EMERGENCY PLAN IMPLEMENTING PROCEDURES

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APPROVED _L. Juecu_

DATE _11-10-81_

ADMINISTRATIVE DIRECTOR

EPIP 160-1

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0062A

This procedure contains 3 pages.

APPROVED _____

DATE _11-10-81_

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ADMINISTRATIVE DIRECTOR

A. PURPOSE

To provide direction for GSEP activities.

B. REFERENCE

None

C. PREREQUISITES

None

D. PRECAUTIONS

None

E. LIMITATIONS AND ACTIONS

None

F. PROCEDURE   Time

1. Report to Technical Support Center (TSC)   _____

2. Contact liason at EOF or CCC.   _____
   (See GSEP 4.3-2 Table 4.3-9 or 4.3-1 Table 4.3-19)

3. Report to the Administrative Office area.   _____

   a. Staff clerical support as necessary.
   b. Assist with Station record keeping.

G. CHECKLISTS

1. Name of Director _____ _____

   Title _____

   Initial Nofitication Date _____ Time _____ By Whom _____

   Event Start Time _____

   Event Classification: Drill _____ Transportation Accident _____

                          Unusual Event _____ Alert _____

                          Site Emergency _____ General Emergency _____

2. Contact liason at EOF or CCC.

   Whom Contacted _____ Time _____

   a. Arrange for food and lodging as necessary.

3. Staff clerical support as needed, which may include:

Function	Personnel	Time
a. Switchboard	_____	_____
b. R³ – TSC	_____	_____
R³ – Office	_____	_____
c. Messenger – TSC	_____	_____
Messenger – Office	_____	_____
d. Syfa Operator	_____	_____
e. Wang Operator	_____	_____
f. Typist	_____	_____
g. Xerox	_____	_____
h. Timekeeper	_____	_____

FINAL

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