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101 - 101 - EMERGENCY DIRECTOR (ED)-TSC 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-101
REMOVE: REV:18

ADD: REV: 19

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AD45

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
TSC EMERGENCY DIRECTOR: Emergency Plan-Position Specific Procedure		EP-PS-101 Revision 19 Page 1 of 4

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

EFFECTIVE DATE: 6-26-2003

PERIODIC REVIEW FREQUENCY: Two Years

PERIODIC REVIEW DUE DATE: 6-26-2005

RECOMMENDED REVIEWS:
All

Procedure Owner: Nuclear Emergency Planning

Responsible Supervisor: Vice President-Nuclear Operations

Responsible FUM: Supv.-Nuclear Emergency Planning

Responsible Approver: Vice President-Nuclear Operations

CONTROLLED

EMERGENCY DIRECTOR (ED)-TSC: Emergency Plan-Position Specific Procedure

WHEN: Emergency Support Center (TSC) is activated

HOW NOTIFIED: Phoned by Station Operator
After hours: Paged

REPORT TO: Vice President-Nuclear Operations

WHERE TO REPORT: Control Room/TSC

OVERALL DUTY:

Manage the Technical Support Center (TSC) so that the plant responds to the emergency, people are protected, and the center processes information to those who need to know. Once the EOF has taken over these communications and radiological functions, concentrate exclusively on returning the plant to a safe condition.

MAJOR TASKS:	TAB:	REVISION:
Assemble and brief TSC staff, then take over the task of managing the emergency.	TAB A	10
Reclassify the emergency as conditions change.	TAB B	8
Make sure information is being communicated to company, public, and government personnel.	TAB C	6
Make protective action recommendations to safeguard public and measures to protect personnel working in or near the plant.	TAB D	10
Review Severe Accident Management (SAM), strategies.	TAB E	4
Manage turnover to the next shift.	TAB F	4
Turn over Emergency Management to the EOF.	TAB G	4
When emergency is terminated, disband the TSC staff.	TAB H	0
Determine if there is a non-routine Radiological Release in Progress.	TAB I	0

SUPPORTING INFORMATION:	TAB:
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Brief Non-Technical Descriptions of EAL	TAB 4
Turnover/Briefing Checklists: • Control Room/TSC Turnover Checklist • TSC/EOF Turnover Checklist • TSC/EOF Briefing Checklist	TAB 5
Emergency Classification	TAB 6
Public Protective Action Recommendation Guide	TAB 7
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 8
TSC Staff Responsibilities	TAB 9
Restoration Organization Guidelines	TAB 10
Emergency Forms • TSC Data Sheet • Potassium Iodine (KI) Tracking Form • Emergency Exposure Extensions • Emergency Exposure Extension Request • PAR State Notification Form	TAB 11
Primary Containment and RVP Venting Strategy	TAB 12

REFERENCES:

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

EPA Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400-R-92-001 May 1992)

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

SP-00-308, Emergency Medical Response, Search/Rescue

MAJOR TASK:

Assemble and brief TSC staff, then take over the task of managing the emergency.

SPECIFIC TASKS:	HOW:	
	NOTE (1): **The Operations Coordinator may perform Steps 1 through 3b (as defined by parenthesis) if the TSC Emergency Director has assumed the role of the ED in the Control Room.**	
	NOTE (2): **If the ED did NOT take over Control of the Emergency proceed with Step 1.**	
1. Determine plant status.	1a. Report to Control Room.	_____
	1b. Receive turnover from Shift Manager.	_____
	HELP **CONTROL ROOM/TSC TURNOVER CHECKLIST** **See TAB 5**	
	1c. Determine:	
	(1) Resources or actions required by Operations.	_____
	(2) In progress plant activities.	_____
2. Assume overall management of the emergency.	2a. Verify key Coordinators are ready to assume emergency functions required for activation:	
	(1) Operations Coordinator	_____
	(2) Damage Control Team coordinator	_____
	(3) Rad Protection Coordinator	_____
	(4) TSC Coordinator	_____

SPECIFIC TASKS: **HOW:**

(5) TSC NRC Communicator _____

(6) Security Coordinator _____

HELP

Emergency Organization
See TAB 2

NOTE:
The Operations Coordinator may perform step 2b as defined in ( ). However, only a qualified ED can relieve the Control Room ED of overall management of the emergency.

2b. Contact the Shift Manager and relieve Control Room of overall management of emergency, ***(Ops Coordinator notify Control Room ED of readiness of TSC to take turnover.)***

(1) Offsite Notification (TSC Communicator) _____
(2) Dose Projection (Rad Protection Coordinator) _____
(3) Emergency Teams (Damage Control Team Coordinator) _____
(4) Emergency Classification (Technical Support and Operations Coordinators) _____
(5) Protective Action Recommendations (Rad Protection Coordinator). _____

2c. If the Operations Coordinator prepared the TSC for activation while you were filling the role of Control Room ED, activate the TSC.

SPECIFIC TASKS:	HOW:		
	2d.	Make a Plant PA announcement when the "TSC is in control of the emergency." **NOTE (1):** **The Plant Page located on the ED Desk is Local to the TSC. The Plant-wide PA is located on either wall in the TSC.** **NOTE (2):** **This responsibility can be delegated to the TSC Communicator.**	____
	2e.	Brief TSC personnel on emergency situation.	____
	2f.	Review classification of emergency **(TAB B)**.	____
	2g.	Review radiological conditions and dose projections if applicable **(TAB D)**.	____
3. Perform external notifications.	3a.	Notify Public Information Manager of plant status.	____
	3b.	Notify Senior Vice President-Generation and Chief Nuclear Officer, or VP - Nuclear Operations. Request they notify other managers as appropriate.	____
4. Direct the Security or Admin Coordinators to verify 60 and 90 minute NERO members respond.			____
5. Manage the emergency.	5a.	Reclassify the emergency as conditions change **(TAB B)**.	____
	5b.	Communicate information concerning emergency **(TAB C)**.	____

SPECIFIC TASKS:	HOW:	
	5c. Initiate radioactive release monitoring to support Public Protective Action Recommendation **(TAB D).**	_____
	5d. Make Protective Action Recommendation as required **(TAB D).**	_____
	5e. Notify the Control Room to initiate accountability. **NOTE (1):** **Accountability required at Site Area Emergency or higher classification (consider habitability of accountability locations). Rad Protection and Security Coordinators responsible to implement.** **NOTE (2):** **Once accountability is ordered, it must be maintained until either the event is terminated or an evacuation is ordered.**	
	5f. Initiate RCA Evacuation when plant conditions dictate or: (1) When accountability is initiated.	_____
	5g. Initiate Site Evacuation of non-essential personnel when site conditions dictate or when a Site or General Emergency is declared AND accountability is complete.	_____

SPECIFIC TASKS:	HOW:	
	NOTE: **Essential personnel:** • **Operations** • **Maintenance** • **Health Physics** • **Chemistry** • **Security** • **NERO Members**	
	(1) Instruct Security Coordinator to perform site evacuation.	_____
	(2) If the TSC is in control of the Emergency, direct both TSC Communicators to notify offsite agencies of the evacuation initiation.	_____
	(3) If the EOF is in control of the emergency, direct the TSC E-Plan Communicator to notify the EOF Communicator of the evacuation so that the EOF can notify offsite agencies.	_____
	(4) Direct the TSC NRC Communicator to notify the NRC of the evacuation initiation.	_____
	5h. Monitor plant status.	_____
	NOTE: **Ops Coordinator responsible to maintain.**	
	5i. Establish plant priorities.	_____
	NOTE: **Ops Coordinator responsibility.**	
	5j. Initiate corrective actions for plant priorities.	_____

SPECIFIC TASKS:	HOW:	
	NOTE: **Damage Control Team Coordinator responsible to implement actions.**	
	5k. Ensure proper resources are available to combat emergency.	_____
	NOTE: **Damage Control Team and Admin. Coordinators responsibilities.**	
	5l. Initiate core damage assessment.	_____
	NOTE: **Tech Support Coordinator responsibility. Requires PASS sample - Chemistry Coordinator.**	
	5m. Initiate 24-hour shift coverage for emergency positions.	_____
	NOTE: **Admin. Coordinator responsible.**	
	5n. Support emergency medical response, search/rescue.	_____
	NOTE: **Reference SP-00-308, (Emergency Medical Response, Search/Rescue)**	
6. Request Federal assistance to augment NERO.	6a. When federal assistance is required, requests should be coordinated with PEMA and/or DEP/BRP.	_____

SPECIFIC TASKS:	HOW:
7. If required, invoke the provisions of 10CFR 50.54X.	7a. In accordance with 10CFR 50.54X, operation outside the Technical Specifications shall only be taken in an emergency: (1) When action is immediately needed to protect the public health and safety and no action consistent with license conditions and Technical Specifications that can provide adequate or equivalent protection is immediately apparent. (2) Direct the Operations Coordinator to have the Shift Manager implement the provisions of OP-AD-001 Section 6.2.6.

MAJOR TASK:

Reclassify the emergency as conditions change.

SPECIFIC TASKS:	HOW:	
1. Evaluate latest information.	1a. Consult lead Coordinators for updated information.	
	(1) Radiation Protection Coordinator for radiological release.	____
	(2) Operations Coordinator on plant status.	____
	(3) Technical Support Coordinator over status of problem identification/ resolution.	____
	(4) Security Coordinator for security event.	____
	(5) Damage Control Team Coordinator for repair status.	____
2. If significant changes have occurred, review EAL classifications.	2a. Review EAL classifications.	____
	HELP **Emergency Classification See TAB 6**	
	2b. Find emergency action levels on matrix closest to actual plant condition.	____
	CAUTION: **If you upgrade to a General Emergency, you must make a Protective Action Recommendation within 15 minutes (see TAB D).**	
	2c. Refer to EAL bases document for additional guidance.	____

SPECIFIC TASKS:	HOW:	
	2d. If no EAL's are applicable to the current situation be sure to review the General Criteria EAL 4.	____
3. Choose the most appropriate emergency action level.	3a. If upgrading, go to Specific Task #4 of this tab, "Document and communicate the new classification."	____
	3b. If downgrading from a Site Area Emergency or General Emergency you must get concurrence from: (1) NRC (2) DEP/BRP (3) PPL Sr. VP or VP-Nuclear Operations	____ ____ ____
	3c. If terminating the emergency, **go to TAB G.**	____
4. Document and communicate the new classification.	4a. Document in log: (1) Time (2) Date (3) Emergency level	____ ____ ____
	4b. Instruct either TSC Communicator to announce classification over page.	____
	4c. Instruct both TSC Communicators to initiate notifications (Local/State, NRC).	____
	NOTE: **PEMA, LCEMA and CCDPS must be notified within 15 minutes after classification.** **NRC should be notified as soon as possible, but within 60 minutes.**	

SPECIFIC TASKS:		HOW:	
		4d.	At Site Area or General Emergency, contact the Shift Manager to initiate accountability actions if not already done. **NOTE (1):** **Accountability is optional at the alert level. It is required at the Site Area Emergency or General Emergency.** **NOTE (2):** **Once accountability is initiated it must be maintained until the event is terminated or a site evacuation is initiated.**
5.	Review PAR Guidance in anticipation of escalation to a General Emergency.	5a.	**Go to TAB D.**
6.	When conditions warrant, declare a General Emergency.	6a.	Within 15 minutes of declaration of a General Emergency, perform the following (1) Ensure notifications via ENR form to PEMA, LCEMA, and CCDPS are initiated by the TSC Communicator. (2) Determine appropriate PAR. **Go to TAB D.**
7.	Continue to evaluate current PAR and revise as appropriate based on increasing dose levels.	7a.	**Go to TAB D.**

MAJOR TASK:

Make sure information is being communicated to company, public, and government personnel. This includes calls you make directly.

SPECIFIC TASKS:	HOW:	
1. Assure offsite agencies and internal management are notified.	1a. Direct the TSC E-Plan Communicator to complete the Emergency Notification Report using guidance provided in the "Emergency Action Level Reference Manual."	____
	HELP **Brief Non-Technical Descriptions of EAL** **See TAB 4**	
	1b. If the TSC is in control of the Emergency, direct both of the TSC Communicators to notify offsite organizations when a site evacuation of non-essential personnel is initiated.	____
	1c. If the EOF is in control, direct the E-Plan Communicator to notify the EOF Communicator to notify offsite organizations when a site evacuation is initiated.	____
	1d. If the EOF is in control, the TSC NRC Communicator will inform the NRC when a site evacuation is initiated.	____
	HELP **Emergency Telephone Instructions** **See TAB 1**	

SPECIFIC TASKS:	HOW:	
2. Assure the PAR Form is transmitted to DEP/BRP.	2a. If offsite radiological release is in progress, the Rad Protection Coordinator informs DEP/BRP with Protective Action Recommendation Form.	____
3. Provide static updates on the emergency to TSC staff.		____
4. Periodically meet with lead TSC Coordinators to discuss information about the emergency.	4a. Conduct routine meetings approximately every 30 to 60 minutes to: (1) Set up action items. (2) Set priorities. (3) Clarify responsibilities. (4) Discuss long-range requirements. (5) Allocate resources.	 ____ ____ ____ ____ ____
	HELP **TSC Staff Responsibilities** **See TAB 11**	
	HELP **TSC/EOF BRIEFING CHECKLIST** **See TAB 5**	
5. Present emergency status and TSC priorities during EOF conference call.	5a. Set conference call by dialing 199 on your CTN phone. **NOTE:** **Emergency Telephone Directory Centrex System Conferencing.**	____
	5b. Provide information concerning: (1) Plant status. (2) Radiological conditions. (3) Classification level.	 ____ ____ ____
6. Approve news releases before being issued by PIM.		

SPECIFIC TASKS:	HOW:
7. Approve Emergency Notification Reports prior to transmission.	
8. Approve Protective Action Recommendation Forms prior to transmission.	8a. Approval by Emergency Director required only if Public Protective Action Recommendation is made.

MAJOR TASK:

Make Protective Action Recommendations to safeguard the public and measures to protect personnel working at or near the plant.

SPECIFIC TASKS:	HOW:
1. Evaluate the current and projected plant and off-site radiological information.	1a. Obtain and evaluate information: (1) Plant information and prognosis from the Ops Coordinator, Damage Control Team Coordination and the TSC Coordinator. _____ (2) Radiological information from the Radiation Protection Coordinator: _____ (a) Field readings (b) Dose projections (c) Release Rates (d) Meteorological conditions (e) Issuance of Potassium Iodide
2. Review PAR Guidance in anticipation of escalation to a General Emergency.	2a. Use the following guidance; (1) Assess plant conditions and determine the most likely Emergency Action Level that could lead to declaration of a General Emergency. _____ (2) Using the above conditions, review the PAR flowchart to determine the likely PAR for the General Emergency condition. _____

SPECIFIC TASKS:	HOW:	
	(3) Review the likely PAR with any state or federal officials present in the Emergency Response Facility to resolve any potential issues should the PAR later need to be issued or revised.	_____
	HELP **Protective Action Recommendation Guide** **See TAB 7**	
3. When a General Emergency is declared determine appropriate PAR and communicate the PAR within 15 minutes to the Senior State Official.	3a. Go to TAB 7 and determine PAR.	_____
	3b. Discuss recommendation with Recovery Manager, if feasible.	_____
	3c. Communicate PAR to Senior State Official. Phone number is 717 651-2148.	_____
	HELP **PAR State Notification Form** **See TAB 11**	
4. Continue to evaluate current PAR and revise as appropriate based on increasing dose levels.	4a. Communicate revised PAR to Senior State Official. Phone number is 717 651-2148.	_____
	HELP **PAR State Notification Form** **See TAB 11**	
	HELP **Protective Action Recommendation Guide** **See TAB 7**	

SPECIFIC TASKS:	HOW:	
5. Assess if a protective action recommendation beyond ten miles is appropriate.	5a. Instruct the RPC to provide estimates of dose projections for distances greater than ten miles.	_____
	5b. Consult with Operations and Technical Support Coordinators to verify dose projection estimates are consistent with plant conditions.	_____
	5c. Insure PAR's have been made for distances up to ten miles.	_____
	5d. Recommend a PAR rounding out the distance to the nearest five mile increment until dose projections estimates are less than 1 REM TEDE or 5 REM CEDE.	_____
	5e. Communicate the PAR to the Senior State Official using the PAR State Notification Form. Phone number is 717 651-2148.	_____
6. Continue monitoring on-site release(s) to protect plant personnel and anticipate possible offsite conditions.		_____
7. When required, initiate a Local Area RCA, or Site Evacuation.	7a. **<u>Local Area Evacuation</u> Guidelines:** Evacuate personnel from an area or building when: (1) CAM on high alarm (2) ARM on high alarm (3) Fire alarm (4) Uncontrolled toxic material in area (5) Any condition hazardous to personnel if they remain in the area.	_____

SPECIFIC TASKS:	HOW:	
	7b. **RCA Evacuation:** Evacuate personnel from the RCA when: (1) Alert declared (2) Accountability initiated (3) Any condition hazardous to personnel who remain in the RCA.	_____
	7c. **Site Evacuation:** Non-essential personnel evacuated from the site when: (1) Site or General Emergency declared and accountability completed. (2) Any condition hazardous to personnel who remain on site exists.	_____
8. Initiate habitability survey of all accountability areas.	8a. Ensure the Radiation Protection Coordinator has completed surveys of accountability areas.	_____
	NOTE: **If an accountability area is uninhabitable, consult with Health Physics on the necessity of establishing a remote assembly, (holding), area. (West Building or the Energy Information Center.)**	
9. Initiate accountability.	9a. Direct the Operations Coordinator to contact the Control Room to initiate the Accountability Alert Tone.	_____
	9b. Notify the Security Coordinator that accountability has been initiated.	_____

SPECIFIC TASKS:	HOW:	
	NOTE (1): **Accountability should be completed within thirty minutes from time it was called for.** **NOTE (2):** **Once accountability is initiated it must be maintained until event termination or site evacuation.**	
10. Evacuate personnel when required.	10a. <u>Local Area Evacuation</u>, ensure:	
	(1) INDIA Team(s) dispatched to assess and mitigate the emergency condition(s).	_____
	(2) Request non-essential personnel remain out of the area until emergency condition(s) terminated.	_____
	10b. <u>RCA Evacuation</u>, ensure:	
	(1) INDIA Team(s) dispatched to assess and mitigate the emergency condition(s).	_____
	(2) Have personnel remain out of the RCA until emergency condition(s) are terminated.	_____
	10c. <u>SITE EVACUATION</u>	
	(1) Direct the Administrative Coordinator (or Security Coordinator if the Admin Coordinator has not arrived) to identify essential personnel.	

SPECIFIC TASKS:	HOW:	
	NOTE: **Essential personnel are defined in the Admin and Security Coordinator procedures.**	
11. Designate an area for essential personnel to assemble if not assembled in the OSC or TSC.	11a. Have essential personnel assemble at designated work or holding areas such as the Maintenance and I&C shops.	_____
12. Evacuate non-essential personnel from the site.	12a. When accountability is completed, direct the Security Coordinator to initiate evacuation of non-essential personnel from the site.	_____
	NOTE: **It may be prudent to have non-essential personnel report to the Remote Assembly Areas if additional contamination or other monitoring is required.**	
	12b. If the TSC is in control, direct both of the TSC Communicators to initiate an ENR form to notify offsite agencies of the site evacuation.	
	12c. If the EOF is in control, direct the TSC E-Plan Communicator to notify the EOF Communicator to initiate the ENR form to notify offsite agencies of the site evacuation initiation.	
	12d. If the EOF is in control, direct the TSC NRC Communicator to notify the NRC of the initiation of site evacuation.	

SPECIFIC TASKS:	HOW:	
13. Direct Health Physics to establish ongoing habitability monitoring of essential work locations and holding areas.		
14. Assess manpower needs.	14a. Assess current conditions to determine if additional manpower should be called in.	_____
15. Adhere to administrative exposure limits for plant personnel.	15a. Follow administrative exposure objectives for plant personnel.	_____
16. Apply emergency exposure considerations when required.	16a. For doses expected to exceed 4,000 mrem, apply emergency exposure considerations.	_____

HELP

PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide
See TAB 8

MAJOR TASK:

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

SPECIFIC TASKS:	HOW:
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:
	(6) Initiation of SBGT System due to Radiological release.
2. If there is a non-routine Radiological release in progress, ensure performance of the following actions.	2a. Provide that information to the TSC Communicators to transmit the information to offsite agencies.
	2b. Direct Health Physics personnel to initiate dose calculations and field monitoring.