

51396N

CONTROLLED DOCUMENT TRANSMITTAL

51396N

Transmittal# 51396N

Date: 03/12/2003

Creator: TRACY NELSON

Page 1

Description: ISSUE OF 1 EMERGENCY PLAN PROCEDURE

Distribution Group(s): Procedures: EPP: RMA-2080-EPA-008

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MANAGEMENT**Document Series:** Procedures**Document Type:** Emergency
Planning - Response**Approval/Record****Date:** 03/07/2003**Effective Date:** 03/12/2003[Top of Page](#)

REVIEW AND APPROVAL TRACKING FORM

Procedure Information:	
Number: <u>RMA-2080-EPA-008</u>	Rev. <u>0</u> Change: <u>0</u>
Title: <u>Emergency Plan Management</u>	
Category (Select One Only):	
<input type="checkbox"/> Correction (Full Procedure)	<input type="checkbox"/> Change (Full Procedure) with Review of Change Only
<input type="checkbox"/> Correction (Page Substitution)	<input type="checkbox"/> Change (Page Substitution) with Review of Change Only
<input type="checkbox"/> Cancellation	<input checked="" type="checkbox"/> New Procedure or Change with Full Review
<input type="checkbox"/> Superseded (list superseding procedures): _____	
Associated Configuration Impact Assessments:	
Change Driver/CDI Tracking No(s): _____ <input checked="" type="checkbox"/> N/A	
Required Reviews:	
Cross-Discipline Reviews: <input type="checkbox"/> Chemistry <input type="checkbox"/> Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Work Control <input type="checkbox"/> NDM <input type="checkbox"/> _____ <input type="checkbox"/> Operations <input type="checkbox"/> _____ <input type="checkbox"/> PA/PV <input type="checkbox"/> _____ <input checked="" type="checkbox"/> Reg Affairs <input type="checkbox"/> _____ <input type="checkbox"/> RP <input type="checkbox"/> None Required	Programmatic Reviews: <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"/> SOMS Administrator <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>BK Malloy</u>	Date: <u>3/3/03</u>
<input checked="" type="checkbox"/> Technical Review: <u>Daniel Schaefer</u>	Date: <u>3/7/03</u>
Concurrence:	
<input type="checkbox"/> Ops Director Concurrence: <u>N/A</u>	Date: <u>1/1</u>
Package Check:	
Updated Revision Summary attached?	<input checked="" type="checkbox"/> Yes
10 CFR 50.59 Requirements complete? Tracking No.: <u>2003-0173-00</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>Cindy Shaffner</u>	Date: <u>3/7/03</u>
Approvals:	
PORC Review Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mtg. No.: _____
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A	CR No.: _____
Approval Authority Review/Approval: <u>[Signature]</u>	Date: <u>3/7/03</u>
Expiration Date/Ending Activity: <u>N/A</u>	Effective Date: <u>3/12/03</u>
Periodic Review:	
Periodic Review conducted? (Data Sheet 5 Complete)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Actions:	
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

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NUCLEAR DOCUMENT
MANAGEMENT SECTION

MAR 12 2003

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DOCUMENT

Office Information For Form Tracking Only - Not Part of Form

This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 10a, Data Sheet 1, Review and Approval Tracking Form.

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REVISION SUMMARY

Number: RMA-2080-EPA-008 Revision: 0 Change: 0
 Title: Emergency Plan Management

Section or Step	Change/Reason For Change
4.1.1	Change: New Step. Reason: Specifies that an ESAT or CRA is needed to track proposed changes to the Emergency Plan.
4.1.4.f	Change: New Step. Reason: Specifies actions to be taken for implementation of Plan changes that required prior NRC approval.
4.1.9	Change: New Step. Reason: Specifies that changes to implementing procedures changes should be made after the Plan changes have been implemented; clarifies that implementing procedures are not to be revised prior to implementation of the associated Emergency Plan changes.
4.3	Change: New Step. Reason: Specifies use of Attachment 1 for instructions on revisions to the Emergency Plan.
Attachment 1	Change: New Attachment. Reason: Provides for specific instructions on Emergency Plan revisions, including multiple reviews (CRA-02276062-03) and transmission of the Plan to Regulatory Affairs for submittal.
Data Sheet 2	Change: New Data Sheet. Reason: Provides a means for review and approval tracking, similar to that of plant procedures (CRA-02276062-03).
Data Sheet 3	Change: New Data Sheet. Reason: Provides a means for summarizing changes to the Emergency Plan, similar to that of plant procedures.

 <small>AMP - America's Energy Partner</small>	RMA-2080-EPA-008	Rev. 0	Page 1 of 11
Emergency Plan Management			
Reference			Effective Date: <u>3/12/03</u>
<u>C. J. Graffenius</u> Writer	<u>S.M. Partin</u> Owner	<u>Emergency Planning</u> Cognizant Organization	

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1 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to establish a standardized approach for processing proposed changes to the D. C. Cook Emergency Plan and to the Emergency Plan Implementing Procedures.
- 1.2 To document an evaluation that demonstrates whether the proposed change can be implemented without prior NRC approval, in accordance with 10 CFR 50.54(q).

2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
ERO	Emergency Response Organization
ERF	Emergency Response Facility

3 RESPONSIBILITIES

- 3.1 The individual requesting the change is responsible for drafting the proposed wording for the change.
- 3.2 Emergency Planning Coordinators are responsible for evaluating the proposed change.
- 3.3 The Emergency Planning Manager is responsible for reviewing and approving any change request evaluations.

4 DETAILS

- 4.1 IF the requested change is for a change to the Emergency Plan, THEN:
 - 4.1.1 Initiate an ESAT or add an action item to an existing applicable condition report to track the proposed change.
 - 4.1.2 Prepare Data Sheet 1, Evaluation of Proposed Change to D. C. Cook Emergency Plan and Implementing Procedures, for each change.
 - Similar changes may be combined into one evaluation.
 - Equivalent computer generated forms may be used in lieu of the data sheet.

Emergency Plan Management

- Provide a complete justification regardless of the outcome of the determination as to the "Decrease in Effectiveness" of the plan.
- 4.1.3 Submit each requested change evaluation to the Emergency Planning Manager for review and approval.

NOTE: Because proposed changes to the Emergency Plan may include a combination of submittals that Do and Do Not "Decrease the Effectiveness" of the plan, parallel paths for implementation of the proposed changes are permissible.

- 4.1.4 **IF** the evaluation determines that the requested change will "Decrease the Effectiveness" of the Emergency Plan, **THEN:**
- a. Do not implement the proposed change.
 - b. Prepare the proposed change for submittal to the NRC.
 - c. Obtain PORC review and approval of the proposed change.
 - d. Submit the change to Licensing for submittal to the NRC.
 - e. **IF** the NRC approved the Emergency Plan change, **THEN** implement the change; **OTHERWISE** do not implement the change.
 - f. To implement the change:
 1. Update the Emergency Plan with the approved change and appropriate revision number.
 2. Obtain the AEP Senior Vice President's signature on the coversheet.
 3. Transmit the revised Emergency Plan to NDM for distribution.
- 4.1.5 **IF** the evaluation determines that the requested change will not "Decrease the Effectiveness" of the Emergency Plan, **THEN:**
- a. Verify an ESAT has been generated to track the change for the next Emergency Plan revision submittal to the NRC.
 - b. Implement the change.
- 4.1.6 Evaluate the requested change to determine if a change to the Emergency Plan implementing procedures is required.

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- 4.1.7 Review the appropriate implementing procedures.
- 4.1.8 IF any revisions to the procedures are required, THEN add action items to the ESAT to track the needed procedure revisions.
- 4.1.9 Implement any revisions to the procedure change AFTER the proposed changes have been implemented in the Emergency Plan.

NOTE:	Step 4.2 need not be performed if the implementing procedures were reviewed in step 4.1
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- 4.2 IF the requested change is for a change to an Emergency Plan implementing procedure, THEN:
 - 4.2.1 Prepare Data Sheet 1, Evaluation of Proposed Change to D. C. Cook Emergency Plan and Implementing Procedures, for each change.
 - Similar changes may be combined into one evaluation.
 - Equivalent computer generated forms may be used in lieu of the data sheet.
 - Provide a complete justification regardless of the outcome of the determination as to the "Decrease in Effectiveness" of the plan.
 - 4.2.2 Submit each requested change evaluation to the Emergency Planning Manager for review and approval.
 - 4.2.3 IF the evaluation determines that the requested procedure change will "Decrease the Effectiveness" of the Emergency Plan, THEN the requested procedure change cannot be implemented.
 - 4.2.4 IF the evaluation determines that the requested procedure change will require a change to the Emergency Plan, THEN follow the actions in step 4.1.
 - 4.2.5 IF the evaluation determines that it will not "Decrease the Effectiveness" of the Emergency Plan or require a change to the Emergency Plan, THEN implement the procedure change.
- 4.3 Plan Revisions
 - 4.3.1 Use Attachment 1, Instructions for Emergency Plan Revisions, to implement changes to the Plan.

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5 REFERENCES

5.1 Use References:

- 5.1.1 NUREG-0654, REP-1, Rev. 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

5.2 Writing References:

5.2.1 Source References

- a. 10 CFR 50.47(b)

5.2.2 General References

- a. 10 CFR 50.54(q)

- b. 10 CFR 50, Appendix E "Emergency Planning and Preparedness for Production and Utilization Facilities"

Reference	RMA-2080-EPA-008	Rev. 0	Page 6 of 11
Emergency Plan Management			
Attachment 1	Instructions for Emergency Plan Revisions		Pages: 6 - 7

1. All proposed changes to the Emergency Plan must have completed and approved 50.54(q) evaluations.
2. Determine the next revision number for the Emergency Plan. For minor changes use the currently approved Emergency Plan revision number and the next sequential letter. For example, Revision 16d becomes 16e. For major changes use the next sequential number. For example, Revision 16e becomes Revision 17. For major revisions all pages of the Emergency Plan shall be updated with the new revision number not just those affected by the change. The Emergency Planning Manager will make the final determination on the revision number used.
3. Initiate Data Sheet 2, Emergency Plan Review and Approval Tracking Form.
4. Revise the appropriate steps within the Emergency Plan, documenting step changes and the reason for the changes on Data Sheet 3 (or comparable form). Reason(s) for the proposed changes can reference directly to an approved 50.54(q) determination to simplify documentation.
5. Obtain an independent review of the changes verifying the proposed change:
 - Can be implemented as written.
 - Complies with existing regulations and commitments.
 - Does not exceed the bounds of an approved 50.54(q) evaluation.
 - Does not introduce a 50.54(q) bypass mechanism.
6. Obtain an editorial review of the proposed changes. The independent reviewer may perform this review if necessary.
7. Obtain concurrence from the Emergency Planning Manager.
8. Obtain concurrence from Regulatory Affairs.
9. Develop an implementation plan for any proposed changes that will require the completion of additional actions prior to implementing the change.
10. Assemble the applicable final package documentation for review and approval:
 - Updated Revision Summary
 - 10 CFR 50.54(q) Evaluations
 - Implementation Plan
11. Obtain PORC approval.

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Attachment 1	Instructions for Emergency Plan Revisions		Pages: 6 - 7

12. Obtain the AEP Senior Vice President – Nuclear Generation approval.
13. Enter the effective date of the Emergency Plan.
14. Transmit the Emergency Plan to Regulatory Affairs for submittal to the NRC per 10 CFR 50.4.
15. Transmit the plan to NDM for distribution.

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Emergency Plan Management			
Data Sheet 1	Evaluation of Proposed Change to the D. C. Cook Emergency Plan and Implementing		Pages: 8 - 9

CHANGE DESCRIPTION

Does the proposed change delete or tend to weaken that portion of the current Emergency Plan revision regarding the following requirements of 10 CFR 50.47(b)		YES	NO
1.	Assignment of state, local and site ERO responsibilities?		
2.	Assignment of onshift ERO personnel?		
3.	Arrangement for utilizing State or local resources and staff?		
4.	Emergency Action Levels (EALs)?		
5.	Notifications to offsite agencies, ERO, or the public?		
6.	Communications between offsite agencies, ERO, or the public?		
7.	Dissemination of public information?		
8.	Adequacy of emergency facilities and equipment?		
9.	Methods, systems, and equipment for offsite response to a radiological emergency?		
10.	Protective Action Recommendations/Determination?		
11.	Emergency worker radiological exposure control?		
12.	Medical services for contaminated/injured personnel?		
13.	Re-entry/Recovery plans?		
14.	Drills and exercises?		
15.	Radiological emergency response training?		
16.	Plan development, review, and distribution?		
Does the proposed change delete or tend to weaken that portion of the current Emergency Plan revision regarding the following requirements of 10 CFR 50, Appendix E		YES	NO
(I)(II)(III.)	Emergency plans as described in the FSAR?		
(IV) A.	Organization for coping with radiological emergencies?		
(IV) B.	Assessment of radiological emergencies?		
(IV) C.	Classifications, EALs, and ERO activation?		
(IV) D.	Notification of Federal, State and local agencies and the public?		
(IV) E.	ERFs, equipment, and communications?		
(IV) F.	Training, drills and exercises?		
(IV) G.	Plans, procedures and surveillance of equipment and supplies?		
(IV) H.	Re-entry and Recovery following an accident?		
(V) I.	Implementing Procedures?		
(VI) J.	Emergency Response Data Systems?		

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Emergency Plan Management			
Data Sheet 1	Evaluation of Proposed Change to the D. C. Cook Emergency Plan and Implementing		Pages: 8 - 9

Determination per 10 CFR 50.54(q)		
If any of the above are "yes" evaluate the proposed change in accordance with the detailed information in the sections of NUREG-0654, FEMA REP-1, Rev. 1		

Considering the detailed information in the sections of NUREG-0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants" that correspond to the standards of 10 CFR 50.47(b) and the requirements of 10 CFR 50, Appendix E, this change in the Emergency Plan:

DOES _____ DOES NOT _____ decrease the effectiveness of the Cook Nuclear Plant Emergency Plan.

JUSTIFICATION

Originator: _____ Date: _____

Emergency Planning Manager: _____ Date: _____

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Emergency Plan Management			
Data Sheet 2	Emergency Plan Review and Approval Tracking Form		Pages: 10

Information:			
Title: Emergency Plan		Revision: _____	
Author: _____			
Reviews:			
Independent Reviewer: _____		Date: _____	
Editorial Reviewer: _____		Date: _____	
Concurrence:			
<input type="checkbox"/>	Emergency Plan Coordinator	_____	Date: _____
<input type="checkbox"/>	Emergency Plan Manager	_____	Date: _____
<input type="checkbox"/>	Regulatory Affairs	_____	Date: _____
Package Check:			
Updated Revision Summary		<input type="checkbox"/> Yes	
10 CFR 50.54(q) Evaluations		<input type="checkbox"/> Yes	
Implementation Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Package Complete		_____	Date: _____
Approvals:			
PORC Review:		Meeting Number: _____	
Approval Authority: _____		Date: _____	
Emergency Plan Effective Date: _____			

Reference	RMA-2080-EPA-008	Rev. 0	Page 11 of 11
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Data Sheet 3	Emergency Plan Revision Summary		Pages: 11

Title: Emergency Plan

Revision: _____

Section or Step	Change/Reason For Change
	Change: Reason:
	Change: Reason:
	Change: Reason:
	Change: Reason:

REVIEW AND APPROVAL TRACKING FORM

Procedure Information:	
Number: <u>RMA-2080-EPA-008</u>	Rev. <u>0</u> Change: <u>0</u>
Title: <u>Emergency Plan Management</u>	
Category (Select One Only):	
<input type="checkbox"/> Correction (Full Procedure)	<input type="checkbox"/> Change (Full Procedure) with Review of Change Only
<input type="checkbox"/> Correction (Page Substitution)	<input type="checkbox"/> Change (Page Substitution) with Review of Change Only
<input type="checkbox"/> Cancellation	<input checked="" type="checkbox"/> New Procedure or Change with Full Review
<input type="checkbox"/> Superseded (list superseding procedures): _____	
Associated Configuration Impact Assessments:	
Change Driver/CDI Tracking No(s): _____ <input checked="" type="checkbox"/> N/A	
Required Reviews:	
Cross-Discipline Reviews:	Programmatic Reviews:
<input type="checkbox"/> Chemistry <input 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 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"/> SOMS Administrator
<input checked="" 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>BK Malloy</u> Date: <u>3/3/03</u>	
<input checked="" type="checkbox"/> Technical Review: <u>David Schneider</u> Date: <u>3/7/03</u>	
Concurrence:	
<input type="checkbox"/> Ops Director Concurrence: <u>N/A</u>	Date: <u>1/1</u>
Package Check:	
Updated Revision Summary attached?	<input checked="" type="checkbox"/> Yes
10 CFR 50.59 Requirements complete? Tracking No.: <u>2003-0173-00</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>Cindy Krapf</u>	Date: <u>3/7/03</u>
Approvals:	
PORC Review Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mtg. No.: _____
Administrative Hold Status: <input type="checkbox"/> Released <input type="checkbox"/> Reissued <input checked="" type="checkbox"/> N/A	CR No.: _____
Approval Authority Review/Approval: <u>MLO</u>	Date: <u>3/7/03</u>
Expiration Date/Ending Activity <u>N/A</u>	Effective Date: <u>3/12/03</u>
Periodic Review:	
Periodic Review conducted? (Data Sheet 5 Complete)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Actions:	
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 MAR 12 2003 CONTROLLED DOCUMENT	Office Information For Form Tracking Only - Not Part of Form This form is derived from the information in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 10a, Data Sheet 1, Review and Approval Tracking Form.
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REVISION SUMMARY

Number: RMA-2080-EPA-008 Revision: 0 Change: 0
 Title: Emergency Plan Management

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

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Reference			Effective Date: <u>3/2/03</u>
C. J. Graffenius Writer	S.M. Partin Owner	Emergency Planning Cognizant Organization	

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Emergency Plan Management

1 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to establish a standardized approach for processing proposed changes to the D. C. Cook Emergency Plan and to the Emergency Plan Implementing Procedures.
- 1.2 To document an evaluation that demonstrates whether the proposed change can be implemented without prior NRC approval, in accordance with 10 CFR 50.54(q).

2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
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ERF	Emergency Response Facility

3 RESPONSIBILITIES

- 3.1 The individual requesting the change is responsible for drafting the proposed wording for the change.
- 3.2 Emergency Planning Coordinators are responsible for evaluating the proposed change.
- 3.3 The Emergency Planning Manager is responsible for reviewing and approving any change request evaluations.

4 DETAILS

- 4.1 IF the requested change is for a change to the Emergency Plan, THEN:
- 4.1.1 Initiate an ESAT or add an action item to an existing applicable condition report to track the proposed change.
- 4.1.2 Prepare Data Sheet 1, Evaluation of Proposed Change to D. C. Cook Emergency Plan and Implementing Procedures, for each change.
- Similar changes may be combined into one evaluation.
 - Equivalent computer generated forms may be used in lieu of the data sheet.

Emergency Plan Management

- Provide a complete justification regardless of the outcome of the determination as to the "Decrease in Effectiveness" of the plan.

4.1.3 Submit each requested change evaluation to the Emergency Planning Manager for review and approval.

NOTE: Because proposed changes to the Emergency Plan may include a combination of submittals that Do and Do Not "Decrease the Effectiveness" of the plan, parallel paths for implementation of the proposed changes are permissible.

- 4.1.4 **IF** the evaluation determines that the requested change will "Decrease the Effectiveness" of the Emergency Plan, **THEN:**
- a. Do not implement the proposed change.
 - b. Prepare the proposed change for submittal to the NRC.
 - c. Obtain PORC review and approval of the proposed change.
 - d. Submit the change to Licensing for submittal to the NRC.
 - e. **IF** the NRC approved the Emergency Plan change, **THEN** implement the change; **OTHERWISE** do not implement the change.
 - f. To implement the change:
 1. Update the Emergency Plan with the approved change and appropriate revision number.
 2. Obtain the AEP Senior Vice President's signature on the coversheet.
 3. Transmit the revised Emergency Plan to NDM for distribution.
- 4.1.5 **IF** the evaluation determines that the requested change will not "Decrease the Effectiveness" of the Emergency Plan, **THEN:**
- a. Verify an ESAT has been generated to track the change for the next Emergency Plan revision submittal to the NRC.
 - b. Implement the change.
- 4.1.6 Evaluate the requested change to determine if a change to the Emergency Plan implementing procedures is required.

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- 4.1.7 Review the appropriate implementing procedures.
- 4.1.8 IF any revisions to the procedures are required, THEN add action items to the ESAT to track the needed procedure revisions.
- 4.1.9 Implement any revisions to the procedure change AFTER the proposed changes have been implemented in the Emergency Plan.

NOTE: Step 4.2 need not be performed if the implementing procedures were reviewed in step 4.1

- 4.2 IF the requested change is for a change to an Emergency Plan implementing procedure, THEN:
 - 4.2.1 Prepare Data Sheet 1, Evaluation of Proposed Change to D. C. Cook Emergency Plan and Implementing Procedures, for each change.
 - Similar changes may be combined into one evaluation.
 - Equivalent computer generated forms may be used in lieu of the data sheet.
 - Provide a complete justification regardless of the outcome of the determination as to the "Decrease in Effectiveness" of the plan.
 - 4.2.2 Submit each requested change evaluation to the Emergency Planning Manager for review and approval.
 - 4.2.3 IF the evaluation determines that the requested procedure change will "Decrease the Effectiveness" of the Emergency Plan, THEN the requested procedure change cannot be implemented.
 - 4.2.4 IF the evaluation determines that the requested procedure change will require a change to the Emergency Plan, THEN follow the actions in step 4.1.
 - 4.2.5 IF the evaluation determines that it will not "Decrease the Effectiveness" of the Emergency Plan or require a change to the Emergency Plan, THEN implement the procedure change.
- 4.3 Plan Revisions
 - 4.3.1 Use Attachment 1, Instructions for Emergency Plan Revisions, to implement changes to the Plan.

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5 REFERENCES

5.1 Use References:

- 5.1.1 NUREG-0654, REP-1, Rev. 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

5.2 Writing References:

5.2.1 Source References

- a. 10 CFR 50.47(b)

5.2.2 General References

- a. 10 CFR 50.54(q)

- b. 10 CFR 50, Appendix E "Emergency Planning and Preparedness for Production and Utilization Facilities"

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Attachment 1	Instructions for Emergency Plan Revisions		Pages: 6 - 7

1. All proposed changes to the Emergency Plan must have completed and approved 50.54(q) evaluations.
2. Determine the next revision number for the Emergency Plan. For minor changes use the currently approved Emergency Plan revision number and the next sequential letter. For example, Revision 16d becomes 16e. For major changes use the next sequential number. For example, Revision 16e becomes Revision 17. For major revisions all pages of the Emergency Plan shall be updated with the new revision number not just those affected by the change. The Emergency Planning Manager will make the final determination on the revision number used.
3. Initiate Data Sheet 2, Emergency Plan Review and Approval Tracking Form.
4. Revise the appropriate steps within the Emergency Plan, documenting step changes and the reason for the changes on Data Sheet 3 (or comparable form). Reason(s) for the proposed changes can reference directly to an approved 50.54(q) determination to simplify documentation.
5. Obtain an independent review of the changes verifying the proposed change:
 - Can be implemented as written.
 - Complies with existing regulations and commitments.
 - Does not exceed the bounds of an approved 50.54(q) evaluation.
 - Does not introduce a 50.54(q) bypass mechanism.
6. Obtain an editorial review of the proposed changes. The independent reviewer may perform this review if necessary.
7. Obtain concurrence from the Emergency Planning Manager.
8. Obtain concurrence from Regulatory Affairs.
9. Develop an implementation plan for any proposed changes that will require the completion of additional actions prior to implementing the change.
10. Assemble the applicable final package documentation for review and approval:
 - Updated Revision Summary
 - 10 CFR 50.54(q) Evaluations
 - Implementation Plan
11. Obtain PORC approval.

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12. Obtain the AEP Senior Vice President – Nuclear Generation approval.
13. Enter the effective date of the Emergency Plan.
14. Transmit the Emergency Plan to Regulatory Affairs for submittal to the NRC per 10 CFR 50.4.
15. Transmit the plan to NDM for distribution.

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Data Sheet 1	Evaluation of Proposed Change to the D. C. Cook Emergency Plan and Implementing		Pages: 8 - 9

CHANGE DESCRIPTION

Does the proposed change delete or tend to weaken that portion of the current Emergency Plan revision regarding the following requirements of 10 CFR 50.47(b)		YES	NO		
1.	Assignment of state, local and site ERO responsibilities?				
2.	Assignment of onshift ERO personnel?				
3.	Arrangement for utilizing State or local resources and staff?				
4.	Emergency Action Levels (EALs)?				
5.	Notifications to offsite agencies, ERO, or the public?				
6.	Communications between offsite agencies, ERO, or the public?				
7.	Dissemination of public information?				
8.	Adequacy of emergency facilities and equipment?				
9.	Methods, systems, and equipment for offsite response to a radiological emergency?				
10.	Protective Action Recommendations/Determination?				
11.	Emergency worker radiological exposure control?				
12.	Medical services for contaminated/injured personnel?				
13.	Re-entry/Recovery plans?				
14.	Drills and exercises?				
15.	Radiological emergency response training?				
16.	Plan development, review, and distribution?				
Does the proposed change delete or tend to weaken that portion of the current Emergency Plan revision regarding the following requirements of 10 CFR 50, Appendix E		YES	NO		
(I.)	(II.)	(III.)	Emergency plans as described in the FSAR?		
(IV)	A.	Organization for coping with radiological emergencies?			
(IV)	B.	Assessment of radiological emergencies?			
(IV)	C.	Classifications, EALs, and ERO activation?			
(IV)	D.	Notification of Federal, State and local agencies and the public?			
(IV)	E.	ERFs, equipment, and communications?			
(IV)	F.	Training, drills and exercises?			
(IV)	G.	Plans, procedures and surveillance of equipment and supplies?			
(IV)	H.	Re-entry and Recovery following an accident?			
(V)	I.	Implementing Procedures?			
(VI)	J.	Emergency Response Data Systems?			

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Determination per 10 CFR 50.54(q)		
If any of the above are "yes" evaluate the proposed change in accordance with the detailed information in the sections of NUREG-0654, FEMA REP-1, Rev. 1		

Considering the detailed information in the sections of NUREG-0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants" that correspond to the standards of 10 CFR 50.47(b) and the requirements of 10 CFR 50, Appendix E, this change in the Emergency Plan:

DOES _____ DOES NOT _____ decrease the effectiveness of the Cook Nuclear Plant Emergency Plan.

JUSTIFICATION

Originator: _____ Date: _____

Emergency Planning Manager: _____ Date: _____

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Data Sheet 2	Emergency Plan Review and Approval Tracking Form		Pages: 10

Information:			
Title: Emergency Plan		Revision: _____	
Author: _____			
Reviews:			
Independent Reviewer: _____		Date: _____	
Editorial Reviewer: _____		Date: _____	
Concurrence:			
<input type="checkbox"/> Emergency Plan Coordinator		Date: _____	
<input type="checkbox"/> Emergency Plan Manager		Date: _____	
<input type="checkbox"/> Regulatory Affairs		Date: _____	
Package Check:			
Updated Revision Summary		<input type="checkbox"/> Yes	
10 CFR 50.54(q) Evaluations		<input type="checkbox"/> Yes	
Implementation Plan		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Package Complete _____		Date: _____	
Approvals:			
PORC Review:		Meeting Number: _____	
Approval Authority: _____		Date: _____	
Emergency Plan Effective Date: _____			

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Data Sheet 3	Emergency Plan Revision Summary		Pages: 11

Title: Emergency Plan

Revision: _____

Section or Step	Change/Reason For Change
	Change: Reason:
	Change: Reason:
	Change: Reason:
	Change: Reason: