

TRANSMITTAL/ACKNOWLEDGEMENT MEMORANDUM

NOTIFICATION NO: 120
DATE: October 16, 2000

TO: NRC-NRR/Document Control Desk, Washington DC

SUBJECT: Emergency Plan Implementing Procedures (--- Series) Manual No: 91 *

Revisions to your controlled copy of the manual, as checked above, are attached. As indicated below, please remove and discard the superseded material and insert the revised material, or perform the changes as directed herein.

MANUAL CONTENTS	REMOVE		INSERT	
	REV	DATE	REV	DATE
EPIP Manual Index	118	11/19/99	119	10/16/00
EPIP 1.4	1	5/14/99	2	10/16/00
EPIP 1.5	2	7/1/98	3	10/16/00
Appendix 1 Index	15	9/15/00	16	10/16/00
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EOF-08	4		5	
EOF-10	2		3	
EOF-18 and EOF 32	1		2	
JPIC-01	2		3	
JPIC-02	2		N/A	DELETE
JPIC-03, JPIC-04	2		3	
JPIC-06	3		4	
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JPIC-12	0		1	
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JPIC-16, JPIC-17, JPIC-18	1		2	
JPIC-19	0		1	
JPIC-20	N/A		0	
TSC-01	0		1	
Leave all other forms intact				

Please acknowledge that the above action has been taken by signing below and returning this memorandum to:

**Procedure Department
Duane Arnold Energy Center
3277 DAEC Road
Palo, IA 52324**

I have inserted the above revisions in the Manual.

A045

Signed _____ Date

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5.2	Recovery and Reentry	8	9/30/98
Appendix 1	EPIP Forms	n/a	n/a

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RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 2 Page 1 of 21

Effective Date: 10/16/00

TECHNICAL REVIEW	
Prepared by: <u>Carl Vogler</u>	Date: <u>10-11-00</u>
Reviewed by: <u>Russell J. Titus</u> Independent Reviewer	Date: <u>10/12/00</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Paul Selleri</u> Manager, Emergency Planning	Date: <u>10-12-00</u>

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1.0 PURPOSE

- (1) This procedure delineates the responsibilities, actions, and interfaces required by Nuclear Management Company (NMC) and Alliant Energy personnel who staff the Joint Public Information Center (JPIC) during an emergency at the Duane Arnold Energy Center (DAEC). The basis for this procedure is documented in NUREG 0654, Planning Standard "G", (Reference 1), 10 CFR 50 (Reference 2), and the DAEC Plan, Sections G and H (Reference 3).
- (2) The Joint Public Information Center is created to:
- Coordinate the development and dissemination of clear, accurate, and timely information to the news media; and,
 - Establish and operate rumor control in a coordinated and timely manner.

2.0 DEFINITIONS

None.

3.0 INSTRUCTIONS

3.1 ACTIVATION AND OPERATION OF THE JPIC

- (1) The JPIC Manager shall determine the extent to which the JPIC will be staffed. JPIC positions are indicated on Attachment 1.
- (2) Notification of persons needed to staff the JPIC will be accomplished in accordance with EPIP 1.2, "Notification" (Reference 4).
- (3) All persons reporting to the JPIC, Public Information Officers, and News Media representatives, will be processed into the facility in accordance with Section 3.2. Attachment 3 will be distributed to the media and visitors as they are processed into the JPIC.
- (4) The Logistics Coordinator shall supervise activities needed to prepare the JPIC for operation. Attachment 2 may be used for the physical set-up of the facility.

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- (5) Persons staffing JPIC positions shall participate in the activation and operation of the JPIC utilizing guidance provided in checklists from Appendix 1 of the EPIP manual.
- (6) The JPIC Manager shall advise the ER&RD when the JPIC is operational and the facility is prepared to receive news media representatives.
- (7) In the event that the JPIC is activated and the EOF is not activated, the Technical Liaison shall contact the TSC-EOF Offsite Communicator in the TSC to ensure timely and accurate information is being received and released from the JPIC.
- (8) If additional resources/personnel are needed contact the Support Services Coordinator in the EOF.

3.2 SECURITY

NOTE

Whenever the title "Alliant Energy "Corporate Security Manager" is used in this procedure, it shall also imply his/her designee.

- (1) The Support Services Coordinator will contact the Alliant Energy Corporate Security Manager for security guards.
- (2) The Alliant Energy Corporate Security Manager will conduct the following:
 - * When guards arrive ensure they are assigned to security posts;
 - * Instruct them on their responsibilities, as needed;
 - * Ensure a walkdown of the 6th and 14th floor is conducted following the emergency announcement to verify all visitors have vacated;
 - * Use security post checklist from Appendix 1 of the EPIP Manual.

NOTE

Building wide page announcements are made during normal working hours (8 AM - 5 PM, Monday through Friday). The "Drill Announcement Message" is used for drill purposes only, and the "Emergency Announcement Message" is used for emergency purposes.

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- (3) The guard stationed on the 1st floor should be informed of the following:
- (a) During normal business hours access control will be regulated at the elevator lobby's of the 1st, 6th and 14th floors.
 - (b) During non-working hours NMC and Alliant Energy personnel who present identification shall be permitted to access Alliant Energy portions of the building. Identification, such as a Driver's License, may be compared to the Emergency Telephone Book or a list of NMC and Alliant Energy personnel permitted access to the EOF or JPIC.
 - (c) Contract personnel with appropriate identification and whose names are listed in the Emergency Telephone Book or on any approved access list, shall be permitted access to the EOF or JPIC.
 - (d) Personnel who present appropriate identification as a Linn or Benton County Emergency Management member, representative from the State of Iowa, Emergency Management Division or Department of Health; employees of the Nuclear Regulatory Commission (NRC); or Federal Emergency Management Agency (FEMA) shall be permitted access to the 6th or 14th floors, as requested.
 - (e) Security personnel will hold news media representatives on the 1st floor if the JPIC has not been activated. The JPIC Manager will notify Security when the media may be directed to the sixth floor.
 - (f) Following activation of the JPIC news media are to be permitted access to the 6th floor, only.
- (4) Security access personnel on the 6th floor will process all media desiring access to the JPIC.
- (5) Security access will notify the JPIC Manager when FEMA and/or NRC PIOs arrive at the JPIC.
- (6) If access is desired by any other individuals to the JPIC or EOF, the JPIC Manager should be contacted for JPIC access and the Assistant ER&RD for EOF access.
- (7) Upon reporting to their assigned security posts, Security Guards should:

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- (a) Conduct a radio check with the other security posts.
 - (b) Initiate (or update) the Security Log by recording the following information:
 - * Date and time of staffing (or relieving) the assigned post;
 - * Name of the Security Guard and Access Control staff assigned;
 - * Results of radio checks;
 - * Actions taken to correct any deficiencies.
 - (c) Provide assistance, as required, to the Security Access Control staff to prevent unauthorized access.
- (8) Upon reporting to their assigned locations, Security Access Control personnel should:
- (a) Assist, as required, in ensuring all personnel are informed that an emergency condition has been declared;
 - (b) Provide security badges to personnel assigned duties at the EOF, JPIC and Corporate Management who desire access to the JPIC or EOF;
 - (c) Establish Access Control and initiate recording of any personnel who exit and enter those areas;
 - (d) Make entries or ensure that they are made for Support Services staff who may be providing services or delivering equipment for emergency use:
 - Prior to entering the facility, the individual's name and time should be recorded in the log;
 - When exiting, the time and location where the individual can be reached should be recorded if appropriate;
 - Subsequent re-entries and exits should be recorded as above.
- (9) The Alliant Energy Corporate Security Manager representative and Support Services Coordinator shall be advised of access control problems;

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- (10) When individuals without access to the JPIC, the EOF or to Corporate Management offices insist on gaining access, the Alliant Energy Corporate Security Manager shall be advised.
- (11) Circumstances associated with access control problems experienced should be recorded in the Security Log.
- (12) Badges shall be issued to all personnel granted access to the JPIC and EOF.
- (13) Badges, depicted on Attachment 4, "Access Badge Example", should be color coded, as indicated.
- (14) State and County representatives with assigned functions in the EOF or JPIC will be requested to complete Attachment 5, "Registration Form" or an equivalent prior to being issued a badge.
- (15) Once issued, badges should be retained by the recipient even though he or she may exit the area (except those issued to news media [orange]).
- (16) Badges issued to the new media should be collected upon exit of the individual and, if he or she returns, reissued.

3.3 ACTIVATION OF JPIC BACKUP FACILITY

- (1) The ER&RD will notify the JPIC Manager if a decision is made to evacuate Subarea 23 of the Cedar Rapids Metropolitan area.
- (2) If the JPIC has already been established at the Alliant Energy Tower, it will be necessary to relocate key JPIC spokespersons, media representatives, and State, County and Federal spokesperson to the JPIC Backup Facility at the Alliant Energy Hangar at the Eastern Iowa Airport as shown on Attachment 6. The Public Rumor Control Group and the News Media Rumor Control Group will remain at the Alliant Energy Tower.
- (3) The JPIC Manager shall issue an information release informing the news media and the public that conditions require the relocation of the JPIC and that news reports will be temporarily interrupted until the JPIC Backup Facility becomes operational.

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- (4) The JPIC Manager will notify the Support Services Coordinator in the EOF that the JPIC Backup Facility is being activated and request a security guard and a Security Access Clerk be assigned to that location.
- (5) The Logistics Coordinator will arrange for necessary vehicles to transport staff, audiovisual equipment, and other necessary supplies to the Alliant Energy Hangar.
- (6) The Logistics Coordinator should ensure telephone and FAX communications from the Alliant Energy Tower to the JPIC Backup Facility are operational.
- (7) Once the JPIC Backup Facility is operational, the JPIC Manager should ensure an information release is made, informing the news media and public that the facility is operational.
- (8) The JPIC Manager will notify the EOF when the JPIC Backup Facility is operational.

3.4 RUMOR CONTROL ACTIVITIES

- (1) Rumor Control staff will perform their function as outlined in checklists contained in Appendix 1 of the EPIP manual.
- (2) Rumors or misinformation and trends in information identified by News Media or Public Rumor Control will be relayed to the Assistant JPIC Manager.
- (3) The Assistant JPIC Manager will ensure that rumors or misinformation are addressed in a timely manner in either a news conference, a news briefing, or a telephone call.
- (4) As appropriate, rumors or misinformation regarding State or County activities will be referred to State or County PIOs located in the JPIC in accordance with the Linn and Benton County Radiological Emergency Response Plans (References 5 & 6).

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3.5 PREPARATION AND APPROVAL OF WRITTEN INFORMATION RELEASES

NOTE

Prescribed information releases are available on computer disk and hard copy in the JPIC storage area, 6th Floor and Emergency Planning at the DAEC, as well as the Corporate Communications Department at the Alliant Energy Tower.

- (1) The JPIC Manager shall direct the Technical Liaison and Assistant JPIC Manager to prepare written information releases for the news media and the public as needed.
- (2) As appropriate to the emergency situation, written information releases should include:
 - The type, severity, and extent of the emergency situation at DAEC;
 - The plant's current status (i.e., stable, improving, or deteriorating).
 - Any changes in the emergency classification, including cancellation of the emergency situation;
 - A description of the latest developments regarding the emergency situation
 - The prognosis for, or magnitude of, any radiological releases from the plant, and the associated meteorological conditions;
 - A description of those actions taken or currently being undertaken to mitigate the emergency situation and place the plant in a safe, stable condition.
- (3) The JPIC Manager shall review and approve written information releases and ensure the following items are included:
 - Times of events and declarations;

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- Points of contact and/or telephone numbers for the news media and the general public;
 - Refer persons to the DAEC Emergency Action Plan in US West DEX and McLeod USA telephone books for additional emergency information.
- (4) The JPIC Manager shall direct written information releases to the DAEC Spokesperson for review and approval.
 - (5) The DAEC Spokesperson shall review the release with respect to its contents, the events that have and/or are taking place at DAEC, the actions initiated by DAEC in response to the emergency situation, and any related decisions by management.
 - (6) Any questions or concerns regarding the contents of the information release shall be resolved with the JPIC Manager and the Technical Liaison.
 - (7) After review and approval, the DAEC Spokesperson shall return the information release to the JPIC Manager for final processing.
 - (8) At a minimum, written information releases should be prepared following activation of the JPIC and cancellation of the emergency situation (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency situation dictate to ensure that the news media and the general public are kept fully informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.

3.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES

- (1) To the extent possible, information releases should be reviewed with Federal, State, and County PIOs or agencies to ensure consistency, accuracy, and timeliness in the release of information by all parties responding to the emergency situation.
- (2) The Logistics Support staff shall ensure that copies of the approved information release are made available to the JPIC staff, the EOF, and the News Media Work Area.

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- (3) For each information release prepared, the Logistics Support staff shall ensure that originals of the draft and final approved information releases are retained and appropriately filed with other JPIC records.

3.7 CONDUCT OF NEWS CONFERENCES

NOTE

News conferences should be conducted as events related to the emergency situation dictate; however, it is recommended that, at a minimum, news conferences be conducted at least once daily until such time that the plant has been placed in a safe, stable condition.

- (1) The JPIC Manager will schedule news conferences held in the JPIC and will coordinate the announcement of the time of scheduled news conferences to the media.
- (2) The Logistics Coordinator will post a notice for scheduled news conferences in the Auditorium.
- (3) Prior to any news conference, the DAEC Spokesperson, the JPIC Manager, the Medical Advisor, if present, the Technical Liaison, and appropriate State and County PIOs shall meet to discuss the content and organization of the news conference.
- (4) The JPIC Manager will serve as the moderator for all news conferences.
- (5) The Audiovisual Support should videotape all news conferences as a matter of record.

3.8 NEWS BRIEFINGS AND INTERVIEWS

- (1) News briefings by the JPIC Manager, the DAEC Spokesperson, or the Technical Liaison shall be given as needed for the emergency situation. The Audiovisual Support should videotape all news briefing and interviews as a matter of record.
- (2) The Technical Liaison may provide generic "background information" presentations and technical briefings to the news media.

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- (3) If appropriate, the JPIC Manager may establish a schedule of videotape or film presentations for the news media at the JPIC on such topics as radiation and plant design.
- (4) Requests by the news media for "one-on-one" interviews shall be arranged by the JPIC Manager.

3.9 PLANT TOURS

- (1) Once the plant has been placed in a safe, stable condition, the JPIC Manager, with the concurrence of the ER&RD, may arrange tours of the plant for the news media.
- (2) The Logistics Coordinator shall coordinate with the Support Services Coordinator in the EOF in arranging transportation for the news media from the JPIC or JPIC Backup Facility to DAEC and back, if needed.
- (3) The JPIC Manager shall coordinate with the DAEC Security Superintendent to facilitate access for those representatives from the news media touring the site.
- (4) The JPIC Manager shall designate those persons from DAEC who will accompany each tour group and answer any questions.

3.10 DEACTIVATION OF THE JPIC

- (1) After consulting with the ER&RD, the JPIC Manager may direct deactivation of the JPIC under the following conditions:
 - The plant has been placed in a safe, stable condition, and
 - The level of news media interest has diminished to the point where full-scale operation of the JPIC is no longer required.
- (2) The Logistics Coordinator shall supervise the deactivation of the JPIC.
- (3) All personnel shall restore their work station locations to their pre-emergency configurations.

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- (4) All personnel shall surrender their logs and other records to the Logistics Coordinator for disposition as determined by the JPIC Manager.
- (5) The Logistics Coordinator shall advise the Support Services Coordinator that security provisions are no longer required at the JPIC.
- (6) If requested by the ER&RD, the JPIC Manager shall prepare a written synopsis of the activities of the JPIC during the emergency situation with assistance from the JPIC staff as needed.

4.0 RECORDS

All original forms, logs, graphs and computer runs generated shall be forwarded to the Emergency Planning Department and retained in accordance with the QA Retention requirements. Records will be retained until the NRC gives approval for disposal.

5.0 REFERENCES

- (1) NUREG-0654/FEMA-REP-1, Revision 1, Planning Standard G. Criteria 3.a., 3.b., 4.a., 4.b., and 4.c.
- (2) Title 10, Code of Federal Regulations, 10CFR50.47
- (3) DAEC Emergency Plan, Sections G and H
- (4) EPIP 1.2, "Notification"
- (5) Linn County Radiological Emergency Response Plan, Section G
- (6) Benton County Radiological Emergency Response Plan, Section G
- (7) Duane Arnold Energy Center Emergency Telephone Book

6.0 ATTACHMENTS

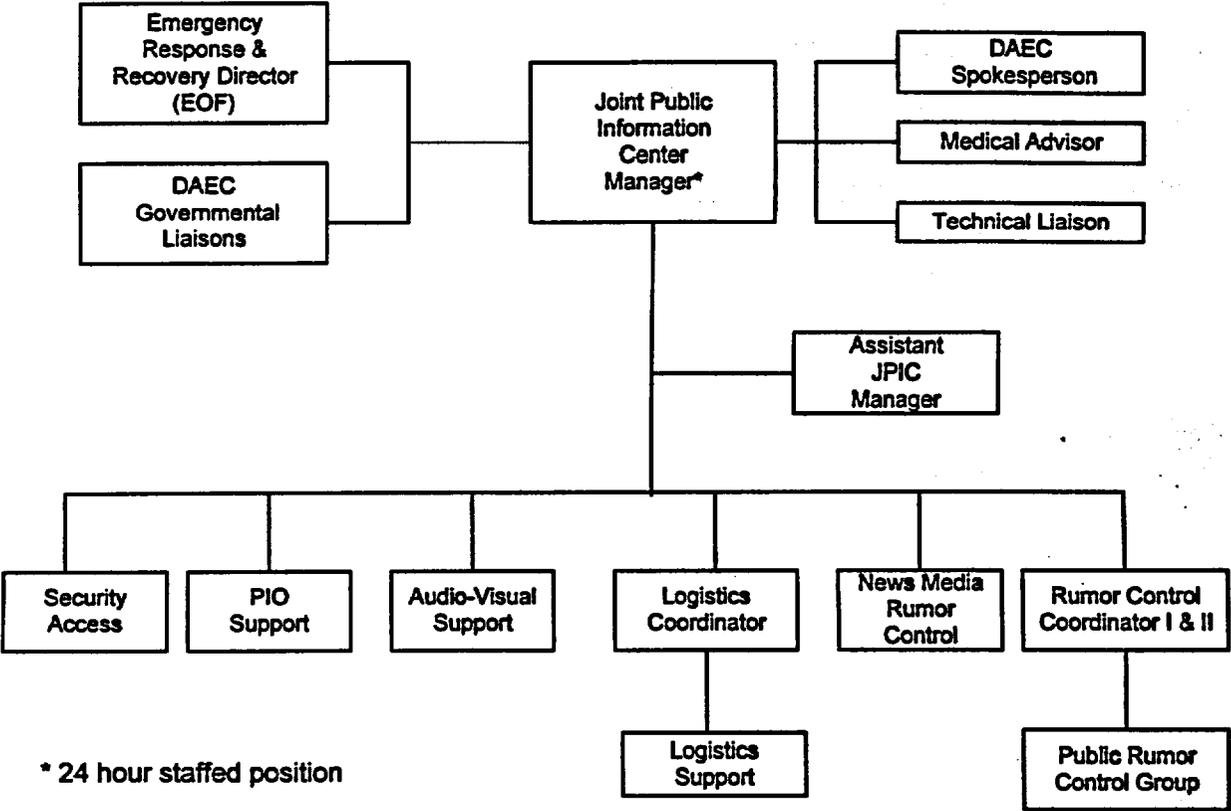
- (1) DAEC Joint Public Information Center Organization

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- (2) Typical Layout of the Joint Public Information Center
- (3) Instructions to the News Media and Other Visitors to the Joint Public Information Center
- (4) Access Badge Examples
- (5) Registration Form
- (6) Location of JPIC Backup Facility

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**ATTACHMENT 1
DUANE ARNOLD ENERGY CENTER
JOINT PUBLIC INFORMATION CENTER ORGANIZATION**



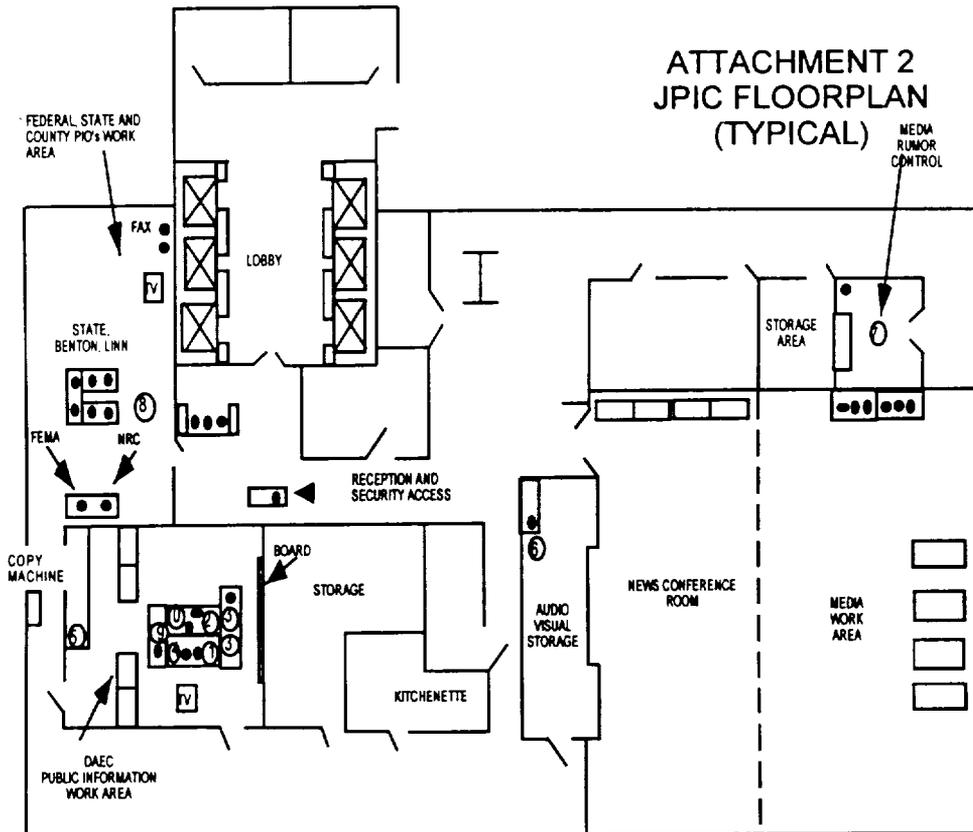
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WORK STATION LOCATIONS

- | | | | |
|--------------------------|---------------------------------|-----------------------------|--------------------------|
| ① DAEC SPOKESPERSON | ⑤ LOGISTICS COORDINATOR/SUPPORT | ⑧ PIO SUPPORT | ● TELEPHONE/
FAX LINE |
| ② JPIC MANAGER | ⑥ AUDIO-VISUAL SUPPORT | ⑨ RUMOR CONTROL COORDINATOR | |
| ③ TECHNICAL LIASON | ⑦ NEWS MEDIA RUMOR CONTROL | ⑩ MEDICAL CONSULTANT | |
| ④ ASSISTANT JPIC MANAGER | | | |

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ATTACHMENT 3
INSTRUCTIONS TO THE NEWS MEDIA AND OTHER VISITORS
TO THE DUANE ARNOLD ENERGY CENTER

JOINT PUBLIC INFORMATION CENTER

- Please wear your registration badge at all times in the Joint Public Information Center (JPIC).
- A schedule of news conferences and other events, copies of all written information releases, and other pertinent information will be available in the Auditorium. Background information for the news media is also available in the Auditorium.
- Any special announcements will be made over the JPIC public address system in the Joint Public Information Center.
- The News Media Work Area has been established for your use, and copies of all information releases will be made available there.
- Plant tours are subject to the approval of the DAEC. If the situation permits plant tours, a schedule and sign-up sheets will be posted in the Auditorium.
- Please direct any requests for special interviews to the JPIC Manager.
- All official information will be provided by the DAEC Spokesperson.

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**ATTACHMENT 4
ACCESS BADGE EXAMPLES**

TYPICAL

DAEC
NAME

AGENCY REPRESENTATIVE
Name:
Agency:

Badge Color:

- | | |
|-------------|---|
| 1. Orange - | News Media |
| 2. Green | EOF and JPIC Staff with assigned functions including NMC and Alliant Energy employees and State and County Representatives. |
| 3. Yellow | Agency Representatives of FEMA/NRC, etc. with assigned function in the EOF and JPIC. |
| 4. Pink | Observers or FEMA/NRC evaluators. |

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ATTACHMENT 5
REGISTRATION FORM

'TYPICAL'

Name: _____

Company or Organization: _____

Title or Position: _____

Business Address: _____

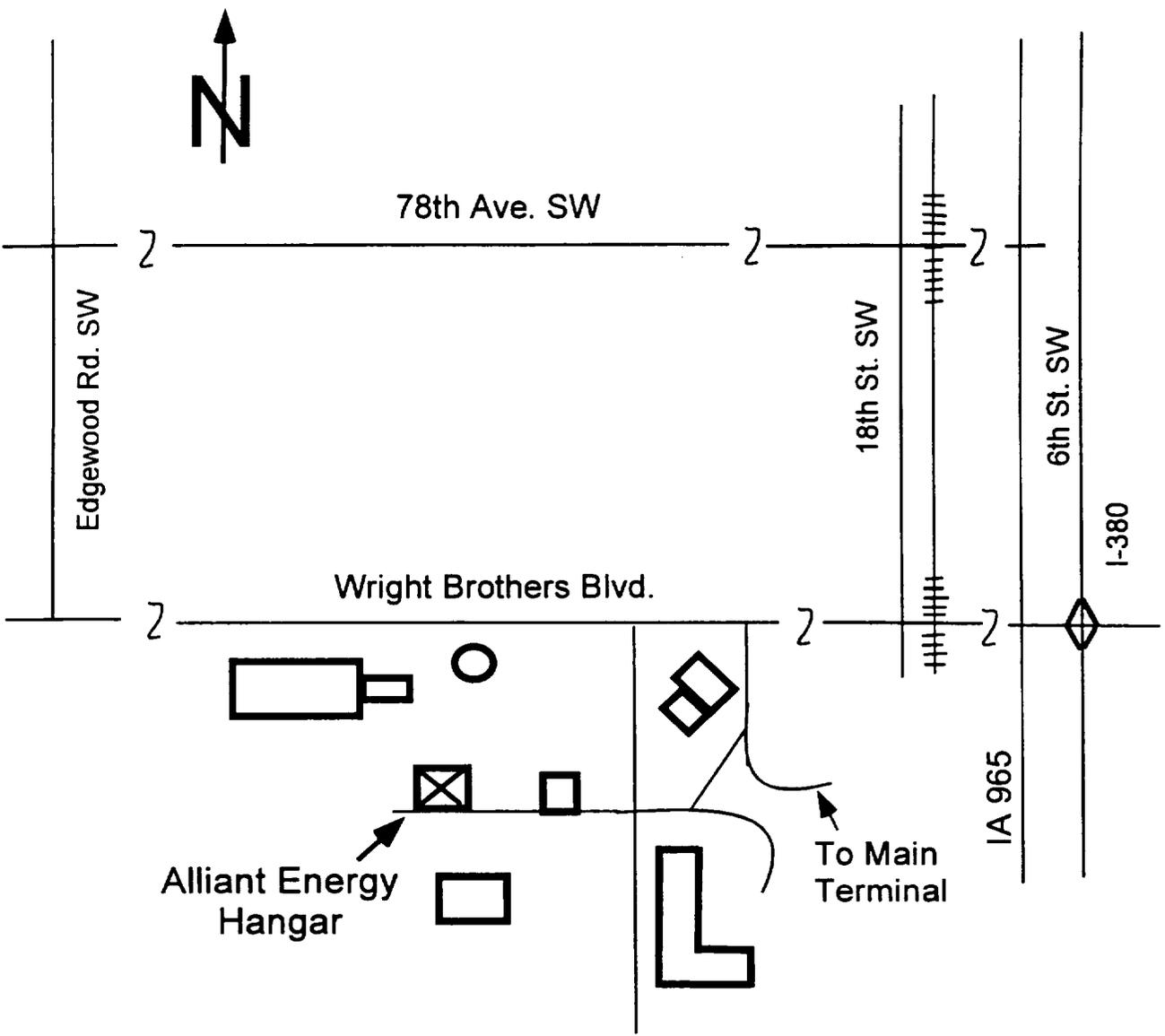
City: _____ State: _____ Zip: _____

Business Phone: _____

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**ATTACHMENT 6
LOCATION OF JPIC BACKUP FACILITY**

Cedar Rapids



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ACTIVATION AND OPERATION OF THE EOF	Rev. 3 Page 1 of 29

Effective Date: 10/16/2000

TECHNICAL REVIEW	
Prepared by: <u><i>Kim Williams</i></u>	Date: <u>9/12/2000</u>
Reviewed by: <u><i>Russell J. Titus</i></u> Independent Reviewer	Date: <u>9/12/00</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u><i>Robert Sullivan</i></u> Manager, Emergency Planning	Date: <u>10-12-00</u>

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1.0 PURPOSE

- (1) This procedure provides instructions for activation and operation of the Emergency Operations Facility (EOF).

2.0 DEFINITIONS

None.

3.0 INSTRUCTIONS

3.1 OVERVIEW

- (1) The key response functions performed in the EOF are under the direction of the Emergency Response and Recovery Director (ER&RD) and are as follows:
 - Coordinate emergency response activities with local, state and federal agencies and support organizations.
 - Monitor and evaluate offsite radiological consequences of an emergency at the DAEC.
 - Ensure the EOF is operational within 1 hour of a Site Area or General Emergency. Form EOF-32 from Appendix 1 of the EPIP Manual defines the minimum staff requirements.
- (2) This procedure shall be implemented upon declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY and is applicable to members of the Emergency Response Organization (ERO) who report to the EOF.

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NOTE

Personnel may be contacted and placed on standby. Individuals placed on standby have no further action other than keeping appropriate NMC/Alliant-IES Utilities Inc. management apprised of their location.

- (3) During an event classified as a NOTIFICATION OF UNUSUAL EVENT or ALERT, the ER&RD may, at his discretion, initiate partial or full activation of the Emergency Operations Facility. The ER&RD should use Form EOF-07 from Appendix 1 of the EPIP Manual as a guide for activation and operation of the EOF.
- (4) The ER&RD has the full authority and responsibility to make commitments for the company related to emergency response and the DAEC recovery activities including procurement of materials, equipment and other resources.
- (5) If communication problems (i.e. radios, phones) arise the Systems Protection group should be contacted via the Support Service Coordinator.
- (6) The Risk Administrator shall be informed of any injuries and briefed of the status of the event by the ER&RD or his designee to ensure all insurance related activities are being attended to.
- (7) The legal department is available to provide legal advice, development of policy statements, and coordinates activities with the DAEC partners as deemed necessary.
- (8) The ER&RD or Assistant ER&RD will ensure personnel reporting to the EOF are fit for Duty in accordance with ACP 101.6.

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3.2 ACTIVATION

NOTE

Full activation of the EOF does not preclude the EOF from assuming any response activities if the capability exists in the EOF.

- (1) The EOF shall be activated at a Site Area or General Emergency; Form EOF-32 delineates minimum staffing and required response times for ERO members reporting to the EOF.

NOTE

If the primary and alternate ERO members cannot be reached, the Emergency Response and Recovery Director shall assume the notification responsibilities of the individuals he is to notify.

- (2) The ER&RD shall notify the ERO members in accordance with EPIP 1.2, "Notification".

NOTE

The Emergency Response and Recovery Director may designate other individuals to assume emergency positions if the primary and all alternates are unavailable. He may also change the emergency response organization to better apply resources as the event progresses or changes.

- (3) When notified to report to the EOF, ERO members shall complete any assigned notifications in accordance with the Emergency Telephone Book (ETB) and respond to the EOF.
- (4) ERO members reporting to the EOF shall place their name tag/sign in on the EOF Staffing Board for the position they assume.

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- (5) ERO members shall review instructions/checklists associated with their job functions as appropriate and advise their functional supervisor of their readiness.
- (6) The ER&RD shall brief ERO members on plant status and response actions underway and identify/prioritize the response actions to be taken in support of the recovery activities at DAEC.
- (7) Functional Supervisors should contact their counterparts at DAEC and conduct a turnover. Upon receiving turnover, inform the respective manager of their ability to assume control of response activities.
- (8) The ER&RD shall be informed by the Assistant ER&RD when the EOF is ready to assume control of response activities.

NOTE

The ER&RD will assume the non-delegable duties of PARs and Event Classification once the EOF is operational. The ER&RD will also assume responsibility for exposure extensions for the offsite field monitoring teams. All other exposure extensions for emergency workers will reside with the Emergency Coordinator (EC).

- (9) The ER&RD shall declare the EOF operational and shall inform the Emergency Coordinator that the EOF will assume control of response activities.
- (10) The ER&RD will inform the EC that the EOF will assume responsibility for all offsite communications and that he has assumed responsibility for the decision to notify and recommend protective actions to offsite authorities.

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- (11) The Radiological and EOF Manager shall inform the county, State and Federal Emergency Operations Centers (EOCs) that the EOF is operational and that the EOF has assumed responsibility for all offsite notifications, offsite dose assessment, radiological monitoring and protective action decision making activities.

3.3 SECURITY

NOTE

Whenever the title "Corporate Security Manager" is used in this procedure, it shall also imply his designee.

- (1) The Support Services Coordinator will contact the Corporate Security Manager for Security guards.
- (2) The Corporate Security Manager will conduct the following:
 - * When guards arrive ensure they are assigned to security posts;
 - * Instruct them on their responsibilities, as needed;
 - * Ensure a walkdown of the 6th and 14th floor is conducted following the emergency announcement to verify all visitors have vacated.
- (3) The guard stationed on the first floor should be informed of the following:
 - (a) During normal business hours access control will be regulated at the elevator lobby's of the 1st, 6th and 14th floors.
 - (b) During non-working hours NMC/Alliant-IES Utilities Inc. personnel who present identification shall be permitted to access IES portions of the building. Identification, such as a Driver's License, may be compared to the Emergency Telephone Book or a list of NMC/Alliant-IES Utilities, Inc. personnel permitted access to the EOF.

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- (c) Contract persons, whose names are listed in the Emergency Telephone Book or on any approved access list, shall be permitted access to the EOF.
 - (d) Personnel who present some form of identification as a Linn or Benton County Emergency Management member; representative from the State of Iowa, Emergency Management Division or Department of Health; employees of the Nuclear Regulatory Commission (NRC); or Federal Emergency Management Agency (FEMA) shall be permitted access to the 6th or 14th floors, as requested.
 - (e) Security personnel will hold news media representatives on the 1st floor if the Joint Public Information Center (JPIC) has not been activated. The JPIC Manager will notify Security when the Media may be directed to the 6th floor.
 - (f) Following activation of the JPIC, news media are to be permitted access to the 6th floor, only.
- (4) Security personnel on the 6th floor will process all media desiring access to the JPIC.
 - (5) If access is desired by any other individuals to the JPIC or EOF, the JPIC Manager should be contacted for JPIC access and the Assistant ER&RD for the EOF access.
 - (6) Upon reporting to their assigned security posts, Security Guards should:
 - (a) Conduct a radio check with the other security posts.
 - (b) Initiate (or update) the "Security Post Log" form EOF-23 from Appendix 1 of the EPIP manual by recording the following information:
 - * Date and time of staffing (or relieving) the assigned post;
 - * Name of the Security Guard and Access Clerk assigned;
 - * Results of radio checks;
 - * Actions taken to correct any deficiencies.

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- (c) Provide assistance, as required to the Security Access Clerk to prevent unauthorized access.
 - (d) The Corporate Security Manager and Support Services Coordinator shall be advised of access control problems.
 - (e) When individuals without access to the JPIC, the EOF or to Corporate Management offices insist on gaining access, the Corporate Security Manager shall be advised.
 - (f) Circumstances associated with access control problems experienced should be recorded in the Security Log.
- (7) Upon reporting to the EOF, Security Access personnel should:
- (a) Assist, as required, in ensuring all personnel are informed that an emergency condition has been declared.
 - (b) Provide security badges to personnel assigned duties at the EOF and Corporate Management personnel who desire access to the EOF.
 - (c) Initiate access control to the EOF. Initiate recording of personnel who exit and enter those areas, using form EOF-21 from Appendix 1 of the EPIP manual.
 - (d) Security Access Clerks shall make entries or ensure that they are made for Support Services staff who may be providing services or delivering equipment for emergency use.
 - (e) Prior to entry to facility, the individual's name and time should be recorded in the log.

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- (f) When exiting, the time and location where the individual can be reached should be recorded if appropriate.
- (g) Subsequent re-entries and exits should be recorded as above.
- (8) Badges shall be issued to all personnel granted access to the EOF.
- (9) Badges, depicted on Form EOF-31, "Access Badge Example", should be color coded, as follows:

NOTE

Personnel displaying ORANGE color coded badges should not be permitted access to the EOF, unless accompanied by a green badged individual.

- (a) Orange - News Media
- (b) Green - EOF and JPIC Staff with assigned functions, including NMC/Alliant-IES Utilities Inc. employees, and State and County representatives.
- (c) Yellow - Agency Representatives of FEMA/NRC, etc., with assigned functions in the EOF and the JPIC.
- (d) Pink - Observers or FEMA and NRC evaluators.
- (10) State and County representatives with assigned functions in the EOF will be requested to complete Form EOF-22, "Registration Form" or an equivalent prior to being issued a badge.
- (11) Once issued, badges should be retained by the recipient even though he or she may exit the area (except those issued to news media).

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3.4 SUPPORT SERVICES

- (1) During normal and off-normal working hours, upon being advised of an emergency at the DAEC and plans for activation of the EOF, the Support Services Coordinator should follow the steps in Form EOF-11, "Support Services Coordinator Checklist" and continue the notification process of personnel, as described in EPIP 1.2, "Notification".
 - (a) Telephone numbers for all assigned contacts are contained in the Emergency Telephone Book.
 - (b) During off-hours, notifications will be made via an automated telephone call-out system and an alphanumeric paging system.
- (2) Incoming calls from the News Media and/or the general public concerning the event should be directed to the JPIC.
- (3) The Support Services Coordinator should report to the EOF to be briefed by the ER&RD or his designee concerning the need for any services which are currently or are anticipated to be required of the ERO.
- (4) As directed by the Assistant ER&RD, (or the JPIC Manager or the Security and Support Supervisor at the DAEC), the Support Services Coordinator should:
 - * Mobilize Corporate personnel and equipment, as necessary;
 - * Obtain additional supplies or equipment needed to support recovery work;
 - * Periodically, inform Support Services of any changes in the emergency condition which may affect their areas of responsibility.
- (5) During an emergency at the DAEC the following may be required by Corporate Department Heads:

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- (a) Director of Corporate Services - Obtain, on a regular basis, information regarding road and air travel conditions to determine travel routes and methods of transportation for personnel, equipment and supplies. Coordinate requests for transportation of personnel, equipment and supplies. Provide, as necessary, reservation assistance to NMC/Alliant-IES Utilities Inc. personnel and consultants for air and ground transportation and hotel accommodations. Provide regularly scheduled daily transportation between the DAEC and the Alliant Tower.
- (b) Director of Purchasing, Transportation and Materials - Coordinate with other department heads to prevent undue delays in procuring essential materials. Expedite procurement of spare parts, equipment or materials. Maintain contact with key vendors to minimize procurement delays. Coordinate requests for transportation of materials.
- (c) Manager, Staffing and Compensation - Supplement the clerical staffs to ensure that continuous, 24 hour shift coverage can be achieved. Provide other administrative support functions necessary to activate and continually staff the Emergency Response Organization.
- (d) Manager, Industrial Relations - Provide the Support Services Coordinator with requested personnel by assisting in mobilizing Alliant-IES Utilities Inc. personnel from Field Operators and Production Department. Assist in resolving personnel disputes resulting from the emergency situation. Provide guidance regarding Federal and State laws and union contracts for employees working during an emergency situation.
- (e) Manager, Safety - Investigate serious personal injury accidents and develop standard reports. Brief Corporate Management, as requested, regarding the events associated with any personal injury. Review the details with the DAEC Spokesperson prior to presenting injury information to media personnel.

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3.5 STAFFING OF THE EOF

- (1) The minimum staffing level is reflected in Form EOF-32 and upon staffing of these positions the EOF is considered operational.
- (2) The following is a listing of EOF staff members and an overview of their duties:

NOTE

Checklist/forms for the positions listed can be obtained from Appendix 1 of the EPIP manual.

- (a) RAD and EOF Manager - Informs local, State and Federal authorities of the event status and utility response actions taken. Develops Protective Action Recommendations (PARs) for approval by the ER&RD. (Use Form EOF-08)
- (b) Radiological Assessment Coordinator (RAC) - Directs the Radiological Monitoring Field Teams and coordinates with the Site Radiation Protection Coordinator performance of dose projection activities. Coordinates offsite radiological monitoring and dose assessment performed by NMC/Alliant-IES Utilities with the State and Federal organizations (use Form EOF-16).
- (c) TSC "Dedicated" Communicator - Transmit information requests from the EOF to the TSC, and act as the ER&RD's personal communicator, receives data from the TSC Communicator and fills out identical forms, use form EOF-06 "DAEC Key Parameter Log" and Form EOF-30, "Status Board", to supply the Plant Status Plotter with continually updated data for display in the EOF when automatic electronic data is not available. Make entries into the electronic status board system in conjunction with the TSC. Upon loss of computer systems use Form EOF-04 "Summary of Computer Data

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Backup Collection Activity” as a means to obtain necessary data (use Form EOF-10).

- (d) **Field Team Director** - Relay directions and information to NMC/Alliant-IES Utilities Inc. Radiological Monitoring Field Teams and receive radiological survey information obtained by the State Field Teams. (Use Form EOF-12.)
- (e) **Radiological Status Communicator** - Assist the RAC. Provide dose projection information and radiological survey results to the State Field Team Captain. Receives radiological survey information obtained by the State Field Teams to provide updated information to Linn and Benton Counties Emergency Management Agencies (EMA) (use Form EOF-13).
- (f) **Assistant ER&RD** - Assist the ER&RD in response to an event at DAEC. Serve as a backup to the ER&RD. Provides a technical briefing to State, NRC, FEMA and any other governmental agencies as they arrive at the EOF. Inform the Insurance and Risk Manager of any injuries or deaths that may have occurred. Ensure personnel reporting to the EOF are Fit For Duty in accordance with ACP 101.6.
- (g) **NRC HPN Communicator** - Transmit information as necessary and monitor conversations and information being transmitted between HPN extensions at the DAEC in the TSC and NRC Emergency Operations Centers in Rockville, MD and Lisle, IL (use Form EOF-02).
- (h) **Technical Recorder** - Relays information regarding plant status, protective actions, dose projections to Technical Liaisons in the JPIC, and the Linn County, Benton County and State EOCs. Develop verbal and written closeout reports, per Section 3.7 (1), for all offsite Emergency Operation Centers. Reviews ACP 1402.3 for other 10 CFR reporting requirements (use Form EOF-03).

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- (i) EOF Information Services Representative - Shall assist in the operation of all computer related information systems in the EOF and shall be informed by ERO members upon suspicion of data loss from any computer generated information. Shall confer with the Information Services Representative in the Technical Support Center as needed to verify data or computer systems reliability. Shall inform the Emergency Response & Recovery Director of computer related problems for announcement to all EOF Responders. Will, upon determination that computer data is good/bad, turn on/off displayed data as necessary upon the announcement of such to the EOF Responders. Will verify that the ERDS data being sent to the NRC is accurate and ensure that the NRC Communicators in the EOF have notified the NRC of any change in the accuracy of the data (use Form EOF-05).
- (j) Support Services Coordinator - Shall be responsible for ensuring that the necessary logistics, administrative, procurement and manpower services are provided to support emergency activities being conducted at the DAEC and by Alliant-IES Utilities Inc. personnel at offsite locations. The Support Services Coordinator shall maintain contact with the Security and Support Supervisor in the TSC and the Assistant ER&RD in the EOF to ensure that required needs are being addressed and promptly executed. Shall initiate Emergency Broadcast System (EBS)/Emergency Alert System (EAS) messages by operating the EBS/EAS software as a backup to Linn and Benton County EBS/EAS notifications. (Use Form EOF-11.)
- (k) Emergency Response and Recovery Director - Coordinates emergency response activities with local, State, and Federal agencies and support organizations. Monitors and evaluates offsite radiological consequences of an emergency at the DAEC. Coordinates the Activation and operation of the EOF, maintains command and control of DAEC's emergency response efforts. Performs FFD assessment of personnel reporting to the EOF (Use Form EOF-07.)

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- (l) Plant Status Recorder - Trends system data and plant parameters as the emergency at DAEC progresses. Displays and updates system plant parameters in the EOF.
- (m) EOF OPS Liaison - Tracks plant status using EOP's and the EOP program manuals. Advises the ER&RD on EAL's and subsequent changes in plant status that warrant a change to the EAL classification. Provides operational insight on matters that pertain to the DAEC. Advises the ER&RD on operational concerns during the Recovery phase. (Use form EOF-09)
- (n) EOF MIDAS Operator - Performs dose projection activities in the EOF. Assists the RAC as necessary. Provides the State Dose Assessment Team dose projection information. (Use form EOF-14)
- (o) Radiological Data Plotter - Maintains and updates plume projections, PARs, and evacuation pathways on an overhead in the EOF. Plots DAEC and State Field Team readings, location and plume edges and centerline.(Use EOF-15)
- (p) Messengers - Provide EOF personnel status reports, MIDAS printouts, press releases and other pertinent information as it relates to the event. In addition, conducts pager and FAX notifications, and posts the EAL updates.

3.6 COUNTY, STATE AND GOVERNMENTAL AGENCIES

- (1) County, state and federal agencies may dispatch representatives to the EOF upon declaration of a SITE AREA or GENERAL EMERGENCY or upon being advised that the EOF is being activated at a lower classification. NRC Site Team members initially dispatched who are expected to be assigned to the EOF are listed in the DAEC Emergency Plan in Section C.

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NOTE

Initial briefings expected from licensee staff are not intended to adversely impact licensee's response efforts.

- (2) Upon arrival of the representatives, security personnel shall verify the identity of each of the representatives, as prescribed in section 3.3 (4), and inform the Assistant ER&RD of their arrival. These representatives shall be briefed by or under the direction of the ER&RD and directed to their respective work spaces in the EOF.
- (3) The NRC's Incident Response plan defines the NRC's responsibilities and response mode during an emergency. A summation of these roles is presented in the DAEC Emergency Plan, Section C. The Response Coordination Manual Section Q, "Concept of Operations", renders additional organization charts for performing essential functions during a federal response to a severe reactor accident with an emphasis on state and federal coordination.
- (4) The Federal Radiological Emergency Response Plan (FRERP) also establishes the NRC as the Lead Federal Agency (LFA) for response to nuclear power plant accidents. As LFA the roles assigned to the NRC include the following:
 - * Coordinates federal technical evaluations and assessments.
 - * Acts as Lead Technical Spokesperson for the Federal Government.
 - * Assists the state in interpretation and analysis of technical information.
 - * Keeps the White House informed of technical assessments.

NOTE

There is not necessarily a direct correlation between an Emergency Class and a NRC Response Mode. The NRC Response Mode depends on such factors as: the quality, completeness, and clarity of licensee's event description; NRC's perception

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on the appropriateness of the classification; if the event is over or ongoing; prognosis of event and professional judgement; etc.

* * *

- (5) Upon arrival of the NRC Site Team personnel at the EOF, a briefing shall be conducted by the Assistant ER&RD which covers:

- * Offsite radiological monitoring activities and results
- * Dose projection results and Protective Action Recommendations that have been made.
- * Protective actions that have been implemented by offsite authorities in the EPZ.
- * Media briefings and press release status.
- * Response actions in progress at the EOF to assist in mitigating/terminating the event at the site.
- * Local and State interfaces that have been established.
- * Prognosis of the event.
- * Potential need for Technical Specifications/License exemptions.

- (6) The principal functions of the NRC Site Team related to NMC/Alliant-IES Utilities Inc. emergency response activities include:

- * Monitor the licensee to assure appropriate protective action is being taken with respect to offsite recommendations.
- * Support the licensee (technical analysis and logistic support).

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- * Support offsite authorities, including confirming the licensee's protective action recommendation to offsite authorities.
 - * Keep the media informed of the NRC's knowledge of the status of the incident, including coordination with other public affairs groups.
- (7) The Site Team Leader may be authorized by the NRC Emergency Director (Chairman of the NRC) to function as the Director of Site Operations (DSO). In that capacity, the DSO has:
- (a) Authority to represent the entire NRC by acting as the primary spokesperson for the NRC in responding to the media, supervising all NRC personnel at the site, and representing the NRC in interactions with other federal agencies.
 - (b) Responsibility for all on site technical aspects of the federal response.

NOTE

Authorization for the Director of Site Operations to implement items c, d, and e (below) must be specifically granted by the NRC Emergency Director.

- (c) Authority to recommend protective measures for the public health and safety in coordination with NMC/Alliant-IES Utilities Inc.
- (d) Authority to recommend actions to key state and local agencies in addition to those of NMC/Alliant-IES Utilities Inc.
- (e) Authority to direct the licensee to take specific actions but, only in rare and unusual circumstances (NRC decision maker is convinced that licensee is not taking an action to protect the public health and safety).

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3.7 OPERATION OF THE EOF

- (1) Upon activation of the EOF, the ER&RD shall make all final determinations with respect to event reclassifications. Generally, recommendations for event escalation or de-escalation will be provided by the Emergency Coordinator or EOF OPS Liaison using the Emergency Action Level tables.
 - (a) Time permitting, the ER&RD should advise the NRC Director of Site Operations of his intent to reclassify the emergency prior to doing so.
 - (b) A verbal summary should be given to all governmental and support agency officials notified when the emergency condition has been resolved. Within eight (8) hours of the verbal summary, a written summary shall be sent to the NRC and other agencies as appropriate for a GENERAL EMERGENCY, SITE AREA EMERGENCY or an ALERT. An UNUSUAL EVENT requires a written summary within twenty-four (24) hours of the verbal summary. Also, review ACP 1402.3 "Plant Regulatory Reporting Activities" for other 10 CFR reporting requirements. (Use forms EOF-28 & 29)
 - (c) The Emergency Coordinator should be advised of actions underway and decisions being made in the EOF and at offsite Emergency Operations Centers.
- (2) Upon activation, logs should be kept by the ERO which reflect activities in progress, problems and their resolutions and miscellaneous information which may be important from a historical perspective, using the Emergency Log or equivalent.
- (3) Emergency Response Organization personnel in the EOF should be apprised of plant status on a periodic basis using overhead projection of Emergency Data System (EDS) or a pre-established report form (Plant Status Form) contained in EPIP 2.5 or by the electronic status board system.

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- (a) Normally these reports are initiated by the Information Services Representative in the TSC when the Emergency Data System (EDS) is turned on and connected to the NRC Emergency Response Data System (ERDS) to provide in plant data to the NRC. This data will be transmitted from the VAX computer and be available for printout at both the TSC and EOF. The electronic status board system will be updated by the TSC or the EOF.

- (c) If the computer is unavailable, such reports should be transmitted via telecopier or verbally to the Plant Status Recorder using Form EOF-04, "Summary of Computer Data Backup Collection Activities" as a guide to the data that is required to be transmitted and the persons responsible for the communications of this data.

NOTE

Trends of important plant variables should be maintained by the Plant Status Recorder or as otherwise directed by the Assistant ER&RD.

- (4) Monitors for SPDS display of plant computer points will be used for display of various trends of Reactor or Containment or effluent parameters.

- (5) The EOF Public Address system will be utilized to highlight significant changes in the plant status and for periodic briefings.

- (6) Communications between the TSC and EOF shall be recorded by the TSC Communicator on Form EOF-27 "Status Update Message", or equivalent as follows:
 - (a) Information transmitted on the TSC Dedicated Circuit shall be recorded on sequentially numbered message forms, , copied and distributed in accordance with indicated distribution or entered on the electronic status board system.

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NOTE

The TSC Dedicated Communicator should identify information contained on these message forms which should be transcribed by the Plant Status Plotter on the Status Board.

- (b) The original copies of such communications shall be retained for record keeping.
- (7) Licensing and fuels related activities shall be conducted as directed by the Assistant ER&RD.
- (a) Unless directed otherwise by the ER&RD, such activities conducted in support of the emergency shall be performed in accordance with standard practices defined by the QA Plan and further described in related administrative and project procedures. Any deviation from normal QA procedures will be documented in accordance with EPIP 2.2.
 - (b) Records of such communications shall be retained for record keeping.
- (8) Offsite radiological status information to be displayed in the EOF should include the following:
- * Effluent release information and dose projection summaries.
 - * Protective Action Recommendations (PARs).
 - * Offsite Radiological Monitoring Team results.
 - * Wind direction and Met conditions.

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- (9) Dose projections, radiological monitoring and dose assessment activities, and development of Protective Action Recommendations shall be conducted, as described in EPIP 3.3
- (a) Offsite environmental radiological activities shall be conducted under the overall direction of the Radiological Assessment Coordinator as developed by the Radiological and EOF Manager.
 - (b) The Radiological Assessment Coordinator shall be responsible for coordinating offsite NMC/Alliant-IES Utilities Inc. activities with those being accomplished by state and federal support organizations.
 - (c) Status reports containing information related to release rates, dose projections and Protective Action Recommendations (PARs) will normally be developed on the VAX computer as part of the dose projection program or as described in EPIP 3.3. Significant changes from the preceding report shall be highlighted or otherwise uniquely identified. Parameter trending shall be accomplished, as specified in EPIP 3.3.
 - (d) The Radiological Assessment Coordinator shall review the status report printout with the Radiological and EOF Manager who is responsible for developing PARs.
 - (e) The PARs developed shall be approved by the ER&RD, copied and distributed in accordance with the indicated distribution.
 - (f) PARs will be displayed in the EOF along with the time the recommendation was made.
 - (g) The original copy of the report shall be retained for record keeping.
- (10) Communications associated with offsite radiological monitoring and dose projection activities shall be recorded, as described in EPIP 3.3, "Dose Assessment and Protective Action Recommendations".

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- (a) Information contained on the Radiological Data forms should be reviewed by the Radiological and EOF Manager and the Radiological Assessment Coordinator, as prescribed in EPIP 3.3.
 - (b) Records of such communications shall be retained for record keeping.
- (11) Information regarding plant status, offsite radiological data, Protective Action Recommendations and response actions underway shall be provided on a periodic basis to Linn and Benton Counties, the State of Iowa, FEMA, the NRC and INPO.
- (a) Information to be officially transmitted shall be transmitted in accordance with EPIP 1.2.
 - (b) Sufficient copies of the forms shall be made for distribution to the Alliant-DAEC Spokesperson and the Assistant Emergency Response and Recovery Director for their use in briefing the media and other officials.
 - (c) Original copies of such communications shall be retained for record keeping.
- (12) Additional logs, graphs, computer runs, etc., shall be collected and forwarded to the Emergency Planning Department for record keeping.

3.8 FOLLOW UP OPERATIONS

- (1) The ER&RD in conjunction with the Emergency Coordinator should periodically assess the adequacy of response actions being taken by the Emergency Response Organizations.
 - (a) Where functional support capabilities can be improved by additional manpower and/or equipment and/or where additional technical or craft support is required, the Support Services Coordinator should be directed to coordinate with the respective functional supervisor and obtain the resources which are required.

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- (b) Where response emphasis needs to be redirected due to the type of event, event phase, or other extenuating conditions, the ER&RD should take action to modify the structure of the Emergency Response Organization to enable adequate response.
- (2) Where response actions will be required over a protracted period of time, the ER&RD shall ensure that provisions are made for continuous coverage of required functions at all response center locations.
- (3) As plant conditions begin to stabilize and reclassification of the emergency to a lower classification is being conducted, the ER&RD shall initiate action to develop a recovery plan.
 - (a) Recovery planning shall be accomplished as specified in EPIP 5.2, "Recovery and Re-entry".
 - (b) Deactivation of the Emergency Response Organization in part or in whole and transition to the normal operational organization or to a recovery organization shall be specified as part of the recovery plan.

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4.0 RECORDS

All original forms, logs, graphs and computer runs generated shall be forwarded to the Emergency Planning Department and retained in accordance with the QA Retention requirements. Records will be retained until the NRC gives approval for disposal.

5.0 REFERENCES

- (1) DAEC Emergency Plan
- (2) NUREG 0654, Rev.
- (3) NRC Region III, Emergency Response Plan and Implementing Procedures
- (4) EPIP 1.2, "Notification"
- (5) EPIP 3.3, "Dose Assessment and Protective Action Recommendations"
- (6) EPIP 5.2, "Recovery and Reentry"
- (7) NRC Incident Response Plan (NUREG 0845)
- (8) ACP 1402.3 Plant Regulatory Reporting Activities
- (9) FRERP, "Federal Radiological Emergency Response Plan"
- (10) EPIP 2.5, "Control Room Emergency Response Operation"
- (11) EPIP 1.1, "Determination of the Emergency Action Level"
- (12) EPIP 2.2, "Activation and Operation of the Technical Support Center"

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- (13) NRC Administrative Letter 94-04, "Change of the NRC Operations Center Commercial Telephone and Facsimile Numbers"
- (14) Response Coordination Manual (RCM-96)
- (15) INPO 86-032, "Emergency Resources Manual"
- (16) NUREG 0696

6.0 ATTACHMENTS

- (1) EOF Forms

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**ATTACHMENT 1
EOF FORMS**

EOF FORMS	FORM NUMBER
NRC-HPN COMMUNICATOR	EOF-02
TECHNICAL RECORDER CHECKLIST	EOF-03
SUMMARY OF COMPUTER BACKUP CAPABILITIES	EOF-04
EOF INFORMATION SERVICES REP.	EOF-05
DAEC KEY PARAMETER LOG	EOF-06
ER&RD CHECKLIST	EOF-07
RAD & EOF MANAGER CHECKLIST	EOF-08
EOF OPS LIASON CHECKLIST	EOF-09
EOF-TSC COMMUNICATOR CHECKLLIST	EOF-10
SUPPORT SERVICES COORDINATOR CHECKLIST	EOF-11
FIELD TEAM DIRECTOR CHECKLIST	EOF-12
RADIOLOGICAL COMMUNICATOR CHECKLLIST	EOF-13
EOF MIDAS OPERATOR CHECKLIST	EOF-14

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ATTACHMENT 1 (CONTINUED)
EOF FORMS

RADIOLOGICAL DATA PLOTTER CHECKLIST	EOF-15
RADIOLOGICAL ASSESSMENT COORDINATOR CHECKLIST	EOF-16
EOF PERSONNEL LOG	EOF-21
REGISTRATION FORM	EOF-22
SECURITY POST LOG	EOF-23
STATUS UPDATE MESSAGE-EOF COMMUNICATOR	EOF-27
VERBAL CLOSEOUT SUMMARY	EOF-28
WRITTENT CLOSEOUT SUMMARY	EOF-29
STATUS BOARD	EOF-30
ACCESS BADGES EXAMPLES	EOF-31
EOF STAFF RESPONSE	EOF-32
MESSENGERS CHECKLIST	EOF-38

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EFFECTIVE DATE 16 October 2000

Form Number	Title	Revision Number	Referencing Procedure
CR-01	OSM/OSS Checklist	Rev. 1	EPIP 2.5
CR-02	Back Panel Communicator Checklist	Rev. 0	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 0	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 0	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 0	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 0	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 2	EPIP 1.5
EOF - 03	Technical Recorder Checklist	Rev. 2	EPIP 1.5
EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 2	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 3	EPIP 1.5
EOF - 08	Rad & EOF Manager Checklist	Rev. 5	EPIP 1.5, 3.3
EOF - 09	EOF STA/OPS Liaison Checklist	Rev. 0	EPIP 1.5
EOF - 10	EOF-TSC Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 11	Support Services Coordinator Checklist	Rev. 1	EPIP 1.5
EOF - 12	Field Team Director Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 13	Radiological Data Communicator Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 14	EOF MIDAS Operator Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 15	Radiological Data Plotter Checklist	Rev. 0	EPIP 1.5, 3.3

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EOF - 16	Radiological Assessment Coordinator Checklist	Rev. 1	EPIP 1.5, 3.3
EOF - 17	EOF Security Access Clerk Checklist	Rev. 1	EPIP 1.5
EOF - 18	EOF Staffing Accountability Roster	Rev. 2	EPIP 1.5
EOF - 19	Drill Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 20	Emergency Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 21	Personnel Access Log	Rev. 1	EPIP 1.4, 1.5
EOF - 22	Registration Form	Rev. 0	EPIP 14, 1.5
EOF - 23	Security Post Log	Rev. 1	EPIP 1.4, 1.5
EOF - 24	First Floor Security Post Description	Rev. 1	EPIP 1.4, 1.5
EOF - 25	Fourteenth Floor Security Post Description	Rev. 1	EPIP 1.5
EOF - 26	deleted		
EOF - 27	Status Update Message - EOF Communicator	Rev. 0	EPIP 1.5
EOF - 28	Verbal Closeout Summary	Rev. 0	EPIP 1.5
EOP - 29	Written Closeout Summary	Rev. 0	EPIP 1.5
EOF - 30	Status Board	Rev. 0	EPIP 1.5
EOF - 31	Access B adge Example	Rev. 0	EPIP 1.5
EOF - 32	EOF Staff Response	Rev. 2	EPIP .15
EOF - 33	Recovery Issues	Rev. 0	EPIP 5.2
EOF - 34	EOF Activities	Rev. 0	EPIP 5.2
EOF - 35	Recovery Phase Plan Outline Guidance	Rev. 0	EPIP .52
EOF - 36	RE-Entry Briefing Guide	Rev. 0	EPIP 5.2
EOF - 37	RE-Entry Debriefing Guide	Rev. 0	EPIP 5.2
JPIC - 01	JPIC Manager Checklist	Rev. 3	EPIP 1.4
JPIC - 03	Alliant Spokesperson Checklist	Rev. 3	EPIP 1.4

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JPIC - 04	Technical Liaison Checklist	Rev. 3	EPIP 1.4
JPIC - 05	Sequence of Events	Rev. 0	EPIP 1.4
JPIC - 06	Public Information Officer Support Checklist	Rev. 4	EPIP 1.4
JPIC - 07	Logistics Coordinator Checklist	Rev. 3	EPIP 1.4
JPIC - 08	Logistics Support Specialist Checklist	Rev. 3	EPIP 1.4
JPIC - 09	Audiovisual Specialist Checklist	Rev. 3	EPIP 1.4
JPIC - 11	Rumor Control Coordinator I Checklist	Rev. 3	EPIP 1.4
JPIC - 12	Rumor Control Event Summary Log	Rev. 1	EPIP 1.4
JPIC - 13	Rumor Control Coordinator II Checklist	Rev. 2	EPIP 1.4
JPIC - 14	Public Rumor Control Checklist	Rev. 2	EPIP 1.4
JPIC - 15	News Media Rumor Control Checklist	Rev. 3	EPIP 1.4
JPIC - 16	Assistant JPIC Manager	Rev. 2	EPIP 1.4
JPIC - 17	JPIC Security Access Clerk Checklist	Rev. 2	EPIP 1.4
JPIC - 18	Sixth Floor Security Post Description	Rev. 2	EPIP 1.4
JPIC - 19	JPIC Distribution List	Rev. 1	EPIP 1.4
JPIC-20	Media Support Checklist	Rev. 0	EPIP 1.4
NOTE-01	ERO Notification - Off-hours Phone System Callout	Rev. 2	EPIP 1.2
NOTE-02	ERO Notification - Alphanumeric Paging System Callout	Rev. 1	EPIP 1.2
NOTE-03	Event Notification Worksheet	Rev. 1	EPIP 1.2
NOTE-04	Plant Assembly Notification	Rev. 1	EPIP 1.2
NOTE-05	Emergency Action Level Notification	Rev. 2	EPIP 1.2
NOTE-06	Plant Page for Emergency Classification Changes	Rev.0	EPIP 1.2
ODEF-01	ODEF Decontamination Waiting Area	Rev. 0	EPIP 2.7
ODEF-02	Floor Plan for ORAL/ODEF	Rev. 0	EPIP 2.7

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ODEF-03	Travel Route to ORAL/ODEF	Rev. 0	EPIP 2.7
ODEF-04	12th Avenue Entrance to ORAL/ODEF	Rev. 0	EPIP 2.7
ORAA-01	Offsite Relocation and Assembly Area Supervisor's Checklist	Rev. 1	EPIP 2.4
ORAA-02	Health Physics Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-03	Security Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-04	Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-05	Offsite Relocation and Assembly Area Parking and Vehicle Monitoring	Rev. 0	EPIP 2.4
OSC-01	OSC Layout	Rev. 0	EPIP 2.1
OSC-02	OSC Organization Chart	Rev. 0	EPIP 2.1
OSC-03	Minimum Staffing Level	Rev. 0	EPIP 2.1
OSC-04	Recommended Log Entry Topics	Rev. 0	EPIP 2.1
OSC-05	Emergency Event Log Sheet	Rev. 0	EPIP 2.1
OSC-06	Personal Statement Concerning Incident	Rev. 0	EPIP 2.1
OSC-07	Emergency Exposure Tracking Log	Rev. 0	EPIP 2.1
OSC-08	OSC Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-09	Health Physics Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-10	Electrical, Mechanical, I&C Maintenance Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-11	Emergency Assignment Staffing Board Duties	Rev. 0	EPIP 2.1
PASE-02	Onsite Assembly Locations	Rev. 2	EPIP 1.3
PASE-05	Site Evacuation Routes	Rev. 0	EPIP 1.3
SAM-01	EOP-SAG Transition Checklist	Rev. 0	EPIP 2.2
TSC-01	Emergency Coordinator Checklist	Rev. 1	EPIP 2.2

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TSC-02	TSC Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-03	Site Radiation Protection Coordinator Checklist	Rev. 0	EPIP 2.2
TSC-04	Technical & Engineering Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-05	Quality Assurance Checklist	Rev. 0	EPIP 2.2
TSC-06	Security & Support Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-07	Administrative Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-08	Material Management Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-09	TSC-CR-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-10	CR-TSC-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-11	TSC-EOF-JPIC Communicator Checklist	Rev. 0	EPIP 2.2
TSC-12	ENS Communicator Checklist	Rev. 0	EPIP 2.2
TSC-13	HPN Communicator Checklist	Rev. 0	EPIP 2.2
TSC-14	TSC/OSC Operations Liaison Checklist	Rev. 1	EPIP 2.2
TSC-15	Radiological Support Staff Checklist	Rev. 1	EPIP 2.2
TSC-16	Radio Operator - Offsite Checklist	Rev. 0	EPIP 2.2
TSC-17	Radio Operator - Onsite Checklist	Rev. 0	EPIP 2.2
TSC-18	TSC MIDAS Operator Checklist	Rev. 0	EPIP 2.2
TSC-19	Technical & Analysis Engineer Checklist	Rev. 1	EPIP 2.2
TSC-20	TSC Operations Supervisor	Rev. 2	EPIP 2.2
TSC-21	Electrical Engineer Checklist	Rev. 0	EPIP 2.2
TSC-22	I & C Engineer Checklist	Rev. 0	EPIP 2.2
TSC-23	Mechanical Engineer Checklist	Rev. 0	EPIP 2.2
TSC-24	Reactor Engineer Checklist	Rev. 1	EPIP 2.2
TSC-25	SPDS Operator Checklist	Rev. 1	EPIP 2.2
TSC-26	Information Services Representative Checklist	Rev. 1	EPIP 2.2

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TSC-27	Fire Marshall Checklist	Rev. 0	EPIP 2.2
TSC-28	NRC Roles During A Nuclear Power Plant Emergency Checklist	Rev. 0	EPIP 2.2
TSC-29	TSC Minimum Staffing Level	Rev. 1	EPIP 2.2
TSC-30	Emergency Action Request Log	Rev. 0	EPIP 2.2
TSC-31	Radio Operator Log	Rev. 0	EPIP 2.2
TSC-32	Status Board Recorder	Rev. 0	EPIP 2.2
TSC-33	Typical Organization of the NRC Site Team	Rev. 0	EPIP 2.2
TSC-34	TSC Organization Chart	Rev. 0	EPIP 2.2
TSC-35	Assignment Form	Rev. 0	EPIP 5.2
TSC-36	Deactivation Report	Rev. 0	EPIP 5.2
TSC-37	Plant Operations Status	Rev. 0	EPIP 5.2
TSC-38	TSC/Control Room/OSC Activities	Rev. 0	EPIP 5.2
TSC-39	TSC Clerical Checklist	Rev. 0	EPIP 2.2

EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

Page 1 of 4

INITIAL ACTIONS

1. Is EOF activation warranted or required? (The EOF must be declared operational within 1 hour at the Site Area or General Emergency declaration.) _____
 - a. Conduct activation discussion with the JPIC Manager _____
 - b. If an alert has been declared during off-hours assemble minimum staff at your discretion and determine if further action is necessary. _____

2. Initiate Emergency Response Organization notification per EPIP 1.2 _____

3. Verify the following minimum staffing positions are filled. (Once these positions are filled the EOF **can be** declared operational.) _____
 - a. Radiological and EOF Manager _____
 - b. Radiological Assessment Coordinator _____
 - c. EOF OPS Liaison _____
 - d. Support Services Coordinator _____

4. Brief EOF personnel of the following:
 - a. Emergency Event classification _____
 - b. Events leading to the classification _____
 - c. Present plant status _____
 - d. Response actions planned or in progress _____
 - e. Potential offsite consequences _____
 - f. Assigned response tasks/EOF purpose _____

EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

5. Provide briefings to the following (this function may be delegated):

President IES-Alliant Energy	time _____	Individual Contacted _____
DAEC Spokesperson	time _____	Individual Contacted _____
Insurance and Risk Manager	time _____	Individual Contacted _____
Legal Advisor	time _____	Individual Contacted _____
Chief Nuclear Officer-NMC	time _____	Individual Contacted _____

Topics of interest should focus on:

- a. Sequence of events _____
 - b. Potential offsite effects _____
 - c. Response actions taken by DAEC _____
 - d. County, State, or Governmental agencies we are interfacing with. _____
 - e. What actions/support are the counties, state, or governmental agencies providing in support of the event. _____
 - f. Remind the Insurance and Risk Manager to contact American Nuclear Insurers (ANI). ANI should be contacted at an Alert or greater. _____
 - g. Any injuries or deaths that have occurred _____
6. When state, county, or governmental officials arrive at the EOF direct the Assistant ER&RD to provide a briefing on the plant status using the items listed in number 5 as a guide. _____

ONE TIME ACTIONS

- 1. Verify readiness to declare the EOF operational. _____
- 2. Upon declaring the EOF operational, direct key personnel to assume the following responsibilities from the TSC:
 - a. Offsite communications, including follow-up notification with local, State and Federal agencies. (The ENS line will remain a responsibility of the TSC.) _____

EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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- b. Interface with offsite support organizations, industry support groups and contract firms _____
 - c. Offsite dose projection and assessment activities _____
 - d. Offsite radiological monitoring, including coordination and interface with local, State and Federal organizations _____
 - e. Development and transmittal of Protective Action Recommendations _____
 - f. Changes to the event classification _____
 - g. Reentry and recovery activities _____
4. Notify the Emergency Coordinator that the EOF has assumed responsibility for offsite communications, protective action recommendations, and offsite monitoring teams as well as dose extensions for the offsite monitoring teams. Dose limits are as follows:
- a) DAEC 2REM can be extended to 5 REM TEDE
 - b) 10 REM TEDE protecting property
 - c) 25 REM TEDE life saving
 - d) >25 REM TEDE life saving on a volunteer basis
 - e) Lens of the eye 15 REM
 - f) Dose to any organ 50 REM
 - g) KI is administered if 25REM CDE is likely (EPIP 4.5) _____
5. If Cedar Rapids evacuation is imminent, or as deemed appropriate; direct the Radiological and EOF Manager to notify the Alliant Spokesperson to relocate JPIC personnel to the Alternate JPIC. _____

FOLLOW-UP ACTIONS

- 1. Reclassify the event. _____
- 2. Approve all protective action recommendations to be sent offsite. _____
- 3. Approve dose extensions for the offsite monitoring teams. _____
- 4. Approve pager notifications to be sent to the ERO. _____

EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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5. Approve all deviations from normal administrative practices which enable a more rapid response to the emergency without compromising plant safety. _____
6. Conduct periodic briefings with the EOF staff including:
 - a. Plant status _____
 - b. Problems _____
 - c. Actions being taken to mitigate the event _____
 - d. Planned actions _____
 - e. Tasks assigned in the EOF _____
 - f. State Protective Actions _____
7. Review plant status reports, electronic status board and/or TSC messages and communicate, as required, with the Emergency Coordinator regarding:
 - a. Additional information needs in the EOF or JPIC _____
 - b. Status of problem resolution _____
 - c. Pertinent information from contract firms or industry organizations _____
 - d. Actions being taken by offsite agencies _____
8. Ensure that the Technical Recorder is preparing a verbal and written summary in accordance with EPIP 1.5. _____

RAD AND EOF MANAGER CHECKLIST

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1. Establish a Rad & EOF Manager log. _____ |
2. Brief the RAC on plant conditions, actual or potential releases, met conditions and field monitoring team status. _____
3. Ensure communication channels are established
RAC with SRPC _____
FTD with RMTs _____
EOF Communicator with TSC Communicator _____
NRC-HPN Communicator _____
4. Establish communication with the State and County EOC's using the Admin Hotline (8172) or call the State. (Put Iowa EMD phone in drawer to keep line open.) _____
5. Denote time RAC is ready to assume dose projections. _____ |
6. Denote time FTD is ready to assume control of field monitoring teams. _____
7. Notify county and state agencies that the EOF is operational and that the Rad & EOF Manager has Assumed responsibilities for follow-up notifications. Report general status. Use admin hotline (8172). Also do one-on-one briefing with the State via the phone marked "red phone" by dialing (6666), line 2. _____ |
- ** Notify INPO via the INPO duty office that EOF is operational. (Press automatic dial button.)
8. Verify the Technical Liaisons have arrived at the State and County EOC's by checking with the Technical Recorder. _____ |

MAKE PROTECTIVE ACTION RECOMMENDATIONS/NOTIFICATIONS

1. Monitor development of EALs and review does projections for required EAL changes. _____
2. Review does projections to determine PARs per EPIP 3.3 _____
3. Record PAR on NOTE-05 "Emergency Action Level Notification" form. _____

RAD AND EOF MANAGER CHECKLIST

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4. Discuss potential recommendations with State. Use the red phone, line 2, 6666, per EPIP 3.3. Recommend that County EOC's activate the prompt notification system within 15 minutes of a Site Area or General Emergency. _____
5. Get Approval/Authorization to transmit from ER&RD per EPIP 1.2. _____
6. Verify that the TSC Communicator directed the messenger to conduct the group page. _____
7. Notify State and local agencies within 15 minutes of recognizing criteria per EPIP 1.2. Use Admin Hotline 8172. _____
8. Have the messenger FAX recommendations to counties and State per EPIP 1.2, and return original EAL Notification Form. _____
9. Ensure the NRC is notified within 1 hour via the NRC-HPN communicator. _____
10. Notify INPO via the INPO duty office. (Press automatic dial button.) _____
11. If Subarea 23 is evacuated, notify JPIC to move to Alternate JPIC. _____
12. Ensure the rad status and PAR's to be implemented are displayed in the EOF, log any differences between utility's PAR and states PA. _____
13. Update the State and Counties on the status of the emergency event at least every 30 minutes using the admin Hotline. _____
14. Use PA system to brief EOF of changes to PARs. _____

RECOVERY AND RE-ENTRY

1. Coordinate with the Site Radiation Protection Coordinator and local, State and Federal agency representatives in the development and implementation of a long-term environmental monitoring program as an element of recovery. Send forms EOF-28 and 29 to the State and Counties. _____

EOF-TSC COMMUNICATOR CHECKLIST

Page 1 of 2

EOF ACTIVATION

- ___ Report to the EOF.
- ___ Place name tag/sign in on the EOF staffing board.

EOF STAFFING

- ___ Locate and utilize the EOF - TSC Communicator handbook.

OPERATION

- ___ Acquire phone headset.
- ___ Plug headset into phone.
- ___ Log onto the Electronic Status Board.
- ___ Verify communications equipment operational with the TSC (Minimize unnecessary communications on the line).
- ___ Log all pertinent information acquired from the TSC on log sheets.
- ___ Acquire the following information from the TSC as appropriate.
 - * Plant status/conditions.
 - * Current Emergency Action Level.
 - * Corrective action priorities.
- ___ Provide the Plant Status Recorder updated data when the Electronic data is not available.
- ___ Draft "ERO Notification - Alphanumeric Paging Form" (NOTE-02) upon upgrade, downgrade or cancellation of EAL's.
- ___ Pass completed Notification Form to the ER&RD for approval.

EOF-TSC COMMUNICATOR CHECKLIST

Page 2 of 2

Upon approval of Notification Form by the ER&RD, conduct the pager notifications.

- Provide "ERO Notification - Alphanumeric Paging Form" to the messenger.
- Verify paging was successful.
- Forward completed forms to the Emergency Planning department for record keeping.

EOF STAFFING ACCOUNTABILITY ROSTER

Page 1 of 1

	Pres Badge*			Pres Badge*	
Ass't Emergency Response & Recovery Director			Radiological Data Plotter		
EOF-TSC Communicator			Radiological Data Plotter		
Emergency Response & Recovery Director			Radiological and EOF Manager		
Radiological Data Communicator			Radiological Assessment Coordinator		
FEMA			Security Access Clerk		
Field Team Director			MIDAS Operator		
Information Services Representative			Support Services Coordinator		
Messenger			EOF OPS Liaison		
Messenger			State EMD Representative		
Technical Recorder			Benton County Representative		
NRC-HPN Communicator			Linn County Representative		
NRC Representative			State Health Dept. Representative		
Plant Status Recorder					

Notify the Assistant ER&RD of any positions that are vacant.
 *Pres - Present in the EOF; Badge - Individual has obtained their name badge.

EOF STAFF RESPONSE

Position	*Required Response Time
Emergency Response and Recovery Director	1 hour**
Radiological and EOF Manager	1 hour**
Radiological Assessment Coordinator	1 hour**
Support Services Coordinator	1 hour**
EOF Ops Liaison	1 hours**
Field Team Director	4 hours
NRC-HPN Communicator	4 hours
Radiological Data Plotters	4 hours
Security Access Clerk	4 hours
TSC Dedicated Communicator	4 hours
Technical Recorder	4 hours
Plant Status Recorder	4 hours
Messengers	4 hours
Radiological Status Communicator	4 hours
EOF MIDAS OperatorOps Liaison	4 hour
EOF Information Services Representative	4 hours

*** At a Site Area or General Emergency**

**** These positions constitute the minimum staffing of the EOF. Once these positions are filled the EOF may be declared operational.**

JOINT PUBLIC INFORMATION CENTER MANAGER CHECKLIST
(Page 1 of 2)

Name _____
Date _____

INITIAL ACTIONS

- ___ 1. At "ALERT" contact Alliant Tower Security and request page announcement.
- ___ 2. Initiate Emergency Event Log to capture important events as they occur.
- ___ 3. Contact the ER&RD and discuss the need for JPIC to become operational.
- ___ 4. Report to JPIC. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th Floor rooms.)*
- ___ 5. Direct corresponding JPIC staff to set-up the facility (if not started) or release the staff from the facility when it is determined JPIC will not be needed.
- ___ 6. Make initial notifications of event classification and available information to the news media.
- ___ 7. Obtain name and position badge; sign in on staffing board.
- ___ 8. Contact the ER&RD and advise when the JPIC operational.
- ___ 9. Notify JPIC staff and news media when the JPIC is operational.
- ___ 10. Notify 1st Floor Security personnel to direct news media to the 6th Floor.

OPERATIONAL TASKS

- ___ 1. Review and approve written information releases and direct the distribution of information releases, including local, State, and Federal releases.
- ___ 2. Ensure JPIC staff is periodically briefed on plant conditions and key scenario events by the Technical Liaison or DAEC Spokesperson.
- ___ 3. Schedule news conferences (postings in auditorium by the media support staff).
- ___ 4. Lead pre-conference discussion between DAEC Spokesperson, Technical Liaison, and State and County PIOs and others. Coordinate premise statements and key supports from presenters.

JOINT PUBLIC INFORMATION CENTER MANAGER CHECKLIST

(Page 2 of 2)

- 5. Coordinate/moderate all news conferences. (Strive to coordinate conferences at noon and evening hours to support live media coverage.)
- 6. Coordinate with the Assistant JPIC Manager to respond to public and news media rumors or misinformation.
- 7. Conduct news briefings as needed.
- 8. In conjunction with the Logistics Coordinator, ensure adequate staffing, supplies, and equipment are available for 24-hour operation of the JPIC.
- 9. Coordinate and schedule interviews requested by the media.
- 10. Collect all logs and checklists from staff upon deactivation of the JPIC.

RELOCATION OF THE JPIC (IF NEEDED)

- 1. Direct the relocation of news media and selected JPIC staff to the Alliant Energy Hangar at the Eastern Iowa Airport.
- 2. Issue news release about relocation of the JPIC.

DAEC SPOKESPERSON CHECKLIST

Name _____
Date _____

INITIAL ACTIONS

- ___ 1. Initiate emergency event log.
- ___ 2. Report to the EOF and be briefed by the ER&RD.
- ___ 3. Report to the JPIC. Consult with JPIC Manager on status of facility.
- ___ 4. If facility is being activated, obtain name and position badge. Sign in on staffing board.
- ___ 5. With the Technical Liaison, ensure the JPIC staff is briefed on the status of the event.

OPERATIONAL TASKS

- ___ 1. Approve all written information releases in a timely manner.
- ___ 2. Attend pre-conference meetings with JPIC Manager and State and County PIOs to coordinate information being given in news conference and the order in which information will be presented.
- ___ 3. Participate in news briefings with media as needed to maintain JPIC as the official source of information regarding the event.
- ___ 4. Periodically update DAEC's Governmental Liaisons.
- ___ 5. Confer with Logistics Coordinator for visual aids to be used in news conference.

TECHNICAL LIAISON CHECKLIST

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1st Tech Liaison Name _____

2nd Tech Liaison Name _____

Date _____

INITIAL TASKS

1st Tech Liaison

- ___ 1. Accompany Spokesperson to 14th Floor EOF to receive ER&RD's briefing.
- ___ 2. Report to JPIC.
- ___ 3. If facility is being activated, obtain name and position badge. Sign in on staffing board.
- ___ 4. Assist the Spokesperson in briefing JPIC staff on the status of the event.

2nd Tech Liaison

- ___ 1. Report to the JPIC when notified of emergency event.
- ___ 2. If facility is being activated, obtain name and position badge. Sign in on staffing board.
- ___ 3. Ensure the Electronic Status Board is operational.
- ___ 4. Set up your work area with appropriate equipment.
- ___ 5. Initiate emergency event log of significant events to supplement Status Board information.
- ___ 6. Establish communication with Technical Recorder in EOF.

*** In the event the EOF is not operational, establish communication with the TSC-to-EOF Communicator in the TSC.**

TECHNICAL LIAISON CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

1. Coordinate with Assistant JPIC Manager in preparing written information releases.
2. Maintain a status board of significant events and EALs for the JPIC.
3. On a periodic basis, brief JPIC staff on plant status and priorities.
4. Participate as needed in news conferences to provide technical plant information.
5. Prepare and present technical information to the news media.
6. Select and/or prepare visual aids for news conferences as needed.
7. Remain in the Utility Work Area during press conferences to receive technical data and changes in emergency situation.
8. Coordinate with the Assistant JPIC Manager to develop a "Sequence of Events", JPIC-05, (Appendix 1, EPIP Manual) for distribution to the media and for JPIC shift turnover.
9. Conference with Logistics Coordinator to set up visual aids to be used in news conferences.

PUBLIC INFORMATION OFFICER (PIO) SUPPORT CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC, obtain name and position badge, and sign in on log. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th floor rooms)*
- ___ 2. Report your arrival to the Logistics Coordinator.
- ___ 3. Set up the Federal, State, and County Work Areas as shown on floor diagram in the position notebook.
 - ___ Telephones, Polycom 3 FAX machines
 - ___ Handbooks and nameplates for PIOs
 - ___ Easel pad with paper and markers
 - ___ Linn County and Benton County Plans
 - ___ Maps
 - ___ Copier work station
 - ___ Post current EAL (Alert, SAE or GE)
 - ___ Television
- ___ 4. If any of the fax machines do not work, notify the Logistics Coordinator for replacements. If the Coordinator is not available, call the Support Services Coordinator Corporate Services (398-8163), and request they provide replacement machines. Ensure correct date and time are on all FAX machines.
- ___ 5. Ensure that the fax machine to be used to fax information TO LINN and BENTON Counties has the phone number (398-4108) programmed for the header and the name on the header is "JPIC". (See instruction booklet with the fax machine as needed.)
- ___ 6. Ensure that the fax machine to be used to fax to the State has the phone number (398-8110) programmed for the header.
- ___ 7. Ensure fax machines transmit and receive. Send test faxes to:
 - ___ Benton County EOC 9-472-5451
 - ___ Linn County EOC 9-398-5316
 - ___ State EOC 9-1-515-323-4208
- ___ 8. If the State Public Information Officer has not arrived and the conference call operator calls on the State's speakerphone, (Polycom) 398-4722, accept the call and connect the JPIC to the Administrative Hotline. (Note time in Event Log)

PUBLIC INFORMATION OFFICER (PIO) SUPPORT CHECKLIST

Page 2 of 2

- 9. Set up the TV monitor for the Work Area to receive live cable feed from the auditorium. Contact the Logistics Coordinator or the AV support for assistance, if needed.
- 10. Set up phones and fax for Federal PIO's (NRC & FEMA). (Orient PIOs to their work areas when they arrive.)

OPERATIONAL TASKS

- 1. Log significant events on log sheet.
- 2. Copy information releases, Emergency Alert System (EAS) messages, etc. and coordinate distribution with Logistics Support.
- 3. Contact the Logistics Coordinator for assistance with equipment problems or requests. If the Coordinator is not available, contact the Support Services Coordinator (EOF) for assistance.
- 4. Distribute/transmit information via fax as needed and directed by State and/or County Public Information Officers.
- 5. FAX DAEC news releases to State and County EOC's.
- 6. FAX all DAEC, State, County and Federal releases to both Customer Service Centers (Alliant Tower, 16th Floor and Centerville).
- 7. Maintain a file of all incoming EAS messages for State, County and Federal PIOs.
- 8. During press briefings or news conferences, when County and/or State PIOs are not in the work area, answer telephones and take messages. Ask the caller if the information is urgent for the PIO to have and if it is, ensure that they message is delivered to the appropriate PIO.
- 9. Assist as requested by Federal, State, and County PIOs.
- 10. At the end of a drill/exercise/real event, print out fax activity report from the fax machines and retain the report with the EAS message file. Ensure area is restored to the pre-event status.

LOGISTICS COORDINATOR CHECKLIST

Page 1 of 3

Name _____

Date _____

INITIAL ACTIONS

1. Notify appropriate personnel.
2. Report to the JPIC and wait to be advised on status of JPIC. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th Floor rooms.)*
3. If the facility is being activated, supervise completion of activities to set up the facility. Obtain name and position badge. Sign in on staffing board.
4. Initiate emergency event log.
5. Lock glass doors at entrance of rear auditorium.
6. If JPIC is activated during normal working hours, direct non-essential personnel to evacuate 6th floor.
7. Verify equipment and office supplies are in place for:
 - DAEC Work Area
 - Media Rumor Control
 - Security Access
 - Auditorium and Media Work Area
 - Federal, State, and County PIO Work Area
 - Mock Public Rumor Control Group (Drills only if applicable)
8. Verify that JPIC staff has arrived and signed in on the staffing board:
 - DAEC Spokesperson
 - JPIC Manager
 - Assistant JPIC Manager
 - Technical Liaisons (2)
 - Logistics Support (2)
 - Audiovisual Support
 - News Media Rumor Control
 - Rumor Control Coordinator I
 - Security Access
 - PIO Support
 - Media Support
9. Verify the Rumor Control Coordinator II and the Mock Public Rumor Control Group are in place and functional (Drill only if applicable)

LOGISTICS COORDINATOR CHECKLIST

Page 2 of 3

- 10. Verify that JPIC Security Access has been established.
- 11. Verify that two Security Guards have been posted on 6th Floor. If the event warrants, contact Security for additional guards.
- 12. Before the Media arrives ensure that chairs are set up in the Auditorium and that the AV Support is operational. Folding wall is to be opened.
- 13. Ensure live cable feeds have been established and are operational. Assist AV Support Staff with set-up as needed.
 - State/County Work Area
 - DAEC Work Area
 - News Media Rumor Control
- 14. Advise the JPIC Manager when the JPIC is ready to receive news media.
- 15. When the announcement is made that the JPIC is operational, contact Corporate Services and advise them that the JPIC is prepared to receive the media. Request they contact Cedar Rapids Police Department to inform them news media and equipment will be arriving at the Alliant Tower and may cause traffic congestion.
- 16. Inform Security Access and News Media Rumor Control personnel when the JPIC is declared operational.

OPERATIONAL TASKS

- 1. Coordinate, as needed, requests for logistical support with Support Services Coordinator in the EOF.
- 2. Coordinate with Media Support to:
 - Place presenters nameplates on stage
 - Assist presenters with overheads and visual aids
 - Prepare for scheduled news conferences, briefings and interviews (AV Support needed as well)
- 3. Schedule and notify relief personnel for 24 hour JPIC operation if the emergency continues.
- 4. Coordinate with Support Services Coordinator in the EOF for transportation of news media for plant tours, as needed.

LOGISTICS COORDINATOR CHECKLIST

Page 3 of 3

DEACTIVATION OF THE JPIC

- ___ 1. Ensure all areas are restored to their pre-event status.
- ___ 2. Coordinate with JPIC Manager to provide necessary secure file storage for all JPIC generated documentation.

RELOCATION OF THE JPIC

- ___ 1. Assist JPIC Manager to relocate key JPIC staff to the Eastern Iowa Airport Alliant-Energy Hanger.
- ___ 2. Arrange for vehicles to transport staff and audiovisual equipment as needed.
- ___ 3. Establish telephone and fax machines communications between staff at the Hanger and the Alliant Tower.
- ___ 4. Arrange for copy machines, telephones, fax machines, etc., for support of staff at the Airport.

LOGISTICS SUPPORT CHECKLIST

Page 1 of 2

#1 Logistics Support Name _____

#2 Logistics Support Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised on status of facility. *(If you arrive and the facility is locked call Tower Security and request that they open the 6th floor rooms.)*
- ___ 2. If facility is being activated, obtain your name and position badge and sign in on staffing board.
- ___ 3. Assist in the set up of the facility as outlined in the position specific notebook or as directed by the Logistics Coordinator.

OPERATIONAL TASKS

- ___ 1. Copy information releases, etc.
- ___ 2. Assist in delivering and/or transmitting information releases and EAS messages to the Public Rumor Control Group, News Media Rumor Control, Federal, State and County PIO's, DAEC players and the EOF. (Rumor phone calls - drills only.)
- ___ 3. Distribute information releases to the appropriate bins for the news media.
- ___ 4. Distribute information releases to other Alliant - Energy employees involved in the emergency situation as needed.
- ___ 5. Bring hard copies of Electronic Status Board from EOF to JPIC and provide copy to Technical Liaisons.
- ___ 6. Distribute/transmit information via fax, as needed, including news releases to local, State, and Federal Agencies.
- ___ 7. Maintain a file of all information releases (drafts and originals) in chronological order.

LOGISTICS SUPPORT CHECKLIST

Page 2 of 2

DAEC WORK AREA

1. Arrange tables, telephones and equipment as shown on diagram in position specific notebook.
2. Place player notebooks at appropriate positions on tables and remaining notebooks in center of tables.

AUDITORIUM AND PIO WORK AREAS

1. Assist as needed for timely activation.

AUDIOVISUAL SUPPORT CHECKLIST

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised of status of JPIC. *(If you arrive and the facility is locked call Tower Security and request that they open the 6th Floor Rooms.)*
- ___ 2. If facility is activating, obtain name and position badge and sign in on staffing board.
- ___ 3. Install AV recording devices along with multiplex box in auditorium for media and microphones on tables.
- ___ 4. Test podium and table microphones' audio levels.
- ___ 5. Set up video recording equipment in auditorium.
- ___ 6. Secure the loose cords that may be a hazard with cord covers or duct tape.
- ___ 7. Close west door into auditorium and post sign to direct entry through double doorway.
- ___ 8. Notify Logistics Coordinator that the auditorium is ready for recording news conferences.
- ___ 9. Verify live cable feed TVs are working in:
 - ___ DAEC Work Area
 - ___ State/County Work Area
 - ___ News Media Rumor Control

OPERATIONAL TASKS

- ___ 1. Video tape all news conferences, briefing and interviews.
- ___ 2. Log and store all recordings until JPIC is deactivated then turn over to the Logistics Coordinator.
- ___ 3. Maintain all audiovisual equipment in use at the JPIC and advise Logistics Coordinator of needs for equipment or equipment repair.
- ___ 4. Assist in preparing and conducting visual presentations during news conferences at the JPIC.
- ___ 5. Notify the Logistics Coordinator if you leave the floor.

RUMOR CONTROL COORDINATOR I CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Notify the appropriate personnel to respond.
- ___ 2. Report to the JPIC.
- ___ 3. If the facility is activating, obtain name and position badge and sign-in on staffing board.
- ___ 4. Log onto the Intranet Rumor Control Web-Board and verify that it is operating correctly. Instruct the CSC Coaches and Consultants to log on as well. If the Web-Board is not operating, notify the Logistics Coordinator for EDS assistance and arrange for transmitting hard copies of the necessary information to the Consultants. (16th Floor Tower and Centerville FAX) Use "Event Summary Log" (JPIC-12) as a guideline.

OPERATIONAL TASKS

- ___ 1. Obtain timely information about the emergency situation from the Technical Liaison.
- ___ 2. Update the Rumor Control Web-Board with the pertinent information of the event such as: Changes in EALs, Protective Actions recommended, status of Plant workers, summary of EAS Messages, etc. (Ensure resolution is received)
- ___ 3. Advise the Assistant JPIC Manager of trends in misinformation or rumors from the Public received by the Consultants. (Ensure resolution is received.)

If a "Mock CSC" is to be used for Public Rumor Control:

INITIAL ACTIONS

- ___ 1. Establish contact with the Rumor Control Coordinator II and determine the status of their facility.
- ___ 2. Advise the Logistics Coordinator when their facility is operational.

RUMOR CONTROL COORDINATOR I CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

1. Obtain timely information about the emergency situation from the Technical Liaison and other JPIC staff.
2. Update the Rumor Control Web-board with the pertinent information of the such as: Changes in EALs, Protective Actions recommended, status of Plant workers, summary of EAS Messages, etc.
3. Advise the Assistant JPIC Manager of trends in misinformation or rumors from the Public received by the Consultants and ensure resolution is received.

RUMOR CONTROL EVENT SUMMARY LOG
(Typical)

DATE: _____

TIME: ____:____

_____ DRILL
_____ ACTUAL EMERGENCY

*EVENT CLASSIFICATION:	_____ UNUSUAL EVENT
	_____ ALERT
	_____ SITE AREA EMERGENCY
	_____ GENERAL EMERGENCY

* Latest News Release: _____ Latest EAS Message: _____ State: _____

*** PROTECTIVE ACTIONS RECOMMENDED:**

*** PLANT CONDITIONS SUMMARY:**

ADDITIONAL INFORMATION (For Information Only):

**** Information for release to the public.***

RUMOR CONTROL COORDINATOR II CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

Upon notification that a Drill or Emergency is underway at the DAEC, prepare to support the CSC Consultants by doing the following:

- ___ 1. Log onto the Intranet Rumor Control Web-Board provided by the JPIC.
- ___ 2. Retrieve and review the PUBLIC RUMOR CONTROL Notebook.
- ___ 3. Ensure adequate staffing to accommodate the increased volume of calls from the Public.

OPERATIONAL TASKS

- ___ 1. Provide a link to the Rumor Control Coordinator I in the JPIC as needed to answer questions from the Public.
- ___ 2. Assist as needed to resolve potential rumors or misinformation and ensure that the Consultants are aware of their disposition.

If a "Mock Customer Service Center" (CSC) is to be used for Public Rumor Control:

INITIAL ACTIONS

- ___ 1. Designated Consultants, report to the simulated CSC and set up the following:
 - ___ Personnel Access Log
 - ___ Consultant Notebooks
 - ___ Coordinator's telephone
- ___ 2. Ensure Consultants obtain name badges and sign in.
- ___ 3. Verify that the Intranet Rumor Control Web-Board is operational. If the Web-Board is not operable, contact the JPIC to provide hard copies of necessary information to the Consultants.
- ___ 4. Advise the Rumor Control Coordinator I when the work area is set up.

RUMOR CONTROL COORDINATOR II CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

1. Provide a link to the Rumor Control Coordinator I in the JPIC as needed to answer questions from the Public.
2. Assist as needed to resolve potential rumors or misinformation and ensure that the Consultants are aware of their disposition.

PUBLIC RUMOR CONTROL CHECKLIST

Name _____

Date _____

INITIAL ACTIONS

Upon notification by your Coach that a DRILL or EMERGENCY is underway at the DAEC, prepare for Customer calls by doing the following:

- ___ 1. Log onto the Alliant - Energy Intranet Web-Board - RUMOR CONTROL.
- ___ 2. Retrieve and review materials provided in the PUBLIC RUMOR CONTROL NOTEBOOK for Consultants and Coaches.

NOTE:

If "Mock Customer Service Center" (CSC) is used as a Public Rumor Control, perform the following steps:

- ___ a. Report to the Keokuk Room 21st Floor at the Alliant Tower, sign in on the access log and obtain a name badge.
- ___ b. Assist in the set up of the work area, including telephone checks.
- ___ c. Follow steps 1 and 2 above.

OPERATIONAL TASKS

- ___ 1. Review all information that is available on the Web-Board regarding the DRILL or EMERGENCY.
- ___ 2. Monitor incoming calls from the public and answer questions based on the information you have available and updates from the JPIC.
- ___ 3. Via the Web-Board, advise the Rumor Control Coordinator I - of any trends in the public's perception of the DRILL or EMERGENCY.
- ___ 4. Relay possible misinformation or rumors to the Rumor Control Coordinator I - COACH - in the JPIC using the Intranet Web-Board. Continue to monitor the Web-Board for response to requests for information by other CONSULTANTS or replies to rumors/misinformation submitted.

NEWS MEDIA RUMOR CONTROL CHECKLIST

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and if the facility is activating, obtain name and position badge and sign-in on staffing board. Open Classroom C (Contact Tower Security if needed).
- ___ 2. Initiate Emergency Event Log.
- ___ 3. Set up and test four television sets and VCR's. Verify that each one works. Tune to local stations channels 2, 7 and 9, also CNN.
- ___ 4. Verify that two AM/FM radios are functional. Tune to WMT-AM 600 and WMT-FM 96.5.
- ___ 5. Ensure live cable feed from the Auditorium is operational.
- ___ 6. Advise the Logistics Coordinator when area is operational.

OPERATIONAL TASKS

- ___ 1. Review copies of information releases from the JPIC including EAS messages.
- ___ 2. Monitor JPIC News Conferences and Briefings.
- ___ 3. Monitor television and radio coverage of the emergency situation by the media and compare to the information releases from the JPIC.
- ___ 4. Record multiple newscasts (such as at noon) to playback and review, one-at-a-time as time permits. (Both TV and radio.)
- ___ 5. Periodically monitor other radio stations:
 - KCRG-AM 1600
 - KHAK-AM 1360
 - KCCK-FM 88.3
 - KHAK-FM 98.1
 - KQCR-FM 102.9
 - KDAT-FM 104.5
 - KNWS-FM 101.9
- ___ 6. Log any rumors or misinformation in the news media coverage on a Media Rumor Control Log and report them to the Assistant JPIC Manager.
- ___ 7. Report any trends in media reports to the Assistant JPIC Manager.

ASSISTANT JPIC MANAGER CHECKLIST

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to JPIC when notified, if you arrive and the facility is locked, call Tower Security and request that they open the 6th floor rooms.
- ___ 2. Sign in on staffing board and obtain name and position badge. Assist in setting up JPIC. First priority is the electronic status board then, telephones, desk supplies, laptop and printer hookups.
- ___ 3. When authorized by JPIC Manager, prepare "JPIC Operational" news release.
- ___ 4. Ensure JPIC Manager is aware that the Technical Liaison is on the phone with EOF or TSC.

OPERATIONAL TASKS

- ___ 1. Once the JPIC is operational notify the following of the emergency status:
 - ___ NMC Communications Manager
 - ___ NRC Region III Public affairs office
 - ___ NEI
- ___ 2. Coordinate with Technical Liaisons to prepare "Unusual Event," "Alert", "Site Emergency", and "General Emergency" news releases as needed. Retain one copy of each release with authorization signatures; delete that information before releasing. Give to Logistical Support for copying and distribution.
- ___ 3. Answer phones for JPIC Manager and Alliant-DAEC Spokesperson as needed. Direct media calls to JPIC Manager; public calls to the emergency number listed in news releases.
- ___ 4. Assist as needed with coordination of Rumor Control responses. (Seek confirmation/denial from State or County PIOs as needed.)
- ___ 5. Coordinate with Technical Liaisons to develop a "Sequence of Events" for distribution to the media.

JPIC SECURITY ACCESS CONTROL CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Upon notification that the JPIC is being activated, report to the 6th floor of the Alliant Tower.
- ___ 2. Ensure that the entry doors remain closed or locked to media or unauthorized personnel until the JPIC is operational.
- ___ 3. Set up access table as indicated in EPIP 1.4, "Release of Emergency-Related Information".
- ___ 4. Obtain boxes of supplies from the storage area and assemble the following for immediate use:
 - ___ a. Personnel Access Logs and Pen
 - ___ b. Digital clock
 - ___ c. Badges, alligator clips and plastic badge holders
- ___ 5. Process JPIC staff as they arrive. Ensure that each person is given their appropriate 'position' badge as well as their "name" badge.
- ___ 6. Complete set up of the Access Control area.
- ___ 7. Coordinate with the Logistics Coordinator to ensure that all JPIC staff have name and position badges and have signed in on the Personnel Access Log.
- ___ 8. Post appropriate signs on the doors:
 - ___ a. "DRILL NOTICE"
 - ___ b. "ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY"
 - ___ c. If an actual event occurs, only post the "ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY" sign.
- ___ 9. Post emergency classification signs, (SITE AREA EMERGENCY or GENERAL EMERGENCY) as appropriate when the emergency classification changes.
- ___ 10. Notify the Logistics Coordinator when your area is completely set up and when you are ready to accept the news media.

JPIC SECURITY ACCESS CONTROL CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

1. Ensure that Support Services personnel who are delivering equipment and/or supplies for emergency use sign-in and out on the Personnel Access Log.
2. Sign in and out key JPIC staff and/or Corporate Management.
3. Allow access by news media, observers and/or evaluators as indicated in EPIP 1.4.
4. Ensure "Visitor & Media Instructions" are given to all visitors in the JPIC.

SIXTH FLOOR SECURITY POST DESCRIPTION

Page 1 of 2

Date _____

LOCATION: 6th Floor Elevator Lobby (Entrance to JPIC)

- 1. Staffing:
 - Two security guards
 - One Security Access Control person familiar with Emergency Response Organization personnel

- 2. Duration: 24 hours per day - during emergency

- 3. Communications:
 - Security radio
 - Telephone

- 4. Equipment and Supplies:
 - Tables and chairs positioned to inhibit unauthorized access
 - Felt marking pens
 - Identification supplies:
 - Badges and holders
 - JPIC staff - green
 - Observers/evaluators - pink
 - News media - orange
 - Drill Controllers - red
 - Security log and pens
 - Emergency Telephone Book
 - Personnel Access Log
 - Security Post duties
 - Alliant Energy Company Telephone Directory

SIXTH FLOOR SECURITY POST DESCRIPTION

Page 2 of 2

5. Access: Elevators and stairwell doors

6. Duties - Security Guards

Prohibit unauthorized access to the JPIC.

News media are not allowed in the utility work area or the Federal, State and County work areas unless escorted and authorized by the JPIC Manager.

Conduct a radio check with the 1st, and 14th floor security posts upon assuming post.

Complete security log which shall contain, as a minimum, the following information:

Name of security guard

Time on/off duty

Time of security radio checks

Any significant events, the times they occurred, and actions taken

Notify Corporate Security Manager of any significant events including communications malfunctions

Randomly check identification against badges of personnel as they log in and out (identification badges may be retained by Emergency Response Organization personnel authorized access once they have been issued.)

NOTE

Badges issued to the news media should be collected upon exit of the individual and, if he or she returns, reissued.

7. Interface

Support Services Coordinator

Corporate Security Manager

JPIC Distribution List

	Time : ____ <u>Alliant News Releases</u>	Time : ____ <u>Linn EAS Messages</u>	Time : ____ <u>Benton EAS Messages</u>	Time : ____ <u>Fed & State News Releases</u>
	<u>Copies</u>	<u>Copies</u>	<u>Copies</u>	<u>Copies</u>
Public Rumor Control (if applicable)	6	6	6	6
EOF	2	1	1	1
Security Access	1	1	1	1
Subtotal	9	8	8	8
DAEC Work Area				
DAEC Spokesperson	1	0	0	0
JPIC Manager	1	1	1	1
Tech Liaison	1	0	0	0
Ass't JPIC Manager	1	1	1	1
Media Rumor Control	1	1	1	1
Medical Consultant	1	1	1	1
Bulletin Board	1	1	1	1
Media Work Area	10	10	10	10
Controllers (drills only)	2	2	2	2
File	1	0	0	0
Subtotal	<u>20</u>	<u>17</u>	<u>17</u>	<u>17</u>
PIO Work Area				
Linn County PIO	1	0	0	0
Benton County PIO	1	0	0	0
State PIO	1	0	0	0
FEMA/NRC	2	0	0	0
File	1	0	0	0
Subtotal	6	0	0	0
Total Copies Needed	35	25	25	25

MEDIA SUPPORT

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised on status of facility. *(If you arrive and the facility is locked call Tower Security and request that they open the 6th floor rooms.)*
- ___ 2. If the facility is being activated, obtain your name and position badge and sign in on the staffing board.
- ___ 3. Set up the Auditorium as shown on the typical floor layout with the exception of the AV Equipment. (Refer to Auditorium Layout sketch)
- ___ 4. Notify Logistics Coordinator when the Auditorium is ready to receive the Media.

OPERATIONAL TASKS

- ___ 1. Place appropriate name plates on stage for those positions participating.
- ___ 2. Welcome the Media to the JPIC and provide brief orientation to the facility and its resources. Distribute 'Media Guides' as needed.
- ___ 3. Assist the Media by relaying specific needs back to the Utility or Federal, State and County Work Areas.
- ___ 4. Instruct Media and Visitors on the Security Requirements of the JPIC. (Reference the Instructions given to them at Security Access.)

EMERGENCY COORDINATOR CHECKLIST

Page 1 of 6

The Emergency Coordinator assumes overall command and control for all activities associated with a declared emergency at the DAEC.

TSC ACTIVATION

- ___ Report to the Control Room to receive a detailed turnover from the OSS.
- ___ Verify activation of the ERO.
- ___ Verify notifications are completed in accordance with EPIP 1.2, "Notifications"
- ___ If the Control Room is unable to perform or complete required notifications, verify that the required notifications are completed from the TSC. Notifications and PAR's must be completed within 15 minutes of event declaration. This includes initial declarations, upgrades, downgrades and cancellations.
- ___ Verify protective action recommendations completed, consistent with current EAL declaration.

If the Control Room is unable to perform or complete required Protective Action Recommendations, verify that the required recommendations are completed from the TSC. Notifications and PAR's must be completed within 15 minutes of event declaration. This includes initial declarations, upgrades, downgrades and cancellations.
- ___ Relieve the OSS of all ERO responsibilities.
- ___ Report to the TSC, sign in, acquire position badge and handbook. Utilize EC checklist, as a guide.

TSC STAFFING

- ___ Confer with the TSC Supervisor and Site Radiation Protection Coordinator on the operational status of the TSC.
- ___ Declare the TSC operational, inform the rest of the TSC staff by initiating a PA announcement.
- ___ Inform the ER & RD of the operational status of the ERO.

EMERGENCY COORDINATOR CHECKLIST

Page 2 of 6

ACCOUNTABILITY

___ Confer with the Security and Support Supervisor on the status of plant accountability.

Accountability must be completed within 30 minutes of declaration of an Alert EAL.

___ Initiate a PA announcement regarding the status of accountability.

___ Inform the ER & RD of the status of accountability.

OPERATION

At the discretion of the EC, the authority to dispatch rescue/repair teams may be delegated to the Tech & Engineering Supervisor and/or OSC Supervisor.

___ Brief the TSC staff on current status of the plant and response actions being taken to mitigate the event.

___ Direct the TSC Staff on applicable tasks to be carried out.

___ Direct the Site Radiation Protection Coordinator on applicable tasks to be carried out by the radiation protection staff.

___ Coordinate accident assessment and analysis efforts to determine the full scope and impact of the emergency.

___ Coordinate efforts to return the plant to, and maintain it in a safe, stable condition.

___ Apprise Company, local, State, and Federal officials and agencies of updated information pertaining to the emergency condition.

___ Provide periodic updates to local, State and Federal officials and agencies.

___ Provide accurate plant status information to the JPIC.

___ Classify/Reclassify the event as necessary. This responsibility may not be delegated.

EMERGENCY COORDINATOR CHECKLIST

Page 3 of 6

Notifications and PAR's must be completed within 15 minutes of event declaration. This includes initial declarations, upgrades, downgrades and cancellations.

___ Approve Protective Action Recommendations. This responsibility **may not be delegated**.

Notifications and PAR's must be completed within 15 minutes of event declaration. This includes initial declarations, upgrades, downgrades and cancellations.

___ Approve extensions on exposure limits for emergency workers. This responsibility **may not be delegated**.

___ Verify the NRC is notified and that continuous communication (if requested by the NRC) has been established as soon as possible, but no later than 1 hour.

___ Select and prioritize response actions to be pursued and ensure this information is transmitted to the OSC Supervisor.

Periodically brief TSC personnel via the PA system regarding (approximately every 15-30 minutes);

___ Plant status

___ Significant changes or problems

___ Response actions in progress

___ Planned response actions

___ Habitability concerns

___ Check of Self-Reading Pocket Dosimetry (SRPD)

___ Verify that the Security and Support Supervisor has arranged for continuous coverage by ERO personnel, for events of a protracted nature.

___ Update the ER & RD on plant status, response options in progress, protective action recommendations, etc.

If it is anticipated that escalation beyond the ALERT level will occur;

EMERGENCY COORDINATOR CHECKLIST

Page 4 of 6

- Authorize the OSC Supervisor to activate the ORAA (confer with the SRPC to ensure the radiological conditions will not have any impact) or the alternate ORAA.
- Authorize the evacuation of all non-essential personnel.
- Authorize the OSC Supervisor to activate the Offsite Radiological and Analytical Laboratory (ORAL) and Offsite Decontamination Facility (ODEF).
- If the TSC becomes uninhabitable, relocate appropriate senior TSC positions to the Control Room. All other TSC staffing may be relocated to other locations deemed appropriate by the EC.

EOF ACTIVATION

Upon activation of the EOF, facilitate the transfer of the following responsibilities to the ER & RD.

- Offsite communications.
- Notifications to local, State and Federal agencies.
- Dose projection and dose assessment activities.
- Development and transmittal of PAR's.
- EAL upgrading, downgrading or cancellation.
- Recovery activities.

NRC SITE TEAM

Brief the NRC Site Team upon arrival on the following topics:

- Event sequence.
- Plant status, major problems and corrective actions being taken or planned.
- Dose projection results and PAR's.
 - Onsite radiological concerns
 - Offsite radiological concerns

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- Meteorological conditions
- EPZ implemented actions

Prognosis of the event.

Potential need for Tech. Spec./license deviations.

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RECOVERY

- Coordinate with the ER & RD to initiate recovery planning.
- Deactivate emergency response centers.
- Direct the Tech & Engineering Supervisor to prepare a written summary upon downgrading from an ALERT or greater. Topics to be covered should be summary of the event, response actions taken or in progress, significant problems which require further evaluation before resolution.