

MANUAL HARD COPY DISTRIBUTION  
DOCUMENT TRANSMITTAL 2003-38204

---

USER INFORMATION:

---

Name: GERLACH\*ROSE M      EMPL#: 28401      CA#: 0363

Address: NUCSA2

Phone#: 254-3194

TRANSMITTAL INFORMATION:

---

TO: GERLACH\*ROSE M      08/25/2003

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:

101 - 101 - EMERGENCY DIRECTOR (ED)-TSC EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS      DATE: 08/13/2003

ADD      MANUAL TABLE OF CONTENTS      DATE: 08/22/2003

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-101

ADD: PCAF 2003-1604 REV: N/A

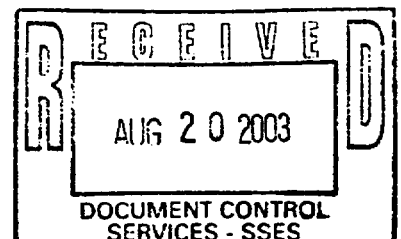
REMOVE: PCAF 2003-1571 REV: N/A

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.

A045

# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1604</u>	2. PAGE 1 OF <u>12</u>	3. PROC. NO. <u>EP-PS-101</u> REV. <u>19</u>
4. FORMS REVISED - <u>A</u> R <u>12</u> , - <u>G</u> R <u>6</u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u>		
5. PROCEDURE TITLE TSC Emergency Director: Emergency Plan Position Specific Instruction		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1571</u> # <u>  </u> # <u>  </u> # <u>  </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Incorporate PCAF 2003-1571. Added new page 3 of 4 as original PCAF incorrectly deleted page. This is an administrative change since it provides clarification to an existing technical requirement.		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>  </u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>08/19/2003</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) <u>  </u>
19. <u>T.C. Dalpiaz for JNG</u> <u>8/19/03</u> RESPONSIBLE SUPERVISOR DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u>T.C. Dalpiaz for JNG</u> <u>8/19/03</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER <u>MA</u> INITIALS DATE		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1604 | 2. PAGE 2 OF 12 | 3. PROC. NO. EP-PS-101 REV. 19

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d must be checked "YES" and the appropriate form attached or referenced.
- a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable. ☐ YES ☒ N/A
- b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable. ☒ YES ☐ N/A
- c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. ☐ YES ☒ N/A  
Screen/Evaluation No. \_\_\_\_\_
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. ☐ YES ☒ N/A
12. This change is consistent with the FSAR or an FSAR change is required. ☒ YES  
Change Request No. \_\_\_\_\_
13. Should this change be reviewed for potential effects on Training Needs or Material? ☐ YES ☒ NO  
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN \_\_\_\_\_
14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? ☐ YES ☒ NO
15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) ☐ YES ☒ NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54Q</u>	<u>M. Valdez</u>	<u>8/18/03</u>

\* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

**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~~ 12

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 6

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

PCAF

PCAF

**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:	TAB 5
<ul style="list-style-type: none"><li>• Control Room/TSC Turnover Checklist</li><li>• TSC/EOF Turnover Checklist</li><li>• TSC/EOF Briefing Checklist</li></ul>	
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	TAB 11
<ul style="list-style-type: none"><li>• TSC Data Sheet</li><li>• Potassium Iodine (KI) Tracking Form</li><li>• Emergency Exposure Extensions</li><li>• Emergency Exposure Extension Request</li><li>• PAR State Notification Form</li></ul>	
Primary Containment and RVP Venting Strategy	TAB 12

PCAF

**MAJOR TASK:**

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

**SPECIFIC TASKS:**

**HOW:**

**NOTE:** When the NERO is called out, the TSC should be activated regardless of the classification level.

**NOTE:** The activation process is the same regardless of classification level

**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 \_\_\_\_\_

PCAF

PCAF

**SPECIFIC TASKS:**

**HOW:**

- (3) Rad Protection Coordinator \_\_\_\_\_
- (4) TSC Coordinator \_\_\_\_\_
- (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.

**NOTE:IF AN EAL  
 DECLARATION HAS JUST BEEN  
 MADE IN THE CONTROL  
 ROOM, ENSURE THE CONTROL  
 ROOM ALSO MAKES THE  
 OFFSITE NOTIFICATIONS AND  
 PAR NOTIFICATIONS (if a  
 General Emergency was declared)**

- 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). \_\_\_\_\_

PCAF

**SPECIFIC TASKS:**

**HOW:**

- |  |   |       |
|--|---|-------|
| 2c.  | If the Operations Coordinator prepared the TSC for activation while you were filling the role of Control Room ED, activate the TSC.               | _____ |
| 2d.  | Make a Plant PA announcement when the "TSC is in control of the emergency."   | _____ |
| <b>NOTE (1):</b><br>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. |   |       |
| <b>NOTE (2):</b><br>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. | _____ |



**SPECIFIC TASKS:**

**HOW:**

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).

- 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.

PCAF

**SPECIFIC TASKS:**

**HOW:**

- 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. \_\_\_\_\_

**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.**

PIAF

**SPECIFIC TASKS:**

**HOW:**

5i. Establish plant priorities. \_\_\_\_\_

**NOTE:**

**Ops Coordinator responsibility.**

5j. Initiate corrective actions for plant priorities. \_\_\_\_\_

**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. \_\_\_\_\_

PCAF # 2003-1604  
PAGE 11 OF 12

TAB A  
EP-PS-101-A  
Revision 12 40  
Page 7 of 7

PCAF

**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:**

Turn over Emergency Management to EOF, but continue to assess plant conditions and evaluate reclassification based on plant parameters.

**SPECIFIC TASKS:**

**HOW:**

1. Collect turnover information from designated sources.

- 1a. Use turnover checklist. \_\_\_\_\_

**HELP**

**TSC/EOF TURNOVER CHECKLIST**  
See TAB 5

2. Turnover of control of overall management of emergency activities from the TSC to the EOF.

- 2a. Review turnover checklist with Recovery Manager. \_\_\_\_\_

**NOTE: IF AN EAL DECLARATION HAS JUST BEEN MADE IN THE TSC, INSURE THAT OFFSITE NOTIFICATIONS ARE MADE BY THE TSC PRIOR TO TURNOVER TO THE EOF.**

**NOTE: IF A GENERAL EMERGENCY WAS JUST DECLARED IN THE TSC INSURE THAT THE PAR AND PAR NOTIFICATIONS ARE MADE BY THE TSC PRIOR TO TURNOVER TO THE EOF.**

3. Continue to assess plant conditions and evaluate reclassification plant parameters.

**NOTE:**

**The Emergency Director is responsible to notify the Recovery Manager when in-plant conditions associated with an Emergency Action Level have been reached.**