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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

116 - 116 - ADMINISTRATIVE (ADMIN) COORDINATOR: EMERGENCY PLAN-POSITION SPECIFIC PROCEDUE

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-116
REMOVE: REV:13

ADD: REV: 14

REMOVE: PCAF 2002-1389 REV: N/A

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
TSC ADMINISTRATIVE COORDINATOR: EMERGENCY-PLAN POSITION-SPECIFIC INSTRUCTION		EP-PS-116 Revision 14 Page 1 of 3

QUALITY CLASSIFICATION:	APPROVAL CLASSIFICATION:
( ) QA Program (X) Non-QA Program	( ) Plant ( ) Non-Plant (X) Instruction

EFFECTIVE DATE: 6-26-2003

PERIODIC REVIEW FREQUENCY: Two Years

PERIODIC REVIEW DUE DATE: 6-26-2005

RECOMMENDED REVIEWS:

All

Procedure Owner: Nuclear Emergency Planning

Responsible Supervisor: Primary TSC Administrative Coordinator

Responsible FUM: Supv.-Nuclear Emergency Planning

Responsible Approver: Primary Emergency Director

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ADMINISTRATIVE (ADMIN.) COORDINATOR: Emergency Plan-Position Specific Procedure

WHEN:	Technical Support Center (TSC) is activated
HOW NOTIFIED:	Pager/phone
REPORT TO:	Emergency Director (ED)
WHERE TO REPORT:	TSC

OVERALL DUTY:

Render level of support like normal - staffing, clerical, document, logistics, equipment, material, and safety, among others.

MAJOR TASKS:	TAB:	REVISION:
Make sure TSC is staffed and that staff accounted for, including clerical support.	TAB A	13
Assist in making sure all who fill positions in the TSC meet the "Fitness for Duty" requirements.	TAB B	0
See that shift turn over is managed smoothly.	TAB C	8
Notify people when there is a fatality.	TAB D	3
Make sure actions are taken to procure services, supplies, equipment, and additional personnel, as requested.	TAB E	5
Upon termination of the emergency, collect all documentation generated in the TSC from activation of the emergency plan.	TAB F	0

SUPPORTING INFORMATION:	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
TSC Access Log	TAB 4
Emergency Facility Form Flow	TAB 5
TSC Shift Schedule	TAB 6
TSC Moving Sign Instructions	TAB 7

REFERENCES:

SSES Emergency Plan

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

MAJOR TASK:

Make sure TSC is staffed and that staff is accounted for, including clerical support.

SPECIFIC TASKS:	HOW:
1. **Determine** if all Technical Support Center (TSC) personnel have been contacted.	1a. Reference the "Telenotification System" printout obtained from the TSC Security Coordinator. **NOTE:** **Failure of the paging system will require individual telephone calls to activate personnel in the "Nuclear Emergency Response Organization."**
2. **Call out** one additional Radiation Protection Coordinator to staff the position of HPN Communicator.	2a. Use the Nuclear Department Personnel On Call roster on the Intranet for the most up to date list. **NOTE:** **Before calling in someone to perform HPN Communicator responsibilities, check with the RPC if they have any particular person they may want to fulfill this position.**
3. Perform duties of Assembly Leader when Personnel Accountability is called.	3a. If the accountability reader is inoperable: (1). Complete an Accountability Roster (2). Give completed roster to the Security Coordinator. 3b. Record Accountability in the Log.

SPECIFIC TASKS:	HOW:
4. Assist the ED to insure that minimum activation staff has arrived.	4a. Determine that the following positions required for TSC Activation have arrived: ° Emergency Director ° Operations Coordinator ° Security Coordinator ° Rad Protection Coordinator ° TSC NRC Communicator (One) ° Damage Control Team Coordinator ° Technical Support Coordinator
5. Verify the following personnel have arrived within 60 minutes	5a. Determine that the following personnel required at 60 minutes have arrived. (Not required for TSC Activation): ° TSC Communicator (Second Communicator) ° Severe Accident Management Coordinator ° TSC Radio Communicator ° HP Specialist ° OSC Coordinator ° Core Thermal Hydraulic Engineer ° Electrical Engineer ° Mechanical Engineer ° 2 Rad. Monitoring Team personnel (they report to the West Building) ° 4 HP Technicians ° 1 Chem Tech ° 1 Electrician/I&C Technician or Electrical/I&C Foreman ° 1 Mechanic or Mech Foreman
6. Verify the following personnel have arrived within 90 minutes:	° 4 HP Technicians ° 1 Electrician/I&C Technician or Electrical/I&C Foreman
7. **Inform** ED of unfilled positions and estimated time these people will arrive at the TSC.	7a. Information available from Telenotification System printout.

SPECIFIC TASKS:	HOW:	
8. **Call in** personnel as required to staff the TSC, including clerical staff.		**HELP** **Nuclear Department On-Call List** **NOTE:** **The most up to date list is available by accessing the NERO on-call roster on the PPL Intranet**
9. **Make sure** clerical people have reported and are aware of their positions.		
10. **Synchronize** all clocks in the TSC to NBS (National Bureau of Standards) time.	9a.	Get correct time from the PICSY.
11. **Distribute** Coordinator Log Books.		
12. **Activate** TSC Moving Sign.		**HELP** **TSC Moving Sign Instructions** **See TAB 7**
13. **Post** TSC Staffing Board.		
14. Support emergency medical response search/rescue.	13a.	Reference SP-00-308, (Emergency Medical Response, Search/Rescue).

MAJOR TASK:

See that shift turn over is managed smoothly.

SPECIFIC TASKS:	HOW:
1. Make sure initial and, if necessary, long-term manning schedules are developed and managed effectively.	**NOTE:** **The listed personnel are considered essential and should not be evacuated:** ° **Operations** ° **Health Physics** ° **Maintenance** ° **Chemistry** ° **Security** ° **NERO Members** 1a. Meet with each Coordinator to develop the schedules for all emergency response functions. **NOTE:** **Ensure Fitness For Duty (FFD) requirements are met.** 1b. To develop the Initial Manning Schedule, follow these steps: (1) Establish and maintain two extended shifts until it is decided to either: (a) Terminate the emergency. (b) Go to another manning scheme, like three shifts a day or rotating alternates into the extended shifts. (2) The Primary and Relief Coordinators, (Contacts), should man the two extended shifts.

SPECIFIC TASKS: **HOW:**

(3) Determine who should fill the staff positions if no Primary or Relief Contacts have been designated for these positions.

(4) Shifts can be manned by a mixture of Primary and Relief Contacts, depending on who is on-call and who can be contacted.

(5) If either the Primary or Relief contact is unavailable, make sure the Alternate Contact assumes one of the shift positions.

(6) Initial manning may last from one day to several weeks, depending on the nature of the emergency.

(7) Provide shift overlap for all Coordinators and their staffs.

1c. To develop Long-term Manning Schedule, follow these steps:

(1) Establish a standard, three-shift rotation.

(a) Make sure one team is always off duty.

(b) See that the teams work three shifts over a twenty-four hour period.

(c) Cycle Primary, Relief, or Alternate Contacts through the long-term manning schedule, as appropriate.

SPECIFIC TASKS:	HOW:
	(d) If necessary to insure smooth turn over, add time at the beginning and/or end of a shift. (e) You may have to vary specific start times, depending on circumstances. **HELP** TSC Shift Schedule ~~See~~ TAB 6
2. When advised by ED, call in designated relief shift personnel.	2a. Advise responsible relief personnel what routes to take to the plant. 2b. To recall personnel evacuated from the site: (1) Personnel evacuated to a common location, attempt to contact that locations. (2) Nuclear Emergency Response Organization (NERO) attempt to contact via assigned NERO pager or cellular telephone. (3) Use the "Plant Staff Employee Telephone List" to contact personnel at their place of residence. (4) Consider using outside agencies, (television, radio news media, Penna. State Police, local law enforcement agencies), to assist in locating personnel and broadcasting recall messages.

SPECIFIC TASKS:	HOW:
3. Make sure all relief personnel are briefed on current emergency status and existing or potential radiological hazards.	3a. Relay pertinent information: (1) Concentrate on unsolved technical, radiological, communications, or administrative problems, as relevant. (2) Discuss in detail only that information that is directly related to their own function. (3) Review logbooks and status boards, as necessary.
4. Using manning schedules, call back-up personnel to replace absentees.	
5. If there are any schedule changes, make sure the affected parties are notified.	
6. Brief your relieving counterpart, on the status of both the emergency and shift turn over.	6a. Make sure your relieving counterpart is aware of: (1) All pertinent emergency information and data. (2) Initial and long-term manning schedules in the facility.

MAJOR TASK:

Make sure actions are taken to procure services, supplies, equipment, and additional personnel, as requested.

SPECIFIC TASKS:	HOW:
1. Make arrangements to feed site emergency personnel.	1a. Contact off-site vendors if possible. **NOTE:** **Emergency food rations are stored in the food locker, Lower Cable Spreading Room.**
2. Call out additional supplemental support needed to mitigate the emergency.	2a. Initiate via a telephone call or: 2b. Request Security to page the individual if he/she is assigned a pager.
3. Provide logistical support, as needed.	
4. When requested, provide information from the "INPO Emergency Resources Manual".	**NOTE:** **This manual provides member utility information and identifies technical expertise and specialized equipment that utilities and suppliers can provide in response to requests for emergency assistance.** 4a. To access the INPO Emergency Resources Manual: (1) Open your browser to INPO Web site and click on the following link: **http://www.inpo.org/library/INPODocs/ERManual/ERTOC.asp** **OR**

SPECIFIC TASKS:	HOW:
	(2) Access INPO Web page and select "Reference Library" button at the top of screen. Scroll down to the INPO/Academy Documents by subject section and select "Emergency Preparedness". Click on the red circle adjacent to Emergency Resources Manual in the table.