

P. Hippel
M. Vyeniello
L. Ritter
L. Ritter
L. Ritter
D. Fetterhoff
S. Epler
R. DeSantis
S. Burkett

D. College
N. D. Brown
D. Light
R. Finicle
N. D. Brown
R. Finicle
D. Russ
W. Ressler
R. Neff
R. Finicle
P. Sauder
~~K. McNamara~~
D. Fleck
T. Berstler
N. Smith
S. Porter
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
T. Berstler
M. Wherry
J. L. Eckroth
L. Ritter
L. Ritter
V. Handley
R. Goodrich
D. Silar
D. Silar
D. Silar
P. Hippel
C. Anderson
T. Berstler
L. Ritter
P. J. Chevalier
A. Houseal
S. Zimmerman

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<u>Document Number</u>	<u>Rev</u>	<u>PCR</u>	<u>Number</u>	<u>Page Replacement</u>	<u>Entire</u>	<u>Delete Page(s)</u>
TEP-ADM-1300.02	6	PCR-00-0674			X	

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Admin. Procedures

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FOR INFORMATION ONLY

AmerGen

Emergency Preparedness
Procedure Manual

Number

TEP-ADM-1300.02

Title

Revision No.

Emergency Preparedness Training

6

Applicability/Scope

Responsible Office

Effective Date

All TMI Emergency Response Personnel

Emerg. Preparedness

08/01/00

This document is within QA plan scope

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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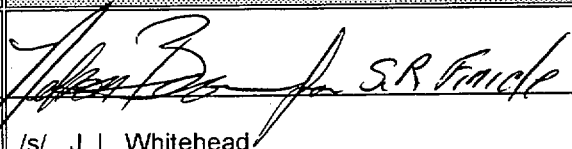
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No

Safety Reviews Required

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	Signature	Date
Originator		7-28-00
Procedure Owner	/s/ J. L. Whitehead	06/15/00
PRG	/s/ J. S. Schork	07/26/00
Approver	/s/ N. D. Brown for J. N. Grisewood	07/24/00

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DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
1	04/30/96	Delete requirement for Emergency Chemistry course for Initial Response Emergency Organization Chemistry Coordinator	J. L. Whitehead N. D. Brown J. N. Grisewood
2	01/27/97	Eliminate references to the On-Shift Rad Con Coordinator Eliminate references positions at the AEOF Eliminate references positions at the PTFC	
3	04/29/98	<ul style="list-style-type: none"> ● Add emergency call out training for CRO's and off-site notification training for I&C Technicians. ● Separate multiple action paragraphs into single action steps. ● Correct references. ● Add requirement for completion of qualification cards for initial qualification for certain positions in the emergency response organization. ● Clarify the training requirements for TSC Coordinators, TSC Engineers/Support Staff, Group Leader - R&EC, RAC, RAC Support Staff and Rad/Env. Survey Teams. ● Update lesson plan titles. ● Add a requirement for monthly identification of personnel whose duty roster qualifications are about to lapse. 	
4	04/01/99	<ul style="list-style-type: none"> ● References to "GPU", "GPU Nuclear" and "GPUN" have been changed to "TMI". ● The reference to the Emergency Plan has been changed to reflect a site-specific plan and remove the reference to GPU Nuclear and Oyster Creek. ● Add requirement for "selected course objectives" from the Emergency Management course to be covered in training for Radiological Assessment Coordinator. 	J. L. Whitehead S. R. Finicle J. N. Grisewood
5		<ul style="list-style-type: none"> ● Deleted signature block for Corp. Emergency Planner ● Added note at bottom of Exhibit 2 "Severe Accident Management Training will be conducted in accordance with the Training Dept. Emergency Preparedness Training Program Procedure". 	

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DOCUMENT HISTORY (Cont'd)

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
6	08/01/00	<ul style="list-style-type: none"> Change "Site Director" to "Vice President, TMI Unit 1", "Manager, Plant Training" to "Director, Training", Shift Supervisor" to "Shift Manager", "Shift Foreman" to "Control Room Supervisor". Delete reference to Communicator T.F. Exhibit 2. Exhibit 2 change "GRCS" to "On-Shift Rad Assess Coord." Exhibit 2 change "Shift Maintenance Foreman" to "Maintenance Team Leader". 	S. R. Finicle

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1.0 **PURPOSE**

This procedure outlines the emergency preparedness training requirements within the scope of the TMI Emergency Plan.

2.0 **APPLICABILITY/SCOPE**

- 2.1 This procedure applies to all Essential and Non-Essential personnel assigned to TMI or performing duties at or for TMI.
- 2.2 The training is intended to prepare all personnel to successfully perform their emergency duties as outlined in the TMI Emergency Plan, the TMI Emergency Preparedness Program and the Implementing Document for TMI.

3.0 **DEFINITIONS**

For purposes of this procedure, the following definitions apply:

3.1 **ESSENTIAL PERSONNEL** - All personnel who have specific emergency response roles:

- 3.1.1 All members of the Initial Response Emergency Organization (as listed in Exhibit 2, Section 2).
- 3.1.2 All members of the Emergency Support Organization (as listed on the Emergency Support Organization Duty Roster).
- 3.1.3 The on-shift personnel required to meet the minimum staffing requirements of Table 5 of Reference 6.1.

3.2 **NON-ESSENTIAL PERSONNEL**

All personnel working at TMI who are not "Essential Personnel" - See Section 3.1.

4.0 **PROCEDURE**

- 4.1 **Employee Training.** All personnel are required to receive training prior to being issued non-visitor access badges to TMI. This training includes familiarization with the salient features of the Emergency Plan, identification of specific emergency conditions and associated alarms, and proper employee responses. Personnel receive review/reverification training annually.
- 4.2 **Non-Essential Personnel.** TMI Personnel who do not have an emergency response role receive emergency preparedness training under the provisions of the General Employee Training Program addressed in Section 4.1.
- 4.3 **Essential Personnel.** The specialized emergency preparedness training program is designed to prepare all personnel who have specific emergency-related duties to successfully perform them in accordance with the emergency plan. The scope of training for On-shift, Initial Response Emergency Organization, and Emergency Support Organization personnel is identified in Exhibit 1.

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4.4 On-Shift Emergency Organization

4.4.1 All essential personnel who respond as part of the On-Shift Emergency Organization receive emergency preparedness training in accordance with the emergency preparedness training requirements specified in Exhibit 1.

4.4.2 New-hire or initial training programs

4.4.2.1 Where such programs exist for shift personnel (e.g., chemistry, operations, radiological controls), these personnel should receive the specialized emergency preparedness training as part of those programs before being placed on shift in the position for which they are training.

4.4.2.2 Where such programs do not exist, are not available, or other circumstances preclude the completion of the specialized emergency preparedness training, On-Shift Emergency Organization personnel shall receive initial emergency preparedness training by special arrangement or during the cyclic training with their shift; until such time as they complete training, their managers/supervisors shall assign them to duties consistent with their training status.

4.4.3 Personnel may be assigned a specific emergency response role only if the following conditions prevail:

4.4.3.1 Personnel have completed the specialized training and are fully qualified to perform in that specific role or

4.4.3.2 Personnel who have not completed specialized training are judged by their manager/supervisor to be capable of participating in a specific emergency response role, and they will be operating under the direct supervision of personnel who are fully qualified.

4.4.4 All personnel are required to attend all prescribed training, preferably within every 12 months, but at least every 15 months.

4.5 Initial Response Emergency Organization

4.5.1 Except as noted below, all personnel shall successfully complete the prescribed training before being placed on the current emergency duty roster.

4.5.2 All personnel shall receive training in accordance with the emergency preparedness training requirements specified in Reference 6.1 and Exhibit 1 and Exhibit 2 of this procedure preferably within every 12 months, but at least every 15 months.

4.5.3 In exceptional cases, the Vice President, TMI Unit 1 or his designee, with concurrence of the TMI Emergency Preparedness Manager may authorize the assignment of an individual to the on-shift or initial response emergency organization duty roster prior to completion of the required training. Such authorization shall be given only in cases where:

4.5.3.1 No qualified individual is readily available

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4.5.3.2 The individual is deemed qualified by virtue of previous training or experience, and

4.5.3.3 The individual successfully challenges the course(s) by examination(s).

4.5.4 The letter authorizing placement of an individual qualified per Step 4.5.3 above on the duty roster shall state the specific applicable qualifications of that individual, as well as the other above-mentioned prerequisites, and shall be provided to the Director, Training, TMI, for inclusion in the training records.

4.5.4.1 This individual, although qualified by exception, shall be required to participate in the next available applicable Training Course.

4.5.5 During a declared Emergency, the ED/ESD may unilaterally assign individuals to specific duty roster positions regardless of qualifications as he deems necessary to mitigate the consequences of the accident when qualified individuals are not available.

4.6 Emergency Support Organization

4.6.1 Except as noted below, all personnel shall successfully complete the prescribed training before being placed on the current duty roster.

4.6.2 Training is site-specific, addressing and meeting the needs arising from emergencies in Units 1 and/or 2, yet differentiating between them as appropriate.

4.6.3 All personnel shall receive training in accordance with Reference 6.1 and Exhibit 1 and Exhibit 2 of this procedure preferably within every 12 months, but at least every 15 months.

4.6.4 The TMI Emergency Preparedness Manager, may in exceptional cases authorize the interim assignment of an individual to the emergency support organization duty roster prior to completion of the required training. Such authorization shall be given only in cases where:

4.6.4.1 No qualified individual is readily available.

4.6.4.2 The individual is deemed qualified by virtue of previous training or experience, and

4.6.4.3 The individual successfully challenges the course(s) by examination(s).

4.6.5 The letter authorizing placement of an individual qualified per Step 4.6.4 above on the duty roster shall state the specific applicable qualifications of that individual, as well as the other above-mentioned prerequisites, and shall be provided to the Director, Training, TMI, for inclusion in the training records.

4.6.5.1 This individual, although qualified by exception, shall be required to participate in the next available applicable training course.

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- 4.6.6 During a declared Emergency the ED/ESD may unilaterally assign individuals to specific duty roster positions regardless of qualifications as he deems necessary to mitigate the consequences of the accident when qualified individuals are not available.
- 4.7 First Aid Training
 - 4.7.1 Personnel subject to assignment to search and rescue teams (auxiliary operators, radiological field operations technicians, and Maintenance Department rotating-shift workers), in addition to receiving instruction on search and rescue teams, shall also be provided first aid training.
 - 4.7.2 The training should consist of Red Cross Standard First Aid. This training shall be conducted in accordance with American Red Cross standards.
- 4.8 Fire Brigade training shall include instruction in emergency measures and hazardous materials control during fire conditions.
- 4.9 Examinations
 - 4.9.1 Examinations shall be administered; however, instances where examinations may not be appropriate include introductions, overviews, seminars, and field trips, among others.
 - 4.9.2 The TMI Emergency Preparedness Manager can eliminate the written exam requirement for selected training with the approval of the Director, Training TMI.
 - 4.9.3 Successful completion of training (i.e., passing all required examinations) is a prerequisite for assignment to a current duty roster for on-shift emergency organization, initial response emergency organization and emergency support organization personnel (see Sections 4.5.3 and 4.6.4, for exceptions).
 - 4.9.4 Examination Failures - Personnel who fail to pass an examination shall receive remedial training, and/or be administered a second, different version of the examination. No one shall be administered more than two examinations without additional training and the concurrence of the Director, Training, TMI.
- 4.10 Off-Site (Non-TMI) Agencies
 - 4.10.1 General
 - 4.10.1.1 The TMI Emergency Preparedness Manager shall ensure that the off-site agencies listed below are invited at least annually to participate in TMI emergency preparedness training.
 - 4.10.1.2 The training is intended to assist the off-site agencies in preparing themselves for an orderly and efficient response to emergencies at TMI.
 - 4.10.1.3 Fire departments and ambulance organizations other than those listed in the Emergency Plan may be invited as part of the supporting fire and ambulance companies mutual aid program, (e.g., Lower Swatara Volunteer Fire Company).

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4.10.2 Fire Companies/Ambulance Services:

See Reference 6.1.

4.10.3 Government Agencies:

Pennsylvania Emergency Management Agency
Pennsylvania Bureau of Radiation Protection

4.10.4 Hospitals:

Hershey Medical Center Personnel
Harrisburg Hospital Personnel

4.11 Qualification Tracking

4.11.1 The Emergency Preparedness Section should identify emergency duty roster personnel whose duty roster qualifications are about to lapse.

4.11.1.1 Approximately one week prior to the end of each calendar month, Emergency Preparedness should conduct a check of the qualification records to determine if the qualifications of any duty roster personnel will lapse at the end of the month.

4.11.1.2 Emergency Preparedness personnel should attempt to notify those individuals whose qualifications are about to lapse.

4.11.1.3 Emergency Preparedness shall remove from the duty roster those individuals whose qualifications have lapsed until the necessary actions for re-qualification have been completed.

5.0 **RESPONSIBILITIES**

5.1 The TMI Emergency Preparedness Manager is responsible for:

5.1.1 Determining, in coordination with affected departments, which categories of personnel are to receive what training.

5.1.2 Reviewing the lesson material to ensure:

5.1.2.1 Compliance with regulatory requirements and with the provisions of the emergency plan, and

5.1.2.2 That the emergency plan-related technical content is current, correct and appropriate.

5.1.3 Identifying emergency duty roster personnel whose qualifications are about to lapse (i.e., by the end of the current month).

5.2 The Director, Training, TMI, is responsible for ensuring the development, scheduling, presentation, documentation, and administration of the emergency preparedness training program.

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5.3 The Manager, Rad. Eng./designee is responsible for reviewing, for concurrence, the lesson material dealing with radiological controls procedures, and concerns to ensure that the radiological technical content is current, correct and appropriate.

5.4 All managers and supervisors with personnel assigned to emergency preparedness duty roster are responsible for having their personnel attend training and meet the requirements of Exhibit 1 and Exhibit 2 in accordance with this procedure, and for taking corrective action in case of failure to satisfactorily complete training, maintain qualifications, or for misconduct.

6.0 REFERENCES

6.1 AP 1029, TMI Emergency Plan

6.2 TMI Emergency Preparedness Procedure Manual

6.3 TMI Unit 1 Administrative Procedure 1038, Administrative Controls Fire Protection Program

6.4 TMI Administrative Procedure TEP-ADM-1300.01, Maintaining Emergency Preparedness

6.5 NUREG 0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

7.0 EXHIBITS

7.1 Exhibit 1, Qualification Requirements for Essential Personnel

7.2 Exhibit 2, Emergency Organization Training Requirements

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Qualification Requirements for Essential Personnel

NOTE

The requirement for certain positions to complete a qualification card as part of initial qualifications applies only to individuals who are qualifying for their position for the first time. Personnel who have previously completed initial qualifications for their position are exempted from this requirement.

I. On-Shift Emergency Organization

- A. Satisfactorily complete and maintain required skills training and possess operators license, as appropriate, for assigned position.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned (refer to Exhibit 2).
- C. Satisfactorily complete and maintain respirator qualification on, as a minimum, a full face-piece negative pressure air purifier.
- D. Satisfactorily complete and maintain General Employee Radiation Worker Training (Category II).
- E. Must be active in the dosimetry system (i.e., TLD assigned and current WBC on record).

II. Initial Response Emergency Organization (IREO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Must satisfy 1 hour response time requirement.
- C. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned in the Initial Response Organization (refer to Exhibit 2).
- D. Satisfactorily complete and maintain respirator qualification on, as a minimum, a full face-piece negative pressure air purifier.
- E. Satisfactorily complete and maintain General Employee Radiation Worker Training (Category II).
- F. Must be active in the dosimetry system (i.e., TLD assigned and current WBC on record).

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NOTE

Item D, E, and F above are not applicable to Emergency Assembly Area Coordinators. Items B, D, E and F are not applicable to the Duty Public Information Rep. However, the Public Information Rep. that reports to the Control Room (i.e., Communications Info Coord.) is required to meet all requirements listed in Section II.

III. Emergency Support Organization (ESO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Must satisfy the response requirements contained in the Emergency Plan.
- C. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for the position assigned in the Emergency Support Organization (refer to Exhibit 2).

NOTE

All ESO field monitoring team members and all personnel assigned an emergency response role requiring response onsite during an emergency shall be respirator qualified, as a minimum, Full Face Piece Negative Pressure Air Purifier. In addition, all such personnel shall be active in the dosimetry system (i.e., TLD assigned and current WBC on record).

IV. Emergency Preparedness Additional Support Personnel/Support Staff (as identified in Exhibit 2)

- A. Satisfy the prerequisites established by the Group Leader/Coordinator responsible for the position.
- B. Satisfactorily complete and maintain EP Training in accordance with Exhibit 2.
- C. Must satisfy the response requirements for the emergency organization they are assigned to (IREO or ESO) contained in the E-Plan.
- D. For personnel responding onsite:
 - 1. Satisfactorily maintain respirator qualifications and General Employee Radiation Worker Training (Category II).
 - 2. Must be active in the dosimetry system (i.e., TLD assigned and Whole Body Count on record).

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Emergency Organization Training Requirements

1. On-Shift Emergency Organization

DUTY POSITION	EMERGENCY MANAGEMENT	ERF OPS	DOSE PROJ & ASSESS	SITE PROT/ASSEM/ACC	EMERGENCY RAD CON	EMERGENCY CHEMISTRY	CONT INJ & DECON	EMERGENCY CALLOUTS	ON/OFFSITE RAD SURV	OPS & MAINT.	RAD SURVEY SUPPORT	OFFSITE NOTIFICATIONS	EMER. PLANT AIR SAMPLE	QUALIFICATION CARD (initial qualification only)
Emergency Director (Shift Manager)	X													X
OPS Coordinator (Control Room Supv.)	X													X
ECC Comms. Coord.								X				X		
ECC Communicator								X		X		X		
Auxiliary Operators										X				
On-Shift Rad Asses Coord.	*	X	X		X		X							X
Radiological Controls Tech.		X			X		X		X					
Chemistry Coord. (Sr. Chem Tech)		X				X							X	
Chemistry Techs		X				X							X	
OSC Coord. (Maint. Team Leader)		X								X				X
Maintenance Personnel										X				
Security Coord.				X										
Security Personnel				X										
Utility Personnel										X	X			

*Selected course objectives

NOTE

Severe Accident Management Training will be conducted in accordance with the "Training Departments" Emergency Preparedness Training Program procedure.

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Emergency Organization Training Requirements

2. On-Shift Emergency Organization

DUTY POSITION	EMERGENCY MANAGEMENT	ERF OPS	DOSE PROJ & ASSESS	SITE PROT/ASSEM/ACC	EMERGENCY RAD CON	CONT INJ & DECON	CALLOUTS AND NOTIF	OFFSITE RAD SURV TM	MEDIA REPRESENTATIVE	QUALIFICATION CARD (initial qualification only)
Emergency Director	X									X
Operations Coordinator	X									X
Emergency Director Assistant	X									X
Rad. Assessment Coordinator	*	X	X							X
Rad. Engineering Support		X	X							X
ECC Communications Coord.		X					X			X
ECC Communicators		X					X			X
TSC Coordinators	X	X								X
TSC Engineers/Support Staff		X								X
OSC Coordinators		X								X
Rad Con Coordinator		X			X	X				X
Emerg. Maint. Coord.		X								X
Chemistry Coord.		X								X
Medical Reps.		X				X				X
Security Coordinator				X						X
Emergency Assembly Area Coord.				X						X
Public INFO Duty Rep.									X	X

*Selected course objectives

NOTE

Severe Accident Management Training will be conducted in accordance with the "Training Departments" Emergency Preparedness Training Program procedure.

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Emergency Organization Training Requirements

3. Emergency Preparedness Additional Support Personnel/Support Staff (part of IREO)

DUTY POSITION	EMERGENCY MANAGEMENT	ERF OPS	DOSE PROJ & ASSESS	SITE PROT/ASSEM/ACC	EMERGENCY RAD CON	CONT INJ & DECON	CALLOUTS AND NOTIF	OFFSITE RAD SURV TM	MEDIA REPRESENTATIVE	QUALIFICATION CARD (initial qualification only)
RAC Support Staff		X								X
Ops Support Ctr Coord. Asst.		X								X
Communications Info. Coord. (CR)									X	

NOTE

Severe Accident Management Training will be conducted in accordance with the "Training Departments" Emergency Preparedness Training Program procedure.

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Emergency Organization Training Requirements

4. Emergency Support Organization (ESO)

DUTY POSITION	EMERGENCY MANAGEMENT	ERF OPS	EAC/MET DOSE COORD OPS	DOSE PROJ & ASSESS	MEDIA REPRESENTATIVE	ON/OFFSITE RAD SURV	QUALIFICATION CARD (initial qualification only)
Emergency Support Director	X						X
ESD Assistant	X						X
Group Leader R&EC	X			X			X
Emergency Prep. Rep.	X						X
Group Leader Admin. Support		X					X
Tech Support Rep.	X	X					X
Public Info. Rep.					X		X
EOF Comm. Coord.		X					X
EOF Communicator		X					X
Joint Info/Media Ctr. Briefer					X		X
Environ. Assessment Coord.		X	X				X
MET/Dose Coordinator		X	X				X
Rad/Env Survey Team						X	X

NOTE

Severe Accident Management Training will be conducted in accordance with the "Training Departments" Emergency Preparedness Training Program procedure.

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5. Emergency Preparedness Additional Support Personnel/Support Staff (Part of ESO)

DUTY POSITION	EMERGENCY MANAGEMENT	ERF OPS	EAC/MET DOSE COORD OPS	DOSE PROJ & ASSESS	MEDIA REPRESENTATIVE	ON/OFFSITE RAD SURV	QUALIFICATION CARD (initial qualification only)
Tech Support Staff		X					X

NOTE

Severe Accident Management Training will be conducted in accordance with the "Training Departments" Emergency Preparedness Training Program procedure.