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SUBJECT: Rev 4 to CPIP-2.3, "Administrative Svcs & Corporate Response
 Coordination." W/900810 ltr.

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Iowa Electric Light and Power Company

August 10, 1990
NEP-90-0402

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 2.3 | 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.

The Emergency Telephone Book is, in total, considered to be proprietary to Iowa Electric.

Very truly yours,

Paul L. Serra

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.

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Summary of Changes (CPIP 2.3)

Pg 1, 3.2.2

Added "Emergency Support Manager", corrected "ENC Director" to "Iowa Electric Spokesperson".

Pg 2, 4.1.1 b)

Deleted paragraph on required activation of EOF.

Added new paragraph b) "During off-hours, notifications will be conducted by Telecom."

Pg 2, 4.1.2 b)

Deleted paragraph having Group Leader, Communications help with set-up of EOF.

Pg 2, 4.1.2 c) & changed to 4.1.2 b)

Corrected ENC Director to Iowa Electric Spokesperson.

Pg 2, 4.1.3

Deleted paragraph on ENC set-up.

Renumbered 4.1.4 - 4.1.7 to 4.1.3 to 4.1.6

Pg 3, 4.2

Corrected ENC Director to Iowa Electric Spokesperson.

Pg 4, 4.4.2

Corrected Director of Purchasing & Stores to Director of Purchasing, Transportation & Materials.

Pg 5, 4.4.5

Corrected Safety Supervisor to Director, Safety Program.

Deleted paragraphs c & d.

Pg 5 4.4.5 b)

Corrected ENC Director to Iowa Electric Spokesperson.

Pg 5, 5.0

Added references 5.2, 5.3 & 5.4

Pg 6, Signatures

Corrected :

Emergency Planning Coordinator to Group Leader, Emergency Planning

Director, Nuclear Generation to Manager, Emergency Planning

Safety Director to Director, Safety Program

Director, Purchasing and Stores to Director, Purchasing, Transportation and Materials

Added: Manager, Quality Assurance

Pg 7, #3, d)

Corrected ENC Director to Iowa Electric Spokesperson.

Pg 8,

Corrected:

Director, Purchasing and Stores to Director, Purchasing, Transportation

Manager, Mechanical/Nuclear Engineering to Manager, Applications Engineering

Safety Supervisor to Director, Safety Program

<u>DOCUMENT NUMBER</u>	<u>TITLE</u>	<u>REV.</u>	<u>DATE</u>
1.2	Corporate Notification	9	03/27/90
1.3	Activation and Operation of the EOF	7	09/23/88
1.4	Release of Emergency-Related Information	5	10/03/89
1.5	Building Security Implementation	4	12/07/89
1.6	Communication and Data Transmission Systems Coordination	1	07/27/83
2.1	Dose Assessment and Protective Action Recommendations	9	09/29/89
2.2	Technical Support Coordination	3	07/19/90
2.3	Administrative Services and Corporate Response Coordination	3	12/31/84
2.4	Quality Assurance and Quality Control Activities	2	10/06/89
2.5	Insurance and Claims	2	06/11/90
2.6	Legal Assistance	2	07/20/90
4.1	Maintenance of Emergency Preparedness	6	09/29/89
4.2	Training, Drills and Exercises	4	09/29/89
4.3	Public Information Program	4	07/09/90
5.1	Emergency Response and Recovery Director	5	07/19/90
5.2	Radiological and EOF Manager	9	06/27/90

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

1.0 PURPOSE

This procedure provides guidance for coordinating corporate administrative, logistic and non-technical services and resources which are available to support the Emergency Response Organizations.

2.0 APPLICABILITY

2.1 This procedure is applicable to personnel designated to supply administrative, logistic and non-technical support services to the Corporate and DAEC Emergency Response Organizations.

2.2 This procedure should be implemented upon activation of the EOF, or as otherwise directed by the Emergency Support Manager.

3.0 RESPONSIBILITIES

3.1 Emergency Support Manager

3.1.1 Ensure that the Support Services Coordinator is appraised of plant status and support needs which have been identified and the priority associated with each.

3.1.2 Keep the Emergency Response and Recovery Director appraised of the status of efforts being made which directly impact plant recovery and/or functions of the Emergency Response Organization.

3.2 Support Services Coordinator

3.2.1 Coordinate with Corporate Department Heads to obtain requested services.

3.2.2 Provide assistance as requested by the Security and Support Supervisor at the DAEC and the ENC Director.

3.2.3 Appraise the Emergency Support Manager of the status of efforts being made.

3.3 Corporate Department Heads

3.3.1 Provide support as requested by the Support Services Coordinator.

3.3.2 Appraise the Support Services Coordinator of the status of such efforts and problems being experienced which may impact execution of tasks assigned.

4.0 INSTRUCTIONS

4.1 Notification and Activation

- 4.1.1 Upon being advised of an emergency condition at the DAEC and plans for or activation of the EOF, the Support Services Coordinator should initiate notification of personnel, as prescribed in CPIP 1.2, "Corporate Notification".
- a) Telephone numbers for all assigned contacts are contained in the Emergency Telephone Book.
 - b) Activation of the EOF is required for a SITE or GENERAL EMERGENCY.
- 4.1.2 Upon being notified of plans to activate the EOF, the following actions should be initiated by corporate personnel, as indicated:
- a) Security Director - implement building security, as prescribed in CPIP 1.5, "Building Security Implementation", unless directed otherwise by the Support Services Coordinator.
 - b) Group Leader, Communications - proceed to the EOF and assist, as required, in activating the EOF, as prescribed in CPIP 1.3, "Activation and Operation of the EOF".
 - c) Manager of Employment - Coordinate directly with the ENC Director, Security Director, and Clerical Support Administrator in the EOF and provide assistance as needed to staff the clerical support functions.
- 4.1.3 If the Emergency News Center (ENC) is to be activated, Corporate Services Department personnel shall be dispatched by the Support Services Coordinator to initiate physical setup, in accordance with CPIP 1.4, "Activation and Operation of the ENC".
- 4.1.4 The General Office Switchboard should be placed on emergency status, as follows:
- a) Additional phones, if necessary, should be plugged in to handle incoming calls.

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

- b) Calls from the News Media (incoming) should be dispatched to the ENC.
- c. Calls from members of the general public concerning the event should be handled as prescribed on Attachment 1, "Instructions for Handling Incoming Calls During an Emergency".

NOTE

Depending on the severity of the event, it may be necessary to assign personnel to shifts to cover the switchboard on a 24 hour basis.

- 4.1.5 The First Aid Room should be checked and made ready to provide aid, as required, to employees, contract personnel, or others.
 - a. All equipment should be checked, such as oxygen units, etc.
 - b. The First Aid Team should be placed on standby.

NOTE

If additional space is needed, the Conference Room on the 5th Floor may be utilized.

- 4.1.6 As necessary, the Support Services Coordinator should mobilize the Corporate Services Coordinating Center. This group is responsible for the following activities:
 - a. Food services
 - b. Furniture and equipment allocation
 - c. Office maintenance activities
 - d. Cleaning
 - e. Record retrieval and reproduction
 - f. Printing and office supplies
 - g. Mail and courier services

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

- 4.1.7 Following completion of the actions mentioned above, the Support Services Coordinator should report to the EOF to be briefed by the Emergency Support Manager concerning the need for any services which are currently or are anticipated to be required of his organization.
- 4.2 As directed by the Emergency Support Manager, the ENC Director or the Security and Support Supervisor at the DAEC, the Support Services Coordinator should:
- 4.2.1 Mobilize corporate personnel and equipment, as necessary.
- 4.2.2 Obtain additional supplies or equipment needed to support recovery work.
- 4.2.3 Periodically, inform the Support Services staff of any changes in the emergency condition which may affect their areas of responsibility.

NOTE

Attachment 2, "Capabilities and Responsibilities Matrix", should be used when considering the optimum location for securing needed resources.

- 4.3 Support functions required to be provided on a continuing basis while the EOF and ENC are in operation include communications and security.
- 4.3.1 The Group Leader, Communications should provide assistance to the emergency effort as discussed in CPIP 1.6, "Communications and Data Transmissions System Coordination".
- 4.3.2 The Security Director should provide assistance to the emergency effort as discussed in CPIP 1.5, "Building Security Implementation".
- 4.4 Functional support which may potentially be required of Corporate Department Heads during a significant event at the DAEC includes:
- 4.4.1 Assistant Corporate Secretary
- a. Obtain, on a regular basis, information regarding road and air travel conditions to determine travel routes and methods of transportation for personnel, equipment, and supplies.

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

- b. Coordinate requests for transportation of personnel, equipment, and supplies.
- c. Provide, as necessary, reservation assistance to IELP personnel and consultants for air and ground transportation and hotel accommodations.
- d. Provide regularly scheduled daily transportation between DAEC and the IE Tower.

4.4.2 Director of Purchasing & Stores

- a. Coordinate with other department heads to prevent undue delays in procuring essential materials.
- b. Expedite procurement of spare parts, equipment, or materials.
- c. Maintain contact with key vendors to minimize procurement delays.
- d. Coordinate requests for transportation of materials.

4.4.3 Manager of Employment

- a. Supplement the clerical staffs to ensure 24 hour shift coverage can be achieved.
- b. Provide other administrative support functions necessary to activate and continually staff the Emergency Response Organization.

4.4.4 Industrial Relations Manager

- a. Provide the Support Services Coordinator with requested personnel by assisting in mobilizing IELP personnel from Field Operations and Production Department.
- b. Assist in resolving personnel disputes resulting from the emergency situation.
- c. Provide guidance regarding Federal and State laws and union contracts for employees working during an event.

4.4.5 Safety Supervisor

- a. Investigate serious personnel injury accidents and develop standard reports, including an Investigative Report and an Iowa OSHA Report, as required.
- b. Brief corporate management, as requested, regarding the events associated with any personnel injury and review details to be provided Media personnel regarding the injury with the ENC Director.
- c. Conduct safety inspections in accordance with the Safety Implementation Assurance Plan, as may be requested by corporate management.
- d. Provide assistance to the Insurance and Risk Manager in the follow-up of medical treatment administered to injured personnel at medical support facilities.

4.5 Deactivation and Recovery

- 4.5.1 The Support Services Coordinator shall assist the Emergency Support Manager, as requested, in developing plans for recovery where the continuing need for corporate resources is evident.
- 4.5.2 Corporate Support Staff personnel shall be deactivated as directed by the Support Services Coordinator upon authorization of the Emergency Support Manager.

5.0 REFERENCES

- 5.1 Iowa Electric Light and Power Company Corporate Emergency Response Plan

6.0 ATTACHMENTS

- 6.1 Instructions for Handling Incoming Calls During an Emergency
- 6.2 Capabilities and Responsibilities Matrix

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

Approved By: David J. Hunter Date: 1/14/85
Emergency Planning Coordinator

Approved By: Philip Ward Date: 1/16/85
Director, Nuclear Generation

Approved By: John Bell Date: 1-16-85
Industrial Relations Manager

Approved By: Donald M. Gostack Date: 1-21-85
Group Leader, Communications

Approved By: Mike Huber Date: 1-22-85
Safety Supervisor

Approved By: Samuel V. Vavrus Date: 1-22-85
Security Director

Approved By: Deane Arnold Jr Date: 1-28-85
Director, Purchasing and Stores

Approved By: Esther R. Heyer Date: 1/25/85
Manager of Employment

Approved By: William C. Jorgensen Date: 1/29/85
Assistant Corporate Secretary

Approved By: RW Mudge Date: 1/31/85
Manager, Nuclear Division

ATTACHMENT 1
INSTRUCTIONS FOR HANDLING INCOMING CALLS DURING AN EMERGENCY

1. Incoming calls regarding the emergency from the general public should be handled, as follows:

NOTE

The Switchboard Operator(s) should not attempt to answer any questions or forward any information.

- a) Advise the caller to stay tuned to their local Emergency Broadcast Station (EBS) for information concerning the event.
 - b) If the caller insists on speaking with someone regarding the event, transfer the call to the ENC.
2. Incoming calls regarding the emergency from vendors, etc. should be directed to the Director, Purchasing, Stores and Transportation or Nuclear Procurement Specialist.
 3. Incoming calls from government officials, industry associations, etc., should be handled, as follows:
 - a) Obtain the caller's name and affiliation and request the name of the individual to whom the caller wishes to speak.
 - b) Place the caller on HOLD, contact the individual and, if approved, put the call through.
 - c) If the caller cannot identify the individual to whom he wishes to speak, request that he leave his name, affiliation and phone number and indicate that the call will be returned.
 - d) If c) above, provide the message to the ENC Director or designee.
 4. Normal incoming business calls should be handled, as follows:
 - a) Inform the caller that an emergency exists at the DAEC and request that he leave a message for the person to whom he wishes to speak.
 - b) If the caller insists on being put through, obtain the caller's name and affiliation, place the call on HOLD, contact the individual directly, and if approved, put the call through.
 5. Incoming calls of a personal nature shall be handled as in 4a above, unless the caller advises that the call is of a personal emergency nature. In such cases, proceed as in 4b) above.

ADMINISTRATIVE SERVICES AND CORPORATE RESPONSE
COORDINATION

ATTACHMENT 2

CAPABILITIES AND RESPONSIBILITIES MATRIX

CAPABILITIES AND RESOURCES	LEAD AND SUPPORT RESPONSIBILITY																				
	Corporate Management	General Legal Counsel	Senior Vice President- Finance & Sec. Affs.	Insurance & Risk Manager	Corporate Affairs	Director-Purchasing & Stores	Manager of Employment	Manager, Nuclear Division	Assistant Corporate Secretary	Security Director	Industrial Relations Manager	Manager, Design Engineering	Manager, Mechanical/Nuclear Engineering	Manager, Nuclear Licensing	Group Leader, Communications	Manager, Corporate Quality Assurance	Director of Data Processing	Plant Superintendent-Nuclear	Safety Supervisor	Technical Group Leader-Nuclear Fuels	
MANAGEMENT DIRECTION & CONTROL	S							L													
CORPORATE AFFAIRS	L	S	S		S	S		S													
GOVERNMENT AFFAIRS	L				S			S													
PUBLIC RELATIONS	S				L			S													
COMMUNICATIONS									S		S				L						
SECURITY									S	L											
ADMINISTRATION							S		L												
MEDICAL & FIRST AID				S					S										S		
TRANSPORTATION & ACCOMMODATIONS									L												
COMMISSARY & CATERING									L												
INDUSTRIAL & HUMAN RELATIONS											L										
PURCHASING & STORES						L													S		
CONSTRUCTION/MAINT/MOBILE EQUIP. & MATLS.						L													S		
STAFF & WORK FORCE AUGMENTATION								L			S										
DESIGN & ENGINEERING												L	S						S		
CONSTRUCTION & ERECTION							S					S	S						L		
PLANNING & SCHEDULING												S	S						L		
RADIOLOGICAL ANALYSIS & PROTECTION												S		L					S		
● ACCIDENT ANALYSIS												S	S	L					S		
● METEOROLOGICAL MONITORING ANALYSIS												S		L					S		
● HEALTH-PHYSICS & DECONTAMINATION														S					L		
● CORE PHYSICS & FUEL MANAGEMENT												S							S		L
● THERMAL-HYDRAULICS												L	S						S		S
● CHEMISTRY & METALLURGY												L	S						S		
● FIRE PROTECTION												L							S		
● ELEC., COMPUTER INST. & CONTROL SYSTEMS												L	S				S	S			
● PROCEDURE DEVELOPMENT												S	S	S					L		
● SYSTEMS STRUCTURAL & CONTAINMENT ENGRG.												L	S						L		
● OPERATIONS & MAINTENANCE								S					S						L		
● QUALITY ASSURANCE & CONTROL																L			S		
AGREEMENT & CONTRACT MANAGEMENT		S				S		L													
COMPANY RECORDS & FILES									L								S				
SAFETY																					L

L = LEAD S = SUPPORT