



**Carolina Power & Light Company**

Robinson Nuclear Plant  
3581 West Entrance Road  
Hartsville SC 29550

Serial: RNP-RA/99-0209

OCT 25 1999

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

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2  
DOCKET NO. 50-261/LICENSE NO. DPR-23

TRANSMITTAL OF EMERGENCY PROCEDURE REVISION


Sir or Madam:

In accordance with 10 CFR 50, Appendix E, and 10 CFR 50.4(b)(5), Carolina Power & Light (CP&L) Company is transmitting the attached Revision 6 to the H. B. Robinson Steam Electric Plant (HBRSEP), Unit No. 2, Emergency Procedure EPJIC - 05, "Administrative and Badging Staff." The effective date for the attached procedure change is October 2, 1999.

A description of the procedure change is provided on the "Summary of Changes" page for the procedure. Please replace the superseded procedure with the attached Revision.

If you have any questions concerning this matter, please contact Mr. H. K. Chernoff.

Sincerely,

  
R. L. Warden FOR R.L. WARDEN  
Manager - Regulatory Affairs

JSK/jsk

Attachment: Revised Emergency Procedure

- c: L. A. Reyes, NRC, Region II (w/2 copies procedure)
- R. Subbaratnam, NRC, NRR (w/o procedure)
- NRC Resident Inspector, HBRSEP (w/1 copy procedure)

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CAROLINA POWER & LIGHT COMPANY  
H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2

PLANT OPERATING MANUAL

VOLUME 2  
PART 5

EMERGENCY PROCEDURE

**EPJIC-05**

***ADMINISTRATIVE AND BADGING STAFF***

REVISION 6

## SUMMARY OF CHANGES

STEP #	REVISION COMMENTS
TOC	Renamed attachments and corrected page numbers
Admin Assist Quick Start Guide Step 3	Revised step to walk down of phones and faxes, deleted set up statement due to permanent facility arrangement.
Media Badging Analyst start guide step 3	Deleted step 3 for set up of facility due to permanent facility arrangement.
8.5.2.1a	Deleted set up reference for facility due to permanent facility arrangement.
8.5.2.1c	Deleted step for set up of facility due to permanent facility arrangement.
8.5.2.2d	Deleted requirement to lock doors, 1) against OSHA rules, 2) No longer required in new facility.
8.5.3.1a	Changed set up facility to verify set up due to permanent facility arrangement.
8.5.3.2a	Changed set up facility to verify set up due to permanent facility arrangement.
8.5.5	Renamed attachments due to new facility / layout.
Attach 8.5.5.1	Replaced with new floor plan and revised phone list due to the new facility, deleted page 3, combined the lists.
Attach 8.5.5.2	Replaced with new floor plan and revised phone list due to the new facility.
Attach 8.5.5.3	Replaced with new floor plan and revised phone list due to the new facility.

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## ADMINISTRATIVE ASSISTANT QUICK START GUIDE

**NOTE:** Blanks are provided for place keeping ✓'s only, logs are the official record. This is a summary level guide and does not replace the procedure steps.

1. Sign in on the Joint Information Center (JIC) sign-in log. \_\_\_\_\_
2. If dialogic was utilized for call out, notify Dialogic (857-1777) of your arrival at the facility. \_\_\_\_\_
3. Perform a walk down of the telephones and fax machines for operation. Ensure sign-in sheet are prepared. \_\_\_\_\_
4. Report equipment deficiencies to the Administrative & Logistics Manager (ALM) in the Emergency Operations Facility (EOF). \_\_\_\_\_
5. Distribute faxes or other documents as required. \_\_\_\_\_
6. Report staffing deficiencies to the Company Spokesperson. \_\_\_\_\_
7. Synchronize clocks with Emergency Response Facility Information System (ERFIS) time obtained from the Technical Spokesperson. \_\_\_\_\_
8. Notify the Company Spokesperson as to readiness to activate. \_\_\_\_\_
9. Refer to procedure steps. \_\_\_\_\_

## MEDIA BADGING ANALYST QUICK START GUIDE

**NOTE:** Blanks are provided for place keeping ✓'s only, logs are the official record. This is a summary level guide and does not replace the procedure steps.

1. Sign in on the Joint Information Center (JIC) sign-in log. \_\_\_\_\_
2. If dialogic was utilized for call out, upon your arrival at the JIC, notify dialogic (857-1777) of your arrival at the facility. \_\_\_\_\_
3. Ensure personnel sign-in and obtain a badge. \_\_\_\_\_
  - a. JIC personnel receive Emergency Response Organization (ERO) badges, and
  - b. News media receive numbered badges.
  - c. Limit access to CP&L, government, and industry personnel with a direct need to know.
    - This includes FEMA, NRC, and State/County Public Information Officials.
4. Update Media Briefing Area Status Boards (Emergency Classification and Press Conference/Press Release). \_\_\_\_\_
  - a. The Administrative Assistant will provide this information.
    - Information shall not be posted during press conferences.
5. Refer to procedure steps. \_\_\_\_\_

## 8.5 ADMINISTRATIVE AND BADGING STAFF

### 8.5.1 PURPOSE

1. This procedure describes the functional responsibilities and procedure steps for the Administrative Assistant and Media Badging Analyst.

### 8.5.2 RESPONSIBILITIES

1. Administrative Assistant
  - a. Maintain the Joint Information Center (JIC) facility operable throughout the emergency. Including equipment, personnel, food, administrative services and security.
  - b. Oversee issuance of press releases.
  - c. Maintain administrative services for the JIC staff.
  - d. Issue press releases and other documents.
  - e. Coordinate administrative activities with offsite personnel.
2. Media Badging Analyst
  - a. Maintain Media Badging Area throughout the emergency.
  - b. Provide badges and prepared information to the news media.
  - c. Ensuring JIC staff are badged and signed-in.
  - d. Set up Media and CP&L badging areas.

### 8.5.3 INSTRUCTIONS

1. Administrative Assistant
  - a. Verify facility setup.
    - See Attachments 8.5.5.1, 8.5.5.2, and 8.5.5.3.
  - b. Distribute press releases and Emergency Notification Forms issued.
    - Utilize Attachment 8.5.5.4, Press Release Distribution Log.
    - The Company Spokesperson shall provide information regarding when and which list to distribute for news media and Industry personnel distributions.
  - c. Direct security to limit access to the JIC Command Room and Public Information Specialist/NRC/FEMA Work Area to the following.
    - CP&L
    - State/county and local emergency personnel
    - NRC
    - FEMA
    - Industry personnel
  - d. Picture identification must be presented until an Emergency Response Organization (ERO) position name badge is obtained.
  - e. Inform the Media Badging Analyst of emergency classification changes and press conference times.



### 8.5.3.1 (Continued)

- f. Set up a conference call between the JIC Command Room, the Corporate Communications Department and the Media Briefing Area speaker's table.
    - See RNP ERO Telephone Directory for telephone numbers.
  - g. Coordinate with the Administrative & Logistics Manager in the EOF for personnel shift turnover and food.
  - h. Issue press releases, Emergency Alert System (EAS) messages, and other document.
  - i. Utilize Attachment 8.5.5.4, Press Release Distribution Log, to issue information.
    - Special distribution instructions are provided on page two.
  - j. Post copies of press releases at a prominent location in the JIC Command Room, and media briefing area.
  - k. Prior to each press conference, utilizing the cassette recorder located on the speaker's table on the stage, record each press conference.
  - l. Monitor press conferences, answer any telephone calls quickly.
    - Do not take messages. Callers will have to call back.
2. Media Badging Analyst
- a. Set up badging area.
  - b. Provide information to the news media if requested.
    - Include safety information brochures, school safety information, video clips (if available), print packages (if available), media handbooks, and press releases.
  - c. Monitor TVs and radios for rumors, inaccurate information or negative trends.
    - Report to the Company Spokesperson if identified.

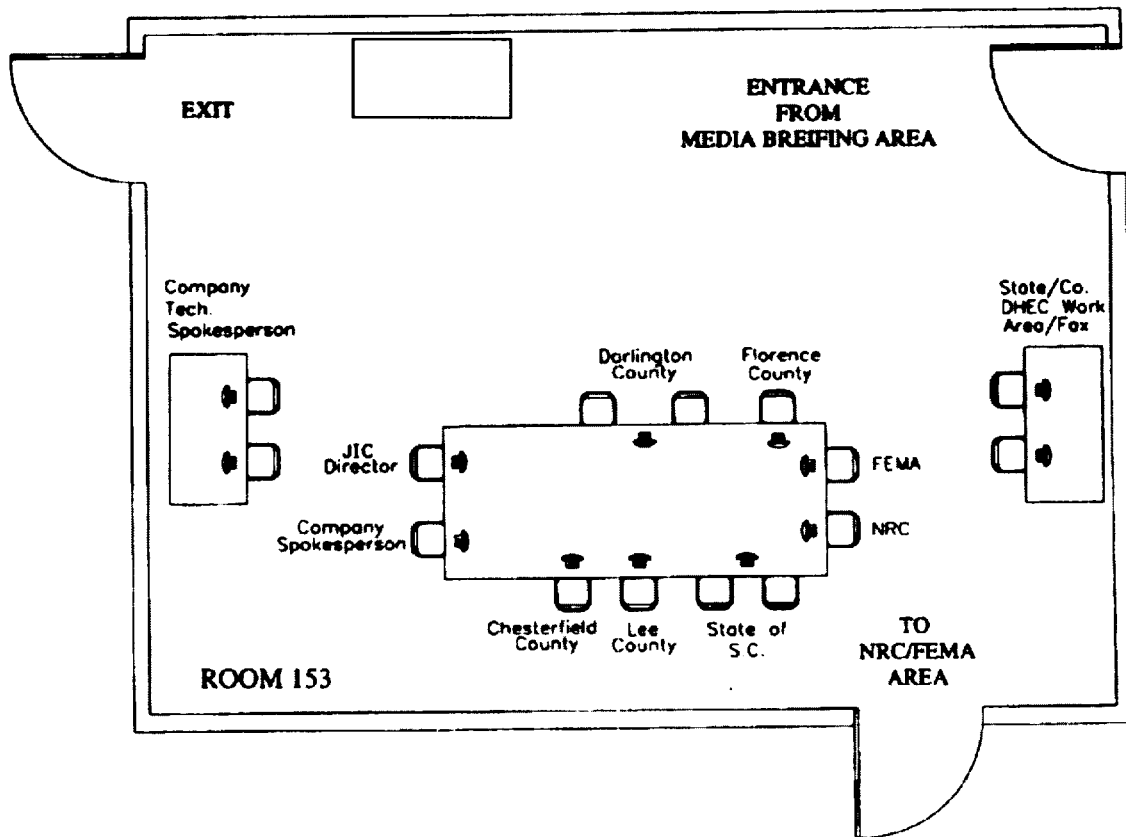
#### 8.5.4 RECORDS

N/A

#### 8.5.5 ATTACHMENTS

- 8.5.5.1 Joint Information Center (JIC) Command Room Recommended Floor Plan
- 8.5.5.2 Joint Information Center (JIC) Public Information Specialist/Rumor Control Recommended Floor Plan
- 8.5.5.3 Joint Information Center (JIC) Nuclear Regulatory Commission (NRC)/Federal Emergency Management Agency (FEMA) Work Area Recommended Floor Plan
- 8.5.5.4 Press Release Distribution Log
- 8.5.5.5 Joint Information Center (JIC) Sign-In Log

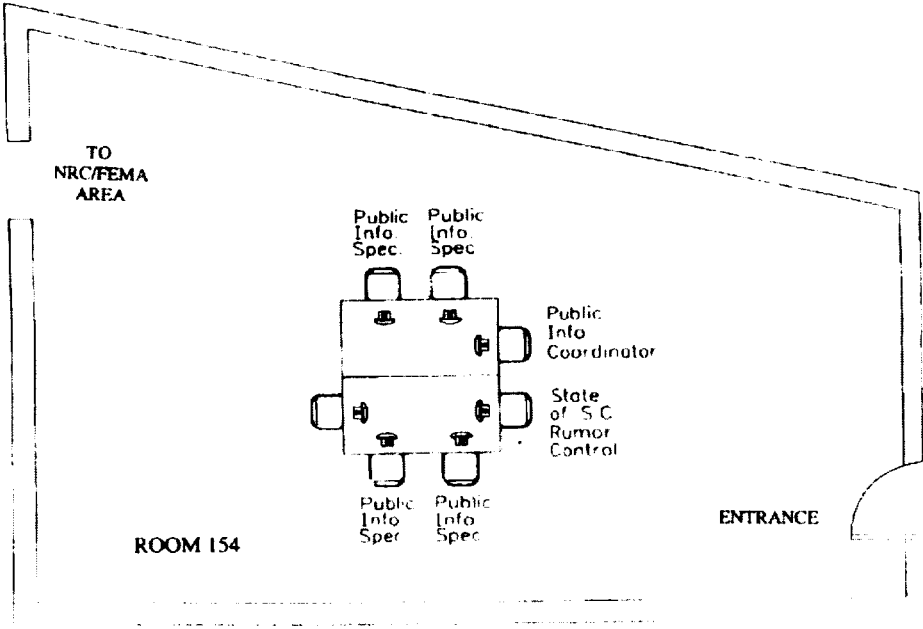
ATTACHMENT 8.5.5.1  
Page 1 of 2  
**JOINT INFORMATION CENTER (JIC)  
COMMAND ROOM RECOMMENDED FLOOR PLAN**



ATTACHMENT 8.5.5.1  
Page 2 of 2  
**JOINT INFORMATION CENTER (JIC)  
COMMAND ROOM PHONE LAYOUT**

<b>Position</b>	<b>Phone Number (CaroNet Prefix)/Bell Prefix</b>
<b>JIC Director</b>	(440)/679-2500
<b>Company Spokesperson</b>	(440)/679-2503
<b>Chesterfield Co. Public Info</b>	(440)/679-2513
<b>Darlington Co. Public Info</b>	(440)/679-2514
<b>Florence Co</b>	(440)/679-2518
<b>Lee Co. Public Info</b>	(440)/679-2512
<b>Company Technical Spokesperson</b>	(440)/679-2506
<b>FEMA Lead Public Info</b>	(440)/679-2525
<b>NRC Lead Public Info</b>	(440)/679-2521
<b>State Lead Public Info</b>	(440)/679-2511
<b>State Lead Public Info</b>	(440)/679-2510
<b>DHEC Representative</b>	(440)/679-2516
<b>State Computer</b>	(440)/679-2535
<b>Computer (Modem)</b>	(440)/679-2119
<b>CP&amp;L Fax</b>	(440)/679-2544
<b>State/County Work Area</b>	(440)/679-2515
<b>DHEC Fax</b>	(440)/679-2517
<b>State/County Computer</b>	(440)/679-2540
<b>JIC Director Computer</b>	(440)/679-2528
<b>State Fax</b>	(440)/679-2537

ATTACHMENT 8.5.5.2  
Page 1 of 2  
**JOINT INFORMATION CENTER (JIC)  
PUBLIC INFORMATION SPECIALIST/RUMOR CONTROL  
RECOMMENDED FLOOR PLAN**



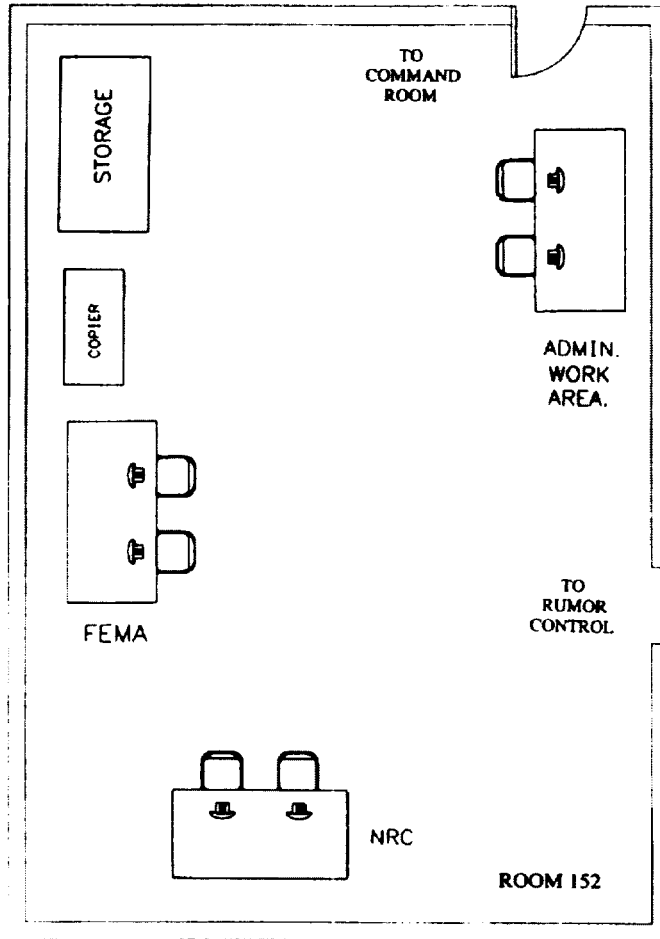
ATTACHMENT 8.5.5.2  
Page 2 of 2  
**JIC PUBLIC INFORMATION/RUMOR CONTROL  
PHONE LAYOUT**

<b>Position</b>	<b>Phone Number (CaroNet Prefix)/Bell Prefix</b>
<b>State Rumor Control</b>	(440)/679-2561
<b>CP&amp;L Rumor Control</b>	(440)/679-2562
<b>CP&amp;L Rumor Control</b>	(440)/679-2563
<b>CP&amp;L Rumor Control</b>	(440)/679-2564
<b>CP&amp;L Rumor Control</b>	(440)/679-2565

Notes:

- 1) 679-2562 routes calls to available rumor control numbers.
- 2) Rumor Control Staff must "log in" at their phone by pressing the [ACD Group] (bottom right corner of phone) twice.
- 3) When leaving phone for an extended period, "log out" by pressing the [Make Busy] key.

**JOINT INFORMATION CENTER (JIC)  
NUCLEAR REGULATORY COMMISSION(NRC)/  
FEDERAL EMERGENCY MANAGEMENT AGENCY(FEMA)  
RECOMMENDED FLOOR PLAN**



**JOINT INFORMATION CENTER (JIC)  
NUCLEAR REGULATORY COMMISSION(NRC)/  
FEDERAL EMERGENCY MANAGEMENT AGENCY(FEMA)  
PHONE LAYOUT**

<b>Position</b>	<b>Phone Number (CaroNet Prefix/Bell Prefix)</b>
<b>NRC Work Area</b>	(440)/679-2522
<b>NRC Work Area</b>	(440)/679-2523
<b>NRC Computer</b>	(440)/679-2550
<b>FEMA Work Area</b>	(440)/679-2526
<b>FEMA Work Area</b>	(440)/679-2527
<b>FEMA Computer</b>	(440)/679-2551
<b>Admin. Assistant</b>	(440)/679-2509
<b>CP&amp;L - Clerical</b>	(440)/679-2532



**PRESS RELEASE DISTRIBUTION LOG**

DATE \_\_\_\_\_

**DIVIDE THE FOLLOWING LIST AMONG ADMINISTRATIVE ASSTS. SUCH THAT HAND CARRYING AND FAXING OCCUR SIMULTANEOUSLY. PLACE INITIALS AND TIME OF DISTRIBUTION IN THE BLOCK.**

REQUIRED DISTRIBUTION					
FAX TO:	CP&L NEWS RELEASE	STATE NEWS RELEASE	OTHER NEWS RELEASE <sup>10</sup>	EAS MESSAGE	EMERGENCY NOTIFICATION
NRC Region					N/A
NRC Washington		N/A	N/A	N/A	N/A
TSC <sup>1</sup>		N/A	N/A	N/A	N/A
EOF <sup>2</sup>					N/A
CCD <sup>3</sup>		N/A	N/A	N/A	N/A
HAND CARRY TO:					
CP&L JIC Staff <sup>4,5</sup>					
State Admin. Staff <sup>6</sup>		N/A	N/A	N/A	N/A
County		N/A	N/A	N/A	N/A
NRC <sup>7</sup>					N/A
FEMA		N/A	N/A	N/A	N/A
Media <sup>8</sup>		N/A	N/A	N/A	N/A
Industry <sup>9</sup>		N/A	N/A	N/A	N/A
Verify distribution by CCD		N/A	N/A	N/A	N/A

**\*SEE PAGE 2 OF THIS ATTACHMENT FOR EXPLANATION OF NOTES**

**PRESS RELEASE DISTRIBUTION LOG**

- 1 - Fax to NRC Emergency Communicator in TSC as a prompt to make regulatory notifications.
- 2 - Fax to the EOF if the transmission via computer is not available. Before sending state and counties press releases to the EOF, ensure that the state and counties are not already sending them.
- 3 - Fax to Corporate Communications Department (CCD) if the transmission via computer is not available.
- 4 - CP&L Joint Information Center (JIC) staff includes all CP&L emergency responders in the JIC command room, Public Information Specialists, NRC & FEMA work area and the JIC Media Briefing Area.
- 5 - Provide Emergency Notification Forms to the Company Spokesperson, Company Technical Spokesperson, and the JIC Director.
- 6 - If the State of South Carolina administrative staff are available in the JIC, coordinate with them to be sure that duplication of distribution does not occur.
- 7 - Once the NRC arrives at the JIC, distribution to the NRC region via fax can be eliminated by CP&L. NRC JIC personnel will fax information to the NRC Region. Ask NRC JIC personnel if faxing to the NRC Headquarters can be discontinued as well.
- 8 - As directed by the Administrative Assistant distribute press releases to the news media. Request assistance of CCD for this distribution if needed.
- 9 - As directed by the Administrative Assistant, distribute press releases to Industry personnel.
- 10 - Distribute county News Releases to locations as requested by each county.

