TIPCK02

To : NRC NRC
Facility : CR3 Department :
Address : CR3-01242 / MAIL CODE: N/A
DC DESK-ATTN: DENNIS HAGAN
SAFEGUARDS TO B.GAPP-NA2S

From : CR3DOCSVCS Attention: DOCSVCS NA1E / PLNTSUPT NR2
Address : PROGRESS ENERGY FLORIDA
CRYSTAL RIVER COMPLEX
15760 WEST POWERLINE STREET
City : CRYSTAL RIVER State: FL Postal Code: 34428-6708
Country : UNITED STATES
Email :
Contact :

Date/Time : 06/11/2012 14:06 Transmittal Group Id: 0000071554
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CRYSTAL RIVER UNIT 3

PLANT OPERATING MANUAL

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EM-401

SET-UP OF THE EMERGENCY OPERATIONS FACILITY

(Includes Set-up of the Emergency News Center)

REVISION 10

TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	3
2.0	REFERENCES	3
2.1	Developmental References	3
3.0	DEFINITIONS	3
4.0	RESPONSIBILITIES	3
5.0	PREREQUISITIES	4
6.0	PRECAUTIONS, LIMITATIONS, AND NOTES	4
7.0	SPECIAL TOOLS AND EQUIPMENT	4
8.0	ACCEPTANCE CRITERIA	4
9.0	INSTRUCTIONS	5
9.1	Activation	5
10.0	RECORDS	6

ENCLOSURES (Optional Non-Quality Records)

1.	NUCLEAR OPERATIONS TRAINING CENTER	7
2.	Access Control	8
3.	Dose Assessment Room	9
4.	Par Conference Room	11
5.	Fax/Copy Room	12
6.	Main Conference Room	13
7.	Technical Support Room	15
8.	Public Information Work Area	17
9.	Emergency News Center	19
10.	DEM Work Area	21
11.	Remote TSC / Remote OSC	23

ATTACHMENTS

1.	Set-Up Instructions for Support Agency Offices	25
2.	EOF Auto Phone Attendant (Voice Mail) Instructions	26

Summary of Changes 27

1.0 PURPOSE

1. This procedure provides instructions for physical set-up and describes the steps required to prepare of the Emergency Operations Facility (EOF) and the Emergency News Center (ENC). The procedure also contains a cross-reference to EM-102, Operation of the Technical Support Center for the Remote Technical Support Center (RTSC) set-up used when the Shift Manger/ Emergency Coordinator (SM/EC) has determined **NOT** to staff the on-site TSC due to an on-site Security-type threat or event where personnel safety is an issue (i.e., Large Area Fire, etc.).
2. The EOF, RTSC and ENC are co-located in Progress Energy's Crystal River Nuclear Operations 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 and outside of the 10-mile Emergency Planning Zone (EPZ).
3. This procedure is a Radiological Emergency Response Plan (RERP) Implementing Procedure (EPIP). Any revisions must be carefully considered for RERP impact.

2.0 REFERENCES

2.1 Developmental References

1. CR3 Radiological Emergency Response Plan
2. **[R1]** NOCS024160
3. EM-102, Operation of the Technical Support Center
4. EM-400, Operation of the Emergency Operations Facility
5. EM-405, Operation of the Emergency News Center (ENC)

3.0 DEFINITIONS

1. **Activation**: An ERO notification system message to emergency response personnel to respond to their designated emergency response facility for staffing and operation.
2. **FEMA**: Federal Emergency Management Agency (FEMA).
3. **Operational**: An emergency response facility is considered operational when the necessary personnel and equipment are assembled, the facility lead ERO staff member has assumed responsibility and authority for the emergency condition, and the facility is executing its designated emergency response functions and tasks.

4.0 RESPONSIBILITIES

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

5.0 PREREQUISITIES

None

6.0 PRECAUTIONS, LIMITATIONS, AND NOTES

Performance of this procedure may require moving, lifting, or carrying of various items. The use of appropriate personal protective equipment (i.e., gloves) and use of proper lifting techniques to ensure safety is expected.

7.0 SPECIAL TOOLS AND EQUIPMENT

1. Furniture

   The furniture used for normal classroom activities is typically used to set-up the EOF and ENC. The Enclosures provide instructions for setting-up / relocating furniture, equipment, etc.

2. Telephones, Equipment, and Supplies

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

3. Reference Materials

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

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 located in Room 102. Security Safeguards Plans and procedures are stored in approved containers located in Room 147.

5. Drawings depicted in Enclosures are also available for ready reference within the associated rooms/areas.

8.0 ACCEPTANCE CRITERIA

None

9.0 INSTRUCTIONS

9.1 Activation

1. SET-UP **AND** PREPARE each area of the EOF and ENC as described in the Enclosures ..... ☐

9.1.1 Facility Preparation

NOTES:
- Enclosure 1 depicts the Nuclear Operations 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 depicts the recommended layouts for the rooms. Changes in room layout can occur as necessary for the EOF staff to perform their duties.
- Set-up of the Remote TSC is typically performed by personnel assigned to those facilities and in accordance with EM-102.

1. SET-UP in order of priority, the following areas/equipment:
   - a. Access Control in EOF Lobby ..... ☐
   - b. Main Conference Room (portion in Room 122) **[R1]** ..... ☐
   - c. Technical Support Room (Room 124) ..... ☐
   - d. Dose Assessment Room (Room 141) ..... ☐
   - e. Remainder of the Main Conference Room (Room 119) ..... ☐
   - f. State Department of Emergency Management (DEM) (Room 134) ..... ☐
   - g. Protective Action Recommendation (PAR) Conference Room (Room 136) ..... ☐
   - h. Emergency News Center (ENC) (Room 150) and Media Entrance (in See-Thru Reactor; Room 149) ..... ☐
   - i. Public Information Work Area (Room 106) **[R1]** ..... ☐
   - j. FAX/Copy Room (Room 144) ..... ☐
   - k. Support Agency Offices as follows:
     - NRC (Room 118) ..... ☐
     - FEMA (Room 135) ..... ☐
     - Instructor Cubicle Area (Room 112) ..... ☐

9.1.1 Facility Preparation (Cont'd)

I. ARRANGE for restroom facilities for media representatives:

- Use the restrooms in the Fossil Generation South Region Office Building across the parking lot. (notify Fossil Management (reference the Off-Site Support Directory) to ensure they are aware the restrooms are being used) ..... N/A ☐ ☐

  OR

- Provide two (2) to four (4) portable toilets near the ENC through coordination with the EOF Facility Manager and/or EOF Materials Manager (use local telephone directory as needed). ..... N/A ☐ ☐

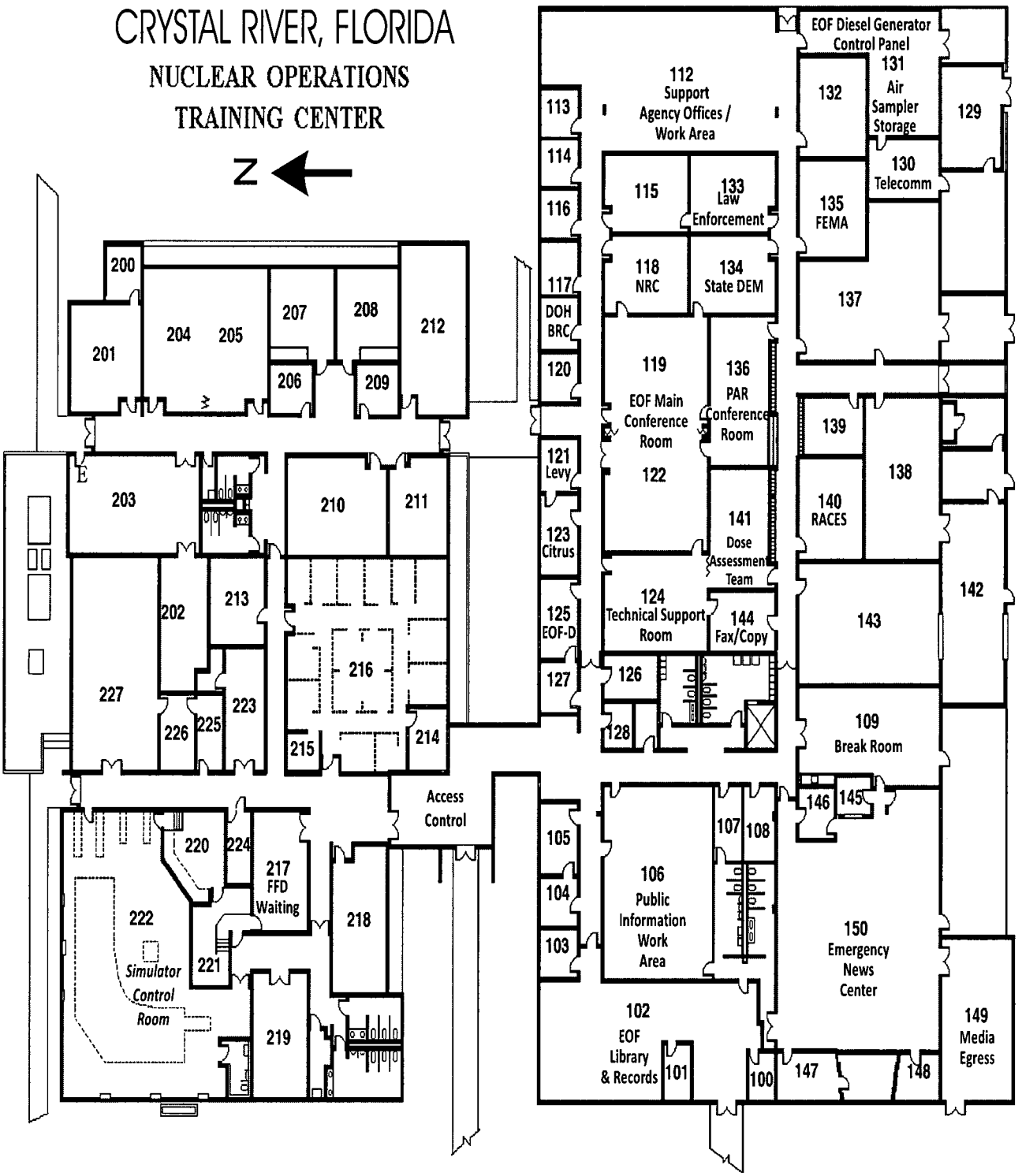
9.1.2 **Deactivation**

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.

10.0 **RECORDS**

No Records are generated by this procedure.

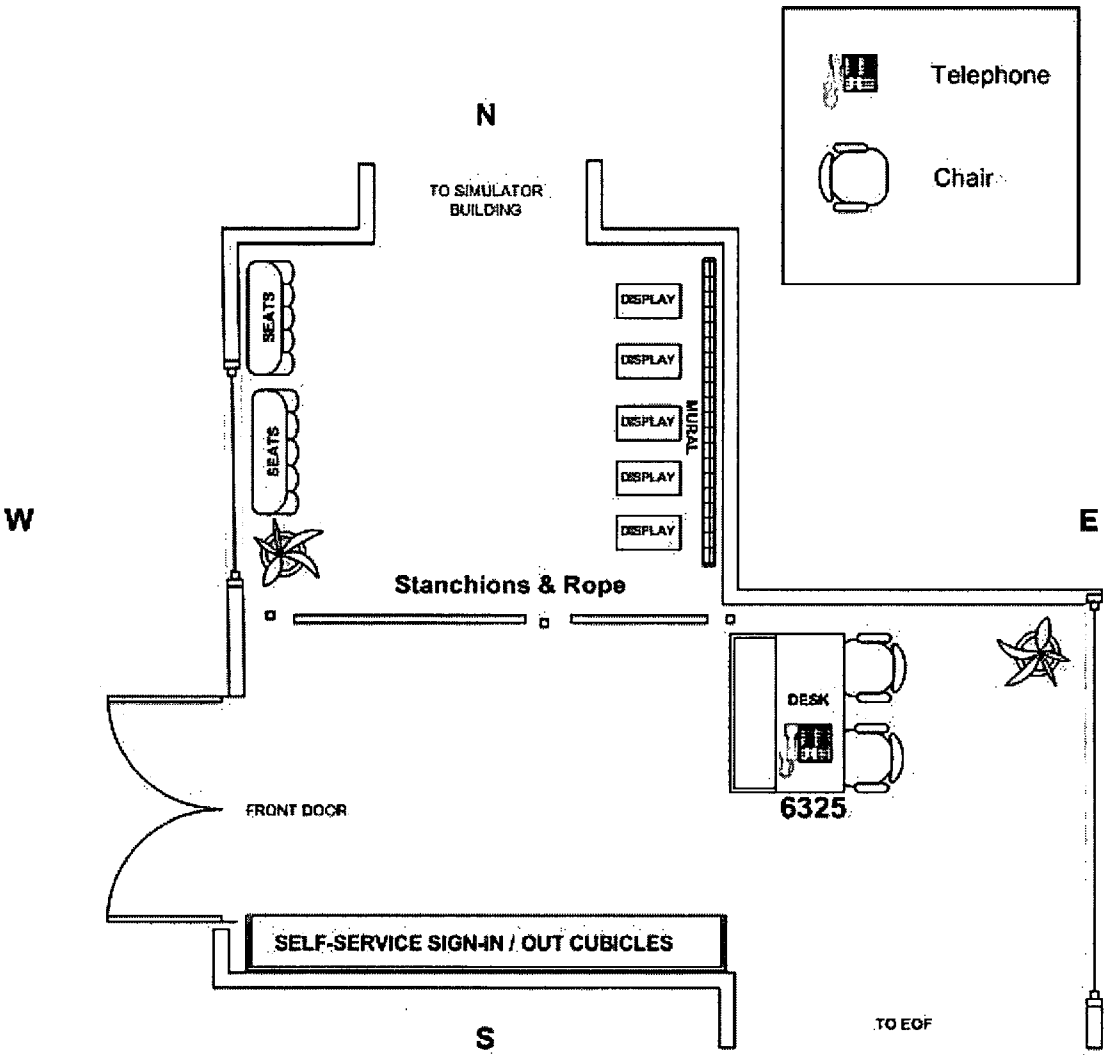
NUCLEAR OPERATIONS TRAINING CENTER



ACCESS CONTROL

RECOMMENDED LAYOUT

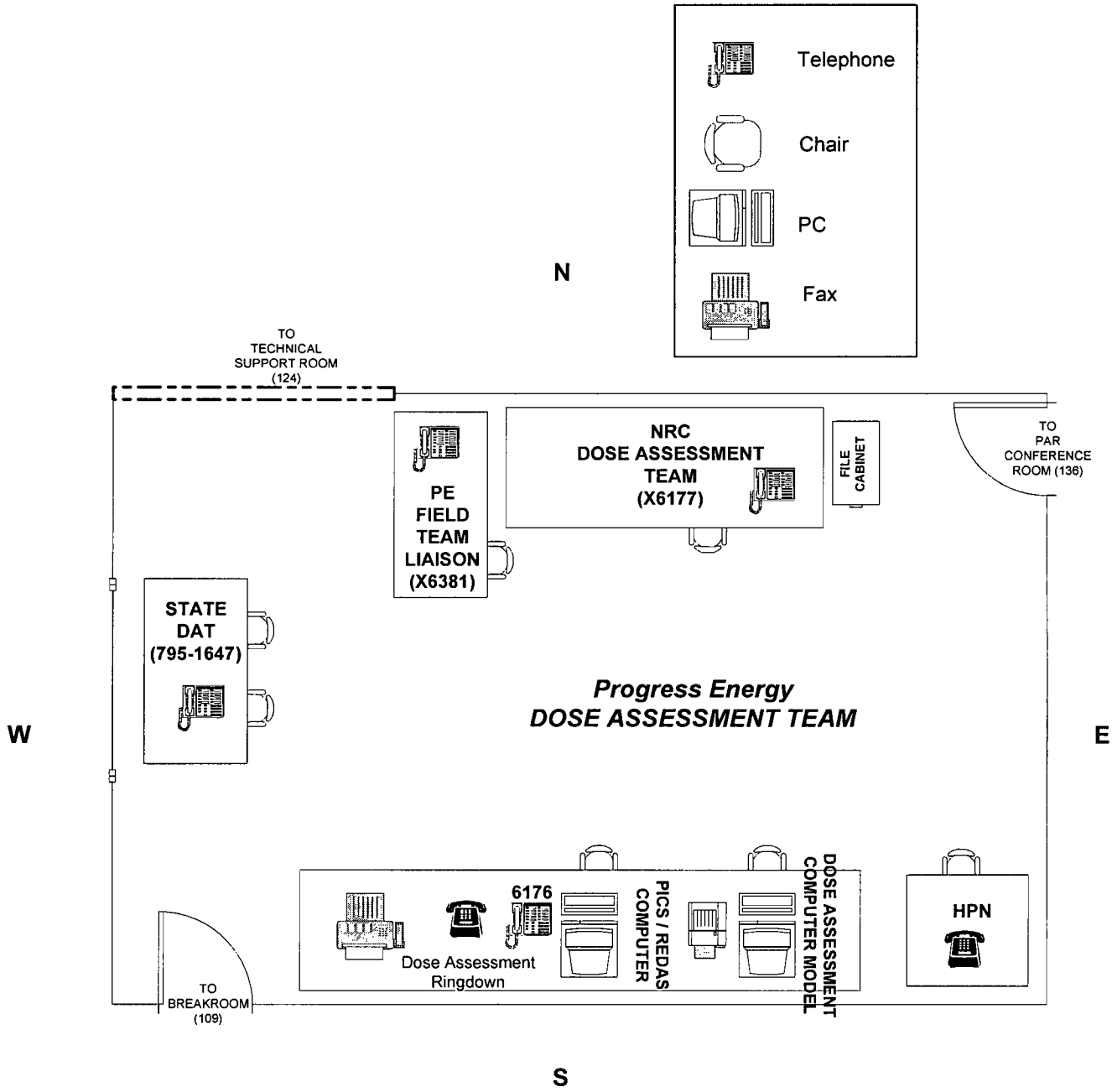
(EOF Lobby)



INSTRUCTIONS:

1. SET-UP stanchions and rope as diagrammed or as directed. They are normally set-up in front of the display area and will need to be repositioned.
2. If necessary, MOVE the desk from against the wall to a similar position as shown above.
3. If necessary, INSTALL telephone (X6325) to jack on the north wall.
4. Various supplies and Instruction books are located in the desk.

DOSE ASSESSMENT ROOM
RECOMMENDED LAYOUT
(Room 141)



See INSTRUCTIONS on the following page.

1.0 INSTRUCTIONS FOR DOSE ASSESSMENT ROOM

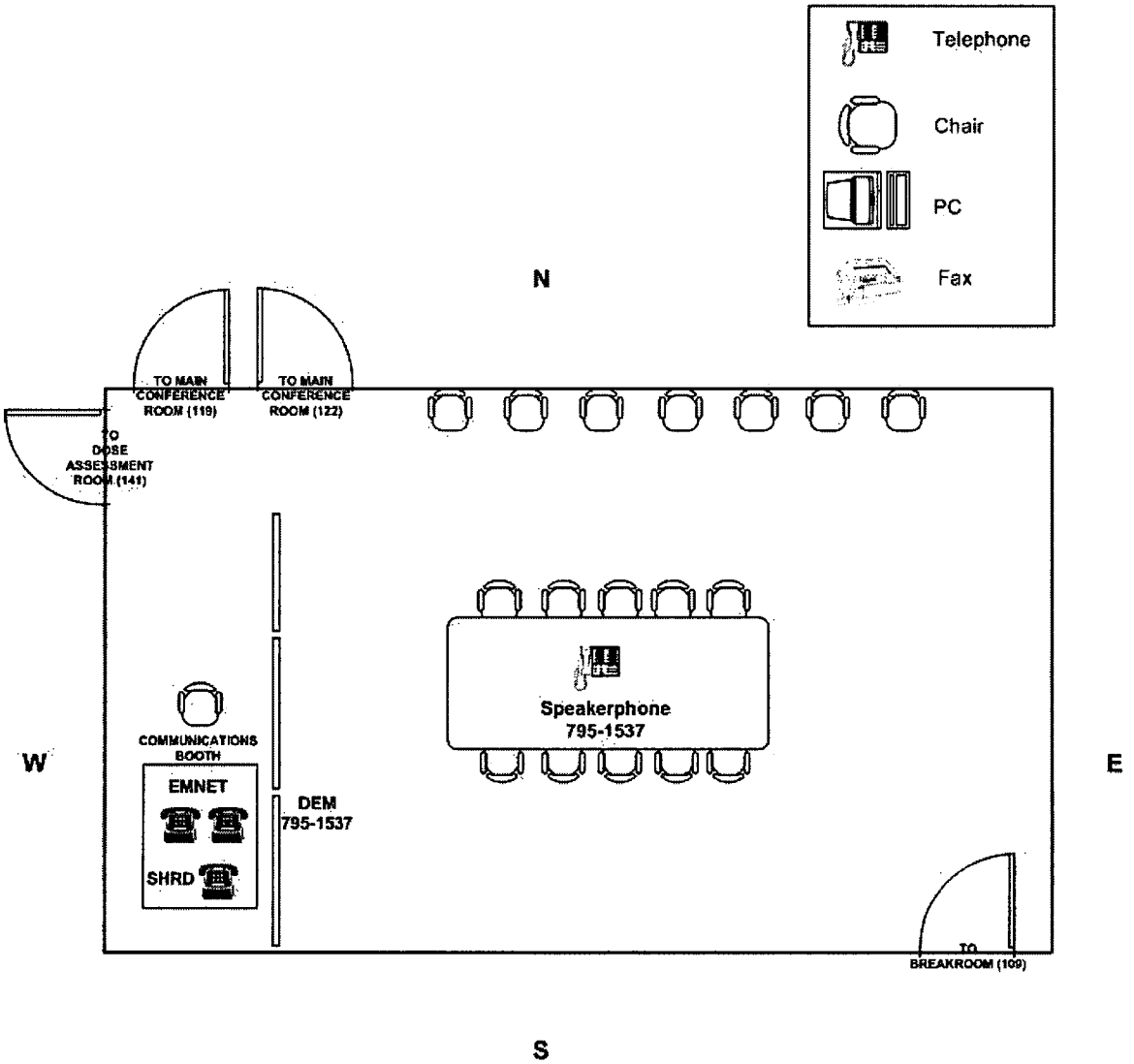
1. The Dose Assessment Room should contain furniture as diagrammed.
2. All of the equipment (computers and telephones) are routinely maintained in an operational status in this room and should **NOT** require setup.
3. The Dose Assessment computer can be displayed in Room 122 as "DAT" if desired.
4. Supplies and additional equipment are stored in a labeled supply cabinet in the Dose Assessment Room.

2.0 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)

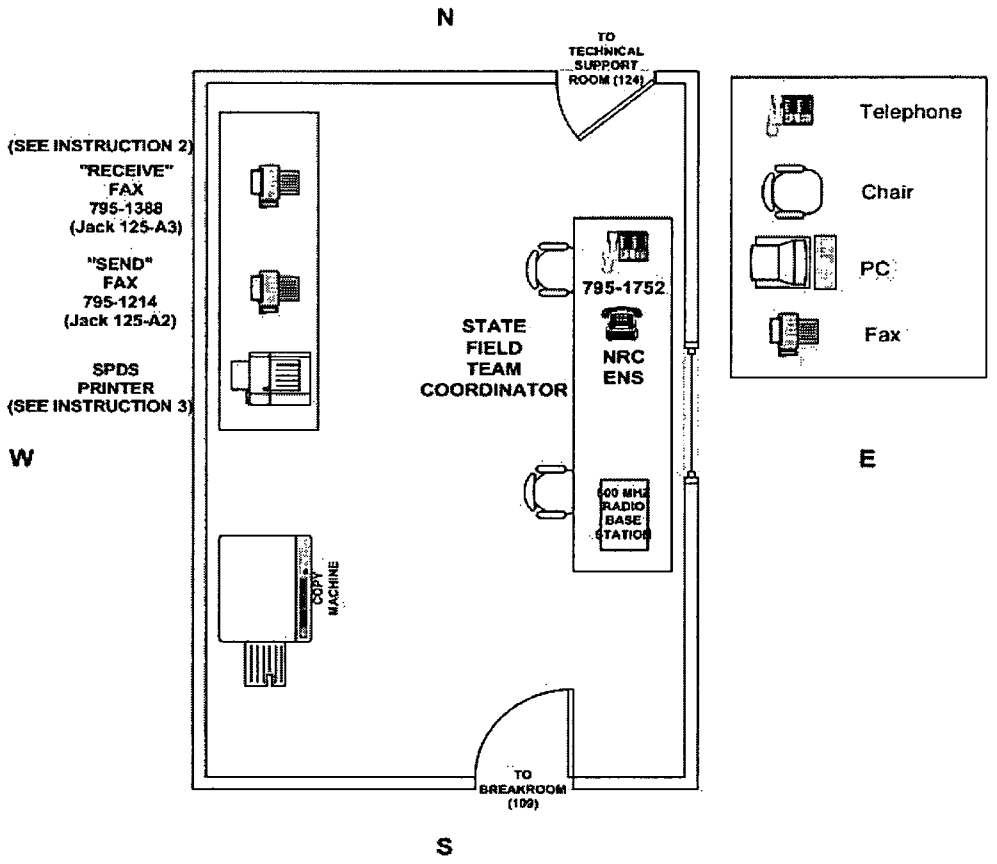


INSTRUCTIONS

1. The PAR Conference Room should contain furniture as diagrammed. As needed, additional chairs may be moved from other EOF rooms.
2. The speakerphone is routinely maintained in an operational status in this room and will **NOT** require setup. Instructions for use of the speakerphone for PAR conference call are located within the room.
3. Name plates for various agency / positions are stored within the room and should be placed on the conference table.

FAX/COPY ROOM

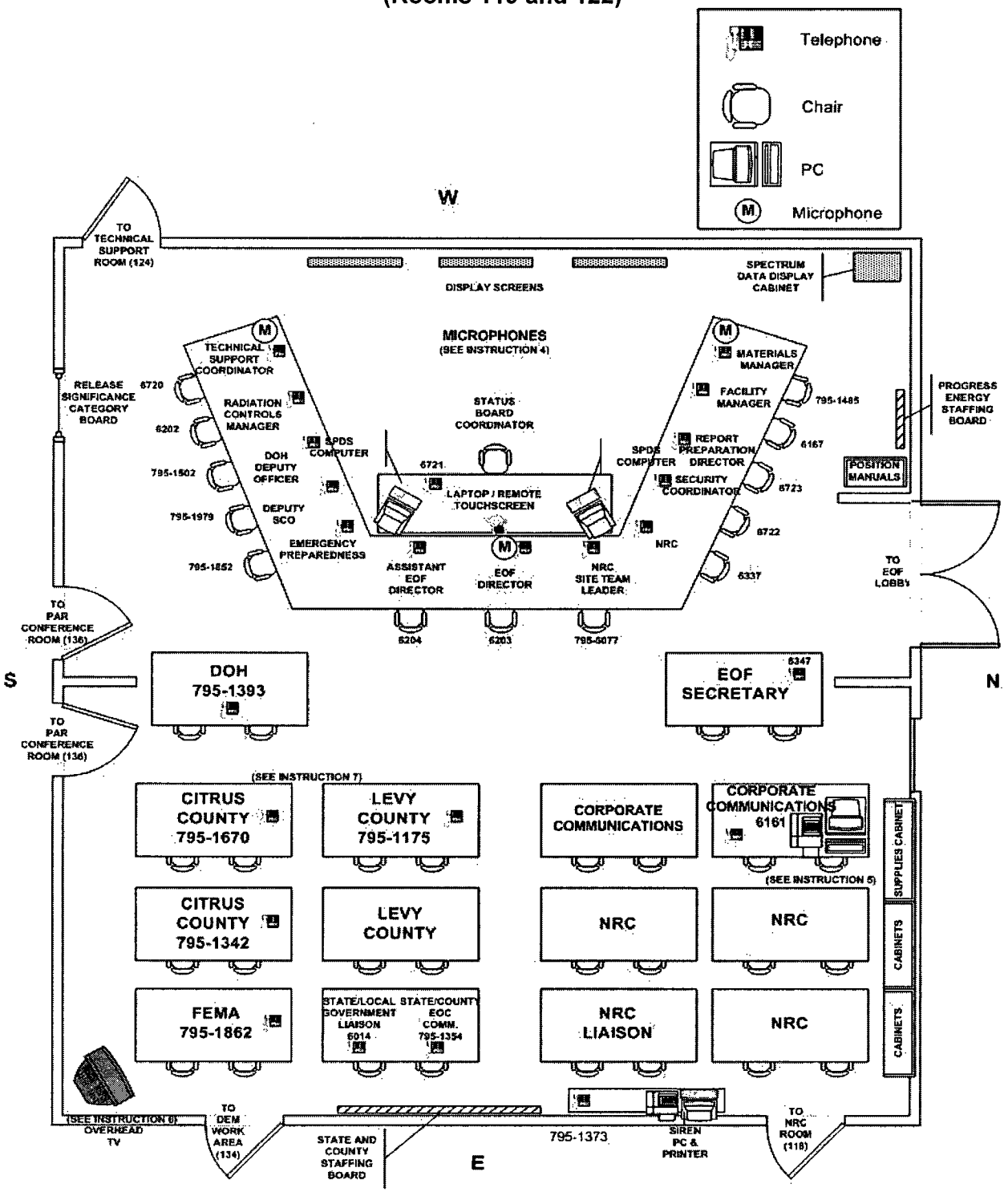
RECOMMENDED LAYOUT
(Room 144)



INSTRUCTIONS:

1. The Fax/Copy Room should contain furniture as diagrammed.
2. The Fax machines, radios, and telephones are routinely maintained in an operational status in this room and will **NOT** require set-up.
3. The color printer in this room is the primary printer for the SPDS computer 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)



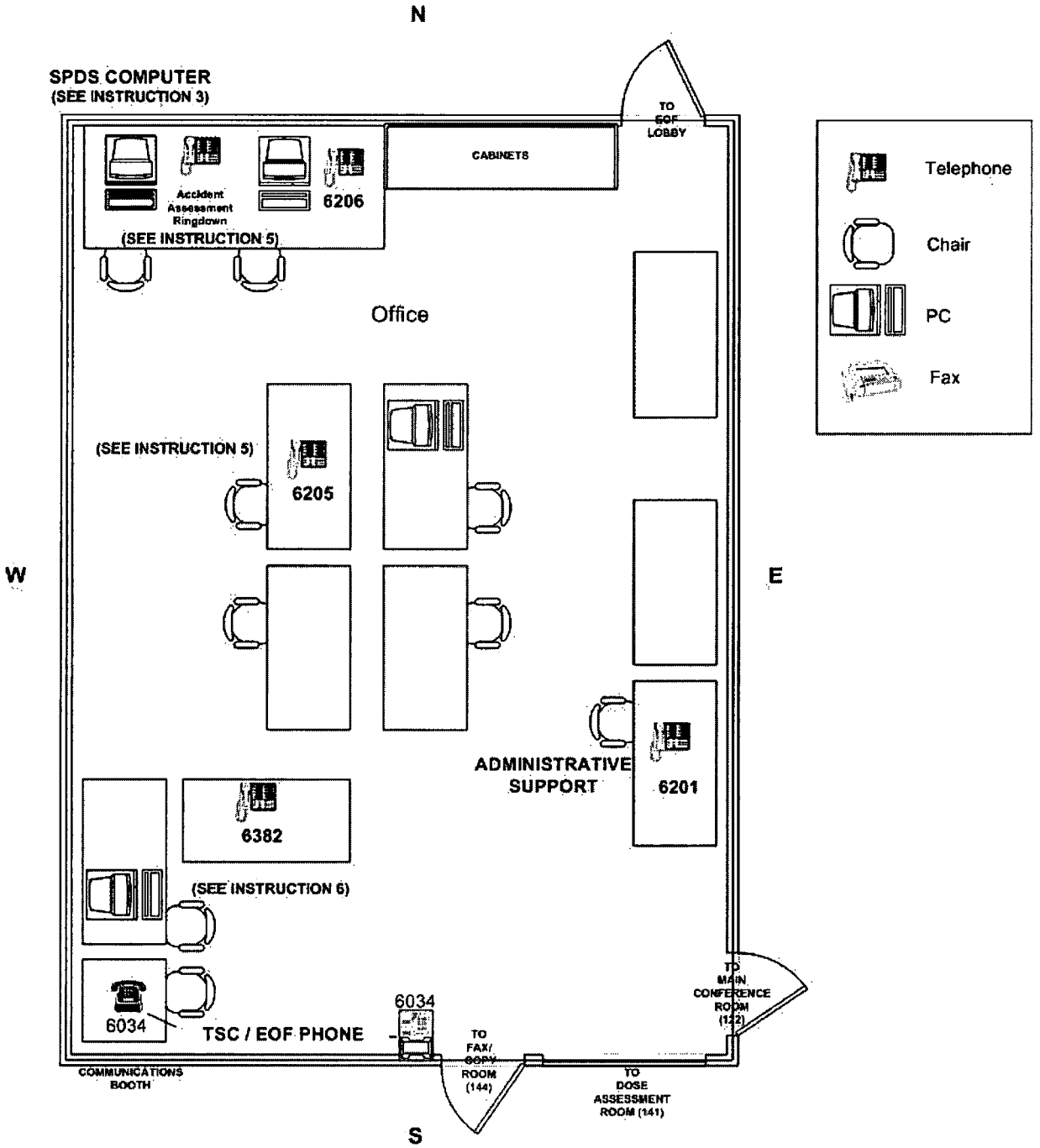
See INSTRUCTIONS on the following page.

MAIN CONFERENCE ROOM

1.0 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 and nameplates are placed in the correct locations per the diagram. Additional equipment and supplies are stored in the labeled cabinets.
3. The NRC telephone in this room is one of three required per commitment. **[R1]**
4. An extra key for the Spectrum Data Display System cabinet (normally unlocked) is located in the EOF Library (Room 102).
5. In the event they are **NOT** usable due to computer/LAN failure, etc, the display screens in front of the room can be removed. Information can be recorded/displayed on the dry erase and chalk boards located behind the screens. Additionally, dry erase and/or chalk boards can be relocated from other parts of the building and set up in front of the screens to record/display data or other information as needed.
6. Two (2) hand-held wireless microphones and three (3) microphone stands are affixed to the "U"-shaped table to be passed around and used during facility briefings. The power supply and mixer, located in/on the black cabinet next to the Status Board Coordinators table, must be turned on. Each microphone has its own "on/off" switch. It is considered a good practice to replace the batteries in the wireless microphones prior to each use.
7. The Corporate Communications computer and printer remains set-up in this location.
8. 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.
9. If modem hookup is needed /requested, utilize 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. The EOF is also equipped with wireless internet capabilities. Current passwords may be available at the EOF front desk and/or from a member of the Emergency Preparedness staff.
10. Office supplies are stored in Room 124 and in other various locations throughout the EOF. Do **NOT** distribute these items during setup; the Administrative Specialist (Fax/Copy/Supplies) will distribute materials as needed.
11. Distribute the EOF Position Manuals to the proper position in the Main Conference Room if they are **NOT** already in place.
12. As needed, relocate PCs from other work areas to supplement needs in this room, i.e.; relocate one (1) or more PCs from EOF Room 120. One of these could be utilized by the EOF Secretary for electronic log-keeping purposes. The main ("U"-shaped) conference table has LAN connections and an electrical power supply available at each work location.
13. 14 positions around the "U"-shaped desk have LAN and AC power available. Company laptops or PCs can be relocated to these positions as needed.

TECHNICAL SUPPORT ROOM
RECOMMENDED LAYOUT
(Room 124)



See INSTRUCTIONS on the following page.

TECHNICAL SUPPORT ROOM

1.0 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).

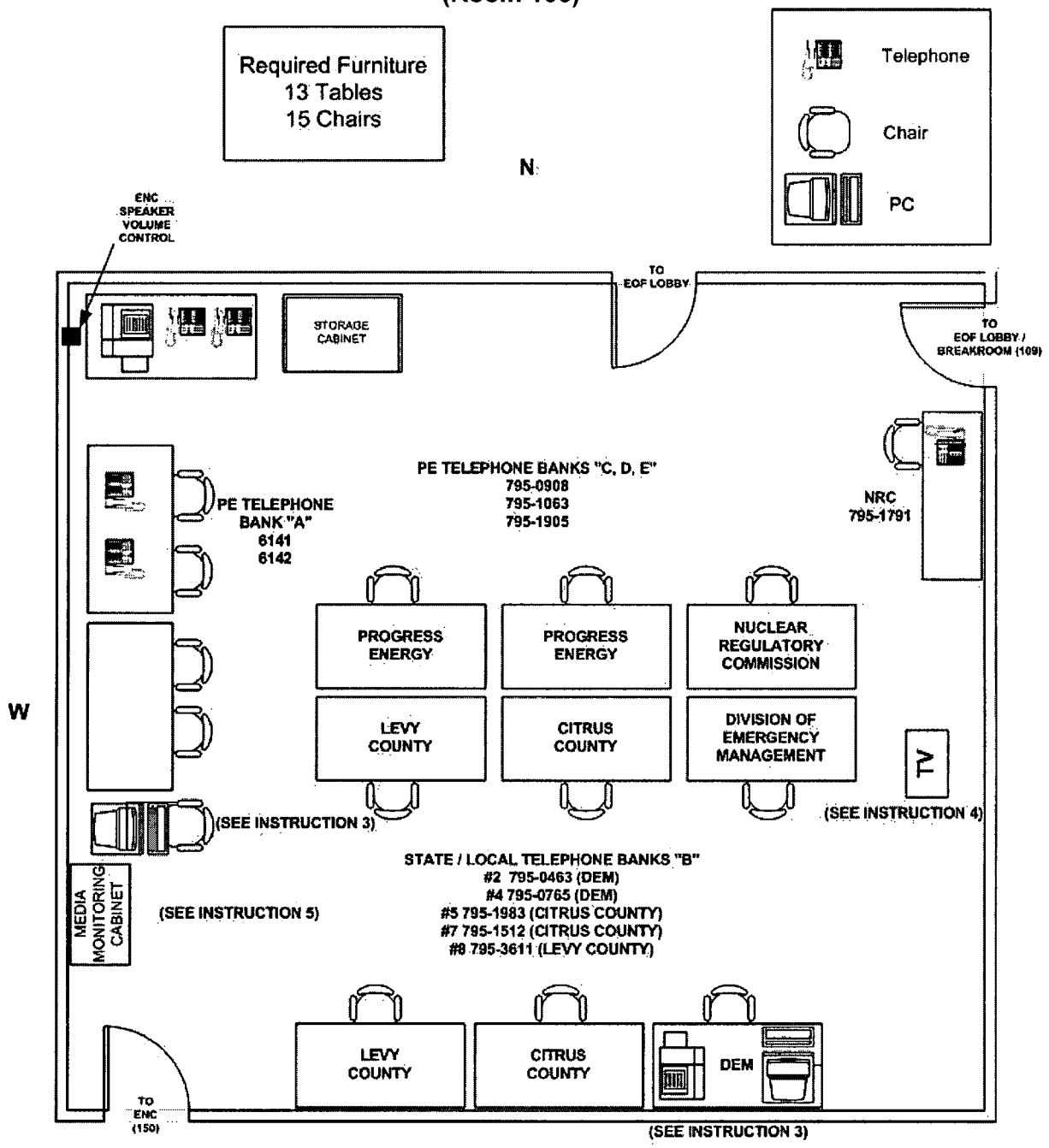
   Some telephones in this room may already be in place but are normally maintained unplugged so as **NOT** to interrupt any classroom or meeting activities that may be taking place. Ensure that any phones configured in this way are appropriately plugged in and confirmed to be operational.

   - Ensure all the telephones and nameplates 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 for Work Area Identification
     - Headset for TSC / EOF Telephone
3. An SPDS computer is already set up; ensure it is operating properly. If needed, it can be called-up as "SPDS-3" in Room 122.
4. Ensure the Accident Assessment Ringdown (AARD) Monitor is connected to jack 124-D5.
5. Ensure telephone lines on the floor are taped or covered to prevent trip hazards.
6. A dedicated computer should already be set up at this location. It will be used by the EOF Communicator to access the TSC Log.
7. Additional computers and/or displays may be added to this room as needed / available.

2.0 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.

PUBLIC INFORMATION WORK AREA

1.0 INSTRUCTIONS FOR PUBLIC INFORMATION WORK AREA

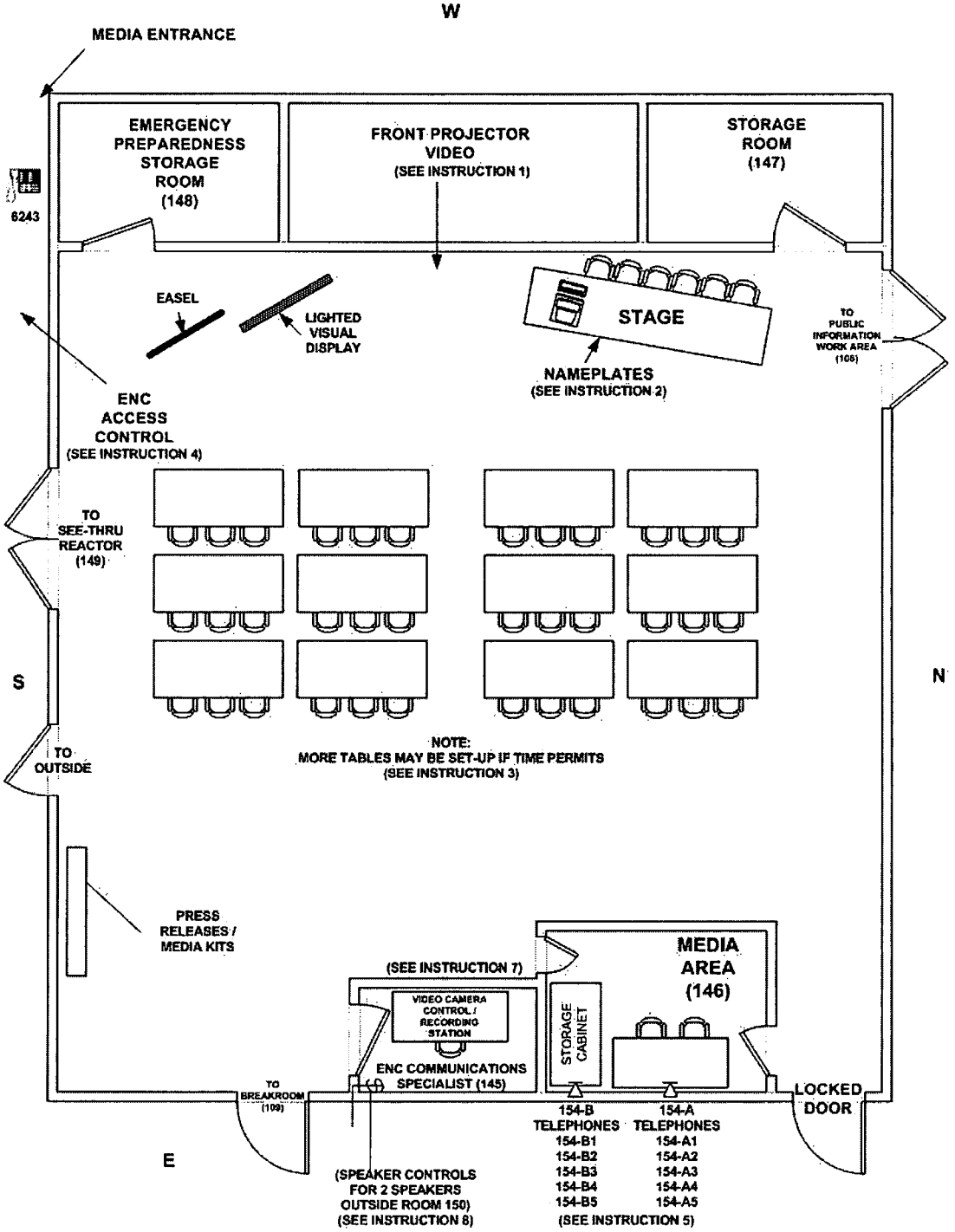
1. The Public Information Work Area should contain furniture as diagrammed.
2. Telephones and equipment/supplies are located in labeled storage cabinets in Room 106. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram.

   Some telephones in this room may already be in place but are normally maintained unplugged so as **NOT** to interrupt any classroom or meeting activities that may be taking place. Ensure that any phones configured in this way are appropriately plugged in and confirmed to be operational.

   - 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 designated for this position is normally kept in this location and has a stand-alone printer attached for printing outside agencies news releases as needed.
4. 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.
5. As requested by the Public Information Director, set-up the Media Monitoring Cart on the west wall of the Public Information Work Area. The Media Monitoring Cart is equipped with six (6) television/VCR combination units each capable of receiving a different TV station. Blank VCR tapes are available for taping purposes. Also within the Media Monitoring Cart should be at least one (1) radio for monitoring news broadcasts.
6. Dedicated jacks for internet access are available on the south wall of this room. If additional computer workstations are needed for Web access or other tasks, instruct the personnel to use the computers in Rooms 102 or other available offices that have network access. Wireless internet service is available for use as well. The current wireless password should be available at the EOF front desk and/or from a member of the Emergency Preparedness staff.
7. Ensure the ENC speaker volume control is properly adjusted to ensure EOF briefings can be heard as they occur.
8. The NRC telephone in this room is one of three required per commitment. **[R1]**

EMERGENCY NEWS CENTER

RECOMMENDED LAYOUT
(Room 150)



See INSTRUCTIONS on the following page.

EMERGENCY NEWS CENTER

1.0 INSTRUCTIONS FOR ENC

1. The ENC should contain furniture and equipment as diagrammed. The stage area, microphones, and audiovisual equipment are permanently set up.
2. SET-UP the stage nameplates (PE, DEM, Citrus County, Levy County, DOH, and NRC), which are stored in the Room 106 file cabinet.
3. ARRANGE the tables to allow for the center of the ENC to remain clear for set-up of media television equipment.
4. SET-UP the ENC Access Control Point at the west door (of the See-Thru Reactor Room (Room 149)). Supplies / telephones for this area are stored in the Room 106 file cabinet.

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.

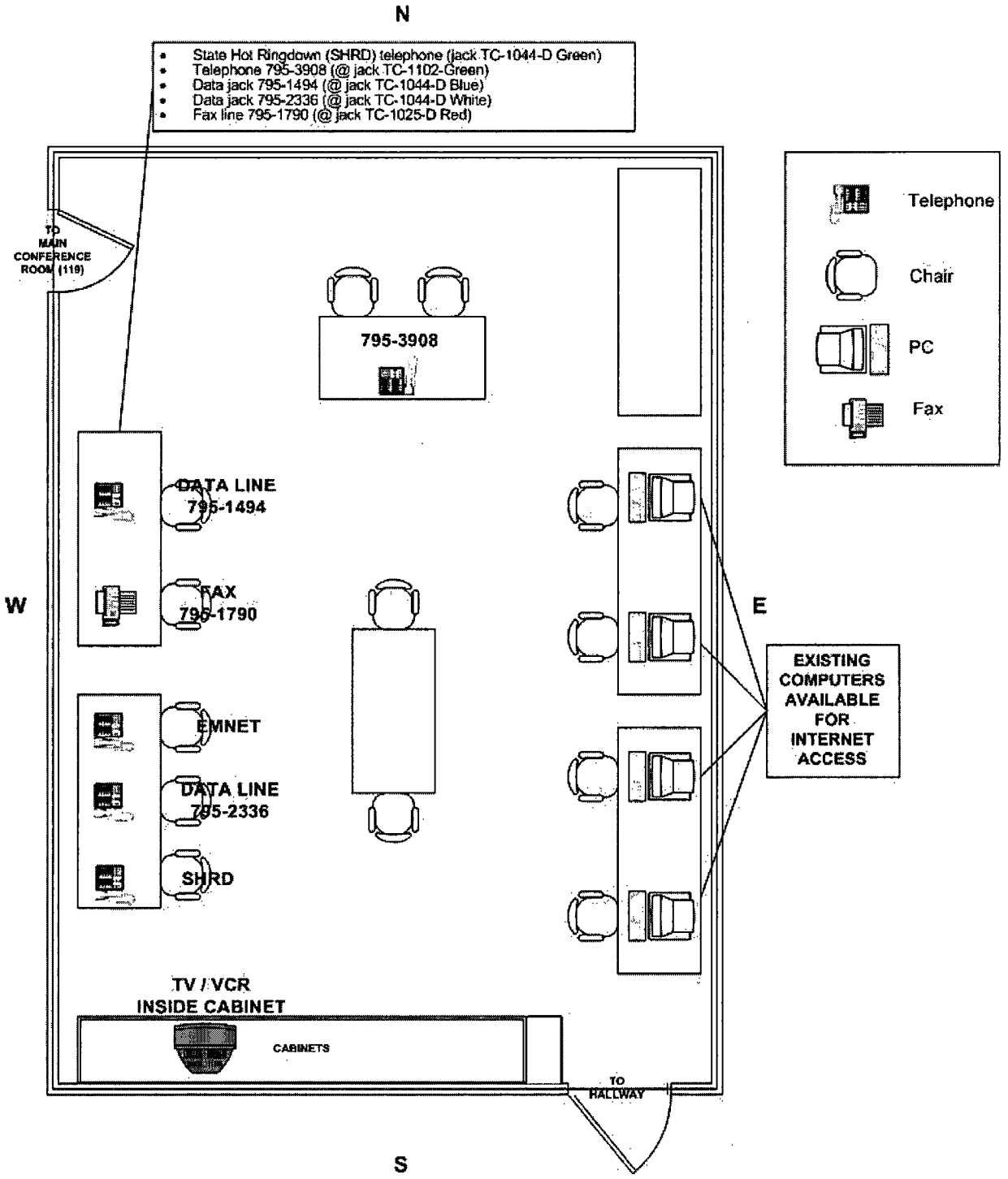
5. SET-UP the telephones in the Media Area (Room 146), which are stored in the cabinet in Room 146.
6. OBTAIN the handheld and lapel microphone from the drawer inside the cabinet behind the podium.
7. TURN ON the ENC video camera per the instructions located with the equipment. Ensure the picture is being transmitted to the televisions in Rooms 119 and 106 (bracket mounted in overhead).
8. TURN OFF the speaker volume control located on the south wall in Room 145. This control turns off the volume for the two (2) EOF PA speakers closest to the east entry doors to Room 150. If these speakers are NOT turned off, PA announcements emanating from the EOF can be heard inside the ENC.
9. MOVE news release distribution holders from Room 106 to the ENC Media Area.

2.0 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.

DEM WORK AREA

RECOMMENDED LAYOUT
(Room 134)



DEM WORK AREA

1.0 INSTRUCTIONS FOR DEM WORK AREA (Room 134):

1. The DEM work area should contain furniture and equipment as diagrammed, but locations may be altered by the DEM Response Team depending on team composition and their specific needs. The number of PCs and in this room and their location frequently varies. DEM personnel typically bring their own laptop computers which can be connected via the available wireless internet connection (see 1.0.4, below).
2. ENSURE the telephones and equipment (listed below) for the DEM response team is functional:
   a. State Hot Ringdown (SHRD) telephone (jack TC-1044-D Green) (An EMNet phone is also available at this location.)
   b. Telephone 795-3908 (@ jack TC-1102-Green)
   c. Data jack 795-1494 (@ jack TC-1044-D Blue)
   d. Data jack 795-2336 (@ jack TC-1044-D White)
   e. Fax line 795-1790 (@ jack TC-1044-D Red)
3. The State DEM provides their own FAX, copy, and printing equipment which they will set up upon their arrival.
4. Internet access is available for DEM use from designated wall jacks and/or via the available wireless internet service. The current wireless internet password should be available at the EOF front desk and / or from the on-call (or other available) Emergency Preparedness staff member.
5. OPEN cabinet **AND** TURN ON TV and VCR. Briefings held inside the PAR Conference Room (Room 136) can be viewed and heard from this location.

2.0 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 / REMOTE OSC

RECOMMENDED LAYOUT
(Rooms 204 / 205)

Reference EM-102. Operation of the Technical Support Center (TSC) for recommended layout and instructions for these rooms.

SET-UP INSTRUCTIONS FOR SUPPORT AGENCY OFFICES

1. **Room 133 – Law Enforcement for Security-Related Events**

   - ENSURE room is available for offsite Law Enforcement agencies as a Forward Command Post during security-related events. ☐
   - If needed, REQUEST Telecommunications provide an adequate number of telephones for this room. N/A ☐ ☐
   - ENSURE the room is clear of books and personal belongings. ☐

2. **Room 118 – NRC**

   - ARRANGE the existing furniture so it will be functional as a conference room for the NRC Response Team. ☐
   - CONNECT **AND** CONFIRM operability of the FTS-2001 telephones, which are stored in a cabinet in the room, to include:
     1) Emergency Notification System (ENS) ☐
     2) Management Counterpart Link (MCL) ☐
     3) Reactor Safety Counterpart Link (RSCL) ☐
     4) Protective Measures Counterpart Link (PMCL) ☐
     5) Health Physics Network (HPN) ☐
     6) There is also a commercial telephone line available for NRC use in this room which is one of the three required per commitment **[R1]** ☐

3. **Room 135 – FEMA**

   - ENSURE the room is clear of books and personal belongings and is ready for use by the FEMA response team. ☐

4. **Room 112 (Instructor Cubicle Area)**

   - ENSURE the desks in the Instructor Cubicle Area, designated for INPO, Areva, Claims, Legal, etc., are clear of books/papers and are ready to be used by the appropriate responders. ☐
   - VERIFY that the telephones are functional. ☐

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.

1. **Turning System OFF**
   - From any telephone:
     1) DIAL "*5-0-1-5" to remove the auto-attend feature. ..... ☐
     2) VERIFY the system is off by dialing "795-0504." ..... ☐
2. **Turning System ON**
   - From any telephone:
     1) DIAL "*6-0-1-5" to activate the auto-attend feature. ..... ☐
     2) VERIFY the system is on by dialing "795-0504." ..... ☐
3. **Problems**
   - If there are problems turning the system on or off, CONTACT the Telecommunications Representative or the EOF Facility Manager. ..... N/A ☐ ☐

SUMMARY OF CHANGES

NOTES: 1. Writers, Reviewers, and Procedure Sponsors: Ensure that any changes to this procedure that affect information contained in ERF posters, Enclosures, briefing cards, guidelines, etc. are made to those items as well.

2. Writers, Reviewers, and Procedure Sponsors: Changes to certain parts of this procedure may impact other EPIPs (i.e., there are some shared definitions with EM-102). If any such changes are made, ensure appropriate PRRs are initiated as needed.

SECTION/STEP	CHANGES AND REASON
None of the changes listed below constitute a reduction in effectiveness of this procedure or the Radiological Emergency Response Plan.	
Throughout	This procedure has been reformatted to comply with Fleet standards. As these changes do **NOT** alter the intent of the procedure, they are **NOT** listed individually.
Throughout	Minor grammatical, punctuation, capitalization, etc. changes are made throughout this revision as needed. As these changes do **NOT** alter the intent of the procedure, they are **NOT** listed individually.
Throughout	Revision number changed to 10.
Throughout	Added NOCS numbers and references as needed and formatted all NOCS references to comply with PRO-NGGC-0201.
1.0.1	Re-worded to indicate that procedure EM-102 should be referenced for set-up of the Remote TSC.
6.0	Added precaution for use of PPE and lifting techniques, etc, as needed while performing set-up activities.
9.1.1 NOTE	Revised to change "Figure 1" to "Enclosure 1" (correction) and added reference to EM-102 for RTSC set-up.
Enclosure 1	Replaced EOF Building diagram with Nuclear Operations Training Center diagram for a better depiction of the entire facility.
Enclosure 3	1.0.3. Deleted "RADDOSE". This was the name of a former dose assessment program that is no longer in use at CR3. "RASCAL" is currently in use. The touch screen has been changed to read "DAT"; a generic term that is applicable regardless of the name of the software.
Enclosure 7	• Changed TSC / EOF Ringdown to TSC / EOF Phone – correction.

SECTION/STEP	CHANGES AND REASON
	• Added image of a wall phone to the south wall to depict the TSC /EOF phone in that location. • Added phone extension 6034 to the EOF / TSC desk phone and wall phone.
Enclosure 9	• Changed "Rear Projection Video" to "Front Projection Video" and removed the screen from the room diagram to account for the new overhead projection system and decommissioning of the "smart board" system. The new projector does not require a screen and projects a larger image than the former system was capable of. • Added location for new speaker volume control in Room 145 (on page 1 of 2). • Added new Instruction 8 for turning off the speaker volume control (on page 2 of 2).
Enclosure 11	Deleted room layout and instructions and replaced with reference to EM-102, Operation of the Technical Support Center (TSC)
REVISION SUMMARY	Revised as needed to accommodate these changes.