

EMERGENCY PLAN IMPLEMENTING PROCEDURES

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APPROVED <i>KK Hurem</i>
DATE <u>11-10-81</u>

ADMINISTRATIVE DIRECTOR

EPIP 160-1

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This procedure contains 3 pages.

APPROVED <i>K.L. Hov...</i>
DATE <i>11-10-81</i>

NOV 10 1981

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:

<u>Function</u>	<u>Personnel</u>	<u>Time</u>
a. Switchboard	_____	_____
b. R ³ - TSC	_____	_____
R ³ - Office	_____	_____
c. Messenger - TSC	_____	_____
Messenger - Office	_____	_____
d. Syfa Operator	_____	_____
e. Wang Operator	_____	_____
f. Typist	_____	_____
g. Xerox	_____	_____
h. Timekeeper	_____	_____

FINAL