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TO: ~~GERLACH\*ROSE M~~ 06/27/2003

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

127 - 127 - TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR: 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-127

REMOVE:      REV:15

ADD:      REV: 16

REMOVE: PCAF 2003-1096 REV: N/A

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AD45

**PROCEDURE COVER SHEET**

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
<p align="center"><b>TSC EMERGENCY PLAN COMMUNICATOR EMERGENCY PLAN POSITION SPECIFIC INSTRUCTION</b></p>		<p align="center">EP-PS-127 Revision 16 Page 1 of 3</p>
<p><b>QUALITY CLASSIFICATION:</b> ( ) QA Program    (X) Non-QA Program</p>	<p><b>APPROVAL CLASSIFICATION:</b> ( ) Plant    ( ) Non-Plant (X) Instruction</p>	
<p align="center">EFFECTIVE DATE: <u>6-26-2003</u></p> <p align="center">PERIODIC REVIEW FREQUENCY: <u>Two Years</u></p> <p align="center">PERIODIC REVIEW DUE DATE: <u>6-26-2005</u></p>		
<p><b>RECOMMENDED REVIEWS:</b></p>		
<p>Procedure Owner: <u>Nuclear Emergency Planning</u></p> <p>Responsible Supervisor: <u>Manager-Nuclear Operations</u></p> <p>Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u></p> <p>Responsible Approver: <u>VP-Nuclear Operations</u></p>		

**TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR:**      Emergency Plan-Position  
Specific Procedure

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**WHEN:**            Technical Support Center (TSC) is activated  
**HOW NOTIFIED:**    Paged, 24 hours/day  
**REPORT TO:**        Operations Coordinator  
**WHERE TO REPORT:**    TSC

**OVERALL DUTY:**

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Summarize and transmit information about the emergency, until the EOF takes over communications.

<b><u>MAJOR TASKS:</u></b>	<b><u>TAB:</u></b>	<b><u>REVISION:</u></b>
Set up the communications function in the TSC then assume control from the Control Room Emergency Plan Communicator.	TAB A	10
When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.	TAB B	3
Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."	TAB C	11
Disseminate information about the emergency to on-site and off-site emergency organizations.	TAB D	8
DELETED	TAB E	
Turn over Emergency Notification Report responsibilities at an agreed upon time.	TAB F	6
Make sure functions that are in progress during shift relief are turned over smoothly.	TAB G	2

**SUPPORTING INFORMATION:**

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**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Emergency Classifications	TAB 4
Emergency Facility Form Flow	TAB 5
Brief Non-Technical Description of EAL	TAB 6
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Emergency Forms	TAB 8
o Protective Action Recommendation Form	
o Emergency Notification Report	
Notification Matrix - TSC Communicator	TAB 9
VHF Radio Instructions for Backup Communications	TAB 10

**REFERENCES:**

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SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

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

NUREG-0696, Functional Criteria for Emergency Response Facilities

Distribution Department Instruction I-505, SSES Sirens: Tests, Maintenance and Repairs

IE Notice 82-15  
IE Notice 85-62  
IE Notice 85-80

IE Notice 86-28  
IE Notice 86-97  
IE Notice 87-58

**MAJOR TASK:**

---

Set up the communications function in the TSC, then assume control from the Control Room Emergency Plan Communicator.

**SPECIFIC TASKS:**

**HOW:**

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1. Inform the Security Coordinator or Administrative Coordinator of your arrival.
2. Obtain a copy of the "Emergency Action Level Reference Manual."
3. If not done by the TSC NRC Communicator, call the designated agencies to ensure telephones are operational.

**NOTE:**

**Only the TSC NRC Communicator is required for TSC activation. The TSC E-Plan Communicator is required within 60 minutes.**

2a. Located on shelf in the TSC Library.

3a. Log all calls in the TSC E-Plan Communicator's Log, listing:

- (1) Time of telephone check(s).
- (2) Organization(s) contacted.
- (3) Name of person(s) spoken to.

**HELP**

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**TSC NOTIFICATION MATRIX**  
See TAB 9

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**HELP**

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**EMERGENCY TELEPHONE DIRECTORY**

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3b. Using one of the TSC communicator's telephones, (X 4936/4937), dial conference bridge "191" to verify conferencing communications are available with PEMA, CCDPS, LCEMA and MOC.

**SPECIFIC TASKS:**

**HOW:**

**NOTE:**

Do not wait for the MOC Communicator to answer; the facility may not be staffed yet.

**NOTE:**

If the "191" conference bridge is unavailable, the following back-up methods are available:

(1) Conference bridge "196"

(2) Individual agency telephone numbers

<b>PEMA</b>	<b>CCDPS</b>	<b>LCEMA</b>
X 4960	X 4955	X4906
X 4961	X 4956	X 4906

**OR**

**PEMA** 8-1-(717)-651-2001/2148

**CCDPS** 8-1-(570)-389-5720

**LCEMA** 8-1-(800)-821-3715

(3) VHF radio located on the Health Physics Radioman's desk, using channel one.

3c. Tell the answering party:

"This is \_\_\_\_\_ your name \_\_\_\_\_, in the Susquehanna SES Technical Support Center. Please state your name and agency. (Log the name, time, and agency, continuing with) "I am testing our communications line, no information will be relayed at this time."

3d. Inform the TSC NRC Communicator and Operations Coordinator that communications have been established, and you are ready to assume control.

**SPECIFIC TASKS:**

**HOW:**

4. Obtain a status report from the Emergency Plan and NRC Communicator.

4a. Contact the E-Plan Communicator in the Control Room and obtain the following information:

- 1) Latest ENR Form (Pink copy)
- 2) Status of the emergency
- 3) Copy of Senior State Official Notification form if one was issued.

4b. Attend the Emergency Director's briefing for a status update.

5. Provide the other TSC Communicator with a status report.

6. Confer with the Control Room E-Plan Communicator to decide when control of communications should be transferred to the TSC.

**NOTE:**

The Communicator should finish current cycle of notifications, so there is a "clean" break.

7. When you assume control of communications, notify the Emergency Director, Ops Coordinator, NRC Communicator, and Control Room E-Plan Communicator.

7a. Record time of transfer in your log.

8. Within 2 hours of Event Declaration, make additional notifications

8a. Notify the following of the event classification:

- Institute of Nuclear Power Operation (INPO)
- Pennsylvania Rural Electric Assn.
- American Nuclear Insurers
- PPL Insurance Group

**HELP**

**NRC/TSC Communication Phone  
Information  
See TAB 7**

**MAJOR TASK:**

---

When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.

**SPECIFIC TASKS:**

**HOW:**

---

1. When notified by the ED of a call for Personnel Accountability.

1a. Notify the Control Room to initiate the call for accountability.

1b. Document call in TSC E-Plan Communicator's Log.

2. If Accountability is called for after the TSC is manned, announce the call over the Plant PA System.

**NOTE:**

The PA System on the ED's desk is for the TSC only. The plant wide PA's are located on the walls in the TSC.

2a. Direct TSC personnel to use the card readers in the TSC.

3. When a site evacuation of non-essential personnel is directed, notify emergency agencies, if the TSC is in control of the emergency.

3a. Using the 4XXX series extension, dial "191" to conference with CCDPS, LCEMA, PEMA, and the MOC Communicator.

4. If the EOF has taken control, notify the EOF Communicator to make the notifications to emergency agencies.

**MAJOR TASK:**

---

Prepare, obtain approval, and distribute the "Emergency Notification Report."

**SPECIFIC TASKS:**

**HOW:**

---

1. Assume responsibility for communications and the "Emergency Notification Report" upon Turnover from the Control Room Communicator.

- 1a. Use the following schedule for distributing the "Emergency Notification Report."

(1) **UPGRADE/DOWNGRADE:**

**Within fifteen minutes** of the classification or reclassification, complete the "Emergency Notification Report" and initiate the transmission to state and counties.

(2) **STATIC UPDATES:**

Every hour, complete the "Emergency Notification Report" and initiate the transmission.

(3) **SIGNIFICANT EVENTS:**

Complete and transmit the "Emergency Notification Report" when:

- (a) Directed by the Emergency Director.
- (b) TSC has assumed control of the emergency from the Control Room.
- (c) When site evacuation of non-essential personnel is initiated.

**SPECIFIC TASKS:**

**HOW:**

2. Prepare the "Emergency Notification Report" for approval when the TSC is in control of emergency.

2a. Write the Control number in the upper right corner.

(1) The control number should begin with the TSC followed by a sequential number. (Example: TSC-1)

2b. Check appropriate block under title, (is or is not a drill).

2c. Fill in your name and a call back telephone number.

**NOTE:**

Fill in the time block when you initiate the "191" call.

2d. Check the Emergency Classification.

2e. Write in unit involved, the time and date current classification was declared by the Emergency Director.

2f. Check if "Initial," "Escalation," or "NO Change in classification."

2g. Under "BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT," write the EAL number only (including static updates).

**NOTE:**

Significant Events would be added to this section of the ENR.

**HELP**

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**BRIEF NON-TECHNICAL  
DESCRIPTION OF THE EAL  
See TAB 6**

---

**SPECIFIC TASKS:**

**HOW:**

**HELP**

**EMERGENCY ACTION LEVEL OFFSITE  
REFERENCE MANUAL**

- 2h. Check one of the "NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS" information blocks.
- NOTE:**  
Verify release data with the Radiation Protection Coordinator or TSC Dose Calculator.
- 2i. Fill in the wind speed and direction using ten meter tower met data obtained from PICSY. (E-Plan Menu, Met Vent Display).
- 2j. Check appropriate block for "THIS IS A DRILL" or "THIS IS NOT A DRILL."
3. Edit the "Emergency Notification Report."
- 3a. Ensure the form is clear and easy to understand.
- 3b. Avoid the use of abbreviations and acronyms.
- 3c. Ensure the Protective Action Recommendation is not included on the form.
4. Obtain approval of the "Emergency Notification Form."
- 4a. Review the completed form with the Emergency Director, ensuring agreement with the technical content.
- 4b. Have the Emergency Director sign the form, filling in the time and date he approved it.

**SPECIFIC TASKS:**

**HOW:**

5. Distribute the Emergency Notification Report.

5a. Distribute the three part form:

- (1) White copy to the TSC Runner for distribution to:
  - (a) Operations Coordinator
  - (b) TSC Coordinator
  - (c) EOF (via telecopier)
  - (d) MOC (via telecopier)
- (2) Pink copy to the TSC Communicator maintaining the ENS Telephone.
- (3) Yellow copy is retained by the TSC Communicator making offsite agency notifications.

6. Transmit the "Emergency Notification Report" to PEMA, CCDPS and LCEMA.

**NOTE:**

Transmission of the ENR must be initiated within fifteen minutes of an emergency declaration.

**HELP**

**TSC NOTIFICATION MATRIX**  
See TAB 9

6a. Dial "191" conference bridge from the TSC Communicator's telephone. (X 4936 or 4937).

**NOTE:**

If the "191" conference bridge is unavailable, the following back-up methods are available:

- (1) Conference bridge "196"

**SPECIFIC TASKS:**

**HOW:**

**(2) Individual agency telephone numbers**

<b>PEMA</b>	<b>CCDPS</b>	<b>LCEMA</b>
X 4960	X 4955	X4906
X 4961	X 4956	X 4906

**OR**

**PEMA** 8-1-(717)-651-2001/2148

**CCDPS** 8-1-(570)-389-5720

**LCEMA** 8-1-(800)-821-3715

**(3) VHF radio located on the Health Physics Radioman's desk, using channel one.**

6b. Identify yourself as each party answers.

6c. Record time and contact(s) in your log.

**NOTE:**

**If the MOC Communicator falls to answer, do not wait, begin the ENR transmission.**

6d. Inform the responders you will be transmitting the Emergency Notification Report.

6e. Transmit the Emergency Notification Report.

6f. Request one of the counties to read back the transmitted report.

7. Notify the Transmission Control Center (TCC).

7a. After transmitting the ENR form, call the TCC and give the emergency classification.

\* 8-1-484-634-4090

**SPECIFIC TASKS:**

**HOW:**

- 
- |   |   |
|---|---|
| 8. Notify the Institute of Nuclear Power, (INPO). |   |
| 9. Notify the American Nuclear Insurers, (ANI)    | 9a. Within two hours after emergency classification, call ANI and give the emergency classification.<br><br>* 8-1-860-561-3433                              |
| 10. Notify Pennsylvania Rural Electric Assn.      | 10a. Within 2 hours after emergency classification, call Pennsylvania Rural Electric Assn. and give the emergency classification.<br><br>* 8-1-717-233-5704 |

**MAJOR TASK:**

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Disseminate information about the emergency to on-site and off-site emergency organizations.

**SPECIFIC TASKS:**

**HOW:**

---

1. Log all transmissions in the TSC COMMUNICATOR'S Log.
  
  
  
  
  
  
  
  
  
  
2. Notify the "Institute of Nuclear Power" of Emergency classification.

- 1a. For each communication performed, log:
  - (1) Military time of communication
  - (2) Organization(s) contacted
  - (3) Name of individual spoken to
  - (4) ENR form number transmitted
  
- 2a. INPO must be notified of the emergency classification within two hours of TSC activation.
  
- 2b. Enter time and name of person contacted in the TSC Communicator's log.

**NOTE:**

Telephone number(s) are located in the "Emergency Telephone Directory," available at each workstation.

3. Notify the "American Nuclear Insurers" of Emergency classification.

- 3a. ANI must be notified of the emergency classification within two hours of TSC activation.
  
- 3b. Enter time and name of person contacted in the TSC Communicator's log.

**SPECIFIC TASKS:**

**HOW:**

---

**NOTE:**

Telephone number(s) are located in the "Emergency Telephone Directory" available at each workstation.

4. Answer questions received from the EOF, providing updates when plant status or prognosis changes.
5. Respond to questions that are received by telephone.

- 4a. The EOF will contact you for information that is not available in their facility to answer questions from offsite agencies.

**NOTE:**

If time permits, try to answer all questions received. Otherwise, refer caller(s) to the best available information source.

- 5a. Document all questions asked and responses given in the TSC Communicator's Log.

**MAJOR TASK:**

---

Turn over Emergency Notification Report responsibilities at an agreed upon time.

**SPECIFIC TASKS:**

**HOW:**

---

1. Once EOF is staffed, discuss with EOF Communicator when transfer of responsibility for Emergency Notification Report should take place.
  - 1a. Review:
    - (1) Status of notifications.
    - (2) Complete a cycle of communications before turning over responsibility.
  
2. At the agreed upon time, turn over responsibility for the Emergency Notification Report.

### NRC REQUIRED INFORMATION

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Plant: Susquehanna SES

NOTE (1): This is not a form to be read to the NRC but the information is the type of information that the NRC will request.

NOTE (2): Items in **Bold \*** should be obtained from/discussed with Shift Manager/ED or TSC ED. Initials indicate information concurred with by SM/ED or TSC ED. \_\_\_\_\_

1. Your Name/phone number/and position in the Control Room, i.e. PCO, SRO, STA  
\_\_\_\_\_

2. Affected Unit \_\_\_\_\_

3\*. Current EAL Classification and Declaration time \_\_\_\_\_

4\*. Basis for declaration - This information should explain in general terms the basis for the declaration  
\_\_\_\_\_  
\_\_\_\_\_

5\*. Is there a Release in Progress Yes \_\_\_\_\_ No \_\_\_\_\_

6\*. Protective Action Recommendations made to the State \_\_\_\_\_

7\*. Any local area/RCA/Site evacuations ordered Yes \_\_\_\_\_ No \_\_\_\_\_  
(Specify) \_\_\_\_\_

8\*. Mitigating actions in progress:

- To Restore critical safety functions \_\_\_\_\_
- To bring plant to cold shutdown \_\_\_\_\_
- Restore vital equipment \_\_\_\_\_

9. Has NERO been activated Yes \_\_\_\_\_ No \_\_\_\_\_

10. Has accountability been initiated Yes \_\_\_\_\_ No \_\_\_\_\_

11\*. Prognosis for escalation or termination \_\_\_\_\_  
(from Shift Manager)

12. Have off-site notifications been initiated Yes \_\_\_\_\_ No \_\_\_\_\_

13. Provide a reference for RPV level, i.e. TAF is-161"

14\*. EOP's in use to mitigate the event \_\_\_\_\_

- |                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> RPV Control | <input type="checkbox"/> Rad Release             | <input type="checkbox"/> RPV Flooding |
| <input type="checkbox"/> PC Control  | <input type="checkbox"/> Emerg. Depressurization |                                       |
| <input type="checkbox"/> SC Control  | <input type="checkbox"/> ATWS                    |                                       |

**PARAMETER DATA FORM**

TIME >>>>>	UNIT				
REACTOR POWER					
RX VESSEL LEVEL					
PRIMARY PRESSURE					
FEEDWATER FLOW	GPM				
RCIC FLOW	GPM				
CORE SPRAY FLOW A	GPM				
CORE SPRAY FLOW B	GPM				
LPCI/RHR FLOW A	GPM				
LPCI/RHR FLOW B	GPM				
SRV STATUS	O/C				
DRYWELL SUMP LEVEL					
DRYWELL PRESSURE					
DRYWELL TEMP	°F				
SUPPRESS POOL LEVEL					
SUPPRESS POOL TEMP	°F				
HYDROGEN CONCEN.	%				
OXYGEN CONCEN.	%				
DRYWELL RADIATION					
WETWELL RADIATION					

**PLANT CONTROL STATUS FORM (BOILING WR)**

Reactivity Control

- All Control Rods Inserted?  Yes  No: Number \_\_\_\_\_ rods  
Reactor Subcritical?  Yes  No  
Standby Liquid Control Initiated?  Yes  No  
Shutdown Margin within Tech Specs?  Yes  No

Reactor Vessel Level Control

Level controlled by one or more of the following:

- Condensate/Feedwater  RHR Service Water  
 RCIC  Fire Water  
 HPCI/HPCS  Control Rod Drive  
 Core Spray  Other: \_\_\_\_\_  
 LPCI

Reactor Vessel Pressure Control

Main Steam Isolation Valves:  All Open  All Closed  Other: \_\_\_\_\_

Reactor Vessel Pressure Control by:

- Turbine Bypass or Turbine Control  
 Safety Relief Valves (SRV)/ Automatic Depressurization System (ADS)  
 Other: \_\_\_\_\_

Stuck Open Safety Relief Valve  No  Yes: Number \_\_\_\_\_

Heat Sink Control

- Condenser  
 Suppression Pool  
 Residual Heat Removal/Shutdown Cooling  
 Isolation Condenser, where applicable (N/A for Susquehanna)  
 Other: \_\_\_\_\_

Containment Control

- Containment Spray  On  Off  
Suppression Pool Cooling  On  Off  
Standby Gas Treatment  On  Off  
Hydrogen Control:  Recombiner  
 Igniter (N/A for Susquehanna)  
 Containment Atmosphere Dilution