

51253N

# CONTROLLED DOCUMENT TRANSMITTAL

51253N

Transmittal#: 51253N

Date: 02/28/2003

Creator: TRACY NELSON

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Description: ISSUE OF 1 EMERGENCY PLAN PROCEDURE

Distribution Group(s): Procedures: EPP: PMP-2080-EPP.107

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TSC	1*	3C	
Unit 1 Control Room	29*	2C	
Unit 2 Control Room	29*	2C	

**Transmitted Controlled Document Listing:**

Document	Revision	Title
PROCEDURE		SEE ATTACHED

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A045

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**Revision:** 017

**AEP Status:** Approved

**Title:** NOTIFICATION

**Document Series:** Procedures

**Document Type:** Emergency

Planning - Response

**Approval/Record**

**Date:** 02/26/2003

**Effective Date:** 02/28/2003

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## REVIEW AND APPROVAL TRACKING FORM

<b>Procedure Information:</b>	
Number: <u>PMP-2080-EPP-107</u>	Rev. <u>17</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
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<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 Superseded (list superseding procedures): _____	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 type="checkbox"/> _____ <input checked="" type="checkbox"/> Operations <input type="checkbox"/> _____ <input type="checkbox"/> PA/PV <input type="checkbox"/> _____ <input type="checkbox"/> Reg Affairs <input type="checkbox"/> _____ <input type="checkbox"/> RP <input type="checkbox"/> None Required	<b>Programmatic Reviews:</b> <input type="checkbox"/> ALARA <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"/> _____ <input type="checkbox"/> ISI/IST Coordinator <input type="checkbox"/> _____ <input type="checkbox"/> Performance Assurance <input checked="" type="checkbox"/> None Required
<input checked="" type="checkbox"/> Cognizant Org Review. <u>Cindy Krappner</u> Date: <u>1/12/03</u>	
<input checked="" type="checkbox"/> Technical Review: <u>Samuel Schwab</u> Date: <u>2/13/03</u>	
<b>Concurrence:</b>	
<input type="checkbox"/> Ops Director Concurrence: <u>N/A</u> Date: <u>1/1/03</u>	
<b>Package Check:</b>	
Updated Revision Summary attached? <input checked="" type="checkbox"/> Yes	
10 CFR 50.59 Requirements complete? Tracking No : <u>2003-0061-00</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Implementation Plan developed? (Ref. Step 3.4.17) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
Package Complete: <u>RMolloy</u> Date: <u>1/28/03</u>	
<b>Approvals:</b>	
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Mtg. No.: <u>3998</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>J. Molden</u> Date: <u>2/26/03</u>	
Expiration Date/Ending Activity <u>NA</u> Effective Date: <u>2/28/03</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 update requested in accordance with PMP-7100-CMP-001? <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	

NDM Use Only  CONTROLLED DOCUMENT	NUCLEAR DOCUMENT MANAGEMENT SECTION  <b>FEB 28 2003</b>	<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. 10, Data Sheet 1, Review and Approval Tracking Form	
		Page <u>1</u> of <u>5</u>

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
All	No marginal markings used.
Section 1	Change: Added Step 1.2 to allow steps to be performed out of the written sequence. Reason: Allow flexibility for the SM/SEC to address unforeseen circumstances.
Section 2	Change: Added abbreviations for ERO, EOF, TSC, OSC, JPIC, ENC, SAS to list. Reason: Comply with format. Correction: k
Section 2	Change: Combined the definitions of Drill and Exercise. Deleted information about phone calls from definition. Reason: Terms are used interchangeably. Phone call information was incorrect.
Section 3.2	Change: Added Caution prior to step 3.2.1 warning that 911 or 007 codes shall not be used for drills, exercises or training. Reason: Clarify when to use the codes.
Step 3.2.1	Change: Added 'or an Unusual Event has been declared and ERO facility staffing is desired'. Reason: Clarify when the ERO is paged.
Step 3.2.1	Change: Added ENC/ to first bullet. Reason: Correct an omission.
Step 3.2.1	Change: Added 'reporting from off site' to first line of second bullet. Reason: Clarify who goes to Buchanan.
Step 3.2.2	Change: Added the conditional at the beginning of the step. Reason: Clarify when to call security.
Step 3.2.2.a	Change: Added step to address potentially unsafe conditions for personnel reporting to the plant. Reason: Enhance the procedure.
Step 3.2.3	Change: Renumbered and clarified step to make the actions easier to understand added guidance for modifying the announcements. Reason: Clarified actions.

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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
Step 3.2.3	Change: Deleted one of the 'Attention all personnel' phrases from each of the announcements. Reason: Eliminate redundancy.
Step 3.2.3.c	Change: Added action to sound the Containment Evacuation alarm. Reason: To help ensure that all personnel on site are notified.
Step 3.2.5.a	Change: Added 'a' before Nuclear Accident... Reason: Grammar. Correction: a
Step 3.2.5.b	Change: Added Note prior to first bullet and changed area code for the county. Reason: Clarifying information on what the MSP may do. Phone number change.
Step 3.2.5.b	Change: Added conditional statement to the end of the second bullet to provide phone directions. Reason: The county EOC may not answer directly.
Step 3.2.5.d and f	Change: Added 'the' before Nuclear Accident... Reason: Grammar. Correction: a
Step 3.2.7	Change: Added 'or as directed by the MSP' to end of second bullet. Reason: The MSP may provide other guidance for faxing.
Step 3.2.8	Change: Added new step 3.2.8. Renumbered remaining steps in section 3.2. Reason: To clarify when the EMD-32a and EMD-32b forms must be sent to the state.
Step 3.2.10 (old step 3.2.9)	Change: Added 'or the PAR changes' to the first line. Reason: To include all requirements for notification.
Attachment 1 Step 1.1	Change: Replaced EXERCISE, DRILL with the correct terms: Announced or Unannounced Drill. Reason: Correct terms.

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## REVISION SUMMARY

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 Title: Notification

Section or Step	Change/Reason For Change
Attachment 1 Step 1.3	Change: Added 'and the Containment Evacuation Alarm' after Nuclear Emergency Alarm. Reason: Make drills consistent with real requirements.
Attachment 2 Step 1.1.2	Change: Deleted one of the phrases 'This is a test' from announcement. Reason: Eliminate redundancy.
Attachment 2 Step 1.1.2	Change: Added 'when the ERO pager activates' to the second announcement. Reason: To clarify when to call dialogic.
Attachment 2 Step 1.1.3	Change: Added 'when the ERO pager activates' to the second announcement. Reason: To clarify when to call dialogic.
Attachment 2 Step 1.1.3	Change: Deleted one of the phrases 'This is a test' from announcement. Reason: Eliminate redundancy.
Attachment 2 Step 1.1.4	Change: Rewrote entire step to reflect the new method for testing the Beach Evacuation system. Reason: Taped announcement capability does not exist. PA announcement will be made by operators.
Data Sheet 1	Change: Changed the area code for the Berrien County Sheriff. Reason: Phone number change. Correction: e
Data Sheet 2	Change: Added a note to the beginning of the DS stating that the DS does not have to be sent to the NRC unless the NRC requests it. Reason: Clarify the use of the DS.
Data Sheet 2	Change: Added 'Yes No' to shutdown margin item. Added question marks after items asking for a yes/no answer. Reason: Clarify requirements.
Data Sheet 2	Change: Added 'Heat' to 'RCS Transport Control'. Reason: Clarify the title of the section.

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## REVISION SUMMARY

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Title: Notification

Section or Step	Change/Reason For Change
Data Sheet 2	Change: Under 'RCS Heat Sink' changed 'Containment' to 'RCS'. Reason: Containment is incorrect.
Data Sheet 2	Change: Added directions and blanks for checking equipment/methods available based on plant conditions. Reason: Clarify DS requirements.

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Reference			Effective Date: 02/28/03
B. K. Molloy Writer	S. M. Partin Owner	Site Protective Services 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.
- 1.2 The steps in this procedure are listed in the preferred order of performance for maximum efficiency. However, the steps may be performed in a different sequence.

**2 DEFINITIONS AND ABBREVIATIONS**

Term	Meaning
Drill/Exercise	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities.
EMD-32	Nuclear Plant Accident Notification form
Emergency	An actual plant condition that requires an Emergency Plan classification.
ENC	Emergency News Center
EOF	Emergency Operations Facility
ERO	Emergency Response Organization
JPIC	Joint Public Information Center
MSP	Michigan State Police
OSC	Operations Support Center
PA	Public Address
PAR	Protective Action Recommendation
SAS	Secondary Alarm Station
SEC	Site Emergency Coordinator
SM	Shift Manager
TSC	Technical Support Center
Turnover	A Dialogic Emergency Response Organization pager

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	activation that signals a change in the on-duty team.
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### 3 DETAILS

#### 3.1 General

3.1.1 The SM shall assume the duties of the 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.

<b>NOTE:</b>	The SEC may implement this procedure in full or partially at any time should the need for additional personnel be recognized.
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#### 3.2 Actions

<b>CAUTION:</b>	Do not use the 911 or 007 code for drills, exercises or training.
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<b>NOTE:</b>	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.
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3.2.1 IF an Alert, Site Area Emergency, or a General Emergency has been declared or an Unusual Event has been declared and ERO facility staffing is desired, THEN determine where the ERO should respond.

- Code '911' will direct ERO responders to their respective facilities in the TSC, OSC, EOF, ENC/JPIC.
- Code '007' will direct all ERO responders reporting from offsite 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.

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3.2.2 IF a pager code was identified in step 3.2.1, THEN 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.

- a. IF conditions at the plant are such that personnel reporting to the plant would be at risk (e.g., security event, radiation release, toxic spill, etc.), THEN direct Security to close access to the plant until the SEC determines that the condition no longer exists.

3.2.3 Direct a Control Room Operator to perform ONE of the following, depending on the current classification. Include a brief description of the incident. Have the announcement broadcast twice.

- IF an Unusual Event exists, THEN perform step 3.2.3.a.
- IF an Alert exists, THEN perform step 3.2.3.b.
- IF a Site Area Emergency or General Emergency exists, THEN perform step 3.2.3.c.

Modify the announcements in steps 3.2.3.a, 3.2.3.b, and 3.2.3.c as necessary to ensure that:

- Directions to activate the ERO facilities are only given ONE time for the event in progress.
- Accountability is performed only ONE time for the event in progress.
- Other contingencies are addressed as determined by the SEC (e.g., security concerns, radiation release, etc.).

a. FOR AN UNUSUAL EVENT:

**“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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b. FOR AN ALERT:

**“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 announcements.”**

c. FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

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

**“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.”**

2. Actuate the Unit 1 and Unit 2 Containment Evacuation Alarm.

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 a Nuclear Plant Accident Notification form, EMD-32a, (from Emergency Kit or DAP printout).

<b>NOTE:</b>	The MSP operator may request that a different phone number be used after initial contact is made.
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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 8-1-269-983-3911. IF the automated system answers, THEN dial 7200.

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- c. Document phone calls on Data Sheet 1, Shift Manager Initial Notification List.
- d. Provide the information from the 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 the 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 there after until relieved by the EOF or as directed by the MSP.

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

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3.2.8 IF a General Emergency exists and a PAR is made based on dose assessment, THEN within 15 minutes of the General Emergency classification or PAR change:

- Complete an EMD-32a and EMD-32b form and make notifications as directed in step 3.2.5 and fax the forms to the parties listed in step 3.2.7.

3.2.9 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.

3.2.10 IF an emergency classification is upgraded or the PAR changes, 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.

3.2.11 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.

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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:

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		Page: 9

**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 announced or unannounced drill as directed by the controller. 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 and the Containment Evacuation 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: 10 - 11

**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. 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 when the ERO pager activates."**

- Acceptance Criteria:

NEA alarm is heard in the Control Room.

---

Print Name/Signature

Date

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Attachment 2	Communication System Tests		Pages: 10 - 11

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 of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic when the ERO pager activates. 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 PA system monthly, between May 1<sup>st</sup> and October 31<sup>st</sup>.

- Station an AEO within range of the Beach PA system speakers.
- Make the following announcement using the Beach PA system microphone.
- **“This is a test of the Beach Public Address System. Test complete.”**
- Acceptance Criteria:

Announcement is heard by the AEO stationed for the test.

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

\_\_\_\_\_  
Date

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Data Sheet 1	Shift Manager Initial Notification List		Page: 12

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	8-1-269-983-3911	_____/_____ _____	_____/_____ _____
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: 13 - 14

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**RCS Heat Transport Control – Check all that apply for the current plant conditions**

Forced Circulation by RCP \_\_\_\_\_

Natural Circulation \_\_\_\_\_

Feed and Bleed \_\_\_\_\_

Decay Heat Removal System (RHR) \_\_\_\_\_

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**RCS Heat Sink (available or in operation) - Check all that apply for the current plant conditions**

S/G – Condenser Dump Valves \_\_\_\_\_

S/G – Atmospheric Dump Valves \_\_\_\_\_

S/G – Safety Valves \_\_\_\_\_

RCS – Feed/Bleed \_\_\_\_\_

Decay Heat Removal System (RHR) \_\_\_\_\_

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**S/G Inventory Control - Check all that apply for the current plant conditions**

Main Feedwater \_\_\_\_\_

Aux. Feedwater \_\_\_\_\_

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

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**Containment Control**

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

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<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"/> Reactivity Mgmt Team
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Work Control	<input type="checkbox"/> Component Engineering	<input type="checkbox"/> SPS (Safety & Health)
<input type="checkbox"/> NDM	<input type="checkbox"/> _____	<input type="checkbox"/> Design Engineering	<input type="checkbox"/> Surveillance Section
<input checked="" type="checkbox"/> Operations	<input type="checkbox"/> _____	<input type="checkbox"/> Emerg Oper Proc Grp	<input type="checkbox"/> System Engineering
<input type="checkbox"/> PA/PV	<input type="checkbox"/> _____	<input type="checkbox"/> Environmental	<input type="checkbox"/> _____
<input type="checkbox"/> Reg Affairs	<input type="checkbox"/> _____	<input type="checkbox"/> ISI/IST Coordinator	<input type="checkbox"/> _____
<input type="checkbox"/> RP	<input type="checkbox"/> None Required	<input type="checkbox"/> Performance Assurance	<input checked="" type="checkbox"/> None Required
<input checked="" type="checkbox"/> Cognizant Org Review: <u>Cindy Branner</u>		Date: <u>1/12/03</u>	
<input checked="" type="checkbox"/> Technical Review: <u>Danell Schmidt</u>		Date: <u>2/13/03</u>	
<b>Concurrence:</b>			
<input type="checkbox"/> Ops Director Concurrence: _____		Date: <u>1/1/03</u>	
<b>Package Check:</b>			
Updated Revision Summary attached?		<input checked="" type="checkbox"/> Yes	
10 CFR 50.59 Requirements complete? Tracking No.: <u>2003-0061-00</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Implementation Plan developed? (Ref. Step 3.4.17)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
Package Complete: <u>SKMally</u>		Date: <u>1/28/03</u>	
<b>Approvals:</b>			
PORC Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Mtg. No.: <u>3998</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>J. Molden</u>		Date: <u>2/26/03</u>	
Expiration Date/Ending Activity: <u>NA</u>		Effective Date: <u>2/28/03</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 update requested in accordance with PMP-7100-CMP-001?		<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	

NDM Use Only	NUCLEAR DOCUMENT MANAGEMENT SECTION  <b>FEB 28 2003</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. 10, Data Sheet 1, Review and Approval Tracking Form	
		Page <u>1</u> of <u>5</u>

## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
All	No marginal markings used.
Section 1	Change: Added Step 1.2 to allow steps to be performed out of the written sequence. Reason: Allow flexibility for the SM/SEC to address unforeseen circumstances.
Section 2	Change: Added abbreviations for ERO, EOF, TSC, OSC, JPIC, ENC, SAS to list. Reason: Comply with format. Correction: k
Section 2	Change: Combined the definitions of Drill and Exercise. Deleted information about phone calls from definition. Reason: Terms are used interchangeably. Phone call information was incorrect.
Section 3.2	Change: Added Caution prior to step 3.2.1 warning that 911 or 007 codes shall not be used for drills, exercises or training. Reason: Clarify when to use the codes.
Step 3.2.1	Change: Added 'or an Unusual Event has been declared and ERO facility staffing is desired'. Reason: Clarify when the ERO is paged.
Step 3.2.1	Change: Added ENC/ to first bullet. Reason: Correct an omission.
Step 3.2.1	Change: Added 'reporting from off site' to first line of second bullet. Reason: Clarify who goes to Buchanan.
Step 3.2.2	Change: Added the conditional at the beginning of the step. Reason: Clarify when to call security.
Step 3.2.2.a	Change: Added step to address potentially unsafe conditions for personnel reporting to the plant. Reason: Enhance the procedure.
Step 3.2.3	Change: Renumbered and clarified step to make the actions easier to understand added guidance for modifying the announcements. Reason: Clarified actions.

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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
Step 3.2.3	Change: Deleted one of the 'Attention all personnel' phrases from each of the announcements. Reason: Eliminate redundancy.
Step 3.2.3.c	Change: Added action to sound the Containment Evacuation alarm. Reason: To help ensure that all personnel on site are notified.
Step 3.2.5.a	Change: Added 'a' before Nuclear Accident... Reason: Grammar. Correction: a
Step 3.2.5.b	Change: Added Note prior to first bullet and changed area code for the county. Reason: Clarifying information on what the MSP may do. Phone number change.
Step 3.2.5.b	Change: Added conditional statement to the end of the second bullet to provide phone directions. Reason: The county EOC may not answer directly.
Step 3.2.5.d and f	Change: Added 'the' before Nuclear Accident... Reason: Grammar. Correction: a
Step 3.2.7	Change: Added 'or as directed by the MSP' to end of second bullet. Reason: The MSP may provide other guidance for faxing.
Step 3.2.8	Change: Added new step 3.2.8. Renumbered remaining steps in section 3.2. Reason: To clarify when the EMD-32a and EMD-32b forms must be sent to the state.
Step 3.2.10 (old step 3.2.9)	Change: Added 'or the PAR changes' to the first line. Reason: To include all requirements for notification.
Attachment 1 Step 1.1	Change: Replaced EXERCISE, DRILL with the correct terms: Announced or Unannounced Drill. Reason: Correct terms.

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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
 Title: Notification

Section or Step	Change/Reason For Change
Attachment 1 Step 1.3	Change: Added 'and the Containment Evacuation Alarm' after Nuclear Emergency Alarm. Reason: Make drills consistent with real requirements.
Attachment 2 Step 1.1.2	Change: Deleted one of the phrases 'This is a test' from announcement. Reason: Eliminate redundancy.
Attachment 2 Step 1.1.2	Change: Added 'when the ERO pager activates' to the second announcement. Reason: To clarify when to call dialogic.
Attachment 2 Step 1.1.3	Change: Added 'when the ERO pager activates' to the second announcement. Reason: To clarify when to call dialogic.
Attachment 2 Step 1.1.3	Change: Deleted one of the phrases 'This is a test' from announcement. Reason: Eliminate redundancy.
Attachment 2 Step 1.1.4	Change: Rewrote entire step to reflect the new method for testing the Beach Evacuation system. Reason: Taped announcement capability does not exist. PA announcement will be made by operators.
Data Sheet 1	Change: Changed the area code for the Berrien County Sheriff. Reason: Phone number change. Correction: e
Data Sheet 2	Change: Added a note to the beginning of the DS stating that the DS does not have to be sent to the NRC unless the NRC requests it. Reason: Clarify the use of the DS.
Data Sheet 2	Change: Added 'Yes No' to shutdown margin item. Added question marks after items asking for a yes/no answer. Reason: Clarify requirements.
Data Sheet 2	Change: Added 'Heat' to 'RCS Transport Control'. Reason: Clarify the title of the section.

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## REVISION SUMMARY

Number: PMP-2080-EPP-107 Revision: 17 Change: 0  
Title: Notification

Section or Step	Change/Reason For Change
Data Sheet 2	Change: Under 'RCS Heat Sink' changed 'Containment' to 'RCS'. Reason: Containment is incorrect.
Data Sheet 2	Change: Added directions and blanks for checking equipment/methods available based on plant conditions. Reason: Clarify DS requirements.

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This is a free-form as called out in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 10.

 <small>AEP - America's Energy Partner</small>	<b>PMP-2080-EPP-107</b>	<b>Rev. 17</b>	<b>Page 1 of 14</b>
<b>Notification</b>			
<b>Reference</b>			<b>Effective Date: 02/28/03</b>
<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.
- 1.2 The steps in this procedure are listed in the preferred order of performance for maximum efficiency. However, the steps may be performed in a different sequence.

**2 DEFINITIONS AND ABBREVIATIONS**

Term	Meaning
Drill/Exercise	An Emergency Response Organization (ERO) test that uses the Dialogic pager system to page ERO members in order to activate the Emergency Response Facilities.
EMD-32	Nuclear Plant Accident Notification form
Emergency	An actual plant condition that requires an Emergency Plan classification.
ENC	Emergency News Center
EOF	Emergency Operations Facility
ERO	Emergency Response Organization
JPIC	Joint Public Information Center
MSP	Michigan State Police
OSC	Operations Support Center
PA	Public Address
PAR	Protective Action Recommendation
SAS	Secondary Alarm Station
SEC	Site Emergency Coordinator
SM	Shift Manager
TSC	Technical Support Center
Turnover	A Dialogic Emergency Response Organization pager

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	activation that signals a change in the on-duty team.
--	---

### 3 DETAILS

#### 3.1 General

- 3.1.1 The SM shall assume the duties of the 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.

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

#### 3.2 Actions

<b>CAUTION:</b>	Do not use the 911 or 007 code for drills, exercises or training.
-----------------	---

<b>NOTE:</b>	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 or an Unusual Event has been declared and ERO facility staffing is desired, THEN determine where the ERO should respond.
- Code '911' will direct ERO responders to their respective facilities in the TSC, OSC, EOF, ENC/JPIC.
  - Code '007' will direct all ERO responders reporting from offsite 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.

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3.2.2 IF a pager code was identified in step 3.2.1, THEN 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.

- a. IF conditions at the plant are such that personnel reporting to the plant would be at risk (e.g., security event, radiation release, toxic spill, etc.), THEN direct Security to close access to the plant until the SEC determines that the condition no longer exists.

3.2.3 Direct a Control Room Operator to perform ONE of the following, depending on the current classification. Include a brief description of the incident. Have the announcement broadcast twice.

- IF an Unusual Event exists, THEN perform step 3.2.3.a.
- IF an Alert exists, THEN perform step 3.2.3.b.
- IF a Site Area Emergency or General Emergency exists, THEN perform step 3.2.3.c.

Modify the announcements in steps 3.2.3.a, 3.2.3.b, and 3.2.3.c as necessary to ensure that:

- Directions to activate the ERO facilities are only given ONE time for the event in progress.
- Accountability is performed only ONE time for the event in progress.
- Other contingencies are addressed as determined by the SEC (e.g., security concerns, radiation release, etc.).

a. FOR AN UNUSUAL EVENT:

**“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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b. FOR AN ALERT:

“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 announcements.”

c. FOR A SITE AREA EMERGENCY OR GENERAL EMERGENCY:

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

“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.”

2. Actuate the Unit 1 and Unit 2 Containment Evacuation Alarm.

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 a Nuclear Plant Accident Notification form, EMD-32a, (from Emergency Kit or DAP printout).

<b>NOTE:</b>	The MSP operator may request that a different phone number be used after initial contact is made.
--------------	---

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 8-1-269-983-3911. IF the automated system answers, THEN dial 7200.

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- c. Document phone calls on Data Sheet 1, Shift Manager Initial Notification List.
- d. Provide the information from the 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 the 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 there after until relieved by the EOF or as directed by the MSP.

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

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3.2.8 IF a General Emergency exists and a PAR is made based on dose assessment, THEN within 15 minutes of the General Emergency classification or PAR change:

- Complete an EMD-32a and EMD-32b form and make notifications as directed in step 3.2.5 and fax the forms to the parties listed in step 3.2.7.

3.2.9 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.

3.2.10 IF an emergency classification is upgraded or the PAR changes, 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.

3.2.11 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.

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Notification			

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:

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		Page: 9

**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 announced or unannounced drill as directed by the controller. 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 and the Containment Evacuation 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: 10 - 11

## 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. 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 when the ERO pager activates."**

- 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: 10 - 11

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 of the Training Building and Buchanan Office Building Public Address System and ERO turnover notification. Oncoming duty ERO personnel should call Dialogic when the ERO pager activates. 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 PA system monthly, between May 1<sup>st</sup> and October 31<sup>st</sup>.

- Station an AEO within range of the Beach PA system speakers.
- Make the following announcement using the Beach PA system microphone.
- **“This is a test of the Beach Public Address System. Test complete.”**
- Acceptance Criteria:

Announcement is heard by the AEO stationed for the test.

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

\_\_\_\_\_  
Date

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<b>Notification</b>			
Data Sheet 1	Shift Manager Initial Notification List		Page: 12

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	8-1-269-983-3911	_____ / _____	_____ / _____
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			



