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United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
Washington, DC 20555

SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Dear Sir or Madam:

In accordance with 10 CFR 50, Appendix E, Carolina Power & Light Company is transmitting one copy each of recently revised Harris Nuclear Plant Emergency Plan implementing procedures. The enclosure to this letter identifies the emergency plan implementing procedures revised and the effective date.

Questions regarding this submittal may be referred to Mr. J. R. Caves at (919) 362-3137.

Sincerely,

R. J. Field
Manager, Regulatory Affairs
Harris Nuclear Plant

MGW

Enclosures

- c: Mr. J. B. Brady (NRC Senior Resident Inspector, HNP)
Mr. Rich Laufer (NRR Project Manager, HNP)
Mr. L. A. Reyes (NRC Regional Administrator, Region II) with two copies of procedure

A045

CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-230, Revision 6	Control Room Operations	07/12/01
PEP-250, Revision 9	Activation and Operation of the Joint Information Center	07/12/01
PEP-260, Revision 7	Activation and Operation of the Operations Support Center	07/12/01
PEP-270, Revision 7	Activation and Operation of the Emergency Operations Facility	07/12/01
PEP-310, Revision 10	Notifications and Communications	07/12/01
PEP-500, Revision 11	Recovery	07/12/01
PEP-340, Revision 8	Dose Assessment	08/03/01

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-230
TITLE: Control Room Operations

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1.0 PURPOSE

1. This procedure partially implements Section 2.3 and Section 2.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who perform response activities from the Main Control Room.

2.0 INITIATING CONDITIONS

1. An emergency has been declared, or
2. Conditions exist that may warrant an emergency declaration.

3.0 PROCEDURE STEPS

1. If on-shift personnel assigned to MCR Emergency Response Organization (ERO) positions of Site Emergency Coordinator - Control Room and Emergency Communicator are not present in the MCR, they are to be immediately notified to report to the MCR.
2. Attachments 1-3 provide a listing of tasks and activities for the MCR Emergency Response Organization (ERO) positions
3. Attachment 4 provides a guideline for performance of periodic MCR/Operations staff briefs.
4. Attachment 5 provides a continuation page for POD and EC-CR logs started in Attachments 2 and 3
5. This procedure is implemented through the use of a notebook which is maintained in the MCR for each ERO position. The notebook contains copies of the PEP attachments most likely to be needed by the position (refer to the table below).

ERO POSITION NOTEBOOK:	CONTENTS (Attachments)	
SITE EMERGENCY COORDINATOR-CR (SEC-CR)	1. PEP-230, Att. 1 2. PEP-310, Att. 9 3. PEP-310, Att. 10 4. AP-617, Att. 5	5. PEP-110, Att. 4 6. PEP-230, Att. 4
PLANT OPERATIONS DIRECTOR (POD)	1. PEP-230, Att. 2 2. PEP-230, Att. 4	3. PEP-230, Att. 5 4. PEP-310, Att. 1
EMERGENCY COMMUNICATOR-CR (EC-CR)	1. PEP-230, Att. 3 2. PEP-310, Att. 6 3. PEP-310, Att. 7 4. PEP-310, Att. 8 5. Verification Code Words 6. PEP-310, Att. 11	7. PEP-310, Att. 12 8. PEP-310, Att. 1 9. PEP-310, Att. 14 10. PEP-230, Att. 5 11. PEP-310, Att. 9

4.0 GENERAL

The Site Emergency Coordinator – CR and Emergency Communicator – CR Attachments (1 and 3) contain an “Initial Actions” section. The “Initial Actions” section is designed to guide the ERO member through the priority tasks following initial discovery of a condition or event requiring an emergency declaration. Specifically:

- Event declaration is required within 15 minutes of the time that plant parameters reach an Emergency Action Level.
- Alerting of on site personnel via Public Address announcement is required within 15 minutes of event declaration.
- Notification of event declaration to the State and County officials is required within 15 minutes of event declaration.
- Accountability must be completed within 30 minutes of; a Site Area Emergency or higher declaration; or decision to conduct accountability.
- Notification of event declaration to the NRC is required “as soon as possible” and no later than 60 minutes after an event declaration.
- Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

The Plant Operations Director attachment (2) also contains an “Initial Actions” section. This section is designed to guide the ERO member through the priority tasks associated with preparation for, and conduct of, the activation of the HNP Emergency Response Facilities.

The exact circumstances may dictate that portions of the Responsibility/Activity section be performed concurrent with the Initial Actions section of Attachments 1 - 3.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.3, "Command and Control"
2. Section 2.4, "Assignment of Responsibilities"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-340, "Radiological Assessment"
5. PEP-350, "Protective Actions"

5.3 Other References

1. AP-006, "Procedure Review and Approval"
2. AP-617, "Reportability Determination and Notification"
3. EPL-001, "Emergency Phone List"
4. EPM-420, "Emergency Equipment Inventory"
5. FPP-002, "Fire Emergency"
6. OP-163.01, "ERFIS Support Systems"
7. OP-173, "Control Room Area HVAC System"
8. PRO-NGGC-0200, "Procedure Use and Adherence"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - CR

Position Function: Manage and direct all emergency operations involving the facility and maintain overall onsite emergency responsibilities including classification.

Initial Actions (page 1 of 2)

1. If events may require implementation of the Emergency Plan, notify S-SO, STA and Emergency Communicator (EC) to **report to the MCR**....._____
2. If events require **fire** or **first aid** response:
 - a) Initiate Fire response actions per FPP-002 and Fire Area Pre-plans_____
 - b) Initiate First Aid response actions per PEP-350, Section 3.5_____
 - c) Ensure First Aid/Search and Rescue Teams are prepared._____
 - d) Direct the EC to initiate actions per his Notebook (PEP-230, Att. 3)_____
 - e) If required, direct the EC to request off-site support per PEP-310, Att. 1....._____
3. Evaluate emergency classification per **EAL** Flow Path and PEP-110._____
4. Perform a quick review of plant conditions with MCR staff (verify facts)_____
5. As soon as plant operational activities support, **brief MCR** Crew to include:
 - a) Emergency Classification _____ declaration time _____
 - b) Initial personnel assignments and expectations
 - Site Emergency Coordinator: _____,
 - Designate USCO to coordinate and supervise MCR activities and implement AOPs and EOPs as needed,
 - Emergency Communicator _____ per position notebook (PEP-230, Att. 3)....._____
6. Direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system....._____
7. If an **Unusual Event**, direct the EC to perform "Unusual Event Notification of Selected Personnel" per PEP-310-8, Part "A"_____
8. If **Alert or higher** (optional at Unusual Event), direct EC to perform ERO Activation per PEP-310, Att. 6_____
9. If **General Emergency**, determine Protective Action Recommendations (PARs) per PEP-110, Section 3.2....._____

(Initial Actions are continued on the next page)

SITE EMERGENCY COORDINATOR - CR

Initial Actions (page 2 of 2)

10. Prepare **State and County** Emergency Notification Form (ENF) (refer to the guidelines in PEP-310, Att. 10, as necessary) by:
 - a) Using **ERFIS**/RTIN to prepare an automated version, or
 - b) Preparing an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand writing a paper copy of Manual Notification Form
 11. Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)
 12. If Site Area or General Emergency, ensure performance of **accountability** per PEP-350 Section 3.1
 13. **Log** SEC-CR related activities within the S-SO Log. Examples of items to be included:
 - Times of major events (change in event classification, status of fission product barriers)
 - Specific mitigating actions taken
 - Authorization for protective actions or exemptions
 14. Confer with USCO to maintain cognizance of plant conditions.
 15. Determine method and content of **NRC** event declaration notification (reference PEP-310 Section 3.5 if needed):
 - a) State and County notification form, or
 - b) If time permits, AP-617, Att. 5
 16. Direct EC to notify NRC of event declaration via method determined above. ..
- NOTE:** ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.
17. Ensure the Emergency Response Data System (**ERDS**) is activated at an Alert or higher classification.
 - a) Enter turn-on-code ERDS and depress <RETURN>.....
 - b) After the ERDS menu appears, click/activate the "START ERDS" button ..
 - c) Within 5 minutes, ERDS activation should be complete as indicated by:
 - The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
 - ERDS = NORMAL displayed at the bottom center of ERFIS screens.....
 18. **Proceed** to Responsibility/Activity section of this checklist.

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

- 1. If any radiation monitor in EAL Table 4 (PEP-110) is in high alarm, direct the STA to perform a **dose assessment** per PEP-340, Section 3.4, "Quick Assessment."
- 2. As **Conditions Change** or Data Becomes Available:
 - a) Monitor and **evaluate EALs** whenever:
 - 1) Plant or radiological conditions change significantly, or.
 - 2) Dose projection and/or field monitoring data is available.
 - b) If applicable, **upgrade** the Emergency Classification level

NOTE: For Alert or higher classifications, unless the conditions causing emergency action levels are quickly resolved (less than 30 minutes), downgrading should not occur until after the TSC and EOF are activated.

- c) If applicable, **downgrade** the Emergency Classification per PEP-110, Section 3.4
- d) If applicable, **terminate** the emergency as follows
 - 1) For an Unusual Event:
 - When the situation is under control, and
 - Following consultation with appropriate CP&L personnel,
 - Declare the emergency terminated
 - 2) For other event classifications, which quickly abated (within approximately 30 minutes), terminate the emergency per PEP-110, Section 3.5.
 - 3) Perform applicable steps in the remainder of this attachment
- e) **Brief** the MCR Crew on any changes in event classification
- f) If event **classification has changed**, direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system per PEP-230, Att. 3.
- g) If required (**upgrade from an Unusual Event**), direct EC to perform ERO Activation per PEP-310, Att. 6
- h) If in a **General Emergency**, reevaluate the adequacy of PARs when any of the following change:
 - Plant conditions
 - Dose projection results
 - Meteorological conditions
 - Field monitoring data
- i) Confer with USCO to maintain cognizance of plant conditions

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

- 3. If needed, direct the EC-CR to request offsite support
(fire/ambulance/sheriff) per PEP-310-1_____

- 4. Perform **State and County Notification** Activities:
 - a) Within 15 minutes of a classification change, or change in PARs, complete a **initial notifications** as follows:
 - 1) Refer to the guidelines in PEP-310, Att. 10, as necessary
 - 2) Use **ERFIS/RTIN** to prepare an automated fax version, or
 - 3) Prepare an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand write a paper copy of Manual Notification Form_____
 - 4) Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)_____

 - b) Within 60 minutes of the last notification, complete **follow-up notifications** as follows:
 - 1) Refer to the guidelines in PEP-310, Att. 10, as necessary
 - 2) Use **ERFIS/RTIN** to prepare an automated fax version, or
 - 3) Prepare an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand write a paper copy of Manual Notification_____
 - 4) Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)_____

 - c) If requested, consider relaxing follow-up notification periodicity for long lasting events. This requires universal concurrence from the State and County officials._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTE: If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes.

- 5. Perform **NRC** Notification and communication activities. The NRC must be kept informed of:
 - 1) Changes in the status of the plant.
 - 2) Changes in off-site radiological effects.
 - 3) All information provided to the State and Counties.

- b) Determine method and content of NRC notifications (reference PEP-310 Section 3.5 if needed).
 - Use the State/County Notification for initial notification of event declarations, **or**
 - Use AP-617, Att. 5, to provide more detail (required for follow-up notifications)....._____

- c) Direct EC to notify the NRC via method determined above._____

NOTE: ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.

- d) If not previously required, ensure the Emergency Response Data System (**ERDS**) is activated at an **Alert** or higher classification....._____
- 1) Enter turn-on-code ERDS and depress <RETURN>._____
- 2) After the ERDS menu appears, click/activate the "START ERDS" button....._____
- 3) Within 5 minutes, ERDS activation should be complete as indicated by:
 - The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
 - ERDS = NORMAL displayed at the bottom center of ERFIS screens....._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

6. Onsite Protective Actions

- a) Coordinate with the USCO to verify **on-shift personnel** status.
 - Operations Personnel - MCR Area
(Normally inside the ventilation envelope)_____
 - All other on-shift personnel - normally in the OSC_____
- b) If **Alert or higher**, verify Security implements site access controls_____
- c) If a **radiological or hazardous material release** is in progress, or anticipated:
 - 1) Verify CR Area Emergency Filtration is in service per OP-173, section 8.2 or section 8.3 as applicable._____
 - 2) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1_____
 - 3) Use the map on sheet 11 to aid in identification of affected areas_____
 - 4) Direct HPs to perform habitability surveys in occupied areas_____
- d) If restrictions or a ban on eating and drinking are needed
 - 1) Ensure personnel on site are advised of the ban_____
 - 2) Verify Control Room personnel are aware of the ban_____

NOTE: At a Site Area or General Emergency classification level, accountability was automatically initiated through the PA announcement associated with the event

- e) If conditions hazardous to **personnel safety** exist, initiate accountability per PEP-350, Section 3.1....._____
- f) If personnel are assembled in the Administrative Building, determine if protective actions or evacuation of these personnel are needed_____
- g) Authorize the administration of **Potassium Iodide (KI)** to CP&L emergency workers per PEP-330 as necessary._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

7. Additional Communications:

- a) If a **spent fuel shipment** is en-route to the site, notify the load dispatcher of the emergency declaration and classification level._____
- b) Ensure the receiving hospital is notified of the transport of a contaminated injured person (the **First Aid Team** will obtain the designated treatment location from the rescue squad)._____
- c) Ensure the Emergency **Radiation Monitoring radio** channel is activated in the MCR (communication with Environmental Monitoring Teams)._____
- d) Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems._____
- e) Refer press or public inquires to CP&L **Public Information** personnel._____
- f) If contacted by the **State and County** emergency response personnel, brief them on plant conditions and actions taken._____
- g) **Request** Federal and State assistance as necessary._____
- h) Verify all offsite **notifications** transmitted from the MCR are **faxed** to the TSC and EOF._____
- i) If ERFIS is not available, designate an operator to record data from the control board on **Plant Parameter Information Forms** per PEP-310, Section 3.8._____

8. Conduct Periodic Briefings

- a) Establish expectations for participation in periodic briefings._____
- b) If not actively involved in in-plant tasks, direct Operations Personnel to be in MCR for briefings._____
- c) Utilize PEP-230, Att. 4, as guidance for conduct of briefings_____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

9. Mitigating and Monitoring Actions

- a) Direct the First Aid Team to initiate **search and rescue** for missing persons per PEP-350, Section 3.4._____

- b) Authorize CP&L emergency worker exposures > **5 Rem TEDE** or entry into fields > **25 Rem/Hr** per PEP-330, Att. 1, as necessary._____

- c) If a **radiological release** is in progress, or anticipated, dispatch Environmental Monitoring Teams to implement PEP-330, Section 3.6....._____

- d) Verify on-shift resources (**E&RC, Maintenance, Operations**) are providing support for in-plant mitigation activities._____

- e) Verify personnel being sent into the plant or around the site are appropriately **briefed** prior to being dispatched._____

- f) Verify dispatched personnel are **debriefed** upon return_____

- g) Direct **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

10. Activation of Emergency Response Facilities (ERFs)

NOTES: Specific emergency response functions may be given to TSC or EOF personnel prior to actual facility activation (i.e. dose assessment, NRC communications, and so forth.) as deemed prudent.

The SEC-CR must maintain overall command and control of the ERO, including the non-delegable responsibilities, until formal relief occurs.

- a) Prepare an **Event Information Worksheet**, PEP-110-4, for use in briefing the Emergency Response Facilities _____
- b) Verify that necessary plant information is available to the TSC and EOF. .. _____
- c) Normally, the TSC establishes a **conference call** with the OSC, EOF and MCR to conduct a pre-activation briefing for the oncoming ERO. When the OSC, TSC and EOF are ready, and MCR activities allow: .
 - 1) Use PEP-110, Att. 4, "Event Information Worksheet" as a briefing guide to review the status of:
 - Plant and recent activities..... _____
 - Location of in-plant teams/personnel..... _____
 - Environmental Monitoring Team activities. _____
 - Any applicable incomplete items from previous pages of this checklist..... _____
 - Any assistance that is needed..... _____
 - 2) Synchronize facility clocks (use ERFIS time)..... _____
- d) **Formally turn over** the following responsibilities to the SEC-TSC:
 - 1) Emergency classification. _____
 - 2) Onsite protective actions..... _____
 - 3) Coordination of in-plant teams (other than Operations) _____
 - 4) NRC notifications and communications. _____
 - 5) If not already performed, ERDS activation..... _____
- e) **Formally turn over** the following responsibilities to the ERM (EOF):
 - 1) State and County notifications. _____
 - 2) Protective Action Recommendations. _____
 - 3) Dose projection..... _____
 - 4) Coordination of Environmental Monitoring Teams. _____
 - 5) Additional CP&L ERO augmentation. _____
 - 6) All additional offsite notifications. _____

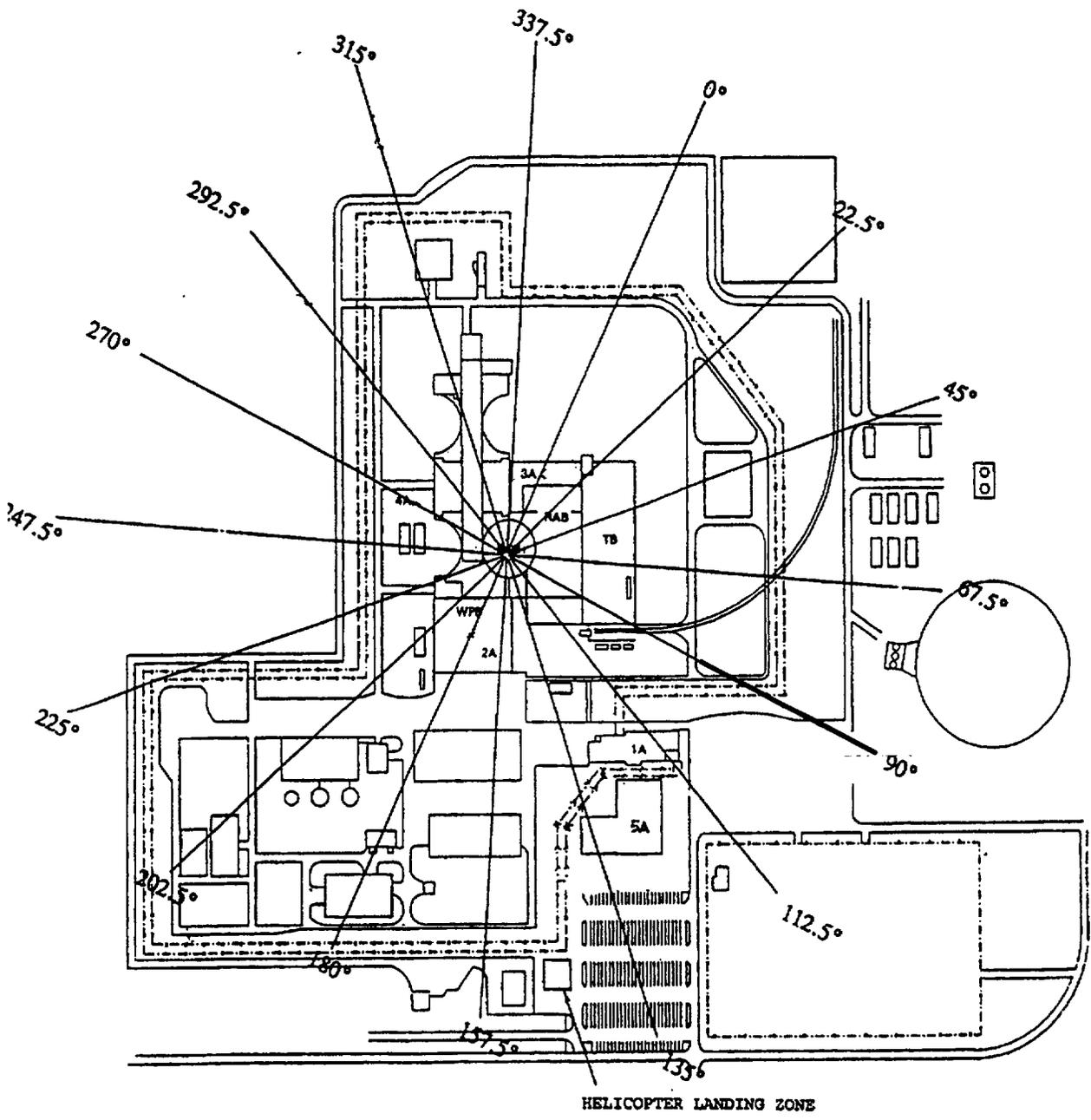
SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

- 11. Take a turnover from the Unit SCO and reassume coordination and **supervision of MCR activities**....._____
- 12. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).
 - a) Designate an individual to answer the phones while away._____
 - b) Upon return, obtain a briefing on any events which have occurred while away from the work area._____
- 13. Perform a **formal relief** of the position when permanently relieving another SEC-CR.
 - a) Review the S-SO and Emergency Communicator logs._____
 - b) Obtain a briefing on the emergency and any actions that have been completed or are in progress....._____
 - c) Initiate and maintain a new copy of PEP-230, Att. 1_____
 - d) Ensure that MCR personnel are aware of the change._____
- 14. Upon **termination** of the emergency:
 - a) Print out/copy S-SO log and prepare related emergency records_____
 - b) Assemble all logs and records from the MCR and forward to Emergency Preparedness_____
 - c) Copy and replenish the contents of the SEC position notebook_____
 - d) Inventory MCR Emergency Equipment per EPM-420_____
 - e) Verify MCR is restored and ready to respond to an emergency_____

SITE EMERGENCY COORDINATOR - CR

SITE MAP



PLANT OPERATIONS DIRECTOR

Position Function: Direct and supervise plant MCR operations and immediate response activities.

Initial Actions (page 1 of 2)

NOTE: The POD position is formally assumed upon activation of the TSC & EOF.

1. Upon arrival in the MCR, **notify the SEC-CR (S-SO)** that you are present....._____

2. **Prepare** to assume the position of Plant Operations Director.
 - a) Initiate a **log** of activities (last page of this checklist). Examples of items to be included:
 - Times of major events (change in event classification, status of fission product barriers)
 - Specific mitigating actions taken
 - Logs are to be made by black indelible means, such as ink.
 - Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry....._____

 - b) Determine the Nature and Extent of the Event....._____

 - c) Determine if any personnel have been dispatched from the MCR and their status....._____

 - d) Obtain status and readiness of Fire Brigade, and First Aid personnel.
 - 1) Determine if adequate personnel are available to fulfill these functions....._____
 - 2) Determine the applicable radio channels or telephone/Ericsson numbers for the team leaders and members._____

 - e) Consult with the SEC-CR regarding the prioritization of actions in progress, planned, or needed._____

 - f) Ensure telephone and radio communications are operational._____

 - g) Continue with preparations to assume POD on the next page....._____

(Initial Actions are continued on the next page)

PLANT OPERATIONS DIRECTOR

Initial Actions (page 2 of 2)

- h) Coordinate with the TSC-SRO to establish the Operations Mitigation Line (Cordless Ericsson phone for this is located in right hand drawer of Emergency Communicator desk). _____
 - i) Assist SEC-CR with preparation of **Event Information Worksheet**, PEP-110, Att. 4, for use in briefing the Emergency Response Facilities _____
 - j) Contact arriving SEC-TSC to coordinate timing of ERF briefing via conference call and ERF activation. _____
3. If applicable, verify **accountability** is performed for operations personnel per PEP-350, Section 3.1 _____
- a) Report any missing personnel to the Security Director. _____
 - b) Maintain accountability of personnel assigned to, or dispatched from, the MCR. _____
4. Formally **assume** the position of **POD** when the TSC and EOF are activated. _____
5. **Proceed** to Responsibility/Activity section of this checklist. _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

- 1. **Monitor** and evaluate plant conditions:
 - a) Analyze plant parameters for trends._____
 - b) Recommend changes to emergency classifications and identify any EAL conditions that are exceeded (per PEP-110) to the SEC-TSC._____
 - c) Coordinate with the TSC for prioritization of actions._____
 - d) Request any necessary engineering support._____
- 2. Direct the activities of **MCR** personnel:
 - a) Ensure an adequate MCR staff is available._____
 - b) Ensure immediate corrective actions are carried out by MCR personnel. ..._____
- 3. Ensure **accountability** is performed for operations personnel:
 - a) Coordinate accountability of personnel per PEP-350, Section 3.1_____
 - b) Report any missing personnel to the Security Director._____
 - c) Maintain accountability of personnel assigned to the MCR._____
- 4. Direct **fire** response activities:
 - a) Ensure fire alarms are sounded and the Fire Brigade is mustered._____
 - b) Ensure Fire Brigade actions are performed in accordance with the Fire Plan and Fire Area Pre-plans._____
 - c) Ensure Fire Brigade is briefed on hazards and radiological conditions_____
 - d) Monitor Fire Brigade communications._____
 - e) Alert SEC-TSC of requests for additional on-site personnel or equipment._____

NOTE: The MCR maintains the responsibility for contacting Offsite Support Organizations.

- f) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per PEP-310, Att. 1._____
- g) Notify the SEC-TSC of requests for offsite support._____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

- 5. Organize and direct **rescue** operations of **injured** personnel
 - a) Assemble the Search and Rescue Team. _____
 - b) Consult with the Radiological Control Director (RCD) in the TSC to determine whether an ERWP is required. _____
 - c) Ensure radiological conditions are provided to teams being dispatched. _____
 - d) Ensure First Aid/Search and Rescue Teams are prepared:
 - 1) Instruct the Search and Rescue Team Leader to perform operations in accordance with guidance in PEP-350, Section 3.4..... _____
 - 2) Dispatch First Aid/Search and Rescue Teams to the scene of the injury. _____
 - 3) Monitor First Aid/Search and Rescue communications. _____
 - 4) Notify the appropriate director of requests for additional personnel or equipment. _____

NOTE: The MCR maintains the responsibility for contacting Immediate Response Organizations.

- e) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per PEP-310, Att. 1. _____
 - f) Notify the SEC-TSC of requests for offsite assistance. _____
 - g) Coordinate with the SEC-TSC to identify an individual to accompany injured personnel to the treatment center..... _____
 - h) Direct the Security Director to provide support when transporting an injured person by helicopter. _____
 - i) If an injured individual requires transportation off site and is contaminated:
 - 1) Ensure the Communications Director and Communications Manager are informed _____
 - 2) Ensure hospitals are notified, as soon as possible, of the expected arrival of a contaminated injured patient. _____
- 6. If a **radiological release** is in progress, or anticipated:
 - a) Verify CR Area Emergency Filtration is in service per OP-173, Section 8.2 or 8.3 as applicable. _____
 - b) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1..... _____
- 7. Implement operational aspects of Severe Accident Management Guideline (**SAMG**) strategies developed by the TSC as applicable..... _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

- 8. Conduct **Periodic Briefings**
 - a) Establish expectations for participation in periodic briefings._____
 - b) If not actively involved in in-plant tasks, direct Operations Personnel to be in MCR for briefings....._____
 - c) Utilize PEP-230, Att. 4, as guidance for conduct of briefings_____
- 9. Represent the MCR in periodic **inter-facility briefings** using PEP-110, Att. 4 _____
- 10. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems....._____
- 11. Evaluate the need for **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3._____
- 12. Process temporary **procedure changes** per AP-006 as needed....._____
- 13. Coordinate operations **shift turnover** with the Admin & Logistics Manager. ..._____
- 14. Refer **press or public** inquires to CP&L Public Information personnel._____
- 15. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).
 - a) Designate an individual to answer the phones while away._____
 - b) Upon return, obtain a briefing on any events which have occurred while away from the work area._____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

16. Perform a **formal relief** when permanently relieving another POD.
- a) Review the POD, S-SO and Emergency Communicator logs._____
 - b) Obtain a briefing on the emergency and any actions that have been completed or are in progress....._____
 - c) Ensure turnover is provided to an individual qualified to perform the duties of POD....._____
 - d) Initiate and maintain a new copy of PEP-230, Att. 2, including the log_____
 - e) Ensure the off-going POD completes his log sheets and related emergency records
 - Logs are reviewed for completeness and accuracy
 - All log sheets include date(s) and page numbers
 - Final page of the logs contains printed name and signature_____
 - f) Ensure that MCR personnel are aware of the change._____
17. Upon **termination** of the emergency:
- a) Complete log sheets and related emergency records:
 - Review Logs for completeness and accuracy, including date(s) and page numbers
 - Print your name and sign the final page of the logs_____
 - b) Assemble all logs and records from the MCR and forward to Emergency Preparedness....._____
 - c) Copy and replenish the contents of the POD position notebook_____
 - d) Inventory MCR Emergency Equipment per EPM-420_____
 - e) Verify MCR is restored and ready to respond to an emergency....._____

EMERGENCY COMMUNICATOR - CR

Position Function: Perform notification of HNP, State, local and Federal emergency response personnel from the Main Control Room prior to TSC and EOF activation.

Initial Actions (page 1 of 1)

1. Upon arrival in the MCR, **notify the SEC-CR (S-SO)** that you are present and request direction/priorities
2. Initiate a **log** (last page of this checklist).
3. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per PEP-310, Att. 1
4. When directed, coordinate with USCO and **brief plant site** via PA system per the applicable section from sheet 2, 3 or 4 of this form.
5. If directed, perform "Unusual Event Notification of Selected Personnel" PEP-310, Att. 8, Part "A"
6. If directed, activate the **Emergency Response Organization** per PEP-310, Att. 6.
7. When directed, perform Initial **State and County notification** for either:
 - a) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or-**
 - b) **Manual** method per PEP-310, Att. 12

NOTES:

- The NRC automatically records communications on ENS.
- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Countries. The NRC has no cross-reference to explain these numbers

8. When directed, notify **NRC** of event declaration
 - a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
 - 1) On the ENS telephone, call one of the numbers listed on the phone, **or**
 - 2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001).
 - b) When the NRC Headquarters Operations Officer responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information provided by the SEC.
 - c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC).
9. Proceed to Responsibility/Activity section of this checklist.

EMERGENCY COMMUNICATOR - CR
PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Unusual Event:

- Make the following announcement over the PA system:
"Attention all personnel; attention all personnel: An Unusual Event has been declared due (_____).
brief description of initiating event
All members of the ERO standby for further instructions.
All other personnel continue with your present duties."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- Repeat the PA Message(s).

Alert:

- Sound the Site Evacuation Alarm for 15 seconds
- Make the following announcement over the PA system:
"Attention all personnel; attention all personnel: An Alert has been declared due to (_____).
brief description of initiating event
All members of the ERO report to your designated emergency response facility.
All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await instructions.
All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR
PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

Site Area Emergency:

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one of** the following announcements over the PA system:

a. If entering from no event or an Unusual Event:

"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (_____)."
brief description of initiating event

All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."

-Or-

b. If upgrading from an Alert:

"Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (_____)."
brief description of initiating event

All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR
PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

General Emergency:

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one** of the following announcements over the PA system:
 - a. If entering from an Alert or lower:
"Attention all personnel; attention all personnel: A General Emergency has been declared due to (_____).

brief description of initiating event

All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability. There will be no eating, drinking, or smoking until further notice."

-Or-

- b. If upgrading from a Site Area Emergency :
"Attention all personnel, Attention all personnel: A General Emergency has been declared due to (_____).

brief description of initiating event

There will be no eating, drinking, or smoking until further notice."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

1. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per PEP-310-1_____
2. If directed, (**emergency classification has changed**), coordinate with USCO and brief plant site via PA system per sheet 2, 3 or 4_____
3. If directed, (**upgrade from an Unusual Event**), activate the **Emergency Response Organization** per PEP-310, Att. 6....._____
4. When directed, perform **State and County Notification** activities:
 - a) Within 15 minutes of a classification change, or change in PARs, complete an **initial notification** as follows:
 - 1) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or -**
 - 2) **Manual** method per PEP-310, Att. 12....._____
 - 3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation._____
 - 4) Record and obtain answers to questions from offsite authorities involving the notifications._____
 - b) Within 60 minutes of the last notification, complete **follow-up notifications** per applicable section of PEP-310
 - 1) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or -**
 - 2) **Manual** method per PEP-310, Att. 12....._____
 - 3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation._____
 - 4) Record and obtain answers to questions from offsite authorities involving the notifications._____

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTES: ● The NRC automatically records communications on ENS.

- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes (AP-617, Att. 5, is required for follow-up notifications)
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Counties. The NRC has no cross-reference to explain these numbers

5. When directed, notify **NRC** of event declaration
 - a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
 - 1) On the ENS telephone, call one of the numbers listed on the phone,
or
 - 2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001).
 - b) When the NRC Headquarters Operations Officer (HOO) responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information
 - c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC).
6. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems.
7. Ensure all offsite notifications transmitted from the MCR are faxed to the TSC and EOF.
8. Refer press or public inquires to Site Communications, as per EPL-001 Attachment 3, Section 7.
9. Inform SEC when **temporarily leaving** the MCR (such as to the restroom).
 - a) Designate an individual to answer the phones while away.
 - b) Upon return, obtain a briefing on any events which have occurred while away from the work area.

CONTROL ROOM EMERGENCY BRIEFING GUIDE

DATE: TIME:

CONTROL ROOM	
1) EALS: <ul style="list-style-type: none"> • Existing EAL Initiating Conditions • Potential Initiating Conditions 	NOTES:
2) FPB: <ul style="list-style-type: none"> • Jeopardy/breached • Potential 	
3) Plant Conditions: <ul style="list-style-type: none"> • Status • Potential 	
4) Equipment <ul style="list-style-type: none"> • OOS • Equipment Needs • Personnel Needs 	
IN-PLANT AND ON-SITE	
1) Activities <ul style="list-style-type: none"> • Personnel • Location • Priority • Expected completion time 	NOTES:
2) Hazards / Safety Issues <ul style="list-style-type: none"> • Radiological conditions • Release / Wind Direction • Chemical / other 	
OTHER ITEMS APPLICABLE PRIOR TO ERF ACTIVATION AND THEIR ASSUMPTION OF TASKS	
1) Communications <ul style="list-style-type: none"> • State/County • NRC • Media, Other 	NOTES:
2) Radiological <ul style="list-style-type: none"> • KI Issuance • Dose Assessment • Environmental Monitoring Teams 	
<p>Set Expectations:</p> <ul style="list-style-type: none"> • Anticipated plant Conditions • Critical MCR Activities • Critical In the field Activities <p>Other Areas of focus:</p>	

■ ■ ■ "Next Briefing at _____. This is the end of Briefing." ■ ■ ■

PEP-230, REV. 6, REVISION SUMMARY

Revision 6 incorporates changes associated with Harris Business Plan initiative referred to as "Phase 3" ERO Reorganization. This consolidates all Operations resources to be controlled and coordinated from the MCR. Deletion of controlled "forms" designations was removed as a result of Indus Passport document control process implementation. Also, procedure enhancement items previously identified in DCFs 2000P2487, 2000P2574, 2001P0085, 2001P0238 and 2001P0821 were incorporated.

Section **Description of Change(s):**

- All Form numbers have been deleted and references replaced with procedure attachment numbers. Also, enhanced human factor aspects by adjusting text breaks to keep applicable items on the same line of paragraphs.
- 3.0 SEC-CR notebook - deleted reference to Log Continuation (Att. 5, N/A this position).
- Att. 1 Responsibilities 6.a & 8, deleted references to allocation of some Operations Personnel to the OSC.
Responsibility 6.b.1, revised OP-173 section referenced for MCR ventilation alignment to be consistent with EOP changes. *DCF 2000P2487*
Responsibility 9, added reference to Att. 1 and Section 3.6 to accomplish PEP-330 tasks for exposure authorization and Environmental Monitoring activities *DCF 2001P0821*
Responsibility 10, deleted NOTE reference resources remaining in MCR area due to all Operations resources now remaining in the area. Updated 10.d.3 accordingly.
Updated reference to AP-617 attachment number *DCF 2001P0238*
- Att. 2 Responsibility 6.a, revised OP-173 section referenced for MCR ventilation alignment to be consistent with EOP changes. *DCF 2000P2487*
Responsibility 8, deleted references to allocation of some Operations Personnel to the OSC.
- Att. 3 Initial Action 8.b and Responsibility/Activity 5.b, spelled out HOO.
Provide a space to write down the basis for the event declaration in the PA announcement guidance. Note that this resulted in addition of 1 more page in the attachment.
Updated AP-617 attachment number to agree with latest revision to AP-617 (Att. 1 changed to Att. 5) *DCF 2001P0238*
Updated script of PA announcement for General Emergency to be consistent with PEP-310. *DCF 2000P2574*

Previous Revision (5) rearranged the sequence and format of activities within the MCR ERO checklists to enhance the focus on time critical activities, to provide a more organized listing of actions/activities, and formatted the steps to improve place keeping. Guidance for conduct of briefings has been incorporated. The emergency log sheets have been incorporated into the individual ERO position's checklists. Also, this revision provided for use of position notebooks which organize the materials need to perform the ERO members responsibilities.

Information

Use

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-250

TITLE: Activation and Operation of the Joint Information Center

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1.0 PURPOSE

1. This procedure implements Sections 2.4 and 3.6 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Joint Information Center (JIC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the JIC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-8 are to be used as guidance for the positions listed below.
2. Attachments 9-11 are to be used as guidance for facility set-up in PEB and the News Media Briefing Area at the Raleigh Convention and Conference Center.
3. Attachment 12 is to be used by staff, security and media.
4. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	POSITIONAL ATTACHMENTS:
COMPANY SPOKESPERSON	PEP-250, Attachment 1 PEP-110, Attachment 4 PEP-500, Attachment 6
JIC DIRECTOR	PEP-250, Attachment 2 PEP-250, Attachment 1 Sh. 4
TECHNICAL SPECIALIST	PEP-250, Attachment 3 PEP-110, Attachment 4
ADMINISTRATIVE COORDINATOR	PEP-250, Attachment 4
ADMINISTRATIVE ASSISTANT	PEP-250, Attachment 5 PEP-250, Attachment 12
MEDIA BADGING SPECIALIST	PEP-250, Attachment 6
PUBLIC INFORMATION COORDINATOR	PEP-250, Attachment 7
PUBLIC INFORMATION SPECIALIST	PEP-250, Attachment 8

4.0 GENERAL

1. The Administrative and Logistics Manager (ALM) in the Emergency Operations Facility (EOF) is responsible for arranging relief schedules for the JIC Staff.
2. If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities.
3. The Joint Information Center is an Emergency Response Facility for the Harris Plant. It is staffed by CP&L, the State of North Carolina, Chatham, Harnett, Lee and Wake Counties, NRC and FEMA.
4. The Company Spokesperson serves as the facilitator during news media briefings with CP&L, the State, Counties, NRC and FEMA.
5. Partial staffing of the JIC should be considered if personnel are present who can adequately perform the needed functions.
6. All functional capabilities need not be staffed for the JIC to be activated, if the Company Spokesperson determines that the missing functions are not presently required to adequately deal with the situation.
7. Logkeeping
 - a) Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b) Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.

4.0 **GENERAL** (continued)

c) Preparation of Activity Logs

- 1) Initiate the last sheet of the applicable checklists as follows:
 - DATE
 - PAGE OF: Enter "1" on the first page and sequential numbers on the following pages as they are used.
- 2) Enter chronologically those events that are pertinent to the particular individual or organizations:
 - TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
 - SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.
- 3) Upon relief from the position or termination of the emergency, complete the log as follows:
 - PAGE OF: Enter the total number of pages used at the top of each page (that is, Page 1 of 12, Page 2 of 12, and so forth).
 - NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.
- 4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.
- 5) Upon termination of the emergency or exercise/drill, provide all completed logs to the Company Spokesperson who will then forward to the Emergency Preparedness unit.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, Assignment of Responsibilities
2. Section 3.6, Joint Information Center

5.2 Referenced Plant Emergency Procedures

1. PEP-110, Emergency Classification and PARs
2. PEP-500, Recovery

5.3 Other References

1. EPL-001, Emergency Phone List

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

COMPANY SPOKESPERSON CHECKLIST

Position Function: Provide command and control of the public information emergency response.

Responsibility/Activity

✓

1. Assume the position of Company Spokesperson.
 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Assist with facility set-up as needed.
 - c) Perform proper relief of the currently staffed position.
 - d) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 1, Sheet 7 of 7).
3. Activate the facility.
 - a) Obtain a briefing from the EOF using the Event Information Worksheet (PEP-110, Attachment 4).

NOTE: Formal authorization must be provided when filling an ERO position with an individual not listed on the active ERO roster (EPL-001).

- b) Ensure an adequate staff is present. Minimum staffing includes:
 - Company Spokesperson
 - Technical Specialist
 - JIC Director
 - c) Ensure adequate plant status information is available to the Technical Specialist.
 - d) Brief State, County and CP&L JIC personnel using Intrafacility Briefing Guideline (Attachment 1, Sheet 5 of 7).
 - e) Ensure the JIC Director and Technical Specialist have received a plant status briefing prior to JIC activation.
 - f) Notify the EOF and JIC personnel of facility activation.
4. Maintain awareness of offsite agency command and control.
5. Maintain awareness of recent industry events that may become media/public interest items (i.e., use of the International Nuclear Incident Scale).

COMPANY SPOKESPERSON CHECKLIST

Responsibility/Activity

✓

6. Coordinate the release of information with Public Information Officers from State and other government agencies.
- a) Schedule and conduct pre-news media briefing conferences with participating Public Information Officers.
 - b) Complete a Spokesperson Briefing Attendance Form (Attachment 1, Sheet 4 of 7) and provide copies to the Media Badging Specialist for distribution.
 - c) Establish the format for news media briefings with other agency Public Information Officers using the following as a guide:
 - 1) Start on time; set expectations for briefing (when, how, why).
 - 2) Introduce agency spokesperson.
 - 3) Instruct the media of the news briefing format (for example: each agency will make a brief statement with questions at the end); one at a time, state name & affiliation; one question at a time; use microphone.
 - 4) Use visuals and handouts.
 - 5) Treat cameras as reporters.
 - 6) Close briefing with telephone number for media and public to call for information and next news media briefing time.
7. Ensure news releases are issued no later than 45 minutes after an event classification change, radiological release or other significant event that has been provided to the State and counties via the Emergency Notification Form.
- a) Ensure that the JIC Director prepares non-technical news releases.
 - b) Ensure that adequate information is being received from the EOF for news media briefings.
 - c) Ensure that CP&L news releases are prepared, approved and issued in a timely manner.
8. Conduct periodic briefings with the news media (within 60 minutes of the Site Area Emergency, General Emergency, radiological release or other significant event) (Attachment 1, Sheet 6 of 7).
- a) Schedule and facilitate the news media briefings.

COMPANY SPOKESPERSON CHECKLIST

- | <u>Responsibility/Activity</u> | <u>✓</u> |
|---|--------------------------|
| 9. Ensure adequate personnel and material resources are available for the public information response. | <input type="checkbox"/> |
| 10. Conduct Recovery Operations when appropriate (PEP-500, Attachment 6). | <input type="checkbox"/> |
| 11. Conduct periodic facility briefings and status updates with the CP&L public information staff (Attachment 1, Sheet 5 of 7). | <input type="checkbox"/> |
| 12. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 13. Termination of the emergency. | <input type="checkbox"/> |
| a) Collect all JIC generated logs and records and provide them to Emergency Preparedness. | |
| b) Replenish content of your position notebook. | |
| c) Restore facility to stand-by readiness. | |
| d) Inventory facility equipment as applicable. | |

COMPANY SPOKESPERSON CHECKLIST

INTRAFACILITY BRIEFING GUIDELINE

RECAP CURRENT CONDITIONS

DATE: _____

TIME: _____

- Introductions
- All personnel signed in, badged
- Set facility briefing expectations; brief summary of area, use of three-way communication
- Facility issues; noise level, safety, access control
- Use checklists and logs; update Status Boards

ERO POSITIONAL SUMMARY

TECHNICAL SPECIALIST	
<ol style="list-style-type: none"> 1. Classification level 2. Current plant status 3. Mitigating activities and priorities 	NOTES:
ADMIN. COORDINATOR	
<ol style="list-style-type: none"> 1. Facility staffing 2. Security briefing 3. Special needs 	NOTES:
JIC DIRECTOR	
<ol style="list-style-type: none"> 1. Contacts made (CCD, HNP, EOF News Coordinator) 2. Press releases issued (#'s) 	NOTES:
PUBLIC INFORMATION COORDINATOR	
<ol style="list-style-type: none"> 1. Public Information staffing 2. Rumors, reoccurring questions 3. Telephone numbers for PI staff 	NOTES:
STATE/COUNTIES/NRC/FEMA REPS.	
<ol style="list-style-type: none"> 1. Staffing 2. Issues 	NOTES:

SET EXPECTATIONS

- Anticipate media/public reactions
- Critical JIC activities
- Recent industry events that may become public/media interest items
- Areas of focus

CONCLUDE BRIEFING

- Announce next JIC briefing time
- Announce "END OF BRIEF" and ensure all have understood

COMPANY SPOKESPERSON CHECKLIST

NEWS MEDIA BRIEFING GUIDELINE

PRIOR TO NEWS MEDIA BRIEFING (IN COMMAND ROOM):

DATE: _____

- Schedule/conduct pre-news media brief conf with participating PIOs
- Establish format/briefing expectations with participating PIOs; start on time
- Materials needed:
 - Multiple copies of Spokesperson Briefing Attendance Form from JIC Director; give to Media Badging Specialist to issue
 - PEP-110, Attachment 4 for reference (as applicable)
 - News releases since last news media briefing
 - Media Handbook and additional visual aids (as applicable)
 - Bag phone for Public Information Coordinator
 - Turn Command Room over to JIC Director prior to leaving Command Room

TIME: _____

SET EXPECTATIONS

- Introductions
- Set expectations for news media briefing
 - Each agency will brief; questions and answers at the end
 - Step to the microphone; state name and affiliation
 - One question at a time
- Maintain command and control

TECHNICAL/SPECIALIST	
1. Classification level 2. Current plant status in non-technical terms 3. Activities and priorities	NOTES:
STATE PIO	
1. Offsite actions taken 2. Telephone number for PI staff	NOTES:
COUNTY PIO	
1. Offsite actions taken 2. Telephone number for PI staff	NOTES:
INR PIO	
1. Staffing 2. Issues	NOTES:
FEMA PIO	
1. Staffing 2. Issues	NOTES:
OTHER REPRESENTATIVES	
1. Staffing 2. Issues	NOTES:

QUESTIONS & ANSWERS

- Maintain Command and Control

CONCLUDE BRIEFING

- Announce next news media briefing time
- Recap PI telephone number

JIC DIRECTOR CHECKLIST

Position Function: Develop news releases and disseminate information.

Responsibility/Activity

- | | ✓ |
|---|--------------------------|
| 1. Notify the Administrative Coordinator and instruct him or her to set up the JIC. | <input type="checkbox"/> |
| 2. Assume the position of JIC Director. | <input type="checkbox"/> |
| a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge. | |
| b) Perform proper relief of the currently staffed position. | |
| c) Announce that the position is filled to personnel who are present. | |
| 3. Maintain a log of activities (Attachment 2, Sheet 3 of 3). | <input type="checkbox"/> |
| 4. Activate the facility. | <input type="checkbox"/> |
| a) Set up the computer and printer and verify operation. | |
| b) Assist with facility set-up as needed. | |
| c) Receive a briefing on plant status. | |
| d) Obtain copies, if any, and verify distribution of news releases issued from the EOF prior to JIC activation. | |
| e) Ensure that the HNP Visitors Center and HNP switchboard (through HNP Security) are informed of JIC activation and the media/public inquiry telephone number. | |
| 5. Maintain awareness of offsite agency command and control. | <input type="checkbox"/> |
| 6. Assume command and control in Company Spokesperson's absence during news media briefings. | <input type="checkbox"/> |
| 7. Develop news releases. | <input type="checkbox"/> |
| a) Receive draft news releases from the EOF. Review with Company Spokesperson to determine if content meets public understanding. | |
| b) Provide news releases to the Company Spokesperson for approval. | |
| c) Coordinate with the EOF News Coordinator to ensure issue times and sequential numbers are provided on news releases. | |
| d) Prepare non-technical news releases (EOF approval not required). | |

JIC DIRECTOR CHECKLIST

Responsibility/Activity



- 8. Distribute news releases.

 - a) Record the time prior to news release issue.
 - b) Provide CP&L news releases to offsite agency personnel prior to issue, if possible.
 - c) Use the Agency Stamp to document review of CP&L news releases.
 - d) Provide approved news releases to the Administrative Coordinator for issuance.

- 9. Coordinate the flow of information from the JIC to Corporate Communications and the State and County Public Information Officers.

 - a) Provide Corporate Communications the news release to post to the CP&L website.
 - b) Interface with offsite agency representatives to ensure they are receiving the necessary information.

- 10. Assist the Company Spokesperson in preparing the Spokesperson Briefing Attendance Form for each agency/Public Information Officer representative at the news media briefing (Attachment 1, Sheet 4 of 7).
- 11. Request any materials or supplies from the Administrative Coordinator.
- 12. Termination of the emergency.

 - a) Provide all logs and records to the Company Spokesperson.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-up readiness.
 - d) Inventory facility equipment as applicable.

TECHNICAL SPECIALIST CHECKLIST

Position Function: Obtain and developing technical emergency information.

Responsibility/Activity

✓

- 1. Assume the position of Technical Specialist.
- a) Sign in on the ERO sign-in board, JIC Sign-In Log, and obtain position badge.
- b) Assist with facility set-up as needed.
- c) Perform proper relief of the currently staffed position.
- d) Announce that the position is filled to personnel who are present.
- 2. Maintain a log of activities (Attachment 3, Sheet 3 of 3).
- 3. Receive a plant status briefing prior to JIC activation (PEP-110, Attachment 4).
- 4. Obtain technical emergency information from the EOF Emergency Communicator-Corporate Communications/JIC for CP&L news briefings using the Event Information Worksheet (PEP-110, Attachment 4) as a guide.
- a) Maintain regular telephone contact with the EOF Emergency Communicator-Corporate Communications/JIC. When not available turn activity over to the JIC Director or designee.
- b) Inform the Company Spokesperson of EOF briefings.
- c) Monitor EOF briefings.
- d) Provide JIC information during EOF briefings, if requested.
- 5. Provide technical information during the conduct of periodic briefings with the news media at an appropriate level of understanding.
- a) Participate in pre-news media briefing conferences to coordinate the information released during news media briefings.

TECHNICAL SPECIALIST CHECKLIST

- | <u>Responsibility/Activity</u> | ✓ |
|---|--------------------------|
| b) Defer non-technical questions and concerns regarding CP&L to the Company Spokesperson. | |
| c) Defer questions and concerns regarding offsite activities and positions to the appropriate offsite agency representative. | |
| d) Ensure previously unanswered questions/issues are adequately addressed during subsequent news media briefings. | |
| 6. Interpret information from the EOF into non-technical language for news media and JIC facility briefings. | <input type="checkbox"/> |
| a) Ensure the EOF is aware of news media briefing times. | |
| b) Assist in the development of responses to unanswered questions from the news media briefings. | |
| c) Provide feedback to the EOF after news media briefings as necessary. | |
| 7. Provide information to the Public Information Coordinator as necessary to maintain the Public Information Specialist's status board current. | <input type="checkbox"/> |
| 8. Maintain the Fission Product Barrier and EAL portions of the status board. | <input type="checkbox"/> |
| a) Locate the status boards in clear view in the JIC command room. | |
| b) Maintain a white board with pertinent information, if needed. | |
| 9. Inform the Company Spokesperson of rumors or other inaccuracies. | <input type="checkbox"/> |
| a) Assist in the development of messages to correct rumors and inaccuracies. | |
| b) Ensure the EOF is informed of rumors or other inaccuracies. | |
| 10. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 11. Termination of the emergency. | <input type="checkbox"/> |
| a) Provide all logs and records to the Company Spokesperson. | |
| b) Replenish content of your position notebook. | |
| c) Restore facility to stand-by readiness. | |
| d) Inventory facility equipment as applicable. | |

ADMINISTRATIVE COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the activities of the JIC administrative support and security personnel.

Responsibility/Activity

✓

- 1. Coordinate facility access and support.
- a) Contact Raleigh Convention and Conference Center personnel. a)
- 1) Request access to the News Media Briefing Area (Room F) and the JIC equipment storage area across from Room F.
- 2) Request that a Raleigh City Police Officer provide security at the entrance to the News Media Briefing Area, Room F.
- 3) Request furniture and sound equipment be set up in the News Media Briefing Area per Attachment 11.
- 4) Contact the TeleCommunications Help Desk to request personnel to pull phone cables in the News Media Briefing Area, Room F.
- b) Contact Progress Energy Building (PEB) Corporate Facilities personnel.
- 1) Request access to rooms 1112A&B and 1113A and the JIC equipment storage area.
- 2) Request that PEB Corporate Facilities or Security personnel provide a security guard at the entrance to PEB 1112A.
- 3) Request furniture be set up in PEB 1112A&B and 1113A JIC Command Room per Attachment 10.
- 2. Assume the position of Administrative Coordinator.
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
- b) Perform proper relief of the currently staffed position.
- c) Announce that the position is filled to personnel who are present.
- 3. Maintain a log of activities (Attachment 4, Sheet 4 of 4).

ADMINISTRATIVE COORDINATOR CHECKLIST

- | <u>Responsibility/Activity</u> | <u>✓</u> |
|---|--------------------------|
| 4. Ensure the facility and its equipment are properly set up and functional per Attachment 9. | <input type="checkbox"/> |
| a) Using ERFIS time from the EOF, synchronize clocks in the JIC Command Room and the News Media Briefing Area. | |
| b) Tune televisions to major and local networks and CNN. | |
| c) Tune radio/cassette recorders to stations that should participate in the Emergency Alert System (EAS) messages (refer to the Harris Plant Safety Information brochure or calendar for station listings). | |
| 5. Direct security efforts for the Joint Information Center. | <input type="checkbox"/> |
| a) Request Security lock out other areas in Progress Energy Building. | |
| b) Instruct Security to limit access to the JIC Command Room (1112A) to only CP&L, State, County, NRC, FEMA, INPO and ANI personnel. | |
| c) Instruct Security to contact you in the JIC Command Room if an individual desiring access does not have proper identification. | |
| d) Instruct Security to sign in relief personnel and direct them to the Administrative Coordinator upon arrival. | |
| 6. Supervise the activities of the Administrative Assistants. | <input type="checkbox"/> |
| 7. Provide draft news releases to the JIC Director received via the Administrative Assistant's fax machine (if applicable). | <input type="checkbox"/> |
| 8. Log and provide approved news releases to the Admin. Assistants for issue. | <input type="checkbox"/> |
| 9. Log and provide Emergency Notification Forms, news releases, EAS messages and other information to the Administrative Assistants for issue. | <input type="checkbox"/> |
| 10. Notify the Media Badging Specialist of JIC activation time, news media briefing times and changes in the emergency classification level. | <input type="checkbox"/> |

ADMINISTRATIVE COORDINATOR CHECKLIST

- | <u>Responsibility/Activity</u> | <u>✓</u> |
|--|--------------------------|
| 11. Update and maintain the News Release/News Media Briefing and Facility Activation portions of the status boards. | <input type="checkbox"/> |
| 12. Coordinate shift relief and turnover schedule activities for the JIC Public Information staff with the Administrative and Logistics Manager. | <input type="checkbox"/> |
| 13. Schedule times and locations for meals for JIC personnel. | <input type="checkbox"/> |
| 14. Termination of the emergency. | <input type="checkbox"/> |
| a) Provide all logs and records to the Company Spokesperson. | |
| b) Replenish content of your position notebook. | |
| c) Restore facility to stand-by readiness. | |
| d) Inventory facility equipment as applicable. | |

ADMINISTRATIVE ASSISTANT CHECKLIST

Position Function: Provide administrative services and supplies to JIC personnel.

Responsibility/Activity



1. Assume the position of Administrative Assistant.
 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Ensure personnel in the JIC Command Room have signed in on the ERO sign-in board, JIC Sign-In Log (Attachment 12) and obtained position badge.
 - c) Assist with facility set-up as needed.
 - d) Perform proper relief of the currently staffed position.
 - e) Announce that the position is filled to personnel who are present.
2. Complete the News Release Distribution Log (Attachment 5, Sheet 3 of 3) for each news release, EAS message, Emergency Notification Form and other documents distributed.
 - a) Call EOF Admin Team to verify and document the receipt of and distribute any news releases that have been made prior to JIC activation.
3. Ensure the fax and copiers are in place and operating.
 - a) Program fax and copiers for correct time and date (use reference manual).
 - b) Provide information received on the fax to the Administrative Coordinator and distribute as instructed.
4. Distribute copies of ALL approved news releases.
 - a) Deliver and/or fax adequate copies of each news release to the Media Badging Specialist.
 - b) Post copies of approved news releases in the JIC Command Room.
5. Distribute clerical supplies in the JIC as necessary.

ADMINISTRATIVE ASSISTANT CHECKLIST

Responsibility/Activity

- | | | |
|----|--|-------------------------------------|
| 6. | Request any materials or supplies from the Administrative Coordinator. | <input checked="" type="checkbox"/> |
| 7. | Termination of emergency. | <input type="checkbox"/> |
| a) | Provide all logs and records to the Company Spokesperson. | |
| b) | Replenish content of your position notebook. | |
| c) | Restore facility to stand-by readiness. | |
| d) | Inventory facility equipment as applicable. | |

NEWS RELEASE DISTRIBUTION LOG

Date: _____

COMPLETE THIS ATTACHMENT FOR EACH ITEM DISTRIBUTED

REQUIRED DISTRIBUTION	DOCUMENT TYPE (Place INITIALS and indicate TIME documents are distributed)									
	CP&L NEWS RELEASE No. _____		STATE NEWS RELEASE No. _____		OTHER NEWS RELEASE Agency _____ No. _____		EAS MESSAGE No. _____		EMERGENCY NOTIFICATION FORM No. _____	
NRC Region				NA				NA		NA
NRC Washington				NA				NA		NA
EOF HAND DELIVER TO:										
ERM				NA				NA		NA
Emerg. Comm. To JIC				NA				NA		NA
NRC										
JIC HAND DELIVER TO:	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time
CP&L JIC Staff										(1)
State Admin. Staff (2)				NA		NA		NA		NA
Media Badging Specialist		25 copies		25 copies		25 copies		NA		NA
Counties				NA		NA		NA		NA
NRC										
FEMA				NA		NA		NA		NA
Media (3)				NA		NA		NA		NA
Industry Personnel (3)				NA		NA		NA		NA

(1) Company Spokesperson, JIC Director, Technical Specialist, Public Information Coordinator, Administrative Coordinator receive the Emergency Notification Forms (ENFs).
The Public Information Specialists DO NOT receive the ENFs.

(2) Coordinate distribution in the JIC with State clerical personnel to avoid duplication.

(3) Identified by the JIC Director (request assistance from Corporate Communications for these distributions if necessary).

MEDIA BADGING SPECIALIST CHECKLIST

Position Function: Control access to the media briefing area and distribute information.

Responsibility/Activity

✓

- 1. Assume the position of Media Badging Specialist.

 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Perform proper relief of the currently staffed position.
 - c) Announce that the position is filled to personnel who are present.

- 2. Maintain a log of activities (Attachment 6, Sheet 3 of 3).

 - a) Log all non-JIC personnel entering the News Media Briefing Area using the JIC Sign-In Log (Attachment 12).

- 3. Set up materials and facilities.

 - a) Set up the News Media Briefing Area and Media Badging table using Attachments 9 and 11.
 - b) Assist with facility set-up as needed.
 - c) Place one copy of each brochure/information (other than news release) at each spokesperson's seat on stage.
 - d) Obtain the Spokesperson Briefing Attendance Form from the Company Spokesperson and distribute as follows:
 - 1) Place one copy on the podium.
 - 2) Place a copy at the spokesperson's seat on stage.
 - 3) Make copies available for media and other representatives attending the briefing.

- 4. Issue a numbered badge to news media personnel entering the facility and instruct them to maintain the badge visible.

MEDIA BADGING SPECIALIST CHECKLIST

Responsibility/Activity

✓

- 5. Provide instructions to security.

 - a) Instruct the Raleigh Police Officer to limit access to the News Media Briefing Area to CP&L, State, County, NRC, FEMA, INPO, ANI and badged media personnel.
 - b) Instruct the Raleigh Police Officer to direct unbadged media personnel desiring access into the News Media Briefing Area to proceed to the Media Badging table.
 - c) Instruct the Raleigh Police Officer that the Spokesperson wearing a position badge from the JIC Command Room is allowed access into the News Media Briefing Area without providing additional identification.

- 6. Provide information packages to the media upon request.
- 7. Distribute and post copies of CP&L news releases.
- 8. Inform the news media of briefing times.
- 9. Post emergency classifications in the News Media Briefing Area, provided briefings are not in progress.
- 10. Request any materials or supplies form the Administrative Coordinator.
- 11. Leave Security in charge of the Media Badging table if it becomes necessary to leave the area.
- 12. Termination of the emergency.
 - a) Provide all logs and records to the Company Spokesperson.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

PUBLIC INFORMATION COORDINATOR CHECKLIST

Position Function: Ensure information approved for release is coordinated with State rumor control and public information personnel to prevent conflicting reports.

Responsibility/Activity

✓

1. Assume the position of Public Information Coordinator.
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
- b) Assist with facility set-up as needed.
- c) Perform proper relief of the currently staffed position.
 - 1) Obtain a briefing of current conditions and activities.
 - 2) Conduct a team briefing prior to shift turnover.
- d) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 7, Sheet 3 of 3).
3. Supervise the activities of the JIC Public Information Specialists.
- a) Ensure the JIC Public Information Specialists' work areas are equipped with the necessary equipment and materials.
- b) Following JIC facility briefings, brief the Public Information Specialists as appropriate.
4. Manage rumor control activities.
- a) Obtain responses to telephone inquiries.
- b) Provide information on rumors, inaccuracies and recurring questions to the Technical Specialist.
- c) Periodically coordinate with the State Lead Rumor Control individual.
- d) Provide names and numbers of callers requesting extensive technical information to the Company Spokesperson for resolution.
- e) Refer non-English speaking callers to the Customer Service Center for assistance.

PUBLIC INFORMATION COORDINATOR CHECKLIST

- | <u>Responsibility/Activity</u> | <u>✓</u> |
|---|--------------------------|
| 5. Monitor news media briefings; take bag phone; give phone number to Administrative Coordinator. | <input type="checkbox"/> |
| 6. Maintain posted information for the Public Information Specialists. | <input type="checkbox"/> |
| 7. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 8. Termination of the emergency. | <input type="checkbox"/> |
| a) Provide all logs and records to the Company Spokesperson. | |
| b) Replenish content of your position notebook. | |
| c) Restore facility to stand-by readiness. | |
| d) Inventory facility equipment as applicable. | |

PUBLIC INFORMATION SPECIALIST CHECKLIST

Position Function: Staff telephone lines to respond to calls from the media and public.

Responsibility/Activity

✓

1. Assume the position of Public Information Specialist.
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
- b) Assist with facility set-up as needed.
- c) Perform proper relief of the currently staffed position.
- d) Announce that the position is filled to personnel who are present.
2. Properly answer telephones.
- a) Maintain a log of calls received from the media and public (Attachment 8, Sheet 3 of 3).
- b) Provide only information from approved sources to respond to inquiries.
 - 1) Safety information calendar/brochure or other HNP brochures.
 - 2) Event board.
 - 3) Other JIC status boards.
 - 4) News releases.
 - 5) Formal facility briefings.
 - 6) Public Information Coordinator briefings.
- c) Request call backs for inquiries that can not be immediately answered.
- d) Provide contact names, numbers and inquiry information to the Public Information Coordinator for unknown answers to technical questions.
- e) Refer off-site questions to the State media/public inquiry telephone number.

PUBLIC INFORMATION SPECIALIST CHECKLIST

Responsibility/Activity



- 3. DOs and DON'Ts

 - a) Don't speculate.
 - b) Don't elaborate.
 - c) Don't discuss protective action recommendations.
 - d) Don't use acronyms.
 - e) Do provide only the information requested.
 - f) Do keep answers brief and simple. Someone else is attempting to call in.
 - g) Do be friendly, patient, firm.
 - h) Do provide responses in non-technical terms.

- 4. Update the Public Information Coordinator on rumors, inaccuracies and recurring questions.
- 5. Request any materials or supplies from the Public Information Coordinator.
- 6. Termination of the emergency.

 - a) Provide all logs and records to the Company Spokesperson.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

PUBLIC INFORMATION SPECIALIST CHECKLIST

PUBLIC/MEDIA INFORMATION LOG

Date: _____ Public Information Specialist: _____

Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided:			
Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided:			
Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided			

JIC FACILITY SET-UP GUIDELINES

JIC Command Room Set-Up

1. Set-up the **JIC Command Room (1112A, 1112B, and 1113A)** and the **News Media Briefing Area (Raleigh Convention and Conference Center, Room F)** per the illustrations in **Attachments 10 and 11**.
 - a) Obtain **2 copy machines** from the JIC equipment storage area and place them in **1112A and 1113A** per the illustrations in **Attachment 10**.
 - b) Obtain a **fax machine** from the JIC equipment storage area and place it at the **CP&L Administrative Assistants' work station in 1112A** per the illustration in **Attachment 10**.
 - c) Obtain the **JIC Director's computer and printer** from the JIC equipment storage area and place it at the **JIC Director's work station in 1112B** per the illustration in **Attachment 10**.
 - d) Obtain **radio/cassette recorders** from the JIC equipment storage area and place in position per illustration in **Attachment 10**. **Tune to radio stations that should participate in the Emergency Alert System (EAS) messages (refer to the Harris Plant Safety Information brochure or calendar for station listings)**.
 - e) Tune **ceiling-mounted televisions** in the JIC Command Room to **local networks and CNN**.
 - f) Obtain **supplies** (bins, form holders, status boards, sign-in boards, easels, procedures, etc.) for the JIC Command Room from the JIC equipment storage area.
 - 1) Each bin for the JIC Command Room is labeled with the corresponding table letter per the illustration in **Attachment 10**.
 - 2) Remove and set-up the telephone sets, cables, line cords, position table nameplates, and other materials for each of the JIC positions.
 - 3) Faxes and modems do not have telephone sets. These items have a telephone line cord labeled with their corresponding telephone number and jack location number.
2. Connect **telephones to the cords and wall jacks**.
 - a) The silver wall plates, located in various locations throughout the room, are labeled to correspond with the letter on the storage bin and on the table per the illustrations in Attachment 10.
 - b) To connect the telephone, lift the silver wall plate and pull the telephone cable from the wall.
 - c) Telephone extension cables stored in the bins are keyed to match the silver wall plate label. Connect the extension cables to the wall cables and secure the connection with the Velcro strip from the bin.

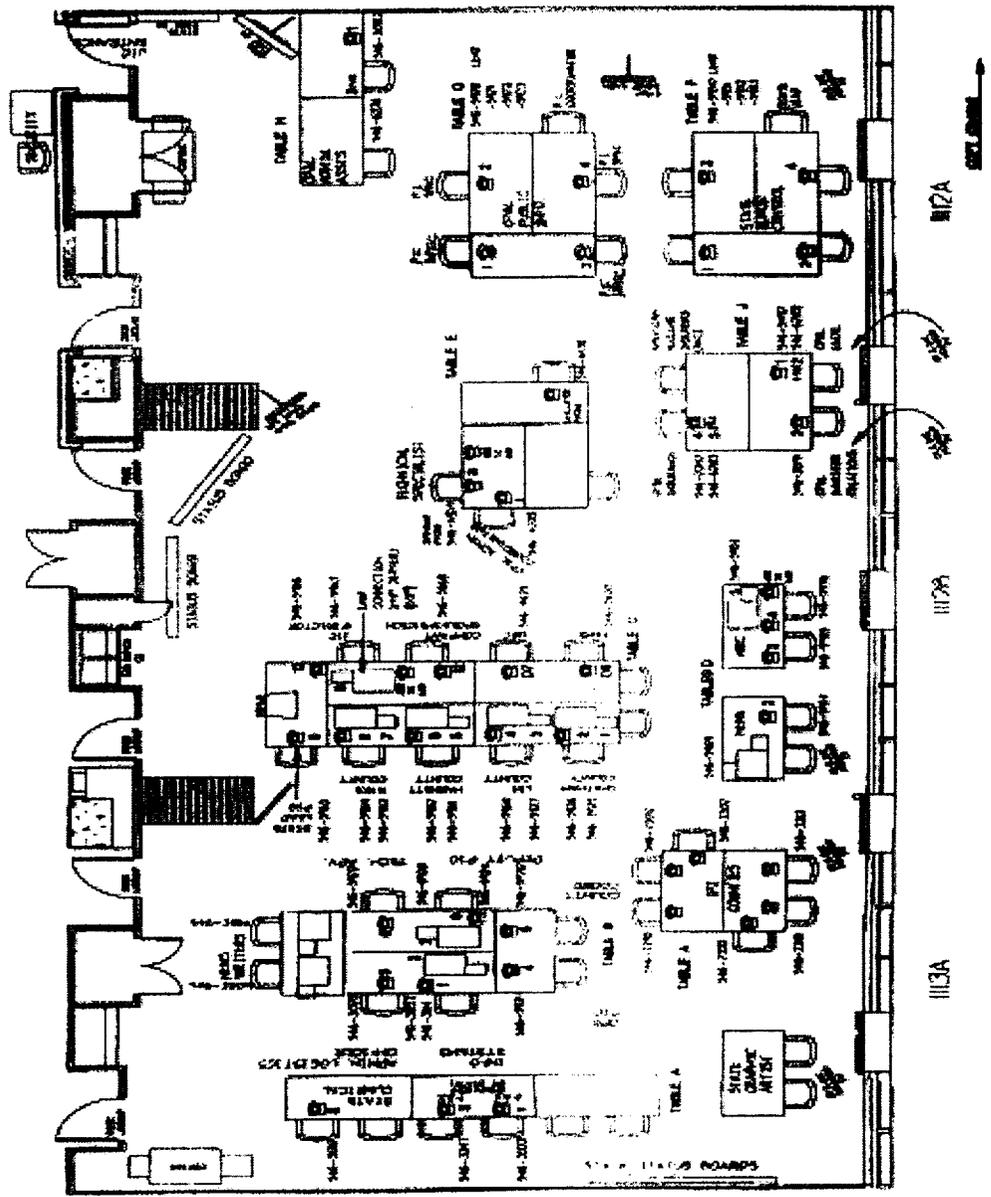
JIC FACILITY SET-UP GUIDELINES

- d) Each telephone is labeled with a table letter, jack number and extension number. Connect the telephones from the storage bin to the appropriate jack on the extension cable.
As an example: The telephone set for Table D jack #1 will be labeled D1. Jack locations are numbered sequentially starting at #1 on the left of the extension cable.
 - e) The connector jacks on the service end of the extension cables are also labeled with the extension number which corresponds to the telephone call number. Ensure that the extension number on the telephone matches that of the connector jack.
3. **Test equipment to verify operability** and report any equipment or set-up problems to the Administrative Coordinator.

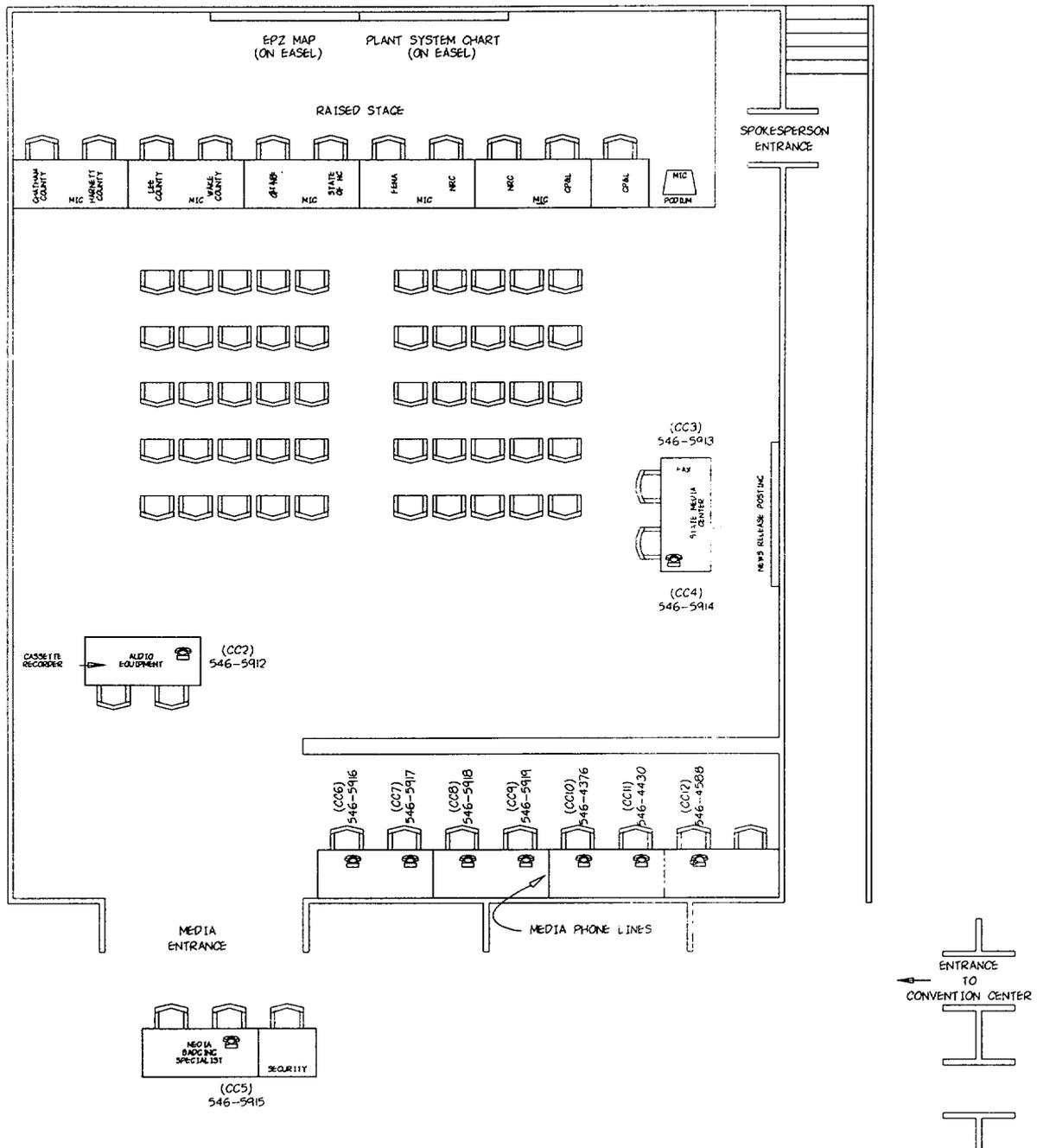
News Media Briefing Area Set-Up

1. Obtain the necessary **bins, telephone sets, line cords, and other materials** from the storage room across from Raleigh Convention and Conference Center, Room F. Materials include:
- a) Media badges.
 - b) Media Sign-In Logs.
 - c) ERO log forms.
 - d) Brochures (safety information, plant, lake, Q&A, student).
 - e) Media handbooks.
 - f) Video clips.
 - g) Easels (place 2 easels centered on the back of the stage).
 - h) Plant diagrams and Illustrations (place the System Chart and the EPZ Map on the easels per the illustrations in Attachment 11. Stack the others against the wall at the rear of the EPZ Map).
 - i) Agency table nameplates for the stage tables.
 - j) "Media Phones" nameplate to be placed at the media telephone table.
 - k) "Media Must be Badged Here" nameplate to be placed at the Media Badging Specialist's table.
2. **Telephone line cords and telephone sets** are labeled as CC2 through CC12 in addition to the extension numbers.
- a) Connect the telephone sets directly to the line cords per the illustrations in **Attachment 11**.
 - b) Connect the **fax machine** to the CC3 at the State Media Center table (the fax machine does not have an additional telephone set).
3. **Test equipment to verify operability** and report any equipment or set-up problems to the Administrative Coordinator.

JIC COMMAND ROOM CP&L PROGRESS ENERGY BLDG. (PEB), 11TH FLOOR



NEWS MEDIA BRIEFING AREA RALEIGH CONVENTION AND CONFERENCE CENTER (RCCC), ROOM F



Revision Summary of PEP-250, Rev. 9

This revision incorporated changes to the procedure pursuant to DCFs captured during drills/exercises, from participants as enhancements to this procedure (DCFs 2000P2782, 2448, 2560, 2001P0546, 0064, 0205), and the implementation of Phase III of the reorganization.

Removed the Company Technical Spokesperson position, checklist (Attachment 3) and all references. Realigned responsibilities of position to the Technical Specialist position.

Removed all form numbers from attachments.

Removed ERFIS computer from facility and procedure. Removed all references to ERFIS capabilities in facility.

Changed all references from Center Plaza Building and CPB to Progress Energy Building and PEB.

Renumbered various areas due to the changes.

Corrected various grammatical and abbreviation errors throughout document.

Changed "Emergency Preparedness upon termination of the emergency" to "the Company Spokesperson" for all the checklists except the Company Spokesperson.

Page 3 Changed "Forms" to "Attachment" in table.

Page 4 Added "If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities."

Attachment 1 Sheet 1 of 7, step 3.b., added "Minimum staffing includes, Company Spokesperson and JIC Director"

Sheet 2 of 7, step 7, change to "Ensure news releases are issued no later than 45 minutes after an event classification change, radiological release or other significant event that has been provided to the State and counties via the Emergency Notification Form."

Sheet 3 of 7, step 13.a., changed to "Collect all JIC generated logs and records and provide them to Emergency Preparedness."

Sheet 5 of 7, Changed "Company Technical Spokesperson" to "Technical Specialist".

Sheet 6 of 7, Changed "Company Technical Spokesperson" to "Technical Specialist".

Attachment 3
(old Attach. 4) Changed Position Function from "Assist the Company Technical Spokesperson in obtaining and developing technical emergency information" to "Obtain and develop technical emergency information".

Added "(PEP-110, Attachment 4)" to step 3.

Added "technical emergency" to step 4.a.

Deleted "and the Company Technical Spokesperson" from step 4.b.

Added "When not available turn this activity over to the JIC Director or designee."

Added step 5 and a through d to the checklist.

Added "from the EOF" to step 4.a.

Changed "Form" to "Attachment".

Revised drawing for Company Tech. Spokesperson and ERFIS

Attachment 4
(old Attach. 5)
Attachment 5
(old Attach. 6)
Attachment 10

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-260
TITLE: Activation and Operation of the Operations Support Center

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Operations Support Center (OSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the OSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-9 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO POSITIONAL ATTACHMENTS:
EMERGENCY REPAIR DIRECTOR	PEP-110, Attachment 4 PEP-260, Attachment 1 PEP-260, Attachment 8
DAMAGE CONTROL COORDINATOR	PEP-260, Attachment 2 PEP-260, Attachment 7 PEP-260, Attachment 9 PEP-350, Attachment 4
RADIOLOGICAL CONTROL COORDINATOR	PEP-260, Attachment 3 PEP-260, Attachment 9 PEP-330, Attachment 10 PEP-330, Attachment 11 PEP-330, Attachment 12 PEP-330, Attachment 14
CHEMISTRY COORDINATOR	PEP-260, Attachment 4 PEP-260, Attachment 9
MAINTENANCE PLANNER	PEP-260, Attachment 5
OSC LOGKEEPER	PEP-260, Attachment 6
MAINTENANCE/ERC POOL POSITION	PEP-260, Attachment 9

4.0 GENERAL

1. All functional capabilities need not be staffed for the OSC to be activated if the Emergency Repair Director (ERD) determines that those missing functions are not presently required to adequately deal with the situation.
2. If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities.
3. Logkeeping
 - a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b. Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.
 - c. Preparation of Activity Logs
 - 1) Initiate the last sheet of the applicable checklists as follows:
 - DATE
 - PAGE OF: Enter "1" on the first page and sequential numbers on the following pages as they are used.

- 2) Enter chronologically those events that are pertinent to the particular individual or organizations:
 - TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
 - SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.
- 3) Upon relief from the position or termination of the emergency, complete the log as follows:
 - PAGE OF: Enter the total number of pages used at the top of each page (that is, Page 1 of 12, Page 2 of 12, and so forth).
 - NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.
- 4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.
- 5) Upon termination of the emergency or exercise/drill, provide all completed logs to the Damage Control Coordinator who will then forward them to the Emergency Preparedness unit.

4. Following a loss of the site telephone system, refer to the Emergency Phone List (EPL-001), section 2.4 for guidance.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.4, "Operations Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-330, "Radiological Consequences"
3. PEP-342, "Core Damage Assessment"
4. PEP-350, "Protective Actions"

5.3 Other References

1. EPL-001, "Emergency Phone List"
2. AP-535, "Performing Work in Radiation Control Areas"
3. ADM-NGGC-0104, "Work Management Process"
4. CRC-821, "Post Accident RCS/RHR Sampling"
5. CRC-823, "Post-Accident Containment Air Sampling"
6. NUREG-0737, "Clarification of TMI Actions Plan Requirements"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY REPAIR DIRECTOR CHECKLIST

Position Function: Direct and supervise the repair and damage control emergency response actions.

Responsibility/Activity

✓

- 1. Assume the position of Emergency Repair Director (ERD).

 - a) Sign in on the facility organization chart. Remove name tag from board.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Perform a formal relief when permanently relieving another ERD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress using PEP-110, Attachment 4, Event Information Worksheet.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

- 2. Activate the facility.

 - a) Verify that the personnel and equipment necessary to activate the facility are present. Refer to sheet 4 of this attachment for OSC minimum staffing requirements.
 - b) Verify that damage control, radiological control, and chemistry teams are available and ready.
 - c) Inform the Site Emergency Coordinator-Technical Support Center (SEC-TSC) that the OSC is ready to activate.

- 3. Verify a log of activities is being maintained by the OSC Logkeeper's position.
- 4. Designate a person to monitor ERFIS, if available.
- 5. Perform facility brief using sheet 5 of 5, when necessary.
- 6. Perform accountability for OSC personnel using the OSC Logkeeper.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- a) Report missing personnel to the Security Director.
- b) Maintain accountability of personnel assigned to the OSC per PEP-350.
- 7. Direct the onsite repair, equipment restoration, and maintenance activities.
- a) Supervise the activities of the Damage Control Coordinator (DCC).
- b) Ensure adequate personnel and material resources are available for the onsite response.
 - 1) Request any materials or supplies not available on site from the Administrative and Logistics Manager (ALM).
- c) Ensure that work activities are coordinated with the Radiological Control Coordinator (RCC) and Plant Operations Director (POD) as necessary.
- 8. Control and accountability of personnel other than the Damage Control Missions as follows;
- a) Operations/Fire Brigade/First Aid - Plant Operations Director (POD) will direct and control these personnel from the MCR.
- b) E&RC - The Chemistry and Radiological Control Coordinator's will direct and control these activities from the OSC.
- 9. Coordinate support activities in accordance with the priorities established by the SEC-TSC.
- a) Ensure that the Coordinators, Team Leaders (if applicable), and team members are kept informed of the overall focus of the emergency and existing radiological conditions (refer to sheet 5 of this attachment, if applicable).
- b) Ensure that the Coordinators maintain an awareness of the activities and concerns of OSC team members and team leaders.
- c) Ensure that mission priorities are consistent with the priorities established by the SEC-TSC.

NOTE: If multiple missions exist within a single priority classification, confer with the SEC to establish the preferred sequence.

- 1) High (H): The mission is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 2) Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).
 - 3) Low (L): Any mission which can be worked on when resources permit (for example, an Aux Boiler will not light off, but is not immediately needed as the MSIVs have been shut due to a SI or RCB isolation signal).
 - d) Inform the SEC-TSC of changing situations in the plant based on information received from dispatched teams.
 - e) Ensure that the Mission Status Board or equivalent is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.
10. Develop special procedures and tasks to reduce consequences and implement recovery.
- a) Obtain approval from an S-SO prior to deviating from any existing plant procedure or prior to performing an action for which no procedure exists, but would normally require a procedure per current station document control requirements.
 - b) The SEC-TSC is responsible for overall control of the plant. Obtain concurrence prior to directing any action which could adversely affect the operability of a plant system.
11. Evaluate a suitable location should the recommendation to relocate the OSC be given by the Radiological Control Director (RCD).

NOTE: Radiological conditions which may warrant relocation of the OSC include:

- Exposure rates > 50 mRem/Hr
 - Projected doses > 1 Rem TEDE
 - Airborne concentrations > 0.25 DAC actual long lived (half life > 2 hours) particulate activity.
- a) The decision to relocate personnel should include the following:
- 1) Current radiological conditions within the OSC.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 2) Radiological conditions at the proposed OSC.
- 3) Radiological conditions en route.
- 4) The adequacy of response from the alternate location.
- b) Consider the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center as possible locations.
- c) Coordinate evacuation of the OSC with the RCD and RCC.
 - 1) Announce the decision and new location over the PA system.
 - 2) Notify Security and ALM to instruct incoming personnel to report to the alternate OSC.
 - 3) Ensure all equipment and materials needed for the alternate OSC are packaged and delivered to the new location. Use Attachment 8 as a checklist for equipment/items needed for each location.
 - 4) Notify Security that a guard will be required for personnel access through Door 52 if the Turbine Building 261' North (Old First Aid Room) is used.

12. Termination of the Emergency

□

- a. Provide all records to the Damage Control Coordinator.
- b. Replenish content of your positional notebook/binder.
- c. Restore facility to stand-by readiness.
- d. Inventory facility equipment as applicable.

OSC Minimum Staffing Requirements

On-Shift Response	✓	30-45 Minute Response	✓	75 Minute Response	✓
2 RC Technicians		4 RC Technicians *		4 RC Technicians *	
1 RC Technician (Filled by Chemistry Technician)		2 Electrical/I&C Technicians		1 Chemistry Technician	
1 Chemistry Technician		* EOF and TSC RC Technician is part of this pool		2 Mechanical Maintenance	
1 Mechanical Maintenance				1 Electrical/I&C Technician	
1 Electrical/I&C Technician				Emergency Repair Director	
				Damage Control Coordinator	
				Radiological. Control Coord.	
				Chemistry Coordinator	

EMERGENCY REPAIR DIRECTOR CHECKLIST

INTRA-FACILITY BRIEFING GUIDELINE

RECAP CURRENT CONDITIONS

- CLASSIFICATION LEVEL
- PLANT CONDITIONS
- MITIGATING ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

MAINTENANCE

1. Missions ongoing
2. Equipment Status
3. Personnel needs

NOTES:

RADIOLOGICAL

1. Release
2. Plant conditions
3. Missions ongoing
4. KI Issuance
5. ERWP Issuance
6. Habitability conditions of affected areas

NOTES:

CHEMISTRY

1. Missions ongoing
2. Sampling requirements

NOTES:

SET EXPECTATIONS

- ANTICIPATE PLANT CONDITIONS
- CRITICAL OSC ACTIVITIES
- OTHER AREAS OF FOCUS

FINISH BRIEFING

- ANNOUNCE WHEN THE NEXT BRIEFING WILL OCCUR
 - ANNOUNCE "END OF BRIEFING" AND ENSURE ALL HAVE UNDERSTOOD
-

DAMAGE CONTROL COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the damage control, repair, and restoration activities necessary to establish or maintain safe shutdown of the plant.

Responsibility/Activity

1. Assume the position of Damage Control Coordinator (DCC).
- a) Sign in on the facility organization chart. Remove name tag from board.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Upon arrival to the facility obtain the following information from the On-Shift Staff;
 - 1) Clearance Status.
 - 2) Work in progress.
 - 3) Turnover items pertinent to the emergency.
 - 4) A list of Out-of-Service equipment.
 - 5) A list of available personnel already in the field (On-Shift).
 - d) Perform a formal relief when permanently relieving another DCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - 3) Direct a responding DCC or a pool position with appropriate discipline/expertise to assist in the assigned duties of the position, if available.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities.
- a) Document repair actions in accordance w/ ADM-NGGC-0104 as needed.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓ |
| 3. Supervise the activities of OSC personnel. | <input type="checkbox"/> |
| 4. Direct the responding Maintenance personnel to follow Attachment 9 guidelines. | <input type="checkbox"/> |
| 5. Determine equipment damage and provide recommendations for corrective actions to the Emergency Repair Director (ERD). | <input type="checkbox"/> |
| a) Advise the Emergency Repair Director whether requested work is within the scope of existing plant procedures. | |
| b) Ensure that mission preparation is completed as quickly as possible. | |
| 6. Direct and monitor the activities of the Damage Control Teams. | <input type="checkbox"/> |

NOTE: Use Attachment 7 for guidance during the briefing process.

- a) Assign a Damage Control Team Leader (DCTL), if needed (this is a responding Mechanic or Electrical/I&C with expertise for the specific mission) to provide direct supervision of the Damage Control Teams and instruct the DCTL to:
 - 1) Ensure Damage Control Teams are properly equipped for the specific mission.
 - 2) Ensure adequate procedures, instructions and documents are available for the specific mission.
 - 3) Assess the nature and extent of any identified damage or failures while dispatched.
 - 4) Perform assessment, repair and mitigating actions.
 - 5) Maintain accountability of personnel assigned to the Damage Control Team.
- b) Ensure the Damage Control Teams are properly briefed on the mission and radiological or other hazards prior to dispatched.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

- c) Obtain clearance, dispatch and direct the activities of the Damage Control Teams.
- d) Maintain accountability of dispatched personnel per PEP-350.
- e) Provide mission status reports to the Emergency Repair Director.
- 7. Coordinate activities with the Radiological Control Coordinator.
- 8. Ensure adequate materials and supplies are available for assigned missions.
 - a) Advise the Emergency Repair Director of the need for additional personnel, tools, supplies, or equipment that will be required.
 - b) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).
- 9. Termination of the Emergency
 - a) Collect all OSC generated logs and records and provide them to Emergency Preparedness.
 - b) Replenish contents of the Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Position Function: Advise the Damage Control Coordinator regarding radiological monitoring requirements, appropriate radiation protection/ALARA, and contamination control measures for emergency response teams dispatched from the OSC. Supervise and coordinate the activities of the RP personnel assigned to the OSC.

✓

Responsibility/Activity

1. Assume the position of Radiological Control Coordinator (RCC).
 - a) Sign in on the facility organization chart. Remove name tag from board.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Repair Director (ERD) and OSC personnel are aware of the restrictions.
 - d) Perform a formal relief when permanently relieving another RCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area.
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
 - f) Direct the responding Radiation Control personnel to follow Attachment 9 guidelines.
 - g) Report readiness status to the ERD and Radiological Control Director (RCD) when prepared to assume the RCC position.
 - h) Send a qualified Radiation Monitoring System (RMS) technician to the MCR, if required. Have person establish communications with the OSC, verify dosimetry use, and perform habitability surveys when applicable.
2. Maintain a log of activities.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

- a) Monitor plant RMS and maintain record of significant and unusual indications.
 - b) During the beginning of a declared event obtain initial Potassium Iodide (KI) information per PEP-330, sections 3.5.3.b and 3.5.3.c along with Attachment 13. Initiate PEP-330, Attachment 17 for data gathering.
 - c) Identify list of “volunteers” for Lifesaving and Emergency Reentry/Repair actions based on PEP-330, Attachments 1 and 2.
 - d) Direct the ERWP Writer to verify allowable dose for responding facility personnel, if available.
3. Assign Radiation Control personnel to assist in emergency response activities.
- a) Provide personnel to conduct in-plant radiological surveys.
 - b) Provide personnel to accompany Damage Control Teams requiring radiological support.
 - c) Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.
 - 1) Monitor patients for contamination and decontaminate as appropriate.

- NOTE:** Ensure personnel retrieving radioactive waste from a hospital are “shipping” qualified per plant procedures/qualifications.
- 2) Make arrangements to pick up personnel and radioactive waste from offsite treatment locations.
 - 3) Obtain concurrence from the Site Emergency Coordinator-Technical Support Center (SEC-TSC) through the RCD prior to releasing the hospital’s Radiological Emergency Room or the ambulance for uncontrolled use.
 - d) Brief emergency teams when they are assembled for a mission.
 - 1) Discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.
 - 2) Discuss dosimetry requirements.
 - 3) Discuss protective clothing and respiratory protection requirements.
 - 4) Discuss Emergency Radiation Work Permit (ERWP) and travel route requirements.
 - 5) Advise team members on monitoring and decontamination procedures following mission completion.
 - e) Dispatch radiological control teams to assist in the site evacuation per PEP-350.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- 1) Relocate onsite personnel and vehicle monitoring stations if portal monitors are in alarm.
- 2) Coordinate with the Radiological Control Manager (RCM) to relocate monitoring activities to an offsite location if onsite monitoring is not possible.
- f) Maintain continuous accountability of dispatched Radiation Control Team personnel.
4. Establish dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel.
- a) At a minimum, specify requirements for Main Control Room, Radwaste Control Room, TSC, OSC, Security, and Damage Control Team personnel.
- b) Use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment whenever possible.
- c) Ensure exposure data is entered into the Radiation Information Management System or equivalent.
- d) Direct radiological control team personnel to read TLDs if exposure limits are approached.
5. Ensure the specified access controls for radiologically affected and unknown areas are implemented.
- a) Notify the RCD and ensure SEC-TSC authorization for radiation exposures expected to exceed 5 Rem TEDE or when exposure rates > 25 Rem/Hr may be encountered.
- b) Suspend any existing Radiation Work Permit (RWP) (except for members of security during a safeguards event) at an Alert or higher classification.
- c) Suspend normal requirements of AP-535 for performing work in radiologically controlled areas if necessary.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- d) Suspend radiological posting requirements for areas outside the normal RCA that are affected by the accident.

NOTE:

- ERWP documentation may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety.
- The accompanying Radiation Control Team member becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.

- e) Determine whether ERWPs are required.

1) Ensure ERWPs are prepared as necessary.

2) Ensure exposure histories and allowable dose for each individual are determined and entered on the ERWP.

6. Complete the issuance of Potassium Iodide (KI) to onsite emergency workers per PEP-330 Section 3.5.3. when approved, using PEP-330, Attachment 17.

a) Direct team members to administer KI.

b) Record remaining KI issuance information.

c) Evaluate iodine uptakes for persons issued KI.

7. Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.

8. Ensure radiological and chemical habitability is established and periodic monitoring is conducted in occupied and assembly areas as necessary, particularly when a release is in progress. Refer to PEP-330, Section 3.4 for guidance.

a) At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.

b) Determine the need for OSC relocation and recommend the area(s) to be utilized.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- 1) Consider OSC relocation under the following conditions:
 - Dose rates > 50 mRem/Hr.
 - Projected doses > 1 Rem TEDE.
 - Long lived (half life > 2 hours) particulate airborne activity > 0.25 DAC.
 - 2) Survey alternate locations such as the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center for habitability prior to relocation if possible.
-
9. Coordinate HNP radiological assistance for Immediate Response Organizations entering and leaving the site.
 - a) Establish protective requirements for the responders.
 - b) Assign a member of the Radiation Control Team to accompany the responders if necessary.
 - c) Collect and read dosimetry and survey vehicles and personnel leaving the site as necessary.
 10. Ensure adequate materials and supplies are available for assigned missions.
 - a) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).
 11. Termination of the Emergency
 - a) Provide all logs and records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

CHEMISTRY COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the plant chemistry emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Chemistry Coordinator (CC).

a) Sign in on the facility organization chart. Remove name tag from board.

b) Obtain the Positional Notebook/Binder from the storage area.

c) Perform a formal relief when permanently relieving another CC.

1) Review the activity log.

2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

d) Direct the responding Chemistry personnel to follow Attachment 9 guidelines.

e) Inform a staff member when temporarily leaving the work area.

1) Designate an individual to answer the phones while away.

2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities.

NOTE: Sample priority and requests are specified by the Radiological Control Director (RCD).

3. Obtain status of current chemistry activities and sample requests in progress, contacting the POD when available.

a) Collect data from chemistry activities that were directed by the MCR prior to OSC activation.

4. Coordinate sampling activities with the Radiological Control Coordinator (RCC).

CHEMISTRY COORDINATOR CHECKLIST

Responsibility/Activity

5. Coordinate compensatory sampling measures with the Control Room if applicable.
- NOTE: When obtaining samples ensure Operations valve lineups are performed prior to going into the field.
6. Supervise the activities of the Chemistry Teams.
7. Assign, brief, and dispatch personnel to obtain chemistry samples as requested.
- a) Obtain the necessary Emergency Radiation Work Permits (ERWP).
- b) Brief chemistry teams on plant status.
- c) Assign personnel to collect GRAB samples from the plant vent stacks.
- d) Assign personnel to operate the PASS per CRC-821 and 823 and to obtain and analyze other samples for accident purposes.
- 1) Ensure PASS samples are obtained and analyzed within 3 hours of the decision to take the sample.
- 2) Ensure chloride samples are obtained and analyzed within 96 hours of the decision to take the sample.
- e) Ensure that Chemistry Team personnel are briefed on radiological conditions prior to leaving the OSC.
8. Maintain accountability of dispatched Chemistry Team personnel.
9. Provide sample results to accident and dose assessment personnel (inform the RCD).
10. Monitor recirculation sump chemistry data to ensure proper NaOH concentrations.
11. Ensure adequate materials and supplies are available for assigned missions.
- a) Request any materials, supplies, or personnel needs not available on site from the Administrative and Logistics Manager (ALM).

Responsibility/Activity



- 12. Termination of the Emergency
 - a) Provide all logs and records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

Attachment 4
Sheet 3 of 5

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

Sample Description	RHR⁽¹⁾	RCS⁽²⁾
Diluted Boron	✓	✓
Diluted Chloride ⁽³⁾	✓	✓
pH	✓	✓
Dissolved Oxygen	✓	
Fission Gases ⁽⁴⁾		✓
Hydrogen GRAB ⁽⁴⁾		✓
Hydrogen Meter		✓
Specific Activity ⁽⁵⁾	✓	✓
Undiluted Cask Sample ⁽⁶⁾	✓	✓

- (1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.
- (2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main control Room must provide valve alignment.
- (3) If a diluted chloride sample is collected, an undiluted sample must also be collected per CRC-821.
- (4) Stripped gas and hydrogen GRAB samples may only be collected when PASS is aligned to Hot Leg Loop 2 or 3. When PASS is operated in the RHR mode, the gas stripper is by-passed.
- (5) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.
- (6) As required by NUREG-737, an undiluted chloride sample must be taken whenever a diluted chloride sample is drawn. The sample must be analyzed within 30 days.

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions⁽¹⁾.
2. The following GRAB samples can be obtained:
 - a) Hydrogen
 - b) Specific Activity⁽²⁾
 - c) Silver-Zeolite Cartridge for iodine⁽³⁾
3. The samples may be obtained from the following locations within the RCB:
 - a) Dome
 - b) Reactor Coolant Pump and Steam Generator 1A
 - c) Reactor Coolant Pump and Steam Generator 1B
 - d) Reactor Coolant Pump and Steam Generator 1C
 - e) Pressurizer
 - f) RCP area (below the flux mapping room)

- (1) Sampling is performed as per CRC-823, "Post Accident Containment Air Sampling."
- (2) To collect any samples, the containment hydrogen analyzer train A must be in operation.
- (3) These samples may be diluted to limit sample activity and does rate.

MAINTENANCE PLANNER CHECKLIST

Position Function: Provide support for the emergency damage control and repair efforts.

Responsibility/Activity



1. Assume the position of Maintenance Planner.
 - a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Report readiness to the Damage Control Coordinator.
 - d) Perform a formal relief when permanently relieving another Maintenance Planner.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Assist the Damage Control Coordinator and the Emergency Repair Director in the development of missions and repair plans.
3. Determine necessary parts and equipment.
4. Assess the nature and extent of any identified damage or failures while dispatched.
5. Provide time estimates for repair tasks.
6. Remove faxes from machine and distribute as appropriate.
7. Termination of the Emergency
 - a) Provide all records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

OSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major OSC activities and decisions throughout the emergency. Maintain the Damage Control Mission Boards or equivalent.

Responsibility/Activity

✓

1. Assume the position of OSC Logkeeper.
- a) Sign in on the facility organization chart. Remove name tag from board.
- b) Obtain the Positional Notebook/Binder from the storage area.
- c) Perform a formal relief when permanently relieving another OSC Logkeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Inform a staff member when temporarily leaving the work area.
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred.
2. Maintain the facility log by recording OSC activities.
3. Set or verify facility clocks to ERFIS time.
4. Adjust the PA speaker volume, if needed (screwdriver available in the OSC cabinet tool box).
5. Perform accountability of personnel arriving in the facility as soon as practicable using PEP-350, Attachment 2, steps 1-10.
6. Update the Mission Status Board or equivalent as new tasks are assigned, old tasks are completed, and as priorities are changed. Communicate with the TSC ERFIS Operator position to ensure the TSC and OSC boards are the same (when using manual method).
7. Complete accountability of personnel in the OSC using PEP-350, Attachment 2, sheet 2 when required.

OSC LOGKEEPER CHECKLIST

Responsibility/Activity

8. Remind the Emergency Repair Director (ERD) of predesignated briefing times.
9. Termination of the Emergency
- a) Provide all logs and records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

✓

Alternate OSC Relocation Checklist

Note: This is for guidance only. Other equipment/items may or may not be required depending on the classification and type of the emergency.

Equipment/Item to be moved to new location	Turbine Building 261' North (Old First Aid Room)	Technical Support Center
Potassium Iodine (KI) Tablets	*	*
Flashlight with Batteries	*	Provided in facility
PEP attachments located in the Book Rack or Cabinet	*	Provided in facility
Lantern Lights with Batteries	*	Provided in facility
OSC Activated Signs with Frisker Stand	*	Provided in facility
ERD Box, Access Keys, and Timer	*	*
Hand Held Radios w/ Batteries/Chargers	*	*
Dosimetry (TLDs and SRPDs) with charger	*	*
Table Nameplates	*	*
Emergency Phone Books	*	Provided in facility
PEP and PLP-201 Procedures	*	Provided in facility
Protective Clothing	*	Provided in facility
OSC Tool Boxes with gag tool	*	*
Site Map	*	Provided in facility
OSC Mission Status Board (Manual)	Provided in facility	Provided in facility
Emergency Classification Placards	*	*
Health Physics Instrument/Items 1. RO2 and RO2A or equivalent 2. L177 or equivalent 3. Teletectors (extenders) or equivalent 4. Portable Air Samplers 5. Smears, survey maps, air sample filters, charcoal cartridges	*	*
First Aid Kit	*	Provided in facility
Accountability Tracker	*	Provided in facility
Wall Clock	Provided in facility	Provided in facility
Facility Organization Chart	Provided in facility	Provided in facility
Telephones	Provided in facility (TB 261' Decon Cabinet)	Provided in facility
Tables and Chairs	Provided in facility (key with ERD keys)	Provided in facility

* Equipment/Items needed for relocation

OSC Pool Position Checklist

MAINTENANCE TEAM

- Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- Check in with the DCC and assist with troubleshooting and mission planning.
- Verify operability of radios in cabinets (use channel 2 or other designated number).
- Pick up from the Calibration Laboratory various I&C equipment that may be needed.
- Verify Tool Box inventories if seals are broken.
- Remove Emergency Phone Lists from the cabinet and place on various tables for usage.
- Receive status of plant from the Emergency Repair Director, or designee.
- Dress in modesty garments (scrubs) in preparation for missions.
- Read through procedures (PEPs and the Emergency Plan).
- Ensure you are accounted for on the Damage Control Mission Board or equivalent when assigned to a mission.
- Constantly update the DCC of your location when out in the field.

RADIATION CONTROL TEAM

- Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- Check in with the RCC and assist with troubleshooting and mission planning.
- Setup nameplates for positions on appropriate tables.
- Acquire instrumentation and perform operability checks.
- Ensure everyone assigned to the OSC has dosimetry.
- Place OSC Exit/Entry signs in appropriate places (guidance on back of signs).
- Setup entrance area to the OSC for monitoring personnel/equipment, if needed.
- Remind the RCC of habitability survey concerns.
- Assist the RCC in the control of Damage Control Missions entering or exiting the facility.
- Sign in and out of the ERC Sign-In board whenever leaving or entering the facility for a mission.
- Receive status of plant from the Emergency Repair Director, or designee.
- Dress in modesty garments (scrubs) in preparation for missions.
- Read through procedures (PEPs and the Emergency Plan).
- Ensure you are accounted for on the Damage Control Mission Board or equivalent when assigned to a mission.
- Constantly update the RCC of your location when out in the field.

CHEMISTRY TEAM

- Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- Check in with the CC and assist with troubleshooting and mission planning.
- Sign in and out of the ERC Sign-In board whenever leaving or entering the facility for a mission.
- Receive status of plant from the Emergency Repair Director, or designee.
- Dress in modesty garments (scrubs) in preparation for missions.
- Read through procedures (PEPs and the Emergency Plan).
- Remind the Chemistry Coordinator about PASS Chemistry Lab. setup requirements.
- Prior to dispatch for sampling remind the Chemistry Coordinator to verify system lineup.
- Constantly update the RCC of your location when out in the field.

Revision Summary for PEP-260, REV. 7

Page	Revision
	Renumbered various page and sections
5	Added section 4.4, "Following a loss of the site telephone system, refer to the Emergency Phone List (EPL-001), section 2.4 for guidance".
7	Added in section 2.a), "Refer to sheet 4 of this attachment for OSC minimum staffing requirements"
7	Added in statement 6, "using the OSC Logkeeper".
8	Added statement number 8, Control and accountability of personnel other than the Damage Control Missions as follows; Operations/Fire Brigade/First Aid - Plant Operations Director (POD) will direct and control these personnel form the MCR> E&RC - The Chemistry and Radiological Control Coordinator's will direct and control these activities form the OSC.
10	Added the OSC Minimum Staffing Requirements table.
13	Deleted "Dress mission personnel so they can rapidly respond to emergency priority situations".
16	Added section 1.h., "Send a qualified Radiation Monitoring System (RMS) technician to the MCR, if required. Have person establish communications with the OSC, verify dosimetry use, and perform habitability surveys when applicable".
17	Added section 2.b, "During the beginning of a declared event obtain initial Potassium iodide (KI) information per PEP-330, section 3.5.2.b and 3.5.3.c along with Attachment 13. Initiate PEP-330, Attachment 17 for data gathering".
17	Added section 2.c, "Identify list of "volunteers" for Lifesaving and Emergency Reentry/Repair actions based on PEP-330, Attachments 1 and 2".
27	Added "Remove faxes from machine and distribute as appropriate."
28	Added to Position Function:, "Maintain the Damage Control Mission Boards or equivalent".
28	Added statement 3, "Set or verify facility clocks to ERFIS time".
28	Added statement 5, "Perform accountability of personnel arriving in the facility as soon as practicable using PEP-350, Attachment 2, steps 1-10.
28	Added "or equivalent" and "(when using manual method)" to step 6.
28	Added step 7, "Complete accountability of personnel in the OSC using PEP-350, Attachment 2, sheet 2 when required."
28	Deleted "(such as to the restroom)" in section 1.d) and "while away" in section 1.d).2).
32	Changed "forms" to "attachments" on Attachment 8
32	Added "(manual)" to the end of OSC Mission Status Board on Attachment 8
33	Added "or equivalent" to Maintenance and Radiation Control Team checklist
33	Removed "OPS" from Radiation Control and Chemistry Team checklist