

**MANUAL HARD COPY DISTRIBUTION
DOCUMENT TRANSMITTAL 2003-30649**

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:

210 - 210 - NEP DUTY PLANNER: 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-210

REMOVE: REV:15

ADD: REV: 16

REMOVE: PCAF 2003-1102 REV: N/A

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.

1045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
NEP DUTY PLANNER: Emergency Plan Position Specific Instruction		EP-PS-210 Revision 16 Page 1 of 2
QUALITY CLASSIFICATION: <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program	APPROVAL CLASSIFICATION: <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input type="checkbox"/> Instruction	
EFFECTIVE DATE: <u>6-26-2003</u>		
PERIODIC REVIEW FREQUENCY: <u>2 Years</u>		
PERIODIC REVIEW DUE DATE: <u>6-26-2005</u>		
RECOMMENDED REVIEWS: ALL		
Procedure Owner: <u>Nuclear Emergency Planning</u>		
Responsible Supervisor: <u>Supervisor-NEP</u>		
Responsible FUM: <u>Supervisor-NEP</u>		
Responsible Approver: <u>General Manager-Plant Support</u>		

MAJOR TASK:

Responsibilities upon arrival at the EOF.

SPECIFIC TASKS:

HOW:

- | | |
|--|--|
| 1. Upon arrival, ensure EOF integrity. | 1a. Dismiss all non-essential personnel:

(1) Assemble PPL personnel:

a. Provide them with an overview of the emergency.

b. Unless NERO, request they leave the facility and not return until termination of the emergency classification at SSES.

(2) If the facility is being utilized by non-PPL employees:

a. Contact the individual(s) in charge of the group(s).

b. Provide an overview of the emergency classification at SSES.

c. Request they leave the facility due to it being activated in support of the emergency condition at SSES.

1b. Ensure all external doors, other than lobby entrance into the EOF, are locked. |
| 2. Ensure contractor providing EOF security has been notified. | 2a. Check with the "Support Services Manager" located in the MOC. |

SPECIFIC TASKS:

HOW:

3. Prepare the facility for activation.

3a. **Command and Control Area:**

- (1) Set up Ingress/Egress area:
 - (a) Ensure black pens, sign in log and identification tags are available.
 - (b) Sign in on log.
- (2) Display correct classification sign:
 - (a) Ingress/Egress area
 - (b) Behind Liaison Supervisor's desk
- (3) Ensure conference capability is available at C&C table:
 - (a) Power strip under table is "on."
 - (b) Phillips transformer under table is "on."
 - (c) Yellow (Auto) light on mike is "on."
- (4) Ensure availability of two "flip chart" easels.
 - (a) Black felt tip markers
- (5) Ensure availability of white board.
 - (a) Dry erase markers and eraser.
- (6) Logbooks are available for:
 - (a) Recovery Manager
 - (b) Liaison Support Supervisor.

SPECIFIC TASKS:

HOW:

3b. **EOF Support Office:**

- (1) Ensure VHF Radio is on line.
- (2) Ensure Public Address capability "testing" microphone:
 - (a) Amplifier and controls are located next to Picsy terminal.
- (3) Ensure PICSY operability:
 - (a) Affected Unit being monitored.
 - (b) Associated printer on line.
 - (c) Sufficient printer paper available.

NOTE:

**Spare Logbooks located in the
Administrative Support desk.
Clerical Supplies located in
storage room.**

3c. **Dose Assessment Area:**

- (1) VHF Radio on line.
- (2) Two MIDAS Terminals and associated printers on line.
 - (a) Sufficient printer paper available.
- (3) Network PC on line.
 - (a) Sufficient printer paper available.
- (4) White board easel available:
 - (a) Dry erase marking pens

SPECIFIC TASKS:

HOW:

- (5) Ensure PICSY operability:
 - (a) Terminal and associated printer on line
 - (b) Sufficient printer paper available
 - (c) Affected unit being monitored.
- (6) Logbooks available for:
 - (a) Dose Assessment Supervisor
 - (b) Dose Assessment Staffer
 - (c) Field Team Director
 - (d) Radiological Liaison

3d. Engineering Support Area:

- (1) Fuel Damage computer and associated printer on line.
 - (a) Sufficient printer paper available
- (2) Ensure PICSY operability:
 - (a) Both Terminals and associated printer on line
 - (b) Sufficient printer paper available
 - (c) Both units being monitored
- (3) Network PC and associated printer on line:
 - (a) Sufficient Printer paper available.

SPECIFIC TASKS:

HOW:

- (4) Logbooks available:
 - (a) Engineering Support Supervisor
 - (b) Fuels Lead Engineer
 - (c) Systems Lead Engineer

3e. Post all data received:

- (1) Telenotification System "Status Report":
 - (a) Received on telecopier located in the EOF Admin Support Office.
 - (b) Generated by the TNS computer located in the ASCC.
 - (c) Posted on wall outside the EOF Support Office.
 - (d) Continue posting every fifteen minutes until TNS cycles out or relieved by the Administrative Assistant.
- (2) "Emergency Notification Report":
 - (a) Generated by the CR or TSC Communicator
 - (b) Posted on wall outside the EOF Support Office.

SPECIFIC TASKS:

HOW:

4. Ensure all EOF NERO positions have been filled.

- (3) "Protective Action Recommendation Form":
 - (a) Generated by the TSC Dose Calculator.
 - (b) Posted in the "Dose Assessment Area."
- (4) "News Releases," "Bulletins," and "Backgrounders":
 - (a) Generated by the MOC.
 - (b) Posted on the wall, C&C Area, behind the Liaison Supervisor.

3f. Check on availability of emergency monitoring vehicles.

3g. Synchronize EOF clocks:

- (1) Use time obtained from PICSY monitor.

3h. Provide assistance to responders.

4a. Review Ingress/Egress Log to verify all required emergency positions have been contacted and responded to activation.

- (1) Work with the Administrative Assistant to fill positions not contacted.

NOTE:

Qualified personnel and their telephone numbers are listed in the "Nuclear Department Call-out List." The most up to date list is available by accessing the NERO Roster on the PPL Intranet.

4b. Review TNS report for status of other responding personnel.

SPECIFIC TASKS:

HOW:

5. Obtain an overview of the "Emergency Classification."

5a. Contact the SAM Coordinator and request an overview of the emergency.

- (1) Discuss possibility of classification upgrade.
- (2) Request "periodic updates."
- (3) Request notification of reclassification or termination of the emergency.
- (4) Provide a-call-back phone number.

6. Start a "Chronology of Events"

6a. Transcribe data received on one of the flip charts located in the C&C Area.

- (1) Continue to maintain the "Chronology of Events Log" until relieved by the EOF Support Supervisor.

7. Call-out personnel to staff the position of County Liaisons.

NOTE:

Qualified personnel and their telephone numbers are listed in the "Nuclear Department Call-out List." The most up to date list is available by accessing the NERO Roster on the PPL Intranet.

7a. Call out two individuals:

- (1) One person will report to the **Columbia County Department of Emergency Services, Columbia County Emergency Operations Center.**
- (2) One person will report to the **Luzerne County Emergency Management Agency, Luzerne County Emergency Operations Center.**

SPECIFIC TASKS:

HOW:

8. Activate the Emergency Response Data System (ERDS) if not done previously in the Control Room.

- 7b. Ensure individuals are "fit for duty":
- (1) Have they consumed alcohol in the last five hours?
- 7c. Ensure individuals know directions to their assigned County EOC's.
- 7d. Provide Liaisons with a status report of the emergency condition and any travel restrictions.
- 7e. Provide Liaisons with a call-back telephone number.

HELP

**Emergency Response Data System
Operating Instructions
See TAB 4**

NOTE:

"The licensee shall activate ERDS as soon as possible but not later than one hour after declaring an emergency condition of Alert, Site Area or General Emergency." [10CFR50.72 (a) (4)]

9. If needed, support notification to offsite agencies.

- 9a. Work with EOF Communicator and the Administrative Assistant in completing required notifications to:
- ___ Transmission
 - ___ Pennsylvania Rural Electric Assn.
 - ___ Institute of Nuclear Power Operations
 - ___ American Nuclear Insurers
 - ___ PPL Insurance Department, GO
 - ___ General Electric Company, (NEBO)

SPECIFIC TASKS:

HOW:

NOTE:

Telephone numbers are located in the "EMERGENCY TELEPHONE DIRECTORY."

- 9b. Provide emergency status using the "Emergency Notification Report."
- 9c. Log the time and name of person responding to each call.
- 9d. Provide each person responding with your name, title, and a call-back telephone number.

MAJOR TASK:

Ensure data and information is flowing into and out of the EOF.

SPECIFIC TASKS:

HOW:

- | | |
|---|---|
| 1. Verify the Emergency Notification Report is being distributed. | 1a. The Emergency Notification Report is:

(1) Generated by the EOF Communicator on NCR paper.

(2) White copy to the Administrative Assistant to telecopy to the TSC.

(3) Yellow copy to EOF Communicator.

(4) Pink copy gets posted on wall outside the EOF Support Office. |
| 2. Ensure the Protective Action Recommendation Form is being distributed. | 2a. The PAR Form is:

(1) Generated by the Radiological Liaison.

(2) Two copies are made by either the Radiological Liaison or the Administrative Assistant and distributed:

(a) One copy is faxed to the TSC.

(c) One copy posted on the wall outside the Engineering Support Area. |
| 3. Ensure an adequate supply of Forms are available. | 3a. PAR Forms are located on the Radiological Liaison's desk.

(1) Make copies of additional forms, when required.

3b. ENR Forms are located on the EOF Communicator's desk.

(1) Additional forms are located in the supply room. |

SPECIFIC TASKS:

HOW:

- 3c. EOF Message Sheets are located on the EOF Communicator's desk and the Systems Lead Engineer's desk.
 - (1) Additional EOF Message Sheets are stored in the supply room.