



U.S. Nuclear Regulatory Commission  
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EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
RP/0/A/5700/000	Classification of Emergency	Rev. 007
RP/0/A/5700/001	Notification of Unusual Event	Rev. 015
RP/0/A/5700/002	Alert	Rev. 015
RP/0/A/5700/003	Site Area Emergency	Rev. 015
RP/0/A/5700/004	General Emergency	Rev. 015
RP/0/A/5700/05	Care and Transportation of Contaminated Injured Individual(s) From Site to Offsite Medical Facility	DELETE
RP/0/A/5700/006	Natural Disasters	Rev. 008
RP/0/A/5700/007	Earthquake	Rev. 006
RP/0/A/5700/008	Release of Toxic or Flammable Gases	Rev. 004
RP/0/A/5700/09	Collisions/Explosions	Rev. 000
RP/0/A/5700/010	NRC Immediate Notification Requirements	Rev. 013
RP/0/A/5700/011	Conducting a Site Assembly, Site Evacuation or Containment Evacuation	Rev. 005
RP/0/A/5700/012	Activation of the Technical Support Center (TSC)	Rev. 019
RP/0/A/5700/013	Activation of the Emergency Operations Facility (EOF)	DELETE
RP/0/A/5700/14	Emergency Telephone Directory	DELETE
RP/0/A/5700/015	Notifications to the State and Counties from the EOF	DELETE
RP/0/A/5700/16	EOF Commodities and Facilities Procedure	DELETE
RP/0/A/5700/17	Emergency Data Transmittal System Access	DELETE
RP/0/A/5700/018	Notifications to the State and Counties from the TSC	Rev. 009
RP/0/A/5700/019	Core Damage Assessment	Rev. 003
RP/0/A/5700/020	Activation of the Operations Support Center (OSC)	Rev. 011
RP/0/A/5700/21	EOF Access Control	DELETE
RP/0/A/5700/022	Spill Response Procedure	Rev. 009
RP/0/A/5700/024	Recovery and Reentry Procedure	Rev. 002
RP/0/A/5700/026	Operations/Engineering Technical Evaluations in the Technical Support Center (TSC)	Rev. 002
RP/0/B/5700/023	Community Relations Emergency Response Plan	Rev. 002
OP/0/B/6200/090	PALSS Operation for Accident Sampling	Rev. 010

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
HP/0/B/1009/002	Alternative Method for Determining Dose Rate Within the Reactor Building	Rev. 002
HP/0/B/1009/003	Recovery Plan	Rev. 003
HP/0/B/1009/05	Initial Evaluation of Protective Action Guides Due to Abnormal Plant Conditions	DELETED
HP/0/B/1009/006	Procedure for Quantifying High Level Radioactivity Releases During Accident Conditions	Rev. 005
HP/0/B/1009/010	Releases of Radioactive Effluents Exceeding Selected Licensee Commitments	Rev. 005
HP/1/B/1009/015	Unit 1 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/2/B/1009/015	Unit 2 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release	Rev. 001
HP/0/B/1009/020	Manual Procedure for Offsite Dose Projections	DELETED
HP/0/B/1009/021	Estimating Food Chain Doses Under Post-Accident Conditions	Rev. 001
HP/0/B/1009/022	Accident and Emergency Response	Rev. 002
HP/0/B/1009/023	Environmental Monitoring for Emergency Conditions	Rev. 003
HP/0/B/1009/024	Personnel Monitoring for Emergency Conditions	Rev. 001
HP/0/B/1009/029	Initial Response On-Shift Dose Assessment	Rev. 005
SH/0/B/2005/001	Emergency Response Offsite Dose Projections	Rev. 001
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions	Rev. 001
SR/0/B/2000/01	Standard Procedure for Public Affairs Response to the Emergency Operations Facility	Rev. 003
SR/0/B/2000/002	Standard Procedure for EOF Commodities and Facilities	Rev. 002
SR/0/B/2000/003	Activation of the Emergency Operations Facility	Rev. 008
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility	Rev. 003

## EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
McGuire Site Directive 280	Site Assembly/Accountability and Evacuation/Containment Evacuation	DELETED
EP Group Manual	Section 1.1    Emergency Organization	Rev. 017
MNS RP Manual:	Section 18.1    Accident and Emergency Response	DELETED
	Section 18.2    Environmental Monitoring for Emergency Conditions	DELETED
	Section 18.3    Personnel Monitoring for Emergency Conditions	DELETED
	Section 18.4    Planned Emergency Exposure	DELETED
PT/0/A/4600/088	Functional Check of Emergency Vehicle and Equipment	Rev. 006

(R04-01)

Duke Power Company  
PROCEDURE PROCESS RECORD  
FOR STANDARD PROCEDURES

(1) ID No.: SR/0/B/2000/001  
Revision No.: 003

PREPARATION

(2) Procedure Title Standard Procedure For Public Affairs Response To The Emergency Operations Facility  
(3) Prepared By Ina Worley Date 6/14/01

(4) Applicable To:	<input checked="" type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor	<u>[Signature]</u>		
(6) Requires NSD 228 Applicability Determination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
YES = New procedure or reissue with major changes NO = Reissue with minor changes OR to incorporate previously approved changes			
(7) Review (QR)	By <u>M. R. Stone</u> Date <u>8-1-01</u>	By <u>[Signature]</u> Date <u>6/15/2001</u>	By <u>B. R. [Signature]</u> Date <u>7/19/01</u>
Cross-Disciplinary Review (QR)	By <u>NA/101</u> Date <u>8-1-01</u>	By <u>NA/101</u> Date <u>6/15/2001</u>	By <u>NA/101</u> Date <u>7/19/01</u>
Reactivity Mgmt. Review (QR)	By <u>NA/101</u> Date <u>8-1-01</u>	By <u>NA/101</u> Date <u>6/15/2001</u>	By <u>NA/101</u> Date <u>7/19/01</u>
Mgmt. Involvement Review (Ops. Supt.)	By <u>NA/101</u> Date <u>8-1-01</u>	By <u>NA/101</u> Date <u>6/15/2001</u>	By <u>NA/101</u> Date <u>7/19/01</u>
(8) Additional Reviews	By _____ (QA) Date _____  By _____ Date _____	By _____ (QA) Date _____  By _____ Date _____	By _____ (QA) Date _____  By _____ Date _____
(9) Approved	By <u>William W. [Signature]</u> Date <u>8/7/01</u>	By <u>[Signature]</u> Date <u>6/13/01</u>	By <u>Richard J. [Signature]</u> Date <u>7/19/01</u>
(10) Use Level			

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
(12) Date(s) Performed \_\_\_\_\_  
Work Order Number (WO#) \_\_\_\_\_

COMPLETION

(13) Procedure Completion Verification

- Yes  NA Check lists or blanks properly initialed, signed, dated, or filled in NA, as appropriate?
- Yes  NA Required enclosures attached?
- Yes  NA Data sheets attached, completed, dated, and signed?
- Yes  NA Charts, graphs, etc., attached and properly dated, identified, and marked?
- Yes  NA Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(14) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(15) Remarks (attach additional pages, if necessary)

<p style="text-align: center;">Duke Power Company Nuclear Generation</p> <p style="text-align: center;"><b>Standard Procedure For Public Affairs Response To The Emergency Operations Facility</b></p> <p style="text-align: center;">Reference Use</p>	Procedure No. <b>SR/0/B/2000/001</b>
	Revision No. 003
	Electronic Reference No. OP00945E

## Standard Procedure For Public Affairs Response To The Emergency Operations Facility

### 1. Symptoms

- 1.1 Conditions exist such that the public affairs emergency response organization has been activated.

### 2. Immediate Actions

- 2.1 News manager position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center.
- 2.2 Public spokesperson position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center
- 2.3 EOF technical liaison position will be staffed as quickly as possible after the activation of the EOF.
- 2.4 Public information coordinator position will be staffed as quickly as possible after the activation of the EOF.

### 3. Subsequent Actions

- 3.1 Respond as required by enclosures designated for the individual position.

**NOTE:**

- Actions are **NOT** required to be followed in any particular sequence.
- Place Keeping Aids:  at left of steps may be used for procedure place keeping. ()

### 4. Enclosures

- 4.1 News Manager
- 4.2 Public Spokesperson
- 4.3 Public Information Coordinator
- 4.4 EOF Technical Liaison

**Enclosure 4.1**  
**News Manager Activation Checklist**  
**(Nuclear Only)**

## 1. News Manager Activation Checklist

- 1.1 Sign in on the public affairs EOF staffing board.
- 1.2 Put on position badge (located in top drawer of public affairs' file cabinet).
- 1.3 Discuss the development of data information with the EOF technical liaison.
- 1.4 Prepare the public spokesperson for news conference by:
  - Reviewing the news conference form (located in public affairs' file cabinet)
  - Verifying data sheets have been provided by EOF technical liaison
  - Providing copies of all news releases/bulleted updates
- 1.5 (McGuire & Catawba only) Contact the public information manager to determine:
  - Time for pre-news conference briefing with state/county/federal PIOs.
  - Time for news conference
  - Visual aids needed for news conference
- 1.6 (Oconee only) Contact government agency liaison in the Oconee joint information center to:
  - Determine a time for pre-news conference briefing with state/county/federal PIOs
  - Determine a time for news conference
  - Determine visual aids needed for news conference
  - Assign media liaison stationed in the Isaqueena Trail media center to the JIC conference bridge to keep up with plant status and emergency classification
  - Verify phone is available for the media liaison
- 1.7 (Oconee only) Request media center assistant to announce to the media the time for the next news conference.
- 1.8 Complete the news conference agenda form (located in the public affairs' file cabinet) during the pre-news conference briefing.

**Enclosure 4.1**  
**News Manager Activation Checklist**  
**(Nuclear Only)**

**CAUTION:** Stop the news conference if a change in emergency classification occurs while the conference is being held. Words to use are shown on the agenda form.

- 1.9 Contact the NRC representatives in the EOF to keep them up to date on communication activities.
- 1.10 Document key decisions, calls, and contacts using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- 1.11 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planner.

## 2. Sign Off

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Public Spokesperson Activation Checklist

- 1.1 Sign in on public affairs EOF staffing board.
- 1.2 Put on position badge (located in top drawer of public affairs' file cabinet).
- 1.3 Contact the news manager.
- 1.4 Contact EOF technical liaison.
- 1.5 Contact public information coordinator.
- 1.6 Review data sheets and information appropriate to the event.

**NOTE:** The EOF technical liaison maintains data sheets and a chronological list of events.

- 1.7 Obtain a chronology of events to have ready for news conference.
- 1.8 Request the EOF technical liaison make you aware of any significant change in plant status.
- 1.9 Review and approve news releases/bulleted updates when they are ready for release.
- 1.10 Review all news releases/bulleted updates prior to news conference.
- 1.11 Review current copies of data sheets prior to news conference.
- 1.12 Keep in contact with the public spokesperson located at the visitor's center (if applicable) to keep abreast of information being provided to the media from the plant site.
- 1.13 Review all documented escalated rumor information about plant status and/or misinformation revealed by media queries.
- 1.14 Request news manager arrange for visual aids that will be needed (if appropriate) for press conference.

Enclosure 4.2  
Public Spokesperson Activation Checklist  
(Nuclear Only)

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**NOTE:** Do not speculate during the news conference. Information should relate to plant status and plant recovery. Do not discuss public protective actions and state/county response.

**CAUTION:** Do not make reference to projected dose during a news conference. Any reference to dose should be based on actual dose at the site boundary.

- 1.15 Provide brief update to state/county PIO representatives prior to each news conference at the pre-news conference briefing.
- 1.16 Communicate with Duke Energy board of directors when directed.
- 1.17 Communicate with the governors of North Carolina and/or South Carolina when directed.
- 1.18 Document key decisions, calls, and contacts using ERO Facility Log Sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- 1.19 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to public affairs emergency planner.

**2. Sign Off**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure 4.3  
Public Information Coordinator Activation  
Checklist

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## 1. Public Information Coordinator Activation Checklist

- 1.1 Sign in on public affairs EOF staffing board.
- 1.2 Put on position badge (located in top drawer of public affairs' file cabinet).
- 1.3 (Nuclear only) Secure copies of the emergency notification form (ENF) that have been sent to the state/county agencies from the offsite agency communicator in the EOF.
- 1.4 Log on the public affairs EOF workstation using your LAN ID and password.

<b>NOTE:</b> Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affair's file cabinet.
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- 1.5 Access the JIC drive and print the initial news release that was prepared by the site community relations/media relations duty person for this event.
- 1.6 Copy and distribute all news releases and bulleted updates within the EOF. Ensure a copy is put in the Master EOF folder (Oconee only: Ensure releases/updates are distributed to Charlotte and ONS JIC also).
- 1.7 (Nuclear only) Develop news releases and bulleted updates appropriate to the event by working with the news manager, the EOF technical liaison, and the public spokesperson. News releases/updates should address, as appropriate:
  - Changes in event classification
  - Current plant conditions
  - Visible or audible events such as fires and noises
  - Nuclear insurance (if the public has been evacuated)
  - Employee information such as injuries, personnel accountability, and site evacuation
  - Radiological releases
  - Dispatch of field monitoring teams
  - Any offsite response such as fire truck or ambulance
  - Rumors (dispel)

**Enclosure 4.3**  
**Public Information Coordinator Activation**  
**Checklist**

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- 1.8 (Storms only) Develop news releases and messages appropriate to the event by working with the EOF technical liaison, the media coordinator, and the customer service center (CSC) liaison. News releases should address, as appropriate:
  - Current system conditions
  - Use of outside utilities
  - Outage updates
  - State/county resources being utilized
  - Schedule of planned restoration
  - Rumors (dispel)
  - Employee information (e.g. injuries)
  - Localized information
  
- 1.9 Have the EOF technical liaison verify the technical information provided in news releases.
  
- 1.10 Provide copy of news release/bulleted update to the public spokesperson (or EOF Director, if spokesperson not available) for review and approval prior to releasing to JIC for distribution or posting to the web.
  
- 1.11 Document key decisions, calls, and contacts not included in news releases and updates using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
  
- 1.12 (Storms only) Obtain storm data information from the EOF technical liaison and send this information to the CSC and JIC every three hours (coincide with news release schedule).
  
- 1.13 (Storms only) Assist the EOF technical liaison, as needed, in coordinating and disseminating information.
  
- 1.14 If a public spokesperson is needed for the Charlotte/Isaqueena Trail media center prior to visitor center evacuation and a news manager is not available, prepare the public spokesperson for news conference by:
  - Reviewing the news conference form (located in public affairs' file cabinet)
  - Verifying data information forms have been provided by EOF technical liaison
  - Providing copies of all news releases
  
- 1.15 Provide copy of all news releases/bulleted updates prepared in the EOF to the public affairs emergency planner.

**Enclosure 4.3**  
**Public Information Coordinator Activation**  
**Checklist**

**SR/0/B/2000/001**  
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<b>CAUTION:</b> Assure that a copy of each news release/bulleter update is available prior to deleting files.
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- 1.16 (Nuclear only) Delete all news releases/bulleter updates developed as a result of the EOF activation from the JIC drive after the event is terminated.
- 1.17 Verify all checklists and information sheets have been properly completed/signed off and give completed paperwork to the public affairs emergency planner.

**2. Sign Off**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. EOF Technical Liaison Activation Checklist

- 1.1 Sign in on public affairs EOF staffing board.
- 1.2 Put on position badge (located in top drawer of public affairs' file cabinet).
- 1.3 Instructions for using the wireless phone/headsets are located on top of the public affairs file cabinet.
  - 1.3.1 Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affair's file cabinet.
  - 1.3.2 When using the JIC bridge line, observe the following protocol:
    - Identify yourself and your location
    - Take turns speaking - do not interrupt
    - Acknowledge receipt of information
    - Repeat back to ensure important/sensitive information is received/understood
    - Re-direct long discussions to a phone line
    - Do not push the "Hold" button on your phone, this will lock the system to those currently on line.
- 1.4 Using the wireless headset/mobile phone, access the JIC conference bridge.
- 1.5 Gather technical information on plant/event conditions and enter this information on the appropriate blank data sheets (nuclear) or on a log sheet/notepad (storms).
- 1.6 (Nuclear only) Help the public information coordinator understand the information on the data sheets.
- 1.7 (Nuclear only) If requested, fax completed data sheets to the Charlotte JIC.
- 1.8 (Nuclear only) Provide the completed data sheets/information to the public spokesperson.
- 1.9 Maintain a chronological listing of significant events using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- 1.10 Update regional communications coordinator as conditions change, particularly concerning emergency classifications or ESR/ETOR status.

- 1.11 (Nuclear only - Catawba and McGuire) Request copies of the electronic status board information from the OSC, TSC and EOF from the EOF log keeper, if a need exists.
- 1.12 (Nuclear only) Request assistance from EOF rad assessment manager in obtaining Raddose V page 2 information.
- 1.13 (Nuclear only) Utilize dose comparison tip sheet and information from Raddose V to develop dose comparisons for news releases/bulleterd updates.

**CAUTION:** Discussions relating to dose are always based on actual dose at the site boundary only. Do not use projected dose information at any time. (Nuclear only)

- 1.14 (Nuclear only) Provide dose comparison information to public information coordinator for use in news releases/bulleterd updates.
- 1.15 (Nuclear only) Continue to monitor and update information relative to radiological releases.
- 1.16 (Storms only) Assist in the coordination of crews and locations for news conferences, and media briefings, in conjunction with the media coordinator and region communicators.
- 1.17 Assist regional communications coordinator and state/county EOC liaisons by tracking down information to dispel rumors.
- 1.18 Verify the public spokesperson is aware of any significant changes (such as changes in emergency classifications (nuclear) or changes in ESR/ETORs (storms)).
- 1.19 Provide feedback/information to the JIC concerning community issues /concerns.
- 1.20 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planner.

## 2. Sign Off

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_