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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY  
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212 - 212 - EOF COMMUNICATOR: EMERGENCY PLAN-  
POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS    DATE: 02/26/2003

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CATEGORY: PROCEDURES    TYPE: EP  
ID:    EP-PS-212  
REMOVE:    REV:16

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
EOF COMMUNICATOR: Emergency Plan Position-Specific Instruction		EP-PS-212 Revision 17 Page 1 of 3
<b>QUALITY CLASSIFICATION:</b> <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program	<b>APPROVAL CLASSIFICATION:</b> <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input checked="" type="checkbox"/> Instruction	
EFFECTIVE DATE: <u>4-16-2003</u> PERIODIC REVIEW FREQUENCY: <u>2 Years</u> PERIODIC REVIEW DUE DATE: <u>4-16-2005</u>		
<b>RECOMMENDED REVIEWS:</b> All		
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Supervisor-Nuclear Emergency Planning</u> Responsible FUM: <u>Supervisor-Nuclear Emergency Planning</u> Responsible Approver: <u>EOF Facility Lead</u>		

**EOF COMMUNICATOR:** Emergency Plan Position-Specific Procedure

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**WHEN:** Emergency Operations Facility (EOF) is activated.  
**HOW NOTIFIED:** Paged/Telephoned  
**REPORT TO:** EOF Support Supervisor  
**WHERE TO REPORT:** EOF Support Office

**OVERALL DUTY:**

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Prepare the Emergency Notification Report and transmit information about the emergency to offsite organizations, relieving the TSC of this responsibility.

**MAJOR TASKS:** **TAB:** **REVISION:**

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Initial actions upon arrival.	TAB A	11
Verify communications equipment is working.	TAB B	8
When directed by the Recovery Manager or EOF Support Supervisor, assume the responsibility for communications and notifications from the TSC.	TAB C	11
Prepare, obtain approval, and distribute the Emergency Notification Report.	TAB D	16
Transmit Status of the radiological release from the Protective Action Recommendation Form to the NRC when the EOF is in command and control.	TAB E	7
Document questions and messages received, providing responses when required.	TAB F	2
Support smooth transition of the EOF during Shift Turnover.	TAB G	3
Communicate termination of the emergency.	TAB H	7

**SUPPORTING INFORMATION:**

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**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Notification Matrix - EOF Communicator	TAB 4
Intentionally Blank	TAB 5
Emergency Forms	TAB 6
– Protective Action Recommendation Form	
– Emergency Notification Report	
Brief Non-Technical Description of EAL	TAB 7
EOF Support Turnover Checklist	TAB 8

**REFERENCES:**

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- SSES Emergency Plan
- Distribution Department Instruction (DDI) 399
- NUREG-0654, Planning Standards and Evaluation Criteria
- NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, September 1980
- NUREG-0696, Functional Criteria for Emergency Response Facilities

**MAJOR TASK:**

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When directed by the Recovery Manager or EOF Support Supervisor, assume the responsibility for offsite communications and notifications from the TSC Communicator.

**SPECIFIC TASKS:**

**HOW:**

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1. **Contact** the TSC Communicator and obtain off site notification status.

1a. Telephone the TSC Communicator and ask:

- (1) Number of the last ENR transmitted?
- (2) Time transmitted?
- (3) Static, upgrade or downgrade classification?
- (4) Time of next projected ENR?
- (5) Is there a release in progress?
  - (a) What is the number of latest **"Protective Action Recommendation Form"** issued?
- (6) Anything else you should know?

2. **Notify** the TSC Communicator when you will assume responsibility for off site notifications.

**NOTE:**

**The TSC Communicator may be in a current cycle of notifications. Tell him to finish his notifications and call you back.**

SPECIFIC TASKS:	HOW:
<p>3. <b>Notify</b> the following, providing an overview of the emergency condition.</p> <ul style="list-style-type: none"> <li>___ Transmission Power Dispatcher (TPD)</li> <li>___ Pennsylvania Rural Electric Cooperative</li> <li>___ Institute of Nuclear Power Operations (INPO)</li> <li>___ American Nuclear Insurers (ANI)</li> <li>___ PPL Insurance Department</li> <li>___ Supervisor-NEP</li> </ul>	<p>3a. Telephone and telefax numbers are located in the <b>Emergency Telephone Directory</b> or Tab 4.</p> <p>3b. Use the <b>Emergency Notification Report</b> to provide update.</p> <p>3c. Provide a call-back telephone number.</p> <p>3d. Utilize the Administrative Assistant and/or NEP Duty Planner, or another communicator, (if available), to complete these notifications.</p>
<p>4. <b>Contact</b> Information Systems personnel and <b>notify</b> them to insure Nuclear/PPL Information Systems remain available for the duration of the emergency.</p>	<hr/> <p><b>HELP</b></p> <hr/> <p><b>NOTIFICATION MATRIX</b></p> <p>See TAB 4</p> <hr/>
<p>5. <b>Notify</b> General Electric Company, NEBO, San Jose, California</p>	<p>5a. Telephone number located in the <b>Emergency Telephone Directory</b>.</p> <p>5b. Request they be available for future assistance.</p> <p>5c. Provide a call-back telephone number.</p> <p>5d. This task can be <b>delegated</b> to the Administrative Assistant or NEP Duty Planner.</p>
<p>6. <b>Assure</b> the Corporate Crisis Committee has been notified by the General Office Operations Manager.</p>	<p>6a. Discuss with the General Office Operations Manager or other responsible manager in the MOC.</p>

**MAJOR TASK:**

---

Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."

**SPECIFIC TASKS:**

**HOW:**

---

1. **Assume** responsibility for the Emergency Notification Report upon turn-over of communications and notifications from the TSC Communicator.

- 1a. Use the following schedule for distribution of the "Emergency Notification Report."

\* **UPGRADE/DOWNGRADE:**

Complete and transmit the ENR **within fifteen minutes** of classification or reclassification.

\* **STATIC UPDATES:**

Complete and transmit the ENR **every hour on the half hour**.  
(0730, 0830, 0930, etc.)

**NOTE:**

**When the initial notifications regarding classifications are completed during the first half of an hour, the static update is not required until the next hour on the half hour.**

\* **SIGNIFICANT EVENTS:**

Complete and transmit the ENR when:

- 1) Recovery Manager has assumed command and control from the Emergency Director.
- 2) Site accountability is completed.
- 3) Evacuation of non-essential personnel is completed.

**SPECIFIC TASKS:**

**HOW:**

2. Prepare the "**Emergency Notification Report**" for approval when the EOF assumes control.

4) When directed by the EOF Support Supervisor or Recovery Manager.

5) When the emergency event is terminated.

- 2a. Write the Control number in the top right hand corner.

**NOTE:**

The "**Control Number**" should include the EOF followed by a sequential number: (EOF-1)

- 2b. Check the appropriate block under the form title:  
(This is or is not a drill)

**NOTE:**

Record the time in section #1 on the form at the same moment you are making the call.

- 2c. **LINE #1:**

Fill in your name, call-back telephone number and military time you started off-site notification,

- 2d. **LINE #2:**

Check emergency classification block, Unit involved, (Unit I, UII or Units I and II), time and date of current classification declaration, and appropriate classification status block.

**SPECIFIC TASKS:**

**HOW:**

2e. **LINE #3:**

Under "Brief Non-Technical Description of the Event," write:

(1) For **SIGNIFICANT EVENT:**

Information provided by the EOF Support Supervisor or Recovery Manager.

(2) For **STATIC UPDATE:**

"Provide the current applicable EAL number only."

(3) For **CHANGE IN CLASSIFICATION:**

"current applicable EAL number only"

**HELP**

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**BRIEF NON-TECHNICAL  
DESCRIPTION OF EAL  
See TAB 7**

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**HELP**

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**"EMERGENCY ACTION LEVEL  
OFFSITE REFERENCE MANUAL"**

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2f. **LINE #4:**

Check one of the "Non-Routine Radiological Release in Progress" blocks. Obtain this information from the Dose Assessment Supervisor (or designee)

2g. **LINE #5:**

Write NA

**SPECIFIC TASKS:**

**HOW:**

- 
- 2h. **LINE #6:**
- Fill in Wind Direction and Speed, using data obtained from ten meter primary meteorological tower.
- NOTE:**  
**Ten meter met tower data available on PICSY, (E-Plan Menu, Met Vent Display).**
- 2i. Check appropriate block for "this is" or "is not" a drill.
- 2j. Obtain ENR signature approval, providing time (military), and date form was approved.
3. **Edit the Emergency Notification Report.**
- 3a. Ensure the form is clear and easy to understand.
- 3b. Avoid use of abbreviations and acronyms.
- 3c. Ensure the Protective Action Recommendation **is not** included on the form.
4. **Obtain approval of the Emergency Notification Report.**
- 4a. Review the completed form with the EOF Support Supervisor, Assistant Recovery Manager or Recovery Manager.
- 4b. Assure agreement on technical content.
- 4c. Obtain signature approval, filling in the time and date of his approval.
- NOTE:**  
**The Recovery Manager can delegate ENR approval responsibility to another qualified RM located in the facility.**
- He can also delegate approval responsibility to the EOF Support Supervisor except for a change in classification.**

**SPECIFIC TASKS:**

**HOW:**

5. Transmit the Emergency Notification Report CCEMA, LCEMA and PEMA

**HELP**  
**NOTIFICATION MATRIX**  
**See TAB 4**

- 5a. Dial "191" on the EOF Communicator's telephone.
- 5b. Identify yourself as each party answers.
- 5c. Record time and contact(s) in your log.

**NOTE:**

If the MOC fails to answer, do not wait, begin notification.

- 5d. Inform the responders you will be transmitting an Emergency Notification Report.
- 5e. Transmit the report.
- 5f. Request one of the counties to read back the transmitted report.

**NOTE:**

If the "191" conference capability is not available, use one of the following backup telephone numbers.

<u>PEMA</u>	<u>LCEMA</u>	<u>CCEMA</u>
CTN-4960	CTN-4906	CTN-4955
CTN-4961	CTN-4907	CTN-4956
CTN-4908		

or

PEMA: 8-1-570-783-8150  
CCEMA: 8-1-570-389-5720  
LCEMA: 8-1-800-821-3715

or

Transmit the ENR via VHF radio, channel one.

**SPECIFIC TASKS:**

**HOW:**

6. **Distribute** the Emergency Notification Report.

6a. Distribute the three part ENR form:

(1) **White and pink** copy to the **Administrative Assistant** for distribution:

\* White copy sent to TSC via fax.

\* Pink copy posted outside the EOF Support Office.

(2) **Yellow** copy to **EOF Communicator**.

7. **Transmit** the ENR to the Nuclear Regulatory Commission.

7a. Using the NRC/ENS telephone, dial one of the telephone numbers listed on the sticker located under the handset.

7b. Record time and contact in the EOF Communicator's Log.

7c. Identify yourself and transmit the ENR.

7d. Upon completion, provide the NRC with a call-back telephone number.

**NOTE:**

**Transmit the ENR to the NRC as soon as possible after notification to the state and counties but not later than one hour after declaration. (10CFR50.72)**

8. **"Within two hours,"** transmit a change in the emergency classification to:

\_\_\_ Institute of Nuclear Power

\_\_\_ Transmission Power Dispatcher

\_\_\_ PA Rural Electric Cooperative

\_\_\_ American Nuclear Insurers

8a. Log time and contact in the **"EOF Communicator's Log."**

8b. Telephone and telefax numbers are located in the **"Emergency Telephone Directory"** located at each work station.

8c. Use the **"Emergency Notification Report"** to provide information for the update.

**SPECIFIC TASKS:**

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\_\_\_\_ PPL Insurance Department

**HOW:**

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- 8d. Provide a call-back telephone number.
- 8e. Utilize the Administrative Assistant, NEP Duty Planner, or another communicator, (if available), to complete these notifications.

**MAJOR TASK:**

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Communicate termination of the emergency.

**SPECIFIC TASKS:**

**HOW:**

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1. **Transmit** termination of the emergency to:
  - PEMA
  - CCEMA
  - LCEMA
  - NRC
  - Transmission Power Dispatcher (TPD)
  - Pennsylvania Rural Electric Cooperative
  - Institute of Nuclear Power Operations (INPO)
  - American Nuclear Insurers (ANI)
  - PPL Insurance Department
  - Information Systems Personnel
  - General Electric Company (NEBO)

- 1a. Generate an "Emergency Notification Report."
- 1b. Obtain approval from the Recovery Manager or EOF Support Supervisor.
- 1c. Transmit the report
- 1d. Log all transmissions.

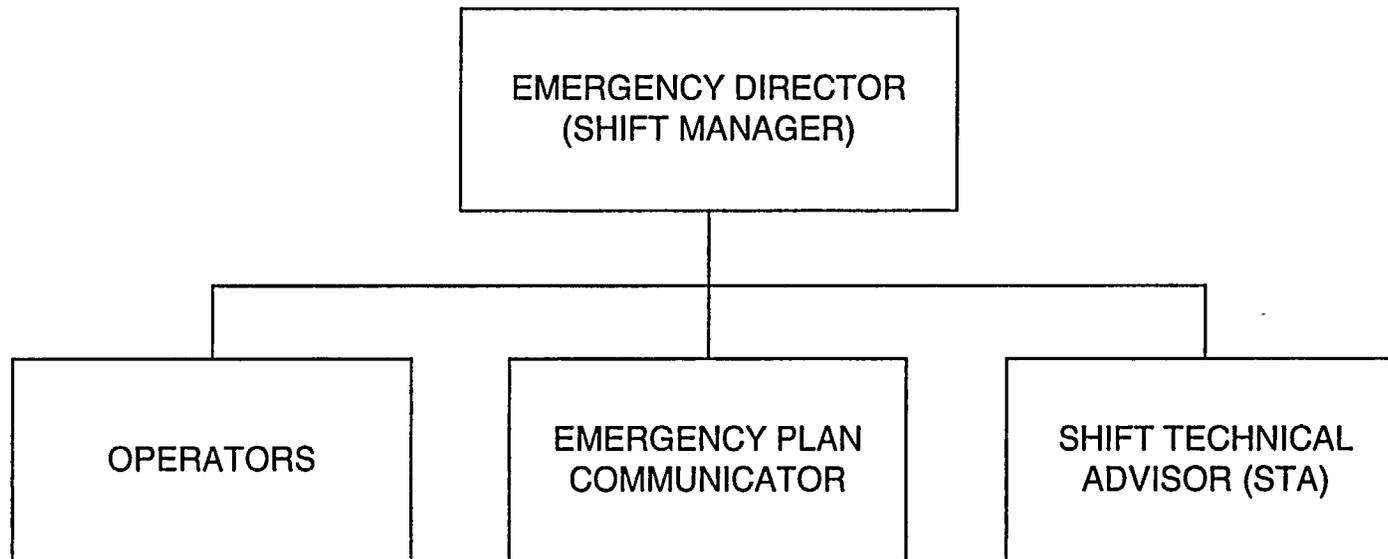
**NOTE:**

**Utilize the Administrative Assistant, NEP Duty Planner, or another communicator, (if available), to complete these notifications.**

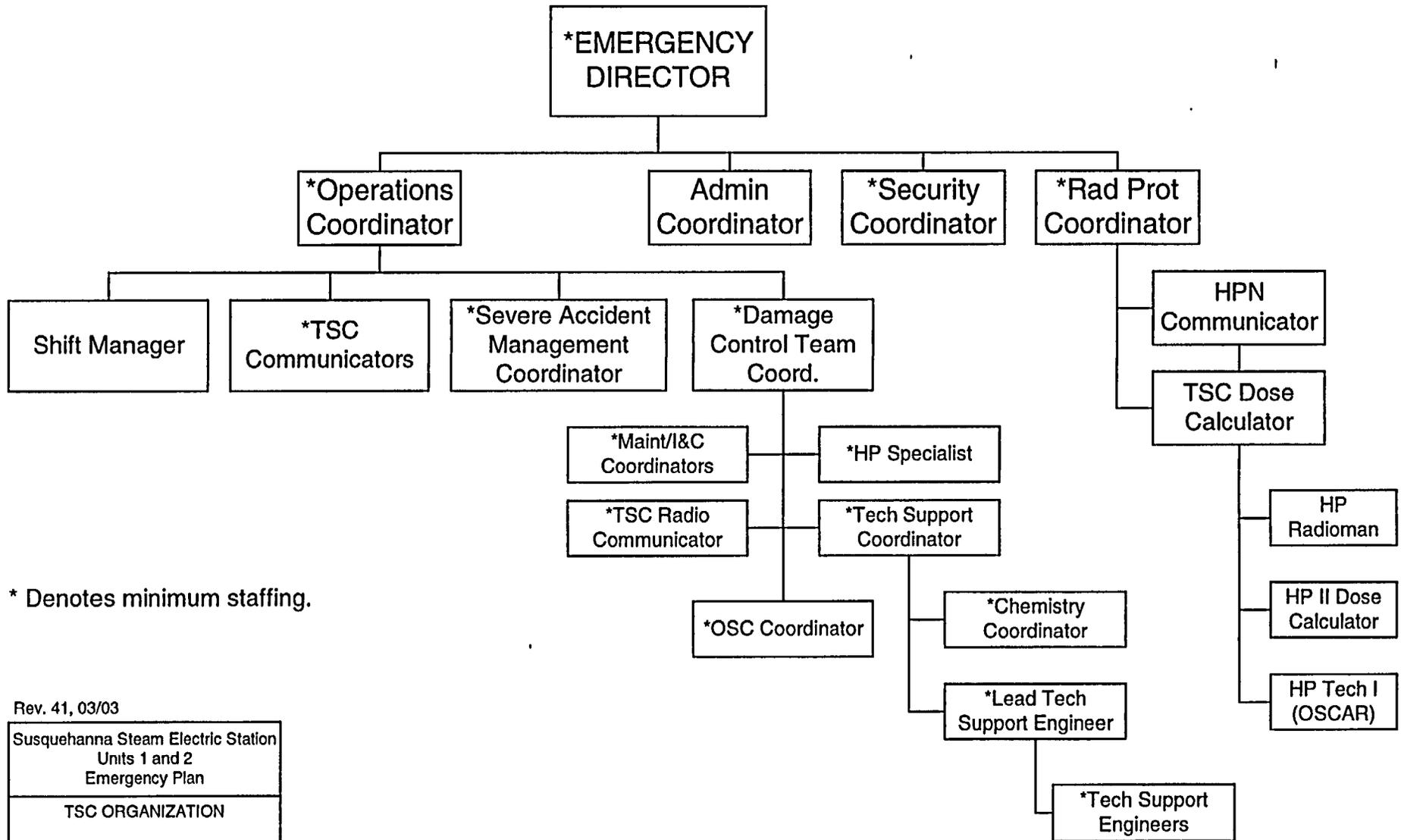
2. **Attend** a debriefing by the EOF Support Supervisor.

- 2a. Turn in all documentation generated during the emergency.
- 2b. Obtain information of any travel restrictions as a result of the emergency.

## EMERGENCY ORGANIZATION CONTROL ROOM



## TSC ORGANIZATION



\* Denotes minimum staffing.

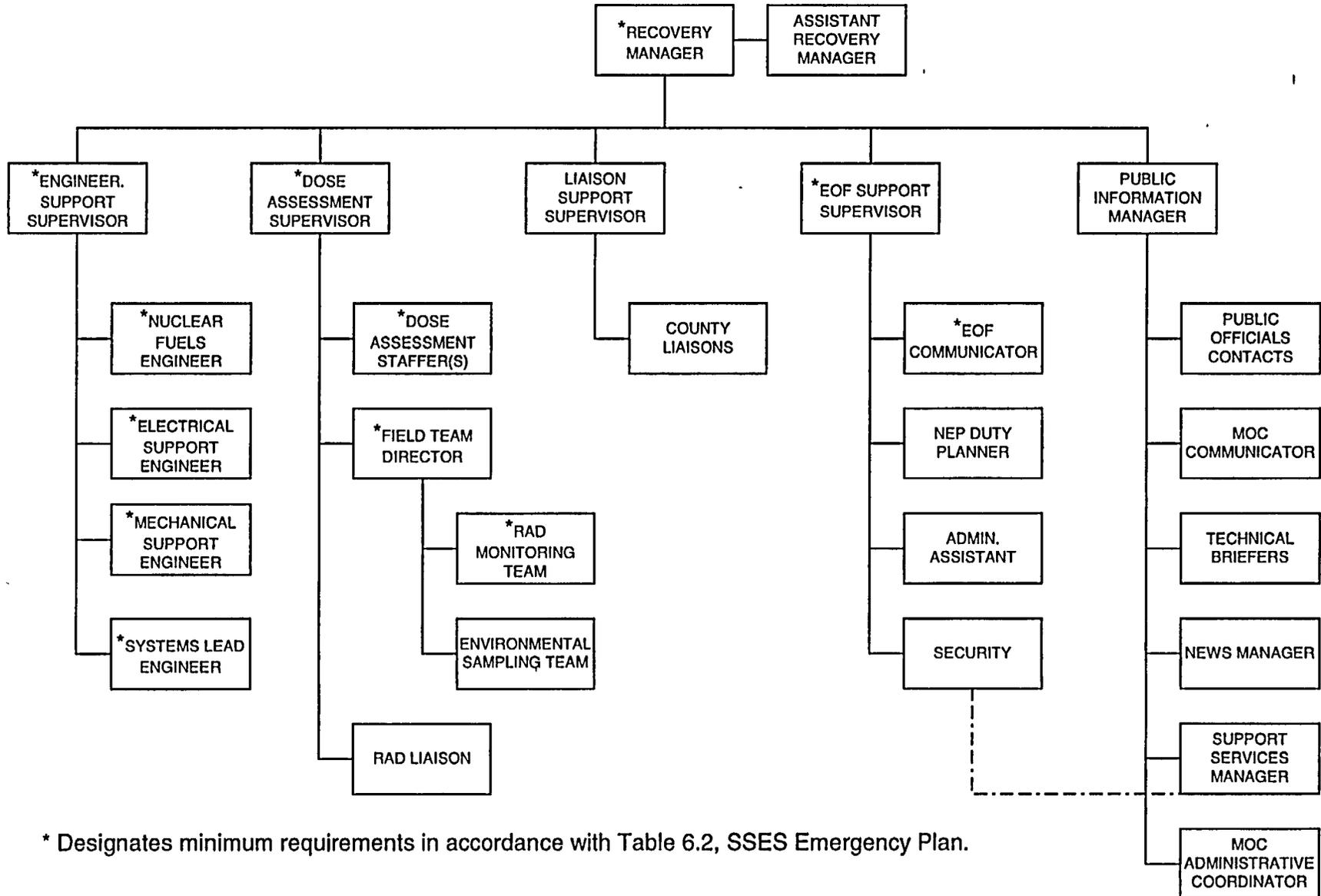
Rev. 41, 03/03

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.

## NOTIFICATION MATRIX EMERGENCY OPERATIONS FACILITY COMMUNICATOR

### STATIC UPDATE

Check

1. Emergency Agencies  
(PEMA, LCEMA, CCDPS, and  
the MOC Communicator)

Use the **4xxx extension** and dial "191" to access the conference line. Transmit the Emergency Notification Report every hour on the ½ hour. (Example: 0630, 0730, 0830, etc.).

**NOTE:** If the MOC Communicator does not answer immediately, do not wait, transmit your message to the Emergency Agencies.

#### BACKUP TELEPHONE NUMBERS

If calling from a **4xxx extension**, dial the backup numbers as follows:

**PEMA:** 4960, 4961 or 8-1-717-651-2001  
**LCEMA:** 4906, 4907, 4908, or 8-1-800-821-3715  
**CCDPS:** 4955, 4956, or 8-1-570-389-5720

If calling from a **non-4xxx extension**, dial the backup numbers as follows:

**PEMA:** 8-353-4960, 8-353-4961, or  
8-1-717-651-2001  
**LCEMA:** 8-353-4906, 8-353-4907, 8-353-4908, or  
8-1-800-821-3715  
**CCDPS:** 8-353-4955, 8-353-4956, or  
8-1-570-389-5734

2. Nuclear Regulatory  
Commission (NRC)

Use the ENS telephone to transmit:

- Protective Action Recommendation Form, when required, every 30 min.
- Emergency Notification Report every 60 minutes.

**1-301-816-5100**  
**1-301-951-0550 (Backup)**  
**1-301-415-0550 (Backup)**

**NOTIFICATION MATRIX  
EMERGENCY OPERATIONS FACILITY COMMUNICATOR**

**UPGRADE/DOWNGRADE**

Check

1. Emergency Agencies  
(PEMA, LCEMA, CCDPS, and  
the MOC Communicator)

Within 15 minutes, use the **4xxx extension** and dial "191" to access the conference line. Transmit the Emergency Notification Report.

**NOTE:** If the MOC Communicator does not answer immediately, do not wait, transmit your message to the Emergency Agencies.

**NOTE:** When site evacuation of non-essential personnel is directed, notify Emergency Agencies (use "191" conference on 4xxx extension).

**BACKUP TELEPHONE NUMBERS**

If calling from a **4xxx extension**, dial the backup numbers as follows:

**PEMA:** 4960, 4961 or 8-1-717-651-2001  
**LCEMA:** 4906, 4907, 4908, or 8-1-800-821-3715  
**CCDPS:** 4955, 4956, or 8-1-570-389-5720

If calling from a **non-4xxx extension**, dial the backup numbers as follows:

**PEMA:** 8-353-4960, 8-353-4961, or  
8-1-717-651-2001  
**LCEMA:** 8-353-4906, 8-353-4907, 8-353-4908, or  
8-1-800-821-3715  
**CCDPS:** 8-353-4955, 8-353-4956, or  
8-1-570-389-5734

2. TPD

Dial 8-1-484-634-4090

**NOTIFICATION MATRIX  
EMERGENCY OPERATIONS FACILITY COMMUNICATOR**

**UPGRADE/DOWNGRADE**

Check

3. NRC\*

Use the ENS telephone to transmit:

- Protective Action Recommendation Form, when required, every 30 min.
- Emergency Notification Report every 60 minutes.

**1-301-816-5100**

**1-301-951-0550 (Backup)**

**1-301-415-0550 (Backup)**

4. INPO

Within two hours, dial 8-1-800-321-0614 and give classification.

5. ANI

Within two hours, dial 8-1-860-561-3433 and give classification.

6. PPL Insurance Group

J. Diacogiannis  
220-4961 (W) or 610-865-4410 (H)

T. Novatnack  
220-4962 (W) or 610-867-7296 (H)

7. Pennsylvania Rural Electric  
Coop.

717-233-5704

8. General Electric Company  
(NEBO)

408-971-1038

\* The licensee shall notify the NRC immediately after notification of the appropriate state or local agencies not later than one hour after the time the licensee declares one of the Emergency Classifications (10CFR50.72).

**NOTIFICATION MATRIX  
EMERGENCY OPERATIONS FACILITY COMMUNICATOR**

**TERMINATION**

Check

1. Emergency Agencies  
(PEMA, LCEMA, CCDPS, and  
the MOC Communicator)

Use the **4xxx extension** and dial "191" to access  
the conference line, "The EMERGENCY has been  
terminated."

**NOTE:** If the MOC Communicator does not  
answer immediately, do not wait,  
transmit your message to the  
Emergency Agencies.

**BACKUP TELEPHONE NUMBERS**

If calling from a **4xxx extension**, dial the backup  
numbers as follows:

**PEMA:** 4960, 4961 or 8-1-717-651-2001  
**LCEMA:** 4906, 4907, 4908, or 8-1-800-821-3715  
**CCDPS:** 4955, 4956, or 8-1-570-389-5720

If calling from a **non-4xxx extension**, dial the  
backup numbers as follows:

**PEMA:** 8-353-4960, 8-353-4961, or  
8-1-717-651-2001  
**LCEMA:** 8-353-4906, 8-353-4907, 8-353-4908, or  
8-1-800-821-3715  
**CCDPS:** 8-353-4955, 8-353-4956, or  
8-1-570-389-5734

2. TPD

Dial 8-1-484-634-4090, "The EMERGENCY has  
been terminated."

3. NRC

Use the ENS telephone line, "The EMERGENCY  
has been terminated."

**1-301-816-5100**  
**1-301-951-0550 (Backup)**  
**1-301-415-0550 (Backup)**

**NOTIFICATION MATRIX  
EMERGENCY OPERATIONS FACILITY COMMUNICATOR**

**TERMINATION**

Check

- |   |   |
|---|---|
| <input type="checkbox"/> 4. INPO                              | Dial 8-1-800-321-0614, "The EMERGENCY has been terminated."   |
| <input type="checkbox"/> 5. ANI                               | Dial 8-1-860-561-3433, "The EMERGENCY has been terminated."   |
| <input type="checkbox"/> 6. PPL Insurance Group               | J. Diacogiannis<br>220-4961 (W) or 610-865-4410 (H)<br><br>T. Novatnack<br>220-4962 (W) or 610-867-7296 (H) |
| <input type="checkbox"/> 7. Pennsylvania Rural Electric Coop. | 717-233-5704  |
| <input type="checkbox"/> 8. General Electric Company (NEBO)   | 408-971-1038  |

**NOTIFICATION MATRIX**  
**EMERGENCY OPERATIONS FACILITY COMMUNICATOR**  
**INFORMATION SYSTEMS PERSONNEL**

Contact any one of the following personnel:

<b><u>NAME</u></b>	<b><u>HOME PHONE No.</u></b>	<b><u>CELL PHONE No.</u></b>
Ed Figard	570-784-3126	610-392-5431
Walt Skawski	570-788-5733	570-594-5616
Sharad Shah	570-678-7971	570-594-4883