

## RECEPTION CENTER MANAGER

### 1. PURPOSE

#### 1.1 **Objective**

This procedure is to be used in the event of an emergency at the Millstone Power Station. It outlines the actions to be taken in response to an evacuation of residents from designated towns.

#### 1.2 **Discussion**

The Reception Center Manager is overall in charge of conducting all assigned functions at the Reception Center. The Reception Center Manager reports to the Chief Executive Officer (CEO) and coordinates with the Emergency Management Director in determining appropriate emergency actions in support of Reception Center operations.

### 2. PREREQUISITES

#### 2.1 **Responsibilities**

2.1.1 Reports to the EOC prior to activation of the Reception Center, if requested by the CEO.

2.1.2 Places the Reception Center on standby, or notifies staff to report to the Reception Center when directed.

2.1.3 Ensures that all Reception Center assigned positions are manned for two twelve-hour shifts. If the event lasts more than 24 hours, personnel should continue rotating through the first and second shifts until the event is terminated.

2.1.4 Ensures that all Reception Center functions including Radiological Control, Decontamination and Registration are carried out according to Host Community Plan procedures.

2.1.5 Ensures Potassium Iodide (KI) is available for issue.

### 3. INSTRUCTIONS

3.1 Refer to Attachment 1, "Reception Manager Checklist" and PERFORM the actions listed in the checklist.

4. ATTACHMENTS

- 4.1 Attachment 1, “Reception Center Manager Checklist”
- 4.2 Attachment 2, “Millstone EPZ Populations to Host Communities”
- 4.3 Attachment 3, “Host Community Reception Center Handout”

5. SUMMARY OF CHANGES

- 5.1 Added a notation to explain that the “registration process” is not necessary for state or local emergency workers who are returning dosimetry and being monitored following their mission.
- 5.2 Added Reception Center Handout as Attachment 3. (This handout also appears as an attachment in 4.5d “All RC Rad Vehicle Portal Monitoring.”)
- 5.3 Added instruction to provide a general briefing as step 6 of RC Mgr Checklist.
- 5.4 Added provision to position checklist (Attachment 1) that Reception Center manager ensure there is behavioral health support for evacuees and responders.

**Attachment 1**  
(Sheet 1 of 2)  
**Reception Center Manager Checklist**

Initials/Date/Time

- |    |  |       |
|----|--|-------|
| 1. | RECEIVE notification from 9-1-1 PSAP or Emergency Management Director.   | _____ |
| 2. | REPORT to the Emergency Operations Center (EOC) if directed, or directly to the Reception Center.  | _____ |
| 3. | RECEIVE a detailed briefing from the Emergency Management Director.  | _____ |
| 4. | MAINTAIN a log of significant actions and decisions.   | _____ |
| 5. | CALL-OUT out local personnel to staff the Reception Center radiological monitoring and registration functions. <ul style="list-style-type: none"><li>▪ CALL-OUT additional support personnel to staff the Reception center and ASSIST with evacuee processing as necessary</li></ul> | _____ |
| 6. | Assemble Reception Center staff and provide a general BRIEFING on set-up of Reception Center and dealing with Evacuees.  | _____ |
| 7. | COORDINATE the set-up of the Reception Center to receive and process evacuees according to procedures in Section 5.1.  | _____ |

**NOTE: The “registration process” is not necessary for state or local emergency workers who are returning dosimetry and being monitored following their mission. These individuals may leave the Reception Center following monitoring.**

- |    |  |       |
|----|--|-------|
| 8. | Ensure that personnel at the portal monitors are aware that individuals identifying themselves as a state or local emergency worker should be notified that they may leave the Reception Center following monitoring. Instruct the staff to ask if the emergency worker has dosimetry that they want to turn in. <b>Evacuees who go to Decon must turn in their dosimetry.</b> |       |
| 9. | ENSURE all Reception Center equipment, supplies, kits, and KI are available on-site at the Reception Center. MAKE requests for additional equipment and supplies as necessary.   | _____ |

**Attachment 1**  
(Sheet 2 of 2)  
**Reception Center Manager Checklist**

Initials/Date/Time

**NOTE: During periods of high evacuee volume, consider designating a portal monitor for special needs individuals (e.g. families with young children, and state and local emergency workers, etc.). Designate a person to prioritize/triage these families/individuals to the head of the portal monitor line.**

10. REQUEST the EOC provide the following information WHEN available:
  - Expected number of evacuees \_\_\_\_\_
  - Estimate time of arrival of evacuees to Reception Center \_\_\_\_\_
  
11. REQUEST the Red Cross to provide a Reception Center representative to assist with shelter coordination. \_\_\_\_\_
  
12. ENSURE that there is behavioral health support for evacuees and responders in the Reception Center, either through city/town agencies or the Red Cross, with possible assistance from state Disaster Behavioral Health Response Network (DBHRN). \_\_\_\_\_
  
13. ENSURE all required communications equipment, radio, telephone and cell phone, are on-site and activated between the EOC, shelter locations and various areas within the Reception Center.
  
14. ENSURE that the Reception Center is staffed by key personnel for a 12 hour shift and arrange for a second 12 hour relief shift. (If the event lasts more than 24 hours, repeat the rotation through the 1<sup>st</sup> and 2<sup>nd</sup> shift.) \_\_\_\_\_
  
15. ENSURE vehicle and personnel radiological monitoring is ready for arriving evacuees. \_\_\_\_\_
  
16. NOTIFY the EOC when the Reception Center is fully manned and operational. \_\_\_\_\_
  
17. COORDINATE with the Regional Coordinator, through the local EOC, for Inter-Host Community Shuttle transportation to expedite family/household member reunification. \_\_\_\_\_
  
18. WHEN the event is terminated, SUBMIT notes, logs and records to the Emergency Management Director for record-keeping. \_\_\_\_\_

**Attachment 2**  
 (Sheet 1 of 1)

**Millstone EPZ Populations to Host Communities**

**Note: It is possible, that if only parts of EPZ towns are evacuated, the numbers of expected Evacuees may be less. State DEMHS will advise on expected numbers.**

Host Town	Towns Assigned	Total Population (2010 Census) (Rev. 1/20/12)	20% Expected at Reception Center	
			Evacuees	Vehicles*
East Hartford	<b>Waterford</b>	<b>19,517</b>	<b>3,903</b>	<b>1,697</b>
	<b>Montville</b>	<b>**4,808</b>	<b>**962</b>	<b>**418</b>
	<b>TOTAL</b>	<b>**24,325</b>	<b>**4,865</b>	<b>**2,115</b>
New Haven	<b>East Lyme</b>	<b>19,159</b>	<b>3,832</b>	<b>1,666</b>
	<b>Lyme</b>	<b>**1,128</b>	<b>**226</b>	<b>**98</b>
	<b>Old Lyme</b>	<b>7,603</b>	<b>1,521</b>	<b>661</b>
	<b>TOTAL</b>	<b>**27,890</b>	<b>**5,579</b>	<b>**2,426</b>
Norwich	<b>Groton Town</b>	<b>29,726</b>	<b>5,945</b>	<b>2,585</b>
	<b>Groton City</b>	<b>10,389</b>	<b>2,078</b>	<b>903</b>
	<b>TOTAL</b>	<b>40,115</b>	<b>8,023</b>	<b>3,488</b>
UCONN (Storrs)	<b>Ledyard</b>	<b>**5,341</b>	<b>**1,068</b>	<b>**464</b>
Windham	<b>New London</b>	<b>27,620</b>	<b>5,524</b>	<b>2,402</b>
	<b>Fishers Island, NY</b>	<b>***236</b>	<b>***236</b>	<b>***N/A</b>
	<b>TOTAL</b>	<b>27,856</b>	<b>5,760</b>	<b>2,402</b>

\* Based on a ratio of 2-3 persons per vehicle.

\*\* Population Numbers Estimated

\*\*\* 100% of Fishers Island population will be transported to Host Community.

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**Attachment 3  
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**Host Community Reception Center Handout**

**HOST COMMUNITY - RECEPTION CENTER**

You have just driven through a vehicle portal monitor - which is similar to an airport's metal detector; however, this portal monitor measures for radioactive particles on your vehicle. You will soon be directed to go inside the Reception Center where you will walk through a similar portal monitor which will monitor for any radioactive particulates on your clothing or body. Those individuals with contamination on them will be brought through the Decontamination Station to remove any harmful contamination. Whether you walk through the main portal monitor without incident or go through the Decontamination Station to remove any particulates on your clothing or person, you will be assured that you do NOT have radioactivity on you, nor are you contaminated. *(As strictly a precaution though, the State of Connecticut's Department of Public Health advises all individuals to bathe/shower within the next three days.)*

The following information is designed to help you navigate through the different stations within this Reception Center and provide information on the importance of going to each applicable location.

1. **AFTER BEING MONITORED, YOU WILL STOP AT A KI TRIAGE TABLE, if Potassium Iodide (KI) has been directed to be taken by State Health Officials.**
  - The person at the KI Triage Table will ask if you have taken Potassium Iodide (KI) or if you know you have an allergy to iodine.
  - If KI has NOT been directed by State Officials, you will be told to go directly to the Registration Desk.
2. **IF YOU ARE TOLD TO REPORT TO THE POTASSIUM IODIDE (KI) TABLE TO RECEIVE A KI TABLET, PLEASE READ THE FOLLOWING:**
  - Potassium Iodide, also known as KI, is a form of iodine. KI is an over-the-counter tablet which protects your thyroid gland when there is a chance you might be exposed to a harmful amount of radioactive iodine. Taking KI saturates the thyroid with harmless iodine and prevents radioactive iodine from being absorbed. Radioactive iodine is one of the possible elements emitted during a nuclear power plant release. It is not an anti-radiation pill and only affects the thyroid.
  - DO NOT TAKE KI if you are allergic to Iodine or if you have chronic hives, lupus, or other skin disorders such as dermatitis herpetiformis or urticarial vasculitis. Also persons with Graves disease and people taking certain heart medicines should seek medical advice prior to taking KI.
  - Let medical personnel know if you are feeling ill or may be having an allergic reaction to the KI. This is rare.
  - School children who have been transferred from their schools to the host communities prior to a release of radioactivity DO NOT NEED TO TAKE KI, since they were not in the affected area at the time of the release.

**Attachment 3  
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**Host Community Reception Center Handout**

**3. NEXT, REPORT TO THE REGISTRATION TABLE**

- Please give your name at the registration desk so that family members that are separated can be told where you are located or where you intend to go following the Reception Center monitoring process. There is also a message board near the American Red Cross table where you can post a message or read one that another has posted already.
- Registration will ask if all of your family members are with you or if you are looking for someone in your family/group.
- Registration will ask if you need Shelter or a place to stay until it is safe for you and your family to go home. This is done at the American Red Cross table.
- If you know that you are going to stay at a friend or relative's home or a hotel, please let Registration know so that they can make a notation with your name if you want separated family and friends to know you are safe or to locate you.

**4. IF YOU NEED A PLACE TO STAY – PLEASE REPORT TO THE AMERICAN RED CROSS TABLE**

- The American Red Cross representative will assign you to a shelter within the community and give you directions. There is also a shuttle available if you need transportation there.

**5. AFTER LEAVING THIS RECEPTION CENTER:**

- State Field Sampling and Monitoring Teams will be sent into the affected area to obtain samples which will be tested in our State Department of Public Health Laboratory. These laboratory analyses will indicate when it is safe for residents to reenter the evacuation zone.
- Listen to the local media (television news and newspapers) for information from state officials instructing when you can return home.

**6. AMERICAN NUCLEAR INSURERS**

- The American Nuclear Insurers (ANI) is a joint underwriting insurance company which was designed to insure the nuclear power plant industry and provide a source of funds to compensate injured victims of a nuclear accident. ANI reimburses individuals and businesses for losses or costs incurred as a result of an evacuation caused by a nuclear power plant emergency. (Keep receipts of costs incurred.)
- Over the next day or so, ANI will set up field offices to have individuals file for assistance, following this emergency. This information about where field offices will be set up and times available will be broadcast through local media such as television or newspapers.

**State Health Officials will be communicating important information throughout the emergency to let you know what to do next and when it will be safe to go home. Thank you for your patience during this emergency situation.**