**Gaston County Emergency Operation Center (EOC)**

Checklist for: **EOC Manager Seat**

In support of an incident or event at either Catawba or McGuire Nuclear Stations, the following items are listed to ensure that items are review to be acted on if needed. This list is not solely the only actions that may need to be taken and any other additional items not listed may be added to the appropriate section in this checklist.

 On each line item, write in the 3 initials of the person reporting action and the time in the appropriate slot for that item.

 This guide can be altered and modified when needed for specific conditions and situations.

# Unusual Event Status Notification

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| Item | Yes | No | Time |
| Receipt of notification from 911 Center – Warning Point |  |  |  |
| Verify condition or incident at nuclear station |  |  |  |
| Notify EM staff for standby status |  |  |  |
| Notify County Officials of conditions at plant |  |  |  |
| Notify State EM or WBO that County is on standby and waiting additional info  |  |  |  |
| Notify Cities and Towns that may be effected |  |  |  |
| Notify County School system if in session |  |  |  |
| Log into Duke Power’s web site to access WebEOC to monitor for additional Notification Forms |  |  |  |
| Ensure that EOC is set up in Emergency Status mode |  |  |  |
| Obtain current and forecast meteorological data for the applicable area |  |  |  |
| Determine if additional personnel is needed to be contacted |  |  |  |
| Post appropriate Emergency Action Level sign in EOC  |  |  |  |
| Place appropriate status broads for nuclear plant involved on walls |  |  |  |
| Log onto State’s WebEOC |  |  |  |
| Create a roster of all personnel or agencies that responds at this level |  |  |  |
| Verify status of warning sirens on system for effected nuclear plant and advise EM if any sirens are not in service |  |  |  |
| Document all activities using time-log |  |  |  |
| Item | Yes | No | Time |
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| *NOTES or Additional Listed Items:* |  |  |  |
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# Alert Status Notification

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| Item | Yes | No | Time |
| Receipt of notification from 911 Center – Warning Point |  |  |  |
| Open EOC – Advise 911 Center to activate Key Officials/EOC Group page and DCC group call system to notify persons to respond |  |  |  |
| Verify receipt of Notification form and obtain copy – check status and recommendations |  |  |  |
| Request Police to EOC for control access |  |  |  |
| Notify County Officials of conditions at plant |  |  |  |
| Notify State EM or WBO when County EOC is declared activated |  |  |  |
| Notify Cities and Towns that may be effected |  |  |  |
| Notify County School system if in session |  |  |  |
| Log into Duke Power’s web site to access WebEOC to monitor for additional Notification Forms |  |  |  |
| Notify PIO to report to JIC |  |  |  |
| Obtain current and forecast meteorological data for the applicable area |  |  |  |
| Determine if additional personnel is needed to be contacted |  |  |  |
| Post appropriate Emergency Action Level sign in EOC  |  |  |  |
| Place appropriate status broads for nuclear plant involved on walls |  |  |  |
| Log onto State’s WebEOC |  |  |  |
| Create a roster of all personnel or agencies that responds at this level |  |  |  |
| Verify status of warning sirens on system for effected nuclear plant  |  |  |  |
| Verify working status of Duke’s Decision Line |  |  |  |
| Item | Yes | No | Time |
| Have communication with 911 Warning Point via phone or radio |  |  |  |
| \*\* Document all activities using time-log \*\* |  |  |  |
| Discuss with Commissioners/Management if need to declare a “State of Emergency” for county |  |  |  |
| Start appropriate ICS forms needed to document events in EOC |  |  |  |
| Fill out positions on Organization Chart and call in needed vacant seats |  |  |  |
| Assign person(s) to start work on an Incident Action Plan (IAP) |  |  |  |
| Check for shelters being available – select site(s) with Red Cross, DSS and Schools |  |  |  |
| Issue new release regarding EOC is staffed and operational |  |  |  |
| Is the JIC operational at this time? |  |  |  |
| Discuss with schools on decision to shelter in place or relocate students |  |  |  |
| Issue a news release if schools are relocated |  |  |  |
| Verify working status of Duke’s fax in EOC |  |  |  |
| Print off copy of current “Special Needs” list and have GEMS rep to start contacting for need or assistant. |  |  |  |
| Notify GFD Haz-Mat, fire departments and EMS/Rescue and ACCESS to be on stand-by status |  |  |  |
| Notify Police/Sheriff/SHP to be on stand-by status |  |  |  |
| Notify DSS, Red Cross, Schools to be on stand-by for shelter operation |  |  |  |
| Notify County Police Boat Patrol to be on stand-by status for lake warning/clearing |  |  |  |
| Notify agencies assigned Emergency Worker Decon to be on stand-by status |  |  |  |
| Have means available to deploy RAD trailer # 1 to Reception Center if and when needed. |  |  |  |
| Have means available to deploy RAD trailer # 3 to Emergency Worker Decon station if and when needed. Cases containing Kits, KI, TLDs, dosimeters etc will need to be loaded onto this trailer. |  |  |  |
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| Item | Yes | No | Time |
| Request Liaison from Duke Energy to EOC |  |  |  |
| Conduct briefing for EOC staff to inform of current conditions and follow-up every 30 minutes. Ask agencies for status at briefings |  |  |  |
| Prepare for 24 hour staffing of EOC and field activities for all agencies |  |  |  |
| Consider other on-going events in determining response. Consider how will other events effect response efforts |  |  |  |
| Review situation and determined type & kind of resources that may be required. |  |  |  |
| Review Evacuation Time Study in preparation for possible evacuation. Are there any changes that could affect flow |  |  |  |
| Discuss with Staff possibility of shelter in place or evacuation of private schools, hospitals, nursing homes and daycares |  |  |  |
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| *NOTES or Additional Listed Items:* |  |  |  |
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*EOC should be fully activated at this status, but in event of a real incident occurring quickly or a* ***fast breaker****, Duke Energy may not have been able to notify Counties prior to this status level, therefore in some events this may be where activity starts. Items listed in the Unusual Event and Alert checklists should be reviewed to ensure they have been addressed. Address needed prior items as quickly as can to get activation of EOC status and field responders notified.*

# Site Area Status Notification

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| --- | --- | --- | --- |
| Item | Yes | No | Time |
| EOC opened at full status if not advise 911 Center to activate Key Officials/EOC Group page and DCC group call system to notify persons to respond |  |  |  |
| Verify receipt of Notification form and obtain copy – check status and recommendations |  |  |  |
| Item | Yes | No | Time |
| Post appropriate Emergency Action Level sign in EOC |  |  |  |
| Give briefing to EOC staff of change in status and ensure County Officials are updated |  |  |  |
| Update Cities and Towns that may be effected |  |  |  |
| Update County School system if in session |  |  |  |
| Considering activating Staging Area if not already done and have assigned field units to report for equipment pickup; Law, Fire EMS etc |  |  |  |
| Considering activating Reception Center and Congregate Care site(s) if not already done |  |  |  |
| Log into Duke Power’s web site to access WebEOC to monitor for additional Notification Forms |  |  |  |
| Obtain current and forecast meteorological data for the applicable area |  |  |  |
| Determine if additional personnel is needed to be contacted |  |  |  |
| Update appropriate status broads for nuclear plant involved on walls |  |  |  |
| Monitor State’s WebEOC |  |  |  |
| \*\* Document all activities using time-log \*\* Remind all agencies to document actions. |  |  |  |
| Have copy of EAS messages for review and selection and agreement via Decision Line |  |  |  |
| Is counties or State in “Direction and Control” at this time? |  |  |  |
| EAS NOTIFICATION AND SIREN ACTIVATION **MAY BE NEEDED**, ensure the following is accomplished: |  |  |  |
| \*\*\*\*\* NOTE \*\*\*\*\*Counties will accomplish next 6 items when in Direction & Control. NCEM will accomplish Items when the State is in Direction & Control. |  |  |  |
| \* Select appropriate EAS message |  |  |  |
| \* Review message content with affected Counties & State using Decision Line |  |  |  |
| \* Get concurrence from Counties and State on message content using Decision Line |  |  |  |
| \*\*\*\*\* NOTE \*\*\*\*\*ONCE CONCURRENCE HAS BEEN OBTAINED EAS AND SIREN ACTIVATION MUST BE ACCOMPLISHED WITHIN 15 MINUTES |  |  |  |
| \* Set time for siren sounding and EAS activation |  |  |  |
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| Item | Yes | No | Time |
| \* Record message for LP-1 Station and National Weather Service (NWS) broadcast and relay |  |  |  |
| \* Conduct countdown for Counties to activate sirens and EAS with 911 Center |  |  |  |
| Following siren activation ask 911 to verify siren activation in all areas |  |  |  |
| If any sirens failed, review to determine Back-Up Route alerting area – notify assigned agencies. |  |  |  |
| Is Recommended Protective Action to evacuate or Shelter in Place |  |  |  |
| If evacuation is called for, activate shelters, EW Decon, and security road blocks |  |  |  |
| Activate EM Decon if any field response is called for |  |  |  |
| Activate shelters if needed – select site(s) with Red Cross, DSS and Schools |  |  |  |
| Discuss with schools on decision to shelter in place or relocate students |  |  |  |
| Have PIO to issue news releases on schools, shelter, etc as needed |  |  |  |
| Activate GFD Haz-Mat, fire departments and EMS/Rescue and ACCESS as needed |  |  |  |
| Activate Police/Sheriff/SHP as needed |  |  |  |
| Activate DSS, Red Cross, Schools as needed for shelter operation |  |  |  |
| Review Evacuation Time Study in preparation for possible evacuation. Are there any changes that could affect flow |  |  |  |
| Discuss with Staff possibility of shelter in place or evacuation of private schools, hospitals, nursing homes and daycares |  |  |  |
| Follow up on “special needs” list with GEMS’s rep and activate agencies as needed  |  |  |  |
| Conduct briefing for EOC staff to inform of current conditions and follow-up every 30 minutes. Ask agencies for status at briefings |  |  |  |
| Prepare for 24 hour staffing of EOC and field activities for all agencies |  |  |  |
| Review and prioritize resource request as appropriate |  |  |  |
| Item | Yes | No | Time |
| Ensure that all Agencies are reminded to document and maintain records of all response expenditures |  |  |  |
| Consider other on-going events in determining response. Consider how will other events effect response efforts |  |  |  |
| Item | Yes | No | Time |
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| *NOTES or Additional Listed Items:* |  |  |  |
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# General Emergency Status Notification

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| Item | Yes | No | Time |
| EOC opened at full status if not advise 911 Center to activate Key Officials/EOC Group page and DCC group call system to notify persons to respond |  |  |  |
| Verify receipt of Notification form and obtain copy – check status and recommendations |  |  |  |
| Post appropriate Emergency Action Level sign in EOC |  |  |  |
| Give briefing to EOC staff of change in status and ensure County Officials are updated |  |  |  |
| Update Cities and Towns that may be effected |  |  |  |
| Update County School system if in session |  |  |  |
| Consider activating Staging Area if not already done and have assigned field units to report for equipment pickup; Law, Fire EMS etc |  |  |  |
| Consider activating Reception Center and Congregate Care site(s) if not already done |  |  |  |
| Log into Duke Power’s web site to access WebEOC to monitor for additional Notification Forms |  |  |  |
| Obtain current and forecast meteorological data for the applicable area |  |  |  |
| Determine if additional personnel is needed to be contacted |  |  |  |
| Item | Yes | No | Time |
| Update appropriate status broads for nuclear plant involved on walls |  |  |  |
| Monitor State’s WebEOC |  |  |  |
| \*\* Document all activities using time-log \*\* Remind all agencies to document actions. |  |  |  |
| Have copy of EAS messages for review and selection and agreement via Decision Line |  |  |  |
| Is counties or State in “Direction and Control” at this time? |  |  |  |
| EAS NOTIFICATION AND SIREN ACTIVATION **MAY BE NEEDED**, ensure the following is accomplished: |  |  |  |
| \*\*\*\*\* NOTE \*\*\*\*\*Counties will accomplish next 6 items when in Direction & Control. NCEM will accomplish Items when the State is in Direction & Control. |  |  |  |
| \* Select appropriate EAS message |  |  |  |
| \* Review message content with affected Counties & State using Decision Line |  |  |  |
| \* Get concurrence from Counties and State on message content using Decision Line |  |  |  |
| \*\*\*\*\* NOTE \*\*\*\*\*ONCE CONCURRENCE HAS BEEN OBTAINED EAS AND SIREN ACTIVATION MUST BE ACCOMPLISHED WITHIN 15 MINUTES |  |  |  |
| \* Set time for siren sounding and EAS activation |  |  |  |
| \* Record message for LP-1 Station and National Weather Service (NWS) broadcast and relay |  |  |  |
| \* Conduct countdown for Counties to activate sirens and EAS with 911 Center |  |  |  |
| Following siren activation ask 911 to verify siren activation in all areas |  |  |  |
| If any sirens failed, review to determine Back-Up Route alerting area – notify assigned agencies |  |  |  |
| Is Recommended Protective Action to evacuate or Shelter in Place |  |  |  |
| If evacuation is called for, activate shelters, EW Decon, and SRB’s |  |  |  |
| Activate EM Decon if any field response is called for |  |  |  |
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| Item | Yes | No | Time |
| Activate shelters if needed – select site(s) with Red Cross, DSS and Schools |  |  |  |
| Discuss with schools on decision to shelter in place or relocate students |  |  |  |
| Have PIO to issue news releases on schools, shelter, etc as needed |  |  |  |
| Have PIO to issue news releases on schools, shelter, etc as needed |  |  |  |
| Activate GFD Haz-Mat, fire departments and EMS/Rescue and ACCESS as needed |  |  |  |
| Activate Police/Sheriff/SHP as needed |  |  |  |
| Activate DSS, Red Cross, Schools as needed for shelter operation |  |  |  |
| Review Evacuation Time Study in preparation for possible evacuation. Are there any changes that could affect flow |  |  |  |
| Discuss with Staff possibility of shelter in place or evacuation of private schools, hospitals, nursing homes and daycares |  |  |  |
| Follow up on “special needs” list with GEMS’s rep and activate agencies as needed  |  |  |  |
| Conduct briefing for EOC staff to inform of current conditions and follow-up every 30 minutes. Ask agencies for status at briefings |  |  |  |
| Prepare for 24 hour staffing of EOC and field activities for all agencies |  |  |  |
| Review and prioritize resource request as appropriate |  |  |  |
| Ensure that all Agencies are reminded to document and maintain records of all response expenditures |  |  |  |
| Consider other on-going events in determining response. Consider how will other events effect response efforts |  |  |  |
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| *NOTES or Additional Listed Items:* |  |  |  |
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