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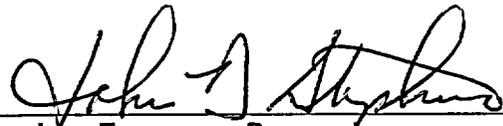
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SETUP OF THE EMERGENCY OPERATIONS FACILITY

REQUIRED APPROVALS



Supervisor, Emergency Preparedness

12/10/02

Date

SETUP OF THE EMERGENCY OPERATIONS FACILITY**1.0 PURPOSE**

This procedure provides instructions for physical setup of the EOF, which includes the ENC.

2.0 SCOPE

2.1 This procedure describes the steps required to prepare the EOF and ENC for operation.

2.2 The EOF and ENC are located in FP's Training Facility at 8200 West Venable Street in Crystal River, Florida approximately 0.5 miles east of Highway 19, adjacent to the Crystal River Airport.

3.0 APPLICABLE REFERENCE DOCUMENTS

3.1 CR-3 Radiological Emergency Response Plan

3.2 REP-03, Operation of the Emergency Operations Facility

3.3 REP-08, Dissemination of Information Following an Emergency at Crystal River Unit 3

4.0 DEFINITIONS AND ABBREVIATIONS**4.1 DEFINITIONS****4.1.1 Activation**

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

4.1.2 Operational

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist in REP-03 (Attachment 5).

4.2 ABBREVIATIONS

CR-3 - Crystal River Unit 3
DEM - Division of Emergency Management
DOH - Department of Health (Bureau of Radiation Control)
ENC - Emergency News Center
ENS - Emergency Notification System
EOF - Emergency Operations Facility
FEMA - U.S. Federal Emergency Management Agency
FP - Florida Power
HPN - Health Physics Network
INPO - Institute of Nuclear Power Operations

SETUP OF THE EMERGENCY OPERATIONS FACILITY

LAN - Local Area Network
LGR - Local Government Radio
MCL - Management Counterpart Link
NRC - U.S. Nuclear Regulatory Commission
PAR - Protective Action Recommendation
PIO - Public Information Officer
PMCL - Protective Measures Counterpart Link
RACES - Radio Amateur Civil Emergency Service
REDAS - Replacement Emergency Dose Assessment System
RSCL - Reactor Safety Counterpart Link
SCO - State Coordinating Officer
SHRD - State Hot Ringdown System
SPDS - Safety Parameter Display System
TSC - Technical Support Center

5.0 RESPONSIBILITIES AND ACTIONS

5.1 RESPONSIBILITIES

- 5.1.1 The EOF Director or alternate notifies the EOF Facility Manager that the EOF is being activated.
- 5.1.2 The EOF Facility Manager or alternate assures that the physical setup of the EOF is accomplished.
- 5.1.3 The EOF Setup personnel or designee(s) set-up and prepare the EOF and ENC according to the instructions of this procedure.
- 5.1.4 The EOF Facility Manager or alternate assures that the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

5.2 EQUIPMENT AND MATERIALS

5.2.1 Furniture

The furniture used for normal classroom activities is used to set-up the EOF and ENC. The attachments provide instructions for moving the tables and chairs.

5.2.2 Telephones, Equipment, and Supplies

The attachments provide instructions for set-up of necessary telephones, other equipment, and supplies.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

5.3 INSTRUCTIONS

5.3.1 Activation

Set up and prepare each area of the EOF and ENC as described in the attachments.

5.3.1.1 Facility Preparation:

Figure 1 depicts the Training Facility arrangement. Areas that also function as EOF offices or work areas are noted.

The EOF Facility Manager and the set-up personnel prepare the Training Facility for use as the EOF. Detailed instructions for furniture arrangements and for obtaining the supplies and equipment used during EOF and ENC setup are provided in the attachments to this procedure. Each of the attachments are the recommended layouts for the rooms. Minor changes in room layout can occur as necessary for the EOF staff to perform their duties

In order of priority, the following areas/equipment are set up:

- a. Access Control in EOF Lobby
- b. Main Conference Room (portion in Room 122)
- c. Technical Support Room (124)
- d. Dose Assessment Room (141)
- e. Remainder of the Main Conference Room (119)
- f. State DEM (121 & 123)
- g. PAR Conference Room (136)
- h. ENC (150) and Media Entrance (in See-Thru Reactor Room 149)
- i. Public Information Work Area (106)
- j. FAX/Copy Room (144)
- k. Support Agency Offices as follows:
 - NRC (Rooms 116 and 133)
 - FEMA (Room 134)
 - Instructor Cubicle Area (room 112)

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- I. Arrange for restroom facilities for media representatives by:
 - Using the restrooms in the Fossil Generation South Region Office Building across the parking lot (coordinating through Security to ensure the rest of the building is secured);
OR
 - Providing two to four portable toilets near the ENC through coordination with the EOF Facility Manager.

5.3.2 Deactivation

Upon notification from the EOF Director, the EOF Facility Manager ensures the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

6.0 INTERPRETATION CONTACT

Supervisor Emergency Preparedness

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

7.0 REVISION HISTORY

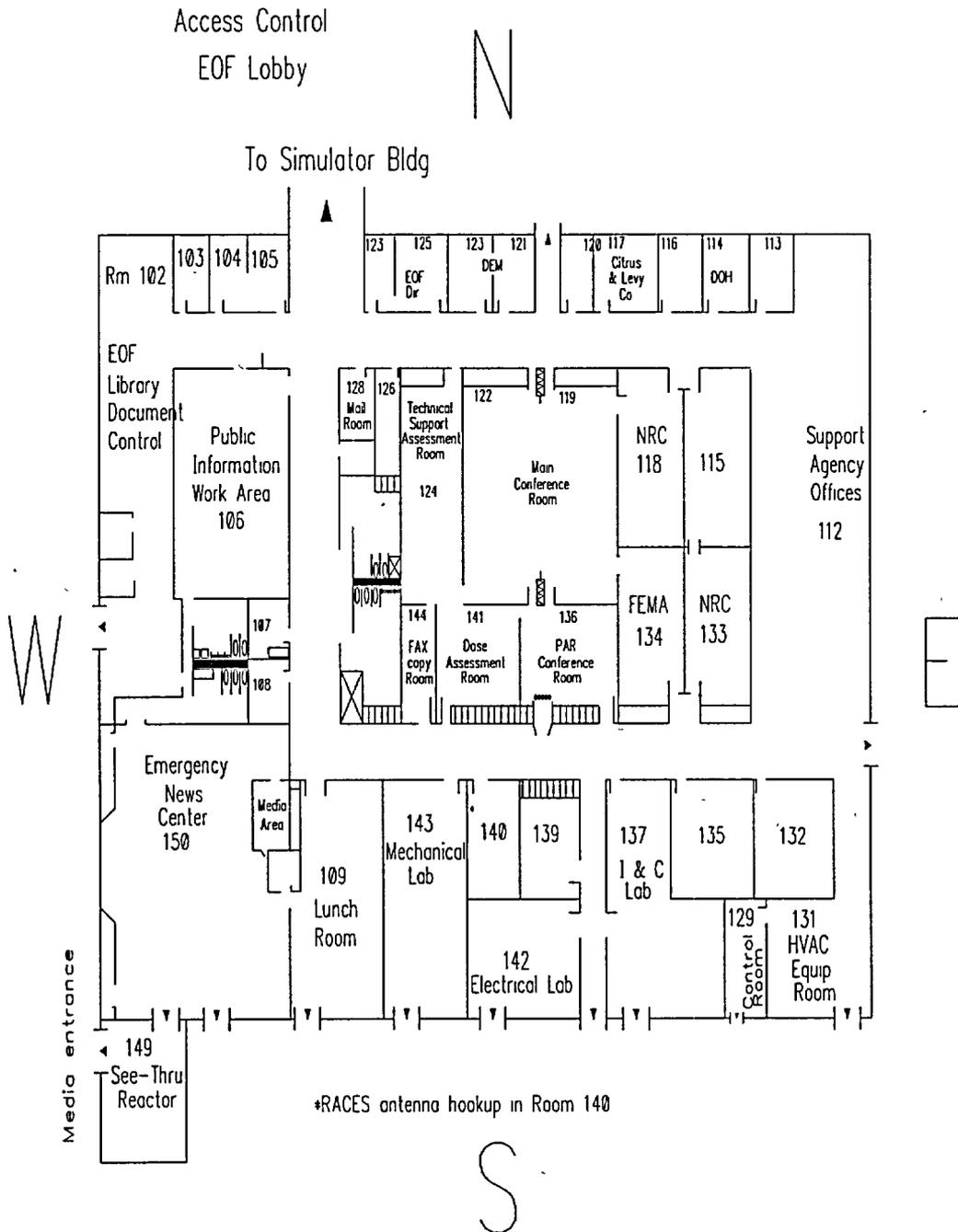
Rev. 0	Date: <u>05/18/98</u>	Initial Issue (setup information previously contained in REP-03 established in separate procedure to improve implementation)
Rev. 1	Date: <u>02/22/00</u>	Added positions for Corporate Security, Facility Manager, and Administrative Support, and added instructions for auto phone attendant.
Rev. 2	Date: <u>05/17/02</u>	Revised EP and ERO organizational titles throughout. Updated all room setup attachments and room numbering. Deleted cancelled references, updated abbreviations/acronyms, revised headers, eliminated redundancy and passive sentences where possible.
Rev. 3	Date: <u>12/11/02</u>	Added Report Preparation Director title, added directions for AARD speaker, and added new setup requirements for DEM.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- FIGURE 1 -

EOF BUILDING ARRANGEMENT



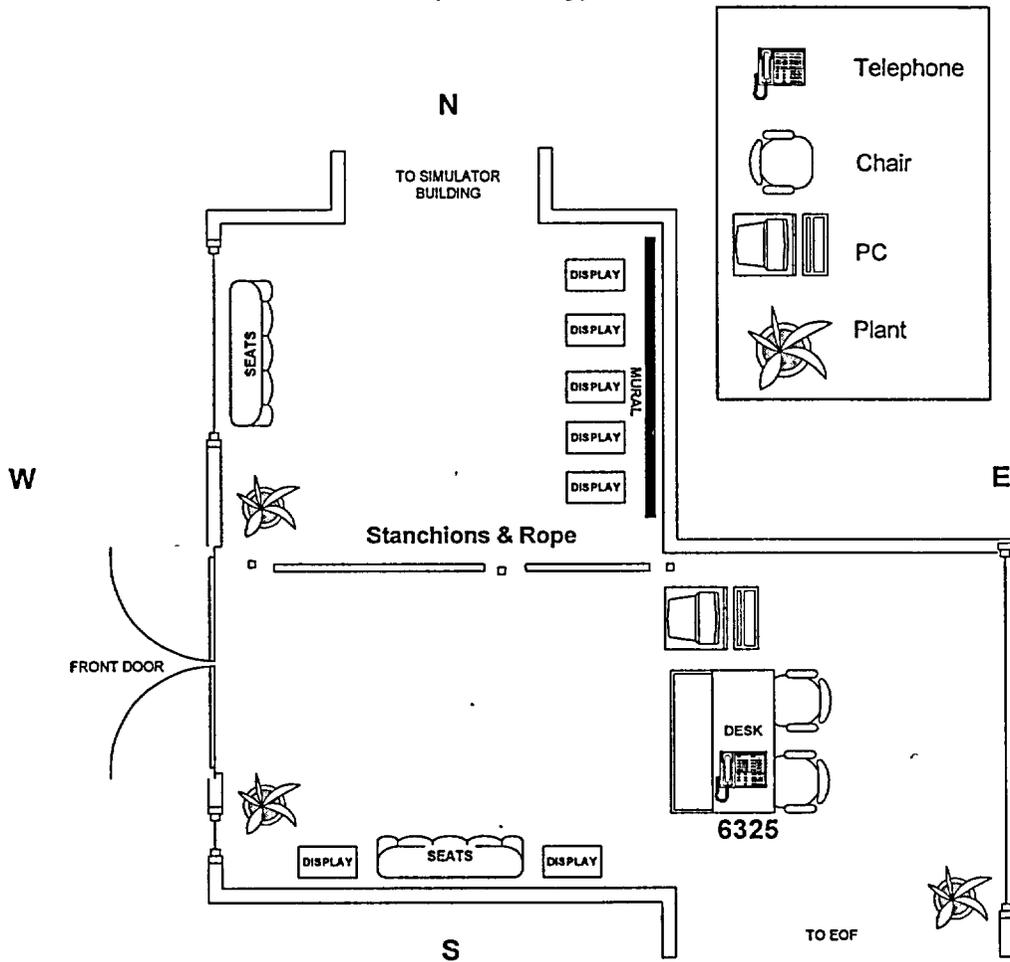
EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 -

SETUP OF THE EOF

ACCESS CONTROL RECOMMENDED LAYOUT (EOF Lobby)



See INSTRUCTIONS on the following page.

**EMERGENCY
PREPAREDNESS UNIT
PROCEDURE**

SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS:

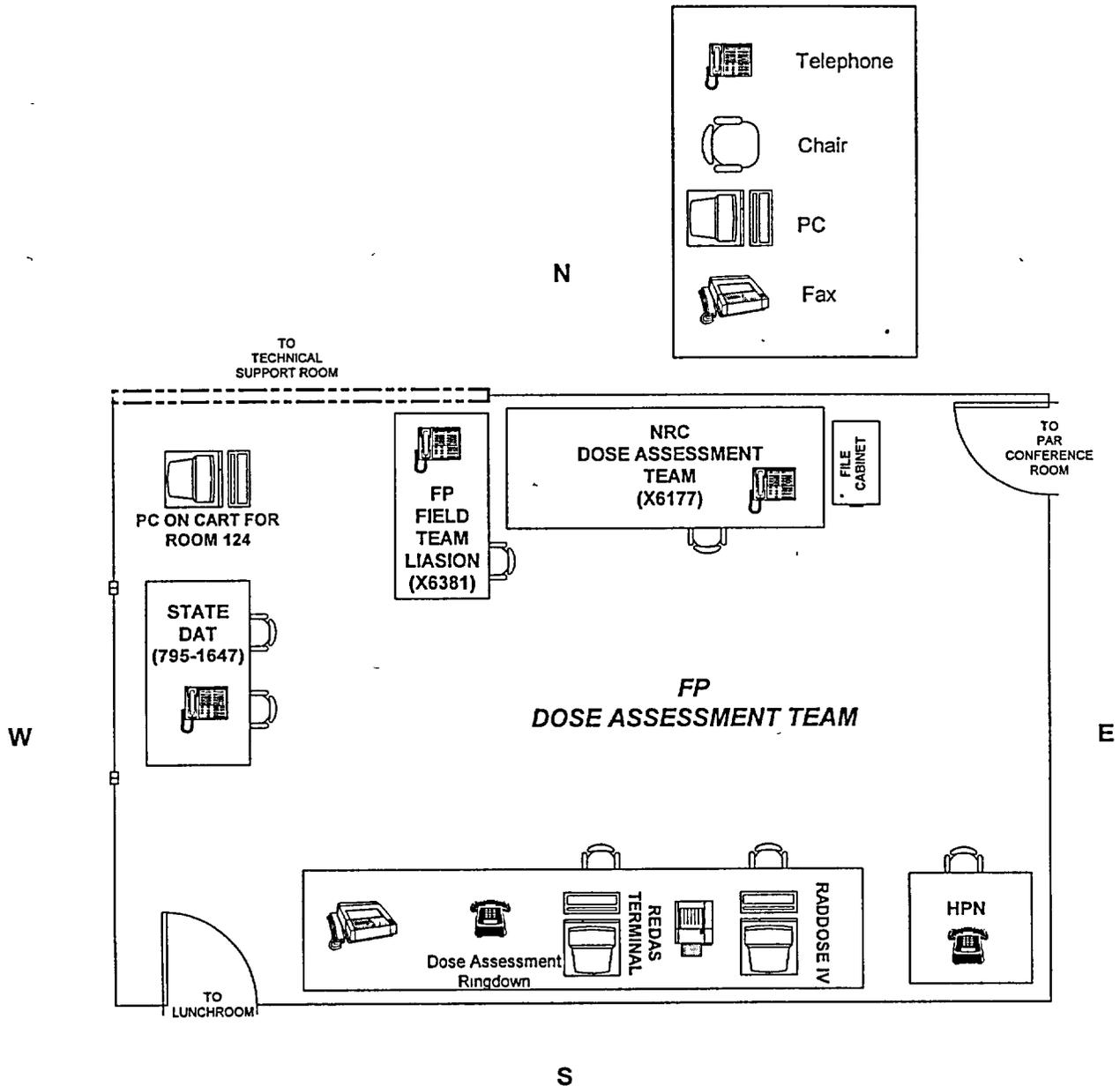
1. Set up stanchions and rope as diagrammed or as directed. They are normally set-up in front of the display and just have to be moved.
2. Move the desk from against the wall to the position shown above.
3. Install telephone (X6325) to jack in behind the computer.
4. The EOF badges, supplies, and Security Instruction book are in the desk

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

DOSE ASSESSMENT ROOM RECOMMENDED LAYOUT (Room 141)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR DOSE ASSESSMENT ROOM:**

1. The Dose Assessment Room should contain furniture as diagrammed.
2. All of the equipment (computers and telephones) are routinely maintained in an operational status in this room and should NOT require setup.
3. Supplies and additional equipment are stored in a labeled supply cabinet in the Dose Assessment Room, to include:
 - Additional Telephones (labeled for the appropriate jack)
 - Telephone Extension Cords
 - Telephone Directories
 - Desk Nameplates
 - Headsets

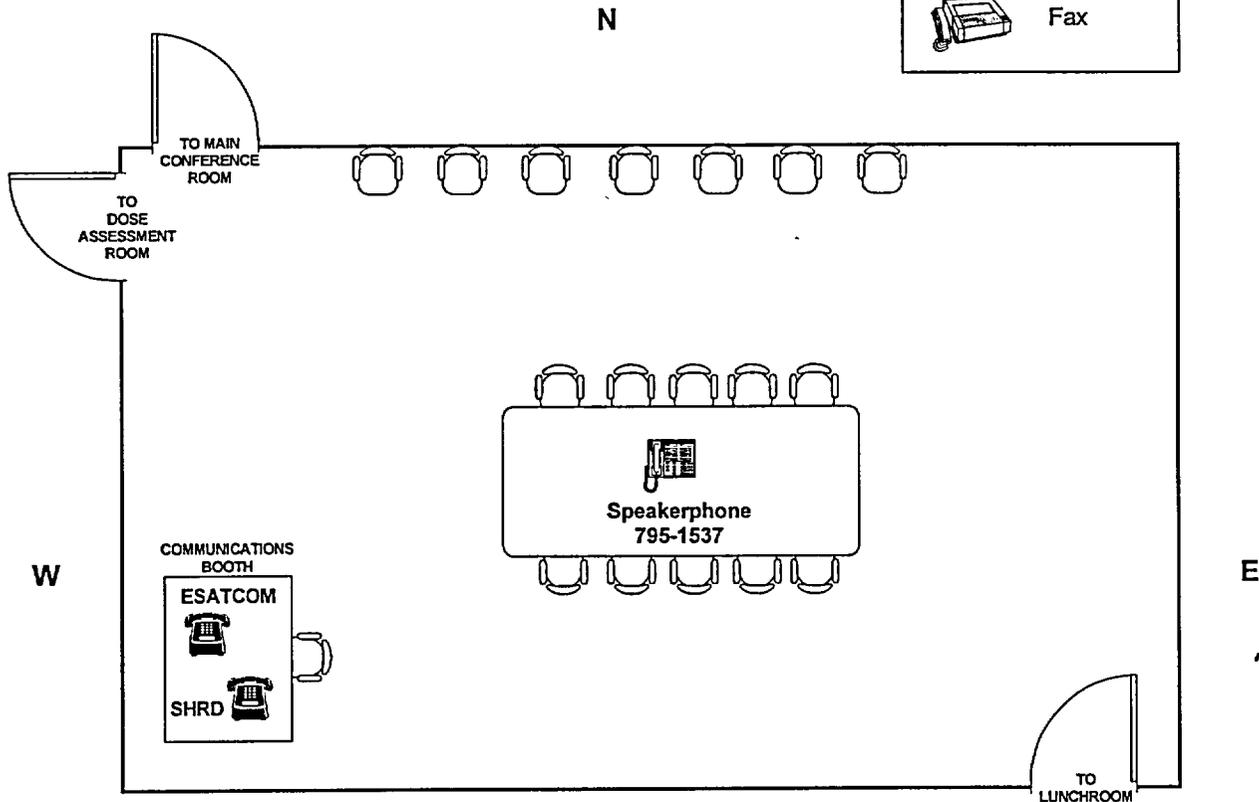
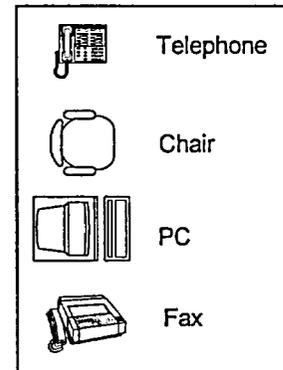
EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

PAR CONFERENCE ROOM
RECOMMENDED LAYOUT
(Room 136)



INSTRUCTIONS:

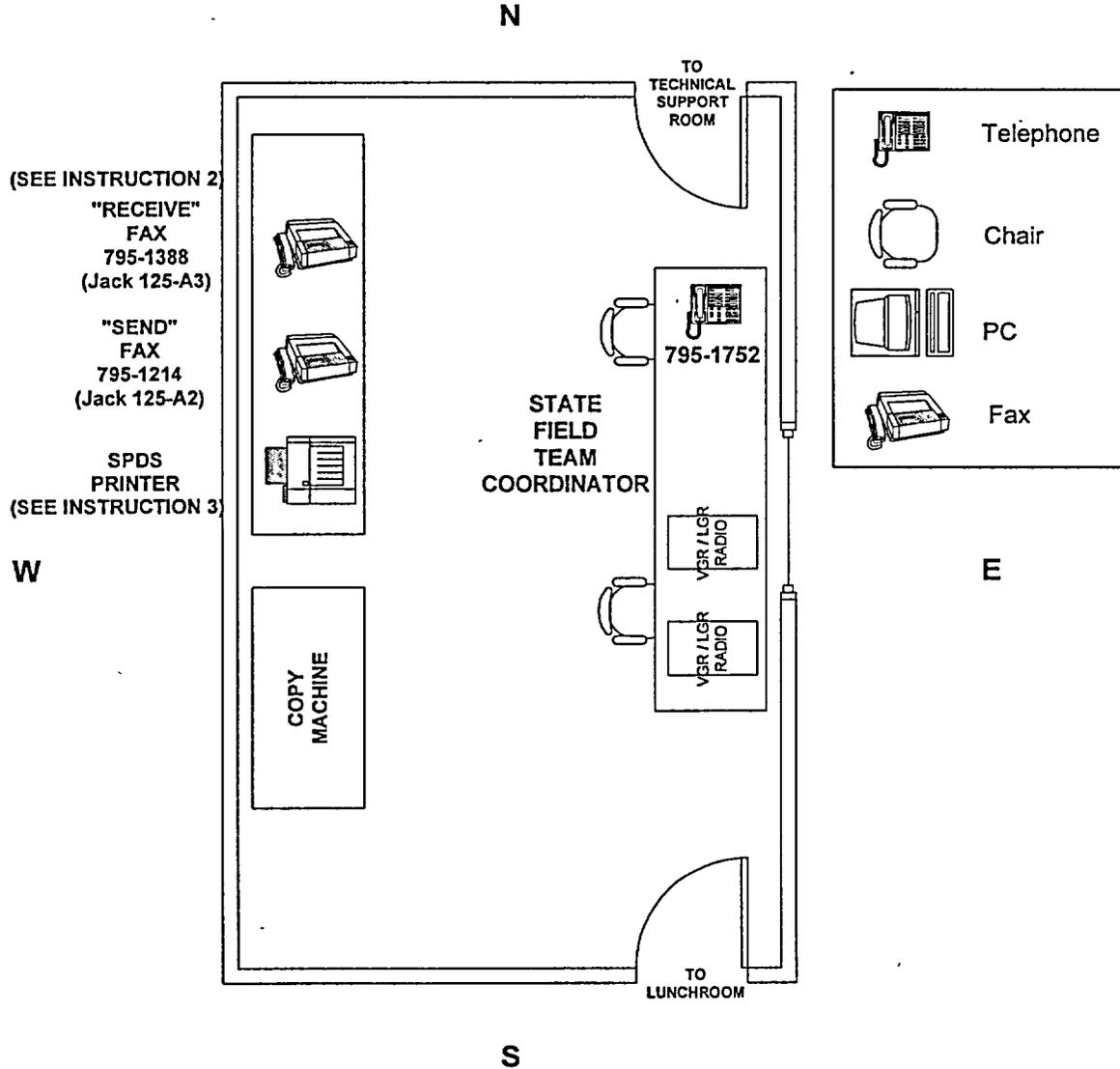
S

1. The PAR Conference Room should contain furniture as diagrammed. Additional chairs might have to be moved from other EOF rooms.
2. The telephones and speakerphone are routinely maintained in an operational status in this room and will NOT require setup

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

**FAX/COPY ROOM
RECOMMENDED LAYOUT
(Room 144)**



See INSTRUCTIONS on the following page.



**EMERGENCY
PREPAREDNESS UNIT
PROCEDURE**

SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS:

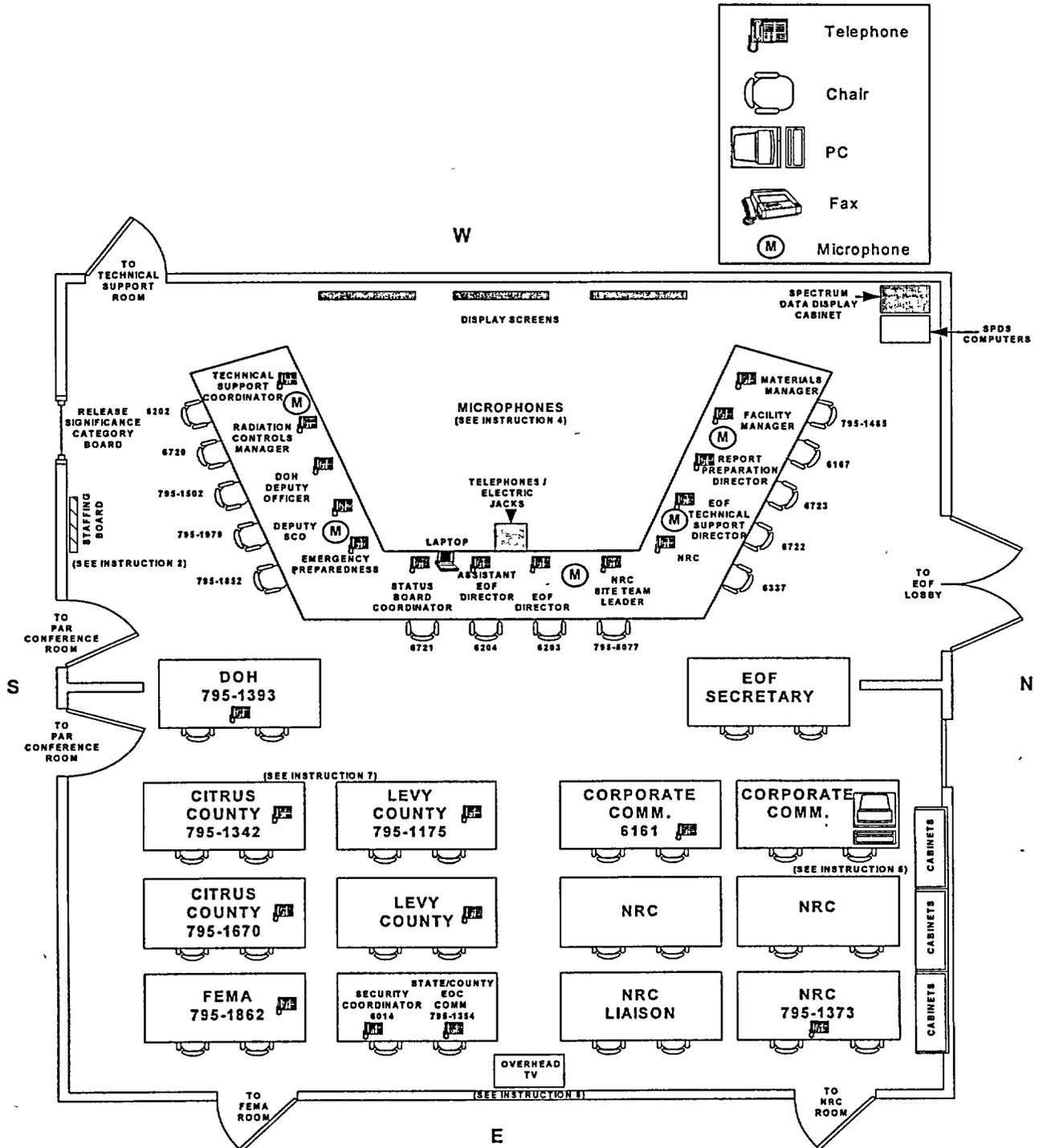
1. The FAX/Copy Room should contain furniture as diagrammed.
2. The FAX machines, LGR/VHF radios, and telephones are routinely maintained in an operational status in this room and will NOT require setup.
3. The color printer in this room is the primary printer for both SPDS computers in Room 124 (Technical Support Room). This printer does NOT need to be moved to the Technical Support Room unless directed by the EOF Technical Support Coordinator.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

MAIN CONFERENCE ROOM RECOMMENDED LAYOUT (Rooms 119 and 122)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR MAIN CONFERENCE ROOM:**

1. The Main Conference Room should contain furniture as diagrammed.
2. All of the equipment is routinely maintained in operational status and does NOT require set-up. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. Additional equipment and supplies are stored in the bookcase next to staffing board.
3. The key for the Spectrum Data Display System cabinet is in the adjacent storage cabinet (for EOF activation/emergency use). A key is also maintained in the EOF Library (Room 102).
4. Microphones and stands are normally stored in their proper position. The mixer is normally set up in the left corner storage cabinet and only needs to be turned on.
5. The Corporate Communications computer (on cart) and printer stay set-up in this location.
6. The television mounted in the back of Room 119 (overhead bracket) only needs to have power turned on. The coaxial cable should already be connected.
7. If modem hookup is needed for Citrus County Representative (or any other requestor), use a telephone line NOT being used. If NONE are available, contact the Telecommunications Representative or EOF Facility Manager to activate another telephone jack for modem use.
8. Office supplies are stored in the labeled cabinets in Room 124. Do NOT distribute these items during setup; the Administrative Manager will handle this.
9. Distribute the EOF Position Manuals to the proper position in the Main Conference Room if they are NOT already in place.

EXPLANATION OF TELEPHONE CODE:

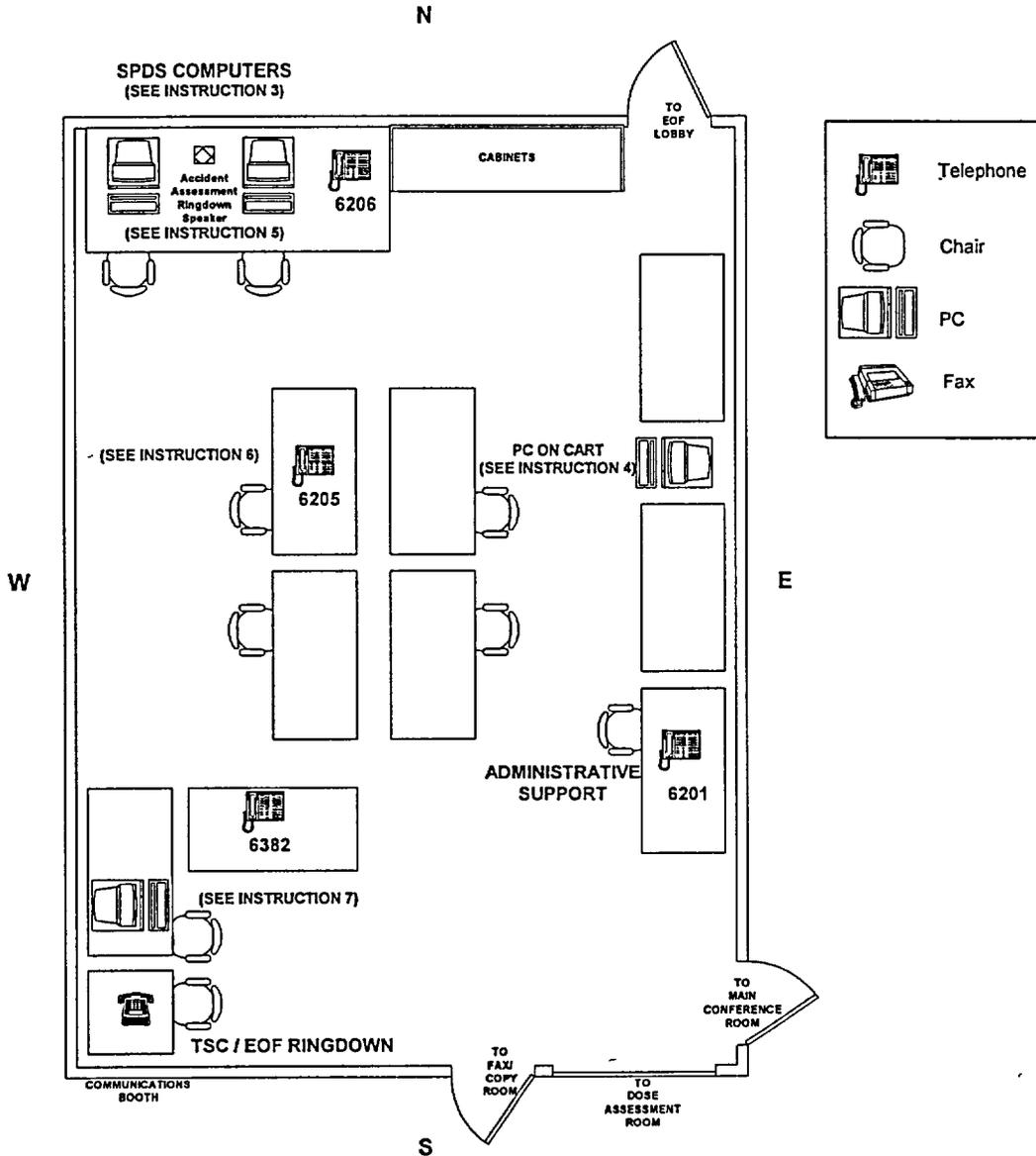
A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

TECHNICAL SUPPORT ROOM RECOMMENDED LAYOUT (Room 124)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR TECHNICAL SUPPORT ROOM:

1. The Technical Support Room should contain furniture as diagrammed
2. Telephones and equipment/supplies are located in the labeled supply cabinets (north wall). Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:
 - Telephones (each labeled for the appropriate jack)
 - Telephone Extension Cords
 - Telephone Directories
 - Desk Nameplates for Work Area Identification
 - Headset for Corporate Ringdown Telephone
3. The two SPDS computers are already set up; ensure they are operating properly.
4. Obtain the computer on a cart designated for this location from the Dose Assessment Room (141). The Technical Support Team should connect this computer to the LAN for use.
5. Ensure the Accident Assessment Ringdown (AARD) speaker is connected to jack 124-D5. The AARD telephone in the Simulator must be off the hook for the AARD speaker in Room 124 to be activated.
6. Ensure telephone lines on the floor are taped or covered to prevent trip hazard.
7. A dedicated computer should already be set up at this location. It will be used by the EOF Communicator to access the TSC Log.

EXPLANATION OF TELEPHONE CODE:

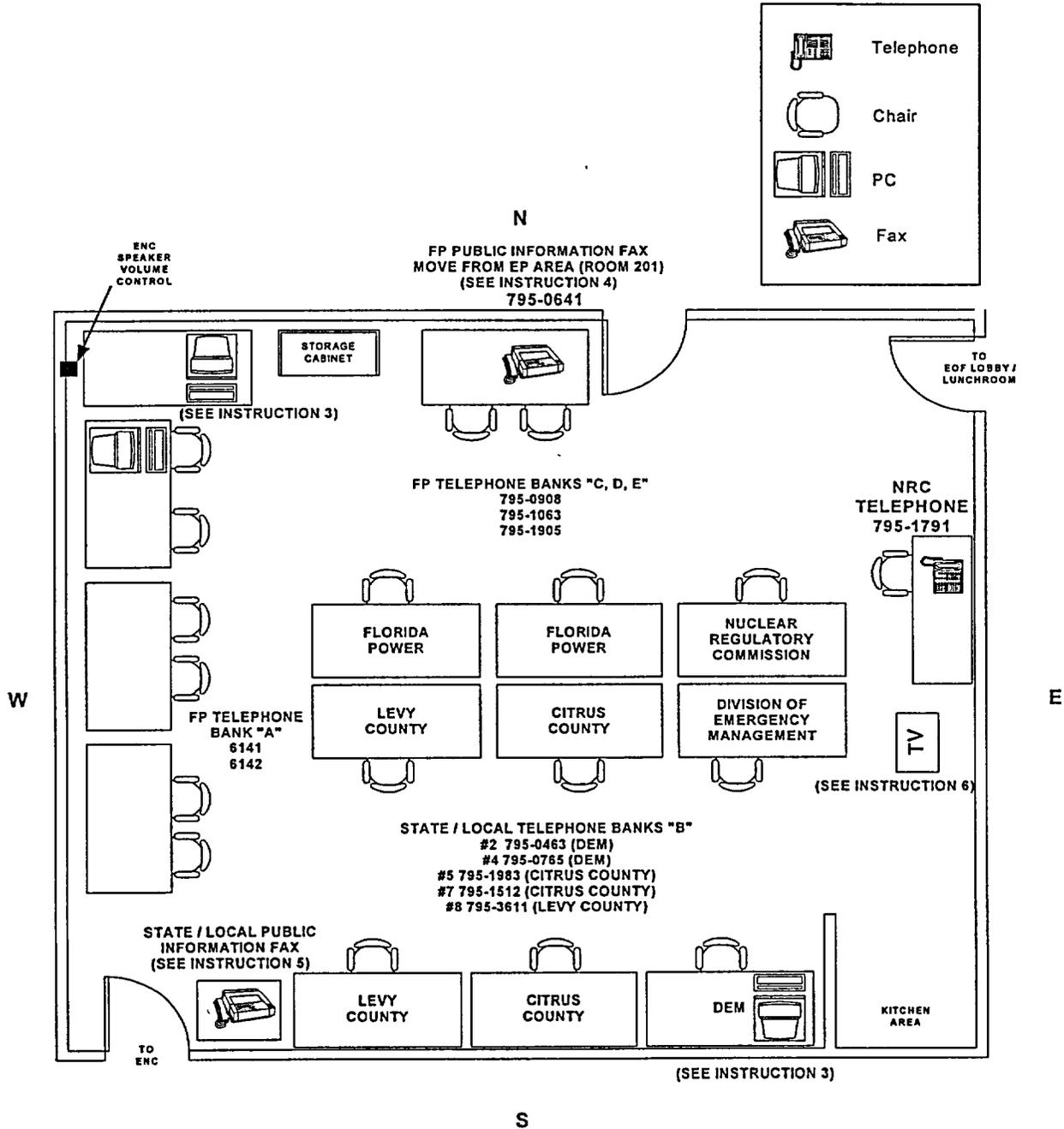
A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

PUBLIC INFORMATION WORK AREA RECOMMENDED LAYOUT (Room 106)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR PUBLIC INFORMATION WORK AREA:

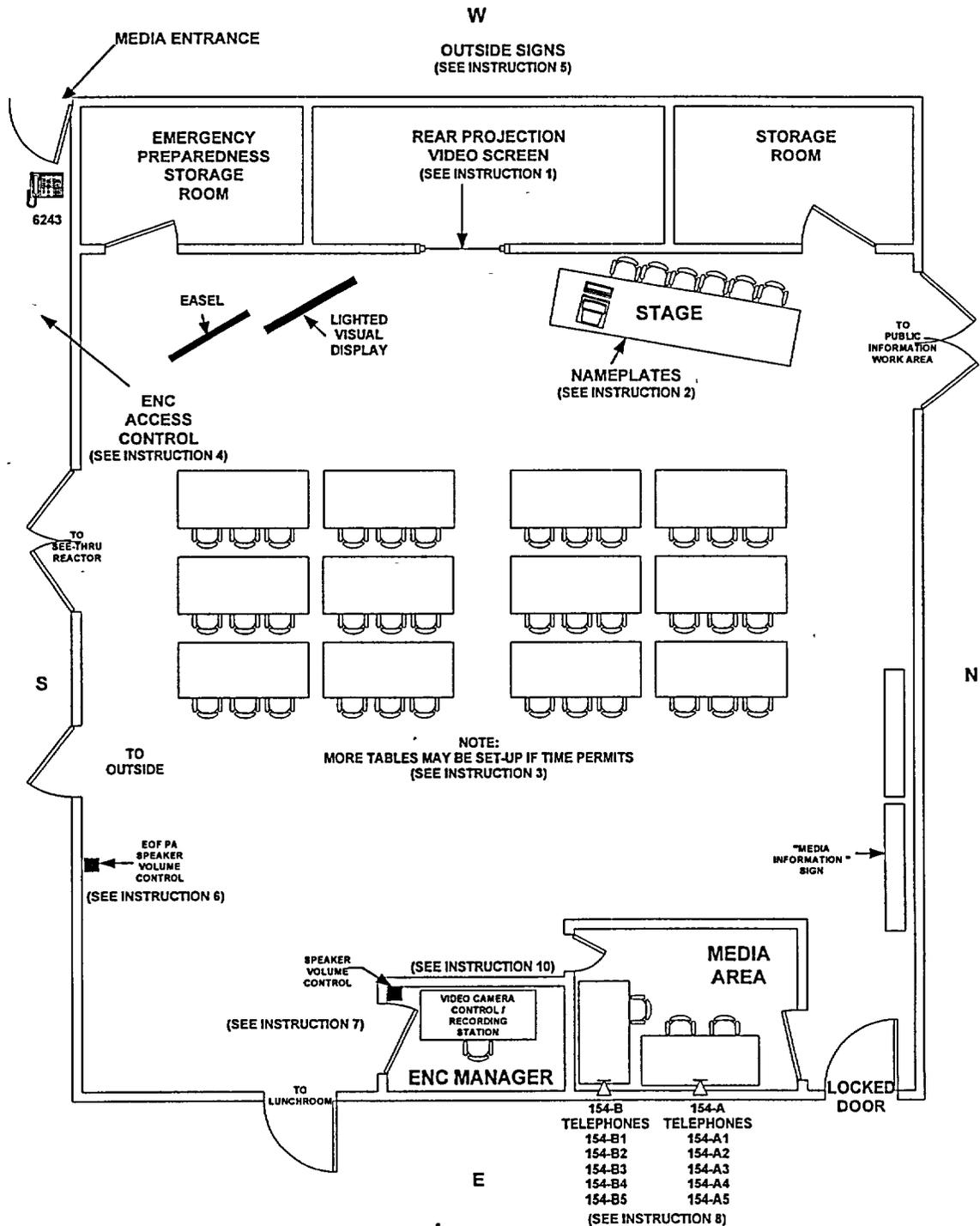
1. The Public Information Work Area should contain furniture as diagrammed.
2. Telephones and equipment/supplies are located in labeled storage cabinets in Room 106. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:
 - Telephones (each labeled for the appropriate jack)
 - Telephone Extension Cords
 - Desk Nameplates (to be placed on tables in center)
3. The computer and printer designated for this position are normally kept in this location.
4. Move FAX machine from the Emergency Preparedness area (Room 201) to this location.
5. Move FAX machine from the Room 128 (mail room) to this location.
6. The television mounted in the overhead bracket only needs to have power turned on. The coaxial cable should already be connected for viewing of ENC (Room 150) activities.
7. Set-up three (3) televisions and two (2) radios in office (Room 105) across the hall from the Public Information Work Area. The televisions are located in the EOF Library and the radios are stored in the storage cabinet in Room 106.
8. If additional computer workstations are needed for Power Web access or other tasks, instruct the personnel to use the computers in Rooms 102 and 104 (already set up and connected to the LAN).

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

EMERGENCY NEWS CENTER RECOMMENDED LAYOUT (Room 150)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR ENC:**

1. The ENC should contain furniture and equipment as diagrammed. The stage area, microphones, and audiovisual equipment are permanently set up. Obtain the key to the audiovisual cabinet and remote control from the EOF Library/Document Control area (Room 102).
2. Set-up the stage nameplates (FP, DEM, Citrus County, Levy County, DOH, and NRC), which are stored in the storage room in the southwest corner of the ENC.
3. Arrange the tables to allow for the center of the ENC to remain clear for setup of media television equipment.
4. Set-up the ENC Access Control Point at the west door (of the See-Thru Reactor Room). Supplies / telephones for this area are stored in a labeled (ENC Access Control) box in the storage room (Room 148) in the southwest corner of the ENC.
5. Install the "EOF" and "ENC" signs on posts outside the EOF. The signs are also stored in the storage room (Room 148) in the southwest corner of the ENC.
6. Ensure the EOF public address system volume is turned off in the ENC and the knob is removed.
7. Ensure the volume is turned down on public address system speaker in the ENC Manager's office (Room 145).
8. Set up the telephones in the Media Area (Room 146), which are stored in a cabinet in the EOF Library (Room 102).

NOTE: Only telephones 154-A1 and 154-A2 are active. If additional media phones are needed, inform the EOF Facility Manager. The EOF Facility Manager will have Telecommunications activate telephones 154-A3 thru -A5 and 154-B1 thru -B5, as needed.

9. Obtain the media system remote control and lapel microphone from the Document Control area if they are NOT already in the ENC.
10. Turn on the ENC video camera per the instructions provided in Attachment 2. Ensure the picture is being transmitted to the televisions in Rooms 119 and 106 (bracket mounted in overhead).
11. Install EOF and ENC signs (1-EOF, 2-ENC) on existing posts by front sidewalk. Signs are stored in the Emergency Preparedness Storage Room 148.

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

SETUP INSTRUCTIONS FOR SUPPORT AGENCY OFFICES

1. Ensure the SHRD phone and the Fax line (795-1790 in jack TC-1025-D Red) are functional in Room 121 for the DEM response team.
2. Setup telephone 795-3908 (stored in north cabinet in Room 119) on the east wall in Room 123 for the DEM response team. Additionally, ensure the DEM data jack (795-1494) on the east wall and data jack (795-2336 in jack TC-1024-D Red) on the west wall of Room 123 are functional.
3. Arrange the existing furniture in Rooms 133 (NRC) and 118 (NRC) so it will be functional as a conference room for the NRC Response Team.
4. Set-up and test the FTS-2001 telephones in Room 118, which are stored in a cabinet in the room, to include:
 - Emergency Notification System (ENS)
 - Management Counterpart Link (MCL)
 - Reactor Safety Counterpart Link (RSCL)
 - Protective Measures Counterpart Link (PMCL)
5. Ensure Room 134 (FEMA) is clear of books and personal belongings and is ready to be used by the FEMA responders.
6. Ensure the desks in the Instructor Cubicle Area (Room 112 designated for INPO, Framatome, Claims, Legal, etc.) are clear of books/papers and are ready to be used by the appropriate responders. Verify the telephones are functional

- ATTACHMENT 2 -

ENC VIDEO CAMERA INSTRUCTIONS

These instructions will enable the video equipment in the Video Room in the back of the ENC (Room 150) to be activated so the ENC activities can be viewed in the EOF, Rooms 119 and 106.

Turning System On

1. Obtain keys to Video Room door and remote control for the ENC Video System (AMX) from the EOF Library if not available.
2. Press "MENU" on AMX remote control, then press "SYSTEM POWER ON."
3. Turn "red" POWER switch to "ON" position, which is located on the back right corner of the video control center.
4. Ensure the television monitor power (on top of video control center) is turned "ON."
5. Ensure the VCR power is turned "ON."
6. Turn "red" POWER switch on the back right corner of the video control center to the "OFF" position (with about a 3 second delay), then back to the "ON" position again.
7. Press "VCR/TV" button on VCR to get a signal (picture) to Rooms 119 and 106.

Turning System Off

1. To turn system off, turn the "red" power switch on back right corner of the video control center to the "OFF" position.
2. Turn off AMX by pressing "SYSTEM POWER ON" on remote control.
3. Ensure door to Video Room is locked and keys/AMX remote control are returned to the EOF Library (Room 102).

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 3 -

EOF AUTO PHONE ATTENDANT (VOICE MAIL) INSTRUCTIONS

These instructions will enable the Auto Phone Attendant System (voice mail) to be turned off so calls can be directly answered by an Operator during the emergency.

Turning System Off

From any telephone:

1. Dial "**5015" to remove the auto-attend feature.
2. Verify the system is off by dialing "795-0504."

Turning System On

From any telephone:

1. Dial "**6015" to activate the auto-attend feature.
2. Verify the system is on by dialing "795-0504."

Problems

If there are problems turning the system on or off, contact the Telecommunications Representative or the EOF Facility Manager.



Florida Power
A Progress Energy Company

**EMERGENCY
PREPAREDNESS UNIT
PROCEDURE**

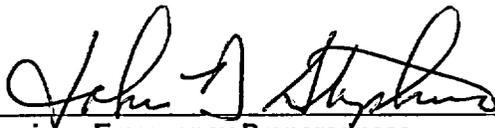
REP-03A Revision 3

Date 12/11/02

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SETUP OF THE EMERGENCY OPERATIONS FACILITY

REQUIRED APPROVALS



Supervisor, Emergency Preparedness

12/10/02
Date

SETUP OF THE EMERGENCY OPERATIONS FACILITY**1.0 PURPOSE**

This procedure provides instructions for physical setup of the EOF, which includes the ENC.

2.0 SCOPE

2.1 This procedure describes the steps required to prepare the EOF and ENC for operation.

2.2 The EOF and ENC are located in FP's Training Facility at 8200 West Venable Street in Crystal River, Florida approximately 0.5 miles east of Highway 19, adjacent to the Crystal River Airport.

3.0 APPLICABLE REFERENCE DOCUMENTS

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4.0 DEFINITIONS AND ABBREVIATIONS**4.1 DEFINITIONS****4.1.1 Activation**

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

4.1.2 Operational

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist in REP-03 (Attachment 5).

4.2 ABBREVIATIONS

CR-3 - Crystal River Unit 3
DEM - Division of Emergency Management
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SETUP OF THE EMERGENCY OPERATIONS FACILITY

LAN - Local Area Network
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REDAS - Replacement Emergency Dose Assessment System
RSCL - Reactor Safety Counterpart Link
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SHRD - State Hot Ringdown System
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5.0 RESPONSIBILITIES AND ACTIONS**5.1 RESPONSIBILITIES**

- 5.1.1 The EOF Director or alternate notifies the EOF Facility Manager that the EOF is being activated.
- 5.1.2 The EOF Facility Manager or alternate assures that the physical setup of the EOF is accomplished.
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5.2 EQUIPMENT AND MATERIALS**5.2.1 Furniture**

The furniture used for normal classroom activities is used to set-up the EOF and ENC. The attachments provide instructions for moving the tables and chairs.

5.2.2 Telephones, Equipment, and Supplies

The attachments provide instructions for set-up of necessary telephones, other equipment, and supplies.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**5.3 INSTRUCTIONS****5.3.1 Activation**

Set up and prepare each area of the EOF and ENC as described in the attachments.

5.3.1.1 Facility Preparation:

Figure 1 depicts the Training Facility arrangement. Areas that also function as EOF offices or work areas are noted.

The EOF Facility Manager and the set-up personnel prepare the Training Facility for use as the EOF. Detailed instructions for furniture arrangements and for obtaining the supplies and equipment used during EOF and ENC setup are provided in the attachments to this procedure. Each of the attachments are the recommended layouts for the rooms. Minor changes in room layout can occur as necessary for the EOF staff to perform their duties.

In order of priority, the following areas/equipment are set up:

- a. Access Control in EOF Lobby
- b. Main Conference Room (portion in Room 122)
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- e. Remainder of the Main Conference Room (119)
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- h. ENC (150) and Media Entrance (in See-Thru Reactor Room 149)
- i. Public Information Work Area (106)
- j. FAX/Copy Room (144)
- k. Support Agency Offices as follows:
 - NRC (Rooms 116 and 133)
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 - Instructor Cubicle Area (room 112)

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- I. Arrange for restroom facilities for media representatives by:
 - Using the restrooms in the Fossil Generation South Region Office Building across the parking lot (coordinating through Security to ensure the rest of the building is secured);
OR
 - Providing two to four portable toilets near the ENC through coordination with the EOF Facility Manager.

5.3.2 Deactivation

Upon notification from the EOF Director, the EOF Facility Manager ensures the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

6.0 INTERPRETATION CONTACT

Supervisor Emergency Preparedness



EMERGENCY PREPAREDNESS UNIT PROCEDURE

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SETUP OF THE EMERGENCY OPERATIONS FACILITY

7.0 REVISION HISTORY

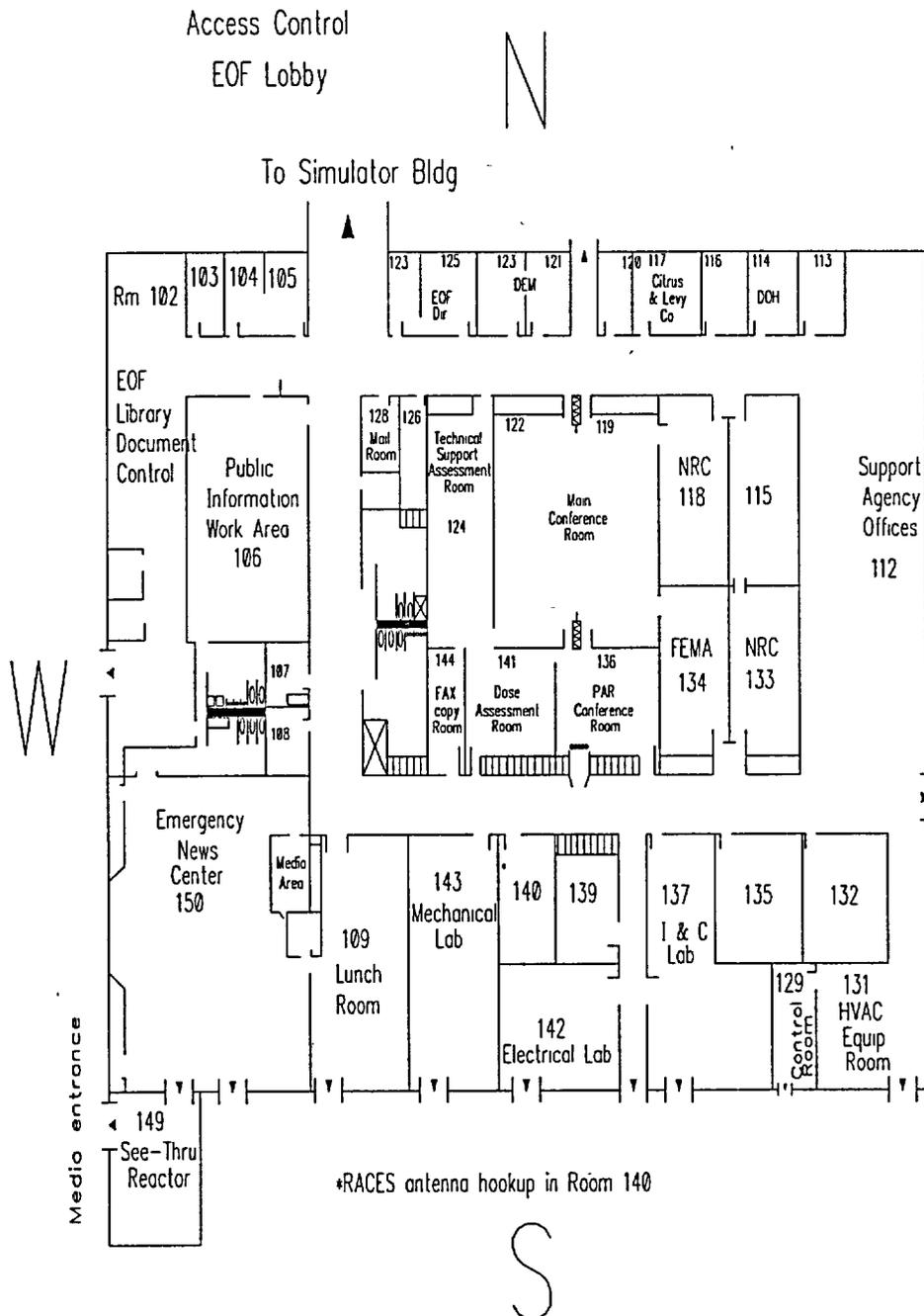
Rev. 0	Date: <u>05/18/98</u>	Initial Issue (setup information previously contained in REP-03 established in separate procedure to improve implementation)
Rev. 1	Date: <u>02/22/00</u>	Added positions for Corporate Security, Facility Manager, and Administrative Support, and added instructions for auto phone attendant.
Rev. 2	Date: <u>05/17/02</u>	Revised EP and ERO organizational titles throughout. Updated all room setup attachments and room numbering. Deleted cancelled references, updated abbreviations/acronyms, revised headers, eliminated redundancy and passive sentences where possible.
Rev. 3	Date: <u>12/11/02</u>	Added Report Preparation Director title, added directions for AARD speaker, and added new setup requirements for DEM.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- FIGURE 1 -

EOF BUILDING ARRANGEMENT



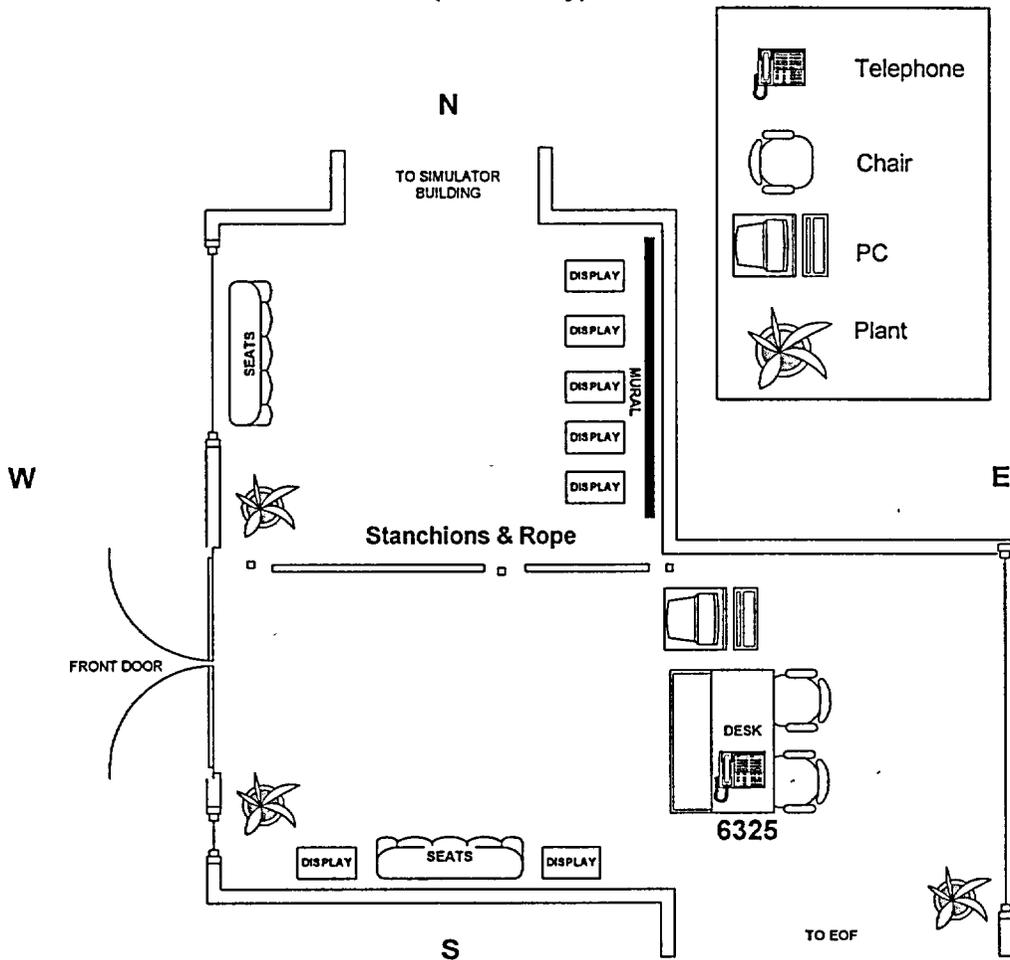
EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 -

SETUP OF THE EOF

ACCESS CONTROL
RECOMMENDED LAYOUT
(EOF Lobby)



See INSTRUCTIONS on the following page.



EMERGENCY PREPAREDNESS UNIT PROCEDURE

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SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS:

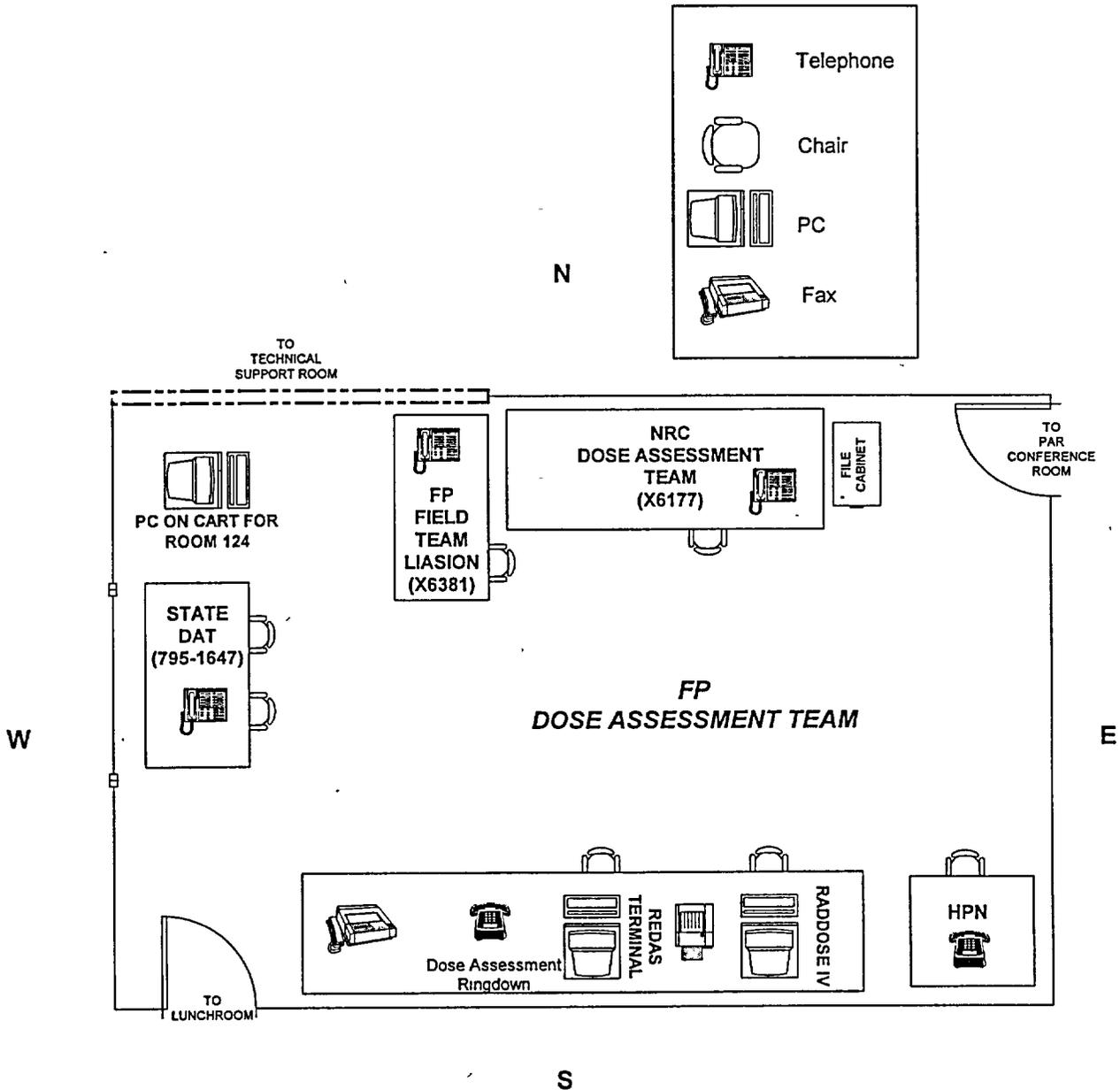
1. Set up stanchions and rope as diagrammed or as directed. They are normally set-up in front of the display and just have to be moved.
2. Move the desk from against the wall to the position shown above.
3. Install telephone (X6325) to jack in behind the computer.
4. The EOF badges, supplies, and Security Instruction book are in the desk

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

DOSE ASSESSMENT ROOM RECOMMENDED LAYOUT (Room 141)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR DOSE ASSESSMENT ROOM:**

1. The Dose Assessment Room should contain furniture as diagrammed.
2. All of the equipment (computers and telephones) are routinely maintained in an operational status in this room and should NOT require setup.
3. Supplies and additional equipment are stored in a labeled supply cabinet in the Dose Assessment Room, to include:
 - Additional Telephones (labeled for the appropriate jack)
 - Telephone Extension Cords
 - Telephone Directories
 - Desk Nameplates
 - Headsets

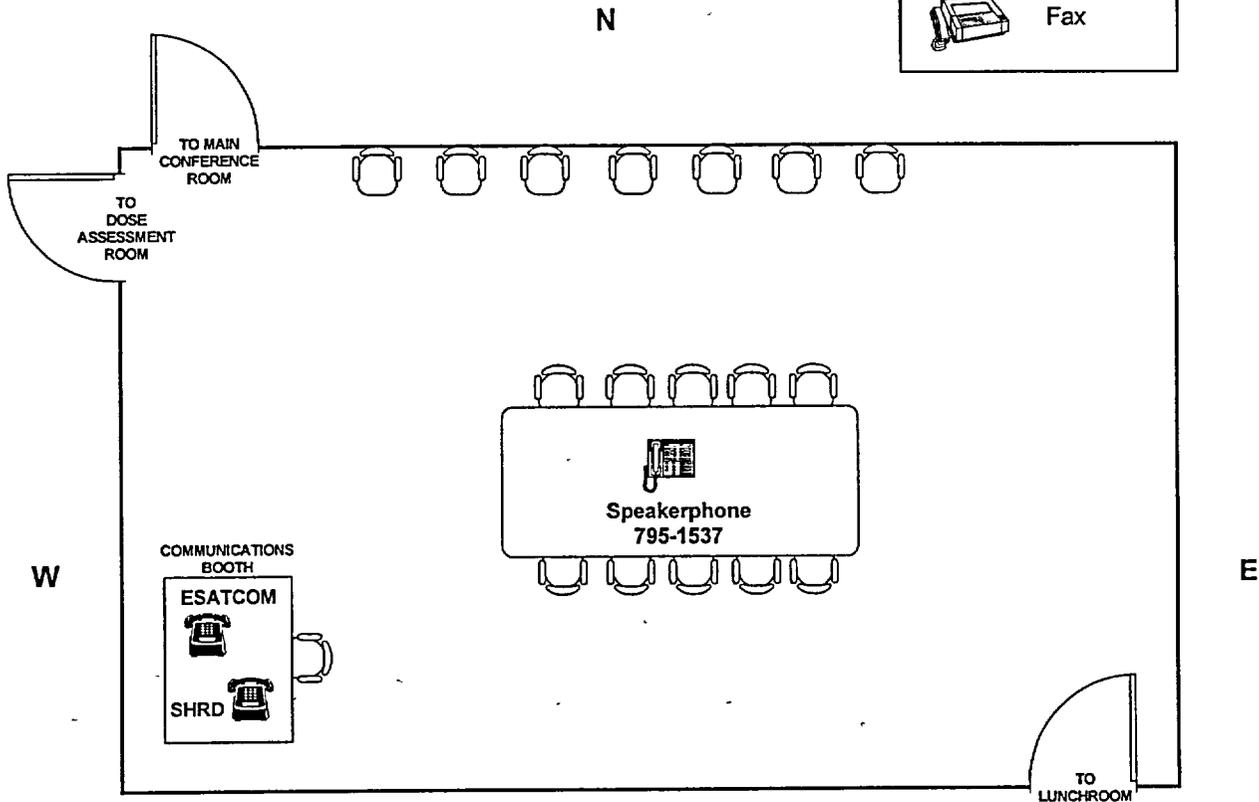
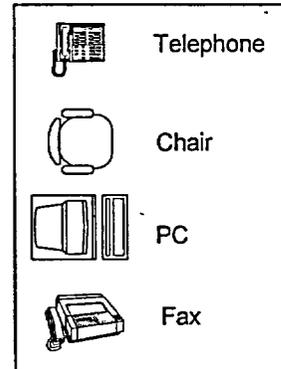
EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

PAR CONFERENCE ROOM
RECOMMENDED LAYOUT
(Room 136)



INSTRUCTIONS:

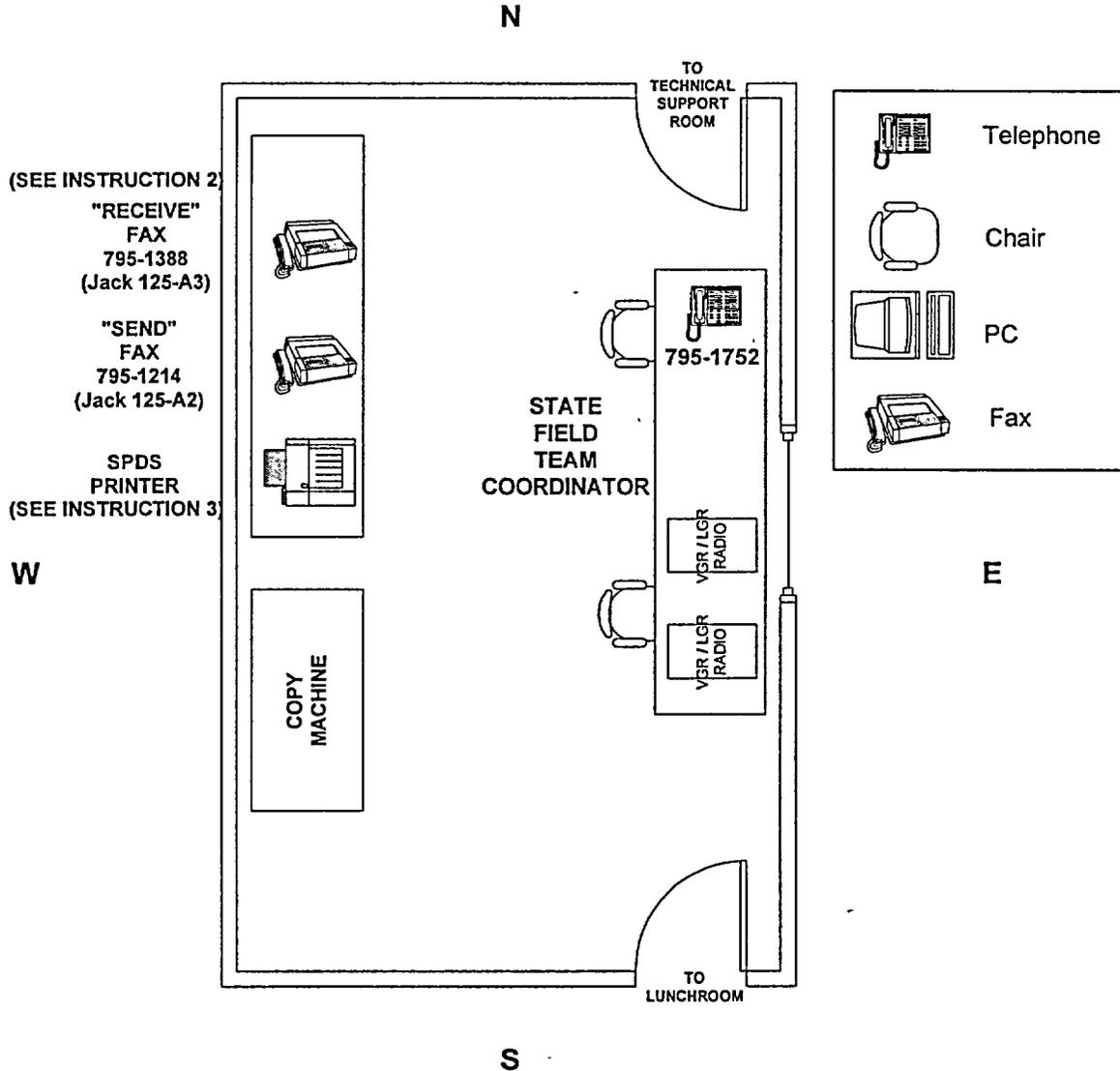
1. The PAR Conference Room should contain furniture as diagrammed. Additional chairs might have to be moved from other EOF rooms.
2. The telephones and speakerphone are routinely maintained in an operational status in this room and will NOT require setup

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

FAX/COPY ROOM RECOMMENDED LAYOUT (Room 144)



See INSTRUCTIONS on the following page.

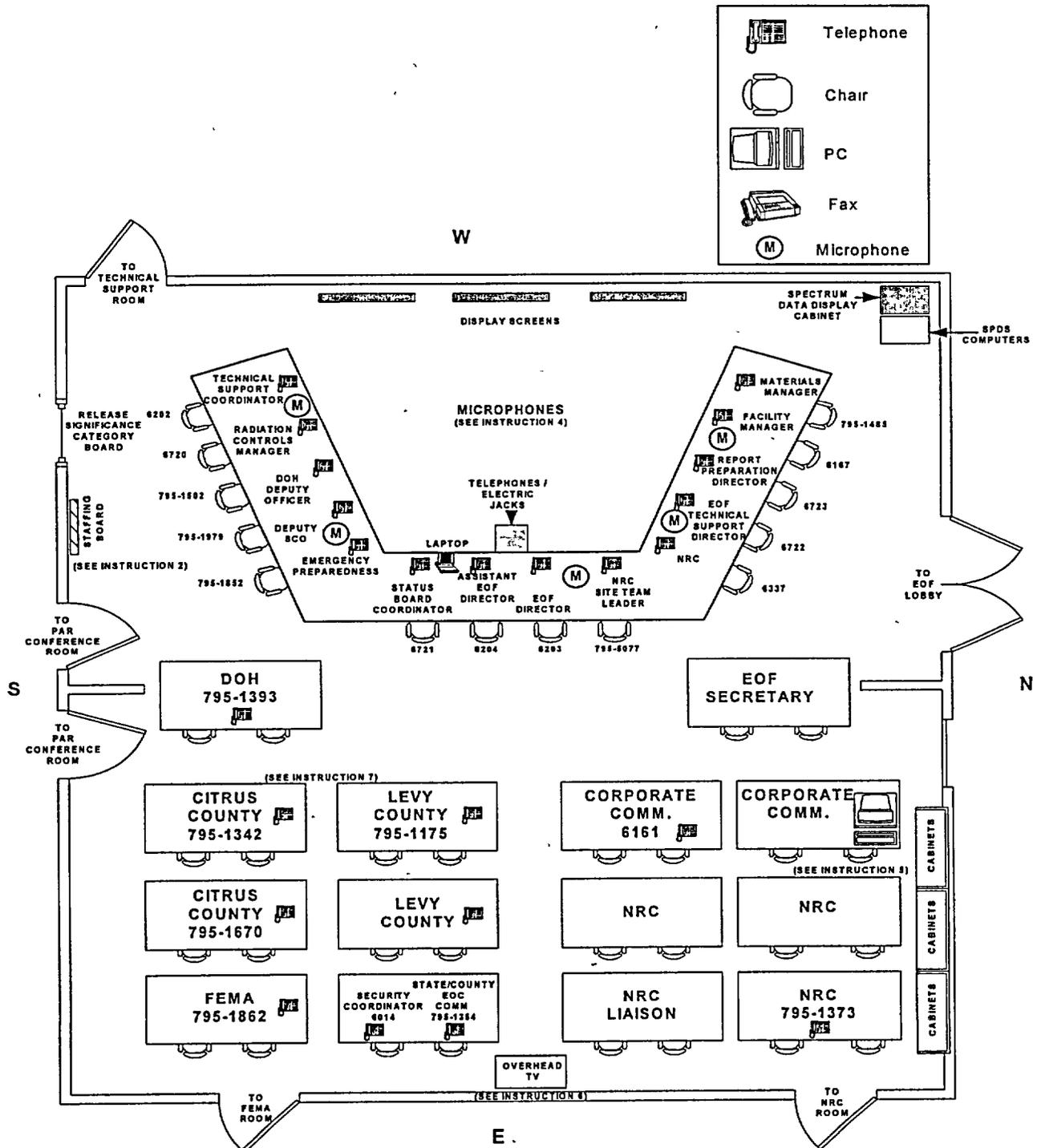
SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS:**

1. The FAX/Copy Room should contain furniture as diagrammed.
2. The FAX machines, LGR/VHF radios, and telephones are routinely maintained in an operational status in this room and will NOT require setup.
3. The color printer in this room is the primary printer for both SPDS computers in Room 124 (Technical Support Room). This printer does NOT need to be moved to the Technical Support Room unless directed by the EOF Technical Support Coordinator.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

MAIN CONFERENCE ROOM RECOMMENDED LAYOUT (Rooms 119 and 122)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR MAIN CONFERENCE ROOM:**

1. The Main Conference Room should contain furniture as diagrammed.
2. All of the equipment is routinely maintained in operational status and does NOT require set-up. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. Additional equipment and supplies are stored in the bookcase next to staffing board.
3. The key for the Spectrum Data Display System cabinet is in the adjacent storage cabinet (for EOF activation/emergency use). A key is also maintained in the EOF Library (Room 102).
4. Microphones and stands are normally stored in their proper position. The mixer is normally set up in the left corner storage cabinet and only needs to be turned on.
5. The Corporate Communications computer (on cart) and printer stay set-up in this location.
6. The television mounted in the back of Room 119 (overhead bracket) only needs to have power turned on. The coaxial cable should already be connected.
7. If modem hookup is needed for Citrus County Representative (or any other requestor), use a telephone line NOT being used. If NONE are available, contact the Telecommunications Representative or EOF Facility Manager to activate another telephone jack for modem use.
8. Office supplies are stored in the labeled cabinets in Room 124. Do NOT distribute these items during setup; the Administrative Manager will handle this.
9. Distribute the EOF Position Manuals to the proper position in the Main Conference Room if they are NOT already in place.

EXPLANATION OF TELEPHONE CODE:

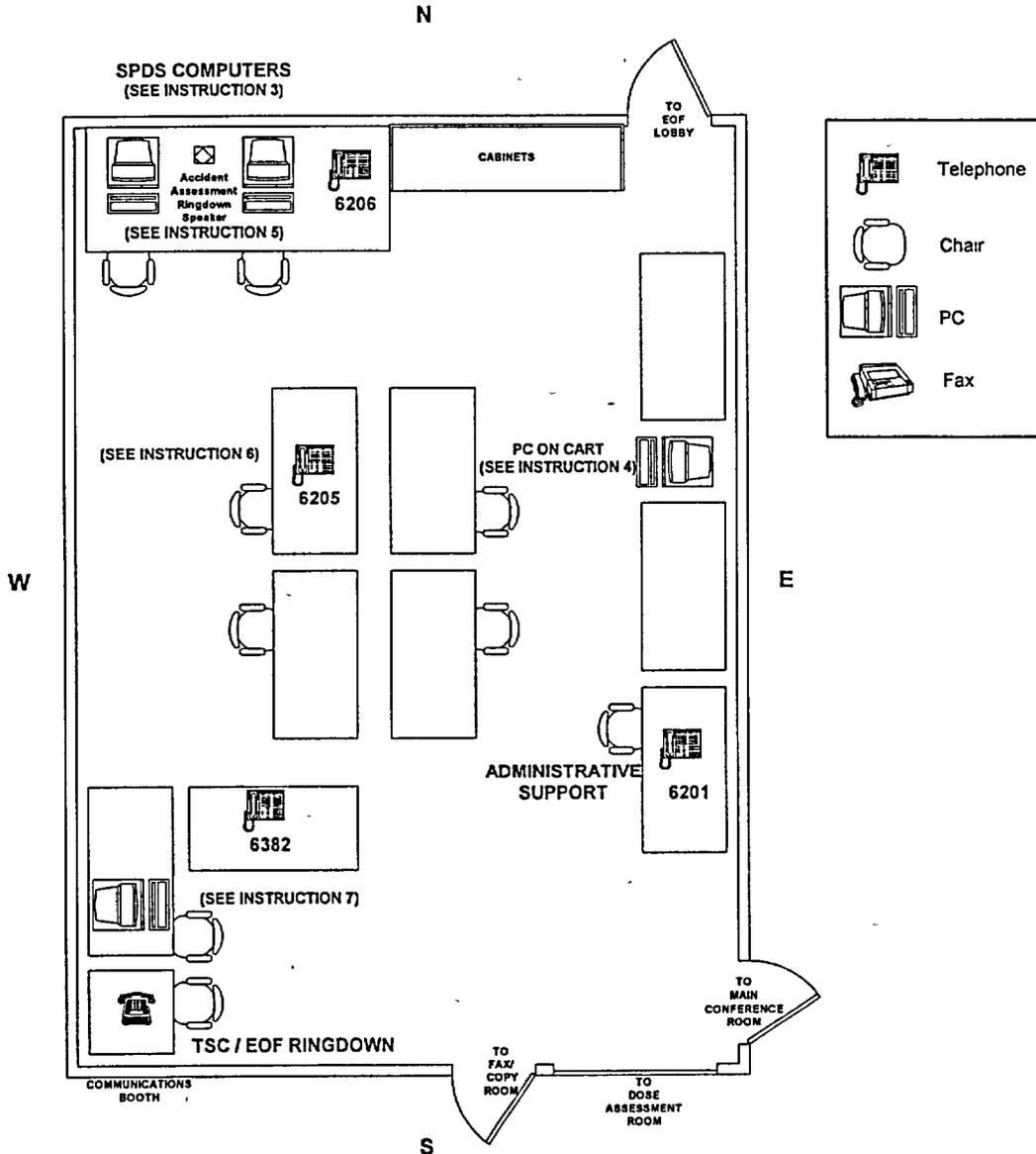
A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

TECHNICAL SUPPORT ROOM RECOMMENDED LAYOUT (Room 124)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR TECHNICAL SUPPORT ROOM:

1. The Technical Support Room should contain furniture as diagrammed.
2. Telephones and equipment/supplies are located in the labeled supply cabinets (north wall). Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:
 - Telephones (each labeled for the appropriate jack)
 - Telephone Extension Cords
 - Telephone Directories
 - Desk Nameplates for Work Area Identification
 - Headset for Corporate Ringdown Telephone
3. The two SPDS computers are already set up; ensure they are operating properly.
4. Obtain the computer on a cart designated for this location from the Dose Assessment Room (141). The Technical Support Team should connect this computer to the LAN for use.
5. Ensure the Accident Assessment Ringdown (AARD) speaker is connected to jack 124-D5. The AARD telephone in the Simulator must be off the hook for the AARD speaker in Room 124 to be activated.
6. Ensure telephone lines on the floor are taped or covered to prevent trip hazard.
7. A dedicated computer should already be set up at this location. It will be used by the EOF Communicator to access the TSC Log

EXPLANATION OF TELEPHONE CODE:

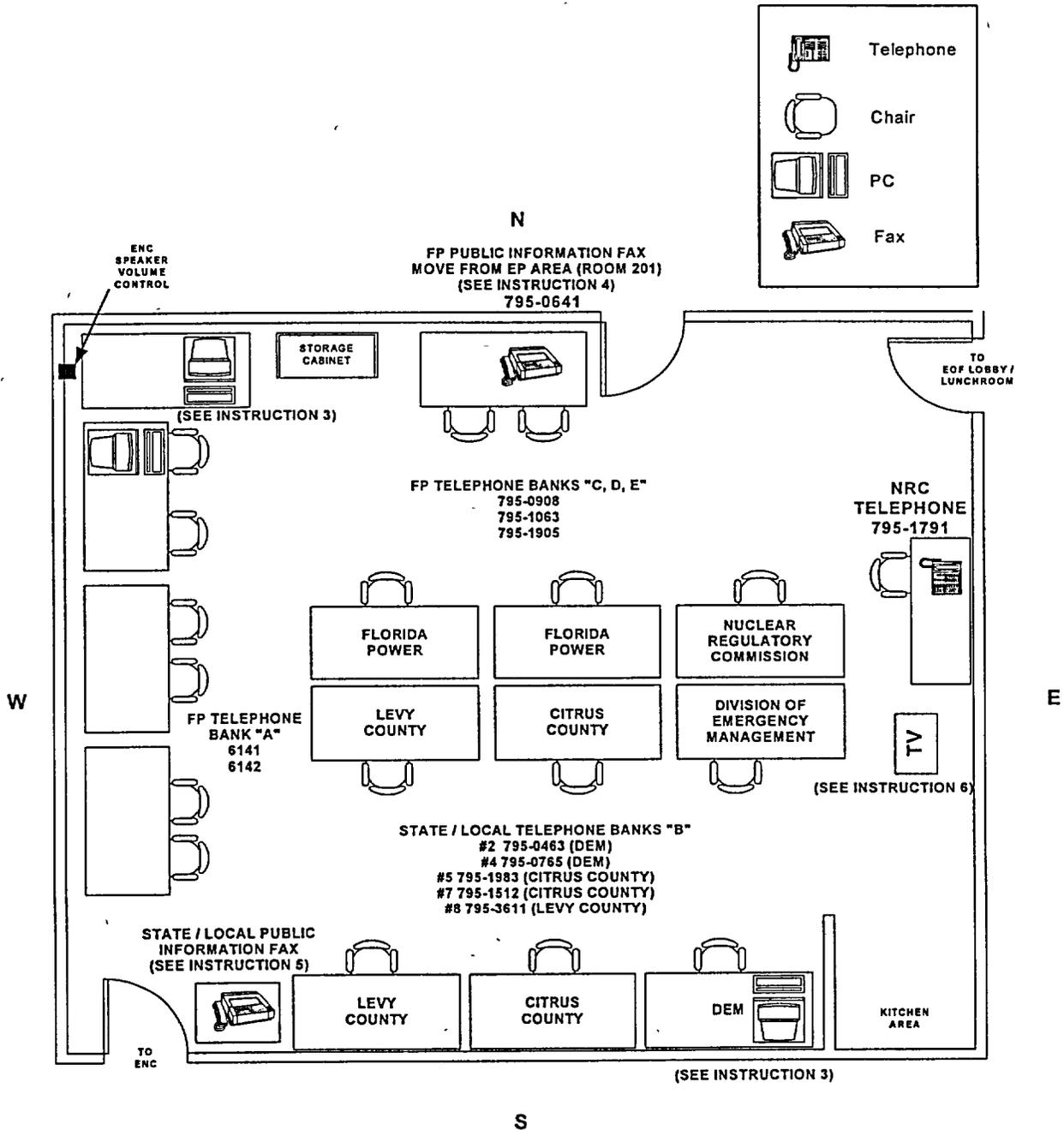
A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

EMERGENCY PREPAREDNESS UNIT PROCEDURE

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

PUBLIC INFORMATION WORK AREA RECOMMENDED LAYOUT (Room 106)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY

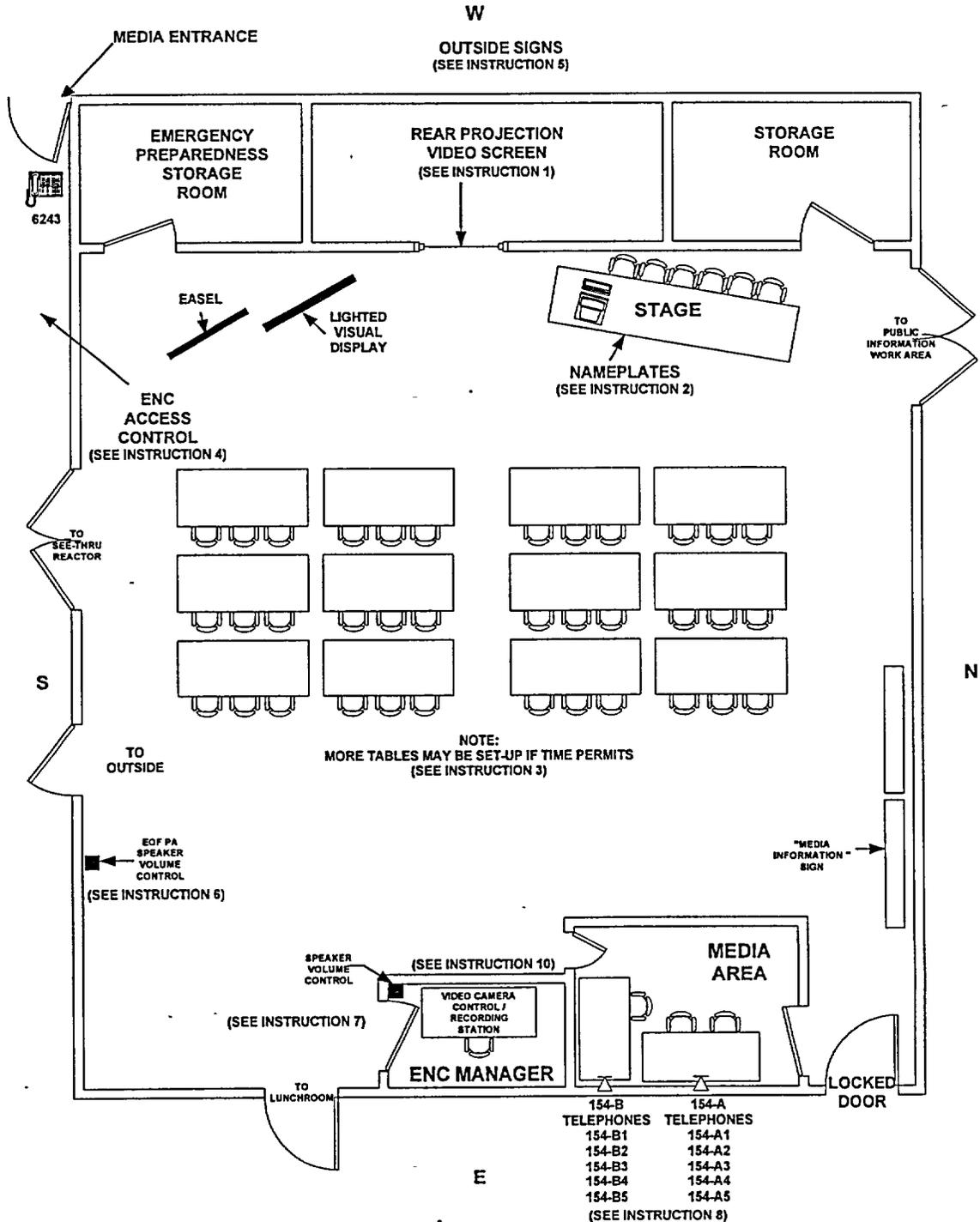
INSTRUCTIONS FOR PUBLIC INFORMATION WORK AREA:

1. The Public Information Work Area should contain furniture as diagrammed.
2. Telephones and equipment/supplies are located in labeled storage cabinets in Room 106. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:
 - Telephones (each labeled for the appropriate jack)
 - Telephone Extension Cords
 - Desk Nameplates (to be placed on tables in center)
3. The computer and printer designated for this position are normally kept in this location.
4. Move FAX machine from the Emergency Preparedness area (Room 201) to this location.
5. Move FAX machine from the Room 128 (mail room) to this location.
6. The television mounted in the overhead bracket only needs to have power turned on. The coaxial cable should already be connected for viewing of ENC (Room 150) activities.
7. Set-up three (3) televisions and two (2) radios in office (Room 105) across the hall from the Public Information Work Area. The televisions are located in the EOF Library and the radios are stored in the storage cabinet in Room 106.
8. If additional computer workstations are needed for Power Web access or other tasks, instruct the personnel to use the computers in Rooms 102 and 104 (already set up and connected to the LAN).

SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Continued) -

EMERGENCY NEWS CENTER RECOMMENDED LAYOUT (Room 150)



See INSTRUCTIONS on the following page.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**INSTRUCTIONS FOR ENC:**

1. The ENC should contain furniture and equipment as diagrammed. The stage area, microphones, and audiovisual equipment are permanently set up. Obtain the key to the audiovisual cabinet and remote control from the EOF Library/Document Control area (Room 102).
2. Set-up the stage nameplates (FP, DEM, Citrus County, Levy County, DOH, and NRC), which are stored in the storage room in the southwest corner of the ENC.
3. Arrange the tables to allow for the center of the ENC to remain clear for setup of media television equipment.
4. Set-up the ENC Access Control Point at the west door (of the See-Thru Reactor Room). Supplies / telephones for this area are stored in a labeled (ENC Access Control) box in the storage room (Room 148) in the southwest corner of the ENC.
5. Install the "EOF" and "ENC" signs on posts outside the EOF. The signs are also stored in the storage room (Room 148) in the southwest corner of the ENC.
6. Ensure the EOF public address system volume is turned off in the ENC and the knob is removed.
7. Ensure the volume is turned down on public address system speaker in the ENC Manager's office (Room 145).
8. Set up the telephones in the Media Area (Room 146), which are stored in a cabinet in the EOF Library (Room 102).

NOTE: Only telephones 154-A1 and 154-A2 are active. If additional media phones are needed, inform the EOF Facility Manager. The EOF Facility Manager will have Telecommunications activate telephones 154-A3 thru -A5 and 154-B1 thru -B5, as needed.

9. Obtain the media system remote control and lapel microphone from the Document Control area if they are NOT already in the ENC.
10. Turn on the ENC video camera per the instructions provided in Attachment 2. Ensure the picture is being transmitted to the televisions in Rooms 119 and 106 (bracket mounted in overhead).
11. Install EOF and ENC signs (1-EOF, 2-ENC) on existing posts by front sidewalk. Signs are stored in the Emergency Preparedness Storage Room 148.

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**- ATTACHMENT 1 (Continued) -****SETUP INSTRUCTIONS FOR SUPPORT AGENCY OFFICES**

1. Ensure the SHRD phone and the Fax line (795-1790 in jack TC-1025-D Red) are functional in Room 121 for the DEM response team.
2. Setup telephone 795-3908 (stored in north cabinet in Room 119) on the east wall in Room 123 for the DEM response team. Additionally, ensure the DEM data jack (795-1494) on the east wall and data jack (795-2336 in jack TC-1024-D Red) on the west wall of Room 123 are functional.
3. Arrange the existing furniture in Rooms 133 (NRC) and 118 (NRC) so it will be functional as a conference room for the NRC Response Team
4. Set-up and test the FTS-2001 telephones in Room 118, which are stored in a cabinet in the room, to include:
 - Emergency Notification System (ENS)
 - Management Counterpart Link (MCL)
 - Reactor Safety Counterpart Link (RSCL)
 - Protective Measures Counterpart Link (PMCL)
5. Ensure Room 134 (FEMA) is clear of books and personal belongings and is ready to be used by the FEMA responders.
6. Ensure the desks in the Instructor Cubicle Area (Room 112 designated for INPO, Framatome, Claims, Legal, etc.) are clear of books/papers and are ready to be used by the appropriate responders. Verify the telephones are functional.

SETUP OF THE EMERGENCY OPERATIONS FACILITY**- ATTACHMENT 2 -****ENC VIDEO CAMERA INSTRUCTIONS**

These instructions will enable the video equipment in the Video Room in the back of the ENC (Room 150) to be activated so the ENC activities can be viewed in the EOF, Rooms 119 and 106.

Turning System On

1. Obtain keys to Video Room door and remote control for the ENC Video System (AMX) from the EOF Library if not available.
2. Press "MENU" on AMX remote control, then press "SYSTEM POWER ON."
3. Turn "red" POWER switch to "ON" position, which is located on the back right corner of the video control center.
4. Ensure the television monitor power (on top of video control center) is turned "ON."
5. Ensure the VCR power is turned "ON."
6. Turn "red" POWER switch on the back right corner of the video control center to the "OFF" position (with about a 3 second delay), then back to the "ON" position again.
7. Press "VCR/TV" button on VCR to get a signal (picture) to Rooms 119 and 106.

Turning System Off

1. To turn system off, turn the "red" power switch on back right corner of the video control center to the "OFF" position.
2. Turn off AMX by pressing "SYSTEM POWER ON" on remote control.
3. Ensure door to Video Room is locked and keys/AMX remote control are returned to the EOF Library (Room 102).



- ATTACHMENT 3 -

EOF AUTO PHONE ATTENDANT (VOICE MAIL) INSTRUCTIONS

These instructions will enable the Auto Phone Attendant System (voice mail) to be turned off so calls can be directly answered by an Operator during the emergency.

Turning System Off

From any telephone:

1. Dial "**5015" to remove the auto-attend feature.
2. Verify the system is off by dialing "795-0504."

Turning System On

From any telephone:

1. Dial "**6015" to activate the auto-attend feature.
2. Verify the system is on by dialing "795-0504."

Problems

If there are problems turning the system on or off, contact the Telecommunications Representative or the EOF Facility Manager.