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SUBJECT: Rev 4 to CPIP-5.1, "Emergency Response Recovery Director."

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Iowa Electric Light and Power Company

October 20, 1989  
NEP-89-0493

Document Control Desk  
U.S. Nuclear Regulatory Commission  
Washington DC 20555

Project: Duane Arnold Energy Center  
Subject: Transmittal of Emergency Planning Documents  
File: A-304

To Whom It May Concern:

We are forwarding, in accordance with Appendix E to 10CFR50, three controlled copies (one to NRR and two to NRC Region III) of our

<input type="checkbox"/> Duane Arnold Energy Center Emergency Plan	Revision _____
<input type="checkbox"/> Emergency Plan Implementing Procedure	Revision _____
<input type="checkbox"/> Iowa Electric Light & Power Co. Corporate Emergency Response Plan	Revision _____
<input checked="" type="checkbox"/> Corporate Plan Implementing Procedure 5.1	Revision <u>4</u>
<input type="checkbox"/> Duane Arnold Energy Center Emergency Telephone Book The Emergency Telephone Book is considered to be proprietary to Iowa Electric.	Revision _____

Insert the revised document(s) in your files and discard the obsolete one(s). Please acknowledge the receipt of the enclosed documents by signing and dating the section below and returning a copy of this letter to me.

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No proprietary information is contained in these revisions.

Information considered to be proprietary to Iowa Electric has been marked in red brackets as specified in pages containing proprietary information. The Emergency Telephone Book is, in total, considered to be proprietary to Iowa Electric.

Very truly yours,



Paul L. Serra  
Manager, Emergency Planning

cc: IE Group Leader, Emergency Planning  
IE Manager, Nuclear Licensing  
IE Emergency Planner - Procedures  
NRC Region III (2)  
NRC Resident Inspector

The document(s) listed above have been received by the NRC.

1. Headquarters, NRR, \_\_\_\_\_, \_\_\_\_\_  
Control Copy #91 Date
2. NRC Region III, \_\_\_\_\_, \_\_\_\_\_  
Control Copy #161-162 Date

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IOWA ELECTRIC LIGHT AND POWER  
DUANE ARNOLD ENERGY CENTER  
TRANSMITTAL/ACKNOWLEDGEMENT  
MEMORANDUM

NRC-NRR/DOC. CONTROL # 91  
DESK, WASHINGTON, DC

DATE: October 11, 1989

SUBJECT: Corporate Plan Implementing Procedures

Revisions to your controlled copy of the Duane Arnold Energy Center Corporate Plan Implementing Procedures are attached. As indicated below, please remove and discard the superseded material and insert the revised material.

MANUAL CONTENTS	REMOVE		INSERT	
	REV.	DATE	REV	DATE
CPIP 5.1	3	11/4/88	4	10/9/89

Please acknowledge that the above action has been taken by signing below and returning this memo to K. BRICKELL, 14th floor, IE Tower, Box 351 Cedar Rapids, IA 52406.

PLEASE RETURN WITHIN 20 DAYS.

I have made the above revisions as indicated.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature/Date

Page 4, 4.2.2

Added, "During normal working hours"

Page 4, 4.2.6

Correcting "Facility" to "Station".

Page 4, Note

Added #2, "During non-normal hours, Teleconnect will make the notifications."

Page 5, 4.5

Corrected "EAL" to "ECL".

Page 6, Signatures

Correcting "Emergency Planning Coordinator" to "Group Leader, Emergency Planning."

Correcting "Manager, Nuclear Licensing and Emergency Planning" to "Manager, Emergency Planning."

Page 7, Attachment 1, 2.0

Add to "...notification per CPIP 1.2", ...CPIP 1.2 "during normal working hours."

Page 9, Attachment 1, 8.0

Change "...notify IE Spokesperson" to "...direct Rad and EOF Manager to notify IE Spokesperson to evacuate the ENC....."

## 1.0 PURPOSE

1.1 This procedure describes the actions required by the Emergency Response and Recovery Director during an emergency situation at the Duane Arnold Energy Center.

## 2.0 APPLICABILITY

2.1 This procedure applies to the Emergency Response and Recovery Director.

2.2 The Manager, Nuclear Division is the primary individual designated to assume this position upon activation of the Corporate Emergency Response Organization.

## 3.0 RESPONSIBILITIES

### 3.1 General Responsibilities

3.1.1 The Emergency Response and Recovery Director is accountable to the Vice President - Production and is responsible for the overall direction and control of the integrated Emergency Response and Recovery effort. He will inform Corporate Management of those matters which impact on the safe recovery of the station and may affect the general public. He has the full authority and responsibility to make commitments for the Company related to emergency response and DAEC recovery activities in the event of an Alert, Site Emergency or General Emergency. This authority is granted until the plant is in a safe and stable condition and the emergency classification is terminated.

3.1.2 The Emergency Response and Recovery Director shall coordinate the efforts of the Radiological and EOF Manager and the Emergency Support Manager with the Emergency Coordinator.

3.1.3 The Emergency Response and Recovery Director shall approve the protective action recommendations to off-site authorities made by the Radiological and EOF Manager. He must ensure that the protective action recommendations are based on the Emergency Coordinator's analysis of current trends in degrading reactor core conditions as well as potential or actual radiological release conditions in order

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to identify potential problems.

- 3.1.4 The Emergency Response and Recovery Director shall ensure that the Emergency Response Organization is staffed by qualified personnel and that sufficient support for various functions are available, either from within IELP or from outside organizations (other utilities, Architect Engineers, Nuclear Steam Supply System Suppliers, consultants, etc.).

### 3.2 Specific Responsibilities

- 3.2.1 Determining the extent to which the Corporate Emergency Response Plan will be implemented when notified of a NOTIFICATION OF UNUSUAL EVENT or an ALERT by the Emergency Coordinator
- 3.2.2 Activating the IELP Corporate Emergency Response Plan for a SITE or GENERAL EMERGENCY
- 3.2.3 Initiating the notification of the Corporate Emergency Response Organization during normal working hours
- 3.2.4 Communicating and coordinating with the Emergency Coordinator to apply corporate manpower and resources as necessary
- 3.2.5 Ensuring notification is complete and all personnel are at their assigned locations
- 3.2.6 Briefing the EOF Staff at frequent intervals to ensure that they understood current conditions
- 3.2.7 Coordinating with Corporate Management and the Iowa Electric Spokesperson to disseminate applicable information to the news media
- 3.2.8 Authorizing appropriate personnel to procure equipment, materials and other resources, as necessary, to effectively respond to an accident condition at the DAEC
- 3.2.9 Exercising the final authority for downgrading/deactivating emergency classification levels and declaring that a recovery phase is to be entered

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#### 4.0 INSTRUCTIONS

##### 4.1 Actions Required on Initial Notification of a Declared Emergency Action Level (EAL).

- 4.1.1 The Manager, Nuclear Division (or his alternate) will receive initial notification of a declared Emergency Action Level at the DAEC from the Emergency Coordinator. He should review the sequence of events, the logic used to establish the EAL and confirm the declared EAL.
- 4.1.2 The Manager, Nuclear Division, should determine his next course of action as follows:
- a. When NOTIFICATION OF UNUSUAL EVENT or an ALERT is declared, initiate one of the following courses of action based on the current situation and projected trends:
    - (1) Inform appropriate IELP personnel of the situation and, if appropriate, place them on standby (use Attachment 3 of CPIP 1.2, "Emergency Response Organization Mobilization Matrix", as a guide). Standby does not constitute activation of the Corporate Emergency Response Plan. Those individuals placed on standby have no further action, other than to keep appropriate IELP management apprised of their location
    - (2) Activate the Corporate Emergency Response Plan. This invokes the Corporate Plan Implementing Procedures.
  - b. Upon notification of a Site or General Emergency, initiate immediate activation of the Corporate Emergency Response Plan. Simultaneously, the Manager-Nuclear Division assumes the position of Emergency Response and Recovery Director.

##### 4.2 Mobilization of the Emergency Response Organization

- 4.2.1 The Emergency Response and Recovery Director shall mobilize the Emergency Response Organization using the mobilization matrix, Attachment 3 of CPIP 1.2, "Emergency Response Organization Mobilization Matrix." Primary and alternates for emergency positions and phone numbers for these individuals may be found in the Emergency Telephone Book.



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4.2.2 He is responsible for contacting the following individuals:

- a. Event Historian
- b. Radiological and EOF Manager
- c. Emergency Support Manager
- d. Iowa Electric Spokesperson
- e. Corporate Management Representative

NOTE

1. If the primary and alternates for any of these individuals cannot be reached the Emergency Response and Recovery Director shall assume the notification responsibilities of that individual. The notification flow path is described in Attachment 4 to CPIP 1.2.

- 4.2.3 The Emergency Response and Recovery Director should receive reports from the Emergency Coordinator and other individuals listed above when the notification process is complete and the emergency facilities are fully operational.
- 4.2.4 The Emergency Response and Recovery Director may designate other individuals to assume emergency positions if the primary and all alternates are unavailable. He may also change the emergency response organization to better apply resources as the event progresses or changes.
- 4.2.5 The ER&RD should authorize the dispatch of the Johnson County Responders upon declaration of a Site Emergency or as conditions warrant.
- 4.2.6 The ER&RD should authorize the dispatch of the Emergency Worker Monitoring and Decontamination Facility (EWMDS) Set-Up Leader upon declaration of a Site Emergency or as conditions warrant.

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#### 4.3 Notification of Outside Agencies

4.3.1 Upon activation of the Corporate Emergency Response Plan, the Emergency Response and Recovery Director shall assume the responsibility of informing the NRC of changes in the emergency condition at DAEC. He may delegate this responsibility to the Radiological and EOF Manager.

4.3.2 The Emergency Telephone Book lists additional Federal, State and Local Officials as well as support agency management personnel that may be contacted as directed by the Emergency Response and Recovery Director.

#### 4.4 Continuing Actions Required From the Emergency Response and Recovery Director

4.4.1 Brief the EOF staff at frequent intervals to ensure that the latest conditions at the DAEC are understood and projected trends or potential problems are considered.

4.4.2 Approve protective action recommendations to the State and local EOCs made by the Radiological and EOF Manager.

4.4.3 Ensure follow-up notifications to the NRC are made as the situation changes.

4.4.4 Ensure that the Radiological and EOF Manager is giving the State and local EOCs an update of the situation as conditions warrant, or hourly at a minimum.

4.4.5 Review for technical accuracy any press releases prior to their dissemination, verify the initiating event sequence (if known) with the Emergency Coordinator and provide the Iowa Electric Spokesperson with accurate and timely information on all subsequent events (CPIP 1.4, "Release of Emergency-Related Information").

4.4.6 Ensure that the Emergency Support Manager has informed the Insurance and Risk Manager and the Safety Supervisor of personal injury accidents (CPIP 2.5, "Insurance and Claims").

#### 4.5 Downgrading EALs and Deactivation of the Emergency Response Organization

4.5.1 Consult with the Emergency Coordinator to determine what portions of the Emergency Response Organization may be



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ATTACHMENT 1

EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

INITIAL ACTIONS

1. Is EOF activation warranted or required? \_\_\_\_\_
2. Initiate Corporate Response Organization notification per CPIP 1.2 \_\_\_\_\_
3. Verify the following key positions are filled:
  - a. Radiological and EOF Manager \_\_\_\_\_
  - b. Emergency Support Manager \_\_\_\_\_
  - c. Iowa Electric Spokesperson \_\_\_\_\_
  - d. Corporate Management Representative \_\_\_\_\_
4. Apprise key personnel of the following:
  - a. emergency classification \_\_\_\_\_
  - b. events leading to the classification \_\_\_\_\_
  - c. present plant status \_\_\_\_\_
  - d. response actions planned or in progress \_\_\_\_\_
  - e. potential offsite consequences \_\_\_\_\_
  - f. assigned response tasks \_\_\_\_\_
5. Brief EOF personnel on the following:
  - a. plant status \_\_\_\_\_
  - b. problems \_\_\_\_\_
  - c. actions being taken to mitigate the event \_\_\_\_\_
  - d. planned actions \_\_\_\_\_
  - e. tasks assigned in the EOF \_\_\_\_\_

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ONE TIME TASKS

1. Verify readiness to declare the EOF operational by checking with:
  - a. Radiological and EOF Manager \_\_\_\_\_
  - b. Emergency Support Manager \_\_\_\_\_
2. Declare the EOF operational \_\_\_\_\_
3. Direct key personnel to assume the following responsibilities from the TSC:
  - a. off-site communications, including follow-up notification with local, State, and Federal agencies \_\_\_\_\_
  - b. interface with off-site support organizations, industry support groups, and contract firms. \_\_\_\_\_
  - c. off-site dose projection and assessment activities \_\_\_\_\_
  - d. off-site radiological monitoring, including coordination and interface with local, State and Federal organizations \_\_\_\_\_
  - e. development and transmittal of Protective Action Recommendations \_\_\_\_\_
  - f. changes to the event classification \_\_\_\_\_
  - g. reentry and recovery activities \_\_\_\_\_
4. Notify the Emergency Coordinator that the EOF has assumed responsibility for off-site communications and protective action recommendations \_\_\_\_\_
5. Assist the Emergency Support Manager in assigning Iowa Electric Representative to off-site EOC's \_\_\_\_\_
6. When appropriate, direct the Radiological and EOF Manager to dispatch the Johnson County Responders to Iowa City \_\_\_\_\_

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7. When appropriate, direct the Radiological and EOF Manager to dispatch the EWMDS Set-up Leader to Kirkwood College to activate that facility \_\_\_\_\_
8. Assure that the Radiological and EOF Manager relates the current radiological status to the NRC Site Team during their initial briefing \_\_\_\_\_
9. If Cedar Rapids evacuation is imminent, or as deemed appropriate, direct the IE spokesperson to relocate ENC personnel to the alternate ENC \_\_\_\_\_

REPETITIVE TASKS

1. Reclassify the event
2. Approve all protective action recommendations to be sent off-site
3. Approve all deviations from normal administrative practices which enable a more rapid response to the emergency without compromising plant safety.
4. Conduct periodic briefings of EOF personnel including:
  - a. plant status
  - b. problems
  - c. actions being taken to mitigate the event
  - d. planned actions
  - e. tasks assigned in the EOF
5. Review plant status reports and TSC messages and communicate, as required, with the Emergency Coordinator regarding:
  - a. additional information needs in the EOF or ENC
  - b. status of problem resolution
  - c. tasks being accomplished in the EOF

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- d. pertinent information from contract firms or industry organizations
  - e. actions being taken by off-site agencies
6. Provide (or assist the Corporate Management Representative to provide) briefings, as necessary, of the Iowa Electric Spokesperson, Insurance and Risk Manager, Legal Advisor and other corporate management, as necessary, including:
- a. sequence of events
  - b. potential off-site effects
  - c. response actions taken by Iowa Electric
  - d. interfaces with off-site agencies
  - e. support functions of off-site agencies
7. Assist the Iowa Electric Spokesperson (with the aid of the Technical Recorder) to prepare information for the news media
8. Ensure that a knowledgeable person is available at news media briefings to answer technical questions
9. Approve all press releases prior to transmittal to the Emergency News Center