

TRANSMITTAL/ACKNOWLEDGEMENT MEMORANDUM

NOTIFICATION NO: 128

DATE: October 22, 2001

TO: NRC-NRR/Document Control Desk, Washington DC

SUBJECT: Emergency Plan Implementing Procedures (--- Series) Manual No: 91 *

Revisions to your controlled copy of the manual, as checked above, are attached. As indicated below, please remove and discard the superseded material and insert the revised material, or perform the changes as directed herein.

MANUAL CONTENTS	REMOVE		INSERT	
	REV	DATE	REV	DATE
Appendix 1 – EPIP Forms Index	20	8/24/01	21	10/22/01
CR-01 15804	1		2	
CR-04 15883	N/A		0	
EOF-02 15644	2		3	
EOF-14 15600	0		1	
JPIC-01 14923	3		4	
JPIC-04 14925	3		4	
JPIC-06 14926	4		5	
JPIC-07 14932	3		4	
JPIC-08 14931	3		4	
JPIC-09 14933	3		4	
JPIC-15 14929	3		4	
JPIC-16 14924	2		3	
JPIC-17 14927	2		3	
JPIC-19 14934	1		2	
JPIC-20 14935	0		DELETED	

Verify the procedures listed in this distribution, or associated attachments or checklists, are not currently being performed. If any of these items are currently being performed, the verification signature below acknowledges that a controlled transition from the old revision to the new revision shall be made in accordance with Section 3.4 of ACP 101.01, "Procedure Use and Adherence."

_____ (Verification) _____ (Date)

(Can be N/A'd if revisions are being inserted into a reference manual)

Please acknowledge that the above action has been taken by signing below and returning this memorandum to:

Duane Arnold Energy Center
Procedure Department
3277 DAEC Road
Palo, IA 52324

I have inserted the above revisions in the Manual.

Signed Date

A045

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Appendix 1 Rev. 21 Page 1 of 6
EPIP Forms	

EFFECTIVE DATE 22 October 2001

Form Number	Title	Revision Number	Referencing Procedure
CR-01	OSM/OSS Checklist	Rev. 2	EPIP 2.5
CR-02	Back Panel Communicator Checklist	Rev. 0	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
CR-04	Control Room to TSC Command and Control Transfer Checklist	Rev. 0	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 1	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 1	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 1	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 1	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 03	Technical Recorder Checklist	Rev. 2	EPIP 1.5
EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 2	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 3	EPIP 1.5
EOF - 08	Rad & EOF Manager Checklist	Rev. 5	EPIP 1.5, 3.3
EOF - 09	EOF STA/OPS Liaison Checklist	Rev. 0	EPIP 1.5
EOF - 10	EOF-TSC Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 11	Support Services Coordinator Checklist	Rev. 1	EPIP 1.5
EOF - 12	Field Team Director Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 13	Radiological Data Communicator Checklist	Rev. 0	EPIP 1.5, 3.3

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EOF - 14	EOF MIDAS Operator Checklist	Rev. 1	EPIP 1.5, 3.3
EOF - 15	Radiological Data Plotter Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 16	Radiological Assessment Coordinator Checklist	Rev. 1	EPIP 1.5, 3.3
EOF - 17	EOF Security Access Clerk Checklist	Rev. 1	EPIP 1.5
EOF - 18	EOF Staffing Accountability Roster	Rev. 2	EPIP 1.5
EOF - 19	Drill Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 20	Emergency Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 21	Personnel Access Log	Rev. 1	EPIP 1.4, 1.5
EOF - 22	Registration Form	Rev. 0	EPIP 1.4, 1.5
EOF - 23	Security Post Log	Rev. 1	EPIP 1.4, 1.5
EOF - 24	First Floor Security Post Description	Rev. 1	EPIP 1.4, 1.5
EOF - 25	Fourteenth Floor Security Post Description	Rev. 1	EPIP 1.5
EOF - 26	deleted		
EOF - 27	Status Update Message - EOF Communicator	Rev. 0	EPIP 1.5
EOF - 28	Verbal Closeout Summary	Rev. 0	EPIP 1.5
EOF - 29	Written Closeout Summary	Rev. 0	EPIP 1.5
EOF - 30	Status Board	Rev. 0	EPIP 1.5
EOF - 31	Access B adge Example	Rev. 0	EPIP 1.5
EOF - 32	EOF Staff Response	Rev. 2	EPIP 1.5
EOF - 33	Recovery Issues	Rev. 0	EPIP 5.2
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EOF - 36	RE-Entry Briefing Guide	Rev. 0	EPIP 5.2
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JPIC - 01	JPIC Manager Checklist	Rev. 4	EPIP 1.4

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JPIC - 03	Alliant Spokesperson Checklist	Rev. 3	EPIP 1.4
JPIC - 04	Technical Liaison Checklist	Rev. 4	EPIP 1.4
JPIC - 05	Sequence of Events	Rev. 0	EPIP 1.4
JPIC - 06	Public Information Officer Support Checklist	Rev. 5	EPIP 1.4
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JPIC - 11	Rumor Control Coordinator I Checklist	Rev. 3	EPIP 1.4
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JPIC - 14	Public Rumor Control Checklist	Rev. 2	EPIP 1.4
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JPIC - 17	JPIC Security Access Control Checklist	Rev. 3	EPIP 1.4
JPIC - 18	Sixth Floor Security Post Description	Rev. 2	EPIP 1.4
JPIC - 19	JPIC Distribution List	Rev. 2	EPIP 1.4
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NOTE-02	ERO Notification - Alphanumeric Paging System Callout	Rev. 2	EPIP 1.2
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NOTE-04	Plant Assembly Notification	Rev. 1	EPIP 1.2
NOTE-05	Emergency Action Level Notification	Rev. 3	EPIP 1.2
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ODEF-01	ODEF Decontamination Waiting Area	Rev. 0	EPIP 2.7

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ODEF-02	Floor Plan for ORAL/ODEF	Rev. 0	EPIP 2.7
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ORAA-01	Offsite Relocation and Assembly Area Supervisor's Checklist	Rev. 1	EPIP 2.4
ORAA-02	Health Physics Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
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OSC-02	OSC Organization Chart	Rev. 0	EPIP 2.1
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OSC-04	Recommended Log Entry Topics	Rev. 0	EPIP 2.1
OSC-05	Emergency Event Log Sheet	Rev. 0	EPIP 2.1
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OSC-08	OSC Supervisor Checklist	Rev. 0	EPIP 2.1
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OSC-10	Electrical, Mechanical, I&C Maintenance Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-11	Emergency Assignment Staffing Board Duties	Rev. 0	EPIP 2.1
PASE-02	Onsite Assembly Locations	Rev. 2	EPIP 1.3
PASE-05	Site Evacuation Routes	Rev. 0	EPIP 1.3
SAM-01	EOP-SAG Transition Checklist	Rev. 0	EPIP 2.2

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TSC-01	Emergency Coordinator Checklist	Rev. 1	EPIP 2.2
TSC-02	TSC Supervisor Checklist	Rev. 0	EPIP 2.2
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TSC-04	Technical & Engineering Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-05	Quality Assurance Checklist	Rev. 0	EPIP 2.2
TSC-06	Security & Support Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-07	Administrative Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-08	Material Management Supervisor Checklist	Rev. 0	EPIP 2.2
TSC-09	TSC-CR-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-10	CR-TSC-OSC Communicator Checklist	Rev. 1	EPIP 2.2
TSC-11	TSC-EOF-JPIC Communicator Checklist	Rev. 0	EPIP 2.2
TSC-12	ENS Communicator Checklist	Rev. 0	EPIP 2.2
TSC-13	HPN Communicator Checklist	Rev. 0	EPIP 2.2
TSC-14	TSC/OSC Operations Liaison Checklist	Rev. 1	EPIP 2.2
TSC-15	Radiological Support Staff Checklist	Rev. 1	EPIP 2.2
TSC-16	Radio Operator - Offsite Checklist	Rev. 0	EPIP 2.2
TSC-17	Radio Operator - Onsite Checklist	Rev. 0	EPIP 2.2
TSC-18	TSC MIDAS Operator Checklist	Rev. 0	EPIP 2.2
TSC-19	Technical & Analysis Engineer Checklist	Rev. 1	EPIP 2.2
TSC-20	TSC Operations Supervisor	Rev. 2	EPIP 2.2
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TSC-26	Information Services Representative Checklist	Rev. 1	EPIP 2.2
TSC-27	Fire Marshall Checklist	Rev. 0	EPIP 2.2
TSC-28	NRC Roles During A Nuclear Power Plant Emergency Checklist	Rev. 0	EPIP 2.2
TSC-29	TSC Minimum Staffing Level	Rev. 1	EPIP 2.2
TSC-30	Emergency Action Request Log	Rev. 0	EPIP 2.2
TSC-31	Radio Operator Log	Rev. 0	EPIP 2.2
TSC-32	Status Board Recorder	Rev. 0	EPIP 2.2
TSC-33	Typical Organization of the NRC Site Team	Rev. 0	EPIP 2.2
TSC-34	TSC Organization Chart	Rev. 1	EPIP 2.2
TSC-35	Assignment Form	Rev. 0	EPIP 5.2
TSC-36	Deactivation Report	Rev. 0	EPIP 5.2
TSC-37	Plant Operations Status	Rev. 0	EPIP 5.2
TSC-38	TSC/Control Room/OSC Activities	Rev. 0	EPIP 5.2
TSC-39	TSC Clerical Checklist	Rev. 0	EPIP 2.2

OSM/OSS/ CHECKLIST

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CONTROL ROOM STAFFING

___ Verify the following positions are staffed:

CR-TSC Communicator

Back Panel Communicator

OPERATION

___ Evaluate plant conditions and review EPIP 1.1 to verify if appropriate emergency classification has been declared.

___ Verify notifications are implemented IAW EPIP 1.2. Mark table below as applicable.

ACTION	UE	A	SE	GE	√
A. Contact the "Duty Emergency Coordinator" if the event is suspected to require EAL Classification.	*	*	*	*	
B. CLASSIFY event per EPIP 1.1, "Determination of Emergency Action Levels,".	X	X	X	X	
C. Complete NOTE-5: State and County Notification Form (DETERMINE appropriate PARs per EPIP 3.3)	X	X	X	X	
D. INFORM Security Supervisor of emergency conditions. <ul style="list-style-type: none">• Request 2 Security individuals @ an ALERT or higher if event is <u>NOT</u> Security oriented.• Verify Emergency Accountability card readers are activated @ an ALERT or higher.	X	X	X	X	
E. Have Security make notifications using NOTE-05	X	X	X	X	
E. Complete NOTE-02 "ERO Notification". If event is off-hours, in addition to NOTE-02, complete NOTE-01 for "ERO Off-hours Notification". (Refer to EPIP 1.3)	*	X	X	X	
G. DIRECT Security to activate the Emergency Response Organization ERO to staff TSC and OSC using NOTE-02.	*	X	X	X	
H. Complete Plant Assembly Notification Form NOTE-04 and perform the Page Announcement.	*	X	X	X	
I. ASSEMBLE And ACCOUNT for site personnel within 30minutes of EAL declaration.	*	X	X	X	
J. Complete NOTE-03 NRC Event Notification Worksheet as soon as possible after State & County notifications, but within 60 minutes of declaration.	X	X	X	X	

OSM/OSS/ CHECKLIST

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ACTION	UE	A	SE	GE	√
K. DIRECT Radiation Protection to determine habitability of station by performing surveys and taking samples	**	**	**	**	
L. Evacuate NON-ESSENTIAL site personnel.	**	**	X	X	
M. TRANSFER Command and Control to TSC or EOF as applicable.	**	**	X	X	
N. DIRECT Radiation Protection to DISPATCH Field Team(s) for environs monitoring.	**	**	X	X	
O. Have In-plant operators go through OSC for task assignments when a release is occurring.	**	X	X	X	
P. Notify onsite personnel via page of any abnormal radiological areas or safety hazards (steam leaks).	X	X	X	X	
Q. Complete notifications to State, Counties and NRC upon TERMINATION OF EVENT.	X	X	X	X	

- ___ Report accountability of NSPEO's to Security & Support Supervisor in the TSC (x7715).
- ___ Verify turnover of plant status to the Emergency Coordinator.
- ___ Verify turnover of command and control of the ERO to the Emergency Coordinator.
- ___ Verify NRC ENS Communicator receives a turnover and notifies the NRC Emergency Operations Center as soon as possible but no later than 1 hour after event declaration. (The Security Lt. and STA are backups to the NRC ENS Communciator)
- ___ Verify Protective Action Recommendations IAW EPIP 3.3.
- ___ Callout additional operators as necessary.
- ___ Limit access to the Control Room to only those personnel necessary for operations support.

RECOVERY

- ___ Refer to EPIP 5.2 "Recovery and Re-entry"

CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST

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NOTE

This checklist should be used when turning over Command and Control from Control Room to the EC in TSC.

BRIEF EC regarding:

1. **Current Classification EAL:** _____ **Time:** __:__

Conditions used to determine classification: _____

2. Fission Product Barriers

Status of Fuel Cladding: _____

Status of RCS: _____

Status of containment: _____

3. On-Site Protective Actions initiated:

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| ❖ Non-Essential onsite personnel evacuated | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ KI issued to onsite personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Accountability complete for onsite personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Event conditions require respirators and PC's | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Authorize exposures beyond 10CFR20 limits? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Any onsite personnel injured/hospitalized | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

Comments: _____

4. Equipment that is Degraded, Out of Service or of Concern:

5. Support needed by the Control Room to mitigate the event:

CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST

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6. Notifications Completed:

State/County Notification (NOTE-5): ☐ YES ☐ NO
NRC via ENS (NOTE-3): ☐ YES ☐ NO
NMC Corporate: ☐ YES ☐ NO

7. Non-Delegable Duties to be Assumed by TSC:

Classify events? ☐ YES ☐ NO
Determine PARs? ☐ YES ☐ NO
Authorize exposures beyond 10CFR20 limits? ☐ YES ☐ NO

8. Upon transfer of Command & Control, the TSC will be responsible for the following:

State & County Notifications ☐ YES ☐ NO
ENS Notifications ☐ YES ☐ NO
Onsite Protective Actions ☐ YES ☐ NO
Authorize Use of Thyroid Blocking Agents (KI) ☐ YES ☐ NO

9. Other Information:

Release Occuring? ☐ YES ☐ NO

Comments: _____

Any In-Plant Radiological Concerns? ☐ YES ☐ NO

Comments: _____

Location of any In-Plant Operations personnel?

Comments: _____

10. At time of transfer, document:

Name of OSM/OSS: _____

Name of EC or ER&RD: _____

Time of transfer: ____: ____

NOTIFY Control Room personnel of transfer of Command & Control. _____

OSM/OSS initials

NRC-HPN COMMUNICATOR CHECKLIST

NOTE

The NRC during its standby or initial activation mode of operations establishes the HPN system after the licensee's TSC/EOF has been activated and is operational. Preliminary information from the licensee (before establishment of the HPN) is provided via the ENS and includes both reactor safety and health physics data. After it has been established, the HPN is the primary means of communicating radiological data (onsite and offsite measurements and dose assessment information) from the licensee to the NRC. The ENS remains the primary means of communicating reactor safety-related information throughout an emergency. Should either or both of the Emergency Communication Subsystems (ENS and HPN) fail, the NRC Operations Center in Rockville, Maryland, should be so informed over normal commercial telephone systems by calling (301) 816-5100 or on the following backup number: (301) 951-0550 or (301) 415-0550.

The following checklist shall be used by the EOF NRC-HPN Communicator as a guide for ensuring that emergency response actions are completed. The column to the left can be used to put either a check when an item is completed or any notation, which will be of assistance to the user.

- _____ 1. Report to the EOF. Sign in on the EOF Staffing Board. Notify the Radiological and EOF Manager that you are assuming the NRC-HPN Communicator position.
- _____ 2. Ensure the necessary materials are available at your position.
- _____ 3. Turn on the EDS terminal if not already on. Use the instructions on top of the monitor.
- _____ 4. Communicate (via regular phone line) with the NRC-HPN Communicator in the TSC to learn what information has already been communicated on the HPN line.
- _____ 5. Obtain the latest Health Physics information (Radiological and Meteorological Data Form and Dose Projection Form) from the RAC.
- _____ 6. To gain access to the HPN, call the NRC Operations Center in Rockville, Maryland (on one of the dedicated HPN phones) at one of the following telephone numbers (in the order listed, you must dial a 1 first): (301) 816-5100 or (301) 951-0550. These telephone numbers are already provided on the sticker affixed to each HPN telephone.

- _____ 7. When the NRC Operations Center person is on the line, indicate to that person that you are the DAEC-EOF HPN Communicator and that you would like to be connected to the HPN teleconference bridge.

NOTE

The Event Notification Worksheet can be used as a guideline.

- _____ 8. Maintain an open, continuous communication channel with the NRC Operations Center. Communicate information as directed or requested by the NRC or the Rad and EOF Manager, on the event status, including but not limited to:
- Emergency classification
 - Protective actions recommended by DAEC.
 - Protective actions implemented by offsite authorities.
 - Whole body dose rates
 - Thyroid dose rates
 - Particulate concentrations
 - Iodine concentrations
 - Projected Radiation Dose to the Public
 - Duration of the release
 - Projected dose
 - Size of population affected
 - Evacuation time estimate
 - Meteorology Data
 - Overexposures
 - Personnel contaminations
 - Injuries
 - Accountability
 - Onsite evacuation status
 - Onsite Team information
- _____ 9. Record on an EOF Log Sheet, or equivalent, any information provided to or received from the NRC.
- _____ 10. Notify the NRC Operations Center via the FTS 2001 ENS line upon any upgrades to EAL's/PAR's once the EOF has been activated. The TSC-ENS Communicator will continue to provide the plant technical information as requested by the NRC.

EOF MIDAS OPERATOR CHECKLIST
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INITIAL ACTIONS

Verify whether MIDAS or MIDAS Laptop are operable _____

Verify Radiological & Meteorological Data Status Boards are current. _____

Test MIDAS w/SBGT off and inform the RAC of the test
(Initial dose projection should assume a 4-hour release and all paths) _____

ONE-TIME TASKS

Inform the RAC when dose projection responsibility can be assumed. _____

Coordinate turnover of dose projection with the TSC MIDAS operator. _____

Remind the TSC-MIDAS operator to log off in order to broadcast _____

REPETITIVE TASKS

Perform a new dose projection approximately every 15 minutes.

Perform special dose projections as requested by the RAC.

Notify the RAC and Field Team Director of any significant change in wind direction, wind speed or release rate and ensure that radiological and meteorological Status Boards are up to date.

Request the status of SBGT and Rx s/d time

Modify release paths, as the release path is known

Circle the highest WB and Thyroid dose and distance on the report (note in comments test, initial run, met data only)

With a release in progress circle the affected subarea (s)

With a release in progress and a MIDAS case completed, obtain a Projected dose report to verify Field Team measurements and MIDAS agree-coordinate this with the RAC

JOINT PUBLIC INFORMATION CENTER MANAGER CHECKLIST

(Page 1 of 2)

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. At "ALERT" contact Alliant Tower Security and request page announcement.
- ___ 2. Initiate Emergency Event Log to capture important events as they occur.
- ___ 3. Contact the ER&RD and discuss the need for JPIC to become operational.
- ___ 4. Report to JPIC. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th Floor rooms.)*
- ___ 5. Direct corresponding JPIC staff to set-up the facility (if not started) or release the staff from the facility when it is determined JPIC will not be needed.
- ___ 6. Make initial notifications of event classification and available information to the news media.
- ___ 7. Obtain name and position badge; sign in on staffing board.
- ___ 8. Contact the ER&RD and advise when the JPIC operational.
- ___ 9. Notify JPIC staff and news media when the JPIC is operational.
- ___ 10. Notify 1st Floor Security personnel to direct news media to the 6th Floor.

OPERATIONAL TASKS

- ___ 1. Review and approve written information releases and direct the distribution of information releases, including local, State, and Federal releases.
- ___ 2. Ensure JPIC staff is periodically briefed on plant conditions and key scenario events by the Technical Liaison or DAEC Spokesperson.
- ___ 3. Schedule news conferences and ensure times are posted in the auditorium.
- ___ 4. Lead pre-conference discussion between DAEC Spokesperson, Technical Liaison, and State and County PIOs and others. Coordinate premise statements and key supports from presenters.

JOINT PUBLIC INFORMATION CENTER MANAGER CHECKLIST

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- ___ 5. Coordinate/moderate all news conferences.
- ___ 6. Coordinate with the Assistant JPIC Manager to respond to public and news media rumors or misinformation.
- ___ 7. Conduct news briefings as needed.
- ___ 8. In conjunction with the Logistics Coordinator, ensure adequate staffing, supplies, and equipment are available for 24-hour operation of the JPIC.
- ___ 9. Coordinate and schedule interviews requested by the media.
- ___ 10. Collect all logs and checklists from staff upon deactivation of the JPIC and deliver to the DAEC Emergency Planning Department.

RELOCATION OF THE JPIC (IF NEEDED)

- ___ 1. Direct the relocation of news media and selected JPIC staff to the Alliant Energy Hangar at the Eastern Iowa Airport.
- ___ 2. Issue news release about relocation of the JPIC.

TECHNICAL LIAISON CHECKLIST

Page 1 of 2

Name _____

Name _____

Date _____

There are 2 Technical Liaisons in the JPIC. The **Technical Liaison (Stationary)** stays in the DAEC Work Area and maintains communications with the EOF and Offsite EOC staff. The **Technical Liaison (Floating)** advises the JPIC personnel about details of the plant emergency and interacts with the media as needed. During busy times, or in the absence of one or the other, the Technical Liaisons need to fill in for or help each other. Therefore, both liaisons need to know the duties of both positions.

INITIAL TASKS

- ___ 1. At an Unusual Event, the JPIC Manager and Site VP decide whether to contact the media through regular processes or to activate the JPIC.
- ___ 2. At an Alert, the DAEC is to activate the JPIC. At a Site Area or General Emergency, DAEC is required to activate the JPIC.
- ___ 3. Report to JPIC. (If you arrive and the facility is locked, call Tower Security and request that they open the 6th floor rooms)
- ___ 4. If facility is being activated, obtain name and position badge. Sign in on staffing board.
- ___ 5. Initiate an Emergency Event Log

Technical Liaison (Stationary)

- ___ 1. Ensure that the Electronic Status Board is operational
- ___ 2. Establish communications with the Technical Recorder in the EOF. (In the event the EOF is not operational, establish communications with the TSC-EOF Communicator in the TSC.)

Technical Liaison (Floating)

- ___ 1. Advise the Assistant JPIC Managers on content for the news releases.

TECHNICAL LIAISON CHECKLIST

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OPERATIONAL TASKS

- ___ 1. Continue gathering information about the plant status.
- ___ 2. Monitor the live cable feed of the news conferences in the auditorium
- ___ 3. Furnish the new shift with logs and brief your replacement.
- ___ 4. Immediately upon termination of the emergency or drill, complete the log and give all documentation to the JPIC Manager.
- ___ 5. Assure all equipment is stored properly.
- ___ 6. Participate in the critique session.
- ___ 7. Coordinate news releases with the Assistant JPIC Managers.

Technical Liaison (Floating)

- ___ 1. Advise the Assistant JPIC Managers on the content of news releases, telephone calls from the media and responses to reports from the Media Rumor Control.
- ___ 2. As requested by the JPIC Manager, brief all staffs from the DAEC and Federal/State/County Work Areas about the plant status.
- ___ 3. Respond with a live telephone interview if requested by the media.
- ___ 4. If requested by the JPIC Manager, participate in special technical news briefings

RELOCATION OF THE JPIC (IF NEEDED)

- ___ 1. If certain JPIC personnel need to relocate to the Alliant Energy hangar at the Eastern Iowa Airport, the Technical Liaison (Floating) is on the team that relocates. The Technical Liaison (Stationary) remains at the JPIC and maintains communications with the EOF and EOCs. They also establish communications with the Alternate JPIC and relay plant information to JPIC staff there.

PUBLIC INFORMATION OFFICER (PIO) SUPPORT CHECKLIST

Page 1 of 2

Name _____

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th floor rooms)*
- ___ 2. Obtain name and position badge; sign in on the staffing board.
- ___ 3. Initiate an Emergency Event Log to capture important events as they occur

WORK AREA

- ___ 1. Set up the Federal/State/County Work Area
- ___ 2. Any problems with equipment or supplies should be directed to the Logistics Coordinator.
- ___ 3. Ensure that fax machines transmit and receive by sending test faxes to each agency.
- ___ 4. If the State PIO has not arrived, set up the Administrative Hotline and establish communications with the State EOC.
- ___ 5. Notify the Logistics Coordinator when the Work Area is set up.
- ___ 6. Orient the PIOs to the Work Area as they arrive.

AUDITORIUM

- ___ 1. Set up the Auditorium to support the media and news conferences.
- ___ 2. Notify the Logistics Coordinator when the Auditorium is ready to receive the media (this includes AV readiness)

OPERATIONAL TASKS

WORK AREA

- ___ 1. Distribute and transmit information via fax as directed by the PIOs
- ___ 2. Distribute incoming messages and news releases to the PIOs as needed.

PUBLIC INFORMATION OFFICER (PIO) SUPPORT CHECKLIST

Page 2 of 2

- ___ 3. Maintain files of all incoming EAS Messages.
- ___ 4. Take messages for the PIOs if they are out of the Work Area.
- ___ 5. Assist as needed to maintain flow of information within the JPIC.
- ___ 6. At the end of the emergency/drill, print out the fax activity report.
- ___ 7. Furnish new shift with the Emergency Event Log and brief your replacement.
- ___ 8. Immediately upon termination of the emergency/drill, complete the log and give all documentation to the JPIC Manager.
- ___ 9. Assure that all equipment is stored properly.
- ___ 10. Participate in the critique session.

AUDITORIUM

- ___ 1. Provide media with orientation to the JPIC and how news conferences will be conducted.
- ___ 2. Assist the media by relaying specific needs for information back to the JPIC Manager or PIOs.
- ___ 3. Instruct the media and visitors on the security requirements in the JPIC (refer to Instructions for Media and Visitors to the JPIC, Attachment 3, EPIP 1.4)
- ___ 4. Post news conference times in the Auditorium
- ___ 5. Immediately upon termination of the emergency/drill, complete the logs and give all documentation to the JPIC Manager.
- ___ 6. Assure that all equipment is properly stored.
- ___ 7. Participate in the critique session.

LOGISTICS COORDINATOR CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised on status of JPIC. *(If you arrive and the facility is locked, call Tower Security and request that they open the 6th Floor rooms.)*
- ___ 2. If the facility is being activated, supervise completion of activities to set up the facility. Obtain name and position badge. Sign in on staffing board.
- ___ 3. Ensure the Electronic Status Board is operational.
- ___ 4. Initiate Emergency Event Log.
- ___ 5. Lock glass doors at entrance of rear auditorium.
- ___ 6. If JPIC is activated during normal working hours, direct non-essential personnel to evacuate 6th floor.
- ___ 7. Verify equipment and office supplies are in place in the JPIC:
- ___ 8. Verify that JPIC staff has arrived and signed in on the staffing board:
- ___ 9. Verify the Rumor Control Coordinator II and the Mock Public Rumor Control Group are in place and functional (Drill only if applicable)
- ___ 10. Verify that JPIC Security Access has been established.
- ___ 11. Verify that two Tower Security Guards have been posted on 6th Floor
- ___ 12. Before the Media arrives ensure that the Auditorium and the AV Support are set up. (Folding wall is to be opened.)
- ___ 13. Ensure live cable feeds have been established and are operational in the Federal/State/County Work Area, DAEC Work Area and News Media Rumor Control.
- ___ 14. Advise the JPIC Manager when the JPIC is ready to receive news media.
- ___ 15. Inform Security Access and News Media Rumor Control personnel when the JPIC is declared operational.

LOGISTICS COORDINATOR CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

- ___ 1. Coordinate, as needed, requests for logistical support with Support Services Coordinator in the EOF.
- ___ 2. Coordinate with Media Host to prepare the Auditorium and the platform for the presenters:
- ___ 3. Schedule and notify relief personnel for 24 hour JPIC operation if the emergency continues.
- ___ 4. Coordinate with Support Services Coordinator in the EOF for transportation of news media for plant tours, as needed.

DEACTIVATION OF THE JPIC

- ___ 1. Ensure all areas are restored to their pre-event status.
- ___ 2. Coordinate with JPIC Manager to provide necessary secure file storage for all JPIC generated documentation.
- ___ 3. Participate in the critique session.

RELOCATION OF THE JPIC

- ___ 1. Assist JPIC Manager to relocate key JPIC staff to the Eastern Iowa Airport Alliant-Energy Hanger.
- ___ 2. Arrange for vehicles to transport staff and equipment as needed.
- ___ 3. Establish telephone and fax machines communications between staff at the Hanger and the Alliant Tower.
- ___ 4. Arrange for copy machines, telephones, fax machines, etc., for support of staff at the Airport.

LOGISTICS SUPPORT CHECKLIST

Page 1 of 1

Name _____

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised on status of facility. *(If you arrive and the facility is locked call Tower Security and request that they open the 6th floor rooms.)*
- ___ 2. If facility is being activated, obtain your name and position badge and sign in on staffing board.
- ___ 3. Assist in the set up of the facility as outlined in the position specific notebook or as directed by the Logistics Coordinator.

OPERATIONAL TASKS

- ___ 1. Copy information releases, etc.
- ___ 2. Assist in delivering and/or transmitting information releases and EAS messages to the Public Rumor Control Group, News Media Rumor Control, Federal, State and County PIOs, DAEC players and the EOF. (Rumor phone calls - drills only.)
- ___ 3. Distribute information releases to the appropriate bins in the Auditorium.
- ___ 4. Bring hard copies of Electronic Status Board from EOF to JPIC and provide copy to Technical Liaisons.
- ___ 5. Distribute/transmit information via fax, as needed, including news releases to local, State, and Federal Agencies.
- ___ 6. Maintain a file of all information releases (drafts and originals) in chronological order.

AUDIOVISUAL SUPPORT CHECKLIST

Page 1 of 1

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC and wait to be advised of status of JPIC. *(If you arrive and the facility is locked call Tower Security and request that they open the 6th Floor Rooms.)*
- ___ 2. If facility is activating, obtain name and position badge and sign in on staffing board.
- ___ 3. Set up AV recording equipment in auditorium.
- ___ 4. Test podium and table microphones' audio levels.
- ___ 5. Secure the loose cords that may be a hazard with cord covers or duct tape.
- ___ 6. Close west door into auditorium and post sign to direct entry through double doorway.
- ___ 7. Notify Logistics Coordinator that the auditorium is ready for recording news conferences.
- ___ 8. Verify live cable feed TVs are working in:
 - ___ DAEC Work Area
 - ___ State/County Work Area
 - ___ News Media Rumor Control

OPERATIONAL TASKS

- ___ 1. Video tape all news conferences, briefing and interviews.
- ___ 2. Log and store all recordings until JPIC is deactivated then turn over to the Logistics Coordinator.
- ___ 3. Maintain all audiovisual equipment in use at the JPIC and advise Logistics Coordinator of needs for equipment or equipment repair.
- ___ 4. Notify the Logistics Coordinator if you leave the floor.

NEWS MEDIA RUMOR CONTROL CHECKLIST

1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Report to the JPIC (If you arrive and the facility is locked, call Tower Security and request that they open the 6th floor rooms)
- ___ 2. Obtain name and position badge and sign-in on staffing board.
- ___ 3. Initiate Emergency Event Log.
- ___ 4. Set up and test four television sets and VCR's. Verify that each one works. Tune to local stations channels 2, 7 and 9, also CNN.
- ___ 5. Verify that two AM/FM radios are functional. Tune to WMT-AM 600 and WMT-FM 96.5.
- ___ 6. Set up the Electronic Status Board.
- ___ 7. Ensure live cable feed from the Auditorium is operational.
- ___ 8. Ensure access to the World Wide Web.
- ___ 9. Advise the Logistics Coordinator when area is operational.

OPERATIONAL TASKS

- ___ 1. Review copies of information releases from the JPIC including EAS messages.
- ___ 2. Monitor JPIC News Conferences and Briefings.
- ___ 3. Monitor television, radio and World Wide Web coverage of the emergency situation by the media and compare to the information releases from the JPIC.
- ___ 4. Record multiple newscasts (such as at noon) to playback and review, one-at-a-time as time permits. (Both TV and radio.)
- ___ 5. Periodically monitor local radio and television stations:
- ___ 6. Log any rumors or misinformation in the news media coverage on a Media Rumor Control Log and report them to the Assistant JPIC Manager.
- ___ 7. Report any trends in media reports to the Assistant JPIC Manager.

NEWS MEDIA RUMOR CONTROL CHECKLIST

2 of 2

- ___ 8. At the end of the emergency/drill, participate in the critique session

ASSISTANT JPIC MANAGER CHECKLIST

1 of 3

Name _____

Name _____

Date _____

NOTE: The **Assistant JPIC Manager (Proactive)** deals with the news media mainly through news releases initiated at the JPIC. During busy times, this person needs to fill in for or help the **Assistant JPIC Manager (Reactive)**. Therefore, both Assistant JPIC Managers need to know the duties of both positions.

INITIAL ACTIONS

- ___ 1. At an Unusual Event, the JPIC Manager and the Site VP decide whether to contact the media through regular processes or to activate the JPIC
- ___ 2. At an Alert, Site Area or General Emergency, meet and help the Assistant JPIC Manager (Reactive)
- ___ 3. Begin to keep an Emergency Event Log to capture important information as it happens.
- ___ 4. Report to the JPIC. (If the facility is locked, call Tower Security and request that they open the 6th floor rooms.)
- ___ 5. Sign in on staffing board and obtain name and position badge
- ___ 6. Sign in on the staffing roster and obtain security badge.
- ___ 7. Oversee set up of equipment and supplies for the Assistant JPIC Managers.
- ___ 8. Write and send out first news release about the emergency/drill. NOTE: Spokesperson must approve all news releases.
- ___ 9. Handle phone calls when the Assistant JPIC Manager (Reactive) is not present.

OPERATIONAL TASKS

- ___ 1. Continually gather information about the plant status
- ___ 2. If the plant status changes, write and send out news releases. NOTE: Spokesperson must approve all news releases.
- ___ 3. Be prepared to help the Assistant JPIC Manager (Reactive) as needed.

ASSISTANT JPIC MANAGER CHECKLIST

2 of 3

- ___ 4. Monitor the live cable feed of the news conferences in the Auditorium.
- ___ 5. Furnish the new shift with printout of news releases and Assistant JPIC Manager log and brief your replacement.
- ___ 6. Immediately upon termination of the emergency/drill, complete the log and give all documentation to the JPIC Manager.
- ___ 7. Assure that all equipment is stored properly.
- ___ 8. Participate in the critique session.

RELOCATION OF THE JPIC (IF NEEDED)

- ___ 1. If certain JPIC personnel need to relocate to the Alliant Energy hangar at the Eastern Iowa Airport, the Assistant JPIC Manager (Proactive) remains at the Tower. Help the Assistant JPIC Manager prepare to relocate.
- ___ 2. Write and send out the news release that the JPIC has relocated.

NOTE: The **Assistant JPIC Manager (Reactive)** deals with the media mainly by responding to phone calls from media and reports from the JPIC Media Rumor Control. Either in response to or anticipation of requests from TV stations, the Assistant JPIC Manager (Reactive) also escorts and advises the Spokesperson during live TV interviews in the Tower Lobby. In anticipation of queries from the public, the Assistant JPIC Manager (Reactive) informs the Alliant Energy Customer Service Center and posts a message for their waiting, incoming calls. During busy times, this person needs to fill in for or help the Assistant JPIC Manager (Proactive). Therefore, both Assistant Managers need to know the duties of both positions.

INITIAL ACTIONS

- ___ 1. At and Unusual Event the JPCI Manager and the Site VP decide whether to contact the media through regular processes or to activate the JPIC.
- ___ 2. At and Alert, Site Area or General Emergency, notify key stakeholders that the DAEC has an emergency and that they will receive more information via fax from the JPIC.
- ___ 3. Begin to keep an Emergency Event Log to capture important information as it happens.

ASSISTANT JPIC MANAGER CHECKLIST

3 of 3

- ___ 4. Report to the JPIC. (If the facility is locked, call Tower Security and request that they open the 6th floor rooms.)
- ___ 5. Sign in on the staffing roster and obtain security badge.
- ___ 6. Oversee the set up of equipment and supplies for the Assistant JPIC Managers.
- ___ 7. Escort and advise the Spokesperson and the Media Host to meet the media in the Tower Lobby.

OPERATIONAL TASKS

- ___ 1. Continue to gather information about the plant status.
- ___ 2. Record a telephone overflow message in preparation for a flood of calls to the Alliant Energy Customer Service Center. If the plant status changes, update the message.
- ___ 3. Respond to unsolicited calls from the media. If a live interview is requested, advise the Technical Liaison (Floating).
- ___ 4. Respond to reports from the Media Rumor Control.
- ___ 5. Monitor the live able feed of the news conferences in the Auditorium.
- ___ 6. Be prepared to help the Assistant JPIC Manger (Reactive) as needed.
- ___ 7. Furnish the new shift with the Assistant JPIC Manager log and brief your replacement.
- ___ 8. Immediately upon termination of the emergency/drill, complete the log and give it to the JPIC Manager.
- ___ 9. Assure that all equipment is stored properly.
- ___ 10. Participate in the critique session.

RELOCATION OF THE JPIC (IF NEEDED)

- ___ 1. If certain JPIC personnel need to relocate to the Alliant Energy hangar at the Eastern Iowa Airport, the Assistant JPIC Manager is on the team that relocates.

JPIC SECURITY ACCESS CONTROL CHECKLIST

Page 1 of 2

Name _____

Date _____

INITIAL ACTIONS

- ___ 1. Upon notification that the JPIC is being activated, report to the 6th floor of the Alliant Tower.
- ___ 2. Ensure that the entry doors remain closed or locked to media or unauthorized personnel until the JPIC is operational.
- ___ 3. Set up access table as indicated in EPIP 1.4, "Release of Emergency-Related Information".
- ___ 4. Obtain boxes of supplies from the storage area and assemble the items for immediate use.
- ___ 5. Process JPIC staff as they arrive. Ensure that each person is given their appropriate 'position' badge as well as their "name" badge.
- ___ 6. Coordinate with the Logistics Coordinator to ensure that all JPIC staff have name and position badges and have signed in on the Personnel Access Log.
- ___ 7. Post appropriate signs on the doors:
 - ___ a. "DRILL NOTICE"
 - ___ b. "ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY"
 - ___ c. If an actual event occurs, only post the "ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY" sign.
- ___ 8. Notify the Logistics Coordinator when your area is completely set up and when you are ready to accept the news media.

JPIC SECURITY ACCESS CONTROL CHECKLIST

Page 2 of 2

OPERATIONAL TASKS

- ___ 1. Ensure that Support Services personnel who are delivering equipment and/or supplies for emergency use sign-in and out on the Personnel Access Log.
- ___ 2. Sign in and out key JPIC staff and/or Corporate Management.
- ___ 3. Allow access by news media, observers and/or evaluators as indicated in EPIP 1.4.
- ___ 4. Ensure "News Media and Guests" are given to all visiting the JPIC. |

JPIC Distribution List (Typical)

	Time : ____ <u>Alliant News Releases</u>	Time : ____ <u>Linn EAS Messages</u>	Time : ____ <u>Benton EAS Messages</u>	Time : ____ <u>Fed & State News Releases</u>
	<u>Copies</u>	<u>Copies</u>	<u>Copies</u>	<u>Copies</u>
Public Rumor Control (if applicable)	6	6	6	6
EOF	2	1	1	1
Security Access	1	1	1	1
Subtotal	9	8	8	8
<u>DAEC Work Area</u>				
DAEC Spokesperson	1	0	0	0
JPIC Manager	1	1	1	1
Tech Liaison	1	0	0	0
Ass't JPIC Manager	1	1	1	1
Media Rumor Control	1	1	1	1
Medical Consultant	1	1	1	1
Bulletin Board	1	1	1	1
Media Work Area	10	10	10	10
Controllers (drills only)	2	2	2	2
File	1	0	0	0
Subtotal	<u>20</u>	<u>17</u>	<u>17</u>	<u>17</u>
<u>PIO Work Area</u>				
Linn County PIO	1	0	0	0
Benton County PIO	1	0	0	0
State PIO	1	0	0	0
FEMA/NRC	2	0	0	0
File	1	0	0	0
Subtotal	6	0	0	0
Total Copies Needed	35	25	25	25