

**INDIANA & MICHIGAN**  
**ELECTRIC COMPANY**  
**DONALD C. COOK NUCLEAR PLANT**

**PROCEDURE COVER SHEET**

Procedure No. PMP 2081 EPP.022

Revision No. 3

**TITLE** ACTIVATION AND OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**SCOPE OF REVISION**

Rev. 1: Revised the operation of the EOF to a single location as per NRC requirements.

Rev. 2: Revised operation of the EOF to reflect operation at Benton Harbor.

Rev. 3: Added requirement for the Recovery and Control Manager to approve Exhibit "C". Added requirement to inventory expendable items.

**DCR**

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**SIGNATURES**

	ORIGINAL	Rev. 1	REV. 2	Rev. 3
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DATE OF ISSUE	3-31-81	6-4-82	11-15-82	1/28/83



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INDIANA & MICHIGAN ELECTRIC COMPANY  
DONALD C. COOK NUCLEAR PLANT

ACTIVATION AND OPERATION OF THE EMERGENCY OPERATIONS FACILITY

1.0 OBJECTIVE

- 1.1 This procedure defines the responsibilities of individuals in the Emergency Operations Facility (EOF); the interfaces of the EOF with other centers and organizations; the operation of the EOF during short-term emergency response; and the staffing necessary to carry out these functions..

2.0 RESPONSIBILITIES AND FUNCTIONS

- 2.1 Responsibilities - See Exhibit A for the Emergency Operations Facility Organization.

2.1.1 Radiation Control and Waste Handling Manager (RCWHM): Assistant Plant Manager

2.1.2 Communications Director: Production Supervisor, Technical

2.1.3 Communications Personnel: Training Instructors, Performance Engineers, Operations Quality Control Implementation Coordinators

2.1.4 Radiological Assessment Director: R.P. Performance Engineer

2.1.5 Radiation Protection Manager: Plant Radiation Protection Supervisor

- 2.2 Functions - The EOF, upon activation, will assume responsibility for performing the following functions:

2.2.1 Management of overall I&M response

2.2.2 Coordination of radiological and environmental assessment

2.2.3 Determination of recommended public protective actions

2.2.4 Coordination of emergency response activities with Berrien County, the State of Michigan, and the Federal Government.

- 2.3 The Emergency Operations Facility is a support facility established for the purpose of performing the above functions. The EOF shall have appropriate technical data information and plant records to assist in the diagnosis of plant conditions to evaluate the potential or actual release of radioactive materials to the environment. An Assistant Plant Manager in this center shall organize and manage I&M support (dose assessment, communication, and radiation protection) resources to support the TSC and control room operators.

### 3.0 LIMITATIONS AND PRECAUTIONS

- 3.1 The Emergency Operations Facility shall be activated as necessary for any emergency condition and specifically for Site Emergencies and General Emergencies. This procedure covers the operation of the EOF until establishment of the AEP Emergency Response Organization on-site and/or until deactivation of the EOF.

### 4.0 INSTRUCTIONS

- 4.1 Upon recognition of the need for, or desirability of activating the EOF, the On-Site Emergency Coordinator shall direct the Communications Director to initiate PMP 2080 EPP.008, Initiating Manning of Emergency Response Facilities and Calling Off-Duty Plant Personnel for the purpose of staffing the EOF.
- 4.2 Security Personnel are expected to be the first to arrive at the EOF. Upon arrival, they should perform the following:
- 4.2.1 Unlock the EOF.
  - 4.2.2 Turn on the radiation monitor. Instructions are posted on the monitor.
  - 4.2.3 Turn on the copier machine.
  - 4.2.4 Establish a log of personnel in the EOF by logging the arrival and departure of all personnel.

4.3 The Radiation Control and Waste Handling Manager shall manage I&M support activities (dose assessment, communications, and radiation protection) from the EOF, and interface with the On-Site Emergency Coordinator. Specifically, the RCWHM shall:

- 4.3.1 Oversee activation of the EOF. See Emergency Plan Procedures, Appendix A, for work space assignments and telephone number.
- 4.3.2 Establish communications directly as needed, with the OSEC for the purpose of managing I&M response to the event.
- 4.3.3 Ensure the EOF assumes responsibility for communication with off-site organizations.
- 4.3.4 Ensure the EOF assumes dose assessment and protective action decision-making responsibilities.

NOTE: See PMP 2081 EPP.003, Follow-Up Off-Site Communications, for the conditions and procedure for transfer of communications and dose assessment to the EOF from the TSC.

- 4.3.5 Coordinate I&M and Federal, State, and local response to the event via:
  - 4.3.5.1 Information passed both ways through the communicators.
  - 4.3.5.2 Providing a location for Berrien County, State of Michigan, FEMA, NRC, and AEPSC personnel to coordinate activities.
- 4.3.6 Complete the top portion of PMP 2081 EPP.020, Exhibit C, for use by the Radiological Assessment Director.
- 4.3.7 Ensure any changes to the "Recommended Emergency Actions for State or County Agencies", listed on Exhibit C, are approved by the Recovery and Control Manager prior to release to off-site organizations. This function shall be performed by the Radiation Control and Waste Handling Manager prior to the Recovery and Control Manager's arrival.
- 4.3.8 Ensure Exhibit C is normally developed and distributed every 15 minutes.

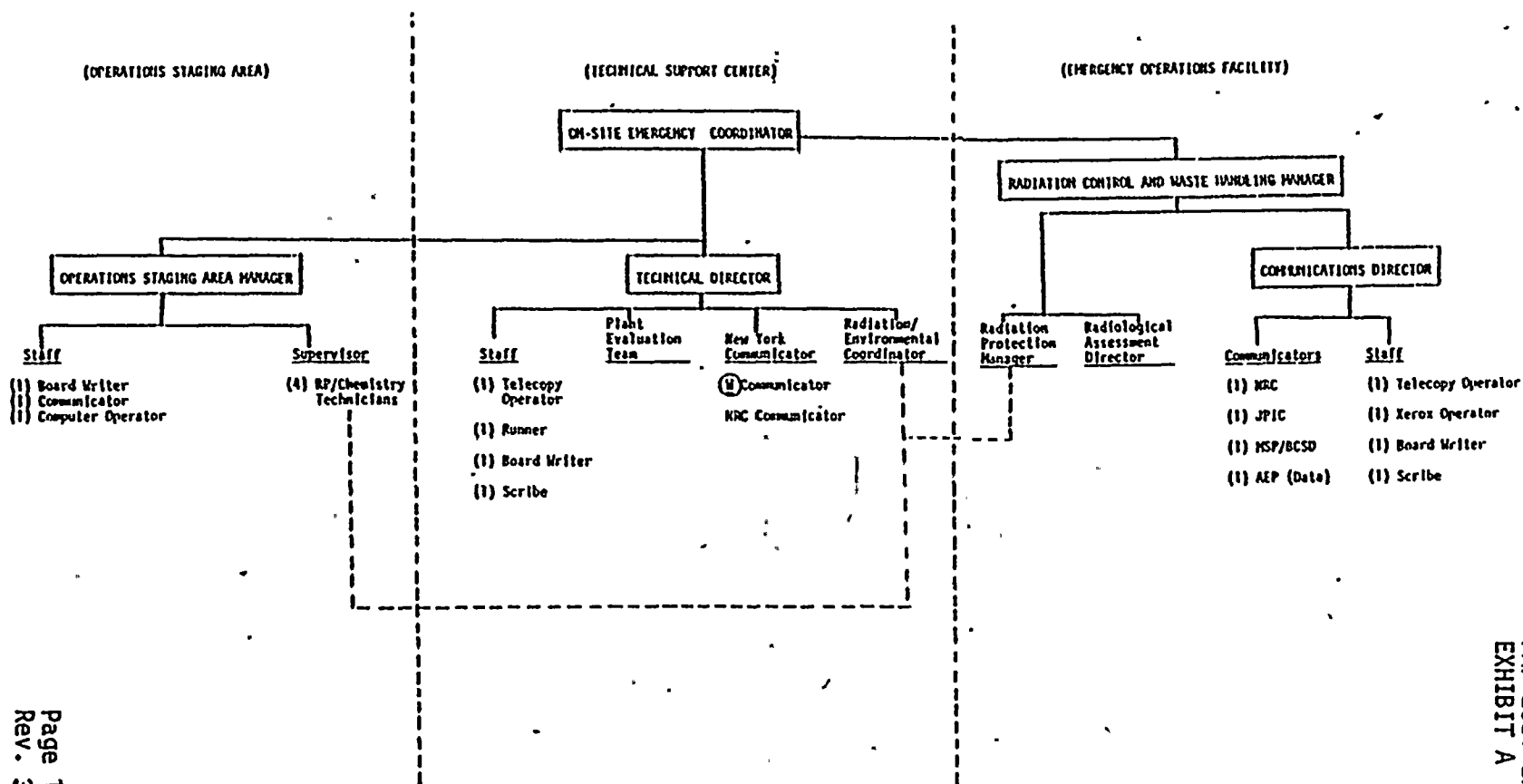
- 4.3.9 Remain cognizant of the activities of the Radiation Protection Manager in response to the emergency.
- 4.3.10 Ensure that security controls are established at the EOF.
- 4.4 The Communications Director shall perform the following functions:
  - 4.4.1 Establish a chronological history log of events and make this log available to communications, dose assessment, radiation protection, and other EOF personnel.
  - 4.4.2 Ensure that detailed event data, PMP 2081 EPP.020, Exhibit B, is made available regularly to communications, dose assessment, and radiation protection personnel. Normally this data will be provided every fifteen minutes by telecopier from the TSC.
  - 4.4.3 Ensure the communicators, dose assessment, and radiation protection personnel are brought up-to-date regarding event data and information required to perform their functions.
  - 4.4.4 Establish communication with the Berrien County Sheriff's Department, Michigan State Police, Nuclear Regulatory Commission (Emergency Notification System and Health Physics Network), American Electric Power Initial Assessment Group, and Public Affairs. Assume responsibility for this function from the TSC.
  - 4.4.5 Assign an individual, the runner if available, to distribute two sets of flow diagrams and one-line diagrams to the Public Affairs Communication Desk and the Recovery and Control Managers Office.
  - 4.4.6 Communicate requests from off-site groups to the Technical Director.
  - 4.4.7 Upon completion of any exercise, drill, or EOF activation, compare the available quantities of expendable items to those listed in Exhibit B, "Required Expendables for the EOF". If less than the minimum quantities listed are available, ensure steps are, or will be, taken to restore quantities to those listed on Exhibit B.

4.5 The Radiological Assessment Director is responsible for:

- 4.5.1 Performing dose calculations for on-site and off-site areas and reporting these results to the Communications Director and Radiation Control and Waste Handling Manager.
- 4.5.2 Recommending protective actions on-site and off-site when appropriate.

4.6 The Radiation Protection Manager is responsible for:

- 4.6.1 Implementing the emergency radiation - protection program including personnel monitoring and decontamination.
- 4.6.2 Directing activities of Radiation Monitoring teams and reporting results to the Radiation Control and Waste Handling Manager.
- 4.6.3 Directing the activities of Re-entry and Rescue teams, as appropriate.
- 4.6.4 Coordinating first-aid activities.



Required Expendable Items for EOF

Ensure minimum quantity of each item listed is available in this facility or it must be ordered.

- Black ink pens (12)
- Pencils (12)
- Grease Pencils (3)
- Staples, paper clips, adhesive tape (1 container each)
- Ruled paper pads - 8½ x 11 (2 reams)
- Telecopier paper (2 full boxes)
- Computer terminal printer paper (at least ½ box)
- Copier paper (3 reams)
- Question & reply NCR forms (3 inch stack)
- Exhibit "B" & "C" NCR forms (3 inch stack each)
- Erasable board markers (12)
- Erasable board erasers (6)
- Isoprophyl alcohol in fireproof container (pint)
- Cleaning Towels
- Xerox Paper

INDIANA & MICHIGAN POWER COMPANY  
DONALD C. COOK NUCLEAR PLANT

PLANT MANAGER PROCEDURE

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EPP.015	Sampling and Analysis of Waterborne Releases.	Revision 0 4-1-81	
EPP.016	Collection and Analysis of Liquid and Gaseous Samples	Revision 0 4-1-81	
EPP.017	Interpretation of Liquid and Gaseous Samples	Revision 0 4-1-81	
EPP.018	Transportation Accidents Involving Radioactive Material	Revision 1 6-24-82	
EPP.019	AEP Emergency Response Organization Activation and Management	Revision 0 4-1-83	
EPP.020	Activation and Operation of the Technical Support Center (TSC)	Revision 1 8-24-82	TP-1,9-9-82 Exp NA
EPP.021	Activation and Operation of the Operations Staging Area (OSA) and Personnel Accountability	Revision 1 5-25-82	
EPP.022	Activation and Operation of the Emergency Operations Facility	Revision 3 1-28-83	
EPP.023	Activation and Operation of the Emergency Control Center (ECC) (An Emergency Operations Facility)	CANCELLED 6-4-82	
EPP.024	Activation and Operation of the Joint Public Information Center (JPIC) (An Emergency Operations Facility)	Revision 1 6-24-82	

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EXHIBIT I NOBLE GAS SPIKING FACTOR (SF) FOR .1% FAILED FUEL  
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EXHIBIT A ATTACHMENT A TO THE VOLUNTARY ASSISTANCE AGREEMENT  
EXHIBIT B ROSTER OF THE SIGNATORIES OF THE TRANSPORTATION AGREEMENT

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EXHIBIT A AEPSC-ERO PROCEDURE

PMP 2081 EPP .020

EXHIBIT A TSC ORGANIZATION CHART  
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EXHIBIT A EMERGENCY ACCOUNTABILITY FORM

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EXHIBIT A OSA/TSC/EOF ORGANIZATION CHART  
EXHIBIT B REQUIRED EXPENDABLE ITEMS FOR EOF

PMP 2081 EPP.024

EXHIBIT A PLAN FOR PUBLIC INFORMATION DISSEMINATION AND OPERATION OF THE  
JOINT PUBLIC INFORMATION CENTER (JPIC)

PMP 2081 EPP.025

EXHIBIT A PLAN FOR REPORTING NON-ROUTINE INCIDENTS AT COOK NUCLEAR PLANT

PMP 2082 EPP.007

EXHIBIT A SPILL KITS  
EXHIBIT B EMERGENCY KITS