

EPIP/TEP Instruction Memo

Date 12/2/02 Verif: LS Box No. 20020528 T1 T2

Please update your file with the attached listed below, destroy the superseded/cancelled document(s). Also, if Controlled Documents please sign the acknowledgment at the bottom of this memo and return to Debbie Marshbank, Configuration Cntrl., Rm. 135, SOB

	INFO	CTRL
*Backup TSC,NOB-3	B. Siebler	1
*Bureau of Rad Protection	M. Vyeniolo	1
Central File	D. Marshbank	Plain
*Control Rm-U/1 File Copy, OOB-1	S. Van Ormer	1
Control Rm - Shift Mgrs Office, OOB	S. Van Ormer	1
*Control Rm - CRS Workstation, OOB-1	S. Van Ormer	1
Coatesville EOF, Kennett Square	R. Rogers	1
*Document Center, NOB-2	IKON	1
*Document Control Desk, Label	NRC	da
EACC, EOF	IKON	—
*EP - NDB, Trng. Bldg. #2	N. D. Brown	1
*Emerg. Prep. Dept.	D. Light	1
*EOF	IKON	1
EOF Communicator, EOF	IKON	—
EOF (PEMA Area), EOF	IKON	—
*EP Drills, Trng. Bldg.	N. D. Brown	1
EP Rep, EOF	IKON	—
ESD, EOF	IKON	—
ESD Asst., EOF	IKON	—
Environ. Affairs-TMI, NOB-1	W. Ressler	—
GLRE&C, EOF	IKON	—
Kennett EOF, Kennet Square	R. Rogers	1
Logisital Support, EOF	IKON	—
*NRC - Onsite, Service Bldg.	P. Sauder	1
*NRC - Region 1, (Chief EP Section)	N. McNama	2
*PEMA - Bureau of Plans	D. Fleck	1
PI Rep, EOF	IKON	—
Personnel/Vehicle Monitor Kit Trng Ctr.	T. Berstler	—
*Plant Maint. (Library), Serv. Bldg.	J. Eckroth	1
RLM, Rad Field Ops.	T. Berstler	—
Rad Con -RAC Locker, Rad Field Ops.	T. Berstler	—
Rad Con -Kit 1 PC, Rad Field Ops.	T. Berstler	—
Rad Con -Kit 2 PC, Rad Field Ops.	T. Berstler	—
Rad Con-Kit 3 EOF Bldg Rad Field Ops	T. Berstler	—
Rad Con-Kit 4 EOF Bldg Rad Field Ops.	T. Berstler	—
Rad Con-Kit 5 EOF Bldg Rad Field Ops.	T. Berstler	—
Rad Con-Simulator Locker, Rad Field Ops	T. Berstler	—
*Rad Engineers-U1, OOB	T. Griffith	1
*Rad Instrument, Bldg. 159	T. Griffith	1
Secondary Chem Lab-, OOB-1	S. Van Ormer	—
*Security Mgr., PC	M. Bruecks	1
Security U-1, PC	M. Bruecks	—
*Simulator Rm/File Copy	IKON	1
Simulator Rm - Shift Mgrs Office	IKON	1
*Simulator Rm - CRS Workstation	IKON	1
Tech Support Rep	N. D. Brown	—
*TSC - Unit 1, NOB-3	B. Siebler	1
*Training Dept. Library, Trng	C. Flory	1
*OSC, Rad Field Ops..	T. Berstler	1
Record Box, SOB + History Package	S. Zimmerman	Plain

Document Number	Rev	TC NUMBER	Page Replac.	Entire	TC/PROC Cld	Level
EPIP-TMI-03	37	—	—	✓	—	2
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ADDITIONAL DISTRIBUTION:

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1 Copies

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A045

FOR INFORMATION ONLY

AmerGen

TMI Emergency Plan
Implementing Procedure

Number

EPIP-TMI-.03

Title		Revision No.
Emergency Notifications and Call Outs		37
Applicability/Scope	USAGE LEVEL	Effective Date
TMI Division	2	12/02/02

This document is within QA plan scope	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
50.59 Applicable	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

List of Effective Pages

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1.0 PURPOSE

- a. To provide guidance in accomplishing initial notifications, reclassification notifications, and closeout notifications to off-site agencies.
- b. To provide guidance in accomplishing contact and call-out of emergency response personnel and facilities.

2.0 APPLICABILITY/SCOPE

- a. This procedure is applicable for all personnel performing notifications, contacts, and call-outs from the ECC.
- b. This procedure is to be used upon declaration of any emergency classification as specified in the Emergency Plan or when directed by the Emergency Director.

3.0 DEFINITIONS

- a. PEMARS - Pennsylvania Emergency Management Agency Radio System.

4.0 RESPONSIBILITIES

- a. Emergency Director
 - Oversees implementation of this procedure
 - Selects and approves Emergency Report Forms
- b. On-Shift ECC Communications Coordinator
 - Initiates/completes notifications until relieved.
 - Initiates the call-out process.
 - Provides a turn-over to the Initial Response Emergency Organization Communicator.
 - Arranges for repairs of malfunctioning communications circuits until relieved by the Initial Response Emergency Organization Communications Coordinator.

NOTE

- The Off-Site Notification process may be TEMPORARILY reassigned to another qualified communicator during circumstances where the CRO/SRO's attention is required for plant operations.
- Such reassignment should only occur under the most extreme conditions for initial plant stabilization and ONLY if a qualified alternative is already present in the Control Room
- The CRO-SRO ECC Communications Coordinator is expected to be available to continue notifications within 30 minutes of event declaration and shall be the individual performing the notification to the NRC on the ENS line, unless relieved by the IREO communicator.

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- c. On-Shift Communicator
 - Completes the call-out/contact process.
 - Provides a turn-over to the Initial Response Emergency Organization Communications Coordinator or Communicator.

- d. Initial Response Emergency Organization ECC Communications Coordinator
 - Ensures initiation/completion of the notification and call-out processes
 - Interfaces with the Emergency Director Assistant.
 - Arranges for repairs of malfunctioning communications circuits.

- e. Initial Response Emergency Organization Communicator
 - Initiates/completes notifications until relieved.
 - Initiates/completes call-outs. The call-out process is not turned over to the EOF Communicators.
 - Provides a notifications status to the Emergency Support Organization Communicator.

NOTE

Responsibility for performing off site notifications remains with the ECC Communicators and should not be turned over to the EOF Communicators except during extreme circumstances (e.g , evacuation of the ECC or failure of ECC telephones).

NOTE

Steps required to be performed more than once (e.g , at an Alert before an escalation, and at an Alert a second time due to a later reduction in classification) should be initialed for each time performed

NOTE

If communication system failures are experienced, refer to Exhibit 7, "Back Up Communications".

NOTE

Steps that require the documentation of information are not required to have a signoff blank. Completion of the required data is sufficient documentation that the step has been completed.

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5.0 PROCEDURE

5.1 Upon declaration/reclassification of an emergency, complete the appropriate exhibit listed below:

- _____ a. Unusual Event - Exhibit 1.
- _____ b. Alert - Exhibit 2.
- _____ c. Site Area Emergency - Exhibit 3.
- _____ d. General Emergency - Exhibit 4

5.2 Upon termination of the incident, complete the appropriate following actions.

- _____ 1. If off-site notification responsibilities were not transferred to the EOF Communicators, THEN complete Exhibit 5, Closeout Notification Checklist, or
- _____ 2. If off-site notification responsibilities were transferred to the EOF Communicators, THEN confirm that the EOF Communicators are performing closeout notifications.
- _____ 3. Ensure the appropriate event termination steps in Exhibit 9, "Call-Out Operations", have been completed.
- _____ 4. Forward this procedure, all exhibits and associated paperwork to the Emergency Preparedness Department

6.0 REFERENCES

- a. EPIP-TMI-.06, Additional Assistance and Notification
- b. EPIP-TMI-.27, Emergency Operations Facility

7.0 EXHIBITS

- a. Exhibit 1 - Unusual Event Checklist
- b. Exhibit 2 - Alert Checklist
- c. Exhibit 3 - Site Area Emergency Checklist
- d. Exhibit 4 - General Emergency Checklist
- e. Exhibit 5 - Closeout Notification Checklist
- f. Exhibit 6 - Emergency Response Data System Activation
- g. Exhibit 7 - Back Up Communications
- h. Exhibit 8 - Emergency Status Log
- i. Exhibit 9 - Call-Out Operations

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EXHIBIT 1

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UNUSUAL EVENT CHECKLIST

- _____ 1.0 **Obtain an Emergency Report Form Part 1 and 2 from the Emergency Director or Shift Manager's computer printer.**

NOTE

Do not allow problems encountered in Step 2.0 to interfere with completion of the 15 minute off site notifications per Step 3.0. Steps 2 through 4 may be performed in parallel if manpower is available.

- _____ 2.0 **Activate the automated call out system.**
 - _____ 2.1 **Lift the EP Pager Call Out Phone receiver or press the "SPEAKER" button.**
 - _____ 2.2 **Press the applicable "LEVEL" button (designated on Part 1 of the Emergency Report Form, for the Unusual Event classification, the options are Level 1, Level 2, Level 3, Level 4). The telephone will dial the pre-programmed number.**
 - _____ 2.3 **After you hear the voice prompt: "good-bye", hang-up the receiver or press the "SPEAKER" button.**
 - _____ 2.3.1 **IF you hear a voice prompt other than "good-bye", THEN hang-up the receiver or press the "SPEAKER" button, wait five (5) seconds, and repeat Steps 2.1 through 2.3.**
 - _____ 2.3.2 **IF the "good-bye" voice prompt is not heard after the 2nd attempt, THEN the automated call out system was NOT successfully activated. DIRECT the ECC Communicator to implement Exhibit 7, "Back-Up Communications, Section II – Equipment Failure Alternatives", AND PROCEED directly to Step 3.0 of this exhibit.**

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EXHIBIT 1

2.4 IF the "good-bye" voice prompt was heard, THEN complete the following table. After completing the table, **PROCEED** directly to Step 3.0 of this exhibit.

APPLICABLE LEVEL	ACTUAL EVENT or DRILL SCENARIO # (Circle)	TIME ACTIVATION INITIATED (24-Hour Time) (NA If Not Applicable)
Level 1	401 / 405	
Level 2	402 / 406	
Level 3	403 / 407	
Level 4	404	

3.0 Perform 15 Minute Notifications.

3.1 Confirm **Dial tone** on the **Notification Line**.

3.2 Place **Toggle Switch** up to **OVERRIDE**.

3.3 **Dial 91**.

3.4 When the calling tone is heard, place **Toggle Switch** down to **NORMAL**.

3.5 As the agencies answer, state, "***This is Three Mile Island Nuclear Station. Stand by for an emergency message.***" (State once and proceed immediately to the next step.)

3.5.1 Log the time. _____

3.6 Ask if each agency is on the line.

[PEMA, are you on the line? Dauphin County?, etc.]

PEMA _____ (check when on line)
 Dauphin County _____
 Cumberland County _____
 Lancaster County _____
 Lebanon County _____
 York County _____

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EXHIBIT 1

- _____ 3.7 **If one or more agencies do not answer promptly, THEN instruct another qualified ECC Communicator if available, to perform a **parallel notification** to the missing agency using the Off Site Notification Auto Dialer or Exhibit 7 as necessary.**
- _____ 3.7.1 **If necessary to perform parallel notifications, THEN log person contacted for the correct county in Step 3.10.**
- _____ 3.8 **State, "*Please stay on the line after the following message to provide a name or dispatcher number and to confirm receipt.*"**
- _____ 3.9 **Read Emergency Report Form, Part 1.**
Time notification completed _____
- IF escalation(s) of the event status has occurred; THEN read the Emergency Report Form, Part 1 for each escalation.
- _____ 3.10 **Request receipt confirmation.**
"PEMA, name or dispatcher number?" _____
"Dauphin County?" _____
"Cumberland County?" _____
"Lancaster County?" _____
"Lebanon County?" _____
"York County?" _____
- _____ 3.11 **Flash the hook switch until a dial tone is heard THEN hang up.**
- _____ 4.0 **If not already notified in parallel by another ECC Communicator, THEN **Notify remaining agencies** that did not receive the information by using the Off Site Notification Auto Dialer or Exhibit 7, as necessary.**
- Read the Report Form (should be Report Form, Part 1) for each event level declared.
- _____ • **Log receipt confirmation** by recording name/dispatcher number and time notified in appropriate blank in Step 3.10.

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EXHIBIT 1

- _____ 5.0 If the escalation(s) has occurred and notification to the State and Counties for higher events were made in Step 3.9 and/or Step 4.0, THEN perform the following:
- _____ 1. Log receipt confirmation by recording name/dispatcher number and time notified in appropriate exhibit(s) in Steps 3.9 and 3.10.
 - _____ 2. Perform Step 2 for the highest event reported.
 - _____ 3. GO TO Step 6 of the highest event exhibit and continue on. (Substeps 4 and 5 may be performed in parallel with other steps).
 - _____ 4. When time permits, THEN N/A steps in lower events that were performed in the highest event exhibit.
 - _____ 5. When time permits, THEN N/A steps in Step 3 of the higher exhibit(s) that were performed during this exhibit.
- _____ 6.0 If **I&C Technicians** were performing the previous steps, THEN the I&C Technicians are to provide a **turn over** of **this exhibit** to a qualified ECC Communications Coordinator (CRO or IREO Communications Coordinator).
- _____ 7.0 When an ECC Communicator is available, THEN direct an **ECC Communicator** to perform **Exhibit 9** of this procedure and provide Part 2 of the Emergency Report Form to him/her.
- _____ 8.0 Pin on the **ECC Communications Coordinator pin**.
- _____ 9.0 NRC Notification using the Emergency Notification System (ENS)
- _____ 9.1 **Dial** the twelve digit number attached on the **ENS telephone**.
 - _____ 9.2 **Read** the **Emergency Report Form**, Part 1 for each event level declared.
 - _____ 9.3 **Record** the **person** contacted.
- Name _____ Time _____

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EXHIBIT 1

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_____ 9.4 **Maintain continuous communications** unless directed otherwise by the NRC Duty Officer.

- _____ • If continuous communications are terminated by the NRC Duty Officer, **THEN record the name of the individual directing termination.**

Name _____

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EXHIBIT 2

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ALERT CHECKLIST

- _____ 1.0 **Obtain an Emergency Report Form Part 1 and 2 from the Emergency Director or Shift Manager's computer printer.**

NOTE

Do not allow problems encountered in Step 2.0 to interfere with completion of the 15 minute off site notifications per Step 3.0. Steps 2 through 4 may be performed in parallel if manpower is available.

- _____ 2.0 **Activate the automated call out system.**

NOTE

See the completed "Applicable Level" information in Step 2.4 of Exhibit 1.

- _____ 2.1 **IF a Level 2 or Level 3 activation was performed at the Unusual Event classification, THEN "NA" Steps 2.1 through 2.4 of this exhibit and PROCEED IMMEDIATELY to Step 3.0 of this exhibit.**
- _____ 2.2 **Lift the EP Pager Call Out Phone receiver or press the "SPEAKER" button.**
 - _____ 2.2.1 **Press the applicable "LEVEL" button (designated on Part 1 of the Emergency Report Form, for the Alert classification, the options are Level 2 and Level 3). The telephone will dial the pre-programmed number.**
- _____ 2.3 **After you hear the voice prompt: "good-bye", hang-up the receiver or press the "SPEAKER" button.**
 - _____ 2.3.1 **IF you hear a voice prompt other than "good-bye", THEN hang-up the receiver or press the "SPEAKER" button, wait five (5) seconds, and repeat Steps 2.2 and 2.3.**

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EXHIBIT 2

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_____ 2.3.2 **IF** the "good-bye" voice prompt is not heard after the 2nd attempt, **THEN** the automated call out system was **NOT** successfully activated. **DIRECT** the ECC Communicator to implement Exhibit 7, "Back-Up Communications, Section II – Equipment Failure Alternatives", **AND PROCEED** directly to Step 3.0 of this exhibit.

_____ 2.4 **IF** the "good-bye" voice prompt was heard, **THEN** complete the following table. After completing the table, **PROCEED** directly to Step 3.0 of this exhibit.

APPLICABLE LEVEL	ACTUAL EVENT or DRILL/EXERCISE SCENARIO # (Circle)	TIME ACTIVATION INITIATED (24-Hour Time) (NA If Not Applicable)
Level 2	402 / 406	
Level 3	403 / 407	

3.0 Perform 15 Minute Notifications.

_____ 3.1 Confirm **Dial tone** on the **Notification Line**.

_____ 3.2 Place **Toggle Switch up** to **OVERRIDE**.

_____ 3.3 **Dial 91**.

_____ 3.4 **WHEN** the calling tone is heard, place **Toggle Switch down** to **NORMAL**.

3.5 As the agencies answer, state, "**This is Three Mile Island Nuclear Station. Stand by for an emergency message.**"
(State once and proceed immediately to the next step.)

- Log the time: _____

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EXHIBIT 2

- _____ 3.6 Ask if each agency is on the line.
[PEMA, are you on the line? Dauphin County?, etc.]
- PEMA _____ (check when on line)
 Dauphin County _____
 Cumberland County _____
 Lancaster County _____
 Lebanon County _____
 York County _____
- _____ 3.7 If one or more agencies do not answer promptly, THEN instruct another qualified ECC Communicator if available, to perform a **parallel notification** to the missing agency using the Off Site Notification Auto Dialer or Exhibit 7 as necessary.
- **If necessary to perform parallel notifications, THEN log person contacted for the correct county in step 3.10.**
- _____ 3.8 State, **"Please stay on the line after the following message to provide a name or dispatcher number and to confirm receipt."**
- 3.9 **Read Emergency Report Form, Part 1.**
- Time notification completed _____
- **IF escalation(s) of the event status has occurred, THEN read the Emergency Report Form, Part 1 for each escalation.**
- 3.10 Request receipt confirmation.
- "PEMA, name or dispatcher number?"** _____
"Dauphin County?" _____
"Cumberland County?" _____
"Lancaster County?" _____
"Lebanon County?" _____
"York County?" _____
- _____ 3.11 **Flash the hook switch until a dial tone is heard, THEN hang up.**

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EXHIBIT 2

- _____ 4.0 If not already notified in parallel by another ECC Communicator, THEN **Notify remaining agencies** that did not receive the information by using the Off Site Notification Auto Dialer or Exhibit 7 as necessary.
- Read the Emergency Report Form for each event level declared.
 - **Log receipt confirmation** by recording name/dispatcher number and time notified in appropriate blank in Step 3.10.
- _____ 5.0 IF an escalation(s) has occurred and notification to the State and Counties for the higher event(s) were made in Step 3.9 and/or Step 4.0, THEN perform the following:
1. Log receipt confirmation by recording name/dispatcher number and time notified in appropriate exhibit(s), in Steps 3.9 and 3.10.
 2. Perform Step 2 for the highest event reported.
 3. GO TO Step 6 of the highest event exhibit and continue on. (Substeps 4 and 5 may be performed in parallel with other steps).
 4. When time permits, THEN N/A steps in lower events that were performed in the highest event exhibit.
 5. WHEN time permits, THEN N/A steps in Step 3 of the higher exhibit(s) that were performed during this exhibit.
- _____ 6.0 If **I&C Technicians** were performing the previous steps, I&C Technicians are to provide a **turn over of this exhibit** to a qualified ECC Communications Coordinator (CRO or IREO Communications Coordinator).
- _____ 7.0 If not already performed, THEN **direct** the **ECC Communicator** when available, to perform **Exhibit 9** of this procedure and provide Part 2 of the Emergency Report Form to him/her.
- _____ 8.0 Pin on the **ECC Communications Coordinator** pin.

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EXHIBIT 2

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- _____ 9.0 **Verify activation of ERDS (Emergency Response Data System) by the Shift Engineer.**
- 9.1 **Provide Exhibit 6 to the Shift Engineer.**
- 9.2 If ERDS cannot be activated, THEN **complete Exhibit 8**, Emergency Status Log before calling the NRC.
- 10.0 NRC Notification using the Emergency Notification System (ENS)
- _____ 10.1 IF not already on line THEN **Dial** the twelve digit number attached on the **ENS telephone.**
- _____ 10.2 **Read the Emergency Report Form, Part 1** for each event level declared.
- 10.3 **Record the person** contacted.
- Name _____ Time _____
- _____ 10.4 Maintain continuous communications unless directed otherwise by the NRC Duty Officer.
- If continuous communications are terminated by the NRC Duty Officer, THEN record the name of the individual directing termination.
- Name _____

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EXHIBIT 3

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SITE AREA EMERGENCY CHECKLIST

- _____ 1.0 **Obtain an Emergency Report Form Part 1 and 2 from the Emergency Director or Shift Manager's computer printer.**

NOTE

Do not allow problems encountered in Step 2.0 to interfere with completion of the 15 minute off site notifications per Step 3.0. Steps 2 through 4 may be performed in parallel if manpower is available.

- _____ 2.0 **Activate the automated call out system.**

NOTE

See the completed "Applicable Level" information in Step 2.4 of Exhibits 1 and 2.

- _____ 2.1 **IF a Level 3 activation was performed at the Unusual Event or Alert classifications, THEN "NA" Steps 2.1 through 2.4 of this exhibit and PROCEED IMMEDIATELY to Step 3.0 of this exhibit.**
- _____ 2.2 **Lift the EP Pager Call Out Phone receiver or press the "SPEAKER" button.**
 - _____ 2.2.1 **Press the applicable "LEVEL" button (designated on Part 1 of the Emergency Report Form, for the Site Area Emergency classification the only choice is Level 3). The telephone will dial the pre-programmed number.**
- _____ 2.3 **After you hear the voice prompt: "good-bye", hang-up the receiver or press the "SPEAKER" button.**
 - _____ 2.3.1 **IF you hear a voice prompt other than "good-bye", THEN hang-up the receiver or press the "SPEAKER" button, wait five (5) seconds, and repeat Steps 2.2 and 2.3.**

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_____ 2.3.2 IF the "good-bye" voice prompt is not heard after the 2nd attempt, THEN the automated call out system was NOT successfully activated. DIRECT the ECC Communicator to implement Exhibit 7, "Back-Up Communications, Section II – Equipment Failure Alternatives", AND PROCEED directly to Step 3.0 of this exhibit.

_____ 2.4 IF the "good-bye" voice prompt was heard, THEN complete the following table. After completing the table, PROCEED directly to Step 3.0 of this exhibit.

APPLICABLE LEVEL	ACTUAL EVENT or DRILL/EXERCISE SCENARIO # (Circle)	TIME ACTIVATION INITIATED (24-Hour Time) (NA If Not Applicable)
Level 3	403 / 407	

_____ 3.0 Perform 15 Minute Notifications.

_____ 3.1 Confirm Dial tone on the Notification Line.

_____ 3.2 Place Toggle Switch up to OVERRIDE.

_____ 3.3 Dial 91.

_____ 3.4 When the calling tone is heard, place Toggle Switch down to NORMAL.

_____ 3.5 As the agencies answer, state, "***This is Three Mile Island Nuclear Station. Stand by for an emergency message.***" (State once and proceed immediately to the next step.)

_____ 3.5.1 Log the time: _____

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EXHIBIT 3

3.6 Ask if each agency is on the line.

[PEMA, are you on the line? Dauphin County?, etc.]

PEMA _____ (check when on line)

Dauphin County _____

Cumberland County _____

Lancaster County _____

Lebanon County _____

York County _____

_____ 3.7 If one or more agencies do not answer promptly, THEN instruct another qualified ECC Communicator if available, to perform a **parallel notification** to the missing agency using the Off Site Notification Auto Dialer.

- **If necessary to perform parallel notifications, log person contacted** for the correct county in Step 3.10.

_____ 3.8 State, **"Please stay on the line after the following message to provide a name or dispatcher number and to confirm receipt."**

_____ 3.9 **Read Emergency Report Form, Part 1.**

Time notification completed _____

- IF escalation(s) of the event status has occurred, THEN read the Emergency Report Form, Part 1 for each escalation.

_____ 3.10 Request receipt confirmation.

"PEMA, name or dispatcher number?" _____

"Dauphin County?" _____

"Cumberland County?" _____

"Lancaster County?" _____

"Lebanon County?" _____

"York County?" _____

_____ 3.11 **Flash the hook switch** until a dial tone is heard THEN hang up.

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- _____ 4.0 If not already notified in parallel by another ECC Communicator THEN **Notify remaining agencies** that did not receive the information by using the Off Site Notification Auto Dialer or Exhibit 7, as necessary.
- Read the Emergency Report Form for each event level declared.
 - **Log receipt confirmation** by recording name/dispatcher number and time notified in appropriate blank in Step 3.10.
- _____ 5.0 If an escalation(s) has occurred and notification to the Sate and Counties for the Higher Event(s) were made in Step 3.9 and/or Step 4.0, THEN perform the following:
- _____ 1. Log receipt confirmation by recording name/dispatcher number and time notified in appropriate Exhibit(s), in Steps 3.9 and 3.10.
 - _____ 2. Perform Step 2 for the highest Event reported.
 - _____ 3. GO TO Step 6 of the highest Event Exhibit and continue on. (Substeps 4 and 5 may be performed in parallel with other steps).
 - _____ 4. WHEN time permits, THEN N/A steps in lower Events that were performed in the highest Event Exhibit.
 - _____ 5. WHEN time permits, THEN N/A steps in Step 3 of the higher Exhibit that were performed during this exhibit.
- _____ 6.0 If **I&C Technicians** were performing the previous steps, THEN I&C Technicians are to provide a **turn over** of **this exhibit** to a qualified ECC Communications Coordinator (CRO or IREO Communications Coordinator).
- _____ 7.0 If not already performed, THEN **direct** an **ECC Communicator** when available, to perform **Exhibit 9** of this procedure and provide Part 2 of the Emergency Report Form to him/her.
- _____ 8.0 Pin on the **ECC Communications Coordinator** pin.

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EXHIBIT 3

- _____ 9.0 **Verify activation of ERDS** (Emergency Response Data System) by the Shift Engineer.
- _____ 9.1 **Provide Exhibit 6 to the Shift Engineer.**
- _____ 9.2 If ERDS cannot be activated, THEN **complete Exhibit 8**, Emergency Status Log before calling the NRC.
- 10.0 NRC Notification using the Emergency Notification System (ENS)
 - _____ 10.1 If not already on line, Then **Dial** the twelve digit number attached on the **ENS telephone**.
 - _____ 10.2 **Read the Emergency Report Form**, Part 1 for each event level declared.
 - 10.3 **Record the person** contacted.
Name _____ Time _____
 - _____ 10.4 **Maintain continuous communications** unless directed otherwise by the NRC Duty Officer.
 - If continuous communications are terminated by the NRC Duty Officer, **record the name of the individual directing termination**.
Name _____

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EXHIBIT 4

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GENERAL EMERGENCY CHECKLIST

- _____ 1.0 Obtain an Emergency Report Form Part 1 and 2 from the Emergency Director or Shift Manager's computer printer.

NOTE

Do not allow problems encountered in Step 2.0 to interfere with completion of the 15 minute off site notifications per Step 3.0. Steps 2 through 4 may be performed in parallel if manpower is available.

- _____ 2.0 Activate the automated call out system.

NOTE

See the completed "Applicable Level" information in Step 2.4 of Exhibits 1, 2 and 3.

- _____ 2.1 **IF a Level 3 activation was performed at the Unusual Event, Alert, or Site Area Emergency classifications, THEN "NA" Steps 2.1 through 2.4 of this exhibit and PROCEED IMMEDIATELY to Step 3.0 of this exhibit.**
- _____ 2.2 Lift the **EP Pager Call Out Phone receiver** or press the **"SPEAKER"** button.
- _____ 2.2.1 Press the applicable **"LEVEL"** button (designated on Part 1 of the Emergency Report Form, for the General Emergency classification the only choice is Level 3). The telephone will dial the pre-programmed number.
- _____ 2.3 After you hear the voice prompt: *"good-bye"*, hang-up the receiver or press the **"SPEAKER"** button.
- _____ 2.3.1 **IF you hear a voice prompt other than "good-bye", THEN hang-up the receiver or press the "SPEAKER" button, wait five (5) seconds, and repeat Steps 2.2 and 2.3.**

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EXHIBIT 4

- _____ 2.3.2 IF the "good-bye" voice prompt is not heard after the 2nd attempt, **THEN** the automated call out system was **NOT** successfully activated. **DIRECT** the ECC Communicator to implement Exhibit 7, "Back-Up Communications, Section II – Equipment Failure Alternatives", **AND PROCEED** directly to Step 3.0 of this exhibit.
- _____ 2.4 IF the "good-bye" voice prompt was heard, **THEN** complete the following table. After completing the table, **PROCEED** directly to Step 3.0 of this exhibit.

APPLICABLE LEVEL	ACTUAL EVENT or DRILL/EXERCISE SCENARIO # (Circle)	TIME ACTIVATION INITIATED (24-Hour Time) (NA If Not Applicable)
Level 3	403 / 407	

- _____ 3.0 Perform 15 Minute Notifications.
- _____ 3.1 Confirm **Dial tone** on the **Notification Line**.
- _____ 3.2 Place **Toggle Switch up** to **OVERRIDE**.
- _____ 3.3 **Dial 91**.
- _____ 3.4 When the calling tone is heard, place **Toggle Switch down** to **NORMAL**.
- _____ 3.5 As the agencies answer, state, "***This is Three Mile Island Nuclear Station. Stand by for an emergency message.***" (State once and proceed immediately to the next step.)
- Log the time: _____

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EXHIBIT 4

3.6 Ask if each agency is on the line.
[PEMA, are you on the line? Dauphin County?, etc.]

PEMA	_____	(check when on line)
Dauphin County	_____	
Cumberland County	_____	
Lancaster County	_____	
Lebanon County	_____	
York County	_____	

_____ 3.7 If one or more agencies do not answer promptly, THEN instruct another qualified ECC Communicator if available, to perform a **parallel notification** to the missing agency using the Off Site Notification Auto Dialer.

- If necessary to perform parallel notifications, THEN **log person contacted** for the correct county in Step 3.10.

_____ 3.8 State, **"Please stay on the line after the following message to provide a name or dispatcher number and to confirm receipt."**

3.9 **Read Emergency Report Form, Part 1.**

Time notification completed _____

3.10 Request receipt confirmation.

"PEMA, name or dispatcher number?"	_____
"Dauphin County?"	_____
"Cumberland County?"	_____
"Lancaster County?"	_____
"Lebanon County?"	_____
"York County?"	_____

_____ 3.11 **Flash the hook switch** until a dial tone is heard, THEN hang up.

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EXHIBIT 4

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- _____ 4.0 If not already notified in parallel by another ECC Communicator THEN **Notify remaining agencies** that did not receive the information by using the Off Site Notification Auto Dialer or Exhibit 7, as necessary.
- Read the Emergency Report Form for each event level declared.
 - **Log receipt confirmation** by recording name/dispatcher number and time notified in appropriate blank in Step 3.10.
- _____ 5.0 If an escalation has occurred and the Emergency Report Form, Part 1 (for the GENERAL EMERGENCY) was read during Notification to the State and Counties using a lower Exhibit, THEN perform the following:
1. Log receipt confirmation by recording name/dispatcher number and time notified in appropriate Exhibit(s), in Steps 3.9 and 3.10.
 2. Perform Step 2 for this Event.
 3. GO TO Step 6 of this Event Exhibit and continue on. (Substeps 4 and 5 may be performed in parallel with other steps).
 4. WHEN time permits, THEN N/A steps in lower Events that were performed in the highest Event Exhibit.
 5. WHEN time permits, THEN N/A steps in Step 3 that were performed during the reclassification.
- _____ 6.0 If **I&C Technicians** were performing the previous steps, THEN I&C Technicians are to provide a **turn over** of **this exhibit** to a qualified ECC Communications Coordinator (CRO or IREO Communications Coordinator).
- _____ 7.0 If not already performed, THEN **direct** an **ECC Communicator** when available, to perform Exhibit 9 of this procedure and provide Part 2 of the Emergency Report Form to him/her.
- _____ 8.0 Pin on the **ECC Communications Coordinator pin**.

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EXHIBIT 4

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- _____ 9.0 **Verify activation of ERDS (Emergency Response Data System) by the Shift Engineer.**
 - 9.1 **Provide Exhibit 6 to the Shift Engineer.**
 - _____ 9.2 If ERDS cannot be activated, THEN **complete Exhibit 8, Emergency Status Log** before calling the NRC.
- 10.0 NRC Notification using the Emergency Notification System (ENS)
 - _____ 10.1 If not already on line THEN **Dial** the twelve digit number attached on the **ENS telephone.**
 - _____ 10.2 **Read the Emergency Report Form, Part 1** for each event level declared.
 - 10.3 **Record the person** contacted.
Name _____ Time _____
 - _____ 10.4 **Maintain continuous communications** unless directed otherwise by the NRC Duty Officer.
 - If continuous communications are terminated by the NRC Duty Officer, THEN **record the name of the individual directing termination.**
Name _____

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EXHIBIT 5

Page 1 of 2

CLOSEOUT NOTIFICATION CHECKLIST

- _____ 1.0 **Obtain an Emergency Report Form** from Emergency Director or Shift Manager's computer printer.
- _____ 2.0 **Perform Off Site Notifications.**
 - _____ 2.1 **Confirm Dial tone on the Notification Line.**
 - _____ 2.2 **Place Toggle Switch up to OVERRIDE.**
 - _____ 2.3 **Dial 91.**
 - _____ 2.4 **When the calling tone is heard, place Toggle Switch down to NORMAL.**
 - _____ 2.5 **As the agencies answer, state, "This is Three Mile Island Nuclear Station. Stand by for an emergency message." (State once and proceed immediately to the next step.)**
 - _____ 2.6 **Ask if each agency is on the line.**
[PEMA, are you on the line? Dauphin County?, etc.]
 - PEMA _____ (check when on line)
 - Dauphin County _____
 - Cumberland County _____
 - Lancaster County _____
 - Lebanon County _____
 - York County _____
 - _____ 2.7 **State, "Please stay on the line after the following message to provide a name or dispatcher number and to confirm receipt."**
 - _____ 2.8 **Read Emergency Report Form.**

Time notification completed _____

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EXHIBIT 5

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2.9 Request receipt confirmation.

- "PEMA, name or dispatcher number?" _____
- "Dauphin County?" _____
- "Cumberland County?" _____
- "Lancaster County?" _____
- "Lebanon County?" _____
- "York County?" _____

_____ 2.10 Flash the hook switch until a dial tone is heard, THEN hang up.

_____ 3.0 If all agencies did not receive the information, THEN **Notify the remaining agencies.**

- **Log receipt confirmation** by recording name/dispatcher number and time notified in appropriate blank in Step 2.9.

_____ 4.0 NRC Notification using the Emergency Notification System (ENS)

_____ 4.1 If not already on line then **Dial** the twelve digit number attached on the **ENS telephone.**

_____ 4.2 **Read the Emergency Report Form.**

4.3 **Record the person** contacted.

Name _____ Time _____

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EXHIBIT 6

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EMERGENCY RESPONSE DATA SYSTEM ACTIVATION

NOTE

Activation of ERDS is performed by the Shift Technical Advisor. The ECC Communications Coordinator confirms establishment of the link.

NOTE

Perform the following steps at Control Room CRT 3 or CRT 4. If unavailable, use the TSC CRT.

- ___ 1.0 **Select "ERDS"**. The Emergency Response Data System - page is displayed.
- ___ 2.0 **Select "Initiate"**. The Emergency Response Data System - Parameter Display page shows ERDS status active and Link Status as "Dialing Modem"
- ___ 3.0 **Confirm link established** by the following indication displayed at the bottom of the Emergency Response Data System - Parameter Display page:
 - Link Status: Link Active
 - ERDS Status: Active
- ___ 4.0 **If the link cannot be established, THEN** request the ECC Communications Coordinator to pursue resolution of the problem.
- 5.0 **WHEN** required to terminate ERDS, **THEN** perform the following:
 - ___ 5.1 Select "ERDS".
 - ___ 5.2 Select "Terminate".

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EXHIBIT 6

PROBLEM RESOLUTION

1. Failure to complete the link will be indicated by the following display at the bottom of the Emergency Response Data System - Parameter Display page:

Link Status: NRC Link Denied or Phone Line Lost, Phone Busy,
Phone No Answer
ERDS Status: Active

NOTE

If NRC terminates the link, the statuses will be:

Link Status: Not Connected
ERDS status: Inactive

2. Contact the NRC using the ENS Line or dial telephone to ensure a line is available and they are prepared to receive ERDS data.
3. The software should automatically re-establish the link in the event of a problem, but manual intervention may be required.
4. If manual intervention is required to re-establish the link.
 - 4.1 Select "ERDS".
 - 4.2 Select "Terminate".
 - 4.3 Select "Reconnect".
5. To obtain assistance with ERDS problems not resolved by the previous actions, contact the computer support individual listed on the Initial Response Emergency Organization Duty Roster.

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EXHIBIT 7

Back Up Communications

SECTION I - ADDITIONAL TELEPHONE NUMBERS/ALTERNATE COMMUNICATIONS PATHWAYS

Pennsylvania Emergency Management Agency

- A. Lines specified in Exhibits 1, 2, 3, 4, & 5
 - Notification Line..... 37
- B. Commercial telephone lines.....9-651-2001
- C. PEMARS Radio Link
- D. Message relay through a risk county.

Risk Counties

- A. Lines specified in the Exhibits 1, 2, 3, 4, & 5.
 - Notification Line
 - Dauphin County 38
 - York County 30
 - Lancaster County 34
 - Cumberland County 35
 - Lebanon County 39
- B. Commercial telephone lines
 - Dauphin County 9-911
 - 9-558-6900
 - 9-558-6800
 - York County 9-854-5571
 - 9-840-7555
 - 9-1-800-427-8347
 - Lancaster County 9-664-1200
 - 9-664-1190
 - Cumberland County 9-238-9676
 - 9-243-4121
 - 9-532-8878
 - Lebanon County 9-272-2025
 - 9-272-7621
 - 9-272-2054
- C. PEMARS Radio Link
- D. Message relay through PEMA
- E. Message relay through neighboring risk county.

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EXHIBIT 7

Nuclear Regulatory Commission

A. NRC Dedicated Telephone Circuits

- Emergency Notification System (ENS)
- Health Physics Network (HPN)
- Protective Measures Counterpart Link (PMCL)
- Reactor Safety Counterpart Link (RSCL)
- Management Counterpart Link (MCL)
- Local Area Network (LAN)

NOTE

When using the Emergency Notification System (ENS), Health Physics Network (HPN), Protective Measures Counterpart Link (PMCL), Reactor Safety Counterpart Link (RSCL), Management Counterpart Link (MCL), or Local Area Network (LAN) telephones, dial only the ten digit number. Do not dial "9" or "1" before dialing the numbers listed when using these NRC telephones.

Primary Number 9-1-800-532-3469
 Back up Number 1 9-1-800-449-3694

B Commercial telephone lines

Primary Number 9-1-800-532-3469
 Back up Number 1 9-1-800-449-3694

C. Message relay through PEMA or Risk County.

NOTE

1. Although local telephone service may be affected, the microwave/fiber optics telephone system to remote facilities may be functional and allow a message relay.
2. If all telephone service to TMI is lost, a relay to the EOF over the Environmental Assessment Radio could be used for communications. Telephone service at the EOF may still be functional allowing notifications to be made by the EOF staff.

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SECTION II - EQUIPMENT FAILURE ALTERNATIVES

NOTE

All communications equipment failures should be reported to the ECC Communications Coordinator for resolution.

Meridian Telephone System Failure

- A. Use available telephones with a 944 prefix. (e.g., EP Pager Call Out Phone) These telephones are connected directly to the Middletown Central Office and are independent of the Meridian System.

The Automated Call Out System DID NOT Activate After Utilizing The Designated Buttons On The EP Pager Call Out Phone As Specified In Step 2.2 of Exhibits 1, 2, 3, or 4 (the system did not generate an initial "RESPONSE STATUS REPORT" and transmit it to the ECC facsimile (fax) machine as expected) THEN perform a manual activation of the automated call out system as follows:

- A. Obtain the automated call out system telephone number from the Shift Manager's Office safe or in the Control Room from the Control Room Supervisor desk cabinet.
- B. Utilizing any functional touch-tone telephone, manually dial the automated call out system activation number that was determined in step A
- C. After hearing the voice prompt : *"This is the remote activation module. Please enter your scenario activation password followed by the pound (#) sign"*, THEN promptly proceed as follows:
1. **Level 1** - Utilize the telephone keypad to enter "4 0 1 #" (ACTUAL EVENT) or "4 0 5 #" (Level 1 DRILL), wait approximately five (5) seconds, and enter "4 0 1 # 3 #" (ACTUAL EVENT) or "4 0 5 # 3 #" (Level 1 DRILL) and hang-up the telephone receiver.
 2. **Level 2** - Utilize the telephone keypad to ENTER "4 0 2 #" (ACTUAL EVENT) or "4 0 6 #" (Level 2 DRILL), wait approximately five (5) seconds, and enter "4 0 2 # 3 #" (ACTUAL EVENT) or "4 0 6 # 3 #" (Level 2 DRILL) and hang-up the telephone receiver.
 3. **Level 3** - Utilize the telephone keypad to ENTER "4 0 3 #" (ACTUAL EVENT) or "4 0 7 #" (Level 3 DRILL), wait approximately five (5) seconds, and enter "4 0 3 # 3 #" (ACTUAL EVENT) or "4 0 7 # 3 #" (Level 3 DRILL) and hang-up the telephone receiver.
 4. **Level 4** - Utilize the telephone keypad to ENTER "4 0 4 #" (Level 4 ACTUAL EVENT or DRILL), wait approximately five (5) seconds, and enter "4 0 4 # 3 #" (Level 4 ACTUAL EVENT or DRILL) and hang-up the telephone receiver.

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The Automated Call Out System DID NOT Activate After Utilizing the EP Pager Call Out Phone AND The Manual Activation Process Contained In This Exhibit (the system **DID NOT** generate an initial "RESPONSE STATUS REPORT" and transmit it to the ECC facsimile (fax) machine as expected, after either attempt), **THEN** utilize the off-site redundant back-up system as follows:

- A. Obtain the off-site redundant back-up system telephone number and company ID number from the Shift Manager's Office safe or in the Control Room from the Control Room Supervisor desk cabinet.
- B. Utilizing any functional touch-tone telephone, pick-up the receiver and manually dial the off-site redundant back-up system telephone number that was determined in step A.
- C. After hearing the voice prompt : "*This is the DCC service bureau. Please enter your company ID number followed by the pound (#) sign*", **THEN** promptly enter the company ID number that was determined in Step A followed by the pound (#) sign.
- D. After hearing the voice prompt. "*Please enter your scenario activation password followed by the pound (#) sign*", **THEN** promptly proceed as follows:
 - 1. **Level 1** - Utilize the telephone keypad to enter "**4 0 1 #**" (**ACTUAL EVENT**) *or* "**4 0 5 #**" (**Level 1 DRILL**), wait approximately five (5) seconds, and enter "**4 0 1 # 3 #**" (**ACTUAL EVENT**) *or* "**4 0 5 # 3 #**" (**Level 1 DRILL**) and hang-up the telephone receiver.
 - 2. **Level 2** - Utilize the telephone keypad to **ENTER** "**4 0 2 #**" (**ACTUAL EVENT**) *or* "**4 0 6 #**" (**Level 2 DRILL**), wait approximately five (5) seconds, and enter "**4 0 2 # 3 #**" (**ACTUAL EVENT**) *or* "**4 0 6 # 3 #**" (**Level 2 DRILL**) and hang-up the telephone receiver.
 - 3. **Level 3** - Utilize the telephone keypad to **ENTER** "**4 0 3 #**" (**ACTUAL EVENT**) *or* "**4 0 7 #**" (**Level 3 DRILL**), wait approximately five (5) seconds, and enter "**4 0 3 # 3 #**" (**ACTUAL EVENT**) *or* "**4 0 7 # 3 #**" (**Level 3 DRILL**) and hang-up the telephone receiver.
 - 4. **Level 4** - Utilize the telephone keypad to **ENTER** "**4 0 4 #**" (**Level 4 ACTUAL EVENT or DRILL**), wait approximately five (5) seconds, and enter "**4 0 4 # 3 #**" (**Level 4 ACTUAL EVENT or DRILL**) and hang-up the telephone receiver.

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The Automated Call Out Systems **DID NOT** Activate After Utilizing the EP Pager Call Out Phone **AND** The Manual Activation Process Contained In This Exhibit **AND** The Offsite Redundant Back Up System (the systems **DID NOT** generated an initial "RESPONSE STATUS REPORT" and transmit it to the ECC facsimile (fax) machine, as expected), **THEN** utilize any functional touch-tone telephone to perform a manual activation of the group pagers **AND** utilize the EP Pager Call Back Line (948-8801) as follows:

1. Obtain the group page activation number and password numbers from the Shift Manager's Office safe or in the Control Room from the Control Room Supervisor desk cabinet.
2. Using any touch-tone telephone (i.e., non-rotary dial telephone), dial the group page activation number.
3. When the voice prompt "Please enter your caller password" is heard, promptly proceed as follows based on the level of response indicated on the Emergency Report Form.
 - a. **Level 1** Enter password from Step 1 followed by Dial "948*8801*1#" to notify the Public Information Duty representative. When the voice prompt "Thank You" or the page tones are heard, **THEN wait 10 seconds** and then hang up."
 - b. **Level 2** Enter password from Step 1 followed by Dial "948*8801*2#" to activate the Initial Response Emergency Organization, EACC and the Public Information Duty Representative. When the voice prompt "Thank You" or the page tones are heard, **THEN wait 10 seconds** and then hang up
 - c. **Level 3** Enter password from Step 1 followed by Dialing "948*8801*3# " to activate the Emergency Support Organization, Initial Response Emergency Organization, the EACC, and the Public Information Duty Representative. When the voice prompt "Thank You" or the page tones are heard, **THEN wait 10 seconds** and then hang up.
 - d. **Level 4** Enter password from Step A followed by Dialing "948*8801*4# " to staff the Emergency Support Organization, Initial Response Emergency Organization, the EACC, and the Public Information Duty Representative On-Call section. When the voice prompt "Thank You" or the page tones are heard, **wait 10 seconds** and hang up.

After individuals have had time to respond to the page, use any Meridian telephone to dial "8424". (The voice prompt "Meridian mail. Mail box?" will be heard).

4. Press the star (*) key.
5. Enter mailbox number you wish to retrieve messages from:
 - 9901 - On Duty
 - 9902 - Extra IREO
 - 9903 - Extra ESO
6. Dial "CALL OUT#" (or "2255688#"). Press 1 to check unheard messages.
7. At this point the steps of Exhibit 9, starting at Step 7.8.10, may be followed.

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8. If the group page activation was unsuccessful (no messages were posted on the voice mailboxes), **THEN** utilize the "Backup EP Group Pager Number" and "Password" obtained in Step 1 and the instructions contained in Steps 2, 3, 4, 5, and 6 above to perform a second attempt .
9. If the group page activation was successful (messages were posted on the voice mailboxes), **THEN** the steps of Exhibit 9, starting at Step 6.8.12, may be followed.

The Group Pagers Do Not Activate After Two (2) Attempts, **THEN** perform a manual call out of the ERO utilizing the EP Pager Call Back Line (948-8801) as follows:

1. Contact the duty Emergency Preparedness Representative (Position 504 on the Emergency Support Organization Duty Roster) using the telephone numbers provided in the phone list kept with the duty rosters and request assistance with call outs.
2. In coordination with the Emergency Preparedness Rep., call personnel individually at the numbers provided in the Duty Roster and telephone list.
 - 2.1 Call the office number during normal work hours
 - 2.2 Call the home number after normal work hours
 - 2.3 Attempt to individually page personnel:
 - a. Dial the pager number shown on the Duty Roster
 - b. Dial one of the following numbers as indicated on the Emergency Report Form
 1. Level 1 dial - "948*8801*1#"
 - 2. Level 2 dial - "948*8801*2#"
 - 3. Level 3 dial - "948*8801*3#"
 - 4. Level 4 dial - "948*8801*4#"
 - c. After hearing the voice prompt "Thank you" or when the page tones are heard, **THEN** wait 10 seconds and then **Hang up**.
 - 2.4 Repeat steps 2.1 through 2.3 for each individual required to respond.

If It Becomes Necessary To Perform Call-Outs From A Remote Location, **THEN** perform a manual activation of the automated call out system by following the instructions contained in the section of this Exhibit entitled "The Automated Call Out System Does Not Activate After Utilizing The Designated Buttons On The EP Pager Call Out Phone As Specified In Step 2.2 of Exhibits 1, 2, 3, or 4".

1. If the successful activation of the automated call out system from a remote location can not be confirmed via the transmission of "RESPONSE STATUS REPORTS" to the ECC or EOF, **THEN** perform a manual activation of the group pagers **AND** utilize the EP Pager Call Back Line (948-8801) by following the instructions contained in the section of this Exhibit entitled "The Automated Call Out Systems DID NOT Activate After Utilizing The EP Pager Call Out Phone And The Manual Activation Process Contained In This Exhibit And The Offsite Redundant Back Up System".

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EXHIBIT 7

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Middletown Switching System (Central Office) Failure

NOTE

All TMI local telephone lines and dedicated emergency lines (ML-8000 lines) to off-site facilities require the Middletown Central Office to be functional.

Local service to Middletown will not be available regardless of the method used below.

1. Bypass the Middletown Central Office by using the GPU fiber optics system. Using any Shift Manager's Office, Control Room, or TSC telephone, dial 2911-9-1-Area Code (if other than 610)-telephone number.
2. Group pager activation may be completed by obtaining the number from the Shift Manager or Control Room Supervisor and dialing 2911-9-1-800-number from any Shift Manager's Office, Control Room, or TSC telephone.

Harrisburg Central Office Failure

1. Dial local calls to telephone numbers with 944,948, and 367 prefixes in the normal manner.
2. With the exception of Harrisburg exchanges, complete all other calls using the GPU fiber optics system. Using any Shift Manager's Office, Control Room, or TSC telephone, dial 2911-9-1-Area Code (if other than 610)-telephone number.

NOTE

As the paging company utilizes the Harrisburg Central Office, group and individual pager service may not be available.

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EXHIBIT 8

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Emergency Status Log

NOTE

This exhibit should be used as a guide for transmittal of information to the NRC when the Emergency Response Data System is unavailable. Communicator mobility available through the use of the cordless head-set in the Control Room/ECC will allow this exhibit to be completed as and if needed after contact with the NRC has been established. Do not exceed the one hour notification time limit.

NOTE

If transmitting this information to the Region I Incident Response Center, it may be more efficient to telecopy these sheets to the telecopier number provided in the "Additional Assistance and Notification" procedure (EPIP-TMI-.06).

A. Type of Event (Check the appropriate area[s])

- | | | |
|--|--|--|
| <input type="checkbox"/> 50.72 (non-emergency) | <input type="checkbox"/> Site Area Emergency | <input type="checkbox"/> Physical Security |
| <input type="checkbox"/> Unusual Event | <input type="checkbox"/> General Emergency | <input type="checkbox"/> Safeguards |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Transportation | <input type="checkbox"/> Other |

B. Facilities Activated

- | | |
|------------------------------|------------------------------|
| <input type="checkbox"/> ECC | <input type="checkbox"/> EOF |
| <input type="checkbox"/> OSC | |
| <input type="checkbox"/> TSC | |

C. Description of Emergency (Include basis for event and event details)

Title

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EXHIBIT 8

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D. Event Time: _____

E Power Level Prior to the Event: _____

Present Power Level: _____

F. Has the Reactor tripped?

Yes / No

G. Were the Emergency Safeguards Systems actuated?

Yes / No

If so, which ones (Check as applicable)

Mode of Actuation

(Circle as required)

_____ • High Pressure Injection

AUTO / MANUAL

_____ • Low Pressure Injection

AUTO / MANUAL

_____ • Core Flood

AUTO / MANUAL

_____ • 4 psig Reactor Building Isolation

AUTO / MANUAL

_____ • Reactor Building Spray Actuated

AUTO / MANUAL

H. What is the status (mode) of the plant

_____ • At Power

Other Information:

_____ • Hot Standby

_____ • Hot Shutdown

Reactor Pressure _____ psig

_____ • Cooling Down

Reactor Temperature _____ °F

Describe Cooling Mode

I. Containment status (if applicable) _____

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- J. Is Off Site power available Yes / No
 - If no, are both diesel generators operable Yes / No

- K. Have any personnel injuries occurred Yes / No
 - If so, is the injured person(s) contaminated Yes / No
 - a. What are the approximate radiation and/or contamination levels
 - _____ mR/hr
 - _____ DPM/100 cm²

- L. Are there excessive radiation levels and/or contamination levels Yes / No
 - If so, list below:
 - a. Radiation levels (Whole Body) _____
 - b. Contamination levels _____ DPM/100 cm² at
Location: _____
 - Plant Rad. Controls backup requested? Yes / No

- M. Other problems _____

- N. Plans _____

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O. The following additional information may be requested depending on the type of emergency.

- Procedures In Use
- Personnel in Control Room
 - a. Name
 - b. Position
- Emergency Ventilation Status (Control Room)
- DC Power Status
- Service Water Status
 - a. Decay Heat River Water
 - b. Reactor Building Emergency River Water
 - c. Nuclear Services River Water
 - d. Secondary Services River Water
- Primary Component Cooling Water Status
 - a. Nuclear Services Closed Cooling Water
 - b. Decay Heat Closed Cooling
 - c. Intermediate Closed Cooling
- Secondary Component Cooling Water Status
 - a. Secondary Services Closed Cooling
- Reactor Status
 - a. Average Temp, 5 Highest Incore T/C's _____/Trend_____
 - b. Reactor Vessel Water Level _____/Trend_____
 - c. Emergency Boration Source
 - d. Boron Concentration_____

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- Primary Coolant System Status
 - a. Reactor Coolant Pump Status
 - b. Pressurizer Temperature _____/Trend_____
 - c. Safety Valve Status
 - d. RCDT (also called PRTR or PDT) Level _____/Pressure_____
 - e. Loop Temperatures (Wide Range) _____/Trend_____
 - f. Subcooling Margin
 - Loop Margin _____
 - Incore Margin _____
 - g. RCS Activity
 - Gas Concentrations _____
 - Specific Activity

Total _____ Dose Equivalent I-131 _____

- Containment Status
 - a. Pressure _____
 - b. Sump Levels

Sump _____ Flood _____
 - c. Hydrogen Concentration _____
 - d. RB Spray Status
 - e. LOCA Monitor Status
 - RM-G22/23
 - Additional Rad Data should be requested over the Health Physics Network (HPN Line).

- ECCS Status
 - a. Makeup Pump Status/Indication (also called HPSI or Charging Pump Data)

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- b Decay Heat Removal Pump Status/Indication (also called LPSI or RHR Pump Data)
- Secondary Plant Status
 - a. Steam Generator Levels
 - OTSG "A" _____ OTSG "B" _____
 - b. Steam Generator Pressures
 - OTSG "A" _____ OTSG "B" _____
 - c. Steam Generator Status
 - Tube Leakage (OTSG "A"/"B")
 - Isolated
 - Cooling Supply
 - 1. Normal Feedwater Flow Rate
 - 2. Emergency (Auxiliary) Feedwater Flow Rate
 - Cooling Sink
 - 1. Atmospheric Dump Valves
 - 2. Turbine Bypass Valves
 - d. Condensate Storage Tank Levels
 - CO-T-1A _____ CO-T-1B _____

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CALL OUT OPERATIONS

NOTE

This exhibit and Emergency Report Form, Part 2 are required to perform the following steps.

- _____ 1.0 **Obtain** the current "TMI-1 Initial Response Emergency Organization and Emergency Support Organization Duty Roster" from the Shift Manager's Office.
- _____ 2.0 **If** the declaration is an **Unusual Event with radiological considerations, THEN call out the duty RAC** (Radiological Assessment Coordinator).
 - _____ 2.1 **Obtain telephone numbers for Position 105 (RAC)** on the Initial Response Emergency Organization Duty Roster and call the individual listed.
 - _____ 2.2 To individually page the duty RAC:
 - _____ 2.2.1 **Dial the individual pager number.**
 - _____ 2.2.2 **Enter the call back number** you wish the person to call. (for example: 948*8778#)
 - _____ 2.3 After hearing the voice prompt "Thank you" or when the page tones are heard, wait 10 seconds and then **hang up**.
- _____ 3.0 **IF** the activation(s) were successfully initiated, **THEN** the automated call out system shall generate a "RESPONSE STATUS REPORT" every fifteen (15) minutes and transmit it to the ECC (or simulator for drills) and EOF facsimile (fax) machines.
 - _____ 3.1 After confirming that a "RESPONSE STATUS REPORT" is received, N/A Steps 7.0 through 12.0.
 - _____ 3.2 **IF** a "RESPONSE STATUS REPORT" **IS NOT** received within twenty-five (25) minutes after each activation attempt, **THEN** the automated call out system was **NOT** successfully activated. **IMPLEMENT** Exhibit 7, "Back-Up Communications, Section II – Equipment Failure Alternatives".

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- _____ 4.0 In the event that the automated call out system did not function as-designed and the group pagers were manually activated **AND** the EP Pager Call Back Line (948-8801) was utilized, NA Steps 5.0 through 6.6.4 **AND** proceed directly to Step 7.0. **Otherwise**, proceed directly to Step 5.0.

- _____ 5.0 **Stop** any lower level scenarios that are currently active in the automated call out system.

NOTE

For the automated call out system to be fully effective, only one (1) scenario should be active. As a result, it may be necessary to stop any lower priority scenarios that may be running, e.g. if a Level 3 activation was initiated approximately 15-minutes after a Level 2 activation was initiated, stopping the Level 2 activation would allow the call out system to utilize its full resources to complete the Level 3 activation. **DO NOT** stop the highest level scenario that is currently activated (**Level 3 is the highest level scenario followed by Level 2, and Level 1; Level 4 is the lowest level scenario. Also, at any given time, the latest scenario to be activated would be the highest-level scenario.**)

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- 5.1 Utilize the times for all scenarios **NOT** marked "NA" in the "Time Activation Initiated" columns in Step 2.4 of Exhibits 1-4 to complete columns 2, 3 and 4 of the following table:

APPLICABLE LEVEL (<u>Level 3 is the highest level scenario followed by Level 2, and Level 1; Level 4 is the lowest level scenario</u>)	ACTUAL EVENT or DRILL SCENARIO # (Circle)	TIME ACTIVATED (T) (NA If Not Applicable) Place An "*" In The Space Next To The Highest Level Scenario Running)	TIME SCENARIO STOPPED (NA if "T" = NA or Scenario Has An "*" Next To It)
Level 1	401 / 405		
Level 2	402 / 406		
Level 3	403 / 407		
Level 4	404		

- 5.2 Utilize the scenario number information determined in Step 5.1 to stop any lower level scenarios, as necessary.

- 5.2.1 Lift the **EP Pager Call Out Phone receiver** or press the **"SPEAKER"** button.
- 5.2.2 Push the **"Cancel"** button.
- 5.2.3 After hearing the voice prompt: *"This is the remote activation module. Please enter your scenario activation password followed by the pound (#) sign"*, enter the scenario number you wish to cancel followed by the pound (#) sign, e.g. **"4 0 2 #"**.
- 5.2.4 After hearing the voice prompt: *"To start a scenario enter the scenario ID followed by the pound (#) sign or press pound (#) alone for more options"*, **THEN** promptly enter the same scenario number as Step 5.2.3 followed by the pound (#) sign, e.g. **"4 0 2 #"**.

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- _____ 5.2.5 **IF** the following voice prompt is heard : "*To start the scenario press 3, to return to the main menu press pound (#)*" **THEN** the scenario is not running.
 - _____ 5.2.5.1 Press the pound (#) button twice and hang-up the receiver. Place an "NA" in "Time Scenario Stopped" column for that scenario.

- _____ 5.2.6 **IF** the following voice prompt is heard : "*The scenario is currently active. Would you like to stop the scenario? Press "9" for "YES" or "6" for "NO"*" **THEN** the scenario is running.
 - _____ 5.2.6.1 Press "9" to stop the scenario.
 - _____ 5.2.6.2 After hearing the voice prompt: "*The scenario will be stopped. To start a scenario press "1", to stop a scenario press "2", to check scenario information press "3", to enter a different scenario activation password press "4", to end this call press "#", press the pound (#) button then hang-up the receiver or press the "SPEAKER" button.*"

- _____ 5.2.7 If necessary, repeat Steps 5.2.1 through 5.2.6.2 for any additional lower priority scenarios.

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- 6.0 Review Emergency Response Organization response utilizing the "RESPONSE STATUS REPORTS" that are transmitted to the ECC facsimile machine.

NOTES
<p>1. The "400" series position numbers listed on the "RESPONSE STATUS REPORTS" DO NOT correspond with the TMI position numbers contained on the "TMI-1 Initial Response Emergency Organization and Emergency Support Organization Duty Roster". The TMI position numbers are located AFTER the position descriptions on the "RESPONSE STATUS REPORTS".</p> <p>2. The following positions are staffed at each applicable level:</p> <p>Level 1 - Position 111</p> <p>Level 2 - Positions 101, 102, 103, 104, 105, 106, 107, 108, 109, 111, 201, 202, 301, 302, 303, 304, 305, 307, 401, 601, 610, 611</p> <p>Level 3 - All Level 2 positions PLUS positions 501, 502, 503, 504, 505, 506, 507, 508, 509, 514, 704</p> <p>Level 4 - All Level 3 positions EXCEPT positions 307, 507, 611, 704.</p>

- 6.1 For actual event activations, scenarios 401, 402 or 403, **MONITOR** the "RESPONSE STATUS REPORTS" as they are transmitted to the facsimile (fax) machine in the ECC. The reports list the positions that were staffed, any additional responders for each staffed position (denoted by an "X" behind the position number on the report), the required staffing level (identified on the report as "Persons Required" for the positions **WITHOUT** an "X"), and the individuals that staffed or are additional responders for each position along with the time that they called and their estimated travel time ("ETA").
- 6.1.1 For drill activations, scenarios 405, 406 or 407, **MONITOR** the "RESPONSE STATUS REPORTS" as they are transmitted to the facsimile (fax) machine in the ECC. The reports list the positions that were staffed, the required staffing level (identified on the report as "Persons Required"), and the individuals that staffed each position along with the time that they called and their estimated-time-of-arrival (ETA).

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NOTE

The "RESPONSE STATUS REPORTS" for drill activations, scenarios 405, 406 or 407, do not contain additional responders (denoted by an "X" behind the position number on the actual event reports).

- 6.2 After approximately thirty (30) minutes, utilize the most up-to-date "RESPONSE STATUS REPORT" to cross-off the staffed positions on the "TMI-1 Emergency Support Organization and Initial Response Emergency Organization Duty Roster". The number of names listed for each position (including the additional responders listed below the positions **WITH** an "X" behind the position) should match or exceed the number contained in the "Person Required" field of the positions that **DO NOT** contain an "X" behind the position number. **IF** any position contained on the "TMI-1 Emergency Support Organization and Initial Response Emergency Organization Duty Roster" **IS NOT** contained on the "RESPONSE STATUS REPORT" or **DOES NOT** contain the required number of responders, **THEN** utilize the information contained on the Shift Manager's office copy of the emergency response organization telephone list to page non-responding **on-duty** personnel:
 - 6.2.1 Utilizing any touch-tone telephone, pickup the **TELEPHONE RECEIVER** and dial the individual pager number.
 - 6.2.2 Enter the call back number, e.g., "948*8887#".
 - 6.2.3 After hearing the voice prompt, "Thank You", or when the page tones are heard, wait ten (10) seconds and then hang-up the **TELEPHONE RECEIVER**.
- 6.3 If **on-duty** personnel do not respond to the paging attempts, utilize the home telephone information contained on the emergency response organization telephone list to contact them.
- 6.4 Replace non-responding duty personnel by utilizing Steps 6.2.1 through 6.2.3 to contact other qualified individuals indicated on the emergency response organization telephone list.
- 6.5 Periodically repeat Steps 6.2.1, 6.2.2 and 6.2.3 until all positions listed on the "TMI-1 Emergency Support Organization and Initial Response Emergency Organization Duty Roster" are staffed.

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- _____ 6.6 If activated, THEN check Emergency Response Facilities for emergency response personnel.
 - _____ 6.6.1 Shift Manager's Office/ECC/RAC, visual check.
 - _____ 6.6.2 Operations Support Center, call 8672 or 8833.
 - _____ 6.6.3 Technical Support Center, visual check.
 - _____ 6.6.4 Emergency Operations Facility, call 8903 or 9-657-0739.
- 7.0 Review Emergency Response Organization response using the **EP Pager Call Back Line.**
 - _____ 7.1 **Dial "8424"** on the EP Pager Call Back Line.
 - 7.2 Press the star (*) key.
 - 7.3 Enter 9901 for the on-duty mailbox.
 - 7.4 Enter the mailbox password, 2255688.
 - 7.5 At the main menu, press 1 to check unheard messages. At the end of a message, press 4 to replay, 7 to erase the message or 9 to save the message.
 - 7.6 Check off responding individuals on duty roster.
 - 7.7 To exit the mailbox, press the star (*) key until you hear "Goodbye" then hang up.

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7.8 If Level 2, Level 3, or Level 4 button was selected and there are not a large number (≥ 20) of new voice mail messages in mailbox 9901, THEN hang up the EP Pager Call Back Line and re-activate the group pagers as follows:

- 7.8.1 Obtain the EP group pager telephone number from the Shift Manager's office safe or in the Control Room from the Control Room Supervisor desk cabinet.
- 7.8.2 Lift the EP Pager Call Out Phone receiver.
- 7.8.3 Manually dial the EP group pager number determined in Step 7.8.1.
- 7.8.4 After hearing the voice prompt "Please enter your caller password", promptly enter "948*8801*#" where "#" is the applicable level. [Designated on Part 1 of the Emergency Report Form, i.e., Level 1, Level 2, Level 3, or Level 4].
- 7.8.5 After hearing the voice prompt "Thank you" or when the page tones are heard wait 10 seconds and then **Hang up**.
- 7.8.6 If a failure of the group page system is suspected, THEN refer to the "Group Pager Activation Failure" section of Exhibit 7.
- 7.8.7 **Dial "8424"** on the EP Pager Call Back Line.
- 7.8.8 Press the star (*) key.
- 7.8.9 Enter 9901.
- 7.8.10 Enter password 2255688.
- 7.8.11 Press 1 to check unheard messages. At the end of a message, press 4 to replay, 7 to erase the message or 9 to save the message.
- 7.8.12 To exit the mailbox, press the star (*) key until you hear "Goodbye".
- 7.8.13 **Check off the individual** on the duty roster.

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- _____ 8.0 **Determine unmanned positions** on the duty roster (i.e., the positions not checked).
 - 8.1 If the unmanned position is part of the IREO/ESO THEN:
 - 8.1.1 Dial 8424.
 - 8.1.2 Press the star (*) key.
 - 8.1.3 Enter mailbox number
 - 9902 for IREO (Position numbers 101-401)
 - 9903 for ESO (Position numbers 501 and higher)
 - 8.1.4 Enter password 2255688.
 - 8.1.5 Press 1 to check unheard messages. At the end of a message, press 4 to replay, 7 to erase the message or 9 to save the message.
 - 8.1.6 To exit the mailbox, press the star (*) key until you hear "Goodbye".

- _____ 9.0 If on-duty personnel have not responded, THEN contact **non-responding duty personnel** using the telephone numbers on the TMI Initial Response and Emergency Support Organization Telephone List. (Prioritize contacts to Coordinator positions and single person positions first.)
 - 9.1 If necessary, THEN page non-responding personnel.
 - _____ 9.1.1 Dial the individual pager number.
 - _____ 9.1.2 Dial "948*8801#" for the call back number.
 - _____ 9.1.3 After hearing the voice prompt, "Thank you", or when the page tones are heard, wait 10 seconds and then **Hang up**.

- _____ 10.0 Periodically repeat Steps 7.8.7 through 7.8.12 to review any new messages.

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- _____ 11.0 **Replace non-responding personnel** by contacting other qualified individuals indicated on the emergency response organization telephone list.

- _____ 12.0 If activated, THEN **check Emergency Response Facilities** for emergency response personnel.
 - _____ 12.1 Shift Manager's Office/ECC/RAC. Visual check.
 - _____ 12.2 Operations Support Center. Call or 8672 or 8833.
 - _____ 12.3 Technical Support Center. Visual check.
 - _____ 12.4 Emergency Operations Facility. Call 8903 or 9-657-0739.

- _____ 13.0 If notified by the RAC that BRP call back has not been received, THEN notify PEMA that BRP call back has not been received.

- _____ 14.0 **Contact the NRC Senior Resident Inspector.**
 - _____ 14.1 **Call J. Daniel Orr**

Site telephone	948-8253
Home telephone	1-610-932-3144
Pager number	9-280-0013
 - _____ 14.2 **Read Emergency Report Form, Part 2** when contacted.
 - _____ 14.3 **Record time** contacted: _____
 - _____ 14.4 **If contact cannot be made**, THEN contact the NRC Resident Inspector.
 - _____ 14.4.1 **Call Craig Smith**

Site telephone	948-8253
Home telephone	9-566-4757
Pager number	9-1-800-398-8135
 - _____ 14.4.2 **Read Emergency Report Form, Part 2** when contacted.
 - _____ 14.4.3 **Record time** contacted: _____
 - _____ 14.5 If contact cannot be made, THEN note this in the "time contacted" blank in Step 14.3 and continue this procedure.

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- _____ 15.0 **Confirm** with Control Room personnel that the **Public Information Duty Rep called** in response to the group page.
- _____ 15.1 If the Public Information Duty Rep did not call in, THEN perform the remainder of Step 15.
- _____ 15.2 Obtain telephone numbers for Position 111 (Public Info Duty Rep) on the Initial Response Emergency Organization Duty Roster and call the individual listed.
- _____ 15.3 Read Emergency Report Form, Part 2 to the Public Information Duty Representative.
- _____ 15.4 Record the person contacted.
Name _____ Time _____
- _____ 15.5 To individually page the Public Information Duty Rep:
 - _____ 15.5.1 Dial the individual pager number.
 - _____ 15.5.2 Enter the call back number (for example: 948*8778#).
 - _____ 15.5.3 After hearing the voice prompt, "Thank you", hang up.
- _____ 16.0 Contact the York Haven Power Station
 - _____ 16.1 Use the "EP Pager Call Out Phone" or **Dial 9-848-7277** or 9-266-3654.
 - _____ 16.2 **Read Emergency Report Form, Part 2.**
 - _____ 16.3 **Record the person contacted.**
Name _____ Time _____

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17.0 Contact the PECO Energy Resource Operator.

_____ 17.1 Use the "EP Pager Call Out Phone" or **Dial 9-1-215-841-5141.**

_____ 17.2 **Read Emergency Report Form, Part 2.**

_____ 17.3 **Record the person contacted.**

Name _____ Time _____

_____ 18.0 If available, THEN inform the Emergency Director Assistant when all **contacts** have been **completed**.

19.0 **Event Termination** notifications.

_____ 19.1 **NRC Resident Inspector** contacted on Step 14.0.

Person Notified _____ Time _____

_____ 19.2 **York Haven Power Station** contacted in Step 16.0.

Person Notified _____ Time _____

_____ 19.3 **PECO Energy Resource Operator** contacted in Step 17.0.

Person Notified _____ Time _____

_____ 20.0 **Forward this procedure** and all associated documentation to the Emergency Preparedness Department.