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AUG 24 1998

SERIAL: HNP-98-116
10 CFR 50, Appendix E

United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
Washington, DC 20555

SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Dear Sir or Madam:

In accordance with 10 CFR 50, Appendix E, Carolina Power & Light Company hereby transmits one copy each of recently revised Harris Nuclear Plant Emergency Plan implementing procedures. The enclosure to this letter identifies the emergency plan implementing procedures revised.

Questions regarding this matter may be referred to Mr. J. H. Eads at (919) 362-2646.

Sincerely,

A045/1

MGW

Enclosure

c: Mr. J. B. Brady (NRC Senior Resident Inspector, HNP)
Mr. S. C. Flanders (NRR Project Manager, HNP)
Mr. L. A. Reyes (NRC Regional Administrator, Region II) with two copies of procedures

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REVISIONS TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-230, Revision 3	Control Room Operations	07/28/98
PEP-240, Revision 3	Activation and Operation of the Technical Support Center	07/28/98
PEP-250, Revision 7	Activation and Operation of the Joint Information Center	07/28/98
PEP-260, Revision 3	Activation and Operation of the Operations Support Center	07/28/98
PEP-270, Revision 4	Activation and Operation of the Emergency Operations Facility	07/28/98
PEP-310, Revision 6	Notifications and Communications	07/28/98
PEP-330, Revision 3	Radiological Consequences	07/28/98
PEP-400, Revision 6	Supplemental Procedure	07/28/98

50-400
Superseded
pages per Revs
to ETIP
9808270/178
8/24/98

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-230
TITLE: Control Room Operations

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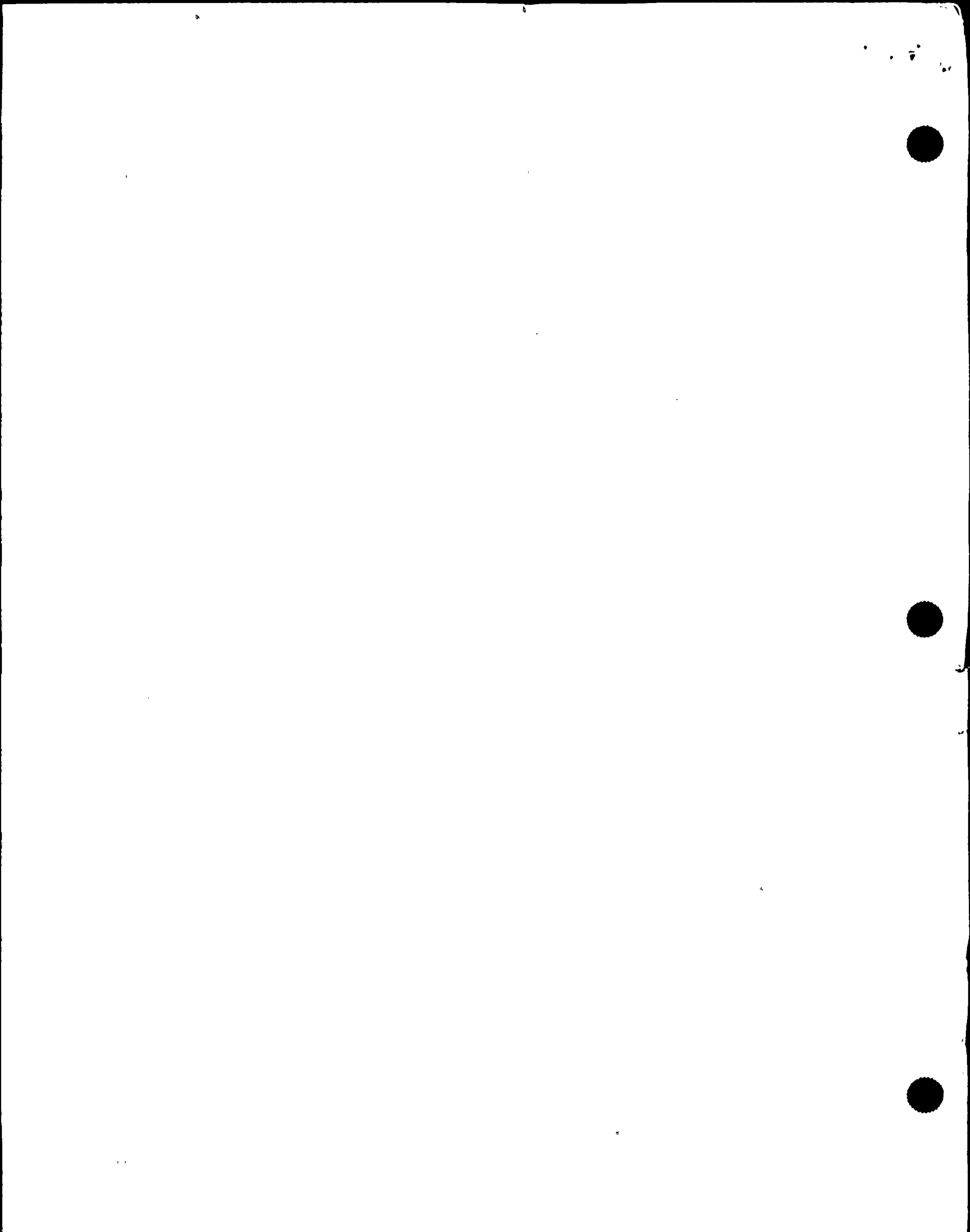


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1.0 PURPOSE

1. This procedure partially implements Section 2.3 and Section 2.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who perform response activities from the Main Control Room.

2.0 INITIATING CONDITIONS

An emergency has been declared and the Superintendent-Shift Operations (S-SO) has assumed the position of Site Emergency Coordinator-Control Room (SEC-CR).

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-4 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO ATTACHMENT:
SITE EMERGENCY COORDINATOR-CR (SEC-CR)	1
PLANT OPERATIONS DIRECTOR (POD)	2, 4
EMERGENCY COMMUNICATOR-CR (EC-CR)	3

4.0 GENERAL

None

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.3, "Command and Control"
2. Section 2.4, "Assignment of Responsibilities"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-340, "Radiological Assessment"

5.2 Referenced Plant Emergency Procedures, Continued

5. PEP-350, "Protective Actions"
6. PEP-400, "Supplemental Procedure"

5.3 Other References

1. EPL-001, "Emergency Phone List"
2. AP-002, "Plant Conduct of Operations"
3. AP-006, "Procedure Review and Approval"
4. OP-163, "Plant Computer and Support Systems"
5. OP-173, "Control Room Area HVAC System"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Position Function: Manage and direct all emergency operations involving the facility and maintain overall onsite emergency responsibilities including classification.

NOTE: Use of this checklist is only applicable prior to activation of the ERO and formal relief and turnover of non-operational emergency response functions.

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓ |
| 1. Assume the position of Site Emergency Coordinator-Control Room. | <input type="checkbox"/> |
| a) Formally assume the SEC-CR position upon declaration of an emergency. | |
| b) Perform a formal relief of the position when permanently relieving another SEC-CR. | |
| 1) Review the activity log. | |
| 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress. | |
| c) Perform a formal relief of the position when temporarily leaving the MCR. | |
| 1) Ensure turnover is provided to an individual qualified to perform the duties of SEC-CR. | |
| 2) Obtain a briefing on events which have occurred while away from the work area. | |
| d) Inform those present of the position being filled. | |
| e) Determine if restrictions on eating and drinking must be in effect and ensure Control Room personnel are aware of the restrictions. | |
| 2. Maintain a log of activities per PEP-400. | <input type="checkbox"/> |
| 3. Designate qualified individuals to perform emergency response functions in the MCR. | <input type="checkbox"/> |
| a) Designate a Unit Senior Control Operator (USCO) to coordinate and supervise the activities of the MCR with respect to control of the plant and to implement Abnormal and/or Emergency Operating Procedures. | |

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity

✓

- b) Designate a primary reporting location for on shift personnel. Normally, unless otherwise directed:
- SAT, EC, Safe Shutdown AOs (RAB & Outside) - MCR Area
 - Fire Brigade and 1st Aid Team - OSC (Point of Contact = Fire Brigade Team Leader)
 - All other on-shift personnel report to the OSC
- c) Designate an operator to record data from the control board on Plant Parameter Information Forms if ERFIS is not available.

4. Classify the Emergency

□

- a) Enter and complete the EAL Flow Path to determine the highest classification level.
- 1) Whenever abnormal or emergency conditions exist or are suspected to exist.
 - 2) As soon as dose projection and/or field monitoring data is available.
 - 3) If plant or radiological conditions change significantly.

NOTE: Downgrade of the emergency classification is only performed following turnover and activation of the TSC and EOF if ERO notifications have been initiated.

- b) Declare the emergency terminated from an Unusual Event when the situation is under control in consultation with appropriate CP&L personnel and offsite agencies.

5. Determine the Appropriate PARs

□

- a) Determine the appropriate PAR per PEP-110 Section 3.2.
- b) Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.

6. Ensure Required Notifications are Made in a Timely Manner

□

- a) Perform notifications in accordance with the highest level condition indicated on the EAL Status Board.
- b) Direct the EC-CR to perform emergency communications activities per PEP-310.

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity



c) Direct or perform the notification of Immediate Response Organizations (offsite fire, medical, or law enforcement agencies) as appropriate per PEP-310 Section 3.1.

d) Perform Notifications to Site and ERO Personnel



NOTE: Activation of the Emergency Response Facilities (ERFs) is automatically initiated through Dialogic at an Alert or higher classification. Activation of the ERFs may be initiated at an Unusual Event at the discretion of the SEC-CR.

1) Direct the EC-CR to notify appropriate CP&L personnel per PEP-310 Section 3.7.

2) Perform appropriate Public Address announcements (per the 'PA Guidelines' provided on sheet 9 of this Attachment) as soon as possible and no later than 15 minutes after declaring or upgrading the emergency classification.

e) Perform Notification to Offsite Emergency Response Authorities



1) Review, edit and approve notification messages for release.

2) Ensure the EC-CR performs initial notifications to State and County authorities, per PEP-310 Section 3.2, within 15 minutes of:

- The declaration of an emergency.
- A change in emergency classification level.
- A change in offsite Protective Action Recommendations.

3) Ensure the EC-CR performs follow-up notifications to the State and County authorities, per PEP-310 Section 3.6, as follows:

- Within 60 minutes of the last notification.
- Whenever a new EAL is exceeded regardless of whether or not it results in a change in the classification level.
- As soon as dose projection and/or field monitoring data is available.

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity



- Whenever plant or radiological conditions change significantly.
- 4) Consider relaxing follow-up notification periodicity, with universal concurrence from the State and County officials, for long lasting events caused by natural phenomena.

f) Perform Notifications to the NRC



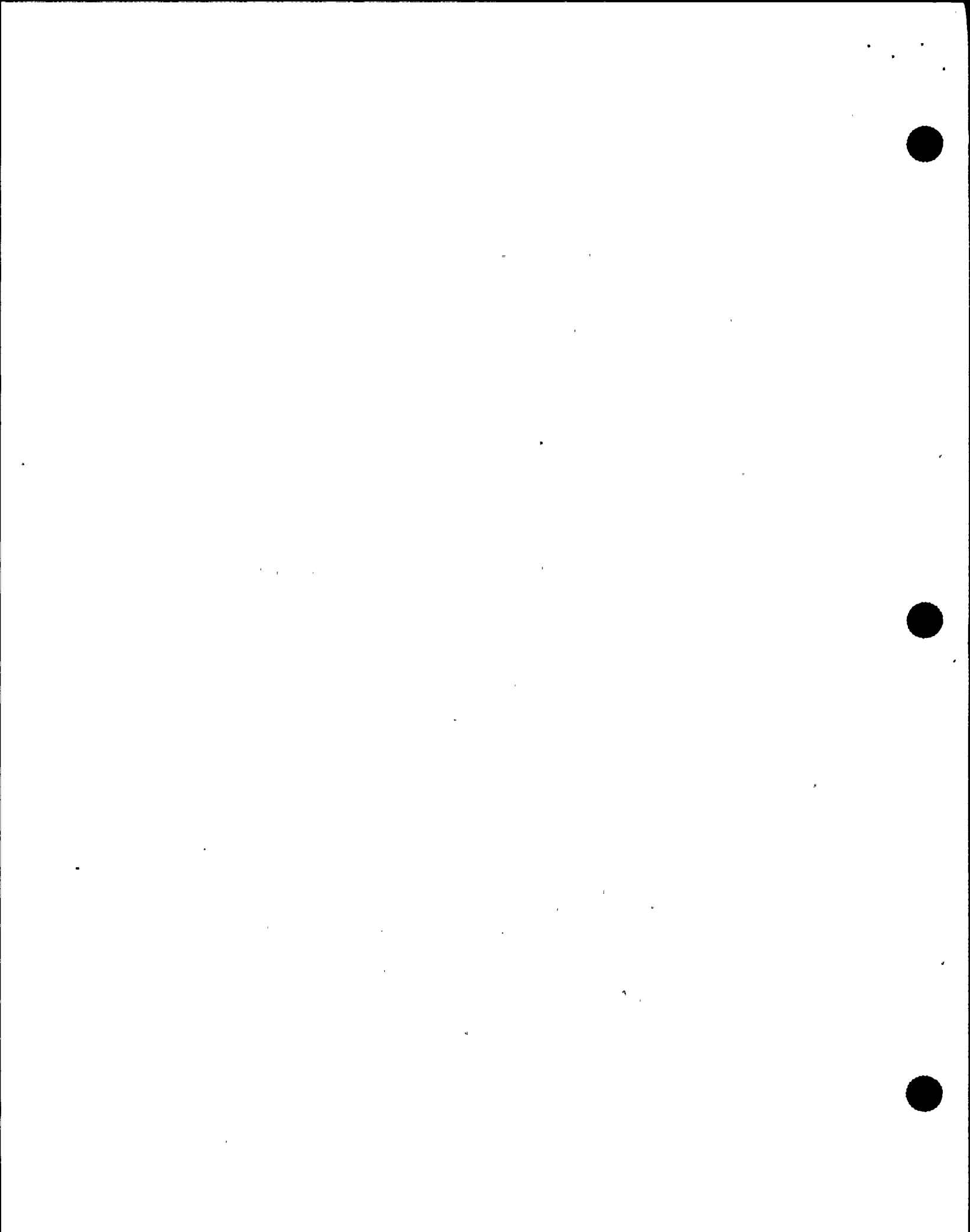
NOTE: NRC notifications must be performed by a person knowledgeable of the plant and emergency procedures.

- 1) Ensure the EC-CR notifies the NRC as soon as possible but no later than 60 minutes from the time the emergency is declared per PEP-310 Section 3.3.
- 2) Ensure the ERDS is activated at an Alert or higher classification.
- 3) Ensure the EC-CR provides follow-up notifications to the NRC at the same periodicity as the State and County follow-up notifications per PEP-310 Section 3.6.
 - Keep the NRC informed as to the status of the plant.
 - Keep the NRC informed of the radiological effects off site.
 - Ensure the NRC updates include all information provided to the State and Counties.

g) Perform and Direct Supplemental Communications



- 1) Notify the load dispatcher of the emergency declaration and classification level if a spent fuel shipment is en-route to the site.
- 2) Ensure the receiving hospital is notified of the transport of a contaminated injured person (the First Aid Team will have identified the treatment location from the rescue squad).
- 3) Brief the State and County personnel on plant conditions and actions taken when contacted.
- 4) Request Federal and State assistance as necessary.



SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity



- 5) Ensure all offsite notifications transmitted from the MCR are faxed to the TSC and EOF.
- 6) Refer press or public inquires to CP&L Public Information personnel.

7. **Authorize and Direct the Conduct of Onsite Protective Actions**



- a) If a radiological release is in progress, or anticipated:
 - 1) Verify CR Area Emergency Filtration is in service per OP-173, sections 8.1 and 8.2, or manually aligned per section 8.3
 - 2) Verify Plant Computer and Communication Rooms Ventilation is aligned for operation with a CR Isol. signal per OP-163, Section 8.1
- b) Ensure radiological surveys are performed in occupied areas and take appropriate actions.
- c) Dispatch Environmental Monitoring Teams per PEP-330 if a radiological release has or will occur.
- d) Authorize CP&L emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr per PEP-330 as necessary.
- e) Authorize the administration of KI to CP&L emergency workers per PEP-330 as necessary.

f) **Initiate and Ensure Accountability is Performed When Necessary**



NOTE: Accountability must be completed within 30 minutes of initiation.

- 1) Initiate accountability at a Site Area or General Emergency classification level or when conditions hazardous to personnel safety exist per PEP-350 Section 3.1.
- 2) Notify Security and announce over the PA system that accountability is to be performed.
- 3) Direct the First Aid Team to initiate search and rescue for missing persons per PEP-350 Section 3.4.
- g) Direct the Security Director to inform Security personnel of the expected arrival of Emergency Response vehicles (Fire or Ambulance).

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity

✓

- h) Determine protective actions for personnel assembled in the Administrative Building.
- 8. Ensure security implements site access controls at an Alert or higher classification.
- 9. Direct Deviations from License Conditions or Technical Specifications
 - a) Authorize reasonable action that departs from a license condition or Technical Specification under the following criteria:
 - 1) The action is immediately necessary to protect the health and safety of the public.
 - 2) No action consistent with the license conditions or Technical Specifications will provide adequate or equivalent protection.
 - b) Notify the NRC via the ENS line prior to or immediately following the action.
 - c) Document a detailed log description of the deviation to include:
 - 1) The specific action authorized.
 - 2) The exact time the NRC was notified.
 - 3) Whether or not (and whom, if applicable) plant management was consulted prior to taking the action.
 - 4) The perceived threat to public health and safety that prompted the action.
- 10. Process temporary procedure changes per AP-006 as needed.
- 11. Ensure emergency communications systems are used appropriately.
 - a) Refer to EPL-001 for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems.
 - b) Ensure the Emergency Radiation Monitoring radio channel is activated in the MCR.
- 12. Request additional material, manpower, and equipment as necessary.

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity



13. Transfer Responsibilities as Part of ERF Activation

NOTE: • Specific emergency response functions may be given to TSC or EOF personnel prior to actual facility activation (i.e. dose assessment, NRC communications, etc.) as deemed prudent.

- The SEC-CR must maintain overall command and control of the ERO, including the non-delegable responsibilities, until formal relief occurs.

- a) Ensure that necessary plant information is available to the TSC and EOF.
- b) Brief the SEC-TSC and the ERM.
 - 1) Use PEP-110 Attachment 4 "Event Information Worksheet" as a briefing guide.
 - 2) Review the status of in-plant team activities.
 - 3) Review the status of Environmental Monitoring Team activities.
 - 4) Review the status of any other assistance which is needed.
 - 5) Synchronize facility clocks (use ERFIS time).
- c) Formally turn over control of the following responsibilities to the SEC-TSC:
 - 1) Emergency classification.
 - 2) Onsite protective actions.
 - 3) Coordination of in-plant teams.
 - 4) NRC notifications and communications.
 - 5) ERDS activation (if not already performed).

SITE EMERGENCY COORDINATOR - CR CHECKLIST

Responsibility/Activity

✓

- d) Formally turn over control of the following responsibilities to the ERM:
 - 1) State and County notifications.
 - 2) Protective Action Recommendations.
 - 3) Dose projection.
 - 4) Coordination of Environmental Monitoring Teams.
 - 5) Additional CP&L ERO augmentation.
 - 6) All additional offsite notifications.
 - e) Reassume coordination and supervision of MCR activities with respect to control of the plant and implementation of Abnormal and/or Emergency Operating Procedures upon turnover from the Unit SCO.
14. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

SITE EMERGENCY COORDINATOR - CR CHECKLIST

PUBLIC ADDRESS MESSAGE GUIDELINES

1. Sound the Site Evacuation Alarm for 15 seconds.

2. At an Unusual Event⁽¹⁾ or Alert⁽²⁾ classification announce:

"Attention all personnel, an *Unusual Event/Alert* has been declared based on

Activate the TSC, OSC, and EOF.

ERO personnel assigned emergency response duties report to your designated facility.

All other personnel exit the Protected Area.

CP&L employees report to the Admin. Building.

Contractors report to the East Parking Lot."

3. At a Site Area or General Emergency classification announce:

"Attention all personnel, a *Site Area Emergency/General Emergency* has been declared based on

Activate the TSC, OSC, EOF, and JIC.

ERO personnel assigned emergency response duties report to your designated facility.

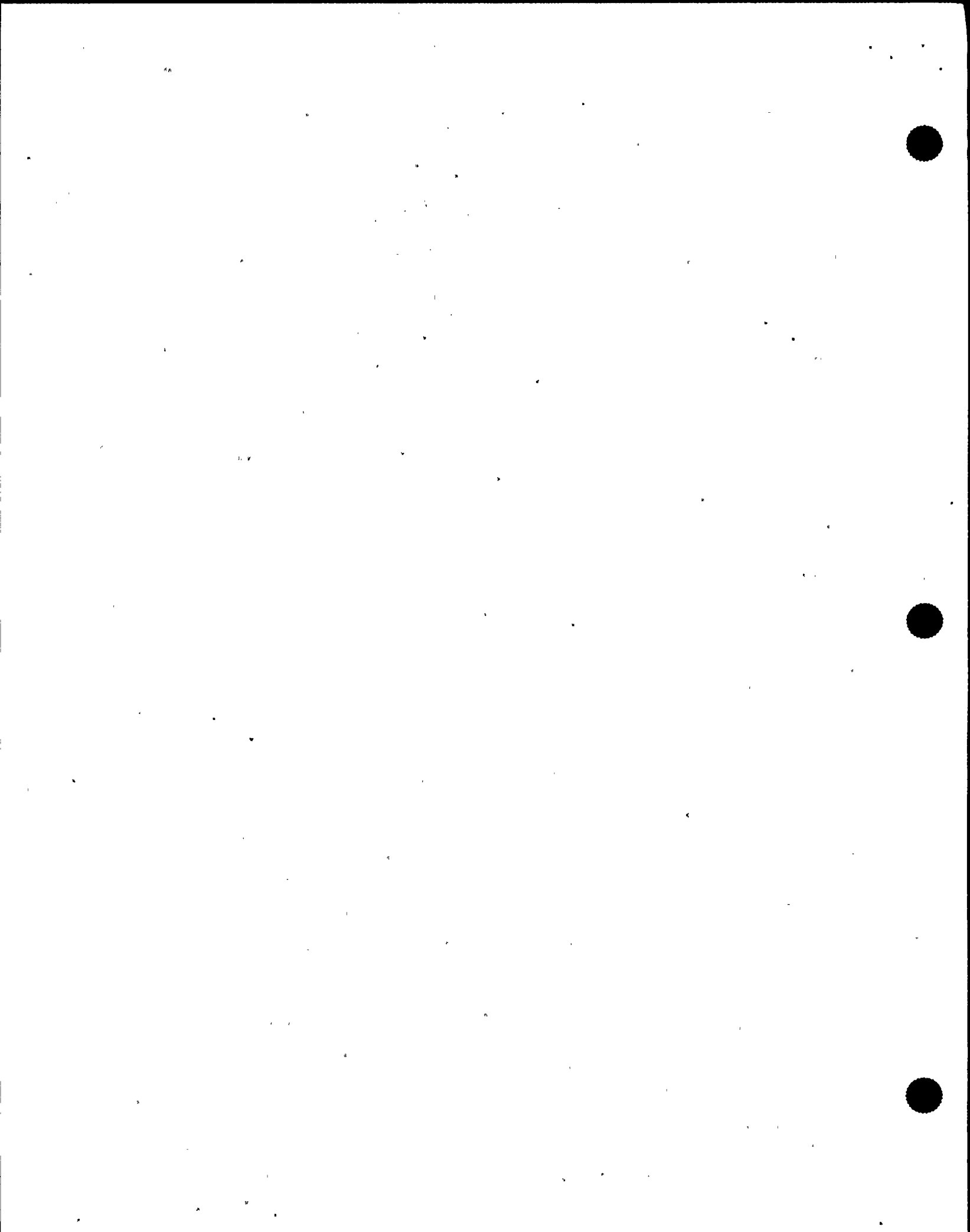
ERO personnel not assigned emergency response duties report to the Visitors Center Auditorium.

All other personnel exit the Protected Area and leave the site."

4. Repeat the alarm and PA message.

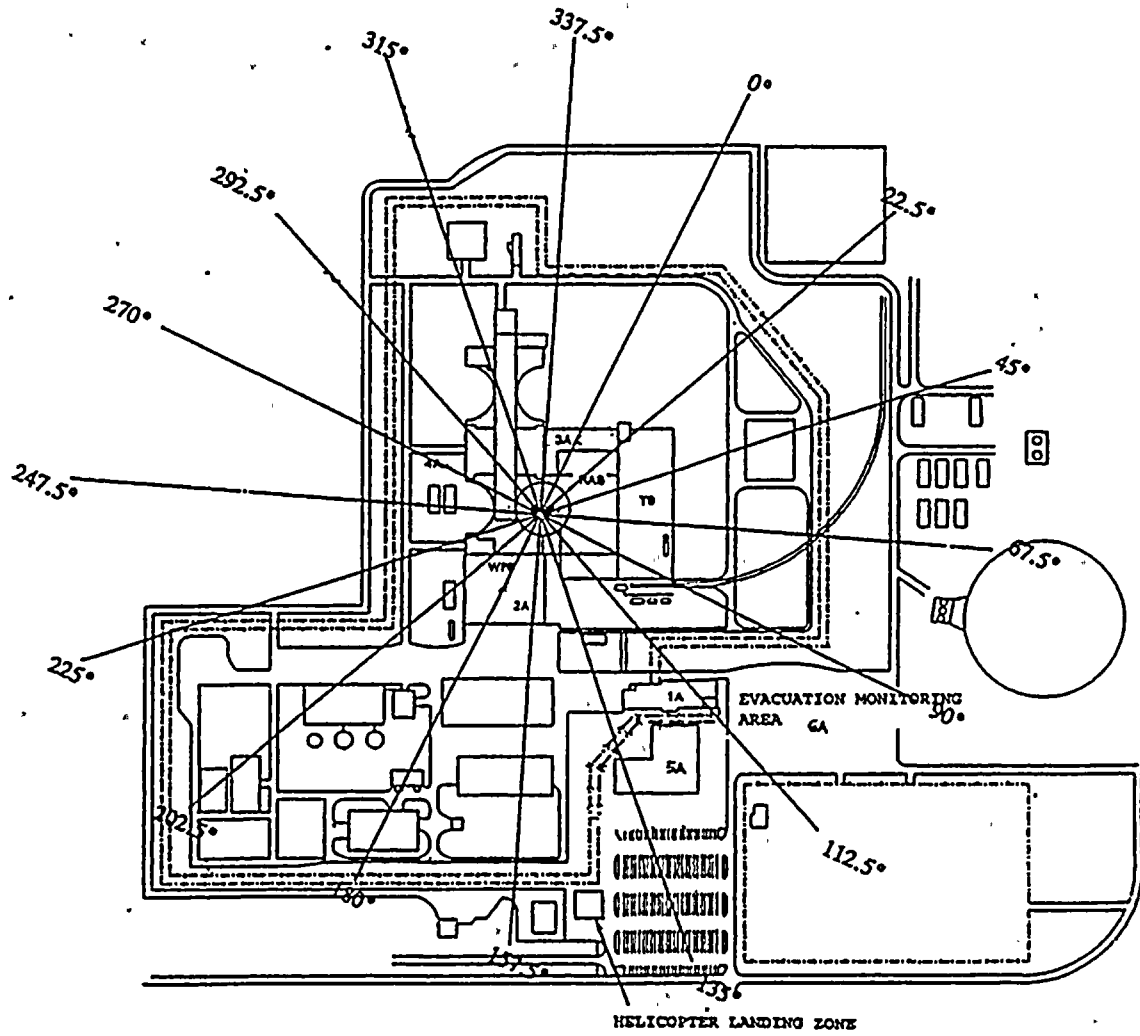
(1) Announcement at the Unusual Event is only applicable if the Emergency Response Facilities are to be activated.

(2) Personnel not assigned ERO duties will normally exit the Protected Area at an Alert or higher classification. The SEC-CR may elect to delay evacuation of personnel from the Protected Area for Alert classifications of minimal impact to plant operations or for protective purposes.



SITE EMERGENCY COORDINATOR - CR CHECKLIST

SITE MAP



PLANT OPERATIONS DIRECTOR CHECKLIST

Position Function: Direct and supervise plant MCR operations and immediate response activities.

Responsibility/Activity

✓

1. Assume the position of Plant Operations Director.
 - a) Formally assume the POD position upon activation of the ERO.
 - 1) Report arrival to the SEC-CR.
 - 2) Ensure phone and radio communications are operational.
 - 3) Obtain status and readiness of Fire Brigade, and First Aid personnel.
 - Determine if adequate personnel are available to fulfill these functions.
 - Determine the applicable radio channels or telephone numbers.
 - 4) Determine if any personnel have been dispatched from the MCR and report the status to the appropriate ERO Director or Manager.
 - b) Perform a formal relief of the position when permanently relieving another POD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - c) Perform an informal relief of the position when temporarily leaving the MCR.
 - 1) Designate an individual to answer the phones when leaving the work area (such as to the restroom).
 - 2) Obtain a briefing on events which have occurred while away from the work area.
 - d) Inform those present of the position being filled.
2. Maintain a log of activities per PEP-400.

PLANT OPERATIONS DIRECTOR CHECKLIST

Responsibility/Activity



3. **Determine the Nature and Extent of the Event**

- a) Analyze plant parameters for trends.
- b) Recommend changes to emergency classifications and identify recognized EALs to the SEC-TSC per PEP-110.
- c) Assist the SEC-TSC in the prioritization of actions.
- d) Request any necessary engineering support from the TAD or TAM.

4. **Direct the Activities of MCR Personnel**



- a) Ensure an adequate MCR staff is available.
- b) Ensure immediate corrective actions are carried out by MCR personnel.

NOTE: The MCR does not turn over the responsibility for contacting Immediate Response Organizations.

- c) Perform or direct the notification of any Immediate Response Organization as necessary per PEP-310 Section 3.1.

5. **Organize and Direct Rescue Operations of Injured Personnel**



- a) Make PA announcements to identify missing personnel and assemble the Search and Rescue Team.
- b) Consult with the RCD or RCM to determine whether an ERWP is required.
- c) Ensure radiological conditions are provided to teams being dispatched.
- d) Ensure First Aid/Search and Rescue Teams are prepared.
 - 1) Instruct the Search and Rescue Team Leader to perform operations in accordance with guidance in PEP-350 Section 3.4.
 - 2) Dispatch First Aid/Search and Rescue Teams to the scene of the injury.

PLANT OPERATIONS DIRECTOR CHECKLIST

Responsibility/Activity



- 3) Monitor First Aid/Search and Rescue communications.
 - Notify the SEC-TSC of requests for offsite assistance.
 - Notify the appropriate director of requests for additional personnel or equipment.
 - Notify the SEC-TSC of the transport of a contaminated injured person off site.
 - Ensure the CD and CM are informed of contaminated/injured personnel transport offsite.
 - Ensure hospitals are notified of the expected arrival of a contaminated injured patient prior to personnel leaving the site.
- 4) Designate an individual to accompany non-contaminated injured personnel to the treatment center.
- 5) Direct the Security Director to provide support when transporting a contaminated injured person by helicopter.

6. Organize and Direct Fire Response Activities

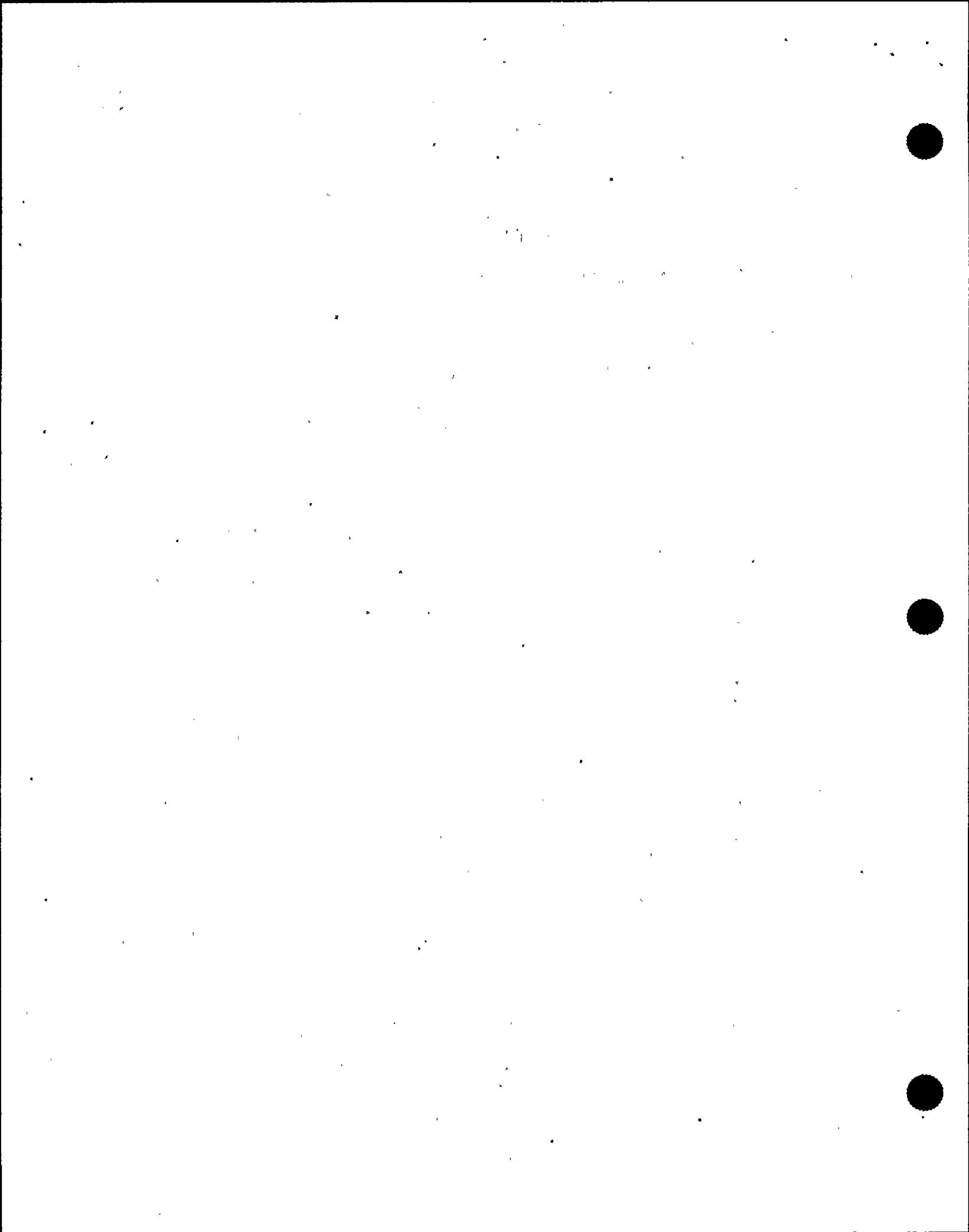


- a) Ensure fire alarms are sounded and the Fire Brigade is mustered.
- b) Ensure Fire Brigade actions are performed in accordance with the Fire Plan and Fire Area Pre-plans.
- c) Monitor Fire Brigade communications.
 - 1) Notify the SEC-TSC of requests for offsite assistance.
 - 2) Notify the appropriate director of requests for additional personnel or equipment.

7. Ensure Accountability is Performed for Operations Personnel



- a) Report missing personnel to the Security Director.
- b) Maintain accountability of personnel assigned to the MCR.



PLANT OPERATIONS DIRECTOR CHECKLIST

Responsibility/Activity

8. If a radiological release is in progress, or anticipated:
- a) Verify CR Area Emergency Filtration is in service per OP-173, sections 8.1 and 8.2, or manually aligned per section 8.3
 - b) Verify Plant Computer and Communication Rooms Ventilation is aligned for operation with a CR Isolation signal per OP-163, Section 8.1.
9. Ensure the SEC-TSC is periodically briefed on plant status using Attachment 2 Sheet 5 as a guide.
10. Evaluate the Need to Deviate from License Conditions or Technical Specs
- a) Inform the SEC-TSC when deviations from procedures or actions with no governing procedures are necessary.
 - b) Ensure deviations from Technical Specifications are approved using the following criteria:
 - 1) The action is immediately necessary to protect the health and safety of the public.
 - 2) No action consistent with the license conditions or Technical Specifications will provide adequate or equivalent protection.
 - c) Ensure the NRC is notified prior to or immediately following the action over the ENS line.
 - d) Document a detailed log description of the deviation to include:
 - 1) The specific action authorized.
 - 2) The exact time the NRC was notified.
 - 3) The perceived threat to public health and safety that prompted the action.
11. Process temporary procedure changes per AP-006 as needed.
12. Coordinate operations shift turnover with the Admin & Logistics Manager.
13. Refer press or public inquires to CP&L Public Information personnel.
14. Refer to EPL-001 for instructions on the use of ERF communications systems.
15. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TSC BRIEFING GUIDELINES

1. Status of the Reactor Plant

- a) Procedures Completed: _____
- b) Procedures in Effect: _____
- c) Procedures to be Used in the Future: _____

2. Status of the Fission Product Barriers

- a) Fuel: Intact Jeopardy Breached
- b) RCS: Intact Jeopardy Breached
- c) Containment: Intact Jeopardy Breached

3. Primary system Parameters

- a) (S) Subcriticality: _____
- b) (C) Core Cooling: _____
- c) (H) Heat Sink: _____
- d) (P) RCS Integrity: _____
- e) (J) Containment: _____
- f) (I) RCS Inventory: _____

4. Support Priorities

- a) Equipment: _____

- b) Manpower: _____

- c) Accident Assessment: _____

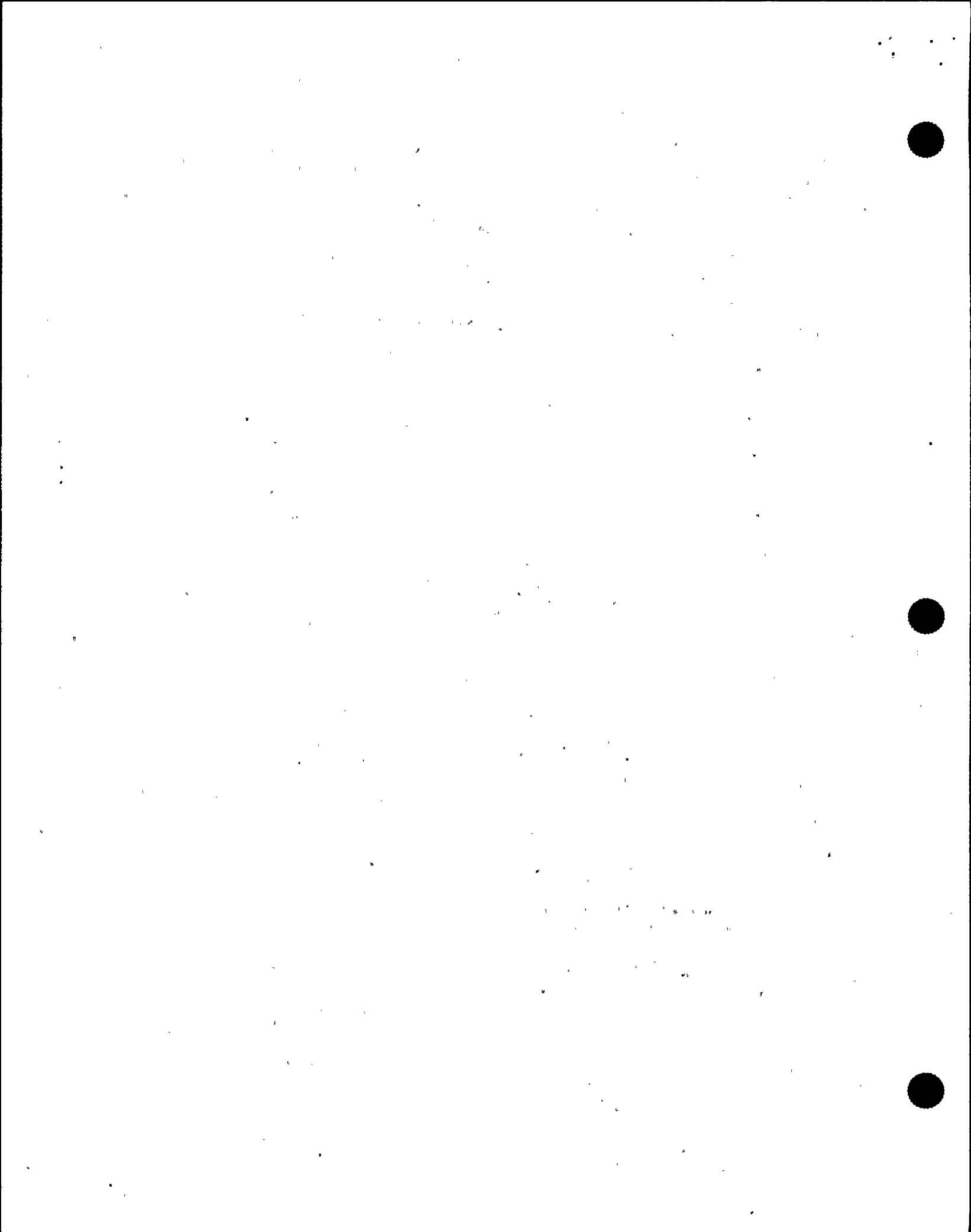
EMERGENCY COMMUNICATOR - CR CHECKLIST

Position Function: Perform notification of HNP, State, local and Federal emergency response personnel from the Main Control Room prior to EOF activation.

NOTE: Use of this checklist is only applicable prior to activation of the ERO and formal relief and turnover of emergency response communications functions.

Responsibility/Activity

- | | |
|---|--------|
| | ✓
□ |
| 1. <u>Assume the Position of Emergency Communicator-Control Room</u> | □ |
| a) Formally assume the EC-CR position upon declaration of an emergency. | |
| b) Perform a formal relief of the position when permanently relieving another EC-CR. | |
| 1) Review the activity log. | |
| 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress. | |
| c) Perform a formal relief of the position when temporarily leaving the MCR. | |
| 1) Ensure turnover is provided to an individual qualified to perform the duties of EC-CR. | |
| 2) Obtain a briefing on events which have occurred while away from the work area. | |
| d) Inform those present of the position being filled. | |
| 2. Maintain a log of activities per PEP-400. | □ |
| 3. <u>Perform Required Notifications in a Timely Manner</u> | □ |
| a) Perform emergency communications activities per PEP-310. | |
| b) Contact any Immediate Response Organizations (offsite fire, medical, or law enforcement agencies) as directed per PEP-310 Section 3.1. | |
| 1) Inform Security of the request for Immediate Response Organization assistance and expected response. | |



EMERGENCY COMMUNICATOR - CR CHECKLIST

Responsibility/Activity

✓

c) Perform Notification of ERO Personnel

NOTE: Activation of the Emergency Response Facilities (ERFs) is automatically initiated through Dialogic at an Alert or higher classification. Activation of the ERFs may be initiated at an Unusual Event at the discretion of the SEC-CR.

- 1) Notify appropriate CP&L personnel per PEP-310 Section 3.7.
- 2) Request assistance from the SEC-CR when needed.

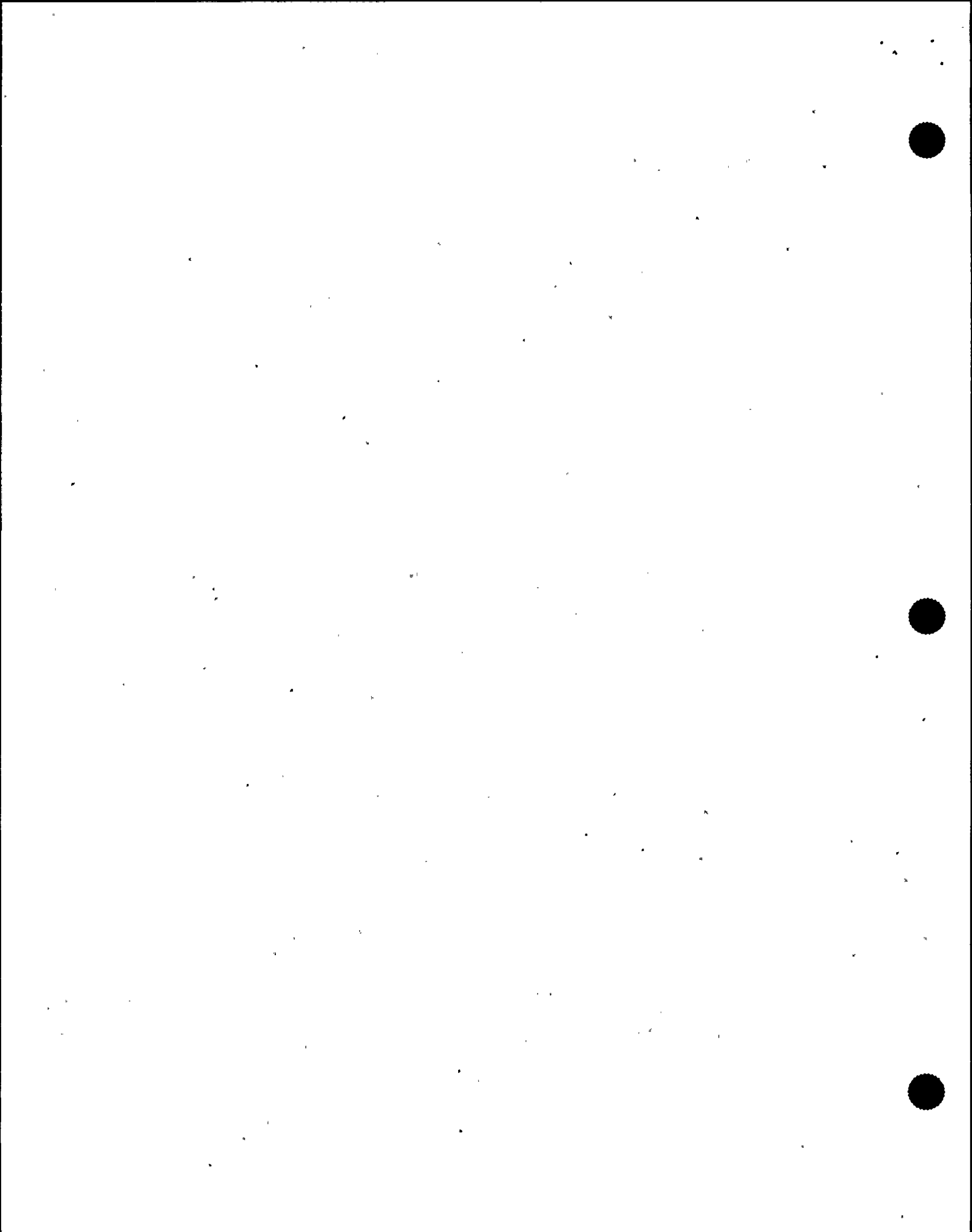
d) Perform Notification to Offsite Emergency Response Authorities

- 1) Ensure SEC-CR approval of notification messages prior to release.
- 2) Perform initial notifications to State and County authorities, per PEP-310 Section 3.2, within 15 minutes as directed.
- 3) Perform follow-up notifications to the State and County authorities, per PEP-310 Section 3.6, as directed.
- 4) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation.
- 5) Record and obtain answers to questions from offsite authorities involving the notifications.

e) Perform Notifications to the NRC

NOTE: NRC notifications must be performed by a person knowledgeable of the plant and emergency procedures.

- 1) Notify the NRC as soon as possible but no later than 60 minutes from the time the emergency is declared per PEP-310 Section 3.3.
- 2) Provide follow-up notifications to the NRC at the same periodicity as the State and County follow-up notifications per PEP-310 Section 3.6.
 - Keep the NRC informed as to the status of the plant.
 - Keep the NRC informed of the radiological effects off site.
 - Ensure the NRC updates include all information provided to the State and Counties



EMERGENCY COMMUNICATOR - CR CHECKLIST

Responsibility/Activity

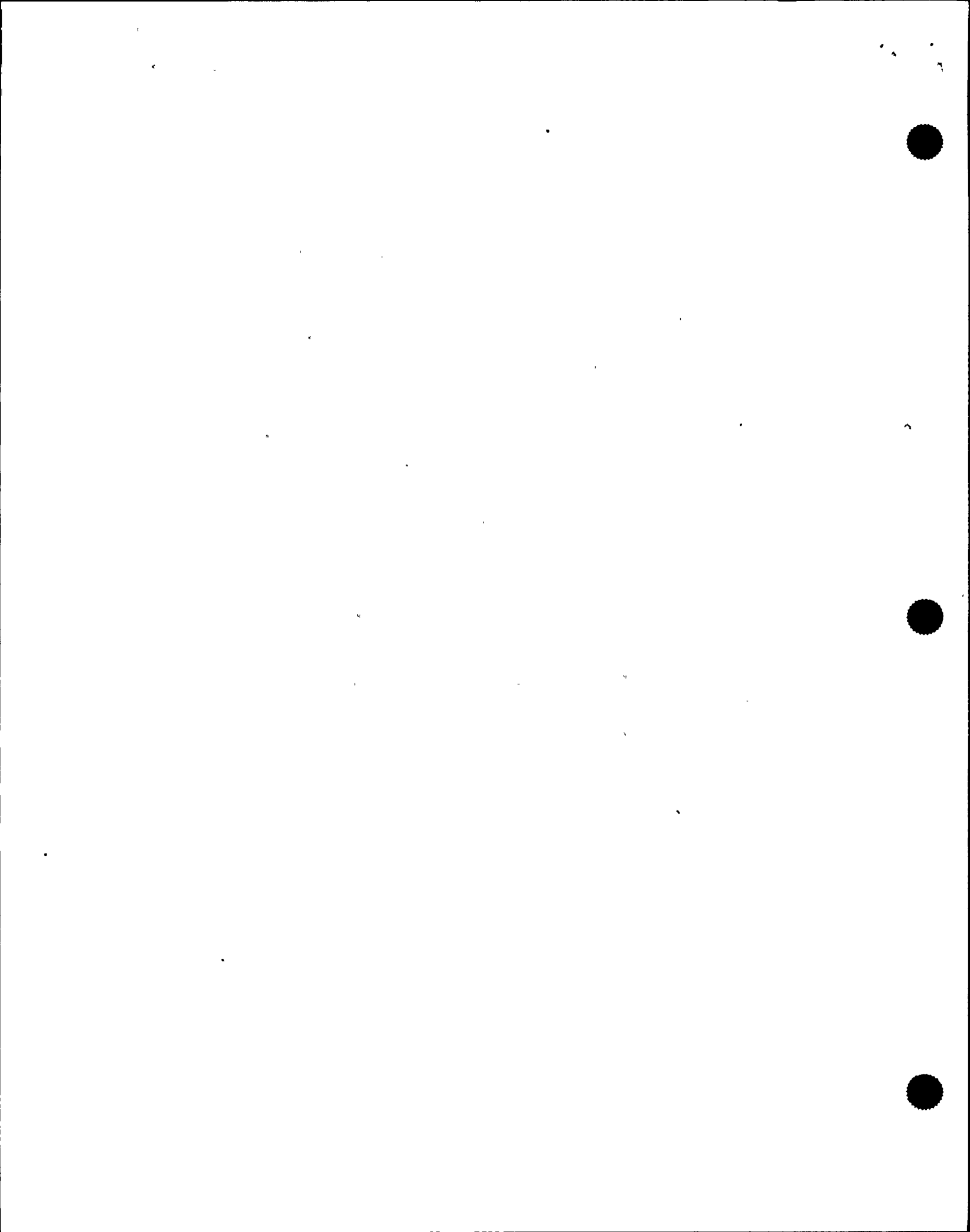
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f) Perform Supplemental Communications

- 1) Notify the receiving hospital of the transport of a contaminated injured person (the First Aid Team will have identified the treatment location from the rescue squad).
- 2) Brief the State and County personnel on plant conditions and actions taken when contacted.
- 3) Ensure all offsite notifications transmitted from the MCR are faxed the TSC and EOF.
- 4) Refer press or public inquires to CP&L Public Information personnel.
- 5) Notify offsite officials and the Site Media Manager of events involving a fire or the transport of a contaminated injured person.
- 6) Transmit Plant Parameter Information Forms to the TSC and EOF if ERFIS is not available.

4. Refer to EPL-001 for instructions on the use of ERF communications systems.

5. Provide all logs and records to Emergency Preparedness upon termination of the emergency.



PEP-230, REV. 2, REVISION SUMMARY

This revision provides for improved guidance associated with ventilation systems to maintain the habitability of the MCR and SAS, post accident continuously habitable areas similar to the TSC and EOF per Condition Report (CR) 97-02785. It also provides for more thorough and consistent application of the Operations personnel emergency response protocol established in response to CR 96-02051 per CR 97-02173. PA Announcement guidance has been enhanced through inclusion of reason for the event declarations. Additional human factors enhancements to the layout of steps were included in this revision. Specifically:

Page/Sect: Change Description:

- Pg 4, Sec. 5.3 Added new procedures (OP-163 & OP-173) referenced within this revision of the procedure.
- Pg 5, Att. 1 Added item 3.b to provide guidance for implementation of the established protocol associated with on shift operations personnel actions at declaration of an emergency (ref. CR 96-02051 & 97-02173)
Old steps 3.b & 3.c renumbered accordingly.
Form revision number updated (applicable to all 10 sheets of form)
- Pg 6, Att. 1 Old item 3.d (call in member of operations to aid in TSC if ERFIS fails) has been deleted. This is a function of the ALM and is more accurately directed within recently implemented revision (5) to PEP-310.
Old item 3.e (Briefing of the NRC Site Team) has been deleted. The SEC position would have turned over responsibilities to the TSC and EOF long before the NRC Site Response Team arrived. Other PEP directed actions (PEP-240, Att. 1 Item 5.d and PEP-270, Att. 2, Item 4 and Att. 20, Item 7) provide the needed guidance to accomplish this task.
- Pg 7, Att 1 Item 6.d.2, updated "page" to "sheet" to reflect correct description within referenced attachment.
- Pg 9, Att. 1 Step 7, added item a) to verify appropriate ventilation systems alignment for the MCR and Secondary Alarm Station (SAS) for habitability control of these post accident continuously habitable areas, similar to guidance provided for the TSC and EOF (ref. CR 97-02785).
Subsequent items were renumbered accordingly.
- Pg 12, Att 1 Brought first part of step 14.d from page 11 to keep the elements of the step together (AP-005 & Human Factors issue).
- Pg 13, Att 1 Added area on the form to fill in/announce the basis for emergency declaration to PA Message Guidelines as an aid in efficient site communicants.
Reformatted footnotes (1) and (2) to distinguish them from remainder of the page, and accommodate room on the page for added basis information
- Pg 18, Att 2 Added item 8 to verify appropriate ventilation systems alignment for the MCR and Secondary Alarm Station (SAS) for habitability control of these post accident continuously habitable areas, similar to guidance provided for the TSC and EOF (ref. CR 97-02785).
Subsequent steps on attachment renumbered and form revision number updated on all pages of the form.
- Pg 21, Att 3 Brought remainder of step 3.e)2) back to page 21 to keep the elements of the step together (AP-005 & Human Factors issue).
Form revision number updated on pages of the form.

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-240

TITLE: Activation and Operation of the Technical Support Center

REVISION 2

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.3 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Technical Support Center (TSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the TSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-13 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions, or was not necessary for the event, enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO ATTACHMENT:
SITE EMERGENCY COORDINATOR-TSC (SEC-TSC)	1
TSC SENIOR REACTOR OPERATOR	2
TECHNICAL ANALYSIS DIRECTOR (TAD)	3
TSC AAT TEAM - STA	4
TSC AAT - CORE PERFORMANCE ENGINEER	5
TSC AAT - MECH, ELEC/I&C ENGINEERS	6
TSC ERFIS OPERATOR	7
RADIOLOGICAL CONTROL DIRECTOR (RCD)	8
TSC HP TECHNICIAN	9
COMMUNICATIONS DIRECTOR (CD)	10
EMERGENCY COMMUNICATOR-NRC	11
TSC LOGKEEPER	12
SECURITY DIRECTOR (SD)	13

4.0 GENERAL

1. Partial staffing of the TSC should be considered if personnel are present who can adequately perform the needed functions.
2. All functional capabilities need not be staffed for the TSC to be activated if the Site Emergency Coordinator - TSC (SEC-TSC) determines that those missing functions are not presently required to adequately deal with the situation.

3. If a position with an augmentation time requirement is not filled, a supervisory position may fulfill the responsibilities provided they are trained to perform the assigned activities of that position. For example: the Communications Director could perform the duties of the Emergency Communicator - NRC.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.3, "Technical Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-230, "Control Room Operations"
3. PEP-310, "Notifications and Communications"
4. PEP-330, "Radiological Consequences"
5. PEP-340, "Radiological Assessment"
6. PEP-350, "Protective Actions"
7. PEP-400, "Supplemental Procedure"

5.3 Other References

1. AP-012, "Control of Overtime Hours"
2. CRC-821, "Post Accident RCS/RHR Sampling"
3. CRC-823, "Post-Accident Containment Air Sampling"
4. "EPL-001, "Emergency Phone List"
5. NUREG-0737, Supp. 1, "Requirements for Emergency Response Capability"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Position Function: Direct onsite response activities, including protective actions for emergency workers within the Protected Area and advise the Emergency Response Manager regarding emergency classifications warranted by changes in plant conditions.

Responsibility/Activity

✓

1. Assume the Position of Site Emergency Coordinator - TSC

- a) Sign in on the facility organization chart.
- b) Determine if restrictions on eating and drinking are in effect and ensure TSC personnel are aware of the restrictions.
- c) Perform a formal relief when permanently relieving another SEC-TSC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - 3) Ensure that TSC personnel and the lead personnel in the Main Control Room, OSC and EOF are aware of the change.
- d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities per PEP-400.

3. Activate the TSC

- a) Obtain a readiness status report from the onsite ERO Directors.
- b) Discuss status with the ERM, SEC-CR and ERD to prepare for turnover of responsibilities.
 - 1) Contact the ERM to discuss the status of plant conditions and coordinate preparation for turnover of responsibilities from the SEC-CR.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

2) Conduct a turnover conference call with the TSC, OSC and MCR (utilizing PEP-110, Attachment 4) to relieve the SEC-CR of the following responsibilities:

- Emergency classification.
- Onsite protective actions.
- Coordination of in-plant teams.
- NRC notifications and communications.
- ERDS activation (if not already performed).

c) Evaluate the adequacy of the TSC Staff for activation.

d) Declare the TSC activated.

e) Direct the CD to announce activation of the TSC on the PA system.

4. **Classify the Emergency**

a) Enter and complete the EAL Flow Path to determine the highest classification level.

b) Downgrade a classification level or terminate the emergency.

c) Declare the emergency terminated when the situation is under control in consultation with the ERM and appropriate agencies.

5. **Coordinate and Direct the Response Activities of all Onsite ERO Personnel**

a) Establish onsite mission priorities in response to the emergency.

1) Designate mission priorities as High (H), Medium (M), or Low (L) as appropriate.

- High (H): The mission is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

- Medium (H): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).
 - Low (L): Any mission which can be worked on when resources permit (for example, an Aux Boiler will not light off, but is not immediately needed as the MSIVs have been shut due to a SI or RCB isolation signal).
- 2) If multiple missions exist within a single priority classification, confer with the appropriate directors and personnel to establish the preferred sequence.
 - b) Ensure Search and Rescue Teams are dispatched.
 - 1) Direct the POD to initiate Search and Rescue for missing persons.
 - c) Review and submit deviations from Technical Specifications to an S-SO.
 - d) Prepare for NRC Site Team response activities.
 - 1) Designate an individual to brief the NRC Site Team upon arrival.
6. **Authorize and Direct the Conduct of Onsite Protective Actions**
- a) Authorize onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.
 - b) Authorize the administration of KI to onsite emergency workers.
 - c) Order the alerting of onsite personnel and the evacuation of non-essential personnel from local areas or the site when conditions warrant.
 - 1) Initiate and ensure accountability is performed when necessary.
 - 2) Ensure Public Address announcements are made in the event of a release.
 - 3) Evacuate non-essential personnel at a Site Area Emergency classification level or higher.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

- 4) Evacuate the Exclusion Area when offsite PARs are required.
- d) Determine protective actions for personnel arriving or remaining onsite.
 - 1) Determine protective actions for personnel assembled in the Administrative Building.
 - 2) Evaluate and specify eating and drinking restrictions.
 - 3) Ensure the RCD has implemented controls on food and water.
- e) Approve recommendations for OSC relocation.
- 7. Maintain communications with the ERM following EOF activation.
- a) Ensure the ERM is informed of any release.
- 8. Ensure appropriate notifications are performed and information is transmitted.
- a) Ensure notification of Immediate Response Organizations is performed.
- b) Ensure the ERDS is activated.
- c) Ensure the NRC is notified.
 - 1) Keep the NRC informed as to the status of the plant.
 - 2) Keep the NRC informed of the radiological effects off site, prior to EOF activation.
- d) Ensure appropriate data is communicated to the TSC and EOF.
- e) Brief the State and Counties on plant conditions and actions being taken when contacted, prior to EOF activation.
- f) Provide updates to the State and Counties on the emergency condition and any PARs at 30 to 60 minute intervals, or more frequently if necessary, prior to EOF activation.
- g) Keep Corporate Communications and appropriate State and local agencies informed as to the status of the plant and radiological effects off site, prior to EOF activation.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

9. Ensure TSC personnel are maintaining logs, as appropriate.
10. Establish Time Periods for and Conduct Periodic Facility Briefings
- a) Conduct briefings using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.
 - b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.
 - c) Ensure periodic plant status briefings are provided on the Public Address system.
 - d) Instruct the TSC Logkeeper to keep track of briefing times and to provide prompts when briefings are due.
11. Ensure adequate manning, access control, and 24-hour functional continuity of the MCR, TSC, and OSC.
- a) Ensure a shift relief schedule is prepared by the ALM.
 - 1) Request additional material, manpower, and equipment as necessary.
 - 2) Utilize AP-012, "Control of Overtime Hours" as guidance for the authorization of deviation from Technical Specifications work control criteria of onsite CP&L emergency response personnel.
 - b) Request any materials or supplies not available on site from the ALM.
12. Conduct Recovery Operations
- a) Notify offsite organization and the ERO of entry into recovery.
 - b) Notify personnel of the termination of the emergency and emergency processes.
13. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TSC SENIOR REACTOR OPERATOR CHECKLIST

Position Function: Provide analysis and advice regarding the impact of plant conditions on emergency classifications and accident mitigation.

Responsibility/Activity

✓

1. Assume the Position of TSC Senior Reactor Operator.
- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another TSC-SRO.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Monitor fission product barrier and plant status on ERFIS.
 - a) Provide recommendations for EAL changes.
4. Assist in clarifying ERFIS or Plant Parameter Information Forms data.
 - a) Coordinate with the EOF ERFIS operator to display vital plant information pertinent to the event.
5. Maintain the TSC Mission Status Board.
6. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Position Function: Direct, supervise and maintain an overview of the short term accident assessment and technical support emergency response actions.

Responsibility/Activity

✓

1. Assume the Position of Technical Analysis Director.
 - a) Sign in on the facility organization chart.
 - b) Verify the TSC-AAT is in place and ready to perform it's functions.
 - c) Perform a formal relief when permanently relieving another TAD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Supervise the activities of the TSC Accident Assessment Team and support personnel.
 - a) Direct the technical support and engineering activities in accordance with the priorities established by the SEC-TSC.
 - b) Ensure TSC-AAT efforts are focused on short term (< 12 hours) support activities.
 - c) Provide engineering personnel to support OSC activities as requested.
 - d) Monitor and assess vital plant parameters and conditions.
 - 1) Direct the TSC-AAT to monitor and assess plant and system parameters and status.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 2) Determine the condition of safety related systems and the fission product barriers.
- 3) Ensure that the Equipment Out-Of-Service Board is being updated.
- 4) Provide recommendations for EAL changes.
- 5) Provide recommendations for mitigating activities.
- 6) Inform the SEC of significant changes in plant status.
- 7) Direct personnel to forecast the level of plant and system safety.
- e) Develop special procedures.
 - 1) Direct personnel to develop or modify procedures to perform response activities.
- f) Ensure that sample requests to the RCD contain specific details on the type of results information that is necessary (such as system, boron, activity, and so forth). Use Attachment 3, Sheets 4 and 5, as guidance.
- g) Direct the determination of the extent of core damage.
- h) Ensure OSC missions are tracked on the TSC Mission Status Board.
 - 1) Ensure mission priorities are updated on the Mission Status Board on a periodic basis.
 - 2) Ensure mission priorities are coordinated/verified with the ERD on a periodic basis.
- i) Conduct periodic team briefings.
- 4. Coordinate technical support and engineering efforts with the TAM.
 - a) Inform the TAM of actions being performed.
 - b) Coordinate efforts with the TAM to focus EOF-AAT efforts on long term (> 12 hours) support activities unless addition short term support is necessary.
- 5. Take direction from and provide status updates to the SEC-TSC

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓ |
| 6. Provide the Dose Projection Team with information necessary to their function. | <input type="checkbox"/> |
| 7. Request any materials or supplies not available on site from the ALM. | <input type="checkbox"/> |
| a) Inform the ALM of any need for support from external contractor services. | |
| 8. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

PASS SAMPLE CAPABILITIES

Sample Description	Sample Ratio	RHR ⁽¹⁾	RCS ⁽²⁾
Diluted Boron	1000:1 ⁽³⁾	✓	✓
Diluted Chloride	420:1 ⁽⁴⁾	✓	✓
pH		✓	✓
Dissolved Oxygen		✓	
Fission Gases ⁽⁵⁾			✓
Hydrogen Grab ⁽⁵⁾			✓
Hydrogen Meter			✓
Specific Activity	1000:1 ⁽⁶⁾	✓	✓
Undiluted Cask Sample ⁽⁷⁾		✓	✓

- (1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.
- (2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main control Room must provide valve alignment.
- (3) Sample dilution may be changed depending on sample activity or dose rate. Values shown are expected dilution.
- (4) If a diluted chloride sample is collected, an undiluted sample must also be collected per CRC-821.
- (5) Stripped gas and hydrogen grab samples may only be collected when PASS is aligned to Hot Leg Loop 2 or 3. When PASS is operated in the RHR mode, the gas stripper is by-passed.
- (6) Nuclides readily identified in an accident sample would be iodine and cesium. Nuclides listed in PEP-340 may be identified in a gamma scan after sufficient decay time.
- (7) As required by NUREG-0737, Supplement 1, an undiluted chloride sample must be taken whenever a diluted chloride sample is drawn. The sample must be analyzed within 30 days.

PASS SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions⁽¹⁾.
2. The following GRAB samples can be obtained:
 - a) Hydrogen
 - b) Specific Activity⁽²⁾
 - c) Silver-Zeolite Cartridge for iodine⁽³⁾
3. The samples may be obtained from the following locations within the RCB:
 - a) Dome
 - b) Reactor Coolant Pump and Steam Generator 1A
 - c) Reactor Coolant Pump and Steam Generator 1B
 - d) Reactor Coolant Pump and Steam Generator 1C
 - e) Pressurizer
 - f) RCP area (below the flux mapping room)

- (1) Sampling is performed as per CRC-823, "Post Accident Containment Air Sampling."
- (2) To collect any samples, the containment hydrogen analyzer train A must be in operation.
- (3) These samples may be diluted to limit sample activity and does rate.

TSC ATT - SHIFT TECHNICAL ADVISOR CHECKLIST

Position Function: Support TSC operations engineering activities.

Responsibility/Activity

✓

1. Assume the Position of Accident Assessment Team - STA.
- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another AAT - STA.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Obtain a copy of the Emergency Procedures currently in use.
4. Assist with accident classification.
 - a) Monitor plant systems and procedure status.
 - b) Inform the TAD of any changes or impending classification changes and their bases.
5. Brief the TAD on key issues.
6. Solve operational and plant procedure problems.
7. Highlight information of concern on data sheets.
8. Maintain current event classification and bases on status boards.
9. Request any materials or supplies not available on site from the ALM.
10. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TSC ATT - CORE PERFORMANCE ENGINEER CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity

- | | |
|--|--------|
| | ✓
□ |
| 1. Assume the Position of AAT - Core Performance Engineer. | □ |
| a) Sign in on the facility organization chart. | |
| b) Perform a formal relief when permanently relieving another AAT - Core Performance Engineer. | |
| 1) Review the activity log. | |
| 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress. | |
| c) Inform a staff member when temporarily leaving the work area (such as to the restroom). | |
| 1) Designate an individual to answer the phones while away. | |
| 2) Upon return, obtain a briefing on any events which have occurred while away. | |
| 2. Maintain a log of activities per PEP-400. | □ |
| 3. Perform and update core damage assessment based on current information. | □ |
| a) Coordinate PASS sampling with the RCD and AAT-STA. | |
| b) Post the latest core damage estimation. | |
| 4. Perform current and projected shutdown margin calculations. | □ |
| 5. Assist the Dose Projection Team with source term problems. | □ |
| 6. Request any materials or supplies not available on site from the ALM. | □ |
| 7. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | □ |

TSC AAT - MECHANICAL, ELECTRICAL/I&C ENGINEERS CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓ |
| 1. Assume the Position of Accident Assessment Team - Engineer. | <input type="checkbox"/> |
| a) Sign in on the facility organization chart. | |
| b) Perform a formal relief when permanently relieving another AAT - Engineer. | |
| 1) Review the activity log. | |
| 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress. | |
| c) Inform a staff member when temporarily leaving the work area (such as to the restroom). | |
| 1) Designate an individual to answer the phones while away. | |
| 2) Upon return, obtain a briefing on any events which have occurred while away. | |
| 2. Maintain a log of activities per PEP-400. | <input type="checkbox"/> |
| 3. Solve engineering problems as assigned. | <input type="checkbox"/> |
| a) Obtain necessary drawings. | |
| b) Investigate equipment failures. | |
| 4. Provide support to the ERD and DCC on repair efforts. | <input type="checkbox"/> |
| 5. Post a out-of-service equipment listings on the status boards. | <input type="checkbox"/> |
| 6. Request any materials or supplies not available on site from the ALM. | <input type="checkbox"/> |
| 7. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

TSC ERFIS OPERATOR CHECKLIST

Position Function: Operate ERFIS to obtain and display plant information.

Responsibility/Activity

✓

1. Assume the Position of TSC ERFIS Operator.
- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another TSC ERFIS Operator.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Log on to the ERFIS terminal.
4. Coordinate with the TSC SRO to operate the facility display system.
5. Print ERFIS reports.
6. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Position Function: Perform and direct the analysis of plant radiological data, determination and implementation of radiation protection measures, and radiological monitoring within the Protected Area. Advise the SEC-TSC of the radiological impact of the incident regarding emergency classification and onsite protective and corrective actions.

Responsibility/Activity

✓

1. Assume the Position of Radiological Control Director

- a) Sign in on the facility organization chart.
- b) Evaluate the need to issue dosimetry and inform the SEC-TSC.
 - 1) Direct personnel to obtain dosimetry from the supply cabinet when appropriate.
 - 2) Do not delay TSC activation to issue dosimetry.
- c) Determine if restrictions on eating and drinking are in effect and ensure the SEC-TSC and TSC personnel are aware of the restrictions.
- d) Perform a formal relief when permanently relieving another RCD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities per PEP-400.

3. Initiate the Radiological Support Functions for the Facility

- a) Obtain staff readiness status.
- b) Ensure personnel are signed in on the facility organization chart.
- c) Ensure communications systems are operational.



RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity

4. Supervise the activities of the Radiological Control and Chemistry Coordinators.
5. Direct the collection and analysis of radiological and chemistry information.
6. Determine and Direct Onsite Exposure and Contamination Controls
- a) Evaluate the need for and coordinate the SEC-TSC authorization of the allowance of onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.
 - b) Coordinate the issuance and authorization of the administration of KI to onsite emergency workers.
 - c) Determine appropriate access controls for affected and unknown areas.
 - 1) Determine the need to relocate the OSC.
 - 2) Ensure Public Address announcements are made to inform personnel of any release and the affected areas.
 - 3) Ensure habitability surveys are performed in occupied areas.
 - d) Determine the appropriate use of protective clothing and respiratory protection equipment.
 - e) Ensure personnel decontamination activities are conducted as necessary.
 - f) Ensure appropriate bioassay procedures are implemented or developed to support the event.
 - g) Assist in the transfer of contaminated injured personnel.
 - h) Ensure onsite food and drinking water supplies are consumable.
7. Verify Radiological and Meteorological Information for Onsite Impact
- a) Track release times and post the release path, start and stop times.
 - b) Notify the SEC-TSC, RCC, and CC of any release or any significant radiological or meteorological changes (such as wind shifts).

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity

✓

- c) Request operations isolate the Waste Process Building and AO Work Area ventilation systems in the event of a release.
- 8. **Provide Support for Site Evacuation and Assembly Area Activities**
 - a) Notify the SD of wind direction and team locations for site evacuations.
 - b) Recommend protective actions for personnel assembled in the Administrative Building to the SEC.
 - c) Ensure that a team is dispatched to monitor radiological conditions and provide radiological controls at the Security Building during a site evacuation.
- 9. Provide radiological status updates to TSC ERO management personnel.
- 10. Request any materials or supplies not available on site from the ALM.
 - a) Determine the need for additional personnel to support maintenance, operations and assembly area functions.
- 11. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TSC HP TECHNICIAN CHECKLIST

Position Function: Provide radiological support and monitoring activities within the TSC.

Responsibility/Activity

✓

- 1. Assume the Position of TSC HP Technician.

 - a) Sign in on the facility organization chart.
 - b) Notify the RCD or RCC of arrival.
 - c) Perform a formal relief when permanently relieving another TSC HP Technician.
 - 1) Review the RCC activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

- 2. Maintain a log of activities per PEP-400.
- 3. Ensure TSC personnel have signed out dosimetry from the Emergency Personnel Dosimetry Cabinet.
- 4. Confirm proper TSC ventilation system line-up as per Sheets 3 through 6 of this Attachment.
 - a) Manually activate the TSC ventilation system and verify proper operation, if directed.
 - b) Ensure the green operating light is lit and a LED value is displayed on the TSC ventilation system radiation monitor.
- 5. Perform TSC habitability surveys.
 - a) Perform TSC air samples when directed.
 - b) Report the results of TSC habitability surveys to the RCD.

TSC HP TECHNICIAN CHECKLIST

Responsibility/Activity

- | | |
|---|--------------------------|
| | ✓ |
| 6. Request any materials or supplies not available on site from the ALM. | <input type="checkbox"/> |
| 7. Facility Deactivation. | <input type="checkbox"/> |
| a) Return all radiological equipment and supplies to the appropriate storage locations and perform inventories. | |
| b) Return the TSC ventilation system to the normal mode. | |
| c) Collect dosimetry, record SRPD readings and forward TLDs to dosimetry for processing. | |
| d) Complete all records and surveys and provide them to the RCD. | |

TSC VENTILATION SYSTEM STATUS CHECKLIST

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 1: Verify normal ventilation alignment as follows:

Located in K-15, Ventilation Equipment Room.

1. Check that the EMERGENCY FILTER CONTROL SWITCH⁽¹⁾ for MUF-1 is in NORMAL.
2. Check that the OA-2 Motor Starter Switch⁽²⁾ is in ON.
3. Check that the Disconnect Switch for OA-2⁽²⁾ is in ON.
4. Check that the Outside Air Fan for OA-2⁽³⁾ is operating.
5. Check that the Disconnect Switch for MUF-1⁽⁴⁾ is in the ON position.
6. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1⁽⁵⁾ is NOT operating.
7. Check that the Filtration Unit Duct Heater DH-1⁽⁶⁾ is in the ON position.
8. Check that the Disconnect Switch for DH-1⁽⁷⁾ is in the ON position.
9. Check that the Filtration Unit Bypass Damper D-6⁽⁸⁾ is in the OPEN position.
10. Check that the Toilet Exhaust Damper D-3⁽⁹⁾ is in the OPEN position (not essential for system operability).
11. Check that the Decon Area Exhaust Damper D-4⁽¹⁰⁾ is in the CLOSED position.
12. Check that the Toilet Exhaust Fan EF-2⁽¹¹⁾ is operating.
13. Check that the Decon Exhaust Fan EF-3⁽¹²⁾ is NOT operating.
14. Check that the Disconnect Switch for EF-3⁽¹³⁾ is in ON.

Located in K-06, Staff Room.

1. Check that the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ is in NORMAL.
2. Check that the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ is in the RESET position and the red light is OFF.
3. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ \geq 600 CFM.

NOTE: Any deviations from the normal ventilation alignment should not preclude alignment of the ventilation system in the emergency mode.

PART 2: Manually placing the TSC Ventilation System in the Emergency Mode:

Located in K-06, Staff Room.

1. Move the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ to OFF.
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ in OVERRIDE.

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 3: Verification of Emergency Ventilation Alignment:

Located in K-15, Ventilation Equipment Room.

1. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1⁽⁵⁾ is operating.
2. Check that the Filtration Unit Bypass Damper D-6⁽⁸⁾ is in the CLOSED position.
3. Check that the Toilet Exhaust Fan EF-2⁽¹¹⁾ is NOT operating.
4. Check that the Toilet Exhaust Damper D-3⁽⁹⁾ is in the CLOSED position (not essential for system operability).
5. Check that the Decon Exhaust Fan EF-3⁽¹²⁾ is operating.
6. Check that the Decon Area Exhaust Damper D-4⁽¹⁰⁾ is in the OPEN position.

Located in K-06, Staff Room.

1. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ 600-1200 CFM.
Actual: _____ CFM*
2. Check that the Differential Pressure⁽¹⁶⁾ ≥ 0.125 inches.
Actual: _____ inches*
3. Report system status to the RCD.
 Operational
 Non-Operational
 Operational with reservation*

* If the flow falls outside these guidelines, report the findings immediately to the RCD.

If the system is operating and air is flowing through the filter bank it is providing some filtration and should be left running while the problem is analyzed.

If it appears that the automatic control of flow damper DM-5 (PCU-1) has malfunctioned, flow can be corrected by de-energizing the controller and the damper and manually adjusting the linkage between the damper motor and the damper to set the flow as needed.

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 4: Establish TSC radiological access controls:

NOTE: Access to the TSC is normally restricted to the center stairwell to ensure that personnel entering the TSC are checked for contamination prior to entering the facility.

1. At the TSC center stairwell entrance:
 - a) Response check the frisker in the Decon Area/Control Point (K22).
 - b) Post signs requiring personnel to frisk.
2. Ensure security has locked the doors & post the access control signs at the following locations:
 - a) Elevator entrance.
 - b) South stairwell.
 - c) North stairwell.
3. Inform the RCD that the access controls are in place and that the frisking station has been established.

PART 5: Restoring the TSC Emergency Ventilation System to normal mode:

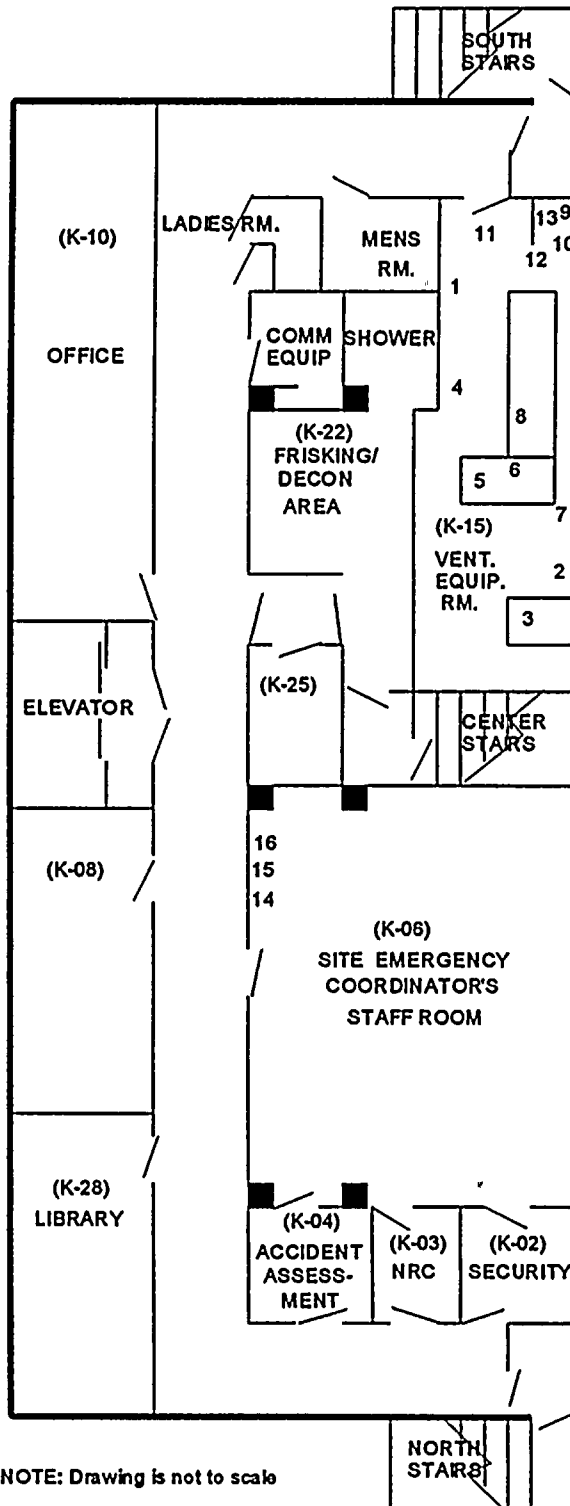
Located in K-06, Staff Room.

1. Notify the Main Control Room and the RWP Office that you are going to return the TSC Emergency Ventilation System to normal mode.
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ in NORMAL.
3. Place the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ in the RESET position and verify the red light is OFF.
4. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ \geq 600 CFM.

Printed Name/Signature

Date/Time

TSC FLOOR PLAN



**TSC EMERGENCY VENTILATION
EQUIPMENT IN RM. K-15**

1. Emergency Filtration Control Switch
2. OA-2 Motor Starter Switch & Breaker
3. OA-2 Outside Air Fan
4. Emergency Recirc. Fan (MUF-1) Switch
5. Emergency Recirc. Fan (MUF-1)
6. Filtration Unit Duct Heater (DH-1)
7. Filtration Unit Duct Heater (DH-1) Switch
8. Filtration Unit Bypass Damper (D-6)
9. Toilet Exhaust Damper (D-3)
10. Decon Area Exhaust Damper (D-4)
11. Toilet Exh'st Fan (EF-2) (overhead)
12. Decon Area Exh'st Fan (EF-3) (overhead)
13. Decon Area Exh'st Fan (EF-3) Switch

**TSC EMERGENCY VENTILATION
EQUIPMENT IN RM. K-06**

14. OAI Manual Override Switch
15. Radiation Alarm Inside Air Switch
16. Pressurization Air Flow & TSC Differential Air Pressure Gauges

NOTE: Drawing is not to scale

COMMUNICATIONS DIRECTOR CHECKLIST

Position Function: Direct and supervise the onsite notification, communication and administrative emergency response actions.

Responsibility/Activity



1. Assume the Position of Communications Director

- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving another CD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities per PEP-400.

3. Initiate Communications Support Functions for the TSC

- a) Verify the communications staff is present.
- b) Direct the communications staff to perform equipment checks.
- c) Brief the communications staff on existing conditions.
- d) Inform the SEC-TSC and the EC-CR that communications responsibilities for the NRC are ready to be assumed.

4. Supervise the Activities of the TSC Communications and Support Personnel

- a) Ensure posted information in the TSC is kept current.
- b) Ensure any significant changes in conditions are transmitted to the EOF.
- c) Ensure and maintain the availability and appropriate use of onsite emergency communications equipment.

COMMUNICATIONS DIRECTOR CHECKLIST

Responsibility/Activity

✓

- d) Ensure NRC notifications are transmitted to the EOF.
 - e) Direct Telecom/Computer Support to maintain the following systems:
 - 1) Voice and Video Communication Systems including the HNP PBX, wireless PBX, site radio systems, and video conferencing facility.
 - 2) Plant computer systems including ERFIS and the RTIN.
 - 3) Business computer systems including application software systems, computer network resources and PC's, printers and other devices.
 - f) Direct Telecom/Computer Support to obtain assistance through HNP, Corporate or outside resources as needed to repair problems that occur with computer or communications systems.
5. Ensure the Timely Notification and Transfer of Information to the NRC
- a) Obtain SEC-TSC approval for distribution of completed NRC Event Notification Worksheets.
 - b) Provide approved NRC Event Notification Worksheets to the EC-NRC for transmittal.
 - c) Develop responses to NRC messages, obtain release approval and transmit them to the originator.
 - d) Brief the NRC Site Team as directed by the SEC-TSC using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.
6. Perform periodic status announcements over the public address system and coordinate PA announcements which require alarms with MCR personnel.
7. Ensure the TSC Directors are kept informed of HNP requests for offsite assistance.
8. Request any materials or supplies not available on site from the ALM.
- a) Coordinate onsite support for the NRC Site Team.
9. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

PUBLIC ADDRESS SYSTEM MESSAGE FORM

Facility Activation

1. This is the Communications Director in the TSC. The following is a status of plant conditions as of *(time)* _____.
2. A/An *(classification level)* _____ was declared at *(time)* _____ because of *(EAL or brief description)* _____.
3. The TSC and EOF were activated at *(time)* _____.
4. The Site Emergency Coordinator-TSC is _____.
5. The Emergency Response Manager is _____.
6. Set all clocks to _____ at my mark (use ERFIS time).

Radiological Release

- No release is occurring at this time.
- A release is imminent.
- A release is occurring.
- A release has occurred but has been stopped.
- No eating, drinking, smoking or chewing is allowed until further notice.

1. The wind coming from _____ and is blowing towards _____.

Fire (as applicable)

1. The fire alarm was sounded at *(time)* _____ due to a fire at/in _____.
2. All personnel not directly involved in fighting the fire should leave the affected area.
3. Offsite assistance has been requested from _____.
4. The fire was extinguished at *(time)* _____.

Personnel Injuries (as applicable)

1. An injury occurred at *(time)* _____ at/in _____.
2. First aid personnel have been dispatched to the scene.
3. Offsite assistance has been requested from _____.
4. Injured personnel have been transported to _____.

PUBLIC ADDRESS SYSTEM MESSAGE FORM (CONTINUED)

Accountability

1. Accountability was ordered at *(time)* _____.
2. Accountability was completed at *(time)* _____.

Other Site Activities

1. Response priorities are _____

Offsite Information (as applicable)

1. News releases are being provided by Site Media Manager the JIC.
2. The JIC was/is being activated at the Center Plaza Building.
3. Harris Lake is/has been evacuated.
4. The Counties have sounded the public alerting sirens at *(time)* _____.
5. The State of North Carolina has implemented protective actions for the public.

Shelter Zones: A B C D E F G H I J K L M N

Evacuate Zones: A B C D E F G H I J K L M N

EMERGENCY COMMUNICATOR - NRC CHECKLIST

Position Function: Provide continuous communication with the NRC.

Responsibility/Activity



1. Assume the position of Emergency Communicator-NRC.
 - a) Sign in on the facility organization chart.
 - b) Perform a formal relief when permanently relieving EC-NRC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities per PEP-400.
3. Obtain a turnover from the Emergency Communicator in the Control Room.
4. Inform the NRC that notification responsibility has been transferred to the TSC.
 - a) Perform ENS communications.
 - b) Record key information discussed with the NRC.
 - c) Contact the NRC Senior Resident Inspector or another resident inspector if the Emergency Communicator was unable to make contact prior to TSC activation.
 - d) Ensure that the NRC resident inspector in the TSC is aware of information being transmitted offsite.
5. Inform TSC and EOF staff of NRC questions and actions.
6. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

TSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major TSC activities and decisions throughout the emergency.

Responsibility/Activity



1. Assume the position of TSC Logkeeper.
 - a) Sign in on the facility organization chart.
 - b) Perform a formal relief when permanently relieving another TSC Logkeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the TSC log by recording TSC activities.
3. Remind the SEC-TSC of predesignated briefing times.
4. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

SECURITY DIRECTOR CHECKLIST

Position Function: Coordinate assembly, accountability, and evacuation and supervise the security force for onsite (inside the Protected Area) activities.

Responsibility/Activity



1. Assume the Position of Security Director

- a) Sign in on the facility organization chart.
- b) Perform a formal relief when permanently relieving Security Director.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- c) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities per PEP-400.

3. Initiate the Security Support Functions for the Facility

- a) Ensure the TSC doors and the key cabinet are unlocked.
- b) Inform the SEC of any security requirements in effect during the emergency.
 - 1) Advise the SEC of non-routine security procedures, contingency events or LLEA support activities that are in effect.

4. Maintain Plant Security

- a) Direct the activities of the HNP Security Organization.
- b) Ensure the SEC-TSC and TSC Directors are informed of any changes related to the security situation.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

✓

c) Provide escorts for emergency vehicles required to enter the protected area.

1) Ensure site access for IROs is expedited.

d) Coordinate efforts with local law enforcement officials as necessary.

e) Provide personnel to maintain access control for the EOF.

5. **Direct Protected Area Accountability Activities**

☐

a) Perform accountability for TSC and Security personnel.

1) Maintain accountability of personnel assigned to the TSC.

b) Generate lists of personnel within the Protected Area as necessary.

1) Ensure accountability reports are compiled and missing persons identified for the MCR, TSC, OSC and Security Building.

2) Provide the results of personnel accountability to the SEC within 30 minutes of the announcement.

c) Perform access control functions.

6. **Coordinate Planning Efforts for Search and Rescue Operations**

☐

a) Brief the SEC on the status of missing persons who can not be readily located.

7. **Coordinate Security Force Efforts with Radiological Control Personnel**

☐

a) Identify the need to isolate the fourth floor of the 'K' Building with the RCD.

b) Coordinate Security Team personnel protective actions with the RCD.

1) Coordinate with the RCD during safeguards related events which require evacuation of the RCA.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

✓

8. **Direct Site Security Personnel to Provide Site Security and Assist With Accountability and Plant Access Activities**

- a) Issue dosimetry packets to Immediate Response Personnel arriving on site.
- b) Perform accountability for Security personnel in the Security Building Admin Area (applies to the senior officer).
- c) Generate lists of personnel accounted for and missing individuals and provide them to the Security Director (applies to the senior officer).
- d) Assist with transportation efforts of contaminated injured personnel.
 - 1) Direct personnel to clear the HLZ and passage area and assist with transfer efforts when transporting injured personnel by helicopter when applicable.
 - 2) Notify the MCR of ambulance arrival.

Note: Emergency response vehicles are exempt from search provided they are escorted by Security while within the Protected Area.

- 3) Search the ambulance crew members for prohibited items.
- 4) Issue Escort Required Badges and dosimetry to personnel.
- 5) Provide the ambulance kit.
- 6) Provide armed escort while on site.

9. Provide personnel to support damage control and repair teams.

- a) Ensure security personnel are signed in on ERWPs.

10. **Perform Exclusion Area Evacuation Notification and Announcements**

- a) Perform Public Address announcements of changes in the security situation.
- b) Assist in warning members of the general public within the Exclusion Zone when an evacuation of Subzone A has been initiated.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

- | | |
|---|--------------------------|
| | ✓ |
| 11. Request any materials or supplies not available on site from the ALM. | <input type="checkbox"/> |
| 12. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

SUMMARY OF CHANGES TO 2-5, PEP-240, REV. 2

Revision 2 to PEP-240 involved a complete rewrite of the procedure.

1. Revised checklists in a function/responsibility/action format to minimize duplication of instructions and enhance the organization of reference materials.
2. Added checklists for the TSC SRO, TSC ERFIS Operator, Emergency Communicator - NRC, and TSC Logkeeper.
3. Split the Accident Assessment Team attachment into three separate checklists for the engineering support group.
4. Added procedural steps 3.2 through 3.8 into the appropriate positional checklists.
5. Added general guidance item 4.4 into the positional checklists.
6. Combined single user attachments with the position specific checklists.
7. Resequenced the attachments.
8. Added SEC-TSC guidance for the control of overtime in an emergency in response to action item 97-1140-1.
9. Added SEC-TSC and Communications Director guidance for the use of PEP-110 Attachment 4, "Event Information Worksheet" in the conduct of turnover, facility, and NRC Site Team briefings in response to action item 97-502-2.

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-250

TITLE: Activation and Operation of the Joint Information Center

REVISION 6

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1.0 PURPOSE

1. This procedure implements Sections 2.4 and 3.6 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Joint Information Center (JIC).

2.0 INITIATING CONDITIONS

1. A Site Area Emergency or higher classification has been declared.
2. A decision has been made to activate the JIC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-9 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO ATTACHMENT:
COMPANY SPOKESPERSON	1
JIC DIRECTOR	2
COMPANY TECHNICAL SPOKESPERSON	3
TECHNICAL SPECIALIST	4
ADMINISTRATIVE COORDINATOR	5, 10
ADMINISTRATIVE ASSISTANT	6
MEDIA BADGING SPECIALIST	7
PUBLIC INFORMATION COORDINATOR	8
PUBLIC INFORMATION SPECIALIST	9

4.0 GENERAL

1. The Administrative and Logistics Manager (ALM) in the Emergency Operations Facility (EOF) is responsible for arranging relief schedules for the JIC Staff.
2. The Joint Information Center is an Emergency Response Facility for the Harris Plant. It is staffed by CP&L, the State of North Carolina, Chatham, Harnett, Lee and Wake Counties, NRC and FEMA.
3. The Company Spokesperson serves as the facilitator during news media briefings with CP&L, the State, Counties, NRC and FEMA.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.6, "Joint Information Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-400, "Supplemental Procedure"

5.3 Other References

1. EPL-001, "Emergency Phone List"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

COMPANY SPOKESPERSON CHECKLIST

Position Function: Provide command and control of the public information emergency response.

Responsibility/Activity

- | | |
|---|--------------------------|
| | ✓ |
| 1. Notify the Administrative Coordinator and instruct them to set up the JIC if the Site Media Manager has not yet contacted them to do so. | <input type="checkbox"/> |
| 2. <u>Assume the Position of Company Spokesperson</u> | <input type="checkbox"/> |
| a) Sign in on the ERO sign-in board. | <input type="checkbox"/> |
| b) Assist with facility set-up as needed. | |
| c) Perform proper relief of the currently staffed position. | |
| d) Announce that the position is filled to personnel who are present. | |
| 3. Maintain a log of activities. | <input type="checkbox"/> |
| 4. <u>Activate the Facility</u> | <input type="checkbox"/> |
| a) Obtain a briefing from the EOF using the Event Information Worksheet (PEP-110 Attachment 4). | |
| b) Ensure an adequate staff is present. | |
| c) Ensure adequate plant status information is available to the Company Technical Specialist and Technical Specialist. | |
| d) Brief State, County, and CP&L JIC personnel. | |
| e) Ensure the JIC Director, Company Technical Spokesperson, and Technical Specialist have received a plant status briefing prior to JIC activation. | |
| f) Notify the EOF and JIC personnel of facility activation. | |
| 5. Maintain awareness of offsite agency command and control. | <input type="checkbox"/> |
| 6. Coordinate the release of information with Public Information Officers from State and other government agencies. | <input type="checkbox"/> |
| a) Schedule and conduct pre-news media briefing conferences with participating Public Information Officers. | |

COMPANY SPOKESPERSON CHECKLIST

Responsibility/Activity

✓

- b) Complete a Spokesperson Briefing Attendance Form (Sheet 3 of 3) and provide a copy to the Media Badging Specialist for distribution.
- c) Establish the format for news media briefings with other agency Public Information Officers using the following as a guide:
 - 1) Start on time.
 - 2) Introduce agency spokespersons.
 - 3) Instruct the media of the news briefing format (for example: Each agency will make a brief statement with questions at the end.)
 - 4) Use visuals and handouts.
 - 5) Treat cameras as reporters.
- 7. Ensure the content of news releases is adequate and timely (30-45 minutes after Site Area Emergency, General Emergency, release, or significant event).
 - a) Ensure that the JIC Director prepares non-technical news releases.
 - b) Ensure that adequate information is being received from the EOF for news media briefings.
 - c) Ensure that CP&L news releases are prepared, approved and issued in a timely manner.
- 8. Conduct periodic briefings with the news media (within 60 minutes of the Site Area Emergency, General Emergency, release, or other significant event).
 - a) Schedule and facilitate the news media briefings.
- 9. Ensure adequate personnel and material resources are available for the public information response.
- 10. Conduct periodic facility briefings and status updates with the CP&L public information staff.
- 11. Request any materials or supplies from the Administrative Coordinator.
- 12. Provide all logs and records to Emergency Preparedness upon termination of the emergency.



JIC DIRECTOR CHECKLIST

Position Function: Develop news releases and disseminate information.

Responsibility/Activity

- 1. Assume the position of JIC Director.
- a) Sign in on the ERO sign-in board.
- b) Perform proper relief of the currently staffed position.
- c) Announce that the position is filled to personnel who are present.
- 2. Maintain a log of activities.
- 3. Activate the facility.
- a) Set up the computer and printer and verify operation.
- b) Assist with facility set-up as needed.
- c) Receive a briefing on plant status.
- d) Obtain copies and verify distribution of news releases issued from the EOF.
- e) Ensure that the HNP Visitors Center and switchboard are informed of JIC activation and the media/public inquiry telephone number.
- 4. Maintain awareness of offsite agency command and control.
- 5. Develop news releases.
- a) Receive draft news releases from the EOF.
- b) Provide news releases to the Company Spokesperson for approval.
- c) Coordinate with the EOF News Coordinator to ensure issue times and chronological numbers are provided on news releases.
- d) Prepare non-technical news releases. (EOF approval not required)

JIC DIRECTOR CHECKLIST

Responsibility/Activity

6. Distribute news releases.
- a) Record the time prior to news release issue.
 - b) Provide CP&L news releases to offsite agency personnel prior to issue, if possible.
 - c) Use the Agency Stamp to document review of CP&L news releases.
 - d) Provide approved news releases to the Administrative Coordinator for issuance.
 - 1) Direct the Administrative Coordinator to request Corporate Communications issue news releases to the HNP media list.
7. Coordinate the flow of information from the JIC to Corporate Communications and the State and County Public Information Officers.
- a) Ensure Corporate Communications is informed of ongoing events occurring in the JIC.
 - b) Interface with offsite agency representatives to ensure they are receiving the necessary information.
8. Assist the Company Spokesperson prepare a listing of agency/ Public Information Officer names on the Spokesperson Briefing Attendance Form for each agency representative at the news media briefing.
9. Request any materials or supplies from the Administrative Coordinator.
10. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

COMPANY TECHNICAL SPOKESPERSON CHECKLIST

Position Function: Obtain technical information and coordinate activities with the Technical Specialist.

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓ |
| 1. Assume the position of Company Technical Spokesperson. | <input type="checkbox"/> |
| a) Sign in on the ERO sign-in board. | |
| b) Assist with facility set-up as needed. | |
| c) Perform proper relief of the currently staffed position. | |
| d) Announce that the position is filled to personnel who are present. | |
| 2. Maintain a log of activities. | <input type="checkbox"/> |
| 3. Receive a plant status briefing prior to JIC activation. | <input type="checkbox"/> |
| 4. Obtain technical emergency information from the EOF for use during news media briefings. | <input type="checkbox"/> |
| 5. Provide technical information during the conduct of periodic briefings with the news media. | <input type="checkbox"/> |
| a) Participate in pre-news media briefing conferences to coordinate the information released during news media briefings. | |
| b) Defer non-technical questions and concerns regarding CP&L to the Company Spokesperson. | |
| c) Defer questions and concerns regarding offsite activities and positions to the appropriate offsite agency representative. | |
| 6. Provide technical information during periodic facility briefings and status updates with the CP&L public information staff. | <input type="checkbox"/> |
| 7. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 8. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

TECHNICAL SPECIALIST CHECKLIST

Position Function: Assist the Company Technical Spokesperson obtain and develop technical emergency information.

Responsibility/Activity

- | | |
|---|--------------------------|
| | ✓ |
| 1. Assume the position of Technical Specialist. | <input type="checkbox"/> |
| a) Sign in on the ERO sign-in board. | |
| b) Assist with facility set-up as needed. | |
| c) Perform proper relief of the currently staffed position. | |
| d) Announce that the position is filled to personnel who are present. | |
| 2. Maintain a log of activities. | <input type="checkbox"/> |
| 3. Receive a plant status briefing prior to JIC activation. | <input type="checkbox"/> |
| 4. Obtain information from the Emergency Communicator-Corporate Communications/JIC for CP&L news briefings using the Event Information Worksheet (PEP-110 Attachment 4) as a guide. | <input type="checkbox"/> |
| a) Maintain regular telephone contact with the Emergency Communicator-Corporate Communications/JIC. | |
| b) Inform the Company Spokesperson and the Company Technical Spokesperson of EOF briefings. | |
| c) Monitor EOF briefings. | |
| d) Provide JIC information during EOF briefings, if requested. | |
| 5. Interpret information from the EOF into non-technical language for news media and JIC facility briefings. | <input type="checkbox"/> |
| 6. Monitor news media briefings. | <input type="checkbox"/> |
| a) Ensure the EOF is aware of news media briefing times. | |
| b) Provide feedback to the EOF after news media briefings as necessary. | |
| 7. Provide information to the Public Information Coordinator as necessary to maintain the Public Information Specialist's status board current. | <input type="checkbox"/> |

TECHNICAL SPECIALIST CHECKLIST

Responsibility/Activity

- | | |
|--|-------------------------------|
| | ✓
<input type="checkbox"/> |
| 8. Maintain the Fission Product Barrier and EAL status boards. | <input type="checkbox"/> |
| a) Locate the status boards in clear view in the JIC command room. | |
| b) Maintain a white board with pertinent information if needed | |
| 9. Inform the Company Spokesperson and Company Technical Spokesperson of rumors or other inaccuracies. | <input type="checkbox"/> |
| a) Assist in the development of messages to correct rumors and inaccuracies. | |
| b) Ensure the EOF is informed of rumors or other inaccuracies. | |
| 10. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 11. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

ADMINISTRATIVE COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the activities of the JIC administrative support and security personnel.

Responsibility/Activity

1. Coordinate facility access and support.
 - a) Contact Raleigh Civic Center personnel.
 - 1) Request access to the News Media Briefing Area (Room F) and the JIC equipment storage area across from Room F.
 - 2) Request that a Raleigh City Police Officer provides security at the entrance to the News Media Briefing Area, Civic Center Room F.
 - 3) Request furniture and sound equipment be set up in the News Media Briefing Area per Attachment 12.
 - 4) Contact the Telecommunications Help Desk to pull phone cables and set-up the Teleteck Conferencing System in the News Media Briefing Area in Civic Center Room F.
 - b) Contact Center Plaza Building (CPB) Corporate Facilities personnel.
 - 1) Request access to the 1112A&B and 1113A and the JIC equipment storage area.
 - 2) Request that CPB Corporate Facilities or Security personnel provide a guard at the entrance to CPB 1112A.
 - 3) Request furniture be set up in CPB 1112A&B and 1113A Briefing Area per Attachment 11.
2. Assume the position of Administrative Coordinator.
 - a) Sign in on the ERO sign-in board.
 - b) Perform proper relief of the currently staffed position.
 - c) Announce that the position is filled to personnel who are present.
3. Maintain a log of activities.

ADMINISTRATIVE COORDINATOR CHECKLIST

Responsibility/Activity

- | | |
|---|--------------------------|
| | ✓ |
| 4. Ensure the facility and its equipment is properly set up and functional per Attachment 10. | <input type="checkbox"/> |
| a) Notify copy room personnel to obtain access to the areas and equipment. | |
| b) Synchronize clocks in the JIC with the EOF. | |
| 5. Direct security efforts for the Joint Information Center. | <input type="checkbox"/> |
| a) Request security lock out other areas for the CPB. | |
| b) Instruct Security to limit access to the JIC Command Room (1112A) to CP&L, State, County, NRC, FEMA, INPO, and ANI personnel. | |
| c) Instruct Security to contact you in the JIC Command Room if an individual desiring access does not have proper identification. | |
| d) Instruct Security to sign in relief personnel and direct them to the Administrative Coordinator upon arrival. | |
| 6. Supervise the activities of the Administrative Assistants. | <input type="checkbox"/> |
| 7. Provide draft news releases to the JIC Director received via the Administrative Assistant's fax machine. | <input type="checkbox"/> |
| 8. Log and provide approved news releases to the Admin Assistants for issue. | <input type="checkbox"/> |
| 9. Log and provide Emergency Notification Forms, news releases, EAS messages, and other information to the Administrative Assistants for issue. | <input type="checkbox"/> |
| 10. Notify the Media Badging Specialist of JIC activation time, news media briefing times and changes in the emergency classification level. | <input type="checkbox"/> |
| 11. Update and maintain the News Release/News Media Briefing and Facility Activation status boards. | <input type="checkbox"/> |
| 12. Coordinate shift relief and turnover schedule activities for the JIC public information staff with the ALM. | <input type="checkbox"/> |
| 13. Schedule times and locations for meals for JIC personnel. | <input type="checkbox"/> |
| 14. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

ADMINISTRATIVE ASSISTANT CHECKLIST

Position Function: Provide administrative services and supplies to JIC personnel.

Responsibility/Activity

- 1. Assume the position of Administrative Assistant.

 - a) Sign in on the ERO sign-in board.
 - b) Assist with facility set-up as needed.
 - c) Perform proper relief of the currently staffed position.
 - d) Announce that the position is filled to personnel who are present.

- 2. Maintain a log of activities.

 - a) Verify and document the receipt and distribution of any news releases that have been made prior to JIC activation.
 - b) Complete the News Release Distribution Log for each news release, EAS message, Emergency Notification Form, and other documents distributed.

- 3. Ensure personnel in the JIC Command Room have signed in on the ERO Sign-In board and the JIC Sign-In Log (Attachment 13) and are properly badged.
- 4. Ensure the fax and copiers are in place and operating.

 - a) Provide information received on the fax to the Administrative Coordinator and distribute as instructed.

- 5. Distribute copies of approved CP&L news releases.

 - a) Request that Corporate Communications distribute copies of approved CP&L news releases to the media as directed.
 - b) Deliver adequate copies of each news release to the Media Badging Specialist.
 - c) Post copies of approved news releases in the JIC.

- 6. Distribute clerical supplies in the JIC as necessary.
- 7. Request any materials or supplies from the Administrative Coordinator.
- 8. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

NEWS RELEASE DISTRIBUTION LOG

Date: _____

COMPLETE THIS FORM FOR EACH ITEM DISTRIBUTED

REQUIRED DISTRIBUTION	DOCUMENT TYPE (Put initials and indicate time that distribution was done)				
	CP&L NEWS RELEASE No. _____	STATE NEWS RELEASE No. _____	OTHER NEWS RELEASE Agency _____ No. _____	EAS MESSAGE No. _____	EMERGENCY NOTIFICATION No. _____
NRC Region		N/A	N/A	N/A	N/A
NRC Washington		N/A	N/A	N/A	N/A
EOF HAND DELIVER TO:					
ERM		N/A	N/A	N/A	N/A
Emerg. Comm. To JIC		N/A	N/A	N/A	N/A
NRC					
JIC HAND DELIVER TO:					
CP&L JIC Staff					(1)
State Admin. Staff (2)		N/A	N/A	N/A	N/A
Media Badg. Specialist	25 copies	N/A	N/A	N/A	N/A
Counties		N/A	N/A	N/A	N/A
NRC					
FEMA		N/A	N/A	N/A	N/A
Media (3)		N/A	N/A	N/A	N/A
Industry Personnel (3)		N/A	N/A	N/A	N/A

- (1) Co. Spokesperson, JIC Director, Co. Tech. Spokesperson, Public Info. Coord., Administrative Coordinator receive the Emergency Notification Forms (ENFs). The Public Information Specialists do not receive the ENFs.
- (2) Coordinate distribution in the JIC with State clerical personnel to avoid duplication.
- (3) Identified by the JIC Director (Request assistance from Corporate Communications for these distributions.)

MEDIA BADGING SPECIALIST CHECKLIST

Position Function: Control access to the media briefing area and distribute information.

Responsibility/Activity

- | | |
|---|--------|
| | ✓
□ |
| 1. Assume the position of Media Badging Specialist. | □ |
| a) Sign in on the ERO sign-in board. | |
| b) Perform proper relief of the currently staffed position. | |
| c) Announce that the position is filled to personnel who are present. | |
| 2. Maintain a log of activities. | □ |
| a) Log all non-JIC personnel entering the news media briefing area using the JIC Sign-In Log (Attachment 13). | |
| 3. Set up materials and facilities. | □ |
| a) Set up the media badging room and table per Attachment 10. | |
| b) Assist with facility set-up as needed. | |
| c) Place one copy of each brochure/information (other than news release) at each spokesperson's seat on stage. | |
| d) Obtain the Spokesperson Briefing Attendance Form from the Company Spokesperson and distribute as follows: | |
| 1) Place one copy on the podium. | |
| 2) Place a copy at each spokesperson's seat on stage. | |
| 3) Make copies available for media and other representatives attending the briefing. | |
| 4. Issue a numbered badge to news media personnel entering the facility and instruct them to maintain the badges visible. | □ |

MEDIA BADGING SPECIALIST CHECKLIST

Responsibility/Activity

5. Provide instructions to security.
- a) Instruct the Raleigh Police Officer to limit access to the News Media Briefing Area to CP&L, State, County, NRC, FEMA, INPO, ANI, and badged media personnel.
- b) Instruct the Raleigh Police Officer to direct unbadged media personnel desiring access into the News Media Briefing Area to proceed to the media sign in and badging table.
- c) Instruct the Raleigh Police Officer that Spokespersons wearing a position badge from the JIC Command Room are allowed access into the News Media Briefing Area without providing additional identification.
6. Provide information packages to the media upon request.
7. Distribute and post copies of CP&L news releases.
8. Inform the news media of briefing times.
9. Post emergency classifications in the news media briefing area, provided briefings are not in progress.
10. Set up a conference call with the Technical Specialist prior to each news media briefing.
11. Request any materials or supplies from the Administrative Coordinator.
12. Leave Security in charge of the Media Badging Table if it becomes necessary to leave the area.
13. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

PUBLIC INFORMATION COORDINATOR CHECKLIST

Position Function: Ensure information approved for release is coordinated with State rumor control and public information personnel to prevent conflicting reports.

Responsibility/Activity

- | | |
|--|--------------------------|
| | ✓
— |
| 1. Assume the position of Public Information Coordinator. | <input type="checkbox"/> |
| a) Sign in on the ERO sign-in board. | |
| b) Assist with facility set-up as needed. | |
| c) Perform proper relief of the currently staffed position. | |
| 1) Obtain a briefing of current conditions and activities. | |
| 2) Conduct a team briefing prior to shift turnover. | |
| d) Announce that the position is filled to personnel who are present. | |
| 2. Maintain a log of activities. | <input type="checkbox"/> |
| 3. Supervise the activities of the JIC Public Information Specialists. | <input type="checkbox"/> |
| a) Ensure the JIC Public Information Specialists' work areas are equipped with the necessary equipment and materials. | |
| b) Periodically brief the Public Information Specialists. | |
| 4. Manage rumor control activities. | <input type="checkbox"/> |
| a) Obtain responses to phone inquires. | |
| b) Provide information on rumors, inaccuracies and recurring questions to the Technical Specialist. | |
| c) Periodically coordinate with the State Lead Rumor Control individual. | |
| d) Provide names and numbers of callers requesting extensive technical information to the Company Spokesperson for resolution. | |
| 5. Monitor news media briefings. | <input type="checkbox"/> |
| 6. Maintain posted information for the Public Information Specialists. | <input type="checkbox"/> |
| 7. Request any materials or supplies from the Administrative Coordinator. | <input type="checkbox"/> |
| 8. Provide all logs and records to Emergency Preparedness upon termination of the emergency. | <input type="checkbox"/> |

PUBLIC INFORMATION SPECIALIST CHECKLIST

Position Function: Staff telephone lines to respond to calls from the media and public.

Responsibility/Activity

✓

1. Assume the position of Public Information Specialist.
- a) Sign in on the ERO sign-in board.
- b) Assist with facility set-up as needed.
- c) Perform proper relief of the currently staffed position.
- d) Announce that the position is filled to personnel who are present.
2. Properly answer telephones.
- a) Maintain a log of calls received from the media and public. (Attachment 9 Sheet 2 of 2)
- b) Provide only information from approved sources to respond to inquires.
 - 1) Safety information calendar/brochure or other HNP brochures.
 - 2) Event board.
 - 3) Other JIC status boards.
 - 4) News releases.
 - 5) Formal facility briefings.
 - 6) Public Information Coordinator briefings.
- c) Request call backs for inquires that can not be immediately answered.
- d) Provide contact names, numbers, and inquiry information to the Public Information Coordinator for unknown answers to technical inquires.
- e) Refer off-site inquires to the State media/public inquiry telephone number.
3. DOs and DON'Ts
- a) Don't speculate.
- b) Don't elaborate.

PUBLIC INFORMATION SPECIALIST CHECKLIST

Responsibility/Activity

✓

- c) Don't discuss protective action recommendations.
 - d) Don't use acronyms.
 - e) Do provide only the information requested.
 - f) Do keep answers brief and simple. Someone else is attempting to call in.
 - g) Do be friendly, patient, firm.
 - h) Do provide responses in non-technical terms.
4. Update the Public Information Coordinator on rumors, inaccuracies and recurring questions.
5. Request any materials or supplies from the Administrative Coordinator.
6. Provide all logs and records to Emergency Preparedness upon termination of the emergency.

PUBLIC/MEDIA INFORMATION LOG

Date: _____ Public Information Specialist: _____

Time:	Name:	Location:	Phone:
Question:			
Answer:			
Time:	Name:	Location:	Phone:
Question:			
Answer:			
Time:	Name:	Location:	Phone:
Question:			
Answer:			

JIC FACILITY SET-UP GUIDELINES

JIC Command Room Set-Up

1. Set-up the JIC Command Room (1112A, 1112B, and 1113A) and the News Media Briefing Area (Civic Center Room F) per the illustrations in Attachments 11 and 12.
 - a) Obtain 2 copy machines from the CPB Copy Center at CPB 11 and place them in 1112A and 1113A per the illustrations in Attachment 11.
 - b) Obtain a fax machine from the CPB Copy Center at CPB 11 and place it at the CP&L Administrative Assistants' work station in 1112A per the illustration in Attachment 11.
 - c) Obtain the JIC Director's PC and printer from the JIC equipment storage area and place it at the JIC Director's work station in 1112B per the illustration in Attachment 11.
 - d) Obtain supplies (bins, form holders, status boards, sign-in boards, easels, procedures, etc.) for the JIC Command Room from the JIC equipment storage area.
 - 1) Each bin for the JIC Command Room is labeled with the corresponding table letter per the illustration in Attachment 11.
 - 2) Remove and set-up the telephone sets, cables, line cords, position table nameplates, position name tags, and other materials for each of the ERO positions.
 - 3) Faxes and modems do not have telephone sets. These items have a telephone line cord labeled with their corresponding telephone number and jack location number.
2. Connect telephones to the cords and wall jacks.
 - a) The silver wall plates, located in various locations throughout the room, are labeled to correspond with the letter on the storage bin and on the table per the illustrations in Attachment 11.
 - b) To connect the telephone, lift the silver wall plate and pull the phone cable from the wall.
 - c) Telephone extension cables stored in the bins are keyed to match the silver wall plate label. Connect the extension cables to the wall cables and secure the connection with the Velcro strip from the bin.
 - d) Each telephone is labeled with a table letter, jack number and extension number. Connect the telephones from the storage bin to the appropriate jack on the extension cable.

As an example: The telephone set for Table D jack #1 will be labeled D1. Jack locations are numbered sequentially starting at #1 on the left of the extension cable.

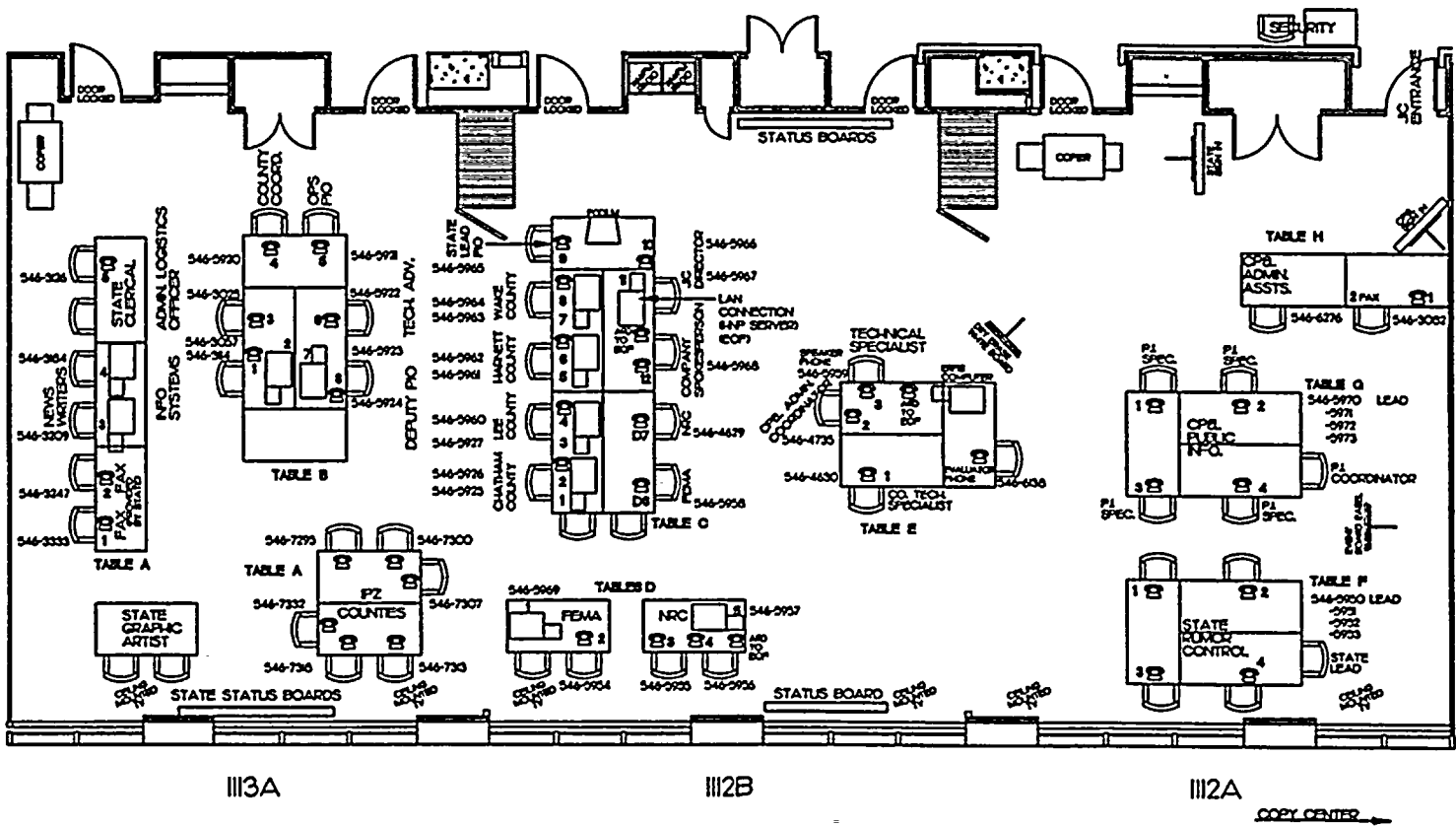
JIC FACILITY SET-UP GUIDELINES

- e) The connector jacks on the service end of the extension cables are also labeled with the extension number which corresponds to the telephone call number. Ensure that the extension number on the telephone matches that of the connector jack.
3. Test equipment to verify operability and report any equipment or set-up problems to the Administrative Coordinator

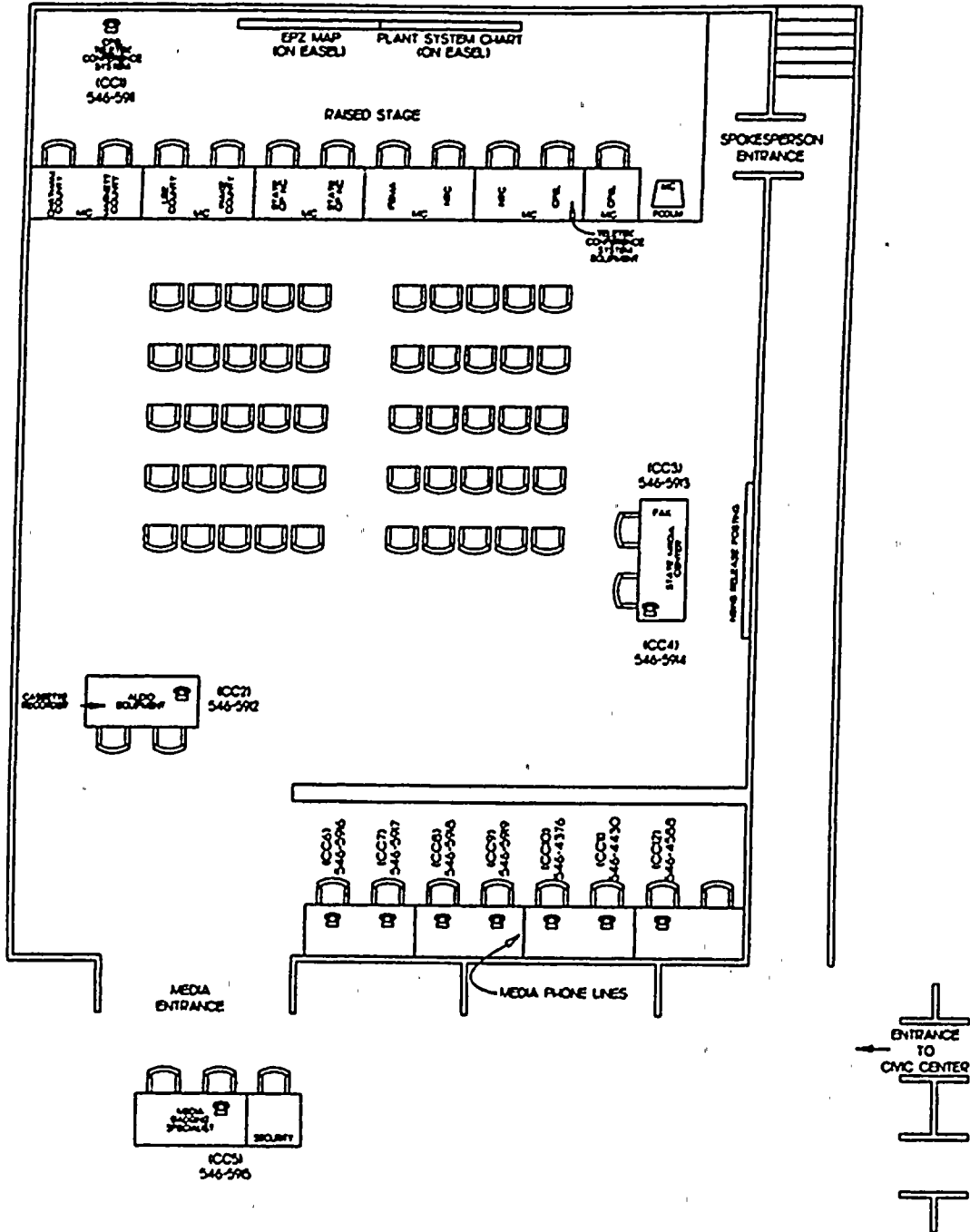
Media Badging Area Set-Up

1. Obtain the necessary bins, telephone sets, line cords, and other materials from the storage room across from Civic Center Room F. Materials include:
 - a) Media badges.
 - b) Media Sign-In Logs.
 - c) ERO log forms.
 - d) Brochures (safety information, plant, lake, agricultural, Q&A, student).
 - e) Media handbooks.
 - f) Video clips.
 - g) Easels (place 2 easels centered on the back of the stage).
 - h) Plant diagrams and Illustrations (place the System Chart and the EPZ Map on the easels per the illustrations in Attachment 12. Stack the others against the wall at the rear of the EPZ Map).
 - i) Agency table nameplates for the stage tables.
 - j) "Media Phones" nameplate to be placed at the media phones table.
 - k) "Media Must be Badged Here" nameplate to be placed at the Media Badging Specialist's table.
2. Telephone line cords and telephone sets are labeled as CC1 through CC12 in addition to the extension numbers.
 - a) Connect the telephones sets directly to the line cords per the illustrations in Attachment 12.
 - b) Connect the fax machine to the CC3 at the State Media Center table (the fax machine does not have an additional phone set).
3. Test equipment to verify operability and report any equipment or set-up problems to the Administrative Coordinator.

JIC ROOMS 1112A, 1112B, AND 1113A FLOOR PLANS



NEWS MEDIA BRIEFING AREA FLOOR PLAN



SUMMARY OF CHANGES TO 2-5, PEP-250, REV. 6

Revision 6 to PEP-250 involved a complete rewrite of the procedure.

1. Revised checklists in a function/responsibility/action format to minimize duplication of instructions and enhance the organization of reference materials.
2. Added previous procedural steps 3.1 through 3.7 into the appropriate positional checklists.
3. Combined single user attachments with the position specific checklists.
4. Resequenced the attachments.
5. Added Company Spokesperson and Technical Specialist guidance for the use of PEP-110 Attachment 4, "Event Information Worksheet" in the conduct of turnover and information gathering in response to action item 97-502-2. This change removed the Information Guide for Technical Specialist (previously Attachment 1) and the JIC Activation Worksheet (previously Attachment 17).
6. Guidance was added to the Company Spokesperson Checklist to provide a format for news media briefings.
7. A Spokesperson Briefing Attendance Form was added to the Company Spokesperson Checklist.
8. The JIC Security Checklist (previously Attachment 19) was incorporated as steps to the Administrative Coordinator and Media Badging Specialist Checklists.
9. Guidance has been added to assist the Public Information Specialists with telephone response protocol.
10. Attachment 11, JIC Room Floor Plans, has been revised to reflect the addition of a work area for the ingestion pathway counties.
11. Guidance has been added to the Administrative Assistant Checklist to ensure all documents received are recorded as issued.