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Transmittal#: 24639N

Date: 07/12/2002

Initiator: TRACY NELSON

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ISSUE OF 1 PMP EMERGENCY PLAN PROCEDURE

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TSC	1*	3C	Include 1C Index Only
Unit 1 Control Room	29*	2C	
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**Transmitted Controlled Document Listing: (1)**

Document	Revision	Status	Title
PMP-2080-EPP-107	016	Approved	NOTIFICATION

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Please sign and return within 14 calendar days to: C. Cook Nuclear Plant

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A045

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**REVIEW AND APPROVAL TRACKING FORM**

<b>Procedure Information:</b>	
Number: <u>PMP-2080-EPP-107</u>	Rev. <u>16</u> Change: <u>0</u>
Title: <u>Notification</u>	
<b>Category (Select One Only):</b>	
<input type="checkbox"/> Correction (Full Procedure)	<input checked="" type="checkbox"/> Change (Full Procedure) with Review of Change Only
<input 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 Superseded (list superseding procedures): _____	
<b>Associated Configuration Impact Assessments:</b>	
Change Driver/CDI Tracking No(s): _____ <input checked="" type="checkbox"/> N/A	
<b>Required Reviews:</b>	
<b>Cross-Discipline Reviews:</b> <input type="checkbox"/> Chemistry <input checked="" type="checkbox"/> Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control <input type="checkbox"/> NDM     _____ <input checked="" type="checkbox"/> Operations     _____ <input type="checkbox"/> PA/PV     _____ <input type="checkbox"/> Reg Affairs     _____ <input type="checkbox"/> RP <input type="checkbox"/> None Required	<b>Programmatic Reviews:</b> <input type="checkbox"/> ALARA <input type="checkbox"/> Performance Assurance <input checked="" type="checkbox"/> Bus. Services Proc Grp <input type="checkbox"/> Reactivity Mgmt Team <input type="checkbox"/> Component Engineering <input type="checkbox"/> SPS (Safety & Health) <input type="checkbox"/> Design Engineering <input type="checkbox"/> Surveillance Section <input type="checkbox"/> Emerg Oper Proc Grp <input type="checkbox"/> System Engineering <input type="checkbox"/> Environmental     _____ <input type="checkbox"/> ISI/IST Coordinator <input type="checkbox"/> None Required
<input checked="" type="checkbox"/> Cognizant Org Review: <u>Cinda Eschen</u> Date: <u>7/13/02</u>	
<input checked="" type="checkbox"/> Technical Review: <u>BKM alloy</u> Date: <u>7/17/02</u>	
<b>Concurrence:</b>	
<input type="checkbox"/> Ops Mgr Concurrence: <u>N/A</u> Date: <u>1/1</u>	
<input checked="" type="checkbox"/> Owner Concurrence: <u>[Signature]</u> Date: <u>7/13/02</u>	
<b>Package Check:</b>	
Updated Revision Summary attached? <input checked="" type="checkbox"/> Yes	
10 CFR 50.59 Requirements complete? Tracking No.: <u>2002-1033-00</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Implementation Plan developed? (Ref. Step 3.4.18) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Package Complete: <u>BKM alloy</u> Date: <u>7/13/02</u>	
<b>Approvals:</b>	
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     Mtg. No.: <u>3957</u>	
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A     CR No.: _____	
Approval Authority Review/Approval: <u>Em A Jan</u> Date: <u>7/10/02</u>	
Expiration Date/Ending Activity <u>N/A</u> Effective Date: <u>7/12/02</u>	
<b>Periodic Review:</b>	
Periodic Review conducted? (Data Sheet 5 Complete) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Follow-up Actions:</b>	
Commitment Database Updated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
NDM notified of new records or changes to records that could affect record retention? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	

<b>NDM Use Only</b>	NUCLEAR DOCUMENT MANAGEMENT SECTION  <b>JUL 12 2002</b>  CONTROLLED DOCUMENT	<b>Office Information For Form Tracking Only - Not Part of Form</b>  This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 9a, Data Sheet 1, Review and Approval Tracking Form.
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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0

Title: Notification

The changes to the Notification procedure include the addition of the 007 pager code to direct the ERO to report to the EOF when conditions warrant and an update to incorporate the new state Nuclear Plant Accident Notification form requirements. Also, other minor procedural enhancements were made. No margin markings used.

Section or Step	Change/Reason For Change
Header page 1	Change: Changed program owner name. Reason: New Emergency Plan Manager assigned.
Note prior to step 3.2	Change: Deleted the reference to the ERO phone directory not needing PORC review. Reason: Not pertinent to this procedure.
3.2.1 and Note prior to 3.2.1	Change: Added note prior to Step 3.2.1 and text to Step 3.2.1 to allow the use of '007' Code for Dialogic pager activation. Reason: Allow for SEC discretion to assemble all ERO responders at the Buchanan Office Building rather than the plant site. Allows alternate ERO assembly offsite if SEC determines plant conditions unsafe for onsite response (e.g., security event, etc.).
3.2.2	Change: Split out SAS contact part of the old step 3.2.1 to accommodate the new step 3.2.1. Reason: Added the 007 code info in step 3.2.1.
3.2.3 (old step 3.2.2)	Change: Revised text from 'Operations Staging Area' to 'Operations Support Center' and added Emergency News Center and Joint Public Information Center to the appropriate announcements. Reason: Corrected the name of the facility and to reflect the new JPIC, ENC arrangement in Buchanan..
Old step number 3.2.2.a	Change: Renumbered step to make it a higher level step (3.2.4) and deleted and reworded to clarify the announcement repetition requirements. Reason: Reduce the chance of the step being missed and therefore the announcement not being made to the training building and BOB.

**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. 9a.

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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
3.2.5.a	<p>Change: Deleted text, "Steps 1-7 must be completed, as a minimum. (old step number 3.2.3.a) and changed EMD32 to EMD32a.</p> <p>Reason: This text is not applicable to the new State of Michigan (EMD-32) forms. New form is EMD32a.</p>
3.2.5.b	<p>Change: Bulleted this step for clarity.(old step number 3.2.3.b) Changed the bullet in old step 3.2.3.b to new step 3.2.5.c.</p> <p>Reason: To clarify and reduce the likelihood of missing part of this step.</p>
Note prior to Step 3.2.7	<p>Change: Corrected text in procedure to match Fax machine text.</p> <p>Reason: Discrepancy between procedure text and Fax machine buttons.</p>
3.2.7	<p>Change: Revised the frequency and modified the wording for clarification, for sending State of Michigan EMD-32 forms from every 15 minutes to every 30 minutes; added text that this form is due to the state within 15 minutes of a classification upgrade.</p> <p>Reason: Newly specified frequency for generation of these forms per the State of Michigan; form is still required to be sent within 15 minutes of declaration of a classification upgrade.</p>
3.2.8 and old step 5.2.1.c	<p>Change: Deleted the reference to Commitments 7 and 9.</p> <p>Reason: Commitments are closed and are no longer applicable.</p>
Attachment 1, Step 1.1	<p>Change: Added the last sentence on alternate instructions for contacting security.</p> <p>Reason: To give flexibility to the drill controllers.</p>
Attachment 1, Step 1.2 and 1.4	<p>Change: Deleted the announcements and changed the directions to allow the drill controller to provide the correct announcement depending on the drill scenario.</p> <p>Reason: Allow flexibility when conducting drills.</p>
Attachment 2, Step 1.1.1	<p>Change: Added text to allow the Shift Manager to designate a time for weekly communications system testing.</p> <p>Reason: Allow flexibility in testing time at the discretion of the Shift Manager.</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. 9a.

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
Attachment 2, Step 1.1.3, 3 <sup>rd</sup> bullet	<p>Change: Added text to modify testing acceptance criteria to state, "only required to be verified during normal work days."</p> <p>Reason: Not required for holidays when the buildings are empty. Testing the PA 45 times a year is more than sufficient.</p>
Attachment 2	<p>Change: Removed text to forward the completed form to the EP section.</p> <p>Reason: Operations sends the completed form to NDM.</p>
Data Sheet 1	<p>Change: Deleted the Nuclear Plant Accident Notification Form.</p> <p>Reason: The form is 'owned' by the State of Michigan and as such, does not belong in a Cook Plant procedure with procedure headers, etc. Also, these forms are generated from the Dose Assessment Program; hard copies can also be found in the Emergency Plan 'football' (briefcase) located in the control rooms.</p>
Data Sheet 2	<p>Change: Moved the former Data Sheet 2 to Data Sheet 1; moved the former Data Sheet 3 to Data Sheet 2.</p> <p>Reason: The former Data Sheet 1 has been deleted.</p>
New Data Sheet 1	<p>Change: Added Security, Training and Buchanan Office Building as an on site notification on the notification DS and changed the title to reflect the addition of the on site notification.</p> <p>Reason: To facilitate timely notification of Security to activate the ERO paging system.</p>

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<b>Notification</b>			
<b>Reference</b>			Effective Date: <u>7/12/02</u>
<u>B. K. Molloy</u> Writer	<u>S. M. Partin</u> Owner	<u>Site Protective Services</u> Cognizant Organization	

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**1 PURPOSE AND SCOPE**

1.1 This procedure specifies the actions for notification of offsite personnel and activation of plant emergency response personnel for emergency conditions, drills, exercises and communication system tests.

**2 DEFINITIONS AND ABBREVIATIONS**

Term	Meaning
Drill	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities. Automatic phone calls will NOT be made to ERO members' homes.
Emergency	An actual plant condition that requires an Emergency Plan classification.
Exercise	An Emergency Response Organization test that uses the Dialogic pager system to page AND make automatic phone calls to the homes of ERO members, as necessary, in order to activate the Emergency Response Facilities.
Turnover	A Dialogic Emergency Response Organization pager activation that signals a change in the on-duty Team.

**3 DETAILS**

**3.1 General**

3.1.1 The Shift Manager (SM) shall assume the duties of the Site Emergency Coordinator (SEC) and initiate this procedure.

3.1.2 **IF** an Emergency Classification upgrade is required, **THEN** re-perform section 3.2 of this procedure.

- Activation of ERO pagers is only required once.

## Notification

**NOTE:** The SEC may implement this procedure in full or partially at any time should the need for additional personnel be recognized.

## 3.2 Actions

**NOTE:** SEC judgement will be used to determine which of the following codes will be used. The 007 code will be used if it is determined to be unsafe to report to the plant site.

- 3.2.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared, THEN determine where the ERO should respond.
- Code '911' will direct ERO responders to their respective facilities in the TSC, OSC, EOF and JPIC.
  - Code '007' will direct all ERO responders to the Buchanan Office Building. The EOF will activate and the back-up TSC will be manned. Personnel will remain in Buchanan pending further instructions by the SEC.
- 3.2.2 Call the SAS at extension 1118 or 1119 and direct Security to implement the Dialogic Emergency Response Organization pager system for the selected response code.
- 3.2.3 Direct a Control Room Operator to perform one of the following over the Public Address (PA) system. Include a brief description of the incident. Have the announcement broadcast twice.

## FOR AN UNUSUAL EVENT:

**“Attention all personnel. Attention all personnel. An Unusual Event has been declared due to \_\_\_\_ (brief description)\_\_. Continue with your work and be prepared for future announcements.”**

## Notification

FOR AN ALERT:

**“Attention all personnel. Attention all personnel. An Alert has been declared due to \_\_\_\_\_ (brief description) \_\_\_\_\_. Activate the Operations Support Center, Technical Support Center, Emergency Operations Facility and the Emergency News Center. All other personnel stand by for further announcement.”**

FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

Sound the Nuclear Emergency Alarm from the Control Room and broadcast the following:

**“Attention all personnel. Attention all personnel. A (Site Area Emergency or General Emergency) has been declared due to (brief description) \_\_\_\_\_. Activate the Technical Support Center, Operations Support Center, Emergency Operations Facility, and Joint Public Information Center. All other personnel report for accountability.”**

- 3.2.4 On any touch-tone telephone, dial 1646 to access the Training Center and Buchanan Office Building PA and repeat the announcement that was made in step 3.2.3 twice.
- 3.2.5 Within 15 minutes of the classification of any emergency perform the following:
- a. Complete Nuclear Plant Accident Notification form, EMD-32a, (from Emergency Kit or DAP printout).
  - b. Contact:
    - Michigan State Police (MSP) at 8-1-517-336-6250 using the MSP bridge phone (extension 1088) in the back of the Control Room.
    - Berrien County Sheriff's Department at 8-1-616-983-3911.
  - c. Document phone calls on Data Sheet 1, Shift Manager Initial Notification List.

<b>Notification</b>
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- d. Provide the information from Nuclear Plant Accident Notification form, verbally to the MSP and the Berrien County Sheriff's Department.
  - e. Request a call back from the MSP and Berrien County Sheriff's Department.
  - f. Inform the MSP that Nuclear Plant Accident Notification form will be faxed.
- 3.2.6 Fax Nuclear Plant Accident Notification form, to the MSP: Fax number 8-1-517-336-6257.

<b>NOTE:</b>	If BROADCAST is pushed on the fax machine all of the locations listed in step 3.2.7 will receive the fax. If BROADCAST is NOT used then each of the locations will have to be individually faxed at the numbers listed in step 3.2.7.
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- 3.2.7 **IF** an Alert, Site Area Emergency or General Emergency exists, **THEN** make follow-up notifications to the below listed facilities by faxing:
- EMD-32a, Nuclear Plant Accident Notification, within 15 minutes of a change of classification or Protective Action Recommendation
  - EMD-32b, Nuclear Plant Event Technical Data, every 30 minutes there after until relieved by the EOF.

Michigan State Police	8-1-517-336-6257
State Emergency Operations Center	8-1-517-333-4987
Emergency Operations Facility	8-284-2942
Emergency News Center/JPIC	8-284-5892
Visitors' Center	2906 or 2907

- 3.2.8 For all classifications, including classification upgrades, the Shift Manager or designee shall:
- a. Provide the information on Data Sheet 2, Plant Status, to the NRC as soon as possible after the State and County have been notified, and within one hour of classification.
    - Make the notification in accordance with the instructions in PMP-7030-001-001, Prompt NRC Notification.

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<b>Notification</b>			

3.2.9 IF an emergency classification is upgraded, THEN verbally inform the MSP, Berrien County Sheriff's Department and the NRC.

- Document phone calls to MSP and Berrien County Sheriff's Department, on Data Sheet 1, Shift Manager Initial Offsite Notification List.

3.2.10 Inform the Security Shift Supervisor of the time of the Emergency Classification.

- a. Direct the Security Shift Supervisor to assume the responsibility of the Security Director.
- b. Direct the Security Shift Supervisor to notify the personnel listed in Section 5 of the ERO Phone Directory of the Emergency Classification.

3.3 Drills, Exercises and Communication System Tests

3.3.1 IF a Drill or Exercise is being conducted, THEN perform the applicable portions of Attachment 1.

3.3.2 IF a Communication System Test is being conducted, THEN perform the applicable portions of Attachment 2.

#### 4 FINAL CONDITIONS

4.1 Emergency is closed-out.

4.2 Drill is completed.

4.3 Communication System Test is completed.

#### 5 REFERENCES

5.1 Use References:

5.1.1 Emergency Response Organization ERO Phone Directory.

5.1.2 PMP-7030-001-001, Prompt NRC Notification

5.2 Writing References:

5.2.1 Source References:

Reference	PMP-2080-EPP-107	Rev. 16	Page 7 of 13
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- a. NUREG 0654 FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (Rev. 1).
- b. Cook Nuclear Plant Emergency Plan.

5.2.2 General References

- a. None.

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Attachment 1	Drills and Exercises		Pages: 8

## **1 DRILLS AND EXERCISES**

- 1.1 **IF** an Alert, Site Area Emergency, or a General Emergency has been declared, **THEN** the Simulator Shift Manager calls the SAS at extension 41-1118 and directs Security to implement the Dialogic Emergency Response Organization pager system for an EXERCISE or DRILL (EXERCISES and DRILLS are activated using different Dialogic codes). The drill or exercise controller may provide alternate instructions for contacting Security as dictated by the drill scenario.
- 1.2 The Simulator Shift Manager requests that the Shift Manager have a control room staff member page the plant using the Plant PA system, and make an announcement in accordance with the drill controller's instructions.
- 1.3 The Simulator Shift Manager directs the Simulator control room staff to sound the Nuclear Emergency Alarm in the SIMULATOR for a Site Area Emergency or General Emergency.
- 1.4 The Simulator Shift Manager directs the Simulator unaffected control room staff to page the Training Building and Buchanan Office Building by dialing 41-1646 on the plant phone system, and make an announcement in accordance with the drill controller's instructions.

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Attachment 2	Communication System Tests		Pages: 9 - 10

## 1 COMMUNICATION SYSTEM TESTS

### 1.1 Nuclear Emergency Alarm Test and ERO Turnover/Notification Process Test

1.1.1 Operating shift shall perform the following tests every Tuesday at approximately 1000 or at a time approved by the Shift Manager:

- Call the SAS at extension 1118 to direct Security to activate the Dialogic Emergency Response Organization pagers for a Turnover.

1.1.2 Test Nuclear Emergency Alarm

- Announce:

**"This is a test. This is a test. The following is a test of the Nuclear Emergency Alarm and ERO turnover notification."**

- Sound the Nuclear Emergency Alarm (NEA) for 8 to 10 seconds and then reset by pushing "OVERRIDE" button.

- Announce:

**"The test of the Nuclear Emergency Alarm is complete. Oncoming duty ERO personnel should call Dialogic at this time."**

- Acceptance Criteria:

NEA alarm is heard in the Control Room.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

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Notification			
Attachment 2	Communication System Tests		Pages: 9 - 10

1.1.3 Perform test of the Training Building and Buchanan Office Building Public Address System.

- Dial 1646 and announce the following:
- **“This is a test. This is a test of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic at this time. Test is complete.”**
- Acceptance Criteria: (only required to be verified during normal work days)

Emergency Planning personnel report that PA system test is heard in the Training Building and Buchanan Office Building.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

1.1.4 Perform the test of the Beach Evacuation Warning Test:

- Select “TEST”.
- Turn-up volume to monitor announcement.
- Push “ONE” button.
- Push “ON” button.
- **WHEN** announcement is complete, **THEN** push “OFF” button.
- Turn down volume.
- Acceptance Criteria:

Announcement is heard in the Control Room.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

Reference	PMP-2080-EPP-107	Rev. 16	Page 11 of 13
Notification			
Data Sheet 1	Shift Manager Initial Notification List		Page: 11

ON-SITE NOTIFICATION	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME
Security (SAS) for Dialogic Activation	1118 or 1119	_____ / _____
Training and Buchanan Office PA Announcement	1646	_____ / _____

OFF-SITE NOTIFICATION	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME	EVENT CLOSEOUT INITIALS / DATE
Berrien County Sheriff's Department	8-1-616-983-3911	_____ / _____	_____ / _____
REQUEST CALL BACK VERIFICATION	BCSD Person Contacted: _____ Time Call Back Received: _____		
Michigan State Police	8-1-517-336-6250	_____ / _____	_____ / _____
REQUEST CALL BACK VERIFICATION	MSP Person Contacted: _____ Time Call Back Received: _____		
NRC Operations Center -	8-1-301-816-5100	<b>Red Phone or Commercial</b>	
	8-1-301-951-0550	_____ / _____	_____ / _____
	8-1-301-415-0553	_____ / _____	_____ / _____
	NRC Person Contacted: _____  Continuous contact will be required for an Alert, Site Area Emergency, or General Emergency		

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Data Sheet 2	Plant Status		Pages: 12 - 13

Time of NRC Notification: \_\_\_\_\_

**Reactivity Control** \_\_\_\_\_

- |                                 |     |    |                     |
|---------------------------------|-----|----|---------------------|
| • All Control rods inserted?    | Yes | No | _____ # of rods out |
| • Reactor Subcritical?          | Yes | No |                     |
| • Emergency Boration initiated? | Yes | No |                     |
| • Adequate Shutdown Margin?     | Yes | No |                     |

**RCS inventory Control** \_\_\_\_\_

- Inventory makeup controlled by: (Identify all pumps injecting into RCS):

CVCS - Normal Charging  
 Charging Pumps via BIT (High Head SI)  
 Safety injection pumps (Intermediate Head SI)  
 RHR Pumps (Low Head SI)  
 Other: \_\_\_\_\_

**RCS Pressure Control** \_\_\_\_\_

- |                                |     |    |
|--------------------------------|-----|----|
| • Pressurizer PORVs Closed?    | Yes | No |
| • Pressurizer Safeties Closed? | Yes | No |

**RCS Transport Control** \_\_\_\_\_

Forced Circulation by RCP  
 Natural Circulation  
 Feed and Bleed  
 Decay Heat Removal System (RHR)

**RCS Heat Sink (available or in operation)** \_\_\_\_\_

S/G - Condenser Dump Valves  
 S/G - Atmospheric Dump Valves  
 S/G - Safety Valves

Containment - Feed/Bleed  
 Decay Heat Removal System (RHR)

Reference	PMP-2080-EPP-107	Rev. 16	Page 13 of 13
<b>Notification</b>			
Data Sheet 2	Plant Status		Pages: 12 - 13

**S/G Inventory Control** \_\_\_\_\_

Main Feedwater

Aux. Feedwater

Other: \_\_\_\_\_

**Containment Control** \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| • Ice Condenser Doors OPEN?                      | Yes | No |
| • Containment Sprays ON?                         | Yes | No |
| • Hydrogen Recombiners/Igniters ON?              | Yes | No |
| • Containment Isolation Valves fail to<br>CLOSE? | Yes | No |
| • Phase A Actuation                              | Yes | No |

**REVIEW AND APPROVAL TRACKING FORM**

<b>Procedure Information:</b>	
Number: <u>PMP-2080-EPP-107</u>	Rev. <u>16</u> Change: <u>0</u>
Title: <u>Notification</u>	
<b>Category (Select One Only)</b>	
<input type="checkbox"/> Correction (Full Procedure)	<input checked="" type="checkbox"/> Change (Full Procedure) with Review of Change Only
<input 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): _____	
<b>Associated Configuration Impact Assessments:</b>	
Change Driver/CDI Tracking No(s): _____ <input checked="" type="checkbox"/> N/A	
<b>Required Reviews:</b>	
<b>Cross-Discipline Reviews:</b>	<b>Programmatic Reviews:</b>
<input type="checkbox"/> Chemistry <input checked="" type="checkbox"/> Training	<input type="checkbox"/> ALARA <input type="checkbox"/> Performance Assurance
<input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control	<input checked="" type="checkbox"/> Bus. Services Proc Grp <input type="checkbox"/> Reactivity Mgmt Team
<input type="checkbox"/> NDM <input type="checkbox"/> _____	<input type="checkbox"/> Component Engineering <input type="checkbox"/> SPS (Safety & Health)
<input checked="" type="checkbox"/> Operations <input type="checkbox"/> _____	<input type="checkbox"/> Design Engineering <input type="checkbox"/> Surveillance Section
<input type="checkbox"/> PA/PV <input type="checkbox"/> _____	<input type="checkbox"/> Emerg Oper Proc Grp <input type="checkbox"/> System Engineering
<input type="checkbox"/> Reg Affairs <input type="checkbox"/> _____	<input type="checkbox"/> Environmental <input type="checkbox"/> _____
<input type="checkbox"/> RP <input type="checkbox"/> None Required	<input type="checkbox"/> ISI/IST Coordinator <input type="checkbox"/> None Required
<input checked="" type="checkbox"/> Cognizant Org Review: <u>Cindy Eschen</u> Date: <u>7/13/02</u>	
<input checked="" type="checkbox"/> Technical Review: <u>BKM alloy</u> Date: <u>7/17/02</u>	
<b>Concurrence:</b>	
<input type="checkbox"/> Ops Mgr Concurrence: <u>N/A</u> Date: <u>1/1</u>	
<input checked="" type="checkbox"/> Owner Concurrence: <u>[Signature]</u> Date: <u>7/13/02</u>	
<b>Package Check:</b>	
Updated Revision Summary attached?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10 CFR 50.59 Requirements complete? Tracking No.: <u>2002-1033-00</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Implementation Plan developed? (Ref. Step 3.4.18)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Package Complete: <u>BKM alloy</u>	Date: <u>7/13/02</u>
<b>Approvals:</b>	
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mtg. No.: <u>3957</u> <u>[Signature]</u>
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A	CR No.: _____
Approval Authority Review/Approval: <u>[Signature]</u>	Date: <u>7/10/02</u>
Expiration Date/Ending Activity: <u>N/A</u>	Effective Date: <u>7/12/02</u>
<b>Periodic Review:</b>	
Periodic Review conducted? (Data Sheet 5 Complete)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Follow-up Actions:</b>	
Commitment Database Updated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
NDM notified of new records or changes to records that could affect record retention?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A

<b>NDM Use Only</b>	NUCLEAR DOCUMENT MANAGEMENT SECTION  <b>JUL 12 2002</b>  CONTROLLED DOCUMENT	<b>Office Information For Form Tracking Only - Not Part of Form</b>
	This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 9a, Data Sheet 1, Review and Approval Tracking Form.	
		Page <u>1</u> of <u>4</u>

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0

Title: Notification

The changes to the Notification procedure include the addition of the 007 pager code to direct the ERO to report to the EOF when conditions warrant and an update to incorporate the new state Nuclear Plant Accident Notification form requirements. Also, other minor procedural enhancements were made. No margin markings used.

Section or Step	Change/Reason For Change
Header page 1	Change: Changed program owner name. Reason: New Emergency Plan Manager assigned.
Note prior to step 3.2	Change: Deleted the reference to the ERO phone directory not needing PORC review. Reason: Not pertinent to this procedure.
3.2.1 and Note prior to 3.2.1	Change: Added note prior to Step 3.2.1 and text to Step 3.2.1 to allow the use of '007' Code for Dialogic pager activation. Reason: Allow for SEC discretion to assemble all ERO responders at the Buchanan Office Building rather than the plant site. Allows alternate ERO assembly offsite if SEC determines plant conditions unsafe for onsite response (e.g., security event, etc.).
3.2.2	Change: Split out SAS contact part of the old step 3.2.1 to accommodate the new step 3.2.1. Reason: Added the 007 code info in step 3.2.1.
3.2.3 (old step 3.2.2)	Change: Revised text from 'Operations Staging Area' to 'Operations Support Center' and added Emergency News Center and Joint Public Information Center to the appropriate announcements. Reason: Corrected the name of the facility and to reflect the new JPIC, ENC arrangement in Buchanan..
Old step number 3.2.2.a	Change: Renumbered step to make it a higher level step (3.2.4) and deleted and reworded to clarify the announcement repetition requirements. Reason: Reduce the chance of the step being missed and therefore the announcement not being made to the training building and BOB.

**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. 9a.

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
3.2.5.a	<p>Change: Deleted text, "Steps 1-7 must be completed, as a minimum. (old step number 3.2.3.a) and changed EMD32 to EMD32a.</p> <p>Reason: This text is not applicable to the new State of Michigan (EMD-32) forms. New form is EMD32a.</p>
3.2.5.b	<p>Change: Bulleted this step for clarity.(old step number 3.2.3.b) Changed the bullet in old step 3.2.3.b to new step 3.2.5.c.</p> <p>Reason: To clarify and reduce the likelihood of missing part of this step.</p>
Note prior to Step 3.2.7	<p>Change: Corrected text in procedure to match Fax machine text.</p> <p>Reason: Discrepancy between procedure text and Fax machine buttons.</p>
3.2.7	<p>Change: Revised the frequency and modified the wording for clarification, for sending State of Michigan EMD-32 forms from every 15 minutes to every 30 minutes; added text that this form is due to the state within 15 minutes of a classification upgrade.</p> <p>Reason: Newly specified frequency for generation of these forms per the State of Michigan; form is still required to be sent within 15 minutes of declaration of a classification upgrade.</p>
3.2.8 and old step 5.2.1.c	<p>Change: Deleted the reference to Commitments 7 and 9.</p> <p>Reason: Commitments are closed and are no longer applicable.</p>
Attachment 1, Step 1.1	<p>Change: Added the last sentence on alternate instructions for contacting security.</p> <p>Reason: To give flexibility to the drill controllers.</p>
Attachment 1, Step 1.2 and 1.4	<p>Change: Deleted the announcements and changed the directions to allow the drill controller to provide the correct announcement depending on the drill scenario.</p> <p>Reason: Allow flexibility when conducting drills.</p>
Attachment 2, Step 1.1.1	<p>Change: Added text to allow the Shift Manager to designate a time for weekly communications system testing.</p> <p>Reason: Allow flexibility in testing time at the discretion of the Shift Manager.</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. 9a.

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 16 Change: 0

Title: Notification

Section or Step	Change/Reason For Change
Attachment 2, Step 1.1.3, 3 <sup>rd</sup> bullet	<p>Change: Added text to modify testing acceptance criteria to state, "only required to be verified during normal work days."</p> <p>Reason: Not required for holidays when the buildings are empty. Testing the PA 45 times a year is more than sufficient.</p>
Attachment 2	<p>Change: Removed text to forward the completed form to the EP section.</p> <p>Reason: Operations sends the completed form to NDM.</p>
Data Sheet 1	<p>Change: Deleted the Nuclear Plant Accident Notification Form.</p> <p>Reason: The form is 'owned' by the State of Michigan and as such, does not belong in a Cook Plant procedure with procedure headers, etc. Also, these forms are generated from the Dose Assessment Program; hard copies can also be found in the Emergency Plan 'football' (briefcase) located in the control rooms.</p>
Data Sheet 2	<p>Change: Moved the former Data Sheet 2 to Data Sheet 1; moved the former Data Sheet 3 to Data Sheet 2.</p> <p>Reason: The former Data Sheet 1 has been deleted.</p>
New Data Sheet 1	<p>Change: Added Security, Training and Buchanan Office Building as an on site notification on the notification DS and changed the title to reflect the addition of the on site notification.</p> <p>Reason: To facilitate timely notification of Security to activate the ERO paging system.</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. 9a.

 <small>AEP, America's Energy Partner</small>	PMP-2080-EPP-107	Rev. 16	Page 1 of 13
<b>Notification</b>			
<b>Reference</b>			Effective Date: <u>7/12/02</u>
B. K. Molloy Writer	S. M. Partin Owner	Site Protective Services Cognizant Organization	

**TABLE OF CONTENTS**

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**Data Sheet 2: Plant Status ..... 12**

## 1 PURPOSE AND SCOPE

- 1.1 This procedure specifies the actions for notification of offsite personnel and activation of plant emergency response personnel for emergency conditions, drills, exercises and communication system tests.

## 2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Drill	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities. Automatic phone calls will NOT be made to ERO members' homes.
Emergency	An actual plant condition that requires an Emergency Plan classification.
Exercise	An Emergency Response Organization test that uses the Dialogic pager system to page AND make automatic phone calls to the homes of ERO members, as necessary, in order to activate the Emergency Response Facilities.
Turnover	A Dialogic Emergency Response Organization pager activation that signals a change in the on-duty Team.

## 3 DETAILS

### 3.1 General

- 3.1.1 The Shift Manager (SM) shall assume the duties of the Site Emergency Coordinator (SEC) and initiate this procedure.
- 3.1.2 **IF** an Emergency Classification upgrade is required, **THEN** re-perform section 3.2 of this procedure.
- Activation of ERO pagers is only required once.

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Notification			

**NOTE:** The SEC may implement this procedure in full or partially at any time should the need for additional personnel be recognized.

### 3.2 Actions

**NOTE:** SEC judgement will be used to determine which of the following codes will be used. The 007 code will be used if it is determined to be unsafe to report to the plant site.

- 3.2.1 **IF** an Alert, Site Area Emergency, or a General Emergency has been declared, **THEN** determine where the ERO should respond.
- Code '911' will direct ERO responders to their respective facilities in the TSC, OSC, EOF and JPIC.
  - Code '007' will direct all ERO responders to the Buchanan Office Building. The EOF will activate and the back-up TSC will be manned. Personnel will remain in Buchanan pending further instructions by the SEC.
- 3.2.2 Call the SAS at extension 1118 or 1119 and direct Security to implement the Dialogic Emergency Response Organization pager system for the selected response code.
- 3.2.3 Direct a Control Room Operator to perform one of the following over the Public Address (PA) system. Include a brief description of the incident. Have the announcement broadcast twice.

**FOR AN UNUSUAL EVENT:**

**“Attention all personnel. Attention all personnel. An Unusual Event has been declared due to \_\_\_\_ (brief description)\_\_. Continue with your work and be prepared for future announcements.”**

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FOR AN ALERT:

**“Attention all personnel. Attention all personnel. An Alert has been declared due to           (brief description)          . Activate the Operations Support Center, Technical Support Center, Emergency Operations Facility and the Emergency News Center. All other personnel stand by for further announcement.”**

FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

Sound the Nuclear Emergency Alarm from the Control Room and broadcast the following:

**“Attention all personnel. Attention all personnel. A   (Site Area Emergency or General Emergency)   has been declared due to           (brief description)          . Activate the Technical Support Center, Operations Support Center, Emergency Operations Facility, and Joint Public Information Center. All other personnel report for accountability.”**

3.2.4 On any touch-tone telephone, dial 1646 to access the Training Center and Buchanan Office Building PA and repeat the announcement that was made in step 3.2.3 twice.

3.2.5 Within 15 minutes of the classification of any emergency perform the following:

- a. Complete Nuclear Plant Accident Notification form, EMD-32a, (from Emergency Kit or DAP printout).
- b. Contact:
  - Michigan State Police (MSP) at 8-1-517-336-6250 using the MSP bridge phone (extension 1088) in the back of the Control Room.
  - Berrien County Sheriff’s Department at 8-1-616-983-3911.
- c. Document phone calls on Data Sheet 1, Shift Manager Initial Notification List.

- d. Provide the information from Nuclear Plant Accident Notification form, verbally to the MSP and the Berrien County Sheriff's Department.
- e. Request a call back from the MSP and Berrien County Sheriff's Department.
- f. Inform the MSP that Nuclear Plant Accident Notification form will be faxed.

3.2.6 Fax Nuclear Plant Accident Notification form, to the MSP: Fax number 8-1-517-336-6257.

**NOTE:** If BROADCAST is pushed on the fax machine all of the locations listed in step 3.2.7 will receive the fax. If BROADCAST is NOT used then each of the locations will have to be individually faxed at the numbers listed in step 3.2.7.

3.2.7 **IF** an Alert, Site Area Emergency or General Emergency exists, **THEN** make follow-up notifications to the below listed facilities by faxing:

- EMD-32a, Nuclear Plant Accident Notification, within 15 minutes of a change of classification or Protective Action Recommendation
- EMD-32b, Nuclear Plant Event Technical Data, every 30 minutes thereafter until relieved by the EOF.

Michigan State Police	8-1-517-336-6257
State Emergency Operations Center	8-1-517-333-4987
Emergency Operations Facility	8-284-2942
Emergency News Center/JPIC	8-284-5892
Visitors' Center	2906 or 2907

3.2.8 For all classifications, including classification upgrades, the Shift Manager or designee shall:

- a. Provide the information on Data Sheet 2, Plant Status, to the NRC as soon as possible after the State and County have been notified, and within one hour of classification.
  - Make the notification in accordance with the instructions in PMP-7030-001-001, Prompt NRC Notification.

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3.2.9 IF an emergency classification is upgraded, THEN verbally inform the MSP, Berrien County Sheriff's Department and the NRC.

- Document phone calls to MSP and Berrien County Sheriff's Department, on Data Sheet 1, Shift Manager Initial Offsite Notification List.

3.2.10 Inform the Security Shift Supervisor of the time of the Emergency Classification.

- a. Direct the Security Shift Supervisor to assume the responsibility of the Security Director.
- b. Direct the Security Shift Supervisor to notify the personnel listed in Section 5 of the ERO Phone Directory of the Emergency Classification.

3.3 Drills, Exercises and Communication System Tests

3.3.1 IF a Drill or Exercise is being conducted, THEN perform the applicable portions of Attachment 1.

3.3.2 IF a Communication System Test is being conducted, THEN perform the applicable portions of Attachment 2.

#### 4 FINAL CONDITIONS

4.1 Emergency is closed-out.

4.2 Drill is completed.

4.3 Communication System Test is completed.

#### 5 REFERENCES

5.1 Use References:

5.1.1 Emergency Response Organization ERO Phone Directory.

5.1.2 PMP-7030-001-001, Prompt NRC Notification

5.2 Writing References:

5.2.1 Source References:

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- a. NUREG 0654 FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (Rev. 1).
- b. Cook Nuclear Plant Emergency Plan.

5.2.2 General References

- a. None.

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Notification			
Attachment 1	Drills and Exercises		Pages: 8

## 1 DRILLS AND EXERCISES

- 1.1 **IF** an Alert, Site Area Emergency, or a General Emergency has been declared, **THEN** the Simulator Shift Manager calls the SAS at extension 41-1118 and directs Security to implement the Dialogic Emergency Response Organization pager system for an EXERCISE or DRILL (EXERCISES and DRILLS are activated using different Dialogic codes). The drill or exercise controller may provide alternate instructions for contacting Security as dictated by the drill scenario.
- 1.2 The Simulator Shift Manager requests that the Shift Manager have a control room staff member page the plant using the Plant PA system, and make an announcement in accordance with the drill controller's instructions.
- 1.3 The Simulator Shift Manager directs the Simulator control room staff to sound the Nuclear Emergency Alarm in the SIMULATOR for a Site Area Emergency or General Emergency.
- 1.4 The Simulator Shift Manager directs the Simulator unaffected control room staff to page the Training Building and Buchanan Office Building by dialing 41-1646 on the plant phone system, and make an announcement in accordance with the drill controller's instructions.

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<b>Notification</b>			
Attachment 2	Communication System Tests		Pages: 9 - 10

## 1 COMMUNICATION SYSTEM TESTS

### 1.1 Nuclear Emergency Alarm Test and ERO Turnover/Notification Process Test

1.1.1 Operating shift shall perform the following tests every Tuesday at approximately 1000 or at a time approved by the Shift Manager:

- Call the SAS at extension 1118 to direct Security to activate the Dialogic Emergency Response Organization pagers for a Turnover.

#### 1.1.2 Test Nuclear Emergency Alarm

- Announce:

**"This is a test. This is a test. The following is a test of the Nuclear Emergency Alarm and ERO turnover notification."**

- Sound the Nuclear Emergency Alarm (NEA) for 8 to 10 seconds and then reset by pushing "OVERIDE" button.

- Announce:

**"The test of the Nuclear Emergency Alarm is complete. Oncoming duty ERO personnel should call Dialogic at this time."**

- Acceptance Criteria:

NEA alarm is heard in the Control Room.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

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1.1.3 Perform test of the Training Building and Buchanan Office Building Public Address System.

- Dial 1646 and announce the following:
- **“This is a test. This is a test of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic at this time. Test is complete.”**
- Acceptance Criteria: (only required to be verified during normal work days)

Emergency Planning personnel report that PA system test is heard in the Training Building and Buchanan Office Building.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

1.1.4 Perform the test of the Beach Evacuation Warning Test:

- Select “TEST”.
- Turn-up volume to monitor announcement.
- Push “ONE” button.
- Push “ON” button.
- **WHEN** announcement is complete, **THEN** push “OFF” button.
- Turn down volume.
- Acceptance Criteria:

Announcement is heard in the Control Room.

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

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<b>Notification</b>			
Data Sheet 1	Shift Manager Initial Notification List		Page: 11

ON-SITE NOTIFICATION	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME
Security (SAS) for Dialogic Activation	1118 or 1119	_____ / _____
Training and Buchanan Office PA Announcement	1646	_____ / _____

OFF-SITE NOTIFICATION	PHONE NUMBER	CONTACT ESTABLISHED INITIALS / TIME	EVENT CLOSEOUT INITIALS / DATE
Berrien County Sheriff's Department	8-1-616-983-3911	_____ / _____	_____ / _____
REQUEST CALL BACK VERIFICATION	BCSD Person Contacted: _____ Time Call Back Received: _____		
Michigan State Police	8-1-517-336-6250	_____ / _____	_____ / _____
REQUEST CALL BACK VERIFICATION	MSP Person Contacted: _____ Time Call Back Received: _____		
NRC Operations Center -	8-1-301-816-5100	<b>Red Phone or Commercial</b>	
	8-1-301-951-0550	_____ / _____	_____ / _____
	8-1-301-415-0553	_____ / _____	_____ / _____
NRC Person Contacted: _____			
Continuous contact will be required for an Alert, Site Area Emergency, or General Emergency			

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Data Sheet 2	Plant Status		Pages: 12 - 13

Time of NRC Notification: \_\_\_\_\_

**Reactivity Control** \_\_\_\_\_

- All Control rods inserted?                      Yes    No                      \_\_\_\_\_ # of rods out
- Reactor Subcritical?                              Yes    No
- Emergency Boration initiated?                Yes    No
- Adequate Shutdown Margin?                  Yes    No

**RCS inventory Control** \_\_\_\_\_

- Inventory makeup controlled by: (Identify all pumps injecting into RCS):

CVCS - Normal Charging  
Charging Pumps via BIT (High Head SI)  
Safety injection pumps (Intermediate Head SI)  
RHR Pumps (Low Head SI)  
Other: \_\_\_\_\_

**RCS Pressure Control** \_\_\_\_\_

- Pressurizer PORVs Closed?                      Yes    No
- Pressurizer Safeties Closed?                    Yes    No

**RCS Transport Control** \_\_\_\_\_

Forced Circulation by RCP  
Natural Circulation  
Feed and Bleed  
Decay Heat Removal System (RHR)

**RCS Heat Sink (available or in operation)** \_\_\_\_\_

S/G - Condenser Dump Valves  
S/G - Atmospheric Dump Valves  
S/G - Safety Valves

Containment - Feed/Bleed  
Decay Heat Removal System (RHR)

