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TO: GERLACH\*ROSE M      08/14/2003

LOCATION: DOCUMENT CONTROL DESK

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

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

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

ADD      MANUAL TABLE OF CONTENTS      DATE: 08/13/2003

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-100

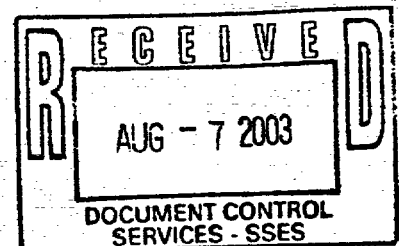
ADD: PCAF 2003-1578 REV: N/A

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.

A045

# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1578</u>	2. PAGE 1 OF <u>24</u>	3. PROC. NO. <u>EP-PS-100</u> REV. <u>18</u>
4. FORMS REVISED - <u>B</u> R <u>15</u> , - <u>C</u> R <u>13</u> , - <u>D</u> R <u>15</u> , - <u>E</u> R <u>14</u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: EMERGENCY DIRECTOR, CONTROL ROOM: EMERGENCY PLAN POSITION-SPECIFIC INSTRUCTION		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES # <u>      </u> # <u>      </u> # <u>      </u> # <u>      </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Added clarification step to each emergency classification section to direct the Shift Manager on notifying Control Room personnel to contact the Field Unit Supervisor or OSC Coordinator directly in order to dispatch field operators during Emergency Plan implementation. This is an administrative change since it provides clarification to an existing requirement. <div style="text-align: right;">Continued <input type="checkbox"/></div>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>                    </u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>08/04/2003</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) <u>E Mail Notification</u>
19. <u><i>Jeffrey Muscivora</i></u> <u>8/5/03</u> RESPONSIBLE SUPERVISOR DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u><i>Jeffrey Muscivora</i></u> <u>8/5/03</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER <u><i>NA</i></u> INITIALS		ENTER N/A IF FUM HAS APPROVAL AUTHORITY <u>                    </u> DATE



# **PROCEDURE CHANGE PROCESS FORM**

1. PCAF NO. <u>2003-1578</u>	2. PAGE 2 OF <u>24</u>	3. PROC. NO. <u>EP-RS-100</u> REV. <u>18</u>
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<p>11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d <u>must</u> be checked "YES" and the appropriate form attached or referenced.</p> <p>a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable. <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A</span></p> <p>b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable. <span style="float:right;"><input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A</span></p> <p>c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A</span>  Screen/Evaluation No. _____</p> <p>d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A</span></p> <p>12. This change is consistent with the FSAR or an FSAR change is required. <span style="float:right;"><input checked="" type="checkbox"/> YES</span>  Change Request No. _____</p> <p>13. Should this change be reviewed for potential effects on Training Needs or Material? <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</span>  If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN _____</p> <p>14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</span></p> <p>15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) <span style="float:right;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</span></p>
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16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54Q</u>	<u>TD Dulying</u>	<u>8/6/03</u>

\* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

PCAT # 2003-1572

PAGE 3 OF 24

EP-PS-100  
Revision 18  
Page 3 of 4

**EMERGENCY DIRECTOR (ED) - CONTROL ROOM:**

Emergency Plan Position-Specific Procedure

WHEN: Anytime a non-routine 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	<del>14</del> 15
Manage the ALERT EMERGENCY.	TAB C	<del>12</del> 13
Manage the SITE AREA EMERGENCY.	TAB D	<del>14</del> 15
Manage the GENERAL EMERGENCY.	TAB E	<del>13</del> 14
Manage the Site Specific Security threats or other Security EAL conditions.	TAB G	4
Determine if there is a non-routine Radiological Release in Progress.	TAB H	0

PCAT

**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. \_\_\_\_\_

2. Appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. Appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO if desired or request notification of Key Managers.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and Approve the ENR Form transmitted by the Emergency Plan Communicator.

- 4a. Review the ENR form with the E Plan communicator.

5. Approve Press Releases.

- 5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

**SPECIFIC TASKS:**

**HOW:**

6. Consider activation of NERO at the UNUSUAL EVENT unless the event is expected to be short duration or minimal impact.

6a. Instruct NRC Communicator to activate NERO or initiate Notification of Key Managers through Security.

7. If NERO is not activated, Initiate additional notifications.

7a. Direct any NRC Communicator to perform the following notification:

Within two hours of declaration,  
transmit the emergency classification to off-site agencies:

Institute of Nuclear Power  
(INPO) \_\_\_\_\_

Pennsylvania Rural Electric  
Assn. \_\_\_\_\_

American Nuclear Insurers  
(ANI) \_\_\_\_\_

PPL Insurance Group \_\_\_\_\_

**NOTE:**

Phone numbers are contained in the  
NRC Communicator's procedure,  
EP-PS-135.

8. Manage the emergency.

8a. Establish priorities and monitor:

(1) Plant Status \_\_\_\_\_

(2) Plant priorities \_\_\_\_\_

(3) Corrective actions \_\_\_\_\_

(4) Radiological releases \_\_\_\_\_

9. Manage the emergency until relieved by another qualified Emergency Director.

6a. Establish priorities and monitor:

(1) Plant Status \_\_\_\_\_

(2) Plant priorities \_\_\_\_\_

(3) Corrective actions \_\_\_\_\_

(4) Radiological releases \_\_\_\_\_

10. The relieving Emergency Director should implement this procedure until relieved by the TSC.

7a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.

**SPECIFIC TASKS:**

**HOW:**

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

11a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue)

12. If a non-routine radiological release is suspected/in progress, Initiate off-site dose calculations.

12a. Notify Health Physics that off-site dose calculations are required.

**NOTE:**

See Tab H for additional information on determining if there is a non-routine release in progress.

12b. Notify Health Physics to prepare for and dispatch OSCAR.

13. Consider the need to obtain a coolant sample.

13a. Notify Chemistry to obtain a coolant sample via EP-PS-115.

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

14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.

15. When contacted, brief the PUBLIC INFO. MANAGER, Duty Manager and Recovery Manager.

15a. Brief concerning:  
 (1) Plant status  
 (2) Radiological condition  
 (3) Emergency Classification Level

16. Evaluate the need for local/RCA evacuation.

16a. Instruct available Control Room Personnel to announce evacuation.

17. Evaluate the need for accountability.

17a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

**NOTE (1):**

Accountability is optional at the Unusual Event Level.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

17b. Notify Security of any Operations personnel that are in the plant.

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**SPECIFIC TASKS:****HOW:**

18. 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"

19. Transfer Emergency Management duties to TSC Emergency Director if TSC is staffed.

**NOTE: If you have just declared the Unusual Event, insure that offsite notifications are made prior to turnover to the TSC.**

- 19a. 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

- 19b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

- 19c. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

**NOTE: Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator**

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

- 20a. Confirm with (if possible):
- (1) VP-Nuclear Operations
  - (2) Duty Manager

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PCAT # 2003-1578

PAGE 8 OF 24

TAB B

EP-PS-100-B

Revision 4415

Page 5 of 5

PCAF

**SPECIFIC TASKS:**

**HOW:**

- |  |  |       |
|--|--|-------|
|  | (3) NRC (optional for UE)  | _____ |
|  | (4) DEP/BRP  | _____ |
|  | (optional for UE)  | _____ |
|  | 20b. Obtain approval from Senior Management prior to implementation.                                     | _____ |
|  | (1) Sr. VP & CNO <u>OR</u>   |       |
|  | (2) VP-Nuclear Operations  |       |
| 21. Generate an ENR form terminating the event.                      | 21a. Review the ENR form with the E Plan Communicator and direct him to make offsite notifications.      |       |
| 22. Emergency termination:<br>(1) Return OPS to normal organization. | 22a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management. | _____ |

PCAF

## 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. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

#### NOTE:

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve the ENR form to be transmitted by the E Plan Communicator.

- 4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

5. Approve Press Releases.

- 5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

**SPECIFIC TASKS:**
**HOW:**

- |  |  |
|--|--|
| <p>6. Manage the emergency until relieved by another qualified Emergency Director.</p>                                     | <p>6a. Establish priorities and monitor:</p> <ul style="list-style-type: none"> <li>(1) Plant Status _____</li> <li>(2) Plant priorities _____</li> <li>(3) Corrective actions _____</li> <li>(4) Radiological releases _____</li> </ul> |
| <p>7. The relieving Emergency Director should implement this procedure until relieved by the TSC.</p>                      | <p>7a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.</p>  |
| <p>8. Contact Security to Initiate emergency medical response, search and rescue when required.</p>                        | <p>8a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____</p>   |
| <p>9. Initiate Core Damage Assessment.</p>   | <p>9a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____</p>   |
| <p>10. If a non-routine radiological release is suspected/in progress, initiate off-site dose calculations.</p>            | <p>10a. Notify Health Physics that off-site dose calculations are required. _____</p>  |
| <p><b>NOTE:</b><br/>See Tab H for additional information on determining if there is a non-routine release in progress.</p> | <p>10b. Notify Health Physics to prepare for and dispatch OSCAR. _____</p>   |
| <p>11. Consider the need for emergency exposure considerations/KI tablet issuance.</p>                                     |  |

**HELP**

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

**SPECIFIC TASKS:**

**HOW:**

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

12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.

13. When contacted, brief the following managers of events:

- Duty Manager
- Public Info Manager
- Recovery Manager

13a. Brief Managers on:

- (1) Plant status
- (2) Radiological condition
- (3) Emergency Classification Level

14. If plant conditions change, reclassify emergency and enter appropriate tab for classification level.

- For UPGRADING Emergency:  
SITE AREA TAB "D"  
GENERAL TAB "E"

**HELP**

**Emergency Classifications**  
**See TAB 4**

15. Evaluate the need for local/RCA evacuation.

15a. Instruct available Control Room Personnel to announce evacuation.

16. Evaluate the need for accountability.

16a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

**NOTE (1):**

Accountability is optional at the Alert Level.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

16b. Notify Security of any Operations personnel that are still in the plant.

**SPECIFIC TASKS:**
**HOW:**

17. Transfer Emergency Management duties to the TSC.

**NOTE: If you have just declared the Alert, insure that offsite notifications are made prior to turnover to the TSC.**

- 17a. Review the following with TSC Emergency Director or with the Operations Coordinator:

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

- 17b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

- 17c. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

**NOTE: Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator**

**SPECIFIC TASKS:**

**HOW:**

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

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

19a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.

19b. 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. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve the ENR form to be transmitted by the Emergency Plan Communicator.

4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

5. Approve Press Releases.

5a. Verbal approval acceptable for Press Releases. \_\_\_\_\_

**SPECIFIC TASKS:**

**HOW:**

6. Consider the need for emergency exposure considerations/KI tablet issuance.

**HELP**

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

7. Manage the emergency until relieved by a qualified Emergency Director.

- 7a. Establish priorities and monitor:

- (1) Plant Status \_\_\_\_\_  
(2) Plant priorities \_\_\_\_\_  
(3) Corrective actions \_\_\_\_\_  
(4) Radiological releases \_\_\_\_\_

8. The relieving Emergency Director should implement this Procedure until relieved by the TSC.

- 8a. When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.

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

- 9a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) \_\_\_\_\_

10. Initiate Core Damage Assessment.

- 10a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. \_\_\_\_\_

11. If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.

- 11a. Notify Health Physics that off-site dose calculations required. \_\_\_\_\_

**NOTE:**

See Tab H for additional information on determining if there is a non-routine release in progress.

- 11b. Notify Health Physics to prepare for and dispatch OSCAR. \_\_\_\_\_

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

- 12a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q. \_\_\_\_\_



**SPECIFIC TASKS:**

**HOW:**

13. Initiate accountability, if not performed earlier.

**NOTE (1):**

Accountability is required at the Site Area Emergency.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

14. Initiate Site Evacuation.

15. When contacted, brief the following managers of events:

- Duty Manager
- Recovery Manager
- Public Info Manager

16. If plant conditions change, reclassify emergency and enter appropriate tab for classification level:

- For UPGRADING emergency:  
GENERAL TAB "E"

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

- 13a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

- 13b. Notify Security of any Operations personnel that are still in the plant.

- 14a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

- 14b. Initiate ENR form indicating a Site Evacuation was initiated.

- 14c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

- 15a. Brief Managers on:

- (1) Plant status
- (2) Radiological condition
- (3) Emergency classification level

**HELP**

**Emergency Classifications**  
See TAB 4

**SPECIFIC TASKS:**

**HOW:**

18. Transfer Emergency Management duties to the TSC.

**NOTE: If you have just declared the Site Area Emergency, insure that offsite notifications are made prior to turnover to the TSC.**

- 18a. Review the following with TSC Emergency Director or with the Operations Coordinator:

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

- 18b. Announce to Control Room personnel - TSC has control of emergency - when transfer is complete.

- 18c. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

**NOTE: Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator**

**SPECIFIC TASKS:**

**HOW:**

19. Emergency Termination

(1) Return Ops to normal  
organization

OR

(2) Recommend creating a  
restoration organization

19a. Instruct STA to collect and  
organize paperwork for  
reconstructing the emergency  
and its management.

19b. 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 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. \_\_\_\_\_

2. If not performed earlier, appoint an Emergency Plan Communicator.

- 2a. Appoint an Emergency Plan Communicator and instruct him to immediately perform EP-PS-126 E Plan Communicator. \_\_\_\_\_

3. If not performed earlier, appoint an NRC Communicator.

- 3a. The Communicator should perform EP-PS-135 NRC Communicator. \_\_\_\_\_

**NOTE:**

More than one individual can be named as an NRC Communicator so that all tasks are accomplished.

- Activate NERO.
- Notify the NRC Residents.
- Activate the ERDS system within 60 minutes of classification.
- Initiate NRC Communications within 60 minutes of classification.

4. Generate and approve ENR form to be transmitted by the Emergency Plan Communicator.

- 4a. Review the ENR form with the E Plan Communicator. \_\_\_\_\_

**SPECIFIC TASKS:****HOW:**

5. When a General Emergency is declared, make Protective Action Recommendation (PAR) within 15 minutes.

- 5a. Go to TAB 5 "Public Protective Action Recommendation Guide."

**HELP**

Protective Action Recommendation  
Flowcharts  
See TAB 5

- 5b. Choose appropriate PAR.

- 5c. Shift Manager/ED shall notify the Senior State Official, using the PAR State Notification Form, at 717-651-2148.

**HELP**

Protective Action Recommendation  
State Notification Form  
See TAB 9

6. Approve Press Release prior to issuance.

- 6a. Verbal approval is acceptable for Press Releases.

7. 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

8. Manage the emergency until relieved by another qualified Emergency Director.

- 8a. Monitor and obtain updates on:

PCAF

**SPECIFIC TASKS:**

**HOW:**

- |     |  |                           |  |
|-----|--|---------------------------|--|
|     |  | (1) Plant Status          | _____  |
|     |  | (2) Plant priorities      | _____  |
|     |  | (3) Corrective actions    | _____  |
|     |  | (4) Radiological releases | _____  |
| 9.  | The Relieving Emergency Director should implement this procedure until relieved by the TSC.                        | 9a.                       | When the TSC is staffed and ready, proceed to the TSC and assume control of the Emergency unless another ED has assumed control.   |
| 10. | If required, invoke the provisions of 10CFR 50.54X.  | 10a.                      | In accordance with 10CFR 50.54X, operation outside the Technical Specifications shall only be taken in an emergency:<br><br>When action is immediately needed to protect the public health and safety and no action consistent with license conditions and Technical Specifications that can provide adequate or equivalent protection is immediately apparent, implement the provisions of OP-AD-001, step 6.2.6. |
| 11. | Contact Security to Initiate emergency medical response, search and rescue when required.                          | 11a.                      | Reference SP-00-308 (Emergency Medical Response, Search/Rescue)  |
| 12. | Initiate Core Damage Assessment.   | 12a.                      | Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115.  |
| 13. | If a non-routine radiological release suspected/in progress, initiate off-site dose calculations.                  | 13a.                      | Notify Health Physics that off-site dose calculations required.  |
|     | <b>NOTE:</b><br>See Tab H for additional information on determining if there is a non-routine release in progress. | 13b.                      | Notify Health Physics to prepare for and dispatch OSCAR.   |

PCAF # 203-1578  
PAGE 22 OF 24

TAB E  
EP-PS-100-E  
Revision 4314  
Page 4 of 6

PCAF

**SPECIFIC TASKS:**

**HOW:**

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

14a. Notify Chemistry to obtain a Discharge Sample via EP-PS-115-Q.

15. Initiate accountability, if not performed earlier.

15a. Instruct available Control Room Personnel to initiate accountability. (Refer to OP-AD-022.)

**NOTE (1):**

Accountability is required at the Site Area Emergency or General Emergency.

15b. Notify Security of any Operations personnel that are still in the plant.

**NOTE (2):**

Once accountability is ordered, it must be maintained for the duration of the event or until a Site Evacuation is ordered.

16. Initiate Site Evacuation.

16a. Direct Security to notify Accountability Area Leaders to direct Site Evacuation.

16b. Initiate ENR form indicating a Site Evacuation was initiated.

16c. Direct Emergency Plan Communicator to communicate ENR form to offsite agencies.

17. When contacted, brief the following managers of events:

- Duty Manager
  - Recovery Manager
  - Public Info Manager
- (if time permits)

17a. Brief Manager on:

- (1) Plant status
- (2) Radiological condition
- (3) Emergency classification level

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

**SPECIFIC TASKS:**

**HOW:**

19. Transfer Emergency Management duties to the TSC.

**NOTE: If you have just declared the General Emergency, insure that offsite notifications are made prior to turnover to the TSC.**

**NOTE: If you have just declared the General Emergency, insure that you make and communicate the Protective Action recommendation prior to turnover to the TSC.**

- 19a. Review the following with TSC Emergency Director or Operations Coordinator:

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

- 19b. Notify Control Room personnel to contact the Field Unit Supervisor or the OSC Coordinator for dispatching Operations personnel as India Teams for the implementation of Operations procedures: OP, EOP, Off-Normal, etc.

**NOTE: Mitigating actions that require dispatch of operations personnel are to be identified to the Shift Manager and then to the Operations Coordinator**



**SPECIFIC TASKS:**

**HOW:**

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

- 20a. Instruct STA to collect and organize paperwork for reconstructing the emergency and its management.

**HELP**

**Restoration Organization Guidelines**  
**See TAB 8**