

50-387/388

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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY  
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116 - 116 - ADMINISTRATIVE (ADMIN) COORDINATOR:  
EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 03/17/2002

ADD MANUAL TABLE OF CONTENTS DATE: 06/03/2002

CATEGORY: PROCEDURES TYPE: EP  
ID: EP-PS-116  
ADD: PCAF 2002-1389 REV: N/A

REMOVE: PCAF 2002-1172 REV: N/A

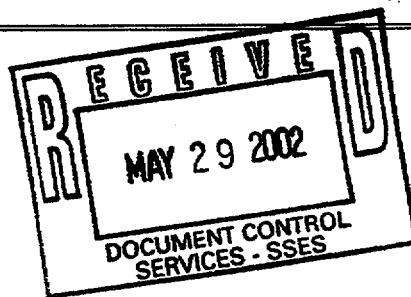
REMOVE: PCAF 2001-1025 REV: N/A

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A045

## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2002-1389</u>	2. PAGE 1 OF <u>10</u>	3. PROC. NO. <u>EP-PS-116</u> REV. <u>13</u>
4. FORMS REVISED - <u>A R 12</u> , - <u>CR 7</u> , - <u>ER 4</u> , - <u>  R  </u> , - <u>  R  </u> , - <u>  R  </u>		
5. PROCEDURE TITLE TSC Administrative Coordinator: Emergency Plan Specific Instruction		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES    # <u>2002-1172</u> # <u>2001-1025</u> # <u>          </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE 1 - Page 2 revised to reflect alphabetic TABs revised in this PCAF and incorporation of previous PCAFs 2 - TAB A , Step 3 - Assembly changed to Accountability to be consistent with the Emergency Plan 3 - TAB C - added direction on how to recall personnel evacuated from the site during an Emergency Plan activation - Previous PCAF 4 - TAB E - Instructions for accessing "INPO Resources Manual "revised post September 11 - Previous PCAF <div style="text-align: right;">Continued <input type="checkbox"/></div>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>NA</u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>Cynthia Smith</u> / <u>254-3233</u> / <u>05/24/2002</u> PREPARER                      ETN                      DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) <u>                          </u>
19. <u>David Wright pentelton</u> / <u>5/29/2002</u> RESPONSIBLE SUPERVISOR                      DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u>Jeffrey Buswood</u> / <u>5/20/02</u> FUM APPROVAL                      DATE		
21. RESPONSIBLE APPROVER <u>NA</u> INITIALS                      DATE		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2002-1389 | 2. PAGE 2 OF 10 | 3. PROC. NO. EP-PS-116 REV. 13

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d must be checked "YES" and the appropriate form attached or referenced.
- a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable.  YES  N/A  
*A-01-732*
- b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable.  YES  N/A
- c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required.  YES  N/A  
 Screen/Evaluation No. \_\_\_\_\_
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached.  YES  N/A
12. This change is consistent with the FSAR or an FSAR change is required.  YES  
 Change Request No. NA
13. Should this change be reviewed for potential effects on Training Needs or Material?  YES  NO  
 If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN
14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722?  YES  NO
15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.)  YES  NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>50.54.Q</u>	<u><i>C. A. Smith</i></u>	<u><i>3/25/2002</i></u>

\* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

ADMINISTRATIVE (ADMIN.) COORDINATOR:

Emergency Plan-Position Specific Procedure

WHEN: Technical Support Center (TSC) is activated  
 HOW NOTIFIED: Pager/phone  
 REPORT TO: Emergency Director (ED)  
 WHERE TO REPORT: TSC

OVERALL DUTY:

Render level of support like normal -- staffing, clerical, document, logistics, equipment, material, and safety, among others.

MAJOR TASKS:

TAB:

REVISION:

Make sure TSC is staffed and that staff accounted for, including clerical support.	TAB A	11/2/PCAF
Assist in making sure all who fill positions in the TSC meet the "Fitness for Duty" requirements.	TAB B	0
See that shift turn over is managed smoothly.	TAB C	8/6/7/PCAF
Notify people when there is a fatality.	TAB D	3
Make sure actions are taken to procure services, supplies, equipment, and additional personnel, as requested.	TAB E	2/3/4/PCAF
Upon termination of the emergency, collect all documentation generated in the TSC from activation of the emergency plan.	TAB F	0

MAJOR TASK:

Make sure TSC is staffed and that staff is accounted for, including clerical support.

SPECIFIC TASKS:HOW:

1. Determine if all Technical Support Center (TSC) personnel have been contacted.

- 1a. Reference the "Telenotification System" printout obtained from the TSC Security Coordinator.

## NOTE:

Failure of the paging system will require individual telephone calls to activate personnel in the "Nuclear Emergency Response Organization."

2. Call out one additional Radiation Protection Coordinator to staff the position of HPN Communicator.

- 2a. Use the Nuclear Department Personnel On Call.

## NOTE:

Before calling in someone to perform HPN Communicator responsibilities, check with the RPC if they have any particular person they may want to fulfill this position.

3. Perform duties of Accountability Leader when Personnel Accountability is called.

- 3a. If the accountability reader is inoperable:  
(1) Complete an Accountability Roster  
(2) Give completed roster to the Security Coordinator.

- 3b. Record Accountability in the Log.

4. Inform ED of unfilled positions and estimated time these people will arrive at the TSC.

- 4a. Information available from Telenotification System printout.

PCAF

SPECIFIC TASKS:

HOW:

5. Make sure clerical people have reported and are aware of their positions.

6. Synchronize all clocks in the TSC to NBS (National Bureau of Standards) time.

7. Distribute Coordinator Log Books.

8. Activate TSC Moving Sign.

9. Post TSC Staffing Board.

10. Support emergency medical response search/rescue.

6a. Get correct time from the PICSY.

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HELP

TSC Moving Sign Instructions  
See TAB 7

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10a. Reference SP-00-308,  
(Emergency Medical Response,  
Search/Rescue)

**MAJOR TASK:**

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See that shift turn over is managed smoothly.

**SPECIFIC TASKS:**

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**HOW:**

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1. Make sure initial and, if necessary, long-term manning schedules are developed and managed effectively.

1a. Meet with each Coordinator to develop the schedules for all emergency response functions.

**NOTE:**

Ensure Fitness For Duty (FFD) requirements are met.

|PCAF

1b. To develop the Initial Manning Schedule, follow these steps:

- (1) Establish and maintain two extended shifts until it is decided to either:
  - (a) Terminate the emergency.
  - (b) Go to another manning scheme, like three shifts a day or rotating alternates into the extended shifts.
- (2) The Primary and Relief Coordinators, (Contacts), should man the two extended shifts.
- (3) Determine who should fill the staff positions if no Primary or Relief Contacts have been designated for these positions.

**SPECIFIC TASKS:****HOW:**

- (4) Shifts can be manned by a mixture of Primary and Relief Contacts, depending on who is on-call and who can be contacted.
  - (5) If either the Primary or Relief contact is unavailable, make sure the Alternate Contact assumes one of the shift positions.
  - (6) Initial manning may last from one day to several weeks, depending on the nature of the emergency.
  - (7) Provide shift overlap for all Coordinators and their staffs.
- 1c. To develop Long-term Manning Schedule, follow these steps:
- (1) Establish a standard, three-shift rotation.
    - (a) Make sure one team is always off duty.
    - (b) See that the teams work three shifts over a twenty-four hour period.
    - (c) Cycle Primary, Relief, or Alternate Contacts through the long-term manning schedule, as appropriate.
    - (d) If necessary to insure smooth turn over, add time at the beginning and/or end of a shift.
    - (e) You may have to vary specific start times, depending on circumstances.

**HELP**

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TSC Shift Schedule  
See TAB 6

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**SPECIFIC TASKS:****HOW:**

2. When advised by ED, call in designated relief shift personnel.
- 2a. Advise responsible relief personnel what routes to take to the plant.
- 2b. To recall personnel evacuated from the site:
- 1) Personnel evacuated to a common location, attempt to contact that location.
  - 2) Nuclear Emergency Response Organization, (NERO), attempt to contact via assigned NERO pager or cellular telephone.
  - 3) Use the "Plant Staff Employee Telephone List" to contact personnel at their place of residence.
  - 4) Consider using outside agencies, (television, radio news media, Penna. State Police, local law enforcement agencies), to assist in locating personnel and broadcasting recall messages.
3. Make sure all relief personnel are briefed on current emergency status and existing or potential radiological hazards.
- 3a. Relay pertinent information:
- (1) Concentrate on unsolved technical, radiological, communications, or administrative problems, as relevant.
  - (2) Discuss in detail only that information that is directly related to their own function.
  - (3) Review logbooks and status boards, as necessary.
4. Using manning schedules, call back-up personnel to replace absentees.
5. If there are any schedule changes, make sure the affected parties are notified.
6. Brief your relieving counterpart, on the status of both the emergency and shift turn over.
- 6a. Make sure your relieving counterpart is aware of:
- (1) All pertinent emergency information and data.
  - (2) Initial and long-term manning schedules in the facility.

**MAJOR TASK:**

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Make sure actions are taken to procure services, supplies, equipment, and additional personnel, as requested.

**SPECIFIC TASKS:**

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**HOW:**

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1. Make arrangements to feed site emergency personnel.

1a. Contact off-site vendors if possible.

**NOTE:**

Emergency food rations are stored in the food locker, Lower Cable Spreading Room.

2. Call out additional supplemental support needed to mitigate the emergency.

2a. Initiate via a telephone call or:

2b. Request Security to page the individual if he/she is assigned a pager.

3. Provide logistical support, as needed.

**SPECIFIC TASKS:**

**HOW:**

4. When requested, provide information from the "INPO Emergency Resources Manual".

**NOTE:**  
This manual provides member utility information and identifies technical expertise and specialized equipment that utilities and suppliers can provide in response to requests for emergency assistance.

~~4a. To access the INPO Emergency Resources Manual:~~

~~1) Open your browser to INPO Web site and click on the following link:~~

~~<http://www.inpo.org/library/INRODocs/ERManual/ERTOC.asp>~~

~~or~~

~~2) Access INPO Web page and select "Reference Library" button at the top of screen. Scroll down to the INPO/Academy Documents by subject section and select "Emergency Preparedness". Click on the red circle adjacent to Emergency Resources Manual in the table.~~

4a. To access the "INPO Emergency Resources Manual":

- 1) Go to the PPL WEBSITE
- 2) Click on Department Pages
- 3) Click on Susquehanna LLC
- 4) Click on INPO/WANO
- 5) Click on INPO
- 6) Click on Emergency Preparedness
- 7) Click on "Emergency Resources Manual"