

**MANUAL HARD COPY DISTRIBUTION  
DOCUMENT TRANSMITTAL 2003-30787**

---

**USER INFORMATION:**

---

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

Address: NUCSA2

Phone#: 254-3194

**TRANSMITTAL INFORMATION:**

---

TO: GERLACH\*ROSE M      06/27/2003

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:

100 - 100 - EMERGENCY DIRECTOR/CONTROL ROOM: 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-100

REMOVE:      REV: 17

ADD:      REV: 18

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	
EMERGENCY DIRECTOR, CONTROL ROOM: Emergency Plan Position-Specific Instruction			EP-PS-100 Revision 18 Page 1 of 4
<b>QUALITY CLASSIFICATION:</b> ( ) QA Program    (X) Non-QA Program		<b>APPROVAL CLASSIFICATION:</b> ( ) Plant    ( ) Non-Plant (X) Instruction	
EFFECTIVE DATE: <u>6-26-2003</u> PERIODIC REVIEW FREQUENCY: <u>Two Years</u> PERIODIC REVIEW DUE DATE: <u>6-26-2005</u>			
<b>RECOMMENDED REVIEWS:</b> All			
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Manager-Nuclear Operations</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>V.P.-Nuclear Operations</u>			

**EMERGENCY DIRECTOR (ED) - CONTROL ROOM:**

Emergency Plan Position-Specific  
Procedure

---

<b>WHEN:</b>	Anytime a non-routine event is occurring
<b>HOW NOTIFIED:</b>	On shift
<b>REPORT TO:</b>	Duty Manager
<b>WHERE TO REPORT:</b>	Control Room

**OVERALL DUTY:**

Take charge of the plant from the Control Room during an emergency condition, assigning duties and directing operations as necessary to return to a safe plant condition (NDAP-QA-300).

**MAJOR TASKS:**

**TAB:**

**REVISION:**

<b>Classify the emergency as conditions indicate.</b>	<b>TAB A</b>	<b>9</b>
<b>Manage the UNUSUAL EVENT.</b>	<b>TAB B</b>	<b>14</b>
<b>Manage the ALERT EMERGENCY.</b>	<b>TAB C</b>	<b>12</b>
<b>Manage the SITE AREA EMERGENCY.</b>	<b>TAB D</b>	<b>14</b>
<b>Manage the GENERAL EMERGENCY.</b>	<b>TAB E</b>	<b>13</b>
<b>Manage the Site Specific Security threats or other Security EAL conditions.</b>	<b>TAB G</b>	<b>4</b>
<b>Determine if there is a non-routine Radiological Release in Progress.</b>	<b>TAB H</b>	<b>0</b>

**SUPPORTING INFORMATION:**

---

**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Brief Non-Technical Description of EAL's	TAB 3
Emergency Classification	TAB 4
Public Protective Action Recommendation Guide	TAB 5
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 6
Personnel Accountability	TAB 7
Restoration Organization Guidelines	TAB 8
Emergency Forms	TAB 9
o Potassium Iodine (KI) Tracking Form	
o Emergency Notification Report	
o Protective Action Recommendation State Notification Form	

**REFERENCES:**

---

ICRP Publication 28, The Principles and General Procedures for Handling Emergency and Accidental Exposures of Workers. International Commission on Radiation Protection. (1978)

NCRP Report 39, Basic Radiation Protection Criteria, National Council on Radiation Protection and Measurements. (1971)

NCRP Report 55, Protection of the Thyroid Gland in the Event of Releases of Radioiodine, National Council on Radiation Protection and Measurements. (1977)

SSES Emergency Plan Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. (1979)

NDAP-QA-1190, Nuclear Department Radiation Protection Program and Policies

NDAP-QA-1191, ALARA Policy and Program

IE Notice, 83-28

NUMARC Graded Response Study

NUREG-0654, Planning Standards and Evaluation Criteria

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

SP-00-308, Emergency Medical Response, Search/Rescue

Letter dated February 25, 2002, from Samuel J. Collins, Director, Office of Nuclear Reactor Regulations, to Robert G. Byram, Senior Vice President and Chief Nuclear Officer.

**MAJOR TASK:**

Classify the emergency as conditions indicate.

**SPECIFIC TASKS:**

**HOW:**

1. Evaluate information.

1a. Obtain updated information from:

- (1) STA for rad release \_\_\_\_\_
- (2) US for plant status. \_\_\_\_\_
- (3) SCC for security events. \_\_\_\_\_

2. Choose most appropriate Emergency Classification level from Emergency Classification Matrix.

**HELP**

**Emergency Classifications**  
**See TAB 4.**

2a. Refer to the EAL Bases Document for additional guidance particularly for additional information you may need from non-Control Room personnel to assist in classification.

2b. If no EAL's are applicable to the current situation be sure to review the General Criteria EAL 4.

3. Manage all Security EAL's.

3a. Go to Tab "G."

4. Immediately go to appropriate classification TAB for all other EALs.

**"EMERGENCY CLASSIFICATION LEVELS"**

UNUSUAL EVENT	TAB "B"	_____
ALERT	TAB "C"	_____
SITE AREA	TAB "D"	_____
GENERAL	TAB "E"	_____

5. If a non-routine radiological release is in progress, but the criteria for entry to an emergency classification is not exceeded, ensure that an off-site Dose Calculation is performed.

5a. Notify HP at Unit 2 Control Point. Request that a Dose Calculator report to the Control Room. The Dose Calculator should perform one calculation if the release rate is below TRM limits; multiple calculations may be required if release rates are above TRM limits.

**MAJOR TASK:**

Manage the UNUSUAL EVENT.

**SPECIFIC TASKS:**

**HOW:**

1. Document and communicate the Emergency Classification.

- 1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. \_\_\_\_\_
- (2) Emergency classification. \_\_\_\_\_
- (3) Time of classification. \_\_\_\_\_

2. Appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. Appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO if desired or request notification of Key Managers.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and Approve the ENR Form transmitted by the Emergency Plan Communicator.

- 4a. Review the ENR form with the E Plan communicator.

5. Approve Press Releases.

- 5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

**SPECIFIC TASKS:**

**HOW:**

6. Consider activation of NERO at the UNUSUAL EVENT unless the event is expected to be short duration or minimal impact.

6a. Instruct NRC Communicator to activate NERO or initiate Notification of Key Managers through Security.

7. If NERO is not activated, Initiate additional notifications.

7a. Direct any NRC Communicator to perform the following notification:

Within two hours of declaration,  
transmit the emergency classification to off-site agencies:

Institute of Nuclear Power  
(INPO) \_\_\_\_\_

Pennsylvania Rural Electric  
Assn. \_\_\_\_\_

American Nuclear Insurers  
(ANI) \_\_\_\_\_

PPL Insurance Group \_\_\_\_\_

**NOTE:**

Phone numbers are contained in  
the NRC Communicator's  
procedure, EP-PS-135.

8. Manage the emergency.

8a. Establish priorities and monitor:

(1) Plant Status \_\_\_\_\_

(2) Plant priorities \_\_\_\_\_

(3) Corrective actions \_\_\_\_\_

(4) Radiological releases \_\_\_\_\_

9. Manage the emergency until relieved by another qualified Emergency Director.

6a. Establish priorities and monitor:

(1) Plant Status \_\_\_\_\_

(2) Plant priorities \_\_\_\_\_

(3) Corrective actions \_\_\_\_\_

(4) Radiological releases \_\_\_\_\_

10. The relieving Emergency Director should implement this procedure until relieved by the TSC.

7a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.



**SPECIFIC TASKS:**

**HOW:**

- |  |   |
|--|---|
| 11. Contact Security to <b>Initiate</b> emergency medical response, search and rescue when required.   | 11a. Reference SP-00-308<br>(Emergency Medical Response, Search/Rescue)   |
| 12. If a non-routine radiological release is suspected/in progress, <b>Initiate</b> off-site dose calculations.  | 12a. Notify Health Physics that off-site dose calculations are required.  |
| <b>NOTE:</b><br>See Tab H for additional information on determining if there is a non-routine release in progress.   | 12b. Notify Health Physics to prepare for and dispatch OSCAR.   |
| 13. Consider the need to obtain a coolant sample.  | 13a. Notify Chemistry to obtain a coolant sample via EP-PS-115.   |
| 14. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.  | 14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.   |
| 15. When contacted, brief the PUBLIC INFO. MANAGER, Duty Manager and Recovery Manager.   | 15a. Brief concerning:<br>(1) Plant status<br>(2) Radiological condition<br>(3) Emergency Classification Level  |
| 16. Evaluate the need for local/RCA evacuation.  | 16a. Instruct available Control Room Personnel to announce evacuation.  |
| 17. Evaluate the need for accountability.<br><br><b>NOTE (1):</b><br>Accountability is <u>optional</u> at the Unusual Event Level.<br><br><b>NOTE (2):</b><br>Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered. | 17a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)<br><br><br>17b. Notify Security of any Operations personnel that are in the plant. |

**SPECIFIC TASKS:**

**HOW:**

18. If plant conditions change, reclassify emergency and enter appropriate tab for classification level.
- FOR UPGRADING EMERGENCY
 

ALERT	TAB "C"
SITE AREA	TAB "D"
GENERAL	TAB "E"

19. Transfer Emergency Management duties to TSC Emergency Director if TSC is staffed.

20. IF a decision to downgrade or terminate the emergency is made, perform the following:

21. Generate an ENR form terminating the event.

22. Emergency termination:  
(1) Return OPS to normal organization.

**HELP**

**Emergency Classifications**  
**See TAB 4**

- 19a. Review the following with TSC Emergency Director:
- (1) Classification of Emergency
  - (2) Radiological conditions in-plant/offsite/projected
  - (3) Priorities and corrective actions taken
  - (4) Plant status
  - (5) Offsite Notifications

- 19b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

- 20a. Confirm with (if possible):
- (1) VP-Nuclear Operations \_\_\_\_\_
  - (2) Duty Manager \_\_\_\_\_
  - (3) NRC (optional for UE) \_\_\_\_\_
  - (4) DEP/BRP \_\_\_\_\_  
(optional for UE)

- 20b. Obtain approval from Senior Management prior to implementation. \_\_\_\_\_
- (1) Sr. VP & CNO OR
  - (2) VP-Nuclear Operations

- 21a. Review the ENR form with the E Plan Communicator and direct him to make offsite notifications.

- 22a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. \_\_\_\_\_

**MAJOR TASK:**

Manage the ALERT EMERGENCY.

**SPECIFIC TASKS:**

**HOW:**

1. Document and communicate the Emergency Classification.

- 1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. \_\_\_\_\_
- (2) Emergency classification. \_\_\_\_\_
- (3) Time of classification. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve the ENR form to be transmitted by the E Plan Communicator.

- 4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

5. Approve Press Releases.

- 5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

SPECIFIC TASKS:	HOW:
6. Manage the emergency until relieved by another qualified Emergency Director.	6a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
7. The relieving Emergency Director should implement this procedure until relieved by the TSC.	7a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
8. Contact Security to Initiate emergency medical response, search and rescue when required.	8a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
9. Initiate Core Damage Assessment.	9a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
10. If a non-routine radiological release is suspected/in progress, initiate off-site dose calculations.	10a. Notify Health Physics that off-site dose calculations are required. _____
NOTE: See Tab H for additional information on determining if there is a non-routine release in progress.	10b. Notify Health Physics to prepare for and dispatch OSCAR. _____
11. Consider the need for emergency exposure considerations/KI tablet issuance.	<div data-bbox="1174 1357 1257 1385">HELP</div> <hr/> <div data-bbox="979 1395 1455 1527">PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide See TAB 6</div> <hr/>
12. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.
13. When contacted, brief the following managers of events: - Duty Manager - Public Info Manager - Recovery Manager	13a. Brief Managers on: (1) Plant status (2) Radiological condition (3) Emergency Classification Level

**SPECIFIC TASKS:**

**HOW:**

14. If plant conditions change, reclassify emergency and enter appropriate tab for classification level.

- For UPGRADING Emergency:  
SITE AREA TAB "D"  
GENERAL TAB "E"

15. Evaluate the need for local/RCA evacuation.

16. Evaluate the need for accountability.

**NOTE (1):**

Accountability is optional at the Alert Level.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

17. Transfer Emergency Management duties to the TSC.

18. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

**HELP**

**Emergency Classifications**  
**See TAB 4**

- 15a. Instruct available Control Room Personnel to announce evacuation.

- 16a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

- 16b. Notify Security of any Operations personnel that are still in the plant.

- 17a. Review the following with TSC Emergency Director or with the Operations Coordinator:

- (1) Classification of Emergency \_\_\_\_\_
- (2) Radiological conditions in-plant/offsite/projected \_\_\_\_\_
- (3) Priorities and corrective actions taken \_\_\_\_\_
- (4) Plant status \_\_\_\_\_
- (5) Offsite Notifications \_\_\_\_\_

- 17b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

**SPECIFIC TASKS:**

**HOW:**

19. Emergency Termination  
(1) Return Ops to normal organization  
OR  
(2) Recommend creating a restoration organization

- 19a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.
- 19b. Recommend to TSC Emergency Director or Recovery Manager to establish a restoration organization  
- See TAB 8 "Restoration Organization Guide"

**— HELP**

**Restoration Organization Guidelines**  
**See TAB 8**

**MAJOR TASK:**

Manage the SITE AREA EMERGENCY.

**SPECIFIC TASKS:**

**HOW:**

1. Document and communicate the Emergency Classification.

- 1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. \_\_\_\_\_  
(2) Emergency classification. \_\_\_\_\_  
(3) Time and date of classification. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve the ENR form to be transmitted by the Emergency Plan Communicator.

- 4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

5. Approve Press Releases.

- 5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

SPECIFIC TASKS:	HOW:
6. Consider the need for emergency exposure considerations/KI tablet issuance.	<div data-bbox="1125 434 1207 461">HELP</div> <div data-bbox="835 472 1496 608"> <b>PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide</b>  See TAB 6 </div>
7. Manage the emergency until relieved by a qualified Emergency Director.	7a. Establish priorities and monitor: <div data-bbox="935 678 1496 821"> (1) Plant Status _____  (2) Plant priorities _____  (3) Corrective actions _____  (4) Radiological releases _____ </div>
8. The relieving Emergency Director should implement this Procedure until relieved by the TSC.	8a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
9. Contact Security to Initiate emergency medical response, search and rescue when required.	9a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
10. Initiate Core Damage Assessment.	10a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
11. If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.	11a. Notify Health Physics that off-site dose calculations required. _____
NOTE: See Tab H for additional information on determining if there is a non-routine release in progress.	11b. Notify Health Physics to prepare for and dispatch OSCAR. _____
12. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. _____



**SPECIFIC TASKS:**

**HOW:**

13. Initiate accountability, if not performed earlier.

**NOTE (1):**

Accountability is required at the Site Area Emergency.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

14. Initiate Site Evacuation.

- 13a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

- 13b. Notify Security of any Operations personnel that are still in the plant.

- 14a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

- 14b. Initiate ENR form indicating a Site Evacuation was initiated.

- 14c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

15. When contacted, brief the following managers of events:

- Duty Manager
- Recovery Manager
- Public Info Manager

- 15a. Brief Managers on:

- (1) Plant status
- (2) Radiological condition
- (3) Emergency classification level

16. If plant conditions change, reclassify emergency and enter appropriate tab for classification level:

- For UPGRADING emergency:  
GENERAL TAB "E"

17. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

**HELP**

**Emergency Classifications**  
See TAB 4

**SPECIFIC TASKS:**

**HOW:**

18. Transfer Emergency Management duties to the TSC.

18a. Review the following with TSC Emergency Director or with the Operations Coordinator:

- (1) Classification of Emergency \_\_\_\_\_
- (2) Radiological conditions in-plant/ offsite/projected \_\_\_\_\_
- (3) Priorities and corrective actions taken \_\_\_\_\_
- (4) Plant status \_\_\_\_\_
- (5) Offsite Notifications \_\_\_\_\_

18b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete. \_\_\_\_\_

19. Emergency Termination

(1) Return Ops to normal organization

OR

(2) Recommend creating a restoration organization

19a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. \_\_\_\_\_

19b. Recommend to TSC Emergency Director or Recovery Manager to establish a restoration organization  
- See TAB 8 "Restoration Organization Guide"

**HELP**

**Restoration Organization Guidelines**  
**See TAB 8**

**MAJOR TASK:**

Manage the GENERAL EMERGENCY.

**SPECIFIC TASKS:**

**HOW:**

1. Document and communicate the Emergency Classification.

- 1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. \_\_\_\_\_
- (2) Emergency classification. \_\_\_\_\_
- (3) Time and date of classification. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve ENR form to be transmitted by the Emergency Plan Communicator.

- 4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

5. When a General Emergency is declared, make Protective Action Recommendation (PAR) within 15 minutes.

- 5a. Go to TAB 5 "Public Protective Action Recommendation Guide." \_\_\_\_\_

**SPECIFIC TASKS:**

**HOW:**

**HELP**

**Protective Action Recommendation  
Flowcharts  
See TAB 5**

- 5b. Choose appropriate PAR. \_\_\_\_\_
- 5c. Shift Manager/ED shall notify the Senior State Official, using the PAR State Notification Form, at 717-651-2148. \_\_\_\_\_

**HELP**

**Protective Action Recommendation  
State Notification Form  
See TAB 9**

6. Approve Press Release prior to issuance.
7. Communicate the need for employee emergency exposure considerations/KI tablet issuance.

- 6a. Verbal approval is acceptable for Press Releases. \_\_\_\_\_

**NOTE:**

Twelve vials of Potassium Iodide, (KI), are stored in the cabinet outside the Control Room kitchen area and one hundred vials are stored in the Health Physics Instrument Shop.

**HELP**

**PPL Emergency Personnel Dose  
Assessment And Protective Action  
Recommendation Guide  
See TAB 6**

8. Manage the emergency until relieved by another qualified Emergency Director.

- 8a. Monitor and obtain updates on:
- (1) Plant Status \_\_\_\_\_
  - (2) Plant priorities \_\_\_\_\_
  - (3) Corrective actions \_\_\_\_\_
  - (4) Radiological releases \_\_\_\_\_

SPECIFIC TASKS:	HOW:
9. The Relieving Emergency Director should implement this procedure until relieved by the TSC.	9a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
10. If required, invoke the provisions of 10CFR 50.54X.	10a. In accordance with 10CFR 50.54X, operation outside the Technical Specifications shall only be taken in an emergency:  When action is immediately needed to protect the public health and safety and no action consistent with license conditions and Technical Specifications that can provide adequate or equivalent protection is immediately apparent, implement the provisions of OP-AD-001, step 6.2.6.
11. Contact Security to Initiate emergency medical response, search and rescue when required.	11a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
12. Initiate Core Damage Assessment.	12a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
13. If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.	13a. Notify Health Physics that off-site dose calculations required. _____
<b>NOTE:</b> See Tab H for additional information on determining if there is a non-routine release in progress.	13b. Notify Health Physics to prepare for and dispatch OSCAR. _____
14. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. _____

**SPECIFIC TASKS:**

**HOW:**

15. Initiate accountability, if not performed earlier.

**NOTE (1):**

Accountability is required at the Site Area Emergency or General Emergency.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

- 15a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

- 15b. Notify Security of any Operations personnel that are still in the plant.

16. Initiate Site Evacuation.

- 16a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

- 16b. Initiate ENR form indicating a Site Evacuation was initiated.

- 16c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

17. When contacted, brief the following managers of events:
- Duty Manager
  - Recovery Manager
  - Public Info Manager (if time permits)

- 17a. Brief Manager on:
- (1) Plant status
  - (2) Radiological condition
  - (3) Emergency classification level

18. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

**SPECIFIC TASKS:**

**HOW:**

19. **Transfer Emergency Management duties to the TSC.**

19a. Review the following with TSC Emergency Director or Operations Coordinator:

- (1) Classification of Emergency \_\_\_\_\_
- (2) Radiological conditions in-plant/offsite/projected \_\_\_\_\_
- (3) Priorities and corrective actions taken \_\_\_\_\_
- (4) Plant status \_\_\_\_\_
- (5) Offsite Notifications \_\_\_\_\_

20. **Emergency Termination**

- (1) **Return Ops to normal organization**  
**OR**
- (2) **Recommend creating a restoration organization**

20a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. \_\_\_\_\_

**HELP**

**Restoration Organization Guidelines**  
**See TAB 8**

**MAJOR TASK:**

Manage Site Specific Security Threat, or other Security EAL Conditions.

**SPECIFIC TASKS:**

**HOW:**

- |   |  |
|---|--|
| 1. Determine, document, and communicate emergency classification.               | 1a. Determine classification based on EAL. _____<br><br>1b. Determine appropriate actions based on guidance in this tab. _____<br><br>1c. Announce to Control Room personnel:<br>(1) I am assuming duties of Emergency Director. _____<br>(2) Emergency Classification is _____.<br>(3) Time of classification is _____. |
| 2. Appoint an Emergency Plan Communicator.                                      | 2a. Appoint an Emergency Plan Communicator to perform EP-PS-126 E Plan Communicator. _____   |
| 3. Appoint an NRC Communicator.   | 3a. The NRC Communicator should perform EP-PS-135. _____<br><br>• Activate NERO as directed by the Shift Manager/ED.<br><br>• Notify the NRC Residents.<br><br>• Activate the ERDS system within 60 minutes.<br><br>• Initiate NRC Communications within 60 minutes.   |
| 4. Generate and review ENR form to be transmitted with the E Plan Communicator. | 4a. Review the ENR form with the E Plan Communicator. _____  |



**SPECIFIC TASKS:**

**HOW:**

5. If security declares condition 4, site specific CREDIBLE threat.

5a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-135 Tab A-Task 1. \_\_\_\_\_

5b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. \_\_\_\_\_

5c. Evacuate site, initiate accountability per Tasks 12 and 13. \_\_\_\_\_

5d. Implement Tab B (at Task 5). \_\_\_\_\_

6. If security declares condition 4, site specific CREDIBLE INSIDER threat.

6a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-135 Tab A-Task 1. \_\_\_\_\_

6b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. \_\_\_\_\_

6c. Evacuate site, then initiate accountability per Tasks 12 and 13. \_\_\_\_\_

6d. Activate two-man rule per Task 14. \_\_\_\_\_

6e. Implement Tab B (at Task 5). \_\_\_\_\_

**SPECIFIC TASKS:**

**HOW:**

7. If security declares condition 4, site specific CREDIBLE IMMINENT threat.

**NOTE:**

If not already done, then perform steps 7a, 7b, 7c, 7d.

- 7a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-134 Tab A-Task 1. \_\_\_\_\_
- 7b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. \_\_\_\_\_
- 7c. Evacuate site, then initiate accountability per Tasks 12 and 13. \_\_\_\_\_
- 7d. Implement Tab C (at Task 6). \_\_\_\_\_

8. If security declares condition 4, site specific CREDIBLE IMMINENT INSIDER threat.

**NOTE:**

If not already done, then perform steps 8a, 8b, 8c, 8d.

- 8a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-134 Tab A-Task 1. \_\_\_\_\_
- 8b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. \_\_\_\_\_
- 8c. Evacuate site, then initiate accountability per Tasks 12 and 13. \_\_\_\_\_

SPECIFIC TASKS:	HOW:	
9. If security enters code Blue, Red, or Black.	8d. Activate two-man rule per Task 14.	_____
	8e. Implement Tab C (at Task 6).	_____
	9a. Declare appropriate emergency classification.	_____
10. For any act of sabotage.	9b. Enter appropriate Tab C, D, or E.	_____
	10a. Review security EAL series 16.	_____
	10b. Declare appropriate Emergency Classification.	_____
11. If Security declares other actual security condition 2/4/5.	10c. Enter appropriate Tab B, C, D, or E.	_____
	11a. Review event with security.	_____
	11b. Declare emergency classification if required.	_____
12. Evacuate non-essential personnel from site and initiate accountability when specified in Task 2, 3, 4, or 5.	11c. Enter appropriate Tab B, C, D, or E.	_____
	12a. Direct NRC Communicator to make page announcement in accordance with EP-PS-135 Tab A.	_____
13. Initiate accountability in about fifteen minutes or when evacuation is determined complete.	13a. Instruct available Control Room Personnel to initiate accountability (Refer to OP-AD-022.)	_____
14. Activate two-person rule for vital area access when specified by Task 6 or 8 as personnel become available <u>unless doing so will adversely impact personnel or plant or security as determined by the SSS or SM.</u>	14a. Call-out complete second shift of personnel:	_____
	(1) Operations.	_____
	(2) Chemistry	_____
	(3) Health Physics	_____
	(4) Security	_____

**SPECIFIC TASKS:**

**HOW:**

---

**14b. Establish two-person teams  
(line of sight)**

- (1) Instruct Unit Supervisor to establish two-person teams. \_\_\_\_\_
- (2) Instruct Security to establish two-man teams at gatehouse for facility access. \_\_\_\_\_
- (3) Instruct Accountability Area Leaders to establish two-person teams to report to the TSC. \_\_\_\_\_
- (4) Establish two-person teams with personnel that have similar qualifications if possible. \_\_\_\_\_
- (5) Direct that second person reports questionable behavior or actions or attempts to gain access to areas other than for assigned task to the Shift Manager/Unit Supervisor. \_\_\_\_\_

---

**MAJOR TASK:**

---

Determine if there is a non-routine Radiological Release in Progress.

---

**SPECIFIC TASKS:**

---

---

**HOW:**

---

1. Determine if there is a non-routine Radiological release in progress.

- 1a. There is a release in progress if \_\_\_\_\_  
ANY of the following are true:
- (1) Any release rates above Technical Specifications or Technical Requirements Manual limits, OR
  - (2) Entry into the Emergency Plan for the listed EALs:
    - 3 fuel Clad Degradation
    - 15 Radiological Effluents
    - 17 Spent Fuel Related Incident
    - 18 Steam Line Break
  - (3) Any radiological release to the environment, detected by effluent monitors or environmental monitoring, above normal levels and is attributable to a declared event, OR

**NOTE:**

Normal levels are the highest reading in the last 24 hours prior to the emergency, excluding the current peak value.

- (4) If the Shift Manager/ED/RM has reason to believe that an Unmonitored release is in progress even though plant indications are otherwise normal, OR
- (5) Entry into the E Plan under EAL 21 Dry Fuel Storage or EAL 16 Security Event, AND the Dry Storage Cask has been breached.

**SPECIFIC TASKS:**

**HOW:**

2. If there is a non-routine Radiological release in progress, perform the following actions.

(6) Initiation of SGBT System due to Radiological release.

2a. Provide that information on the ENR and instruct the Control Room and NRC communicators to transmit the information to offsite agencies.

2b. Direct on-shift Health Physics personnel to initiate dose calculations and field monitoring.