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TO: GERLACH\*ROSE M      08/14/2003

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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: 06/26/2003

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

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-103

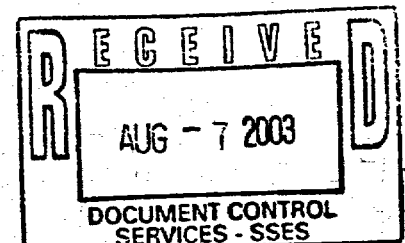
ADD: PCAF 2003-1574 REV: N/A

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.

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# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>203-1574</u>	2. PAGE 1 OF <u>5</u>	3. PROC. NO. <u>EP-PS-103</u> REV. <u>6</u>
4. FORMS REVISED - <u>B</u> <u>R</u> <u>3</u> , - <u>  </u> <u>R</u> <u>  </u> , - <u>  </u> <u>R</u> <u>  </u> , - <u>  </u> <u>R</u> <u>  </u> , - <u>  </u> <u>R</u> <u>  </u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: Operations Coordinator		
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 This change provides additional guidance to the Operations Coordinator in establishing repair and corrective action priorities. This change is administrative since it provides clarification of technical requirements that currently exist in the procedure.  <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>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>08/04/2003</u> PREPARER (Print or Type)                      ETN                      DATE	18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES    (TYPE) <u>E Mail Notification</u>	
19. <u>Jeffrey D. Greenwood</u> RESPONSIBLE SUPERVISOR <u>8/5/03</u> 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>Jeffrey D. Greenwood</u> FUM APPROVAL <u>8/5/03</u> DATE		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS <u>                    </u> DATE		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1574</u>	2. PAGE 2 OF <u>5</u>	3. PROC. NO. <u>EP-PS-103</u> REV. <u>6</u>
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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 must be checked "YES" and the appropriate form attached or referenced.

a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A
b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> N/A
c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. Screen/Evaluation No. _____	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A
d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A

12. This change is consistent with the FSAR or an FSAR change is required. ☒ YES  
Change Request No. \_\_\_\_\_

13. Should this change be reviewed for potential effects on Training Needs or Material? ☐ YES ☒ NO  
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN

14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? ☐ YES ☒ NO

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.) ☐ YES ☒ NO

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><i>MP Daltys</i></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.

**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

23

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

PCAF

**MAJOR TASK:**

Establish priorities and communicate to TSC Support Teams.

**SPECIFIC TASKS:**

**HOW:**

1. Open the TSC windows to provide visual access to the Control Room
2. Initiate updating the electronic status boards, then continue to monitor and update as information changes.

- 1a. If locked, obtain a key from keybox at South end of the TSC.
- 2a. Note: If electronic status board is unavailable, Write key information on Big Picture Board. Note specifically:
  - (1) Time of shutdown.
  - (2) Emergency classification.
  - (3) Brief summary of the Big Picture.
  - (4) ECCS equipment in service.
  - (5) Major equipment out of service.

**NOTE:**

Use SAM Coordinator, if required.

- 2b. Update Damage Control Team Coordinator and/or OSC Coordinator on the following:
  - (1) Actions the SM is taking in response to the event.
  - (2) SM priorities.
  - (3) Location of personnel dispatched from the Control Room.
- 2c. Access fission product barriers, update the ED and TSC personnel.
- 2d. Continue to monitor and update status board as information changes. Update:
  - (1) Classification.
  - (2) Big Picture.
  - (3) ECCS equipment in service.
  - (4) Major equipment out of service.
- 2e. Monitor for changes in other status board information. Watch especially for:
  - (1) Updates.
  - (2) Rad data.
  - (3) Trends in reactor parameters.

**SPECIFIC TASKS:**

**HOW:**

3. Establish plant priorities and ensure they are communicated to TSC personnel using the electronic board on the Open Items board.

2f. Tell ED of any changes.

3a. Talk with Shift Manager to make sure you understand what's needed and how crucial it is.

- (1) Use TSC phone to CR.
- (2) Augment by visits to the CR.

3b. List priorities on TSC Open Items Board.

3c. Establish priorities as follows:

- Priorities should be listed numerically.
- Where sub tasks are the same priority, they should be listed with an alpha designation.
- For example Priority 1, 1A, 1B, 2, etc.

4. Assign responsibilities to appropriate individuals.

4a. Record tasks assigned to the TSC, using TSC Boards and Ops Coordinator Log.

4b. Keep track of who tasks are assigned to.

4c. Update tasks and names of those responsible as tasks are completed and new ones assigned.

5. Record and update information on Unaffected Unit Board.

5a. Briefly note key data about the unaffected unit. Note specifically and briefly:

- (1) Plant condition
- (2) Stable or unstable.
- (3) What should be done with the unaffected unit (for next eight hours).

An example of a brief description would be: "100% power, stable. Shutdown when additional Operators arrive."

6. Tell ED of any changes.

6a. Direct communication.

7. Document all decisions and evolutions.

7a. Use Ops Coordinator Log.

8. Ensure the Rad Protection Coordinator is aware of conditions affecting in-plant conditions or rad release.