SECTION 17

EMERGENCY PLAN ADMINISTRATION

1.0 Responsibility

1.1 General

The President & Chief Nuclear Officer - PSEG Nuclear LLC has the overall responsibility for the development and updating of emergency planning and coordination of the plans with other response organizations.

The Manager Emergency Preparedness (MEP) has been delegated the authority to approve the Emergency Plan and Implementing Procedures for adequacy and consistency. He/She is assigned the responsibility for ensuring that the Emergency Plan and Implementing Procedures are appropriately interfaced with the plans, procedures, and training of offsite support agencies as required maintaining suitable timely notifications and development of protective action recommendations. The organization for coordination and direction of emergency planning matters is shown in Figure 17-1.

1.2 Review and Approval of Emergency Preparedness Documents

The MEP approves all revisions to Emergency Preparedness documents. The PSEG Site Plant Manager approves non-editorial changes to the Emergency Plan, Event Classification Guides, and Emergency Plan Implementing Procedures. Non-editorial revisions to the Emergency Plan, Event Classification Guides, and Emergency Plan Implementing Procedures require a 10 CFR 50.54(q) review. Plant Operations Review Committee (PORC) reviews EP related documents if a 10 CFR 50.54(q) review indicates a potential decrease in effectiveness of the emergency plan. The review and approval of the Emergency Plan documents will be done in accordance with Table 17-1 and Emergency Preparedness Administrative Procedures.

1.3 Training Procedures/Lesson Plans

It is the responsibility of the MEP, or designee, to review and revise the Training Procedures/Lesson Plans in accordance with the Nuclear Emergency Preparedness Training Program. The Training Procedures/Lesson Plans are based on the approved Emergency Plan and Procedures.

2.0 Revisions

Revisions to the Emergency Plan, and Emergency Plan Implementing Procedures are made whenever such changes are necessary to ensure that the Emergency Plan can be implemented. The details are contained in the Emergency Preparedness Administrative Procedures.

Any holder of the Emergency Plan, and/or Emergency Plan Implementing Procedures may prepare revision(s) to any section or procedure. Under normal circumstances, implementing procedure changes are reviewed by the department head responsible (Table 17-1) for the given procedure.

The person requesting the revision, in accordance with appropriate PSEG procedures, should initiate a revision request via the corrective action program.

A list of each section or procedure is maintained in front of the Emergency Plan and Emergency Plan Implementing Procedures indicating the latest revision number and effective date.

3.0 Distribution

All revisions are distributed in accordance with current PSEG procedures.

4.0 Annual Review

The Emergency Plan and associated documents are reviewed at least once each year. As part of the review, the Event Classification Guide is reviewed with the state and local governments. The Emergency Plan and associated documents are updated and procedures are improved, based upon training exercises/drills, and changes onsite or in the environs.

Agreement letters from offsite agencies and local support groups are verified or updated biennially or when changes/revisions to the Plan are implemented which could affect their responsibilities. Updating of telephone numbers is done quarterly and the Manager EP, or designee, coordinates this review.

5.0 Independent Review

The Emergency Plan and associated documents receive an independent review, at least once per 24 months in accordance with current requirements.

Management directives provide instructions for evaluation and correction of audit findings, training, readiness testing, and emergency equipment. The results of the review and actions taken are forwarded to PSEG senior management. The records of these reviews are retained for five (5) years in accordance with Emergency Preparedness Administrative Procedures and PSEG procedural requirements.

6.0 Maintenance of Documents

The persons holding controlled copies of the Emergency Plan and associated documents are responsible for their maintenance, which consists of promptly incorporating all revisions, additions and deletions, replacing any lost or damaged portions. Replacements for any pages are supplied upon request.

Each such distribution shall be accompanied by instructions for insertion into the document indicating which pages are to be replaced, deleted or added. The distribution shall be mailed to copyholders in accordance with current PSEG procedural requirements. A file of master copies of each revision of the plan is retained either by EP, or on PSEG approved media.

TABLE 17-1
REVIEW AND APPROVAL OF EMERGENCY PLAN DOCUMENTS

NOTES

Editorial changes to Emergency Plan documents only require MEP approval.

As Required means, review is required if a 10 CFR 50.54(q) indicates a potential decrease in effectiveness of the Emergency Plan in accordance with Emergency Preparedness Administrative Procedures.

If more than one Responsible Manager is listed for a series of procedures, the manager of the personnel performing the procedure becomes the Responsible Manager.

Document / Procedure	50.54q	Responsible Manager	Manager EP	NOS Manager	PORC	Plant Manager
Emergency Plan All Sections	Yes	MEP	Yes	Yes	Yes	Yes
ECG	Yes	SM	Yes	As Required	As Required	Yes
On-Site						
100	Yes	SM	Yes	As Required	As Required	Yes
200	Yes	SM; ED; REM;MEP	Yes	As Required	As Required	Yes
300	Yes	RPM; CM	Yes	As Required	As Required	Yes
EOF						
400	Yes	MEP	Yes	As Required	As Required	Yes
500	Yes	ED	Yes	As Required	As Required	Yes
600	Yes	RPM	Yes	As Required	As Required	Yes
700	Yes	MEP	Yes	As Required	As Required	Yes
ENC/JIC						
800	Yes	MNC	Yes	As Required	As Required	Yes
Security						
900	Yes	SECM	Yes	As Required	As Required	Yes
EP Admin & Maintenance 1000 series & EP-AA-12X	Yes	MEP	Yes	As Required	As Required	N/A

CM	Chemistry Radwaste and Environmental Manager
ED	Site Engineering Director
MEP	Manager Emergency Preparedness
SM	Shift Manager
SECM	Manager - Security Operations
MNC	Manager Nuclear Communications
REM	Reactor Engineering Manager
RPM	Radiation Protection Manager

FIGURE 17-1
ORGANIZATION FOR COORDINATION OF EMERGENCY PLANNING

Manager Emergency Preparedness		
Onsite Planning, Facilities and Equipment		**Offsite Planning**
Onsite Emergency Planning	**Emergency Facilities**	**Offsite Emergency Planning and Liaison**
Develop and implement PSEG Emergency Plan administrative procedures	Maintain the emergency response facilities program	Maintain Emergency Preparedness agreements for offsite programs
Coordinate, develop and maintain the Emergency Plan procedures	Evaluate and coordinate facilities and equipment changes	Coordinate state, county, local and offsite agency interface
Maintain Emergency Preparedness Administrative Programs	Conduct surveillance and maintenance of ERF documents	Conduct drill/exercise program and interface for offsite programs
Develop drill/exercise scenarios	Conduct communications system surveillance program	Assist offsite agencies with annual 44 CFR 350 certification
Conduct drill/exercise program and ensure readiness	Implement correction of identified facilities and equipment deficiencies	Maintain ANS program documentation
Implement the overall deficiency identification and corrective action program	Maintain emergency response activation system	
Conduct EP self-assessment program		
Maintain EP training program		