

INDIANA & MICHIGAN
ELECTRIC COMPANY
DONALD C. COOK NUCLEAR PLANT

PROCEDURE COVER SHEET

Procedure No. PMP 2080.EPP.008

Revision No. 4

TITLE INITIATING MANNING OF EMERGENCY RESPONSE FACILITIES AND CALLING
OFF-DUTY PLANT PERSONNEL

SCOPE OF REVISION

Revision 4 - Updated call list (Exhibit A). Deleted Exhibit C.

DCR

APR 20 1983

SIGNATURES

	Rev. 4	Rev. 5	Rev. 6	Rev. 7
PREPARED BY	<i>D. H. Hulse</i>			
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LIST OF EFFECTIVE PAGES

<u>Page Number</u>	<u>Revision Number And Date</u>
Page 1 of 2	Revision 4, 4-19-83
Page 2 of 2	Revision 4, 4-19-83
Page 1 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 2 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 3 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 4 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 5 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 6 of 6 EXHIBIT A	Revision 4, 4-19-83
Page 1 of 1 EXHIBIT B	Revision 4, 4-19-83

INDIANA & MICHIGAN ELECTRIC COMPANY
DONALD C. COOK NUCLEAR PLANT

INITIATING MANNING OF EMERGENCY RESPONSE FACILITIES AND
CALLING OFF-DUTY PLANT PERSONNEL

1.0 OBJECTIVES

The objective of this procedure is to provide the information that is necessary to summon plant personnel during emergency conditions to staff the Emergency Response Facilities.

2.0 RESPONSIBILITIES

2.1 The Shift Supervisor (SS)/On-Site Emergency Coordinator (OSEC) is responsible for initiating the actions required to staff the Emergency Response Facilities and to provide the required information to the parties called. Individual Department Heads are responsible for maintaining the call lists current.

2.2 Exhibit A* will be verified correct at least quarterly by the Operations Department. Where Exhibit A* requires initiation of Section or Departmental call lists the applicable Department Head is responsible for maintaining these lists current.

NOTE: TO PROVIDE RAPID NOTIFICATION OF DEPARTMENTAL PERSONNEL, DEPARTMENT SUPERVISORS MAY ESTABLISH DEPARTMENTAL CALL TREES OR DELEGATE NOTIFICATION TO OTHER DEPARTMENTAL PERSONNEL.

3.0 APPLICABILITY

3.1 This procedure applies to any plant emergency event which requires plant personnel notification for purposes of staffing Emergency Response Facilities.

3.2 The procedure may be implemented ~~only if~~ the SS/OSEC determines that it is necessary that on-site ~~call lists~~ personnel resources be augmented by off-duty plant personnel.

3.3 The TSC and OSA will be activated for any event classified as an alert or higher.

3.4 The EOF will be activated for any event classified as a Site Emergency or higher.

*Exhibit A included in in-plant copies of procedures only.

4.0 INSTRUCTIONS

4.1 Normal Working Hours

- 4.1.1 During normal working hours if the S.S./OSEC desires to activate the TSC and Operations Staging Area (OSA) upon ALERT, a public address (P.A.) announcement will be made stating "Activate the TSC". Any special reporting routes will be identified in conjunction with the P.A. announcement. Assigned personnel will report to the TSC and OSA upon hearing the P.A. announcement. If sufficient personnel do not report directly to the TSC or OSA, they will be contacted via telephone by personnel in the TSC and OSA.
- 4.1.2 For site or general emergencies, a PA announcement will be made activating the TSC, OSA, and EOF. The announcement will be followed by the sounding of the Nuclear Emergency alarm (NEA).

NOTE

NEA may also be sounded for Alert of even lower if radiation conditions require. Therefore sounding the NEA does not always require activation of specific centers.

4.2 Off-Duty Hours

- 4.2.1 During off-duty hours, the S.S./OSEC will initiate calling of off-duty plant personnel to staff the Emergency Response Facilities by activating the Emergency Call List (Exhibit A*) and provide any specific reporting restrictions by completing the Off-Duty Notification Information Sheet (Exhibit B).
- 4.2.2 Personnel contacted should report directly to their assigned locations unless directed otherwise.
- 4.2.3 Security should set up for immediate processing of arriving off-duty personnel and establish an Assembly Area for reporting at the I-94 Guard House, if directed.
- 4.2.4 If additional staffing is required they will be contacted by phone by the responsible department.

*Exhibit A included in in-plant copies of procedures only.

SHIFT SUPERVISOR CALL-OUT LIST

Perform the following:

1. Contact the Security Shift Supervisor on ext. 1135 or via the page.

State - We have initiated the Emergency Plan at a level of _____,
please initiate the appropriate Emergency Plan Call-Out List
(Exhibit A Page 2 of 6). Provide any restriction which may
require alternate reporting routes

2. Contact the NRC via the NRC Red Phone. (Continuous contact will be
required for an alert or higher.) Provide Information on Exhibit B.

3. Contact the Operations Superintendent K. R. Baker - 465-6272

or

Assistant Operations Superintendent C. E. Murphy - 429-4370

or

Production Supervisor R. S. Lease - 426-4150

State - We have initiated the Emergency Plan at a level of _____,
please initiate the Operations Department Call-Out List. Provide
information on Exhibit B.

4. Contact the Plant Manager W. G. Smith, Jr. - 429-8741

or

Assistant Plant Manager Operations . . . B. A. Svensson - 465-6343

or

Assistant Plant Manager Maintenance . . . E. L. Townley - 429-3471

State - We have initiated the Emergency Plan at a level of _____,
please initiate the Managers Call List and report to the TSC.
Provide information on Exhibit B.

SECURITY SHIFT SUPERVISOR CALL LIST

A. Contact the Central Alarm Station (CAS), Second Alarm Station (SAS), and Guard Island and instruct them to initiate the appropriate Emergency Plan Call List Event is classified at a _____ (Exhibit A, page 3, 4, and 5 respectively).

B. Contact the following in the order listed:

1. Maintenance Superintendent - R. L. Dudding 429-0603
or
Maintenance Production Supervisor - F. W. Wenman 422-2345
or
Maintenance QCIC - D. G. Wizner 429-2641

State - We have initiated the Emergency Plan at a level of _____, please initiate the Maintenance Department Call-Out for staffing the OSA and report to the OSA.

2. Technical Superintendent - A. A. Blind 422-2290
or
Nuclear Section Head - R. L. Simms 429-2149

State - We have initiated the Emergency Plan at a level of _____, please report to the TSC.

3. Training Supervisor - D. D. Nelson 429-8079
or
Training Instructor - J. D. Dickson 465-6169
or
Training Instructor - W. A. Nichols 422-2342

State - We have initiated the Emergency Plan at a level of _____, please initiate the Training Department Call-Out List. Personnel are to report to the (TSC and Berrien County Sheriff for an alert) or (EOF, Berrien County Sheriff, and JPIC for site or general emergency).

4. Assistant Plant Manager Oper. - B. A. Svensson 465-6343
or
Assistant Plant Manager Maint. - E. L. Townley 429-3471

State - We have initiated the Emergency Plan at a level of _____, please notify the other Assistant Plant Manager and report to the Plant.

C. If directed or if the event is classified as site emergency or higher dispatch guards to activate the EOF.

Page 3 of 6
Revision 4

SECONDARY ALARM STATION CALL-OUT LIST

Call the following in the order listed, the event has been classified as
an _____.

1. Duty Maintenance Foreman - Obtain name and number from Maintenance Depts.
Weekly Callout list.

or

Maintenance Production Supervisor - F. Wenman 422-2345

State - We have initiated the Emergency Plan, please contact 2 electricians
and 1 mechanic to report to the OSA and you are to report to the OSA also.

2. A. Tetzlaff 429-7423
or
W. Stoner 429-1227
or
A. Might 429-6538
or
V. Vukorpa 983-0720
or
C. Wilson 429-8455

State - We have initiated the Emergency Plan, please report to the (TSC
for an Alert) (EOF Site or General Emergency)

3. Chemical Superintendent - J. Wojcik 429-7060
or
Chemical Foreman - R. Looker 429-2324
or
Chemical Foreman - W. Lentz 422-1589
or
Chemical Foreman - J. Ersland 429-8124

State - We have initiated the Emergency Plan, please initiate the
Chemical Section Call-Out and report to the TSC.

4. Contact 6 of the following:

P. Croy 429-7237
or
R. Hennen 424-5917
or
W. Gillette 695-5741
or
G. Haganiers 426-3272
or

SECONDARY ALARM STATION CALL-OUT LIST

4. Continued

T. Turner	463-5054
or	
W. Pauls	621-2033
or	
M. Stark	(219) 872-2010
or	
C. Ross	(219) 654-8623
or	
M. Lester	983-7761
or	
C. Wilson	429-8455
or	
V. Vukorpa	983-0720

State - We have initiated the Emergency Plan, please report to the (TSC Alert) (EOF Site or General Emergency)

5. Contact 2 of the following:

R. Palmer	849-0472
or	
J. Rischling	465-3425
or	
S. Delong	465-6309
or	
A. Might	429-6538

State - We have initiated the Emergency Plan, please report to the (TSC Alert) (EOF Site or General Emergency)

GUARD ISLAND

EMERGENCY PLAN CALL-OUT LIST

Call the following in the order listed:

1. R. P. Foreman:

J. Hoss 429-5898
or
D. Schroeder 465-5791
or
J. Fryer 429-7628

State - We have initiated the Emergency Plan, please initiate the R.P. Emergency Plan Call-Out List.

2. Dose Assessment:

D. Palmer 429-7470
or
W. Ketchum 429-1374
or
J. Nelson 983-0720
or
M. Glissman 469-2077

State - We have initiated the Emergency Plan, please report for dose assessment duties at the (TSC for Alert) (EOF for Site or General Emergency). Contact dose assessment support personnel.

3. J. Fryer 429-7628
or
D. Schroeder 465-5791

State - We have initiated the Emergency Plan, please report to the Plant.

4. PET (Mech.)

K. Chapman 429-8268
or
M. Lester 983-7761
or
W. Golden 983-0367
or
C. Flis 429-3601
or
C. Wilson 429-8455

State - We have initiated the Emergency Plan, please report to the TSC.

INDIANA & MICHIGAN POWER COMPANY
DONALD C. COOK NUCLEAR PLANT

PLANT MANAGER PROCEDURE

Index

Identification Number	Title	Revision No. And Date	Comments
PMP 2080 EPP.001	Emergency Plan Activation and Condition Classification	Revision 3 10-12-82	TP-1, 4-5-83 EXP NA
EPP.002	Unusual Event	CANCELLED 10-29-81	
EPP.003	Alert	CANCELLED 10-29-81	
EPP.004	Site Emergency	CANCELLED 10-29-81	
EPP.005	General Emergency	CANCELLED 10-29-81	
EPP.006	Initial Dose Assessment (Gaseous)	Revision 3 8-27-82	TP-1, 1-4-83 EXP NA TP-2, 1-10-83 Exp NA
EPP.007	Initial Release Assessments (Liquid)	Revision 0 4-1-81	TP-1, 2-23-82 Exp NA
EPP.008	Initiating Manning of Emergency Response Facilities & Calling Off-Duty Personnel	Revision 4 4-19-83	
EPP.009	Fire Emergency Guidelines	Revision 1 6-15-82	
EPP.010	Toxic Gas Release Guidelines	Revision 1 6-2-82	
EPP.011	Natural Emergency Guidelines	Revision 1 11-15-82	
EPP.012	Initial Off-Site Notification	Revision 2 10-19-82	

LIST OF EXHIBITSPMP 2080 EPP.008

EXHIBIT A CALL-OUT LIST

EXHIBIT B OFF-DUTY NOTIFICATION INFORMATION SHEET

PMP 2080 EPP.012

EXHIBIT A ACCIDENT INFORMATION REPORTING DATA SHEET

EXHIBIT B INITIAL OFF-SITE NOTIFICATION LIST

PMP 2080 EPP.014

EXHIBIT A HOSPITAL CALL-INDUSTRIAL ACCIDENT-NO RADIOLOGICAL COMPLICATIONS

EXHIBIT B HOSPITAL CALL-RADIOLOGICAL HAZARDS

PMP 2080 EPP.015

EXHIBIT A UNUSUAL EVENT

PMP 2081 EPP.004

EXHIBIT A RECOMMENDED PROTECTIVE ACTIONS FOR POPULATION AND WORKERS

EXHIBIT B EMERGENCY PROTECTIVE ACTION GUIDELINES

EXHIBIT C EMERGENCY PROTECTIVE ACTION GUIDELINES FOR LIQUID RELEASE TO LAKE MICHIGAN

EXHIBIT D GUIDANCE FOR RESPIRATORY PROTECTION

EXHIBIT E PROTECTIVE ACTION GUIDELINES FOR CONTAMINATED HUMAN AND ANIMAL FOODS AND LIVESTOCK

EXHIBIT F RESPONSE LEVELS EQUIVALENT TO PREVENTATIVE PAG's

EXHIBIT G RESPONSE LEVEL EQUIVALENT TO EMERGENCY PAG's

EXHIBIT H RECOMMENDED PREVENTATIVE PAG's FOR FOOD AND AGRICULTURAL PRODUCTS

EXHIBIT I RECOMMENDED EMERGENCY PAG's FOR FOOD AND AGRICULTURAL PRODUCTS

EXHIBIT J MAXIMUM ALLOWABLE CONTAMINATION LIMITS FOR ON-SITE FACILITIES USED BY THE PUBLIC