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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:

200 - 200 - RECOVERY MANAGER (RM): 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-200

REMOVE:      REV: 15

ADD:      REV: 16

REMOVE: PCAF 2002-1590 REV: N/A

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# PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
<b>RECOVERY MANAGER:</b> Emergency Plan-Position Specific Instruction			EP-PS-200 Revision 16 Page 1 of 4
<b>QUALITY CLASSIFICATION:</b> ( ) QA Program    (X) Non-QA Program		<b>APPROVAL CLASSIFICATION:</b> ( ) Plant    ( ) Non-Plant (X) Instruction	
<b>EFFECTIVE DATE:</b> <u>6-26-2003</u> <b>PERIODIC REVIEW FREQUENCY:</b> <u>Two Years</u> <b>PERIODIC REVIEW DUE DATE:</b> <u>6-26-2005</u>			
<b>RECOMMENDED REVIEWS:</b> All			
<b>Procedure Owner:</b> <u>Nuclear Emergency Planning</u> <b>Responsible Supervisor:</b> <u>General Manager-Nuclear Assurance</u> <b>Responsible FUM:</b> <u>Supv.-Nuclear Emergency Planning</u> <b>Responsible Approver:</b> <u>General Manager-Plant Support</u>			

**RECOVERY MANAGER (RM):**      Emergency Plan-Position Specific Procedure

**WHEN:**      Emergency Plan activation or event of potential public interest

**HOW NOTIFIED:**      Primary: Paged, telephone call, or Telenotifications System

**REPORT TO:**      Senior Vice President - Nuclear

**WHERE TO REPORT:**      Emergency Operations Facility

**OVERALL DUTY:**

As the lead company representative, contribute a prognosis, knowledge, and data to federal and state representatives. As the Recovery Manager, direct EOF managers to provide needed information.

<b><u>MAJOR TASKS:</u></b>	<b><u>TAB:</u></b>	<b><u>REVISION:</u></b>
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Coordinate PPL emergency response efforts to assure priority issues are being addressed and a common understanding of the situation exists.	TAB B	8
Represent the company in discussions with state and federal agencies, primarily PEMA, DEP/BRP, FEMA, and the NRC.	TAB C	3
Reclassify the emergency based on continuing assessment of the situation.	TAB D	7
Make a Protective Action Recommendation.	TAB E	6
Establish an ongoing EOF capability to respond to the emergency.	TAB F	3
Support termination of the emergency.	TAB G	2
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**SUPPORTING INFORMATION:**

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Emergency Organization	TAB 2
Logkeeping	TAB 3
Brief Non-Technical Description of EAL	TAB 4
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Emergency Classification	TAB 6
Public Protective Action Recommendation Guide	TAB 7
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 8
Response Levels for Protection Action Guides (PAG)	TAB 9
Turnover/Briefing Checklists:	TAB 10
• TSC/EOF Turnover Checklist	
• TSC/EOF Briefing Checklist	
Intentionally Left Blank	TAB 11
Restoration Organization Guidelines	TAB 12
PAR State Notification Form	TAB 13

**REFERENCES:**

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ICRP Publication 28, The Principles and General Procedures for Handling Emergency and Accidental Exposures of Workers. International Commission on Radiation Protection. (1978)

NCRP Report 39, Basic Radiation Protection Criteria, National Council on Radiation Protection and Measurements. (1971)

NCRP Report 55, Protection of the Thyroid Gland in the Event of Releases of Radioiodine, National Council on Radiation Protection and Measurements. (1977)

SSES Emergency Plan

Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. (1979)

NDAP-QA-1190, Nuclear Department Radiation Protection Program and Policies

NDAP-QA-1191, ALARA Program and Policy

IE Notice, 83-28

NUMARC Graded Response Study

NUREG-0654, Planning Standards and Evaluation Criteria

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

**MAJOR TASK:**

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Respond appropriately to being notified.

**SPECIFIC TASKS:**

**HOW:**

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1. Proceed to the EOF promptly without responding to TNS.
2. Talk to the Emergency Director for a briefing on plant status.

- 1a. The first Recovery Manager responding to TNS should report to the EOF promptly to ensure activation within the ninety minute requirement.

**NOTE:**

This can be done before, during, or after travel to the EOF.

**HELP**

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**TSC/EOF BRIEFING CHECKLIST**  
See TAB 10

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- 2a. Telephone the Control Room or TSC Emergency Director if you haven't talked with the Emergency Director during call-out.
- 2b. Obtain the following data:
  - (1) Affected Unit(s)
  - (2) Classification, if any
  - (3) Overview of the situation
  - (4) Prognosis
  - (5) Who will notify senior management
  - (6) Interaction with off-site agencies
  - (7) Protective Action Recommendation made
  - (8) What Emergency Response Facilities have or should be activated

**NOTE:**

EOF staffing is automatic at declaration of an ALERT or higher classification. Otherwise, you or the Emergency Director may call for activation.

**SPECIFIC TASKS:**

**HOW:**

3. Upon arrival at the EOF, prepare to assume responsibility for off-site communications and radiological activities, public information, and overall command and control of the Emergency Response Organization from the TSC.

**HELP**

**TSC/EOF TURNOVER CHECKLIST**  
**See TAB 10**

- 3a. Verify that an adequate staff has responded. The following are required for EOF Activation.
- Recovery Manager
  - Engineering Support Supervisor
  - Dose Assessment Supervisor
  - Dose Assessment Staffer
  - Field Team Director
  - Radiation Monitoring Team personnel-2
  - EOF Support Supervisor
  - EOF Communicator
- 3b. Review all available status information, pertinent data, and press releases.
- 3c. Obtain staff input on readiness for turnover.
- 3d. When staff is ready for turnover, place ED on speaker and have staff available to participate.
- 3e. Complete TSC/EOF Turnover Checklist.
- 3f. Solicit questions from staff.
4. Inform the Emergency Director that you are prepared to assume control of the PPL Nuclear Emergency Response.
5. Take control of PPL emergency response.
- 5a. Ensure a PA announcement is made:
- (1) The EOF has assumed control from the TSC.
  - (2) Provide a brief summary of the emergency status.

**SPECIFIC TASKS:**

**HOW:**

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- |  |  |
|--|--|
| 6. Consider contacting other PPL line managers who can support the emergency effort. | 5b. Notify the Public Information Manager you have assumed control from the TSC.         |
| 7. Call out additional personnel as required.  | 7a. Request the EOF Support Supervisor or Administrative Assistant to make the contacts. |
| 8. When required, request Federal assistance to augment NERO capabilities.           | 8a. Coordinate with PEMA and/or DEP/BRP.   |
| 9. Send a representative to the State Emergency Operations Center.                   | 9a. Coordinate with PEMA.  |
|  | 9b. Dispatch another Recovery Manager to perform this function.                          |



**MAJOR TASK:**

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Coordinate PPL's emergency response efforts to assure priority issues are being addressed and a common understanding of the situation exists.

**SPECIFIC TASKS:**

**HOW:**

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1. Periodically call the TSC Emergency Director to discuss status, issues and priorities.

**HELP**

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**TSC/EOF BRIEFING CHECKLIST**  
**See TAB 10**

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**NOTE:**

**Frequency determined by pace of events.**

- 1a. Coordinate this emergency status update through regular conference calls, if possible, and direct on-going calls as required.

**NOTE:**

**The "199" conference bridge will allow conferencing between the Recovery Manager, Emergency Director, Public Information Manager and General Office.**

2. Periodically brief EOF personnel.

- 2a. Use the PA system and EOF Supervisors.

- 2b. This task can be delegated to the EOF Support Supervisor.

**NOTE:**

**The frequency of the EOF briefing is determined by the pace of events.**

- 2c. Ensure the Public Information Manager, (or his representative), is kept informed.

3. Maintain frequent contact with the federal and state representatives present in the EOF.

- 3a. Ensure questions and concerns are addressed.

**SPECIFIC TASKS:**

**HOW:**

4. Approve News Releases.

4a. Obtain copies of the news releases from the MOC to review, and approve.

**NOTE:**

**You may delegate this responsibility to the EOF Support Supervisor.**

5. Ensure your key managers are keeping logs which include important events, decisions, and logic supporting decisions.

**List of information you can expect to receive and from whom:**

Emergency Director	<ul style="list-style-type: none"><li>• Ongoing plant status, classification recommendations, PAR recommendations and prognosis.</li></ul>
Engineering Support Supervisor	<ul style="list-style-type: none"><li>• Background/advise on technical activities and recommendations on emergency classifications.</li></ul>
Dose Assessment Supervisor	<ul style="list-style-type: none"><li>• Magnitude and effects of actual or potential releases from the plant.</li><li>• Recommendations for specific protective actions.</li><li>• Recommendations on emergency classifications.</li></ul>
Liaison Supervisor/EOF Support Supervisor	<ul style="list-style-type: none"><li>• Interest and concern of off-site agencies represented in the EOF.</li></ul>

**MAJOR TASK:**

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Represent the company in discussions with federal and state agencies, primarily NRC and DEP/BRP.

**SPECIFIC TASKS:**

**HOW:**

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- |   |   |
|---|---|
| 1. Contact the state Emergency Operations Center.                                       | 1a. Brief the PEMA Director, or his representative, on any significant changes and establish ongoing communications.  |
| 2. Initiate contact with the federal, state, and local agencies represented in the EOF. |   |
| 3. Receive information from the agencies.   | 3a. Look for:<br><br>(1) State and federal field monitoring results.<br><br>(2) Actions being taken by non-PPL organizations.<br><br>(3) Sense of agencies' concerns and questions. |
| 4. Take appropriate action to clear up differences you feel should be resolved.         | 4a. Get the needed information:<br><br>(1) Resolve open questions<br><br>(2) Fill in information gaps<br><br>(3) Technical discrepancies  |

**SPECIFIC TASKS:**

**HOW:**

5. Maintain an open dialogue with the off-site agencies.

5a. Ensure the Liaisons/EOF Support Supervisor:

- (1) Provide the agencies with continuous updates
- (2) Continue to solicit information and updates from agencies
- (3) Promote a consensus decision making environment for off-site Protective Action Recommendations.

5b. Maintain direct contact with the state EOC, (PEMA Director or his representative).

5c. Maintain direct contact with senior agency representatives located in the EOF.

**MAJOR TASK:**

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Reclassify the emergency based on continuing assessment of the situation.

**SPECIFIC TASKS:**

**HOW:**

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|--|--|
| 1. Monitor conditions to determine if the classification should change.        | 1a. You must reclassify within fifteen minutes of receiving information indicating the need to reclassify.   |
| 2. Evaluate current and projected off-site radiological and plant information. | <p>2a. Obtain and evaluate the following data:</p> <ul style="list-style-type: none"><li>(1) Plant conditions and prognosis received from the Emergency Director.</li><li>(2) Field radiation data received from the Dose Assessment Supervisor or Field Team Director.</li><li>(3) Plant conditions, prognosis and release status received from the Engineering Support Supervisor.</li><li>(4) Fuel integrity and prognosis received from the Fuels Lead Engineer.</li></ul>   |
| 3. Reclassify the emergency.   | <p>3a. If the emergency action level is a specific, measured value, reclassify the emergency.</p> <p>3b. Refer to EAL Bases document for additional guidance.</p> <p>3c. If no EAL's are applicable to the current situation, be sure to renew the General Criteria EAL 4.</p> <p>3d. If the emergency action level is based on an assessment and is judgmental:</p> <ul style="list-style-type: none"><li>(1) Coordinate an evaluation of the situation among the ED, RM and, if present, the NRC, PEMA, and DEP/BRP.</li></ul> |

**SPECIFIC TASKS:**

**HOW:**

- (2) Determine the change in classification.

**NOTE:**

**If you upgrade to a GENERAL EMERGENCY, you must make a Protective Action Recommendation within fifteen minutes. (see TAB E)**

- 3e. If downgrading from a Site Area or General Emergency, you must obtain concurrence from:

- (1) NRC \_\_\_\_\_  
(2) DEP/BRP \_\_\_\_\_  
(3) PPL Senior Management \_\_\_\_\_

4. Ensure changes in classification are communicated to all off-site agencies.

- 4a. Identify the specific number used to reclassify the emergency.

- 4b. Sign, (date and time), the Emergency Notification Report to document your decision.

**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:**

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- |  |   |
|--|---|
| 5. Ensure changes in classification are communicated to the PPL emergency organizations. | 4c. Return the Emergency Notification Report to the EOF Support Supervisor or EOF Communicator for required notification to off-site agencies: <ul style="list-style-type: none"><li>(1) PEMA</li><li>(2) LCEMA</li><li>(3) CCDPS</li><li>(4) NRC</li></ul> |
|  | 5a. Notify the: <ul style="list-style-type: none"><li>(1) Emergency Director</li><li>(2) Public Information Manager</li><li>(3) EOF Staff</li><li>(4) Off-site agencies present in the EOF</li></ul>  |

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**MAJOR TASK:**

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Determine if there is a non-routine Radiological Release in Progress.

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**SPECIFIC TASKS:**

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**HOW:**

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1. Determine if there is a non-routine Radiological release in progress.

- 1a. There is a release in progress if ANY of the following are true:

- (1) Any release rates above Technical Specifications or Technical Requirements Manual limits, OR
- (2) Entry into the Emergency Plan for the listed EALs:
  - 3 fuel Clad Degradation
  - 15 Radiological Effluents
  - 17 Spent Fuel Related Incident
  - 18 Steam Line Break
- (3) Any radiological release to the environment, detected by effluent monitors or environmental monitoring, above normal levels and is attributable to a declared event, OR

**NOTE:**

Normal levels are the highest reading in the last 24 hours prior to the emergency, excluding the current peak value.

- (4) If the Shift Manager/ED/RM has reason to believe that an Unmonitored release is in progress even though plant indications are otherwise normal, OR
- (5) Entry into the E Plan under EAL 21 Dry Fuel Storage or EAL 16 Security Event, AND the Dry Storage Cask has been breached.



**SPECIFIC TASKS:**

**HOW:**

2. If there is a non-routine Radiological release in progress, ensure performance of the following actions.

(6) Initiation of SBGT System due to Radiological release.

2a. Provide that information to the EOF Communicators to transmit the information to offsite agencies.

2b. Direct Dose Assessment personnel to initiate dose calculations and field monitoring.