

C. Warlow
M. Vyenielo
L. Ritter
L. Ritter
L. Ritter
D. Fetterhoff
S. Burkett

D. College
N. D. Brown
D. Light
R. Finicle
N. D. Brown
R. Finicle
W. Ressler
R. Neff
R. Finicle
P. Sauder
A. McFlanag
D. Fleck
T. Berstler
N. Smith
S. Porter
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Simonetti
J. L. Eckroth
L. Ritter
L. Ritter
T. Dove
R. Goodrich
D. Silar
D. Silar
D. Silar
C. Warlow
C. Flory
T. Berstler
L. Ritter
P. J. Chevalier
A. Houseal
S. Zimmerman

[illegible]

86

<u>Document Number</u>	<u>Rev</u>	<u>PCR</u>	<u>Page</u> <u>Replac.</u>	<u>Entire</u>	<u>Delete</u> <u>Page(s)</u>	<u>Level</u>
<u>TEP-ADM-1300.04</u>	<u>7</u>	<u>PCR-00-2339</u>		<u>X</u>		<u>3</u>

[illegible]

Info Copy 3 Stapled, 3 Hole Punch
Ctrl Copy 26 Stapled, 3 Hole Punch
Ctrl Copy 1 Clipped
Plain Copy _____ Clipped (Central File)

A045

FOR INFORMATION ONLY

AmerGen

TMI - Unit 1
Emergency Preparedness
Implementing Document

Number

TEP-ADM-1300.04

Revision No.

7

Effective Date

01/12/01

Title
**Administration of the TMI Initial Response and
Emergency Support Organization Duty Roster**

Applicability/Scope All TMI Personnel responsible for
issuing and implementing the Initial Response Emergency
Organization and Emergency Support Duty Rosters

USAGE LEVEL

3

This document is within QA plan scope
Safety Reviews Required

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

List of Effective Pages

<u>Page</u>	<u>Revision</u>	<u>Page</u>	<u>Revision</u>	<u>Page</u>	<u>Revision</u>	<u>Page</u>	<u>Revision</u>
1	7						
2	7						
3	7						
4	7						
5	7						
6	7						
7	7						

	Signature	Date
Procedure Owner	/s/ N. Brown for S. R. Finicle	01/04/01
Approver	/s/ N. Brown	01/04/01

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster		Revision No. 7

DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
1	03/29/96	Deleted the requirement for ESO personnel to fill out paperwork when taking the duty for someone else. The new automated ESO duty roster eliminates this requirement. This change will also serve as the annual review in accordance with 1000-PLN-1300.01, Section 8.3.	
2	09/11/96	Clarification added to address who maintains IREO duty roster, and what actions are to be taken if changes to the roster occur after 1500 hours of the same day.	
3	09/10/98	Change weekly duty roster coverage to start and stop on Tuesdays to be compatible with 10 hour work schedule.	
4	02/10/99	Revise procedure to be consistent with the new TMI and AmerGen Organization. Added additional guidance to include formalized process of what information new duty roster personnel will receive regarding responsibilities, expectations and limitations.	S.R. Finicle J.N. Grisewood
5	07/21/00	Changed Director, O and M, to Plant Manager, Shift Supervisor to Shift Manager and Duty Section Superintendent to Duty Emergency Director. Added procedure numbers to referenced procedures.	S.R. Finicle
6	10/20/00	Revise procedure numbering to be consistent with 1001G. Added additional guidance to Section 4.1d and Exhibit 1 which identifies who duty roster changes should be submitted to.	
7	01/12/01	This change is being made to have the duty swap on the same across the Regional Operating Group. Change TMI Emergency Preparedness Manager to Emergency Preparedness Manager.	N. Brown

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster		Revision No. 7

1.0 PURPOSE

The purpose of this procedure is to establish the administration and maintenance of the TMI Initial Response Emergency Organization and Emergency Support Organization Duty Roster.

2.0 APPLICABILITY/SCOPE

This procedure establishes responsibilities of the Plant Manager, Emergency Preparedness Manager, Duty Emergency Director, Shift Manager and selected managers and department heads for issuing and implementing the Emergency Duty Roster for both Initial Response Emergency Organization and Emergency Support Organizations.

3.0 DEFINITIONS

- a. None

4.0 PROCEDURE

4.1 TMI Duty Rosters

- a. Initial Response Emergency Organization Duty Roster

The TMI Initial Response Emergency Organization Duty Section Roster has been created to ensure that a sufficient complement of personnel are available 24 hours a day to support emergency situations. The TMI Initial Response Emergency Organization Duty Roster is completed (names, phone numbers, beeper numbers etc.) by the Duty Roster Administrator or designee. The completed Roster is then submitted to and approved by the Plant Manager or a Duty Emergency Director. The approved Roster is then distributed weekly to the Duty Emergency Director and the managers/department heads of persons listed on the roster. The master copy is maintained in the Unit 1 Shift Manager's office.

- b. Emergency Support Organization Duty Roster

The TMI Emergency Support Organization Duty Roster is distributed to the duty roster members annually, with updates distributed throughout the year as necessary. A listing of names, phone numbers, pager numbers, etc. is posted in the Unit 1 Shift Manager's office.

NOTE

Duty Sections normally run from 0800 hours each Friday until 0800 hours the following Friday. The Initial Response Organization Emergency Duty Roster will be distributed by 1600 hours on the Tuesday prior to the Friday the Duty Roster takes effect, and posted in the Shift Managers office by 0800 hours on Friday.

- c. Minimum staffing levels and qualifications for On-shift, Initial Response, and Emergency Support Organization Duty Roster members are outlined in the Emergency Plan.

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster	Revision No. 7	

- d. Individuals assigned to the Initial Response Emergency Organization Duty Rosters shall be responsible for submitting the name(s) of qualified replacements for approval in the event they will be unable to fulfill Duty Roster assignments. Temporary changes will be submitted to the TMI Initial Response Emergency Organization Duty Roster Administrator or designee using the Initial Response Emergency Organization Duty Roster Temporary Change Request Form (Exhibit 1).

Any changes occurring after 1500 hours of the same day must be taken to the Control Room and given to the Shift Manager to make changes or faxed to Control Room (8779) and call the Shift Manager to follow-up on receipt of change.

NOTE

Revision and distribution may be accomplished more frequently, as required by additions, deletions, or other changes to the Emergency Duty Rosters.

4.2 Maintenance of Approved Duty Rosters

a. TMI Initial Response Emergency Organization Duty Roster

Individuals assigned to the Initial Response Emergency Organization Duty Roster, or, in their absence their department head, shall be responsible for submitting the name(s) of qualified replacements for approval in the event they will be unable to fulfill Initial Response Emergency Organization Duty Roster assignments. Changes will be submitted to the Duty Roster Administrator or designee no later than noon Wednesday of the week prior to the affected Section's duty. The Duty Roster master copy (maintained in the Shift Manager's office) will be updated by the Administrator of the Duty Roster or designee to reflect changes. Duty Roster changes can be either faxed or mailed with a follow-up phone call to ensure that it was received.

b. Emergency Support Organization Duty Roster

Individuals assigned to the Emergency Support Organization Duty Roster, or, in their absence their department head, shall be responsible for submitting the name(s) of qualified replacements for approval in the event they will be unable to fulfill Emergency Support Organization Duty Roster assignments. Substitutions for personnel on duty are accomplished using the automated duty roster system.

c. Reporting Requirements

Individuals assigned to the Initial Response and Emergency Support Organization Duty Rosters shall be responsible for being fit for duty during their designated duty period and be available to report to their assigned station in accordance with Emergency Plan requirements. However, all Emergency Support Organization duty roster personnel should respond when paged, if available and fit for duty regardless of duty status. All Duty Roster personnel assigned beepers are required to keep the beeper in the "on" position 24 hours per day. In addition, the operability of these beepers is the responsibility of the duty roster member. Duty member call-out will be conducted in accordance with EPIP-TMI-.03 "Emergency Notifications and Call Outs". The Emergency Support

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster	Revision No. 7	

Organization Duty Roster master copy will be maintained by the Emergency Preparedness Manager or his designee.

5.0 **RESPONSIBILITIES**

5.1 Plant Manager, TMI

The Plant Manager, TMI is responsible for insuring that a TMI Initial Response Emergency Organization Duty Roster is available at all times to the Unit 1 Shift Manager. He is responsible for ensuring that it is:

- a. formulated in accordance with the Emergency Plan
- b. approved by the Plant Manager, TMI or Duty Emergency Director
- c. distributed to the necessary persons
- d. maintained current in the Shift Manager's Office

5.2 Emergency Preparedness Manager

The Emergency Preparedness Manager or his designee is responsible for ensuring that an Emergency Support Organization Duty Roster is available at all times to the Unit 1 Shift Manager. He is responsible for ensuring that the TMI Emergency Support Organization Duty Roster is:

- a. formulated in accordance with the Emergency Plan
- b. distributed to the necessary persons
- c. maintained current in the Shift Manager's office.

The Emergency Preparedness Manager or his designee will, by December 31st of each year, issue a Duty Section Schedule for the coming year and a duty roster instruction packet to all Initial Response and Emergency Support Organization duty section members. In addition, the Emergency Preparedness Manager or designee will verify annually that all applicable Emergency Support and Initial Response Emergency Organization Duty Roster personnel can report to their duty station within 60 minutes.

5.3 Duty Emergency Director

The Duty Emergency Director is responsible for ensuring that his Duty Section contains an adequate complement of personnel to support Emergency recall to the Unit, and to enable any required PRG support.

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster		Revision No. 7

5.4 Duty Section Personnel

Personnel assigned positions on the Initial Response and Emergency Support Organization Duty Roster are responsible for ensuring they are fit for duty during their designated duty period in accordance with the company, "Fitness for Duty Program", and available for recall within the prescribed time. The pager system is the primary method of recall, therefore it is the individual's responsibility to ensure he can be reached via his beeper. If assigned a duty section beeper, which is to be utilized by more than one individual, personnel are responsible for ensuring the beeper transfer occurs on, or shortly after 0800 on the day the new duty section assumes the duty. Upon being beeped, personnel located in the TMI area shall respond by calling the EP Pager call back line (948-8801) in the Shift Managers office and follow instructions recorded on the line. All ESO Duty Roster personnel should respond if available and fit for duty when paged regardless of duty status.

5.5 Manager/Supervisors

Each department Manager/Supervisor is responsible for ensuring that all IREO and ESO duty roster personnel (including alternates) under his cognizance are qualified in accordance with Procedure TEP-ADM-1300.02, Emergency Preparedness Training and the Training Departments Emergency Preparedness Training Program. He/she is also responsible to notify the appropriate Duty Roster Administrator of changes to the published roster(s) as soon as practical.

5.6 New Personnel

New personnel assigned to the IREO/ESO duty rosters will be provided with a copy of management's expectations for duty roster personnel, access to the Etude Tracking System and pager operating instructions and limitations.

6.0 REFERENCES

- a. "Three Mile Island Emergency Plan", AP 1092
- b. "Emergency Notifications and Call Outs", EPIP-TMI-.03
- c. "Emergency Preparedness Training Program"
- d. "Emergency Preparedness Training", TEP-ADM-1300.02
- e. "Fitness for Duty Program"

7.0 EXHIBITS

- 7.1 Exhibit 1 - Initial Response Emergency Organization Duty Roster Temporary Change Request Form

	TMI - Unit 1 Emergency Preparedness Implementing Document	Number TEP-ADM-1300.04
Title Administration of the TMI Initial Response and Emergency Support Organization Duty Roster		Revision No. 7

EXHIBIT 1
Initial Response Emergency Organization Duty Roster
Temporary Change Request Form

Page 1 of 1

TO: TMI Operations - Initial Response Emergency Organization Duty Roster Administrator

SUBJECT: Temporary Change to Initial Response Emergency Organization Duty Roster

Section _____, From _____ To _____
 (Date) (Date)

Duty Roster Position _____ Position Number _____

Alternate/Replacement _____
 Name _____ Extension _____
 Home No. _____ Beeper No. _____

Time/Date: _____ through _____
 _____ through _____

Reason for Change: _____

Requestor _____ / _____
 Signature Date
 *Replacement _____ / _____
 Signature Date

* By my signature I certify that I meet all the applicable qualifications delineated in the Emergency Preparedness Program for this position.

NOTE

Temporary changes will be submitted to the TMI Initial Response Emergency Organization Duty Roster Administrator or designee using the Initial Response Emergency Organization Duty Roster Temporary Change Request Form.

Any changes occurring after 1500 hrs. of same day must be taken to the Control Room and given to the Shift Manager to make the changes or faxed to Control Room fax # and call the Shift Manager to follow-up on receipt of change.

Fax Nos:
 M Office 8779
 ps Office 8372