestion Pathway Exercise (2020 Exercise Cycle)

Workshop	November 6, 2019	One Day
TTX	February 5, 2020	One Day
CFE#1	March 4-5, 2020	Two Days
CFE#2	May 20-21, 2020	Two Days
<b>Evaluated</b>	<b>Sept. 29-30, 2020 (FY21)</b>	<b>Two Days</b>

Ingestion Pathway Exercises are two days – First day entire ORO, Second Day generally just State Agencies & Federal Agencies. For Fiscal Year 2021, the only eligible exercise for reimbursement is the evaluated drill.

## State Agencies Timeline

State Fiscal Year 2021 Begins July 1 <sup>st</sup> , 2020	
January 2020	Annual Letter of Certification submitted to FEMA (Calendar Year 2019)
February 2020	FY2021 Briefing Book Distribution
April 1, 2020	FY2021 Submission for Assessment Request Deadline
April 2020	FY2021 Assessment Submissions reviewed by HSEM and Seabrook Station
June 1, 2020	<b>Final invoices for reimbursement for FY2020 due</b>
June 2020	FY2021 Assessment Requests Posted and Finalized
State Fiscal Year 2022 Begins July 1 <sup>st</sup> , 2021	
August 2020	FY2021 Assessment Awards Distributed
January 2021	FY2022 Briefing Book Distribution
	Annual Letter of Certification submitted to FEMA (Calendar Year 2020)
March 15, 2021	FY2022 Submission for Assessment Request Deadline
April 2021	FY2022 Assessment Submissions reviewed by HSEM and Seabrook Station
June 1, 2021	<b>Final invoices for reimbursement for FY2021 due</b>
June 2021	FY2022 Assessment Requests Posted and Finalized





## Assessments

### RSA 107-B / Section RSA 107-B:2

107-B: 2 Annual Emergency Response Budget—the municipalities in each emergency planning zone shall submit annually their emergency response budget to the director of emergency management *who shall provide a reasonable opportunity for public comment and consideration*. The director shall also receive and review the appropriateness of any budget request from any other state agency necessary for radiological emergency preparedness as outlined in the relevant plan. The director shall then submit an approved total annual budget to the commissioner of safety for assessment under RSA 107-B:3 and RSA 107-B:4. Prior to assessing the annual budget, the commissioner shall consult with the assessed entity and obtain its input into the budget.

<http://www.gencourt.state.nh.us/rsa/html/VIII/107-B/107-B-2.htm>

**Public comment will be accepted via the following procedure:**

- After the **April 1, 2020** submission deadline for the assessments, HSEM will post them on its website and make a public announcement that they are posted.
- Comments will be accepted electronically or in writing to REP Planning.
- Comments will be considered within two weeks of the posting of the assessment request.

## State Agencies Categories for Assessment Reimbursement

### A. Maintenance of facilities

Include any costs are that specifically related to the facility (rent, maintenance of facility, electric bills, etc.); based upon a percentage charged to REP.

### B. Purchase of equipment

Identified equipment approved – individual item must exceed \$2,500.00

### C. Exercise, Meeting & Training Participation

Cost of personnel participation in training and exercises. Training requests must be accompanied by a training roster with name of class, date and participants or copy of completion certification. Online training must be courses identified in the Briefing Book and for no more than maximum hour allowance. Training and exercise requests must include individuals' names. All requests must be related specifically to REP.

### D. Supplies and Services

Includes: supplies for training, food, postage, telephones, etc.

### E. Planning and Administration

Number of hours expended for overall planning, including annual review and update, and administration of the REP program. Includes special duties required by REP such as inventory control, REP exercise preparation, etc.

Please remember that **no assessment reimbursements are made to individuals** or without the appropriate documentation. Requests must be made from an agency and accompanied by proof of payment from the agency or town.

## Contact List

### State of New Hampshire

NH Division of Homeland Security and Emergency Management	(603) 271-2231
Jennifer Harper, HSEM Director	(603) 223-3615
Kevin LaChapelle, Assistant Director	(603) 223-8428
Fallon Reed, Chief of Planning	(603) 223-3628
Robert Gustafson, Assistant Chief of Planning, REP	(603) 223-8072
Karen O'Neil-Roy, REP Program Planner	(603) 223-3748
Brian Eaton, REP Program Planner	(603) 227-8724
David Vaillancourt, Chief of Field Services	(603) 223-3630
Kathy Partington, Assistant Chief of Field Services	(603) 223-3642
Julia Chase, Senior Field Representative	(603) 223-3612
Heather Dunkerley, Special Facilities Field Representative	(603) 223-3614
Elizabeth Gilboy, Field Representative	(603) 223-3668
Paul Hatch, Field Representative	(603) 223-3635
Heidi Lawton, Senior Field Representative	(603) 223-3631
Alex Marinaccio, Senior Field Representative	(603) 223-3657
Nancy St. Laurent, Special Facilities Field Representative	(603) 223-3625
Robert Christensen, Operations Chief	(603) 223-3636
Joann Beaudoin, State Training Officer	(603) 223-3638
SEOC Communications	(603) 223-3689
RIMC	(603) 271-7957
NH Division of Public Health Services (DPHS) Radiological Health Section	(603) 271-4588

### HSEM Field Representative REP State Agency Assignments

Liz Gilboy	Alex Marinaccio	Heidi Lawton	Paul Hatch	Julia Chase	Heather Dunkerley
DNCR	DES	State Police	DHHS	DESC	Fish & Game
DOT			DPHS	Admin Services	
			Agriculture		



## State Agency Funding and Budgeting

This form can also be found on the HSEM Resource Center under REP:

[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=5667](https://prd.blogs.nh.gov/dos/hsem/?page_id=5667)

### STATE AGENCY – FY 2021 Supplementary Budget

**(Must be submitted no later than April 1<sup>st</sup>, 2020)**

Name of Agency: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part I: Facility Maintenance

	% of Total Cost	\$\$ Request
Facility Maintenance (rent, trash removal, electric bills, etc.)		
Notes:		
<b>TOTAL FACILITY MAINTENANCE REQUEST</b>		\$

#### Part II: Purchase of Equipment

Equipment Requests are made for any single piece of equipment > \$2,500.

Identify each piece of equipment separately.

Name of Equipment	Use in REP	% of Total Cost (if applicable)	\$\$ Request
<b>TOTAL EQUIPMENT REQUEST</b>			\$

#### Part III: Exercise, Meeting, and Training Participation

Name of Activity	Date Anticipated	Number of Individuals	Hourly Rate (average)	Number of Hours	\$\$ Request
<b>TOTAL EXERCISE, MEETING AND TRAINING REQUEST</b>					\$



### Part IV: Supplies and Services

Supplies and Services Item	Use in REP	\$\$ Request
<b>TOTAL SUPPLIES AND SERVICES REQUEST</b>		<b>\$</b>

### Part V: Planning and Administration

Number of Meetings	Number of Individuals	Hourly Rate (average)	Number of Hours	\$\$ Request
<b>TOTAL EXERCISE, MEETING AND TRAINING REQUEST</b>				<b>\$</b>

<b>TOTAL ASSESSMENT REQUEST</b>	<b>\$</b>
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Approval/Recommendation of Request:

\_\_\_\_\_

State Agency Representative (Approval)

\_\_\_\_\_

Date

\_\_\_\_\_

HSEM Field Representative (Recommendation)

\_\_\_\_\_

Date

**SAMPLE INVOICE – REP Associated Expenses – State Agency**

This form can also be found on the HSEM Resource Center under REP:

[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=5503](https://prd.blogs.nh.gov/dos/hsem/?page_id=5503)

(State Agency Letterhead)

Seabrook Station EPZ FY2021

State Agency REP Expenses

Invoice

Date: \_\_\_\_\_

Invoice No: \_\_\_\_\_

From: (Agency Name)

To: REP Planning  
NH DOS - HSEM  
33 Hazen Drive  
Concord, NH 03305

**A. Maintenance of Facilities**

Total: \$ \_\_\_\_\_

**B. Equipment (>\$2,500, previously approved)**

Total: \$ \_\_\_\_\_

Description of Equipment purchased:

**C. Exercise, Meeting and Training (include roster)**

Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Total: \$ \_\_\_\_\_

**D. Supplies and Services**

Total: \$ \_\_\_\_\_

Description of Supplies and Services purchased:

**E. Planning and Administration**

Hours \_\_\_\_\_ x Hourly Rate \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Total Reimbursement Request: \$ \_\_\_\_\_**

*Billings for the State fiscal year need to arrive at HSEM no later than June 1.*

