

EMERGENCY PLAN ADMINISTRATION1.0 Responsibility1.1 General

The President and 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 Emergency Preparedness Documents (EPDs) and EP Forms for adequacy and consistency. The MEP is assigned the responsibility for ensuring that the EPDs and EP Forms 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 and EP SFAM(s) approves all revisions to EPDs and EP Forms. The Salem/Hope Creek Plant Managers approve applicable non-editorial changes to EPDs and EP Forms. Non-editorial revisions to the EPDs and EP Forms require a 10CFR50.54(q) review. Plant Operations Review Committee (PORC) reviews non-editorial revisions to the Emergency Plan. PORC also reviews changes to other EPDs if a 10CFR50.54(q) review indicates a potential decrease in effectiveness of the emergency plan. The review and approval of the Emergency Plan and associated documents will be done in accordance with Table 17-1. **(EP96-004)**

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 EPDs and EP Forms 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 EPDs and EP Forms may prepare revision(s) to any document. Under normal circumstances, EPDs and EP Forms revisions (other than editorial only revisions) are reviewed by the "Responsible Manager per Table 17-1 for the given procedure. The person requesting the revision, in accordance with appropriate PSEG Nuclear LLC 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 Nuclear procedures.

4.0 Annual Review

The Emergency Plan and associated documents are reviewed at least once each year. As part of the review, the Emergency Action Levels (EALs) in the Event Classification Guide are 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 Nuclear LLC senior management. The records of these reviews are retained for five (5) years (**EP96-004**).

6.0 Maintenance of Documents

The persons holding controlled copies of EPDs and EP Forms 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 Nuclear LLC procedural requirements. A file of master copies of each revision of the plan is retained either by EP, or on PSEG Nuclear LLC approved media.

7.0 References

- 7.1 **EP96-004**, Remove reference to Tech Specs and add clarification to Review and Approval of Emergency Plan Documents matrix.

TABLE 17-1

REVIEW AND APPROVAL OF EMERGENCY PLAN DOCUMENTS & EP FORMS

NOTES

Editorial changes to EPDs and EP Forms only require MEP approval.

As Required means, review is required if a 10CFR50.54(q) Effectiveness Review indicates a potential decrease in effectiveness of the Emergency Plan (**EP96-004**).

Editorial changes to EPDs and EP Forms DO NOT require review/approval by the listed Responsible Manager. 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. For common procedures where a Salem and Hope Creek Manager exist, both managers become responsible for that procedure.

Document	50.54q	Responsible Manager (list on next page)	Manager EP and SFAM	NOS Manager	PORC	Salem/Hope Creek Plant Managers
Emergency Plan All Sections	Yes	MEP	Yes	Yes	Yes	Yes
SGS ECG-EALs & associated Atts	Yes	SOSM	Yes	As Required	As Required	Yes
HCGS ECG-EALs & associated Atts	Yes	HOSM	Yes	As Required	As Required	Yes
<u>Common Implementing EPDs & Forms</u>						
100	Yes	HOSM; SOSM	Yes	As Required	As Required	Yes
200	Yes	HOSM; SOSM	Yes	As Required	As Required	Yes
300	Yes	ED; MEP RPM; CM	Yes	As Required	As Required	Yes
<u>Salem Implementing EPDs & Forms</u>						
200	Yes	ED; REM; MEP	Yes	As Required	As Required	Yes
300	Yes	RPM; CM	Yes	As Required	As Required	Yes
<u>Hope Creek Implementing EPDs & Forms</u>						
200	Yes	ED; REM; MEP	Yes	As Required	As Required	Yes
300	Yes	RPM; CM	Yes	As Required	As Required	Yes
<u>EOF Implementing EPDs & Forms</u>						
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
<u>ENC Implementing EPDs & Forms</u>						
EP-AA-112-600	Yes	MNC	Yes	As Required	As Required	Yes
<u>Security Implementing EPDs & Forms</u>						
900	Yes	SECM	Yes	As Required	As Required	Yes
<u>EP Admin & Maintenance EPDs & Forms</u> (Per EP-AA-120)	Yes	MEP	Yes	As Required	As Required	N/A

TABLE 17-1
REVIEW AND APPROVAL OF EMERGENCY PLAN DOCUMENTS

ACRONYM	RESPONSIBLE MANAGER TITLE
CM	Chemistry Radwaste and Environmental Manager (Salem or Hope Creek)
ED	Site Engineering Director (Salem or Hope Creek)
MEP	Manager Emergency Preparedness (EP CFAM)
HOSM	Hope Creek Operations Shift Manager
SECM	Manager - Security Operations
MNC	Manager Nuclear Communications
REM	Reactor Engineering Manager (Salem or Hope Creek)
RPM	Radiation Protection Manager (Salem or Hope Creek)
SOSM	Salem Operations Shift Manager
SFAM	EP Station Functional Area Manager (Salem EPM and/or Hope Creek EPM)

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 Nuclear 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 44CFR350 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		