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Energy to Serve Your WorldSM
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U. S. Nuclear Regulatory Commission
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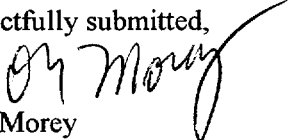
Joseph M. Farley Nuclear Plant
Emergency Implementing Procedures

Ladies and Gentlemen:

Attached are uncontrolled copies of recent revisions to Farley Emergency Implementation Procedures submitted per 10 CFR 50, App. E. As requested, references to telephone numbers have been removed from the uncontrolled copies.

There are no new NRC commitments generated by this correspondence. If you have questions, please advise.

Respectfully submitted,


Dave Morey

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Enclosures:

1. GO-EIP-101 (Rev. 13)
2. GO-EIP-102 (Rev. 16)
3. GO-EIP-111 (Rev. 42)
4. Go-EIP-114 (Rev 22)
5. Go-EIP-118 (Rev 28)
6. Go-EIP-122 (Rev 7)
7. Go-EIP-123 (Rev 8)
8. Go-EIP-131 (Rev 18)
9. Go-EIP-132 (Rev 14)

A045

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U. S. Nuclear Regulatory Commission

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ENCLOSURE 1

**Uncontrolled Copy of
GO-EIP-101 (Rev. 13)**

FARLEY NUCLEAR SUPPORT

GO-EIP-101

CORPORATE EMERGENCY ORGANIZATION

List of Effective Pages

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1 - 17	Rev. 13

Approved:

R O Hill
Nuclear Support General Manager

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CORPORATE EMERGENCY ORGANIZATION

1.0 PURPOSE

The purpose of this procedure is to delineate the organization to be implemented by the Farley Project Corporate Office staff in support of emergency operations at Farley Nuclear Plant (FNP).

2.0 SCOPE

This procedure applies to the Farley Project Corporate Office staff.

3.0 REFERENCES

3.1 FNP Emergency Plan

3.2 FNP Emergency Plan Implementing Procedures (EIP's)

4.0 ORGANIZATION

4.1 Normal Organization

The Farley Project normal organization is shown in Figure 1. The normal functions, responsibilities and authorities of the Senior Southern Nuclear-Farley Project Corporate Management are as follows:

4.1.1 President

Provides for upper level management of the Farley Project.

4.1.2 Executive Vice-President

The Executive Vice-President provides upper level management for the Farley Project.

4.1.3 Vice-President

The Vice-President shall have corporate responsibility for overall plant nuclear safety and shall take any measures needed to ensure acceptable performance of the staff in operating, maintaining, and providing technical support to the plant to ensure nuclear safety.

4.1.4 General Manager - Nuclear Support

Provides managerial guidance and direction for all offsite support activities involved in safe and efficient operation of Farley Nuclear Plant. These activities include engineering, licensing, maintenance, technical and administrative support.

4.1.5 Manager - Safety Audit and Engineering Review

Provides overall management and guidance for implementation of Safety Audit and Engineering Review activities which include independent verification and evaluation of performance, plant procedures, activities, operations, and documentation from a nuclear safety perspective.

4.2 Emergency Organization

In the event that an emergency condition at FNP requires emergency response facility activation, the corporate Emergency Response Organization may be activated. If activated, the corporate staff will function from the Corporate Emergency Operations Center (CEOC) to notify emergency personnel and to provide support to the Onsite Emergency Response Organization. The CEOC Emergency Response Organization is shown in Figure 2. The onsite Technical Support Center (TSC) and Emergency Operations Facility (EOF) Emergency Response Organizations are shown in Figure 3 and 4, respectively. The Emergency Coordinator has authority to modify the CEOC organization as deemed necessary.

4.2.1 Emergency Support Manager (ESM)

The ESM is responsible for the overall management of emergency support at FNP. The ESM is the primary contact for support from off-site agencies, and provides assistance, and advice to the Recovery Manager and Emergency Director in decisions involving the overall effect of the event. The ESM directs the efforts of the CEOC staff as it provides the necessary support to the EOF and TSC. During the activation phase, the ESM is responsible for initiating the corporate response in accordance with GO-EIP-111. The ESM will serve as the corporate spokesperson until such time as an alternate ESM or designee is available to assume the role of spokesperson. This position will be filled by a qualified individual designated by the Vice-President.

4.2.2 Emergency Coordinator (EC)

The Emergency Coordinator is responsible for supporting Emergency Organization activation and for supervising corporate emergency support in accordance with GO-EIP-111. The EC directs the CEOC staff to provide any necessary support as required. At all times a qualified individual, as designated by the Vice-President, is on-call or available as the EC.

4.2.3 Administrative Support Director (ASD)

The ASD is responsible for supporting Emergency Organization activation, notifying insurance agencies, other Company Departments potentially involved in emergency support, offsite support agencies and Corporate Office staff members who will augment or relieve the on-call CEOC or EOF staff. The ASD is also responsible for arranging for logistics needs associated with activities as delineated in GO-EIP-111, "Corporate Activation and Notification", and GO-EIP-123, "Reference Guidance for the ASD". The Vice-President shall designate individuals qualified to fill this position.

4.2.4 Engineering and Licensing Support Director (ELSD)

The Engineering and Licensing Support Director is responsible for overall coordination of offsite technical and engineering support, for preparation of all written reports required by regulatory agencies, for maintaining appropriate status boards and for licensing related activities. Reporting to the ELSD will be engineering and technical personnel assigned to the CEOC. This position will be filled by the Manager, Nuclear Engineering or a qualified alternate designated by the Vice-President.

4.2.5 Administrative Assistant

The Administrative Assistant is responsible for monitoring Emergency Notification Network transmissions, assisting in Corporate Office communications, maintaining communications logs and emergency status boards and other administrative support functions designated by the Emergency Coordinator. This position will be filled by an available corporate staff member.

4.2.6 Public Information EOC Coordinator (PIEOC)

The Public Information EOC Coordinator is responsible for monitoring emergency activities and keeping the Corporate Communication management informed. The PIEOC obtains information necessary for preparing news releases, coordinates all statements about an emergency with the CEOC Emergency Coordinator and the Corporate Media Coordinator, prepares news release drafts and obtains approval from the CEOC Emergency Coordinator, Emergency Support Manager, VP-Farley Project, or the Recovery Manager.

4.2.7 Public Information Emergency Coordinator (PIEC)

The PIEC is responsible for activation of the Corporate Emergency Communication Organization in accordance with GO-EIP-118 and for supervising corporate Public Information activities until the Public Information Director arrives at the News Media Center.

4.2.8 Activation Assistant

The Activation Assistant is responsible for activating the Emergency Communication Organization as directed by the PIEC.

4.2.9 Staffing of on-call positions and their Support Staff

The Vice-President will designate in writing individuals to fill the positions of Emergency Support Manager, Emergency Coordinator, Engineering and Licensing Support Director, and Administrative Support Director. A minimum of three qualified individuals will be designated for each position. Sufficient Corporate personnel and plant personnel will be trained for those support positions requiring special administrative or technical knowledge to ensure the capability for continuous CEOC operation during an emergency. A list of such personnel is contained in GO-EIP-111, Telephone Directory.

4.3 Recovery Organization

The recovery organization for the Farley Project is shown in Figure 5. Transition from the Emergency Response Organization to the Recovery Organization will be at the discretion of the Recovery Manager following termination of the emergency condition. The Recovery Manager has authority to modify this organization as deemed necessary. Responsibilities are described below:

4.3.1 Recovery Manager

The Recovery Manager shall direct the overall recovery effort. He has the full authority and responsibility to make decisions regarding plant recovery and return to operation. Reporting to the Recovery Manager will be the Public Information Director, General Manager - Nuclear Plant, Recovery Support Director, and the Technical Support Director. The line of succession for the Recovery Manager position is:

4.3.1.1 Vice-President

4.3.1.2 General Manager - Nuclear Plant

4.3.1.3 General Manager - Nuclear Support

4.3.1.4 Assistant General Manager - Operations

4.3.1.5 Assistant General Manager - Support

4.3.1.6 Manager - Nuclear Engineering and Licensing

4.3.1.7 Manager - Nuclear Licensing

4.3.1.8 Other managers as designated by Vice-President

4.3.2 Recovery Support Director

The Recovery Support Director is responsible for all administrative aspects of recovery activity. Reporting to the Recovery Support Director are the Administrative Support Supervisor and Recovery Support Supervisor. The line of succession for the Recovery Support Director is:

4.3.2.1 General Manager - Nuclear Support

4.3.2.2 Performance and Planning Supervisor

4.3.2.3 Manager - Nuclear Licensing

4.3.3 Technical Support Director

The Technical Support Director is responsible for managing all supplemental engineering, technical and licensing support resources needed in the recovery effort. Reporting to the Technical Support Director are the Engineering Supervisor and Licensing Supervisor. The line of succession for the Technical Support Director is:

4.3.3.1 Manager - Nuclear Engineering and Licensing

4.3.3.2 Manager - Nuclear Maintenance Support

4.3.4 Public Information Director

The Public Information Director is responsible for public information activities. His responsibilities and authorities are defined in EIP-102.

4.3.5 General Manager - Nuclear Plant

The General Manager - Nuclear Plant's responsibilities are defined in FNP-0-AP-3.

4.3.6 Recovery Support Supervisor

The Recovery Support Supervisor is responsible for coordinating or monitoring operational support recovery activities as directed by the Recovery Support Director. This position will be filled by the Manager-Nuclear Maintenance Support or another individual designated by the Recovery Support Director.

4.3.7 Administrative Support Supervisor

The Administrative Support Supervisor is responsible for supervising EOF recovery phase administrative activities including:

4.3.7.1 Special communications needs

4.3.7.2 Manpower augmentation (excluding engineering manpower)

4.3.7.3 Personnel Affairs for temporarily assigned personnel

4.3.7.4 Special Budget Activities

4.3.7.5 Clerical Support

4.3.7.6 Other activities as assigned by the Recovery Support Director.

This position will be filled by the Performance and Planning Supervisor or another individual designated by the Recovery Support Director.

4.3.8 Engineering Supervisor

The Engineering Supervisor is responsible for off-site engineering resources directed toward design modification, major repair and engineering evaluations associated with recovery and return to operation. His responsibilities include:

4.3.8.1 Coordination of offsite engineering and technical support for design changes and repairs

4.3.8.2 Interfacing with Architect/Engineering firms for detailed manpower and technical support

4.3.8.3 Interfacing with NSSS supplier for detailed analyses and technical support associated with plant maintenance, operation or modification

4.3.8.4 Coordinating and expediting procurement activities.

This position will be filled by the Manager - Nuclear Engineering and Licensing or another individual designated by the Technical Support Director.

4.3.9 Licensing Supervisor

The Licensing Supervisor is responsible for all recovery phase licensing activities. His responsibilities include:

4.3.9.1 Interfacing with the NRC to resolve license issues

4.3.9.2 Interfacing with Architect/Engineer firms or NSSS supplier to obtain technical and engineering analyses as necessary to resolve licensing issues

4.3.9.3 Coordinating with the Engineering Supervisor on design changes resulting from licensing issue resolution

4.3.9.4 Preparation of NRC required reports associated with the accident or recovery effort.

This position will be filled by the Manager - Nuclear Licensing or another individual designated by the Technical Support Director.

5.0 OPERATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

5.1 Activation

5.1.1 The FNP Operations Shift Superintendent (OSS) has the authority and responsibility to immediately and unilaterally declare an emergency and initiate emergency response per FNP-0-EIP-3.0 and 9.0. Upon declaration of an emergency the OSS will immediately notify the on-call Emergency Director (ED). Until the on-call ED arrives onsite and relieves the Shift Supervisor, the OSS shall complete the duties of the ED prior to the on-call ED taking full responsibility for implementation of the Emergency Plan.

The ED, Shift Clerk, or designee will notify the Recovery Manager (RM) of the emergency condition. The RM will decide on the appropriate level of onsite and offsite activation utilizing the criteria shown in Figure 6. If a decision is made to activate, the offsite organization and facilities are activated as follows:

5.1.2 The Recovery Manager or a designee will contact the Emergency Support Manager (ESM). The ESM will contact the Emergency Coordinator.

- 5.1.3 The Emergency Coordinator will notify the Administrative Support Director (ASD) and the Public Information EOC (PIEOC) Coordinator. The PIEOC will inform the Public Information Emergency Coordinator (PIEC) and perform the duties as directed per GO-EIP-111. The PIEC has responsibility for notifying the remaining on-call Public Information Emergency Communication Organization per GO-EIP-102.
 - 5.1.4 The Public Information EOC Coordinator proceeds to the CEOC.
 - 5.1.5 The ASD notifies the on-call CEOC staff members who proceed to the CEOC.
 - 5.1.6 The ASD contacts a corporate staff member to report to the CEOC as Administrative Assistant. The Administrative Assistant then proceeds to the CEOC.
 - 5.1.7 At the CEOC, the Emergency Coordinator and the CEOC staff will verify that the CEOC is setup and coordinate with the ASD to notify and activate any additional personnel required to support their CEOC functions.
- 5.2 Corporate Emergency Operations Center (CEOC)
- 5.2.1 Upon activation, the CEOC will be staffed 24 hours per day until directed otherwise by the Emergency Support Manager.
 - 5.2.2 Contained within the CEOC located on the 3rd floor of the 40 Inverness Center Parkway Building, Birmingham, Alabama, is the equipment necessary to provide dedicated direct communications links with FNP. In addition, the CEOC provides commercial and company-wide phone systems to and from the site. A communication link will be established and maintained between the Emergency Operations Facility (if activated, the Technical Support Center), and the CEOC until the Emergency Director determines that the communications link no longer is needed.
 - 5.2.3 Other communications equipment accessible to the CEOC staff include Nuclear Network (an intra-industry computer based information exchange network), several telecopiers, and network word processing capability.
 - 5.2.4 Status boards will be displayed in the CEOC to provide periodic and timely plant conditions.
 - 5.2.5 At the CEOC, the Emergency Coordinator and his staff monitor plant status, maintain contact with the Recovery Manager, provide initial logistics support to the plant, provide periodic briefings to senior company management and the APC Public Relations Staff, and make notifications as necessary to augment the EOF staff, activate CEOC and EOF relief crews, and notify offsite vendor support organizations.

5.3 Relief Briefings

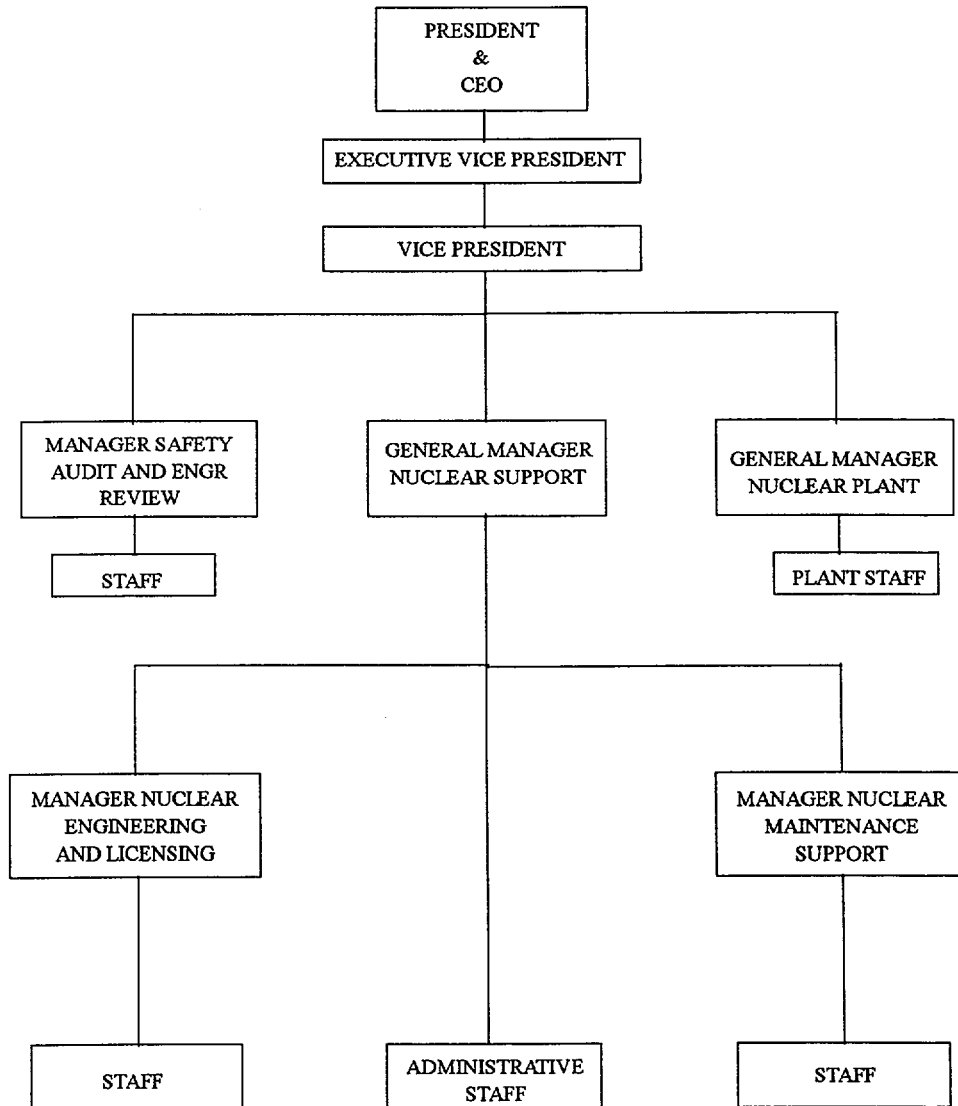
5.3.1 During long-term emergency response situations, it may be necessary to relieve personnel performing emergency functions. A comprehensive relief briefing is required to ensure no loss of information occurs and to avoid any setbacks during the transition. Turnover Guidelines will normally be maintained during the shift to provide a continuing summary of the status of the position and will normally be reviewed by the offgoing person with the oncoming person.

5.3.2 After becoming familiar with the emergency situation, the oncoming person will notify the EC of the relief and assume responsibility for the position.

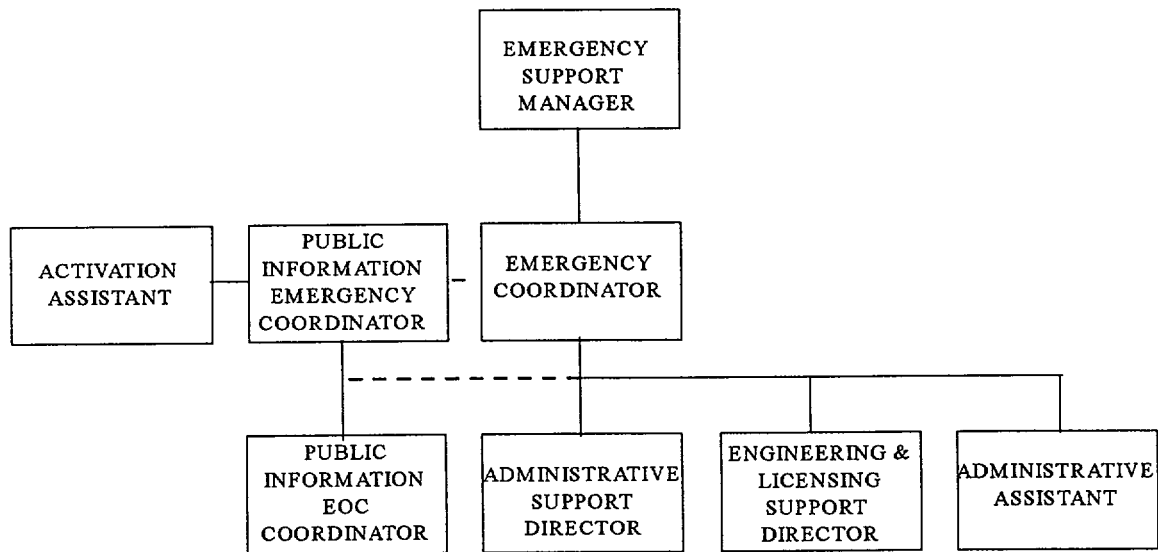
6.0 QA RECORDS

None of the records generated by this procedure are considered to be QA records.

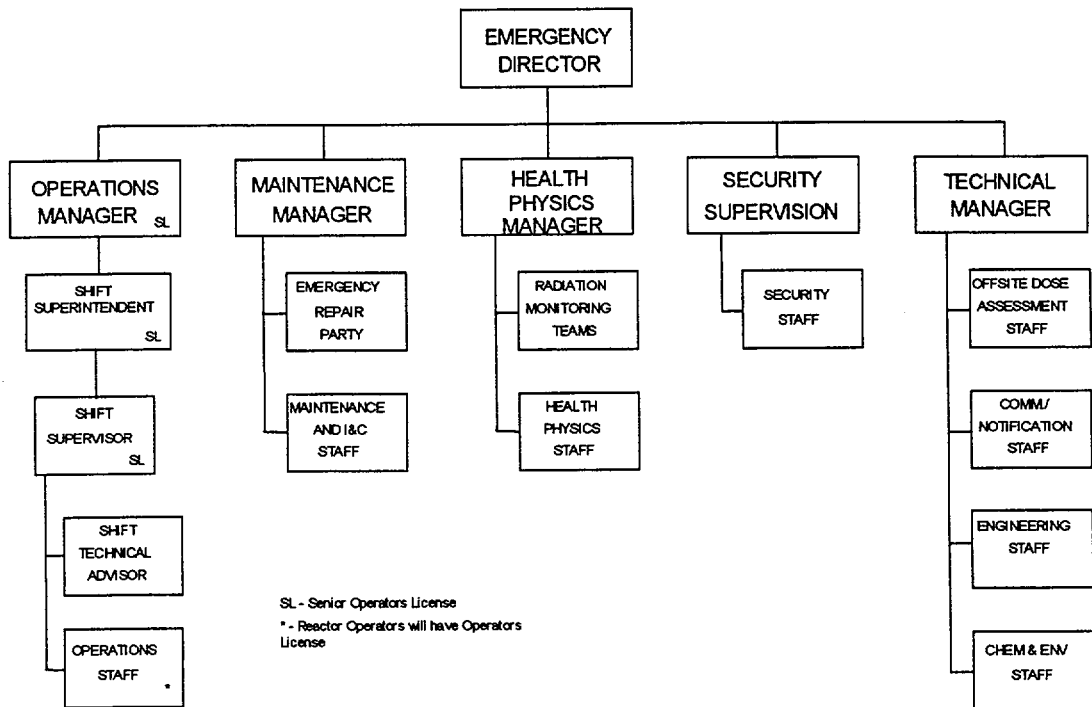
FARLEY PROJECT NORMAL ORGANIZATION



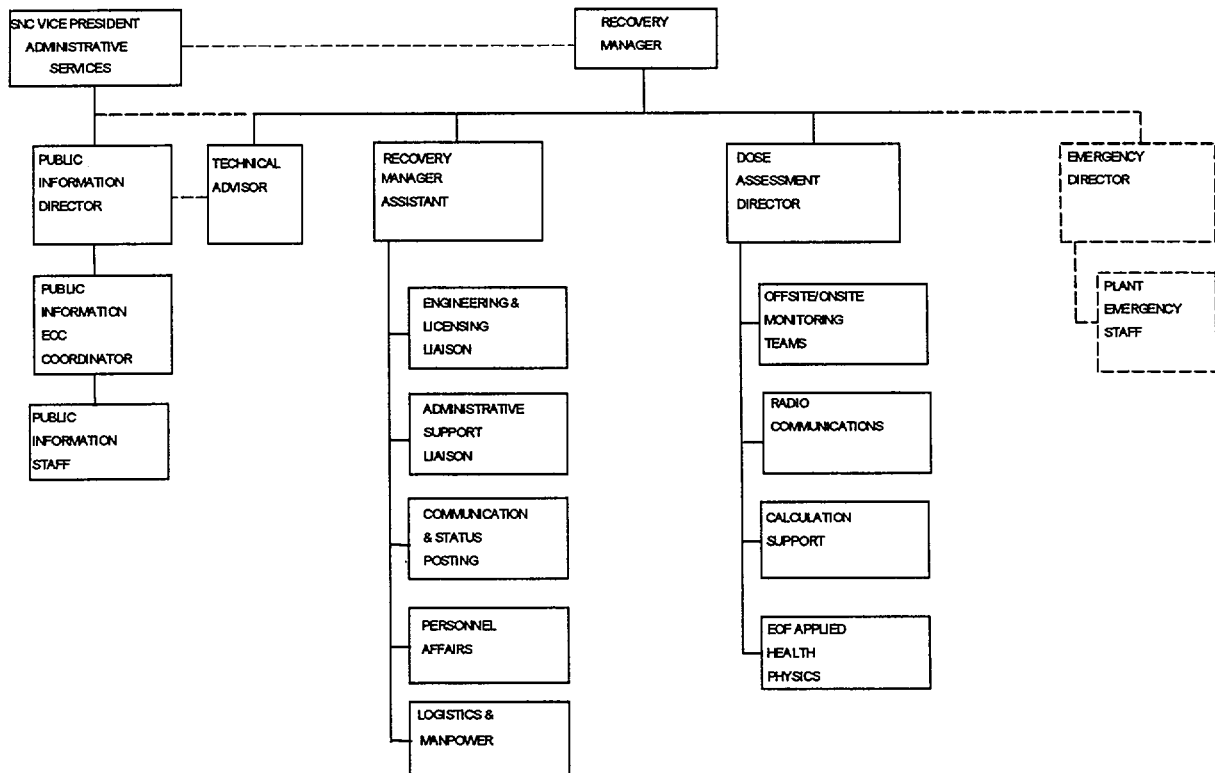
CORPORATE EMERGENCY OPERATIONS CENTER
EMERGENCY RESPONSE ORGANIZATION



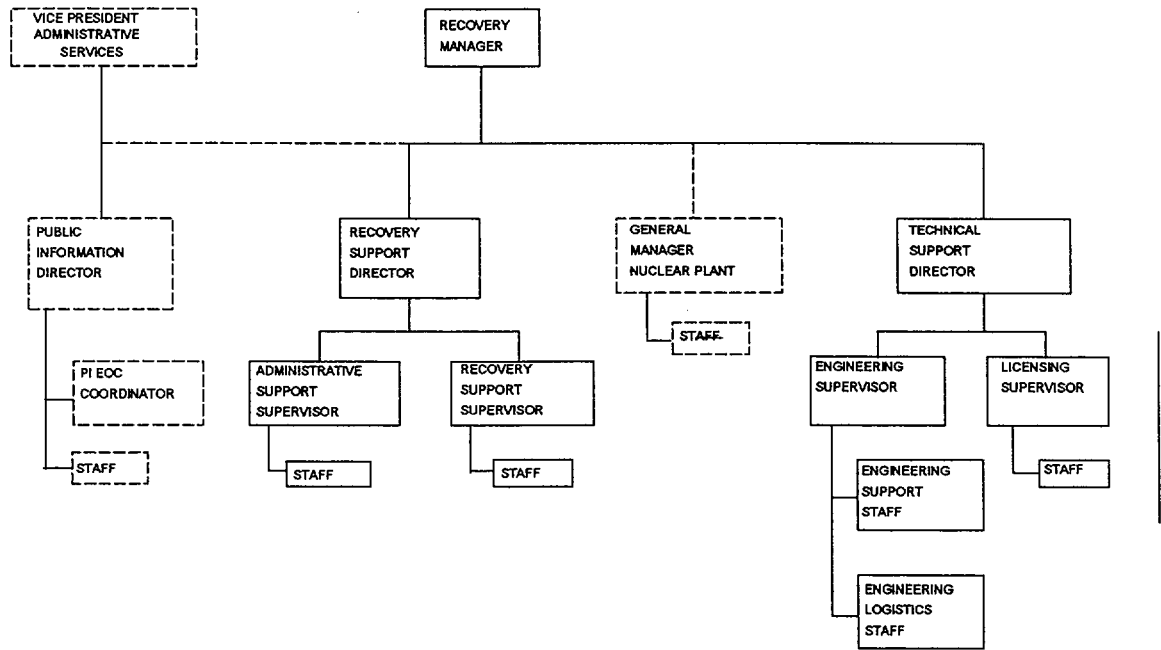
TECHNICAL SUPPORT CENTER EMERGENCY RESPONSE ORGANIZATION



EMERGENCY OPERATIONS FACILITY EMERGENCY RESPONSE ORGANIZATION



EMERGENCY OPERATIONS FACILITY RECOVERY ORGANIZATION



EMERGENCY FACILITY ACTIVATION

	<u>Unusual Event</u>	<u>Alert</u>	<u>Site Area Emergency</u>	<u>General Emergency</u>
Technical Support Center	*	Activate #	Activate #	Activate
Operations Support Center	*	Activate #	Activate #	Activate
Emergency Operations Facility	**	***	Activate #	Activate
Corporate Emergency Operations Center	**	***	Activate #	Activate
APC Corporate Headquarters	**	***	Activate #	Activate
News Media Center##	N/A	****	****	Activate

NOTE:

* **No action, standby or activation at the discretion of the Emergency Director**

** **No action, standby or activation at the discretion of the Recovery Manager**

*** **Standby or activation at the discretion of the Recovery Manager**

**** **Activation dependent on level of media interest or EOF activation**

Activation will be to the extent deemed necessary by the Emergency Director and Recovery Manager

Automatically activated upon EOF activation

ENCLOSURE 2

**Uncontrolled Copy of
GO-EIP-102 (Rev. 16)**

FARLEY NUCLEAR SUPPORT

EMERGENCY COMMUNICATION ORGANIZATION AND FACILITIES

GO-EIP-102

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1 - 24	Rev. 1

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7-10-2001
 Date Issued

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EMERGENCY COMMUNICATION ORGANIZATION AND FACILITIES

1.0 PURPOSE

The purpose of this procedure is to delineate the role of the Emergency Communication Organization (ECO) in support of the FNP Emergency Plan.

2.0 SCOPE

This procedure applies to the ECO as it interfaces with the Farley Project in support of the FNP Emergency Plan. This procedure applies to the following areas: emergency support, maintaining on-call coverage, training, supporting emergency exercises and other support functions.

3.0 REFERENCES

- 3.1 FNP Emergency Plan
- 3.2 GO-EIP-101
- 3.3 GO-EIP-114
- 3.4 GO-EIP-118
- 3.5 GO-EIP-136

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5.0 EMERGENCY SUPPORT

Emergency Communication Organization

The Emergency Communication Organization is shown in Appendix 1. This organization will be implemented during emergency conditions at FNP as described in GO-EIP-111. The APC Public Relations staff and SNC Corporate Communications Staff will be supplemented as necessary by personnel from other Southern electric system companies. This organization may be modified at the direction of the Public Information Director or his designee. The PID will notify the SNC Corporate Communications Manager and the Recovery Manager of modifications as necessary.

5.1 SNC Corporate Communications Manager

The SNC Corporate Communications Manager or his designee (usually the PID) is responsible for overall public and employee information, community relations and governmental relations support in the event of an emergency at FNP. In fulfilling this responsibility he:

- (1) Advises the company emergency organization of corporate public information activities and matters of public concern.
- (2) Communicates with the Southern Company regarding public information activities and any additional personnel needed to handle the public information activities.
- (3) Communicates with state agency public information personnel, select groups and local/national trade associations.
- (4) Maintains an activity log.

5.2 Public Information Director (PID)

The PID is responsible for all public information support activities conducted at the News Media Center (NMC), the Corporate Emergency Operations Center (CEOC), and the APC Corporate Headquarters. Reporting to this position are the PI EOC Coordinator, NMC Coordinator, and Corporate Media Coordinator. Following activation of the ECO this individual:

- (1) Advises Recovery Manager and SNC Corporate Communications Manager on communication activities and matters of public concern.
- (2) Directs the activities of the ECO.
- (3) Coordinates all public statements about an emergency to ensure accuracy and consistency.
- (4) Coordinates acquisition of additional public information support personnel from other system companies.
- (5) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members. This position operates from the News Media Center.

5.3 Public Information Emergency Coordinator (PIEC)

The PIEC is responsible for activation of the Emergency Communication Organization in accordance with GO-EIP-118. This individual or his designee:

- (1) Serves as initial contact point for agency public information personnel.
- (2) Coordinates activation of the Emergency Communication Organization in accordance with GO-EIP-118.
- (3) Advises the SNC Corporate Communications Manager on communication activities and matters of concern during activation.
- (4) May approve news releases issued prior to NMC activation if the PID is unreachable.
- (5) Maintains an activity log.

This position will be filled by the ECO on-call person, but depending on circumstances, responsibilities may be shifted to an individual designated by the PIEC.

5.4 Activation Assistant

The Activation Assistant is responsible for activating the ECO as directed by the PIEC in accordance with GO-EIP-118.

5.5 Corporate Media Coordinator

The Corporate Media Coordinator is responsible for all ECO activities conducted from the APC Corporate Headquarters during an emergency at FNP. Reporting to this position will be the Corporate Media Relations Representatives, the Political Liaison, the Financial Response Officer, the Corporate Public Inquiry Coordinator, the Employee Communication Coordinator, the Corporate Media Monitoring staff and the support staff. The Corporate Media Coordinator:

- (1) Is responsible for ensuring the set up of designated equipment (including telephones, plant status board, personnel marker board, and other miscellaneous supplies) in the Corporate Emergency Center and the Emergency Response Center, the emergency fax machine.
- (2) Coordinates news releases with the PI EOC Coordinator and the Nuclear Emergency Coordinator and may approve news releases issued prior to NMC activation if the PID is unreachable.

- (3) Advises Corporate Media Relations Reps, the Employee Communication Coordinator, the Political Liaison, the Financial Response Officer, the Corporate Public Inquiry Coordinator, the APC Customer Service Centers and the Corporate Media Monitoring staff of news releases.
- (4) Assigns a media relations rep to assist with coordination of all media relations activities.
- (5) Coordinates notification of Birmingham media of scheduled news conferences.
- (6) Coordinates the activities of the Division Public Information Representatives during an emergency.
- (7) Maintains an emergency telephone actuality system for the media.
- (8) Evaluates effectiveness of public communication activities from Birmingham.
- (9) Assists the PID as needed.
- (10) Maintains an activity log.
- (11) Is responsible for disassembling and returning supplies and equipment to storage area following deactivation of the ECO.

This position will normally be filled by APC Public Relations staff member.

5.6 Corporate Media Relations Representatives

The Corporate Media Relations Representatives are responsible for assisting the Corporate Media Coordinator in all media relations activities conducted from the Corporate Headquarters during an emergency at the Farley Nuclear Plant. This position:

- (1) Assists with notifying Birmingham media of scheduled news conferences.
- (2) Assists with coordination of information to the divisions.
- (3) Assists with requests for information from the news media.
- (4) Monitors wire services and newspapers for stories about the emergency.
- (5) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members.

5.7 Corporate Media Monitoring Staff

The Corporate Media Monitoring Staff is responsible for monitoring state and national news media reports during an emergency at FNP. This position:

- (1) Monitors and records state and national news media reports on television and radio for stories about the emergency.
- (2) Evaluates accuracy of news reports and communicates this to the Corporate Media Coordinator.
- (3) Videotapes news conferences held in Birmingham.
- (4) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members.

5.8 Employee Communication Coordinator

The Employee Communication Coordinator is responsible for providing information for company employees during an emergency at FNP. This position:

- (1) Coordinates dissemination of information to APC employees via PowerLines Online and other communication vehicles as needed
- (2) Maintains and updates the emergency telephone actuality system for the media.
- (3) Coordinates dissemination of information to system employee communication organizations.
- (4) Maintains an activity log.

This position will normally be filled by an APC Public Relations staff member and reports to the Corporate Media Coordinator.

5.9 Political Liaison

The Political Liaison is responsible for providing information to public officials requiring information during an emergency at FNP. This position:

- (1) Develops and maintains lists of organizations and public officials requiring information about an emergency.
- (2) Provides information to those organizations in the event of an emergency.
- (3) Maintains an activity log.

This position will normally be filled by an APC Governmental Relations staff member.

5.10 Financial Response Officer

The Financial Response Officer is responsible for providing information to investors, stockholders and financial organizations during an emergency at FNP. This position:

- (1) Answers questions from investors, stockholders and financial organizations and provides information to them upon request during an emergency.
- (2) Works with the Corporate Media Relations Representatives and the NMC Media Relations Representatives to answer financial questions from the news media.
- (3) Maintains an activity log.

This position will normally be filled by an APC Finance Dept. staff member.

5.11 Claims Response Coordinator

The Claims Response Coordinator is responsible for coordinating response to claims calls from the public during an emergency at FNP. This position:

- (1) Receives and handles claims inquiries from the public.
- (2) Investigates claims against the company.
- (3) Coordinates payment of claimant if needed.
- (4) Maintains an activity log.

This position will normally be filled by APC Risk Services staff members.

5.12 Corporate Public Inquiry Coordinator and Staff

The Corporate Public Inquiry coordinator and staff are responsible for coordinating response to calls from the public and employees during an emergency at FNP. This position:

- (1) Coordinates and responds to calls from the public and employees concerning plant operations, based on information published in news releases or released in news conferences, and refers other types of calls to the proper personnel or agency for response.
- (2) Coordinates with APC Customer Service Center to provide current information to them and provide assistance as necessary with inquires from the public.
- (3) Reviews calls for noticeable trends.

- (4) Coordinates with the Corporate Media Coordinator as needed.
- (5) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members.

5.13 Corporate Support Staff

The Corporate Support Staff provides clerical support to the ECO located at the APC Corporate Headquarters during an emergency at FNP. This position:

- (1) Receives calls from the news media, financial organizations, public officials, etc. and relays messages to the proper staff for handling in a timely manner.
- (2) Assists with preparation and distribution of news releases.
- (3) Provides additional support as directed by the Corporate Media Coordinator.
- (4) Maintains an activity log.

This position will normally be filled by APC Public Relations, Finance, Governmental Relations and Community Development & Relations staff members.

5.14 Public Information Emergency Operations Center (PI EOC) Coordinator

The PI EOC Coordinator works with the Farley Project EOC personnel. This position:

- (1) Monitors emergency activities and events from the EOC.
- (2) Keeps the PIEC/PID/CMC informed during the activation phase of an emergency.
- (3) Coordinates all information for public statements about an emergency with the Nuclear Emergency Coordinator and the Corporate Media Coordinator to ensure accuracy and consistency.
- (4) Obtains necessary information and prepares news release drafts. Obtains approval on technical information in news release drafts from the Nuclear Emergency Coordinator.
- (5) Maintains an activity log.

This position is normally filled by an SNC Corporate Communications staff member and reports to the PID.

5.15 PI EOC Support Staff

The PI EOC Support Staff provide support to the ECO located at the EOC during an emergency at FNP. This is an optional position and does not have to be filled. This Position:

- (1) Assists with preparation/distribution of news releases as needed.
- (2) Provides telephone support for the PI EOC staff as needed.
- (3) Provides additional support as directed by the PI EOC Coordinator.

This position will normally be filled by an SNC Corporate Communications staff member.

5.16 News Media Center Coordinator

The News Media Center Coordinator is responsible for coordinating support activities at the News Media Center. Reporting to this position are NMC Media Relations reps, NMC Media Monitoring Staff, NMC Security Coordinator, NMC Public Inquiry Coordinator, NMC Assistant, NMC Equipment Coordinators and the support staff. This position:

- (1) Serves as a liaison between APC/SNC and agency PI contacts.
- (2) Coordinates activities in the agency/utility work room and the news conference/media work room.
- (3) Assigns a media relations rep to assist with coordination of all media relations activities.
- (4) Obtains agency comments on company news releases and notifies EOF of recommended technical changes.
- (5) Provides agency releases to the PID and the technical spokesperson or Recovery Manager for review and notifies agencies of recommended changes.
- (6) Ensures that news releases are posted in agency room and distributes copies to agency public information personnel, PID, FNP Spokesperson and NMC utility staff.
- (7) Notifies agencies, NMC Media Relations Representatives and FNP Spokesperson of scheduled times for news conferences per direction of PID.

- (8) Notifies NMC Public Inquiry Coordinator, NMC Media Relations Representatives and NMC Media Monitoring Staff of scheduled times for news conferences and assigns someone from each area to attend, take notes and relay any information released to the public to others in their area. NMC Coordinator will also assign someone to send this information to the Corporate Media Coordinator for dissemination to the staff at the Corporate Headquarters.
- (9) Ensures that local news media reports are monitored and evaluates public information effectiveness.
- (10) Ensures that all NMC communications facilities remain functional.
- (11) Ensures that NMC facility is set up with all cables secured to prevent tripping hazards and ensuring walkways are clear of obstructions.
- (12) Maintains an activity log.

This position will normally be filled by an APC Public Relations staff member.

5.17 NMC Media Monitoring Staff

The NMC Media Monitoring Staff is responsible for monitoring Dothan area news media reports during an emergency at FNP. This position:

- (1) Monitors and records Dothan area news media reports on television, radio and newspaper.
- (2) Evaluates accuracy of news reports and communicates this to the NMC Coordinator.
- (3) Attends news conferences as necessary to obtain the most current information and relays it to the other NMC Media Monitoring Staff and the Corporate Media Monitoring staff.
- (4) Videotapes news conferences held at the News Media Center.
- (5) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members.

5.18 NMC Media Relations Representatives

NMC Media Relations Representatives are responsible for media relations activities conducted from the News Media Center. This position:

- (1) Coordinates activities in the News Media Work Room.
- (2) Handles requests for information from the media.
- (3) Ensures that news releases are posted in the News Media Work Room.
- (4) Notifies media of scheduled news briefings.
- (5) Attends news conferences to obtain the most current information and relays it to the other media relations representatives both at the NMC and in Birmingham.
- (6) Maintains an activity log.

This position will normally be filled by APC Public Relations staff members.

5.19 NMC Security Coordinator

The NMC Security Coordinator is responsible for coordination of security activities at the News Media Center during an emergency at FNP. This position:

- (1) Limits admittance to the NMC to approved personnel only (with proper ID).
- (2) Badges and logs in all personnel who enter the News Media Center.
- (3) Provides crowd control as needed.
- (4) Secures all entrances to prevent unauthorized entry.
- (5) Serves as liaison with local law enforcement officials.
- (6) Maintains an activity log.

This position would normally be filled by an APC or SNC Corporate Security staff member.

5.20 NMC Public Inquiry Coordinator and Staff

The NMC Public Inquiry Coordinator and staff are responsible for providing support as necessary to the Public Inquiry staff in Birmingham during an emergency at FNP. This position:

- (1) Provides response, as necessary, to calls from the public and employees concerning plant operations, based on information published in news releases or released in news conferences, and refers other types of calls to the proper personnel or agency for response.
- (2) Reviews calls for noticeable trends.
- (3) Notes rumors reported to the News Media Center and reports them to the NMC Coordinator.
- (4) Attends news conferences to obtain most current information and relays it to the NMC Public Inquiry Staff.
- (5) Maintains an activity log.

This position will be filled by an APC Public Relations staff member.

5.21 News Media Center Assistant

The NMC Assistant provides support at the NMC during an emergency at FNP. This position:

- (1) Assists with set-up of News Media Center as needed.
- (2) Assists the PID and the NMC Coordinator with all public information clerical support activities at the News Media Center.
- (3) Assists in the preparation of news releases.
- (4) Maintains an activity log.

This position will normally be filled by an APC Public Relations staff member.

5.22 NMC Support Staff

The NMC Support Staff provides clerical support to the Emergency Communication Organization and various agencies located at the NMC during an emergency at FNP. This position:

- (1) Assists with set up of office space as needed.
- (2) Assists with distribution and telecopying of FNP and agency news releases.
- (3) Assists ECO and agency personnel with photocopying needs upon request.
- (4) Provides telephone support for APC personnel.
- (5) Provides additional support as directed by the PID or the NMC Coordinator.

This position will normally be filled by APC Public Relations staff members.

6.0 EMERGENCY ACTIVATION

In the event of an emergency condition at FNP that requires activation of the ECO, the organization shown in Appendix 1 will be activated per GO-EIP-118.

6.1 Public Information Emergency Coordinator (PIEC)

The on-call PIEC will normally be notified by the On-call PI EOC, the Emergency Support Manager, or Recovery Manager of the need to activate. The PIEC will coordinate activation of the ECO with on-call Activation Assistant per GO-EIP-118.

6.2 Activation Assistant (AA)

The on-call Activation Assistant will receive notification from the PIEC and will notify personnel per GO-EIP-118.

7.0 EMERGENCY ORGANIZATION STAFFING

7.1 Public Information Emergency Coordinator

The Public Information Emergency Coordinator will be an on-call position and a notice will be issued weekly via Company electronic mail. Copies of the notice will be sent to each affected individual and to each person trained for the position of Emergency Support Manager, Recovery Manager and Emergency Coordinator. When deviations are made from the on-call notice for any reason, the on-call individual is responsible for arranging for on-call coverage by a trained individual and making notification in writing via electronic mail to the on-call Recovery Manager, Emergency Support Manager and Emergency Coordinator.

7.2 Activation Assistant

APC's Emergency Preparedness Representative (EPR) will designate weekly a trained individual to be on-call Activation Assistant. When deviations are made from this designation, the on-call individual is responsible for arranging for on-call coverage by a trained individual and making notification in writing via electronic mail to on-call PIEC.

7.3 Personnel Pool

APC's Emergency Preparedness Representative (EPR) is responsible for assembling weekly a personnel pool of available trained individuals who can be activated in the event of an emergency. The on-call availability list will contain names of the Emergency Communication Organization (ECO) members available to respond to an emergency. Telephone numbers are listed in GO-EIP-118, ECO Telephone Directory, Section 1.

The EPR will ensure that there will be enough trained personnel available to fill the ECO. This list will be kept with the on-call AA and the on-call PIEC at all times.

8.0 EMERGENCY COMMUNICATION ORGANIZATION FACILITIES

8.1 Corporate Emergency Operations Center (CEOC)

Emergency activities will be monitored and news release preparation and technical approval of draft news releases will be conducted from the CEOC .

8.2 APC Corporate Headquarters Office

Until the NMC is activated, all communication activities, including news release coordination as prescribed by GO-EIP-114 and response to public and news media inquiries, will be coordinated by the APC Corporate Headquarters Office. Operations will be directed from Mezzanine Conference Room #3A, known as the Corporate Emergency Center, at the APC Corporate Headquarters. The office also serves as an initial contact point for public information officials at the NRC, state agencies and system companies until the NMC is activated. If the NMC is not operable, communication activities will be coordinated by the APC Corporate Headquarters Office until either the NMC becomes operational or the NMC is relocated in Dothan. Throughout the emergency, the corporate office:

- (1) Maintains an Emergency Telephone Actuality System (for media only).
- (2) Serves as the contact point for system companies and groups, officials, or agencies not directly involved in emergency response activities.
- (3) Maintains a facility to handle inquiries from the public.
- (4) Serves as the information center for company services, employee communication, graphics, finance, telephone actuality system, governmental relations, etc.
- (5) Monitors state and national news media reports.
- (6) Provides corporate support as needed to the ECO located in Dothan.

8.3 News Media Center (NMC)

The News Media Center, located outside the 10-mile EPZ of FNP, will house all equipment necessary for dissemination of news reports, including telephones for media representatives. Once the NMC has been activated, all official APC/SNC communications regarding the emergency (news statements and news conferences) will be released to state, local and national media from the center.

9.0 TRAINING

- 9.1 The SNC Corporate Communications Manager is responsible for ECO training. APC Public Relations personnel will schedule, coordinate and document this training for Corporate Communications.
- 9.2 All training will be documented using Appendix 2. Training records and any other training conducted by SNC or FNP staff will be retained by Public Relations for a period of two years. Initial Radiation Worker Training Records and any other training conducted by SNC or FNP staff will be retained by FNP in accordance with FNP procedures.
- 9.3 Training requirements are specified in Appendix 3. All training will be repeated annually except where noted.

10.0 EMERGENCY EXERCISE SUPPORT

- 10.1 The SNC Corporate Communications Manager or his designee and the Emergency Preparedness Representative shall coordinate the ECO's support for exercise planning, preparation, execution, evaluation and correction.

These activities will be supported by APC Public Relations personnel and shall include:

- 10.1.1 Arranging for the use of News Media Center facilities.
- 10.1.2 Arranging for media players, bogus callers and monitors.
- 10.1.3 Arranging for all facilities to be used by controllers, monitors and bogus callers/media.
- 10.1.4 Conducting pre-exercise briefings with controllers, # monitors and bogus callers/media.
- 10.1.5 Providing Public Information (PI) exercise objectives to the Farley Project-Nuclear Support at least 100 days prior to exercise date.

10.1.6 Providing a PI scenario package in final form at least 70 days prior to exercise date. The scenario package shall include:

- 1) a time-line consisting of major events and anticipated actions
- 2) an event section containing details of each event. Each event description shall include:
 - a) scenario time
 - b) who the event/message/inquiry is intended for
 - c) controller guidance
 - d) the specifics of each event (examples of inquiries, specific messages, etc.)

These events shall be consistent with plant events/status.

10.1.7 Providing the following to Nuclear Support at least 10 days prior to the exercise date:

- 1) a monitor information letter
- 2) a player information letter
- 3) a listing of PI players, controllers, monitors and personnel who will be playing the positions of bogus callers/media.

10.1.8 Controlling all PI activities associated with the conduct of the exercise.

10.1.9 Participating in the post-exercise monitor meeting held at FNP training center immediately following the exercise. (Monitor checklists and comments should be presented at that time.)

10.1.10 Determining what deficiencies identified by the exercise require corrective action by ECO and for tracking corrective action.

11.0 NEWS RELEASE COORDINATION AND DISTRIBUTION

News release coordination and distribution will be performed in accordance with GO-EIP-114.

12.0 A&N SYSTEM SIREN TESTING

FNP Visitors Center personnel shall raise and lower the "Siren Test Today" # signs when notified by Houston County EMA or Southeast Division personnel.

13.0 A&N SYSTEM RADIO DISTRIBUTION AND MAINTENANCE

The Prompt Notification System (PNS) radio distribution and maintenance shall be carried out in accordance with GO-EIP-136.

14.0 PROCEDURE REVIEWS

14.1 An annual review of the Emergency Plan and all applicable EIPs shall be performed and documented.

14.2 Results of this review will be forwarded to Nuclear Support for resolution.

15.0 NEWS MEDIA ORIENTATION PROGRAM

15.1 A coordinated program will be conducted at least annually to acquaint interested state and local news media representatives with the FNP Emergency Plan, information concerning radiation, and point of contact for release of public information during an emergency at FNP.

15.2 SNC Corporate Communications and APC Public Relations are responsible for scheduling and conducting news media orientation sessions.

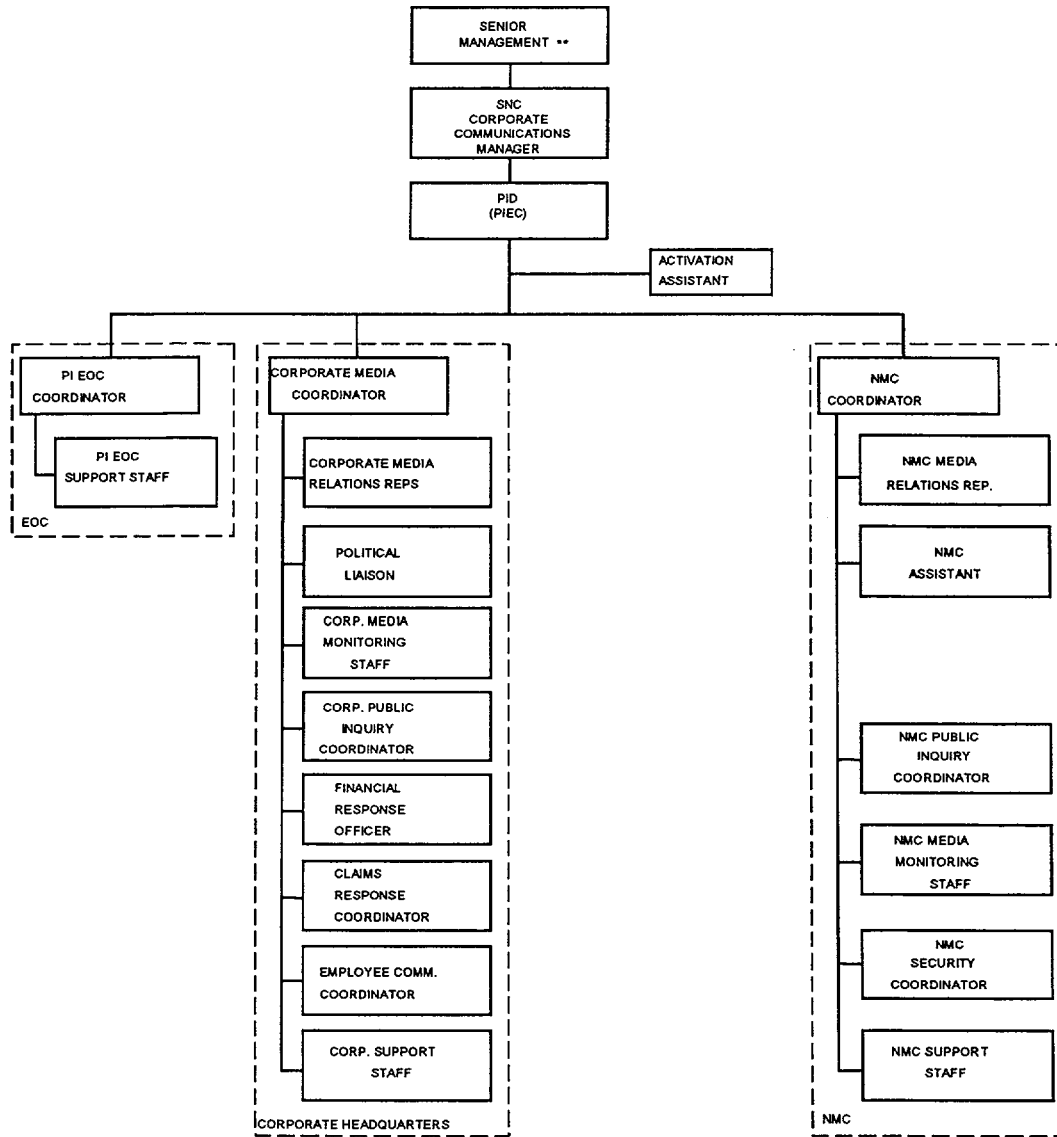
15.3 SNC Corporate Communications and APC Public Relations are responsible for coordinating orientation sessions.

15.4 Nuclear Support is responsible for documenting news media orientation sessions.

16.0 QA RECORDS

16.1 Records of ECO personnel training are not considered to be QA records.

APPENDIX 1
 EMERGENCY COMMUNICATION ORGANIZATION



** TO INCLUDE APC EXEC. VP, APC SENIOR VP, SNC VP-ADMIN SERVICES, APC VP-PUBLIC RELATIONS

TRAINING ATTENDANCE SHEET

(FORMAL)/(INFORMAL)

This form shall be filled out by the Instructor, signed by each attendee, and filed immediately upon completion of the lecture.

COMPLETE IN BLACK INK

 Instructor Name (Originator)

 Date

Lecture Title _____

Length of Lecture _____ HRS

Personnel Attending:

LAST NAME, INITIALS	GROUP	LAST NAME, INITIALS	GROUP

ATTENDANCE SHEET CONTINUED

Complete Section A or B.

A. Formal Programs

1. Training Materials Used

- a. Control Document No. (SOP, Tech manuals, etc.) _____
- b. Audiovisual Library No. _____
- c. Examination No. _____
- d. Other (Copy Attached) _____

B. Informal Programs

1. Brief Description of Presentation

2. Training Materials Used If Any

Annual Emergency Communication Organization Training Requirements					
	GO-EIP-102	GO-EIP-114	GO-EIP-118		
PID	X	X	X		
PIEC	X	X	X		
Activation Assistant	X	X	X		
PI EOC Coordinator	X	X	X		
PI EOC Support Staff	X	X	X		
Corporate Media Coordinator	X	X	X		
Corporate Media Relations Reps	X	X	X		
Corporate Media Monitoring Staff	X	X	X		
Employee Communication	X	X	X		
Political Liaison	X	X	X		
Financial Response Officer	X	X	X		
Claims Response Coordinator	X	X	X		
Corp. Pub. Inquiry Coordinator and Staff	X	X	X		
Corporate Support Staff	X	X	X		
News Media Center Coord.	X	X	X		
NMC Media Monitoring Staff	X	X	X		
NMC Media Relations Representatives	X	X	X		
NMC Security Coordinator	X	X	X		
NMC Pub. Inquiry Coord. and Staff	X	X	X		
NMC Assistant	X	X	X		
NMC Support Staff	X	X	X		

ENCLOSURE 3

**Uncontrolled Copy of
GO-EIP-111 (Rev. 42)**

FARLEY NUCLEAR SUPPORT
CORPORATE ACTIVATION AND NOTIFICATION

GO-EIP-111

List of Effective Pages

<u>Page No.</u>	<u>Revision</u>
1 - 39	Rev. 42

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Nuclear Support General Manager

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Corporate Activation and Notification

1.0 Purpose

This procedure provides emergency response guidance for the Farley Project Corporate Emergency Organization during both declared and undeclared emergency events. The guidance includes organizations to be notified and activities necessary to support the FNP Emergency Response Organization (ERO).

2.0 Scope

This procedure applies to the Farley Project Corporate staff.

3.0 References

3.1 FNP Emergency Plan

3.2 GO-EIP-101

3.3 GO-EIP-111 Telephone Directory and Weekly Duty Roster

4.0 General

4.1 A current copy of this procedure, the GO-EIP-111 Telephone Directory, and the Farley Project Corporate Weekly Duty Roster shall be maintained at all times with the on-call ESM, EC, ASD, PIEOC and in the Corporate Emergency Operations Center (CEOC).

4.2 The Manager-Nuclear Engineering and Licensing (MNEL) is responsible for updating all names and phone numbers quarterly. Names and phone numbers shall be verified annually.

4.3 An on-call duty roster will be updated semiannually, if required, and issued to all personnel trained in the following on-call positions:

- 1) Emergency Support Manager (ESM)
- 2) Emergency Coordinator (EC)
- 3) Engineering and Licensing Support Director (ELSD)
- 4) Administrative Support Director (ASD)
- 5) Public Information Emergency Coordinator (PIEC)
- 6) Public Information Emergency Operations Center Coordinator (PIEOC)

Deviations from the on-call duty roster will be coordinated as follows:

- 1) ESM position deviation - Inform on-call RM
- 2) EC position deviation - Inform on-call ESM
- 3) ASD position deviation - Inform on-call ESM and EC
- 4) All other NS positions - Inform on-call ASD
- 5) PIEC or PIEOC position deviation - Inform on-call ESM and EC

4.4 The ESM will maintain the lead in this procedure in all TABS except TAB A. In TAB A, the ESM will normally turn responsibility for completing this procedure over to the EC.

4.5 Definitions:

- 4.5.1 CEOC ACTIVATION - ESM, EC, ASD, ELSD and PIEOC Coordinator are activated to report to the CEOC.
- 4.5.2 CEOC STANDBY ACTIVATION - All Nuclear Support (NS) on-call personnel are notified of the emergency and are requested to remain available for immediate staffing needs. The ESM or EC may request some key members to report to the CEOC, as necessary.
- 4.5.3 ECO FULL ACTIVATION - All Emergency Communication Organization (ECO) on-call personnel proceed to their designated locations at the APC Corporate Headquarters, CEOC, or News Media Center (NMC).
- 4.5.4 ECO PARTIAL ACTIVATION - All Emergency Communication Organization (ECO) on-call personnel are notified of the emergency. Personnel assigned emergency on-call duties in the APC Headquarters and CEOC are requested to proceed to their designated locations. All other NMC ECO personnel are requested to remain available for immediate staffing should the situation warrant.
- 4.5.5 ECO STANDBY ACTIVATION - All Emergency Communication Organization on-call personnel are notified of the emergency and are requested to remain available for immediate staffing needs. The PIEC and PIEOC will be notified to activate and report to the APC Corporate Headquarters or CEOC, as applicable.
- 4.5.6 ECO PARTIAL STANDBY ACTIVATION - The PIEC and PIEOC will be notified activate and report to the APC Corporate Headquarters or CEOC, as applicable.

4.6 All telephone numbers referenced in this procedure can be found in the GO-EIP-111 Telephone Directory. A copy of the GO-EIP-111 Telephone Directory should be filed with each copy of this procedure. Note that the item numbers in this procedure correspond to the Telephone Directory item numbering for ease of use.

4.7 QA Records

None

4.8 Non QA Records

Document Generated	Retention Time	FNP Rtype
Executed GO-EIP-111	5 Years	H06.073

5.0 Main Body (ESM Actions)

_____ 5.1 Fill in the following information as provided by the Emergency Director (ED) or Recovery Manager (RM) or as determined based on discussion.

DATE/TIME _____ / _____

Emergency Director _____

Recovery Manager _____

Emergency Classification _____ Time Declared _____

Description _____

Offsite Dose Rate _____

Offsite Protective Action Status _____

Notifications Made _____

Notification Requests _____

Anticipated Level of On-Site ERO Activation (circle choices below)

- TSC Operational Standby None
- EOF Operational Standby None

Spokesperson Name(s):

Dothan NMC Spokesperson _____

Birmingham Spokesperson _____

_____ 5.2 Contact and consult with the Senior Available ESM:

_____ 5.2.1 DATE/TIME _____ / _____

_____ 5.2.2 Circle Level of Off-Site Emergency Response Organization Activation based on the emergency classification. If no emergency classification then go to step 5.8.

	CEOC Activation and ECO Full Activation	CEOC Activation and ECO Partial Activation	CEOC Standby Activation and ECO Standby Activation	CEOC Standby Activation and ECO Partial Standby Activation
GENERAL EMERGENCY	X			
SITE AREA EMERGENCY	X			
ALERT	#	X		
NOUE	#	#	#	X

X - Required Minimal Response
 # - Optional Increased Response

_____ 5.3 Contact the on-call PIEOC (see GO-EIP-111 Telephone Directory item (32) for phone numbers) and direct the PIEOC perform GO-EIP-111 steps 5.3.1 through 5.3.7.

_____ 5.3.1 The PIEOC should contact a Public Information Emergency Coordinator (PIEC) (preferably the on-call PIEC) (see GO-EIP-111 Telephone Directory item (25) for phone numbers).

_____ 5.3.2 The PIEOC should provide the PIEC with the information recorded in step 5.1 and 5.2 so that the PIEC can complete step 6.1 of GO-EIP-118.

_____ 5.3.3 The PIEOC should discuss with the PIEC the minimum level of activation determined in step 5.2.2 and jointly determine the level of activation of the ECO necessary to support the event.

_____ ECO Full activation

_____ ECO Partial Activation

_____ ECO Standby Activation

_____ ECO Partial Standby Activation

- _____ 5.3.4 The PIEOC should direct the PIEC to perform applicable actions per GO-EIP-118, step 6.0 to activate the ECO to the level of activation determined necessary per step 5.3.3 above.
- _____ 5.3.5 The PIEOC should report to the CEOC.
- _____ 5.3.6 IF the NMC is to be activated THEN the PIEOC should direct the ESM or EC to perform the following:
 - _____ 5.3.6.1 Verify Houston County Emergency Management Agency notified to have the NMC Auditorium setup and Juvenile Services informed (see GO-EIP-111 Telephone Directory item (35) for phone number).
 - _____ 5.3.6.2 Verify Southeast Division Client Services notified to setup NMC telephone and data systems (see GO-EIP-111 Telephone Directory item (24) for phone number).
 - _____ 5.3.6.3 Verify that FNP Security Shift Foreman notified to dispatch two security force members to the NMC (see GO-EIP-111 Telephone Directory item (4) for phone number).
- _____ 5.3.7 The PIEOC should generate news releases and coordinate required news release approval and distribution in accordance with GO-EIP-114 and GO-EIP-118. The following guidance is provided as a goal for timely distribution of news releases although it is understood that event circumstances may prevent these goals from always being met:
 - _____ 5.3.7.1 For a declaration of Notification of Unusual Event only, the initial news release (INR) should be completed using the appropriate GO-EIP-114 pre-approved sample and be issued within 60 minutes of receipt of the initial Emergency Notification form.
 - _____ 5.3.7.2 For emergency declarations of Alert or above, the initial news release (INR) should be completed using the appropriate GO-EIP-114 pre-approved sample and be issued within 15 minutes of the CEOC being declared operational.
 - _____ 5.3.7.3 For upgrades of emergency declaration to Alert, Site Area, or General Emergency when the CEOC is already operational, a news release should be completed using the appropriate GO-EIP-114 pre-approved sample and be issued within 15 minutes of receipt of the initial Emergency Notification form from the site.
 - _____ 5.3.7.4 Following issuance of the INR or an upgrade news release, a detailed news release should be issued approximately hourly providing timely detailed information on the event status to the media, employees, and the public. Conduct of a press conference in lieu of news release issuance is an acceptable means of keeping the public informed.

- _____ 5.4 IF GENERAL EMERGENCY, THEN go to TAB A
- _____ 5.5 IF SITE AREA EMERGENCY, THEN go to TAB A
- _____ 5.6 IF ALERT, THEN go to TAB A
- _____ 5.7 IF NOTIFICATION OF UNUSUAL EVENT and
_____ ECO to be fully activated **and** the CEOC is to be activated,
THEN GO TO TAB A
- _____ ECO is to be partially activated **and** the CEOC is to be activated,
THEN GO TO TAB B
- _____ ECO is to be placed in standby activation **and** the CEOC is to be placed in
standby activation, THEN GO TO TAB C
- _____ ECO is to be placed in partial standby activation **and** the CEOC is to be placed in
standby activation THEN GO TO TAB D
- _____ 5.8 If FIRE go to TAB E
- _____ 5.9 If PERSONNEL EMERGENCY go to TAB F
- _____ 5.10 If TRANSPORTATION ACCIDENT go to TAB G
- _____ 5.11 If OIL SPILLS & RELEASE OF HAZARDOUS SUBSTANCE go to TAB H
- 6.0 IF none of the above, THEN exit this procedure and coordinate with plant as needed. Consider contacting upper management, Corporate Communication, and the PIEC as necessary based on the events potential for media interest.

TAB A

EC ACTIONS

(CEOC ACTIVATION AND ECO FULL ACTIVATION)

NOTE: Emergency Communication (ECO) timely notification is a high priority. Verify GO-EIP-111, Main Body, step 5.3 initiated prior to proceeding with this TAB. Return to the Main Body of the procedure if a change in Emergency Class occurs.

- _____ 1.0 ESM should contact the on-call EC and provide the EC with the information recorded in step 5.1 and 5.2. The ESM will normally turnover responsibility for completion of TAB A to the EC.
- _____ 2.0 Contact the on-call Administrative Support Director (ASD)(see GO-EIP-111 Telephone Directory item (39) for phone numbers).
- 2.1 Direct the ASD to execute Appendix 1 "Emergency Organization Activation".
- 2.2 Provide the ASD with the information necessary for the ASD to fill out applicable sections of page 1 of Appendix 1.
- _____ 3.0 If the NMC is to be activated, then determine the preferred method for transporting personnel to the Dothan Area and then make required calls to determine transportation availability:
- _____ Aircraft: Helicopter and/or plane
- _____ Personal or Rental Vehicles
- _____ N/A
- 3.1 If transportation by aircraft is the preferred method for transportation then contact one of following individuals and determine if either a helicopter (preferred) or plane is available (see GO-EIP-111 Telephone Directory item (37) for phone numbers).

NOTE: Helicopter departures may be from Shelby County Airport, Birmingham Airport (SCS Hangar), APC Corporate Headquarters, or Inverness Heliport. The Emergency Coordinator should consider (along with SCS flight coordinator) aircraft availability and personnel location in determining the most advantageous departure location.

- 3.1.1 If a helicopter is available then reserve the helicopter for emergency use and obtain and record the following flight information.
- a. Departure time _____
- b. Departure location _____
- c. Number of seats on helicopter _____
- d. "N" Number of helicopter (if available) _____

TAB A (Cont.)

- 3.1.2 If a plane is available then reserve the plane for emergency use and obtain the following flight information.
- a. Departure time _____
 - b. Departure location _____
 - c. Number of seats on plane _____
 - d. "N" Number of plane (if available) _____
- 3.2 If transportation via automobile is the preferred method of transportation or neither a helicopter nor plane are available then:
- 3.2.1 Contact one of the following SNC Security personnel to arrange for security assistance (see GO-EIP-111 Telephone Directory item (4) for phone numbers).
- 3.2.2 If rental vehicles are needed then contact Enterprise Car Rental. (See GO-EIP-111 Telephone Directory item (9) for phone numbers).
- 3.2.3 Obtain and record the following vehicle information.
- a. Vehicle #1 Departure time _____
 Vehicle #1 Departure location _____
 Vehicle #1 Radio/Telephone Number _____
 - b. Vehicle #2 Departure time _____
 Vehicle #2 Departure location _____
 Vehicle #2 Radio/Telephone Number _____
 - c. Vehicle #3 Departure time _____
 Vehicle #3 Departure location _____
 Vehicle #3 Radio/Telephone Number _____

_____ 4.0 If the NMC is to be activated, then notify the PIEC of the transportation departure time and locations (see GO-EIP-111 Telephone Directory item (25) for phone number).

- 4.1 Establish the APC Headland Office as a meeting place for personnel that will be traveling to the EOF if these personnel will not be able to communicate via cellular phone. Personnel will utilize the Headland Office to contact the FNP CEOC to determine safe routes to FNP if traveling to the plant.
- 4.2 Request that the PIEC determine and provide the names of those individuals that will be traveling via aircraft or automobile. Record the information below when the information is provided:

TAB A (Cont.)

Helicopter			
1) NMC Spokesperson _____	2) NMC Coord _____		
3) NMC Asst _____	4) PID _____		
5) NMC Security _____	6) _____		
Plane			
1) NMC Spokesperson _____	2) NMC Coord _____		
3) NMC Asst _____	4) PID _____		
5) NMC Security _____	6) _____		
7) _____	8) _____		
Automobile #1		#2	
1) NMC Spokesperson _____	2) NMC Coord _____		
3) NMC Asst _____	4) PID _____		
5) NMC Security _____	6) _____		
7) _____	8) _____		

4.3 Request the name and phone number of the Corporate Media Coordinator. The Corporate Media Coordinator will be the ECO contact person until the NMC is activated.

Name _____ Phone _____

4.4 Notify the NMC Spokesperson of transportation departure time and location (see GO-EIP-111 Telephone Directory item (38) for phone number).

____ 5.0 Verify any extra notifications are made as may have been requested by the ED or RM.

____ 6.0 Go to the CEOC.

____ 7.0 Coordinate implementation of Appendix 2, "CEOC Activation Guideline."

____ 8.0 Have the ELSD and ASD coordinate implementation of GO-EIP-122 and GO-EIP-123.

____ 9.0 Coordinate with the ASD to arrange for ground transportation for those personnel traveling by air to the NMC and EOF. Inform the EOF and TSC of transportation arrangements for those individuals traveling by air or ground and have security arrangements made for those traveling to the EOF.

____ 10.0 Establish a secure conference call between the TSC, EOF, and CEOC and obtain a briefing from the plant. see GO-EIP-111 Telephone Directory items (22, 28, and 31) for alternate phone numbers.

TAB A (Cont.)

- _____ 11.0 Ensure notifications, as appropriate, are made per Appendix 3, "Notifications".
- _____ 12.0 Provide support for public information needs for news release preparation (reference GO-EIP-114).
- _____ 13.0 Assign a staff member knowledgeable in FNP systems to assist the PIEOC as necessary.
- _____ 14.0 Brief upper management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone number).
- _____ 15.0 Provide news release technical approval as needed per GO-EIP-114, "News Release Coordination and Distribution."

NOTE: Advise of plume path as the crew going to the EOF approaches the plant via helicopter
--

- _____ 16.0 Contact the en-route ESM/ECO crew as needed.
- _____ 17.0 Provide status summary to ESM and/or NMC Spokesperson upon their arrival at NMC utilizing Appendix 4, if necessary.
- _____ 18.0 Maintain support activities until directed by ESM to deactivate CEOC.
- _____ 19.0 When requested to deactivate, perform the following:
 - _____ 19.1 Support de-escalation and recovery efforts per FNP-EIP-28.0, "De-Escalation", and FNP-EIP-28.1, "Recovery", as necessary.
 - _____ 19.2 Direct ASD to provide an update to appropriate personnel and outside agencies.
 - _____ 19.3 Give directions to ASD on desired staffing notifications
 - _____ 19.4 Proceed to the EOF at ESM's discretion for Recovery Phase.
 - _____ 19.5 Brief Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
 - _____ 19.6 The ASD should verify that Nuclear Maintenance Support inventories the CEOC emergency locker per GO-EIP-131 and reseals the Emergency Cabinet. Controlled procedures used during the emergency should be collected and subsequently forwarded to Document Control for retention/replacement.

TAB B

CEOC ACTIVATION AND ECO PARTIAL ACTIVATION

- _____ 1.0 Verify GO-EIP-111, Main Body, Step 5.3 initiated by the PIEOC.
- _____ 2.0 Contact the on-call EC and request the EC proceed to the CEOC after the EC has directed the ASD to activate the CEOC per Appendix 1.
- _____ 3.0 Contact and place the technical spokespersons on STANDBY.
- _____ 4.0 Brief Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____ 5.0 Proceed to CEOC.
- _____ 6.0 Upon arrival at CEOC, obtain briefing from plant and notify the plant of CEOC activation.
- _____ 7.0 Direct EC to have notifications made, as appropriate, per Appendix 3 and direct the ASD and ELSD to perform applicable steps of GO-EIP-111, 122 and/or 123.
- _____ 8.0 Assign a staff member knowledgeable in plant systems to assist the PIEOC as necessary.
- _____ 9.0 Provide support for public information needs for news release preparation as necessary. (Reference GO-EIP-114). Post News Releases on the white board in CEOC.
- _____ 10.0 Support de-escalation and recovery efforts per FNP-EIP-28.0, "De-Escalation", and FNP-EIP-28.1, "Recovery", as necessary.

CONDITIONS DETERIORATE

- _____ 11.0 If classification or conditions worsen leave this TAB and go to MAIN BODY step 5.2.

TERMINATION

- _____ 12.0 If classification or conditions are returned to normal, CONTINUE; otherwise go to step 7.0 of this TAB.
- _____ 13.0 Refer to FNP-EIP-28.0, "De-Escalation", and FNP-EIP-28.1, "Recovery", as necessary.
- _____ 14.0 Request ASD to notify all organizations and personnel previously contacted and update, also to take ECO off STANDBY.
- _____ 15.0 The ASD should verify that Nuclear Maintenance Support inventories the CEOC emergency locker per GO-EIP-131 and reseals the Emergency Cabinet. Controlled procedures used during the emergency should be collected and subsequently forwarded to Document Control for retention/replacement.
- _____ 16.0 Brief Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone numbers).

TAB C

CEOC STANDBY ACTIVATION AND ECO STANDBY ACTIVATION

- _____ 1.0 Verify GO-EIP-111, Main Body, Step 5.3 initiated by the PIEOC.
- _____ 2.0 Contact and place the technical spokespersons on STANDBY.
- _____ 3.0 Contact and request the EC direct the ASD to place the CEOC staff on STANDBY per Appendix 1.
- _____ 4.0 Brief Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____ 5.0 Make notifications as appropriate per Appendix 3.
- _____ 6.0 Interface with plant as necessary.

CONDITIONS DETERIORATE

- _____ 7.0 If classification or conditions worsen, go to MAIN BODY Step 5.2

TERMINATION

- _____ 8.0 If classification or conditions are returned to normal, CONTINUE, otherwise go to step 6.0 above.
- _____ 9.0 Refer to FNP-EIP-28.0, "De-Escalation", and FNP-EIP-28.1, "Recovery", as necessary.
- _____ 10.0 Contact PIEC and advise to take Emergency Communication Organization off STANDBY.
- _____ 11.0 Contact ASD and request to take CEOC staff off STANDBY and contact any other organizations or personnel contacted and advise of situation.
- _____ 12.0 Brief Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone numbers).

TAB D

CEOC STANDBY ACTIVATION AND ECO PARTIAL STANDBY ACTIVATION

- _____1.0 Verify GO-EIP-111, Main Body, Step 5.3 initiated by the PIEOC.
- _____2.0 Contact an on-call SNC Corporate Communications representative.
- _____3.0 Brief Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____4.0 Make notifications as appropriate per App. 3.
- _____5.0 Interface with plant as necessary.

CONDITIONS DETERIORATE

- _____6.0 If classification or conditions worsen, go to MAIN BODY, Step 5.2.

TERMINATION

- _____7.0 If classification or conditions are returned to normal, CONTINUE, otherwise go to Step 5.0 above.
- _____8.0 Refer to FNP-EIP-28.0, "De-Escalation", and FNP-EIP-28.1, "Recovery", as necessary.
- _____9.0 Brief Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____10.0 Contact all previously contacted groups and advise of normal conditions.

TAB E
FIRE

NOTE: If fire causes an emergency classification, GO TO MAIN BODY, Step 5.2 and follow directions based on emergency classification.

- ____ 1.0 Contact an on-call SNC Corporate Communications representative. Verify that the SNC Corporate Communications representative will contact one of the PIEC's. (see GO-EIP-111 Telephone Directory item (25) for phone number).
- ____ 2.0 If major damage has resulted, contact SCS Insurance Department (see GO-EIP-111 Telephone Directory item (7) for phone number).
- ____ 3.0 If fire involves release of PCBs, verify Environmental Services is contacted. (see GO-EIP-111 Telephone Directory item (12) for phone number).
- ____ 4.0 Contact Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- ____ 5.0 If conditions cause emergency classification, go to MAIN BODY, step 5.2.

CONDITIONS DETERIORATE

NOTE: NOUE: Hazards experienced onsite or within one mile of the site boundary which could affect plant operations, such as:.....fire or explosion

ALERT: Fire or explosion potentially affecting ECCS

SAE: A fire affecting ECCS

TERMINATION

- ____ 6.0 If conditions are returned to normal, CONTINUE; otherwise go to step 1.0 above.
- ____ 7.0 Brief Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- ____ 8.0 Contact all previously contacted groups and advise of normal conditions.

TAB F

PERSONNEL EMERGENCY

NOTE: If personnel emergency causes an emergency classification, GO TO MAIN BODY, Step 5.2 and follow directions based on emergency classification.

- _____ 1.0 Contact an on-call SNC Corporate Communications representative (see GO-EIP-111 Telephone Directory item (32) for phone number). Verify that the SNC Corporate Communications representative will contact one of the PIEC's. (see GO-EIP-111 Telephone Directory item (25) for phone number).
- _____ 2.0 If emergency involves injured, contaminated or overexposed personnel, then contact the Safety and Health Department (see GO-EIP-111 Telephone Directory item (19) for phone numbers).
- _____ 3.0 If emergency involves injured, contaminated or overexposed personnel, then contact the Safety and Health Department (see GO-EIP-111 Telephone Directory item (20) for phone numbers).
- _____ 4.0 Contact Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____ 5.0 Contact the following as needed:
 - _____ 5.1 UAB RCTF (see GO-EIP-111 Telephone Directory item (17) for phone numbers).
 - _____ 5.2 American Medical Response (AMR) Ambulance Service (see GO-EIP-111 Telephone Directory item (18) for phone numbers).
 - _____ 5.3 SCS Risk Management (see GO-EIP-111 Telephone Directory item (7) for phone numbers).
 - _____ 5.4 INPO (see GO-EIP-111 Telephone Directory item (2) for phone numbers).

TAB G

WASTE TRANSPORTATION ACCIDENTS

NOTE: If waste transportation accident causes an emergency classification, GO TO MAIN BODY, Step 5.2 and follow directions based on emergency classification.

- _____ 1.0 Verify the Recovery Manager and Emergency Director are aware of the accident.
- _____ 2.0 Contact an on-call SNC Corporate Communications representative (see GO-EIP-111 Telephone Directory item (32) for phone number). Verify that the SNC Corporate Communications representative will contact one of the PIEC's. (see GO-EIP-111 Telephone Directory item (25) for phone number).
- _____ 3.0 Contact ANI (see GO-EIP-111 Telephone Directory item (1) for phone numbers).
- _____ 4.0 Contact SCS Insurance Department (see GO-EIP-111 Telephone Directory item (7) for phone numbers).
- _____ 5.0 Contact Upper Management as necessary (see GO-EIP-111 Telephone Directory item (23) for phone numbers).
- _____ 6.0 Continue to monitor situation as necessary.
- _____ 7.0 Contact all previously contacted personnel and agencies when situation returned to normal.

TAB H

OIL SPILLS AND RELEASE OF HAZARDOUS SUBSTANCE

- _____1.0 Verify the ED has contacted Southern Nuclear Environmental Services (see GO-EIP-111 Telephone Directory item (12) for phone numbers).
- _____2.0 Consider contacting SNC Corporate Communications (see GO-EIP-111 Telephone Directory item (32) for phone number) and the APC PIEC (see GO-EIP-111 Telephone Directory item (25) for phone number) to advise of situation.
- _____3.0 Consider contacting Upper Management (see GO-EIP-111 Telephone Directory item (23) for phone number).
- _____4.0 Continue to monitor situation as necessary.
- _____5.0 Contact all previously contacted personnel when situation is returned to normal.

Appendix 1

CORPORATE NOTIFICATION

ASD ACTIONS

_____ 1.0 Fill out information form below as provided by ESM or EC:

DATE/TIME _____ / _____

ESM/EC _____ / _____

RM/ED _____ / _____

Emergency Classification _____ Time Declared _____

Description/Comments _____

Notifications: (For ASD to make)

1) _____

2) _____

3) _____

4) _____

_____ 2.0 Determine from ESM or EC desired level of activation. Proceed to the indicated step based on level of activation.

(Check One)

CEOC ACTIVATION and ECO FULLY ACTIVATION
(Perform Step 3.0)

CEOC ACTIVATION and ECO PARTIAL ACTIVATION
(Perform Step 4.0)

CEOC STANDBY ACTIVATION and ECO STANDBY ACTIVATION
(Perform Step 5.0)

CEOC STANDBY ACTIVATION and ECO PARTIAL STANDBY ACTIVATION
(Perform Step 6.0)

APPENDIX 1 (Cont.)

3.0 CEOC ACTIVATION and ECO FULL ACTIVATION

- 3.1 Activation (see GO-EIP-111 Telephone Directory item (39) for phone/pager numbers).
- _____ 3.1.1 Contact the on-call ELSD and have the ELSD report to the CEOC.
 - _____ 3.1.2 Contact an ASD assistant (if possible) to go to the CEOC.
 - _____ 3.1.3 Contact an off-duty EC (if possible) to go to the CEOC as the EC assistant.
 - _____ 3.1.4 Contact the on-call SNC Corporate Communications Representative (see GO-EIP-111 Telephone Directory item (32) for phone numbers) and request the representative come to the CEOC to perform the actions of the PIEOC.
 - _____ 3.1.5 Contact the following from the Non-Pre-designated Staff (see GO-EIP-111 Telephone Directory item (39) for phone/pager numbers).
 - _____ a. An engineer to proceed to the CEOC as the ELSD assistant.
 - _____ b. An individual knowledgeable in plant systems to proceed to the CEOC and assist the PIEOC in the preparation of press releases.
 - _____ c. An individual to proceed to the CEOC as an Administrative Assistant for updating of CEOC Emergency Status Boards, staffing the ENN, etc., if not already done.
 - _____ 3.1.6 When staff notifications are complete go to the CEOC and obtain update from EC.
- 3.2 Implement GO-EIP-123, "Reference Guidance for the ASD."
- 3.3 Deactivation
- _____ 3.3.1 Deactivate the CEOC at the direction of the ESM or EC. Prior to CEOC deactivation and at the direction of the EC, update all previously notified departments, personnel, and outside agencies.
 - _____ 3.3.2 When CEOC activities are complete, contact Nuclear Maintenance Support to re-inventory per GO-EIP-131 any CEOC file cabinets with broken seals.
 - _____ 3.3.3 Collect all records of activities (e.g., logs, telecopies, drawings, etc.), and assemble in a package.
 - _____ 3.3.4 Obtain EC or ESM concurrence of the completeness of the records.
 - _____ 3.3.5 Send to the Emergency Planning Coordinator for review and transmittal to document control.

APPENDIX 1 (Cont.)

4.0 CEOC ACTIVATION and ECO PARTIAL ACTIVATION

- _____ 4.1 If the ESM or EC has determined that the NS staff should report to the CEOC, notify the CEOC staff (see GO-EIP-111 Telephone Directory item (39) for phone/pager numbers).
 - _____ 4.1.1 Contact the on-call ELSD and have the ELSD report to the CEOC.
 - _____ 4.1.2 Contact an ASD assistant (if possible) to go to the CEOC.
 - _____ 4.1.3 Contact an off-duty EC (if possible) to go to the CEOC as the EC assistant.
 - _____ 4.1.4 Contact the on-call SNC Corporate Communications Representative (see GO-EIP-111 Telephone Directory item (32) for phone numbers) and verify the representative is aware that the PIEOC is on standby activation.
 - _____ 4.1.5 Contact the following from the Non-Pre-designated Staff (see GO-EIP-111 Telephone item (39) for phone numbers).
 - _____ a. An engineer to proceed to the CEOC as the ELSD assistant.
 - _____ b. An individual knowledgeable in plant systems to proceed to the CEOC and assist the PIEOC in the preparation of press releases.
 - _____ c. An individual to proceed to the CEOC as an Administrative Assistant for updating of CEOC Emergency Status Boards, staffing the ENN, etc., if not already done.
- _____ 4.2 When staff notifications are complete go to the CEOC.
- _____ 4.3 Perform actions as directed by the ESM or EC.
- _____ 4.4 Implement GO-EIP-123, "Reference Guidance for the ASD".
- _____ 4.5 Deactivate the CEOC at the direction of the ESM or EC. Prior to CEOC deactivation and at the direction of the EC, update all previously notified departments, personnel, and outside agencies.
- _____ 4.6 When CEOC activities are complete, contact Nuclear Maintenance Support to re-inventory per GO-EIP-131 any CEOC file cabinets with broken seals.
 - _____ 4.6.1 Collect all records of activities (e.g., logs, telecopies, drawings, etc.), and assemble in a package.
 - _____ 4.6.2 Obtain EC or ESM concurrence of the completeness of the records
 - _____ 4.6.3 Send to the Emergency Planning Coordinator.

APPENDIX 1 (Cont.)

5.0 CEOC STANDBY ACTIVATION and ECO STANDBY ACTIVATION

- _____ 5.1 If the ESM or EC has determined that the NS staff should be placed on STANDBY; notify the staff. (see GO-EIP-111 Telephone Directory item (39) for phone/pager numbers).
- _____ 5.2 Perform any actions as directed. Maintain contact with the EC in case additional actions are required.
- _____ 5.3 If the CEOC and ECO staff are to be taken off of STANDBY due to a more normal situation, at the direction of the EC, contact all NS staff members, company departments and off-site agencies previously contacted and take them off STANDBY.
- _____ 5.4 Notify the EC that the CEOC, ECO, and all other personnel or agencies previously contacted have been taken off STANDBY.
- _____ 5.5 Collect all records of activities (e.g., logs, telecopies, drawings, etc.), assemble in a package, and
 - _____ 5.5.1 Obtain EC or ESM concurrence of the completeness of the records.
 - _____ 5.5.2 Send to the Emergency Planning Coordinator.

APPENDIX 1 (Cont.)

6.0 CEOC STANDBY ACTIVATION and ECO PARTIAL STANDBY ACTIVATION

- _____ 6.1 If the ESM or EC has determined that some of the CEOC or NS staff should be notified of the emergency for information purposes or placed on PARTIAL STANDBY; then notify those personnel (see GO-EIP-111 Telephone Directory item (39) for phone numbers).
- _____ 6.2 Perform any actions as directed. Maintain contact with the EC in case additional actions are required.
- _____ 6.3 If the CEOC and ECO staff are to be taken off of Partial STANDBY due to a more normal situation, at the direction of the EC, contact all NS staff members, company departments and off-site agencies previously contacted and take them off STANDBY.
- _____ 6.4 Notify the EC that the CEOC, ECO, and all other personnel or agencies previously contacted have been taken off STANDBY.
- _____ 6.5 Collect all records of activities (e.g., logs, telecopies, drawings, etc.), assemble in a package, and
 - _____ 6.5.1 Obtain EC or ESM concurrence of the completeness of the records.
 - _____ 6.5.2 Send to the Emergency Planning Coordinator.

APPENDIX 1, TABLE 1

NUCLEAR SUPPORT NOTIFICATIONS

- _____ 1.0 If Community Alert Network (CAN) notification is not to be made by FNP and notification of on-call staff is necessary, then individually page personnel needed per the on call roster or per this appendix.
- _____ 2.0 If notification of on-call staff was done via the CAN system then perform the following:
 - _____ 2.1 Upon arrival at the CEOC obtain the CAN response printout from the CEOC emergency telecopier.
 - _____ 2.2 Verify that at least one ESM, EC, ASD, and ELSD has responded that they are reporting to the CEOC.
 - _____ 2.3 Contact additional Nuclear Support personnel, as needed (see GO-EIP-111 Telephone Directory item (39) for phone numbers).

APPENDIX 1, FIGURE 1

Name	Contacted Time	Could Not Contact Time	On Standby	Location (Time) Dispatched to Departure	Released (Time)	Comments

APPENDIX 2

CEOC ACTIVATION/OPERATION GUIDELINE
(EC Actions)

ACTIVATION

- _____ 1.0 Verify CEOC work stations, communications, supplies, and status boards setup per GO-EIP-111, Figure 1.
- _____ 2.0 Verify that necessary personnel to provide support have arrived in the CEOC and have logged in by signing the Personnel Roster (GO-EIP-111, Figure 2).
- _____ 3.0 Verify that CEOC has established a communications link with the TSC and EOF (if actuated).
- _____ 4.0 Assign individuals to maintain appropriate status boards and to operate emergency communication equipment.
- _____ 5.0* Evaluate readiness of the CEOC.
- _____ 6.0* Declare the CEOC operational.
- _____ 7.0 Notify the following that the CEOC is operational.

- _____ ESM
- _____ ED
- _____ RM

* Should be performed by EC

OPERATION

- _____ 1.0 After activation, the EC is responsible for insuring the following personnel and their specific job functions are represented in the CEOC, unless otherwise indicated by the ESM. The CEOC will be maintained operational until deactivated by the ESM..
 - a) Emergency Coordinator
 - b) Administrative Support Director
 - c) Engineering and Licensing Support Director
 - d) PIEOC Coordinator
- _____ 2.0 Each CEOC Coordinator and Director should utilize the appropriate procedures and maintain a log of information, actions, events, and staffing as appropriate for their job function.
- _____ 3.0 Individuals from the Corporate Emergency Staff should maintain current the plant emergency status boards and/or data sheets, as appropriate.
- _____ 4.0 All personnel assigned to the CEOC shall be responsible for ensuring that adequate and complete briefings are accomplished prior to being relieved.
- _____ 5.0 Make arrangements for shift relief using the following table: (Note: Use FNP-EIP-8.1 Notification Roster if requested to organize shift relief for the FNP crews).

APPENDIX 2 (Cont.)

1st Shift Relief

Position	Replacement	Estimated Arrival Time
News Media Spokesperson:		
Emergency Coordinator:		
Emergency Support Manager:		
Engineering and Licensing Support Director:		
Admin Support Director:		
Non-Predesignated Staff:		
Non-Predesignated Staff:		

2nd Shift Relief

Position	Replacement	Estimated Arrival Time
News Media Spokesperson:		
Emergency Coordinator:		
Emergency Support Manager:		
Engineering and Licensing Support Director:		
Admin Support Director:		
Non-Predesignated Staff		
Non-Predesignated Staff:		

APPENDIX 3
 OFFSITE NOTIFICATIONS

NOTE: Re-evaluate necessary notifications as emergency classifications change.

____ 1.0 Notify as shown below based on emergency classification: write name of person contacted and date/time in box when contacted.

NOTE: The number in parenthesis corresponds to the item number listed in the **GO-EIP-111 Telephone Directory**.

	Gen. Emerg.	SAE	ALERT	NOUE
____(1) ANI/ MAELU	X	X	X	#
____(2) INPO	X	X	X	#
____(3) APC Headland Office	X	X	X	#
____(4) Corporate Security	X	X	X	#
____(5) Westinghouse	X	X	#	#
____(6) Bechtel	X	X	#	#
____(7) SCS Risk Mgmt.	X	#	#	#

X - as soon as possible
 # - as needed

APPENDIX 3 (Cont.)

_____2.0 Contact the following as needed:

- (8) Southern Company Services
Name _____ Date/Time _____
- (9) Enterprise Rental Car
Name _____ Date/Time _____
- (10) APC Automotive (fleet cars)
Name _____ Date/Time _____
- (11) Plant Services (cash advance)
Name _____ Date/Time _____
- (12) Environmental Services
Name _____ Date/Time _____
- (13) Support Services (Corp. Hdqrs Switchboard)
Name _____ Date/Time _____
- (14) APC Corp. Hdqrs Switchboard
Name _____ Date/Time _____
- (15) APC Legal Department
Name _____ Date/Time _____
- (16) SNC Materials Services
Name _____ Date/Time _____
- (17) UAB RCTF
Name _____ Date/Time _____
- (18) American Medical Response Ambulance Service (formerly Careline of Alabama)
Name _____ Date/Time _____
- (19) Medical Support
Name _____ Date/Time _____
- (20) Safety & Health
Name _____ Date/Time _____
- (21) Savannah River Ops
Name _____ Date/Time _____
- (22) Network Operations Center
Name _____ Date/Time _____
- (23) Upper Management
Name _____ Date/Time _____

APPENDIX 3 (Cont.)

- (24) Southeast Division
Name _____ Date/Time _____
- (25) Public Information Emergency Coordinator (PIEC)
Name _____ Date/Time _____
- (26) Dothan Airport Car Rentals
Name _____ Date/Time _____
- (27) Commercial Reservations
Name _____ Date/Time _____
- (28) Telecommunications/Computer Problems
Name _____ Date/Time _____
- (29) SNC/SCS Operator
Name _____ Date/Time _____
- (30) Operations and Planning Services
Name _____ Date/Time _____
- (31) Communications Bridges
Name _____ Date/Time _____
Password _____
- (32) SNC Corporate Communications On-Call Representatives
Name _____ Date/Time _____
- (33) SCS Document Control
Name _____ Date/Time _____
- (34) Technical Services
Name _____ Date/Time _____
- (35) Houston County Emergency Management Agency (NMC Setup)
Name _____ Date/Time _____
- (36) Southeast Division Power Delivery
Name _____ Date/Time _____
- (37) Aircraft Expeditors
Name _____ Date/Time _____
- (38) NMC Spokespersons
Name _____ Date/Time _____
- (39) Nuclear Support Staff
Name _____ Date/Time _____
Name _____ Date/Time _____
Name _____ Date/Time _____
Name _____ Date/Time _____
Name _____ Date/Time _____

APPENDIX 4

TECHNICAL SPOKESPERSON GUIDANCE

1.0 Fill in Representatives as appropriate:

APC/SNC Representatives:

Federal Representatives:

NMC Spokesperson

NRC

PID

NMC Coordinator

FEMA

State Representatives:

County Representatives:

AEMA

HCEMA

GEMA

ECEMA

GA DNR

AL. Div. Radiation Control

FLA DEM

FLA HRS

2.0 Notify EOF Recovery Manager of upcoming press conference and obtain information as necessary using step 4.0 below for guidance.

3.0 Confer with the PID and NMC Coordinator concerning the following in preparation for upcoming press conference/briefing

_____ Previous news releases. (All Sources)

_____ Statements made by government official other than AEMA, GEMA, NRC (e. g. President, Governor, etc.)

_____ Any print or broadcast coverage by the media which as been identified as inaccurate and assist in preparing a clarification statement for accuracy.

_____ Any rumors which have been identified as needing to be resolved.

APPENDIX 4 (Cont.)

TECHNICAL SPOKESPERSON GUIDANCE

_____ Any unresolved technical questions from previous press conferences and prepare response.

_____ Need for visuals, graphics or handouts to be used or distributed during press conference/briefing.

4.0 Monitor current status of the following:

_____ Basic sequence of events and the times declared for each.

_____ Emergency Classification _____
Declared at _____
Reason _____

_____ EOF Activated at _____
Functional at _____
Current Status _____

_____ ANS Activation _____
Siren activated at _____
Tone Alert Radios Activated at _____

_____ Current Status _____

Emergency actions ordered by the states (such as precautions, evacuations, KI use, etc.).
(Note: This information to be released only by State EMAs)

_____ Sheltering recommendations

_____ Areas evacuated

_____ Status of evacuation center

_____ Sampling of produce and milk from area

_____ Evacuation of schools

5.0 Plant Information (SNC)

_____ What occurred

_____ Status of repair efforts

_____ Status of major plant equipment

APPENDIX 4 (Cont.)

TECHNICAL SPOKESPERSON GUIDANCE

- _____ Status of other unit
- _____ Status of offsite electrical system
- _____ Plant casualties/injuries
- _____ Precautions taken at the plant (such as KI use, etc.)

6.0 Radiation Releases

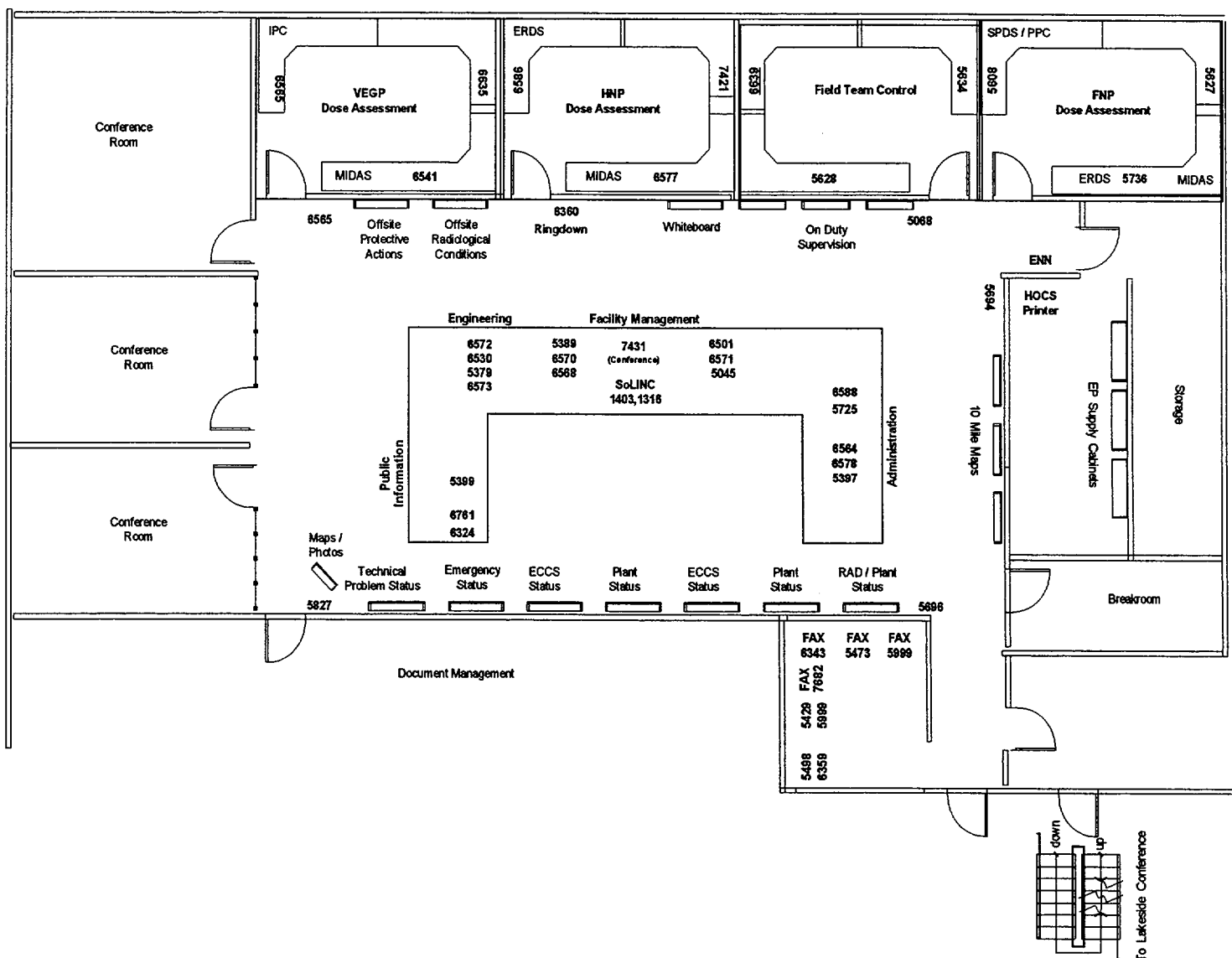
- _____ Source (SNC)
- _____ Amounts (State/SNC RMTs)
- _____ On-site dose rates
- _____ Off-site dose rate confirmation by State & RMTs
- _____ Identify affected areas (State/SNC RMTs)
- _____ Expected duration of the release (SNC)
- _____ Future planned releases (SNC)

COMMON EMERGENCY OPERATIONS CENTER (CEOC) SETUP GUIDELINE

- _____ 1) The following steps should be performed by any NS personnel upon arrival at the CEOC
- _____ 2) If necessary, call security (5509) and have BLDG 40, 3rd floor lights and air conditioning turned on.
- _____ 3) Setup Personnel Roster and ensure that all personnel sign-in/out.
- _____ 4) Verify telephones, radios, and ENN operational. Refer to FNP-0-EIP-8.3 for guidance.
- _____ 5) Verify telecopiers and clocks operational with date and time synchronized with the plant.

Notes:

- 1) All CEOC telephone prefixes are 8-992-XXXX or 9-1-205-992-XXXX
- 2) CEOC located in Room 320, BLDG 40, Inverness Center Parkway, Birmingham, AL. 35242

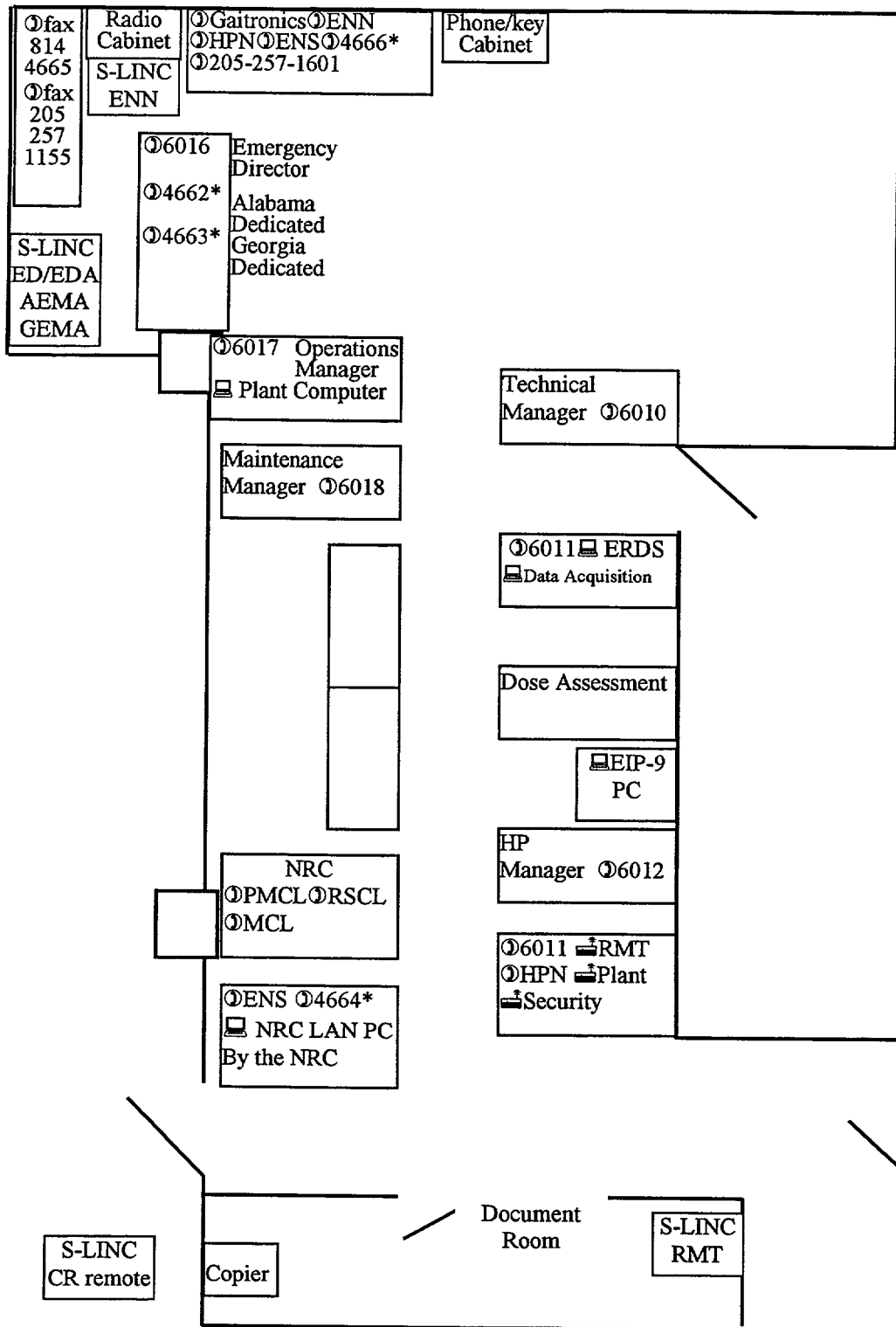


PERSONNEL ROSTER

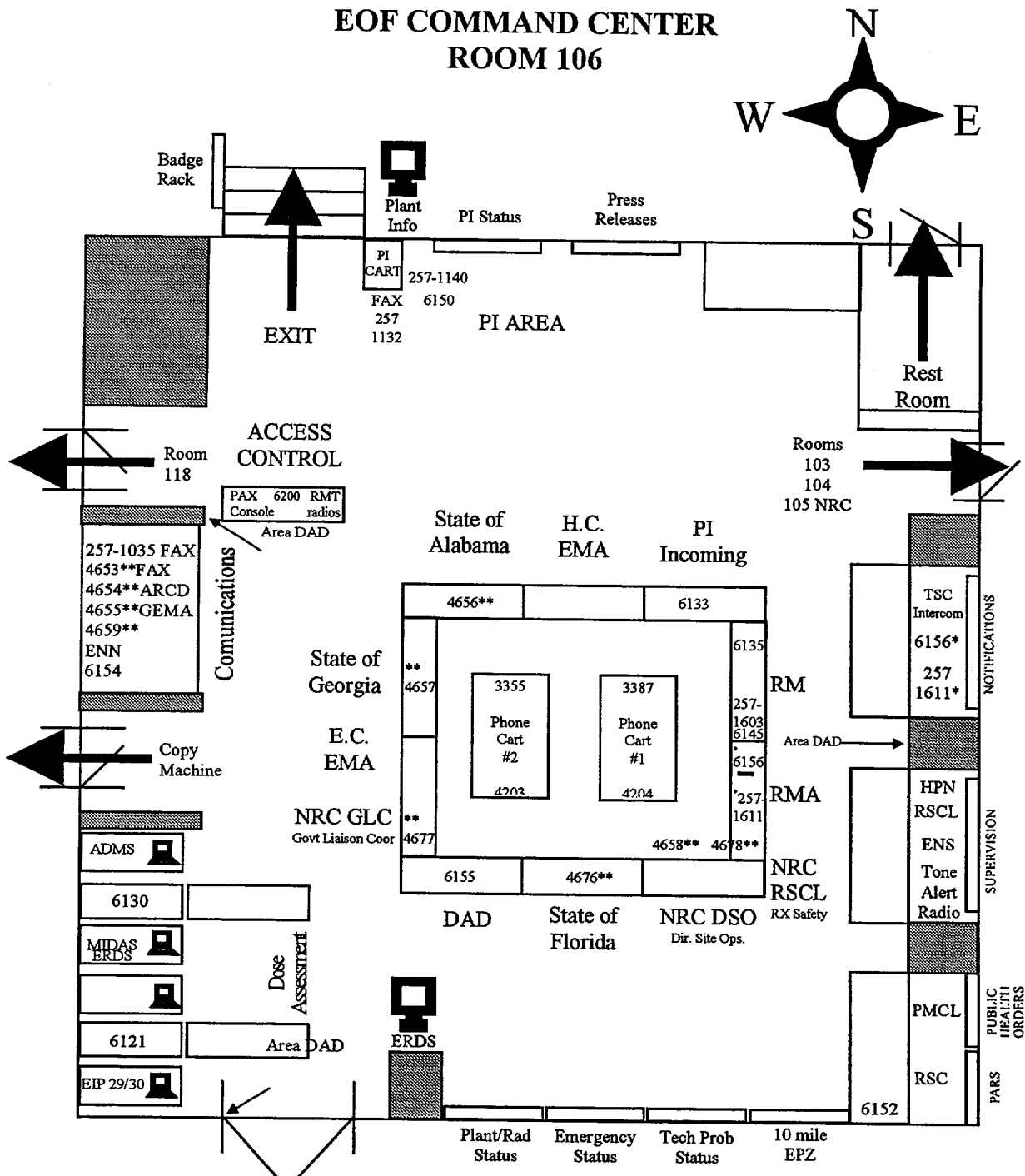
Page ____ of ____

Position	Name	Signature	In		Out	
			Date	Time	Date	Time
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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15.						
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19.						
20.						
21.						
22.						
23.						
24.						
25.						

TECHNICAL SUPPORT CENTER

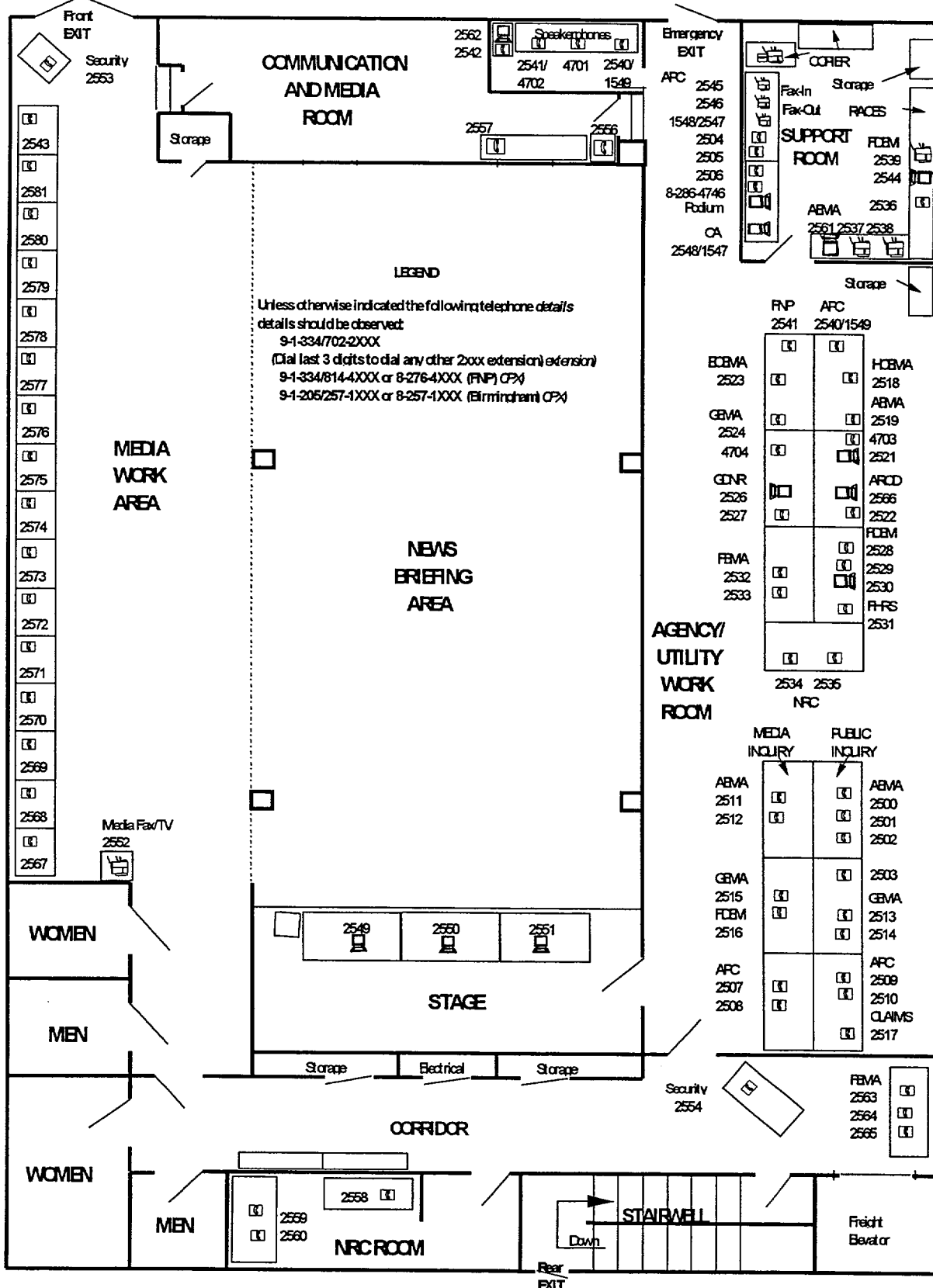


* These extensions are Direct Inward Dial extensions that can be dialed directly from an outside line with prefix 814. Use area code 334 if dialing from outside Ashford. Dial from on site with the 4 digit extension, from other company phones use the 276 prefix.



- Note 1:** Dial 4 digit PAX numbers directly from FNP phones or OPX. Use prefix 8-276 from other Southern Company phones. Dial 334-899-5156, ask for extension from commercial phones.
- Note 2:** Dial 257 prefix preceded by an 8 from Southern Company phones. Dial direct from commercial phones. Area Code 205 required outside Birmingham.
- * Phones ring in two locations. Always active in Cabinet behind RM.
 - ** Extensions are Direct Inward Dial numbers that can be dialed direct from an outside line with area code 334 and prefix 814, or Southern Company phones with 8-276 prefix or the 4 digit extension from PAX phones

NEWS MEDIA CENTER (NMC)



ENCLOSURE 4

**Uncontrolled Copy of
GO-EIP-114 (Rev 22)**

FARLEY NUCLEAR SUPPORT

NEWS RELEASE COORDINATION AND DISTRIBUTION

GO-EIP-114

List of Effective Pages

<u>Page No.</u>	<u>Revision</u>
1 - 22	Rev. 22

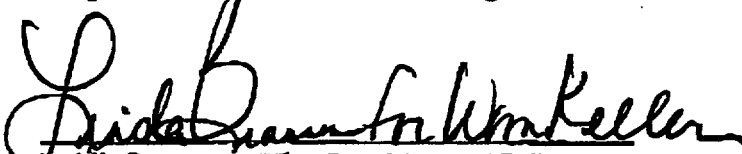
APPROVED:



Nuclear Support General Manager



Corporate Communications Manager



Public Relations Vice President - APC

7-10-2001
Date Issued

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NEWS RELEASE COORDINATION AND DISTRIBUTION

1.0 PURPOSE

The purpose of this procedure is to provide guidance in the coordination and distribution of news releases in an emergency condition.

2.0 SCOPE

This procedure applies to the Farley Project, SNC's Public Affairs, and APC's Public Relations Department during emergency conditions at Farley Nuclear Plant.

3.0 REFERENCES

3.1 GO-EIP-101

3.2 GO-EIP-102

3.3 FNP Emergency Plan

4.0 GENERAL

4.1 Determination of the need to issue statements or news releases will be made by the on-duty Public Information Director or the APC Vice President - Public Relations or the on-duty Public Information Emergency Coordinator. Information released will be coordinated with the Vice President - Farley Project or on-duty Emergency Coordinator/Emergency Support Manager and/or the on-duty Recovery Manager.

4.2 Determination of information separate from news releases to be entered on NUCLEAR NETWORK will be made by the Vice President - Farley Project or the on-duty Emergency Coordinator/Emergency Support Manager and/or the on-duty Recovery Manager.

4.3 Southern Nuclear Operating Company's and Alabama Power Company's policy is to inform the news media promptly, fully, and without undue delay concerning events at the Farley Nuclear Plant that might have potential news value to the media, the public, and to SNC/APC employees.

The following are examples of FNP events for which public communication might be made:

4.3.1 Shutdowns resulting from failure of, or damage to, safety-related equipment.

4.3.2 Any unusual and significant discharge of radioactive materials from FNP.

- 4.3.3 Within FNP, any unusual and significant exposure of plant personnel.
 - 4.3.4 Any severe personnel injury or fatality, whether related to nuclear operations or not.
 - 4.3.5 Any accident involving a carrier transporting spent fuel or radioactive waste materials from FNP.
 - 4.3.6 Reporting the effect from flood, earthquake, tornado, drought, or any other natural event in the FNP vicinity that could produce public concern.
 - 4.3.7 Any incident such as fire or explosion causing significant damage at FNP.
 - 4.3.8 Any abnormal event involving environmental concern, such as significant chemical release, whether related to nuclear or not.
- 4.4 When used, written emergency news releases and network releases will normally include the following information as applicable: nature of accident and cause (if known); location of treatment facility and condition of victims; hazards to the public (if any) and their duration; steps being taken to correct the situation and to protect the public; damages (if any) and effect on the Alabama Power system; and likely extent and duration of any outages. Verbal statements to the media will also include as much of the above information as possible.

NOTE: Samples 1 through 10 are provided as sample press releases to aid the writer in basic format. Approval and distribution of news releases will be in accordance with steps 5.1, 5.2, 5.3 or 5.4, as applicable. All releases should be consistently posted at the CEOC, EOF, APC Corporate Headquarters and NMC at plain view locations.

5.0 PROCEDURE

News releases must be approved for technical accuracy at the CEOC and receive final media approval at APC's Corporate Headquarters or News Media Center. (The EOF and the NMC in Dothan may activate independently of each other.)

5.1 Emergency News Release Procedures Prior News Media Center Activation.

- 5.1.1 At the request of the Emergency Support Manager (ESM)/Emergency Coordinator (EC)/Vice President-Farley Project(VP-FP)/or his designee and with the concurrence of the Public Information Director (PID)/Public Information Emergency Coordinator (PIEC)/Corporate Media Coordinator (CMC), the PI EOC Coordinator will prepare a draft news release.

NOTE: Utilize Figure 1 to document the following steps:

- 5.1.2 Prepare a final draft based on review comments.
- 5.1.3 Submit the final draft to the (EC/VP-FP or his designee for technical approval and PID/PIEC/CMC) for final approval.

NOTE: All news releases must be approved by the EC/VP-FP or his designee and PID/PIEC/CMC PRIOR to being issued.

- 5.1.4 Prepare the release for distribution. The Corporate Media Coordinator will assign a news release number and time issued to the approved news release.
- 5.1.5 Notify the following organizations of the release contents (phone numbers and fax numbers are in GO-EIP-118, ECO Telephone Directory, Section 5): NRC, Alabama Emergency Management Agency, Houston County Emergency Management Agency, Georgia Emergency Management Agency, Florida Division of Emergency Management, Early County Emergency Management Agency, Alabama Department of Public Health and Georgia Environmental Protection Division and Florida Department of Health-Division of Radiation Control.

NOTE: News release distribution should proceed in parallel with notifications (Step 5.1.5).

- 5.1.6 Distribute the news release in the following order: "Dothan Area Media" first, "Wire Services" second and "Statewide Media" third.
- 5.1.7 Copies of all releases and completed copies of Figure 1 must be retained in Emergency Communication Organization (ECO) records for one year.

5.2 Emergency News Release Procedures Following News Media Center activation.

- 5.2.1 At the request of the Emergency Coordinator/VP-FP/ESM or Recovery Manager (RM) and with the concurrence of the Public Information Director (PID)/NMC Coordinator, the PI EOC Coordinator will prepare a news release draft.

NOTE: Utilize Figure 2 to document the following steps:

- 5.2.2 Following discussion at the CEOC on the news release, the PI EOC Coordinator should submit a final draft to VP-FP/ESM/EC or RM for technical approval and the PID or his designee for final approval.
- 5.2.3 The NMC Coordinator should contact representatives of the following agencies if present at the News Media Center: Alabama Emergency Management Agency, Houston County Emergency Management Agency, Georgia Emergency Management Agency, Florida Division of Emergency Management, Early County Emergency Management Agency, Alabama Department of Public Health, Florida Department of Health-Division of Radiation Control and Georgia Environmental Protection Division and notify them of impending news release contents. Agencies shall have 15 minutes to review the release and make suggested revisions.
- 5.2.4 Relay comments made by agencies on the news release to the PID and RM for consideration.
- 5.2.5 Notify APC Corporate Headquarters Office of impending news release.
- 5.2.6 Notify NRC public information representative of impending news release.
- 5.2.7 Notify NMC Media Relations Coordinator of impending news release or briefing and instructions to notify media representatives.
- 5.2.8 Prepare release for distribution. The News Media Center Coordinator will assign a news release number and time issued to it.
- 5.2.9 Distribute news release in the following order: media at NMC, Dothan area media not represented at NMC, wire services, statewide media.
- 5.2.10 Provide designated company spokesperson or his alternate for briefing the media from the News Media Center.
- 5.2.11 Provide Technical Staff if available for background briefing, if necessary (as approved by PID and technical spokesperson).
- 5.2.12 Provide shuttle for media representatives from News Media Center to the plant site for onsite media coverage as allowed and agreed upon by the appropriate regulatory agencies, the Recovery Manager and the PID.
- 5.2.13 Copies of all releases and completed copies of Figure 2 must be retained in ECO records for one year.

- 5.3 Pre-approved news release procedures. These procedures are the same for both prior to and following the shift of approval responsibility to the NMC.

NOTE: Utilize Figure 3 to document the following steps:

Only News Releases #1, #3, #5, #6, and #8 are pre-approved.

- 5.3.1 The Emergency Support Manager (ESM) / Emergency Coordinator (EC)/Recovery Manager (RM)/VP-Farley Project (VP-FP) will contact the Public Information Director (PID)/PI Emergency Coord. (PIEC)/Corporate Media Coord. (CMC)/NMC Coordinator in the event of an emergency. PI will request the necessary information to issue a pre-approved news release. Use the appropriate sample news releases (see attached samples #1, #3, #5, #6 and #8) and fill in the blanks with information obtained from the ESM/EC/RM/VP-FP.

NOTE: Sample “pre-approved” news releases #1, #3, #5, #6, #8 are provided to aid the writer. The blanks should be completed with information obtained through discussion with the ESM/EC/RM/VP-FP. No other modifications that could result in a change in the technical accuracy of the release can be made. If changes are made, technical approval MUST be obtained.

- 5.3.2 The Corporate Media Coordinator (CMC) or NMC Coordinator will assign a news release number and time issued to the approved news release.

NOTE: News release distribution (Step 5.3.4) should proceed in parallel with notifications (Step 5.3.3).

- 5.3.3 Notify the following organizations of the release contents (phone numbers & fax numbers are in GO-EIP-118, ECO Telephone Directory, Section 5): NRC, Alabama Emergency Management Agency, Alabama Department of Public Health, Houston County Emergency Management Agency, Georgia Emergency Management Agency, Georgia Department of Natural Resources, Early County Emergency Management Agency, Florida Division of Emergency Management and Florida Department of Health - Division of Radiation Control
- 5.3.4 Distribute the release in the following order: “Dothan Area Media” first, “Wire Services” second and “Statewide Media” third.
- 5.3.5 Copies of all releases and completed copies of Figure 3 must be retained in Emergency Communication Organization (ECO) records for one year.

5.4 Release of Information to other Industry Organizations via NUCLEAR NETWORK

5.4.1 At the direction of the VP-FP/ /ESM/EC/ or RM, the Engineering and Licensing Support Director (ELSD) and the PI EOC Coordinator will prepare a draft for NUCLEAR NETWORK release.

NOTE: Utilize Figure 4 to document the following steps:

5.4.2 The ELSD will submit draft to EC/ESM/VP-FP or RM for final approval.

5.4.3 The PI EOC Coordinator will notify the Public Information Director of impending NUCLEAR NETWORK entry (PID to notify the NRC public information representative of impending NETWORK entry).

5.4.4 The Administrative Support Director (ASD) will telecopy the NUCLEAR NETWORK entry to INPO including with the entry a completed copy of the GO-EIP-114, Figure 4 and request that INPO place the entry on to the Nuclear Network.

Additional information concerning the NUCLEAR NETWORK may be found on-line.

DATE _____ DRAFT NO. _____ NEWS RELEASE NUMBER _____

(Approval Form Prior to NMC Activation)

Approval (must be obtained before news release issued) **Initials/Time**
Emergency Coordinator or Emergency Support Manager or
Vice President-Farley Project or Recovery Manager (Circle title) _____ / _____

Public Info. Director or PI Emergency Coordinator or
Corporate Media Coordinator (circle title) _____ / _____

Notification (by Corp. Media Coord.) **Notified by/Time**

NRC Public Information Office* _____ / _____
Alabama Emergency Management Agency* _____ / _____
Alabama Department of Public Health* _____ / _____
Houston County Emergency Management Agency* _____ / _____
Georgia Emergency Management Agency* _____ / _____
Georgia Environmental Protection Division* _____ / _____
Early County Emergency Management Agency* _____ / _____
Florida Division of Emergency Management* _____ / _____
Florida Department of Health-Division of Radiation Control * _____ / _____

News Release Distribution **Initials/Time**

Dothan Area Media _____ / _____
Wire Services _____ / _____
Statewide Media _____ / _____
NRC Regional Office _____ / _____
NRC Headquarters _____ / _____
Corporate Media Relations Staff _____ / _____
Public Inquiry _____ / _____
Customer Service Centers _____ / _____
Employee Communication / Powerlines _____ / _____
Claims Response _____ / _____
Financial Response Officer _____ / _____
Political Liaisons _____ / _____
Corporate Media Monitoring Staff _____ / _____
EOF _____ / _____
EOC _____ / _____
NMC _____ / _____
TSC _____ / _____
Post Final News Release _____ / _____
Other: _____ / _____

* If necessary, news release distribution can proceed in parallel to notifications.

DATE _____ DRAFT NO. _____ NEWS RELEASE NUMBER _____

(Approval Form Following NMC Activation)

Approval (must be obtained before news release issued)	Initials/Time
EC or ESM or VP-FP or RM (circle title)	_____ / _____
PID or NMCC (circle title)	_____ / _____

Notification (by NMC Coord.)	Notified by/Time
NRC Public Information Office*	_____ / _____
Alabama Emergency Management Agency*	_____ / _____
Alabama Department of Public Health*	_____ / _____
Houston County Emergency Management Agency*	_____ / _____
Georgia Emergency Management Agency*	_____ / _____
Georgia Environmental Protection Division*	_____ / _____
Early County Emergency Management Agency*	_____ / _____
Florida Division of Emergency Management*	_____ / _____
Florida Department of Health-Division of Radiation Control *	_____ / _____

Distribution Preparations	Initials/Time
Comments Evaluated by PID and RM	_____ / _____

NEWS RELEASE DISTRIBUTION (from NMC)	Initials/Time
Media at NMC	_____ / _____
Utility & Agency Staff at NMC	_____ / _____
APC Corporate Headquarters - Public Relations	_____ / _____
Post Final News Release	_____ / _____

News Release Distribution (from Corporate)	Initials/Time
Dothan area media	_____ / _____
Wire services	_____ / _____
Statewide media	_____ / _____
NRC Regional Office	_____ / _____
NRC Headquarters	_____ / _____
Customer Service Centers	_____ / _____
Corporate Media Relations Staff	_____ / _____
Public Inquiry	_____ / _____
Claims Response	_____ / _____
Employee Communication / Powerlines	_____ / _____
Financial Response Officer	_____ / _____
Political Liaisons	_____ / _____
Corporate Media Monitoring Staff	_____ / _____
EOF	_____ / _____
EOC	_____ / _____
TSC	_____ / _____
Post Final News Release	_____ / _____
Other: _____	_____ / _____

*If present at NMC

DATE _____ DRAFT NO. _____ NEWS RELEASE NUMBER _____

(Distribution Form for Pre-Approved Emergency News Release)

(No Approval Is Needed For Pre-Approved News Releases)

Notification (by Corp. Media Coord. or NMC Coord. depending on where the approval authority is located)

	<u>Notified by/Time</u>
NRC Public Information Office	/
Alabama Emergency Management Agency	/
Alabama Department of Public Health	/
Houston County Emergency Management Agency	/
Georgia Emergency Management Agency	/
Georgia Department of Natural Resources	/
Early County Emergency Management Agency	/
Florida Division of Emergency Management	/
Florida Department of Health-Division of Radiation Control	/

News Release Distribution (from NMC if activated)

	<u>Initials/Time</u>
Media at NMC	/
Utility & Agency staff at NMC	/
APC Corporate Headquarters - Public relations	/
Post Final Release	/
Other: _____	

News Release Distribution (from Corporate regardless of where approval authority is located)

	<u>Initials/Time</u>
Dothan Area Media	/
Wire Services	/
Statewide Media	/
NRC Regional Office	/
NRC Headquarters	/
Corporate Media Relations Staff	/
Public Inquiry	/
Customer Service Centers	/
Claims Response	/
Employee Communication / Powerlines	/
Financial Response Officer	/
Political Liaison	/
Corporate Media Monitoring Staff	/
EOF	/
EOC	/
TSC	/
NMC (unless NMC issued release)	
Post News Release	/
Other: _____	/

EMERGENCY NUCLEAR NETWORK ENTRY

(Separate From News Releases)

(For Use by ASD and ELSD at the EOC)

Approval

Emergency Coordinator or Emergency Support Manager or
VP-Farley Project or Recovery Manager

Initials:

Notification

Public Information Director

Notified By:

Distributions

INPO Distribution on NUCLEAR NETWORK Entry # _____

Date/Time

Sample # 1--“Pre-Approved”

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - An “unusual event” was declared at Farley Nuclear Plant, at approximately _____ (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2). This is the least serious of four categories of emergencies designated by the Nuclear Regulatory Commission. An unusual event means that something that is not consistent with normal operation has happened which could mean a slight reduction in plant safety.

There is no danger to the public and there is no radioactive release to the atmosphere. Company, local, state and federal officials have been notified of the situation.

More information will be provided as soon as it becomes available.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample # 2

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - An "unusual event" was declared at Farley Nuclear Plant, at approximately _____ (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2). This is the least serious of four categories of emergencies designated by the Nuclear Regulatory Commission. An unusual event means that something that is not consistent with normal operation has happened which could mean a slight reduction in plant safety.

There is no danger to the public and there is no radioactive release to the atmosphere.

(Explain Malfunction) _____

(Add information about what actions are being taken by plant personnel to correct the malfunction.) _____

There are no power outages due to this and no plant personnel are in danger. All plant safety systems are operating normally. Unit _____ (other unit) continues normal operation.

Company, local, state and federal officials have been notified of the situation.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample # 3--“Pre-Approved”

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - An “alert” was declared at Farley Nuclear Plant, at approximately _____
(a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2).

This category of emergency means there has been a decline or potential decline in the safety of the plant. An alert gets emergency workers ready if the event becomes more serious. There is no danger to the public. An “alert” is the second of four categories of emergencies designated by the Nuclear Regulatory Commission, with the fourth being the most severe.

Appropriate local, state and federal agencies are being kept informed of the situation.

More information will be provided as soon as it becomes available.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample # 4

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - An "Alert" was declared at Farley Nuclear Plant, at approximately _____
(am/pm) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2). This
category of emergency means there has been a decline or potential decline in the safety of the
plant. An alert gets emergency workers ready if the event becomes more serious. There is no
danger to the public. An "alert" is the second of four categories of emergencies designated by
the Nuclear Regulatory Commission, with the fourth being the most severe.

The event (**Explain Malfunction**) _____

(Add information about what actions are being taken by plant personnel to correct
the malfunction.) _____

Unit _____ (same unit) (was manually shut down/shut down automatically) and
stopped generating electricity at _____ (time) (am/pm central) when the malfunction began.

Unit _____ (other unit) continues to operate normally.

There have been no injuries.

Appropriate local, state and federal agencies are being kept informed of the situation.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern
Nuclear Operating Company.

Sample #5 -- "PRE-APPROVED"

---FOR MEDIA INFORMATION ONLY---

---NOT FOR PUBLIC BROADCAST OR PUBLICATION---

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (NMC Coord.)
(334) 702-2508 (Following NMC Activation)

News Media Center Opens In Dothan

DOTHAN -- To assist news media representatives in obtaining information about the emergency declared earlier today at Farley Nuclear Plant, a news media center has been opened. The news media center is located at 179 North Foster Street in the Juvenile Court Services Building.

Farley Nuclear Plant will distribute all public information about the emergency from the News Media Center. News conferences will be held periodically at the center. Reporters may contact media relations reps at the News Media Center by calling (334) 702-2508.

Reporters can obtain an audio recording of current information about the emergency by calling (205) 257-2655. These numbers are not for publication or broadcast.

---FOR MEDIA INFORMATION ONLY---

---NOT FOR PUBLIC BROADCAST OR PUBLICATION---

Sample #6 -- "PRE-APPROVED"

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - A "site area emergency" was declared at Farley Nuclear Plant, at approximately (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2).

This category of emergency means there (is/has been) a problem with plant equipment necessary for maintaining the highest level of safety. A site area emergency is the third of four categories of emergencies designated by the Nuclear Regulatory Commission, with the fourth being the most severe.

Appropriate local, state and federal agencies are being kept informed of the situation.

Residents in the area of the plant should stay tuned to their local news media for further information. Residents may also call 1 (800) 367-4020 for further information.

More information will be provided as soon as it becomes available.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample #7

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - A "site area emergency" was declared at Farley Nuclear Plant, at
approximately (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2).

The event (Explain Malfunction) _____

This category of emergency means there (is/has been) a problem with plant equipment necessary for maintaining the highest level of safety. A site area emergency is the third of four categories of emergencies designated by the Nuclear Regulatory Commission, with the fourth being the most severe.

(Any release of radiation into the atmosphere?) _____

There is no danger to the public at this time. (All plant personnel not needed to handle the emergency have gathered in designated assembly areas on the plant site. There have been no injuries.)

Appropriate local, state and federal agencies are being kept informed of the situation.

Efforts are continuing to isolate and correct the problem. (All other plant safety systems are operating normally.) Company officials are seeking to determine the cause of the (malfunction) _____

Unit _____ (same unit) (was manually shut down/shut down automatically) and stopped generating electricity at _____ (am/pm) central. Unit _____ (other unit) continues to operate normally.

Residents in the area of the plant are being kept informed of the situation by their local news media. Residents may call 1 (800) 367-4020 for further information.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample #8 -- "PRE-APPROVED"

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - A "general emergency" was declared at Farley Nuclear Plant, at approximately _____ (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2).

A general emergency is the most severe category of emergencies designated by the Nuclear Regulatory Commission.

Local, state and federal officials are being kept apprised of the situation so they may issue instructions for protective measures to the public. Residents in the area near the plant should stay tuned to their local news media for information. Residents in the area of the plant may call 1 (800) 367-4020 for further information.

More information will be provided as soon as it becomes available.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample #9

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

Dothan - A "general emergency" was declared at Farley Nuclear Plant, at approximately _____ (a.m./p.m.) central today due to an event affecting Unit(s) ____ (1, 2, or 1 & 2).

(Explain Malfunction) _____

which began earlier today when _____

A general emergency is the most severe category of emergencies designated by the Nuclear Regulatory Commission.

Releases of radiation to the atmosphere **(are/are not)** occurring. Plant Officials have dispatched radiation monitoring teams to the plant site boundaries to measure radiation levels.

There **(have been/have been no)** injuries to employees.

Local, state and federal officials are being kept apprised of the situation so they may issue instructions for protective measures to the public. Residents in the area near the plant should stay tuned to their local news media for information.

Residents in the area of the plant may call 1 (800) 367-4020 for further information.

Unit ____ **(same unit) (was manually shut down/shut down automatically)** and stopped generating electricity at _____ **(am/pm)** central.

Efforts continue to repair _____ **(and to halt the leakage of radiation into the atmosphere).**

Unit ____ **(other unit)** continues to operate normally.

Farley Nuclear Plant is owned by Alabama Power Company and is operated by Southern Nuclear Operating Company.

Sample #10

(Date) _____
(Time released) _____ (am/pm Central)
News Release # _____

CONTACT: NAME (Corporate Media Coord. or NMC Coord.)
(205) 257-3575 (Prior to NMC Activation)
(334) 702-2508 (Following NMC Activation)

The **(General Emergency/Site Area Emergency/Alert/NOUE)** declared earlier today at Farley Nuclear Plant, Unit _____ was **(terminated/changed to a _____)** at _____ **(am/pm)** central following the isolation and repair of **(explain malfunction)** _____

at Unit _____.

The situation is stable **(and improving)**. There **(have been /have been no)** injuries.

Unit _____ **(same unit)** **(was manually shut down/shut down automatically)** and stopped generating electricity at _____ **(am/pm)** central.

Unit _____ **(other unit)** continues its normal operation.

Residents in the area near the plant should stay tuned to their local news media for information about the plant. Residents may also call 1 (800) 367-4020 for further information.

ENCLOSURE 5

**Uncontrolled Copy of
GO-EIP-118 (Rev 28)**

FARLEY NUCLEAR SUPPORT

EMERGENCY COMMUNICATION ORGANIZATION
CORPORATE ACTIVATION AND NOTIFICATION
PROCEDURES

GO-EIP-118

List of Effective Pages

<u>Page Nos.</u>	<u>Revision</u>
1 - 44	Rev. 28

APPROVED:

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Corporate Communications Manager

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Public Relations Vice President- APC

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EMERGENCY COMMUNICATION ORGANIZATION NOTIFICATION AND ACTIVATION

1.0 PURPOSE

The purpose of this procedure is to delineate steps necessary to activate the Emergency Communication Organization (ECO) and facilities, and to delineate the notifications to be made by the ECO for Notification of Unusual Event, Alert, Site Area Emergency, General Emergency.

2.0 SCOPE

This procedure applies to the ECO staff.

3.0 REFERENCES

3.1 FNP Emergency Plan

3.2 GO-EIP-101

3.3 GO-EIP-102

4.0 GENERAL

4.1 A copy of this procedure shall be maintained at all times with the on-call Public Information Emergency Coordinator, the on-call Activation Assistant, and any person who may have activation responsibilities.

4.2 The Corporate Communications Manager-SNC is responsible for updating all names and phone numbers quarterly. Names and phone numbers will be verified annually.

4.3 All on-call arrangements and personnel availability requirements shall be carried out in accordance with GO-EIP-102.

4.4 Three levels of activation:

- (1) Full Activation
- (2) Partial Activation (CEOC Activated - Emer. Org. on Standby)
- (3) Partial Activation (CEOC Not Activated - Emer. Org. on Standby)

Anyone who is placed on standby is to remain reachable until notified to activate or that they are no longer on standby.

4.5 Refer to General Index (5.0) to determine the applicable procedural steps (6.1 thru 6.18) for your emergency assignment and complete all applicable steps.

5.0 GENERAL INDEX

Refer to Table of Contents for quick reference to the ECO positions.

6.0 ACTIVATION GUIDE

6.1 PUBLIC INFORMATION EMERGENCY COORDINATOR

(PIEC will be contacted by SNC PI EOC, ESM, EC, or RM)

6.1.1 Date _____ / Time _____

6.1.2 Emergency Support Mgr _____ ESM Phone _____

6.1.3 Nuclear Emer. Coord _____ Nuclear EC Phone _____

6.1.4 Recovery Manager _____ Recovery Mgr. Phone _____

6.1.5 Give ESM the PID's name and phone number _____

6.1.6 Emergency Classification:
 _____ Unusual Event _____ Site Area Emergency
 _____ Alert _____ General Emergency

6.1.7 Description of event _____

6.1.8 Radioactive release? _____

6.1.9 Activation request (check one)
 _____ Full activation of ECO
 _____ Partial activation (CEOC activated; ECO on standby)
 _____ Partial activation (CEOC **Not** activated; ECO on standby)

6.1.10 Emergency Operations Facility: _____ FNP _____ Alternate EOF

6.1.11 Request ESM obtain technical spokesmen for Birmingham and Dothan.
 Birmingham Spokesman _____ Phone _____
 Dothan Spokesman _____ Phone _____

(The Nuclear Emergency Coordinator will make a follow-up call to the PIEC and supply the following information.)

6.1.12 Transportation

_____ Helicopter _____ # of seats available for ECO
 Departure time _____ /Location _____
 Estimated Time of Arrival _____ /Location _____
 Positions to travel by helicopter _____

_____ Company Plane _____ # of seats available for ECO
 Departure time _____ /Location _____
 Estimated Time of Arrival _____ /Location _____
 Positions to travel by company plane _____

(Suggested positions to fly on company aircraft: PID, NMC Coordinator, NMC Assistant, NMC Security, NMC Public Inquiry and NMC Media Relations Reps)

6.1.13 Check with Nuclear Emergency Coordinator to determine whether travel arrangements need to be made for Emergency Communication Organization staff arriving at the Dothan airport. (AA or PI ESOC can make arrangements for transportation if needed.)

6.1.14 Request Nuclear EC obtain a Technical Adviser for PI-EOC Coordinator.

6.1.15 Give Nuclear EC the Corporate Media Coordinator's name and phone number.
 CMC _____ Phone _____

(This completes the information needed during initial calls from ESM and Nuclear EC.)

6.1.16 You may contact an alternate PIEC (or CMC) to assist if you normally fill an emergency position in Dothan.

6.1.17 Review available personnel listed on the Personnel Availability list and make ECO assignments. Note in Section 1 of the ECO Telephone Directory which employee you assign to each position.

6.1.18 Decide travel arrangements. (If possible, NMC personnel should fly on the plane.)

- 6.1.19 Contact on-call Activation Assistant to begin notification of personnel. Review personnel assignments with AA. (Names and telephone numbers are listed in Section 1 of the Emergency Communication Organization Telephone Directory (ECO TD).
- 6.1.20 Contact the following positions and tell them to refer to the Activation Guide (GO-EIP-118) to determine their immediate responsibilities. Names and phone numbers for these positions are listed in Section 1 of the ECO TD. Attachment 1 can be used to help track activation progress.

_____ PI Director	_____ Other _____
_____ PI EOC Coordinator	_____ Other _____
_____ NMC Coordinator	_____ Other _____
_____ Corp. Media Coordinator	_____ Other _____

- 6.1.21 Contact APC Executive Vice President, APC Vice President, APC Executive Point of Contact and SNC Corporate Communications Manager and advise of situation. Names and phone numbers are listed in Section 1 of the ECO TD.

Time Vice President - Public Relations notified: _____

Time SNC Corporate Communication Mgr notified: _____

Time Exec. VP-External Relations notified: _____

Time APC Exec Point of Contact notified: _____

- 6.1.22 Consider immediate need to issue initial news release based on discussions with ESM. (PIEC can issue initial news release without assistance of CEOC if necessary to save time.)
- 6.1.23 AA will report status of emergency organization notifications to you after all calls are completed.
- 6.1.24 AA will report need for emergency company cars or rental cars to you.

Any employee assigned an emergency position requiring out of town travel and who is unable to provide his own transportation should inform the Activation Assistant (AA) upon initial notification and report to APC Corporate Headquarters as quickly as possible.

AA will notify PIEC of the need for company or rental vehicles.

AA will contact a Enterprise Rent-A-Car regarding the need for emergency rental vehicles. (Emergency contacts for Enterprise Rent-A-Car are listed in the ECO Telephone Directory, Section 2).

6.1.25 AA will contact you for assignments for relief crew and will notify and dispatch employees to work locations. (Refer to Sections 1 and 3 of ECO TD for additional trained public information personnel.)

6.1.26 Assume the duties of the position you have assigned to yourself.

6.2 PUBLIC INFORMATION ACTIVATION ASSISTANT

(AA will be contacted by the Public Information Emergency Coordinator)

6.2.1 Date _____ / Time _____

6.2.2 PI Emergency Coord. _____ PIEC Phone _____

6.2.3 Emergency Classification:
 _____ Unusual Event _____ Site Area Emergency
 _____ Alert _____ General Emergency

6.2.4 Description of event _____

6.2.5 Activation request (check one)
 _____ Full activation of ECO
 _____ Partial activation (CEOC activated; ECO on standby)
 _____ Partial activation (CEOC **Not** activated; ECO on standby)

6.2.6 Transportation
 _____ Helicopter _____ # of seats available for ECO
 Departure time _____ / Location _____
 Estimated Time of Arrival _____ / Location _____
 Positions to travel by helicopter _____

_____ Company Plane _____ # of seats available for ECO
 Departure time _____ / Location _____
 Estimated Time of Arrival _____ / Location _____
 Positions to travel by company plane _____

(Suggested positions to fly on company aircraft: PID, NMC Coordinator, NMC Assistant, NMC Security, NMC Media Relations Reps and NMC Public Inquiry)

6.2.7 Emergency Operations Facility
 _____ Plant Farley _____ Alternate EOF - Headland

- 6.2.8 Indicate in Section 1 of ECO TD the ECO assignments made by PI Emergency Coordinator. Note travel arrangements designated by the PIEC.
- 6.2.9 Contact persons you are to contact. Try all available phone numbers when trying to reach emergency personnel. If person selected for a role by PIEC cannot be reached, select the next person listed for that position. If no one is available for a particular role, contact PIEC to resolve. Attachment 1 can be used to help track activation progress.
- 6.2.10 If the Emergency Communication Organization is put on STANDBY, contact personnel with the following message:

"This is the Public Information Activation Assistant. There is an emergency condition at Farley Nuclear Plant. The Emergency Communication Organization has been put on standby. You are assigned the position of _____ . Please remain reachable until you hear from me with further instructions. Refer to the Activation Guide (GO-EIP-118) to determine your immediate responsibilities.

- 6.2.11 **If the Emergency Communication Organization is ACTIVATED, contact personnel with the following message:**

"This is the Public Information Activation Assistant. There is an emergency condition at Farley Nuclear Plant. The Emergency Communication Organization has been activated. You are assigned the position of _____ . Please report to the APC Corporate Headquarters / News Media Center / CEOC as soon as possible. Refer to the Activation Guide (GO-EIP-118) to determine your immediate responsibilities.

- 6.2.12 Note in Section 1 of ECO TD the information indicated as you contact the emergency organization.
- 6.2.13 Report status of emergency organization notifications to PIEC after all calls are completed.
- 6.2.14 Report need for emergency company cars or rental cars to PIEC.

Any employee assigned an emergency position requiring out of town travel and who is unable to provide his own transportation should inform the Activation Assistant (AA) upon initial notification and report to APC Corporate Headquarters as quickly as possible.

AA will notify PIEC of the need for company or rental vehicles.

AA will contact Enterprise Rent-A-Car regarding the need for emergency rental vehicles. (Emergency contacts for Enterprise Rent-A-Car are listed in the ECO Telephone Directory, Section 2.)

6.2.15 To obtain hotel rooms for personnel traveling to Dothan:

Immediately after completing notification of all emergency personnel, AA should contact Administrative Support Director (ASD) at the CEOC regarding number of hotel rooms needed for ECO personnel in Dothan.

Give ASD the total number of ECO personnel traveling to Dothan and who need a hotel room.

Additional personnel could be traveling to Dothan at a later time to relieve the first group. If that number is known, give the ASD that information as well and approximate date and time of arrival.

Refer to Section 2 of the ECO TD for names and phone numbers for on-call Admin. Support Directors.

6.2.16 Notify Southern Nuclear's Administrative Support Director (ASD) at the CEOC to have two rental cars reserved at the Dothan airport for the ECO staff who are flying in on the company plane. (See Section 2 of the ECO TD for phone numbers).

6.2.17 Obtain hotel rooms for any out-of-town personnel assisting with the emergency in the Birmingham area.

6.2.18 Contact PIEC for assignments for relief crew and notify and dispatch employees to work locations. (Refer to Sections 1 and 3 of ECO TD for additional trained public information personnel.)

6.2.19 Fill in the personnel assignments on the marker board in the Corporate Emergency Center at the APC Corporate Headquarters (Mezzanine Conference Room B). Also, provide the same information to the CEOC and NMC for their marker boards. (If you are traveling to Dothan, give this information the CMC or a Corporate Support Staff person before you leave and ask them to provide it to the other facilities.)

6.2.20 Assume your role if you have been assigned an additional role by the PIEC.

6.3 PUBLIC INFORMATION DIRECTOR

(PID will be contacted by the PI Emergency Coordinator)

6.3.1 Date _____ / Time _____

6.3.2 PI Emergency Coord. _____ PIEC Phone _____

6.3.3 Recovery Manager _____ RM Phone _____

6.3.4 Emergency Classification:
____ Unusual Event _____ Site Area Emergency
____ Alert _____ General Emergency

6.3.5 Description of event _____

6.3.6 Radioactive release? _____

6.3.7 Activation request (check one)
____ Full activation of ECO
____ Partial activation (CEOC activated; ECO on standby)
____ Partial activation (CEOC **Not** activated; ECO on standby)

6.3.8 Transportation (circle one): Helicopter/Plane/Other _____
Departure time _____ / Location _____
Arrival time _____ / Location _____

6.3.9 Emergency Operations Facility:
____ Plant Farley _____ Alternate EOF - Headland

6.3.10 Reporting to you are:

Fill in the name of the person assigned to each position by the PIEC. You are NOT responsible for notifying these persons.

PI EOC Coord. _____
Corp. Media Coord. _____
NMC Coord. _____

6.3.11 Notifications you make (if any):
(See Section 1 of ECO TD for names and telephone numbers.)

6.3.12 Has SNC Corp. Comm. Mgr. been notified of situation? _____

6.3.13 Has APC Public Relations VP been notified of situation? _____

6.3.14 Has APC External Relations Exec. VP been notified of situation? _____

6.3.15 Has APC Executive Point of Contact been notified of situation? _____

6.3.16 Proceed to Dothan (or departure location) and assume the duties of the PID.

6.4 CORPORATE MEDIA COORDINATOR

(Corp. Media Coordinator will be contacted by PI Emergency Coordinator)

6.4.1 Date _____ / Time _____

6.4.2 PI Emergency Coord _____ Phone _____

6.4.3 PI Director _____ Phone _____

6.4.4 PI EOC Coord _____ Phone _____

6.4.5 Nuclear Emergency Coord _____ Phone _____

Recovery Manager _____ Phone _____

6.4.6 Emergency Classification:

_____ Unusual Event

_____ Alert

_____ Site Area Emergency

_____ General Emergency

6.4.7 Description of event _____

6.4.8 Radioactive release? _____

6.4.9 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC **Not** activated; ECO on standby)

6.4.10 Emergency Operations Facility:

_____ Plant Farley

_____ Alternate EOF - Headland

6.4.11 Reporting to you are:

Fill in the name of the person(s) assigned to each position by the PIEC. You are **NOT** responsible for notifying these persons.

Corp. Media Relations Reps.	_____	_____
	_____	_____
Emp Comm Coord	_____	_____
Financial Response	_____	_____
Political Liaison	_____	_____
	_____	_____
Claims Response	_____	_____
Corp. Pub. Inq. Coord.	_____	_____
Corp. Media Monitor	_____	_____

6.4.12 Assign clerical support staff as needed to answer incoming calls from the media, to operate fax machine, and assist in preparation of news/releases. You are **NOT** responsible for contacting these individuals. Fill in the names of those assigned to clerical support duties by the PIEC.

Support Staff: _____

6.4.13 Proceed to APC Corporate Headquarters and assume the duties of Corporate Media Coordinator.

6.4.14 Coordinate set up of corporate emergency equipment in Corporate Emergency Center (Mezzanine Conf. Room A) and Emergency Response Center (Mezzanine Conf. Room B) including telephones, plant status board, personnel marker board and other miscellaneous supplies as per Figure 1. Switch telephone line on fax machine to ext. 1078. Ensure that phones setup to receive media calls are forwarded to extensions 2318 and 3575. Also, coordinate disassembling and returning supplies and equipment to storage area following deactivation of the ECO.

6.4.15 Coordinate set up of News Conference Room on mezzanine including visuals, easels, tables, chairs, media kits, stock photos and file footage, tone alert radio, etc. Also, coordinate disassembling and returning supplies to storage area.

6.4.16 Coordinate set up of Media Monitoring in divisions. (Section 6 contains a list of names and phone numbers for Alabama Power Company's Division Public Information Reps.)

<p>Note: Sections 4 and 5 of the ECO TD contain names and telephone numbers of Dothan area news media and Agency PI Representatives for use in distributing news releases. Section 6 contains a list of names and phone numbers for APC Division PI Reps.</p>

6.5 EMPLOYEE COMMUNICATION COORDINATOR

(Emp. Comm. Coordinator will be contacted by the Activation Assistant)

6.5.1 Date _____ / Time _____

6.5.2 Corp. Media Coord _____ CMC Phone _____

6.5.3 Activation Assistant _____ AA Phone _____

6.5.4 Emergency Classification:

_____ Unusual Event

_____ Site Area Emergency

_____ Alert

_____ General Emergency

6.5.5 Description of event _____

6.5.6 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC **Not** activated; ECO on standby)

6.5.7 Contact alternates for your position as needed to generate information to employees and update the media recording line. The Activation Assistant can tell you who is available. See Section 1 of the ECO TD for names and telephone numbers.

6.5.8 Proceed to emergency location and assume the duties of the Employee Communication Coordinator.

6.5.8.1 **Putting Information on Powerlines Online:** (Only certain individuals in Employee Communications are set up to access and save in Powerlines files. The person performing the Employee Communication Coordinator role should be in that group or know how to get access to one of those terminals. Those individuals are: Andy Harp, Lynn Phillips, and Donna Hodges.)

To update Powerlines Online Breaking News:

- Copy release from e-mail account (ensure that the administrative support in the NMC has the Employee Communication Coordinator's e-mail address on the press release distribution list).
- From the Front Page Editor, select **File, Open**.
- From the C:/ drive, click on the following directories:
 - Corpcomm\$

- Powerlines
- Plines
- Breaking News
- Defaultnews.htm
- Paste release into first news story position
- Set bookmark:
 - Highlight headline of news release.
 - From the menu, select **Edit, Bookmark** then click **OK**.
- Set hyperlink:
 - Type headline into first hyperlink position at top of page.
 - Highlight headline
 - From the menu, select **Insert, Hyperlink**.
 - Click on the *Bookmark* dropdown menu and select the appropriate headline.
 - Click **OK**.
- Save Breaking News Page:
 - From the menu, click **File, Save**.
 - Click **OK** until page is saved.
- Close Breaking News page.

To update Powerlines Online home page:

- From the Front Page Editor, select **File, Open**.
- From the C:/ drive, click on the following directories:
 - Corpcomm\$
 - Powerlines
 - Plines
 - news.htm
- Create a headline and a one-sentence blurb in the first news story position in the Breaking News section of the home page.
- Set hyperlink:
 - Highlight headline.
 - From the menu, click **Inset, Hyperlink**.
 - In the URL box, type:
<http://corpcomm.southernco.com/powerlines/plines/BreakingNews/defaultnews.htm#Insert exact headline here>.
 - Click **OK**
- Save home page:
 - From the menu, select **File, Save**.
 - Click **OK** until file is saved.

To deploy revised Powerlines Online (simulate deployment during a drill)

- From SOFI, type in the following URL address:
 - **http://crs.southernco.com**
- Type in **User Name** and **Password**.
- From the menu, select **Powerlines**.
- Click **Deploy**
- Click **OK**

6.5.8.2 Putting Information on Powerlines Phone Line:

- Enter 4600;
- At “hello”... enter 1661#;
- At “you dialed”... enter 1,2,3,4,5,6,#;
- At “This is a call processing”... enter 1, 2;
- At “To re-record”... enter 1;
- At tone, start speaking;
- When you finish recording enter *, # and hang up.

6.5.8.3 Putting Information on Media Actuality Line:

- Enter 4600;
- At “hello”... enter 2655#;
- At “you dialed”... Enter 257-2655#
- At “To record”... enter 1,2,1 (if message begins paying, enter * to stop, then 2 to skip and then 1 to record);
- At tone, start speaking;
- When you finish recording enter *, then # and hang-up.

6.5.8.4 Putting Information on PowerVision: Instruct PowerVision coordinator to put information on television screens in plants and Corporate Headquarters.

6.6 POLITICAL LIAISON

(Political Liaison will be contacted by the Activation Assistant)

6.6.1 Date _____ / Time _____

6.6.2 Corp. Media Coord _____ CMC Phone _____

6.6.3 Activation Assistant _____ AA Phone _____

6.6.4 Emergency Classification:
 Unusual Event Site Area Emergency
 Alert General Emergency

6.6.5 Description of event _____

6.6.6 Activation request (check one)
 Full activation of ECO
 Partial activation (CEOC activated; ECO on standby)
 Partial activation (CEOC **Not** activated; ECO on standby)

6.6.7 Reporting to you are Political Liaison alternates and support staff.

6.6.8 Contact additional staff as needed. The Activation Assistant can tell you who is available. See Section 1 of the ECO TD for names and telephone numbers.

6.6.9 Proceed to emergency location (Governmental Relations office in Birmingham or in Montgomery) and assume the duties of the Political Liaison.

6.6.10 Selected public officials are listed in Section 8 of the ECO TD.

6.7 FINANCIAL RESPONSE OFFICER

(Financial Response Officer will be contacted by Activation Assistant)

6.7.1 Date _____ / Time _____

6.7.2 Corp. Media Coord _____ CMC Phone _____

6.7.3 Activation Assistant _____ AA Phone _____

6.7.4 Emergency Classification:
 Unusual Event Site Area Emergency
 Alert General Emergency

6.7.5 Description of event _____

6.7.6 Activation request (check one)
 Full activation of ECO
 Partial activation (CEOC activated; ECO on standby)
 Partial activation (CEOC **Not** activated; ECO on standby)

6.7.7 Reporting to you are Financial Response alternates and support staff.

6.7.8 Contact additional staff as needed. The Activation Assistant can tell you who is available. See Section 1 of the ECO TD for names and telephone numbers.

6.7.9 Proceed to emergency location (Finance Department office) and assume the duties of the Financial Response Officer.

6.8 CORPORATE PUBLIC INQUIRY COORDINATOR

(Corp. Public Inquiry Coord. will be contacted by Activation Assistant)

6.8.1 Date _____ / Time _____

6.8.2 Corp. Media Coord _____ CMC Phone _____

6.8.3 Activation Assistant _____ AA Phone _____

6.8.4 Emergency Classification:
 Unusual Event Site Area Emergency
 Alert General Emergency

6.8.5 Description of event _____

6.8.6 Activation request (check one)
 Full activation of ECO
 Partial activation (CEOC activated; ECO on standby)
 Partial activation (CEOC Not activated; ECO on standby)

6.8.7 Reporting to you are the Corporate Public Inquiry staff members. Fill in the name of those reporting to you. You ARE responsible for notifying these persons. (See Section 1 of the ECO TD for telephone numbers.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6.8.8 Contact additional public inquiry staff as needed to answer incoming calls from the public. The Activation Assistant can tell you who is available. See Section 1 of the ECO TD for names and telephone numbers.

- 6.8.9 Contact the Customer Service Centers and Business Call Center. (See Section 1 of the ECO TD for telephone numbers)

Fax numbers and OA IDs are listed for use in sending news releases and other information to the CSCs. **Verify that the FAX numbers and OA IDs are correct.** The Corporate Support Staff will send news releases to the CSCs and Business Call Center at the same time they send releases to the media and the rest of the Emergency Communication Organization.

- 6.8.10 Proceed to emergency location and assume the duties of the Corporate Public Inquiry Coordinator.
- 6.8.11 Coordinate set-up of Corporate Emergency Response Facilities (Mezzanine Conference Room A and B) at APC Corporate Headquarters.
- 6.8.12 Notify the Nuclear Emergency Coordinator (EC) (through the PIEOC Coordinator if necessary) that the Public Inquiry number (1-800-367-4020) is operational. Request that the Nuclear EC notify the FNP switchboard operator.

6.9 CLAIMS RESPONSE COORDINATOR

(Claims Response Coordinator will be contacted by the Activation Assistant)

6.9.1 Date _____ / Time _____

6.9.2 Corp. Media Coord _____ CMC Phone _____

6.9.3 Activation Assistant _____ AA Phone _____

6.9.4 Emergency Classification:

_____ Unusual Event

_____ Site Area Emergency

_____ Alert

_____ General Emergency

6.9.5 Description of event _____

6.9.6 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC Not activated; ECO on standby)

6.9.7 Contact additional staff as needed. The Activation Assistant can tell you who is available. See Section 1 of the ECO TD for names and telephone numbers.

6.9.8 Proceed to emergency location (Claims Department office or Public Inquiry Room at Corporate Headquarters or News Media Center in Dothan as directed by PIEC) and assume the duties of the Claims Response Coordinator.

6.10 CORPORATE MEDIA MONITORING STAFF

(Corporate Media Monitoring Staff will be contacted by Activation Assistant)

6.10.1 Date _____ / Time _____

6.10.2 Corp. Media Coord _____ CMC Phone _____

6.10.3 Activation Assistant _____ AA Phone _____

6.10.4 Emergency Classification:

<input type="checkbox"/> Unusual Event	<input type="checkbox"/> Site Area Emergency
<input type="checkbox"/> Alert	<input type="checkbox"/> General Emergency

6.10.5 Description of event _____

6.10.6 Activation request (check one)

Full activation of ECO

Partial activation (CEOC activated; ECO on standby)

Partial activation (CEOC Not activated; ECO on standby)

6.10.7 Proceed to emergency location and ensure media monitoring equipment is set-up and in good working order.

- a) The radios should be set to monitor and record WZZK-FM (104.7), WMJJ-FM (96.5), WERC-AM (960) and WYDE-AM (850).
- b) Television stations to be monitored include CNN and the three major networks.

6.10.8 Assist as necessary in setting up the media briefing facilities. Ensure that all equipment is in good working order.

- * PA System, microphones, speakers, mult box, etc.
- * Video Camera
- * Visuals and easels
- * Tables, chairs, etc.

6.10.9 Assume the duties of the Corporate Media Monitoring Staff.

6.11 CORPORATE SUPPORT STAFF

(Corporate Support Staff is contacted by the Activation Assistant)

6.11.1 Date _____ / Time _____

6.11.2 Corp. Media Coord _____ CMC Phone _____

6.11.3 Activation Assistant _____ AA Phone _____

6.11.4 EOC Coordinator* _____ EOC C Phone _____

6.11.5 NMC Support Staff* _____ NMC SS Phone _____

*NOTE: These should be the persons with whom you will be communicating via e-mail for news release preparation and distribution.

6.11.7 Emergency Classification:

_____ Unusual Event

_____ Alert

_____ Site Area Emergency

_____ General Emergency

6.11.8 Description of event _____

6.11.9 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC Not activated; ECO on standby)

6.11.10 Proceed to emergency work location and assist with setup of emergency facilities and ensure PC, faxing and copying equipment is in proper working order.

1) Assist with setup of emergency facilities

a) Corporate Emergency Center (Mezzanine Conference Room A)
 (supplies/equipment are stored in nuclear storage room)

- telephones
- boxes of supplies
- plant status board and easel
- staff board and easel (Ensure staff board is filled out. Activation Assistant or Corporate Media Coordinator can supply the necessary information.)

- b) Corporate Response Center (Mezzanine Conference Room B)
(supplies/equipment are stored in nuclear storage room)
 - telephones
 - boxes of supplies
 - plant status board and easel
 - rumor tracking board and easel
- c) Media Room (Mezzanine)
 - tables and chairs (stored on 4th floor)
 - visuals (two large portfolios in nuclear storage room)
 - easels (stored on 4th floor)
 - media kits (nuclear storage room)
 - stock photos/file footage (nuclear storage room)
 - tone alert radio sample (nuclear storage room)

- 2) Check PC and printer to ensure operability.
- 3) Check faxing and copying equipment to ensure operability.

6.11.11 Provide clerical and other support to the Emergency Communication Organization located at APC's Corporate Headquarters.

- 1) Assist with answering telephone for media relations staff.
 - All phone lines that normally receive media calls should be forwarded to extensions 2318 and 3575. Support staff will answer these two lines, take messages from reporters and give message to APC Media Relations Reps who will respond to reporters requests.
- 2) Assist with preparation and distribution of news releases via PC.
 - a) Log onto the PC with your usual Southern Company ID. It is then incumbent upon you to determine whom you will be communicating with at each of the emergency facilities – the NMC and CEOC.
 - b) Prepare list for distributing news releases via PC, fax, and hand delivery. (Refer to approval/distribution forms in GO-EIP-114.) NOTE: Both pre-approved and to-be-approved news releases require approval/distribution forms.
 - c) Prepare and proof pre-approved news releases as requested by PI Director or Corporate Media Coordinator. (Sample releases are filed in GO-EIP-114 and in the "Nuclear News Releases" file in the emergency ID on the PC. File a copy of the sample to complete. DO NOT edit the file copy.) Assist with distribution as determined earlier. (Refer to GO-EIP-114.)

- d) Assist with preparation and proofing of news release drafts prepared by news writer at the CEOC. Notify Corporate Media Coordinator immediately upon receipt of a draft news release. Make needed edits and proceed with distribution of release upon final approval by PI Director or Corporate Media Coordinator unless otherwise directed by Corporate Media Coordinator.
 - e) Approved news releases could be received from the News Media Center and need dissemination. Notify Corporate Media Coordinator immediately upon receipt and proceed with distribution of the release.
 - f) Initial the news release approval/distribution forms in appropriate space for the releases you distributed.
 - g) Assist Corporate Media Coordinator with filing final version of each news release and completed approval/distribution forms in news release log book.
- 3) Assist with distribution of news releases via FAX. Ensure that all releases are final and approved prior to dissemination.
- a) Switch the Corporate FAX line from the normal daily use line (2572159) to the emergency/drill use line (2571078).
 - b) Prepare list for distributing news releases via fax. (Refer to approval/distribution forms in GO-EIP-114.)

REMEMBER TO SIMULATE FAXING TO THE MEDIA EXCEPT IN AN ACTUAL EMERGENCY. ALSO, ONLY FAX TO THE AGENCIES IF THEY ARE PARTICIPATING.

- Agencies (Group Dial #66)
- Dothan Area Media (Group Dial #65 and Group Dial #68)
- Statewide Media (Group Dial #36 and Group Dial #33)
- APC Customer Service Centers (#17 and #27)
- EOF/CEOC/NMC/TSC (Group Dial #67)
- NRC Regional Office and NRC Headquarters (Group Dial #83)

- There could be others to be added to the list. Check with Corporate Media Coordinator.
 - ECO groups located at Corporate financial, political, media monitors, etc.
 - Nuclear Associations (**Group Dial #69**)
 - PI Reps (**Group Dial #32**)
 - Other media

- c) Pre-approved news releases could be prepared and issued from the Corporate Headquarters. Proceed with distribution of pre-approved release upon instruction from PI Director/Corporate Media Coordinator.

- d) Draft news releases could be received from our news writers at the CEOC and need approval. Notify Corporate Media Coordinator immediately if received via fax and follow his/her instructions. Proceed with distribution of the release following final approval by the PI Director/Corporate Media Coordinator.

- e) Approved news releases could be received from the News Media Center and need dissemination. Notify Corporate Media Coordinator immediately upon receipt and proceed with distribution of the release.

- f) Initial on news release approval/distribution forms in appropriate space for each news release you distributed.
(Refer to GO-EIP-114.)

- 4) Assist with copying news releases, bullet point update pages, etc., as requested.

- 5) Assist with hand delivering news releases to staff as requested.

- 6) Ensure ALL news releases are posted in a prominent location.

- 7) Provide other support as requested by PI Director or Corporate Media Coordinator.

6.12 PI EMERGENCY OPERATIONS CENTER COORDINATOR

(PI EOC Coordinator will be contacted by the PIEC)

6.12.1 Date _____ / Time _____

6.12.2 PI Emergency Coord _____ PIEC Phone _____

6.12.3 Nuclear Emergency Coord _____ NUC EC Phone _____

6.12.4 Corp. Media Coord _____ CMC Phone _____

6.12.5 PI Director _____ PID Phone _____

6.12.6 Corp. Support Staff* _____ CSS Phone _____

6.12.7 NMC Support Staff* _____ NMC SS Phone _____

*NOTE: These should be the persons with whom you will be communicating via e-mail for news release preparation and distribution.

6.12.8 Emergency Classification:

_____ Unusual Event

_____ Alert

_____ Site Area Emergency

_____ General Emergency

6.12.9 Description of event _____

6.12.10 Radioactive Release? _____

6.12.11 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC **Not** activated; ECO on standby)

6.12.12 Reporting to you are PI EOC alternates and support staff members.

6.12.13 Contact additional PI EOC personnel as needed. The Activation Assistant can tell you who is available. Names and telephone numbers are listed in Section 1 of the ECO TD.

6.12.14 Proceed to CEOC and assume the role of the PI EOC Coordinator.

- 6.12.15 Ask for a technical advisor to assist with technical information in news releases.
- 6.12.16 Log onto the PC with your usual Southern Company ID. It is then incumbent upon you to determine whom you will be communicating with at each of the emergency facilities – the NMC and CMC.

6.13 NEWS MEDIA CENTER COORDINATOR

(NMC Coordinator will be contacted by the PIEC)

6.13.1 Date _____ / Time _____

6.13.2 PI Emergency Coord _____ PIEC Phone _____

6.13.3 PI Director _____ PID Phone _____

6.13.4 Corp. Media Coord. _____ CMC Phone _____

6.13.5 Emergency Classification:

_____ Unusual Event

_____ Alert

_____ Site Area Emergency

_____ General Emergency

6.13.6 Description of event _____

6.13.7 Radioactive release? _____

6.13.8 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC **Not** activated; ECO on standby)

6.13.9 Transportation (circle one) Helicopter/Plane/Other _____

Departure Time _____ / Location _____

6.13.10 Emergency Operations Facility:

_____ Plant Farley

_____ Alternate EOF - Headland

6.13.11 Reporting to you are:

(Fill in the names of the person(s) assigned to each position by the PIEC. You are **NOT** responsible for notifying these persons unless otherwise instructed by PIEC.)

NMC Media Relations Reps _____

NMC Public Inquiry
Coordinator & Staff _____

NMC Media Monitors _____

NMC Security
Coordinator & Staff _____

NMC Assistant _____

NMC Support Staff _____

6.13.12 Notifications you are to make (if any):

(See Section 1 of ECO TD for names and phone numbers.)

6.13.13 Proceed to Dothan or departure location and assume the duties of the NMC Coordinator listed below.

6.13.14 Upon arrival at NMC:

- a) Contact NMC Assistant and obtain status report on NMC equipment operability and set up of all facilities.
- b) Verify with Southeast Division Telecommunications that all communications equipment is operable.
- c) Obtain status report from NMC Assistant and support staff on set-up of office space, news briefing area and media work area in NMC.
- d) Obtain copies of all news releases from APC Corporate Headquarters.
- e) Verify security is established for NMC at both the front and rear entrances.
- f) Notify PID and PI EOC Coordinator that News Media Center is ready for activation. (Note: The EOF does Not need to be fully operational to begin NMC activities.) Coordinate with agencies present at NMC to activate the facility. (Note: Activation of the utility's activities at the NMC does Not require agency approval).
- g) Contact Agency Public Information personnel at the NMC and coordinate operations as needed.
- h) Notify media of News Media Center activation. (See pre-approved news release in GO-EIP-114.)
- i) After NMC becomes operational, notify CEOC, EOF and APC Corporate Headquarters that the News Media Center is activated.
- j) Obtain and post time of first news conference.

6.14 NEWS MEDIA CENTER SECURITY COORDINATOR

(NMC Security Coordinator will be contacted by Activation Assistant)

6.14.1 Date _____ / Time _____

6.14.2 Activation Assistant _____ AA Phone _____

6.14.3 PI Director _____ PID Phone _____
Estimated time of arrival _____ Location _____

6.14.4 NMC Coord. _____ NCM Phone _____

6.14.5 Emergency Classification:
_____ Unusual Event _____ Site Area Emergency
_____ Alert _____ General Emergency

6.14.6 Description of event _____

6.14.7 Radioactive Release? _____

6.14.8 Activation request (check one)
_____ Full activation of ECO
_____ Partial activation (CEOC activated; ECO on standby)
_____ Partial activation (CEOC Not activated; ECO on standby)

6.14.9 Notify at least 4 uniformed security guards to report to the News Media Center immediately and at least 4 more to report for second shift. (Fill in the names of the uniformed security guards).

6.14.10 Provide security transportation from the Dothan airport to the NMC if requested by the PI ESO Coordinator.

6.14.11 Proceed to News Media Center and assume the duties of the NMC Security Coordinator.

6.15 NMC PUBLIC INQUIRY COORDINATOR

(NMC Public Inquiry Coordinator will be contacted by Activation Assistant)

6.15.1 Date _____ / Time _____

6.15.2 Activation Assistant _____ AA Phone _____

6.15.3 NMC Coord. _____ NCM Phone _____

6.15.4 Emergency Classification:

_____ Unusual Event

_____ Site Area Emergency

_____ Alert

_____ General Emergency

6.15.5 Description of event _____

6.15.6 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC **Not** activated; ECO on standby)

6.15.7 Transportation (circle one) Helicopter/Plane/Other _____

Departure Time _____ / Location _____

6.15.8 Reporting to you are the NMC Public Inquiry alternates. Fill in the names of those reporting to you. **You ARE responsible for notifying these persons.** (See Section 1 of the ECO TD for names and telephone numbers).

6.15.9 Contact additional public inquiry staff as needed in Dothan to coordinate with agency public inquiry staff and assist Birmingham with calls from the public. The Activation Assistant can tell you who is available. Names and telephone numbers are listed in Section 1 of the ECO TD.

6.15.10 Proceed to emergency location and assume the duties of the NMC Public Inquiry Coordinator.

6.15.11 Contact Corporate Public Inquiry Coordinator upon arrival and verify agencies taking public inquiry calls at the News Media Center.

6.15.12 Act as the lead individual for coordination of Company and agency Public Inquiry Staff members at the NMC.

6.16 NMC MEDIA MONITORING

(NMC Media Monitoring staff is contacted by Activation Assistant)

6.16.1 Date _____ / Time _____

6.16.2 Corp. Media Coord. _____ CMC Phone _____

6.16.3 Activation Assistant. _____ AA Phone _____

6.16.4 Emergency Classification:
 Unusual Event Site Area Emergency
 Alert General Emergency

6.16.5 Activation request (check one)
 Full activation of ECO
 Partial activation (CEOC activated; ECO on standby)
 Partial activation (CEOC Not activated; ECO on standby)

6.16.6 Proceed to emergency work location and ensure media monitoring equipment is in good working order.

- * The radios should be set to monitor and record WKMX-FM 106.7 Enterprise, WOOF-AM 560 Dothan, WOOF-FM 99.7 Dothan, etc.
- * Television stations to be monitored include CNN and the three networks ... WDHN-TV (ABC) Channel 18, WTVY-TV (CBS) Channel 4.

6.16.7 Assist as necessary in setting up the media briefing facilities. Ensure that all equipment is in good working order.

- * PA System, microphones, speakers, mult box, etc.
- * Video camera
- * Visuals & easels
- * tables, chairs, etc.

6.16.8 Assume the duties of the NMC Media Monitoring staff.

6.17 NMC SUPPORT STAFF

(NMC Support Staff is contacted by the Activation Assistant)

6.17.1 Date _____ / Time _____

6.17.2 NMC Coord. _____ NCM Phone _____

6.17.3 Activation Assistant _____ AA Phone _____

6.17.4 EOC Coordinator* _____ EOC C Phone _____

6.17.5 CMC Support Staff* _____ CMC SS Phone _____

*NOTE: These should be the persons with whom you will be communicating via e-mail for news release preparation and distribution.

6.17.6 Emergency Classification:

_____ Unusual Event

_____ Site Area Emergency

_____ Alert

_____ General Emergency

6.17.7 Description of event _____

6.17.8 Activation request (check one)

_____ Full activation of ECO

_____ Partial activation (CEOC activated; ECO on standby)

_____ Partial activation (CEOC Not activated; ECO on standby)

6.17.9 Proceed to emergency work location and assist with setup of News Media Center.

- 1) Assist with setup of emergency facilities
 - a) Ensure PC and printer are in proper working order.
 - b) Log onto the PC with your usual Southern Company ID. It is then incumbent upon you to determine whom you will be communicating with at each of the emergency facilities – the CMC and CEOC.
 - c) Check to be sure fax machines are operational.
 - d) Check to be sure copy machines is operational.
 - e) Put up news release signs on cork boards in media work area.
 - f) Set up spokesperson name plates, table skirts, chairs, water, etc., on stage.
 - g) Help media relations reps set up media work area if needed...TV, VCR, media kits, stock footage, plant photos, next briefing sign, clock, etc.

- h) Help security set up media sign-in table in media work area.
- i) Set up refreshment area in media room...tables, coffee pot, coffee supplies, etc.
- j) Ensure clocks are all working and set to same time...media work area, agency work area, PID/spokesperson room.
- k) Ensure name plates and in boxes are on agency work tables and public and media inquiry tables. (These should remain set up at all times.)
- l) Once APC fax is operational, call Corporate for copies of all news releases (if they aren't already there)...make copies for PI Director, NMC Coordinator, FNP Spokesman, and post in agency room and deliver to media work room for posting (media relations representative will need multiple copies of all releases).
- m) Fill out staff marker board in agency room. Call Corporate Headquarters for list of staff. Request that someone from the agencies do the same on their board.
- n) Keep a list of any supplies needed by all areas in the NMC. Give the list to Emergency Planning Representative for handling.

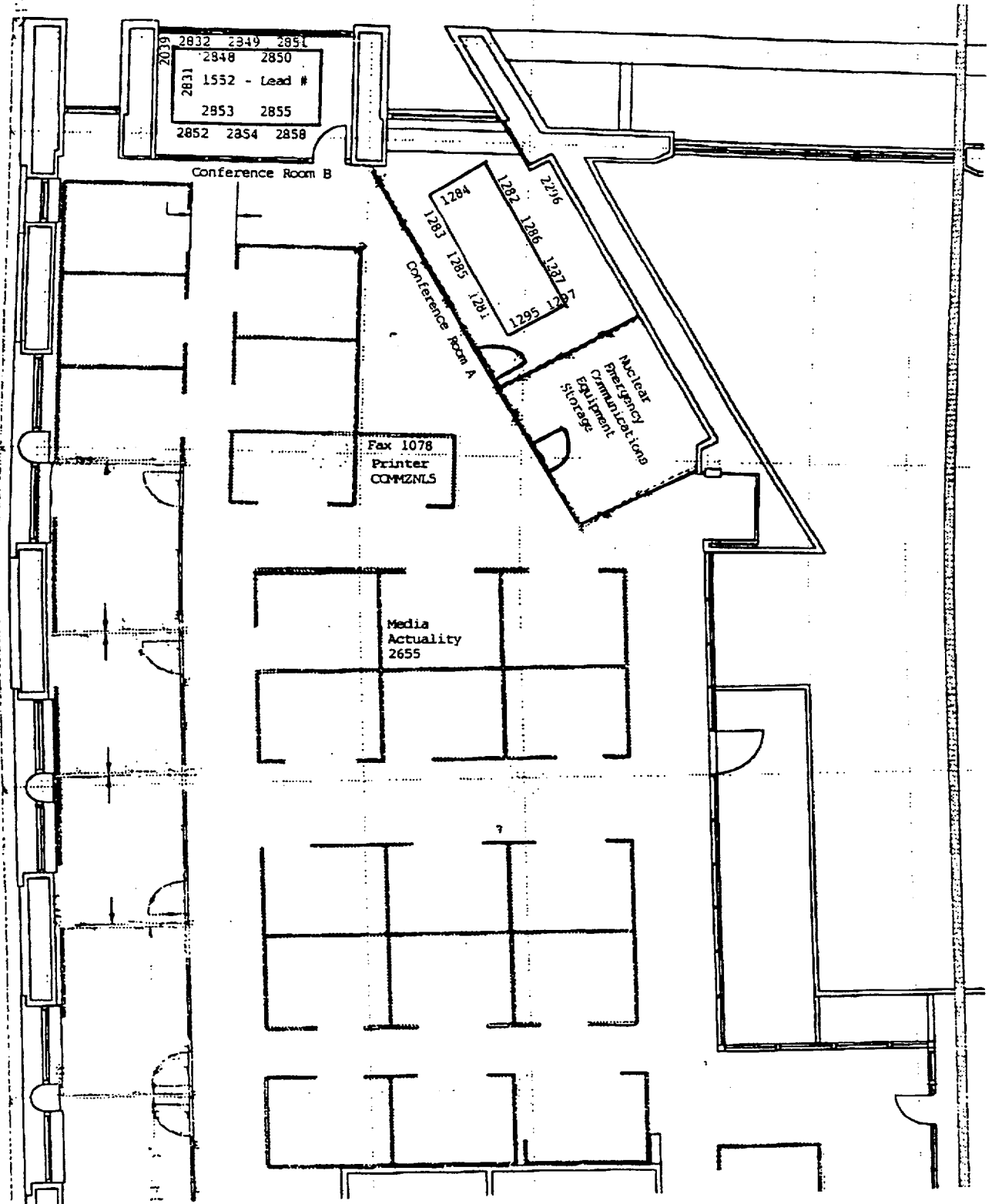
6.17.10 Provide clerical and other support to APC's Emergency Communication Organization located at the News Media Center.

- 1) Assist with answering telephones for PI Director, NMC Coordinator and the utility's technical spokesperson.
- 2) Assist with preparation and distribution of utility news releases via PC.
 - a) Prepare and proof pre-approved news releases as requested by PI Director or NMC Coordinator. (Sample releases are filed in GO-EIP-114 and in the "Nuclear News Releases" file on the emergency ID on the PC. File a copy of the sample before you complete it. DO NOT edit file copy.) Assist with distribution as determined by GO-EIP-114. (All utility news releases in final form should be sent to Corporate via both PC and fax.)
 - b) Assist with preparation and proofing of news release drafts prepared by news writer at the CEOC. Notify NMC Coordinator immediately upon receipt of a draft news release. Make needed edits, place the news release # and current time on the release, and proceed with distribution upon final approval by PI Director or NMC Coordinator unless otherwise directed.

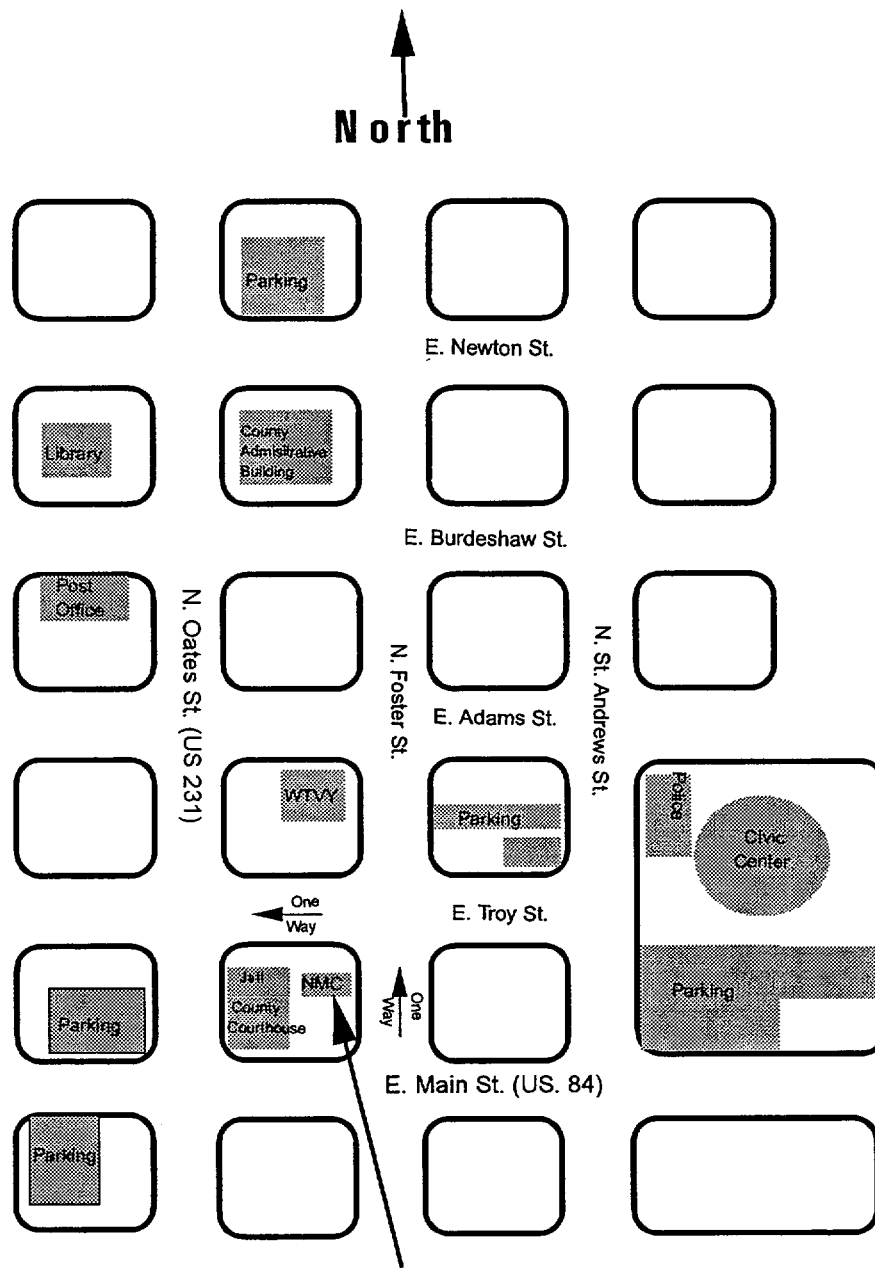
- c) Assist NMC Coordinator with distribution of draft utility releases for review to PI Director, NMC Coordinator, technical spokesperson, and agency PIOs. (Check with NMC Coordinator re: this responsibility.)
 - d) Assist NMC Coordinator with hand delivering final/approved news releases to all emergency staff at the NMC. Deliver multiple copies to media relations representatives for distribution to the media and posting in the media room.
 - e) Put your initials on news release approval/distribution forms in appropriate space for the releases you distributed.
 - f) Assist NMC Coordinator with filing final version of each news release and completed approval/distribution forms in news release log book.
 - g) Post utility news releases in the appropriate area in the agency/utility work area. (The agencies are responsible for posting their own releases.)
- 3) Assist with getting utility comments on agency releases.
- a) Agency drafts should be copied and distributed to PI Director, NMC Coordinator and technical spokesperson.
 - b) Agency drafts should be faxed to the CEOC/EOF for review.
 - c) Distribute copies of final agency releases to PI Director, NMC Coordinator, technical spokesperson and fax copies to Corporate EOF and CEOC.
- 4) Assist agency staff members with faxing their news releases, etc., as needed.
- 5) Assist with copying news releases, bullet point update pages, etc., as required. This service is both for the utility staff and the agency staff members if needed.

- 6) Assist with distribution of utility news releases (draft or final version depending on what NMC Coordinator prefers).
 - * Draft utility releases should be distributed to PI Director, NMC Coordinator and technical spokesperson for review.
 - * You may also be requested to distribute draft utility releases to agency PIOs for review. (Check with NMC Coordinator).
 - * Final utility releases should be distributed to all agency and utility staff members and faxed to Corporate for further dissemination. (Refer to GO-EIP-114.)

- 7) Provide other support as requested by PI Director or Corporate Media Coordinator.

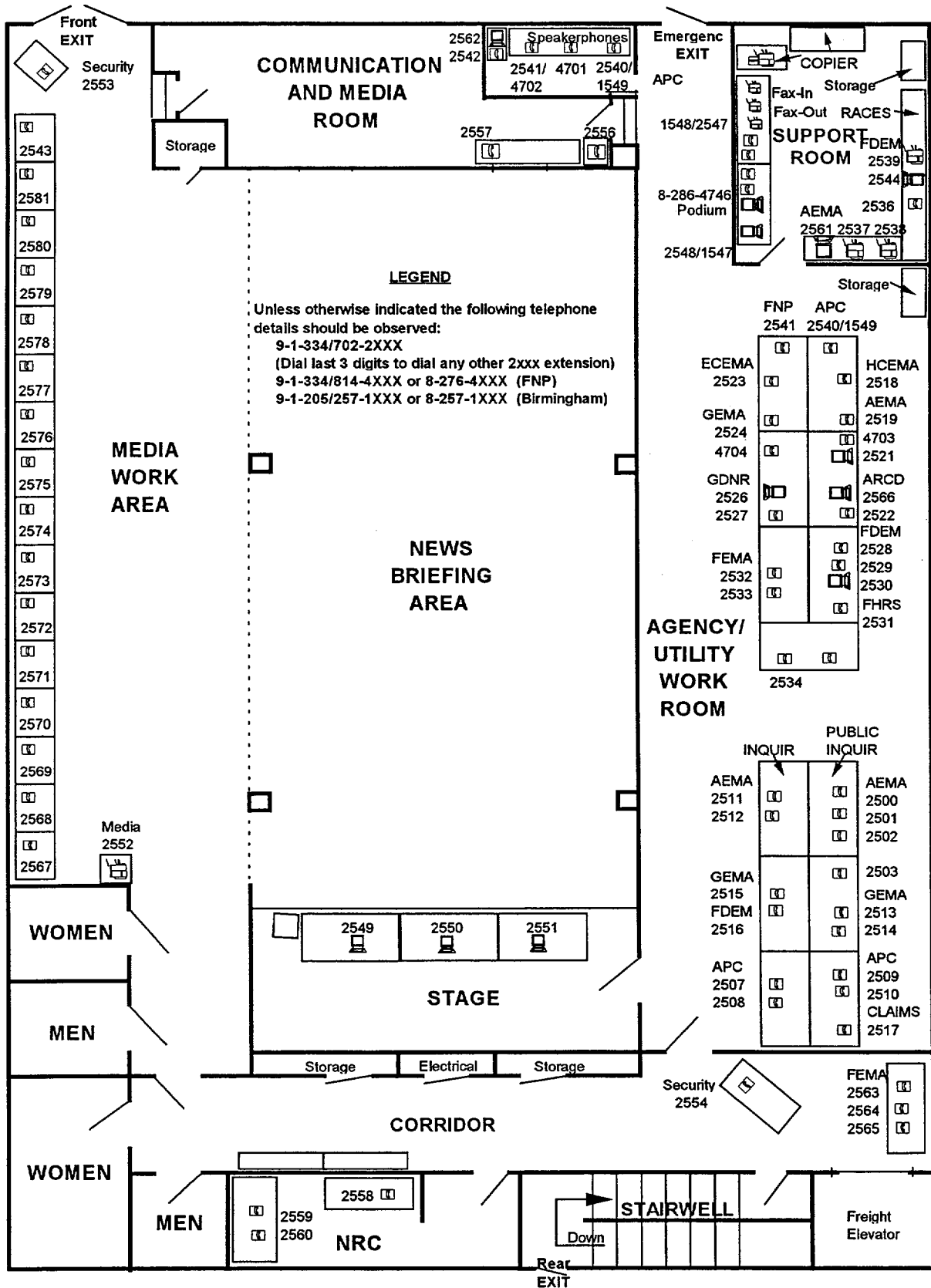


**APC Corporate Communication Offices
Mezzanine - Corporate Headquarters**



News Media Center (NMC)
*Located at 179 North Foster St.
in the Juvenile Court Services Building,
Dothan, Alabama*

FNP NEWS MEDIA CENTER DETAILED MAP



FNP News Media Center

**EMERGENCY COMMUNICATION ORGANIZATION
STAFFING WORKSHEET**

Position	No. Req'd	Contacted By	Person(s) Contacted	Notes
PI Emergency Coordinator	1	SNC PIEOC/ EC/ESM		
PI Activation Assistant	1	PIEC		
PI Director	1	PIEC		
Corporate Media Coordinator	1	PIEC		
Employee Comm. Coordinator	1	AA		
Political Liaison	1	AA		
Financial Response Officer	1	AA		
Corporate Public Inquiry Coordinator	1	AA		
Corporate Public Inquiry Reps	3	AA		
Claims Response Coordinator	1	AA		
Corporate Media Monitoring Staff	1	AA		
Corporate Media Relations Reps	3	AA		
Corporate Support Staff	4	AA		
PI EOC Coordinator	1	SNC EC/ESM/RM		
NMC Coordinator	1	PIEC		
NMC Assistant	1	AA		
NMC Media Relations Reps	2	AA		
NMC Security Coordinator	1	AA		
NMC Public Inquiry Coordinator	1	AA		
NMC Media Monitoring	2	AA		
NMC Support Staff	4	AA		
Other				

ENCLOSURE 6

**Uncontrolled Copy of
GO-EIP-122 (Rev. 7)**

FARLEY NUCLEAR SUPPORT

REFERENCE GUIDANCE FOR THE ENGINEERING
AND LICENSING SUPPORT DIRECTOR

GO-EIP-122

List of Effective Pages

<u>Page No.</u>	<u>Revision</u>
1-15	7

Approved:



Nuclear Support General Manager

Date Issued 7-10-2001

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REFERENCE GUIDANCE FOR THE ENGINEERING AND LICENSING SUPPORT DIRECTOR

1.0 PURPOSE

The purpose of this procedure is to provide information which may aid the Engineering and Licensing Support Director (ELSD) in executing the duties of the ELSD.

2.0 SCOPE

This procedure applies to Farley Project Corporate personnel who are performing ELSD activities during emergency conditions at FNP. Activities and information listed in this procedure are provided as guidance only.

3.0 REFERENCES

1. FNP Emergency Plan
2. GO-EIP-101
3. GO-EIP-111
4. GO-EIP-114
5. FNP-EIP-8.3
6. FNP-EIP-9.1
7. FNP-EIP-9.3

4.0 RESPONSIBILITIES

The ELSD is responsible for providing, supervising, and coordinating the Offsite engineering and licensing support necessary to assist the site in mitigation and recovery efforts and is responsible for monitoring plant safety status from the CEOC.

5.0 INSTRUCTIONS

5.1 Duties and Responsibilities

The duties and responsibilities of the Engineering and Licensing Support Director are as follows:

- 5.1.1 Coordinate the receipt and assessment of technical information related to plant systems and facility operations, and submit recommendations to the Emergency Coordinator (EC) in the Corporate Emergency Operations Center (CEOC).

- 5.1.2 Assist site as requested in determining or assessing reactor core damage
 - 5.1.3 Provide technical interface to vendors, utility groups, consultants, and technical investigation groups.
 - 5.1.4 Assist in establishing a list of plant equipment/system modifications required to bring the plant to cold shutdown, recovery, and/or startup.
 - 5.1.5 Develop an engineering support plan compatible with the plants mitigation and recovery plans. This plan should include engineering personnel resources.
 - 5.1.6 Coordinate the work performed by Southern Company Services, the architect engineer, the nuclear steam system supplier, and other engineering consultants.
 - 5.1.7 Provide engineering support in developing site recovery procedures.
 - 5.1.8 Coordinate the transmittal of engineering modification/design documents (specifications and drawings) to the site staff, construction, and procurement groups.
 - 5.1.9 Assemble and manage the Nuclear Support (NS) engineering and licensing staff, including engineering support obtained outside the Southern System.
 - 5.1.10 Provide 24-hour-per-day staffing of the ELSD and positions supporting the ELSD function.
 - 5.1.11 Provide periodic briefings as necessary to the NS engineering and licensing staff.
 - 5.1.12 Provide licensing support and monitor plant safety status.
 - 5.1.13 Provide backup dose assessment capability using ARDA or MIDAS should all FNP dose assessment capability be lost.
- 5.2 Action Guidelines
- 5.2.1 Refer to Attachment 1, "Action Guideline For The ELSD".
- 5.3 Training
- 5.3.1 The ELSD will be trained in accordance with GO-EIP-134.

6.0 RECORDS

6.1 QA Records

6.1.1 None

6.2 Non QA Records

6.2.1

Document Generated	Retention Time	FNP Rtype
Executed copies of GO-EIP-122	5 Years	None - Will be maintained

7.0 ATTACHMENTS

Attachment 1 - Action Guideline for the ELSD

Attachment 2 - ELSD Turnover Guideline

Attachment 3 - ELSD Status Board Maintenance Guidance

**ACTION GUIDELINE FOR THE
ENGINEERING AND LICENSING SUPPORT DIRECTOR**

Date: _____

	<u>Time</u>	<u>Comments</u>
I. Initial Actions		
1. Report to the CEOC as soon as possible and sign in on the personnel roster.	_____	_____
2. Assist in verifying the CEOC is setup per GO-EIP-111, Figure 1.	_____	_____
3. Start or assist in activation of the CEOC as appropriate, per GO-EIP-111, Appendix 2.	_____	_____
4. Establish and maintain the ELSD LOGBOOK. Record pertinent information concerning engineering and licensing support, actions, events and staffing through out the emergency.	_____	_____
5. Inform EC that ELSD position functional.	_____	_____
6. If the EOF is activated, establish communications with the RMA and obtain a current emergency status. If the EOF is not activated communicate with the TSC Maintenance Manager to obtain the plant status. Normal communications should be directed through the RMA, when possible.	_____	_____
7. Coordinate with the EC to perform notifications per GO-EIP-111, Appendix 3. At a minimum, ensure the Bechtel, SCS, Westinghouse, and SNC Technical Services engineering support organizations are placed on standby per GO-EIP-111, Appendix 3.	_____	_____
8. Activate the Non-Regulatory Emergency Response Data System (ERDS) monitor and printer per FNP-EIP-8.3.	_____	_____

II. Supplemental Actions

Comments

1. Begin maintaining the ELSD Turnover Guideline (Attachment 2) for use in future relief briefings.

2. Respond to requests relating to engineering and licensing services.

3. Maintain the CEOC status boards, as appropriate utilizing Attachment 3. Maintain a chronological history of the Emergency Status board.

4. Activate other engineering support resources as necessary.

5. Coordinate with the ASD and PIEOC to prepare Network News Releases per GO-EIP-123, Attachment 8 and GO-EIP-114, step 5.4.

6. Establish a 24-hour-per-day schedule for staffing the ELSD and Support positions.

7. Provide periodic status updates to the EC.

8. Provide periodic briefings to the Nuclear Support staff, as necessary.

9. Ensure that adequate and complete briefings have been accomplished prior to self and/or staff being relieved utilizing the ELSD Turnover Guideline (Attachment 2).

11. Activate the FNP CEOC ARDA model on the Non-Regulatory ERDS computer per FNP-EIP-9.1. Utilize FNP-EIP-9.1 to perform calculations as directed by the FNP EOF or as desired.

11. Activate the FNP CEOC MIDAS computer by turning on the computer, monitor, and printer per FNP-EIP-9.3. Utilize FNP-EIP-9.3 to perform calculations as directed by the FNP EOF or as desired.

ELSD TURNOVER GUIDELINE

Off-Going ELSD _____

On-Coming ELSD _____

Date _____ Time _____

Initials Review Engineering Support Agency Status.

<u>Agency</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Location</u>
Bechtel	_____	_____	_____
Westinghouse	_____	_____	_____
SCS	_____	_____	_____
SNC Tech Service	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Initials Review status of incomplete requests for engineering support.

Notes: _____

Initials Review Status of Onsite engineering manpower augmentations.

Notes: _____

Initials On Duty CEOC Engineering & Licensing Support Staff.

Notes: _____

Initials Review status of NETWORK NEWS Releases per GO-EIP-114 and obtain approvals
for release per GO-EIP-114, Figure 4.

Notes: _____

Initials Ensure that appropriate Status Boards are current.

- Radiation Status/Plant Status
- Technical Problem Status
- Offsite Protective Action
- Emergency Status

Initials Notify Emergency Coordinator of Turnover Completion.

Initials Notify Engineering Support Organizations (if previously contacted) of turnover completion:

 Bechtel

 Westinghouse

 SCSI

 Other: _____

ELSD STATUS BOARD MAINTENANCE GUIDANCE

Outlined in this Attachment is guidance for the accomplishment of tasks associated with the Engineering and Licensing area.

1.0 ELSD Status Board Maintenance

1.1 Training and Skills

1.1.1 No special training or skills necessary

1.2 Required Equipment and Materials

1.2.1 Status Boards

- a. Radiation/Plant Status (Figure 1)
- b. Technical Problem Status (Figure 2)
- c. Offsite Protective Actions (Figure 3)
- d. Emergency Status (Figure 4)

1.2.2 WHITE BOARD Markers (DO NOT USE Vis-A-Vis TRANSPARENCY MARKERS)

1.3 Task Description

1.3.1 Information to maintain all status boards current will be provided by a member of the Engineering and Licensing Support Director's staff at appropriate intervals. If possible, the TSC will telecopy the status board information to the ELSD in the CEOC. Non-Regulatory ERDS may be utilized for plant and radiation data, if available. Operation of the non-regulatory ERDS terminal is described in FNP-0-EIP-8.3.

RADIATION

CONTAINMENT	TIME _____	TIME _____	TIME _____
R 27A (R/HR)			
R 27B (R/HR)			
RCS			
R 50-6 FFD (CPM)			
EFFLUEN			
WIND SPEED 35'(MPH)			
WIND SPEED 150'(MPH)			
WIND DIRECTION 35'(FROM-DEGREES)			
WIND DIRECTION 150'(FROM-DEGREES)			
DELTA TEMP. 35'-200'(DEGREES F) (CHANNEL 1)			
DELTA TEMP. 35'-200'(DEGREES F) (CHANNEL 2)			
PLANT VENT STACK R14 (CPM)			
R 21 (CPM)			
R 22 (CPM)			
R 20B NO (uCi/m ³)			
R 20B I (uCi/m ³)			
FLOW (CFM)			
SJAE R 15A (CPM)			
R 15B (MR/HR)			
R 15C (R/HR)			
MR RELIEF			
R 60A (MR/HR)			
R 60B (MR/HR)			
R 60C (MR/HR)			
AFW EXHAUST			
R 60D (MR/HR)			
MS LINE			
R 70A (GPD)			
R 70B (GPD)			
R 70C (GPD)			
SOURCE TERM NO (uCi/sec)			
SOURCE TERM I (uCi/sec)			

PLANT STATUS

CONTAINMENT	TIME _____	TIME _____	TIME _____
TEMPERATURE (Degrees F)			
WR PRESSURE (PSIG)			
ECCS BUMP LEVEL (FT)			
HYDROGEN (X)			
RCS			
RX POWER (X)			
LOOP 1 FLOW (X)			
LOOP 2 FLOW (X)			
LOOP 3 FLOW (X)			
SUBCOOLING TRAIN A (Degrees F) (-) Indicates Superheat			
SUBCOOLING TRAIN B (Degrees F) (-) Indicates Superheat			
5TH HOTTEST CETS			
PRESSURIZER LEVEL (X)			
RX VESSEL HEAD LEVEL (X) ABOVE PLENUM			
RX VESSEL PLENUM LEVEL (X) ABOVE CORE			
WR PRESSURE (PSIG)			
WR 66 A LEVEL (X)			
WR 66 B LEVEL (X)			
WR 66 C LEVEL (X)			
ECCS			
RWST LEVEL (FT)			
RHR FLOW TRAIN A (GPM)			
RHR FLOW TRAIN B (GPM)			
HR81 FLOW (FI-040)(GPM)			
HR81 FLOW (FI-043)(GPM)			
66 A AFW FLOW (GPM)			
66 B AFW FLOW (GPM)			
66 C AFW FLOW (GPM)			

OFF-SITE PROTECTIVE ACTION

FNP PROTECTIVE ACTION RECOMMENDATIONS		
DATE / TIME (CENTRAL)	ZONE(S)	ACTION

STATE PROTECTIVE ACTION ORDERS		
DATE / TIME (CENTRAL)	ZONE(S)	ACTION

ENCLOSURE 7

**Uncontrolled Copy of
GO-EIP-123 (Rev. 8)**

FARLEY NUCLEAR SUPPORT

REFERENCE GUIDANCE FOR
THE ADMINISTRATIVE SUPPORT DIRECTOR

GO-EIP-123

List of Effective Pages

<u>Page No.</u>	<u>Revision</u>
1 - 29	8

Approved:



Nuclear Support General Manager

7-10-2001
Date Issued

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Reference Guidance for the
Administrative Support Director

1.0 Purpose

The purpose of this procedure is to provide information which may aid the Administrative Support Director (ASD) in executing the duties of the ASD.

2.0 Scope

This procedure applies to Farley Project Corporate personnel who are performing ASD activities during emergency conditions at FNP. Activities and information listed in this procedure are provided as guidance only.

3.0 References

3.1 FNP Emergency Plan

3.2 GO-EIP-101

3.3 GO-EIP-111

4.0 Responsibilities

The Administrative Support Director (ASD) is responsible for providing administrative support to the plant and corporate emergency organizations. In addition, the ASD is responsible for obtaining materials, equipment, and personnel from offsite sources as necessary to support the emergency mitigation and recovery.

5.0 Instructions

5.1 Duties and Responsibilities

The duties and responsibilities of the Administrative Support Director are as follows:

5.1.1 As directed by the EC or ESM, ensure proper setup, staffing level, and activation of the Corporate Emergency Operations Center (CEOC) per GO-EIP-111.

5.1.2 Ensure an interface is established with INPO, once the CEOC is activated.

5.1.3 Maintain the On-Duty Supervision status board.

- 5.1.4 Provide assistance to TSC and EOF for locating and ordering equipment and materials as required. Assess and establish a standby list of personnel to provide additional support as required.
- 5.1.5 Locate materials, supplies and equipment needed in the CEOC, as requested.
- 5.1.6 Provide processing of expense accounts, distribute checks and conduct other financial aspects of the emergency organization.
- 5.1.7 Obtain assistance from SNC Administrative Services to communicate as necessary with banks, financial institutions, investors, and insurers regarding the emergency situation.
- 5.1.8 Provide logistics arrangements for support personnel including communications, hardware, transportation, food and lodging.
- 5.1.9 Provide administrative support such as typing, clerical and duplication for the Corporate Emergency Organization.

5.2 Action Guidelines

- 5.2.1 Refer to Attachment 1, "Action Guideline For The ASD".
- 5.2.2 Refer to GO-EIP-111, Appendix 1 when directed by the ESM or EC to deactivate the CEOC.

5.3 Training

- 5.3.1 The ASD will be trained in accordance with GO-EIP-134.

6.0 Records

6.1 QA Records

- 6.1.1 None

6.2 Non QA Records

6.2.1

Document Generated	Retention Time	FNP Rtype
Executed copies of GO-EIP-123	5 Years	None - Will be maintained

7.0 Attachments

Attachment 1 - Action Guideline for the ASD

Attachment 2 - ASD Turnover Guideline

Attachment 3 - ASD Status Board Maintenance Guidance

Attachment 4 - Communications Guidance

Attachment 5 - Logistics Support Guidance

Attachment 6 - Procurement Guidance

Attachment 7 - Personnel Logistics Support

Attachment 8 - INPO Network News Releases

ACTION GUIDELINE FOR THE
ADMINISTRATIVE SUPPORT DIRECTOR

Date: _____

		<u>Time</u>	<u>Comments</u>
I.	<u>Initial Actions</u>		
A.	Report to the CEOC and sign in on the personnel roster.	_____	_____
B.	Assist in verifying the CEOC is setup per GO-EIP-111, Figure 1.	_____	_____
C.	Start or assist the EC in completing activation of the CEOC as appropriate per GO-EIP-111, Appendix 2.	_____	_____
	1. Assign personnel to assist in CEOC activation, if necessary.	_____	_____
	2. Establish and maintain the ASD logbook. Log general CEOC information, actions, events, and staffing.	_____	_____
	3. Inform EC that ASD position functional.	_____	_____
	4. If requested by the EC, establish a secure bridge utilizing the SNC Corporate bridge per or contact the Telecommunication Operation Center (TOC) per GO-EIP-111 Telephone Directory.	_____	_____
D.	If the EC activated the ECO then:		
	1. Contact the PIEOC Coordinator per GO-EIP-111 to determine the status of activating the ECO.	_____	_____
	2. Arrange for ground transportation for those traveling by air to the NMC or EOF (see item (26) of GO-EIP-111, Telephone Directory).	_____	_____

	<u>Time</u>	<u>Comments</u>
3. Inform EC and RMA of transportation arrangements.	_____	_____
E. Brief Alabama Power Company Office personnel in Headland concerning EOF accessibility (see item (3) of GO-EIP-111, Appendix 3, Table 1 for phone numbers). Keep Headland office updated.	_____	_____

Comments

II. Supplemental Actions

A. CEOC ADMINISTRATION/LOGISTICS

1. Coordinate with the EC, ELSD, and PIEOC to resolve any discrepancies in CEOC equipment or staffing levels. _____

2. Post signs at the following locations in order to inform arriving NS staff members that the CEOC is activated and that they should report to their Supervisor (during normal working hours) or the ASD in the CEOC (off hours):
 - a. 3rd floor elevator hallway _____
 - b. 3rd floor back stairwell _____
 - c. 3rd floor front stairwell _____

3. If directed by the Emergency Coordinator, make Offsite Notifications per GO-EIP-111, Appendix 3. At a minimum, ensure that INPO and ANI have been notified by the EC or a designee. _____

4. Maintain NS staff accountability. _____

5. Provide clerical, secretarial, and document management support for the CEOC, as required. _____

6. At a Site Area or General Emergency, request a liaison from INPO be sent to the CEOC. _____

7. Coordinate with the EC to establish a 24-hour-per-day schedule for staffing the CEOC Emergency Organization per GO-EIP-111, Appendix 2. _____

Comments

8. Provide periodic briefings to the EC and to the CEOC Staff, as necessary. _____
9. Notify SNC Security of the event, as necessary, to establish heightened security awareness in the Corporate Offices. _____
10. Maintain the ASD Turnover Guideline (Attachment 2). Utilizing the Guideline ensure that adequate and complete briefings have been accomplished prior to self and/or staff being relieved. _____
11. Assign personnel to maintain the On-Duty Status board using the information provided in Attachment 3 for guidance. _____
12. Fill in CEOC staff assignments and telecopy Attachment 3, Figure 1 to the RMA in the EOF and the Systems Engineer in the TSC. _____
13. Assign personnel to operate the ENN and FAX utilizing Attachment 4 for guidance. _____

B. ADMINISTRATIVE/LOGISTICS SUPPORT

1. Arrange for dispatch of ECO-NMC/EOF relief crews, as necessary.
 - a. Arrange for lodging for crew members. _____
 - b. Direct personnel to report to their lodging point and the RMA or NMC Coordinator will contact them when needed. _____
 - c. Inform the RMA/NMC Coordinator concerning the relief crew's lodging. _____
2. Assign a support staff member to make transportation, travel, lodging, and/or financial arrangements, as required (Attachment 7 may be used for guidance). _____

Comments

3. Respond to requests relating to Administrative/Logistics Support.
4. Support generation of Nuclear Network Releases using step 1.1.4 of Attachment 5 and Attachment 8.

C. MATERIAL/PROCUREMENT SUPPORT

1. Notify needed suppliers and contractors, as requested (Attachment 5 may be used for guidance).
 - a. Assign a support staff member to prepare a list of equipment, materials and supplies necessary for mitigation and recovery efforts.
 - b. Assign a support staff member to locate the equipment, materials, and supplies requested from within the company.
 - c. Assign a support staff member to locate the equipment, materials and supplies requested from sources outside the company.
2. Establish a cost control accounting system, utilizing SNC Administrative Services staff, as required (Attachment 6 may be used for guidance).

ASD TURNOVER GUIDELINE

Off-Going ASD _____

On-Coming ASD _____

Date _____ Time _____

Initials Review status of all outstanding requests for materials and supplies

Notes: _____

Initials Review status of all outstanding requests for staffing support

Notes: _____

Initials Review status of logistics associated with staffing support augmentation
(lodging availability, transportation, cash advances, etc.)

Notes: _____

Initials Review status of corporate support organizations (activation levels, contact names, etc.)

Notes: _____

 Initials Review status of other administrative support functions (communications, status boards, clerical support, etc.)

Notes: _____

 Initials Comments/Problems:

Note: _____

 Initials On-Duty CEOC Support Staff:

Note: _____

 Initials Notify Emergency Coordinator of turnover completion and update "On-Duty Supervision" status board.

ASD STATUS MAINTENANCE GUIDANCE

Outlined in this Attachment is guidance for the accomplishment of tasks associated with the Administrative/Logistics area.

1.0 ASD Status Board Maintenance

1.1 Training and Skills

1.1.1 No special training or skills necessary

1.2 Required Equipment and Materials

1.2.1 Status Boards

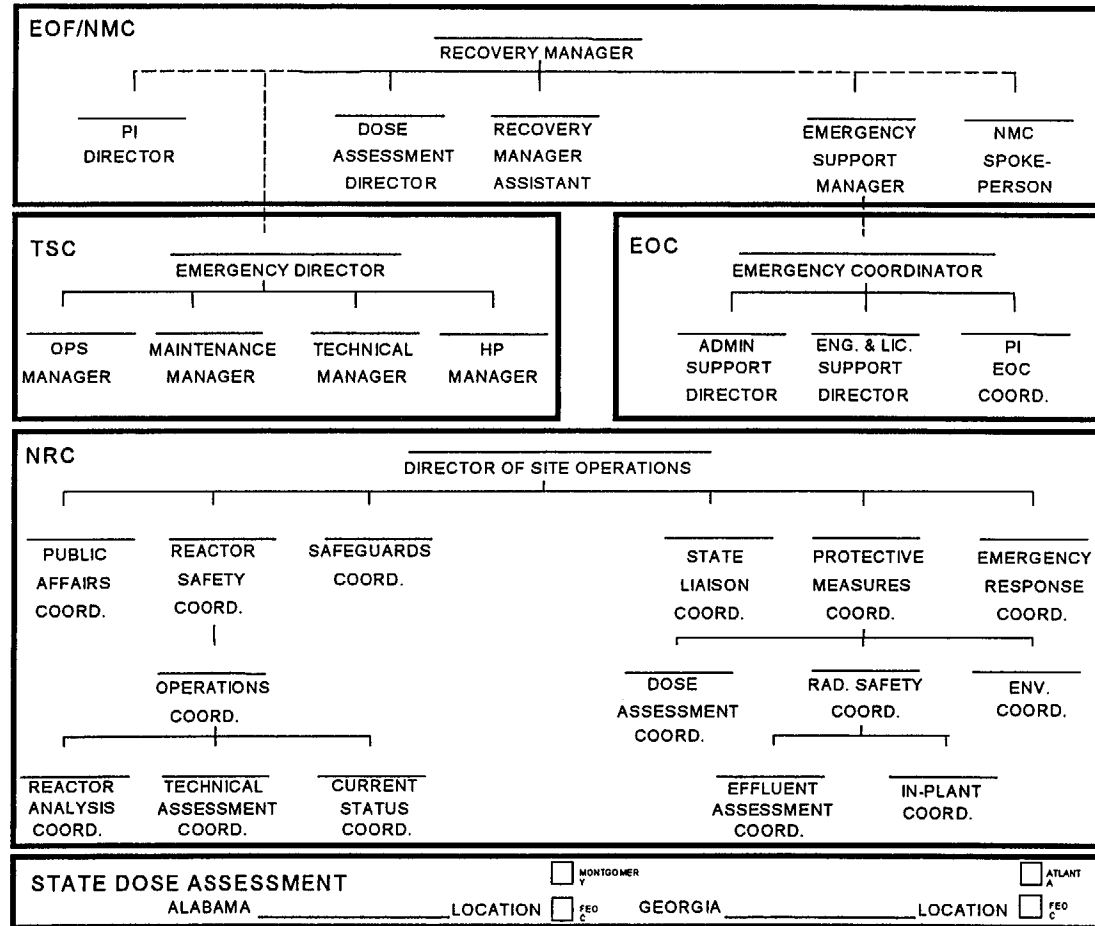
a.) On-Duty Supervision (Figure 1)

1.2.2 **Vis-A-Vis** Transparency Markers (DO NOT USE WHITE BOARD MARKERS)

1.3 Task Description

1.3.1 You will be directed by the ASD on the method which should be used to obtain information to maintain all status boards current. If possible, the TSC will telecopy the status board information to the ASD in the CEOC.

ON-DUTY SUPERVISION



ODTYSQR1

COMMUNICATIONS GUIDANCE

- 1.0 The ASD is responsible for supervising the operation of all CEOC communications equipment. CEOC communications equipment, for which the ASD is responsible, includes all CEOC phones, ENN, HOCS, and telecopiers.
 - 1.1 Information concerning FNP or the emergency should NEVER be disclosed to callers unless authorized by the Administrative Support Director.
 - 1.2 The ASD should assign an individual to monitor the ENN utilizing step 2.0 of this Attachment.
 - 1.3 If the emergency telecopier becomes back logged, utilize other telecopiers available on the floor to maintain the emergency telecopier available to receive messages from the TSC and EOF.
 - 1.4 Calls from the news media and general public should be referred to the NMC at (334) 702-2507/2508.
 - 1.5 Calls from offsite emergency response organizations such as Southern Co. Services, Bechtel, Westinghouse, or INPO, etc. should be directed to the ELSD.
 - 1.6 Calls from federal, state or local agencies should be connected with the RMA or Dose Assessment Director, as appropriate.
 - 1.7 If the appropriate staff member is unavailable, direct the call to one of the Administrative Support Staff phone numbers.
 - 1.8 If problems with the PI EOC's computer is experienced, contact the Help Desk immediately for IR assistance. (8-999-9110) and have the PIEOC Coordinator relocate to another LAN attached computer.

2.0 Monitoring of the Emergency Notification Network (ENN)

2.1 Required Training and Skills

2.1.1 Familiarity with the Emergency Response Organization.

2.1.2 Clerical skills (useful, but not required)

2.2 Required equipment and materials

2.2.1 ENN Message Log Sheet

2.2.2 ENN telephone and speaker

2.3 Task description

2.3.1 The ENN is a dedicated communications line which provides an immediate communications link between SNC and specified organizations. ENN telephones and speakers are at the following locations:

- a) Emergency Operations Facility (EOF)
- b) Technical Support Center (TSC)
- c) Shift Foreman's Office
- d) Alternate EOF
- e) Farley Nuclear Support Corporate EOC (CEOC)
- f) Alabama Department of Public Health-Rad Control Div (ARCD)
- g) Alabama Emergency Management Agency (AEMA)
- h) Alabama Department of Public Safety
- i) Houston County Sheriff Dispatcher
- j) Houston County Office of Radiological Health-Forward EOC(FEOC)
- k) Georgia Emergency Management Agency (GEMA)
- l) Early County Sheriff Dispatcher
- m) Early County Emergency Management Agency
- n) GEMA Forward Emergency Operations Center

2.3.2 Use of the ENN

- a. Use FNP-EIP-8.3, step 13 for complete instructions for use of the ENN dial up feature. With the CEOC handset lifted only the person holding the CEOC handset will be able to hear the ENN transmission. Upon completion of ENN use ensure that the ENN handset is returned to its cradle. Use of the phonetic alphabet during communications is expected by FNP.

- b. To transmit a message pick up the telephone receiver, dial the applicable code to alert desired locations, identify yourself, state the location of the facility, state the name of the message originator, and state the party/parties for whom the message is intended. For example:

"This is Wanda Brown at the Birmingham CEOC. I have a message from the FNP CEOC in Birmingham Emergency Coordinator to the FNP TSC and FNP EOF, please acknowledge."

Wait for acknowledgment from each party then proceed to deliver the message:

"The Emergency Coordinator reports that the FNP CEOC in Birmingham has been activated at 0730, TSC and EOF please acknowledge."

Wait for acknowledgment from each party then close the transmission, with the following message:

"This ends the message transmission, FNP CEOC in Birmingham Out."

If no further transmissions are expected then ensure that the ENN handset is returned to its cradle.

- c. To receive messages over the speaker, the receiver handset must be in its cradle. If monitoring is via the speaker, the individual monitoring the ENN should listen for the FNP Corporate Emergency Operations Center (CEOC) in Birmingham being paged or the alert tone, or observe the red light illuminating. For example:

"FNP CEOC in Birmingham, this is Joe Jones at the FNP EOF, please acknowledge."

The individual monitoring the ENN would then lift the handset from the cradle to acknowledge the message:

"FNP EOF this is Wanda Brown at the FNP CEOC in Birmingham acknowledging."

The sender of the message would then transmit the message:

"FNP CEOC in Birmingham, this is the FNP EOF, the FNP EOF has been declared at 0830; please acknowledge receipt of the message (may just say "Over")."

The individual monitoring the ENN would then acknowledge:

"FNP EOF this is the CEOC in Birmingham, acknowledging that the FNP EOF was declared functional at 0830; CEOC in Birmingham Out."

The sender of the message would then acknowledge that the CEOC understood what was meant to be conveyed and sign off the line:

"FNP CEOC in Birmingham, that is correct, FNP EOF Out."

If no further transmissions are expected, ensure that the ENN handset is returned to its cradle.

- d. Log all dialogue transmitted or received over the ENN on the ENN Message Log Sheet (Figure 1).
- e. All information communicated over the ENN concerning protective actions such as sheltering or evacuation or any other significant events should immediately be relayed to the ASD or EC.
- f. The ENN is a vital communication system that allows FNP and the agencies to communicate important information rapidly. System control on the ENN will normally be maintained at the TSC or EOF during an emergency. Any problems concerning ENN use will be resolved by either the Technical Manager or Dose Assessment Director. For example, if the CEOC ENN operator were to use the ENN to communicate information that should be communicated otherwise, the ENN operator may be instructed to utilize another communication means for this type of information in the future.
- g. Address any questions on ENN usage to the ASD.

2.3.3 Use of the Backup ENN

- a. Should an ENN station fail, ENN communication capability can be restored through use of the Backup ENN. Refer to FNP-EIP-8.3.
- b. Any speaker phone in the CEOC can be setup for use as the backup ENN. When the phone is in use as the backup ENN phone, be sensitive to the CEOC being a source of needless background noise. Use of the mute button on the speakerphone will allow the CEOC to still monitor ENN messages without causing background ENN problems.

LOGISTICS SUPPORT GUIDANCE

1.0 The Administrative Support Director (ASD) is responsible for all offsite logistics activity except engineering manpower augmentation from offsite sources. At the onset of any emergency that will probably involve expense to the company, the ASD is responsible for contacting the Accounting Department and obtaining a Company Job Order number for use in procurement associated with the emergency, and for advising the Material Services Department on what level of support will be needed. The ASD works with plant personnel to identify personnel, equipment, materials and supplies needed (see Table 1 of this Attachment for a pre-identified listing of equipment and supplies that will probably be needed in a radiological emergency) and is then responsible for coordinating identification of a supplier, arranging procurement, and expediting shipment. The ASD works with the Recovery Manager Assistant to identify needed personnel and to have them reassigned as necessary and works with SCS, vendors, other utilities, etc. to arrange adequate CEOC and EOF staffing for 3 shift operations.

1.1 Emergency Logistics Resource References and Contracts

1.1.1 Material Services

The Material Services Department of SNC is available to support all procurement needs during an event. The Manager-Material Services will provide full staffing as necessary to make contact with approved vendors for services and equipment.

1.1.2 INPO Emergency Resources Manual

Copies of the INPO Emergency Resources Manual are maintained at the CEOC and EOF. This document contains lists of utility contacts and personnel and equipment that may be available from the utilities for emergency support; lists of technical experts and personnel who may be available for emergency support; and lists of NSSS suppliers, their designated contacts, principle product or service and areas of technical expertise which may be available for emergency support.

1.1.3 Institute for Nuclear Power Operations (INPO)

If requested, INPO will provide assistance in locating logistics needs.

1.1.4 NUCLEAR NETWORK

Entries on NUCLEAR NETWORK may be used to locate needed logistics. The approval procedure for making an entry on NUCLEAR NETWORK is contained in GO-EIP-114, "News Release Coordination and Distribution." Also, INPO has agreed to physically enter information into NETWORK, if it is telecopied to them. User instructions are available on-line.

1.1.5 Voluntary Assistance Agreement By and Among Electric Utilities Involved in Transportation of Nuclear Materials (Contract PG-81-29).

This agreement, coordinated by INPO, provides the legal framework for requesting and receiving assistance from other signatories (utilities) in any situation wherein an emergency occurs by reason of a nuclear material transportation accident involving nuclear materials shipped by one of the signatories. Rendering of assistance is voluntary. Copies of the agreement along with contact names and lists of equipment and personnel who may be available are kept at the EOF and CEOC.

1.1.6 Fixed Facility Emergency Response Voluntary Assistance Agreement (Contract PG-81-30)

This agreement, coordinated by INPO, provides the legal framework for requesting and receiving assistance from other signatories (utilities) in any emergency situation at a fixed facility under the control of one of the signatories. Rendering of assistance is voluntary. Copies of the agreement and lists of signatories are kept at the EOF and CEOC. Contact names and resources that may be available are listed in the INPO Emergency Resources Manual.

1.1.7 Blanket Purchase Orders

Contact SNC Material Services for services, supplies, or materials which may be needed under radiological emergency conditions. Names and phone numbers for SNC Material Services are listed in GO-EIP-111 Telephone Directory.

2.0 TABLE 1 of this Attachment identifies a list of equipment and supplies that may be needed during a radiological emergency.

PREIDENTIFIED EQUIPMENT AND SUPPLIES

(RADIOLOGICAL EMERGENCY)

<u>ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>
Plastic Anti-C booties non skid	N/A	_____
Rubber Shoe Covers	Lg	_____
Rubber Shoe Covers	X-Lg	_____
Rubber Shoe Covers	Giant	_____
Anti-C booties-canvas	N/A	_____
Surgeon's Cap - cloth	N/A	_____
Anti-C Coveralls - cloth	Sm (40)	_____
Anti-C Coveralls - cloth	Med (44)	_____
Anti-C Coveralls - cloth	Lg (50)	_____
Anti-C Coveralls - cloth	X-Lg(54)	_____
Anti-C Hoods - cloth	X-Lg	_____
Lab Coats - cloth	Med (44)	_____
Lab Coats - cloth	Lg (50)	_____
Lab Coats - cloth	X-Lg(54)	_____
Anti-C Gloves - latex rubber	9	_____
Anti-C Gloves - latex rubber	10	_____
Cloth Glove liners	N/A	_____
Plastic Suit 1 piece	Med (44)	_____
Plastic Suit 1 piece	Lg (50)	_____
Plastic Suit 1 piece	X-Lg(54)	_____
Disposable Surgeon's Gloves	Lg	_____
MSA Ultravue Full Face Respirators	N/A	_____
Filters for MSA Ultravue Respirator (Particulate)	N/A	_____
Filters for MSA Ultravue Respirator (Iodine)	N/A	_____
Willson Fullface Respirators	N/A	_____
Filter for Willson Respirators (Iodine)	N/A	_____
Filter for Willson Respirators (Particulate)	N/A	_____
MSA Airline Fullface Respirators (Duo-Flow)	N/A	_____
MSA Airlines	50 ft.	_____
Willson Air Manifolds	8 outlet	_____
Willson Airline Respirators	N/A	_____

<u>ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>
Willson Hoses	50 ft.	_____
MSA Self-contained Respirator Kits	N/A	_____
Respirator Cleaning Solution	N/A	_____
Poly Bags (yellow) translucent	Various	_____
Decon Solutions, i.e. stripper, misty	N/A	_____
Wipe-alls	N/A	_____
Mazoline mops and handles		_____
Mop handles and heads	N/A	_____
Step Off Pads	N/A	_____
Herculite	N/A	_____
Masking tape	N/A	_____
Duct Tape	N/A	_____
Defense Apparel Smears	N/A	_____
55 gal. drums w/lids	N/A	_____
RTV Sealant	N/A	_____
LSA boxes	N/A	_____
Drum handling cart	N/A	_____
Poly Bottles	N/A	_____
Rad Rope	N/A	_____
Bands & Banding tool		_____
High Volume air samples (120V DC & 120V AC)		_____
Air Sample Filters & Cartridges (Charcoal & Silver Zeolite)		_____
RO-2 Ion chamber		_____
RO-2a Ion chamber		_____
E-140 GM detector w/HP 120 probe		_____
E-140 GM detector w/HP 177 probe		_____
Rm 19 GM detector		_____
Rm 20 GM detector		_____
Batteries (C.D. & 9 volt)		_____
PNR-4 Neutron Detector		_____
PNC-4 Neutron Detector		_____
PAC-4S Alpha Detector		_____
PAC-4G Alpha Detector		_____
Teletector (Hi-range dose rate inst.)		_____
TLD (Landauer, Harshaw)		_____
Dosimeters (200mr, 1000mr, & 5000mr range)		_____
Digital Alarming Dosimeters		_____
HVAC Filters		_____
HP Rental Techs		_____
Mobile Laundry		_____

<u>ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>
Portable Ventilation Systems (minimum capacity 1000 cfm)		_____
Radiation Signs w/inserts		_____
Stripable paint		_____
Smears or swipes		_____
Q-tips		_____
Particulate air sample filters		_____
Vacuum cleaners and accessories		_____
Rad Tape		_____
Rad Material Stickers		_____

PROCUREMENT GUIDANCE

1.0 To the maximum extent possible, established company practices for emergency procurement will be followed. Deviations should be authorized by the Recovery Manager.

1.1 The ASD will supervise preparation of Purchase Requisitions, Change Order Requests, Blanket Order Work Authorizations, Blanket Order Releases, Contract Work Authorizations, Minor Purchase Orders, Letters of Request, and Contracts as needed to obtain required signatures.

<u>Estimated Cost</u>	<u>Authorizing Individual</u>
< \$100,000	ASD
> \$100,000 < \$500,000	Recovery Manager
> \$500,000 < \$2,000,000	Vice President
>\$2,000,000	Per Executive Vice President

1.2 The ASD will supervise determination of documentation requirements and QA requirements to be included in purchase requisitions. The ASD is responsible for assuring proper reviews are performed.

1.3 The purchase requisition will be transmitted to the Purchasing Department and the ASD will coordinate with Purchasing on vendor identification, order placement and expediting.

1.4 The ASD is responsible for tracking services rendered including maintenance of time sheets on vendor personnel. Timekeeping and charges for personnel provided by other utilities will be in accordance with the applicable voluntary assistance agreement.

2.0 A log of all orders should be maintained utilizing Figure 1 of this Attachment.

PERSONNEL LOGISTICS SUPPORT

- 1.0 The ASD is responsible for providing the following personnel support items.
 - 1.1 Lodging - The ASD shall assist temporarily assigned APC/SNC personnel and support personnel provided at APC's/SNC's request by other utilities, vendors, etc. in obtaining lodging. In accomplishing this during major events, the ASD will coordinate with the Recovery Manager Assistant at the start of the event to determine anticipated lodging needs and will make appropriate reservation arrangements with local motels.
 - 1.2 Transportation - The ASD will assist temporarily assigned APC/SNC personnel and support personnel provided at APC's/SNC's request by other utilities, vendors, etc. in obtaining transportation, arranging carpools, etc.
 - 1.3 Meals - The ASD is responsible for arranging for meals for all CEOC personnel and for in-plant emergency workers if requested by the RM, as appropriate. The need for meals for in-plant emergency workers will be coordinated through the Recovery Manager Assistant.
 - 1.4 Cash Advances and Expense Claims - The ASD is responsible for obtaining cash advances as needed for temporarily assigned APC/SNC personnel and, for extended emergency conditions, to process expense account claims.
 - 1.5 Check Cashing - For extended emergency conditions the ASD is responsible for assisting temporarily assigned APC/SNC personnel and support personnel provided at APC's/SNC's request by other utilities, vendors, etc. in obtaining check cashing services either through arrangements with a local bank or by assisting the RMA establish a company petty cash fund at the EOF.
 - 1.6 Other Personnel Problems - The ASD is responsible for assisting temporarily assigned personnel and support personnel provided at APC's/SNC's request by other utilities, vendors, etc. in resolving other problems associated with temporary emergency assignment at FNP.

INPO NETWORK NEWS RELEASES

- 1.0 The ASD may be requested to take approved News Releases created by the PI EOC Coordinator and telecopy them to INPO for placement on their INPO Network News Release system upon approval per GO-EIP-114, Figure 4.

- 2.0 As time permits, the ASD should request the ELSD to provide a more detailed INPO Network News Release. Typically this would be adding detail to an approved press release. After approval per GO-EIP-114, Figure 4, the ASD will be responsible for telecopying the release to INPO.

ENCLOSURE 8

**Uncontrolled Copy of
GO-EIP-131 (Rev 18)**


FARLEY NUCLEAR SUPPORT
EMERGENCY OPERATIONS CENTER - CORPORATE HEADQUARTERS
EMERGENCY EQUIPMENT AND SUPPLIES

GO-EIP-131

List of Effective Pages

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1 - 7	Rev. 18

Approved:



General Manager Nuclear Support

7-10-2001

Date Issued

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TABLE 1 5

EMERGENCY OPERATIONS CENTER - CORPORATE HEADQUARTERS
EMERGENCY EQUIPMENT AND SUPPLIES

1.0 PURPOSE

The purpose of this procedure is to establish the actions to be taken to ensure operational readiness of the Corporate Emergency Operations Center (CEOC).

2.0 SCOPE

This procedure applies to Farley Support.

3.0 REFERENCES

3.1 Joseph M. Farley Nuclear Plant Emergency Plan

3.2 GO-EIP-111

4.0 GENERAL

4.1 The Nuclear Engineering and Licensing Manager shall be responsible for implementing the requirements of this procedure. The Nuclear Support Emergency Planning Coordinator is responsible for ensuring that CEOC inventories are performed and procedures and documents are updated.

4.2 A copy of the current GO-EIP-131, Table 1, Emergency Equipment and Supplies List will be posted on the front of the emergency supplies/equipment cabinet.

4.3 An inventory shall be performed after each emergency or drill/exercise during which the cabinet is opened, or after an CEOC relocation.

4.4 Per GO-EIP-111, Nuclear Maintenance and Support will be notified to re-inventory the supply/equipment cabinet by the Administrative Support Director (ASD) following each emergency or drill/exercise that required utilization of equipment in the supply cabinet.

4.5 The data displayed on each status board should be copied and the status boards cleaned after each emergency or drill/exercise. Copies of the data should be provided to the Emergency Planning Coordinator.

4.6 No additions or deletions to materials stored in the CEOC Emergency Storage Cabinet (other than normal revisions) will be made without the approval of the Nuclear Support Emergency Planning Coordinator.

4.7 This procedure applies only to CEOC equipment and supplies stored for emergency use.

5.0 PROCEDURE

5.1 On the attached Equipment and Supply checklist (Table 1), verify the items are accounted for and then, initial the appropriate space.

5.2 Sign and date the checklist and forward it to the Manager Nuclear Engineering Licensing (MNEL) and the Nuclear Support Emergency Planning Coordinator (NSEPC).

5.3 After reviewing the checklist, the MNEL and the NSEPC shall insure that any discrepancies found are corrected.

6.0 RECORDS

Records generated by this procedure:

6.1 QA Records

None

6.2 Non QA Records

6.2.1 Superseded CEOC Emergency Equipment and Supplies Checklist (Table 1) will be maintained by Document Management for a minimum of two (2) years.

Documents Generated	Retention Time	FNP Rtype
Emergency Equipment and Supplies Check List (Table 1)	2 Years	A4.53

DATE:

RE: GO-EIP-131, Emergency Equipment And Supplies Checklist

FROM:

TO: Nuclear Engineering & Licensing Manager - Farley Project

As required by GO-EIP-131, an inventory of the equipment in the CEOC has been completed. Please note any discrepancies as documented on the attached checklist.

Attachment (GO-EIP-131, Table 1)

cc: Nuclear Support Emergency Planning Coordinator - Farley Project
Nuclear Maintenance and Support Manager - Farley Project
SNC Document Management: Rtype A4.53 (Xref A29.3.2)

INVERNESS 40 EMERGENCY OPERATIONS CENTER
 EMERGENCY EQUIPMENT AND SUPPLIES CHECKLIST

Date of Inventory _____

- _____
 Initials
1. Obtain from Document Management a current CDD list (both Farley Project and FNP) of controlled copies issued to the following copy holders and conduct a procedure / manual inventory using the current CDD list (Attach the CDD lists to this table):

<u>CDD COPY HOLDER</u>	<u>Initials</u>
BHAM EOC CABINET - NMS	_____
BHAM EOC ESM KIT - NMS	_____
BHAM EOC EC KIT - NMS	_____
BHAM EOC ASD KIT - NMS	_____
BHAM EOC ELSD KIT - NMS	_____
BHAM EOC ADMIN ASST KIT - NMS	_____

- _____
 Initials
2. Verify the following located in the CEOC Supply Cabinet:

<u>Description</u>	<u>Quantity</u>	<u>Initials</u>
Emergency Log Book	2	_____
Clipboards	2	_____
Alabama Radiological Emergency Response Plan	1	_____
Georgia Radiological Emergency Plan including - Base Plan - Annex B (Plant Farley) - Annex F (Ingestion Pathway)	1	_____
Florida Radiological Emergency Mgmt Plan	1	_____

INVERNESS 40 EMERGENCY OPERATIONS CENTER
 EMERGENCY EQUIPMENT AND SUPPLIES CHECKLIST (CONT)

<u>Description</u>	<u>Quantity</u>	<u>Initials</u>
INPO - Emergency Resources Manual	1	_____
Plant Procedure Index	1	_____
Telephone Directories		
Birmingham Area	1	_____
Dothan Area	1	_____
Westinghouse Emergency Response Plan	1	_____
10 CFR 0-199 (2 books)	1	_____
EPRI SAMG TBR (EPRI TR-101869) Vol 1 & 2	1	_____
HP 1600C Printer Manuals	5	_____
Procedure Kits		
Emergency Support Manager (ESM) Kit	1	_____
Emergency Coordinator (EC) Kit	1	_____
Administrative Support Director (ASD) Kit	1	_____
Eng and Lic Support Dir (ELSD) Kit	1	_____
Administrative Assistant (AA) Kit	1	_____
Container for general office supplies	1	_____
Telephones		
Mobile Satellite Telephone	1	_____
Spare ENN Telephone	1	_____

- _____
 Initials
3. Place a completed copy of this checklist on the door of the Emergency Cabinet.
- _____
 Initials
4. Route the completed checklist using the Table 1 cover page (page 1 of 3).

ENCLOSURE 9

**Uncontrolled Copy of
GO-EIP-132 (Rev. 14)**

FARLEY NUCLEAR SUPPORT

EMERGENCY PLAN DRILLS AND EXERCISES

GO-EIP-132

List of Effective Pages

<u>Page No.</u>	<u>Revision</u>
1 - 10	14

Approved:



Nuclear Support General Manager

7-10-2001

Date Issued

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FARLEY SUPPORT
EMERGENCY PLAN DRILLS AND EXERCISES

1.0 PURPOSE

The purpose of this procedure is to establish the guidance for the conduct of drills and exercises to maintain emergency preparedness in accordance with 10CFR50, Appendix E.

2.0 SCOPE

This procedure applies to FNP drills conducted by the Farley Project Corporate Staff and to corporate staff participation emergency plan exercises.

3.0 REFERENCES

- 3.1 10CFR50, Appendix E, Paragraph IV.F
- 3.2 NUREG-0654, FEMA-REP-1, Rev. 1, Section N
- 3.3 FNP Emergency Plan
- 3.4 FNP-EIP-15, Emergency Drills
- 3.5 FEMA-REP-14, Radiological Emergency Preparedness Exercise Manual
- 3.6 NRC Inspection Manual

4.0 DEFINITIONS

- 4.1 Exercise: An event that tests the integrated capability and a major portion of the basic elements existing within the emergency preparedness plans and organizations associated with FNP.
- 4.2 Drill: A supervised instruction period aimed at testing, developing and maintaining skills in a particular operation.

5.0 EMERGENCY PLAN DRILLS

- 5.1 Drills shall be scheduled at the discretion of the Vice President (VP) or Nuclear Support General Manager (NSGM) to aid in developing and maintaining corporate emergency preparedness skills. When used in conjunction with training activities, on-the-spot correction of erroneous performance shall be made and a demonstration of the proper performance offered by the instructor.

- 5.2 When drills involve participation by FNP plant personnel, the General Manager - Nuclear Plant or Assistant General Manager - Operations (as designated by the VP) shall ascertain that the drill will not adversely affect plant operations or equipment or health and safety of the general public.
- 5.3 For each drill the VP or NSGM shall appoint an individual who shall be responsible for:
- 5.3.1 Developing a scenario, including:
 - 1) Basic drill objective and appropriate evaluation criteria
 - 2) Date(s), time period(s), place(s) and participating organization(s) or individual(s)
 - 3) Simulated events
 - 4) Time schedule for real and simulated initiating events
 - 5) A narrative summary describing the conduct of a drill
 - 6) A description of arrangements for and advance materials to be provided to drill monitors
 - 5.3.2 Coordinating review and approval of the scenario
 - 5.3.3 Coordinating participation by organizations or individuals outside the Farley Project Corporate Office (if required)
 - 5.3.4 Arranging for drill monitors
 - 5.3.5 Coordinating the drill schedule with participants (if the drill is to be an announced drill)
 - 5.3.6 Conducting the drill
 - 5.3.7 Conducting a critique at the conclusion of the drill
 - 5.3.8 Preparing a formal evaluation of drill performance and submitting the evaluation to the NSGM
- 5.4 The VP is responsible for evaluating the need for corrective actions based on drill evaluation findings. The Nuclear Engineering and Licensing Manager is responsible for tracking implementation of corrective actions.

6.0 EMERGENCY PREPAREDNESS EXERCISES

- 6.1 Emergency preparedness exercises will be conducted to:
 - 6.1.1 Test the adequacy of timing and content of implementing procedures and methods
 - 6.1.2 Test emergency equipment and communication networks
 - 6.1.3 Test the public Alert and Notification System and
 - 6.1.4 Ensure that emergency organization personnel are familiar with their duties
- 6.2 Exercise frequency shall be as follows:
 - 6.2.1 Exercises shall be conducted in accordance with 10 CFR 50, Appendix E.
 - 6.2.2 Coordination with local governments in the Plume Exposure EPZ shall be conducted as necessary to ensure full local government participation in at least one exercise every two years.
 - 6.2.3 Coordination with state governments in the Plume Exposure EPZ shall be conducted as necessary to ensure full state government participation in at least one exercise every 2N years (where N is the number of facilities having Plume Exposure Pathways impacting the state) and partial state government participation as necessary to support local government participation every two years.
 - 6.2.4 Coordination with state governments in the Ingestion Pathway EPZ shall be conducted as necessary to ensure full state government participation in at least one exercise every 6N years (where N is the number of facilities having Ingestion Pathways impacting the state).
 - 6.2.5 All exercises will be coordinated so that state or local governments requesting to participate are provided the opportunity to do so.
 - 6.2.6 Major onsite/offsite elements of exercises/drills that should be considered for inclusion in exercise objectives are provided in Table 1.
- 6.3 Farley Project Corporate Responsibilities in Exercise Preparation
 - 6.3.1 The Nuclear Engineering and Licensing Manager (NELM or his alternate if the NELM is to be an exercise participant for the current year, shall coordinate corporate support for exercise scheduling and preparation.

- 6.3.2 Selection of exercise date will be coordinated with the following as far in advance of the exercise as practical.
- 6.3.2.1 VP and Emergency Communication Organization
 - 6.3.2.2 FNP General Manager - Nuclear Plant
 - 6.3.2.3 Alabama Emergency Management Agency (AEMA)
 - 6.3.2.4 Alabama Department of Public Health - Radiation Control Division (ARC)
 - 6.3.2.5 Georgia Emergency Management Agency (GEMA)
 - 6.3.2.6 Georgia Department of Natural Resources (GDNR)
 - 6.3.2.7 Florida Department of Community Affairs - Division of Emergency Management (FDEM) (ingestion pathway). The mutually agreed exercise date will be reserved with the Federal Emergency Management Agency (FEMA) through AEMA.
- 6.3.3 Arrangements will be made with each participating organization to designate a contact individual who will participate in exercise preparations and not be a participant (player) in the final exercise.
- 6.3.4 Exercise objectives will be developed jointly by those organizations listed in 6.3.2 which elect to participate in the exercise. Farley Project - Nuclear Support will coordinate exercise objectives development and submit the final objectives to NRC and the contact individuals for participating organizations. The submittal shall include:
- 1) participating organizations,
 - 2) purpose,
 - 3) objectives, and
 - 4) exercise limits.

The submittal to the NRC will be at least 75 days prior to the scheduled exercise date. The submittal to AEMA will be early enough for them to submit it to FEMA at least 90 days prior to the scheduled exercise date. INPO will receive prior notification of emergency drills and exercises so they may send observers.

- 6.3.5 FNP plant personnel are responsible for detailed scenario development in accordance with reference 3.4. The corporate office will coordinate scenario details with government agencies where necessary. A detailed description of the exercise scenario and anticipated licensee actions shall be submitted by the corporate office to the NRC at least 45 days prior to the scheduled exercise date.

A detailed scenario description shall be provided to state agency contact individuals sufficiently in advance to allow the state agencies (GEMA and/or AEMA) to submit detailed scenarios to FEMA at least 60 days prior to the scheduled exercise date.

- 6.3.6 FNP plant personnel are responsible for preparing controller/prompter packages containing the information to be supplied to APC/SNC exercise observers and exercise players. These packages will be submitted by the corporate office to the NRC along with the detailed scenario at least 45 days prior to the scheduled exercise date.

6.4 Corporate Responsibilities in Exercise Conduct

- 6.4.1 In addition to participating in the exercise, the corporate office will designate observers/monitors for locations where corporate emergency exercise activity will occur (e.g., CEOC, EOF, APC Corporate Headquarters, etc.).

6.5 Exercise Documentation and Deficiency Corrective Action

- 6.5.1 Corporate observers/monitors will conduct post-exercise critiques within two working days following exercise completion and participate with plant personnel in developing a formal evaluation of the exercise. The evaluation shall be issued within 90 days following the exercise.
- 6.5.2 The Vice President is responsible for corrective actions identified by the exercise which require action by the Farley Project. Deficiency correction proposals will be prepared for major deficiencies and the NELM will track Farley Project corrective action status.
- 6.5.3 The Emergency Communication Organization's responsibilities for determining what deficiencies identified by the exercise require corrective action by the Emergency Communication Organization are described in GO-EIP-102.

6.5.4 Records will be kept regarding which corporate personnel participated in each drill or exercise in the capacity of an emergency managerial position or of a drill monitor observing performance of emergency managerial positions. Drill/exercise monitors and participants will be rotated from drill to drill (exercise to exercise) so that all candidates for emergency managerial positions receive periodic practical experience in emergency response.

6.5.5 None of the above records are considered to be QA records.

7.0 **RECORDS**

Record generated by this procedure:

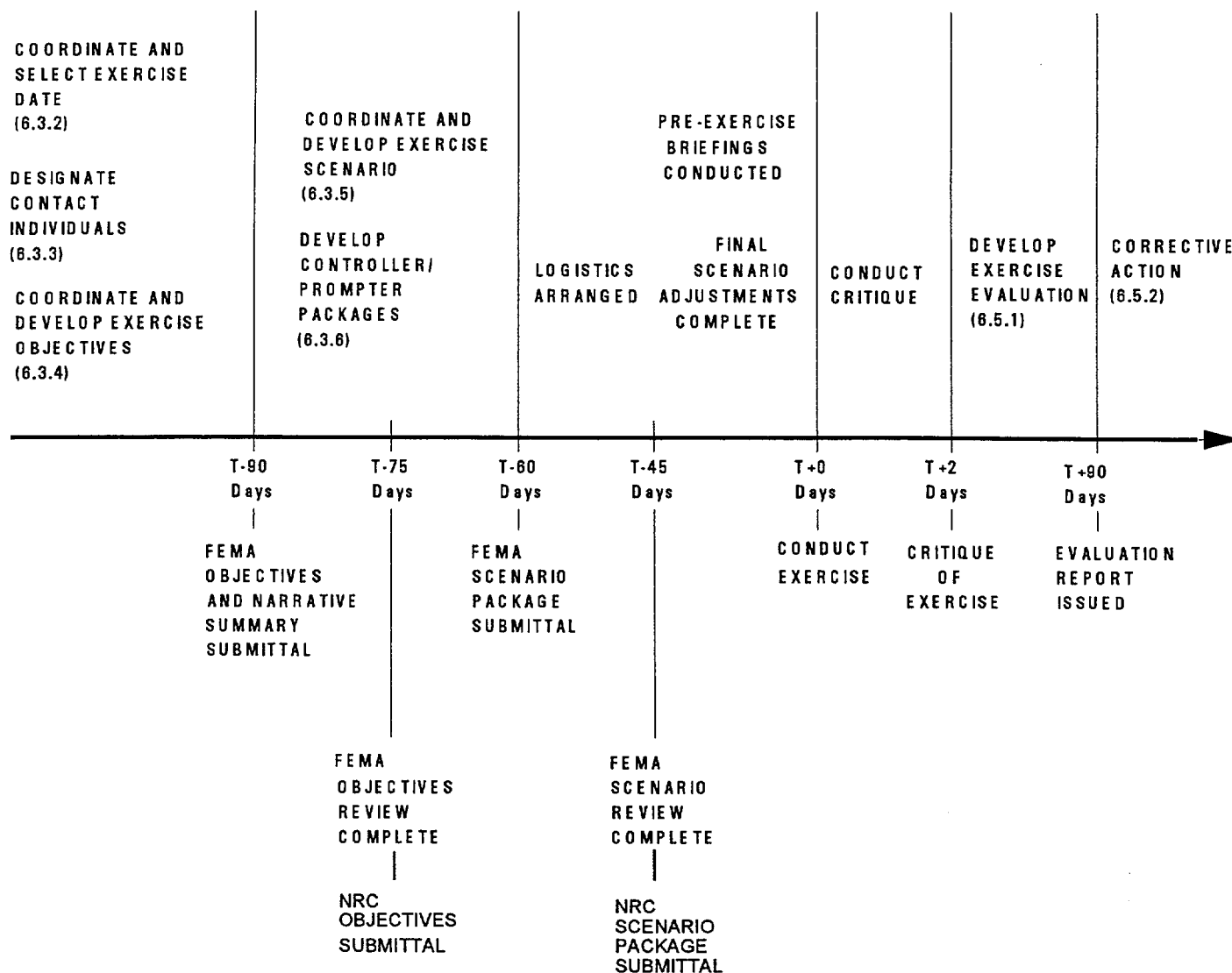
7.1 QA Records

None

7.2 Non QA Records

Documents Generated	Retention Time	FNP Rtype
Annual Exercise Participant Lists	Lifetime	Y01.002
Annual Exercise Critique Comments	Lifetime	Y01.002
Annual Exercise Objectives	Lifetime	Y01.002

Biennial Exercise Development



E132F1.PRE

Exercise Objective Guideline
TABLE 1

The following elements should be considered for inclusion as objectives during the training drills and/or exercises during each calendar year.

- 1) Accident detection and assessment
- 2) Emergency classification
- 3) Notification of onsite and offsite emergency responders
- 4) Communications
- 5) Radiological exposure control
- 6) Protective action recommendations
- 7) Staff augmentation
- 8) Shift staffing

The following elements may be considered for inclusion as objectives during a training drill or exercise at the frequency indicated below:

Element	Suggested Frequency (Years)	Last Year Done
1) Staffing - Off hours (1800 to 2400)	6	1999
(2400 to 0600)	6	1997
Unannounced (Note 1)	6	1997
2) Activation of joint NMC	5	2000
3) Use of fire control teams	5	2000
4) Use of first aid and/or rescue teams	5	2000
5) Use of medical support personnel	5	2000
6) Use of licensee's headquarters support personnel	5	2000
7) Use of security personnel to provide prompt access for emergency equipment and support	5	2000
8) Use of backup communications	5	1999
9) Rumor control	5	2000
10) Evacuation of EOF and relocation to backup ERF (Alternate EOF)	5	1997
11) Ingestion pathway exercise (Note 2)	6N	FNP1994 (Full) BFNP1999(Full)
12) Field monitoring, including soil, vegetation, and water sampling	5	1999
13) Capability for determining the magnitude and impact of the particular components of a release	5	2000
14) Capability for post-accident coolant sampling and analysis	5	2000
15) Use of potassium iodide	6	2000
16) Assembly and accountability	5	2000
17) Recovery and reentry (Note 2)	6N	FNP1994 (Full) BFNP1999(Full)
<p>Note 1: Unannounced exercises not required to include state response or NMC response. Control room participation may be simulated.</p> <p>Note 2: See step 6.2.4 for full explanation.</p>		