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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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210 - 210 - NEP DUTY PLANNER: EMERGENCY PLAN-
POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 05/06/2002
ADD MANUAL TABLE OF CONTENTS DATE: 02/26/2003

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-210
ADD: PCAF 2003-1102 REV: N/A

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A045

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2033-1102 | 2. PAGE 2 OF 14 | 3. PROC. NO. EP-PS-210 REV. 15

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>50.54Q review</u>	<u>TC Halpin</u>	<u>2/20/03</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.

NEP DUTY PLANNER: Emergency Plan-Position Specific Procedure

WHEN: Emergency Plan activation
HOW NOTIFIED: Primary: Paged
Secondary: Telephone call
WHERE TO REPORT: Emergency Operations Facility
East Mountain Business Center
REPORT TO: EOF Support Supervisor

OVERALL DUTY:

Help the Emergency Operations Facility run smoothly.

MAJOR TASKS: TAB: REVISION:

	TAB:	REVISION:
Responsibilities upon arrival at the EOF.	TAB A	11/2
Ensure data and information is flowing into and out of the EOF.	TAB B	7

PCAF

SUPPORTING INFORMATION: TAB:

	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
ERDS Operating Instructions	TAB 4

REFERENCES:

SSES Emergency Plan
EP-AD-006, Reconstruction/Accident Closeout
NUREQ-0654, Planning Standards and Criteria

MAJOR TASK: -

Responsibilities upon arrival at the EOF.

SPECIFIC TASKS:

HOW:

1. Upon arrival, ensure EOF integrity.

1a. Dismiss all non-essential personnel:

(1) Assemble PPL personnel:

a. Provide them with an overview of the emergency.

b. Unless NERO, request they leave the facility and not return until termination of the emergency classification at SSES.

(2) If the facility is being utilized by non-PPL employees:

a. Contact the individual(s) in charge of the group(s).

b. Provide an overview of the emergency classification at SSES.

c. Request they leave the facility due to it being activated in support of the emergency condition at SSES.

1b. Ensure all external doors, other than lobby entrance into the EOF, are locked.

2. Ensure contractor providing EOF security has been notified.

2a. Check with the "Support Services Manager" located in the MOC.

SPECIFIC TASKS:

HOW:

3. Prepare the facility for activation.

3a. Command and Control Area:

- (1) Set up Ingress/Egress area:
 - (a) Ensure black pens, sign in log and identification tags are available.
 - (b) Sign in on log.
- (2) Display correct classification sign:
 - (a) Ingress/Egress area
 - (b) Behind Liaison Supervisor's desk
- (3) Ensure conference capability is available at C&C table:
 - (a) Power strip under table is "on".
 - (b) Phillips transformer under table is "on".
 - (c) Yellow (Auto) light on mike is "on".
- (4) Ensure availability of two "flip chart" easels.
 - (a) Black felt tip markers
- (5) Ensure availability of white board.
 - (a) Dry erase markers and eraser.
- (6) Logbooks are available for:
 - (a) Recovery Manager
 - (b) Liaison Support Supervisor.

SPECIFIC TASKS:

HOW:

3b. EOF Support Office:

- (1) Ensure VHF Radio is on line.
- (2) Ensure Public Address capability "testing" microphone:
 - (a) Amplifier and controls are located next to Picsy terminal.
- (3) Ensure PICSY operability:
 - (a) Affected Unit being monitored.
 - (b) Associated printer on line.
 - (c) Sufficient printer paper available.

NOTE:

Spare Logbooks located in the Administrative Support desk. Clerical Supplies located in storage room.

3c. Dose Assessment Area:

- (1) VHF Radio on line.
- (2) Two MIDAS Terminals and associated printers on line.
 - (a) Sufficient printer paper available.

SPECIFIC TASKS:

HOW:

- (3) Network PC on line.
 - (a) Sufficient printer paper available.
- (4) White board easel available:
 - (a) Dry erase marking pens
- (5) Ensure PICSY operability:
 - (a) Terminal and associated printer on line
 - (b) Sufficient printer paper available
 - (c) Affected unit being monitored.
- (6) Logbooks available for:
 - (a) Dose Assessment Supervisor
 - (b) Dose Assessment Staffer
 - (c) Field Team Director
 - (d) Radiological Liaison

3d. Engineering Support Area:

- (1) Fuel Damage computer and associated printer on line.
 - (a) Sufficient printer paper available

SPECIFIC TASKS:

HOW:

- (2) Ensure PICSY operability:
 - (a) Both Terminals and associated printer on line
 - (b) Sufficient printer paper available
 - (c) Both units being monitored
- (3) Network PC and associated printer on line:
 - (a) Sufficient Printer paper available.
- (4) Logbooks available:
 - (a) Engineering Support Supervisor
 - (b) Fuels Lead Engineer
 - (d) Systems Lead Engineer

3e. Post all data received:

- (1) Telenotification System "Status Report":
 - a) Received on telecopier located in the EOF Admin Support Office
 - (b) Generated by the TNS computer located in the ASCC.
 - (c) Posted on wall outside the EOF Support Office.

SPECIFIC TASKS:HOW:

- (d) Continue posting every fifteen minutes until TNS cycles out or relieved by the Administrative Assistant.
- (2) "Emergency Notification Report":
 - (a) Generated by the CR or TSC Communicator
 - (b) Posted on wall outside the EOF Support Office.
- (3) "Protective Action Recommendation Form":
 - (a) Generated by the TSC Dose Calculator.
 - (b) Posted in the "Dose Assessment Area".
- (4) "News Releases", "Bulletins", and "Backgrounders":
 - (a) Generated by the MOC.
 - (b) Posted on the wall, C&C Area, behind the Liaison Supervisor.

SPECIFIC TASKS:

HOW:

4. Obtain an overview of the "Emergency Classification".
 - 3f. Check on availability of emergency monitoring vehicles.
 - 3g. Synchronize EOF clocks:
 - (a) Use time obtained from PICSY monitor.
 - 3h. Provide assistance to responders.
 - 4a. Contact the Shift Technical Advisor and request an overview of the emergency.
 - (1) Discuss possibility of classification upgrade.
 - (2) Request half hour "static updates".
 - (3) Request notification of reclassification or termination of the emergency.
 - (4) Provide a call-back phone number.
5. Start a "Chronology of Events"
 - 5a. Transcribe data received on one of the flip charts located in the C&C Area.
 - (1) Continue to maintain the "Chronology of Events Log" until relieved by the EOF Support Supervisor.

SPECIFIC TASKS:HOW:

6. Call-out personnel to staff the position of County Liaisons.

NOTE:

Qualified personnel and their telephone numbers are listed in the "Nuclear Department Call-out List" posted on the Site Support Office Bulletin Board.

- 6a. Call out two individuals:

(1) One person will report to the Columbia County Department of Emergency Services, Columbia County Emergency Operations Center.

(2) One person will report to the Luzerne County Emergency Management Agency, Luzerne County Emergency Operations Center.

- 6b. Ensure individuals are "fit for duty":

(1) Have they consumed alcohol in the last five hours?

- 6c. Ensure individuals know directions to their assigned County EOC's.

- 6d. Provide Liaisons with a status report of the emergency condition and any travel restrictions.

- 6e. Provide Liaisons with a call-back telephone number.

SPECIFIC TASKS:

HOW:

7. Activate the Emergency Response Data System, (ERDS).

HELP

Emergency Response Data System
Operating Instructions
See TAB 4

NOTE:

"The licensee shall activate ERDS as soon as possible but not later than one hour after declaring an emergency condition of Alert, Site Area or General Emergency".
[10CFR50.72 (a) (4)]

8. Notify the Supervisor-Nuclear Emergency Planning.

- 8a Telephone or page.

NOTE:

Telephone number is listed in the "Nuclear Department Personnel On-Call List" posted on the EOF Support Area Bulletin Board.

- 8b. Provide an overview of the emergency classification, using the "Emergency Notification Report".

- 8c. Provide a call-back telephone number.

SPECIFIC TASKS:

HOW:

9. Support notification to offsite agencies.

9a. Work with EOF Communicator and the Administrative Assistant in completing required notifications to:

___ Transmission

___ Allegheny Electric

___ Institute of Nuclear Power Operations

___ American Nuclear Insurers

___ PP&L Insurance Department, GO

___ General Electric Company, (NEBO)

NOTE:

Telephone numbers are located in the "EMERGENCY TELEPHONE DIRECTORY".

9b. Provide emergency status using the "Emergency Notification Report".

9c. Log the time and name of person responding to each call.

9d. Provide each person responding with your name, title, and a call-back telephone number.

SPECIFIC TASKS:

HOW:

10. Ensure all EOF NERO positions have been filled.

10a. Review Ingress/Egress Log to verify all emergency positions have been contacted and responded to activation.

- (1) Work with the Administrative Assistant to fill positions not contacted.

NOTE:

A controlled copy of the "Nuclear Department Personnel On-call List" is posted on the EOF Support Area bulletin board.