



Nebraska Public Power District
Nebraska's Energy Leader

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U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555-0001

Gentlemen:

Subject: Emergency Plan Implementing Procedures
Cooper Nuclear Station, NRC Docket 50-298, DPR-46

Pursuant to the requirements of 10 CFR 50, Appendix E, Section V, "Implementing Procedures," Nebraska Public Power District is transmitting the following Emergency Plan Implementing Procedures (EPIPs):

EPIP 5.7.9	Revision 21	"Activation of EOF"
EPIP 5.7.9.1	Revision 4	"Activation of Alternate EOF"
EPIP 5.7.22	Revision 20	"Communications"
EPIP 5.7.23	Revision 1	"Activation of the JIC"
EPIP 5.7.28	Revision 4	"Administration of Positional Instruction Manuals (PIMs)"

Should you have any questions concerning this matter, please contact me.

Sincerely,

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<u>CNS OPERATIONS MANUAL</u> EPIP PROCEDURE 5.7.9 ACTIVATION OF EOF	USE: REFERENCE ⊕ EFFECTIVE: 7/10/01 APPROVAL: SORC OWNER: J. A. BEDNAR DEPARTMENT: EP
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1. PURPOSE

- [] 1.1 This procedure describes the sequence of events and requirements for the activation of the Emergency Operations Facility (EOF) in the event of an ALERT or higher classification.
- [] 1.2 The topics addressed are:
 - [] 1.2.1 Functions of the EOF and its interface with both on-site and off-site emergency organizations.
 - [] 1.2.2 Activation criteria, including a roster of personnel and their associated responsibilities.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 Upon activation of the EOF, ensure Security is upgraded to allow access to only those personnel assigned to this facility.
- [] 2.2 If Area Radiation Monitor or Continuous Air Monitor alarms, an area habitability survey should be conducted.
- [] 2.3 In the event that the environment in the EOF becomes uninhabitable, or 12.5 KV power is lost, EOF personnel will be evacuated to the AEOF.
- [] 2.4 The EOF shall be activated within ~ 1 hour of declaration of an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY declaration.

3. ACTIVATION AND OPERATION OF THE EOF

3.1 Upon declaration of an ALERT or higher classification, EOF personnel shall report to the EOF. ERO positions assigned a Positional Instruction Manual (PIM), as defined below, shall obtain their PIM when reporting to the EOF and follow instructions contained within. The responsibilities of EOF ERO personnel are as follows:

3.1.1 Emergency Director is responsible for:

3.1.1.1 In all accident classifications, the Emergency Director is in charge of the Emergency Response Organization. He is the individual assigned the authority and responsibility to immediately and unilaterally initiate emergency response actions. The Emergency Director may not delegate the following:

a. Event declaration.

b. The decision to notify authorities responsible for off-site emergency measures.

c. The recommendation of protective actions to authorities responsible for off-site emergency measures.

3.1.1.2 Verifying NPPD on-site and off-site emergency response functions are being performed in a timely manner.

3.1.1.3 Ensuring adequate technical and logistical support is available to the station emergency organization.

3.1.1.4 Ensuring continuity of emergency response resources.

3.1.1.5 Ensuring interface functions between NPPD and governmental organizations are being properly executed per the respective Emergency Plans.

3.1.2 EOF Director is responsible for:

3.1.2.1 Ensuring the EOF provides the necessary off-site support to the CNS response organization.

3.1.2.2 Ensuring contact with federal, state, and local officials is made to inform them of the current situation at CNS.

- 3.1.2.3 Ensuring communications are established between the EOF, TSC, Control Room, and the Joint Information Center (JIC).
- 3.1.2.4 Providing guidance to the Radiological Control Technical Information Coordinator and other key members of the EOF Staff and to inform the Emergency Director of significant activities in the EOF.
- 3.1.3 Radiological Control Manager is responsible for:
 - 3.1.3.1 Directing the activities of the Radiological Assessment Supervisor, off-site survey teams, and the site boundary survey team (outside the Protected Area).
 - 3.1.3.2 Ensuring dose assessment is performed.
 - 3.1.3.3 Providing assistance to the Emergency Director in the formulation of Protective Action Recommendations.
 - 3.1.3.4 Monitoring radiological conditions and advising the Emergency Director on when to issue Potassium Iodide (KI).
 - 3.1.3.5 Interfacing with appropriate state and local dose assessment groups.
- 3.1.4 Operations/EOP Advisor is responsible for:
 - 3.1.4.1 Providing technical assistance and operational information to the Emergency Director and/or EOF Director.
 - 3.1.4.2 Monitoring plant conditions in regard to EALs. Recommends changes in emergency classification to Emergency Director if warranted.
 - 3.1.4.3 Providing assistance to the Emergency Director in the formulation of Protective Action Recommendations.
 - 3.1.4.4 Monitoring event mitigation activities with respect to EOPs. Provides current and future status of EOP implementation.
 - 3.1.4.5 Assisting the Technical Information Coordinator by reviewing technical information for transmission to the JIC.

- [] 3.1.5 Emergency Preparedness Coordinator is responsible for:
 - [] 3.1.5.1 Assisting with activation of the Emergency Response Facilities.
 - [] 3.1.5.2 Ensuring ERO personnel are performing their duties as defined by the appropriate EPIPs.
- [] 3.1.6 Off-site Communicator is responsible for gathering and disseminating information to appropriate off-site agencies per the EPIPs.
- [] 3.1.7 Radiological Assessment Supervisor is responsible for:
 - [] 3.1.7.1 Developing Protective Action Recommendations.
 - [] 3.1.7.2 Coordinating the activities of the Field Monitoring Teams.
- [] 3.1.8 Logistics Coordinator is responsible for:
 - [] 3.1.8.1 Assisting in obtaining additional off-site support:
 - [] a. Personnel.
 - [] b. Equipment.
 - [] c. Arrange for specialized contractor assistance as required. Arrange for training of contractor personnel. Use CNS and Corporate resources to carry out these responsibilities (i.e., GE, Burns & Roe, INPO, etc.).
 - [] d. Developing a 24 hour schedule for EOF personnel.
 - [] e. Ensure financial support is available to the EOF. POs EP1001 through EP1050 are approved for use.
 - [] 3.1.8.2 Food/lodging/transportation support.
- [] 3.1.9 Dose Assessment Coordinator is responsible for assisting the Radiological Assessment Supervisor by maintaining status boards and coordinating dose projections.
- [] 3.1.10 Field Team Coordinator is responsible for movement and sampling activities of the CNS downwind survey field teams as directed by the Radiological Assessment Supervisor.
- [] 3.1.11 Technical Information Coordinator is responsible for gathering technical information to be transmitted to the JIC.

- [] 3.1.12 Clerical Coordinator is responsible for ensuring sufficient clerical support exists in the EOF to adequately support EOF personnel.
- [] 3.1.13 Dose Assessment Clerk is responsible for operating the dose assessment model.
- [] 3.1.14 EOF Logkeeper is responsible for maintaining EOF log.
- [] 3.1.15 EOF Radiation Protection Pool Personnel are responsible for:
 - [] 3.1.15.1 Conducting plume-tracking activities.
 - [] 3.1.15.2 Performing in-field sampling activities as requested.
 - [] 3.1.15.3 Habitability surveys in the EOF as directed by the Radiological Assessment Supervisor.

4. EVACUATION OF EOF

- [] **NOTE 1** - In the event the EOF must be evacuated, responsibilities will be formally turned over to the TSC.
- [] **NOTE 2** - Evacuation of EOF to AEOF will be conducted using Procedures 5.7.9.1, 5.7.11, and 5.7.13 as guidelines.
- [] 4.1 The EOF personnel shall be evacuated and EOF functions relocated if any of the following occur:
 - [] 4.1.1 It is determined that habitability in the facility cannot be maintained because of loss of EOF equipment or the safety of EOF personnel is jeopardized because of environmental concerns.
 - [] 4.1.2 The functions of the EOF as listed in Attachment 1 cannot be performed by either the established primary or backup methods.
 - [] 4.1.3 A major loss of equipment occurs and that loss would prevent personnel from performing the intended functions of the EOF.

1. DISCUSSION

1.1 FUNCTIONS OF EOF

- 1.1.1 Provides overall off-site management of NPPD emergency response and resources.
- 1.1.2 Provides coordination of off-site radiological assessment and recommendations for the protection of the public.
- 1.1.3 Provides coordination of off-site emergency response activities with Local, State, and Federal organizations.
- 1.1.4 Provides guidance and instructions to Off-Site Radiological Emergency Survey Teams.
- 1.1.5 Disseminates emergency status information to the Joint Information Center (JIC).

1.2 The EOF is located adjacent to the Security Building outside the Protected Area.

1.3 If emergency conditions dictate relocation from the EOF, emergency evaluation and coordination activities will be accomplished from the Alternate Emergency Operations Facility (AEOF). The AEOF is located in the town of Auburn, Nebraska, housed in the former Auburn National Guard Armory. Activation of the AEOF shall be accomplished per Procedure 5.7.9.1.

1.4 STAFFING OF EOF

1.4.1 Positional Instruction Manuals (PIMs) contain positional checklists for the activation and operation of the EOF. PIMs are numbered and controlled by the Emergency Preparedness Department, labeled by ERO position, and are located in the EOF.

1.4.1.1 The EOF is staffed with the following personnel:

- a. *Emergency Director - PIM #01.
- b. *EOF Director - PIM #02.
- c. *Radiological Control Manager - PIM #03.

- d. Operations/Emergency Operating Procedure Advisor - PIM #04.
- e. Emergency Preparedness Coordinator - PIM #05.
- f. *Off-Site Communicator - PIM #06.
- g. *Radiological Assessment Supervisor - PIM #07.
- h. Logistics Coordinator - PIM #08.
- i. Dose Assessment Coordinator - PIM #09.
- j. Technical Information Coordinator - PIM #10.
- k. Clerical Coordinator - PIM #12.
- l. Dose Assessment Clerk - PIM #13.
- m. EOF Logkeeper - PIM #14.
- n. EOF RP Pool - PIM #16.
- o. Down Wind Driver - PIM #17
- p. Field Team Coordinator - PIM #18.

* Minimum staff required for activation.

2. REFERENCES

2.1 CODES AND STANDARDS

2.1.1 NPPD Emergency Plan for CNS.

2.1.2 NUREG 0654, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

2.2 PROCEDURES

2.2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.

ATTACHMENT 1 INFORMATION SHEET

- 2.2.2 Emergency Plan Implementing Procedure 5.7.9.1, Activation of Alternate EOF.
- 2.2.3 Emergency Plan Implementing Procedure 5.7.11, Evacuation of Non-Essential Site Personnel.
- 2.2.4 Emergency Plan Implementing Procedure 5.7.13, Personnel Monitoring and Decontamination.
- 2.2.5 Emergency Plan Implementing Procedure 5.7.21, Emergency Equipment Inventory.
- 2.2.6 Emergency Plan Implementing Procedure 5.7.22, Communications.

2.3 MISCELLANEOUS

- 2.3.1 QA Audit 86-06.
- 2.3.2 NRC Inspection Report 89-35.
- 2.3.3 NRC Inspection Report 92-14, Accident Management Techniques.
- 2.3.4 QA Audit 93-05.

<u>CNS OPERATIONS MANUAL</u> EPIP 5.7.9.1 ACTIVATION OF ALTERNATE EOF	USE: REFERENCE ☺ EFFECTIVE: 7/12/01 APPROVAL: SORC OWNER: J. G. KELSAY DEPARTMENT: EP
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1. PURPOSE

1.1 This procedure describes the activation and subsequent operation of the Alternate Emergency Operations Facility (AEOF) in the event that the normal Emergency Operations Facility (EOF) cannot be activated or becomes uninhabitable during an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY.

2. REQUIREMENTS

2.1 The EOF cannot be activated in its normal location or it has been determined to be uninhabitable.

3. EOF DIRECTOR

3.1 EOF Director shall ensure items listed on Attachment 1 are completed.

4. RADIOLOGICAL CONTROL MANAGER

4.1 Radiological Control Manager shall determine the relocation route to be taken to the AEOF, based on radiological survey data and consistent with ALARA principles, as to avoid any excess radiation doses. This route shall be communicated clearly to all personnel who are relocating.

4.2 Radiological Control Manager shall utilize Procedures 5.7.11 and 5.7.13, if necessary, during facility relocation.

5. EOF EMERGENCY PREPAREDNESS COORDINATOR

5.1 EOF EPC shall ensure items listed on Attachment 2 are completed.

6. EOF PERSONNEL

6.1 EOF personnel shall relocate in an orderly fashion to the AEOF when instructed to do so, using the specified route. Personnel shall take with them all written logs, portable radios, calculators, communication headsets, personnel protection and safety equipment that has been issued to them, and any other EOF equipment necessary to perform their EOF duties from the AEOF. If instructed by the Radiological Control Manager or EOF Director, EOF personnel shall obtain their TLD prior to relocating to the AEOF.

6.2 All EOF personnel shall perform their duties from the AEOF in the same manner that they would from the normal EOF utilizing this and all other appropriate procedures. EOF staff members shall assist the EOF EPC in facility relocation and set-up tasks if requested to do so by the EOF Director or EOF EPC.

ACTION ITEMS

TIME/INITIALS

- | | |
|---|----------------------|
| <p>1. Notify EOF personnel of the decision to relocate the EOF, the reasons for relocation, and any specific information and instructions about the relocation effort. Instruct EOF personnel to obtain their TLD if this action has been deemed appropriate by the Radiological Control Manager.</p> | <p>_____ / _____</p> |
| <p>2. Contact the TSC and notify TSC Director of the decision to relocate the EOF. Make arrangements for temporary turnover of EOF duties to the TSC during the relocation process.</p> | <p>_____ / _____</p> |
| <p>3. Notify Local, State, and Federal Agency Representatives present in the EOF of the relocation decision.</p> | <p>_____ / _____</p> |
| <p>4. Make arrangements with State and Local Agencies for the AEOF (Nemaha County Multiplex Building) to be unlocked (if not currently occupied or keys to the facility are not available from the EOF EPC PIM Manual) and made accessible to EOF personnel.</p> | <p>_____ / _____</p> |
| <p>5. Request EOF Logistics Coordinator to coordinate the use of station vehicles for the transfer of personnel and equipment to the alternate facility.</p> | <p>_____ / _____</p> |
| <p>6. Provide EOF EPC with the necessary resources (authority and manpower) for the transfer, set-up, and preparation of equipment in the alternate facility.</p> | <p>_____ / _____</p> |

ATTACHMENT 2 EOF EMERGENCY PREPAREDNESS COORDINATOR CHECKLIST - AEOF
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ACTION ITEMS

TIME/INITIALS

1. Ensure at least the following equipment is transferred from the EOF to the AEOF during relocation:

1.1 One IDT (Information Display Terminal).

1.2 One printer for the IDT.

1.3 One Laserjet printer.

1.4 One fax machine.

1.5 One VT-220 display terminal.

2. Set up telephones, radios, and computer communications.

2.1 The telephones and radios are located on shelves in the equipment storage room at the east end of the AEOF. Ensure this room has been unlocked per Attachment 1, Step 4, if keys are not available from the EOF EPC PIM Manual.

_____ / _____

2.2 Set up the tables in the configuration shown on Attachment 3. The tables are located in the equipment storage room at the east end of the AEOF.

_____ / _____

2.3 Obtain telephones and base radio units from the equipment storage room and place on the tables. These telephones and radios are labeled by ERO position. Place them at the locations identified for the respective ERO positions per Attachment 3.

_____ / _____

2.4 Drop the telephone cords under the tables to the terminal blocks located on the north and west walls and plug them into the jacks that are labeled for each respective unit. The same applies to the base radio units which are similarly labeled.

_____ / _____

ATTACHMENT 2 EOF EMERGENCY PREPAREDNESS COORDINATOR CHECKLIST - AEOF
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ACTION ITEMS

TIME/INITIALS

2.5 Check each device for operation (dial tone or radio check). If any device is inoperable, check cable connections and jacks. Note any unwanted line noise or other unsatisfactory conditions and request assistance from the CNS Communications Department, if necessary.

_____ / _____

3. STATUS BOARDS AND EPZ MAP SET-UP

3.1 Locate status boards and maps in the equipment storage room. Relocate them to the main AEOF area.

_____ / _____

3.2 Position status boards in AEOF per Attachment 3.

_____ / _____

3.3 Position EPZ maps, as necessary, for easy access and use.

_____ / _____

4. COMPUTER TERMINAL SET-UP

4.1 Place IDT terminal, IDT printer, VT220 display terminal, and Laserjet printer, at locations specified on Attachment 3.

_____ / _____

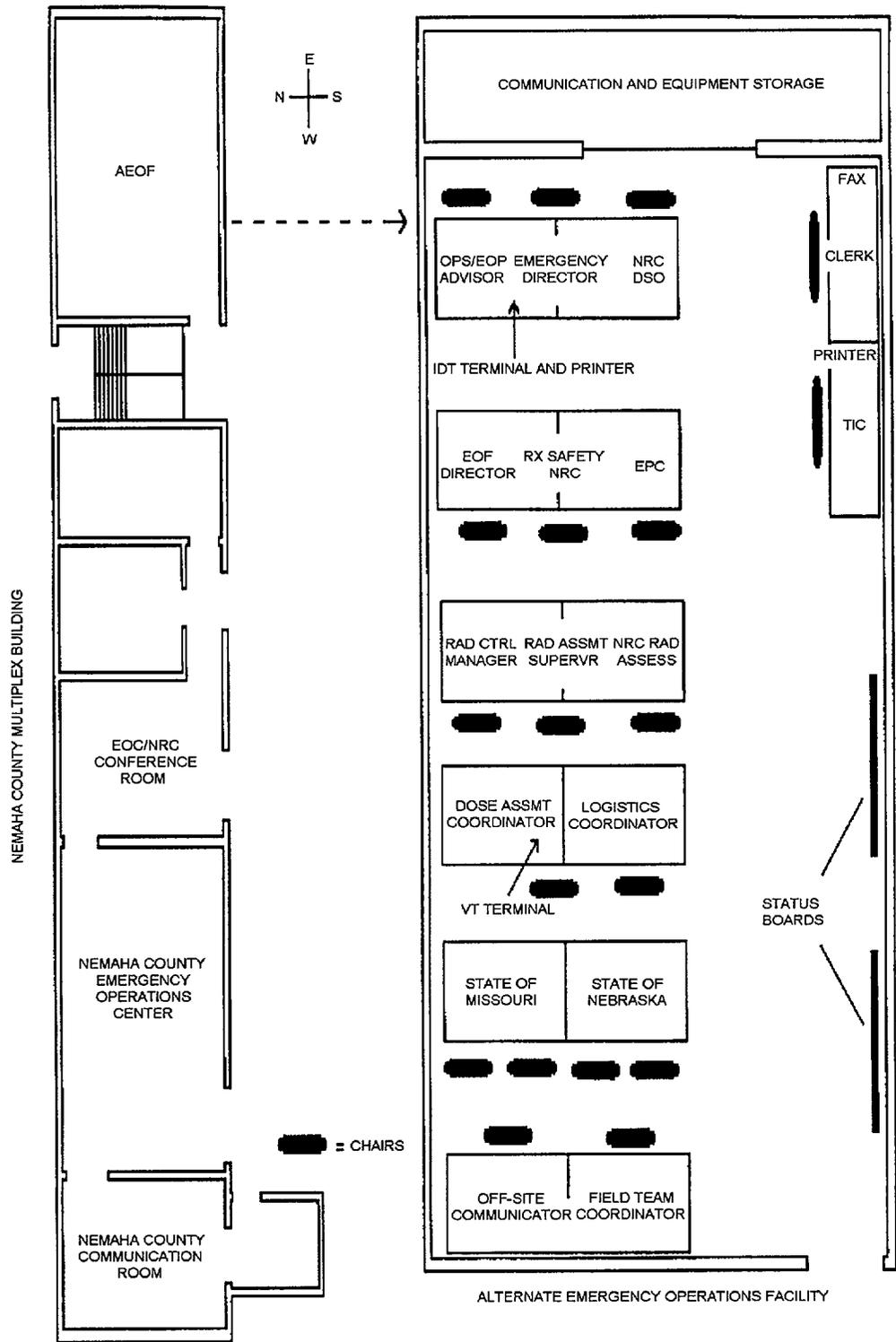
4.2 Drop the terminal cords under the tables to the terminal blocks located on the north and west walls and plug them into the jacks that are labeled for each respective unit.

_____ / _____

4.3 Check each device for operation. If any device is inoperable, check cable connections. Note any unsatisfactory conditions and request assistance from the Communications Department Technicians, if necessary.

_____ / _____

ATTACHMENT 3 AEOF FLOOR PLAN



5-7-9-1A.SCAN

Figure 1

1. DISCUSSION

- 1.1 If emergency conditions dictate relocation of the EOF, off-site emergency response shall be accomplished from the AEOF. The decision to relocate the EOF to the alternate facility shall be made by the EOF Director.
- 1.2 Activation and operational criteria of the AEOF is identical to that of the EOF as specified in Procedure 5.7.9. EOF personnel shall perform the same duties, as prescribed by the same appropriate procedures, from the AEOF as they would from the normal EOF.
- 1.3 AEOF is located in the northeast portion of the Nemaha County Multiplex Building located at 601 "J" Street, Auburn, Nebraska. The AEOF is equipped with emergency response equipment and emergency communications equipment which shall be activated per Attachment 2.
- 1.4 EOF Director shall be responsible for the implementation of this procedure and shall be assisted by the EOF Emergency Preparedness Coordinator (EPC) and EOF Logistics Coordinator. The EOF Logistics Coordinator shall coordinate station vehicles for the transfer of personnel and equipment to the alternate facility. The EOF EPC shall be responsible for the transfer, set-up, and preparation of equipment. The EOF Director shall ensure EOF EPC has enough manpower at his disposal to implement this procedure. By effectively utilizing all EOF staff, tasks defined in this procedure can be performed simultaneously for more efficient and timely facility activation.
- 1.5 A list of emergency equipment located in the AEOF and instructions for maintaining readiness of the equipment are detailed in Procedure 5.7.21.
- 1.6 The AEOF has been upgraded with equipment such that its operational criteria is identical to that of the EOF. Therefore, some of the EOF to AEOF relocation steps in Procedures 5.7.9, 5.7.9.1, 5.7.11, and 5.7.13 may be not applicable if EOF responders are directed to the AEOF for direct activation.

2. REFERENCES

2.1 CODES AND STANDARDS

- 2.1.1 NPPD Emergency Plan for CNS.
- 2.1.2 NUREG 0654, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

2.2 PROCEDURES

- 2.2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.
- 2.2.2 Emergency Plan Implementing Procedure 5.7.9, Activation of EOF.
- 2.2.3 Emergency Plan Implementing Procedure 5.7.11, Evacuation of Non-Designated Site Personnel.
- 2.2.4 Emergency Plan Implementing Procedure 5.7.13, Personnel Monitoring and Decontamination.
- 2.2.5 Emergency Plan Implementing Procedure 5.7.21, Emergency Equipment Inventory.
- 2.2.6 Emergency Plan Implementing Procedure 5.7.22, Communications.

2.3 MISCELLANEOUS

- 2.3.1 QA Audit 93-05.

- [] 2.1.3 Sound Power System.
- [] 2.1.4 Alternate Intercom System.
- [] 2.1.5 CNS On-Site Digital Cell Phone System
- [] 2.1.6 Federal Telecommunications System (FTS 2001).
- [] 2.1.7 NPPD Microwave Network.
- [] 2.1.8 Local telephones (ALLTEL Communications).
- [] 2.1.9 NAWAS (National Warning System).
- [] 2.1.10 CNS State Notification Telephone System.
- [] 2.1.11 Site 450 MHZ Base Station Repeaters.
- [] 2.1.12 Cross-band radio communications with Nemaha County Sheriff.
- [] 2.1.13 Radio Paging System.
- [] 2.1.14 CNS Automated Notification System (CNS ANS).
- [] 2.1.15 District State-Wide Radio System (48.180 and 47.960 MHZ).

[] **NOTE 1** - Communication equipment located in each Emergency Response facility is outlined in Attachment 1.

[] **NOTE 2** - The following paragraphs are intended to provide a quick reference for utilization of any CNS communications equipment.

3. CNS NORTHERN TELECOM SL1-MS PBX

- [] 3.1 A Northern Telecom SL1-MS PBX provides telephone service to the Control Room, TSC, OSC, EOF, and other site areas. This is the primary on-site communications system. The extension numbers used during an emergency are contained in the Emergency Telephone Directory.
- [] 3.2 If the PBX should lose AC power, it will automatically switch to backup battery power. These batteries will power the PBX for ~ 6 hours. All extensions will continue to operate in their normal fashion.
- [] 3.3 In the event of a total failure of the PBX, the system is designed to connect several hard-wired extensions, designated as bypass telephones, directly to Central Office lines.

- [] 3.4 In the event even the bypass telephones are inoperative, other means of communication shall be attempted. It may become necessary to relay messages via radio, NSP/EOC Hotline, NAWAS, or microwave.
- [] 3.5 By dialing the digit 9 + 1 on selected PBX stations, the user is connected in to the commercial telephone network. The telephone numbers of Emergency Response Facilities and personnel are contained in the Emergency Telephone Directory.

4. GAITRONICS INTERCOM SYSTEM

- [] **NOTE** - This intercom system is utilized for communications throughout the station.

[] 4.1 SINGLE CHANNEL STATION OPERATION

- [] 4.1.1 Depress and hold the paging button while making the announcement.
 - [] 4.1.1.1 When paging a person, page them to LINE 1.
 - [] 4.1.1.2 General and Emergency announcements may be made while the party line is in use.
- [] 4.1.2 Release the paging button to carry on a party line conversation.
- [] 4.1.3 Use the handsets like a normal telephone. Use common courtesy and do not attempt to talk while someone else is talking.

[] 4.2 FIVE CHANNEL STATION OPERATION

- [] 4.2.1 To use the system, first select a clear channel for use.
- [] 4.2.2 Depress and hold the paging button while making the announcement.
 - [] 4.2.2.1 When paging a person, page them to the appropriate line.
 - [] 4.2.2.2 General and Emergency announcements may be made while the party lines are in use.
- [] 4.2.3 Release the paging button to carry on a party line conversation.
- [] 4.2.4 Use the handsets like a normal telephone. Use common courtesy and do not attempt to talk while someone else is talking.

4.3 EMERGENCY SIGNALS

4.3.1 Select which signal to use:

4.3.1.1 Fire alarm (-----) distinct pulse tone.

4.3.1.2 Emergency alarm (——) distinct steady tone.

4.3.1.3 All clear (o) one steady up and down tone.

5. SOUND POWER SYSTEM

5.1 USING SYSTEM A OR B

5.1.1 Select the sound power jacks that are to be used and plug in headsets or handsets.

5.1.2 Position the selector switch for each jack to the same channel, 1 through 6. Those headsets or handsets are on a single party line type hookup.

5.1.3 Other headsets or handsets may be plugged into Systems A or B and set to any of the other not in use channels. Up to six separate party line conversations can be in progress at one time.

5.2 USING INTERCONNECTED SYSTEMS A AND B

5.2.1 Place the right-hand selector switch in each System A and B panels to the same number, 1 through 6, and all the jacks in each system on that selected number are on a party line.

5.2.2 Repeat the above using the left-hand selector switch. Systems A and B can have two interconnections at one time.

5.3 CONTROL ROOM SOUND POWER MONITOR

5.3.1 Select the in-plant sound power to be utilized to Channel 1.

5.3.2 With both handsets in their cradles, the monitor will receive all communications from all in-plant sound powers on Channel 1.

5.3.3 When either handset is lifted, the speaker is disabled and the handset operates as all other sound power handsets.

6. ALTERNATE INTERCOM SYSTEM

[] 6.1 The Alternate Intercom System provides an alternate in-plant communications network utilizing the stations backup tone commander telephone PBX System. This system has battery backup.

[] 6.2 The location of Alternate Intercom Extensions and their numbers are:

<u>LOCATIONS</u>	<u>ACCESS NUMBER</u>
Control Room	43
Alternate OSC	44
TSC (Operations)	41
TSC (Engineering)	35
OSC	42
Hot Chemistry Lab	47
EOF (Dose Assessment)	48
EOF (Information Authentication Center)	31
EOF (Operations Table)	24
JIC	22

[] 6.3 OPERATION OF THE ALTERNATE INTERCOM SYSTEM

[] 6.3.1 Terminal equipment (the phones themselves) are light grey in color.

[] 6.3.2 Pick up the handset and punch the two-digit number of the desired extension. Hang up the handset when done. A list of extension numbers is posted on each phone.

7. CNS ON-SITE DIGITAL CELL PHONE SYSTEM

[] 7.1 The CNS on-site digital cell phone system is a pico-cellular digital cordless telephone system that is connected to the CNS NORTHERN TELECOM SL1-MS PBX. It uses a radio access system and enables the users to make and receive telephone calls anywhere in the area that is covered by the system base stations.

[] 7.2 The system consists of an radio exchange unit (RE) connected to the PBX, several base stations, and several portable telephones. The coverage is established by means of the pico-cellular network consisting of a number of base stations connected to the RE. By means of handovers from pico-cell to pico-cell, the user can roam within the covered area while maintaining the call without degradation of quality.

[] 7.3 All functions that are available on a normal wired analog telephone connected to the PBX are also available on the cell phone system. The cell phones themselves are similar in operation to other commercially available cordless/cellular telephones. Built-in voice encryption and phone authentication ensures privacy and secure communications.

| 8. FEDERAL TELECOMMUNICATIONS SYSTEM (FTS 2001)

| [] 8.1 The FTS 2001 System is a standard commercial telephone service and requires no complicated operating instructions. It is independent of all other telephone service and is installed and operated by the NRC. It provides a separate government communications network for all essential communication functions. This avoids the problem of heavy traffic loads, that in many emergency cases, overload local telephone company switching capabilities. Some of the FTS 2001 emergency communications functions are:

[] 8.1.1 EMERGENCY NOTIFICATION SYSTEM (ENS)

[] 8.1.1.1 The primary number, when dialed, connects CNS to the NRC Operations Center. Designated numbers are listed on the ENS telephones located in the Control Room, TSC, and EOF.

[] 8.1.1.2 Alternate communication to the NRC Headquarters is provided by the Health Physics Network and the commercial PBX extensions which also have emergency bypass capabilities as explained in Steps 3.3 and 3.4.

[] 8.1.2 HEALTH PHYSICS NETWORK (HPN)

[] 8.1.2.1 The primary number, when dialed, connects CNS to the NRC Operations Center. Designated numbers are listed on the HPN telephones located in the TSC and EOF.

[] 8.1.2.2 Backup for this network is provided by the commercial PBX extensions which also have emergency bypass capabilities as explained in Steps 3.3 and 3.4.

- [] 8.1.3 EMERGENCY RESPONSE DATA SYSTEM (ERDS)
 - [] 8.1.3.1 This is a line over which the raw reactor parametric data is transmitted from the site to the NRC.
 - [] 8.1.3.2 ERDS is activated in the Control Room within 1 hour of the declaration of an ALERT or higher emergency classification using the PMIS START/STOP Menu.
- [] 8.1.4 Other communication lines established between the NRC Site Team representatives and the NRC Base Team.
 - [] 8.1.4.1 Reactor Safety Counterpart Link.
 - [] 8.1.4.2 Protective Measures Counterpart Link.
 - [] 8.1.4.3 Management Counterpart Link.
 - [] 8.1.4.4 NRC Local Area Network Access.

9. MICROWAVE TELEPHONE NETWORK

- [] **NOTE** - The General Office in Columbus may be reached on this network. The desired telephone numbers are found in the Emergency Telephone Directory.
- [] 9.1 This NPPD Private Switching Network is accessed by dialing the digit 6 on any PBX extension. When the dial tone is heard, the desired telephone number may be dialed.
- [] 9.2 Backup communications for this network is provided by the commercial telephone system.

10. LOCAL TELEPHONES (CENTRAL OFFICE LINES - ALLTEL COMMUNICATIONS)

- [] 10.1 These are direct telephone lines to the ALLTEL Communications Brownville Central Office with extensions located in the Control Room, TSC, and EOF. Calls to Brownville and local, dial 7 digit number. Other calls are 1 + 10 digit number. These phones are plainly labeled with an 825 and the 4 digit individual extension number.
 - [] 10.1.1 One central office line is located in the Control Room.
 - [] 10.1.2 One central office line is located in the TSC.
 - [] 10.1.3 Two central office lines are located in the EOF Dose Assessment Area.

- [] 10.2 There are also telephones which are designed to automatically bypass the CNS PBX Switch in a power-fail situation. These "Bypass" telephones are designed to connect to Central Office lines and act in the same manner as the three lines listed above. The locations of these bypass telephones are listed below:

<u>C.O. Line Number</u>	<u>Location</u>	<u>Extension</u>
825-3811	Access Control	Normally inactive
825-3821	SAS	5276
825-3831	CAS	5374
825-3841	Switchboard	Normally inactive
825-3851	Admin 1st Floor	Normally inactive
825-3861	Control Room	5614
825-3871	Plant Manager's Office	Normally inactive

11. NATIONAL WARNING SYSTEM (NAWAS)

- [] 11.1 This party-line network is operationally controlled by Attack Warning Officers at the National Warning Centers of the Federal Emergency Management Agency (FEMA).

- [] **NOTE** - Detailed instructions for use of this network are posted near the telephone set located in the Control Room.

- [] 11.1.1 Lifting the handset connects to the system.

- [] 11.1.2 The push-to-talk button on the inside face of the handset shall be pressed to transmit. Because it is a party line, conversations should be of short duration.

12. CNS STATE NOTIFICATION TELEPHONE SYSTEM

- [] 12.1 If a declared emergency takes place at CNS, emergency notifications are made to the State of Nebraska, State of Missouri, Atchison County, Missouri, and Nemaha County, Nebraska, using the CNS State Notification Telephone System.

- [] 12.2 CNS State Notification Telephones are located in the Control Room, TSC, and EOF.

- [] 12.3 The CNS State Notification Telephone System is a conference-calling system. When the handset to this hotline is picked up and the "Group Call" button is pushed, dedicated telephones will automatically ring at Nebraska State Patrol, Missouri State Patrol, Atchison County Sheriff's Department, and Nemaha County Sheriff's Department. The utilization of law enforcement agencies as initial points of contact provides for 24 hour coverage. The dedicated lines listed also have extension lines which ring at the following facilities respectively: Nebraska State Civil Defense EOC, Missouri State Emergency Management EOC, Atchison County EOC, and Nemaha County EOC. Once the EOCs become operational, notifications may be made using the extension lines at the EOCs with concurrence between the respective EOC and law enforcement agency.

13. SITE 450 MHZ BASE STATION REPEATERS

- [] 13.1 CNS has two in-house 450 MHZ repeaters designated as Base 1 and Base 2. These stations operate on different frequencies. However, all remote control points, portable and mobile units, are equipped for selecting and utilizing either system. Specific groups are assigned a specific base station to reduce interference.
- [] 13.2 Normal operating procedure is for Operations to monitor F1. However, when Operations is involved in communication with Maintenance, Fire Protection, Radiological Protection, or other Operations personnel, Base 2, F3, shall be utilized.
- [] 13.3 Operation of the Base 1 repeater, remote control point, portable and mobile units, can be in any of following modes:
 - [] 13.3.1 OPERATION OF BASE 1 FROM REMOTE CONTROL POINTS
 - [] 13.3.1.1 Remote control points are located in the Control Room, CAS, SAS, Security, EOF, AEOF, OSC, and TSC. All control points can control Base 1 by selecting Base 1 on their console and can communicate to all mobile and portable units.

- [] 13.3.2 OPERATION OF THE PORTABLE AND MOBILE UNITS (F1 FUNCTION)
 - [] 13.3.2.1 All mobile and portable units can communicate with the remote control points connected to Base 1 by placing the frequency selecting switch in the F1 position. Their transmission will be received at the Base 1 receiver. All remote control points will receive the transmission. In addition, the transmission will be simultaneously retransmitted by Base 1 and all other mobile and portable units will receive it.
- [] 13.3.3 OPERATION OF DIRECT COMMUNICATIONS BETWEEN THE PORTABLE AND MOBILE UNITS BY BYPASSING BASE 1 (F2 FUNCTION) COMMONLY KNOWN AS "TALK AROUND"
 - [] 13.3.3.1 All mobile and portable units are capable of communicating directly to each other by selecting the F2 position on the frequency selection switch. This operation bypasses the Base 1 receiver. Consequently, the message is not heard by the remote control points and is not simultaneously retransmitted by Base 1.
- [] 13.4 Operation of the Base 2 repeater, remote control point, portable and mobile units, can be in any of the following modes:
 - [] 13.4.1 OPERATION OF BASE 2 FROM REMOTE CONTROL POINTS
 - [] 13.4.1.1 Remote control points are located in the Control Room, CAS, SAS, Security, EOF, AEOF, OSC, and TSC. All control points can control Base 2 by selecting Base 2 on their console and can communicate to all mobile and portable units.
 - [] 13.4.2 OPERATION OF THE PORTABLE AND MOBILE UNITS (F3 FUNCTION)
 - [] 13.4.2.1 All mobile and portable units can communicate with the remote control points connected to Base 2 by placing the frequency selecting switch in the F3 position. Their transmission will be received at the Base 2 receiver. All remote control points will receive the transmission. In addition, the transmission will be simultaneously retransmitted by Base 2 and all other mobile and portable units.

[] 13.4.3 OPERATION OF DIRECT COMMUNICATIONS BETWEEN THE PORTABLE AND MOBILE UNITS BY BYPASSING BASE 2 (F4 FUNCTION) COMMONLY KNOWN AS "TALK AROUND"

[] 13.4.3.1 All mobile and portable units are capable of communicating directly to each other by selecting the F4 position on the frequency selection switch. This operation bypasses the Base 2 receiver. Consequently, the message is not heard by the remote control points and is not simultaneously retransmitted by Base 2.

[] 13.5 Under normal operating conditions, group assignments for base station repeaters will be as follows:

[] **NOTE 1** - If one of the base station repeaters should fail, all personnel shall be instructed to switch operations to the functional system.

[] **NOTE 2** - Cross-channel communication with local law enforcement can be accomplished by encoding Base 1 or Base 2. The Auburn Sheriff's Department has a monitor receiver for each base.

[] **NOTE 3** - Paging of off-duty personnel can only be accomplished via Base 2.

[] 13.5.1 Base 1 (F1 & F2) - Security, Mobile Units, Cross Band, and Encoding.

[] 13.5.2 Base 2 (F3 & F4) - Maintenance, Operations, Paging, Fire, and RP.

14. CROSS-BAND RADIO COMMUNICATIONS WITH NEMAHA COUNTY SHERIFF'S OFFICE

[] 14.1 A cross-band, two-way radio communications system exists between CNS and the Nemaha County Sheriff's Office. Cross-band means the Sheriff's Office has monitor receivers on CNS's frequency Base 1 and Base 2 and CNS has a monitor receiver on the Sheriff's Office frequency.

- [] **NOTE** - If Base 1 is selected for cross-band operation, only the receiver which is on it's frequency shall respond at the Sheriff's office. This also applies to Base 2.

- [] 14.1.1 The monitor receivers at the Nemaha County Sheriff's Office are coded and remain inoperative until they receive a code signal from CNS. The CNS monitor receiver is normally turned off. This receiver should be turned on prior to any attempt to test or communicate with the Nemaha County Sheriff's Office. The coding on the two monitor receivers at the Nemaha County Sheriff's Office are identical for CNS's Base 1 and Base 2. Only the receiver frequencies are different. The determination of which receiver is activated is determined by which base at CNS is selected for cross-band operation.

- [] 14.2 This cross-band system can also be used for emergency and medical communications. The Nemaha County Sheriff's Office is equipped with the emergency medical frequencies. If this type of communication is necessary, establish voice contact with the Nemaha County Sheriff's Office as described above. When communication has been established, request the Sheriff's Office to relay messages between you and the emergency vehicle. CNS's ambulance is also equipped with radio communication directly with the Sheriff's office and/or hospitals equipped with radios on the emergency medical frequency.

- [] 14.2.1 To establish radio communications with the Nemaha County Sheriff's Office:
 - [] 14.2.1.1 Turn on the CNS's monitor receiver and adjust the volume and select which base station you wish to utilize.
 - [] 14.2.1.2 Depress Code buttons 1 and 2, in that order, on the paging encoder. The code selected will appear on the LED readout on the encoder.
 - [] 14.2.1.3 Depress and release the P button on the encoder. The coded signal will automatically be transmitted to Auburn.
 - [] 14.2.1.4 When the red light on the remote control console goes out, voice communications between the Nemaha County Sheriff's Office and CNS has been established and normal radio operating procedures can be utilized.

15. RADIO PAGING SYSTEM OPERATION

[] 15.1 RADIO PAGING SYSTEM OPERATION

[] 15.1.1 CNS leases digital pagers and radio paging services from a telecommunications company. Pagers are issued to various Management and Emergency Response Personnel at CNS and other NPPD locations. Pagers can be activated from any touch-tone phone, on or off-site. Any call-back number may be displayed on the pager.

[] 15.1.2 TO SEND AN INDIVIDUAL PAGE

[] 15.1.2.1 Call the telephone number associated with the individual pager.

[] 15.1.2.2 A list of telephone numbers for individual pagers can be found in the TSC or EOF.

[] 15.1.2.3 A computer voice will ask you to enter your numeric message after the tone. If necessary, leave a 3-digit event code along with the call-back number.

[] 15.1.2.4 A table of 3-digit event codes can be found in Step 15.4.

[] 15.1.3 TO SEND A GROUP PAGE

[] 15.1.3.1 An All-Call group page is usually activated by the CNS ANS (refer to Section 16). However, there is a "backup" method which allows the pagers to be activated by any touch-tone telephone. This backup method is password protected. Refer to Procedure 5.7.6 for further instructions.

[] 15.1.3.2 Call the telephone number associated with the specific group of pagers.

[] 15.1.3.3 A list of telephone numbers for specific groups of pagers can be found in the "Pager" section of the Emergency Telephone Directory.

[] 15.1.3.4 A computer voice will ask you to enter your numeric message after the tone. If necessary, leave a 3-digit event code along with the call-back number.

[] 15.1.3.5 A table of 3-digit event codes can be found in Step 15.4.

[] 15.2 PAGER INFORMATION

[] **NOTE** - The following information applies to the Motorola "Bravo" digital pagers issued to most CNS employees. Some CNS employees, due to special circumstances, are issued Motorola "Advisor Gold" Alpha-Numeric pagers for which the following information does not apply. The CNS EP Department keeps printed operational information and instructions for use of both types of pagers on file in the EP office area for those individuals who request a copy.

[] 15.2.1 The pager ON/OFF switch is located on the side of the pager. Slide switch up all the way for audible paging or half way up for vibration mode.

[] 15.2.2 The pager will perform a "self-test" when first turned on. Eights will be displayed, it will beep, and the small red light will flash. If this does not occur, replace the battery and try again.

[] 15.2.3 The display on the pager should always show the current time unless an unacknowledged page is in memory. In the audible mode, a small speaker symbol is also displayed. When in the vibrate mode, this symbol is absent. If there is an unacknowledged page stored in memory, the pager will "chirp" every 3 minutes until it is acknowledged.

[] 15.2.4 The black button is used to clear the pages in memory, lock pages in memory, or reset the pager clock.

[] 15.2.5 See the informational leaflet distributed with the pagers for more information concerning pager features.

[] 15.2.6 Replace the battery in the pager with an "AA" battery anytime it displays "LOW CELL". Batteries can be obtained at the CNS switchboard. The time displayed on the pager will have to be reset upon each change out of a pager battery.

[] 15.3 RESPONDING TO A PAGE

[] 15.3.1 A pager will activate either audibly or by vibration, but only if it's turned on. It will also display the message "1 PAGE".

[] 15.3.2 Press the gray "UP ARROW" button to display the page. The most recent page is displayed first. A second press of the gray button will show the time the page was received. As many as 16 pages may be stored in the pager's memory. Every other time the gray button is depressed, the pager displays the next oldest page. If the register of pages is empty, "NO PAGES" is displayed. A page will remain in the memory register until cleared or overwritten.

- [] 15.3.3 The pager may also display a Group 1, Group 2, Group 3, or Group 4. This group display identifies that the pager has been activated simultaneously with other pagers that are assigned to that particular group. The group display is informational only and has no bearing on response. Press the Grey button to scroll to the next screen and review the display digit code and call-back number.
 - [] 15.3.3.1 Group 1 is Emergency Preparedness Staff pagers.
 - [] 15.3.3.2 Group 2 is On-Shift Station Operator pagers.
 - [] 15.3.3.3 Group 3 is Emergency Medical Technician pagers.
 - [] 15.3.3.4 Group 4 is all EP Department Issued pagers. (All-Call for Emergency Response.)

- [] 15.3.4 Pager display codes in effect are described in the table in Step 15.4. These informational codes appear as the first three (3) digits of the display and can be any combination of digits defined in the table. The informational codes are followed by a seven digit telephone number which should be called immediately.
 - [] 15.3.4.1 EXAMPLE: 211-8255560. This would indicate an Alert declaration with Emergency Response Facility Activation and responders to the plant should use their normal driving route.

- [] 15.3.5 Return a call back to the telephone number displayed on the pager after the 3-digit code. Normally, if an emergency has been declared, the call-back number will be to the CNS ANS.

- [] **NOTE 1** - Reference the laminated, wallet sized, Pager Information Card for immediate help after a page if codes are displayed.
- [] **NOTE 2** - If no telephone number appears, contact the CNS Control Room by dialing (402) 825-5271.
- [] **NOTE 3** - All telephone calls to CNS from any telephone exchange other than Brownville will require dialing Area Code: "402."
- [] 15.4 PAGER CODES AND INFORMATION/ACTION SUMMARY

X CODE	Y CODE	Z CODE
0 - DRILL	0 - <u>No</u> Facilities are being Activated, Standby.	0 - Do <u>not</u> Respond to Plant.
1 - NOUE	1 - TSC/OSC/EOF are being activated.	1 - Use your Normal Route to Plant.
2 - ALERT		2 - Use <u>South</u> Access Road to Plant.
3 - SITE AREA EMERGENCY		3 - Use <u>North</u> Access Road to Plant.
4 - GENERAL EMERGENCY		
5 - DISREGARD PREVIOUS PAGE		

16. CNS AUTOMATED NOTIFICATION SYSTEM (CNS ANS)

- [] 16.1 The CNS Automated Notification System (CNS ANS), located in the EOF, is a PC loaded with software provided by Dialogics Communications Inc. The system has access to multiple inbound and outbound telephone lines. The system is interactive with the user, similar to the "Voice Mail" system used at CNS. There is a system printer attached and it also has FAX and Modem capabilities. A variety of reports can be generated at the system control console. Reports can be printed to any location having a FAX machine or LAN printer.

- [] 16.1.1 The system has been programmed by the Emergency Preparedness Staff with several pre-defined scenarios which cover the spectrum of Emergency Classifications and the associated ERO response expected. The system is activated by the Emergency Director according to instructions provided in Procedure 5.7.6. When a specific scenario is queued and executed, the CNS ANS will activate all pagers that are issued from CNS.

- [] 16.1.2 Simultaneously, the system will start to place outbound telephone calls to non-pager carriers, while accepting inbound calls from pager carriers calling back in response to the global page. The CNS ANS will provide the responder with information concerning the emergency event and expected response. The system will also request specific information from the responder in the form of yes or no answers and numbers. For the system to be able to interact with responders, it is necessary for the responder to have a telephone capable of producing DTMF tones. Many telephones of this type are known as "pulse-tone switchable". This is because they have a pulse/tone switch that allows their operating mode can be adjusted, depending upon the type of telephone service that is provided by the local telephone company. The switch in this type of phone must be in the tone position when interfacing with the CNS ANS.

- [] 16.1.3 The system has been programmed to prompt the System Operator to record an "Current Scenario Message". In most cases, it is at the discretion of the Emergency Director to determine if such a message is necessary. If an "Current Scenario Message" is recorded, this message shall be delivered immediately after a prerecorded message. An "Current Scenario Message" should contain information such as the applicable EAL, information the responder needs to know regarding his safety prior to arriving at CNS, or specific information that is relevant to the emergency.

- [] 16.1.4 The system is currently programmed to print reports at the Emergency Response Facilities. These reports identify the personnel who are responding to the plant to fill identified positions and their approximate times of arrival. These reports will be used by ERO Facility Management to evaluate the success of the call-in of ERO to an event.
- [] 16.1.5 Activation or cancellation of any of the system scenarios can be accomplished via any touch-tone telephone by calling into the system extension 8579 and entering a valid password. System control is accomplished from the control terminal in the EOF. All system functions and maintenance are password protected to prevent accidental or unauthorized activation.
- [] 16.2 RESPONDING TO THE CNS ANS BY TELEPHONE
 - [] 16.2.1 When the CNS ANS calls out to CNS personnel at home, the call flow is virtually identical to when personnel call in to it. The CNS ANS will not ask to speak to a specific individual. It will identify itself, prompt for the entry of a security badge number, and then wait several seconds for the information to be entered. If no information is entered, it will prompt again and wait. If after three attempts, no information is entered, the system shall hang up and call other personnel.
 - [] 16.2.2 When calling in to the CNS ANS, please be aware that the CNS ANS has access to a limited number of inbound lines and there are hundreds of pagers issued at CNS. It will take several minutes for the system to process all calls. Be patient and if necessary, make more than one attempt to call back. For notification to be completely successful, you **MUST** make contact with the system. Your call will ring through when any one of the lines are open. If you keep getting a busy signal, wait a minute before calling again.
 - [] 16.2.3 Follow the instructions provided by the CNS ANS. The CNS ANS will ask for your **4-digit** security badge number that you request from Security Access Control. Be sure to include the zeros in your number (i.e., 0008, 0027, 0276, 2080, etc.). After you enter the 4th digit, push the # key.
 - [] 16.2.4 All information requested by the system is verified after entry. This is done by a repeat back of the information and then the request to enter a **9** for **YES** or **6** for **NO** as to the correctness of the information. If you provide wrong information, realize it, and then enter a 6, the system will erase the information and prompt for the information again.

- [] 16.2.5 Do not hang up the telephone until you hear the system say, "Thank you, Goodbye". Only then, will you know that you have provided all the necessary information, and heard all the information that needs to be provided to you.

17. DISTRICT STATE-WIDE RADIO SYSTEM (48.180 AND 47.960 MHz) (F1 AND F2 RESPECTIVELY)

- [] 17.1 CNS has a base station which operates on the District's state-wide radio system frequencies.
- [] 17.2 This station is controlled from remote control consoles located at the EOF, AEOF, OSC, and Control Room.
- [] 17.3 This station is capable of communicating with any other base station, mobile, or portable units which are equipped to operate on the state-wide system.

ATTACHMENT 1 EMERGENCY RESPONSE FACILITY COMMUNICATION EQUIPMENT

COMMUNICATIONS SYSTEM	OSC	EOF	TSC	CR	JIC	AEOF	AOSC	COMMENTS
1. Telephone PBX	X	X	X	X	X	X	X	Off-site Dial "9 + 1" Primary on-site/off-site communications
2. Station Intercom System "Gaitronics"	X	X	X	X			X	Other extensions available in various areas throughout the station
3. Sound Power System			X	X			X	Other outlets available in various areas throughout the station
4. Alternate Intercom System	X	X	X	X	X		X	Extensions available in other areas of the plant
5. FTS 2001 ENS, HPN, EROs, NRC Site Team phones		X	X	X				Dial telephone number listed on top of telephone
6. NPPD Microwave Network	X	X	X	X	X	X	X	District Wide
7. Telephone extensions to local exchange		X	X	X	X	X		None
8. NAWAS				X				None
9. CNS State Notification Telephone System		X	X	X				Hotline to states and counties
10. Site Base Station Repeater Consoles	X	X	X	X		X		None
11. Cross-Band Encoding				X				None
12. Radio Paging System	X	X	X	X	X	X	X	Leased Service
13. District State-Wide Radio System	X	X		X		X		District Wide
14. CNS On-Site Digital Cell Phone System	X	X	X	X			X	Functional and Available at Various Plant Locations
15. CNS Automated Notification System	X	X	X	X	X	X	X	Used for call-in of ERO personnel

1. DISCUSSION

- 1.1 The emergency response staff has available to it various types of communications equipment which allows for effective communications to both on-site and off-site groups.
- 1.2 Required notification of off-site groups is accomplished as outlined in Procedure 5.7.6. Communications with on-site or off-site groups is the responsibility of the Emergency Director, through cognizant individuals in each Emergency Response Facility. The basic philosophy is to minimize outside distractions to the Emergency Director so he can devote full attention to managing emergency mitigation and response activities.

2. REFERENCES

2.1 CODES AND STANDARDS

- 2.1.1 CNS Emergency Telephone Directory.
- 2.1.2 NPPD Emergency Plan for CNS.
- 2.1.3 NUREG 0654, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

2.2 PROCEDURES

- 2.2.1 System Operating Procedure 2.2.4, Communications Systems.
- 2.2.2 Emergency Plan Implementing Procedure 5.7.6, Notification.

<u>CNS OPERATIONS MANUAL</u> EPIP 5.7.23 ACTIVATION OF THE JIC	USE: REFERENCE  EFFECTIVE: 7/10/01 APPROVAL: SORC OWNER: T. S. HAYNES DEPARTMENT: EP
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1. PURPOSE

This procedure provides notification and activation instructions in the event of a declared emergency at Cooper Nuclear Station (CNS). It provides instructions for the Public Affairs Duty Officer (PADO) to notify Corporate Communications and NPPD management. It also describes the functions of the Joint Information Center (JIC) and the responsibilities of the JIC staff in the event an emergency is declared at CNS.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 The Emergency Director approves all written information releases prior to their release.
- [] 2.2 Accuracy in receiving information regarding an emergency at CNS is extremely important. Be sure the receiver of each message understands its content. Ensure the information is recorded concisely and the reporting official repeats the information and gives his name.

[] 2.3 Accuracy in releasing information regarding an emergency at CNS is also extremely important. Always coordinate with other information gatherers before any information is released to the media or the public.

[] 2.4 It is imperative that all media releases/briefings be documented.

3. REQUIREMENTS

[] 3.1 An emergency has been declared at CNS per Procedure 5.7.1.

4. INITIAL NOTIFICATION OF THE PADO

[] 4.1 The PADO shall be notified by pager of any emergency situation at CNS. The pager will display a return telephone number at CNS.

[] 4.2 The PADO shall immediately return a call to the telephone number provided and follow instructions given by the Automated Notification System (ANS). This will also provide the PADO with information on how to contact the CNS Communicator.

[] 4.3 Obtain Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report. Upon establishing contact with the CNS Communicator, identify yourself as the PADO and request all information from the Initial Cooper Nuclear Station Notification Report. In certain cases, the CNS Communicator may not be available to provide you the information via telephone in a timely manner. In such cases, a fax of the Initial Notification Report is acceptable.

[] 4.4 Repeat the emergency information on Procedure 5.7.6, Attachment 1, back to the CNS Communicator, if received via telephone. Forward the Initial Notification Report to the Public Affairs Director.

[] 4.4.1 Request the CNS Communicator to fax all Notification Reports to you.

[] 4.4.2 Notify the **Senior Vice President of Energy Supply** of an emergency situation at CNS and relay the information from Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report.

[] 4.4.3 Notify the **Chief Executive Officer (CEO)** or designee of an emergency situation at CNS and relay the information from Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report.

- 4.5 Advise the CNS Communicator how to provide you further information. Give him a telephone number where you may be reached or tell him to continue to use the pager system.

- 4.5.1 IN THE EVENT THAT THE JIC NEEDS TO BE ACTIVATED DURING NORMAL OFFICE HOURS (JIC ACTIVATION IS REQUIRED AT A SITE AREA EMERGENCY OR HIGHER CLASSIFICATION. HOWEVER, THE PUBLIC AFFAIRS DIRECTOR AND/OR EMERGENCY DIRECTOR CAN CHOSE TO ACTIVATE AT A LOWER CLASSIFICATION) - Request the NPPD General Office Receptionist to use the building paging system to announce the activation of the JIC. The Public Affairs Director has the responsibility to ensure the JIC is staffed and activated.

NOTE - A print-out of qualified JIC personnel can be found in the Corporate Communications office, Public Affairs Director PIM, and the Facility Manager PIM.

- 4.5.2 In the event that the JIC needs to be activated during non-business hours, the Public Affairs Director has the responsibility to ensure members of the JIC staff are contacted and the JIC is activated.

5. PUBLIC AFFAIRS DIRECTOR

- 5.1 The Public Affairs Director (PAD) is responsible for the following:
 - 5.1.1 Ensuring appropriate JIC staff members have been notified that the JIC is activating.
 - 5.1.2 Conducting a roll call to verify JIC Emergency Response positions have been staffed.
 - 5.1.3 Obtaining a current plant status report from the Emergency Director.
 - 5.1.4 Conducting an initial meeting with key JIC personnel to ensure they are ready to assume their emergency response functions.
 - 5.1.5 Declaring the JIC operational.
 - 5.1.6 Contacting the EOF Director to inform him that the JIC is operational.
 - 5.1.7 Conducting initial and follow-up meetings with the JIC staff and other agencies to ensure everyone has the latest emergency status information.
 - 5.1.8 Coordinating JIC public relations activities by ensuring following activities are performed:

- 5.1.8.1 News conferences.
- 5.1.8.2 Media monitoring.
- 5.1.8.3 Rumor control.
- 5.1.8.4 Employee information.
- 5.1.9 Contacting the CEO and update him on the emergency status.
- 5.1.10 Ensuring appropriate media representatives (AP, Omaha World Herald, etc.) are contacted and informed the JIC is functioning.
- 5.1.11 Providing the Governmental Affairs office with information concerning the emergency status at CNS.
- 5.1.12 Coordinating activities of the JIC with Media Representatives and moderate the news conferences (who speaks, when, where, etc.).
- 5.1.13 Taking notes in news conferences and assisting the designated Spokesperson, as necessary.
- 5.1.14 Ensuring "press releases" by NPPD are faxed to NRC Region IV Public Information Officer and NRC Operations Center. Fax numbers are located in the Emergency Telephone Directory.
- 5.1.15 Ensuring following are notified and provided with CNS status:
 - 5.1.15.1 LES Public Information.
 - 5.1.15.2 Mid American Energy Corporate Communications.
- 5.1.16 Providing status of JIC support efforts to EOF.
- 5.1.17 Providing follow-up contact with the EOF Director, Senior Vice President of Energy Supply, and CEO as needed.
- 5.1.18 The PAD will review the written information releases to ensure following items are included:
 - 5.1.18.1 Time of events and declaration.
 - 5.1.18.2 Points of contact and/or telephone numbers for news media.
- 5.1.19 The PAD will send the written information release to the Emergency Director for approval.

- 5.1.19.1 The PAD will issue the information release for final processing after receiving the Emergency Directors approval.

6. FACILITY MANAGER

- 6.1 The Facility Manager is responsible for following:
 - 6.1.1 Assuming responsibility for all office machines, supplies, and their environment throughout the course of the emergency.
 - 6.1.2 Ensuring tables and chairs are set up.
 - NOTE** - Emergency Planning Implementing Procedures and Emergency Telephone Directories are located in JIC Cabinet #1. Equipment and supplies can be found in JIC Cabinet #2. Two fax machines for the JIC and two fax machines for the States are located in JIC Cabinet #3.
 - 6.1.3 Setting up and verifying operability of all communications equipment. If any equipment is found to be defective, make arrangements to replace or augment it.
 - 6.1.4 Ensuring equipment and supplies are available in the media briefing area (microphones, PA system, literature display, etc.).
 - 6.1.5 Establishing and maintaining security by stationing one person at the Board Room Entrance near the General Office Lobby to perform following:
 - 6.1.5.1 Register NPPD, State, Federal agency personnel, and media representatives names and affiliations. Ensure media representatives have Media Press Credentials.
 - 6.1.5.2 Direct media representatives to briefing area.
 - 6.1.5.3 If necessary, acquire additional Security personnel (i.e., Columbus Police Department and/or professional security contractor. Guard-Rite Security Services L.L.C. can be contacted at 402-644-8000 or 402-644-7054 (emergencies).
 - 6.1.6 Developing a 24 hour schedule for JIC personnel.
 - 6.1.7 Obtaining clerical and administrative support for the JIC staff as necessary.

- 6.1.8 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- 6.1.9 Ensuring the JIC is cleaned up and the appropriate equipment is returned to the General Office when the facility is deactivated.

7. TECHNICAL BRIEFER

- 7.1 The Technical Briefer is responsible for following:
 - 7.1.1 Establishing contact with the EOF TIC.
 - 7.1.2 Receiving technical information for use by the designated Spokesperson in news conferences.
 - 7.1.3 Providing technical information to the Public Affairs Director (PAD).
 - 7.1.4 Assisting in the review of statements to the media by providing clarification of the technical data.
 - 7.1.4.1 The type, severity, and extent of the emergency at CNS.
 - 7.1.4.2 The plant's current status (i.e., stable, improving, or deteriorating).
 - 7.1.4.3 Any changes in the emergency classification.
 - 7.1.4.4 A description of the latest developments regarding the emergency situation.
 - 7.1.4.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions.
 - 7.1.4.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe and stable condition.
 - 7.1.4.7 Forward the information release to the PAD.
 - 7.1.5 Organizing the appropriate technical information for use in development of news conferences and communiques.
 - 7.1.6 Responding to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the upcoming news release, if necessary.

8. MEDIA MONITOR

8.1 The Media Monitor is responsible for following:

- 8.1.1 Assisting in assembling equipment necessary for operation of the public information effort.
- 8.1.2 Monitoring and recording radio and television network newscasts, particularly the EAS stations associated with CNS. Inform Public Affairs Director (PAD) of any misinformation being generated by or through the media.
- 8.1.3 Remaining available to PAD for media monitoring assignments relative to emergency response by the District.

9. DESIGNATED SPOKESPERSON

9.1 The designated Spokesperson is responsible for following:

- 9.1.1 The designated Spokesperson will represent NPPD during news conferences and present prepared statements to the media.

10. PUBLIC INFORMATION OFFICER

10.1 The Public Information Officer (PIO) is responsible for:

- 10.1.1 Making arrangements for two laptops and one printer to be brought to the JIC facility.
- 10.1.2 Coordinating activities with Public Information Officers from other agencies (state and federal).
- 10.1.3 The PIO will prepare written information releases for the news media and the public as needed.
- 10.1.4 Assisting with the rumor control function in the JIC.
- 10.1.5 Assisting with response to public inquiries, if necessary.
- 10.1.6 Responding to public inquiry calls directed to NPPD at the JIC in cooperation with State and Federal personnel.
- 10.1.7 Provide support to the District's designated Spokesperson.

11. RUMOR CONTROL ACTIVITIES

- 11.1 Rumor control personnel shall relay rumors or misinformation and trends in information to the Public Affairs Director (PAD).
 - 11.1.1 PAD will ensure rumors and misinformation are addressed in a timely manner in either a news conference or a telephone call.
 - 11.1.2 As appropriate, rumors or misinformation regarding state or county activities will referred to the state or county Public Information Officer located in the JIC.

12. PREPARATION AND APPROVAL OF WRITTEN INFORMATION (PRESS) RELEASES

- 12.1 At a minimum, written information releases should be prepared following activation of the JIC and cancellation of the emergency (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency dictate to ensure the news media and the public are kept informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.
- 12.2 The Public Information Officer will prepare written information releases for the news media and the public as needed.
- 12.3 The Technical Briefer will ensure the information release is accurate with regard to following:
 - 12.3.1 The type, severity, and extent of the emergency at CNS.
 - 12.3.2 The plant's current status (i.e., stable, improving, or deteriorating).
 - 12.3.3 Any changes in the emergency classification.
 - 12.3.4 A description of the latest developments regarding the emergency situation.
 - 12.3.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions.
 - 12.3.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe, stable condition.
 - 12.3.7 Forward the information release to the Public Affairs Director (PAD).
- 12.4 The PAD will review the written information releases to ensure following items are included:

- 12.4.1 Time of events and declaration.
- 12.4.2 Points of contact and/or telephone numbers for news media.
- 12.5 The PAD will send the written information release to the Emergency Director for approval.
 - 12.5.1 The PAD will generate the information release for final processing after receiving the Emergency Directors approval.
- 12.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES
 - 12.6.1 The PAD's Secretary will distribute copies of the written information releases to following:
 - 12.6.1.1 Facility Manager for inclusion on the media materials desk.
 - 12.6.1.2 Federal and State Public Information Officers in the JIC.
 - 12.6.1.3 Fax copies to the Governmental Affairs Office, NRC Region IV Public Information Officer, NRC Operations Center, LES Public Information, and Mid American Energy Corporate Communications. Fax numbers are located in the Emergency Telephone Directory.

13. NEWS CONFERENCES

- 13.1 News conferences should be conducted as events related to the emergency dictate; however, it is recommended, at a minimum, news conferences be conducted at least once each day, until such time that the plant has been placed in a safe and stable condition.
- 13.2 The Public Affairs Director (PAD) should schedule news conferences held in the JIC and announce the time to the media representatives, if possible.
- 13.3 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- 13.4 Prior to the news conference the designated Spokesperson, PAD, Public Information Officer, and the appropriate State and Federal personnel shall meet to discuss the content and organization of the news conference.
- 13.5 The PAD should serve as the moderator for all news conferences.
- 13.6 The designated Spokesperson will present prepared statements to the media during news conferences.

- [] 13.7 The Technical Briefer should respond to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the upcoming news release, if necessary.

14. EMPLOYEE INFORMATION ACTIVITIES

- [] 14.1 Contact NPPD Regional System Control (Norfolk and Kearney), Transmission Control Center (Doniphan), Gerald Gentleman Station, and Sheldon Station and:

- [] 14.1.1 Inform the area Managers of the emergency status at CNS. Updates need to be sent out as appropriate.

- [] 14.2 Contact the Customer Care Call Center in Norfolk and have them update the Customer Care Manager or designee of the emergency status at CNS.

- [] 14.3 Notify PAD immediately upon completion of these tasks.

- [] 14.4 Update the area Managers as appropriate.

- [] 14.5 Respond to telephone requests for information as necessary.

15. RECOVERY

- [] 15.1 The Emergency Director at CNS evaluates the effectiveness of corrective actions taken at the Station and determines if the emergency is under control as discussed in Section 9 of the NPPD Emergency Plan for CNS. When the emergency is determined to be under control and at the direction of the Emergency Director, a Recovery Panel is activated. The Panel may consist of following personnel:

- [] 15.1.1 Emergency Director.

- [] 15.1.2 Emergency Operations Facility Director (EOF).

- [] 15.1.3 Technical Support Center Director (TSC).

- [] 15.1.4 Public Affairs Director (JIC).

- [] 15.1.5 Radiological Control Manager (EOF).

- [] 15.2 Accuracy in releasing information regarding an emergency at CNS is extremely important. Always coordinate and verify information before a statement is made to the media or the public.

- [] 15.3 All actions necessary during recovery operations cannot be anticipated. Most actions necessary during recovery from an accident at CNS will be dependent upon the conditions of the event. Personnel need to be alert, anticipate and identify problem situations, and communicate effectively.
- [] 15.4 When the Recovery Panel is activated by the Emergency Director at CNS, JIC activities will be as follows:
 - [] 15.4.1 The Public Affairs Director will represent the JIC on the Recovery Panel by conference call.
 - [] 15.4.2 Notifying JIC personnel of Recovery Panel activation.
 - [] 15.4.3 Providing input to the Recovery Panel as appropriate.
 - [] 15.4.4 Providing Legislative Affairs office with current emergency information.
- [] 15.5 When Recovery Panel activities are terminated, JIC activities will be as follows:
 - [] 15.5.1 The Public Affairs Director will:
 - [] 15.5.1.1 Brief JIC personnel of any Recovery Panel decisions and information, as appropriate.
 - [] 15.5.1.2 Ensure the Facility Manager is informed of the CNS emergency status and expected time frame for future actions.
 - [] 15.5.1.3 Instruct JIC personnel to continue with facility activities.
- [] 15.6 When the decision has been made to initiate the Recovery Organization, JIC activities will be as follows:
 - [] 15.6.1 The Public Affairs Director
 - [] 15.6.1.1 Notify JIC personnel of the decision to activate the Recovery Organization.
 - [] 15.6.1.2 Contact the Senior Vice President of Energy Supply to discuss the expected time frame for maintaining JIC activities.
 - [] 15.6.1.3 Deactivate the JIC, as necessary.
 - [] 15.6.1.4 Provide Legislative Affairs office with emergency and recovery operation information.

- [] 15.7 Overall activities of the JIC after activation of the Recovery Organization are as follows:
 - [] 15.7.1 Support the CEO and his interface with District Board members as well as other governmental officials.
 - [] 15.7.2 Ensure all NPPD information provided to state and federal organizations and media sources is current and correct.
 - [] 15.7.3 Ensure all NPPD information is relayed to the public in a timely manner and without distortion.
 - [] 15.7.4 Ensure sources of misinformation are located and erroneous information is corrected.

16. DEACTIVATION OF THE JIC

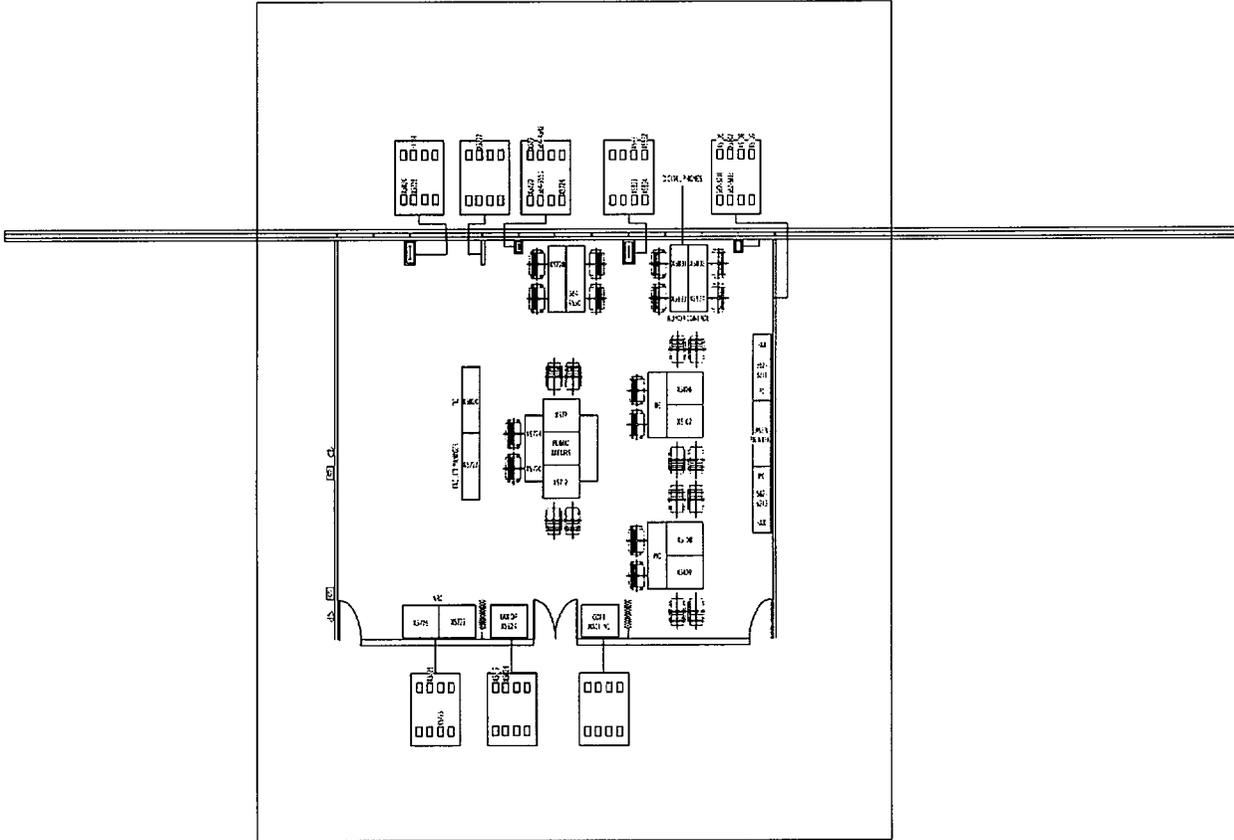
- [] 16.1 The Facility Manager shall supervise the deactivation of the JIC.
- [] 16.2 All personnel shall restore their work stations to the pre-emergency configurations.
- [] 16.3 All personnel shall surrender their logs and other records to the Facility Manager.
- [] 16.4 The Facility Manager shall forward all logs and other records to the Emergency Preparedness Office at CNS.

ATTACHMENT 1 PAGER CARRIER INSTRUCTIONS

The person carrying the pager is responsible for the following:

1. Keep the pager "ON" at all times when scheduled to carry the pager.
2. Familiarity with the operation of the digital display pager, how it operates, what the codes mean, how to reset the pager, etc. If you have questions about the pager use or need an additional copy of the pager operating instructions, contact the CNS Emergency Preparedness Department.
3. Report to the JIC as appropriate when the pager is activated for an emergency as indicated by the display on the pager. The following codes will be displayed on the pager.

PAGER CODES AND INFORMATION/ACTION SUMMARY		
X-CODE	Y-CODE	Z-CODE
0 - Drill	0 - No facilities are being activated, standby.	0 - Do not respond to the plant.
1 - NOUE		1 - Use normal route to the plant.
2 - ALERT	1 - TSC/OSC/EOF are being activated.	2 - Use South access road to the plant.
3 - SITE AREA EMERGENCY		3 - Use North access road to the plant.
4 - GENERAL EMERGENCY		
5 - Disregard Previous Page		



5-7-23A

Figure 1

1. DISCUSSION

- 1.1 The CNS Control Room makes the initial notification to General Office Emergency Response personnel upon declaration of an emergency classification. The JIC may be placed on standby during an ALERT and will be manned and activated upon the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY.

- 1.2 As discussed in the NPPD Emergency Plan for CNS, the JIC is a media briefing area. At this site, NPPD coordinates press briefings with state and federal emergency response personnel. During an emergency response, the major function of the JIC is:
 - 1.2.1 Coordinate the development and dissemination of information to the news media.
 - 1.2.2 Conduct media monitoring.
 - 1.2.3 Maintain rumor control.
 - 1.2.4 Provide NPPD employees with information concerning the emergency.

- 1.3 The JIC is located in the third floor Conference Rooms of the Columbus General Office Building. Attachment 2 shows the floor plan of the JIC.
 - 1.3.1 At a minimum during emergency response activities, the JIC should be staffed with following personnel:
 - 1.3.1.1 Public Affairs Director.
 - 1.3.1.2 Technical Briefer.
 - 1.3.1.3 Public Information Officer.

- 1.4 POSITION INSTRUCTION MANUALS (PIMs)
 - 1.4.1 Positional Instruction Manuals (PIMs) contain positional checklists for the activation and operation of the JIC and are to be utilized by all JIC positions. PIMs are numbered and controlled by the Emergency Preparedness Department, labeled by ERO position, and are located in JIC Cabinet #1.

- 1.4.1.1 Public Affairs Director - PIM #1.
- 1.4.1.2 Public Affairs Director Secretary - PIM #2.
- 1.4.1.3 Designated Spokesperson - PIM #3.
- 1.4.1.4 Facility Manager - PIM #4.
- 1.4.1.5 Technical Briefer - PIM #5.
- 1.4.1.6 Media Monitor - PIM #6.
- 1.4.1.7 Public Information Officer - PIM #7.
- 1.4.1.8 Rumor Control - PIM #8.
- 1.4.1.9 Employee Information - PIM #9.

2. REFERENCE

- 2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.
- 2.2 Emergency Plan Implementing Procedure 5.7.6, Notification.

CNS OPERATIONS MANUAL EPIP PROCEDURE 5.7.28 ADMINISTRATION OF POSITIONAL INSTRUCTION MANUALS (PIMS)	USE: REFERENCE  EFFECTIVE: 7/10/01 APPROVAL: SORC OWNER: EP MANAGER DEPARTMENT: EP
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1.	PURPOSE	1
2.	PRECAUTIONS AND LIMITATIONS	1
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1. PURPOSE

This procedure provides guidance on the revision and control of the Positional Instructional Manuals (PIMs). This procedure shall ensure proposed changes to the PIMs are properly evaluated and approved prior to implementation. This shall prevent any potential degradation to the CNS Emergency Plan and its associated implementing procedures.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 A proposed revision of a PIM checklist shall be evaluated based on its support of the mission of the CNS Emergency Plan and whether it is complimentary to the parent procedure. The proposed revision shall also be evaluated per the requirements specified in 10CFR50.54(q).
- [] 2.2 This procedure only addresses PIM checklists and their proposed revisions that are specified for use per Procedures 5.7.7, 5.7.8, and 5.7.9.

3. REQUIREMENTS

- [] 3.1 Ensure the following equipment and materials are available, as needed:
 - [] 3.1.1 Positional Instructions Manuals.
 - [] 3.1.2 EP PIM Inventory File.

4. ADMINISTRATIVE CONTROL OF PIMs

- 4.1 The Emergency Preparedness (EP) Department shall maintain an inventory file of all approved PIMs.
 - 4.1.1 PIMs shall be controlled by facility and be assigned a control number per Procedures 5.7.7, 5.7.8, 5.7.9, and 5.7.23. These control numbers shall be used for control purposes in the EP PIM Inventory File.
 - 4.1.2 Each PIM checklist shall bear an individual revision number which shall be easily identified.
 - 4.1.3 The Emergency Preparedness Department shall ensure the EP PIM Inventory File is referenced any time revisions to the EPIPS are distributed. New EPIP attachments shall be properly distributed to the PIMS per the EP PIM Inventory File and all superseded EPIP attachments shall be removed and discarded.
 - 4.1.4 The amount of log sheets located in each PIM shall be checked after each drill, exercise, or actual emergency. Log sheets shall be replenished in any PIM found to have an inadequate supply.

5. PROPOSED PIM REVISIONS

- 5.1 A proposed revision to a PIM checklist should be described and justified using Attachment 1 of this procedure. Attachment 1 shall then be submitted to the Emergency Preparedness Department for review.
- 5.2 Upon receipt of a proposed revision, the Emergency Preparedness Specialist shall:
 - 5.2.1 Conduct an initial review of the merit of the proposed PIM revision and its propriety as to the CNS Emergency Plan and EPIPS. If it is determined that the proposed revision has no merit, document the reason(s) on Attachment 1 and return it to the Originator.
 - 5.2.2 If initial review, per Step 5.2.1, shows the proposed revision has merit, document the reason(s) on Attachment 1 and then initiate an evaluation of the proposed revision against the criteria set forth per 10CFR50.54(q).
 - 5.2.2.1 If the proposed revision is evaluated as being a degradation, it shall not be implemented.
 - 5.2.2.2 A completed Attachment 1 of this procedure along with a completed Attachment 2 of Procedure 0.4A form the basis of a Proposed PIM Revision Package.

- [] 5.3 If it is determined that the proposed revision affects the CNS Emergency Plan, EIPs, or a document controlled under the EOP Maintenance Program, a change should be initiated. The Emergency Preparedness Department will initiate changes to the Emergency Plan and EIPs. Proposed EOP changes will be forwarded to the EOP Maintenance Team Leader.
- [] **NOTE** - Implementation of the proposed PIM revision shall only be performed after Station Operation Review Committee (SORC) review and approval of the Emergency Plan or EPIP change per Procedure 0.4 and in accordance with the provisions of 10CFR50.54(q).
- [] 5.4 Forward the proposed PIM revision package to another EP Staff member for review, comment, and resolution. Concurrence with the proposed PIM package must be received from the second EP Staff member prior to package submittal to the EP Manager for final approval or disapproval.
- [] 5.5 Forward the proposed PIM revision package to the EP Manager for final approval or disapproval.
 - [] 5.5.1 If the evaluation, per Step 5.2.2, shows that the proposed revision does not conflict with, or degrade the CNS Emergency Plan, or EIPs, as judged against the standards of 10CFR50.47(b) and requirements of 10CFR50 Appendix E, the proposed revision may be approved.
- [] 5.6 The EP Manager shall return the package to the EP Specialist after approval or disapproval. A copy of the package shall be forwarded to the revision Originator.

6. APPROVED PIM REVISIONS

- [] 6.1 Upon receipt of the approved PIM revision, the EP Specialist shall:
 - [] 6.1.1 Incorporate the PIM revision into the existing PIM checklist in an appropriate location.
 - [] 6.1.1.1 If the revision incorporates any corrective action made in response to an NRC Inspection Report, ensure the revision is identified as a commitment by referencing the NRC Inspection Report number.
 - [] 6.1.2 Increment the specific PIM checklist revision number on the checklist by 1.
 - [] 6.1.3 Update the EP PIM Inventory File with the new PIM checklist and its new revision number.

- [] 6.1.4 Insert the new PIM checklist into the proper PIM in the appropriate Emergency Response Facility.
- [] 6.1.5 Retain the completed PIM Revision Package in the EP files for future reference.

ATTACHMENT 1 PIM REVISION APPROVAL SHEET

PIM Title/Number: _____ New Revision Number: _____

DESCRIPTION/JUSTIFICATION (explain revision in detail and attach PIM mark-up)

Revision Proposed By: _____

INITIAL REVIEW:

EP Staff: _____

Attach 10CFR50.54(q) evaluation,(Procedure 0.4A Attachment 2).

Procedure Change Necessary? YES; NO

Procedure Change Initiated? YES; NO Date: _____

EP Staff Concurrence: _____

EP Manager Approval: _____

1. DISCUSSION

- 1.1 The PIMs provide Emergency Response Organization personnel located in the TSC, OSC, and EOF with position specific guidance and instruction. This is accomplished through the use of position specific checklists which guide ERO personnel through facility activation, operation, and termination of the event response. These detailed instructions shall ensure implementation of the CNS Emergency Plan and the Emergency Plan Implementing Procedures (EPIPs).
- 1.2 PIMs shall be equipped with an adequate number of log sheets to allow each ERO member to record, for review at a later time, all significant events and actions performed.
- 1.3 PIMs may include applicable EPIP attachments that are necessary for ERO members to carry out their assigned duties.
 - 1.3.1 An inventory of the specific EPIP attachments that are located in the PIMs shall be maintained by the Emergency Preparedness Staff.
 - 1.3.1.1 This inventory shall be referenced any time revisions to the EPIPs are distributed. This shall ensure that revisions are properly distributed to the PIMs and all superseded EPIP attachments are removed.
- 1.4 PIMs shall be prepared, reviewed, approved, revised, and distributed by the Emergency Preparedness Department as directed by this procedure and audited periodically as part of the Emergency Preparedness Self-Assessment Program.
- 1.5 It is expected that the majority of proposed revisions to the PIMs shall be generated from the critique process of drills and exercises. Proposed revisions may also be initiated after formal classroom training, tabletop drills, or at any other time error is suspected or improvement can be achieved. PIM revisions are expected to be generated by ERO members and shall be accepted when submitted by any NPPD employee, contractor, or NRC representative.

2. REFERENCES

- 2.1 CODES AND STANDARDS
 - 2.1.1 10CFR50.47(b).
 - 2.1.2 10CFR50.54(q).

2.1.3 10CFR50 Appendix E.

2.1.4 NPPD Emergency Plan for CNS.

2.2 PROCEDURES

2.2.1 Administrative Procedure 0.4, Procedure Change Process.

2.2.2 Administrative Procedure 0.4A, Procedure Change Process Supplement.

2.2.3 Administrative Procedure 0.22, Emergency Operating Procedure Maintenance Program.

2.2.4 Emergency Plan Implementing Procedure 5.7.7, Activation of TSC.

2.2.5 Emergency Plan Implementing Procedure 5.7.8, Activation of OSC.

2.2.6 Emergency Plan Implementing Procedure 5.7.9, Activation of EOF.

2.2.7 Emergency Plan Implementing Procedure 5.7.23, Activation of the JIC.