

INFORMATION ONLY

Duke Power		C& F Directive Manual	
Functional Area Directive: 103. Emergency Operations Facility (Oconee Specific)			
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This directive is part of the Oconee Nuclear Site Emergency Plan Implementing procedure. The Emergency Planning Group at ONS must review this directive prior to revision. Upon approval of revisions to this directive, a controlled copy of this directive must be sent to Emergency Planning within (3) working days.

103.1 PURPOSE

To provide Administrative and Logistical support to the Emergency Operations Facility (EOF), the Technical Support Center (TSC), and the Operations Support Center (OSC) as required during an event/drill at the Oconee Nuclear Site (ONS).

103.2 SCOPE

This directive applies to all Commodities and Facilities (C&F) personnel and other Oconee Nuclear Site (ONS) personnel reporting through the EOF Commodities and Facilities Manager during an event/drill.

103.3 DEFINITIONS

Emergency Operations Facility (EOF) - Emergency Response facility located in Clemson on Issaqueena Trail across from the Operations Center.

EOF Commodities & Facilities Manager - Commodities and Facilities staff member or designee, reporting to the EOF and managing the C&F activities during an emergency.

Operation Support Center (OSC) - Located outside the Unit 3 OPS Center, used by the Operation Support Center C&F Liaison to coordinate requests between the OSC Manager and the various C&F groups.

OSC Commodities & Facilities Liaison - Commodities & Facilities staff member reporting to the OSC to establish communication between the OSC, C&F teams, and the EOF Commodities & Facilities Manager.

Emergency Response Organization (ERO) - List of Duke Power Company employees, trained to support the Oconee Nuclear Site in response to an event/drill.

103.4 REFERENCES

- Duke Power Company Oconee Nuclear Site Emergency Plan
- Commodities and Facilities Site Assembly and Evacuation/Relocation, CF 101
- Commodities and Facilities Station Support During an Event/Drill, CF 102

103.5 RESPONSIBILITIES

103.5.1 EOF COMMODITIES & FACILITIES EMERGENCY RESPONSE TEAMS

Personnel

A Commodities & Facilities ERO Teams, Telephone Numbers, and Vendors list will be maintained in the C&F File Cabinet. Each member of the C&F Emergency Response Organization is responsible for notifying the C&F Emergency Planning (EP) Coordinator of any changes/deletions/additions to this list

ERO Team alternates are required to be as knowledgeable as the primary team members.

Support Required From Other Groups

The Commodities & Facilities ERO is managed by C&F with support from other ONS Department Managers (Purchasing, Finance, etc.).

Distribution of the EOF Commodities and Facilities Directive

Copies of this Directive are maintained in the EOF Procedures Cabinet, with each C&F support group director, and with Emergency Planning. These copies are distributed and controlled by the ONS Document Control Group.

Audit Procedures

All information contained in this directive will be verified for accuracy in accordance to the ONS Emergency Plan. The Commodities & Facilities ERO Teams, Telephone Numbers, and Vendors, Telephone Numbers, and Vendor information will be reviewed quarterly or as necessary.

103.5.2 EOF COMMODITIES & FACILITIES MANAGER

The C&F Manager provides coordination between the OSC Commodities & Facilities Liaison and the C&F Emergency Response Organization (ERO).

After activation by PA, beeper, or telephone, the C&F Manager has a checkoff list to complete. (Enclosure 103.6.1)

At completion of an event/drill, the C&F Manager is responsible for the completion of the EOF Shutdown Checklist. (Enclosure 103.6.2)

103.5.3 ADMINISTRATION TEAM

The Administration Director and team provide general administrative office support to the various EOF Teams as needed.

Major Functions

- Provides office supplies and equipment in the C&F room
- Make arrangements for photography services and cameras
- Provide Office Assistant services
- Provides copy services
- Provides air travel, hotel, and car rental arrangements.

Upon arrival at EOF, the Administration director will be responsible for completing the Administration Staff Checklist. (Enclosure 103.6.3)

Action List for Changing From Emergency to Recovery Mode

- Forward copy of inventory list to C&F Commodities Management for replenishment of supplies.
- Determine additional space requirements.
- Determine hotel/motel accommodations and travel requirements; contact Corporate Travel Center for securing these requirements.

EOF Commodities and Facilities Team files will be maintained by the Administration team as follows:

- Correspondence - Incoming and Outgoing
- Log of Activities

103.5.4 SECURITY TEAM

To provide access control and security for the ONS Emergency Operations Facility (EOF).

Major Functions

- Coordinate access control checkpoint activities at the EOF and the Media Center.
- Provide assistance and support to the Oconee Nuclear Site Security Manager/Designee.
- Assist the Commodities and Facilities (C&F) Manager in requesting law enforcement assistance, if necessary.

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Security Director (SD) Duties

- The "duty" Security Director will be notified to activate the security checkpoints at the EOF for an event/drill through the ONS group page system (activated by the ONS Switchboard Operator).
- Upon activation, the SD will report to the EOF to assist with or assume control of Access Control Operations. The SD will contact Security team members to establish the access control checkpoints (CP). The Security Director shall be responsible for ensuring the training of knowledgeable Access Control Personnel (ACP) to support the EOF and Media Center operations.
- During an event/drill, the Access Control positions normally supported by Security personnel may be simulated to reduce overtime. During an annual drill, the Access Control positions will be staffed, manpower permitting.
- The Security Director shall sign in and provide a status report regarding the establishment of CP 1 and CP 2 (including an accurate time of full implementation) to the C&F Manager.
- The SD, stationed in the EOF, shall establish contact with the Site Security Manager to indicate availability to provide logistical assistance and support. This contact shall be maintained throughout the event/drill.
- Upon request, assistance and support shall be provided to the State Law Enforcement Representatives located at the following location:
 - South Carolina Law Enforcement Division (SLED) and
 - S.C. Highway Patrol
 - National Guard Armory
 - Clemson, South Carolina
- If ONS access is required, the Security Director shall notify the Site Security Manager/Designee at the OSC and provide the names of the EOF members requesting access.
- The SD shall assist in the transfer of materials/equipment to the site by contacting the Site Security Manager/Designee and requesting access through road blocks or checkpoints.
- The Security Director shall ensure personnel manning the access control checkpoints are provided with periodic reliefs.

Checkpoint 1 (EOF Building)

Check Point 1 (CP1) is located interior to the main entrance to the EOF adjacent to the sliding glass window.

Staffing

CP1 requires one (1) officer assisted by one or more clerical personnel, positioned at the Access Control desk, just inside the EOF entrance.

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Access Requirements - Proper authorization for entry into the EOF requires one of the following:

- a) Duke Power Company photo identification and verification of access authorization using the Oconee ERO List. (The ERO list is accessed by the barcode access control system or a printout.)
- b) Approval by the EOF Manager or the ONS Emergency Coordinator for NON-ERO member (not listed on the ONS Emergency Response Organization List).
- c) Nuclear Regulatory Commission (NRC), federal, state, county or local emergency preparedness personnel with approved credentials.

Duties

- a) Verify identity of all individuals requesting access by comparing Duke Power Company photo identification or other photo I.D. to facial features. The I.D. shall be checked through the access window prior to allowing individual entry to the EOF.
- b) Use the Oconee ERO list printout or the barcode access control system to verify authorized EOF members.
- c) Issue white armbands to approved visitors.
- d) Register all personnel granted entry.
- e) Notify Security Director of all discrepancies or if any problems occur.
- f) Access Control Personnel (ACP) should remain on post until relieved or as directed by the Security Director.
- g) Control the access of the main entrance's electric lock by a switch, located inside the access area. Individuals should enter separately.
- h) Monitor the status of all other EOF doors by use of the Guardsman Access Control Panel.
 1. If doors are opened, an alarm will sound on the panel and Security Personnel (SP) will verify authorized access.

NOTE: Panel alarms will not reset until the door is secured.
 2. Upon request, SP may permit access through other doors provided SP is standing by to verify proper access. The alarm for a door can be overridden by placing the toggle switch in the off position.
 3. Security Personnel may give control of an EOF door to other EOF personnel needing to utilize the portal. The Guardsman Access Control Alarm shall be reset when the access is no longer needed.

CHECKPOINT 2 - Media Center (Operations Center)

Check Point 2 (CP2) is located at the side entrance to the Clemson District Operations Center across from the EOF.

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NOTE: The key to the Operations Center Media Center door is located in the key box in the janitorial room.

Staffing

When operable, CP2 requires one (1) SP. The SP shall be positioned just inside the side entrance door of the Operations Center.

Access Requirements - Proper authorization for entry into the Operations Media Center include the following:

- a) Duke Power Company photo identification.
- b) Credentials and identification indicating a member of the news media. This identification must contain, at a minimum, the person's name and the name of the organization such as "The Charlotte Observer" or "WSOC-TV", etc.
- c) Approval by the EOF Manager or the ONS Emergency Coordinator for personnel not Duke Power Employees or members of the news media.

Duties

- a) Prior to the arrival of the Access Control personnel, the SP at the Media Center entrance shall be responsible for verification of identity/authorization for all individuals requesting access.
- b) The SP shall be responsible for controlling access through the entrance of the Operations Center and Media Center Assembly Room. Access will be controlled by securing the double doors located interior to the building and establishing checkpoint 3 at the Operations Center yard gate entrance. Operations personnel can access the Operations enter by using issued keys to open the secured double doors near the main entrance.

CHECKPOINT 3 (Operations Center Yard Gate)

Check Point 3 is located at the Operations Center yard gate entrance. The SP located at CP3 shall be responsible for controlling access through the gate entrance.

- Staffing - CP 3 requires one (1) SP during operating hours of the Operations Center. The officer shall be positioned at the Operations Center Yard Gate.
- Access Requirements - Proper authorization for entry into the Operations yard includes one of the following:
 - a) Duke Power Company photo identification.
 - b) Operations contract workers are identified by Operations Center, DPC management staff.

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- Duties

- a) The SP positioned at the yard gate shall be responsible for verification of identity for all individuals requesting access.
- b) In addition, the officer shall provide access control into the Operations yard and monitor activities in the area.

Fitness for Duty Access Verification and Continued Observation

10CFR26 Fitness for Duty requires random drug and alcohol screening for all individuals required to report to the EOF. Emergency Operations Facilities include CP 1. The CP 2 and the CP 3 are exempt from these requirements since access can not be gained to the EOF.

Part 26 also requires procedures to be in place to enable the restriction of EOF access for any EOF member with a positive drug screen.

Observation of Individuals Requesting Access

SP and access control members shall be observant of all individuals requesting access into EOF facilities, to detect those individuals that may be 'unfit for duty' due to drug or alcohol consumption.

If an individual is suspected of being 'unfit for duty', access will be denied and the Security individuals suspected of being 'unfit for duty' to the Security Personnel.

The Security Director shall notify the C&F Manager who shall be responsible for making fitness for duty determinations.

Refer to the Commodities and Facilities ERO Teams, Telephone Numbers, and Vendors listing for Organizational Effectiveness assistance in addressing 'Fitness for Duty' related questions.

ONS Emergency Response Organization List

To comply with Part 26 requirements, the Operational Effectiveness (OE) Department shall notify the Emergency Planning Coordinator of any positive drug test results for EOF members. The ONS Emergency Planning Group shall be responsible for updating the Oconee ERO List used by the checkpoint SP and the access control personnel.

Use of the Emergency Response Organization List

- a) Access control members shall use the Oconee ERO list to verify EOF members authorized access to the EOF.
- b) The access control member must check each employee's photo identification against the ERO list.
- c) If the employees' name is on the List, their ERO training dates are not greater than 15 months, and access has not been denied for FFD reasons; the employee is authorized access.

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- d) If access to the EOF has been denied, the words "NO ACCESS" will be printed on the ERO list next to employee's name. If the ERO Training date is past 15 months, no access will be allowed except as noted in 103.5.4 Security Team Staffing.
- e) If an employee's access has been denied, the access control member shall contact the Security Director for assistance and ensure that the employee is not permitted access into the EOF facility.
- f) If a Duke employee is not on the List or their ERO Training date is past 15 months, access may be approved by the EOF Director.

Use of the Access Control Barcode System

- a) The Access Control Barcode System can replace the ERO list.

EOF Burglar Alarm System

The Oconee EOF is protected by an alarm system which provides burglar detection via magnetic door contacts and passive infrared detector(s). This system also provides fire/smoke detection.

An audible alarm is provided by the system through an exterior siren and notification through automatic dialing into Security Central..

- When consulting with the monitoring service, the system must be identified by the following: Account No. AX978.
- Keys to the control panel shall be maintained in the key cabinet located in the janitor room.
- A user's manual for the alarm system will be maintained in the C&F office storage cabinet at the Oconee EOF.

Notification of Alarms

- Upon receipt of an alarm, the monitoring service will contact the local Police, Fire Department, and ONS Security.
- ONS Security will notify the "duty" Security Director who will respond to alarms when necessary to ensure that the EOF is secure and to reset alarms as appropriate.

Personal Access Codes (PAC)

The alarm system is programmed with four (4) personal access codes which are used to arm and disarm the system. These codes will remain confidential and will be given out on an as needed basis only. Listed below are groups which have been assigned PACS.

- a) Emergency Planning
- b) Corporate/Access Control/World of Energy
- c) Security
- d) ONS Operations Center

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Disarming Upon Entering the EOF

- The alarm system has been programmed with a time delay (approx. 20 seconds) which provides sufficient time to enter and disarm the system prior to activation.
- Upon entering the EOF, the control panel will sound a steady buzzing tone. This is a pre-alarm reminder to disarm the system.
- Disarming Sequence
 - a) Press the [1] Key and enter your PAC.
 - b) Verify the "ARMED" light is off. If the ARMED light does not extinguish, press the [*] Key and [1] Key and reenter your PAC.

Arming Before Leaving the EOF

- The system is programmed with an exit delay (approx. 20 seconds) which will provide sufficient time to exit the EOF prior to activating the system.
- Arming Sequence
 - a) Verify that the toggle switch numbers 2, 3 and 4 or the Guardsman Access Control Panel are in the "ON" position.
 - b) Verify that the ready light is on. If not, check the infrared detector to ensure that your movements aren't being detected and/or check all entrance doors to ensure that they are closed.
 - c) Press the [1] key and enter the first number of your PAC.
 - d) Verify the ARMED light illuminates. (If armed, the control panel will buzz and the armed light will come on). If the ARMED light does not come on, depress the [*] Key and re-enter [1] and your PAC.

103.5.5 TELECOMMUNICATIONS TEAM

Purpose

To provide the telephone and radio requirements as well as the electrical needs of the EOF and the overall recovery organization during an event/drill.

Major Functions

- Install and maintain the telephone system
- Supply two-way radios and radio pagers as needed
- Install additional electrical hookups as needed

General Computer Support

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VAX Computer Systems Support

- a) Upon activation, inform the Vax Systems Support (VSS) to keep the VAX operating in support of the event/drill. The DPCo System Pager can be used to make the initial contact with a support person. If a return call is not received within 20 minutes, contact the SNO (Server Network Operations) person.

Main Frame Computers

- a) Upon EOF activation, contact the College Street Center to inform them of the need to keep main frame computers available in order to support Drill/Event applications.(eg. Profs)
- b) Contact the SPOC help line.
- c) Contact College Street Station when EOF operation has been terminated.

Equipment

Phones

Phone equipment for the Oconee EOF is located in each individual room and location. The press lines phones and related equipment are stored in the EOF Audio/Visual Room.

103.5.6 PURCHASING TEAM

Purpose

To coordinates all activities with the Recovery Organization relating to the procurement of materials, equipment and services during an event/drill.

Major Functions

- Issues requisitions and purchase orders
- Negotiates contracts
- Expedites hardware and software
- Coordinates receipt and distribution of material and equipment

NOTE: The EOF Director and the EOF C&F Manager are authorized to approve expenses incurred in the performance of duties described in this directive.

Additional Personnel Required

The Purchasing function will be handled by the General Office or ONS Purchasing Group, with a Purchasing Director (PD) in lead. The General Office will staff backup teams per the PD's instructions. Clerical support will be provided as needed by the EOF Administration Director .

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Field Commodity Contacts

Commodities contacts can be called to assist in the requisitioning of materials during a Drill/Event. (See the Commodities & Facilities ERO Teams, Telephone Numbers, and Vendors list in the C&F file cabinet for names.)

Arrival at EOF

The Purchasing Director will assess the situation and activate appropriate personnel as required.

Interface with Other Groups

The Purchasing Director will work with the Transportation Director to ensure expeditious delivery of equipment and the Finance Director to obtain petty cash funds for small purchases. The PD will work with the EOF C&F Manager and the Nuclear Generation Department to expedite the receipt and distribution of equipment and materials.

Crisis Stage to Recovery Stage

The following is a checklist of things to do and/or consider when moving from the CRISIS STAGE to the RECOVERY STAGE of an event.

- Activate Purchasing backup team and prepare shift schedule
- Assess need for additional personnel support
- Assess need to activate field commodity contacts
- Establish expediting priority code (3)

Procedures

Requisitioning Equipment

When materials, equipment, and/or services are needed, the PD at the EOF will convey the need to the Purchasing Department via telephones, computers, and telecopiers. Recovery effort requisitions will be processed through the Purchasing system for immediate handling.

Expediting

Expediting priority code (3) will apply to all purchases for the recovery operation unless determined otherwise.

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Receiving

Receipt of material and equipment will be handled by the ONS Commodities & Facilities Receiving Department. A member of the EOF Purchasing Team will coordinate with Receiving Personnel to assure the material gets to the appropriate destination at the site.

103.5.7 FINANCE TEAM

Purpose

To provide resources necessary for employee payroll and financial support of the Recovery effort during an event/drill.

Major Functions

- Administers petty cash fund
- Coordinates payroll activities

Activation of the EOF

- Emergency Phase - Finance personnel will standby at their present location.
- Recovery Phase - Finance personnel will report to the EOF or standby at their present location as directed.

Additional Personnel Required

Clerical support will be supplied by the Administration Group as necessary.

Arrival at the EOF

The Finance Director/designee (FD) will verify all forms are available to administer the Petty Cash fund and initial payroll information is being obtained by the Security Team during the access and registration process. After an assessment of the situation has been made, the FD will be requested to increase the petty cash fund to \$50,000 through the Treasury Department of DPC. (Our funds are established at \$130,000 at the plant and \$80,000 at the Complex.)

Petty Cash

Initiate imprest petty cash fund

An imprest Petty Cash fund has been established with Wachovia Bank in Seneca, South Carolina in the following amounts:

- a) Plant – \$130,000
- b) Complex - \$80,000.

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Petty Cash Reconciliation

A bank statement is received each month for the Nuclear Stations' accounts. At this time an "Imprest Petty Cash Fund Reconciliation Form" is completed and sent to Duke Power Company, Corporate Accounting Support Department.

Petty Cash Forms

Each member of the Finance Group has available, at all times, a minimum assortment of the necessary forms for the administration of the Petty Cash fund.

Expenses Incurred

The EOF Director/designee are authorized to approve expenses incurred in the performance of the duties described in this plan. Person must be listed on the ONS Authorization list.

Payroll Procedure

The Finance Group will receive the necessary payroll information for each employee from the Security Team. This information will include employee's full name, permanent job location, Social Security #, and hours worked for the time reporting periods (Straight Time, Overtime, etc.).

A file containing the information from the Security Control Group will be established for each employee. This information will be used to maintain and process the time sheets.

Work hours and Work Id's will be reported daily on the Group Time Reporting Form #04340, and the PGG Timesheet.

The supervisor's daily report will be checked against any time adjustments for the employee. After checking for time adjustments, the information from the supervisor's report will be input into Corporate Time Reporting System by means of access to mainframe.

The employee time sheets will be totaled at the end of the week and forwarded to the General Office Payroll Department.

103.5.8 COMMISSARY TEAM

Purpose

To meet basic nutritional and personnel needs of the recovery organization during an event/drill.

Major Functions

Furnish food and beverage, tables and chairs, tents, portable toilets, and trash cans

Arrival at the Site or the EOF

The Commissary Director/designee (CD) will contact the food services, as necessary to meet the needs of the situation and location.

Food Services

Vendors on the Commodities & Facilities ERO Teams, Telephone Numbers, and Vendors list have agreed to supply coffee and pastries for pickup or delivery within one hour, and regular meals (catered for up to 300 persons) within three (3) hours.

Recovery

During recovery stage, the following duties should be performed to ensure proper support for all EOF personnel involved.

- Notify Food Suppliers
- Establish Daily Schedule
 - a) Meals - Location, time, and notification to all areas involved.
- If required, notify Tent, Furniture, and Portable Toilet Suppliers.
- Establish Personnel Requirements, if required.
 - a) Notify Purchasing
 - 1. Personnel for Trash Removal (When, How often, Where).
- Establish Schedule for Personnel
 - a) Ensure around the clock coverage, in all areas listed. Copy C&F Manager.

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Audit Procedure

Periodically, the Commissary Director will mail to each supplier, a questionnaire along with a stamped, return envelope requesting verification of information contained in this section. (Enclosure 103.6.4) Follow-up phone calls and/or visits will be made to those vendors who fail to return a completed form. Completed forms and visit reports will be kept in a permanent file and updated as needed by the Commissary Director.

103.5.9 ORGANIZATIONAL EFFECTIVENESS TEAM

Purpose

To provide the personnel needs of the recovery organization during emergency efforts.

Major Functions

- Provides assistance in providing support personnel as required
- Provides labor relations assistance as required

103.5.10 TRANSPORTATION TEAM

Purpose

To provide necessary equipment and personnel for movement of material and people to, from, and through the crisis area for the duration of the recovery effort.

Major Functions

- Furnish vehicles/operators for personnel and equipment movement
- Provide common carrier and specialized carrier service for specific material and personnel needs
- Coordinate, trace, and expedite material deliveries and shipments in and out of recovery site
- Provide fuel for on site recovery vehicles
- Transport environmental samples for analysis upon request by the Radiological Assessment Group Off-site Monitoring Coordinator

First Call-Out

The first contingency will begin with establishment of base operations. This will include personnel establishment and transport equipment assessment.

The time and location of Environmental sample pick-up will be determined by the Transportation Director and Off-site Monitoring Coordinator. Sample destination will be the

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Applied Science Center (ASC) or unaffected station, as specified by the Off-site Monitoring Coordinator.

Back-Up Equipment

As the first move is taking place and work has begun, a total equipment assessment will be made to determine present and future needs in personnel and material movement. This will also include establishment of busing and van schedules and routes between plant facilities and between places of lodging and airport facilities to plant facilities, as required.

Additional transport equipment, as well as operating personnel, in the Duke Power Company system are also available on a phone call notice as need is determined.

103.6 ENCLOSURES

103.6.1 C&F Manager EOF Activation Checklist

103.6.2 EOF Shutdown Checklist

103.6.3 Administration Team Checklist

103.6.4 Supplier Verification of Information Letter

103.6.5 Commissary Suppliers Agreement Form

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ENCLOSURE 103.6.1

C&F MANAGER EOF ACTIVATION CHECKLIST

NOTE: Initial on line left of item as completed.

_____ Upon arrival, make sure access control has been established. Assist in approving EOF Emergency Response Team members until Access Control personnel arrive.

_____ Sign-in on the Commodities and Facilities Board, put on title name tag.

_____ Sign-in on the EOF Director's room board.

_____ Establish contact with the OSC Commodities and Facilities liaison (885-3701).

_____ Confirm arrival of C&F support team Directors via C&F Sign-in board. (Admin., Commissary, Telecomm., Security). Call out other Directors if needed.

_____ Confirm insurance agents have been notified by the Administrative Director.

_____ Confirm contact with Vax Systems Support and College Street Center by the Telecommunications Director.

_____ Establish (24) hr. shift for all C&F ERO support teams.

_____ Identify any C&F Medical Emergency Response Team (MERT) members to the EOF Manager upon request.

_____ Notify EOF Manager when food or refreshments are ready to serve.

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ENCLOSURE 103.6.2

EOF SHUTDOWN CHECKLIST

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NOTE: Initial on line left of item as completed.

Administration

- _____ Verify a minimum of (5) control copies of each procedure in the ERO Procedures Cabinet and the cabinet is locked
- _____ Verify public address system is off
- _____ Arrange return of relocated office equipment
- _____ Notify Hotels/Motels of release of rooms being held for reservation
- _____ Assist personnel needing airline transportation
- _____ Make (2) copies of EOF Director's logbook, and give to the Emergency Planner
- _____ Notify Corporate Insurance contact as to Emergency status

Access Control

- _____ Copy personnel sign-in checklist and forward to ONS Emergency Planning Section
- _____ Perform final inspection to ensure:
 - equipment turned off and cabinets locked
 - personnel gone
 - doors secured
 - lights off (except for emergency lighting)
 - security system returned to original state

Purchasing

- _____ Transfer information on outstanding requisitions to normal Purchasing contacts

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ENCLOSURE 103.6.2

EOF SHUTDOWN CHECKLIST

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NOTE: Initial on line left of item as completed.

Telecommunications

- _____ Secure radio base stations
- _____ Contact Computer Support to release computers from emergency status
- _____ Return Media Center phones to storage location
- _____ Return portable communications equipment to storage location (if applicable)

Finance

- _____ Process payroll information in accordance with Corporate procedures
- _____ Reconcile petty cash fund in accordance with Corporate procedures

Commissary

- _____ Notify vendors to discontinue food service to EOF, OSC, and TSC
- _____ Make arrangements for trash removal

Transportation

- _____ Arrange for transport of relocated equipment to original location (if applicable)
- _____ Arrange for transportation home for personnel (as needed)

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ENCLOSURE 103.6.3

ADMINISTRATION TEAM CHECKLIST

NOTE: Initial on line left of item as completed.

- _____ Verify clock in the C&F Room is synchronized with the digital clock in the EOF Director's area.
- _____ Set up EOF Commodities & Facilities area. (Get pads, pencils, etc.)
- _____ Data representation in EOF Commodities and Facilities office. (Telephone Books)
- _____ Furnish personnel in accordance with directive.
- _____ Check needs of court recorders.
- _____ Provide for equipment needs and administrative support of news media.
- _____ Verify Copy Machines/Telecopiers are turned on and functional.
- _____ Verify at least (5) copies of procedures are in the EOF procedures cabinet.
- _____ Provide a (24) hour shift list of the Administration team for the C&F Manager.
- _____ Copy log book at completion of drill.
- _____ Notify Corporate Insurance of Station status.

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ENCLOSURE 103.6.4

SUPPLIER VERIFICATION OF INFORMATION LETTER

Your Company has been previously contacted by a member of the Oconee Nuclear Site Emergency Response Team concerning your participation in upcoming Emergency exercises at the Oconee Nuclear Site.

These exercises are to prepare us to manage an actual emergency should one ever occur. If an actual emergency should occur, your company could be called on to supply commodities needed to manage the situation.

The attached form, when verified by you, will enable us to maintain our current state of preparedness. Please sign and date the attached information and return it to me in the enclosed envelope.

Yours very truly,

Diane Wilkerson
Oconee Commodities & Facilities
Director of Commissary
Duke Power Company

Attachments

ENCLOSURE 103.6.5

COMMISSARY SUPPLIES AGREEMENT FORM

SUPPLIER NAME: _____

1. Commodities Supplied During Actual Emergency or Exercise.

2. Persons Name/Telephone Number to Call in Case of Emergency.

3. Maximum Response Time by Above Vendor:

TO: Emergency Operations Facility
 Issaqueena Trail
 Clemson, South Carolina

 Oconee Nuclear Site
 7812 Rochester Hwy.
 Seneca, South Carolina 29679

4. I Have Reviewed the Above Information and Affirm That It Is Accurate and Current with the Following Exceptions:

Signed: _____ Title: _____ Date: _____