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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED
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101 - 101 - EMERGENCY DIRECTOR (ED)-TSC EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

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

ADD MANUAL TABLE OF CONTENTS DATE: 09/09/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-101

ADD: PCAF 2003-1642 REV: N/A

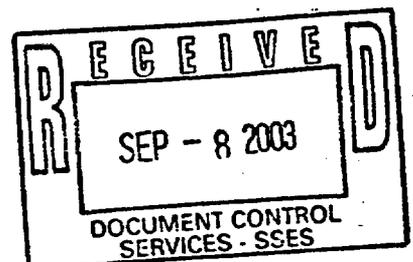
REMOVE: PCAF 2003-1604 REV: N/A

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.

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PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1604</u>	2. PAGE 1 OF <u>19</u>	3. PROC. NO. <u>EP-PS-101</u> REV. <u>19</u>
4. FORMS REVISED - <u>A R 13</u> , - <u>B R 9</u> , - <u>C R 7</u> , - <u>G R 7</u> , - <u>R</u> , - <u>R</u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: TSC Emergency Director		
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>2003-1604</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 2003-1604 Added steps to provide guidance in referring to Tab I to determine if there is a non-routine radiological release in progress. This is an administrative PCAF since it provides additional guidance to an existing requirement.		
Continued <input checked="" type="checkbox"/>		
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# _____
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>09/04/2003</u> PREPARER ETN DATE (Print or Type)	18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) <u>E Mail notification</u>	
19. <u>Joshua Greenwood</u> RESPONSIBLE SUPERVISOR <u>9/5/2003</u> 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>Joshua Greenwood</u> FUM APPROVAL <u>9/5/2003</u> DATE		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS _____ DATE	ENTER N/A IF FUM HAS APPROVAL AUTHORITY	



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-164 | 2. PAGE 2 OF 19 | 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. Halpern</u>	<u>9/5/04</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. ⁽⁵⁸⁾

** 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	10-13
Reclassify the emergency as conditions change.	TAB B	8-9
Make sure information is being communicated to company, public, and government personnel.	TAB C	8-7
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	4-7
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:	TAB 5
• Control Room/TSC Turnover Checklist	
• TSC/EOF Turnover Checklist	
• TSC/EOF Briefing Checklist	
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
• TSC Data Sheet	
• Potassium Iodine (KI) Tracking Form	
• Emergency Exposure Extensions	
• Emergency Exposure Extension Request	
• PAR State Notification Form	
Primary Containment and RVP Venting Strategy	TAB 12

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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 _____

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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). _____

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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."
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 and TAB I).
- 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.

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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. _____

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.

SPECIFIC TASKS:

HOW:

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

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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.

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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. Assess if there is a non-routine Radiological release in progress. | 2a. Refer to Tab I for assistance in determining if there is a non-routine Radiological release in progress.

2b. If there is a non-routine Radiological release in progress, insure the TSC E Plan Communicator indicates that on the ENR form.

2c. Insure that information is communicated to TSC personnel and the Recovery Manager. |
| 3. If significant changes have occurred, review EAL classifications. | 3a. Review EAL classifications. |

PCAF

SPECIFIC TASKS:

HOW:

HELP

**Emergency Classification
See TAB 6**

3b. 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).

4. Choose the most appropriate emergency action level.

3c. Refer to EAL bases document for additional guidance.

3d. If no EAL's are applicable to the current situation be sure to review the General Criteria EAL 4.

4a. If upgrading, go to Specific Task #4 of this tab, "Document and communicate the new classification."

4b. 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

4c. If terminating the emergency, go to TAB G.

5. Document and communicate the new classification.

5a. Document in log:

SPECIFIC TASKS:

HOW:

- (1) Time _____
- (2) Date _____
- (3) Emergency level _____

5b. Instruct either TSC Communicator to announce classification over page. _____

5c. 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.

5d. 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.

6. Review PAR Guidance in anticipation of escalation to a General Emergency.

6a. Go to TAB D.

PCAF

SPECIFIC TASKS:

HOW:

-
- | | |
|--|--|
| 7. When conditions warrant, declare a General Emergency. | 7a. 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. |
| 8. Continue to evaluate current PAR and revise as appropriate based on increasing dose levels. | 8a. Go to TAB D. |

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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**

PCAF

SPECIFIC TASKS:

HOW:

2. Evaluate if there is a non-routine Radiological Release in progress

2a. Refer to Tab I for additional guidance in making this determination.

2b. If offsite radiological release is in progress, the Rad Protection Coordinator informs DEP/BRP with Protective Action Recommendation Form.

2c. If offsite radiological release is in progress, insure the TSC Communicator provides that information on the ENR form (Block 4)

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.

PCAF

SPECIFIC TASKS:

HOW:

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.

- 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:

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.