

EP-AA-112-401 TMI INSTRUCTION MEMO

Date 10-10-03 Verif: DKB Box No. 20030287 T1 ☒ T2 ☐

<u>Control Rm Control Room Master Book, OOB</u>	M. Mixon	<u>C 3H</u> <u>1</u>	JPIC Corporate Spokesperson, JPIC	IKON	<u>C 3H</u> <u>1</u>
<u>Control Rm Shift Emergency Director, OOB</u>	M. Mixon	<u>1</u>	JPIC Director, JPIC	IKON	<u>1</u>
<u>Control Rm Shift Communicator, OOB</u>	M. Mixon	<u>1</u>	JPIC Technical Spokesperson, JPIC	IKON	<u>1</u>
<u>Control Rm Damage Control Communicator, OOB</u>	M. Mixon	<u>1</u>	JPIC Radiation Protection Spokesperson, JPIC	IKON	<u>1</u>
<u>Control Rm Operations Communicator, OOB</u>	M. Mixon	<u>1</u>	JPIC Administrative Coordinator, JPIC	IKON	<u>1</u>
<u>Central File, SOB</u>	D. Marshbank	<u>PLAIN</u>	JPIC Coordinator, JPIC	IKON	<u>1</u>
<u>Document Control Desk, Label</u>	NRC	<u>1</u>	JPIC Access Controller, JPIC	IKON	<u>1</u>
EP Department, NOB-2	B. Brady	<u>1</u>	<u>OSC Master Book, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
<u>Field Monitoring Team 1, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>	<u>OSC Director, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
<u>Field Monitoring Team 2, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>	<u>OSC Assistant OSC Director, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Master Book, OSF-1	IKON	<u>1</u>	<u>OSC Damage Control Communicator, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Station Emergency Director, OSF-1	IKON	<u>1</u>	<u>OSC Operations Group Lead, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Director, OSF-1	IKON	<u>1</u>	<u>OSC Radiation Protection Group Lead, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Logistics Coordinator, OSF-1	IKON	<u>1</u>	<u>OSC Chemistry Group Lead, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Security Coordinator, OSF-1	IKON	<u>1</u>	<u>OSC Mech Maint Group Lead, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
TSC State/Local Communicator, OSF-1	IKON	<u>1</u>	<u>OSC I&C/Elect Maint Group Lead, Rad Field Ops, Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Operations Manager, OSF-1	IKON	<u>1</u>	<u>OSC Spare Group Leader Binder, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>
TSC ENS Communicator, OSF-1	IKON	<u>1</u>	<u>OSC Shift Dose Assessor, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Operations Communicator, OSF-1	IKON	<u>1</u>	<u>RP Shift Dose Assessor, Rad Field Ops Svc Bldg</u>	T. Berstler	<u>1</u>
TSC Technical Manager, OSF-1	IKON	<u>1</u>	Training Department, Trng Bldg	C. Flory	<u>1</u>
TSC Technical Communicator, OSF-1	IKON	<u>1</u>	NRC Region 1, Label	N. McNamara	<u>1</u>
TSC Tech Support Area, OSF-1	IKON	<u>1</u>	NRC Onsite, Svc. Bldg	P. Sauder	<u>1</u>
TSC Maintenance Manager, OSF-1	IKON	<u>1</u>	Simulator Rm Simulator Master Book, Sim Bldg	IKON	<u>1</u>
TSC Damage Control Communicator, OSF-1	IKON	<u>1</u>	Simulator Rm Shift Emergency Director, Sim Bldg	IKON	<u>1</u>
TSC Radiation Protection Manager, OSF-1	IKON	<u>1</u>	Simulator Rm Shift Communicator, Sim Bldg	IKON	<u>1</u>
TSC Radiation Controls Coordinator, OSF-1	IKON	<u>1</u>	Simulator Rm Damage Control Communicator, Sim Bldg	IKON	<u>1</u>
TSC Radiation Controls Engineer, OSF-1	IKON	<u>1</u>	Simulator Rm Operations Communicator, Sim Bldg	IKON	<u>1</u>
TSC HPN Communicator OSF-1	IKON	<u>1</u>	Record Box, SOB + History Pkg.	S. Zimmerman	<u>PLAIN</u>
JPIC Master Book, JPIC	IKON	<u>1</u>			

Please update your file with the attached listed below, destroy the superseded/cancelled document(s). Also, please sign the acknowledgment at the bottom of this memo and return to Debbie Marshbank, Configuration Cntrl., Rm. 135 SOB, TMI.

Procedure Number	Rev	TC Number	TC/PROC CLD	Page Change	Entire	Level
EP-AA-112-401	<u>2</u>				<input checked="" type="checkbox"/>	<u>2</u>

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I hereby acknowledge receipt of this memo and have complied with the instructions

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Nuclear

EP-AA-112-401

Revision 2

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Level 2 - Reference Use

NUCLEAR DUTY OFFICER (NDO)

1. PURPOSE

- 1.1. This procedure describes the responsibilities and actions of the Exelon Nuclear Duty Officer (NDO), which is a designated "24 / 7" duty position in either the Mid-West or Mid-Atlantic Region.

When the Shift Manager decides that a situation warrants activation of the Emergency Response Organization (ERO) under the Emergency Plan, this procedure becomes applicable.

2. TERMS AND DEFINITIONS

None

3. RESPONSIBILITIES

- 3.1. The *Nuclear Duty Officer (NDO)* is responsible for functioning as the initial Exelon Nuclear Corporate Management contact when an emergency event is classified at an Exelon Nuclear station. The NDO shall decide the appropriate response for events not classified under the emergency plan.
- 3.2. The *NDO* is also responsible for interface with the State Duty Officers (or designated points of contact) regarding event information until the Corporate Emergency Director position is staffed.

4. MAIN BODY

- 4.1. **INITIATE** the appropriate Emergency Plan activities using the position checklist contained in Attachment 1.

5. DOCUMENTATION

None

6. REFERENCES

None

7. ATTACHMENTS

- 7.1. Attachment 1, Nuclear Duty Officer (NDO) Checklist

ATTACHMENT 1
NUCLEAR DUTY OFFICER (NDO) CHECKLIST
Page 1 of 3

Section 1, Event Classification

Section 2, Notification of Transportation Accident

Section 3, Hazardous Materials Emergency

Section 4, Activation of Electric Operations Emergency Load Conservation Program

1. EVENT CLASSIFICATION

NOTE: The NDO will receive an alpha page message from the Emergency Response Organization (ERO) Callout System identifying the affected station, event classification, and facilities being activated.

- 1.1. ☐ **CONTACT** the affected Station Duty Manager to **VERIFY** and **OBTAIN** updated information concerning emergency response actions and event status.
- 1.2. ☐ **NOTIFY** the Nuclear Duty Executive (NDE) and the Chief Nuclear Officer (CNO).
- 1.3. ☐ **NOTIFY** the Exelon Nuclear Regional Communications Duty Officer of the event.
- 1.4. ☐ **REVIEW** news releases created by Exelon Generation Communications & Public Affairs for accuracy prior to activation of the Emergency Public Information Organization.
- 1.5. ☐ **RESPOND** to requests for information concerning the event from the State Duty Officer(s), if contacted.
- 1.6. ☐ **UPDATE** the Exelon Nuclear Management, using the appropriate method listed below, until the EOF is in Command and Control or the event has been terminated:
 - 1.6.1. ☐ **MAINTAIN** the NDO Message voice mailbox up to date.
 - 1.6.2. ☐ If the event involves a Mid-Atlantic station, then **UPDATE** the Employee Emergency Notification Line for the affected station, using the instructions found in EP-MA-110-100.
- 1.7. ☐ **MAINTAIN** a record of activities.

ATTACHMENT 1
NUCLEAR DUTY OFFICER (NDO) CHECKLIST
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1.8. For an Alert or higher classification, **PERFORM** the following:

1.8.1. _____ **NOTIFY** industry support organizations per the Reportability Manual, using the contact numbers listed in the ERF Telephone Directory:

- Institute of Nuclear Power Operations (INPO)
- American Nuclear Insurers (ANI)

1.8.2. _____ **TRANSFER** responsibility for notification of INPO and ANI to the EOF Logistics Manager once the EOF is activated.

Mid-West Region

Cantera NDO may relocate to the EOF to continue to assist with notifications to ANI, INPO and other support / governmental agencies.

2. NOTIFICATION OF TRANSPORTATION ACCIDENT

NOTE: A Transportation Accident is defined in 49 CFR 171.15 and 49 CFR 171.16.

2.1. _____ **REVIEW** OP-AA-106-102, "Accidents or Incidents Involving the Transportation of Rad Material."

2.2. _____ **CONTACT** the affected Station Duty Manager to get information on the event.

2.3. _____ **CONTACT** Exelon Nuclear Communication Services and coordinate press releases if necessary.

2.4. _____ **CONTACT** INPO to initiate the Voluntary Assistance Program, if necessary.

2.5. _____ **CONTACT** American Nuclear Insurers (ANI) to provide them with status of the event.

2.6. _____ **MAINTAIN** a record of activities.

ATTACHMENT 1
NUCLEAR DUTY OFFICER (NDO) CHECKLIST
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MID-WEST Region**3. ACTIVATION OF ELECTRIC OPS EMERGENCY LOAD CONSERVATION PROGRAM**

- 3.1 ☐ **NOTIFY** Distribution Dispatch Center (DDC)/Load Dispatcher that a station is in an emergency condition. DDC will maintain power to that station's Emergency Planning Zone (EPZ) for the Alert and Notification System (ANS) sirens.
- 3.2 ☐ **NOTIFY** the ANS siren maintenance vendor of possible rolling power outages, and **INSTRUCT** the vendor to monitor siren performance.
- 3.3 ☐ **TRANSFER** the ELCP Bridge phone call to the Corporate Operations Center.
- 3.4 ☐ **UPDATE** the NDO Message voice mailbox. **MAINTAIN** the NDO Message voice mailbox up to date until the EOF is activated or the event has been terminated.
- 3.5 ☐ If support from the Site Restoration Management Team at a nuclear station is necessary, **then COORDINATE** plant access for the Team.
- 3.6 ☐ If the ANS siren maintenance vendor was notified of rolling power outages and the outages have been terminated, **then NOTIFY** them that the outages have been terminated.
- 3.7 ☐ If DDC/Load Dispatch was notified of an emergency condition, and the emergency is terminated, **then NOTIFY** the DDC/Load Dispatch that there is no longer an emergency condition at the affected station.