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AUTOMATED RECORD MANAGEMENT  
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AOYS

**ALTERNATE EMERGENCY OPERATIONS FACILITY**

**Revision Summary**

- 1) Clarified the use of keys in step 5.3 and added note in Enclosure C.
- 2) Changed "corporate" to "employee" regarding use of ID badges in step 5.5 and note before step 5.5.
- 3) Changed the term "RADOSE" to "dose assessment/met" throughout procedure.
- 4) Reworded step 6.1.5 regarding the dose assessment/met computer setup.
- 5) Added description to Regional System Supervisor area (Room 106) in step 6.1.7 and Enclosure B.
- 6) Made editorial changes throughout procedure. No revision bars used to mark these changes.

**Implementation Plan**

- 1) This revision is effective upon issuance.

**Attachments**

- 1 101900 AEOF Activation Checklist

**Enclosures**

- A 010704 Road Map to Alternate Emergency Operations Facility
- B 010704 Western Wayne Center Community Room 151 Access
- C 010704 Typical Layout of the Alternate Emergency Operations Facility

<i>Information and Procedures</i>				
DSN EP-304-01	Revision 12	DCR # 03-0183	DTC TPEPT	File # 1703.10
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**CONTROLLED**

## 1.0 PURPOSE

Prescribes the activation of the Alternate Emergency Operations Facility (AEOF).

## 2.0 USE REFERENCES

2.1 EP-303-01, Emergency Operations Facility

## 3.0 ENTRY CONDITIONS

3.1 The following conditions exist:

3.1.1 A Site Area Emergency or General Emergency has been declared.

3.1.2 The Emergency Operations Facility (EOF) is uninhabitable or out of service.

## 4.0 GENERAL INFORMATION

4.1 The AEOF serves as the command post for coordinating offsite emergency response actions in the event that the EOF is not available.

4.2 "Activated" is used when personnel are being notified to report to their designated emergency facility, but the facility has not yet met the minimum requirements for it to be declared functional.

4.3 "Functional" is used to indicate that the emergency facility has completed step 6.2.2 of this procedure and has relieved the Technical Support Center (TSC) of Offsite Notifications and Offsite Protective Action Recommendations.

4.4 Responsibilities of the AEOF Staff are described in EP-303-01, step 4.4.

4.5 Requirements to support the function of the AEOF are described in EP-303-01, Section 6.0.

## 5.0 IMMEDIATE ACTIONS

**NOTE:** Whenever the EOF is declared "Out of Service" before an emergency declaration, the EOF Emergency Response Organization (ERO) reports directly to the AEOF, therefore, steps 5.1 through 5.3 are not performed.

- 5.1 If the EOF is functional and conditions exist or are projected which mandate an immediate evacuation of the EOF, the Emergency Officer shall direct the Technical Support Center (TSC) to assume all EOF responsibilities until the AEOF is staffed and functional. If the EOF is not functional, GO TO step 5.2.
- 5.2 Place "Alternate EOF Activated" signs on both entrance doors to the EOF.
- 5.3 Obtain keys for the AEOF (Community Room 151) storage room and supply cabinet. The keys are in the EOF key box in the EOF Administrator's roll around cabinet. The Western Wayne Regional System Supervisor also has keys. The telephone number for the Western Wayne Regional Supervisor is contained in the RERP Emergency Telephone Directory.
- 5.4 EOF personnel proceed to Western Wayne Center (WWC), 8001 Haggerty Road, Belleville, Michigan. Refer to Enclosures A and B for location of AEOF, as necessary.

**NOTE:** Primary means of accessing the WWC is using employee ID badges via proximity readers (south end employees entrance doors locked 24 hours). Access without employee ID badges is via a call to the Regional System Supervisor (RSS) at the north gate (warehouse deliveries) entrance. The RSS is staffed 24 hours a day and is located in Room 106.

- 5.5 Enter through the south employees entrance using your employee ID badge and proceed to Room 151 (Community Room).

## 6.0 PROCEDURE

- 6.1 AEOF setup (see Enclosure C)

**NOTE:** AEOF equipment (Dose Assessment and met PC, supply cabinet, maps, etc.) are located in the storage room.

- 6.1.1 Move tables against the walls.
  1. Remove the telephones from the supply cabinet
  2. Set up telephones on the tables
  3. Plug phones into the appropriate phone jacks

- 6.1.2 Remove the facsimile machine from the supply cabinet and plug it into the appropriate jack.
- 6.1.3 Distribute the RERP Emergency Telephone Directories located in the supply cabinet.
- 6.1.4 Obtain the RERP Plan Implementing Procedures from the supply cabinet.
- 6.1.5 Set up the designated dose assessment/met computer (staged on cart).

- 1. Energize the computer and associated equipment.

**NOTE:** Connecting the dose assessment/met PC to the computer network provides IPCS data and Fermi network access.

- 2. Using a compatible computer network cable, connect the PC into the network terminal (i.e., orange plug connection on wall phone jack).
- 3. If the dial up program to the Fermi 2 met building data becomes necessary, connect the computer modem into the available phone jack.

- 6.1.6 Move one of the copiers located in 134 WWC or 118 WWC into Room 151, as necessary.
- 6.1.7 Dispatch RET Coordinator to the Regional System Supervisor area (located at the north end of the building - 106 WWC).

- 6.2 Complete Attachment 1, AEOF Activation Checklist, to make the AEOF Functional.

- 6.2.1 Document completed steps in space provided.
- 6.2.2 Emergency Officer signs and dates completed form.

## 7.0 FOLLOW-UP ACTIONS

- 7.1 The EOF Administrator shall ensure that a second shift for AEOF personnel, state liaisons and county liaisons is placed on stand-by 8 hours into the emergency, or after 8 hours are worked.
- 7.2 The second shift should be briefed and in place at their emergency assignments 12 hours into the emergency, or after 12 hours are worked.
- 7.3 All forms and records generated in the AEOF as a result of the emergency shall be retained by the EOF Administrator and turned over to the Supervisor, RERP at the conclusion for disposition and storage.

**8.0 RECORDS**

8.1 Attachment 1, AEOF Activation Checklist, is a required record.

8.2 Required records may be generated from procedures used concurrently with this procedure. Such records shall be dispositioned as specified in step 7.3 and in accordance with the requirements defined in the governing procedure.

**END OF TEXT**

## AEOF ACTIVATION CHECKLIST

**A. The following items may be completed in any order before declaring the AEOF functional:**

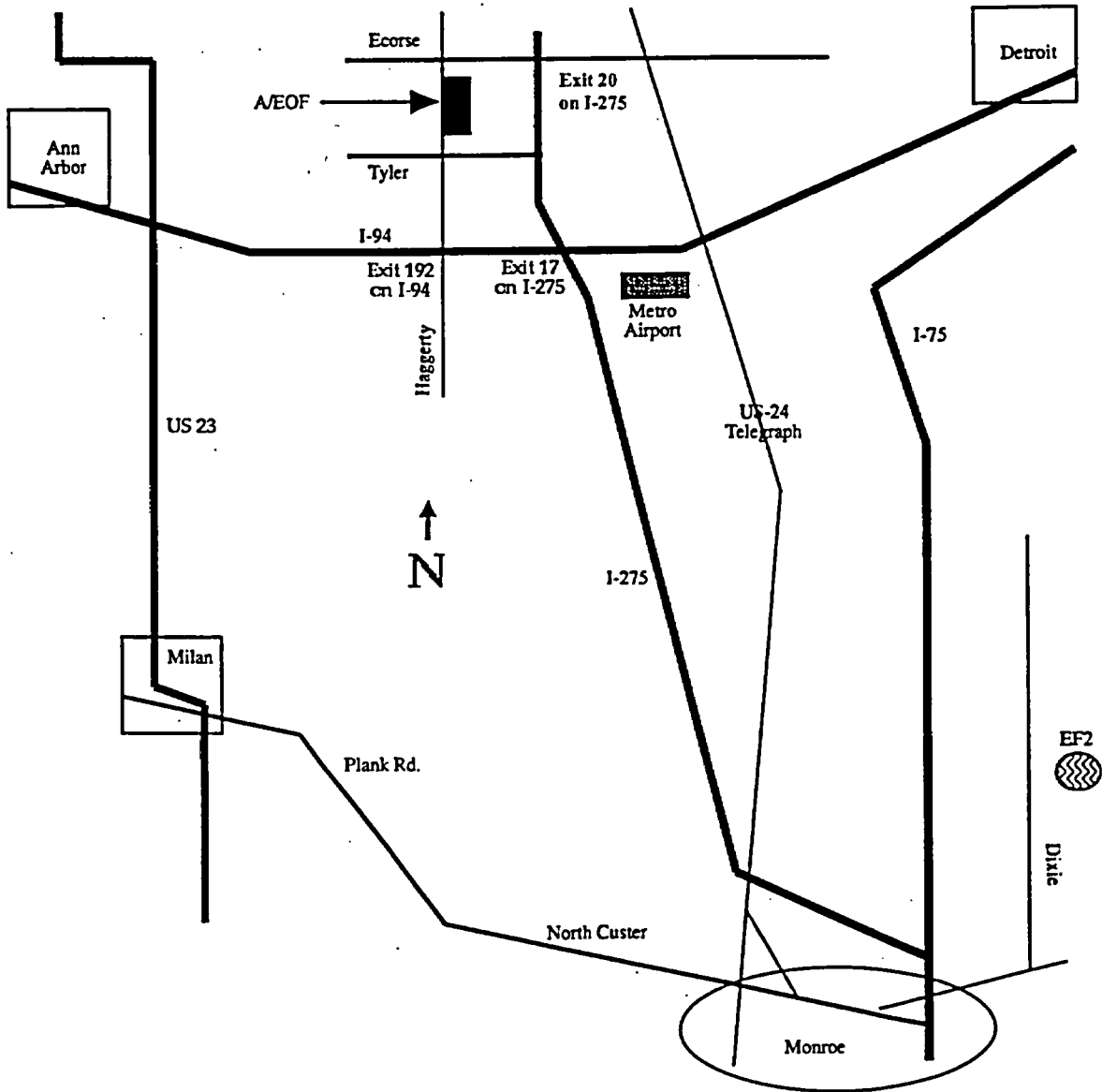
- \_\_\_ 1. Receive briefing on emergency status.
  - a. Understand plant conditions.
  - b. Understand emergency classification.
  - c. Determine status of onsite and offsite protective actions.
  - d. Determine status of offsite notifications.
  - e. Determine status of emergency action checklists (EP-102, 103, 104, or 105 and agree on any turnover items).
- \_\_\_ 2. Understand radiological conditions.
- \_\_\_ 3. Determine requirement for dose assessment and status of dose assessment operations.
- \_\_\_ 4. Verify minimum staffing (Emergency Officer, Radiation Protection Coordinator or Assistant, and a Communicator)
- \_\_\_ 5. Brief AEOF personnel on emergency status.
- \_\_\_ 6. Test or establish communications between the AEOF and the State of Michigan.

**B. The following items may be completed in any order when ready to declare the AEOF functional:**

- \_\_\_ 1. Declare the AEOF functional.                      Time: \_\_\_\_\_
- \_\_\_ 2. Relieve TSC of the following duties:
  - a. Emergency communications and notifications
  - b. Offsite protective actions
  - c. Direction and control of offsite emergency teams (utility personnel)
  - d. Dose assessment
- \_\_\_ 3. Announce that AEOF is functional and the name of Emergency Officer over the HiCom.
- \_\_\_ 4. Inform Offsite authorities.
- \_\_\_ 5. Contact the State Emergency Director.

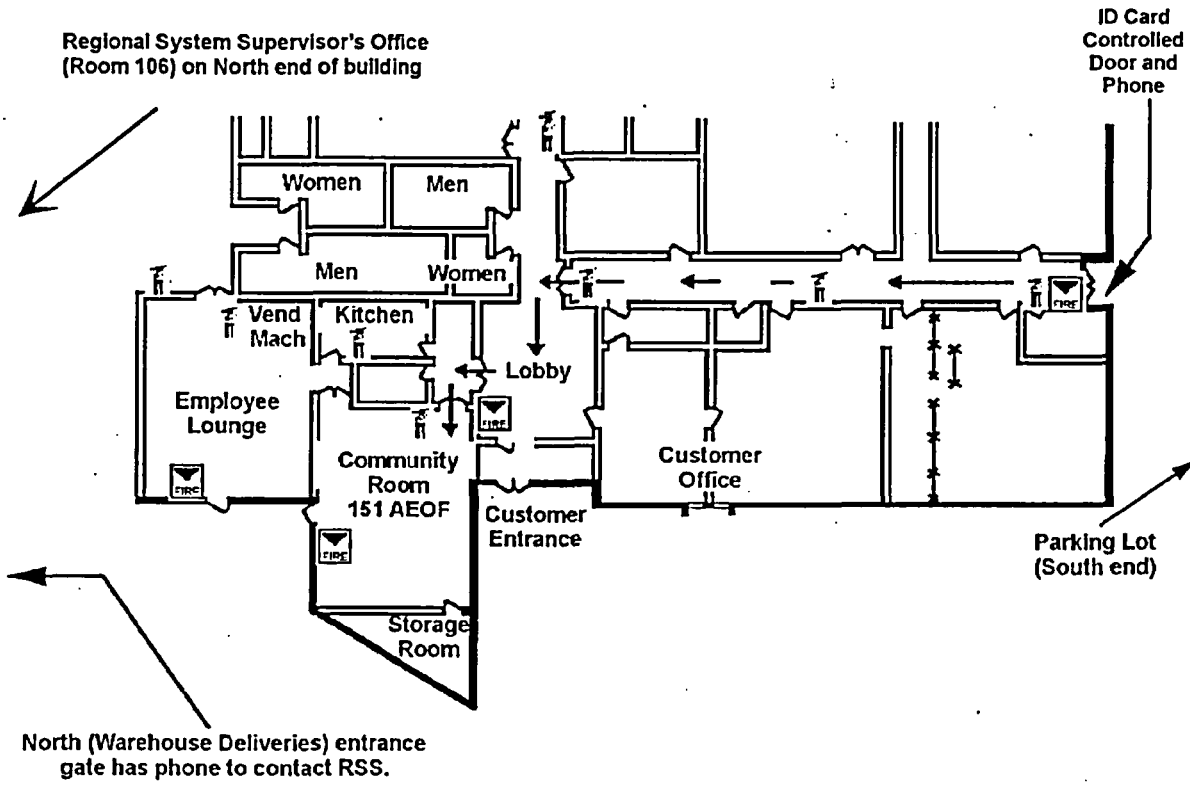
Emergency Officer/Date \_\_\_\_\_ / \_\_\_\_\_

### ROAD MAP TO ALTERNATE EMERGENCY OPERATIONS FACILITY Western Wayne Center





### WESTERN WAYNE CENTER COMMUNITY ROOM 151 ACCESS

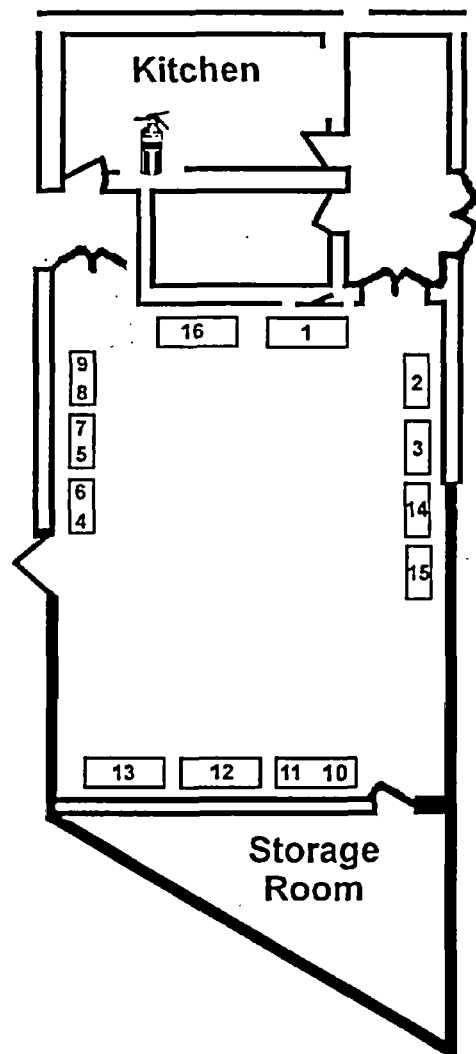


**TYPICAL LAYOUT OF THE ALTERNATE EMERGENCY OPERATIONS FACILITY  
 Community Room 151**

**NOTE (1):** The following is a typical layout for setting up the AEOF. Table arrangements can be modified to suit the needs of the ERO.

**NOTE (2):** Keys to access the storage room and supply cabinet can be obtained from the Regional System Supervisor in Room 106.

Position	Title	Telephone Jack Assignment
1	Security	4337
2	Clerical Support Area	
3	Administrative Fax	4341
4	RP Fax	4310
5	Assistant Rad Protection Coordinator	4329
6	Meteorologist	4330
7	Radiation Protection Coordinator	4331
8	Dose Assessors	4333
9	Dose Assessment PC/Modem	4342
10	Typist	4328
11	Emergency Officer	4325
12	Nuclear Operations Advisor	4326
13	Public Information Coordinator	4327
14	Administrator	4334
15	Communicator	4332
16	Back-Up Line	4335



END