

 Seabrook Station - HOST

Assessment Briefing Book

FYE 2024

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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 (ORO) 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 – 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.

# Contact List

## State of New Hampshire

|  |  |  |
| --- | --- | --- |
|  | Desk Phone | Cell Phone |
| NH Division of Homeland Security and Emergency Management  | (603) 271-2231 |  |
| Robert Buxton, HSEM Director | (603) 223-3615 | (603) 688-5570 |
| David Vaillancourt, Chief of Field Services | (603) 223-3630 | (603) 419-9045 |
| Kim Castle, Assistant Chief of Field Services, REP | (603) 223-3655 | (603) 545-2411 |
| Amy Carter, Program Planner II | (603) 227-8588 | (603) 545-4053 |
| Tiffany Kelly, Program Planner I | (603) 223-3631 | (603) 931-2412 |
| Elizabeth Gilboy, Senior Field Representative | (603) 223-3668 | (603) 892-8129 |
| Paul Hatch, Field Representative | (603) 223-3635 | (603) 419-9407 |
| Courtney Jordan, Senior Field Representative | (603) 223-3657 | (603) 856-6578 |
| Jill Piwoski, Senior Field Representative | (603) 223-3626 | (603) 545-7136 |
| Nancy St. Laurent, Special Facilities Field Representative | (603) 223-3625 | (603) 419-9401 |
| Candi Tibbetts, Senior Field Representative | (603) 223-3612 | (603) 688-5877 |
| Local Liaison Line \*\*\*For Official Use Only\*\*\* | (603) 223-3663 |  |
| Radiological Instrumentation, Maintenance, and Calibration (RIMC) Facility | (603) 271-7552 |  |
| SEOC Communications | (603) 223-3689 |  |
| NH Division of Public Health Services (DPHS) Radiological Health Section | (603) 271-4588 |  |

## HSEM Field Representative Host Assignments

|  |  |  |
| --- | --- | --- |
| **Liz Gilboy** | **Courtney Jordan** | **Jill Piwoski** |
| Manchester | Dover | Rochester |

## NextEra Energy Seabrook Station

Dave Currier (603) 773-7490 - For emergency planning and preparedness contacts, after contacting HSEM (except those related to sirens)

## Rockingham County Dispatch Center (RCDC)

 RCDC (603) 679-2220 \*For Official Use Only

Rockingham County Sheriff (603) 679-2225 \*General/Public Use

# Introduction

In accordance with New Hampshire RSA 107-B:1, the director of Division of Homeland Security and Emergency Management (HSEM) has the responsibility, in cooperation with the affected local units of government, to initiate and carry out a nuclear emergency response plan as specified in the licensing regulations for the nuclear power plant. Its mission is to coordinate the efforts of Federal, State, and local governments with planning, implementing, and guiding exercises regarding radiological emergencies while maintaining strong relationships with Seabrook Station Nuclear Power Plant, the Federal Emergency Management Agency (FEMA), and the Nuclear Regulatory Commission (NRC).

The criteria and recommendations contained in NUREG-0654/FEMA-REP-1, Rev. 2 are considered by FEMA staff to be generally acceptable guidelines for complying with the planning standards in 44 CFR §350.5 that must be met in offsite emergency response plans. FEMA, NRC, and other involved Federal agencies use the guidance contained in NUREG-0654/FEMA-REP-1, Rev. 2 in their individual and joint reviews of the radiological emergency response plans and preparedness of state, and local governments and the plans and preparedness of applicants for, and holders of, a license to operate a nuclear power reactor. State and local organizations/agencies should carefully review this document to ensure criteria and other information is understood and incorporated into their REP plans.

The State of New Hampshire has one nuclear power plant within its borders—Seabrook Station in Seabrook, NH. This plant generates 1,244 million watts of electricity per year, enough power to supply the annual needs of approximately 1.2 million families.

## Emergency Planning Zone (EPZ)

The Emergency Planning Zone (EPZ) is the area surrounding a Nuclear Power Plant for which plans/procedures exist to ensure that prompt and effective actions occur to protect the health and safety of the public in case of an incident at the Plant. FEMA recognizes two types of EPZ’s for planning purposes: the plume exposure pathway EPZ and an ingestion exposure pathway EPZ.

The plume exposure pathway EPZ is approximately a 10-mile radius around Seabrook Station, which includes the 17 NH communities in Rockingham County listed below:

|  |  |  |
| --- | --- | --- |
| * Brentwood
* East Kingston
* Exeter
* Greenland
* Hampton
* Hampton Falls
 | * Kensington
* Kingston
* New Castle
* Newfields
* Newton
* North Hampton
 | * Portsmouth
* Rye
* Seabrook
* South Hampton
* Stratham
 |

The ingestion pathway planning zone is approximately a 50-mile radius around Seabrook Station and includes 97 NH communities across Belknap, Carroll, Hillsborough, Merrimack, Rockingham, and Strafford Counties.

## Reception Centers/Host Communities

Reception Centers are pre-designated facilities outside the Plume Exposure EPZ (minimum is 15 miles from the utility) at which the evacuated public can register, receive radiation monitoring and decontamination, receive assistance in contacting others, reunite with others, and receive general information.

Reception Centers are established to provide facilities for evacuees without their own resources for temporary relocation. They are composite entities directed by the local EOC and activated upon request of the State. They are operated to accommodate the emergency service needs of residents, transients, and emergency workers evacuating the due to a radiological emergency. Each community in the EPZ is assigned to a Reception Center:

|  |  |
| --- | --- |
| **Host Community** | **EPZ Towns** |
| DoverDover Middle School16 Daley Dr. Dover, NH | Greenland New CastleHampton North HamptonHampton Falls Rye |
| ManchesterMemorial High School1 Crusader Way Manchester, NH | Brentwood NewfieldsEast Kingston Newton Exeter SeabrookHampton Beach South HamptonKensington StrathamKingston |
| RochesterRochester Middle School47 Brock St. Rochester, NH | Portsmouth |

# Assessments

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

Per RSA 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 Homeland Security and 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**](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 **March 15, 2023** 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 the REP section.
* Comments will be considered within two weeks of the posting of the assessment request.

**Annual Assessment requests can be submitted online at the HSEM Resource Page/REP:**

[**https://prd.blogs.nh.gov/dos/hsem/?page\_id=4685**](https://prd.blogs.nh.gov/dos/hsem/?page_id=4685)

**The paper version can be emailed to:** **REP@dos.nh.gov**

## Period of Performance

The period of performance for FYE 2024 Assessments will run from **July 1, 2023 – June 30, 2024**. All awarded activities must occur within this period.

**The assessments for FYE 2024, which are due to the state by March 15, 2023 should take into consideration the following events:**

Exercise Cycle

* July 2023 Exercise Cycle Workshop (LEOC Staff)
* September 2023 – Tabletop exercise (LEOC Staff)
* December 2023 – CFE 1 (LEOC Staff)
* February 2024 – CFE 2 (LEOC Staff)
* April 2024 – Graded Exercise (LEOC Staff)
* Set-up drill – (Full Reception Center Staff)
* RADEF training: required training for RADEF officers and back-up

**Non-flat rate**

1. **Training**: Covers the cost of personnel participation in REP training, including cost of food, if any. Invoices with training must be accompanied by a roster of participants with the name of the course and date it was held or a copy of the certificate of completion. Online training must be courses identified in the Briefing Book and may not exceed the maximum hour allowance.
2. **Drills & Exercises**: Covers the cost of personnel in REP drills and exercises including food, if provided.
3. **Equipment:** Covers equipment greater than $2,500 that was previously approved.

**Flat Rate**

* $13,500 flat base rate per year (paid by fiscal quarter).
* Includes money for planning (including annual review and update), administration, general supplies, and meeting expenses.
* Equipment less than $2,500
* The EMD or community will be able to spend it on the program as they wish provided the flat rate checklists are completed and returned to REP Planning.

Reimbursement requests must be submitted on official community letterhead with applicable supporting documents. Invoices may only be submitted by the following methods:

|  |  |
| --- | --- |
| 1. | Mail – ATTN: HSEM - Radiological Emergency Preparedness33 Hazen DriveConcord, NH 03305 |
| 2. | Email – rep@dos.nh.gov |
| 3. | Through the applicable HSEM Resource Center form found at – <https://prd.blogs.nh.gov/dos/hsem/?page_id=4685>  |
| 4. | Through your community’s HSEM Field Representative. |

Per Department of Safety Business Office policy, invoices mustbe submitted by hardcopy or scan. **Pictures of invoices will not be accepted**.

# Annual Review and Plan Update Process

Together the state agencies, local governments and volunteer organizations 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 (ALC) to FEMA.

An annual review of preparedness and response capabilities for incidents at a nuclear power plant will be conducted to meet state and federal requirements (RSA:107-B, NUREG-0654/FEMA-REP-1, Rev. 2). Host REP Plans are considered in this process. Any changes or certification of no changes should be submitted to HSEM by **October** of each year. The date has been set to allow for a review prior to the submission of the ALC by HSEM to FEMA at the end of January.

A template for Host plans has been developed for use by the Emergency Management Directors in the creation of their REP plans. The template is available upon request.

## Map Revisions

Printed maps are supplied by HSEM to each of the Host communities. Maps are reviewed annually and updated as needed using the most current information available.Emergency response officials are asked to participate in the review and contribute information regarding changes to their communities. Maps indicate locations of important buildings and structures as well as evacuation routes, Access and Traffic Control Points (ACPs/TCPs) and local bus routes. As maps are revised, new editions will be distributed to the emergency managers by the HSEM Field Representatives.

# Meetings

## Seabrook Summit (Formerly the “REP Quarterly Meeting”)

The purpose of these meetings is training, collaboration and the sharing of information. Meetings will be held on an as needed basis.

# 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.

## Requesting and Scheduling Training

The Local Emergency Management Director (EMD) or designee has the ability to request reimbursable REP training throughout the year. 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.

## Available Courses

### 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 REP Program. Recommended for any member of the NH ORO, this course introduces students to the Seabrook Station 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.

You can find this course on the HSEM Resource Center at: <https://prd.blogs.nh.gov/dos/hsem/?page_id=6293>. **Time required:** 1.5 Hours

### REP 3: RADEF Officer Training

This course is specifically for individuals who have been identified as RADEF Officers or have radiological screening equipment in their EOC, within the EPZ. Class instruction is broken down into specific modules:

 Emergency Worker Dosimetry Briefing Portal Monitoring

 Monitoring Equipment Operation Personnel Screening

Ludlum M-26 “Friskers” EPZ Special Facilities

 CD-V 700P Non-EPZ Host Facilities

The RADEF officer is required to take all the modules, while a facility with only dosimetry equipment might take only a few. The participants receive a complete in person course, in addition to access to video resources. Each participant in the RADEF Officer Training 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 4: Reception Center Operations

The Reception Center Operations course is specifically for members of the Dover, Manchester, and Rochester Offsite Response Organization (ORO) as they operate the three identified Reception Centers for the Seabrook Station EPZ. The course is flexible and designed to meet the needs of the ORO. Each course will start with a review of reception center functions, participating entities, services provided, and evacuee process or flow. Additionally, each person will review the Team Lead Job Aid, Station-specific Job Aid, and any subsequent documentation for the station where they are assigned. A second component of this course is a hands-on review of the radiological detection equipment found at the Reception Center. Personnel will demonstrate proficiency with the Portal Monitor, CD-V 700P, Ludlum Model 26, and self-reading dosimetry. **Time required**: 3.0 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

### REP Specific WebEOC Training ( In Person )

WebEOC specific training is conducted by HSEM for any EPZ LEOC, Reception Center, State Transportation Staging Area, or State Agency staff. The curriculum includes REP specific boards, procedures, and forms. **Time required**: 1 – 2 hours

## Available FEMA Courses

### REP Core Concepts (RCCC AWR-317)

This course provides an overview of the NRC-licensed nuclear power plant off-site radiological emergency preparedness program. Addresses the REP Program history and sentinel events, federal regulatory policies, basic radiation principles, REP planning guidance (planning standards), REP demonstration guidance (exercise evaluation areas) and the REP Disaster Initiated Review (DIR) process. At the successful completion of this course, the student will have satisfied the instructor-led training prerequisites for both the MGT-445 REP Plan Review Course (RPPR) and the PER-314 REP Exercise Evaluator Course (REEC). **Time required**: 1.5 Days

### REP Post-Plume Awareness Course (RPPA AWR-351)

The FEMA/NPD/THD/Radiological Emergency Preparedness (REP) Program has developed an instructor-led course that will help Federal, State, tribal and local emergency managers and planners more effectively meet the challenges presented to the emergency responder community during a radiological incident at a NRC-licensed commercial nuclear power plant (NPP). The main purpose for the development of this abbreviated awareness-level course is to provide a precise training track which focuses on the specific needs of those 50-mile emergency planning zones jurisdictions responsible for addressing protective actions related to contaminated commercial food products during a radiological incident. **Time required**: 1 Day

# Exercises/Drills

Ingestion Pathway Exercises (IPX) and Hostile Action Based Exercises (HAB) are held on 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. If the community or facility is also involved in Out-of-Sequence (OOS) activities including the Reception Center and Host EOC, make sure to include these in exercise planning and/or budgeting, if appropriate.

Reception centers are evaluated by FEMA once during every eight year cycle. Host communities should plan for conducting one set-up drill annually to maintain proficiency.

# Equipment Maintenance and Repair

The Equipment Maintenance and Repair procedures provide administrative guidance for initiating and processing equipment maintenance, repair, or replacement requests. These procedures ensure that all equipment required to support the REP Program is maintained in a constant state of readiness.

**GENERAL INFO**

* HSEM and community public safety officials are responsible for the operational testing and completion of quarterly inventories of REP related equipment.
* Each community will keep an inventory that lists the equipment covered by this section.
* All equipment requests will be evaluated on a case-by-case basis.
* Seabrook Station will, with sufficient documentation, pay for the cost of maintenance and repairs to REP required equipment. The cost to repair damage caused by vandalism, misuse, or abuse is not covered by this policy.
* In the event that a piece of equipment is no longer capable of performing its intended function and unable to be repaired, Seabrook Station will provide a comparable replacement that shall be capable of performing the intended function of the original item.
* HSEM retains ownership of all State-issued equipment, including equipment deployed to or stored at local communities (e.g., Command and Control radios, radiological dosimeters, survey instruments, etc.). Repairs to or replacement of this equipment must be directed through the HSEM Field Representative assigned to the community.
* Travel time and mileage related to transporting equipment to a designated service facility is not reimbursable.
* Traffic Control/Management equipment is not a reimbursable item.
* Telephone monthly charges (generally two lines) and communication equipment maintenance is paid directly by Seabrook Station. Contact David Currier at david.currier@nexteraenergy.com for additional information.

## Inventory

Inventories of the municipal EOC supplies and equipment will be conducted **QUARTERLY** by the local EMD or designated staff, and may be assisted by a Field Representative, to ensure equipment availability. Inventories are required to ensure that each community or agency is able to maintain a constant state of readiness.

Inventory for the purposes of quarterly checks will be comprised of communications equipment, traffic management equipment, dosimetry and radiological equipment. Other equipment purchased with REP funds should be inventoried on an annual basis. Ensure that quarterly inventory forms are kept on file for the year.

# Communications

## Radio Equipment

Communications tests between Offsite Response Organizations (OROs) and the State are required, to exercise radio equipment and must be completed and documented monthly. These tests take place on the **1st Thursday of each month at 1000 hours**. It is the OROs responsibility to have a staff member at the radio to perform these tests monthly. If there is a need to reschedule a test, the phone number for ESF 2 is 603-223-3689.

The local EMD or designee should inform their HSEM Field Representative when any radio equipment is out-of-service and/or failed the monthly communications tests.

Cost for any work completed by a non-designated service facility will not qualify for reimbursement, unless previously and specifically agreed to by Seabrook Station.

## Telephone Equipment

The local EMD or designee will coordinate repairs and/or maintenance of phone-related lines directly with their carrier. Telephone line accounts that are billed directly to Seabrook Station require that maintenance be requested through and by Seabrook Station.

The local EMD or designee must inform the Field Representative when any telephone equipment is out-of-service. For any other telephone systems purchased via the assessment process, the local EMD or designee is responsible for coordinating repairs and maintenance directly with the service provider.

## CodeRED/NH Alerts

In January 2015 the NH Department of Safety launched an emergency alert system: NH Alerts, utilizing the CodeRED software. NH Alerts allows emergency information to be disseminated to anyone in the state who has registered their contact info or has downloaded the mobile app. This product is able to provide location based alerts and can be utilized for notifications within the Seabrook Station EPZ (and/or statewide). Individuals wishing to receive alerts can sign up at <https://www.nh.gov/nhalerts>.

# Assessments

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

RSA 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**](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 **March 15, 2023** 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 the REP section of HSEM.
* Comments will be considered within two weeks of the posting of the assessment request.

## Period of Performance

The period of performance for FYE 2023 Assessments will run from **July 1, 2023 – June 30, 2024**. All awarded activities must occur within this period.

## EPZ Categories for Assessment Reimbursement

**Non-flat rate**

1. **Training**: Covers the cost of personnel participation in REP training, including cost of food, if any. Invoices with training must be accompanied by a roster of participants with the name of the course and date it was held or a copy of the certificate of completion. Online training must be courses identified in the Briefing Book and may not exceed the maximum hour allowance.
2. **Drills & Exercises**: Covers the cost of personnel in REP drills and exercises including food, if provided.
3. **Equipment:** Covers equipment greater than $2,500 that was previously approved.

**Flat Rate**

* $13,500 flat base rate per year (4 quarters).
* Includes money for planning, including annual review and update, administration, general supplies, equipment less than $2,500, and meeting expenses.
* The EMD or community will be able to spend it on the program as they wish provided the flat rate checklists are completed and returned to REP Planning.

## Host Timeline

|  |
| --- |
| **CALENDAR YEAR 2023** |
| **JANUARY*** 15TH – Second Quarter FY2023 Checklist Due
* 31st – Annual Letter of Certification submitted to FEMA
 | **MARCH*** 15TH – FYE2024 Assessment request submitted
 | **APRIL*** FYE2024 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2023 Checklist Due / Update PDAFN list
 | **JUNE*** FYE2023 Assessment Requests Posted and Finalized
* 15th – FYE2023 Fourth Quarter Checklist Due
* 1st – Final Invoices for reimbursement for FYE2023 due
 |
| **JULY*** 1st – State Fiscal Year 2024 Begins
* FYE2024 Assessment Award Letters distributed

**Seabrook Summit: Exercise Cycle Workshop** | **SEPTEMBER*** **Tabletop Exercise**
 | **OCTOBER*** Local REP Plan/Crosswalk/Updates Due
* Plan Review Begins
* 15th – FYE2024 First Quarter Checklist Due
 | **DECEMBER*** 2024 Seabrook Station Brochures Distributed

**CFE1** |

|  |
| --- |
| **CALENDAR YEAR 2024** |
| **JANUARY*** 15TH – Second Quarter FY2024 Checklist Due
* 31st – Annual Letter of Certification submitted to FEMA
* FYE2025 Briefing Book Distributed
 | **FEBRUARY*** **CFE2**
 | **MARCH*** 15TH – FYE2025 Assessment request due
 | **APRIL*** **Graded Exercise – Plume Exposure**
* FYE2025 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2024 Checklist Due / Update PDAFN list
 | **JUNE*** FYE2024 Assessment Requests Posted and Finalized
* 15th – FYE2024 Fourth Quarter Checklist Due
* 15th – Final Invoices for reimbursement for FYE2024 due
 |

# Facility and Equipment

This section provides guidance and recommendations concerning changes to and maintenance of emergency facilities and equipment.

## Facility Changes

HSEM should be notified of any anticipated facility changes or alterations.

## Equipment/Storage Supply

* Dosimeters and Radiation Detection Instruments should be kept stored in the boxes as provided by HSEM. This equipment should also be kept at normal room temperature and in a dry location. Moisture and dust can affect the sensitivity and electrical components of this equipment.

## Operational Readiness

The primary responsibility for maintaining each emergency facility lies with the local EMD or designee. Emergency services personnel must ensure the emergency facilities are maintained in a continuous state of readiness for their community. To that end, quarterly or after an exercise or activation they shall:

* Return their specific work areas to their pre-exercise/activation condition (general housekeeping).
* Identify shortages of plans, procedures, forms, administrative supplies, or other documents used during exercise/activation.
* Identify inoperative or improperly operating equipment and report the issue to the Field Representative.
* Replace all individual job aids and checklist packets for all EOC/facility staff
* Identify training needs and contact the Field Representative.
* Ensure that all operational radiological equipment that was dispersed is accounted for and placed back into the Dosimetry Kit and stored properly.
* Ensure any electronic devices that have REP related data are reset after the exercise or other usage (i.e., ready for the next NH REP exercise or actual incident).
* Expenses (materials and labor) related to facility reset from a declared radiological emergency are reimbursable. An invoice for these expenses should be submitted to HSEM upon completion of this incident. (Drill/exercise material and labor are part of the flat rate assessment).
* Ensure all plans and procedures are the most current version, and maintained in the local EOC.

# Host Flat Rate Funding and Budgeting

**SEABROOK STATION HOST – FYE 2024 Supplementary Budget**

 **(Must be submitted no later than March 15, 2023)**

Name of Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point of Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part I: Training Plan & Requests**

(Training should reflect ONLY individuals from your municipality)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Training | Date Anticipated | Number of Individuals | Hourly Rate (average) | Number of Hours | $$ Request |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Food & Supplies |  |  |  |  |  |
| **TOTAL TRAINING PLAN REQUEST** |  |

To be reimbursed for training expenses, course record with names of municipality’s participants must be submitted in addition to the invoice from appropriate community.

**Part 2 – Drill & Exercise Participation**

(Drills & Exercises should reflect expenses incurred ONLY by individuals from your municipality)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Activity | Date Anticipated | Number of Individuals | Hourly Rate (average) | Number of Hours | $$ Request |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Food & Supplies  |  |  |  |  |  |
| **TOTAL DRILL AND EXERCISE REQUEST** |  |

SS Exercise Cycle dates are provided by HSEM. If a municipality wishes to have an event and be reimbursed, prior approval from HSEM REP Planning must be obtained.

**Part 3 – Equipment Requests**

Equipment Requests are made for any single piece of equipment greater than $2,500. Equipment purchases of $2,500 or less per individual piece of equipment must come from the $13,500 flat rate fee.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Equipment | Use in REP | Percentage of Total Cost (if applicable) | $$ Request  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  **TOTAL EQUIPMENT REQUEST** |   |
| **TOTAL ASSESSMENT REQUEST**  |  |

**Approval/Recommendation of Request:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal Representative (Approval) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSEM Field Representative (Recommendation) Date

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

[**https://prd.blogs.nh.gov/dos/hsem/?page\_id=5364**](https://prd.blogs.nh.gov/dos/hsem/?page_id=5364)

# Assessment Agreement

**SCOPE OF SERVICES FOR TOWN/CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEABROOK STATION ASSESSMENT – CLASS 73 (RSA 107-B)**

**Scope of Performance**:

This reimbursement process is issued in accordance with NH RSA 107-B:2-4, and all applicable federal and state laws, statutes, rules, regulations, policies, and other governing documents.

Funds may be expended for the purpose of maintaining the community’s Radiological Emergency Response Preparedness Program for the Seabrook Station Host Community. The period of performance will be State Fiscal Year (SFY) 2024, from July 1, 2023 through June 30, 2024. (Expenses for trainings, drills/exercises, and equipment > $2,500 per item are excluded from this agreement.)

**Flat Rate Budget**:

The total value of this agreement is $13,500. Payment will be issued upon receipt and acceptance of adequate documentation of completion of agreement performance requirements.

One-quarter of the awarded flat funding will be distributed upon execution of this agreement and receipt of checklist completion #1. The balance of the flat rate funding will be distributed quarterly thereafter upon satisfactory completion of the checklist activities for each quarter. Quarters will be based upon the State Fiscal Year (July-June).

**Reporting**:

The Emergency Management Director must complete the activities listed on the **Emergency Management Director REP Maintenance Checklist** throughout the fiscal year.

The community agrees that all financial records, supporting documents, and other records associated with this agreement are required to be retained for a period of seven years, beginning on the first day after the final payment under this agreement, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or any inquiry involving this agreement.

 **QUARTER CERTIFICATION DUE DATE**

 **# 1 July 1st-September 30th October 15**

 **# 2 October 1st – December 31st January 15**

 **# 3 January 1st – March 31st April 15**

 **# 4 April 1st – June 30th June 15**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Date**

**This form can also be found on the HSEM Resource Center under REP: https://prd.blogs.nh.gov/dos/hsem/?page\_id=4685**

# SS Host Communities Quarterly Checklist

This section summarizes the minimum REP responsibilities for each EMD during the year. Each quarter is to be reported to receive quarterly flat rate reimbursement.

This checklist is also found and can be completed on the HSEM Resource Center under REP: <https://prd.blogs.nh.gov/dos/hsem/?page_id=4768>

**EMERGENCY MANAGEMENT DIRECTOR REP MAINTENANCE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State Fiscal Year 2024** | [ ]  **Q1** | [ ]  **Q2** | [ ]  **Q3** | [ ]  **Q4** |
| Host Community: |  | **July – Sept** | **Oct – Dec** | **Jan- March** | **April - June** |
| **EOC** |
| **EQUIPMENT** |   |   |   |   |
| 1. Communications tests completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Telephone numbers for personnel, facilities, and agencies verified.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Inventory checks completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of Equipment (other than dosimetry and meters).
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of dosimetry (re-zeroing) and meters (checking background). Any equipment issues reported to RIMC.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **TRAINING AND DRILLS** |   |   |   |   |
| 1. All required training requested/needed completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Training plan for next year completed and approved by REP Planning (on Assessment Request).
 | \* | \* | \_\_\_/\_\_\_ |  |
| 1. Drill/exercise plan for next year completed and approved by REP (on Assessment Request).
 | \* | \* | \_\_\_/\_\_\_ |  |
| 1. Participated in Drills/exercises, Workshops, TTXs as required.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **REP ANNUAL UPDATE** |   |   |   |   |
| 1. Any alterations, including relocation, of facilities reported to REP.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Map accuracy checked.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Signatory page of REP plan signed by appropriate municipal official when elections held.
 | \* | \* | \* | \_\_\_/\_\_\_ |
| 1. Any Local Letters of Agreement reviewed and updated.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Plan and procedures reviewed and comments noted. Forwarded to REP.
 | \_\_\_/\_\_\_ | \* | \* | \* |
| 1. Any roadway changes due to maintenance, construction, or other projects reported to REP.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **BUDGETS** |   |   |   |   |
| 1. Annual Assessment Request prepared and forwarded to HSEM by March 15th.
 | \* | \* | \_\_\_/\_\_\_ | \* |

|  |
| --- |
| **RECEPTION CENTER** |
| **EQUIPMENT** |   |   |   |   |
| 1. Communications tests completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Telephone numbers for personnel, facilities, and agencies verified.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Inventory checks completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of Reception Center Equipment (other than dosimetry and meters)
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of dosimetry (re-zeroing) and meters (checking background). Any equipment issues reported to RIMC
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Assembly and functional check of Portal monitor completed.
 | \_\_\_/\_\_\_ | \* | \_\_\_/\_\_\_ | \* |
| **TRAINING AND DRILLS** |   |   |   |   |
| 1. All required training requested/needed completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Participated in Drills/Exercises, Workshops, TTXs as required.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **REP ANNUAL UPDATE** |   |   |   |   |
| 1. Facilities inspected for any alterations, including relocation. Report to REP.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Any Local Letters of Agreement reviewed and updated.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
|  |  |  |  |  |
|  |  |   |  |
| Signature |  | Date |  |  |
|  |  |  |  |  |
| **Due: Q1 = October 15th Q2 = January 15th Q3 = April 15th Q4 = June 15th**  |

# SAMPLE INVOICES - Host Flat Rate Invoice

 (City/Town Letterhead)

**Seabrook Station Host** **FY2024**

**NH REP Flat-Rate Invoice**

**DATE:** Month XX, 20XX

**INVOICE NO:** X

**REQUEST FROM:** City of \_\_\_\_\_\_\_\_

Address

Town, NH Zip

**FOR:** Seabrook Station, Flat Rate Submission, FY 2024

 Quarter X

**AMOUNT:**  $3,375.00

The required Emergency Management Director REP Maintenance Checklist is attached and verifies that the city is performing activities to maintain a high level of preparedness for responding to a radiological emergency.

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name/Title

 (City/Town Letterhead)

**Seabrook Station Host** **FY2024**

**NH REP Non Flat-Rate Expenses Invoice**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From:** (City/Town Name)

**To:** REP, NH DOS - HSEM

 33 Hazen Drive

 Concord, NH 03305

FY 2024 Quarter (check box for quarter this invoice is for):

|  |  |
| --- | --- |
| [ ]  Q1: July 1 – September 30 | [ ]  Q2: October 1 – December 31 |
| [ ]  Q3: January 1 – March 31 | [ ]  Q4: April 1 – June 30 |

|  |
| --- |
| 1. **Training** (include roster)
 |
| **Date:** |  | **Name of Event:** |  |
| **Payroll:** | $ |
| **Food:** | $ |
| **Total:** | $ |

|  |
| --- |
| 1. **Drills & Exercises** (include roster)
 |
| **Date:** |  | **Name of Event:** |  |
| **Payroll:** | $ |
| **Food:** | $ |
| **Total:** | $ |

|  |
| --- |
| 1. **Equipment** (>$2,500, previously approved))
 |
| **Total:** | $ |
| **Description of Equipment purchased:** |
|  |

|  |  |
| --- | --- |
| **Total Reimbursement Request:** | $ |

*† Billings for the State fiscal year need to arrive at HSEM no later than June 15th.*