

Apr. 17, 2003

Page 1 of 1

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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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131 - 131 - DAMAGE CONTROL TEAM COORDINATOR (DCTC):
EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 02/28/2002

ADD MANUAL TABLE OF CONTENTS DATE: 04/16/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-131

REMOVE: REV:7

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PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
DAMAGE CONTROL TEAM COORDINATOR: Emergency Plan Position-Specific Instruction		EP-PS-131 Revision 8 Page 1 of 3
<u>QUALITY CLASSIFICATION:</u> (X) QA Program () Non-QA Program		<u>APPROVAL CLASSIFICATION:</u> () Plant () Non-Plant (X) Instruction
EFFECTIVE DATE: <u>4-16-2003</u> PERIODIC REVIEW FREQUENCY: <u>2 Years</u> PERIODIC REVIEW DUE DATE: <u>4-16-2005</u>		
<u>RECOMMENDED REVIEWS:</u> ALL		
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Primary Damage Control Team Coord.</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>Primary TSC Emergency Director</u>		

DAMAGE CONTROL TEAM COORDINATOR (DCTC): Emergency Plan Position-Specific Procedure

WHEN: Technical Support Center (TSC) is activated
HOW NOTIFIED: Phone or Beeper
REPORT TO: Operations (OPS) Coordinator
WHERE TO REPORT: TSC

OVERALL DUTY:

Insure that resources are being allocated on the right priorities.

<u>MAJOR TASKS:</u>	<u>TAB:</u>	<u>REVISION:</u>
Set up Damage Control Team, then notify Operations Coordinator and Emergency Director that you're ready.	TAB A	6
Manage Damage Control efforts to solve problems and repair plant components to mitigate the consequences of the event.	TAB B	3
Make sure information - especially updates on priorities - is being communicated between the Operations Coordinator, Tech Support Coordinator, Damage Control Teams, and, when things change, Emergency Director.	TAB C	4
Direct appropriate coordinator to dispatch India Teams, as required.	TAB D	1
Make sure information and functions that are in progress during shift relief are turned over smoothly.	TAB E	2
When emergency is terminated, help close out your team's activities.	TAB F	1
Deleted Tab	TAB G	
Reset RCIC Back Draft dampers, when required during an emergency.	TAB H	1
Consider options for mitigation of a liquid release via the Spray Pond or Cooling Tower Basin.	TAB I	0

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Resetting Back Draft Isolation Dampers During an Emergency	TAB 4
Blowout Panels and Other Building Release Paths	TAB 5
PICSY Overview	TAB 6

REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0731, Guidelines for Utility Management Structure and Technical Resources,
Sept. 1980

NUREG-0696, Functional Criteria for Emergency Response Facilities

MAJOR TASK:

Set up Damage Control Team, then notify Operations Coordinator and Emergency Director that you're ready.

SPECIFIC TASKS:

HOW:

1. When you arrive, **notify** Administrative Coordinator you are available.

2. **Ensure** Damage Control Staff is in place.

- 2a. Check to see that staff includes:
- (1) TSC Radio Communicator.
 - (2) Maintenance/I&C Coordinator.
 - (3) HP Specialist.
 - (4) Chemistry Coordinator.
 - (5) Technical Support Coordinator.
 - (6) OSC Coordinator

- 2b. Ensure that communication is established with:
- (1) Ops Coordinator.
 - (2) Technical Support Coordinator.
 - (3) OSC Coordinator

NOTE:

Communication is crucial because damage control is a team effort.

3. **Tell** Ops Coordinator and Emergency Director you're ready to take over your responsibilities.

4. **Ensure** sufficient personnel to support in-plant teams are available or enroute to the TSC.

- 4a. Locate necessary mix of people and make sure enough of them are staged and ready. Sources include:
- (1) Maintenance/I&C Coordinators should know who is available, how many, and where they are.
 - (2) Ops Coordinator.
 - (3) Chemistry Coordinator.
 - (4) HP

SPECIFIC TASKS:

HOW:

5. Ensure essential personnel are retained.

- 5a. Essential Personnel
- Operations
 - Health Physics
 - Maintenance
 - Chemistry
 - Security
 - NERO members

- 5b. Essential personnel can be released to establish shift rotations if they are not required for initial mitigating actions.

6. Establish radio contact with any in-plant teams.

- 6a. Insure Radio communicator establishes contact with any teams dispatched by the Control Room.

7. Obtain initial briefing from the Ops Coordinator or Emergency Director.

- 7a. Find out specifically:
- (1) What is going on in the plant?
 - (2) Location of personnel dispatched by the Control Room.
 - (3) Actions being taken by personnel dispatched from the Control Room.
 - (4) What are the ED's priorities?
 - (5) Are teams needed now? Which ones?

MAJOR TASK:

Manage Damage Control efforts to solve problems and repair plant components to mitigate the consequences of the event.

SPECIFIC TASKS:

HOW:

1. Make sure priorities are understood by the Damage Control Team.

- 1a. Obtain Station Priorities from Operations Coordinator.
- 1b. Communicate priorities:
(1) Brief team frequently
(2) Keep TSC Radio Communicator informed of damage control priorities.
- 1c. Notify OSC Coordinator to assemble and dispatch in-plant teams.
- 1d. Assign resources by priority of open items.

NOTE:

Priority actions as defined by the Operations Coordinator or ED should be dispatched within 20 minutes. (The time may vary and exceed 20 minutes depending on the nature of the task and in-plant conditions.)

2. Assign lead person and team to address longer-term or lower priority actions (that is, items not crucial to plant stability/damage control).

3. Monitor the performance of the Damage Control Team.

- 3a. Insure Coordinators are performing as described in their individual Position Specific Procedures.
(1) Maintenance/I&C Coordinators
(2) Health Physics Specialists
(3) Chemistry Coordinator
(4) Tech Support Coordinator
(5) TSC Radioman
(6) OSC Coordinator

SPECIFIC TASKS:

HOW:

4. Maintain log of activities.

MAJOR TASK:

Make sure information - especially updates on priorities - is being communicated between the Operations Coordinator, Tech Support Coordinator, Damage Control Teams/OSC Coordinator, and, when things change, ED.

SPECIFIC TASKS:

HOW:

1. Maintain open and frequent communication with Key Coordinators.

NOTE:

Damage Control is a team effort spread among three key players:

- (1) Ops Coordinator identifies symptoms and problems.
- (2) Tech Support Coordinator analyzes the symptoms and suggests specific possibilities, probabilities, problems, and possible solutions.
- (3) The Damage Control Team Coordinator and staff confirm and resolve the recommended actions suggested by the TSC Coordinator. Then they assign priorities and dispatch teams. In short, they try to fix the problems as efficiently and effectively as possible or get additional information needed to clarify problems and suggest the best solutions.

The three Coordinators work as checks and balances to each other in making sure the right problems are getting the right attention in the right order.

- 1a. Ensure information from India Team debriefs is communicated to Ops Coordinator, ED, and Tech Support Coordinator.

SPECIFIC TASKS:

HOW:

2. Notify the Operations Coordinator directly (or through the appropriate Coordinator) of changes.

- 2a. Important changes to communicate include:
(1) plant conditions
(2) change in priorities

NOTE:

Ops Coordinator is key contact with ED.

3. Once problem is mitigated, continue with less frequent communications and updates.

MAJOR TASK:

Direct OSC Coordinator to dispatch INDIA Teams, as required.

SPECIFIC TASKS:

HOW:

- | | |
|---|--|
| 1. Assign the Action Item to the OSC Coordinator. | |
| 2. Define problem, objectives and priority. | 2a. Establish minimum Team make-up. |
| 3. The OSC Coordinator will then pick people, brief, dispatch, and direct them. | |
| 4. For sending out Chemistry teams, use a specialized approach. | 4a. When a Chemistry sample is required, your team should function this way:
(1) Maintenance/I&C Coordinator puts together the parts of the team.
(2) Chemistry Coordinator assembles chemistry staff.
(3) Technical Support Coordinator specifies where to get sample.
(4) HP Support monitors personnel. |
| 5. Monitor the progress and performance of Assigned Teams. | 5a. Monitor Radio Communications.

5b. Conduct frequent updates with the OSC Coordinator. |
| 6. Debrief Damage Control Team(s) when they return to TSC. | |

MAJOR TASK:

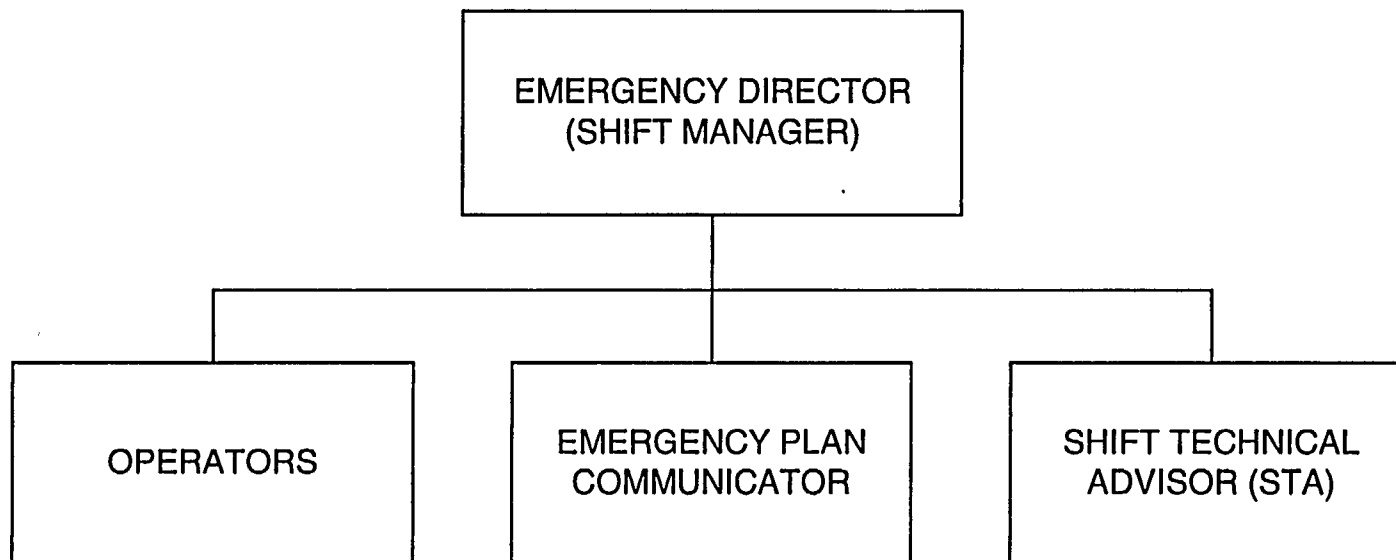
Make sure information and functions that are in progress during shift relief are turned over smoothly.

SPECIFIC TASKS:

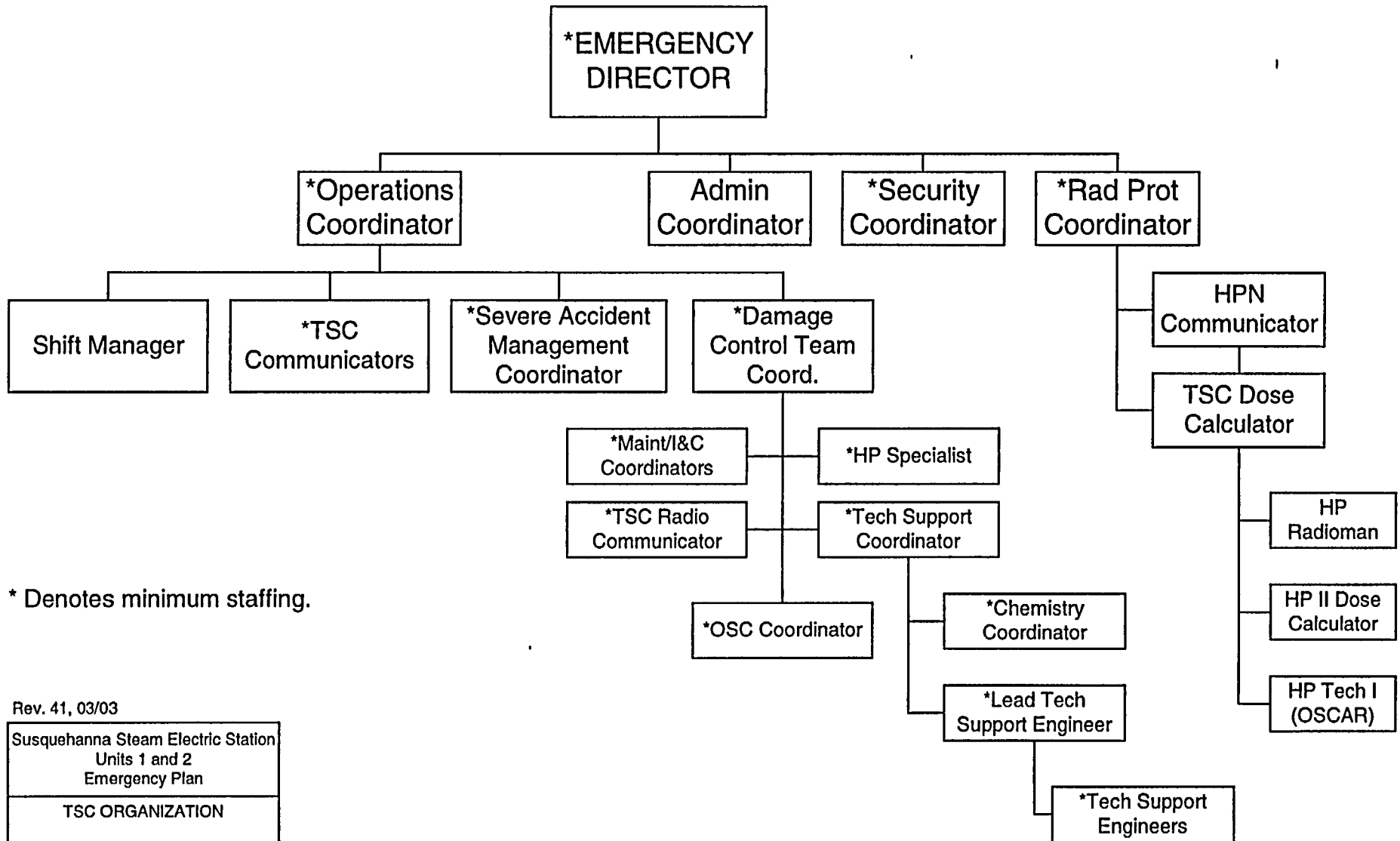
HOW:

1. Remain at your duty station with full responsibility until properly relieved.
2. Make sure all Coordinators going off duty relay pertinent information to their counterparts.
 - 2a. Instruct Coordinators on what to relay. In short, Coordinators should:
 - (1) Relay pertinent information and data.
 - (2) Discuss in detail only that information that is directly related to their own function.
 - (3) Review logbooks and status boards, as necessary.
3. Advise off-going Staff about any Protective Actions that should be taken when they leave the facility.
4. Brief the relieving Coordinator on the status of both the Emergency and shift turnover.
 - 4a. Make sure the relieving Coordinator is fully briefed.
 - (1) Brief on all pertinent emergency information and data:
 - (a) Current status of plant
 - (b) Emergency classification
 - (c) Big Picture
 - (d) Review Assigned open items and priority of each
 - (e) Review Actions Taken and results
 - (f) Current Rad conditions
 - (2) Make him or her aware of initial and long-term manning schedules in the facility.
5. Advise the Ops Coordinator when shift turnover is complete.
6. Leave a contact telephone number with the Administrative Coordinator.

EMERGENCY ORGANIZATION CONTROL ROOM



TSC ORGANIZATION



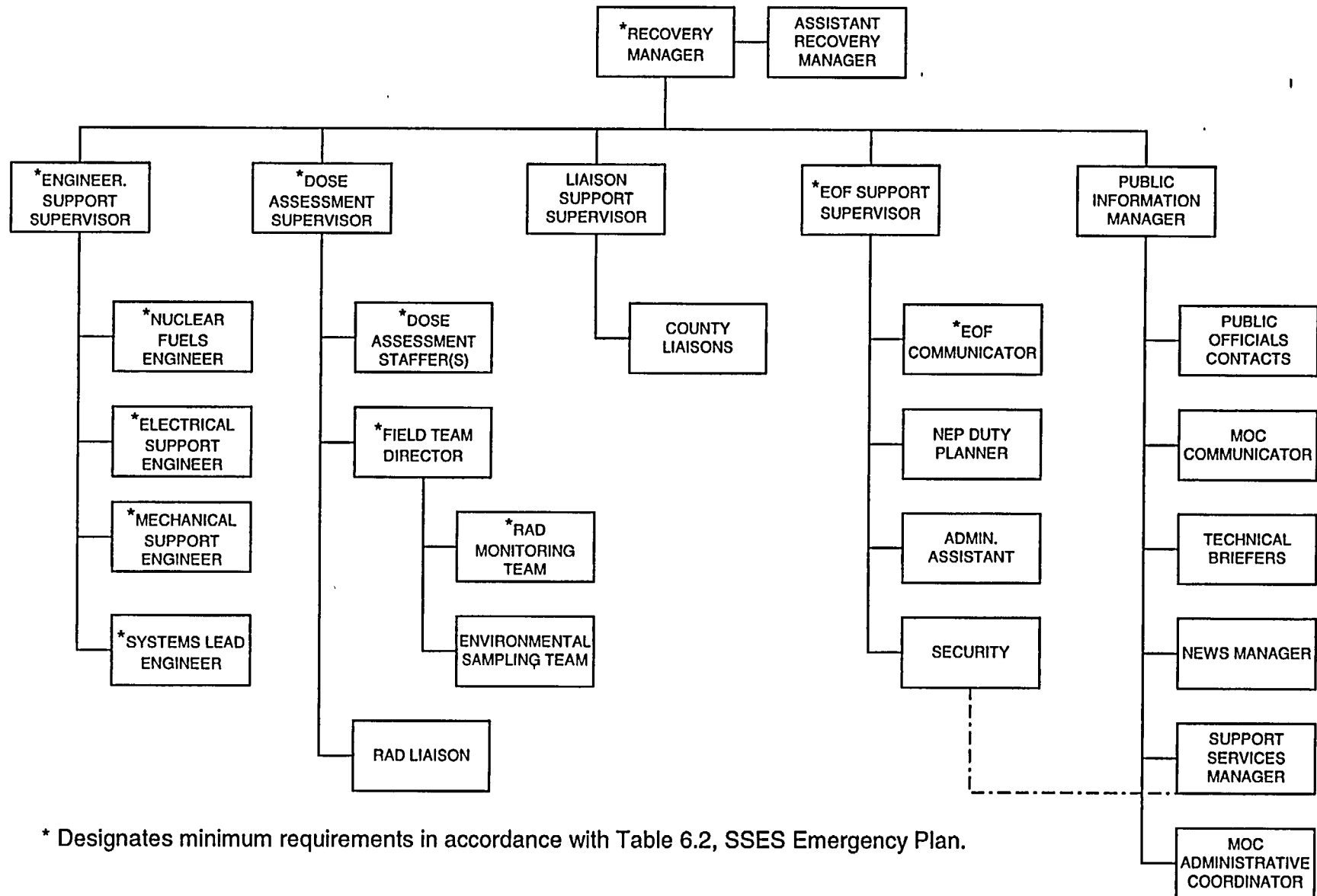
Rev. 41, 03/03

Susquehanna Steam Electric Station
Units 1 and 2
Emergency Plan

TSC ORGANIZATION

FIGURE 6 2

EOF ORGANIZATION



* Designates minimum requirements in accordance with Table 6.2, SSES Emergency Plan.