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**CRYSTAL RIVER UNIT 3  
PLANT OPERATING MANUAL**

**EMERGENCY PLAN IMPLEMENTING PROCEDURE**

**EM-401**

**SETUP OF THE EMERGENCY OPERATIONS FACILITY**

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE .....	3
2.0 DEVELOPMENTAL REFERENCES.....	3
3.0 PERSONNEL INDOCTRINATION .....	3
3.1 Definitions .....	3
3.1.1 Activation .....	3
3.1.2 Operational.....	3
3.2 Responsibilities .....	3
3.3 Limits & Precautions.....	4
3.4 EOF Equipment And Supplies .....	4
3.4.1 Furniture.....	4
3.4.2 Telephones, Equipment, and Supplies .....	4
3.4.3 Reference Materials .....	4
3.4.4 Controlled Procedures and Drawings.....	4
4.0 INSTRUCTIONS.....	4
4.1 Activation .....	4
4.1.1 Facility Preparation.....	4
4.1.2 Deactivation .....	5
FIGURE 1 .....	6
ENCLOSURES (Optional Non-Quality Records)	
1 Access Control.....	7
2 Dose Assessment Room.....	8
3 PAR Conference Room .....	10
4 Fax/Copy Room .....	11
5 Main Conference Room.....	12
6 Technical Support Room .....	14
7 Public Information Work Area.....	16
8 Emergency News Center.....	18
9 Remote TSC .....	20
10 Setup Instructions for Support Agency Offices .....	21
11 ENC Video Camera Instructions.....	23
12 EOF Auto Phone Attendant (Voice Mail) Instructions .....	24

## **1.0 PURPOSE**

- 1.1 This procedure provides instructions for physical setup and describes the steps required to prepare of the Emergency Operations Facility (EOF), which includes the Emergency News Center (ENC). The procedure also contains the Remote TSC set-up used when the SSO/EC has determined NOT to staff the TSC due to an on-site Security-type threat where personnel safety is an issue.
- 1.2 The EOF and ENC are located in Progress Energy's Crystal River 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.

## **2.0 DEVELOPMENTAL REFERENCES**

- 2.1 CR-3 Radiological Emergency Response Plan
- 2.2 EM-400, Operation of the Emergency Operations Facility
- 2.3 EM-405, Operation of the Emergency News Center (ENC)

## **3.0 PERSONNEL INDOCTRINATION**

### **3.1 DEFINITIONS**

#### **3.1.1 Activation**

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

#### **3.1.2 Operational**

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist in EM-400.

### **3.2 Responsibilities**

- 3.2.1 The EOF Director or alternate notifies the EOF Facility Manager that the EOF is being activated.
- 3.2.2 The EOF Facility Manager or alternate assures that the physical setup of the EOF is accomplished.
- 3.2.3 The EOF Setup personnel or designee(s) set-up and prepare the EOF and ENC according to the instructions of this procedure.

3.2.4 The EOF Facility Manager or alternate assures that the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

### 3.3 Limits & Precautions

3.3.1 None

## 3.4 EOF EQUIPMENT AND SUPPLIES

### 3.4.1 Furniture

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

### 3.4.2 Telephones, Equipment, and Supplies

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

### 3.4.3 Reference Materials

The built-in cabinets located in the EOF contain various manuals and reference material.

### 3.4.4 Controlled Procedures and Drawings

Most controlled procedures and drawings are located in position manuals. Other procedures can be obtained from the file cabinets in the Training Center Library or are available through a networked Personal Computer. Drawings in hardcopy form are available on aperture cards in files in Room 118.

## 4.0 INSTRUCTIONS

### 4.1 Activation

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

#### 4.1.1 Facility Preparation: [NOCS 12080]

Figure 1 depicts the Training Center 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 Center 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 enclosures to this procedure. Each of the enclosures is 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) [NOCS 24160]
- 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) [NOCS 11060]
- i. Public Information Work Area (106) [NOCS 24160]
- j. FAX/Copy Room (144)
- k. Support Agency Offices as follows:
  - NRC (Rooms 116 and 133)
  - FEMA (Room 134)
  - Instructor Cubicle Area (Room 112)
- l. 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.

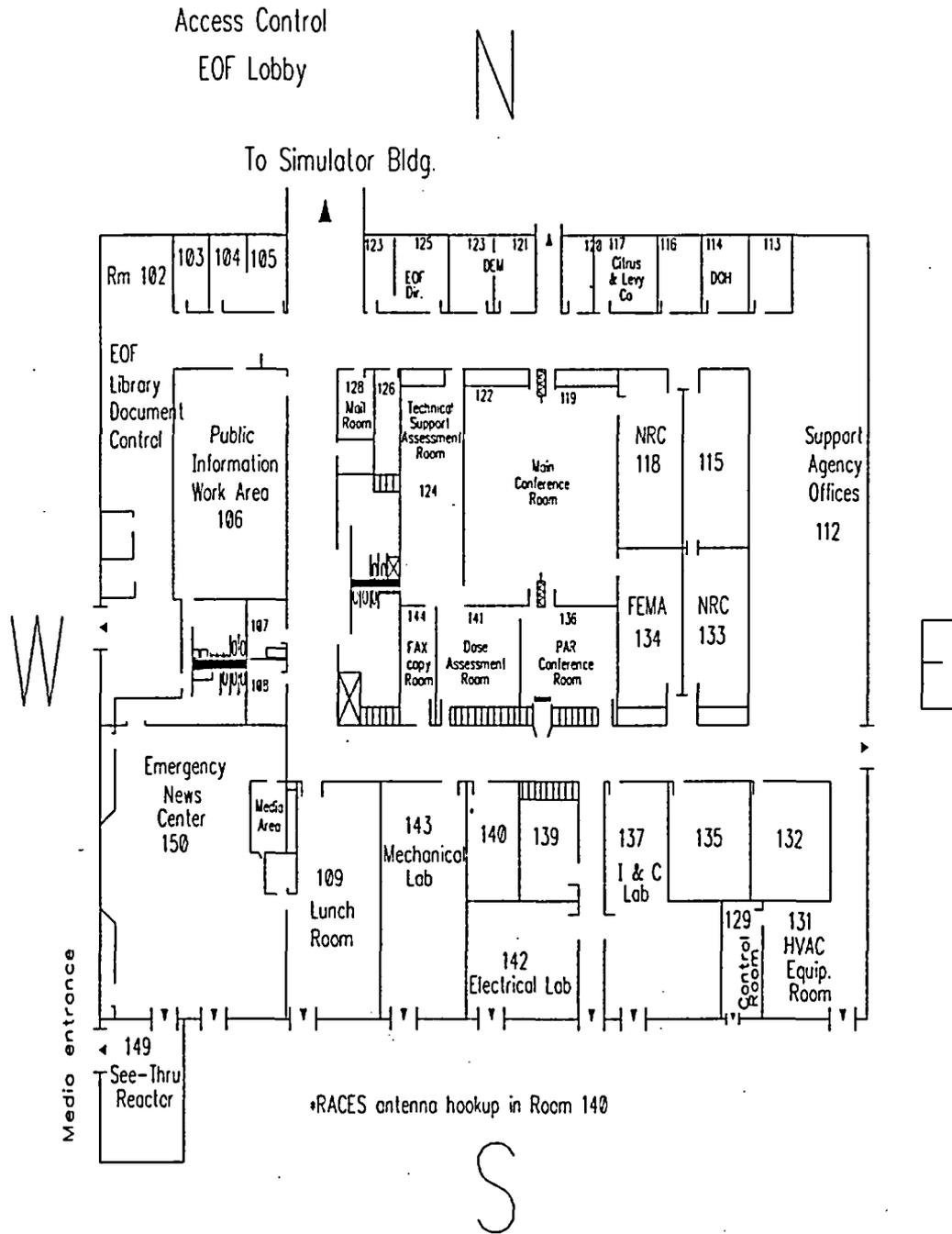
#### 4.1.2

#### Deactivation

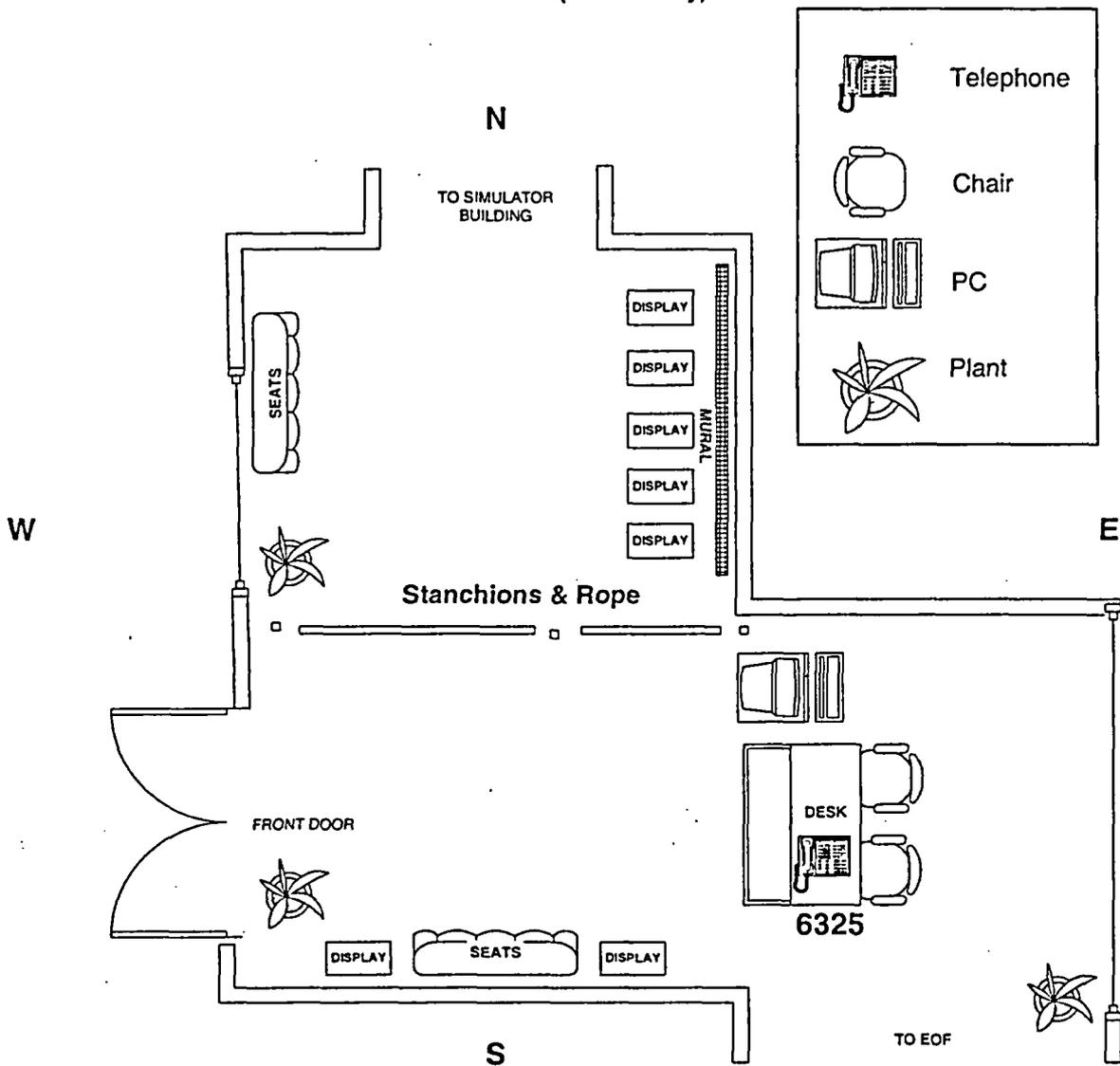
Upon notification from the EOF Director, the EOF Facility Manager ensures the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

- FIGURE 1 -

# EOF BUILDING ARRANGEMENT



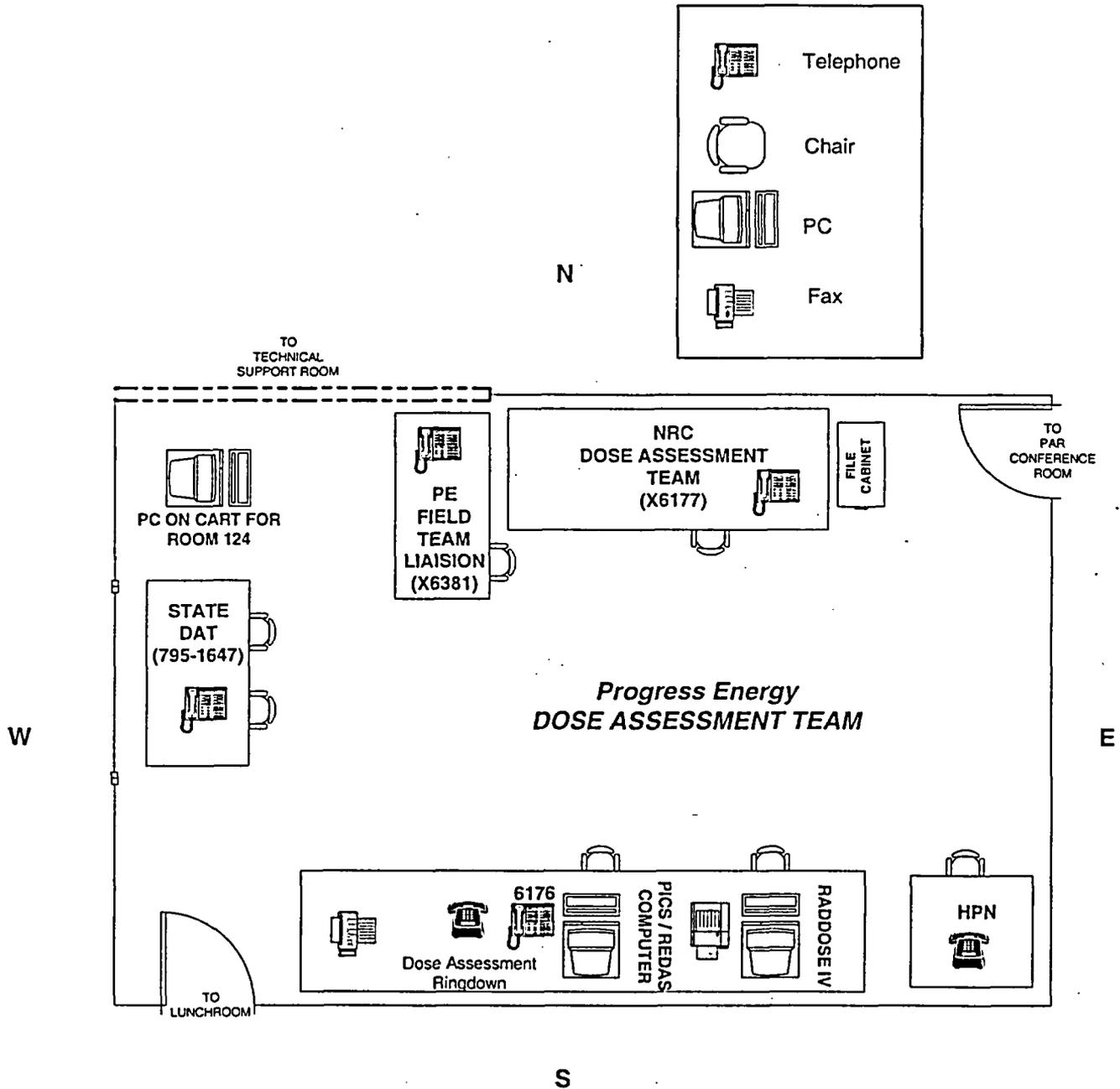
**ACCESS CONTROL**  
**RECOMMENDED LAYOUT**  
(EOF Lobby)



**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.

**DOSE ASSESSMENT ROOM**  
RECOMMENDED LAYOUT  
(Room 141)



See INSTRUCTIONS on the following page.

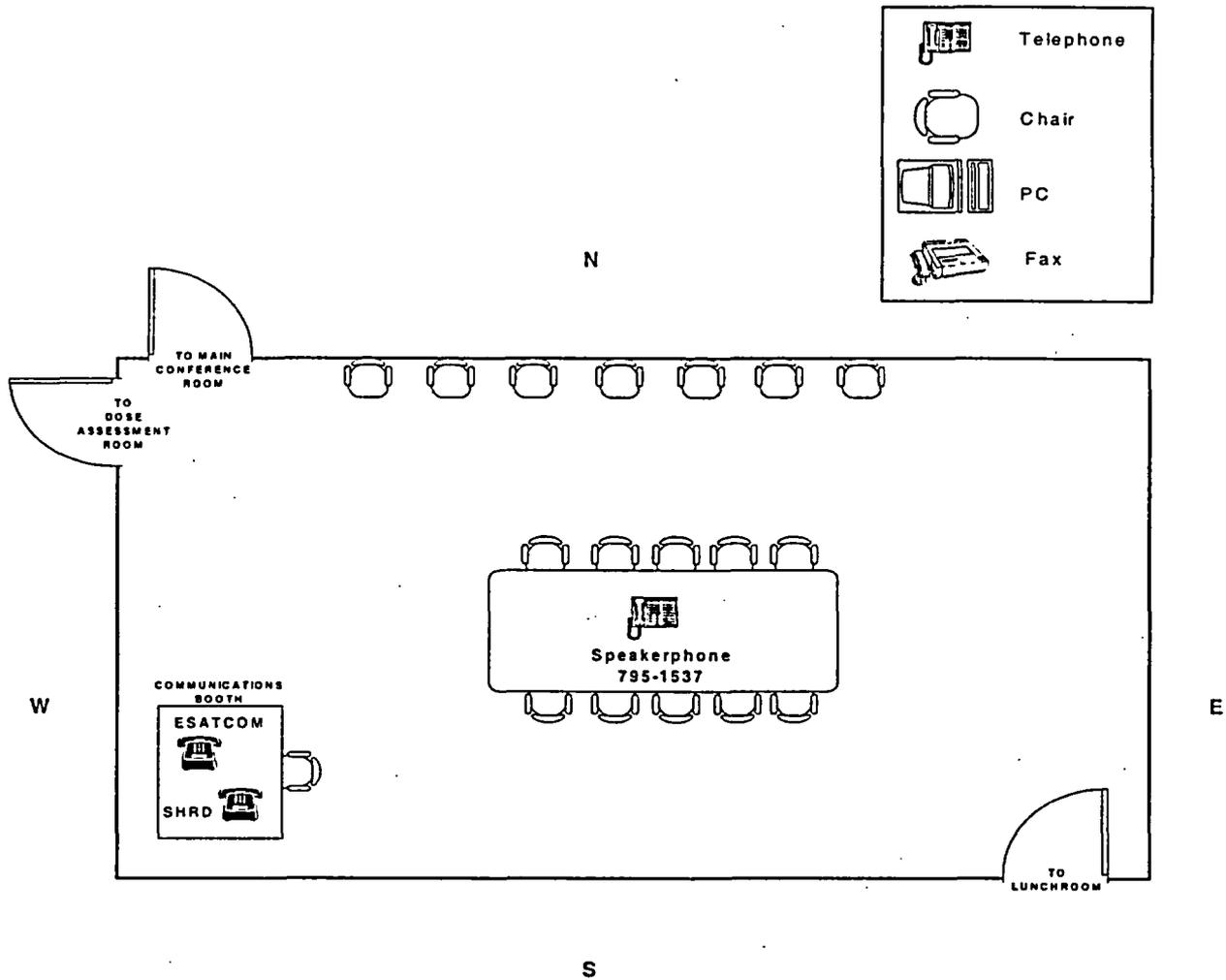
**INSTRUCTIONS FOR DOSE ASSESSMENT ROOM:**

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.

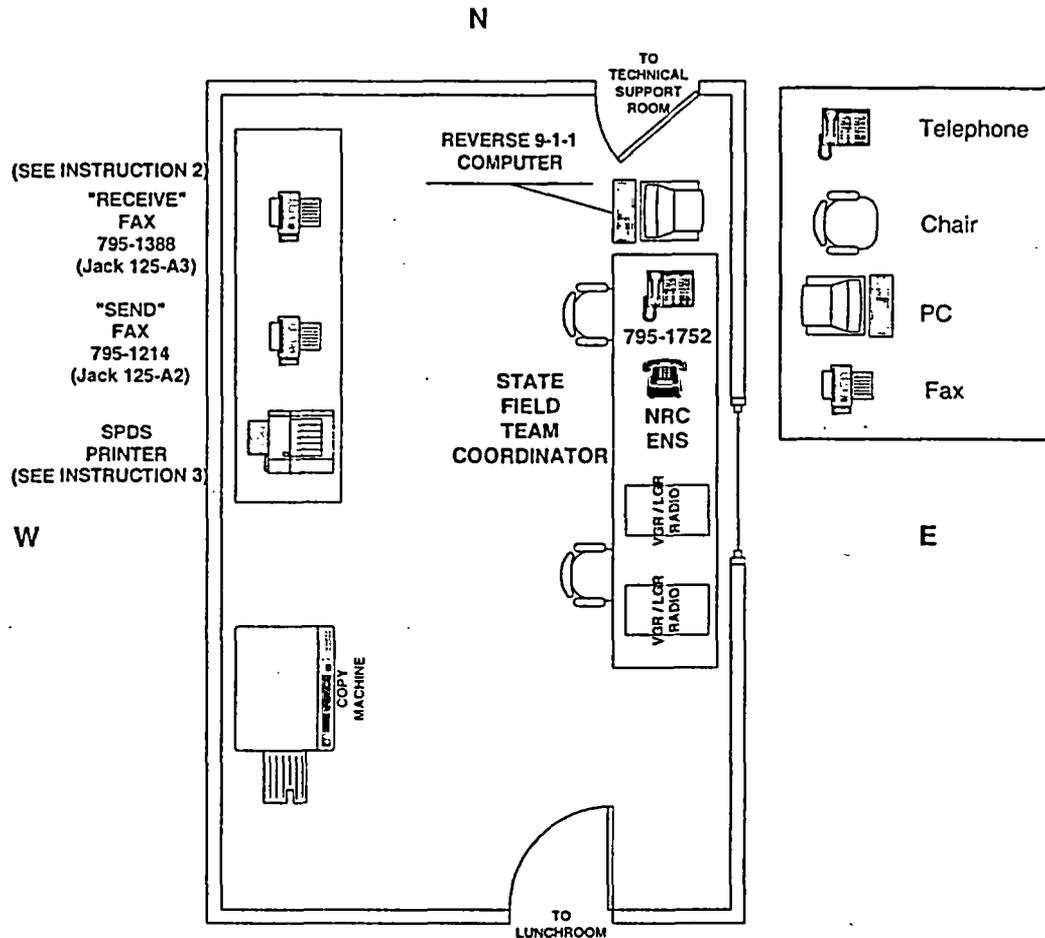
**PAR CONFERENCE ROOM**  
RECOMMENDED LAYOUT  
(Room 136)



**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.

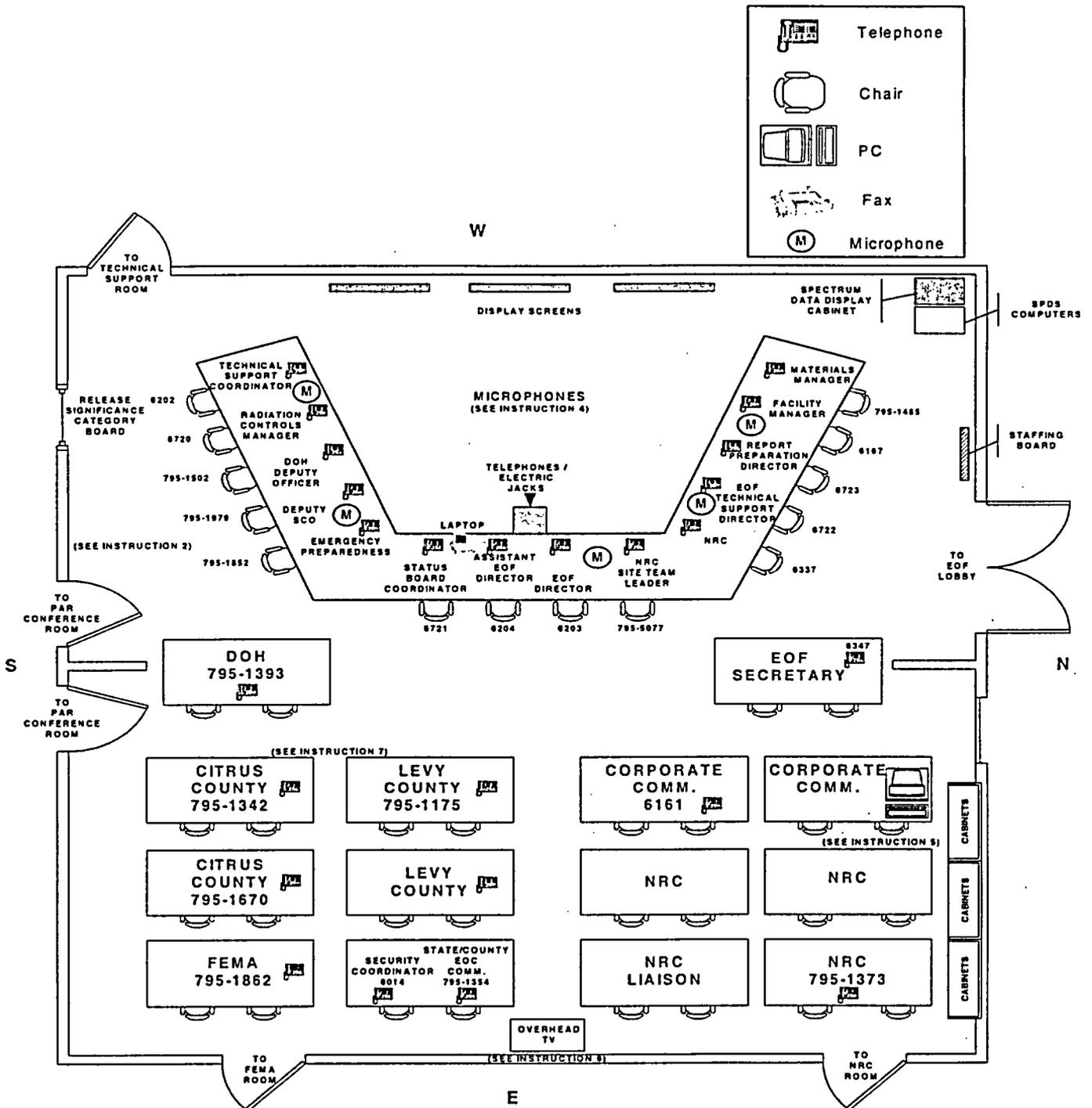
**FAX/COPY ROOM**  
**RECOMMENDED LAYOUT**  
(Room 144)



**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.

**MAIN CONFERENCE ROOM**  
**RECOMMENDED LAYOUT**  
(Rooms 119 and 122)



See INSTRUCTIONS on the following page.

### **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 labeled cabinets.
3. An extra key for the Spectrum Data Display System cabinet (normally unlocked) is located 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.

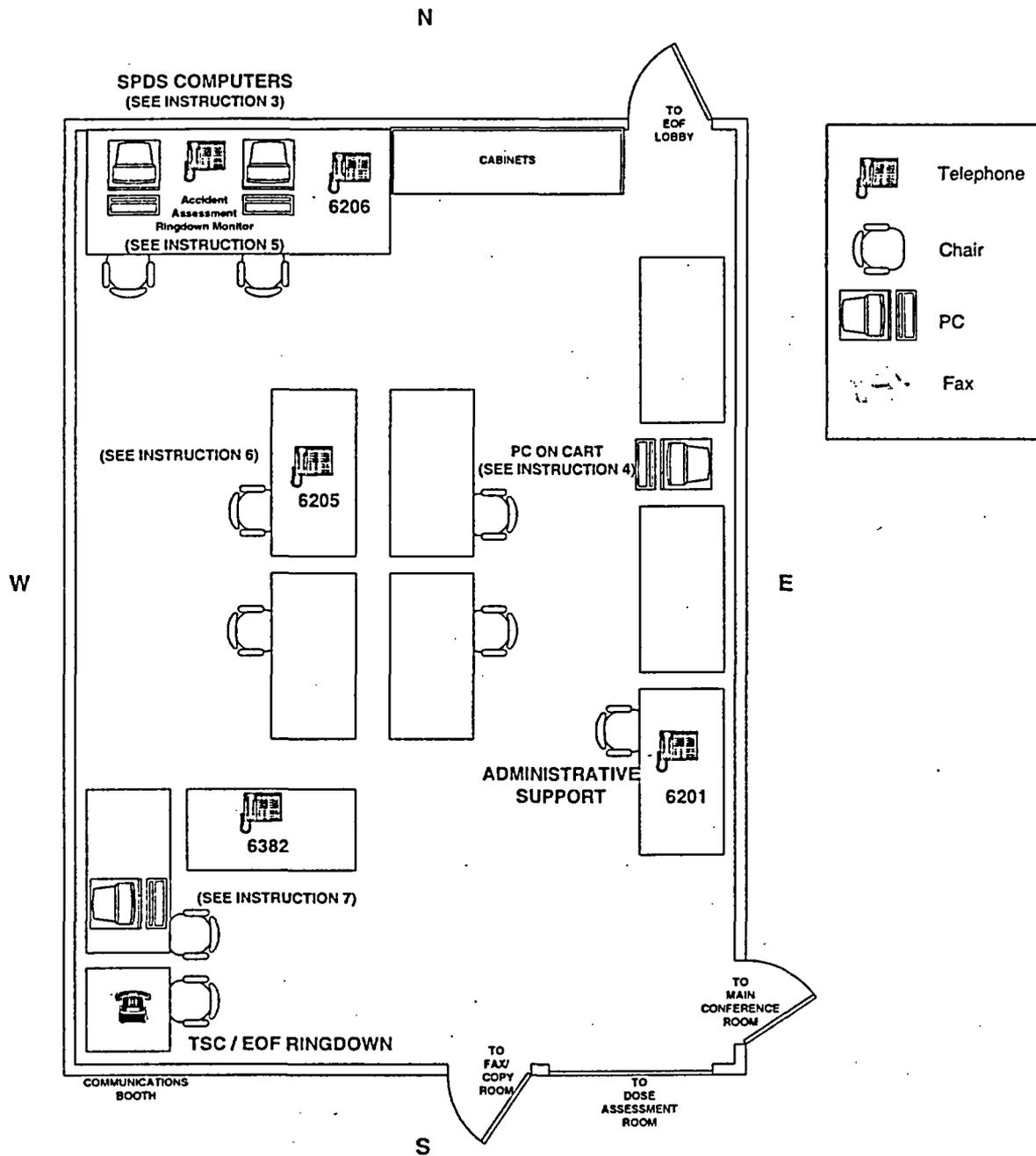
### **EXPLANATION OF TELEPHONE CODE:**

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.

# TECHNICAL SUPPORT ROOM

## RECOMMENDED LAYOUT

(Room 124)



See INSTRUCTIONS on the following page.

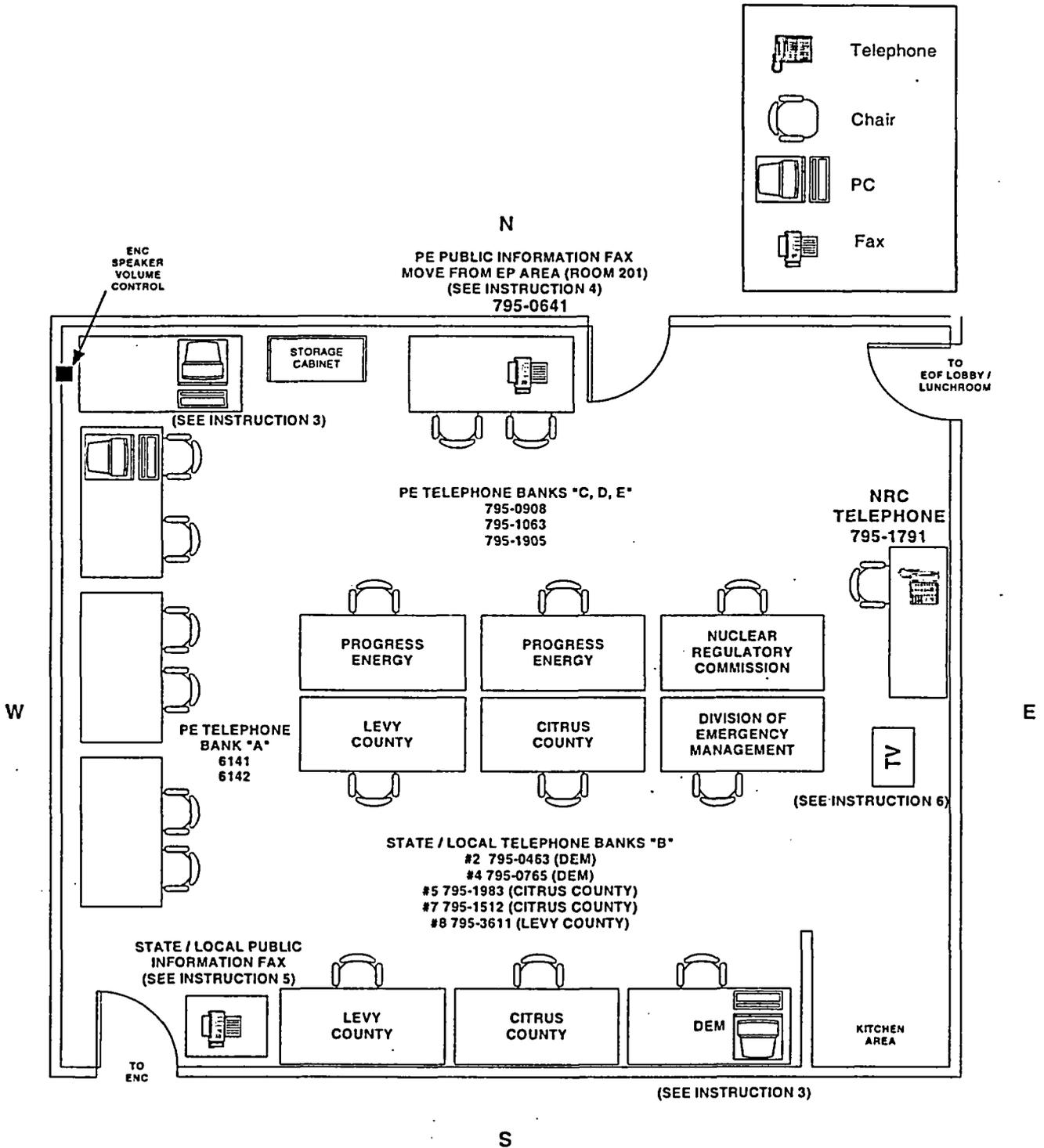
**INSTRUCTIONS FOR TECHNICAL SUPPORT ROOM:**

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 TSC / EOF 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) Monitor is connected to jack 124-D5. The AARD telephone in the Simulator must be off the hook for the Accident Assessment Ringdown Monitor 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.

**PUBLIC INFORMATION WORK AREA**  
**RECOMMENDED LAYOUT**  
 (Room 106)

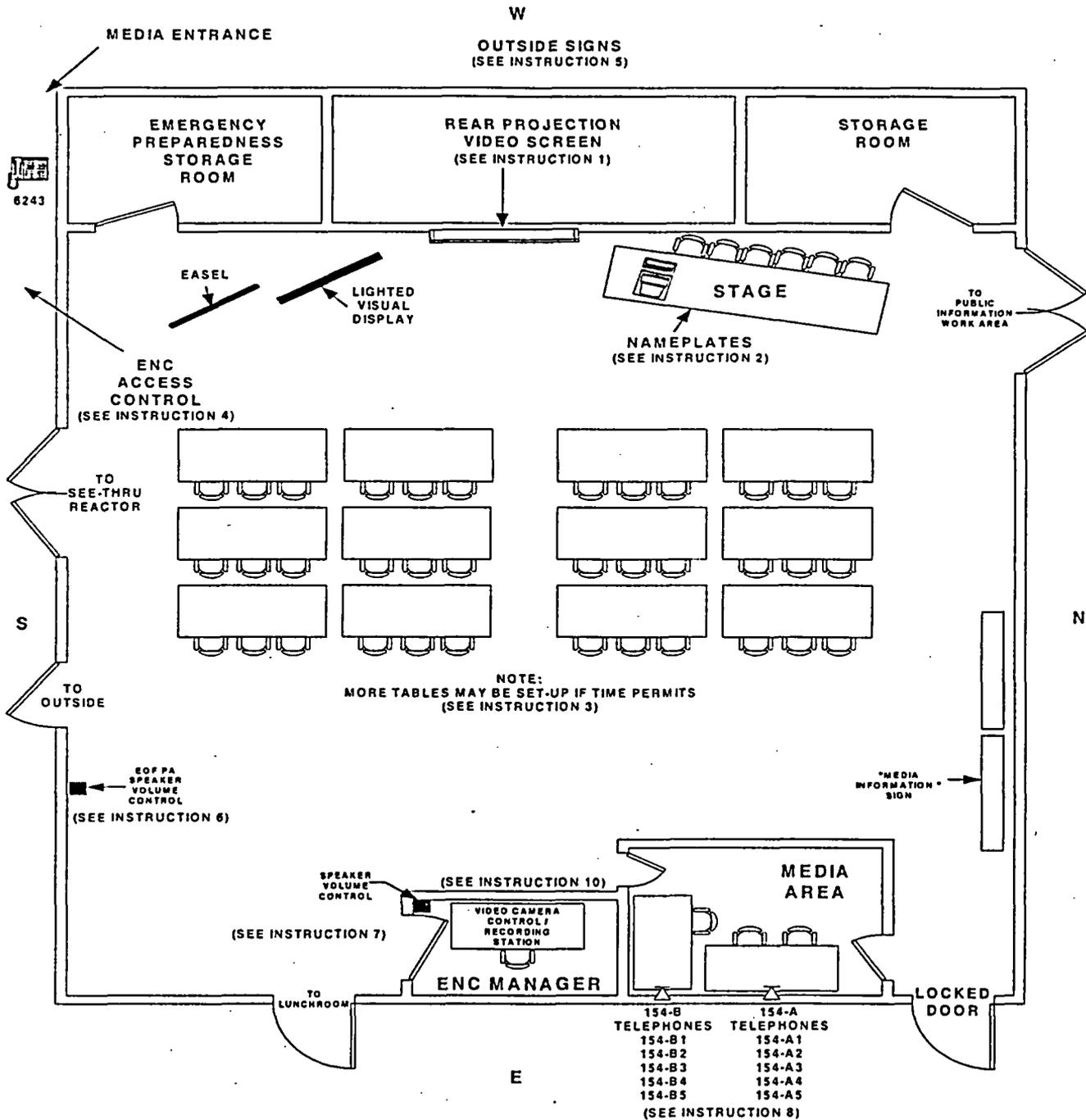


See INSTRUCTIONS on the following page.

**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 NEWS CENTER**  
RECOMMENDED LAYOUT  
(Room 150)



See INSTRUCTIONS on the following page.

## 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 Training Center Library (Room 102).
2. Set-up the stage nameplates (PE, 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 (1-EOF, 2-ENC) on existing posts by front sidewalk. Signs are stored in the Emergency Preparedness Storage Room 148.
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 Training Center Library (Room 102).

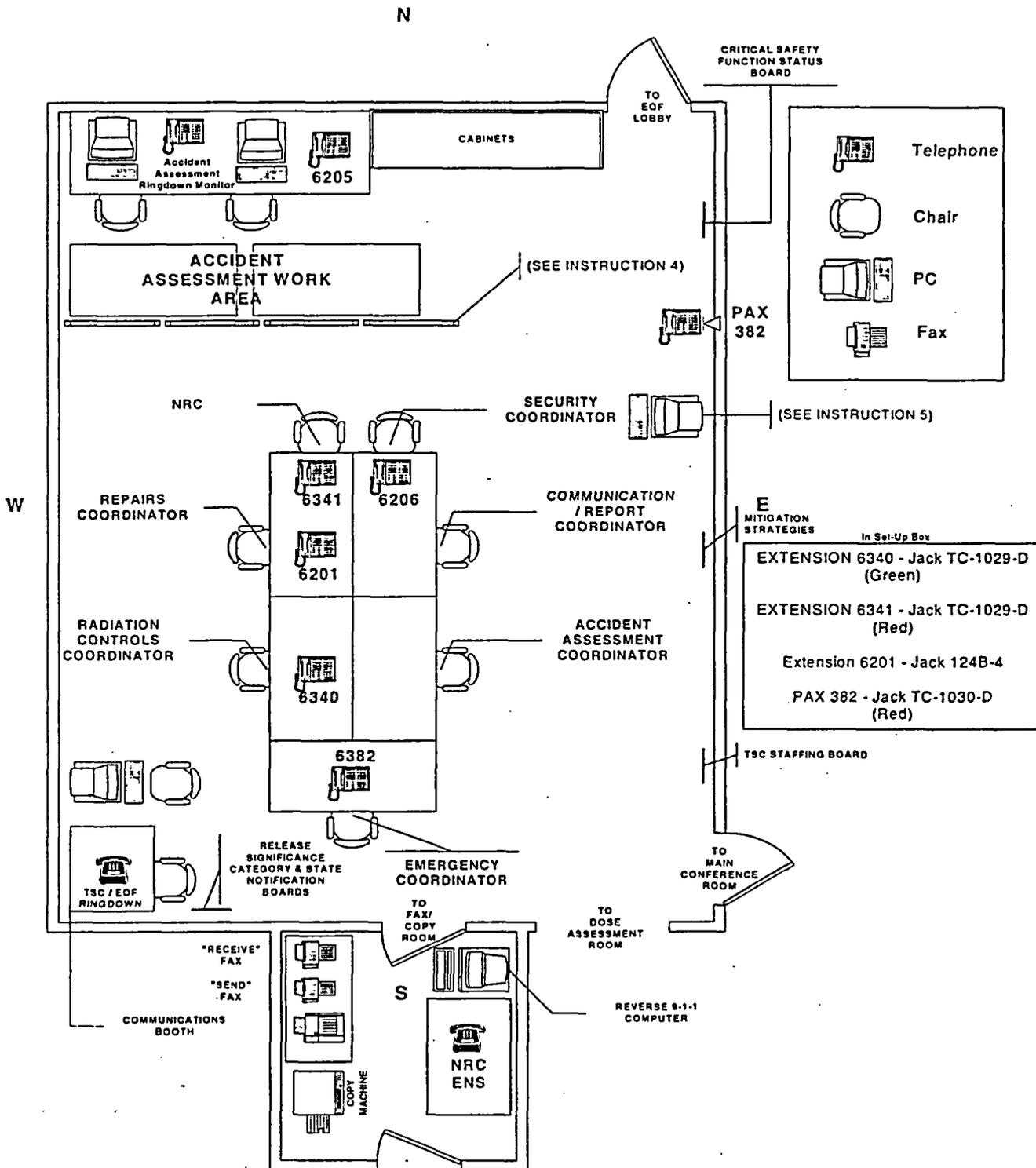
**NOTE:** Only telephones 154-A1 and 154-A2 are active. If additional media phones are needed, inform the EOF Facility Manager. The EOF Facility Manager will have Telecommunications activate telephones 154-A3 thru -A5 and 154-B1 thru -B5, as needed.

9. Obtain the media system remote control and lapel microphone from the Training Center Library (Room 102) if NOT already in the ENC.
10. Turn on the ENC video camera per the instructions provided in Enclosure 11. Ensure the picture is being transmitted to the televisions in Rooms 119 and 106 (bracket mounted in overhead).

## 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.

**REMOTE TSC**  
**RECOMMENDED LAYOUT**  
(Room 124)



See INSTRUCTIONS on the following page.

### **INSTRUCTIONS FOR REMOTE TSC:**

1. Supplies (pens, markers, tablets) are located in the cabinet labeled "Supplies".
2. Telephones and equipment are located in the cabinet labeled "TSC Setup" cabinet (north wall). Ensure all the telephones are placed in the correct locations per the diagram and equipment/supplies are placed appropriately. Telephones not in cabinets need to be moved as indicated below:
  - a. Move Ext. 6382 from Communications booth to Emergency Coordinator
  - b. Move Ext. 6206 from AAT Work Area to Security Coordinator position
3. Equipment in "TSC Setup" cabinet includes:
  - Telephones (labeled for the appropriate jack) and telephone extension cords
  - Telephone Directories
  - Desk Nameplates for Position Identification
  - Position Briefing Plaques
  - Log Books
  - TSC Position Manuals
  - Magnetic status boards (TSC Staffing, Critical Safety Function, Release Significance Category and Mitigation Strategy/Equipment OOS) are available and should be hung on the whiteboards as directed on the back of each board and on layout.
  - EM-225 laminated Enclosures
  - Laminated Flow Diagrams
4. Four (4) partitions to divide the Accident Assessment Work Area from the remainder of the room are located in Room 136 (they are on rollers and can be easily moved).
5. Obtain the computer on a cart designated for this location from the Dose Assessment Room (141). Connect this computer to the LAN for use as needed.

### **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 "124-C-2" corresponds to the jack box labeled "124-C" in Room 124, and the second receptacle from the left.

## SETUP INSTRUCTIONS FOR SUPPORT AGENCY OFFICES

1. ENSURE the SHRD phone and the Fax lines (795-1790 in jack TC-1025-D Red) are functional in Room 121 for the DEM response team.
2. CONNECT 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 jacks (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. CONNECT 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 for use 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.
7. VERIFY the telephones are functional.
8. For Security-related events, ENSURE room 133 is setup for offsite Law Enforcement agencies as a Forward Command Post. Connect the five telephones (ext. 6725 – 6729) stored in the marked cabinet and ensure the room is clear of books and personal belongings.

## 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).

## 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.

REVISION SUMMARY FOR REVISION 1 OF EM-401 (Nov 2003)

Procedure Section

Changes and Reason

Enclosure 9

Revised layout of Remote TSC and changed instructions to reflect changes.