

CONSUMERS
POWER
COMPANY

GENERAL OFFICE
EMERGENCY PLANNING
PROCEDURE

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50-155
50-255

CONTROLLED COPYHOLDERS' LIST
GENERAL OFFICE RESPONSE TEAM/EMERGENCY OPERATIONS FACILITY
EMERGENCY IMPLEMENTING PROCEDURES

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Palisades Emergency Operations Facility, M L Green (Palisades)	6
(Lost)	7
Palisades Emergency Operations Facility, M L Green (Palisades)	8, 9, 10, 11, 12, 13
Palisades Technical Support Center, M L Green (Palisades)	14
Palisades Emergency Planning, R A DeLong (Palisades)	15
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Palisades Plant Manager, J F Firlit (Palisades)	17
Big Rock Point Emergency Operations Facility, L A Oostmeyer (Big Rock Point)	18, 19, 20, 21 22, 23, 24, 25
(Lost)	26
Big Rock Point Emergency Planning, J E Werner (Big Rock Point)	27, 28
Big Rock Point Plant Manager, D P Hoffman (Big Rock Point)	29

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General Office Emergency Planning Section, A P Katarsky (P-26-216)	30, 31, 32, 33
Vice President - Nuclear Operations, R B DeWitt (P-26-117B)	34
On-Call Director, W J Beckius (P-26-203)	35
On-Call Director, K W Berry (P-24-100A)	36
(Lost)	37
On-Call Director, D R Hughes (JSC-230A)	38
On-Call Director, G B Slade (P-26-408A)	39
On-Call Director, E R VanHoof (P-26-316)	40
Power Control, W M Garrison (P-11-232)	41
Nuclear Training Center, J L Fontaine (NTC)	42, 43
Emergency Management Division, Michigan State Police, J M Tyler (111 South Capitol, Lower Level, Lansing, MI 48913)	44

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US Nuclear Regulatory Commission (Document Control Desk, Washington, DC 20555)	46, 47
US Nuclear Regulatory Commission, Region III (Regional Administrator, Incident Response Center, 799 Roosevelt Road, Glen Ellyn, IL 60137)	48, 49, 50
On-Call Director, T W Elward (P-26-213A)	51
Big Rock Point Technical Support Center, A M Rau (Big Rock Point)	52
Detroit Edison Company, T Randazzo (164 NOC, EOF Information Center, 6400 North Dixie Highway, Newport, MI 48166)	53
Palisades Technical Support Center, M L Green (Palisades)	54, 55, 56
General Office Document Control, A M Carley (P-11-030)	57

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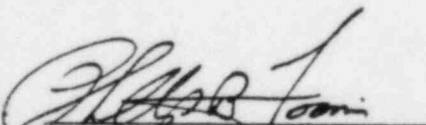
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<u>GORT/EOF EIP's Copyholders</u>	<u>Controlled Copy #</u>
Palisades Technical Support Center, M L Green (Palisades)	58

Approved


General Office Emergency
Planning Administrator

Date:

10/28/85

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GEN-2	Emergency Telephone Numbers	1
GEN-3	On-Shift System Power Controller	1
GEN-4	Cancelled	-
GOCC-1	Cancelled	-
GOCC-2	Cancelled	-
GOCC-3	Cancelled	-
GOCC-4	Cancelled	-
GOCC-5	Cancelled	-
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EOF-2	Emergency Operations Facility Director	1
EOF-3	Emergency Operations Facility Administrator	1
EOF-4	Communications Support Team Leader	1
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EOF-6	Plant Support Engineering Support Team Leader	1
EOF-7	Health Physics Support Team Leader	1
EOF-8	Public Affairs	1
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EOF-10	Property Protection	1
EOF-11	Secretarial/Clerical Support Team Leader	1
EOF-12	Logistics Support Team Leader	1

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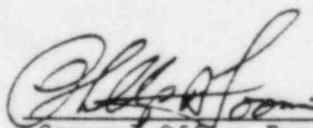
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Appendix A	Mutual Assistance Agreement	65
Appendix B	Nuclear Power Plant Emergency Response Voluntary Assistance Agreement	10/01/84
Appendix C	Review & Control of GORT/EOF EIPs, GORT Equipment & On-Call Directors' Schedule	0
Appendix D	Letter from General Electric re BWR Emergency Support Program	06/06/83
Appendix E	General Office Response Team	0

Approved:


General Office Emergency
Planning Administrator

Date:

10/28/85

Title: Overview, GEN-1

Approved by
Vice President
Nuclear Operations/Date

2

Administrative/Date: Chapman 10/29/85 Nuclear Operations/Date: R. D. W. 10/28/85

OVERVIEW

1.0 INTRODUCTION

1.1 PURPOSE

In the event of an emergency situation at one of its two nuclear facilities, Consumers Power Company is committed to activating an experienced and trained emergency response staff to activate the Company's Emergency Operations Facilities:

Palisades - South Haven Conference Center

Big Rock Point - Boyne City Service Center

Upon notification of the emergency condition by the affected plant, the General Office Response Team (GORT) will report to the break room east of the Parnall auditorium to monitor the emergency and, if requested, mobilize Corporate response to assist in manning the Emergency Operations Facility (EOF). The GORT will serve as an initial operational base for Corporate emergency response. The EOF will relieve the affected plant Technical Support Center (TSC) of those duties not directly related to the plant emergency, as well as take over responsibility for coordination of the emergency response activities with Federal, State and County agencies as soon as possible.

To meet this commitment, Consumers Power Company has developed the General Office Response Team/Emergency Operations Facility Implementing Procedures.

OVERVIEW

1.2 FUNCTIONS

The Emergency Operations Facility staff will perform the following functions:

- a. Manage overall Consumers Power Company emergency response;
- b. Coordinate offsite radiological and environmental assessment;
- c. Provide offsite dose analysis;
- d. Recommend public protective actions to State and local emergency response agencies;
- e. Coordinate emergency response activities with Federal, State and local agencies;
- f. Coordinate information provided to JPIC;
- g. Manage initial recovery operations;
- h. Provide engineering, health physics, meteorology and logistics support to the TSC;
- i. Provide official information to Federal and State agencies.

1.3 EMERGENCY CLASSIFICATION

Provided below is a brief review of the four emergency classes and the corresponding specific level of readiness compatible with the severity of the situation.

OVERVIEW

Lowest to highest, the classes are:

- Unusual Event - The lowest level of emergency which is a problem at the facility but can usually be handled by security or the normal plant operating shift.
 - Operations Support Center (OSC) activation is optional.
- Alert - A problem in the plant more serious than an Unusual Event. Events are in progress or have occurred which involve an actual or potential degradation of the level of the safety of the plant. Response personnel in addition to the normal operating shift are required.
 - OSC and Technical Support Center (TSC) are activated. GORT activated to monitor the emergency. Full EOF activation is optional; Big Rock Point dispatches personnel to EOF.
- Site Area Emergency - Events are in progress or have occurred which involve actual or likely major failures of plant functions needed for the protection of the public. Releases are not expected to exceed Environmental Protection Agency Protective Action Guides (EPA PAGs) exposure levels, except within the site boundary.
 - OSC, TSC, EOF and JPIC are activated.
- General Emergency - Events are in progress or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Any radioactive

OVERVIEW

release can be reasonably expected to exceed the EPA PAGs exposure levels offsite.

- OSC, TSC, EOF and JPIC are activated.

2.0 ORGANIZATION

2.1 GORT ORGANIZATION

The organization of the GORT is shown in Attachment 1. The GORT will be manned by personnel from General Offices in Jackson. A brief description of responsibilities follows:

- Senior Management

- At the request of the Site Emergency Director (SED), may authorize use of both Company and non-Company resources.
- Becomes Emergency Officer when EOF is activated.

- Director

- Consults with the SED regarding emergency conditions, and apprises Senior Management of those conditions and requests for assistance.
- Becomes EOF Director when EOF is activated.

- Emergency Planning Representative

- Acts as a resource person to Senior Management and the Director.

OVERVIEW

- Ensures additional personnel are mobilized as required.
- Radiological Advisor
 - Interprets and advises the Director concerning radiological conditions resulting from the emergency.
- Public Affairs Representative
 - Gathers information from the Director and transmits information and press releases to the General Office Information Center.
- Clerk
 - Provides clerical support.
 - Performs additional notifications.
- Logistics
 - Sets up equipment for the GORT.

2.2 EOF ORGANIZATION

The organization of the EOF is shown in Attachment 2. The EOF will be manned by personnel from the General Offices in Jackson and the plants. A brief description of the staff duties follows:

OVERVIEW

• Emergency Officer

- Has overall responsibility for the entire CP Co emergency response. Attachment 3 contains organizational diagram of Consumers Power Company emergency response and interfaces with offsite organizations.
- Ensures that the full resources of Consumers Power Company are made available as required to secure the plant systems and to minimize the effects of the incident on plant personnel and the public, including the availability of other utilities and consultant resources.
- Upon arrival to the GORT area and thereafter, the Emergency Officer will have Communication capability with the plant and shall have authority to approve any actions or requests for additional assistance. The Emergency Officer will report to the EOF within about an hour at Palisades and an hour and a half at Big Rock Point upon declaration of a site area emergency.

• EOF Director

- Responsible for assigning and coordinating the activities of the Emergency Operations Facility in support of the affected plant. Also serves as the primary liaison between the plant and specific nonlocal offsite organizations and individuals (eg, DOE, NRC, State of Michigan, etc).

• EOF Administrator

- Coordinates administrative functions of the EOF and manages the facility until arrival of EOF Director.

OVERVIEW

• Communication Support Team

- Acts as primary communicator between EOF and outside organizations and individuals; maintains a record of all communications.

• Reactor Physics/Accident Analysis Support Team

- Provides technical assistance pertaining to reactor physics. This assistance may include verifying the extent of the emergency situation and providing advice to the EOF Director and the plant in matters related to reactor physics and accident analysis. At Palisades, technical assistance will include chemistry, plant operations and reactor engineering.

• Plant Support Engineering Support Team

- Provides technical engineering support. Will advise the EOF Director and the plant in technical engineering matters.

• Health Physics Support Team

- Provides technical health physics and meteorological support to the EOF Director and the plant. This assistance will include offsite dose analysis, meteorological support, and advice to the EOF Director and the plant in matters related to health physics. Also includes advising the EOF Director and the plant on recommended protective actions.

OVERVIEW

• Emergency Planning

- Acts as a resource person in technical and nontechnical areas and to provide interface support between emergency response organizations (both Company and non-Company).

• Public Affairs Representative

- Gathers information from the EOF Director and staff and transmits prepared information and news releases to the General Office Information Center or Joint Public Information Center for release to the media.

• Property Protection Support Team

- Provides assistance to support plant security as requested. Coordinates assignment of security personnel throughout the offsite emergency organization.

• Secretarial/Clerical Support Team

- Provides general assistance to the EOF emergency response organization.

• Logistics

- Sets up the GORT area. Duties also include coordination and maintenance of all support services required to keep the EOF operating in a reliable and efficient manner.

OVERVIEW

3.0 ACTIVATION

The General Office Response Team will be activated whenever an Alert is declared at either plant.

Activation of the EOF at the Alert level will be at the request of the Site Emergency Director. Activation of the EOF is mandatory at the Site Area Emergency or General Emergency classification.

Activation flow diagrams are given for the GORT and EOF in Attachments 4 and 5, respectively. A general description of the activation process for each facility is given below.

3.1 ACTIVATION OF THE GORT

- a. At the alert stage or above, Control Room notifies Jackson Power Controller. For an unusual event, the Control Room notifies Power Control but the GORT is not activated.
- b. Jackson Power Controller notifies the Parnall Receptionist/Security Guard, the Senior Management Representative, the Director, Emergency Planning Representative, Public Affairs Representative, Radiological Advisor and unaffected plant control rooms.
- c. The Receptionist/Parnall Security Guard notifies the Facility Services Supervisor to prepare GORT for operation.
- d. Facility Services will have the GORT area set up for operation within 30 minutes of notification. This setup will include:
 - Telephone Hookups

OVERVIEW

- Setup of Emergency Planning Zone Maps
- Setup of Tables, Chairs
- Setup of Facsimile machine, if requested
- Supplies (Pens, Paper, Forms, etc)
- Arrangement for Food and Security, as required
- e. GORT arrives. The Emergency Planning Representative notifies and mobilizes a Clerk.
- f. Communications with TSC are established.
- g. At this point, the GORT is activated.

3.2 ACTIVATION OF THE EOF

- a. The Site Emergency Director dispatches designated plant personnel to the EOF to initiate those actions necessary to augment the onsite emergency organization.
- b. The Logistics Support Team Leader will notify the appropriate Region personnel to initiate actions to have the Emergency Operations Facility activated.
- c. The Emergency Planning Representative notifies a Clerk to assemble the EOF emergency response staff.

OVERVIEW

- d. The Director instructs Logistics to make travel arrangements Senior Management, the Director, Emergency Planning Representative, Radiological Advisor and other personnel deemed necessary are dispatched to the EOF via Company aircraft or charter aircraft. Additional staff travels to the EOF via Company vehicles, rental vehicles and/or private vehicles.
- e. While the designated EOF staff is in transit, the Region Buildings Services Department or Conference Center staff assists the specified plant personnel in setting up the EOF. This includes:
- Telephone Hookups
 - Setup of Status Boards and Emergency Planning Zone Maps
 - Setup of Computer Terminals
 - Setup of Tables, Desks, Chairs, Signs, Nameplates, etc
 - Supplies (Pens, Paper, Forms, etc)
 - PA System
- Arrangements for Food, Security, Transportation, Housing or Bedding, Laundry and Radios, as required.
- f. Upon arrival, establish communications with the TSC. Accident status decisions and actions are reviewed with plant personnel assigned to the EOF.

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- g. As soon as the individual support teams are assembled and functioning, having established communications with their counterparts in the TSC, the EOF teams are ready to accept responsibilities from the TSC. As each team becomes ready to accept its responsibilities, the SED and EOF Director are informed.
- h. When the appropriate teams are ready and the EOF is judged to be prepared to assume responsibility, the EOF Director requests the SED to transfer authority to the EOF.

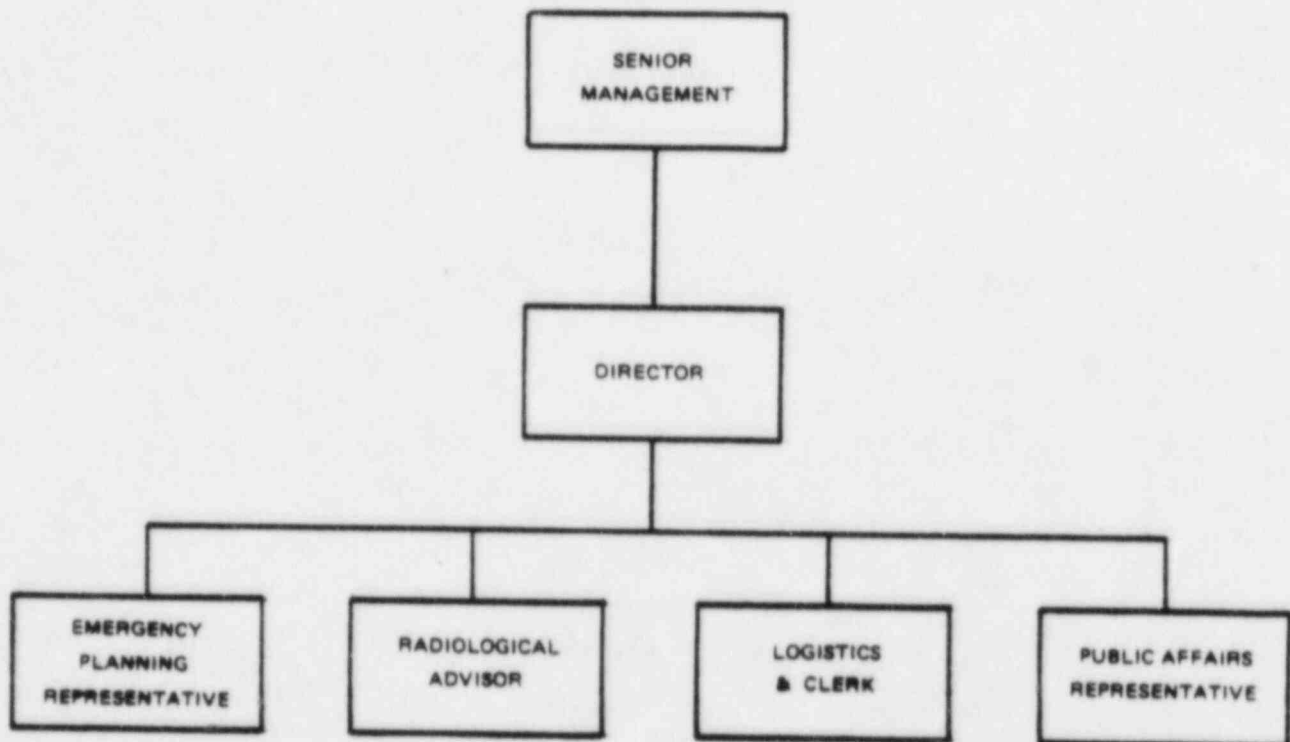
4.0 PROCEDURE

The attached procedures define those tasks and responsibilities of the Emergency Response Staff at General Office and at the Emergency Operations Facility.

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ATTACHMENT 1

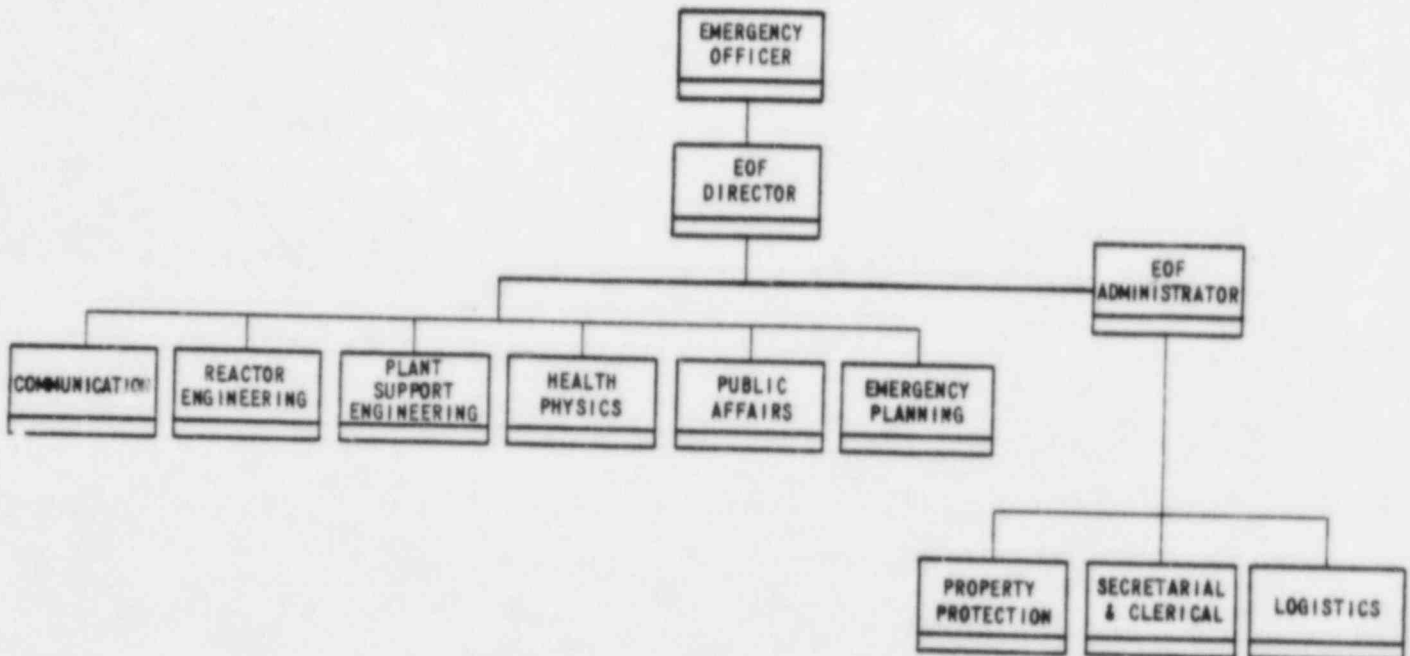
GENERAL OFFICE RESPONSE TEAM ORGANIZATION



OVERVIEW

ATTACHMENT 2

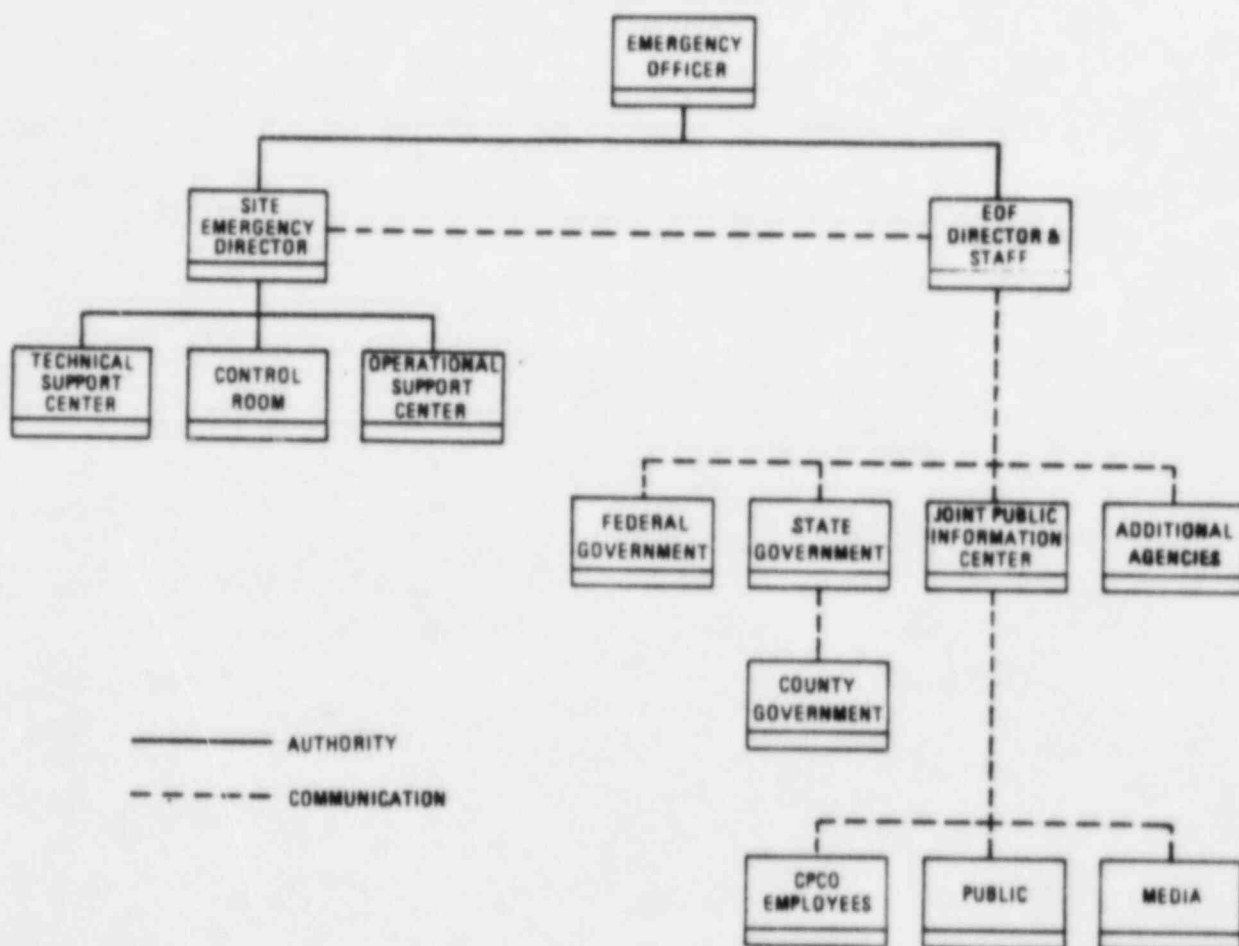
EMERGENCY OPERATIONS FACILITY ORGANIZATION



OVERVIEW

ATTACHMENT 3

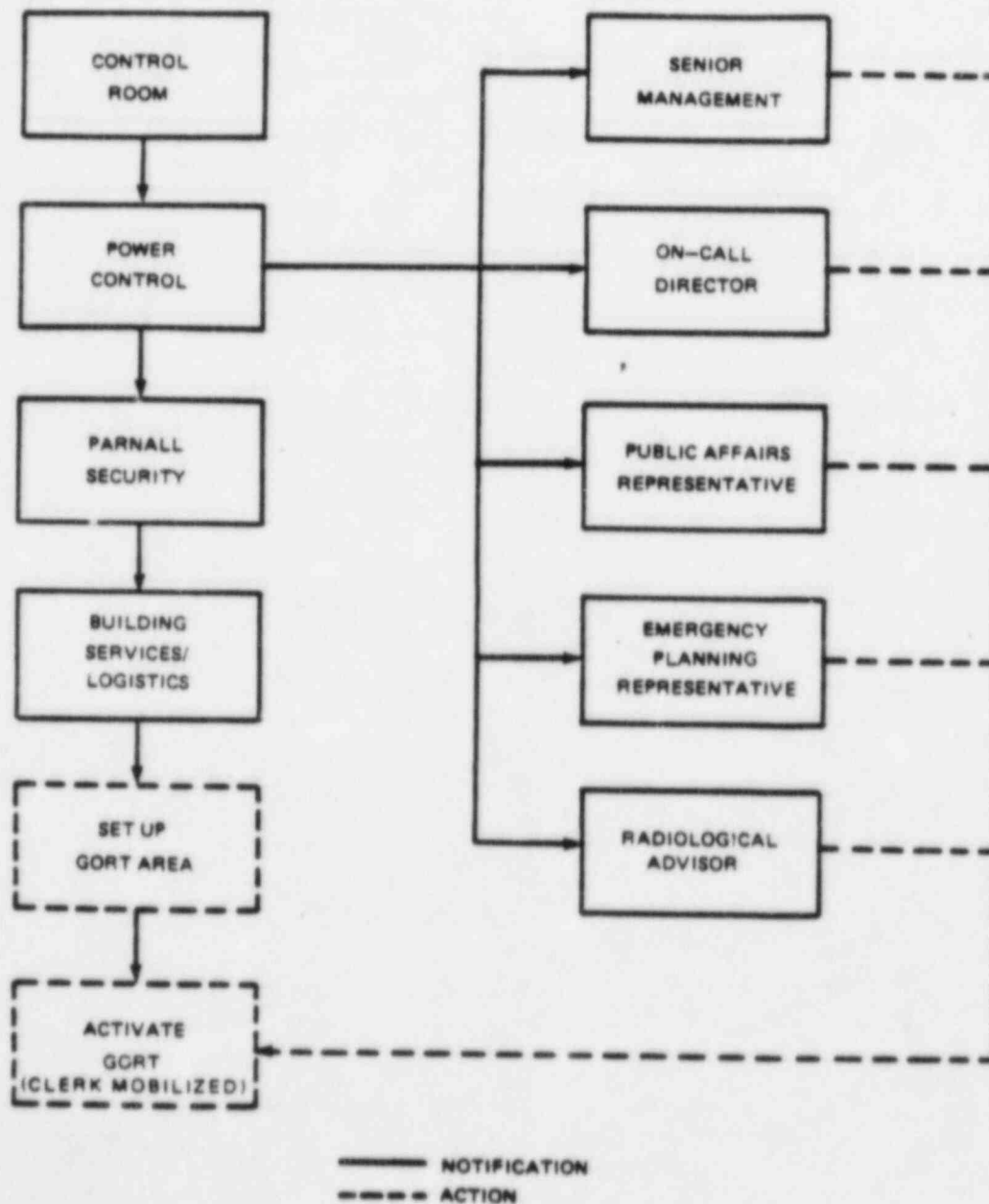
EMERGENCY RESPONSE INTERFACES



OVERVIEW

ATTACHMENT 4

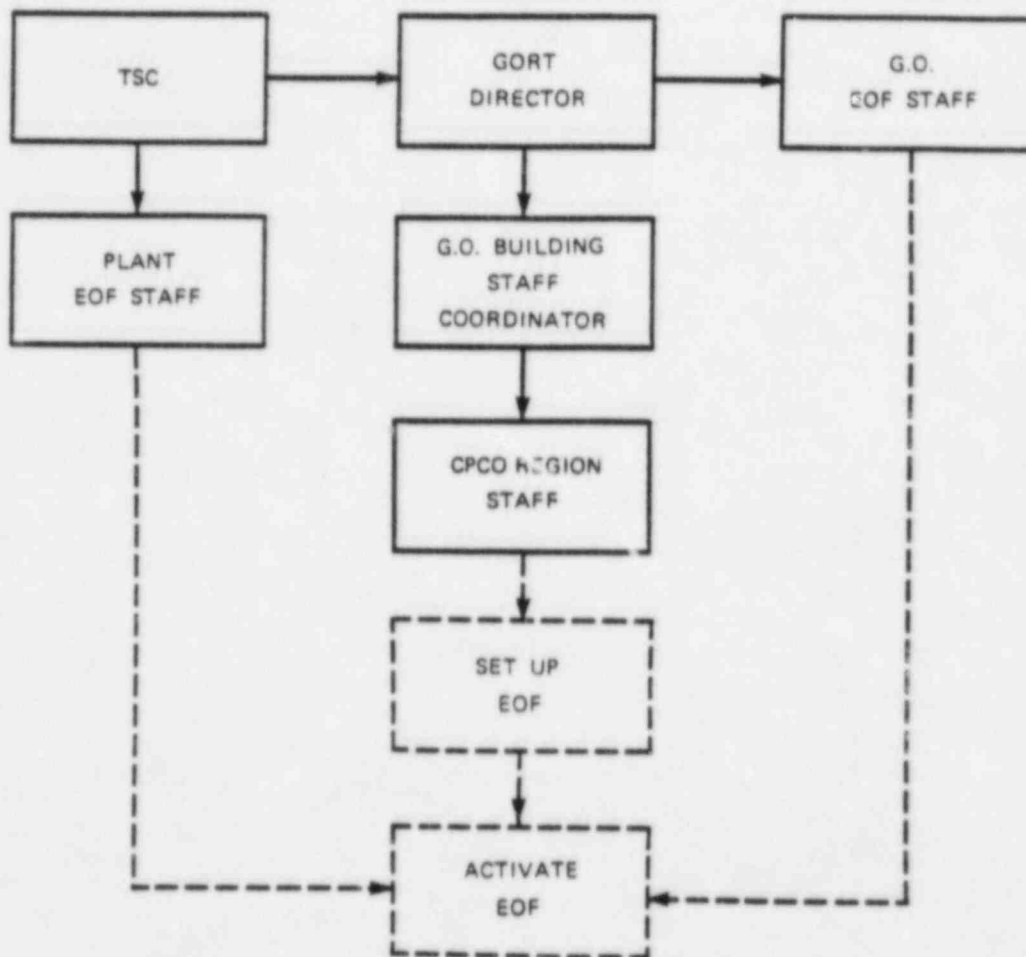
GENERAL OFFICE RESPONSE TEAM ACTIVATION FLOW DIAGRAM



OVERVIEW

ATTACHMENT 5

EOF : ACTIVATION FLOW CHART



———— NOTIFICATION
- - - - ACTION

Title: On-Shift System Power Controller, GEN-3

Approved by
Vice President
Nuclear Operations/Date

1

Administrator/Date
H. L. Smith 10/28/84

PS Swift 10/29/85

ON-SHIFT SYSTEM POWER CONTROLLER

1.0 PURPOSE

To describe and define the responsibility of the Corporate On-Shift System Power Controller during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "Power Control Checklist"

Attachment 2, "Mutual Assistance Request Checklist"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

Palisades or Big Rock Point must be at an Unusual Event, Alert, Site Area Emergency, or General Emergency or a request for mutual assistance must be received from another utility before initiation of this procedure.

4.0 PROCEDURE

4.1 RESPONSIBILITIES

Notify designated personnel within Consumers Power Company upon notification from one of the Company's nuclear facilities or another nuclear utility.

4.2 ACTIONS (UNUSUAL EVENT AT PALISADES OR BIG ROCK POINT)

4.2.1 Obtain all of the information required on Attachment 1 from the affected plant.

ON-SHIFT SYSTEM POWER CONTROLLER

4.2.2 Notify the On-Call Director (supply the information contained on Attachment 1).

- a. If the On-Call Control Center Director cannot be reached by telephone, use the paging system by dialing [REDACTED] and give the following message after hearing the beep tone: "Mr _____, please call the Consumers Power Company Power Control Center immediately at [REDACTED]"
- b. If the individual on call has not been contacted within fifteen (15) minutes, notify one of the alternates.

4.2.3 Notify the Vice President - Nuclear Operations (supply the information contained on Attachment 1):

Vice President - Nuclear Operations

Work: [REDACTED]

Home: [REDACTED]

4.2.4 Notify the affected plant that the On-Call Director and Vice President - Nuclear Operations have been notified.

4.3 ACTIONS (ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY AT PALISADES OR BIG ROCK POINT)

4.3.1 Obtain all information required on Attachment 1 from the affected plant.

ON-SHIFT SYSTEM POWER CONTROLLER

4.3.2 Notify the On-Call Director (supply the information contained on Attachment 1).

- a. If the On-Call Director cannot be reached by telephone, use the paging system by dialing [REDACTED] and give the following message after hearing the beep tone:
"Mr [REDACTED], please call the Consumers Power Company Power Control Center immediately at [REDACTED]"
- b. If the individual on call has not been contacted within ten minutes, notify one of the alternates.
- c. Notify the Site Emergency Director at the plant if the On-Call Director cannot be notified.

4.3.3 Inform the Parnall Security Guard or receptionist [REDACTED] that an Alert, Site Area Emergency, or General Emergency has occurred. Instruct that person to notify the on-call Building Services Supervisor.

4.3.4 Notify Senior Management (provide the information on Attachment 1).

Primary

R B DeWitt, Vice President - Nuclear Operations

Work: [REDACTED]

Home: [REDACTED]

ON-SHIFT SYSTEM POWER CONTROLLER

Alternate

G B Slade, Executive Director - Nuclear Assurance Department

Work: 

Home: 

Second Alternate

T W Elward, Executive Director,

Work: 

Home: 

- 4.3.5 Notify one Emergency Planning Representative (provide information on Attachment 1).

Phil Loomis

Work: 

Home: 

Dave Fugere

Work: 

Home: 

Tony Katarsky

Work: 

Home: 

Paul Slaughter

Work: 

Home: 

- 4.3.6 Notify one Public Affairs Representative (provide information on Attachment 1).

Mike Koschik

Work: 

Home: 

Paul Knopick

Work: 

Home: 

Rick Matteson

Work: 

Home: 

- 4.3.7 Notify one Radiological Advisor (provide information on Attachment 1).

Roger Sinderman

Work: 

Home: 

Robert English

Work: 

Home: 

Karen Penrod

Work: 

Home: 

ON-SHIFT SYSTEM POWER CONTROLLER

4.3.8 Notify the Control Rooms of the other nuclear plants (provide information on Attachment 1):

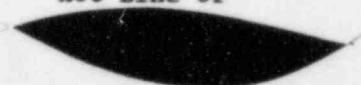
a. Big Rock Point Plant

Hot Line or



b. Palisades



Hot Line or



4.4 ACTIONS (MUTUAL ASSISTANCE AGREEMENT)

4.4.1 Obtain all information required on Attachment 2 from the affected utility.

4.4.2 Notify the On-Call Director and supply information from Attachment 2.

a. If the On-Call Control Center Director cannot be reached by telephone, use the paging system by dialing  and give the following message after hearing the beep tone: "Mr _____, please call the Consumers Power Company Power Control Center immediately at 

b. If the individual on call has not been contacted within fifteen (15) minutes, notify one of the alternates.

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ON-SHIFT SYSTEM POWER CONTROLLER

ATTACHMENT 1

POWER CONTROL CHECKLIST

Date: _____ Plant: BRP PAL

Time: _____

Drill: Yes _____ No _____

Unusual Event _____

Alert _____

Site Area Emergency _____

General Emergency _____

Other _____

Brief description of the event: _____

Notifications:

<u>Name</u>	<u>Time</u>	<u>Available (Yes/No)</u>	<u>Location and Telephone No</u>
-------------	-------------	-------------------------------	----------------------------------

Forward copy of completed form to P B Loomis, P-26-411B.

PR0685-0211C-TP13-TP03

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ON-SHIFT SYSTEM POWER CONTROLLER

ATTACHMENT 1 (Continued)

Notifications (Continued):

<u>Name</u>	<u>Time</u>	<u>(Yes/No)</u>	<u>Location and Telephone No</u>
-------------	-------------	-----------------	----------------------------------

Forward copy of completed form to P B Loomis, P-26-411B.

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ON-SHIFT SYSTEM POWER CONTROLLER

ATTACHMENT 2

MUTUAL ASSISTANCE REQUEST CHECKLIST

Date: _____

Time: _____

Drill: Yes _____ No _____

Utility: _____ Detroit Edison (Enrico Ferri 2)
_____ Indiana & Michigan (D C Cook .&2)
_____ Toledo Edison (Davis Besse)
_____ Cleveland Electric Illuminating (Perry)

Caller Name/Title: _____ / _____

*Call-back Number _____

Unusual Event _____

Alert _____

Site Area Emergency _____

General Emergency _____

Description of Event: _____

Material/Personnel Requested: _____

On-Call Director Notified: _____ Time: _____

*Caller will be contacted by Consumers Power Company Director/Officer.

Forward copy of completed form to F B Loomis, P-26-411B.

PR0685-0211C-TP13-TP03

Title: Emergency Officer (EOF), EOF-1

PR0185-0205C-TP13-TP01

EMERGENCY OFFICER

1.0 PURPOSE

To describe and define the responsibility of the Emergency Officer during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

None

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant has declared a Site Area Emergency or General Emergency. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

The position of the Emergency Officer is held by:

- a. The Vice President - Nuclear Operations, or
- b. By one of the following designated alternates:
 - Executive Director - Nuclear Assurance Department
 - Executive Director - Planning Services

The Emergency Officer assures that the full resources of Consumers Power Company are made available to assist the Site Emergency

EMERGENCY OFFICER

Director and EOF Director in minimizing the effects of the emergency on plant personnel and on the public.

Other responsibilities of the Emergency Officer include:

- Overall Executive Management of Consumers Power Company response to the emergency.
- Briefing and maintaining contact with Consumers Power Company Corporate Management on the emergency situation.
- Acting as the Corporate contact for executive level Federal, State and industry personnel.
- Authorizing expenditures.
- Managing initial reentry and recovery actions.

4.2 INITIAL ACTIONS

- 4.2.1 Upon arrival at the Emergency Operations Facility, sign in on the "EOF Emergency Response Staff" status board and review the extent of the emergency situation with the EOF Director.

4.3 CONTINUING ACTIONS

- 4.3.1 Act as a resource person for the EOF Director who has overall responsibility for the functional operation of the EOF.
- 4.3.2 Resolve any conflicts between the Site Emergency Director and the EOF Director.

EMERGENCY OFFICER

- 4.3.3 Perform responsibilities as outlined in Section 4.1 as required.
- 4.3.4 Advise Senior Consumers Power Company Management of the status of the situation.
- 4.3.5 In consultation with the Site Emergency Director and the EOF Director, determine if the following outside assistance is required. Instruct the Communications Support Team to obtain the assistance.
- a. ___ Members of site emergency teams from other Consumers Power Company nuclear plants
 - b. ___ Logistical support from the Region
 - c. ___ Equipment, tools, radiation detection equipment, anticontamination clothing and other contamination control and protection equipment available from other Company nuclear plants
 - d. ___ Members of the Travel Repair Crew and their equipment and trailers
 - e. ___ US Department of Energy (DOE) Radiological Assistance Teams
 - f. ___ Assistance from The Detroit Edison Company, Toledo Edison Company, Cleveland Electric Illuminating Company or Indiana & Michigan Electric Company (see Appendix A for agreements)

EMERGENCY OFFICER

- g. ___ Institute for Nuclear Power Operations (INPO) (See Appendix B for agreement)
- h. ___ Nuclear Safety Analysis Center (NSAC)
- i. ___ Atomic Industrial Forum (AIF)
- j. ___ Bechtel Associates
- k. ___ Combustion Engineering
- l. ___ General Electric
- m. ___ Babcock & Wilcox
- n. ___ Westinghouse

4.4 REENTRY AND RECOVERY ACTIONS

NOTE: The Emergency Officer becomes the Recovery Manager until the long-term recovery organization is established and operational at the site. The Site Emergency Director then assumes responsibility as Recovery Manager. The EOF can then be deactivated.

4.4.1 Initial Conditions and Actions

When the following conditions are met, the emergency may be terminated:

- a. ___ The release of radioactive materials to the environment is under control or has ceased.

EMERGENCY OFFICER

- b. ☐ Fire, flood, etc, as appropriate, is under control or has ceased.
- c. ☐ In-plant radiation levels are stable or decreasing.
- d. ☐ The reactor and associated systems are in a stable, safe condition.
- e. ☐ The SED, EOF Director, NRC and State agree to terminate.

4.4.2 Upon termination

- a. ☐ Instruct the Communicator to inform all agencies involved that the emergency is terminated and recovery operations are commencing.
- b. ☐ Instruct the EOF Director and Site Emergency Director to confer and determine: (1) what support the site requires from the EOF, (2) a schedule for the SED to assume the role of Recovery Manager, and (3) any other resources or guidance required for long-term recovery.
- c. ☐ Instruct the EOF Director to assemble an Interim Recovery Staff from the EOF personnel, if required.
- d. ☐ Continue to maintain contacts with Senior Consumers Power Company Management and non-Consumers Power Company agencies as appropriate.

EMERGENCY OFFICER

- e. ___ At the recommendation of the Site Emergency Director and EOF Director, inform the Site Emergency Director that he is to assume responsibility as long-term Recovery Manager and that the EOF is to be deactivated.

- f. ___ Instruct the EOF Director to deactivate the Emergency Operations Facility.

GORT/EOF
EMERGENCY IMPLEMENTING PROCEDURES
REVISION AND APPROVAL SHEET

Title: Emergency Operations Facility Director, EOF-2

Revision

1

Approved by
General Office
Emergency Planning
Administrator/Date

Chlorine 10/28/85

Approved by
Vice President
Nuclear Operations/Date

Revised 10/28/85

EMERGENCY OPERATIONS FACILITY DIRECTOR

1.0 PURPOSE

To describe and define the responsibilities of the Emergency Operations Facility (EOF) Director during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

None

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at a Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

4.1.1 Manage overall CP Co emergency response; ensure coordination or radiological and environmental assessment; provide protective action recommendations and coordinate emergency response activities with Federal and State agencies.

4.1.2 The Emergency Operations Facility Director is responsible for the operation of the Emergency Operations Facility at all times unless formally relieved of his duties by the Emergency Officer.

EMERGENCY OPERATIONS FACILITY DIRECTOR

4.2 INITIAL ACTIONS

4.2.1 Upon arrival at the Emergency Operations Facility, sign in on the "EOF Emergency Response Staff" status board.

4.2.2 Establish communications with Site Emergency Director at the affected plant.

4.2.2.1 Determine extent of emergency situation and what actions have been taken to mitigate the emergency.

4.2.2.2 If the Site Emergency Director requests outside assistance, instruct the Communications Support Team Leader to notify or request as required:

- a. ___ Members of Site Emergency teams from other Consumers Power Company nuclear plants
- b. ___ Logistical support from the Region
- c. ___ Equipment, tools, radiation detection equipment, anticontamination clothing, and other contamination control and protection equipment available from other Company nuclear plants
- d. ___ Members of the Travel Repair Crew and their equipment and trailers
- e. ___ US Department of Energy (DOE) Radiological Assistance Teams

EMERGENCY OPERATIONS FACILITY DIRECTOR

- *f. ___ Mutual assistance from The Detroit Edison Company, Toledo Edison Company, Cleveland Electric Illuminating Company or Indiana & Michigan Electric Company
- *g. ___ Institute for Nuclear Power Operations (INPO)
- *h. ___ Nuclear Safety Analysis Center (NSAC)
- *i. ___ Atomic Industrial Forum (AIF)
- j. ___ Bechtel Associates
- k. ___ Combustion Engineering
- l. ___ General Electric
- m. ___ Westinghouse
- n. ___ Babcock & Wilcox

4.2.3 Assign Team Leaders to direct actions of support team personnel.

4.2.4 Assemble the Emergency Officer, EOF Administrator and Support Team Leaders and:

*The Emergency Officer shall initiate request.

EMERGENCY OPERATIONS FACILITY DIRECTOR

- 4.2.4.1 Conduct a briefing on the emergency situation, plant status and actions taken by the plant to mitigate the emergency.
 - 4.2.4.2 Initiate action to implement all items requested by the Site Emergency Director in Section 4.2.2.2 above.
 - 4.2.4.3 Assure that a sufficient support staff has been or will be summoned to the Emergency Operations Facility.
 - 4.2.4.4 Instruct the Support Team Leaders to assist the plant as teams assemble; however, responsibility will remain at the Technical Support Center (TSC) until authority is transferred to the Emergency Operations Facility.
- 4.2.5 When the appropriate teams are ready and the EOF is judged to be prepared to assume responsibility, request the SED to transfer authority to the EOF.
- 4.2.6 When authority has been transferred to the EOF:
- a. — Announce to the EOF support staff that the Emergency Operations Facility has assumed responsibility.
 - b. — Instruct the SED to notify all agencies which the Technical Support Center is currently in communication with that authority has been transferred to the Emergency Operations Facility.

EMERGENCY OPERATIONS FACILITY DIRECTOR

4.3 CONTINUING ACTIONS

- 4.3.1 Maintain a line of communication to the Site Emergency Director and brief him frequently of the actions at the Emergency Operations Facility and actions being undertaken by offsite authorities.
- 4.3.2 Maintain communications with offsite authorities, particularly the State, brief them on actions undertaken at the plant and EOF, and determine action being taken offsite.
- 4.3.3 Provide protective action recommendations to offsite authorities:
 - 4.3.3.1 Review and approve, as deemed appropriate, protective action recommendations generated by the Health Physics Support Team.
 - 4.3.3.2 Recommendations shall be personally provided by the EOF Director.
- 4.3.4 Perform emergency classification in accordance with Plant Emergency Plan Implementing Procedures.
 - 4.3.4.1 Upgrade to General Emergency classification shall be personally provided to the State and NRC. A minimum protective action recommendation of shelter from zero to two miles concentric and two to five miles downwind for the affected, and two adjacent sectors must be provided with notification of General

EMERGENCY OPERATIONS FACILITY DIRECTOR

Emergency. Follow-up recommendations should be provided as quickly as possible.

4.3.4.2 All downgrades in emergency classification must be coordinated with the SED, State and NRC.

4.3.5 In consultation with the Communication Support Team Leader:

4.3.5.1 Review and approve all information transmitted to offsite authorities via the Notification Form. Review may be delegated to an assistant.

4.3.5.2 Verify with the Communication Support Team Leader that all outside assistance requested by the Site Emergency Director has been arranged.

4.3.6 Review plant status and the current mitigating actions with the Reactor Engineering/Accident Analysis Support Team and the Plant Support Engineering Support Team. Provide recommendations to the Technical Support Center as appropriate.

4.3.7 Review and approve all information to be sent to the Joint Public Information Center by the EOF Public Affairs Representative. Approval signifies that the information is correct and current and is authorized to be released to the public. This information will be used as the basis for press releases jointly issued by State, local and CP Co representatives.

4.3.7.1 Assure that the Public Affairs Representative has obtained a technical review from an appropriate Support Team Leader. This review should be

EMERGENCY OPERATIONS FACILITY DIRECTOR

documented by the respective Support Team Leader who must sign off on the information.

- 4.3.8 Provide all other assistance requested by the Site Emergency Director or Emergency Officer.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the Emergency Operations Facility will be deactivated. Instruct the Support Team Leaders to close out all files and secure all forms, records and logs as appropriate.

Title: Emergency Operations Facility Administrator, EOF-3

Approved by
Vice President
Nuclear Operations/Date

1

Philip J. Fox 10/24/85

RS Devict 10/28/85

EMERGENCY OPERATIONS FACILITY ADMINISTRATOR

1.0 PURPOSE

To describe and define the responsibilities of the Emergency Operations Facility (EOF) Administrator during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

None

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

Manage the EOF and direct actions of plant personnel prior to arrival of the EOF Director. Coordinate the administrative functions and operation of the Emergency Operations Facility.

4.2 INITIAL ACTIONS

4.2.1 Proceed to the Emergency Operations Facility for the affected plant and sign in on the "EOF Emergency Response Staff" status board.

EMERGENCY OPERATIONS FACILITY ADMINISTRATOR

- 4.2.2 Determine the extent of the emergency with the Site Emergency Director.
- 4.2.3 Verify that personnel have adequate equipment and supplies.
- 4.2.4 Coordinate with Logistics upon their arrival if additional equipment or supplies are needed.
- 4.2.5 Establish security to restrict access to the Emergency Operations Facility.
- 4.2.6 Verify that support teams have established communication with counterparts in the Technical Support Center (TSC).
- 4.2.7 Conduct periodic briefings of EOF staff or make announcements on emergency status.
- 4.2.8 Upon arrival of the EOF Director, brief him on status of the emergency and status of EOF activation.
- 4.2.9 Notify the EOF Director as Support Team Leaders indicate a ready status on the "EOF Emergency Response Staff" status board.

4.3 CONTINUING ACTIONS

- 4.3.1 Throughout the emergency, ensure that:
 - a. ____ The individual support teams have communications with their counterparts in the Technical Support Center and are carrying out their designated duties.

EMERGENCY OPERATIONS FACILITY ADMINISTRATOR

- b. ___ Status boards are being updated.
- c. ___ Notifications are being made and logged and updates
 scheduled by the Communications Support Team.

4.3.2 Coordinate scheduling of work shifts to man the Emergency
Operations Facility on a 24-hour basis.

4.3.3 Coordinate with Logistics to set up food services and lodging
for the support staff.

4.3.4 Assure that the needs of the Federal and State government
personnel located in the Emergency Operations Facility are
being addressed.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the Emergency Operations Facility will
be deactivated. Verify that the Support Team Leaders have closed
out all files and secured all forms, records and logs as
appropriate.

Title: Communications Support Team Leader, EOF-4

Approved by
Vice President
Nuclear Operations/Date

1

Administrator/Date
M. J. [Signature] 10/24/85

RB Smith 10/28/85

COMMUNICATION SUPPORT TEAM LEADER (EOF)

1.0 PURPOSE

To describe and define the responsibilities of the Communication Support Team Leader in the Emergency Operations Facility (EOF) during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "EOF Communication Support Team Facilities and Equipment Checklist"

Attachment 2, "Mandatory Telephone Notifications"

Attachment 3, "Notification Form"

Attachment 4, "Additional Emergency Support Request Telephone Numbers"

Attachment 5, "Additional Emergency Support Request Checklist"

Attachment 6, "Incoming/Outgoing Message Form"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

COMMUNICATION SUPPORT TEAM LEADER (EOF)

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To act as the official communicator between the Emergency Operations Facility, the affected Plant and outside organizations. To make and record all official communications from the Emergency Operations Facility except for those formally designated to another support team within this document. This does not preclude support teams communicating to their counterparts at the Plant on technical matters.

4.2 INITIAL ACTIONS

4.2.1 Proceed to the Emergency Operations Facility for the affected plant. Sign in on the "EOF Emergency Response Staff" status board.

4.2.2 Determine the extent of the emergency and what, if any, initial actions are required.

4.2.3 Verify that the facilities and equipment listed in the checklist (Attachment 1) are available and functional.

4.2.4 Establish a communication link to the Technical Support Center Communicator (see Emergency Telephone Numbers section for telephone numbers) and review:

a. ___ Plant status

COMMUNICATION SUPPORT TEAM LEADER (EOF)

- b. ___ All organizations contacted
- c. ___ All actions initiated by the organizations contacted
- d. ___ Schedule to update the appropriate organizations
- e. ___ Any other information pertinent to facilitating transfer of authority

4.2.5 Perform notifications as directed by the Site Emergency Director and maintain status boards.

4.2.6 Establish a Communication Support Team upon arrival of the EOF Director. Assign personnel to:

4.2.6.1 Maintain an open communication link (TSC Hot Line) between the Emergency Operations Facility and the affected Plant Technical Support Center.

4.2.6.2 Establish communications with those agencies listed in the Mandatory Telephone Notifications (Attachment 2). Once the EOF assumes responsibility, provide EOF generated information on the Notification Form (Attachment 3) to those agencies.

4.2.6.3 Update the Notification Form.

4.2.6.4 Assist the EOF Director as requested.

4.2.6.5 Update status boards EOF-2, EOF-3, EOF-4 and EOF-5.

COMMUNICATION SUPPORT TEAM LEADER (EOF)

4.2.7 Notify the EOF Administrator that the Communication Support Team is ready to assume responsibility for communication support as soon as:

- a. ___ Sufficient Communication Support Team members have arrived.
- b. ___ All work assignments have been completed.
- c. ___ Sufficient equipment has been verified available and functional.
- d. ___ An operable communication line between the Emergency Operations Facility Communication Support Team and the Technical Support Center Communication group has been established.
- e. ___ An operable communication link is available to those agencies listed in the Mandatory Telephone Notifications List (Attachment 2).

4.2.8 Indicate on the "EOF Emergency Response Staff" status board that the Communication Support Team is ready.

4.2.9 As soon as the EOF Director announces that the Emergency Operations Facility is operational, notify the following that the EOF is operational and is assuming responsibility.

- a. ___ Plant Technical Support Center

COMMUNICATION SUPPORT TEAM LEADER (EOF)

- b. ___ All organizations in Attachments 2 and 5 that have been contacted by the Technical Support Center.
- c. ___ Any other organizations as specified by the Technical Support Center Communicator.

4.3 CONTINUING ACTIONS

- 4.3.1 For incoming messages, ensure that the Incoming/Outgoing Message Forms are being completed by the Plant Communicator and distributed to the EOF Director, Emergency Officer and appropriate Support Team Leaders.
- 4.3.2 Ensure that a log of incoming messages is being maintained.
- 4.3.3 Ensure that a log of outgoing messages is being maintained.
- 4.3.4 Establish an update schedule to provide information to those agencies listed in the Mandatory Notification List (Attachment 2)
 - 4.3.4.1 Messages will consist of items on the Notification Form as available and as changes of status occur.
 - 4.3.4.2 Ensure that the EOF Director has approved the Notification Form prior to release if changes of status have occurred.
 - 4.3.4.3 Ensure that a new Notification Form is used for each update and that the message number, date and time are updated.

COMMUNICATION SUPPORT TEAM LEADER (EOF)

NOTE: The EOF Director is responsible for personally notifying the State and NRC of upgrade to a General Emergency classification along with appropriate protective action recommendations.

- 4.3.5 If additional emergency support is required, contact the appropriate group listed in Attachment 4 and provide the information listed in Attachment 5.
- 4.3.6 Continue to inform the EOF Director of actions being taken by the EOF Communication Support Team.
- 4.3.7 Continue to make any communications as directed by the EOF Director or the Emergency Officer.
- 4.3.8 If the estimated duration of the incident warrants, arrange a relief rotation schedule with the EOF Administrator.
- 4.3.9 Provide support as requested by the EOF Director and/or Emergency Officer.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the EOF will be deactivated. Close out all communications as directed by the EOF Director or Emergency Officer. Close out all files and secure all forms, records and logs as appropriate.

COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 1

EOF COMMUNICATION SUPPORT TEAM FACILITIES AND EQUIPMENT CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Pencils and paper available?	_____	_____
2. Incoming/outgoing message forms available?	_____	_____
3. Telephone directories (Company/local) available?	_____	_____
4. Status boards EOF-2, EOF-3, EOF-4 and EOF-5 available?	_____	_____
5. Plant Communicator hot line to the Plant Technical Support Center available?	_____	_____
6. EOF Director hot line to the Plant Technical Support Center available?	_____	_____
7. Hot lines available?	_____	_____
8. Are the telephone extensions listed in the Emergency Telephone Numbers section for the Emergency Officer, EOF Director, EOF Administrator and EOF Communications Support Team available?	_____	_____


COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 2


MANDATORY TELEPHONE NOTIFICATIONS


- I. The following agencies must be supplied with Attachment 3 information and provided updates every 15 minutes or at a mutually agreed upon schedule:


(1) State of Michigan

Primary: Hot Line - State EOC, Lansing
Alternate: 

(2) US NRC

Primary: Hot Line - ENS or HPN
Alternate: 

Region III (contact only as necessary or requested).


- (3) Michigan Department Public Health, Lansing (Provide information to the Department only if instructed by the State Police.)


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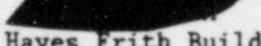
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ATTACHMENT 2 (Continued)

II. Organizations to be notified and to be updated as conditions warrant:

	<u>Day</u>	<u>Night</u>
(1) CP Co Legal Department William Wisner		
(2) CP Co Insurance Department Director, James Cooper		
(3) Nuclear Mutual Limited Area Code  Telex:  Harold Hayes Frith Building Par-La-Ville Road Hamilton, Bermuda		

COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 3

Date: _____ Time: _____ Approval: _____

NOTIFICATION FORM

If No
Change
Check

From: Control Room _____ TSC _____ GOCC _____ EOF _____ (Check One)
THIS IS _____ IS NOT _____ A DRILL. (Check One)

____ 1. To: County _____ (check) Name: _____ Time _____
State _____
NRC _____

____ 2. Plant Name/Unit _____ 2.A. Message Number _____

____ 3. Class of Emergency (Check One): A. Unusual Event _____ B. Alert _____ C. Site Area _____ D. General _____
E. This Classification Declared by CPCo at: Time: _____ Date: _____

____ 4. Description of Event/Initiating Condition: _____

____ 5. Prognosis (Check One): A. Stable _____ B. Escalating _____ C. De-escalating _____ D. Terminating _____

____ 6. Plant Emergency Response Actions Underway:
A. Offsite Assistance Previously Requested: Yes _____ No _____ B. Fire _____
C. Police _____ D. Ambulance _____
E. Hospital _____ F. Other _____
G. Site Evacuation: Yes _____ No _____ Limited _____
H. Onsite RM Teams Dispatched: Yes _____ No _____ Time _____
I. Offsite RM Teams Dispatched: Yes _____ No _____ Time _____

____ *7. Release Information:
A. Potential for Release: Yes _____ No _____ B. Actual Release: Yes _____ No _____ C. Time of Release _____
D. Airborne _____ E. Waterborne _____ F. Surface Spill _____ G. Potential Release Duration, Hours _____

____ *8. Meteorological Data:
A. Stability Class _____ Based On _____ $\Delta T(^{\circ}C)/$ _____ $\Delta Z(m)$ or _____ sigma Theta (d)
B. Wind Speed, mph _____ C. Wind Direction, degrees: From _____ To _____
D. Downwind Sector (s) _____ E. Precipitation _____

COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 3 (Continued)

____ *9. Radiological Release Data:

A. Estimated _____	Measured _____	B. Effluent Points & Height _____
C. Noble Gas Release Rate, Ci/sec _____		D. Average Energy per Disintegration, E, Mev _____
E. Equivalent I-131 Release Rate, Ci/sec _____		F. Particulates, Ci/sec _____

____ *10. Calculated Offsite Dose:

		DISTANCE			
	Site Boundary	2 mi	5 mi	10 mi	
A. Whole Body Gamma Dose Rate, mrem/hr	A.1. _____	A.2. _____	A.3. _____	A.4. _____	
B. Whole Body Gamma Dose, mrem	B.1. _____	B.2. _____	B.3. _____	B.4. _____	
C. Child Thyroid Dose Rate, mrem/hr	C.1. _____	C.2. _____	C.3. _____	C.4. _____	
D. Child Thyroid Dose, mrem	D.1. _____	D.2. _____	D.3. _____	D.4. _____	
E. Sector(s) Affected	E.1. _____	E.2. _____	E.3. _____	E.4. _____	
F. Additional Data _____					

____ *11. Field Survey Data:

		DISTANCE			
	Site Boundary	mi	mi	mi	
A. Whole Body Gamma Dose Rate, mrem/hr	A.1. _____	A.2. _____	A.3. _____	A.4. _____	
B. Child Thyroid Dose Rate, mrem/hr	B.1. _____	B.2. _____	B.3. _____	B.4. _____	
C. Sector(s) Affected	C.1. _____	C.2. _____	C.3. _____	C.4. _____	
D. Additional Data _____					

____ *12. Protective Action Recommendations:

A. None		SECTOR(S)	MILES
B. In-place Sheltering		_____	_____
C. Evacuation		_____	_____
D. KI Distribution		_____	_____
E. Contamination Control	Food	Water	Milk
F. Other _____		_____	_____

____ *13. Estimate of Contaminated Area (As Available) A. In Plant (Sq Ft) _____ B. Onsite (Sq Miles) _____

C. Offsite (Sq Miles) _____

____ 14. Additional Information _____

*Filled Out By Health Physics Support Team.

COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 4

ADDITIONAL EMERGENCY SUPPORT REQUEST TELEPHONE NUMBERS

(1) Mutual Assistance (Refer to Appendix A)

(a) The Detroit Edison Company:

Control Room, Fermi II Nuclear Plant

[REDACTED]

(b) Toledo Edison Company:

Davis-Besse Nuclear Power Station, Emergency Coordinator

Day: [REDACTED]

Night: [REDACTED]

(c) Cleveland Electric Illuminating
Company:

Perry Nuclear Plant
Plant Manager

[REDACTED]

(d) Indiana & Michigan Electric Company:

W G Smith (Plant Manager):

Day:

Night:

B A Svensson (Assistant Manager):

Day:

Night:

A A Blind (Assistant Manager):

Day:

Night:

(2) Department of Energy, Radiological Assistance Team

Day: [REDACTED]

Night: [REDACTED]

(3) Institute for Nuclear Power Operations

Phone:

Telecopier:

[REDACTED] (24-Hour Number)

COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 4 (Continued)

(4) Nuclear Safety Analysis Center



(5) Atomic Industrial Forum



(6) Bechtel Associates



(7) General Electric Co

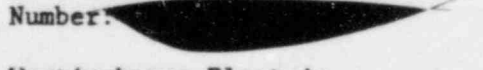
	<u>Day</u>	<u>Night</u>
Primary:		
Secondary:		

(8) Combustion Engineering, Inc



(9) Babcock & Wilcox

24-Hour Maintenance
Number:



(10) Westinghouse Electric

	<u>Day</u>	<u>Night</u>

(11) Other Reference: INPO Emergency Resources Manual

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ATTACHMENT 5

ADDITIONAL EMERGENCY SUPPORT REQUEST CHECKLIST

1. Date _____ Time _____ Authorized _____
2. Name and title of person calling _____
3. Nature of emergency _____
4. Plant _____ Location _____
5. When the help is needed _____
6. Where the help is wanted _____
7. Work to be done _____
8. Where the help should report _____
9. The name and title of person to report to _____
10. Number of personnel requested _____
11. Classification of personnel _____
12. Estimated time duration for additional support _____
13. Equipment needed: _____

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ATTACHMENT 5 (Continued)

14. Material needed: _____

15. Services needed: _____

16. Other information: _____

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COMMUNICATION SUPPORT TEAM LEADER (EOF)

ATTACHMENT 6

GOCC/EOF MESSAGE FORM

ACTION REQUEST/INFORMATION (CIRCLE ONE)

TO:	Emergency Officer _____	Health Physics _____	
	Emergency Director _____	Public Affairs _____	
	Administrator _____	Emergency Planning _____	All _____
	Communications _____	Property Protection _____	
	Reactor Eng. _____	Secretarial/Clerical _____	
	Plant Support Eng. _____	Logistics _____	
		Other (indicate) _____	

Date _____ Time _____

MESSAGE # _____ (Enter ID Code + Message #)

INFORMATION/REQUEST _____

Signature _____

REPLY TO MESSAGE # _____ (Enter ID Code + Message #)

Signature _____

Distribution:

White - Secretarial/Clerical
Yellow - GOCC/EOF Director
Pink - Originator

Identification Code:

D-Director	HP-Health Physics
A-Administrator	L-Logistics
C-Communications	PR-Public Relations
RE-Reactor Eng.	EP-Emergency Planning
PS-Plant Support	SC-Secretarial/Clerical

Title: Reactor Engineering/Accident Analysis Support Team Leader, EOF-5

Approved by
Vice President
Nuclear Operations/Date

1

Jeff. D. Oen 10/24/85

Bob Jewett 10/28/85

REACTOR ENGINEERING/ACCIDENT ANALYSIS SUPPORT TEAM LEADER

1.0 PURPOSE

To describe and define the responsibilities of the Reactor Engineering/Accident Analysis Support Team Leader in the Emergency Operations Facility (EOF) during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "Reactor Engineering/Accident Analysis Support Team Facilities and Equipment Checklist"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To provide reactor engineering and accident analysis interpretation for the Emergency Operations Facility Director and technical analysis for the affected plant as requested.

NOTE: The roles of the Reactor Engineering/Accident Analysis Support Team and Plant Support Engineering Support Team may be combined at the discretion of the EOF Director.

REACTOR ENGINEERING/ACCIDENT ANALYSIS SUPPORT TEAM LEADER

4.2 INITIAL ACTIONS

- 4.2.1 Proceed to the Emergency Operations Facility and sign in on the "EOF Emergency Response Staff" status board.
- 4.2.2 Verify that the equipment, supplies and communication channels listed in Attachment 1 are available and functional for the support team.
- 4.2.3 Establish communications with counterpart group in Technical Support Center (see Emergency Telephone Numbers section for telephone number) and:
 - a. ___ Review of plant status and critical reactor parameters.
 - b. ___ Review of recommendations to prevent and/or limit core damage.
 - c. ___ Actions initiated by the plant to bring it to a safe shutdown.
- 4.2.4 Indicate on the "EOF Emergency Response Staff" status board that the Reactor Engineering/Accident Analysis Support Team is ready.
- 4.2.5 Brief the EOF Administrator on changes in plant status and mitigating actions as they occur until the EOF Director arrives.

REACTOR ENGINEERING/ACCIDENT ANALYSIS SUPPORT TEAM LEADER

- 4.2.6 As soon as the EOF Director announces that the Emergency Operations Facility is operational, assume responsibility for providing reactor engineering/accident analysis interpretation for the EOF Director and support for the plant as requested.

4.3 CONTINUING ACTIONS

- 4.3.1 Continue to review with the Technical Support Center Reactor Engineering group the accident sequence and what Control Room Operator actions are being taken to mitigate the emergency.
- 4.3.2 Provide the Emergency Operations Facility Director with any pertinent changes in plant status or recommendations.
- 4.3.3 Verify that the status board EOF-6 is being maintained with correct and current plant information.
- 4.3.4 Provide the EOF Director with a summary of all plant actions as they pertain to reactor engineering/accident analysis.
- 4.3.5 If the estimated duration of the incident warrants, arrange with the EOF Administrator to have a relief support team assembled.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the EOF will be deactivated. Close out all communications as directed by the EOF Director or Emergency officer. Close out all files and secure all forms, records and logs as appropriate.

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REACTOR ENGINEERING/ACCIDENT ANALYSIS SUPPORT TEAM LEADER

ATTACHMENT 1

REACTOR ENGINEERING/ACCIDENT ANALYSIS SUPPORT
TEAM FACILITIES AND EQUIPMENT CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Pencils and paper available?	_____	_____
2. Telephone directories (Company/local) available?	_____	_____
3. Incoming message forms available?	_____	_____
4. Outgoing message forms available?	_____	_____
5. Status board log sheets available?	_____	_____
6. Status board EOF-6 set up?	_____	_____
7. Plant parameter display available?	_____	_____
8. Are the telephone extensions listed in the Emergency Telephone Numbers section for the EOF Reactor Engineering/Accident Analysis Support Team available?	_____	_____

Title: Plant Support Engineering Support Team Leader, EOF-6

1

PLANT SUPPORT ENGINEERING SUPPORT TEAM LEADER

1.0 PURPOSE

To describe and define the responsibilities of the Plant Support Engineering Support Team Leader in the Emergency Operations Facility (EOF) during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "Plant Support Engineering Support Team Facilities and Equipment Checklist"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To provide technical plant engineering interpretation for the Emergency Operations Facility Director and technical support for the affected plant.

NOTE: The roles of the Plant Support Engineering Team and the Reactor Engineering/Accident Analysis Support Team may be combined at the discretion of the EOF Director.

PLANT SUPPORT ENGINEERING SUPPORT TEAM LEADER

4.2 INITIAL ACTIONS

- 4.2.1 Proceed to the Emergency Operations Facility and sign in on the "EOF Emergency Response Staff" status board.
- 4.2.2 Verify that the equipment, supplies and communication channels listed in Attachment 1 are available and functional for the support team.
- 4.2.3 Establish communications with counterpart group in the Technical Support Center (see Emergency Telephone Numbers section for the telephone number) and:
 - a. ____ Review of the plant status.
 - b. ____ Review of all engineering recommendations and calculations made.
 - c. ____ Actions initiated by the plant as they relate to engineering matters.
- 4.2.4 Indicate on the "EOF Emergency Response Staff" status board that the Plant Support Engineering Support Team is ready.
- 4.2.5 Brief the EOF Administrator on changes in plant status and mitigating actions as they occur until the EOF Director arrives.

PLANT SUPPORT ENGINEERING SUPPORT TEAM LEADER

- 4.2.6 As soon as the EOF Director announces that the Emergency Operations Facility is operational, assume responsibility for providing plant engineering interpretation for the EOF Director and support for the plant as requested.

4.3 CONTINUING ACTIONS

- 4.3.1 Provide the Emergency Operations Facility Director and affected Plant Technical Support Center Plant Engineering group with engineering interpretation and recommendations.
- 4.3.2 Provide the EOF Director with a summary of all plant actions as they pertain to plant engineering matters.
- 4.3.3 If the estimated duration of the incident warrants, arrange with the EOF Administrator to have a relief support team assembled.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the Emergency Operations Facility will be deactivated. Close out all communications as directed by the EOF Director or Emergency Officer. Close out all files and secure all forms, records and logs as appropriate.

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PLANT SUPPORT ENGINEERING SUPPORT TEAM LEADER

ATTACHMENT 1

PLANT SUPPORT ENGINEERING SUPPORT TEAM
FACILITIES AND EQUIPMENT CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Pencils and paper available?	_____	_____
2. Telephone directors (Company/local) available?	_____	_____
3. Incoming message forms available?	_____	_____
4. Outgoing message forms available?	_____	_____
5. Plant parameter display available?	_____	_____
6. Are the telephone extensions listed in the Emergency Telephone Numbers section for the EOF Plant Support Engineering Support Team available?	_____	_____

Title: Health Physics Support Team Leader, EOF-7

Approved by
Vice President
Nuclear Operations/Date

1

Philip Jan 10/25/65

123456789010/28/85

HEALTH PHYSICS SUPPORT TEAM LEADER

1.0 PURPOSE

To describe and define the responsibilities of the Health Physics Support Team Leader in the Emergency Operations Facility (EOF) during an emergency situation at a Consumers Power Company operated nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "Health Physics Support Team Facilities and Equipment Checklist"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To provide recommended protective actions and technical health physics and meteorological interpretation for the Emergency Operations Facility (EOF) Director.

4.2 INITIAL ACTIONS

4.2.1 Proceed to the Emergency Operations Facility for the affected plant with the EOF Director and Emergency Officer, and sign in on the "EOF Emergency Response Staff" status board.

HEALTH PHYSICS SUPPORT TEAM LEADER

- 4.2.2 Verify that the equipment, supplies and communication channels listed in Attachment 1 are available and functional.
- 4.2.3 Establish communications with the TSC Health Physics group and review:
- a. ___ Current plant status.
 - b. ___ Advised protective actions to the State.
 - c. ___ Current protective actions initiated by the State.
 - d. ___ Offsite dose calculations results if a release has occurred or projected dose calculations of a potential radiological release.
 - e. ___ Actions initiated by the State of Michigan and NRC dose assessment organizations, the telephone numbers currently being used to communicate to these organizations and the update schedule established to provide them with current information.
- 4.2.4 Brief the EOF Administrator on Health Physics aspects of the emergency until arrival of additional Health Physics Support Team personnel from General Office.
- 4.2.5 Begin to establish the Health Physics Support Team when additional support team members begin to arrive. As available, assign personnel to:

HEALTH PHYSICS SUPPORT TEAM LEADER

- 4.2.5.1 Maintain communications with the Plant Technical Support Center Health Physics Group, log and distribute work tasks for the group, and update status boards EOF-7 and EOF-8 as appropriate. (EOF-8 used for Palisades only.)
- 4.2.5.2 Establish a link to obtain onsite meteorological data, meteorological forecast and provide all required technical meteorological support.
- 4.2.5.3 Contact the Operational Support Center (Palisades)/Technical Support Center (Big Rock Point) prior to assuming control of offsite monitoring teams and obtain:
 - a. Number of teams
 - b. Locations
 - c. Survey and sample results
 - d. Dosimetry records
 - e. Meteorological data

Then, establish and maintain a line of communication to the offsite monitoring teams. This individual shall be responsible for providing the monitoring teams with replacement offsite accident TLDs and offsite emergency personnel TLDs, for the collection of these TLDs from the monitoring teams, and for

HEALTH PHYSICS SUPPORT TEAM LEADER

acting as a liaison between the EOF and the TLD lab.
(This individual will be dispatched from the Plant
Technical Support Center.)

- 4.2.5.4 Provide offsite dose calculations, meteorological data, radiological data, offsite monitoring survey results, if any, to the State of Michigan and NRC dose assessment groups. (See Note 1 below.)
- 4.2.5.5 Assign EOF personnel with offsite personnel TLDs, if dose assessment deems it to be necessary.
- 4.2.5.6 Obtain and evaluate airborne radioactivity levels within the EOF, if the EOF is determined to be within the radioactive plume pathway.

NOTE: Telephone numbers to the above dose assessment organizations should be obtained through the Technical Support Center (TSC) Health Physics Support Team. An update schedule should have been arranged by the TSC Health Physics Support Team.

- 4.2.6 Notify the EOF Administrator that the Health Physics Support Team is ready to assume responsibility for providing health physics support as soon as:

- a. Communication links have been verified operational to the Plant Technical Support Center Health Physics group, State of Michigan dose assessment group and the Nuclear Regulatory Commission dose assessment group.

HEALTH PHYSICS SUPPORT TEAM LEADER

- b. ___ All items in Section 4.2.3 above have been reviewed.

4.2.7 Indicate on the "EOF Emergency Response Staff" status board that the Health Physics Support Team is ready.

4.2.8 As soon as the EOF Director announces that the Emergency Operations Facility is operational, assume responsibility for providing health physics support.

4.3 CONTINUING ACTIONS

4.3.1 Maintain a line of communication to the Plant Technical Support Center Health Physics group.

4.3.1.1 Establish whether or not the potential exists for a radiological release.

4.3.1.2 Review Plant radiological parameter status.

4.3.1.3 Review with the TSC Health Physics group all actions undertaken by the EOF Health Physics Support Team.

4.3.2 If the emergency includes a release of radioactive material or potential for a release, provide protective action recommendations utilizing the same methodology as described in the appropriate site emergency implementing procedures.

HEALTH PHYSICS SUPPORT TEAM LEADER

- 4.3.2.1 If the results indicate the exposure to EOF personnel is likely, the Health Physics Support Team Leader shall notify the EOF Director of the assignment of offsite personnel TLDs to EOF personnel.
- 4.3.3 Provide protective action recommendations to the EOF Director.
- 4.3.4 Review current onsite meteorological data and meteorological forecast.
- 4.3.5 Coordinate offsite monitoring team activities to include:
- a. Determination of survey areas for the offsite Radiological Monitoring Teams and dispatch of teams to the designated areas.
 - b. Collection and replacement of designated offsite accident TLDs.
 - c. Determination of appropriate sample media.
 - Air (Particulates)
 - Air (Iodine)
 - Air (Noble Gases)
 - Water - River, Lake, Tap, etc
 - Soil, Including Shoreline Sediment

HEALTH PHYSICS SUPPORT TEAM LEADER

- Vegetation
 - Milk
 - Collecting Designated Emergency TLDs
 - Direct Radiation Surveys
- d. Maintenance of radio contact with monitoring teams and advising them of plume location.
- 4.3.6 Provide the EOF Director with any changes to the recommended protective actions or changes in dose analysis that might have a significant impact on protective actions.
- 4.3.7 Assure that communication to the State of Michigan and NRC dose assessment groups is being maintained and that all appropriate meteorological and radiological data, dose analysis results, and all offsite monitoring team survey results are being provided.
- 4.3.8 Assure that the status boards EOF-7 and EOF-8 are being maintained appropriately.
- 4.3.9 If the estimated duration of the incident warrants, arrange with the EOF Administrator to have a relief support team assembled.

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HEALTH PHYSICS SUPPORT TEAM LEADER

4.5 DEACTIVATION ACTIONS

When the situation warrants, the EOF will be deactivated. Close out all communications as directed by the EOF Director or Emergency Officer. Close out all files and secure all forms, records and logs as appropriate.

HEALTH PHYSICS SUPPORT TEAM LEADER

ATTACHMENT 1

HEALTH PHYSICS SUPPORT TEAM FACILITIES AND EQUIPMENT CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Pencils and paper available?	_____	_____
2. Telephone directories (Company/local) available?	_____	_____
3. Incoming message forms available?	_____	_____
4. Outgoing message forms available?	_____	_____
5. Meteorological/Radiological parameter display available?	_____	_____
6. Emergency Planning Zone maps available?	_____	_____
7. Status boards EOF-7 and EOF-8 available? (EOF-8 for Palisades only.)	_____	_____
8. Status board log sheets available?	_____	_____
9. Health Physics Support Team notification forms available?	_____	_____
10. Appropriate Site Emergency Plan Implementing Procedures available?	_____	_____
11. TSC/EOF Emergency Implementing Procedures available?	_____	_____
12. Dose calculation computer terminal and printer available (Palisades only)?	_____	_____
13. Dose calculation calculator and printer available?	_____	_____
14. Silent 700 computer terminal available?	_____	_____
15. Offsite monitoring team base station available?	_____	_____
16. Are the telephone extensions listed in the Emergency Telephone Numbers section for the EOF Health Physics Support Team available?	_____	_____
17. Box of replacement offsite accident TLDs available?	_____	_____

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HEALTH PHYSICS SUPPORT TEAM LEADER

ATTACHMENT 1 (Continued)

	<u>Yes</u>	<u>No</u>
18. Box of offsite personnel TLDs, including log sheets and offsite personnel TLD instruction forms available?	_____	_____
19. Airborne radioactivity monitoring equipment available?	_____	_____
20. Multichannel analyzer available (Big Rock only)?	_____	_____

Title: Public Affairs, EOF-8

Approved by
Vice President
Nuclear Operations/Date

1

Administrator/Date Nuclear Operations/Date
Alphonse 10/20/85 RB Dewitt 10/25/85

PUBLIC AFFAIRS

1.0 PURPOSE

To describe and define responsibilities of the Corporate Public Affairs Department in the Emergency Operations Facility (EOF).

2.0 ATTACHMENTS

Nuclear Plant Emergency Public Information Policies and Procedures (not attached but made a part hereof by reference).

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

Responsibilities are as defined in the Nuclear Plant Emergency Public Information Policies and Procedures.

4.2 ACTIONS

Actions are as defined in the Nuclear Plant Emergency Public Information Policies and Procedures.

Title: Emergency Planning, EOF-9

Approved by
Vice President
Nuclear Operations/Date

1

10/25/05

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EMERGENCY PLANNING

1.0 PURPOSE

To describe and define the responsibilities of the General Office Emergency Planning Section in the Emergency Operations Facility during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

None

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To act as the resource person in technical and nontechnical areas for all participants to ensure a smoothly run facility and interface between participants at all emergency response facilities (both Company and non-Company).

4.2 INITIAL ACTIONS

4.2.1 Upon arrival at the Emergency Operations Facility sign in on the "EOF Emergency Response Staff" status board and continue to monitor the status of the emergency with the Emergency Officer and EOF Director.

EMERGENCY PLANNING

4.2.2 Verify the extent of the emergency situation with the EOF Director.

4.3 CONTINUING ACTIONS

4.3.1 Provide assistance as requested by the EOF Director and/or Emergency Officer.

4.3.2 Provide assistance as requested by the Health Physics, Reactor Engineering/Accident Analysis and Plant Support Engineering Support Teams.

4.3.3 Provide requested liaison support between Consumers Power Company and non-Consumers Power Company groups.

4.4 DEACTIVATION ACTIONS

When the situation warrants, the Emergency Operations Facility will be deactivated. Close out all communications as directed by the EOF Director or Emergency Officer. Close out all files and secure all forms, records and logs as appropriate.

PROPRIETARY INFORMATION LOCATIONS

Proprietary information (ie, telephone numbers and personnel names) appears in the GOCC/EOF Emergency Implementing Procedures. Please expunge that information upon any release of the procedures from your offices. The location of proprietary information is identified below:

<u>Procedure</u>	<u>Page</u>	<u>Section</u>
Gen 2	All	All
Gen 3	2	4.2.2.A
Gen 3	2	4.2.3
Gen 3	3	4.3.2.A
Gen 3	3	4.3.3
Gen 3	3	4.3.4
Gen 3	4	4.3.4
Gen 3	4	4.3.5
Gen 3	4	4.3.6
Gen 3	4	4.3.7
Gen 3	4	4.3.8
EOF 4	8	Attachment 2
EOF 4	9	Attachment 2
EOF 4	12	Attachment 4
EOF 4	13	Attachment 4
EOF 4	14	Attachment 4
Appendix A	All	All
Appendix B	All	All
Appendix D	All	All
Appendix E	2	4.2.1.2

MMW

50-155
50-255

Inspection and Enforcement:

"Title 10 CFR 50.54 (q) and 10 CFR 50 Appendix E-V require that copies of changes to the Site Emergency Plan and Implementing Procedures be submitted to the NRC within 30 days after the change is made. This transmittal fulfills that requirement."

X005
0/2

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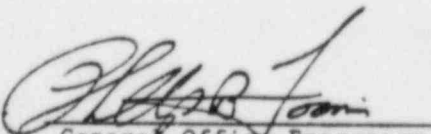
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CONTROLLED COPYHOLDERS' LIST
GENERAL OFFICE RESPONSE TEAM/EMERGENCY OPERATIONS FACILITY
EMERGENCY IMPLEMENTING PROCEDURES

<u>GORT/EOF EIP's Copyholders</u>	<u>Controlled Copy #</u>
Palisades Technical Support Center, M L Green (Palisades)	58

Approved


General Office Emergency
Planning Administrator

Date:

10/28/85

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CONTROLLED COPYHOLDERS' LIST
GENERAL OFFICE RESPONSE TEAM/EMERGENCY OPERATIONS FACILITY
EMERGENCY IMPLEMENTING PROCEDURES

<u>GORT/EOF EIP's Copyholders</u>	<u>Controlled Copy #</u>
Nuclear Facility & Environmental Monitoring Section, Radiological Health Services Division, Michigan Department of Public Health, D R Hahn (3500 N Logan St, P O Box 30035 Lansing, MI 48909)	45
US Nuclear Regulatory Commission (Document Control Desk, Washington, DC 20555)	46, 47
US Nuclear Regulatory Commission, Region III (Regional Administrator, Incident Response Center, 799 Roosevelt Road, Glen Ellyn, IL 60137)	48, 49, 50
On-Call Director, T W Elward (P-26-213A)	51
Big Rock Point Technical Support Center, A M Rau (Big Rock Point)	52
Detroit Edison Company, T Randazzo (164 NOC, EOF Information Center, 6400 North Dixie Highway, Newport, MI 48166)	53
Palisades Technical Support Center, M L Green (Palisades)	54, 55, 56
General Office Document Control, A M Carley (P-11-030)	57

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CONTROLLED COPYHOLDERS' LIST
GENERAL OFFICE RESPONSE TEAM/EMERGENCY OPERATIONS FACILITY
EMERGENCY IMPLEMENTING PROCEDURES

<u>GORT/EOF EIP's Copyholders</u>	<u>Controlled Copy #</u>
General Office Emergency Planning Section, A P Katarsky (P-26-216)	30, 31, 32, 33
Vice President - Nuclear Operations, R B DeWitt (P-26-117B)	34
On-Call Director, W J Beckius (P-26-203)	35
On-Call Director, K W Berry (P-24-100A)	36
(Lost)	37
On-Call Director, D R Hughes (JSC-230A)	38
On-Call Director, G B Slade (P-26-408A)	39
On-Call Director, E R VanHoof (P-26-316)	40
Power Control, W M Garrison (P-11-232)	41
Nuclear Training Center, J L Fontaine (NTC)	42, 43
Emergency Management Division, Michigan State Police, J M Tyler (111 South Capitol, Lower Level, Lansing, MI 48913)	44

Title: Logistics Support Team Leader, EOF-12

PR0185-0205N-TP13-TP05

LOGISTICS SUPPORT TEAM LEADER

1.0 PURPOSE

To describe and define the responsibilities of the Logistics Support Team at the Emergency Operations Facility (EOF) during an emergency situation at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

"Nuclear Plant Site Emergency Building Services Procedures" (not attached but made a part hereof by reference).

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To set up the Emergency Operations Facility (EOF) and to coordinate and maintain all support services required to keep the EOF operating in a reliable and efficient manner

4.2 INITIAL ACTIONS (BUILDING SERVICES)

4.2.1 Report to the Emergency Operations Facility and sign in on the "EOF Emergency Response Staff" status board.

LOGISTICS SUPPORT TEAM LEADER

4.2.2 Verify that Phase II of the "Nuclear Plant Site Emergency Building Services Procedure" has been carried out.

4.2.3 Verify that all support equipment has been set up and is functioning properly. If not, arrange to have equipment repaired.

4.3 CONTINUING ACTIONS (BUILDING SERVICES)

4.3.1 Provide all assistance as requested by the EOF Administrator.

4.3.2 If the estimated duration of the incident warrants, arrange a relief rotation schedule utilizing personnel from the Region.

4.4 DEACTIVATION ACTIONS (BUILDING SERVICES)

When the situation warrants, the Emergency Operations Facility will be deactivated. Return all emergency equipment to its respective storage location.

4.5 INITIAL ACTIONS (COMMUNICATION SERVICES)

4.5.1 Proceed to the Emergency Operations Facility.

4.5.2 Check and test all equipment to make sure it is functional.

4.5.3 Provide assistance as needed on equipment use.

LOGISTICS SUPPORT TEAM LEADER

4.6 CONTINUING ACTIONS (COMMUNICATION SERVICES)

- 4.6.1 Make arrangements for replacement and/or repairs of equipment as needed.
- 4.6.2 Arrange for additional phones, lines, radios, or other communications equipment and facilities as needed.
- 4.6.3 Provide additional support requested by the EOF Administrator.
- 4.6.4 If the estimated duration of the incident warrants, arrange a relief rotation schedule utilizing people from the Technical Support Center facilities support staff.

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GENERAL OFFICE RESPONSE TEAM/EMERGENCY OPERATIONS FACILITY
EMERGENCY IMPLEMENTING PROCEDURES

<u>GORT/EOF EIP's Copyholders</u>	<u>Controlled Copy #</u>
Document Control Master File (P-11-030)	1
General Office Response Team Area, A P Katarsky (P-26-216)	2, 3, 4, 5
Palisades Emergency Operations Facility, M L Green (Palisades)	6
(Lost)	7
Palisades Emergency Operations Facility, M L Green (Palisades)	8, 9, 10, 11, 12, 13
Palisades Technical Support Center, M L Green (Palisades)	14
Palisades Emergency Planning, R A DeLong (Palisades)	15
Palisades Emergency Planning, J R Brunet (Palisades)	16
Palisades Plant Manager, J F Firlit (Palisades)	17
Big Rock Point Emergency Operations Facility, L A Oostmeyer (Big Rock Point)	18, 19, 20, 21 22, 23, 24, 25
(Lost)	26
Big Rock Point Emergency Planning, J E Werner (Big Rock Point)	27, 28
Big Rock Point Plant Manager, D P Hoffman (Big Rock Point)	29

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SECRETARIAL/CLERICAL SUPPORT TEAM LEADER

ATTACHMENT 1

SECRETARIAL/CLERICAL SUPPORT TEAM
FACILITIES AND EQUIPMENT CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Incoming message forms available?	_____	_____
2. Outgoing message forms available?	_____	_____
3. Message log available?	_____	_____
4. Pencils and paper available?	_____	_____
5. Telephone directories (Company/local) available?	_____	_____
6. Xerox machine available?	_____	_____
7. Typewriter available?	_____	_____
8. Facsimile machine available?	_____	_____
9. Call Director functionaal?	_____	_____

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SECRETARIAL/CLERICAL SUPPORT TEAM LEADER

4.5 DEACTIVATION ACTIONS

When the situation warrants, the Emergency Operations Facility will be deactivated. Close out all files and secure all forms, records and logs as appropriate.

SECRETARIAL/CLERICAL SUPPORT TEAM LEADER

4.2.3 Verify that the facilities and equipment listed in Attachment 1 are available and functional. If not, contact the Logistics Support Team Leader for assistance.

4.2.4 Assign personnel to:

- a. Operate the central EOF Call Director.
- b. Control and maintain the distribution of documents and engineering records with the EOF.
- c. Operate telecopy machines.
- d. Log and distribute received messages to appropriate EOF staff.
- e. Assist the EOF Director and Emergency Officer, as requested.

4.3 CONTINUING ACTIONS

4.3.1 Assure that the tasks assigned to the Secretarial/Clerical Support Team members in Section 4.2.4 above are being carried out.

4.3.2 If the estimated duration of the incident warrants, arrange with the EOF Administrator for a relief support team and rotation schedule.

4.3.3 Provide any additional support as requested from the EOF Administrator.

SECRETARIAL/CLERICAL SUPPORT TEAM LEADER

1.0 PURPOSE

To describe and define the responsibilities of the Secretarial/Clerical Support Team Leader in the Emergency Operations Facility (EOF) during an emergency at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Attachment 1, "Secretarial/Clerical Support Team Facilities and Equipment Checklist"

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at a Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

To provide secretarial/clerical support to the Emergency Operations Facility emergency response staff.

4.2 INITIAL ACTIONS

4.2.1 Proceed to the Emergency Operations Facility for the affected plant and sign in on the "EOF Emergency Response Staff" status board.

4.2.2 Provide support as requested by the EOF Administrator.

PROPERTY PROTECTION

1.0 PURPOSE

To describe and define the responsibilities of the Property Protection Department Group at the Emergency Operations Facility (EOF) during an emergency at a Consumers Power Company nuclear facility.

2.0 ATTACHMENTS

Property Protection Department Operating Procedures Manual (not attached but made a part hereof by reference).

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The plant must be at Alert, Site Area Emergency or General Emergency before initiation of this procedure. The EOF may be fully activated at the Alert stage at the discretion of the Site Emergency Director (SED).

4.0 PROCEDURE

4.1 RESPONSIBILITIES

Responsibilities are as defined in the Property Protection Department Operations Procedure Manual.

4.2 ACTIONS

Actions are as defined in the Property Protection Department Operating Procedures Manual.

GOPT/EOF
EMERGENCY IMPLEMENTING PROCEDURES
REVISION AND APPROVAL SHEET

Title: Secretarial/Clerical Support Team Leader, EOF-11

Revision

1

Approved by
General Office
Emergency Planning
Administrator/Date

Approved by
Vice President
Nuclear Operations/Date

Operations Date
250.0000 12/2/85

Title: Property Protection, EOF-10

PR0185-02050-TP13



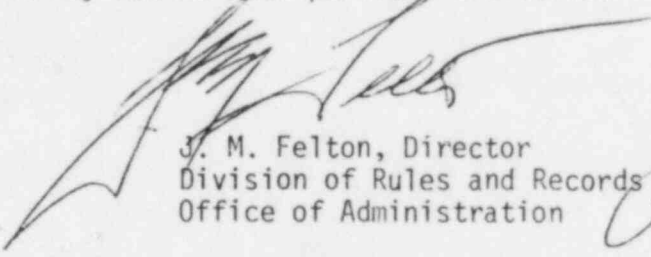
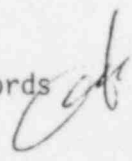
UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

November 14, 1985

Docket No. 50-155/255
Big Rock Point/Palisades

MEMORANDUM FOR: Chief, Document Management Branch, TIDC
FROM: Director, Division of Rules and Records, ADM
SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has reviewed the attached document and has determined that it may now be made publicly available.


J. M. Felton, Director
Division of Rules and Records
Office of Administration 

Attachment: As stated