

DISTRIBUTION - VOLUME 13 – EMERGENCY PREPAREDNESS PROCEDURES

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Procedure Number	Revision	Procedure Number	Revision	Procedure Number	Revision
13.11.3	033				

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Title: Site Support Manager and Staff Duties		Minor Rev: N/A
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PLANT PROCEDURES MANUAL	PCN#: N/A
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DESCRIPTION OF CHANGES

Justification (required for major revision)

Adds Step 3.2.6 "Requests airspace closure of the FAA when appropriate." This language is consistent with language in EP-01 CGS Emergency Plan. Two attachments (Attachments 7.1 and 7.2) were deleted from the procedure. Neither were referenced in the procedure and the Attachments were made into new controlled forms. Form 20026 GENERAL EMERGENCY AIRSPACE OR AIRPORT CLOSURE REQUEST and Form 20027 EOF FLOOR PLAN replace the deleted attachments. The other change to the procedure is the removal of referenced procedures in Step 5.2 (R32) and the title correction of a referenced form in Form 26537 adding the word Support for accuracy of the title. The change was made because the referenced procedures does not meet the criteria in SWP-PRO-03 for References and the title correction of a referenced form.

Page(s)	Description (including summary, reason, initiating document, if applicable)
4	Added Step 3.2.6 Requests airspace closure of the FAA when appropriate
6	Deleted Referenced procedures, these do not meet requirements of SWP-PRO-03. Corrected title of "5.3.5 EOF Administrative Support Staff Checklist, Form 26537"
7	Deleted reference to Attachments 7.1 and 7.2
8	Deleted Attachment 7.1 EOF FLOOR PLAN AND SEATING ASSIGNMENTS
9	Deleted Attachment 7.2 GENERAL EMERGENCY AIRSPACE OR AIRPORT CLOSURE REQUEST

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7.2 General Emergency Airspace or Airport Closure Request.....	Error! Bookmark not defined.

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1.0 PURPOSE

This procedure describes responsibilities and duties of the Site Support Manager. The Site Support Manager provides support to the plant and secures assistance and supplies during the emergency and recovery phases. The Site Support Manager supervises the EOF Information Coordinator, the Telecommunications Manager, Manpower Scheduler, and the EOF Admin Support Staff. {R-5.1}

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

3.1 All ERO Members

- 3.1.1 Perform position turnover for protracted events
- 3.1.2 Respond as directed when notified of a declared event
- 3.1.3 Maintain personal event logs and records in support of the after action report
- 3.1.4 Restore area and materials upon event termination
- 3.1.5 Apply fundamental ERO knowledge in the performance of your ERO duties
- 3.1.6 Properly use ERO procedures and checklists in the performance of your ERO duties
- 3.1.7 Acquire & maintain qualification in your assigned ERO position
- 3.1.8 Apply human performance error reduction techniques in the performance of your ERO duties

3.2 Site Support Manager

- 3.2.1 Provide liaison to the NRC Site Team
- 3.2.2 Arrange for logistics support
- 3.2.3 Make Part C notifications.
- 3.2.4 Oversee staffing of EOF and assist with staffing, as necessary, for other facilities
- 3.2.5 Provide input for facility briefs and updates
- 3.2.6 Requests airspace closure of the FAA, when appropriate

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3.3 Manpower Scheduler

- 3.3.1 Ensure EOF personnel have been properly notified and are responding to the facility
- 3.3.2 Develop ERO shift relief rosters and coordinate notification of personnel
- 3.3.3 Operate the call center for incoming messages to ERO responders involved with the emergency

3.4 EOF Information Coordinator

- 3.4.1 Monitor Information Network and announce key information to Center Staff
- 3.4.2 Maintain facility status boards
- 3.4.3 Communicate key information between the facilities over the Information Network

3.5 Telecommunications Manager

Assist the ERO with the operation and repair of communications equipment

3.6 EOF Administrative Support Staff

- 3.6.1 Callout ERO relief shift
- 3.6.2 Fax the Classification Notification Form to offsite agencies
- 3.6.3 Set up EOF equipment in preparation for facility activation
- 3.6.4 Perform administrative and logistic support functions for facility personnel

4.0 PROCEDURE

4.1 Site Support Manager

Perform appropriate actions using guidance in Form 26532, Site Support Manager Checklist, upon declaration of an emergency.

4.2 Manpower Scheduler

Perform appropriate actions using guidance in Form 26536, Manpower Scheduler Checklist, upon declaration of an emergency.

4.3 Telecommunications Manager

Perform appropriate actions using guidance in Form 26533, Telecommunications Manager Checklist, upon declaration of an emergency.

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4.4 EOF Information Coordinator

Perform appropriate actions using guidance in Form 26542, EOF Information Coordinator Checklist, upon declaration of an emergency.

4.5 EOF Administrative Support Staff

Perform appropriate actions using guidance in Form 26537, EOF Administrative Support Staff Checklist, upon declaration of an emergency.

5.0 REFERENCES

5.1 Regulatory / Licensing Documents

EP-01, Emergency Plan

5.2 Forms

5.2.1 Site Support Manager Checklist, Form 26532

5.2.2 Manpower Scheduler Checklist, Form 26536

5.2.3 Telecommunications Manger Checklist, Form 26533

5.2.4 Information Coordinator Checklist, Form 26542

5.2.5 EOF Administrative Support Staff Checklist, Form 26537

5.2.6 Emergency Response Log, Form 23895

5.2.7 Classification Notification Form, Form 24075

5.2.8 EOF Staffing, Form 26061

5.2.9 Emergency Manpower Schedule, Form 26094

5.2.10 Partial Activation or Manpower Schedule Message, Form 26171

5.3 Correspondence

OER SIL324R6, BWR Emergency Support Program

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6.0 DOCUMENTATION

All logs, forms and records completed as the result of implementing this procedure during an actual declared event shall be retained as permanent plant records. Transmit documents to the Permanent Plant File under DIC 2304.2.

A sub-set of documents generated during drills shall be maintained in the Emergency Preparedness Department files, as necessary, to support completion of drill/exercise commitments.

7.0 ATTACHMENTS

None