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103 - 103 - OPERATIONS (OPS) COORDINATOR:
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-103
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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
TSC OPERATIONS COORDINATOR: Emergency-Plan-Position-Specific Instruction		EP-PS-103 Revision 5 Page 1 of 3

QUALITY CLASSIFICATION:

( ) QA Program   (X) Non-QA Program

APPROVAL CLASSIFICATION:

( )   Plant   (.)   Non-Plant

(X)   Instruction

EFFECTIVE DATE: _4-16-2003_

PERIODIC REVIEW FREQUENCY: ___2 Years___

PERIODIC REVIEW DUE DATE: _4-16-2005_

RECOMMENDED REVIEWS:
     All

Procedure Owner: Nuclear Emergency

Responsible Supervisor: Primary Operations Coordinator

Responsible FUM: Supervisor-Nuclear Emer. Planning

Responsible Approver: Primary Emergency Director

**OPERATIONS (OPS)
COORDINATOR:**   Emergency Plan-Position Specific Procedure

WHEN: Any in-plant abnormal event that could turn into emergency classification

HOW NOTIFIED: Phoned by Shift Manager, paged as backup

REPORT TO: Shift Manager, then Emergency Director (ED)

WHERE TO REPORT: Control Room, then to Technical Support Center (TSC)

OVERALL DUTY:

Assist Shift Manager in controlling in-plant conditions.

MAJOR TASKS:	TAB:	REVISION:
Review emergency and how it's being handled.	TAB A	3
Establish priorities and communicate to TSC Support Teams.	TAB B	2
Independently review changes to classification.	TAB C	2
Take over communication between the Shift Manager/Emergency Director and the TSC.	TAB D	2
Continue to communicate station priorities to TSC Support Teams.	TAB E	2
Make sure information and functions that are in progress during shift relief are turned over smoothly.	TAB F	1
Coordinate activities of the Severe Accident Management (SAM) Coordinator	TAB G	2

SUPPORTING INFORMATION:	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Intentionally Blank	TAB 4
Emergency Facility Form Flow	TAB 5
Emergency Classification	TAB 6
Intentionally Blank	TAB 7
Emergency Forms • Protective Action Recommendation Form • Emergency Notification Report	TAB 8

REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0696, Functional Criteria for Emergency Response Facilities

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

MAJOR TASK:

Review emergency and how it's being handled.

SPECIFIC TASKS:		HOW:	
1.	Talk with Shift Manager.	1a.	Obtain Information about the event: (1) What is plant status? (2) What are crew's goals? (3) What are major barriers? (4) What will the plant look like in thirty minutes?
		1b.	Determine Shift Managers priorities.
		1c.	Find out what EOPs are being implemented.
		1d.	Ask if there are any releases offsite.
2.	Check condition of equipment.	2a.	Specifically identify: (1) Any ESF Activations. (2) Any ECCS Activations. (3) Any Containment Isolations.
3.	Review priorities with Shift Manager	3a.	Specifically confirm: (1) Shift priorities. (2) Plant priority.
		3b	Find out what, if anything, is still needed.
4.	Confirm classification.	4a.	Independently review: (1) Current classification. (2) Data gained through the briefings you've received and your own walkthrough. (3) Take a second look at conditions. (4) Make sure nothing has changed.

HELP

**Emergency Classification
See TAB 6**

SPECIFIC TASKS:	HOW:
	4b. Talk with Shift Technical Advisor (STA).
	4c. If you've determined that a change in classification is necessary or see conditions that suggest a change is imminent, tell the Shift Manager/ Emergency Director.
5. Review the unaffected unit, then make a preliminary determination of what to do with it.	5a. Consider questions like these: (1) Which emergency systems are affected? (2) What manpower is available? (3) What systems are available? (4) What is the event?
6. Maintain constant contact with the Shift Manager(SM)	6a Tell the SM you're going to the TSC.
	6b. Establish communications with the SM immediately upon arrival in TSC. **NOTE:** **You may have to move between the Control Room and TSC to maintain this constant communication.**
7. Succeed the Emergency Director as required.	7a. If the Emergency Director becomes unable to perform his functions during the emergency <u>and</u> another Emergency Director is not present, assume the duties of Emergency Director.
	7b. Ensure a replacement Emergency Director is immediately called to the TSC.
8. Remain aware of personnel/staffing requirements.	8a. Essential personnel are: • Operations • Maintenance • Health Physics • Chemistry • Security • NERO members

SPECIFIC TASKS:	HOW:
	8b. Essential personnel can be released to ensure adequate relief staffing if not needed for initial mitigation actions.

MAJOR TASK:

Establish priorities and communicate to TSC Support Teams.

SPECIFIC TASKS:	HOW:
1. Open the TSC windows to provide visual access to the Control Room	1a. If locked, obtain a key from keybox at South end of the TSC.
2. Initiate updating the electronic status boards, then continue to monitor and update as information changes.	2a. Note: If electronic status board is unavailable, Write key information on Big Picture Board. Note specifically: (1) Time of shutdown. (2) Emergency classification. (3) Brief summary of the Big Picture. (4) ECCS equipment in service. (5) Major equipment out of service. **NOTE:** **Use SAM Coordinator, if required.** 2b. Update Damage Control Team Coordinator and/or OSC Coordinator on the following: (1) Actions the SM is taking in response to the event. (2) SM priorities. (3) Location of personnel dispatched from the Control Room. 2c. Access fission product barriers, update the ED and TSC personnel. 2d. Continue to monitor and update status board as information changes. Update: (1) Classification. (2) Big Picture. (3) ECCS equipment in service. (4) Major equipment out of service. 2e. Monitor for changes in other status board information. Watch especially for: (1) Updates. (2) Rad data. (3) Trends in reactor parameters.

SPECIFIC TASKS:	HOW:
	2f. Tell ED of any changes.
3. Establish plant priorities and ensure they are communicated to TSC personnel using the electronic board on the Open Items board.	3a. Talk with Shift Manager to make sure you understand what's needed and how crucial it is. (1) Use TSC phone to CR. (2) Augment by visits to the CR.
	3b. List priorities on TSC Open Items Board.
4. Assign responsibilities to appropriate individuals.	4a. Record tasks assigned to the TSC, using TSC Boards and Ops Coordinator Log.
	4b. Keep track of who tasks are assigned to.
	4c Update tasks and names of those responsible as tasks are completed and new ones assigned.
5. Record and update information on Unaffected Unit Board.	5a. Briefly note key data about the unaffected unit. Note specifically and briefly: (1) Plant condition (2) Stable or unstable. (3) What should be done with the unaffected unit (for next eight hours). An example of a brief description would be: "100% power, stable. Shutdown when additional Operators arrive."
6. Tell ED of any changes.	6a. Direct communication.
7. Document all decisions and evolutions.	7a. Use Ops Coordinator Log.
8. Ensure the Rad Protection Coordinator is aware of conditions affecting in-plant conditions or rad release.	

TAB C
EP-PS-103-C
Revision 2
Page 1 of 1

MAJOR TASK:

Independently review changes to classification.

SPECIFIC TASKS:	HOW:
1. As in-plant conditions change, confirm in-plant data.	1a. Get input from the STA, Shift Manager, and Rad Coordinator.
	1b. Obtain independent evaluation from the TSC Coordinator.
	1c. Review data with the SAM Coordinator.
2. Continue to track conditions of equipment.	**NOTE:** **Shift Supervision/STA never releases ultimate responsibility for classifying the emergency based on plant conditions.**
	2a. Use Big Picture Board data, Shift Manager, request India Team feedback.
3. Confirm current classification or suggest a change.	3a. Discuss with TSC Coordinator, ED, and Shift Manager.
4. If there is a change, notify the ED.	4a. Use direct communication, make sure announcement is made.

MAJOR TASK:

Take over communication between the Shift Manager/Emergency Director and the TSC.

SPECIFIC TASKS:		HOW:	
1.	Tell ED you're going to take over communication between SM/ED and the TSC.	1a.	Primarily you'll be communicating: (1) Your independent confirmation of decisions like classification. (2) Needs SS or ED expresses that TSC can meet. (3) Plant status changes. (4) Results of in-plant team evolutions.
2.	Announce takeover to TSC.	2a.	Use the PA to announce to the TSC: (1) Brief history of what led up to the current emergency. (2) Conditions. (3) Information from the 3 status boards.
3.	Maintain constant communication with Shift Manager.	3a.	Use TSC/CR phone and CR visits.
4.	Be prepared to brief TSC when ED directs you to.			

MAJOR TASK:

Continue to communicate station priorities to TSC Support Teams.

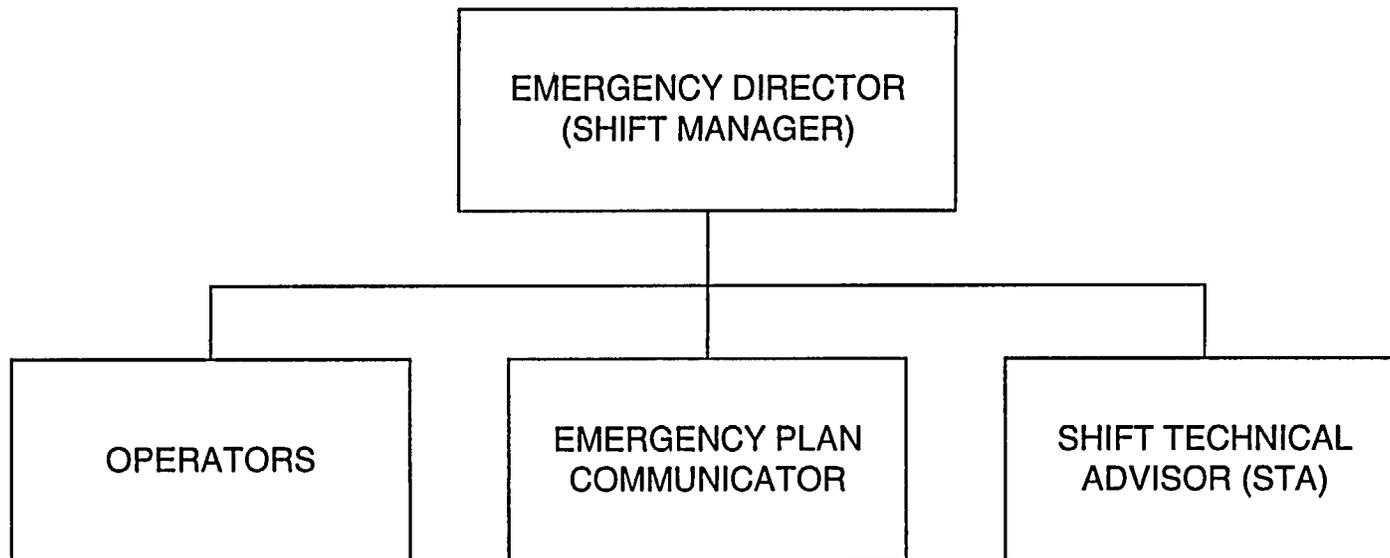| SPECIFIC TASKS:		HOW:	
1.	Maintain updated open items list.	1a.	Use TSC status board and Ops Coordinator Log.
2.	Assign tasks as necessary.	2a.	Use SAM Coordinator, Damage Control Team Coordinator, TS Coordinator, other TSC Coordinators.
3.	Communicate tasks to those performing them.	3a.	Key contacts for task assignments include: (1) Technical groups. (2) Damage Control Team. (3) Communicators. (4) SAM Coordinator
4.	Solicit and monitor requests from the Shift Manager.	4a.	Use TSC/CR phone and CR visits.
5.	Make sure Shift Manager gets needed support - even for maintaining normal operations.	5a.	Use available station resources.

MAJOR TASK:

Coordinate the activities of the Severe Accident Management (SAM) Coordinator.
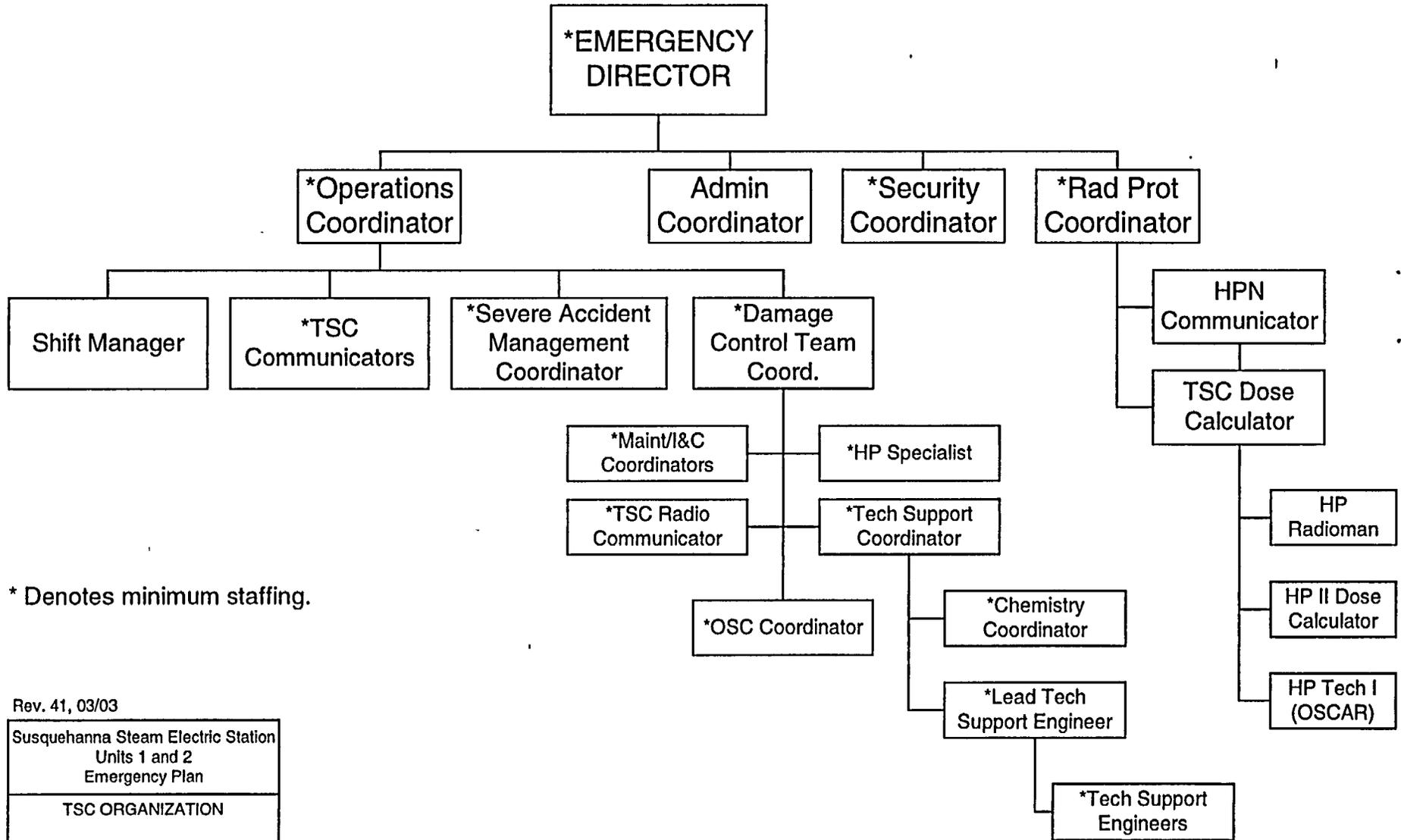
SPECIFIC TASKS:	HOW:
1. Upon his arrival in the TSC, brief the SAM Coordinator on plant conditions.	1a. Direct SAM Coordinator to go to the Control Room and confirm with STA the plant status.
2. If current plant conditions do not warrant entry into SAM guidance, assign other responsibilities to the SAM Coordinator.	2a. If the event does not warrant the presence of the SAM Coordinator and he is not needed to support other functions, he may be released.
	2b. If the SAM Coordinator is released, retain his pager number and a telephone number he can be reached.
3. If the event involves entry into SAM Conditions, brief Emergency Director and Shift Manager. Obtain concurrence for entry.	
4. Brief the TSC staff and set priorities for support as required. Update status as changes occur.	
5. Review mitigation strategies with the SAM Coordinator and discuss with the Shift Manager.	5a. Direct Shift Supervisor to implement SAM steps as required.
	5b. Inform SAM Coordinator when action steps are complete.
	5c. If a venting strategy is indicated, notify Emergency Director for approval. Provide information as required to support a decision.
6. Continue to monitor conditions with the SAM Coordinator.	
7. Record all SAM activities in the Operations Coordinator Log.	

Tab 2
EP-PS-103-2

EMERGENCY ORGANIZATION
CONTROL ROOM

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                    ┌─────────────────────────┐
                    │   EMERGENCY DIRECTOR     │
                    │    (SHIFT MANAGER)       │
                    └────────────┬────────────┘
        ┌────────────────────────┼────────────────────────┐
┌───────────────┐      ┌───────────────────┐      ┌───────────────────┐
│               │      │ EMERGENCY PLAN    │      │ SHIFT TECHNICAL   │
│   OPERATORS   │      │  COMMUNICATOR     │      │  ADVISOR (STA)    │
│               │      │                   │      │                   │
└───────────────┘      └───────────────────┘      └───────────────────┘
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Tab 2
EP-PS-103-2

TSC ORGANIZATION

* Denotes minimum staffing.

Rev. 41, 03/03

Susquehanna Steam Electric Station Units 1 and 2 Emergency Plan
TSC ORGANIZATION
FIGURE 6.2

Tab 2
EP-PS-103-2

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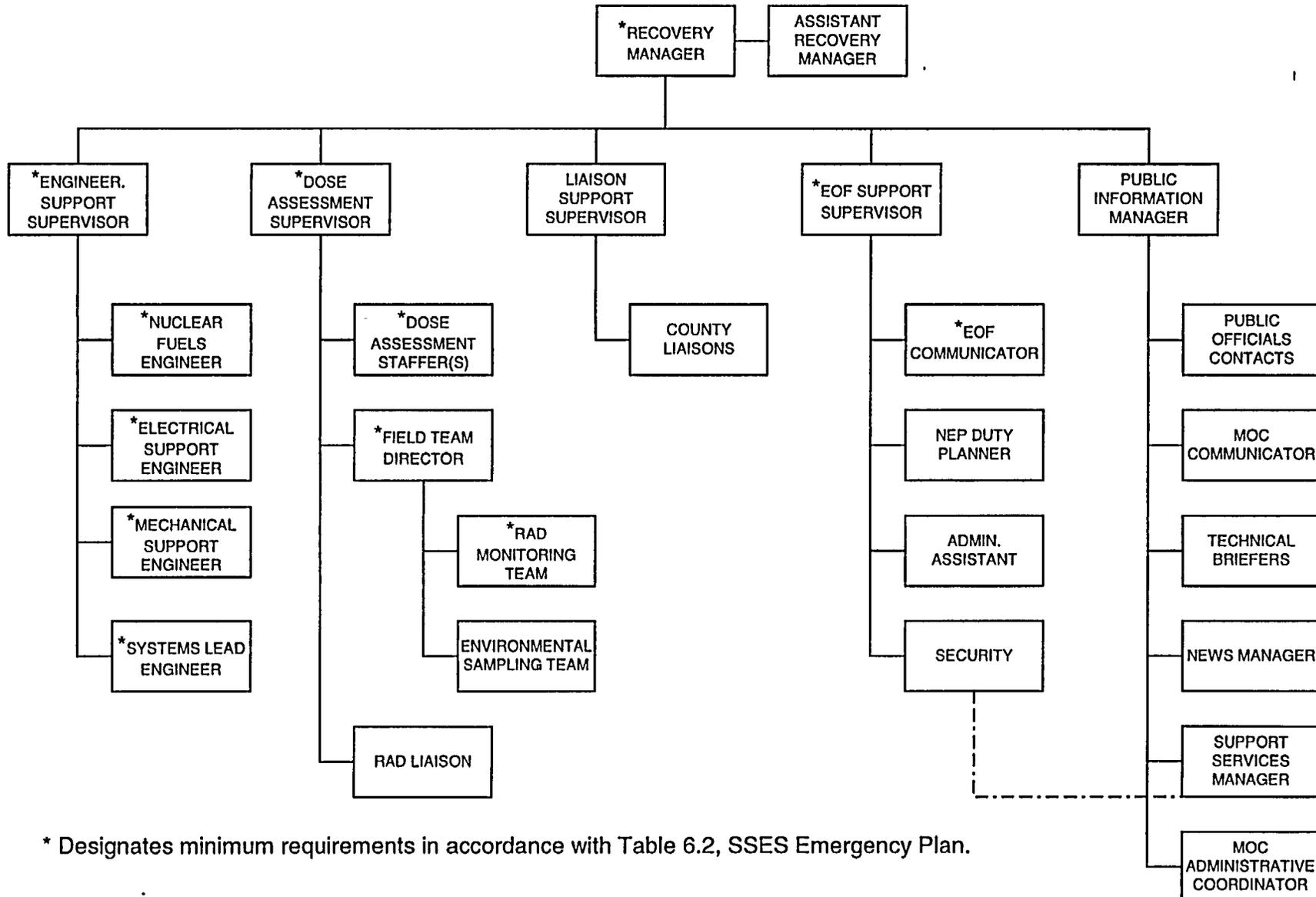
* Designates minimum requirements in accordance with Table 6.2, SSES Emergency Plan.