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Description:

ISSUE OF 1 PMP-2080-EPP-107 EMERGENCY PLAN PROCEDURE

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Unit 1 Control Room	29*	2C	
Unit 2 Control Room	29*	2C	
Visitor Center	25	1C	

Transmitted Controlled Document Listing: (1)

Document	Revision	Status	Title
PMP-2080-EPP-107	015	Approved	NOTIFICATION

Controlled Document Transmittal Receipt and File Acknowledgement:

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Signature

Date

Please sign and return within 14 calendar days to **C. Cook Nuclear Plant**
Nuclear Documents Mgmt (Mail Zone #1) - Document Control
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AD45

REVIEW AND APPROVAL TRACKING FORM

Procedure Information:	
Number: <u>PMP 2080 EPP 107</u>	Revision: <u>15</u> Change: <u>0</u>
Title: <u>Notification</u>	
Category (Select One Only):	
<input type="checkbox"/> Correction (Full Procedure) <input type="checkbox"/> Change (Full Procedure) with Review of Change Only <input type="checkbox"/> Correction (Page Substitution) <input type="checkbox"/> Change (Page Substitution) with Review of Change Only <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> New Procedure or Change with Full Review <input type="checkbox"/> Superseded (list superseding procedures): _____	
Associated Configuration Document Impact Assessments:	
CDI Tracking No(s): _____ <input checked="" type="checkbox"/> N/A	
Required Reviews:	
Cross-Discipline Reviews: <input type="checkbox"/> Chemistry <input checked="" type="checkbox"/> Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control <input type="checkbox"/> NDM <input type="checkbox"/> _____ <input checked="" type="checkbox"/> Operations <input type="checkbox"/> _____ <input type="checkbox"/> PA/PV <input type="checkbox"/> _____ <input type="checkbox"/> Reg Affairs <input type="checkbox"/> _____ <input type="checkbox"/> RP <input type="checkbox"/> None Required	Programmatic Reviews: <input type="checkbox"/> ALARA <input type="checkbox"/> Performance Assurance <input checked="" type="checkbox"/> Bus. Services Proc Grp <input type="checkbox"/> Reactivity Mgmt Team <input type="checkbox"/> Component Engineering <input type="checkbox"/> SPS (Safety & Health) <input type="checkbox"/> Design Engineering <input type="checkbox"/> Surveillance Section <input type="checkbox"/> Emerg Oper Proc Grp <input type="checkbox"/> System Engineering <input type="checkbox"/> Environmental <input type="checkbox"/> _____ <input type="checkbox"/> ISI/IST Coordinator <input type="checkbox"/> None Required
<input checked="" type="checkbox"/> Cognizant Org Review: <u>Cynthia Bruffner</u> Date: <u>3/27/01</u> <input checked="" type="checkbox"/> Technical Review: <u>William D. Nichols</u> Date: <u>3/22/01</u>	
Concurrence:	
<input type="checkbox"/> Ops Mgr Concurrence: <u>NA</u> Date: <u> / / </u> <input checked="" type="checkbox"/> Owner Concurrence: <u>[Signature]</u> Date: <u>3/22/01</u>	
Package Check:	
Updated Revision Summary attached? <input checked="" type="checkbox"/> Yes 10 CFR 50.59 Requirements complete? Tracking No.: <u>2001-0164-00</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A Implementation Plan developed? (Ref. Step 3.4.18) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A Package Complete: <u>[Signature]</u> Date: <u>5/23/01</u>	
Approvals:	
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Mtg. No.: <u>3862</u> Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A CR No.: _____ Approval Authority Review/Approval: <u>[Signature]</u> Date: <u>4/4/01</u> Expiration Date/Ending Activity: <u>NA</u> Effective Date: <u>4/6/01</u>	
Periodic Review:	
Periodic Review conducted? (Data Sheet 5 Complete) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NDM Use Only NUCLEAR DOCUMENT MANAGEMENT SECTION APR 06 2001 CONTROLLED DOCUMENT	Office Information For Form Tracking Only – Not Part of Form This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 8, Data Sheet 1, Review and Approval Tracking Form.
	Page <u>1</u> of <u>6</u>

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____ Date: _____

Corrections made per PMP-2010.PRC.002, Figure 1, items (a – s)

	Section/Step	Change	Justification	Correction Criteria Item
1.	Throughout	No Marginal Markings used.	Major rewrite of the procedure.	
2.	Title	Changed title from "Notification of Plant Personnel" to "Notification"	Notifications made within this procedure include offsite agencies, not just CNP personnel; this change is more descriptive of the actions contained within the procedure.	
3.	Step 1.1	Purpose and Scope now includes the notification of offsite personnel	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
4.	Section 2	Added "(ERO)" after Emergency Response Organization	The acronym follows the first use of its related noun.	
5.	Step 3.1.2	Deleted	Notification to Security Supervisor is performed in step 3.2.1. There are no actions for Security within this procedure.	
6.	Step 3.1.3	Deleted	SAS operator is notified in step 3.2.1. There are no actions for SAS to perform within this procedure.	
7.	Step 3.1.4	Deleted	The CAS and North SCC staff have no responsibilities within this procedure.	
8.	Section 3.2	Deleted	This section has been deleted to comply with format requirements of PMP-2010-PRC.001, Procedure Writing. The requirements have been incorporated within the body of the procedure. See below.	
9.	Step 3.2.1	New NOTE prior to step 3.2	Maintain the requirement stated as a Limitations/Precautions	
10.	Step 3.2.2	New step 3.2.3	Previous step 3.2.2. Delete Limitations/Precautions	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 8, Data Sheet 3, Surveillance Test Procedure Criteria.

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Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
11.	Step 3.2.3	New step 3.2.6.a	Previous step 3.2.3. Deleted Limitations/Precautions	
12.	Section 3.3	Deleted	This section has been deleted to comply with format requirements of PMP-2010-PRC.001, Procedure Writing. The initiation of the E-Plan is contained in other procedures.	
13.	Step 3.2.2	This task was previously contained in EPP.106, step 3.2.1.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
14.	Step 3.2.3	This task was previously contained in EPP.106, step 3.2.2	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
15.	Step 3.2.3.a	This task was previously contained in EPP.106, step 3.2.1.a. Data Sheet number has been changed to conform with numbering system contained in EPP.107	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Conform with the current numbering contained in EPP.107	
16.	CAUTION prior to Section 3.4	This CAUTION was contained in EPP.106 prior to step 3.4.1. It has been modified deleting "Utilizing Attachment No.1 to PMP 7030.001.001," changed to a step and moved to step 3.2.6.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. The deleted requirement is as action step. Action steps are not allowed in CAUTIONS.	
17.	Step 3.2.5	This step was a NOTE contained in EPP.106 prior to step 3.4.1.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Because this is an action, the NOTE has become a step.	
18.	Section 3.4	Title changed to Actions	Editorial change, no need to include the title of the person performing actions.	
19.	Step 3.4.1	Added extension 1119 to step. New step number 3.2.1	Provide additional phone numbers in order to ensure SAS is notified in as short a period of time as possible.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7, Data Sheet 3, Surveillance Test Procedure Criteria.

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Q/A 3/20/07

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
20.	Step 3.4.3	New sub-step heading, previously part of step 3.4.1 of EPP.106. Reordered and broke apart step 3.4.3.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Streamlined notification process.	
21.	Step 3.4.3.a	Previously part of step 3.4.1 of EPP.106. Changed title format. Deleted Data Sheet 1. Data Sheet 1 is now the Nuclear Plant Accident Notification form.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Conform to format requirements of PRC.001. Data Sheet 1 is redundant to Nuclear Plant Accident Notification form.	
22.	Step 3.4.3.b	Previously part of step 3.4.1 of EPP.106. Change referenced data sheet title and added who was being notified. New step 3.2.3.b	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Provide current information as to title of data sheet.	
23.	Step 3.4.3.c	Previously part of step 3.4.1 of EPP.106. New step 3.2.3.b. Deleted instructions for recording time and initials. Changed Exhibit B to Data Sheet 2.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Instructions are on Data Sheet. Make attachment title consistent with current procedure.	
24.	Step 3.4.3.d	Previously part of step 3.4.2 of EPP.106. New Step 3.2.6. Added procedure title and number for notification to the NRC. Changed attachment number to correspond to numbering used in EPP.107.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106, step 3.4.1 EPP.106 is being deleted. Reordered step to streamline notification process. Requirement of PMP-2010-PRC.001.	
25.	Step 3.4.4	Previously step 3.4.3 of EPP.106. Changed phone extensions and deleted recording of time notification made. New step 3.2.8. Deleted reference to Data Sheet 3	Transferred notification requirements due to the deletion of EPP.106. Data Sheet 3 of EPP.106 has been deleted.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 8 Data Sheet 3, Surveillance Test Procedure Criteria.

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Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
26.	Step 3.4.4.a	Previously step 3.4.3.a of EPP.106. Included in higher level step 3.2.8.	Transferred notification requirements due to the deletion of EPP.106.	
27.	Step 3.4.4.b	Previously step 3.4.3.b of EPP.106. Changed to active voice. New step 3.2.8.a	Transferred notification requirements due to the deletion of EPP.106. Format.	
28.	Step 3.4.4.c	Previously step 3.4.3.c of EPP.106 New step 3.2.8.b Deleted reference to off hours notifications. ERO Phone Directory Section 5 is used for notification	Transferred notification requirements due to the deletion of EPP.106. Notification is always made. Only Section 5 is required to notify proper personnel.	
29.	Step 3.4.4	Previously step 3.4.5 of EPP.106	Transferred notification requirements due to the deletion of EPP.106.	
30.	Step 4.2	Added "Drill completed."	Scope of procedure includes the performance of drills. This step insures close out of procedure.	
31.	Step 4.3	Added "Communication System Test complete."	Scope of procedure includes the performance of communication system tests. This step insures close out of procedure.	
32.	Step 5.1.2	Added PMP-7030.001.001 to references	Procedure was referenced within body of procedure. PRC.001 requires referenced procedures to be listed in the Reference Section of the procedure.	
33.	Attachment 2 Step 1.1.2	Added "for a minimum of 8 to 10 seconds" Reworded announcements to include information on duty ERO turnover.	This ensures that all personnel hear the alarm without being distracting to plant operations. To prompt on-coming duty ERO personnel to respond to the turnover notification test.	
34.	Attachment 2 Step 1.1.4 bullet 5	Reworded step to place the condition prior to the action.	Conforms with the requirements in PRC.001.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 1, Data Sheet 3, Surveillance Test Procedure Criteria.

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Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
35.	Attachment 2 Step 1.1.2 bullet 4	Added acceptance criteria	Document the successful completion of the Nuclear Emergency Alarm.	
36.	Attachment 2 Step 1.1.3 second bullet	Added acceptance criteria	Document the successful completion of the Training Building and Buchanan Office Building Public Address System.	
37.	Attachment 2 Step 1.1.4 bullet 7	Added acceptance criteria	Document the successful completion of the Beach Evacuation Warning Test.	
38.	Data Sheet 1	Previously Data Sheet 1 Exhibit A of EPP.106. Replaced Accident Information Reporting Data Sheet with Nuclear Plant Accident Notification form.	Transferred data sheet due to the deletion of EPP.106. Accident Information data sheet is redundant to the Nuclear Plant Accident Notification form. This form is required by the state.	
39.	Data Sheet 2	Previously Data Sheet 2 Exhibit B of EPP.106 Deleted classification information on the Data Sheet.	Transferred data sheet due to the deletion of EPP.106. This is a phone list. The classification is contained on Nuclear Plant Accident Notification form.	
40.	Data Sheet 3	Previously Data Sheet 4 Exhibit D of EPP.106	Transferred data sheet due to the deletion of EPP.106.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7, Data Sheet 3, Surveillance Test Procedure Criteria.

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 <small>AMP American's Energy Partner</small>	PMP-2080-EPP-107	Rev. 15	Page 1 of 14
Notification			
Reference		Effective Date: <u>4/6/01</u>	
<u>B. K. Molloy</u> Writer	<u>P. E. Holland</u> Owner	<u>Site Protective Services</u> Cognizant Organization	

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Data Sheet 1:	Nuclear Plant Accident Notification	11
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Data Sheet 3:	Plant Status	13

Reference	PMP-2080-EPP-107	Rev. 15	Page 2 of 14
Notification			

1 PURPOSE AND SCOPE

- 1.1 This procedure specifies the actions for notification of offsite personnel and activation of plant emergency response personnel for emergency conditions, drills, exercises and communication system tests.

2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Drill	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities. Automatic phone calls will NOT be made to ERO members' homes.
Emergency	An actual plant condition that requires an Emergency Plan classification.
Exercise	An Emergency Response Organization test that uses the Dialogic pager system to page AND make automatic phone calls to the homes of ERO members, as necessary, in order to activate the Emergency Response Facilities.
Turnover	A Dialogic Emergency Response Organization pager activation that signals a change in the on-duty Team.

3 DETAILS

3.1 General

- 3.1.1 The Shift Manager (SM) shall assume the duties of the Site Emergency Coordinator (SEC) and initiate this procedure.
- 3.1.2 IF an Emergency Classification upgrade is required, THEN re-perform section 3.2 of this procedure.
- Activation of ERO pagers is only required once.

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Notification			

NOTE: The ERO Phone Directory does not require approval by the PORC prior to implementation.

The SEC may implement this procedure in full or partially at any time should the need for additional personnel be recognized.

3.2 Actions

- 3.2.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared, **THEN** call the SAS at extension 1118 or 1119 and direct Security to implement the Dialogic Emergency Response Organization pager system for an EMERGENCY.
- 3.2.2 Direct a Control Room Operator to perform one of the following over the Public Address (PA) system. Include a brief description of the incident. Have the announcement broadcast twice.

FOR AN UNUSUAL EVENT:

"Attention all personnel. Attention all personnel. An Unusual Event has been declared due to _____(brief description)_____. Continue with your work and be prepared for future announcements."

FOR AN ALERT:

"Attention all personnel. Attention all personnel. An Alert has been declared due to _____(brief description)_____. Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement."

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Notification			

FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

Sound the Nuclear Emergency Alarm from the Control Room and broadcast the following:

“Attention all personnel. Attention all personnel. A (Site Area Emergency or General Emergency) has been declared due to (brief description). Activate the Technical Support Center, Operations Staging Area and the Emergency Operations Facility. All other personnel report for accountability.”

- a. On any touch-tone telephone, dial 1646 to access the Training Center and Buchanan Office Building PA and repeat the above announcement twice.

3.2.3 Within 15 minutes of the classification of any emergency perform the following:

- a. Complete Data Sheet 1, Nuclear Plant Accident Notification form, EMD-32, (from Emergency Kit or DAP printout). Steps 1-7 must be completed, as a minimum.
- b. Contact the Michigan State Police (MSP) at 8-1-517-336-6250 and the Berrien County Sheriff's Department at 8-1-616-983-3911.
 - Document phone calls on Data Sheet 2, Shift Manager Initial Offsite Notification List.
- c. Provide the information from Data Sheet 1, Nuclear Plant Accident Notification form, verbally to the MSP and the Berrien County Sheriff's Department.
- d. Request a call back from the MSP and Berrien County Sheriff's Department.
- e. Inform the MSP that Data Sheet 1, Nuclear Plant Accident Notification form will be faxed.

3.2.4 Fax Data Sheet 1, Nuclear Plant Accident Notification form, to the MSP: Fax number 8-1-517-336-6257.

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Notification			

NOTE: If AUTO is selected on the fax machine all of the locations listed in step 3.2.5 will receive the fax. If AUTO is NOT selected then each of the locations will have to be individually faxed at the numbers listed in step 3.2.5.

- 3.2.5 IF an Alert, Site Area Emergency or General Emergency exists, THEN fax Data Sheet 1, Nuclear Plant Accident Notification form to the following locations every 15 minutes until relieved by the EOF.

Michigan State Police	8-1-517-336-6257
State Emergency Operations Center	8-1-517-333-4987
Emergency Operations Facility	8-284-2942
Emergency News Center	2906 or 2907

- 3.2.6 For all classifications, including classification upgrades, the Shift Manager or designee shall: [Commitment # 7 and 9]

- a. Provide the information on Data Sheet 3, Plant Status, to the NRC, as soon as possible, after the State and County have been notified, within one hour of classification.
 - Make the notification in accordance with the instructions in Attachment 1 of PMP-7030-001-001, Prompt NRC Notification.

- 3.2.7 IF an emergency classification is upgraded, THEN verbally inform the MSP, Berrien County Sheriff's Department and the NRC.

- Document phone calls to MSP and Berrien County Sheriff's Department, on Data Sheet 2, Shift Manager Initial Offsite Notification List.

- 3.2.8 Inform the Security Shift Supervisor of the time of the Emergency Classification.

- a. Direct the Security Shift Supervisor to assume the responsibility of the Security Director.
- b. Direct the Security Shift Supervisor to notify the personnel listed in Section 5 of the ERO Phone Directory of the Emergency Classification.

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3.3 Drills, Exercises and Communication System Tests

3.3.1 IF a Drill or Exercise is being conducted, THEN perform the applicable portions of Attachment 1.

3.3.2 IF a Communication System Test is being conducted, THEN perform the applicable portions of Attachment 2.

4 FINAL CONDITIONS

4.1 Emergency is closed-out.

4.2 Drill is completed.

4.3 Communication System Test is completed.

5 REFERENCES

5.1 Use References:

5.1.1 Emergency Response Organization ERO Phone Directory.

5.1.2 PMP-7030-001-001, Prompt NRC Notification

5.2 Writing References:

5.2.1 Source References:

a. NUREG 0654 FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (Rev. 1).

b. Cook Nuclear Plant Emergency Plan.

c. Commitment #7 and 9.

5.2.2 General References

a. None.

Reference	PMP-2080-EPP-107	Rev. 15	Page 7 of 14
Notification			
Attachment 1	Drills and Exercises		Pages: 7 - 8

1 DRILLS AND EXERCISES

1.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared, THEN the Simulator Shift Manager calls the SAS at extension 41-1118 and directs Security to implement the Dialogic Emergency Response Organization pager system for an EXERCISE or DRILL (EXERCISES and DRILLS are activated using different Dialogic codes).

1.2 The Simulator Shift Manager requests that the Shift Manager have a control room staff member page the plant using the Plant PA system, and make the following applicable announcement:

- For an UNUSUAL EVENT:

"This is a drill, this is a drill. Attention all personnel, Attention all personnel. An Unusual Event has been declared due to (brief description) . Continue with your work and be prepared for future announcements. This is a drill"

- For an ALERT:

"This is a drill, this is a drill. Attention all personnel. Attention all personnel. An Alert has been declared due to (Brief description) . Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement. This is a drill."

- For a SITE AREA EMERGENCY or GENERAL EMERGENCY:

"This is a drill, this is a drill. Attention all personnel. Attention all personnel. A Site Area Emergency or General Emergency has been declared due to (Brief description) . ERO personnel activate the Technical Support Center, Operations Staging Area, and the Emergency Operations Facility. All other personnel continue your normal duties. This is a drill."

1.3 The Simulator Shift Manager directs the Simulator control room staff to sound the Nuclear Emergency Alarm in the SIMULATOR for a Site Area Emergency or General Emergency.

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Notification			
Attachment 1	Drills and Exercises		Pages: 7 - 8

1.4 The Simulator Shift Manager directs the Simulator unaffected control room staff to page the Training Building and Buchanan Office Building by dialing 41-1646## on the plant phone system, and make the following applicable announcement:

- For an UNUSUAL EVENT:

"This is a drill. This is a drill. Attention all personnel, Attention all personnel. An Unusual Event has been declared due to ___(brief description)___. Continue with your work and be prepared for future announcements. This is a drill"

- For an ALERT:

"This is a drill. This is a drill. Attention all personnel. Attention all personnel. An Alert has been declared due to ___(Brief description)___. Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement. This is a drill."

- For a SITE AREA EMERGENCY or GENERAL EMERGENCY:

"This is a drill. This is a drill. Attention all personnel. Attention all personnel. A Site Area Emergency or General Emergency has been declared due to ___(Brief description)___. Activate the Technical Support Center, Operations Staging Area, and the Emergency Operations Facility. This is a drill."

Reference	PMP-2080-EPP-107	Rev. 15	Page 9 of 14
Notification			
Attachment 2	Communication System Tests		Pages: 9 - 10

1 COMMUNICATION SYSTEM TESTS

1.1 Nuclear Emergency Alarm Test and ERO Turnover/Notification Process Test

1.1.1 Operating shift shall perform the following tests every Tuesday at approximately 1000:

- Call the SAS at extension 1118 to direct Security to activate the Dialogic Emergency Response Organization pagers for a Turnover.

1.1.2 Test Nuclear Emergency Alarm

- Announce:

"This is a test. This is a test. The following is a test of the Nuclear Emergency Alarm and ERO turnover notification."

- Sound the Nuclear Emergency Alarm (NEA) for 8 to 10 seconds and then reset by pushing "OVERRIDE" button.
- Announce:

"The test of the Nuclear Emergency Alarm is complete. Oncoming duty ERO personnel should call Dialogic at this time."

- Acceptance Criteria:

NEA alarm is heard in the Control Room.

Print Name/Signature

Date

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Notification			
Attachment 2	Communication System Tests		Pages: 9 - 10

1.1.3 Perform test of the Training Building and Buchanan Office Building Public Address System.

- Dial 1646 and announce the following:
- **"This is a test. This is a test of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic at this time. Test is complete."**
- Acceptance Criteria:

Emergency Planning personnel report that PA system test is heard in the Training Building and Buchanan Office Building.

Print Name/Signature

Date

1.1.4 Perform the test of the Beach Evacuation Warning Test:

- Select "TEST".
- Turn-up volume to monitor announcement.
- Push "ONE" button.
- Push "ON" button.
- **WHEN** announcement is complete, **THEN** push "OFF" button.
- Turn down volume.
- Acceptance Criteria:

Announcement is heard in the Control Room.

Print Name/Signature

Date

FORWARD COMPLETED FORM TO EMERGENCY PLANNING SECTION.

Reference	PMP-2080-EPP-107	Rev. 15	Page 11 of 14
Notification			
Data Sheet 1	Nuclear Plant Accident Notification		Page: 11

RECORDER

Name	Title	Time Recorded	Date Recorded
R E Q U I R E D I N F O R M A T I O N	1. PLANT COMMUNICATOR Name _____ <input type="checkbox"/> CR <input type="checkbox"/> TSC <input type="checkbox"/> EOF Telephone No. _____		
	2. PLANT NAME/UNIT _____ 2A. PLANT MESSAGE NUMBER _____		
	3. CLASS OF EMERGENCY A. <input type="checkbox"/> Unusual Event B. <input type="checkbox"/> Alert C. <input type="checkbox"/> Site Area Emergency D. <input type="checkbox"/> General Emergency E. This classification declared by Plant at: Time _____ Date _____ F. Initiating Conditions/Description of Event: _____ _____		
	4. PLANT STATUS A. <input type="checkbox"/> Stable B. <input type="checkbox"/> Degrading C. <input type="checkbox"/> Improving D. Additional Information: _____ _____		
	5. RADIOLOGICAL RELEASE IN PROGRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	6. METEOROLOGICAL DATA A. Wind Direction, Degrees From: _____ To: _____ B. Wind Speed, MPH: _____ C. Stability Class _____ D. Three Downwind Sectors: _____ E. Precipitation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	7. PROTECTIVE ACTION RECOMMENDATIONS A. <input type="checkbox"/> YES <input type="checkbox"/> NO Note: If YES, fill in following information. B. PAR based on: <input type="checkbox"/> Dose Calculations <input type="checkbox"/> Plant Status <input type="checkbox"/> Other _____ C. In-place Shelter (Areas) _____ Evacuation (Areas) _____		
	8. RADIOLOGICAL RELEASE DATA A. Time release started _____ Projected duration of release _____ B. <input type="checkbox"/> Airborne <input type="checkbox"/> Waterborne <input type="checkbox"/> Waterborne Analysis Attached C. Effluent Points _____ D. Noble gas release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____ E. Average energy per disintegration, MeV _____ Sample _____ Monitor _____ Estimate _____ F. Equivalent I-131 release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____ G. Particulate release rate Ci-sec _____ Sample _____ Monitor _____ Estimate _____		
	9. CAUCUATED OFFSITE DOSES A. <input type="checkbox"/> Actual <input type="checkbox"/> Potential B. Based on <input type="checkbox"/> Monitor (In Plant) <input type="checkbox"/> Sample (In Plant) <input type="checkbox"/> Back Calculation from field data <input type="checkbox"/> Other Plant Conditions C. Calculated Dose Rate (mrem/hr) Time of Calculation _____ Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ D. Calculated Accumulated Dose (mrem) Calculated Duration, Hours _____ Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ E. Sectors Affected _____		
	10. MEASURED OFFSITE DOSE RATES A. Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ B. Additional Information _____ _____		
A S A V A I L A B L E			

Reference	PMP-2080-EPP-107	Rev. 15	Page 12 of 14
Notification			
Data Sheet 2	Shift Manager Initial Offsite Notification List		Page: 12

AGENCY NOTIFIED	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME	EVENT CLOSEOUT INITIALS / DATE
Berrien County Sheriff's Department	8-1-616-983-3911	_____/____	_____/____
REQUEST CALL BACK VERIFICATION	BCSD Person Contacted _____ Time Call Back Received: _____		
Michigan State Police	8-1-517-336-6250	_____/____	_____/____
REQUEST CALL BACK VERIFICATION	MSP Person Contacted: _____ Time Call Back Received: _____		
NRC Operations Center - Continuous contact will be required for an ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY	8-1-301-816-5100	Red Phone or Commercial	
	8-1-301-951-0550	_____/____	_____/____
	8-1-301-415-0553	_____/____	_____/____
	NRC Person Contacted: _____		

Reference	PMP-2080-EPP-107	Rev. 15	Page 13 of 14
Notification			
Data Sheet 3	Plant Status		Pages: 13 - 14

Time of NRC Notification: _____

Reactivity Control

- | | | | |
|---------------------------------|-----|----|---------------------|
| • All Control rods inserted? | Yes | No | _____ # of rods out |
| • Reactor Subcritical? | Yes | No | |
| • Emergency Boration initiated? | Yes | No | |
| • Adequate Shutdown Margin? | Yes | No | |

RCS inventory Control

- Inventory makeup controlled by: (Identify all pumps injecting into RCS):

CVCS - Normal Charging

Charging Pumps via BIT (High Head SI)

Safety injection pumps (Intermediate Head SI)

RHR Pumps (Low Head SI)

Other: _____

RCS Pressure Control

- | | | |
|--------------------------------|-----|----|
| • Pressurizer PORVs Closed? | Yes | No |
| • Pressurizer Safeties Closed? | Yes | No |

RCS Transport Control

Forced Circulation by RCP

Natural Circulation

Feed and Bleed

Decay Heat Removal System (RHR)

RCS Heat Sink (available or in operation)

S/G - Condenser Dump Valves

S/G - Atmospheric Dump Valves

S/G - Safety Valves

Containment - Feed/Bleed

Decay Heat Removal System (RHR)

Reference	PMP-2080-EPP-107	Rev. 15	Page 14 of 14
Notification			
Data Sheet 3	Plant Status		Pages: 13 - 14

S/G Inventory Control

Main Feedwater

Aux. Feedwater

Other: _____

Containment Control

- | | | |
|---|-----|----|
| • Ice Condenser Doors OPEN? | Yes | No |
| • Containment Sprays ON? | Yes | No |
| • Hydrogen Recombiners/Igniters ON? | Yes | No |
| • Containment Isolation Valves fail to CLOSE? | Yes | No |
| • Phase A Actuation | Yes | No |

REVIEW AND APPROVAL TRACKING FORM

Procedure Information:			
Number: <u>PMP 2080 EPP 107</u>		Revision: <u>15</u>	Change: <u>0</u>
Title: <u>Notification</u>			
Category (Select One Only):			
<input type="checkbox"/> Correction (Full Procedure) <input type="checkbox"/> Change (Full Procedure) with Review of Change Only <input type="checkbox"/> Correction (Page Substitution) <input type="checkbox"/> Change (Page Substitution) with Review of Change Only <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> New Procedure or Change with Full Review <input type="checkbox"/> Superseded (list superseding procedures): _____			
Associated Configuration Document Impact Assessments:			
CDI Tracking No(s): _____			<input checked="" type="checkbox"/> N/A
Required Reviews:			
Cross-Discipline Reviews: <input type="checkbox"/> Chemistry <input checked="" type="checkbox"/> Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control <input type="checkbox"/> NDM <input type="checkbox"/> _____ <input checked="" type="checkbox"/> Operations <input type="checkbox"/> _____ <input type="checkbox"/> PA/PV <input type="checkbox"/> _____ <input type="checkbox"/> Reg Affairs <input type="checkbox"/> _____ <input type="checkbox"/> RP <input type="checkbox"/> None Required		Programmatic Reviews: <input type="checkbox"/> ALARA <input type="checkbox"/> Performance Assurance <input checked="" type="checkbox"/> Bus. Services Proc Grp <input type="checkbox"/> Reactivity Mgmt Team <input type="checkbox"/> Component Engineering <input type="checkbox"/> SPS (Safety & Health) <input type="checkbox"/> Design Engineering <input type="checkbox"/> Surveillance Section <input type="checkbox"/> Emerg Oper Proc Grp <input type="checkbox"/> System Engineering <input type="checkbox"/> Environmental <input type="checkbox"/> _____ <input type="checkbox"/> ISI/IST Coordinator <input type="checkbox"/> None Required	
<input checked="" type="checkbox"/> Cognizant Org Review: <u>Cynthia Bruffern</u>		Date: <u>3/23/01</u>	
<input checked="" type="checkbox"/> Technical Review: <u>William D. Nichols</u>		Date: <u>3/22/01</u>	
Concurrence:			
<input type="checkbox"/> Ops Mgr Concurrence: <u>NA</u>		Date: <u>1/1/</u>	
<input checked="" type="checkbox"/> Owner Concurrence: <u>[Signature]</u>		Date: <u>3/22/01</u>	
Package Check:			
Updated Revision Summary attached?		<input checked="" type="checkbox"/> Yes	
10 CFR 50.59 Requirements complete?		Tracking No.: <u>2001-0164-00</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Implementation Plan developed? (Ref. Step 3.4.18)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Package Complete: <u>SKMallory</u>		Date: <u>5/23/01</u>	
Approvals:			
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Mtg. No.: <u>3862</u>	
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A		CR No.: _____	
Approval Authority Review/Approval: <u>[Signature]</u>		Date: <u>4/4/01</u>	
Expiration Date/Ending Activity: <u>NA</u>		Effective Date: <u>4/6/01</u>	
Periodic Review:			
Periodic Review conducted?		(Data Sheet 5 Complete) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NDM Use Only	NUCLEAR DOCUMENT MANAGEMENT SECTION	Office Information For Form Tracking Only - Not Part of Form	
	APR 06 2001		
	CONTROLLED DOCUMENT	This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 8, Data Sheet 1, Review and Approval Tracking Form.	
		Page <u>1</u> of <u>6</u>	

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____ Date: _____

Corrections made per PMP-2010.PRC.002, Figure 1, items (a – s)

	Section/Step	Change	Justification	Correction Criteria Item
1.	Throughout	No Marginal Markings used.	Major rewrite of the procedure.	
2.	Title	Changed title from "Notification of Plant Personnel" to "Notification"	Notifications made within this procedure include offsite agencies, not just CNP personnel; this change is more descriptive of the actions contained within the procedure.	
3.	Step 1.1	Purpose and Scope now includes the notification of offsite personnel	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
4.	Section 2	Added "(ERO)" after Emergency Response Organization	The acronym follows the first use of its related noun.	
5.	Step 3.1.2	Deleted	Notification to Security Supervisor is performed in step 3.2.1. There are no actions for Security within this procedure.	
6.	Step 3.1.3	Deleted	SAS operator is notified in step 3.2.1. There are no actions for SAS to perform within this procedure.	
7.	Step 3.1.4	Deleted	The CAS and North SCC staff have no responsibilities within this procedure.	
8.	Section 3.2	Deleted	This section has been deleted to comply with format requirements of PMP-2010-PRC.001, Procedure Writing. The requirements have been incorporated within the body of the procedure. See below.	
9.	Step 3.2.1	New NOTE prior to step 3.2	Maintain the requirement stated as a Limitations/Precautions	
10.	Step 3.2.2	New step 3.2.3	Previous step 3.2.2. Delete Limitations/Precautions	

Office Information For Form Tracking Only – Not Part of Form

This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7, Data Sheet 3, Surveillance Test Procedure Criteria.

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8 876 3/28/11

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
11.	Step 3.2.3	New step 3.2.6.a	Previous step 3.2.3. Deleted Limitations/Precautions	
12.	Section 3.3	Deleted	This section has been deleted to comply with format requirements of PMP-2010-PRC.001, Procedure Writing. The initiation of the E-Plan is contained in other procedures.	
13.	Step 3.2.2	This task was previously contained in EPP.106, step 3.2.1.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
14.	Step 3.2.3	This task was previously contained in EPP.106, step 3.2.2	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted.	
15.	Step 3.2.3.a	This task was previously contained in EPP.106, step 3.2.1.a. Data Sheet number has been changed to conform with numbering system contained in EPP.107	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Conform with the current numbering contained in EPP.107	
16.	CAUTION prior to Section 3.4	This CAUTION was contained in EPP.106 prior to step 3.4.1. It has be modified deleting "Utilizing Attachment No.1 to PMP 7030.001.001," changed to a step and moved to step 3.2.6.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. The deleted requirement is as action step. Action steps are not allowed in CAUTIONS.	
17.	Step 3.2.5	This step was a NOTE contained in EPP.106 prior to step 3.4.1.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Because this is an action, the NOTE has become a step.	
18.	Section 3.4	Title changed to Actions	Editorial change, no need to include the title of the person performing actions.	
19.	Step 3.4.1	Added extension 1119 to step. New step number 3.2.1	Provide additional phone numbers in order to ensure SAS is notified in as short a period of time as possible.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7 Data Sheet 3, Surveillance Test Procedure Criteria.

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8 QAR 3/20/12

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
20.	Step 3.4.3	New sub-step heading, previously part of step 3.4.1 of EPP.106. Reordered and broke apart step 3.4.3.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Streamlined notification process.	
21.	Step 3.4.3.a	Previously part of step 3.4.1 of EPP.106. Changed title format. Deleted Data Sheet 1. Data Sheet 1 is now the Nuclear Plant Accident Notification form.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Conform to format requirements of PRC.001. Data Sheet 1 is redundant to Nuclear Plant Accident Notification form.	
22.	Step 3.4.3.b	Previously part of step 3.4.1 of EPP.106. Change referenced data sheet title and added who was being notified. New step 3.2.3.b	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Provide current information as to title of data sheet.	
23.	Step 3.4.3.c	Previously part of step 3.4.1 of EPP.106. New step 3.2.3.b. Deleted instructions for recording time and initials. Changed Exhibit B to Data Sheet 2.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106. EPP.106 is being deleted. Instructions are on Data Sheet. Make attachment title consistent with current procedure.	
24.	Step 3.4.3.d	Previously part of step 3.4.2 of EPP.106. New Step 3.2.6. Added procedure title and number for notification to the NRC. Changed attachment number to correspond to numbering used in EPP.107.	Transfers offsite notification requirements contained in 12-PMP-2080-EPP.106, step 3.4.1 EPP.106 is being deleted. Reordered step to streamline notification process. Requirement of PMP-2010-PRC.001.	
25.	Step 3.4.4	Previously step 3.4.3 of EPP.106. Changed phone extensions and deleted recording of time notification made. New step 3.2.8. Deleted reference to Data Sheet 3	Transferred notification requirements due to the deletion of EPP.106. Data Sheet 3 of EPP.106 has been deleted.	

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This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 8 Data Sheet 3, Surveillance Test Procedure Criteria.

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Done 8/25/07

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
26.	Step 3.4.4.a	Previously step 3.4.3.a of EPP.106. Included in higher level step 3.2.8.	Transferred notification requirements due to the deletion of EPP.106.	
27.	Step 3.4.4.b	Previously step 3.4.3.b of EPP.106. Changed to active voice. New step 3.2.8.a	Transferred notification requirements due to the deletion of EPP.106. Format.	
28.	Step 3.4.4.c	Previously step 3.4.3.c of EPP.106 New step 3.2.8.b Deleted reference to off hours notifications. ERO Phone Directory Section 5 is used for notification	Transferred notification requirements due to the deletion of EPP.106. Notification is always made. Only Section 5 is required to notify proper personnel.	
29.	Step 3.4.4	Previously step 3.4.5 of EPP.106	Transferred notification requirements due to the deletion of EPP.106.	
30.	Step 4.2	Added "Drill completed."	Scope of procedure includes the performance of drills. This step insures close out of procedure.	
31.	Step 4.3	Added "Communication System Test complete."	Scope of procedure includes the performance of communication system tests. This step insures close out of procedure.	
32.	Step 5.1.2	Added PMP-7030.001.001 to references	Procedure was referenced within body of procedure. PRC.001 requires referenced procedures to be listed in the Reference Section of the procedure.	
33.	Attachment 2 Step 1.1.2	Added "for a minimum of 8 to 10 seconds" Reworded announcements to include information on duty ERO turnover.	This ensures that all personnel hear the alarm without being distracting to plant operations. To prompt on-coming duty ERO personnel to respond to the turnover notification test.	
34.	Attachment 2 Step 1.1.4 bullet 5	Reworded step to place the condition prior to the action.	Conforms with the requirements in PRC.001.	

Office Information For Form Tracking Only - Not Part of Form

This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 1, Data Sheet 3, Surveillance Test Procedure Criteria.

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8 3/26 3/23/07

Revision Summary

Document No. PMP-2080-EPP.107

Rev. : 15

Change: 0

Title: Notification

Reviewer Name/Signature: _____

Date: _____

	Section/Step	Change	Justification	Correction Criteria Item
35.	Attachment 2 Step 1.1.2 bullet 4	Added acceptance criteria	Document the successful completion of the Nuclear Emergency Alarm.	
36.	Attachment 2 Step 1.1.3 second bullet	Added acceptance criteria	Document the successful completion of the Training Building and Buchanan Office Building Public Address System.	
37.	Attachment 2 Step 1.1.4 bullet 7	Added acceptance criteria	Document the successful completion of the Beach Evacuation Warning Test.	
38.	Data Sheet 1	Previously Data Sheet 1 Exhibit A of EPP.106. Replaced Accident Information Reporting Data Sheet with Nuclear Plant Accident Notification form.	Transferred data sheet due to the deletion of EPP.106. Accident Information data sheet is redundant to the Nuclear Plant Accident Notification form. This form is required by the state.	
39.	Data Sheet 2	Previously Data Sheet 2 Exhibit B of EPP.106 Deleted classification information on the Data Sheet.	Transferred data sheet due to the deletion of EPP.106. This is a phone list. The classification is contained on Nuclear Plant Accident Notification form.	
40.	Data Sheet 3	Previously Data Sheet 4 Exhibit D of EPP.106	Transferred data sheet due to the deletion of EPP.106.	

Office Information For Form Tracking Only - Not Part of Form

This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7, Data Sheet 3, Surveillance Test Procedure Criteria.

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8/1/10 01-31-11


 <small>AEP - America's Energy Partner</small>	PMP-2080-EPP-107	Rev. 15	Page 1 of 14
Notification			
Reference			Effective Date: <u>4/6/01</u>
<u>B. K. Molloy</u> Writer	<u>P. E. Holland</u> Owner	<u>Site Protective Services</u> Cognizant Organization	

TABLE OF CONTENTS

1	PURPOSE AND SCOPE	2
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Data Sheet 1:	Nuclear Plant Accident Notification	11
Data Sheet 2:	Shift Manager Initial Off-Site Notification List.....	12
Data Sheet 3:	Plant Status	13

Reference	PMP-2080-EPP-107	Rev. 15	Page 2 of 14
Notification			

1 PURPOSE AND SCOPE

- 1.1 This procedure specifies the actions for notification of offsite personnel and activation of plant emergency response personnel for emergency conditions, drills, exercises and communication system tests.

2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Drill	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities. Automatic phone calls will NOT be made to ERO members' homes.
Emergency	An actual plant condition that requires an Emergency Plan classification.
Exercise	An Emergency Response Organization test that uses the Dialogic pager system to page AND make automatic phone calls to the homes of ERO members, as necessary, in order to activate the Emergency Response Facilities.
Turnover	A Dialogic Emergency Response Organization pager activation that signals a change in the on-duty Team.

3 DETAILS

3.1 General

- 3.1.1 The Shift Manager (SM) shall assume the duties of the Site Emergency Coordinator (SEC) and initiate this procedure.
- 3.1.2 IF an Emergency Classification upgrade is required, THEN re-perform section 3.2 of this procedure.
- Activation of ERO pagers is only required once.

Reference	PMP-2080-EPP-107	Rev. 15	Page 3 of 14
Notification			

NOTE: The ERO Phone Directory does not require approval by the PORC prior to implementation.

The SEC may implement this procedure in full or partially at any time should the need for additional personnel be recognized.

3.2 Actions

- 3.2.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared, **THEN** call the SAS at extension 1118 or 1119 and direct Security to implement the Dialogic Emergency Response Organization pager system for an EMERGENCY.
- 3.2.2 Direct a Control Room Operator to perform one of the following over the Public Address (PA) system. Include a brief description of the incident. Have the announcement broadcast twice.

FOR AN UNUSUAL EVENT:

"Attention all personnel. Attention all personnel. An Unusual Event has been declared due to _____(brief description)_____. Continue with your work and be prepared for future announcements."

FOR AN ALERT:

"Attention all personnel. Attention all personnel. An Alert has been declared due to _____(brief description)_____. Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement."

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Notification			

FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

Sound the Nuclear Emergency Alarm from the Control Room and broadcast the following:

“Attention all personnel. Attention all personnel. A (Site Area Emergency or General Emergency) has been declared due to (brief description). Activate the Technical Support Center, Operations Staging Area and the Emergency Operations Facility. All other personnel report for accountability.”

- a. On any touch-tone telephone, dial 1646 to access the Training Center and Buchanan Office Building PA and repeat the above announcement twice.

3.2.3 Within 15 minutes of the classification of any emergency perform the following:

- a. Complete Data Sheet 1, Nuclear Plant Accident Notification form, EMD-32, (from Emergency Kit or DAP printout). Steps 1-7 must be completed, as a minimum.
- b. Contact the Michigan State Police (MSP) at 8-1-517-336-6250 and the Berrien County Sheriff's Department at 8-1-616-983-3911.
 - Document phone calls on Data Sheet 2, Shift Manager Initial Offsite Notification List.
- c. Provide the information from Data Sheet 1, Nuclear Plant Accident Notification form, verbally to the MSP and the Berrien County Sheriff's Department.
- d. Request a call back from the MSP and Berrien County Sheriff's Department.
- e. Inform the MSP that Data Sheet 1, Nuclear Plant Accident Notification form will be faxed.

3.2.4 Fax Data Sheet 1, Nuclear Plant Accident Notification form, to the MSP: Fax number 8-1-517-336-6257.

Reference	PMP-2080-EPP-107	Rev. 15	Page 5 of 14
Notification			

NOTE: If AUTO is selected on the fax machine all of the locations listed in step 3.2.5 will receive the fax. If AUTO is NOT selected then each of the locations will have to be individually faxed at the numbers listed in step 3.2.5.

- 3.2.5 IF an Alert, Site Area Emergency or General Emergency exists, THEN fax Data Sheet 1, Nuclear Plant Accident Notification form to the following locations every 15 minutes until relieved by the EOF.

Michigan State Police	8-1-517-336-6257
State Emergency Operations Center	8-1-517-333-4987
Emergency Operations Facility	8-284-2942
Emergency News Center	2906 or 2907

- 3.2.6 For all classifications, including classification upgrades, the Shift Manager or designee shall: [Commitment # 7 and 9]

- a. Provide the information on Data Sheet 3, Plant Status, to the NRC, as soon as possible, after the State and County have been notified, within one hour of classification.
 - Make the notification in accordance with the instructions in Attachment 1 of PMP-7030-001-001, Prompt NRC Notification.

- 3.2.7 IF an emergency classification is upgraded, THEN verbally inform the MSP, Berrien County Sheriff's Department and the NRC.

- Document phone calls to MSP and Berrien County Sheriff's Department, on Data Sheet 2, Shift Manager Initial Offsite Notification List.

- 3.2.8 Inform the Security Shift Supervisor of the time of the Emergency Classification.

- a. Direct the Security Shift Supervisor to assume the responsibility of the Security Director.
- b. Direct the Security Shift Supervisor to notify the personnel listed in Section 5 of the ERO Phone Directory of the Emergency Classification.

Reference	PMP-2080-EPP-107	Rev. 15	Page 6 of 14
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3.3 Drills, Exercises and Communication System Tests

3.3.1 IF a Drill or Exercise is being conducted, THEN perform the applicable portions of Attachment 1.

3.3.2 IF a Communication System Test is being conducted, THEN perform the applicable portions of Attachment 2.

4 FINAL CONDITIONS

4.1 Emergency is closed-out.

4.2 Drill is completed.

4.3 Communication System Test is completed.

5 REFERENCES

5.1 Use References:

5.1.1 Emergency Response Organization ERO Phone Directory.

5.1.2 PMP-7030-001-001, Prompt NRC Notification

5.2 Writing References:

5.2.1 Source References:

a. NUREG 0654 FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (Rev. 1).

b. Cook Nuclear Plant Emergency Plan.

c. Commitment #7 and 9.

5.2.2 General References

a. None.

Reference	PMP-2080-EPP-107	Rev. 15	Page 7 of 14
Notification			
Attachment 1	Drills and Exercises		Pages: 7 - 8

1 DRILLS AND EXERCISES

- 1.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared, THEN the Simulator Shift Manager calls the SAS at extension 41-1118 and directs Security to implement the Dialogic Emergency Response Organization pager system for an EXERCISE or DRILL (EXERCISES and DRILLS are activated using different Dialogic codes).
- 1.2 The Simulator Shift Manager requests that the Shift Manager have a control room staff member page the plant using the Plant PA system, and make the following applicable announcement:
 - For an UNUSUAL EVENT:

“This is a drill, this is a drill. Attention all personnel, Attention all personnel. An Unusual Event has been declared due to (brief description). Continue with your work and be prepared for future announcements. This is a drill”
 - For an ALERT:

“This is a drill, this is a drill. Attention all personnel. Attention all personnel. An Alert has been declared due to (Brief description). Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement. This is a drill.”
 - For a SITE AREA EMERGENCY or GENERAL EMERGENCY:

“This is a drill, this is a drill. Attention all personnel. Attention all personnel. A Site Area Emergency or General Emergency has been declared due to (Brief description). ERO personnel activate the Technical Support Center, Operations Staging Area, and the Emergency Operations Facility. All other personnel continue your normal duties. This is a drill.”
- 1.3 The Simulator Shift Manager directs the Simulator control room staff to sound the Nuclear Emergency Alarm in the SIMULATOR for a Site Area Emergency or General Emergency.

Reference	PMP-2080-EPP-107	Rev. 15	Page 8 of 14
Notification			
Attachment 1	Drills and Exercises		Pages: 7 - 8

1.4 The Simulator Shift Manager directs the Simulator unaffected control room staff to page the Training Building and Buchanan Office Building by dialing 41-1646## on the plant phone system, and make the following applicable announcement:

- For an UNUSUAL EVENT:

“This is a drill. This is a drill. Attention all personnel, Attention all personnel. An Unusual Event has been declared due to (brief description). Continue with your work and be prepared for future announcements. This is a drill”

- For an ALERT:

“This is a drill. This is a drill. Attention all personnel. Attention all personnel. An Alert has been declared due to (Brief description). Activate the Operations Staging Area, Technical Support Center, and the Emergency Operations Facility at this time. All other personnel stand by for further announcement. This is a drill.”

- For a SITE AREA EMERGENCY or GENERAL EMERGENCY:

“This is a drill. This is a drill. Attention all personnel. Attention all personnel. A Site Area Emergency or General Emergency has been declared due to (Brief description). Activate the Technical Support Center, Operations Staging Area, and the Emergency Operations Facility. This is a drill.”

Reference	PMP-2080-EPP-107	Rev. 15	Page 9 of 14
Notification			
Attachment 2	Communication System Tests		Pages: 9 - 10

1 COMMUNICATION SYSTEM TESTS

1.1 Nuclear Emergency Alarm Test and ERO Turnover/Notification Process Test

1.1.1 Operating shift shall perform the following tests every Tuesday at approximately 1000:

- Call the SAS at extension 1118 to direct Security to activate the Dialogic Emergency Response Organization pagers for a Turnover.

1.1.2 Test Nuclear Emergency Alarm

- Announce:

"This is a test. This is a test. The following is a test of the Nuclear Emergency Alarm and ERO turnover notification."

- Sound the Nuclear Emergency Alarm (NEA) for 8 to 10 seconds and then reset by pushing "OVERRIDE" button.

- Announce:

"The test of the Nuclear Emergency Alarm is complete. Oncoming duty ERO personnel should call Dialogic at this time."

- Acceptance Criteria:

NEA alarm is heard in the Control Room.

Print Name/Signature

Date

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1.1.3 Perform test of the Training Building and Buchanan Office Building Public Address System.

- Dial 1646 and announce the following:
- "This is a test. This is a test of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic at this time. Test is complete."
- Acceptance Criteria:

Emergency Planning personnel report that PA system test is heard in the Training Building and Buchanan Office Building.

Print Name/Signature

Date

1.1.4 Perform the test of the Beach Evacuation Warning Test:

- Select "TEST".
- Turn-up volume to monitor announcement.
- Push "ONE" button.
- Push "ON" button.
- WHEN announcement is complete, THEN push "OFF" button.
- Turn down volume.
- Acceptance Criteria:

Announcement is heard in the Control Room.

Print Name/Signature

Date

FORWARD COMPLETED FORM TO EMERGENCY PLANNING SECTION.

Reference	PMP-2080-EPP-107	Rev. 15	Page 11 of 14
Notification			
Data Sheet 1	Nuclear Plant Accident Notification		Page: 11

RECORDER

Name	Title	Time Recorded	Date Recorded
R E Q U I R E D I N F O R M A T I O N	1. PLANT COMMUNICATOR Name _____ <input type="checkbox"/> CR <input type="checkbox"/> TSC <input type="checkbox"/> EOF Telephone No. _____		
	2. PLANT NAME/UNIT _____ 2A. PLANT MESSAGE NUMBER _____		
	3. CLASS OF EMERGENCY A. <input type="checkbox"/> Unusual Event B. <input type="checkbox"/> Alert C. <input type="checkbox"/> Site Area Emergency D. <input type="checkbox"/> General Emergency E. This classification declared by Plant at: Time _____ Date _____ F. Initiating Conditions/Description of Event: _____ _____		
	4. PLANT STATUS A. <input type="checkbox"/> Stable B. <input type="checkbox"/> Degrading C. <input type="checkbox"/> Improving D. Additional Information: _____ _____		
	5. RADIOLOGICAL RELEASE IN PROGRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	6. METEOROLOGICAL DATA A. Wind Direction, Degrees From: _____ To: _____ B. Wind Speed, MPH: _____ C. Stability Class _____ D. Three Downwind Sectors: _____ E. Precipitation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	7. PROTECTIVE ACTION RECOMMENDATIONS A. <input type="checkbox"/> YES <input type="checkbox"/> NO Note: If YES, fill in following information. B. PAR based on: <input type="checkbox"/> Dose Calculations <input type="checkbox"/> Plant Status <input type="checkbox"/> Other _____ C. In-place Shelter (Areas) _____ Evacuation (Areas) _____		
	8. RADIOLOGICAL RELEASE DATA A. Time release started _____ Projected duration of release _____ B. <input type="checkbox"/> Airborne <input type="checkbox"/> Waterborne <input type="checkbox"/> Waterborne Analysis Attached C. Effluent Points _____ D. Noble gas release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____ E. Average energy per disintegration, MeV _____ Sample _____ Monitor _____ Estimate _____ F. Equivalent I-131 release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____ G. Particulate release rate Ci-sec _____ Sample _____ Monitor _____ Estimate _____		
	9. CALCULATED OFFSITE DOSES A. <input type="checkbox"/> Actual <input type="checkbox"/> Potential B. Based on <input type="checkbox"/> Monitor (In Plant) <input type="checkbox"/> Sample (In Plant) <input type="checkbox"/> Back Calculation from field data <input type="checkbox"/> Other Plant Conditions C. Calculated Dose Rate (mrem/hr) Time of Calculation _____ Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ D. Calculated Accumulated Dose (mrem) Calculated Duration, Hours _____ Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ E. Sectors Affected _____		
	10. MEASURED OFFSITE DOSE RATES A. Distance _____ TEDE (mrem/hr) _____ Adult Thyroid CDE (mrem/hr) _____ Site Boundary _____ 2 Miles _____ 5 Miles _____ 10 Miles _____ B. Additional Information _____ _____		
A S A V A I L A B L E			

Reference	PMP-2080-EPP-107	Rev. 15	Page 12 of 14
Notification			
Data Sheet 2	Shift Manager Initial Offsite Notification List	Page: 12	

AGENCY NOTIFIED	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME	EVENT CLOSEOUT INITIALS / DATE
Berrien County Sheriff's Department	8-1-616-983-3911	_____/____	_____/____
REQUEST CALL BACK VERIFICATION	BCSD Person Contacted _____ Time Call Back Received: _____		
Michigan State Police	8-1-517-336-6250	_____/____	_____/____
REQUEST CALL BACK VERIFICATION	MSP Person Contacted: _____ Time Call Back Received: _____		
NRC Operations Center - Continuous contact will be required for an ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY	8-1-301-816-5100	Red Phone or Commercial	
	8-1-301-951-0550	_____/____	_____/____
	8-1-301-415-0553	_____/____	_____/____
	NRC Person Contacted: _____		

Reference	PMP-2080-EPP-107	Rev. 15	Page 13 of 14
Notification			
Data Sheet 3	Plant Status		Pages: 13 - 14

Time of NRC Notification: _____

Reactivity Control

- All Control rods inserted? Yes No _____ # of rods out
- Reactor Subcritical? Yes No
- Emergency Boration initiated? Yes No
- Adequate Shutdown Margin? Yes No

RCS inventory Control

- Inventory makeup controlled by: (Identify all pumps injecting into RCS):

CVCS - Normal Charging

Charging Pumps via BIT (High Head SI)

Safety injection pumps (Intermediate Head SI)

RHR Pumps (Low Head SI)

Other: _____

RCS Pressure Control

- Pressurizer PORVs Closed? Yes No
- Pressurizer Safeties Closed? Yes No

RCS Transport Control

Forced Circulation by RCP

Natural Circulation

Feed and Bleed

Decay Heat Removal System (RHR)

RCS Heat Sink (available or in operation)

S/G - Condenser Dump Valves

S/G - Atmospheric Dump Valves

S/G - Safety Valves

Containment - Feed/Bleed

Decay Heat Removal System (RHR)

Reference	PMP-2080-EPP-107	Rev. 15	Page 14 of 14
Notification			
Data Sheet 3	Plant Status		Pages: 13 - 14

S/G Inventory Control

Main Feedwater

Aux. Feedwater

Other: _____

Containment Control

- | | | |
|---|-----|----|
| • Ice Condenser Doors OPEN? | Yes | No |
| • Containment Sprays ON? | Yes | No |
| • Hydrogen Recombiners/Igniters ON? | Yes | No |
| • Containment Isolation Valves fail to CLOSE? | Yes | No |
| • Phase A Actuation | Yes | No |

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