REV. 4/82

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TO: NRC Bethesda

QA FILE NO.:G00002

DATE: 03-20-85

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1 of 2 (over)

DOCUMENT TITLE

GP 1.3 (Cancelled) AEP Emergency Response Organization Emergency Preparedness Procedure

THIS ISSUE IS: ☐ ORIGINAL ISSUE ☐ PARTIAL REVISION ☒ RE-ISSUE OF COMPLETE DOCUMENT WITH REVISIONS

REV. NO. --- DATE: 3/12/85 DCN: QA-3-85 G00002 CDRAR: REV. NO. 4 DATE: 08/23/84

CDAL: REV. NO. --- DATE: 08/16/84 DCN: QA-3-85 G00002 QA FILE NO: G00002

DOCUMENT TITLE

GP #1.4 (Cancelled) Activation and Operation of the Engineering Emergency Operation Facility (Columbus)

THIS ISSUE IS: ☐ ORIGINAL ISSUE ☐ PARTIAL REVISION ☒ RE-ISSUE OF COMPLETE DOCUMENT WITH REVISIONS

REV. NO. -- DATE: 03/12/85 DCN: QA-3-85 G00002 CDRAR: REV. NO. 4 DATE: 08/23/84

CDAL: REV. NO. --- DATE: 08/16/84 DCN: QA-3-85 G00002 QA FILE NO: G00002

DOCUMENT TITLE

GP #1.5 (Cancelled) Activation and Operation of the Emergency Operation Facility (EOF)

THIS ISSUE IS: ☐ ORIGINAL ISSUE ☐ PARTIAL REVISION ☒ RE-ISSUE OF COMPLETE DOCUMENT WITH REVISIONS

REV. NO. --- DATE: 3/12/85 DCN: QA-3-85 G00002 CDRAR: REV. NO. 4 DATE: 08/23/84

CDAL: REV. NO. --- DATE: 08/16/84 DCN: QA-3-85 G00002 QA FILE NO: G00002

RECEIPT ACKNOWLEDGEMENT SIGNATURE: _____
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1 Riverside Plaza ORIGINATOR

ROOM NO.: 20th floor (AEPSC QA)

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DOCUMENT TITLE
GP #1.7 (Cancelled) AEP Emergency Response Organization Training Program
THIS ISSUE IS: ☐ ORIGINAL ISSUE ☐ PARTIAL REVISION ☒ RE-ISSUE OF COMPLETE DOCUMENT WITH REVISIONS
REV. NO. --- DATE: 03/12/85 DCN: G00002 QA-1-85 CDRAR: REV. NO. 4 DATE: 08/23/84
CDAL: REV. NO. --- DATE: 08/16/84 DCN: G00002 QA-3-85 QA FILE NO: G00002

DOCUMENT TITLE
THIS ISSUE IS: ☐ ORIGINAL ISSUE ☐ PARTIAL REVISION ☐ RE-ISSUE OF COMPLETE DOCUMENT WITH REVISIONS
REV. NO. _____ DATE: _____ DCN: _____ CDRAR: REV. NO. _____ DATE: _____
CDAL: REV. NO. _____ DATE: _____ DCN: _____ QA FILE NO: _____

DOCUMENT TITLE
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CDAL: REV. NO. _____ DATE: _____ DCN: _____ QA FILE NO: _____

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1 Riverside Plaza
ORIGINATOR

ROOM NO.: 20th floor (AEPSC QA)

FORM GE-42

AMERICAN ELECTRIC POWER SERVICE CORPORATION

AEPSC General Procedures

Manual Section 1

AEPSC General Procedure No. 1.3

AEP EMERGENCY RESPONSE ORGANIZATION

EMERGENCY PREPAREDNESS PROCEDURE

REVISION RECORD

REVISION	ISSUE DATE	AFFECTED SECTIONS	APPROVED BY
0	4/1/81	Initial Issue	R. S. Hunter
1	1/6/83	All Pages Effected	R. S. Hunter
2	2/2/84	All Pages Effected	M. P. Alexich
Cancelled	3/12/85	Cancelled - Superceded by AEPSC Emergency Response Manual 3/6/85	John E. Dolan

AEPSC GENERAL PROCEDURE NO. 1.3

AEP EMERGENCY RESPONSE ORGANIZATION

EMERGENCY PREPAREDNESS PROCEDURE

CANCELLATION

Prepared By: T. D. Harshbarger Date: 3/8/85
T.G. Harshbarger
Radiological Support Section

Reviewed By : S.J. Brewer Date: 3/11/85
S.J. Brewer, Manager
Radiological Support Section

: R.W. Jurgensen Date: 3/11/85
R.W. Jurgensen
Consulting Nuclear Engineer

: R.F. Kroeger Date: 3/11/85
R.F. Kroeger
AEPSC Manager Quality Assurance

: M.P. Alexich Date: 3/11/85
M.P. Alexich
AEPSC Vice President, NOD

Concurred By: W.G. Smith, Jr. Date: 3/11/85
W.G. Smith, Jr.
D.C. Cook Plant Manager

Approved By : John E. Dolan Date: 3/12/85
John E. Dolan
AEPSC Vice Chairman, Engineering and
Construction

FORM GE-62

AMERICAN ELECTRIC POWER SERVICE CORPORATION

AEPSC General Procedures

Manual Section 1.0

AEPSC General Procedure No. 1.4

ACTIVATION AND OPERATION OF THE ENGINEERING EMERGENCY OPERATIONS FACILITY (COLUMBUS)

REVISION RECORD

REVISION	ISSUE DATE	AFFECTED SECTIONS	APPROVED BY
0	1/06/83	Initial Issue	R. S. Hunter
1	2/2/84	All Pages	M. P. Alexich
Cancelled	3/12/85	Cancelled - Superceded by AEPSC Emergency Response Manual 3/6/85	John E. Dolan

AEPSC GENERAL PROCEDURE NO. 1.4

ACTIVATION AND OPERATION OF THE ENGINEERING EMERGENCY OPERATIONS FACILITY (COLUMBUS)

CANCELLATION

Prepared By: T. G. Harshbarger Date: 3/8/85
T.G. Harshbarger
Radiological Support Section

Reviewed By: S. J. Brewer Date: 3/9/85
S.J. Brewer, Manager
Radiological Support Section

: R. W. Jurgensen Date: 3/11/85
R.W. Jurgensen
Consulting Nuclear Engineer

: R. F. Kroeger Date: 3/11/85
R.F. Kroeger
AEPSC Manager Quality Assurance

: M. P. Alexich Date: 3/11/85
M.P. Alexich
AEPSC Vice President, NOD

Concurred By: W. G. Smith Jr. Date: 3/11/85
W.G. Smith, Jr.
D.C. Cook Plant Manager

Approved By: John E. Dolan Date: 3/12/85
John E. Dolan
AEPSC Vice Chairman, Engineering and Construction

FORM GE-62

AMERICAN ELECTRIC POWER SERVICE CORPORATION

AEPSC General Procedures

Manual Section 1.0

AEPSC General Procedure No. 1.5

Activation and Operation of the Emergency Operations Facility (EOF)

REVISION RECORD

REVISION	ISSUE DATE	AFFECTED SECTIONS	APPROVED BY
0	1/06/83	Initial Issue	R. S. Hunter
1	2/2/84	All Effected Pages	M. P. Alexich
Cancelled	3/12/85	Cancelled - Superceded by AEPSC Emergency Response Manual 3/6/85	John E. Dolan

AEPSC GENERAL PROCEDURE NO. 1.5

ACTIVATION AND OPERATION OF THE EMERGENCY

OPERATIONS FACILITY (EOF)

CANCELLATION

Prepared By: T. G. Harshbarger Date: 3/8/85
T.G. Harshbarger
Radiological Support Section

Reviewed By: S. J. Brewer Date: 3/11/85
S.J. Brewer, Manager
Radiological Support Section

: R. W. Jurgensen Date: 3/11/85
R.W. Jurgensen
Consulting Nuclear Engineer

: R. F. Kroeger Date: 3/11/85
R.F. Kroeger
AEPSC Manager Quality Assurance

: M. P. Alexich Date: 3/11/85
M.P. Alexich
AEPSC Vice President, NOD

Concurred By: W. G. Smith, Jr. Date: 3/11/85
W.G. Smith, Jr.
D.C. Cook Plant Manager

Approved By: John E. Dolan Date: 3/12/85
John E. Dolan
AEPSC Vice Chairman, Engineering and
Construction

FORM GE-62

AMERICAN ELECTRIC POWER SERVICE CORPORATION

AEPSC General Procedures

Manual Section 1.0

AEPSC General Procedure No. 1.7

AEP EMERGENCY RESPONSE ORGANIZATION TRAINING PROGRAM

REVISION RECORD

REVISION	ISSUE DATE	AFFECTED SECTIONS	APPROVED BY
0	1/06/83	Initial Issue	R. S. Hunter
1	2/2/84	All Pages Effected	M. P. Alexich
2	5/18/84	1,5,6,7,8,(9.deleted)	John E. Dolan
Cancelled	3/12/85	Cancelled - Superceded by AEPSC Emergency Response Manual 3/6/85	John E. Dolan

AEPSC GENERAL PROCEDURE NO. 1.7

AEP EMERGENCY RESPONSE ORGANIZATION

TRAINING PROGRAM

CANCELLATION

Prepared By: _____ Date: 3/8/85
T.G. Harshbarger
Radiological Support Section

Reviewed By: _____ Date: 3/11/85
S.D. Brewer, Manager
Radiological Support Section

: _____ Date: 3/11/85
R.W. Jurgensen
Consulting Nuclear Engineer

: _____ Date: 3/11/85
R.F. Kroeger
AEPSC Manager Quality Assurance

: _____ Date: 3/11/85
M.P. Alexich
AEPSC Vice President, NOD

Concurred By: _____ Date: 3/11/85
W.G. Smith, Jr.
D.C. Cook Plant Manager

Approved By: _____ Date: 3/12/85
John E. Dolan
AEPSC Vice Chairman, Engineering and
Construction

ERP NUMBER	TITLE	REVISION	EFFECTIVE DATE
1.00	ADMINISTRATIVE		
1.01	Emergency Response Manual Overview	0	
1.02	Preparation of AEPSC Emergency Response Procedures	0	
2.00	INITIAL ASSESSMENT GROUP (IAG)		
2.01	IAG Organization & Function	0	
2.02	IAG Manager	0	
2.03	IAG Coordinator	0	
2.04	Emergency Planning Coordinator	0	
2.05	IAG Member	0	
2.06	IAG Status Reporters	0	
2.07	Outside Agency Liaison	0	
2.08	IAG Runner	0	
2.09	Public Affairs Representative	0	
3.00	EMERGENCY RESPONSE ORGANIZATION (ERO)		
3.01	ERO Organization & Function	0	
3.02	Recovery & Control Manager (RCM)		
3.03	Radiation Control & Waste Handling Manager and Staff	0	
3.04	Engineering, Design & Construction Manager and Staff	0	

ERP NUMBER	TITLE	REVISION	EFFECTIVE DATE
3.05	Schedule & Planning Manager and Staff	0	
3.06	News and Public Relations * Manager	0	
4.00	AEPSC CORPORATE SUPPORT GROUP (CSG)		
4.01	AEP-CSG Organization & Function	0	
4.02	AEP-CSG Manager	0	
5.00	MISCELLANEOUS INFORMATION		
5.01	Emergency Notification Phone Numbers	0	
5.02	Training	0	
5.03	Drills and Exercises	0	

*The News and Public Relations Manager Procedure will be developed after the revised JPIC and Emergency News Source Procedures are issued.

PREPARED BY | APPROVAL

TITLE: EMERGENCY RESPONSE MANUAL OVERVIEW

1.0 PURPOSE

In Appendix B of the Donald C. Cook Nuclear Plant Emergency Plan, AEPSC committed to incorporate into a single document entitled the AEP Emergency Response Manual all AEP Emergency Procedures. This Emergency Response Manual is being created to fulfill this commitment.

2.0 ATTACHMENTS

None

3.0 ORGANIZATION

3.1 Organization of the AEP Emergency Response Manual

3.1.1 This manual is divided into five major sections. The first section contains those procedures dealing with the administrative aspects of the Emergency Response Manual and the AEPSC Emergency Response Organization. The second section contains those procedures necessary for the activation and operation of the Initial Assessment Group (IAG). The third section contains those procedures necessary for the activation and operations of the Emergency Response Organization (ERO). The fourth section contains those procedures necessary for the activation and operation of the AEP Corporate Support Group (AEP-CSG). The fifth section contains procedures outlining training and notification numbers.

AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. 1.02 Page 1 of 11 Revision 0 Date 2-8-85
PREPARED BY / APPROVAL	

TITLE: PREPARATION OF AEPSC EMERGENCY RESPONSE PROCEDURES

1.0 PURPOSE

To describe and define the instructions for preparation, review, approval, revision and control of AEPSC Emergency Response Procedures (ERPs). ERPs are instructions which describe and define guidelines for the uniform performance of Emergency Response tasks within the American Electric Power Service Corporation. These procedures may provide further details of the Emergency Response Organization functions described in the Donald C. Cook Emergency Plan or Plant Emergency Plan Procedures.

2.0 ATTACHMENTS

Attachment 1, Emergency Response Procedure Title Page
Attachment 2, Emergency Response Procedure Continuation Page
Attachment 3, Procedure Change Request Memorandum
Attachment 4, Table of Contents Page.
Attachment 5, Document Control Acknowledgement Letter
Attachment 6, Distribution Control Log Sheet

3.0 INITIATING CONDITION AND/OR REQUIREMENTS

This procedure shall be followed during the preparation, review, revision, approval and distribution of all AEPSC ERPs.

4.0 RESPONSIBILITY

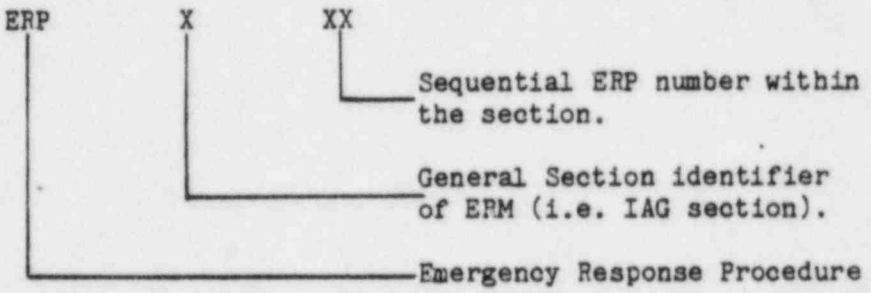
4.1 The Vice President - Nuclear Operations shall be responsible for final approval of all AEPSC ERPs.

4.2 The Manager, Radiological Support Section shall be responsible for the preparation, revision, review control, and distribution of all AEPSC ERPs including the Table of Contents for the AEPSC Emergency Response Manual.

5.0 PROCEDURE

5.1 Format

5.1.1 ERPs shall be identified by a three digit number determined by the following format:



5.1.2 If an ERP is deleted from the Manual, the number shall not be reassigned and the Table of Contents shall indicate that the ERP has been deleted.

5.1.3 The Emergency Response Manual shall be organized and approved under the following general sections:

Section 1.00	Administrative
Section 2.00	Initial Assessment Group
Section 3.00	Emergency Response Organization
Section 4.00	Corporate Support Group
Section 5.00	Miscellaneous Support Information

5.1.4 The first page of each ERP is the Emergency Response Procedure Title Page (Attachment 1). This title page gives the ERP title, number and revision and gives the ERP title, number and revision and effective. Changes to the ERPs shall be indicated in the text of the procedure by change bars on the right hand margin of the changed material.

5.1.5 The ERP Continuation Page (Attachment 2) is used for page 2 and following pages.

5.1.6 ERPs should follow the organizational and content format shown below:

Section	Heading	Scope
1.0	Purpose	A brief statement of the purpose.
2.0	Attachments	List all attachments which appear in the ERP such as forms, checklists and review sheets.
3.0	Initiating Conditions and/or Requirements	A brief statement explaining under what situations the ERM may be implemented.
4.0	Responsibilities	A brief statement of the responsibilities of individuals who implement the ERP.
5.0	Procedures	A description of the sequential steps taken to complete the activity.

5.1.7 If any of the above topics are not applicable to an ERP, "None" should be entered under that heading.

5.2 Initiation and Preparation of an AEP Emergency Response Procedure

5.2.1 Any member of AEPSC may identify the need for a new ERP or revision to any existing ERP by completing and signing a Procedure Change Request Memorandum (PCRM) (Attachment 3) and submitting it to the Radiological Support Section Manager.

5.2.2 The Radiological Support Section Manager shall maintain a log to record the receipt and distribution of all PCRMs and the review status of ERPs.

5.2.3 The Radiological Support Section Manager shall determine the desirability of the proposed change.

5.2.4 If the change is determined to be undesirable, the Radiological Support Section Manager shall disapprove the PCRM; noting so in his log; and return the disapproved PCRM to the initiator.

5.2.5 If the change is determined to be necessary, the Radiological Support Section Manager shall approve the PCRM and assign a cognizant engineer to develop the new ERP or prepare the requested revision.

5.2.6 The Radiological Support Section Manager shall update the log and, if a new ERP is to be initiated, assign it the next sequential number, and give it to the Initial Assessment Group Coordinator.

5.2.7 The Initial Assessment Group Coordinator shall develop and prepare a draft ERP and submit it for review to individuals within the Emergency Response Organization who have interfacing responsibilities or functions in the activity.

5.2.8 The Initial Assessment Group Coordinator shall be responsible for resolving comments, if any, against the draft ERP. Once comments are resolved, the Initial Assessment Group Coordinator shall prepare the ERP in final form and obtain the necessary approval signature on the ERP Title Page. The Radiological Support Section Manager shall maintain a historical file of superseded ERPs.

5.2.9 The Initial Assessment Group Coordinator shall also initiate a revised Table of Contents Page (Attachment 4) with the issue of each new or revised ERP. The Table of Contents Page shall list the ERPs by number, title, revision number and effective date, and change bars shall be used on the Table of Contents Page adjacent to the changed ERP. The Radiological Support Section Manager shall approve the Table of Contents and assign the effective date. The effective date of the ERP shall be the date of issue.

5.2.10 The Initial Assessment Group Coordinator shall distribute two copies of the revised ERP and Table of Contents to each controlled copy holder.

5.3 Distribution

5.3.1 The Radiological Support Section Manager or his designee shall prepare a distribution list of all agencies, organizations, and individuals to be used for the distribution of each document.

5.3.2 For each document distributed, a complete Document Control Acknowledgement Letter (DCAL) (Attachment 5) shall be attached. The DCAL enables the Radiological Support Section Manager to document the distribution and receipt of each controlled copy.

5.3.3 At the time the DCAL is sent, an entry will be made to the Distribution Control Log (DCL) on a Distribution Control Log Sheet (DCLS) (Attachment 6). This entry to the DCL shall include the revision number, the date the revision was sent, individual and address to which the revision was sent and the controlled copy number.

5.3.4 The agency, organization, or individual to which the document was sent will have ten (10) days after receipt of the revision to return the DCAL. When the DCAL is received by the NSLG Manager the date received will be entered into the DCL on the appropriate page.

5.3.5 If the DCAL is not received within ten (10) days, a phone call shall be made to the individual failing to return the DCAL, to determine if that individual has received the revision. If not, a new copy will be sent and noted in the DCL. If the individual has received the transmitted revision, this too shall be noted in the DCL.

ATTACHMENT 1

	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. Page 1 of Revision 0 Date
	PREPARED BY / APPROVAL	

TITLE:

ATTACHMENT 2

	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. Page Revision 0 Date

ATTACHMENT 3

AMERICAN ELECTRIC POWER SERVICE CORPORATION

DATE:

SUBJECT: Procedure Change Request Memorandum

FROM:

TO: Radiological Support Section Manager

Type of Request: | | New Procedure

| | Revision to:_____

Description of Requested Change: (Attach additional sheets as necessary)

Justification:

_____
(Signature)

Evaluation of Request:

| | Rejected, Explanation Attached

| | Approved, Procedure Under Preparation

| | Approved, Interim Instructions Attached

| | Disposition Attached

_____ _____
(Signature) (Date)

Distribution:

ATTACHMENT 4

ERP Number	Title	Revision	Effective Date

ATTACHMENT 5

DOCUMENT CONTROL ACKNOWLEDGEMENT LETTER

Controlled Copy No._____

AMERICAN ELECTRIC POWER SERVICE CORPORATION

EMERGENCY RESPONSE MANUAL REV.:_____

EMERGENCY RESPONSE PROCEDURE NO. ____ REV.:_____

OTHER _____

Please sign and return this form within 10 days of receipt to:

Mr. Timothy G. Harshbarger
American Electric Power Service Corporation
1 Riverside Plaza, 20th Floor
Columbus, Ohio 43216

I have received the above noted material

Signature _____

Date _____

Address _____

_____

_____

ATTACHMENT 6

DISTRIBUTION CONTROL LOG SHEET

AEP Emergency Response Manual Controlled Copy:_____

Send to: _____

_____

_____

_____

Revision No.	Date Sent	Date DCAL Received	Comments

PREPARED BY

APPROVAL

TITLE: IAG ORGANIZATION & FUNCITON

1.0 PURPOSE

To describe and define the organization and function of the AEP Initial Assessment Group (IAG) located at AEPSC Headquarters in Columbus, Ohio.

2.0 ATTACHMENTS

Attachment 1, IAG Organizational Chart
Attachment 2, IAG Activation Flow Diagram

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency, or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 IAG ORGANIZATION

The organization of the IAG is shown in Attachment 1. The IAG will be manned by AEPSC personnel from the AEPSC Headquarters in Columbus. A brief description of the staff duties follows:

4.1 IAG Manager

- Has overall responsibility for the initial AEPSC Emergency Response.

- Ensures that the full resources of the AEPSC are made available as required to make the plant secure and to minimize the effects of the incident on Plant personnel and the public.

4.2 IAG Coordinator

- Has overall responsibility for ensuring that the IAG Room is operational.

- Responsible for coordinating the setup and logistics of the IAG Room.

4.3 Emergency Planning Coordinator

- Acts as a resource person in technical and nontechnical areas and to provide interface support between Emergency Response Organizations (both Company and Non-Company).

4.4 IAG Member

- Provides technical assistance to the plant in the member's field of expertise.

4.5 Status Reporter

- Establishes and maintains communications with the TSC Communications Coordinator and reports plant status via a status board and status reporting forms.

4.6 Outside Agency Liaison

- Acts as liaison between the assigned outside agency (i.e. INPO, ANI, Westinghouse) and the IAG.

4.7 IAG Runner

- Provide clerical assistance to the IAG Room on an as needed basis.

4.8 Public Affairs Representative

- Gathers information from the IAG Manager and staff and transmits approved information and news releases to the Public Affairs Department or Joint Public Information Center for release to the media.

4.9 Administrative Support Groups

- Provide additional administrative support to the IAG on an as needed basis.

4.10 IAG Functions

4.10.1 The IAG functions during the early phases of an emergency are to:

4.10.1.1 Mobilize AEPSC resources to provide support to the Plant.

4.10.1.2 Decide whether, and to what extent, the ERO should be activated, which ERO Managers should go to the Plant site to man the EOF in Benton Harbor, and which should remain at AEPSC to man the AEP Corporate Support Group.

4.10.1.3 Provide assistance to the Plant as requested.

4.10.1.4 Assess the Plant status and evaluate whether problems may arise in the next few hours for which Plant mitigating procedures do not exist. Determine the possible actions to mitigate those problems.

4.10.1.5 Notify Westinghouse, INPO and American Nuclear Insurers (ANI) as appropriate of the accident and keep them periodically informed of the Plant status.

4.10.1.6 Provide technical explanation of the Plant status to the IAG Public Affairs Representative and approve press releases.

5.0 PROCEDURES

5.1 The IAG will be activated whenever the plant emergency condition reaches the Alert, Site Area Emergency, or General Emergency classification. In addition, the IAG may be activated at the request of the On Site Emergency Coordinator. Activation of the IAG will constitute a standby status for the ERO.

5.2 An activation flow diagram is given for the IAG in Attachment 2. A general description of the activation process for the IAG is given below.

5.3 Activation of the IAG

5.3.1 At his discretion the Onsite Emergency Coordinator notifies the AEPSC IAG Manager per PMP 2080 EPP.012. This notification is mandatory at the Alert stage and above.

5.3.2 The IAG Manager notifies the IAG Coordinator if he determines that it is necessary to activate the IAG. The IAG Coordinator in turn notifies each IAG Member.

5.3.3 Each IAG member shall place their staff members on standby.

5.3.4 The IAG Coordinator will have the IAG Room set up to include:

5.3.4.1 Notification of IAG Members, Status Reporter, Runners, Outside Agency Liaison, and Public Affairs Representative Technical Liaison.

5.3.4.2 Telephone Hookups

5.3.4.3 Setup of Status Boards and Emergency Planning Zone Maps

5.3.4.4 Setup of Tables, Chairs, Signs, Etc.

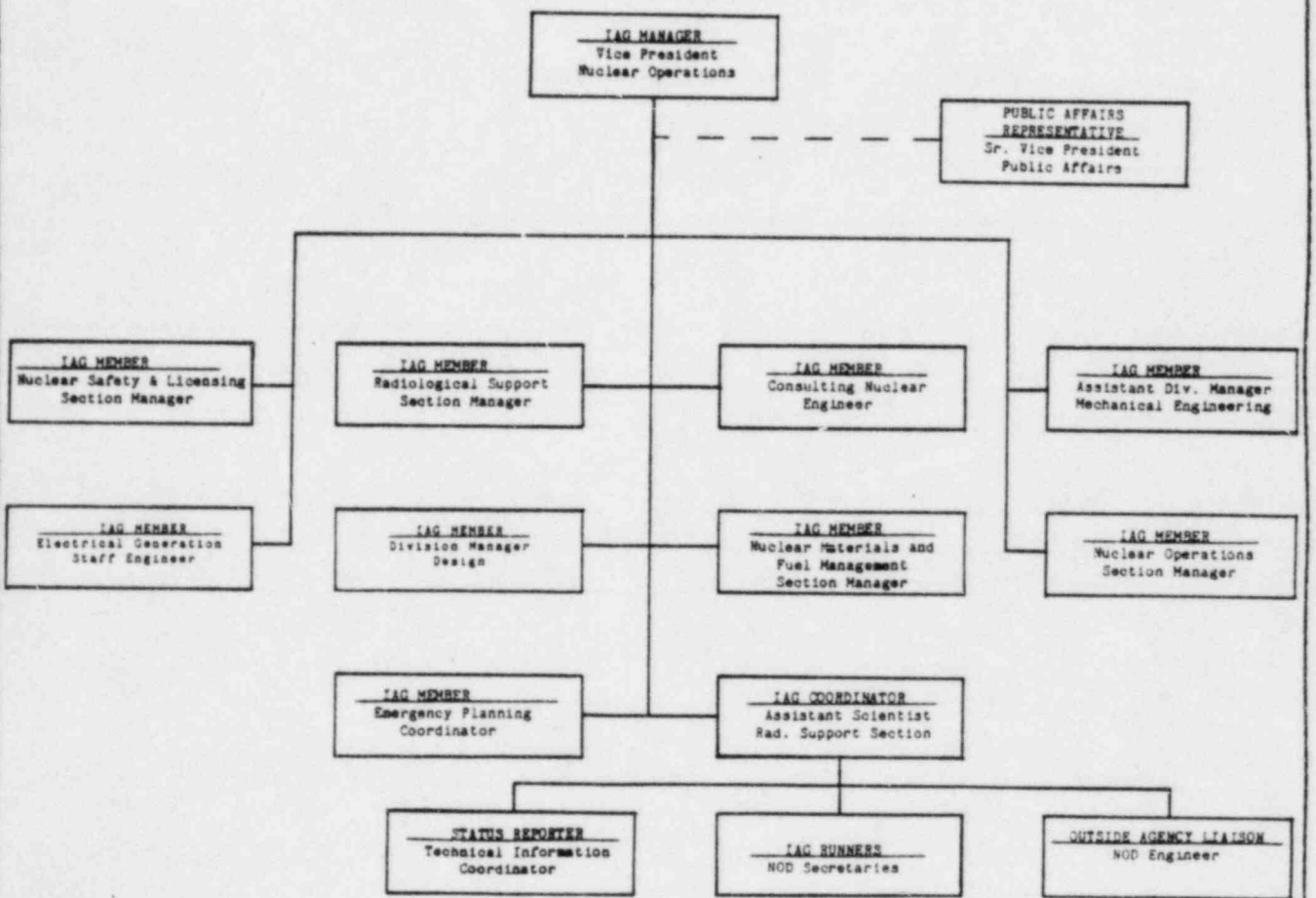
5.3.4.5 Supplies (pens, paper, forms, etc.)

5.3.5 Communications with TSC are established.

5.3.6 At this point, the IAG is activated.

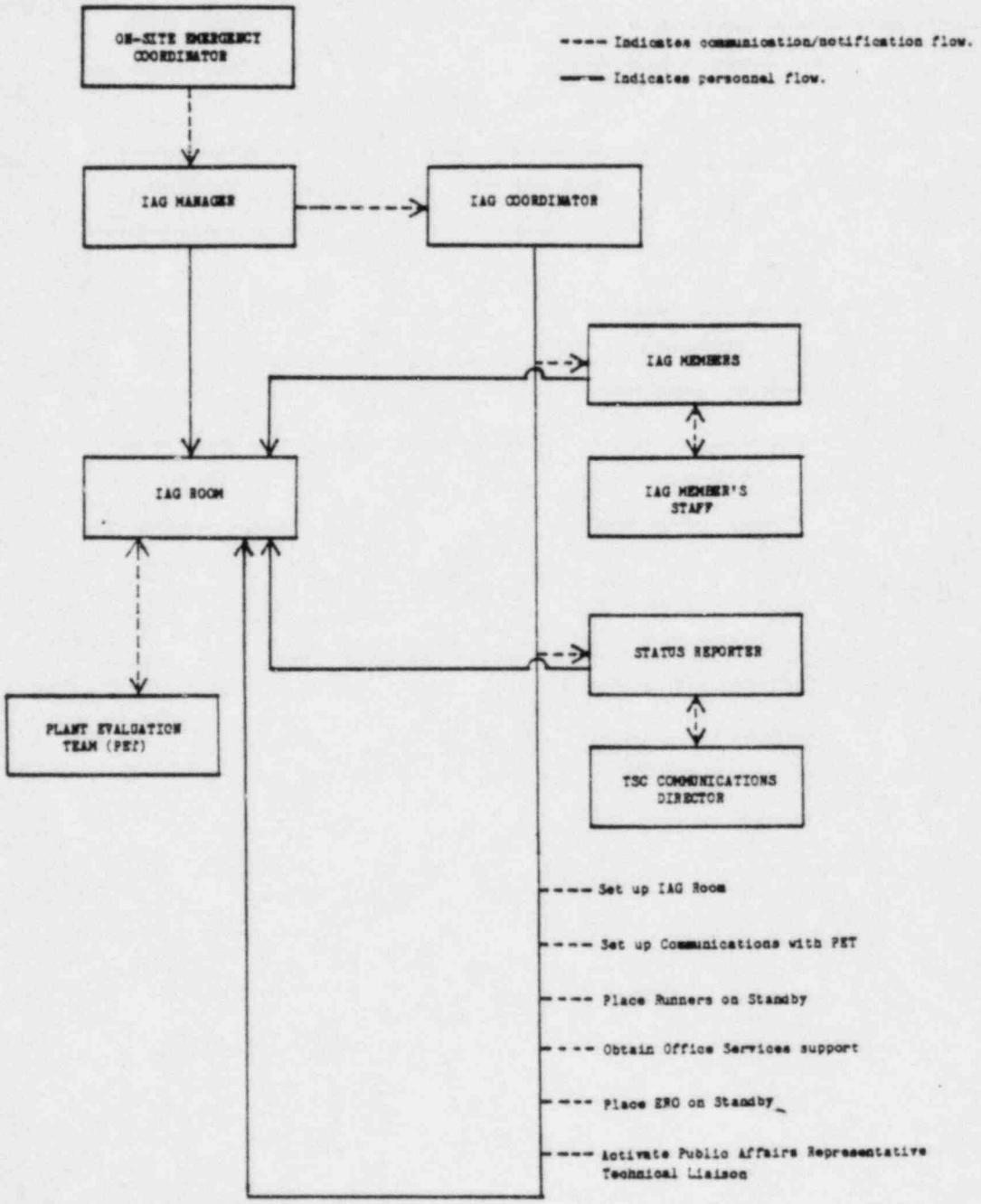
ATTACHMENT 1

IAG ORGANIZATION CHART



ATTACHMENT 2

IAG ACTIVATION FLOW DIAGRAM



PREPARED BY | APPROVAL

TITLE: IAG MANAGER

1.0 PURPOSE

To describe and define the responsibilities and actions of the Initial Assessment Group Manager during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

None

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The position of the Initial Assessment Group Manager is held by:

Vice President-Nuclear Operations

By one of the following designated alternates:

- o Consulting Nuclear Engineer
- o Staff Engineer, Nuclear Operations Division
- o Radiological Support Section Manager

4.2 The primary responsibility of the Initial Assessment Group Manager is to assure that the full resources of AEPSC are quickly made available as required to assist the OSEC in minimizing the effects of the emergency on the health and safety of the public.

4.3 Other responsibilities of the Initial Assessment Group Manager include:

4.3.1 Overall executive management of AEPSC initial response to the emergency.

4.3.2 Analyzes the readily available information about the emergency.

4.3.3 Establishes the need for other IAG members to become involved and convenes the IAG physically in one location or by means of a conference telephone call.

4.3.4 Maintains a communications link with the TSC.

4.3.5 Provides recommendations for mitigation of the emergency as requested by DCCNP or deemed necessary by the IAG based upon the initial assessment of the event.

4.3.6 Establishes contact with off-site support groups external to the corporation such as Westinghouse Electric Corporation (the NSS supplier), INPO, ANI, etc. as needed.

4.3.7 Approve any technical information given to the IAG Public Affairs representative.

5.0 PROCEDURES

5.1 Initial Actions

5.1.1 Upon notification of an event by the D. C. Cook Plant On-Site Emergency Coordinator, determine if the IAG should be activated. The IAG should be activated for any Alert, Site Area Emergency, or General Emergency. It is up to the discretion of the IAG Manager to activate the IAG during an Unusual Event or when requested by the On Site Emergency Coordinator.

5.1.2 If it is decided to activate the IAG, contact the IAG Coordinator. (See Attachment 1 to ERP 5.01, Initial Assessment Group Manager's Call Out List.)

5.1.2.1 During off hours the IAG Manager may determine that the needed support can be provided via a conference call with the appropriate IAG members. A conference call can be set up by calling the operator and asking to be connected with the conference call operator. Give the conference call operator the names and numbers of the people to be involved in the conference call. (Off hours notification numbers are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.)

5.1.2.2 If it is decided to activate the IAG during off hours, contact the IAG Coordinator. If the IAG Manager is unable to reach the IAG Coordinator, he may activate the IAG himself by following ERP 2.03. (Off hours notification numbers are given in ERP 5.01 Attachment 1, Initial Assessment Group Manager's Call Out List.)

5.1.2.3 Before leaving to travel to the IAG, the IAG Manager shall appoint one IAG Member to remain in contact with the plant until the IAG is activated. Give this IAG Member's phone number to the plant and have the plant contact this individual. Contact this IAG Member and inform him to remain behind in contact with the Plant.

5.1.3 Report to the IAG Room and sign in on the Initial Assessment Group Status Board and the Initial Assessment Group Sign-In Log Book.

5.1.4 Insure that the IAG is functional and verify that communications has been established with the Plant Evaluation Team (PET).

5.1.5 As the IAG Members log in brief them on the plant status.

5.1.6 Determine which off-site agencies have already been contacted by the Plant (refer to the Initial Notification Status Board).

5.2 Continuing Actions

5.2.1 In consultation with the IAG members, decide if Westinghouse, INPO or American Nuclear Insurers should be contacted (see ERP 2.07). American Nuclear Insurers shall be contacted upon declaration of an Alert, Site Area Emergency, or General Emergency.

5.2.2 Determine whether and to what extent, the ERO should be activated, which ERO Managers should go to the Plant to staff the Emergency Operations Facilities, and which should remain at AEPSC to staff the AEPSC Corporate Support Group.

5.2.3 If it is decided to send ERO Managers to the Plant, inform the IAG Coordinator so that travel arrangements can be made.

5.2.4 Inform the PET of the decision to activate the ERO, explain which ERO Managers and staff are traveling to the plant area and when and where (i.e. Benton Harbor, South Bend) they are expected to arrive.

5.2.5 In consultation with the IAG Members determine the need to activate any Westinghouse or INPO personnel to go to the site. If a decision is reached to activate Westinghouse or INPO personnel, the appropriate outside agency liaison will tell the appropriate agency personnel which ERO Manager they will report to and where he is located.

5.2.6 In most cases the IAG Manager will also act as an ERO Manager and will travel to the plant with the ERO. In this event the IAG Manager will appoint one member of the IAG to act as the IAG Manager until the IAG is dissolved.

5.3 Deactivation Actions

5.3.1 If the situation warrants, the IAG Manager will deactivate the IAG. Close out all communication and insure that all outside agencies are made aware of the deactivation.

5.3.2 If the ERO is traveling to the Plant, insure that the IAG continues to provide assistance to the plant as requested. Continue to keep Westinghouse, INPO, and ANI abreast of the plant status.

5.3.3 Continue to approve proposed press releases.

5.3.4 Once the ERO arrives on site, the IAG may be deactivated at the direction of the Emergency Response Organization's Recovery and Control Manager. The Recovery and Control Manager may also request that the AEPSC Corporate Support Group be activated (see ERPs 3.02 and 4.01).

AMERICAN ELECTRIC POWER SYSTEM	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. 2.03 Page 1 of 4 Revision 0 Date 2-8-85
	PREPARED BY / APPROVAL	

TITLE: IAG COORDINATOR

1.0 PURPOSE

To describe and define the responsibilities and actions of the Initial Assessment Group Coordinator during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

None

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The position of the Initial Assessment Group Coordinator is held by:

4.1.1 Assistant Scientist - Radiological Support Section

4.1.2 By the following designated alternate:

- Engineer - Radiological Support Section

4.2 The primary responsibility of the IAG Coordinator is to insure the readiness of the AEPSC Emergency Response Organization and coordinate the setup and operation of the IAG Room.

4.3 Other responsibilities of the IAG Coordinator include:

4.3.1 Activate the IAG Members and Status Reporter.

4.3.2 Place IAG Runners on standby.

4.3.3 Establish communications with the Donald C. Cook Plant Evaluation Team (PET).

4.3.4 Obtain Office Services support as needed.

5.0 PROCEDURES

5.1 Initial Actions

5.1.1 Contact each IAG Member and the Status Reporter. Request them to proceed to the IAG Room and to begin fulfilling their IAG responsibilities per ERP 2.05 and 2.06. Notification numbers are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.1.2 Once the Status Reporter has been notified proceed to the IAG Room and begin placing the IAG Room in working order.

5.1.2.1 Retrieve the IAG sign in log from the bottom drawer of the file cabinet located in the IAG Room and place it near the door. Insure that each IAG Member logs in as they enter the IAG Room.

5.1.2.2 Establish communications with the Plant Evaluation Team which is located in the Plant Technical Support Center. The speaker phone in the IAG Room labeled PET shall be reserved for communications between the IAG and the PET. The phone numbers for the PET are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.1.2.3 Distribute paper, pencil, chalk, markers and any other supplies necessary to operate the IAG.

5.1.2.4 Insure that the Status Reporter is present and ready to receive plant status reports. Provide assistance if necessary.

5.2 Continuing Actions

5.2.1 Notify the IAG Runners and Outside Agency Liaisons to standby at their preassigned locations. Notification phone numbers for the IAG Runners and Outside Agency Liaisons can be found in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.2.2 Once the IAG Room is in working order contact and inform each ERO Manager (In some instances an ERO Manager may also act as an IAG Member. In such cases contact the alternate ERO Manager to standby.) or his designated alternate to standby for further instructions to mobilize, as needed, or carry out Emergency Response assignments as requested by the IAG and as authorized by the IAG Manager. The notification numbers for the Emergency Response Organization Managers are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.2.3 If additional Administrative Support is needed, Office Services can supply this additional support on an as needed basis. This support can be obtained by telephoning the Manager, Office Services and requesting the specific type of Administrative Support needed by the IAG. In any event the Manager, Office Services should be placed on standby to assist the IAG if necessary. Notification numbers are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.2.4 If it is decided to send ERO Managers to the Plant site, the IAG Coordinator should follow steps 5.2.4.1 through 5.2.4.5.

5.2.4.1 Determine how many people will be going to the plant.

5.2.4.2 Call Office Services and ask them to arrange for a flight(s) from Columbus to the plant. Record the time and place of aircraft departure, and the estimated time and place of arrival. Phone numbers for Office Services Personnel are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.2.4.3 Inform the Administration and Logistics Manager of arrival time and location of the ERO Managers and insure that the Administration and Logistics Manager will provide transportation (per ERP 3.08) for the ERO Managers to their assigned emergency response facility. Notification numbers for the Administration and Logistics Manager are given in ERP 5.01, Attachment 2, Initial Assessment Group Coordinator's Call Out List.

5.2.4.4 Inform the IAG Manager of the travel arrangements made for the ERO Managers so that he may brief them on departure times, locations, etc.

5.3 Deactivation Actions

5.3.1 If the situation warrants the IAG Manager will deactivate the IAG. File all reporting forms, gather up all equipment and place it in the file cabinet and tell everyone placed on standby of the deactivation.

5.3.2 Once the ERO Managers arrive on site the IAG may be deactivated at the direction of the Emergency Response Organization's Recovery and Control Manager. The Recovery and Control Manager may also request that the AEPSC Corporate Support Group be activated (see ERP 3.02 and 4.01).

T.D. Yanshlag
PREPARED BY

APPROVAL

TITLE: EMERGENCY PLANNING COORDINATOR

1.0 PURPOSE

To describe and define the responsibilities and actions of the AEP Emergency Planning Coordinator during an emergency and during drills and exercises at the Donald C. Cook Nuclear Plant.

2.0 ATTACHMENTS

Attachment 1, Drill/Exercise Report

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The position of the AEP Emergency Planning Coordinator is held by:

Emergency Planning Coordinator - Radiological Support Section

By the following designated alternate:

Assistant Scientist - Radiological Support Section

4.2 The primary responsibility of the AEP Emergency Planning Coordinator during an emergency condition at the Donald C. Cook Plant is to provide any assistance as requested by the Initial Assessment Group Manager.

4.3 The primary responsibility of the AEP Emergency Planning Coordinator during drills and exercises is to act as a corporate observer/critique writer at the Donald C. Cook Plant.

5.0 PROCEDURE

5.1 Actions During Drills and Exercises at Donald C. Cook

5.1.1 The Emergency Planning Coordinator shall observe teh activities of the D. C. Cook Plant Emergency Response Organization during drills and exercises conducted at the D. C. Cook Plant.

5.1.2 The Emergency Planning Coordinator shall observe these activities from the main Emergency Response Facility. This will normally be the Technical Support Center but in some instances will include the Emergency Operations Facility.

5.1.3 After the exercise or drill the Emergency Planning Coordinator shall prepare a written report (Attachment 1) with critique results, scenario. This report shall be submitted to the Radiological Support Section Manager within 10 days following the completion of the drill or exercise.

5.1.4 The Emergency Planning Coordinator shall place one copy of the written report in the Radiological Support Section files.

5.2 Actions During an Emergency at Donald C. Cook

5.2.1 Upon request of the Initial Assessment Group Coordinator report to the Initial Assessment Group Room and provide support as requested by the Initial Assessment Group Manager.

ATTACHMENT 1

DRILL/EXERCISE REPORT

To: Radiological Support Section Manager

From: Emergency Planning Coordinator

Subject: Drill/Exercise_____
(Title)

1. A _____ Drill/Exercise was conducted on _____.
(Date)

2. The drill/exercise was held on _____ shift.

3. Offsite assistance utilized was _____

_____

4. A critique was conducted and the following recommendations for corrective action were noted:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

-- Continue on additional sheets as necessary --

Signature _____ _____
(Emergency Planning Coordinator) (Date)

PREPARED BY

APPROVAL

TITLE: IAG MEMBER

1.0 PURPOSE

To describe and define the responsibilities and actions of the Initial Assessment Group Members during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

Attachment 1, List of all IAG Members and Their Alternates
Attachment 2, Location of the IAG Room and Work Areas for Technical Liaison on the 20th Floor

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The IAG Members and their designated alternates have been chosen based upon their technical expertise in specific fields of engineering, management, and public affairs as well as their familiarity with the Donald C. Cook Nuclear Plant. A list of each IAG Member and each alternate is shown in Attachment 1.

4.2 The primary responsibility of each IAG Member is to assist in developing actions to be used by plant personnel in mitigating the incident and/or off-site and on-site consequences resulting from the accident.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 Upon request of the IAG Coordinator inform your division or section personnel to stand by to provide technical assistance as requested.

5.1.2 Report to the Initial Assessment Group Room and sign in on the Initial Assessment Group Status Board and the Initial Assessment Group Sign-in Log Book.

5.2 Continuing Actions

5.2.1 Assess the relevant data and information transmitted by the plant to the IAG.

5.2.2 Assist the IAG Manager to determine if activation of the AEPSC Emergency Response Organization is required. Determine which AEPSC functions should be dispatched to the Donald C. Cook Plant for the EOF activation and support and which functions should remain at the Corporate Support Group.

5.2.3 Participate as a member of the Emergency Response Organization if required. Review appropriate ERO procedures before leaving for the plant.

5.2.4 Assist the Plant Staff in all requests for technical and non-technical assistance.

5.2.5 Provide technical explanation of the Plant status to the IAG Public Affairs person and be ready to review proposed press releases for technical content.

5.3 Deactivation Actions

5.3.1 When the situation warrants the IAG Manager will deactivate the IAG.

5.3.2 If the ERO Managers travel to the site, continue to perform IAG functions until they arrive at the site.

5.3.3 Once the ERO Managers arrive on site the IAG may be deactivated at the direction of the Emergency Response Organization's Recovery and Control Manager. At this point the Recovery and Control Manager may also request that the AEPSC Corporate Group be activated (see ERP 3.02 and 4.01).

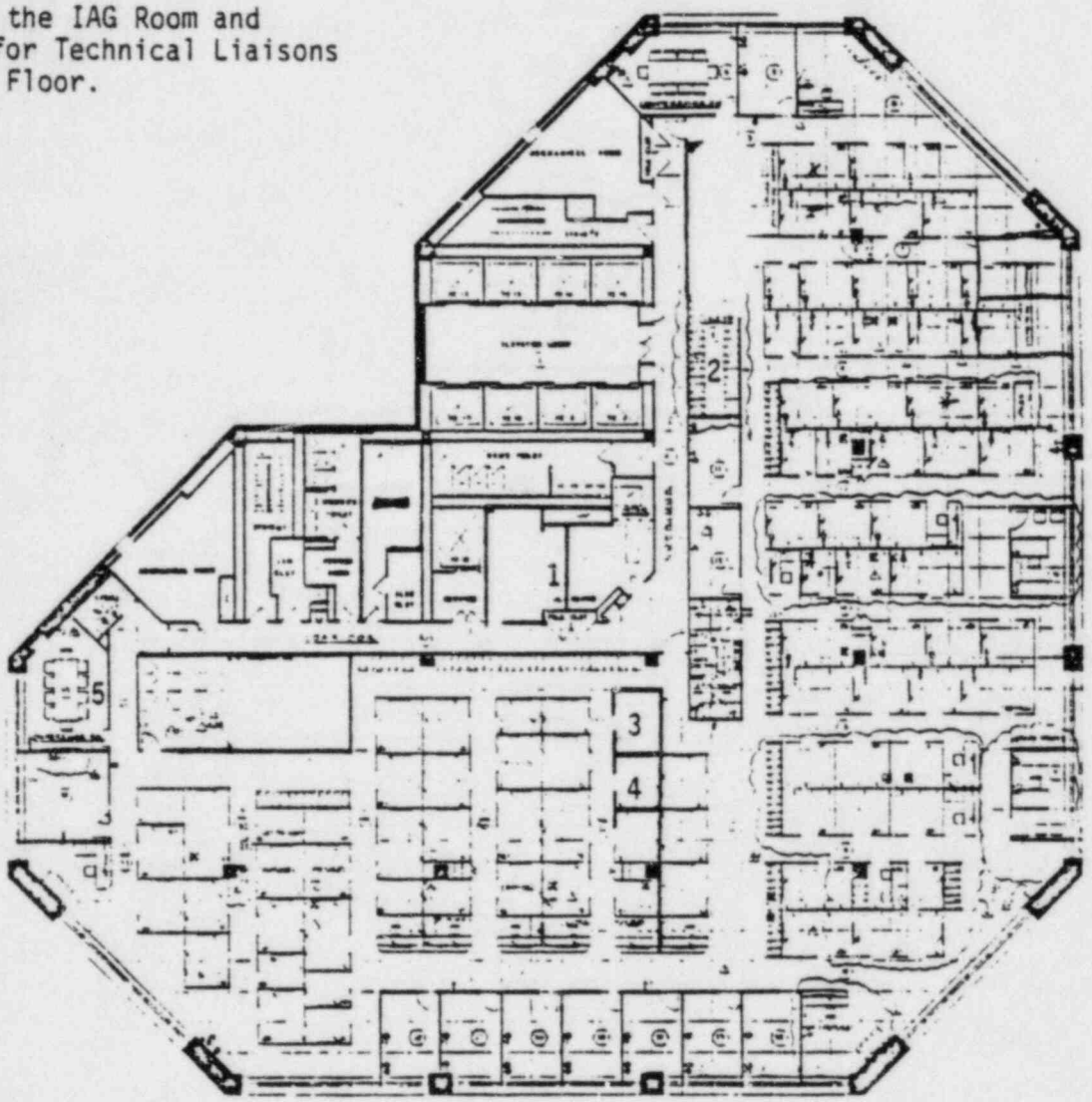
ATTACHMENT 1

IAG MEMBERS AND ALTERNATES

Name	Title	Alternate
M. P. Alexich	Vice President - Nuclear Operations	R. W. Jurgensen
R. W. Jurgensen	Consulting Nuclear Engineer	D. V. Shaller
J. M. Cleveland	Manager, Nuclear Materials & Fuels Management	G. John
J. G. Feinstein	Manager, Nuclear Safety & Licensing	T. R. Satyan-Sharma
S. J. Brewer	Manager, Radiological Support Section	S. P. Klementowicz
F. S. VanPelt, Jr.	Manager, Nuclear Operations Support Section	R. S. Lease
S. H. Steinhart	Assistant Division Manager - Mechanical Engineering	A. S. Grimes J. A. Kobyra
T. E. King	Electrical Generation - Staff Engineer	J. R. Anderson J. L. Corey
J. A. DiBella	Division Manager - Design	V. A. LePore R. H. Meister
J. C. Brennan	Senior Vice President - Public Affairs	W. W. Corbitt

ATTACHMENT 2

Location of the IAG Room and work areas for Technical Liaisons on the 20th Floor.



1. Initial Assessment Group Room.
2. D. C. Cook Plant Procedures.
3. Work area for the Mechanical Engineering Technical Liaison, Ext.
4. Work area for the Electrical Engineering Technical Liaison. Ext.
5. Work area for the Design Division Technical Liaison, Ext.

PREPARED BY | APPROVAL

TITLE: IAG STATUS REPORTERS

1.0 PURPOSE

To describe and define the responsibilities and actions of the Initial Assessment Group Status Reporter during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

Attachment 1, Example of RCS/NSSS Status Board
Attachment 2, Example of Equipment/Radiation Monitoring System Status Board
Attachment 3, Status Reporting Form A
Attachment 4, Status Reporting Form B
Attachment 5, Status Reporting Form C
Attachment 6, Example of Dose Assessment Status Board

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

The position of the IAG Status Reporter is held by two individuals simultaneously. The individuals holding these positions are:

1. The Library Assistant, Nuclear Operations Division and the Technical Writer, Nuclear Safety and Licensing Section.

2. The following designated alternate:

   o Assistant Engineer, Radiological Support Section

   o Technician - Engineer, Nuclear Operations Support Section

The primary responsibility of the IAG Status Reporters is to establish and maintain communications with the appropriate on-site emergency response facility and to obtain plant status information from the Communication Coordinator located at this facility. Once this status information is obtained it is the responsibility of the IAG Status Reporters to keep IAG members updated as to the plant status via IAG status boards and to maintain a chronological history of the plant status via status reporting forms.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 Upon notification from the IAG Coordinator report to the Initial Assessment Group Room and sign in on the Initial Assessment Group Status Board and the Initial Assessment Group Sign-In Log Book.

5.1.2 Obtain the following supplies from the IAG file cabinet:

1. Clipboard
2. Copies of Status Reporting Forms A and B
3. Ink pen
4. Status board markers
5. Status board erasers
6. Headset.

5.1.3 The first Status Reporter arriving at the IAG Room shall establish communications with the appropriate on-site Emergency Response Facility:

5.1.3.1 Connect the headset to the IAG status phone and follow one of the steps below.

5.1.3.2 For most emergency situations communication should be established with the AEPSC Communicator located in the TSC. This can be accomplished via the Status Phone located in the IAG Room.

Phone numbers for the Technical Support Center's AEPSC Communicator are given in ERP 5.01, Attachment 3, Initial Assessment Group Status Reporter's Call Out List.

5.1.3.3 In the event of a Site Area Emergency or General Emergency it may be necessary to establish communications with the AEPSC Communicator located in the EOF. This can be accomplished via the Status Phone located in the IAG Room.

Phone numbers for the Emergency Operations Facility AEPSC Communicator are given in ERP 5.01, Attachment 3, Initial Assessment Group Status Reporter's Call Out List.

5.1.4 Once communications has been established with the Communications Coordinator at the Plant begin recording plant status information onto the appropriate Status Reporting Form (Attachment 3, 4 and 5) as it is transmitted from the plant.

5.1.5 After all plant status information has been recorded on the Status Reporting Forms place the completed forms in the appropriate letter baskets.

5.1.6 The second Status Reporter shall transfer the information on the Status Reporting Forms to the appropriate status board (Attachments 1, 2 and 6). After this information has been posted, place the completed forms in the appropriate envelope attached to the side of the Status Reporting Station.

5.1.7 As shown in Attachment 2 the status board illustrating the Radiation Monitoring System has been left blank. Check with the IAG Manager to determine which monitors should be tracked. This information should be obtained from Status Reporting Form B (Attachment 4).

5.1.8 Record changes in plant status on new Status Reporting Forms and transfer this information to the Status Board.

5.1.9 As needed the Status Reporters may alternate between duties.

5.2 Continuing Actions

5.2.1 Continue to record plant status as it is transmitted from the plant and to update status boards as changes are reported.

5.3 Deactivation Actions

5.3.1 If the situation warrants, the IAG Manager will deactivate the IAG. Close out all communications and give all completed Status Reporting Forms to the IAG Coordinator.

5.3.2 If the IAG is being changed to the Corporate Support Group Mode, continue communications and reporting of data.

ATTACHMENT 1

RCS/NSSS LOOP PARAMETERS STATUS BOARD

Unit No:_____ Date:_____ Time:_____

RCS PARAMETER					
1. Containment Temp.	*_____	°F	5. Intermediate Range	_____	AMPS
2. Cont. H_2 Concentration	*_____	%	6. Containment Pressure	_____	PSIG
3. RWST Level	*_____	%	7. Containment Sump Level	*_____	%
4. Source Range	*_____	CPM	8. Containment Level	* _____	%

9. CTS Pumps	East*	ON / OFF			West*	ON / OFF			
10. RHR Spray Flow	East *	_____	GPM		West *	_____	GPM		
11. SI Flow	North*	_____	GPM		South*	_____	GPM		
12. BIT Flow	LP1*	_____ GPM	LP2*	_____ GPM	LP3*	_____ GPM	LP4*	_____ GPM	
13. Accum Pressure	LP1*	_____ PSIG	LP2*	_____ PSIG	LP3*	_____ PSIG	LP4*	_____ PSIG	
14. RHR Injection Flow	East*	_____	GPM		West*	_____	GPM		
15. RCP Status	*LP1 ON / OFF		*LP2 ON / OFF		*LP3 ON / OFF		*LP4 ON / OFF		

16. RCS Pressure	_____	PSIG	22. PRT Level	_____ %
17. Charging Flow	_____	GPM	23. PRT Pressure	_____ PSIG
18. PZR Liquid Temp.	_____	°F	24. PZR Cycling Htrs.	*ON / OFF
19. PZR Steam Temp.	_____	°F	25. PZR Backup Htrs.	*ON / OFF
20. PZR Level	_____	%	26. Letdown Flow	_____ GPM
21. PRT Temp.	_____	°F	27. Saturation Margin	_____ °F

NSSS LOOP PARAMETERS	Loop 1	Loop 2	Loop 3	Loop 4
28. Wide Range T Hot	_____ °F	_____ °F	_____ °F	_____ °F
29. Wide Range T Cold	_____ °F	_____ °F	_____ °F	_____ °F
30. S/G Pressure	_____ PSIG	_____ PSIG	_____ PSIG	_____ PSIG
31. S/G N.R. Level	_____ %	_____ %	_____ %	_____ %
32. S/G W.R. Level	_____ %	_____ %	_____ %	_____ %
33. Steam Flow (ppm X 10^6)	_____	_____	_____	_____
34. Feed Flow (ppm X 10^6)	_____	_____	_____	_____
35. Aux. Feed Flow (ppm X 10^3)	_____	_____	_____	_____
36. MSIV Status	*OPEN / CLOSE	*OPEN / CLOSE	*OPEN / CLOSE	*OPEN / CLOSE
37. IST Level	* _____ %	* _____ ft.		
38. Steam Dump	*ATMOS / COND			

ATTACHMENT 2

EQUIPMENT/RADIATION MONITORING SYSTEM STATUS BOARD

Unit No._____ Date:_____ Time:_____

EQUIPMENT STATUS

	AVAILABLE	UNAVAILABLE		AVAILABLE	UNAVAILABLE
39. East ESW			49. East CCP		
40. West ESW			50. West CCP		
41. East CCW			51. TDAFP		
42. West CCW			52. EMDAFP		
43. East CTS			53. WMDAFP		
44. West CTS			54. AB Diesel		
45. North SI			55. CD Diesel		
46. South SI			56. Normal Res.		
47. East RHR			57. 12 EP		
48. West RHR					

RADIATION MONITORING SYSTEM

	Monitor Number	Reading	Units	Location
1.				
2.				
3.				
4.				
5.				
6.				
7.				

31. Wind Speed _____ MPH

32. Wind Direction _____ °(from)

33. Air Temp. T _____ °C

ATTACHMENT 3

STATUS REPORTING FORM A

TECHNICAL INFORMATION SHEET Unit No:_____ Date_____ Time_____

Data Taken By_____

NOTE

When redundant indication exists, record most severe condition.

RCS PARAMETER

1. Containment Temp.	_____ °F		5. Intermediate Range	_____	AMPS
2. Cont. H_2 Concentration	_____ %		6. Containment Pressure	_____	PSIG
3. RWST Level	_____ %		7. Containment Sump Level	_____	%
4. Source Range	_____ CPM		8. Containment Level	_____	%

9. CTS Pumps	East	ON / OFF				West	ON / OFF		
10. RHR Spray Flow	East	_____	GPM			West	_____	GPM	
11. SI Flow	North	_____	GPM			South	_____	GPM	
12. BIT Flow	LP1	_____	GPM	LP2	_____ GPM	LP3	_____ GPM	LP4	_____ GPM
13. Accum Pressure	LP1	_____	PSIG	LP2	_____ PSIG	LP3	_____ PSIG	LP4	_____ PSIG
14. RHR Injection Flow	East	_____	GPM			West	_____	GPM	
15. RCP Status	LP1 ON / OFF			LP2 ON / OFF		LP3 ON / OFF		LP4 ON / OFF	

16. RCS Pressure	_____ PSIG		22. PRT Level	_____ %
17. Charging Flow	_____ GPM		23. PRT Pressure	_____ PSIG
18. PZR Liquid Temp.	_____ °F		24. PZR Cycling Htrs.	ON / OFF
19. PZR Steam Temp.	_____ °F		25. PZR Backup Htrs.	ON / OFF
20. PZR Level	_____ %		26. Letdown Flow	_____ GPM
21. PRT Temp.	_____ °F		27. Saturation Margin	_____ °F

NSSS LOOP PARAMETERS	Loop 1	Loop 2	Loop 3	Loop 4
28. Wide Range T Hot	_____ °F	_____ °F	_____ °F	_____ °F
29. Wide Range T Cold	_____ °F	_____ °F	_____ °F	_____ °F
30. S/G Pressure	_____ PSIG	_____ PSIG	_____ PSIG	_____ PSIG
31. S/G N.R. Level	_____ %	_____ %	_____ %	_____ %
32. S/G W.R. Level	_____ %	_____ %	_____ %	_____ %
33. Steam Flow (ppm X 10^6)	_____	_____	_____	_____
34. Feed Flow (ppm X 10^6)	_____	_____	_____	_____
35. Aux. Feed Flow(ppm X 10^3)	_____	_____	_____	_____
36. MSIV Status	OPEN / CLOSE	OPEN / CLOSE	OPEN / CLOSE	OPEN / CLOSE
37. CST Level	_____ %	_____ Ft.		
38. Steam Dump	ATMOS / COND			

EQUIPMENT STATUS

	AVAILABLE	UNAVAILABLE		AVAILABLE	UNAVAILABLE
39. East ESW	_	_	49. East CCP	_	_
40. West ESW	_	_	50. West CCP	_	_
41. East CCW	_	_	51. TDAFP	_	_
42. West CCW	_	_	52. EMDAFP	_	_
43. East CTS	_	_	53. WMDAFP	_	_
44. West CTS	_	_	54. AB Diesel	_	_
45. North SI	_	_	55. CD Diesel	_	_
46. South SI	_	_	56. Normal Res.	_	_
47. East RHR	_	_	57. 12 EF	_	_
48. West RHR	_	_			

ATTACHMENT 4

STATUS REPORTING FORM B

RADIATION MONITORING SYSTEM DATA

Unit No._____ Date_____ Time_____

Data Taken By_____

1.	VRS-1101/2101	_____	MR/HR	Upper Containment Area
2.	VRS-1201/2201	_____	MR/HR	Upper Containment Area
3.	ERS-1301/2301	_____	µci	Lower Containment Airborne Particulate
4.	ERS-1303/2303	_____	µci	Lower Containment Airborne Iodine
5.	ERS-1305/2305	_____	µci/cc	Lower Containment Airborne Noble Gas (L.R.)
6.	ERS-1307/2307	_____	µci/cc	Lower Containment Airborne Noble Gas (M.R.)
7.	ERS-1309/2309	_____	µci/cc	Lower Containment Airborne Noble Gas (H.R.)
8.	ERS-1401/2401	_____	µci	Lower Containment Airborne Particulate
9.	ERS-1403/2403	_____	µci	Lower Containment Airborne Iodine
10.	ERS-1405/2405	_____	µci/cc	Lower Containment Airborne Noble Gas (L.R.)
11.	ERS-1407/2407	_____	µci/cc	Lower Containment Airborne Noble Gas (M.R.)
12.	ERS-1409/2409	_____	µci/cc	Lower Containment Airborne Noble Gas (H.R.)
13.	VRS-1501/2501	_____	µci	Unit Vent Effluent Particulate
14.	VRS-1503/2503	_____	µci	Unit Vent Effluent Iodine
15.	VRS-1505/2505	_____	µci/cc	Unit Vent Effluent Noble Gas (L.R.)
16.	VRS-1507/2507	_____	µci/cc	Unit Vent Effluent Noble Gas (M.R.)
17.	VRS-1509/2509	_____	µci/cc	Unit Vent Effluent Noble Gas (H.R.)
18.	MRA-1601/2601	_____	µci/cc	Steam Generator Porv Loop 1
19.	MRA-1602/2602	_____	µci/cc	Steam Generator Porv Loop 4
20.	MRA-1701/2701	_____	µci/cc	Steam Generator Porv Loop 2
21.	MRA-1702/2702	_____	µci/cc	Steam Generator Porv Loop 3
22.	SRA-1805/2805	_____	µci/cc	Gland Steam Leakoff Noble Gas (L.R.)
23.	SRA-1807/2807	_____	µci/cc	Gland Steam Leakoff Noble Gas (M.R.)
24.	SRA-1905/2905	_____	µci/cc	Steam Jet Air Ejector Noble Gas (L.R.
25.	SRA-1907/2907	_____	µci/cc	Steam Jet Air Ejector Noble Gas (M.R.
26.	VRA-1310/2310	_____	R/HR	Containment High Range Area
27.	VRA-1410/2410	_____	R/HR	Containment High Range Area
28.	SFR-1810/2810	_____	SCFM	Gland Steam Leakoff Flow
29.	SFR-1910/2910	_____	SCFM	Steam Jet Air Ejector Flow
30.	VFR-1510/2510	_____	SCFM	Unit Vent Effluent Flow
31.	Wind Speed	_____	MPH	
32.	Wind Direction	_____	° (FROM)	
33.	Air Temp. LT	_____	°C	

ATTACHMENT 5

Status Reporting Form C
Dose Assessment Information

NUCLEAR PLANT ACCIDENT NOTIFICATION FORM - PART I

(To be completed by PET)

Recorder (name/title) _____

Data as of _____ Hours Date/Time Recorded _____/____

Line

1. Name/Title/Telephone Number of Plant Communicator _____

2. Plant Name/Unit Donald C. Cook Nuclear Plant/Unit
   2.A. Plant Message Number _____

3. Class of Emergency (check one):
   A. Unusual Event____ B. Alert____ C. Site Area____ D. General____
   E. This Classification Declared by Plant at: Time_____ Date_____

4. Description of Event/Initiating Condition: _____

5. Prognosis (check one):
   A. Stable___ B. Escalating___ C. De-escalating___ D. Terminating___

6. Plant Emergency Response Actions Underway:
   A. Offsite Assistance Previously Requested: Yes__ No__
   B. Fire_____ C. Police_____
   D. Ambulance_____ E. Hospital_____
   F. Other_____ G. Site Evacuation: Yes__ No__
   Limited_____
   H. Onsite RM Teams Dispatched: Yes___ No___ Time_____
   I. Offsite RM Teams Dispatched: Yes___ No___ Time_____

7. Release Information:
   A. Potential for Release: Yes___ No___
   B. Actual Release: Yes___ No___ C. Time of Release_____
   D. Airborne_____ E. Waterborne_____ F. Surface Spill_____
   G. Potential Release Duration, Hours_____

ATTACHMENT 5 (cont'd.)

Status Reporting Form C
Dose Assessment Information

Data as of _____ Hours Date Recorded_____

Line

8. Meteorological Data:
   A. Stability Class_____ Based On _____ T(°C)/_____ Z(m) or _____ sigma Teta (d) B. Wind speed, mph_____
   C. Wind direction, degrees: from_____ to_____
   D. Downwind Sector(s)_____ E. Precipitiation_____

9. Radiological Release Data:
   A. Estimated_____ Measured_____
   B. Effluent Points & Height_____
   C. Noble Gas Release RAte, Ci/sec_____
   D. Average Energy per Disintegration, E, Mev_____
   E. Equivalent I-131 Release Rate, Ci/sec_____
   F. Particulates, Ci/sec_____

10. Calculated Offsite Dose:

		DISTANCE		
	Site Boundary	2 mi	5 mi	10 mi
A. Whole Body Gamma Dose Rate, mrem/hr	A.1._____	A.2._____	A.3._____	A.4._____
B. Whole Body Gamma Dose, mrem	B.1._____	B.2._____	B.3._____	B.4._____
C. Child Thyroid Dose Rate, mrem/hr	C.1._____	C.2._____	C.3._____	C.4._____
D. Child Thyroid Dose, mrem	D.1._____	D.2._____	D.3._____	D.4._____
E. Sector(s) Affected	E.1._____	E.2._____	E.3._____	E.4._____

F. Additional Data_____

11. Measured Offsite Dose Rates:

		DISTANCE		
	Site Boundary	mi	mi	mi
A. Whole Body Gamma Dose Rate, mrem/hr	A.1._____	A.2._____	A.3._____	A.4._____
B. Child Thyroid Dose Rate, mrem/hr	B.1._____	B.2._____	B.3._____	B.4._____
C. Sector(s) Affected	C.1._____	C.2._____	C.3._____	C.4._____

D. Additional Data_____

12. Protective Action Recommendations:

	SECTOR(S)	MILES
A. None		
B. In-place Sheltering		
C. Evacuation		
D. KI Distribution		
E. Contamination Control		

F. Other_____

13. Estimate of Contaminated Area: A. In plant (sq. ft.)_____
    B. Onsite (sq. miles)_____ C. Offsite (sq. miles)_____

14. Additional Information_____

ATTACHMENT 6

The Dose Assessment Status Board will be an exact duplicate of Attachment 5, page 2, Status Reporting Form C.

PREPARED BY

APPROVAL

TITLE: OUTSIDE AGENCY LIAISON

1.0 PURPOSE

To describe and define the responsibilities and actions of the Outside Agency Liaison during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

Attachment 1, Liaison by Position Title and Outside Agency Responsibility.

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 During activation and operation of the IAG Room three AEPSC personnel will be available to act as outside agency liaisons, one each for INPO, Westinghouse, and American Nuclear Insurers (notify at Alert or greater classification). Attachment 1 shows each liaison by position title and the outside agency each will be responsible for.

4.2 The primary responsibility of the Outside Agency Liaison will be to provide an interface between the IAG and the designated agency as requested. This interface will include initial notification of an event at the Donald C. Cook Plant and periodic updates as to the status of the Plant.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 Upon notification of an event by the IAG Coordinator the Outside Agency Liaisons should standby at their regular office and obtain the phone number of the outside agency for which you are responsible. (Notification numbers are given in ERP 5.01, Attachment 4, Outside Agency Liaison Call Out List.)

5.1.2 Once the IAG Coordinator notifies you to contact an outside agency call that agencies representative (see ERP 5.01). Relay the information given by the IAG Coordinator and ask the representative to standby.

5.2 Continuing Actions

5.2.1 Update the outside agency representative as updated status is provided.

5.2.2 In some instances an IAG member may wish to communicate directly with the outside agency. It is the responsibility of the Outside Agency Liaison to set up this communication.

5.3 Deactivation Actions

5.3.1 If the situation warrants, the IAG Manager will deactivate the IAG. The Outside Agency Liaison will be notified by the IAG Coordinator to notify the outside agency of this deactivation and close out all communications.

5.3.2 If the IAG is being changed to the Corporate Support Group Mode, continue to perform the liaison function as requested by the Corporate Support Group Manager.

ATTACHMENT 1

LIAISON BY POSITION TITLE AND OUTSIDE AGENCY RESPONSIBILITY

Liaison	Agency
Sr. Engineer - Nuclear Safety & Licensing (Alternate) To be determined by the Nuclear Safety and Licensing Section Manager at the time of the event.	Westinghouse
Technician - Computer, Nuclear Operations Support Sections (Alternate) To be determined by the Nuclear Operations Section Manager at the time of the event.	INPO
Engineer, Nuclear Operations Support Section (Alternate) To be determined by the Nuclear Operations Section Manager dt the time of the event.	ANI - American Nuclear Insurers

AMERICAN ELECTRIC POWER SYSTEM	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. 2.08 Page 1 of 3 Revision 0 Date 2-8-85
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TITLE: IAG RUNNER

1.0 PURPOSE

To describe and define the responsibilities and actions of the Initial Assessment Group Runners during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

Attachment 1, Listing of IAG Runners by Name and Assigned Location.

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The position of the IAG Runner is held by:

Nuclear Operations Division Clerical Staff

4.2 The primary responsibility of the IAGR is to provide clerical assistance to the IAG Room on an as needed basis. This assistance will include but not be limited to typing, copying and courier services.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 Upon notification by the IAG Coordinator report to the preassigned positions (see Attachment 1).

5.1.2 Provide clerical assistance as requested.

5.2 Continuing Actions

5.2.1 Continue to provide clerical assistance as requested.

5.3 Deactivation Actions

5.3.1 If the situation warrants, the IAG Manager will deactivate the IAG. Finish all requested assistance and return to normal job functions.

5.3.2 If the IAG is being changed to the Corporate Support Group Mode, continue to provide assistance as requested.

ATTACHMENT 1

LIST OF IAG RUNNERS BY NAME AND ASSIGNED LOCATION

NAME	LOCATION
P. J. Barlow	Normal Working Office
C. Carter	Outside IAG Room
E. D. Green	Outside IAG Room
T. Holcomb	Outside IAG Room
C. A. Medley	Outside IAG Room
B. J. Sharkey	Outside IAG Room
L. C. Turner	Outside IAG Room

Note: Those runners assigned to locate outside the IAG Room shall alternate on an hourly basis. C. A. Medley shall begin this hourly rotation.

AMERICAN ELECTRIC POWER SYSTEM	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. 2.09 Page 1 of 3 Revision 0 Date 2-8-85
	PREPARED BY / APPROVAL	

TITLE: PUBLIC AFFAIRS REPRESENTATIVES

1.0 PURPOSE

To describe and define the responsibilities and actions of the IAG Public Affairs Representative.

2.0 ATTACHMENTS

None

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

The initiating condition will usually be an Unusual Event, Alert, Site Area Emergency, or General Emergency at the plant. This procedure may also be activated at the request of the On-Site Emergency Coordinator or the Initial Assessment Group Manager.

4.0 RESPONSIBILITIES

4.1 The position of the IAG Public Affairs Representative is held by:

Senior Vice President - Public Affairs, AEPSC

Vice President - Public Affairs Communication

The primary responsibility of the IAG Public Affairs Representative is to review all press statements originating from the Donald C. Cook Energy Information Center.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 Upon notification from the IAG Coordinator report to the Initial Assessment Group Room and sign in on the Initial Assessment Group Status Board and the Initial Assessment Group Sign-In Log Book.

5.1.2 Establish communications with the Manager of the Donald C. Cook Energy Information Center via the phone marked "Public Affairs". (Notification numbers are given in ERP 5.01, Attachment 5, Initial Assessment Group Public Affairs Representative Call Out List.)

5.1.2.1 During this initial contact it should be decided if a statement to the media is necessary.

5.1.2.2 Any inquiries made by the media should be discussed. Responses should be approved by IAG Public Affairs Representative and I&M Public Affairs - Ft. Wayne, with the IAG Manager having final approval before the statement is issued to the press.

5.1.3 Contact the Vice President of Governmental Affairs - Washington or the Director, Federal Regulatory Affairs - Washington. Notification phone numbers are given in ERP 5.01, Attachment 5, Initial Assessment Group Public Affairs Representative Call Out List. Explain that an incident has occurred at the Donald C. Cook Plant, give the emergency classification, and inform them that status updates will be provided to their office as developments warrant.

5.2 Continuing Actions

5.2.1 Keep the Energy Information Center Manager and I&M Public Affairs-Ft. Wayne updated as events warrant or as information is developed.

5.2.2 As the incident develops review all statements as necessary for release to the press.

5.2.2.1 Ensure through verbal communication with the Manager of the Energy Information Center that statements have been distributed to media in Benton Harbor, St. Joseph area, South Bend, AP (Detroit) and UPI (Grand Rapids).

5.2.2.2 Ensure through verbal communications with the I&M Public Affairs - Ft. Wayne that copies of the statements have been provided to the following:

a. I&M President

b. Public Affairs Director, Michigan Power Company, Three Rivers

c. NRC's Region III Office, Public Affairs Glen Ellyn, Illinois

5.3 Deactivation Actions

5.3.1 If the situation warrants, the IAG Manager will deactivate the IAG. Inform the following of the deactivation:

a. Vice President of Governmental Affairs, Washington

b. Manager, Cook Energy Information Center

c. I&M Public Affairs - Fort Wayne

5.3.2 If the situation warrants a statement for the press may be prepared explaining plant status.

5.3.3 If it is decided to activate the Emergency Response Group prepare to travel to the Donald C. Cook and t assume the responsibility of the News and Public Relations Manager.

PREPARED BY | APPROVAL

TITLE: ERO ORGANIZATION & FUNCTION

1.0 PURPOSE

To describe and define the organization and function of the AEP Emergency Response Organization.

2.0 ATTACHMENTS

NONE

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated during an Alert as required, and for all Site Area and General Emergency levels. This procedure may also be initiated upon the request of the IAG Manager.

4.0 ERO ORGANIZATION

4.1 Recovery and Control Manager (RCM)

- Senior AEPSC corporate officer having the overall responsibility for control and coordination of all emergency and recovery operations. He reports directly to the Vice Chairman-Construction and Engineering or his designated alternate.

4.2 Radiation Control & Waste Handling Manager (RWHM)

- The Radiation Control & Waste Handling Manager is the AEPSC Manager at the EOF responsible for the radiation control aspects of recovery operations such as off-site dose assessments, ALARA, and operation of waste handling systems, protective actions and operations of the emergency communications area of the EOF. He reports directly to the Recovery and Control Manager.

4.3 Engineering, Design & Construction Manager (EDCM)

- The Engineering, Design & Construction Manager is located at the EOF. He supervises the engineering, design and construction activities of engineers located on-site and at the EOF, and coordinates the activities with the AEPSC Corporate Support Group (Columbus). He reports directly to the Recovery and Control Manager.

4.4 Schedule and Planning Manager (SPM)

- The Schedule and Planning Manager is located at the EOF and assists the Recovery and Control Manager to expedite plans for recovery operations and to schedule activities. He reports directly to the Recovery and Control Manager.

4.5 Administration and Logistics Manager (ALM)

- The Administration and Logistics Manager is located at the Benton Harbor Service Building adjacent to the EOF. He provides support to emergency operations in the areas of office services, transportation, lodging accommodations and commissary, communications, and coordination of local administrative services in accordance with the requirements and needs of the ERO managers. He reports directly to the Recovery and Control Manager. He is responsible upon activation of the EOF for supporting the Plant staff to ensure the readiness of the facility in accordance with reference 2.4.

4.6 News and Public Relations Manager

- The News and Public Relations Manager is located at the Joint Public Information Center in the Lake Michigan College Community Center and is responsible for overall supervision of communications with the public and local news media. He reports directly to the Recovery and Control Manager.

4.7 Corporate Support Group Manager

- Provide engineering and other services to the site Emergency Response Organization as directed.

4.8 ERO Functions

4.8.1 The ERO functions during an emergency are to:

4.8.1.1 Provide onsite corporate personnel to assist the plant in responding to an emergency.

4.8.1.2 Provide management and manning for the operation of the EOF.

4.8.1.3 Provide corporate guidance for any long term recovery activities.

4.8.1.4 Provide coordination of information released to the press, media and JPIC.

4.8.1.5 Provide official technical information to Federal, State and Local Government Agencies.

5.0 PROCEDURE

5.1 The ERO and EOF shall be activated during an Alert as required, and for all Site Area Emergency and General Emergencies. The ERO may also be activated upon request of the AEPSC IAG Manager. A general description of the activation process for the ERO is given below.

5.2 Activation of the ERO/EOF

5.2.1 If the decision to activate the Emergency Operations Facilities has been made the IAG Manager will instruct the IAG Coordinator to notify the ERO members that they should prepare to travel to the EOF. The IAG Coordinator will then notify the Administration and Logistics Manager that the EOF is to be activated.

5.2.2 The IAG Coordinator will then make travel arrangements for the ERO members.

5.2.3 The Administration and Logistics Manager shall prepare to support the AEP ERO.

5.2.4 The On-site Emergency Coordinator shall send personnel to the EOF to act as communicators, maintain data displays, and perform those functions relating to off-site response. In addition, the OSEC will perform an off-site radiological survey of the EOF if a release has occurred in the direction of the EOF.

5.2.5 Upon arrival at the EOF the ERO managers will be briefed as to the current status of the plant.

5.2.6 Throughout the above process, the IAG continues to perform its functions.

5.2.7 As soon as the individual ERO members and their support staff are assembled and functioning, having established communications with their counter parts in the IAG and TSC, the ERO members are ready to accept responsibilities as assigned by the Recovery and Control Manager (RCM). As each team becomes ready to accept its responsibilities, the RCM and the OSEC are informed.

5.2.8 When all ERO members are ready to accept responsibility, the RCM notifies the OSEC and the IAG Manager that EOF is fully operational and that the IAG is relieved of its responsibilities. If requested by the RCM, the IAG will enter the Corporate Support Group Mode.

PREPARED BY | APPROVAL

TITLE: RECOVERY & CONTROL MANAGER (RCM)

1.0 PURPOSE

To describe and define the responsibilities and actions of the Recovery and Control Manager (RCM) during an emergency situation at the DCCNP.

2.0 ATTACHMENTS

Attachment 1, Organization Chart of the Recovery and Control Managers Staff.

Attachment 2, Recovery and Control Manager's Checklist.

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

4.1 The RCM is the senior AEPSC corporate officer having the overall responsibility for control and coordination of all emergency and recovery operations. The RCM reports directly to the Vice Chairman - Construction and Engineering or his designated alternate. The RCM operates from the Emergency Operations Facility (EOF).

4.2 The position of Recovery and Control Manager is held by:

4.2.1 Vice President - Nuclear Operations

4.2.2 Consulting Nuclear Engineer - Nuclear Operations

4.3 Upon arrival at the EOF the RCM will assume the following responsibilities:

4.3.1 Total responsibility for the recovery from the emergency and for the control and coordination of all on-site operations.

4.3.2 Approves all major engineering and design decisions, schedules and purchases.

4.3.3 Is the source of information on the Plant status for the News and Public Relations Manager and approves all news releases.

4.3.4 Approves manpower resource allocations to be used by AEP during the emergency.

4.3.5 Is the official AEP spokesman when dealing with senior NRC representatives at the EOF.

4.3.6 Responsible for notifying State and County agencies concerning recommended protective actions.

4.3.7 Manages the transition from an emergency condition to the recovery phase.

5.0 PROCEDURE

5.1 Initial Actions

5.1.1 For a Site Area or General Emergency, the RCM shall travel to the EOF, receive a briefing from the On Site Emergency Coordinator and assume command of the EOF.

5.1.2 Once the RCM assumes command of the EOF all duties of the On Site Emergency Coordinator as outlined in PMP 2080 EPP.015, are transferred to the RCM.

5.1.3 The RCM shall begin completing the designated checklist (Attachment 2 as soon as possible).

5.1.4 The RCM shall assure proper EOF staffing, as identified on the checklist (Attachment 2).

5.2 Notification

5.2.1 After assuming command of the EOF, the RCM shall notify and brief the Chairman and Chief Executive Officer of AEP.

5.2.2 The RCM shall direct EOF Communicators to assume responsibility from the TSC Communicators for follow-up off-site communications, per PMP 2081. EPP.003, "Follow-up Off-site Communications".

5.2.3 On a periodic basis, or when the emergency classification changes, the RCM shall communicate with the following:

5.2.3.1 On-Site Emergency Coordinator - Plant status and response activities.

5.2.3.2 Chairman and Chief Executive Officer - Plant status updates.

5.2.3.3 State and County Personnel - Plant status and radiological release data (using follow-up messages per PMP 2081.EPP.003).

5.3 Protective Actions

5.3.1 The RCM shall consider recommendations from the Radiation Control and Waste Handling Manager for off-site protective actions.

5.3.2 On a periodic basis or when the emergency classification changes, the RCM shall recommend protective actions to State and County agencies in accordance with PMP 2081.EPP.004.

5.4 Joint Public Information Center (JPIC)

5.4.1 When the JPIC is activated, the RCM shall brief the News & Public Relations Manager.

5.4.2 The RCM shall review and approve all news releases prior to issuance.

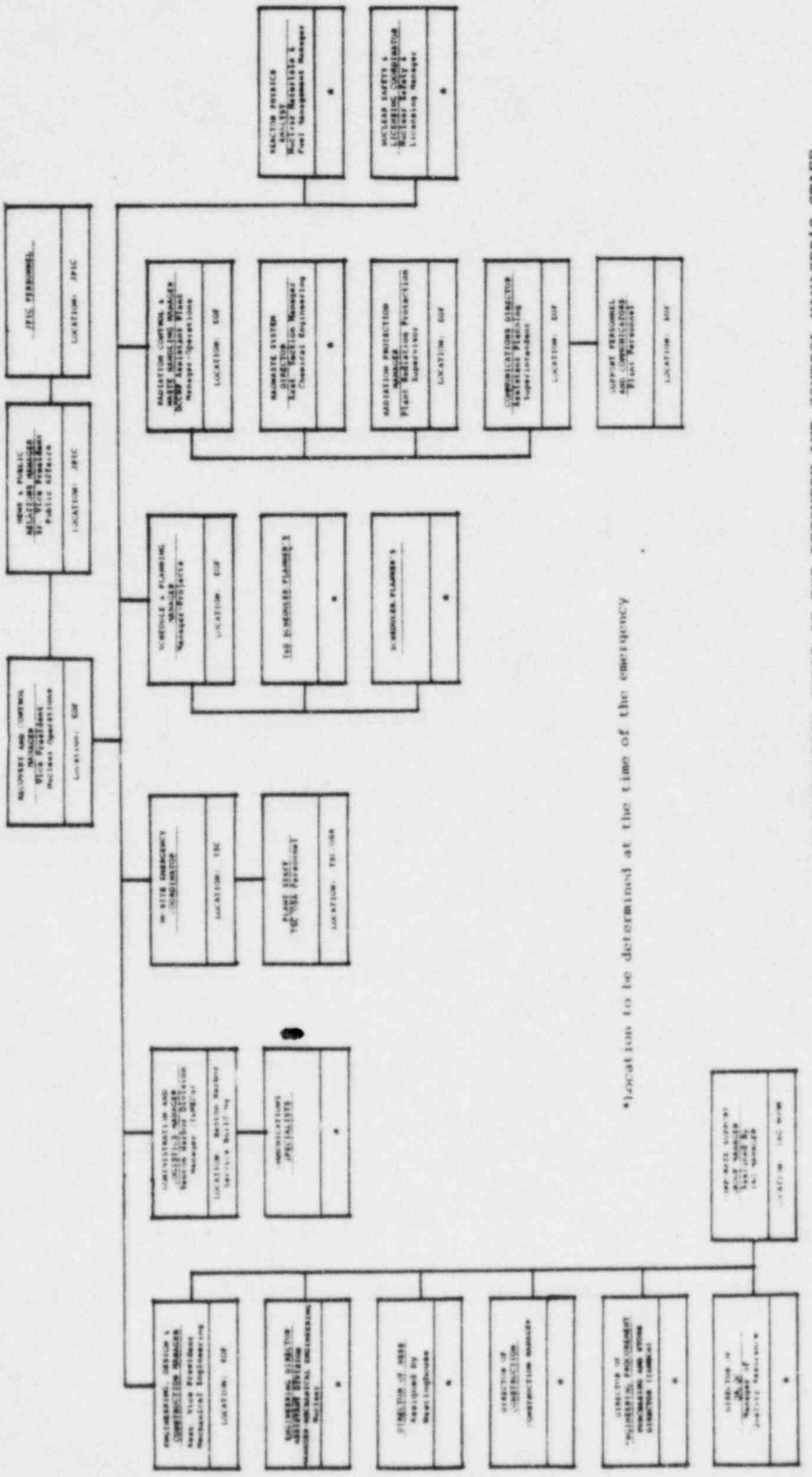
5.5 Deactivation

5.5.1 If the situation warrants, the Recovery and Control Manager may terminate the emergency classification.

5.5.2 At this point the Recovery and Control Manager may request continued support from the Emergency Response Organization Managers and Staff.

5.5.3 If no additional support is needed, inform the Emergency Response Organization Managers to deactivate themselves and their staff.

ATTACHMENT 1



ORGANIZATION CHART OF THE RECOVERY AND CONTROL MANAGER'S STAFF

*Location to be determined at the time of the emergency

ATTACHMENT 2

RECOVERY AND CONTROL MANAGER

Immediate Actions	Time/Initials
1. Report to the EOF.	____/____
2. Sign in on the sign-in log.	____/____
3. Confer with the On-Site Emergency Coordinator and review:	
A. Basis for classification of event.	____/____
B. Status of plant conditions.	____/____
C. Corrective actions being implemented.	____/____
D. Status of notification.	____/____
4. Confer with the Radiation Control and Waste Handling Manager to assure that all EOF positions are staffed.	____/____
5. Conduct briefing with ERO Managers present in the EOF. As a minimum, the following items shall be discussed:	
A. Status of emergency.	____/____
B. Readiness of assigned personnel to assume their emergency duty roles.	____/____
C. Condition of EOF facilities.	____/____
D. Operability of communications, met system and radiological equipment.	____/____
6. Contact the On Site Emergency Coordinator. Formally assume EOF and On Site Emergency Coordinator responsibilities.	____/____
7. Announce to the following personnel that the RCM has assumed the responsibilities of the EOF and the On Site Emergency Coordinator.	____/____
A. Chairman and Chief Executive Officer.	____/____
B. Corporate Support Group Manager.	____/____
C. All ERO Managers.	____/____

ATTACHMENT 2 (Cont'd.)

8. Direct the EOF Communications Director to assume offsite communications responsibilities from the TSC Communicators and to conduct followup off-site communications per PMP 2081.EPP.003. _____/_____

*9. Provide briefing to Federal and State staff at EOF. _____/_____

*10. As needed, authorize access of non-Emergency Response Organization personnel to the EOF. _____/_____

SUBSEQUENT ACTIONS

Additional Notifications

*11. Review onsite actions and requirements periodically with the On-Site Emergency Coordinator.

*12. Communicate with the Chairman and Chief Executive Officer as necessary.

*13. Provide follow-up messages to State and County personnel per PMP 2081.EPP.003.

Protective Actions

*14. Periodically confer with the Radiation Control and Waste Handling Manager regarding offsite protective action recommendations.

*15. On a periodic basis and when the emergency classification changes, provide plant status updates and protective action recommendations to State and County agencies.

Public Information

16. When notified of JPIC activation, brief the News and Public Relations Manager. _____/_____

*17. Assure the EOF Communications Director is periodically briefed, to assure accurate flow of information to the JPIC.

* Continuing Activity

ATTACHMENT 2 (Cont'd.)

*18. Approve all news releases prior to their issuance.

Downgrading

19. Confer with the On-Site Emergency Coordinator regarding proposed downgrading.

20. Attend to obtain the concurrence of the state before downgrading the emergency class. _____/_____

21. Direct EOF Communications Director to complete all notifications per PMP 2081 EPP.003 whenever the emergency class is downgraded. _____/_____

Emergency Termination

22. After the emergency condition has been declared terminated, proceed as follows:

    A. Inform EOF Communications Director to complete offsite notifications. _____/_____

    B. Hold a final staff briefing. _____/_____

    C. Complete checklist and submit to D. C. Cook Emergency Planning Coordinator. _____/_____

23. Initiate recovery operations. _____/_____

Signature _____

Date _____

* Continuing Activity

PREPARED BY | APPROVAL

TITLE: RADIATION CONTROL & WASTE HANDLING MANAGER AND STAFF

1.0 PURPOSE

The Radiation Control and Waste Handling Manager and Staff are, with one exception, D. C. Cook Nuclear Plant personnel. The one exception is the Radwaste System Director. Because there are Plant Emergency Plan Procedures for Plant personnel to follow, this procedure will only deal with those responsibilities and actions relating to the Radwaste System Director.

2.0 ATTACHMENTS

NONE

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

4.1 The position of the Radwaste System Director is held by:

4.1.1 The Assistant Section Manager - Chemical Engineering.

4.2 The Radwaste System Director is responsible for the development of plans and procedures to process and control liquid, gaseous and solid wastes in support of the recovery operation.

4.3 The Radwaste System Director is also responsible for developing decontamination plans in support of plant operations and for conceptual design of systems and equipment to accommodate waste processing needs and to reduce plant and off-site dose rates.

4.4 In addition, the Radwaste Systems Director is responsible for the following:

4.4.1 To obtain and maintain an updated status of the liquid storage tank volumes, gas systems volumes and solid waste system.

4.4.2 To develop plans and procedures to process liquid wastes.

4.4.3 Develop plans and procedures for processing gaseous wastes as well as plant charcoal filter exhaust systems.

4.4.4 Develop plans and procedures for solid waste processing.

4.4.5 Develop decontamination plans for affected plant areas.

4.4.6 Develop a long term plan to reduce all liquid, gaseous and solid waste levels to a normal status.

4.4.7 Recommend equipment for use in accomplishing waste processing and monitor activities.

4.4.8 Recommend sampling programs to the Radiation Control and Waste Handling Manager in order to determine and evaluate radwaste systems status.

4.4.9 Assist the Radiological Assessment Direct in the determination of the effects of waste processing on plant and off-site radiation doses.

4.4.10 Provide recommendations to the plant operating organization on chemistry and radiochemistry problems.

5.0 PROCEDURE

5.1 Upon the request of the IAG Manager or the Recovery Control Manager the Radwaste System Director will travel to the Emergency Operations Facility.

5.2 After being processed, the Radwaste System Director will report to the Radiation Control and Waste Handling Manager for assignment.

5.3 The Radwaste System Director will continue to support the Radiation Control and Waste Handling Manager until the emergency is terminated.

T. G. Yardley
PREPARED BY

M. P. Alexich
APPROVAL

TITLE: ENGINEERING, DESIGN & CONSTRUCTION MANAGER AND STAFF

1.0 PURPOSE

To describe and define the responsibilities and actions of the Engineering, Design and Construction Manager and Staff during an emergency situation at the Donald C. Cook Plant.

2.0 ATTACHMENTS

Attachment 1, Organization Chart of the Engineering, Design and Construction Manager's Staff.

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

4.1 This position of Engineering, Design and Construction Manager is held by:

4.1.1 Assistant Vice President - Mechanical Engineering

4.1.2 By one of the following designated alternates:

- o Manager - Projects
- o Division Manager - Civil Engineering
- o Assistant Division Manager - Mechanical Engineering

4.2 The Engineering, Design and Construction Manager is responsible for coordinating the design and construction activities of the utility, NSSS supplier, construction forces, and outside vendors.

4.3 The Engineering, Design and Construction Manager is also responsible for the following:

4.3.1 Provide the direct contact between the utility, the NSSS Supplier, and the construction forces on administrative matters.

4.3.2 Determine the need for and provide engineering and technical specialists. Assure that these specialists are present, or their alternates are available. Be prepared to provide additional support, as well.

4.3.3 Assure that the design and construction activities are adequately staffed and equipped to provide timely support.

4.3.4 Coordinate with the Administration and Logistics Manager to ensure required Plant site facilities, including communications, are available to the company Emergency Response Teams when they arrive.

4.3.5 Direct, coordinate and approve other engineering, design and construction activities activities on site.

4.3.6 Establish which engineering, design, quality control, procurement and construction activities, if any, shall conform to utility formal requirements or be documented by utility quality assurance procedures.

4.3.7 Coordinate Corporate Support Group activities with Plant and EOF requirements.

4.4 The Engineering, Design and Construction Manager operates from the Emergency Operations Facility and reports directly to the Recovery and Control Manager and is responsible for coordinating the activities of the following individuals.

4.4.1 The Director of Engineering

4.4.1.1 The position of Director of Engineering is held by the Assistant Division Manager - Mechanical Engineering - Nuclear (Alternate: Assistant Division Manager Mechanical Engineering - Fossil).

4.4.1.2 The Director of Engineering is responsible for directing and administratively controlling the engineering staff and performing such engineering and design tasks that the Engineering, Design and Construction Manager may direct to meet the requirements of the recovery operation.

4.4.1.3 The Director of Engineering is also responsible for the following:

a. Provide the administrative and technical control of the engineers and designers assigned to him. Assure that these specialists are present, or their alternates are available.

b. Assure that his engineering and design organization is adequately staffed and equipped to provide timely support, both at the EOF and at the Corporate Support Group (Columbus).

c. Determine which engineering, design and construction activities shall conform to the utility's formal technical requirements.

d. Direct, coordinate and approve engineering and design tasks assigned by the Engineering, Design and Construction Manager.

e. Coordinate the work of suppliers providing components/services to the balance-of-plant.

4.4.2 The Director of Nuclear Steam Supply System (NSSS)

4.4.2.1 The position of Director of NSSS is held by an individual assigned by Westinghouse at the time of the emergency.

4.4.2.2 The Director of NSSS is responsible for directing and administratively controlling the NSSS supplier's staff and performing such engineering and design tasks that the Engineering, Design and Construction Manager may request to meet the requirements of the recovery operation.

4.4.2.3 The Director of NSSS is also responsible for the following:

a. Provide the direct contact between the utility and the NSSS Supplier on all administrative and technical matters. Acts as a member of the Recovery and Control Manager's Advisory Support Group.

b. Determine the need for and provide engineering and technical specialists assigned on a pre-planned basis to the Technical Support, Plant Operations and Radiation Control and Waste Handling Managers. Assure that these specialists are present or their alternates available. Be prepared to provide additional support, and personnel as necessary.

c. Direct, coordinate and approve engineering and design tasks assigned by the Engineering, Design and Construction Manager.

d. Coordinate the work of suppliers providing components/services for the NSSS.

4.4.3 The Director of Construction.

4.4.3.1 The position of the Director of Construction is held by the Construction Manager.

4.4.3.2 The Director of Construction is responsible for directing and administratively controlling the construction forces, including their subcontractors, and performing construction tasks requested by the Engineering, Design and Construction Manager to meet the requirements of the emergency response and recovery efforts.

4.4.3.3 The Director of Construction is also responsible for the following:

a. Provide the direct contact between the utility and the construction forces on all administrative and construction matters.

b. Assure that the construction force are adequately manned and equipped to provide timely construction support.

c. Direct, coordinate and approve construction tasks assigned by the Engineering, Design and Construction Manager.

d. Coordinate the work of suppliers or subcontractors providing construction materials or services.

4.4.4 The Director of Engineering Procurement.

4.4.4.1 The position of the Director of Engineering Procurement is held by the Indiana and Michigan Electric Company Purchasing and Stores Director (Alternate: Indiana and Michigan Electric Company General Office Store Supervisor).

4.4.4.2 The Director of Engineering Procurement is responsible for directing and administratively controlling the Engineering Procurement staff and for providing material handling and procurement support to meet the requirements of the recovery operation as directed by the Engineering, Design and Construction Manager.

4.4.4.3 The Director of Engineering Procurement is also responsible for the following:

a. Provide direction and supervision to the purchasing and expediting personnel assigned to him. Ascertain that those individuals that have been assigned to the recovery operation in this capacity, or their alternates, are present.

b. Assure that the purchasing, expediting and administrative services associated with these activities are sufficient in both quantity and quality to provide required services both at the site and at the Company's Corporate office.

c. Promptly arrange for the purchase of those materials and equipment determined by the Engineering, Design and Construction Manager to be necessary for the recovery operation.

d. Promptly arrange for the expeditious delivery of required materials and equipment that has been purchased for the recovery operation through visits to vendor's manufacturing facilities, telephone and other methods of communication, and through the arrangement of special shipments by carriers to the site.

4.4.5 The Director of Quality Assurance/Quality Control.

4.4.5.1 The position of Director of Quality Assurance/Quality Control is held by the Manager, Quality Assurance (Alternate: Quality Assurance Supervisor, D. C. Cook).

4.4.5.2 The Director of Quality Assurance/Quality Control is responsible for directing and administratively controlling the Quality Assurance/Control Staff and executing the quality assurance/control program for such construction tasks as the Engineering, Design and Construction Manager may direct to meet the requirements of the recovery operations.

4.4.5.3 The Director of Quality Assurance/Quality Control is also responsible for the following:

a. Provide the direct contact between the Corporate Quality Assurance Staff and the onsite Quality Assurance/Control Staff on all administrative and technical matters.

b. Assure that the quality assurance/control activity is adequately staffed and equipped to provide timely support.

c. Provide direct contact between utility and suppliers of quality assurance/control services.

d. Direct and coordinate the implementation of the quality assurance/control program for approved construction tasks.

4.4.6 The American Electric Power Corporate Support Group Manager.

4.4.6.1 The position of the American Electric Power Corporate Support Group Manager is held by the individual appointed to this position by the IAG Manager.

4.4.6.2 The American Electric Power Corporate Support Group Manager is responsible for directing the American Electric Power Corporate Support Group that remains in Columbus.

4.4.6.3 The American Electric Power Corporate Support Group Manager is also responsible for the following:

a. Provide engineering and design support, to the EOF in Benton Township.

b. Coordinate all other services to be provided by the Corporate Offices such as Purchasing, Legal and Liaison with Public Affairs.

c. Work with other outside organizations as directed by the Engineering, Design and Construction Manager.

5.0 PROCEDURE

5.1 Actions of the Engineering, Design and Construction Manager

5.1.1 Upon receiving notification from the Initial Assessment Group Coordinator that the Emergency Response Organization has been placed on standby, remain at your present location until activated or informed that the emergency has been terminated.

5.1.2 Upon receiving notification from the Initial Assessment Group Coordinator that the Emergency Response Organization has been activated proceed to the IAG Room.

5.1.3 After being briefed on the emergency situation, determine in consultation with the IAG Manager and other Emergency Response Organization Managers, if it is necessary for the Engineering, Design and Construction Manager to travel to the plant.

5.1.4 If it is decided to send the Engineering, Design and Construction Manager to the plant, determine which members of the Engineering, Design and Construction Manager's staff, if any, should accompany the Engineering, Design and Construction Manager. Inform the IAG Manager of the number of staff members that will be traveling to the plant.

5.1.5 The IAG Manager will then have travel arrangements made and will brief the Engineering, Design and Construction Manager on the arrangements.

5.1.6 The Engineering, Design and Construction Manager should then brief those members of his staff traveling to the site, on the emergency situation and the travel arrangements.

5.1.7 Once the Engineering, Design and Construction Manager arrives at the Emergency Operation Facility he should establish communication with the Corporate Support Group in Columbus and begin coordinating the activities of Corporate Support Group to provide support to the emergency response and recovery activities.

5.2 Actions of the Director of Engineering

5.2.1 Upon receiving notification of an emergency situation at the D. C. Cook Plant activate the Director of Engineering's staff. Briefly describe the emergency situation to each staff member and inform those staff members, if any, traveling to the site of the travel arrangements.

5.2.2 Begin coordinating the engineering and design activities in support of the emergency response and recovery operations as requested by the Engineering, Design and Construction Manager.

5.3 Action of the Director of Nuclear Steam Supply System (NSSS)

5.3.1 The actions of the Director of NSSS are outlined in the Westinghouse Emergency Response Plan.

5.4 Actions of the Director of Construction

5.4.1 Upon receiving notification of an emergency situation at the D. C. Cook Plant activate the Director of Construction's staff. Briefly describe the emergency situation to each staff member.

5.4.2 Begin coordinating the construction activities in support of the emergency response and recovery operations as requested by the Engineering, Design and Construction Manager.

5.5 Actions of the Director of Engineering Procurement

5.5.1 Upon receiving notification of an emergency situation at the D. C. Cook Plant activate the Director of Engineering Procurement's staff. Briefly describe the emergency situation to each staff member and inform those staff members, if any, traveling to the site of the travel arrangements.

5.5.2 Begin coordinating the engineering procurement activities in support of the emergency response and recovery operations as requested by the Engineering, Design and Construction Manager.

5.6 The Director of Quality Assurance/Quality Control

5.6.1 Upon receiving notification of an emergency situation at the D. C. Cook Plant activate the Director of Quality Assurance/Quality Control staff. Briefly describe the emergency situation to each staff member and inform those staff member, if any, traveling to the site of the travel arrangements.

5.6.2 Being coordinating the Quality Assurance/Quality Control activities in support of the emergency response and recovery operations as requested by the Engineering, Design and Construction Manager.

5.7 The American Electric Power Corporate Support Group Manager

5.7.1 The actions of the Corporate Support Group Manager can be found in ERP 4.02.

5.8 Deactivation

5.8.1 If the situation warrants, the Recovery and Control Manager may terminate the emergency classification. At this point the Recovery and Control Manager may request continued support from the Engineering, Design and Construction Manager and staff, or inform the Engineering, Design and Construction Manager to deactivate the Engineering, Design and Construction Manager's staff. If this occurs, the Engineering, Design and Construction Manager shall notify the following individuals of the emergency termination and the need for any continued support.

5.8.1.1 The Director of Engineering.

5.8.1.2 The Director of NSSS.

5.8.1.3 The Director of Construction.

5.8.1.4 The Director of Engineering Procurement.

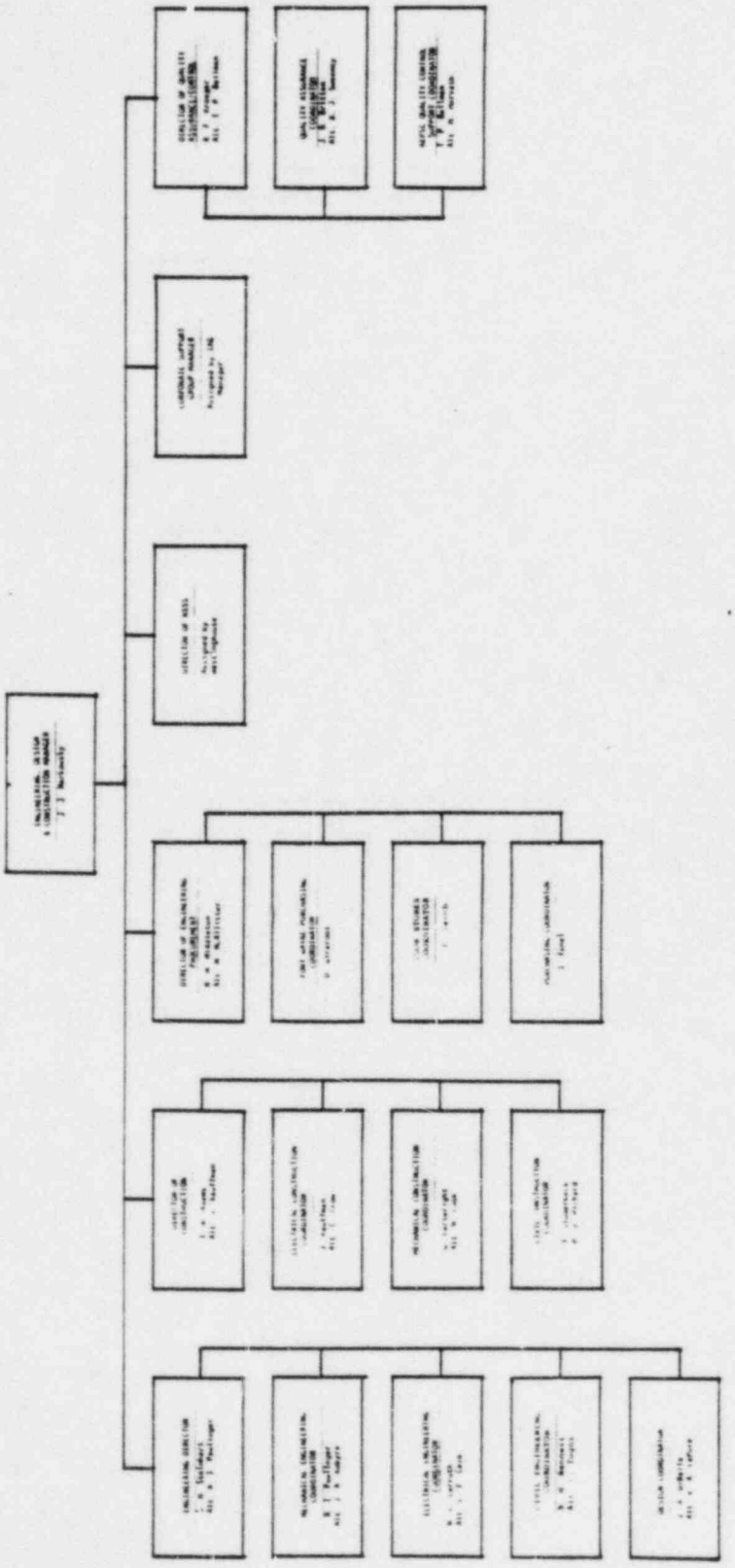
5.8.1.5 The Director of Quality Assurance/Quality Control.

5.8.1.6 The Corporate Support Group Manager.

5.8.2 Each of the above listed individuals shall in turn notify appropriate members of their staff of the emergency termination and the need for any continued support.

5.8.3 If the emergency classification has been terminated and there is no need for additional support, the Engineering, Design and Construction Manager's staff may be deactivated.

ATTACHMENT 1



ORGANIZATION CHART OF THE ENGINEERING, DESIGN, AND CONTROL MANAGER'S STAFF

PREPARED BY | APPROVAL

TITLE: SCHEDULE & PLANNING MANAGER AND STAFF

1.0 PURPOSE

To describe and define the responsibilities and actions of the Schedule and Planning Manager and Staff, during an emergency situation at the Donald C. Cook Nuclear Plant.

2.0 ATTACHMENTS

Attachment 1, Organization Chart Showing the Schedule and Planning Management Staff.

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure may be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

4.1 The position of the Schedule and Planning Manager is held by:

4.1.1 Manager - Projects

4.1.2 By one of the following designated alternates:

- o Division Manager - Civil Engineering
- o Nuclear Operations Section Manager
- o Supervisor Project Controls.

4.2 The Schedule and Planning Manager operates out of the Emergency Operations Facility.

4.3 The Schedule and Planning Manager serves as a support resource for the Recovery and Control Manager in the areas of planning, scheduling and expediting of recovery operations.

4.4 The Schedule and Planning Manager reports to the Recovery and Control Manager and is responsible for coordinating the activities of the following individuals:

4.4.1 The Scheduler/Planner's

4.4.1.1 The Scheduler/Planner's are responsible for assisting the Schedule and Planning Manager in planning, scheduling and expediting on site recovery operations and activities.

4.4.2 The Transmission and Distribution Scheduler/Planner's

4.4.2.1 The Transmission and Distribution Scheduler/Planner's are responsible for assisting the Schedule and Planning Manager in planning, scheduling and expediting the supply of power from off-site sources to support on-site recovery operations.

5.0 PROCEDURES

5.1 Actions of the Schedule and Planning Manager

5.1.1 Upon receiving notification from the Initial Assessment Group Coordinator that the Emergency Response Organization has been placed on standby, remain at your present location until activated or informed that the emergency has been terminated.

5.1.2 Upon receiving notification from the Initial Assessment Group Coordinator that the Emergency Response Organization has been activated, proceed to the IAG Room to obtain additional instructions.

5.1.3 After being briefed on the emergency situation, determine in conjunction with the IAG Manager and other Emergency Response Organization Managers if it is necessary for the Schedule and Planning Manager to travel to the plant.

5.1.4 If it is decided to send the Schedule and Planning Manager to the plant, determine which members of the Schedule and Planning Manager's staff, if any, should accompany the Schedule and Planning Manager. Inform the IAG Manager of the number of staff members that will be travelling to the plant.

5.1.5 As soon as travel arrangements are made, the IAG Manager will brief the Schedule and Planning Manager on the travel arrangements.

5.1.6 As soon as possible the Schedule and Planning Manager should begin to identify resource and manpower needs, and develop schedule milestones in support of the recovery operation.

5.1.7 Make assignments to and direct the activities of the Scheduler/Planner and the Transmission and Distribution Scheduler/Planner.

5.1.8 Provide additional support as requested by the Recovery and Control Manager.

5.2 Deactivation

5.2.1 If the situation warrants the Recovery and Control Manager may terminate the emergency classification. At this point the Recovery and Control Manager may request continued support from the Schedule and Planning Manager and staff or inform the Schedule and Planning Manager to deactivate the Schedule and Planning Manager's staff. If this occurs, the Schedule and Planning Manager shall notify the following individuals of the termination and the need for any continued support.

5.2.1.1 The Scheduler/Planner's

5.2.1.2 The Transmission and Distribution Scheduler/Planner's

5.2.2 Each of the above listed individuals shall in turn notify appropriate members of their staff of the termination of the emergency and the need for any continued support.

ATTACHMENT 1

SCHEDULE AND PLANNING MANAGEMENT STAFF

PROPOSED SITE ORGANIZATION

Schedule & Planning Manager
J. R. Jones
Alternates in Order:
B. H. Bennett
F. S. VanPelt
C. A. Erikson

Scheduler/Planner
B. H. Bennett
F. S. VanPelt
J. F. Kurgan
Alternates:
N. Azizi — W. J. Murphy
C. C. Cassell — W. Rigg
C. A. Erikson — W. T. Tabor
J. A. Howard — A. F. Varney
E. J. Jayjack

T & D Scheduler/Planner
A. J. Samuelson
A. Lannon
Alternates:
N. Azizi — L. C. Larsen
J. J. Gilligan — W. J. Murphy
C. S. Kalinowski — W. T. Tabor

PROPOSED TWO SHIFT SITE ORGANIZATION

1st Shift	2nd Shift
Schedule & Planning Manager J. R. Jones Alt. B. H. Bennett	**Schedule & Planning Manager** B. H. Bennett Alt. F. S. VanPelt
Scheduler/Planner J. F. Kurgan Alternates: C. C. Cassell — N. Azizi C. A. Erikson — W. T. Tabor J. A. Howard	**Scheduler/Planner** F. S. VanPelt Alternates: W. Rigg — W. J. Murphy A. F. Varney — E. J. Jayjack
T & D Scheduler/Planner A. J. Samuelson Alternates: C. S. Kalinowski — L. C. Larsen J. J. Gilligan	**T & D Scheduler/Planner** A. Lannon Alternates: N. Azizi — W. T. Tabor W. J. Murphy

PREPARED BY | APPROVAL

TITLE: AEP-CSG ORGANIZATION & FUNCTION

1.0 PURPOSE

To describe and define the organization and function of the AEP Corporate Support Group.

2.0 ATTACHMENTS

NONE

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated during an Alert as required, and for all Site Area and General Emergency levels. This procedure may also be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

The organization of the Corporate Support Group (CSG) will depend on which Emergency Response Organization Managers travel to the D. C. Cook Plant.

4.1 CSG Manager

The CSG Manager has overall responsibility for the coordination of the AEP Columbus response, as requested by the Engineering, Design and Construction Manager. The IAG Manager will appoint one individual, prior to traveling to the plant, to stay in Columbus and act as the CSG Manager.

4.2 CSG Coordinator

The CSG Coordinator will be the same person that acted as the IAG Coordinator. The CSG Coordinator will act in the same capacity for the CSG, as the IAG Coordinator did for the IAG (see ERP 2.03).

4.3 CSG Status Reporters

The CSG Status Reporters will be the same individuals that acted as the IAG Status Reporters. The CSG Status Reporters will act in the same capacity for the CSG, as the IAG Status Reporters did for the IAG (see ERP 2.06).

4.4 Outside Agency Liaison

The CSG Outside Agency Liaisons will be the same individuals that acted as the IAG Outside Agency Liaisons. The CSG Outside Agency Liaisons will act in the same capacity for the CSG, as the IAG Outside Agency Liaison did for the IAG (see ERP 2.07).

4.5 CSG Runners

The CSG Runners will be the same individuals that acted as the IAG Runners. The CSG Runners will act in the same capacity for the CSG, as the IAG Runners did for the IAG (see ERP 2.08).

4.6 CSG Functions

The CSG functions to provide a technical pool for the Plant and EOF, prior to the arrival of ERO Manager at the EOF and throughout the remainder of the nuclear emergency and recovery effort.

5.0 PROCEDURE

5.1 The CSG is activated by the IAG Manager once it has been determined that all or part of the AEP Emergency Response Organization will travel to the Plant.

5.2 The IAG Manager shall appoint one individual not traveling to the Plant to act as the CSG Manager.

5.3 Those ERO Managers not traveling to the Plant and those individuals assigned to the CSG by those ERO Managers traveling to the site, shall make up the CSG.

5.4 Once the ERO Managers have left to travel to the site the CSG Manager should maintain communications with the Plant and continue to respond to the plants request for assistance.

5.5 At this point, the CSG is activated.

	AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL	ERP No. 4.02 Page 1 of 2 Revision 0 Date 2-8-85
	PREPARED BY / APPROVAL	

TITLE: AEP-CSG MANAGER

1.0 PURPOSE

To describe and define the responsibilities and actions of the Corporate Support Group (CSG) Manager during an emergency situation at the D. C. Cook Nuclear Plant.

2.0 ATTACHMENTS

NONE

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated upon the request of the IAG Manager.

4.0 RESPONSIBILITIES

4.1 The position of Corporate Support Group Manager is held by the individual appointed to the position by the IAG Manager at the time of the emergency.

4.2 The Corporate Support Group Manager operates out of the Initial Assessment Group Room.

4.3 The Corporate Support Group Manager is responsible for coordinating the support activities of the AEP Corporate Office, as requested by the Engineering, Design and Construction Manager.

5.0 PROCEDURE

5.1 Actions of the Corporate Support Group Manager

5.1.1 Upon being appointed, the Corporate Support Group Manager should ensure that communications between the Corporate Support Group and the Plant continues, and that Plant status data continues to be updated on the Corporate Support Group Status Boards.

5.1.2 The Corporate Support Group Manager shall ensure the timely response to request from the Plant while the ERO is in transit to the Plant.

5.1.3 Once the ERO arrives at the EOF the Corporate Support Group shall establish communications with the Engineering, Design and Construction Manager.

5.1.4 Continue to provide support to the Plant and EOF as requested by the Engineering, Design and Construction Manager.

5.2 Deactivation

5.2.1 If the situation warrants, the Recovery and Control Manager may terminate the emergency classification. At this point the Recovery and Control Manager may request continued support from the Engineering, Design and Construction Manager. If this occurs, the Engineering, Design and Construction Manager shall notify the following individuals of the termination and/or the need for any continued support.

5.2.2 The Corporate Support Group Manager shall in turn notify members of the Corporate Support Group of the emergency termination and/or the need for any continued support.

5.2.3 If the emergency has been terminated and there is no need for additional support, the Corporate Support Group can be deactivated.

PREPARED BY T.D. [signature]

APPROVAL [signature]

TITLE: EMERGENCY NOTIFICATION PHONE NUMBERS

1.0 PURPOSE

To provide one location for all emergency notification phone numbers and call out lists used by Initial Assessment Group Members during an emergency situation at the Donald C. Cook Plant.

2.0 ATTACHMENTS

Attachment 1, Initial Assessment Group Manager's Call Out List

Attachment 2, Initial Assessment Group Coordinator's Call Out List

Attachment 3, Initial Assessment Group Status Reporter's Call Out List

Attachment 4, Outside Agency Liaison Call Out List

Attachment 5, Initial Assessment Group Public Affairs Representative Call Out List

Attachment 6, Additional AEPSC Emergency Response Phone Numbers

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

This procedure will be initiated anytime the phone numbers or call lists are needed.

4.0 RESPONSIBILITIES

The Initial Assessment Group Coordinator shall be responsible for the verification and update of the phone listings in this procedure on a quarterly basis.

5.0 PROCEDURE

5.1 Actions of Individuals Using this Procedure

5.1.1 Each call out list is given a title which corresponds to the title of the individual who is responsible for using the call out list. Each call out list gives the primary contact and up to three alternates for each emergency response position. If the caller is unable to contact the primary (i.e. first name one the list), then the next name listed should be called.

Attachment 6
Page Five

Nuclear Operations Division Cont'd.

Nuclear Safety & Licensing Section

	Home Phone	Office Phone
J.G. Feinstein		
M.S. Ackerman		
P.A. Barrett		
M.W. Evarts		
H.T. Fouad		
W.E. Harvey		
T.H. Holcomb		
P.E. Infanger		
D.A. Medek		
C.A. Medley		
T.R. Satyan-Sharma		
K.J. Toth		
R.G. Vasey		
S.G. Williams		

Radiological Support Section

S.J. Brewer		
E.D. Green		
T.G. Harshbarger		
M.J. Jury		
S.P. Klementowicz		
S.R. Khalil		
J.L. Leichner		
W.T. MacRae		

Nuclear Operations Support Section

F.S. VanPelt		
D.C. Baer		
M. Bahleda		
J.P. Blais		
H.B. Brugger		
R.S. DiStefano		
J.F. Kurgan		
R.S. Lease		
W.C. Rigg		
L.C. Turner		

SCHEDULE AND PLANNING MANAGEMENT STAFF

N. Azizi		
B.H. Bennett		
C.C. Cassell		
C.A. Erikson		
J.J. Gilligan		
J.A. Howard		
E.J. Jayjack		
J.R. Jones		
C.S. Kalinowski		
J.F. Kurgan		

Attachment 6
Page Six

Schedule and Planning Management Staff Cont'd.

	Home Phone	Office Phone
A. Lannon		
L.C. Larsen		
W.J. Murphy		
W.C. Rigg		
A.J. Samuelson		
W.T. Tabor		
F.S. VanPelt		
A.F. Varney		

Quality Assurance Staff

R.F. Kroeger		
J.B. Brittan		
B.J. Sweeney		
T.P. Beilman		

Attachment 6
Page Five

Nuclear Operations Division Cont'd.

Nuclear Safety & Licensing Section

	Home Phone	Office Phone
J.G. Feinstein		
M.S. Ackerman		
P.A. Barrett		
M.W. Evarts		
H.Y. Fouad		
W.E. Harvey		
T.H. Holcomb		
P.E. Infanger		
D.A. Medek		
C.A. Medley		
T.R. Satyan-Sharma		
K.J. Toth		
R.G. Vasey		
S.G. Williams		

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S.P. Klementowicz
S.R. Khalil
J.L. Leichner
W.T. MacRae

Nuclear Operations Support Section

F.S. VanPelt
D.C. Baer
M. Bableda
J.P. Blais
H.B. Brugger
R.S. DiStefano
J.F. Kurgan
R.S. Lease
W.C. Rigg
L.C. Turner

SCHEDULE AND PLANNING MANAGEMENT STAFF

N. Azizi
B.H. Bennett
C.C. Cassell
C.A. Erikson
J.J. Gilligan
J.A. Howard
E.J. Jayjack
J.R. Jones
C.S. Kalinowski
J.F. Kurgan

Attachment 6
Page Four

Mechanical Engineering Division Cont'd.
Instrumentation & Controls cont'd.

W.E. Arnold
S.K. Ennis
D.K. Kurtz
J.D. Phillips
D.A. Purvis
D.V. Schieser
W.G. Sotos
D.H. Sponseller

Piping and Valves

J.D. Hoffman
R.A. Kadlec
A.J. Lewandowski
M. Marrocco
K.J. Santos
D.R. Vadodaria

Turbine and Cycle Evaluation

J.D. Benes
S.P. Hodge
G.D. Hines
B. Rederstorff
A. Singh
M.S. Briesch
P.J. Calderone
J.R. Friedman

NUCLEAR OPERATIONS DIVISION

Staff

M.P. Alexich
P.J. Barlow
J.E. Hendrix
R.W. Jurgensen
D.V. Shaller

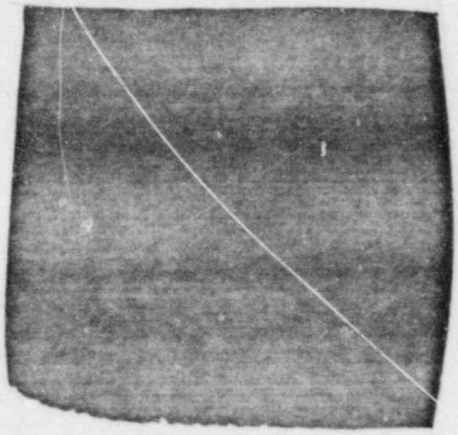
Nuclear Materials & Fuel Management Section

J.M. Cleveland
T.W. Allen
J.L. Bell
R.B. Bennett
L.M. Bounds
G. John
E.G. Lewis
D.H. Malin
E.I. Neymotin
M.A. Saum
B.J. Sharkey
R. Sharma
V. Vanderburg
M.L. Zimmerman

Attachment 6
Page Six

Schedule and Planning Management Staff Cont'd.

	Home Phone	Office Phone
A. Lannon		
L.C. Larsen		
W.J. Murphy		
W.C. Rigg		
A.J. Samuelson		
W.T. Tabor		
F.S. VanPelt		
A.F. Varney		



Quality Assurance Staff

R.F. Kroeger
J.B. Brittan
B.J. Sweeney
T.P. Beilman

ATTACHMENT 1

INITIAL ASSESSMENT GROUP MANAGER'S CALL OUT LIST

Initial Assessment Group Coordinator

	Office	Home
Assistant Scientist - Radiological Support T. G. Harshbarger		[redacted]
Engineer - Radiological Support J. L. Leichner		

ATTACHMENT 2

INITIAL ASSESSMENT GROUP COORDINATOR'S CALL OUT LIST

Plant Evaluation Team (Located in TSC)

Audinet System
Bell Phone System

Initial Assessment Group Status Reporter

	Office	Home
Technical Writer NS&L Section D. A. Timberlake		
Library Assistant Nuclear Operations Division J. E. Hendrix		
(alt). Technician-Engineer, Nuclear Operations Section D. C. Baer		
(alt.) Assistant Engineer Radiological Support Section W. T. MacRae		

Initial Assessment Group Members

Vice President - Nuclear Operations M. P. Alexich		
Consulting Nuclear Engineer R. W. Jurgensen (alt.) D. V. Shaller		
Manager, Nuclear Materials & Fuels Management J. M. Cleveland (alt.) G. John		
Manager, Nuclear Safety & Licensing J. G. Feinstein (alt.) T. R. Satyan-Sharma		
Assistant Division Manager - Mechanical Engineering S. H. Steinhart (alt.) A. S. Grimes (alt.) J. A. Kobyra		
Staff Electrical Engineer T. E. King (alt.) J. R. Anderson (alt.) J. L. Corey		

Attachment 2
Page Two

	Office	Home
Division Manager - Design		
J. A. DiBella		
(alt.) V. A. LePore		
(alt.) R. H. Meister		
Senior Vice President - Public Affairs		
J. C. Brennan		
(alt.) W. W. Corbitt		
Vice Chairman - Engineering & Construction		
John E. Dolan		
Manager, Radiological Support Section		
S. J. Brewer		
(alt.) S. P. Klementowicz		
Manager, Nuclear Operations Section		
F. S. VanPelt, Jr.		
(alt.) R. S. Lease		
<u>Emergency Planning Coordinator</u>		
Emergency Planning Coordinator-Radiological Support		
M. J. Jury		
Assistant Scientist-Radiological Support		
T. G. Harshbarger		
<u>IAG Public Affairs Representative</u>		
Senior Vice President - Public Affairs		
J. C. Brennan		
Vice President - Public Affairs Communication		
W. W. Corbitt		
<u>Outside Agency Liaison</u>		
Westinghouse Liaison		
Sr. Engineer - Nuclear Safety & Licensing		
H. Y. Fouad		
(alt.) To be determined by J. G. Feinstein at time of the event.		
INPO Liaison		
Technician-Computer,		
Nuclear Operations Section		
J. P. Blais		
(alt.) To be determined by F. S. VanPelt, Jr. at time of the event.		
American Nuclear Insurers Liaison		
Engineer, Nuclear Operations Section		
J. F. Kurgan		
(alt.) To be determined by F. S. VanPelt, Jr. at time of the event.		

Attachment 2
Page Three

	Office	Home

Initial Assessment Group Runners

P. J. Barlow
C. Carter
E. D. Green
T. Holcomb
C. A. Medley
B. J. Sharkey
L. C. Turner

Administrative Support

Manager, Office Services
H. E. Vick

Office Services Assistant
F. J. Vanasco

EMERGENCY RESPONSE ORGANIZATION MANAGERS

Recovery and Control Manager

Vice President - Nuclear Operations
M. P. Alexich

Consulting Nuclear Engineer
Nuclear Operations Division
R. W. Jurgensen

Radiation Control & Waste Handling Manager

DCCNP Assistant Plant Manager - Operations
B. A. Svensson

DCCNP Radiation Protection Supervisor
J. Fryer

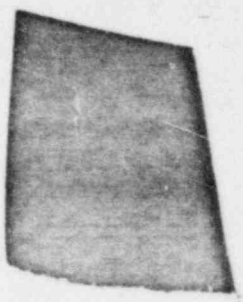
Radiological Support Section Manager
S. J. Brewer

Attachment 2
Page Four

	Office	Home
Engineering, Design & Construction Manager		
Assistant Vice President - Mechanical Engineering J. J. Markowsky		
Manager - Projects J. R. Jones		
Division Manager - Civil Engineering B. H. Bennett		
Assistant Division Manager - Mechanical Engineering S. H. Steinhart		
Schedule and Planning Manager		
Manager - Projects J. R. Jones		
Division Manager - Civil Engineering B. H. Bennett		
Nuclear Operations Section Manager F. S. VanPelt, Jr.		
Administrative and Logistics Manager		
Benton Harbor Division Manager - I&MECo T. R. McCaffrey		
Benton Harbor Division - Administrative Assistant - I&MECo R. W. Ernstring		
Benton Harbor Division Service Manager - I&MECo A. R. Glassburn		
News and Public Relations Manager		
Senior Vice President - Public Affairs J. C. Brennan		
Vice President - Public Affairs Communication W. W. Corbitt		
Director of Public Affairs - I&MECo C. W. Hasty		

Attachment 2
Page Five

	Office	Home
Air Transporation		
Will Air (Office)		
(alt.) John Owens (Pilot)		
(alt.) Ken Slabaugh (Pilot)		
(alt.) Jerry Allison (Pilot)		
(alt.) Dave Hughes (Pilot)		
(alt.) Bob Lane (Pilot)		
(alt.) Warren Smith (Pilot)		
(alt.) Paul Trible (Pilot)		
(alt.) Dave Freeman (Pilot)		



ATTACHEMENT 3

INITIAL ASSESSMENT GROUP STATUS REPORTER'S CALL OUT LIST

Technical Support Center's AEPSC Communicator

Primary: Audinet - Dial

Secondary: Bell Phone System - Dial
extension

Emergency Operation Facilities' AEPSC Communicator

Primary: Audinet - Dial

Secondary: Benton Harbor Audinet - Dial

Tertiary: Bell Phone System - Dial
ask for extension

ATTACHMENT A

OUTSIDE AGENCY LIAISON CALL OUT LIST

Outside Agency Contacts

INPO (Atlanta, Georgia)
1. P. W. Lyon
2. Walter Elliott
3. Dave Smith
4. W. Kindly
5. Emergency Telecopier

American Nuclear Insurers
(Farmington, Connecticut)

Westinghouse (Monroeville, PA)

	Name	Office	Home	HHL
1. Site Service Manager	M. J. Parvin			
2. Area Manager	Tony Suda			
1st Alternate	Cas Swist			
2nd Alternate	Earl Brown			
3. Service Response Manager	George Masche			
1st Alternate	Bob Stokes			
2nd Alternate	Joe Leblang			
4. Emergency Response Director	Tom Anderson			
5. Emergency Response Deputy Director	Ron Lehr			
6. Emergency News Communications	Mike Mangan			

Note: Unless indicated otherwise, all phone numbers are area code [illegible] Where an area code other than [illegible] shown, it applies to the office, home, and HHL numbers.

ATTACHMENT 5

INITIAL ASSESSMENT GROUP PUBLIC AFFAIRS REPRESENTATIVE CALL OUT LIST

Donald C. Cook Energy Information Center Manager

	Office	Home
Manager - Donald C. Cook Energy Information Center E. A. Smarrella		
(alt.) J. Krieger		

I&MECo Public Affairs Department, Fort Wayne, Indiana

Director of Public Affairs - I&MECo C. W. Hasty		
(alt.) R. S. Dyer		
(alt.) V. P. LaBarbera		

AEP Public Affairs - New York

Manager, Public Affairs - New York Rita Gorman		

Vice President of Governmental Affairs-Washington

Bruce Beam		
(alt.) Tom Dennis		

ATTACHMENT 6

ADDITIONAL AEPSC EMERGENCY RESPONSE PHONE NUMBERS

Emergency Call Listing

CIVIL ENGINEERING DIVISION	Home Phone	Office Phone
B.H. Bennett, Division Manager		
P.H. Anderson, Section Manager		
R.H. Hevener, Cognizant Engr.		
G.A. Camporni, Senior Engineer		
DESIGN DIVISION		
Design Staff		
J.A. DiBella, Division Manager		
V.A. Lepore, Asst. Div. Mgr.		
R.H. Meister, Asst. Div. Mgr.		
or		
T.J. Kwiatkowski, QA Coordinator		
D. Petro, Design Engr.		
E. Bencivenga, Assoc. Engr.		
Architectural Design		
V. DelFavero, Sr. Arch, Cognizant Engineer		
A.C. Macksoud, Supv. Designer		
Control Services		
R.G. Murad, Senior Engineer		
T. Frey, Designer		
Electrical Design		
Z.J. Andracki, Section Mgr.		
E. Lichtenberger, Supv. Designer, Cognizant Engineer		
C.F. McGarry, Supv. Designer		
M.M. Vrana, Supv. Designer		
Electrical Plant		
F.J. McDonald, Section Mgr.		
R.L. Pastore, Asst. Sect. Mgr.		
T.F. Lynch, Supv. Designer, Cognizant Engr.		
W.H. Offineer, Supervisor Designer		
V.J. Pooler, Supv. Designer, Cognizant Engr.		
J.M. Stone, Supv. Designer		

Attachment 6
Page Two

Design Division Cont'd.

Home Phone Office Phone

Mechanical Design

J.L. Williams, Section Mgr.
M.J. Noronha, Asst. Section Manager
J.C. Capo, Supv. Designer
M. Durniak, Sq. Ldr., Turbine
J. Spica, Supv. Designer, Cognizant Engineer
T.H. Sun, Supv. Designer, Pipe & Stress Analysis
O. Yasin, Senior Engineer
A. Dey, Senior Engineer

Structural Design

S. Fox, Section Mgr.
A.S. Pumilia, Asst. Sect. Mgr.
H.L. Alexander, Staff Eng., Cognizant Engineer
J. Duffy, Squad Ldr.
J. Petrucelli, Supv. Designer
T. Sjogren, Supv. Designer
H. Hu, Supv. Designer
W. Modry, Supv. Designer

GENERATION & TELECOMMUNICATIONS ENGINEERING DIVISION

Staff

T.O. Argenta
S.H. Horowitz

Electrical Generation Section

R.C. Carruth, Manager
L.F. Caso, Lead Engineer
T.E. King, Cognizant Engineer

MATERIALS HANDLING DIVISION

H.J. Humphrey, Division Manager
E. Goldberg, Section Manager
T. Milbury, Engineer

MECHANICAL ENGINEERING DIVISION

Mechanical Engineering Staff

G.D. Eichenberger
A.S. Grimes
J.A. Kobyra
J.J. Markowsky

Attachment 6
Page Three

Mechanical Engineering Staff Cont'd.

Home Phone Office Phone

D.A. Patience
R.I. Pawliger
P.C. Schoepf
S.H. Steinhart

Analytical and R&D

M.K. Guha
C. Olsen
C.P. Lin

Chemical Engineering

D.L. Boston
R.F. Dodd
P.A. Fisher
G.M. Larew
M.J. O'Keefe
T.G. Wright

Fire Protection & HVAC

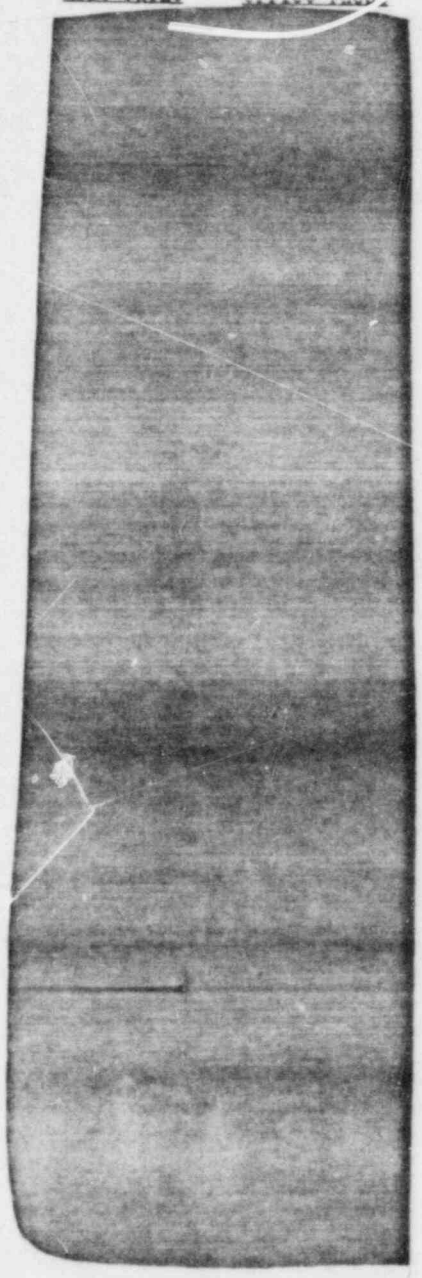
R.T. Cooper
D.L. Fuhler
B.J. Gerwe
J.D. Grier
R.D. Keating
L.H. Langham
J.A. Zott

Heat Exchangers & Pumps

A. Feliciano
E.V. Gilabert
D.R. Hafer
J.R. Jensen
J.J. Ripak
E.W. Schneck
C.S. Swenson
N.F. Teresi
B.C. Mickatavage

Instrumentation & Controls

S.K. Farlow
F.C. Hastings
J.C. Jeffrey
S.L. Mar
M. Perlman
R.L. Shoberg
R.F. Thoemaker



T. D. Vandlang
PREPARED BY

APPROVAL

TITLE: TRAINING

1.0 PURPOSE

To provide instructions for the training of all American Electric Power personnel assigned to the emergency organization.

2.0 ATTACHMENTS

NONE

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

As called for in this procedure.

4.0 RESPONSIBILITIES

4.1 The Radiological Support Section Manager or his designee shall have the authority and responsibility to coordinate the AEP Emergency Response Training Program. This shall include the following responsibilities:

4.1.1 Developing lesson plans.

4.1.2 Maintaining training records.

4.1.3 Scheduling and conducting training courses.

4.1.4 Updating the training program, as required.

4.1.5 Distribution of appropriate Emergency Planning documents.

4.2 Each Emergency Response Organization Manager shall provide an annual training session for members of their Emergency Response staff (see Section 5.1.4.4).

5.0 PROCEDURE

5.1 AEP Emergency Response Organization Training

5.1.1 Personnel assigned to the Initial Assessment Group, Emergency Response Organization shall receive training specific to their assignments.

5.1.2 The format for the training shall be lecture-type classroom training based on written lesson plans. These training lectures shall be supplemented by participation in emergency drills and review of material relating to emergency drills and planning.

5.1.3 The training shall be given initially to the Initial Assessment Group Members and Emergency Response Organization Managers, and annually thereafter.

5.1.4 Each member of the Initial Assessment Group and Emergency Response Organization, and alternates, as a minimum shall:

5.1.4.1 Once each calendar year, attend a formal session at which the applicable sections of the D. C. Cook Emergency Plan and AEP Emergency Response Manual are discussed.

5.1.4.2 Once each calendar year, participate either directly or as an observer or controller in an emergency drill or exercise for the D. C. Cook Plant.

5.1.4.3 Review documents distributed by the Radiological Support Section relating to emergency preparedness planning or drills and exercises. These documents may include:

a. Selected industry documents on emergency response planning, drills or actual emergencies.

b. The sequence, critique and corrective actions of each emergency exercise conducted at D. C. Cook.

These documents shall be sent to the Initial Assessment Group Members and Emergency Response Organization Managers; it is their responsibility to distribute them further to their alternates as they determine necessary.

5.1.4.4 In addition, each Emergency Response Organization Manager and his alternate shall:

a. Once every two years, visit the emergency response facility to which he would be assigned in the event of an emergency, to become familiar with the layout, equipment, communications, decisional aids and interface facilities which he would be called upon to use to perform his emergency function.

b. Once each calendar year, provide a formal training session in which the Emergency Response staff of each of the Emergency Response Organization Managers, the Initial Assessment Group Members, and the alternates to these persons review their responsibilities during an emergency.

5.2 Optional Additional Training for AEP Emergency Response Personnel

5.2.1 Additional training sessions for AEP Emergency Response personnel will be held as judged necessary by the Radiological Support Section Manager, or as requested by the Emergency Response Organization Managers or staff on:

5.2.1.1 Operation of the Technical Support Center (TSC), Emergency Operations Facility (EOF), and the Joint Public Information Center (JPIC) during an emergency.

5.2.1.2 Use of radiological dose isopleths.

5.2.1.3 As Low As Reasonably Achievable (ALARA) concepts.

5.2.1.4 Health physics and basic radiation principals.

5.2.1.5 Plant Emergency Plan Procedures.

5.2.1.6 Coordination of operations with other responding agencies.

5.2.1.7 Radiation dose calculations and meteorology.

5.2.1.8 Communicating during an emergency.

5.3 Training Documentation

5.3.1 All emergency planning training shall be documented. The Radiological Support Section shall maintain the training records.

5.3.2 Training records shall include the following:

5.3.2.1 Training schedules.

5.3.2.2 Written lesson plans, including visual aid packages and student handouts.

5.3.2.3 Attendance lists.

5.3.2.4 Participation during drills and exercises.

AMERICAN ELECTRIC POWER SERVICE CORPORATION EMERGENCY RESPONSE MANUAL		ERP No. 5.03 Page 1 of 3 Revision 0 Date 2-8-85
PREPARED BY	APPROVAL	

TITLE: DRILLS AND EXERCISES

1.0 PURPOSE

To provide guidelines for conducting, evaluating and documenting emergency preparedness drills and NRC/FEMA exercises involving the American Electric Power Initial Assessment Group (IAG) and the Emergency Response Organization (ERO).

2.0 ATTACHMENTS

Attachment 1, Drill/Exercise Report

3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

None

4.0 RESPONSIBILITIES

4.1 The Radiological Support Section Manager shall have the following responsibilities:

4.1.1 Coordinating the planning and scheduling of drills and exercises involving the IAG and/or ERO.

4.1.2 Ensuring that identified deficiencies involving the AEP IAG/ERO are addressed and corrective action planned.

4.1.3 Maintaining records of all drills and exercises.

5.0 PROCEDURE

5.1 Drills and Exercises

5.1.1 Drills shall be conducted to coincide with the quarterly D. C. Cook Plant drills. The AEP Emergency Response staff shall also participate in the D. C. Cook Annual Exercise.

5.1.2 Drill and exercise scenarios shall be the same as the ones used by D. C. Cook Plant personnel.

5.1.3 The Radiological Support Section Manager shall coordinate assignment of IAG Controllers/Prompters on the basis of expertise and availability. Controllers/Prompters shall evaluate the drill per Attachment 1.

5.1.4 Simulated message forms may be developed to be given to emergency response personnel at predetermined times.

5.1.5 A pre-drill or exercise briefing shall be conducted to inform IAG Controllers/Prompters of the objectives of the drill. Simulated Message Forms and Drill Monitor/Observer's Evaluation Sheets shall be distributed, as appropriate.

5.1.6 During the drill or exercise, IAG Controllers/Prompters may provide guidance regarding the use of emergency procedures and equipment.

5.1.7 Following the drill or exercise, a critique shall be held, where the Radiological Support Section Manager and all IAG Controllers/Prompters discuss all aspects of drill performance and recommended corrective actions.

5.1.8 The Radiological Support Section Manager shall then assign deficiencies as action items.

5.1.9 The Radiological Support Section Manager shall maintain records of all drills and exercises involving the IAG.

ATTACHMENT 1

DRILL/EXERCISE REPORT

To: Radiological Support Section Manager

From:

Subject: Drill/Exercise_____
(Title)

1. A _____ Drill/Exercise was conducted on _____.
(Date)

2. The drill/exercise was held on _____ shift.

3. Offsite assistance utilized was _____

_____

4. A critique was conducted and the following recommendations for corrective action were noted:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

-- Continue on additional sheets as necessary --

Signature _____ _____
(Date)

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50-316 Donald C. Cook Nuclear Power Plant, Unit 2, Indiana & 05000316
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ALEXICH,M.P. Indiana & Michigan Electric Co.
RECIP.NAME RECIPIENT AFFILIATION
Record Services Branch (Document Control Desk)

SUBJECT: Forwards Central Files version of emergency response preparedness general procedures for facility,withheld (ref 10CFR2.790).

DISTRIBUTION CODE: X006D COPIES RECEIVED:LTR 1 ENCL 2 SIZE: 12+141
TITLE: Emerg Plan (CF Avail)

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UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

May 10, 1985

50-315/316 Donald C. Cook

MEMORANDUM FOR: Chief, Document Management Branch, TIDC

FROM: Director, Division of Rules and Records, ADM

SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has reviewed the attached document and has determined that it may now be made publicly available.

J. M. Felton, Director
Division of Rules and Records
Office of Administration

Attachment: As stated