



## EMERGENCY PLAN IMPLEMENTING PROCEDURES

PROCEDURE 1107

DUTIES OF THE EMERGENCY PLANNING SUPERVISOR  
OFFSITE EMERGENCY ORGANIZATION

Rev.

Date 9/1/84

Page 1 of 4

## 1.0 Title:

Duties and Responsibilities of the Emergency Planning Supervisor

## 2.0 Approval and List of Effective Pages:

## 2.1 Approval:

Reviewed by H. N. Paduan, Manager, Nuclear Energy  
Services 9/4/84, 1984Approved by [Signature], Group Vice President Nuclear Energy,  
9-5, 1984

## 2.2 List of Effective Pages

Page	Date
Pages 1-4 inclusive	9/1/84

## 3.0 Scope:

## 3.1 Purpose

This procedure provides duties and responsibilities of the Emergency Planning Supervisor.

## 3.2 Discussion

The Emergency Planning Supervisor is a member of the Nuclear Energy Services Staff. He has the responsibility for radiological emergency planning and maintaining emergency preparedness. The Emergency Planning Supervisor reports to the Manager, Nuclear Energy Services.

## 4.0 Precautions:

None

## 5.0 Responsibilities:

5.1 The Emergency Planning Supervisor is responsible for insuring that the St. Lucie Plant Radiological Emergency Plan, Turkey Point Plant Radiological Emergency Plan and the Offsite Emergency Organization procedures are adequate and up-to-date.

5.2 He shall revise and distribute the emergency plans as necessary. He shall revise and distribute Offsite Emergency Organization procedures as necessary.

B409180340 B40914  
PDR ADDCK 05000250  
F PDR

1045 1/1



DUTIES OF THE EMERGENCY PLANNING SUPERVISOR  
OFFSITE EMERGENCY ORGANIZATION

Rev.

Date 9/1/84

Page 2 of 4

- 5.3 The Emergency Planning Supervisor is responsible for maintaining the FPL Offsite Emergency Organization Roster.
- 5.4 The Emergency Planning Supervisor is responsible for coordinating all aspects of emergency drills and exercises which involve offsite agencies.
- 5.5 The Emergency Planning Supervisor shall assure that the initial training and annual retraining for FPL Offsite Emergency Organization personnel is conducted and documented.

#### 6.0 References:

- 6.1 Turkey Point Plant Radiological Emergency Plan
- 6.2 St. Lucie Plant Radiological Emergency Plan
- 6.3 "Maintaining Emergency Preparedness - Emergency Exercises, Drills, Tests and Evaluations," St. Lucie procedure number 3100050E, Turkey Point procedure number 20113.
- 6.4 "Maintaining Emergency Preparedness - Radiological Emergency Plan Training," St. Lucie procedure number 3100051E, Turkey Point procedure number 20201.

#### 7.0 Records:

- 7.1 Plant exercise critique
- 7.2 Emergency Roster - FPL Offsite Emergency Organization
- 7.3 Training records - FPL Offsite Emergency Organization
- 7.4 Emergency Plan and Procedures revision distribution

#### 8.0 Instructions:

##### 8.1 Exercises and Drills

- 8.1.1 When an exercise or major drill involving off-site agencies is to be conducted, the Emergency Planning Supervisor shall prepare for the exercise in accordance with the appropriate plant Radiological Emergency Plan.
- 8.1.2 The Emergency Planning Supervisor shall coordinate with the off-site emergency response organizations and agencies in selecting a date for the exercise.
- 8.1.3 The Emergency Planning Supervisor shall provide support as requested to the designated plant emergency planning coordinator in carrying out his responsibilities for on-site emergency drills.





# EMERGENCY PLAN IMPLEMENTING PROCEDURES

PROCEDURE 1107

## DUTIES OF THE EMERGENCY PLANNING SUPERVISOR OFF-SITE EMERGENCY ORGANIZATION

Rév.

Date 9/1/84

Page 3 of 4

- 8.1.4 The Emergency Planning Supervisor shall prepare a consolidated summary following an exercise. This summary should take into consideration all avenues of input (i.e., critiques from controllers, players, etc.). Based on this input, FPL deficiencies should be identified and responsibility for corrective actions should be assigned. Where possible, practical recommendations for corrective measures should be made.
- 8.1.5 The Emergency Planning Supervisor shall offer federal, state and local observers the opportunity to evaluate the exercise.
- 8.2 The Emergency Planning Supervisor shall be responsible for the conduct and documentation of initial training and annual retraining for FPL Off-Site Emergency Organization personnel. This training shall involve the following personnel and subject matter.
- 8.2.1 Emergency Control Officer and Recovery Manager
- a. Prompt and effective notification methods, including the types of communication systems.
  - b. Method of activating the Florida Power & Light Company Emergency Response Organization.
  - c. The methods used for estimating radiation doses and recommending protective actions.
  - d. Emergency Plan familiarization.
  - e. Emergency Plan implementing procedures familiarization.
  - f. Familiarization with the Emergency Operations Facility and the Technical Support Center.
- 8.2.2 Emergency Security Manager, Emergency Information Manager, Governmental Affairs Manager, Emergency Technical Manager
- a. Emergency Plan familiarization
  - b. Emergency Plan implementing procedures familiarization





## EMERGENCY PLAN IMPLEMENTING PROCEDURES

PROCEDURE 1107.

### DUTIES OF THE EMERGENCY PLANNING SUPERVISOR OFF-SITE EMERGENCY ORGANIZATION

Rev.

Date 9/1/84

Page 4 of 4

#### 8.3 Review and Revision of Plans and Procedures

- 8.3.1 The Emergency Plan and Emergency Plan Implementing procedures shall be under continuing review by the Emergency Planning Supervisor including:
- Notification lists and rosters will be verified quarterly and updated as required.
  - Revisions of the Emergency Plans, Emergency Plan Implementing Procedures, and notification lists will be distributed, as needed, to holders of these documents.
- 8.3.2 Recommended changes to the Emergency Plan submitted to the Emergency Planning Supervisor shall be considered for incorporation into the Emergency Plans and Procedures. Proposed changes in the Emergency Plan, if approved by the Group Vice President, Nuclear Energy, shall be incorporated into the Emergency Plan under the direction of the Emergency Planning Supervisor.
- 8.3.3 The Emergency Planning Supervisor shall ensure that elements of the emergency organization (e.g., FPL, state, federal, local, etc.) are informed of revisions to the Emergency Plan and Emergency Procedures which are significant to effective and coordinated emergency response.

