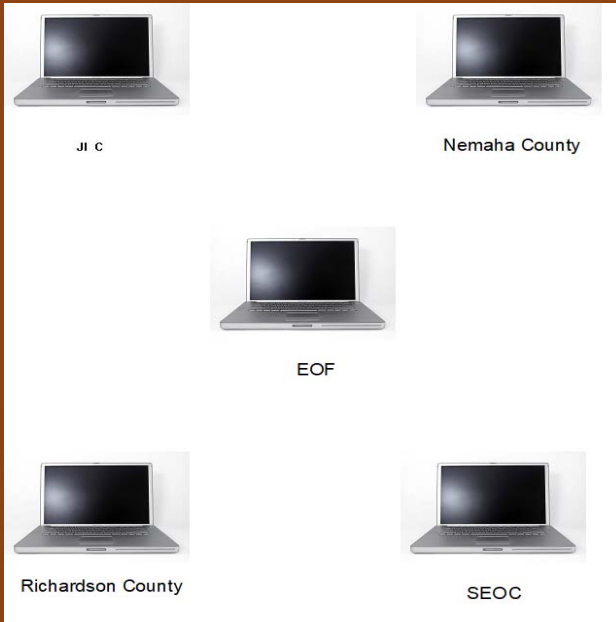


Field Operations Guide (FOG) for The Recorder's/Computer Operator Position

Nebraska Emergency Management Agency
Technical Hazards Unit
Radiological Emergency Preparedness Program (REP)



The NEMA Conference Line is expandable to include additional parties as necessary should an incident/accident occur. For a radiological incident/accident at Cooper Nuclear Station (CNS), the standard remote communication points include the EOF as the moderators and the SEOC, Nemaha County EOC, Richardson County EOC, and the Joint Information Center as conference line participants.

NEBRASKA
EMERGENCY MANAGEMENT AGENCY

Good Life. Great Strength.

Conference Line:
888-820-1398

EOF Moderator Code:
8340818#

Participant Code:
9133490#

Notes:

1. These phone numbers are in effect for the conference line as of February 13, 2020
2. You may have to dial specific numbers to get an outside line at your location. (i.e. 9+1)

Remember to keep headsets and ear buds & mics on MUTE unless you are speaking on the line!

PURPOSE OF THE FOG

The purpose of this FOG is to provide basic training and serve as a quick reference guide when filling the role of the Recorder at the EOF on the GAR Team and the State's Liaison Officers assigned to the two risk county EOCs. While this FOG is written specifically to the roles during a radiological incident/accident for Cooper Nuclear Station (CNS), the concepts and principles apply across the "All Hazards" spectrum. The fundamentals of the position are largely the same regardless of the nature of the disaster.

You can print this FOG in whole or you can print only the pages you need to carry with you when deployed. Each Go Kit contains a copy of this FOG.

SECTION 1: Roles and Responsibilities

1.1 NEMA's Role

As the state's emergency management agency, NEMA, is charged with coordinating and facilitating response activities for incidents, accidents, natural and man-made disasters and other happenings. In the Radiological Emergency Preparedness (REP) program, NEMA serves as the Governor's Authorized Agency to lead radiological response efforts on behalf of the state.

The Governor's Authorized Representative (GAR) is the single voice with oversight and authority for a radiological response involving CNS, in Brownville, NE. The GAR directs the overall response through decisions and directives that are then implemented with state and local support. They may also be supported by our community and Federal partners once they incorporate into the response.

NEMA is responsible for coordinating and facilitating response activities through various departments and agencies with specific areas of responsibility (AORs) at the state level and in support at the locals. The departments and agencies at the state and local levels are responsible for organizing and implementing the tactical activities required for the response based on the directives of the GAR.

It should be noted that during a Hostile-Action Based (HAB) incident, the GAR works in close concert with the lead Law Enforcement Official who directs the tactical law enforcement response to gain control of the situation.

1.2 The GAR Team

The GAR and the GAR team deploys to Cooper Nuclear Station's (CNS) Emergency Operations Facility (EOF) in Auburn, NE. Deployment of all teams takes place at the direction of the GAR who will assess the risks, hazards, and any known impediments associated with deployment in concert his/hers advisors, leadership team, and subject matter experts (SMEs).

The GAR serves as the strategic and operational lead/Incident Commander (IC) for the response and directs a series of preventative protective actions and/or protective actions to help protect the health, safety, and welfare of the citizens of Nebraska, as well as protecting our resources, infrastructure, and economy. The County EOC Director will coordinate and facilitate county level and tactical requests for information, assistance, and resources, and the local IC will direct the tactical response on-scene.

The GAR deploys with the aid of a small team to assist them in carrying out the duties needed to direct and support the State's response. This includes a GAR Advisor with

specific knowledge of REP plans and program requirements, all phases of a radiological release, radiological resources and capabilities available at the local, state, and Federal levels, and a working knowledge and understanding of the protective actions that can be employed. The GAR's field team also includes a Recorder/Computer Operator, a Conference Line Representative, and a HAM Radio Operator. The GAR will also have a DHHS DPH Advisor that will advise the GAR on all matters related to public health.

SECTION 2: Your Position

2.1 The EOF Recorder/Computer Operator

The Recorder/Computer Operator at the EOF is responsible for disseminating information as directed by the GAR (Example: the GAR Form) via email to all remote locations. This position is also responsible for ensuring all key decisions and actions are recorded into the State's emergency management software program along with uploading any supporting documentation that may be required later for everything from financial reimbursements and legal actions which are certain to follow. Any hand-written communications, notes, etc. should be scanned and filed each day of the event as they will be considered legal records related to the event. The copies should be named with the owner's name in the title. (Example: 24 Nov 2020-Shift 1-D.Robinson)

2.2 Nemaha and Nemaha County Local Liaisons

The State's Liaison Officers (LNOs) work both as the Conference line Representative and the Recorder/Computer Operator at the risk county EOCs. They are "dual hatted" due to limited NEMA personnel and space limitations at their assigned locations. That being the case, the employees assigned to fill those positions require greater competency and proficiency in all their areas of responsibility (AOR).

In these roles, you must have a reasonable understanding of the state and local Radiological Emergency Response Plans (RERPs), be highly proficient in communicating accurate information to and from the GAR, and be able to work with the County's Emergency Management Director and EOC personnel. In addition to passing information from the GAR to the locals, LNOs must be able to communicate the needs, questions, concerns, and interests of the locals and record all decisions, actions, and activities into the state's emergency management software and upload all supporting documentation.

2.3 GAR and GAR Advisor

While the GAR is your team leader, the GAR Advisor is in the immediate supervisor in your chain-of-command as the Recorder/Computer Operator at the EOF in the Incident Command System (ICS) because the GAR will have so many demands on their time during a radiological incident/accident. If the GAR Advisor is also not available and you are dealing with a time sensitive request or need for information quickly, you can reach out to the GAR if available or SEOC Director for operational questions. The REP SMEs are also available to you for technical information. See **Figure 1-GAR's C4 ICS Org Chart on the next page.**

Figure 1

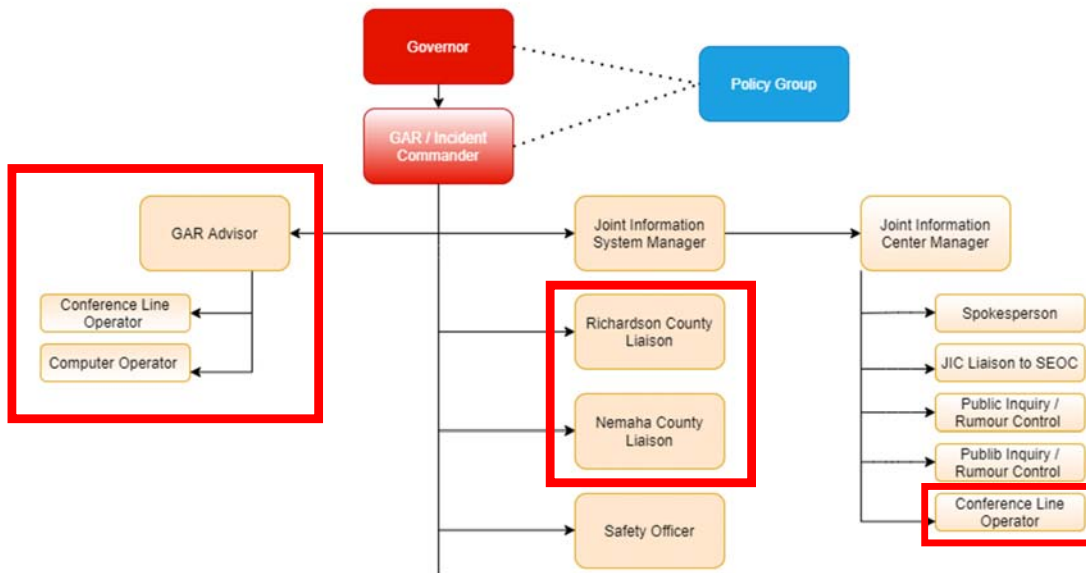


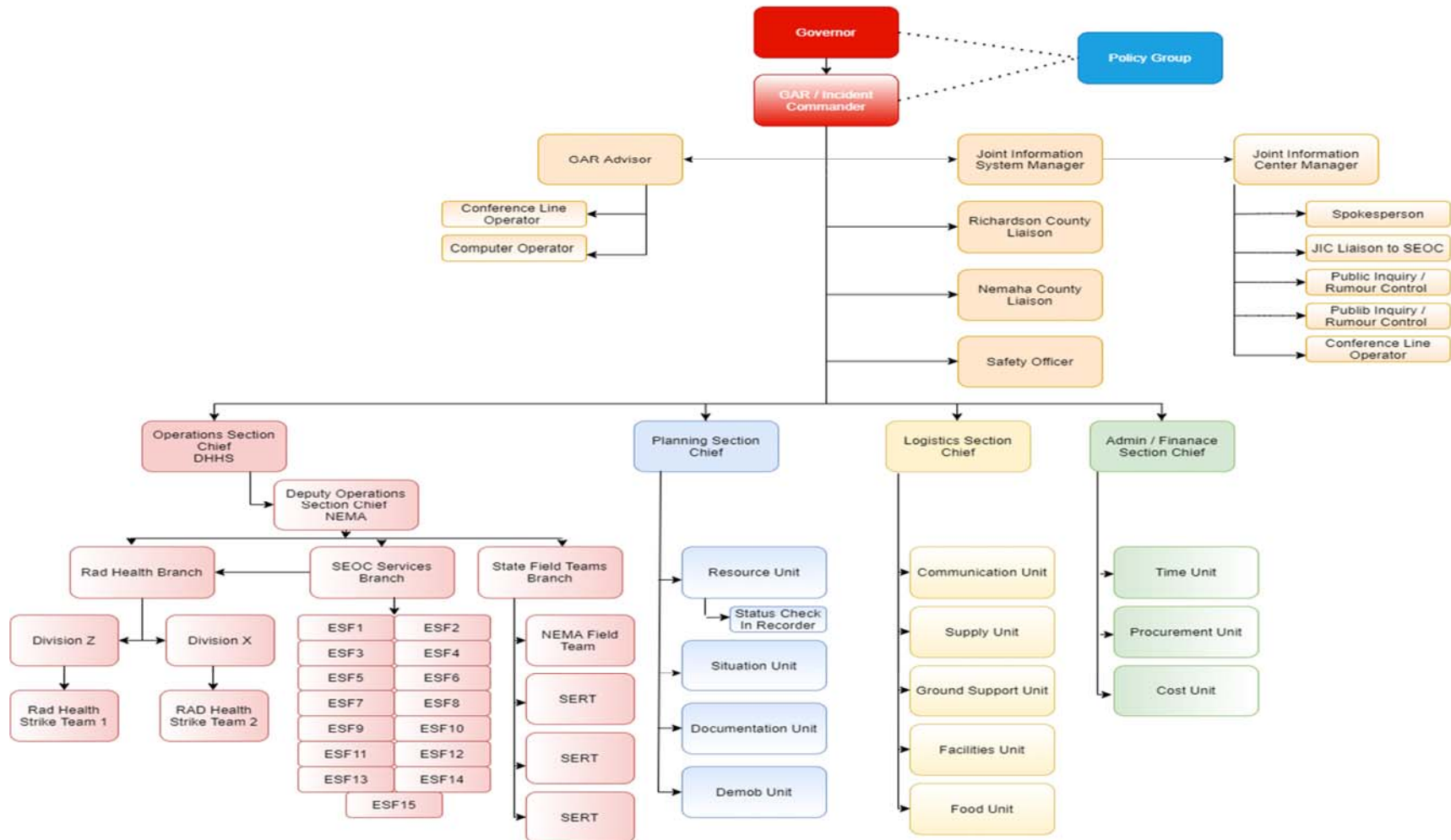
Figure 2-NEMA's Standard REP Organizational Chart (located on the next page), illustrates the general organizational chart the REP program operates under. These are standard positions we would be working to fill in a real world event. Remember, the ICS structure is designed to be flexible and scalable to meet the needs of the incident, accident, disaster, or event for the organization, available personnel, and response activities.

If you should run into trouble or need assistance while serving as the Recorder/Computer Operator, it will be important for you to use your chain-of-command that is the i.e., the GAR Advisor or the GAR at the EOF or the GAR for the two county liaison officers (LNOs). They will be able to assist you with most of your immediate needs or instruct you on where and how to get additional assistance. If all else fails, you can reach back to the SEOC Director for general information and the REP SMEs for technical information or clarification, but you should always try to use your immediate supervisor first.

You may not have an Incident Support Plan (ISP) right away in a real world incident/accident. For that first shift, the Planning Section will have to get one developed and disseminated for the first and the second shifts. It is possible that it may be delivered to you via email after you have dispatched from NEMA and are heading to your location. You must sign onto your email to receive copies of the GAR form and other communications.

If you take your own laptop, you may be able to sign in and onto email as if you were at your desk. The Go Kit Computers will require you to sign onto your email over the web mail option.

Figure 2-NEMA's Standard REP Operational Chart



SECTION 3: Tools & Resources

3.1 Recorder/Computer Operator's Checklist

	Personal Go Kit (Examples: Clothes, Medications, Drinking Cup, Munchies, Cash, Credit Card, Other Personal Items)
	Respond to notification/activation message as directed
	Check in at Watch Center or designated location at NEMA, obtain handheld radio, and GETS Card (if available)
	Inventory your location's Go Kit and resupply as needed from REP Closet and batteries in Deb's file drawer (Labeled "Batteries")
	Ensure one of the vehicles going to the EOF has repeater capability
	Ensure your vehicle reports to Communications upon departure, every 30 minutes while en route to/from destination, upon arrival at your destination, and upon return to NEMA.
	Sign in at your destination according to their procedures
	Set up and test computer connection
	Prepare your Communications Log form with all available event information
	Log (Time Stamp and Initial): <ul style="list-style-type: none"> • When each location reports as operational • All GAR directives • Requests for Information (when initiated and closed out) to/from the GAR, Locals, SEOC, JIC, Etc. • Requests for Concurrence (when initiated and closed out) • Requests for Resources & Requests for Assistance (This should only be done as an emergency, the County EOCs should be making those requests through their EOC Rep to the appropriate ESF at the SEOC via the designated form and logging into emergency management software.) • Key Decisions • Key Actions/Activities reported from YOUR LOCATION to another.
	Scan, name based on owner of note, and upload to emergency management event program each day for each person.
	Ensure your Communications Log is complete and uploaded into the emergency management software prior to briefing your shift relief.
	Brief your shift release on information from your Communications Log. If you were not able to close out an item, be sure to brief your relief and note it for opening their new Shift Log. Both you and your relief should initial that entry.

3.2 Military Phonetic Alphabet

A Alpha

N November

B Bravo

O Oscar

C Charlie

P Papa

D Delta

Q Quebec

E Echo

R Romeo

F Foxtrot

S Sierra

G Golf

T Tango

H Hotel

U Uniform

I India

V Victor

J Juliet

W Whiskey

K Kilo

X X-Ray

L Lima

Y Yankee

M Mike

Z Zulu

Conference Line Communications Log

Time Communication Initiated	Nature of the Communication	Time Communication Closed Out (All Information Received)	Initials

DRAFT