

**MANUAL HARD COPY DISTRIBUTION
DOCUMENT TRANSMITTAL 2003-30670**

USER INFORMATION

Name: ~~GERLACH*ROSE M~~ EMPL#: 28401 CA#: 0363
Address: ~~NUCSA2~~
Phone#: ~~254-3194~~

TRANSMITTAL INFORMATION:

TO: ~~GERLACH*ROSE M~~ 06/27/2003
LOCATION: DOCUMENT CONTROL DESK
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER (NUCSA-2)
THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED
TO YOU:

225 - 225 - ADMINISTRATIVE (ADMIN) SUPPORT MANAGER: 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-225
REMOVE: REV:13

ADD: REV: 14

REMOVE: PCAF 2002-1107 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED WITHIN 5 DAYS IN ACCORDANCE WITH
DEPARTMENT PROCEDURES. PLEASE MAKE ALL CHANGES AND ACKNOWLEDGE COMPLETE IN YOUR
NIMS INBOX UPON RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS, ELECTRONICALLY
REVIEW THE APPROPRIATE DOCUMENTS AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

1045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
ADMINISTRATIVE ASSISTANT: Emergency-Plan-Position-Specific Instruction			EP-PS-225 Revision 14 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>Two Years</u> PERIODIC REVIEW DUE DATE: <u>6-26-2005</u>			
RECOMMENDED REVIEWS: All			
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Supv.-Nuclear Emergency Planning</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>General Manager-Plant Support</u>			

ADMINISTRATIVE SUPPORT:

Emergency Plan-Position Specific Procedure

WHEN: Alert, Site Area, or General Emergency classification.

HOW NOTIFIED: Primary: Paged
Back-up: Telenotifications System

WHERE TO REPORT: Emergency Operations Facility

REPORT TO: EOF Support Supervisor

OVERALL DUTY:

Provide administrative support in the Emergency Operations Facility.

MAJOR TASKS:

TAB:

REVISION:

Initial actions upon arrival.	TAB A	7
Establish administrative support in the EOF	TAB B	6
Provide supplemental support as needed	TAB C	10
Develop a shift schedule for relieving EOF personnel.	TAB D	4
Responsibilities upon termination of the emergency classification.	TAB E	8

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
EOF Shift Schedule	TAB 4
Form Flow	TAB 5
Directions to EOF	TAB 6
Ingress/Egress Log	TAB 7
EOF Floor Layout	TAB 8
Notification Matrix - EOF Administrative Assistant	TAB 10

REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0731, Guidelines for Utility Structure and Technical Resources

MAJOR TASK:

Initial actions upon arrival.

SPECIFIC TASKS:

HOW:

1. Notify the EOF Support Supervisor of your arrival.

2. Start the Administrative Support Log.

2a. Write name, position, day and date on top of log sheet.

2b. Write first entry in log:

(1) Your arrival at the EOF in Military Time

2c. Enter all communications, actions and events.

HELP

LOGKEEPING
See TAB 3

3. Verify EOF responders required for activation.

3a. The following personnel are required for EOF activation:

- Recovery Manager
- Engineering Support Supervisor
- Dose Assessment Supervisor
- Dose Assessment Staffer
- Field Team Director
- EOF Support Supervisor
- EOF Communicator
- Radiation Monitoring Team Personnel (2)

3b. The following personnel should report within 90 Minutes:

- Lead Systems Engineer (EOF & GO)
- Fuels Lead Engineer (EOF & GO)
- Mechanical Support Engineer (EOF only)
- Electrical Support Engineer (EOF only)

SPECIFIC TASKS:

HOW:

4. Ensure the EOF Nuclear Emergency Response Organization, (NERO), has been notified.

- 4a. Obtain the TNS printout from the Telecopy unit located in the EOF Support Office.

NOTE:

The Telenotifications Systems will print a "STATUS REPORT" every 15 minutes listing:

- (1) positions filled
- (2) name of person contacted to fill the position
- (3) position(s) the system is trying to fill
- (4) Travel time, (in minutes), to the EOF

- 4b. Verify responder(s) arrival by comparison of the Telenotifications Printout to the Ingress/Egress Log.

- 4c. Post the TNS printout on the wall outside the EOF Support Office.

5. Call-in personnel to staff emergency positions not filled by the Telenotifications System.

- 5a. Positions not filled when the Telenotifications System cycles out, (approximately one hour), will have to be notified via the telephone.

HELP

**NUCLEAR DEPARTMENT
PERSONNEL ON-CALL LIST**

NOTE:

The most up to date list is available by accessing the NERO on-call roster on the PPL Intranet.

6. Notify discipline lead of personnel requiring call-out via telephone.

HELP

**EMERGENCY ORGANIZATION
See TAB 2**

MAJOR TASK:

Provide supplemental support as needed.

SPECIFIC TASKS:

HOW:

1. Call in additional personnel when required by Functional Leads.

HELP

**NUCLEAR DEPARTMENT PERSONNEL
ON-CALL LIST**

(Posted on bulletin board in the Site
Support Area or available via PPL Intranet)

2. Provide material support when requested.

- 2a. Obtain/purchase items/services when requested by Functional Lead Supervisors.

NOTE:

**Use Corporate Credit Card to
purchase supplies.**

3. Arrange for meals to feed EOF personnel.

- 3a. Working with your counterpart in the MOC, contact area vendors located in the Wilkes-Barre area.

4. Arrange for board and lodging, when required, for EOF personnel.

- 4a. Contact local hotels/motels listed in the local telephone directory.

5. Keep an accurate log.

- 5a. Log all communications and requests in the Administrative Support Log.

6. Call out additional monitoring team support.

- 6a. When requested by the Dose Assessment Staff.

HELP

**NUCLEAR DEPARTMENT PERSONNEL
ON-CALL LIST**

(Posted on bulletin board in the Site
Support Area or available via PPL Intranet)

SPECIFIC TASKS:

HOW:

7. When needed, call-out computer support personnel to resolve computer problems.

- 7a. Telephone, (number listed on the Bulletin Board located in the EOF Support Office.)

or

Call the ASCC and request SSES Security to page individual.

8. When requested, provide information from the "INPO Emergency Resources Manual."

NOTE:

This manual provides member utility information and identifies technical expertise and specialized equipment that utilities and suppliers can provide in response to requests for emergency assistance.

- 8a. To access the "INPO Emergency Resources Manual":

- 1) Go to PPL WEBSITE
- 2) Click on Dept. Pages
- 3) Click on PPL Susquehanna LLC
- 4) Click in INPOWANO
- 5) Click on INPO
- 6) Click on Emergency Preparedness
- 7) Click on Emergency Resources Manual

SPECIFIC TASKS:

HOW:

9. If requested, notify the following, providing an overview of the emergency condition:
- Transmission Control Center
 - Pennsylvania Rural Electric Assn.
 - Institute of Nuclear Power Operations (INPO)
 - American Nuclear Insurers ANI
 - PPL Insurance Department
 - Supervisor NEP
 - General Electric Company (NEBO)
 - Information Systems Personnel

NOTE:

Phone numbers can be found in the Emergency Telephone Directory.

HELP

Notifications Matrix
See TAB 9