

TOWN OF DUXBURY  
STANDARD OPERATING PROCEDURES  
IN SUPPORT OF THE  
RADIOLOGICAL EMERGENCY RESPONSE PLAN  
FOR PILGRIM NUCLEAR POWER STATION

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
Emergency Management Director

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
MEMA/NPD - Region II Lead Planner

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
MEMA/Nuclear Preparedness Manager

TOWN OF DUXBURY  
 RADIOLOGICAL EMERGENCY RESPONSE  
 STANDARD OPERATING PROCEDURES

LIST OF EFFECTIVE PAGES

Procedure	Page	Rev.	Date
Cover through iv		<u>20</u>	07/10
DUX-01	1 through 11	9	07/10
DUX-02	1 through 24	14	07/10
DUX-03	1 through 49	16	07/10
DUX-04	1 through 27	14	07/10
DUX-05	1 through 19	11	07/10
DUX-06	1 through 33	14	07/10
DUX-07	1 through 20	13	07/10
DUX-08	1 through 12	11	07/10
DUX-09	1 through 14	13	07/10
DUX-10	1 through 7	9	07/10
DUX-11	1 through 20	15	07/10
DUX-12	1 through 15	11	12/08
DUX-13	1 through 12	12	12/08
DUX-14	1 through 5	7	07/10
DUX-15	1 through 10	10	12/08
DUX-16	1 through 5	8	12/08
DUX-17	1 through 9	11	07/10
DUX-21	1 through 12	9	12/08
DUX-24	1 through 10	6	07/10
DUX-25	1 through 9	14	07/10
DUX-30	1 through 12	13	07/10
DUX-30A	1 through 12	13	07/10
DUX-30B	1 through 12	13	07/10
DUX-30C	1 through 12	13	07/10
DUX-30D	1 through 12	13	07/10
DUX-30F	1 through 12	13	07/10
DUX-30G	1 through 12	13	07/10
DUX-30H	1 through 12	13	07/10
DUX-30I	1 through 12	9	07/10
DUX-30K	1 through 12	2	07/10
DUX-30L	1 through 12	1	07/10
DUX-40	1 through 30	12	07/10
DUX-43	1 through 11	12	07/10
DUX-44	1 through 11	0	07/10
DUX-30J	1 through 12	RETIRE	

STANDARD OPERATING PROCEDURE

SIGNATURE REVIEW LIST

The following Town of Duxbury Standard Operating Procedures have been reviewed by the responsible Agency/Department/Organization. All necessary changes have been incorporated. The effective date will be upon issuance by the MEMA Document Control Center-Framingham.

<u>SOP-No.</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
DUX-01	Board of Selectmen	_____	_____
DUX-02	Emergency Management Agency	_____	_____
DUX-03	Police Department	_____	_____
DUX-04	Fire Department	_____	_____
DUX-05	Department of Public Works	_____	_____
DUX-06	School Department	_____	_____
DUX-07	Special Facilities Coordinator	_____	_____
DUX-08	Radiological Officer	_____	_____
DUX-09	Transportation	_____	_____
DUX-10	Shelter Officer	_____	_____
DUX-11	Harbormaster	_____	_____
DUX-12	Special Needs Staff	_____	_____
DUX-13	Communications Officer/RACES Communicator	_____	_____
DUX-14	PNPS Community Liaison	_____	_____
DUX-15	Shelter Team	_____	_____
DUX-16	Tow Truck Provider	_____	_____
DUX-17	Camps	_____	_____
DUX-21	Public Information	_____	_____
DUX-24	Documentation Unit	_____	_____
DUX-25	Siren Activation	_____	_____
DUX-30	Berrybrook Preschool	_____	_____

Signature Review List (continued)

<u>SOP-No.</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
DUX-30	Berrybrook Preschool	_____	_____
DUX-30A	Discovery Corner Day Care	_____	_____
DUX-30B	Good Shepherd Christian Academy	_____	_____
DUX-30C	Learn In Play Preschool Nursery	_____	_____
DUX-30D	Pied Piper Preschool	_____	_____
DUX-30F	Bay Farm Montessori Academy	_____	_____
DUX-30G	Magic Dragon Children's Center	_____	_____
DUX-30H	Duxbury Bay Maritime School	_____	_____
DUX-30I	Pilgrim Day Care	_____	_____
DUX-30K	Blue River Montessori School	_____	_____
DUX-30L	Elements Montessori School	_____	_____
DUX-40	Bay Path Nursing Home & Duxbury House	_____	_____
DUX-43	Group Facility at North Hill	_____	_____
DUX-44	Group Facility at Cordwood Path	_____	_____

TOWN OF DUXBURY  
BOARD OF SELECTMEN  
STANDARD OPERATING PROCEDURE  
DUX-01

Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

    Purpose ..... 3

    Concept of Operations ..... 3

Part 2: Response Actions ..... 5

    Board of Selectmen ..... 5

Forms

    Local Declaration of Emergency Statement

    Worksheet for Determining Local Conditions

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Town of Duxbury Board of Selectmen in accomplishing their responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The Board of Selectmen's responsibilities are direction and control of the emergency response, declaration of Local Declaration of Emergency and to ensure that the local Prompt Alert Notification System (PANS) is activated at the direction of MEMA upon the governor's order, approval of news statements and implementation of protective actions.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Board of Selectmen
  - Provide overall direction and control of the emergency response.
  - Ensure coordination of the siren activation with Emergency Alert System (EAS).
  - Declare "Local Declaration of Emergency".
  - Develop news statements along with Public Information Officer.
  - Approve all news statements.
  - Ensure Town input to State on local conditions.
  - Ensure implementation of protective actions.
  - Direct Town Relocation/Reentry/Return activities.

#### Related Agency Responsibilities

1. Emergency Management Agency
  - Manage EOC staff operations.
  - Coordinate emergency response.
  - Brief Selectmen and Massachusetts Emergency Management Agency (MEMA) on response activities and local conditions.
  - Coordinate resources.

Part 1: Concepts (continued)

2. Town Response Agencies
  - Support implementation of protective actions and response activities.
  - Provide information and input on response activities.
  - Coordinate agencies response activities with other agencies.
3. Governor
  - Declare State of Emergency.
  - Authorize Protective Action Directives (PADs).
4. Massachusetts Department of Public Health (MDPH)
  - Perform accident assessment.
  - Recommend protective actions to the Governor in conjunction with Massachusetts Emergency Management Agency (MEMA).
  - Establish protective actions for Emergency Planning Zone (EPZ).
  - Recommend return to evacuated areas.
5. Massachusetts Emergency Management Agency (MEMA)
  - **Ensure activation of sirens.**
  - **Coordinate prompt notification system.**
  - Recommend protective actions to the Governor in conjunction with MDPH.
  - Provide supplemental resources of equipment and personnel as needed.
  - Coordinate transportation of general public, schools and special needs population to reception centers.
  - Assure all evacuation and reception requirements are met.



Part 2: Response Actions

Board of Selectmen

UNUSUAL EVENT

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher via the Emergency Response Organization Paging System (EROPS) or by phone.
- \_\_\_ 2. Establish and maintain contact with the Emergency Management Director.
- \_\_\_ 3. Review response actions for ALERT, SITE AREA EMERGENCY and GENERAL EMERGENCY.
- \_\_\_ 4. Stand by for further information.

ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher through the Emergency Response Organization Paging System (EROPS). Respond by telephoning the number on the pager and giving your estimated time of arrival (ETA).
- \_\_\_ 2. Report to the EOC.
  - \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Inform Emergency Management Director of your presence.
  - \_\_\_ c. Receive a briefing from Emergency Management Director on status of emergency.
  - \_\_\_ d. Report to **Radiological Officer** for Dosimetry Packet.
  - \_\_\_ e. Review and act on any important messages received.
  - \_\_\_ f. Send messages and keep a log of your activities.
- \_\_\_ 3. Declare a "Local Declaration of Emergency".
  - \_\_\_ a. Review status of emergency operation with EM Director to confirm that "Local Declaration of Emergency" criteria are met.

NOTE: THE ESSENTIAL ELEMENT FOR A "LOCAL DECLARATION OF EMERGENCY" IS THAT THE COMMUNITY HAS, OR CAN BE EXPECTED TO, EXHAUST AVAILABLE LOCAL RESOURCES/MUTUAL AID ASSISTANCE AND CANNOT HANDLE THE EMERGENCY WITHOUT STATE ASSISTANCE.

Board of Selectmen (continued)

- \_\_\_ b. Complete "Local Declaration of Emergency" statement (see forms).
  - \_\_\_ c. Telephone and telephax Massachusetts Emergency Management Agency (MEMA Region II Local Liaison) advising of Local Declaration of Emergency reading the text of the declaration.
    - \_\_\_ (1) Telefax a copy of declaration to MEMA Region II.
  - \_\_\_ d. Ensure EOC Staff and PIO are notified of declarations via Emergency Management Director.
  - \_\_\_ e. Request from MEMA specific state equipment and resources needed via Emergency Management Director.
- \_\_\_ 4. Draft and disseminate news statements prior to Joint Information Center activation.
- \_\_\_ 5. Review and approve news statements from PIO.
- \_\_\_ a. Receive draft news statements from Public Information Officer (PIO).
  - \_\_\_ b. Review for correctness.
  - \_\_\_ c. Submit any corrections to PIO.
  - \_\_\_ d. Approve final draft news statements for dissemination by PIO.
- \_\_\_ 6. Periodically review local conditions in coordination with Emergency Management Director utilizing Worksheet for Determining Local Conditions (see forms).
- \_\_\_ a. Obtain completed copy of Worksheet from Emergency Management Director.
  - \_\_\_ b. Discuss, among Selectmen and Emergency Management Director, local conditions documented on Worksheet.
  - \_\_\_ c. Ensure Emergency Management Director promptly notifies MEMA Region II of prohibiting local conditions that could interfere with Town response and implementation of any potential protective actions.
- \_\_\_ 7. Request a briefing from the EM Director on key Town response actions:
- \_\_\_ a. Notification of schools, day care centers, camps, health care facilities, recreational areas, and major employers.

Board of Selectmen (continued)

- \_\_\_ b. Transportation status for schools, day care centers, and children's camps.
- \_\_\_ c. Contact of the mobility impaired population.
- \_\_\_ d. Dosimetry distribution to emergency workers.
- \_\_\_ e. Precautionary closing of Duxbury Beach (Subarea 4).
- \_\_\_ f. Stage personnel.
- \_\_\_ 8. Provide overall command and control of emergency response organization.
  - \_\_\_ a. Receive recommendations and directives on response issues from the Emergency Management Director.
  - \_\_\_ b. Re-direct agency response, as necessary, through the Emergency Management Director.
- \_\_\_ 9. Receive updates from Public Information Officer on Public Information activities in the Joint Information Center and EOC.
- \_\_\_ 10. Ensure 24-hour staffing of emergency organization, if long-term operations are required.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Monitor activation of the siren system and MNS.
  - \_\_\_ a. Town receives Protective Action Directives (PADs) for siren activation from MEMA via BECONS.
  - \_\_\_ b. Public Safety Dispatcher activates sirens at MEMA prescribed time **as backup to SEOC.**

Board of Selectmen (continued)

- \_\_\_ 4. Monitor Emergency Alert System (EAS) messages as they are broadcast.
  - \_\_\_ a. Verify accuracy and timing of message.
  - \_\_\_ b. If incorrect information is Alert, notify MEMA Region II via Emergency Management Director.
  
- \_\_\_ 5. Request a briefing from the Emergency Management Director on the following Town response actions:
  - \_\_\_ a. Activation of the siren system and MNS.
  - \_\_\_ b. Implementation of route alerting, if siren failure.
  - \_\_\_ c. Transfer of school population, day care centers and children's camps to host facilities.
  - \_\_\_ d. Availability of transportation at the Transportation Staging Area.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.
  
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
  
- \_\_\_ 3. Monitor activation of the siren system and MNS.
  - \_\_\_ a. Town receives Protective Action Directives (PADs) for siren activation from MEMA via BECONS.
  - \_\_\_ b. Public Safety Dispatcher activates sirens at MEMA Region II prescribed time **as backup to SEOC.**
  
- \_\_\_ 4. Monitor Emergency Alert System (EAS) messages as they are broadcast.
  - \_\_\_ a. Verify accuracy and timing of message.
  - \_\_\_ b. If incorrect information is broadcast, notify MEMA via Emergency Management Director.
    - \_\_\_ (1) Inform PIO of error.
  
- \_\_\_ 5. Request briefing from EM Director on the following key Town response actions:

Board of Selectmen (continued)

- \_\_\_ a. Activation of the siren system and MNS.
  - \_\_\_ b. Implementation of route alerting for siren failure.
  - \_\_\_ c. Emergency worker exposures.
  - \_\_\_ d. Dosimetry and KI status.
- \_\_\_ 6. If Sheltering of Duxbury (Subareas 9 and/or 4) is directed, request status report from Emergency Management Director on:
- \_\_\_ a. Notification of the public and emergency response agencies.
  - \_\_\_ b. Activation of access control.
  - \_\_\_ c. Opening of public shelters.
  - \_\_\_ d. EOC sheltering actions (i.e., closing windows/doors).
- \_\_\_ 7. If Evacuation of Duxbury (Subareas 9 and/or 4) is directed, request status report from EM Director on the following key actions:
- \_\_\_ a. Activation of traffic/access control.
  - \_\_\_ b. Status of evacuation bus routes.
  - \_\_\_ c. Evacuation of nursing homes, group homes, and schools.
  - \_\_\_ d. Security operations.
  - \_\_\_ e. Monitoring and decontamination activities at the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School.
  - \_\_\_ f. Any special response problems.
  - \_\_\_ g. Coordinate with MEMA Region II the dispatching of key staff to the alternate EOC at MEMA Region II EOC in Bridgewater to establish alternate base of operation (this action to be taken if necessary). Proceed to the REWMDS prior to going to the Alternate EOC.
- \_\_\_ 8. At the end of the emergency, proceed to the REWMDS to:
- \_\_\_ a. Drop off dosimetry.
  - \_\_\_ b. Receive monitoring.
- \_\_\_ 9. Review steps under RELOCATION/REENTRY/RETURN in preparation for entering this phase.

Board of Selectmen (continued)

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive briefings from the EM Director on the following conditions:
  - \_\_\_ a. State verification that releases of radioactive materials to the environment are under control or have ceased.
  - \_\_\_ b. State verification that the plant is in a stable condition with no potential for further uncontrolled releases of radioactive materials.
  - \_\_\_ c. State identification of access control points for contaminated areas in Duxbury.
  - \_\_\_ d. State recommendations to relax protective actions outside any restricted areas.
  - \_\_\_ e. State recommendation to enter Relocation/Reentry/Return phase.
  
- \_\_\_ 2. Ensure EM Director establishes a Town Relocation/Reentry/Return Team comprised of key EOC staff, to include:
  - \_\_\_ a. Board of Selectmen.
  - \_\_\_ b. Emergency Management Director.
  - \_\_\_ c. Town Manager.\*
  - \_\_\_ d. Police Operations Officer.
  - \_\_\_ e. Fire EOC Representative.
  - \_\_\_ f. Department of Public Works Director.
  - \_\_\_ g. Radiological Officer.
  - \_\_\_ h. Transportation Officer.
  - \_\_\_ i. Public Information Officer.
  - \_\_\_ j. Special Facilities Coordinator.

\*NOTE: Although this position (Town Manager) is not part of EOC staff during the emergency, the role of the Town Manager may be activated during the Relocation/Reentry/Return phase.
  
- \_\_\_ 3. Receive status update from EM Director on available manpower, resources, and any impediments to RELOCATION/REENTRY/RETURN.
  
- \_\_\_ 4. Assist the EM Director and Town RELOCATION/REENTRY/RETURN Team in developing a plan of action for Town RELOCATION/REENTRY/RETURN.

Board of Selectmen (continued)

- \_\_\_ a. Receive status of contaminated areas and decontamination activities in Duxbury from MEMA via Emergency Management Director.
- \_\_\_ b. Discuss and determine necessary actions and responsible agencies. Actions may include:
  - \_\_\_ (1) Assistance with access control to contaminated areas.
  - \_\_\_ (2) Assistance with security for contaminated areas.
  - \_\_\_ (3) Restoration of Town-provided services.
  - \_\_\_ (4) Continuation of Public Information.
  - \_\_\_ (5) Transportation assistance to returning evacuees.
- \_\_\_ 5. Receive status on the following State activities affecting Duxbury, from the EM Director:
  - \_\_\_ a. Radiological assessment of food and water.
  - \_\_\_ b. Decontamination activities.
  - \_\_\_ c. Disposal of radioactive waste.
  - \_\_\_ d. Establishment of a long-term radiological monitoring program.
- \_\_\_ 6. Upon notification of MDPH-authorized Return authorize Team Representatives to implement Town plan of action.
- \_\_\_ 7. In coordination with PIO and Emergency Management Director, ensure media and public are informed of RELOCATION/REENTRY/RETURN activities, including:
  - \_\_\_ a. Any health advisories.
  - \_\_\_ b. Compensatory matters.
  - \_\_\_ c. Safety precautions.
- \_\_\_ 8. Receive information from the Emergency Management Director on State, Federal and utility resources and financial assistance available.
- \_\_\_ 9. Return all logs, forms and other paperwork used in the emergency to Emergency Management Director.

TOWN OF DUXBURY  
EMERGENCY MANAGEMENT AGENCY  
STANDARD OPERATING PROCEDURE  
DUX-02



Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Emergency Management Director.....	5
Forms	
Briefing Form	
Follow-up Information Form	
Initial Notification Form	
Local Declaration of Emergency Statement	
Worksheet for Determining Local Conditions	
KI Guidance Form	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Town of Duxbury Emergency Management Agency in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The Emergency Management Agency's major responsibilities are activating and managing the Town of Duxbury EOC, coordinating and maintaining emergency response operations, resources and equipment, and obtaining additional resources as needed.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Emergency Management Director
  - Receive emergency notifications from Public Safety Dispatcher or Communications Officer via dedicated telephone ringdown system.
  - Ensure notification of key Town officials by Public Safety Dispatcher.
  - Ensure notification of EOC staff by Public Safety Dispatcher via pagers/Mass Notification System.
  - Ensure twenty-four hour staffing of the EOC.
  - Activate and manage the EOC.
  - Ensure EOC staff receive dosimetry.
  - Coordinate and maintain emergency response operations.
  - Assist EOC staff in resolving operational problems if necessary.
  - Conduct periodic EOC briefings on the status of the emergency.
  - Obtain additional resources needed for response.
  - Provide information to the State on local conditions.
  - Recommend actions to the Board of Selectmen.
  - Coordinate implementation of protective actions.
  - Coordinate Relocation/Reentry/Return operations.

#### Related Agency Responsibilities

1. Massachusetts Emergency Management Agency (MEMA)
  - Provide additional manpower and resources to support emergency response via MEMA Region II.

## Part 1: Concepts (continued)

- Consider Town-reported local conditions when recommending protective actions to the Governor in conjunction with MDPH.
  - Notify the Town of protective actions to be implemented.
2. Town Response Departments
- Implement protective actions and response activities.
  - Provide information and input on response activities.
  - Coordinate department response activities with other departments.
3. Board of Selectmen
- Provide overall supervision of emergency response.
  - Ensure coordination of the siren activation with EAS.
  - Declare "Local Declaration of Emergency".
  - Develop news statement's along with PIO.
  - Approve all news statements.
  - Ensure town input to state on local conditions.
  - Ensure implementation of protective actions.
  - Supervise town Relocation/Reentry/Return activities.
4. Public Safety Dispatcher
- Receive initial notification via Dedicated Notification Network (DNN) system.
  - Notify town officials.
  - Activate sirens **as backup to SEOC if directed by MEMA.**

## Part 2: Response Actions

### Emergency Management Director

#### UNUSUAL EVENT

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher via telephone or pager.
- \_\_\_ 2. Ensure Public Safety Dispatcher has completed notification of key Town officials.
- \_\_\_ 3. Contact Board of Selectmen Chairman and discuss the status of the following:
  - \_\_\_ a. Local conditions.
  - \_\_\_ b. Notification of key staff via pagers/MNS or alternate means.
  - \_\_\_ c. Any additional actions necessary.
- \_\_\_ 4. Review response actions for ALERT, SITE AREA EMERGENCY and GENERAL EMERGENCY.
- \_\_\_ 5. Stand by for further information.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher. Respond by telephoning the number on the pager and giving your Estimated Time of Arrival (ETA).
- \_\_\_ 2. Report to the EOC.
  - \_\_\_ a. Open the facility.
  - \_\_\_ b. Sign in on Staffing Board.
  - \_\_\_ c. Contact dispatcher and act on any messages received.
  - \_\_\_ d. Review Initial and any follow-up Notification Forms received on the EOC DNN Fax Machine.
  - \_\_\_ e. Send messages and maintain a log of your activities.

Emergency Management Director (continued)

- \_\_\_ 3. Ensure notification and activation of key Town officials is completed.
  - \_\_\_ a. Review messages on the pager answering machines, determine which Town officials and EOC staff who could not be contacted.
  - \_\_\_ b. Have Public Safety Dispatcher attempt to contact Town officials and EOC staff not yet confirmed as notified using Public Safety Dispatcher Notification List.
  - \_\_\_ c. In conjunction with the Selectmen, fill vacancies if they exist using Emergency Management Assistants (EMAs).
  - \_\_\_ d. As all staff report to the EOC, assign first and second shift and dismiss personnel assigned to second shift.
- \_\_\_ 4. Ensure "Emergency Classification Level" board reflects current emergency level.
- \_\_\_ 5. Determine if EOC supplies and equipment are in place and functional.
  - \_\_\_ a. Ensure adequate supplies:
    - \_\_\_ (1) EOC Telephone Directories
    - \_\_\_ (2) EOC Staff Procedures
    - \_\_\_ (3) EOC Log Forms
    - \_\_\_ (4) Name Plates
    - \_\_\_ (5) Message Forms
  - \_\_\_ b. Ensure the operability of:
    - \_\_\_ (1) Photocopier
    - \_\_\_ (2) Telefax
    - \_\_\_ (3) Television
    - \_\_\_ (4) Computer
    - \_\_\_ (5) Clocks
  - \_\_\_ c. Obtain additional supplies as needed.
  - \_\_\_ d. Make arrangements to repair equipment that becomes inoperable.

Emergency Management Director (continued)

- \_\_\_ 6. Brief staff and Selectmen on emergency status, including:
  - \_\_\_ a. Emergency classification
  - \_\_\_ b. Plant status
  - \_\_\_ c. Notifications completed.
  
- \_\_\_ 7. Remind EOC staff to:
  - \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Go to Security for badging, if not already badged.
  - \_\_\_ c. Receive dosimetry from **Radiological Officer**.
  - \_\_\_ d. Notify their alternate if not already notified by pagers.
  - \_\_\_ e. Ensure information is posted on status boards and maps in a timely fashion.
  - \_\_\_ f. Contact Emergency Management Director for additional supplies/resources or operational problems.
  - \_\_\_ g. Pick up my confidential list (i.e. Special Needs List, Emergency Notification List etc.) from Emergency Management Director.
  - \_\_\_ h. Be prepared to summarize their department activities for the periodic EOC staff briefings.
  
- \_\_\_ 8. Ensure EOC security is established.
  - \_\_\_ a. Review and update EOC Authorization List in EOC Security Officer packet.
  
- \_\_\_ 9. Determine if all EOC positions are represented.
  - \_\_\_ a. Check Staffing Board.
  - \_\_\_ b. Attempt to fill vacancies if they exist.
  
- \_\_\_ 10. When EOC is activated (i.e., all key officials are present), assume responsibility of the DNN system.
  - \_\_\_ a. Contact Communications Officer for readiness status of Fire/EMS Radio Operator and equipment to assume responsibility of DNN and BECONS.
  - \_\_\_ b. Inform the Public Safety Dispatcher that the EOC is prepared to assume responsibility for the DNN and request switch of system control to EOC.

Emergency Management Director (continued)

- \_\_\_11. Fill out Briefing Form (see forms) at each classification level.
  - \_\_\_ a. Request information from EOC staff.
  - \_\_\_ b. Review form with Selectmen, providing emergency status report.
  - \_\_\_ c. Provide copy of briefing form to the Selectmen.
  
- \_\_\_12. Hold EOC briefing every two hours or as needed.
  - \_\_\_ a. Announce upcoming briefing time and instruct EOC staff to prepare to give a brief summary of their emergency activities.
  - \_\_\_ b. Request summary of activities from key EOC staff.
  - \_\_\_ c. Discuss and attempt to resolve problem areas.
  
- \_\_\_13. Ensure all departments develop a 24-hour schedule.
  - \_\_\_ a. Ensure EOC staff notify alternate to arrange for shift change.
  - \_\_\_ b. Provide for shift change approximately every 12 hours.
  - \_\_\_ c. Ensure EOC staff instruct their department to provide a shift turnover briefing.
  - \_\_\_ d. Update Selectmen on 24-hour scheduling.
  
- \_\_\_14. Provide recommendations on response issues to Selectmen.
  - \_\_\_ a. Conduct briefing for EOC staff.
  - \_\_\_ b. Discuss corrective actions with the Selectmen.
  - \_\_\_ c. Ensure implementation of corrective actions by Town departments, as directed by Selectmen.
  - \_\_\_ d. Recommend that the Selectmen declare a "Local Declaration of Emergency" (see forms).
  
- \_\_\_15. Receive resource problems from Staff Officers.
  - \_\_\_ a. Determine resolution and discuss with Selectmen, if necessary.
  - \_\_\_ b. Request resource assistance from MEMA Region II Manager, if needed.

Emergency Management Director (continued)

- \_\_\_16. Periodically document local conditions.
- \_\_\_ a. Document any conditions which could impact Town response on Worksheet for Determining Local Conditions (see forms), considering:
    - \_\_\_ (1) Weather conditions.
    - \_\_\_ (2) Road impediments.
    - \_\_\_ (3) Special events.
    - \_\_\_ (4) Other emergencies.
  - \_\_\_ b. Provide completed Worksheet to Selectmen for review and discussion.
  - \_\_\_ c. Promptly notify MEMA Region II Manager of conditions which could impact Town response.

- \_\_\_17. Assist Selectmen in authorizing mobilization of emergency resources.
- \_\_\_ a. Notify MEMA Region II Manager and or **Local Liaison** upon declaration of "Local Declaration of Emergency" by Selectmen.
  - \_\_\_ b. Relay Selectmen's declaration of "Local Declaration of Emergency" to MEMA Region II Manager via telecopier (see forms).
  - \_\_\_ c. Notify EOC staff of emergency declarations.
  - \_\_\_ d. Ensure PIO is promptly notified.

\_\_\_18. Monitor and direct the following Town response actions:

Responsible Agency	Actions
Emergency Management Director	<ul style="list-style-type: none"><li>- Give directive to school representatives to allow distribution of KI to students</li><li>- Using MNS, alert residents of closing of the beach in public areas.</li></ul>
Selectmen	<ul style="list-style-type: none"><li>- Approve all news statements.</li><li>- Declare "Local Declaration of Emergency" for Duxbury.</li></ul>



Emergency Management Director (continued)

Responsible Agency	Actions
Radiological Officer(RO)	<ul style="list-style-type: none"><li>-Distribute dosimetry to all EOC staff.</li><li>- Ensure exposure record forms are filled out for all EOC staff.</li><li>- Confirm activation of the Regional EWMS via Region II Radiological Officer.</li><li>- Ensure Dosimetry Coordinators distribute dosimetry to emergency workers in the field.</li></ul>
Public Information Officer (PIO)	<ul style="list-style-type: none"><li>- Develop news statements with Town and State Public Information Officers.</li><li>- Obtain Selectmen approval of news statements.</li><li>- Provide information to the media at Joint Information Center.</li></ul>
Police Department	<ul style="list-style-type: none"><li>- Establish EOC Security.</li><li>- Provide traffic control at recreational areas.</li><li>- Assemble if necessary and if needed Route Alert Teams for siren failure as backup to Fire Department.</li><li>- Review traffic and access control points.</li><li>- Dispatch Police EOC Radio Operator.</li><li>- Precautionary closing at Duxbury Beach in coordination with the Harbormaster.</li><li>- Stage equipment and resources.</li></ul>

Emergency Management Director (continued)

Responsible Agency	Actions
Fire Department	<ul style="list-style-type: none"><li>- Deploy Duxbury electronic message boards.</li><li>- Assemble if necessary Route Alert Teams for siren failure, as primary team</li><li>- Coordinate ambulance resources.</li></ul>
Shelter Officer	<ul style="list-style-type: none"><li>- Mobilize shelter staff.</li><li>- Prepare shelters for activation.</li></ul>
Department of Public Works (DPW)	<ul style="list-style-type: none"><li>- Close and control access to recreation sites.</li><li>- Provide equipment support for emergency workers.</li><li>- Provide equipment for traffic and access control.</li><li>- Review traffic and access control point equipment needs.</li><li>- Maintain evacuation routes in passable condition.</li><li>- Dispatch DPW EOC Radio Operator.</li><li>- Remove road impediment, as needed.</li><li>- Maintain schools and parking lots in passable condition.</li></ul>

Emergency Management Director (continued)

Responsible Agency	Actions
Harbormaster	<ul style="list-style-type: none"><li>- Provide emergency notification to boaters and persons upon tidal areas.</li><li>- Close and control access to marine areas in coordination with other Harbormasters.</li><li>- Position resources for closing of beaches.</li><li>- In coordination with the Plymouth Harbormaster, notify residents on Clarks Island.</li><li>- Close and control Access to Duxbury Beach.</li></ul>
School Department	<ul style="list-style-type: none"><li>- Notify schools to determine additional transportation requirements.</li><li>- Distribute KI to homerooms.</li><li>- Comply with PRECAUTIONARY relocation of students to Host Facility Location (Braintree High School) when directed by MEMA.</li></ul>
Special Facilities Coordinator	<ul style="list-style-type: none"><li>- Notify health care facilities, day care centers, camps, and industries population to determine transportation requirements.</li></ul>
Special Needs Staff	<ul style="list-style-type: none"><li>- Contact special needs population to determine transportation requirements.</li></ul>
Transportation Officer	<ul style="list-style-type: none"><li>- Position transportation vehicles at schools and children's camps.</li><li>- Determine additional transportation requirements for special facilities and the general public.</li><li>- Notify MEMA Region II for additional transportation resources.</li></ul>

Emergency Management Director (continued)

<u>Responsible Agency</u>	<u>Actions</u>
Communications Officer	<ul style="list-style-type: none"><li>- Ensure EOC communications equipment is operational.</li><li>- Ensure communications staff is present.</li><li>- Monitor Dedicated Notification Network (DNN) and BECONS.</li><li>- Establish communications with MEMA REGION II and other EOCs.</li></ul>

Emergency Management Director (continued)

- \_\_\_19. For anticipated long-term operations, make arrangements for EOC meals and lodging.
- \_\_\_20. Maintain an appropriate working environment by controlling:
  - \_\_\_ a. Noise level
  - \_\_\_ b. EOC traffic patterns
  - \_\_\_ c. Temperature
- \_\_\_21. Receive from Police Operations Officer:
  - \_\_\_ a. Notification of any major impediments.
  - \_\_\_ b. Any decisions to reroute traffic.
  - \_\_\_ c. When impediments have been removed.
- \_\_\_22. When leaving the EOC for short period, designate an alternate to assume responsibilities.
- \_\_\_23. Stand by for further information.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY via the DNN if EOC is activated; otherwise by method under ALERT, Step 1.
  - \_\_\_ a. Receive Initial Notification Form (see forms).
  - \_\_\_ b. Immediately notify Selectmen of classification change.
  - \_\_\_ c. Immediately notify Fire EOC Representative to place Public Safety Dispatcher on standby in preparation for siren activation **as backup to SEOC if directed by MEMA.**
  - \_\_\_ d. Brief EOC staff on classification change using the Initial Notification Form, and instruct them to update department personnel.
  - \_\_\_ e. Ensure Documentation Unit distributes a copy of the Initial Notification Form to all EOC staff.
- \_\_\_ 2. Complete any actions under ALERT not yet completed.
- \_\_\_ 3. Ensure Fire Representative is notified of activation of MNS.
- \_\_\_ 4. Receive completed Emergency Action Directive Form, and KI Guidance Form containing notification of siren activation time from MEMA via the BECONS, from the Communications Officer. Receive notification of MNS.

Emergency Management Director (continued)

- \_\_\_ a. Document siren activation time and MNS.
- \_\_\_ b. Immediately notify Selectmen of siren activation time and MNS.
- \_\_\_ c. Ensure Fire EOC Representative notifies Public Safety Dispatcher to activate the sirens at the appropriate time **as backup to SEOC if directed by MEMA.**

**NOTE: FORWARD ANY QUESTIONS REGARDING PROTECTIVE ACTIONS OR SIREN ACTIVATION TO THE TECHNICAL HAZARD LIAISON AT REGION II FOLLOWING SIREN ACTIVATION.**

- \_\_\_ d. Brief EOC staff and instruct them to update department personnel.
- \_\_\_ 5. Ensure all departments develop a 24-hour staffing schedule.

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NOTE

The attempt should be made to stagger rotation of key positions over a period of time, rather than performing a wholesale turnover of staff. In addition, consider the emergency conditions prevalent at the time and try to ensure the most qualified staff are available for critical actions.

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- \_\_\_ 6. Receive EAS messages and review with the Selectmen and PIO. Report any inaccuracies in EAS messages to MEMA Region II.
- \_\_\_ 7. Ensure the following additional key response actions are completed:

Responsible Agency	Actions
Selectmen	<ul style="list-style-type: none"><li>- Declare a local declaration of emergency.</li><li>- Activate Siren System <b>as backup to SEOC if directed to do so by MEMA.</b></li><li>- Activate MNS.</li></ul>
Police Department	<ul style="list-style-type: none"><li>- Mobilize for and stand at traffic and access control points.</li><li>- Conduct route alerting, in the event of siren failure, if needed as backup to Fire Department.</li></ul>

Emergency Management Director (continued)

<u>Responsible Agency</u>	<u>Actions</u>
Public Safety Dispatcher Center	<ul style="list-style-type: none"><li>- Receive siren activation time via BECONS.</li><li>- Activate the siren system <b>as backup to SEOC if directed by MEMA.</b> Activate MNS at the approved designated time.</li></ul>
Fire Department	<ul style="list-style-type: none"><li>- Conduct route alerting in the event of siren failure.</li><li>- Provide Emergency Management Director copy of Siren Report Form.</li></ul>
Department of Public Works	<ul style="list-style-type: none"><li>- Deliver traffic and access control equipment.</li><li>- Ensure school access roads and Town operation sites are clear of snow and debris.</li><li>- Remove road impediments, as needed.</li><li>- Maintain schools and parking lots in passable condition.</li><li>- Maintain evacuation routes in passable condition.</li></ul>
Harbormaster	<ul style="list-style-type: none"><li>- In coordination with the Plymouth Harbormaster, complete notification residents on Clarks Island.</li></ul>
School Department	<ul style="list-style-type: none"><li>- Relocate school population to host <b>facilities</b> if precautionary transfer is directed..</li></ul>
Public Information Officer (PIO)	<ul style="list-style-type: none"><li>- Provide status update as required.</li></ul>

Emergency Management Director (continued)

Responsible Agency	Actions
Special Facilities Coordinator	<ul style="list-style-type: none"><li>- Coordinates transportation and resource needs for nursing homes and group homes. Relocate children's camps and day care centers to host facility (Braintree High School).</li></ul>
Special Needs Staff	<ul style="list-style-type: none"><li>- Assist in providing transportation to the special needs population.</li></ul>
Shelter Officer	<ul style="list-style-type: none"><li>- Notify public shelter managers to prepare buildings for use.</li></ul>
Transportation Officer	<ul style="list-style-type: none"><li>- Stage vehicles at the transportation staging area for general public. (Coordinate effort through Transportation Liaison).</li><li>- Ensure additional school transportation resources are met by MEMA Region II.</li></ul>
Radiological Officer	<ul style="list-style-type: none"><li>- Ensure Dosimetry Coordinators have distributed dosimetry to emergency workers in the field.</li><li>- Receive confirmation from Region II <span style="color: red;">Radiological Officer</span> that the Regional EWMS set-up is complete.</li></ul>

- \_\_\_ 8. Ensure status boards, maps, and other displays are frequently updated with current information.
- \_\_\_ 9. Receive from Police Operations Officer, any major potential congestion areas.
- \_\_\_ 10. Fill out Briefing Form (see forms).
  - \_\_\_ a. Request information from EOC staff.
  - \_\_\_ b. Review form with Selectmen providing briefing on emergency status.
- \_\_\_ 11. Stand by for further information. Information from the plant will come on an hourly basis by use of the Follow-up Information Form (see forms).



Emergency Management Director (continued)

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY via the Dedicated Notification Network (DNN) system if EOC is activated; otherwise by method under ALERT, Step 1.
  - \_\_\_ a. Receive Initial Notification Form (see forms).

NOTE: Follow-up information will be made on an hourly basis (see forms).
  - \_\_\_ b. Immediately notify Selectmen of classification change.
  - \_\_\_ c. Immediately notify Fire EOC Representative to place Public Safety Dispatcher on standby in preparation for siren activation **as backup to SEOC if directed by MEMA and MNS activation.**
  - \_\_\_ d. Brief EOC staff on classification change using the Initial Notification Form, and instruct them to update department personnel.
  - \_\_\_ e. Ensure Documentation Unit distributes a copy of the Initial Notification Form to all EOC staff.
- \_\_\_ 2. Complete any actions under SITE AREA EMERGENCY not yet completed.
- \_\_\_ 3. Receive completed Emergency Action Directive Form and KI Guidance Form, containing protective action directive and siren activation time from MEMA via the BECONS, from Communications Officer.
  - \_\_\_ a. Document protective action and siren activation time.
  - \_\_\_ b. Immediately notify Selectmen of protective action and siren activation time.
  - \_\_\_ c. Ensure Fire EOC Representative notifies the Public Safety Dispatcher to activate the sirens **as backup to SEOC if directed by MEMA** at the appropriate time.

**NOTE: FORWARD ANY QUESTIONS REGARDING PROTECTIVE ACTIONS OR SIREN ACTIVATION TO THE TECHNICAL HAZARD LIAISON AT MEMA REGION II FOLLOWING SIREN ACTIVATION.**

  - \_\_\_ d. Brief EOC staff on protective action and siren and MNS activation time and instruct them to update department personnel.
- \_\_\_ 4. Ensure the following additional Town response actions are completed:

Emergency Management Director (continued)

Responsible Agency	Actions
Selectmen	<ul style="list-style-type: none"><li>- Ensure implementation of protective action directive.</li><li>- Activate Siren System as backup to SEOC when directed to do so by MEMA.</li><li>- Activate MNS.</li></ul>
Public Safety Dispatcher Center	<ul style="list-style-type: none"><li>- Activate the siren system as backup to SEOC and MNS at the designated time.</li></ul>
Fire Department	<ul style="list-style-type: none"><li>- Conduct route alerting, in the event of siren failure.</li></ul>
Police Department	<ul style="list-style-type: none"><li>- Conduct route alerting in event of siren failure, if needed as backup to Fire Department.</li><li>- Set up and activate all traffic control points.</li></ul>
Department of Public Works	<ul style="list-style-type: none"><li>- Remove road impediments, as needed.</li><li>- Set up and activate all traffic control points.</li></ul>
Radiological Officer	<ul style="list-style-type: none"><li>- Receive updates on Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) activities from Region II Radiological Officer.</li><li>- Ensure Dosimetry Coordinators call in department personnel exposures.</li><li>- Monitor emergency worker exposures.</li></ul>

Emergency Management Director (continued)

- | Responsible Agency     | Actions   |
|------------------------|---|
| Transportation Officer | - Identified transportation resources necessary to evacuate the town. |
- \_\_\_ 4. Receive protective action directive and siren activation and MNS time from Communications Officer.
- \_\_\_ 5. If instructions are received from MEMA via BECONS to redirect to the Reception Center any school, day care and/or camp buses which have not yet arrived at their Host Facility:
- \_\_\_ a. Notify the School EOC Representative and Special Facilities Coordinator (SFC) (as applicable) to confirm with the Braintree EOC Education Representative that arriving buses will be/have been redirected from Host Facility to the Reception Center.
- \_\_\_ 6. **IF SHELTERING OF DUXBURY (SUBAREA 9 and/or 4) is directed:**
- \_\_\_ a. Direct Radiological Officer (RO) to close windows and doors, and shut down heating and ventilation systems drawing air from the outside.
- \_\_\_ b. Ensure the following additional Town response actions are completed:
- | Responsible Agency         | Actions  |
|----------------------------|--|
| Police Department          | - Set up and activate access control points.                                   |
| Fire Department            | - Implement contamination control procedures for contaminated injured persons. |
| Department of Public Works | - Set up access control equipment at unmanned points.                          |
| Shelter Officer            | - Direct Shelter Managers to open Shelters for public use.                     |
| School Department          | - Shelter student in place.<br>- Ensure school lock down.                      |
- \_\_\_ 7. **IF EVACUATION OF DUXBURY (SUBAREA 4 and/or 9) is directed:**
- \_\_\_ a. Contact EOC staff to redirect schools, day cares and/or camps from host facility to reception center for radiological monitoring.
- NOTE: This action is to be taken if an evacuation directive is issued for any subarea while schools, day cares or camps are in session.

Emergency Management Director (continued)

\_\_\_\_ (1) School Superintendent (schools).

\_\_\_\_ (2) Special Facilities Coordinator (day cares, camps).

\_\_\_\_ b. Ensure the following additional Town response actions are completed:

Responsible Agency	Actions
Police Department	<ul style="list-style-type: none"><li>- Set up and activate traffic and access control points.</li><li>- Conduct route alerting, in event of siren failure, if needed as backup to Fire Department.</li></ul>
Fire Department	<ul style="list-style-type: none"><li>- Conduct route alerting in the event of siren failure.</li><li>- Relocate Duxbury message boards.</li><li>- Provide ambulance transportation.</li><li>- Implement contamination control procedures for contaminated injured persons.</li></ul>
Department of Public Works	<ul style="list-style-type: none"><li>- Set up traffic and access control equipment at unmanned points.</li></ul>
Special Facilities Coordinator	<ul style="list-style-type: none"><li>- Direct affected health care facilities to transport individuals to host facilities.</li><li>- Arrange for pick-up of special needs population.</li></ul>
Transportation Officer	<ul style="list-style-type: none"><li>- Ensure requests for additional transportation are addressed.</li><li>- Activate bus routes and pick up points for the public.</li></ul>

\_\_\_\_ c. Coordinate with MEMA Region II the dispatching of key staff to the alternate EOC at MEMA Region II EOC in Bridgewater to establish alternate base of operation (this action only to be taken if necessary). Proceed to the REWMDS prior to going to the alternate EOC.

Emergency Management Director (continued)

- \_\_\_ 8. Request periodic updates on emergency worker exposure from **Radiological Officer (RO)**.
  - \_\_\_ a. Remind EOC staff to direct emergency personnel to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA, upon completion of duties.
- \_\_\_ 9. Review steps under RELOCATION/REENTRY/RETURN in preparation for entering this phase.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification of the following conditions from MEMA via BECONS:
  - \_\_\_ a. State verification that releases of radioactive materials to the environment are under control or have ceased.
  - \_\_\_ b. State verification that the plant is in a stable condition with no potential for further uncontrolled releases of radioactive materials.
  - \_\_\_ c. State identification of access control points for contaminated areas in Duxbury.
  - \_\_\_ d. State recommendations to relax protective actions outside any restricted areas.
  - \_\_\_ e. Brief Selectmen on notification from MEMA.
- \_\_\_ 2. Receive MDPH's recommendation to enter Relocation/Reentry/Return phase from MEMA via BECONS, once necessary criteria are met.
- \_\_\_ 3. Inform EOC staff that emergency has been terminated.
- \_\_\_ 4. Assist Selectmen in establishing Town Relocation/Reentry/Return Staff comprised of key EOC staff.
  - \_\_\_ a. Call together members to include:
    - \_\_\_ (1) Selectmen.
    - \_\_\_ (2) Emergency Management Director.
    - \_\_\_ (3) Town Manager\*
    - \_\_\_ (4) Police Operations Officer.
    - \_\_\_ (5) Fire EOC Representative.

Emergency Management Director (continued)

- \_\_\_ (6) DPW Director.
- \_\_\_ (7) Radiological Officer.
- \_\_\_ (8) Transportation Officer.
- \_\_\_ (9) Special Facilities Coordinator.
- \_\_\_(10) Public Information Officer.

\*NOTE: Although this position (Town Manager) is not part of EOC Staff during the emergency, the role of the Town Manager may be activated during the Relocation/Reentry/Return phase.

- \_\_\_ b. Call in additional members as necessary.
  - \_\_\_ c. Receive status update from each on available manpower, resources, and any impediments to Relocation/Reentry/Return.
  - \_\_\_ d. Provide local conditions concerning Relocation/Reentry/Return to MEMA.
- \_\_\_ 5. Develop a plan of action for Town Relocation/Reentry/Return in coordination with RELOCATION/REENTRY/RETURN staff.
- \_\_\_ a. Receive status of contaminated areas and decontamination activities in Duxbury from MEMA.
  - \_\_\_ b. Inform Selectmen on status of contaminated areas and decontamination activities.
  - \_\_\_ c. Discuss and determine necessary actions and responsible departments. Actions may include:
    - \_\_\_ (1) Assistance with access control to contaminated areas.
    - \_\_\_ (2) Assistance with security within contaminated areas.
    - \_\_\_ (3) Restoration of Town-provided services.
    - \_\_\_ (4) Continuation of Public Information.
    - \_\_\_ (5) Transportation assistance to evacuees.
  - \_\_\_ d. Review plan of action with MEMA and make adjustments as necessary.
  - \_\_\_ e. Relieve EOC staff not needed for Relocation/Reentry/Return activities.

Emergency Management Director (continued)

- \_\_\_ 6. Receive status on the following State activities affecting Duxbury, including:
  - \_\_\_ a. Radiological assessment of food and water.
  - \_\_\_ b. Decontamination activities.
  - \_\_\_ c. Disposal of radioactive waste.
  - \_\_\_ d. Establishment of a long-term radiological monitoring program.
  - \_\_\_ e. Inform Selectmen.
  
- \_\_\_ 7. Upon notification of MDPH-authorized Return:
  - \_\_\_ a. Direct staff Members to implement agency Recovery and Return procedures.
  - \_\_\_ b. Ensure all preparations are made for population return to evacuated areas.
  - \_\_\_ c. Discuss preparations for population return with Selectmen.
  - \_\_\_ d. Provide MEMA with status of Relocation/Reentry/Return activities.
  
- \_\_\_ 8. Ensure media and public are informed by PIO via Joint Information Center of Relocation/Reentry/Return activities, including:
  - \_\_\_ a. Any health advisories.
  - \_\_\_ b. Compensatory matters.
  - \_\_\_ c. Safety precautions .
  
- \_\_\_ 9. Receive information from MEMA on State, Federal and utility resources and financial assistance available.
  - \_\_\_ a. Discuss resources and financial assistance with Selectmen.
  
- \_\_\_ 10. Upon completion of all Relocation/Reentry/Return activities, return to normal operations and deactivate the EOC.
  
- \_\_\_ 11. Collect related emergency documentation:
  - \_\_\_ a. Emergency Logs.
  - \_\_\_ b. Emergency supply deficiency report form.
  - \_\_\_ c. Checklists.
  - \_\_\_ d. Forms.

TOWN OF DUXBURY  
POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
DUX-03



## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	7
Police Chief .....	7
Police Operations Officer .....	12
Shift Commander.....	22
Dosimetry Coordinator.....	29
Public Safety Dispatcher .....	35
EOC Security Officer .....	45
Route Alert Driver - Recreational Areas and Siren Failure Areas .....	47

### Forms

- Dosimetry Coordinator Kit Inventory Sheet
- Dosimetry Instruction Briefing Card
- Dosimetry Log
- Emergency Personnel Assignment List
- Emergency Worker Exposure (EWE) Form
- EOC Authorization Sheet
- EOC Security Log
- Followup Information Form
- Evacuation Flyer
- Initial Notification Form
- List of Recreational Areas - Team 1 and 2
- Radiological Condition Messages for Police
- Recreation Area Route Alert Tracking Form
- Recreational Route Alert Messages
- Regulatory Guide 8.13 Acknowledgment Form
- Shelter Flyer (Duxbury)
- Shift Commander's Briefing Form
- Emergency Action Directive Form
- Siren Report Form

### Supporting Documents

- Siren Failure Area Route Maps
- Traffic and Access Control Plan for Duxbury

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Duxbury Police Department in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The Police Department's major responsibilities are town department notifications, siren activation communications **as backup to SEOC if directed by MEMA** and MNS, EOC security, support to PNPS, coordination of Harbormaster activities within the EOC, traffic and access control, security patrols, and provides route alerting for recreational areas.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Police Chief
  - Direct and monitor completion of response action of Duxbury Police Department.
  - Ensures Police emergency positions are staffed.
  - Ensures Police personnel exposures are properly monitored and controlled by **Radiological Officer (RO)** and Dosimetry Coordinator.
  - Ensures Police personnel are notified of emergency classification and protective action(s).
  - Provides Route Alerting for recreational areas including assisting with Gurnet/Saquis Beach if necessary and if possible.
  - Provides traffic control at traffic and access control points assigned to the Police Department, and to the schools if requested by School Superintendent.
  - Provides security at EOC
  - If requested provides route alerting assistance for siren failure areas of the town.
2. Police Operations Officer
  - EOC Representative provides siren activation time to Public Safety Dispatchers.
  - Ensure radio operator is assigned to EOC.
  - Ensure security officers are assigned to EOC.
  - Provide communications interface between Harbormaster and EOC.
  - Coordinate with other town agencies in closing recreational areas.
  - Coordinate Harbormaster activities with the U.S. Coast Guard.

## Part 1: Concepts (continued)

- Coordinate traffic control.
- Provide access control.
- Recommend alternate evacuation routes.
- Coordinate security patrols.

### 3. Shift Commander

- **Ensure radio communications in EOC.**
- Assign security officers to EOC.
- Implement actions for Town Jail.
- Provides Route Alerting for recreational areas.
- Activate traffic control points.
- Activate access control points.
- Provide traffic control at schools and at selected recreational areas (if requested).
- Provide security patrols.
- Serve as Dosimetry Coordinator.
- Issue dosimetry to personnel.
- Monitor and log exposure of personnel.
- Ensure manning and monitoring of traffic and access control points.
- Identify road impediments.
- Provides route alerting for siren failure areas only if needed and the manpower is available.

### 4. Public Safety Dispatcher

- Receives and records initial notification via DNN Pilgrim Nuclear Power Station (PNPS), or over BECONS as the backup.
- Notifies and mobilizes Duxbury Police.
- Notifies appropriate emergency workers at each emergency classification.
- Provides communication between Police Station/EOC/field.
- Activates sirens when directed by the Fire EOC Representative **as backup to SEOC if requested by MEMA.** Activate MNS.

Part 1: Concepts (continued)

5. EOC Security Officer
  - Establish security station at EOC.
  - Admit authorized personnel to EOC.
  - Distribute and collect EOC badges.
6. Route Alert Driver - Recreational Areas and Siren Failure Areas
  - Notify assigned recreational areas.
  - If possible, assist with notifying siren failure areas and/or Gurnet/Saquish Beach area.

Related Agency Responsibilities

1. Department of Public Works
  - Provide access control equipment.
  - Provide traffic control equipment.
  - Remove road impediments.
  - Maintain evacuation routes.
2. Plymouth County Sheriff's Office
  - Provide personnel and equipment for traffic and access control.
  - Provide relief personnel for traffic control.
  - Assist in providing security patrols for evacuated area.
3. Massachusetts State Police
  - Coordinate activation of town access control points.
  - Provide personnel and equipment for traffic and access control.
  - Provide relief personnel for traffic control.
4. Harbormaster
  - Coordinate on alerting and controlling access to beaches and marine areas.
  - Provide security for evacuated area.
  - Assist in notifying Clark's Island.

Part 1: Concepts (continued)

5. U.S. Coast Guard

- Provide access control.
- Provide security for evacuated area.

6. Massachusetts National Guard

- Provide relief personnel for access control.
- Provide security patrols for evacuated area.

Part 2: Response Actions

Police Chief

UNUSUAL EVENT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Ensure Public Safety Dispatcher Implements notification of Police personnel.
- \_\_\_ 3. Monitor police radio until emergency is escalated or closed out.

ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Report to Duxbury Police Station.
- \_\_\_ 3. Receive briefing of emergency activities from Shift Commander.
  - \_\_\_ a. Receive the following from Shift Commander:
    - \_\_\_(1) Shift Commander's Briefing Form (see forms).
    - \_\_\_(2) Dosimetry Packet.
- \_\_\_ 4. Notify Police Operations Officer in the EOC and provide status of Police activities using Shift Commander's Briefing Form (see forms).
- \_\_\_ 5. Ensure the following personnel completes their respective tasks:

---

Public Safety Dispatcher

Notifies the following:

- Off-Duty Personnel
- On-Duty Officers
- Blakemans (Seasonal)
- Towing Service

---

Shift Commander

- Initiates closing of Blakeman's
  - Stages personnel
  - Dispatches EOC Personnel
  - Dispatches Traffic Control Personnel
  - Dispatches Route Alert Teams
  - Issues dosimetry to all Department Personnel
  - Dispatches access control personnel
-

Police Chief (continued)

- \_\_\_ 6. Ensure telephone and radio contact has been established with Troop D EOC Representative at MEMA Region II.
- \_\_\_ 7. Request impediment removal assistance as necessary.
  - \_\_\_ a. Receive identification of impediments from Shift Commander.
  - \_\_\_ b. Relay extent of impediments to Police Operations Officer.
  - \_\_\_ c. Request DPW to remove impediment through Police Operations Officer.
  - \_\_\_ d. Receive any rerouting from Police Operations Officer.
  - \_\_\_ e. Relay rerouting instructions to Shift Commander.
- \_\_\_ 8. Monitor emergency activities conducted by department personnel.
  - \_\_\_ a. Receive periodic reports from Shift Commander on:
    - \_\_\_ (1) Traffic and access control activities.
  - \_\_\_ b. Relay status of activities to Police Operations Officer.
- \_\_\_ 9. Receive update from Police Operations Officer at EOC.
- \_\_\_ 10. Assess number of Town jail inmates and forward to Police Operations Officer.
- \_\_\_ 11. Reassign personnel to other duties when recreational areas are cleared.

SITE AREA EMERGENCY

- \_\_\_ 1. Complete actions under ALERT.
- \_\_\_ 2. Receive notification from Police Operations Officer.
  - \_\_\_ a. Instruct Shift Commander to notify personnel.
- \_\_\_ 3. Direct Shift Commander to Implement Dosimetry Coordinator checklist response actions under SITE AREA EMERGENCY.
- \_\_\_ 4. Ensure all recreational areas listed in Recreation Area Route Alerting Tracking Form (see forms) have been closed.

Police Chief (continued)

- \_\_\_ 5. Direct Shift Commander to begin processing of Town jail inmates for transfer to a host facility.
  
- \_\_\_ 6. When requested, by Police Operations Officer, provide route alerting assistance for siren failure:
  - \_\_\_ a. Receive route maps from Police Operations Officer.
  
  - \_\_\_ b. Direct Shift Commander to assign personnel to conduct route alerting.
    - \_\_\_(1) Provide Shift Commander siren route numbers and route maps.
  
  - \_\_\_ c. Notify Police Operations Officer when route alerting for siren failure is completed.
  
- \_\_\_ 7. Receive from Police Operations Officer confirmation of Traffic Control Points staffing.
  - \_\_\_ a. Verify staffing of Traffic Control Points (Refer to the Traffic and Access Control Plan for Duxbury).
  
  - \_\_\_ b. Relay confirmation to Shift Commander.



Police Chief (continued)

GENERAL EMERGENCY

- \_\_\_ 1. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 2. Receive notification from Police Operations Officer.
  - \_\_\_ a. Instruct Shift Commander to notify personnel.
- \_\_\_ 3. Direct Shift Commander to implement Dosimetry Coordinator checklist response actions under GENERAL EMERGENCY.
- \_\_\_ 4. Receive protective action directive for Duxbury:
  - \_\_\_ a. Take the following actions:

If protective action is:	Then:
Sheltering	<ul style="list-style-type: none"><li>- Ensure all personnel are notified of Protective Action(s).</li><li>- Ensure all non-essential personnel are sheltered.</li></ul>
Evacuation	<ul style="list-style-type: none"><li>- Ensure all Traffic Control Points assigned to Duxbury Police Department are activated.</li><li>- Ensure all Access Control Points assigned to Duxbury Police are activated.</li><li>- Ensure Town jail inmates are transferred.</li></ul>
- \_\_\_ 5. Ensure dispatcher makes radiological announcements indicated by Shift Commander.
- \_\_\_ 6. Ensure Security Patrols are being conducted:
  - \_\_\_ a. Receive security patrol tasks from Police Operations Officer.
    - \_\_\_ (1) Areas to be patrolled
    - \_\_\_ (2) Radiation/contamination areas to be avoided
  - \_\_\_ b. Forward security patrol tasks to Shift Commander.

Police Chief (continued)

- \_\_\_ 7. Ensure all Police personnel report to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA, following completion of emergency activities.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by Police Operations Officer that the emergency is terminated.
- \_\_\_ 2. Provide RELOCATION/REENTRY/RETURN support as requested by Police Operations Officer:
  - \_\_\_ a. Direct Public Safety Dispatcher to recall personnel to support activities.
  - \_\_\_ b. Assign personnel to support RELOCATION/REENTRY/RETURN tasks.
- \_\_\_ 3. Brief Police Operations Officer on department activities.
- \_\_\_ 4. Submit copies of all records to Police Operations Officer:
  - \_\_\_ a. Public Safety Dispatcher Log.
  - \_\_\_ b. All Procedure Checklists.
    - \_\_\_ (1) Shift Commander
    - \_\_\_ (2) Dosimetry Coordinator
    - \_\_\_ (3) Public Safety Dispatcher
- \_\_\_ 5. Ensure emergency supplies are replenished:
  - \_\_\_ a. Direct Shift Commander to inventory and provide equipment supply shortages for their task.

## Part 2: Response Actions

### Police Operations Officer

#### UNUSUAL EVENT

- \_\_\_ 1. Notified at UNUSUAL EVENT. No action required.
  - \_\_\_ a. Stand by for emergency escalation.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Report to EOC:
  - \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Inform Emergency Management Director of your presence.
  - \_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.
  - \_\_\_ d. Report to **Radiological Officer** to receive dosimetry packet.
  - \_\_\_ e. Set up supplies.
  - \_\_\_ f. Notify your alternate and place on standby.
  - \_\_\_ g. Review and act on any important messages received.
- \_\_\_ 3. Mobilize Duxbury Emergency Personnel.
  - \_\_\_ a. Verify Public Safety Dispatcher has notified each Town Response Agency.
  - \_\_\_ b. Assign a Police Dispatcher to the EOC Communications room.
- \_\_\_ 4. If the Dedicated Notification Network (DNN) System is to be operated out of the EOC Communications Room, notify the Public Safety Dispatcher to turn **DOWN** the volume control of the DNN phone from the 24 hour dispatch center to the EOC and verify operability by talking with dispatcher.  
  
If a Police Radio Operator is assigned to assist the Public Safety Dispatcher, have him/her adhere to the applicable Public Safety Dispatcher Response Actions.
- \_\_\_ 5. Request Shift Commander to dispatch the following personnel to the Emergency Operations Center (EOC) located at the Central Fire Station:
  - \_\_\_ a. EOC Radio Operator.
  - \_\_\_ b. EOC Security Officer.

Police Operations Officer (continued)

- \_\_\_ c. Police Officer - to pick up the Police Department's Dosimetry Kit, Harbormaster's Kit and Tow Truck Provider's Kit.
- \_\_\_ 6. Receive call from Harbormaster of arrival at assigned locations and briefing on their emergency preparedness status.
- \_\_\_ 7. Brief arriving department personnel on emergency status and ensure checklists are implemented.

As personnel arrive at EOC:                      Take the following actions:

---

Radio Operator	- Ensure sign-in on Staffing Board.
	- Direct to <b>Radiological Officer</b> for dosimetry packet.
	- Direct to Communications Officer.

---

EOC Security Officer	- Ensure sign-in on Staffing Board.
	- Direct to <b>Radiological Officer</b> for dosimetry packet.
	- Direct to EOC for Security Kit and assist in setting up security station.

---

- \_\_\_ 8. Establish telephone and radio contact with Troop D EOC Representative at MEMA Region II.
- \_\_\_ 9. Obtain status of Police Department activities from Police Chief.
  - \_\_\_ a. Complete the following forms with information provided by Police Chief:
    - \_\_\_ (1) Shift Commander's Briefing Form (see forms).
    - \_\_\_ (2) Recreation Area Route Alert Tracking Form (see forms).
  - \_\_\_ b. Note Police Department activities on EOC Operations Map.
- \_\_\_ 10. Request DPW Director to provide barricades for recreational areas (listed in Recreation Area Route Alerting Tracking Forms).

Police Operations Officer (continued)

- \_\_\_ 11. Coordinate traffic control points for closing of recreational areas and major recreational events closing, if needed.
  - \_\_\_ a. Activate appropriate points for recreational areas, if necessary.
  - \_\_\_ b. Instruct Shift Commander to assign and dispatch police personnel to appropriate activated points.
  - \_\_\_ c. Note activated points.
- \_\_\_ 12. Provide personnel for traffic control at schools, if requested by School Superintendent.
- \_\_\_ 13. Participate in EOC briefing and update Public Information Officer on:
  - \_\_\_ a. Traffic Control at recreational areas and schools.
  - \_\_\_ b. Route Alert activities, as backup.
  - \_\_\_ c. Road impediments.
  - \_\_\_ d. Alternate routes.
  - \_\_\_ e. Harbormaster activities.
- \_\_\_ 14. Receive assessment of number of Town jail inmates from Police Chief.
- \_\_\_ 15. Receive from Harbormaster update on Subarea 12 closing.
  - \_\_\_ a. Boater Notification.
  - \_\_\_ b. Boaters leaving the area.
  - \_\_\_ c. Boaters returning to launch site.
- \_\_\_ 16. Arrange for impediment removal.
  - \_\_\_ a. Receive impediment location from Police Chief.
  - \_\_\_ b. Provide DPW Director location of impediments identified by Police Department.
    - \_\_\_ (1) Inform Emergency Management Director of major impediments.
  - \_\_\_ c. Determine rerouting of traffic in coordination with the DPW Director.

Police Operations Officer (continued)

- \_\_\_ d. Advise the following of decisions to reroute:
  - \_\_\_ (1) Police Chief
  - \_\_\_ (2) Emergency Management Director
  - \_\_\_ (3) Public Information Officer (PIO)
- \_\_\_ e. Advise the following when informed by the DPW Director that the impediment has been removed:
  - \_\_\_ (1) Police Chief
  - \_\_\_ (2) Emergency Management Director
  - \_\_\_ (3) Public Information Officer (PIO)
- \_\_\_ 17. Provide Plymouth Emergency Management updates on notification of Clark's Island and Gurnet/Saquish Beach population (if assistance was provided).
  - \_\_\_ a. Request from Police Chief periodic status report on emergency activities at Gurnet/Saquish Beach.
  - \_\_\_ b. Obtain from Harbormaster, status on Clark's Island notification.
  - \_\_\_ c. Contact Plymouth Police Service Officer and provide status of notification and closing for
    - \_\_\_ (1) Gurnet/Saquish Beach
    - \_\_\_ (2) Clark's Island

SITE AREA EMERGENCY

- \_\_\_ 1. Complete actions under ALERT.
- \_\_\_ 2. Receive notification through EOC announcement.
  - \_\_\_ a. Notify the following of the emergency classification:
    - \_\_\_ (1) Police Chief
    - \_\_\_ (2) Harbormaster
    - \_\_\_ (3) Receive siren activation time from the Emergency Management Director.
- \_\_\_ 3. Contact DPW Director to verify barricades for recreational areas are in place.
- \_\_\_ 4. Provide update to DPW Director on whether police station is clear of snow or debris.

Police Operations Officer (continued)

- \_\_\_ 5. Instruct Shift Commander to dispatch officers to all traffic and access control points (refer to Duxbury Traffic and Access Control Plan Document) which are Duxbury's responsibility.
  - \_\_\_ a. Ensure traffic and access control points are consistent with routing indicated on EOC Evacuation Route Map.
  - \_\_\_ b. Note staffing of points on EOC traffic and access control map.
- \_\_\_ 6. Continue to control access to recreational areas in coordination with the DPW Director, if requested.
- \_\_\_ 7. Confirm with Troop D EOC Representative in MEMA Region II on traffic control staffing responsibility as per Traffic Control Points (see supporting document) in preparation for a GENERAL EMERGENCY.
- \_\_\_ 8. Request Police Chief to process Town jail inmates for transfer if emergency escalates and evacuation is directed.
- \_\_\_ 9. If requested by Fire/EMS EOC Representative to provide backup route alerting assistance for siren failure:
  - \_\_\_ a. Receive siren numbers and route alert maps.
  - \_\_\_ b. Notify Police Chief of route alerting request
    - \_\_\_ (1) Provide Police Chief siren numbers and route alert maps.
    - \_\_\_ (2) Request Police Chief to notify you following completion of route alerting.
  - \_\_\_ c. Notify Fire/EMS EOC Representative when route alerting for affected sirens has been completed.
- \_\_\_ 10. Confirm with Troop D EOC Representative in MEMA Region II on potential access control staffing responsibility as per access control points, (Refer to Duxbury Traffic and Access Control Plan Document) in preparation for a GENERAL EMERGENCY.
  - \_\_\_ a. Confirm points by point number.
  - \_\_\_ b. Make adjustments as needed.
  - \_\_\_ c. Relay changes to Shift Commander.

Police Operations Officer (continued)

- \_\_\_ 11. Confirm with DPW Director that delivery of equipment is underway (or complete) to all traffic and access control points which are Duxbury's responsibility.

NOTE: Equipment should not be set up but placed to the side of the road.

- \_\_\_ 12. Ensure Shift Commander calls in off-duty personnel who have not received a specific assignment, to the Police Station.

- \_\_\_ 13. Request support as necessary to fulfill traffic and access control assignments in preparation for a GENERAL EMERGENCY.

- \_\_\_ a. Receive additional personnel request from the Shift Commander.
- \_\_\_ b. Obtain support from Troop D EOC Representative at MEMA Region II EOC.

- \_\_\_ 14. Monitor progress of notification of Clark's Island and Saquish/Gurnet Beach (if applicable via Harbormaster) and update Emergency Management Director and Plymouth Police Services Officer periodically.

- \_\_\_ 15. Review with DPW Director status of traffic and access control points in Duxbury.

GENERAL EMERGENCY

- \_\_\_ 1. Complete actions under SITE AREA EMERGENCY.

- \_\_\_ 2. Receive notification through EOC announcement.

- \_\_\_ a. Notify the following of the emergency classification:

- \_\_\_ (1) Police Chief
- \_\_\_ (2) Harbormaster
- \_\_\_ (3) Receive siren activation time from the Emergency ManagementDirector

- \_\_\_ 3. Receive protective actions for Duxbury:

If protective action is:

Then:

Sheltering

- Activate Access Control Points. Coordinate with Troop D.
- Ensure Shift Commander instructs officers at Access Control Points (ACPs) to set up equipment according to diagrams shown in their Traffic and Access Control Plans.



Police Operations Officer (continued)

- Ensure Shift Commander instructs officers at non-activated ACPs to report to the Regional Emergency Worker Monitoring and Decontamination Station located at Erwin K. Washburn Primary School, Carver, MA.
  - Inform DPW Director of activated ACPs by point number. Request equipment to be set up at unmanned activated ACPs.
  - Notify MEMA Region II Troop D Representative when ACPs are fully activated.
  - Ensure Shift Commander instructs route alerting personnel to broadcast sheltering message and distribute emergency shelter flyers to visitors (if necessary).
- 

Evacuation

- Activate Traffic and Access Control Points (TCP). Coordinate with Troop D.
- Ensure Shift Commander instructs officers at Traffic and Access Control Points to set up equipment according to diagrams shown in their Traffic and Access Control Plans.
- Ensure Shift Commander instructs officers at non-activated ACPs to report to the Regional Emergency Worker Monitoring and Decontamination Station located at the Erwin K. Washburn Primary School, Carver, MA.
- Inform DPW Director of activated ACPs and TCPs by point number. Request equipment to be set up at unmanned activated ACPs and TCPs.
- Notify MEMA Region II Troop D Representative when TCPs/ACPs are fully activated.
- Ensure Shift Commander instructs route alerting personnel to broadcast evacuation message and distribute reception center flyers to visitors (if necessary).

- Direct release or transfer of Town jail inmates.
  - If Alternate Evacuation Routes are necessary, coordinate with DPW Director.
  - If requested by EM Director, report to the Alternate Emergency Operations Center (AEOC) at MEMA Region II Headquarters in Bridgewater.
- 

- \_\_\_ 4. Provide backup siren notification when requested by the Fire Department.
  - \_\_\_ a. Direct Route Alert Team Leader (RATL) to stand by to receive Siren failure report form from the EOC (or Public Safety Dispatcher).
  - \_\_\_ b. Ensure RATL has dispatched Route Alert drivers to failed siren. (Route Alert drivers will be made up of DPW personnel with fire and police teams as backup if needed.)
  - \_\_\_ c. When notified by RATL that Route Alerting Area extends into Kingston or Marshfield, inform affected town's fire chief of route alerting activities.
- \_\_\_ 5. Ensure route alerting assistance is provided by police when notified that a shortage of personnel exists.
- \_\_\_ 6. Provide copy of Siren Report (see Forms) to Emergency Management Director.
- \_\_\_ 7. Arrange for the repairing of failed siren:
  - \_\_\_ a. Contact PNPS at (508) 830-8228.
  - \_\_\_ b. Provide the following siren failure information:
    - \_\_\_(1) Town.
    - \_\_\_(2) Siren number.
    - \_\_\_(3) Street
  - \_\_\_ c. Request the Police EOC Radio Operator to notify the PNPS Electronics Supervisor on call and provide the siren information.
- \_\_\_ 8. Report any Police Department needs to the Emergency Management Director.
- \_\_\_ 9. Monitor emergency worker exposure via reports from the Dosimetry Coordinator.
- \_\_\_ 10. Ensure Dosimetry Coordinator takes appropriate actions according to his/her procedure:
  - \_\_\_ a. Ensure exposure guidelines are being followed.
  - \_\_\_ b. Ensure Dosimetry Coordinator is controlling exposure of DPD personnel.

Police Operations Officer (continued)

- \_\_\_ 11. Provide extent of access control to police personnel.
  - \_\_\_ a. Receive specific instructions from Troop D EOC Representative at MEMA Region II.
  - \_\_\_ b. Provide instructions to Shift Commander.
  - \_\_\_ c. Control access to affected areas as follows:

If protective action is:	Then:
Evacuation is in process	- Permit entry of persons with evacuation related reason, e.g., picking up a family member.
Sheltering is in process -or- evacuation has been completed	- Permit entry of persons performing essential services, e.g., firefighters or PNPS emergency workers.

- \_\_\_ 12. Note activated traffic points on Traffic Control Map and activate access control points on Access Control Map (use Duxbury Traffic and Access Control Plan Document).
- \_\_\_ 13. Adjust staffing of ACP points as requested by Troop D EOC Representative at MEMA Region II as changes in protective action directive(s) occur.
- \_\_\_ 14. Through Police Chief, ensure dispatcher makes radiological announcements.
- \_\_\_ 15. Coordinate security patrols in evacuated areas.
  - \_\_\_ a. Identify where security patrols are needed.
  - \_\_\_ b. Determine number of security patrol teams.
  - \_\_\_ c. Identify through **Radiological Officer** any contaminated or high radiation areas and forward to Police Chief.
  - \_\_\_ d. If additional security patrols are needed, request assistance from Troop D EOC Representative at MEMA Region II.
  - \_\_\_ d. Receive periodic updates from Harbormaster on status of activities.
- \_\_\_ 16. If Protective Action Directives **DO NOT AFFECT SUBAREA 9 AND 4** (Duxbury) notify Shift Commander and DPW Director to activate all Duxbury TCPs to support evacuation of other subareas.

Police Operations Officer (continued)

- \_\_\_ 17. Direct EOC Security Officer to end activities when emergency is terminated.
- \_\_\_ 18. Direct personnel to the Regional Worker Monitoring And Decontamination Station (REWMS) located at the Erwin K. Washburn Primary School, Carver, MA, when emergency duties are completed.
- \_\_\_ 19. If requested by Emergency Management Director, report to the Alternate Emergency Operations Center (AEOC) at MEMA Region II Headquarters in Bridgewater.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by Emergency Management Director that the emergency is terminated.
- \_\_\_ 2. Cease emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by Emergency Management Director that the emergency is terminated.
  - \_\_\_ a. Instruct release of boats to owners after authorization from MEMA.
- \_\_\_ 3. Participate in RELOCATION/REENTRY/RETURN discussion with RELOCATION/REENTRY/RETURN Group.
- \_\_\_ 4. Provide RELOCATION/REENTRY/RETURN support as requested by Emergency Management Director.
  - \_\_\_ a. Direct Administrative Assistant to recall and assign personnel to support RELOCATION/REENTRY/RETURN tasks.
  - \_\_\_ b. Assist in providing access control around contaminated areas, if requested
- \_\_\_ 5. Report on department activities.
- \_\_\_ 6. Submit copies of all records of emergency activities to the Emergency Management Director.
  - \_\_\_ a. Public Safety Dispatcher Log.
  - \_\_\_ b. EOC Security Logs
  - \_\_\_ c. All Procedure Checklists.
  - \_\_\_ d. Your EOC Log.
  - \_\_\_ e. Message Forms.
- \_\_\_ 7. Ensure Administrative Assistant has supplies replenished.
  - \_\_\_ a. Submit emergency supply deficiency report to Emergency Management Director.

## Part 2: Response Actions

### Shift Commander

#### UNUSUAL EVENT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
  - \_\_\_ a. Ensure Public Safety Dispatcher has notified key town officials in accordance with Public Safety Dispatchers Notification List.
  - \_\_\_ b. Stand by for emergency escalation.
- \_\_\_ 2. Ensure Public Safety Dispatcher Implements Public Safety Dispatcher Checklist.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
  - \_\_\_ a. Ensure Public Safety Dispatcher has notified key town officials in accordance with Public Safety Dispatchers Notification List.
  - \_\_\_ b. Stand by for emergency escalation.
- \_\_\_ 2. Direct Public Safety Dispatcher to:
  - \_\_\_ a. Instruct one of the officers on patrol to:
    - \_\_\_(1) Proceed to the Duxbury EOC (Central Fire Station) to pick up Dosimetry kits for the Police Department, Harbormaster staff, and Tow Truck Provider.
    - \_\_\_(2) Drop off the Harbormaster's Dosimetry Kit at the Harbormaster's office and then return to station with Police Department Dosimetry Kit and the Tow Truck provider's dosimetry kit.
  - \_\_\_ b. Direct all officers on patrol to report to the station for a briefing and to pick up their dosimetry.
  - \_\_\_ c. Brief the Police Chief using the Shift Commander's Briefing Form (see forms).
- \_\_\_ 3. Brief and assign on-duty personnel.
  - \_\_\_ a. Brief officers of the emergency classification.
  - \_\_\_ b. Assign one patrolman to provide transportation for Traffic Control officers.
  - \_\_\_ c. Direct remaining personnel to assist Shift Commander to assemble dosimetry equipment.

Shift Commander (continued)

- \_\_\_ 4. Implement Dosimetry Coordinator's checklist for ALERT classification.
- \_\_\_ 5. Assign police officers to emergency response activities by completing the Emergency Personnel Assignment List (see forms).
  - a. Give Public Safety Dispatcher completed copy of the Emergency Personnel Assignment List.
- \_\_\_ 6. Dispatch police personnel assigned to the EOC:
  - \_\_\_ a. EOC Security.
  - \_\_\_ b. EOC Radio Operator.
- \_\_\_ 7. Brief Field Personnel and dispatch to assigned locations:
  - \_\_\_ a. Confirm that all personnel have received Dosimetry.
  - \_\_\_ b. Provide emergency status to all officers.
  - \_\_\_ c. Dispatch, Route Alert Teams (for recreational areas):
    - \_\_\_(1) Distribute Recreational Area Route Alerting Tracking Forms (see forms).
    - \_\_\_(2) Briefly discuss the purpose of route alerting with personnel assigned.
    - \_\_\_(3) Direct Route teams to:
      - \_\_\_ (a) Pick up emergency equipment.
      - \_\_\_ (b) Proceed to assigned locations.
  - \_\_\_ d. Assign personnel to TCPs identified by Police Operations Officer.
    - \_\_\_(1) Distribute Traffic Control and Access Control Plan Documents.
    - \_\_\_(2) Briefly discuss traffic control strategies.
    - \_\_\_(3) Direct Traffic Control personnel to:
      - \_\_\_ a. Pick up portable radio.
      - \_\_\_ b. Pick up copy of Duxbury Traffic and Access Control Plan Document applicable to your assigned location.
      - \_\_\_ c. Report to designated on-duty patrolman for transportation to assigned location.

### Shift Commander (continued)

- \_\_\_ e. Provide personnel for traffic control at schools, if requested by Police Operations Officer.
- \_\_\_ 8. Maintain communication with the Police Operations Officer at the EOC, until the Chief arrives at the station.
- \_\_\_ 9. Brief Police Chief or his designee regarding status of emergency response activities upon his arrival.
  - \_\_\_ a. Complete Shift Commander's Briefing Form (see forms).
  - \_\_\_ b. Submit copy of the Briefing Form to Administrative Assistant.
- \_\_\_ 10. Identify road impediments:
  - \_\_\_ a. Receive report of road impediments from Public Safety Dispatcher.
  - \_\_\_ b. Direct Dispatcher to arrange for its removal through the Police Operations Officer.
  - \_\_\_ c. Report impediments to Police Chief.
  - \_\_\_ d. Implement any rerouting instructions received from the Chief.
- \_\_\_ 11. Monitor progress of Route Alerting operations:
  - \_\_\_ a. Obtain copy of completed Recreational Area Route Alerting Tracking Form (see forms) from Public Safety Dispatcher.
  - \_\_\_ b. Report progress of activities to Police Chief.
- \_\_\_ 12. Provide access control assistance at recreational areas to Public Works personnel as directed by Police Operations Officer.
- \_\_\_ 13. Reassign officers to other emergency activities when tasks are completed.

### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
  - \_\_\_ a. Provide emergency status to dispatcher and instruct to notify personnel.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Dispatch an officer to all Traffic and Access Control Points which are Duxbury's responsibility when instructed by Police Operations Officer.
  - \_\_\_ a. Ensure copy of Traffic and Access Control Plan has been given to each officer assigned.

Shift Commander (continued)

- \_\_\_ b. Instruct officers to review their assignment, using Traffic and Access Control Plan.
  
- \_\_\_ 4. Implement Dosimetry Coordinator checklist response actions under SITE AREA EMERGENCY.
  
- \_\_\_ 5. Continue to patrol and conduct access to recreational areas as requested by the Police Chief.
  
- \_\_\_ 6. Begin processing Town jail inmates for transfer to host facility.
  
- \_\_\_ 7. When directed by Police Chief to conduct siren route alerting
  - \_\_\_ a. Obtain affected siren route numbers from Police Chief.
  - \_\_\_ b. Assign siren routes to Route Alert Drivers.
    - \_\_\_ (1) Give appropriate siren route maps to Route Alert Drivers.
  - \_\_\_ c. Direct Public Safety Dispatcher to dispatch personnel to conduct siren route alerting.
  
- \_\_\_ 8. When notified by Public Safety Dispatcher that siren route alerting has been completed:
  - \_\_\_ a. Notify Police chief.
    - \_\_\_ (1) Provide number of completed siren routes.
  - \_\_\_ b. Reassign personnel as necessary.
  
- \_\_\_ 9. Receive any changes in traffic and access control staffing responsibility from Police Operations Officer.
  - \_\_\_ a. Note traffic control changes.
  - \_\_\_ b. Note access control changes.
  
- \_\_\_ 10. Ensure adequate personnel and vehicles for the following assignments in preparation for GENERAL EMERGENCY.

<u>Personnel</u>	<u>No. of Personnel</u>	<u>No. Vehicles</u>
Access Control	_____	_____
Traffic Control	_____	_____
Security Patrols (in addition to normal patrols)	_____	_____

Note: Traffic control point D-AT-10 also serve as access control point.



Shift Commander (continued)

- \_\_\_ a. Make preliminary assignments of department personnel.
- \_\_\_ b. Request additional personnel, as required from Police Operations Officer.
- \_\_\_ c. Call in off-duty personnel who have not received a specific assignment, to the police station.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher.
  - \_\_\_ a. Instruct dispatcher to notify personnel.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 3. Implement Dosimetry Coordinator checklist response actions under GENERAL EMERGENCY.
- \_\_\_ 4. Receive protective actions and affected subareas:
  - \_\_\_ a. Take the following actions:

If protective action is:	Then:
Sheltering	<ul style="list-style-type: none"><li>- Obtain activated ACPs by point number from Police Operations Officer and note on Access Control Points in Duxbury Traffic and Access Control Plan Document.</li><li>- Assign personnel to activated ACPs if requested by Police Operations Officer.</li><li>- Instruct officers to set up ACPs as shown in diagrams in traffic and access control points.</li><li>- Request additional personnel as necessary from Police Operations officer.</li><li>- Inform dispatcher to dispatch personnel to activated ACPs for affected subareas by point number if necessary.</li><li>- Inform Patrol Supervisors of activated points by point number.</li></ul>

Shift Commander (continued)

If protective action is:	Then:
Sheltering (continued)	<ul style="list-style-type: none"><li>- Instruct Route Alerting personnel to broadcast sheltering message and distribute emergency shelter flyers to visitors (if necessary).</li> <li>- Inform dispatcher of non-essential personnel and instruct them to shelter.</li></ul>
Evacuation	<ul style="list-style-type: none"><li>- Obtain activated ACPs and TCPs by point number from Police Operations Officer and note on Access Control Points in Duxbury Traffic and Access Control Plan Document.</li> <li>- Assign personnel to activated ACPs if necessary.</li> <li>- Request additional personnel as necessary from Police Operations Officer.</li> <li>- Inform dispatcher to dispatch personnel to activated ACPs and TCPs for affected subareas by point numbers if necessary.</li> <li>- Activate at a minimum priority 1 &amp; 2 TCPs. Note on Traffic Control Points in Duxbury Traffic and Access Control Plan.</li> <li>- Assign personnel to activated TCPs if not already activated.</li> <li>- Transfer Town jail inmates to host facility.</li> <li>- Instruct Route Alerting personnel to broadcast evacuation message.</li></ul>

- \_\_\_ 5. If Protective Action Directives **DO NOT AFFECT DUXBURY** (Subarea 9 or 4) activate all Duxbury TCPs to support evacuation of other subareas.
- \_\_\_ 6. Provide extent of access control to police personnel.
- \_\_\_ a. Receive specific instructions from Police Operations Officer.
- \_\_\_ b. Provide instructions to Public Safety Dispatcher.

Shift Commander (continued)

\_\_\_ c. Control access to affected areas as follows:

If:	Then control access as follows:
Evacuation is in process	- Permit entry of persons with evacuation-related reason, e.g., picking up a family member.
Sheltering is in process -or- evacuation has been completed	- Permit entry of persons performing essential services, e.g., firefighters or PNPS emergency workers.

\_\_\_ 7. Direct officers to conduct security patrols as instructed by the Police Chief.

\_\_\_ a. Receive security patrol tasks from the Police Chief, including:

\_\_\_ (1) Additional areas to be patrolled.

\_\_\_ (2) High contamination or high radiation areas to be avoided.

\_\_\_ b. Reassign personnel to conduct security patrols as traffic control needs decrease.

\_\_\_ (1) Ensure officers avoid contamination/radiation areas.

\_\_\_ 8. Adjust staffing of ACPs in accordance with changes in protective action directives.

\_\_\_ 9. Direct personnel to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA, when emergency duties are completed.

## Part 2: Response Action

### Dosimetry Coordinator

#### UNUSUAL EVENT

- \_\_\_ 1. Notified at an UNUSUAL EVENT. No actions required.

#### ALERT

- \_\_\_ 1. Proceed to Duxbury Police Station when notified by Public Safety Dispatcher.
- \_\_\_ 2. Receive briefing and assignment from Police Operations Officer.
  - \_\_\_ a. Receive emergency checklist.
  - \_\_\_ b. Maintain a log of your activities.
- \_\_\_ 3. Obtain the Police Dosimetry Coordinator Kit stored in the EOC, Harbormaster's Dosimetry Coordinator's Kit and Tow Truck Providers Dosimetry Kit.
- \_\_\_ 4. Inventory the Dosimetry Coordinator Kit, (inventory sheet located in kit (see forms) and inform **Radiological Officer (RO)** of any missing items. |
- \_\_\_ 5. Prepare and submit Control Dosimetry Life Record (DLRs) to town **RO**. |
  - \_\_\_ a. Submit control DLRs to Town **RO**. |
- NOTE: Due to the Dosimetry Kit being stored centrally with other Dosimetry Kits at the EOC, the **RO** may have already collected your control DLRs. |
- \_\_\_ 6. Determine method of communication with Duxbury **RO** while in the field. |
- \_\_\_ 7. Prepare dosimeter charger for use.
- \_\_\_ 8. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.
- \_\_\_ 9. Prepare Dosimetry Packets for distribution to emergency workers. In preparing each dosimetry packet, do as follows:
  - \_\_\_ a. Obtain the following items for each dosimetry packet:
    - \_\_\_ (1) Low-Range (0-200mR) Direct-Reading Dosimeter (DRD)
    - \_\_\_ (2) Mid-Range (0-20R) DRD
    - \_\_\_ (3) DLR
    - \_\_\_ (4) Emergency Worker Exposure (EWE) Form
    - \_\_\_ (5) Neck Chain
    - \_\_\_ (6) Plastic bag

Dosimetry Coordinator (continued)

\_\_\_ (7) One 130 mg Potassium Iodide (KI) tablet

\_\_\_ (8) One KI Instruction Sheet

\_\_\_ (9) Dosimetry Instruction Briefing Card

Note: A supply of High-Ranges (0-200R) DRDs are stored at the EOC and are available for individuals volunteering for lifesaving mission.

\_\_\_ b. Record today's date and serial number of each of the dosimeters on the Emergency Worker Exposure Form (see forms).

\_\_\_ (1) Low-Range (0-200mR) DRD

\_\_\_ (2) Mid-Range (0-20R) DRD

\_\_\_ (3) DLR

\_\_\_ c. Place all items in the plastic bag.

\_\_\_ 10. Distribute Dosimetry Packets to Emergency workers and provide briefing.

\_\_\_ a. Obtain Dosimetry Log (see forms) from Dosimetry Kit. Record the current date and name of your organization in the designated blocks.

\_\_\_ b. Give one dosimetry packet to each emergency worker including tow truck drivers. Copy emergency worker name from each Emergency Worker Exposure (EWE) Form onto the Dosimetry Log.

\_\_\_ c. Instruct all females to record and sign "Regulatory Guide 8.13 Acknowledgment Form" (see forms).

\_\_\_ d. Instruct individuals to inventory their dosimetry packets. Each packet should contain each of the following (show them a sample).

\_\_\_ (1) Low-Range (0-200mR) DRD

\_\_\_ (2) Mid-Range (0-20R) DRD

\_\_\_ (3) DLR

\_\_\_ (4) Emergency Worker Exposure (EWE) Form

\_\_\_ (5) Neck Chain

\_\_\_ (6) One KI Tablet

Dosimetry Coordinator (continued)

- \_\_\_ (7) KI Instruction Sheet
  - \_\_\_ (8) Dosimetry Instruction Briefing Card.
  - \_\_\_ e. Direct each individual to complete the personal information at the top of the EWE Form.
  - \_\_\_ f. Advise each individual to verify the dosimetry serial numbers recorded in the EWE Form.
  - \_\_\_ g. Direct individuals to record the current reading of each of the DRDs in the appropriate "Initial" block of the EWE Form.
  - \_\_\_ h. Advise each individual to wear dosimetry on the upper torso and to keep remainder of packet with him at all times.
  - \_\_\_ i. Review the instructions and information on the Dosimetry Instruction Briefing Card with all individuals.
  - \_\_\_ j. Inform all workers of Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA.
  - \_\_\_ k. Review the KI instruction sheet. Inform workers that KI will be taken only if the MDPH Commissioner through MEMA Region II RO recommends its use.
- \_\_\_ 11. Instruct individuals to put the neck chain around their necks and attach the dosimetry (DRDs and DLRs) to the neck chain. Proper placement of the dosimetry is achieved by wearing the dosimetry on the frontal part of the body, between the neck and the waist.
  - \_\_\_ 12. Distribute PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ 13. Maintain a log of all your activities.
  - \_\_\_ 14. Stand by for further instructions.

SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. Proceed to Duxbury Fire Station when notified by Public Safety Dispatcher.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Once workers are deployed, radio the following reminder to read all DRDs:
  - \_\_\_ a. Every 15 minutes (unless otherwise directed).

"Attention all police personnel. Read your dosimeters every (\_\_\_) minutes. Report dosimetry readings of 100mR, 175mR or each 1 Rem increment".

Dosimetry Coordinator (continued)

\_\_\_ 4. Record the time in the appropriate block of the Dosimetry Log as readings are reported to you.

\_\_\_ 5. If Town **RO** informs you

that MEMA issues  
Protection Action  
Duxbury

Then take these actions:

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For Sheltering

\_\_\_ a. Have the following message relayed to the emergency workers.

"Attention Duxbury Police personnel, there has been a Sheltering Protective Action issued for your area. Read your dosimeters every 15 minutes. Immediately notify your Dosimetry Coordinator of readings of 100mR, 175mR or each 1 Rem increment."

\_\_\_ b. Provide Periodic Status Reports to the Town **RO** and your supervisor on a hourly basis.

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For Evacuation

\_\_\_ a. Have the following message relayed to the Emergency Workers:

"Attention Duxbury Police personnel, there has been an Evacuation Protective Action Directive issued for your area. Upon completion of emergency duties, please report to the REWMDS at Erwin K. Washburn Primary School, Carver, MA, for monitoring and wait there for further instructions. Read your dosimeters every 15 minutes. Immediately notify your dosimetry coordinator when your direct-reading dosimeter indicates a reading of 100mR, 175mR or each 1 Rem increment.

\_\_\_ b. Provide periodic status reports to the Town **RO** and your supervisor on an hourly basis.

Dosimetry Coordinator (continued)

\_\_\_ 6. Take the appropriate action for the following doses:

<u>If the worker is approaching the DRD Reading:</u>	<u>Then inform the RO and Dept. Supervisor that worker must be:</u>
175mR without notice of MDPH revised DRD Limit	- Relieved of duty and directed to the REWMDS -OR-
DRD Thresholds established by MDPH at time of emergency	- Authorized by MDPH (through MEMA Region II RO) to exceed the respective limit
DRD life saving limit established by MDPH at time of emergency	- Relieved of duty and directed to the REWMDS -OR- - Authorized by MDPH (through MEMA Region II RO) for a life saving dose. - Issued a High-Range (0-200R) DRD (Obtain from RO).
DRD readings exceeding MDPH life saving	- Permitted only on a voluntary basis to persons fully aware to risks involved.

\_\_\_ 7. Direct the worker to an assigned REWMDS when any of the following occurs:

- \_\_\_ a. Mission is completed.
- \_\_\_ b. Dosimetry is lost or damaged.
- \_\_\_ c. Maximum permissible dose is reached.
- \_\_\_ d. Radio communications are lost.

\_\_\_ 8. Take the following actions if MDPH (through MEMA Region II RO) recommends taking KI:

- \_\_\_ a. Record the time and the specific directive.
- \_\_\_ b. Radio the following instruction:

"Attention all Duxbury Police personnel. Take one tablet of potassium iodide KI. Record the date and time on the Emergency Worker Exposure (EWE) Form. Report any adverse effects."



Dosimetry Coordinator (continued)

- \_\_\_ c. If any worker reports adverse effects to KI perform the following:
  - \_\_\_ (1) Advise the worker to discontinue taking KI and to report to a doctor as soon as practical.
  - \_\_\_ (2) Inform the MEMA Region II RO of all reported side effects. |
- \_\_\_ 9. Provide exposure information to the RO as requested. |
- \_\_\_ 10. Discuss any abnormal readings with the RO. |

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. After the emergency has terminated:
  - \_\_\_ a. Direct emergency workers to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Send the Dosimetry Log, paperwork and unused Dosimetry to the REWMDS for monitoring.
  - \_\_\_ c. Take inventory of missing items in Dosimetry Kit, forward this information to EMD.

Part 2: Response Actions

Public Safety Dispatcher

UNUSUAL EVENT

\_\_\_ 1. Receive notification of the emergency classification as follows:

IF:

THEN:

Notification is received via  
Dedicated notification network (DNN)  
system.

\_\_\_ a. Pick up handset of the DNN phone when  
it rings then respond with "DUXBURY ON THE  
LINE".

\_\_\_ b. Remain on the line while DNN telefax finishes  
transmission. (NOTE: If form is missing or  
illegible, obtain a blank form and record  
information as it is read.

OR

\_\_\_ c. Verify accuracy as the form is read.

NOTE: If you need to repeat the voice notification of message, press "1".

If you need another copy of the fax, press "3" and follow prompts.

If you received the fax, but not the voice message, dial 508-732-4107 and follow prompts.

\_\_\_ d. Press "2" on the DNN phone to acknowledge  
receipt of information.

\_\_\_ e. Receive confirmation that your response was  
logged.

BECONS (Back-up)

\_\_\_ a. OBTAIN BLANK Initial Notification Form or  
Follow up Information Form (see forms).

\_\_\_ b. Complete Form as information is read over  
BECONS.

NOTE: If BECONS is inoperable, contact will be made by State Police over commercial telephone, or a vehicle will be dispatched, if necessary.

\_\_\_ 2. Notify key town officials of emergency classification in accordance with Public Safety Dispatcher's Notification List - UNUSUAL EVENT only (see supporting document).

Public Safety Dispatcher (continued)

- \_\_\_ 3. Notify shift commander of any changes in the emergency classification.
  - \_\_\_ a. If the UNUSUAL EVENT is terminated, notify shift commander.
  - \_\_\_ b. If the emergency classification level escalates, turn to the response actions for ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY.
- \_\_\_ 4. Maintain a log of messages.

ALERT

- \_\_\_ 1. Receive notification of the emergency classification as follows:

IF:	THEN:
Notification is received via Dedicated notification network (DNN) system.	___ a. Pick up handset of the DNN phone when it rings then respond with "DUXBURY ON THE LINE".
	___ b. Remain on the line while DNN telefax finishes transmission. (NOTE: If form is missing or illegible, obtain a blank form and record information as it is read.
	___ c. Verify accuracy as the form is read.

OR

NOTE: If you need to repeat the voice notification of message, press "1".

If you need another copy of the fax, press "3" and follow prompts.

If you received the fax, but not the voice message, dial 508-732-4107 and follow prompts.

- \_\_\_ d. Press "2" on the DNN phone to acknowledge receipt of information.
- \_\_\_ e. Receive confirmation that your response was logged.

- 
- |                  |  |
|------------------|--|
| BECONS (Back-up) | ___ a. OBTAIN BLANK Initial Notification Form or Follow Up Information Form (see forms). |
|                  | ___ b. Complete Form as information is read over BECONS.                                 |

NOTE: If BECONS is inoperable, contact will be made by State Police over commercial telephone, or they will dispatch a vehicle if necessary, as a back-up to BECONS.

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Public Safety Dispatcher (continued)

- \_\_\_ 2. Notify Shift Commander.
- \_\_\_ 3. Notify Town Emergency Response Organization using the pager all-call and mobilize Police Department Personnel in accordance with Public Safety Dispatcher's Notification List - ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY (see supporting document).
- \_\_\_ 4. Instruct Officers on Patrol as follows:
  - \_\_\_ a. Eastern Sector Patrolman:
    - \_\_\_ (1) Proceed to Duxbury Central Fire Station and pick up Dosimetry kit for the Police Department, Harbormaster, and Tow Truck Provider.
    - \_\_\_ (2) Drop off Harbormaster Dosimetry Kit at the Harbormaster's office then return to station with Police and Tow Truck Provider's Dosimetry Kit.
  - \_\_\_ b. Central and Western sector patrolmen:
    - \_\_\_ (1) Report to station for a briefing.
- \_\_\_ 5. Maintain a log of incoming and outgoing messages.
- \_\_\_ 6. Receive Dosimetry from Dosimetry Coordinator.
- \_\_\_ 7. Direct arriving personnel to the Dosimetry Coordinator for dosimetry and job assignments.
- \_\_\_ 8. Dispatch Personnel to assigned locations:
  - \_\_\_ a. Receive, from Shift Commander, copy of:
    - \_\_\_ (1) Emergency Personnel Assignment Sheet (see forms).(Note: Assignment of Traffic Control Points usually dispatched at Site Area)
    - \_\_\_ (2) Recreation Area Route Alerting Tracking Form (see forms).
  - \_\_\_ b. Dispatch personnel to assigned location.
- \_\_\_ 9. Monitor progress of Route Alerting:
  - \_\_\_ a. Receive completion of Route Alerting activities from Field Teams.
  - \_\_\_ b. Record time each activity was completed on Recreation Area Route Alert Tracking Form (see forms).
  - \_\_\_ c. Report progress of activities to Shift Commander upon request.

Public Safety Dispatcher (continued)

- \_\_\_ 10. When notified by field personnel of traffic impediments:
- \_\_\_ a. Inform Shift Commander of impediment.
  - \_\_\_ b. Give Shift Commander exact location of impediment.
  - \_\_\_ c. Receive rerouting instructions from Shift Commander.
  - \_\_\_ d. Relay rerouting instruction to officer on patrol.

- \_\_\_ 11. Refer all questions about the emergency:

If caller is a member of: Then tell them to call this number:

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Media	Refer media to go to the Media Center at the Entergy Industrial Park Training Center, 71 Armstrong Road, Plymouth, MA
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Public	Refer to Duxbury Rumor Control (see ETD).
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Public Safety Dispatcher (continued)

SITE AREA EMERGENCY

\_\_\_ 1. Receive notification of SITE AREA EMERGENCY.

IF:	THEN:
EOC has been activated:	Receive notification from Emergency Management Director or Communications Officer.
EOC has <u>NOT</u> been activated: and notification is received via DNN or BECONS (Back-up)	___ a. Pick up handset of the DNN phone when it rings then respond with "DUXBURY ON THE LINE". ___ b. Remain on the line while DNN telefax finishes transmission. (NOTE: If form is missing or illegible, obtain a blank and record information as it is read.) ___ c. Verify accuracy as the form is read.

NOTE: If you need to repeat the voice notification of message, press "1".

If you need another copy of the fax, press "3" and follow prompts.

If you received the fax, but not the voice message, dial 508-732-4107 and follow prompts.

- \_\_\_ d. Press "2" on the DNN phone to acknowledge receipt of information.
- \_\_\_ e. Receive confirmation that your response was logged.

NOTE: If BECONS is inoperable, contact will be made by State Police over commercial telephone, or dispatch a vehicle if necessary, as a back-up to BECONS.

NOTE: Follow Up Information Forms will be received over the DNN System at least hourly or more frequently as the situation changes. When Follow Up Information Forms are received, follow steps outlined in Step #1 of this procedure.

\_\_\_ 2. Complete actions under Alert (Steps 2 to 8).

\_\_\_ 3. If Protective Actions are necessary, directives will be provided by the State over BECONS. (NOTE: the Initial Notification Form or Follow Up Information Form may contain the Utility's recommendations to the State. DO NOT ACT UPON THE UTILITY'S DIRECTIVES. WAIT FOR THE STATE'S DIRECTIVES.)

IF:	THEN:
Protective Action Directives are received from MEMA	___ a. Acknowledge siren activation via BECONS when initiated.

Public Safety Dispatcher (continued)

- \_\_\_ b. Complete Emergency Action Directive Form (see forms).
- \_\_\_ c. Respond to roll call as appropriate.
- \_\_\_ d. Complete Emergency Action Directive Form as transmitted. Check off appropriate items in No. 6, circle subareas to be evacuated or sheltered in Subarea 9 (Duxbury), if appropriate.
- \_\_\_ e. Respond to roll call, as appropriate.
- \_\_\_ f. Complete Emergency Action Directive Form.

NOTE: IMMEDIATELY FORWARD THE COMPLETED EMERGENCY ACTION DIRECTIVE FORM TO THE EM DIRECTOR.

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- \_\_\_ 4. If EOC is not already activated, notify each town response agency of emergency classification in accordance with Public Safety Dispatcher's Notification List (see ETD).
- \_\_\_ 5. Stand by to receive siren activation time from Fire EOC Representative (if EOC is activated) or directly from State Police Troop D.
- \_\_\_ 6. **Siren activation:**
  - \_\_\_ a. Stand by to receive siren activation and MNS activation times from Fire EOC Representative.
  - \_\_\_ b. Activate Sirens in accordance with DUX-25, Siren Activation procedure **as backup to SEOC if directed by MEMA.**
  - \_\_\_ c. Notify RATL of Siren Activation.
- \_\_\_ 7. Relay Siren failure information to Route Alert Team Leader (RATL).
  - \_\_\_ a. If Siren Panel reports a siren failure:
    - \_\_\_ (1) Identify siren number from panel.
    - \_\_\_ (2) Reactivate failed siren in accordance with siren activation procedure (DUX-25).
    - \_\_\_ (3) Report reactivation to RATL.
    - \_\_\_ (4) Receive result of siren reactivation from siren panel.
  - \_\_\_ c. Document results on Siren Report Form.
  - \_\_\_ d. Relay each siren failure to RATL.

Public Safety Dispatcher (continued)

- \_\_\_ 8. Coordinate with Route Alert Team Leader (RATL) in dispatching Route Alert Drivers.
  - \_\_\_ a. Obtain radio check from Route Alert Drivers on standby.
  - \_\_\_ b. Dispatch Route Alert Drivers.
    - \_\_\_ (1) Provide Siren Route Number to Driver.
  - \_\_\_ c. Record Route Alert Driver's name, and time dispatched in appropriate line of Siren Report Form.
- \_\_\_ 9. Notify RATL of additional siren failures as reported by siren panel.
- \_\_\_ 10. Assist RATL in directing each Route Alert Driver in the field:
  - \_\_\_ a. Indicate completion of Route Alerting on Siren Report Form.
  - \_\_\_ b. Relay RATLs instructions to the Route Alert Driver on standby.
- \_\_\_ 11. Submit copy of Siren Report Form to RATL when all Route Alerting has been completed.
- \_\_\_ 12. Repeat steps 5 through 12 for subsequent Siren Activations when requested by RATL.
- \_\_\_ 13. When directed by Shift Commander, dispatch personnel to assigned and reassigned locations.
  - \_\_\_ a. Document changes in Emergency Personnel Assignment Sheet (see forms).
  - \_\_\_ b. Notify towing company to report to police for dosimetry, **standard operating** procedure package and station assignment.
- \_\_\_ 14. Receive from Shift Commander, confirmation of Traffic and Access Control Point staffing.



Public Safety Dispatcher (continued)

GENERAL EMERGENCY

\_\_\_ 1. Receive notification of GENERAL EMERGENCY.

IF:	THEN:
EOC has been activated:	Receive notification from Fire/EMS EOC Representative.
EOC has <u>NOT</u> been activated;	___ a. Pick up handset of the DNN phone when it rings then respond with "DUXBURY ON THE LINE".
and notification is received via DNN system or BECONS	___ b. Remain on the line while DNN or BECONS (Back-up) telefax finishes transmission. (NOTE: If form is missing or illegible, obtain a blank and record information as it is read.)
	___ c. Verify accuracy as the form is read.
	___ d. Press "2" on the DNN phone to acknowledge receipt of information.
	___ e. Receive confirmation that your response was logged..

NOTE: Follow Up Information Forms will be received over the DNN system at least hourly or more frequently as the situation changes. When Follow Up Information Forms are received, follow steps outlined in Step #1 of this procedure.

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\_\_\_ 2. Complete Actions under SITE AREA (Steps 5 to 14).

\_\_\_ 3. If EOC is not already activated, notify each town response agency of emergency classification in accordance with Public Dispatcher's Notification List - ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY.

\_\_\_ 4. If Protective Actions are necessary, directives will be provided by the State over BECONS. (NOTE: the Initial Notification Form or Follow UP Information Form may contain the Utility's directives to the State. DO NOT ACT UPON THE UTILITY'S DIRECTIVES. WAIT FOR THE STATE'S DIRECTIVES).

\_\_\_ 5. **If sheltering** is directed:

- \_\_\_ a. Instruct all non essential personnel to seek shelter.
- \_\_\_ b. Relay Shift Commander's assignments as necessary.

Public Safety Dispatcher (continued)

- \_\_\_ 6. **If Evacuation** is directed for Duxbury:
- \_\_\_ a. Receive activated ACPs and TCPs from Shift Commander by point number.
    - \_\_\_ 1. Note traffic control points (TCPs) in Traffic and Access Control Plan Document and instruct officers to set up TCPs as shown in their Traffic and Access Control Plans.
    - \_\_\_ 2. Note access control points (ACPs) in Traffic and Access Control Plan Document and instruct officers to set up ACPs as shown in their Traffic and Access Control Plans.
  - \_\_\_ b. Receive the following information from the Shift Commander and record on Traffic Control Points in the Traffic and Access Control Plan Document.

IF:

THEN:

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Protective Action Directives are received from MEMA

- Acknowledge siren activation via BECONS when initiated.
- Complete Emergency Action Directive Form (see forms).
- Respond to roll call as appropriate.
- Complete Emergency Action Directive Form as transmitted. Check off appropriate items in No. 8, circle subareas to be evacuated or sheltered in No. 9 (Duxbury), if appropriate.
- Respond to roll call, as appropriate.
- Complete Emergency Action Directive Form.

NOTE: IMMEDIATELY FORWARD THE COMPLETED EMERGENCY ACTION DIRECTIVE FORM TO THE EM DIRECTOR.

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- \_\_\_ 7. Activate sirens:
- \_\_\_ a. Stand by to receive siren activation and MNS activation times from Fire EOC Representative.
  - \_\_\_ b. Activate sirens in accordance with Siren Activation **Standard Operating Procedure (DUX-25) as backup to SEOC if directed by MEMA.**
- \_\_\_ 8. If requested by RATL, repeat Steps 5 through 14 under SITE AREA EMERGENCY.

Public Safety Dispatcher (continued)

- \_\_\_ 9. When notified by Fire EOC Representative of Protective Action directive for any part of the EPZ, then:
  - \_\_\_ a. Notify Duxbury Police Department emergency personnel of emergency change.
- \_\_\_ 10. Read radiological messages to personnel as instructed by Dosimetry Coordinator. See forms for messages.
- \_\_\_ 11. Read appropriate Radiological Message to personnel as instructed by Shift Commander (see forms).
- \_\_\_ 12. Direct all personnel to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, when emergency duties are completed.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Recall personnel as requested by Police Operations Officer.
- \_\_\_ 2. Dispatch personnel as needed.
- \_\_\_ 3. Turn in logs and forms used in the emergency to Police Operations Officer.

Part 2: Response Actions

EOC Security Officer

UNUSUAL EVENT

\_\_\_ 1. Notified. No response required.

ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY

\_\_\_ 1. When notified by Shift Commander or Operations Officer report to the EOC.

- \_\_\_ a. Sign-in on Staffing Board.
- \_\_\_ b. Report to Police Operations Officer.
- \_\_\_ c. Receive briefing on emergency status.

\_\_\_ 2. With assistance of Police Operations Officer obtain EOC Security Kit from EOC.

- \_\_\_ a. Inventory Kit contents:
  - EOC Staff Badges
  - EOC Visitor Badges
  - EOC Authorization Sheet(s) (EOC staff)
  - EOC Authorization Sheet(s) (Visitors)
  - Security log forms

\_\_\_ 3. Establish security checkpoint at the entrance to the EOC.

- \_\_\_ a. Set up supplies.

\_\_\_ 4. Control access to the EOC:

- \_\_\_ a. Inquire if individual is EOC Officer or Visitor and refer to appropriate EOC Authorization Sheet (see forms).
- \_\_\_ b. Request EOC or Visitor position title.
- \_\_\_ c. Check to see if individual's name is on the authorization sheet.

If individual's name:	Then take this action:
<u>Is</u> on the Authorization Sheet	<ul style="list-style-type: none"><li>- Request individual's drivers license or other ID for verification.</li><li>- Have individual complete the EOC Security Log (see forms).</li><li>- Issue appropriate Badge and remind individual to sign in on staffing board.</li></ul>

EOC Security Officer (continued)

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<u>Is Not</u> on the Authorization Sheet	<ul style="list-style-type: none"><li>- Contact the Emergency Management Director.</li> <li>- Inquire whether to admit or refuse access.</li> <li>- If Emergency Management Director approves request for admission:<ul style="list-style-type: none"><li>• Request individual's drivers license or other ID for verification.</li> <li>• Have individual complete EOC Security Log (see forms).</li> <li>• Issue appropriate Badge and remind individual to sign in on staffing board.</li></ul></li> <li>- If Emergency Management Director denies request for admission:<ul style="list-style-type: none"><li>• Inform individual that access is not approved.</li></ul></li></ul>
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- \_\_\_ 5. As individual leaves EOC:
  - \_\_\_ a. Obtain their Badge.
  
  - \_\_\_ b. Have them record their departure time in the Time Out column.
  
- \_\_\_ 6. Direct all media to Media Center (71 Armstrong Road., Entergy Industrial Training Center, Plymouth, MA.)
  
- \_\_\_ 7. Maintain security checkpoint until directed by Police Operations Officer to terminate activities.
  
- \_\_\_ 8. When directed by Police Operations Officer return the following:
  - \_\_\_ a. Badges.
  
  - \_\_\_ b. Authorization Sheets.
  
  - \_\_\_ c. Completed EOC Security Log Forms.
  
  - \_\_\_ d. Procedure Checklist.

Part 2: Response Actions

Route Alert Driver - Recreational Areas and Siren Failure Areas

ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. When notified by Public Safety Dispatcher, report to Police Station.
- \_\_\_ 2. Upon arrival at the Station, report to Shift Commander.
  - \_\_\_ a. Receive Dosimetry equipment.
  - \_\_\_ b. Stand by to receive specific job assignment.
- \_\_\_ 3. Receive job assignment from Shift Commander.
  - \_\_\_ a. Receive checklist from Shift Commander.
  - \_\_\_ b. Receive briefing on Route Alerting for Recreational areas:
    - \_\_\_ (1) How to clear recreational area.
    - \_\_\_ (2) Specific Recreational areas to cover (see form, "List & Locations of Recreational Areas - Team 1, Team 2).
  - \_\_\_ c. Receive Route Alert Driver Kit.
    - \_\_\_ (1) Pen
    - \_\_\_ (2) Clipboard
    - \_\_\_ (3) Highlighter
    - \_\_\_ (4) Emergency flyers
      - \_\_\_(a) Shelter flyers (see forms)
      - \_\_\_(b) Evacuation flyers (see forms)
- \_\_\_ 4. Prepare for Dispatch
  - \_\_\_ a. Take equipment to vehicle.
  - \_\_\_ b. Check radio communication with Public Safety Dispatcher.
  - \_\_\_ c. Refuel vehicle.
  - \_\_\_ d. Proceed to first recreational area listed on form.

Route Alert Driver - Recreational Areas (continued)

- \_\_\_ 5. Follow Directions on your Dosimetry Instruction Briefing Card.
- \_\_\_ 6. Conduct Recreational Route Alerting as follows:
  - \_\_\_ a. Upon reaching recreational area position vehicle as close to visitors as possible.
  - \_\_\_ b. Continuously broadcast the appropriate Recreational Route Alerting Message (see forms) as indicated below:

IF	THEN BROADCAST
The Classification is "ALERT EMERGENCY"	Alert Message
The Classification is SITE AREA EMERGENCY"	SITE AREA Emergency Message
The Classification if GENERAL EMERGENCY and: Sheltering is directed or Evacuation is directed	SHELTER Message EVACUATION Message

- \_\_\_ c. Notify Public Safety Dispatcher upon completion:
  - \_\_\_ (1) Give dispatcher name of recreational area.
  - \_\_\_ (2) Record time completed on List of Recreational Area Form.
- \_\_\_ d. Proceed to next recreational area.
- \_\_\_ 7. If assigned to conduct Route Alerting for Saquish refer to Route Alert Driver repeat steps 6A and 6B.
- \_\_\_ 8. Upon reaching last recreational area:
  - \_\_\_ a. Repeat steps 6a and 6b.
  - \_\_\_ b. Provide traffic control until area is completely cleared.
  - \_\_\_ c. Notify Public Safety Dispatcher upon completion.
  - \_\_\_ d. Stand by to receive reassignment instructions from Public Safety Dispatcher.

Route Alert Driver - Recreational Areas (continued)

- \_\_\_ 9. If assigned to conduct route alerting for siren failure, do as follows:
  - \_\_\_ a. Report to the Route Alert Team Leader at the Central Fire Station to receive Siren Failure Route Alerting assignments.
  - \_\_\_ b. Obtain corresponding specific Siren Failure Route Map for the Area from Route Alert Team Leader and the message that is to be broadcast over the PA system.
  - \_\_\_ c. Prepare for siren failure route alerting.
    - \_\_\_ (1) Place siren route map on clipboard.
    - \_\_\_ (2) Obtain highlighter.
  - \_\_\_ d. Drive to starting point indicated on map.
  - \_\_\_ e. Upon reaching the starting point of the route:
    - \_\_\_ (1) Broadcast the appropriate message.
    - \_\_\_ (2) Drive at approximately 5 to 10 MPH following indicated route.
  - \_\_\_ f. Mark route map with highlighter to show street has been covered.
  - \_\_\_ g. When entire siren route has been completely covered and highlighted on map:
    - \_\_\_ (1) Notify Public Safety Dispatcher to relay information regarding Siren Route Alerting to the Route Alert Team Leader.
  - \_\_\_ h. When released from Siren Route Alerting assignment, contact Public Dispatcher for reassignment.
- \_\_\_ 10. Report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, following completion of all your emergency activities.



TOWN OF DUXBURY  
FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
DUX-04

Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

    Purpose..... 3

    Concept of Operations ..... 3

Part 2: Response Actions ..... 5

    Fire EOC Representative ..... 5

    Emergency Medical Technician (EMT) ..... 11

    Siren Route Alert Team Leader (RATL)..... 16

    Siren Route Alert Teams ..... 19

    Dosimetry Coordinator ..... 22

Forms:

- Contamination Control Kit Inventory Sheet
- Dosimetry Coordinator Kit Inventory Sheet
- Dosimetry Instruction Briefing Card
- Dosimetry Log
- Emergency Worker Exposure (EWE) Form
- Radiological Condition Messages for Fire
- Regulatory Guide 8.13 Acknowledgment Form
- Emergency Action Directive Form

Separate Supporting Documents:

- Siren Failure Area Route Maps
- Public Safety Dispatcher Notification List

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Duxbury Fire Department (DFD) in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station. Duxbury Fire Department's major responsibilities are activation, route alerting, rescue, ambulance services, and DFD personnel exposure control.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities:

1. Fire EOC Representative
  - Direct and monitor completion of response actions of Duxbury Fire Department Personnel.
  - Provides route alerting for failed sirens.
  - Provide ambulance transport of contaminated injured to hospital.
  - Update EOC staff on Fire Department and EMS activities.
  - Provides siren activation and MNS time to Public Safety Dispatcher.
  - Coordinate Mutual Aid as requested.
2. Dosimetry Coordinator
  - Issue dosimetry to DFD personnel.
  - Monitor and log exposure of DFD personnel.
3. Public Safety Dispatcher
  - Receive and record initial notification via DNN Pilgrim Nuclear Power Station (PNPS), or over BECONS as the backup.
  - Activate sirens when directed by the Fire EOC Representative **as backup to SEOC if directed by MEMA**. Activate MNS.
  - Notify appropriate emergency workers at each emergency classification.

## Part 1: Concepts (continued)

4. Emergency Medical Technician (EMT)
  - Provides transportation of contaminated injured individuals to hospital.
5. Siren Route Alert Team Leader (RATL)
  - Direct the activities of the Route Alert Drivers for siren failure activation.
6. Siren Route Alert Team(s)
  - Conduct route alerting for failed sirens.

### Related Agencies

1. Public Safety Dispatcher
  - Siren activation information.
2. Duxbury Police Department
  - Man and activate, if necessary, traffic/access control points.
  - Provide Route Alerting assistance for areas where sirens have failed as backup to Fire Department.
3. Duxbury Radiological Officer
  - Provide information regarding radiological protection of emergency workers.
  - Provide guidance on radiation exposure control.
4. MEMA Region II
  - Provide Siren Activation time.
5. PNPS Siren Technician
  - Repair failed sirens as reported by Duxbury Public Safety Dispatcher.

## Part 2: Response Actions

### Fire EOC Representative

#### UNUSUAL EVENT

- \_\_\_ 1. When notified of UNUSUAL EVENT by Public Safety Dispatcher:
  - \_\_\_ a. Ensure Public Safety Dispatcher has notified key town officials in accordance with Public Safety Dispatchers Notification List.
  - \_\_\_ b. Stand by for emergency escalation.

#### ALERT

- \_\_\_ 1. When notified by Public Safety Dispatcher, report to the EOC.
  - \_\_\_ a. Sign in on Roster Board
  - \_\_\_ b. Maintain log of all your activities.
  - \_\_\_ c. Inform Emergency Management director (EMD) of your presence.
  - \_\_\_ d. Receive a briefing from the EMD on the status of the emergency.
  - \_\_\_ e. Set up equipment and supplies.
  - \_\_\_ f. Notify your alternate and place on standby.
  - \_\_\_ g. Report to **Radiological Officer** for dosimetry packet issuance.
  - \_\_\_ h. Review and act on any important messages received.
- \_\_\_ 2. Mobilize Duxbury Emergency Personnel:
  - \_\_\_ a. Verify Public Safety Dispatcher has notified each Town Response Agency.
  - \_\_\_ b. Verify Public Safety Dispatcher has notified/mobilized all Duxbury Fire Department (DFD) personnel.
  - \_\_\_ c. Assign a Fire Radio Operator to the Communications Room of the EOC.

Fire EOC Representative (continued)

- \_\_\_ 3. Initiate Dosimetry Distribution to all Department Personnel.
  - \_\_\_ a. Assign person to be the Dosimetry Coordinator.
  - \_\_\_ b. Direct individual to distribute dosimetry to Duxbury Fire Department (DFD) personnel using the Dosimetry Coordinator's procedure.
  - \_\_\_ c. Request the Dosimetry Coordinator to direct DFD Personnel who have received Dosimetry to the apparatus room for briefing.
  
- \_\_\_ 4. Brief Department Personnel following Dosimetry distribution:
  - \_\_\_ a. Discuss the emergency roles of the Duxbury Fire Department:
    - \_\_\_ (1) Route Alerting if sirens fail.
    - \_\_\_ (2) Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA.
    - \_\_\_ (3) Transportation of contaminated injured to hospital
    - \_\_\_ (4) Normal fire/EMS function
  - \_\_\_ b. Assign Firefighters to support emergency functions:
    - \_\_\_ (1) Reassign EMT to EMS group if Dosimetry Coordinator has reported.
    - \_\_\_ (2) Assign firefighters to support the Route Alert Team Leader.
    - \_\_\_ (3) Deploy Duxbury message boards at beach and schools.
  - \_\_\_ c. Give Route Alert Team Leader his/her checklist and instruct to:
    - \_\_\_ (1) Assign Route Alert Personnel (if needed).
    - \_\_\_ (2) Prepare Route Alert Drivers for dispatching.
    - \_\_\_ (3) Review his/her checklist in anticipation of emergency escalation.
  - \_\_\_ d. Give EMT his/her check list and direct to:
    - \_\_\_ (1) Verify that all EMS personnel have received dosimetry.
    - \_\_\_ (2) Review with EMS personnel the handling of contaminated injured patients using the EMT's Checklist.

Fire EOC Representative (continued)

- \_\_\_\_ (3) Complete Contamination Control Kit inventory and correct any deficiencies from station supplies.
- \_\_\_\_ (4) Advise EMS staff that their Regional Emergency Worker Monitoring and Decontamination Station is at the Erwin K. Washburn Primary School, Carver, MA.
- \_\_\_\_ e. Schedule Shift change of DFD personnel.
  - \_\_\_\_ (1) Dismiss personnel as appropriate.
- \_\_\_\_ 5. Report Fire Department readiness status to Emergency Management Director
- \_\_\_\_ 6. Review Procedure under SITE AREA EMERGENCY and GENERAL EMERGENCY and stand by for emergency escalation.

SITE AREA EMERGENCY

- \_\_\_\_ 1. When notified by Public Safety Dispatcher or Emergency Management Director complete actions under ALERT.
- \_\_\_\_ 2. Notify Duxbury Fire Department of SITE AREA EMERGENCY:
  - \_\_\_\_ a. Ensure Public Safety Dispatcher notifies all fire personnel of emergency classification upgrade.
  - \_\_\_\_ b. Receive siren activation and MNS time from the Emergency Management Director.
  - \_\_\_\_ c. Notify Public Safety dispatcher to activate sirens (push button) **as backup to SEOC if directed by MEMA** and MNS.
- \_\_\_\_ 3. Provide for siren notification
  - \_\_\_\_ a. Direct Route Alert Team Leader (RATL) to stand by to receive Siren report form from the Fire EOC Radio Operator.
  - \_\_\_\_ b. Ensure RATL has dispatched Route Alert drivers to failed siren.
  - \_\_\_\_ c. When notified by RATL that Route Alerting Area extends into Kingston or Marshfield, inform affected town's fire chief of route alerting activities.
- \_\_\_\_ 4. Ensure route alerting assistance is provided by police personnel when notified that a shortage of personnel exists.
- \_\_\_\_ 5. Provide copy of Emergency Action Directive Form (see forms) to Emergency Management Director.

Fire EOC Representative (continued)

- \_\_\_ 6. Arrange for the repairing of failed siren:
  - \_\_\_ a. Contact PNPS at (508) 830-8228.
  - \_\_\_ b. Provide the following siren failure information:
    - \_\_\_ (1) Town.
    - \_\_\_ (2) Siren number.
    - \_\_\_ (3) Street.
  - \_\_\_ c. Request the Public Safety Dispatcher to notify the Electronics Supervisor on call and provide the siren information (see ETD).
- \_\_\_ 7. Report any Fire Department needs to the Emergency Management Director.
- \_\_\_ 8. Verify list of hospitals for treatment of contaminated injured.
  - \_\_\_ a. Contact Town **Radiological Officer**.
  - \_\_\_ b. Report any changes to Emergency Medical Technician (EMT) via Public Safety Dispatcher.
- \_\_\_ 9. Direct Team Leaders to brief DFD personnel, regarding emergency activities, following shift change.
- \_\_\_ 10. Review procedure under GENERAL EMERGENCY.

GENERAL EMERGENCY

- \_\_\_ 1. When notified of the change in emergency classification complete all remaining actions under SITE AREA EMERGENCY.
- \_\_\_ 2. Ensure all DFD personnel are notified of GENERAL EMERGENCY.
- \_\_\_ 3. Confirm list of hospitals designated to treat the contaminated injured with EMT.
- \_\_\_ 4. Provide for Public Notification:
  - \_\_\_ a. Direct Route Alert Team Leader to:
    - \_\_\_ (1) Recall Route Alert personnel.
    - \_\_\_ (2) Reassemble teams.
  - \_\_\_ b. Repeat steps 3, 4, and 5 under SITE AREA EMERGENCY.
  - \_\_\_ c. Notify Public Safety dispatcher to activate sirens (push the button) **as backup to SEOC if directed by MEMA** and MNS.



Fire EOC Representative (continued)

- \_\_\_ 5. Monitor emergency worker exposure via reports from the Dosimetry Coordinator.
- \_\_\_ 6. Ensure Dosimetry Coordinator takes appropriate actions according to his/her procedure:
  - \_\_\_ a. Ensure exposure guidelines are being followed.
  - \_\_\_ b. Ensure Dosimetry Coordinator is controlling exposure of DFD personnel.
- \_\_\_ 7. At the completion of Route Alerting:
  - \_\_\_ a. Deactivate Route Alert Teams.
  - \_\_\_ b. Reassign fire personnel to other emergency duties as necessary.
- \_\_\_ 8. If Protective Action is directed for Duxbury:
  - \_\_\_ a. Ensure all DFD personnel are notified of protective action directive.
  - \_\_\_ b. Direct EMT to follow his checklist under GENERAL EMERGENCY for handling contaminated injured individuals.
- \_\_\_ 9. **If sheltering of Duxbury is directed:**
  - \_\_\_ a. Instruct Dosimetry Coordinator to:
    - \_\_\_ (1) Close windows and shut down systems which exchange outside air.
    - \_\_\_ (2) Ensure station personnel who do not need to be outside in the performance of their duties, are sheltering.
- \_\_\_ 10. **If evacuation of Duxbury is directed:**
  - \_\_\_ a. Ensure Dosimetry Coordinator submits Dosimetry Log to REWMDS Team Leader.

Fire EOC Representative (continued)

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease all emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by the Emergency Management Director that the emergency is terminated.
  - \_\_\_ a. Direct all DFD personnel to the Regional EWMDS (Erwin K. Washburn Primary School, Carver, MA) for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Assign fire personnel to restore Duxbury Central Fire Station to normal configuration.
- \_\_\_ 2. Provide RELOCATION/REENTRY/RETURN support as requested by Emergency Management Director:
  - \_\_\_ a. Direct Public Safety Dispatcher to recall necessary DFD staff required to support function.
  - \_\_\_ b. Assign return DFD personnel to support designated RELOCATION/REENTRY/RETURN tasks.
- \_\_\_ 3. Submit all DFD records of emergency activities to Emergency Management Director.
- \_\_\_ 4. Restore DFD facilities to pre-emergency status:
  - \_\_\_ a. Submit Emergency equipment/supply deficiency report to Fire EOC Representative.
- \_\_\_ 5. Ensure emergency supplies are replenished:
  - \_\_\_ a. Direct team leaders to inventory and provide equipment/supplies shortages:
    - \_\_\_ (1) Route Alert Team leader.
    - \_\_\_ (2) Dosimetry Coordinator.
    - \_\_\_ (3) EMT.

Part 2: Response Actions

Emergency Medical Technician (EMT)

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. When notified by Duxbury Public Safety Dispatcher, report to Central Fire Station.
- \_\_\_ 2. Upon arrival at the Central Fire Station, report to Dosimetry Coordinator for dosimetry.
- \_\_\_ 3. Report to Fire EOC Representative for briefing and assignment.

- \_\_\_ a. Receive Dosimetry:

If the Dosimetry Coordinator has:	Then:
Arrived at the Fire Station	• Receive Dosimetry from Dosimetry Coordinator
<u>Not</u> arrived at the Fire Station	• Obtain Dosimetry Coordinator Checklist from Fire EOC Representative • Implement Dosimetry Coordinator Checklist until his arrival.

- \_\_\_ b. Secure Contamination Control Kit (one per ambulance) and inventory using Contamination Control Kit Inventory Sheet (see forms).
- \_\_\_ c. Maintain a log of your activities.
- \_\_\_ 4. Ensure that EMS Personnel have received dosimetry.
- \_\_\_ 5. Advise Fire EOC Representative of changes in ambulance readiness status.
- \_\_\_ 6. Maintain readiness status until Emergency Classification changes or emergency is terminated.

Emergency Medical Technician (EMT) (continued)

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Perform actions under ALERT.
- \_\_\_ 3. Review contamination control procedures with Ambulance Attendants.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Perform actions under SITE AREA EMERGENCY.
- \_\_\_ 3. If Protective Action (sheltering or evacuation) of Duxbury is directed assume a patient picked up in this area is contaminated.

CAUTION: The need to take prompt lifesaving measures has priority.

- \_\_\_ 4. To package a traumatized individual for transport, medically stabilize the patient while minimizing physical contact using the following techniques.

IF:	THEN:
Invasive procedure is needed	<ul style="list-style-type: none"><li>- Wipe the skin surface surrounding the invasive site to remove any contamination present.</li><li>- Place the used wipes in plastic bags which are clearly labeled.</li><li>- Perform invasive procedure.</li><li>- Hang the clearly labeled fluid container and IV apparatus as close to the injection site as possible.</li></ul>
Wounds and dressing	<ul style="list-style-type: none"><li>- Cover wounds with sterile dry dressing and hold in place with roller bandage.</li><li>- Do not use adhesive tape or occlusive dressing.</li></ul>

Emergency Medical Technician (continued)

- \_\_\_ a. Treat wounds and dressing as follows:
    - \_\_\_ (1) Cover wounds with sterile dry dressing and hold in place with roller bandage.
    - \_\_\_ (2) Do not use adhesive tape or occlusive dressing.
  - \_\_\_ b. Lay two blankets or sheets next to the patient.

NOTE: The sheet next to the ground is considered contaminated.
  - \_\_\_ c. Insert long backboard between bottom and top sheet.
  - \_\_\_ d. Roll or slide patient onto covered board.
  - \_\_\_ e. Cut off patient's outer clothing (if practical, weather permitting).

NOTE: Do not allow surface of clothing to touch skin.
  - \_\_\_ f. Fold top sheet under patient trapping the patient's clothing inside the sheet.
  - \_\_\_ g. Roll up the sheet with contaminated clothes and remove.
  - \_\_\_ h. Move patient onto stretcher.
  - \_\_\_ i. Load into ambulance.
  - \_\_\_ j. Place clothing and personal articles which have come into contact with the patient in a clearly labeled bag and transfer it with the patient to the medical facility.
- \_\_\_ 5. After pickup of patient(s), notify the receiving medical facility and advise on:
- \_\_\_ a. Number of patients being transported.
  - \_\_\_ b. Extent and nature of injuries.
  - \_\_\_ c. Current vital signs information.
  - \_\_\_ d. Potential for radiological contamination.
- \_\_\_ 6. Record periodic radiation exposure readings on patients EWE Form (see forms) at same time as Ambulance personnel read their dosimetry.
- \_\_\_ 7. Request information on location of reception point at medical facility for radiation accident victim.
- \_\_\_ 8. Follow routine procedures.

Emergency Medical Technician (continued)

- \_\_\_ 9. Deliver patient to receiving location specified by medical facility.
- \_\_\_ 10. Ensure that ambulance staff assist facility staff with movement of patient into medical facility, as requested.
- \_\_\_ 11. Include completed patient EWE Form and dosimetry with patient information and give to medical facility staff.
- \_\_\_ 12. Deliver bagged and tagged waste materials with patient at receiving medical facility.
- \_\_\_ 13. Upon completion of patient delivery and transfer to medical facility:
  - \_\_\_ a. Report to Public Safety Dispatcher for further assignment if patient was not contaminated.
  - \_\_\_ b. Request contamination survey by the facility Radiation Safety Officer if patient was contaminated.

IF:	THEN:
The ambulances <u>and</u> emergency - worker personnel are free of contamination.	Report to Public Safety Dispatcher for further dispatch.
The ambulance <u>or</u> emergency worker personnel are contaminated.	<ul style="list-style-type: none"><li>- Report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) at the Erwin K. Washburn Primary School, Carver, MA, or reception center MDS.</li><li>- Report destination to Public Safety Dispatcher.</li></ul>

- \_\_\_ 14. Upon completion of all emergency duties, report to an Regional Emergency Worker Monitoring and Decontamination Station (REWMDS).

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Perform RELOCATION/REENTRY/RECOVERY actions, as assigned.
- \_\_\_ 3. Ensure ambulance emergency supplies are replenished:
  - \_\_\_ a. Report equipment deficiencies to Fire EOC Representative.

Emergency Medical Technician (continued)

- \_\_\_ 4. Gather ambulance emergency records and submit to Fire EOC Representative.
- \_\_\_ 5. Conduct debriefing of ambulance personnel:
  - \_\_\_ a. Identify procedural weaknesses.
  - \_\_\_ b. Discuss areas for improvement in response.
  - \_\_\_ c. Submit report of findings to Fire/EMT EOC Representative.

Part 2: Response Actions

Siren Route Alert Team Leader (SRATL)

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. Proceed to Duxbury Central Fire Station when notified by Fire EOC Representative.
- \_\_\_ 2. Report to Dosimetry Coordinator to receive Dosimetry.
- \_\_\_ 3. Report to Fire EOC Representative for briefing.

- \_\_\_ 4. Obtain route alert team kits:

\_\_\_ a. Remove two (2) route alert team kits from SRATL cabinet.

\_\_\_ b. Inventory route alert team kits. Each kit consist of:

\_\_\_ (1) One set of Duxbury siren route maps (maps for 18 sirens).

\_\_\_ (2) Route alert team procedure.

\_\_\_ (3) One public address system.

\_\_\_ (4) One flashlight.

\_\_\_ (5) One ball-point pen.

\_\_\_ (6) One highlighter.

\_\_\_ c. Indicate any equipment shortages to Fire EOC Representative.

- \_\_\_ 5. Assemble firefighters assigned to support the Siren Route Alerting.

- \_\_\_ 6. Brief Siren Route Alert Teams:

\_\_\_ a. Assign as many emergency workers as needed for the function of Route Alerting.

NOTE: Siren Route Alert Teams will primarily consist of Fire Department personnel with Police Department personnel as backups.



Siren Route Alert Team Leader (RATL) (continued)

- \_\_\_ b. Explain the role of the Siren Route Alert Drivers:
  - \_\_\_ (1) Why Siren Route Alerting is conducted.
  - \_\_\_ (2) How failed sirens are identified.
  - \_\_\_ (3) When and where to conduct Siren Route Alerting.
  - \_\_\_ (4) Communication with Public Safety Dispatcher.
- \_\_\_ c. Distribute Siren Route Alert kits:
  - \_\_\_ (1) Direct Siren Route Alert Teams to inventory equipment.
  - \_\_\_ (2) Explain how equipment is used.
- \_\_\_ d. Prepare Siren Route Alert Teams for Dispatching. Direct Siren Route Alert Drivers to:
  - \_\_\_ (1) Take complete kit to vehicle.
  - \_\_\_ (2) Install public address system.
  - \_\_\_ (3) Check radio communication with Public Safety Dispatcher.
  - \_\_\_ (4) Stand by to receive specific siren assignment via the Public Safety Dispatcher.

SITE AREA EMERGENCY

- \_\_\_ 1. When notified by Public Safety Dispatcher or Fire EOC Representative complete actions under ALERT.
- \_\_\_ 2. Following notice of a failed siren from the Fire EOC Radio Operator, dispatch Siren Route Alert Drivers:
  - \_\_\_ a. Direct Siren Route Alert Drivers to vehicles.
  - \_\_\_ b. Standby to receive Siren Failure Report from Fire EOC Radio Operator.
  - \_\_\_ c. Ensure Public Safety Dispatcher has dispatched Siren Route Alert Teams when siren failure is reported.
- \_\_\_ 3. Arrange for route alerting assistance if you run out of personnel:
  - \_\_\_ a. Notify Fire EOC Representative of personnel shortage.

Siren Route Alert Team Leader (RATL) (continued)

- \_\_\_ b. Give Fire EOC Representative siren route number requiring route alerting assistance.
- \_\_\_ c. Request Fire EOC Representative to ask for assistance from Police Department personnel if needed.
- \_\_\_ 4. Ensure Public Safety Dispatcher updates Siren Report Form.
- \_\_\_ 5. Following completion of Siren Route Alerting:
  - \_\_\_ a. Obtain and retain copy of completed Siren Report Form from Public Safety Dispatcher.
  - \_\_\_ b. Submit one copy to Fire EOC Representative.
  - \_\_\_ c. Direct Siren Route Alert Teams to:
    - \_\_\_ (1) Return siren route alert kits to storage after inventory.
    - \_\_\_ (2) Report to Fire EOC Representative for reassignment.
    - \_\_\_ (3) Report equipment malfunctions to Fire EOC Representative for correction.
- \_\_\_ 6. Repeat steps 2 through 6 for each subsequent siren activation.

GENERAL EMERGENCY

- \_\_\_ 1. When notified by Fire/EMS EOC Representative, repeat steps under SITE AREA EMERGENCY.

## Part 2: Response Actions

### Siren Route Alert Team

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified of UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. When notified by Duxbury Fire EOC Representative, report to Central Fire Station.
- \_\_\_ 2. Upon arrival at the Central Fire Station, report to Dosimetry Coordinator for dosimetry.
- \_\_\_ 3. Report to Fire EOC Representative for general briefing and assignment.
- \_\_\_ 4. Receive job assignment from Siren Route Alert Team Leader (RATL).
  - \_\_\_ a. Report to Siren Route Alert Team Leader.
  - \_\_\_ b. Receive briefing on the role of the route alert driver.
  - \_\_\_ c. Receive Siren Route Alert Kit from RATL.
  - \_\_\_ d. Inventory Siren Route Alert Kit. Each kit consists of:
    - \_\_\_ (1) One set of Siren Route Alert Driver Route maps.
    - \_\_\_ (2) One public address system.
    - \_\_\_ (3) One flashlight.
    - \_\_\_ (4) One ball point pen.
    - \_\_\_ (5) One highlighter.
- \_\_\_ 5. Prepare for dispatch:
  - \_\_\_ a. Take Siren Route Alert Kit to vehicle.
  - \_\_\_ b. Check radio communication with Public Safety Dispatcher.

Siren Route Alert Team (continued)

- \_\_\_ c. Perform Public Address System test.
- \_\_\_ d. Stand by for emergency escalation.
- \_\_\_ 6. Review procedure under SITE AREA EMERGENCY OR GENERAL EMERGENCY.

SITE AREA EMERGENCY OR GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from the Siren Route Alert Team Leader and complete actions under ALERT.
- \_\_\_ 2. Coordinate activities with Public Safety Dispatcher and RATL.
  - \_\_\_ a. Proceed to vehicle when instructed by RATL.
  - \_\_\_ b. Check radio communication with Public Safety Dispatcher.
  - \_\_\_ c. Receive Siren Route number from Siren Route Alert Team Leader.
  - \_\_\_ d. Select corresponding Siren Route Alert Map.
  - \_\_\_ e. Proceed to failed siren area when cleared by Public Safety Dispatcher.
- \_\_\_ 3. Conduct Siren Route Alerting as follows:
  - \_\_\_ a. Drive to starting point indicated on map.
  - \_\_\_ b. Upon reaching the starting point of the route, drive at approximately 5 to 10 mph following indicated route.
  - \_\_\_ c. Continuously broadcast the following message (see Radiological Conditions Messages for Fire Personnel Form) using the PA system on vehicle:

ATTENTION, ATTENTION THERE IS AN EMERGENCY AT THE  
PILGRIM NUCLEAR POWER STATION. TUNE YOUR RADIO TO THE  
EMERGENCY ALERT SYSTEM FOR OFFICIAL EMERGENCY  
INFORMATION.

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  - \_\_\_ d. Mark route map with highlighter to show street has been covered.
  - \_\_\_ e. When entire target area has been completely covered and highlighted on map, inform Public Safety Dispatcher of route completion.
- \_\_\_ 4. Obtain further instructions following completion of route.
  - \_\_\_ a. Notify Public Safety Dispatcher and provide:

Siren Route Alert Team (continued)

- \_\_\_\_ (1) Siren Route Number completed.
- \_\_\_\_ (2) Time siren route alerting was completed.
- \_\_\_\_ b. Request further instructions from SRATL.
- \_\_\_\_ 5. Follow directions in your Dosimetry Instruction Briefing Card (see forms).
- \_\_\_\_ 6. Return to Fire Station when directed by Public Safety Dispatcher:
  - \_\_\_\_ a. Turn in checklist to SRATL.
  - \_\_\_\_ b. Return siren spotter kit to storage.
  - \_\_\_\_ c. Inform SRATL of any equipment malfunction.
  - \_\_\_\_ d. Report to Fire EOC Representative for re-assignment.

## Part 2: Response Actions

### Dosimetry Coordinator

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at an UNUSUAL EVENT. No actions required.

#### ALERT

- \_\_\_ 1. Proceed to Duxbury Central Fire Station when notified by Fire EOC Representative.

- \_\_\_ 2. Receive briefing and assignment from Fire/EMT EOC Representative:

\_\_\_ a. Receive emergency checklist.

\_\_\_ b. Maintain a log of your activities.

- \_\_\_ 3. Obtain the Dosimetry Coordinator Kit stored in the EOC.

- \_\_\_ 4. Inventory the Dosimetry Coordinator Kit, [inventory sheet located in kit (see forms) and inform **Radiological Officer (RO)** of any missing items. |

- \_\_\_ 5. Prepare and submit Control DLRs to town **RO**. |

NOTE: Due to the Dosimetry Kit being stored centrally with other Dosimetry Kits at the EOC, the **RO** may have already collected control DLRs. |

- \_\_\_ 6. Set up dosimetry working area.

- \_\_\_ 7. Determine method of communication with Duxbury **RO** while in the field. |

- \_\_\_ 8. Prepare dosimeter charger for use per instructions on the charger case.

- \_\_\_ 9. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.

- \_\_\_ 10. Prepare Dosimetry Packets for distribution to emergency workers. In preparing each dosimetry packet, do as follows:

\_\_\_ a. Obtain the following items for each dosimetry packet:

\_\_\_ (1) Low-Range (0-200mR) Direct-Reading Dosimeter (DRD).

\_\_\_ (2) Mid-Range (0-20R) Direct-Reading Dosimeter (DRD).

\_\_\_ (3) DLR

\_\_\_ (4) Emergency Worker Exposure (EWE) Form

\_\_\_ (5) Neck Chain

Dosimetry Coordinator (continued)

- \_\_\_ (6) Plastic bag
- \_\_\_ (7) One 130 mg Potassium Iodide (KI) Tablet
- \_\_\_ (8) KI Instruction Sheet
- \_\_\_ (9) Dosimetry Instruction Briefing Card

NOTE: A supply of high range (0-200R) DRDs are stored at the EOC for individuals volunteering for lifesaving missions.

- \_\_\_ b. Record today's date and serial number of each of the dosimeters on the EWE Form (see forms).
    - \_\_\_ (1) Low-Range (0-200mR) DRD.
    - \_\_\_ (2) Mid-Range (0-20R) DRD.
    - \_\_\_ (3) DLR
  - \_\_\_ c. Place all items in the plastic bag.
- \_\_\_ 11. Distribute Dosimetry Packets to Emergency workers and provide briefing. Distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ a. Obtain Dosimetry Log (see forms) from Dosimetry Kit. Record the current date and name of your organization in the designated blocks.
  - \_\_\_ b. Give one dosimetry packet to each emergency worker. Copy emergency worker name onto the Dosimetry Log (see forms).
  - \_\_\_ c. Instruct all females to read and sign Regulatory Guide 8.13 Acknowledgment Form (see forms).
  - \_\_\_ d. Instruct individuals to inventory their dosimetry packets. Each packet should contain each of the following (show them a sample).
    - \_\_\_ (1) Low-Range (0-200mR) DRD.
    - \_\_\_ (2) Mid-Range (0-20R) DRD.
    - \_\_\_ (3) DLR
    - \_\_\_ (4) Emergency Worker Exposure (EWE) Form
    - \_\_\_ (5) Neck Chain
    - \_\_\_ (6) One KI Tablet
    - \_\_\_ (7) KI Instruction Sheet
    - \_\_\_ (8) Dosimetry Instruction Briefing Card

Dosimetry Coordinator (continued)

- \_\_\_ e. Direct each individual to complete the personal information at the top of the EWE Form.
  - \_\_\_ f. Advise each individual to verify the dosimetry serial numbers recorded in the EWE Form.
  - \_\_\_ g. Direct individuals to record the current reading of each of the DRDs in the appropriate "Initial" block of the EWE Form.
  - \_\_\_ h. Instruct individuals to put the neck chain around their necks and attach the dosimetry (DRDs and DLRs) to the neck chain. Proper placement of the dosimetry is achieved by wearing the dosimetry on the frontal part of the body, between the neck and the waist.
  - \_\_\_ i. Review the instructions and information on Dosimetry Instruction Briefing Card with all individuals.
  - \_\_\_ j. Inform all workers of the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA.
  - \_\_\_ k. Review the KI instruction sheet. Inform workers that KI will be taken only if the MDPH Commissioner through MEMA Region II RO recommends its use.
- \_\_\_12. Maintain a log of all your activities.
- \_\_\_13. Stand by for further instructions.

SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher and complete any remaining actions under ALERT.
- \_\_\_ 2. Once workers are deployed, radio the following reminder to read all DRDs:
  - \_\_\_ a. Every 15 minutes (unless otherwise directed)."Attention all Duxbury Fire personnel. Read your dosimeters every 15 minutes or as directed. Report dosimetry readings of 100mR, 175mR, or each 1 Rem increment."
- \_\_\_ 3. Record the time in the appropriate block of the Dosimetry Log as readings are reported to you.



Dosimetry Coordinator (continued)

\_\_\_\_ 4. If Town RO informs you that MEMA, Region II issues Protection Action Directive (Duxbury)

Then take these actions:

---

For sheltering

\_\_\_\_ a. Have the following message relayed to the emergency workers.

"Attention all Duxbury Fire personnel, there has been a Sheltering Protective Action Directive issued for your area. Please shelter if you do not need to go outside to perform emergency duties. Close windows and doors, shut down ventilation systems which exchange outside air. Read your dosimeters every 15 minutes. Immediately notify your Dosimetry Coordinator of readings 100mR, 175mR or each 1 Rem increment."

For Sheltering  
(continued)

\_\_\_\_ b. Provide Periodic Status Reports to the Town RO and your supervisor on a hourly basis.

---

For Evacuation

\_\_\_\_ a. Have the following message relayed to the Emergency Workers:

"Attention all Duxbury Fire personnel, there has been an Evacuation Protective Action Directive issued for your area. Upon completion of emergency duties please report to the Regional EWMDS located at the Erwin K. Washburn Primary School, Carver, MA, for monitoring and wait there for further instructions. All others please shelter if you do not need to go outside in performance of your duties; close windows and doors, shut down ventilation systems which exchanges outside air

Dosimetry Coordinator (continued)

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For Evacuation (cont.)

Read your dosimeters every 15 minutes. Immediately notify your Dosimetry Coordinator of readings of 100mR, 175mR, or each 1 Rem increment.

- \_\_\_\_\_ b. Provide periodic status reports to the town RO and your supervisor on an hourly basis.
- 

\_\_\_\_\_ 5. Take the appropriate action for the following doses:

If the worker is approaching the DRD reading:	Then inform the RO and Dept. Supervisor that worker must be:
175mR without notice of MDPH revised DRD limits	- Relieved of duty and directed to the Regional REWMDS  -OR-
DRD thresholds established by MDPH at time of emergency	- Authorized by MDPH (through MEMA Region II RO) to exceed the respective limit
DRD life saving limit established by MDPH at time of emergency	- Relieved of duty and directed to the Regional REWMDS  -OR-  - Authorized by MDPH (through MEMA Region II RO) for a life-saving dose.  - Issued a high-range (0-200R) DRD (obtain from RO).
DRD readings exceeding MDPH life saving limits	- Permitted only on a voluntary basis to persons fully aware of risks involved.

---

\_\_\_\_\_ 6. Direct the worker to the REWMDS located at the Erwin K. Washburn Primary School, Carver, MA, when any of the following occurs:

- \_\_\_\_\_ a. Mission is completed.
- \_\_\_\_\_ b. Dosimetry is lost or damaged.
- \_\_\_\_\_ c. Maximum permissible dose is reached.
- \_\_\_\_\_ d. Radio communications are lost.

Dosimetry Coordinator (continued)

- \_\_\_ 7. Take the following actions if MDPH (through MEMA Region II RO) recommends taking KI:
- \_\_\_ a. Record the time and the number of days directed on the Dosimeter Log.
  - \_\_\_ b. Notify all agency personnel to take KI and record date and time on the EWE Form.
  - \_\_\_ c. Radio the following instruction to agency personnel:  
  
"Attention all Duxbury Fire personnel. Take one tablet of potassium iodide (KI) now. Record the date and time on the EWE Form.
  - \_\_\_ d. If any worker reports adverse affects to KI perform the following:
    - \_\_\_ (1) Advise the worker to report to a doctor as soon as practical.
    - \_\_\_ (2) Inform the MEMA Region II RO of all reported side affects.
- \_\_\_ 8. Provide exposure information to the RO as requested.
- \_\_\_ 9. Discuss any abnormal readings with the RO.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. After the emergency has terminated:
- \_\_\_ a. Direct Worker to the REWMDS (Erwin K. Washburn Primary School, Carver, MA) for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Send the Dosimetry Log, paperwork and unused Dosimetry to the Regional EWMDS for monitoring.
  - \_\_\_ c. Take inventory of missing items in Dosimetry Kit, forward this information to EMD.

TOWN OF DUXBURY  
DEPARTMENT OF PUBLIC WORKS  
STANDARD OPERATING PROCEDURE  
DUX-05

Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

Purpose ..... 3

Concept of Operations ..... 3

Part 2: Response Actions ..... 5

DPW Director ..... 5

Operations Manager..... 10

Dosimetry Coordinator ..... 14

Forms:

- Dosimetry Coordinator Kit Inventory Sheet
- Dosimetry Instruction Briefing Card
- Dosimetry Log
- DPW Assignment Sheet
- DPW Field Assignments (Hand-out Sheets)
- DPW Resources Status Report
- Emergency Worker Exposure (EWE) Form
- Regulatory Guide 8.13 Acknowledgment Form
- Traffic and Access Control Progress Report

Supporting Documents:

- Traffic and Access Control Plan

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Town of Duxbury Department of Public Works in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The major responsibilities of the Department of Public Works are maintaining evacuation routes, providing traffic and access control equipment, and providing transportation for emergency workers.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Department of Public Works (DPW) Director
  - Direct response actions of department personnel.
  - Monitor completion of agency response actions.
  - Maintain access to shelters, schools, police, fire and EOC parking areas.
  - Assist in recommending alternate evacuation routes.
  - Maintain evacuation routes in passable condition.
  - Coordinate placement of traffic and access control equipment.
  - Coordinate transportation of emergency workers and supplies.
2. Operations Manager
  - Provide placement of traffic and access control equipment at traffic control points and recreational areas.
  - Provide transportation of emergency workers and supplies.
  - Provide impediment removal as required.
  - Maintain evacuation routes in passable condition.
  - Maintain access to shelters, schools, police, fire and EOC parking areas.
3. Dosimetry Coordinator
  - Monitor and log exposure of Department of Public Works personnel.

## Part 1: Concepts (continued)

### Related Agency Responsibilities

1. Duxbury Police Department
  - Route Alert recreational areas.
  - Determine alternate evacuation routes.
  - Conduct route alerting in event of siren failure (backup to Fire Department).
2. Duxbury Fire Department
  - Coordinate Route Alert Teams for siren failure.
  - Conduct route alerting if required in the event of siren failure.
3. Harbormaster
  - Assist in providing access control to beaches and marine areas.
4. Massachusetts Department of Transportation (Mass DOT) |
  - Provide placement of traffic and access control equipment on State routes.
  - Provide additional equipment, as needed.
  - Assist in impediment removal.

## Part 2: Response Actions

### DPW Director

#### UNUSUAL EVENT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher.
- \_\_\_ 2. Stand by for further information.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher through the Emergency Response Organization Paging System. Respond by telephoning the number on the pager and giving your estimated time of arrival (ETA).
- \_\_\_ 2. Upon arriving at the Duxbury EOC:
  - \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Inform Emergency Management Director of your presence.
  - \_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.
  - \_\_\_ d. Set up supplies.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Review and act on any important messages received.
  - \_\_\_ g. Maintain a log of activities.
- \_\_\_ 3. Contact Operations Manager:
  - \_\_\_ a. Notify Operations Manager of emergency at Pilgrim and direct Operations Manager to:
    - \_\_\_ (1) Notify on-duty personnel of emergency at Pilgrim.
    - \_\_\_ (2) Recall all off-duty personnel.
    - \_\_\_ (3) Make assignments of DPW Emergency personnel.
    - \_\_\_ (4) Ensure all personnel secure dosimetry prior to dispatch.
- \_\_\_ 4. Provide readiness status of DPW resources:
  - \_\_\_ a. Contact Operations Manager and complete DPW Resources Status Report (see forms) with the information.



DPW Director (continued)

- \_\_\_ 5. Provide traffic and access control equipment to recreational areas and traffic and access control points listed in the Traffic and/or Access Control Progress Report (see forms).
  - \_\_\_ a. Complete the Traffic and/or Access Control Progress Report (see forms) with information provided by Operations Manager, as equipment is delivered to each recreational area.
  - \_\_\_ b. Notify Police Operations Officer when equipment has been delivered to Traffic Control Points and recreational areas.
  - \_\_\_ c. Inform Emergency Management Director when Access Control Equipment is delivered to all recreational areas and Traffic Control Points.
  
- \_\_\_ 6. Maintain roads in passable condition.
  - \_\_\_ a. Receive a report on road conditions from Operations Manager.
  - \_\_\_ b. Inform Police Operations Officer on status and condition of roads.
  - \_\_\_ c. Assist the Police Operations Officer in traffic re-routing, if necessary.
  - \_\_\_ d. Remove road impediments as necessary.
  - \_\_\_ e. Maintain access to shelters, schools, police, fire and EOC parking areas.
  
- \_\_\_ 7. Ensure Town operation sites are clear of snow and debris.
  - \_\_\_ a. Check with the following EOC personnel for status report on sites.

<u>EOC Representative</u>	<u>Site</u>
Fire/EOC Representative	Fire Stations
Police Operations Officer	Police Station
School Superintendent	Schools
  - \_\_\_ b. If sites are NOT clear, then direct Operations Manager to complete this function.

DPW Director (continued)

- \_\_\_ 8. Participate in EOC briefings and provide status of:
  - \_\_\_ a. Resource Readiness.
  - \_\_\_ b. Progress of Access Control Equipment Setup.
  - \_\_\_ c. Road conditions.
  - \_\_\_ d. Removal of Impediments.
  - \_\_\_ e. Snow and debris removal.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization Paging System or Emergency Management Director (if EOC is activated). If this is the initial Page, respond per instructions in Step 1 under Alert.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Ensure DPW personnel are notified of Site Area Emergency.
  - \_\_\_ a. Contact Operations Manager.
- \_\_\_ 4. Inform Emergency Management Director on status of roads, paying attention to:
  - \_\_\_ a. Evacuation routes
  - \_\_\_ b. School access roads
- \_\_\_ 5. Keep evacuation roads clear of snow and debris.
  - \_\_\_ a. Request assistance from Massachusetts Department of Transportation (Mass DOT) representative at MEMA Region II EOC, if needed.
- \_\_\_ 6. Provide traffic and access control equipment.
  - \_\_\_ a. Forward list of traffic and access control points which are the responsibility of Duxbury departments to the DPW Operations Manager.
  - \_\_\_ b. Ensure DPW personnel pick up traffic and access control equipment in the storage barn.
  - \_\_\_ c. Ensure DPW personnel receive traffic and access control equipment delivery assignments.

DPW Director (continued)

\_\_\_ d. Ensure equipment is delivered to designated locations as noted on Traffic and/or Access Control Progress Report (equipment is not to be set up until a General Emergency classification).

\_\_\_ e. Ensure Operations Manager has dispatched work crews to deliver and erect access control equipment.

NOTE: DPW 1 and DPW 2 should place traffic and access control equipment along side of the road unless instructed by the police officer on location to do otherwise.

\_\_\_ f. Ensure each vehicle has a copy of the Traffic and Access Control Plan with diagrams for each traffic and access control point.

GENERAL EMERGENCY

\_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization Paging System or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.

\_\_\_ 2. Complete actions under SITE AREA EMERGENCY.

\_\_\_ 3. Ensure DPW personnel are notified of the change in emergency classification.

\_\_\_ a. Contact Operations Manger.

\_\_\_ 4. Monitor DPW personnel exposure as they are reported by the Dosimetry Coordinator.

\_\_\_ 5. Provide for the set up of traffic control equipment at all unmanned points.

\_\_\_ a. Confirm with Police Operations Officer list of unmanned traffic control points and mark on Traffic and/or Access Control Progress Report.

\_\_\_ b. Forward list of unmanned traffic control points (by number) to DPW Operations Manager.

\_\_\_ c. Ensure that traffic control equipment is set up at designated locations noted in Traffic and/or Access Control Progress Report and placed according to the diagrams in the Traffic and Access Control Plan.

\_\_\_ d. Receive confirmation from DPW Operations Manager that equipment is in place.

\_\_\_ e. Notify Police Operations Officer that equipment is in place.

\_\_\_ 6. If SHELTERING of Duxbury is directed:

DPW Director (continued)

- \_\_\_ a. Confirm with Police Operations Officer list of unmanned access control points and mark on Traffic and/or Access Control Report.
  - \_\_\_ b. Ensure access control equipment is set up at designated locations as noted on Traffic and/or Access Control Progress Report and placed according to the diagrams in the Traffic and Access Control Plan.
  - \_\_\_ c. Inform Police Operations Officer when equipment is in place.
- \_\_\_ 7. Ensure DPW personnel report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, upon completion of emergency duties.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Upon termination of the emergency, instruct DPW personnel to:
- \_\_\_ a. Return DPW equipment and facility to pre-emergency status.
  - \_\_\_ b. Assist in movement of emergency personnel and equipment for RELOCATION/REENTRY/RETURN activities.
- \_\_\_ 2. Submit all DPW logs and procedure checklists used in the emergency to the Emergency Management Director:
- \_\_\_ a. DPW Director
  - \_\_\_ b. Operations Manager
  - \_\_\_ c. Dosimetry Coordinator
- \_\_\_ 3. Ensure emergency supplies are replenished:
- \_\_\_ a. Direct Operations Manager to inventory and provide equipment/supply shortages:
  - \_\_\_ b. Submit equipment/supply shortages to the Emergency Management Director.

Part 2: Response Actions

Operations Manager

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. Proceed to DPW storage barn when notified by DPW Director.
- \_\_\_ a. Complete DPW Assignment Sheet (see forms) with assistance of the DPW Director.
  - \_\_\_ b. Maintain a log of your activities.
  - \_\_\_ c. Direct Dosimetry Coordinator to:
    - \_\_\_ (1) Pick up Dosimetry equipment at Duxbury Central Fire Station.
    - \_\_\_ (2) Distribute Dosimetry to all DPW personnel.
    - \_\_\_ (3) Take KI when recommended.
- \_\_\_ 2. Direct on-duty personnel to stop all field activities and return to Storage Barn, with their vehicles, for a briefing.
- \_\_\_ a. Direct arriving personnel to the Dosimetry Coordinator.
- \_\_\_ 3. Recall off-duty personnel necessary to staff DPW Department assignments.
- \_\_\_ 4. Brief and dispatch DPW personnel:
- \_\_\_ a. Ensure assigned personnel have received dosimetry.
  - \_\_\_ b. Distribute DPW Field Assignment Handout Sheets to assigned work crews (see forms).
  - \_\_\_ c. Direct work crews to:
    - \_\_\_ (1) Inventory and load traffic and access control equipment onto vehicles.
    - \_\_\_ (2) Check communications equipment
    - \_\_\_ (3) Proceed to assigned locations
    - \_\_\_ (4) Report completion of each delivery.

Operations Manager (continued)

- \_\_\_ d. Complete Traffic and Access Control Progress Report (see forms) as work crews report completions.
  - \_\_\_ (1) Update DPW Director as each work crew completes all their assigned tasks.
- \_\_\_ 5. Maintain evacuation roads in passable condition.
  - \_\_\_ a. Report road conditions to DPW Director in EOC.
  - \_\_\_ b. Dispatch DPW personnel to check potential or reported problem areas.
- \_\_\_ 6. Provide transportation for emergency workers and supplies, if requested by DPW Director.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from DPW Director and complete any outstanding actions under ALERT.
- \_\_\_ 2. Notify DPW personnel of change in emergency classification/status.
- \_\_\_ 3. Clear Town roads of snow and debris.
  - \_\_\_ a. If additional assistance is needed, notify DPW Director in EOC.
- \_\_\_ 4. Ensure the following Town operation sites are clear of snow and debris.
  - \_\_\_ a. Fire Stations
  - \_\_\_ b. Police Station
  - \_\_\_ c. Schools
  - \_\_\_ d. Shelters
  - \_\_\_ e. Emergency Operations Center
- \_\_\_ 5. Provide transportation for emergency workers and equipment (e.g., generators, emergency kit equipment, signs) as requested to support emergency operations.
  - \_\_\_ a. Receive transportation support requests from DPW Director.
  - \_\_\_ b. Arrange for pickup and delivery of workers and equipment.

NOTE: Whereas DPW 3 and DPW 4 are to deliver and erect, DPW 1 and DPW 2 should place the traffic and access control equipment along side of the road unless instructed by the police officer on location to do otherwise.
  - \_\_\_ c. Receive confirmation of delivery.
  - \_\_\_ d. Notify DPW Director of delivery.

Operations Manager (continued)

- \_\_\_ e. Maintain access to shelters, schools, fire, police and EOC parking areas.

GENERAL EMERGENCY

- \_\_\_ 1. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 2. Notify DPW personnel of change in emergency classification/status.
- \_\_\_ 3. Recall additional DPW personnel to report to their workstation, if required.
- \_\_\_ 4. Clear Town roads of snow and debris.
- \_\_\_ 5. Ensure the following Town Operation sites are clear of snow and debris.
  - \_\_\_ a. Fire Stations
  - \_\_\_ b. Police Stations
  - \_\_\_ c. Schools
  - \_\_\_ d. Shelters
  - \_\_\_ e. Emergency Operations Center
- \_\_\_ 6. Set up traffic control equipment at all unmanned points.
  - \_\_\_ a. Obtain from DPW Director a list of traffic control points which are unmanned and mark on Traffic and Access Control Progress Report (see forms).
  - \_\_\_ b. Ensure that traffic control equipment is set up at designated locations as noted on DPW Field Assignment Sheets (see forms) and placed according to the diagrams in the Traffic and Access Control Plan.
  - \_\_\_ c. Receive notification that equipment is in place.
- \_\_\_ 7. **IF SHELTERING IS DIRECTED FOR DUXBURY**
  - \_\_\_ a. Obtain from DPW Director list of unmanned access control points and mark on DPW Field Assignment Sheets (see forms).
  - \_\_\_ b. Ensure access control equipment is set up at designated locations as noted on DPW Field Assignment Sheets (see forms) and placed according to the diagrams in the Traffic and Access Control Plan.
  - \_\_\_ c. Inform DPW Director when equipment is in place.
- \_\_\_ 8. **IF EVACUATION OF DUXBURY IS DIRECTED:**
  - \_\_\_ a. Obtain from DPW Director list of unmanned access control points and mark on DPW Field Assignment Sheets (see forms).
  - \_\_\_ b. Ensure access control equipment is set up at designated locations as noted on DPW Field Assignment Sheets (see forms) and placed according to the diagrams in the Traffic and Access Control Plan.

Operations Manager (continued)

- \_\_\_ c. Inform DPW Director when equipment is in place.
  - \_\_\_ d. Remove road impediments when requested.
    - \_\_\_ (1) Receive requests for impediment removal (disabled vehicles, fallen trees, etc.).
    - \_\_\_ (2) Direct removal of impediment by DPW personnel.
    - \_\_\_ (3) Receive confirmation that impediment has been removed.
    - \_\_\_ (4) Notify the DPW Director that impediment has been removed.
  - \_\_\_ e. Every 30 minutes update the following information and report results to the DPW Director in the EOC:
    - \_\_\_ (1) Road conditions
    - \_\_\_ (2) Road impediments
- \_\_\_ 9. Ensure DPW personnel report to the Regional Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, upon completion of emergency duties.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Upon termination of the emergency, instruct DPW personnel to:
  - \_\_\_ a. Return equipment and facility to pre-emergency status.
- \_\_\_ 2. Provide RELOCATION/REENTRY/RETURN support as requested by the DPW Director:
  - \_\_\_ a. Recall necessary personnel to support function.
  - \_\_\_ b. Assign personnel to support tasks.
- \_\_\_ 3. Submit DPW logs and procedure checklists used in the emergency to DPW Director.
- \_\_\_ 4. Ensure emergency supplies are replenished.
  - \_\_\_ a. Instruct DPW personnel to conduct inventories.
  - \_\_\_ b. Submit equipment/supply shortages to DPW Director.



Part 2: Response Action

Dosimetry Coordinator

UNUSUAL EVENT

- \_\_\_ 1. Not notified at an UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. Proceed to DPW storage barn when notified by DPW Director or Operations Manager.
- \_\_\_ 2. Receive briefing and assignment from Operations Manager:
- \_\_\_ a. Receive emergency checklist.
  - \_\_\_ b. Maintain a log of your activities.
- \_\_\_ 3. Obtain the Dosimetry Coordinator Kit stored in the EOC.
- \_\_\_ 4. Inventory the Dosimetry Coordinator Kit, (inventory sheet located in kit (see forms) and inform Radiological Liaison (RO) of any missing items).

NOTE: Due to the Dosimetry Kit being stored centrally with other Dosimetry Kits at the EOC, the RO may have already collected your control DLRs.

- \_\_\_ 5. Prepare and submit Control Dosimetry Life Record (DLRs) to town RO.
- \_\_\_ 6. Return to DPW storage barn and set up dosimetry working area.
- \_\_\_ 7. Determine method of communication with Duxbury RO while in the field.
- \_\_\_ 8. Prepare dosimeter charger for use per instructions on the charger case.
- \_\_\_ 9. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.
- \_\_\_ 10. Prepare Dosimetry Packets for distribution to emergency workers. In preparing each dosimetry packet, do as follows:
- \_\_\_ a. Obtain the following items for each dosimetry packet:
    - \_\_\_ (1) Low-Range (0-200mR) Direct-Reading Dosimeter (DRD)
    - \_\_\_ (2) Mid-Range (0-20R) DRD
    - \_\_\_ (3) Dosimetry Life Record (DLR)
    - \_\_\_ (4) Emergency Worker Exposure (EWE) Form
    - \_\_\_ (5) Neck Chain
    - \_\_\_ (6) Plastic bag

Dosimetry Coordinator (continued)

\_\_\_ (7) One 130 mg Potassium Iodide (KI) tablet

\_\_\_ (8) KI information sheet

\_\_\_ (9) Dosimetry Instruction Briefing Card

NOTE: A supply of high range (0-200R) DRDs are stored at the EOC and are available for individuals volunteering for life-saving missions.

\_\_\_ b. Record today's date and serial number of each of the dosimeters on the EWE Form (see forms).

\_\_\_ (1) Low-Range (0-200mR) DRD

\_\_\_ (2) Mid-Range (0-20R) DRD

\_\_\_ (3) DLR

\_\_\_ c. Place all items in the plastic bag.

\_\_\_ 11. Distribute Dosimetry Packets to Emergency workers and provide briefing. Distribute PPE as directed and supplied by Duxbury EMD.

\_\_\_ a. Obtain Dosimetry Log (see forms) from Dosimetry Kit. Record the current date and name of your organization in the designated blocks.

\_\_\_ b. Give one dosimetry packet to each emergency worker. Copy emergency worker name and DLR serial number from each EWE Form onto the Dosimetry Log (see forms).

\_\_\_ c. Instruct all females to read and sign Regulatory Guide 8.13 Acknowledgment Form (see forms).

\_\_\_ d. Instruct individuals to inventory their dosimetry packets. Each packet should contain each of the following (show them a sample).

\_\_\_ (1) Low-Range (0-200mR) DRD

\_\_\_ (2) Mid-Range (0-20R) DRD

\_\_\_ (3) DLR

\_\_\_ (4) EWE Form

\_\_\_ (5) Neck Chain

\_\_\_ (6) One KI tablet

\_\_\_ (7) KI instruction sheet

\_\_\_ (8) Dosimetry Instruction Briefing Card

### Dosimetry Coordinator (continued)

- \_\_\_ e. Direct each individual to complete the personal information at the top of the EWE Form.
  - \_\_\_ f. Advise each individual to verify the dosimetry serial numbers recorded in the EWE Form.
  - \_\_\_ g. Direct individuals to record the current reading of each of the DRDs in the appropriate "Initial" block of the EWE Form.
  - \_\_\_ h. Review the instructions and information on the bottom of the Dosimetry Instruction Briefing Card with all individuals.
  - \_\_\_ i. Inform all workers of Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA.
  - \_\_\_ j. Review the KI instruction sheet. Inform workers that KI will be delivered to them if the MDPH Commissioner through MEMA Region II RO recommends its use.
- \_\_\_ 12. Instruct individuals to put the neck chain around their necks and attach the dosimetry (DRDs and DLR) to the neck chain. Proper placement of the dosimetry is achieved by wearing the dosimetry on the frontal part of the body, between the neck and the waist.
- \_\_\_ 13. Maintain a log of all your activities.
- \_\_\_ 14. Stand by for further instructions.

### SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from DPW Director or Operations Manager and complete any outstanding actions under ALERT.
- \_\_\_ 2. Once workers are deployed, radio the following reminder to read all DRDs:
  - \_\_\_ a. Every 15 minutes (or when directed)."Attention all DPW personnel. Read your dosimeters every 15 minutes and report dosimetry readings of 100mR, 175mR or each 1Rem increment."
- \_\_\_ 3. Record the time in the appropriate block of the Dosimetry Log as readings are reported to you.

Dosimetry Coordinator (continued)

\_\_\_\_ 4. If Town RO informs you that MEMA, Region II issues Protective Action Directive (Duxbury) Then take these actions:

---

For sheltering

\_\_\_\_ a. Have the following message relayed to the emergency workers.

"Attention all DPW personnel, There has been a Sheltering Protective Action Directive issued for your area. Please shelter if you do not need to go outside to perform emergency duties. Close windows and doors, shut down ventilation systems which exchange outside air. Read your dosimeters every 15 minutes.

Immediately notify your Dosimetry Coordinator of readings of 100mR, 175mR, or each 1Rem increment."

\_\_\_\_ b. Provide Periodic Status Reports to the Town RO and your supervisor on a hourly basis.

---

For Evacuation

\_\_\_\_ a. Have the following message relayed to the Emergency Workers:

"Attention all DPW personnel, there has been an Evacuation Protective Action Directive issued for your area. Upon completion of emergency duties, please report to the MDS for monitoring and wait there for further instructions. All others please shelter if you do not need to go outside to perform your duties. Close windows and doors, shut down ventilation systems which exchange outside air. Read your dosimeters every 15 minutes. Immediately notify your Dosimetry Coordinator of readings of 100mR, 175mR or 1Rem increment."

Dosimetry Coordinator (continued)

For Evacuation (cont.)

- \_\_\_\_\_ b. Provide periodic status reports to the town RO and your supervisor on an hourly basis.
- 

\_\_\_\_\_ 5. Take the appropriate action for the following doses:

If the worker is approaching the following DRD readings:

Then inform the RO and Dept. Supervisor that worker must be:

---

175 mR without notice of MDPH revised DRD limit.

- Relieved of duty and directed to the to the REWMDS.

-OR-

DRD life-saving limit established by MDPH at time of emergency.

- Authorized by MDPH (through MEMA Region II RO) to exceed the respective limit
- 

DRD life-saving limit established by MDPH at time of emergency.

- Relieved of duty and directed to the REWMDS.

-OR-

- Authorized by MDPH (through MEMA Region II RO) for a life-saving dose.
  - Issue a High-Range (0-200R) DRD, obtain from RO.
- 

DRD Readings exceeding MDPH life-saving limits.

- Permitted only on a voluntary basis to persons fully aware of risks involved.
- 

\_\_\_\_\_ 6. Direct the worker to an assigned REWMDS when any of the following occurs:

- \_\_\_\_\_ a. Mission is completed.
- \_\_\_\_\_ b. Dosimetry is lost or damaged.
- \_\_\_\_\_ c. Maximum permissible dose is reached.
- \_\_\_\_\_ d. Radio communications are lost.

\_\_\_\_\_ 7. Take the following actions if MDPH (through MEMA Region II RO) recommends taking KI:

- \_\_\_\_\_ a. Record the time and the number of days directed on the Dosimeter Log.

Dosimetry Coordinator (continued)

- \_\_\_ b. Notify all EOC personnel to take KI and record date and time on the EWE Form.
- \_\_\_ c. Radio the following instruction:  
  
"Attention all DPW personnel. Take one tablet of potassium iodide (KI) now. Record the date and time on the EWE Form. Report any adverse effects.
- \_\_\_ d. If any worker reports adverse effects to KI perform the following:
  - \_\_\_ (1) Advise the worker to discontinue taking KI and to report to a doctor as soon as practical.
  - \_\_\_ (2) Inform the MEMA Region II RO of all reported side affects.
- \_\_\_ 8. Provide exposure information to the RO as requested.
- \_\_\_ 9. Discuss any abnormal readings with the RO.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. After the emergency has terminated:
  - \_\_\_ a. Direct Emergency Worker to the REWMDS for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Send the Dosimetry Log, paperwork and unused Dosimetry to the REWMDS for monitoring.
  - \_\_\_ c. Take inventory of missing items in Dosimetry Kit, forward this information to EMD.

TOWN OF DUXBURY  
SCHOOL DEPARTMENT  
STANDARD OPERATING PROCEDURE  
DUX-06

## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	8
Superintendent/Designee .....	8
Superintendent's Staff .....	16
Principals.....	19
Teachers. ....	26
School Nurse/Health Aide .....	29
Custodial Staff .....	31

### Forms

- Bus Census
- Departure Log
- Medication Consent Form for Potassium Iodide (KI)
- Notification Form for Schools Outside of EPZ
- School Status Sheets
- Parent Sign-Out Sheet
- Status Sheet Summary
- Students Registered at Mass Care Shelters
- Student Relocation Notice (Maps)
- Transportation Assignment Sheet
- Transportation Needs Worksheet



## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Duxbury School Department in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station. The Duxbury School Department's major responsibilities include precautionary transfer, evacuation or sheltering of the Duxbury School students, distribution and administration of KI if needed and coordination of transportation resources for the transfer or evacuation of schools.

### CONCEPT OF OPERATIONS

#### Agency Responsibility

#### 1. Superintendent/Designee

- Notify Superintendent's Staff of emergency.
- Direct staff to notify Duxbury schools of emergency classification and protective action directives.
- Direct staff to relocate students to designated shelter areas of school after administration of KI.
- Direct staff to send students to homerooms and have nursing staff deliver envelopes of KI to each homeroom.
- Direct staff to obtain transportation needs from schools.
- Direct staff to determine number of buses (and special vehicles) needed for the schools.
- Direct staff to notify schools outside the EPZ that have children who reside in the EPZ of emergency.
- Direct staff to notify principals to transfer students.
- Direct Police Department Representative to implement Duxbury's School Traffic Management Plan.
- Receive notification that schools have departed for host community.
- Notify custodians to lock and secure all exterior entrances and to place signs, "Not a Public Shelter When School Is In Session".
- If appropriate, receive notification from designated EOC School Representative that schools have arrived at Reception Center in host community.
- Receive notification of arrival and registration of students from Department of Education Representative.

## Part 1: Concepts (continued)

- Receive notification that student sheltering has been implemented by schools.
- Notify the four schools assigned as Public Shelters to prepare for receiving and sheltering the transient population.
- Provide periodic status briefings to the Emergency Response Organization at the Duxbury EOC.

### 2. Superintendent's Staff

- Notify assigned schools of emergency status and appropriate protective response.
- Receive transportation needs from Principals and give information to Staff Coordinator.
- Receive notification that transportation has arrived at schools and give information to Staff Coordinator.
- Notify schools outside the Emergency Planning Zone (EPZ) with Duxbury students of emergency.
- Ensure notification is made to Magic Dragon Children's Center classrooms.
- Notify Principals of SITE AREA EMERGENCY and direct them to implement Precautionary Transfer.
- Receive notification from Principals that buses have left for host community and inform Staff Coordinator of time of departure.
- Provide all documentation to Staff Coordinator.
- If directed, notify schools that sheltering is to be implemented.

### 3. Principals

- Notify school staff (including Magic Dragon Children's Center staff) of the emergency and protective actions.
- Direct staff to send students to homerooms and have nursing staff deliver envelopes of KI to each homeroom.
- Inform Superintendent and Custodial Staff of number of buses (and special vehicles) needed.
- Coordinate sign-out of any children picked up by parents.

### Part 1: Concepts (continued)

- Ensure accountability for students at the host facilities and/or Reception Center.
- Inform teachers and staff to implement sheltering at school when requested.
- Ensure custodians have placed signs “Not A Public Shelter When School Is In Session”, if applicable.
- Provide school facilities for Public Shelter when directed by Superintendent (if school is designated for public sheltering).

#### 4. Teachers

- Assure all students have been identified by a Parent Consent Form to receive KI.
- Assist students with KI when directed by the Principals, and mark right hand after administration.
- Supervise students during transfer to designated shelter areas of facility.
- Assure all students are correctly signed out or boarded onto appropriate bus, with PPE as directed and supplied by Duxbury EMD.
- Supervise students during transport to Reception Center/host facility.
- Assure arrival and registration of all assigned students.
- Supervise students at Reception Center/host facility.
- Release students to parents/designees or to the Duxbury Superintendent at the American Red Cross Mass Care Shelters if not picked up by parents/designees, after 8:00 PM.
- Supervise students during sheltering at host school.

#### 5. Nurse

- Deliver KI kits to homerooms with PPE as directed and supplied by Duxbury EMD.
- Pack all medications and First Aid supplies, including KI if it has not been administered.
- Review any special medical needs with Principal.
- Load medications, First Aid supplies and Medication Book on buses.
- Attend health needs of students.

#### 6. Custodial Staff

- Receive from Principal an estimate of the number of buses (and special vehicles) expected to arrive.

### Part 1: Concepts (continued)

- Prepare area for receiving buses (and special vehicles) when requested by the Principal.
- Identify separate parking area for parents who may arrive to pick up children.
- Meet arriving buses (and special vehicles) and guide them to designated prestaging area.
- Post sign indicating school evacuation status.
- Secure windows, outside doors and ventilation system when directed by the Principal.
- If students are sheltering in school, lock and secure all exterior entrances and place signs “Not A Public Shelter When School Is In Session” when directed by Principal.
- If applicable, prepare building for receiving public when directed.
- If applicable, direct public to shelter spaces in building.
- Respond to requests from the Principal.

### Related Agency Responsibilities

1. Transportation Officer
  - Coordinate provision of transportation.
2. Shelter Officer
  - Coordinate operations of Public Shelters.
3. Host Facility Principal (Braintree High School) |
  - Register all incoming students/staff from Duxbury.
  - Report arrival to appropriate EOC School Representative.
  - Report to EOC School Representative when all students from a school have been picked up by parent/designee.
  - Report registration of students transferred to Mass Care Shelters to School EOC Representative.
  - Request transportation for staff to return to their school when emergency terminates.

Part 1: Concepts (continued)

4. School EOC Representative (located at Braintree Reception Center/Host Facility) |
- Receive notification of arrival and registration of schools at host facilities from Host Facility Principals. |
  - Notify Duxbury School Superintendent of arrival and registration of schools at host facilities. |
  - Receive notification that all students from a school have been picked up by parents. Inform Duxbury Superintendent.
  - Receive notification of children registered with the Mass Care Shelters after 8:00 PM. Notify Duxbury Superintendent.
  - Report arrival of school at Reception Center to Duxbury Superintendent (if applicable).
  - Notify Duxbury Superintendent of departure of schools from Reception Center to Host Facilities (if applicable). |

Part 2: Response Actions

Duxbury School Superintendent/Designee

SCHOOLS IN SESSION

UNUSUAL EVENT

- \_\_\_ 1. Receive notification from local Public Safety Dispatcher; stand by.

ALERT

- \_\_\_ 1. Receive notification of ALERT from Public Safety Dispatcher via the Emergency Response Organization Pager System (EROPS) or by telephone. If notified by EROPS call in your Estimated Time of Arrival (ETA) at the EOC by dialing phone number on the pager.

- \_\_\_ 2. Inform Administrative Staff of emergency.

\_\_\_ a. Assign each staff person specific schools that they will notify and work with.

\_\_\_ b. Assign specific "Outside of EPZ Schools" (see forms) to each staff person.

\_\_\_ c. Assign an Administrator Staff Coordinator who will compile data and communicate with you at EOC.

\_\_\_ d. Ensure Principals, staff and teachers comply with their respective standard operating procedures.

- \_\_\_ 3. Report to Duxbury Emergency Operating Center (EOC).

\_\_\_ a. Sign in with security at EOC.

\_\_\_ b. Obtain briefing from Emergency Management Director.

\_\_\_ c. Obtain dosimetry packet from **Radiological Officer**.

\_\_\_ d. Establish and maintain a chronological log throughout duration of event.

\_\_\_ e. Establish communication with Administrative Staff Coordinator as required.

- \_\_\_ 4. Verify all Principals are notified of emergency and discuss the potential cancellation of extracurricular activities/events. Enter time on line 1 of Status Sheets Summary (see forms).

Duxbury School Superintendent (continued)

- \_\_\_ 5. Notify Emergency Management Director when notification is complete, or update as requested.
- \_\_\_ 6. Receive transportation needs from Administrative Staff Coordinator and complete Columns 1 and 2 of Transportation Assignment Sheet (see forms) and line 5 of Status Sheet Summary (see forms).
- \_\_\_ 7. Ensure prestaging of transportation.
  - \_\_\_ a. Assign the additional buses needed to the Transportation Officer by completing column 3 of the Assignment Sheet.
  - \_\_\_ b. Provide Transportation Officer copies of Transportation Assignment Sheet, emphasizing that he need only be concerned with column 3.
- \_\_\_ 8. Request status on arrival of buses and lift vans at schools from Administrative Staff Coordinator. When all vehicles have arrived, note time on line 6 of Status Sheet Summary (see forms) and inform Transportation Officer to pass information on to MEMA Region II Transportation Officer.
- \_\_\_ 9. If additional personnel are needed for traffic control at the schools, request assistance from the Police Operations Officer.
- \_\_\_ 10. Provide periodic status briefings to Emergency Management Director, Transportation Officer and Public Information Officer (PIO).

**NOTE: Precautionary Transfer may occur at the ALERT classification - at discretion of State. Protective Action can only be issued by MEMA.**

- \_\_\_ 11. Ensure staff contacts schools out of EPZ that have only Duxbury students attending as noted in the "Outside of EPZ Schools" List (see forms).
  - \_\_\_ a. Receive notification from Administrative Staff Coordinator of out of EPZ schools contacted, and note contact times on the list.
  - \_\_\_ b. Update Emergency Management Director as requested.

NOTE: Schools outside of EPZ having students from more than one EPZ town will be notified by Mass Emergency Management Agency (MEMA) Region II.

- \_\_\_ 12. Ensure that KI has been distributed to homerooms and will wait directive from EMD to issue to students that have parental consent. Ensure that PPE has been distributed as directed and supplied by Duxbury EMD.
- \_\_\_ 13. Ensure that students are relocated to designated shelter areas of school.
- \_\_\_ 14. Ensure that schools are locked and secured from entry if protective action is to shelter in place.

Duxbury School Superintendent (continued)

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Emergency Management Director.
- \_\_\_ 2. Complete all actions under ALERT.
- \_\_\_ 3. Notify Administrative Staff of SITE AREA EMERGENCY.
- \_\_\_ 4. Verify notification of SITE AREA EMERGENCY to all schools.
  - \_\_\_ a. Receive time of notification of each school from Administrative Staff Coordinator.
  - \_\_\_ b. Complete line 2 of Status Sheet Summary (see forms).
- NOTE: Precautionary Transfer may occur at the ALERT classification - at discretion of State. Protective Action can only be issued by MEMA.**
- \_\_\_ 5. Ensure that schools are locked and secured from entry if the protective action is to shelter in place.
- \_\_\_ 6. Verify departure of schools to only the Host Facility (Braintree High School).
  - \_\_\_ a. Receive time of departure for each school from Administrative Staff Coordinator.
  - \_\_\_ b. Complete line 9 of Status Sheet Summary.
- \_\_\_ 7. Update Emergency Management Director, Transportation Officer and PIO in your Emergency Operating Center (EOC) on departure of buses for Host Facility. Ensure the Transportation Officer notifies MEMA Region II Transportation Officer.
- \_\_\_ 8. When all schools have departed for Host Facility, notify the Administrative Staff Coordinator to finalize Administrative Staff workload as follows:
  - \_\_\_ a. Provide you with listing of Outside of EPZ schools not contacted.
  - \_\_\_ b. Collect School Status Sheets from all staff members.
  - \_\_\_ c. Release Administrative Staff.
  - \_\_\_ d. Deliver all supporting documentation to School Representative at EOC.
- \_\_\_ 9. Receive notification of arrival and registration of students from School EOC Representative located at Braintree Reception Center/Host Facility.
  - \_\_\_ a. Complete line 10 of Status Sheet Summary.
  - \_\_\_ b. Provide periodic status update to Transportation Officer, Emergency Management Director and PIO. Ensure Transportation Officer notifies MEMA Region II Transportation Officer.



Duxbury School Superintendent (continued)

- \_\_\_ 10. Receive notification that all students from a school have been logged out from Host Facility EOC Coordinator. Complete line 11 of Status Sheet Summary.
  
- \_\_\_ 11. If all students have not been logged out of Host Facility (Braintree High School) by 8:00 PM, receive notification from Duxbury Principal that students are supervised at the Mass Care Shelter.
  - \_\_\_ a. Complete line 12 of Status Sheet Summary and receive or complete a list of names of students/children registered on form for Students Registered at the Mass Care Shelter (see forms).
  
  - \_\_\_ b. Notify Emergency Management Director of students registered at the Mass Care Shelter.
  
- \_\_\_ 12. Proceed as directed by Emergency Management Director.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Emergency Management Director.
  
- \_\_\_ 2. Complete all actions under SITE AREA EMERGENCY.
  
- \_\_\_ 3. Contact Administrative Staff if they have not been released.
  - \_\_\_ a. Advise of appropriate response action.
  
  - \_\_\_ b. Receive listing of any schools that have not departed for Host Facility (Braintree High School) or had all children sign out.
  
  - \_\_\_ c. Receive listing of all out of EPZ schools not notified.
  
  - \_\_\_ d. Direct Coordinator to collect and secure all documentation from staff.
  
  - \_\_\_ e. Release Administrative Staff.
  
- \_\_\_ 4. Use the following criteria to determine the appropriate response action for each school that has not departed, or where all children have not signed out.

IF	AND	THEN
The buses at a school have <u>not</u> departed for host facility.	The school is in a subarea identified for SHELTERING	Instruct the Principal or Designee to implement SHELTERING procedure (Proceed directly to step 15).

Duxbury School Superintendent (continued)

- \_\_\_ a. If any subarea has been identified for EVACUATION, notify all schools to proceed to Reception Center (Braintree High School). Complete lines 3 and 4 of Status Sheet Summary.
  - \_\_\_ b. If no protective action has been identified for subareas 9 or 4 nor any evacuation directive issued for any subarea, notify all schools to proceed to Host **Facility** (Braintree High School). Complete lines 3 and 4 of Status Sheet Summary.
  - \_\_\_ c. Confirm that Principal understands destination and the appropriate checklist to follow.
- \_\_\_ 5. Notify Special Facilities Coordinator in MEMA Region II Office (see Emergency Telephone Directory) of Out of EPZ schools not contacted.
  - \_\_\_ 6. Receive notification from Principals that buses/lift vans have departed for the Host **Facility** and enter on line 7 of Status Sheet Summary.
  - \_\_\_ 7. Notify Transportation Officer of departure of buses/lift vans.
  - \_\_\_ 8. Receive notification from School EOC Representative at Braintree that students/children have been registered and enter on line 8 of Status Sheet Summary. (see forms)
  - \_\_\_ 9. Update Emergency Management Director, Transportation Officer and Public Information Officer (PIO).
  - \_\_\_ 10. Notify Emergency Management Director and PIO of arrival of students/children at the Host **Facility** (Braintree High School).
  - \_\_\_ 11. Receive notification that all children from a school have been logged out. Complete line 12 of Status Sheet Summary. (see forms)
  - \_\_\_ 12. Receive from Duxbury School Representative names of students/ children turned over to the Mass Care Shelters after 8 PM. Complete line 13 of Status Sheet Summary and list names of students/children registered on the "Students Registered at Mass Care Shelters" form.
  - \_\_\_ 13. Notify Emergency Management Director and PIO of students registered with Department of Social Services.
  - \_\_\_ 14. Contact the Special Facilities Coordinator at MEMA Region II Office to ensure that out of EPZ schools attended by Duxbury students have been notified.
  - \_\_\_ 15. If the Protective Action Directive for the schools sub area is SHELTERING:
    - \_\_\_ a. Notify the schools that have not departed for Host **Facility** (Braintree High School) and that are within a sub area identified for sheltering to implement SHELTERING procedure. Complete lines 3 and 4 of Status Sheet Summary.
    - \_\_\_ b. Ensure that custodians lock and secure all exterior entrances and place signs "Not A Public Shelter When School Is In Session."

Duxbury School Superintendent (continued)

- \_\_\_ c. Receive notification from Principals that sheltering procedures are implemented. Complete line 14 of Status Sheet Summary.
  - \_\_\_ d. Notify Emergency Management Director and PIO that SHELTERING procedures are implemented.
  - \_\_\_ e. Notify schools when SHELTERING is terminated. Complete line 15 of Status Sheet Summary.
- \_\_\_16. Return equipment and personnel to normal status when directed by Emergency Management Director.

Part 2: Response Actions

Duxbury School Superintendent/Designee

SCHOOLS NOT IN SESSION

(Afternoon, evening, vacations)

UNUSUAL EVENT

- \_\_\_ 1. Receive notification from local Public Safety Dispatcher; stand by.

ALERT

- \_\_\_ 1. Receive notification of ALERT from Public Safety Dispatcher via the Emergency Response Organization pager system (EROPS) or by telephone. If notified by EROPS call in your Estimated Time of Arrival (ETA) at the EOC by dialing the phone number on the pager.
- \_\_\_ 2. Consider cancelling school for the day or other after hour activities.
- \_\_\_ 3. Report to the Duxbury EOC:
- \_\_\_ a. Sign in on EOC Roster Board.
  - \_\_\_ b. Inform Emergency Management Director of your presence.
  - \_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.
  - \_\_\_ d. Set up equipment and supplies.
  - \_\_\_ e. Review and act on any messages received.
- \_\_\_ 4. Contact schools listed on the Status Sheet Summary (see forms).
- \_\_\_ a. Notify Principals of emergency classification and complete line 1 on the Status Sheet Summary (see forms).
  - \_\_\_ b. Notify Principals of potential cancellation of school and extracurricular activities for the following day. Note on line 15 of Status Sheet Summary (see forms).
- \_\_\_ 5. Ensure prestaging of transportation resources.
- \_\_\_ a. Assign the additional buses needed to the Transportation Officer by completing column 3 of the Transportation Assignment Sheet (see forms).
  - \_\_\_ b. Provide Transportation Officer copies of Transportation Assignment Sheet, (see forms) emphasizing that he need only be concerned with column 3.

Duxbury School Superintendent/Designee (continued)

- \_\_\_ 6. Provide periodic status briefings to Emergency Management Director.
- \_\_\_ 7. Upon notification from the Shelter Officer, notify the Principals of the four schools designated as Public Shelters to prepare schools for use as Public Shelter. Refer them to their Shelter Kits (located in the Emergency cabinets).
- \_\_\_ 8. Stand by for further actions.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Emergency Management Director.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Stand by for further actions.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Emergency Management Director.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 3. IF the protective action directive is SHELTERING:
  - \_\_\_ a. Notify Principals of schools designated as Public Shelters have begun to implement sheltering.
  - \_\_\_ b. Inform schools used as public shelters when sheltering is terminated and note on line 14 of Status Sheet Summary (see forms).
- \_\_\_ 4. Return equipment and personnel to normal status upon completion of emergency and when directed by the Emergency Management Director.

## Part 2: Response Actions

### Superintendent's Staff

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

#### ALERT

- \_\_\_ 1. Receive notification of ALERT from Superintendent of Schools. Superintendent will assign someone as Staff Coordinator.
- \_\_\_ a. Receive assignment of schools you are to contact from Staff Coordinator.
- \_\_\_ 2. Contact the Duxbury schools assigned to you.
- \_\_\_ a. Read Agency Notification message. Enter time in Section IV. of School Status Sheets (see forms).
- \_\_\_ b. Request that each school notify you immediately with transportation requirements.
- \_\_\_ 3. Advise Superintendent or Staff Coordinator as appropriate, when all schools have been notified.
- \_\_\_ 4. Receive transportation needs from Principals of Duxbury schools assigned.
- \_\_\_ a. Enter in Section VI.1 of appropriate Status Sheet.
- \_\_\_ b. Request updates from the schools if transportation needs change.
- \_\_\_ 5. If unable to contact school provide transportation needs to Staff Coordinator as indicated in Section III of School Status Sheet.
- \_\_\_ 6. Provide status reports to Superintendent or Staff Coordinator as requested and/or when all transportation needs are obtained for assigned schools.
- NOTE: The procedure indicated in Item 7 below is a second priority and should be completed only after completion of Steps 1 - 6 above.
- \_\_\_ 7. Contact principals of schools out of the EPZ who have students from Duxbury per Notification Form for Schools Outside of EPZ. (see forms)
- NOTE: Schools out of EPZ having students from more than one EPZ Town will be notified by Mass Emergency Management Agency (MEMA) Region II.
- \_\_\_ a. Receive assignment of schools from Superintendent or Staff Coordinator.

Superintendent's Staff (continued)

- \_\_\_ b. Contact principals of schools assigned and provide message found on Out of EPZ Notification Form.
- \_\_\_ c. Provide status updates to Staff Coordinator as requested or when all out of EPZ schools are contacted.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Superintendent.
- \_\_\_ 2. Complete all actions under ALERT, except notification to out of EPZ schools, if not completed. This action should be suspended until indicated later in procedure.
- \_\_\_ 3. Receive notification from Principals that:
  - \_\_\_ a. All children have been picked up by parents at schools. Complete Section VI.10 of School Status Sheet.
  - \_\_\_ b. Buses have departed for Host Facility (Braintree High School). Complete Section VI.8 of School Status Sheet.
- \_\_\_ 4. Provide status updates to Staff Coordinator as requested or when all schools assigned have departed for host facility, or all children have signed out.
- \_\_\_ 5. If out of EPZ school notifications were not completed at ALERT, complete those notifications when all the Duxbury schools have departed.
  - \_\_\_ a. Update Staff Coordinator or when notification is complete. Note time on "Outside of EPZ Schools" form.
- \_\_\_ 6. When all schools assigned have departed for Host Facility (Braintree High School) or signed out, and when all out of EPZ schools assigned have been notified, sign all Status Sheets assigned to you and give them to Staff Coordinator.
- \_\_\_ 7. Follow instruction of Administrative Staff Coordinator until released.
- \_\_\_ 8. Staff Coordinator only: When all schools in Duxbury have departed for Host Facility or all students have been logged out -
  - \_\_\_ a. Collect all Status Sheets from staff members.
  - \_\_\_ b. Ensure Status Sheets are signed.
  - \_\_\_ c. Take all documentation to Superintendent at EOC.
  - \_\_\_ d. Proceed as directed by Superintendent.

Superintendent's Staff (continued)

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Superintendent of Schools.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 3. List all schools that have not departed for Host Facility or signed out. |
- \_\_\_ 4. List all out of EPZ schools that have not been contacted.
- \_\_\_ 5. Provide lists and all Status Sheets to Staff Coordinator.
- \_\_\_ 6. Staff Coordinator only:
  - \_\_\_ a. Provide Superintendent with list of all schools that have not departed or signed out.
  - \_\_\_ b. Provide Superintendent with list of all out of EPZ schools not contacted.
  - \_\_\_ c. Secure all documentation from Superintendent's Staff.
  - \_\_\_ d. Release all staff.
- \_\_\_ 7. Follow appropriate directive for protective actions.



## Part 2: Response Actions

### Principals

#### SCHOOLS IN SESSION

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

#### ALERT

- \_\_\_ 1. Receive notification of ALERT from Superintendent of Schools or the Superintendent's staff.
- \_\_\_ 2. Notify all school staff of ALERT (i.e., teachers, nurses, custodians)
- Note: Notification should include the staff of Magic Dragon Children's Center.
- \_\_\_ 3. Notify students to report to homeroom. Notify EOC Representative when completed.
- \_\_\_ 4. Notify school nurse to distribute KI kits to homerooms, and distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 5. Notify homeroom teachers to administer KI when directed by School Representative at EOC.
- \_\_\_ 6. Notify school representative at EOC when KI administration is completed.
- \_\_\_ 7. Notify teachers to relocate students to shelter area after administration of KI.
- \_\_\_ 8. Receive from School Superintendent or School Representative at EOC, the number of buses/lift vans arriving.
- \_\_\_ 9. Inform Custodial Staff of the number of buses and lift vans expected to arrive and advise them to implement their response action(s) both under their School and Shelter Standard Operating Procedure.
- \_\_\_ 10. Request teachers take attendance.
- \_\_\_ 11. Ensure that primary teacher in each class has a copy of procedures and appropriate forms
- \_\_\_ 12. Instruct Nurse/Health Aide to package children's medication including KI if not administered and First Aid kit for transport with children. Request status of special needs students from Nurse/Health Aide.
- \_\_\_ 13. Prepare Sign Out Sheets (see forms) and inform teachers that no student may leave without the signature of parent or designee (designee determined in accordance with established school policy).
- \_\_\_ 14. Notify Superintendent's Staff when required buses have prestaged at school.

Principals (continued)

- \_\_\_15. Notify teachers pre-assigned as driver of the bus convoy's Lead car and driver of the Follow car to implement their established procedure under Alert.
- \_\_\_16. Assign classes to buses and special needs students to lift vans.
- \_\_\_17. Assign non-classroom teachers (counselors, librarians, etc.) to classes and vehicles as appropriate; notify all teachers of their assignments.
- \_\_\_18. Receive notification of potential cancellation of school and extracurricular activities.
- \_\_\_19. In the event that no further emergency escalation occurs, contact the superintendent to confirm that normal school dismissal procedures can be implemented.
- \_\_\_20. If protective action is to shelter in place, notify custodians to lock and secure all exterior entrances and place signs "Not A Public Shelter When School Is In Session."
- \_\_\_21. Stand by for further instructions.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Superintendent of Schools.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. If protective action is to shelter in place, notify custodians to lock and secure all exterior entrances and place signs "Not A Public Shelter When School Is In Session."
- \_\_\_ 4. If instructed to implement PRECAUTIONARY TRANSFER:

**NOTE: Precautionary Transfer may occur on ALERT - at discretion of State.**

- \_\_\_ a. Remind teachers to complete Sign Out Sheet (see forms) with signature for any student leaving with parent/designee.
- \_\_\_ b. Assign teachers to buses/lift vans.
- \_\_\_ c. Notify teachers to review and follow Precautionary Transfer portion of their checklist.
- \_\_\_ d. Ensure medication and First Aid kit are loaded on a bus in the care of School Nurse/Health Aide.
- \_\_\_ e. Have Custodial Staff check building to assure everyone is out.
- \_\_\_ f. Assign and direct drivers of the bus convoy's Lead and Follow Cars to proceed to Host Facility (Braintree High School) with convoy, adhering to their established procedure for Precautionary Transfer.

Principals (continued)

\_\_\_ g. Notify the Superintendent's Staff as well as the School EOC Representative at the Braintree EOC of number of buses/lift vans that have departed for the Host Facility when all students have left.

\_\_\_ h. As appropriate, assign Custodial Staff to post Student Relocation Notice (see forms) on main entrance to school, ensure doors are locked, and leave.

NOTE: Make sure the relocation maps and the school bus maps are being posted. School buses with the staff and children will enter the town of Braintree via Rt. 93 exit 6 (Rt. 37). They will proceed directly to Braintree High School parking lot, where the staff and children will be dropped off at the school's side entrance leading into the gym where registration is set up. Parents picking up children will be instructed to enter Braintree via Rt. 93 exit 6 (Rt. 37).

\_\_\_ (1) Once the students have been relocated, the school may be designated as shelters for the general public. When directed by superintendent, inform custodian staff to prepare building and remain at school; locate shelter kit and review sheltering procedure.

\_\_\_ i. Receive notification from Superintendent when teachers and classes have been registered at Host Facility.

\_\_\_ j. Assure that all classes are properly supervised.

\_\_\_ k. Assure that all students picked up by parents/designees are properly logged out on Departure Log (see forms).

\_\_\_ l. Assure teachers give the Braintree High School Principal records with names of students not picked up by parents/guardians by 8:00 PM.

\_\_\_ (1) Have teachers request Mass Care assignments and transportation for remaining students and staff to Mass Care Centers from Braintree High School Principal.

\_\_\_ (2) Have teachers remain with students and continue supervision at Mass Care Shelter.

\_\_\_ (3) Ensure the teachers record, student names, assignments and name of individual responsible for continued supervision on the "Students Registered at Mass Care Shelters" (see forms).

\_\_\_ m. Receive completed copy of Student Departure Log, Sign Out Sheet, original attendance sheets, and "Students Registered at Mass Care Shelters", from all teachers.

Principals (continued)

- \_\_\_ n. If emergency has been terminated, contact School Superintendent to arrange bus transportation for staff to return to Duxbury school.
- \_\_\_ o. Release staff.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Superintendent of Schools and confirm status of protective action from the State.
- \_\_\_ 2. Complete actions under site Area Emergency.
- \_\_\_ 3. IF instructed to implement SHELTERING:
  - \_\_\_ a. Notify Staff to implement sheltering portion of their checklist for students. Retrieve Shelter Manager's Standard Operating Procedure from the Shelter Kit (kept in emergency cabinet).
  - \_\_\_ b. Notify bus drivers to come into the building.
  - \_\_\_ c. Receive notification from Custodial Staff that building is secured for sheltering students.
  - \_\_\_ d. Verify that teachers have implemented sheltering of students, and provided PPE as supplied and directed by Duxbury EMD.
  - \_\_\_ e. Notify Superintendent's office that sheltering of students has been implemented.
  - \_\_\_ f. Schools designated as Public Shelters only: Instruct Staff to implement SHELTERING procedure for public.
  - \_\_\_ g. Follow instructions from Superintendent at the conclusion of sheltering.
- \_\_\_ 4. If notified of GENERAL EMERGENCY and directed to proceed immediately to Host Facility (Braintree High School):
  - \_\_\_ a. Confirm that you are not to go to Reception Center.
  - \_\_\_ b. Follow Precautionary Transfer procedure in the Site Area Emergency section, Step 3.
- \_\_\_ 5. If notified of GENERAL EMERGENCY and instructed to go to Reception Center (Braintree High School) prior to Host Facility (Braintree High School):
  - \_\_\_ a. Confirm that you are to go to Reception Center.

Principals (continued)

- \_\_\_ b. Inform staff to implement EVACUATION/RECEPTION CENTER steps of their response actions located in their respective standard operating procedures.
- \_\_\_ c. Load buses, based on assignments of students/teachers made earlier.
- \_\_\_ d. Ensure Nurse/Health Aide has loaded medications and First Aid kit, and is on a bus.
- \_\_\_ e. Have Custodial Staff check building to assure all students/staff are out.
- \_\_\_ f. Direct drivers of the bus convoy's Lead and Follow cars to proceed to Reception Center (Braintree High School) with convoy, adhering to their established procedure for Precautionary Transfer.
- \_\_\_ g. Notify Superintendent's Staff when all students/staff have departed from the schools.
- \_\_\_ h. Receive notification from teachers that classes have been registered at Reception Center.
- \_\_\_ i. Ensure that students are properly supervised and that they complete monitoring and decontamination if required.
- \_\_\_ j. Ensure students are boarded onto buses for Host Facility, and ensure accountability for all students/staff.
- \_\_\_ k. Buses are to proceed to Host Facility (Braintree High School).
- \_\_\_ l. Ensure registration of all classes at host facility.
- \_\_\_ m. Ensure that Braintree High School Principal has informed the School EOC Representative of arrival and registration.
- \_\_\_ n. Ensure proper turnover of students to parents/designees is being carried out of the Host Facility.
- \_\_\_ o. If all students are logged out, go to Step 6 below.
- \_\_\_ p. Receive information from Superintendent of all students remaining at Host Facility at 8:00 PM.
- \_\_\_ q. Ensure remaining students are supervised at the Mass Care Shelters.
- \_\_\_ r. Ensure collection of all pertinent data sheets including: original attendance, Bus census if not used for registration, Sign Out Sheets, Student Departure Logs, list of students registered with at the Mass Care Shelter.

Principals (continued)

- \_\_\_\_ s. Ensure all students are accounted for.
  
- \_\_\_\_ t. If emergency has been terminated and reentry is approved, contact Duxbury School Superintendent to ensure transportation is being arranged for staff.
  
- \_\_\_\_ u. Release staff.
  
- \_\_\_\_ 6. Receive notification of potential cancellation of schools for the following day from Superintendent of Schools, and notify staff as appropriate.

Part 2: Response Actions

Principals

SCHOOLS NOT IN SESSION

(afternoon, evening, vacation)

UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

ALERT

- \_\_\_ 1. Receive notification of ALERT from Superintendent of Schools/Designee.
- \_\_\_ 2. Contact school by phone or, if necessary, in person to determine if off hours recreation, athletics, clubs, meetings are in progress.
- \_\_\_ a. Dismiss all activities.
  - \_\_\_ b. Inform participants of Alert, and recommend participants return to their homes and to tune in to a Emergency Alert System (EAS).
  - \_\_\_ c. Determine transportation needs, if any.
  - \_\_\_ d. Inform Superintendent of any transportation needs.
  - \_\_\_ e. Ensure a member of School Staff remains on site until all involved persons have left school premises; instruct said staff member to ensure all persons are out of building(s) and to lock doors before leaving.
- \_\_\_ 3. Receive notification of potential cancellation of school and extracurricular activities.
- \_\_\_ 4. Stand by for further instructions.

SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA or GENERAL EMERGENCY from Superintendent of Schools.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Cancel school and extracurricular activities for the following day by utilizing regular procedures, if requested by the Superintendent.
- \_\_\_ 4. Schools designated as Public Shelters only: If receive notification from Superintendent to prepare school as a Public Shelter-
- \_\_\_ a. Contact Staff to open school and implement SHELTERING procedure.
- \_\_\_ 5. Stand by for further instructions.

## Part 2: Response Actions

### Teachers

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification of emergency.
- \_\_\_ 2. Direct students to return to homerooms.
- \_\_\_ 3. Take student attendance and receive KI envelopes from school nurse or designee. Receive PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 4. If directed, administer KI to students that have been given parental consent.
- \_\_\_ 5. Mark a "K" on the back of student's right hand with indelible marker.
- \_\_\_ 6. Complete KI Administration Form.
- \_\_\_ 7. Notify Principal that KI has been administered.
- \_\_\_ 8. Put completed KI Administration Forms in envelope and leave on teacher's desk.
- \_\_\_ 9. Inform students that for their safety all are requested to stay with their class (unless signed out by parent/designee) and to:
- \_\_\_ a. Relocate to shelter areas of schools or
  - \_\_\_ b. Transfer on to buses provided.
- \_\_\_ 10. Receive class and bus assignments from Principal.
- \_\_\_ 11. Teachers assigned as drivers for the bus convoy Lead car and Follow car will be notified by Principal to remain on standby:

#### SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Principal.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Inform students that for their safety all are requested to stay with their class (unless signed out by parent/designee) and to:
- \_\_\_ a. Relocate to shelter areas of schools or
  - \_\_\_ b. Transfer on to buses provided.



Teachers (continued)

- \_\_\_ 4. If instructed to implement PRECAUTIONARY TRANSFER:
- \_\_\_ a. If parents/designees arrive to pick up students, assure that Sign Out Sheet (see forms) is completed.
  - \_\_\_ b. Escort class to assigned bus(es). Take attendance sheet, Sign Out Sheets and Potassium Iodide (if not already administered) and KI envelope with you. (See forms)
  - \_\_\_ c. Drivers of the bus convoy Lead and Follow cars will be notified by Principal to implement their procedure for Precautionary Transfer:
    - \_\_\_ (1) Proceed to Host Facility (Braintree High School) with bus convoy, the Lead car in front of entire line of buses and the Follow car at end of line.
    - \_\_\_ (2) If there is no radio equipment in the delayed bus(es), the Follow car remains with said bus(es) until the situation is satisfactorily resolved. The Follow car then proceeds to Host Facility.
  - \_\_\_ d. Complete or ensure that another teacher assigned to the bus completes Bus Census (see forms) as students board bus. Remain with assigned bus until registered at the Host Facility.
  - \_\_\_ e. Supervise students on bus during transport to Host Facility.
  - \_\_\_ f. Remain with students from bus until they are registered at Host Facility.
  - \_\_\_ g. Provide Bus Census to Host Facility registrar to facilitate registration. School children will be assigned to a designated location in the Braintree High School. Once the children are registered, Duxbury staff members with the assistance of Braintree High School staff members will escort the children to their designated waiting areas in the high school.
  - \_\_\_ h. Reassemble students by class and assure all students are present, based on original attendance sheet.
  - \_\_\_ i. Remain with class or children assigned to you until all have been released for pickup by their parents.
  - \_\_\_ j. Log the name of the student and obtain name of parent/designee picking up the student on Student Departure Log (see forms).
  - \_\_\_ k. Record names of students not picked up by parents/guardians by 8:00 p.m.
    - \_\_\_ (1) Request Mass Care Assignments and transportation for remaining students and staff to Mass Care Shelters from Braintree High School Principal.

Teachers (continued)

- \_\_\_\_ (2) Remain with students through registration for Mass Care Shelter(s).
- \_\_\_\_ (3) Assure request is made for assignment of personnel for continued supervision.
- \_\_\_\_ (4) Record students names, assignments and name of teachers responsible for continued supervision on the "Student Registered at Mass Care Shelters" Form (see forms).
- \_\_\_\_ l. Assure that all students on original attendance sheet are accurately accounted for.
- \_\_\_\_ m. Give Principal original attendance sheet, Sign Out Sheet (if applicable), Bus Census (if not collected by registrar), Student Departure Log, and list of students registered at Mass Care Shelters (see forms).

GENERAL EMERGENCY

- \_\_\_\_ 1. Receive notification of GENERAL EMERGENCY from Principal or Braintree High School Principal, if at Host Facility.
- \_\_\_\_ 2. In the event of a GENERAL EMERGENCY, protective actions for an evacuation may occur prior to the precautionary evacuation of school students. Therefore, anticipate school students going to the Reception Center (Braintree High School) for monitoring prior to entering the Host Facility (Braintree High School). Supervise children during monitoring and possible decontamination.

Note: If protective action is for SHELTERING, remain indoors and stand by for further instructions from Principal.

- \_\_\_\_ 3. Complete all actions under SITE AREA EMERGENCY.
- \_\_\_\_ 4. Stand by for further instructions.

## Part 2: Response Actions

### School Nurse/Health Aide

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified.

#### ALERT

- \_\_\_ 1. Receive notification of ALERT from Principal.
- \_\_\_ 2. Pack all regularly scheduled and emergency medications for transport to Host Facility | (Braintree High School).
  - \_\_\_ a. If medications require refrigeration, obtain an ice chest/cold box for transport.
- \_\_\_ 3. When directed by Principal, distribute KI kits to homerooms. Assure there are water and cups stored in homeroom. Distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 4. Inventory First Aid supplies, supplement as required, and pack for transport to Host Facility | (Braintree High School).
- \_\_\_ 5. Review Medication Book to assure it is up to date, and that necessary medications have been packed.
- \_\_\_ 6. Inform Principal of any potentially critical health concerns (diabetics requiring insulin from Nurse, special needs students requiring care, special transportation, etc.).
- \_\_\_ 7. Request that students who may require care be scheduled on bus/lift van with you.
- \_\_\_ 8. Notify Principal when all KI kits and PPE are distributed.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of the SITE AREA EMERGENCY from Principal.
- \_\_\_ 2. Complete all actions under ALERT.
- \_\_\_ 3. To prepare for precautionary transfer to the Host Facility | (Braintree High School), load the following supplies on assigned bus or van:
  - \_\_\_ a. Medications
  - \_\_\_ b. First Aid supplies
  - \_\_\_ c. Medication Book
  - \_\_\_ d. Potassium Iodide (KI) (If not already distributed).
  - e. PPE as directed and supplied by Duxbury EMD.

School Nurse/Health Aide (continued)

- \_\_\_ 4. Assist teachers/students with health needs while on route to Host Facility (Braintree High School) until released by Principal.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Principal or Braintree High School Principal, if at Host Facility.
- \_\_\_ 2. In the event of a GENERAL EMERGENCY, protective actions for an evacuation may occur prior to the precautionary evacuation of school students. Therefore, anticipate school students going to the Reception Center (Braintree High School) for monitoring prior to entering the Host Facility (Braintree High School).

Note: If protective action is for SHELTERING, stand by for further instructions from Principal.

- \_\_\_ 3. Complete all actions under SITE AREA EMERGENCY.
- \_\_\_ 4. Stand by for further instructions.

Part 2: Response Actions

Custodial Staff

SCHOOLS IN SESSION

UNUSUAL EVENT

- \_\_\_ 1. Not notified.

ALERT

- \_\_\_ 1. Receive notification of emergency from the Principal.
- \_\_\_ 2. Meet buses and lift vans when instructed by the Principal:
- \_\_\_ a. Receive notification of number of buses and lift vans expected to arrive.
  - \_\_\_ b. Observe designated area is clear for receiving the expected number of buses and lift vans.
  - \_\_\_ c. Identify an area for parents who may come to pick up children to park. Assure area doesn't interfere with bus parking.
  - \_\_\_ d. Meet arriving buses and lift vans and direct them to predesignated area.
  - \_\_\_ e. Inform Principal when all buses and lift vans have arrived.
- \_\_\_ 3. If directed by Principal to prepare to shelter in place:
- \_\_\_ a. Close and lock all windows.
  - \_\_\_ b. Close and lock all out side doors except main entrance.
  - \_\_\_ c. Shut off school ventilation systems.
  - \_\_\_ d. Remain until directed to leave by Principal.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Principal.
- \_\_\_ 2. Complete all actions under ALERT.
- \_\_\_ 3. If protected action is to shelter in place, lock and secure all exterior entrances and place signs "Not A Public Shelter When School Is In Session".
- \_\_\_ 4. When buses are loaded, check all rooms and restrooms to assure all children are out of the school.
- \_\_\_ 5. When all students have left, post the copy of Student Relocation Notice (Maps) on main entrance to school (inside the door).
- \_\_\_ 6. As appropriate, prepare the building for Public Sheltering when instructed by the Principal or Shelter Officer. Refer to your response action in the Shelter Manager Standard Operating Procedure. Procedures are found in Shelter Kits in the emergency cabinet.

Custodial Staff (continued)  
School In Session

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Principal.
- \_\_\_ 2. Complete all actions under SITE AREA EMERGENCY.
- \_\_\_ 3. If students are SHELTERING in place, the school is not a public shelter.

Part 2: Response Actions

Custodial Staff

SCHOOLS NOT IN SESSION

UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

ALERT

- \_\_\_ 1. Receive notification of ALERT from the Superintendent, Principal, or Director of Buildings and Grounds.
- \_\_\_ 2. If after hours activities are taking place, Shelter Manager should report and establish contact with Superintendent of Schools.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from the Superintendent, Principal, or Director of Buildings and Grounds.
- \_\_\_ 2. Complete all actions under ALERT.
- \_\_\_ 3. For Custodial Staff only at schools designated as Public Shelters and who receive assignment to prepare the school as Public Shelter:
- \_\_\_ a. Report to school.
  - \_\_\_ b. Refer to your response action(s) in the Shelter Manager Standard Operating Procedure. Procedures are found in the Shelter Kits in the emergency cabinet.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Superintendent, Principal, or Director of Buildings and Grounds.
- \_\_\_ 2. Complete all actions under SITE AREA EMERGENCY.

TOWN OF DUXBURY  
SPECIAL FACILITIES COORDINATOR  
STANDARD OPERATING PROCEDURE  
DUX-07



Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

Purpose ..... 3

Concept of Operations ..... 3

Part 2: Response Actions ..... 6

Special Facilities Coordinator..... 6

Special Facilities Assistant ..... 15

Forms

Special Facilities List

Special Facilities Notification List

Transportation Resource Summary

Supporting Documents

Emergency Call List

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Duxbury Special Facilities Coordinator (SFC) in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The responsibilities of the Special Facilities Coordinator are to notify nursing homes, group homes, children's camps, day care centers, major industries, and historical sites, and also to coordinate the transportation of nursing homes, children's camps, and day care centers.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Special Facilities Coordinator
  - Advise nursing/group homes and day care centers of emergency classification and protective action directives.
  - Coordinate transportation for nursing/group home, day care centers, and children's camp populations.
  - Notify major industries and historical sites of emergency at PNPS.
  - Receive results of dosimetry readings from nursing homes and report to **Radiological Officer**.
  - Assign duties to Special Facilities Assistants.
2. Special Facilities Assistants
  - Assist the Special Facilities EOC Representative with the above responsibilities.

#### Related Agency Responsibilities

1. Transportation Officer
  - Provide transportation for nursing/group homes, day care centers and children's camps.
  - Request additional transportation resources from Massachusetts Emergency Management Agency (MEMA) Region II, as needed.
2. **Radiological Officer**
  - When advised by the Massachusetts Department of Public Health, request the Special Facilities Coordinator to coordinate KI and dosimetry use to appropriate facilities.

Part 1: Concepts (continued)

- Coordinates recommendations and directives for Protective Actions.
3. Nursing Home Administrators/Group Home Resident Managers
- Provide nursing/group home transportation and equipment resource needs data to Special Facilities Coordinator.
  - Verify adequacy of host facility resources.
  - Provide Special Facilities Coordinator status of nursing/group home evacuation.
4. Host Facility Administrators
- Provide Special Facilities Coordinator status of nursing homes.
  - Confirm availability of Host Facility Resources with Nursing Home Administrators/Group Home Resident Managers.
  - Coordinate return transportation with Special Facilities Coordinator.
5. MEMA Region II Special Facilities Coordinator
- Provide alternate host facility to nursing/group homes.
6. EOC Dosimetry Coordinator (**Radiological Officer**)
- Distribute dosimetry, KI and record forms for EOC emergency workers and nursing home staff as appropriate.
  - Monitor the accumulated emergency worker dose.
7. Host **Facility** Principal (Braintree High School)
- Register all incoming day care children/staff from Duxbury.
  - Report arrival to appropriate School EOC Representative.
  - Report to appropriate School EOC Representative when all students from a school have been picked up by parent/designee.
  - Report registration of students at the Mass Care Shelters to School EOC Representative.
  - Request transportation for staff to return to their day care centers when emergency terminates.

Part 1: Concepts (continued)

8. School EOC Representative (located at Braintree Reception Center/Host Facility) |
  - Receive notification of arrival and registration of day cares and camps at the Host School (Braintree High School) from Host School Principal.
  - Notify Day Care or Camp Directors of arrival and registration of day cares or camps at host facility (Braintree High School). |
  - Receive notification that all students from a school have been picked up by parents. Inform Duxbury Special Facilities Coordinator.
  - Receive notification of children registered with Mass Care Shelters after 8:00 PM. Notify Duxbury Special Facilities Coordinator.
  - Report arrival of camp(s) or day care(s) at Reception Center to Duxbury Special Facilities Coordinator (if applicable).
  
9. Emergency Management Director
  - Receive status of nursing/group homes, day care centers, major industries, and children's camps from Special Facilities Coordinator.

Part 2: Response Actions

Special Facilities Coordinator

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher, call in your Estimated Time of Arrival (ETA) by dialing the number on your pager.

- \_\_\_ 2. Report to EOC:

\_\_\_ a. Sign in on Roster Board.

\_\_\_ b. Inform the Emergency Management Director of your presence.

\_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.

\_\_\_ d. Set up equipment and supplies.

\_\_\_ e. Receive dosimetry from the **Radiological Officer**.

\_\_\_ f. Notify/Mobilize emergency personnel

\_\_\_(1) Obtain Special Facilities Coordinator/Assistants Emergency call out list.

\_\_\_(2) Notify Special Facilities Coordinator Personnel and request them to either report to the Duxbury EOC or place on standby.

\_\_\_ g. Review and act on any important messages received.

\_\_\_ h. Send messages and keep a log of your activities.

\_\_\_ i. Make enough copies of Special Facilities Coordinator Assistant checklist in this procedure to pass out a copy to each Special Facilities Coordinator Assistant.

- \_\_\_ 3. Brief Special Facilities Coordinator Assistant(s)

\_\_\_ a. When assistant(s) arrive, make sure they:

\_\_\_ (1) Sign-in on Roster Board.

\_\_\_ (2) Receive dosimetry and PPE.

Special Facilities Coordinator (continued)

- \_\_\_ b. Assign each Special Facilities Coordinator Assistant a workstation in the EOC.
  - \_\_\_ (1) Give each assistant copy of checklist titled "Special Facilities Coordinator Assistant".
  - \_\_\_ (2) Review checklists and forms with assistant.
  - \_\_\_ (3) Record the telephone number assigned to each assistant and give them your phone number where you can be reached.
- \_\_\_ c. Introduce the Special Facilities Coordinator Assistants and their location to:
  - \_\_\_ (1) Emergency Management Director
  - \_\_\_ (2) Transportation Officer
- \_\_\_ 4. Notify day care centers and children's camps identified on Special Facilities Notification List (see forms). Have assistants follow their step 3 under Alert.
  - \_\_\_ a. Divide the special facilities list between the Special Facilities Coordinator Assistant(s).
  - \_\_\_ b. Direct assistants to telephone each camp and day care director of emergency classification. Use Log Form to keep track of contacts made.

NOTE: If day care centers cannot be contacted by telephone, use the default transportation values provided by MEMA Region II Special Facilities Coordinator.
  - \_\_\_ c. Verify transportation needs and note on Transportation Resource Summary (see forms).
  - \_\_\_ d. Advise them to monitor a local EAS Station or listen for activation of Tone Alert Monitor.
  - \_\_\_ e. Make sure day care and camp directors have the Special Facilities Coordinator and Assistant's phone numbers. Request telephone call from day care and Camp Directors when:
    - \_\_\_ (1) Transportation arrives at Day Care Centers and/or Camps.
- \_\_\_ 5. After verification either through number of vehicles based on the day's census or the default number, arrange transportation for children's camps and day care centers.
  - \_\_\_ a. Make two (2) copies of Transportation Resource Summary (see forms).

Special Facilities Coordinator (continued)

- \_\_\_ b. Give one copy to Transportation Officer and request pre-staging of vehicles.
- \_\_\_ c. Give second copy to Emergency Management Director.
- \_\_\_ 6. Confirm Braintree High School for children's camps and day care centers is ready through School EOC Representative.
- \_\_\_ 7. Assign to assistant(s) if available the responsibility to notify nursing/group homes listed in Special Facilities Notification List (see forms) of emergency and obtain their resource needs: (Have assistant(s) follow their step 4 under Alert).
  - \_\_\_ a. Contact Nursing Home Administrator/Group Home Resident Manager and:
    - \_\_\_ (1) Notify them of the emergency classification.
    - \_\_\_ (2) Give Administrator/Manager your telephone number (781)934-7142.
  - \_\_\_ b. Obtain nursing/group home resource needs if available. Otherwise, request nursing/group home Administrator/Manager to call you back with the information.
    - \_\_\_ (1) Receive transportation, equipment, and host facility data on Transportation Resource Summary (see forms). Indicate necessary corrections.
    - \_\_\_ (2) Determine number of KI and dosimetry and PPE needed for staff remaining behind with patients unable to evacuate, and KI and PPE for patients.
    - \_\_\_ (3) Indicate time call was completed, and proceed to next call.
- \_\_\_ 8. Arrange Host Facility for nursing/group homes, as required (Have assistant(s) follow their step 5 under Alert).
  - \_\_\_ a. Contact the Massachusetts Emergency Management Agency (MEMA) Region II Special Facilities Coordinator:
    - \_\_\_ (1) Provide Special Facilities Coordinator data for each nursing home requiring a host facility.
    - \_\_\_ (2) Obtain names of required host facilities, indicate on Transportation Resource Summary (see forms).

Special Facilities Coordinator (continued)

- \_\_\_ b. Contact nursing homes requiring host facilities:
  - \_\_\_ (1) Provide Nursing Home Administrator information on host facility.
  - \_\_\_ (2) Direct Administrator to confirm availability of host facility.
- \_\_\_ 9. Assign to assistant(s) if available the responsibility to notify major industries and historical sites identified on Special Facilities Notification List (see forms). Have assistant(s) follow their step 6 under Alert.
  - \_\_\_ a. Advise them to listen to a EAS Station or listen for activation of the Tone Alert Monitor.
- \_\_\_ 10. Provide Emergency Management Director with status of nursing home/group, day care centers, children's camps, major industries and historical sites:
  - \_\_\_ a. Obtain status from Health Assistant(s)
- \_\_\_ 11. Brief alternate of events and actions prior to shift change.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Emergency Management Director or Public Safety Dispatcher and complete actions under ALERT.
- \_\_\_ 2. Discuss with Emergency Management Director precautionary transfer of day care centers and children's camps.
- \_\_\_ 3. Ensure notification of camp and day care directors identified on Special Facilities Notification List. (Have assistant(s) follow their step 2 under Site Area if they are assigned this task.)
  - \_\_\_ a. Notify contact person of emergency.
  - \_\_\_ b. Request any changes of information on Special Facilities Notification List.
  - \_\_\_ c. Confirm Braintree High School is ready through School EOC Representative.
  - \_\_\_ d. Once the State directs precautionary transfers, instruct contact person to implement precautionary transfer.
  - \_\_\_ e. Receive notification through camp or day care director(s) that buses have departed for Host Location (Braintree High School). Indicate on Special Facilities Notification List.



Special Facilities Coordinator (continued)

- \_\_\_ f. Confirm with School EOC Representative arrival and registration of students and staff at designated host facility. Notify assistant(s).
- \_\_\_ g. Receive names of children through School EOC Representative registered to Mass Care Shelters after 8 p.m. and report names to Emergency Management Director and assistant(s).

NOTE: Precautionary transfer may occur on ALERT - at discretion of State.

- \_\_\_ 4. Update Transportation, equipment, and host facility information for nursing/group homes: (Direct assistant(s) to follow their step 3 under Site Area Emergency.)
  - \_\_\_ a. Contact Nursing Home Administrators/Group Home Resource Managers identified on Special Facilities Notification List (see forms).
  - \_\_\_ b. Advise Administrators/Managers of change in emergency classification.
  - \_\_\_ c. Request any changes of information on Special Facilities Notification List (see forms). Make necessary corrections.
  - \_\_\_ d. Confirm with Administrator/Manager that Host Facility resources are adequate.
  - \_\_\_ e. Confirm KI, PPE and dosimetry supplies are adequate.
- \_\_\_ 5. Ensure arrangements have been made for additional Host Facility resources for nursing/group homes, as required. (Have assistant(s) follow their step 4 under Site Area)
  - \_\_\_ a. Call the MEMA Region II Special Facilities Coordinator and obtain information on additional Host Facility resources.
  - \_\_\_ b. Call Nursing Home Administrators/Group Home Resident Managers with resource information.
  - \_\_\_ c. Request Administrator/Manager to confirm availability of additional resource with new Host Facility. (i.e. number of beds)
- \_\_\_ 6. Update Transportation Officer regarding transportation requirements for nursing/group homes:
  - \_\_\_ a. Copy Transportation Resource Summary with updated information completed in steps 2 and 3 above.
  - \_\_\_ b. Give Transportation Officer copy of completed Transportation Resource Summary.
- \_\_\_ 7. Provide Emergency Management Director status of nursing/group homes, day care centers and children's camps.

Special Facilities Coordinator (continued)

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Emergency Management Director or Public Safety Dispatcher and complete actions under SITE AREA EMERGENCY.
  
- \_\_\_ 2. If GENERAL EMERGENCY is first notification received, direct assistant(s) to notify Camp and Day Care Directors listed on Special Facilities Notification List (see forms). (Have assistant(s) follow their step 2 under GENERAL EMERGENCY.)
  - \_\_\_ a. Notify Transportation Officer to dispatch the number of buses to the camps and Day Care Centers identified on Transportation Resource Summary (see forms).
  
  - \_\_\_ b. Use the following criteria to determine the appropriate response action.

IF: buses for the day care and camps have not departed for host facility (Braintree High School)

AND

THEN: have assistant(s) if available to:

NO PROTECTIVE ACTION for Duxbury (Subarea 9 and 4) is identified nor any evacuation directive issued for any subarea

Instruct Camp and Day Care Directors to proceed immediately to their host facility.  
  
Follow Precautionary Transfer Response Action Steps.

EVACUATION for any subarea is identified

Instruct Camp and Day Care Directors to go to the Reception Center/Host **Facility**  
  
Follow evacuation Response Action Steps.

SHELTERING for Subarea 9 and 4 is identified

Instruct Camp and Day Care Directors to implement sheltering Response Action Steps.

Special Facilities Coordinator (continued)

- \_\_\_ 3. Update transportation, equipment, and host facility information for nursing/group homes. (Direct assistant(s) to follow their step 3 under GENERAL EMERGENCY.)
  - \_\_\_ a. Contact Nursing Home Administrators/Group Home Residence Managers identified on Special Facilities Notification List (see forms).
  - \_\_\_ b. Advise Administrators/Managers of change in emergency classification.
  - \_\_\_ c. Request any changes of information on Special Facilities Notification List (see forms). Make necessary corrections.
  - \_\_\_ d. Confirm with Administrator/Manager that Host Facility resources are adequate.
  - \_\_\_ e. Provide Transportation Officer nursing/group homes update.

**IF SHELTERING OF DUXBURY (SUBAREA 9 AND 4) IS DIRECTED, HAVE ASSISTANT(S) FOLLOW THEIR STEP 4 AND 5 UNDER GENERAL EMERGENCY.**

- \_\_\_ 4. Notify Nursing Home Administrators/Group Home Residence Managers listed in Special Facilities List (see forms), and inform them of the sheltering directive.
- \_\_\_ 5. Notify Nursing Home Administrators/Managers when sheltering is terminated.

**IF EVACUATION OF DUXBURY (SUBAREA 9 AND 4) IS DIRECTED, HAVE ASSISTANT(S) FOLLOW THEIR STEP 6 UNDER GENERAL EMERGENCY.**

- \_\_\_ 6. Notify nursing/group homes listed in Special Facilities Notification List (see forms), of Protective Action Directive:
  - \_\_\_ a. Advise Nursing Home Administrators/Group Home Residence Managers of Protective Action Directive.
  - \_\_\_ b. Confirm with Administrator/Manager the names and locations of designated host facilities for nursing/group home residents.
  - \_\_\_ c. Ask Nursing Home Administrator if any residents will not be evacuated due to their serious medical condition. If so, request Administrator to provide:
    - \_\_\_ (1) the name.
    - \_\_\_ (2) the telephone number of the individual who will be responsible for the care of these residents during the emergency.

### Special Facilities Coordinator (continued)

- \_\_\_ d. Request telephone call from Nursing Home Administrator when:
  - \_\_\_ (1) Transportation arrives at nursing home.
  - \_\_\_ (2) Transportation vehicles have departed for host facility. Indicate on Special Facilities List (see forms).
  - \_\_\_ (3) Nursing home residents have arrived at Host Facility.
- \_\_\_ e. If the **Radiological Officer** informs you that MDPH has authorized the ingestion of KI by nursing home staff and patients, notify nursing homes and advise of recommendation and also direct staff to read dosimetry as required. Ensure that PPE has been distributed as directed and supplied by Duxbury EMD.
- \_\_\_ 7. Monitor and periodically report to the Emergency Management Director the status of nursing/group home, day care centers, and children's camp populations.
- \_\_\_ 8. Periodically report dosimetry information to **Radiological Officer**.
- \_\_\_ 9. At the end of emergency, or individual's shift, direct personnel to report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and to drop off dosimetry.

### RELOCATION/REENTRY/RETURN

- \_\_\_ 1. If evacuated, arrange return transportation for nursing/group homes. (Have assistant(s) follow their step 1 under Relocation/Reentry/Return.)
  - \_\_\_ a. Notify nursing home administrators/managers of authorized return.
  - \_\_\_ b. Call nursing home Administrators at Host Facilities and receive transportation needs for return of nursing home residents.
  - \_\_\_ c. Provide Transportation Officer with list of nursing/group home return transportation requirements.
  - \_\_\_ d. Monitor reopening of nursing/group homes.
- \_\_\_ 2. If evacuated, arrange return transportation for day care and camp personnel.
- \_\_\_ 3. Periodically advise Emergency Management Director on status of activities.

Special Facilities Coordinator (continued)

- \_\_\_ 4. Make arrangements to collect records of Health Department, Nursing/Group Homes, Day Care Centers, and Camps and submit to Emergency Management Director including: (Have assistants follow their step 3.)
  - \_\_\_ a. personnel rosters.
  - \_\_\_ b. message logs.
  - \_\_\_ c. procedure.
  - \_\_\_ d. nursing/group homes and camp procedures and associated forms.
- \_\_\_ 5. Coordinate return of nursing home dosimetry to **Radiological Officer**. |

Part 2: Response Actions

Special Facilities Assistant

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

ALERT

- \_\_\_ 1. When notified by Special Facilities Coordinator, Proceed to Duxbury EOC.
- \_\_\_ 2. Upon arriving at the Duxbury EOC:
- \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Inform the Special Facilities Coordinator of your arrival.
  - \_\_\_ c. Obtain dosimetry and PPE as directed and supplied by Duxbury EMD from **Radiological Officer**.
  - \_\_\_ d. Obtain needed supplies from the Special Facilities Coordinator.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Receive briefing from Special Facilities Coordinator on your response to actions.
  - \_\_\_ g. Send messages and maintain a log of activities.
  - \_\_\_ h. Review and act on any important messages received.
- \_\_\_ 3. If instructed to notify day care centers and children's camps identified on Special Facilities Notification List (see forms).
- \_\_\_ a. Advise camp and day care directors of emergency classification.
  - \_\_\_ b. Verify transportation needs and note on Transportation Resource Summary (see forms).
  - \_\_\_ c. Advise them to monitor a local EAS Station or listen for activation of Tone Alert Monitor.
  - \_\_\_ d. Give Day Care and Camp Directors the phone number they can reach you at. Request telephone call from Day Care and Camp Directors when:
    - \_\_\_ (1) Transportation arrives at Day Care Centers and/or Camps.

Special Facilities Assistant (continued)

- \_\_\_ 4. If instructed notify nursing/group homes listed in Special Facilities Notification List (see forms), of emergency and obtain their resource needs:
  - \_\_\_ a. Contact Nursing Home Administrator/Group Home Resident Manager and:
    - \_\_\_ (1) Notify them of the emergency classification.
    - \_\_\_ (2) Give Administrator/Manager your telephone number.
  - \_\_\_ b. Obtain nursing/group home resource needs; if available. Otherwise, request nursing/group home Administrator/Manager to call you back with the information.
    - \_\_\_ (1) Receive transportation, equipment, and host facility data on Transportation Resource Summary (see forms). Write on sheets data information.
    - \_\_\_ (2) Determine number of KI and dosimetry and PPE needed for staff remaining behind with patients unable to evacuate, and KI and PPE for patients.
    - \_\_\_ (3) Indicate time call was completed and proceed to next call.
- \_\_\_ 5. If instructed to notify major industries and historical sites identified on Special Facilities Notification List (see forms).
  - \_\_\_ a. Advise them to listen to an EAS Station or listen for activation of the Tone Alert Monitor.
- \_\_\_ 6. Provide Special Facilities Coordinator with status of nursing home/group, day care centers, children's camps, major industries and historical sites.
- \_\_\_ 7. Brief alternate of events and actions prior to shift change.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Special Facilities Coordinator or Emergency Management Director and complete any outstanding actions under ALERT.
- \_\_\_ 2. If instructed to notify Camp and Day Care Directors identified on Special Facilities Notification List (see forms).
  - \_\_\_ a. Notify contact person of emergency classification.
  - \_\_\_ b. Request any changes of information of Special Facilities Notification List. Provide copies of the completed or modified Special Facilities Notification List to Special Facilities Coordinator for distribution to the Emergency Management Director and Transportation Officer.

Special Facilities Assistant (continued)

- \_\_\_ c. Confirm Braintree High School is ready through Special Facilities Coordinator.
- \_\_\_ d. Once the State directs precautionary transfers, instruct contact person to implement precautionary transfer.
- \_\_\_ e. Receive notification through Director (camp or day care) that buses have departed for Braintree High School. Indicate on Special Facilities List (see forms).
- \_\_\_ f. Confirm with Special Facilities Coordinator arrival and registration of students and staff at designated host facility (Braintree High School).
- \_\_\_ g. Receive names of children registered at Mass Care Shelters after 8 P.M. from Special Facilities Coordinator.

NOTE: Precautionary transfer may occur on ALERT - at discretion of State.

- \_\_\_ 3. If instructed to update transportation, equipment and host facility information for nursing/group homes:
  - \_\_\_ a. Contact Nursing Home Administrators/Group Home Resource Managers identified on Special Facilities Notification List (see forms).
  - \_\_\_ b. Advise Administrators/Managers of change in emergency classification.
  - \_\_\_ c. Request any changes of information on Special Facilities Notification List (see forms). Make necessary corrections.
  - \_\_\_ d. Confirm with Administrator/Manager that Host Facility resources are adequate.
  - \_\_\_ e. Confirm KI, PPE and dosimetry supplies are adequate.
- \_\_\_ 4. Provide Special Facilities Coordinator status of nursing/group homes, day care centers and children's camps:

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Special Facilities Coordinator or Emergency Management Director and complete actions under SITE AREA EMERGENCY.



Special Facilities Assistant (continued)

\_\_\_ 2. If GENERAL EMERGENCY is first notification received and if instructed to notify, notify Camp and Day Care Directors listed on Special Facilities Notification List (see forms):

\_\_\_ a. Notify Transportation Officer to dispatch the number of buses to the camps and Day Care Centers identified on Transportation Resource Summary (see forms).

\_\_\_ b. Use the following criteria to determine the appropriate response action.

IF: buses for the day care and camps have not departed for host facility (Braintree High School)	<u>AND</u>	THEN: have assistant(s) if available to:
--	------------	--

NO PROTECTIVE ACTION for Duxbury (Subarea 9 and 4) is identified nor any evacuation directive issued for any subarea

Instruct Camp and Day Care Directors to proceed immediately to their host facility.  
  
Follow Precautionary Transfer Response Action Steps.

EVACUATION for any subarea is identified

Instruct Camp and Day Care Directors to go to the Reception Center/Host **Facility**  
  
Follow evacuation Response Action Steps.

SHELTERING for Duxbury is identified

Instruct Camp and Day Care Directors to implement sheltering Response Action Steps.

\_\_\_ 3. Update transportation, equipment, and host facility information for nursing/group homes.

\_\_\_ a. Contact Nursing Home Administrators/Group Home Residence Managers identified on Special Facilities Notification List (see forms).

\_\_\_ b. Advise Administrators/Managers of change in emergency classification.

Special Facilities Assistant (continued)

- \_\_\_ c. Request any changes of information on Special Facilities Notification List (see forms). Make necessary corrections.
- \_\_\_ d. Confirm with Administrator/Manager that Host Facility resources are adequate.
- \_\_\_ e. Provide Transportation Officer nursing/group homes update.
- \_\_\_ f. If the **Radiological Officer** informs you that MDPH has authorized the ingestion of KI by Nursing home staff and patients, notify nursing homes and advise of recommendation and also direct staff to read dosimetry as required. Ensure that PPE has been distributed as directed and supplied by Duxbury EMD.

IF SHELTERING OF DUXBURY IS DIRECTED:

- \_\_\_ 4. If instructed to: Notify Nursing Home Administrators/Group Home Residence Managers listed in Special Facilities Notification List (see forms) and inform them of the sheltering directive. Advise them to move away from windows.
- \_\_\_ 5. If instructed to: Notify Nursing Home Administrators/Managers when sheltering is terminated.

IF EVACUATION OF DUXBURY IS DIRECTED:

- \_\_\_ 6. If instructed to: Notify nursing/group homes listed in Special Facilities Notification List (see forms) of Protective Action Directive:
  - \_\_\_ a. Advise Nursing Home Administrators/Group Home Residence Managers of Protective Action Directive.
  - \_\_\_ b. Confirm with Administrator/Manager the names and locations of designated host facilities for nursing/group home residents.
  - \_\_\_ c. Ask Nursing Home Administrator if any residents will not be evacuated due to their serious medical condition. If so, request Administrator to provide:
    - \_\_\_ (1) the name.
    - \_\_\_ (2) the telephone number of the individual who will be responsible for the care of these residents during the emergency.
  - \_\_\_ d. Request telephone call from Nursing Home Administrator when:
    - \_\_\_ (1) Transportation arrives at nursing home.
    - \_\_\_ (2) Transportation vehicles have departed for host facility. Indicate on Transportation Resource Summary (see forms).
    - \_\_\_ (3) Nursing home residents have arrived at Host Facility.

Special Facilities Assistant (continued)

- \_\_\_ 7. Monitor and periodically report to the Special Facilities Coordinator the status of nursing/group home, day care centers, and children's camp populations.
- \_\_\_ 8. At the end of emergency, report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and to drop off dosimetry.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. If evacuated, arrange return transportation for nursing/group homes:
  - \_\_\_ a. Notify nursing home administrators/managers of authorized Return.
  - \_\_\_ b. Call nursing home Administrators at Host Facilities and receive transportation needs for return of nursing home residents.
  - \_\_\_ c. Provide Transportation Officer with list of nursing/group home Return transportation requirements.
  - \_\_\_ d. Monitor reopening of nursing/group homes.
- \_\_\_ 2. If evacuated, arrange return transportation for day care and camp personnel.
- \_\_\_ 3. Periodically advise Health EOC Representative on status of activities.

TOWN OF DUXBURY  
**RADIOLOGICAL OFFICER**  
STANDARD OPERATING PROCEDURE  
DUX-08

## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Radiological Officer .....	5

### Forms

- Dosimetry Coordinator Kit Inventory Sheet
- Dosimetry Instruction Briefing Card
- Dosimetry Log
- Emergency Worker Dose Authorization Log
- Emergency Worker Exposure (EWE) Form
- Regulatory Guide 8.13 Acknowledgment Form

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the **Radiological Officer (RO)** in accomplishing specific responsibilities during an emergency at the Pilgrim Nuclear Power Station. The **Radiological Officer's** major responsibilities are coordination of radiological activities, updating the EOC and field staff, and informing MEMA Region II of any request along with relaying permission from MDPH for emergency workers to exceed their specific administrative limits.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. **Radiological Officer** (EOC Dosimetry Coordinator)
  - Ensure the distribution of dosimetry, Potassium Iodide (KI) and record forms for emergency workers via the dosimetry coordinators.
  - Ensure the distribution of PPE as directed and supplied by Duxbury EMD.
  - Monitor the accumulated emergency worker dose.
  - Ensure emergency worker exposure limits established by MDPH are followed during the emergency.
  - Advise EOC staff and MEMA Region II on Emergency Worker Exposure.
  - Check availability and provide radiological equipment.
  - Monitor Regional Emergency Worker Monitoring and Decontamination Station's (REWMDS) operations via Region II **Radiological Officer**.
  - Relay and request permission from MDPH (through MEMA Region II **Radiological Officer**) for emergency workers to exceed their exposure limits.
  - Serve as Dosimetry Coordinator for EOC Staff.
  - Ensure that all radiological procedures are being followed.
  - Request any additional resources from **Radiological Officer**, MEMA Region II.

Part 1: Concepts (continued)

Related Agency Responsibilities

1. **Radiological Officer** - MEMA Region II
  - Maintain radiological exposure records for all MEMA Region II emergency workers.
  - Ensure that emergency worker exposure limits are observed.
  - Report emergency worker exposures to MDPH.
  - Provide additional Radiological Equipment to local communities.
  - Provide monitoring and decontamination guidance for Town **Radiological Officer**.
  - Relay and request permission from MDPH for Town emergency workers to exceed their exposure limits.
  - Collect all DLR and EWE Forms for MDPH from Regional EWMS.
  - Relays state authorization to allow use of KI by emergency workers.

## Part 2: Response Actions

### Radiological Officer

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher through the Emergency Response Organization paging system. Respond by telephoning the number on the pager and giving your estimated time of arrival (ETA).
- \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Inform Emergency Management Director (EMD) of your presence.
  - \_\_\_ c. Receive a briefing from the EMD on the status of the emergency.
  - \_\_\_ d. Set up and check equipment and supplies at EOC. Report shortages to MEMA Region II RO.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Review and act on any important message received to date.
  - \_\_\_ g. Send messages and maintain a log of your activities.
  - \_\_\_ h. Establish communications with:
    - \_\_\_ (1) MEMA Region II RO.
    - \_\_\_ (2) Fire Dosimetry Coordinator.
    - \_\_\_ (3) Police Dosimetry Coordinator.
    - \_\_\_ (4) Harbormaster Dosimetry Coordinator.
    - \_\_\_ (5) DPW Dosimetry Coordinator.
    - \_\_\_ (6) Bay Path Nursing Home (indirectly through the Special Facilities Coordinator).
- \_\_\_ 2. Direct Department Dosimetry Coordinators to pick up their respective Dosimetry Coordinator's Kits.
- \_\_\_ 3. Instruct the Department Dosimetry Coordinators to:
- \_\_\_ a. Issue Dosimetry to the emergency workers using the Dosimetry Coordinator Procedure.
  - \_\_\_ b. Distribute PPE as directed and supplied by Duxbury EMD.



Radiological Officer (continued)

- \_\_\_ c. Maintain a log of all activities.
  - \_\_\_ d. Report back on an hourly basis to the RO.
  - \_\_\_ e. Inform RO of missing items in Dosimetry Coordinator Kit.
- \_\_\_ 4. Notify the MEMA Region II RO when all control DLRs have been stored in their lead containers.

NOTE: Fire, Police, EOC, DPW, and Harbormaster Dosimetry Kits' Control DLRs will be stored in their lead containers kept in the EOC. Bay Path Nursing has a lead container at their location. Contact must be made to Bay Path Nursing Home (indirectly through the Special Facilities Coordinator) to instruct them to place the control DLRs into the lead containers.

- \_\_\_ 5. Inventory the EOC Dosimetry Kit using the Dosimetry Coordinator Kit Inventory Sheet (see forms).
- \_\_\_ 6. Prepare dosimeter charger for use per instructions on the charger case.
- \_\_\_ 7. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.
- \_\_\_ 8. Prepare dosimetry packets for distribution to emergency workers. Prepare each dosimetry packet as follows:
- \_\_\_ a. Obtain the following items for each dosimetry packet:
    - \_\_\_(1) Low Range (0-200 mR) DRD
    - \_\_\_(2) High Range (0-20 R) DRD
    - \_\_\_(3) DLR
    - \_\_\_(4) Emergency Worker Exposure (EWE) form
    - \_\_\_(5) Neck Chains
    - \_\_\_(6) Plastic Bag
    - \_\_\_(7) One 130 mg KI Tablet
    - \_\_\_(8) KI Information sheet
    - \_\_\_(9) Dosimetry Instruction Briefing Card
  - \_\_\_ b. Record today's date and serial number of each of the DRDs and the DLR on the Emergency Worker Exposure Form (see forms)
  - \_\_\_ c. Place all items in the plastic bag.

Radiological Officer (continued)

- \_\_\_ 9. Distribute dosimetry packets to EOC emergency workers and provide briefing.
  - \_\_\_ a. Obtain Dosimetry Log (see forms) from Dosimetry Kit. Record the current date and name of your organization in the designated blocks.
  - \_\_\_ b. Give one dosimetry packet to each emergency worker. Copy emergency worker name from each Emergency Worker Exposure Form onto the Dosimetry Log.
  - \_\_\_ c. Instruct individuals to inventory their dosimetry packets.
  - \_\_\_ d. Direct each individual to complete the personal information at the top of the Emergency Worker Exposure Form.
  - \_\_\_ e. Advise each individual to verify the dosimetry serial numbers recorded in the Emergency Worker Exposure Form.
  - \_\_\_ f. Direct individuals to record the current reading of each of the DRDs in the appropriate "Initial" block of the Emergency Worker Exposure Form.
  - \_\_\_ g. Advise each individual to wear dosimetry on the upper torso and to keep remainder of packet with the person at all times.
  - \_\_\_ h. Review the Dosimetry Instruction Briefing Card with all individuals.
  - \_\_\_ i. Inform all workers of the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA.
  - \_\_\_ j. Instruct all females to read and sign the "Regulatory Guide 8.13 Acknowledgment Form." (see forms)
- \_\_\_ 10. Receive confirmation from Carver **Radiological Officer** that the Regional EWMS has been activated (1-508-866-6210, 5361, or 5362).
  - \_\_\_ a. Inform Emergency Management Director.
- \_\_\_ 11. Distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 12. Maintain a log of all your activities.
- \_\_\_ 13. Stand by for further instructions.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization paging system or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.

Radiological Officer (continued)

- \_\_\_ 2. Receive confirmation from Region II **Radiological Officer** that the set-up of the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary, Carver, MA, is complete.
  - \_\_\_ a. Inform Emergency Management Director.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization paging system or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.
- \_\_\_ 2. Ensure the Regional EWMDS is operational.
- \_\_\_ 3. Contact the Department Dosimetry Coordinators and instruct them to have the following message relayed to their emergency workers:

"Attention all Duxbury Emergency Worker Personnel. Read your dosimetry every 15 minutes unless otherwise directed . Advise workers to refer to the Dosimetry Instruction Briefing Card".

- \_\_\_ 4. Stand by for MEMA to relay Protective Action Directive(s).

- \_\_\_ 5. If the State issues Protective Action Directive for Duxbury (Subarea 9 or 4) Then take these actions:

For Sheltering

- \_\_\_ a. Contact the Department Dosimetry Coordinators and instruct them to have the following message relayed to their workers:

"ATTENTION, ATTENTION Duxbury Emergency Personnel. There has been a Sheltering Protective Action Directive issued for your area. Please shelter all emergency workers who do not need to be outside. Close windows and doors, shut down ventilation systems which exchange outside air".

Protective Action  
Directive for  
Duxbury (Subarea 9 or 4)

Then take these actions:

---

For Sheltering (cont.)

- \_\_\_ b. Verify the EOC is taking the same sheltering precautions.
  - \_\_\_ c. Ensure all Dosimetry Coordinators have instructed emergency workers to:
    - \_\_\_ (1) Read dosimeters every 15 minutes if a release is in progress.
    - \_\_\_ (2) Immediately notify their respective Dosimetry Coordinator of readings of 100mR, 175mR, or each 1Rem increment.
  - \_\_\_ d. Receive periodic status reports on an hourly basis.
  - \_\_\_ e. Provide periodic status reports to the Emergency Management Director on a hourly basis.
- 

For Evacuation

- \_\_\_ a. Contact the Department Dosimetry Coordinators and instruct them to have the following message relayed to their workers:

"There has been an Evacuation Protective Action Directive issued for your area. After your personnel have completed emergency procedures, direct them to the Regional EWMDS located at the Erwin K. Washburn Primary School, Carver, MA, for monitoring. Please shelter all other Emergency Workers who do not need to go outside. Close windows and doors, shut down ventilation systems which exchange outside air".

Radiological Officer (continued)

- For Evacuation (continued)
- \_\_\_\_\_ b. Ensure all Dosimetry Coordinators have instructed emergency workers to:
    - \_\_\_\_\_ (1) Read dosimeters every 15 minutes if a release is in progress.
    - \_\_\_\_\_ (2) Immediately notify their respective Dosimetry Coordinator of readings of 100mR, 175mR or each 1Rem increment.
  - \_\_\_\_\_ c. Verify the EOC is taking the same sheltering precautions
  - \_\_\_\_\_ d. Receive periodic status reports on an hourly basis.
  - \_\_\_\_\_ e. Provide periodic status reports to the Emergency Management Director on a hourly basis.
- 

- \_\_\_\_\_ 6. Stand by for MDPH authorization through MEMA Region II RO to allow use of KI by emergency workers.
  - \_\_\_\_\_ a. Inform EM Director.
- \_\_\_\_\_ 7. Receive state advisories and directed actions.
- \_\_\_\_\_ 8. Stand by to receive Dosimetry Coordinator(s) request for permission to exceed emergency worker doses.

If the worker is approaching the DRD Reading:

Then take this action:

100mR, 175mR or each 1Rem increment

- Relieve the Emergency Worker of duties and have him/her report to the Regional Emergency Worker Monitoring And Decontamination Station (REWMDS).

OR

- Verify that relief for the worker is not possible.

Radiological Officer (continued)

DRD thresholds established by MDPH at Time of Emergency	<ul style="list-style-type: none"><li>- Request permission from MDPH through MEMA Region II <b>RO</b> before emergency worker exceeds the specific dose limit.</li><li>- Log authorization on Emergency Worker Dose Authorization Log (see forms).</li></ul>
DRD life-saving limit established by MDPH at time of emergency	<ul style="list-style-type: none"><li>- Relieve the emergency worker of duties and have him/her report to the emergency worker monitoring and decontamination station.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>- Verify that the request is for a life saving mission.</li><li>- Request permission from MDPH through MEMA Region II before emergency worker exceeds the specified dose limit.</li><li>- Ensure worker is issued a high range DRD (0-200 Rem).</li><li>- Log authorization on Emergency Worker Dose Authorization Log (see forms).</li></ul>
DRD readings exceeding MDPH life-saving limits.	<ul style="list-style-type: none"><li>- Permitted only on a voluntary basis to persons fully aware of risks involved.</li></ul>

- \_\_\_ 9. Notify the Emergency Management Director as emergency workers have been authorized to exceed exposure limits.
- \_\_\_ 10. Direct the worker to the Regional EWMDS when any of the following occurs:
  - \_\_\_ a. Mission is completed.
  - \_\_\_ b. Dosimetry is lost or damaged.
  - \_\_\_ c. Maximum permissible dose is reached.
  - \_\_\_ d. Radio communications are lost.
- \_\_\_ 11. Take the following actions if MEMA Region II **RO** notifies of MDPH recommendation to take KI:
  - \_\_\_ a. Notify each Dosimetry Coordinator.

Radiological Officer (continued)

- \_\_\_ b. Confirm that adequate supplies of KI are distributed to each agency.
- \_\_\_ c. Instruct Health EOC Representative to inform nursing homes of the recommendation to take KI, for patients and staff not evacuating.
- \_\_\_ d. Notify EOC Staff of MDPH's recommendation to take KI.
- \_\_\_ e. If adverse effects to KI are reported:
  - \_\_\_ (1) Ensure emergency workers have been directed to the Regional EWMDS to seek medical evaluation.
  - \_\_\_ (2) Relay all reported effects to MEMA Region II RO.
- \_\_\_ 12. Receive updates from Region II Radiological Officer on Regional EWMDS activities.
- \_\_\_ 13. Ensure workers are directed to Regional EWMDS for monitoring and dosimetry drop off.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. At the completion of the emergency, cease operations when instructed by the Emergency Management Director. Participate in discussion with Relocation/Reentry/Return Team.
  - \_\_\_ a. Contact Dosimetry Coordinators and request they send their paperwork, dosimetry, and lead storage containers with control DLRs (if applicable) to the REWMDS.
  - \_\_\_ b. Direct emergency workers to the Regional EWMDS for monitoring and to drop off their dosimetry and Emergency Worker Exposure Forms after completing their assignments. Ensure that all emergency workers receive a copy of their EWE Forms.
  - \_\_\_ c. Gather all DLRs (for processing) and dosimetry/KI forms for pickup by MEMA Region II RO at REWMDS.
  - \_\_\_ d. Receive from Dosimetry Coordinators missing items from Dosimetry Kits and forward this information to the Emergency Management Director.
- \_\_\_ 2. Ensure the accountability and control of contaminated waste is in effect until it is turned over to MDPH.
- \_\_\_ 3. Gather all logs and forward to EMD.

TOWN OF DUXBURY  
TRANSPORTATION  
STANDARD OPERATING PROCEDURE  
DUX-09



## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	6
Transportation Officer.....	6
Duxbury Transportation Liaison .....	12
Forms	
Special Facilities Notification List	
Special Needs List	
Staging Area Layout	
Transportation Briefing Sheet	
Transportation Resource/Needs Summary	
Supporting Documents	
Transportation Staging Areas and Reception Centers	
Staging Area Dispatch Log (from Marshfield's IPs)	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to provide guidance to the Transportation Group in accomplishing their assigned responsibilities of providing transportation resources to the transportation dependent population within the EPZ during an emergency at the Pilgrim Nuclear Power Station (PNPS). This population includes the general public without transportation; school students; nursing homes; group homes and mobility impaired persons at home.

### CONCEPT OF OPERATIONS

#### Responsibilities:

1. Transportation Officer
  - Coordinate transportation requirements and requests with Massachusetts Emergency Management Agency (MEMA) Region II Transportation Officer.
  - Coordinate with the School Superintendent, the Special Facilities Coordinator and the Special Needs Officer to arrange transportation for schools, nursing homes, day care centers, children's camps and special needs population.
  - Coordinate Transportation Staging Area notification, activation, and use with the Marshfield Transportation Officer.
  - Provide transportation out of the EPZ for those individuals or facilities identified.
  - Communicate with the Transportation Staging Area Manager and Duxbury Transportation Liaison providing briefings and updates on transportation requirements and routes.
  - Brief Transportation Staging Area Manager and Duxbury Transportation Liaison on events, radiological conditions and protective actions as required.
  - Periodically brief the Emergency Management Director on vehicle mobilization, manpower requirements, evacuation progress and situation changes.
  - Mobilize transportation resources.

Part 1: Concepts (continued)

2. Duxbury Transportation Liaison

Assist vehicle dispatchers at the Martinson Elementary School Transportation Staging Area with:

- Issuing vehicle drivers maps and instruction packets at the Transportation Staging Area for Duxbury.
- Dispatching vehicles from Transportation Staging Area using applicable forms and logs for bus routes for Duxbury.
- Receiving route assignments of Special Facilities and homes from Transportation Staging Area Manager for Duxbury.
- Ensure all vehicles have communications capabilities for travel to Duxbury.

Related Responsibilities

1. Transportation Staging Area Manager (Marshfield)

- Operate the Transportation Staging Area to ensure timely dispatching of buses, vans, ambulances and other vehicles.
- Supervise Vehicle Dispatcher as necessary.
- Assist Vehicle Dispatcher in distributing maps and other equipment at the Transportation Staging Area.
- Update the Transportation Officer on vehicle mobilization, manpower requirements, evacuation progress and situation changes.
- Brief Vehicle Dispatcher and Transportation Dosimetry Coordinator on protective action directives as needed.

2. Vehicle Dispatchers (Marshfield)

- Issue Vehicle Drivers maps and instruction packets at the Transportation Staging Area.
- Dispatch vehicles from Transportation Staging Area using applicable forms and logs for bus routes.
- Receive route assignments of Special Facilities and homes from Transportation Staging Area Manager.
- Ensure all vehicles have communications capabilities.

NOTE: Duxbury Transportation Liaison will assist Vehicle Dispatchers with Duxbury assignments.

Part 1: Concepts (continued)

3. Transportation Dosimetry Coordinator (Marshfield)
  - Receive briefing from **Radiological Officer** on radiological conditions and protective actions.
  - Inventory Dosimetry Kits at EOC.
  - Zero all self-reading Dosimeters.
  - Proceed to Transportation Staging Area.
  - Brief drivers on protective action directives and issue dosimetry.
  - Issue PPE as directed and supplied by Duxbury EMD.
4. School Superintendent
  - Coordinate with the Transportation Officer to assess school transportation requirements.
  - Maintain contact with school principals on emergency response status.
  - Monitor status of school evacuation.
5. School Principals
  - Report transportation needs to School Superintendent.
  - Monitor evacuation to host facilities.
6. Special Facilities Coordinator
  - Coordinates transportation needs for nursing homes, day care centers, children's camps, and group facilities.
  - Reports transportation needs to Transportation Officer.
7. Special Needs Officer
  - Coordination of transportation for special needs population.
8. Emergency Management Director or Public Safety Dispatcher
  - Notify Transportation Officer of emergency classifications.
9. RACES Radio Operator
  - Provide radio communication between Transportation Staging Area (Martinson Elementary School in Marshfield) and the EOC.
10. MEMA Region II Transportation Officer
  - Provide transportation as requested by Duxbury Transportation Officer.
11. Harbormaster
  - Coordination of beach and harbor populations.

Part 2: Response Actions

Transportation Officer

UNUSUAL EVENT

- \_\_\_ 1. No notification provided. No action required.

ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher. Respond by telephoning the number on the pager and giving your estimated time of arrival (ETA).
- \_\_\_ 2. Report to the EOC.
- \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Inform Emergency Management Director (EMD) of your presence.
  - \_\_\_ c. Receive a briefing from the EMD on the status of the emergency.
  - \_\_\_ d. Set up equipment and supplies.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Notify your Duxbury Transportation Liaison to report to the EOC.
  - \_\_\_ g. Report to the **Radiological Officer** for dosimetry packet.
  - \_\_\_ h. Review and act on any important messages received.
  - \_\_\_ i. Send messages and maintain log of all your activities.
- \_\_\_ 3. Confirm with the Marshfield Transportation Officer that the Martinson Elementary School (Marshfield) will be available for Transportation Staging Area use, and that the Transportation Staff has been notified.
- \_\_\_ 4. Determine Town of Duxbury transportation requirements.

For this group:	Using appropriate completed form from:
Duxbury Public Schools	- School Superintendent using Transportation Resource/Need Summary (see forms).
Day Care Centers	- Special Facilities Coordinator using Transportation Resource/Need Summary (see forms).
Children's Camps	- Special Facilities Coordinator, using Transportation Resource/Need Summary (see forms).

Transportation Officer (continued)

Nursing Homes Group Homes	- Special Facilities Coordinator, using Special Facilities Notification List, (see forms).
Special Needs Population	- Special Needs Officer using Special Needs List, (see forms).
Transportation dependent members of the General Public	- Transportation Resource/Need Summary (see forms)

- \_\_\_ 5. Confirm all group needs on Transportation Resource/Needs Summary, (see forms).
- \_\_\_ 6. Provide updated additional needs using the Transportation Resource/Needs Summary information to MEMA Region II Transportation Officer via telephone (see Emergency Telephone Directory).
- \_\_\_ 7. Notify the following agencies of Estimated Time of Arrivals (ETA's) and needed school transportation vehicles, using Transportation Needs Summary.
  - \_\_\_ a. School Superintendent
  - \_\_\_ b. Special Facilities Coordinator
  - \_\_\_ c. Emergency Management Director
- \_\_\_ 8. Confirm with the School Superintendent and Special Facilities Coordinator when pre-staging of all vehicles needed for schools, day care centers and children's camps including those from MEMA Region II, is completed and follow up with a message to MEMA Region II Transportation Officer.
- \_\_\_ 9. Communicate with School Superintendent and Special Facilities Coordinator confirming status of vehicles, including changes in need due to parental pickup.
- \_\_\_ 10. If extended operations require a shift change:
  - \_\_\_ a. Notify alternate to report to the EOC.
  - \_\_\_ b. Brief alternate.

Transportation Officer (continued)

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization Paging System or Emergency Management Director (if EOC is activated). If this is the initial page, respond per instructions in Step 1 under ALERT.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Ensure Duxbury Transportation Liaison has been notified of emergency classification and is departing for the Transportation Staging Area located at Martinson Elementary School in Marshfield.
- \_\_\_ 4. Receive updated Special Needs List from Special Needs Officer.
- \_\_\_ 5. Establish contact with the Duxbury Transportation Liaison via RACES Operator.
  - \_\_\_ a. Verify if (781)834-5020 is the phone contact number with the Transportation Staging Area. If not contact Marshfield Transportation Officer for the phone number.
  - \_\_\_ b. Verify with the Duxbury RACES Operator if radio contact can be utilized with the Transportation Staging Area.
  - \_\_\_ c. Ensure that the Duxbury Transportation Liaison has received a copy of the initial Special Needs List that identifies pre-determined transportation request.
  - \_\_\_ d. Once communication link has been established, request the Duxbury Transportation Liaison to report in when Transportation Staging Area is operational.
- \_\_\_ 6. Update the Transportation Resource/Needs Summary (see forms) and request dispatch of needed resources from MEMA Region II Transportation Officer.
  - \_\_\_ a. Obtain ETA of transportation resources from MEMA Region II Transportation Officer.
- \_\_\_ 7. As Special Needs List is updated by Special Needs Officer and staff, contact Duxbury Transportation Liaison and provide the following:
  - a. Name
  - b. Address
  - c. Location (if possible)
  - d. Telephone number
  - e. Transportation need

### Transportation Officer (continued)

- \_\_\_ 8. Report ETA of needed resources to Duxbury Transportation Liaison using the Transportation Resource Needs Summary.
- \_\_\_ 9. Receive notification of school, day care and children's camps departure to host facility from:
  - \_\_\_ a. School Superintendent
  - \_\_\_ b. Special Facilities Coordinator
- \_\_\_ 10. Brief EM Director on transportation status, using the Transportation Briefing Sheet, (see forms).
- \_\_\_ 11. If extended operations require shift change:
  - \_\_\_ a. Notify alternate to report to the EOC.
  - \_\_\_ b. Brief alternate Transportation Officer.
  - \_\_\_ c. Notify alternate Duxbury Transportation Liaison to report to the EOC.
  - \_\_\_ d. Brief alternate Duxbury Transportation Liaison and dispatch to the Transportation Staging Area to relieve first shift.
  - \_\_\_ e. Instruct Transportation Staging Area first shift personnel (i.e. Duxbury Transportation Liaison) to remain on stand by.

### GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher, or EM Director if already mobilized to the EOC.
- \_\_\_ 2. If this is the initial notification of an emergency, contact MEMA Region II Transportation Officer and request vehicles as listed in the Transportation Resource/Needs Summary (see forms).
- \_\_\_ 3. Complete all actions under SITE AREA EMERGENCY.
- \_\_\_ 4. Obtain updates of transportation needs from:
  - \_\_\_ a. School Superintendent for schools, if appropriate.
  - \_\_\_ b. Special Needs Officer for Special Needs Population.
  - \_\_\_ c. Special Facilities Coordinator for nursing homes, group homes, children's camps, and day care centers.



Transportation Officer (continued)

- \_\_\_\_ d. Duxbury Transportation Liaison for Duxbury pick up point and routes.
- \_\_\_\_ 5. Update Transportation Resource/Needs Summary (see forms) and report information to MEMA Region II Transportation Officer.
  - \_\_\_\_ a. Obtain information from MEMA Region II regarding status of needed resources and ETA.
- \_\_\_\_ 6. As Special needs List is updated by Special Needs Officer and staff, contact Duxbury Transportation Liaison and provide the following:
  - a. Name
  - b. Address
  - c. Location (if possible)
  - d. Telephone number
  - e. Transportation need
- \_\_\_\_ 7. Report status of needed vehicles and ETA's to:
  - \_\_\_\_ a. Special Facilities Coordinator for nursing homes, group homes, children's camps, and day care centers if appropriate.
  - \_\_\_\_ b. Duxbury Transportation Liaison for pick up and routes.
  - \_\_\_\_ c. Special Needs Officer for Special Needs Population.
  - \_\_\_\_ d. School Superintendent for schools if appropriate.
- \_\_\_\_ 8. IF SHELTERING IS DIRECTED FOR DUXBURY, notify the Duxbury Transportation Liaison for information purposes only. No action required at Transportation Staging Area.
- \_\_\_\_ 9. IF EVACUATION OF DUXBURY IS DIRECTED, ensure that the Duxbury Transportation Liaison and Marshfield Transportation Liaison are instructed to begin dispatch of vehicles.
- \_\_\_\_ 10. Prepare Transportation Briefing Sheet (see forms) obtaining required data from:
  - \_\_\_\_ a. Duxbury Transportation Liaison.
  - \_\_\_\_ b. Special Facilities Coordinator.
  - \_\_\_\_ c. School Superintendent.
  - \_\_\_\_ d. Special Needs Officer.
  - \_\_\_\_ e. MEMA Region II Transportation Officer.

Transportation Officer (continued)

- \_\_\_ 11. Receive from Duxbury Transportation Liaison or Marshfield Transportation Officer, names of Special Needs Individuals, who have been picked up.
- \_\_\_ 12. Periodically update briefing material and present it to EM Director.
- \_\_\_ 13. At end of emergency or shift, go to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry drop off.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification from the EM Director.
- \_\_\_ 2. Participate in discussions with RELOCATION/REENTRY/RETURN Committee.
- \_\_\_ 3. Participate in RELOCATION/REENTRY/RETURN discussion with RECOVERY/RETURN committee.
- \_\_\_ 4. Receive from the Special Facilities Coordinator and Special Needs Officer a transportation list to coordinate transportation requirements for nursing homes, group homes, daycares, and the special needs population.
- \_\_\_ 5. Contact the MEMA Region II Transportation Officer to ensure any transportation resource needs are being met.
- \_\_\_ 6. Upon completion of duties submit logs and other emergency records to the EM Director.

## Part 2: Response Actions

### Duxbury Transportation Liaison

#### UNUSUAL EVENT

- \_\_\_ 1. No notification received. No action required.

#### ALERT

- \_\_\_ 1. Receive notification from Duxbury Transportation Officer.
- \_\_\_ 2. Report to the Duxbury EOC.
  - \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Inform Emergency Management Director (EMD) of your presence.
  - \_\_\_ c. Receive a briefing from the Duxbury Transportation Officer on the status of the emergency. Introduce yourself to the RACES/Operator.
  - \_\_\_ d. Pick up from Transportation Officer your Transportation Staging Area Kit (includes procedure and Duxbury map).
  - \_\_\_ e. Notify your alternate (receive name from Emergency Management Director) and place on standby.
  - \_\_\_ f. Report to the **Radiological Officer** for Dosimetry Packet and PPE as directed and supplied by Duxbury EMD. Inform the **Radiological Officer** of your field assignment.
- \_\_\_ 3. Review procedure in the event of emergency escalation.
- \_\_\_ 4. Remain on standby and await further instructions from the Duxbury Transportation Officer.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Duxbury Emergency Management Director or Transportation Officer.
- \_\_\_ 2. Receive from Duxbury Transportation Officer, list of names of Special Needs Individuals and bring to TSA.
- \_\_\_ 3. Bring Transportation Summary of Special Facilities (see forms).
- \_\_\_ 4. Inform Transportation Officer of your departure to Transportation Staging Area located at Martinson Elementary School in Marshfield.
- \_\_\_ 5. Obtain briefing from Marshfield Transportation Liaison.

Duxbury Transportation Liaison (continued)

- \_\_\_ 6. Assist in Transportation Staging Area setup (see staging layout area plans).
- \_\_\_ 7. Assist Vehicle Dispatchers with vehicle requirements/assignments for Duxbury from Duxbury Transportation Liaison.
- \_\_\_ 8. As Resources arrive for Duxbury, assist Vehicle Dispatchers and complete Transportation Staging Area Dispatch Log (see forms).
  - \_\_\_ a. Record company and driver name.
  - \_\_\_ b. Time of arrival.
  - \_\_\_ c. Make an assignment.
- \_\_\_ 9. Assist Vehicle Dispatchers in issuing drivers Vehicle Information Packets for Duxbury, including:
  - \_\_\_ a. Assignment description.
  - \_\_\_ b. Route Map.
  - \_\_\_ c. Route directions.
  - \_\_\_ d. Driver Checklist.
- \_\_\_ 10. Assist Vehicle Dispatchers in advising drivers to stand by for dispatch to Duxbury.
- \_\_\_ 11. Ensure that the Duxbury RACES Operator is informed of dispatches to Duxbury.
- \_\_\_ 12. Await further instructions from the Transportation Staging Area Manager as well as Duxbury Transportation Officer.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Transportation Staging Area Manager or Duxbury Transportation Liaison.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 3. Assisting Vehicle Dispatchers, ensure all vehicles dispatched for Duxbury have been equipped with communications.

Duxbury Transportation Liaison (continued)

- \_\_\_ 4. Ensure that all arriving vehicle drivers have:
  - \_\_\_ a. Been logged in on the Staging Area Dispatch Log (see forms).
  - \_\_\_ b. Receive Vehicle Information Packets.
- \_\_\_ 5. IF SHELTERING IS DIRECTED FOR DUXBURY, notify drivers going to Duxbury and continue operations.
- \_\_\_ 6. IF EVACUATION IS DIRECTED FOR DUXBURY:
  - \_\_\_ a. Assist Vehicle Dispatchers with the dispatch of vehicles for Duxbury using Transportation Staging Area Dispatch Log.
    - \_\_\_ (1) Dispatch vehicles assigned to evacuate nursing homes, group homes, daycares, and special needs population.
    - \_\_\_ (2) Thirty minutes after notification of the evacuation, dispatch the first flights of buses to pick up residents without transportation - one bus per Route for Duxbury Routes (M-1, M-2, and M-3,) and for the Powder Point Bridge pickup point. Duxbury Transportation Liaison will distribute strip maps depicting the routes to the bus drivers.
    - \_\_\_ (3) Assist Vehicle Dispatchers in dispatching one flight of buses to service the routes and pickup point every twenty minutes until four flights have been dispatched.
    - \_\_\_ (4) Respond to any additional transportation requests as directed by the Transportation Staging Area Manager or Duxbury Transportation Liaison.
- \_\_\_ 7. In the event of extended operations, brief replacement.
- \_\_\_ 8. At completion of duties, go to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, then report back to Duxbury EOC for further instructions.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Return forms, logs and procedures to Duxbury Transportation Officer.

TOWN OF DUXBURY  
SHELTER OFFICER  
STANDARD OPERATING PROCEDURE  
DUX-10

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Shelter Officer .....	5
Forms	
Shelter Status Form	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Town of Duxbury Shelter Officer in accomplishing specific responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). Major responsibilities of the Shelter Officer include identifying and ensuring that adequate shelter facilities are available to protect the affected population, notifying Shelter owners/managers to open shelters and overseeing shelter facility operations during the emergency.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Shelter Officer
  - Assess potential shelter population from recreational areas.
  - Ensure that building space (at least 10 sq. ft. per individual) is available for persons in the affected area who may require public shelter protection.
  - Provide shelter kits.
  - Provide for the marking of shelters.
  - Notify Shelter Managers to activate shelters and receive the transient population.
  - At conclusion of emergency, notify Shelter Managers to advise shelterees that emergency is terminated, and close shelters.

#### Related Agency Responsibilities

1. Shelter Manager
  - Activate and manage shelter.
  - Monitor EAS messages for sheltering instructions.
  - Make evacuees aware of availability of KI *and PPE as directed and supplied by Duxbury EMD.*
  - Maintain a shelter log.
  - Deactivate shelter.
2. Maintenance Supervisor
  - Ensure emergency shelter sign(s) are posted.



Part 1: Concepts (continued)

- Secure windows, outside doors, and heating or ventilation system.
  - Open building to receive public.
  - Direct persons to shelter locations in building.
  - Provide logistics support for shelter operations.
  - During times when building is not open to the public, assume shelter manager duties when directed.
3. Police Department
- Provide traffic control during movement to shelters when necessary.
4. School Superintendent
- Provide for short term sheltering of students and school personnel when school is in session.
  - Prepare schools to receive the transient population.
  - Shelter the transient population.
  - Provide status briefing to Emergency Management Director.
5. Department of Public Works
- Maintain access to shelters, schools, police, fire and EOC parking areas.

## Part 2: Response Actions

### Shelter Officer

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher, or by telephone. Respond by telephoning the number on the pager and giving your estimated time of arrival. (ETA)
- \_\_\_ 2. Report to the EOC.
- \_\_\_ 3. Upon arriving at the EOC:
  - \_\_\_ a. Sign in on EOC Roster Board.
  - \_\_\_ b. Inform Emergency Management Director (EMD) of your presence.
  - \_\_\_ c. Receive briefing from Emergency Management Director on the status of the emergency.
  - \_\_\_ d. Set up equipment and supplies.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Report to Radiological **Officer** for Dosimetry Packet and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ g. Review and act on any important messages received.
  - \_\_\_ h. Send messages and keep a log of all activities.
- \_\_\_ 4. Mobilize Shelter Staff at designated Shelters:
  - \_\_\_ a. Contact Shelter Managers (Emergency Telephone Directory).
  - \_\_\_ b. Brief Shelter Managers on status of emergency.
  - \_\_\_ c. Direct Shelter Managers to notify shelter staff and place on standby.

### Shelter Officer (continued)

- \_\_\_\_\_ d. For shelters at school locations, inform the School Superintendent that the shelter staff has been placed on standby.
- \_\_\_\_\_ 5. Review procedure under SITE AREA EMERGENCY and standby for emergency escalation.

### SITE AREA EMERGENCY

- \_\_\_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization paging system or Emergency Management Director (if EOC is activated).
- \_\_\_\_\_ 2. Complete actions under ALERT.
- \_\_\_\_\_ 3. Advise Shelter Managers to prepare shelters for operation:
  - \_\_\_\_\_ a. Direct Shelter Managers to mobilize shelter staff and open facilities.
  - \_\_\_\_\_ b. Receive notification from Shelter Managers that buildings are prepared for sheltering.
  - \_\_\_\_\_ c. Advise Shelter Managers to set up KI distribution equipment including informational notices, consent forms and photocopies of KI package inserts.
  - \_\_\_\_\_ d. Advise Shelter Manager to distribute KI to those who complete consent forms or who have consent forms on file. Distribute PPE as directed and supplied by Duxbury EMD.
  - \_\_\_\_\_ e. Receive update from Shelter Manager when distribution is taking place
  - \_\_\_\_\_ f. Receive notification from Shelter Managers regarding any problems.
  - \_\_\_\_\_ g. Plot progress of shelter activation logging the results on the Shelter Status Form (see forms).
- \_\_\_\_\_ 4. Notify the Emergency Management Director when shelters are operational.
- \_\_\_\_\_ 5. Review steps for GENERAL EMERGENCY and RECOVERY/RETURN.

### GENERAL EMERGENCY

- \_\_\_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization paging system or Emergency Management Director (if EOC is activated).

Shelter Officer (continued)

- \_\_\_ a. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ b. Notify Shelter Managers of emergency classification change.
- \_\_\_ 2. **IF SHELTERING IS DIRECTED FOR DUXBURY:**
  - \_\_\_ a. Notify Shelter Managers of sheltering directive.
  - \_\_\_ b. Direct Shelter Managers to implement sheltering activities.
  - \_\_\_ c. Provide assistance to Shelter Managers as required.
  - \_\_\_ d. Inform Shelter Managers when emergency is terminated.
  - \_\_\_ e. Direct Shelter Managers to deactivate shelters.
- \_\_\_ 3. **IF EVACUATION IS DIRECTED FOR DUXBURY:**
  - \_\_\_ a. Notify Shelter Managers of evacuation directive.
  - \_\_\_ b. Direct Shelter Managers to implement evacuation activities including distribution of KI and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ c. Receive notification from Shelter Managers when sheltering operations are terminated.
  - \_\_\_ d. Direct Shelter Managers to leave the area.
- \_\_\_ 4. At the end of the emergency, go to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry return.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease all emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by Emergency Management Director that emergency is terminated.
  - \_\_\_ a. Request the following records of shelter activities from Shelter Managers:
    - \_\_\_ (1) Shelter Event logs
    - \_\_\_ (2) Report of damage to buildings
    - \_\_\_ (3) Listings of shelterees
    - \_\_\_ (4) Shelter kit shortages
  - \_\_\_ b. Turn over all documents of the shelter operation to the Emergency Management Director for filing.

TOWN OF DUXBURY  
HARBORMASTER  
STANDARD OPERATING PROCEDURE  
DUX-11

## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Harbormaster .....	5
Beach Team Leader .....	11
Dosimetry Coordinator.....	15
Forms	
Beach Alerting Instructions	
Beach Team Assignment Sheet	
Dosimetry Coordinator Kit Inventory Sheet	
Dosimetry Instruction Briefing Card	
Dosimetry Log	
Duxbury Harbormaster Beach Team Messages	
Emergency Worker Exposure (EWE) Form	
Evacuation Flyer	
Harbormaster Assignments	
Regulatory Guide 8.13 Acknowledgment Form	
Shelter Flyer (Duxbury)	
Shelter Flyer (Marshfield)	
Subarea 12 Map	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Harbormaster in accomplishing specific responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The responsibilities of the Harbormaster are to provide emergency notification to boaters, close and control access to the marine landing, restrict waterborne traffic from entering an affected area, and coordinating beach alerting response on Duxbury Beach.

### CONCEPT OF OPERATION

#### Agency Responsibilities

#### 1. Harbormaster

- Provide emergency notification to boaters and persons, and Marine facilities upon tidal areas.
- Control access to the waterways at the Mattakeeset Court Landing.
- Assist United States Coast Guard (USCG) along with the town harbormasters in establishing access control.

Ensure dosimetry is issued to department personnel.

#### 2. Beach Team Leader

- Direct "Bridge Team" and "Blakeman's Bathhouse Team" to provide emergency notification(s) to beachgoers on Duxbury Beach.
- Assist Harbormaster staff on alerting personnel on tidal flats and beach marshland.

#### 3. Dosimetry Coordinator

- Distribute dosimetry, KI and record forms for EOC emergency workers.
- Distribute PPE as directed and supplied by Duxbury EMD.
- Monitor the accumulated emergency worker dose.
- Alert the **Radiological Officer** to any emergency worker approaching established | exposure limits.

#### Related Agency Responsibilities

#### 1. Lifeguards

- Assist with beach alerting response on Duxbury Beach.

Part 1: Concepts (continued)

2. Duxbury Police Department
  - Provide emergency information to the Harbormaster from the EOC.
  - Notify boaters at boat landings.
  - Provide traffic control to harbor areas.
3. U.S. Coast Guard
  - Coordinate and provide traffic and access control for Subarea 12.
  - Assist with notification to boaters.
4. Department of Public Works
  - Provide barricades to landing areas.
5. Plymouth Harbormaster
  - Provide backup assistance if necessary in assisting with notifying and mobilizing people off Clark's Island.
6. Public Safety Dispatch Center
  - Provide initial notification to Duxbury Harbormaster of the emergency classifications.
7. Massachusetts Department of Public Health
  - Oversees the coordination of contamination control with Duxbury Harbormaster staff.
8. Launch Operators
  - Assist in picking up boaters after they have secured their boats.
9. Transportation Officer
  - Coordinate any transportation needs.



## Part 2: Response Actions

### Harbormaster

#### UNUSUAL EVENT

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher via phone or the Emergency Response Organization Paging System, standby.

#### ALERT

- \_\_\_ 1. Receive notification from the Public Safety Dispatcher through the Emergency Response Organization Paging System. Response by telephoning the number on the pager and giving your estimated time of arrival (ETA).
- \_\_\_ 2. Upon your arrival at the office, contact the Police Operations Officer at the EOC.
  - \_\_\_ a. Inform him of your arrival.
  - \_\_\_ b. Receive a briefing on the status of the emergency.
  - \_\_\_ c. Report marine and beach conditions.
  - \_\_\_ d. Report status of Harbormaster's readiness.
  - \_\_\_ e. Obtain emergency materials.
  - \_\_\_ f. Maintain a log of activities.
- \_\_\_ 3. Mobilize Harbormaster personnel:
  - \_\_\_ a. Notify on-duty personnel of emergency at Pilgrim.  
  
(Ensure notification is made to the Launch Operators, Blakeman's Bathhouse personnel and Duxbury Beach Staff, during summer season).
  - \_\_\_ b. Notify all off-duty personnel and direct them to report to Mattakeeset Court.
- \_\_\_ 4. Distribute dosimetry equipment for Harbormaster personnel in accordance with Dosimetry Coordinator response action. Distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 5. Distribute protective gear (masks).
- \_\_\_ 6. Brief/assign Harbormaster personnel following dosimetry distribution:
  - \_\_\_ a. Complete Harbormaster Assignments (see forms).

Harbormaster (continued)

- \_\_\_ b. Direct Beach Team Leader
  - \_\_\_ (1) Refer to his/her response action part in the Harbormaster Standard Operating Procedure.
  - \_\_\_ (2) Direct Beach Team to obtain emergency materials and proceed to the beach area.
  
- \_\_\_ c. Instruct communicator (BASE-1) to:
  - \_\_\_ (1) Continuously monitor communications at base station.
  - \_\_\_ (2) Maintain log of communications.
  
  - \_\_\_ (3) Instruct crews to go below, cover exposed skin, filter breathing with clothes, and do not haul your boats.
  - \_\_\_ (4) Notify Mattakeeset Court waterfront of emergency situation.
  - \_\_\_ (5) **Ensure students at Duxbury Bay Maritime Academy, Bayside Marine, Long Point Marine and Duxbury Yacht Club and any private launch services are notified** of emergency situation.
  
- \_\_\_ d. Direct individual assigned to maintain traffic control at Mattakeeset Court as follows:
  - \_\_\_ (1) Prevent all boat launchings and haulings.
  - \_\_\_ (2) Direct boaters to remove vehicles from parking areas **and leave trailers.**
  - \_\_\_ (3) Assist boaters to expedite the flow of pedestrians, boats, and vehicles away from Mattakeeset Court.
  
- \_\_\_ e. Direct Marine Units (MU-1 & MU-2) to:
  - \_\_\_ (1) Prepare/test equipment.
    - \_\_\_ (a) PA System.
  - \_\_\_ (2) Proceed to Duxbury's portion of Subarea 12 (see forms).

Harbormaster (continued)

- \_\_\_ (3) Notify boaters of subarea 12 closing by reading Harbormaster Emergency Message over PA system or other available method.

"This is Duxbury Harbormaster (staff). There is an emergency at the Pilgrim Nuclear Power Station. Please clear these waters. Tune to your radio for further information."

- \_\_\_ (4) Report progress to Harbormaster as each area is cleared.

- \_\_\_ f. Direct Launch Operators to assist in picking up people after they have secured their boats.

- \_\_\_ g. Direct ground units to:

- \_\_\_ (1) Prepare/test equipment.

- \_\_\_ (a) PA system.

- \_\_\_ (b) VHF/police radio system.

- \_\_\_ (2) Proceed to their assigned locations.

- \_\_\_ (3) Notify persons on tidal waters of subarea 12 closing by reading the following emergency message over PA System or other available method:

"This is Duxbury Harbormaster (staff). There is an emergency at the Pilgrim Nuclear Power Station. Please leave the beach and tidal flats now. Tune to your radio for further information."

- \_\_\_ (4) Report progress to Harbormaster as each area is cleared.

- \_\_\_ h. Dispatch remaining Harbormaster personnel, if necessary.

- \_\_\_ 7. Notify Clark's Island of Gurnet/Saquish:

- \_\_\_ a. Establish contact with Clark's Island residents using:

- \_\_\_ (1) VHF radio.

- \_\_\_ (2) **MNS**.

- \_\_\_ (3) Phone

- \_\_\_ (4) If all of the above means fail, a boat will be dispatched by the Harbormaster and it will proceed to the southeast coast of the island and notify the residents using the PA system on board.

### Harbormaster (continued)

- \_\_\_ b. Notify Police Operations Officer following notification of Clark's Island residents.
  - \_\_\_ c. **Notify residents if low tide prevents evacuation.**
  - \_\_\_ d. If low tide prevents evacuation of the Clark's Island residents have the Police Operations Officer contact the Plymouth Harbormaster for further assistance.
- \_\_\_ 8. Request additional assistance from Police Operations Officer as required.
  - \_\_\_ 9. Update Police Operations Officer on Subarea 12 closing:
    - \_\_\_ a. Boater notification.
    - \_\_\_ b. Boaters leaving the area.
    - \_\_\_ c. Boaters returning to the launch site.
  - \_\_\_ 10. Request additional assistance from Police Operations Officer as required.

### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization Paging System or Police Operations Officer (if EOC is activated). If this is the initial page, respond per instructions in Step 2 under ALERT.
- \_\_\_ 2. Perform actions under the ALERT.
- \_\_\_ 3. Maintain access control in Duxbury's portion of Subarea 12.
- \_\_\_ 4. Monitor the USCG announcements over the marine radio of Subarea 12 closing.
- \_\_\_ 5. Review and implement Dosimetry Coordinator Procedure, for SITE AREA EMERGENCY.

### GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher via the Emergency Response Organization Paging System or Police Operations Officer (if EOC is activated). If this is the initial page, respond per instructions in Step 2 under ALERT.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.

### Harbormaster (continued)

- \_\_\_ 3. Direct boaters to dock at prescribed landing areas and proceed to the Reception Centers. Inform them where they can pick up a Designated Reception Center Location Form for directions to the Reception Center (see forms).
- \_\_\_ 4. Inform boaters to tune to an Emergency Alert Station on their radio. (Read off the station dial numbers).

NOTE: If the MDPH declares that an area including any boaters has been contaminated, all boaters in that area should be considered to have been contaminated and the proper actions should be taken on that basis.

- \_\_\_ 5. Assist the USCG in establishing access control for Subarea 12.
- \_\_\_ 6. Review and implement Dosimetry Coordinator Procedure, for GENERAL EMERGENCY.
- \_\_\_ 7. Inform all Harbormaster personnel to report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for radiological monitoring upon completion of duties.

### RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification of Relocation/Reentry/Return phase from the Police Operations Officer or Emergency Management Director.
- \_\_\_ 2. Provide Relocation/Reentry/Return support as requested by the Emergency Management Director.
- \_\_\_ 3. Develop Relocation/Reentry/Return criteria and a plan for marine areas of Duxbury.
- \_\_\_ 4. Restrict access by boaters into and out of the Duxbury harbor and marine areas.
  - \_\_\_ a. Restrict access to emergency workers and those authorized temporary entry if deemed a restricted zone by Massachusetts Department of Public Health (MDPH).

Harbormaster (continued)

- \_\_\_ b. Take required actions to prevent the spread of contamination from the restricted waterway, per recommendations of MDPH.
    - \_\_\_ (1) Restrict shellfish harvest and fishing as per MDPH recommendations or advisories.
  - \_\_\_ c. Coordinate schedule of marine work effort within the restricted zone.
  - \_\_\_ d. Release the restricted vessels to unrestricted use when return phase exposure guidelines and decontamination plan requirements are met.
  - \_\_\_ e. Coordinate the temporary return of area boaters and local fisherman to restricted waterways.
  - \_\_\_ f. Require that persons performing restoration phase work on vessels within the restricted waterway adhere to applicable work safety and radiation standards.
  - \_\_\_ g. Ensure that contaminated materials are not removed from the restricted waterway except for the purposes of decontamination and proper disposal. Coordinate contamination control with MDPH.
  - \_\_\_ h. Remove access control restrictions from waterways when return phase exposure guidelines are no longer exceeded.
  - \_\_\_ i. Ensure affected boaters and fisherman receive periodic public information updates.
- \_\_\_ 5. Receive termination notification and instruction from the Emergency Management Director.
- \_\_\_ 6. Release boats to owners after authorization from MDPH through the Emergency Management Director.
- \_\_\_ 7. Gather records of emergency activities and submit to Emergency Management Director.
  - \_\_\_ a. Log of activities.
  - \_\_\_ b. Filled out emergency procedure.
- \_\_\_ 8. Restore service to pre-emergency status.
  - \_\_\_ a. Ensure arrangements have been made to pick-up barricades.
  - \_\_\_ b. Inventory supplies.

## Part 2: Response Actions

### Beach Team Leader

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification from Harbormaster.
- \_\_\_ 2. Obtain briefing from Harbormaster.
  - \_\_\_ a. Receive emergency information and equipment
    - \_\_\_(1) Emergency status
    - \_\_\_(2) Emergency checklist - DUX-11 (Harbormaster SOP)
    - \_\_\_(3) Emergency Flyers (shelter and evacuation)
    - \_\_\_(4) Beach Team Assignments
  - \_\_\_ b. If not already there, proceed to Duxbury Beach
  - \_\_\_ c. Maintain a log of your activities.
- \_\_\_ 3. Notify both on-duty and off-duty Beach Team personnel of Emergency at Pilgrim Nuclear Power Station (PNPS).
  - \_\_\_ a. Notify, by radio, Beach Team personnel and Beach Conservation Workers (including town lifeguards and the Blakeman Bathhouse personnel) on Duxbury beach, direct on-duty personnel to stop all activities and report to the beach building for a briefing.
  - \_\_\_ b. Direct on-duty personnel to assist in notification of off-duty workers.
- \_\_\_ 4. Direct Beach Team to pick up their dosimetry from individual assigned as dosimetry coordinator.
- \_\_\_ 5. Assign personnel to assist in Beach Alerting for Duxbury Beach.
  - \_\_\_ a. Complete Beach Team assignments (see forms) with the personnel available for duty. (Note: DPW personnel could be utilized to assist in the off season.)

### Beach Team Leader

- \_\_\_ b. Ensure assigned personnel have received dosimetry and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ c. Distribute Beach Alert kit to each team, including:
    - \_\_\_ (1) Bullhorn (if necessary)
    - \_\_\_ (2) Portable radio. (If necessary)
    - \_\_\_ (3) Beach Alerting Instructions Sheet (see forms).
  - \_\_\_ d. Distribute flyer kits to the "Bridge Team" and "Blakeman's Bathhouse Team". (See Step 6e below for flyer kit's contents.)
  - \_\_\_ e. Arrange transportation for beach alerting personnel.
- \_\_\_ 6. Ensure on-duty beach personnel have adequate emergency equipment.
- \_\_\_ a. Bullhorns or Public address system (PA's).
  - \_\_\_ b. Dosimetry Equipment.
  - \_\_\_ c. Beach Alerting Instruction Sheet with messages (see forms).
  - \_\_\_ d. Communications
  - \_\_\_ e. Ensure message boards are deployed.
- \_\_\_ 7. Establish communication with the Harbormaster. Update the Harbormaster on a regular basis concerning the emergency status of the Beach Team.
- \_\_\_ 8. Supervise beach alerting activities.
- \_\_\_ a. Direct personnel to broadcast the "ALERT" classification message (see Beach Alerting Instruction Sheet).
- \_\_\_ 9. Upon completion of beach alerting and evacuation:
- \_\_\_ a. Notify Harbormaster of completion.
  - \_\_\_ b. Assign "Bridge Team" and "Blakeman's Bathhouse Team" to maintain beach security.



## Beach Team Leader

- \_\_\_ c. Direct available personnel to stand-by for reassignment by the Harbormaster.

### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Harbormaster.
- \_\_\_ 2. Complete actions under Alert.
- \_\_\_ 3. Notify all Beach Team personnel of Site Area Emergency.
- \_\_\_ 4. Ensure Beach Team personnel report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, upon completion of emergency duties.
- \_\_\_ 5. IF SHELTERING IS DIRECTED FOR DUXBURY ENSURE:
  - \_\_\_ a. If any beachgoers remain on the beach:
    - \_\_\_(1) Direct Beach Team Personnel to broadcast the SHELTER message (see forms) using their bullhorn or vehicle P.A. Systems.
    - \_\_\_(2) Direct Bridge Team, assigned to man the Powder Point Bridge (east end) post, to handout "Duxbury Shelter" flyer (see forms) to each vehicle, including pickup point bus and person on foot leaving, and to post appropriate sign.
    - \_\_\_(3) Direct Blakeman's Bathhouse Team to handout "Marshfield Shelter" flyer (see forms) to each vehicle and person leaving the beach via Marshfield, and to post appropriate sign.
  - \_\_\_ b. Ensure personnel involved in field activities are following instructions in their Dosimetry Instruction Briefing Cards. (see forms)
  - \_\_\_ c. Direct Beach Team personnel not performing essential emergency duties seek shelter.

## Beach Team Leader

- \_\_\_ 6. IF EVACUATION OF DUXBURY IS DIRECTED:
- \_\_\_ a. If any beachgoers remain on the beach:
    - \_\_\_(1) Direct Beach Team Personnel to broadcast the EVACUATION message on the Beach Alerting Instruction Sheet (see forms) using their bullhorn or vehicle P.A. Systems.
    - \_\_\_(2) Direct Bridge Team, assigned to man the Powder Point Bridge (east end) post, to handout "Evacuation" flyer (see forms) to each vehicle, including pickup point buses and person on foot leaving the beach and to post appropriate sign.
    - \_\_\_(3) Direct Blakeman's Bathhouse Team also to handout "Evacuation" flyer (see forms) to each vehicle and person on foot leaving the beach and to post appropriate sign.
  - \_\_\_ b. Reassign remaining Beach Team personnel as appropriate.
  - \_\_\_ c. Ensure Beach Team personnel, involved in field activities, are following instructions in their Dosimetry Instruction Briefing Cards.

### GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Harbormaster.
- \_\_\_ 2. Complete actions under Site Area Emergency.
- \_\_\_ 3. Notify Beach Team personnel of GENERAL EMERGENCY.
- \_\_\_ 4. Direct personnel to broadcast "General Emergency" classification message (see Beach Team Messages Form) unless Step 5 or Step 6 is more appropriate.

### RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Upon termination of the emergency, instruct Beach Team personnel to:
  - \_\_\_ a. Return equipment to pre-emergency status.
  - \_\_\_ b. Assist in movement of emergency personnel and equipment for RECOVERY/RETURN activities.
- \_\_\_ 2. Submit Beach Team logs and procedure checklists used in the emergency to the Harbormaster.
- \_\_\_ 3. Ensure emergency supplies are replenished:
  - \_\_\_ a. Inventory and provide equipment/supply shortage.
  - \_\_\_ b. Submit equipment/supply shortages to the Emergency Management Director.

Part 2: Response Action

Dosimetry Coordinator

UNUSUAL EVENT

- \_\_\_ 1. Not notified at an UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. Obtain the dosimetry coordinator kit. Request pickup of kit from the Police Operations Officer at the Duxbury EOC.
- \_\_\_ 2. Inventory the Dosimetry Coordinator Kit, (inventory sheet located in kit (see forms) and inform **Radiological Officer(RO)** of any missing items).

NOTE: If your kit contains a control DLR envelope, place it inside the lead cylinder container and drop off with the remainder dosimetry to the town **Radiological Officer (RO)**, or leave at EOC when dosimetry is picked up.

- \_\_\_ 3. Determine method of communication with Duxbury **RO** while in the field.
- \_\_\_ 4. Prepare dosimeter charger for use per instructions on the charger case.
- \_\_\_ 5. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.
- \_\_\_ 6. Prepare Dosimetry Packets for distribution to emergency workers. In preparing each dosimetry packet, do as follows:

\_\_\_ a. Obtain the following items for each dosimetry packet:

- \_\_\_ (1) Low-Range (0-200mR) Direct-Reading Dosimeter (DRD)
- \_\_\_ (2) Mid-Range (0-20R) DRD
- \_\_\_ (3) DLR
- \_\_\_ (4) Emergency Worker Exposure (EWE) Form
- \_\_\_ (5) Neck Chains
- \_\_\_ (6) Plastic bag
- \_\_\_ (7) One 130 mg Potassium Iodide (KI) Tablet
- \_\_\_ (8) One KI Instruction Sheet
- \_\_\_ (9) Dosimetry Instruction Briefing Cards

NOTE: A supply of high-range (0-200R) DRDs are stored at the EOC and are available for individuals volunteering for life-saving missions.

Dosimetry Coordinator (continued)

- \_\_\_ b. Record today's date and serial number of each of the dosimeters on the EWE Form (see forms).
  - \_\_\_ (1) Low-Range (0-200mR) DRD
  - \_\_\_ (2) Mid-Range (0-20R) DRD
  - \_\_\_ (3) DLR
- \_\_\_ c. Place all items in the plastic bag.
- \_\_\_ 7. Distribute Dosimetry Packets to Emergency workers and provide briefing. Distribute PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ a. Obtain Dosimetry Log (see forms) from Dosimetry Kit. Record the current date and name of your organization in the designated blocks.
  - \_\_\_ b. Give one dosimetry packet to each dosimetry worker. Copy emergency worker name from each Emergency Worker Exposure (EWE) Form (see forms) onto the Dosimetry Log.
  - \_\_\_ c. Instruct all females to read and sign "Regulatory Guide 8.13 Acknowledgment Form (see forms).
  - \_\_\_ d. Instruct individuals to inventory their dosimetry packets. Each packet should contain each of the following (show them a sample).
    - \_\_\_ (1) Low-Range (0-200mR) DRD
    - \_\_\_ (2) Mid-Range (0-20R) DRD
    - \_\_\_ (3) DLR
    - \_\_\_ (4) EWE Form
    - \_\_\_ (5) Neck Chain
    - \_\_\_ (6) One KI Tablet
    - \_\_\_ (7) KI Instruction Sheet
    - \_\_\_ (8) Dosimetry Instruction Briefing Card
  - \_\_\_ e. Direct each individual to complete the personal information at the top of the EWE Form.
  - \_\_\_ f. Advise each individual to verify the dosimetry serial numbers recorded in the EWE Form.
  - \_\_\_ g. Direct individuals to record the current reading of each of the DRDs in the appropriate "Initial" block of the EWE Form.

Dosimetry Coordinator (continued)

- \_\_\_ h. Advise each individual to wear dosimetry on the upper torso and to keep remainder of packet with him at all times.
- \_\_\_ i. Review the instructions and information on the Dosimetry Instruction Briefing Card with all individuals.
- \_\_\_ j. Inform all workers of Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) location.
- \_\_\_ k. Review the KI instruction sheet.
- \_\_\_ 8. Instruct individuals to put the neck chain around their necks and attach the dosimetry (DRDs and DLR) to the neck chain. Proper placement of the dosimetry is achieved by wearing the dosimetry on the frontal part of the body, between the neck and the waist.
- \_\_\_ 9. Maintain a log of all your activities.
- \_\_\_ 10. Stand by for further instructions.

SITE AREA EMERGENCY/GENERAL EMERGENCY

- \_\_\_ 1. Complete actions under ALERT.
- \_\_\_ 2. Once workers are deployed, radio the following reminder to read all DRDs:
  - \_\_\_ a. Every 15 minutes (unless otherwise directed).

"Attention all Harbormaster personnel. Read your dosimeters every (\_\_\_) minutes. Report dosimetry readings of 100mR, 175mR, or each 1 Rem increment."

NOTE: Standard dosimetry packets containing (0-200mR) and (0-20R) DRDs and DLRs are adequate for any radiological emergency response function.
- \_\_\_ 3. Record the time in the appropriate block of the Dosimetry Log as readings are reported to you.

Dosimetry Coordinator (continued)

- \_\_\_\_ 4. If Town RO informs you that MEMA, Region II issues Protection Action Directive (Duxbury) Then take these actions:
- 
- For sheltering
- \_\_\_\_ a. Have the following message relayed to the emergency workers.
- "ATTENTION Duxbury Harbormaster personnel, there has been a Sheltering Protective Action Directive issued for your area. Please shelter if you do not need to go outside to perform emergency duties. Close windows and doors, shut down ventilation systems which exchange outside air. Read your dosimeters every 15 minutes. Immediately notify your Dosimetry Coordinator of readings of 100mR, 175mR, or each 1Rem increment."
- \_\_\_\_ b. Provide Periodic Status Reports to the Town RO and your supervisor on an hourly basis.
- 
- For Evacuation
- \_\_\_\_ a. Have the following message relayed to the Emergency Workers:
- "ATTENTION Duxbury Harbormaster personnel, there has been an Evacuation Protective Action Directive issued for your area. Upon completion of emergency duties, please report to the REWMDS at Erwin K. Washburn Primary School, Carver, MA, for monitoring and wait there for further instructions. Read your dosimeters every 15 minutes. Immediately notify your dosimetry coordinator when your direct-reading dosimeter(s) indicates a reading of 100mR, 175mR, or each 1 Rem increment."
- \_\_\_\_ b. Provide periodic status reports to the Town RO and your supervisor on an hourly basis.
-

Dosimetry Coordinator (continued)

\_\_\_ 5. Take the appropriate action for the following doses:

<u>If the worker is approaching the DRD reading:</u>	<u>Then inform the RO and Dept. Supervisor that worker must be:</u>
175mR without notice of MDPH revised DRD limit.	- Relieved of duty and directed to the REWMDS
-OR-	
DRD thresholds established by MDPH at time of emergency	- Authorized by MDPH (thru MEMA Region II RO) to exceed the respective limit
-OR-	
DRD life saving limit established by MDPH at time of emergency.	- Relieved of duty and directed to the REWMDS
-OR-	
	- Authorized by MDPH (thru MEMA Region II RO) for a life-saving dose and issue a High-Range (0-200R) DRD (obtain from RO).
DRD readings exceeding MDPH life saving limits.	- Permitted only on a voluntary basis to persons fully aware of risks involved.

\_\_\_ 6. Direct the worker to an assigned REWMDS when any of the following occurs:

- \_\_\_ a. Mission is completed.
- \_\_\_ b. Dosimetry is lost or damaged.
- \_\_\_ c. Maximum permissible dose is reached.
- \_\_\_ d. Radio communications are lost.

\_\_\_ 7. Take the following actions if MDPH (or thru MEMA Region II RO) recommends taking KI:

- \_\_\_ a. Record the time and the number of days recommended on the Dosimeter Log.
- \_\_\_ b. Notify all EOC personnel to make KI and record data and time on the EWE Form.
- \_\_\_ c. Radio the following instruction:

"Attention all Duxbury Harbormaster personnel. Take one tablet of potassium iodide (KI) now. Record the date and time on the EWE Form.

Dosimetry Coordinator (continued)

- \_\_\_ d. If any worker reports adverse affects to KI perform the following:
  - \_\_\_ (1) Advise the worker to discontinue taking KI and to report to a doctor as soon as practical.
  - \_\_\_ (2) Inform the MEMA Region II RO of all reported side affects. |
- \_\_\_ 8. Provide exposure information to the RO as requested. |
- \_\_\_ 9. Discuss any abnormal readings with the RO. |
- \_\_\_ 10. If an emergency worker is issued a new dosimetry packet re-enter name, new DLR number, and place an "X" in 100mR, 175mR, and each 1Rem increment previously recorded on the Dosimetry Log.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. After the emergency has terminated:
  - \_\_\_ a. Direct Emergency Worker to the REWMDS located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Send the Dosimetry Log, paperwork and unused Dosimetry to the REWMDS for monitoring.
  - \_\_\_ c. Take inventory of missing items in Dosimetry Kit, forward this information to EMD.



TOWN OF DUXBURY  
SPECIAL NEEDS STAFF  
STANDARD OPERATING PROCEDURE  
DUX-12

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Special Needs Officer.....	5
Special Needs Assistant.....	11
Forms	
Special Needs List - Confidential (see EMD)	
Special Needs Messages and Questionnaire	
TTY Notification List	
Transportation Assistance Request Form	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Special Needs Staff in accomplishing specific responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The Special Needs Staff's major responsibilities are to notify the special needs population and coordinate their transportation needs.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Special Needs Officer:
  - Ensure notification of special needs population.
  - Receive updated transportation needs from the Special Needs Assistant.
  - Provide transportation needs to the Transportation Officer.
  - Maintains Special Needs List.
2. Special Needs Assistant:
  - Verify the needs of individuals on the Special Needs List.
  - Determine transportation needs and report needs to the Special Needs Officer.
  - Respond to callers at the time of the emergency as a supplement to the Special Needs List.

#### Related Agency Responsibilities

1. Transportation Officer
  - Coordinate transportation for special needs population.
  - Request additional transportation resources from MEMA Region II.
2. MEMA Region II Shelter Officer
  - Provides/confirms host facility for special needs individuals requiring ambulance transportation.
3. Rumor Control Officer
  - Provide additional list of individuals requiring transportation assistance to Special Needs Officer.

Part 1: Concepts (continued)

4. Public Information Officer (PIO)
  - Obtain Special Needs Population information from Special Needs Officer for briefing.
5. Emergency Management Director
  - Receive status of Special Needs Population from Special Needs Officer.

Part 2: Response Actions

Special Needs Officer

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

ALERT

- \_\_\_ 1. Receive notification from Public Safety Dispatcher and respond by telephone giving your estimated time of arrival (ETA).

\_\_\_ a. Proceed to Duxbury EOC located at the Central Fire Station.

- \_\_\_ 2. Upon arriving at the Duxbury EOC:

\_\_\_ a. Sign in on Roster Board.

\_\_\_ b. Report to Radiological Liaison for dosimetry packet **and PPE as directed and supplied by Duxbury EMD.**

\_\_\_ c. Inform the Emergency Management Director of your arrival.

\_\_\_ d. Notify/mobilize Emergency Personnel:

\_\_\_ (1) Obtain Special Needs Emergency Call out list.

\_\_\_ (2) Notify emergency response personnel and request them to either report to the Duxbury EOC or place on standby.

\_\_\_ e. Receive briefing from Emergency Management Director on status of emergency.

\_\_\_ f. Send messages and keep a log of your activities.

\_\_\_ g. Make enough copies of Special Needs Assistant checklist in this procedure to pass out a copy to each Special Needs Assistant.

- \_\_\_ 3. Brief Special Needs personnel:

\_\_\_ a. When personnel arrive, make sure they:

\_\_\_ (1) Sign-in on Roster Board.

\_\_\_ (2) Receive dosimetry **and PPE as directed and supplied by Duxbury EMD.**

Special Needs Officer (continued)

- \_\_\_ b. Assign each Special Needs Assistant a workstation in the EOC.
  - \_\_\_ (1) Give each assistant copy of checklist titled "Special Needs Assistant".
  - \_\_\_ (2) Review checklists and forms with assistant.
  - \_\_\_ (3) Record the telephone number assigned to each assistant and give them the phone number where you can be reached.
- \_\_\_ c. Introduce the Special Needs Assistants and their location to:
  - \_\_\_ (1) Public Information Officer (PIO).
  - \_\_\_ (2) Message Control Runner.
- \_\_\_ 4. Obtain Special Needs List (see forms) from the Emergency Management Director.
  - \_\_\_ a. Update Special Needs List with any new additional special needs.
- \_\_\_ 5. Verify updated Special Needs list:
  - \_\_\_ a. Divide the Special Needs List between Special Needs Assistants.
  - \_\_\_ b. Direct Assistants to telephone each mobility impaired person on the List to verify their transportation needs using SPECIAL NEEDS messages and questionnaire. (see forms)
  - \_\_\_ c. Instruct Assistants to return the list after an attempt has been made to contact each person once.
- \_\_\_ 6. Incorporate Special Needs transportation requests received by Rumor Control Officer.
  - \_\_\_ a. Receive completed Transportation Assistance Requests Forms (see forms) from Rumor Control Officer.
  - \_\_\_ b. Notify each individual identified on Rumor Control forms and record their transportation requirements on Special Needs List.
  - \_\_\_ c. Review Special Needs List and delete double entries.

Special Needs Officer (continued)

- \_\_\_ 7. Arrange host facilities and Transportation for Special Needs Population.
- \_\_\_ a. Receive validated Special Needs Lists from the Special Needs Assistants.
  - \_\_\_ b. Contact MEMA Region II Special Facilities Coordinator to confirm the host hospital for Mobility Impaired transported by ambulance.
  - \_\_\_ c. Record host facilities on Special Needs List Column 8 using the following chart:  

If by:	Then take to:
Bus	Braintree Reception Center.
Wheelchair van	Braintree Reception Center.
Ambulance	Determined by MEMA Region II Special Facilities Coordinator.
  - \_\_\_ d. Forward a copy of the list to the Transportation Officer.
- \_\_\_ 8. Inform the Public Information Officer (PIO) that mobility impaired residents are being called to verify their transportation needs.
- \_\_\_ 9. Receive notification from the Public Information Officer (PIO) when news statements will be issued reminding the public of special needs assistance telephone numbers.
- \_\_\_ a. Instruct assistants to standby to answer incoming calls for special needs assistance.
- \_\_\_ 10. Brief alternate persons of events and actions prior to transfer of duty.

Special Needs Officer (continued)

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher or Emergency Management Director (If EOC is Activated). If this is the initial notification, respond per instructions in Step 1 and 2 under Alert.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Assign one Special Needs Assistant the responsibility to notify **hearing-impaired** individuals.
  - \_\_\_ a. Receive confidential Teletypewriter (TTY) Notification List (see forms) from Emergency Management Director.
  - \_\_\_ b. Provide list to Special Needs Assistants.
  - \_\_\_ c. Instruct to start calls.
- \_\_\_ 4. Update Special Needs List:
  - \_\_\_ a. Obtain any additional verified names on Special Needs List from Special Needs Assistants.
  - \_\_\_ b. Forward a copy of the updated list to Transportation Officer.
- \_\_\_ 5. Contact the Transportation Officer to verify transportation availability for Special Needs Population.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from Public Safety Dispatcher or Emergency Management Director (if EOC is activated). If this the initial notification, respond per instructions in Step 1 and 2 under ALERT.
- \_\_\_ 2. Complete all actions under SITE AREA EMERGENCY classification.
- \_\_\_ 3. **IF EVACUATION OF DUXBURY (SUBAREA 9) IS DIRECTED:**

Reconfirm names and locations of designated host hospitals with the MEMA Region II, Special Facilities Coordinator.

  - \_\_\_ a. If there is a change in the host hospital, notify the Transportation Officer.
  - \_\_\_ b. Update column 8 of Special Needs List.



### Special Needs Officer (continued)

- \_\_\_ 4. Notify individuals on Special Needs List (see forms) of Protective action directive.  
Direct Staff to:
- \_\_\_ a. Contact each individual and provide the following information:
    - \_\_\_ (1) Evacuation Directive for Duxbury.
    - \_\_\_ (2) Estimated time of arrival at vehicles, provided by Transportation Officer.
    - \_\_\_ (3) Location of pick-up point if other than residence.
    - \_\_\_ (4) Name and location of host facility.
    - \_\_\_ (5) Your name and telephone number.
  - \_\_\_ b. Advise individual to listen to the local Emergency Alert Station EAS for further emergency information.
  - \_\_\_ c. Request individual to notify you should their ride fail to show within 45 minutes.
- \_\_\_ 5. Obtain from the Transportation Officer the names of the Special Needs individuals who were not picked-up at their homes, as requested.
- \_\_\_ (1) Provide the name to a Special Needs Assistant for follow-up.
- \_\_\_ 6. Ensure all hearing-impaired individuals are notified of the Emergency.
- \_\_\_ 7. Request periodic update on adjustment of Special Needs individuals at host facilities from MEMA Region II Special Facilities Coordinator.
- \_\_\_ 8. Monitor and periodically report to the Emergency Management Director the status of Special Needs Population.
- \_\_\_ 9. At end of the emergency or individual's shift, direct personnel to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry drop off.

### RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Arrange for transportation assistance to the Special Needs Population for return to their homes.
- \_\_\_ 2. Ensure the Assistants have telephoned the Special Needs individual, to verify they have reached home.

Special Needs Officer (continued)

- \_\_\_ 3. Report on your RELOCATION/REENTRY/RETURN activities to the Emergency Management Director.
- \_\_\_ 4. Gather records of Special Needs emergency activities and submit to Emergency Management Director:
  - \_\_\_ a. Individual Log Forms.
  - \_\_\_ b. Message Forms.
  - \_\_\_ c. Procedure checklists and forms used in the emergency.

## Part 2: Response Actions

### Special Needs Assistant

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. When notified by Special Needs Officer, proceed to Duxbury EOC.
- \_\_\_ 2. Upon arriving at the Duxbury EOC:
- \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Obtain dosimetry from the Radiological Liaison. Obtain PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ c. Inform the Special Needs Officer of your arrival.
  - \_\_\_ d. Notify your alternate and place on standby.
  - \_\_\_ e. Receive briefing from Special Needs Officer on your response to actions.
  - \_\_\_ f. Maintain a log of activities.
  - \_\_\_ g. Review and act on any important messages received.
- \_\_\_ 3. Establish contact with Rumor Control Officer for referral of special transportation requests on Rumor Control Line.
- \_\_\_ 4. Verify transportation needs of individuals on the Special Needs List (see forms).
- \_\_\_ a. Receive list from Special Needs Officer.
  - \_\_\_ b. Read the Special Needs Messages and Questionnaire for each individual on the list (see forms).
  - \_\_\_ c. Update the Special Needs List as the individual provides information.
  - \_\_\_ d. If the calls cannot be completed within 60 minutes, request additional help from Special Needs Officer.

### Special Needs Assistant (continued)

- \_\_\_ e. After attempting to call each resident once forward a copy of the list to the Special Needs Officer.
- \_\_\_ f. Telephone every 30 minutes to reach those who have not answered.
- \_\_\_ 5. Respond to incoming special needs assistance calls, adding individuals not on the existing special needs list.
  - \_\_\_ a. Read the Special Needs Questionnaire for incoming calls.
  - \_\_\_ b. Refer any questions raised not specific to special needs transportation or notification to Rumor Control.
- \_\_\_ 6. Follow up on calls made to the Rumor Control Officer on the Rumor Control Line with special transportation needs.
  - \_\_\_ a. Receive the Transportation Assistance Request Form (see forms) from the Rumor Control Officer.
  - \_\_\_ b. Add the individuals' names to the Special Needs List.
  - \_\_\_ c. Read the Special Needs Messages And Questionnaire to each individual added to the list.
  - \_\_\_ d. Record response on Special Needs List.
  - \_\_\_ e. Forward a copy of the updated list to the Special Needs Officer.
- \_\_\_ 7. Brief alternate person of events and actions prior to transfer of responsibilities.

### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY.
- \_\_\_ 2. Perform actions under ALERT.
- \_\_\_ 3. If assigned TTY Notification List (see forms), notify hearing-impaired individuals using instruction guide.
  - \_\_\_ a. Send the following message:  
  
"This is the Duxbury Emergency Management Agency. There has been a Site Area Emergency declared at the Pilgrim Nuclear Power Station. No immediate action is necessary."

Special Needs Assistant (continued)

Seek further information from friends or neighbors to monitor local radio and television broadcasts."

- \_\_\_ 4. Inform the Special Needs Officer as names are added/deleted from the list.
- \_\_\_ 5. Receive report on transportation availability for Special Needs Population from Special Needs Officer.
- \_\_\_ 6. Brief alternate person of event and actions prior to transfer of responsibilities.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY.
  - \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
  - \_\_\_ 3. **IF EVACUATION OF DUXBURY IS DIRECTED:**
    - \_\_\_ a. Update Special Needs List.
      - \_\_\_ (1) Obtain copy of Special Needs List with relocation destinations from Special Needs Officer.
      - \_\_\_ (2) Recall individuals on the list.
      - \_\_\_ (3) Estimated time of arrival of vehicles.
      - \_\_\_ (4) Verify current need for transportation.
      - \_\_\_ (5) Inform them of their relocation destination.
      - \_\_\_ (6) Forward all changes on the number of residents needing transportation to the Special Needs Officer.
    - \_\_\_ b. Follow up on Special Needs individuals who were reported not available for pickup by transportation personnel.
      - \_\_\_ (1) Receive list of names from Special Needs Officer.
      - \_\_\_ (2) Recall the individuals.
- |                    |                                       |
|--------------------|---------------------------------------|
| If the individual: | Then take this action:                |
| Answers            | - Verify current transportation need. |

Special Needs Assistant (continued)

- Forward name to Special Needs Officer for second transportation attempt.
- 

- Does NOT answer
- Add name to list for police/fire personnel follow up.
  - Provide list to Special Needs Officer.
- 

\_\_\_ 4. If assigned TTY Notification List, notify hearing-impaired individuals using (see forms).

\_\_\_ (1) Notify all hearing-impaired individuals, with the appropriate message for the Sub area in which they reside.

\_\_\_ (2) Send the following message:

**"This is the Duxbury Emergency Management Agency. There has been a General Emergency declared at the Pilgrim Nuclear Power Station.**

**(Select appropriate statement below.)**

**No immediate action is necessary.**

**Sheltering is directed. Do you need assistance?**

**Evacuation is directed. Do you need assistance and/or transportation?**

**Seek further information from friends or neighbors to monitor local radio and television broadcast."**

\_\_\_ 5. At end of emergency or individual's shift, proceed to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry drop off.

RELOCATION/REENTRY/RETURN

\_\_\_ 1. Telephone Special Needs individuals to verify they have reached home.

\_\_\_ a. Provide results to Special Needs Officer.

Special Needs Assistant (continued)

- \_\_\_ 2. Gather records of emergency activities and submit to Special Needs Officer.
  - \_\_\_ a. Individual Log Form.
  - \_\_\_ b. Message Forms.
  - \_\_\_ c. Procedure checklist and forms used in the emergency.

TOWN OF DUXBURY  
COMMUNICATIONS OFFICER AND RACES COMMUNICATOR  
STANDARD OPERATING PROCEDURE  
DUX-13



## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Communications Officer .....	5
RACES Communicator.....	10
Forms	
EOC Communication Equipment Operability Survey	
Equipment Malfunction Report	
Follow-up Information Form	
Initial Notification Form	
Message Form	
Emergency Action Directive Form	
Supporting Documents	
RACES Manual	
RERP Radio Procedures	
TSA Manual	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Town of Duxbury Communications Officer and RACES Communicator in accomplishing specific responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The major responsibilities of the Communications Officer are to activate and manage the EOC communications center, support EOC operations with radio communications and establish communications with outside organizations.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Communications Officer
  - Ensure communications equipment is operable.
  - Ensure adequate staffing for EOC Communications Center.
  - Ensure communications links are established with other organizations.
  - Coordinate all radio messages sent to and from the EOC.
  - Monitor telefax machine.
2. RACES Communicator
  - Provide communications support to the Duxbury EOC.
  - Ensure adequate staffing is available to operate RACES equipment.
  - Activate EOC RACES Radio Communications.
  - Establish communication links between Duxbury EOC and other EOC's and the Transportation Staging Area.

#### Related Agency Responsibilities

1. Police Department
  - Provide operator for Police Department radio at EOC.
2. Fire/EMS Department
  - Provide operator for Fire Department radio and mutual aid radio at EOC.

Part 1: Concepts (continued)

3. Emergency Management Agency
  - Provide RACES operator for Emergency Management radio at EOC.
  - Provide an individual to serve as EOC Communications Officer.
4. DPW provide operator for DPW radio at EOC.

Part 2: Response Actions

Communications Officer

UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

ALERT

- \_\_\_ 1. When notified by the Public Safety Dispatcher, call in your estimated time of arrival at the EOC by dialing the number on your pager and report to the EOC.

- \_\_\_ a. Sign in on Roster Board.
- \_\_\_ b. Inform Emergency Management Director (EMD) of your presence.
- \_\_\_ c. Receive a briefing from the EMD on the status of the emergency.
- \_\_\_ d. Set up equipment and supplies.
- \_\_\_ e. Notify your alternate and place on standby.
- \_\_\_ f. Review and act on any important messages received.
- \_\_\_ g. Send messages and maintain a log of your activities.

- \_\_\_ 2. Prepare Communications Room for operation.

- \_\_\_ 3. Ensure radios are on and functioning.

NOTE: Monitor RACES only, do not operate unless licensed operator present.

- \_\_\_ 4. Poll EOC Representatives to confirm notification of Communications Staff:

---

To confirm notification of this EOC Staff:	Poll this EOC Representative:
Police Radio Operator	Police
Fire/CMED Radio Operator (BECONS, DNN & Sirens)	Fire/EMT
RACES Radio Operator	Emergency Management Director
DPW Radio Operator	DPW
CB Radio Operator	Fire

Communications Officer (continued)

\_\_\_ 5. Prepare EOC Communications Staff for Operation:

\_\_\_ a. As each staff arrives:

\_\_\_ (1) Ensure staff signs-in on Roster Board.

\_\_\_ (2) Direct Staff to the Dosimetry Coordinator.

\_\_\_ b. Brief each Communications Staff following Dosimetry:

\_\_\_ (1) Advise of emergency status.

\_\_\_ (2) Assign to work station/radio booth.

\_\_\_ c. Ensure Radio Communications are established per operating procedure for RERP Response Radios, RACES Manual, and TSA Instruction Manual:

From	To
EOC Radio Operator	Department/Station

---

___ Police	Police
___ Fire	Fire
___ Fire/(CMED)	Ambulance/Hospital
___ RACES	MEMA Region II EOC
___ RACES	Town of Carver EOC
___ RACES	Town of Kingston EOC
___ RACES	Town of Marshfield EOC
___ RACES	Town of Plymouth EOC
___ RACES	Braintree Reception Center Command Center
___ DPW	DPW
___ Fire (CB)	School
___ RACES	Transportation Staging Area (Martinson Elementary School, Marshfield)
___ Fire (BECONS)	MEMA/State Police
___ Fire (DNN)	PNPS

\_\_\_ 6. Ensure full coverage of radio equipment. If all operators have not reported to the EOC within 45 minutes of your arrival:

\_\_\_ a. Activate communications equipment and use present operators for coverage of unstaffed booths.

\_\_\_ b. Request appropriate EOC representative to provide an alternate radio operator.

Communications Officer (continued)

- \_\_\_ 7. Conduct EOC Communications Equipment Operability Check:
  - \_\_\_ a. Obtain EOC Communications Equipment Operability Survey, (see forms)
  - \_\_\_ b. Poll each EOC staff and record results on Operability Survey.
  - \_\_\_ c. Complete Equipment Malfunction Report, (see forms), for each failed device.
  
- \_\_\_ 8. Arrange for servicing of failed equipment:
  - \_\_\_ a. Obtain appropriate Equipment Malfunction Report, (see forms).
  - \_\_\_ b. Notify appropriate Repair Service.
  - \_\_\_ c. Provide equipment failure information, described in Equipment Malfunction Report, to Repair Service Representative.
  - \_\_\_ d. Complete "Repair Service" section in Equipment Malfunction Report.
  - \_\_\_ e. Distribute copies of Completed Equipment Malfunction Report to:
    - \_\_\_ (1) Emergency Management Director
    - \_\_\_ (2) Equipment user
    - \_\_\_ (3) Communications Officer's Log.
  
- \_\_\_ 9. Operate Telefax machine as necessary:
  - \_\_\_ a. Monitor telefax for hard copy.
  - \_\_\_ b. Transmit telefax messages as required.
  
- \_\_\_ 10. Inform communications staff of periodic briefings from Emergency Management Director.

Communications Officer (continued)

\_\_\_ 11. Ensure the timely flow of radio messages to and from the EOC:

If the Radio  
Message is  
Being:

Then do the following:

---

Sent

- Take message from IN tray.
  - Review for clarity.
  - Assign to appropriate radio operator.
  - Deliver to radio operator for transmission.
  - Log on EOC Log Form.
  - If message not closed out check with message center
- 

Received

- Pick up message from radio operator from "in" tray.
  - Review for clarity and completeness.
  - Log on EOC Log Form.
  - Put in OUT tray.
- 

\_\_\_ 12. Receive notification from Fire EOC radio operator when EOC takes responsibility for the Dedicated Notification Network System and BECONS (see EOC message form).

- \_\_\_ a. If requested by EMD, telephone Police Public Safety Dispatcher to turn DOWN the volume of the DNN phone.
- \_\_\_ b. If requested by EMD, ensure that the Fire EOC Radio operator turns UP the volume on the DNN phone.

NOTE: Telecopied messages received (see forms) over the DNN system from PNPS should be attached to an EOC message form and addressed to the Emergency Management Director. The "Urgent" and "Status Board, Yes" boxes should be checked and the Message Runner instructed to deliver message promptly.

\_\_\_ 13. Maintain ALERT status until emergency classification changes or emergency is terminated.

Communications Officer (continued)

SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. Receive notification via the Dedicated Notification Network system if EOC is activated; otherwise by method under ALERT, Step 1.
- \_\_\_ 2. Ensure adequate radio communications support for EOC, and systems continue to operate properly.
  - \_\_\_ a. Reassign radio operators to balance workload.
  - \_\_\_ b. Arrange for additional radio operators, as necessary.
  - \_\_\_ c. Schedule relief.
  - \_\_\_ d. Receive major communications problems from Communications Group.
  - \_\_\_ e. Report major communications problems to Emergency Management Director.
- \_\_\_ 3. Receive notification from Fire EOC radio operator when Emergency Action Directive Form (see forms) information is received via BECONS and relayed to Emergency Management Director. Follow same steps as above.
- \_\_\_ 4. Maintain present classification level status until emergency classification changes or emergency is terminated.
- \_\_\_ 5. At end of emergency or shift, direct communications staff to go the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry drop off.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by EMD that emergency is terminated.
- \_\_\_ 2. Provide RELOCATION/REENTRY/RETURN communications support as requested by Emergency Management Director.
  - \_\_\_ a. If requested by EMD, telephone the Police Public Safety Dispatcher to turn UP the volume on the DNN phone.
  - \_\_\_ b. If requested by EMD, ensure Fire EOC Radio Operator turns DOWN the volume on the DNN phone.
- \_\_\_ 3. Submit copies of all records of emergency activities to the EMD.
  - \_\_\_ a. Procedure checklist.
  - \_\_\_ b. EOC logs.
  - \_\_\_ c. Message forms.
- \_\_\_ 4. Complete communications equipment/supplies deficiency report.



## Part 2: Response Actions

### RACES Communicator

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at an UNUSUAL EVENT. No actions required.

#### ALERT

- \_\_\_ 1. When notified by the Public Safety Dispatcher, call in your estimated time of arrival at the EOC by dialing the number on your pager and report to the EOC.

- \_\_\_ a. Sign in on Roster Board.
  - \_\_\_ b. Report to Radiological Liaison for Dosimetry Packet and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ c. Inform Communications Officer of your arrival.
  - \_\_\_ d. Receive a briefing from the Communications Officer.
  - \_\_\_ e. Activate the RACES radio communications module at the EOC.
  - \_\_\_ f. Notify your alternate and place on standby.
  - \_\_\_ g. Review and act on any messages received.
- \_\_\_ 2. Ensure operability of RACES communications equipment.
- \_\_\_ a. Check operations of the RACES radio.
  - \_\_\_ b. Establish communications with:
    - \_\_\_ (1) MEMA Region II EOC.
    - \_\_\_ (2) Town of Carver EOC.
    - \_\_\_ (3) Town of Kingston EOC.
    - \_\_\_ (4) Town of Marshfield EOC.
    - \_\_\_ (5) Town of Plymouth EOC.
    - \_\_\_ (6) Braintree Command Center EOC.
  - \_\_\_ c. Report completion of RACES Radio equipment operability check to Communications Officer.

RACES Communicator (continued)

- \_\_\_ 3. Monitor RACES radios for incoming messages.
- \_\_\_ 4. Send messages as requested by EOC staff:
  - \_\_\_ a. Receive EOC message from Communications Officer.
  - \_\_\_ b. Convert EOC message to RACES message format.
  - \_\_\_ c. Contact receiving organization communicator.
  - \_\_\_ d. Send message.
  - \_\_\_ e. Indicate action completed on EOC message form.
  - \_\_\_ f. Place transmitted EOC message in Communications Officer "IN" tray.
- \_\_\_ 5. Receive messages as required:
  - \_\_\_ a. Answer RACES radio with proper identification protocol.
  - \_\_\_ b. Complete blank RACES message form.
  - \_\_\_ c. Convert RACES message to EOC message format and form.
  - \_\_\_ d. Place completed EOC message form in Communications Officer "OUT" tray for proper distribution by runner.
- \_\_\_ 6. Review procedure under SITE AREA EMERGENCY or GENERAL EMERGENCY.

SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. If EOC is activated, receive notification of SITE AREA EMERGENCY or GENERAL EMERGENCY from Communications Officer or EM Director. If EOC is not activated, follow Step 1 under ALERT.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. Establish communications with Transportation Staging Area (at Martinson Elementary in Marshfield).
- \_\_\_ 4. Ensure adequate RACES radio communications support for the EOC.
  - \_\_\_ a. Arrange for additional RACES communicators, as necessary.
  - \_\_\_ b. Schedule relief Communicator and inform Communications Officer.

RACES Communicator (continued)

- \_\_\_\_\_ c. Report major RACES communications problems to the EOC Communications Officer.
- \_\_\_\_\_ 5. Arrange RACES communications support to any other emergency sites as requested by Emergency Management Director.
- \_\_\_\_\_ 6. Maintain present classification level status until emergency classification changes or the emergency is terminated.

RELOCATION/REENTRY/RETURN

- \_\_\_\_\_ 1. Cease emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by EOC Communications Officer that the emergency is terminated.
- \_\_\_\_\_ 2. Provide RELOCATION/REENTRY/RETURN communications support as requested by EOC Communications Officer.
- \_\_\_\_\_ 3. Submit copies of all records of emergency activities to the Emergency Management Director.
  - \_\_\_\_\_ a. RACES Procedure Checklist.
  - \_\_\_\_\_ b. Your EOC Log.
  - \_\_\_\_\_ c. Message Forms.
- \_\_\_\_\_ 4. Assist Communications Officer in completing communications equipment/supplies deficiency report.

TOWN OF DUXBURY  
PNPS COMMUNITY LIAISON  
STANDARD OPERATING PROCEDURE  
DUX-14

Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

Purpose ..... 3

Concept of Operations ..... 3

Part 2: Response Actions ..... 4

PNPS Community Liaison ..... 4

Forms

Log Form

Town Response Actions by Classification Level

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared as guidance to Duxbury's PNPS Community Liaison to facilitate coordination with and assistance to the Town of Duxbury during a radiological emergency.

### CONCEPT OF OPERATIONS

#### Community Liaison Responsibilities

- Serve as the primary point of contact between the Town of Duxbury and the PNPS Company, excluding emergency notifications.
- Serve as a resource to the Duxbury Emergency Management Director and elected officials, assisting as requested.

## Part 2: Response Actions

### PNPS Community Liaison

#### UNUSUAL EVENT

- \_\_\_ 1. Receive notification via the PNPS pager system.
- \_\_\_ 2. Review procedure and remain on standby.

#### ALERT

- \_\_\_ 1. Receive notification via the PNPS pager system.
- \_\_\_ 2. Report to the Duxbury EOC.
  - \_\_\_ a. Sign in at security desk.
  - \_\_\_ b. Obtain dosimetry packet from **Radiological Officer** and PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 3. Obtain PNPS Community Liaison position binder containing the following:
  - \_\_\_ a. Community Liaison Procedure
  - \_\_\_ b. Log Forms (see forms)
  - \_\_\_ c. Send messages and keep a log of your activities.
  - \_\_\_ d. Extra message forms
  - \_\_\_ e. Emergency Telephone Directory
- \_\_\_ 4. Notify the Emergency Management Director of your presence in the EOC.
  - \_\_\_ a. Advise the Emergency Management Director that you are available to confirm or clarify information relating to the PNPS.
- \_\_\_ 5. Begin your Log Forms (see forms) by entering the time you arrived at the EOC. Maintain the log with a chronological listing of key actions taken by EOC personnel.
- \_\_\_ 6. Notify the PNPS EOM of your arrival at the EOC (508-732-6612 or 508-732-6613), or use the Emergency Telephone Directory (located in the back of PNPS Community Liaison position binder).
- \_\_\_ 7. Monitor town response actions using "Town Response Actions by Classification Level" Form (see forms).

### PNPS Community Liaison (continued)

- \_\_\_ 8. Assist the Emergency Management Director as requested.
- \_\_\_ 9. Monitor town briefings utilizing "Town Response Actions by Classification Level" Form (see forms).
- \_\_\_ 10. Verify with the PNPS Logistics Supervisor that your alternate has been notified and shift change has been arranged.
  - \_\_\_ a. Upon alternates arrival, brief on status of key response actions.
  - \_\_\_ b. Notify the PNPS Logistics Supervisor of completion of shift change.

### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from the Emergency Management Director, if at the EOC, or the PNPS pager system if this is initial classification.
- \_\_\_ 2. If this is initial activation, complete all actions under ALERT.
- \_\_\_ 3. Assist the Emergency Management Director.
- \_\_\_ 4. Monitor town response actions utilizing "Town Response Actions by Classification Level" Form (see forms).

### GENERAL EMERGENCY

- \_\_\_ 1. Receive notification from the Emergency Management Director, if at the EOC, or the PNPS pager system if this is initial classification.
- \_\_\_ 2. If this is initial activation, complete all actions under ALERT and SITE AREA EMERGENCY.
- \_\_\_ 3. Assist the Emergency Management Director, as requested,.
- \_\_\_ 4. Monitor town response actions utilizing "Town Response Actions by Classification Level" Form (see forms).



TOWN OF DUXBURY  
SHELTER TEAM  
STANDARD OPERATING PROCEDURE  
DUX-15

## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	4
Shelter Manager .....	4
Shelter Maintenance Supervisor .....	9
Forms	
Floor Plan of Shelters	
Medication Consent	
Parent/Guardian Medication Consent	
Shelter Event Log	
Shelter Kit List	
Shelteree Sign-In Sheet	
Tone Alert Radio Instruction Sheet	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist shelter managers and teams from the Town of Duxbury in accomplishing short term sheltering responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). Major responsibilities of the Shelter Manager's Group include activating and operating the shelter.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Shelter Manager
  - Activate and manage shelter.
  - Monitor EAS messages for sheltering instructions.
  - Maintain a shelter log.
  - Deactivate shelter.
2. Shelter Maintenance Supervisor
  - Ensure emergency shelter sign(s) are posted.
  - Secure windows, outside doors, and heating or ventilation system.
  - Open building to receive public.
  - Direct persons to shelter locations in building.
  - Provide logistics support for shelter operations.
  - During times when building is not open to the public, assume shelter manager duties when directed.

#### Related Agency Responsibilities

1. Shelter Officer
  - Notify Shelter Managers of the emergency and coordinate the activation of shelters.

## Part 2: Response Actions

### Shelter Manager

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification of emergency classification from Shelter Officer in EOC and at that time, obtain Shelter Officer's EOC telephone number from Emergency Telephone Directory.
- \_\_\_ 2. Notify Shelter Staff. (Receive from Shelter Officer the names and phone numbers of staff members (including Shelter Maintenance Supervisor) that will be assigned with you at the shelter). Place Shelter staff on standby.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Shelter Officer in EOC to prepare shelters for activation.
- \_\_\_ 2. If emergency occurs during hours when the building is closed, proceed to the building and open the shelter.
- \_\_\_ 3. Maintain a Shelter Event Log (see forms).
- \_\_\_ 4. Obtain shelter kit from shelter location in shelter and complete the following actions:
- \_\_\_ a. Inventory contents of shelter kit using Shelter Kit List (see forms), and report missing items to Shelter Officer at EOC.
  - \_\_\_ b. Test tone alert radios using Tone Alert Radio Instructions (see forms).
  - \_\_\_ c. Place Reception Center Flyers at exit doors.
  - \_\_\_ d. Review steps for SITE AREA EMERGENCY, GENERAL EMERGENCY, and RELOCATION/REENTRY/RETURN.
- \_\_\_ 5. Call in staff (find out staff names and phone numbers from Shelter Officer) and read the following message to each staff member:

"A SITE AREA EMERGENCY HAS BEEN DECLARED AT THE PILGRIM NUCLEAR POWER STATION. THE EVENT OCCURRED ON (DATE) \_\_\_\_\_ AT (TIME) \_\_\_\_\_ AM/PM. PLEASE REPORT TO BUILDING AND ASSIST WITH SHELTER ACTIVATION."

Shelter Manager (continued)

- \_\_\_ a. Review Emergency Public Information Calendar.
  - \_\_\_ b. Brief staff on status of emergency and assign personnel to receive and shelter the transient population:
    - \_\_\_ (1) Advise Shelter Maintenance Supervisor to prepare building for sheltering.
    - \_\_\_ (2) Assign staff member(s) to direct shelterees to assigned locations within building as they arrive.
    - \_\_\_ (3) Assign a staff member to monitor tone alert radio for EAS instructions.
  - \_\_\_ c. Review checklists of each staff position.
  - \_\_\_ d. Review steps for sheltering under GENERAL EMERGENCY.
  - \_\_\_ e. Review shelteree routing plan designated on Floor Plan of Shelter.
  - \_\_\_ f. Prepare building as shelter facility, posting signs (if needed) in hallways to direct shelterees to assigned areas.
  - \_\_\_ g. Prepare for distribution of Potassium Iodide (KI) including posting of related signs.
- \_\_\_ 6. Notify Shelter Officer at EOC when shelter is set up and ready.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of emergency classification change from Shelter Officer.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY.
- \_\_\_ 3. **IF SHELTERING IS DIRECTED FOR DUXBURY:**
  - \_\_\_ a. Inform staff and direct them to implement sheltering actions.
  - \_\_\_ b. Verify all windows are closed.
  - \_\_\_ c. Ensure all heating, ventilation and air conditioning systems are turned off.
  - \_\_\_ d. Ensure doors designated for public access are unlocked.

NOTE: If schools are in session, they are not public shelters and all entrance doors should be locked.

Shelter Manager (continued)

- \_\_\_ e. Direct staff member/volunteer to post emergency sign(s) directing public to shelter.
  - \_\_\_ f. Monitor tone alert radio.
  - \_\_\_ g. Ensure outside doors remain closed except when public is entering building.
  - \_\_\_ h. Ensure orderly entry of persons (shelterees) into the shelter and have shelterees sign in on Shelteree Sign-in Sheet (see forms).
  - \_\_\_ i. Answer shelteree questions using Emergency Public Information Calendar.
  - \_\_\_ j. Provide reassurance to shelterees, relaying the following message:  

"THERE HAS BEEN A SHELTERING PROTECTIVE ACTION DIRECTIVE ISSUED FOR THIS AREA. THIS IS A DESIGNATED EMERGENCY SHELTER. WE ARE MONITORING THE EMERGENCY ALERT SYSTEM FOR OFFICIAL INFORMATION AND INSTRUCTIONS AND WILL KEEP YOU INFORMED. PLEASE MAKE YOURSELF AS COMFORTABLE AS POSSIBLE. POTASSIUM IODIDE WILL BE AVAILABLE FOR THOSE WHO WISH TO TAKE IT. PLEASE READ POSTED NOTICE ABOUT KI BEFORE TAKING. IT IS ANTICIPATED THAT SHELTERING WILL BE NECESSARY FOR A SHORT DURATION. WE WILL ADVISE YOU AS SOON AS THE SHELTER ADVISORY IS LIFTED. THANK YOU FOR YOUR COOPERATION DURING THIS PERIOD."
  - \_\_\_ k. Instruct staff member(s)/volunteer(s) to direct shelterees to assigned locations within the building using floor plan.
  - \_\_\_ l. Distribute Potassium Iodide to those who wish to take, sign consent form, and have back of right hand marked with "K" after administration.  

**Distribute PPE as directed and supplied by Duxbury EMD.**
  - \_\_\_ m. Ensure that shelterees remain inside building.
- \_\_\_ 4. Cease all sheltering operations when notified by Shelter Officer in EOC that emergency is terminated:
- \_\_\_ a. Inform staff that shelter advisory is over.
  - \_\_\_ b. Advise shelterees that sheltering is terminated, relaying the following message:  

"THE SHELTERING PROTECTIVE ACTION DIRECTIVE HAS BEEN TERMINATED. PLEASE REPORT TO THE RECEPTION CENTER IN BRAINTREE FOR MONITORING. PICK UP A RECEPTION CENTER FLYER TO GUIDE YOU TOWARD THE RECEPTION CENTER. FLYERS ARE LOCATED AT EXIT DOORS. AS AN ADDED PRECAUTION; COVER EXPOSED SKIN. THANK YOU FOR YOUR COOPERATION DURING THE EMERGENCY."

Shelter Manager (continued)

- \_\_\_ c. Assign necessary personnel to support shelter deactivation activities:
  - \_\_\_ (1) Traffic control as persons exit the building.
  - \_\_\_ (2) Assistance to special needs persons during shelter exit.
  - \_\_\_ (3) Maintenance of order.
  - \_\_\_ (4) Restoration of building to pre-emergency condition.
  - \_\_\_ (5) Collection and compilation of all Shelter Event Logs.
- \_\_\_ d. Ensure shelter kit items are returned to source of origin.
- \_\_\_ e. Release staff from sheltering duties.
- \_\_\_ f. Make final post activation survey check of building.

\_\_\_ 5. **IF EVACUATION IS DIRECTED FOR DUXBURY:**

- \_\_\_ a. Receive instructions from Shelter Officer regarding evacuation directives.
- \_\_\_ b. Inform staff that sheltering advisory is over and that evacuation is directed.
- \_\_\_ c. Advise shelterees that sheltering is over and that evacuation has been directed, relaying the following message:

"THE SHELTERING PROTECTION ACTION HAS BEEN TERMINATED. EVACUATION HAS BEEN DIRECTED. PLEASE REPORT TO THE RECEPTION CENTER IN BRAINTREE FOR MONITORING. PICK UP A RECEPTION CENTER FLYER TO GUIDE YOU TOWARD THE RECEPTION CENTER. FLYERS ARE LOCATED AT EXIT DOOR. AS AN ADDED PRECAUTION; COVER EXPOSED SKIN. THANK YOU FOR YOUR COOPERATION DURING THE EMERGENCY."
- \_\_\_ d. Assign necessary personnel to support shelter deactivation activities.
  - \_\_\_ (1) Traffic control as persons exit the building.
  - \_\_\_ (2) Assistance to special needs persons during shelter exit.

Shelter Manager (continued)

- \_\_\_\_ (3) Maintenance of order.
- \_\_\_\_ (4) Restoration of building to pre-emergency condition.
- \_\_\_\_ (5) Collection and compilation of all Shelter Event Logs.
- \_\_\_\_ e. Ensure shelter kit items are returned to source of origin.
- \_\_\_\_ f. Release staff from sheltering duties and have them report to the Reception Center.
- \_\_\_\_ g. Make final post activation survey check of building.
- \_\_\_\_ h. Inform Shelter Officer of termination of shelter activities, then report to the Reception Center.

RELOCATION/REENTRY/RETURN

- \_\_\_\_ 1. Cease all emergency operations and initiated Relocation/Reentry/Return activities when notified by Shelter Officer that emergency is terminated. Collect the following records and forward to Shelter Officer in EOC:
  - \_\_\_\_ a. Shelter Event Log(s)
  - \_\_\_\_ b. Report of damage (if any) to building (record on Shelter Event Log)
  - \_\_\_\_ c. Shelteree Sign-in Sheet(s)
  - \_\_\_\_ d. Shelter Kit shortages (record on Shelter Event Log)
- \_\_\_\_ 2. Ensure shelter deactivation activities are carried out.
  - \_\_\_\_ a. Restore building to pre-emergency condition.
  - \_\_\_\_ b. Lock up building when deactivation activities are complete.



Part 2: Response Actions

Shelter Maintenance Supervisor

UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

ALERT

- \_\_\_ 1. Receive notification of emergency classification from Shelter Manager.  
\_\_\_ 2. Standby for further actions.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification from Shelter Manager to prepare shelter for activation.  
\_\_\_ 2. Open building as a public shelter when advised by Shelter Manager or other official.  
\_\_\_ 3. If emergency occurs during hours when the building is closed, assume Shelter Manager duties when directed by the Shelter Officer in the EOC at time of notification.  
\_\_\_ 4. Close all windows.  
\_\_\_ 5. Shut off all heating, ventilation and air conditioning systems.  
\_\_\_ 6. Unlock doors designated for public access.

NOTE: If schools are in session, they are not public shelters and all entrance doors should be locked.

- \_\_\_ 7. Refer to Floor Plan of Shelter for sign location(s) and if applicable, post sign(s) directing public to designated doors.  
\_\_\_ 8. Inform Shelter Manager when building maintenance functions necessary for sheltering are complete.

GENERAL EMERGENCY

- \_\_\_ 1. Complete actions under SITE AREA EMERGENCY.  
\_\_\_ 2. **IF SHELTERING IS DIRECTED FOR DUXBURY:**  
\_\_\_ a. Move aside any items taking up needed space.

Shelter Maintenance Supervisor (continued)

- \_\_\_ b. Direct movement into shelter using Floor Plan of Shelter (part of shelter kit).
- \_\_\_ c. Keep outside doors closed except when public is entering the building.
- \_\_\_ d. Assist Shelter Manager to ensure that persons stay inside shelter until it is safe to leave shelter.
- \_\_\_ e. Assist Shelter Manager in monitoring EAS broadcasts on tone alert radio or television/radio (if available).
- \_\_\_ f. Direct shelterees to follow directions given in the EAS broadcasts.
- \_\_\_ g. After completion of duties, report to the reception center.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Cease all emergency operations and initiate RELOCATION/REENTRY/RETURN activities when notified by the Shelter Manager that emergency is terminated.
- \_\_\_ 2. Assist Shelter Manager with shelter deactivation activities:
  - \_\_\_ a. Restore building to pre-emergency condition.
  - \_\_\_ b. Lock up building when deactivation activities are complete.

TOWN OF DUXBURY  
TOW TRUCK PROVIDER  
STANDARD OPERATING PROCEDURE  
DUX-16

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	4
Tow Truck Provider Owner/Manager.....	4
Tow Truck Operator .....	5
Forms	
Event Log	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to provide guidance to the tow truck providers in accomplishing their assigned tasks of providing tow truck resources to the Town of Duxbury.

### CONCEPT OF OPERATIONS

#### Responsibilities

1. Tow truck Provider Owner/Manager
  - Coordinate tow truck requirements and requests with Duxbury Public Safety Dispatcher.
  - Ensure up-to-date driver notification telephone list is available.
  - Provide 24 hour contact person and their telephone number to Duxbury Police Department.
  - Participate in additional training and program maintenance coordinated by MEMA Region II office.
2. Tow Truck Operator
  - Provide Tow Truck service in the town of Duxbury, as assigned.
  - Maintain communications throughout the emergency mission with Public Safety Dispatcher.

Part 2: Response Actions

Tow Truck Provider Owner/Manager

UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

ALERT

- \_\_\_ 1. Receive notification by telephone of ALERT from Public Safety Dispatcher.
- \_\_\_ 2. Notify drivers to standby for emergency duty.
- \_\_\_ 3. Notify Public Safety Dispatcher of standby status.

SITE AREA OR GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA or GENERAL EMERGENCY from Public Safety Dispatcher.
  - \_\_\_ a. Notify drivers to report for emergency duty.
  - \_\_\_ b. Direct drivers to Duxbury Police Station for.
    - \_\_\_ 1. Briefing from Shift Commander.
    - \_\_\_ 2. Dosimetry and instruction from Police Dosimetry Coordinator and PPE as directed and supplied by Duxbury EMD.
    - \_\_\_ 3. Station assignment from Shift Commander.
- \_\_\_ 2. Direct drivers to fill out Event Log (see forms) for every assignment.
- \_\_\_ 3. Submit Event Logs to Police Shift Commander at end of assignment.
- \_\_\_ 4. Direct drivers to report to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry return.

## Part 2: Response Actions

### Tow Truck Operator

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No action required.

#### ALERT

- \_\_\_ 1. Receive notification from Tow Truck owner to standby for emergency duty.

#### SITE AREA or GENERAL EMERGENCY

- \_\_\_ 1. Receive notification through normal channels and immediately report for emergency duty.
- \_\_\_ 2. Receive driving assignment.
- \_\_\_ 3. Depart for local Police Station.
- \_\_\_ 4. Upon arrival at the Police Station.
  - \_\_\_ a. Receive briefing from Shift Commander
  - \_\_\_ b. Receive Dosimetry from Police Dosimetry Coordinator and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ c. Receive station assignment
- \_\_\_ 5. Return to vehicle and do a communications check with Public Safety Dispatcher.
- \_\_\_ 6. Proceed to station assignment and await notification from Public Safety Dispatcher of vehicles or impediments to be removed.
- \_\_\_ 7. Fill in Event Log (see forms) for every assignment.
- \_\_\_ 8. At end of assignment, report to Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at the Erwin K. Washburn Primary School, Carver, MA, for monitoring and dosimetry return.

TOWN OF DUXBURY  
CAMPS  
STANDARD OPERATING PROCEDURE  
DUX-17



Table of Contents

Title Page ..... 1

Table of Contents ..... 2

Part 1: Concepts ..... 3

Purpose ..... 3

Concept of Operations ..... 3

Part 2: Response Actions ..... 5

Camp Director ..... 5

Forms

Bus Census

Children Registered at Mass Care Shelters

Event Log

Sign-Out Sheet

Student Relocation Notice

Transportation Needs Worksheet

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist Directors of Children's Camps in the Town of Duxbury in accomplishing their responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). Major responsibilities of the Camp Director involve precautionary transfer, evacuation, or sheltering of children and staff.

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Camp Director
  - Notify staff of emergency and protective actions.
  - Report number of buses and special vehicles needed to Special Facilities Coordinator in Duxbury EOC.
  - Assist campers with KI when directed, and mark right hand after administration.
  - Sign out any children picked up by parent/guardian.
  - Assure all campers are correctly signed out or boarded onto appropriate bus, with PPE as directed and supplied by Duxbury EMD.
  - Secure building(s) before departure.
  - Post sign indicating camp evacuation status.
  - Relocate children and supervising staff to Braintree High School/Braintree Reception Center.
  - Ensure accountability of children at Braintree High School/Braintree Reception Center.
  - Implement sheltering when requested.
  - Ensure all children, adults, and staff are sheltered.

#### Related Agency Responsibilities

1. Transportation Officer in Duxbury EOC.
  - Coordinate provision of transportation.
2. Special Facilities Coordinator in Duxbury EOC.
  - Notify camp of emergency classification and protective action directives.
  - Notify Transportation Officer in Duxbury EOC of camp transportation requirements.

Part 1: Concepts (continued)

- Confirm transportation arrivals and departures.
  - Confirm registration of all persons at host location (Braintree High School).
  - Confirm registration of children at the Mass Care Shelter.
3. Braintree Reception Center/Host Facility Manager |
- Register all incoming children and staff, and ensure they are monitored and, if required, decontaminated.
4. School EOC Representative
- Notify applicable school superintendents to request that schools be opened for emergency use as Host Facilities and/or Mass Care Shelters. |
  - Notify Superintendent or Principal of Braintree High School to open facility for use as a Reception Center/Host Facility. |
  - Coordinate the care/tracking of camp children sent to Mass Care Shelters.
  - Verify and document Host School and Mass Care Shelter status and inform related EOC personnel.

Part 2: Response Actions

Camp Director

**UNUSUAL EVENT**

- \_\_\_ 1. Not notified. No actions required.

**ALERT**

- \_\_\_ 1. Receive notification of emergency from Special Facilities Coordinator in EOC.
- \_\_\_ 2. Maintain chronological log of contacts, significant events, and actions taken using Event Log (see forms).
- \_\_\_ 3. Report number of buses and lift vans required to Special Facilities Coordinator (Phone: (781)934-7142).
- \_\_\_ 4. Notify staff of emergency and delegate response actions as required.
- \_\_\_ 5. Prepare an area for receiving buses/lift vans.
- \_\_\_ 6. Identify a separate parking area for parents who may arrive to pick up children.
- \_\_\_ 7. Inform staff that no child may leave without being signed out by parent/guardian using Sign Out Sheet (see forms).
- \_\_\_ 8. Notify Special Facilities Coordinator when required buses/lift vans have been prestaged.
- \_\_\_ 9. Test tone alert radio and stand by for further notification.
- \_\_\_ 10. Ensure that KI is available and wait directive from EMD to issue to campers that have parental consent. Ensure that PPE has been distributed and supplied as directed by Duxbury EMD.

**SITE AREA EMERGENCY**

- \_\_\_ 1. Receive notification of emergency from Special Facilities Coordinator in EOC.
- \_\_\_ 2. Complete actions under ALERT.
- \_\_\_ 3. When notified by Special Facilities Coordinator to implement **PRECAUTIONARY TRANSFER:**
- \_\_\_ a. Confirm Braintree High School as destination with Special Facilities Coordinator.
- \_\_\_ b. Ensure staff explains to children that there is an emergency requiring movement out of the area.

Camp Director (continued)

- \_\_\_ c. Remind staff to sign out children picked up by parent/guardian using Sign Out Sheet (see forms).
- \_\_\_ d. Assign staff members to buses and lift vans.
- \_\_\_ e. Secure building(s) before departure.
- \_\_\_ f. Release all staff not needed to complete response actions.
- \_\_\_ g. Post Relocation Notice (see forms) prior to departure.

NOTE: Make sure the relocation maps for parents are being posted. School buses with the staff and children will enter the town of Braintree via Rt. 93 exit 6 (Rt. 37). They will proceed directly to Braintree High School parking lot, where the staff and children will be dropped off at the school's side entrance leading into the lobby where registration is set up. Parents picking up children will go directly to Braintree High School.

- \_\_\_ h. Complete a Bus Census (see forms) for each bus/lift van as children and staff board.
- \_\_\_ i. Ensure all children are aboard buses/lift vans using camp attendance rosters.
- \_\_\_ j. Notify Special Facilities Coordinator of departure of children and supervising staff for Braintree High School.
- \_\_\_ k. Relocate children and supervising staff to Braintree High School.
- \_\_\_ l. Supervise children during transport and at Braintree High School.

Camp Director (continued)

- \_\_\_ m. Ensure all children have arrived at Braintree High School, and confirm Braintree High School Principal has notified School EOC Representative that all children have arrived.
  - \_\_\_ n. Upon arrival, give Host **Facility** (Braintree High School) Principal the Bus Census for registration purposes.
- NOTE: Once the children are registered in the lobby, they are to be escorted to their designated waiting areas. Once parents arrive children will then be escorted to their parents.
- \_\_\_ o. Begin notification of parents/guardians of emergency status and location of Braintree High School and request they pick up their children.
  - \_\_\_ p. Sign out children picked up by parent/guardian using Sign Out Sheet (see forms).
  - \_\_\_ q. Provide the Braintree High School Principal with names of children not picked up by parents/guardians by 8 p.m.
    - \_\_\_ (1) Request Mass Care Shelter assignments and transportation (if needed) for remaining children and staff to call centers from Braintree High School Principal.
    - \_\_\_ (2) Notify the Special Facilities Coordinator of Mass Care assignments and name of individuals responsible for continued supervision (see forms).
  - \_\_\_ r. If emergency has been terminated and all children have been turned over to either parents, contact Braintree High School Principal to arrange transportation for staff to return to camp in Duxbury.
  - \_\_\_ s. If emergency has not been terminated, contact Braintree High School Principal to arrange transportation for staff to the Mass Care Shelters.

**GENERAL EMERGENCY**

- \_\_\_ 1. Receive notification of emergency from Special Facilities Coordinator in EOC. If not done, complete actions under SITE AREA EMERGENCY.
- \_\_\_ 2. If **SHELTERING** is directed for **SUBAREA 9** or if notified by Special Facilities Coordinator to implement **SHELTERING**:
  - \_\_\_ a. Maintain chronological log of contacts, significant events, and actions taken using Event Log (see forms).

Camp Director (continued)

- \_\_\_ b. Notify staff of emergency and have them prepare building(s) for sheltering:
    - \_\_\_ (1) Close all windows.
    - \_\_\_ (2) Shut off all air blowers and heating, ventilation, and air conditioning systems which draw air from outside.
  - \_\_\_ c. Ensure all children and staff are inside a shelter.
  - \_\_\_ d. Ensure staff explain emergency actions to children and provide reassurance.
  - \_\_\_ e. Notify any parent/guardian attempting to pick up children that a protective action of sheltering has been directed and request they remain indoors; sign out any children picked up using Sign Out Sheet (see forms).
  - \_\_\_ f. Monitor tone alert radio for Emergency Alert System EAS instructions.
- \_\_\_ 3. If notified by Special Facilities Coordinator to implement **EVACUATION** and destination is **RECEPTION CENTER/HOST FACILITY:**
- \_\_\_ a. Confirm Braintree Reception Center/Host **Facility** as destination with Special Facilities Coordinator.
  - \_\_\_ b. Complete actions 2 through 8 of ALERT section.
  - \_\_\_ c. Complete PRECAUTIONARY TRANSFER actions d through i in Step 3 of SITE AREA EMERGENCY section.
  - \_\_\_ d. Notify Special Facilities Coordinator of departure of buses/lift vans for Braintree Reception Center/Host **Facility**.
  - \_\_\_ e. Relocate children and staff to Braintree Reception Center/Host **Facility**.
  - \_\_\_ f. Supervise children during transport and at Braintree Reception Center/Host **Facility**.
  - \_\_\_ g. Confirm Braintree Reception Center/Host School Manager has notified Braintree Reception Center/Host **Facility** Coordinator that all children have been registered.

Camp Director (continued)

- \_\_\_ h. Assign staff to accompany children through monitoring and decontamination process.
  - \_\_\_ i. Ensure children and staff are monitored and, if required, decontaminated.
  - \_\_\_ j. Ensure all children re-board buses/lift vans using previously completed Bus Census forms.
  - \_\_\_ k. Relocate children and staff to Braintree High School.
  - \_\_\_ l. Follow PRECAUTIONARY TRANSFER actions 1 through s in Step 3 of SITE AREA EMERGENCY section.
- \_\_\_ 4. If notified by Special Facilities Coordinator to initiate **RECOVERY/RETURN**:
- \_\_\_ a. Restore building(s) to pre-emergency condition.
  - \_\_\_ b. Inspect building(s) for damage occurred during sheltering event; report any damage to Special Facilities Coordinator.



TOWN OF DUXBURY  
PUBLIC INFORMATION  
STANDARD OPERATING PROCEDURE  
DUX-21

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations.....	3
Part 2: Response Actions .....	5
Public Information Officer .....	5
Rumor Control Officer.....	10
Forms	
Information Dissemination	
Public Information Briefing Sheet	
Recurrent Rumor Form	
Rumor Control Form	
Transportation Assistance Request Form	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Public Information group in accomplishing its responsibilities during an emergency at the Pilgrim Nuclear Power Station (PNPS). The Public Information Group's major responsibilities are preparing and disseminating news statements, coordinating information with the MEMA Public Information Officer, answering public concerns and inquiries, and correcting misinformation and rumors.

### CONCEPT OF OPERATIONS

#### Position Responsibilities

#### 2. Public Information Officer (PIO)

- Gathers current information from EOC staff and Selectmen for the MEMA Public Information Officer.
- Completes and provides Public Information Briefing Sheets to the Rumor Control Officer and MEMA Region II.
- Prepares and obtains Selectmen approval of news statements.
- Provides news statements to MEMA PIO at the Joint Information Center.
- Receives copies of EAS messages via telefax from MEMA Public Affairs Officer (PAO); provides copies to Selectmen, Emergency Management Director, and Rumor Control Officer.
- Keeps EOC staff informed of public information activities.
- Receives and corrects recurrent rumors.

#### 2. Rumor Control Officer (RCO)

- Answers Rumor Control telephone line.
- Answers public concerns using Briefing Sheets, news statements, EAS messages and resource materials.
- Provides transportation assistance requests to Special Needs Officer.
- Identifies and forwards recurrent rumors to Public Information Officer.

## Part 1: Concepts (continued)

### Related Agency Responsibilities

1. Selectmen
  - Approve news statements.
2. Other EPZ Town Public Information Officers
  - Provide news statements to MEMA PIO at Joint Information Center.
3. Massachusetts Emergency Management Agency Public Information Officer (State PIO).
  - Coordinates news statements with the Towns, MDPH, the Federal Government and PNPS.
  - Answers questions from media which are specific to State and local emergency response activities.
  - Provides State emergency response information to Town Public Information Officers.
4. PNPS
  - Coordinate information and news statements with MEMA Public Information Officer.
  - Answer questions from the media which are specific to PNPS onsite and other Company response activities.
  - Provide Joint Information Center.

## Part 2: Response Actions

### Public Information Officer

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

#### ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. Receive initial notification of ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY from the Public Safety Dispatcher, and call in your estimated time of arrival (ETA) at the EOC.
- \_\_\_ 2. Report to the Duxbury Emergency Operations Center (EOC).
- \_\_\_ 3. Upon arrival:
- \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Inform the Emergency Management Director of your presence.
  - \_\_\_ c. Receive Initial or Follow-up Notification Form from Documentation Unit Coordinator.
  - \_\_\_ d. Receive a briefing from the Emergency Management Director on the status of the emergency.
  - \_\_\_ e. Set up equipment and supplies.
  - \_\_\_ f. Notify your alternate and place on standby.
  - \_\_\_ g. Report to Radiological Liaison for dosimetry packet **and PPE as directed and supplied by Duxbury EMD.**
  - \_\_\_ h. Review and act on any important messages received.
  - \_\_\_ i. Send messages and keep a log of your activities.
- \_\_\_ 4. Ensure all communications are established and equipment is working properly.
- \_\_\_ a. Fax a test telecopy message to MEMA PIO at the Joint Information Center and verify receipt of message by telephone.
  - \_\_\_ b. Receive test telecopy from the MEMA Public Affairs Officer (PAO) at the State Emergency Operation Center (SEOC).
  - \_\_\_ c. Perform a test call on the Rumor Control line.

Public Information Officer (continued)

- \_\_\_ 5. Maintain communications and information flow among Selectmen, Rumor Control Officer, and Emergency Management Director.
- \_\_\_ 6. Continuously monitor and collect information on EOC activities and Selectmen actions. Complete a Public Information Briefing Sheet (see forms), or a portion of one, WHENEVER:
  - \_\_\_ a. An EOC briefing is conducted.
  - \_\_\_ b. There is an emergency classification change.
  - \_\_\_ c. There are new Protective Action Directives.
  - \_\_\_ d. EMD recommends distribution /administration of KI to schools and shelters.
  - \_\_\_ e. There are significant activities by an EOC department.
  - \_\_\_ f. A local news statement has been/is to be issued via Comcast Cable Com Alert Network.
- \_\_\_ 7. Provide a copy of Public Information Briefing Sheets to Emergency Management Director to review for completeness and accuracy.
  - \_\_\_ a. Provide copy to Emergency Management Director after corrections and approval.
- \_\_\_ 8. Telecopy latest Public Information Briefing Sheets and additional information to the Intelligence Officer at MEMA Region II.
- \_\_\_ 9. Prepare the Duxbury portion of a joint news statement:
  - \_\_\_ a. Prioritize newsworthy items from latest Public Information Briefing Sheets for news statements, including:
    - \_\_\_ (1) Selectmen's actions.
    - \_\_\_ (2) Response agencies' actions.
    - \_\_\_ (3) Rumor Control telephone number.
    - \_\_\_ (4) Special Needs telephone number.
  - \_\_\_ b. Utilize the Information Dissemination Chart (see forms) for guidance on important items to include in news statements.
  - \_\_\_ c. Develop Duxbury portion of a joint news statement.

Public Information Officer (continued)

- \_\_\_ d. Obtain initialed approval from the Chairman or designated Board of Selectmen representative.

IF:	THEN:
Corrections from Selectmen	<ul style="list-style-type: none"><li>- Incorporate changes.</li><li>- Review new draft news statement.</li><li>- Obtain Selectmen corrections and/or approval on revised news statement.</li></ul>
No Corrections/Approval-	Relay Selectmen approval to Rumor Control Officer. <ul style="list-style-type: none"><li>- Post finalized news release in EOC.</li></ul>

- \_\_\_ 10. Telecopy approved Duxbury portion to MEMA Public Information Officer at the Joint Information Center.

- \_\_\_ a. Provide clarification of information to MEMA PIO, if requested.

- \_\_\_ 11. Receive finalized MEMA news statements from PIO at the Joint Information Center.

- \_\_\_ 12. Provide Briefing Sheets, news statements and status updates to the Rumor Control Officer (RCO).

- \_\_\_ 13. Receive copies of EAS messages via telefax from MEMA Public Affairs Officer at MEMA Headquarters; review for accuracy regarding Duxbury emergency response.

- \_\_\_ a. Provide copies to Emergency Management Director and Selectmen.

- \_\_\_ b. Provide copies to Rumor Control Officer.

- \_\_\_ 14. Monitor the Rumor Control operation and provide assistance to the Rumor Control Officer when needed.

- \_\_\_ a. Receive Rumor Control Form (see forms) from Rumor Control Officer if assistance is needed.

- \_\_\_ b. Utilize EOC staff and Selectmen to complete Public Information Officer portion of Rumor Control Form, Section B.

- \_\_\_ c. Return Form to Rumor Control Officer.

- \_\_\_ 15. Receive recurrent rumors from Rumor Control Officer:

- \_\_\_ a. Receive Recurrent Rumor Form (see forms) from Rumor Control Officer.

Public Information Officer (continued)

- \_\_\_ b. Complete corrective actions section on Recurrent Rumor Form.
  - \_\_\_ c. Prepare a corrective news statement, if one is needed.
  - \_\_\_ d. Obtain Selectmen approval and telecopy news statement to MEMA PIO at the Joint Information Center.
- \_\_\_ 16. Ensure news broadcasts are monitored. Notify the MEMA PIO of misinformation reported concerning Duxbury.

IF:	THEN:
Misinformation is reported	<ul style="list-style-type: none"><li>- Determine appropriate corrective action based on the severity of the error:<ul style="list-style-type: none"><li>• Prepare a corrective news statement, obtain Selectmen approval and telecopy to MEMA PIO;</li></ul></li></ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"><li>• Include corrective information in next news statement.</li></ul>

- \_\_\_ 17. Repeat the above actions as appropriate until de-escalation or termination of the emergency.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification of RELOCATION/REENTRY/RETURN phase from Emergency Management Director.
- \_\_\_ 2. Participate in the Town RELOCATION/REENTRY/RETURN Committee.
  - \_\_\_ a. Provide status update on public information to the Committee.
  - \_\_\_ b. Provide information on how public information can be used to promote orderly return to evacuated areas, including dissemination of clear instructions.
  - \_\_\_ c. Determine public information activities within the plan of action.
- \_\_\_ 3. Continue all Public Information Officer functions.
  - \_\_\_ a. Maintain information flow among the Selectmen, Emergency Management Director, and Rumor Control Officer including completing Public Information Briefing Sheets.
  - \_\_\_ b. Continue to provide information and assistance to Rumor Control Officer.



Public Information Officer (continued)

- \_\_\_ c. Obtain Selectmen approval of all news statements.
- \_\_\_ d. Continue to provide MEMA Public Information Officer with correction of recurrent misinformation.
  
- \_\_\_ 4. Upon notification from Emergency Management Director of termination of RELOCATION/REENTRY/RETURN phase, return the area to normal operations.
  
- \_\_\_ 5. Collect and provide to Emergency Management Director all logs, forms and other paperwork used in the emergency.

## Part 2: Response Actions

### Rumor Control Officer

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

#### ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. Receive initial notification of ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY from the Public Safety Dispatcher, and call in your estimated time of arrival (ETA).
- \_\_\_ 2. Report to the Duxbury Emergency Operations Center (EOC).
- \_\_\_ 3. Upon arrival:
- \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Inform the Emergency Management Director of your presence.
  - \_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.
  - \_\_\_ d. Set up equipment and supplies.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Report to Radiological Liaison for dosimetry packet **and PPE as directed and supplied by Duxbury EMD.**
  - \_\_\_ g. Review and act on any important messages received.
  - \_\_\_ h. Send messages and log all your activities.
- \_\_\_ 4. Receive and review Public Information Briefing Sheets (see forms), news statements and status updates from the Public Information Officer (PIO).
- \_\_\_ 5. Receive and review EAS messages from the Public Information Officer.
- \_\_\_ 6. Answer the Rumor Control telephone line as follows:
- "This is \_\_\_\_\_ with the Town of Duxbury Office of Emergency Preparedness. How can I assist you?"
- \_\_\_ a. Log each call and complete the Rumor Control Form, Section A (see forms).

Rumor Control Officer (continued)

IF:	THEN:
Media calls are received	<ul style="list-style-type: none"><li>- Direct media to go to Joint Information Center <u>or</u> to call the PNPS media telephone number [see Emergency Telephone Directory (ETD)].</li></ul>
Questions not specific to the Town of Duxbury are received	<ul style="list-style-type: none"><li>- Refer caller to appropriate Rumor Control number utilizing the Emergency Telephone Director (ETD).</li></ul>
Transportation Assistance is requested	<ul style="list-style-type: none"><li>- Complete a Transportation Assistance Request Form (see forms).</li><li>- Forward the Form to the Special Needs Officer by either hand-carrying it or attaching it to a Message Form.</li></ul>
Information concerning questions or rumors specific to Duxbury are received	<ul style="list-style-type: none"><li>- Respond to caller's request for information using:<ul style="list-style-type: none"><li>• existing Briefing Sheets,</li><li>• news statements,</li><li>• EAS messages,</li><li>• resource materials (binder).</li></ul></li><li>- If information is unavailable or unknown, tell caller you will return the call and request Public Information Officer to complete Section B of Rumor Control Form.</li><li>- Return call with correct information, completing Section C of Rumor Control Form.</li><li>- Advise caller to listen to the radio or TV for current information.</li></ul>
NOTE:	Do not speculate with caller. Only use information from approved sources.

Rumor Control Officer (continued)

- \_\_\_ 7. Review collected Rumor Control Forms periodically for recurrent rumors. If recurrent rumors are identified:
  - \_\_\_ a. Complete Recurrent Rumor Form (see forms).
  - \_\_\_ b. Provide Form to Public Information Officer.
- \_\_\_ 8. Repeat the above actions until de-escalation or termination of the emergency.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification of RELOCATION/REENTRY/RETURN phase from Emergency Management Director.
- \_\_\_ 2. Continue to answer Rumor Control line.
  - \_\_\_ a. Obtain unavailable information.
  - \_\_\_ b. Answer caller's questions.
  - \_\_\_ c. Identify recurrent rumors.
- \_\_\_ 3. Upon notification from Emergency Management Director of termination of RELOCATION/REENTRY/RETURN phase, return the area to normal operations.
- \_\_\_ 4. Collect and provide to Emergency Management Director all logs, forms and other paperwork used in the emergency.

TOWN OF DUXBURY  
DOCUMENTATION UNIT  
STANDARD OPERATING PROCEDURE  
DUX-24

## Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	5
Documentation Unit Coordinator .....	5
Message Runner .....	8
Status Board Keeper .....	10
Forms	
Message Center Log Form	
Message Form	
Message Handling Flow Chart	
Status Board Keeper Log Form	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist Documentation Unit personnel in accomplishing their responsibilities during an emergency at the Pilgrim Nuclear Power Station. The major responsibility of Documentation Unit personnel is the documentation and distribution of messages originating within or received by the Emergency Operations Center (EOC).

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Documentation Unit Coordinator
  - Supervise Documentation Unit personnel.
  - Review message for completeness and priority.
  - Assign message control numbers to messages.
  - Record Messages on Message Center Log Form.
  - Retain Copy of each message.
2. Message Runner
  - Distribute messages to EOC staff.
  - Make copies of messages.
  - Assist Documentation Unit Coordinator, as requested.
3. Status Board Keeper
  - Maintain assigned status board.
  - Assist Documentation Unit Coordinator, as requested.

## Part 1: Concepts

### Related Agency Responsibilities

1. Emergency Management Agency
  - Provide equipment, facilities, and supplies for Documentation Unit operations.
2. Communications Officer
  - Coordinate message distribution within the Communications Center.
3. EOC Staff
  - Complete Message Form for all messages/responses.
  - Take prompt and effective action on all requests.
  - Record messages on Individual Log Form.



Part 2: Response Actions

Documentation Unit Coordinator

UNUSUAL EVENT

\_\_\_ 1. Not notified at UNUSUAL EVENT. No action required.

ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY

\_\_\_ 1. Receive notification from Public Safety Dispatcher, and call in your estimated time of arrival at the EOC by dialing the number on your pager.

- \_\_\_ a. Sign in on Staffing Board.
- \_\_\_ b. Inform Emergency Management Director of your presence.
- \_\_\_ c. Receive a briefing from the Emergency Management Director on the status of the emergency.
- \_\_\_ d. Report to the Radiological Officer for dosimetry packet **and PPE as directed and supplied by Duxbury EMD.**
- \_\_\_ e. Notify your alternate and place on standby.
- \_\_\_ f. Review and act on any important messages.

\_\_\_ 2. Ensure Documentation Unit activation.

- \_\_\_ a. Set up Documentation Unit.
- \_\_\_ b. Inventory Documentation Unit supplies:

Item

- \_\_\_ (1) Message Forms (see form)
- \_\_\_ (2) Individual Log Forms
- \_\_\_ (3) Black Pens
- \_\_\_ (4) In/Out trays
- \_\_\_ (5) Manila folders
- \_\_\_ c. Determine adequacy of staffing:

<u>Position</u>	<u>Number Personnel Required</u>
Documentation Unit Coordinator	1 primary/1 alternate
Message Runner	2 primary/1 alternate
Status Board Keeper	1 primary/1 alternate

Documentation Unit Coordinator (continued)

- \_\_\_ 3. If documentation unit personnel have not arrived:
  - \_\_\_ a. Assume their duties.
  - \_\_\_ b. Activate alternate personnel as needed.
  
- \_\_\_ 4. Handle all messages promptly (This is extremely important).
  - \_\_\_ a. Handle all "urgents" on a first priority basis.
  - \_\_\_ b. Check message times on messages, and handle on the basis of oldest first.
  - \_\_\_ c. If you have to leave your station, assign a runner to documentation unit in your absence.
  
- \_\_\_ 5. Complete the following steps when you receive a new message: (**Note: A new message will have all four copies of the message form still attached, and will not have a message number assigned). See Message Handling Flow Chart (see forms).**)
  - \_\_\_ a. Assign the next consecutive message number.
  - \_\_\_ b. Enter the message number on the Message Form (see forms) in the upper right hand corner.
  - \_\_\_ c. Log the message on the Message Center Log Form (see forms) as follows:
    - \_\_\_ (1) Under **MESSAGE #**, enter numbers consecutively.
    - \_\_\_ (2) Under **TIME LOGGED**, record current time using military time (24 hour clock; e.g. not 3:00 p.m., but 1500).
    - \_\_\_ (3) Under **MESSAGE**, the description should identify the primary subject matter.
    - \_\_\_ (4) Under **MESSAGE TO**, enter the position or name of the person addressed.
    - \_\_\_ (5) Under **MESSAGE FROM** enter the name first, and then, the title of the person who sent the message.
    - \_\_\_ (6) Under **ACTION COMPLETED**, fill in at this time only if no response is required. (Note: If there is no response required, enter the current time as in "**TIME LOGGED**". If a response is required, this column would not be completed at this time.

Documentation Unit Coordinator (continued)

- \_\_\_\_ d. Take the bottom copy ("Message Control") and place it face down in the appropriate (urgent or routine) Message Center Tray.
  - \_\_\_\_ e. Place the remaining copies in the "out" basket, or hand them to the message runner for distribution.
- \_\_\_\_ 6. When you receive a message that is a "response" (**Note: It will already have a message number. Also, there will only be two copies of the message form**):
- \_\_\_\_ a. Locate the entry of the original message in the Message Log Form.
  - \_\_\_\_ b. In the column titled "**Action Completed**," enter the current time. Again, use the 24 hour clock (military time).
  - \_\_\_\_ c. Take the bottom copy and place it in the appropriate Message Center Tray.
  - \_\_\_\_ d. Place the top copy in the "out" basket; or hand it to a message runner for distribution to the original sender.
- \_\_\_\_ 7. It is important to review your log on a regular basis:
- \_\_\_\_ a. Look for all items that do not have an entry in the Action Completed" column.
  - \_\_\_\_ b. If the item has been open for an extended period:
    - \_\_\_\_ (1) Check the Message Center Tray to determine if the message is urgent or routine.
    - \_\_\_\_ (2) If the item is urgent, have a runner photocopy the message. Make a note on the photocopy: "Request has been pending for \_\_\_\_\_ minutes," and deliver the photocopy to the Emergency Management Director for follow up.
    - \_\_\_\_ (3) If the item is routine, photocopy the message. Make a note on the photocopy, "Request has been pending for \_\_\_\_\_ minutes. Place the photocopy in the "Out" basket for the Message Runner to deliver as time allows.

## Part 2: Response Actions

### Message Runner

#### UNUSUAL EVENT

\_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

#### ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY

\_\_\_ 1. When notified by the Emergency Management Director, report to the EOC:

\_\_\_ a. Sign in on Staffing Board.

\_\_\_ b. Inform Documentation Unit Coordinator of your presence.

\_\_\_ c. Receive a briefing from Documentation Unit Coordinator.

\_\_\_ d. Report to the Radiological Officer for dosimetry packet and PPE as directed and supplied by Duxbury EMD.

\_\_\_ e. Notify your alternate and place on standby.

\_\_\_ f. Review and act on any important messages.

\_\_\_ 2. If Documentation Unit Coordinator has not arrived:

\_\_\_ a. Inform Emergency Management Director.

\_\_\_ b. Assume duties by implementing Documentation Unit Coordinator checklist.

\_\_\_ 3. Deliver messages (see Message Handling Flow Chart - see forms) from the following to the Documentation Unit Coordinator:

\_\_\_ a. EOC staff "OUT" trays.

\_\_\_ b. Communications Officer's "OUT" tray.

\_\_\_ 4. Place "Urgent" messages on top before delivering a stack of messages to the Documentation Unit Coordinator.

\_\_\_ 5. Deliver messages from the Documentation Unit Coordinator "OUT" tray as follows:

## Message Runner (Cont.)

<u>If</u>		<u>Then</u>
The message does NOT require a response	-	<ul style="list-style-type: none"><li>Check Info Copies (Line 8) to determine if you need photocopies. If "(status board): "yes" is checked, be sure to make a photocopy for Status Board Keeper.</li><li>Distribute bottom copy to "Receiver."</li><li>Distribute Info Copies. You may use the second "message control" copy as an Info Copy when there is no response required.</li><li>Distribute the remaining copy (ies) to the Sender.</li></ul>
The initial message requires a response.	-	<ul style="list-style-type: none"><li>Check "Info Copies" (Line 8) to determine if you need photocopies. If "(status board): "yes" is checked, be sure to make a photocopy for Status Board Keeper.</li><li>Distribute 3 copies to the receiver (line 5).</li><li>Distribute Info Copies.</li></ul>
The initial message <u>and</u> the response are on the message form.	-	<ul style="list-style-type: none"><li>Check "Info Copies" (line 13) to determine if you need photocopies. If "(status board): "yes" is checked, be sure to make a photocopy for Status Board Keeper.</li><li>Distribute the remaining copy of the form to the person who initiated the message (line 6).</li><li>Distribute any Info Copies.</li><li>Deliver to agency indicated as "To:" on Line 5.</li><li>Deliver extra copies.</li></ul>

## Part 2: Response Actions

### Status Board Keeper

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified at UNUSUAL EVENT. No actions required.

#### ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY

- \_\_\_ 1. When notified by Emergency Management Director, report to the EOC.
- \_\_\_ a. Sign in on Staffing Board.
  - \_\_\_ b. Inform Documentation Unit Coordinator of your presence.
  - \_\_\_ c. Receive briefing on the status of the emergency from Documentation Unit Coordinator.
  - \_\_\_ d. Report to the Radiological Officer for dosimetry packet and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ e. Notify your alternate and place on standby.
  - \_\_\_ f. Review and act on any important messages.
- \_\_\_ 2. Retrieve messages from your "IN" tray for posting on status boards in Operations Room.
- \_\_\_ 3. If "Yes" block for Status Board on Message Form is checked, document message in Status Board Keeper Log Form. (see form)
- \_\_\_ 4. Post messages on status boards in a timely fashion. Summarize long messages.
- \_\_\_ 5. When status board is full, complete the following:
- \_\_\_ a. Verify that messages are on the Status Board Keeper Log Form.
  - \_\_\_ b. Erase entire status board.
  - \_\_\_ c. Provide copies of the Status Board Keeper Log Form to the EM Director for distribution to staff.
  - \_\_\_ d. Enter new information.
- \_\_\_ 6. Retain posted messages on file.
- \_\_\_ 7. Assist Documentation Unit Coordinator as needed.

TOWN OF DUXBURY  
SIREN SYSTEM SIREN ACTIVATION  
STANDARD OPERATING PROCEDURE  
DUX-25

Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 3

    Purpose ..... 3

    Concept of Operations ..... 3

Part 2: Response Actions ..... 4

    Siren Activation for Pilgrim Nuclear Power Station (PNPS) Emergency ..... 4

    Siren Cancellation (False Activation) ..... 6

    Siren Public Address Activation for Other Non-Pilgrim Emergency (All Sirens)..... 7

    Siren Public Address Activation for Other Non-Pilgrim Emergency (Individual Sirens) . 8

    Siren Test..... 9

Forms:

    Siren Report Form



## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Duxbury Police Department with activating, clearing, testing, and documenting use of the sirens in Duxbury that are part of the Prompt Alert and Notification System (PANS) for an emergency at the Pilgrim Nuclear Power Station (PNPS).

### CONCEPT OF OPERATIONS

#### Agency Responsibilities

1. Police EOC Representative
  - Direct Police Alarm Operators to activate Duxbury sirens **as backup to SEOC if directed by MEMA.**
  - Establish order of delegation of authority to direct activation of sirens in his/her absence.
2. Police Shift Commander
  - Direct Police Alarm Operators to activate Duxbury sirens **as backup to SEOC if directed by MEMA** as delegated by Police EOC Representative.
3. Police Alarm Operator
  - Activate Duxbury sirens in Steady Tone and/or Public Address mode as directed **as backup to SEOC if directed by MEMA.**
4. Duxbury Police Department
  - Provide siren activation time if EOC is not activated.

#### Support Agency Responsibilities

1. PNPS
  - Provide timely notification to Town, State, and Federal organizations.
  - Provide backup siren activation support.
2. Massachusetts Emergency Management Agency (MEMA)
  - Provide siren activation time(s) to State and local organizations.
  - Provide **primary** siren activation.

Part 2: Response Actions

Police Alarm Operator

Siren Activation for Pilgrim Nuclear Power Station (PNPS) Emergency

UNUSUAL EVENT

\_\_\_ 1. No action required.

ALERT/SITE AREA EMERGENCY and/or GENERAL EMERGENCY

\_\_\_ 1. Receive notification to activate all sirens from Police EOC Representative or Shift Commander **as backup to SEOC if directed by MEMA.**

\_\_\_ a. Record date and time of notification: \_\_\_\_\_

\_\_\_ b. Record the name and title of person contacting you: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ c. Enter the time the sirens are to be activated: \_\_\_\_\_

\_\_\_ d. Check your clock against caller's clock and make necessary adjustment.

\_\_\_ e. Return the notification call to verify its accuracy, and record the time: \_\_\_\_\_

\_\_\_ 2. Activate all sirens in accordance with section 1.0 (a) and (b) of the "Posted Operating Instructions".

**NOTE: If sirens fail to activate, contact MEMA Headquarters at 1-800-982-6846 or the Pilgrim Station Emergency Operations Facility at 508-732-6600 for activation assistance.**

\_\_\_ 3. Retrieve information on overall siren activation and interpret siren status in accordance with sections 2.0 and 3.0 of the "Posted Operating Instructions".

\_\_\_ 4. Document on Siren Report Form.

\_\_\_ 5. Notify Shift Commander.

\_\_\_ 6. De-activate control panel and shutdown computer.

\_\_\_ a. Shutdown the computer in accordance with sections 5.0 of the "Posted Operating Instructions".

\_\_\_ b. Turn the control panel KEY SWITCH on the PNPS console to the left or OFF position.

Part 2: Response Actions

Police Alarm Operator

Siren Cancellation (False Activation)

- \_\_\_ 1. Receive notification of false siren activation.
  - \_\_\_ a. Record date and time of notification: \_\_\_\_\_
  - \_\_\_ b. Record location(s) of activated siren(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_ 2. Cancel false activation in accordance with section 1.0 of the "Posted Operating Instructions.
  
- \_\_\_ 3. If the above sequence fails to silence any siren, report the problem immediately to PNPS at (508) 830-8228 and provide the following information:
  - \_\_\_ a. Town name
  - \_\_\_ b. Siren number and location
  - \_\_\_ c. Callback number and contact name
  
- \_\_\_ 4. Notify Shift Commander.
  
- \_\_\_ 5. De-activate control panel by turning the KEY SWITCH on the PNPS console to the left or OFF position.

Part 2: Response Actions

Police Alarm Operator

Siren Public Address Activation for Other Non-Pilgrim Emergency (All Sirens)

- \_\_\_ 1. Receive notification to activate all sirens.
  - \_\_\_ a. Record date and time of notification: \_\_\_\_\_
  - \_\_\_ b. Record the name and title of person contacting you: \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_ c. Enter the time the sirens are to be activated: \_\_\_\_\_
  - \_\_\_ d. Check your clock against caller's clock and make any necessary adjustments.
  - \_\_\_ e. Record the message to be broadcast over the sirens. Read the message back to the person contacting you to ensure its accuracy.  
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\_\_\_\_\_
  - \_\_\_ f. Return the notification call to verify its accuracy,  
and record the time: \_\_\_\_\_

Siren Public Address for Other Non-Pilgrim Emergency (All Sirens) (continued)

- \_\_\_ 2. Activate the Public Address function on all sirens at the designated time in accordance with section 4.0 of the "Posted Operating Instructions".
- \_\_\_ 3. Document on Siren Report Form.
- \_\_\_ 4. Notify Shift Commander.
- \_\_\_ 5. De-activate control panel by turning the KEY SWITCH on the PNPS console to the left or OFF position.

Part 2: Response Actions

Police Alarm Operator

Siren Public Address Activation for Other Non-Pilgrim Emergency (Individual Sirens)

\_\_\_ 1. Receive notification to activate individual sirens.

\_\_\_ a. Record date and time of notification: \_\_\_\_\_

\_\_\_ b. Record the name and title of person contacting you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_ c. Enter the time the sirens are to be activated: \_\_\_\_\_

**NOTE: Refer to the Siren Address List in Section 6.0 of the "Posted Operating Instructions" to determine the 3 digit addresses (site numbers[s]).**

\_\_\_ d. Enter the site number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_ e. Check your clock against caller's clock and make any necessary adjustments.

\_\_\_ f. Record the message to be broadcast over the sirens. Read the message back to the person contacting you to ensure its accuracy.

\_\_\_\_\_

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\_\_\_ g. Return the notification call to verify its accuracy, and record the time: \_\_\_\_\_

\_\_\_ 2. Activate the Public Address function on the appropriate sirens in accordance with section 4.0 of the "Posted Operating Instructions".

\_\_\_ 3. Document on Siren Report Form.

\_\_\_ 4. Notify Shift Commander

\_\_\_ 5. De-activate control panel by turning the KEY SWITCH on the PNPS console to the left or OFF position.

Part 2: Response Actions

Police Alarm Operator

Siren Test

- \_\_\_\_ 1. Perform the siren test in accordance with the procedure provided by PNPS.

TOWN OF DUXBURY  
BAY PATH/DUXBURY HOUSE NURSING HOME  
STANDARD OPERATING PROCEDURE  
DUX-40



Table of Contents

Title Page..... 1

Table of Contents..... 2

Part 1: Concepts ..... 4

Purpose ..... 4

Concept of Operations ..... 4

Part 2: Response Actions ..... 7

Administrator/Alternate Administrator..... 7

Director of Nursing or Designee ..... 14

Maintenance Supervisor..... 19

Food Services Supervisor ..... 22

Dosimetry Coordinator Checklist..... 25

Forms

- Dosimetry Coordinator Kit Inventory Sheet
- Dosimetry Instruction Briefing Card
- Dosimetry Log
- Emergency Call List
- Emergency Worker Exposure (EWE) Form
- Host Facility Information Form
- Notice of Relocation
- Regulatory Guide 8-13 Acknowledgment Form
- Relocation Staff Assignments
- Resident Pickup Release Form
- Resident Roster/Relocation Assignment

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Bay Path/ Duxbury House Nursing Home during an emergency at the Pilgrim Nuclear Power Station (PNPS). This procedure assigns administrative and staff responsibilities to control emergency response activities in providing for resident care, facility maintenance, and coordination with other emergency response support agencies.

### CONCEPT OF OPERATIONS

#### Nursing Home Staff Responsibilities

1. Administrator/Alternate Administrator
  - Establish and maintain communications with the Duxbury Special Facilities Coordinator, Facility Personnel, and the Host Facility.
  - Direct nursing home emergency response.
  - Ensure adequate staffing and equipment for emergency conditions.
  - Maintain current resident census, transportation requirements, and staffing needs.
  - Determine resource deficiencies and report unmet needs to the Special Facilities Coordinator in the Duxbury EOC.
  - Direct implementation of protective actions.
  - Upon termination of the emergency, coordinate the return of the facility to normal operations.
  - Document the emergency management effort on a date-time log until normal operations are restored.
2. Director of Nursing or Designee
  - In the absence of the Administrator or Alternate Administrator, assume responsibility for the emergency response.
  - Assign tasks to nursing and volunteer personnel.
  - Prepare resident census reports, the classification of residents for transport, and the coordination of the resident care.
  - Determine resource deficiencies and inform the Administrator.

### Part 1: Concepts (continued)

- Ensure residents and their records are prepared for sheltering or evacuation.
  - Implement protective actions as directed by the Administrator.
  - Ensure accountability of residents during implementation of protective action.
  - Assist the Administrator in preparing for return.
  - Act as Dosimetry Coordinator.
3. Maintenance Supervisor
- Maintain a safe building environment.
  - Conduct facility resource inventory as directed by the Administrators.
  - Prepare building for sheltering or evacuation.
  - Assist nursing staff with resident handling.
  - Provide vehicle and building access control.
  - Prepare building for return.
4. Food Services Supervisor
- Provide support to the Administrator in implementing emergency response actions.
  - Prepare nursing home for sheltering by ensuring an adequate supply of foodstuffs.

### Related Agency Responsibilities

1. Special Facilities Coordinator
- Notify nursing home Administrator of the emergency at PNPS.
  - Address nursing home resource requirements.
  - Coordinate identified requirements with the Transportation Officer.
  - Inform nursing home Administrator of the availability of transportation resources.

Part 1: Concepts (continued)

- Coordinate availability of host facility resources with MEMA Region II Special Facility Coordinator.
  - Coordinate KI and Dosimetry issued with **Radiological Officer** and Nursing Home Dosimetry Coordinator. Coordinate issuance of PPE as directed and supplied by Duxbury EMD.
  - Receive results of dosimetry readings and report to **Radiological Officer**.
2. Transportation Providers
- Provide transportation assistance to nursing homes in accordance with Massachusetts Emergency Management Agency (MEMA) Region II's and Duxbury's Transportation Officer's requests.
3. Host Facility
- Maintain communications with the nursing home Administrators.
  - Prepare host nursing home for designated number of residents.
  - Receive evacuated residents.
  - Assist in preparation of residents for departure in return.

Part 2: Response Actions

Nursing Home Administrator/Alternate Administrator

UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

ALERT

- \_\_\_ 1. Receive notification from the Duxbury Special Facilities Coordinator.
- \_\_\_ 2. Perform notifications in accordance with Emergency Call List (see forms).
- \_\_\_ a. Read Agency Notification Form.
- \_\_\_ b. Record time of notification.
- \_\_\_ 3. Test Tone Alert Radio.
- \_\_\_ 4. Cancel Special Activities
- \_\_\_ 5. Brief Director of Nursing, Personnel, Maintenance Supervisor, and Food Services Supervisor.
- \_\_\_ a. Provide procedural checklists.
- \_\_\_ b. Determine level of staffing for Inventory Checklist (see forms).
- \_\_\_ c. Determine resident conditions and transportation requirements on Inventory Checklist (see forms).
- \_\_\_ 6. Notify host facility in accordance with Host Facility Information Form (see forms).
- \_\_\_ 7. Report transportation and staff resource requirements from Inventory Checklist and host facility resource assessment from Host Facility Information Form to Special Facilities Coordinator.
- \_\_\_ 8. With Director of Nursing determine staff to remain with residents whose transfer would be life threatening.
- \_\_\_ a. Verify an adequate supply of dosimetry KI and PPE as directed and supplied by Duxbury EMD is on hand.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY through:

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_ a. Telephone call from Duxbury Special Facilities Coordinator and
- \_\_\_ b. Activation of Tone Alert Radio.
- \_\_\_ 2. Complete appropriate actions under ALERT.
  - \_\_\_ (1) Record on Agency Notification Form.
- \_\_\_ 3. Notify facility administrators, owners, and staff of the SITE AREA EMERGENCY, using Emergency Call List (see forms).
- \_\_\_ 4. Instruct department heads to assess emergency staffing requirements and to call in additional staff, as needed.
- \_\_\_ 5. Notify host facility of SITE AREA EMERGENCY classification.
  - \_\_\_ a. Report categories of residents to Host Facility Administrator from Inventory Checklist (see forms).
  - \_\_\_ b. Reserve available beds for nursing home residents.
  - \_\_\_ c. Verify host facility staff and resident resources on Host Facility Information Form.
- \_\_\_ 6. Cancel special activities (e.g. trips, visitation, etc.) unless consistent with emergency response.
- \_\_\_ 7. Direct identification of residents whose medical status would permit temporary discharge to family custody.
- \_\_\_ 8. Update resident census and transportation requirements on Inventory Checklist with department heads.
- \_\_\_ 9. Update inventory of needed staff, supplies, vehicles, and equipment required for protective actions.
  - \_\_\_ a. Authorize discharge of residents to family care whenever possible.
- \_\_\_ 10. Update resident and inventory information for the Special Facilities Coordinator, indicating resource shortfalls or needs from Inventory Checklist:
  - \_\_\_ a. Number of residents and transportation requirements from inventory checklist.
  - \_\_\_ b. Additional staff requirements.

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_ c. Insufficient host facility bed space.
- \_\_\_11. Prepare facility for possible sheltering.
  - \_\_\_ a. Ensure that medication carts contain a supply of residents' medication.
  - \_\_\_ b. Ensure kitchen is stocked with a supply of canned foods, fruits and juices, disposable plates, cups and utensils.
  - \_\_\_ c. Direct Maintenance Supervisor to:
    - \_\_\_ (1) Test emergency lighting/emergency generator systems.
    - \_\_\_ (2) Inventory and replenish housekeeping supplies.
  - \_\_\_ d. Update with Director of Nursing the roster of staff to remain with residents that cannot be evacuated as appropriate.
- \_\_\_12. Direct staff to prepare facility for possible evacuation at GENERAL EMERGENCY.
  - \_\_\_ a. Ensure preparation of abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.
  - \_\_\_ b. Ensure placement of identification bracelets or identification/name tags on all residents, as applicable.
  - \_\_\_ c. Ensure preparation of an adequate supply of medication.
  - \_\_\_ d. Direct assembly of equipment (e.g., portable oxygen apparatus, resident restraints, etc.) at the appropriate nursing stations.
  - \_\_\_ e. Direct identification of residents too ill to be transported.
  - \_\_\_ f. Ensure assignment of staff to care for residents that cannot be moved.
  - \_\_\_ g. Complete Resident Roster/Relocation Assignment (see forms).
  - \_\_\_ h. Verify an adequate supply of Dosimetry KI and PPE as directed and supplied by Duxbury EMD is on hand. Complete Resident Roster/Relocation Assignment (see forms).
- \_\_\_13. Obtain supplemental Host Facility Assignment if necessary from Special Facilities Coordinator and record on Host Facility Information Form (see forms).
  - \_\_\_ a. Call host facility administrator and verify resident spaces.

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_ 14. Request consolidation of nursing units in order to reduce staffing requirements, and dismiss nonessential staff.
- \_\_\_ 15. Update Health EOC Representative of changes in census and resource requirements.
- \_\_\_ 16. Monitor Tone Alert Radio or one of the following EAS stations.

Frequency

1390 AM  
98.5 FM  
99.1 FM  
95.9 FM  
10.30 AM

- \_\_\_ 17. Await further instructions.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Health EOC Representative and Tone Alert Radio.
- \_\_\_ 2. Complete appropriate actions under SITE AREA EMERGENCY.
  - \_\_\_ a. Verify availability of transportation, personnel, and host facility resources for evacuation.
  - \_\_\_ b. Report time needed to implement protective actions.
- \_\_\_ 3. Notify all Directors of GENERAL EMERGENCY.
- \_\_\_ 4. Notify host facility administrator of GENERAL EMERGENCY classification.
- \_\_\_ 5. IF SHELTERING OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Notify department heads.
  - \_\_\_ b. Terminate all outside activity.
  - \_\_\_ c. Instruct staff to coordinate with the Maintenance Supervisor to secure building:
    - \_\_\_ (1) Close all doors, windows and remain indoors.  
DO NOT LOCK FIRE DOORS.
    - \_\_\_ (2) Turn off all air conditioners, fans or other ventilation systems which draw air from the outside.



Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_ d. Contact Food Services Supervisor and request status of food and kitchen supplies.
- \_\_\_ e. Suspend further release of residents to family care.
- \_\_\_ f. Prepare for temporary operations with staff on hand.
- \_\_\_ g. Notify host facility administrator that sheltering is in process.
- \_\_\_ h. Maintain communication with Special Facilities Coordinator.
- \_\_\_ i. Upon notification from the Special Facilities Coordinator, instruct all personnel to terminate sheltering activities.

\_\_\_ 6. IF EVACUATION OF DUXBURY IS DIRECTED:

- \_\_\_ a. Instruct staff to verify the roster of residents and required mode of transportation on Inventory Checklist.
- \_\_\_ b. Contact Special Facilities Coordinator to:
  - \_\_\_ (1) Update census and resource requirements.
  - \_\_\_ (2) Confirm the dispatch and estimate arrival time of required transportation resources.
- \_\_\_ c. Notify host facility administrator of the evacuation recommendation and transfer schedule.
  - \_\_\_ (1) Verify resident spaces.
- \_\_\_ d. Assign staff to provide external traffic control.
- \_\_\_ e. Designate assembly points and vehicle staging areas.

Assembly Point

Vehicles

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \_\_\_ f. In anticipation of vehicle arrival, at assembly points gather:
  - \_\_\_ (1) Residents and their essential belongings by required mode of transportation.
  - \_\_\_ (2) Transfer forms

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_\_ (3) Medical charts
  - \_\_\_\_ (4) Medications
  - \_\_\_\_ (5) Medical support equipment
- \_\_\_\_ g. Assign staff to remain with residents who cannot be moved.
- \_\_\_\_ (1) Designate a head staff person to supervise facility operations and maintain contact with the Special Facilities Coordinator.
  - \_\_\_\_ (2) Instruct staff to implement sheltering protective actions.
  - \_\_\_\_ (3) When notified by the Special Facilities Coordinator, receive KI from Dosimetry Coordinator and Administer to staff and residents. Distribute PPE as directed and supplied by Duxbury EMD.
  - \_\_\_\_ (4) Assist in monitoring dosimetry equipment as directed by Dosimetry Coordinator.
- \_\_\_\_ h. Prepare for departure:
- \_\_\_\_ (1) Ensure sufficient staff and emergency workers are assigned for vehicle boarding.
  - \_\_\_\_ (2) Monitor vehicle boarding to ensure accountability of residents and accompanying staff.
  - \_\_\_\_ (3) Ensure drivers have evacuation route maps.
  - \_\_\_\_ (4) Send sufficient staff to establish temporary administrative headquarters at host facility.
- \_\_\_\_ i. Inform Special Facilities Coordinator of vehicle arrival and readiness for departure.
- \_\_\_\_ (1) Upon acknowledgment of Special Facilities Coordinator, begin evacuation to host facility.
- \_\_\_\_ j. Ensure with department heads that facility is secure:
- \_\_\_\_ (1) Lock record files/cabinets.
  - \_\_\_\_ (2) Secure residents' personal valuables.

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_\_ (3) Lock medicine cabinets.
- \_\_\_\_ (4) Shutdown non-essential mechanical and electrical systems.
- \_\_\_\_ (5) Post Notice of Relocation (see forms) with directional maps on front door.
- \_\_\_\_ (6) Notify Special Facilities Coordinator of evacuation of facility.
- \_\_\_\_ (7) Empty facility of remaining personnel and secure.
- \_\_\_\_ k. Report to host facility.
- \_\_\_\_ l. Set up temporary headquarters at host facility.
  - \_\_\_\_ (1) Monitor care of residents.
  - \_\_\_\_ (2) Schedule staff coverage in coordination with host facility.
  - \_\_\_\_ (3) Release excess staff maintaining a record of future whereabouts on Relocation Staff Assignment roster (see forms).
- \_\_\_\_ m. Report evacuee arrivals at host facility to Special Facilities Coordinator.
- \_\_\_\_ n. Ensure families are notified of residents whereabouts.
- \_\_\_\_ o. Maintain contact with Special Facilities Coordinator.
- \_\_\_\_ p. If appropriate, maintain contact with staff remaining at the facility.

RELOCATION/REENTRY/RETURN

- \_\_\_\_ 1. Receive notification of authorization for return from Special Facilities Coordinator.
- \_\_\_\_ 2. Brief nursing home and Host Facility personnel of return action.
- \_\_\_\_ 3. Obtain resource requirement information for return on Inventory Checklist.
- \_\_\_\_ 4. Report additional resource requests to Special Facilities Coordinator.

Nursing Home Administrator/Alternate Administrator (continued)

- \_\_\_ 5. Request Maintenance Supervisor to prepare the building for occupancy.
- \_\_\_ 6. Instruct staff to return residents to nursing home.
- \_\_\_ 7. Report return to nursing home to the Special Facilities Coordinator.
- \_\_\_ 8. Gather records of emergency activities and submit to the Special Facilities Coordinator:
  - \_\_\_ a. Your log.
  - \_\_\_ b. Message Forms.
  - \_\_\_ c. Procedure and associated forms.

Part 2: Response Actions  
Director of Nursing or Designee

UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

ALERT

- \_\_\_ 1. Receive notification of ALERT from Administrator/Alternate Administrator.
- \_\_\_ 2. Attend briefing with Administrators.
- \_\_\_ a. Review Standard Operating Procedure in preparation for escalation of emergency.
- \_\_\_ 3. Notify off-duty nursing staff of emergency classification.
- \_\_\_ a. Document notification on Emergency Call List (see forms).
- \_\_\_ 4. Complete Inventory Checklist. (see forms).
- \_\_\_ a. Report results to Administrator.
- \_\_\_ 5. Assist Administrator to determine staff to remain with residents whose transfer would be life threatening.
- \_\_\_ 6. Act as Dosimetry Coordinator and implement Dosimetry Coordinator Checklist.
- \_\_\_ 7. Await further instructions from Administrator.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Administrator.
- \_\_\_ 2. Complete appropriate actions under ALERT.
- \_\_\_ 3. Brief nursing staff of emergency classification.
- \_\_\_ 4. Update facility resource information on Inventory Checklist (see forms) and report to Administrators.
- \_\_\_ 5. Mobilize additional off-duty nursing personnel on Emergency Call List (see forms) as appropriate.

Director of Nursing or Designee

- \_\_\_ 6. Supervise discharge of residents to family custody.
  - \_\_\_ a. Direct nursing staff to identify residents who may be discharged to family custody.
  - \_\_\_ b. Contact families to pick up residents identified as being appropriate for discharge.
  - \_\_\_ c. Complete Resident Pickup Release Form (see forms).
  - \_\_\_ d. Submit completed Resident Pickup Release Form to Administrator for approval.
  
- \_\_\_ 6. Prepare facility for possible sheltering at GENERAL EMERGENCY.
  - \_\_\_ a. Ensure that medication carts contain a supply of residents' medication.
  
- \_\_\_ 7. Prepare facility for possible evacuation at GENERAL EMERGENCY.
  - \_\_\_ a. Prepare abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.
  - \_\_\_ b. Place identification bracelets or identification/name tags on all residents, as applicable.
  - \_\_\_ c. Prepare an adequate supply of medication.
  - \_\_\_ d. Assemble equipment (e.g., portable oxygen apparatus, resident restraints, etc.) at the appropriate nursing stations.
  - \_\_\_ e. Review roster of staff to remain with residents that cannot be moved in the event of evacuation.
  
- \_\_\_ 8. Review Standard Operating Procedure for GENERAL EMERGENCY classification.
  
- \_\_\_ 9. Await further instructions.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Administrators.
  
- \_\_\_ 2. Complete appropriate actions under SITE AREA EMERGENCY.
  
- \_\_\_ 3. Brief staff of GENERAL EMERGENCY classification.

Director of Nursing or Designee

- \_\_\_ 4. Update census and resource requirements and report to Administrators.
- \_\_\_ 5. Assign tasks to staff and supplemental emergency workers.
- \_\_\_ 6. Maintain communications with the Administrators in awaiting direction to implement protective action(s).
- \_\_\_ 7. IF SHELTERING OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Notify on-duty and off-duty staff of SHELTERING DIRECTIVE.
  - \_\_\_ b. Terminate all outside activity.
  - \_\_\_ c. Assist Maintenance Supervisor by instructing staff to:
    - \_\_\_ (1) Close all doors, windows and remain indoors.  
DO NOT LOCK FIRE DOORS.
    - \_\_\_ (2) Turn off all air conditioners, fans or other ventilation systems which draw air from the outside.
  - \_\_\_ d. Suspend resident discharge until further notice.
  - \_\_\_ e. Plan maintenance of resident services with available staff.
  - \_\_\_ f. Inform Administrators of sheltering activity.
  - \_\_\_ g. Upon notification from the Administrators, instruct staff to terminate sheltering actions.
- \_\_\_ 8. IF EVACUATION OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Notify staff of EVACUATION DIRECTIVE.
  - \_\_\_ b. Verify transportation requirements on the Inventory Checklist.
  - \_\_\_ c. Contact Administrators to report:
    - \_\_\_ (1) Additional staff and vehicle resource requirements.

Director of Nursing or Designee

\_\_\_ d. Establish assembly points and vehicle staging areas.

Assembly Point

Vehicles

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ e. In anticipation of vehicle arrival, at predesignated points, assemble:

- \_\_\_ (1) Residents and their essential belongings identified by required mode of transportation.
- \_\_\_ (2) Resident Roster/Relocation Assignment (see forms) forms assigning host facility
- \_\_\_ (3) Medical charts
- \_\_\_ (4) Medications
- \_\_\_ (5) Medical support equipment

\_\_\_ f. Prepare for departure:

- \_\_\_ (1) Direct staff and emergency workers to begin resident boarding of vehicles.
- \_\_\_ (2) Monitor vehicle boarding to ensure accountability of residents and accompanying staff.
- \_\_\_ (3) Provide driver with map and directions to host facility (see forms).

\_\_\_ g. Ensure staff who remain with residents whose transfer would be life threatening:

- \_\_\_ (1) Implement sheltering protective actions (Refer to Step 7).
- \_\_\_ (2) Issue dosimetry. Distribute PPE as directed and supplied by Duxbury EMD.
- \_\_\_ (3) Report dosimetry as instructed on Emergency Worker Exposure Form.
- \_\_\_ (4) Upon recommendation by the Duxbury Special Facilities Coordinator, administer KI to staff and residents.



Director of Nursing or Designee

- \_\_\_ h. Upon direction from the Administrators, begin evacuation to host facility.
- \_\_\_ i. Report to host facility.
- \_\_\_ j. Assist the Administrators in setting up temporary headquarters.
  - \_\_\_ (1) Arrange for staff coverage.
  - \_\_\_ (2) Assist host facility staff in caring for residents.
- \_\_\_ k. Perform accountability on evacuee arrivals at host facility.
- \_\_\_ l. Notify families of residents' whereabouts.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Upon authorization for return report resource requirements from Inventory Checklist to Administrator (see forms).
- \_\_\_ 2. Upon direction from the Administrator prepare for departure:
  - \_\_\_ a. Direct staff and emergency workers to assist residents in boarding vehicles.
  - \_\_\_ b. Monitor vehicle boarding to ensure accountability of residents and staff.
- \_\_\_ 3. Upon direction from the Administrator, return to nursing home.
- \_\_\_ 4. Submit logs, procedures and associated forms to Administrator.

## Part 2: Response Actions

### Maintenance Supervisor

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. Receive ALERT notification from the Administrator.
- \_\_\_ 2. Brief staff of emergency classification.
- \_\_\_ 3. Report availability of vehicles and maintenance staff resources to Administrator on Inventory Checklist (see forms).
- \_\_\_ 4. Review Standard Operating Procedure in preparation for escalation of emergency.
- \_\_\_ 5. Await further instruction.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive SITE AREA EMERGENCY notification from the Administrator.
- \_\_\_ 2. If at home when notified, report to Nursing Home.
- \_\_\_ 3. Brief maintenance staff of emergency classification.
- \_\_\_ 4. Update inventory of vehicles and maintenance staff resources on Inventory Checklist.
- \_\_\_ 5. Assess number of staff needed to assist in emergency response.
- \_\_\_ 6. Perform additional notifications of supplemental staff as appropriate.
- \_\_\_ 7. Report resource inventory results to the Administrator.
- \_\_\_ 8. Review Standard Operating Procedure in preparation for escalation of emergency.
- \_\_\_ 9. Await further instructions.

#### GENERAL EMERGENCY

- \_\_\_ 1. Receive GENERAL EMERGENCY notification from the Administrator.
- \_\_\_ 2. Brief staff of emergency classification.
- \_\_\_ 3. Terminate outside maintenance activities.

Maintenance Supervisor (continued)

- \_\_\_ 4. Implement protective actions as directed by the Administrator.
- \_\_\_ 5. IF SHELTERING OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Instruct staff to close all doors and windows. DO NOT LOCK FIRE DOORS.
  - \_\_\_ b. Turn off all air conditioners, fans or other ventilation systems which draw air from outside.
  - \_\_\_ c. Seal major cracks and openings.
  - \_\_\_ d. Ensure enough supplies to accommodate sheltering.
  - \_\_\_ e. Upon termination of the sheltering return building to normal operations.
- \_\_\_ 6. IF EVACUATION DUXBURY IS DIRECTED:
  - \_\_\_ a. Ensure that staff remaining with residents whose transfer would be life threatening:
    - \_\_\_ (1) Implement sheltering protective actions (Refer to Step 5).
    - \_\_\_ (2) Receive Dosimetry and PPE as directed and supplied by Duxbury EMD.
    - \_\_\_ (3) Report dosimetry as instructed on Emergency Worker Exposure Form.
    - \_\_\_ (4) Upon recommendation from the Duxbury Special Facilities Coordinator (via Dosimetry Coordinator) take KI when instructed to do so.
  - \_\_\_ b. Assign staff to direct vehicles to pre-designated loading areas.

<u>Vehicle Location</u>	<u>Staff Assigned</u>
_____	_____
_____	_____
  - \_\_\_ c. Assist nursing staff with resident handling.
  - \_\_\_ d. Shut down ventilation systems.
  - \_\_\_ e. Shut down unnecessary electrical/mechanical systems (During winter months, heating systems should be reduced to minimum levels).
  - \_\_\_ f. Post Notice of Relocation with directional maps on front door (see forms)

Maintenance Supervisor (continued)

- \_\_\_ g. Lock and secure building.
- \_\_\_ h. Report to Administrator when building is secure.
- \_\_\_ i. Report to host facility or remain on standby as assigned by the Administrator.
- \_\_\_ j. Report whereabouts to the Administrator and maintain contact.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Report back when instructed by the Administrator.
- \_\_\_ 2. Contact necessary maintenance staff and have them report to the facility.
- \_\_\_ 3. Return the building to normal operations.
- \_\_\_ 4. Inform the Administrator when the building is ready for reoccupation.
- \_\_\_ 5. Submit logs, procedures and associated forms to Administrator upon completion of duties.

## Part 2: Response Actions

### Food Services Supervisor

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. Receive notification from the Administrator.
- \_\_\_ 2. Brief food services staff on the situation.
- \_\_\_ 3. Review Standard Operating Procedure in the event of escalation of the emergency.
- \_\_\_ 4. Await further instruction.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive SITE AREA EMERGENCY notification from the Administrator.
- \_\_\_ 2. If at home when notified, report to Nursing Home.
- \_\_\_ 3. Obtain briefing from the Administrator.
- \_\_\_ 4. Brief food services personnel on emergency status and procedures.
- \_\_\_ 5. Stock kitchen with canned goods and disposable plates, cups and utensils.
- \_\_\_ 6. Complete applicable portions of the Inventory Checklist (see forms).
- \_\_\_ 7. Review Standard Operating Procedures in the event of emergency escalation.
- \_\_\_ 8. Await further instructions from the Administrator.

#### GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from the Administrator.
- \_\_\_ 2. Brief food services personnel on the emergency status and procedures.

Food Services Supervisor (continued)

\_\_\_ 3. IF SHELTERING OF DUXBURY IS DIRECTED:

- \_\_\_ a. Instruct food services personnel to close all windows and doors in the kitchen and cafeteria areas of the facility. DO NOT LOCK FIRE DOORS.
- \_\_\_ b. Turn off air conditioners, fans and other ventilation systems which draw air from outside.
- \_\_\_ c. Seal any major cracks or openings in the kitchen or cafeteria area.
- \_\_\_ d. Continue operations with staff available.
  - \_\_\_ (1) Cancel shift changes for as long as the sheltering advisory is in effect.
  - \_\_\_ (2) Notify off-duty food services personnel not to report for work, but remain on stand by until further notice.
- \_\_\_ e. Report sheltering activities status to the Administrator.
- \_\_\_ f. Prepare meals using canned foods, fruits and juices, disposable plates, cups and utensils.
- \_\_\_ g. Upon termination of the sheltering directive, return to normal operations.

\_\_\_ 4. IF EVACUATION DUXBURY IS DIRECTED:

- \_\_\_ a. Ensure that staff remaining with residents whose transfer would be life threatening.
  - \_\_\_ (1) Implement sheltering protective actions (Refer to Step 3).
  - \_\_\_ (2) Receive dosimetry and PPE as directed and supplied by Duxbury EMD.
  - \_\_\_ (3) Report dosimetry as instructed on Emergency Worker Exposure Form.
  - \_\_\_ (4) Upon recommendation from the Duxbury Special Facilities Coordinator (via Dosimetry Coordinator) take KI when instructed to do so.
- \_\_\_ b. Brief food services personnel on the emergency status, and prepare special foods for transport to host facility.
- \_\_\_ c. Release non-essential personnel.
- \_\_\_ d. Complete any feeding functions necessary before evacuation of the facility is completed.

Food Services Supervisor (continued)

- \_\_\_ e. Assign staff to support resident care at the host facility.
- \_\_\_ f. Obtain relocation assignment information for all food services staff.
- \_\_\_ g. Report status to the Administrator.
- \_\_\_ h. Evacuate the facility, securing the kitchen area.
  - \_\_\_ (1) Turn off all equipment.
  - \_\_\_ (2) Lock supply areas.
- \_\_\_ i. Maintain communications with the Administrator for the duration of the emergency.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. Receive notification from the Administrator.
- \_\_\_ 2. When directed, return to the facility and assist maintenance personnel in preparing for operations.
- \_\_\_ 3. Inspect food supplies and kitchen area to ensure their soundness for continuation of operations.
- \_\_\_ 4. Upon completion of duties, submit logs, procedures and associated forms to Administrator.

## Part 2: Response Actions

### Dosimetry Coordinator

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified. No actions required.

#### ALERT

- \_\_\_ 1. Receive notification of ALERT from the Administrator.
- \_\_\_ 2. Determine sufficient numbers of dosimetry and KI for maximum number of staff needed to stay behind for patients who cannot be moved as well as PPE as directed and supplied by Duxbury EMD.
- \_\_\_ 3. Inventory the Dosimetry Coordinator Kit (inventory sheet located in kit, see forms). Inform Health EOC Representative of any missing items.
- \_\_\_ 4. Prepare and submit Control Dosimetry Life Records (DLRs).
  - \_\_\_ a. Record storage location and current date on the back of all Control DLR envelopes.
  - \_\_\_ b. Place all Control DLR envelopes in the lead storage container and hold for pick up by Duxbury **Radiological Officer** or designee.
- \_\_\_ 5. Inspect the Potassium Iodide (KI) in kit:
  - \_\_\_ a. Check the expiration date.
  - \_\_\_ b. Check the container condition.
  - \_\_\_ c. Inventory available KI and report shortages to Health EOC Representative.
- \_\_\_ 6. Prepare dosimeter charger for use per instructions on the charger case.
- \_\_\_ 7. Zero the direct-reading dosimeters (DRD) using the dosimeter charger.
- \_\_\_ 8. Prepare as many Dosimetry Packets as needed for distribution to staff that will remain with residents whose transfer would be life-threatening.
  - \_\_\_ a. Obtain the following items for each dosimetry packet:
    - \_\_\_ (1) Low-Range (0-200 mR) Direct-Reading Dosimeter (DRD)
    - \_\_\_ (2) Mid-Range (0-20R) DRD
    - \_\_\_ (3) Dosimetry Life Record (DLR)



Dosimetry Coordinator (continued)

- \_\_\_ (4) Emergency Worker Exposure (EWE) Form
- \_\_\_ (5) One sealable plastic bag
- \_\_\_ (6) Neck chain
- \_\_\_ (7) One 130 mg KI tablet
- \_\_\_ (8) One KI instruction sheet
- \_\_\_ (9) Dosimetry Instruction Briefing Card
- \_\_\_ b. Record today's date and serial number of each of the dosimeters on the EWE Form (see forms).
  - \_\_\_ (1) Low-Range (0-200 mR) (DRD)
  - \_\_\_ (2) Mid-Range (0-20R) (DRD)
  - \_\_\_ (3) DLR
- \_\_\_ c. Place all items in the plastic bag.
- \_\_\_ 9. Maintain a log of your activities.
- \_\_\_ 10. Stand by for further instructions.

SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY from Administrator.
- \_\_\_ 2. Complete appropriate actions under ALERT.
- \_\_\_ 3. Review the quantity of dosimetry and KI required.
  - \_\_\_ a. Update number of residents to remain whose transfer would be life-threatening.
  - \_\_\_ b. Update number of staff to remain with residents.
- \_\_\_ 4. If needed, obtain additional dosimetry and KI from the Duxbury EOC.
- \_\_\_ 5. Prepare additional dosimetry packets as needed for distribution to staff.
- \_\_\_ 6. Await further instructions from Administrator.

Dosimetry Coordinator (continued)

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of General Emergency from Administrator.
- \_\_\_ 2. Complete actions under SITE AREA EMERGENCY which have not been completed.
- \_\_\_ 3. Maintain communications with Administrator while awaiting direction to implement protective action(s).
- \_\_\_ 4. IF SHELTERING OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Assist staff to close all doors and windows as appropriate. DO NOT LOCK FIRE DOORS.
  - \_\_\_ b. Turn off all air conditioners, fans or other ventilation systems which draw air from outside.
- \_\_\_ 5. IF EVACUATION OF DUXBURY IS DIRECTED:
  - \_\_\_ a. Distribute Dosimetry Packets to staff who will remain with residents whose transfer would be life-threatening.
    - \_\_\_(1) Obtain Dosimetry Log from Dosimetry Kit (see forms).
    - \_\_\_(2) Give one dosimetry packet to each remaining staff member. Copy emergency worker name from each EWE Form onto the Dosimetry Log.
    - \_\_\_(3) Instruct all females to read and sign Regulatory Guide 8.13 Acknowledgment Form (see forms).
    - \_\_\_(4) Instruct staff members to inventory their dosimetry packets. Each packet should contain each of the following (show them a sample).
      - \_\_\_ (a) Low-Range (0-200 mR) (DRD)
      - \_\_\_ (b) Mid-Range (0-20R) DRD
      - \_\_\_ (c) DLR
      - \_\_\_ (d) EWE Form
      - \_\_\_ (e) Neck chain
      - \_\_\_ (f) One 130 mg. KI tablet

Dosimetry Coordinator (continued)

- \_\_\_\_\_ (g) One KI instruction sheet
- \_\_\_\_\_ (h) Dosimetry Instruction Briefing Card
- \_\_\_\_\_(5) Direct each staff member to complete the personal information at the top of the EWE Form.
- \_\_\_\_\_(6) Advise each staff member to verify the dosimetry serial numbers recorded on the EWE Form.
- \_\_\_\_\_(7) Direct individuals to record the current reading of each of the DRD's in the appropriate "Initial" block of the EWE Form.
- \_\_\_\_\_(8) Advise each individual to wear dosimetry on the upper torso, attaching dosimetry neck chain near center of chest.
- \_\_\_\_\_(9) Review the instructions and information on the Dosimetry Instruction Briefing Card with all individuals.
- \_\_\_\_\_(10) Inform all staff of the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA.
- \_\_\_\_\_ b. Remind staff members to read all DRDs every 15 minutes unless otherwise directed.
- \_\_\_\_\_ c. Remind staff to immediately notify you when their direct-reading dosimeter indicates readings of 100mR, 175mR or each 1Rem increment.
- \_\_\_\_\_ d. Record the time in the appropriate block of the Dosimetry Log as readings are reported.
- \_\_\_\_\_ e. Provide Periodic Status Reports to the Town Health EOC Representative and Administrator on an hourly basis.
- \_\_\_\_\_ f. Take the appropriate action for the following doses:

If the staff member is approaching the DRD Reading of:

Then inform the Special Facilities Coordinator Administrator that worker must be:

---

175 mR without notice of MPDH revised DRD limit.

- Relieved of duty and directed to the REWMDS

Dosimetry Coordinator (continued)

---

-OR-

DRD thresholds established by MDPH at time of emergency.

- Authorized by MDPH (through MEMA Region II RL) to exceed the respective limit
- 

DRD life-saving limit established by MDPH at time of emergency.

- Relieved of duty and directed to the REWMDS

-OR-

- Authorized by MDPH (through MEMA Region II RL) for a life-saving dose and issue a high-range (0-200R) DRD.
- 

- \_\_\_ g. Direct the staff to the Regional Emergency Worker Monitoring and Decontamination Station (REWMDS) located at Erwin K. Washburn Primary School, Carver, MA, when any of the following occurs:
  - \_\_\_ a. Mission is completed.
  - \_\_\_ b. Dosimetry is lost or damaged.
  - \_\_\_ c. Maximum permissible dose is reached.
- \_\_\_ h. Take the following actions if MDPH (through MEMA Region II RL) recommends taking KI:
  - \_\_\_(1) Record the time and specific recommendation.
  - \_\_\_(2) Distribute KI to each remaining resident as appropriate.
  - \_\_\_(3) Instruct staff members take KI and to record time and date on their EWE Forms, and record information onto each patient's records.
  - \_\_\_(4) If any resident or staff member reports adverse effects to KI, perform the following:
    - \_\_\_ Arrange for a doctor as soon as practical.
    - \_\_\_ Inform the Special Facilities Coordinator of all reported side effects.
- \_\_\_ i. Provide exposure information to the Special Facilities Coordinator, as requested.

Dosimetry Coordinator (continued)

- \_\_\_ j. Discuss any abnormal readings with the Special Facilities Coordinator.

RELOCATION/REENTRY/RETURN

- \_\_\_ 1. After the emergency has terminated:
  - \_\_\_ a. Direct staff members to the REWMDS for monitoring and to drop off their dosimetry and EWE Forms.
  - \_\_\_ b. Send the Dosimetry Log, paperwork and unused Dosimetry to the REWMDS for monitoring.

TOWN OF DUXBURY  
GROUP FACILITY AT NORTH HILL  
STANDARD OPERATING PROCEDURE  
DUX-43

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	6
Residence Manager .....	6
Forms	
Client Pickup Release Form	
Client Roster/Relocation Assignment	
Emergency Personnel Call List	
Host Facility Information Form	
Relocation Staff Assignments	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist the Massachusetts Department of Mental Retardation (MDMR) and its Community Residence (Group Facility at North Hill) during an emergency at the Pilgrim Nuclear Power Station (PNPS). This procedure assigns administrative and staff responsibilities to direct emergency response activities in providing for resident care, facility maintenance, and coordination with other emergency response support agencies.

### CONCEPT OF OPERATIONS

#### Staff Responsibilities

1. Residence Manager
  - In the absence of the Program Director, assume responsibility for the emergency response in accordance with predetermined chain-of-command.
  - Assign tasks to staff.
  - Prepare client census reports, the classification of clients for transport, and the coordination of the client care.
  - Determine resource deficiencies and inform Duxbury Special Facilities Coordinator and Program Director as appropriate.
  - Ensure residents and their Emergency Packets are prepared for evacuation.
  - Implement protective actions as directed by the Duxbury Special Facilities Coordinator.
  - Ensure accountability of residents during implementation of protective action.
  - Receive direction from Duxbury Special Facilities Coordinator and Program Director in preparing for return.



## Part 1: Concepts (continued)

### Related Agency Responsibilities

#### 1. Program Directors

- Establish communications with the Regional Director, other Program Directors, Residence Manager(s), and Town Special Facilities Coordinator(s) as appropriate.
- Coordinate residence emergency response.
- Evaluate staffing and equipment for emergency conditions.
- Maintain client census, transportation requirements, and staffing needs.
- Determine resource deficiencies and report unmet needs to the Regional Director, other Program Director(s), or Town Special Facilities Coordinator(s), as appropriate.
- Coordinate with Residence Managers, other Program Directors, Regional Director, and Town Special Facilities Coordinator(s), as appropriate, to arrange for host facilities.
- Direct implementation of protective actions as recommended by the Town Special Facilities Coordinator.
- Upon termination of the emergency, coordinate the return of residence(s) to normal operations.
- Document the emergency management effort on a log form until normal operations are restored.

#### 2. Special Facilities Coordinator (Town of Duxbury)

- Notify Residence Manager of the emergency at PNPS.
- Address facility resource requirements.
- Coordinate identified requirements with Town Transportation Officer.
- Coordinate availability of host facility resources with MEMA Region II Special Facilities Coordinator.

#### 3. Transportation Officer (Town of Duxbury)

- Provide transportation assistance to facilities in accordance with MEMA Region II/town Transportation Officer plans/procedures.

Part 1: Concepts (continued)

4. Host Facility

- Maintain communications with Program Director, or Residence Manager.
- Prepare host facility for designated number of clients.
- Receive evacuated clients in accordance with MA Department of Mental Retardation (MDMR) plans/procedures.
- Assist in preparation of residents for departure and in return to host facility.

## Part 2: Response Actions

### Residence Managers

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. Receive notification from Duxbury Special Facilities Coordinator
- \_\_\_ 2. Perform notifications in accordance with Emergency Personnel Call List (see forms).
- \_\_\_ 3. Test Tone Alert Radio.
- \_\_\_ 4. Brief staff.
  - \_\_\_ a. Determine level of staffing.
  - \_\_\_ b. Determine residents' condition, location and transportation requirements.
- \_\_\_ 5. Determine host facility from Program Director.
- \_\_\_ 6. Notify host facility in accordance with Host Facility Information Form (see forms).
- \_\_\_ 7. Report transportation and staff resource to Special Facilities Coordinator and Program Director.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY:
- \_\_\_ 2. Complete appropriate actions under ALERT.
  - \_\_\_ a. Receive telephone call from Duxbury Special Facilities Coordinator.
  - \_\_\_ b. Monitor activation of Tone Alert Radio.

Residence Managers (continued)

- \_\_\_ 3. Perform additional notifications to staff in accordance with Emergency Personnel Call List (see forms).
  - \_\_\_ a. Contact any day programs that residents are attending.
  - \_\_\_ b. Report categories of residents to Host Facility Administrator from Inventory Checklist (see forms).
  - \_\_\_ c. Reserve available beds for residents.
  - \_\_\_ d. Verify host facility staff and residents resources on Host Facility Information Form (see forms).
- \_\_\_ 4. Cancel special activities (e.g. trips, visitation, etc.) unless consistent with emergency response.
- \_\_\_ 5. Update residents census and transportation requirements on Inventory Checklist (see Client Pickup Release Form).
- \_\_\_ 6. Update inventory of needed staff, supplies, vehicles, and equipment required for protective actions (see forms).
- \_\_\_ 7. Direct identification of residents whose status would permit temporary discharge to family custody.
  - \_\_\_ a. Authorize discharge of residents to family care if applicable (see Client Pickup Release Form).
- \_\_\_ 8. Update residents and inventory information for Program Director indicating resource shortfalls or needs from Inventory Checklist (see forms):
  - \_\_\_ a. Update number of residents and transportation requirements from inventory checklist.
  - \_\_\_ b. Update additional staff requirements.
- \_\_\_ 9. Prepare facility for possible sheltering.

Residence Managers (continued)

- \_\_\_ a. Inventory and replenish housekeeping supplies.
- \_\_\_10. Direct staff to prepare facility for possible evacuation at GENERAL EMERGENCY.
  - \_\_\_ a. Ensure preparation of Emergency Packets.
  - \_\_\_ b. Ensure preparation of an adequate supply of medication.
  - \_\_\_ c. Verify assistance with other Residence Managers.
- \_\_\_11. Verify Host Facility Assignment with Program Director (see "Relocation Staff Assignments").
  - \_\_\_ a. Call host facility administrator and verify resident spaces.
- \_\_\_12. Dismiss nonessential staff as appropriate.
- \_\_\_13. Update Program Director of changes in census and resource requirements.
- \_\_\_14. Monitor Tone Alert Radio or one of the following EAS stations.

Frequency

1390 AM  
98.5 FM  
99.1 FM  
95.9 FM  
10.30 AM

- \_\_\_15. Await further instructions.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Duxbury Special Facilities Coordinator and Tone Alert Radio.
- \_\_\_ 2. Complete appropriate actions under SITE AREA EMERGENCY.
  - \_\_\_ a. Verify availability of transportation, personnel, and host facility resources for evacuation.

Residence Managers (continued)

- \_\_\_ 3. Notify staff of GENERAL EMERGENCY.
- \_\_\_ 4. Notify host facility administrator of GENERAL EMERGENCY classification.
- \_\_\_ 5. IF SHELTERING OF RESIDENCE SUBAREA (9) IS DIRECTED:
  - \_\_\_ a. Terminate all outside activity.
  - \_\_\_ b. Instruct staff to secure building:
    - \_\_\_ (1) Close all doors, windows and remain indoors. DO NOT LOCK FIRE DOORS.
    - \_\_\_ (2) Turn off all air conditioners, fans or other ventilation systems which draw air from the outside.
  - \_\_\_ c. Prepare for extended operations with staff on hand.
  - \_\_\_ d. Maintain communication with Duxbury Special Facilities Coordinator and Program Director.
  - \_\_\_ e. Upon notification from the Duxbury Special Facilities Coordinator, instruct all personnel to terminate sheltering activities.
- \_\_\_ 6. IF EVACUATION OF RESIDENCE SUBAREA (9) IS DIRECTED:
  - \_\_\_ a. Instruct staff to verify the roster of clients and required mode of transportation on Inventory Checklist.
  - \_\_\_ b. Contact Program Director to:
    - \_\_\_ (1) Update census and resource requirements.
    - \_\_\_ (2) Confirm the dispatch and estimate arrival time of required transportation resources.
  - \_\_\_ c. Notify host facility administrator of the evacuation recommendation and transfer schedule.
    - \_\_\_ (1) Verify residents spaces.

Residence Managers (continued)

- \_\_\_ d. While vehicle is getting prepared, gather:
  - \_\_\_ (1) Residents and their essential belonging.
  - \_\_\_ (2) Emergency Packets
- \_\_\_ e. Prepare for departure:
  - \_\_\_ (1) Monitor vehicle loading to ensure accountability of clients and accompanying staff.
  - \_\_\_ (2) Ensure drivers have evacuation route maps.
  - \_\_\_ (3) Send sufficient staff to establish temporary administrative headquarters at host facility.
- \_\_\_ f. Inform Program Director of vehicle readiness for departure.
  - \_\_\_ (1) Upon acknowledgment of Program Director, begin evacuation to host facility.
- \_\_\_ g. Ensure that facility is secured:
  - \_\_\_ (1) Lock record files/cabinets.
  - \_\_\_ (2) Secure residents personal valuables.
  - \_\_\_ (3) Shutdown non-essential mechanical and electrical systems.
  - \_\_\_ (4) Post Notice of Relocation on the front door.
  - \_\_\_ (5) Notify Program Director of evacuation of facility.
  - \_\_\_ (6) Empty facility of remaining personnel and secure.
- \_\_\_ h. Report to host facility.
- \_\_\_ i. Set up temporary headquarters at host facility.
  - \_\_\_ (1) Monitor care of residents.
  - \_\_\_ (2) Schedule staff coverage in coordination with host facility.
  - \_\_\_ (3) Release excess staff maintaining a record of future whereabouts.

Residence Managers (continued)

- \_\_\_ j. Report evacuee arrivals at host facility to Program Director.
- \_\_\_ k. Ensure families are notified of residents whereabouts.
- \_\_\_ l. Maintain contact with Program Director.

RETURN

- \_\_\_ 1. Receive notification of authorization for return from Duxbury Special Facilities Coordinator.
- \_\_\_ 2. Brief residence and Host Facility personnel of return action.
- \_\_\_ 3. Report additional resource requests to Program Director.
- \_\_\_ 4. Return with staff and residents to residence.
- \_\_\_ 5. Report return to residence to Program Director.
- \_\_\_ 6. Gather records of emergency activities and submit to Duxbury Emergency Management Director:
  - \_\_\_ a. Your log forms.
  - \_\_\_ b. Message Forms.



TOWN OF DUXBURY  
GROUP FACILITY AT CORDWOOD PATH  
STANDARD OPERATING PROCEDURE  
DUX-44

Table of Contents

Title Page.....	1
Table of Contents.....	2
Part 1: Concepts .....	3
Purpose .....	3
Concept of Operations .....	3
Part 2: Response Actions .....	6
Residence Manager .....	6
Forms	
Client Pickup Release Form	
Client Roster/Relocation Assignment	
Emergency Personnel Call List	
Host Facility Information Form	
Relocation Staff Assignments	

## Part 1: Concepts

### PURPOSE

This Standard Operating Procedure (SOP) was prepared to assist Cordwood Path during an emergency at the Pilgrim Nuclear Power Station (PNPS). This procedure assigns administrative and staff responsibilities to direct emergency response activities in providing for resident care, facility maintenance, and coordination with other emergency response support agencies.

### CONCEPT OF OPERATIONS

#### Staff Responsibilities

1. Residence Manager
  - In the absence of the Program Director, assume responsibility for the emergency response in accordance with predetermined chain-of-command.
  - Assign tasks to staff.
  - Prepare client census reports, the classification of clients for transport, and the coordination of the client care.
  - Determine resource deficiencies and inform Duxbury Special Facilities Coordinator and Program Director as appropriate.
  - Ensure residents and their Emergency Packets are prepared for evacuation.
  - Implement protective actions as directed by the Duxbury Special Facilities Coordinator.
  - Ensure accountability of residents during implementation of protective action.
  - Receive direction from Duxbury Special Facilities Coordinator and Program Director in preparing for return.

## Part 1: Concepts (continued)

### Related Agency Responsibilities

#### 1. Program Directors

- Establish communications with the Regional Director, other Program Directors, Residence Manager(s), and Town Special Facilities Coordinator(s) as appropriate.
- Coordinate residence emergency response.
- Evaluate staffing and equipment for emergency conditions.
- Maintain client census, transportation requirements, and staffing needs.
- Determine resource deficiencies and report unmet needs to the Regional Director, other Program Director(s), or Town Special Facilities Coordinator(s), as appropriate.
- Coordinate with Residence Managers, other Program Directors, Regional Director, and Town Special Facilities Coordinator(s), as appropriate, to arrange for host facilities.
- Direct implementation of protective actions as recommended by the Town Special Facilities Coordinator.
- Upon termination of the emergency, coordinate the return of residence(s) to normal operations.
- Document the emergency management effort on a log form until normal operations are restored.

#### 2. Special Facilities Coordinator (Town of Duxbury)

- Notify Residence Manager of the emergency at PNPS.
- Address facility resource requirements.
- Coordinate identified requirements with Town Transportation Officer.
- Coordinate availability of host facility resources with MEMA Region II Special Facilities Coordinator.

#### 3. Transportation Officer (Town of Duxbury)

- Provide transportation assistance to facilities in accordance with MEMA Region II/town Transportation Officer plans/procedures.

Part 1: Concepts (continued)

4. Host Facility

- Maintain communications with Program Director, or Residence Manager.
- Prepare host facility for designated number of clients.
- Receive evacuated clients in accordance with MA Department of Mental Retardation (MDMR) plans/procedures.
- Assist in preparation of residents for departure and in return to host facility.

## Part 2: Response Actions

### Residence Managers

#### UNUSUAL EVENT

- \_\_\_ 1. Not notified of an UNUSUAL EVENT. No action required.

#### ALERT

- \_\_\_ 1. Receive notification from Duxbury Special Facilities Coordinator
- \_\_\_ 2. Perform notifications in accordance with Emergency Personnel Call List (see forms).
- \_\_\_ 3. Test Tone Alert Radio.
- \_\_\_ 4. Brief staff.
  - \_\_\_ a. Determine level of staffing.
  - \_\_\_ b. Determine residents' condition, location and transportation requirements.
- \_\_\_ 5. Determine host facility from Program Director.
- \_\_\_ 6. Notify host facility in accordance with Host Facility Information Form (see forms).
- \_\_\_ 7. Report transportation and staff resource to Special Facilities Coordinator and Program Director.

#### SITE AREA EMERGENCY

- \_\_\_ 1. Receive notification of SITE AREA EMERGENCY:
- \_\_\_ 2. Complete appropriate actions under ALERT.
  - \_\_\_ a. Receive telephone call from Duxbury Special Facilities Coordinator.
  - \_\_\_ b. Monitor activation of Tone Alert Radio.

Residence Managers (continued)

- \_\_\_ 3. Perform additional notifications to staff in accordance with Emergency Personnel Call List (see forms).
  - \_\_\_ a. Contact any day programs that residents are attending.
  - \_\_\_ b. Report categories of residents to Host Facility Administrator from Inventory Checklist (see forms).
  - \_\_\_ c. Reserve available beds for residents.
  - \_\_\_ d. Verify host facility staff and residents resources on Host Facility Information Form (see forms).
- \_\_\_ 4. Cancel special activities (e.g. trips, visitation, etc.) unless consistent with emergency response.
- \_\_\_ 5. Update residents census and transportation requirements on Inventory Checklist (see Client Pickup Release Form).
- \_\_\_ 6. Update inventory of needed staff, supplies, vehicles, and equipment required for protective actions (see forms).
- \_\_\_ 7. Direct identification of residents whose status would permit temporary discharge to family custody.
  - \_\_\_ a. Authorize discharge of residents to family care if applicable (see Client Pickup Release Form).
- \_\_\_ 8. Update residents and inventory information for Program Director indicating resource shortfalls or needs from Inventory Checklist (see forms):
  - \_\_\_ a. Update number of residents and transportation requirements from inventory checklist.
  - \_\_\_ b. Update additional staff requirements.
- \_\_\_ 9. Prepare facility for possible sheltering.

Residence Managers (continued)

- \_\_\_ a. Inventory and replenish housekeeping supplies.
- \_\_\_10. Direct staff to prepare facility for possible evacuation at GENERAL EMERGENCY.
  - \_\_\_ a. Ensure preparation of Emergency Packets.
  - \_\_\_ b. Ensure preparation of an adequate supply of medication.
  - \_\_\_ c. Verify assistance with other Residence Managers.
- \_\_\_11. Verify Host Facility Assignment with Program Director (see "Relocation Staff Assignments").
  - \_\_\_ a. Call host facility administrator and verify resident spaces.
- \_\_\_12. Dismiss nonessential staff as appropriate.
- \_\_\_13. Update Program Director of changes in census and resource requirements.
- \_\_\_14. Monitor Tone Alert Radio or one of the following EAS stations.

Frequency

1390 AM  
98.5 FM  
99.1 FM  
95.9 FM  
1030 AM

- \_\_\_15. Await further instructions.

GENERAL EMERGENCY

- \_\_\_ 1. Receive notification of GENERAL EMERGENCY from Duxbury Special Facilities Coordinator and Tone Alert Radio.
- \_\_\_ 2. Complete appropriate actions under SITE AREA EMERGENCY.
  - \_\_\_ a. Verify availability of transportation, personnel, and host facility resources for evacuation.



Residence Managers (continued)

- \_\_\_ 3. Notify staff of GENERAL EMERGENCY.
- \_\_\_ 4. Notify host facility administrator of GENERAL EMERGENCY classification.
- \_\_\_ 5. IF SHELTERING OF RESIDENCE SUBAREA (9) IS DIRECTED:
  - \_\_\_ a. Terminate all outside activity.
  - \_\_\_ b. Instruct staff to secure building:
    - \_\_\_ (1) Close all doors, windows and remain indoors. DO NOT LOCK FIRE DOORS.
    - \_\_\_ (2) Turn off all air conditioners, fans or other ventilation systems which draw air from the outside.
  - \_\_\_ c. Prepare for extended operations with staff on hand.
  - \_\_\_ d. Maintain communication with Duxbury Special Facilities Coordinator and Program Director.
  - \_\_\_ e. Upon notification from the Duxbury Special Facilities Coordinator, instruct all personnel to terminate sheltering activities.
- \_\_\_ 6. IF EVACUATION OF RESIDENCE SUBAREA (9) IS DIRECTED:
  - \_\_\_ a. Instruct staff to verify the roster of clients and required mode of transportation on Inventory Checklist.
  - \_\_\_ b. Contact Program Director to:
    - \_\_\_ (1) Update census and resource requirements.
    - \_\_\_ (2) Confirm the dispatch and estimate arrival time of required transportation resources.
  - \_\_\_ c. Notify host facility administrator of the evacuation recommendation and transfer schedule.
    - \_\_\_ (1) Verify residents spaces.

Residence Managers (continued)

- \_\_\_ d. While vehicle is getting prepared, gather:
  - \_\_\_ (1) Residents and their essential belonging.
  - \_\_\_ (2) Emergency Packets
- \_\_\_ e. Prepare for departure:
  - \_\_\_ (1) Monitor vehicle loading to ensure accountability of clients and accompanying staff.
  - \_\_\_ (2) Ensure drivers have evacuation route maps.
  - \_\_\_ (3) Send sufficient staff to establish temporary administrative headquarters at host facility.
- \_\_\_ f. Inform Program Director of vehicle readiness for departure.
  - \_\_\_ (1) Upon acknowledgment of Program Director, begin evacuation to host facility.
- \_\_\_ g. Ensure that facility is secured:
  - \_\_\_ (1) Lock record files/cabinets.
  - \_\_\_ (2) Secure residents personal valuables.
  - \_\_\_ (3) Shutdown non-essential mechanical and electrical systems.
  - \_\_\_ (4) Post Notice of Relocation on the front door.
  - \_\_\_ (5) Notify Program Director of evacuation of facility.
  - \_\_\_ (6) Empty facility of remaining personnel and secure.
- \_\_\_ h. Report to host facility.
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