

MANUAL HARD COPY DISTRIBUTION

DOCUMENT TRANSMITTAL 2003-7362

50-387
388

USER INFORMATION:

[REDACTED] CA#: 0363
[REDACTED]
[REDACTED]

TRANSMITTAL INFORMATION:

[REDACTED] 02/14/2003

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:

100 - 100 - EMERGENCY DIRECTOR/CONTROL ROOM:
EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 01/17/2003

ADD MANUAL TABLE OF CONTENTS DATE: 02/13/2003

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-100
ADD: PCAF 2003-1080 REV: N/A

REMOVE: PCAF 2003-1038 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

PC 2/12/03

| | | |
|---|---|--|
| 1. PCAF NO. <u>2003-1080</u> | 2. PAGE 1 OF <u>14</u> | 3. PROC. NO. <u>EP-PS-100-8</u> REV. <u>2/16</u> |
| 4. FORMS REVISED - <u>ER10</u> , - <u>G R2</u> , - <u>ER11</u> , - <u>R</u> , - <u>R</u> , - <u>R</u> | | |
| 5. PROCEDURE TITLE Emergency Director, Control Room: Emergency Plan Position Specific Instruction | | |
| 6. REQUESTED CHANGE PERIODIC REVIEW <input type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1038</u> # _____ # _____ # _____ REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY) | | |
| 7. SUMMARY OF / REASON FOR CHANGE This change to EP-PS-100-G provides additional guidance in establishing the two-man rule for Security incidents | | |
| Continued <input type="checkbox"/> | | |
| 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>N/A</u> |
| BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM | | |
| 17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>12/30/2002</u> PREPARER ETN DATE (Print or Type) | 18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) E Mail communication to SM's and Security | |
| 19. <u>Jubbeni Hussain</u> RESPONSIBLE SUPERVISOR <u>2/04/03</u> 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>AT</u> FUM APPROVAL <u>02/09/03</u> DATE | | |
| 21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS _____ DATE | ENTER N/A IF FUM HAS APPROVAL AUTHORITY | |

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1080 | 2. PAGE 2 OF 14 | 3. PROC. NO. EP-PS-100-G REV. 2

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. 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. N/A
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>10 CFR 50.54Q review</u> | <u>J. Blalock</u> | <u>2/4/03</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. ⁽⁵⁸⁾

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

EMERGENCY DIRECTOR (ED) - CONTROL ROOM:

Emergency Plan-Position Specific Procedure

WHEN: Anytime an abnormal event is occurring
HOW NOTIFIED: On shift
REPORT TO: Duty Manager
WHERE TO REPORT: Control Room

OVERALL DUTY:

Take charge of the plant from the Control Room during an emergency condition, assigning duties and directing operations as necessary to return to a safe plant condition (NDAP-QA-300).

MAJOR TASKS:

| MAJOR TASKS: | TAB: | REVISION: |
|--|-------------|------------------|
| Classify the emergency as conditions indicate. | TAB A | 8 |
| Manage the UNUSUAL EVENT. | TAB B | 12 |
| Manage the ALERT EMERGENCY. | TAB C | 10 |
| Manage the SITE AREA EMERGENCY. | TAB D | 12 |
| Manage the GENERAL EMERGENCY. | TAB E | 8 10 11 |
| Manage the Security Threat or Event EAL series 16. | TAB G | 1 2 |

PCAF

SUPPORTING INFORMATION:

TAB:

| | |
|--|-------|
| Emergency Telephone Instructions | TAB 1 |
| Emergency Organization | TAB 2 |
| Brief Non-Technical Description of EAL's | TAB 3 |
| Emergency Classification | TAB 4 |
| Public Protective Action Recommendation Guide | TAB 5 |
| PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide | TAB 6 |
| Personnel Accountability | TAB 7 |
| Restoration Organization Guidelines | TAB 8 |
| Emergency Forms | TAB 9 |
| ◦ Protective Action State Notification Form | |
| ◦ Emergency Notification Report | |
| ◦ Potassium Iodide Tracking Form | |

PCAF

MAJOR TASK

Manage the General Emergency.

SPECIFIC TASK:

HOW

1. Document and Communicate the Emergency Classification.

1a. Announce to Control Room Personnel:

(1) You are assuming the duties of Emergency Director. _____

(2) Emergency Classification _____

(3) Time and Date of classification _____

1b. Appoint a Control Room Communicator and instruct him to immediately perform EP-PS-126 CR Communicator.

2. When a General Emergency is declared make a Protective Action Recommendation (PAR) within 15 minutes

2a. Go to Tab 5 "Public Protective Action Recommendation Guide". _____

2b. Choose appropriate PAR. _____

2c. Generate and approve the Emergency Notification Report _____

2d. Provide the ENR form to the Control Room Communicator. _____

2e. The Shift Manager shall notify the Senior State Official, using the PAR State Notification Form, at 717 651-2148. _____

HELP

Protective Action Recommendation State Notification Form
See Tab 9

SPECIFIC TASKS:

HOW

3. Approve Press Releases prior to issuance.

3a. Verbal Approval is acceptable for Press Releases

4. Communicate the need for employee emergency exposure considerations/KI tablet issuance.

NOTE:

Twelve vials of Potassium Iodide, (KI), are stored in the cabinet outside the Control Room kitchen area and one hundred vials are stored in the Health Physics Instrument Shop.

HELP

**PPL Emergency Personnel Dose Assessment
And Protective Action Recommendation
Guide
See TAB 6**

5. Direct US/AUS to assume responsibility of OSC Coordinator per EP-PS-132.

5a. AUS notified to assume OSC responsibilities.

6. Manage the emergency until relieved by TSC Emergency Director.

6a. Monitor and obtain updates on:
(1) Plant Status
(2) Plant priorities
(3) Corrective actions
(4) Radiological releases

7. Initiate emergency medical response, search and rescue when required.

7a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue)

8. Initiate Core Damage Assessment.

8a. Notify OSC Coordinator to obtain a Rx Coolant sample.

PCAF
PCAF

SPECIFIC TASKS: **HOW:**

- | | | | | | | | | | | | |
|---|---|---------------------------------|-------|--|-------|---|-------|------------------|-------|---------------------------|-------|
| <p>9. If Rad release suspected/in progress, initiate off-site dose calculations.</p> | <p>9a. Notify HP Dose Calculator/OSC that off-site dose calculations required. _____</p> | | | | | | | | | | |
| <p>10. When contacted, brief the following managers of events: - Duty Manager - Recovery Manager - Public Info Manager (if time permits)</p> | <p>10a. Brief Manager on: (1) Plant status (2) Radiological condition (3) Emergency classification level</p> | | | | | | | | | | |
| <p>11. If plant conditions change reclassify emergency and enter appropriate tab for classification level: - For <u>DOWNGRADING</u> emergency: UNUSUAL EVENT TAB "B" ALERT TAB "C" SITE AREA TAB "D"</p> | <p>HELP</p> <hr/> <p>Emergency Classifications</p> <p>See TAB 4</p> <hr/> | | | | | | | | | | |
| <p>12. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.</p> | | | | | | | | | | | |
| <p>13. Transfer Emergency Management duties to TSC Emergency Director.</p> | <p>13a. Review the following with TSC Emergency Director:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(1) Classification of Emergency</td> <td style="width: 50%;">_____</td> </tr> <tr> <td>(2) Radiological conditions in-plant/offsite/projected</td> <td>_____</td> </tr> <tr> <td>(3) Priorities and corrective actions taken</td> <td>_____</td> </tr> <tr> <td>(4) Plant status</td> <td>_____</td> </tr> <tr> <td>(5) Offsite Notifications</td> <td>_____</td> </tr> </table> | (1) Classification of Emergency | _____ | (2) Radiological conditions in-plant/offsite/projected | _____ | (3) Priorities and corrective actions taken | _____ | (4) Plant status | _____ | (5) Offsite Notifications | _____ |
| (1) Classification of Emergency | _____ | | | | | | | | | | |
| (2) Radiological conditions in-plant/offsite/projected | _____ | | | | | | | | | | |
| (3) Priorities and corrective actions taken | _____ | | | | | | | | | | |
| (4) Plant status | _____ | | | | | | | | | | |
| (5) Offsite Notifications | _____ | | | | | | | | | | |

SPECIFIC TASKS:

HOW: *10 PCA*

14. Emergency Termination
(1) Return Ops to normal organization
OR
(2) Recommend creating a restoration organization

- 14a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.

HELP

Restoration Organization Guidelines
See TAB 8

MAJOR TASK:

Manage Site Specific Security Threat or Event EAL series 16.

| SPECIFIC TASKS: | HOW: |
|--|--|
| 1. Determine, document, and communicate emergency classification. | 1a. Determine classification based on EAL. _____ 1b. Determine appropriate actions based on guidance in this tab. _____ 1c. Announce to Control Room personnel: (1) I am assuming duties of Emergency Director. _____ (2) Emergency Classification is _____ (3) Time of classification is _____ 1d. Generate and approve ENR and PAR forms to be transmitted by the Control Room Communicator. _____ 1e. Appoint Control Room Communicator. _____ |
| 2. If security declares condition 4, site specific <u>CREDIBLE</u> threat. | 2a. Have Communicator enter EP-PS-126, Tab F. _____ 2b. Activate <u>ALTERNATE NERO</u> per Task 9. _____ 2c. Evacuate site, initiate accountability per Task 10. _____ 2d. Implement Tab B (at Task 4). _____ |
| 3. If security declares condition 4, site specific <u>CREDIBLE INSIDER</u> threat. | 3a. Have Communicator enter EP-PS-126, Tab F. _____ 3b. Activate <u>ALTERNATE NERO</u> per Task 9. _____ |

| SPECIFIC TASKS: | HOW: | |
|---|---|-------|
| | 3c. Evacuate site, initiate accountability per Task 10. | _____ |
| | 3d. Activate two-man rule per Task 11. | _____ |
| | 3e. Implement Tab B (at Task 4). | _____ |
| 4. If security declares condition 4, site specific <u>CREDIBLE IMMINENT</u> threat. | 4a. Have Communicator enter EP-PS-126, Tab F. | _____ |
| | 4b. Activate <u>ALTERNATE NERO</u> per Task 9. | _____ |
| | 4c. Evacuate site, initiate accountability per Task 10. | _____ |
| | 4d. Implement Tab C (at Task 3). | _____ |
| 5. If security declares condition 4, site specific <u>CREDIBLE IMMINENT INSIDER</u> threat. | 5a. Have Communicator enter EP-PS-126, Tab F. | _____ |
| | 5b. Activate <u>ALTERNATE NERO</u> per Task 9. | _____ |
| | 5c. Evacuate site, initiate accountability per Task 10. | _____ |
| | 5d. Activate two-man rule per Task 11. | _____ |
| | 5e. Implement Tab C (at Task 3). | _____ |
| 6. If security enters code Blue, Red, or Black. | 6a. Declare appropriate emergency classification. | _____ |
| | 6b. Enter appropriate Tab C, D, or E. | _____ |
| 7. For any act of sabotage. | 7a. Review security EAL series 16. | _____ |
| | 7b. Declare appropriate Emergency Classification. | _____ |

SPECIFIC TASKS:

HOW:

- | SPECIFIC TASKS: | HOW: | |
|--|---|---|
| | 7c. Enter appropriate Tab B, C, D, or E. | _____ |
| 8. If Security declares other actual security condition 2/4/5. | 8a. Review event with security. | _____ |
| | 8b. Declare emergency classification if required. | _____ |
| | 8c. Enter appropriate Tab B, C, D, or E. | _____ |
| 9. Activate ALTERNATE NERO (all on-call to EOF) when specified by Task 2, 3, 4, or 5. | 9a. Activate 99999 page. (1) Obtain password from SM key locker. (2) Dial 1-570-440-1014. (3) When prompted, enter password XXXX. (4) When prompted (voice or rapid three tone signal), enter "99999." (5) Return password to SM key locker. | _____ _____ _____ _____ _____ |
| | 9b. Instruct Security to: (1) Validate "99999" pager activation. (2) Activate the NERO using TNS. | _____ _____ |
| 10. Evacuate non-essential personnel from site and initiate accountability when specified in Task 2, 3, 4, or 5. | 10a. Make page announcement twice: "Attention all personnel, a security emergency has been declared. All non-essential personnel evacuate the site, NERO personnel report to the Emergency Operations Facility." | _____ |
| | 10b. Repeat 10a. in five minutes. | _____ |
| | 10c. Initiate accountability in about fifteen minutes or when evacuation is determined complete. | _____ |

SPECIFIC TASK:

HOW

11. **Activate** the two-person rule for vital area access when specified by Task 3 or 5 unless doing so will adversely impact personnel or plant security as determined by the SSS or SM..

11a. **Call-out** complete second shift of personnel

- (1) Operations _____
- (2) Chemistry _____
- (3) Health Physics _____
- (4) Security _____

11b. **Establish** two-person teams (line of sight)

- (1) Instruct Unit Supervisor and OSC Coordinator to establish two-person Teams. _____
- (2) Instruct Security to establish two-man teams at gatehouse for facility access. _____
- (3) Instruct Accountability Area Leaders to establish two-person teams to report to the TSC. _____
- (4) Establish two-person teams with personnel that have similar qualifications if possible. _____
- (5) Direct that second person report questionable behavior or actions or attempts to gain access to areas other than for assigned task to the Shift Manager/ Unit Supervisor. _____

PCAF

Affected Unit _____

Control No. _____

**PROTECTIVE ACTION RECOMMENDATION FORM
SUSQUEHANNA STEAM ELECTRIC STATION**

This is a Drill This is NOT a Drill Preparer: _____

| | | | |
|---|--------------------------------|--|--|
| The EMERGENCY CLASSIFICATION is: | | | |
| <input type="checkbox"/> Unusual Event | <input type="checkbox"/> Alert | <input type="checkbox"/> Site Area Emergency | <input type="checkbox"/> General Emergency |

Basis: EAL # _____

This represents:

Initial Classification Escalation Reduction No Change in the Classification Status

Emergency Action(s) implemented onsite:

- None
- Local Area Evacuation
- Site Accountability
- Evacuation of non-essential personnel
- KI to onsite personnel
- Other _____

Bases: _____

| | |
|--|---|
| The PROTECTIVE ACTION RECOMMENDATION is: | |
| <input type="checkbox"/> No Protective Action Recommendation Required | |
| <input type="checkbox"/> Evacuate 0-2 miles and Shelter 2-10 miles | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Evacuate 0-10 miles | <input type="checkbox"/> Control of Access |
| <input type="checkbox"/> Divert Danville Drinking Water* | <input type="checkbox"/> Contamination Controls/Decon |
| | <input type="checkbox"/> Other _____ |
| *Expected arrival of release at Danville: _____ | |
| This represents: <input type="checkbox"/> Initial <input type="checkbox"/> Change <input type="checkbox"/> No Change in the Protective Action Recommendation | |

DELETED

PCAF

The BASIS for the Protective Action Recommendation is:

Plant Status

Radioactive Release: Monitored Unmonitored

| Status | Airborne | Liquid |
|---|--------------------------|--------------------------|
| < Tech Requirements Limit (Routine) | <input type="checkbox"/> | <input type="checkbox"/> |
| ≥ Tech Requirements Limit (Event Related) | <input type="checkbox"/> | <input type="checkbox"/> |

Note: TRM Limits ($\mu\text{Ci}/\text{min}$): Noble Gas $8.51\text{E}+5$; Iodine $1.04\text{E}+2$; Particulate $7.72\text{E}+2$
(Airborne releases)

Data measured in the field confirm release rate estimations: Yes No

Weather Conditions: Wind Speed _____ Wind Direction _____

Dose Projections: TEDE > 1 rem or thyroid CDE > 5 rem at 2 miles
 TEDE > 1 rem or thyroid CDE > 5 rem at EPB
 TEDE ≤ 1 rem and thyroid CDE ≤ 5 rem at EPB

Other:

Approval: _____ Date/Time: _____

Emergency Director or Recovery Manager approval required if change in Classification or Protective Action Recommendation.
RPC or DASU approval if no change in the Classification or Protective Action Recommendation.

Transmittal: Verbal Electronic Both

Communicated To:

NAME AGENCY DATE/TIME

DELETED

PCAF