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EMERGENCY PLAN IMPLEMENTATION PROCEDURE MANUAL

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FORM NUMBER	TITLE	REVISION	EFFECTIVE DATE
EP-IP-103	Review, Update, Control, and Distribution of the SSES Emergency Planed and Emplementing Procedures	0	4/28/83

PROCEDURE COVER SHEET

PENNSYLVANIA POWER & LIGHT CO. SUSQUEHANNA STEAM ELECTRIC STATION	
EMERGENCY CALL-IN AND COMMUNICATIONS	EP-IP-018 Revision 1 Page 1 of 9
Effective Date 8-31-83 Expiration Date 8-31-85 Revised Expiration Date _____	

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Prepared by	James M. Hinnenkamp	Date	8/18/83
Reviewed by	D. F. Fg	Date	8/21/83
PORC Review Required	Yes (✓) No ( )		
Approved by	Section Head	Date	8/19/83
PORC Meeting Number	83-186	Date	8-26-83
	Superintendent of Plant	Date	8-29-83

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1.0 PURPOSE

This instruction describes the communications system used to assemble the emergency response organization. It also discusses the primary and backup means of communicating with off-site agencies.

2.0 SCOPE

This procedure applies to all emergency response personnel. It is limited to assembly of the initial response team (establishment of shift relief is covered by separate instruction).

This procedure is intended to provide an overview of how the personnel call-in system works. Specific action steps are contained in EP-IP-002. If the steps in EP-IP-002 are followed, the personnel call-in section of this procedure will be accomplished. Therefore, no action steps are provided in this procedure.

3.0 REFERENCES

3.1 NUREG-0654, Planning Standards and Evaluation Criteria.

3.2 NUREG-0696, Functional Criteria for Emergency Response Facilities.

3.3 NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, 9/80.

3.4 SSES Emergency Plan.

3.5 NDI-QA-10.3.1; Personnel Qualifications & Training.

3.6 EP-IP-029, Activation of TSC.

3.7 EP-IP-030, Activation of EOF.

3.8 EP-IP-031, Public Information Emergency Procedures.

3.9 EP-IP-032, General Office Activation.

4.0 RESPONSIBILITIES

4.1 CENTRAL DIVISION SERVICE DISPATCHER - Notify Off-Site Monitoring Team Personnel to report to the EOF.

4.2 CENTRAL, LEHIGH AND SUSQUEHANNA SERVICE CENTER DISPATCHERS - Initiate paging of Emergency Response Personnel.

4.3 COMMUNICATIONS COORDINATOR - Make notifications to: Off-Site Agencies, SCC Controller, Station Operator, Public Information Manager.

4.4 CONSTRUCTION SITE SUPERINTENDENT - Ensure the list of tradesmen capable of setting up the EOF is up-to-date and available to the EOF Set-Up Foreman.

4.5 EMERGENCY RESPONSE PERSONNEL:

- If contacted, confirm response via telephone with SCC Controller, and report to either the TSC, OSC, EOF, MOC, GONESC or GOESC as appropriate.

- If not contacted directly, remain near phone listed in the Emergency Response Organization List to be available if required. (This applies to personnel who are not on-call, but become aware of the EMERGENCY from some other source; these people should <u>not</u> call the plant.)

4.6 G.O. SUPPORT MANAGER - Ensure adequate response to call-in by the EOF and General Office Support Center personnel.

4.7 MANAGER - NUCLEAR ADMINISTRATION - Ensure the EOF and GONESC On-Call List, Emergency Organization List, and Supplemental Support List are up-to-date and available at the EOF, GONESC, Control Room, TSC, SCC and the SSES Switchboard.

4.8 PERSONNEL AND ADMINISTRATIVE SUPERVISOR - Ensure that the TSC On-Call List, Emergency Organization List, Offsite Monitoring Team Call-in List and Clerical Support List are up-to-date and available in the Control Room, SCC, TSC, and at the SSES switchboard. Ensure the Offsite Monitoring Team Call-In List is up-to-date and available at the TSC, EOF, SCC and Central Division Trouble Room.

4.9 PUBLIC INFORMATION MANAGER - Activate the MOC per the public information emergency procedures.

4.10 RECOVERY MANAGER - Direct the EMERGENCY DIRECTOR to activate off-site call-in.

4.11 SECURITY CONTROL CENTER CONTROLLER - Contact the Central, Lehigh and Susquehanna Division Service Dispatchers to initiate paging of on-call personnel. Maintain a log of personnel who have responded to call-in and attempt to contact non-responding site-based personnel. Also notify the General Office Support Manager of all G.O.-based personnel not responding to call-in.

5.0 DEFINITIONS

5.1 CSC - Central Division Service Center.

5.2 Emergency Organization List - A list of personnel in the EMERGENCY ORGANIZATION. It will show, by emergency position, all personnel trained and qualified for each position.

5.3 On-Call List - A list of those emergency personnel who are on-call.

5.4 Supplemental Support List - A list of personnel and organizations available to augment the EMERGENECY ORGANIZATION.

5.5 On-Call - When an individual is on-call, he/she must carry a paging unit at all times and remain within reach of the base station encoders used to activate the pagers.

5.6 LSC Lehigh Service Center.

5.7 Site-Based Personnel - PP&L employees assigned in the area of the SSES Plant, including the Training Center and Special Office of the President.

5.8 G.O.-Based Personnel - PP&L employees assigned to the Allentown area.

5.9 SCC - Security Control Center.

5.10 SSC - Susquehanna Service Center.

6.0 INSTRUCTIONS

6.1 Personnel Notification and Call-In

6.1.1 Need for Notification or Call-In

The Shift Supervisor or Emergency Director will determine whether events at the plant require the assistance of personnel who are not on-site.

NOTE: Emergency classification by the Emergency Director automatically initiates contact and/or call-in of specified personnel:

Unusual Event - On-Call Emergency Director, Recovery Manager and Public Information Manager.

Alert - Emergency Director, Recovery Manager, Public Information Manager and TSC.

Site or General Emergency - Emergency Director, Recovery Manager, Public Information Manager, TSC, EOF and General Office.

6.1.2 Individual Call-In or Notification

If only specific individual(s) (e.g., Emergency Director, Recovery Manager, and/or Public Information Manager) are to be contacted, the first attempt will be made from the Control Room or TSC using the telephone. A list of on-call personnel and their phone numbers is available in the Control Room and TSC.

If the telephone contact cannot be made, individuals will be paged as described in section 6.1.4.

6.1.3 Group Call-In

a. The TSC on-call staff will be called in when an emergency is classified as an Alert, Site Emergency or General Emergency. They may also be called in at the discretion of the Emergency Director.

During normal work hours the TSC staff is contacted by the station telephone operator. The operator is directed to initiate call-in by the Communications Coordinator-CR/TSC. A list of on-call personnel and their phone numbers is located at the SSES Switchboard.

During off-normal hours the TSC staff will be paged as described in Section 6.1.4.

b. The EOF and G.O. on-call staff will be called in when an emergency is classified as a Site or General Emergency, or at the discretion of the Recovery Manager.

During normal work hours the site-based EOF staff will be contacted by the station telephone operator. The operator is instructed to initiate call-in by the Communications Coordinator-CR/TSC. A list of on-call personnel and their phone numbers is located at the SSES Switchboard. All other EOF and G.O. staff members will be paged as described in Section 6.1.4.

During off-normal hours EOF and G.O. staff members will be paged.

c. The Media Operations Center (MOC) staff will be called in when an emergency is classified as a Site or General

Emergency, or at the discretion of the Public Information Manager.

The MOC call-in is performed by telephone as described in the Public Information Emergency Procedures.

d. Off-site monitoring teams are called in when the EOF is activated or at the discretion of the Radiation Protection Coordinator or Radiological Support Manager.

The Central Division Service Dispatcher is contacted by the Communications Coordinator - CR/TSC/EOF and instructed to initiate call-in of the desired number of off-site teams. The Service Dispatcher then telephones the team members individually until the requisite number of people have been contacted.

When the teams have all been contacted, the Central Division Service Dispatcher will notify the Communications Coordinator-CR/TSC/EOF that call-in has been completed.

When off-site teams are called in, but the EOF has not been activated, the EOF Set-UP Foreman is also called in to prepare the team vehicles. During normal hours the Set-Up Foreman is contacted by the switchboard operator (at the direction of the Communications Coordinator-CR/TSC). After normal hours the paging system defined in Section 6.1.4 will be used.

6.1.4 Individual and Group Paging

a. When it has been determined that either an individual or group must be paged, the Shift Supervisor or Communications Coordinator-CR/TSC will direct the Security Control Center to initiate paging the desired individual or group.

b. The SCC Controller initiates paging by calling the Central, Susquehanna <u>and</u> Lehigh Division Service Dispatchers. The SCC Controller transmits the name and pager number of the individual or group to be called and the appropriate message to broadcast with the pager tone.

- o Code Gold - Periodic Test
- o Code Silver - Drill/Exercise
- o Code Bronze - Actual Emergency

c. The Service Dispatchers at all three Divisions will repeat the instructions from the SCC Controller to verify accuracy. After the message is verified, the Service Dispatchers will send out the appropriate paging tone and voice message in accordance with DDI-850.

6.1.5 On-Call Personnel Response to Page

Upon receipt of pager tone and message, on-call individual will telephone the Security Control Center and provide the following information:

- o Name
- o Emergency Position
- o Estimated Time of Arrival

NOTE: The Recovery Manager should not travel to the EOF with the Site Support Manager.

6.1.6 Verification of Full Staffing

a. The SCC Controller will maintain a list of personnel responding to the page.

b. The list of personnel responding is compared to the list of personnel who were paged.

NOTE: A list of all personnel on-call for emergency positions is available in the Security Control Center.

c. If, after 15 minutes, any personnel who were paged have not responded, the SCC Controller will:

- o For Site-Based personnel or individual call outs - Attempt to contact personnel by telephone. If unsuccessful, call alternates until one is reached.
- o For General Office-based personnel - Contact the GOSM and transmit the list of non-responding individuals.

d. The GOSM will attempt to contact the non-responding General Office personnel. If unsuccessful, will call alternates until one is reached.

e. Upon verification that the TSC, EOF, GONESC, GOESC and/or MOC are being activated, each Coordinator or Manager is responsible for supplementing their on-call staff as necessary.

6.2 Notification of Off-Site Agencies

6.2.1 LCEMA, CEMA, PEMA, DER/BRP and the NRC may be contacted as follows:

- o Normally - Hotline from CR, TSC or EOF.
- o Backup - Normal phone lines. Numbers are listed in the Emergency Phone Directory.

6.2.2 If both the hotlines and normal phone lines are inoperable, LCEMA and CEMA may be contacted as follows:

- o Second Backup - VHF (150 Hz) Radio.
- o Third Backup - Notify the State Police and have them contact the counties.

6.2.3 The State Police may be contacted as follows:

- o Normally - Hotline from SCC or ASCC.
- o Backup - Normal phone lines.
- o Second Backup - UHF (450 Hz) radio.
- o Third Backup - Send mobile unit to State Police station.

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SUSQUEHANNA SES RECORDS MANAGEMENT SYSTEM
CONTROLLED DOCUMENT TRANSMITTAL

AL SCHWENCER
WASHINGTON, D.C.
COPY #NRC 2 SETS

DATE: 8/31/83

TO: _____ _____

FROM: ○ Supervisor - Records Systems and Procedures, N-4
○ Supervisor - Nuclear Records System - GO, N-3
● Supervisor - Nuclear Records System - SSES

Attached are the following new or revised documents: (When document is procedure, include manual title)

EP PROCEDURE CONTROLLED MANUALS
EP TABLE OF CONTENTS EFF. DATE 8/31/83, REV. 21
EP-IP-018, REV. 1

Discard/Void the following superceded documents:

X005
1/1

Please sign and return the original of this form within ten working days to sender to acknowledge receipt.

By signing the Return-Receipt, the addressee attests that the documents received agree with the above listing, that all superceded documents have been destroyed/voided, that the documents have been incorporated into the proper files, and that the appropriate personnel have been made aware of the changes.

_____ Received By

_____ Date