

50-289

01

EPIP/TEP Instruction Memo

Date 10-26-00 Verif: CMB Box No. 20000613 T1 X T2

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Document Number	Rev	PCR Number	Page Replac.	Delete Entire	Delete Page(s)	Level
<u>TEP-ADM-1300.01</u>	<u>7</u>	<u>PCR-00-1309</u>		<u>X</u>		<u>2</u>

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RLM, Rad Field Ops.		
Rad Con -RAC Locker, Rad Field Ops.		
Rad Con -Kit 1 PC, Rad Field Ops.		
Rad Con -Kit 2 PC, Rad Field Ops.		
Rad Con -Kit 3 Env, Rad Field Ops.		
Rad Con -Kit 4 EOF Bldg Rad Field Ops.		
Rad Con -Kit 5 EOF Bldg Rad Field Ops.		
Rad Con -Simulator Locker, Rad Field Ops		
*Rad Engineers-U1, OOB		<u>1</u>
*Rad Instrument, Bldg. 159		<u>1</u>
Radwaste/Chemistry, OOB-1		
Secondary Chem Lab., OOB-1		
*Security Mgr., PC		<u>1</u>
Security U-1, PC		
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AmerGen

TMI - Unit 1
Emergency Plan
Implementing Document

Number

TEP-ADM-1300.01

Title

Maintaining Emergency Preparedness

Revision No.

7

Applicability/Scope

USAGE LEVEL

TMI Division

2

Effective Date

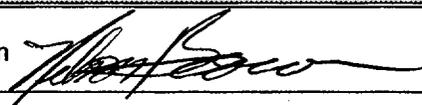
OCT 26 2000

This document is within QA plan scope
Safety Reviews Required

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

List of Effective Pages

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	Signature	Date
Originator	N. Brown 	10/24/00
Procedure Owner	/s/ N. Brown	9/15/00
PRG	/s/ E. R. Frederick for J. S. Schork	10/13/00
Approver	/s/ N. Brown for J. Grisewood	10/3/00

	TMI - Unit 1 Emergency Plan Implementing Document	Number TEP-ADM-1300.01
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DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
1	01/27/97	Revised titles, responsibilities and inventory list layout and instructions. Revisions to responsibilities to be more uniform.	N. Brown
2	12/31/97	Correct inventories, provide clarification for responsibilities to enhance response, revise drill/exercise intervals to be consistent with the Emergency Plan.	N. Brown
3	11/17/98	Provides guidance as to what goes into the CAP System, corrections made to managers titles and guidance identifying that one major drill or exercise will be conducted on an annual basis.	S.R. Finicle
4	03/16/99	Correct spelling, clarification, deletion of 1 monitor at EOF and surveillance procedures at TSC and transition changes GPU to TMI. Added a new exhibit identifying the communication links.	N. Brown
5	08/18/99	Added Emergency Plan number per biennial review requirement and corrected drawing list for the TSC.	N. Brown
6	04/18/00	Change "Manager, Shift Engineering" to "Manager, System Engineering" and "Manager, Plant Training, TMI" to "Director, Training, TMI"	S.R. Finicle
7	OCT 26 2000	Removed Procedure Index from TSC, Backup TSC Inventory revised per 1001G guidance. Removed large screen monitors at EOF.	N. Brown

TMI - Unit 1
Emergency Plan
Implementing Document

Number

TEP-ADM-1300.01

Title

Revision No.

Maintaining Emergency Preparedness

7

1.0 PURPOSE

This procedure delineates the requirements for maintaining an adequate level of emergency preparedness at TMI.

2.0 APPLICABILITY/SCOPE

This procedure applies to all organizations supporting emergency preparedness at TMI.

3.0 DEFINITIONS

a. Medical Emergency Drill

- Involves the participation of local/site medical support personnel and organizations, and will involve simulated cases of contaminated injured or ill personnel.

b. Fire Emergency Drill

- Fire Emergency Drills shall be as defined in Reference f.

c. Repair and Damage Control Drill

- A drill shall be conducted to test the Emergency Repair Team.

d. Communications Links (listed in Exhibit 6) Exercise is performed in accordance with Reference g.

- At least once per month the communications links to state and local government agencies within the 10 - mile EPZ shall be exercised (operationally checked).
- At least once annually (once per calendar year), the communications links between the nuclear facility, state and local emergency operations centers and field assessment teams shall be exercised (operationally checked).
- At least once per month the communications links between the nuclear facility and the NRC shall be exercised (operationally checked).

e. Biennial Radiation Emergency Exercise

- A major drill which tests the TMI Emergency Plan shall be conducted biennially (once every two calendar years) to include a scenario appropriate to a site area or general emergency. The scenario should be varied from exercise to exercise such that all major elements of the plans and preparedness organizations are tested within a five-year period.
- The conduct of the drill shall provide for the coordination with and participation of: off-site emergency response personnel, organizations and agencies; including those of state and county governments.

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f. Radiological Monitoring Drill

- The drill shall be a demonstration of TMI's ability to collect and analyze all appropriate sample media for both on-site and off-site locations.

g. Radiological Controls

- The drill will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements.

h. Hazardous Material Drill

- The drill will involve response, monitoring and control of simulated accidental spills or releases of hazardous materials to the environment.

i. Verification of Emergency Telephone Numbers

- Verification and revision of emergency telephone numbers will be conducted quarterly in accordance with Reference i.

j. Prompt Notification System Maintenance and Testing

- The TMI Prompt Notification System shall be tested in accordance with the guidance of NUREG 0654.
 - i) Full cycle siren tests shall be performed by the risk counties in accordance with the county test schedule.
 - ii) A growl test shall be performed at least quarterly.
 - iii) Semi-annual and annual inspections shall be conducted in accordance with manufacturers recommendations.
- Test and maintenance reports shall be sent to PEMA on a quarterly basis.

k. Annual Drill/Exercise

- Annually a major drill or exercise will be conducted in accordance with Reference a.

4.0 **PROCEDURE**

a. Emergency Preparedness Drills

- Drills and Exercises will be conducted following the guidelines of Reference c.
- Drill Scenarios will be prepared for each drill in accordance with Reference c and will be approved by the Emergency Preparedness Manager, TMI. A file of these scenarios will be maintained by the Emergency Preparedness Manager, TMI.

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- Drill Packets should be retained for at least one year with the Emergency Preparedness Department then forwarded to document controls (CARIRS) for permanent storage.
- b. **Emergency Preparedness Training**
- Training on the Emergency Plan and its implementation shall be scheduled for all personnel at TMI in accordance with Reference d.
 - Documentation of formal training provided shall be maintained by the Training Department.
- c. **Emergency Response Facilities Inventories**
- The responsible department head, or his/her designee, shall ensure that inventories are properly performed and documented for facilities under their control.
 - i) Inventories are required at the following frequency:
 - a. Quarterly
 - b. Following a drill or declared emergency which resulted in activation of the facility.

NOTE

An inventory completed following a drill or actual emergency may also satisfy the quarterly requirement for the quarter in which it was performed.

- ii) Facility activation inventories shall be completed by the end of the next working day following the day in which the closeout of the emergency or drill that activated the facility occurred.
- iii) Quarterly inventories should be scheduled such that they can be completed, and forwarded to Emergency Preparedness for review at least 10 days before the end of the quarter.

NOTE

This will ensure that the Emergency Preparedness personnel have sufficient time to review the inventories before the end of the quarter and take any action necessary to ensure that the program remains in compliance with the Emergency Plan requirements.

- Inventories shall be documented by filing out the appropriate inventory form (Exhibits 1 through 5).
- Completed documentation shall be sent to the Emergency Preparedness Department in accordance with the instructions on the inventory form.

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- The following is a list of emergency response/additional support facilities and the department head responsible for maintaining the facility and performing the required inventories:
 - i) Emergency Control Center (ECC) - Plant Operations Director, TMI.
 - ii) Technical Support Center (TSC) - Manager, System Engineering.
 - Backup Technical Support Center - Manager, System Engineering, TMI.
 - iii) Operations Support Center (OSC) - Director, Radiological Health & Safety, TMI.
 - iv) Emergency Operations Facility (EOF) - Emergency Preparedness Manager, TMI.
 - v) Environmental Assessment Command Center (EACC) - Emergency Preparedness Manager.

d. Emergency Preparedness Document Control

- Required documents will be maintained in accordance with Reference j. and j.1.
- The Initial Response Organization Duty roster shall be maintained current and available by the Plant Manager or his designee.
- The Emergency Support Organization Duty roster shall be maintained current and available by the Emergency Preparedness Manager, TMI or his designee.

5.0 **RESPONSIBILITIES**

5.1 **All Department Heads** are responsible for the following:

- Provide assistance to the Emergency Preparedness Department by supplying Drill Evaluators and scenario development assistance.
- Provide assistance, as necessary, to the Emergency Preparedness Manager, TMI in performance of communications tests required by Reference c.
- Provide qualified personnel for positions on the Emergency Response Organization to meet the requirements in Reference a.
- Provide Subject Matter Experts (SMEs) to assist in the required Emergency Preparedness Training Program.

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5.2 Specific Department Head Responsibilities

a. Emergency Preparedness Manager, TMI

- Plan, schedule and coordinate all Emergency Plan related drill and exercise activities listed in Reference a.
 - a. Medical Emergency Drill
 - At least one drill shall be conducted annually (once per calendar year).
 - b. Repair and Damage Control Drill
 - At least one drill shall be conducted annually (once per calendar year).
 - c. Biennial Radiation Emergency Exercise
 - An unannounced, off hours, drill or exercise must be conducted once every six years.
 - The following schedule shall be followed in exercise preparation:
 - i) Submit the exercise objectives to NRC Regional Offices 90 days prior to the exercise for review.
 - If applicable, submit the exercise objectives to PEMA 90 days prior to the exercise for review.
 - ii) Submit the scenario to NRC Regional Offices 60 days prior to the exercise for review.
 - If applicable, submit the scenario to PEMA 60 days prior to the exercise for review.
 - d. Radiological Monitoring Drill
 - At least one drill shall be conducted annually.
 - e. Radiological Controls
 - At least one drill shall be conducted semi-annually.

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f. Hazardous Material Drill

- At least one drill shall be conducted annually (once per calendar year) as required by the Environmental Control Plan for TMI.

- Review the Emergency Plan training lesson plans and examination question banks for technical accuracy and provide technical support of applicable training activities.
- Maintain the following items current:
 - a. Drill Scenario File
 - b. Emergency Support Organization Duty Roster
 - c. Emergency Plan
 - d. Emergency Preparedness Surveillance Records
 - e. Emergency Plan Implementing Documents
- Log all deficiencies in the CAP System and trend in accordance with references.
- Maintain the Emergency Operations Facility in readiness per Exhibit 4.
- Maintain the Environmental Assessment Command Center in readiness per Exhibit 5.

b. Plant Manager

- Maintain the Initial Response Emergency Organization Duty Roster in accordance with Reference g.

c. Director, Operations, TMI

- Maintain the Emergency Control Center in readiness per Exhibit 1.

d. Manager, System Engineering, TMI

- Maintain the Technical Support Center in readiness per Exhibit 2.
- Maintain the Backup Technical Support Center in readiness per Exhibit 2A.

e. Director, Radiological Health & Safety TMI

- Maintain the Operation Support Center in readiness per Exhibit 3.

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f. Director Training, TMI

- Develop and implement training for all TMI personnel, applicable to their needs, (see Reference b.) in accordance with the TMI Emergency Plan and Implementing Documents. The level of training shall be commensurate with their assigned response function.
- Ensure assigned Emergency Preparedness instructors are qualified in accordance with Training Department procedures.
- Ensure the documentation of all Emergency Preparedness training and drills is in accordance with Reference h.
- Conduct training for off site responders in accordance with Reference f. In addition, assist the Emergency Preparedness Department in conducting other off site responder training, in accordance with Reference d.

g. Manager, TMI NSA

- Audit, at least on an annual basis, the TMI Emergency Preparedness Program and Implementing documents to verify compliance with the Quality Assurance Plan and other appropriate requirements (e.g., 10CFR50.54[t]).

h. Medical Administrator

- Ensure the Alco Sensor III units are calibrated semi-annually (e.g., first and third quarter).

i. Manager Information Management Center

- Provide controlled copies of procedures and the Emergency Plan as required to the emergency facilities.
- Maintain the files of requested drawings at the emergency facilities current.

6.0 REFERENCES

- a. TMI Emergency Plan (1092)
- b. Emergency Plan Implementing Documents
- c. Drill Scenario Development and Implementation (TEP-SUR-1310.13)
- d. Emergency Preparedness Training (TEP-ADM-1300.02)
- e. Administration of the TMI Initial Response and Emergency Support Organization (TEP-ADM-1300.04)
- f. Fire Protection Program Plan (AP 1038)

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- g. Emergency Communications Test Procedure (TEP-SUR-1310.01)
- h. Training Division Records (3500-ADM-1210.01)
- i. Quarterly Verification of Emergency Phone Numbers (TEP-SUR-1310.02)
- j. Record Retention (1000-ADM-1210.02)
 - j.1 TMI Records Management Program (1064)
- k. Corrective Action Process (CAP) (1097)

7.0 EXHIBITS

- 7.1 Exhibit 1 - Emergency Control Center Inventory
- 7.2 Exhibit 2 - Unit 1 Technical Support Center Inventory
 - 7.2.1 Exhibit 2A - Backup Technical Support Center Inventory
 - 7.2.2 Exhibit 2B - TSC and Backup TSC Drawing List
- 7.3 Exhibit 3 - Operations Support Center Inventory
- 7.4 Exhibit 4 - Emergency Operations Facility Inventory
 - 7.4.1 Exhibit 4A - EOF Procedure List
 - 7.4.2 Exhibit 4B - EOF Drawing List
- 7.5 Exhibit 5 - Environmental Assessment Command Center Inventory
- 7.6 Exhibit 6 - Communications Links

EXHIBIT 2
Technical Support Center Inventory

The following equipment shall be maintained in the Technical Support Center:

Item:	Minimum Quantity Required:	Quantity Present
GPU System Phone Directory	1	
TSC Emergency Position Badges	TSC Coordinator - 1 TSC Engineer - 4	
CRT Terminal w/Printer	1	
Personal Computer	1	
Plant/System Drawing Per Exhibit 2B	1 each	
Xetron (Radio)	1 each	
White Board w/Marker and Eraser	1	
Auto Dialer	1	
Ops Procedures - 1100 Series	1 each	
Emergency Procedures - 1202 Series	1 each	
Abnormal Ops Procedures - 1203 Series	1 each	
Abnormal Transient Procedures - 1210 Series	1 each	
Emergency Plan	1	
Emergency Plan Implementing Procedures	1 set	
TSC Engineering Calculation Guide	1	
TMI 1 FSAR	1	
TMI 1 Technical Specifications	1	
Bailey ICS/NNI Vendor Manual	1	
CRDM Vendor Manual	1	
Diesel Generator Vendor Manual	1	
ESAS Manual	1	
Reactor Coolant Pump Vendor Manual	1	
ASME Steamtable	1	
RPS Vendor Manual	1	

Remarks/Deficiencies/Resolutions:

Signed Date

Send to E.P. Dept., Simulator Bldg.

E. P. Review: _____ Date: _____
Initials

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EXHIBIT 2A (Cont'd)

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Backup Technical Support Center Inventory

The following equipment shall be maintained in the Backup Technical Support Center:

Item:	Minimum Quantity Required:	Quantity Present
GPU System Phone Directory	1	
TSC Emergency Position Badges	TSC Coordinator - 1 TSC Engineer - 4	
CRT Terminal w/Printer	1	
Personal Computer	1	
Plant/System Drawings per Exhibit 2B	1 each	
White Board w/Marker and Eraser	1	
Auto Dialer	1	
Telecopier	1	
Ops Procedures - 1100 Series	1 each	
Emergency Procedures - 1202 Series	1 each	
Abnormal Ops Procedures - 1203 Series	1 each	
Abnormal Transient Procedures - 1210 Series	1 each	
Emergency Plan	1	
Emergency Plan Implementing Procedures	1 set	
TSC Calculation Guide	1	
TMI 1 FSAR	1	
TMI 1 Technical Specifications	1	
Bailey ICS/NNI Vendor Manual	1	
CRDM Vendor Manual	1	
Diesel Generator Vendor Manual	1	
ESAS Manual	1	
Reactor Coolant Pump Vendor Manual	1	
ASME Steamtable	1	
RPS Vendor Manual	1	

Remarks/Deficiencies/Resolutions:

Signed

Date

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EXHIBIT 2B

TSC & Backup TSC Drawing List

| Drawing Number |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1E-154-02-009 | 01760240 All | 11866396 | 11866579 | RL- 10 | 1E-151-02-016 | |
| 1E-155-02-001 | 01760322 All | 11866435 | 11866634 | RL- 20 | 1E-153-02-001 | |
| 1E-155-02-002 | 01770057 All | 11866460 | 11866669 | 1D-626-11-001 | 1E-153-02-002 | |
| 1E-155-02-003 | 11861076 | 11866471 | 012003 | 1E-151-02-001 | 1E-153-02-003 | |
| 1E-155-02-004 | 11864772 | 11866473 | 014001 | 1E-151-02-002 | 1E-153-02-004 | |
| 1E-155-02-005 | 11865549 | 11866479 | 206011 | 1E-151-02-003 | 1E-153-02-005 | |
| 1E-155-02-006 | 11865583 | 11866482 | 206021 | 1E-151-02-004 | 1E-153-02-006 | |
| 1E-156-02-001 | 11865804 | 11866487 | 206022 | 1E-151-02-005 | 1E-153-02-007 | |
| 1E-156-02-002 | 11865805 | 11866489 | 206031 | 1E-151-02-006 | 1E-153-02-008 | |
| 1E-156-02-003 | 11865806 | 11866501 | 206032 | 1E-151-02-007 | 1E-153-02-009 | |
| 1E-156-02-004 | 11865807 | 11866516 | 206051 | 1E-151-02-008 | 1E-154-02-001 | |
| 1E-156-02-005 | 11865808 | 11866518 | 206052 | 1E-151-02-009 | 1E-154-02-002 | |
| 1E-157-02-001 | 11865841 All | 11866520 | 206053 | 1E-151-02-010 | 1E-154-02-003 | |
| 1E-157-02-002 | 11865907 | 11866528 | 208XXX Series | 1E-151-02-011 | 1E-154-02-004 | |
| 1E-157-02-003 | 11866062 | 11866531 | 209XXX Series | 1E-151-02-012 | 1E-154-02-005 | |
| 1E-168-02-001 | 11866091 | 11866541 | 302XXX Series | 1E-151-02-013 | 1E-154-02-006 | |
| 1E-168-02-002 | 11866140 | 11866548 | 303XXX Series | 1E-151-02-014 | 1E-154-02-007 | |
| 1E-626-17-005 | 11866392 | 11866566 | 304XXX Series | 1E-151-02-015 | 1E-154-02-008 | |

Number

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EXHIBIT 4
Emergency Operations Facility Inventory

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The following equipment shall be maintained in the Emergency Operations Facility:

Item:	Minimum Quantity Required:	Quantity Present
EOF Emergency Position Badges	Emergency Support Director - 1 Emergency Support Director Assistant - 1 Group Leader R&EC - 1 Technical Support Rep - 1 Met/Dose Coordinator - 1 Environmental Assessment Coordinator - 1 EOF Communications Coordinator - 1 RAC Communicator - 1 ESD Logkeeper - 1 Emergency Preparedness Rep - 1 Group Leader Admin Support - 1 PEMA Liaison - 1 BRP - 1	
Plant/System Drawings per Exhibit 4B	1 each	
Aperture Card Reader w/Cards ^o	1	
Plant Computer Terminal	1	
Breath-Alcohol Testing Devices ^o	2	
Telecopier	1	
Emergency Plan	1	
Emergency Plan Implementing Procedures	1 set	
Selected TMI Operating Procedures ^o	1 each	
PEMARS Radio	1	
INPO Manual	1	
TMI 1 FSAR	1	
TMI 2 SAR (PDMS)	1	
TMI Evac Time Estimate	1	

Remarks/Deficiencies/Resolutions:

^oContent controlled by Document Control.

^oSend to Medical for calibration and return. 1st Qtr. 3rd Qtr.

^oA listing of the required procedures can be found on Exhibit 4A.

Signed _____

Date _____

Send to E.P. Dept., Simulator Bldg.

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Initials

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EXHIBIT 4A

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Emergency Operations Facility Inventory

Procedures for use by Tech Support at EOF

ABNORMAL (1203 series)

1203-1
1203-5
1203-7
1203-10
1203-15
1203-16
1203-19
1203-20
1203-21
1203-24
1203-28
1203-34
1203-40
1203-41
1203-42
1203-43
1203-44

EMERGENCY (1202 series)

1202-2
1202-8
1202-9A
1202-9B
1202-11
1202-12
1202-13
1202-14
1202-17
1202-29
1202-30
1202-31
1202-32
1202-33
1202-35
1202-36
1202-37
1202-38
1202-40
1202-41
1202-42
1202-44

ATOG (1210 series)

1210-1
1210-2
1210-3
1210-4
1210-5
1210-6
1210-7
1210-8
1210-9
1210-10

OPERATING PROCEDURES

1101-1	1102-1	1103-1	1104-1	1105-10A	1106-3	1107-1
1101-2	1102-2	1103-2	1104-2		1106-5	1107-2
1101-2.1	1102-4	1103-4	1104-3		1106-16	1107-3
1101-3	1102-10	1103-5	1104-4			1107-4
1101-4	1102-11	1103-6	1104-5			1107-4.1
	1102-12	1103-8	1104-6			1107-5
	1102-14	1103-11	1104-8			1107-6
	1102-15	1103-15A	1104-9			1107-7
		1103-15B	1104-11			1107-8
		1103-16	1104-12			
			1104-13			
			1104-14B			
			1104-14C			
			1104-14D			
			1104-14E			
			1104-15A			
			1104-15C			
			1104-30			
			1104-31			
			1104-32			

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EOF Drawing List

Drawing Number	Drawing Number	Drawing Number	Drawing Number
01760240 All	11866396	11866579	RL- 10
01760322 All	11866435	11866634	RL- 20
01770057 All	11866460	11866669	1D-626-11-001
11861076	11866471	012003	1E-626-17-005
11864772	11866473	014001	
11865549	11866479	206011	
11865583	11866482	206021	
11865804	11866487	206022	
11865805	11866489	206031	
11865806	11866501	206032	
11865807	11866516	206051	
11865808	11866518	206052	
11865841 All	11866520	206053	
11865907	11866528	208XXX Series	
11866062	11866531	209XXX Series	
11866091	11866541	302XXX Series U-1	
11866140	11866548	303XXX Series	
11866392	11866566	304XXX Series	

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Communications Links

Communications Systems Referenced in the "Three Mile Island Emergency Plan"

- a. NRC Emergency Notification System (ENS)
- b. Health Physics Network (HPN)
- c. Telephone System (private phone system and commercial lines)
- d. Transmission (microwave and fiber optics)
- e. Automatic Dialing Equipment
- f. Maintenance & Instrument Telephone System
- g. Notification Lines (off-site notifications)
- h. BRP Line
- i. Emergency Director's Line
- j. Environmental Assessment Line
- k. Operations Line
- l. Radiological Line
- m. Engineering Line
- n. Emergency Management Line
- o. In-Plant Radiological Controls Line
- p. NRC Intra-Communications Line
- q. TMI-Framatome Line
- r. Pennsylvania Emergency Management Agency Radio System
- s. TMI Radio Communications
 - Operations Frequency (Ops 1, 2, 3, and 4)
 - TMI Security Frequency
 - Environmental Assessment Radio System (EARS)
 - Maintenance and Rad Con Frequency
 - Met Ed System
 - Local Law Enforcement Agency Frequency
- t. Station Warning System (station emergency, fire, RB evacuation)
- u. Plant Paging System
- v. Call Out Telecommunication Equipment
 - Off-Site Notification Auto-Dialer
- w. EOF/BRP Line

General Mention

- a. ML-8000 Emergency Telephones
- b. TMI Telephone Equipment
- c. NRC phone (e.g., FTS 2000) System