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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:

207 - 207 - SITE SUPPORT MANAGER: 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-207
REMOVE: REV:10

ADD: REV: 11

REMOVE: PCAF 2003-1001 REV: N/A

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
EOF SUPPORT SUPERVISOR: Emergency Plan Position-Specific Instruction		EP-PS-207 Revision 11 Page 1 of 3

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

EFFECTIVE DATE: _6-26-2003_

PERIODIC REVIEW FREQUENCY: _2 Year_

PERIODIC REVIEW DUE DATE: _6-26-2005_

RECOMMENDED REVIEWS:
   ALL

Procedure Owner: ___Nuclear Emergency Planning___

Responsible Supervisor: ___Supv.-Nuclear Emergency Planning___

Responsible FUM: ___Supv.-Nuclear Emergency Planning___

Responsible Approver: ___General Manager-Plant Support___

<u>**EOF SUPPORT SUPERVISOR:**</u>   Emergency Plan-Position Specific Procedure

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WHEN:	Emergency Operations Facility (EOF) is activated.
HOW NOTIFIED:	Paged, phoned as a backup
REPORT TO:	Recovery Manager
WHERE TO REPORT:	Emergency Operations Facility

<u>**OVERALL DUTY:**</u>

To manage external communications from the EOF and provide ongoing support to management including a check and balance on EAL and PAR decisions.

<u>MAJOR TASKS:</u>	TAB:	REVISION:
Responsibilities upon activation of the EOF.	TAB A	7
Manage external communications from the EOF.	TAB B	8
Keep EOF personnel updated on status of the emergency.	TAB C	6
Approve forms and news releases if delegated by the Recovery Manager.	TAB D	2
Periodically determine status of communications function.	TAB E	4
Provide ongoing support to management including a check and balance on EAL and PAR decisions.	TAB F	2
Plan for shift turnover.	TAB G	3
When emergency is terminated, close out the Site Support Staff functions at the EOF.	TAB H	2

SUPPORTING INFORMATION:	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Brief Non-Technical Descriptions of EAL	TAB 4
Intentionally Blank	TAB 5
Emergency Classification	TAB 6
Public Protective Action Recommendation Guide	TAB 7
Emergency Forms	TAB 8

    o   Protective Action Recommendation Form
    o   Emergency Notification Report
    o   EOF Message Sheet
    o   Protective Action Decision Documentation Form (Airborne Release)
    o   Protective Action Decision Documentation Form (Liquid Release)

Notification Matrix - EOF Communicator	TAB 9
Anticipated Question List	TAB 10
EOF PA Announcement Form	TAB 11
EOF Support Turnover Checklist	TAB 12

REFERENCES:

SSES Emergency Plan

NUREG-0654,   Planning Standards and Evaluation Criteria

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

MAJOR TASK: _____

Responsibilities upon activation of the EOF.

SPECIFIC TASKS:	HOW:

1. Report to the EOF when notified.

2. Maintain a log of all activities.

HELP
Logkeeping See TAB 3

3. Verify minimum staffing for EOF Activation.

    3a. The following are required for EOF activation:
- o Recovery Manager
- o Engineering Support Supervisor
- o Dose Assessment Supervisor
- o Dose Assessment Staffer.
- o Field Team Director
- o Radiation Monitoring Team personnel (2).
- o EOF Support Supervisor.
- o EOF Communicator

NOTE:
    FFD checks are not required for personnel that are on-call.

4. Ensure the facility is secure.

    4a. Verify with the NEP Duty Planner that

    (1) access to and from the EOF/MOC is being controlled and
    (2) non-essential personnel have left the EOF/MOC.

5. Ensure the Support Area is capable of performing communications.

    5a. Verify the EOF communicator has arrived.

    5b. Check with the EOF Communicator to verify radio and telephone equipment are functional.

SPECIFIC TASKS:	HOW:

6. Report to the Recovery Manager that the activation items required of the Support Area and status of activation staffing are complete.

7. Interface with County Liaisons.

7a. Upon arrival at LCEMA and CCEMA Emergency Operations Centers, the County Liaisons will notify you of their arrival and will request a plant status briefing.

7b. They will call you with any questions the counties may have concerning the emergency.

7c. Request a callback telephone number where the County Liaisons can be reached.

8. Ensure communications equipment is available and operable.

8a. Check with the Admin. Assistant if available on availability of information transmission and reception (i.e., fax, telecopiers).

(1) Are we getting information needed?
(2) What pieces are missing?
(3) What is being done to resolve the problem?

9. Review information already released.

9a. Check forms, including:

(1) Emergency Notification Report.
(2) Protective Action Recommendation Form

9b. Read News Releases.

9c. Check Chronology of Events Log, ensuring accuracy and maintenance.

9d. Review status boards, ensuring accuracy and timely updates.

SPECIFIC TASKS:	HOW:

	HELP
	EOF Support Turnover Checklist **See TAB 12**

		HELP
10.	Make sure you thoroughly understand the current classification.	**Emergency Classifications** **See TAB 6**

11.	Verify communications with DEP/BRP.	11a.	Discuss communications to DEP/BRP Radiological with the Rad Liaison Supervisor or the DASU and DEP/BRP Technical with the EOF Engineering Support Supervisor.
12.	Assume notification responsibilities from the Technical Support Center.	12a.	Take over communications when the Recovery Manager assumes Command and Control.
		12b.	Make a PA announcement to inform the EOF you are taking over notifications from the TSC.
		12c.	Initiate, or have the EOF Communicator initiate, an Emergency Notification Report to inform LCEMA, CCEMA, PEMA, NRC, and the MOC when the Recovery Manager has assumed Command and Control of the emergency.
13.	Check Site Support Staff availability.	13a.	These positions will exist in the EOF or GO (as listed):

- o   Systems Lead Engineer (EOF & GO) (required within 90 minutes)
- o   Lead Fuels Engineer (EOF & GO) (required within 90 minutes)
- o   Mechanical Support Engineer (EOF only)
- o   Electrical Support Engineer (EOF only)

SPECIFIC TASKS:	HOW:

13b. Verify with the Admin. Assistant that remaining staff has responded within 90 minutes.

    (1) Engineering Support
    (2) NEP Duty Planner
    (3) Security
    (4) Luzerne County Liaison
    (5) Columbia County Liaison
    (6) Liaison Support Supervisor
    (7) Radiological Liaison

13c. If any staff members are unaccounted for, have the Administrative Assistant verify missing staff members have been notified.

14. If necessary call in additional personnel.

14a. Verify personnel called in are Fit for Duty.

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.

MAJOR TASK:

Manage external communications from the EOF.

SPECIFIC TASKS:	HOW:
1. Ensure the tasks required for the "Emergency Notification Report" are properly performed.	**NOTE:** **Blank ENR Forms are available at the EOF Communicator's work area.**

1a. Write the Control number in the upper right corner:

   (1) The control number should include the EOF followed by a sequential number. (Example: EOF-1)

1b. Check appropriate block under title, (**is** or **is not** a drill).

1c. Fill in your name, call back telephone number and the military time.

1d. Check the emergency classification.

1e. Write in **unit** involved, the **time and date** current classification was declared.

1f. Check if **Initial, Escalation** or **No Change** in classification status.

1g. Under "BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT", write:

   (1) **EAL number only** for a change in classification.

NOTE:
Use the EAL number obtained from the "Emergency Action Level Offsite Reference Manual."

SPECIFIC TASKS: **HOW:**

HELP

"Emergency Action Level Offsite
Reference Manual"

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(2) **"No Change"** for Static Update.

(3) **"Information provided by the
Recovery Manager"** for
Significant Event(s).

1h. Check one of the "NON-ROUTINE
**RADIOLOGICAL RELEASE IN
PROGRESS"** information blocks.

NOTE:
Verify release data with the Dose
Assessment Supervisor of Staffer.
Do not provide a Protective Action
Recommendation.

1i. Fill in the average wind speed and
direction using data obtained from the
ten meter primary meteorological tower.

NOTE:
Primary meteorological tower data
available on PICSY, (E-Plan Menu,
Met Vent Display).

1j. Check appropriate block for "This is or
is not a drill."

2. Edit the Emergency Notification   2a. Ensure the form is clear and easy to
Report.   understand.

2b. Avoid use of abbreviations and
acronyms.

2c. Ensure the Protective Action
Recommendation **is not** included on the
form.

SPECIFIC TASKS:	HOW:

3. Obtain approval of the Emergency Notification Report.

    3a. Review the completed form with the Recovery Manager.

    3b. Assure agreement on technical content.

    3c. 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 of the ENR to the EOF Support Supervisor except for a change in classification.

4. Ensure the "Emergency Notification Report" is distributed.

    4a. 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, the static update is not required until the next hour.

SPECIFIC TASKS:	HOW:

* **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.

(4) When directed by the Recovery Manager.

(5) When the emergency event is terminated.

4b. Distribution of the three part ENR form:

(1) **White and pink copy to the Administrative Assistant for distribution:**

* White copy sent to TSC and MOC via fax.

* Pink copy posted outside the Site Support Office.

(2) **Yellow copy to EOF Communicator.**

5. Ensure required notifications are made on time

HELP

**Notification Matrix
See TAB 9**

SPECIFIC TASKS:	HOW:

6. Complete the "**PROTECTIVE ACTION DECISION DOCUMENTATION FORM**" when a Protective Action Recommendation is determined by the Recovery Manager.

6a. Obtain the correct form from the Site Support Office, EOF Communicator's work area.

    (1) Attachment A for "**Airborne Release**"

    (2) Attachment B for "**Liquid Release**"

HELP
Emergency Forms
See TAB 8

6b. Write the time and date of the PAR decision and obtain the Recovery Manager's signature.

6c. Write in the time PEMA was notified and by whom.

6d. Write in the time the NRC was notified and by whom.

6e. Deliver the completed form to the EOF Communicator.

NOTE:
    The EOF Communicator can be delegated to maintain this form.

7. Ensure the completed "**Protective Action Recommendation Form**" is distributed.

7a. The "Protective Action Recommendation Form" is:

    (1) **Generated by the Radiological Liaison.**

    (2) **Distributed by the Administrative Assistant** to the TSC and MOC via telecopy unit located in the Site Support Office.

SPECIFIC TASKS:		HOW:	
8.	Check with the MOC to ensure needed information on the emergency is being obtained.	8a.	Respond to MOC questions.
9.	Ensure the EOF Communicator is providing the ENR and PAR forms to the NRC.	9a.	Transmitted via the Emergency Notification System (ENS), telephone.
10.	Support the Recovery Manager with Offsite agency interface until relieved by the Liaison Support Supervisor.	10a.	Reference EP-PS-242 Tab B and C as a guide in performing this function.
11.	Maintain a history of all released information.	11a.	Specifically, ensure a history log is maintained of when and to whom the "Emergency Notification Report" and "Protective Action Recommendation" forms were released.
12.	Support the Recovery Manager with Offsite agency interface until relieved by the Liaison Support Supervisor.	12a.	Reference EP-PS-242 Tab B and C as a guide in performing this function.