BIG ROCK POINT PLANT MANUAL

VOLUME 9A

RECORD OF REVISIONS

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	EPIP-2	LEP 1 & 2, 2-1 thru 2-30.	EPIP-2	LEP 1 & 2, 2-1 thru 2-33.	12/23/82
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BIG ROCK POINT PLANT MANUAL

VOLUME 9A

RECORD OF REVISIONS

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	EPIP-4CC	LEP 1, 4CC-1.	EPIP-4CC	LEP 1, 4CC-1.	12/23/82

*PLEASE CORRECT TAB FOR EPIP 3 TO READ ASSEMBLY AREA STAFFING.

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ACTIVATION OF EMERGENCY PLAN
Procedure 1

1.0 PURPOSE

1.1 To classify and indicate those emergency action levels which will cause activation of the Site Emergency Plan.

2.0 ATTACHMENTS

2.1 Attachment 1-1, Classification of Emergency Conditions with associated emergency classifications and emergency action levels.

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 Upon recognition that abnormal plant or site conditions exist, this procedure will be implemented by the Shift Supervisor and evaluated by the Site Emergency Director/On-Call Duty Superintendent to ensure the appropriate classification of the emergency condition and the appropriate Emergency Plan Implementing Procedures (EPIPs) have been initiated, and that the local authorities have been properly advised of our recommendation for protective action.

3.2 The Site Emergency Director will determine, based on reports and conditions, the classification of the emergency and whether to upgrade or downgrade the emergency classification or to secure from the Site Emergency Plan.

3.3 Upon activation of the Site Emergency Plan, Emergency Personnel Individual Implementing Procedures (entire EPIP-4) shall be implemented as necessary.

4.0 PROCEDURE

4.1 Refer to Attachment 1 of this procedure and, based on the classification of the emergency condition, initiate the required actions as listed in the appropriate Facility Action Checklist of EPIP 2.

NOTE: Some emergency conditions may be a combination of emergency classifications. In this case, perform the Facility Actions required for each classification of the emergency.

4.2 All actions to be performed shall be performed as required by EPIP 2, Facility Actions During an Emergency.

4.3 Attachments 2 a-d in EPIP 2 will serve as records of the notifications made and actions taken.

4.4 Communications should be performed per EPIP 6F.

CLASSIFICATION OF EMERGENCY CONDITIONS

The following table defines the emergency classifications. Particular classifications can be determined by observing the various emergency action levels. The Big Rock Point Operating Procedures Manual, Volume III, describes more detailed operator action for emergency conditions. The emergency classifications were established using guidance from the Big Rock Point Probablistic Risk Assessment (PRA). As the guidance of NUREG-0654 was in some cases not applicable to a plant of the design and vintage of Big Rock Point, certain classifications differ from those provided in NUREG-0654.

CLASSIFICATION OF EMERGENCY CONDITIONS
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
Reactivity	Failure to SCRAM but reactor subcritical and not more than 23 notches not fully inserted	ATWS	Unusual Event
	Failure to SCRAM but reactor subcritical and more than 23 notches not fully inserted	ATWS	Alert
	Failure to SCRAM and still critical or unknown	ATWS	Site Emergency
	Failure to SCRAM and reactor water <2'9" above core	ATWS with high potential for significant core damage	General Emergency
Primary Coolant System	Exceeding primary system leak rate (T1-02) of 10 gpm total and/or 1 gpm unidentified resulting in plant shutdown	Primary system leak	Unusual Event
	Steam flow/feedwater flow mismatch, high dew cell reading, turbine or exhaust CAM alarms, area monitors high, rise in containment pressure, increased sump running times, sound of escaping steam, or observation of break (any combination of the above indications which results in a LOCA determination)	Loss of coolant accident	Alert

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Reactor pressure and/or steam drum pressure ≥ 1535 psig	Failure of both main condenser and emergency condenser during transient	Alert
	Reactor pressure and/or steam drum ≥ 1800 psig	Failure of all safety relief valves to operate, potential for vessel rupture	Site Emergency
	Sustained steam drum level <17" below centerline	Possible loss of coolant in excess of makeup capacity	Alert
	Reactor water level < 2'9" above core	Loss of coolant in excess of makeup capacity	Site Emergency
	Reactor water level <2'9" above core and core spray <290 gpm	Failure of emergency core cooling during loss of coolant	General Emergency
Radiological Barrier			
1. Fuel Cladding	Offgas/stack gas reading >.5 Ci/sec.	Possible fuel cladding damage	Unusual event
	Increase in offgas/stack gas reading of >100,000 µCi/sec over 30 minute period		Unusual event
	Chemistry analysis shows >35 µCi/ml I-131 activity	Possible fuel cladding damage	Unusual event
	Offgas/stack gas reading >5 Ci/sec	Severe loss of fuel cladding	Alert

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Chemistry analysis shows >300 µCi/ml I-131 activity	Severe loss of fuel cladding	Alert
2. Containment	Failure of Local Leak Rate Test or known inability to close containment isolation valve causing plant shutdown	Loss of containment integrity	Unusual Event
3. Primary Coolant System	Exceeding primary system leak rate (T1-02) of 1 gpm unidentified and/or 10 gpm total resulting in plant shutdown	Loss of primary coolant system integrity	Unusual Event
	Steam flow/feedwater flow mismatch high dew cell reading, turbine or exhaust CAM high alarm, area monitors high, rise in containment pressure, increased sump running times, sound of escaping steam, observation of break	Loss of primary coolant system integrity	Alert
4. Loss of 2 out of 3 radiological barriers	Failure of more than one of the barriers above in the Unusual Event category	Indication of loss of 2 out of 3 radiological barriers	Site Emergency
	Failure of more than one of the three barriers above with at least one in the Alert category	Loss of 2 out of 3 radiological barriers	General Emergency
	Core Damage Monitor reading >100 R/hr as verified by other plant parameters	Loss of 2 out of 3 radiological barriers	Site Emergency

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Core Damage Monitor reading >900 R/hr as verified by other plant parameters	Loss of 2 out of 3 radiological barriers	General Emergency
Fuel Handling Accident	Known fuel handling accident causing evacuation of containment	Fuel Handling Accident	Alert
Radiological Effluents	Canal Monitor exceeds its alarm setpoint (excluding spurious alarms) to be verified by chemistry analysis to exceed 2x the weighted average MPC for the sample	Liquid release in excess of plant limits	Unusual Event
	Canal Monitor exceeds its alarm setpoint (excluding spurious alarms) to be verified by chemistry analysis to exceed 20x the weighted average MPC for the sample	Liquid release in excess of plant limits	Alert
	Actuation of turbine rupture disc or pipe tunnel blowout panel	Unmonitored release	Alert

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Dose rate in excess 50 mr/hr for 1/2 hour or 500 mr/hr for two minutes (5 times these levels for thyroid dose) at the site boundary (per EPIP 5A or actual reading)	Gaseous release in excess of NUREG 0654 limits	Site Emergency
	Dose rate in excess of 1 Rem/hr whole body or 5 Rem/hr thyroid at the site boundary (per EPIP 5A or actual reading)	Gaseous release in excess of NUREG 0654 limits	General Emergency
Engineered Safeguards	Most or all alarms lost	Loss of annunciators	Alert
	Most or all alarms lost during plant transient	Loss of annunciators during plant transient	Site Emergency
Station Power	Loss of both 138 kv and 46 kv lines and main generator	Loss of off-site AC power	Unusual Event
	Loss of both emergency deisel generators per Technical Specifications	Loss of on-site AC power	Unusual Event
	Loss of more than one UPS channel requiring plant shutdown	Degradation of RDS	Unusual Event

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Loss of station batteries	Loss of on-site DC power	Alert
	Loss of on-site and off-site AC power as defined above	Same	Alert
Fires	On-site fire lasting more than 10 minutes (anywhere)	On-site fire	Unusual Event
	Possible threatening fire visible from site	Off-site fire	Unusual Event
	Fire in station power room, interior cable penetration room, exterior cable penetration room, control room or any cable tray	On-site fire potentially affecting safety systems	Alert
	Fire in the above areas combined with loss of any of the following instrumentation - Reactor or Steam Drum Pressure - RDS Levels (Reactor, Steam Drum) - Yarway Drum Level - Core Spray Valve position indication - Isolation Valve position indication	Fire compromising safety system functions	Site Emergency
Natural Phenomenon	Steady wind >80 mph	High winds	Unusual Event

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
	Wind >80 mph causing damage to turbine building, containment, or screen house	High winds potentially causing damage to safety systems	Alert
	Visible tornado not including water spouts	Tornado	Unusual Event
	Tornado striking turbine building, containment or screen house	Tornado potentially damaging safety systems	Alert
	Observation of a seiche	Potential flood	Unusual Event
	Water level >583' 6" (screen house floor level)	Flooding of screen house	Alert
	Intake bay water level <572'	Drought potentially affecting function of safety equipment	Unusual Event
	Intake bay water level <570'	Draught affecting function of safety equipment	Alert
	Seismic event felt in control room	Earthquake	Unusual Event
	Seismic event causing damage to turbine building, containment or screen house	Earthquake potentially affecting safety systems	Alert

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
Miscellaneous External Events	On site aircraft crash	Air craft crash	Unusual Event
	On site train derailment	Train derailment	Unusual Event
	Any missile (ie, aircraft, train, motor vehicle, telephone pole etc.) striking turbine building, containment or screen house	Projectile potentially affecting safety systems	Alert
	On site explosion	Explosion	Unusual Event
	Explosion in turbine building, containment or screen house	Explosion potentially affecting safety systems	Alert
	On site toxic gas or flammable gas/liquid release	Explosion potentially affecting safety systems	Unusual Event
	Release of toxic gas or flammable gas/liquid in turbine building, containment or screenhouse	Release potentially affecting safety systems	Alert
Security	Attempted entry	Attempted entry	Unusual Event
	Bomb threat	Bomb threat	Unusual Event
	Attempted take over of Plant	Attempted take over of Plant	Site Emergency
	Loss of control of the Plant	Loss of control of Plant	General Emergency

CLASSIFICATION OF EMERGENCY CONDITIONS (Contd)
Attachment 1-1

Key Words	Emergency Action Level	Event	Classification
Personnel Injury	Contaminated injured victim to hospital	Contaminated injured victim to hospital	Unusual Event
Limiting Conditions of Operation	LCO resulting in a Plant shutdown	Exceeding a Limiting Condition of Operation	Unusual Event
Evacuation of Control Room	Evacuation of control room (fuel in reactor)	Events leading to control room evacuation	Alert
	Evacuation of control room, reactor not in cold condition	Same as above	Site Emergency

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FACILITY ACTIONS DURING AN EMERGENCY
Procedure 2

1.0 PURPOSE

1.1 To provide the Site Emergency Director guidance on the course of action to follow for each classification of emergency conditions.

2.0 ATTACHMENTS

2.1 Attachment 1A - Unusual Event.

2.2 Attachment 1B - Alert.

2.3 Attachment 1C - Site Area Emergency

2.4 Attachment 1D - General Emergency

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 The Site Emergency Plan has been activated as determined by the Site Emergency Director or his alternates.

3.2 The emergency has been classified using EPIP 1, Activation of Emergency Plan.

3.3 Certain mandatory actions listed in the above attachments are required to be initiated within 15 minutes and/or one hour of the declaration of an emergency. These are identified in the attachments.

3.4 As conditions warrant, variations from the requirements of the mandatory actions may be performed at the discretion of the Site Emergency Director (eg, calling Fire Department prior to other notifications in case of fire). Any variations from the Plant Notifications/Actions should be noted.

4.0 PROCEDURE

4.1 After determining the classification of the emergency, select the appropriate Plant Notifications/Actions form and initiate all of the mandatory items. Initiate the Supplemental items as determined by the Site Emergency Director by circling the number of the action to be taken.

4.2 Mandatory Actions should be performed in the order listed. The Supplemental Actions should also be performed in the order listed.

4.3 For each checklist performed, fill in the Time Initiated column, the Time Completed column, the Initial column and fill in any comments at the bottom of the page.

4.4 Initial notifications may be performed by the Site Emergency Director. Succeeding notifications (periodic updates) are made by the Technical Support Center Dedicated Off-Site Communicator.

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

MANDATORY NOTIFICATIONS FOR ALL UNUSUAL EVENTS

1. Notify On-Call Duty Superintendent/
   Site Emergency Director (15 Minutes)

   D P Hoffman (SED)
   C R Abel (1st Alt. SED)
   G H R Petitjean (2nd Alt. SED)
   A C Sevener (3rd Alt. SED)
   G C Withrow (4th Alt.SED)
   D E DeMoor (5th Alt. SED)
   Petoskey Answering Service

2. Notify On-Call Technical Advisor
   (15 Minutes)

   R J Alexander
   S I Shirey
   F A Turski
   W D Blosh
   L C Castiglione
   M E Schaberg
   J R Kneeland

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
3. Notify On-Call Chemistry and Radiation Protection Dose Assessor (15 minutes) C E Axtell J R Epperson M G Dickson G L Fox J E Werner				
4. Jackson Power Control (15 Minutes)				
5. Charlevoix County Sheriff (15 Minutes)				
6. Michigan State Police (15 Minutes)				

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL UNUSUAL EVENTS				
7. Notify NRC (within 1 hour)				
8. Michigan Department of Health (1 Hour)				

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
1. Notify Charlevoix Fire Department				
2. Notify Petoskey Fire Department (Alternate Fire Support)				
3. First Aid and Medical Care Northern Michigan Hospital (Primary) Charlevoix Hospital (Secondary)	EPIP 6E			
4. Petoskey Ambulance Service or Charlevoix Ambulance Service				
5. Property Protection Supervisor or Property Protection Operations Supv				
6. Implement Security Procedures	Volume 7A			

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
7. Public Affairs Director				
8. Federal Aviation Administration				
9. Charlevoix Water Department				
10. Dispatch On-Site Monitoring Teams	EPIP's 5C and 5H			
11. Perform Laboratory Analysis of Effluents	EPIP's 5C, 5D, 5E, and 5F			
12. Implement Fire Plan	Volume 21			
13. DOE - Radiological Assistance				

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
14. GE Emergency Assistance				
15. NRC HPN				
16. Michigan Water Resources Commission				

COMMENTS: _____

NOTIFICATION OF UNUSUAL EVENT
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

SUPPLEMENTAL ACTIONS AS NEEDED

Completed By: _____ Date: _____

ALERT
PLANT NOTIFICATIONS/ACTIONS' CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

MANDATORY NOTIFICATIONS FOR ALL ALERTS

1. Notify On-Call Duty Superintendent and Site Emergency Director (15 Minutes)

   D P Hoffman (SED)
   C R Abel (1st Alt. SED)
   G H R Petitjean (2nd Alt. SED)
   A C Sevener (3rd Alt. SED)
   G C Withrow (4th Alt. SED)
   D E DeMoor (5th Alt. SED)
   Petoskey Answering Service

2. Notify On-Call Technical Advisor (15 Minutes)

   R J Alexander
   S I Shirey
   F A Turski
   W D Blosh
   L C Castiglione
   M E Schaberg
   J R Kneeland

ATTACHMENT 1B

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL ALERTS				
3. Notify On-Call Chemistry and Radiation Protection Dose Assessor (15 minutes) C E Axtell J R Epperson M G Dickson G L Fox J E Werner				
4. Jackson Power Control (15 Minutes)				
5. Site Assembly (Accountability)	Siren per EPIP 6A			
6. Charlevoix County Sheriff (15 Minutes)				

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL ALERTS				
7. Michigan State Police (15 Minutes)				
8. Notify NRC(within 1 hour)				
9. Activate TSC	call per EPIP 3A			
10. Activate OSC	per EPIP 3B			
11. Michigan Department of Health (1 Hour)				
12. Public Affairs Director				

ATTACHMENT 1B

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL ALERTS				
13. American Nuclear Insurers				
14. CPCo Insurance Department				
15. Update Off-Site Agencies	EPIP's 4I and 4U			

NOTE: The following agencies require updating until communications function is taken over by an EOF facility:

NRC
Charlevoix County EOC
Michigan State Police
Jackson Power Controller

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
1. Notify Charlevoix Fire Department				
2. Notify Petoskey Fire Department (Alternate Fire Support)				
3. First Aid and Medical Care Northern Michigan Hospital (Primary) Charlevoix Hospital (Secondary)	EPIP 6E			
4. Petoskey Ambulance Service or Charlevoix Ambulance Service				
5. Property Protection Supervisor or Property Protection Operations Supv				
6. Implement Security Procedures	Volume 7A			

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
7. Federal Aviation Administration				
8. Charlevoix Water Department				
9. Dispatch On-Site Monitoring Teams	EPIP's 5C and 5H			
10. Dispatch Off-Site Monitoring Teams	EPIP's 4AA, 5A, and 5G			
11. Provide Dose Estimates and Projections (to NRC, Charlevoix EOC and State Police)	EPIP's 5A and 5F			
12. Perform Laboratory Analysis of Effluents	EPIP's 5C, 5D, 5E, and 5F			
13. Implement Fire Plan	Volume 21			

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PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
14. Evacuation/Reassembly	EPIP 6B			
15. Reentry/Recovery	EPIP 6C			
16. US Coast Guard				
17. DOE - Radiological Assistance				
18. GE Emergency Assistance				
19. NRC HPN	22 or 23			
20. Michigan Water Resources Commission				
21. Liaison to Charlevoix County EOC	EPIP 4V			

PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

SUPPLEMENTAL ACTIONS AS NEEDED

COMMENTS: _____

Completed By: _____ Date: _____

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES

1. Notify On-Call Duty Superintendent and Site Emergency Director (15 Minutes)

   D P Hoffman (SED)
   C R Abel (1st Alt. SED)
   G H R Petitjean (2nd Alt. SED)
   A C Sevener (3rd Alt. SED)
   G C Withrow (4th Alt. SED)
   D E DeMoor (5th Alt. SED)
   Petoskey Answering Service

2. Notify On-Call Technical Advisor (15 Minutes)

   R J Alexander
   S I Shirey
   F A Turski
   W D Blosh
   L C Castiglione
   M E Schaberg
   J R Kneeland

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
3. Notify On-Call Chemistry and Radiation Protection Dose Assessor (15 minutes) C E Axtell J R Epperson M G Dickson G L Fox J E Werner				
4. Jackson Power Control (15 Minutes)				
5. Site Assembly (Accountability)	Siren per EPIP 6A			
6. Charlevoix County Sheriff (15 Minutes)				
7. Michigan State Police (15 Minutes)				

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
8. Notify NRC(within 1 hour)				
9. Activate TSC	call per EPIP 3A			
10. Activate OSC	per EPIP 3B			
11. Activate EOF (Call Training Instructor, 15 Minutes EOF activated in 1 hour)	per EPIP 3C			
12. Michigan Department of Health (1 Hour)				
13. Public Affairs Director				

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
14. Send Liaison to Charlevoix County EOC	per EPIP 4V			
15. CPCo Insurance Department				
16. American Nuclear Insurers				
17. Update Off-Site Agencies	EPIP's 4I and 4U			

NOTE: The following agencies require updating until communications function is taken over by an EOF facility:

NRC
Charlevoix County EOC
Michigan State Police
Jackson Power Controller

SITE [redacted]GENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
1. Notify Charlevoix Fire Department				
2. Notify Petoskey Fire Department (Alternate Fire Support)				
3. First Aid and Medical Care Northern Michigan Hospital (Primary) Charlevoix Hospital (Secondary)	EPIP 6E			
4. Petoskey Ambulance Service or Charlevoix Ambulance Service				
5. Property Protection Supervisor or Property Protection Operations Supv				
6. Implement Security Procedures	Volume 7A			

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
7. Federal Aviation Administration	or or			
8. Charlevoix Water Department	or			
9. Emmet County Sheriff	or or			
10. Dispatch On-Site Monitoring Teams	EPIP's 5C and 5H			
11. Dispatch Off-Site Monitoring Teams	EPIP's 4AA, 5A, and 5G			
12. Provide Dose Estimates and Projections (to NRC, Charlevoix EOC, and State Police)	EPIP's 5A and 5F			

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
13. Perform Laboratory Analysis of Effluents	EPIP's 5C, 5D, 5E, and 5F			
14. Implement Fire Plan	Volume 21			
15. Evacuation/Reassembly	EPIP 6B			
16. Reentry/Recovery	EPIP 6C			
17. US Coast Guard	or			
18. DOE - Radiological Assistance	(D) (N)			
19. GE Emergency Assistance				
20. NRC HPN	22 or 23			

SITE EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
21. Michigan Water Resources Commission				

COMMENTS: _____

Completed By: _____ Date: _____

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By

MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES

1. Notify On-Call Duty Superintendent and Site Emergency Director (25 Minutes)

   D P Hoffman (SED)
   C R Abel (1st Alt. SED)
   G H R Petitjean (2nd Alt. SED)
   A C Sevener (3rd Alt. SED)
   G C Withrow (4th Alt. SED)
   D E DeMoor (5th Alt. SED)
   Petoskey Answering Service

2. Notify On-Call Technical Advisor (15 Minutes)

   R J Alexander
   S J Shirey
   F A Turski
   W D Blosh
   L C Castiglione
   M E Schaberg
   J R Kneeland

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
3. Notify On-Call Chemistry and Radiation Protection Dose Assessor (15 minutes) C E Axtell J R Epperson M G Dickson G L Fox J E Werner				
4. Jackson Power Control (15 Minutes)	or			
5. Site Assembly (Accountability)	Siren per EPIP 6A			
6. Charlevoix County Sheriff (15 Minutes)	or or or			
7. Michigan State Police (15 Minutes)	or or			

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
8. Notify NRC	or or or			
9. Activate TSC	call per EPIP 3A			
10. Activate OSC	per EPIP 3B			
11. Activate EOF (Call Training Instructor, 15 Minutes EOF activated in 1 hour)	per EPIP 3C or			
12. Michigan Department of Health (1 Hour)	(D) (N)			
13. Public Affairs Director	(W) (H) or			

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
MANDATORY NOTIFICATIONS FOR ALL SITE EMERGENCIES				
14. Send Liaison to Charlevoix County EOC	per EPIP 4V			
15. CPCo Insurance Department	(D) (N)			
16. American Nuclear Insurers				
17. Update Off-Site Agencies	EPIP's 4I and 4U			
18. Evacuation/Reassembly	EPIP 6B			

NOTE: The following agencies require updating until communications function is taken over by an EOF facility:

NRC
Charlevoix County EOC
Michigan State Police
Jackson Power Controller

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
1. Notify Charlevoix Fire Department	or			
2. Notify Petoskey Fire Department (Alternate Fire Support)	or			
3. First Aid and Medical Care Northern Michigan Hospital (Primary) Charlevoix Hospital (Secondary)	EPIP 6E ext			
4. Petoskey Ambulance Service or Charlevoix Ambulance Service				
5. Property Protection Supervisor or Property Protection Operations Supv				
6. Implement Security Procedures	Volume 7A			

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
7. Federal Aviation Administration	or or			
8. Charlevoix Water Department	or			
9. Emmet County Sheriff	or or			
10. Dispatch On-Site Monitoring Teams	EPIP's 5C and 5H			
11. Dispatch Off-Site Monitoring Teams	EPIP's 4AA, 5A, and 5G			
12. Provide Dose Estimates and Projections (to NRC, Charlevoix EOC, and State Police)	EPIP's 5A and 5F			

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
13. Perform Laboratory Analysis of Effluents	EPIP's 5C, 5D, 5E, and 5F			
14. Implement Fire Plan	Volume 21			
15. Evacuation/Reassembly	EPIP 6B			
16. Reentry/Recovery	EPIP 6C			
17. US Coast Guard	or			
18. DOE - Radiological Assistance	(D) (N)			
19. GE Emergency Assistance				
20. NRC HPN	22 or 23			

GENERAL EMERGENCY
PLANT NOTIFICATIONS/ACTIONS CHECKLIST

Notification/Action	Method	Date/Time Initiated	Date/Time Completed	Completed By
SUPPLEMENTAL ACTIONS AS NEEDED				
21. Michigan Water Resources Commission				

COMMENTS: _____

Completed By: _____ Date: _____

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 3 - Assembly Area Staffing		
3-1	24	12/23/82
3-2	24	12/23/82

ASSEMBLY AREA STAFFING
Procedure 3

1.0 PURPOSE

1.1 To describe the plant staff available at the three plant assembly areas described in the Site Emergency Plan.

2.0 ATTACHMENTS

2.1 None

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 Assembly Area 1, is the Technical Support Center. Assembly Area 2, is the Machine Shop, adjacent to the Air Compressor Room designated as the Operations Support Center. Staffing of this Assembly Area is the OSC staff. Assembly Area 3, (Service Building Annex) is not used as a support center, except on a as-needed basis.

4.0 PROCEDURE

4.1 ASSEMBLY AREA 1 - CONTROL ROOM/TECHNICAL SUPPORT CENTER

1. Site Emergency Director (In Charge).
2. Operations an Maintenance Superintendent (First Alternate).
3. Technical Superintendent (Second Alternate).
4. On-Call Technical Advisor
5. Technical Engineer (Dedicated Communicator).
6. Operations Superintendent.
7. Shift Supervisor
8. Chemistry/Health Physics Superintendent - On Call Dose Assessor
9. Reactor Engineer.
10. Operators On-Duty.

11. If the Vice President-Nuclear Operations (normal GO Control Center Director) should happen to be on site, he should report to the control room to assist the Site Emergency Director in coordinating activities.

12. Plant Superintendent Secretary, Health Physics Clerk or Technical Clerk.

4.2 ASSEMBLY AREA 2 - MACHINE SHOP (OR COMPRESSOR ROOM FOR LOCA)/ALTERNATE AREA - SCREENHOUSE

1. Maintenance Superintendent (In Charge)

2. Maintenance Supervisor (First Alternate)

3. Instrument and Control Supervisor (Second Alternate)

4. Radiation Protection and Chemical Supervisor

5. Chemical/Radiation Protection and Instrument Technicians (Technicians are to report to Assembly Area 1 when working on the backshifts)

6. Clerks, Janitors, Stockmen and Repairman

7. QA Personnel/QC Personnel

8. All other Plant Personnel

4.3 ASSEMBLY AREA 3 - SERVICE BUILDING ANNEX

1. Training Supervisor (In Charge)

2. Training Instructors (Alternate)

3. Personnel outside the plant perimeter fence

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 3A - Activation of Technical Support Center		
3A-1	24	12/23/82
3A-2	24	12/23/82
3A-3	24	12/23/82
3A-4	24	12/23/82
3A-5	24	12/23/82
3A-6	24	12/23/82

ACTIVATION OF TECHNICAL SUPPORT CENTER
Procedure 3A

1.0 PURPOSE

1.1 To describe the actions to be taken to activate the Technical Support Center and to describe the staffing and the emergency equipment available for use at the Technical Support Center.

2.0 ATTACHMENTS

2.1 Attachment 1, Floor Plan of the Technical Support Center.

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 The Technical Support Center (TSC) will be used for the assessment of Plant status and as the central coordination location for Plant activities.

3.2 The Technical Support Center is located in the Shift Supervisor's office, and as needed, the adjacent hallway, and is a part of Assembly Area I.

4.0 PROCEDURE

4.1 PERSONNEL

4.1.1 The following personnel are assigned emergency duties in the Technical Support Center. (Their alternates and duties are described in the referenced procedures):

a. Plant Superintendent (EPIP 4-A)

b. Operations and Maintenance Superintendent (EPIP 4-G)

c. Technical Superintendent (EPIP 4-H)

d. Chemistry/Health Physics Superintendent (EPIP 4-J)

e. Reactor Engineer (EPIP 4-Y)

f. Technical Engineer (EPIP 4-U)

g. Operations Superintendent (EPIP 4-K)

h. On-Call Chemistry and Radiation Protection Dose Assessor (EPIP 4-I)

i. Plant Clerks (EPIP 4-W)

4.1.2 In addition to the personnel listed in Step 4.1.1, the NRC Resident Inspectors may report to the Technical Support Center and/or Control Room. Any other NRC personnel on-site will report to Assembly Area II. NRC emergency response teams will be admitted on-site following the Site Emergency Director's approval.

4.2 ACTIVATION OF THE TECHNICAL SUPPORT CENTER

4.2.1 Emergency equipment and the communication systems are always available for use.

4.2.2 When the emergency siren sounds, the following actions will be performed to activate the Technical Support Center:

a. Personnel assigned will proceed to the Technical Support Center/Assembly Area I.

b. A personnel accountability check will be performed by the Site Emergency Director or designee and the results will be reported to the Property Protection Supervisor (EPIP 6A).

c. A radiation survey will be performed to verify the habitability of the Technical Support Center. If the radiation dose rate is greater than 100 mR/h such as indicated by the local area monitor, the Site Emergency Director may designate an alternate location.

d. The Emergency Data Recorder will commence recording the sequence of events per EPIP 4W.

e. Technical Support Center members will be directed by the Site Emergency Director in taking action to minimize the effects of the emergency condition.

4.2.3 During backshifts, weekends and holidays, the TSC and OSC will be activated by completing the TSC/OSC Activation Checklist (Attachment 2). Telephone numbers can be obtained from the Big Rock Point telephone directory.

4.3 COMMUNICATIONS

4.3.1 The following communication systems are available for use in the Technical Support Center (priority of use is shown on Attachment 1 in EPIP 6F):

a. Intraplant Telephone (Extension 169)*

b. Walkie-Talkie and antenna

c. Bell Telephone Company Telephones

d. Dedicated Line to the NRC (ENS)*

e. Dedicated Line to the NRC Health Physics Group

f. Dedicated Line to Michigan State Police (Petoskey)*

g. Dedicated Line to Licensing, Jackson*

h. Dedicated Line to the Charlevoix County Sheriff

*Additional jack for headset in hallway

4.3.2 The Technical Support Center also has access to the communication systems in the control room. In addition to those listed in Section 4.3.1, these systems include (priority of use is shown on Attachment 1 in EPIP 6F):

a. RDS Panel Sound-Powered Phone

b. Dedicated Line to the Security Building

c. Direct Line to the Western Region Power Controller

d. Company Radio to the Western Region Power Controller

e. Dedicated Line to the Power Controller-Jackson

f. CPCo base radio

4.3.3 The Technical Support Center will also utilize face-to-face communication between members of the team assigned to the Technical Support Center.

4.4 EMERGENCY EQUIPMENT

4.4.1 There is a Site Emergency kit stored in the Technical Support Center (containing the following equipment as a minimum:)

a. Airborne Iodine Kit (EPIP 6D)

b. Potassium Iodide Tablets

c. Ratemeter (RO-2 or equivalent)

d. Flashlight

e. Paper for TI Computer Terminal

4.4.2 A permanent area monitor (Area Monitor No. 4) is located in the Technical Support Center.

4.4.3 The following controlled documents are available in the Technical Support Center:

a. Plant Administrative Procedures

b. Plant Operating Procedures

c. Plant Emergency Operating Procedures

d. Plant Drawings

e. Technical Specifications

f. Site Emergency Plan

g. Emergency Plan Implementing Procedures

h. General Office Nuclear Emergency Implementing Procedures

i. Book of Tables

j. Emergency Planning Zone Maps

k. Radiation Dose Isopleth Overlays

1. Final Hazards Summary Report

4.5.4 Texas Instrument Silent 700 Computer Terminal

4.5.5 The cabinet outside the Shift Supervisors' office contains the following:

a. 95 bags of CO_2 absorber

b. 12 gallons of water

c. freeze dried food

d. bottle of survival tabs

e. two cooking pots

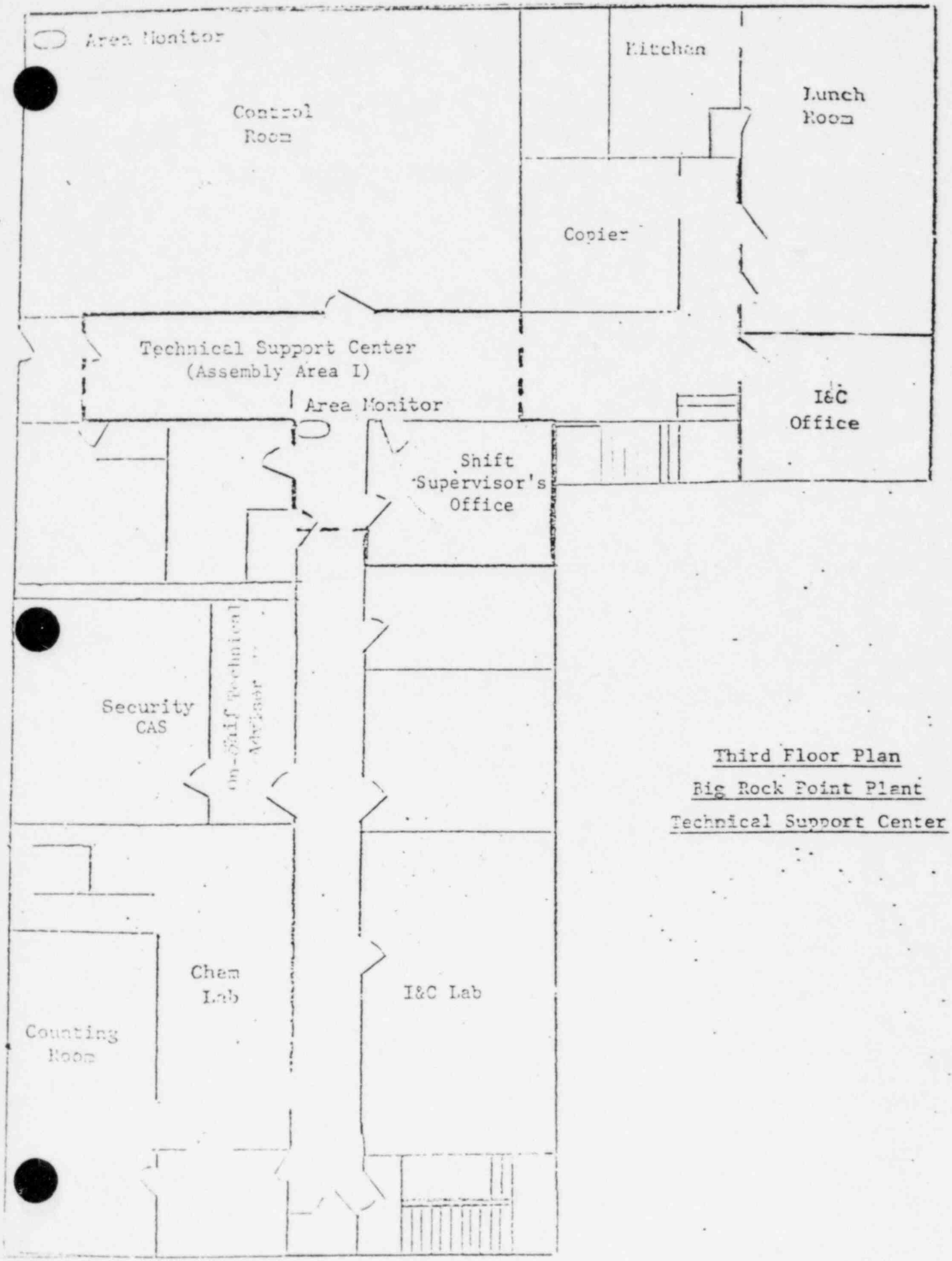
f. hot plate

g. holding tank deoderant

h. portable toilet

i. one package of toilet tissue

4.5.6 Self contained breathing apparatus (SCBA) are stored adjacent to the TSC. There is a cascade system in the area for refilling the units.



Third Floor Plan
Big Rock Point Plant
Technical Support Center

ATTACHMENT 2
TSC/OSC Activation Checklist

Technical Support Center	Time Contacted
1. On-Call Superintendent/SED	
2. On-Call Technical Advisor	
3. Chemistry and Radiation Protection Superintendent/ On-Call Dose Assessor	
4. Technical Engineer/Communicator	
5. Operations and Maintenance Superintendent	
6. Technical Superintendent	
7. Reactor Engineer	
8. Operations Superintendent	
9. Clerk (Plant Superintendent, Technical, Health Physics)	

OSC (Personnel Required within 30 Minutes)	
1. C&RP Technician (to Charlevoix EOC)	
2. C&RP Technician (to Charlevoix EOC)	
3. C&RP Technician	
4. C&RP Technician	
5. C&RP Technician	
6. I&C Technician	
7. Chemistry and Radiation Protection Supervisor	

OSC (Personnel Required within 60 Minutes)	
1. Maintenance Superintendent	
2. Maintenance Supervisor	
3. I&C Supervisor	
4. Maintenance Repairman	
5. Maintenance Repairman	
6. C&RP Technician	
7. C&RP Technician	
8. I&C Technician	

Additional Personnel	
1. Shift Supervisor	
2. Control Operator	
3. Control Operator	
4. Auxiliary Operator	
5. Auxiliary Operator	

Completed by: _____

Date: _____

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 3B - Activation of the On-Site Operations Support Center		
3B-1	24	12/23/82
3B-2	24	12/23/82
3B-3	24	12/23/82
3B-4	24	12/23/82

ACTIVATION OF THE ON-SITE OPERATIONS SUPPORT CENTER
Procedure 3B

1.0 PURPOSE

1.1 To describe the actions to be taken to activate the On-Site Operations Support Center (OSC) and to describe the staffing and the emergency equipment available for use at the Operations Support Center.

2.0 ATTACHMENTS

2.1 Attachment 1, Floor Plan of the Operations Support Center.

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 The On-Site Operations Support Center will be used as an assembling location for shift support personnel (technicians, off-duty Shift Supervisors and Control and Auxiliary Operators) other than those assigned to the control room and Technical Support Center.

3.2 Personnel orders and assignments will come from the Site Emergency Director, Shift Supervisor or their designated representatives.

3.3 The On-Site Operations Support Center is located in the air compressor room off the machine shop.

4.0 PROCEDURE

4.1 PERSONNEL

4.1.1 The following personnel may be assigned emergency duties in the On-Site Operations Support Center:

a. Off-duty operations personnel such as Shift Supervisors, Control and Auxiliary Operators.

b. Other personnel who may be required but not in the control room such as technicians. These personnel will be designated by the Site Emergency Director or Emergency Team Leaders as required, depending on the emergency.

4.1.2 Personnel assigned to the On-Site Operations Support Center will carry out the requirements of EPIP 4 (Emergency

Personnel) as it pertains to them and as requested by the Site Emergency Director.

4.2 ACTIVATION OF THE OPERATIONS SUPPORT CENTER

4.2.1 Emergency equipment and the communications systems are always available for use and do not require activation.

4.2.2 When the emergency siren sounds, the following actions will be performed to activate the Operations Support Center:

a. Personnel assigned will proceed to the Assembly Area II (machine shop).

b. A personnel accountability check will be performed by the Maintenance Superintendent and the results will be reported to the Property Protection Supervisor (EPIP 6A).

c. A radiation survey will be performed to verify the habitability of the Operations Support Center. If the radiation dose rate exceeds 100 mR/h such as indicated by the local area monitor, the Site Emergency Director shall be notified and may designate an alternate location.

d. After the accountability check in Assembly Area II, personnel assigned to the Operations Support Center will proceed to the air compressor room and assist the Site Emergency Director as requested. The off-duty Shift Supervisor or alternate designated by the Site Emergency Director will take charge in leading Operations Support Center activities.

e. If a site evacuation is ordered, personnel will carry out the requirements of EPIP 6B (Evacuation and Reassembly).

f. If required, the extent of core damage and the stack gas release rate will be determined (EPIP 5D and 5B, respectively).

4.2.3 During backshifts, weekends and holidays, the OSC will be activated by completing the TSC/OSC Activation Checklist (Attachment 2 to EPIP 3A). Telephone numbers can be obtained from the Big Rock Point telephone directory.

4.3 COMMUNICATIONS

4.3.1 The following communication systems are available for use in the Operations Support Center (priority of use is shown on Attachment 1 in EPIP 6F):

a. Intraplant Telephone

b. Walkie-Talkie (Available From the Control Room)

c. Bell Telephone Company Telephones

d. Face-to-Face Communication Among Members of the Emergency Teams

4.4 EMERGENCY EQUIPMENT

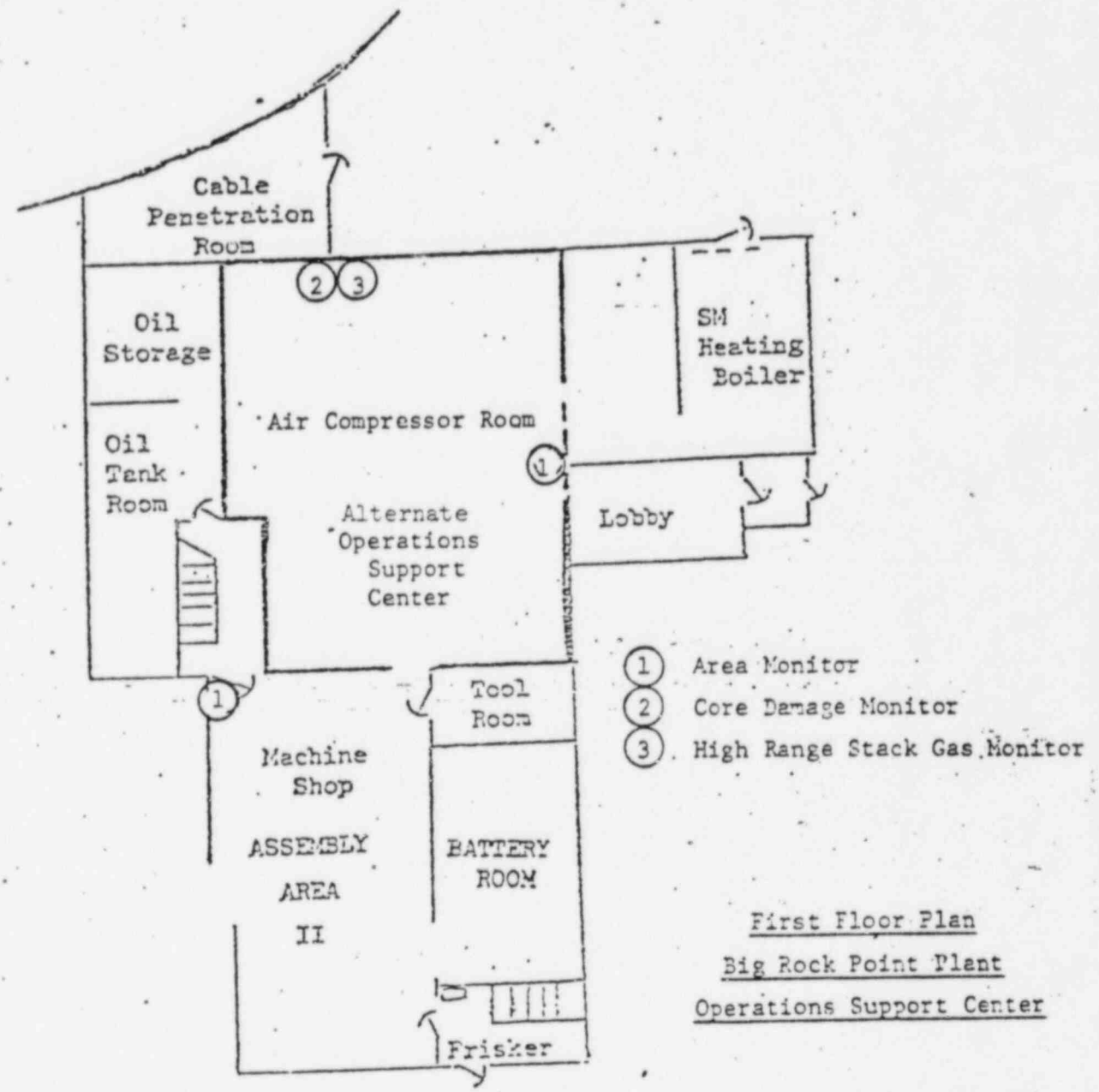
4.4.1 There is an Emergency Kit stored outside the Operations Support Center in the machine shop.

4.4.2 Area monitors are located in the air compressor room and in the machine shop.

4.4.3 The Extent of Core Damage Monitor is located near the wall telephone in the air compressor room.

4.4.4 The Stack Gas Release Rate Monitor is located near the wall telephone in the air compressor room.

4.4.5 There is a gamma spectrometer located in the air compressor room.



First Floor Plan
Big Rock Point Plant
Operations Support Center

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 3C - Activation of the Emergency Operations Center (Boyne City)		
3C-1	24	12/23/82
3C-2	24	12/23/82
3C-3	24	12/23/82
3C-4	24	12/23/82
3C-5	24	12/23/82

ACTIVATION OF THE EMERGENCY OPERATIONS FACILITY (BOYNE CITY)
Procedure 3C

1.0 PURPOSE

1.1 To describe the actions to be taken to activate the Emergency Operations Facility (Boyne City) and to describe the staffing and the emergency equipment available for use at the Emergency Operations Facility (EOF).

2.0 ATTACHMENTS

2.1 Attachment 1, Floor Plan of the Emergency Operations Facility (Boyne City).

3.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

3.1 The Emergency Operations Facility is located in the Consumers Power Service Center-Boyne City. No alternate EOF is required due to the EOF being sited approximately 11 air miles from the plant.

3.2 The EOF will be used as a gathering point and coordination center for off-site support personnel and agencies.

3.3 The Licensed Training Instructor or Training Instructor has been notified to activate the Emergency Operations Facility.

4.0 PROCEDURE

4.1 PERSONNEL

4.1.1 The following personnel and agencies will be utilizing the EOF:

a. Big Rock Point Plant personnel such as the Training Instructors.

b. General Office emergency teams and personnel.

c. Other Company emergency teams and personnel.

d. Federal agencies (including the NRC).

e. State and county liaison personnel.

f. Vendors.

4.1.2 The EOF can also be used as the assembly area for personnel assigned to the Control Room and Technical Support Center in the event evacuation of the Control Room or Technical Support Center is required.

4.2 ACTIVATION OF THE EMERGENCY OPERATIONS FACILITY

4.2.1 The Licensed Training Instructor or Training Instructor (EPIP 4Z) shall activate the EOF by performing the following:

a. Open the door(s) to the EOF. (Extra keys to the EOF are available in the Shift Supervisor's office.)

b. Turn on all overhead lighting.

c. Commence arranging the furniture to agree with the floor plan of the EOF (Attachment 1).

d. Plug in additional telephones as shown on the floor plan, Attachment 1, telephones are stored in the closet near the Receptionist area. Telephone jacks are stored above the suspended ceiling near the respective phone location.

e. Energize the radio and establish communication with the Control Room/Technical Support Center.

f. Establish communication capability with the NRC Health Physics Group.

g. Establish communications with the General Office Control Center.

4.2.2 After activating the EOF, the person(s) designated will stand by and await further direction from the Site Emergency Director (or designated representative) or a representative from the General Office.

4.2.3 The Licensed Training Instructor or Training Instructor or a person in charge shall appoint someone to record and maintain a log of all activities and important data.

4.3 COMMUNICATIONS

4.3.1 The following communication systems are available for use at the EOF (priority of use is shown on Attachment 1 in EPIP 6F):

a. Intraplant Telephone

b. Bell Telephone Company Telephones

c. Dedicated Line to the NRC Health Physics Group

d. Radio to the Control Room

4.3.2 The EOF will also use face-to-face communication between EOF personnel.

4.4 Emergency Equipment

4.4.1 The following manuals are available at the EOF:

a. Volume 9, Site Emergency Plan

b. Volume 9A, Site Emergency Plan Implementing Procedures

c. Radiation Dose Isoplath Overlays (2 copies)

d. Book of Tables (2 copies)

e. BRP Technical Specifications

f. BRP Operating Procedures

g. BRP FHSR

h. P&IDs

i. Technical Data Book

j. Instrument Data Book

k. Equipment Data Base

l. Raceway Schedule

m. Circuit Schedule

n. General Office Nuclear Emergency Implementing Procedures

o. Michigan State Emergency Preparedness Plan

p. Charlevoix County Emergency Plan

q. Emmet County Emergency Plan

These manuals will be revised on a weekly basis and are the responsibility of the Administrative Supervisor.

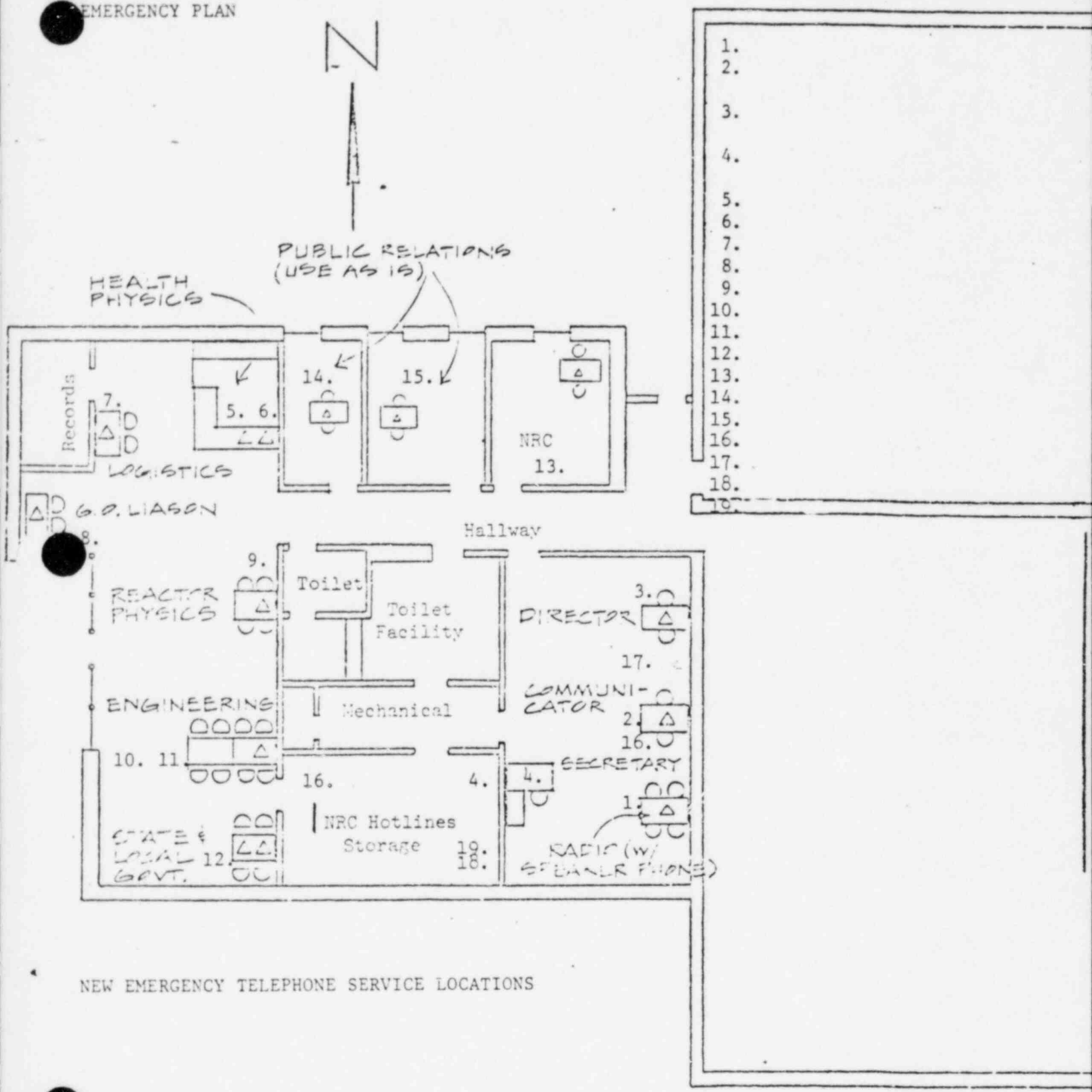
4.4.2 There is a CRT computer terminal connected to the CPCo computer system at the EOF.

4.4.3 Radiological monitoring equipment is stored at the Charlevoix County EOC for use by CPCo off-site monitoring teams.

EMERGENCY OPERATIONS FACILITY (EOF)
BOYNE CITY SERVICE CENTER

100 N. EAST STREET

ATTACHMENT 3C-1



NEW EMERGENCY TELEPHONE SERVICE LOCATIONS

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4A - Plant Superintendent		
4A-1	24	12/23/82
4A-2	24	12/23/82
4A-3	24	12/23/82
4A-4	24	12/23/82
4A-5	24	12/23/82
4A-6	24	12/23/82
4A-7	24	12/23/82
4A-8	24	12/23/82

PLANT SUPERINTENDENT/ON-CALL DUTY SUPERINTENDENT/SED
Procedure 4A

Principal Position - Site Emergency Director.

Alternate Position - N/A

Responsibilities - As the Senior plant management official on-site, the Site Emergency Director (SED) is responsible for directing all of the actions taken by the plant during the emergency.

Immediate Actions

1. Review the plant operating status and conditions to determine if the initial classification of the incident is appropriate (EPIP-1).

2. Verify that the Shift Supervisor has ordered the appropriate corrective and mitigating actions to deal with the consequences of the emergency.

3. Initiate any Immediate Actions not already performed, which are detailed for the appropriate emergency classification (EPIP-2, Attachments 2A-D).

Subsequent Actions

1. When the Technical Support Center is activated (optional at Notification of Unusual Event - mandatory at Alert and above), initiate a personnel accountability check of Assembly Area I (EPIP-6A) and report to the Site Accountability Leader.

2. Receive the report of the plant accountability check from the Site Accountability Leader.

3. Direct the Property Protection Supervisor (or alternate) to key out all personnel from the control room who are not issued an emergency key card status number. The SED may request that additional personnel be issued emergency key card status numbers as required.

4. If appropriate plant members cannot be contacted, call an alternate for each position.

5. Protective Action recommendation to authorities using information from Plant conditions, Chemistry and Radiation Protection Dose Assessor and Attachment 4A-1.

6. If SED is the Maintenance Superintendent or Technical Engineer appoint someone to fill that position for him.

7. Follow the Supplemental Actions described in Attachments 2A-D of EPIP 2 for recommended courses of action which may need to be initiated for each classification of emergency.

8. Those actions which the SED (including the Shift Supervisor when acting as SED) cannot delegate are:

   a. Classification of the emergency and activation of the emergency plan.

   b. Providing protective action recommendations to authorities responsible for implementing off-site emergency measures. (See Attachment 4A-1, especially the notes)

   c. Authorizing personnel to receive greater than their quarterly dose in emergency and lifesaving actions.

      1. This authorization should not exceed:

         "Lifesaving Actions"

         Whole body - 75 Rems

         Hands and Forearms - 300 Rems

         Thyroid - No Limit

         "Less Urgent Emergencies"

         Whole body - 25 Rems

         Hands and Forearms - 100 Rems

         Thyroid - 125 Rems

      2. Cost/Benefit comparison of risks is to be used when considering emergency limits.

      3. "Lifesaving Actions" apply to search and rescue of injured persons, and to entries to prevent conditions that would probably injure numbers of people. Actions during emergency conditions shall be well planned in order to maintain reasonable radiation exposure to workmen.

      4. "Less Urgent Emergency" applies to less serious circumstances where it is still desirable to enter a hazardous area to protect facilities, to decrease the further escape of effluents, to control fires, or to perform assessment actions.

5. Rescue personnel should be volunteers or professional rescue personnel (eg, firemen who "volunteer" by choice of employment) who are broadly familiar with the consequences of exposure.

6. Women capable of reproduction should not take part in these actions.

7. Other things being equal, volunteers above the age of 45 should be selected.

8. Normally, exposure under these conditions shall be limited to once in a lifetime.

9. Direct that all on-site plant assembly areas be monitored for radiation activity. If the surveys and/or area monitors indicate levels of activity exceeding 100 mR/h that area may be evacuated and personnel and functions relocated.

   a. If the TSC area exceeds 100 mR/h the SED and designated staff may relocate into the control room. The other staff will relocate to a safe area on-site or to the EOF (Boyne City).

   b. If the OSC area exceeds 100 mR/h all non-essential personnel may be evacuated off-site, and remaining personnel will relocate to a safe area on-site.

10. Continuously monitor plant conditions and status and provide updated recommended protective actions to off-site agencies. Attachment 4-A1 summarize recommended protective actions to be taken for various levels of radiological releases.

11. In the event of an extended emergency, establish a duty schedule so that all essential positions are filled on a continuous basis.

12. Coordinate the initiation of reentry and recovery operations with the EOF Director and GOCC Director to ensure an efficient transition into the Long Term Recovery Organization.

ENVIRONMENTAL PROTECTION AGENCY - PROTECTIVE ACTION GUIDES

Recommended Protective Actions To Avoid Whole Body and Thyroid Dose From Exposure to a Gaseous Plume

Projected Dose (Rem) to the Population	Recommended Actions (a-d)	Comments
Whole Body < 1 Thyroid < 5	-No protective action required. -State may issue an advisory to seek shelter and await further instructions or to voluntarily evacuate. -Monitor environmental radiation levels.	Previously recommended protective actions may be reconsidered or terminated. (See Notes)
Whole Body 1 to < 5 Thyroid 5 to < 25	-Seek shelter and wait further instructions. -Consider evacuation particularly for children and pregnant women. -Monitor environmental radiation levels. -Control access.	(See Notes)
Whole Body 5 and Above Thyroid 25 and Above	-Conduct mandatory evacuation of populations in the predetermined area. -Monitor environmental radiation levels and adjust area for mandatory evacuation based on these levels. -Control access.	Seeking shelter would be an alternative if evacuation were not immediately possible. (See Notes)
Whole Body 25 Thyroid 125	-Control exposure of emergency team members to these levels except for lifesaving missions. (Appropriate controls for emergency workers, include time limitations, respirators, and stable iodine.)	Although respirators and stable iodine should be used where effective to control dose to emergency team workers, thyroid dose may not be a limiting factor for lifesaving missions.

ENVIRONMENTAL PROTECTION AGENCY - PROTECTIVE ACTION GUIDES

Recommended Protective Actions To Avoid Whole Body and Thyroid Dose From Exposure to a Gaseous Plume (Contd)

Projected Dose (Rem) to Emergency Team Workers	Recommended Actions (a-d)	Comments
Whole Body 75	-Control exposure of emergency team members performing lifesaving missions to this level. (Control of time of exposure will be most effective.)	

NOTES:

(a) These actions are recommended for planning purposes. Protective action decisions at the time of the incident must take into consideration the impact of existing constraints.

(b) Site Emergency Condition - Puff Release: Consider temporary sheltering in the downwind section for a puff release of limited duration (State of Michigan Emergency Plan, Attachment B to Appendix 1 to Annex Q)

(c) General Emergency: The immediate action is sheltering rather than evacuation until an assessment can be made that (1) evacuation is indicated and (2) an evacuation, if indicated, can be completed prior to significant release and transport of radioactive material to affected areas. Part of the assessment is (per NUREG-0654 Appendix 1):

1. For sequences where significant releases are not yet taking place and large amounts of fission products are not yet in the containment atmosphere, consider 2-mile precautionary evacuation. Consider 5-mile downwind evacuation (45° to 90° sector) if large amounts of fission products are in the containment atmosphere. Recommend sheltering in other parts of the plume exposure Emergency Planning Zone under this circumstance.

2. For sequences where significant releases are not yet taking place and containment failure leading to a direct atmospheric release is likely in the sequence but not imminent and large amounts of fission products in addition to noble gases are in the containment atmosphere, consider precautionary evacuation to 5-mile and 10-mile downwind evacuation (45° or 90° sector).

ENVIRONMENTAL PROTECTION AGENCY - PROTECTIVE ACTION GUIDES

Recommended Protective Actions To Avoid Whole Body and Thyroid Dose From Exposure to a Gaseous Plume (Contd)

3. For sequences where large amounts of fission products other than noble gases are in the containment atmosphere and containment failure is judged imminent, recommend shelter for those areas where evacuation cannot be completed before transport of activity to that location.

(d) For Rescue and Emergency Team Personnel - When external gamma radiation is present, a total dose of 75 Rem may be accepted, but only if the saving of human life may result. If the saving of life is not involved, a total dose should be kept below 25 Rem and, if possible, below 12 Rem (DOE) (Appendix 0524, Part III, D.1.3). The dose received should be kept to the minimum practically attainable. It is assumed that all rescue personnel will be acting as volunteers, and that rescue personnel will be wearing personnel monitoring devices capable of measuring the suspected dose rates. If personnel monitoring devices are not available, legal questions regarding the actual dose received will likely arise. For this reason, persons without personnel monitoring devices should be severely restricted in their exposure to provide an extra margin of safety.

Emergency Plan Implementing Procedure 4A-1 (Contd)
ATTACHMENT 4A-1

5. Food Limitation Criteria, State of Michigan

Protective Actions for Contaminated Human and Animal Food

PROJECTED DOSE (REM) TO. INDIVIDUALS IN THE POPULATION	PROTECTIVE ACTIONS
WHOLE BODY, BONE MARROW OR OTHER ORGAN 5 and above	The Department of Agriculture, with the assistance of the Department of Public Health, will isolate food containing radioactivity to prevent its introduction into commerce and determine whether condemnation or another disposition is appropriate.(1)
THYROID 15 and above	The Department of Public Health in coordination with the Department of Agriculture, will monitor food, especially milk, as required.
WHOLE BODY, BONE MARROW, OR OTHER ORGAN 0.5 to <5(2)	The Department of Agriculture in coordination with the Department of Public Health, will divert, condemn or dispose of food and issue advisories regarding home-grown foods, as necessary.(1)
THYROID(3) 1.5 to <15(2)	The Department of Public Health in coordination with the Department of Agriculture, will monitor food, especially milk, as required.
WHOLE BODY, BONE MARROW, OR OTHER ORGAN Less than 0.5	No protective action required.
THYROID(3) Less than 1.5	The Department of Public Health in coordination with the Department of Agriculture will monitor food, especially milk, as required.

(1)Factors for consideration: (a) the availability of other possible protective actions, (b) relative proportion of the total diet by weight represented by the item in question, (c) the importance of the particular food in nutrition and the availability of uncontaminated food or substitutes having the same nutritional properties, (d) the relative contribution of other foods and other radionuclides to the total projected dose, (e) the time and effort required to effect corrective action.

(2)The lower value is a level at which the Department of Agriculture in coordi-nation with the Department of Public Health will consider initiating the suggested protective action, particularly the milk pathway. The higher value is a level at which effective action will be taken to protect the general public unless the action would have greater risk than the projected dose.

(3)The newborn infant is the critical segment of the population for Iodine-131.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4B - Shift Supervisor		
4B-1	24	12/23/82
4B-2	24	12/23/82

SHIFT SUPERVISOR
Procedure 4B

Principal Position - Shift Supervisor in charge of plant operations.

Alternate Position - Site Emergency Director pending arrival of the Plant Superintendent or one of his alternates.

Responsibilities - Supervise plant post accident operations to a safe condition.

Immediate Actions

1. Direct Control Operator 1 to announce with PA system the location and conditions (including plant areas to avoid while assembling) of the emergency.

2. If necessary, direct CO-1 to actuate the emergency siren (continuous two-minute blast).

3. For bomb threats:

   a. Avoid use of emergency siren and radios.

   b. Require plant personnel report to and search respective work areas.

   c. Require nonplant personnel to report to Machine Shop.

Subsequent Action

1. Notify the On-Call Superintendent/Site Emergency Director or one of his alternates as provided in checklist of EPIP 2. When contact is made, give a brief description of plant conditions and actions taken.

2. Ensure immediate notifications are performed as required by EPIP 1. (Do not make calls during emergency siren.) Use EPIP 6F for notification requirements.

3. Assume the responsibilities of the Site Emergency Director per EPIP 1 and EPIP 4A pending arrival in the Control Room of the Plant Superintendent or one of his alternates.

4. Provide to Michigan State Police a recommendation of protective action taking into account information from Plant Conditions, Chemistry and Radiation Protection Dose Assessors and EPIP 4A Attachment 4A-1.

5. Conduct a personnel accountability check of on-shift personnel.

6. Depending on accident conditions, notify the security force to evacuate the security building and assemble at the entrance to the plant access road.

7. Delegate Control Operator duties during plant post accident operations. For example, if necessary, require monitoring of radiation processes and weather conditions. Readings should be taken at approximately 15-minute intervals or specify frequency of readings.

8. Delegate Auxiliary Operator duties during plant post accident operations such as performing initial radiation surveys.

9. In the event the Control Room must be evacuated, designate an alternate assembly area and delegate operating crew duties as necessary.

10. If an ambulance is required for injured personnel and Health Physics personnel are not present, an Auxiliary Operator should be designated as "Ambulance Escort" to accompany injured personnel to the hospital per EPIP 6E. The Ambulance Emergency Kit in the lobby and the battery-operated air sampler located next to the portal monitor in Access Control should also be taken to the hospital.

11. Maintain Shift Supervisor logs during and after the emergency.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4C - Shift Technical Advisor		
4C-1	24	12/23/82

ON-CALL TECHNICAL ADVISOR
Procedure 4C

Principal Position - On-Call Technical Advisor.

Alternate Position - None.

Responsibilities - Reports to the plant upon notification that an Alert, Site Emergency or General Emergency has been declared.

1. Provide technical advice/support as needed to the Shift Supervisor.

2. Ensure Immediate Actions of EPIP 1 have been performed.

3. Monitor the Control Room instrumentation as the accident situation evolves, assess the condition of the plant; eg, shut down and being cooled, containment integrity established and provide advice/guidance to the Shift Supervisor as required.

4. Assist the Site Emergency Director as requested in the following areas

   a. core damage calculations and release rates to support emergency classifications, and

   b. support of off-site dose calculations and updates (EPIP 5A) if the Dose Assessor needs assistance.

   While supporting the above efforts, the Technical Advisor should remain cognizant of plant evaluations, his primary responsibility as defined in action 3 above.

5. Maintain trends of important plant parameters for use in projecting future plant conditions and recommending future actions.

6. In the event the Control Room must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4D - Control Operator No 1		
4D-1	24	12/23/82

CONTROL OPERATOR NO 1
Procedure 4D

Principal Position - Control Operator No 1.

Alternate Position - None.

Responsibilities - Establish and maintain plant post accident operations in a safe condition.

Immediate Actions

1. If applicable, initiate "Immediate Operator Actions" of the corresponding Emergency Operating Procedure to mitigate the consequences of the accident.

2. If required by Shift Supervisor or Site Emergency Director, with the PA system, announce the location and conditions (including plant areas to avoid while assembling) of the emergency.

3. If required by Shift Supervisor or Site Emergency Director, actuate the emergency siren (continuous two-minute blast). For fire, the siren is a series of short blasts for 30 seconds. For bomb threat, the emergency siren shall not be actuated. There will be a PA announcement only.

Subsequent Actions

4. Assist Shift Supervisor as directed.

5. In the event the control room must be evacuated, report to the alternate assembly area as designated by the Shift Supervisor.

6. Maintain control room logs during and after the emergency.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4E - Control Operator No 2		
4E-1	24	12/23/82

CONTROL OPERATOR NO 2
Procedure 4E

Principal Position - Control Operator No 2.

Alternate Position - None.

Responsibilities - Establish and maintain plant post accident operations in a safe condition.

Immediate Actions

1. Initiate appropriate "Immediate Operator Actions" of the corresponding Emergency Operating Procedure to mitigate the consequences of the accident.

2. Assist Control Operator No. 1 and Shift Supervisor in mitigating the accident.

   a. Monitor the area monitor readout panel, including radiation levels and area monitor location. Report to the Shift Supervisor any monitors giving high radiation alarms.

   b. Monitor the process monitor readout panel, including process monitor location. Report to the Shift Supervisor any monitors giving high radiation alarms.

Subsequent Actions

3. Assist the Shift Supervisor as directed.

4. In the event the Control Room must be evacuated, report to the alternate assembly area as designated by the Shift Supervisor.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4F - Auxiliary Operator		
4F-1	24	12/23/82

AUXILIARY OPERATOR
Procedure 4F

Principal Position - Auxiliary Operator.

Alternate Position - None.

Responsibilities - Assist in establishing and maintaining plant post accident operations in a safe condition.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to the Control Room and await delegation of duties by the Shift Supervisor.

2. If Radiation Protection personnel are not available, perform the initial radiation surveys as required by the Shift Supervisor.

Subsequent Actions

3. Perform any operational or assessment functions as directed by the Control Room operators and Shift Supervisor.

4. If Radiation Protection personnel are not available and if necessary, act as "Ambulance Escort" for injured person(s) per EPIP 6E. When escorting injured individual to hospital in emergency vehicle, take the Emergency Hospital Kit located in main lobby and the battery-operated air sampler located next to the portal monitor in Access Control to the hospital.

5. In the event the Control Room must be evacuated, report to the alternate assembly area as designated by the Shift Supervisor.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4G - Operations and Maintenance Superintendent		
4G-1	24	12/23/82

OPERATIONS AND MAINTENANCE SUPERINTENDENT
Procedure 4G

Principal Position - TSC Member.

Alternate Position - Site Emergency Director - First Alternate.

Responsibilities - Assist the Site Emergency Director as directed or assume the duties of the Site Emergency Director (EPIP 4A) during the absence of the Plant Superintendent.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) and assist the Site Emergency Director as directed.

Subsequent Actions

2. Coordinate operations and maintenance activities as requested by the Site Emergency Director.

3. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4H - Technical Superintendent		
4H-1	24	12/23/82

TECHNICAL SUPERINTENDENT
Procedure 4H

Principal Position - TSC Member.

Alternate Position - Site Emergency Director, Second Alternate.

Responsibilities - Assist the Site Emergency Director as directed or assume the duties of the Site Emergency Director (EPIP 4A) during absence of the Plant Superintendent and preceding alternate.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) and assist the Site Emergency Director as directed.

Subsequent Actions

2. Activate necessary technical assistance.

3. Ensure all Immediate and Subsequent Actions of EPIPs 1 and 2 and any other necessary actions have been performed.

4. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4I -		
4I-1	24	12/23/82

ON-CALL CHEMISTRY AND RADIATION PROTECTION DOSE ASSESSOR
Procedure 4I

Principal Position - Offsite Dose Assessor.

Alternate Position - Member of Chemistry and Radiation Protection Group.

Responsibilities - Provide an assessment of offsite dose when called or if that is not possible immediately contact a technician and start offsite monitoring.

Immediate Actions

1. When contacted by the Communicator obtain:

   a. Accident description

   b. Classification

   c. Release rate of radionuclides to atmosphere

   d. Wind speed and direction

   e. Sigma Theta.

2. Perform dose calculation using EPIP5A.

3. If there is a suspected release (unmonitored release):

   Contact a C&RP Technician, send him to the Charlevoix EOC and then to first sample point offsite (giving both instructions at once).

4. When above are complete come to Plant and assist in further dose calculations on environmental monitoring.

Subsequent Actions

5. Report to Site Emergency Director and perform action according to your title.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4J - Plant Health Physicist		
4J-1	24	12/23/82
4J-2	24	12/23/82

CHEMISTRY AND RADIATION PROTECTION SUPERINTENDENT
Procedure 4J

Principal Position - TSC Member.

Alternate Position - None.

Responsibilities - Ensures proper radiation protection measures are taken during and after emergency conditions.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) for personnel accountability check and assist the Site Emergency Director as directed.

Subsequent Actions

2. As conditions dictate or as directed by the Site Emergency Director perform the following:

   a. Review EPIP 5A, Estimation of Off-Site Dose.

   b. Review EPIP 5B, Procedure to Determine High Stack Gas Releases.

   c. Review EPIP 5C, Airborne Monitoring Under Accident Conditions and, if necessary, issue potassium iodide tablets (stored in Emergency Kits) to plant personnel if airborne iodine activity exceeds 4E-08 μCi/cc as calculated per EPIP 5C.

   d. Review EPIP 5D, Procedure to Determine Extent of Core Damage (for 0% to 100% core meltdown).

   e. Review EPIP 5E, Procedure to Determine Extent of Core Damage (for less than 10% core meltdown).

   f. Review EPIP 5F, Environmental Monitoring.

3. Assist in organizing and equipping reentry teams, if required (EPIP 6C).

4. Make necessary recommendations to the Site Emergency Director pertaining to radiation health and safety.

5. Perform necessary calculations to determine the radiological impact of the emergency.

6. Interface with Department of Health on off-site radiation monitoring.

7. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

8. Ensure personnel exposure is maintained below 10CFR20 limits. Under accident conditions, the iodine carbon cartridge and particulate filter in the stack base may be unretrievable because of dose rates from the filter system and/or containment sphere.

9. Update Technical Support Center Status Board with respect to radiological information.

NOTE: All environmental samples collected will be deposited at the EOF in Boyne City for further/future analysis. As determined by the EOF Health Physics personnel, sample analysis will performed at the EOF as feasible or desired. If analysis cannot be performed at the EOF, the following facilities are available which contain full laboratory and counting facilities:

a. Midland Nuclear Power Plant

b. Palisades Nuclear Power Plant

c. Eberline Instrument Corporation, 234 Roosevelt Road,West Chicago, IL 60185.

   The contract with Eberline for performing sample analysis is kept current by the Jackson Health Physics Department.

d. A possible option is the MDHP mobile laboratory and counting van which would be positioned on or near the site during emergency conditions.

All environmental samples collected per EPIP 5F, Environmental Monitoring, shall be deposited at the EOF, Boyne City.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4K - Operations Superintendent		
4K-1	24	12/23/82

OPERATIONS SUPERINTENDENT
Procedure 4K

Principal Position - TSC Member.

Alternate Position - Shift Supervisor (EPIP 4B), Site Emergency Director - third alternate.

Responsibilities - Assist the Site Emergency Director as directed and assist the on-duty Shift Supervisor in determining accident classification and measures to control the accident.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) and assist the Site Emergency Director as directed.

2. Assist the on-duty Shift Supervisor in controlling the emergency.

3. Assist Site Emergency Director in controlling number of personnel in the Control Room area.

Subsequent Actions

4. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

5. Provide periodic updates of emergency conditions to Control Room and/or Operations Support Center.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4L - Shift Supervisor (Off Duty)		
4L-1	24	12/23/82

SHIFT SUPERVISOR (OFF DUTY)
Procedure 4L

Principal Position - OSC Member.

Alternate Position - None.

Responsibilities - Assist the Site Emergency Director as directed.

Immediate Actions

1. If notified to report for duty by Site Emergency Director:

   a. Notify your shift crew of emergency conditions, if necessary, and instruct them to report to the On-Site Operations Support Center (air compressor room).

Subsequent Actions

2. If notified for standby duty by Site Emergency Director:

   a. If necessary, notify your shift crew of emergency conditions.

   b. Request your crew remain on call for possible later notification to assemble at plant.

   c. Remind your shift crew that, if possible, shift rotation will be performed as scheduled.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4M - Radiation Protection and Chemical Supervisor or Chemical and Radiation Protection Supervisor		
4M-1	24	12/23/82

CHEMICAL AND RADIATION PROTECTION SUPERVISOR
Procedure 4M

Principal Position - Direct Chemistry and Radiation Protection Technicians in their duties.

Alternate Position - None.

Responsibilities - Assists the Site Emergency Director as directed.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area II for personnel accountability check.

   Determine on-site radiological conditions to assure habitability of expected work areas. Post work areas as conditions dictate.

Subsequent Actions

2. When instructed by the Site Emergency Director, or his designated representative, have assigned duties performed, as outlined in EPIP 5B-5F.

3. Upon completion of accountability check, appoint off-site survey teams as requested by the Site Emergency Director and inform them of preliminary routes that should be taken to perform assigned surveys if Procedures EPIP 5A-F are to be performed.

4. If evacuation is necessary, dispatch a Radiation Protection Technician to the appropriate reassembly area (either plant access road or railroad spur as designated by Site Emergency Director) to collect film badges and dosimeters and assist in personnel monitoring and decontamination per EPIP 6B. Pick-up spare dosimetry from the Health Physics clerk's office and take to the reassembly location for later plant reentry.

5. Personel to assist the Chemistry and Radiation Protection Supervisor are:

   a. Chemical and Radiation Protection Supervisor

   b. Senior Chemical and Radiation Protection Technician (2)

   c. Chemical and Radiation Protection Technician

6. In the absence of the Chemistry and Radiation Protection Superintendent, assume his duties (EPIP 4J).

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4N - Maintenance Superintendent		
4N-1	24	12/23/82

MAINTENANCE SUPERINTENDENT OR MAINTENANCE SUPERVISOR
Procedure 4N

Principal Position - Assembly Area II Leader (Machine Shop), Direct Maintenance Activities

Alternate Position - Site Emergency Director, Fourth Alternate

Responsibilities - Assist the Site Emergency Director as directed and performs the duties of Assembly Area II Leader

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area II for personnel accountability check per EPIP 6A. Report the results of the accountability check to the Property Protection Supervisor.

2. If dose rates exceed 100 mR/hr, as measured by survey instrument in the Emergency Kit or as detected by local area monitors, notify the Site Emergency Director for evacuation instructions of nonessential personnel. Emergency conditions may require Chemical and Radiation Protection personnel to remain on site as essential personnel.

3. If required to act as a Site Emergency Director, appoint someone to perform this procedure.

Subsequent Actions

4. When instructed by the Site Emergency Director, or his designated representative, perform assigned duties.

5. If evacuation is necessary and essential personnel are to remain on site as designated by the Site Emergency Director, maintain a list of nonessential personnel to be evacuated and report this list to the Property Protection Supervisor.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4Q - Training Coordinator or Instructor		
4Q-1	24	12/23/82

TRAINING COORDINATOR OR INSTRUCTOR
Procedure 4Q

Principal Position - Assembly Area III (Service Building Annex) Leader.

Alternate Position - Dispatched Individual to County Emergency Operations Center (EPIP 4W).

Responsibilities - Accountability leader for Assembly Area III.

Immediate Actions

1. Assemble personnel in the area and perform a personnel accountability check per EPIP 6A. Provide this information to the Property Protection Supervisor.

2. Determine dose rate in the assembly area from instruments in the Site Emergency Kit located in the whole body counting room.

3. Shut off ventilation, if necessary.

4. If dose rates exceed 100 mR/h, notify the Site Emergency Director and he may cause personnel to evacuate to the plant access road entrance or the railroad spur with the Site Emergency Kit, Site Emergency Plan and extra supply of anti-C clothes.

Subsequent Actions

5. If evacuation is necessary and essential personnel are to remain on site as designated by the Site Emergency Director, maintain a list of nonessential personnel to be evacuated, and report this list to the Property Protection Supervisor.

6. If evacuation is ordered, set up the personnel monitoring and change station and assist in any monitoring of any potentially contaminated evacuating personnel or equipment.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4R - Property Protection Supervisor (Site Accountability Leader)		
4R-1	24	12/23/82
4R-2	24	12/23/82
4R-3	24	12/23/82
4R-4	24	12/23/82

PROPERTY PROTECTION SUPERVISOR
(Site Accountability Leader)
Procedure 4R

Principal Position - Emergency Security Coordinator and Site Accountability Coordinator.

Alternate Position - None.

Responsibilities - Supervise plant security operations during emergency situation and act as Site Accountability Coordinator for all assembly areas.

Immediate Actions

1. Upon the sounding of the emergency siren, (Alert emergency classification) proceed to the guardhouse.

2. Halt all vehicular traffic through the protected area gate.

3. Prevent personnel entry into the protected area, except for key emergency personnel and specific individuals authorized by the Site Emergency Director.

4. Dispatch a security officer to give vital area door keys, one set of electric lock gate keys, and one protected area gate key, to Shift Supervisor and dispatch available security officers to check and clear unauthorized personnel from known trespass areas such as the beach area. All CPCo property must be kept clear of visitors until a specific authorization is given by the SED to return to normal activities.

5. Dispatch a security officer to Assembly Area II (with visitor sign in log) to assist with personnel accountability and to maintain order.

6. Account for all personnel assemblying in Assembly Areas I, II and III and, as Site Accountability Leader, report the final results of the personnel accountability check to the Site Emergency Director.

Subsequent Actions

7. Assist the Site Emergency Director as required by the nature of the emergency at hand. Be prepared to perform any or all of the following actions:

   a. Assign security officers to strategic positions around the controlled and protected areas as required by emergency circumstances, such as dispatching a security officer to the access road entrance to establish radio contact between CAS/SAS and the

control room and to control incoming traffic. (No one shall be allowed to enter the access road unless authorized by the Site Emergency Director.)

b. Investigate personnel locations by examining hardcopy card reader printout for last known entry into a vital area. Report unaccounted for personnel to the Site Emergency Director.

c. Remove all statuses from particular vital door to initiate absolute lock out if requested by Site Emergency Director.

d. Remove all statuses from control room door but 2 and 5 if requested by Site Emergency Director; this allows only designated personnel in the control room.

e. Assign security officers to the railroad spur gate to collect key cards in the event of evacuation via the railroad spur. A security officer shall assist in collection of key cards at the guardhouse if evacuation is to the plant access road entrance.

8. If evacuation is necessary and essential personnel are to remain on site as designated by the Site Emergency Director, account for all essential personnel remaining on site by comparing the final accountability list to the lists of nonessential personnel to be evacuated (provided by the Assembly Areas II and III leaders). Report the list of final list of personnel remaining on site (essential personnel) to the Site Emergency Director.

9. When the emergency siren is sounded, fisherman (onshore and offshore) and tourists should be requested to leave the area immediately. The Coast Guard at the Charlevoix Station may be summoned for assistance if required. These fishermen and visitors will not be allowed to return until the conclusion of the emergency.

10. If an emergency condition exists that requires complete guard force evacuation, the Property Protection Supervisor or Security Shift Leader shall designate appropriate action, such as ensuring positive lockout of protected areas. The bypassing of alarms on all alarm panels in CAS and SAS to reduce a possible fire hazzard and the turning on of Protected area Security lighting:

    a. Primary Security equipment needs for complete guard force evacuation should include the following items:

        1. Hard keys, one set of vital area door keys, one set of electronic lock gate keys from Security Key Safe #1, marked loan set and the two sets of inside Security pass keys from the ID Station.

2. ID Station Access and Escort Authorization book, which includes a packet of Security logs for an emergency.

3. All magnetic key cards, including Security Personnel and visitor key cards, will be placed in the metal cabinet with visitors 819's for Access Control.

4. All operative Security portable radios.

5. One plant radio from Sr. Lieutenant's office.

6. Two portable external antenna systems for radios.

7. Radio battery charger and spare radio batteries.

8. One rifle, two shotguns and a spare ammo bag for each.

9. One vehicle.

b. Secondary Security equipment needs that could be obtained on a return trip to the Security building after initial evacuation:

1. Additional vehicles to patrol controlled area or for Security related needs.

2. Portable bull horn.

3. Flashlights and batteries.

4. Rain clothing, winter parkas and hard hats.

5. Closure chain and chain stand for plant access road.

6. Riot helmets and night sticks.

7. Additional logs as needed.

8. Additional revolver, rifles, shotguns and ammo for each as needed.

9. Binoculars.

10. One copy of the Security Implementing Procedures and Safeguards Contingency Plan.

11. One copy of the Site Emergency Implementing Procedures.

c. Items to be considered for long term Security personnel evacuation from plant Protected area:

1. Porta-Jon within 24 hours.

2. Electrical power for radio battery chargers, lights, etc., at the end of the plant access road or any other control area.

3. Portable shelters, one office trailer.

4. Portable flood lights and extension cords.

5. Telephone service for portable office.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4S - Security Shift Leader		
4S-1	24	12/23/82
4S-2	24	12/23/82

SECURITY SHIFT LEADER
Procedure 4S

Principal Position - Shift Leader, Temporary Dedicated Communicator.

Alternate Position - Property Protection Supervisor (Alternate).

Responsibilities - Assist the Property Protection Supervisor as directed or assume duties of the Property Protection Supervisor (EPIP 4S) in his absence. Assumes the duties of the Dedicated Communicator until relieved.

Immediate Actions

1. Upon the sounding of the emergency siren (Alert classification) or at the request of the Shift Supervisor, proceed to the Shift Supervisors office.

2. Obtain the following information from the Shift Supevisor (Attachment 6F-2)

   a. Accident in progress

   b. Classification

   c. Is there a known or suspected release of radiation

   d. If there is a release, what is release rate

   e. Time of shutdown

3. Obtain meteorological information from recorder and place on Attachment 6F-2

4. Place on Attachment 6F-2 dose information provided by on-call Chemistry and Radiation Protection Dose Assessor.

5. When relieved by Technical Engineer, brief him on progress.

Subsequent Actions

6. Maintain control of site security and assist the Property Protection Supervisor as directed.

7. Do not allow personnel to enter the protected or CPCo controlled areas unless authorized by the Site Emergency Director. Have the beach area checked for fishermen or tourists and have these people leave the area until the conclusion of the emergency.

8. If an emergency condition exists that requires complete guard force evacuation, the Security Shift Leader or Property Protection Supervisor shall designate appropriate action such as ensuring positive lockout of protected areas.

NOTE: Picture badges and TLD's are stored in the Security Building to accommodate the Charlevoix or Petoskey Fire Departments' personnel if asked to respond to emergency situations.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4T - Security Officer		
4T-1	24	12/23/82
4T-2	24	12/23/82

SECURITY OFFICER
Procedure 4T

Principal Position - Security Officer.

Alternate Position - None.

Responsibilities - Maintain site security as directed by the Property Protection Supervisor or his designated representative.

Immediate Actions

1. Upon the sounding of the emergency siren, report to the guardhouse, and assist the Property Protection Supervisor as requested.

2. Proceed to Assembly Area II with the visitor sheet to assist in personnel accountability and to maintain order.

3. A security officer shall be dispatched to give jail door keys, one set of electric lock gate keys and protected area keys, to the Shift Supervisor.

4. A security officer will be dispatched to check the beach area for fishermen. Anyone located will be requested to leave the area for the duration of the emergency.

5. If evacuation is necessary to the plant access road entrance, assist in the collection of key cards of evacuating personnel at the guardhouse.

6. If requested by the Site Emergency Director or Property Protection Supervisor, assist in evacuating personnel to Personnel Monitoring and Change Station II via railroad spur. Assistance will consist of unlocking and relocking gate and collection of key cards.

7. When instructed by the Property Protection Supervisor, proceed to the highway entrance of the plant access road, establish radio contact with CAS/SAS and the control room and control traffic coming on site as directed. No one shall be allowed to enter the access road unless authorized by the Site Emergency Director.

8. All Security officers shall report immediately to the Security Building unless they are involved in one of the following duties:

   a. Monitoring a vital area door - stay there and notify CAS for further instructions.

   b. On roving patrol - continue roving patrol and notify CAS for further instructions.

c. On visitor escort - escort the visitor to the Machine Shop for accountability check; turn visitor over to a CPCo employee; notify CAS and return to the Security Building.

d. On vehicle escort - park the vehicle, removing keys and escort the driver to the Machine Shop; turn over escort to a CPCo employee; notify CAS and return to the Security Building.

e. Opening a perimeter gate - halt all vehicular traffic into the protected area. Close the gate, clear and verify alarms and return to the Security Building.

f. On key punch rounds - break off the key punch rounds and return immediately to the Security Building.

9. The identification operator shall prohibit all entries into the protected area unless authorized by the Site Emergency Director. Halt all vehicular traffic through the protected area. The I-Dent operator will also ensure that when personnel exit the protected area, all badges are retained in the I-Dent station and that all personnel use the portal monitor unless other arrangements have been made by Health Physics.

10. CAS and SAS operators will continue to monitor Security status and stand by for further instructions from the Site Emergency Director.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4U - Technical Engineer		
4U-1	24	12/23/82
4U-2	24	12/23/82
4U-3	24	12/23/82

TECHNICAL ENGINEER
Procedure 4U

Principal Position - Technical Support Center Dedicated Off-Site Communicator.

Alternate Position - Site Emergency Director (Fifth Alternate).

Responsibilities - Provide communications with Federal, State and local agencies including periodic updating as delegated by the Site Emergency Director and to assist the Site Emergency Director as directed or assume the duties of the Site Emergency Director (EPIP 4A) during the absence of the Plant Superintendent and preceeding alternates.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) and assist the Site Emergency Director as directed and update off-site authorities required to be notified per EPIP 1 as requested by the Site Emergency Director every fifteen minutes or as directed. If required to act as the SED, appoint someone else to perform this procedure.

2. If Security Shift Leader is present as Dedicted Communicator, obtain progress and plant information then relieve him.

Subsequent Actions

3. When updating Federal, State and local authorities, refer to EPIPs 1 and 2 for telephone numbers and to Attachment 6F-2 for information to be transferred.

4. Use EPIP 6F for notification requirements.

5. Assist in planning the reentry and recovery of the plant.

6. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

7. Provide periodic updates of emergency conditions to the Public Affair, Director who will be located per EPIP 4X.

AGENCY UPDATE CHECKLIST
IMPLEMENTING PROCEDURE 4U, ATTACHMENT 4U-1

Date _____

Agency	Contact Made Yes/No	Time Contact Made	Person Contacted Title/Position	Comments/Discussion

Priority of Communication Systems

Communications to:

Communications From

	Control Room	Tech Supp Center	Ops Supp Center	Emergency Ops Facility	Control Ctr Jackson	NRC	Mich State Police/Dept of Health	Char Cnty Emer Ser
Control Room	1 _____ 2 _____	1 F to F 2 IntP Tel	1 IntP Tel 2 Walkie-T	1 IntP/Bell 2 Radio	1 Dedi Tel 2 Bell Tel (Power Control)	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 *	1 Dedi Tel 2 Bell Tel
Technical Support Center	1 F to F 2 IntP Tel	1 _____ 2 _____	1 IntP Tel 2 Walkie-T	1 IntP Tel 2 Bell Tel	1 Bell Tel 2 _____	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 *	1 Bell Tel 2 _____
Operations Support Center	1 IntP Tel 2 Walkie-T	1 IntP Tel 2 Walkie-T	1 _____ 2 _____	1 IntP Tel 2 Bell Tel	1 Dedi Tel 2 Bel Tel	1 Bell Tel 2 _____	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 _____
Emergency Operations Facility	1 IntP/Bell 2 Radio	1 IntP Tel 2 Bell Tel	1 IntP Tel 2 Bell Tel	1 _____ 2 _____	1 Bell Tel 2 _____	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 *	1 Bell Tel 2 _____
Control Center, Jackson	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 _____ 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____
NRC	1 Dedi Tel 2 Bell Tel	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 _____	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 _____	1 _____ 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____
Michigan State Police/ Dept of Health	1 Bell Tel 2 *	1 Bell Tel 2 *	1 Bell Tel 2 *	1 Bell Tel 2 *	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 2 _____	1 Bell Tel 2 _____
Charlevoix County Emergency Services	1 Dedi Tel 2 Bell Tel	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 Bell Tel 2 _____	1 2 _____

Key: F to F - Face to Face, IntP Tel - Intraplant Telephone, Dedi Tel - Dedicated Telephone, Walkie-T - Walkie-Talkie, * - State Police Radio Band (Available through Plant security)

NOTE: Personnel assembling in the Control Room, Technical Support Center or Operations Support Center can communicate face-to-face within approximately 30 seconds. Walkie-talkies are available in the Control Room for communications to and from any area within the Plant. In addition, since the Control Room is the principal communication center at the Plant, all methods of communication available in the Control Room can be used as backup for any Plant assembly area to communicate to offsite locations.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4V - Plant Safety Advisor or Property Protection Operations Supervisor		
4V-1	24	12/23/82

PLANT SAFETY ADVISOR OR PROPERTY PROTECTION OPERATIONS SUPERVISOR
Procedure 4V

Principal Position - Dispatched Individual to County Emergency Operations Center.

Alternate Position - None.

Responsibilities - Ensures communications between the Plant and Charlevoix County Emergency Operations Center have been established and coordinates future communications between the Site Emergency Director and the Charlevoix County Emergency Operations Center or State Police Post in Petoskey.

Immediate Actions

1. Upon arrival at the Charlevoix County Emergency Operations Center, the Safety Advisor or Property Protection Operations Supervisor will verify that communication between the Plant and Charlevoix County Emergency Operations Center has been established using the dedicated telephone line in the Sheriff's office.

Subsequent Actions

2. Provide periodic updates of activities at the Charlevoix County Emergency Operations Center to the Technical Support Center.

3. Proceed to the State Police Post in Petoskey when requested by the Site Emergency Director (approximately four hours post-accident) and coordinate communications between the Plant and the State Police Post in the same manner as in Step 2.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4W - Plant Superintendent Secretary/Health Physics Clerk/Technical Clerk		
4W-1	24	12/23/82
4W-2	24	12/23/82

PLANT SUPERINTENDENT SECRETARY/HEALTH PHYSICS CLERK/TECHNICAL CLERK
Procedure 4W

Principal Position - Emergency Data Recorder.

Alternate Position - The Health Physics Clerk and Technical Clerk shall be the first and second alternates, respectively, in the absence of the Plant Superintendent Secretary.

Responsibilities - To maintain a log of actions taken during an emergency to ensure actions listed in EPIP 1 are performed.

Immediate Actions

1. Upon sounding of the emergency siren, the Plant Superintendent Secretary shall proceed to the Technical Support Center. The remaining clerks shall report to Assembly Area II for a personnel accountability check.

2. When requested by the Site Emergency Director, proceed to the Technical Support Center and maintain the emergency log for the Site Emergency Director.

3. Check periodically throughout the emergency that Facility Actions required by EPIP 1 are performed.

Subsequent Actions

4. Throughout the emergency, receive and record reports transmitted to the Site Emergency Director.

5. Report data and information received to the Site Emergency Director.

6. Maintain the Emergency Log (Attachment 1) detailing actions taken, personnel involved, reports and data received and other information as directed.

7. Report to work on the schedule as required by EPIP 6B.

Date: _____

Time Emergency Declared: _____

Site Emergency Director: _____

Hour	Individual Taking Action/ Making Contact	Individual/ Agency Contacted	Actio	Remarks, Comments

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4X - Public Affairs Director or Personnel Director		
4X-1	24	12/23/82

PUBLIC AFFAIRS DIRECTOR
Procedure 4X

Principal Position - Post-Accident Media Communicator.

Alternate Position - The Personnel Director shall assume these duties in the absence of the Public Affairs Director.

Responsibilities - To maintain public awareness of any emergency condition through the use of media briefings, press releases and interviews.

Immediate Actions

1. Upon notification of an emergency condition requiring contact with the press, the Public Affairs Director will contact the plant to determine the cause, corrective actions being performed, projected magnitude and projected problems associated with the condition.

Subsequent Actions

2. If required, proceed to the Holiday Inn, Petoskey, to activate the media center and carry out the requirements of the Nuclear Emergency Public Information Policies and Procedures Manual.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4Y - Reactor Engineer		
4Y-1	24	12/23/82

REACTOR ENGINEER
Procedure 4Y

Principal Position - Reactor Engineer.

Alternate Position - None.

Responsibilities - Assist the Site Emergency Director as directed in determining accident conditions and measures to control the accident.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) and assist the Site Emergency Director as directed.

2. Advise the Site Emergency Director on reactor and fuel performance, if necessary.

Subsequent Actions

3. In the event the Technical Support Center must be evacuated, report to the alternate assembly area as designated by the Site Emergency Director.

4. Maintain current information on the Technical Support Center Status Board with the exception of radiological data.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4Z - Licensed Training Instructor or Training Instructor		
4Z-1	24	12/23/82

LICENSED TRAINING INSTRUCTOR OR TRAINING INSTRUCTOR
Procedure 4Z

Principal Position - Activator of Emergency Operations Center (Boyne City).

Alternate Position - Assembly Area III Leader.

Responsibilities - To activate (open doors, etc) the Emergency Operations Center and coordinate activities and communications of the Emergency Operations Center.

Immediate Actions

1. Upon notification of an emergency condition requiring activation of the Emergency Operations Center, proceed to the Emergency Operations Center and perform the requirements of EPIP 3C.

Subsequent Actions

2. Coordinate activities and communications of the Emergency Operations Center.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4AA - Chemical and Radiation Protection Technician		
4AA-1	24	12/23/82

CHEMICAL AND RADIATION PROTECTION TECHNICIAN
Procedure 4AA

Principal Position - Dispatch individual to Charlevoix County Emergency Operations Center for Off-Site monitoring.

Alternate Position - None.

Responsibilities - Performs off-site monitoring activities as requested by the Site Emergency Director or Health Physicist and provides data for EPIP 5A-F.

Immediate Actions

1. Upon notification by the Site Emergency Director or Health Physicist proceed to Operations Center for possible use of the off-site emergency environmental kits stored there for environmental monitoring.

   NOTE: Chemical and Radiation Protection technicians are expected to use their personal vehicles in performing the duties of this procedure.

Subsequent Actions

2. Upon arrival at the Charlevoix County Emergency Operations Center, the Chemical and Radiation Protection Technician will receive directions from the Plant by using the dedicated telephone line in the Sheriff's office.

3. Other Chemical and Radiation Protection Technicians will perform duties as assigned by the Site Emergency Director or respective supervisor.

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4BB - Telephone Switchboard Operator		
4BB-1	24	12/23/82
4BB-2	24	12/23/82

TELEPHONE SWITCHBOARD OPERATOR
Procedure 4BB

Principal Position - Switchboard operator.

Alternate Position - a. Security ID Station night phone

b. Emergency evacuation - Control Room

Responsibilities - Extend incoming and outgoing telephone calls

Immediate Actions

1. Upon sounding of the emergency siren, be prepared to screen all calls for proper extending and to transfer switchboard to Control Room if ordered to evacuate.

2. Nonemergency personnel calls shall not be extended to insure that incoming and outgoing lines are available for emergency calls.

3. The following information shall be obtained from the Site Emergency Director:

   a. What calls, if any, shall be forwarded to the Control Room?

   b. Where news media calls should be forwarded.

   c. Where the Technical Support Center can be reached.

Subsequent Actions

4. Upon receiving orders to evacuate, the switchboard operator will depress the night mode button on her switchboard. All calls coming into the Plant will then be transferred to the night station (ID Station, Extension 208). The ID Station operator shall then program extension 208 to forward all calls to the Plant Control Room (163) by picking up the handset, dialing #2, dialing 163 and then hanging up the handset. The officer shall then pick up extension 235 and dial: 9-547-6537 to insure that all incoming calls to the Plant are being properly forwarded to extension 163 (Control Room)

   *It should be noted that after normal working hours, the ID Station operator need not wait for the switchboard to be put on the night mode, as it has already been done.

   If a complete power failure occurs during a site evacuation, all incoming calls to the Plant will automatically divert to the default station (162).

**NOTE: If Station 163 is requested to be reprogrammed to receive incoming calls after power has been restored, the person sent to reprogram shall first reprogram the switchboard so that the night mode light is not flashing. He will do this by following these instructions:

a. Press an idle loop (line not being used. Located in the center of the switchboard, signified by the numbers 1, 2, 3, 4, 5 and 6. When loop is depressed, a red light will go on above the loop number. You are ready to proceed.)

b. Press the start button.

c. Dial #6.

d. Press the release button.

e. Night mode light will now be steady and not flashing.

All calls are now going to extension 208 (ID Station) again. The person who reprogrammed the switchboard will then go into the ID Station and reprogram extension 208 to forward all calls to extension 163 (Control Room). This is done by picking up the handset on extension 208, dialing #2, dialing 163 and hanging up the handset. He will then pick up extension 235 and dial: 9-547-6537 to insure that all incoming calls to the Plant are once again being properly forwarded to extension 163 (Control Room).

LIST OF EFFECTIVE PAGES

Page	Rev No	Date
EPIP 4CC - General Health Physicist		
4CC-1	24	12/23/82

GENERAL HEALTH PHYSICIST
Procedure 4CC

Principal Position - TSC Member

Alternate Position - Chemical and Health Physics Superintendent

Responsibilities - Support the Chemical and Health Physics Superintendent to ensure proper radiation protection measures are taken during and after emergency conditions.

Immediate Actions

1. Upon sounding of the emergency siren, proceed to Assembly Area I (Technical Support Center) for personnel accountability check and to assist the Chemical and Health Physics Superintendent.

Subsequent Actions

2. Perform second level reviews of completed procedures and dose calculations performed in the TSC.