

NRC CORRESPONDENCE SIGN-OFF

OUTGOING LOG NO: TXX-4794 LETTER FILE NO: 10013  
 DATE OF LETTER: 5/14/86 UNIT/CLASSIFICATION: CPSES 1, CPSES 2, ~~GENERAL~~  
 TITLE/SUBJECT: TRANSMITTAL OF REVISED EMERGENCY  
PLAN PROCEDURES (NRR)

"PLEASE HAND CARRY TO NEXT PERSON FOR SIGNATURE"

FUNCTION	PERSON	SIGNATURE	DATE	CORRECTIONS/COMMENTS
LIC. ENGR. (ORIGINATOR)	RWH	R.W. Hasbrouck	5/14/86	
OPERATIONS	R.W. Hasbrouck	for G.L. Bell	Ret:	5/13/86 PHONE CALL FROM R.W. HASBROUCK TO G.L. BELL
OPNS/TECH SUPPORT				
TRAINING				
HEALTH PHYSICS				
PROJECT MANAGEMENT				
ENGINEERING				
FUEL SERVICES				
QUALITY ASSURANCE				
ENVIRON. SUPPORT				
LEGAL				
PROOF-READER	3PA AW	[Signature]	5/13/86	
NUCLEAR LIC. (LAST)	GSK	[Signature]	5/13/86	

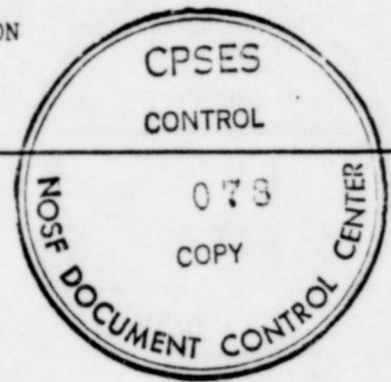
INCOMING LOG NO:      ACL NO:      ORIGINALS REQ'D: 1 NOTARY REQ'D: YES/NO  
 LIC FEE REQ'D: YES/NO ATTACHMENTS/ENCLOSURES: YES/~~NO~~ TELECOPY TO NRC: YES/NO  
 APPLICABLE REFERENCES/NRC DOCUMENTS:     

COMMENTS:       
 FOLLOW-UP SUBMITTAL REQUIRED: YES/NO NEW ACL NO:     

*G.L. Bell*



COMANCHE PEAK STEAM ELECTRIC STATION  
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*EPP-101	5	Preparation, Revision, Approval and Control of the CPSES Emergency Plan and Emergency Plan Procedures	October, 1986
*EPP-102	4	Review, Update and Control of the Emergency Plan	Proc. Retired
*EPP-103	1	Duties of the Emergency Coordinator	Proc. Retired
*EPP-104	3	Emergency Preparedness Drills & Exercises	February, 1987
*EPP-105	1	Notification of Off-Site Officials Pending Flood or Failure of SCR Dam	Proc. Retired
*EPP-106	1	Surveillance of Emergency Equipment	Proc. Retired
*EPP-107	4	Maintenance and Inventory of Emergency Equipment and Supplies	August, 1986
*EPP-108	3	Control of Emergency Use Vehicles	August, 1986
*EPP-109	4	Duties of the Emergency Coordinator	July, 1986
*EPP-110	1	Corporate Support	Proc. Retired
*EPP-111	1	Offsite Support and Assistance	Proc. Retired
*EPP-112	4	Duties of Control Room Personnel During Emergencies	August, 1986



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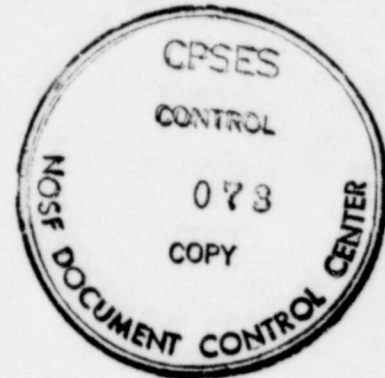
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*EPP-113	1	Corporate Support	Proc. Retired
*EPP-114	1	Offsite Support and Assistance	Proc. Retired
*EPP-115	4	Release of Emergency-Related Information to the Public	April, 1987
*EPP-116	1	Emergency Repair and Damage Control	September, 1985
*EPP-117	3	Post Accident Sampling	January, 1987
*EPP-118	1	Outdoor Warning System Surveillance & Reports	February, 1987
*EPP-121	2	Recovery & Reentry	August, 1986
*EPP-201	2	Assessment of Emergency Action Levels, Emergency Classification, and Plan Activation	October, 1985
*EPP-202	0	Emergency Communications	June, 1986
*EPP-203	6	Emergency Notification	October, 1986



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RELEASE OF EMERGENCY-RELATED INFORMATION TO THE PUBLIC

PROCEDURE NO. EPP-115

REVISION NO. 4

**SAFETY-RELATED**

SUBMITTED BY: J. L. Gosdin DATE: 3-7-86  
SUPERINTENDENT, SUPPORT SERVICES

APPROVED BY: [Signature] DATE: 4-27-86  
VICE PRESIDENT, NUCLEAR OPERATIONS

<p style="text-align: center;">CPSES EMERGENCY PLAN MANUAL</p>	<p style="text-align: center;">ISSUE DATE <b>APR 28 1986</b></p>	<p style="text-align: center;">PROCEDURE NO. EPP-115</p>
<p style="text-align: center;">RELEASE OF EMERGENCY-RELATED INFORMATION TO THE PUBLIC</p>	<p style="text-align: center;">REVISION NO. 4</p>	<p style="text-align: center;">PAGE 2 OF 16</p>

1.0 Purpose

The purpose of this procedure is to delineate authorities, responsibilities and actions required for the release of information to the public and media regarding emergencies at the Comanche Peak Steam Electric Station (CPSES).

2.0 Applicability

This procedure applies to personnel responsible for preparing and releasing emergency related information. Routine news releases, which do not address emergency information from CPSES, are not covered by this procedure.

3.0 Definitions

3.1 Emergency Classification - A classification system of emergency severity based on operational, radiological, and meteorological conditions at or near the plant site.

3.2 Public Information Coordinator - The member of the CPSES Emergency Organization responsible for formulating news releases (intended for the media) regarding emergencies and for ensuring the releases are promptly transmitted to the Corporate Office.

3.3 Information Services Support Coordinator - The member of the Corporate Emergency Organization responsible for the efforts of the Texas Utilities Information Services Department in disseminating emergency-related information to Owner Companies, Texas Utilities employees, and Dallas-Fort Worth newswire services.

3.4 Spokesman - A representative of TUGCO who releases approved information during an emergency.

3.5 Emergency Coordinator - The designated onsite individual having the responsibility and authority for implementing the Emergency Response Plan and who directs site efforts to limit the consequences and bring the emergency under control.

3.6 News Center - During an emergency, the News Center is the single point of contact onsite from which information is disseminated to the media. This facility contains equipment and supplies for support of public information and rumor control activities, and will be utilized for news conferences and special announcements. The News Center encompasses the auditorium, the display area, the public viewing room, and the Document Control Center within the Nuclear Operations Support Facility (NOSF). The News Center auditorium is capable of accommodating 75 media personnel.

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3.7 Alternate News Center - A facility located in the Cleburne Senior Citizens Center (301 West Henderson Street, Cleburne, Texas). It includes work space for the media as well as space for news conferences. The Alternate News Center shall be activated if emergency conditions prevent activation or warrant evacuation of the News Center.

3.8 Alternate News Center Annex - A facility located in the Cleburne City Hall (302 West Henderson Street, Cleburne, Texas) which provides space for the Spokesman and his staff when the Alternate News Center is activated.

3.9 News Center Manager - The member of the CPSES Emergency Organization responsible for activation and operation of the News Center.

3.10 Rumor Control - Personnel assigned to answer questions from the public over the telephone.

3.11 Emergency Response Information for the Public - Information regarding emergency response actions is made available to the resident and transient population within the 10-mile EPZ and includes such information as: the location of the relocation centers, evacuation routes, local radio/television stations which broadcast emergency information and a map of the 10-mile EPZ. This information is usually presented in booklet or similar form to the residents as an "Emergency Information Guide" and to the transients in the form of a poster. A small sticker may also be used in locations such as motels to inform travelers to tune to the emergency broadcast system when the sirens sound. The Superintendent, Support Services ensures this information is coordinated with local and State Officials.

3.12 Comanche Peak Media Packet - a packet designed to provide the media information about: the design of CPSES, the area around CPSES, radiation, and the operation of the News Center.

#### 4.0 Instructions

##### 4.1 Precautions

4.1.1 All news releases during an emergency shall be approved by the Emergency Coordinator. Prior to a Site Area Emergency this responsibility may be assumed by the Vice-President, Nuclear Operations or, in his absence, the Manager, Plant Operations, with the concurrence of the Emergency Coordinator.



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4.1.2 News releases shall be approved prior to being released. Approval may appear as a signature on a copy of the release or may be obtained verbally (i.e. by telephone) and noted as verbal approval by the Public Information Coordinator [e.g. per telecon with (Emergency Coordinator) (date/time) signed (P.I.C.)]. A copy of each release shall be retained by the Public Information Coordinator.

4.1.3 Following the declaration of an emergency, members of the media shall be denied access to plant areas other than the News Center unless approved by the Emergency Coordinator.

4.1.4 Public information personnel assisting in emergency response efforts shall maintain a log using EPP-109-1, "Response and Recovery Activities Record Sheet."

4.1.5 If CPSES Emergency Organization personnel are contacted by the media during an emergency, and the Public Information Coordinator is not available, one of the individuals indicated in paragraph 4.1.1 above may authorize a release using "Preliminary News Release" (Attachment 1) or "News Release Guidelines" (Attachment 2) as a guide.

4.1.6 Bracketed information listed in this procedure constitutes personal information pursuant to 10 CFR Part 2.790(a)(6) and shall not be released.

#### 4.2 Responsibilities and Actions

##### 4.2.1 Spokesman

4.2.1.1 Serve as the official spokesman for information released at the News Center during an emergency.

4.2.1.2 Confer with the News Center Manager when scheduling news conferences and when addressing questions from the media.

4.2.1.3 Coordinate with the News Center Manager for equipment needed during news conferences.

4.2.1.4 Answer telephone requests for emergency-related information received from offsite governmental officials involved in the emergency response efforts.

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4.2.2 Public Information Coordinator

4.2.2.1 Upon notification that an Unusual Event or Alert has been declared, the Public Information Coordinator may contact, at his discretion, the News Center Manager and other News Center support personnel for assistance.

4.2.2.2 Prior to the declaration of a Site Area Emergency or General Emergency, the Public Information Coordinator may direct the News Center Manager to activate the News Center.

4.2.2.3 Upon notification that a Site Area Emergency or General Emergency has been declared, the Public Information Coordinator shall contact and direct the News Center Manager to activate the News Center.

4.2.2.4 Upon declaration of a Site Area Emergency or General Emergency, exchange information and news releases with public information representatives from the following organizations:

- a. Somervell County/Glen Rose
- b. Hood County/Granbury
- c. Division of Emergency Management, Texas Department of Public Safety, Austin
- d. Region VI, Texas Department of Public Safety, Waco
- e. Bureau of Radiation Control, Texas Department of Health, Austin
- f. Region IV, Nuclear Regulatory Commission, Arlington

NOTE: Other organizations such as Atomic Industrial Forum (AIF), Institute of Nuclear Power Operations (INPO) and Electric Power Research Institute (EPRI) are normally contacted by the Information Services Support Coordinator in accordance with CERP-108, "Release of Emergency Related Information."

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<p>4.2.2.5</p> <p>4.2.2.6</p> <p>4.2.2.7</p> <p>4.2.2.8</p> <p>4.2.2.9</p> <p>4.2.2.10</p> <p>4.2.2.11</p>	<p>Notify the Information Services Support Coordinator of an emergency in accordance with EPP-203 and provide him with news releases and information when there is a change in plant status.</p> <p>Ensure resources within the Public Information response organization are maintained to permit continuous (24 hour) operations. Coordinate with the Information Services Support Coordinator concerning additional staff, if needed, at the News Center.</p> <p>Review requests for onsite access by media. Obtain approval of the Emergency Coordinator prior to authorizing onsite access and assign appropriate escorts.</p> <p>When the emergency has deescalated and recovery operations have begun, maintain contact with the Recovery Manager and prepare news releases relating to the recovery effort.</p> <p>If the Emergency Coordinator orders an evacuation of the News Center, direct the Spokesman and the News Center Manager to close the News Center and activate the Alternate News Center in accordance with EPP-207, "Activation of the News Center and Personnel Duties" and relocate rumor control.</p> <p>During an evacuation of the News Center remain in the EOF and continue to prepare and transmit news releases to the Information Services Support Coordinator until the Alternate News Center is operational.</p> <p>Serve as the primary source of information for the Spokesman after the Spokesman has arrived at the Alternate News Center Annex.</p>	
<p>4.2.3 News Center Manager</p> <p>4.2.3.1</p> <p>4.2.3.2</p>	<p>Responsibilities related to the News Center are in EPP-207.</p> <p>With the agreement of the Public Information Coordinator, contact the local media when an emergency is declared. See Attachment 3, "Somervell and Hood County Media Notification List."</p>	



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- 4.2.3.3 Consult with the Spokesman and schedule news conferences as necessary.
- 4.2.3.4 Consult with the Spokesman and his assistants concerning equipment, visuals or other items needed for news conferences.
- 4.2.3.5 Assist in coordinating news conferences with the Spokesman and public information representatives of government emergency response organizations.
- 4.2.3.6 Ensure maintenance of status boards with copies of news releases that have been issued.
- 4.2.3.7 Maintain a file of approved news releases, including the name of the Spokesman at the time of the release.

4.3 Emergency Information for the Public Prior to an Emergency

4.3.1 Emergency information provided to the public:

- 4.3.1.1 The Emergency Information Guide, provided at least annually to the residents of Hood and Somervell Counties.
- 4.3.1.2 Emergency Information Posters, placed in the 10-mile EPZ in public and private facilities, where permitted. A list of current poster locations is maintained by the Emergency Planning Section. These locations are checked periodically while working within the local communities. Each location should be checked no less than twice yearly and replaced where necessary and permitted.
- 4.3.1.3 Local telephone directory pages provide information equivalent in scope to the poster.
- 4.3.1.4 Stickers providing instructions concerning emergency response are placed in the 10-mile EPZ in locations such as motel rooms, where permitted. These stickers are monitored the same as the posters listed in 4.3.1.2.

4.3.2 This information is reviewed annually with representatives of Somervell and Hood Counties, the Division of Emergency Management, Texas Department of Public Safety and the

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Texas Department of Health - Bureau of Radiation Control.  
They are revised and reissued as needed by the Support  
Services Department under the direction of the Support  
Services Superintendent.

- 4.4 Records, new releases, etc. generated as the result of an actual emergency shall be handled in accordance with STA-302, "Station Records".

5.0 References

- 5.1 CPSES Emergency Plan, Section 5.0
- 5.2 EPP-202, "Emergency Communications"
- 5.3 EPP-203, "Emergency Notification"
- 5.4 EPP-207, "Activation of the News Center and Personnel Duties"
- 5.5 STA-302, "Station Records"
- 5.6 CERP-108, "Release of Emergency-Related Information"

6.0 Attachments

- 6.1 Attachment 1, "Preliminary News Release"
- 6.2 Attachment 2, "News Release Checklist"
- 6.3 Attachment 3, "Somervell and Hood County Media Notification List"
- 6.4 Attachment 4, "Dallas/Ft. Worth Area Media List"
- 6.5 Attachment 5, "Government and Company Emergency Public Information Telephone Numbers"

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EXAMPLE OF A PRELIMINARY NEWS RELEASE

(To be printed on Texas Utilities Generating Company letterhead.)

CPSES (EMERGENCY/DRILL) (month/date/year)

News Release No. ( )

Issued: (time a.m. or p.m.)

THIS (IS / IS NOT) A DRILL.

At (time a.m. or p.m./date) Texas Utilities Generating Company declared (an Unusual Event) (an Alert) (a Site Area Emergency) (a General Emergency) at (Unit 1) (Unit 2) (both units) of the Comanche Peak nuclear power plant, located near Glen Rose, Texas.

Current information indicates (explain problem)

---



---

A radioactive release (is) (is not) taking place. (Give specific information if there is a release).

---



---

(An Unusual Event is a minor event. Normally there would be no threat to the public.)

(An Alert is a minor event. Any radioactive release normally would be confined inside the plant boundary.)

(A Site Area Emergency is a serious event at the power plant. Radioactive releases might require protective action in limited areas outside the plant boundary.)

(A General Emergency includes the most serious power plant accidents and involves the possible loss of plant safety.)



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NEWS RELEASE GUIDE

(To be printed on Texas Utilities Generating Company letterhead.)

CPSES (EMERGENCY/DRILL) (month/date/year)

News Release No. ( )

Issued: (time a.m. or p.m.)

THIS (IS/IS NOT) A DRILL

1. Emergency Classification declared
2. Time and date
3. Unit affected (1 or 2 or both) of the Comanche Peak nuclear power plant, Glen Rose, Texas
4. Releases, if any, of radioactive material (small, moderate, significant) on site and off site.
5. On site and off site radiation levels if known (millirems/hour)
6. Protective steps, if any, recommended to county officials.
7. Areas of the 10 mile emergency planning zone affected (avoid use of sector designations)
8. Description of emergency (time emergency began, equipment involved, reactor/turbine trip, injuries, steps being taken to respond to emergency)
9. Government agencies notified of the emergency.
10. Status of other Comanche Peak unit.

(NOTE: This checklist should be used only as a guide as to what information, if available, should be included in news releases during an emergency at CPSES. The checklist may also be used as a guide to the order in which the information should be given. After the initial news release, subsequent releases should begin with new information before referring to previous information about the emergency.)

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SOMERVELL AND HOOD COUNTY MEDIA NOTIFICATION LIST

Somervell County

Glen Rose Reporter

Bill Cowan (Local  
correspondent for  
Cleburne and  
Stephenville news-  
papers.)

Hood County

Hood County News

KPAR Radio



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DALLAS/FORT WORTH AREA MEDIA LIST

NOTE: The media represented on this list are normally contacted by Public Information personnel in the Texas Utilities Electric Company operating divisions.

NOTE: Information in Brackets (telephone numbers) is proprietary information.

FORT WORTH MEDIA CONTACTS

Newspapers

Fort Worth Star-Telegram  
P.O. Box 1870  
Fort Worth, Tx. 76101

Fort Worth News Tribune  
P.O. Box 1116  
Fort Worth, Tx. 76101

Television

KXAS-TV Channel 5  
P.O. Box 1780  
Fort Worth, Tx. 76101

KTVT-Channel 11  
P.O. Box 2495  
Fort Worth, Tx. 76113

Radio

WBAP 820 AM  
1 Broadcast Hill  
Fort Worth, Tx. 76103

KSAX 970 AM  
3601 Kimbo Rd.  
Fort Worth, Tx. 76111

KFJZ 870 AM  
P.O. Box 7321  
Fort Worth, Tx. 76111

KEGL 97.1 FM  
5915 W. Pioneer Parkway  
Arlington, Tx. 76013

KPLX



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DALLAS/FORT WORTH AREA MEDIA LIST

FORT WORTH MEDIA CONTACTS (Cont.)

KSSA 1270 AM  
(Spanish Language)  
5915 W. Pioneer Parkway  
Arlington, Tx. 76013

KESS 93.9 FM  
(Spanish Language)  
P.O. Box 6195  
Fort Worth, Tx. 76115

KXOL 1360 AM  
1705 W. Seventh St.  
Fort Worth, Tx. 76102

DALLAS MEDIA CONTACTS

Newspapers

Dallas Morning News

Dallas Times Herald

Television

KDFW-4

KXTX-39

WFAA-8

Radio

KAAM/KAFM-FM

KLUV-FM

(after hours)  
(straight line)

(hotline)

(hotline)

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DALLAS/FORT WORTH AREA MEDIA LIST

DALLAS MEDIA CONTACTS (Cont.)

KMEZ/KMEZ-FM

KOAX-FM

KERA-FM

KRLD

KKDA-FM

KVIL

KLIF

KRQX, KZEW-FM

TEXAS STATE NETWORK



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GOVERNMENT AND COMPANY EMERGENCY PUBLIC INFORMATION  
TELEPHONE NUMBERS

Company Public Information Contacts

On-Site Telecopiers

Emergency Operations Facility  
 Technical Support Center  
 Administration Building

Owner Company Telecopiers

Texas Utilities Generating Co.  
 Texas Utilities Services Inc.  
 Dallas Power and Light  
 Texas Power and Light  
 Texas Electric Service Co.  
 Texas Municipal Power Agency  
 Brazos Electric Power Cooperative

Government Public Information Contacts

Somervell County

County Judge  
 Emergency Operations Center  
 Telecopier

Hood County

County Judge  
 Emergency Operations Center  
 Telecopier

Texas Division of Emergency Management - Austin

Emergency Information Officer  
 Telecopier

Texas Department of Public Safety - Waco

Public Information Officer  
 Telecopier

Federal Emergency Management Agency - Denton

Public Affairs Officer  
 Telecopier

Nuclear Regulatory Commission - Arlington

Public Affairs Officer  
 Telecopier





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GOVERNMENT AND COMPANY EMERGENCY PUBLIC INFORMATION  
TELEPHONE NUMBERS

Other Public Information Contacts

Atomic Industrial Forum

[REDACTED] office  
[REDACTED] after hours

Electric Power Research Institute

[REDACTED]

[REDACTED]

[REDACTED] office  
[REDACTED] home

Institute of Nuclear Power Operations  
Emergency Response Center

[REDACTED]  
[REDACTED]

Telephone Directory Services

Continental Telephone Company

[REDACTED]

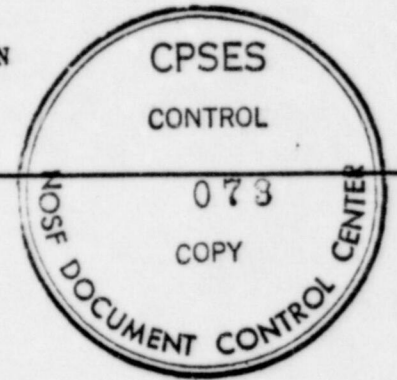
Southwestern Directory Company

[REDACTED]

Southwestern Bell

[REDACTED]

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*EPP-205	3	Activation of the Operations Support Center and Operations Support Center Personnel Duties	August, 1986
*EPP-206	3	Activation of the Emergency Operations Facility (EOF) and EOF Personnel Duties	August, 1986
*EPP-207	4	Activation of the News Center and Personnel Duties	April, 1987
*EPP-208	5	Access Control During Emergency Conditions	September, 1986
*EPP-209	1	Personnel Assembly & Accountability	July, 1986
*EPP-210	5	Evacuation	August, 1986
*EPP-211	1	Release of Toxic Material	Proc. Retired
*EPP-212	1	Release of Information to the Public	Proc. Retired
*EPP-300	2	Manual Calculation of Release Rates	January, 1986
*EPP-301	1	Computer Assessment of Radiological Conditions	August, 1986
*EPP-302	3	Manual Assessment of Radiological Conditions	January, 1986

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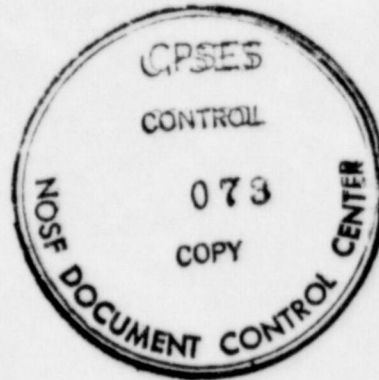
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*EPP-305	4	Exposure Guidelines and Personnel Dosimetry During Emergency Conditions	July, 1986
*EPP-306	5	Use of Thyroid Blocking Agents	February, 1986
*EPP-307	3	Radiological Monitoring of Site Evacuees	August, 1986
*EPP-308	4	Transporting Contaminated Injured Personnel	January, 1986
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*EPP-311	0	ERF Computer Assessment of Plant Conditions	October, 1986



COMANCHE PEAK STEAM ELECTRIC STATION

EMERGENCY PLAN MANUAL



ACTIVATION OF THE NEWS CENTER  
AND PERSONNEL DUTIES

PROCEDURE NO. EPP-207

REVISION NO. 4

**SAFETY-RELATED**

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### 1.0 Purpose

This procedure provides instructions for the activation and operation of the News Center.

### 2.0 Applicability

This procedure is applicable to the Public Information Coordinator, the News Center Manager and the News Center Staff. The Public Information Coordinator, with the concurrence of the Emergency Coordinator may activate the News Center at the Unusual Event or Alert Emergency Classifications. The News Center shall be activated at a Site Area Emergency or General Emergency.

### 3.0 Definitions

3.1 Emergency Classification - A classification system of emergency severity based on operational, radiological, and meteorological conditions at or near the plant site.

3.2 Emergency Action Level (EAL) - Initiating conditions which provide a basis for determining the appropriate Emergency Classification.

3.3 Emergency Coordinator - The designated onsite individual having the responsibility and authority for implementing the Emergency Response Plan and who directs all site efforts to limit the consequences of the emergency and bring it under control.

3.4 Public Information Coordinator - The member of the CPSES Emergency Organization responsible for formulating news releases (intended for the media) regarding emergencies and for ensuring the releases are promptly transmitted to the Corporate Office.

3.5 News Center Manager - The member of the CPSES Emergency Organization responsible for activation and operation of the News Center.

3.6 Spokesman - A representative of TUGCO who releases approved information during an emergency.

3.7 News Center - During an emergency, the News Center is the single point of contact onsite from which information is disseminated to the media. This facility contains equipment and supplies for support of public information and rumor control activities, and will be utilized for news conferences and special announcements. The News Center encompasses the auditorium, the display area, the public viewing room, and the Document Control Center within the

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Nuclear Operations Support Facility (NOSF). The News Center auditorium is capable of accommodating 75 media personnel.

3.8 Alternate News Center - A facility located in the Cleburne Senior Citizens Center (301 W. Henderson Street, Cleburne, Texas). It includes work space for the media as well as space for news conferences. The Alternate News Center shall be activated if emergency conditions prevent activation or warrant evacuation of the News Center.

3.9 Alternate News Center Annex - A facility located in the Cleburne City Hall (302 W. Henderson Street, Cleburne, Texas) which provides space for the Spokesman and his staff when the Alternate News Center is activated.

3.10 Rumor Control - Personnel assigned to answer questions from the public over the telephone.

4.0 Instructions

4.1 Precautions

4.1.1 Personnel assigned specific duties and responsibilities according to this procedure are listed in the Notification Roster associated with EPP-203, "Emergency Notification." These individuals make up the nucleus of the CPSES emergency response.

4.1.2 Rumor Control personnel should consult with the News Center Manager or Public Information Coordinator concerning incoming calls which they cannot answer.

4.1.3 Phone numbers of Emergency Organization personnel and Emergency Facilities are prioritized information and shall not be given out to any member of the media or the general public.

4.2 News Center Personnel

4.2.1 News Center Manager

4.2.1.1 Individuals designated to initially assume this position are those individuals listed in the appropriate section(s) of the most current revision of the Notification Roster.

4.2.1.2 Responsibilities:

4.2.1.2.1 Contact the Security Supervisor or



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Security Shift Supervisor and verify that a Security officer has been dispatched to the NOSF.

- 4.2.1.2.2 Direct and coordinate the activation of the News Center. Complete the News Center Activation Checklist (EPP-207-1).
- 4.2.1.2.3 Ensure the News Center is arranged per "News Center Layout."
- 4.2.1.2.4 Ensure telephones and communications equipment are placed per "News Center Layout."
- 4.2.1.2.5 Notify the Public Information Coordinator of News Center activation.
- 4.2.1.2.6 Coordinate the issuance of public information releases with the Spokesman.
- 4.2.1.2.7 Arrange and coordinate news conferences.
- 4.2.1.2.8 Supervise and direct personnel assigned to the News Center.
- 4.2.1.2.9 Ensure media representatives receive a copy of "Instructions to the News Media" (Attachment 4), a press kit, sign in and receive a press pass.
- 4.2.1.2.10 Assign News Center Aides to work station at the NOSF front desk.
- 4.2.1.2.11 Assign Rumor Control Aides to the Rumor Control Center.
- 4.2.1.2.12 Provide Rumor Control with copies of the latest releases as well as approved information from local and state officials.
- 4.2.1.2.13 Direct the activation of the Alternate News Center, if required.

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- 4.2.1.2.14 Direct the News Center Aides to transport required supplies to the Alternate News Center.
- 4.2.1.2.15 Direct the deactivation of the News Center(s).
- 4.2.1.2.16 Obtain through the Logistical Support Coordinator or other source, any additional personnel or equipment needed for the News Center or Alternate News Center.
- 4.2.1.2.17 Conduct and maintain accountability of News Center personnel in accordance with EPP-209, "Personnel Assembly and Accountability."

4.2.2 Spokesman

- 4.2.2.1 Individuals designated to initially assume this position are those individuals listed in the appropriate section(s) of the most current revision of the Notification Roster.
- 4.2.2.2 The Spokesman is the official source of information at the News Center for the media during an emergency.

4.3 News Center Support Personnel

- 4.3.1 News Release Writer - The News Release Writer prepares releases using information supplied by the Public Information Coordinator or other sources of information with the concurrence of the Public Information Coordinator. The News Release Writer also assists the Public Information Coordinator in other tasks as requested.
- 4.3.2 News Center Assistant - The News Center Assistant is a liaison between the media and the News Center Manager. The News Center Assistant also assists the News Center Manager in other tasks as requested.
- 4.3.3 Plant Systems Technical Assistant - The Plant Systems Technical Assistant assists the Spokesman with details of the emergency. With the Spokesman's approval, he may also be available during and after the news conference to assist the media in understanding plant systems.

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- 4.3.4 Radiation Protection Technical Assistant - The Radiation Protection Technical Assistant assists the Spokesman with details of the emergency. With the Spokesman's approval he may also be available during and after the news conference to assist the media in understanding radiation protection.
- 4.3.5 News Center Aides - The News Center Aides (usually two are needed) issue and retrieve press passes, maintain the Media Registration Log (EPP-207-2), take and post messages for the media, assist with the activation and operation of the News Center and take care of media needs for such things as extra news release copies, writing materials and refreshments.
- 4.3.6 Audio-Visual Aide - The Audio Visual Aide records, normally via tape recorder, news conferences and assists with the activation of the News Center.
- 4.3.7 Word Processing Aide - The Word Processing Aide handles typing and copying needs as directed by the Public Information Coordinator and News Release Writer. The Word Processing Aide also telecopies information as directed by the Public Information Coordinator.
- 4.3.8 Rumor Control Aides - The Rumor Control Aides (usually two are needed) answer questions from the public over the rumor control lines and monitor public broadcast stations.

4.4 Subsequent Actions

- 4.4.1 Following activation of the News Center, the News Center Manager coordinates the operation of the News Center and the release of information to the media with the Public Information Coordinator in accordance with EPP-115, "Release of Emergency-Related Information to the Public."
- 4.4.2 Operation of the News Center is to continue until such time the Public Information Coordinator has determined media interest in the event has diminished and operation of the facility is no longer required; however, deactivation of the News Center requires the approval of the Emergency Coordinator.
- 4.4.3 Following deactivation, the News Center Manager ensures the News Center is restored to its pre-emergency status.



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4.5 Activation of the Alternate News Center and Alternate News Center Annex

- 4.5.1 The Public Information Coordinator or his designee contacts the Cleburne City Manager or his designee and informs him of the need for those facilities.
- 4.5.2 The Public Information Coordinator or his designee notifies Southwestern Bell Telephone Company regarding telephone service to the alternate News Center and alternate News Center Annex.
- 4.5.3 When ordered by the Emergency Coordinator to evacuate the News Center and activate the Alternate News Center and Alternate News Center Annex, the News Center Manager notifies the media of the evacuation order and informs them of the safest route from the News Center to the Alternate News Center.
  - 4.5.3.1 The Public Information Coordinator, News Release Writer, Word Processing Aide and the Rumor Control Aides shall operate from their stations in the EOF.
- 4.5.4 The News Center Aide stationed at the NOSF front desk shall log out media members and retrieve the identification badges issued by CPSES.
- 4.5.5 The News Center Aides are responsible for transporting required telephones, telecopier, forms, equipment and other supplies needed for operation of the Alternate News Center.
- 4.5.6 The Spokesman, News Center Manager and remaining News Center staff shall establish operations at the Alternate News Center Annex.
- 4.5.7 Activation of the Alternate News Center should be followed as soon as possible with a news conference.

4.6 Documentation

Records generated in an actual emergency, including audio and video recordings, shall be handled in accordance with STA-302, "Station Records."

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5.0 References

5.1 CPSES Emergency Plan

5.2 EPP-115, "Release of Emergency-Related Information to the Public"

5.3 EPP-203, "Emergency Notification" and associated Notification Roster

5.4 STA-302, "Station Records"

6.0 Attachments

6.1 Attachment 1, "News Center Activation Checklist," EPP-207-1

6.2 Attachment 2, "News Media Registration Log," EPP-207-2

6.3 Attachment 3, "News Media Identification Badge"

6.4 Attachment 4, "Instructions to the News Media," EPP-207-3

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ATTACHMENT 1  
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NEWS CENTER ACTIVATION CHECKLIST

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AUDITORIUM													
<p>1. The Audio-Visual Aide is responsible for activating the Auditorium. The News Center Manager may help the Audio-Visual Aide in setting up this area. Refer to "News Center Layout" for area locations.</p> <p>2. Activation</p> <p>_____ Remove table from storage area to the right of the stage. Set up on left of stage. Get chairs from Document Control Center to use with stage table.</p> <p>_____ Remove easel with plant system and emergency planning zone drawings from storage area left of auditorium stage. Place on center of stage.</p> <p>_____ Ensure doors connecting auditorium to Document Control Center are locked. Lock uses APA key.</p> <p>_____ Remove lavalier microphone and extension from projection booth. Plug into outlet in center of stage floor. Place microphone on podium.</p> <p>_____ Remove microphone and stand from projection booth. Plug into outlet on left of stage floor. Set microphone on stage table.</p> <p>_____ In projection booth turn on:</p> <table border="0"> <tr> <td>_____ Booth Controlpanels</td> <td>_____ Teac 1 Mixer</td> </tr> <tr> <td>_____ Shure Microphone Mixer</td> <td>_____ Tascam 133 Cassette Recorder</td> </tr> <tr> <td>_____ Marantz Amplifier</td> <td>_____ Bogen CAM</td> </tr> <tr> <td>_____ Bogen C10</td> <td>_____ Bogen CRS35B</td> </tr> </table> <p>_____ Lower projection screen. Move overhead projector from projection booth to floor area in front of stage center.</p> <p>_____ Plug media feed box in outlet below projection booth window and plug backup cassette recorder into media feed box.</p> <p>_____ Check operation of:</p> <table border="0"> <tr> <td>_____ Microphones</td> <td>_____ Overhead projector</td> </tr> <tr> <td>_____ Backup cassette recorder</td> <td>_____ Projection booth recording equipment</td> </tr> </table> <p>_____ Unbolt row of seats located below projection booth window. Place in storage area left of the auditorium stage.</p> <p>_____ Remove risers from storage area left of the auditorium stage. Place one in front of projection booth window. Place other in open area to the left of projection booth.</p>		_____ Booth Controlpanels	_____ Teac 1 Mixer	_____ Shure Microphone Mixer	_____ Tascam 133 Cassette Recorder	_____ Marantz Amplifier	_____ Bogen CAM	_____ Bogen C10	_____ Bogen CRS35B	_____ Microphones	_____ Overhead projector	_____ Backup cassette recorder	_____ Projection booth recording equipment
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NEWS CENTER ACTIVATION CHECKLIST

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Comanche Peak Steam Electric Station**

NEWS CENTER ACTIVATION CHECKLIST

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LOBBY DISPLAY AND PUBLIC VIEWING AREAS

1. Those responsible for activating this area are the News Center Manager and the News Center Aides. Refer to "News Center Layout" for area locations.

2. Activation

- \_\_\_\_\_ Lock doors leading to the office areas and from the auditorium to the Document Control Center. Lock uses key.
- \_\_\_\_\_ Temporarily unplug and store front desk phone until desk is manned.
- \_\_\_\_\_ Remove tables and chairs from storage areas located on either side of the auditorium stage.
- \_\_\_\_\_ Set up table and chairs as shown on "News Center Layout."
- \_\_\_\_\_ Remove phones from left side storage area of free-standing display. Plug phones into phone jacks near designated table locations.
- \_\_\_\_\_ Be sure phones are plugged in all the way and have a dial tone.
- \_\_\_\_\_ Tape signs explaining phone use onto the walls. Signs are stored in the right side storage area of the free-standing display.
- \_\_\_\_\_ Remove bulletin board from storage area to the left of the auditorium stage and place next to the right side entrance to the auditorium.
- \_\_\_\_\_ Get press passes from left-side storage area of free-standing display.
- \_\_\_\_\_ Get media log from left-side storage area of free-standing display.
- \_\_\_\_\_ Remove cassette players and headphones from left-side storage area of free standing display. Place on table to left of lobby entrance and plug into nearby electrical outlet.

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NEWS CENTER ACTIVATION CHECKLIST

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NEWS CENTER ACTIVATION CHECKLIST

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DOCUMENT CONTROL CENTER AND RUMOR CONTROL AREA

1. The technical assistants and the Rumor Control Aides are responsible for activating the Document Control Center and Rumor Control Area respectively. Refer to "News Center Layout" for area locations.
2. Activation of the Document Control Center
  - \_\_\_\_\_ Remove two phones marked "Spokesman" from shelf in rumor control area.
  - \_\_\_\_\_ Plug phones into outlets 4711 and 4712 located to right of east exit from Document Control Center. Be sure phones are plugged in all the way and have a dial tone.
3. Activation of the Rumor Control Area
  - \_\_\_\_\_ Remove two phones marked "rumor control" from shelf and plug into outlets 4701 and 4702. Be sure phones are plugged in all the way and have a dial tone.
  - \_\_\_\_\_ Dial #1 and hang up to remove call forwarding.
  - \_\_\_\_\_ Remove radio from shelf, plug in and tune to WRAP, 820 AM.
  - \_\_\_\_\_ Notebooks for recording calls are also on shelf.

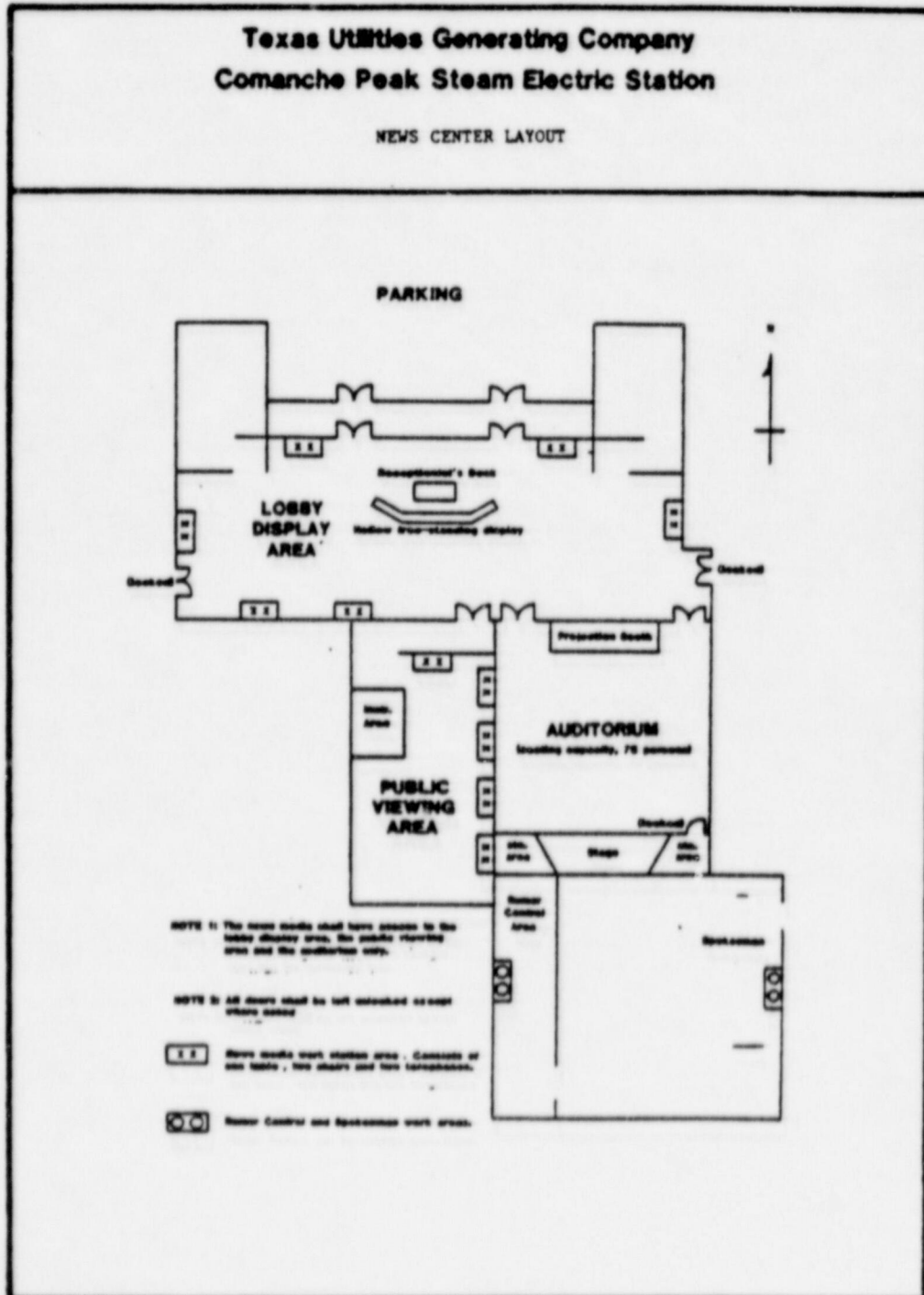
\_\_\_\_\_  
News Center Manager

\_\_\_\_\_  
Date/Time

NOTE: Ensure all three pages of this checklist are complete.

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NEWS CENTER LAYOUT



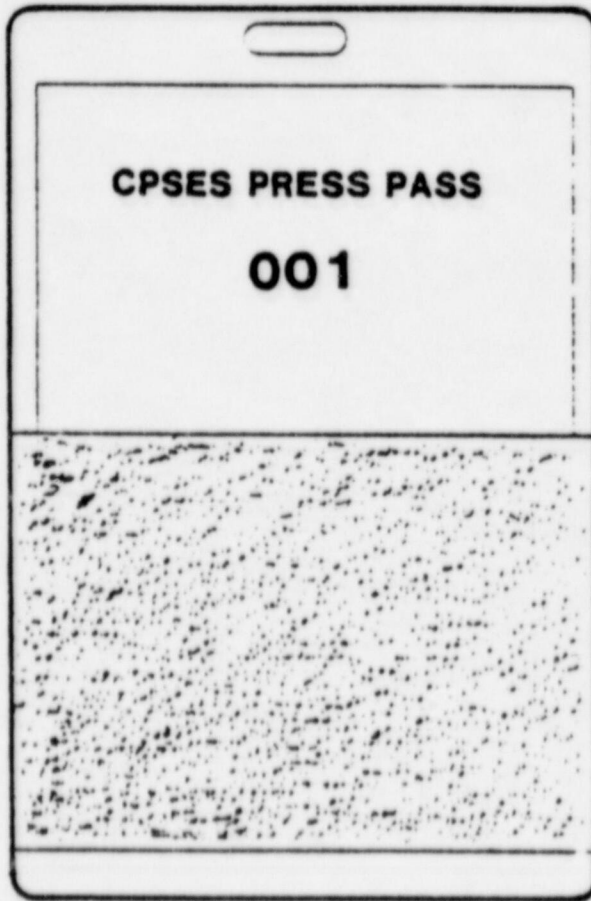




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NEWS MEDIA IDENTIFICATION BADGE  
(FACSIMILE)



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INSTRUCTIONS TO THE NEWS MEDIA

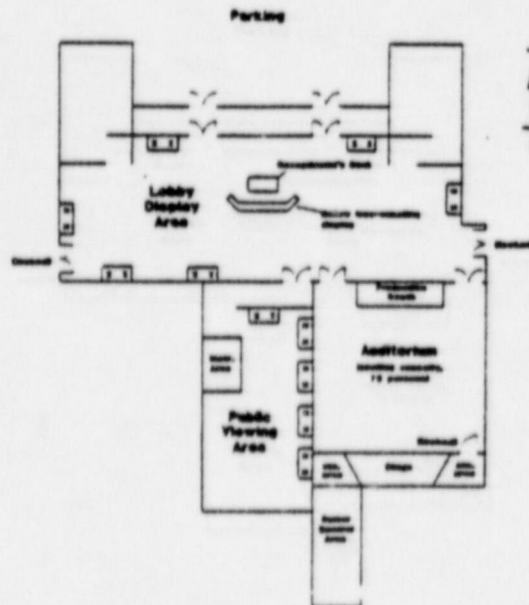
**Texas Utilities Generating Company  
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INSTRUCTIONS TO THE NEWS MEDIA

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1. The Company Spokesman is the primary source of plant site-related information during an emergency at Comanche Peak. Please do not attempt to solicit information from other sources.
2. The telephones located in the lobby display area and public viewing area are for everyone's use. Please do not use a telephone any longer than is necessary.
3. Messages for members of the news media will be posted to the right of the front desk.
4. Please display your CPSES press pass at all times. Return the CPSES press pass to the front desk if you leave the News Center or building parking area.
5. Any unauthorized or unescorted member of the news media found outside the News Center or building parking area will be escorted from the plant site.

News Center



NOTE 1: The areas shown with lines around the lobby display area, the public viewing area and the auditorium are...

NOTE 2: All areas must be kept clear...