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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED:
TO YOU:127 - 127 - TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR: 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

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REMOVE: REV:15

ADD: REV: 16

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE		
TSC EMERGENCY PLAN COMMUNICATOR EMERGENCY PLAN POSITION SPECIFIC INSTRUCTION			EP-PS-127 Revision 16 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>Two Years</u> PERIODIC REVIEW DUE DATE: <u>6-26-2005</u>				
RECOMMENDED REVIEWS:				
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>VP-Nuclear Operations</u>				

TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR: Emergency Plan-Position
Specific Procedure

WHEN: Technical Support Center (TSC) is activated

HOW NOTIFIED: Paged, 24 hours/day

REPORT TO: Operations Coordinator

WHERE TO REPORT: TSC

OVERALL DUTY:

Summarize and transmit information about the emergency, until the EOF takes over communications.

<u>MAJOR TASKS:</u>	<u>TAB:</u>	<u>REVISION:</u>
Set up the communications function in the TSC then assume control from the Control Room Emergency Plan Communicator.	TAB A	10
When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.	TAB B	3
Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."	TAB C	11
Disseminate information about the emergency to on-site and off-site emergency organizations.	TAB D	8
DELETED	TAB E	
Turn over Emergency Notification Report responsibilities at an agreed upon time.	TAB F	6
Make sure functions that are in progress during shift relief are turned over smoothly.	TAB G	2

SUPPORTING INFORMATION:

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o Emergency Notification Report	
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REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

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

NUREG-0696, Functional Criteria for Emergency Response Facilities

Distribution Department Instruction I-505, SSES Sirens: Tests, Maintenance and
Repairs

IE Notice 82-15
IE Notice 85-62
IE Notice 85-80

IE Notice 86-28
IE Notice 86-97
IE Notice 87-58

MAJOR TASK:

Set up the communications function in the TSC, then assume control from the Control Room Emergency Plan Communicator.

SPECIFIC TASKS:

HOW:

1. Inform the Security Coordinator or Administrative Coordinator of your arrival.

NOTE:

Only the TSC NRC Communicator is required for TSC activation. The TSC E-Plan Communicator is required within 60 minutes.

2. Obtain a copy of the "Emergency Action Level Reference Manual."

2a. Located on shelf in the TSC Library.

3. If not done by the TSC NRC Communicator, call the designated agencies to ensure telephones are operational.

3a. Log all calls in the TSC E-Plan Communicator's Log, listing:

- (1) Time of telephone check(s).
- (2) Organization(s) contacted.
- (3) Name of person(s) spoken to.

HELP

TSC NOTIFICATION MATRIX
See TAB 9

HELP

EMERGENCY TELEPHONE DIRECTORY

- 3b. Using one of the TSC communicator's telephones, (X 4936/4937), dial conference bridge "191" to verify conferencing communications are available with PEMA, CCDPS, LCEMA and MOC.

SPECIFIC TASKS:

HOW:

NOTE:

Do not wait for the MOC
Communicator to answer; the
facility may not be staffed yet.

NOTE:

If the "191" conference bridge is
unavailable, the following back-up
methods are available:

(1) Conference bridge "196"

(2) Individual agency telephone
numbers

PEMA	CCDPS	LCEMA
X 4960	X 4955	X4906
X 4961	X 4956	X 4906

OR

PEMA 8-1-(717)-651-2001/2148

CCDPS 8-1-(570)-389-5720

LCEMA 8-1-(800)-821-3715

(3) VHF radio located on the
Health Physics Radioman's
desk, using channel one.

3c. Tell the answering party:

"This is _____ your name _____, in
the Susquehanna SES Technical
Support Center. Please state your
name and agency. (Log the name,
time, and agency, continuing with) "I am
testing our communications line, no
information will be relayed at this
time."

3d. Inform the TSC NRC Communicator and
Operations Coordinator that
communications have been established,
and you are ready to assume control.

SPECIFIC TASKS:

HOW:

4. Obtain a status report from the Emergency Plan and NRC Communicator.

- 4a. Contact the E-Plan Communicator in the Control Room and obtain the following information:

- 1) Latest ENR Form (Pink copy)
- 2) Status of the emergency
- 3) Copy of Senior State Official Notification form if one was issued.

- 4b. Attend the Emergency Director's briefing for a status update.

5. Provide the other TSC Communicator with a status report.

6. Confer with the Control Room E-Plan Communicator to decide when control of communications should be transferred to the TSC.

NOTE:

The Communicator should finish current cycle of notifications, so there is a "clean" break.

7. When you assume control of communications, notify the Emergency Director, Ops Coordinator, NRC Communicator, and Control Room E-Plan Communicator.

- 7a. Record time of transfer in your log.

8. Within 2 hours of Event Declaration, make additional notifications

- 8a. Notify the following of the event classification:

- Institute of Nuclear Power Operation (INPO)
- Pennsylvania Rural Electric Assn.
- American Nuclear Insurers
- PPL Insurance Group

HELP

**NRC/TSC Communication Phone
Information
See TAB 7**

MAJOR TASK:

When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.

SPECIFIC TASKS:

HOW:

1. When notified by the ED of a call for Personnel Accountability.
2. If Accountability is called for after the TSC is manned, announce the call over the Plant PA System.
3. When a site evacuation of non-essential personnel is directed, notify emergency agencies, if the TSC is in control of the emergency.
4. If the EOF has taken control, notify the EOF Communicator to make the notifications to emergency agencies.

- 1a. Notify the Control Room to initiate the call for accountability.
- 1b. Document call in TSC E-Plan Communicator's Log.

NOTE:

The PA System on the ED's desk is for the TSC only. The plant wide PA's are located on the walls in the TSC.

- 2a. Direct TSC personnel to use the card readers in the TSC.
- 3a. Using the 4XXX series extension, dial "191" to conference with CCDPS, LCEMA, PEMA, and the MOC Communicator.

MAJOR TASK:

Prepare, obtain approval, and distribute the "Emergency Notification Report."

SPECIFIC TASKS:

HOW:

1. Assume responsibility for communications and the "Emergency Notification Report" upon Turnover from the Control Room Communicator.

- 1a. Use the following schedule for distributing the "Emergency Notification Report."

(1) **UPGRADE/DOWNGRADE:**

Within fifteen minutes of the classification or reclassification, complete the "Emergency Notification Report" and initiate the transmission to state and counties.

(2) **STATIC UPDATES:**

Every hour, complete the "Emergency Notification Report" and initiate the transmission.

(3) **SIGNIFICANT EVENTS:**

Complete and transmit the "Emergency Notification Report" when:

- (a) Directed by the Emergency Director.
- (b) TSC has assumed control of the emergency from the Control Room.
- (c) When site evacuation of non-essential personnel is initiated.

SPECIFIC TASKS:

HOW:

2. Prepare the "Emergency Notification Report" for approval when the TSC is in control of emergency.

- 2a. Write the Control number in the upper right corner.

(1) The control number should begin with the TSC followed by a sequential number. (Example: TSC-1)

- 2b. Check appropriate block under title, (is or is not a drill).

- 2c. Fill in your name and a call back telephone number.

NOTE:

Fill in the time block when you initiate the "191" call.

- 2d. Check the Emergency Classification.

- 2e. Write in unit involved, the time and date current classification was declared by the Emergency Director.

- 2f. Check if "Initial," "Escalation," or "NO Change in classification."

- 2g. Under "BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT," write the EAL number only (including static updates).

NOTE:

Significant Events would be added to this section of the ENR.

HELP

**BRIEF NON-TECHNICAL
DESCRIPTION OF THE EAL
See TAB 6**

SPECIFIC TASKS:

HOW:

HELP

**EMERGENCY ACTION LEVEL OFFSITE
REFERENCE MANUAL**

- 2h. Check one of the "NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS" information blocks.
- NOTE:**
Verify release data with the Radiation Protection Coordinator or TSC Dose Calculator.
- 2i. Fill in the wind speed and direction using ten meter tower met data obtained from PICSY. (E-Plan Menu, Met Vent Display).
- 2j. Check appropriate block for "THIS IS A DRILL" or "THIS IS NOT A DRILL."
3. Edit the "Emergency Notification Report."
- 3a. Ensure the form is clear and easy to understand.
- 3b. Avoid the use of abbreviations and acronyms.
- 3c. Ensure the Protective Action Recommendation is not included on the form.
4. Obtain approval of the "Emergency Notification Form."
- 4a. Review the completed form with the Emergency Director, ensuring agreement with the technical content.
- 4b. Have the Emergency Director sign the form, filling in the time and date he approved it.

SPECIFIC TASKS:

HOW:

5. Distribute the Emergency Notification Report.

- 5a. Distribute the three part form:

- (1) White copy to the TSC Runner for distribution to:
 - (a) Operations Coordinator
 - (b) TSC Coordinator
 - (c) EOF (via telecopier)
 - (d) MOC (via telecopier)
- (2) Pink copy to the TSC Communicator maintaining the ENS Telephone.
- (3) Yellow copy is retained by the TSC Communicator making offsite agency notifications.

6. Transmit the "Emergency Notification Report" to PEMA, CCDPS and LCEMA.

NOTE:

Transmission of the ENR must be initiated within fifteen minutes of an emergency declaration.

HELP

TSC NOTIFICATION MATRIX
See TAB 9

- 6a. Dial "191" conference bridge from the TSC Communicator's telephone. (X 4936 or 4937).

NOTE:

If the "191" conference bridge is unavailable, the following back-up methods are available:

- (1) Conference bridge "196"

SPECIFIC TASKS:

HOW:

(2) Individual agency telephone numbers

PEMA	CCDPS	LCEMA
X 4960	X 4955	X4906
X 4961	X 4956	X 4906

OR

PEMA 8-1-(717)-651-2001/2148

CCDPS 8-1-(570)-389-5720

LCEMA 8-1-(800)-821-3715

(3) VHF radio located on the Health Physics Radioman's desk, using channel one.

6b. Identify yourself as each party answers.

6c. Record time and contact(s) in your log.

NOTE:

If the MOC Communicator fails to answer, do not wait, begin the ENR transmission.

6d. Inform the responders you will be transmitting the Emergency Notification Report.

6e. Transmit the Emergency Notification Report.

6f. Request one of the counties to read back the transmitted report.

7. Notify the Transmission Control Center (TCC).

7a. After transmitting the ENR form, call the TCC and give the emergency classification.

* 8-1-484-634-4090

SPECIFIC TASKS:

HOW:

- | | | |
|---|------|--|
| 8. Notify the Institute of Nuclear Power, (INPO). | | Within two hours after emergency classification, call INPO and give the emergency classification.

* 8-1-800-321-0614 |
| 9. Notify the American Nuclear Insurers, (ANI) | 9a. | Within two hours after emergency classification, call ANI and give the emergency classification.

* 8-1-860-561-3433 |
| 10. Notify Pennsylvania Rural Electric Assn. | 10a. | Within 2 hours after emergency classification, call Pennsylvania Rural Electric Assn. and give the emergency classification.

* 8-1-717-233-5704 |

MAJOR TASK:

Disseminate information about the emergency to on-site and off-site emergency organizations.

SPECIFIC TASKS:

HOW:

1. Log all transmissions in the TSC COMMUNICATOR'S Log.

- 1a. For each communication performed, log:

- (1) Military time of communication
- (2) Organization(s) contacted
- (3) Name of individual spoken to
- (4) ENR form number transmitted

2. Notify the "Institute of Nuclear Power" of Emergency classification.

- 2a. INPO must be notified of the emergency classification within two hours of TSC activation.

- 2b. Enter time and name of person contacted in the TSC Communicator's log.

NOTE:

Telephone number(s) are located in the "Emergency Telephone Directory," available at each workstation.

3. Notify the "American Nuclear Insurers" of Emergency classification.

- 3a. ANI must be notified of the emergency classification within two hours of TSC activation.

- 3b. Enter time and name of person contacted in the TSC Communicator's log.

SPECIFIC TASKS:

HOW:

NOTE:

Telephone number(s) are located in the "Emergency Telephone Directory" available at each workstation.

4. Answer questions received from the EOF, providing updates when plant status or prognosis changes.
5. Respond to questions that are received by telephone.

- 4a. The EOF will contact you for information that is not available in their facility to answer questions from offsite agencies.

NOTE:

If time permits, try to answer all questions received. Otherwise, refer caller(s) to the best available information source.

- 5a. Document all questions asked and responses given in the TSC Communicator's Log.

MAJOR TASK:

Turn over Emergency Notification Report responsibilities at an agreed upon time.

SPECIFIC TASKS:

HOW:

- | | |
|--|--|
| <p>1. Once EOF is staffed, discuss with EOF Communicator when transfer of responsibility for Emergency Notification Report should take place.</p> <p>2. At the agreed upon time, turn over responsibility for the Emergency Notification Report.</p> | <p>1a. Review:</p> <p>(1) Status of notifications.</p> <p>(2) Complete a cycle of communications before turning over responsibility.</p> |
|--|--|

NRC REQUIRED INFORMATION

Time: _____ Date: _____ Plant: Susquehanna SES

NOTE (1): This is not a form to be read to the NRC but the information is the type of information that the NRC will request.

NOTE (2): Items in **Bold *** should be obtained from/discussed with Shift Manager/ED or TSC ED. Initials indicate information concurred with by SM/ED or TSC ED. _____

1. Your Name/phone number/and position in the Control Room, i.e. PCO, SRO, STA

2. Affected Unit _____

3*. Current EAL Classification and Declaration time _____

4*. Basis for declaration - This information should explain in general terms the basis for the declaration

5*. Is there a Release in Progress Yes _____ No _____

6*. Protective Action Recommendations made to the State _____

7*. Any local area/RCA/Site evacuations ordered Yes _____ No _____
(Specify) _____

8*. Mitigating actions in progress:

- To Restore critical safety functions _____
- To bring plant to cold shutdown _____
- Restore vital equipment _____

9. Has NERO been activated Yes _____ No _____

10. Has accountability been initiated Yes _____ No _____

11*. Prognosis for escalation or termination _____
(from Shift Manager)

12. Have off-site notifications been initiated Yes _____ No _____

13. Provide a reference for RPV level, i.e. TAF is-161"

14*. EOP's in use to mitigate the event _____

- | | | |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> RPV Control | <input type="checkbox"/> Rad Release | <input type="checkbox"/> RPV Flooding |
| <input type="checkbox"/> PC Control | <input type="checkbox"/> Emerg. Depressurization | |
| <input type="checkbox"/> SC Control | <input type="checkbox"/> ATWS | |

PARAMETER DATA FORM

TIME >>>>>	UNIT				
REACTOR POWER					
RX VESSEL LEVEL					
PRIMARY PRESSURE					
FEEDWATER FLOW	GPM				
RCIC FLOW	GPM				
CORE SPRAY FLOW A	GPM				
CORE SPRAY FLOW B	GPM				
LPCI/RHR FLOW A	GPM				
LPCI/RHR FLOW B	GPM				
SRV STATUS	O/C				
DRYWELL SUMP LEVEL					
DRYWELL PRESSURE					
DRYWELL TEMP	°F				
SUPPRESS POOL LEVEL					
SUPPRESS POOL TEMP	°F				
HYDROGEN CONCEN.	%				
OXYGEN CONCEN.	%				
DRYWELL RADIATION					
WETWELL RADIATION					

PLANT CONTROL STATUS FORM (BOILING WR)

Reactivity Control

All Control Rods Inserted? ☐ Yes ☐ No: Number _____ rods
Reactor Subcritical? ☐ Yes ☐ No
Standby Liquid Control Initiated? ☐ Yes ☐ No
Shutdown Margin within Tech Specs? ☐ Yes ☐ No

Reactor Vessel Level Control

Level controlled by one or more of the following:

☐ Condensate/Feedwater ☐ RHR Service Water
☐ RCIC ☐ Fire Water
☐ HPCI/HPCS ☐ Control Rod Drive
☐ Core Spray ☐ Other: _____
☐ LPCI

Reactor Vessel Pressure Control

Main Steam Isolation Valves: ☐ All Open ☐ All Closed ☐ Other: _____

Reactor Vessel Pressure Control by:

☐ Turbine Bypass or Turbine Control
☐ Safety Relief Valves (SRV)/ Automatic Depressurization System (ADS)
☐ Other: _____

Stuck Open Safety Relief Valve ☐ No ☐ Yes: Number _____

Heat Sink Control

☐ Condenser
☐ Suppression Pool
☐ Residual Heat Removal/Shutdown Cooling
☒ Isolation Condenser, where applicable (N/A for Susquehanna)
☐ Other: _____

Containment Control

Containment Spray ☐ On ☐ Off
Suppression Pool Cooling ☐ On ☐ Off
Standby Gas Treatment ☐ On ☐ Off
Hydrogen Control: ☐ Recombiner
☒ Igniter (N/A for Susquehanna)
☐ Containment Atmosphere Dilution