



Nebraska Public Power District
Nebraska's Energy Leader

NLS2002021

February 6, 2002

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555-0001

Gentlemen:

Subject: Emergency Plan Implementing Procedures
Cooper Nuclear Station, NRC Docket 50-298, DPR-46

Pursuant to the requirements of 10 CFR 50, Appendix E, Section V, "Implementing Procedures," Nebraska Public Power District is transmitting the following Emergency Plan Implementing Procedures (EPIPs):

EPIP 5.7.10	Revision 23	"Personnel Assembly and Accountability"
EPIP 5.7.11	Revision 13	"Early Dismissal/Evacuation of Site Personnel"
EPIP 5.7.23	Revision 2	"Activation of the JIC"

Should you have any questions concerning this matter, please contact me.

Sincerely,

J. A. Hutton
Plant Manager

/nr

Enclosures

cc: Regional Administrator w/enclosures (2)
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USNRC

NPG Distribution w/o enclosures

Records w/enclosures


A045

ATTACHMENT 3 LIST OF REGULATORY COMMITMENTS

Correspondence Number: NLS2002021

The following table identifies those actions committed to by the District in this document. Any other actions discussed in the submittal represent intended or planned actions by the District. They are described for information only and are not regulatory commitments. Please notify the NL&S Manager at Cooper Nuclear Station of any questions regarding this document or any associated regulatory commitments.

[illegible]

<p align="center"><u>CNS OPERATIONS MANUAL</u> EPIP PROCEDURE 5.7.11</p> <p align="center">EARLY DISMISSAL/EVACUATION OF SITE PERSONNEL</p>	<p>USE: REFERENCE </p> <p>EFFECTIVE: 1/24/02</p> <p>APPROVAL: SORC</p> <p>OWNER: J. G. KELSAY</p> <p>DEPARTMENT: EP</p>
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1. PURPOSE

This procedure details actions to be taken for early dismissal or evacuation of personnel from the plant site. It also defines the duties and responsibilities of supervisory personnel associated with early dismissal or evacuation of site personnel.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 As a minimum, the names and addresses of any NPPD evacuees suspected of having received doses in excess of 200 mrem (2 mSv) and those requiring any decontamination shall be obtained before they are allowed to leave the assembly area.
- [] 2.2 Monitoring points between CNS and the assembly areas may need to be set up depending upon the emergency condition. This is to prevent the spread of contamination.
- [] 2.3 This procedure must be implemented if a SITE AREA EMERGENCY or GENERAL EMERGENCY has been declared per Procedure 5.7.1.

[] 2.4 This procedure assumes the emergency occurs during normal working hours when the greatest numbers of non-designated personnel are on-site. It is also applicable; however, during normal off-duty hours, weekends, and holidays.

[] 2.5 DAC is the Derived Air Concentration as defined in Column 3, Table I, Appendix B to 10CFR20.

[] 2.6 Accountability and release of visitors is accomplished per Procedure 5.7.10.

3. REQUIREMENTS

[] 3.1 Emergency conditions, such as fire, security threats, radiological conditions, etc., exist where the Emergency Director deems it necessary to dismiss or evacuate personnel from the station.

4. EMERGENCY DIRECTOR

[] 4.1 With input from the Radiological Control Manager and/or other ERO personnel, assess the need for, or the potential need for, dismissal or evacuation of site personnel.

[] 4.1.1 Attachment 1, Evacuation Criteria, provides guidance in making this determination for radiological emergencies.

[] 4.2 Instruct the Logistics Coordinator to initiate dismissal or evacuation of site personnel, as appropriate.

5. LOGISTICS COORDINATOR

[] 5.1 When instructed by the Emergency Director to initiate early dismissal or evacuation of personnel, contact the Designated Assembly Area Supervisors or provide a site-wide announcement with instructions regarding early dismissal or evacuation of personnel as ordered by the Emergency Director.

[] 5.1.1 Guidance for construction and transmittal of a site-wide announcements regarding early dismissal or evacuation of site personnel can be found in Attachment 2.

[] 5.1.2 Designate the evacuation route and off-site evacuation assembly area. Attachment 3, Evacuation Route Determination, provides guidance in this determination.

- ☐ 5.1.3 Notify the Nemaha County EOC or the Nemaha County Sheriff's Office of the evacuation.
- ☐ 5.1.3.1 This notification of the intent to evacuate personnel includes:
 - ☐ a. The intended evacuation route.
 - ☐ b. The Designated Off-Site Assembly Area, if other than the Nemaha County Multiplex Building.
 - ☐ c. The approximate number of personnel and vehicles to be evacuated.
 - ☐ d. The anticipated need for any decontamination of personnel or vehicles at the Nemaha County Multiplex Building or the Nemaha County Decontamination Center.
- ☐ 5.1.4 Gather data from other ERO personnel to help determine the personnel to be retained on-site, personnel to be assigned to off-site emergency response locations, and relief shift duty. In general, personnel other than Operations Department personnel retained on-site, will have Chemistry, Radiation Protection, or Maintenance assignments in the Emergency Response Organization.
- ☐ 5.1.5 Provide required on-site traffic control measures such as:
 - ☐ 5.1.5.1 Notifying the Security Coordinator in the TSC of the intended evacuation.
 - ☐ 5.1.5.2 If time allows, sequencing the departure of personnel to avoid congestion.
- ☐ 5.1.6 Establish monitoring points along the evacuation route, if appropriate.
- ☐ 5.1.7 Contact Radiological Control Manager or Chem/RP Coordinator and assure qualified monitoring personnel are dispatched to the monitoring points (either from on-site or off-site). Generally one monitor for each monitoring point will be utilized.
- ☐ 5.1.8 Provide instructions to personnel evacuating. These instructions should include but are not limited to:
 - ☐ 5.1.8.1 Proceed in caravan fashion along the designated route to the off-site assembly area.

- ☐ 5.1.8.2 Personnel without transportation should obtain a ride with a driver in their assembly area.
- ☐ 5.1.8.3 Remain at the off-site assembly area to be monitored and cleared before leaving.

6. PLANT PERSONNEL

- ☐ 6.1 Follow all instructions with regard to early dismissal or evacuation as provided by the Control Room or EOF personnel per the orders of the Emergency Director.

7. ACTIVITIES AT THE MONITORING POINTS

- ☐ 7.1 Upon arrival at the monitoring points, the monitor(s) shall begin surveying personnel and vehicles for contamination.
 - ☐ 7.1.1 Results are to be recorded on Attachments 4 and 5.
 - ☐ 7.1.2 Personnel and/or equipment (vehicles, etc.) that are contaminated in excess of the limits presented in Attachment 6 shall be decontaminated per Procedure 5.7.13.
 - ☐ 7.1.3 Decontamination of personnel and/or vehicles with contamination levels less than those presented in Attachment 6, but higher than two times background will be at the discretion of the radiation monitor(s) at the evacuation area.
 - ☐ 7.1.4 The overall results are to be reported to the Emergency Director.
- ☐ 7.2 If parking lots are utilized as the monitoring points and the lots cannot be completely cleared prior to arrival of evacuees, all vehicles which were originally in the lot will be surveyed before being allowed to leave.
- ☐ 7.3 As a minimum, the names and addresses of any evacuees suspected of having received doses in excess of 200 mrem (2 mSv) and those requiring any decontamination shall be obtained before the persons are allowed to leave the monitoring point.
- ☐ 7.4 In general, personnel shall be given permission to leave the monitoring point and proceed to the assembly point only after the following conditions are met:
 - ☐ 7.4.1 The person and his vehicle have been surveyed or a sufficient number of persons in the group have been surveyed in order to determine that radioactive contamination is not a factor.

☐ 7.4.2 Self-reading dosimeter readings have been recorded and the names of exposed persons recorded.

☐ 7.4.3 The above results have been reported to the Emergency Director for his evaluation.

8. EVACUATION ASSEMBLY POINT

☐ 8.1 Normally the Nemaha County Multiplex Building will be designated as the Evacuation Assembly Point.

☐ 8.2 If no monitoring points are established between CNS and the Nemaha County Multiplex Building, personnel and vehicles will be monitored at the building per Step 7 prior to release.

☐ 8.3 Decontamination equipment is available at the AEOF located in the Nemaha County Multiplex Building and the Nemaha County Decontamination Center.

9. EVACUATION OF THE CENTRAL ALARM STATION (CAS)

☐ 9.1 In the event CAS becomes uninhabitable, as determined by on-site radiological monitoring, Security personnel shall be evacuated from CAS. These personnel will be relocated to habitable locations as determined by the Security Coordinator with input from the Chem/RP Coordinator, based on current and projected radiological conditions and requirements.

☐ 9.2 Access control functions shall be performed in accordance with the CNS Security Plan.

ATTACHMENT 1 EVACUATION CRITERIA

1. The decision to evacuate personnel shall be made by the Emergency Director. Personnel shall not evacuate an assembly area unless instructed to do so by the Designated Assembly Area Supervisor or through a Gaitronics (PA) announcement from the Control Room or EOF. The Designated Assembly Area Supervisor shall normally receive instructions from the Logistics Coordinator.
 - 1.1 In keeping with as low as reasonably achievable philosophy, personnel who are not involved with emergency response actions should be evacuated if: such action can prevent significant radiation dose, and provided that trained personnel are available to conduct the evacuation, and can be spared for this task without jeopardizing emergency mitigation activities.
 - 1.2 The decision to evacuate should include the following considerations:
 - 1.2.1 Whether or not the emergency can be mitigated prior to individuals receiving a dose of 500 mrem (5 mSv) or 200 DAC/hrs.
 - 1.2.2 If personnel involved are not needed for handling the emergency, they should be evacuated at levels near the low end of each range to minimize their doses.
 - 1.2.3 Any time personnel are to be evacuated, the dose expected during evacuation must be weighed against that expected if the person is not evacuated. In some cases, evacuation may result in a higher dose than could be received if the individuals remained in a shielded or protected area.

1.3 Evacuation criteria guidelines:

<u>WHOLE BODY DOSE RATE</u>	<u>AIRBORNE ACTIVITY CONCENTRATION (10CFR20, Table 1)</u>	<u>CONSIDER EVACUATION WITHIN</u>
2-10 mrem/hr	1-4 x DAC	48 hours
10-50 mrem/hr	4-20 x DAC	10 hours
50-100 mrem/hr	20-40 x DAC	5 hours
100-500 mrem/hr	40-200 x DAC	1 hour
500 mrem/hr	200 x DAC	Immediately

ATTACHMENT 1 EVACUATION CRITERIA

- 1.4 The decision to keep personnel for emergency assistance should include the following dose criteria:
 - 1.4.1 These persons should not be allowed to exceed their occupational annual dose limits (5 rem (50 mSv) Total Effective Dose Equivalent (TEDE) or 15 rem (500 mSv) thyroid per year).
 - 1.4.2 Since many of these persons will have received some occupational dose prior to the accident, the maximum dose which can be permitted may vary depending on the yearly dose received and the dose history from one person to another.
- 1.5 If potential or actual radiological conditions indicate the need for evacuation of personnel (or a Site Area Emergency or General Emergency has been declared), then the Emergency Director will initiate evacuation as per Section 4.
- 1.6 Evacuation of personnel shall be conducted after a SITE AREA EMERGENCY or GENERAL EMERGENCY Declaration.

EARLY DISMISSAL OF PERSONNEL

The following example message may be used as a template to construct a message to be transmitted to plant employees regarding early dismissal of selected plant employees.

Attention All Station Personnel, Attention All Station Personnel, based on emergency events which have occurred, the Emergency Director has ordered the early dismissal of

(_____).
Name/Group of those who are to be dismissed

Dismissed personnel are to proceed home in an orderly fashion using their normal driving route. Dismissed personnel shall obey all directions provided by Station Security and also obey all traffic laws.

Dismissed personnel are requested to stay tuned to local news broadcasts for information concerning the status of the emergency.

(REPEAT)

EVACUATION OF PLANT PERSONNEL

The following example message may be used as a template to construct a message to be transmitted to plant employees regarding evacuation of selected plant employees.

Attention All Station Personnel, Attention All Station Personnel, based on emergency events which have occurred, the Emergency Director has ordered the evacuation of (_____).

Name/Group of those who are to be dismissed

Evacuating personnel are to proceed to (_____) State the designated assembly point

in an orderly, caravan style fashion using (_____) State the designated evacuation route

Personnel without transportation should obtain a ride from a driver located in their Designated Assembly Area.

Evacuating personnel shall obey all directions provided by Station Security and also obey all traffic laws.

Evacuated personnel are to remain at the Designated Off-Site Assembly Area to be monitored and cleared before leaving.

Evacuated personnel are requested to stay tuned to local news broadcasts for information concerning the status of the emergency.

(REPEAT)

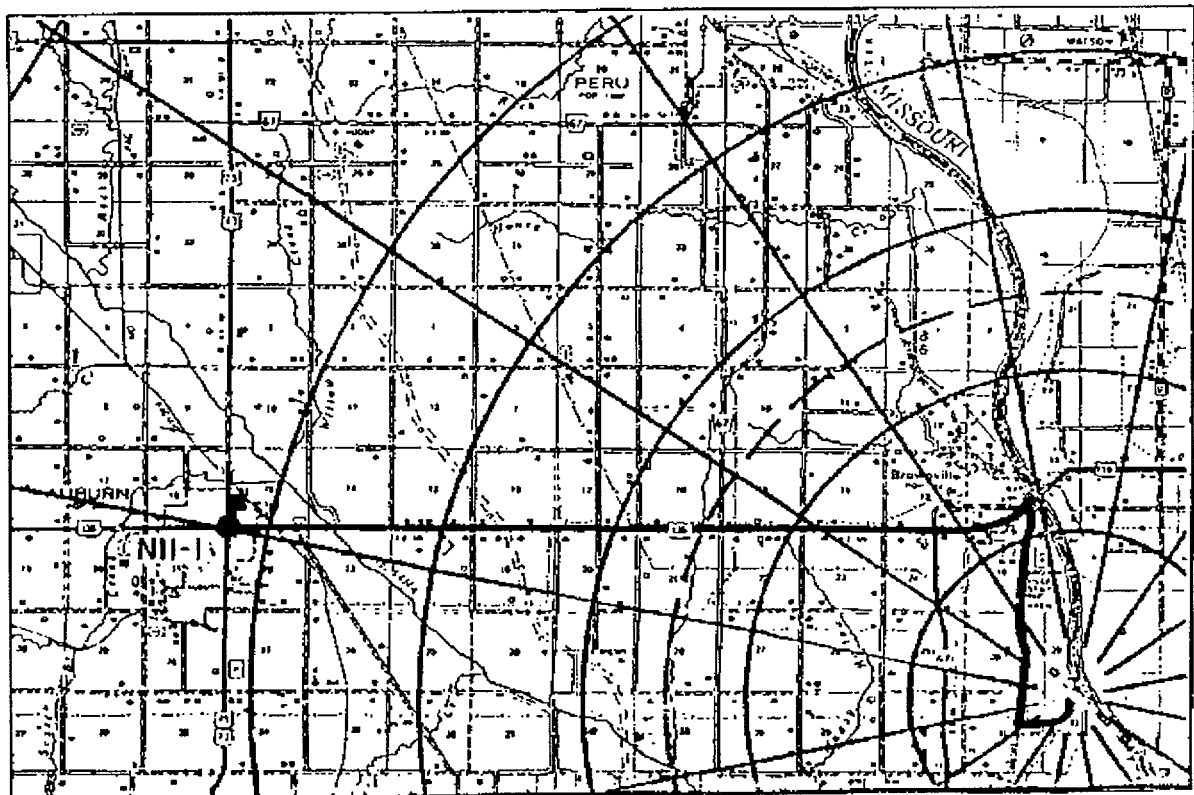
ATTACHMENT 3 EVACUATION ROUTE DETERMINATION

1. There are two basic evacuation routes which may be utilized when an evacuation is required. The route to be followed shall be determined by the Emergency Director, with input from the Radiological Control Manager, on the basis of wind direction, dose rates, and other pertinent factors existing at the time.

1.1 DESCRIPTION OF ROUTES

1.1.1 NORTHERN ROUTE THROUGH BROWNVILLE

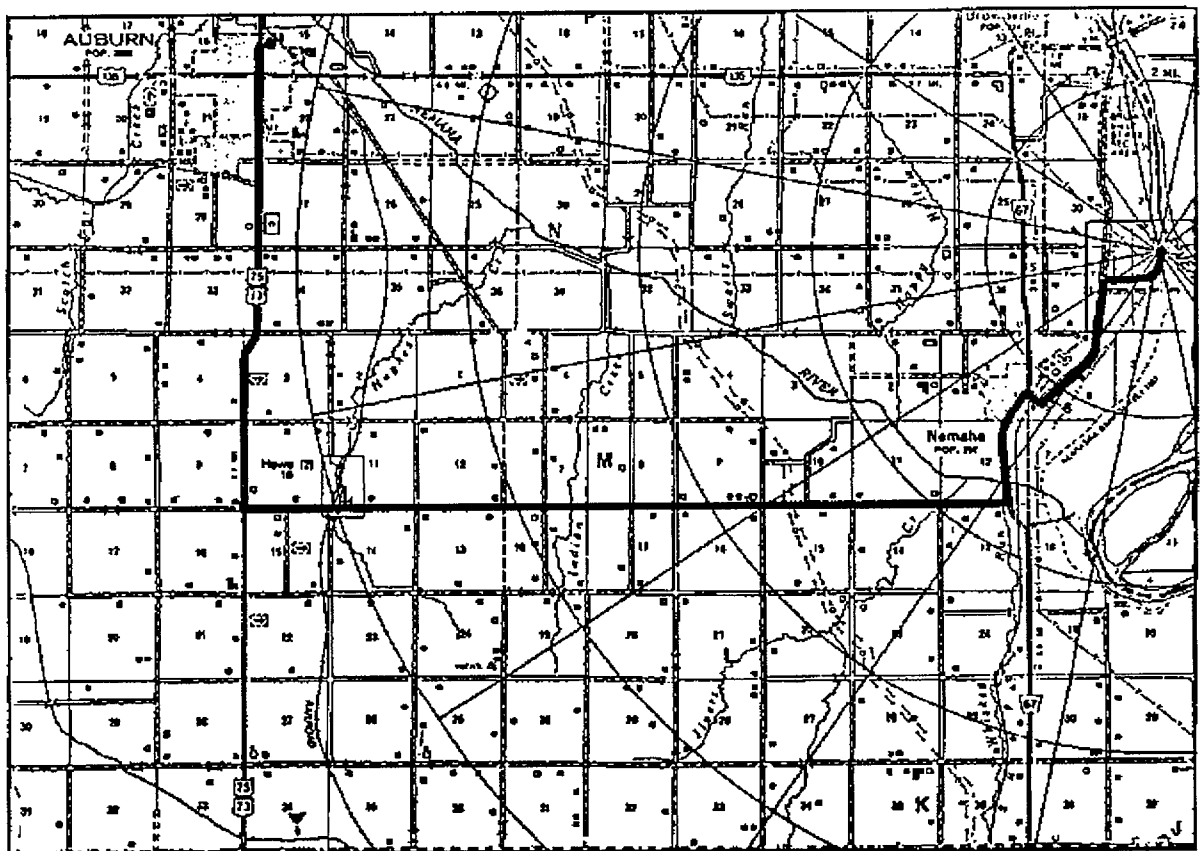
- 1.1.1.1 The preferred route if evacuation from the site is required is out the access road to the County road, north on the county road to Brownville, then west on U.S. Highway 136 to Auburn. The Evacuation Assembly Point is located at the Nemaha County Multiplex Building (AEOF), ~ 6 blocks north of the stop light.



5-7-11A.SCAN

1.1.2 SOUTHERN ROUTE THROUGH NEMAHA AND HOWE

- 1.1.2.1 If conditions make the use of the northern evacuation route undesirable, an alternate route to the south is available. The route is south on the county road to Nemaha, then south on State Highway 67 to the Howe turnoff (first road south of the Nemaha bridge), west to U.S. Highway 75, then north to the Nemaha County Multiplex Building (AEOF).



ATTACHMENT4 EVACUEE MONITORING DATA

LOCATION: _____ DATE: _____

INSTRUMENT USED: _____

INSTRUMENT S/N: _____

BACKGROUND CPM: _____

PERSON PERFORMING SURVEY: _____

NAME	TIME	DIRECT SURVEY RESULTS (MAXIMUM)		MAXIMUM READING LOCATION	DOSIMETER READING MREM	TIME RELEASED
		1ST	2ND			

ATTACHMENT 5 POST-EVACUATION VEHICLE MONITORING DATA

LOCATION: _____ DATE: _____

INSTRUMENT USED: _____

INSTRUMENT S/N: _____

BACKGROUND CPM: _____

PERSON PERFORMING SURVEY: _____

LICENSE NUMBER	OWNER	TIME	DIRECT SURVEY RESULTS		SMEAR SURVEY RESULTS		TIME VEHICLE RELEASED
			1ST	2ND	1ST	2ND	

ATTACHMENT 6 EMERGENCY DECONTAMINATION LIMITS
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	SMEARABLE (dpm/100 cm ²)			FIXED	
	BETA/GAMMA		ALPHA	BETA/GAMMA	
	NORMAL STATION OPERATION	EMERGENCY	EMERGENCY	NORMAL STATION OPERATION	EMERGENCY
Personnel	N/A	N/A	N/A	100 cpm above background pancake probe	0.5 mrem/hr
Vehicles	1000	2200	220	NDA* above background pancake probe	1.0 mrem/hr

* NDA = No Detectable Activity

1. DISCUSSION

- 1.1 In the event of an emergency at CNS, it may be desirable to minimize the number of personnel on-site. If the emergency involves a radiological release or the potential for a release, then evacuation of personnel is desirable, or may be required, to minimize exposure and/or contamination.
- 1.2 Personnel will assemble at their Designated Assembly Areas following sounding of the emergency alarm per Procedure 5.7.10, Personnel Assembly and Accountability. The completion of Procedure 5.7.10 will result in the Security Coordinator having a list of any missing persons.
- 1.3 After Assembly and Accountability has been completed and any unaccounted individuals located per Procedure 5.7.10, dismissal or evacuation of personnel may be initiated at the discretion of the Emergency Director.
- 1.4 Personnel shall follow all instructions with regard to dismissal or evacuation as provided by members of the ERO Staff per orders of the Emergency Director.
- 1.5 Personnel shall obey all directions provided by Station Security and obey all traffic laws.
- 1.6 This procedure provides guidance in four areas:
 - 1.6.1 Determination of the need for the dismissal of personnel.
 - 1.6.2 Determination of the need for site evacuation.
 - 1.6.3 Determination of the evacuation route and assembly area.
 - 1.6.4 Conducting the evacuation and subsequent assembly, monitoring, and release of personnel in an orderly manner.

1.7 DISMISSAL

1.7.1 If potential or actual radiological conditions do not indicate the need for evacuation but the Emergency Director deems it appropriate to reduce the number of personnel on-site, personnel will be dismissed to return to their homes. The Logistics Coordinator will normally coordinate this dismissal when instructed by the Emergency Director.

1.7.1.1 The Logistics Coordinator will contact the Designated Assembly Area Supervisors or provide a site-wide announcement with instructions regarding dismissal of personnel.

2. REFERENCES

2.1 CODES AND STANDARDS

2.1.1 NPPD Emergency Plan for CNS.

2.1.2 NUREG 0654, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

2.1.3 10CFR20.

2.2 PROCEDURES


2.2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.

2.2.2 Emergency Plan Implementing Procedure 5.7.10, Personnel Assembly and Accountability.

2.2.3 Emergency Plan Implementing Procedure 5.7.13, Personnel Monitoring and Decontamination.

2.3 MISCELLANEOUS

2.3.1 QA Audit 93-05.

<p style="text-align: center;"><u>CNS OPERATIONS MANUAL</u> EPIP PROCEDURE 5.7.10</p> <p>PERSONNEL ASSEMBLY AND ACCOUNTABILITY</p>	<p>USE: REFERENCE </p> <p>EFFECTIVE: 1/24/02</p> <p>APPROVAL: SORC</p> <p>OWNER: J. G. KELSAY</p> <p>DEPARTMENT: EP</p>
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1. PURPOSE

- [] 1.1 This procedure describes required actions and provides specific instructions to CNS personnel to implement personnel assembly and accountability.
- [] 1.2 This procedure provides a means to ascertain the names of missing individuals within the Protected Area within 30 minutes of the declaration of an ALERT or higher emergency classification and account for all on-site individuals continuously thereafter.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 Specific routes to be traveled or areas to be avoided should be included in the emergency announcement, if appropriate.
- [] 2.2 The names of missing individuals within the Protected Area shall be ascertained within 30 minutes of the declaration of the emergency and accounted for continuously thereafter.

3. REQUIREMENTS

- [] 3.1 The Emergency Director declares an ALERT, or higher classification, as defined in Procedure 5.7.1, or otherwise determines personnel assembly and accountability is required.

4. PERSONNEL ASSEMBLY

- [] 4.1 The Emergency Director ensures the emergency alarm is activated and the appropriate announcement provided. If personnel assembly and accountability is desired at a Notification of Unusual Event, a similar message format with appropriate information will be used.
- [] 4.2 Personnel escorting visitors or tours shall take them immediately to the exit turnstile and direct them to report to Training Building Classrooms "J", "H", or "I" for assembly. Escorts will then report to their own Designated Assembly Area.
- [] **NOTE** - Operations personnel who are in remote areas of the station and are in the immediate process of maintaining or restoring the plant to a safe condition shall not be expected to physically assemble in the Control Room. Operations personnel in these situations shall communicate their status and location to the Control Room. Such personnel shall be defined as "missing" on the initial Security Computer Report and shall be accounted for by the Security Coordinator through communications with the Control Room.
- [] 4.3 ERO personnel upon hearing the emergency alarm and associated announcement shall immediately report to their respective Emergency Response Facilities unless otherwise instructed by the announcement.
 - [] 4.3.1 On-Shift Operations Crew personnel shall report to the Control Room.
 - [] 4.3.2 Operations personnel acting as Relief Crew shall report to the Control Room.
 - [] 4.3.3 Radiological Protection Technicians, Chemistry Technicians, Mechanics, Electricians, and Instrument & Control Technicians shall report to the OSC.
 - [] 4.3.4 Other ERO Team personnel (ERO Team 1, 2, 3, and 4) shall report to their assigned facility (Control Room, TSC, OSC, or EOF).
 - [] **NOTE** - Disregard the following step if the emergency is security related and reference the Security Plan and Procedures.
 - [] 4.3.5 On-duty Security personnel, except those manning CAS, SAS, ACCESS CONTROL, CONTROL ROOM, and compensatory posts, report to the Security Building Lunch Room behind CAS.

- [] 4.4 Non-ERO personnel outside the Protected Area shall remain at or proceed to an area where they can monitor the station gaitronics system for additional information and/or instructions. A designated assembly area outside the Protected Area is any work area or community area such as a lunchroom or conference room where personnel can monitor the station gaitronics system for additional information and/or instructions.
- [] 4.5 Non-ERO personnel within the Protected Area shall exit the Protected Area and assemble in Classrooms "J", "H", or "I" in the Training Building. Monitor the area station gaitronics system for additional information and/or instructions.
- [] 4.6 Other - Personnel may be assigned to other temporary assembly areas within the Protected Area, as construction, maintenance and refueling outages, etc., dictate.
 - [] 4.6.1 A list of any such temporary assembly areas shall be posted in the TSC at the Security Coordinator's desk.
- [] 4.7 Personnel reporting to a Designated Assembly Area within the Protected Area shall card a security badge reader with their security badge which has been designated for accountability purposes as listed below:
 - [] **NOTE** - Operations personnel who are located in the Control Room shall not be expected to physically card the Control Room door badge reader. Operations personnel in the Control Room shall be accounted for by the Security Coordinator.
 - [] 4.7.1 Control Room - Control Room door badge reader.
 - [] 4.7.2 TSC/OSC - The badge reader outside the TSC door labeled "TSC/OSC Emergency Accountability Reader".
 - [] 4.7.3 CAS/SAS/Access Control - The CAS, SAS, and Access Control door badge readers.
 - [] 4.7.4 Security Building Lunch Room - The CAS or Access Control door badge reader.
- [] **NOTE** - In the absence of the Designated Assembly Area Supervisor (DAAS) listed in Section 7, anyone reporting to their Designated Assembly Area may fulfill DAAS duties.
- [] 4.8 The DAAS in the EOF shall obtain copies of the Accountability Sign-In Sheet, Attachment 1, and circulate it for all assembled personnel to sign.

- [] 4.9 All personnel assembling in the EOF shall sign in on Attachment 1, providing their security badge number, name, and time of assembly.

5. INITIAL ACCOUNTABILITY OF PERSONNEL

- [] 5.1 The on-duty Security Shift Supervisor shall ensure Access Control is manned and access to the Protected Area is controlled per Step 5.3.1.
- [] **NOTE** - The on-duty Security Shift Supervisor shall assume the duties of the Security Coordinator during times other than normal working hours until relieved by another qualified Security Coordinator.
- [] 5.2 Upon the activation of the Emergency Alarm and the instructions announced for personnel to perform assembly and accountability, the Security Shift Supervisor shall instruct CAS to immediately initiate an "Accountability" command in the Security Computer System.
- [] 5.3 Access Control personnel shall inform the Security Coordinator when the flow of people through the exit turnstile has stopped. The Security Coordinator in the TSC shall print an Accountability Report to the TSC Security System printer. If the Security System printer in the TSC is inoperable, the report shall be printed in CAS or SAS. The Security Coordinator shall then direct Access Control and the Security Shift Supervisor to secure access to the Protected Area and start the printout.
- [] 5.3.1 Permission to enter shall be obtained from the Security Coordinator. A list of personnel entering or exiting the Protected Area will be kept by Access Control. This list should be maintained on Attachment 1 if available.
- [] 5.3.2 The on-duty Security Shift Supervisor shall direct the CAS/SAS Operator to survey the Owner Controlled Area (OCA) with the closed circuit television camera, for personnel (farmers, boaters, line crews, etc.).
- [] 5.3.2.1 Any activity shall be reported to the Security Coordinator.
- [] 5.3.2.2 Individuals in the OCA or entering the OCA will be requested to depart the area, if conditions dictate.

- [] 5.3.3 Upon its completion, the Security Coordinator shall obtain the Accountability Report from the TSC Security computer system printer.
- [] 5.3.3.1 If the Accountability Report is printed on the SAS or CAS printer, upon its completion, the Security Shift Supervisor shall ensure it is immediately delivered to the Security Coordinator in the TSC.
- [] 5.3.4 Those persons whose names appear on the Accountability Report are missing.
- [] 5.3.5 Initial accountability is complete when the Security Coordinator has the Accountability Report in his possession and is aware of the names on it.
- [] **NOTE** - The on-duty Shift Supervisor (Emergency Director) performs the duties of the TSC Director until the TSC is activated.
- [] 5.3.6 The Security Coordinator shall notify the TSC Director when initial on-site accountability is complete.
- [] 5.3.7 The Security Coordinator shall attempt to locate missing personnel using the security computer system and any other available means including paging them over the Gaitronics System, calling other Designated Assembly Areas, or calling their normal work location. If these individuals are not located, the Security Coordinator shall report the names of these individuals to the TSC Director as unaccounted-for.
- [] 5.3.8 The TSC Director shall report the results of personnel accountability to the Emergency Director.
- [] 5.3.9 The TSC Director shall initiate a rescue and re-entry operation per Procedure 5.7.15 to locate and/or assist unaccounted-for personnel.
- [] 5.3.10 If ERO Management determines that additional or specific ERO personnel are needed to mitigate the event, the Security Coordinator or Logistics Coordinator shall contact the individuals directly at their normal work location or their Designated Assembly Area. Chosen individuals shall be instructed to report to a particular Emergency Response Facility and specific instructions shall be provided to the additional responders at the time of contact.

6. CONTINUOUS ACCOUNTABILITY

- [] **CAUTION** - Conditions resulting in declared emergencies may also create high radiation and/or contamination. Personnel safety/risk shall always be weighed against the task to be accomplished.
- [] **NOTE 1** - During the initial accountability phase, movement between facilities and into the plant should be restricted to that required for immediate emergency response.
- [] **NOTE 2** - Continuous accountability will be coordinated by a Security Coordinator after arrival on-site during backshift, weekends, or holidays.
- [] 6.1 Maintain a written record of your movement into and out of Emergency Response Facilities by signing in and out on Attachment 1, Accountability Log.
- [] 6.1.1 The Control Room, TSC, and EOF will have Security personnel present to perform continuous accountability duties, unless pre-empted by security contingencies.
- [] 6.2 All teams entering the plant shall be tracked in the OSC by the OSC Supervisor.
- [] 6.3 A primary and alternate method of notification/communication with an emergency response facility should be established prior to entry into areas of the plant affected by emergency conditions.
- [] 6.4 Information concerning any unusual or dangerous condition encountered should immediately be relayed to an emergency response facility. High radiation levels and locations should also be relayed.
- [] 6.5 All on-shift Station Operators, Licensed Operators, and Shift Technical Engineers needed for response to plant conditions remain under the control of the Shift Supervisor.
- [] 6.6 Extra Operations personnel not needed in the Control Room for immediate emergency response may be relocated to the OSC after initial accountability for assignment to Repair/Rescue/Monitoring Teams. This decision to relocate Operations personnel is made by the Shift Supervisor and shall be communicated to the Emergency Director, TSC Director, and OSC Supervisor.
- [] 6.7 Personnel shall be granted access to the Protected Area only on the authorization of the Security Coordinator.

7. DESIGNATED ASSEMBLY AREA SUPERVISORS

- ☐ **NOTE** - In the absence of the Designated Assembly Area Supervisors listed below, anyone reporting to their Designated Assembly Area may fulfill DAAS duties.
- ☐ 7.1 The people listed below are assigned as the Designated Assembly Area Supervisor and alternate for each respective assembly area.
- ☐ 7.2 CONTROL ROOM
 - ☐ 7.2.1 Security personnel (the written record of movement required in Step 6.3 shall be performed by Security personnel unless pre-empted by security contingencies).
 - ☐ 7.2.2 Shift Supervisor.
 - ☐ 7.2.3 Station Operator.
- ☐ 7.3 TSC
 - ☐ 7.3.1 Security Coordinator.
 - ☐ 7.3.2 TSC Director.
- ☐ 7.4 OSC
 - ☐ 7.4.1 OSC Supervisor.
 - ☐ 7.4.2 OSC Leads.
- ☐ 7.5 SECURITY BUILDING LUNCH ROOM
 - ☐ 7.5.1 Security Shift Supervisor.
 - ☐ 7.5.2 CAS Specialist.
- ☐ 7.6 EOF
 - ☐ 7.6.1 Logistics Coordinator.
 - ☐ 7.6.2 Security personnel.
 - ☐ 7.6.3 Emergency Preparedness Coordinator.

| ☐ 7.7 TRAINING CENTER CLASSROOMS H, I, AND J

| ☐ 7.7.1 Training Department personnel.

☐ 7.8 OTHER

☐ 7.8.1 On-Site Assembly Areas, as needed, because of construction, outage,
etc., shall be designated by the Emergency Preparedness Manager.

8. MISCELLANEOUS

☐ 8.1 Personnel who are off-site at the time of the emergency and are notified to
report to the site shall report to their normal Designated Assembly Area unless
given other specific instructions.

ATTACHMENT 1 CONTINUOUS ACCOUNTABILITY LOG SHEET

DESIGNATED ASSEMBLY AREA: _____ SUPERVISOR: _____ DATE: _____

NOTE 1 - Sign in or out EVERY TIME you enter or leave an Emergency Response Facility.

NOTE 2 - Notify Designated Assembly Area Supervisor every time you enter or leave an Emergency Response Facility.

Initial Accountability Complete: _____ (Time)

BADGE NUMBER	NAME (PRINT)	TIME IN FACILITY	TIME OUT FACILITY	TIME IN FACILITY	TIME OUT FACILITY	DESTINATION

1. DISCUSSION

- 1.1 In the event of an emergency at CNS, it is necessary that all personnel are notified of the situation, their whereabouts identified for safety and security purposes if within the Protected Area, and they respond in a coordinated effort to the emergency.
- 1.2 CNS visitors shall receive instructions from their escort explaining what they are to do and where they are to go in the event of the sounding of the Emergency Alarm. It is the responsibility of each Supervisor to know the general location of his subordinates at any time.
- 1.3 An emergency signal, activated manually from the Control Room, is provided to alert all personnel in the vicinity of the plant an emergency exists. The emergency alarm consists of a distinct steady-tone sounded through the station intercom system. The alarm shall be sounded and appropriate announcements made to station personnel per Procedure 5.7.2.
- 1.4 All ERO personnel reporting to a Designated Assembly Area within the Protected Area (PA), with the exception of Operations personnel in the immediate process of maintaining or restoring the plant to a safe condition, shall use their security badge to card a Security System badge reader for accountability purposes at that area. A report generated by the Security Computer shall identify all personnel who are missing.

2. REFERENCES

2.1 CODES AND STANDARDS

- 2.1.1 NPPD Emergency Plan for CNS.
- 2.1.2 NUREG 0654/FEMA-REP-1, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

2.2 PROCEDURES

- 2.2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.
- 2.2.2 Emergency Plan Implementing Procedure 5.7.2, Shift Supervisor EPIP.

2.2.3 Emergency Plan Implementing Procedure 5.7.15, OSC Team
Dispatch.

<p style="text-align: center;"><u>CNS OPERATIONS MANUAL</u> EPIP 5.7.23</p> <p style="text-align: center;">ACTIVATION OF THE JIC</p>	<p>USE: REFERENCE ④ EFFECTIVE: 1/23/02 APPROVAL: SORC OWNER: T. S. HAYNES DEPARTMENT: EP</p>
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1. PURPOSE

This procedure provides notification and activation instructions in the event of a declared emergency at Cooper Nuclear Station (CNS). It provides instructions for the Public Affairs Duty Officer (PADO) to notify Corporate Communications and NPPD management. It also describes the functions of the Joint Information Center (JIC) and the responsibilities of the JIC staff in the event an emergency is declared at CNS.

2. PRECAUTIONS AND LIMITATIONS

- [] 2.1 The Emergency Director approves all written information releases prior to their release.
- [] 2.2 Accuracy in receiving information regarding an emergency at CNS is extremely important. Be sure the receiver of each message understands its content. Ensure the information is recorded concisely and the reporting official repeats the information and gives his name.

- [] 2.3 Accuracy in releasing information regarding an emergency at CNS is also extremely important. Always coordinate with other information gatherers before any information is released to the media or the public.

- [] 2.4 It is imperative that all media releases/briefings be documented.

3. REQUIREMENTS

- [] 3.1 An emergency has been declared at CNS per Procedure 5.7.1.

4. INITIAL NOTIFICATION OF THE PADO

- [] 4.1 The PADO shall be notified by pager of any emergency situation at CNS. The pager will display a return telephone number at CNS.

- [] 4.2 The PADO shall immediately return a call to the telephone number provided and follow instructions given by the Automated Notification System (ANS). This will also provide the PADO with information on how to contact the CNS Communicator.

- [] 4.3 Obtain Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report. Upon establishing contact with the CNS Communicator, identify yourself as the PADO and request all information from the Initial Cooper Nuclear Station Notification Report. In certain cases, the CNS Communicator may not be available to provide you the information via telephone in a timely manner. In such cases, a fax of the Initial Notification Report is acceptable.

- [] 4.4 Repeat the emergency information on Procedure 5.7.6, Attachment 1, back to the CNS Communicator, if received via telephone. Forward the Initial Notification Report to the Public Affairs Director.

- [] 4.4.1 Request the CNS Communicator to fax all Notification Reports to you.

- [] 4.4.2 Notify the **Senior Vice President of Nuclear and Enterprise Effectiveness** of an emergency situation at CNS and relay the information from Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report.

- [] 4.4.3 Notify the **Chief Executive Officer (CEO)** or designee of an emergency situation at CNS and relay the information from Procedure 5.7.6, Attachment 1, Cooper Nuclear Station Notification Report.

- [] 4.5 Advise the CNS Communicator how to provide you further information. Give him a telephone number where you may be reached or tell him to continue to use the pager system.

- [] 4.5.1 IN THE EVENT THAT THE JIC NEEDS TO BE ACTIVATED DURING NORMAL OFFICE HOURS (JIC ACTIVATION IS REQUIRED AT A SITE AREA EMERGENCY OR HIGHER CLASSIFICATION. HOWEVER, THE PUBLIC AFFAIRS DIRECTOR AND/OR EMERGENCY DIRECTOR CAN CHOSE TO ACTIVATE AT A LOWER CLASSIFICATION) - Request the NPPD General Office Receptionist to use the building paging system to announce the activation of the JIC. The Public Affairs Director has the responsibility to ensure the JIC is staffed and activated.

NOTE - A print-out of qualified JIC personnel can be found in the Corporate Communications office, Public Affairs Director PIM, and the Facility Manager PIM.

- [] 4.5.2 In the event that the JIC needs to be activated during non-business hours, the Public Affairs Director has the responsibility to ensure members of the JIC staff are contacted and the JIC is activated.

5. PUBLIC AFFAIRS DIRECTOR

- [] 5.1 The Public Affairs Director (PAD) is responsible for the following:
 - [] 5.1.1 Ensuring appropriate JIC staff members have been notified that the JIC is activating.
 - [] 5.1.2 Conducting a roll call to verify JIC Emergency Response positions have been staffed.
 - [] 5.1.3 Obtaining a current plant status report from the Emergency Director.
 - [] 5.1.4 Conducting an initial meeting with key JIC personnel to ensure they are ready to assume their emergency response functions.
 - [] 5.1.5 Declaring the JIC operational.
 - [] 5.1.6 Contacting the EOF Director to inform him that the JIC is operational.
 - [] 5.1.7 Conducting initial and follow-up meetings with the JIC staff and other agencies to ensure everyone has the latest emergency status information.

- [] 5.1.8 Coordinating JIC public relations activities by ensuring following activities are performed:
 - [] 5.1.8.1 News conferences.
 - [] 5.1.8.2 Media monitoring.
 - [] 5.1.8.3 Rumor control.
 - [] 5.1.8.4 Employee information.
- [] 5.1.9 Contacting the CEO and update him on the emergency status.
- [] 5.1.10 Ensuring appropriate media representatives (AP, Omaha World Herald, etc.) are contacted and informed the JIC is functioning.
- [] 5.1.11 Providing the Governmental Affairs office with information concerning the emergency status at CNS.
- [] 5.1.12 Coordinating activities of the JIC with Media Representatives and moderate the news conferences (who speaks, when, where, etc.).
- [] 5.1.13 Taking notes in news conferences and assisting the designated Spokesperson, as necessary.
- [] 5.1.14 Ensuring "press releases" by NPPD are faxed to NRC Region IV Public Information Officer and NRC Operations Center. Fax numbers are located in the Emergency Telephone Directory.
- [] 5.1.15 Ensuring following are notified and provided with CNS status:
 - [] 5.1.15.1 LES Public Information.
 - [] 5.1.15.2 Mid American Energy Corporate Communications.
- [] 5.1.16 Providing status of JIC support efforts to EOF.
- [] 5.1.17 Providing follow-up contact with the EOF Director, Senior Vice President of Nuclear and Enterprise Effectiveness, and CEO as needed.
- [] 5.1.18 The PAD will review the written information releases to ensure following items are included:
 - [] 5.1.18.1 Time of events and declaration.

- ☐ 5.1.18.2 Points of contact and/or telephone numbers for news media.
- ☐ 5.1.19 The PAD will send the written information release to the Emergency Director for approval.
 - ☐ 5.1.19.1 The PAD will issue the information release for final processing after receiving the Emergency Directors approval.

6. FACILITY MANAGER

- ☐ 6.1 The Facility Manager is responsible for following:
 - ☐ 6.1.1 Assuming responsibility for all office machines, supplies, and their environment throughout the course of the emergency.
 - ☐ 6.1.2 Ensuring tables and chairs are set up.
 - ☐ **NOTE** - Emergency Planning Implementing Procedures and Emergency Telephone Directories are located in JIC Cabinet #1. Equipment and supplies can be found in JIC Cabinet #2. Two fax machines for the JIC and two fax machines for the States are located in JIC Cabinet #3.
 - ☐ 6.1.3 Setting up and verifying operability of all communications equipment. If any equipment is found to be defective, make arrangements to replace or augment it.
 - ☐ 6.1.4 Ensuring equipment and supplies are available in the media briefing area (microphones, PA system, literature display, etc.).
 - ☐ 6.1.5 Establishing and maintaining security by stationing one person at the Board Room Entrance near the General Office Lobby to perform following:
 - ☐ 6.1.5.1 Register NPPD, State, Federal agency personnel, and media representatives names and affiliations. Ensure media representatives have Media Press Credentials.
 - ☐ 6.1.5.2 Direct media representatives to briefing area.
 - ☐ 6.1.5.3 If necessary, acquire additional Security personnel (i.e., Columbus Police Department and/or professional security contractor. Guard-Rite Security Services L.L.C. can be contacted at 402-644-8000 or 402-644-7054 (emergencies).
 - ☐ 6.1.6 Developing a 24 hour schedule for JIC personnel.

- [] 6.1.7 Obtaining clerical and administrative support for the JIC staff as necessary.
- [] 6.1.8 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- [] 6.1.9 Ensuring the JIC is cleaned up and the appropriate equipment is returned to the General Office when the facility is deactivated.

7. TECHNICAL BRIEFER

- [] 7.1 The Technical Briefer is responsible for following:
 - [] 7.1.1 Establishing contact with the EOF TIC.
 - [] 7.1.2 Receiving technical information for use by the designated Spokesperson in news conferences.
 - [] 7.1.3 Providing technical information to the Public Affairs Director (PAD).
 - [] 7.1.4 Assisting in the review of statements to the media by providing clarification of the technical data.
 - [] 7.1.4.1 The type, severity, and extent of the emergency at CNS.
 - [] 7.1.4.2 The plant's current status (i.e., stable, improving, or deteriorating).
 - [] 7.1.4.3 Any changes in the emergency classification.
 - [] 7.1.4.4 A description of the latest developments regarding the emergency situation.
 - [] 7.1.4.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions.
 - [] 7.1.4.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe and stable condition.
 - [] 7.1.4.7 Forward the information release to the PAD.
 - [] 7.1.5 Organizing the appropriate technical information for use in development of news conferences and communiques.

- ☐ 7.1.6 Responding to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the upcoming news release, if necessary.

8. MEDIA MONITOR

- ☐ 8.1 The Media Monitor is responsible for following:
 - ☐ 8.1.1 Assisting in assembling equipment necessary for operation of the public information effort.
 - ☐ 8.1.2 Monitoring and recording radio and television network newscasts, particularly the EAS stations associated with CNS. Inform Public Affairs Director (PAD) of any misinformation being generated by or through the media.
 - ☐ 8.1.3 Remaining available to PAD for media monitoring assignments relative to emergency response by the District.

9. DESIGNATED SPOKESPERSON

- ☐ 9.1 The designated Spokesperson is responsible for following:
 - ☐ 9.1.1 The designated Spokesperson will represent NPPD during news conferences and present prepared statements to the media.

10. PUBLIC INFORMATION OFFICER

- ☐ 10.1 The Public Information Officer (PIO) is responsible for:
 - ☐ 10.1.1 Making arrangements for two laptops and one printer to be brought to the JIC facility.
 - ☐ 10.1.2 Coordinating activities with Public Information Officers from other agencies (state and federal).
 - ☐ 10.1.3 The PIO will prepare written information releases for the news media and the public as needed.
 - ☐ 10.1.4 Assisting with the rumor control function in the JIC.
 - ☐ 10.1.5 Assisting with response to public inquiries, if necessary.
 - ☐ 10.1.6 Responding to public inquiry calls directed to NPPD at the JIC in cooperation with State and Federal personnel.
 - ☐ 10.1.7 Provide support to the District's designated Spokesperson.

11. RUMOR CONTROL ACTIVITIES

- ☐ 11.1 Rumor control personnel shall relay rumors or misinformation and trends in information to the Public Affairs Director (PAD).
 - ☐ 11.1.1 PAD will ensure rumors and misinformation are addressed in a timely manner in either a news conference or a telephone call.
 - ☐ 11.1.2 As appropriate, rumors or misinformation regarding state or county activities will be referred to the state or county Public Information Officer located in the JIC.

12. PREPARATION AND APPROVAL OF WRITTEN INFORMATION (PRESS) RELEASES

- ☐ 12.1 At a minimum, written information releases should be prepared following activation of the JIC and cancellation of the emergency (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency dictate to ensure the news media and the public are kept informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.
- ☐ 12.2 The Public Information Officer will prepare written information releases for the news media and the public as needed.
- ☐ 12.3 The Technical Briefer will ensure the information release is accurate with regard to following:
 - ☐ 12.3.1 The type, severity, and extent of the emergency at CNS.
 - ☐ 12.3.2 The plant's current status (i.e., stable, improving, or deteriorating).
 - ☐ 12.3.3 Any changes in the emergency classification.
 - ☐ 12.3.4 A description of the latest developments regarding the emergency situation.
 - ☐ 12.3.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions.
 - ☐ 12.3.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe, stable condition.
 - ☐ 12.3.7 Forward the information release to the Public Affairs Director (PAD).

- [] 12.4 The PAD will review the written information releases to ensure following items are included:
 - [] 12.4.1 Time of events and declaration.
 - [] 12.4.2 Points of contact and/or telephone numbers for news media.
- [] 12.5 The PAD will send the written information release to the Emergency Director for approval.
 - [] 12.5.1 The PAD will generate the information release for final processing after receiving the Emergency Directors approval.
- [] 12.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES
 - [] 12.6.1 The PAD's Secretary will distribute copies of the written information releases to following:
 - [] 12.6.1.1 Facility Manager for inclusion on the media materials desk.
 - [] 12.6.1.2 Federal and State Public Information Officers in the JIC.
 - [] 12.6.1.3 Fax copies to the Governmental Affairs Office, NRC Region IV Public Information Officer, NRC Operations Center, LES Public Information, and Mid American Energy Corporate Communications. Fax numbers are located in the Emergency Telephone Directory.

13. NEWS CONFERENCES

- [] 13.1 News conferences should be conducted as events related to the emergency dictate; however, it is recommended, at a minimum, news conferences be conducted at least once each day, until such time that the plant has been placed in a safe and stable condition.
- [] 13.2 The Public Affairs Director (PAD) should schedule news conferences held in the JIC and announce the time to the media representatives, if possible.
- [] 13.3 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- [] 13.4 Prior to the news conference the designated Spokesperson, PAD, Public Information Officer, and the appropriate State and Federal personnel shall meet to discuss the content and organization of the news conference.
- [] 13.5 The PAD should serve as the moderator for all news conferences.

- [] 13.6 The designated Spokesperson will present prepared statements to the media during news conferences.
- [] 13.7 The Technical Briefer should respond to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the upcoming news release, if necessary.

14. EMPLOYEE INFORMATION ACTIVITIES

- [] 14.1 Contact NPPD Regional System Control (Norfolk and Kearney), Transmission Control Center (Doniphan), Gerald Gentleman Station, and Sheldon Station and:
 - [] 14.1.1 Inform the area Managers of the emergency status at CNS. Updates need to be sent out as appropriate.
- [] 14.2 Contact the Customer Care Call Center in Norfolk and have them update the Customer Care Manager or designee of the emergency status at CNS.
- [] 14.3 Notify PAD immediately upon completion of these tasks.
- [] 14.4 Update the area Managers, as appropriate.
- [] 14.5 Respond to telephone requests for information, as necessary.

15. RECOVERY

- [] 15.1 The Emergency Director at CNS evaluates the effectiveness of corrective actions taken at the Station and determines if the emergency is under control as discussed in Section 9 of the NPPD Emergency Plan for CNS. When the emergency is determined to be under control and at the direction of the Emergency Director, a Recovery Panel is activated. The Panel may consist of following personnel:
 - [] 15.1.1 Emergency Director.
 - [] 15.1.2 Emergency Operations Facility Director (EOF).
 - [] 15.1.3 Technical Support Center Director (TSC).
 - [] 15.1.4 Public Affairs Director (JIC).
 - [] 15.1.5 Radiological Control Manager (EOF).

- [] 15.2 Accuracy in releasing information regarding an emergency at CNS is extremely important. Always coordinate and verify information before a statement is made to the media or the public.
- [] 15.3 All actions necessary during recovery operations cannot be anticipated. Most actions necessary during recovery from an accident at CNS will be dependent upon the conditions of the event. Personnel need to be alert, anticipate and identify problem situations, and communicate effectively.
- [] 15.4 When the Recovery Panel is activated by the Emergency Director at CNS, JIC activities will be as follows:
 - [] 15.4.1 The Public Affairs Director will represent the JIC on the Recovery Panel by conference call.
 - [] 15.4.2 Notifying JIC personnel of Recovery Panel activation.
 - [] 15.4.3 Providing input to the Recovery Panel, as appropriate.
 - [] 15.4.4 Providing Legislative Affairs office with current emergency information.
- [] 15.5 When Recovery Panel activities are terminated, JIC activities will be as follows:
 - [] 15.5.1 The Public Affairs Director will:
 - [] 15.5.1.1 Brief JIC personnel of any Recovery Panel decisions and information, as appropriate.
 - [] 15.5.1.2 Ensure the Facility Manager is informed of the CNS emergency status and expected time frame for future actions.
 - [] 15.5.1.3 Instruct JIC personnel to continue with facility activities.
- [] 15.6 When the decision has been made to initiate the Recovery Organization, JIC activities will be as follows:
 - [] 15.6.1 The Public Affairs Director
 - [] 15.6.1.1 Notify JIC personnel of the decision to activate the Recovery Organization.
 - [] 15.6.1.2 Contact the Senior Vice President of Nuclear and Enterprise Effectiveness to discuss the expected time frame for maintaining JIC activities.

- ☐ 15.6.1.3 Deactivate the JIC, as necessary.
 - ☐ 15.6.1.4 Provide Legislative Affairs office with emergency and recovery operation information.
 - ☐ 15.7 Overall activities of the JIC after activation of the Recovery Organization are as follows:
 - ☐ 15.7.1 Support the CEO and his interface with District Board members as well as other governmental officials.
 - ☐ 15.7.2 Ensure all NPPD information provided to state and federal organizations and media sources is current and correct.
 - ☐ 15.7.3 Ensure all NPPD information is relayed to the public in a timely manner and without distortion.
 - ☐ 15.7.4 Ensure sources of misinformation are located and erroneous information is corrected.

16. DEACTIVATION OF THE JIC

- ☐ 16.1 The Facility Manager shall supervise the deactivation of the JIC.
- ☐ 16.2 All personnel shall restore their work stations to the pre-emergency configurations.
- ☐ 16.3 All personnel shall surrender their logs and other records to the Facility Manager.
- ☐ 16.4 The Facility Manager shall forward all logs and other records to the Emergency Preparedness Office at CNS.

ATTACHMENT 1 PAGER CARRIER INSTRUCTIONS
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The person carrying the pager is responsible for the following:

1. Keep the pager "ON" at all times when scheduled to carry the pager.
2. Familiarity with the operation of the digital display pager, how it operates, what the codes mean, how to reset the pager, etc. If you have questions about the pager use or need an additional copy of the pager operating instructions, contact the CNS Emergency Preparedness Department.
3. Report to the JIC as appropriate when the pager is activated for an emergency as indicated by the display on the pager. The following codes will be displayed on the pager.

PAGER CODES AND INFORMATION/ACTION SUMMARY		
X-CODE	Y-CODE	Z-CODE
0 - Drill	0 - No facilities are being activated, standby.	0 - Do not respond to the plant.
1 - NOUE		1 - Use normal route to the plant.
2 - ALERT	1 - TSC/OSC/EOF are being activated.	2 - Use South access road to the plant.
3 - SITE AREA EMERGENCY		3 - Use North access road to the plant.
4 - GENERAL EMERGENCY		
5 - Disregard Previous Page		

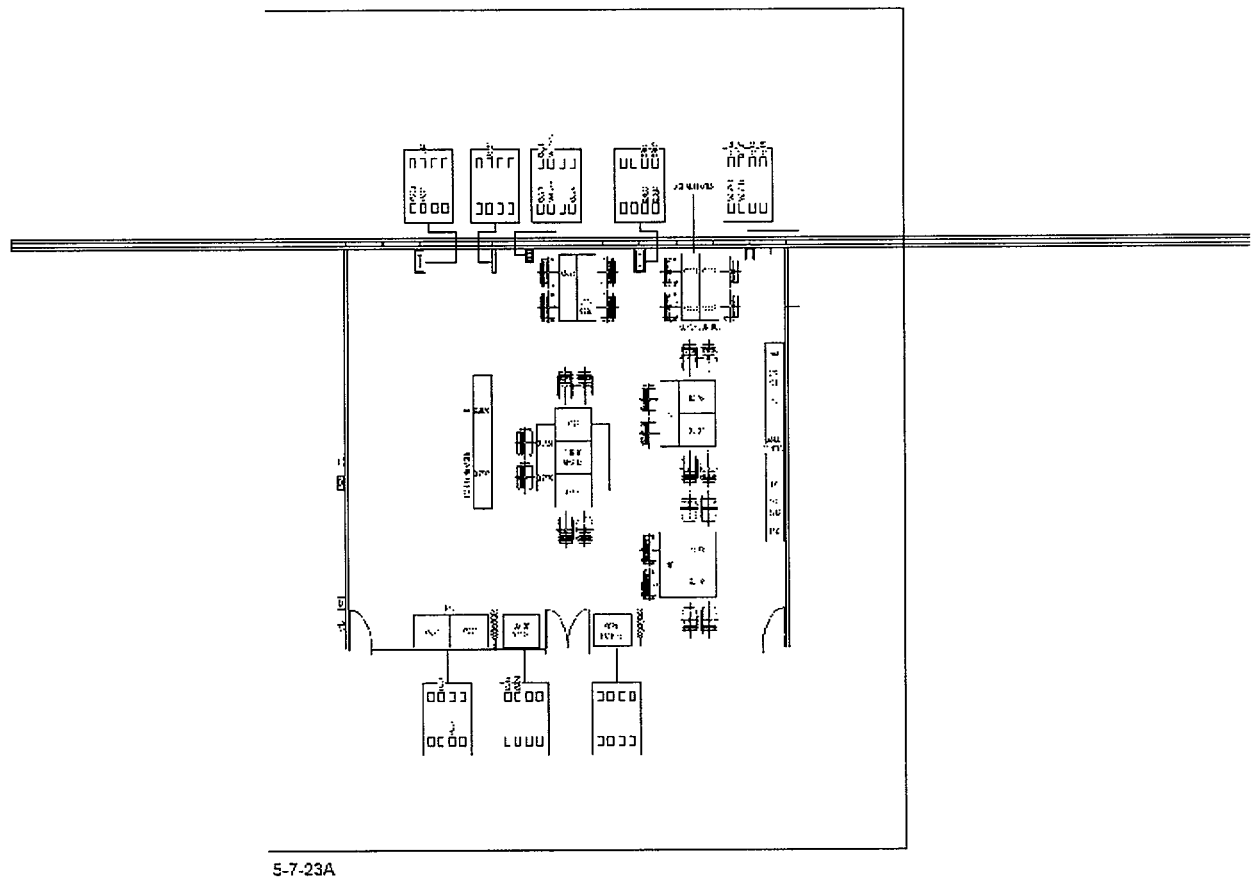


Figure 1

1. DISCUSSION

- 1.1 The CNS Control Room makes the initial notification to General Office Emergency Response personnel upon declaration of an emergency classification. The JIC may be placed on standby during an ALERT and will be manned and activated upon the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY.
- 1.2 As discussed in the NPPD Emergency Plan for CNS, the JIC is a media briefing area. At this site, NPPD coordinates press briefings with state and federal emergency response personnel. During an emergency response, the major function of the JIC is:
 - 1.2.1 Coordinate the development and dissemination of information to the news media.
 - 1.2.2 Conduct media monitoring.
 - 1.2.3 Maintain rumor control.
 - 1.2.4 Provide NPPD employees with information concerning the emergency.
- 1.3 The JIC is located in the third floor Conference Rooms of the Columbus General Office Building. Attachment 2 shows the floor plan of the JIC.
 - 1.3.1 At a minimum during emergency response activities, the JIC should be staffed with following personnel:
 - 1.3.1.1 Public Affairs Director.
 - 1.3.1.2 Technical Briefer.
 - 1.3.1.3 Public Information Officer.
- 1.4 POSITION INSTRUCTION MANUALS (PIMs)
 - 1.4.1 Positional Instruction Manuals (PIMs) contain positional checklists for the activation and operation of the JIC and are to be utilized by all JIC positions. PIMs are numbered and controlled by the Emergency Preparedness Department, labeled by ERO position, and are located in JIC Cabinet #1.
 - 1.4.1.1 Public Affairs Director - PIM #1.
 - 1.4.1.2 Public Affairs Director Secretary - PIM #2.

1.4.1.3 Designated Spokesperson - PIM #3.

1.4.1.4 Facility Manager - PIM #4.

1.4.1.5 Technical Briefer - PIM #5.

1.4.1.6 Media Monitor - PIM #6.

1.4.1.7 Public Information Officer - PIM #7.

1.4.1.8 Rumor Control - PIM #8.

1.4.1.9 Employee Information - PIM #9.

2. REFERENCE

2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.

2.2 Emergency Plan Implementing Procedure 5.7.6, Notification.