

1004.27
Revision 7
11/15/83

IMPORTANT TO SAFETY
NON-ENVIRONMENTAL IMPACT RELATED

THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.27
ACTIVATION OF THE EMERGENCY OPERATION FACILITY

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THREE MILE ISLAND NUCLEAR STATION
UNIT 1 NO. EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.27
ACTIVATION OF THE EMERGENCY OPERATION FACILITY

1.0 PURPOSE

The purpose of this procedure is to provide guidelines for the Emergency Support Director to activate the Emergency Operations Facility (EOF) Commerce Park, Harrisburg.

The Emergency Support Director is responsible for implementing this procedure.

2.0 ATTACHMENTS

- 2.1 Attachment I, Emergency Support Director's Checklist
 - 2.1.1 Attachment IA, Emergency Support Director Turnover Checklist
- 2.2 Attachment II, Emergency Support Communicator's Checklist
- 2.3 Attachment III, Group Leader - Chemistry Support Checklist
- 2.4 Attachment IV, Technical Support Representative Checklist
- 2.5 Attachment V, Assistant Environmental Assessment Coordinator's Checklist
- 2.6 Attachment VI, Group Leader - Administrative Support Checklist
- 2.7 Attachment VII (Activated) EOF Floor Plan and Communications
- 2.8 Attachment VIII, ML 8000 Lines
- 2.9 Attachment IX, EOF Data Link Operating Instructions

3.0 EMERGENCY ACTION LEVELS

- 3.1 This procedure is to be initiated upon declaration of any of the following:
 - 3.1.1 Site Emergency
 - 3.1.2 General Emergency

- 3.1.3 Whenever the EOF is decided to be activated by the
Emergency Director or Emergency Support Director.

4.0 EMERGENCY ACTIONS

INITIALS -

- ____ 4.1 Coordinate the activation of the EOF as follows:
- ____ 4.1.1 Emergency Preparedness Representative/Staff Advisors:
Report to the EOF and assist the Emergency Support
Director in implementing this procedure and in
performing the Emergency Support Director's Check-
list (Attachment I) and Emergency Support Director
Turnover Checklist (Attachment IA).
- ____ 4.1.2 Emergency Support Communicator:
Report to the EOF and complete the Emergency Support
Communicator's Checklist (Attachment II).
- ____ 4.1.3 Group Leader - Chemistry Support:
Report to the EOF and complete the Group Leader -
Chemistry Support Checklist (Attachment III).
- ____ 4.1.4 Technical Support Representative:
Report to the EOF and complete the Technical Support
Representative's Checklist (Attachment IV).
- ____ 4.1.5 Assistant - Environmental Assessment Coordinator:
Report to the EOF and complete the Assistant En-
vironmental Assessment Coordinator Checklist
(Attachment V).

- ____ 4.1.6 Group Leader - Administrative Support report to the EOF and complete the Group Leader - Administrative Support Checklist (Attachment VI).

5.0 FINAL CONDITIONS

INITIALS

- ____ 5.1 The EOF is operational with the desired positions manned and functional. Communications are established among the necessary organizations and agencies.

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ATTACHMENT I

EMERGENCY SUPPORT DIRECTOR CHECKLIST

INITIALS

: NOTE: The Emergency Support Staff/Emergency Preparedness :
: Representative should complete this Checklist, and :
: Attachment IA. :

- ____ 1. The Emergency Support Director shall, after conferring with the Emergency Director, brief the Emergency Support personnel at the EOF on the plant status and any major evolutions in progress.
- ____ 2. Assign personnel to assume the following positions, as necessary, and direct those personnel to report to the EOF and complete the required checklists (located in locker (4), refer to Attachment VII):
 - ____ a. Emergency Support Communicator
 - ____ b. Group Leader - Chemistry Support
 - ____ c. Technical Support Representative
 - ____ d. Assistant Environmental Assessment Coordinator
 - ____ e. Group Leader - Administrative Support
- ____ 3. Start the Emergency Support Directors Log (Attachment III of EPIP 1004.5, Communications and Recordkeeping) by performing the following:
 - ____ a. Log the date, time and shift in the upper left-hand corner.
 - ____ b. Complete the title of the log and the name of the person assuming the responsibility of the Emergency Support Director.

ATTACHMENT I (Cont'd)

INITIALS

- ____ c. Log the names of the personnel assigned to the positions
____ listed in the upper righthand corner.
- ____ d. Make an entry by logging the time, and describing the
emergency, plant status, and any major evolutions in
progress.
- ____ e. Ensure the Emergency Support Communicator assigns someone
to act as a logkeeper to maintain this log.
- ____ 4. When the Emergency Support Communicator returns the completed
checklists from the assigned Offsite Emergency Support Organization
positions, inform the Emergency Director that the Offsite Emergency
Organization is operational.
- ____ 5. If TLD issuance is necessary, notify the Personnel Monitoring
Coordinator at the AEPF.

NAME _____ TIME _____ DATE _____
Emergency Support Director

ATTACHMENT IA

EMERGENCY SUPPORT DIRECTOR TRAINING CHECKLIST

To Be Completed By The Emergency Support

Staff/Emergency Preparedness Representative

UNUSUAL EVENT DECLARED _____ HOURS

DESCRIPTION:

ALERT DECLARED _____ HOURS

DESCRIPTION:

SITE EMERGENCY DECLARED _____ HOURS

DESCRIPTION:

GENERAL EMERGENCY DECLARED _____ HOURS

DESCRIPTION:

CURRENT EMERGENCY LEVEL _____ HOURS

PLANT STATUS

ESTIMATED TIME TO 'STABLE' PLANT CONDITIONS _____ HOURS

RADIOACTIVE RELEASE STATUS

CURRENT PAG STATUS (SHELTER/EVACUATE)

PERSONNEL INJURY/CONTAMINATION

OPEN TECHNICAL ISSUES

NEW RELEASES ISSUED - ATTACH

ATTACHMENT II

EMERGENCY SUPPORT COMMUNICATOR CHECKLIST

INITIALS

____ 1. Assign personnel for the following positions, as necessary:

: NOTE: Instruct the phonetalkers to record all emergency :
: related calls on the Telephone Communications Log- :
: sheet (Attachment II of EPIP 1004.5, Communications :
: and Recordkeeping). :

- ____ a. Logkeeper (to maintain the Emergency Support Director's Log)
- ____ b. Status Board Keeper
- ____ c. Phonetalkers to answer the conventional telephones on the Phonetalkers table.
- ____ d. Phonetalkers, as necessary, to man the following lines of communications (If the cognizant Group Leader/person doesn't have personnel available to man the phones).
- ____ 1. Radiological Line
- ____ 2. Operations Line
- ____ 3. Parsippany/TMI Line
- ____ 4. Emergency Director's Line
- ____ 5. Environmental Assessment Command Center Line

____ 2. Ensure all phonetalkers have a supply of Telephone Communications Logsheets (Attachment II of the EPIP 1004.5, Communications and Recordkeeping).

ATTACHMENT II (Cont'd)

INITIALS

- ____ 3. When completed, collect checklists from the following personnel and
____ report to the Emergency Support Director.
- ____ a. Group Leader - Chemistry Support
- ____ b. Technical Support Representative
- ____ c. Assistant Environmental Assessment Coordinator
- ____ d. Group Leader - Administrative Support
- ____ 4. Develop a watchbill for persons under your direct control.
- ____ 5. Coordinate the development of the overall ESE watchbill.
- ____ 6. Notify the Emergency Support Staff/Emergency Preparedness Representative that the duties of the Emergency Support Communicator have been assumed and return this form, along with the checklists collected in Step 5 above, to them.

NAME _____ TIME _____ DATE _____
Emergency Support Communicator

ATTACHMENT III

GROUP LEADER-CHEMISTRY SUPPORT CHECKLIST

INITIALS

- ____ 1. Man the Chemistry work area as illustrated in Attachment VII.
- ____ 2. Start the Group Leader-Chemistry Support Log (Attachment III of EPIP 1004.5, Communications and Recordkeeping).
- ____ 3. Communicate with the Chemistry Coordinator to determine the manpower and chemistry equipment needed to support the emergency.
- ____ 4. Contact other facilities and request additional assistance as needed per EPIP 1004.6, Additional Assistance and Notification.
- ____ 5. Notify the Emergency Support Staff/Emergency Preparedness Representative that the duties of the Group Leader-Chemistry Support have been assumed. (Forward this completed form to the Emergency Support Communicator).

NAME _____ TIME _____ DATE _____
(Group Leader-Chemistry Support)

ATTACHMENT IV

TECHNICAL SUPPORT REPRESENTATIVE CHECKLIST

INITIALS

- ____ 1. Man the Technical Support work area as illustrated in Attachment VII.
- ____ 2. Start the Technical Support Representative log (Attachment III of EPIP 1004.5, Communications and Recordkeeping).
- ____ 3. Assign a phonetalker to communicate on the Parsippany/TMI Line with the onsite Communicator in the TSC (Technical Support Center) and the Parsippany Technical Functions Center. Instruct the phonetalker to log all pertinent information on the telephone Communications Logsheet (Attachment II of EPIP 1004.5, Communications and Recordkeeping).
- ____ 4. Activate the CRT (Refer to Attachment EOF Data Link Operating Instructions) and commence performing accident assessment functions by monitoring present plant parameters and conducting trend analysis of key parameters. Note: A warm-up period of ten minutes is required for the CRT copier to operate.
- ____ 5. Obtain prints, technical manuals, reference materials, etc., and set-up as required in the area of the Technical Support Representative.
- ____ 6. Develop a watchbill for your organization.

ATTACHMENT IV (Cont'd)

- ____ 7. Notify the Emergency Support Staff/Emergency Preparedness Representative that the duties of the Technical Support Representative have been assumed. (Forward this completed form to the Emergency Support Communicator).

NAME _____ TIME _____ DATE _____
Technical Support Representative

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ATTACHMENT V

ENVIRONMENTAL ASSESSMENT COORDINATORS CHECKLIST

INITIALS

- ____ 1. Man the EACC work area as illustrated in Attachment VII.
- ____ 2. Start the Environmental Assessment Coordinator's Log (Attachment III of EPIP 1004.5, Communications and Recordkeeping).
- ____ 3. Assign a phonetalker to maintain communication between the Environmental Assessment Command Center and the Environmental Assessment Information Center in the EOF. Log all pertinent information on the telephone communications log sheets (Attachment II of EPIP 1004.5, Communications and Recordkeeping).
- ____ 4. Notify the Emergency Support Staff/Emergency Preparedness Representative and the Environmental Assessment Command Center that the duties of the Assistant Environmental Coordinator have been assumed. (Forward this completed form to the Emergency Support Communicator).

NAME _____ DATE _____ TIME _____
Environmental Assessment Coordinator

ATTACHMENT VI

GROUP LEADER - ADMINISTRATIVE SUPPORT CHECKLIST

INITIALS

- ____ 1. Begin Group Leader - Administrative Support Log Attachment III of EPIP 1004.5, Communications and Recordkeeping). |
- ____ 2. Determine where the following services can be performed, or obtained, as necessary |
 - ____ a. Word Processing
 - ____ b. Typing
 - ____ c. Reproduction
 - ____ d. Transportation (vans, buses, automobiles, shuttle service, etc.)
 - ____ e. Trailer set-ups
 - ____ f. Janitorial service
 - ____ g. Telephone
 - ____ h. Meals
 - ____ i. First Aid
 - ____ j. Lodging
 - ____ k. Sanitation facilities
 - ____ l. Data Processing
- ____ 3. Establish a watchbill for the offsite emergency organization, as appropriate. |
- ____ 4. Contact the AEOF to ensure that the AEOF is being properly activated. |

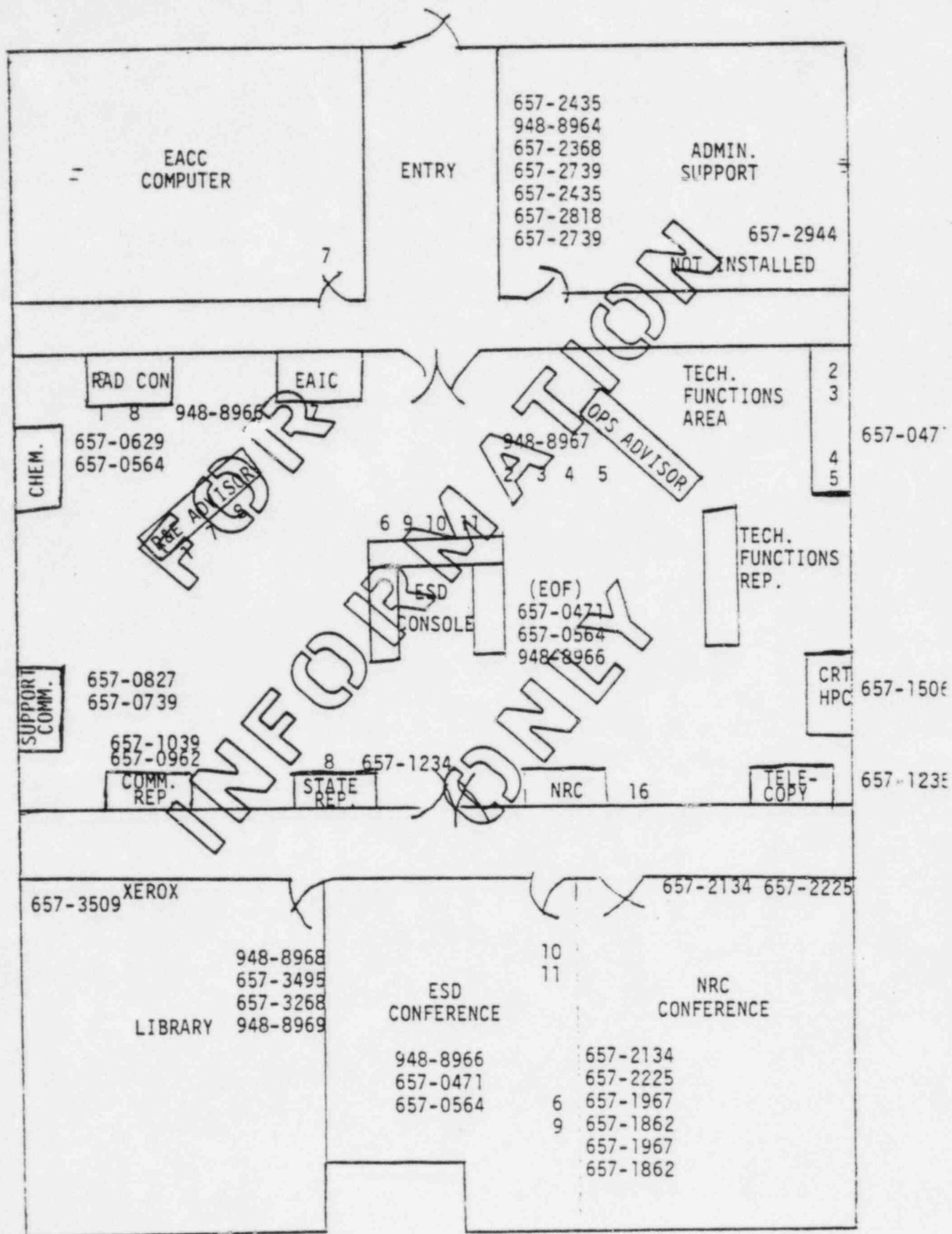
ATTACHMENT VI (Cont'd)

INITIALS

- ____ 5. Notify the Emergency Support Staff/Emergency Preparedness Representative that the duties of the Group Leader Administrative Support have been assumed. (Forward this completed form to the Emergency Support Communicator).

NAME _____ TIME _____ DATE _____
(Group Leader - Administrative Support)

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ATTACHMENT VIII

ML 8000 Lines

DLM- 1, T001	1	Radiological Line
DLM- 2, T002	2	Operations Line Unit 1
DLM- 3, T003	3	Operations Line Unit 2
DLM- 4, T004	4	Tech. Functions Line Unit 1
DLM- 5, T005	5	Tech. Functions Line Unit 2
DLM- 6, T006	6	Notification Line
DLM- 7, T007	7	Environmental Assessment Line
DLM- 8, T008	8	BRP Line
DLM- 9, T009	9	Emergency Management Line
T016	10	Unit 1 ED Line Auto Ring
T011	11	Unit 2 ED Line Auto Ring
DLM-10, T010	16	NRC Intra Communications Line
T018		EAC Auto-Ring
T017		EOF-BRP Auto-Ring

ATTACHMENT IX

EOF DATA LINK OPERATING INSTRUCTIONS

1. Turn on main power switch.
2. Turn on power to the Tektronics terminal and hardcopy unit.
3. Ensure that baud rate is set to 9600 (check the (2) thumb wheel switches on the back of the CRT cabinet and also ensure that the pushbutton on the RACAL - MILGO modem is pushed in).
4. Place the T-bar selector switch on the black box to the TMI ("B") position.
5. If the data link from the plant process computer is not activated, notify computer personnel at the TSC.
6. Execute "Control A" command (push "CNTD" and "A" keyboard keys simultaneously). If the terminal is activated, the system will respond.
7. Choose the appropriate function listed on the screen to obtain data required by the Group Leader Technical Support.
8. Refer to TMI-1 Process Computer System Remote Data Link Users Manual for further instructions.