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FEB 09 2001

SERIAL: BSEP 01-0017

10 CFR 50.54(q)

U. S. Nuclear Regulatory Commission
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BRUNSWICK STEAM ELECTRIC PLANT, UNIT NOS. 1 AND 2
DOCKET NOS. 50-325 AND 50-324/LICENSE NOS. DPR-71 AND DPR-62
REVISION TO PLANT EMERGENCY PROCEDURE

Gentlemen:

In accordance with 10 CFR 50.54(q) and 10 CFR 50, Appendix E, Section V, Carolina Power & Light (CP&L) Company is submitting a revision to a Brunswick Steam Electric Plant (BSEP), Unit Nos. 1 and 2, plant emergency procedure (i.e., OPEP-02.6.27, "Activation and Operation of the Emergency Operations Facility (EOF)," Revision 10. This revision, which became effective on January 18, 2001, incorporated several editorial changes. CP&L has evaluated the changes, in accordance with 10 CFR 50.54(q), and has determined that they do not decrease the effectiveness of the Radiological Emergency Response Plan and the Plan, as changed, continues to meet the standards of 10 CFR 50.47(b) and the requirements of 10 CFR 50, Appendix E. A copy of OPEP-02.6.27, Revision 10, is enclosed.

There are no regulatory commitments being made in this submittal. Please refer any questions regarding this submittal to Mr. Michael Alford, Supervisor - Emergency Preparedness, at (910) 457-2286.

Sincerely,

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AO45

KMN/kmn

Enclosure:
Copy of Revised Procedure

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ENCLOSURE

BRUNSWICK STEAM ELECTRIC PLANT, UNIT NOS. 1 AND 2
DOCKET NOS. 50-325 AND 50-324/LICENSE NOS. DPR-71 AND DPR-62
REVISION TO PLANT EMERGENCY PROCEDURE

Copy of Revised Procedure

PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

UNIT
0



0PEP-02.6.27

***ACTIVATION AND OPERATION OF THE EMERGENCY
OPERATIONS FACILITY (EOF)***

REVISION 10

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1.0 PURPOSE

This procedure provides instructions for activation; operation/support functions; and deactivation of the Emergency Operations Facility (EOF).

2.0 REFERENCES

- 2.1 BNP Radiological Emergency Response Plan
- 2.2 Code of Federal Regulations 10CFR50, Appendix E
- 2.3 OPEP-02.1, "Initial Emergency Actions"
- 2.4 OPEP-02.1.1, "Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, and General Emergency"
- 2.5 OPEP-02.6.21, "Emergency Communicator"
- 2.6 OPEP-03.4.7, "Automation of Off-Site Dose Projection Procedures"
- 2.7 OPEP-03.1.3, "Use of Communication Equipment"
- 2.8 OPEP-03.5.5, "Environmental Monitoring and Plume Tracking"
- 2.9 OPEP-03.6.1, "Release Estimates Based Upon Stack/Vent Readings"
- 2.10 OPEP-03.7.6, "Emergency Exposure Controls"
- 2.11 OPEP-03.7.7, "On-Site Radiological Controls"
- 2.12 OPEP-02.6.28 "Off-Site Protective Action Recommendations"
- 2.13 OPEP, Appendix A, "Emergency Response Resources"
- 2.14 OPEP-03.6.3, "Estimate of the Extent of Core Damage Under Accident Conditions"
- 2.15 OPEP-02.6.29, "Activation and Operation of the Joint Information Center (JIC)"

2.0 REFERENCES

- 2.16 OPEP-03.8.2, "Personnel Accountability and Evacuation"
- 2.17 Services Information Letter (SIL) No. 324, Revision 5, GE BWR Emergency Support Program
- 2.18 OPEP-02.7, "Recovery"
- 2.19 NUREG-0654 Table B-1, Minimum Staffing Requirements

3.0 GENERAL INFORMATION

- 3.1 The Emergency Operations Facility (EOF) is located in the Brunswick Nuclear Plant EOF/TSC/Training Building and is equipped and staffed to provide overall management of Carolina Power and Light (CP&L) emergency response, including coordination of radiological and environmental assessment; determination of protective actions for the public; and coordination of CP&L's emergency response activities with State, County and Federal agencies.
- 3.2 The EOF will be activated within 60 to 75 minutes following declaration of an Alert, Site Area Emergency, or a General Emergency, or as determined by the Site Emergency Coordinator.
- 3.3 An EOF Organization Chart is illustrated in Attachment 1.
- 3.4 Minimum staffing requirements for the EOF to be considered operational are:
 - 3.4.1 Emergency Response Manager
 - 3.4.2 Radiological Controls Manager
 - 3.4.3 Dose Projection Coordinator
 - 3.4.4 Communications Manager

Additionally, four (4) Environmental Monitoring Team members are required to augment staffing within 60-75 minutes after event declaration.

- 3.5 Upon turnover, an individual qualified for the position of Emergency Response Manager (ERM) will relieve the Site Emergency Coordinator (SEC) of responsibility for off-site notifications, dose assessment/protective action recommendations and approval of news releases.

3.0 GENERAL INFORMATION

- 3.6 As the EOF staff arrive, they are assigned tasks to provide the ERM with the information and support required to evaluate and mitigate the emergency, including:
- 3.6.1 Plant status and dynamics prior to and during the emergency.
 - 3.6.2 Performance of accident mitigation functions.
 - 3.6.3 Current status and trend of accident.
 - 3.6.4 Damage to plant systems and equipment.
 - 3.6.5 Status of emergency operations (including personnel activity in the plant).
 - 3.6.6 Magnitude of any radiological release to the environment.
 - 3.6.7 Prevailing meteorological conditions.
 - 3.6.8 Projected levels of radioactivity resulting from an airborne or waterborne release.
 - 3.6.9 Potential impact of radiological hazards on public health and safety.
 - 3.6.10 Protective Action Recommendations (PARs).
- 3.7 The layout of the EOF is illustrated in Attachments 2 through 5.

4.0 RESPONSIBILITIES

4.1 Emergency Response Manager (ERM)

NOTE: The ERM shall not delegate responsibility for approval of off-site notifications, news releases, or making off-site Protective Action Recommendations (PARs).

- 4.1.1 Provide overall site command and control of the emergency.
- 4.1.2 Provide command and control of the EOF.

4.1 Emergency Response Manager (ERM)

- 4.1.3 Approve off-site Protective Action Recommendations (PARs).
- 4.1.4 Provide recommendations to the SEC on status of the emergency for reclassification and/or termination.
- 4.1.5 Activate the Joint Information Center at the declaration of a Site Area Emergency, or higher, or as conditions warrant.
- 4.1.6 Review and approve news releases.
- 4.1.7 Review and approve notifications to off-site agencies.
- 4.1.8 Determine if recovery activities are necessary and if so, establish a Recovery Organization appropriate for the conditions. (The need for a Recovery Organization for Emergency classifications below Site Area Emergency are unlikely but should be evaluated.)

4.2 Assistant Emergency Response Manager

- 4.2.1 Provide assistance to the ERM.
- 4.2.2 Coordinate EOF support for the NRC Incident Response Team and State Representatives.
- 4.2.3 Ensure plant status updates are provided to the County EOC Representatives.
- 4.2.4 Monitor compliance with Plant Emergency Procedures (PEPs).

4.3 Technical Analysis Manager

- 4.3.1 Analyze plant parameters and system status indicators.
- 4.3.2 Evaluate emergency action level flow chart to anticipate changes in emergency classification.
- 4.3.3 Interface with off-site technical organizations, as necessary.

4.4 Radiological Controls Manager

- 4.4.1 Coordinate off-site radiological and environmental activities.

4.4 Radiological Controls Manager

- 4.4.2 Provide Protective Action Recommendations (PARs) to the ERM.
- 4.4.3 Coordinate activities to control radiological exposure and contamination of environmental monitoring teams.
- 4.4.4 Ensure accurate radiological and meteorological information is provided for Emergency Notification Forms.
- 4.4.5 Ensure that a comparison of off-site monitoring results and dose projections is performed.
- 4.4.6 Provide radiological information to the NRC, as requested.

4.5 Dose Projection Coordinator

- 4.5.1 Perform dose projections/assessment and provide calculations and results to the Radiological Controls Manager for protective action decision-making.
- 4.5.2 Provide meteorological data to the ERM via the Radiological Controls Manager.
- 4.5.3 Coordinate efforts with the Environmental Monitoring Team Leader for Environmental Monitoring information.

4.6 Environmental Monitoring Team Leader

- 4.6.1 Provide technical and administrative direction to Environmental Monitoring teams during an emergency.
- 4.6.2 Monitor, track, and record radiological exposures of environmental monitoring team members.
- 4.6.3 Provide environmental monitoring team field measurement information to the Dose Projection Coordinator and the Radiological Controls Manager.

4.7 EOF Senior Reactor Operator (SRO)

- 4.7.1 Evaluate plant data for trends/changes and impact on emergency classification and Protective Action Recommendations (PARs).
- 4.7.2 Provide information to EOF staff regarding plant conditions and operational manipulations which could affect emergency activities.

4.8 Administrative and Logistics Manager

- 4.8.1 Ensure the EOF is properly set up and maintained.
- 4.8.2 Coordinate security for the facility, including access coordination and fitness for duty.
- 4.8.3 Direct administrative services for the Emergency Response Organization (ERO).
- 4.8.4 Ensure communications equipment is maintained and operable.
- 4.8.5 Coordinate acquisition and delivery of materials, equipment and personnel from on-site and off-site resources.
- 4.8.6 Coordinate logistics support of personnel responding from off-site.
- 4.8.7 Ensure the emergency response facilities are properly staffed and scheduled for 24 hour coverage while activated.

4.9 Communications Manager/Assistant Communications Manager

- 4.9.1 Coordinate activities of the communications staff.
- 4.9.2 Ensure that accurate and timely emergency notifications are made to State and County agencies in accordance with OPEP-02.6.21.
- 4.9.3 Coordinate requests for information from State and County agencies.
- 4.9.4 Provide assistance to Public Information Communicator.

4.10 EOF Phone Talkers

- 4.10.1 Perform initial and follow-up notifications to State and counties, as directed by the Communications Manager.
- 4.10.2 Maintain Emergency Notification Forms for notifications to off-site agencies.

4.11 EOF Status Board Plotter

Maintain the EOF status boards with current and accurate emergency information.

4.12 Public Information Communicator

- 4.12.1 Develop technical news releases for the media and general public and transmit to CP&L Corporate Communications or the Joint Information Center (JIC), as applicable.
- 4.12.2 Provide emergency information updates to CP&L Corporate Communications or the JIC.

4.13 ERFIS Operator

- 4.13.1 Operate ERFIS terminal for access to plant parameter information.
- 4.13.2 Provide plant data printouts and trend information for EOF personnel, as directed.

4.14 EOF Administrative and Clerical Staff

Maintain documentation of events during the emergency and provide clerical support, as directed.

4.15 County Emergency Operations Center (EOC) Representative

Provide liaison between plant (EOF) and Brunswick and New Hanover County EOC personnel to clarify information/questions on plant status and emergency conditions.

4.16 Emergency Switchboard Operator

Operate the emergency switchboard console to handle incoming calls during an emergency.

4.17 EOF Health Physics Network (HPN) Communicator

Provide radiological information to NRC Operations Center.

4.18 Emergency Preparedness Representative

Provide emergency response support to EOF staff, as required.

5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page or procedure for your tasks/responsibilities:

| IF YOUR ERO POSITION IS: | THEN REFER TO: |
|---|----------------|
| EMERGENCY RESPONSE MANAGER (ERM) | 13 |
| ASSISTANT EMERGENCY RESPONSE MANAGER | 18 |
| TECHNICAL ANALYSIS MANAGER | 21 |
| RADIOLOGICAL CONTROLS MANAGER | 24 |
| DOSE PROJECTION COORDINATOR | OPEP-02.6.20 |
| ENVIRONMENTAL MONITORING TEAM LEADER | OPEP-02.6.6 |
| EOF SENIOR REACTOR OPERATOR (SRO) | 28 |
| ADMINISTRATIVE AND LOGISTICS MANAGER | 30 |
| EOF PHONE TALKER(S) | 36 |
| EOF STATUS BOARD PLOTTER | 37 |
| PUBLIC INFORMATION COMMUNICATOR | 39 |
| ERFIS OPERATOR | 41 |
| EOF ADMINISTRATIVE AND CLERICAL STAFF | 43 |
| COUNTY EMERGENCY OPERATIONS CENTER (EOC) REPRESENTATIVE | 44 |
| EMERGENCY SWITCHBOARD OPERATOR | 45 |
| EOF HEALTH PHYSICS NETWORK (HPN) COMMUNICATOR | 47 |
| EMERGENCY PREPAREDNESS REPRESENTATIVE | 48 |
| COMMUNICATIONS MANAGER/ASSISTANT COMMUNICATIONS MANAGER | 50 |

5.1 Emergency Response Manager (ERM)

ACTIVATION:

- 5.1.1 Sign in to facility on EOF Organization Board.
- 5.1.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.1.3 Initiate documentation of activities in logbook.
- 5.1.4 Determine availability of personnel and readiness of EOF staff to declare EOF operational.

NOTE: EOF may be declared operational when the following personnel are available for minimum staffing:

- **Emergency Response Manager**
- **Radiological Controls Manager**
- **Dose Projection Coordinator**
- **Communications Manager**

Additionally, four (4) Environmental Monitoring Team members are required to augment staffing within 60-75 minutes after event declaration.

NOTE: Turnover should occur via conference call between the Control Room Shift Superintendent (SEC) and qualified individuals in the TSC and EOF assuming the SEC and ERM responsibilities.

- 5.1.5 Obtain turnover briefing on status of emergency from Site Emergency Coordinator (SEC) to include the following (see Attachment 6):
 - 1. Review emergency classification, basis for declaration and mitigating actions.
 - Cause, history, initiating events leading to emergency declaration
 - Emergency Action Levels (EALS) exceeded
 - Status of execution of steps in emergency procedures
 - Condition/stability of reactor
 - Status of fission product barriers
 - Status of safety equipment and systems
 - Present plant line-ups and plant evolutions in progress
 - Radiological Conditions
 - Corrective actions

5.1 Emergency Response Manager (ERM)

ACTIVATION:

2. Review on-site protective actions.
 - Existing hazards to personnel
 - Assembly
 - Shelter
 - Evacuations (local, Protected Area)
 - Potassium iodide (KI) administration
3. Review off-site protective actions.
 - Data on projected or actual radiological releases
 - Dose assessment
 - Protective Action Recommendations (PARs) issued to State/Counties
4. Review status of requests for off-site assistance.
 - Fire department
 - Rescue squad
 - Local law enforcement agency
 - Other
5. Review status of off-site notifications.
 - Initial/follow-up messages to State/Counties
 - NRC
 - INPO and ANI
 - Other (GE)
 - Necessary notifications not yet made
 - Communications received from State/Counties regarding activation, readiness, protective actions or requests for information
 - Time/content of any news releases or media briefings
6. Review status of augmentation of Emergency Response Organization (ERO).
 - Status of Control Room notifications to ERO
 - Status of personnel assigned to State Emergency Response Team (SERT) and/or County EOCs

5.1 Emergency Response Manager (ERM)

ACTIVATION:

7. Review status of outside organizations requested to mobilize.
 - Assistance needed
- 5.1.6 Obtain turnover of the responsibility for off-site notifications, dose assessment, protective action recommendations and approval of news releases from SEC.
 1. Ensure status of emergency is current.
 2. Accept emergency response authority from SEC.
- 5.1.7 Announce to EOF personnel that the ERM has assumed command and control of the emergency and that the EOF is operational.
- 5.1.8 Direct the AERM to notify State, counties, and CP&L Corporate that the EOF is operational.

OPERATION:

- 5.1.9 Conduct initial and periodic briefings to EOF personnel on status of emergency (approximately every 30 to 60 minutes), or significant changes using Attachment 6, "Facility Turnover/Briefing Work Sheet," as guidance.

| |
|---|
| <p>NOTE: Remind EOF staff to maintain focus on off-site issues throughout the event.</p> |
|---|

- 5.1.10 Provide emergency information status to NRC representatives in EOF.
- 5.1.11 Periodically, discuss status of emergency with State representatives located in EOF.
- 5.1.12 Provide emergency classification recommendations to the SEC.
 1. Discuss plant and emergency conditions to determine if the emergency may be escalated; de-escalated or terminated.

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: Ensure any off-site PARs for the public are completed prior to downgrading.

2. Coordinate downgrading the emergency classification with State, Counties, and NRC.

NOTE: Notification to State/Counties shall be within 15 minutes after escalation/de-escalation/termination of emergency. Status updates shall be provided at least within 60 minutes of the previous update, or sooner if conditions change.

- 5.1.13 Review/approve Emergency Notification Form for initial and follow-up notifications to the State/Counties.
- 5.1.14 Approve information for release to the media and general public through Corporate Communications or the JIC, as applicable.
- 5.1.15 Evaluate requests from Administrative & Logistics Manager for support from other facilities.
- 5.1.16 Evaluate information for Protective Action Recommendations (PARs) as required, using OPEP-02.6.28, "Off-Site Protective Action Recommendations".
 1. Request updated dose projections, plant status and current PARs from Radiological Controls Manager and EOF staff.
 2. Evaluate plant conditions, dose projection calculations and off-site environmental monitoring results with Radiological Controls Manager and other EOF personnel, as appropriate.
- 5.1.17 Issue PARs to off-site agencies, as required.

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: A PAR is mandatory at a General Emergency Classification.

- 5.1.18 Review PARs periodically, or immediately as conditions change, in accordance with OPEP-02.6.28, "Off-Site Protective Action Recommendations".
- 5.1.19 Perform shift turnover to alternate ERM, as necessary.
- 5.1.20 Initiate activation of the Joint Information Center at the declaration of a Site Area Emergency, or whenever conditions warrant based on ERM judgment.
- 5.1.21 When plant conditions have stabilized such that the emergency classification will be downgraded, evaluate onsite and offsite radiological conditions to determine if Recovery activities will be necessary.

NOTE: If any area of the facility (owner controlled area) or offsite areas have been affected radiologically, a Recovery Organization should be established.

- 5.1.22 If Recovery activities are necessary, identify the composition of the Recovery Organization based on the conditions and direct its assembly.

NOTE: A Recovery Organization may (and in most cases should) be assembled prior to termination of the event and deactivation of emergency facilities. Refer to OPEP-02.7, Recovery, for specifics.

- 5.1.23 Conduct an assessment of onsite and offsite conditions concentrating primarily on the radiological conditions and any associated structural or equipment damage for briefing of the Recovery Manager.
- 5.1.24 Notify the NRC, State and local agencies that a Recovery Organization has been formed and coordinate with those agencies to provide assistance with offsite recovery activities.

5.1 Emergency Response Manager (ERM)

DEACTIVATION:

- 5.1.25 Discuss deactivation of the EOF with the SEC, off-site agencies and the NRC.
- 5.1.26 Direct EOF deactivation after concurrence of the following:
 - 1. Event is terminated.
 - 2. If Recovery efforts are necessary, a Recovery Organization is in place and the Recovery Manager formally briefed.
 - 3. Continuous dose assessment and protective action functions are no longer necessary to respond to the incident.
 - 4. The Company Spokesperson is fully briefed regarding plant status and planned recovery actions.
- 5.1.27 Direct Administrative and Logistics Manager to ensure equipment and materials are returned to their pre-activation status, if possible.
- 5.1.28 Direct Emergency Preparedness Representative to collect/transmit all documentation to Supervisor - Emergency Preparedness for post-emergency reports and submittal to Document Records.

5.2 Assistant Emergency Response Manager

ACTIVATION:

- 5.2.1 Sign in to facility on EOF Organization Board.
- 5.2.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.2.3 Verify operability of communications equipment.
- 5.2.4 Verify with the Communications Manager that on-site and off-site communications have been established with:
 - 1. TSC
 - 2. Corporate Communications/Joint Information Center

5.2 Assistant Emergency Response Manager

ACTIVATION:

3. Brunswick County Emergency Operations Center (EOC)
 4. New Hanover County Emergency Operations Center (EOC)
 5. State Emergency Operations Center (EOC)
 6. Coast Guard Marine Safety Office (EOC)
- 5.2.5 Initiate documentation of activities in logbook.
- 5.2.6 Report equipment problems to the Administrative and Logistics Manager.
- 5.2.7 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

| |
|---|
| <p>NOTE: If the Emergency Response Manager has not arrived in the EOF, perform tasks in Section 5.1 pending his arrival.</p> |
|---|

OPERATION:

- 5.2.8 Coordinate and acquire information for the ERM regarding current status of accident assessment, emergency classifications, corrective actions, and Protective Action Recommendations (PARs) from EOF staff.
- 5.2.9 Monitor procedure compliance by EOF personnel.
- 5.2.10 Verify status of off-site notifications with the Communications Manager.
- 5.2.11 Assist the ERM in conduct of EOF staff briefings, using Attachment 6, "Facility Turnover/Briefing Work Sheet," as guidance.
- 5.2.12 Brief EOF staff on information concerning the arrival of State Emergency Management and Radiation Protection Representatives and their function in the facility.
- 5.2.13 Establish and maintain communications with CP&L representatives at the state and county EOCs.

5.2 Assistant Emergency Response Manager

OPERATION:

- 5.2.14 Coordinate resources to address the needs of the NRC Incident Response Team and State Representatives.
- 5.2.15 Provide emergency status briefings to the State Representatives, NRC Incident Response Team, and other support personnel, (INPO, corporate) upon arrival and as appropriate.
 - 1. Use Room 128 of the Training Building for briefings, if desired.
 - 2. Provide information on current emergency status and any off-site consequences.
 - 3. Introduce personnel to EOF counterparts, as applicable.
- 5.2.16 Verify that the Public Information Communicator is monitoring plant Public Address (PA) System.
- 5.2.17 Evaluate mitigating activities for potential off-site consequences.
- 5.2.18 Monitor status boards for information accuracy and timeliness.
- 5.2.19 Provide additional assistance and support to the ERM, as requested.
- 5.2.20 Provide assistance to the ERM for Recovery planning, as requested.
- 5.2.21 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.2.22 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.2 Assistant Emergency Response Manager

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.2.23 Inform off-site contacts of the deactivation (e.g., ANI or INPC.)

5.3 Technical Analysis Manager

ACTIVATION:

- 5.3.1 Sign in to facility on the EOF Organization Board.
- 5.3.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.3.3 Verify operability of communications equipment.
- 5.3.4 Establish communications with the Technical Assessment Director.
- 5.3.5 Determine status of EOF SRO and ERFIS Operator staffing.
- 5.3.6 Initiate documentation of activities in logbook.
- 5.3.7 Report equipment problems to Administrative and Logistics Manager.
- 5.3.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.3.9 Obtain briefings on emergency conditions via the Technical Assessment Director during the TSC periodic briefings.
- 5.3.10 Discuss plant status, TSC requests and other pertinent information with the EOF SRO.
- 5.3.11 Evaluate trends in plant parameters with the EOF SRO to assess plant status and severity of emergency conditions.

5.3 Technical Analysis Manager

OPERATION:

- 5.3.12 Obtain fuel core/analysis results from the Technical Assessment Director.
- 5.3.13 Provide information to the Emergency Response Manager and EOF staff regarding fuel integrity, plant systems, plant equipment and instrumentation, including projections.
- 5.3.14 Provide plant trending data; core condition/damage assessment information; and recommendations for corrective/preventive actions to the EOF staff.
- 5.3.15 Evaluate projected plant conditions and impact on emergency classification and PARs with the EOF SRO and Radiological Controls Manager.
- 5.3.16 Provide plant status information to the Public Information Communicator/Joint Information Center, if requested.
- 5.3.17 Provide information to Status Board Plotter for Equipment-Out-Of-Service Board and monitor other status boards for accurate and timely information.
- 5.3.18 Provide the technical interface with outside agencies (INPO, NRC, General Electric and other consultants), as necessary, and CP&L groups (NED, Licensing, Fuels).
- 5.3.19 Coordinate the receipt and assessment of technical information from on-site and off-site resources.
 - 1. Direct evaluation of received information by the appropriate personnel.
 - 2. Obtain and review recommendations.
 - 3. Submit recommendations to the ERM for review and approval.
- 5.3.20 Make requests for additional technical assistance and support through the Administrative and Logistics Manager.

5.3 Technical Analysis Manager

OPERATION:

NOTE: If requesting support from GE Nuclear Energy:

- a. Use the GE Emergency Contact Number located in OPEP-Appendix A, Emergency Response Resources.
- b. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
- c. Request connection with the GE Emergency Support Program Duty Manager.
- d. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

5.3.21 Perform a formal turnover, when relieved of position responsibilities.

5.3.22 Provide support for Recovery operations, if directed.

5.3.23 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

DEACTIVATION:

5.3.24 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to a standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.4 Radiological Controls Manager

ACTIVATION:

- 5.4.1 Sign in to facility on the EOF Organization Board.
- 5.4.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.4.3 Verify operability of communications equipment.
- 5.4.4 Establish communications with the Radiological Controls Director.
- 5.4.5 Determine status of Dose Projection Coordinator, Environmental Monitoring Team Leader, EOF Habitability Technician and EOF HPN Communicator staffing.
- 5.4.6 Synchronize time on CPL Dose computer clock with EOF Command Room clock.
- 5.4.7 Initiate documentation of activities in logbook.
- 5.4.8 Report equipment problems to Administrative and Logistics Manager.
- 5.4.9 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.4.10 Provide technical assistance to the Radiological Controls Director, as required.
- 5.4.11 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to initiate dose projection and environmental assessment activities as appropriate.
- 5.4.12 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to maintain accurate environmental monitoring, dose assessment, and personnel dosimetry records.
- 5.4.13 Obtain information from the Radiological Controls Director on plant radiological conditions; including source term assessments, chemical and radiological data, as it becomes available.

5.4 Radiological Controls Manager

OPERATION:

- 5.4.14 Perform correlation, assessment, and prediction of current and anticipated release rates and radiation levels.
- 5.4.15 Provide assessment of radiological conditions to the Public Information Communicator, when requested.
- 5.4.16 Provide briefings to EOF personnel on status of radiological conditions, dose projections, PARs and environmental monitoring results using Attachment 7, "RCM Briefing Work Sheet" as guidance.
- 5.4.17 Request additional personnel, equipment, and resources through the Administrative and Logistics Manager.
- 5.4.18 Evaluate radiological releases and make recommendations to the Emergency Response Manager concerning personnel protective measures, relocation routes, etc.

NOTE: At the discretion of the SEC/ERM, the TSC/EOF Emergency Ventilation System does not require emergency line-up for non-radiological events (for example, severe weather).

- 5.4.19 Verify status of the TSC/EOF Emergency Ventilation System with the EOF Habitability Technician and Administrative and Logistics Manager periodically.
- 5.4.20 Initiate and maintain habitability monitoring in the EOF, in accordance with OPEP-03.7.7, "On-Site Radiological Controls". If habitability survey results dictate:
 - 1. Suspend all eating, drinking, and smoking in the facility.
 - 2. Announce the suspension over the facility intercom, and repeat the announcement every 30 minutes while the ban is in effect.
 - 3. Post "No Eating, Drinking, or Smoking" signs in the facility.
 - 4. Notify the Control Room, TSC and OSC of the ban.

5.4 Radiological Controls Manager

OPERATION:

- 5.4.21 Determine personnel protective measures and dosimetry requirements for EOF staff.
- 5.4.22 Initiate issuance of dosimetry to personnel, as required.
- 5.4.23 Evaluate suspected or confirmed overexposure reports.
- 5.4.24 Initiate collection and processing of personnel dosimetry, as required.
- 5.4.25 Coordinate the monitoring and decontamination of evacuees and vehicles with the Radiological Controls Director, using OPEP-03.7.7, "On-Site Radiological Controls".
- 5.4.26 Obtain update on the status of off-site monitoring and decontamination activities from the Environmental Monitoring Team Leader.
- 5.4.27 Determine if radiological conditions warrant distribution of potassium iodide (KI) using OPEP-03.7.6, "Emergency Exposure Controls".
- 5.4.28 Provide the Emergency Response Manager (ERM) with recommendations on KI distribution.
- 5.4.29 Initiate distribution of KI, if required.
- 5.4.30 Assist the Communications Manager with radiological information for completion of "Emergency Notification Form".
- 5.4.31 If conditions warrant, direct the Environmental Monitoring Team Leader to dispatch environmental monitoring teams.
- 5.4.32 Coordinate CP&L environmental monitoring and radiological assessment efforts with Federal, State and County agencies through the NRC Incident Response Team and State Representatives in the EOF.
- 5.4.33 Direct the Dose Projection Coordinator to perform dose projections and obtain off-site survey results for evaluation of Protective Action Recommendations (PARs).

5.4 Radiological Controls Manager

OPERATION:

- 5.4.34 Evaluate radiological conditions, survey results and dose projections for impact on current emergency classification.
- 5.4.35 Evaluate current and forecasted meteorological conditions and their effect on dose projections.
- 5.4.36 Develop Protective Action Recommendations (PARs) and recommendations for emergency classification upgrade using OPEP-02.6.28, "Off-Site Protective Action Recommendations".
- 5.4.37 Provide dose projection results to the ERM, Communications Manager, and State Emergency Management and Radiation Protection Representatives.
- 5.4.38 Make protective measures recommendations for Environmental Monitoring Team personnel based on dose projections.
- 5.4.39 Initiate analysis of environmental TLDs.

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| NOTE: Evaluate placement of additional TLDs in downwind sectors off-site. |
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- 5.4.40 Coordinate the analysis of environmental samples for whole body counting and bio-assays of affected off-site individuals, when requested by State. (Use other CP&L facilities, when necessary.)
- 5.4.41 Monitor status boards for accurate, timely meteorological and radiological data.
- 5.4.42 Perform a formal turnover, when relieved of position responsibilities.
- 5.4.43 Provide support for Recovery operations, as directed.
- 5.4.44 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

5.4 Radiological Controls Manager

DEACTIVATION:

- 5.4.45 Deactivate the EOF, when directed.
1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile logbook and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.5 EOF Senior Reactor Operator (SRO)

ACTIVATION:

- 5.5.1 Sign in to facility on the EOF Organization Board.
- 5.5.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.5.3 Determine operability of communications equipment.
- 5.5.4 Initiate documentation of activities in logbook.
- 5.5.5 Report equipment problems to Administrative and Logistics Manager.
- 5.5.6 Report readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.5.7 Obtain information on plant status.
- 5.5.8 Obtain ERFIS plant parameters from ERFIS Operator.
- 5.5.9 Evaluate plant data for trends, changes, and impact on emergency classification.

5.5 EOF Senior Reactor Operator (SRO)

OPERATION:

- 5.5.10 Assist Technical Analysis Manager in EOF staff briefings.
- 5.5.11 Inform Technical Analysis Manager and Emergency Response Manager of any significant changes in plant status.
- 5.5.12 Provide projections of plant conditions for off-site consequences.
- 5.5.13 Postulate events causing a release of radioactive materials.
- 5.5.14 Provide information on plant status to the Public Information Communicator/Joint Information Center, as requested.
- 5.5.15 Review plant reference documentation.
- 5.5.16 Provide technical briefings to State Representatives and NRC Incident Response Team, as necessary.
- 5.5.17 Perform a formal turnover, when relieved of position responsibilities.
- 5.5.18 Evaluate criteria to terminate emergency and initiate Recovery efforts, as directed.
- 5.5.19 Provide assistance to Emergency Response Manager in development of a Recovery Plan, as necessary.

DEACTIVATION:

- 5.5.20 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.1 Sign in to facility on the EOF Organization Board.
- 5.6.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.6.3 Direct activation and set up of EOF, as illustrated on Attachments 2 through 5, "EOF Layout."
- 5.6.4 Direct EOF personnel to:
 - 1. Test communications equipment
 - 2. Maintain a log of activities
 - 3. Record name, date, and time on all records (trending charts, status sheets, checklists, etc.)
- 5.6.5 Synchronize EOF clocks, using the Control Room clock as official time.
- 5.6.6 Activate EOF intercom system.
 - 1. Turn on amplifier box located under the RCM workstation.
 - 2. Verify operability of the intercom system in adjoining rooms.

NOTE: At the discretion of the SEC/ERM, the TSC/EOF Emergency Ventilation System does not require emergency line-up for non-radiological events (for example, severe weather).

- 5.6.7 Discuss Emergency Ventilation System line-up with ERM. If emergency line-up is required, proceed to Step 5.6.8. If not required, skip Step 5.6.8 and proceed to Step 5.6.9.

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.8 Initiate (manually) the TSC/EOF Emergency Ventilation System.
1. Obtain keys to Room 134 and 165 from the storage cabinet in the EOF communications area.
 2. Proceed to Room 134.
 3. Locate "**EMERGENCY FAN TSC/EOF - Emergency Fan Unit F1**" panel.
 4. Place switch in "**HAND**" position.
 5. Verify that the **GREEN** light goes out and **RED** light comes on.
 6. Verify Damper "**2-VA-D2-D-TSC**" is **CLOSED**.
 7. Verify Damper "**2-VA-D3-D-TSC**" is **OPEN**.
 8. Proceed to Room 165 (located on the east side of the Training Building).
 9. Locate the "**Emergency Simulator Fan No. 2 - Emergency Fan Unit No. F2**" panel.
 10. Place remote switch in the "**HAND**" position.
 11. Verify that the **GREEN** light goes out and **RED** light comes on.
 12. Verify Damper "**2-VA-D8-D-TSC**" is **CLOSED**.
 13. Verify Damper "**2-VA-D6-D-TSC**" is **OPEN**.

NOTE: Filter train operation can be verified by a differential pressure indicated on the filter train gauges.

- 5.6.9 Report status of the emergency ventilation system to Radiological Controls Manager.

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.10 Coordinate repair or replacement of equipment and supplies as necessary.
- 5.6.11 Initiate documentation of activities in logbook.
- 5.6.12 Assign EOF Administrative and Clerical Staff, as necessary, to support EOF staff.
 - Designate one individual to maintain the ERM Logbook.
- 5.6.13 Initiate corrective actions to fill vacant positions, as necessary.
 1. Obtain a Brunswick Emergency Notification (BEN) System printout from the Emergency Preparedness Representative.
 2. Compare the printout showing personnel notified versus staffing present in facility.
 3. Use OPEP-Appendix A, "Emergency Response Resources," to call in additional personnel, if required.
- 5.6.14 Verify operability of the Plant PA in the EOF and ensure the volume is set for audibility.

OPERATION:

- 5.6.15 Coordinate the activities of EOF Administrative and Clerical Staff.
- 5.6.16 Provide logistical support to the TSC.
- 5.6.17 Coordinate augmentation of EOF staff, as necessary, using OPEP-Appendix A, "Emergency Response Resources."

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| <p>NOTE: Coordinate food/lodging requirements; transportation; payroll; and communications equipment for staff augmentation.</p> |
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- 5.6.18 Coordinate installation, maintenance, repair or replacement of facility equipment and supplies with the appropriate departments and/or vendors.

5.6 Administrative and Logistics Manager

OPERATION:

- 5.6.19 Coordinate site access for all incoming support personnel, including non-CP&L personnel, with the TSC Security Director and the Brunswick County EOC.
- 5.6.20 Identify any special site reporting precautions for incoming personnel.

NOTE: If radiological conditions prevent access to the EOF, arrangements have been made to use the Brunswick County EOC as an assembly area for personnel until radiological conditions improve, and the site can be accessed.

- 5.6.21 Coordinate support for screening, orientation and badging of support personnel, including the NRC Incident Response Team, as necessary, with the TSC Security Director.

NOTE: Verify a team has been dispatched from the OSC to the TSC/EOF diesel generator.

- 5.6.22 Periodically request status of operability of TSC/EOF diesel generator.
- 5.6.23 Use INPO Resource Manual for material and contracting services from neighboring utilities.
- 5.6.24 Coordinate with Corporate Treasury to anticipate cash advances and expenses.

5.6 Administrative and Logistics Manager

OPERATION:

- NOTE:** If requesting support from GE Nuclear Energy:
- a. Use the GE Emergency Contact Number located in OPEP-Appendix A, Emergency Response Resources.
 - b. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
 - c. Request connection with the GE Emergency Support Program Duty Manager.
 - d. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

- 5.6.25 Notify other CP&L plants and off-site sources for support, as required.
- 5.6.26 Request any off-site State/County support through the State Emergency Management Representative in the EOF.
- 5.6.27 Coordinate legal matters and processing of claims.
- 5.6.28 Locate, order, stage and prepare inventories, and receive equipment and supplies.
- 5.6.29 Following a Site Evacuation, evaluate relocating ERO relief personnel located at the Technical Training Center to the Simulator, and coordinate activities with the Emergency Preparedness Representative.
- 5.6.30 Coordinate long term relief rotation for Control Room, TSC, OSC and EOF personnel.
1. Request assistance from the TSC Communications Director in determining manpower requirements for extended operations.
 2. Direct EOF Administrative and Clerical Staff to assist in establishing a shift relief schedule.
 3. Coordinate notification of ERO personnel for shift relief.
 4. Direct shift turnover of EOF personnel, as necessary.

5.6 Administrative and Logistics Manager

OPERATION:

- 5.6.31 Perform a formal turnover, when relieved of position responsibilities.
- 5.6.32 Provide assistance to the Emergency Response Manager in development of a Recovery Plan, as necessary.
- 5.6.33 Maintain the "Event Classification Message Board", Attachment 8.

DEACTIVATION:

- 5.6.34 Deactivate the EOF, when directed.
 - 1. Direct EOF personnel to evaluate condition of equipment and supplies; report deficiencies; restore the facility to standby readiness condition; and compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.
 - 2. Notify the Emergency Preparedness Representative if emergency equipment is damaged or missing.
 - 3. Return TSC/EOF Emergency Ventilation System to pre-emergency status (if applicable).
 - a. Proceed to Room 134, to "**Emergency Fan TSC/EOF - Emergency Fan Unit F1**" panel.
 - b. Switch Emergency Fan "F-1" to "**OFF**" position; then to "**AUTO**" position.
 - c. Verify the **RED** light goes out and **GREEN** light comes on.
 - d. Proceed to Room 165, to "**Emergency Simulator Fan No. 2 - Emergency Fan Unit No. F-2**" panel.
 - e. Perform Steps 5.6.34.3.b and 5.6.34.3.c for Emergency Fan "F-2".
 - 4. Shutdown the EOF intercom system.

5.7 EOF Phone Talker(s)

ACTIVATION:

- 5.7.1 Sign in to facility on the EOF Organization Board.
- 5.7.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.7.3 Prepare or set up the EOF as illustrated in Attachments 2 through 5, "EOF Layout."

ACTIVATION:

- 5.7.4 Verify operability of communications systems for notifications to State and Counties (Selective Signaling System, AT&T Alliance Dial Out System, ROLM, VHF radio and EOF facsimile), using OPEP-03.1.3, "Use of Communications Equipment".
- 5.7.5 Initiate documentation of activities in logbook.
- 5.7.6 Report equipment problems to the Administrative and Logistics Manager.
- 5.7.7 Report readiness to perform emergency response function to Communications Manager.

OPERATION:

- 5.7.8 Perform notifications to State and County agencies when directed by the Communications Manager, as described in OPEP-02.6.21, "Emergency Communicator".
- 5.7.9 Inform the Communications Manager on completion of all State and County notifications.
- 5.7.10 File originals of "Emergency Notification Form" for collection upon termination of emergency.
- 5.7.11 Record all notifications in logbook.

5.7 EOF Phone Talker(s)

OPERATION:

- 5.7.12 Perform other notifications, as directed by the Communications Manager.
- 5.7.13 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.7.14 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook; originals of "Emergency Notification Form"; and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.8 EOF Status Board Plotter

ACTIVATION:

- 5.8.1 Sign in to facility on the EOF Organization Board.
- 5.8.2 Obtain designated reference materials (procedures and supplies).
- 5.8.3 Prepare or set up the EOF, as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.8.4 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.

5.8 EOF Status Board Plotter

OPERATION:

5.8.5 Maintain status boards with current information.

NOTE: Refer to Attachment 10 for instructions describing use of EOF status board plotter headset cordless phone.

1. Obtain information from EOF personnel including:
 - Time/Event information (focusing on off-site events/response) from Communications Manager.
 - Equipment Out-of-Service information (key things happening in plant) from Technical Analysis Manager.
2. Post information on status boards with black marker.

NOTE: If the projection screen system is inoperable, post SPDS data at 15 minute intervals, or as information is made available by the ERFIS Operator or Technical Analysis Manager.

3. Analyze information for trends or out of specification values.
 4. Circle significant changes with red marker, as they occur.
 5. Update information, as conditions change.
- 5.8.6 Provide technical assistance to EOF staff, if directed.
- 5.8.7 Provide assistance in Recovery efforts, if directed.
- 5.8.8 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.8.9 Deactivate the EOF, when directed.
1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.8 EOF Status Board Plotter

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile any documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.9 Public Information Communicator

ACTIVATION:

- 5.9.1 Sign in to facility on the EOF Organization Board.
- 5.9.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.9.3 Prepare or set up EOF, as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.9.4 Verify operability of communications equipment (computer, printer, telephone).
- 5.9.5 Initiate documentation of activities in logbook.

NOTE: If the JIC has not been activated, establish communications with Corporate Communications.

- 5.9.6 Establish communications with the Joint Information Center (JIC).
- 5.9.7 If requested, activate the EOF to JIC intercom link, using instructions on the amplifier box located under the RCM workstation.
- 5.9.8 Report equipment problems to the Administrative and Logistics Manager and readiness to perform emergency response function to the Communications Manager.

5.9 Public Information Communicator

OPERATION:

- 5.9.9 Provide emergency information updates to Corporate Communications or the JIC Technical Specialist. Use Attachment 9, Guidance for Information Transmittal to JIC, as guidance.
- 5.9.10 Obtain information for development of technical news releases from EOF personnel.
- 5.9.11 Develop technical news releases.

NOTE: Request assistance from the Communications Manager or Asst. Comm. Manager for development of news releases.

NOTE: The ERM may give verbal approval of news release, if more timely transmittal of information is required.

- 5.9.12 Provide completed technical news releases to the Emergency Response Manager (ERM) for review and approval.
- 5.9.13 Transmit approved technical news releases to the JIC.
- 5.9.14 Forward news releases to Admin/Clerical staff member for copy/distribution to EOF staff.
- 5.9.15 Provide status of JIC events (press conferences, news media briefings) to EOF staff during briefings.
- 5.9.16 Monitor the plant Public Address (PA) system to relay significant events to EOF staff.
- 5.9.17 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.9.18 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.9 Public Information Communicator

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
5. Shutdown the PIC computer and printer.

5.10 ERFIS Operator

ACTIVATION:

- 5.10.1 Sign in to facility on the EOF Organization Board.
- 5.10.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.10.3 Prepare or set up EOF, as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.10.4 Verify operability of ERFIS terminals and other communications equipment.
- 5.10.5 Initiate documentation of activities in logbook.
- 5.10.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.10.7 Initiate steps to archive existing SPDS data.
- 5.10.8 Operate the ERFIS terminal for access to plant parameter information.
- 5.10.9 Transmit hard copy of major plant parameters for distribution to the ERM and EOF personnel about every 15 minutes, or more often, as directed by the Technical Analysis Manager. (This step is only required if video display system is not operational.)

5.10 ERFIS Operator

OPERATION:

- 5.10.10 Provide plant data printouts and trend plots for EOF personnel, as requested.
- 5.10.11 Explain operation of additional ERFIS terminals and ERFIS displays to EOF personnel, as necessary.
- 5.10.12 Monitor ERFIS for changes in information and inform EOF personnel.
- 5.10.13 Monitor ERFIS for continued operability (back-up power, temperature in computer room, etc.).
- 5.10.14 Perform a formal turnover, when relieved of position responsibilities.
- 5.10.15 Maintain historical data as necessary for Recovery.
- 5.10.16 Provide assistance in Recovery efforts, if directed.

DEACTIVATION:

- 5.10.17 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.11 EOF Administrative and Clerical Staff

ACTIVATION:

- 5.11.1 Sign in to facility on the EOF Organization Board.
- 5.11.2 Report presence to Administrative and Logistics Manager for assignment.
- 5.11.3 Prepare or set up EOF, if necessary, as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.11.4 Verify operability of communications equipment.
- 5.11.5 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.

OPERATION:

- 5.11.6 Obtain technical documents, procedures, drawings and other documents for EOF personnel, if requested.
- 5.11.7 Copy and distribute reference documents and other information to EOF staff, as necessary.
- 5.11.8 Provide additional office supplies to EOF staff, if requested.
- 5.11.9 Transmit facsimile information to other locations, as directed.
- 5.11.10 Maintain logbooks of EOF personnel, as assigned.
 - 1. Record time of significant events such as emergency classification changes, plant status updates, briefings and decisions made by applicable manager.
 - 2. Date and number pages.
 - 3. Initial and cross through entry errors.
- 5.11.11 Perform a formal turnover when relieved of position responsibilities.
- 5.11.12 Provide assistance in Recovery efforts, if directed.

5.11 EOF Administrative and Clerical Staff

DEACTIVATION:

- 5.11.13 Deactivate the EOF, when directed.
1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.12 County Emergency Operations Center (EOC) Representative

ACTIVATION:

- 5.12.1 Report to the designated EOC (Brunswick or New Hanover Counties).
- 5.12.2 Report presence to County Emergency Management Director.
- 5.12.3 Obtain designated reference materials (procedures, logbook, supplies).
- 5.12.4 Establish communications with EOF Assistant Emergency Response Manager (AERM).
- 5.12.5 Initiate documentation of activities in logbook.
- 5.12.6 Report readiness to perform emergency response function to EOF Assistant Emergency Response Manager.

OPERATION:

- 5.12.7 Report status of County emergency response activities to Assistant Emergency Response Manager (AERM).
- 5.12.8 Provide advice to County Emergency Management Director and County Commissioners concerning CP&L practices, procedures and commitments.

5.12 County Emergency Operations Center (EOC) Representative

OPERATION:

- 5.12.9 Coordinate requests from County to CP&L for emergency resources through AERM.
- 5.12.10 Clarify information concerning CP&L emergency response with County personnel.
- 5.12.11 Perform a formal turnover, when relieved of position responsibilities.
- 5.12.12 Upon deactivation of EOC, compile logbook and all documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.13 Emergency Switchboard Operator

ACTIVATION:

- 5.13.1 Sign in to facility on EOF Organization Board.
- 5.13.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.13.3 Prepare, or set up EOF, as illustrated in Attachments 2 through 5, "EOF Layout".
- 5.13.4 Verify operability of emergency switchboard.
 - 1. Activate the console, as described in OPEP-03.1.3, "Use of Communications Equipment".
- 5.13.5 Initiate documentation of activities in logbook.
- 5.13.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Communications Manager.

5.13 Emergency Switchboard Operator

OPERATION:

- 5.13.7 Operate emergency switchboard using instructions in OPEP-03.1.3, "Use of Communications Equipment".

NOTE: Transfer calls from County EOC Representatives and JIC personnel to EOF staff during facility briefings.

- 5.13.8 Answer, transfer and establish conference calls, as required.
- 5.13.9 Screen incoming calls for emergency related information.
- 5.13.10 Direct calls from media/press to the Public Information Specialists located in the Joint Information Center (JIC). Phone numbers are in plant phone book and can also be obtained from the Public Information Communicator.

NOTE: Refer to OPEP-Appendix A, "Emergency Response Resources" for telephone numbers of ERO personnel and emergency facilities.

- 5.13.11 Record incoming calls and information in logbook.
- 5.13.12 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.13.13 Deactivate the EOF, when directed.
1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
 5. Return switchboard to standby mode.

5.14 EOF Health Physics Network (HPN) Communicator

ACTIVATION:

- 5.14.1 Sign in to facility on EOF Organization Board.
- 5.14.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.14.3 Prepare, or set up EOF, as illustrated in Attachments 2 through 5, "EOF Layout".
- 5.14.4 Verify operability of HPN telephone for communications with the NRC Operations Center.
- 5.14.5 Initiate documentation of activities in logbook.
- 5.14.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Radiological Controls Manager (RCM).

OPERATION:

- 5.14.7 Initiate and maintain communications with the NRC Operations Center Protective Measures Team using the HPN telephone.

NOTE: Primary and alternate telephone numbers for the NRC are located on the HPN telephone and in OPEP Appendix A, "Emergency Response Resources."

- 5.14.8 Transmit radiological information acquired from the Radiological Controls Manager and other EOF personnel to the NRC.
- 5.14.9 Provide additional assistance, if directed.
- 5.14.10 Perform a formal turnover, when relieved of position responsibilities.

5.14 EOF Health Physics Network (HPN) Communicator

DEACTIVATION:

- 5.14.11 Deactivate the EOF, when directed.
1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.15 Emergency Preparedness Representative

ACTIVATION:

- 5.15.1 Sign in to facility on the EOF Organization Board.
- 5.15.2 Obtain designated reference materials (procedures and supplies).
- 5.15.3 Prepare or set up EOF, as illustrated in Attachments 2 through 5, "EOF Layout".
- 5.15.4 Provide assistance to the EOF staff in activation of facility as needed.

OPERATION:

- 5.15.5 Monitor EOF status boards for accuracy.
- 5.15.6 Monitor procedure compliance by EOF staff.
- 5.15.7 Provide assistance to the EOF staff in emergency response activities.
- 5.15.8 Upon initiation of a Site Evacuation (automatic at a Site Area Emergency or higher), report to the Technical Training Center to coordinate the assembly of plant personnel.

5.15 Emergency Preparedness Representative

OPERATION:

- 5.15.9 Evaluate relocating ERO relief personnel from the Technical Training Center to the Simulator following the site evacuation and coordinate activities with the ALM.
- 5.15.10 Initiate the notification of JIC Facility staff at a Site Area Emergency or higher, or whenever a decision is made to activate the JIC.
- 5.15.11 Initiate activation of the JIC telephone circuits at Brunswick Community College by notifying Atlantic Telephone or Brunswick County Emergency Management (phone numbers located in OPEP-Appendix A).
 - 1. Weekdays 0800-2200, notify Atlantic Telephone
 - 2. 2200-0800, Weekends or Holidays, notify Brunswick County Emergency Management

DEACTIVATION:

- 5.15.12 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Restore the facility to standby readiness condition.
 - 3. Notify Supervisor - Emergency Preparedness of status of emergency equipment.
 - 4. Collect logbooks and any other documentation generated during the emergency.

5.16 Communications Manager/Assistant Communications Manager

ACTIVATION:

- 5.16.1 Sign in to facility on the EOF Organization board.
- 5.16.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.16.3 Verify operability of communications equipment.
- 5.16.4 Determine status of Phone Talker, Emergency Switchboard Operator, and Public Information Communicator staffing. (Check status of personnel with Administrative and Logistics Manager.)
- 5.16.5 Ensure that an ERFIS Operator is available to obtain ERFIS data or that a communications link has been established between the EOF and TSC for SPDS data transmittal.
- 5.16.6 Initiate documentation of activities in logbook.
- 5.16.7 Report equipment problems to Administrative and Logistics Manager (ALM).
- 5.16.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.16.9 Provide direction to Phone Talkers, Emergency Switchboard Operator, and Public Information Communicator.
- 5.16.10 Direct Phone Talkers to perform Initial and Follow-up notifications, in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.16.11 Perform responsibilities and tasks for offsite notifications, in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.16.12 Inform EOF staff of status of offsite notifications.

5.16 Communications Manager/Assistant Communications Manager

OPERATION:

- 5.16.13 Notify Emergency Switchboard Operator when the Joint Information Center (JIC) is activated.
- 5.16.14 Provide assistance to the Public Information Communicator, as necessary.
- 5.16.15 Perform a formal turnover, when relieved of position responsibilities.
- 5.16.16 Provide support for Recovery operations, as directed.

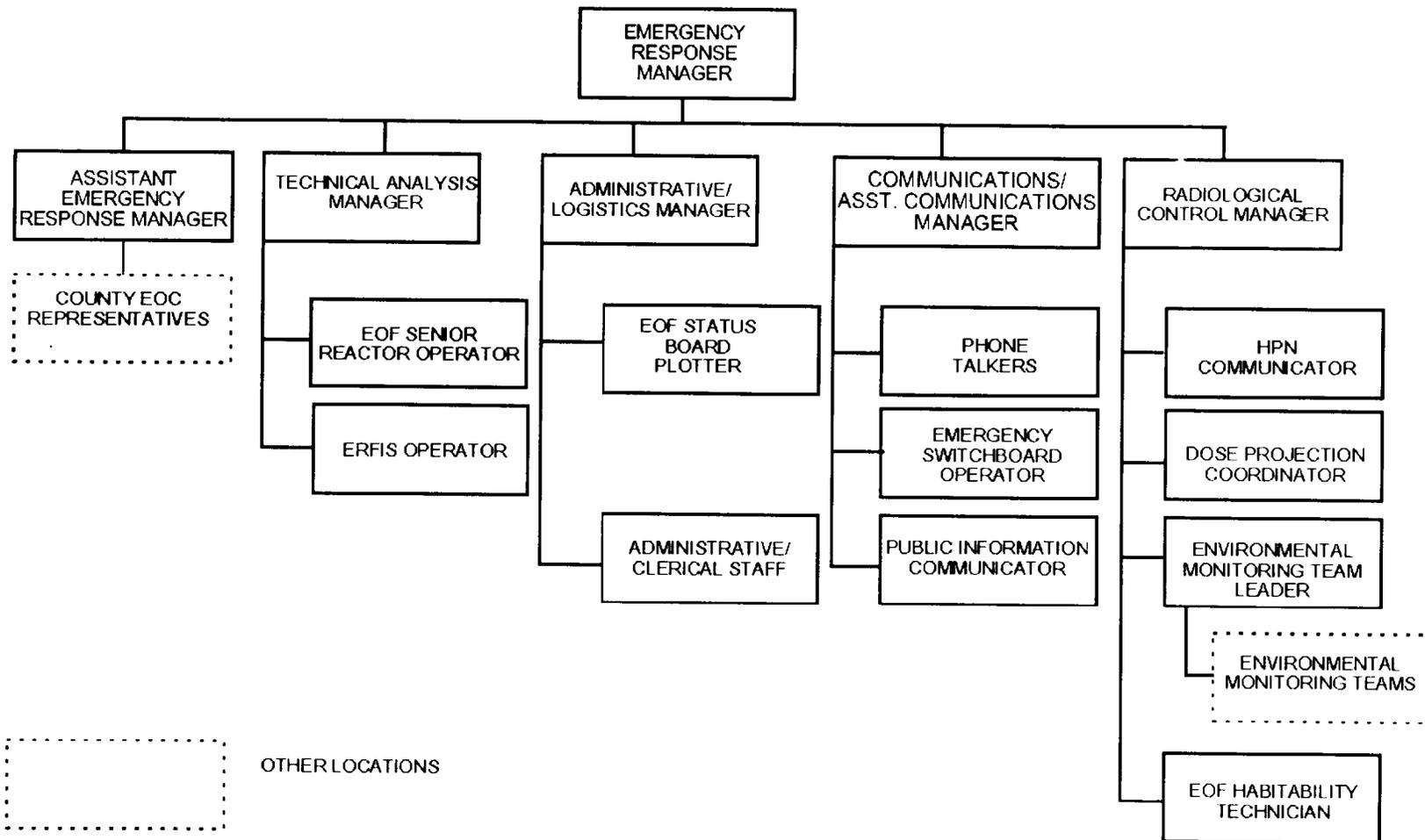
DEACTIVATION:

- 5.16.17 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies, including deficiencies, to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

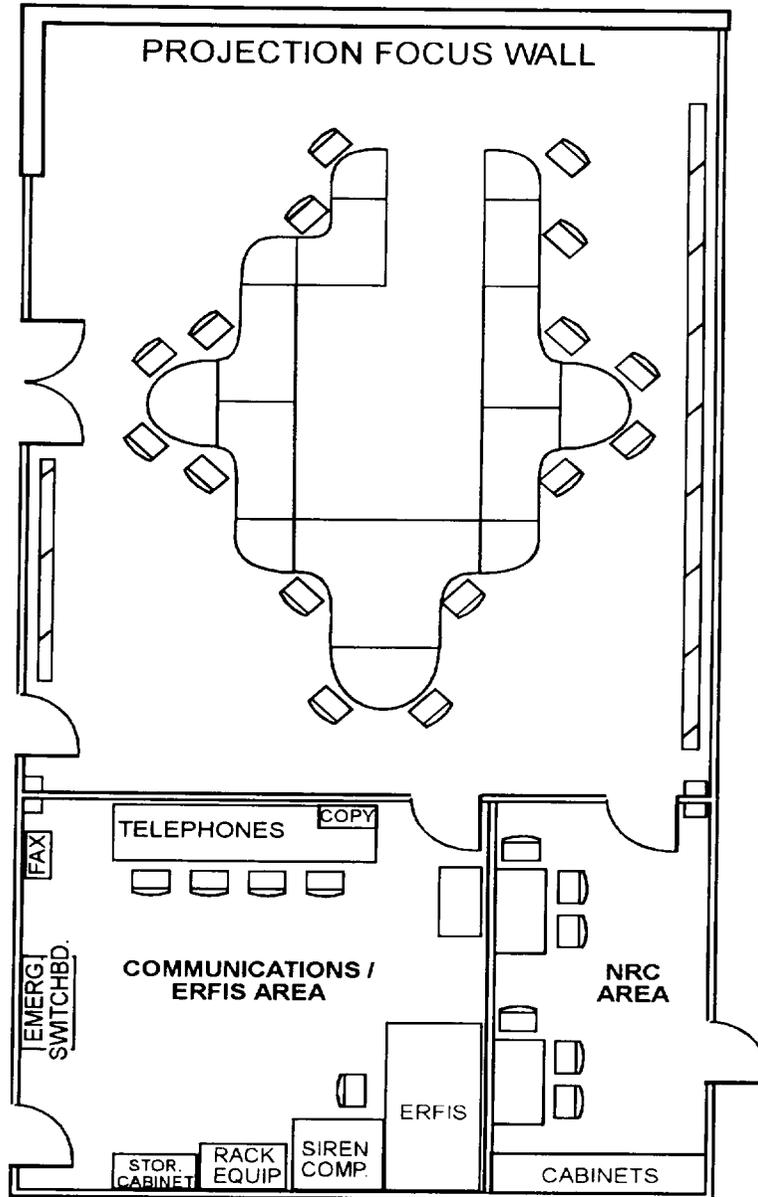
6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

ATTACHMENT 1
Page 1 of 1
Emergency Operations Facility (EOF) Organization

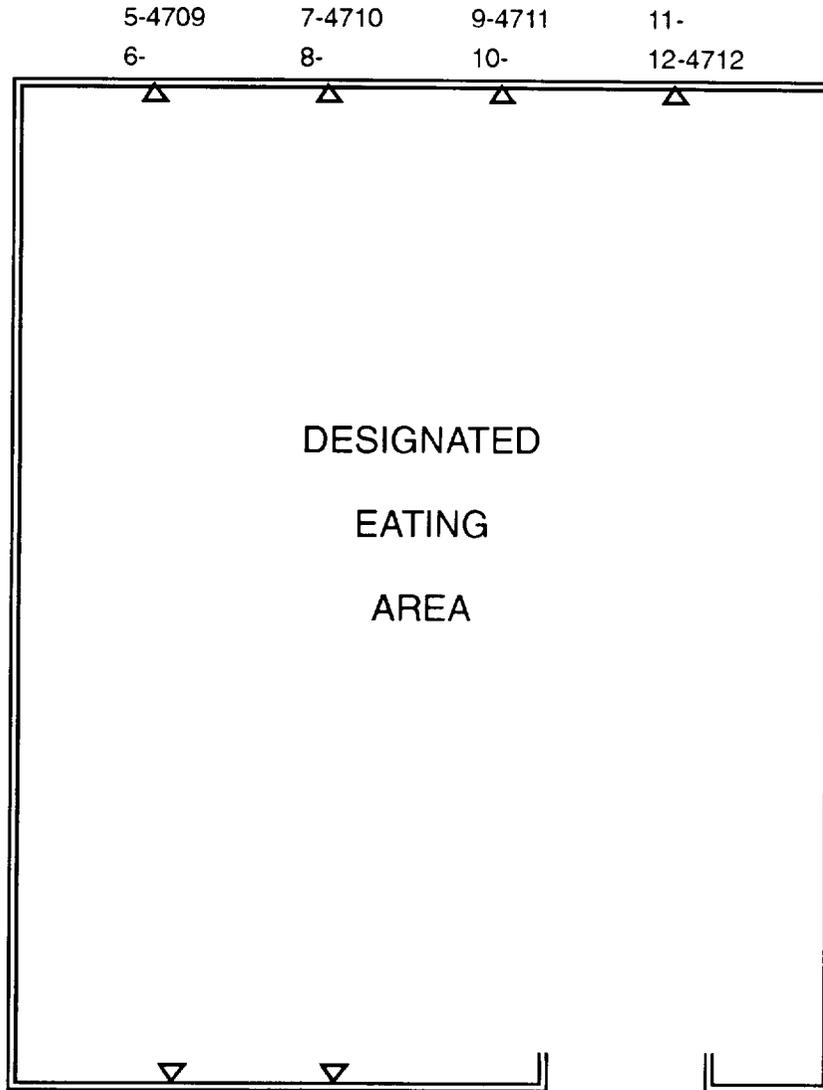


ATTACHMENT 2
Page 1 of 1
Emergency Operations Facility (EOF) Recommended Layout
Room 122/123



STATUS BOARDS

ATTACHMENT 3
Page 1 of 1
Emergency Operations Facility (EOF) Layout
Room 132

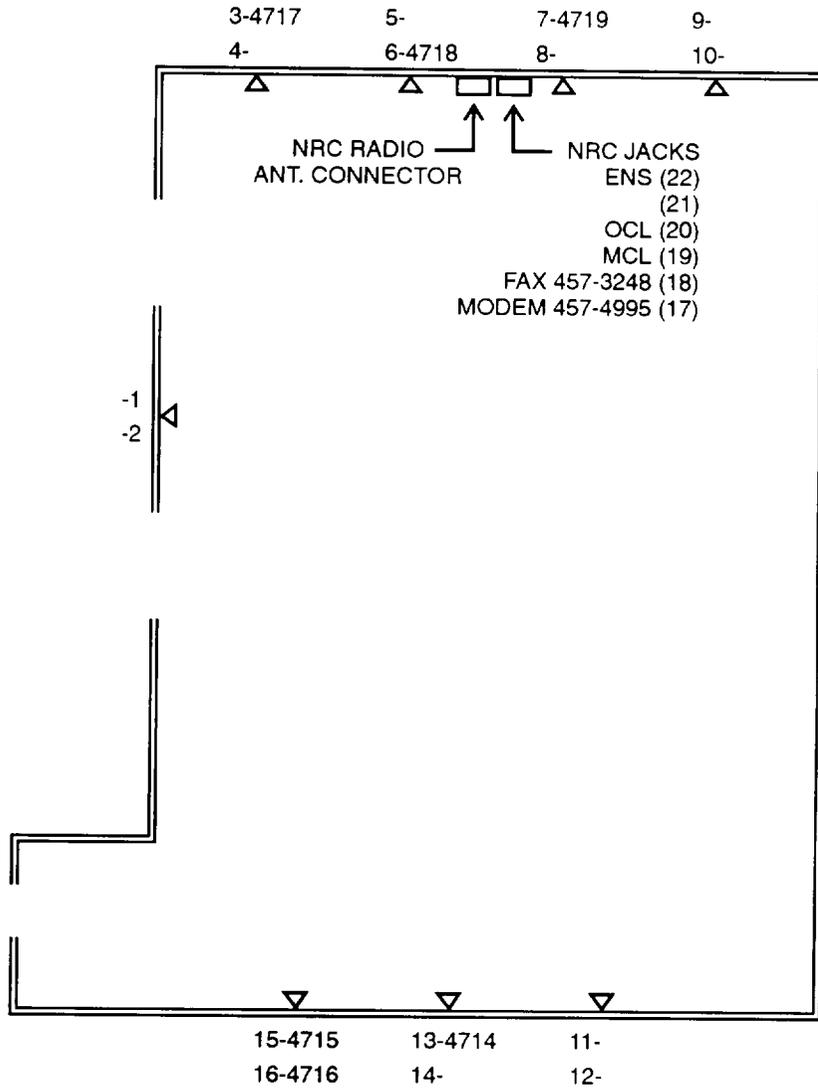


NOTE: This room is a work area to accommodate NRC personnel for EOF support and will be used as a designated eating area.

NOTE: Tables and chairs may be added and arranged as necessary.

NOTE: Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).

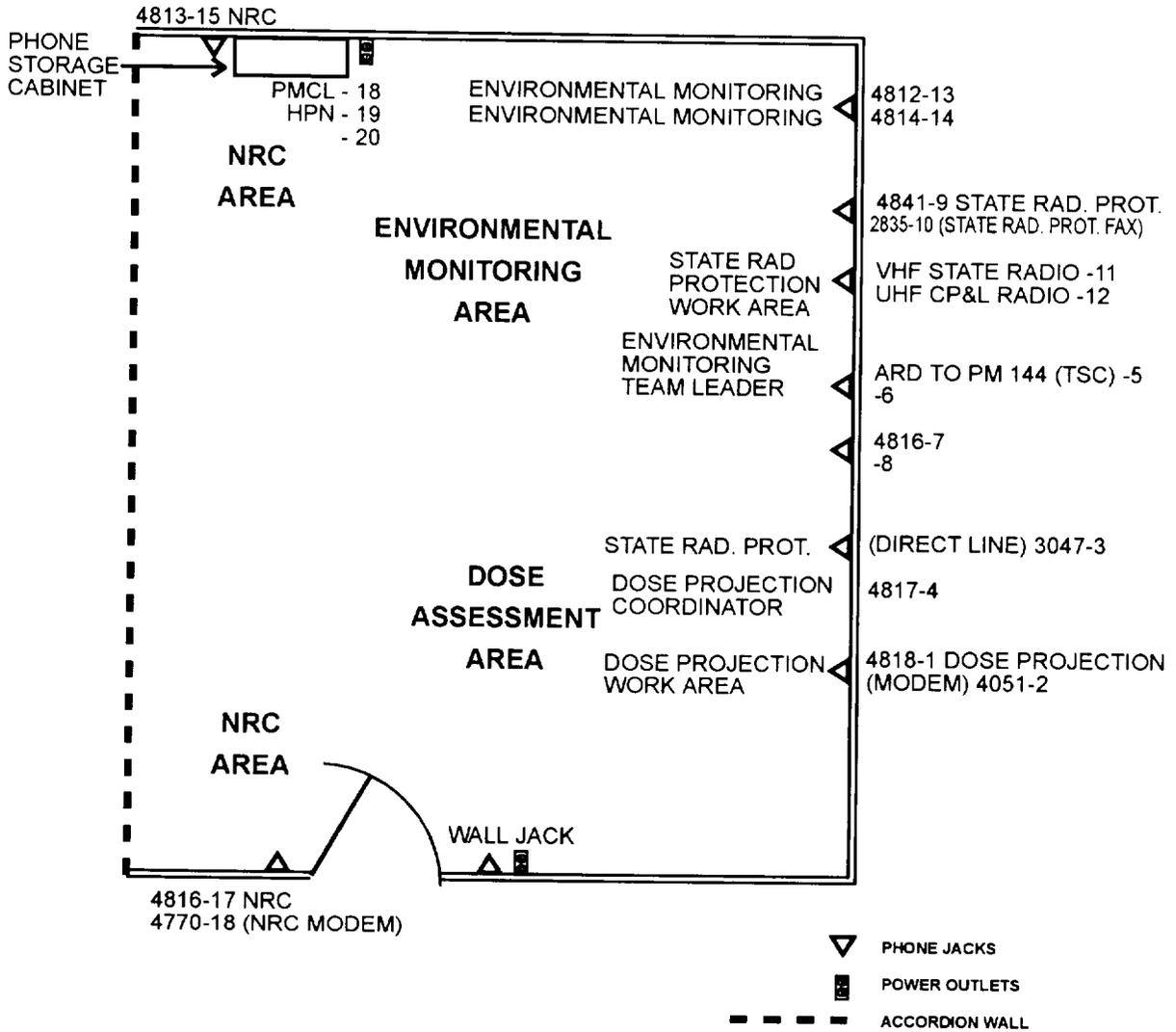
ATTACHMENT 4
 Page 1 of 1
**Emergency Operations Facility (EOF) Layout
 Room 131**



NOTE: Plug radios into their respective jacks (NRC supplies the radios).

NOTE: Tables may be arranged as necessary.

ATTACHMENT 5
Page 1 of 1
**Emergency Operations Facility (EOF) Layout
Room 128**



NOTE: This room is used for EOF support staff. Tables and chairs may be added and arranged as necessary.

NOTE: Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).

NOTE: Obtain additional maps, charts, and other equipment from Room 122/123 Storage Cabinet area.

ATTACHMENT 6
Page 2 of 2
**Facility Turnover/Briefing Work Sheet
(Completion Optional)**

C. ON-SITE PROTECTIVE ACTIONS

D. OFF-SITE PROTECTIVE ACTIONS

E. OFF-SITE ASSISTANCE REQUESTS

F. OFF-SITE NOTIFICATIONS

G. STATUS OF ERO ACTIVATION

H. STATUS OF OUTSIDE AGENCY MOBILIZATION

I. SYNCHRONIZE CLOCKS WITH CONTROL ROOM

ATTACHMENT 7
Page 1 of 1
**Radiological Controls Manager (RCM) Briefing Work Sheet
(Completion Optional)**

A. HABITABILITY

Dosimetry Status
Eating/Drinking/Smoking
Air Sampling / Dose Rates in EOF
Ventilation Status
Access Control to Building/EOF

B. MET INFORMATION

Stability Class
Wind Direction
Population at Risk (Towns, Schools, etc.)
Forecast
Equipment Problems

C. DOSE PROJECTION

Projection Based On
Max TEDE Dose TEDE = Internal + External
Max Thyroid Dose (**organ specific**) TEDE = (CEDE) + (EDE_{immersion} + EDE_{deposition})
Equipment Problems

D. PROTECTIVE ACTION RECOMMENDATIONS

Evacuate Zones
Shelter Zones
State/Counties PARs

E. ENVIRONMENTAL MONITORING RESULTS

Number of Teams and Locations
Number of State Teams and Locations
Dose Rates and Locations
Air Sample Results and Locations
Administer KI (YES or NO)
Equipment Problems

ATTACHMENT 8
Page 1 of 1
Event Classification Message Display

NOTE: Remote Control **MUST** be used (15 ft range).

NOTE: Message board will beep when a command has successfully been entered.

I. To Select A Message

- A. Plug in display electrical connection.
- B. Press "STOP/RUN" button on remote control (bottom right corner).
- C. Select message you wish displayed:

| <u>PROGRAM</u> | <u>MESSAGE</u> |
|----------------|----------------|
| A | No Event |
| B | Unusual Event |
| C | Alert |
| D | Site Area Em |
| E | General Emer |

- D. Press program letter corresponding to the message you want displayed on the remote control.
- E. Press "STOP/RUN" button.
- F. Display should show the message selected.

II. To Secure the Display

- A. Repeat Step I and select the "No Event" message.
- B. Unplug the display.

ATTACHMENT 9
Page 1 of 2
Guidance for Information Transmittal to JIC

1. Declaration of Emergency Classifications
 - Times
 - Plant Conditions that Created Emergency
2. Status of Plant
 - Shutdown (Hot, Cold, Standby)
 - Degrading Conditions
 - Corrective Actions
 - Power Reduction Rate
 - Fission Product Barrier Breached or In Jeopardy
3. Status of Notifications Made to Offsite Agencies
 - What Agency and When
4. Activation times of Onsite and Offsite Emergency Facilities
 - What Facility and When
 - Who is in Charge
5. Personnel Concerns
 - Site Evacuation, Accountability
 - Injured, Contaminated - Transported, by Whom, and Where
6. Meteorological Data
 - Wind Speed, Direction, Precipitation
7. Any Release of Radiation to the Environment

ATTACHMENT 9

Page 2 of 2

Guidance for Information Transmittal to JIC

8. Dose Projections [Whole Body (TEDE) and Thyroid (CDE)] and Actual Field Readings
 - Hypothetical Versus Actual Dose Projections
 - Location - Site Boundary, 2-Mile, 5-Mile, and 10-Mile
 - Radiation Monitoring Teams, How Many, and Where
9. Plant Radiation Monitors
 - Plant Areas Seeing Abnormal Radiation Levels
 - Impact on Plant Activities
10. Site Repair Teams
 - What Repairs, Priority
 - Times to Completion
11. Protective Action Recommendations Made to Offsite Agencies and If Accepted
 - Basis for Recommendation
 - Shelter, Evacuation, Zones Involved
12. Times that Sirens have Sounded or are Projected to be Sounded
13. Requests for Off-site Assistance (that is, Fire, Rescue, Ambulance, Helicopter, Local Law Enforcement)
 - Why, from Where
 - Arrival and Departure Times
14. Information Announced in EOF Briefings
15. Recovery Status

ATTACHMENT 10

Page 1 of 1

Status Board Plotter Headset Cordless Phone

NOTE: The EOF Status Board Plotter headset cordless phone is located near the Communications Manager's work station.

NOTE: This headset requires AC power to operate. When the AC power is off, you cannot dial out or receive incoming calls via the headset cordless phone.

a) Setup and Operation

- (1) Ensure the phone line is connected to the base of the headset.
- (2) Ensure the AC adapter's barrel is plugged into the DC 12V jack on the back of the base and the adapter is plugged into a standard AC outlet.
- (3) Lift the base antenna to a vertical position.
- (4) Place the headset on your head with the earpiece over either ear and adjust the headset band until it rests with almost no pressure on your ear and the top of your head.

NOTE: The TSC Status Board Plotter will initiate the communications link between the facilities.

- (5) When the telephone rings, press "TALK" on the cordless keypad to begin the call. Also, press "TALK" to end a call.

Status Board Plotter Headset Cordless Phone

b) Headset Volume Control Adjustment and Muting

- (1) To adjust the headset's volume, repeatedly press "VOLUME <up>" or "VOLUME <down>" during a call until the sound level is comfortable.

NOTE: The "MUTE" button is located directly under the "TALK" button on the keypad. (Be careful not to confuse "MUTE" with "TALK".)

- (2) To talk with someone else in the room without the person on the other end of the phone line hearing your conversation, press "MUTE". Press "MUTE" again to resume your phone conversation.

c) Changing the Battery

NOTE: Replace the battery pack with the spare battery when the "LOW BATT" indicator on the keypad flashes. This headset provides about 8 hours of talk time per battery when fully charged or 7 days of standby time.

NOTE: An illuminated "CHARGE" light on the base indicates the spare battery is being charged. An illuminated "CHARGE/IN USE" light on the base indicates the primary battery installed in the keypad is charging.

- (1) To remove the old battery pack, press the latch release, then slide the battery pack back and lift it from the keypad.
- (2) To connect the new battery pack, line up the slots on the battery pack with the posts on the keypad. Press down and slide it forward until the latch clicks.

REVISION SUMMARY

Revision 10 of OPEP-02.6.27 consists of correction of page number discrepancies in Section 5.0 table.