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 50-316 Donald C. Cook Nuclear Power Plant, Unit 2, Indiana M 05000316
 AUTH.NAME AUTHOR AFFILIATION
 FITZPATRICK,E. Indiana Michigan Power Co. (formerly Indiana & Michigan Ele
 RECIP.NAME RECIPIENT AFFILIATION

Revised 11/22/93
dbp

SUBJECT: Rev 15 to "Emergency Response Manual." W/931109 ltr.

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NOTES: 4-16-93

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Indiana Michigan
Power Company
P.O. Box 16631
Columbus, OH 43216



**INDIANA
MICHIGAN
POWER**

AEP:NRC:0982AF
10 CFR 50 App. E

Donald C. Cook Nuclear Plant Units 1 and 2
Docket Nos. 50-315 and 50-316
License Nos. DPR-58 and DPR-74
INDIANA MICHIGAN POWER COMPANY
EMERGENCY RESPONSE MANUAL

U.S. Nuclear Regulatory Commission
Document Control Desk
Washington, D.C. 20555

Attn: T. E. Murley

November 9, 1993

Dear Dr. Murley:

Attached are two copies of the revised Indiana Michigan Power Company's Emergency Response Procedures as itemized on the document control acknowledgement letter. Also note that two copies of the procedures have been sent to the Region III Administrator as requested and in accordance with 10 CFR 50, Appendix E, Section V.

These revised procedures do not decrease the effectiveness of the Donald C. Cook Nuclear Plant Emergency Plan.

In accordance with the request made by the Document Control Desk, all personnel phone number information has been removed from the attached procedures.

Sincerely,

E. E. Fitzpatrick
Vice President

edg

Attachment

110075 cc: A. A. Blind, w/o
G. Charnoff, w/o
J. B. Martin - Region III, w/att.
NFEM Section Chief, w/o
NRC Resident Inspector, w/o
J. R. Padgett, w/o

9311150326 931109
PDR ADDCK 05000315
F PDR

10/15

ATTACHMENT 1 TO AEP:NRC:0982AF

Reasons for Revision 15 to the
Indiana Michigan Power Company
Emergency Response Manual

Reasons for Revision 15 to the Indiana Michigan Power Company
Emergency Response Manual.

A statement was added to IERP 1.02 to require a 10CFR50.59 review be provided as part of the packet documentation for each Manual revision. In addition, personnel titles, phone numbers, and callout listing were updated.

ATTACHMENT 2 TO AEP:NRC:0982AF

Insertion Instructions for Revision 15 to the
Indiana Michigan Power Company
Emergency Response Manual

Instructions for the Insertion of Revision 15 into the Indiana
Michigan Power Company Emergency Response Manual.

Remove

- √ Record of Revision, Rev. 13
- √ Page 1-6, Revision 7
- √ Page 1-7, Revision 7
- √ Page 5-1, Revision 5
- √ Page 5-2, Revision 12
- √ Page 5-3, Revision 11
- √ Page 5-4, Revision 5
- Page 6-10, Revision 14
- Page 6-11, Revision 14
- Page 6-13, Revision 14
- Page 6-17, Revision 10
- Page 6-18, Revision 10
- Page 6-21, Revision 13
- Page 6-23, Revision 12
- Page 6-24, Revision 14

Insert

- Record of Revision, Rev. 14
- Page 1-6, Revision 15
- Page 1-7, Revision 15
- Page 5-1, Revision 15
- Page 5-2, Revision 15
- Page 5-3, Revision 15
- Page 5-4, Revision 15
- Page 6-10, Revision 15
- Page 6-11, Revision 15
- Page 6-13, Revision 15
- Page 6-17, Revision 15
- Page 6-18, Revision 15
- Page 6-21, Revision 15
- Page 6-23, Revision 15
- Page 6-24, Revision 15



DOCUMENT CONTROL ACKNOWLEDGEMENT LETTER

EMERGENCY RESPONSE MANUAL

REV.: 15

Record of Revision, Rev. 15
Page 1-6, Revision 15
Page 1-7, Revision 15
Page 5-1, Revision 15
Page 5-2, Revision 15
Page 5-3, Revision 15
Page 5-4, Revision 15
Page 6-10, Revision 15
Page 6-11, Revision 15
Page 6-13, Revision 15
Page 6-17, Revision 15
Page 6-18, Revision 15
Page 6-21, Revision 15
Page 6-23, Revision 15
Page 6-24, Revision 15

Please sign and return this form within 10 days of receipt to:

Daniel R. Mihalik
American Electric Power Service Corporation
1 Riverside Plaza, 20th Floor
Columbus, Ohio 43215

I have received the above noted material.

Signature: _____

Date: _____

RECORD OF REVISIONS

[illegible]



10-11-68



- 5.1.6 If any of the above topics are not applicable to an IERP, "None" should be entered under that heading.

5.2 Initiation and Preparation

- 5.2.1 Any member of the I&M Emergency Response Organization may identify the need for a new IERP or revision to any existing IERP by completing and signing a Procedure Change Request Memorandum (PCRM) (Attachment 3) and submitting it to the AEPSC Radiological Support Section Manager.
- 5.2.2 The AEPSC Radiological Support Section Manager or designee shall maintain a log to record the receipt and distribution of all PCRM's.
- 5.2.3 The AEPSC Radiological Support Section Manager, in conjunction with the I&M Public Affairs Director, shall determine the desirability of the proposed change.
- 5.2.4 If the change is determined to be undesirable, the AEPSC Radiological Support Section Manager shall disapprove the PCRM; noting so in his log; and return the disapproved PCRM to the initiator.
- 5.2.5 If the change is determined to be necessary, the AEPSC Radiological Support Section Manager shall approve the PCRM and assign an appropriate section member to develop the new IERP or prepare the requested revision.
- 5.2.6 The AEPSC Radiological Support Section Manager shall update the log and if a new IERP is to be initiated assign it the next sequential number, and give it to the assigned section member.
- 5.2.7 The assigned section member shall develop and prepare a draft IERP and submit it for review to individuals within the Emergency Response Organization who have interfacing responsibilities or functions described in the affected procedure.
- 5.2.8 The assigned section member shall be responsible for resolving any comments against the draft IERP. Once comments are resolved, the assigned section member shall prepare the IERP in final form. The AEPSC Radiological Support Section Manager shall maintain a historical file of superseded IERPs.

- 5.2.9 The assigned section member shall distribute the approved IERP to each controlled copy holder.

5.3 Distribution

- 5.3.1 The Radiological Support Section Manager or his designee shall prepare a distribution list of all agencies, organizations, and individuals to be used for the distribution of each document.
- 5.3.2 Manuals shall be distributed to all applicable emergency response facilities and to those individuals deemed appropriate by the AEPSC Radiological Support Section Manager and I&M Public Affairs Director.
- 5.3.3 For each revision distributed, a Document Control Acknowledgment Letter (DCAL) (Attachment 5) shall be attached. The DCAL enables the Radiological Support Section Manager to document the distribution and receipt of each controlled copy.
- 5.3.4 At the time the DCAL is sent, an entry will be made to the Distribution Control Log (DCL) on a Distribution Control Log Sheet (DCLS) (Attachment 6). This entry to the DCAL shall include the date of the DCAL, the revision number, individual and address to which the revision was sent and the controlled copy number.
- 5.3.5 The agency, organization, or individual to which the document was sent will be asked to return the DCAL within ten (10) days after receipt of the revision. When the DCAL is received by the Radiological Support Section Manager or his designee the date received will be entered into the DCL on the appropriate page.
- 5.3.6 If the DCAL is not received within thirty (30) days, a phone call should be made to the individual failing to return the DCAL, to determine if that individual has received the revision. If not, a new copy will be sent and noted in the DCL. If the individual has received the transmitted revision, this too shall be noted in the DCL.



**TITLE: GENERAL OFFICE (FT. WAYNE) AND OTHER I&M
MANAGEMENT EMERGENCY RESPONSE ACTIONS**

1.0 INTRODUCTION

1.1 Purpose

To describe and define the responsibilities and actions of the I&M General Office (Fort Wayne) and other I&M Management personnel during an emergency situation at the Cook Nuclear Plant.

2.0 ATTACHMENTS

None

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated upon receiving notification from the Cook Plant Manager or the AEPSC Recovery and Control Manager that an emergency condition exists at the Cook Nuclear Plant.

4.0 RESPONSIBILITIES

4.1 The Executive Assistant - Power Plants or alternate (Vice President) is responsible for making the initial notification within the I&M General Office.

4.2 Each individual notified by the Executive Assistant - Power Plants is in turn responsible for making notification as described by this procedure.

5.0 PROCEDURE

5.1 Upon receiving notification from the Cook Plant Manager or the Recovery and Control Manager that an Emergency has been declared at the Cook Nuclear Plant the Executive Assistant - Power Plants shall notify the following individuals or their alternates (see IERP 9, Attachment 1, General Office (Fort Wayne) Call Out List):

5.1.1 President (Alt. Vice President - Operations)

5.1.2 Vice President - Operations (Alt. Vice President - Administration)

5.1.3 Vice President - Administration (Alt. Accounting Manager)

- 5.1.4 General Attorney (Alt. Legislative Affairs Coordinator)
- 5.1.5 Manager of Environmental Affairs (Alt. Environmental Engineer)
- 5.1.6 Public Affairs Director (Alt. Public Affairs Information Manager)
- 5.2 The President, upon receiving notification from the Executive Assistant - Power Plants, or alternate, shall call the following individuals and give them a brief description of the emergency situation at Cook (see IERP 6.02, Attachment 1 for the notification phone numbers):
 - 5.2.1 T&D Director - Alt. T&D Distribution Manager
 - 5.2.1.1 The Transmission & Distribution Director, upon receiving notification from the President or alternate shall call the following individuals and give them a brief description of the emergency situation at Cook (See IERP 6.02, Attachment 1 for the notification phone numbers).
 - a. Human Resources Director
Alt. Human Resources Services Manager
 - 5.2.2 Governor of Indiana - Alt. Lt. Governor
- 5.3 Vice President - Operations upon receiving notification from the Executive Assistant - Power Plants, or alternate, shall call the following individuals and give them a brief description of the emergency situation at Cook (see IERP 6.02, Attachment 1, for the notification phone numbers):
 - 5.3.1 Fort Wayne Division Manager
Alt. Administrative Assistant
 - 5.3.1.1 Fort Wayne Division Manager calls Marion Division Manager
Alt. Administrative Assistant
 - 5.3.1.2 Marion Division Manager calls Muncie Division Manager
Alt. Administrative Assistant
 - 5.3.2 Purchasing & Materials Management Director
Alt. Purchasing Supervisor

5.3.2.1 The Purchasing and Materials Management Director, upon receiving notification from the Vice President - Operations, or alternate, shall call the following individuals and give them a brief description of the emergency situation at Cook (see IERP 6.02, Attachment 1 for notification phone numbers):

- a. General Services Director
Alt. Building Construction and Maintenance Superintendent.
The General Services Department will establish special arrangements for the movement of mail between Fort Wayne, the Cook Nuclear Plant and the St. Joseph Division to meet emergency requirements.
- b. Marketing & Customer Services Director
Alt. Energy Services Manager

5.3.3 If acting as the alternate to the President, complete the notifications per 5.2 of this procedure.

5.4 The Vice President - Administration upon receiving notification from the Executive Assistant - Power Plants, or alternate, shall call the following individuals and give them a brief description of the emergency situation at Cook (see IERP 6.02, Attachment 1, for the notification phone numbers):

5.4.1 Accounting Manager
Alt. Accounting Administrator

5.4.1.1 The Accounting Manager or alternate shall disburse petty cash funds from the Cook Nuclear Plant accounts and assist in preparing and accounting for necessary expense accounts.

5.4.1.2 The Accounting Manager or alternate shall, upon request, arrange for the transfer of necessary accounting funds to cover outstanding expenses on the first available banking day.

5.4.2 Director of Rates, Tariffs and Contracts
Alt. Rates and Tariffs Supervisor

5.4.3 Public Service Commission Chairmen in Michigan and Indiana.

- 5.4.4 If acting as the alternate to the Vice President, complete the notifications per 5.3 of this procedure.
- 5.5 The Manager, Environmental Affairs, upon receiving notification from the Executive Assistant - Power Plants, or alternate, shall call the following individuals and give them a brief description of the emergency situation at Cook (see IERP 6.02, Attachment 1 for the notification phone numbers):
- 5.5.1 Plant Managers at Breed, Rockport, Tanners Creek
Alt. Assistant Plant Managers
- 5.5.2 System Operation Manager
Alt. Operation Engineering Superintendent
- 5.6 If the situation warrants, the Cook Plant Manager or the Recovery and Control Manager may terminate the emergency classification. At this point, the Cook Plant Manager or the Recovery and Control Manager may request continued support from the Fort Wayne General Office or inform the General Office to deactivate. If this occurs, the Executive Assistant - Power Plants will inform those individuals initially contacted of the termination and the need for any continued support. Each individual listed in this procedure that is responsible for making additional notifications shall keep their people notified of the termination and the need for any continued support.

50-259 CP

930501-930930

931001-

50-254 CP

901201-921130

921201-

50-219 Memo

921101-930330

930401-

Pages 6-10 Thru 6-24 Missing

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