Please update your file with the attached listed below, destroy the superseded and post your Index accordingly.

Also, if Controlled Documents please sign the acknowledgment at the bottom of this memo and return to Debbie Marshbank, Configuration Ctrl., Rm. 135 Admin Bldg., TMI.

**ADDITIONAL DISTRIBUTION:**

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I hereby acknowledge receipt of this memo and have complied with the instructions. Signature and returned memo required ONLY if CONTROLLED.

Signature __________________________ Date ____________

Alarms ______ Entire Proc. on Controlled Paper, Do Not Staple, Use Colored Paper to Separate.

Sys. Bk: ______ Doubles Sided, 3-Hole Punch, Do Not Staple. (Controlled)

**Info. Copy** _____________ Stapled, 3-Hole  
**Memo Distribution Only**

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03/10/99
## Emergency Plan
### Implementing Document

**EPIP Procedures**

## PROCEDURE INDEX

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**Title:** Additional Assistance and Notification

**Applicability/Scope:**
- TMI Division
- This document is within QA plan scope: Yes
- Safety Reviews Required: Yes

**Responsible Office:** Emergency Prep. Mgr.

**Effective Date:** 03/16/00

**List of Effective Pages**

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1.0 PURPOSE

To provide Emergency Response Personnel with a directory of additional emergency response personnel, organizations and agencies for the purpose of making reports and obtaining assistance during an incident at TMI.

2.0 APPLICABILITY/SCOPE

This procedure applies to all TMI Emergency Response personnel of the On-shift, Initial Response, and Emergency Support Organizations responsible for contacting on-site and off-site agencies.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

The Emergency Director and/or the Emergency Support Director is/are responsible for implementing this procedure through the communicators at the ECC and EOF.

5.0 PROCEDURE

5.1 In the event of a declared emergency at TMI that requires additional emergency response personnel, organizations or agencies, take the following steps:

5.1.1 Determine the discipline, personnel, or equipment needed for the class of emergency declared.

5.1.2 Refer to the Exhibits section in Step 7.0 and identify the general category needed.

5.1.3 Turn to the appropriate exhibit to determine the telephone number needed.

5.1.4 If problems are encountered with emergency telephones, report the problem to the ECC Communications Coordinator. The Communications Coordinator shall refer to Exhibit 5.

5.2 Contact the organization needed and identify yourself by name, position, and Three Mile Island Nuclear Station.

5.2.1 Identify and give a brief description of the situation.

5.2.2 Identify necessary personnel/equipment needed and request assistance.

5.2.3 Identify a telephone number that can be used by the assisting organization to call back, if appropriate.

5.2.4 Based on information obtained from the RAC or EAC, provide a "best approach route" to responding organizations so that exposure to the plume will be minimized.

5.3 Log all pertinent information in accordance with the "Communications and Record Keeping" procedure, EPIP-TMI-.05.

5.4 If further assistance is required, repeat 5.1 through 5.3 as needed.
Additional Assistance and Notification

5.5 If additional telephone numbers are needed to obtain assistance, consider the following sources of information:

a. TMI Employee Directory
b. INPO Emergency Resources Manual
c. Local telephone book

5.6 Forward procedures used during emergencies, drills, and exercises to the TMI Emergency Preparedness Group following the incident.

6.0 REFERENCES

6.1 EPIP-TMI-.05, Communications and Record Keeping
6.2 Employee Phone Directory
6.3 INPO Emergency Resources Manual

7.0 EXHIBITS

7.1 Exhibit 1 - TMI On-Site Emergency Response Directory
7.2 Exhibit 2 - TMI Off-Site Emergency Response Directory
7.3 Exhibit 3 - Off-Site Emergency Organizations and Assistance (non TMI Organizations)
7.4 Exhibit 4 - Emergency Telephone Numbers for NRC Notification
7.5 Exhibit 5 - Telephone, Pager and LAN Trouble Reporting Procedure
7.6 Exhibit 6 - Emergency Aviation Support Instructions
**Additional Assistance and Notification**

**EXHIBIT 1**
TMI On-Site Emergency Response Directory

**EMERGENCY CONTROL CENTER (CONTROL ROOM)**

**TELEPHONE NO.**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>For drills and exercises, the Plant Reference Simulator telephone numbers shall be used, not the actual Control Room telephone numbers.</th>
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<tr>
<td>(Telecopier)</td>
<td>948-8779</td>
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<tr>
<td>Control Room - Console</td>
<td>948-5579</td>
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<tr>
<td>Control Room Operator</td>
<td>948-8069</td>
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<tr>
<td>Control Room Supervisor</td>
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<td>Shift Manager</td>
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<td>COLA Computer Reboot Extension</td>
<td>948-8297</td>
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<tr>
<td>Off-site Notification Auto-Dialer</td>
<td>948-8984</td>
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<tr>
<td>EP Pager Call Out Phone</td>
<td>944-6623</td>
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<td>EP Pager Call Back Line</td>
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<tr>
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Additional Assistance and Notification

EXHIBIT 1

OPERATIONS SUPPORT CENTER

OSC Coordinator
948-8082

GRCS/Rad Con Coordinator
948-8470

(GRCS Cellular) 5444
(Outside access to GRCS Cellular) 948-8248, ext. 5444
948-5147
948-5148

Radiological Controls Technicians
948-8083

(Telecopier) 948-8821

TECHNICAL SUPPORT CENTER

TSC Coordinator and Engineers
948-8773
948-8774
948-8951

BACKUP TECH SUPPORT CENTER

948-5505
948-5506
948-5507

(Telecopier) 948-8780
## Additional Assistance and Notification

### SITE SECURITY

- **Processing Center**: 948-8038
- **Central Alarm Station (CAS)**: 948-8039
- **Secondary Alarm Station (SAS)**: 948-8040
- **CAS Command Center (Central Alarm Station)**: 948-8132
  
  **(FAX)**: 948-8159
  
  **OSF Command Center**: 948-8314
  
  **(FAX)**: 948-8309
  
  **(FAX)**: 948-8302

- **North Gate**: 948-8445
  
  **(FAX)**: 948-5554

- **South Gate**: 948-8444

### MEDICAL DEPARTMENT

- 948-8450
- 948-8189
- 948-8099
- 948-8103

### WAREHOUSES

- **Warehouse 1 (Emergency Assembly Area)**: (also 948-8248, ext, 5500) 948-5500
- **Warehouse 1**: 948-8503
- **Warehouse 3 (Emergency Assembly Area)**: (also 948-8248, ext, 5042) 948-5042
## Additional Assistance and Notification

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EXHIBIT 1

Page 4 of 4
### Additional Assistance and Notification

**EXHIBIT 2**

**TMI Off-Site Emergency Response Directory**

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Additional Assistance and Notification

EXHIBIT 2  Page 2 of 2

Teletypewriter  9-657-3509
State Representative Area (BRP Rep.)  9-657-1234
(State Representative Area (PEMA Rep.)  9-657-0511

JOINT INFORMATION CENTER (COMMERCE PARK, SUSQUEHANNA TOWNSHIP)  9-540-4900
Rumor Control Telephone Number  9-540-4909
(Joint Information Center Telecopier)  9-540-4907

NEAR SITE JOINT INFORMATION CENTER (TMI TRAINING CENTER)  948-2095
General Telephone Number  9-540-4909
Rumor Control Number  9-540-4907
Near Site JIC Telecopier  948-2064

REMOTE ASSEMBLY AREAS  948-2001 Extension 5810
TMI Training Center (Assembly Area)  948-2001 Extension 5811
(Assembly Area)  948-2001 Extension 5815
(Decon Area)  948-8964

MISCELLANEOUS  948-8393
Three Mile Island Help Desk
OFF-SITE EMERGENCY ORGANIZATIONS AND ASSISTANCE (NON TMI ORGANIZATIONS)

GOVERNMENTAL AGENCIES

NOTE

U.S. Nuclear Regulatory Commission numbers are listed in Exhibit 4.

FEDERAL

Department of Energy - Radiological Assistance Program (24 Hours) 9-1-516-344-2200

Duty Officer at Brookhaven National Laboratory

STATE

Pennsylvania Emergency Management Agency/State EOC (24 Hours) 9-651-2001

1-800-424-7362

Governor's Area

9-651-2148

9-651-2011

PEMA Fax's

9-651-2021

9-651-2024

Department of Environmental Protection (DEP)

9-787-2480

Bureau of Radiation Protection (BRP)

BRP Assessment Center

(9-5 and when manned) 9-783-9741

(9-5 and when manned) 9-787-1990

(9-5 and when manned) 9-787-9135

(Telecopier) 9-783-9748

BRP Emergency Operations Area (State EOC)

(when manned) 9-651-2128

9-651-2129
### Additional Assistance and Notification

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Additional Assistance and Notification

EMERGENCY SERVICES (Fire/Police/EMS)

Dauphin County 911 Dispatch Center
Pennsylvania State Police

HOSPITALS

Hershey Medical Center (Emergency Room)
Harrisburg Hospital

METEOROLOGICAL INFORMATION

National Weather Service (NWS)

CONSULTANTS

Institute of Nuclear Power Operations (INPO)
American Nuclear Insurers
Framatome, Lynchburg, VA. (formerly Babcock and Wilcox)

Aviation

Norfolk Southern Corporation - Supervisor of Train Operations

UTILITIES

York Haven Power Station

System Generation Dispatcher

Also refer to the INPO Emergency Resources Manual
# Emergency Telephone Numbers for NRC Notification

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<tr>
<td>(Backup Number)</td>
<td>9-1-301-415-0550</td>
</tr>
<tr>
<td>(Telecopier Number)</td>
<td>9-1-301-816-5151</td>
</tr>
<tr>
<td>2. TMI USNRC Site Office</td>
<td></td>
</tr>
<tr>
<td>(Site Telephone)</td>
<td>9-948-1166</td>
</tr>
<tr>
<td></td>
<td>9-948-1165</td>
</tr>
<tr>
<td>Resident Inspectors</td>
<td></td>
</tr>
<tr>
<td>Wayne Schmidt</td>
<td></td>
</tr>
<tr>
<td>(Home)</td>
<td>9-1-800-398-7853</td>
</tr>
<tr>
<td>(Pager)</td>
<td></td>
</tr>
<tr>
<td>Craig Smith</td>
<td></td>
</tr>
<tr>
<td>(Home)</td>
<td>9-1-800-398-8135</td>
</tr>
<tr>
<td>(Pager)</td>
<td></td>
</tr>
<tr>
<td>3. USNRC Region I Incident Response Center</td>
<td></td>
</tr>
<tr>
<td>(Telecopier)</td>
<td>9-1-610-337-5067</td>
</tr>
</tbody>
</table>

**NOTE**

Only dial the ten digit number when using NRC FTS 2000 telephones. Do not dial a "1" or "9" before dialing the number.
Additional Assistance and Notification

**EXHIBIT 4**

**NOTE**

These telephones are a stand-alone system. A call can be completed to the below listed lines at the numbers shown only from another FTS 2000 telephone.

1. To USNRC (Rockville, MD) - Emergency Notification System (ENS), Health Physics Network (HPN), Reactor Safety Counterpart Link (RSCL), Protective Measures Counterpart Link (PMCL), Management Counterpart Link (MCL).
   - (Primary) 301-816-5100
   - (Backup) 301-951-0550
   - (Backup) 301-415-0550

2. To TMI FTS 2000 Telephones
   - Emergency Notification System (ENS)
     - ECC/Control Room 700-361-1181
     - Technical Support Center 700-361-1181
     - Emergency Operations Facility 700-361-1172
   - Health Physics Network (HPN)
     - ECC/Control Room 700-361-2146
     - Emergency Operations Facility 700-361-1172
   - Reactor Safety Counterpart Link (RSCL)
     - ECC/Control Room 700-361-2148
     - Technical Support Center 700-361-2148
     - Emergency Operations Facility 700-361-1168
   - Protective Measures Counterpart Link (PMCL)
     - ECC/Control Room 700-361-2150
     - Emergency Operations Facility 700-361-1171
   - Management Counterpart Link (MCL)
     - Emergency Operations Facility 700-361-1167
   - Local Area Network (LAN)
     - Emergency Operations Facility 700-361-1170
Communications Systems Reporting Guidance

NOTE
The ECC Communications Coordinator is responsible for coordinating repairs for emergency communications equipment.

I. This exhibit provides guidance in reporting problems with the following communications circuits.
   
   A. Emergency telephones
      2. Ring-down Lines (examples: Emergency Director Line, In-Plant Rad Con Line, EOF-BRP Line).
   
   B. Group pagers
      1. See additional information in III.A below.
   
   C. NRC FTS 2000 telephones
      1. See additional information in III.B below.
   
   D. Commercial or Meridian telephones
   
   E. LAN and computers
   
   F. FAX machines and telecopiers
   
   G. Seltronics E-1000 Recorder
      1. Records conversations on certain emergency telephones.
      2. Located in the Service Building telephone equipment room.

II. The following reporting sequence should be used in the order listed.
   
   A. TMI Help Desk at 8393
   
   B. Joe Clupp office telephone at 8518
Additional Assistance and Notification

EXHIBIT 5

C. Joe Clupp pager at 1-800-672-2285
   1. Dial the pager number.
   2. Dial the PIN number of 7064.
   3. Dial your call-back telephone number.

D. Joe Clupp home telephone at

III. Additional reporting requirements

A. Group pagers
   1. If contact cannot be made at any of the numbers listed above, contact Metrocall directly.
   2. 238-4770 during regular business hours.
   3. 255-5432 for after hours emergencies.
   4. 237-0444 for after hours emergencies.
   5. 1-800-344-1004 for after hours contact.

B. NRC FTS 2000 telephones
   1. If contact cannot be made at any of the numbers listed above, contact the USNRC directly.

   NOTE

   Failures of the Emergency Notification System (ENS Line) or the Health Physics Line (HPN) are required to be reported to the NRC within one hour. Inform the Shift Manager and make the notification.

   2. Contact numbers
      a. 1-301-816-5100
      b. 1-301-951-0550

C. Seltronics E-1000 Recorder
   1. If contact cannot be made at any of the numbers listed above, contact the Emergency Preparedness Representative.
   2. This system is not regulatory required and repairs may be deferred until after the emergency.
Emergency Aviation Support

NOTE

Emergency aviation support shall only be requested at the direction of the Emergency Director or Emergency Support Director.

1. Contact the Aviation Support Center shown below:

   Horsham Valley Airways
   451 Caredean Drive
   Horsham, PA 19044

   0800 to 1700, Mon. through Fri. 1-215-674-2100
   After Hours - Hangar 1-215-674-2101
   After Hours - Pager (after hearing the tone, dial your call back number) 1-215-213-0558

2. Identify yourself by name and position and inform the individual that you are calling for Three Mile Island Nuclear Station.

3. Describe the emergency aviation support needed.

4. Provide location and cargo/personnel to be transported and the destination.

   NOTE

   Landing zone information is provided on the following pages. Provide this information to the aviation contractor as appropriate.

5. Obtain the following information from the representative of Horsham Valley Airways:

   Name ___________________________ Title ___________________________

   Estimated time of Arrival at Pick Up Location ___________________________

   Special Landing Zone requirements (if any) ___________________________

6. Make the necessary arrangements to transport the cargo and/or personnel to the pick up location.

7. Make the necessary arrangements to pick up the cargo and/or personnel at the destination point.

8. Notify the aviation contractor when services are no longer required. Record the individual notified below.

   Name ___________________________ Title ___________________________
LANDING ZONE INFORMATION

HARRISBURG INTERNATIONAL AIRPORT
1. Able to handle helicopter and fixed wing aircraft.

CAPITAL CITY AIRPORT
1. Able to handle helicopter and fixed wing aircraft.

THREE MILE ISLAND NUCLEAR STATION
1. Helicopter access only.
2. FAA Site Number 20920.011H.
3. Within Harrisburg International Airport's surface to 6000 feet control zone.
4. Equipped with marker lights and wind sock.
5. Gravel surface at approximately 300 feet elevation.
6. Primary Obstructions - four cooling towers north of landing site are 672 feet elevation (372 feet above ground level).

PENNSYLVANIA STATE POLICE HELIPAD
1. This site is located at the Troop H Headquarters Building on Elmerton Avenue in Susquehanna Township.
2. Landing site is located approximately 2½ miles north of center city Harrisburg, immediately south of Interstate Route 81.
3. Permission to use the site must be granted in advance. Use the following numbers to obtain permission.
   774-3997 Normal working hours (0815 to 1615)
   787-7777 Off hours (Troop H Headquarters)
4. Provide estimated time of arrival to State Police to allow activation of landing lights.
5. The State Police do not have a Unicom base station. Communication with State Police aircraft is possible if the contractor frequency is provided to the State Police.
cross functional members come from different functional units of an.