



**CENTERIOR
ENERGY**

PERRY NUCLEAR POWER PLANT

10 CENTER ROAD
PERRY, OHIO 44081
(216) 259-3737

Mail Address:
PO. BOX 97
PERRY, OHIO 44081

Robert A. Stratman
VICE PRESIDENT - NUCLEAR

June 16, 1993
PY-CEI/NRR-1670 L

U.S. Nuclear Regulatory Commission
Document Control Desk
Washington, D. C. 20555

Perry Nuclear Power Plant
Docket Nos. 50-440; 50-441
Submittal of Changes to
Emergency Public Information
Organization Implementing
Instruction Manual

Gentlemen:

The Cleveland Electric Illuminating Company hereby submits changes to controlled copy #123 of the Emergency Public Information Organization Implementing Instruction Manual. Please follow the updating instructions per the attached Controlled Document Transmittal form.

If there are any questions, please feel free to contact us.

Sincerely,


Robert A. Stratman

RAS:BSF:jem

Attachment

cc: NRC Resident Office w/attachment
NRC Region III, Incident Response Center w/2 attachments

220007

Operating Companies
Cleveland Electric Illuminating
Toledo Edison

9306280329 930616
PDR ADOCK 05000440
F PDR

ACTS 1/1

The Cleveland Electric Illuminating Company
Perry Nuclear Power Plant

CONTROLLED DOCUMENT TRANSMITTAL

To: *NRC Document Control Disk*

Date: June 16, 1993

The controlled document(s) listed below is (are) attached for inclusion into your Emergency Public Information Organization Instruction Manual.

<u>Controlled Copy No.</u>	<u>Revision Number</u>	<u>Temporary Change No.</u>	<u>Insert</u>	<u>Remove & Destroy</u>
<u>123</u>	<u>8</u>	<u>1</u>	<u>Section II Pgs. (II-1 II-2)</u>	<u>Superseded Pgs.</u>
			<u>and II-3</u>	<u>(II-1 II-2) and II-3</u>
	<u>1</u>	<u>1</u>	<u>Section IV Pgs. (IV-1 IV-2)</u>	<u>Superseded Pgs.</u>
			<u>(IV-3 IV-4)</u>	<u>(IV-1 IV-2) (IV-3 IV-4)</u>
	<u>8</u>	<u>1</u>	<u>Instruction 5 Pgs. (5-1 5-2)</u>	<u>Superseded Pgs.</u>
			<u>(5-3 5-4)</u>	<u>(5-1 5-2) (5-3 5-4)</u>
	<u>0</u>	<u>1</u>	<u>Appendix I Part A Pg. (15 16)</u>	<u>Superseded Pg. (15-16)</u>
	<u>0</u>	<u>2</u>	<u>Appendix I Part B Pg. (5-6)</u>	<u>Superseded Pg. (5-6)</u>

Please sign below acknowledging receipt & inclusion into your Emergency Public Information Organization Instruction Manual and return this form to:

Perry Nuclear Power Plant
Licensing Unit, E210,
P.O. Box 97
Perry, Ohio 44081.

Signature

Date

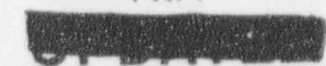
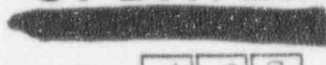
Title

NON-INTENT INSTRUCTION TEMPORARY CHANGE

No. 7309 Rev. 9/90

PAP-0522

TEMPORARY CHANGE NO. TCN- 1

INSTRUCTION NO. <i>Section II</i>	REV. <i>8</i>	INSTRUCTION TITLE <i>Purpose, Scope, Company Policy, Responsibilities and</i>
CANCELS TCN(S): <i>N/A</i>		References - <i>EPIO Manual</i>
LIST EACH ATTACHED PAGE: <i>II-2; II-3</i>		ADMIN. USE ONLY <hr/> PNPP   No. 1 2 3
PREPARER: <i>Ronny K Harrison</i>	DATE <i>1-22-93</i>	
REASON <i>This TC is issued to:</i>		

- o Correct the individuals responsible for instructions' Review and Approval.
- o Delete Perry Services Section - replace with Plant Services Section
- o Delete PSDI-0535 - replace with Administrative Unit Instruction (AUI) 0535
- o Update and correct Lake Co. Emergency Response Plan -
 Delete: Part F, Technological Emergency / Disaster Operations (Radiological)
 Replace with: Annex M, Appendix 2, Radiological Protection

CONDITIONAL APPROVAL

PLANT MANAGEMENT STAFF <i>N/A</i>	DATE	SS or US <i>N/A</i>	DATE
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FINAL APPROVAL ONLY

IN-DEPTH REVIEWER <i>Joseph D. Anderson</i>	DATE <i>2/23/93</i>
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APPROVED <i>Robert L. Vondra</i>	DATE <i>15/10/93</i>	APPROVED <i>N/A</i>	DATE
APPROVED <i>X [Signature]</i>	DATE <i>1-4-93</i>	APPROVED <i>N/A</i>	DATE
PORC MTG. NO. <i>N/A</i>	PORC MTG. DATE. <i>N/A</i>	RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	EFFECTIVE DATE <i>5-21-93</i>

FOR CONDITIONAL TC'S ONLY:

DISAPPROVED	DATE
REASON FOR DISAPPROVAL	

II. PURPOSE, SCOPE, COMPANY POLICY, RESPONSIBILITIES, AND REFERENCES

1. PURPOSE

The manual outlines basic actions of the Emergency Public Information Organization (EPIO) during actual or simulated emergencies at the Perry Plant.

2. SCOPE

These instructions cover anticipated actions of the Emergency Public Information Organization. The actions described are coordinated with the Emergency Plan and Implementing Instructions. It is noted that media interest, not necessarily the seriousness of the event, may dictate actions by the Emergency Public Information Organization. These instructions are designed to guide the Emergency Public Information Organization in all cases.

It is expected that some situations may require flexibility and the exercising of professional judgment which may deviate from these instructions.

3. COMPANY POLICY

The Centerior Energy Corporation's Public Information Policy will guide the response during an emergency at the Perry Plant. The policy is as follows:

- The Corporation has established a policy of full disclosure and will maintain honest and open communications with government officials, the public, shareowners, and its employees.
- The Corporation will provide the public with timely and accurate information through established news and information channels.
- The Corporation will make every effort to meet the information needs of its customers, shareowners, and employees while promptly communicating with appropriate local, state, and federal officials during the emergency.
- Corporation statements to the media concerning an emergency at the Perry Plant are to be made only with the knowledge and guidance of the Emergency Public Information Organization.

4. RESPONSIBILITIES

The Emergency Public Information Organization Instructions Manual is divided into instructions detailing requirements and actions of various key players in case of an emergency at the Perry Plant. Each instruction is reviewed and revised independently. Distribution is controlled by the Procedures Administrative Unit, Plant Services Section, in accordance with <AUI-0535>.

- A. The Director, Perry Administrative Services Department, has the overall responsibility for the development of the manual and has endorsed his approval by signing on the cover page.
- B. The Manager, Emergency Planning and Cost Section, has the overall responsibility for the maintenance and revision of the manual.
- C. The Manager, Cleveland Public Affairs Section (CPAS), and the Manager, Emergency Planning and Cost Section (EPCS), are the required reviewers and approvers of the various instructions, except for Index I, and Appendices A, B, and D, which only the Manager, EPCS, reviews and approves.

5. REFERENCES

- A. Emergency Plan For Perry Plant, Docket Nos. 50-440/50-441 (OM15A:EP)
- B. Emergency Plan Implementing Instructions, Perry Plant (OM15B:EPI's)
- C. The Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities, Ohio Emergency Management Agency.
- D. NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," November 1980
- E. Ashtabula County Radiological Emergency Preparedness Plan
- F. Geauga County Radiological Emergency Response Plan
- G. Lake County Emergency Response Plan for the Perry Nuclear Power Plant, Annex M, Appendix 2, Radiological Protection
- H. Code of Federal Regulations 10CFR50, Appendix E: "Emergency Planning and Preparedness for Production and Utilization Facilities"

- I. Plant Administrative Procedure (PAP) 0903: "Repetitive Task Program"
- J. Administrative Unit Instruction (AUI) 0535: "Operations Manual Distribution" | TC-
1
- K. Administrative Unit Instruction (AUI) 0530: "Processing Operations Support Documents"
- L. Commitments: P00034, P00078, P00096, P00097, P01108

NON-INTENT INSTRUCTION TEMPORARY CHANGE

PNPP No. 7309 Rev. 9/90 *3/10/93*

PAP-0522

TEMPORARY CHANGE NO. TCN- <u>1</u>

INSTRUCTION NO. <i>Instruction IV</i>	REV. <i>01</i>	INSTRUCTION TITLE <i>EPIO Responsibilities</i>
CANCELS TCN(S):		

LIST EACH ATTACHED PAGE:
Table of Contents; IV-1, IV-2, IV-3

PREPARER: *Ronny Hovius* DATE: *13-9-93*

REASON

- Delete Assistant Information Liaison from table of contents
- Delete Assistant Information Liaison title and responsibilities
- Delete word "as" under 2.B and 2.E - replace with word "if"
- Add word "and" to Information Liaison responsibilities.

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No. 1 2 3

INFORMATION
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PLANT MANAGEMENT STAFF <i>N/A</i>	DATE			
SS or US <i>N/A</i>	DATE			

FINAL APPROVAL ONLY

IN-DEPTH REVIEWER <i>Debra J. Lawrence</i>	DATE <i>13-9-93</i>
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APPROVED <i>Robert L. Vandemark</i>	DATE <i>15/10/93</i>								
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PORC MTG. NO. <i>N/A</i>	PORC MTG. DATE. <i>N/A</i>	RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	EFFECTIVE DATE <i>5-21-93</i>						

CONDITIONAL TC'S ONLY:

DISAPPROVED	DATE
REASON FOR DISAPPROVAL	

FINAL APPROVAL

EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

IV

REV.

1

TITLE

EPIO RESPONSIBILITIES

PREPARER

D. Traverso

EFFECTIVE

2 / 1 / 91

REVIEWERS

D. Traverso
Ana C. Campbell

APPROVERS

Robert L. Vondrasek
Michael J. Singer
Bernard E. Meyer

IV. EPFO RESPONSIBILITIES

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IV. EMERGENCY PUBLIC INFORMATION ORGANIZATION RESPONSIBILITIES

1. INITIAL RESPONSE

A. Media Relations Representative

Makes initial notifications of an emergency to the Manager, Emergency Planning and Cost Section (EPCS); drafts the initial and follow-up news statements; makes initial media notifications; and, if the Public Information Response Team (PIRT) is activated, performs duties as assigned by the PIRT Manager.

B. Manager, Public Information Response Team (PIRT)

Consults with the Media Relations Representative during the initial stages of an emergency; directs initial news statement development and other activities; activates and ensures the smooth operation of the PIRT; and continually consults with the Manager, Cleveland Public Affairs Section (CPAS).

C. Manager, Cleveland Public Affairs Section (CPAS)

Discusses status and news statements with Media Relations Representative and PIRT Manager during initial stages of an emergency; reviews and approves news statements; makes Public Affairs Department and Centerior Corporate notifications; and orders activation of the Joint Public Information Center (JPIC) in consultation with the PIRT Manager.

D. Director, Public Affairs Department

Stays apprised of the emergency situation and makes Centerior Corporate notifications.

2. PUBLIC INFORMATION RESPONSE TEAM

A. PIRT Manager

(see description above)

B. Media Coordinator

Makes media notifications and distributes statements as directed by the PIRT Manager; responds to media inquiries using approved news statements; and acts as moderator at PIRT media briefings if directed by PIRT Manager.

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C. Information Liaison

Is located in the Technical Support Center (TSC) or the Emergency Operations Facility (EOF) and is the primary source of technical information during the emergency. The Information Liaison maintains regular contact with the TSC or EOF staff, gathering information from them and transmitting it to the Media Relations Representative or the Technical Liaison.

D. Government Liaison

Makes notifications to local officials using approved news statements and keeps them updated on plant status.

E. Technical Liaison

Maintains contact with the Information Liaison; interprets technical information for the PIRT Staff; assists in writing news statements; assists in updating Status Boards; and serves as Technical Spokesperson for PIRT media briefings if directed by PIRT Manager.

F. Statement Writer

Writes news statements using Technical Liaison as primary source of information.

G. Typist

Types draft and final news statements and performs other duties as directed by Statement Writer.

H. Support Staff

Sets up the PIRT office; records latest news statements on the Rumor Control Hotline; makes photocopies and distributes news statements; updates Status Boards and performs other support duties as assigned by the PIRT Manager.

3. JOINT PUBLIC INFORMATION CENTER

A. JPIC Manager

Is the manager and overall coordinator of the Joint Public Information Center. The JPIC Manager is responsible for the smooth operation of the CEI Public Information effort during an emergency; has final approval on all news statements; is the chief CEI non-technical spokesperson and moderator for all media briefings; serves as liaison to Centerior Corporate Management; and coordinates

ITC-
1

news statements with State, County and Federal public information officials. Reporting to the JPIC Manager are the Information Supervisor, the Media Relations Supervisor, the Support Services Supervisor and the Document Controller/Historian.

B. Information Supervisor

Is responsible for the flow of information to and from the JPIC. The Information Supervisor coordinates the development and distribution of news statements; supervises the CEI Work Area and Rumor Control/Media Response areas; liaises with Federal, State and County public information representatives; and interacts with the Corporate Liaison. Reporting to the Information Supervisor are:

• Information Liaison

Is located in the TSC and/or EOF and is the primary source of technical information during the emergency. The Information Liaison maintains regular contact with the TSC and/or EOF staff, gathering information from them and transmitting it to the Technical Spokesperson and/or the Technical Coordinator.

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• Technical Spokesperson

Is the principal CEI technical resource at the JPIC. The Technical Spokesperson assists the Technical Coordinator, writer, and others to develop news statements; is responsible for obtaining information from the Information Liaison as to the ongoing emergency status at the plant and to report this information during media briefings; is the principal CEI spokesperson on technical matters at media briefings; and attends pre-briefing conferences with the JPIC Manager, Federal, State and County public information representatives to coordinate information.

• Technical Coordinator

Receives technical information from the Information Liaison. The Technical Coordinator assists in the writing of news statements; provides information to the EOF concerning JPIC activities, media statements, and media activities; and assists the Technical Spokesperson in gathering information from the TSC and EOF.

- Statement Writer

Produces draft and final news statements based upon information provided by the Technical Coordinator and Technical Supervisor.

- Communications Coordinator

Is the lead for providing information to and from the Media Response Staff and Rumor Controllers. Assists the Media Response Staff and Rumor Controllers with their duties.

- Media Response Staff

Answers media phone calls concerning the emergency, using approved news statements and other approved materials as provided by the Communications Coordinator. Media Response Staff may ask the Communications Coordinator for specific information on the plant situation and they also report any unusual questions or trends to the Coordinator. They do not speculate on the causes or consequences of the emergency and they refer all inquiries concerning off-site activities and protective actions to the appropriate State or County agency.

- Rumor Control Staff

Answers the rumor control telephones at the JPIC, using approved news statements and other approved materials as provided by the Communications Coordinator. The Rumor Control Staff may ask the Communications Coordinator for guidance on unusual questions. They do not speculate on the causes or consequences of the emergency and refer all inquiries concerning off-site activities and protective actions to the appropriate State or County agency.

- Corporate Liaison

Is located in the Corporate Offices and receives information from the Information Supervisor. The Corporate Liaison transmits this information to and acts as liaison for Centerior Energy employees, customer service representatives, shareholders, etc. Inquiries and feedback from these groups are transmitted to the Information Supervisor for action.

- Government Liaison

Assists the JPIC Manager and the Information Supervisor with the coordination and flow of information to and from the Federal, State and County public information representatives located at the JPIC.

NON-INTENT INSTRUCTION TEMPORARY CHANGE

PNPP No. 7309 Rev. 9/90

PAP-0522

TEMPORARY CHANGE NO. TCN- <u>1</u>

INSTRUCTION NO. <u>Instruction 5</u>	REV. <u>B8</u>	INSTRUCTION TITLE <u>Maintenance & Emergency Public Information Organization</u>
CANCELS TCN(S): <u>None</u>		INSTRUCTION TITLE <u>Instruction Manual and Equipment</u>
LIST EACH ATTACHED PAGE: <u>5-2; 5-3</u>		
PREPARER: <u>Penny K. Harrison</u>	DATE <u>12-26-93</u>	
REASON <p style="text-align: center;">This TC is issued to:</p> <ul style="list-style-type: none"> o <u>Delete Perry Service Section</u> <u>Replace</u> with <u>Plant Services Section</u> o <u>Correct procedure references</u> 		

ADMIN. USE ONLY
PNPP XXXXXXXXXX XXXXXXXXXX No. 1 2 3

INFORMATION
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CONDITIONAL APPROVAL

PLANT MANAGEMENT STAFF <u>N/A</u>	DATE	SS or US <u>N/A</u>	DATE
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FINAL APPROVAL ONLY

IN-DEPTH REVIEWER <u>Robert J. Lawrence</u>	DATE <u>13-3-93</u>
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FINAL APPROVAL	APPROVED <u>Robert K. Vandenberg</u>	DATE <u>15/10/95</u>	APPROVED <u>[Signature]</u>	DATE <u>5/17/93</u>
	APPROVED <u>N/A</u>	DATE	APPROVED <u>N/A</u>	DATE
PORC MTG. NO. <u>N/A</u>		PORC MTG. DATE. <u>N/A</u>		RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
				EFFECTIVE DATE <u>5-21-93</u>

FOR CONDITIONAL TC'S ONLY:

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REASON FOR DISAPPROVAL	

5. MAINTENANCE OF EMERGENCY PUBLIC INFORMATION ORGANIZATION

INSTRUCTIONS MANUAL AND EQUIPMENT

1. PURPOSE <P00097>

- A. To provide a mechanism for revision and control of the Emergency Public Information Organization Instructions Manual.
- B. To provide a mechanism to maintain the preparedness of Emergency Public Information (EPI) Organization equipment, supplies, and the Joint Public Information Center.
- C. To provide a mechanism for equipment maintenance and inventories.

2. GENERAL INFORMATION

- A. Each member of the Emergency Public Information Organization staff is to maintain a copy of the Instructions Manual. Selected key staff members will be assigned two copies, one for the office and one for home.
- B. A complete inventory of the equipment and supplies will be conducted annually, or within 72 hours after each deactivation, whichever is sooner.
- C. Preventative maintenance will be performed on the equipment at the Joint Public Information Center (JPIC) on a regular basis. Dedicated telephones and telecopiers will be checked monthly; VCR's and copy machines, quarterly; and typewriters, annually.
- D. A tracking system utilizing the Perry Plant Maintenance Information System (PPMIS) Preventative Maintenance Program will be used with this instruction in accordance with <PAP-0903>.

3. ACTIONS

A. Changes to the Manual

Coordinator, EPI Program,
Emergency Planning and Cost Section

- 1. Receive recommendations for revision and/or changes from Emergency Public Information Organization staff.

- ___ 2. Discuss proposed revisions/changes with the Manager, Emergency Planning and Cost Section (EPCS), to obtain guidance and recommendations.
- ___ 3. Contact the originator of recommendations and discuss the disposition of the recommendation.
- ___ 4. Approve or disapprove recommendations in consultation with the Manager and designated reviewers, EPCS.
- ___ 5. Make the appropriate revisions/changes, approving all forms, logs, diagrams, or floor plan changes.
- ___ 6. Forward the revision/changes to the Procedures Administrative Unit (PAU), Plant Services Section (PSS), for processing per <PAP-0507>.

NOTE: Changes which do not require a full revision are processed via a Temporary Change (TC) in accordance with <PAP-0522>.

NOTE: TC Revisions may be performed per <PAP-0502>.

Analyst, Procedures
Administrative Unit,
Plant Services Section

- ___ 7. Ensure that the Coordinator, EPI Program, has approved all changes.
- ___ 8. Process for review and approval per <AUI-0530> and forward to the Clerk, PAU, for distribution.

NOTE: Part I, and Appendix A contain confidential information and are not sent out for review. These documents are approved only by the Manager, EPCS.

Clerk, Procedures Administrative Unit,
Plant Services Section

- ___ 9. Distribute the revisions in accordance with <AUI-0535>.

B. Review Requirements of the Manual

Manager, Emergency
Planning and Cost Section

- ___ 1. Ensure that the manual is updated, reviewed, processed, and controlled in accordance with this instruction.

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TC-1

Coordinator, EPI Program,
Emergency Planning and Cost Section

- ___ 2. Ensure that periodic reviews are performed annually in accordance with the Periodic Review instructions in <PAP-0507>. | TC-
1
- ___ 3. Review all applicable Letters of Agreement and renew or revise as required.
- ___ 4. Review and revise, on a quarterly basis, the Telephone Lists (Appendix A) and the Personnel/Access List (Appendix B).
- ___ 5. Coordinate changes in industry, federal, state, and county guidelines, policies, or plans in conjunction with the Emergency Planning Coordinator, for any changes that may impact the Emergency Public Information Organization Instructions.
- ___ 6. Review and approve all language changes to the manual, along with forms, logs, diagrams, or floor plan changes.

C. Control of the Manual

Coordinator, EPI Program,
Emergency Planning and Cost Section

- ___ 1. Prepare a list identifying controlled manual holders and forward to the Clerk, PAU, for use in distributing manual per <AUI-0535>. | TC-
1

NOTE: Selected key staff members receive two manuals.

Clerk, Procedures Administrative Unit,
Plant Services Section

- ___ 2. Assign a unique control number to each copy of the manual.
- ___ 3. Maintain a list of the controlled manuals.
- ___ 4. Distribute approved instructions to Manual holders using the list prepared by the Coordinator, EPI Program. | TC-
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Coordinator, EPI Program,
Emergency Planning and Cost Section

- ___ 5. Maintain files in which all documents relevant to these instructions are stored.

D. Maintenance of Forms, Logs, Diagrams, and Floor Plans

Coordinator, EPI Program,
Emergency Planning and Cost Section

- ___ 1. Review and authorize all changes to forms, logs, diagrams, and floor plans.
- ___ 2. Forward any changes to Procedures Administrative Unit, PSS, for revision and incorporation into the manual.
- ___ 3. Ensure that the most current procedures, forms, logs, diagrams, and floor plans are maintained at both the JPIC and the Public Information Response Team (PIRT) office.

E. Inventory

Clerk, Planning Unit,
Maintenance Section

- ___ 1. Forward the computer-generated Repetitive Task Card (RTC) to the Coordinator, EPI Program.

Coordinator, EPI Program,
Emergency Planning and Cost Section

- ___ 2. Receive the RTC and review records to determine when last inventory was performed.
 - ___ a. When it is determined and documented that an inventory was performed within the last year (i.e., after an actual or simulated exercise), complete the card and return to the Clerk, Planning Unit.
 - ___ b. When inventory has not been performed within the last year, request Supervisor, Emergency Planning Unit, to assign personnel to perform the annual inventory listed on the card.

NOTE: Personnel, Office Services Unit (OSU), as directed by their Unit Supervisor, will be available to assist EPCS when performing the inventory.

Personnel, Emergency Planning Unit,
Emergency Planning and Cost Section


- ___ 3. Perform an inventory of supplies, replacing missing items.
- ___ 4. Report any outdated or missing items that you cannot immediately replace, or items needing major repair, to the EPI Coordinator.

NON-INTENT INSTRUCTION TEMPORARY CHANGE

TEMPORARY CHANGE NO. TCN- <u>1</u>

PNPP No. 7309 Rev. 9/90

PAP-0522

INSTRUCTION NO. <u>Appendix I Part A</u>	REV. <u>0</u>	INSTRUCTION TITLE <u>SOP for ACTIVATIONS OF IPIC FOR RESPONDING LOC NON-SECURITY</u>
CANCELS TCN(S): <u>N/A</u>		<u>PERSONNEL</u>
LIST EACH ATTACHED PAGE: <u>15</u>		ADMIN. USE ONLY PNPP  No. 7 2 3
PREPARER <u>Denny K Harrison</u>	DATE <u>13-25-93</u>	
REASON <u>o Replace floor plan for CEI work area - Computer replaces memory typewriter</u>		

INFORMATION
ONLY

CONDITIONAL APPROVAL

PLANT MANAGEMENT STAFF <u>NA</u>	DATE	SS or US <u>N/A</u>	DATE
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FINAL APPROVAL ONLY

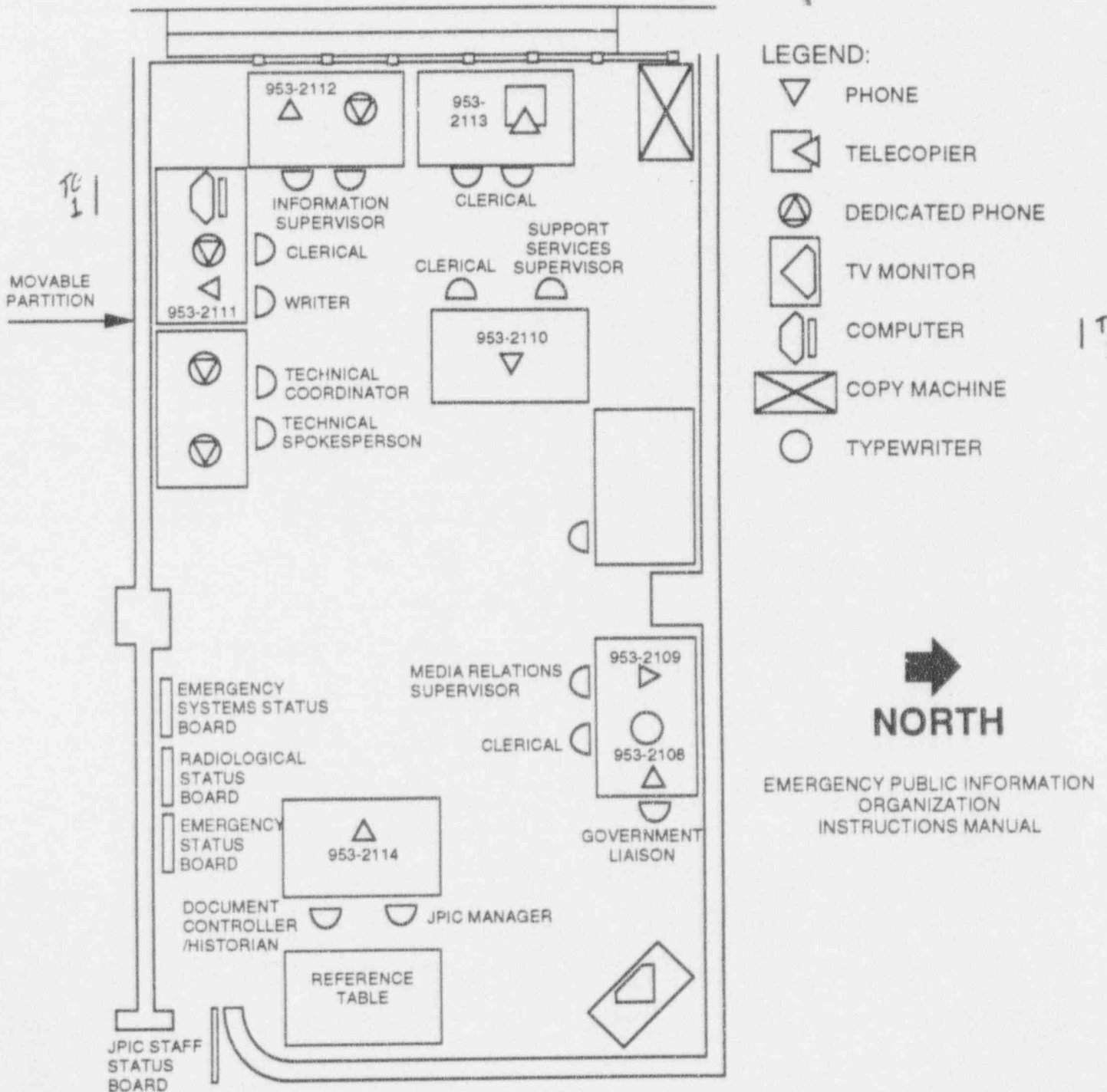
IN-DEPTH REVIEWER <u>Debra R. Lawrence</u>	DATE <u>13-29-93</u>
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FINAL APPROVAL	APPROVED <u>[Signature]</u>	DATE <u>15-11-93</u>	APPROVED <u>N/A</u>	DATE
	APPROVED <u>[Signature]</u>	DATE <u>15/14/93</u>	APPROVED <u>N/A</u>	DATE
PORC MTG. NO.: <u>NA</u>		PORC MTG. DATE:		RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
				EFFECTIVE DATE <u>5-21-93</u>

FOR CONDITIONAL TC'S ONLY:

DISAPPROVAL	DISAPPROVED	DATE
	REASON FOR DISAPPROVAL	

CEI WORK AREA LAYOUT
JOINT PUBLIC INFORMATION CENTER
CEI WORK AREA LAYOUT
 PERFORMING ARTS CENTER / ROOM D 2117



NON-INTENT INSTRUCTION TEMPORARY CHANGE

PNPP No. 7309 Rev. 9/90

PAP-0522

TEMPORARY CHANGE NO. TCN- 2

INSTRUCTION NO. Appendix I - Part B	REV. 0	INSTRUCTION TITLE HCC Standard Operating Procedure for Activation of the JPIC for responding HCC Police Personnel
CANCELS TCN(S): NONE		

LIST EACH ATTACHED PAGE: 5

PREPARED BY: Terry K. Harrison DATE: 14-5-93

REASON:

Delete individual from Support Services Supervisor listing.

ADMIN. USE ONLY

PNPP

No. 7 2 3

INFORMATION
ONLY

CONDITIONAL APPROVAL

PLANT MANAGEMENT STAFF <u>N/A</u>	DATE
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SS or JS <u>N/A</u>	DATE
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FINAL APPROVAL ONLY

IN-DEPTH REVIEWER <u>Robert K. Lawrence</u>	DATE <u>14-5-93</u>
--	------------------------

FINAL APPROVAL	APPROVED <u>[Signature]</u>	DATE <u>15-11-93</u>	APPROVED <u>N/A</u>	DATE
	APPROVED <u>[Signature]</u>	DATE <u>15/14/93</u>	APPROVED <u>N/A</u>	DATE
PORC MTG. NO.: <u>N/A</u>		PORC MTG. DATE: 		RECOMMENDED FOR: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
				EFFECTIVE DATE <u>5-21-93</u>

FOR CONDITIONAL TC'S ONLY:

DISAPPROVAL	DISAPPROVED	DATE
REASON FOR DISAPPROVAL		

B. LCC Police Dispatcher:

___ 1. Receive notification of intent to activate the JPIC from the JPIC Support Services Supervisor.

___ 2. Verify the identity by name and Social Security number.

- a. Virginia L. Bell V SSN _____ B
 or
b. Michael Giulivo M SSN _____ G
 or
c. Dan Cleavenger D SSN _____ C

TC 1
1

NOTE: SSN's are kept on separate file. Callers will identify themselves and give the first initial of their first name, SSN, and first initial of the last name.

TC 2
2

-- If the incorrect SSN or initials are given, advise caller to restate the initials & SSN; also request and verify birth date (kept on separate file).

-- If incorrect data is again received, contact the LCC Police Chief or EMA Director at 256-1415 for further instructions.

___ 3. Record the name, SSN, and callback phone number on the Notification Form (PNPP No. 8079, Attachment 4).

___ 4. Assign an LCC Police Officer to sign in JPIC personnel at the Performing Arts Center (PAC) as they arrive and provide the assigned officer a master list of authorized personnel having access to the JPIC.

___ 5. Remind the Officer to allow access to only those who have their name on the list and can produce photo identification.

___ 6. Contact the following personnel as listed:

"This is (name) , from Lakeland Community College. An emergency has been declared at the Perry Power Plant requiring activation of the Joint Public Information Center at Lakeland Community College. Please implement your JPIC activation procedure. This is a drill/This is an actual Emergency."

- LCC Police Chief/Officer In Charge/Detail Commander
- Director, Physical Plant
- Publication Specialist
- Food Services Manager
- Vice President of Administrative Services

___ 7. Record all telephone calls using the Notification Form.

C. LCC Police Officer - Security Post #1:

- ___ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- ___ II. While the JPIC is activated:
 - ___ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
 - ___ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
 - ___ IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- ___ III. Respond to any security breaches.
- ___ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- ___ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #1: Performing Arts Center Lobby Entrance

- ___ 1. Gather CEI name tags, supplies, forms, armbands and badges for the JPIC staff from the Police Office. Items are kept in the custody of the sergeant.
- ___ 2. Take the supplies to Post #1, located at South end of the Art Gallery Lobby Area and establish temporary control post.

NOTE: This post requires use of a portable radio.
- ___ 3. Check the Performing Arts Center (PAC) workshop, gallery, and stage area to ensure the areas are secure and clear of all unauthorized personnel.
- ___ 4. Secure doors to prevent access to the facility.
- ___ 5. Post signs prohibiting unauthorized persons from entering the area.
- ___ 6. Post a list of classroom substitutions for classes scheduled in the JPIC area if applicable.