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TO: ~~GERLACH*ROSE M~~ 04/07/2004
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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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126 - 126 - CONTROL ROOM (CR) COMMUNICATOR

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

ADD MANUAL TABLE OF CONTENTS DATE: 04/06/2004

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-126
ADD: PCAF 2004-1271 REV: N/A

REMOVE: PCAF 2003-1481 REV: N/A

~~REMOVE: PCAF 2003-1481 REV: N/A~~

~~REMOVE: PCAF 2003-1481 REV: N/A~~

~~REMOVE: PCAF 2003-1481 REV: N/A~~

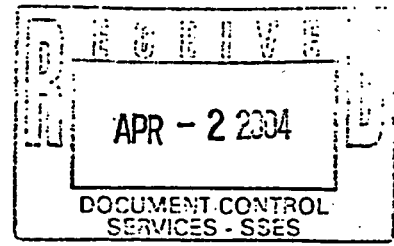
~~ADD: PCAF 2004-1271 REV: N/A~~

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>2004-1271</u>	2. PAGE 1 OF <u>11</u>	3. PROC. NO. <u>EP-PS-126</u>	REV. <u>19</u>
4. FORMS REVISED - <u>A R 26</u> - <u>B R 3</u> - <u>C R 3</u> - <u>G R 0</u> - <u>7 R 19</u> - <u>FR 1 Deleted</u>			
5. PROCEDURE TITLE Emergency Plan Communicator: 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>2003-1481</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 2003-1481. That PCAF added a sheet to indicate that various sections had been deleted. That PCAF was necessary to insure that the appropriate sections of the procedure were removed. This PCAF adds a sheet to indicate that TAB C has also been removed. The information was previously deleted. This PCAF also adds guidance concerning how to contact the offsite agencies if the main conference call number is unavailable. The PCAF also refers to filling out the ENR form log. This is an administrative change in that it provides a visible indication that various tabs were removed and provides guidance for an existing requirement.			
Continued <input 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# <u>N/A</u>	
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM			
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>03/30/2004</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) _____	
19. <u>[Signature]</u> <u>3/31/04</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>[Signature]</u> <u>3/31/04</u> FUM APPROVAL 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. 2004-1271 | 2. PAGE 2 OF 11 | 3. PROC. NO. EP-PS-126 REV. 19

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a or b 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 requires a 50.59/72.48 Applicability/Screen/Evaluation. YES N/A
 (Attach if not previously issued).
 Reference Applicability/Screening/Evaluation No. A-01-1543
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. 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 *	_____	_____
ISI **	_____	_____
OPERATIONS	_____	_____
STATION ENGINEERING	_____	_____
EMERGENCY PLANNING	<u>TD Nalpus</u>	<u>3/31/03</u>
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CRF 50.54Q</u>	<u>TD Nalpus</u>	<u>3/31/03</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. ⁽⁵⁸⁾

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

EMERGENCY PLAN COMMUNICATOR: Emergency Plan Position-Specific Procedure

WHEN: Emergency plan is activated
HOW NOTIFIED: Assigned while on duty
REPORT TO: Shift Manager/ED
WHERE TO REPORT: Control Room

OVERALL DUTY:

Communicate information on emergency to specified personnel, agencies, and organizations, until the Technical Support Center (TSC) takes over communications.

MAJOR TASKS: **TAB:** **REVISION:**

Perform Event Notifications. TAB A 25 26

PCAF

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Intentionally Left Blank	TAB 2
<u>Emergency Organization</u>	
Logkeeping	TAB 3
• <u>Emergency Plan Communicator Backup Communication Information</u>	TAB 4
• <u>Emergency Plan Communicator General Information</u>	
Emergency Forms	TAB 5
• Emergency Notification Report	
• Emergency Notification Logsheet	
Brief Non-Technical Descriptions of EAL	TAB 6

PCAF
PCAF

REFERENCES:

- NUREG-0654, Planning Standards and Evaluation Criteria
- NUREG-0696, Functional Criteria for Emergency Response Facilities
- NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, September 1980
- SS&S Emergency Plan
- NDAP-00-0316, Station Communications
- NDAP-QA-0300, Conduct of Operations
- OP-AD-003, Shift Routine - Log taking
- 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.

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MAJOR TASK:

Perform event notifications.

SPECIFIC TASKS:

HOW:

1. Perform initial event notifications.

1a. Obtain and review Event Notification Report (ENR) form with the Shift Manager/ED.

1b. Within 15 minutes of declaration, using the purple colored phone button, dial "191" to transmit the ENR form to the following:
(Dialing 191 will simultaneously connect the listed agencies in a conference call)

(1) Penna. Emergency Management Agency

(2) Columbia County EMA

(3) Luzerne County EMA

(4) Media Operations Center

NOTE:

If the MOC does not answer, do not wait. Transmit the ENR form information to the emergency agencies.

1c. Verbally communicate the ENR form to the offsite agencies

1d. If the "191" function does not work, attempt to use conference line 196, then contact the Emergency Agencies directly. The MOC should be contacted last.

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HELP

**Emergency Telephone Numbers
See TAB 4**

PCAF

PCAF

SPECIFIC TASKS:	HOW:
	1. e Using the TCC Hotline (Button or 8-1-484-634-4090), call the Transmission Control Center and provide the emergency classification.
2. If the Emergency is upgraded, go back to step 1.	
3. If the TSC is activated, turn over notifications to the TSC Communicator(s) when conditions allow.	
4. If the TSC is not activated, continue notifications as follows:	4a. Every hour using the purple colored phone button, dial "191" to transmit the ENR form providing a static update to the following: <ul style="list-style-type: none">• Penna. Emergency Management Agency• Columbia County EMA• Luzerne County EMA• Media Operations Center
5. If the TSC is not activated, when the emergency is terminated, perform the following notifications.	5a. Using the purple colored phone button, dial "191" to notify the following that the emergency is terminated. <ul style="list-style-type: none">• Penna. Emergency Management Agency• Columbia County EMA• Luzerne County EMA• Media Operations Center
6. <u>Log all communications with offsite agencies</u>	6a. <ul style="list-style-type: none">• <u>See Tab 5 for the ENR log</u>• <u>Use a separate log sheet for each notification or note the time of subsequent notifications in the comment section</u>

PCAF

PCAF # 2004-1271
PAGE 7 OF 11

TAB B
EP-PS-126-B

THIS TAB HAS BEEN DELETED

PCAF # 2004-1271
PAGE 8 OF 11

TAB C
EP-PS-126-C

THIS TAB HAS BEEN DELETED

PCAF # 2004-1271
PAGE 9 OF 11

TAB F
EP-PS-126-F

THIS TAB HAS BEEN DELETED

PCAF # 2004-1271
PAGE 10 OF 11

TAB G
EP-PS-126-G

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PCAF # 2004-1271
PAGE 11 OF 11

TAB 7
EP-PS-126-7

THIS TAB HAS BEEN DELETED

EMERGENCY PLAN COMMUNICATOR

GENERAL INFORMATION

ACRONYM TABLE

ASCC	Alternate Security Control Center	MOC	Media Operations Center
CEEMA	Columbia County Emergency Management Agency	NERO	Nuclear Emergency Response Organization
CTN	Centrex Telephone Network	NRC	Nuclear Regulatory Commission
DEP/BRP	Department of Env. Protection/ Bureau of Radiation Protection	PEMA	Pennsylvania Emergency Management Agency
ENS	Emergency Notification System	PIM	Public Information Manager
EOF	Emergency Operations Facility	SCC	Security Control Center
ETN	Electronic Tandem Network	TPD	Transmission Power Dispatcher
LCEMA	Luzerne County Emergency Management Agency	TSC	Technical Support Center

TELEPHONE INFORMATION

1. Alternate Security Control Center (ASCC) Dial 8-254-4918 (primary)
Dial 8-254-3115 (backup)
2. Offsite Agencies (PEMA, LCEMA, CEEMA, and the MOC Communicator) Within 15 minutes, use extension 4915 and dial "191" to access the conference line. Transmit the Emergency Notification Report.

NOTE: If the conference capability is not available, use the following back-up phone numbers:

BACKUP TELEPHONE NUMBERS

If calling from a 4xxx extension, dial the backup numbers as follows:

PEMA: 4960, 4961 or 8-1-717-651-2148

LCEMA: 4906, 4907, or 8-1-800-821-3715

CEEMA: 4955, 4956, or 8-1-570-389-5720

EMERGENCY PLAN COMMUNICATOR

TELEPHONE INFORMATION

If calling from a **3xxx extension**, dial the backup numbers as follows:

PEMA: 8-353-4960, 8-353-4961, or
8-1-717-651-2148

LCEMA: 8-353-4906, 8-353-4907,
or 8-1-800-821-3715

CCEMA: 8-353-4955, 8-353-4956, or
8-1-570-389-5734

3. Transmission Control Center

Use the TCC Hotline Button

OR

Dial 8-1-484-634-4090

Give the classification.

4. NRC

Use the ENS telephone

OR

1-301-816-5100

1-301-951-0550 (backup)

**EMERGENCY PLAN COMMUNICATOR
BACKUP PHONE INFORMATION**

ACRONYM TABLE

CCEMA	Columbia County Emergency Management Agency	NRC	Nuclear Regulatory Commission
DEP/BRP	Department of Env. Protection/ Bureau of Radiation Protection	PEMA	Pennsylvania Emergency Management Agency
LCEMA	Luzerne County Emergency Management Agency	PIM	Public Information Manager
MOC	Media Operations Center		

TELEPHONE INFORMATION

1. Offsite Agencies (PEMA, LCEMA, CCEMA, and the Public Information Manager (PIM) or MOC)

Within 15 minutes, use extension 4915 and dial "191" to access the conference line. Transmit the Emergency Notification Report.

NOTE: If the conference capability is not available, use the following back-up phone numbers:

BACKUP TELEPHONE NUMBERS

If calling from a 4xxx extension, dial the backup numbers as follows:

PEMA: 4960, 4961 or 8-1-717-651-2148
LCEMA: 4906, 4907, or 8-1-800-821-3715
CCEMA: 4955, 4956, or 8-1-570-389-5720
PIM: 4901, 4902
MOC: 4903

If calling from a 3xxx extension, dial the backup numbers as follows:

PEMA: 8-353-4960, 8-353-4961, or 8-1-717-651-2148
LCEMA: 8-353-4906, 8-353-4907, or 8-1-800-821-3715
CCEMA: 8-353-4955, 8-353-4956, or 8-1-570-389-5734
PIM: 8-353-4901, 8-353-4902
MOC: 8-353-4903

**EMERGENCY PLAN COMMUNICATOR
BACKUP PHONE INFORMATION**

TELEPHONE INFORMATION

2. Transmission Control Center Use the TCC Hotline Button
Dial 8-1-484-634-4090
Give the classification.

EMERGENCY NOTIFICATION LOG SHEET

EMERGENCY CLASSIFICATION

UNUSUAL EVENT
 ALERT
 SITE AREA EMERGENCY
 GENERAL EMERGENCY

STATIC UPDATE

EMERGENCY NOTIFICATION
REPORT (ENR) CONTROL NO. _____

AGENCY	NAME OF CONTACT	TIME
PEMA		
LCEMA		
CCEMA		
MOC/PIM		

ADDITIONAL INFORMATION

Control # _____

EMERGENCY NOTIFICATION REPORT

1. Call Status: THIS IS A DRILL THIS IS AN ACTUAL EVENT

2. This is: _____ at Susquehanna Steam Electric Station.
(Communicator's Name)

My telephone number is: _____

(Callback telephone number)

Notification time is: _____

(Time notification initiated)

3. EMERGENCY CLASSIFICATION:

UNUSUAL EVENT

ALERT

The event has been terminated.

SITE AREA EMERGENCY

GENERAL EMERGENCY

UNIT: ONE

TWO

ONE & TWO

Declaration Time: _____

(Time classification/ termination declared)

DATE: _____

(Date classification/ termination declared)

THIS REPRESENTS A/AN:

INITIAL DECLARATION

ESCALATION

NO CHANGE

} IN CLASSIFICATION STATUS

4. The Emergency Action Level (EAL) Number is: _____

BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT:

- For initial declaration, static update, or escalation, provide current classification EAL number only.
- For significant events, or when directed by the ED, RM, or EOFSS, provide a brief description.
- For termination, write emergency has been terminated.

5. THERE IS: No AN AIRBORNE A LIQUID } NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS

6. WIND DIRECTION IS FROM: _____ WIND SPEED IS: _____ mph.
(Data from 10 meter meteorological tower, available on PICSY.)

7. Conclusion: THIS IS A DRILL THIS IS AN ACTUAL EVENT

APPROVED: _____ Time: _____ Date: _____
(ED, RM, or EOFSS) (Time form approved) (Date form approved)