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LOCATION: DOCUMENT CONTROL DESK
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER (NUCSA-2)
THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

207 - 207 - SITE SUPPORT MANAGER: EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 09/25/2002

ADD MANUAL TABLE OF CONTENTS DATE: 01/03/2003

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-207
ADD: PCAF 2003-1001 REV: N/A

REMOVE: PCAF 2002-1591 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT PROCEDURES. PLEASE MAKE ALL CHANGES AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS, ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1001 | 2. PAGE 1 OF 5 | 3. PROC. NO. EP-PS-207 REV. 10

4. FORMS REVISED - A R 6 , - B R 7 , - ___ R___ , - ___ R___ , - ___ R___ , - ___ R___

5. PROCEDURE TITLE
EOF Support Supervisor Emergency Plan Position Specific Instruction

6. REQUESTED CHANGE
PERIODIC REVIEW ☒ NO ☐ YES
INCORPORATE PCAFS ☒ NO ☑ YES #2002-1591 # _____ # _____ # _____
REVISION ☐ PCAF ☒ DELETION ☐ (CHECK ONE ONLY)

7. SUMMARY OF / REASON FOR CHANGE
1 - Tab A was reorganized to ensure that the steps necessary for EOF activation appear as the first steps.
2 - New Steps 4, 5, 6 were rewritten to match the steps on the EOF activation checklist addressing the Support Group functions.
The intent of the Tab was not changed. The reorganization made activation the number one priority and turnover follows the activation.

Continued ☐

8. DETERMINE COMMITTEE REVIEW REQUIREMENTS
(Refer to Section 6.1.4)
PORC REVIEW REQ'D? ☒ NO ☐ *YES*

9. ***PORC MTG#*** na

BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM

17. Cynthia A. Smith / 254-3233 / 10/28/2002
PREPARER (Print or Type) / ETN / DATE

18. COMMUNICATION OF CHANGE REQUIRED?
☐ NO ☒ YES (TYPE) Memo & OJT

19. Jeffrey Greenwood 11/1/02
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. Jeffrey Greenwood 11/1/02
FUM APPROVAL / DATE

21. RESPONSIBLE APPROVER
UA 11/04/02
INITIALS / DATE

ENTER N/A IF FUM HAS APPROVAL AUTHORITY

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PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1001 | 2. PAGE 2 OF 2 | 3. PROC. NO. EP-PS-207 REV. 10

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
    - b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable. A-01-78b ☒ 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? If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN ☒ YES ☐ NO
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 10CFR50.54Q	C. A. Smith	10/28/2002

* 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. ([58])

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

EOF SUPPORT SUPERVISOR: Emergency Plan-Position Specific Procedure

WHEN: Emergency Operations Facility (EOF) is activated.

HOW NOTIFIED: Paged, phoned as a backup

REPORT TO: Recovery Manager

WHERE TO REPORT: Emergency Operations Facility

OVERALL DUTY:

To manage external communications from the EOF and provide ongoing support to management including a check and balance on EAL and PAR decisions.

MAJOR TASKS:	TAB:	REVISION:
Responsibilities upon activation of the EOF.	TAB A	~~5~~ 6
Manage external communications from the EOF.	TAB B	~~5~~ ~~6~~ 7
Keep EOF personnel updated on status of the emergency.	TAB C	6
Approve forms and news releases if delegated by the Recovery Manager.	TAB D	2
Periodically determine status of communications function.	TAB E	4
Provide ongoing support to management including a check and balance on EAL and PAR decisions.	TAB F	2
Plan for shift turnover.	TAB G	3
When emergency is terminated, close out the Site Support Staff functions at the EOF.	TAB H	2

PCAF

PCAF #2003 - 1001
PAGE 4 OF 12

MAJOR TASK:

Responsibilities upon activation of the EOF.

SPECIFIC TASKS:	HOW:
1. Report to the EOF when notified.	
2. Maintain a log of all activities.	**HELP** **Logkeeping** **See TAB 3**
3. Ensure the support area is capable of performing communications.	3a. Verify that the EOF Communicator has arrived. 3b. Check with the EOF Communicator to verify radio and telephone equipment are functional.
4. Ensure the facility is secure.	4a. Verify with the NEP Duty Planner that (1) access to and from the EOF/MOC is being controlled and (2) non-essential personnel have left the EOF/MOC.
5. Ensure all EOF personnel are Fit for Duty.	5a. Review the ingress/egress roster. 5b. Ensure all personnel present have signed the roster. 5c. Ensure the GO engineers are Fit for Duty.
6. Report to the Recovery Manager that the activation items required of the Support Area are complete.	
7. Interface with County Liaisons.	7a. Upon arrival at LCEMA and CCEMA Emergency Operations Centers, the County Liaisons will notify you of their arrival and will request a plant status briefing.

PCAF

PCAF #2003 - 1001
PAGE 5 OF 12

SPECIFIC TASKS:	HOW:
	7b They will call you with any questions the counties may have concerning the emergency.
	7c Request a callback telephone number where the County Liaisons can be reached.
8. Ensure communications equipment is available and operable.	8a Check with the Admin. Assistant on availability of information transmission and reception (i.e., fax, telecopiers). (1) Are we getting information needed? (2) What pieces are missing? (3) What is being done to resolve the problem?
9. Review information already released.	9a. Check forms, including: (1) Emergency Notification Report. (2) Protective Action Recommendation Form
	9b. Read News Releases.
	9c. Check Chronology of Events Log, ensuring accuracy and maintenance.
	9d. Review status boards, ensuring accuracy and timely updates.
	HELP **EOF Support Turnover Checklist** **See TAB 12**
10. Make sure you thoroughly understand the current classification.	**HELP** **Emergency Classifications** **See TAB 6**

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SPECIFIC TASKS:	HOW:
11. Verify communications with DEP/BRP.	11a. Discuss communications to DEP/BRP Technical with the Radiological Liaison Supervisor.
12. Assume notification responsibilities from the Technical Support Center.	12a. Take over communications when the Recovery Manager assumes Command and Control. 12b. Make a PA announcement to inform the EOF you are taking over notifications from the TSC. 12c. Initiate, or have the EOF Communicator initiate, an Emergency Notification Report to inform LCEMA, CCEMA, PEMA, NRC, and the MOC when the Recovery Manager has assumed Command and Control of the emergency.

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MAJOR TASK:

Manage external communications from the EOF.

SPECIFIC TASKS:	HOW:
1. Assume responsibility for the **"Emergency Notification Report"** until arrival of the EOF Communicator.	**NOTE:** **Blank ENR Forms are available at the EOF Communicator's work area.**
	1a. Write the Control number in the upper right corner.
	(1) The control number should include the EOF followed by a sequential number. (Example: **EOF-1**)
	1b. Check appropriate block under title, (**is** or **is not a drill**).
	1c. Fill in your name, call back telephone number and the military time.
	1d. Check the emergency classification.
	1e. Write in **unit** involved, the **time** and **date** current classification was declared.
	1f. Check if **Initial, Escalation** or **No Change** in classification status.
	1g. Under **"BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT"**, write:
	(1) **EAL number only** for a change in classification.
	NOTE: **Use the EAL number obtained from the "Emergency Action Level Offsite Reference Manual."**

SPECIFIC TASKS:	HOW:
	HELP **"Emergency Action Level Offsite Reference Manual"**
	(2) **"No Change"** for **Static Update.** (3) **"Information provided by the Recovery Manager"** for **Significant Event(s).**
	1h. Check one of the **"NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS"** information blocks. **NOTE:** **Verify release data with the Dose Assessment Supervisor of Staffer. Do not provide a Protective Action Recommendation.**
	1i. Fill in the average wind speed and direction using data obtained from the ten meter primary meteorological tower. **NOTE:** **Primary meteorological tower data available on PICSY, (E-Plan Menu, Met Vent Display).**
	1j. Check appropriate block for **"This is or is not a drill."**
2. Edit the Emergency Notification Report.	2a. Ensure the form is clear and easy to understand.
	2b. Avoid use of abbreviations and acronyms.
	2c. Ensure the Protective Action Recommendation **is not** included on the form.

SPECIFIC TASKS:	HOW:
3. Obtain approval of the Emergency Notification Report.	3a. Review the completed form with the Recovery Manager.
	3b. Assure agreement on technical content.
	3c. Obtain signature approval, filling in the time and date of his approval. **NOTE:** **The Recovery Manager can delegate ENR approval responsibility to another qualified RM located in the facility.** **He can also delegate approval responsibility to the EOF Support Supervisor except for a change in classification.**
4. Ensure the **"Emergency Notification Report"** is distributed.	4a. Use the following schedule for distribution of the **"Emergency Notification Report."** * **UPGRADE/DOWNGRADE:** Complete and transmit the ENR **within fifteen minutes** of classification or reclassification. * **STATIC UPDATES::** Complete and transmit the ENR **every hour on the half hour**. (0730, 0830, 0930, etc.) **NOTE:** **When the initial notifications regarding classifications are completed during the first half of an hour, the static update is not required until the next hour on the half hour.**

PCAF 2002-1591

SPECIFIC TASKS:	HOW:
	* **SIGNIFICANT EVENTS::** Complete and transmit the ENR when: (1) Recovery Manager has assumed command and control from the Emergency Director. (2) Site accountability is completed. (3) Evacuation of non-essential personnel is completed. (4) When directed by the Recovery Manager. (5) When the emergency event is terminated.
	4b. Distribution of the three part ENR form: (1) **White and pink copy to the Administrative Assistant for distribution:** * White copy sent to TSC and MOC via fax. * Pink copy posted outside the Site Support Office. (2) **Yellow copy to EOF Communicator.**
5. Ensure required notifications are made on time	**HELP** **Notification Matrix** **See TAB 9**

SPECIFIC TASKS:	HOW:
6. Complete the **"PROTECTIVE ACTION DECISION DOCUMENTATION FORM"** when a Protective Action Recommendation is determined by the Recovery Manager.	6a. Obtain the correct form from the Site Support Office, EOF Communicator's work area. (1) Attachment A for **"Airborne Release"** (2) Attachment B for **"Liquid Release"** **HELP** **Emergency Forms** **See TAB 8** 6b. Write the time and date of the PAR decision and obtain the Recovery Manager's signature. 6c. Write in the time PEMA was notified and by whom. 6d. Write in the time the NRC was notified and by whom. 6e. Deliver the completed form to the EOF Communicator. **NOTE:** **The EOF Communicator can be delegated to maintain this form.**
7. Ensure the completed **"Protective Action Recommendation Form"** is distributed.	7a. The "Protective Action Recommendation Form" is: (1) **Generated** by the **Radiological Liaison.** (2) **Distributed** by the **Administrative Assistant** to the TSC and MOC via telecopy unit located in the Site Support Office.

SPECIFIC TASKS:	HOW:
8. Check with the MOC to ensure needed information on the emergency is being obtained.	8a. Respond to MOC questions.
9. Ensure the EOF Communicator is providing the ENR and PAR forms to the NRC.	9a. Transmitted via the Emergency Notification System (ENS), telephone.
10. Maintain a history of all released information.	10a. Specifically, ensure a history log is maintained of when and to whom the "Emergency Notification Report" and "Protective Action Recommendation" forms were released.