

Tuesday, June 03, 2003

Document Update Notification

COPYHOLDER NO: 103

TO: ANO-NRC (EMERGENCY RESPONSE
COORD.) - WASHINGTON

ADDRESS: OS-DOC CNTRL DESK MAIL STOP OP1-
17 WASHINGTON DC 20555-DC

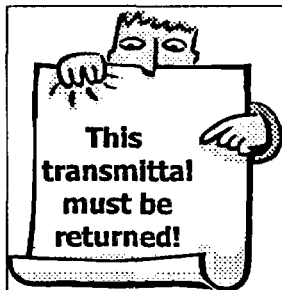
DOCUMENT NO: OP-1903.003

TITLE: ASSIGNMENT OF PERSONNEL TO THE
EMERGENCY RESPONSE
ORGANIZATION

CHANGE NO: 015-01-0

ADDITIONAL INFO: *PERMANENT CHANGE*

☒ ← If this box is checked, please sign, date, and return within 5 days.



☐ ANO-1 Docket 50-313

☐ ANO-2 Docket 50-368

Signature

Date

SIGNATURE CONFIRMS UPDATE HAS BEEN MADE

RETURN TO:

ATTN: DOCUMENT CONTROL-(N-ADMIN-24)
ARKANSAS NUCLEAR ONE
1448 SR 333
RUSSELLVILLE, AR 72801

AD45

ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

**TITLE: ASSIGNMENT OF PERSONNEL TO THE
EMERGENCY RESPONSE ORGANIZATION**

DOCUMENT NO.
1903.003

CHANGE NO.
015-01-0

WORK PLAN EXP. DATE
N/A

TC EXP. DATE
N/A

SET # *103*

SAFETY-RELATED
☒ YES ☐ NO

IPTE
☐ YES ☒ NO

TEMP ALT
☐ YES ☒ NO

When you see these TRAPS

Get these TOOLS

Time Pressure
Distraction/Interruption
Multiple Tasks
Overconfidence
Vague or Interpretive Guidance
First Shift/Last Shift
Peer Pressure
Change/Off Normal
Physical Environment
Mental Stress (Home or Work)

Effective Communication
Questioning Attitude
Placekeeping
Self Check
Peer Check
Knowledge
Procedures
Job Briefing
Coaching
Turnover

VERIFIED BY

DATE

TIME

FORM TITLE:

VERIFICATION COVER SHEET

FORM NO.
1000.006A

CHANGE NO.
050-00-0

ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

Page 1

TITLE: ASSIGNMENT OF PERSONNEL TO THE EMERGENCY RESPONSE ORGANIZATION	DOCUMENT NO. 1903.003	CHANGE NO. 015-00-0 5/12/03
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AFFECTED UNIT: <input checked="" type="checkbox"/> UNIT 1 <input checked="" type="checkbox"/> UNIT 2	<input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> ELECTRONIC DOCUMENT <input type="checkbox"/> WORK PLAN, <input type="checkbox"/> EXP. DATE	SAFETY-RELATED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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TYPE OF CHANGE: <input type="checkbox"/> NEW <input type="checkbox"/> REVISION	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> EZ	<input type="checkbox"/> TC <input type="checkbox"/> DELETION EXP. DATE: _____
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- DOES THIS DOCUMENT:**
- | | | |
|--|------------------------------|--|
| 1. Supersede or replace another procedure?
(If YES, complete 1000.006B for deleted procedure.) (OCAN058107) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. Alter or delete an existing regulatory commitment?
(If YES, coordinate with Licensing before implementing.) (OCNA128509)(OCAN049803) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 3. Require a 50.59 review per LI-101? (See also 1000.006, Attachment 15)
(If 50.59 evaluation, OSRC review required.) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 4. Cause the MTCL to be untrue? (See Step 8.5 for details.)
(If YES, complete 1000.009A) (1CAN108904, 0CAN099001, 0CNA128509, 0CAN049803) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 5. Create an Intent Change?
(If YES, Standard Approval Process required.) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 6. Implement or change IPTE requirements?
(If YES, complete 1000.143A. OSRC review required.) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 7. Implement or change a Temporary Alteration?
(If YES, then OSRC review required.) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

Was the Master Electronic File used as the source document? ☒ YES ☐ NO

INTERIM APPROVAL PROCESS	STANDARD APPROVAL PROCESS
ORIGINATOR SIGNATURE: (Includes review of Att. 13) DATE: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Print and Sign name: _____ PHONE #: _____ SUPERVISOR APPROVAL: _____ DATE: _____ SRO UNIT ONE:** _____ DATE: _____ SRO UNIT TWO:** _____ DATE: _____ </div>	ORIGINATOR SIGNATURE: (Includes review of Att. 13) DATE: 5/19/03 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Print and Sign name: Roger Freeman PHONE #: 4994 INDEPENDENT REVIEWER: _____ DATE: 5/13/03 ENGINEERING: N/A DATE: _____ QUALITY: N/A DATE: _____ UNIT SURVEILLANCE COORDINATOR (OCNA049803): _____ DATE: _____ SECTION LEADER: _____ DATE: 5/14/03 QUALITY ASSURANCE: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ OTHER SECTION LEADERS: _____ DATE: _____ </div>
Interim approval allowed for non-intent changes requiring no 50.59 evaluation that are stopping work in progress. Standard Approval required for intent changes or changes requiring a 50.59 evaluation. *If change not required to support work in progress, Department Head must sign. **If both units are affected by change, both SRO signatures are required. (SRO signature required for safety related procedures only.)	
OSRC CHAIRMAN/TECHNICAL REVIEWER: (OCNA049312) DATE: 5/15/03 FINAL APPROVAL: _____ DATE: 5/21/03 REQUIRED EFFECTIVE DATE: 6/3/03	

FORM TITLE: PROCEDURE/WORK PLAN APPROVAL REQUEST	FORM NO. 1000.006B	CHANGE NO. 051-00-0
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**ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE**

**TITLE: ASSIGNMENT OF PERSONNEL TO THE
EMERGENCY RESPONSE ORGANIZATION**

DOCUMENT NO.
1903.003

CHANGE NO.
015-01-0

☒ **PROCEDURE**

☐ **WORK PLAN, EXP. DATE** _____

PAGE 1 **OF** 1

☐ **ELECTRONIC DOCUMENT**

TYPE OF CHANGE:

☐ **NEW**

☒ **PC**

☐ **TC**

☐ **DELETION**

☐ **REVISION**

☒ **EZ**

EXP. DATE: _____

AFFECTED SECTION:
(Include step # if applicable)

Page 2 of 10, step 3.2.1

DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)

Changed reference number and title. Should be NMM TQ-110 "Emergency Preparedness Training Program".

No 50.59 is required as per Attachment 15 of 1000.006.

FORM TITLE:

DESCRIPTION OF CHANGE

FORM NO.
1000.006C

CHANGE NO.
050-00-0

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NONE	

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1.0 PURPOSE

The purpose of this procedure is to identify the method for selection and assignment of individuals to fill positions in the Emergency Response Organization (ERO).

2.0 SCOPE

This procedure is applicable to the staffing of the Emergency Response Organization in the event of emergency situations involving Unit 1 and/or Unit 2. In general, other procedures discuss emergency actions and responsibilities in terms of position titles in the ERO, and the reader should refer to the Emergency Telephone Directory to identify the individuals who fill those positions. This approach is used in order to minimize the number of revisions that are necessary when the normal Arkansas Nuclear One organization is changed or when assignments to the ERO are modified.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

3.1.1 Emergency Plan

3.2 REFERENCES USED IN CONJUNCTION WITH THIS PROCEDURE:

3.2.1 NMM TQ-110, "Emergency Preparedness Training Program"

3.2.2 1903.064, "Emergency Response Facility - Control Room"

3.2.3 1903.065, "Emergency Response Facility - Technical Support Center (TSC)"

3.2.4 1903.066, "Emergency Response Facility - Operational Support Center (OSC)"

3.2.5 1903.067, "Emergency Response Facility - Emergency Operations Facility (EOF)"

3.3 RELATED AND PROCEDURES:

1903.002, "Assignment of Plant Emergency Teams/Group Members"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED THIS PROCEDURE: [BOLD] DENOTES COMMITMENTS.

3.4.1 Letter 0CAN128211 - (P-10862)Section 5.1, Attachment 2.

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4.0 DEFINITIONS

- 4.1 EMERGENCY RESPONSE ORGANIZATION (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. The ERO is staffed within approximately one hour of the declaration of an Alert, or higher, Emergency Class. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation. This organization normally functions under the direction of the EOF Director.
- 4.2 LETTER OF SELECTION - A memorandum of notification from the Manager, Training and Emergency Planning to an individual which documents their selection for a proposed assignment to an ERO position. This letter also informs the individual that the Emergency Planners will contact them to arrange the appropriate training.
- 4.3 LETTER OF ASSIGNMENT - A memorandum of notification from the General Manager, Plant Operations to an individual which documents the assignment of the individual to an ERO position.
- 4.4 LETTER OF SUSPENSION - A memorandum of notification from the General Manager, Plant Operations to an ERO individual which documents the suspension of the individual who failed to meet the procedural training requirements.
- 4.5 LETTER OF REINSTATEMENT - A memorandum of notification from the General Manager, Plant Operations to an ERO individual which documents the reinstatement of the individual to their previous ERO position upon completion of the procedural training requirements.
- 4.6 LETTER OF TERMINATION - A memorandum of notification from the General Manager, Plant Operations to an ERO individual which documents the permanent termination of the individual from their ERO assignment.

5.0 RESPONSIBILITY AND AUTHORITY

- [5.1 EMERGENCY PLANNER(S) - RESPONSIBLE TO ENSURE THAT PERSONNEL ARE NOTIFIED, BY LETTER, OF THE FOLLOWING:
 - 5.1.1 the selection of personnel to fill an ERO position
 - 5.1.2 the formal assignment of personnel to an ERO position
 - 5.1.3 the suspension of personnel in the ERO.
 - 5.1.4 the reinstatement of personnel into the ERO.
 - 5.1.5 the termination of personnel from an ERO position]

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- 5.2 Manager, Training and Emergency Planning - Responsible for issuing a Letter of Selection to individuals selected by management to fill an ERO position. A sample Letter of Selection is shown in Attachment 1.
- 5.3 General Manager, Plant Operations - Responsible for issuing Letters of Assignment, Suspension, Reinstatement and Termination from the ERO.
- 5.4 Individuals selected for or assigned to an ERO position are responsible for the following actions:
 - 5.4.1 Coordinate with the Training Department to complete initial training and annual retraining as required.
 - 5.4.2 Upon receipt of notification, respond as instructed in the Letter of Assignment.
 - 5.4.3 In the event an individual assigned to an ERO position cannot comply with 5.4.1 and 5.4.2 above, the individual is responsible for notifying his/her immediate supervisor and the Emergency Planning Supervisor and requesting a change of assignment. Individuals who fail to meet the procedural training requirements are issued Letters of Suspension (See Attachment 3).
 - 5.4.4 Individuals who have previously been suspended from the Emergency Response Organization (ERO) will be issued a Letter of Reinstatement upon completion of the required training (see Attachment 4).
 - 5.4.5 An individual may be relieved of his/her emergency response duties by formal Letter of Termination (See Attachment 5).

6.0 INSTRUCTIONS

- 6.1 The ANO Emergency Response Organization is described in detail in Section B of the Emergency Plan.
- 6.2 The assignment of individuals within the Emergency Response Organization (to the extent possible) is based on their area of expertise as well as their normal job functions.
- 6.3 The assignment of individuals to the ERO as identified in this procedure is intended primarily to ensure that an individual can be contacted to fill each position and to staff the position during protracted operations.

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- 6.4 The names of individuals with assignments to positions in the ERO are identified in the Emergency Telephone Directory.
- 6.5 The phone numbers and other numbers for contacting members of the ERO are also provided in the Emergency Telephone Directory.
- 6.6 The primary response locations of members of the Emergency Response Organization are outlined in the facility procedures referenced in Section 3.2 of this procedure.

7.0 ATTACHMENTS AND FORMS

7.1 ATTACHMENTS

- 7.1.1 Attachment 1 - "Letter of Selection"
- 7.1.2 Attachment 2 - "Letter of Assignment"
- 7.1.3 Attachment 3 - "Letter of Suspension"
- 7.1.4 Attachment 4 - "Letter of Renstatement"
- 7.1.5 Attachment 5 - "Letter of Termination"

7.2 FORMS

None

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ATTACHMENT I

LETTER OF SELECTION

Date: July X, 199X

Number: RER-91-

Office: Nuclear Operations

To:

From: Manager, Training and Emergency Planning

Subject: Emergency Planning
Notification of Selection For ERO Position

You have been selected to fill a position in the Emergency Response Organization (ERO). Emergency Planning Training Personnel will contact you to coordinate the required training for this position. Upon successful completion of the training requirements, the General Manager, Plant Operations will issue you a formal Letter of Assignment to the ERO. If you have any questions concerning your selection for assignment to the ERO, please contact the Emergency Planning Supervisor.

EAF/WRG/sjc

cc: E. P. Supv.
Selectee's Supervisor
ANO-DCC

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**[ATTACHMENT 2
LETTER OF ASSIGNMENT]**

Date: July X, 199X

Number: ANO-91-

Office: Nuclear Operations

To:

From: General Manager, Plant Operations

Subject: Emergency Planning
ERO Letter of Assignment

In accordance with ANO procedure 1903.003, "Assignment of Personnel to the Emergency Response Organization", effective immediately, you are being assigned to the ANO Emergency Response Organization (ERO) in the position of _____. This organization is activated to respond to emergencies at Arkansas Nuclear One. The duties, responsibilities, and tasks associated with this position are outlined in procedure _____.

In order to perform your assigned duties and responsibilities, you are being given the commensurate authority to carry out those responsibilities.

Please indicate your acceptance of this position by signing in the space provided below and return this letter to the Emergency Planning Supervisor.

If you have any further questions concerning this assignment, please contact me.

ECE/sjc

cc: E. P. Supv.
Assignee's Supervisor
ANO-DCC

ACCEPTED BY _____ DATE _____

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ATTACHMENT 3

LETTER OF SUSPENSION

Date: December X, 199X

Number: ANO-91-

Office: Nuclear Operations

To:

From: General Manager, Plant Operations

Subject: Emergency Planning
ERO Letter of Suspension

Emergency Planning training records indicate that you did not attend the required training during 199X to maintain your qualifications to serve in the Emergency Response Organization (ERO). Effective December X, 199X, your assignment as a _____ has been suspended. Upon completion of the required training, you will be reinstated in the ERO. Please contact Emergency Planning to schedule the necessary training.

ECE/sjc

cc: Supervisor/Manager of Suspended Individual
E.P. Supervisor
ANO-DCC

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ATTACHMENT 4

LETTER OF REINSTATEMENT

Date: January X, 199X

Number: ANO-91-XXXXX

Office: Nuclear Operations

To:

From: General Manager, Plant Operations

Subject: Emergency Planning
ERO Letter of Reinstatement

On December X, 199X, you were issued a Letter of Suspension from the Emergency Response Organization (ERO). Emergency Planning training records indicate that you successfully completed the required training on January X, 199X, for reinstatement in the ERO. Effective immediately, you are reinstated in the ERO to the position of _____. Please contact Emergency Planning if you have any questions pertaining to this reinstatement.

ECE/sjc

cc: Supervisor/Manager of Reinstated Individual
E. P. Supervisor
ANO-DCC

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ATTACHMENT 5

LETTER OF TERMINATION

Date: July X, 199X

Number: ANO-91-

Office: Nuclear Operations

To:

From: General Manager, Plant Operations

Subject: Emergency Planning
ERO Letter of Termination

Effective immediately, you are relieved of your duties as _____ in the Emergency Response Organization (ERO).

ECE/sjc

cc: E. P. Supv.
Individual's Supervisor
Manager, Training and Emergency Planning
ANO-DCC