

July 9, 2003

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

Subject: Duke Energy Corporation
Catawba Nuclear Station Units 1 and 2
Docket Nos. 50-413 and 50-414
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following
Emergency Plan Implementing Procedure:

SR/O/B/2000/001, Standard Procedure for Public Affairs Response
to the Emergency Operations Facility (Rev. 004)

This revision is being submitted in accordance with 10CFR
50.54(q) and does not decrease the effectiveness of the
Emergency Plan Implementing Procedures or the Emergency Plan.

By copy of this letter, two copies of the above documents are
being provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-
4027.

Very truly yours,


D. M. Jamil

Attachments

A045

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xc (w/attachments):

L. A. Reyes
U.S. Nuclear Regulatory Commission
Regional Administrator, Region II
Atlanta Federal Center
61 Forsyth St., SW, Suite 23T85
Atlanta, GA 30303

(w/o attachments):

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NRR Senior Project Manager
U.S. Nuclear Regulatory Commission
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E. F. Guthrie
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U.S. Nuclear Regulatory Commission
Catawba Nuclear Site

**DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 015)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 036)
RP/0/A/5000/003	Alert (Rev. 039)
RP/0/A/5000/004	Site Area Emergency (Rev. 041)
RP/0/A/5000/005	General Emergency (Rev. 041)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 015)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 015)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 021)
RP/0/A/5000/009	Collision/Explosion (Rev. 007)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 016)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 029)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 005)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

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EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (1/15/96)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 017)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 004)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 011)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 003)
RP/0/B/5000/026	Site Response to Security Events (Rev. 005)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

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CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 055)
HP/0/B/1009/001	Radiation Protection Recovery Plan (Rev. 008)
HP/0/B/1009/003	Radiation Protection Response Following a Primary to Secondary Leak (Rev. 008)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 028)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 016)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 008)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 019)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 015)
HP/0/B/1009/009	Guidelines for Accident and Emergency Response (Rev. 039)
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Radioactive Material (Rev. 008)
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev. 011)
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Deleted
HP/2/B/1009/017	Deleted
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions (Rev. 002)

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VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 004)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 002)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 002)
OP/0/A/6200/021	Deleted
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 004)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 002)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 009)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 005)

July 8, 2003

(R04-01)

**Duke Power Company
PROCEDURE PROCESS RECORD
FOR STANDARD PROCEDURES**

(1) ID No.: SR0/B/2000/001Revision No.: 004**PREPARATION**

(2) Procedure Title Standard Procedure For Public Affairs Response To The Emergency Operations Facility
 (3) Prepared By Richard F. Jia Date 4-28-03

(4) Applicable To:	<input checked="" type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor	<u>Ray Waterman</u>	<u>Alan L. Praver</u>	<u>B. R. Stett</u>
(6) Requires NSD 228 Applicability Determination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No YES = New procedure or reissue with major changes NO = Reissue with minor changes OR to incorporate previously approved changes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Review (QR)	By <u>Robert Taylor</u> Date <u>5/27/03</u>	By <u>Sam A. P. L.</u> Date <u>4/28/03</u>	By <u>Gary L. M. Stett</u> Date <u>5/8/03</u>
Cross-Disciplinary Review (QR)	By <u>NA</u> Date <u>5/27/03</u>	By <u>NA</u> Date <u>4/28/03</u>	By <u>NA</u> Date <u>5/8/03</u>
Reactivity Mgmt. Review (QR)	By <u>NA</u> Date <u>5/27/03</u>	By <u>NA</u> Date <u>4/28/03</u>	By <u>NA</u> Date <u>5/8/03</u>
Mgmt. Involvement Review (Ops. Supt.)	By <u>NA</u> Date <u>5/27/03</u>	By <u>NA</u> Date <u>4/28/03</u>	By <u>NA</u> Date <u>5/8/03</u>
(8) Additional Reviews	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____
(9) Approved	By <u>Robert Taylor</u> Date <u>5/27/03</u>	By <u>R. J. Murray</u> Date <u>5-6-03</u>	By <u>Richard Stett</u> Date <u>5-8-03</u>
(10) Use Level			

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
 (12) Date(s) Performed _____
 Work Order Number (WO#) _____

COMPLETION

(13) Procedure Completion Verification

- ☐ Yes ☐ NA Check lists or blanks properly initialed, signed, dated, or filled in NA, as appropriate?
☐ Yes ☐ NA Required enclosures attached?
☐ Yes ☐ NA Data sheets attached, completed, dated, and signed?
☐ Yes ☐ NA Charts, graphs, etc., attached and properly dated, identified, and marked?
☐ Yes ☐ NA Procedure requirements met?

Verified By _____ Date _____

(14) Procedure Completion Approved _____ Date _____

(15) Remarks (attach additional pages, if necessary)

<p>Duke Power Company Station Name</p> <p>Standard Procedure For Public Affairs Response To The Emergency Operations Facility</p> <p>Reference Use</p>	<p>Procedure No. SR/0/B/2000/001</p>
	<p>Revision No. 004</p>
	<p>Electronic Reference No. OP00945E</p>

Standard Procedure For Public Affairs Response To The Emergency Operations Facility

1. Symptoms

- 1.1 Conditions exist such that the public affairs emergency response organization has been activated.

2. Immediate Actions

- 2.1 News manager position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center.
- 2.2 Public spokesperson position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center.
- 2.3 EOF technical liaison position will be staffed as quickly as possible after the activation of the EOF.
- 2.4 Public information coordinator position will be staffed as quickly as possible after the activation of the EOF.

3. Subsequent Actions

- 3.1 Respond as required by enclosures designated for the individual position.

<p>NOTE:</p> <ul style="list-style-type: none">• Actions are <u>NOT</u> required to be followed in any particular sequence.• Place Keeping Aids: <input type="checkbox"/> at left of steps may be used for procedure place keeping. (<input checked="" type="checkbox"/>)

4. Enclosures

- 4.1 News Manager
- 4.2 Public Spokesperson
- 4.3 Public Information Coordinator
- 4.4 EOF Technical Liaison

4.1
News Manager Activation Checklist
(Nuclear Only)

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1. EOF News Manager Activation Checklist

- ☐ 1.1 Sign in on the public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Discuss the development of data information with the EOF technical liaison.
- ☐ 1.4 Prepare the public spokesperson for news conference by:
 - Reviewing the news conference form (located in public affairs' file cabinet)
 - Verifying data sheets have been provided by EOF technical liaison
 - Providing copies of all news releases/bulleted updates
 - Developing messages and talking points based on current conditions and issues/rumors which need to be addressed
- ☐ 1.5 (McGuire & Catawba only) Contact the public information manager to:
 - Determine time for pre-news conference briefing with state/county/federal PIOs.
 - Set a time for news conference
 - Determine visual aids needed for news conference
- ☐ 1.6 (Oconee only) Contact government agency liaison in the Oconee Joint Information Center to:
 - Determine a time for pre-news conference briefing with state/county/federal PIOs
 - Set a time for news conference
 - Determine visual aids needed for news conference
 - Assign media liaison stationed in the Isaqueena Trail media center to the JIC conference bridge to keep up with plant status and emergency classification
 - Verify phone is available for the media liaison
- ☐ 1.7 Complete the news conference agenda form (located in the public affairs' file cabinet) during the pre-news conference briefing.

4.1
News Manager Activation Checklist
(Nuclear Only)

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- ☐ 1.8 Serve as the news conference moderator/facilitator using information gathered on the news conference agenda form during the pre-news conference briefing.

Prior to beginning news conference:

- Ensure all people at the speakers table have a name card
- Ensure all people at the speakers table have a place to sit - obtain additional seats if needed.

CAUTION: Stop the news conference if a change in emergency classification occurs while the conference is being held. Words to use are shown on the agenda form.

- ☐ 1.9 Contact the NRC representatives in the EOF to keep them up to date on communication activities.
- ☐ 1.10 Document key decisions, calls, and contacts using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.11 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.12 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

Enclosure 4.2
Public Spokesperson Activation Checklist
(Nuclear Only)

SR/0/B/2000/001
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1. Public Spokesperson Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Contact the news manager.
- ☐ 1.4 Contact EOF technical liaison.
- ☐ 1.5 Contact public information coordinator.
- ☐ 1.6 Review data sheets, new releases and information appropriate to the event.

NOTE: The EOF technical liaison maintains data sheets and a chronological list of events.
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- ☐ 1.7 Obtain a chronology of events in preparation for the news conference.
- ☐ 1.8 Request the EOF technical liaison make you aware of any significant change in plant status - whether you are in the EOF, JIC or a news conference.
- ☐ 1.9 Review and approve news releases/bulleter updates when they are ready for release.
- ☐ 1.10 Review all news releases/bulleter updates prior to news conference.
- ☐ 1.11 Review current copies of data sheets prior to news conference.
- ☐ 1.12 Keep in contact with the public spokesperson located at the visitor's center (if applicable) to keep abreast of information being provided to the media from the plant site.
- ☐ 1.13 Review all documented escalated rumor information about plant status and/or misinformation revealed by media queries.
- ☐ 1.14 Request news manager arrange for visual aids that will be needed (if appropriate) for press conference.

Enclosure 4.2
Public Spokesperson Activation Checklist
(Nuclear Only)

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NOTE: Do not speculate during the news conference. Information should relate to plant status and plant recovery. Do not discuss public protective actions and state/county response.

CAUTION: Do not make reference to projected dose during a news conference. Any reference to dose should be based on actual dose at the site boundary.

- ☐ 1.15 Provide brief update to state/county PIO representatives prior to each news conference at the pre-news conference briefing.
- ☐ 1.16 Communicate with Duke Energy board of directors as needed or requested to provide updates and address issues or concerns.
- ☐ 1.17 Communicate with the governors of North Carolina and/or South Carolina as needed or requested to address issues or concerns.
- ☐ 1.18 Document key decisions, calls, and contacts using ERO Facility Log Sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.19 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.20 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

Enclosure 4.3
Public Information Coordinator Activation
Checklist

SR/0/B/2000/001
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1. Public Information Coordinator Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 (Nuclear only) Secure copies of the emergency notification form (ENF) that have been sent to the state/county agencies from the offsite agency communicator in the EOF.
- ☐ 1.4 Log on the public affairs' EOF workstation using your LAN ID and password and then access the JIC media bridge line (5654) for a communication path to the JIC and site visitor center.
 - (Nuclear only) Log on to Lotus Notes Roaming and maintain this as an open path for emails to the NRC and Charlotte JIC.

NOTE: Directions for accessing JIC drive (charf01/ccr_jic) are in the Joint Information Center (JIC) Reference Manual, located in the public affairs' file cabinet.
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- ☐ 1.5 Access the JIC drive and print the initial news release that was prepared by the site community relations/media relations duty person for this event.
- ☐ 1.6 Ensure all news releases and bulleted updates are copied and distributed within the EOF. Ensure a copy is put in the Master EOF folder.
 - Oconee only - Ensure releases/updates are also distributed to the Charlotte and ONS JICs.
- ☐ 1.7 (Catawba and McGuire only) Access the electronic ENF using the directions located in the public affairs' file cabinet. Use this version in lieu of the hard copy, as needed.
- ☐ 1.8 (Nuclear only) Develop news releases and bulleted updates appropriate to the event by working with the news manager, the EOF technical liaison, and the public spokesperson. News releases/updates should address, as appropriate:
 - Changes in event classification
 - Current plant conditions
 - Visible or audible events such as fires and noises
 - Nuclear insurance (if the public has been evacuated)
 - Employee information such as injuries, personnel accountability, and site evacuation
 - Radiological releases
 - Dispatch of field monitoring teams
 - Any offsite response such as fire truck or ambulance
 - Rumors (dispel)

Enclosure 4.3
Public Information Coordinator Activation
Checklist

SR/0/B/2000/001
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- ☐ 1.9 (Storms only) Develop news releases and messages appropriate to the event by working with the EOF technical liaison, the media coordinator, and the customer service center (CSC) liaison. News releases should address, as appropriate:
- Current system conditions
 - Use of outside utilities
 - Outage updates
 - State/county resources being utilized
 - Schedule of planned restoration
 - Rumors (dispel)
 - Employee information (e.g. injuries)
 - Localized information
- ☐ 1.10 Have the EOF technical liaison verify the technical information provided in news releases.
- ☐ 1.11 Provide copy of news release/bulleted update to the public spokesperson (or EOF Director, if spokesperson not available) for review and approval prior to releasing to JIC for distribution or posting to the web.
- ☐ 1.12 After spokesperson/EOF Director reviews the news release/bulleted update:
- Notify JIC that news release is ready for review - and subsequent distribution if no changes are noted.
 - (Nuclear only) E-mail a "courtesy review" copy of the news release/bulleted update (marked as Draft for Review) to the NRC (use one of the following email addresses: kmc@nrc.gov or rdh1@nrc.gov).
- ☐ 1.13 Document key decisions, calls, and contacts not included in news releases and updates using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.14 (Storms only) Obtain storm data information from the EOF technical liaison and send this information to the CSC and JIC every three hours (coincide with news release schedule).
- ☐ 1.15 (Storms only) Assist the EOF technical liaison, as needed, in coordinating and disseminating information.
- ☐ 1.16 If a public spokesperson is needed for the Charlotte/Isaqueeena Trail media center prior to visitor center evacuation, utilize the appropriate steps in the news manager checklist to prepare the public spokesperson for news conference.

Enclosure 4.3
Public Information Coordinator Activation
Checklist

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- ☐ 1.17 Provide copy of all news releases/bulleted updates prepared in the EOF to the public affairs emergency communications planner.

CAUTION: Assure that a copy of each news release/bulleted update is available prior to deleting files.

- ☐ 1.18 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.19 (Nuclear only) Delete all news releases/bulleted updates developed as a result of the EOF activation from the JIC drive after the event is terminated.
- ☐ 1.20 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

1. EOF Technical Liaison Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Instructions for using the wireless phone/headsets are located on top of the public affairs' file cabinet.
 - 1.3.1 Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affairs' file cabinet.
 - 1.3.2 When using the JIC bridge line, observe the following protocol:
 - Identify yourself and your location
 - Take turns speaking - do not interrupt
 - Acknowledge receipt of information
 - Repeat back to ensure important/sensitive information is received/understood
 - Re-direct long discussions to a phone line
 - Do not push the "Hold" button on your phone, this will lock the system to those currently on line.
- ☐ 1.4 Using the wireless headset/mobile phone, access the JIC conference bridge.
- ☐ 1.5 Gather technical information on plant/event conditions and document this information on the appropriate blank data sheets (nuclear) or on a log sheet/notepad (storms).
- ☐ 1.6 (Storms only) Prepare talking points, presentations and summaries as requested and obtain approval by EOF and JIC.
- ☐ 1.7 (Nuclear only) Help the public information coordinator understand the information on the data sheets.
- ☐ 1.8 (Nuclear only) If requested, fax completed data sheets to the Charlotte JIC.
- ☐ 1.9 (Nuclear only) Provide completed data sheets/information to public spokesperson.
- ☐ 1.10 Maintain a chronological listing of significant events using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet) or obtain copies of the EOF status board information from the EOF log keeper.

Enclosure 4.4
EOF Technical Liaison Activation Checklist

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- ☐ 1.11 Update regional communications coordinator as conditions change, particularly concerning emergency classifications or outage/ETOR status.
- ☐ 1.12 (Storms only) Attend EOF and Event Communications conference calls and meetings to gather additional information.
- ☐ 1.13 (Nuclear only) Request assistance from EOF rad assessment manager or their designee in obtaining Raddose V page 3 information.
- ☐ 1.14 (Nuclear only) Utilize dose comparison tip sheet and information from Raddose V to develop dose comparisons for news releases/bulleted updates.

CAUTION: Discussions relating to dose are always based on actual dose at the site boundary only. Do not use projected dose information at any time. (Nuclear only)

- ☐ 1.15 (Nuclear only) Provide dose comparison information to public information coordinator for use in news releases/bulleted updates.
- ☐ 1.16 (Nuclear only) Continue to monitor and update information relative to radiological releases.
- ☐ 1.17 (Storms only) Assist in the coordination of crews and locations for news conferences, and media briefings, in conjunction with the media coordinator and region communicators.
- ☐ 1.18 Assist regional communications coordinator and state/county EOC liaisons by tracking down information to dispel rumors.
- ☐ 1.19 Immediately notify the public spokesperson of any significant changes, such as changes in emergency classifications (nuclear) or changes in outage/ETORs (storms).
- ☐ 1.20 Provide feedback/information to the JIC concerning community issues /concerns and situational updates.
- ☐ 1.21 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc
- ☐ 1.22 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____