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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLANNING IMPLEMENTING PROCEDURE 1004.8
CALLOUT OF ONSITE AND OFFSITE DUTY ROSTER PERSONNEL

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Office of Nuclear Reactor Reg.

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(DCRC)

M. A. Nelson

Signature

8/6/82

Date

R. J. Toole

Signature

8-6-82

Date

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THREE MILE ISLAND NUCLEAR STATION UNIT NO. 1 EMERGENCY PLANNING IMPLEMENTING PROCEDURE 1004.8 CALLOUT OF ONSITE AND OFFSITE DUTY ROSTER PERSONNEL

1.0 PURPOSE

The purpose of this procedure is to provide guidance for the notification of the appropriate members of the onsite and offsite Emergency Duty Section(s).

The Communications Assistant is responsible for implementing this procedure when directed by the Emergency Director.

2.0 ATTACHMENTS

- 2.1 Attachment I Instructions for Code-A-Phone Answering Machine
- 2.2 Attachment II Notification of Board of Directors, Dispatch Control Center, V.P. Nuclear Assurance and GPU Reading.

3.0 EMERGENCY ACTION LEVELS

This procedure to be initiated upon declaration of the following:

- 3.1 Unusual Event (1004.1)
- 3.2 Alert (1004.2)
- 3.3 Site Emergency (1004.3)
- 3.4 General Emergency (1004.4)
- 3.5 As directed by the Emergency Director

4.0 EMERGENCY ACTIONS

- 4.1 Callout of Onsite Duty Roster - For an unusual Event, request the Emergency Director or his designee to indicate which Duty Section members are to be contacted, if any.

- 4.1.1 Verify that a message has been placed on the Code-A-Phone in accordance with Attachment I.

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____ 4.1.2 Contact the Operations and Maintenance Director
TMI/1 (If not in Control Room).

- a. R. J. Toole (if Toole is the Duty Section Superintendent proceed to the next step).
- b. Work phone -
- c. Home phone
- d. Beeper
- e. Message:

This is the Communications Assistant at Three Mile Island Unit I.

We have declared a(n) _____
(emergency classification)

at _____
(time)

____ 4.1.3 Contact the Manager, Plant Operations TMI/1 (If not
in Control Room)

- a. M. J. Ross
- b. Work phone -
- c. Home phone
- d. Beeper -
- e. Message:

This is the Communications Assistant at the Three Mile Island Unit I.

We have declared a(n) _____
(emergency classification)

at _____
(time)

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____ 4.1.4 Contact the Director of Unit I (If not in Control Room)

- a. H. D. Hukill
- b. Work phone -
- c. Home phone
- d. Beeper -
- e. Message:

This is the Communications Assistant at Three Mile Island Unit I.

We have declared a(n) _____
(emergency classification)

at _____
(time)

4.1.5 Contact Public Affairs Representative

- a. Refer to "Onsite Duty Roster, Additional Support Personnel" for name, number, etc.
- b. Message

This is the Communications Assistant at Three Mile Island Unit I.

We have declared a(n) _____
(emergency classification)

at _____
(time)

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For all classes of emergencies the Emergency Preparedness Representative is to ensure proper notification is made per Attachment II.

4.1.8 Contact the York Haven Power Station

- a. Telephone
- b. Message:

This is the Communications Assistant at Three Mile Island Unit I.

We have declared a(n) _____
(emergency classification)

at _____
(time)

4.2 Callout of Onsite Duty Roster - required for an Alert, Site, or General Emergency or when directed by the Emergency Director.

4.2.1 Check the following locations to determine which members of the duty section have already reported in response to the emergency announcement.

- a. Control Room (visual check), Shift Supervisor's Office (visual check).
- b. Operations Support Center -
 - 1. Phone number -
- c. Technical Support Center
 - 1. Phone number -

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4.2.2 Using the Duty Roster as a reference make all the remaining notifications as instructed below:

: NOTE: The Communications Assistant will record a message on :
: the Code-A-Phone. This message will announce that an :
: emergency has occurred and require the duty section :
: member to confirm his response. A rewind of the :
: message tape will provide you with a status of re- :
: sponding duty section members. (Attachment I, :
: Step 3.) :

a. DURING NORMAL WORKING HOURS

(WEEKDAYS 8:00 a.m. to 4:30 p.m.)

1. Call the office number listed and tell the individual to respond to his designated duty station.
2. If the person is not there or if the party doesn't answer, activate the beeper, by dialing the number listed on the board.
3. Periodically rewind the phone recording device to determine who has responded to the phone pager activation. See Note above.

b. AFTER HOURS/HOLIDAYS, ETC.

1. Call the home phone number listed and tell the individual to respond to his designated duty station.
2. If the person is not there or if the party doesn't answer, activate the beeper, by dialing the number listed on the board.

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3. Periodically rewind the phone recording device to determine who has responded to the beeper activation. See Note above.

4.2.3 Call one of the Environmental Assessment Coordinators below and request that the EACC be activated.

W. Riethle

G. Baker

Work Phone

Work Phone

Home Phone

Home Phone

Beeper

Beeper

4.2.4 Inform the Emergency Director when all contacts have been made and provide him with a list of individuals that can not be reached.

: NOTE: If the duty section individual has not responded to :
: beeper activations, notify the Emergency Director :
: of this and request that he designate a suitable :
: replacement. :

4.3 Callout of Offsite Duty Roster - Required for a Site or General Emergency or when directed by the Emergency Director. Obtain a copy of the offsite duty roster from the Shift Supervisor's office.

4.3.1 If an Unusual Event or Alert is declared request the Emergency Director to indicate which offsite duty members are to be contacted (if any). If a site or General Emergency is declared, proceed to step 4.3.2.

: NOTE: The offsite duty roster is divided into three :
: priority groups. The Priority one member is to be :
: contacted initially, if no contact, then try the :
: priority two member then the priority three, until :
: one member is reached. :

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4.3.2 Contact the offsite duty members in the following manner:

: NOTE: Personnel indicated by asterisks are Parsippany :
: based and are reached through the GPU offices in :
: Parsippany, or through the Jersey Central Power and :
: Light Company dispatcher in Morristown, NJ . :
: . . The dispatcher must be :
: requested to activate TMI Emergency Pager No. 111 or :
: activate the beeper of the Parsippany duty member. :
: If Parsippany Duty Personnel do not respond to their :
: beepers, attempt to contact these individuals at :
: home. :
:

a. During Normal Working Hours

(Workdays 8 a.m. to 4:30 p.m.)

1. Call the EOF , and the AEOF
obtain the name of the
personnel that have responded, and check off
their names on the Off-Site Duty Roster.
2. Call Parsippany Technical Functions ,
inform them of the emergency, and
have them activate their Technical Functions
Center. Record the name of the person con-
tacted and the time of the call.
3. Call all remaining Priority I personnel at
their office number, tell the individual to
respond to his designated duty station.
4. If the person is not there, activate his beeper.
5. If the Priority I person does not respond,
proceed to the Priority II individual; follow
steps 3 and 4 above.

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6. If the Priority I or II individual does not respond, proceed to the Priority III individual; follow steps 3 and 4 above.
 7. At least once an hour, rewind the phone recording device (Code-A-Phone) to determine who has responded to beeper activation.
- b. After hours/holidays, etc.
1. Call the home number listed for each required Priority I position, and tell the individual to respond to their designated Duty Station.
 2. If the person is not there, activate their beeper.
 3. If there is no response from the Priority I person, follow steps 1 and 2 above, for the Priority II person.
 4. If there is no response from the Priority I or II person follow steps 1 and 2 above, for the Priority III person.
 5. Periodically rewind the phone recording device (Code-A-Phone) to determine who has responded to beeper activation.
- 4.3.3 Update the duty roster with the appropriate information and status as to the phone calls made, the pagers activated and members responding.
- 4.3.4 Inform the Emergency Director when all contacts have been made and provide the Emergency Director with a list of individuals that cannot be reached.

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: NOTE: If any of the duty roster positions have not been :
: filled, notify the Emergency Director or the :
: Emergency Support Director and request that he :
: designate a suitable replacement. :

5.0 FINAL CONDITIONS

- _____ 5.1 The members of the onsite duty section have been notified and are responding.
- _____ 5.2 If applicable, the members of the offsite duty roster have been notified and are responding.

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ATTACHMENT I

INSTRUCTIONS FOR CODE-A-PHONE ANSWERING MACHINE

CONTROL PHONE: Located in Shift Supervisor's Office

This is a telephone answering machine utilized to maintain a record of personnel responding to an emergency.

OPERATION:

1. To place out-going message on machine.
 - A. Position selector on machine front to "ANN-REC".
 - B. Pick-up handset.
 - C. Depress button on handset and begin recording the following message.

"This is _____ at Three Mile Island Unit I
(name)

Control Room. An emergency has been declared in
Unit _____. All members of the _____
(I or II) (Onsite/Offsite)

Emergency Organization report to your stations. At
the tone leave your name, position you will be
filling and your expected time of arrival".
 - D. Upon completion of message, release button on handset and position selector on machine front to "ANS-REC".
2. To check announcement.
 - A. Position selector on machine front to "ANN-CHECK".
 - B. If speaker switch is not in the "out" position then pick-up handset and depress button. Message will be heard on handset. If speaker switch is in the "out" position, the message will be heard on the speaker.

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ATTACHMENT I (Cont'd)

3. To check incoming calls.
 - A. Set the selector on machine front to "Play".
 - B. Rewind tape by placing rewind-fast forward lever to the rewind position (left). Once tape has been rewound, reposition the rewind-fast forward lever to the mid-position.
 - C. To listen to incoming calls proceed to step 2B above. Call Unit 2 Control Room at EXT. and ensure they put the same message on their Code-A-Phone.

: NOTE: Periodically contact Unit 2 to find out which :
: personnel have responded on their phone in order to :
: check them off on the roster. :

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ATTACHMENT II

Notification of Board of Directors, Vice President Nuclear Assurance and GPU-Reading Dispatch Control Center.

1. For all classes of emergencies notify:

GPU Reading Dispatch Control Center

Phone GPU Reading

Load Director's desk

2. For an Alert, Site, or General Emergency also notify the following individuals:

V.P. Nuclear Assurance

R.L. Long

Work Phone

Home Phone

Beeper (None)

S. Bartnoff

Work Phone

Home Phone

Beeper /

R.C. Arnold

Work Phone

Home Phone

Beeper

B.H. Cherry

Work Phone

Home Phone

Beeper

P.R. Clark

Work Phone

Home Phone

Beeper /

W. Verrochi

Work Phone

Home Phone

Beeper

H. Dieckamp

Work Phone

Home Phone

Beeper

J.R. Leva

Work Phone

Home Phone

Beeper NONE

W. Kuhns

Work Phone

Home Phone

Beeper

F.J. Smith

Work Phone

Home Phone

Beeper NONE

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