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W. R. McCollum, Jr.
Vice President

June 28, 2000

U. S. Nuclear Regulatory Commission
Document Control Desk
Washington, D. C. 20555

Subject: Oconee Nuclear Station
Docket Nos. 50-269, -270, -287
Emergency Plan Implementing Procedures Manual
Volume C Revision 2000-06

Please find attached for your use and review copies of the revision to the Oconee Nuclear Station Emergency Plan: Volume C Revision 2000-06, June, 2000.

This revision is being submitted in accordance with 10 CFR 50-54(q) and does not decrease the effectiveness of the Emergency Plan or the Emergency Plan Implementing Procedures.

Any questions or concerns pertaining to this revision please call Mike Thorne, Emergency Planning Manager at 864-885-3210.

By copy of this letter, two copies of this revision are being provided to the NRC, Region II, Atlanta, Georgia.

Very truly yours,



W. R. McCollum, Jr.
VP, Oconee Nuclear Site

xc: (w/2 copies of attachments)
Mr. Luis Reyes,
Regional Administrator, Region II
U. S. Nuclear Regulatory Commission
61 Forsyth St., SW, Suite 24T23
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w/copy of attachments
Mr. Steven Baggett
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(w/o Attachments, Oconee Nuclear Station)
NRC Resident Inspector
M. D. Thorne, Manager, Emergency Planning

A045

June 28, 2000

OCONEE NUCLEAR SITE
INTRASITE LETTER

SUBJECT: Emergency Plan Implementing Procedures
 Volume C, Revision 2000-06

Please make the following changes to the Emergency Plan Implementing
Procedures Volume C by following the below instructions.

REMOVE

Cover Sheet Rev. 2000-05
Table of Contents - Page 2
RP/0/B/1000/031 - 08/15/98

ADD

Cover Sheet Rev. 2000-06
Table of Contents - Page 2
RP/0/B/1000/031 - 06/12/00

DUKE POWER

EMERGENCY PLAN IMPLEMENTING PROCEDURES VOLUME C



APPROVED:



W. W. Foster, Manager
Safety Assurance

06/28/00

Date Approved

06/28/00

Effective Date

VOLUME C
REVISION 2000-06
JUNE, 2000

VOLUME C
TABLE OF CONTENTS

RP/0/B/1000/21	Operations Interface (EOF) - (07/06/98)
RP/0/B/1000/22	Procedure for Site Fire Damage Assessment and Repair - (06/04/96)
RP/0/B/1000/24	Protective Action Recommendations (11/10/99)
RP/0/B/1000/28	Communications & Community Relations World of Energy Emergency Response Plan - (02/17/97)
RP/0/B/1000/29	Fire Brigade Response - (12/12/96)
RP/0/B/1000/31	Oconee Nuclear Station Joint Information Center Emergency Response Plan - (06/12/00)
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility - (03/23/00)
Business Management	Business Management Emergency Plan - (03/29/00)
C&F Functional Area Directive 102	C&F Emergency Response Plan - ONS Specific - (02/02/2000)
Engineering Directive 5.1	Engineering Emergency Response Plan - (03/08/99)
Human Resources Procedure	ONS Human Resources Emergency Plan - (04/26/00)
Radiation Protection Manual Section 11.3	Off-Site Dose Assessment and Data Evaluation (04/06/99)
Radiation Protection Manual Section 11.7	Radiation Protection Environmental Monitoring for Emergency Conditions - (04/15/99)
Safety Assurance Directive 6.1	Safety Assurance Emergency Response Organization - (11/28/94)
Safety Assurance Directive 6.2	Safety Assurance Contingency Plan - (03/27/00)
Training Division	Training Division Emergency Response Guide DTG-007 (02/01/2000)

Revision 2000-06
June, 2000

INFORMATION ONLY

Duke Power Company PROCEDURE PROCESS RECORD

(1) ID No RP/0/B/1000/031

Revision No 002

PREPARATION

(2) Station OCONEE NUCLEAR STATION

(3) Procedure Title Joint Information Center Emergency Response Plan

(4) Prepared By Dayle Stewart (Signature) Dayle M Stewart Date 06/12/2000

- (5) Requires 10CFR50.59 evaluation?
- Yes (New procedure or revision with major changes)
 - No (Revision with minor changes)
 - No (To incorporate previously approved changes)

(6) Reviewed By Robert Taylor (QR) Date 6/12/2000

Cross-Disciplinary Review By _____ (QR) NA RET Date 6/12/2000

Reactivity Mgmt. Review By _____ (QR) NA _____ Date _____

(7) Additional Reviews

Reviewed By _____ Date _____

Reviewed By _____ Date _____

(8) Temporary Approval (if necessary)

By _____ (SRO/QR) Date _____

By _____ (QR) Date _____

(9) Approved By M R Thome Date 6-12-00

PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

(10) Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

(11) Date(s) Performed _____

Work Order Number (WO#) _____

COMPLETION

(12) Procedure Completion Verification:

- Unit 0 Unit 1 Unit 2 Unit 3 Procedure performed on what unit?
- Yes NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes NA Listed enclosures attached?
- Yes NA Data sheets attached, completed, dated, and signed?
- Yes NA Charts, graphs, etc. attached, dated, identified, and marked?
- Yes NA Procedure requirements met?

Verified By _____ Date _____

Procedure Completion Approved _____ Date _____

(14) Remarks (Attach additional pages, if necessary)

**OCONEE NUCLEAR STATION
JOINT INFORMATION CENTER
EMERGENCY RESPONSE PLAN**

1.0 SYMPTOMS

Conditions exist such that the Joint Information Center Emergency Response Plan has been activated to support a nuclear emergency.

2.0 IMMEDIATE ACTIONS

- 2.1 Government Agency Liaison position will be filled once the emergency reaches a "degrading ALERT" or SITE AREA EMERGENCY.
- 2.2 Distribution Coordinator position will be filled at initial activation of the EOF.
- 2.3 Registration Support position will be filled at initial activation of the EOF.
- 2.4 Media Monitor position will be filled at activation of JIC.
- 2.5 State/County EOC Liaison position will be filled once the emergency reaches a "degrading ALERT" or SITE AREA EMERGENCY.
- 2.6 Teleproductions Support Coordinator position will be filled once the emergency reaches a "degrading ALERT" or SITE AREA EMERGENCY.
- 2.7 Media Center Assistant position will be filled once the emergency reaches a "degrading ALERT" or SITE AREA EMERGENCY.
- 2.8 Media Liaison position will be filled at activation of JIC.

3.0 SUBSEQUENT ACTIONS

- 3.1 Respond as required by enclosures designated for the individual position.

4.0 **ENCLOSURES**

- 4.1 Government Agency Liaison Activation Checklist
- 4.2 Distribution Coordinator Activation Checklist
- 4.3 Registration Support Activation Checklist
- 4.4 Media Monitor Activation Checklist
- 4.5 State/County EOC Liaison Activation Checklist
- 4.6 Teleproductions Coordinator Activation Checklist
- 4.7 Media Center Assistant Activation Checklist
- 4.8 Media Liaison Activation Checklist
- 4.9 Process for Accessing Forms
- 4.10 Process for Accessing News Releases

ENCLOSURE 4.1

GOVERNMENT AGENCY LIAISON
ACTIVATION CHECKLIST

Page 1 of 2

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Contact the public information manager in the Charlotte JIC concerning Oconee JIC activation status:
- ◆ Once all Duke personnel are staffed, report to the public information manager that the Oconee JIC is “operational.”
 - ◆ Once the state and county PIOs are staffed and ready, report to the public information manager that the Oconee JIC is ready for “activation.”
 - ◆ Determine the official time the Oconee JIC is declared “activated.”
- _____ Ensure the following information is posted on a status board in the JIC:
- ◆ Oconee JIC status (operational, activated, deactivated), with date and time.
 - ◆ Event classification, with date and time.
 - ◆ Major issues/concerns/rumors and their resolution.
- _____ Assist counties and states in room familiarization, use of equipment, etc.
- _____ Determine number of copies of news releases and emergency notification forms needed for county/state/federal public information officers (PIOs). Provide this number to distribution coordinator.
- _____ Coordinate distribution of news releases to the media center with the state and counties and the distribution coordinator to assure all news releases pertaining to a change in classification are displayed in the media center at the SAME TIME.
- _____ Verify county/state rumor control personnel have copies of the Oconee nuclear emergency planning calendar and all news releases.

ENCLOSURE 4.1

GOVERNMENT AGENCY LIAISON
ACTIVATION CHECKLIST

Page 2 of 2

Initials

_____ Provide copies of Duke news releases and emergency notification forms to state and county lead PIOs, the NRC and FEMA.

NOTE: Attach completed distribution form to a copy of each Duke news release and emergency notification form given to lead government agencies (SC, FEMA, NRC, etc.)

_____ Verify with the distribution coordinator that the media liaisons (in the media center) and the media monitors are getting copies of all news releases.

_____ Verify that county/state/federal PIOs are current with plant conditions and emergency classifications.

_____ Determine if visual aids are needed by county/state PIOs for use during a news conference.

_____ Verify current Duke news releases are being received by the county/state emergency operations centers (EOCs).

_____ Be available/ready to establish contact with the Charlotte JIC and state and county liaisons over the JIC Bridge (refer to the JIC Reference Manual for JIC bridge line number.)

NOTE: When using the JIC bridge line, observe the following protocol:

- Identify yourself and your location
- Take turns speaking - do not interrupt
- Acknowledge receipt of information
- Repeat back to ensure important/sensitive information is received/understood
- Re-direct long discussions to a phone line
- Do not push the "Hold" button on your phone - this will lock the system to those currently on line

_____ Notify the Charlotte JIC via the JIC bridge line of issues or concerns expressed by state/county/federal PIOs.

_____ Turn in completed activation checklist to distribution coordinator.

ENCLOSURE 4.2

DISTRIBUTION COORDINATOR
ACTIVATION CHECKLIST

Page 1 of 2

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Discuss administrative needs with public information coordinator in the EOF and the government agency liaison in the JIC.
- _____ Contact administrative support personnel to respond to the JIC to handle the following functions, as needed to support the event:
- Fax support
 - Copy support
 - Distribution support
 - Registration support*
 - Media center assistant*

NOTE: * indicates that these positions may be filled with personnel from public affairs in Charlotte.

- _____ Ensure that a registration process is implemented for the joint information center and the media center.
- _____ Ensure that the intercom speakers in the JIC are turned OFF during nuclear drills and exercises.
- _____ Provide copy/distribution and other support to county/state/federal team members as requested by the government agency liaison.
- _____ Distribute copies to the JIC staff, media center staff and media monitors as outlined in the distribution lists established for each identified document (refer to the JIC Reference Manual).
- _____ Distribute Duke, county and state news releases pertaining to a change in classification to the media center at the SAME TIME.

ENCLOSURE 4.2

DISTRIBUTION COORDINATOR
ACTIVATION CHECKLIST

Page 2 of 2

Initials

- _____ Post a copy of each ENF and news releases (Duke, state, county, NRC).
- _____ Ensure that the following information is being sent to the Charlotte JIC:
- ♦ A copy of every state/county/federal news release
 - ♦ A copy of any state/county or federal document received/issued which pertains to the event.
- _____ Maintain a log of all materials distributed.

NOTE: Distribution of information is very important and should be carried out in a timely manner.

- _____ Complete this activation checklist.
- _____ Collect the following forms and send/give them to the public affairs emergency planner:
- ♦ Completed activation checklist for each Oconee JIC and EOF news group participant
 - ♦ Duke, state, county and NRC news releases
 - ♦ Emergency Notification Forms (ENFs/green sheets)
 - ♦ EAS notification forms
 - ♦ Other federal or state documents received/issued in relation to the event (i.e. state of emergency declaration, etc.)

ENCLOSURE 4.3

REGISTRATION SUPPORT
ACTIVATION CHECKLIST

Page 1 of 2

Initials

- _____ Sign in on JIC staffing board
- _____ Put on position badge.
- _____ Report to distribution coordinator for assignment as a JIC registrar or a media center registrar.

Process for JIC Registrars:

- _____ Have all entrants sign the registration log (kept in the cart at the door of the joint information center).
- _____ Check IDs: a Duke ID and current training are required for Duke employees reporting to the JIC.
- ♦ Verify the person matches the name and picture on the ID.
 - ♦ Find the name of the person entering the joint information center on the training matrix located in the registration folder.
 - ♦ Verify training is current (i.e. not expired).
 - ♦ If training is not current (or training status is not available), the government agency liaison or emergency planner must give permission for entry (and this should be noted in the registration log next to the person's name.)
- _____ Check IDs: a picture government agency ID is required for government agency personnel (county/state/federal) reporting to the JIC.

NOTE: JIC Policy for Offsite Agencies – For entry, off-site agency personnel must have a picture ID showing their name. Ask for a driver's license, in addition to county/state/federal identification, if the government ID does not have a picture.

- _____ If any problems occur, notify security and the government agency liaison or emergency planner. Have security handle the situation.

ENCLOSURE 4.3

REGISTRATION SUPPORT
ACTIVATION CHECKLIST

Page 2 of 2

Initials

Process for Media Center Registrars:

_____ Have all entrants* sign the registration log.

NOTE: *Duke and government agency personnel entering for news conferences are not required to sign in.

_____ A media or picture ID is required for entry to the ONS media center:

- ♦ If a picture ID is not available, request that the duke media liaison give permission for entry.
- ♦ Request that all media personnel display their media/picture ID in a clearly visible manner (i.e. use the green media ID cards with a neck chain, etc.)
- ♦ All non-media entrants should display their agency/company IDs.

_____ If any problems arise, notify security and the media center assistant. Have security handle the situation.

_____ Turn in completed activation checklist to the distribution coordinator.

ENCLOSURE 4.4

**MEDIA MONITOR
ACTIVATION CHECKLIST**

Page 1 of 2

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Report to the media monitor room in the back of the Oconee JIC.
- _____ Verify TV sets are operable. Tune TVs to local CBS, ABC, and NBC stations and to CNN if enough TVs are available. Ask the distribution coordinator for a listing of local cable numbers, if needed.
- _____ Verify that VCRs are available and operable for each T V.
- _____ Verify blank audio and videotapes are available for recording radio and TV broadcasts.

NOTE: Contact the teleproductions support coordinator if there are problems with TVs, VCRs, radios or tapes.

- _____ Contact the media coordinator in the Charlotte JIC (8-382-0611):
 - ◆ Tell them which stations you will monitor.
 - ◆ Give them a phone number where you can be reached.
- _____ Contact the distribution coordinator and ask for copies of all news releases (expect to get information about once per hour - contact the distribution coordinator if you are not getting news releases/information.)
- _____ Monitor and record EAS messages from the following common control program radio station:

Oconee WFBC 93.7
- _____ Monitor and record radio and TV broadcasts covering the event.

NOTE: Monitor and record only information relating to the emergency.

ENCLOSURE 4.4

**MEDIA MONITOR
ACTIVATION CHECKLIST**

Page 2 of 2

Initials

_____ IMPORTANT! Immediately contact the media coordinator at the Charlotte JIC (8-382-0611) when:

- ♦ A discrepancy is noted between news releases and the information being provided over radio and TV.
- ♦ You believe the Charlotte JIC should be aware of the coverage (the tone of the reporting, what is being said and or implied, etc.)

_____ When the tapes are full, label them with the station(s) monitored, the date(s) and the time(s).

_____ When the event is terminated, turn off all equipment. Collect the tapes and give them to the teleproductions staff.

_____ Turn in completed activation checklist to distribution coordinator.

ENCLOSURE 4.5

STATE/COUNTY EOC LIAISON
ACTIVATION CHECKLIST

Page 1 of 2

Initials

_____ Report to the specified county/state emergency operations center (if time permits, go by the JIC to obtain an emergency planning calendar and current information.)

_____ When you arrive at the EOC, contact the regional communications coordinator via the JIC bridge line and provide:

- ◆ Your name and location.
- ◆ A phone number in the EOC where you can be reached.

NOTE: Use a Duke phone card to access the Duke phone system, then dial 999-5662, or call the CSC at 594-6200 and ask for bridge number 5652. If you have trouble reaching the bridge, call 382-0614 for guidance.

_____ Review copy(s) of the emergency notification form.

_____ Serve as a conduit for information from county/state emergency operations center (EOC) to the joint information center.

NOTE: Access the JIC conference bridge to clarify or secure information from the joint information center (JIC) or the emergency operations facility (EOF). When using the JIC bridge line, observe the following protocol:

- Identify yourself and your location.
- Take turns speaking - do not interrupt.
- Acknowledge receipt of information.
- Repeat back to ensure important/sensitive information is received/understood.
- Re-direct long discussions to a phone line.
- Do not push the "Hold" button on your phone - this will lock the system to those currently on line.

NOTE: Do not try to interpret plant status/rad data from the emergency notification form:

- Contact the EOF technical liaison via the JIC bridge line to verify information.
- If more detail is requested, refer the county/state representative to the EOF offsite communicator or rad assessment manager.

ENCLOSURE 4.5

STATE/COUNTY EOC LIAISON
ACTIVATION CHECKLIST

Page 2 of 2

Initials

- _____ Document questions asked by county/state and answers provided.
- _____ Contact the JIC via the bridge line as you identify issues/concerns that need to be addressed.
- _____ Send completed activation checklist and all notes/documentation to the public affairs emergency planner when event is terminated.

ENCLOSURE 4.6

TELEPRODUCTIONS SUPPORT COORDINATOR
ACTIVATION CHECKLIST

Page 1 of 1

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Determine if additional people are needed to support the emergency from a teleproductions standpoint. If yes, contact the media coordinator in the Charlotte JIC to obtain additional resources.
- _____ Coordinate setup of the Oconee media center for videotaping news conferences.
- _____ Verify a TV monitor is setup in the Oconee JIC to receive live news conference feed from the Oconee media center.
- _____ Verify audio feed setup from the Oconee media center to the Charlotte JIC.
- _____ Provide guidance in setting up the Oconee media monitoring area:
 - ♦ ensure TVs, VCRs, radios and recorders are operable
 - ♦ provide audio and video tapes
 - ♦ ensure person serving as media monitor knows how to operate all equipment
- _____ Check all audio and video equipment to assure it is in working order.
- _____ Provide a wireless microphone for use by audience in asking questions.
- _____ Provide real-time viewing of news conferences for the Oconee JIC.
- _____ Provide real-time listening capability in the Charlotte JIC for news conferences from the Oconee media center.
- _____ Direct and supervise teleproductions activities in the media center.
- _____ Give all tapes (audio/video) to the public affairs EP consultant after the event.
- _____ Turn in completed activation checklist to admin & logistics manager.

ENCLOSURE 4.7

MEDIA CENTER ASSISTANT
ACTIVATION CHECKLIST

Page 1 of 2

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Check with emergency planner or the media liaisons to determine reference materials that will be needed at the media center.
- _____ Assist with set up of the Oconee media center, if necessary:
- ♦ Obtain the following equipment:
 - ♦ five to six (5-6) tables
 - ♦ approximately thirty (30) chairs
 - ♦ a podium
 - ♦ six to eight (6-8) media phones
 - ♦ six (6) easels
 - ♦ Obtain the following materials:
 - ♦ Oconee emergency planning calendars (minimum of 25)
 - ♦ Oconee transient brochures (minimum of 25)
 - ♦ Oconee fact sheets
 - ♦ Oconee station/visitor brochures (minimum of 25 of each kind)
 - ♦ Bios for each Duke spokesperson
 - ♦ Media registration book
 - ♦ Media green tags (all)
 - ♦ Position name plates for all public spokespersons: Oconee County, Pickens County, South Carolina, FEMA, NRC and Duke Power
 - ♦ Note pads and pencils (minimum 25 of each)
 - ♦ Overhead projector
 - ♦ Transparencies (if they will be used)
 - ♦ JIC Reference Manual (for Duke use only!)
 - ♦ Duke Power logo speaker's podium
 - ♦ Portable phone
 - ♦ Two flipcharts
 - ♦ Posters of EPZ, plant schematic, description of evacuation routes, etc.)

NOTE: Refer to teleproductions procedure for setup of media center.
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ENCLOSURE 4.7

**MEDIA CENTER ASSISTANT
ACTIVATION CHECKLIST**

Page 2 of 2

Initials

_____ Connect a minimum of 6 phones (4 for news media, 2 for Duke/government agency use) by matching the telephone number on the phone with the telephone jack number on the wall. Verify dial tone on each phone.

NOTE: Equipment/phones are located in the storage room at the back of the media center. Contact the emergency planner for assistance opening the room and placing the equipment. The phone jacks are located on the sidewall of the auditorium. Contact SPOC if phones do not work properly.

_____ Display and distribute news releases as they are delivered to the media center.

CAUTION: News releases from Duke, state and counties relating to actions being taken for a change in classification must be displayed at the SAME TIME.

_____ Announce and post the time of the next news conference when the notified by the EOF news manager.

_____ Serve as media center "host/hostess" by ensuring:

- ◆ Duke media liaisons have the materials they need to answer questions
- ◆ Media outlets materials they need
- ◆ An adequate number of media liaisons are available to respond to the media in a timely manner
- ◆ Duke maintains positive control in the facility

_____ If a problem/issue arises, contact the emergency planner in the Oconee JIC (624-4962) or Oconee news manager at (624-4362) for assistance.

_____ Close the media center when instructed by the distribution coordinator or the emergency planner.

_____ Return all equipment to the auditorium storage area. Collect supplies and materials for return to the Oconee JIC or the plant.

_____ Give materials developed as a result of the event to the distribution coordinator (i.e. news media registration form, news releases, etc.)

_____ Turn in completed activation checklist to admin & logistics manager.

ENCLOSURE 4.8

MEDIA LIAISON
ACTIVATION CHECKLIST

Page 1 of 1

Initials

- _____ Sign in on JIC staffing board.
- _____ Put on position badge.
- _____ Obtain the most current information concerning the event.
- _____ Report to the Oconee media center.
- _____ Contact the media coordinator in Charlotte via the JIC bridge line (8-999-5652) to provide:
- ♦ Current status at the Oconee media center (number of media outlets, general context of questions, issues raised, etc.)
 - ♦ A number where you can be reached.
- _____ Assist in handling media questions, media interviews and news conferences as directed by the media coordinator.
- _____ During news conferences, at least one media liaison **MUST** dial into the JIC bridge line to keep abreast of plant status:
- ♦ If plant status changes during the news conference, **IMMEDIATELY** notify the EOF news manager via a written note.

NOTE: When using the JIC bridge line, observe the following protocol:

- Identify yourself and your location
- Take turns speaking - do not interrupt
- Acknowledge receipt of information
- Repeat back to ensure important/sensitive information is received/understood
- Re-direct long discussions to a phone line
- Do not push the "Hold" button on your phone - this will lock the system to those currently on line.

- _____ Report to the media coordinator any request for information that appears to be based on rumor.
- _____ Turn in completed activation checklist to distribution coordinator.

ENCLOSURE 4.9

PROCESS FOR ACCESSING FORMS

Page 1 of 1

- 1.0 Turn on/log on computer
- 2.0 Double click on "My Computer" icon
- 3.0 Double click on the CCR_JIC on CLTECF01 drive.
 - 3.1 If drive is not listed, select Map Network Drive on the tool bar and type the following path: \\CLTECF01\CCR_JIC; then, click OK.
- 4.0 Double click on Forms.
- 5.0 Double click on the form you wish to view/use:
 - Agenda for nuclear news conference (agenda.doc) - there is a separate agenda form for each nuclear site within the agenda.doc document.
 - Distribution form (distform.doc) - used by government agency liaison
 - Nuclear event descriptions (event description.doc)
 - Glossary for nuclear (glossary.doc)
 - Nuclear messages (messages.doc)
 - Nuclear mini-speeches (minispch.doc)
 - Nuclear news conference (newconf.doc)
 - Rumor control information (rumor.doc)
- 6.0 Print forms by clicking on print icon on tool bar.

ENCLOSURE 4.10

PROCEDURE FOR ACCESSING NEWS RELEASES

Page 1 of 1

- 1.0 Turn on/log on computer
- 2.0 Double click on "My Computer" icon
- 3.0 Double click on the CCR_JIC on CLTECF01 drive.
 - 3.1 If drive is not listed, select Map Network Drive on the tool bar and type the following path: \\CLTECF01\CCR_JIC; then, click OK.
- 4.0 Double click on the appropriate nuclear site (Cns, Mns, Ons)
- 5.0 Double click on newsrele
- 6.0 Double click on drill or emer as appropriate
- 7.0 Select the news release form (NOUE.doc, Alert.doc, SAE.doc, Genemer.doc, etc.) by double clicking on the appropriate event classification
- 8.0 If completing form on the computer, re-name and save each new file using a chronological numbering system (e.g.: alert1.doc, alert2.doc, genemer1.doc)
- 9.0 Print the document by selecting the print icon on the tool bar