

MANUAL HARD COPY DISTRIBUTION

DOCUMENT TRANSMITTAL 2003-19808

USER INFORMATION:

GERLACH*ROSE M EMPL#:28401 CA#: 0363
Address: MUCSA2
Phone#: 254-3194

TRANSMITTAL INFORMATION:

TO: ~~GERLACH*ROSE M~~ 04/17/2003
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:

110 - 110 - MAINTENANCE/I&C COORDINATOR: EMERGENCY
PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 03/06/2003

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

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-110
REMOVE: REV:3

ADD: REV: 4

**Remove All Forms in
Tabs B and C**

REMOVE: PCAF 2001-1946 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 COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
MAINTENANCE COORDINATOR, MAINTENANCE FOREMAN, FIELD UNIT SUPERVISOR EMERGENCY PLAN POSITION-SPECIFIC INSTRUCTION			EP-PS-110 Revision 4 Page 1 of 3
<u>QUALITY CLASSIFICATION:</u> () QA Program (X) 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 Coordinator</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>Primary TSC Emergency Director</u>			

MAINTENANCE/I&C COORDINATOR: Emergency Plan-Position Specific Procedure

WHEN: Technical Support Center (TSC) is activated

HOW NOTIFIED: Paged

REPORT TO: Damage Control Team Coordinator (DCTC)

WHERE TO REPORT: TSC

OVERALL DUTY:

Implement maintenance-related damage control actions in the field. Provide information to the Emergency Response Organization.

MAJOR TASKS:

TAB:

REVISION:

Assist the OSC Coordinator to organize, dispatch, and direct the In-Plant (India) Teams.

TAB A

2

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Intentionally Blank	TAB 4
Intentionally Blank	TAB 5
Intentionally Blank	TAB 6
Intentionally Blank	TAB 7
Emergency Forms	TAB 8
India Team Dispatch Form	
Emergency Exposure Extension Request	
Potassium Iodide Tracking Form	
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide (PAR) Guide	TAB 9

REFERENCES:

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0696, Functional Criteria for Emergency Response Facilities

NURGE-0731, Guidelines for Utility Management Structure and Technical Resources,
September 1980

SSES Emergency Plan

MAJOR TASK:

Assist the OSC Coordinator to organize, dispatch, and direct the In-Plant (India) Teams.

SPECIFIC TASKS:

HOW:

- | | |
|--|--|
| 1. After Technical Support Center (TSC) has assumed control, make sure you have a clear understanding of tasks and their priority. | 1a. Obtain specific assignments and priorities from the OSC Coordinator. |
| 2. Organize teams composed of personnel qualified to carry out needed tasks. | 2a. Include a Health Physics (HP) Technician if required.

2b. In choosing the team, consider their exposures. |

NOTE:

RWP #YYYY-8000 Series is applicable to India Team activities.

HELP

PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide
See TAB 9

- 2c. Suggestions for improving the efficiency of these teams might include:
- (1) Don't be anxious to pull team back.
 - (2) Ensure that any given Team is given a number of tasks to perform to increase Team effectiveness.
 - (3) Have team standby in low dose waiting areas or reassign them.
 - (4) Debrief them over radio.
 - (5) Augment or replace team, as needed.
 - (6) Be sure to recall team(s) when priorities change and problems are no longer as important.

SPECIFIC TASKS:

HOW:

NOTE:

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

- 2d. When a Chemistry sample is required, your team should function this way:
 - (1) Chemistry Coordinator assembles chemistry staff.
 - (2) Chemistry Coordinator specifies where to get sample.
 - (3) HP support monitors personnel.
- 2e. Complete India Team Dispatch Form for each In-Plant Team.

HELP

India Team Dispatch Form
See TAB 8

- 3. Appoint an In-Plant (India) Team Leader to direct the on-scene activities of the team.
- 4. Brief the Team Leader.
- 5. Keep up-to-date on radiological and plant conditions.
- 6. Direct the TSC Radio Communicator to monitor and control the activities of the team.

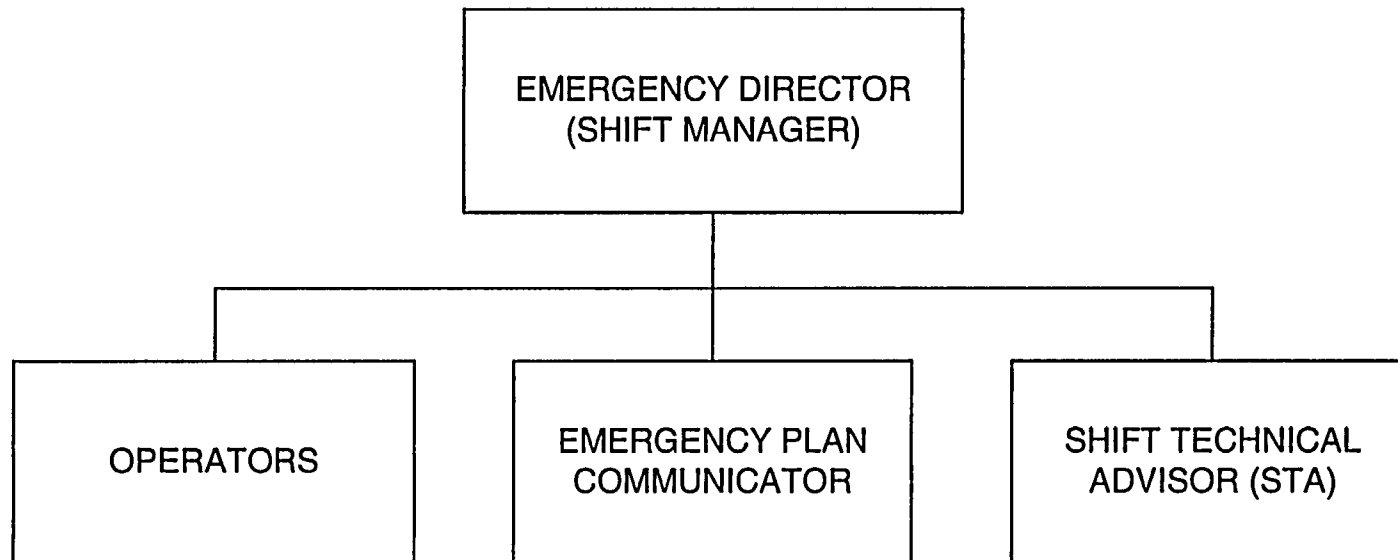
- 3a. Maintenance Foreman may serve as Team Leaders if resources are limited.
- 4a. Leader needs to know:
 - (1) Affected area/system/equipment.
 - (2) Anticipated actions.
 - (3) Special instructions, including how to approach the affected areas(s).
 - (4) Radio-team designation (determined by TSC Radio Communicator).

SPECIFIC TASKS:

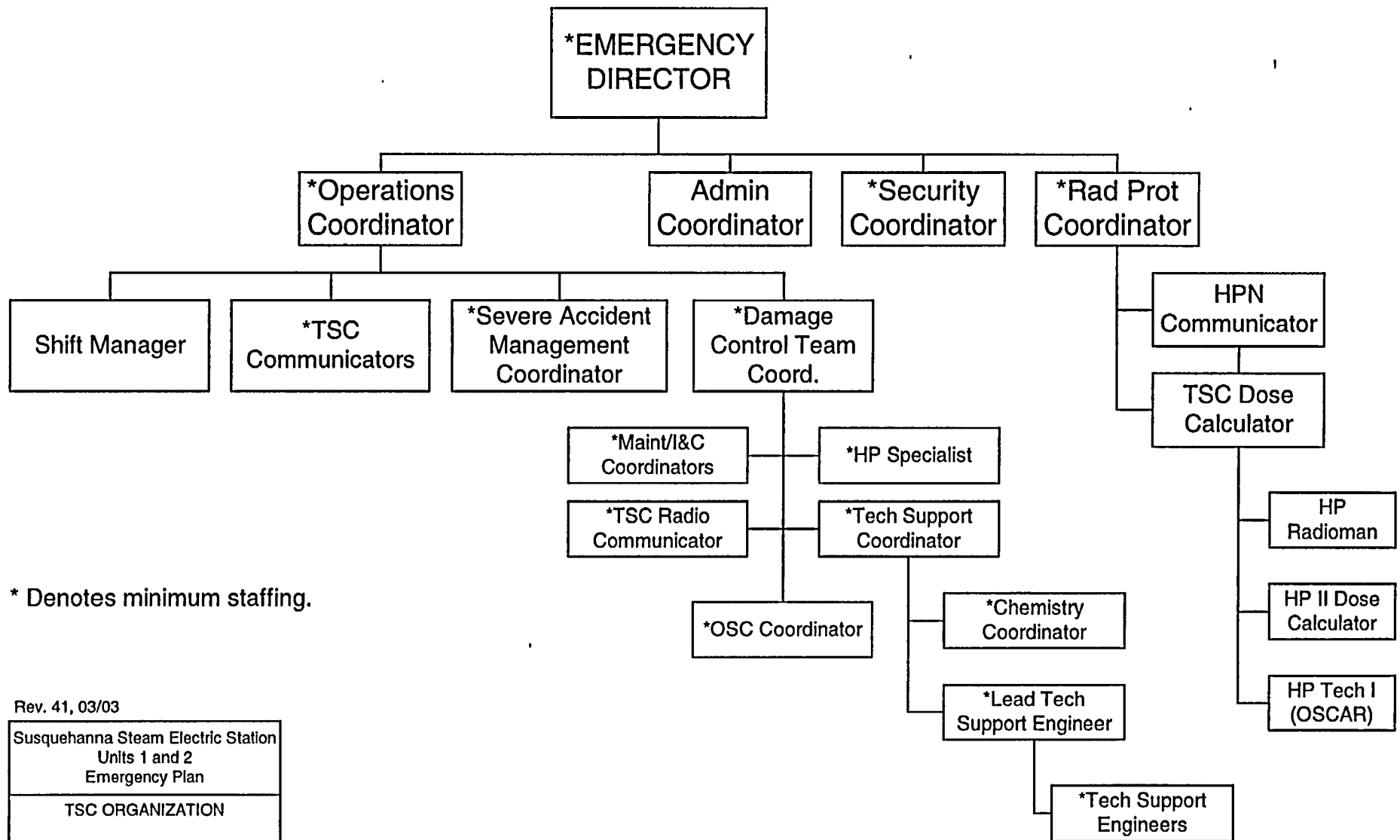
HOW:

7. If In-Plant (India) Team members need increased exposure limits, advise the OSC Coordinator.
8. Make sure all In-Plant operations are conducted using ALARA principles.
9. Debrief teams as they complete assignments.
 - 9a. To save time, you may want to:
 - (1) Debrief some teams in the field by radio. Teams can be standing by in low dose waiting areas or their shops.
 - (2) Augment, replace, recall, or reassign teams, as necessary.
10. Inform OSC Coordinator or DCTC of results of debriefs.

EMERGENCY ORGANIZATION CONTROL ROOM



TSC ORGANIZATION



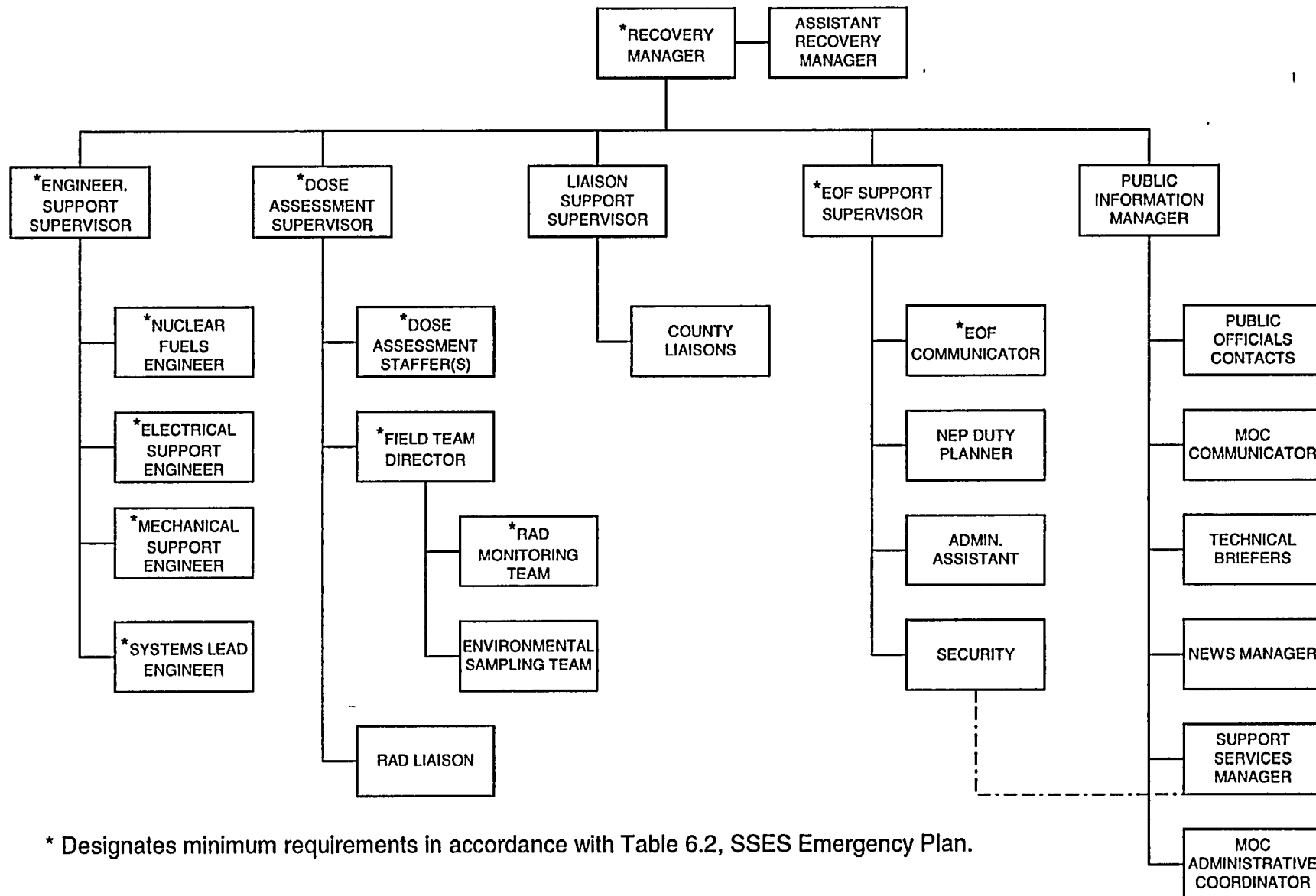
Rev. 41, 03/03

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.

INDIA TEAM DISPATCH FORM

INDIA TEAM NO. _____ (Assigned by Radio Person)

Dispatch Time: _____ Hr. Return Time: _____ Hr.

	<u>Name (print)</u>	<u>SRD READING</u>	<u>DOSE AVAIL</u>
1) Team Leader:	_____	_____	mR _____
Members:	_____	_____	mR _____
	_____	_____	mR _____
	_____	_____	mR _____
	_____	_____	mR _____

NOTE: INDIA Team Members are to sign in on RWP# YYYY-8000.

2) Job Location: Unit # _____ Bldg. _____ Elev(s) _____ Ft.
(0,1,2)

Job Site: _____
(e.g. HPCI Room, RHR Pump Room, ESW Pump House, etc)

3) Job Description (Brief): _____

4) Radiological Review: _____

5) Job Progress/Debrief: _____

Form Completed by: _____
(I&C/Maint. Coord. Initial)