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September 17, 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 Procedures:

RP/0/A/5000/018 Emergency Worker Dose Extension (Rev. 001)  
SR/0/B/2000/002 Standard Procedure for EOF Services (Rev. 003)

These revisions are being submitted in accordance with 10CFR  
50.54(q) and do 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

U.S. Nuclear Regulatory Commission  
September 17, 2003  
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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  
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(w/o attachments):

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Senior Resident Inspector (CNS)  
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. 016)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 016)
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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**DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

**VOLUME I**

<b>PROCEDURE</b>	<b>TITLE</b>
RP/0/A/5000/018	Emergency Worker Dose Extension (Rev. 001)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 018)
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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DUKE POWER COMPANY  
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)

September 17, 2003

DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 005)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 002) (Restricted Change)
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. 003)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 010)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 006)

September 17, 2003

Duke Power Company  
PROCEDURE PROCESS RECORD

(1) ID No. RP/0/A/5000/018  
Revision No. 001

PREPARATION

- (2) Station Catawba
- (3) Procedure Title Emergency Worker Dose Extension
- (4) Prepared By E. T. Beadle Date 8/19/03
- (5) Requires NSD 228 Applicability Determination?  
☒ Yes (New procedure or revision with major changes)  
☐ No (Revision with minor changes)  
☐ No (To incorporate previously approved changes)
- (6) Reviewed By GARY L. Mitchell (QR) Date 9/8/03  
 Cross-Disciplinary Review By [Signature] (QR) NA NA Date 9/8/03  
 Reactivity Mgmt. Review By [Signature] (QR) NA NA Date 9/9/03  
 Mgmt. Involvement Review By [Signature] (Ops. Supt.) NA NA Date 9/8/03
- (7) Additional Reviews  
 Reviewed By \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed By \_\_\_\_\_ Date \_\_\_\_\_
- (8) Temporary Approval (if necessary)  
 By \_\_\_\_\_ (OSM/QR) Date \_\_\_\_\_  
 By \_\_\_\_\_ (QR) Date \_\_\_\_\_
- (9) Approved By [Signature] for RLSweigart Date 9/8/03

PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

- (10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
 Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
 Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_
- (11) Date(s) Performed \_\_\_\_\_  
 Work Order Number (WO#) \_\_\_\_\_

COMPLETION

- (12) Procedure Completion Verification:  
☐ Yes ☐ NA Check lists and/or blanks 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, dated, identified, and marked?  
☐ Yes ☐ NA Procedure requirements met?
- Verified By \_\_\_\_\_ Date \_\_\_\_\_
- (13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_
- (14) Remarks (Attach additional pages, if necessary)

<b>Duke Power Company</b> <b>Catawba Nuclear Station</b>  <b>Emergency Worker Dose Extension</b>   <b>Reference Use</b>	<b>Procedure No.</b> <b>RP/0/A/5000/018</b>
	<b>Revision No.</b> <b>001</b>
	<b>Electronic Reference No.</b> <b>CP0094HE</b>

## Emergency Worker Dose Extension

### 1. Symptoms

1.1 Workers performing emergency service may be expected to exceed normal occupational exposure limits during a declared emergency event or exceed blanket dose extension limits authorized by the Radiation Protection Manager.

1.2 This procedure shall not be used for "Planned Special Exposures".

### 2. Immediate Actions

2.1 Select Personnel based on the following:

2.1.1 Personnel shall be Duke Power Emergency Response Organization Members or Off-site Agency Emergency Workers. All personnel should be volunteers; however, personnel whose exposure during an emergency event is expected to exceed 25 rem TEDE shall be volunteers.

2.1.2 Personnel shall be advised of the risks involved, including the numerical levels of dose at which acute effects of radiation may be incurred and numerical estimates of the risks of delayed effects per EPA 400, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents." This information is summarized in Enclosure 4.1, "Health Risks Associated With Dose Extensions."

2.1.3 Performance of emergency services should be limited to non pregnant adults.

2.1.4 All factors being equal, older volunteers should be selected.

2.2 Document personnel information including Emergency Worker signature on Enclosure 4.2, "Authorization For Emergency Worker Dose Extensions."

2.3 Obtain Radiation Protection Manager (RPM) or designee signature or verbal acknowledgment of the need for extending Emergency Worker Dose Limits. Document this acknowledgment on Enclosure 4.2, "Authorization For Emergency Worker Dose Extensions."

**NOTE:** The Radiation Protection Manager or designee may not be readily available; therefore, this acknowledgment is optional.

2.4 Obtain Emergency Coordinator or EOF Director signature or verbal approval prior to extending the Emergency Worker Dose Limits. Document this approval on Enclosure 4.2, "Authorization For Emergency Worker Dose Extensions."

**NOTE:** After EOF activation the EOF Director should be made aware of any Emergency Worker dose extensions approved by the Emergency Coordinator.

- 2.5 Ensure that proper dosimetry, specified by Radiation Protection, is used by workers performing the emergency service.

### **3. Subsequent Actions**

- 3.1 Maintain exposure ALARA. Doses to all workers during emergencies should, to the extent practicable, be kept within occupational limits.
- 3.2 The Emergency Worker Dose Extension Limits provided in Enclosure 4.2, "Authorization For Emergency Worker Dose Extensions," apply to dose incurred during a declared emergency event.
- 3.3 Exposures above dose limits 5 rem TEDE or any limits from Enclosures 4.2 shall require a medical evaluation as to whether the individual may continue in radiological work.
- 3.3.1 Emergency Worker dose exposure should be limited to once in a lifetime dose.
- 3.4 Record all exposures in accordance with the "Radiation Protection Policy Manual I-03, Radiation Protection Records."

### **4. Enclosures**

- 4.1 Health Effects and Risks Associated with Radiation Exposure
- 4.2 Authorization for Emergency Worker Dose Extensions

**Health Effects and Risks Associated with  
Radiation Exposure****Health Effects Associated With Whole-Body Absorbed Doses****Received Within A Few Hours <sup>a</sup>**

<b>Whole Body Absorbed Dose (rad)</b>	<b>Early Fatalities <sup>b</sup> (percent)</b>	<b>Whole Body Absorbed Dose (rad)</b>	<b>Prodromal Effects <sup>c</sup> (percent)</b>
140	5	50	2
200	15	100	15
300	50	150	50
400	85	200	85
460	95	250	98

<sup>a</sup> Risks will be lower for protracted exposure periods.

<sup>b</sup> Supportive medical treatment may increase the dose at which these frequencies occur by approximately 50 percent.

<sup>c</sup> Forewarning symptoms of more serious health effects associated with large doses of radiation.

**Enclosure 4.1**  
**Health Effects and Risks Associated with**  
**Radiation Exposure**

RP/0/A/5000/018  
Page 2 of 2

Approximate Cancer Risk to Average Individuals From 25 Rem Effective

Dose Equivalent Delivered Promptly

Age At Exposure (years)	Approximate Risk of Premature Death (death per 1,000 persons exposed)	Average Years Of Life Lost If Premature Death Occurs (years)
20 to 30	9.1	24
30 to 40	7.2	19
40 to 50	5.3	15
50 to 60	3.5	11

**NOTE:** Information in this enclosure was taken from Tables 2-3 and 2-4 of EPA-400, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents." More detailed information regarding the risks associated with radiation exposure can be found in EPA-400 Appendices B and C. With regard to the maximum limit, EPA 400 concluded that it was not possible to prejudge the acceptable risk for saving a life.

**Enclosure 4.2**  
**Authorization for Emergency Worker Dose**  
**Extensions**

**RP/0/A/5000/018**  
**Page 1 of 1**

DOSE LIMITS			
Activity	Total Effective Dose Equivalent (TEDE)	Lens of Eye	Other Organs (Includes skin and body extremities)
ALL	5 rem	15 rem	50 rem
Protecting Valuable Property	10 rem	30 rem	100 rem
Lifesaving or Protection of Large Populations	25 rem	75 rem	250 rem
Lifesaving or Protection of Large Populations	>25 rem	>75 rem	>250 rem

RP BADGE NO.	NAME	AGE	EMPLOYER	SIGNATURE OF INDIVIDUAL *

- \* My signature indicates my acknowledgment that I have been informed that I may be exposed to the levels of radiation circled in the chart on the previous page. I have been fully briefed on the task to be accomplished and on the risks of this exposure.

I \_\_\_\_\_ acknowledge this planned Emergency Exposure. \_\_\_\_\_  
 (RPM or designee, signature or printed name if verbal acknowledgment, Date/Time  
 if RPM or designee is not available this acknowledgment is optional)

I \_\_\_\_\_ approve this planned Emergency Exposure. \_\_\_\_\_  
 (Emergency Coordinator or EOF Director, signature or printed name if verbal approval) Date/Time

**Subsequent Radiation Protection Action:**

Determine need for medical evaluation  
 Initiate Reporting Requirements per 10 CFR20  
 Copy to Individual's History Exposure File

(R04-01)

Duke Power Company  
PROCEDURE PROCESS RECORD  
FOR STANDARD PROCEDURES

(1) ID No.: SR0/B/2000/002  
Revision No.: 003

## PREPARATION

(2) Procedure Title Standard Procedure for EOF Services(3) Prepared By B. R. Stb Date 8/21/03

(4)	Applicable To:	<input type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5)	Technical Advisor	<u>Alan I. Praver</u>		<u>B. R. Stb</u>
(6)	Requires NSD 228 Applicability Determination	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No YES = New procedure or reissue with major changes NO = Reissue with minor changes <u>OR</u> to incorporate previously approved changes		
(7)	Review (QR)	By _____ Date _____	By <u>[Signature]</u> Date <u>9/5/03</u>	By <u>GARY C. Mitchell</u> Date <u>8-21-03</u>
	Cross-Disciplinary Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>gm</u> Date <u>9/5/03</u>	By _____ NA <u>GM</u> Date <u>8-21-03</u>
	Reactivity Mgmt. Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>gm</u> Date <u>9/5/03</u>	By _____ NA <u>GM</u> Date <u>8-21-03</u>
	Mgmt. Involvement Review (Ops. Supt.)	By _____ NA _____ Date _____	By _____ NA <u>gm</u> Date <u>9/5/03</u>	By _____ NA <u>GM</u> Date <u>8-21-03</u>
(8)	Additional Reviews	By _____ (QA) Date _____  By _____ Date _____	By _____ (QA) Date _____  By _____ Date _____	By _____ (QA) Date _____  By _____ Date _____
(9)	Approved	By _____ Date _____	By <u>R. L. Whuney</u> Date <u>9-9-03</u>	By <u>Richard L. Snegard</u> Date <u>8-25-03</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)

**Duke Power Company  
McGuire/Catawba Nuclear Station**

**Standard Procedure for EOF Services**

**Reference Use**

**Procedure No.**

**SR/0/B/2000/002**

**Revision No.**

**003**

**Electronic Reference No.**

**CP0094AZ**

## **Standard Procedure for EOF Services**

### **1. Symptoms**

An emergency condition exists requiring EOF activation.

### **2. Immediate Actions**

Activate the EOF Services functions.

The following services functions are established or made available:

- Communication Systems (Enclosure 4.1)
- Transportation Services (Enclosure 4.2)
- Administration/Commissary (Enclosure 4.3)
- Risk Management (Enclosure 4.4)
- Procurement (Enclosure 4.5)

### **3. Subsequent Actions**

Shutdown EOF per Enclosure 4.6.

### **4. Enclosures**

- 4.1 Communications
- 4.2 Transportation Services
- 4.3 Administration/Commissary
- 4.4 Risk Management
- 4.5 Procurement
- 4.6 EOF Shutdown Review Items

## 1. Purpose

Provides the telephone and radio requirements of the overall recovery organization as well as electrical needs.

## 2. Major Functions

- 2.1 Install and maintain telephone system.
- 2.2 Supply mobile radios and radio pagers.
- 2.3 Install additional electrical hookups as needed.

**NOTE:** Telecommunications Operations Center (704-382-1961) is staffed 7 days a week, 24 hours a day.

- 2.4 Notify Telecommunications Operations Center should any additional problem solving be necessary and/or additional personnel be required.

## 3. Communications Systems

### Telephone System

The system consists of independent lines for use by Emergency Response personnel and provisions are made for phones for NRC use and special off-site agency coordination use.

### Radio Systems

These systems consist of 3 independent systems for use by the Offsite Communicators, NC, and SC (State Radios and Low Band system), and Duke Dose Assessment (800 Mhz system).

## 4. Equipment

**Communications:** All communication equipment for the MNS/CNS EOF is in each individual room and location.

- Telephones (commercial, microwave, and cellular) are located throughout the facility.
- Selective Signal Telephone (state/county notification equipment) is located in the Off-site Agency Communicator room.
- Emergency Telecommunications System (formerly FTS2000 System) is located in the NRC room (NRC telephones and LAN connections for laptop computers).
- NC and SC Emergency Radios (state radios and low band system) are located in the Off-site Agency Communicator Room and Field Monitoring Room.

**Enclosure 4.1**  
**Communications**

**SR/0/B/2000/002**  
**Page 2 of 2**

- **Duke Power Emergency Radio System (800 MHz system) is located in the Field Monitoring room.**
- **Ringdown Telephone (connected to MNS & CNS TSCs) is located in the EOF Director's Area.**
- **Decision Line Telephone (State/County communications network) is located in the EOF Director's area.**

## **1. Purpose**

Provides necessary equipment for movement of material and personnel.

## **2. Major Functions**

- 2.1 Provide vehicles and operators for personnel and equipment movement.
- 2.2 Provide common carrier and specialized carrier service for specific material and personnel needs.
- 2.3 Coordinate, trace, and expedite material deliveries and shipments in and out of recovery site.
- 2.4 Provide fuel for on-site recovery vehicles.
- 2.5 Transport environmental samples for analysis upon request by the Radiological Assessment Group.

## **3. Additional Personnel Required**

Additional personnel may be required to handle functions such as shuttle service, garbage pickup, environmental sample transport. Immediate needs are to be assessed upon arrival at the site.

## **4. First Call-Out**

- 4.1 On the first call-out, the director or designee will organize and transport the equipment and operating personnel needed initially.
- 4.2 The first contingency will begin with establishment of base operations. This will include personnel establishment and transport equipment assessment.
- 4.3 Equipment presently harbored at the General Office, Toddville, McGuire and Catawba sites, depending on the magnitude and need, is available for use at the onset. An assessment of availability will be made on arrival of the first transportation contingency.
- 4.4 Environmental samples transport requests will be initiated by the Radiological Assessment Group. The time and location of sample pick-up will be determined by the Transportation Director and Field Monitoring Coordinator. Sample destination will be the Applied Science Center (ASC) or unaffected station, as specified by the Radiological Assessment Group.

## **1. Purpose**

To provide general administrative office support and supplies and meet basic nutritional and personal needs of the recovery organization.

## **2. Major Functions**

- 2.1 Provide office supplies and equipment.
- 2.2 Provide secretarial/clerical services.
- 2.3 Provide copy services.
- 2.4 Provide air travel, hotel, and car rental arrangements.
- 2.5 Contact Payroll to get checks for individuals upon request.
- 2.6 Provide assistance for Petty Cash activities.
- 2.7 Provide in-house craft resources as requested.
- 2.8 Provide food and beverage.
- 2.9 Provide tables and chairs.
- 2.10 Provide tents.
- 2.11 Provide portable toilets.
- 2.12 Provide trash receptacles.
- 2.13 Ensure EOF is restocked between uses.
- 2.14 Maintain positive control of food service personnel while they are within the EOF.

## **3. Action List Upon Arrival at EOF**

- 3.1 Upon arrival at EOF, members of the Administration staff will be responsible for the following:
  - 3.1.1 Ensure that the EOF Services area is set up.
    - 3.1.1.1 Get pads, pencils, etc., out of supply cabinet.

- 3.1.2     Contact additional personnel if needed.
- 3.1.3     Copy Center / Fax services
- 3.1.4     Set up food service and ensure beverages and snacks are available (Commissary)
- 3.1.5     Public Address system switched on. (P.A. amplifier is in Janitor Storage Room)  
              (Administrative)
- 3.1.6     Copiers in the Copy Room and Offsite Agency Communications area turned on  
              (Administrative)

#### **4. Action List for Changing from Emergency to Recovery Mode**

- 4.1     Replenish supplies.
- 4.2     Determine additional space requirements.
- 4.3     Prepare weekly work schedules.
- 4.4     Determine hotel/motel accommodations and travel requirements; contact Corporate Travel Center for securing these requirements.
- 4.5     Notify Food Vendors - Set up shift operations to support recovery efforts for meals and breaks (snacks) with times and locations for serving.
- 4.6     Notify chairs and table suppliers/vendors for appropriate needs and quantities.
- 4.7     Notify tent suppliers for appropriate needs and quantities.
- 4.8     Notify portable toilet suppliers for appropriate needs and quantities.
- 4.9     Notify trash receptacles suppliers for appropriate needs and quantities.
- 4.10    Establish shift coverage of commissary personnel to support total recovery efforts.

## **1. Purpose**

- 1.1**    Serve as liaison between Duke and insurance companies.
- 1.2**    Interface with other EOF groups to provide assistance needed by insurance companies.

## **2. Major Functions**

- 2.1**    Provide contact with insurance companies.
- 2.2**    Assist insurance companies in data gathering.
- 2.3**    Assist insurance companies in establishing claims offices to disburse emergency assistance funds to evacuees.

## **3. Interfacing with Other Groups**

- 3.1**    Interface with appropriate technical support groups to obtain the necessary technical information sufficient to satisfy the needs of the insurance companies.
- 3.2**    Work with Administrative Group to provide assistance in securing motel reservations if insurance companies should dispatch an investigative team.
- 3.3**    Claims Office
  - 3.3.1**    In the event it becomes necessary to evacuate members of the general public, the insurance company would set up claims offices to disburse emergency assistance funds.
  - 3.3.2**    The Risk Management Group would provide as much assistance as possible in expediting the setting up of this claims office.
  - 3.3.3**    The Risk Management Group would also communicate with Public Affairs about its location and operation. Claims would be handled by insurance company personnel.

## **1. Purpose**

Coordinate all activities with the Recovery Organization relating to procurement of materials, equipment and services.

**NOTE:** The EOF Director and Services Manager are authorized to approve expenses incurred in the performance of the duties described in this procedure.

## **2. Major Functions**

- 2.1 Issue requisitions.
- 2.2 Negotiate contracts.
- 2.3 Issue purchase orders.
- 2.4 Expedite hardware and software.
- 2.5 Coordinate receipt of material.
- 2.6 Coordinate distribution of material.

## **3. Additional Personnel Required**

- 3.1 Since most of the purchasing function will be handled in either the Central or the Site Procurement Groups, the entire Nuclear Supply Chain will be at the Procurement Director's disposal. The Central and Site Procurement Groups will deploy and staff back-up teams per the Procurement Director's instructions.
- 3.2 The EOF Procurement team will utilize the clerical support provided by the Administration Group for necessary support functions in the EOF.

## **4. Arrival at EOF**

- 4.1 The Procurement Director will assess the situation and activate the Central and Site Procurement teams, if necessary.
- 4.2 Immediate work will begin on procurement of equipment, material and services as may be required.

## **5. Interface with Other Groups**

- 5.1 Work with Transportation Director and suppliers to ensure expeditious delivery of equipment to the site and with the Administration Director to obtain required funds from petty cash for small purchases.

- 5.2 Work with Nuclear Generation Department (NGD) site personnel concerning the receipt and distribution of equipment and materials.

## **6. Recovery Stage**

**NOTE:** The following is a checklist of things to do and/or consider when moving from the emergency to the recovery stage of an event.

- 6.1 Activate Procurement back-up teams.
- 6.2 Prepare work schedule for Procurement team.
- 6.3 Assess need for additional personnel support.

## **7. Procedures**

### **7.1 Requisitioning Equipment**

- 7.1.1 When it has been determined that material, equipment, or services are needed, Procurement Coordinators at the EOF will convey that need as rapidly as possible to the Nuclear Supply Chain utilizing telephones and/or fax machines.
- 7.1.2 Requisitions for the recovery effort will be expedited through the Nuclear Supply Chain system for immediate order processing.

### **7.2 Receiving**

- 7.2.1 Receipt of material and equipment will be handled by the Nuclear Supply Chain Site Group.
- 7.2.2 The EOF Procurement Team director will coordinate with site receiving to assure that the material gets to the appropriate destination at the site.

**Enclosure 4.6**  
**EOF Shutdown Review Items**

**SR/0/B/2000/002**  
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**1. Administration/Commissary**

- 1.1 Secure EOF Services area.
- 1.2 Restock office supplies as necessary.
- 1.3 Arrange for return of relocated office equipment.
- 1.4 Notify Hotels/Motels of release of rooms.
- 1.5 Assist personnel needing airline transportation home.
- 1.6 Notify vendors to discontinue food service to Emergency Operations Facility.
- 1.7 Notify vendors to pick up furniture and equipment not required for Recovery.
- 1.8 Make arrangements for trash removal.
- 1.9 Copy machines cut off.
- 1.10 Public address system off.

**2. Communications**

- 2.1 Secure radio base stations.
- 2.2 Return portable communications equipment to storage location (if applicable).

**3. Procurement**

Transfer information on outstanding requisitions to normal Procurement contacts.

**4. Transportation Services**

- 4.1 Arrange for transport of relocated equipment to original location, if applicable.
- 4.2 Arrange for transportation home for personnel (as needed).

**5. Risk Management**

Notify insurance companies of change in status.