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Procedure Manual - EPSP 200, Rev. 8
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EP-IP-201	Emergency Plant Manager	1	05/14/99
EP-IP-202	Company Spokesperson	2	03/15/00
EP-IP-210	Control Room Augmentation	6	04/21/99
EP-IP-220	TSC Activation and Response	10	05/14/99
EP-IP-229	TSC/OSC Equipment Operation	4	10/31/97
EP-IP-230	OSC Activation and Response	2	05/14/99
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RType H8.24

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EP-IP-501	Transport of Contaminated Injured Personnel	2A	03/12/97
EP-IP-520	Transition and Recovery	4	12/31/99



RTYPE H8.24

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-200

ON-CALL EMERGENCY DIRECTOR



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 8

Date Originated 4/00

Pages Affected

Description

2

Correct section and step numbers in Revision Log for Revision 7.

REVISION 7

Date Originated 2/00

Pages Affected

Description

All

Total rewrite due to procedures reformatting process.

Additional changes to this Procedure include:

Section 6.3.2, rewrite the Note to reflect relocation of the Media Center to a PNPS facility within the 10-Mile EPZ, rationale for relocation of the facility, and location of the Alternate Media Center outside the 10-Mile EPZ.

Add Step 6.3.2[3] to close out IADB Item EP98.0041.

In Step 7.0, change the title to reflect the current organization.

On Attachment 1, insert the complete title of EP-IP-100.

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1.0 PURPOSE

This Procedure provides initial guidance, directions, and references to the on-call Emergency Director in response to an emergency and for the overall authority, management, and coordination of Pilgrim Station's response to any classifiable event.

2.0 REFERENCES

- [1] EP-PP-01, "PNPS Emergency Plan"

3.0 DEFINITIONS

- [1] BAC - Blood Alcohol Concentration
- [2] CANS - Computerized Automated Notification System
- [3] EOF - Emergency Operations Facility
- [4] ERF - Emergency Response Facility - generic title for all emergency facilities
- [5] OSC - Operational Support Center
- [6] PAR - Protective Action Recommendation
- [7] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Emergency classification and event termination (Non-Delegable).
- [2] Approval of notifications/communications to federal, state, and local government agencies (Non-Delegable).
- [3] Offsite protective action recommendations (Non-Delegable).
- [4] At the Alert level or above, approval of press releases (Non-Delegable).

- [5] Specifying access authorization requirements for the emergency conditions (Non-Delegable).
- [6] Authorization of emergency exposures beyond 5 rem and the use of potassium iodide (delegable only to the Emergency Plant Manager for onsite personnel) responsibilities.

6.0 PROCEDURE

6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving the Unusual Event (1111) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter a security code, enter your Social Security number.
- [3] Upon receiving an Alert (2222), Site Area Emergency (3333), or a General Emergency (4444) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter a security code, enter your Social Security number.
 - (c) Provide the system with an estimate of the time (in minutes) it will take to travel to the Emergency Operations Facility (EOF).
- [4] Upon receiving the Recovery (0000) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter a security code, enter your Social Security number.

6.2 FOR AN UNUSUAL EVENT

NOTE

Do not attempt to contact the Control Room. The on-call Plant Manager will speak to the Control Room to determine plant status and use the Station Off-Normal Notification System (SONS) to provide information to other on-call Managers.

- [1] When notified a SONS message is available, as indicated by a '505-505-505' pager display, contact the system to get a brief description of the incident and information on where to contact the on-call Plant Manager.
- [2] If necessary, contact the on-call Plant Manager and review the actions being taken to resolve the situation and the projected course of the event.
 - (a) If unavailable on SONS, the Emergency Plant Manager's home, office, and individual pager phone numbers are listed in the PNPS Emergency Telephone Directory.
 - (b) Exchange telephone numbers, pager numbers, and points of contact with the on-call Plant Manager for further discussions as the situation develops.
- [3] No further action is required in response to an incident at this classification level.

6.3 FOR AN ALERT OR HIGHER CLASSIFICATION

6.3.1 Relieving The On-Shift Emergency Director

- [1] Report to the EOF.
- [2] Upon arrival at the EOF, direct the Emergency Director Administrative Assistant to maintain a log of all pertinent actions and decisions made during the course of the response.
- [3] Direct the Emergency Offsite Manager to coordinate with the TSC Supervisor to ensure that clocks are synchronized with the official Control Room time.
- [4] Review any Initial Notification and Follow-Up Information forms transmitted from the Control Room.
- [5] Contact the Control Room and discuss the situation with the on-shift Emergency Director as follows:
 - (a) Use an Essential Information Checklist and review each of the listed areas.

- (b) Depending on the timing of the follow-up notification with respect to EOF activation, consider having the Control Room transmit the next form early to reset the notification clock (prior to formal relief of the on-shift Emergency Director).
- [6] Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager to:
- (a) Verify that the appropriate classification was made.
 - (b) Check the status of any protective action recommendations (applicable for a General Emergency only).
- [7] When you have been sufficiently briefed and assured that an adequate staff has assembled, as indicated by the Emergency Offsite Manager and the Emergency Plant Manager, relieve the on-shift Emergency Director.
- [8] Announce to the following individuals that you have assumed the Emergency Director position (also, have general announcements made in all emergency response facilities):
- (a) Emergency Plant Manager
 - (b) Emergency Offsite Manager
 - (c) Company Spokesperson (when available)
- [9] Direct the Emergency Offsite Manager to announce to the EOF that the on-shift Emergency Director has been relieved and that the Emergency Operations Facility has been activated.

NOTE

If, due to radiological or other conditions, the Media Center is found to be uninhabitable, the Media Center Supervisor, Company Spokesperson, and Emergency Director will direct the relocation of media operations to the Alternate Media Center. If an evacuation directive is issued for Subarea 7, relocation of the Media Center will be discussed with the MEMA Public Information Officer. The Alternate Media Center is located at the offices of Duke Engineering and Services in Marlborough, Massachusetts.

6.3.2 Operations

- [1] Consider delegating the authority for extending emergency radiation exposure and the use of potassium iodide for onsite personnel to the Emergency Plant Manager.
- [2] Approve all plant and emergency related information prior to release from PNPS control. Formally generated information includes:
 - (a) Initial Notification Forms (in accordance with EP-IP-100).
 - (b) Follow-Up Notifications Forms (in accordance with EP-IP-100).
 - (c) Press Releases.
 - (d) Radiological Data Forms (in accordance with EP-IP-251).
- [3] Immediately notify the Emergency Plant Manager and the Company Spokesperson of all changes in Emergency Classification levels and declaration time.
- [4] Periodically confer with the Emergency Plant Manager, the Emergency Offsite Manager, and the Company Spokesperson to review the status of the situation and progress toward resolution.
- [5] Review activation status of the Media Center with the Company Spokesperson.
- [6] Periodically provide status updates to company executives.
- [7] For classification levels of a Site Area or General Emergency, discuss the need for corporate support with the CEO or company president. Inform the Emergency Offsite Manager of any decisions to utilize corporate resources.
- [8] Refer to EP-IP-100 for information and guidance on emergency classification and required notifications.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-100	Emergency Classification and Notification
EP-IP-250	EOF Activation and Response
EP-IP-440	Emergency Exposure Controls
EP-AD-122	Maintenance of the Emergency Telephone Directory

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		