

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

**PROCEDURE COVER SHEET**

Procedure No. PMP 2081 EPP.021

Revision No. 1

**TITLE** ACTIVATION AND OPERATION OF THE OPERATIONS STAGING  
AREA (OSA) AND PERSONNEL ACCOUNTABILITY

**SCOPE OF REVISION**

Rev. 1: Incorporated Temporary Sheet #1. Changed SOE to SS.

**SIGNATURES**

|  | ORIGINAL    | Rev. 1      | REV. 2 | Rev. 3 |
|--|-------------|-------------|--------|--------|
| PREPARED BY                                | J.P. DUFFY  | Paul Carter |        |        |
| QUALITY ASSURANCE<br>REVIEW                | [Signature] | [Signature] |        |        |
| INTERFACING DEPARTMENT<br>HEAD CONCURRENCE | N.A.        | N.A.        |        |        |
| DEPARTMENT HEAD<br>APPROVAL                | N.A.        | N.A.        |        |        |
| PLANT NUCLEAR<br>SAFETY COMMITTEE          | Robt. Reid  | [Signature] |        |        |
| PLANT MANAGER<br>APPROVAL                  | [Signature] | W.L. Smith  |        |        |
| DATE OF ISSUE                              | 3-31-81     | 5-25-82     |        |        |

LIST OF EFFECTIVE PAGES

Page Numbers

Page 1 of 4  
Page 2 of 4  
Page 3 of 4  
Page 4 of 4 EXHIBIT A

Revision Number and Date

Revision 0 - 4/1/81  
Revision 1 - 5/25/82  
Revision 0 - 4/1/81  
Revision 1 - 5/25/82

INDIANA & MICHIGAN ELECTRIC COMPANY  
DONALD C. COOK NUCLEAR PLANT

ACTIVATION AND OPERATION OF THE OPERATIONS  
STAGING AREA (OSA) AND PERSONNEL ACCOUNTABILITY

1.0 OBJECTIVES

This procedure covers those actions to be performed in the Operations Staging Area (OSA) during the short-term, 0-24 hours after the emergency is declared, and the long-term, from 24 hours to the time when the Alert, Site Emergency, or General Emergency conditions are no longer met and the OSA is deactivated.

2.0 RESPONSIBILITIES

The Operations Staging Area Manager (OSAM) is responsible to coordinate with the Control Room and Technical Support Center (TSC) as necessary to ensure that a sufficient number of qualified emergency personnel are available when needed and to conduct personnel accountability actions described herein.

3.0 INSTRUCTIONS

3.1 The OSAM shall, in the first 0-24 hours of the activation of the OSA, ensure that the following actions are taken:

- 3.1.1 Request that Radiation Protection Director (RPD) to evaluate habitability of OSA facility.
- 3.1.2 Establish communications with the Control Room and the TSC.
- 3.1.3 Ensure that all on-site personnel are accounted for utilizing the following procedures:
  - 3.1.3.1 Receive computer listing of personnel locations within the Protected Area and visitor registers from DCCNP Security.

NOTE: IT IS PROBABLE THAT ACCURATE LISTINGS REGISTERS WILL NOT BE AVAILABLE TO OSAM SOONER THAN 15 MINUTES AFTER EVACUATION NOTIFICATION BECAUSE OF THE NEED TO ALLOW SUFFICIENT TIME FOR PERSONNEL EVACUATION FROM WORK AREAS TO ASSEMBLY AREAS.

- 3.1.7 Communicate personnel requirements to the I-94 Gate House and Stevensville Assembly Areas, as necessary.
- 3.2 The OSAM, in coordination with the Recovery Center Manager, shall ensure that the following actions are taken during the long-term, i.e., any time greater than 24 hours:
  - 3.2.1 Continue to assess and categorize emergency-qualified personnel resources.
  - 3.2.2 Continue to maintain the emergency-qualified personnel resources status log, as in 3.1.6.
  - 3.2.3 Continue coordination with I-94 Gate House and Stevensville Assembly Areas, as in 3.1.7.
- 3.3 The OSAM shall, upon notification that the emergency has been terminated, begin the deactivation of the OSA.

EMERGENCY ACCOUNTABILITY FORM

Assembly Area \_\_\_\_\_  
Initials/Date \_\_\_\_\_

The following personnel have not reported to me within an estimated reasonable time.

|     | <u>Name</u> | <u>*POSSIBLE LAST LOCATION</u> |
|-----|-------------|--------------------------------|
| 1.  | _____       | _____                          |
| 2.  | _____       | _____                          |
| 3.  | _____       | _____                          |
| 4.  | _____       | _____                          |
| 5.  | _____       | _____                          |
| 6.  | _____       | _____                          |
| 7.  | _____       | _____                          |
| 8.  | _____       | _____                          |
| 9.  | _____       | _____                          |
| 10. | _____       | _____                          |
| 11. | _____       | _____                          |
| 12. | _____       | _____                          |

\*If unknown, write "UK"

ACCOUNTABILITY INCOMPLETE \_\_\_\_\_ /  
NOTIFIED CONTROL ROOM Assembly Area Leader Time

ACCOUNTABILITY COMPLETE \_\_\_\_\_ /  
NOTIFIED CONTROL ROOM Assembly Area Leader Time

When completed, give this sheet to the OSEC/SS or the Emergency Security Team Leader at the Security Control Center

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

**PROCEDURE COVER SHEET**

Procedure No. PMP 2081 EPP.005

Revision No. 1

TITLE PERSONNEL EVACUATION

SCOPE OF REVISION

Rev. 1: Changed SOE to SS.

SIGNATURES

|   | ORIGINAL           | Rev. 1             | REV. 2 | Rev. 3 |
|---|--------------------|--------------------|--------|--------|
| PREPARED BY                             | <i>J.P. Duffy</i>  | <i>R.L. ...</i>    |        |        |
| QUALITY ASSURANCE REVIEW                | <i>[Signature]</i> | <i>[Signature]</i> |        |        |
| INTERFACING DEPARTMENT HEAD CONCURRENCE | N.A.               | N.A.               |        |        |
| DEPARTMENT HEAD APPROVAL                | N.A.               | N.A.               |        |        |
| PLANT NUCLEAR SAFETY COMMITTEE          | <i>[Signature]</i> | <i>[Signature]</i> |        |        |
| PLANT MANAGER APPROVAL                  | <i>[Signature]</i> | <i>[Signature]</i> |        |        |
| DATE OF ISSUE                           | 3-31-81            | 5-25-82            |        |        |

LIST OF EFFECTIVE PAGESPage Numbers

Page 1 of 6  
Page 2 of 6  
Page 3 of 6 EXHIBIT A  
Page 4 of 6 EXHIBIT B  
Page 5 of 6 EXHIBIT C  
Page 6 of 6 CHECKLIST

Revision Number and Date

Revision 1 - 5/25/82  
Revision 1 - 5/25/82  
Revision 0 - 4/1/81  
Revision 0 - 4/1/81  
Revision 0 - 4/1/81  
Revision 1 - 5/25/82



INDIANA & MICHIGAN ELECTRIC COMPANY  
DONALD C. COOK NUCLEAR PLANT

PERSONNEL EVACUATION

1.0 OBJECTIVES

This procedure describes the actions necessary to assure safe and expeditious evacuation from local work areas to predesignated on-site assembly areas and to alternate off-site reassembly areas, if necessary.

2.0 RESPONSIBILITIES

The Shift Supervisor (SS) On-Site Emergency Coordinator (OSEC) is responsible for determining the need for initial evacuation to on-site assembly areas.

The Radiological Assessment Director (RAD) in coordination with the Radiation Protection Director (RPD) is responsible for recommending further evacuation requirements to off-site reassembly areas based on radiological assessment and/or projections.

All personnel at DCCNP are responsible for knowing evacuation routes from assigned working areas; knowing the locations of their designated assembly areas and reporting to their designated assembly area when directed.

The Emergency Security Team is responsible to assist and support evacuation operations as requested by SS/OSEC.

3.0 INSTRUCTIONS # OPTIONAL CHECKLIST ENTRY PROVIDED

# 3.1 The SS/OSEC shall:

3.1.1 Determine need for evacuation of site personnel using criteria contained in EXHIBIT A, AFFECTED AREA EVACUATION CRITERIA.

3.1.2 Initiate evacuation notification.

# 3.2 The RPD shall:

3.2.1 Initiate monitoring activity of TSC and OSA as soon as possible after evacuation notification to determine habitability of pre-designated on-site assembly areas shown in EXHIBIT B, PLANT ASSEMBLY AREAS FOR ON-DUTY PERSONNEL AND REPORTING OFF-DUTY PERSONNEL.

3.2.2 Report all pre-designated on-site assembly areas that are uninhabitable to SS/OSEC.



# AFFECTED AREA EVACUATION CRITERIA

| OUTSIDE AFFECTED AREA   |                   | INSIDE AFFECTED AREA  |                     |
|---|-------------------|-----------------------|---------------------|
|   |                   | Unessential Personnel | Essential Personnel |
| Precautionary Release of Personnel                                    |                   |                       |                     |
| Dose Rate (mrem/h)<br>(unanticipated)                                 | 0.5 (lasting 10h) | 2.5                   | 1000(a)             |
| Airborne Activity<br>( $\mu\text{Ci}/\text{cm}^3$ )<br>unevaluated(d) | 1.0E - 10(b)      | 9.0E - 09             | 3.6E - 07(c)        |

- Notes:
- (a) As deemed necessary, the OSEC may elect to utilize higher dose rates for emergency response personnel for life-saving and facility saving actions based on pre-planned occupational radiation exposures under emergency conditions. Assessment actions should be planned within regulatory and administrative exposure limits. (See EPP 2.7).
  - (b) Equal to 25% of weekly limit (unrestricted area).
  - (c) Equal to 40 MPC/h unevaluated. Respiratory protection should be utilized unless unfeasible.
  - (d) Equal to 520 MPC/h unevaluated (Quarterly Limit 10CFR20.103(a)(1)). Respiratory protection should be utilized unless unfeasible.

PLANT ASSEMBLY AREA FOR ON-DUTY PERSONNEL AND REPORTING OFF-DUTY PERSONNEL

Control Room  
(Affected Unit)

\* Plant Manager      \*

\* SS

Operations Supt.

Shift Techn. Advisor

Prod. Supv. Operations  
(affected unit)

On-Shift Operators

Emergency News Source  
(Energy Information  
Center)

\* Mgr. Cook Nuclear Ctr.

EIC Employees

EIC Visitors

Technical Support  
Center

Techn. Support Mgr.

Asst. Plt. Mgrs.

Techn. Supt.

Plt. Chem. Supv.

Plt. Rad Prot. Supv.

NRC Repr. 2

Westinghouse Repr. 1

Prod. Supv. Operations  
(unaffected unit)

Plant C&I Engr.

Perf. Supv. Engr.

Envir. Supv.

Prod Supv. Techn.

Avail. ST Advisors

Operations Staging  
Area

\* Maintenance Supt.

All others within  
Protected Area  
excluding SAS Personnel  
(Security)

Off-Duty Personnel Should Report  
to Primary (or Alternate)  
Assembly Area, as Directed

Alternate  
Stevensville  
Substation

Security Control  
Center

\* Emergency Security  
Team Leader

SAS personnel

Emergency Security  
Team

Escort Personnel

Primary  
I-94 Gate House

\* Directors (of personnel resources)

OFF-SITE REASSEMBLY AREAS

Reassembly Area One

Proceed east along the main entrance road and reassemble across Red Arrow Highway along main access road.

Reassembly Area Two

Proceed north along Lake Michigan and reassemble on the beach at the plant property line or Rosemary Road.

Reassembly Area Three

Proceed south along Lake Michigan Beach and reassemble on the Beach at the end of Livingston Road.

CHECKLIST PMP 2081 EPP.005

PERSONNEL EVACUATION

- 3.1 SS /OSEC Determine need for evacuation:

\_\_\_\_\_/\_\_\_\_\_  
initials time

- 3.2 Personnel movement to designated Assembly Areas:

\_\_\_\_\_/\_\_\_\_\_  
initials time

- 3.5 Move to Off-Site Reassembly Areas if appropriate:

\_\_\_\_\_/\_\_\_\_\_  
initials time

INDIANA & MICHIGAN POWER COMPANY  
DONALD C. COOK NUCLEAR PLANT

PLANT MANAGER PROCEDURE

Index

| Identification Number | Title  | Revision No. And Date | Comments             |
|-----------------------|--|-----------------------|----------------------|
| PMP 2091 EPP.001      | Emergency Telephone Communications                     | Revision 0<br>4-1-81  |                      |
| EPP.002               | Barring of the PABX                                    | Revision 0<br>4-1-81  |                      |
| EPP.003               | Follow-Up Off-Site Communications                      | Revision 0<br>4-1-81  | TP-1,4-30-82 Exp NA  |
| EPP.004               | Protective Action Guides (PAGs) and Protective Actions | Revision 0<br>4-1-81  |                      |
| EPP.005               | Personnel Evacuation                                   | Revision 1<br>5-25-82 |                      |
| EPP.006               | Activation of the Reentry and Rescue Team              | Revision 0<br>4-1-81  |                      |
| EPP.007               | Security Actions During Emergency Conditions           | Revision 1<br>5-5-82  |                      |
| EPP.008               | Emergency Medical Plan Guidelines                      | Revision 0<br>4-1-81  |                      |
| EPP.009               | Health Physics Procedures                              | Revision 0<br>4-1-81  |                      |
| EPP.010               | Activation of Radiation Monitoring Teams               | Revision 0<br>4-1-81  |                      |
| EPP.011               | On-Site Radiological Monitoring                        | Revision 0<br>4-1-81  |                      |
| EPP.012               | Off-Site Radiological Monitoring                       | Revision 0<br>4-1-81  | TP-1,2-25-82 Exp N/A |
| EPP.013               | Environmental Monitoring and Analysis                  | Revision 0<br>4-1-81  | TP-1,2-25-82 Exp N/A |

INDIANA & MICHIGAN POWER COMPANY  
DONALD C. COOK NUCLEAR PLANT

PLANT MANAGER PROCEDURE

Index

| Identification Number | Title   | Revision No. And Date | Comments  |
|-----------------------|---|-----------------------|---|
| PMP 2081 EPP.014      | Off-Site Dose Assessments   | Revision 0<br>4-1-81  | TP-1,2-25-82 Exp N/A  |
| EPP.015               | Sampling and Analysis of Waterborne Releases  | Revision 0<br>4-1-81  |   |
| EPP.016               | Collection and Analysis of Liquid and Gaseous Samples   | Revision 0<br>4-1-81  |   |
| EPP.017               | Interpretation of Liquid and Gaseous Samples  | Revision 0<br>4-1-81  |   |
| EPP.018               | Transportation Accidents Involving Radioactive Material   | Revision 0<br>4-1-81  |   |
| EPP.019               | AEP Emergency Response Organization Activation and Management   | Revision 0<br>4-1-81  |   |
| EPP.020               | Activation and Operation of the Technical Support Center (TSC)  | Revision 0<br>4-1-81  | TP-1,11-16-81 Exp N/A<br>TP-2,3-12-82 Exp N/A<br>TP-3,3-12-82 Exp N/A |
| EPP.021               | Activation and Operation of the Operations Staging Area (OSA) and Personnel Accountability                | Revision 1<br>5-25-82 |   |
| EPP.022               | Activation and Operation of the Recovery Center (RC) (An Emergency Operations Facility)                   | Revision 0<br>4-1-81  |   |
| EPP.023               | Activation and Operation of the Emergency Control Center (ECC) (An Emergency Operations Facility)         | Revision 0<br>4-1-81  | TP-1,4-30-82 Exp N/A  |
| EPP.024               | Activation and Operation of the Joint Public Information Center (JPIC) (An Emergency Operations Facility) | Revision 0<br>4-1-81  |   |