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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

103 - 103 - OPERATIONS (OPS) COORDINATOR: EMERGENCY PLAN-POSITION SPECIFIC
PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 06/24/2003

ADD MANUAL TABLE OF CONTENTS DATE: 06/26/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-103

REMOVE: REV:5

ADD: REV: 6

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PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
TSC OPERATIONS COORDINATOR: Emergency Plan Position-Specific Instruction			EP-PS-103 Revision 6 Page 1 of 3
QUALITY CLASSIFICATION: <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program		APPROVAL CLASSIFICATION: <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input checked="" type="checkbox"/> Instruction	
EFFECTIVE DATE: <u>6-26-2003</u> PERIODIC REVIEW FREQUENCY: <u>2 Years</u> PERIODIC REVIEW DUE DATE: <u>6-26-2005</u>			
RECOMMENDED REVIEWS: All			
Procedure Owner: <u>Nuclear Emergency</u> Responsible Supervisor: <u>Primary Operations Coordinator</u> Responsible FUM: <u>Supervisor-Nuclear Emer. Planning</u> Responsible Approver: <u>Primary Emergency Director</u>			

OPERATIONS (OPS)
COORDINATOR:

Emergency Plan Position-Specific Procedure

WHEN:	Any in-plant abnormal event that could turn into emergency classification
HOW NOTIFIED:	Phoned by Shift Manager, paged as backup
REPORT TO:	Shift Manager, then Emergency Director (ED)
WHERE TO REPORT:	Control Room, then to Technical Support Center (TSC)

OVERALL DUTY:

Assist Shift Manager in controlling in-plant conditions.

MAJOR TASKS:

TAB:

REVISION:

Review emergency and how it's being handled.	TAB A	4
Establish priorities and communicate to TSC Support Teams.	TAB B	2
Independently review changes to classification.	TAB C	2
Take over communication between the Shift Manager/Emergency Director and the TSC.	TAB D	2
Continue to communicate station priorities to TSC Support Teams.	TAB E	2
Make sure information and functions that are in progress during shift relief are turned over smoothly.	TAB F	1
Coordinate activities of the Severe Accident Management (SAM) Coordinator	TAB G	2
Prepare to take over the task of managing the emergency for the Emergency Director.	TAB H	0

SUPPORTING INFORMATION:**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Intentionally Blank	TAB 4
Emergency Facility Form Flow	TAB 5
Emergency Classification	TAB 6
Intentionally Blank	TAB 7
Emergency Forms	TAB 8
• Protective Action Recommendation Form	
• Emergency Notification Report	

REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0696, Functional Criteria for Emergency Response Facilities

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

MAJOR TASK:

Review emergency and how it's being handled.

SPECIFIC TASKS:

HOW:

- | | |
|---|--|
| 1. Talk with Shift Manager. | 1a. Obtain Information about the event:
(1) What is plant status?
(2) What are crew's goals?
(3) What are major barriers?
(4) What will the plant look like in thirty minutes? |
| | 1b. Determine Shift Managers priorities. |
| | 1c. Find out what EOPs are being implemented. |
| | 1d. Ask if there are any releases offsite. |
| 2. Check condition of equipment. | 2a. Specifically identify:
(1) Any ESF Activations.
(2) Any ECCS Activations.
(3) Any Containment Isolations. |
| 3. Review priorities with Shift Manager | 3a. Specifically confirm:
(1) Shift priorities.
(2) Plant priority. |
| | 3b. Find out what, if anything, is still needed. |
| 4. Confirm classification. | 4a. Independently review:
(1) Current classification.
(2) Data gained through the briefings you've received and your own walkthrough.
(3) Take a second look at conditions.
(4) Make sure nothing has changed. |

HELP

Emergency Classification
See TAB 6

SPECIFIC TASKS:

HOW:

-
- | | | |
|----|---|--|
| | 4b. | Talk with Shift Technical Advisor (STA). |
| | 4c. | If you've recommended a change in classification or see conditions that suggest a change is imminent, tell the Shift Manager/ Emergency Director (SS/ED). |
| 5. | Review the unaffected unit, then make a preliminary determination of what to do with it. | 5a. Consider questions like these:
(1) Which emergency systems are affected?
(2) What manpower is available?
(3) What systems are available?
(4) What is the event? |
| 6. | Maintain constant contact with the Shift Manager (SM) | 6a. Tell the SM you're going to the TSC.

6b. Establish communications with the SM immediately upon arrival in TSC. |
| | | NOTE:
You may have to move between the Control Room and TSC to maintain this constant communication. |
| 7. | If the TSC Emergency Director has taken control of the Emergency from the Shift Manager, prepare the TSC to take over control of the Emergency. | 7a. Proceed to Tab H and prepare the TSC for turnover. |
| 8. | Succeed the Emergency Director as required. | 8a. If the Emergency Director becomes unable to perform his functions during the emergency <u>and</u> another Emergency Director is not present, assume the duties of Emergency Director.

8b. Ensure a replacement Emergency Director is immediately called to the TSC. |

SPECIFIC TASKS:

HOW:

9. Remain aware of personnel/staffing requirements.

9a. Essential personnel are:

- Operations
- Maintenance
- Health Physics
- Chemistry
- Security
- NERO members

9b. Essential personnel can be released to ensure adequate relief staffing if not needed for initial mitigation actions.

MAJOR TASK:

Prepare the TSC to take over the task of managing the emergency for the Emergency Director.

SPECIFIC TASKS:

HOW:

1. Determine plant status.

1a. Report to Control Room.

1b. Receive turnover from Shift Manager.

HELP

**Control Room/TSC
Turnover Checklist
See TAB 5**

2. Prepare TSC to assume overall management of the emergency.

2a. Verify key Coordinators have arrived in the TSC:

- (1) Operations Coordinator
- (2) Damage Control Team Coordinator
- (3) Rad Protection Coordinator
- (4) TSC Coordinator
- (5) TSC NRC Communicator
- (6) Security Coordinator

HELP

**Emergency Organization
See TAB 2**

2b. Provide essential information to key Coordinators on the event board on the turnover information from step 1b.

SPECIFIC TASKS:

HOW:

- | | |
|-----|--|
| 2c. | Review with the Emergency Director in the Control Room turnover to the TSC of the listed activities: |
| (1) | Offside Notification
(TSC Communicator) |
| (2) | Dose Projection
(Rad Protection Coordinator) |
| (3) | Emergency Teams (Damage Control Team Coordinator) |
| (4) | Emergency Classification
(Technical Support and Operations Coordinator) |
| (5) | Protective Action Recommendations
(Rad Protection Coordinator) |
| 3. | Activate the TSC. |
| 3a. | With concurrence from Emergency Director, activate the TSC. |
| 3b. | Make a PA announcement when the "TSC is in control of the emergency." |
| | NOTE:
This responsibility can be delegated to the TSC Communicator. |
| 4. | Brief TSC Personnel on Emergency Situation. |
| 5. | Perform external notifications unless they will be done by the ED. |
| 5a. | Notify Public Information Manager of plant status. |
| 5b. | Notify Senior Vice President-Generation and Chief Nuclear Officer or VP-Nuclear Operations. Request they notify other managers as appropriate. |