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100 - 100 - EMERGENCY DIRECTOR/CONTROL ROOM:
EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 03/06/2003

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CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-100
REMOVE: REV:16

ADD: REV: 17

REMOVE: PCAF 2003-1080 REV: N/A

**Additionally: Tab 9,
Remove EP-AD-000-110**

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
EMERGENCY DIRECTOR, CONTROL ROOM: Emergency Plan Position-Specific Instruction			EP-PS-100 Revision 17 Page 1 of 4
<u>QUALITY CLASSIFICATION:</u> () QA Program (X) Non-QA Program		<u>APPROVAL CLASSIFICATION:</u> () Plant () Non-Plant (X) Instruction	
EFFECTIVE DATE: <u>4-16-2003</u> PERIODIC REVIEW FREQUENCY: <u>Two Years</u> PERIODIC REVIEW DUE DATE: <u>4-16-2005</u>			
<u>RECOMMENDED REVIEWS:</u> All			
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Manager-Nuclear Operations</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>V.P.-Nuclear Operations</u>			

EMERGENCY DIRECTOR (ED) - CONTROL ROOM:

Emergency Plan Position-Specific
Procedure

WHEN: Anytime an abnormal event is occurring

HOW NOTIFIED: On shift

REPORT TO: Duty Manager

WHERE TO REPORT: Control Room

OVERALL DUTY:

Take charge of the plant from the Control Room during an emergency condition, assigning duties and directing operations as necessary to return to a safe plant condition (NDAP-QA-300).

MAJOR TASKS:

TAB:

REVISION:

Classify the emergency as conditions indicate.	TAB A	9
Manage the UNUSUAL EVENT.	TAB B	13
Manage the ALERT EMERGENCY.	TAB C	11
Manage the SITE AREA EMERGENCY.	TAB D	13
Manage the GENERAL EMERGENCY.	TAB E	12
Manage the Site Specific Security threats or other Security EAL conditions.	TAB G	3

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Brief Non-Technical Description of EAL's	TAB 3
Emergency Classification	TAB 4
Public Protective Action Recommendation Guide	TAB 5
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 6
Personnel Accountability	TAB 7
Restoration Organization Guidelines	TAB 8
Emergency Forms	TAB 9
o Potassium Iodine (KI) Tracking Form	
o Emergency Notification Report	
o Protective Action Recommendation State Notification Form	

REFERENCES:

ICRP Publication 28, The Principles and General Procedures for Handling Emergency and Accidental Exposures of Workers. International Commission on Radiation Protection. (1978)

NCRP Report 39, Basic Radiation Protection Criteria, National Council on Radiation Protection and Measurements. (1971)

NCRP Report 55, Protection of the Thyroid Gland in the Event of Releases of Radioiodine, National Council on Radiation Protection and Measurements. (1977)

SSES Emergency Plan Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. (1979)

NDAP-QA-1190, Nuclear Department Radiation Protection Program and Policies

NDAP-QA-1191, ALARA Policy and Program

IE Notice, 83-28

NUMARC Graded Response Study

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, September 1980

SP-00-308, Emergency Medical Response, Search/Rescue

Letter dated February 25, 2002, from Samuel J. Collins, Director, Office of Nuclear Reactor Regulations, to Robert G. Byram, Senior Vice President and Chief Nuclear Officer.

MAJOR TASK:

Manage the UNUSUAL EVENT.

SPECIFIC TASKS:

HOW:

1. **Document and communicate the Emergency Classification.**

1a. Announce to Control Room personnel:

- (1) You are assuming the duties of Emergency Director. _____
- (2) Emergency classification. _____
- (3) Time of classification. _____

1b. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E-Plan Communicator. _____

1c. Have the Emergency Plan Communicator perform Local Evacuation/Radiologically Controlled Area Evacuation. If warranted, consider accountability and site evacuation. _____

HELP

**PPL Emergency Personnel
 Dose Assessment and Protective
 Action Recommendation Guide
 See TAB 6**

2. Generate and approve forms transmitted by the Control Room Communicator.

2a. Generate and approve the following:

- (1) Emergency Notification Report _____

3. Approve Press Releases.

3a. Verbal approval acceptable for Press Releases. _____

SPECIFIC TASKS:	HOW:
4. Consider activation of NERO at the UNUSUAL EVENT unless the event is expected to be short duration or minimal impact.	4a. Instruct Emergency Plan Communicator to activate NERO.
5. If NERO is not activated, Perform notifications.	5a. Perform/Direct the following notification: (1) Direct E-Plan Communicator to initiate notification of Key Managers. _____ (2) <u>Within two hours of declaration,</u> transmit the emergency classification to off-site agencies: Institute of Nuclear Power (INPO) _____ Pennsylvania Rural Electric Coop. _____ American Nuclear Insurers (ANI) _____ PPL Insurance Group _____
6. Manage the emergency.	6a. Establish priorities and monitor: (1) Plant Status _____ (2) Plant priorities _____ (3) Corrective actions _____ (4) Radiological releases _____
7. Contact Security to Initiate emergency medical response, search and rescue when required.	7a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____
8. If radiological release is suspected/in progress, Initiate off-site dose calculations.	8a. Notify Health Physics that off-site dose calculations are required.
9. Consider the need to obtain a coolant sample.	9a. Notify Chemistry to obtain a coolant sample via EP-PS-115.
10. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	10a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.

SPECIFIC TASKS:

HOW:

11. When contacted, **brief** the PUBLIC INFO. MANAGER, (if time permits).

- 11a. Brief the PIM on:
(1) Plant status
(2) Radiological condition
(3) Emergency Classification Level

12. If plant conditions change **reclassify** emergency and enter appropriate tab for classification level.

- **FOR UPGRADING EMERGENCY**

ALERT TAB "C"
SITE AREA TAB "D"
GENERAL TAB "E"

13. IF a decision to downgrade or terminate the emergency is made, perform the following:

- 13a. Confirm with (if possible):
(1) VP-Nuclear Operations
(2) Duty Manager
(3) NRC (optional for UE)
(4) DEP/BRP (optional for UE)
13b. Obtain approval from Senior Management prior to implementation.
(1) Sr. VP & CNO **OR**
(2) VP-Nuclear Operations

14. Emergency termination:
(1) **Return** OPS to normal organization.

- 14a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.

HELP

Emergency Classifications
See TAB 4

MAJOR TASK:

Manage the ALERT EMERGENCY.

SPECIFIC TASKS:

HOW:

- | | |
|---|--|
| 1. Document and communicate the Emergency Classification. | 1a. Announce to Control Room personnel:
(1) You are assuming the duties of Emergency Director. _____
(2) Emergency classification. _____
(3) Time of classification. _____

1b. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E-Plan Communicator. _____ |
| 2. Generate and approve forms transmitted by the Control Room Communicator. | 2a. Generate and approve the following:
(1) Emergency Notification Report _____ |
| 3. Approve Press Releases. | 3a. Verbal approval acceptable for Press Releases. _____ |
| 4. Manage the emergency until relieved by TSC Emergency Director. | 4a. Establish priorities and monitor:
(1) Plant Status _____
(2) Plant priorities _____
(3) Corrective actions _____
(4) Radiological releases _____ |
| 5. Contact Security to Initiate emergency medical response, search and rescue when required. | 5a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____ |
| 6. Initiate Core Damage Assessment. | 6a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____ |
| 7. If Rad release is suspected/in progress, initiate off-site dose calculations. | 7a. Notify Health Physics that off-site dose calculations are required. _____ |

SPECIFIC TASKS:	HOW:
8. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	8a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.
9. Consider the need for emergency exposure considerations/KI tablet issuance.	<hr/> <p style="text-align: center;">HELP</p> <hr/> <p style="text-align: center;">PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide See TAB 6</p> <hr/>
10. When contacted, brief the following managers of events: <ul style="list-style-type: none"> - Duty Manager - Public Info Manager (If time permits) 	10a. Brief Managers on: <ul style="list-style-type: none"> (1) Plant status (2) Radiological condition (3) Emergency Classification Level
11. If plant conditions change reclassify emergency and enter appropriate tab for classification level. <ul style="list-style-type: none"> - For <u>DOWNGRADING</u> Emergency UNUSUAL TAB "B" EVENT - For <u>UPGRADING</u> Emergency: SITE AREA TAB "D" GENERAL TAB "E" 	<hr/> <p style="text-align: center;">HELP</p> <hr/> <p style="text-align: center;">Emergency Classifications See TAB 4</p> <hr/>
12. IF a decision to downgrade or terminate the emergency is made, perform the following:	12a. Confirm with (if possible): <ul style="list-style-type: none"> (1) VP-Nuclear Operations _____ (2) Duty Manager _____ (3) NRC (optional for Alert) _____ (4) DEP/BRP (optional for Alert) _____ 12b. Obtain approval from Senior Management prior to implementation. _____ <ul style="list-style-type: none"> (1) Sr. VP & CNO OR (2) VP-Nuclear Operations

SPECIFIC TASKS:

HOW:

13. **Transfer** Emergency Management duties to TSC Emergency Director.

13a. Review the following with TSC Emergency Director:

- (1) Classification of Emergency _____
- (2) Radiological conditions in-plant/offsite/projected _____
- (3) Priorities and corrective actions taken _____
- (4) Plant status _____
- (5) Offsite Notifications (PAR's - TAB 5) _____

13b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete. _____

14. **Emergency Termination**

- (1) **Return** Ops to normal organization
OR
- (2) **Recommend** creating a restoration organization

14a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. _____

14b. Recommend to TSC Emergency Director or Recovery Manager to establish a restoration organization
 - See TAB 8 "Restoration Organization Guide"

HELP

Restoration Organization Guidelines
See TAB 8

MAJOR TASK:

Manage the SITE AREA EMERGENCY.

SPECIFIC TASKS:

HOW:

- | | |
|---|---|
| 1. Document and communicate the Emergency Classification. | 1a. Announce to Control Room personnel:
(1) You are assuming the duties of Emergency Director. _____
(2) Emergency classification. _____
(3) Time and date of classification. _____

1b. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E-Plan Communicator. _____ |
| 2. Generate and approve forms transmitted by the Control Room Communicator. | 2a. Generate and approve the following::
(1) Emergency Notification Report _____ |
| 3. Approve Press Releases. | 3a. Verbal approval acceptable for Press Releases. _____ |
| 4. Consider the need for emergency exposure considerations/KI tablet issuance. | <div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px;"> HELP
 PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide
 See TAB 6 </div> |
| 5. Manage the emergency until relieved by TSC Emergency Director. | 5a. Establish priorities and monitor:
(1) Plant Status _____
(2) Plant priorities _____
(3) Corrective actions _____
(4) Radiological releases _____ |
| 6. Contact Security to Initiate emergency medical response, search and rescue when required. | 6a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____ |
| 7. Initiate Core Damage Assessment. | 7a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____ |

SPECIFIC TASKS:	HOW:
8. If Rad release suspected/in progress, initiate off-site dose calculations.	8a. Notify Health Physics that off-site dose calculations required. _____
9. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.	9a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.
10. When contacted, brief the following managers of events: - Duty Manager - Recovery Manager - Public Info Manager (if time permits)	10a. Brief Managers on: (1) Plant status (2) Radiological condition (3) Emergency classification level
11. If plant conditions change reclassify emergency and enter appropriate tab for classification level: - For <u>DOWNGRADING</u> emergency: UNUSUAL EVENT TAB "B" ALERT TAB "C" - For <u>UPGRADING</u> emergency: GENERAL TAB "E"	<div data-bbox="1159 913 1235 942">HELP</div> <hr/> <div data-bbox="1008 951 1386 1014">Emergency Classifications See TAB 4</div> <hr/>
12. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.	
13. Transfer Emergency Management duties to TSC Emergency Director.	13a. Review the following with TSC Emergency Director: (1) Classification of Emergency _____ (2) Radiological conditions in-plant/offsite/projected _____ (3) Priorities and corrective actions taken _____ (4) Plant status _____ (5) Offsite Notifications _____

SPECIFIC TASKS:

HOW:

14. Emergency Termination
(1) **Return** Ops to normal organization
OR
(2) **Recommend** creating a restoration organization

13b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete. _____

14a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. _____

HELP

Restoration Organization Guidelines
See TAB 8

MAJOR TASK:

Manage the GENERAL EMERGENCY.

SPECIFIC TASKS:

HOW:

- | | | | |
|--|-----|---|-------|
| 1. Document and communicate the Emergency Classification. | 1a. | Announce to Control Room personnel: | |
| | (1) | You are assuming the duties of Emergency Director. | _____ |
| | (2) | Emergency classification. | _____ |
| | (3) | Time and date of classification. | _____ |
| | 1b. | Appoint an Emergency Room Communicator and instruct him to immediately perform EP-PS-126 E-Plan Communicator. | _____ |
| 2. When a General Emergency is declared, make Protective Action Recommendation (PAR) within 15 minutes. | 2a. | Go to TAB 5 "Public Protective Action Recommendation Guide." | _____ |

HELP

**Protective Action Recommendation
Flowcharts
See TAB 5**

- | | | |
|-----|---|-------|
| 2b. | Choose appropriate PAR. | _____ |
| 2c. | Generate and approve the Emergency Notification Report. | _____ |
| 2d. | Provide the ENR form to the E-Plan Communicator. | _____ |
| 2e. | Shift Manager shall notify the Senior State Official, using the PAR State Notification Form, at 717-651-2148. | _____ |

SPECIFIC TASKS:

HOW:

HELP

**Protective Action Recommendation
State Notification Form
See TAB 9**

3. Approve Press Release prior to issuance.

3a. Verbal approval is acceptable _____
for Press Releases.

4. Communicate the need for employee emergency exposure considerations/KI tablet issuance.

NOTE:

Twelve vials of Potassium Iodide, (KI), are stored in the cabinet outside the Control Room kitchen area and one hundred vials are stored in the Health Physics Instrument Shop.

HELP

**PPL Emergency Personnel Dose
Assessment And Protective Action
Recommendation Guide
See TAB 6**

5. **Manage** the emergency until relieved by TSC Emergency Director.

5a. Monitor and obtain updates on:
(1) Plant Status _____
(2) Plant priorities _____
(3) Corrective actions _____
(4) Radiological releases _____

6. Contact Security to **Initiate** emergency medical response, search and rescue when required.

6a. Reference SP-00-308 _____
(Emergency Medical Response, Search/Rescue)

7. **Initiate** Core Damage Assessment.

7a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____

8. If Rad release suspected/in progress, initiate off-site dose calculations.

8a. Notify Health Physics that off-site dose calculations required. _____

9. If a liquid release is suspected, direct Chemistry to obtain a Liquid Discharge Sample.

9a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. _____

SPECIFIC TASKS:

HOW:

10. When contacted, **brief** the following managers of events:
- Duty Manager
 - Recovery Manager
 - Public Info Manager (if time permits)

- 10a. Brief Manager on:
- (1) Plant status
 - (2) Radiological condition
 - (3) Emergency classification level

11. If plant conditions change **reclassify** emergency and enter appropriate tab for classification level:

- For DOWNGRADING emergency:
UNUSUAL EVENT TAB "B"
ALERT TAB "C"
SITE AREA TAB "D"

HELP

Emergency Classifications
See TAB 4

12. If conditions indicate that the emergency can be downgraded or terminated, provide a recommendation to the TSC/ED or EOF/RM as appropriate.

13. **Transfer** Emergency Management duties to TSC Emergency Director.

- 13a. Review the following with TSC Emergency Director:

- (1) Classification of Emergency _____
- (2) Radiological conditions in-plant/offsite/projected _____
- (3) Priorities and corrective actions taken _____
- (4) Plant status _____
- (5) Offsite Notifications _____

14. Emergency Termination
- (1) **Return** Ops to normal organization
OR
 - (2) **Recommend** creating a restoration organization

- 14a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. _____

HELP

Restoration Organization Guidelines
See TAB 8

MAJOR TASK:

Manage Site Specific Security Threat, or other Security EAL Conditions.

SPECIFIC TASKS:

HOW:

- | | |
|--|---|
| 1. Determine, document, and communicate emergency classification. | 1a. Determine classification based on EAL. _____

1b. Determine appropriate actions based on guidance in this tab. _____

1c. Announce to Control Room personnel:
(1) I am assuming duties of Emergency Director. _____
(2) Emergency Classification is _____.
(3) Time of classification is _____.

1d. Generate and approve ENR form to be transmitted by the Control Room Communicator. _____

1e. Appoint Control Room Communicator. _____ |
| 2. If security declares condition 4, site specific <u>CREDIBLE</u> threat. | 2a. Have Communicator enter EP-PS-126, Tab F. _____

2b. Activate <u>ALTERNATE NERO</u> per Task 9. _____

2c. Evacuate site, initiate accountability per Task 10. _____

2d. Implement Tab B (at Task 4). _____ |
| 3. If security declares condition 4, site specific <u>CREDIBLE INSIDER</u> threat. | 3a. Have Communicator enter EP-PS-126, Tab F. _____

3b. Activate <u>ALTERNATE NERO</u> per Task 9. _____

3c. Evacuate site, initiate accountability per Task 10. _____ |

SPECIFIC TASKS:	HOW:	
4. If security declares condition 4, site specific <u>CREDIBLE IMMINENT</u> threat.	3d. Activate two-man rule per Task 11.	_____
	3e. Implement Tab B (at Task 4).	_____
	4a. Have Communicator enter EP-PS-126, Tab F.	_____
	4b. Activate <u>ALTERNATE NERO</u> per Task 9.	_____
	4c. Evacuate site, initiate accountability per Task 10.	_____
	4d. Implement Tab C (at Task 3).	_____
5. If security declares condition 4, site specific <u>CREDIBLE IMMINENT INSIDER</u> threat.	5a. Have Communicator enter EP-PS-126, Tab F.	_____
	5b. Activate <u>ALTERNATE NERO</u> per Task 9.	_____
	5c. Evacuate site, initiate accountability per Task 10.	_____
	5d. Activate two-man rule per Task 11.	_____
	5e. Implement Tab C (at Task 3).	_____
6. If security enters code Blue, Red, or Black.	6a. Declare appropriate emergency classification.	_____
	6b. Enter appropriate Tab C, D, or E.	_____
7. For any act of sabotage.	7a. Review security EAL series 16.	_____
	7b. Declare appropriate Emergency Classification.	_____
	7c. Enter appropriate Tab B, C, D, or E.	_____

SPECIFIC TASKS:	HOW:	
8. If Security declares other actual security condition 2/4/5.	8a. Review event with security.	_____
	8b. Declare emergency classification if required.	_____
	8c. Enter appropriate Tab B, C, D, or E.	_____
9. Activate ALTERNATE NERO (all on-call to EOF) when specified by Task 2, 3, 4, or 5.	9a. Activate 99999 page.	
	(1) Obtain password from SM key locker.	_____
	(2) Dial 1-570-440-1014.	_____
	(3) When prompted, enter password XXXX.	_____
	(4) When prompted (voice or rapid three tone signal), enter "99999."	_____
	(5) Return password to SM key locker.	_____
	9b. Instruct Security to:	
	(1) Validate "99999" pager activation.	_____
	(2) Activate the NERO using TNS.	_____
10. Evacuate non-essential personnel from site and initiate accountability when specified in Task 2, 3, 4, or 5.	10a. Make page announcement twice: "Attention all personnel, a security emergency has been declared. All non-essential personnel evacuate the site, NERO personnel report to the Emergency Operations Facility."	_____
	10b. Repeat 10a. in five minutes.	_____
	10c. Initiate accountability in about fifteen minutes or when evacuation is determined complete.	_____

SPECIFIC TASKS:

HOW:

11. **Activate** two-person rule for vital area access when specified by Task 3 or 5 as personnel become available unless doing so will adversely impact personnel or plant or security as determined by the SSS or SM.

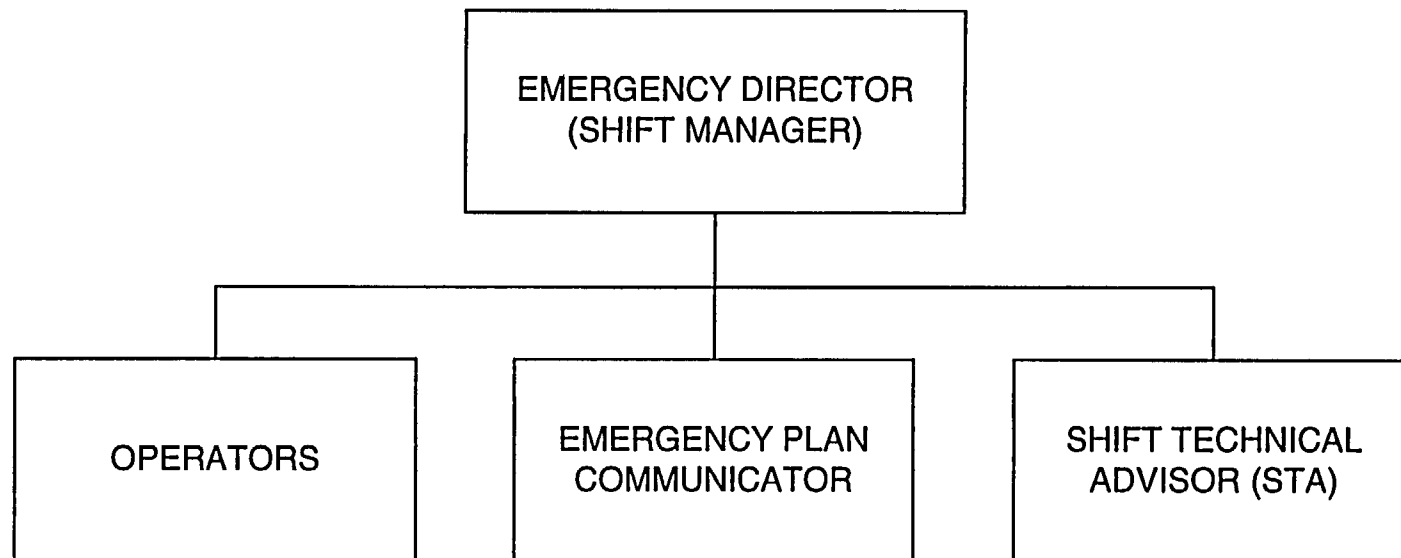
11a. **Call-out** complete second shift of personnel:

- (1) Operations. _____
- (2) Chemistry _____
- (3) Health Physics _____
- (4) Security _____

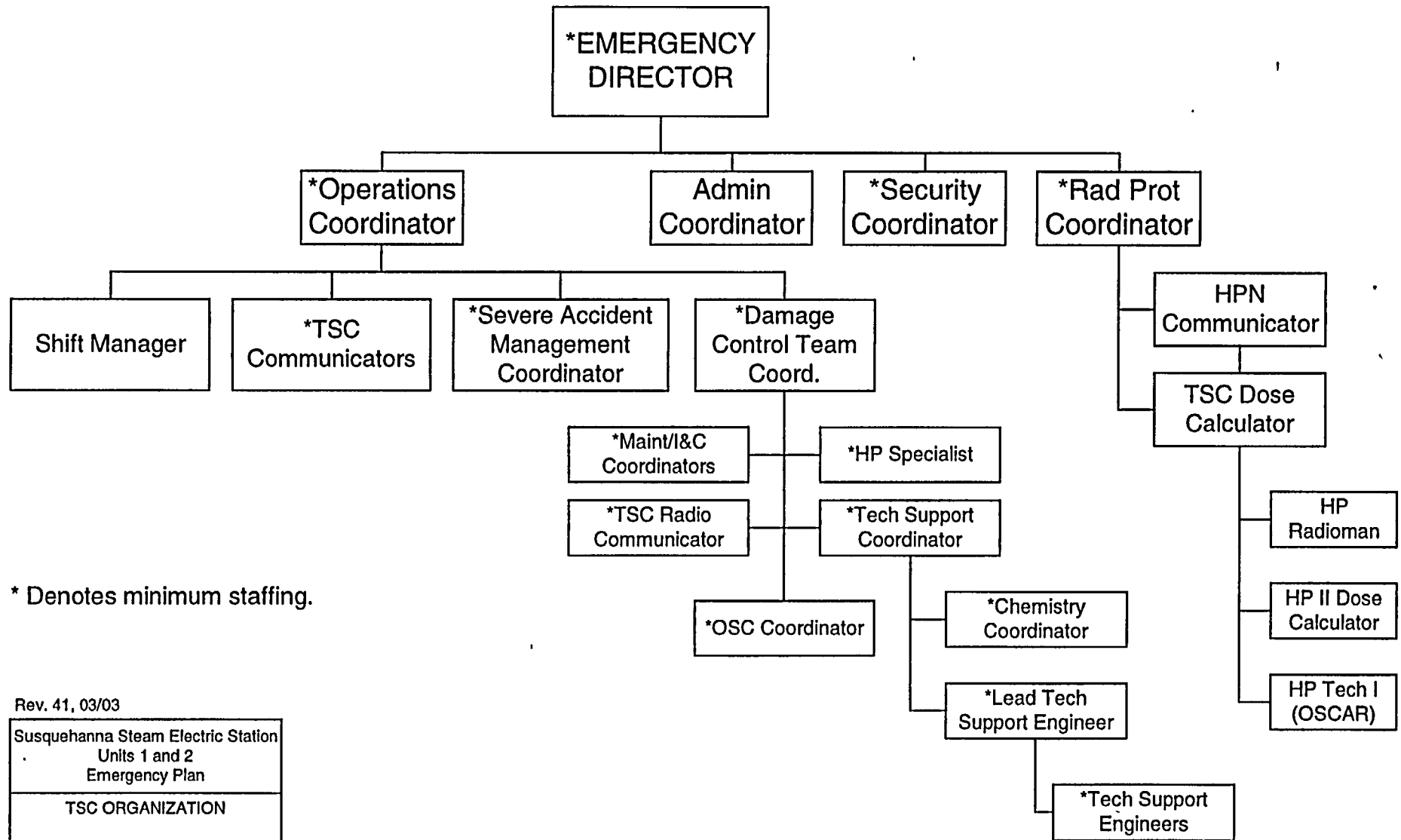
11b. **Establish** two-person teams (line of sight)

- (1) Instruct Unit Supervisor to establish two-person teams. _____
- (2) Instruct Security to establish two-man teams at gatehouse for facility access. _____
- (3) Establish two-person teams with personnel that have similar qualifications if possible. _____
- (4) Direct that second person reports questionable behavior or actions or attempts to gain access to areas other than for assigned task to the Shift Manager/Unit Supervisor. _____

EMERGENCY ORGANIZATION CONTROL ROOM



TSC ORGANIZATION



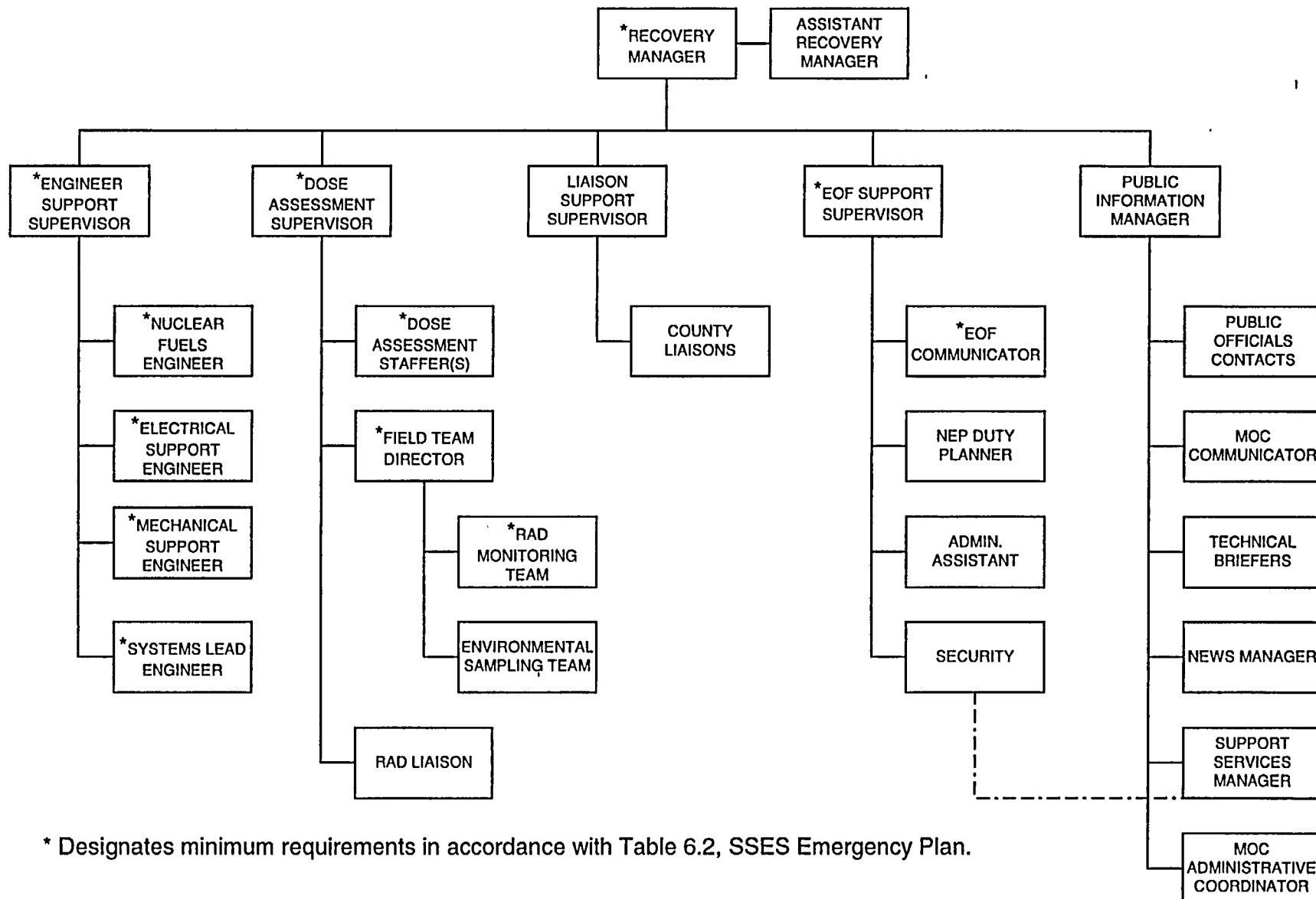
Rev. 41, 03/03

Susquehanna Steam Electric Station
Units 1 and 2
Emergency Plan

TSC ORGANIZATION

FIGURE 6.2

EOF ORGANIZATION



* Designates minimum requirements in accordance with Table 6.2, SSES Emergency Plan.