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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY  
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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  
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PROCEDURES. PLEASE MAKE ALL CHANGES AND  
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## 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. <sup>(58)</sup>

\*\* 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:**

	<b><u>TAB:</u></b>	<b><u>REVISION:</u></b>
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

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**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	

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**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.

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**SPECIFIC TASKS:**

**HOW:**

9. If Rad release suspected/in progress, initiate off-site dose calculations.

9a. Notify HP Dose Calculator/OSC that off-site dose calculations required. \_\_\_\_\_

10. When contacted, brief the following managers of events:  
 - Duty Manager  
 - Recovery Manager  
 - Public Info Manager (if time permits)

10a. Brief Manager on:  
 (1) Plant status  
 (2) Radiological condition  
 (3) Emergency classification level

11. If plant conditions change reclassify emergency and enter appropriate tab for classification level:

- For DOWNGRADING emergency:  
 UNUSUAL EVENT      TAB "B"  
 ALERT                      TAB "C"  
 SITE AREA                TAB "D"

**HELP**

**Emergency Classifications**  
 See TAB 4

12. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

13. Transfer Emergency Management duties to TSC Emergency Director.

13a. Review the following with TSC Emergency Director:

- (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:**

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

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**SPECIFIC TASK:**

**HOW**

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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. \_\_\_\_\_

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Affected Unit \_\_\_\_\_

Control No. \_\_\_\_\_

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

This is a Drill       This is NOT a Drill      Preparer: \_\_\_\_\_

<b>The EMERGENCY CLASSIFICATION is:</b>			
<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: \_\_\_\_\_

<b>The PROTECTIVE ACTION RECOMMENDATION is:</b>	
<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	

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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 (μCi/min): Noble Gas 8.51E+5; Iodine 1.04E+2; Particulate 7.72 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
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