

16062N

CONTROLLED DOCUMENT TRANSMITTAL

16062N

Transmittal#: 16062N

Date: 01/24/2001

Initiator: SUE BORRELLI

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Description:

ISSUE OF 1 EMERGENCY PLAN PROCEDURE

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PMP-2080-EPP.104

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Training Cart 6, D. Terry	11	1C	
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TSC	1*	3C	Include 1C Index Only
Unit 1 Control Room	29*	2C	
Unit 2 Control Room	29*	2C	
Visitor Center	25	1C	

Transmitted Controlled Document Listing: (1)

Document	Revision	Status	Title
PMP-2080-EPP.104	004-CS1	Approved	SITE AREA EMERGENCY

Controlled Document Transmittal Receipt and File Acknowledgement:

CONTROLLED DOCUMENTS ONLY

Signature

Date

Please sign and return within 14 calendar days to:

D. C. Cook Nuclear Plant
Nuclear Documents Mgmt (Mail Zone #1) - Document Control
Bridgman, MI. 49106

A045

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NUCLEAR DOCUMENT
MANAGEMENT SECTION

JAN 24 2001

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Document #	Title	Revision/ Date	CONTROLLED DOCUMENT	Comment
PMP-2080-EPP.101	EMERGENCY CLASSIFICATION	3 05/26/2000		
PMP-2080-EPP.102	UNUSUAL EVENT	3 06/30/1998		
PMP-2080-EPP.103	ALERT	5 06/30/1998		
PMP-2080-EPP.104	SITE AREA EMERGENCY	4-CS1 01/24/2001		
PMP-2080-EPP.105	GENERAL EMERGENCY	4-CS1 01/24/2001		
PMP-2080-EPP.106	INITIAL OFFSITE NOTIFICATION	14A-CS1 08/31/2000		
PMP-2080-EPP.107	NOTIFICATION OF PLANT PERSONNEL	14 09/11/2000		
PMP-2080-EPP.108	INITIAL DOSE ASSESSMENT	3-CS1 01/05/2001		
PMP-2080-EPP.110	TOXIC GAS RELEASE GUIDELINES	3 06/01/2000		
PMP-2080-EPP.111	NATURAL EMERGENCY GUIDELINES	1 02/06/1995		
PMP-2080-EPP.112	PERSONNEL INJURY	1 06/05/1997		
PMP-2080-EPP.113	TRANSPORTATION ACCIDENTS INVOLVING RADIOACTIVE MATERIAL	0 01/06/1987		
PMP-2081-EPP.101	ACTIVATION AND OPERATION OF THE TECHNICAL SUPPORT CENTER	3 06/30/1998		
PMP-2081-EPP.102	TSC EMERGENCY COMMUNICATIONS	6 04/13/1998		
PMP-2081-EPP.103	ASSEMBLY, ACCOUNTABILITY, AND EVACUATION OF PLANT PERSONNEL	3 05/11/1999		
PMP-2081-EPP.104	SECURITY ACTIONS DURING EMERGENCY CONDITIONS	1A-CS1 01/05/2001		
PMP-2081-EPP.105	INITIAL CORE DAMAGE ASSESMENT	4-CS1 06/16/2000		
PMP-2081-EPP.106	ONSITE RADIOLOGICAL ASSESSMENT	1 05/18/1994		
PMP-2081-EPP.107	ALTERNATE RELEASE LEVEL DETERMINATION	1 02/28/1994		
PMP-2081-EPP.201	ACTIVATION OF THE OPERATIONS STAGING AREA	2 06/30/1998		
PMP-2081-EPP.202	OPERATION OF THE OPERATIONS STAGING AREA	2-CS1 02/23/1995		
PMP-2081-EPP.203	ACTIVATION OF EMERGENCY RESPONSE TEAMS	5 06/30/1998		
PMP-2081-EPP.204	DAMAGE CONTROL	0 01/06/1987		

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PMP-2081-EPP.205	REENTRY AND RESCUE	1-CS1 01/05/2001	
PMP-2081-EPP.207	BARRING OF THE PABX	2 08/07/1992	
PMP-2081-EPP.208	EMERGENCY RADIATION PROTECTION	3 06/30/1998	
PMP-2081-EPP.209	ONSITE RADIOLOGICAL MONITORING	1 08/07/1992	
PMP-2081-EPP.210	UNIT VENT SAMPLING	2 05/02/2000	
PMP-2081-EPP.211	SECONDARY SYSTEMS SAMPLING	1 12/07/1998	
PMP-2081-EPP.212	CONTAINMENT ATMOSPHERE SAMPLING	1-CS1 05/26/1988	
PMP-2081-EPP.213	OFFSITE RADIOLOGICAL MONITORING	1 01/18/1999	
PMP-2081-EPP.214	ENVIRONMENTAL SAMPLING	1 07/01/1996	
PMP-2081-EPP.301	ACTIVATION AND OPERATION OF THE EMERGENCY OPERATIONS FACILITY	5 06/30/1998	
PMP-2081-EPP.302	EOF COMMUNICATIONS	7 06/30/1998	
PMP-2081-EPP.303	OFF-SITE RADIOLOGICAL ASSESSMENT	4 06/30/1998	
PMP-2081-EPP.304	OFF-SITE DOSE PROJECTION	7 06/30/1998	
PMP-2081-EPP.305	PROTECTIVE ACTION RECOMMENDATIONS	5 06/30/1998	
PMP-2081-EPP.306	DE-ESCALATION OR TERMINATION OF THE EMERGENCY AND RECOVERY	2 10/27/1997	

REVIEW AND APPROVAL TRACKING FORM

Procedure Information:	
Number: <u>PMP 2080 EPP.104</u>	Revision: <u>04</u> Change: <u>1</u>
Title: <u>Site Area Emergency</u>	
Category (Select One Only):	
<input type="checkbox"/> Correction (Full Procedure) <input type="checkbox"/> Change (Full Procedure) with Review of Change Only <input checked="" type="checkbox"/> Correction (Page Substitution) <input type="checkbox"/> Change (Page Substitution) with Review of Change Only <input type="checkbox"/> Cancellation <input type="checkbox"/> New Procedure or Change with Full Review <input type="checkbox"/> Superseded (list superseding procedures): _____	
Required Reviews:	
Cross-Discipline Reviews: <input type="checkbox"/> Chemistry <input type="checkbox"/> Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control <input type="checkbox"/> NDM <input type="checkbox"/> _____ <input type="checkbox"/> Operations <input type="checkbox"/> _____ <input type="checkbox"/> PA/PV <input type="checkbox"/> _____ <input type="checkbox"/> Reg Affairs <input type="checkbox"/> _____ <input type="checkbox"/> RP <input checked="" type="checkbox"/> None Required	Programmatic Reviews: <input type="checkbox"/> ALARA <input type="checkbox"/> Performance Assurance <input type="checkbox"/> Bus. Services Proc Grp <input type="checkbox"/> Reactivity Mgmt Team <input type="checkbox"/> Component Engineering <input type="checkbox"/> Surveillance Section <input type="checkbox"/> Design Engineering <input type="checkbox"/> System Engineering <input type="checkbox"/> Emerg Oper Proc Grp <input type="checkbox"/> _____ <input type="checkbox"/> Environmental <input type="checkbox"/> _____ <input type="checkbox"/> ISI/IST Coordinator <input checked="" type="checkbox"/> None Required
<input type="checkbox"/> Cognizant Org Review: _____ N/A Date: ____/____/____	
<input checked="" type="checkbox"/> Technical Review: <u>J.T. Conrad (J.T. Conrad)</u> Date: <u>1/19/2001</u>	
Concurrence:	
<input type="checkbox"/> Ops Mgr Concurrence: _____ N/A Date: ____/____/____	
<input type="checkbox"/> Owner Concurrence: _____ N/A Date: ____/____/____	
Package Check:	
Updated Revision Summary attached? <input checked="" type="checkbox"/> Yes	
Safety Screening complete? SS/SE Tracking No.: _____ <input type="checkbox"/> Yes <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> N/A	
Implementation Plan developed? (Ref. Step 3.4.16) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
Package Complete: <u>BK Molloy</u> Date: <u>1/19/2001</u>	
Approvals:	
PORC Review Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Mtg. No.: _____	
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A CR No.: _____	
Approval Authority Review/Approval: <u>J. Molder</u> Date: <u>1/22/01</u>	
Expiration Date/Ending Activity _____ N/A Effective Date: <u>1/34/01</u>	
Periodic Review:	
Periodic Review conducted? (Data Sheet 5 Complete) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

NDM Use Only	NUCLEAR DOCUMENT MANAGEMENT SECTION JAN 24 2001 CONTROLLED DOCUMENT	Office Information For Form Tracking Only – Not Part of Form This form is derived from the information in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7, Data Sheet 1, Review and Approval Tracking Form.
		Page <u>1</u> of <u>2</u>

REVISION SUMMARY

Number: PMP 2080 EPP.104 Revision: 04 Change: 1
Title: Site Area Emergency

Section or Step	Change/Reason For Change
3.4.4.2	<p>Correction: Delete 'plant' and 'to the basement of the Lakeside Office Building' from the announcement.</p> <p>Criteria: m</p> <p>Reason: The Lakeside Office Building is not the only accountability location. Accountability will have to be performed at any accessible accountability location. 'Plant' is being deleted because personnel other than plant personnel may be inside the protected area. This is a correction because the accountability locations are correctly described in PMP 2081 EPP.103, Assembly, Accountability and Evacuation of Plant Personnel.</p>
	<p>Change:</p> <p>Reason:</p>
	<p>Change:</p> <p>Reason:</p>
	<p>Change:</p> <p>Reason:</p>

Office Information For Form Tracking Only - Not Part of Form

This is a free-form as called out in PMP-2010.PRC.002, Procedure Correction, Change, and Review, Rev. 7.

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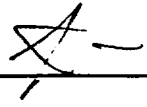


DONALD C. COOK NUCLEAR PLANT
PLANT MANAGER PROCEDURE COVER SHEET
PROCEDURE USAGE LEVEL

☐ CONTINUOUS ☒ REFERENCE ☐ INFORMATION
(✓ check one)

Procedure No. **PMP 2080 EPP.104**

Revision No. **4**

TITLE SITE AREA EMERGENCY		
SCOPE OF REVISION <ul style="list-style-type: none">• Editorial changes, consistent use of acronyms• Procedure modified for use by the SEC in either Control Room or TSC• Changed wording in Step 3.2 to allow the SEC to delegate development of PARs• Removed requirement that the TSC and OSA are not activated from "Prerequisites"• Changed name of the call-out list to ERO Phone Directory to reflect elimination of PMSO.150• Changed instructions for accessing the Training Building & Buchanan Office Building PA Systems. Both can be accessed simultaneously using one number• Margin Markings Used		
	PRINTED NAME	SIGNATURE
PREPARED BY	Dan Mihalik	
PLANT PERFORMANCE ASSURANCE SUPERINTENDENT	<i>THOMAS J CRAVEN</i>	
PLANT NUCLEAR SAFETY COMMITTEE	<i>#3306</i> <i>6-18-98</i>	<i>YMB Depuydt</i>
PLANT MANAGER APPROVAL	<i>D.E. Cooper</i>	
APPROVAL DATE	<i>6/23/98</i>	
EFFECTIVE DATE	<i>6/30/98</i>	

LIST OF EFFECTIVE PAGES

<u>PAGE NUMBER</u>	<u>REVISION NUMBER/EFFECTIVE CHANGE SHEETS</u>
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AMERICAN ELECTRIC POWER
DONALD C. COOK NUCLEAR PLANT

SITE AREA EMERGENCY

1.0 OBJECTIVES

- 1.1 This procedure provides instructions to the Site Emergency Coordinator (SEC), for implementing a response to a Site Area Emergency.

2.0 REFERENCE

- 2.1 D. C. Cook Nuclear Plant Emergency Plan.
- 2.2 Michigan Emergency Preparedness Plan dated 2-1-91.
- 2.3 Emergency Response Data System (ERDS) Operator Guide.

3.0 DETAILED PROCEDURE

3.1 Responsibilities

- 3.1.1 The Operations Shift Supervisor, acting as the SEC, is responsible for implementing this procedure until he has been relieved of SEC responsibilities.

3.2 Limitations

- 3.2.1 The following actions shall not be delegated by the SEC:

- a) Classification of the emergency.
- b) Directing the notification of offsite officials.
- c) Approval of protective action recommendations to offsite emergency management agencies.

- 3.2.2 Declaration of a Site Area Emergency requires the notification of the County and State within 15 minutes. Notification of the NRC shall follow county and state notification and in all cases be completed within one hour.

- 3.2.3 The ERDS for the affected Unit is to be operational and transmitting data to the NRC within one hour of an ALERT or higher declaration.

3.3 Prerequisites

- 3.3.1 A Site Area Emergency has been declared in accordance with PMP 2080 EPP.101, "Emergency Classification".

3.4 Activation Instructions

- 3.4.1 Inform Unit 1 and Unit 2 Control Room personnel that a Site Area Emergency has been declared and that you have assumed the position of SEC.
- 3.4.2 Direct the implementation of PMP 2080 EPP.106, "Initial Offsite Notification".

NOTE

If an ALERT had been declared prior to the SITE AREA EMERGENCY, and notification of plant personnel is in progress or has been completed, Step 3.4.3 need not be performed.

- 3.4.3 If the Site Area Emergency declaration occurs between the hours of 1530 (3:30 pm) and 0700 (7:00 am) Monday thru Friday, or anytime Saturday or Sunday or on a holiday, implement PMP 2080 EPP.107, "Notification of Plant Personnel" in conjunction with the Emergency Response Organization (ERO) Phone Directory.

NOTE

The TSC, OSA, & EOF are required to be activated at an ALERT classification or higher.

- 3.4.4 Direct someone to perform the following steps:
 - 3.4.4.1 Sound the Nuclear Emergency Alarm (from the Control Room).
 - 3.4.4.2 Make the following announcement over the Public Address (PA) system including a brief description of the incident. Have the announcement broadcast twice.

"Attention all Personnel. Attention all Personnel. A Site Area Emergency has been declared due to (Brief description). Activate the Technical Support Center, Operations Staging Area, and the Emergency Operations Facility. All other personnel report for accountability."
 - 3.4.4.3 On any touch-tone telephone, dial 1646, wait for the tone, press # # to access the Training Center and Buchanan Office Building PA and repeat the above announcement twice again.
 - 3.4.4.4 Notify the Shift Security Supervisor of the Site Area Emergency Declaration of Plant extension 1135 or via the page.

C1

- 3.4.5 When an evacuation is ordered, direct the Security Shift Supervisor (X-1135) to perform accountability as per their procedure.

NOTE

The presence of an offsite dose rate may require reclassification of the event in accordance with ECC R-1, Radioactive Effluent Release.

- 3.4.6 In the event a gaseous release of radioactive material is occurring, initiate use of the Dose Assessment Program (DAP), to determine the magnitude of offsite dose levels. The following Emergency Plan Procedures should be used:
- PMP 2080 EPP.108, "Initial Dose Assessment" (for use in the Control Room).
 - PMP 2081 EPP.304, "Offsite Dose Projection" (for use in the EOF).
- 3.4.7 Perform mitigating actions in accordance with appropriate plant procedures.
- 3.4.8 If the Plant Process Computer (PPC) is inoperable, designate someone to complete EXHIBIT A of PMP 2080 EPP.103, "Alert", every 15 minutes. Continue this activity for the duration of the emergency or until the PPC is operable.

NOTE

Step 3.4.9 need only be performed if the TSG and OSA are not activated.

- 3.4.9 If accountability results identify a missing person(s), have Security perform the following:
- 3.4.9.1 Attempt to obtain a verbal response from the missing individual by passing the following announcement:
- "Attention _____
(Name of missing person)
- Attention _____
(Name of missing person)
- Contact the Control Room Immediately".
- 3.4.9.2 If the missing person responds to the page, inform him/her to report to the Basement of the Lakeside Office Building. Discontinue search activities.
- 3.4.9.3 If the missing person does not respond to the page within two to three minutes, contact the Security Director at ext. 1135. Request that the last known location of the individual be accessed from the security computer.

- 3.4.9.4 Contact the missing person's immediate supervisor if known. Ask the supervisor for the last known location of the missing person.
- 3.4.9.5 Direct the organization of a search team to locate the missing person(s). The team shall be composed of at least two people. If manpower is available, one member of the team should be a Radiation Protection Technician.

NOTE

Caution should be exercised when entering plant areas during an emergency. Previously unidentified radiological conditions may exist.

- 3.4.9.6 Conduct a search for the missing person(s) starting at the last known location of the person(s).
- 3.4.9.7 Continue search operations until the person(s) is accounted for.
- 3.4.9.8 If the missing person(s) is found to be injured, implement PMP 2080 EPP.112, "Personnel Injury".
- 3.4.10 Upon arrival of the oncoming SEC conduct a turnover as follows:
 - 3.4.10.1 Obtain a copy of Attachment No. 1, "Emergency Turnover Checklist" to PMP 2080 EPP.103, "Alert".
 - 3.4.10.2 The oncoming SEC shall complete the checklist as each item is verbally addressed.

3.5 Subsequent Instructions for the Shift Supervisor After Being Relieved of SEC Duties

- 3.5.1 Once you have been relieved of SEC responsibilities, resume the sole function of Shift Supervisor. Notify the Control Rooms that you have been relieved of SEC responsibilities.
- 3.5.2 Direct the continued implementation of the appropriate EOP and/or AOP to return the unit to a safe condition.
- 3.5.3 Inform the Technical Support Center (TSC) of changes in plant condition and equipment status.
- 3.5.4 Inform the TSC of mitigating actions to be taken or any that have been completed.
- 3.5.5 If additional personnel are required, request assistance from the TSC. The following emergency response teams are available:
 - Radiation Monitoring Teams
 - Post Accident Sampling Teams
 - Damage Control Teams
 - Re-Entry & Rescue Teams

4.0 Final Condition

- 4.1 The Site Area Emergency has been escalated to a General Emergency, or the emergency has been terminated and the plant has entered the recovery phase.**
- 4.2 Assemble all documentation associated with the emergency and forward it to the Emergency Planning Coordinator. This documentation should include:**
- Complete notification forms**
 - Copies of pertinent log entries**
 - Copy of the Condition Report if generated**
 - Other documentation deemed appropriate by the Shift Supervisor**