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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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100 - 100 - EMERGENCY DIRECTOR/CONTROL ROOM:
EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 12/11/2003

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CATEGORY: PROCEDURES TYPE: EP
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REMOVE: REV:18

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A048

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
<p>EMERGENCY DIRECTOR, CONTROL ROOM: Emergency Plan Position-Specific Instruction</p> <p>ADHERENCE LEVEL: REFERENCE USE</p>		<p>EP-PS-100 Revision 19 Page 1 of 4</p>
<p><u>QUALITY CLASSIFICATION:</u> () QA Program (X) Non-QA Program</p>	<p><u>APPROVAL CLASSIFICATION:</u> () Plant () Non-Plant (X) Instruction</p>	
<p>EFFECTIVE DATE: <u>12-18-2003</u></p> <p>PERIODIC REVIEW FREQUENCY: <u>Two Years</u></p> <p>PERIODIC REVIEW DUE DATE: <u>12-18-2005</u></p>		
<p><u>RECOMMENDED REVIEWS:</u> All</p>		
<p>Procedure Owner: <u>Nuclear Emergency Planning</u></p> <p>Responsible Supervisor: <u>Manager-Nuclear Operations</u></p> <p>Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u></p> <p>Responsible Approver: <u>V.P.-Nuclear Operations</u></p>		

EMERGENCY DIRECTOR (ED) - CONTROL ROOM:

Emergency Plan Position-Specific
Procedure

WHEN: Anytime a non-routine event is occurring
HOW NOTIFIED: On shift
REPORT TO: Duty Manager
WHERE TO REPORT: Control Room

OVERALL DUTY:

Take charge of the plant from the Control Room during an emergency condition, assigning duties and directing operations as necessary to return to a safe plant condition (NDAP-QA-300).

MAJOR TASKS:

TAB:

REVISION:

Classify the emergency as conditions indicate.	TAB A	9
Manage the UNUSUAL EVENT.	TAB B	18
Manage the ALERT EMERGENCY.	TAB C	16
Manage the SITE AREA EMERGENCY.	TAB D	18
Manage the GENERAL EMERGENCY.	TAB E	17
Manage the Site Specific Security threats or other Security EAL conditions.	TAB G	5
Determine if there is a non-routine Radiological Release in Progress.	TAB H	0

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Brief Non-Technical Description of EAL's	TAB 3
Emergency Classification	TAB 4
Public Protective Action Recommendation Guide	TAB 5
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 6
Personnel Accountability	TAB 7
Restoration Organization Guidelines	TAB 8
Emergency Forms	TAB 9
o Potassium Iodine (KI) Tracking Form	
o Emergency Notification Report	
o Protective Action Recommendation State Notification Form	

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 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 Policy and Program

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

Letter dated February 25, 2002, from Samuel J. Collins, Director, Office of Nuclear Reactor Regulations, to Robert G. Byram, Senior Vice President and Chief Nuclear Officer.

MAJOR TASK:

Manage the UNUSUAL EVENT.

SPECIFIC TASKS:

HOW:

1. Document and communicate the Emergency Classification.

1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. _____
- (2) Emergency classification. _____
- (3) Time of classification. _____

2. Appoint an Emergency Plan Communicator.

2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. _____

3. Appoint an NRC Communicator.

3a. The Communicator should perform EP-PS-135 NRC Communicator. _____

NOTE:

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO if desired or request notification of Key Managers.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and Approve the ENR Form transmitted by the Emergency Plan Communicator.

4a. Review the ENR form with the E Plan communicator.

4.b Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

SPECIFIC TASKS:	HOW:
5. Approve Press Releases.	5a. Verbal approval acceptable for _____ Press Releases.
6. Consider activation of NERO at the UNUSUAL EVENT unless the event is expected to be short duration or minimal impact.	6a. Instruct NRC Communicator to activate NERO or initiate Notification of Key Managers through Security.
7. If NERO is not activated, Initiate additional notifications.	7a. Direct any NRC Communicator to perform the following notification: <u>Within two hours of declaration,</u> transmit the emergency classification to off-site agencies: Institute of Nuclear Power _____ (INPO) Pennsylvania Rural Electric _____ Assn. American Nuclear Insurers _____ (ANI) PPL Insurance Group _____
	NOTE: Phone numbers are contained in the NRC Communicator's procedure, EP-PS-135.
8. Manage the emergency.	8a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
9. Manage the emergency until relieved by another qualified Emergency Director.	9a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
10. The relieving Emergency Director should implement this procedure until relieved by the TSC.	10a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.

SPECIFIC TASKS:

HOW:

- | | |
|---|---|
| <p>11. Contact Security to Initiate emergency medical response, search and rescue when required.</p> | <p>11a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue)</p> |
| <p>12. If a non-routine radiological release is suspected/in progress, Initiate off-site dose calculations.</p> | <p>12a. Notify Health Physics that off-site dose calculations are required.</p> |
| <p>NOTE:
 See Tab H for additional information on determining if there is a non-routine release in progress.</p> | <p>12b. Notify Health Physics to prepare for and dispatch OSCAR.</p> |
| <p>13. Consider the need to obtain a coolant sample.</p> | <p>13a. Notify Chemistry to obtain a coolant sample via EP-PS-115.</p> |
| <p>14. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.</p> | <p>14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.</p> |
| <p>15. When contacted, brief the PUBLIC INFO. MANAGER, Duty Manager and Recovery Manager.</p> | <p>15a. Brief concerning:
 (1) Plant status
 (2) Radiological condition
 (3) Emergency Classification Level</p> |
| <p>16. Evaluate the need for local/RCA evacuation.</p> | <p>16a. Instruct available Control Room Personnel to announce evacuation.</p> |
| <p>17. Evaluate the need for accountability.</p> | <p>17a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-099-004.)</p> |
| <p>NOTE (1):
 Accountability is <u>optional</u> at the Unusual Event Level.</p> | |
| <p>NOTE (2):
 Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.</p> | <p>17b. Notify Security of any Operations personnel that are in the plant.</p> |

SPECIFIC TASKS:

HOW:

18. If plant conditions change, reclassify emergency and enter appropriate tab for classification level.
 - **FOR UPGRADING EMERGENCY**
 ALERT TAB "C"
 SITE AREA TAB "D"
 GENERAL TAB "E"

19. Transfer Emergency Management duties to TSC Emergency Director if TSC is staffed.

NOTE:

If you have just declared the Unusual Event, insure that offsite notifications are made prior to turnover to the TSC.

20. IF a decision to downgrade or terminate the emergency is made, perform the following:

HELP

Emergency Classifications
 See TAB 4

- 19a. Review the following with TSC Emergency Director:
 (1) Classification of Emergency
 (2) Radiological conditions in-plant/offsite/projected
 (3) Priorities and corrective actions taken
 (4) Plant status
 (5) Offsite Notifications

- 19b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

- 19c. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

NOTE:

Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator.

- 20a. Confirm with (if possible):
 (1) VP-Nuclear Operations _____
 (2) Duty Manager _____
 (3) NRC (optional for UE) _____
 (4) DEP/BRP _____
 (optional for UE)

SPECIFIC TASKS:

HOW:

-
- | | |
|--|---|
| | 20b. Obtain approval from Senior Management prior to implementation.
(1) Sr. VP & CNO <u>OR</u>
(2) VP-Nuclear Operations |
| 21. Generate an ENR form terminating the event. | 21a. Review the ENR form with the E Plan Communicator and direct him to make offsite notifications. |
| 22. Emergency termination:
(1) Return OPS to normal organization. | 22a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. |

MAJOR TASK:

Manage the ALERT EMERGENCY.

SPECIFIC TASKS:

HOW:

1. Document and communicate the Emergency Classification.

1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. _____
- (2) Emergency classification. _____
- (3) Time of classification. _____

2. If not performed earlier, appoint an Emergency Plan Communicator.

2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. _____

3. If not performed earlier, appoint an NRC Communicator.

3a. The Communicator should perform EP-PS-135 NRC Communicator. _____

NOTE:

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve the ENR form to be transmitted by the E Plan Communicator.

4a. Review the ENR form with the E Plan Communicator. _____

4b. Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

SPECIFIC TASKS:	HOW:
5. Approve Press Releases.	5a. Verbal approval acceptable for Press Releases. _____
6. Manage the emergency until relieved by another qualified Emergency Director.	6a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
7. The relieving Emergency Director should implement this procedure until relieved by the TSC.	7a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
8. Contact Security to Initiate emergency medical response, search and rescue when required.	8a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
9. Initiate Core Damage Assessment.	9a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
10. If a non-routine radiological release is suspected/in progress, initiate off-site dose calculations.	10a. Notify Health Physics that off-site dose calculations are required. _____
NOTE: See Tab H for additional information on determining if there is a non-routine release in progress.	10b. Notify Health Physics to prepare for and dispatch OSCAR. _____
11. Consider the need for emergency exposure considerations/KI tablet issuance.	<hr/> HELP <hr/> PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide See TAB 6 <hr/>
12. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.

SPECIFIC TASKS:

HOW:

13. When contacted, brief the following managers of events:
- Duty Manager
 - Public Info Manager
 - Recovery Manager

- 13a. Brief Managers on:
- (1) Plant status
 - (2) Radiological condition
 - (3) Emergency Classification Level

14. If plant conditions change, reclassify emergency and enter appropriate tab for classification level.
- For UPGRADING Emergency:
 SITE AREA TAB "D"
 GENERAL TAB "E"

HELP

Emergency Classifications
 See TAB 4

15. Evaluate the need for local/RCA evacuation.

- 15a. Instruct available Control Room Personnel to announce evacuation.

16. Evaluate the need for accountability.

- 16a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-099-004.)

NOTE (1):
 Accountability is optional at the Alert Level.

NOTE (2):
 Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

- 16b. Notify Security of any Operations personnel that are still in the plant.

17. Transfer Emergency Management duties to the TSC.

- 17a. Review the following with TSC Emergency Director or with the Operations Coordinator:

NOTE:
 If you have just declared the Alert, insure that offsite notifications are made prior to turnover to the TSC.

- (1) Classification of Emergency _____
- (2) Radiological conditions in-plant/offsite/projected _____
- (3) Priorities and corrective actions taken _____
- (4) Plant status _____
- (5) Offsite Notifications _____

SPECIFIC TASKS:

HOW:

-
- | | |
|---|--|
| 18. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate. | |
| 19. Emergency Termination
(1) Return Ops to normal organization
OR
(2) Recommend creating a restoration organization | 19a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. |
| | 19b. Recommend to TSC Emergency Director or Recovery Manager to establish a restoration organization
- See TAB 8 "Restoration Organization Guide" |

NOTE:
Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator.

HELP

**Restoration Organization Guidelines
See TAB 8**

MAJOR TASK:

Manage the SITE AREA EMERGENCY.

SPECIFIC TASKS:

HOW:

- | | | |
|--|-----|--|
| 1. Document and communicate the Emergency Classification. | 1a. | Announce to Control Room personnel:
(1) You are assuming the duties of Emergency Director. _____
(2) Emergency classification. _____
(3) Time and date of classification. _____ |
| 2. If not performed earlier, appoint an Emergency Plan Communicator. | 2a. | Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. _____ |
| 3. If not performed earlier, appoint an NRC Communicator. | 3a. | The Communicator should perform EP-PS-135 NRC Communicator. _____ |
| NOTE:
More than one individual can be named as an NRC Communicator so that all tasks are accomplished. | | <ul style="list-style-type: none"> • Activate NERO. • Notify the NRC Residents. • Activate the ERDS system within 60 minutes of classification. • Initiate NRC Communications within 60 minutes of classification. |
| 4. Generate and approve the ENR form to be transmitted by the Emergency Plan Communicator. | 4a. | Review the ENR form with the E Plan Communicator. _____ |
| | 4b. | Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4) |

SPECIFIC TASKS:	HOW:
5. Approve Press Releases.	5a. Verbal approval acceptable for Press Releases. _____
6. Consider the need for emergency exposure considerations/KI tablet issuance.	<hr/> HELP <hr/> PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide See TAB 6 <hr/>
7. Manage the emergency until relieved by a qualified Emergency Director.	7a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
8. The relieving Emergency Director should implement this Procedure until relieved by the TSC.	8a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
9. Contact Security to initiate emergency medical response, search and rescue when required.	9a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
10. Initiate Core Damage Assessment.	10a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
11. If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.	11a. Notify Health Physics that off-site dose calculations required. _____
NOTE: See Tab H for additional information on determining if there is a non-routine release in progress.	11b. Notify Health Physics to prepare for and dispatch OSCAR. _____
12. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. _____

SPECIFIC TASKS:

HOW:

13. Initiate accountability, if not performed earlier.

NOTE (1):

Accountability is required at the Site Area Emergency.

NOTE (2):

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

13a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-099-004.)

13b. Notify Security of any Operations personnel that are still in the plant.

14. Initiate Site Evacuation.

14a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

14b. Initiate ENR form indicating a Site Evacuation was initiated.

14c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

15. When contacted, brief the following managers of events:

- Duty Manager
- Recovery Manager
- Public Info Manager

15a. Brief Managers on:
 (1) Plant status
 (2) Radiological condition
 (3) Emergency classification level

16. If plant conditions change, reclassify emergency and enter appropriate tab for classification level:

- For UPGRADING emergency:
 GENERAL TAB "E"

HELP

Emergency Classifications
See TAB 4

17. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

SPECIFIC TASKS:

HOW:

18. Transfer Emergency Management duties to the TSC.

NOTE:

If you have just declared the Site Area Emergency, insure that offsite notifications are made prior to turnover to the TSC.

18a. Review the following with TSC Emergency Director or with the Operations Coordinator:

- (1) Classification of Emergency _____
- (2) Radiological conditions in-plant/ offsite/projected _____
- (3) Priorities and corrective actions taken _____
- (4) Plant status _____
- (5) Offsite Notifications _____

18b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete. _____

18c. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

NOTE:

Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operation Coordinator.

SPECIFIC TASKS:

HOW:

19. Emergency Termination
(1) Return Ops to normal organization
OR
(2) Recommend creating a restoration organization

- 19a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.
- 19b. Recommend to TSC Emergency Director or Recovery Manager to establish a restoration organization
- See TAB 8 "Restoration Organization Guide"

HELP

**Restoration Organization Guidelines
See TAB 8**

MAJOR TASK:

Manage the GENERAL EMERGENCY.

SPECIFIC TASKS:

HOW:

1. Document and communicate the Emergency Classification.

1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. _____
- (2) Emergency classification. _____
- (3) Time and date of classification. _____

2. If not performed earlier, appoint an Emergency Plan Communicator.

2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. _____

3. If not performed earlier, appoint an NRC Communicator.

3a. The Communicator should perform EP-PS-135 NRC Communicator. _____

NOTE:

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve ENR form to be transmitted by the Emergency Plan Communicator.

4a. Review the ENR form with the E Plan Communicator. _____

4b. Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

SPECIFIC TASKS:

HOW:

5. When a General Emergency is declared, make Protective Action Recommendation (PAR) within 15 minutes.

5a. Go to TAB 5 "Public Protective Action Recommendation Guide." _____

HELP

Protective Action Recommendation Flowcharts
 See TAB 5

5b. Choose appropriate PAR. _____

5c. Shift Manager/ED shall notify the Senior State Official, using the PAR State Notification Form, at 717-651-2148. _____

HELP

Protective Action Recommendation State Notification Form
 See TAB 9

6. Approve Press Release prior to issuance.

6a. Verbal approval is acceptable for Press Releases. _____

7. Communicate the need for employee emergency exposure considerations/KI tablet issuance.

NOTE:

Twelve vials of Potassium Iodide, (KI), are stored in the cabinet outside the Control Room kitchen area and one hundred vials are stored in the Health Physics Instrument Shop.

HELP

PPL Emergency Personnel Dose Assessment And Protective Action Recommendation Guide
 See TAB 6

8. Manage the emergency until relieved by another qualified Emergency Director.

8a. Monitor and obtain updates on: _____

(1) Plant Status _____

(2) Plant priorities _____

(3) Corrective actions _____

SPECIFIC TASKS:	HOW:
	(4) Radiological releases _____
9. The Relieving Emergency Director should implement this procedure until relieved by the TSC.	9a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.
10. If required, invoke the provisions of 10CFR 50.54X.	10a. In accordance with 10CFR 50.54X, operation outside the Technical Specifications shall only be taken in an emergency: 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, implement the provisions of OP-AD-001, step 6.2.6.
11. Contact Security to Initiate emergency medical response, search and rescue when required.	11a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
12. Initiate Core Damage Assessment.	12a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____
13. If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.	13a. Notify Health Physics that off-site dose calculations required. _____
NOTE: See Tab H for additional information on determining if there is a non-routine release in progress.	13b. Notify Health Physics to prepare for and dispatch OSCAR. _____
14. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. _____

SPECIFIC TASKS:

HOW:

15. Initiate accountability, if not performed earlier.

NOTE (1):

Accountability is required at the Site Area Emergency or General Emergency.

NOTE (2):

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

16. Initiate Site Evacuation.

- 15a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-099-004.)

- 15b. Notify Security of any Operations personnel that are still in the plant.

- 16a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

- 16b. Initiate ENR form indicating a Site Evacuation was initiated.

- 16c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

17. When contacted, brief the following managers of events:
- Duty Manager
 - Recovery Manager
 - Public Info Manager (if time permits)

- 17a. Brief Manager on:
- (1) Plant status
 - (2) Radiological condition
 - (3) Emergency classification level

18. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

SPECIFIC TASKS:

HOW:

19. Transfer Emergency Management duties to the TSC.

NOTE:

If you have just declared the General Emergency, insure that offsite notifications are made prior to turnover to the TSC.

NOTE:

If you have just declared the General Emergency, insure that you make and communicate the Protective Action recommendation prior to turnover to the TSC.

19a. Review the following with TSC Emergency Director or Operations Coordinator:

- (1) Classification of Emergency _____
- (2) Radiological conditions in-plant/offsite/projected _____
- (3) Priorities and corrective actions taken _____
- (4) Plant status _____
- (5) Offsite Notifications _____

SPECIFIC TASKS:

HOW:

19b. Notify Control Room personnel to contact Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

NOTE:

Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator.

20. Emergency Termination
(1) **Return Ops to normal organization**
OR
(2) **Recommend creating a restoration organization**

20a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.

HELP

Restoration Organization Guidelines
See TAB 8

MAJOR TASK:

Manage Site Specific Security Threat, or other Security EAL Conditions.

SPECIFIC TASKS:

HOW:

1. Determine, document, and communicate emergency classification.	1a. Determine classification based on EAL. _____
	1b. Determine appropriate actions based on guidance in this tab. _____
	1c. Announce to Control Room personnel: (1) I am assuming duties of Emergency Director. _____ (2) Emergency Classification is _____. (3) Time of classification is _____.
2. Appoint an Emergency Plan Communicator.	2a. Appoint an Emergency Plan Communicator to perform EP-PS-126 E Plan Communicator. _____
3. Appoint an NRC Communicator.	3a. The NRC Communicator should perform EP-PS-135. _____ • Activate NERO as directed by the Shift Manager/ED. • Notify the NRC Residents. • Activate the ERDS system within 60 minutes. • Initiate NRC Communications within 60 minutes.
4. Generate and review ENR form to be transmitted with the E Plan Communicator.	4a. Review the ENR form with the E Plan Communicator. _____

SPECIFIC TASKS:	HOW:	
5. If security declares condition 4, site specific <u>CREDIBLE</u> threat.	5a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-135 Tab A-Task 1.	_____
	5b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4.	_____
	5c. Evacuate site, initiate accountability per Tasks 12 and 13.	_____
6. If security declares condition 4, site specific <u>CREDIBLE INSIDER</u> threat.	5d. Implement Tab B (at Task 5).	_____
	6a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-135 Tab A-Task 1.	_____
	6b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4.	_____
	6c. Evacuate site, then initiate accountability per Tasks 12 and 13.	_____
	6d. Activate two-man rule per Task 14.	_____
	6e. Implement Tab B (at Task 5).	_____

SPECIFIC TASKS: _____ **HOW:** _____

7. If security declares condition 4, site specific CREDIBLE IMMINENT threat.

NOTE:
 If not already done, then perform steps 7a, 7b, 7c, 7d.

7a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-134 Tab A-Task 1. _____

7b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. _____

7c. Evacuate site, then initiate accountability per Tasks 12 and 13. _____

7d. Implement Tab C (at Task 6). _____

8. If security declares condition 4, site specific CREDIBLE IMMINENT INSIDER threat.

NOTE:
 If not already done, then perform steps 8a, 8b, 8c, 8d.

8a. During Normal working hours, direct the NRC Communicator to activate NERO in accordance with EP-PS-134 Tab A-Task 1. _____

8b. During off hours, direct the NRC Communicator to activate Alternate NERO in accordance with EP-PS-135 Tab A-Task 4. _____

8c. Evacuate site, then initiate accountability per Tasks 12 and 13. _____

SPECIFIC TASKS:	HOW:
	8d. Activate two-man rule per Task 14. _____
	8e. Implement Tab C (at Task 6). _____
9. If security enters code Blue, Red, or Black.	9a. Declare appropriate emergency classification. _____
	9b. Enter appropriate Tab C, D, or E. _____
10. For any act of sabotage.	10a. Review security EAL series 16. _____
	10b. Declare appropriate Emergency Classification. _____
	10c. Enter appropriate Tab B, C, D, or E. _____
11. If Security declares other actual security condition 2/4/5.	11a. Review event with security. _____
	11b. Declare emergency classification if required. _____
	11c. Enter appropriate Tab B, C, D, or E. _____
12. Evacuate non-essential personnel from site and initiate accountability when specified in Task 2, 3, 4, or 5.	12a. Direct NRC Communicator to make page announcement in accordance with EP-PS-135 Tab A. _____
13. Initiate accountability in about fifteen minutes or when evacuation is determined complete.	13a. Instruct available Control Room Personnel to initiate accountability (Refer to OP-099-004.) _____
14. Activate two-person rule for vital area access when specified by Task 6 or 8 as personnel become available <u>unless doing so will adversely impact personnel or plant or security as determined by the SSS or SM.</u>	14a. Call-out complete second shift of personnel: (1) Operations. _____ (2) Chemistry _____ (3) Health Physics _____ (4) Security _____

SPECIFIC TASKS:

HOW:

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- 14b. **Establish two-person teams (line of sight)**
- (1) **Instruct Unit Supervisor to establish two-person teams.** _____
 - (2) **Instruct Security to establish two-man teams at gatehouse for facility access.** _____
 - (3) **Instruct Accountability Area Leaders to establish two-person teams to report to the TSC.** _____
 - (4) **Establish two-person teams with personnel that have similar qualifications if possible.** _____
 - (5) **Direct that second person reports questionable behavior or actions or attempts to gain access to areas other than for assigned task to the Shift Manager/Unit Supervisor.** _____