

Seabrook Station –

STATE AGENCY

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.

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

# 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 REP State Agency Assignment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Liz Gilboy**  | **Courtney Jordan** | **Paul Hatch** | **Candi Tibbetts**  | **Jill Piwoski** |
| Department of Transportation (DOT)NH State PoliceNH Fish & GameDepartment of Natural & Cultural Resources (DNCR) | State Police – Troop AFish and Game – DurhamDOT Durham | Department of Agriculture, Markets & Food (DAMF)Division of Public Health Services (DPHS)Emergency Planning Response and Recovery(DPHS-EPRR)Department of Emergency Services, Communications (DESC) | Pupil TransportationFire MarshalFSTEMS/EMSDOT Hampton | Department of Environmental Services (DES) |

# 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 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.

Working together, the State, county, and local organizations/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

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). Local EPZ, Host, and State Agency 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 Annual Letter of Certification (ALC) by HSEM to FEMA at the end of January.

A crosswalk has been developed to ensure that the local plan meets criteria established by NUREG and FEMA/NRC and in compliance with the Comprehensive Preparedness Guide 101 Version 2.0. Crosswalks are available upon request.

# 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

Each state agency lead representative or their 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 | EPZ Special Facilities | Non-EPZ Host Facilities |
| CD-V 700P | Ludlum M-26 “Friskers” | Victoreen 493 |

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 8: Traffic Management**

This course is designed for law enforcement personnel and members of a Seabrook Station 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

## 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

Exercises graded by FEMA are held every two years. There are three types of graded exercise: Ingestion Pathway, Hostile Action Based (HAB), and Plume Exposure. The most common is the Plume Exposure, however, each type is graded at least once every eight-year cycle.

Prior to a graded exercise several preparatory events are held: A 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.

# Assessments

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

RSA 107-B:2 Annual Emergency Response Budget – The state agencies in each emergency planning zone shall submit annually their emergency response budget to the director of fire safety 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 **April 1, 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 Fiscal Year End 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 April 1, 2023 should take into consideration the following events:**

Exercise Cycle:

* July 2023 Exercise Cycle Workshop
* September 2023 – Tabletop exercise
* December 2023 – CFE 1
* February 2024 – CFE 2
* April 2024 – Graded Exercise

RADEF training: required training for RADEF officers and back-up

## State Agencies Categories for Assessment Reimbursement

1. **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.

1. **Purchase of equipment**

Cost of equipment used specifically for REP related activities.

1. **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.
* Requests for reimbursement for food and/or supplies provided to personnel participating in REP training, exercises, or meetings must be submitted with a detailed receipt.
1. **Supplies and Services**

Includes: postage, telephones, etc.

1. **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.**

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

# Planning

|  |
| --- |
| **CALENDAR YEAR 2023** |
| **JANUARY*** 15th – Second Quarter invoices due
* 31st – Annual Letter of Certification submitted to FEMA
 | **APRIL*** 1st - FYE2024 Assessments due
* FYE2024 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2023 invoices due
 | **JUNE*** FYE2023 Assessment Requests Posted and Finalized
* 15th – Final Invoices for reimbursement for FYE2023 due
 | **JULY – New Fiscal Year*** 1st – State Fiscal Year 2024 Begins
* FYE2024 Assessment Award Letters distributed
* **Seabrook Summit: Exercise Cycle Workshop**
 |
| **SEPTEMBER*** **Tabletop Exercise**
 | **OCTOBER*** REP Plan/ Crosswalk/Updates Due
* 15th – FYE2024 First Quarter invoices due
 | **DECEMBER*** 2024 Seabrook Station Brochures Distributed

**CFE1** |  |

|  |
| --- |
| **CALENDAR YEAR 2024** |
| **JANUARY*** 15th – Second Quarter FYE24 invoices due
* 31st – Annual Letter of Certification submitted to FEMA
* FYE2025 Briefing Book Distributed
 | **FEBRUARY*** **CFE2**
 | **APRIL*** **Graded Exercise – Plume Exposure**
* FYE2025 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2024 Invoices due
* 1st – FYE25 Assessment due
 | **JUNE*** FYE2024 Assessment Requests Posted and Finalized
* 15th – Final Invoices for reimbursement for FYE2024 due
 |

# State Agency Funding and Budgeting – Sample Assessment

**STATE AGENCY – FYE 2024 Supplementary Budget**

 **(Must be submitted no later than April 1st, 2023)**

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

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

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

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

**Part I: Facility Maintenance**

|  |  |  |
| --- | --- | --- |
|   | **% of Total Cost**  | **$$ Request** |
| Facility Maintenance (rent, trash removal, electric bills, etc.) |  |  |
| Notes: |
|
| **TOTAL FACILITY MAINTENANCE REQUEST** | $ |

**Part II: Purchase of Equipment**

**Identify each piece of equipment separately.**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activity** | **Date Anticipated** | **Number of Individuals** | **Hourly Rate (average)** | **Number of Hours** | **$$ Request** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL EXERCISE, MEETING AND TRAINING REQUEST** | $ |

**Part IV: Supplies and Services**

|  |  |  |
| --- | --- | --- |
| **Supplies and Services Item** | **Use in REP** | **$$ Request**  |
|   |    |   |
|   |    |   |
|   |    |   |
|  |  |  |
|  |  |  |
| **TOTAL SUPPLIES AND SERVICES REQUEST** | $ |

**Part V: Planning and Administration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Meetings** | **Number of Individuals** | **Hourly Rate (average)** | **Number of Hours** | **$$ Request** |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL EXERCISE, MEETING AND TRAINING REQUEST** | $ |

|  |  |
| --- | --- |
| **TOTAL ASSESSMENT REQUEST** | $ |

**Approval/Recommendation of Request:**

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

State Agency Representative (Approval) Date

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

HSEM Field Representative (Recommendation) Date

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

<https://prd.blogs.nh.gov/dos/hsem/?page_id=5667>

# SAMPLE INVOICE – REP Associated Expenses – State Agency

(State Agency Letterhead)

**Seabrook Station FYE 2024**

**State Agency REP Expenses Invoice**

**Date:**  **Invoice No:**

From: (Agency Name)

To: REP

 NH DOS - HSEM

 33 Hazen Drive

 Concord, NH 03305

 Or: rep@dos.nh.gov

|  |
| --- |
| 1. **Maintenance of Facilities**
 |
| **Total:** | $ |

|  |
| --- |
| 1. **Equipment**)
 |
| **Total:** | $ |
| **Description of Equipment purchased:** |
|  |

|  |
| --- |
| 1. **Exercise, Meeting and Training** (include roster)
 |
| **Date:** |  | **Name of Event:** |  |
| **Total:** | $ |

|  |
| --- |
| 1. **Supplies and Services**
 |
| **Total:** | $ |
| **Description of Supplies and Services purchased:** |
|  |

|  |
| --- |
| 1. **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 15th.*