

DUKE POWER COMPANY
CRISIS MANAGEMENT
IMPLEMENTING PROCEDURES

April 1, 1992

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April 1, 1992

CRISIS MANAGEMENT IMPLEMENTING PROCEDURE

CMIP-1

RECOVERY MANAGER & IMMEDIATE STAFF

Rev. 45

April 1, 1992

Diare P. Simpson
Approved By

3-23-92
Date

CRISIS MANAGEMENT IMPLEMENTING PROCEDURE
RECOVERY MANAGER AND IMMEDIATE STAFF

1.0 SYMPTOMS

- 1.1 An emergency has occurred that warrants staffing the CMC.
- 1.2 CMC pagers will be activated containing one of the following messages:

"Blue Delta"	(Oconee Drill)
"Blue Echo"	(Oconee Emergency)
"McGuire Delta"	(McGuire Drill)
"McGuire Echo"	(McGuire Emergency)
"Catawba Delta"	(Catawba Drill)
"Catawba Echo"	(Catawba Emergency)

- 1.3 Personnel without pagers receive a phone call per Enclosure 4.2.

2.0 IMMEDIATE ACTIONS

- 2.1 Key CMC personnel will be notified via pagers. The duty engineer will also call CMC personnel per Enclosure 4.1, Duty Engineer Call List.
- 2.2 The Emergency Planner will notify the Administrative Assistant and the Emergency Planner Assistant using Enclosure 4.2. Phone numbers are listed in Enclosure 4.3.
- 2.3 Travel to the CMC. Use Enclosures 4.4 and 4.5 for directions to the Oconee CMC.

NOTE: The following immediate actions apply for Catawba or McGuire only. CMIP-15 covers immediate actions for Oconee.

- 2.4 The Recovery Manager should notify the Emergency Coordinator at the TSC of his arrival at the CMC.
- 2.5 Any person who has consumed alcohol within the past 5 hours will notify the Recovery Manager. The Recovery Manager or designee will determine whether the person is fit to perform emergency duties. (This is not required if this determination was already made via telephone.)
- 2.6 Determine whether the CMC is ready for activation using Enclosure 4.6.
- 2.7 Receive turnover from the Emergency Coordinator at the TSC by completing Enclosure 4.7.
- 2.8 Announce to all CMC personnel that the CMC is activated. See Enclosure 4.8 for a sample announcement of CMC activation.

- 2.9 Ensure that the state(s) and counties are notified of CMC activation by the state/county communicator.
- 2.10 Ensure that the TSC will notify the NRC of CMC activation.

3.0 SUBSEQUENT ACTIONS

- 3.1 Periodically discuss plant status with the Emergency Coordinator at the TSC.
- 3.2 Provide frequent (about every 30 minutes) status updates to CMC personnel.
- 3.3 Contact the state periodically to discuss overall emergency status, explain the basis for protective action recommendations, etc. Key contacts are as follows:

North Carolina:

Joe Myers - SERT Leader
David Crisp - Alternate SERT Leader
Chip Patterson - Operations Officer

South Carolina:

Paul Lunsford - Director, Emergency Preparedness Division
George Schneider - Operations Officer

- 3.4 Determine the appropriate emergency classification per RP/O/A/5000/01 (Catawba), RP/O/A/5700/00 (McGuire), or RP/O/B/1000/01 (Oconee) as applicable. If a change is made to the emergency classification:
 - 3.4.1 Announce the emergency class and the time of classification to CMC personnel.
 - 3.4.2 Notify the Emergency Coordinator of the change.
 - 3.4.3 Ensure that the states and counties are notified within 15 minutes.
 - 3.4.4 Ensure that the TSC will notify the NRC within 1 hour.
- 3.5 Determine the appropriate protective action recommendations using Enclosure 4.9. (Procedure RP/O/B/1000/06 may be used for Oconee.) These recommendations will be communicated by the State/County Communicator. The Recovery Manager should discuss the bases for the recommendations with the states or counties.
Decisions to notify and recommend protective actions to states and counties may not be delegated.

- 3.6 Whenever time allows, decide who will be the backup Recovery Manager and establish a shift rotation.
- 3.7 If the CMC cannot fulfill its role and manage the emergency response effort (e.g., due to loss of phone communications), the lead should be transferred back to the TSC. Use Enclosure 4.7 to provide turnover to the Emergency Coordinator at the TSC.
- 3.8 If the termination criteria shown in Enclosure 4.15 are met, the Recovery Manager may terminate the emergency. Any decision to terminate from a General Emergency condition must be discussed with the Senior NRC and State representatives.

The Recovery Manager may enter into a Recovery phase if the post-accident conditions warrant management or coordination of the recovery activities beyond that of a normal outage. (In general, a Recovery phase should be initiated after a General Emergency or after some Site Area Emergency conditions.)

To initiate Recovery operations, perform the following actions:

- 3.8.1 Verify that the termination criteria in Enclosure 4.15 are met.
 - 3.8.2 Identify a Recovery organization per Enclosure 4.16.
 - 3.8.3 Discuss the decision to enter Recovery with the Senior NRC and State representatives prior to implementation.
 - 3.8.4 Develop a brief message (See Enclosure 4.17) to announce the time and date of the initiation of Recovery operations and identify the Recovery organization. Distribute this message to the appropriate Federal, State, and local government agencies and to the TSC via telecopier. Also, distribute the message to the CMC group managers and announce this to all CMC personnel.
- 3.9 If the emergency class is reduced or terminated, instruct the Emergency Communications Manager to provide a verbal summary and provide a written summary of the event within 8 hours to the states and counties.

4.0 ENCLOSURES

- 4.1 Duty Engineer Crisis Management Call List
- 4.2 CMC Emergency Activation Message
- 4.3 Call List
- 4.4 Oconee CMC General Location
- 4.5 Oconee CMC General Layout
- 4.6 CMC Readiness Checklist
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- 4.11 Recovery Manager Position Description
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DUTY ENGINEER CMC CALL LIST

To staff the CMC, the Duty Engineer will call CMC Access Control personnel, a Recovery Manager, Emergency Planner, and one person from each CMC group. Calls should be made in the sequence listed below. After being contacted, these persons are responsible for notifying the rest of their groups per their respective Crisis Management Implementing Procedures.

CMC Access Control:

- A. For emergencies at Catawba or McGuire, Corporate Security should be notified to unlock and set up access control at the CMC in the Power Building.

Corporate Security - Power Building - 373-5950

- B. For emergencies at Oconee, CMD-South Security will be called by the Oconee switchboard operator.

Recovery Manager

Work No.

Home No.

M. S. Tuckman 803/831-3205
W. M. Sample 704/373-8485
R. M. Koehler 704/373-7045
D. W. Murdock 704/373-4033
D. L. Rehn 704/373-4685

B. L. Peele, Jr. 704/373-4185
or 803/885-3487

or

Emergency Communications

P. R. Herran 704/875-4805
D. C. Kesler 704/373-7433
R. L. White 704/373-4375
S. F. Lindsey 704/373-8768
G. T. Smith 704/373-5125
L. F. Firebaugh 704/373-5228
R. L. Weber 704/373-4130
R. F. Cole 704/373-8469
E. O. McCraw 704/373-8365

Radiological Assessment

Work No.

Home No.

R. W. Eaker 704/373-4373
D. T. Parsons 803/831-3407
Ken Johnson 704/373-5486
David Vaught 803/831-3079
Jim Twiggs 704/373-2802
Lance Loucks 704/373-2377
Skip McInvale 704/382-1027

Plant Assessment

J. W. Simmons	704/373-5781
J. A. Reavis	704/875-4689
K. S. Canady	704/373-4712
P. M. Abraham	704/373-4520
R. H. Clark	704/373-5823
R. G. Snipes	704/373-8704

News Group

Roberta Bowman	704/373-3208
Susie Adams	704/875-5606
Mike Mullen	704/373-2812
Andy Thompson	803/831-3600
Guynn Savage	704/373-4530
24 Hour customer services	704/373-8050

Emergency Planner

R. E. Harris	803/885-3419
W. B. McRee	704/373-5149
D. P. Simpson	704/373-8669
P. N. McNamara (excluding Catawba)	803/831-3234
C. C. Jennings (excluding Oconee)	803/885-3294
R. L. Hasty (excluding McGuire)	704/875-4662

Administration & Logistics

R. F. Smith	704/373-4470
Steve Kessler	704/373-7123
Ed Morton	704/373-4893
G. L. Allen	704/373-2844

Before making additional notifications, call the TSC to get a status update, including the class of emergency and the initiating condition:

Catawba TSC	831-7410 or 831-2874
McGuire TSC	875-4951
Oconee TSC	885-3712

The following should be notified although they are not a part of the CMC:

<u>INPO Duty Officer (24-hour numbers)</u>	404/953-0904
	404/953-0922

Westinghouse (McGuire)

Dick Puryear (P)	704/875-4525
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Westinghouse (Catawba)

Dick Puryear (P)

803/831-3181
803/831-3182
Beeper 219



Westinghouse (Headquarters) (Notify only when the local representative cannot be reached)

Steve Tritch (Director, ER Team)

412/374-4868



Home Hot Line

412/369-8553

Ron Lehr (Deputy Director, ER Team)

412/722-5867



Home Hot Line

412/856-7613

Don Fuller (Duke Power Proj. Mgr.)

412/374-3380



Frank Modrak (1st Alternate)

412/374-3333



Babcock & Wilcox (Oconee only)

L. H. Williams (P)

803/885-3090, -3091



J. G. Brown

804/847-3301



CMC EMERGENCY ACTIVATION MESSAGE

If the CMC is to be activated, the Duty Engineer uses this form to contact at least one person from each Crisis Management Center group. Each group in the CMC uses this format to alert its members according to the group's Crisis Management Implementing Procedure.

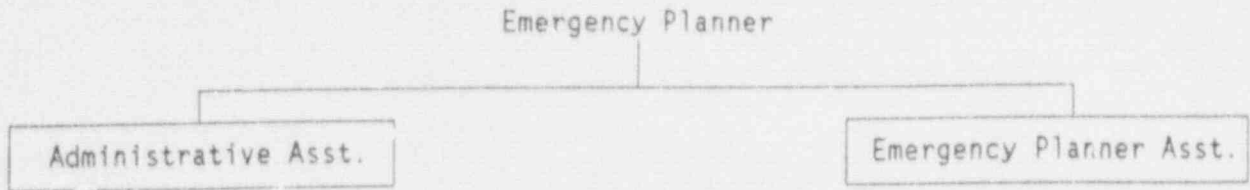
Message

1. This is a drill/actual emergency at _____ Nuclear Station.
2. Have you consumed alcohol within the past 5 hours?

(If "no", skip to Item 3. If "yes", ask the following questions, and use judgement to determine whether the person is fit for duty.)
 - (a) What did you consume?
 - (b) How much did you consume?
 - (c) Can you perform your duties unimpaired?
 - (d) Can you drive safely?
3. You should use the procedure for your CMC group to notify your portion of the Crisis Management Center organization and report to:

_____ the Catawba/McGuire CMC (Power Building)
_____ the Oconee CMC

CALL LIST



Recovery Manager

M. S. Tuckman
W. M. Sample
R. M. Koehler
D. W. Murdock
D. L. Rehn

B. L. Peele, Jr.

Home

Work

803/831-3205
704/373-8485
704/373-7045
704/373-4033
704/373-4685

or

704/373-4185
or 803/885-3487

Emergency Planner

R. E. Harris (Primary)
W. B. McRee
D. P. Simpson
P. N. McNamara (excl. Catawba)
C. C. Jennings (excl. Oconee)
R. L. Hasty (excl. McGuire)

803/885-3419
704/373-5149
704/373-8669
803/831-3234
803/885-3294
704/875-4662

Administrative Asst.

M. P. Nelms (Primary)
L. L. Kessler
A. B. Hewitt

803/831-3067
704/373-7203
704/382-0003

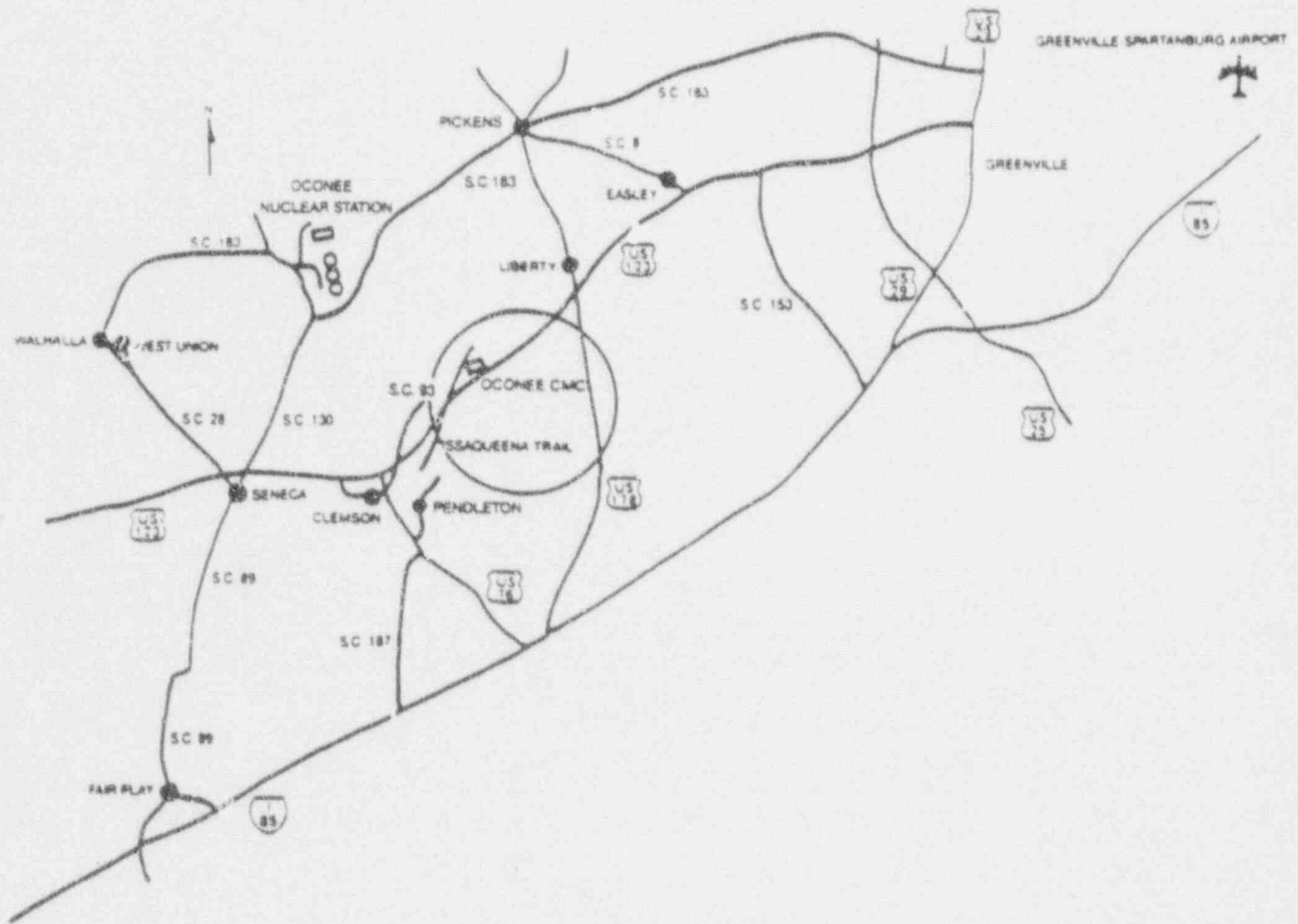
Emergency Planner Asst.

J. J. Honeycutt

704/373-7705

If you are paged but do not hear the message, call the Duty Engineer at (704) 373-5491 or pager number 2212.

OCONEE CMC GENERAL LOCATION



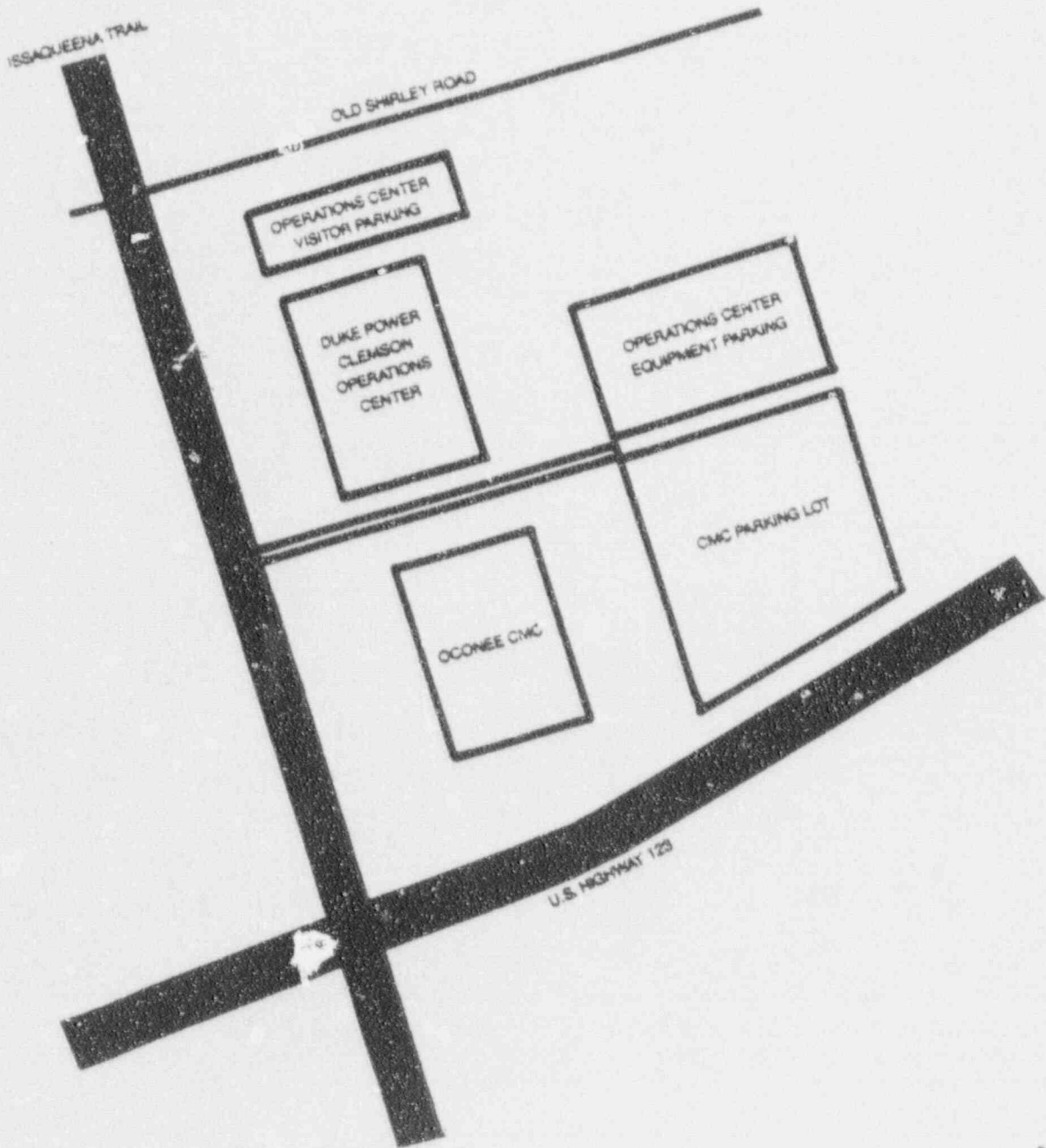
From Charlotte:

Take I-85 South to Exit 40 (S.C. 153). Go right (toward Easley) about 8 miles to U.S. 123. Go through Easley and continue to the Issaqueena Trail exit. Then go right about 1/4 mile to the CMC.

Rev. 33
n. 15, 1990

NOTE: NOT TO SCALE

OCONEE CMC GENERAL LAYOUT



CMC READINESS CHECKLIST

1. The following positions are staffed with personnel capable of performing their duties:

- _____ Recovery Manager
- _____ Radiological Assessment Manager
- _____ Plant Assessment Manager
- _____ Emergency Communications Manager
- _____ State/County Communicator
- _____ Access Control

TSC/CMC TURNOVER CHECKLIST

This is a _____ drill _____ actual emergency.

Time: _____ Date: _____

Plant & Unit Affected _____ Emergency Class _____

Reactor Power Level (or Operating Mode if shutdown):

Unit 1: _____ Unit 2: _____

Ongoing problems:

Status of off-site and on-site power and supplies.

On-site and off-site radiological status:

Site Assembly conducted? _____ Site Evacuation? _____

Number of field monitoring teams deployed? _____

Protective Action Recommendations provided to states and counties:

Next message due for states/counties: _____

CMC Activated at: _____ Recovery Manager: _____

Note: Synchronize clocks with TSC

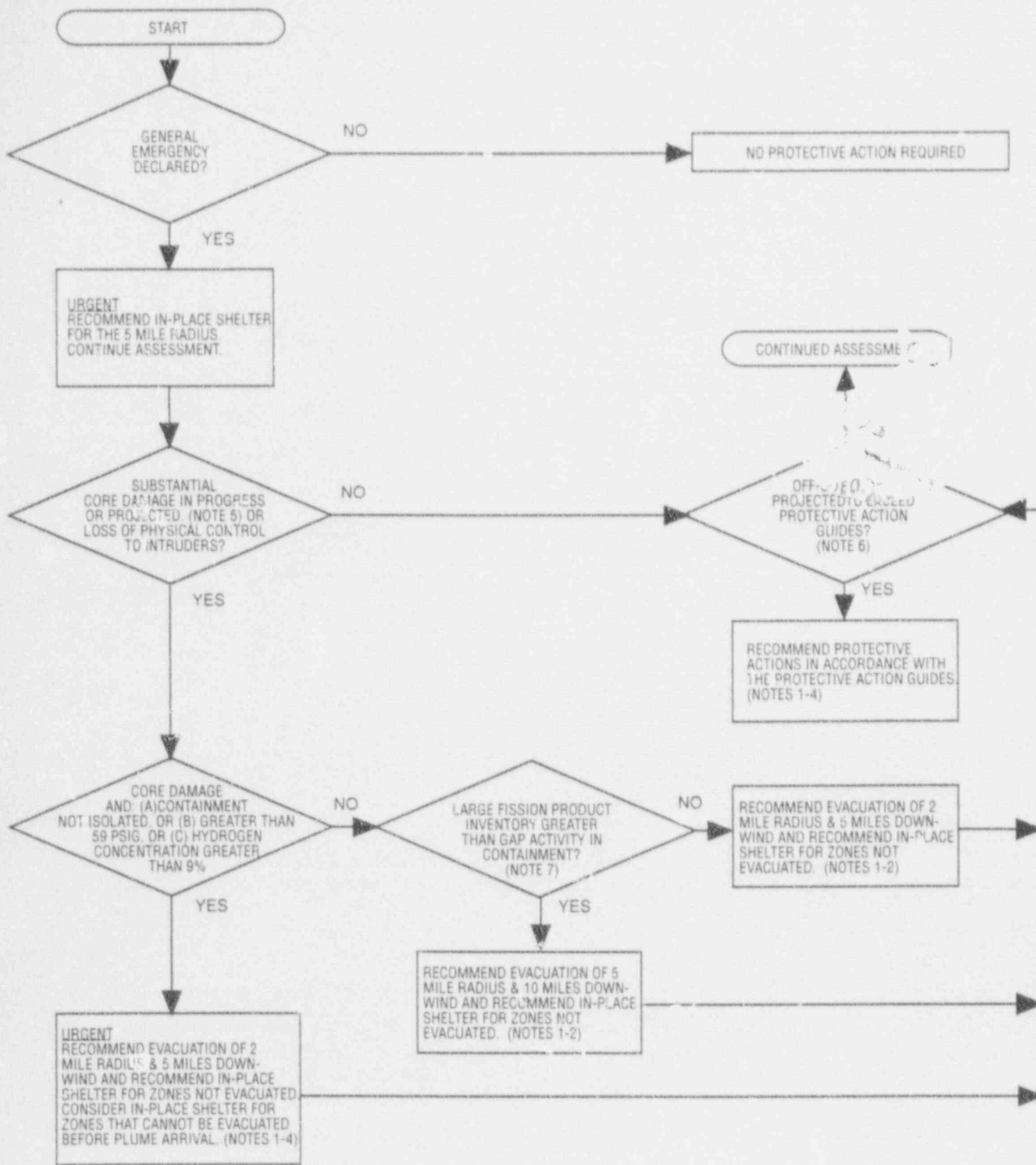
SAMPLE ANNOUNCEMENT OF CMC ACTIVATION

Recovery Manager: "May I have your attention please. This is (is not) a drill.

The CMC is being activated as of _____ hours. I, (name), am the Recovery Manager and I have taken over emergency management responsibilities from the Emergency Coordinator at the Technical Support Center. Each CMC group manager should make sure everyone in his or her group is made aware of this.

I would like to provide you a brief status update at this time"

GUIDANCE FOR OFF-SITE PROTECTIVE ACTIONS



GUIDANCE FOR OFF-SITE PROTECTIVE ACTIONS

NOTES:

1. Whenever possible, consult the CMC meteorologist to determine the potentially affected areas. Otherwise, "downwind" should be assumed 90 degrees wide, except assume all directions to be downwind if wind speed is less than 5 mph. For Oconee after 4:00 p.m. and before 10:00 a.m., assume all directions to be downwind.
2. Promptly relocate the population affected by any ground contamination after plume passage.
3. See the Crisis Management Plan, Section J.8 for evacuation time estimates.
4. If in-place shelter is indicated and a release is expected to continue more than 2 hours, evacuation may result in lower doses. Increasing the distance from the plant and reducing the time of exposure would be more effective than in-place shelter.
5. "Substantial core damage" is defined as release of 20% of the gap activity from the core.
6. Determine from dose projections and/or off-site monitoring data. See page 3 for protective action guides.
7. Fission product inventory inside containment is greater than gap activity if the containment radiation level exceeds the levels in the table below:

For McGuire or Catawba:

<u>TIME AFTER SHUTDOWN (HOURS)</u>	<u>CONTAINMENT MONITOR READING (R/HR)</u>
0	2,340
0 - 2	864
2 - 4	624
4 - 8	450
> 8	265

For Oconee:

<u>TIME AFTER SHUTDOWN (HOURS)</u>	<u>CONTAINMENT MONITOR READING (R/HR)</u>	
	<u>RIA-57</u>	<u>2RIA-58</u>
0	9,090	4,100
0 - 2	2,060	923
2 - 4	1,400	626
4 - 8	788	350
> 8	269	118

PROTECTIVE ACTION GUIDES

Recommended protective actions to avoid whole body and thyroid dose from exposure to a gaseous plume.

Projected Dose (Rem) to the Population	Recommended Actions	Comments
Whole body <1 Thyroid <5	<ul style="list-style-type: none"> • No protective action required. • State may issue an advisory to seek shelter and await further instructions or to voluntarily evacuate. • Monitor environmental radiation levels. 	Previously recommended protective actions may be reconsidered or terminated.
Whole body 1 to <5 Thyroid 5 to <25	<ul style="list-style-type: none"> • Seek shelter and await for further instructions. • Consider evacuation, particularly for children and pregnant women. • Monitor environmental radiation levels. 	Refer to Notes 1-5 on page 2.
Whole body 5 and above Thyroid 25 and above	<ul style="list-style-type: none"> • Conduct mandatory evacuation of populations in the affected zones and recommend in-place shelter for the zones not evacuated. • Monitor environmental radiation levels and adjust area for mandatory evacuation based on these levels. 	Seeking shelter would be alternative if evacuation were not immediately possible. Refer to Notes 1-5 on page 2.

CMC GROUP MANAGERS

Radiological Assessment Manager: W. A. Haller
R. C. Futrell
R. T. Simril
J. E. Cole
J. S. Carter
R. E. Harris

Plant Assessment Manager: K. S. Canady
P. M. Abraham
R. H. Clark
R. G. Snipes
H. D. Brewer
S. A. Deskevich
M. J. Barrett
H. J. Lee
G. B. Swindlehurst
J. E. Burchfield
B. E. Busby
L. J. Azzarello

Emergency Communications Manager: P. R. Herran
D. C. Kesler
G. T. Smith
R. L. White
S. F. Lindsey
L. F. Firebaugh
R. L. Weber
R. F. Cole
E. O. McCraw

News Director: Roberta B. Bowman
Susie Adams
Joe Maher
Andy Thompson
Bryant Kinney
Mike Mullen

Administration and Logistics Manager: Robert F. Smith
Steve Kessler
Ed Morton
Grady Allen

RECOVERY MANAGER
POSITION DESCRIPTION

Primary Responsibilities:

1. Provide management direction and control of Duke Power's emergency response activities.
2. Decide regarding recommendations to states and counties regarding public protective actions.
3. Escalate, de-escalate, or terminate the emergency classification.
4. Coordination with federal, state, and local governments.
5. Review and approve news releases.

Principal Working Relationships:

1. TSC Emergency Coordinator
2. State emergency management officials
3. NRC Director of Site Operations
4. CMC State/County Communicator
5. CMC Group Managers

EMERGENCY PLANNER
POSITION DESCRIPTION

Reports to: Recovery Manager

Basic Functions: Advise the Recovery Manager on the Crisis Management Plan and station emergency plan relationship to the emergency situation.

Primary Responsibilities:

1. Assist the Recovery Manager in classification of emergency conditions, recommendations to off-site authorities, and in consultations with NRC and other federal agencies.
2. Ensure that the Recovery Manager is made aware of any requirements in the Crisis Management Plan that apply to the situation.
3. Assist the Recovery Manager in keeping state emergency management officials informed.

Principal Working Relationships:

1. Recovery Manager for Emergency Plan considerations
2. Emergency Planner Assistant and Administrative Assistant for work tasks
3. Radiological Assessment Manager and Plant Assessment Manager to discuss public protective action recommendations and potential changes in the emergency classification.
4. NRC for Emergency Plan considerations

EMERGENCY PLANNING ASSISTANT
POSITION DESCRIPTION

Reports to: Emergency Planner

Basic Function: This position was established to utilize the capabilities of the Office Assistant whose normal job involves helping to maintain the CMC facilities in a state of readiness. His familiarity with CMC facilities may be valuable to the Emergency Planner. During an emergency, this position will be staffed during initial activation. Later, it would be staffed on an as-needed basis.

Primary Responsibilities:

1. Perform administrative tasks as assigned by the Emergency Planner.
2. Notify the Administration and Logistics Group of your availability to answer questions or assist with problems related to the CMC facilities.

Principal Working Relationships:

1. Emergency Planner for assigned tasks.
2. Administration and Logistics personnel regarding facility-related questions.

ADMINISTRATIVE ASSISTANT
POSITION DESCRIPTION

Reports to: Recovery Manager

Supervises: N.A.

Basic Function: Assist the Recovery Manager by performing administrative duties as assigned.

Primary Responsibilities:

1. Assist the Recovery Manager as assigned.
2. Maintain a log of decisions and activities.

Principal Working Relationships:

1. Recovery Manager for work tasks
2. CMC Group Managers and Emergency Planner for resolution of tasks

TERMINATION CRITERIA

- _____ 1. Existing conditions no longer meet the emergency classification criteria and it appears unlikely that conditions will deteriorate further.
- _____ 2. No surveillance relative to off-site protective actions is needed, except for the control of foodstuffs and water, and off-site contamination, or environmental assessment activities.
- _____ 3. Radiation levels in affected in-plant areas are stable or decreasing to below acceptable levels.
- _____ 4. Releases of radioactive material to the environment greater than Technical Specifications are under control or have ceased.
- _____ 5. The potential for an uncontrolled release of radioactive material is at an acceptably low level.
- _____ 6. Containment pressure is within Technical Specification requirements.
- _____ 7. Adequate long-term core cooling is available.
- _____ 8. Adequate shutdown margin of the core has been verified.
- _____ 9. A fire, flood, earthquake or similar emergency condition is controlled or has ceased.
- _____ 10. Offsite power is available per Technical Specifications.
- _____ 11. Any contaminated/injured personnel have been transported offsite and are receiving appropriate medical care.
- _____ 12. All emergency action level notifications have been completed.
- _____ 13. Access to radiologically controlled areas of the plant necessary for operation during recovery are being monitored by the Radiation Protection Section.
- _____ 14. Offsite conditions will not limit access of personnel and support resources.
- _____ 15. Discussions have been held with the News Director to determine the impact of termination on public information management.
- _____ 16. Discussions have been held with Senior NRC and State representatives to determine the impact of termination on their activities.

RECOVERY ORGANIZATION

Before entering the Recovery phase, the Recovery Manager should establish a Recovery organization that is appropriate for the existing on-site and off-site conditions. This enclosure describes a suggested organization structure. It may be modified or supplemented as necessary to fit the particular circumstances.

The recovery activities would be managed much like a normal outage, except that certain activities unique to the post-accident situation may be managed by the Recovery organization. This organization would function as a matrix management organization to coordinate activities with the normal company organization. The Recovery organization may be located at the Crisis Management Center or the plant site, as appropriate.

The primary positions in the Recovery Organization are described below.

Recovery Manager - Overall management of recovery activities. Coordination with Federal, state, and local governments.

Scheduling & Planning Manager - Coordination and scheduling of recovery activities, particularly on-site activities. Functions much like the outage manager during normal outages.

Radiological Assessment Manager - Coordinates radiological and environmental assessment with federal and state agencies. Coordinates radwaste management and decontamination activities.

Engineering Support Manager - Coordinates the engineering and maintenance support for the recovery effort.

News Director - Manages communications of recovery activities. Informs the news media, employees, etc.

Administration and Logistics Manager - Coordinates activities such as purchasing, finance, insurance, human resources, transportation, etc.

SAMPLE ANNOUNCEMENT TO INITIATE RECOVERY
THIS IS/IS NOT A DRILL

At (date & time), Duke Power will terminate the emergency conditions at the Nuclear Station and initiate recovery activities. Existing conditions no longer meet the emergency criteria. Releases of radioactive material to the environment have ceased (or are below acceptable levels for normal operations). Necessary safety systems are functioning properly. Radiation levels both inside the station and off-site will continue to be monitored.

A recovery organization is being established to manage the recovery activities. Key personnel in the recovery organization are as follows:

Recovery Manager: (Name & Phone Number)
Scheduling & Planning Manager: (Name & Phone Number)
Radiological Assessment Manager: (Name & Phone Number)
Engineering Support Manager: (Name & Phone Number)
Administration and Logistics Manager: (Name & Phone Number)
News Director: (Name & Phone Number)

Recovery from a serious emergency situation is guided by the following principles:

The protection of the public health and safety is the foremost consideration in formulating recovery plans.

Public officials will be kept informed of recovery plans so that they can properly carry out their responsibilities to the public.

Periodic information will be provided to the news media so that they can provide information to the public regarding recovery plans and progress made.

Periodic status reports will be given to company employees at other locations and to government and industry representatives.

The radiation doses to employees and other radiation workers will be kept as low as reasonably achievable.

Station programs for security, health physics, fire protection and quality assurance will be followed to the maximum practical extent during the recovery effort. If conditions dictate action which does not afford time to fully implement security, health physics, fire protection and quality assurance programs, the Recovery Manager or Station Manager may permit exemption of these requirements.

(Signature)
Recovery Manager

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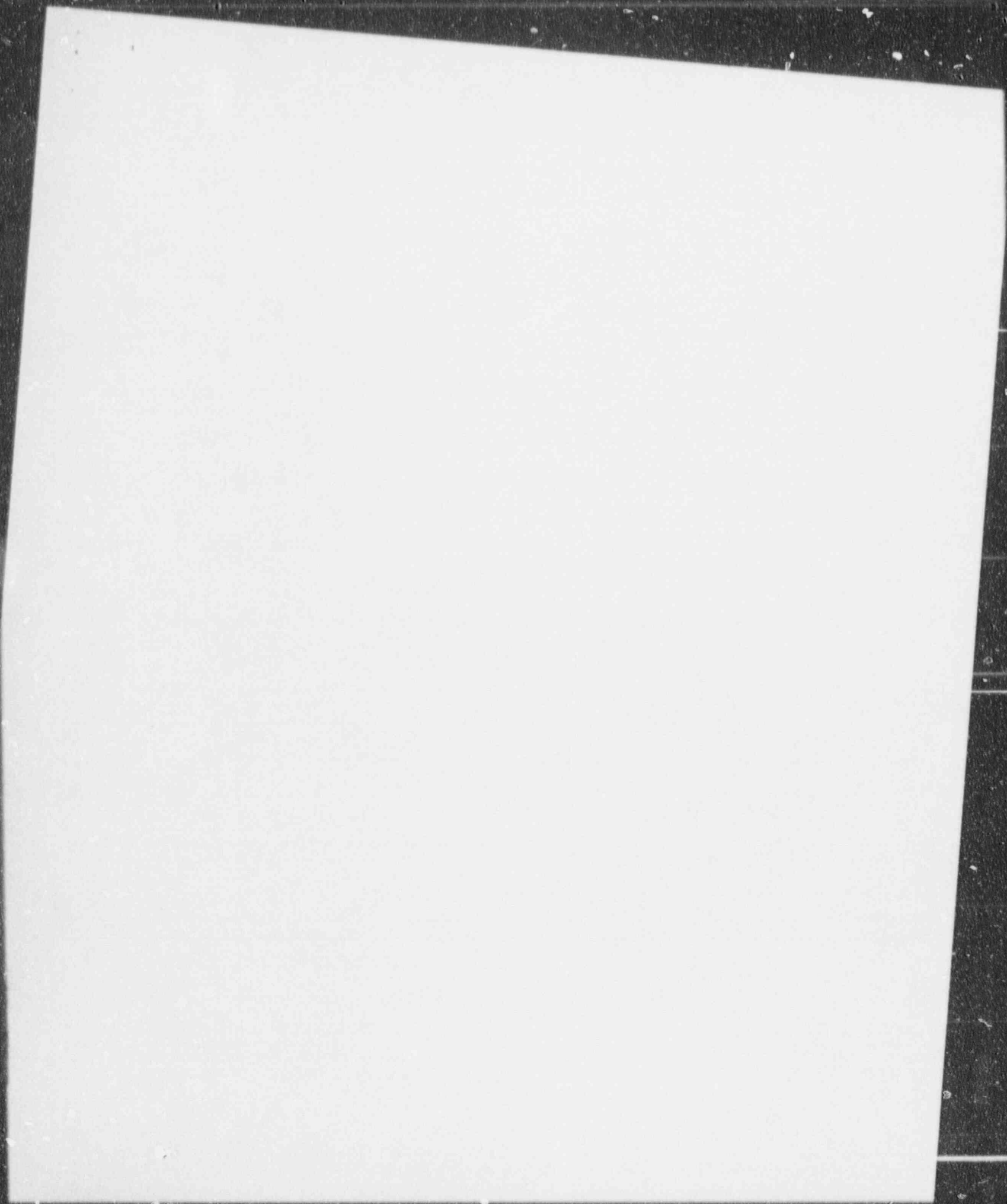
Volume 2

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CMIP-9	McGuire/Catawba Crisis Phone Directory (Rev. 41)
CMIP-10	Reserved For Future Use
CMIP-11	Reserved For Future Use
CMIP-12	Reserved for Future Use
CMIP-13	Notifications to States and Counties from the Crisis Management Center (Rev. 27)
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CMIP-19	Communications Test for McGuire/Catawba CMC (Rev. 17)
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CMIP-21	Quarterly Inventory Equipment Check (Rev. 38)
CMIP-22	Telephone Number Updates (Rev. 4)

April 1, 1992

CMIP-08 Deleted April 1, 1992

Reserved for Future Use.



CRISIS MANAGEMENT IMPLEMENTING PROCEDURE

CMIP-13

Notifications to States and Counties from the
Crisis Management Center

WBM:R
(Approved By)

3/16/92
(Date)

CMIP-13
NOTIFICATIONS TO STATES AND COUNTIES FROM THE
CRISIS MANAGEMENT CENTER

1.0 SYMPTOMS

- 1.1 An emergency has been declared and the State/County Communicators have been called to staff the CMC.

2.0 IMMEDIATE ACTIONS

NOTE: For Oconee, see CMIP-15 for immediate actions. The following steps apply for Catawba and McGuire only.

- 2.1 Upon arriving at the CMC, get the authentication code word list and a working copy of CMIP-13 from the procedures cabinet in the Managers Area. Get a copy of the emergency telephone directory which is kept in the Emergency Communications Room. (Telephone numbers are shown in CMIP-8, Oconee Crisis Telephone Directory or CMIP-9, Catawba McGuire Crisis Telephone Directory.)
- 2.2 Using conventional telephone (not selective signaling), notify the TSC off-site communicator that you will be checking communications to the states and counties. Complete items 1 and 2 of Enclosure 4.1, Turnover Checklist (for the applicable station). Tell the TSC that you are not taking over responsibility for notifications yet.
- 2.3 Call the affected states and counties. Tell the states and counties that you are testing communications capability from the CMC but you are not yet taking over responsibility for notifications. Verify fax numbers for each state and county.
- 2.4 Notify the Emergency Communications Manager that you are ready to take over communications to the states and counties. Also, tell him when the next notification is due.
- 2.5 If time allows, test backup means of communication with states and counties.
- 2.6 NOTE: If the TSC is ready to provide a followup notification to states and counties, consider having the TSC transmit that notification before turning over this responsibility to the CMC.

Immediately after the Recovery Manager declares that the CMC is activated, take turnover from the off-site communicator in the TSC by completing Enclosure 4.1, Turnover Checklist (for the applicable station). Tell the TSC that you are now responsible for notifications to states and counties.

- 2.7 Notify the states and counties that the CMC has been activated and that you are taking over responsibility for state/county communications.

3.0 SUBSEQUENT ACTIONS

- 3.1 If the emergency class is changed (e.g., from Site Area Emergency to General Emergency), states and counties must be notified as soon as possible and within 15 minutes after the change is declared by the Recovery Manager. See Step 3.4.

- 3.2 If protective action recommendations are changed, states and counties must be notified as soon as possible. If any information on the notification form is not readily available, mark it "not available" so that transmittal of the message will not be delayed. See Step 3.4.

- 3.3 Make follow-up notifications to county and state government officials according to the following schedule:

3.3.1 Alert:

- Every hour until the emergency is closed out.
or
- If there is any significant change to the situation.
or
- As agreed upon with each individual agency.

NOTE: Documentation shall be maintained for any agreed upon schedule change and the interval shall not be greater than every 4 hours to any agency.

3.3.2 Site Area Emergency and General Emergency

- Every half hour until the emergency is closed out.
or
- If there is any significant change to the situation.
or
- As agreed upon with each individual agency.

NOTE: Documentation shall be maintained for any agreed upon schedule change and the interval shall not be greater than every 2 hours to any agency.

- 3.4 Fill out the emergency notification form, Enclosure 4.2, as follows (extra copies are stored in the CMC):
- 3.4.1 Avoid using abbreviations or jargon likely to be unfamiliar to states and counties.
 - 3.4.2 If any information is not available or not applicable, write out "Not Available" or "Not Applicable" in the margin or other space as appropriate. Do not abbreviate "N.A." because this is ambiguous.
 - 3.4.3 In the top, right corner, write in the message number. Each message is numbered sequentially beginning with the initial message transmitted by the control room.
 - 3.4.4 In item 1, mark either (A) or (B) to indicate whether the event is a drill or an actual emergency. If this message involves a change in the emergency class as compared to the previous message, mark the box for "Initial." If not a change in the emergency class, mark the box for "Follow-up."
 - 3.4.5 In item 2, write down the site (e.g. McGuire) and the unit or units affected. Leave "Reported By" blank until the message is being transmitted.
 - 3.4.6 In item 3, write down a confirmation phone number that states and counties may use to call back with questions. Otherwise, leave item 3 blank until the message is being transmitted.
 - 3.4.7 Leave item 4 blank until the message is being transmitted.
 - 3.4.8 In item 5, mark the current emergency classification.
 - 3.4.9 In item 6, mark box (A) and write the time and date that the current emergency classification was declared. (If the emergency is terminated, mark box (B), write the time and date that the emergency was terminated, and then skip to item 16.)
 - 3.4.10 In item 7, write a concise description of the current emergency status (for initial notifications, provide the reason for declaring the current emergency classification.) If necessary, ask the Recovery Manager for help. Also, use the space in item 7 to provide any remarks such as "Crisis Management Center is activated".
 - 3.4.11 In item 8, mark whether the plant condition is improving, stable, or degrading. If necessary, ask the Recovery Manager, Plant Assessment Manager or Systems Analysis Coordinator what to mark.

- 3.4.12 In item 9 write (A) the time and date of reactor shutdown or (B) write the reactor power level, as applicable.
- 3.4.13 Ask the Off-site Dose Assessment Director what to mark in item 10. In item 10, mark whether the emergency involves (A) no release, (B) potential release, (C) a release is occurring, or (D) a release has occurred. If (A) or (D), go to item 14. (Procedure step 3.4.18)
- 3.4.14 If reporting a change in the emergency classification (initial notification), skip items 11-14 (steps 3.4.15, 3.4.16, 3.4.17, and 3.4.18).
- 3.4.15 In item 11, indicate the type of release and the times and dates of any releases using information provided by the Off-site Dose Assessment Director. Mark that the release is "Ground Level" for any airborne releases.
- 3.4.16 In item 12, indicate the release magnitude using information provided by the Off-site Dose Assessment Director. Mark whether the release magnitude is below or above normal operating limits. Mark the box for "curies per sec."
- 3.4.17 In item 13, write the estimate of projected offsite dose and the estimated duration using information provided by the Off-site Dose Assessment Director. Mark whether the information is "new" or "unchanged". (If unchanged from a previous notification, the information does not need to be repeated.)
- 3.4.18 In item 14, write the meteorological data including wind direction, wind speed, stability class, and type of precipitation using information provided by the Off-site Dose Assessment Director.
- 3.4.19 In item 15, use information provided by the Recovery Manager to mark either (A) No Recommended Protective Actions, (B) Evacuate, (C) Shelter In-Place, or (D) Other. If (B) or (C) are marked, write the zones to be sheltered or evacuated.
- 3.4.20 In item 16, have the Recovery Manager approve the message. Write the time and date when the message is approved.

- 3.5 The following steps describe how to transmit the emergency message to states and counties:
- 3.5.1 Write down the time and date that calls are initiated in item 3 of the emergency notification form. (If calls are made at different times, write the time that the first call is initiated.)
 - 3.5.2 Call the states and counties using the phone numbers (or radio call signs) listed in the crisis telephone directory (CMIP-8 or CMIP-9). Refer to Enclosure 4.3 regarding the use of communications systems.
 - 3.5.3 When the states or counties answer, tell them you have an emergency notification from the Duke Power Crisis Management Center. Write the time and agencies (e.g. Gaston County) on the back page of the form. The time for each agency is the time contact is initiated with that agency. (You may leave the names blank until after the message has been communicated.)
 - 3.5.4 Read the message aloud to the states and counties, allowing time for them to copy the information onto their form.
 - 3.5.5 When you reach item 4 of the form, ask one state or county to provide a number from the authentication code word list. Then give them the code word corresponding with that number on the list. (The code word list is kept in the procedures cabinet in the CMC Managers Area.) Write the number and code word on the form.
 - 3.5.6 After communicating the entire message, verify that all agencies are still on the line. Ask for the individual names and write the names on the back of the form.
 - 3.5.7 Whenever practical after verbally transmitting the message, telecopy the form (front page only) to the states, counties, and the TSC. If possible, contact each agency to verify they received it. Instructions for use of the telecopiers are provided in Enclosure 4.4.
- For routine, follow-up notifications, you may telecopy the notification form instead of verbally transmitting the message. This applies only if the message does not involve a change in the emergency classification or the protective action recommendations or a termination of the emergency. Call each agency to verify they received the message.
- 3.6 Immediately after the message has been communicated to states and counties, provide a copy of the Emergency Notification form to the Company Officer Communicator. (He/she will distribute the information to others, as appropriate.)

- 3.7 Whenever time allows, test the backup means of communications with each state and county. If primary communications systems fail, refer to Enclosure 4.3 regarding the use of backup communications systems. Report any failures to the Administration and Logistics Group.
- 3.8 If any calls are received requesting information about the emergency which does not fit on the notification form, first authenticate the request to ensure the person is a state or county official. Second, have the Recovery Manager approve transmittal of the information. Third, keep a log of the question, answer, and the time the answer was transmitted. A bound logbook is kept at the CMC for this purpose.
- 3.9 If the Recovery Manager makes the decision to turn over lead responsibility for the emergency to the TJC, use Enclosure 4.1 to provide turnover to the TSC off-site communicator.

4.0 ENCLOSURES

- 4.1 Turnover Checklist
- 4.2 Emergency Notification Form
- 4.3 Communications Systems
- 4.4 Operating Instructions for Canon FAX-850 Telecopier
- 4.5 Operating Instructions for radios
- 4.6 Distribution List

TURNOVER CHECKLIST - CATAWBA

1. Check the appropriate column (i.e., warning point or EOC) to indicate where the notifications are being made:

<u>State or County</u>	<u>(Check One)</u>	
	<u>Warning Point</u>	<u>EOC</u>
State of North Carolina	_____	_____
State of South Carolina	_____	_____
Mecklenburg County	_____	_____
Gaston Cty.	_____	_____
York Cty.	_____	_____

2. The next followup notification is due at: _____
3. Find out the content of the last notification message provided by the station. (Either have the TSC telecopy the message or have them read it to you while you copy it. Tell the TSC which telecopier number to use.)
4. Responsibility for state/county communications is turned over to the CMC at:

Time/Date: _____/_____.

Signature: _____

TURNOVER CHECKLIST - MCGUIRE

1. Check the appropriate column (i.e., warning point or EOC) to indicate where the notifications are being made:

<u>State or County</u>	<u>(Check One)</u>	
	<u>Warning Point</u>	<u>EOC</u>
State of North Carolina	_____	_____
Mecklenburg County	_____	_____
Gaston Cty.	_____	_____
Lincoln Cty.	_____	_____
Iredell Cty.	_____	_____
Catawba Cty.	_____	_____
Cabarrus Cty.	_____	_____

2. The next followup notification is due at: _____
3. Find out the content of the last notification message provided by the station. (Either have the TSC telecopy the message or have them read it to you while you copy it. Tell the TSC which telecopier number to use.)
4. Responsibility for state/county communications is turned over to the CMC at:

Time/Date: _____/_____.

Signature: _____

GOVERNMENT AGENCIES NOTIFIED

Record the name, date, time and agencies notified:

1.	(name)	(date)	(time)	(agency)
2.	(name)	(date)	(time)	(agency)
3.	(name)	(date)	(time)	(agency)
4.	(name)	(date)	(time)	(agency)
5.	(name)	(date)	(time)	(agency)
	(name)	(date)	(time)	(agency)
7.	(name)	(date)	(time)	(agency)

Enclosure 4.3

COMMUNICATIONS SYSTEMS

The following is the suggested priority for the communications systems used to notify states and counties:

1. Selective Signaling System
2. Commercial Telephone
3. South Carolina Local Government Radio or North Carolina Emergency Management radio
4. Duke Power Crisis Management radio network (normally used for field monitoring)

Note: The Decision Line phone located in the Managers Area can be an effective alternative to the selective signaling for calling the state/county EOCs, but not the warning points (law enforcement centers).

Use of the group call feature on the Selective Signalling System is not recommended, because it automatically rings at each state and county warning point. In most cases, the CMC will notify the emergency operations centers instead of the warning points.

The Duke Power radio can be used to notify the county warning points, but the state cannot be directly notified. Have one of the counties relay the message to the state. The Duke Power radio is normally used to communicate with the field monitoring teams. Therefore, before beginning communications with the counties, ask the Field Monitoring Radio Operator to instruct the field monitoring teams to maintain radio silence while notifications are being made.

Instructions for operating the communications systems are included in the Crisis Telephone Directory (CMIP-8 for Oconee or CMIP-9 for Catawba/McGuire). Enclosure 4.5 contains instructions for operating radios.

OPERATING INSTRUCTIONS FOR CANON FAX-850 TELECOPIER

A. PRINT A LIST OF PHONE NUMBERS ALREADY REGISTERED (PROGRAMMED):

1. Open the one-touch speed dial panels.
2. Press "Tel. Registration".
3. Press "Report".

B. TRANSMIT TO ALL STATES/COUNTIES:

Note: Use this feature after all EOC's are activated. Otherwise, you may need to fax to the warning point for any state or county whose EOC is not yet activated.

1. Adjust the paper guides according to the width of the document. (Otherwise, the image will be automatically reduced.)
2. Insert the document face down.
3. Press the one-touch speed dial key that corresponds to the "MNS Call Group" or "CNS Call Group" as applicable.
4. The fax will read the document into memory in about 3 seconds. Then, it will send to each number in sequence. If it encounters a problem, it will proceed to the next number and try again later up to 3 times.
5. When finished, the fax will print a report indicating each number dialed and whether the transaction was successful. If not, an error code on the report will indicate the reason for failure. Error codes are defined on page 168 of the instruction book.

Note: While the fax sends documents from the memory you can also (1) load other documents in the memory, (2) copy documents, (3) print reports, and (4) register information.

C. TRANSMIT TO A SINGLE PARTY USING ONE-TOUCH SPEED DIAL:

Note: The number must be registered (programmed) into memory already.

1. Adjust the paper guides according to the width of the document.
2. Insert the document face down.
3. Press the one-touch speed dial key corresponding to the desired fax number.

OPERATING INSTRUCTIONS FOR CANON FAX-850 TELECOPIER

4. The fax will read the document into memory in about 3 seconds. Then, it will call the number and transmit.
5. When finished, a report will be printed indicating whether the transmission was successful. If not, an error code on the report indicates the reason for failure.

D. TRANSMIT TO A PHONE NUMBER NOT REGISTERED (PROGRAMMED):

1. Adjust the paper guides according to the width of the document.
2. Insert the document face down.
3. Open the one-touch panels and enter the fax number using the keypad.
4. Press the Start button (green button).

E. MONITOR THE STATUS OF A TRANSACTION IN PROGRESS:

1. Press "Monitor" and hold it down. The display will show the status.

F. REGISTER A FAX NUMBER FOR ONE-TOUCH SPEED DIAL:

Note: For more details, see Page 47 of the instruction book.

1. Switch the "Registration" switch to "On". (A reminder will flash in the display to switch it off. Ignore this reminder while registering a number.)
2. Open the panels and press "Tel. Registration". (The display will indicate "One-Touch Speed Dial.")
3. Press "Set".
4. Close the panels and press the one-touch speed dial key under which you want to register the number.
5. If changing an existing number, open the panels and press "clear".
6. Open the panels and enter the fax number using the keypad.
7. Press "Set".

OPERATING INSTRUCTIONS FOR CANON FAX-850 TELECOPIER

8. Enter the other party's name.
(See page 28 of the instruction book for details. If you are in a hurry or if there is no change to the existing name, skip this step.)
9. Press "Set".
10. If you want to register additional fax numbers, press "Set" again and go back to step 4 above.
11. If you are finished registering, press "Standby". Then, close the panels.
12. Switch the "Registration" switch to the "Off" position.
13. To verify that the numbers are registered correctly, print a report as described in Section A.

G. REGISTERING GROUP DIALING:

Note: See page 55 of the instruction book for more details.

1. Switch the "Registration" switch to "On". (Ignore the flashing reminder while registering.)
2. Open the panels and press "Tel. Registration".
3. Use the search keys (up or down arrow keys) to display "Group Dial". Then, press "Set".
4. Close the panels and press the one-touch key under which you want to register the group.
5. Open the panels and press "Set".
6. Close the panels and press the one-touch keys for the numbers you want included in the group. (Note: If adding numbers to an existing group, press the one-touch keys for the new numbers. If erasing a number from an existing group, locate the number with the search keys and press "Clear".)
7. Press "Set".
8. Enter the name of the group. (See page 28 of the instruction book for details. If you are in a hurry or if there is no change to the existing name, skip this step.)

OPERATING INSTRUCTIONS FOR CANON FAX-850 TELECOPIER

9. Press "Set".
10. Press "Standby".
11. Switch the "Registration" switch to the "Off" position.
12. To verify that the numbers are registered properly, print out a report as described in Section A.

H. URGENT DOCUMENTS:

If there is a long line of documents in the memory waiting to be sent and you need to send an urgent document:

1. Insert the urgent document face down.
2. Dial the fax number (using one-touch speed dial only.)
3. Press the Start (green) button.
4. After the current document is sent, the fax will send the urgent document. The fax will then resume sending from the memory.

I. STOP SENDING A DOCUMENT ALREADY IN PROGRESS:

1. Press and hold "Monitor".
2. After the date and time display is replaced by something else, press "Stop" (red button).

Note: If the above steps do not work, do the following:

1. Make sure the "Registration" switch is in the "Off" position.
2. Switch off the machine using the "On/Off" switch on the back (just above the plug).

J. PRINT AN ACTIVITY MANAGEMENT REPORT SHOWING THE TIME OF EACH TRANSACTION:

1. Open the one-touch panels and press "Report". The report will show the last 40 transactions.

OPERATING INSTRUCTIONS FOR CANON FAX-850 TELECOPIER

K. ERASING DOCUMENTS FROM THE MEMORY:

Note: A green light (under the Start button) indicates information is stored in the document memory. If a transaction fails due to an error, the document memory will continue to store the document information until it is cleared. To erase the document from the memory, see page 82 of the instruction book.

L. COPY A DOCUMENT:

1. Insert the document face down.
2. Press Start (green button).

OPERATING INSTRUCTIONS FOR RADIOS

NORTH CAROLINA EMERGENCY MANAGEMENT RADIO

To operate radio:

1. Turn the Power Switch to "ON".
2. Select the appropriate frequency:
 - a. Frequency 1 is the Radiation Protection Frequency
 - b. Frequency 2 is the Emergency Management Frequency. Use this frequency for sending Emergency Notifications to North Carolina and North Carolina counties.
3. Depress the bar labelled "TRANSMIT" on the microphone and say, "(Agency), this is WNLK241 -- CMC Charlotte, Over" to initiate a call. Release the bar.
4. The agency should respond "WNLK241, this is (Agency), Over".
5. Once initial contact has been made with all needed North Carolina off-site agencies, depress the "TRANSMIT" bar again and send the message.
6. When the conversation is completed, conclude by saying "WNLK241 Out" and release the bar.

SOUTH CAROLINA LOCAL GOVERNMENT RADIO

To operate the radio:

1. Turn the Power Switch to "ON".
2. Select the appropriate frequency:
 - a. Frequency 1 is preferred for local transmissions (e.g. York County).
 - b. Frequency 2 makes use of the repeater. Use this frequency if contact with the SEOC in Columbia is needed.
3. Depress the bar labelled "TRANSMIT" on the microphone and say, "(Agency), this is WNLU432 -- CMC Charlotte, (or CMC-Oconee) Over" to initiate a call. Release the bar.
4. The agency should respond "This is (Agency), Over".
5. Once initial contact has been made with all needed South Carolina off-site agencies, depress the "TRANSMIT" bar again and send the message.
6. When the conversation is completed, conclude by saying "WNLU432 Out" and release the bar.

FIELD MONITORING RADIO

To contact the counties or the TSC, refer to the instructions in CMIP-8 (Oconee) or CMIP-9 (Catawba/McGuire) and ask the Field Monitoring Radio Operator for assistance. Instruct the field teams to maintain radio silence. To contact the state, ask one of the counties to relay the message.

Enclosure 4.6

PROCEDURE CONTROLLED DISTRIBUTION LIST

Control copies and working copies of this procedure are placed in the CMC facilities according to CMIP-21. In addition, a copy will be sent to each state/county communicator listed in CMIP-5 for their information.



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

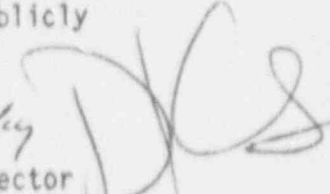
May 4, 1992

50-269/270/287 OCONEE NUCLEAR STATION
50-369/370 WILLIAM B. MCGUIRE NUCLEAR STATION
50-413/414 CATAWBA NUCLEAR STATION
MEMORANDUM FOR: Chief, Document Control Branch, IRM

FROM: Director, Division of Freedom of Information and
Publications Services, ADM

SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Freedom of Information and Publications Services has reviewed the attached document and has determined that it may now be made publicly available.

Donnie H. Grimsley 
Donnie H. Grimsley, Director
Division of Freedom of Information
and Publications Services
Office of Administration

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 50-414 Catawba Nuclear Station, Unit 2, Duke Power Co. 05000414
 AUTH.NAME AUTHOR AFFILIATION
 TUCKER,H.B. Duke Power Co.
 RECIP.NAME RECIPIENT AFFILIATION
 Document Control Branch (Document Control Desk)

SUBJECT: Forwards Central Files version of revised Crisis Mgt
 Implementing Procedures (CMIP), including Rev 45 to CMIP-1,
 Rev 27 to CMIP-13 & notification of deletion of CMIP-8.
 Procedure CMIP-8 reserved for future use. Withheld.

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