

INDIANA & MICHIGAN POWER COMPANY
- DONALD C. COOK NUCLEAR PLANT

PLANT MANAGER PROCEDURE

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Identification Number	Title	Revision No. And Date	Comments
PMP 2031 EPP.001	Emergency Telephone Communications	Rev. 1 6-24-82	
EPP.002	Barring of the PABX	Revision 1 6-29-82	
EPP.003	Follow-Up Off-Site Communications	Revision 0 4-1-81	TP-1,4-30-82 Exp NA
EPP.004	Protective Action Guides (PAGs) and Protective Actions	Revision 0 4-1-81	
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INDIANA & MICHIGAN
ELECTRIC COMPANY
DONALD C. COOK NUCLEAR PLANT

PROCEDURE COVER SHEET

Procedure No. PMP 2081 EPP.002

Revision No. 1

TITLE BARRING OF THE PABX

SCOPE OF REVISION

Rev. 1: Update all sections of the procedure.

DOR
1981

SIGNATURES

	ORIGINAL	Rev. 1	REV. 2	Rev. 3
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QUALITY ASSURANCE REVIEW	<i>Robert Begor</i>	<i>... ..</i>		
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INDIANA & MICHIGAN ELECTRIC COMPANY
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BARRING OF THE PABX

1.0 OBJECTIVES

This procedure lists the steps required to modify the PABX (Mid-Michigan) Telephone system to eliminate direct communications between in-plant and off-site telephones. Once barred, communications between on-site and off-site Mid-Michigan telephones must go through the telephone operator.

2.0 RESPONSIBILITIES

The Technical Superintendent is responsible for assuring the barring of the PABX when directed by the On-Site Emergency Coordinator.

3.0 INSTRUCTIONS

3.1 Proceed to the PABX Room at El. 622' of the Administration Building.

3.2 Obtain the key to the doors of the Digital Telephone System, Inc. PABX cabinet from Accounting Office key box, TSC or from the second drawer of the file cabinet in the north-western corner of the PABX Room.

3.3 Unlock and open the door in the left half of the PABX cabinet.

CAUTION: DO NOT TOUCH CIRCUIT CARDS WITH HANDLES MARKED IN RED. WORK ONLY WITH CARDS NUMBERED 764101 OR 764109. ASSURE PROPER GROUNDING FOR SAFETY.

3.4 Proceeding one circuit card at a time, perform the following steps on each card not marked in red in shelves One through Three.

3.4.1 Grasp the top and bottom handles and pull outward about four inches until you see the light blue class of service switches on the right front portion of the card.

NOTE: THERE ARE 8 LIGHT BLUE CLASS OF SERVICE SWITCHES ON EACH CIRCUIT CARD. ALSO, EACH OF THE 8 SERVICE SWITCHES HAS 8 POSITION SWITCHES.

3.4.2 Proceeding one service switch at a time, use a pencil or pen and throw the first four position switches (top 4 of the 8) to the positions indicated:

POSITION SWITCH

FINAL POSITION

1st	push <u>away from you</u>	ON
2nd	push <u>away from you</u>	ON
3rd	pull <u>toward you</u>	OFF
4th	pull <u>toward you</u>	OFF

CAUTION: DO NOT ALTER POSITIONS OF POSITION SWITCHES 5 THROUGH 8.

3.4.3 When all 8 light blue class switches on one card have had their top 4 position switches placed in the final position, push the circuit card back into the cabinet and lock both upper and lower handles.

3.5 When all circuit cards in the left half of the cabinet have been barred, close the door, lock it, unlock the right door, and perform the functions in step 3.4 on the circuit cards not marked in red (those numbered 764101 or 764109)

NOTE: ALL PABX EXTENSIONS ARE NOW BARRED FROM COMMUNICATING DIRECTLY WITH OUTSIDE MID-MICHIGAN EXTENSIONS.

3.6 Close and lock the door of the right cabinet and return the key to the place it was obtained from (see step 3.2).