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Name: GERLACH*ROSE M   EMPL#: 28401   CA#: 0363

Address: NUCSA2

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103 - 103 - OPERATIONS (OPS) COORDINATOR: EMERGENCY PLAN-POSITION SPECIFIC
PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 06/24/2003

ADD   MANUAL TABLE OF CONTENTS DATE: 06/26/2003

CATEGORY: PROCEDURES   TYPE: EP
ID: EP-PS-103
REMOVE: REV: 5

ADD: REV: 6

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PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
TSC OPERATIONS COORDINATOR: Emergency Plan Position-Specific Instruction		EP-PS-103 Revision 6 Page 1 of 3

QUALITY CLASSIFICATION:

( ) QA Program   (X) Non-QA Program

APPROVAL CLASSIFICATION:

( ) Plant   ( ) Non-Plant

(X) Instruction

EFFECTIVE DATE: _6-26-2003_

PERIODIC REVIEW FREQUENCY: ___2 Years___

PERIODIC REVIEW DUE DATE: _6-26-2005_

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	4
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
Prepare to take over the task of managing the emergency for the Emergency Director.	TAB H	0

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 recommended a change in classification or see conditions that suggest a change is imminent, tell the Shift Manager/ Emergency Director (SS/ED).
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. If the TSC Emergency Director has taken control of the Emergency from the Shift Manager, prepare the TSC to take over control of the Emergency.	7a.	Proceed to Tab H and prepare the TSC for turnover.
8. Succeed the Emergency Director as required.	8a.	If the Emergency Director becomes unable to perform his functions during the emergency and another Emergency Director is not present, assume the duties of Emergency Director.
	8b.	Ensure a replacement Emergency Director is immediately called to the TSC.

SPECIFIC TASKS:		HOW:	
9.	Remain aware of personnel/staffing requirements.	9a.	Essential personnel are: • Operations • Maintenance • Health Physics • Chemistry • Security • NERO members
		9b.	Essential personnel can be released to ensure adequate relief staffing if not needed for initial mitigation actions.

MAJOR TASK:

Prepare the TSC to take over the task of managing the emergency for the Emergency Director.

SPECIFIC TASKS:	**HOW:**
1. Determine plant status.	1a. Report to Control Room.
	1b. Receive turnover from Shift Manager.

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HELP

**Control Room/TSC
Turnover Checklist
See TAB 5**

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2. Prepare TSC to assume overall management of the emergency.	2a. Verify key Coordinators have arrived in the TSC:

    (1)   Operations Coordinator
    (2)   Damage Control Team Coordinator
    (3)   Rad Protection Coordinator
    (4)   TSC Coordinator
    (5)   TSC NRC Communicator
    (6)   Security Coordinator

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HELP

**Emergency Organization
See TAB 2**

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2b.   Provide essential information to key Coordinators on the event board on the turnover information from step 1b.

SPECIFIC TASKS:	HOW:
	2c. Review with the Emergency Director in the Control Room turnover to the TSC of the listed activities:
	(1) Offside Notification (TSC Communicator)
	(2) Dose Projection (Rad Protection Coordinator)
	(3) Emergency Teams (Damage Control Team Coordinator)
	(4) Emergency Classification (Technical Support and Operations Coordinator)
	(5) Protective Action Recommendations (Rad Protection Coordinator)
3. Activate the TSC.	3a. With concurrence from Emergency Director, activate the TSC.
	3b. Make a PA announcement when the "TSC is in control of the emergency."
	NOTE: **This responsibility can be delegated to the TSC Communicator.**
4. Brief TSC Personnel on Emergency Situation.	
5. Perform external notifications unless they will be done by the ED.	5a. Notify Public Information Manager of plant status.
	5b. Notify Senior Vice President-Generation and Chief Nuclear Officer or VP-Nuclear Operations. Request they notify other managers as appropriate.