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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: 08/22/2003

ADD MANUAL TABLE OF CONTENTS DATE: 09/09/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-100

ADD: PCAF 2003-1643 REV: N/A

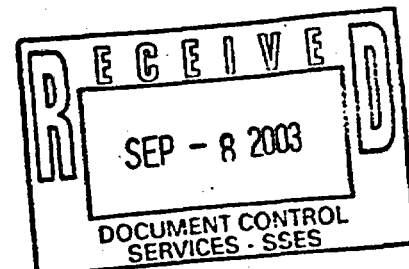
REMOVE: PCAF 2003-1603 REV: N/A

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>2003-1603</u>	2. PAGE 1 OF <u>25</u>	3. PROC. NO. <u>EP-PS-100</u>	REV. <u>18</u>
4. FORMS REVISED - <u>B</u> R <u>17</u> , - <u>C</u> R <u>18</u> - <u>D</u> R <u>17</u> , - <u>E</u> R <u>16</u> , - <u> </u> R <u> </u> , - <u> </u> R <u> </u>			
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: Emergency Director-Control Room			
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1603</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 Incorporate PCAF 2003-1603 Added steps to provide guidance in referring to Tab H to determine if there is a non-routine radiological release in progress. This is an administrative PCAF since it provides additional guidance to an existing requirement.			
Continued <input checked="" type="checkbox"/>			
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. Dalplaz</u> / <u>3227</u> / <u>09/04/2003</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>Jeffrey Hiseux</u> RESPONSIBLE SUPERVISOR <u>9/5/2003</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 Hiseux</u> FUM APPROVAL <u>9/5/2003</u> DATE			
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS <u> </u> DATE <u> </u>		ENTER N/A IF FUM HAS APPROVAL AUTHORITY	



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1643 2. PAGE 2 OF 25 3. PROC. NO. EP-PS-100 REV. 18

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. ☐ YES ☒ 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. ☒ YES ☐ 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. ☐ YES ☒ N/A
Screen/Evaluation No. _____
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. ☐ YES ☒ 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>TC Halpin</u>	<u>9/5/04</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. ⁽⁵⁸⁾

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

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	14 17
Manage the ALERT EMERGENCY.	TAB C	12 15
Manage the SITE AREA EMERGENCY.	TAB D	14 17
Manage the GENERAL EMERGENCY.	TAB E	13 16
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

PCAF

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Brief Non-Technical Description of EAL's	TAB 3
Emergency Classification	TAB 4
Public Protective Action Recommendation Guide	TAB 5
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 6
Personnel Accountability	TAB 7
Restoration Organization Guidelines	TAB 8
Emergency Forms	TAB 9
o Potassium Iodine (KI) Tracking Form	
o Emergency Notification Report	
o Protective Action Recommendation State Notification Form	

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.

- 4b. Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

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.

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

HELP

Emergency Classifications
See TAB 4

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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:
(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. _____

4b. Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

5. Approve Press Releases.

5a. Verbal approval acceptable for Press Releases. _____

PCAF

SPECIFIC TASKS:

HOW:

6. 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 _____

7. 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.

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

8a. Reference SP-00-308 (Emergency Medical Response, Search/Rescue) _____

9. Initiate Core Damage Assessment.

9a. Notify Chemistry to obtain a Rx Coolant sample via EP-PS-115. _____

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

10a. 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.

10b. Notify Health Physics to prepare for and dispatch OSCAR. _____

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

HELP

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

15 1 PCAF

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

PCAF

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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. | | |
| 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. _____ |
| | 4b. | Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4) |
| 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. _____

17 1 PIAF

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.

- 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.

14. Initiate Site Evacuation.

- 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.

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

- Duty Manager
- Recovery Manager
- Public Info Manager

- 15a. Brief Managers on:

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

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

- For UPGRADING emergency:
GENERAL TAB "E"

HELP

Emergency Classifications
See TAB 4

17. 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:

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

PCAF

PCAF

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

PCAF

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. _____

- 4b. Refer to Tab H for guidance in determining if there is a non-routine Radiological Release in Progress (ENR form Block 4)

PCAF

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.
7. Communicate the need for employee emergency exposure considerations/KI tablet issuance.

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

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: _____

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: 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. _____
	NOTE: 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. _____

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

P/AF

P/AF

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