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TITLE

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EP-IP-103

Communications Equipment

1

11/11/83

Review, Update, Control, and
Distribution of the SSES Emergency
Planed and Emplementing Procedures

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PROCEDURE COVER SHEET

PENNSYLVANIA POWER & LIGHT CO. SUSQUEHANNA STEAM ELECTRIC STATION		EP-IP-022 Revision 0 Page 1 of 17
SHIFT TURNOVER DURING AN EMERGENCY.		
Effective Date <u>12-20-83</u>	Expiration Date <u>12-20-85</u>	Revised Expiration Date _____
PROCEDURE TYPE: PORC <input checked="" type="checkbox"/> , NON-PORC _____, Alternate Review _____		
PORC MTG. NO. <u>83-265</u> (If applicable)		

CONTROLLED

Prepared by <u>[Signature]</u>	Date <u>11/21/83</u>
Reviewed by <u>Charles L. Wible, Jr.</u>	Date <u>11/21/83</u>
Recommended: <u>[Signature]</u> Section Head/Manager	Date <u>11/23/83</u>
<u>[Signature]</u> Superintendent of Plant	Date <u>12-19-83</u>

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1.0 PURPOSE

The purpose of this procedure is to provide a methodology for shift turnover to assure an orderly, systematic and meaningful turnover between counterparts during EMERGENCY conditions.

2.0 SCOPE

To provide the EMERGENCY organization with a methodology for determining the length and duration of shift schedules, to establish time frames for calling in relief shifts, and to standardize turnover methods during EMERGENCY conditions.

This procedure does not apply to plant staff shift personnel or any other personnel who already exercise shift turnover on a regular basis in their Company job function.

3.0 REFERENCES

- 3.1 SSES - Emergency Plan
- 3.2 NUREG-0654, Planning Standards and Evaluation Criteria
- 3.3 NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, Sept. 1980
- 3.4 NDI-6.6.2, Selection, Training and Certification of Emergency Response Personnel.

4.0 DEFINITIONS

4.1 Emergency Managers/Coordinators

- 4.1.1 Primary Manager/Coordinator - The person designated as the lead for a given function. This person is responsible for defining how that function is performed and for ensuring that the other managers/coordinators and staff members in that function are qualified per NDI-6.6.2.
- 4.1.2 Relief Manager/Coordinator - The relief manager/coordinator is the person predesignated to be part of the two-shift rotation during an emergency. The primary manager/coordinator, or contact, is the other half of this rotation.

4.1.3 Alternate Managers/Coordinators - Alternates are the remaining personnel on-call for a given position. Alternates are fully qualified for the position and may become part of the two-shift rotation if the primary or relief contact cannot be reached.

4.2 EOF - Emergency Operations Facility

4.3 GOESC - General Office Engineering Support Center

4.4 GONESC - General Office Nuclear Emergency Support Center

4.5 MOC - Media Operations Center

4.6 OSC - Operations Support Center

4.7 TSC - Technical Support Center

5.0 RESPONSIBILITIES

5.1 The PRIMARY EMERGENCY DIRECTOR is responsible for establishing the length and duration of scheduled shifts and conducting group briefings for the TSC EMERGENCY organization.

5.2 The PRIMARY RECOVERY MANAGER is responsible for establishing the length and duration of scheduled shifts and conducting group briefings for the EOF EMERGENCY organization.

5.3 The PUBLIC INFORMATION MANAGER is responsible for:

5.3.1 Establishing the length and duration of scheduled shifts and conducting group briefings for the MOC EMERGENCY organization.

5.3.2 Ensuring proper turnover of information and functions that are in progress during shift relief.

5.4 The PRIMARY GENERAL OFFICE SUPPORT MANAGER is responsible for:

5.4.1 Establishing the length and duration of scheduled shifts and conducting group briefings for the GONESC and GOESC EMERGENCY organization.

5.4.2 Ensuring proper turnover of information and functions that are in progress during shift relief.

- 5.5 It is the responsibility of the PRIMARY TSC EMERGENCY COORDINATORS and PRIMARY EOF EMERGENCY MANAGERS to ensure proper turnover of information and functions that are in progress during relief.

6.0 INSTRUCTIONS

- 6.1 The PRIMARY or RELIEF EMERGENCY DIRECTOR will follow instructions in Attachment A, ACTION STEP, PRIMARY OR RELIEF EMERGENCY DIRECTOR.
- 6.2 The PRIMARY or RELIEF RECOVERY MANAGER will follow instructions in Attachment B, ACTION STEP, PRIMARY OR RELIEF RECOVERY MANAGER.
- 6.3 The PRIMARY or RELIEF PUBLIC INFORMATION MANAGER will follow instructions in Attachment C, ACTION STEP, PRIMARY OR RELIEF PUBLIC INFORMATION MANAGER.
- 6.4 The PRIMARY or RELIEF GENERAL OFFICE SUPPORT MANAGER will follow instructions in Attachment D, ACTION STEP, PRIMARY OR RELIEF GENERAL OFFICE SUPPORT MANAGER.
- 6.5 The PRIMARY or RELIEF TSC COORDINATORS and EOF MANAGERS will follow instructions in Attachment E, ACTION STEP, PRIMARY OR RELIEF TSC COORDINATORS AND EOF MANAGERS.
- 6.6 The PRIMARY or RELIEF ADMINISTRATIVE COORDINATOR, ADMINISTRATIVE SUPPORT MANAGER and SUPPORT SERVICES MANAGER will follow instructions in Attachment F, ACTION STEP, PRIMARY OR RELIEF ADMINISTRATIVE COORDINATOR, ADMINISTRATIVE SUPPORT MANAGER AND SUPPORT SERVICES MANAGER.

7.0 DISCUSSION

7.1 Shift Scheduling

7.1.1 Initial Manning Schedule Guidelines

- a. Two extended shifts should be established and maintained until it is decided to either terminate the emergency or go to another manning scheme, such as three shifts/day or rotating alternates into the extended shifts. The PRIMARY and RELIEF MANAGERS and COORDINATORS, (Contacts), should man the two extended shifts. Staff positions will also rotate on extended shifts. No PRIMARY or RELIEF contacts have been designated for staff positions; therefore, personnel filling the positions will be determined by the PRIMARY or RELIEF contacts.

- b. It is not necessary that one shift be the PRIMARY Contacts and the other shift be the RELIEF Contacts. The shifts may be composed of a mixture of PRIMARY and RELIEF Contacts depending upon who is on-call and who can be contacted.
- c. If either the PRIMARY or RELIEF Contact cannot be reached, the ALTERNATE Contact will assume one of the shift positions.
- d. Initial manning may last from one day to several weeks depending upon the nature of the EMERGENCY.
- e. Shift overlap should be provided for all COORDINATORS or MANAGERS and their STAFFS.

7.1.2 Long-Term Manning Schedule Guidelines

- a. A standard, four shift rotation should be established. One team will always be off duty. The remaining teams should work three shifts over a twenty-four hour period. PRIMARY, RELIEF or ALTERNATE Contacts may be cycled through the long-term manning schedule, as appropriate.
- b. Additional time can be added at the beginning and end of the shift for turnover purposes.
- c. Specific start times may vary as circumstances dictate.

7.2 Shift Briefing

7.2.1 All relieving personnel should be fully briefed by their counterparts prior to shift turnover. All pertinent information and data should be reviewed, as appropriate. Examples of items to be covered are:

- a. Reactor status
- b. Emergency classification
- c. Big picture analysis
- d. Present and future evolutions
- e. Radiological conditions and precautions in-plant and off-site.

7.2.2 Concentration should be devoted to unsolved technical, radiological, communications, or administrative problems.

7.3 Shift Turnover

Shift turnover occurs when the relieving COORDINATOR or MANAGER and STAFF personnel have assumed the responsibilities of their counterparts. The official transfer of responsibilities shall be when the relieving COORDINATOR or MANAGER signs the Shift Turnover Checklist, EP-IP-022-1.

8.0 RECORDS

None

ACTION STEP
PRIMARY OR RELIEF EMERGENCY DIRECTOR

- Check A.1.0 Upon notification of an EMERGENCY, the PRIMARY or RELIEF EMERGENCY DIRECTOR shall:
- _____ A.1.1 Assume command of all activities in the TSC. This includes relieving the on-call EMERGENCY DIRECTOR if the TSC is already activated.
 - _____ A.1.2 Ensure that all PRIMARY and/or RELIEF COORDINATORS assume control of their functions.
 - _____ A.1.3 Assess the estimated duration of the EMERGENCY based upon current reactor status, EMERGENCY classification, big picture analysis, present and future evolutions, and current radiological conditions.
 - _____ A.1.4 Consider establishing a shift schedule if the EMERGENCY is expected to continue beyond a normal 8-hour shift. (See Section 7.1)
 - _____ A.1.5 Instruct the ADMINISTRATIVE COORDINATOR to establish the initial manning schedule and, if necessary, a long-term manning schedule in the TSC.
 - _____ A.1.6 Instruct the ADMINISTRATIVE COORDINATOR to notify relieving personnel of the time they are to report.
 - _____ A.1.7 Ensure an effective and complete turnover of shifts.
 - a. Brief the relieving EMERGENCY DIRECTOR on all pertinent information and data. (See Section 7.2)
 - b. Ensure that the relieving EMERGENCY DIRECTOR is aware of initial and long-term manning schedules in the TSC.
 - c. Fill out and have the relieving EMERGENCY DIRECTOR sign a copy of EP-IP-022-1, the Shift Turnover Checklist.

— A.1.8 Leave a contact telephone number with the ADMINISTRATIVE
COORDINATOR.

ACTION STEP
PRIMARY OR RELIEF RECOVERY MANAGER

- Check B.1.0 Upon notification of an EMERGENCY, the PRIMARY or RELIEF RECOVERY MANAGER shall:
- _____ B.1.1 Assume command of all activities in the EOF. This includes relieving the on-call RECOVERY MANAGER if the EOF is already activated.
 - _____ B.1.2 Ensure that all PRIMARY or RELIEF MANAGERS assume control of their functions.
 - _____ B.1.3 Assess the estimated duration of the EMERGENCY based upon current reactor status, EMERGENCY classification, big picture analysis, present and future evolutions, and current radiological conditions.
 - _____ B.1.4 Consider establishing a shift schedule if the EMERGENCY is expected to continue. (See Section 7.1)
 - _____ B.1.5 Instruct the ADMINISTRATIVE SUPPORT MANAGER to establish the initial manning schedule and, if necessary, a long-term manning schedule in the EOF.
 - _____ B.1.6 Instruct the ADMINISTRATIVE SUPPORT MANAGER to notify relieving personnel of the time they are to report.
 - _____ B.1.7 Ensure an effective and complete turnover of shifts.
 - a. Brief the relieving RECOVERY MANAGER on all pertinent information and data. (See Section 7.2)
 - b. Ensure that the relieving RECOVERY MANAGER is aware of initial and long-term manning schedules in the EOF.
 - c. Fill out and have the relieving RECOVERY MANAGER sign a copy of EP-IP-022-1, the Shift Turnover Checklist, which is kept on a clipboard by the ADMINISTRATIVE SUPPORT MANAGER'S DESK.
 - _____ B.1.8 Leave a contact telephone number with the ADMINISTRATIVE SUPPORT MANAGER.

ACTION STEP
PRIMARY OR RELIEF PUBLIC INFORMATION MANAGER

Check C.1.0 PRIMARY or RELIEF PUBLIC INFORMATION MANAGER shall:

- _____ C.1.1 Assume command of all activities in the MOC. This includes relieving the on-call PIM if the MOC is activated.
- _____ C.1.2 Assess the estimated duration of the EMERGENCY based upon current reactor status, EMERGENCY classification, big picture analysis, present and future evolutions, and current radiological conditions.
- _____ C.1.3 Consider establishing a shift schedule if the EMERGENCY is expected to continue. (See Section 7.1)
- _____ C.1.4 Work with the Support Services Manager and MOC STAFF personnel in developing initial and, if needed, long term manning schedules.
- _____ C.1.5 Instruct the Support Services Manager to notify relieving personnel of the time they are to report.
- _____ C.1.6 Remain at duty station with full responsibility until properly relieved. (See Section 7.3)
- _____ C.1.7 Ensure that a briefing/debriefing area is available such that there is no interference with ongoing EMERGENCY assessment and management activities.
- _____ C.1.8 Ensure that all offgoing STAFF personnel have reviewed all pertinent information and data with their counterparts. (See Section 7.2)
 - a. The only information that should be discussed in detail is that which is directly related to the function of the STAFF position being relieved.
 - b. Logbooks and status boards should be reviewed as necessary.
- _____ C.1.9 Brief the relieving MANAGER.

- _____ C.1.10 If any relieving STAFF personnel are absent for any reason, identify substitute STAFF personnel from one of the manning schedules, and have them called in.
- _____ C.1.11 Advise out-going STAFF personnel regarding any protective actions that should be taken.
- _____ C.1.12 When turnover is complete fill out and have the counterpart MANAGER sign a copy of EP-IP-022-1, the Shift Turnover Checklist.
- _____ C.1.13 Leave a contact telephone number with the SUPPORT SERVICES MANAGER.

ACTION STEP
PRIMARY OR RELIEF GENERAL OFFICE SUPPORT MANAGER

Check D.1.0 PRIMARY or RELIEF GENERAL OFFICE SUPPORT MANAGER shall:

- _____ D.1.1 Assume command of all activities in the GONESC. This includes relieving the on-call GOSM if the GO is already activated.
- _____ D.1.2 Assess the estimated duration of the EMERGENCY based upon current reactor status, EMERGENCY classification, big picture analysis, present and future evolutions, and current radiological conditions.
- _____ D.1.3 Consider establishing a Shift Schedule if the EMERGENCY is expected to continue. (See Section 7.1)
- _____ D.1.4 Appoint one or more administrative personnel to work with GONESC and GOESC STAFF personnel in developing initial and, if necessary, long term manning schedules.
- _____ D.1.5 Instruct administrative personnel to notify relieving personnel of the time they are to report.
- _____ D.1.6 Remain at duty station with full responsibility until properly relieved. (See Section 7.3)
- _____ D.1.7 Ensure that a briefing/debriefing area is available such that there is no interference with ongoing EMERGENCY assessment and management activities.
- _____ D.1.8 Ensure that all offgoing STAFF personnel have reviewed all pertinent information and data with their counterparts. (See Section 7.2)
 - a. The only information that should be discussed in detail is that which is directly related to the function of the STAFF position being relieved.
 - b. Logbooks and status boards should be reviewed as necessary.
- _____ D.1.9 Brief the relieving MANAGER.

- D.1.10 If any relieving STAFF personnel are absent for any reason, identify substitute STAFF personnel from one of the manning schedules, and have them called in.
- D.1.11 Advise out-going STAFF personnel regarding any protective actions that should be taken.
- D.1.12 When turnover is complete fill out and have the counterpart MANAGER sign a copy of EP-IP-022-1, the Shift Turnover Checklist.
- D.1.13 Leave a contact telephone number with the ADMINISTRATIVE personnel.

ACTION STEP
PRIMARY OR RELIEF TSC AND EOF EMERGENCY COORDINATORS AND MANAGERS

Check E.1.0 PRIMARY OR RELIEF EMERGENCY COORDINATORS and MANAGERS shall:

- _____ E.1.1 Work with the ADMINISTRATIVE COORDINATOR or ADMINISTRATIVE SUPPORT MANAGER in developing manning schedules. (See Section 7.1)
- _____ E.1.2 Remain at duty stations with full responsibility until properly relieved. (See Section 7.3)
- _____ E.1.3 Ensure that a briefing/debriefing area is available such that there is no interference with ongoing EMERGENCY assessment and management activities.
- _____ E.1.4 Ensure that all offgoing STAFF personnel have reviewed all pertinent information and data with their counterparts. (See Section 7.2)
 - a. The only information that should be discussed in detail is that which is directly related to the function of the STAFF position being relieved.
 - b. Logbooks and status boards should be reviewed as necessary.
- _____ E.1.5 Brief the relieving COORDINATOR or MANAGER.
- _____ E.1.6 If any relieving STAFF personnel are absent for any reason, identify substitute STAFF personnel from one of the manning schedules, and have them called in.
- _____ E.1.7 Advise out-going STAFF personnel regarding any protective actions that should be taken.
- _____ E.1.8 When turnover is complete, fill out and have the counterpart COORDINATOR/MANAGER sign a copy of EP-IP-022-1, the Shift Turnover Checklist.
- _____ E.1.9 Advise the EMERGENCY DIRECTOR or the RECOVERY MANAGER when turnover is complete.
- _____ E.1.10 Leave a contact telephone number with the ADMINISTRATIVE COORDINATOR or the ADMINISTRATIVE SUPPORT MANAGER.

ACTION STEP
PRIMARY OR RELIEF ADMINISTRATIVE COORDINATOR, ADMINISTRATIVE SUPPORT
MANAGER, AND SUPPORT SERVICES MANAGER

Check F.1.0 The PRIMARY or RELIEF ADMINISTRATIVE COORDINATOR ADMINISTRATIVE
SUPPORT MANAGER and SUPPORT SERVICES MANAGER shall:

_____ F.1.1 Ensure the development and management of the initial
and, if necessary, long-term manning schedules. (See
Section 7.1)

a. Meet with all COORDINATORS or MANAGERS to evolve
the schedules for all emergency response functions.

b. Ensure that the initial manning schedule is
received at least four hours before the termination
of first shift.

c. Ensure that the On-Shift ADMINISTRATIVE
COORDINATOR, ADMINISTRATIVE SUPPORT MANAGER and
SUPPORT SERVICES MANAGER receive a long-term
schedule no later than three days after the start
of the EMERGENCY.

_____ F.1.2 When advised by the EMERGENCY DIRECTOR, RECOVERY MANAGER
or PUBLIC INFORMATION MANAGER, call-in designated relief
shift personnel.

_____ F.1.3 Ensure that all relief personnel are briefed as to
current emergency status and existing or potential
radiological hazards.

_____ F.1.4 Using manning schedules, call back up personnel to
replace absentees.

_____ F.1.5 If there are any schedule changes, ensure that affected
parties are notified.

_____ F.1.6 Familiarize the relieving ADMINISTRATIVE COORDINATOR,
ADMINISTRATIVE SUPPORT MANAGER and SUPPORT SERVICES
MANAGER.

_____ F.1.7 Manage the record of all completed Shift Turnover
Checklists, EP-IP-022-1.

SUSQUEHANNA SES
NUCLEAR EMERGENCY RESPONSE ORGANIZATION
SHIFT TURNOVER CHECKLIST

Review the following as appropriate with the relieving COORDINATOR or MANAGER:

- 1. Reactor status: _____
- 2. Emergency classification: _____
- 3. Big picture: _____

- 4. Present and future evolutions: _____

- 5. Radiological conditions and precautions in-plant and off-site:

Off-going Coordinator/Manager: _____

On-coming Coordinator/Manager: _____

Time/Date: _____ / ____ / ____

SUSQUEHANNA SES RECORDS MANAGEMENT SYSTEM
CONTROLLED DOCUMENT TRANSMITTAL

AL SCHWENCER
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COPY #NRC 2 SETS

DATE: 12/20/83

TO: _____

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 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 12/20/83, REV. 31
EP FORMS INDEX EFF. DATE 12/20/83, REV. 13
EP-IP-022, REV. 0

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