



DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-56)

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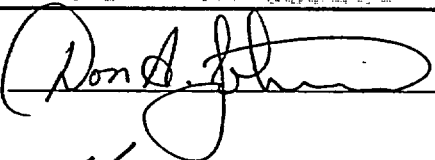

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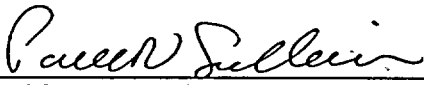
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Effective Date: 9/4/02

TECHNICAL REVIEW	
Prepared by: <u></u>	Date: <u>9/2/02</u>
Reviewed by: <u></u> Independent Reviewer	Date: <u>9/3/02</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u></u> Manager, Emergency Planning	Date: <u>9/3/02</u>

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1.0 PURPOSE

- (1) This procedure delineates the responsibilities, actions, and interfaces required by Nuclear Management Company (NMC) and Asset Owner personnel who staff the Joint Public Information Center (JPIC) during an emergency at the Duane Arnold Energy Center (DAEC). The basis for this procedure is documented in NUREG 0654, Planning Standard "G", (Reference 1), 10 CFR 50 (Reference 2), and the DAEC Plan, Sections G and H (Reference 3).
- (2) The Joint Public Information Center is created to:
 - (a) Coordinate the development and dissemination of clear, accurate, and timely information to the news media; and,
 - (b) Establish and operate rumor control in a coordinated and timely manner.

2.0 DEFINITIONS

- (1) None.

3.0 INSTRUCTIONS

3.1 ACTIVATION AND OPERATION OF THE JPIC

- (1) The JPIC Manager shall determine the extent to which the JPIC will be staffed. JPIC positions are indicated on Attachment 1.
- (2) Notification of persons needed to staff the JPIC will be accomplished in accordance with EPIP 1.2, "Notification" (Reference 4).
- (3) All persons reporting to the JPIC, Public Information Officers, and News Media representatives, will be processed into the facility in accordance with Section 3.2. Attachment 3 will be distributed to the media and visitors as they are processed into the JPIC.
- (4) The Logistics Coordinator shall supervise activities needed to prepare the JPIC for operation. Attachment 2 may be used for the physical set-up of the facility.

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- (5) Persons staffing JPIC positions shall participate in the activation and operation of the JPIC utilizing guidance provided in checklists from Appendix 1 of the EPIP manual.
- (6) The JPIC Manager shall advise the ER&RD when the JPIC is operational and the facility is prepared to receive news media representatives.
- (7) In the event that the JPIC is activated and the EOF is not activated, the Technical Liaison should contact the TSC-EOF Offsite Communicator in the TSC to ensure timely and accurate information is being received and released from the JPIC.
- (8) If additional resources/personnel are needed contact the Support Services Coordinator in the EOF.

3.2 SECURITY

NOTE

Whenever the title Asset Owner "Corporate Security Manager" is used in this procedure, it shall also imply his/her designee.

- (1) The Support Services Coordinator will contact the Asset Owner Corporate Security Manager for security guards.
- (2) The Asset Owner Corporate Security Manager will conduct the following:
 - (a) When guards arrive ensure they are assigned to security posts;
 - (b) Instruct them on their responsibilities, as needed;
 - (c) Ensure a walkdown of the 6th and 15th floor is conducted following the emergency announcement to verify all visitors have vacated;
 - (d) Use security post checklist from Appendix 1 of the EPIP Manual.

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NOTE

Building wide page announcements are made during normal working hours (8 AM - 5 PM, Monday through Friday). The "Drill Announcement Message" is used for drill purposes only, and the "Emergency Announcement Message" is used for emergency purposes.

- (3) The guard stationed on the 1st floor should be informed of the following:
- (a) During normal business hours access control will be regulated at the elevator lobbies of the 1st, 6th and 15th floors.
 - (b) During non-working hours NMC and Asset Owner personnel who present identification shall be permitted to access Asset Owner portions of the building. Identification, such as a Driver's License, may be compared to the Emergency Telephone Book or a list of NMC and Asset Owner personnel permitted access to the EOF or JPIC.
 - (c) Contract personnel with appropriate identification and whose names are listed in the Emergency Telephone Book or on any approved access list, shall be permitted access to the EOF or JPIC.
 - (d) Personnel who present appropriate identification as a Linn or Benton County Emergency Management member; representative from the State of Iowa, Emergency Management Division or Department of Health; employees of the Nuclear Regulatory Commission (NRC); or Federal Emergency Management Agency (FEMA) shall be permitted access to the 6th or 15th floors, as requested.
 - (e) Security personnel will hold news media representatives on the 1st floor if the JPIC has not been activated. The JPIC Manager will notify Security when the media may be directed to the sixth floor.
 - (f) Following activation of the JPIC news media are to be permitted access to the 6th floor, only.
- (4) Security access personnel on the 6th floor will process all media desiring access to the JPIC.

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- (5) Security access will notify the JPIC Manager when FEMA and/or NRC PIOs arrive at the JPIC.
- (6) If access is desired by any other individuals to the JPIC or EOF, the JPIC Manager should be contacted for JPIC access and the Assistant ER&RD for EOF access.
- (7) Upon reporting to their assigned security posts, Security Guards should:
 - (a) Conduct a radio check with the other security posts;
 - (b) Initiate (or update) the Security Log by recording the following information:
 - (i) Date and time of staffing (or relieving) the assigned post;
 - (ii) Name of the Security Guard and Access Control staff assigned;
 - (iii) Results of radio checks;
 - (iv) Actions taken to correct any deficiencies.
 - (c) Provide assistance, as required, to the Security Access Control staff to prevent unauthorized access.
- (8) Upon reporting to their assigned locations, Security Access Control personnel should:
 - (a) Provide security badges to personnel assigned duties at the EOF, JPIC and Corporate Management who desire access to the JPIC or EOF;
 - (b) Establish Access Control and initiate recording of any personnel who exit and enter those areas;
 - (c) Make entries or ensure that they are made for Support Services staff who may be providing services or delivering equipment for emergency use;
 - (i) Prior to entering the facility, the individual's name and time should be recorded in the log
 - (ii) When exiting, the time and location where the individual can be reached should be recorded if appropriate
 - (iii) Subsequent re-entries and exits should be recorded as above.

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- (9) The Asset Owner Corporate Security Manager representative and Support Services Coordinator shall be advised of access control problems;
- (10) When individuals without access to the JPIC, the EOF or to Corporate Management offices insist on gaining access, the Asset Owner Corporate Security Manager shall be advised.
- (11) Circumstances associated with access control problems experienced should be recorded in the Security Log.
- (12) Badges shall be issued to all personnel granted access to the JPIC and EOF.
- (13) Badges, depicted on Attachment 4, "Access Badge Example", should be color coded, as indicated.
- (14) State and County representatives with assigned functions in the EOF or JPIC will be requested to complete Attachment 5, "Registration Form" or an equivalent prior to being issued a badge.
- (15) Once issued, badges should be retained by the recipient even though he or she may exit the area (except those issued to news media [orange]).
- (16) Badges issued to the new media should be collected upon exit of the individual and, if he or she returns, reissued.

3.3 ACTIVATION OF JPIC BACKUP FACILITY

- (1) The ER&RD will notify the JPIC Manager if a decision is made to evacuate Subarea 23 of the Cedar Rapids Metropolitan area.
- (2) If the JPIC has already been established at the Alliant Energy Tower, it will be necessary to relocate key JPIC spokespersons, media representatives, and State, County and Federal spokesperson to the JPIC Backup Facility at the Alliant Energy Hangar at the Eastern Iowa Airport as shown on Attachment 6. The Public Rumor Control Group and the News Media Rumor Control Group will remain at the Alliant Energy Tower.
- (3) The JPIC Manager shall issue an information release informing the news media and the public that conditions require the relocation of the JPIC and that news reports will be temporarily interrupted until the JPIC Backup Facility becomes operational.

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- (4) The JPIC Manager will notify the Support Services Coordinator in the EOF that the JPIC Backup Facility is being activated and request a security guard and a Security Access Clerk be assigned to that location.
- (5) The Logistics Coordinator will arrange for necessary vehicles to transport staff, audiovisual equipment, and other necessary supplies to the Alliant Energy Hangar.
- (6) The Logistics Coordinator should ensure telephone and FAX communications from the Alliant Energy Tower to the JPIC Backup Facility are operational.
- (7) Once the JPIC Backup Facility is operational, the JPIC Manager should ensure an information release is made, informing the news media and public that the facility is operational.
- (8) The JPIC Manager will notify the EOF when the JPIC Backup Facility is operational.

3.4 RUMOR CONTROL ACTIVITIES

- (1) Rumor Control staff will perform their function as outlined in checklists contained in Appendix 1 of the EPIP manual.
- (2) Rumors or misinformation and trends in information identified by News Media or Public Rumor Control will be relayed to the Assistant JPIC Manager.
- (3) The Assistant JPIC Manager will ensure that rumors or misinformation are addressed in a timely manner in either a news conference, a news briefing, or a telephone call.
- (4) As appropriate, rumors or misinformation regarding State or County activities will be referred to State or County PIOs located in the JPIC in accordance with the Linn and Benton County Radiological Emergency Response Plans (References 5 & 6).

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3.5 PREPARATION AND APPROVAL OF WRITTEN INFORMATION RELEASES

NOTE

Prescribed news release templates are available on computer disk and hard drive in the JPIC storage area, 6th Floor and Emergency Planning at the DAEC, as well as the Site Communication Department at the DAEC.

- (1) The JPIC Manager shall direct the Technical Liaison and Assistant JPIC Manager to prepare written information releases for the news media and the public as needed.
- (2) As appropriate to the emergency situation, written information releases should include:
 - (a) The type, severity, and extent of the emergency situation at DAEC;
 - (b) The plant's current status (i.e., stable, improving, or deteriorating).
 - (c) Any changes in the emergency classification, including cancellation of the emergency situation;
 - (d) A description of the latest developments regarding the emergency situation
 - (e) The prognosis for, or magnitude of, any radiological releases from the plant, and the associated meteorological conditions;
 - (f) A description of those actions taken or currently being undertaken to mitigate the emergency situation and place the plant in a safe, stable condition.
- (3) The Assistant JPIC Manager shall also ensure the following items are included:
 - (a) Times of events and declarations;
 - (b) Points of contact and/or telephone numbers for the news media and the general public;

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- (c) Refer persons to the DAEC Emergency Action Plan in US WEST DEX and McLeod USA telephone books for additional emergency information.
- (4) The JPIC Manager shall direct written information releases to the DAEC Spokesperson for review and approval.
- (5) The DAEC Spokesperson shall review and approve the release with respect to its contents, the events that have and/or are taking place at DAEC, the actions initiated by the DAEC in response to the emergency situation, and any related decisions by management.
- (6) Any questions or concerns regarding the contents of the information release shall be resolved with the JPIC Manager and the Technical Liaison.
- (7) After review and approval, the DAEC Spokesperson shall return the information release to the JPIC Manager for final processing.
- (8) At a minimum, written information releases should be prepared following activation of the JPIC and cancellation of the emergency situation (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency situation dictate to ensure that the news media and the general public are kept fully informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.

3.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES

- (9) To the extent possible, information releases should be reviewed with Federal, State, and County PIOs or agencies to ensure consistency, accuracy, and timeliness in the release of information by all parties responding to the emergency situation.
- (10) The Logistics Support staff shall ensure that copies of the approved information release are made available to the JPIC staff, the EOF, and the News Media Work Area.
- (11) For each information release prepared, the Logistics Support staff shall ensure that originals of the draft and final approved information releases are retained and appropriately filed with other JPIC records.

3.7 CONDUCT OF NEWS CONFERENCES

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 12 of 21

NOTE

News conferences should be conducted as events related to the emergency situation dictate; however, it is recommended that, at a minimum, news conferences be conducted at least once daily until such time that the plant has been placed in a safe, stable condition.

- (1) The JPIC Manager will schedule news conferences held in the JPIC and will coordinate the announcement of the time of scheduled news conferences to the media.
- (2) The Logistics Coordinator will ensure that a notice for scheduled news conferences is posted in the Auditorium.
- (3) Prior to any news conference, the DAEC Spokesperson, the JPIC Manager, the Medical Advisor, if present, the Technical Liaison, and appropriate State and County PIOs shall meet to discuss the content and organization of the news conference.
- (4) The JPIC Manager will serve as the moderator for all news conferences.
- (5) The Audiovisual Support should videotape all news conferences as a matter of record.

3.8 NEWS BRIEFINGS AND INTERVIEWS

- (1) News briefings by the JPIC Manager, the DAEC Spokesperson, or the Technical Liaison shall be given as needed for the emergency situation. The Audiovisual Support should videotape all news briefing and interviews as a matter of record.
- (2) The Technical Liaison may provide generic "background information" presentations and technical briefings to the news media.
- (3) If appropriate, the JPIC Manager may establish a schedule of videotape or film presentations for the news media at the JPIC on such topics as radiation and plant design.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP <u>1.4</u>
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 13 of 21

- (4) Requests by the news media for "one-on-one" interviews shall be arranged by the JPIC Manager.

3.9 PLANT TOURS

- (1) Once the plant has been placed in a safe, stable condition, the JPIC Manager, with the concurrence of the ER&RD, may arrange tours of the plant for the news media.
- (2) The Logistics Coordinator shall coordinate with the Support Services Coordinator in the EOF in arranging transportation for the news media from the JPIC or JPIC Backup Facility to DAEC and back, if needed.
- (3) The JPIC Manager shall coordinate with the DAEC Security Superintendent to facilitate access for those representatives from the news media touring the site.
- (4) The JPIC Manager shall designate those persons from DAEC who will accompany each tour group and answer any questions.

3.10 DEACTIVATION OF THE JPIC

- (1) After consulting with the ER&RD, the JPIC Manager may direct deactivation of the JPIC under the following conditions:
 - (a) The plant has been placed in a safe, stable condition, and
 - (b) The level of news media interest has diminished to the point where full-scale operation of the JPIC is no longer required.
- (2) The Logistics Coordinator shall supervise the deactivation of the JPIC.
- (3) All personnel shall restore their work station locations to their pre-emergency configurations.
- (4) All personnel shall surrender their logs and other records to the Logistics Coordinator for disposition as determined by the JPIC Manager.
- (5) The Logistics Coordinator shall advise the Support Services Coordinator that security provisions are no longer required at the JPIC.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
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- (6) If requested by the ER&RD, the JPIC Manager shall prepare a written synopsis of the activities of the JPIC during the emergency situation with assistance from the JPIC staff as needed.

4.0 RECORDS

- (1) All original forms, logs, graphs and computer runs generated shall be forwarded to the Emergency Planning Department and retained in accordance with the QA Retention requirements. Records will be retained until the NRC gives approval for disposal.

5.0 REFERENCES

- (1) NUREG-0654/FEMA-REP-1, Revision 1, Planning Standard G. Criteria 3.a., 3.b., 4.a., 4.b., and 4.c.
- (2) Title 10, Code of Federal Regulations, 10CFR50.47
- (3) DAEC Emergency Plan, Sections G and H
- (4) EPIP 1.2, "Notification"
- (5) Linn County Radiological Emergency Response Plan, Section G
- (6) Benton County Radiological Emergency Response Plan, Section G
- (7) Duane Arnold Energy Center Emergency Telephone Book

6.0 ATTACHMENTS

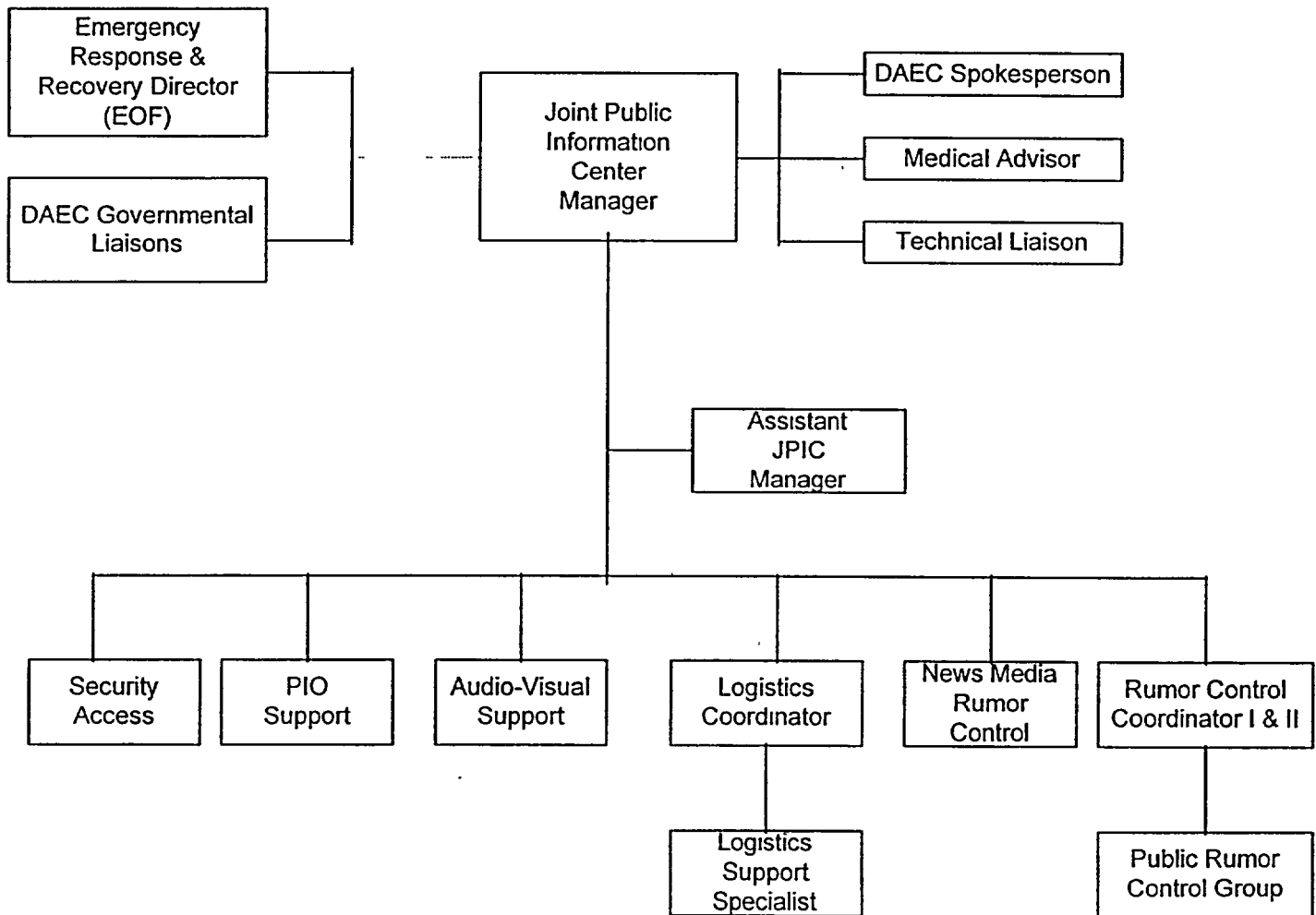
- (1) DAEC Joint Public Information Center Organization
- (2) Typical Layout of the Joint Public Information Center

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 15 of 21

- (3) Instructions to the News Media and Other Visitors to the Joint Public Information Center
- (4) Access Badge Examples
- (5) Registration Form
- (6) Location of JPIC Backup Facility

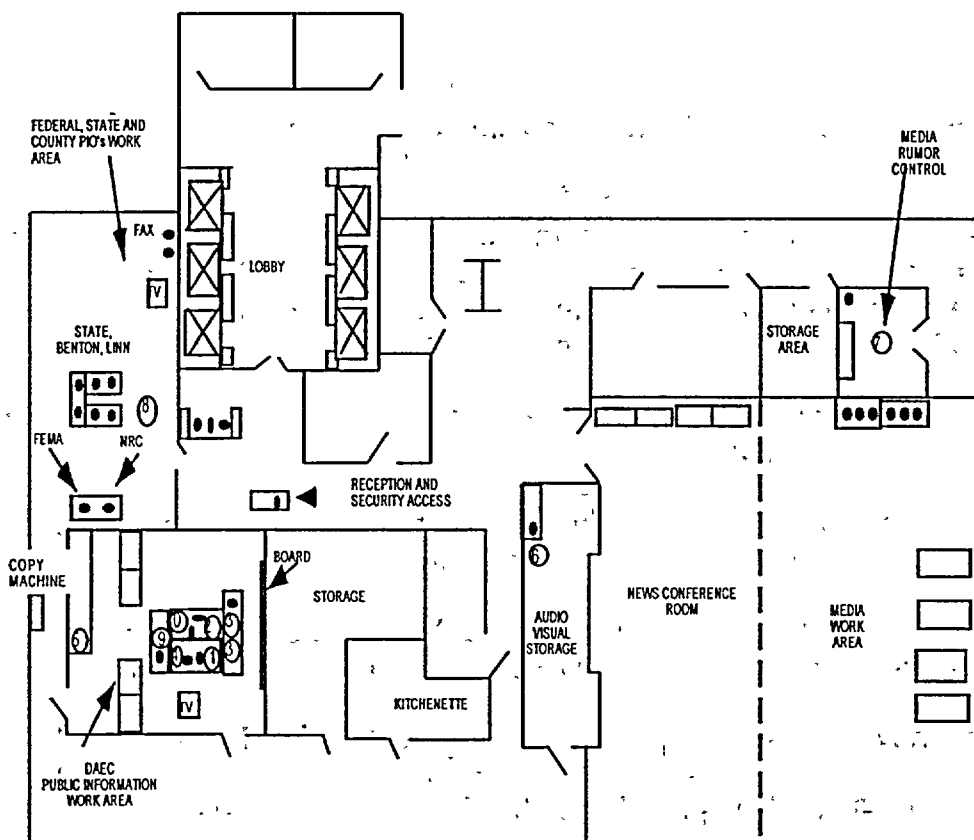
EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
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ATTACHMENT 1
DUANE ARNOLD ENERGY CENTER
JOINT PUBLIC INFORMATION CENTER ORGANIZATION



EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 17 of 21

ATTACHMENT 2
LAYOUT OF THE DAEC JOINT PUBLIC INFORMATION CENTER
'TYPICAL'



WORK STATION LOCATIONS

- | | | | |
|--------------------------|---------------------------------|-----------------------------|----------------------|
| ① DAEC SPOKESPERSON | ⑤ LOGISTICS COORDINATOR/SUPPORT | ⑧ PIO SUPPORT | ● TELEPHONE/FAX LINE |
| ② JPIC MANAGER | ⑥ AUDIO-VISUAL SUPPORT | ⑨ RUMOR CONTROL COORDINATOR | |
| ③ TECHNICAL LIAISON | ⑦ NEWS MEDIA RUMOR CONTROL | ⑩ MEDICAL CONSULTANT | |
| ④ ASSISTANT JPIC MANAGER | | | |

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
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ATTACHMENT 3
INSTRUCTIONS TO THE NEWS MEDIA AND OTHER VISITORS
TO THE DUANE ARNOLD ENERGY CENTER (DAEC)
JOINT PUBLIC INFORMATION CENTER (JPIC)

- Please wear your registration badge at all times in the Joint Public Information center (JPIC).
- A schedule of news conferences and other events, copies of all written information releases, and other pertinent information will be available in the auditorium. Background information for the news media is also available in the Auditorium. Background information for the news media is also available in the Auditorium.
- Any special announcements will be made over the JPIC public address system in the Joint Public Information Center.
- The News Media Work Area has been established for your use, and copies of all information releases will be made available there.
- Plant tours are subject to the approval of the DAEC. If the situation permits plant tours, a schedule and sign-up sheets will be posted in the Auditorium.
- Please direct any requests for special interviews to the JPIC Manager.
- All official information will be provided by the DAEC Spokesperson.

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 19 of 21

ATTACHMENT 4
ACCESS BADGE EXAMPLES
'TYPICAL'

DAEC
NAME

AGENCY REPRESENTATIVE
Name:
Agency:

Badge Color:

- | | | |
|----|--------|--|
| 1. | Orange | News Media |
| 2. | Green | EOF and JPIC Staff with assigned functions including NMC and Asset Owner employees and State and County Representatives. |
| 3. | Yellow | Agency Representatives of FEMA/NRC, etc. with assigned function in the EOF and JPIC. |
| 4. | Pink | Observers or FEMA/NRC evaluators. |

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 20 of 21

ATTACHMENT 5
REGISTRATION FORM
'TYPICAL'

Name: _____

Company or Organization: _____

Title or Position: _____

Business Address: _____

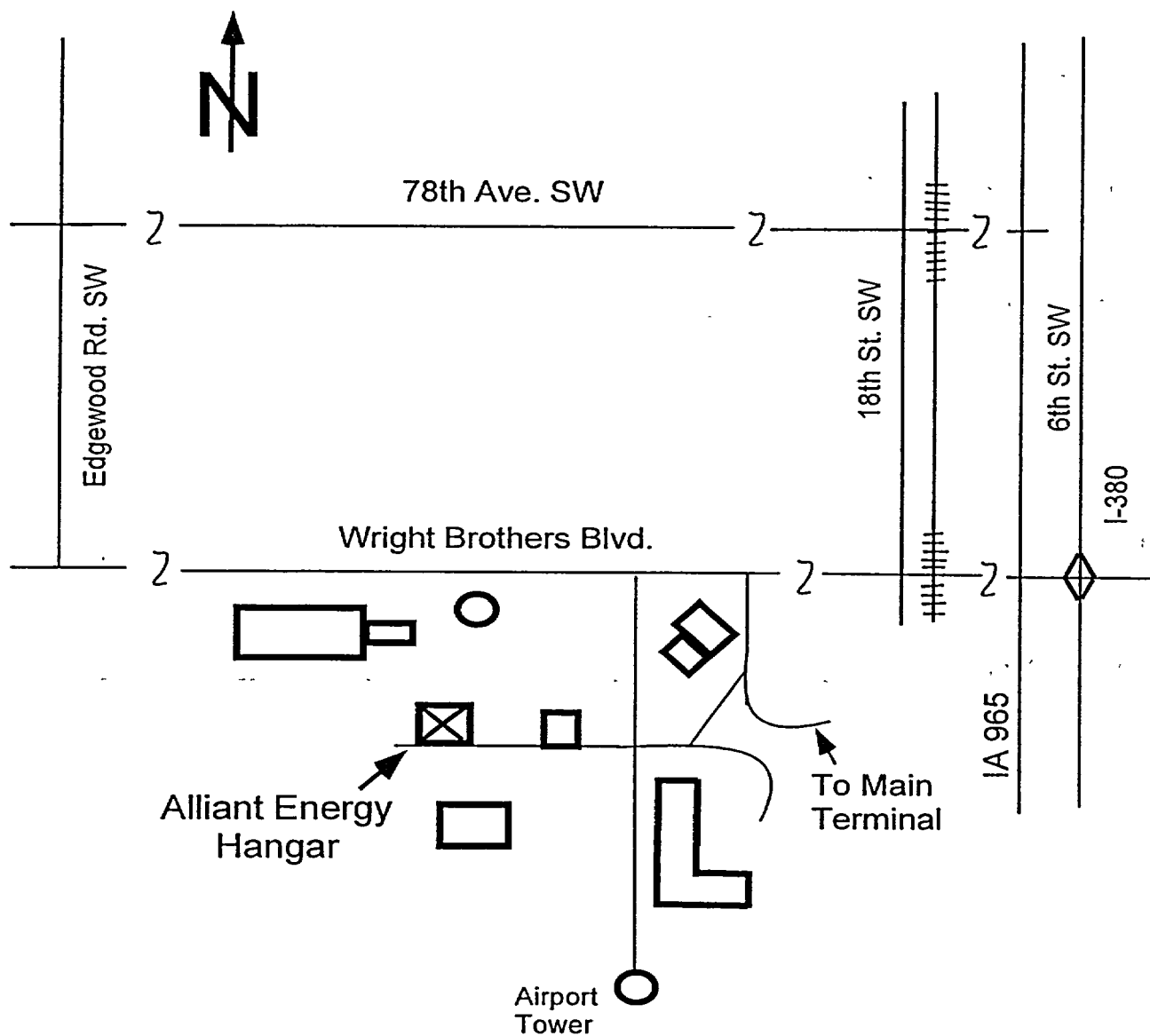
City: _____ State: _____ Zip: _____

Business Phone: _____

EMERGENCY PLAN IMPLEMENTING PROCEDURE	EPIP 1.4
RELEASE OF EMERGENCY-RELATED INFORMATION	Rev. 4 Page 21 of 21

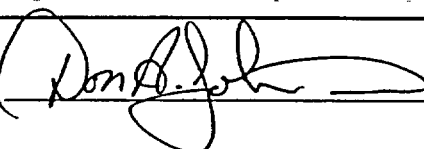

ATTACHMENT 6
LOCATION OF JPIC BACKUP FACILITY


Cedar Rapids



EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6 Page 1 of 10

Effective Date: 9/4/02

TECHNICAL REVIEW	
Prepared by: <u></u>	Date: <u>9/2/02</u>
Reviewed by: <u></u> Independent Reviewer	Date: <u>9/3/02</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u></u> Manager, Emergency Planning	Date: <u>9/3/02</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6 – Page 2 of 10

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EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6- Page 3 of 10

1.0 PURPOSE

- (1) This procedure provides guidance associated with the operation of the FTS-2001 phone network. This network is necessary to maintain assured and reliable communications with the NRC during an emergency at DAEC as well as for licensee reporting events during operations.

2.0 DEFINITIONS

The following definitions supplement those contained in the "Glossary of Terms" Appendix B of the Quality Assurance Manual.

- (1) Emergency Notification System (ENS)
 - (a) Telephone link established as the primary means of communicating reactor safety-related information during an emergency to the NRC. The ENS portion of the emergency communications system is designed to facilitate the licensee's timely notifications to the NRC of off-normal incidents affecting the facility and provide information concerning the operation and status of the plant to the NRC Operations Center. Upon request by the NRC, the licensee must maintain an open, continuous communication channel with the NRC.
- (2) Emergency Response Data System (ERDS)
 - (a) This system provides direct electronic transmission of selected parameters between the DAEC Emergency Data System (EDS) on the DAEC Plant Process Computer (PPC) to the NRC Emergency Response Data System (ERDS). The ERDS would be activated by the licensee upon declaration of an Alert or higher emergency classification to begin transmission to the NRC Operations Center. The system is also intended for use by plant personnel at other times than plant emergencies to monitor plant status by requesting the system's plant parameter displays without transmitting data to the NRC.

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6- Page 4 of 10

(3) Federal Telecommunications System (FTS-2001)

- (a) Network provided by the federal government for use as a communication alternative to the public switched network. The FTS-2001 network provides a separate government network for all of the essential communication functions to the NRC and it avoids the potential public switched network blockage anticipated during a major emergency.

(4) Health Physics Network (HPN)

- (a) Telephone link established with the NRC during its standby or initial activation mode of operations after the licensee's TSC/EOF has been activated and is operational. Preliminary information from the licensee (before establishment of the HPN) is provided via the ENS and includes both reactor safety and health physics data. After it has been established, the HPN is the primary means of communicating radiological data (onsite and offsite measurements, dose assessment information and protective measures) and meteorological conditions from the licensee to the NRC. Upon request by the NRC, the licensee must maintain an open, continuous communication channel with the NRC.

(5) Local Area Network (LAN)

- (a) Dedicated telephone jack used to access a line to allow the NRC Site Team access to any of the products or services provided on the NRC Operations Center's local area network. This includes technical projections, press releases, status reports, E-mail, and various computerized analytical tools.

(6) Management Counterpart Link (MCL)

- (a) Telephone link established for any internal discussions between the Executive Team Director or Executive Team Members and the NRC Director of Site Operations or top-level licensee management at the site.

(7) Protective Measures Counterpart Link (PMCL)

- (a) Telephone link established initially with the NRC base team, and then with the NRC site team representatives once they arrive on site. They will conduct internal NRC discussions on radiological releases and meteorological conditions, and the need for protective actions separate from the licensee and without interfering with the exchange of information between the licensee and the NRC. This is the channel by which the NRC Operations Center supports NRC protective measures personnel at the site. In addition, this link may also be used for discussion between

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6- Page 5 of 10

the Reactor Safety Team Director and licensee plant management at the site.

(8) Reactor Safety Counterpart Link (RSCL)

- (a) Telephone link established initially with the NRC base team, and then with the NRC site team representatives once they arrive on site, to conduct internal NRC discussions on plant and equipment conditions separate from the licensee, and without interfering with the exchange of information between the licensee and the NRC. This is the channel by which the NRC Operations Center supports NRC reactor safety personnel at the site. In addition, this link may also be used for discussion between the Reactor Safety Team Director and licensee plant management at the site.

3.0 INSTRUCTIONS

3.1 FTS-2001 DIALING PROCEDURES

- (1) Lift the receiver on the telephone instrument and listen for the dial tone.
- (2) After receiving the dial tone:
 - (a) Dial the first number listed on the sticker located on the telephone instrument. (make sure you dial one first).
 - (b) If the first number is busy, proceed on with the second, etc.

3.2 FTS-2001 TROUBLE REPORTING

- (1) Should any emergency communications subsystem (ENS, HPN, RSCL, PMCL, MCL, LAN, or ERDS) fail, the Operations Center in Rockville, Maryland, should be so informed over normal commercial telephone systems by calling (301) 816-5100 or the following backup number: (301) 951-0550 or (301) 415-0550.
- (2) The following information should be provided when contacting the NRC about a failed communication system:
 - (a) Name of contact at location of failure
 - (b) Commercial phone number of contact

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6- Page 6 of 10

- (c) Location of contact
- (d) Any other pertinent information
- (3) The NRC Network Control Center (NCC) analyzes the problem and attempts to isolate or determine where it is. If the problem is within the FTS-2001 system, the NCC will direct corrective action including dispatch of work crews.
- (4) If the NRC determines that there is no problem within the FTS-2001 portion of the service they will notify the contact person that the problem is on the DAEC side of the demark.
- (5) If the NRC determines or a local problem is suspected on FTS-2001 phone equipment:
 - (a) Call Technical Services at 851-7228 or the Palo Cooperative telephone Association at 851-3431 for DAEC problems.
 - (b) Call the Alliant Telecommunications department for phone problems in the EOF. The necessary arrangements will be made for repairs.
- (6) If total FTS-2001 is lost, communicate by any means necessary to the NRC Operations Center including commercial telephone, Alliant microwave system through System Load Dispatcher or use the Emergency Planning cell phone.
- (7) If significant losses of FTS-2001 equipment should occur, contact the OSM. The OSM will review ACP-1402.3 for possible regulatory reporting requirements as prescribed in 10CFR50.72.

4.0 RECORDS

- (1) None.

5.0 REFERENCES

- (1) 10 CFR 50.47 (b)(6)
- (2) 10 CFR 50.72
- (3) 10 CFR 50.109 (a)(4)(i)

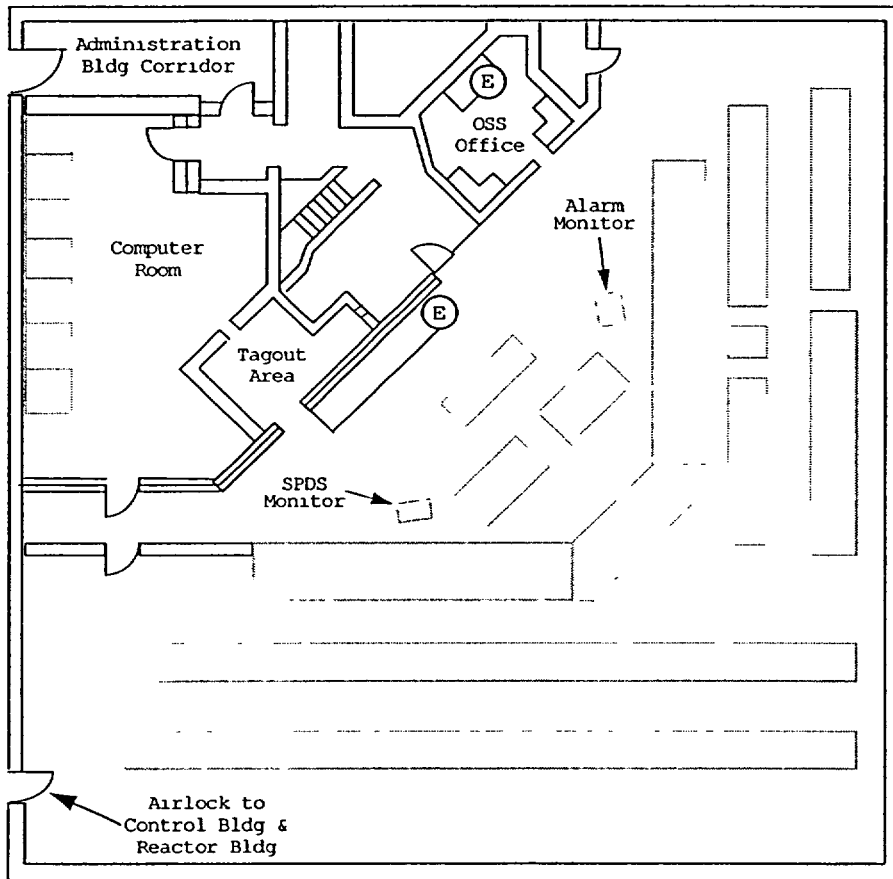
EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.3
OPERATION OF THE FTS-2001 PHONE NETWORK	Rev. 6 Page 7 of 10

- (4) 10 CFR Part 50, Appendix E VI
- (5) ACP 1402.3 Plant Regulatory Reporting Activities
- (6) NRC Administrative Letter 94-04: Change of the NRC Operations Center Commercial Telephone and Facsimile Numbers

6.0 ATTACHMENTS

- (1) Control Room FTS-2001 Locations
- (2) TSC FTS-2001 Locations
- (3) EOF FTS-2001 Locations

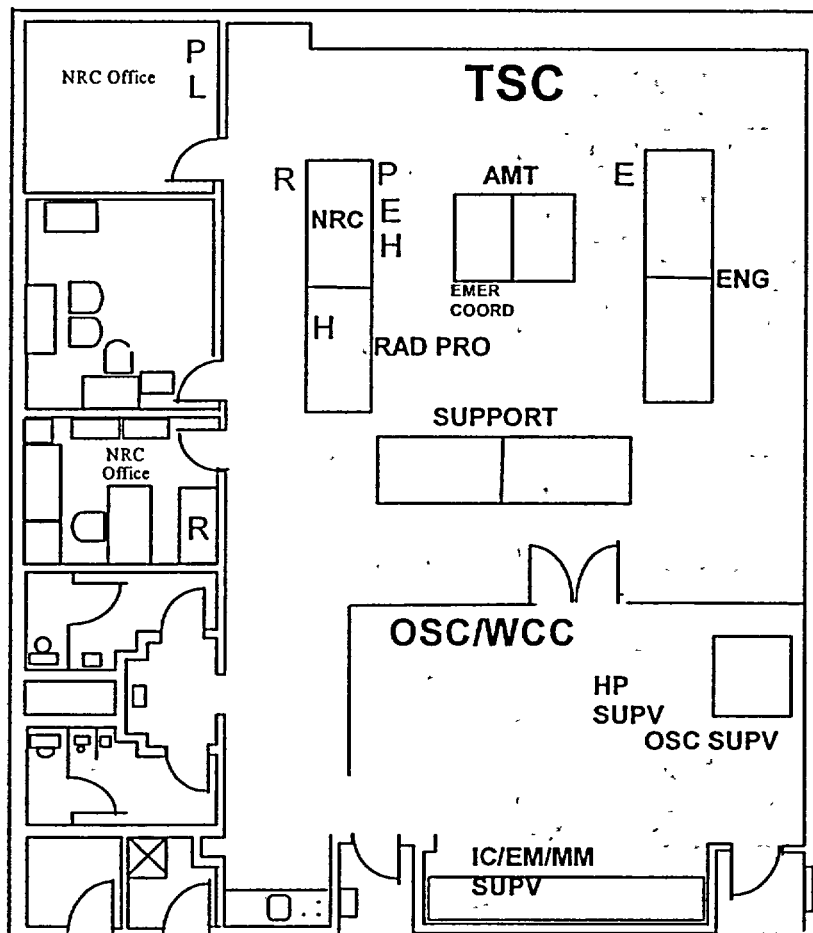
ATTACHMENT 1
CONTROL ROOM FTS-2001 LOCATIONS
 Typical



Legend

ⓔ ENS Phone

ATTACHMENT 2
TECHNICAL SUPPORT CENTER FTS-2001 LOCATIONS
(Typical)



* NRC = NRC TABLE

* RAD PRO = SRPC, HPN COMM, RAD SUPP STAFF

* AMT = TSC OPS SUPV, Rx ENG, OPS LIAISON, TECH & AN. ENG, SPDS OPER, TSC-CR COMM

* ENG = TECH & ENG SUPV, IC/EM/MM ENG, ENS COMM, ESB RCDR

* SUPPORT = TSC SUPV, ADMIN SUPV, SECURITY SUPV, INFO SERV, OFFSITE COMM

FTS-2001 Lines

P=PMCL

H=HPN

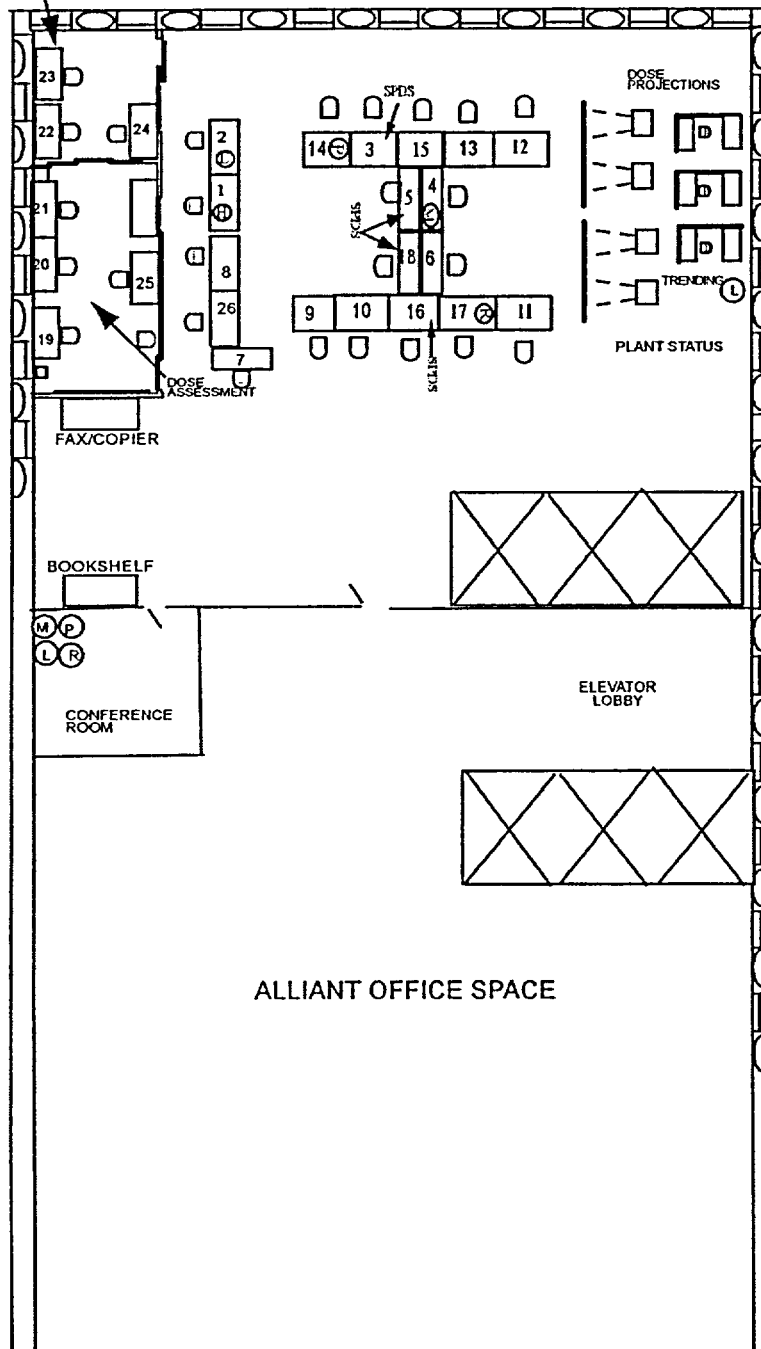
E=ENS

R=RSCL

L=LAN

Attachment 2: EOF FTS-2001 Locations

STATE DOSE
ASSESSMENT



- 1 NRC HPN Communicator
- 2 NRC ENS Communicator
- 3 Rad & EOF Manager
- 4 NRC DSO
- 5 ER&RD
- 6 EOF-TSC Communicator
- 7 Benton County
- 8 Linn County
- 9 Support Services Coordinator
- 10 FEMA
- 11 Plant Status Recorder
- 12 State Health Rep
- 13 Iowa EMD
- 14 NRC Protective Measures
- 15 Technical Recorder
- 16 EOF Ops Liaison
- 17 NRC Rx Safety
- 18 Assistant ER&RD
- 19 Field Team Director
- 20 Rad Data Communicator
- 21 MIDAS Operator
- 22 State Radio Operator
- 23 State Comp Operator
- 24 State Dose Assessment Director
- 25 RAC
- 26 Information Services

- ENS Phone
- HPN Phone
- RSCL Phone
- PMCL Phone
- MCL Phone
- LAN Phone

EOF SECURITY ACCESS CLERK CHECKLIST

Page 1 of 2

The following checklist is available for use by the Security Access Clerk in the EOF on the 15th Floor as a guide to ensuring that emergency response actions are completed. The column to the right can be used to put either a check when an item has been completed or any notation which will be of assistance to the user.

1. Upon notification that the EOF is being activated, report to the 15th floor of the Alliant Tower. _____
2. Ensure that the entry doors remain closed and/or monitored. _____
3. Set up access table. _____
4. Obtain supplies:
 - a. Personnel Access Logs and Pen
 - b. Digital clock
 - c. Badges, alligator clips and plastic badge holders _____
5. Complete set up of access area near the 15th floor lobby. _____
6. Process EOF staff as they arrive. _____
7. Ensure that all EOF staff have name and position badges and have signed in on the Personnel Access Log. _____
 - a. Use Form EOF-18 from Appendix 1 of the EPIP manual to ensure that those present are accounted for and to identify those positions not yet filled and inform the Assistant ER&RD.

NOTE

If an actual event occurs, only post the "Access Limited to Authorized Personnel Only" sign.

8. Post appropriate signs on the doors:
 - a. "DRILL NOTICE" _____
 - b. "ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY" _____

EOF SECURITY ACCESS CLERK CHECKLIST

Page 2 of 2

9. Post emergency classification signs (ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY) as appropriate when the emergency classification changes. _____
10. Notify the Assistant ER&RD when your area is completely set up. _____
11. Process any incoming telephone calls as described in EPIP 1.5 _____
12. Ensure that Support Services personnel who are delivering equipment and/or supplies for emergency use sign-in and out on the Personnel Access Log. _____
13. Sign in and out key EOF staff. _____
14. Address access questions to the Assistant ER&RD _____

EMERGENCY ANNOUNCEMENT MESSAGE

Page 1 of 1

NOTE

This announcement should be made ONLY during a real event at DAEC and on all Alliant Energy floors.

"May I have your attention please.

This announcement applies to all Alliant Energy portions of this building.

- An event has taken place at the Duane Arnold Energy Center requiring activation of the Emergency Response Organization.
- All Emergency Response Organization personnel please report to your response facility.
- All other personnel please report to your normal work locations.
- All visitors please vacate the 6th and 15th floors. Access to these floors is being restricted to authorized individuals only.

Thank you for your attention."

(Repeat)

(This message should be repeated twice for the first hour of the working day.)

SECURITY POST LOG

"TYPICAL"

Page 1 of 1

Please Print

Indicate Post ☐ 1st Floor ☐ 6th Floor ☐ 15th Floor

Name	Date	Record			Comments: (Unusual Events, Actions Taken, Radio Check Problems, etc.)
		On-Duty	Times Off Duty	Radio Check	

* - when required

FIRST FLOOR SECURITY POST DESCRIPTION

Page 1 of 2

LOCATION: 1st Floor Security Post

1. Staffing
 - One security guard
2. Duration
 - 24 hours per day
3. Communications
 - Security radio
 - Telephone
4. Equipment and Supplies
 - One roll of tape for mounting signs
 - Security guard log
 - Asset Owner Telephone Directory
 - Incident report forms
 - Emergency Telephone Book
 - Extension phone
 - Security post duties - implementation procedures
 - 5 signs - one for each elevator button station and one for each set of doors at 1st Street and 2nd Avenue
5. Access
 - Normal Alliant Tower street access points
6. Duties
 - Inform personnel requesting access to the 6th or 15th floors that only authorized access is permitted (off-normal hours only).

FIRST FLOOR SECURITY POST DESCRIPTION (continued)

Page 2 of 2

LOCATION: 1st Floor Security Post

- Conduct a radio check with the 6th and 15th floor security posts upon assuming post.
- Complete security log which shall contain, as a minimum, the following information:
 - Name of security guard
 - Time on/off duty
 - Time and results of security radio checks
 - Any unusual events, the times they occurred, and actions taken
- Assist in giving directions or information to those requesting it
- Monitor lobby area for any problems or gatherings of people
- Notify Corporate Security Manager of any unusual events, including communications malfunctions

7. Interface

- Support Services Coordinator or designee (Asset Owner personnel)
- Corporate Security Manager

15th FLOOR SECURITY POST DESCRIPTION

Page 1 of 1

LOCATION: 15th Floor Elevator Lobby

1. Staffing
 - One security guard
 - One clerk/typist familiar with Asset Owner and contract personnel
2. Duration
 - 24 hours per day - during emergency
3. Communications
 - Security radio
 - Telephone
4. Equipment and Supplies
 - Desk and chair for clerk/typist
 - Asset Owner Telephone Directory
 - Security log and pens
 - Emergency Telephone Book
 - Personnel access log
 - Security post duties
5. Access
 - Elevators and stairwell doors
6. Duties - Security Guard
 - Prohibit unauthorized access
 - Conduct radio check with 1st and 6th floor security posts upon assuming post.
 - Complete security log which shall contain, as a minimum, the following information:
 - Name of Security person
 - Time on/off duty
 - Time of security radio checks
 - Any unusual events, the times they occurred, and actions taken
 - Notify Corporate Security Manager representative of any unusual events including communications malfunctions.
7. Interface
 - Support Services Coordinator or designee (Asset Owner personnel)
 - Corporate Security Manager