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

212 - 212 - EOF 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-212
REMOVE: REV:17

ADD: REV: 18

Remove Contents of TAB E Deleted

UPDATES FOR HARD ( ) WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT PROCED( )ND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON RECEIPT OF HARD COPY.)NIC MANUAL USERS, ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
EOF COMMUNICATOR: Emergency Plan Position-Specific Instruction		EP-PS-212 Revision 18 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: 2 Years

PERIODIC REVIEW DUE DATE: 6-26-2005

RECOMMENDED REVIEWS:
All

Procedure Owner: Nuclear Emergency Planning

Responsible Supervisor: Supervisor-Nuclear Emergency Planning

Responsible FUM: Supervisor-Nuclear Emergency Planning

Responsible Approver: EOF Facility Lead

CONTROLLED

EOF COMMUNICATOR: Emergency Plan Position-Specific Procedure

WHEN: Emergency Operations Facility (EOF) is activated.

HOW NOTIFIED: Paged/Telephoned

REPORT TO: EOF Support Supervisor

WHERE TO REPORT: EOF Support Office

OVERALL DUTY:

Prepare the Emergency Notification Report and transmit information about the emergency to offsite organizations, relieving the TSC of this responsibility.

MAJOR TASKS:	TAB:	REVISION:
Initial actions upon arrival.	TAB A	11
Verify communications equipment is working.	TAB B	9
When directed by the Recovery Manager or EOF Support Supervisor, assume the responsibility for communications and notifications from the TSC.	TAB C	12
Prepare, obtain approval, and distribute the Emergency Notification Report.	TAB D	17
TAB E DELETED	TAB E	
Document questions and messages received, providing responses when required.	TAB F	2
Support smooth transition of the EOF during Shift Turnover.	TAB G	4
Communicate termination of the emergency.	TAB H	8

SUPPORTING INFORMATION:	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Notification Matrix - EOF Communicator	TAB 4
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Emergency Forms	TAB 6
– Protective Action Recommendation Form	
– Emergency Notification Report	
Brief Non-Technical Description of EAL	TAB 7
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REFERENCES:

SSES Emergency Plan

Distribution Department Instruction (DDI) 399

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

MAJOR TASK:

Verify communications equipment is working.

SPECIFIC TASKS:	HOW:
1. Test conference calling capability to PEMA, LCEMA, CCOPS, and the MOC.	1a. Dial "191" on the EOF Communicator's dedicated telephone: (1) As each contact answers, identify yourself. (2) Request their name and the agency they represent. (3) Inform them that this is a communications check only, and no information will be relayed at this time. (4) Log contacts, agency they represent, and test results. **NOTE:** **If conference calling capability is unavailable, each agency must be contacted individually. Telephone numbers are located in the "Emergency Telephone Directory."** **NOTE:** **NRC communication remains with the TSC.**
2. Verify the backup VHF radio is operational.	2a. Using Channel #1, communicate with OSCAR or field monitoring team. 2b. Log test results.

SPECIFIC TASKS:	HOW:
3. **Report** Communications problems to Administrative Assistant or the NEP Duty Planner.	3a. Explain the problem and request someone be contacted to repair it.

HELP

Emergency Telephone Instructions
See TAB 1

MAJOR TASK:

When directed by the Recovery Manager or EOF Support Supervisor, assume the responsibility for offsite communications and notifications from the TSC Communicator.

SPECIFIC TASKS:	HOW:
1. **Contact** the TSC Communicator and obtain off site notification status.	1a. Telephone the TSC Communicator and ask: (1) Number of the last ENR transmitted? (2) Time transmitted? (3) Static, upgrade or downgrade classification? (4) Time of next projected ENR? (5) Is there a release in progress? (6) Anything else you should know?
2. **Notify** the TSC Communicator when you will assume responsibility for off site notifications.	**NOTE:** **The TSC Communicator may be in a current cycle of notifications. Tell him to finish his notifications and call you back.**
3. **Notify** the following, providing an overview of the emergency condition. ____ Transmission Power Dispatcher (TPD) ____ Pennsylvania Rural Electric Association ____ Institute of Nuclear Power Operations (INPO) ____ American Nuclear Insurers (ANI) ____ PPL Insurance Department ____ Supervisor-NEP	3a. Telephone and telefax numbers are located in the **Emergency Telephone Directory** or Tab 4. 3b. Use the **Emergency Notification Report** to provide update. 3c. Provide a call-back telephone number. 3d. Utilize the Administrative Assistant or another communicator, (if available), to complete these notifications.

SPECIFIC TASKS:	HOW:	
4. **Contact** Information Systems personnel and **notify** them to insure Nuclear/PPL Information Systems remain available for the duration of the emergency.		**HELP** **NOTIFICATION MATRIX** **See TAB 4**
5. **Notify** General Electric Company, NEBO, San Jose, California	5a. Telephone number located in the **Emergency Telephone Directory.**	
	5b. Request they be available for future assistance.	
	5c. Provide a call-back telephone number.	
	5d. This task can be **delegated** to the Administrative Assistant.	
6. **Assure** the Corporate Crisis Committee has been notified by the General Office Operations Manager.	6a. Discuss with the General Office Operations Manager or other responsible manager in the MOC.	

MAJOR TASK:

Prepare, obtain approval, and distribute the **"EMERGENCY NOTIFICATION REPORT."**

SPECIFIC TASKS:	HOW:
1. **Assume** responsibility for the Emergency Notification Report upon turn-over of communications and notifications from the TSC Communicator.	1a. Use the following schedule for distribution of the **"Emergency Notification Report."** * **UPGRADE/DOWNGRADE:** Complete and transmit the ENR **within fifteen minutes** of classification ~~or~~ reclassification. * **STATIC UPDATES:** Complete and transmit the ENR **every hour**. **NOTE:** **When the initial notifications regarding classifications are completed during the first half of an hour, the static update is not required until the next hour.** * **SIGNIFICANT EVENTS:** Complete and transmit the ENR when: 1) Recovery Manager has assumed command and control from the Emergency Director. 2) Site accountability is completed. 3) Evacuation of non-essential personnel is initiated. **NOTE:** **This information should be provided by the TSC E-Plan communication.**

SPECIFIC TASKS:	HOW:
	4) When directed by the EOF Support Supervisor or Recovery Manager. 5) When the emergency event is terminated.
2. Prepare the **"Emergency Notification Report"** for approval when the EOF assumes control.	2a. Write the Control number in the top right hand corner. **NOTE:** **The "Control Number" should include the EOF followed by a sequential number: (EOF-1)** 2b. Check the appropriate block under the form title: (This **is** or **is not** a drill) **NOTE:** **Record the time in section #1 on the form at the same moment you are making the call.** 2c. **LINE #1:** Fill in your name, call-back telephone number and military time you started off-site notification, 2d. **LINE #2:** Check emergency classification block, Unit involved, (Unit I, UII or Units I and II), time and date of current classification declaration, and appropriate classification status block.

SPECIFIC TASKS: **HOW:**

2e. **LINE #3:**

Under "Brief Non-Technical Description of the Event," write:

(1) For **SIGNIFICANT EVENT**:

Information provided by the EOF Support Supervisor or Recovery Manager.

(2) For **STATIC UPDATE**:

"Provide the current applicable EAL number only."

(3) For **CHANGE IN CLASSIFICATION**:

"current applicable EAL number only"

HELP

BRIEF NON-TECHNICAL DESCRIPTION OF EAL
See TAB 7

2f. **LINE #4:**

Check one of the **"Non-Routine Radiological Release In Progress"** blocks. Obtain this information from the Dose Assessment Supervisor (or designee)

2g. **LINE #5:**

Write NA

2h. **LINE #6:**

Fill in Wind Direction and Speed, using data obtained from ten meter primary meteorological tower.

SPECIFIC TASKS:	HOW:
	NOTE: **Ten meter met tower data available on PICSY, (E-Plan Menu, Met Vent Display).**
	2i. Check appropriate block for **"this is"** or **"is not"** a drill.
	2j. Obtain ENR signature approval, providing time (military), and date form was approved.
3. **Edit** the Emergency Notification Report.	3a. Ensure the form is clear and easy to understand.
	3b. Avoid use of abbreviations and acronyms.
	3c. Ensure the Protective Action Recommendation **is not** included on the form.
4. **Obtain** approval of the Emergency Notification Report.	4a. Review the completed form with the EOF Support Supervisor, or Recovery Manager.
	4b. Assure agreement on technical content.
	4c. Obtain signature approval, filling in the time and date of his approval.
	NOTE: **The Recovery Manager can delegate ENR approval responsibility to another qualified RM located in the facility.** **He can also delegate approval responsibility to the EOF Support Supervisor except for a change in classification.**

SPECIFIC TASKS:	HOW:
5. Transmit the Emergency Notification Report CCOPS, LCEMA and PEMA	**HELP** **NOTIFICATION MATRIX** **See TAB 4**

5a. Dial "191" on the EOF Communicator's telephone.

5b. Identify yourself as each party answers.

5c. Record time and contact(s) in your log.

NOTE:
If the MOC fails to answer, do not wait, begin notification.

5d. Inform the responders you will be transmitting an Emergency Notification Report.

5e. Transmit the report.

5f. Request one of the counties to read back the transmitted report.

NOTE:
If the "191" conference capability is not available, use one of the following backup telephone numbers.

PEMA	LCEMA	CCOPS
CTN-4960	CTN-4906	CTN-4955
CTN-4961	CTN-4907	CTN-4956
CTN-4908		

or

PEMA:	8-1-570-783-8150
CCOPS:	8-1-570-389-5720
LCEMA:	8-1-800-821-3715

or

Transmit the ENR via VHF radio, channel one.

SPECIFIC TASKS:	HOW:
6. **Distribute** the Emergency Notification Report.	6a. Distribute the three part ENR form: (1) **White** and **pink** copy to the **Administrative Assistant** for distribution: * White copy sent to TSC via fax. * Pink copy posted outside the EOF Support Office. (2) **Yellow** copy to **EOF Communicator.**
7. **"Within two hours,"** transmit a change in the emergency classification to: ____ Institute of Nuclear Power ____ Transmission Power Dispatcher ____ PA Rural Electric Association ____ American Nuclear Insurers ____ PPL Insurance Department	7a. Log time and contact in the **"EOF Communicator's Log."** 7b. Telephone and telefax numbers are located in the **"Emergency Telephone Directory"** located at each work station. 7c. Use the **"Emergency Notification Report"** to provide information for the update. 7d. Provide a call-back telephone number. 7e. Utilize the Administrative Assistant, or another communicator, (if available), to complete these notifications.

MAJOR TASK:

Support the smooth transition of the EOF during Shift Turnover.

1. **Brief** your relief.

   1a. Provide your counterpart with status of:

   (1) Emergency
   (2) Communications/notifications
   (3) Unanswered questions

   HELP
   EOF Support Turnover Checklist
   See TAB 8

   1b. Review logbook.

2. **Log out** in logbook.

   2a. Log:

   (1) Relief's name
   (2) Time relieved
   (3) Sign log

3. **Attend** a briefing with the EOF Support Supervisor.

   3a. Inform him you have been relieved.

   3b. Provide the name of your relief.

   3c. Request debriefing.

   3d. Ask if there are any travel restrictions you should be aware of.

   3e. Verify when to return.

   3f. Provide a telephone contact number.

4. **Sign** out of the facility.

   4a. Sign out on the "Egress/Regress Log"

   NOTE:
   If approached when leaving the facility, refer all questions to the Media Operations Center.

MAJOR TASK:

Communicate termination of the emergency.

SPECIFIC TASKS:	HOW:
1. **Transmit** termination of the emergency to: ____ PEMA ____ CCOPS ____ LCEMA ____ NRC ____ Transmission Power Dispatcher (TPD) ____ Pennsylvania Rural Electric Association ____ Institute of Nuclear Power Operations (INPO) ____ American Nuclear Insurers (ANI) ____ PPL Insurance Department ____ Information Systems Personnel ____ General Electric Company (NEBO)	1a. Generate an "Emergency Notification Report." 1b. Obtain approval from the Recovery Manager or EOF Support Supervisor. 1c. Transmit the report 1d. Log all transmissions. **NOTE:** **Utilize the Administrative Assistant, NEP Duty Planner, or another communicator, (if available), to complete these notifications.**
2. **Attend** a debriefing by the EOF Support Supervisor.	2a. Turn in all documentation generated during the emergency. 2b. Obtain information of any travel restrictions as a result of the emergency.