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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED
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110 - 110 - MAINTENANCE/I&C 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-110

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PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
MAINTENANCE COORDINATOR, MAINTENANCE FOREMAN, FIELD UNIT SUPERVISOR EMERGENCY PLAN POSITION-SPECIFIC INSTRUCTION			EP-PS-110 Revision 5 Page 1 of 3
QUALITY CLASSIFICATION: () QA Program (X) Non-QA Program		APPROVAL CLASSIFICATION: () Plant () Non-Plant (X) 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 Planning</u> Responsible Supervisor: <u>Manager-Work Management</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>VP-Nuclear Operations</u>			

MAINTENANCE/I&C COORDINATOR: Emergency Plan-Position Specific Procedure

WHEN: Technical Support Center (TSC) is activated

HOW NOTIFIED: Paged

REPORT TO: Damage Control Team Coordinator (DCTC)

WHERE TO REPORT: TSC

OVERALL DUTY:

Implement maintenance-related damage control actions in the field. Provide information to the Emergency Response Organization.

MAJOR TASKS:

TAB:

REVISION:

Assist the OSC Coordinator to organize, dispatch, and direct the In-Plant (India) Teams.

TAB A

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SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Intentionally Blank	TAB 4
Intentionally Blank	TAB 5
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Emergency Forms	TAB 8
India Team Dispatch Form	
Emergency Exposure Extension Request	
Potassium Iodide Tracking Form	
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation Guide (PAR) Guide	TAB 9

REFERENCES:

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

SSES Emergency Plan

MAJOR TASK:

Assist the OSC Coordinator to organize, dispatch, and direct the In-Plant (India) Teams.

SPECIFIC TASKS:**HOW:**

1. After Technical Support Center (TSC) has assumed control, make sure you have a clear understanding of tasks and their priority.

- 1a. Obtain specific assignments and priorities from the OSC Coordinator.

NOTE:

The following personnel are required to report to the TSC within 60 minutes. They are not required for TSC activation:

- Two Survey Team Personnel (They report to Fowler Avenue Facility.)
- Four HP Technicians
- One Mechanic or Mechanic Foreman
- One Electrician/I&C Technician or Electrical/I&C Foreman
- One Chemistry Technician

The following personnel are required to report to the TSC within 90 minutes:

- Four HP Technicians
NOTE: Two HP Techs would now be available to perform on-site (out of plant) surveys, if required.
- One additional Electrician/I&C Technician or Electrical/I&C Foreman

2. Organize teams composed of personnel qualified to carry out needed tasks.

- 2a. Include a Health Physics (HP) Technician if required.

- 2b. In choosing the team, consider their exposures.

NOTE:

RWP #YYYY-8000 Series is applicable to India Team activities.

SPECIFIC TASKS:

HOW:

HELP

**PPL Emergency Personnel Dose
Assessment and Protective Action
Recommendation (PAR) Guide
See TAB 9**

2c. Suggestions for improving the efficiency of these teams might include:

- (1) Don't be anxious to pull team back.
- (2) Ensure that any given Team is given a number of tasks to perform to increase Team effectiveness.
- (3) Have team standby in low dose waiting areas or reassign them.
- (4) Debrief them over radio.
- (5) Augment or replace team, as needed.
- (6) Be sure to recall team(s) when priorities change and problems are no longer as important.

NOTE:

Priority actions as defined by the Emergency Director or Operations Coordinator should be dispatched within 20 minutes. (The time may vary and exceed 20 minutes depending on the complexity of the task and in-plant conditions.)

2d. When a Chemistry sample is required, your team should function this way:

- (1) Chemistry Coordinator assembles chemistry staff.
- (2) Chemistry Coordinator specifies where to get sample.
- (3) HP support monitors personnel.

2e. Complete India Team Dispatch Form for each In-Plant Team.

HELP

**India Team Dispatch Form
See TAB 8**

SPECIFIC TASKS:	HOW:
3. Appoint an In-Plant (India) Team Leader to direct the on-scene activities of the team.	3a. Maintenance Foreman may serve as Team Leaders if resources are limited.
4. Brief the Team Leader.	4a. Leader needs to know: <ul style="list-style-type: none">(1) Affected area/system/equipment.(2) Anticipated actions.(3) Special instructions, including how to approach the affected areas(s).(4) Radio-team designation (determined by TSC Radio Communicator).
5. Keep up-to-date on radiological and plant conditions.	
6. Direct the TSC Radio Communicator to monitor and control the activities of the team.	
7. If In-Plant (India) Team members need increased exposure limits, advise the OSC Coordinator.	
8. Make sure all In-Plant operations are conducted using ALARA principles.	
9. Debrief teams as they complete assignments.	9a. To save time, you may want to: <ul style="list-style-type: none">(1) Debrief some teams in the field by radio. Teams can be standing by in low dose waiting areas or their shops.(2) Augment, replace, recall, or reassign teams, as necessary.
10. Inform OSC Coordinator or DCTC of results of debriefs.	