

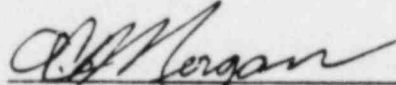
GENERAL OFFICE GUIDELINES MANUAL
FOR
CNS EMERGENCY RESPONSE ACTIVITIES

MARCH 15, 1983

FOREWORD

This General Office Guidelines Manual serves as the implementing document for pertinent portions of the Cooper Nuclear Station Emergency Plan. The organizational relationships, responsibility assignments, resource commitments, and procedural guidance contained herein have received corporate approval as indicated by date located at the bottom of this page. Changes to this manual will be reflected by a subsequent issue which will contain a new date of corporate approval.

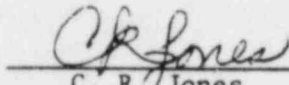
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INTRODUCTION AND DEFINITIONS

The CNS Emergency Plan is the source policy document for prescribing Nebraska Public Power District emergency response activities. As stated therein, the Emergency Plan: (1) describes the organization formed to manage emergency situations; (2) classifies emergencies according to severity of consequences; (3) defines and assigns functional responsibilities for emergency response actions; (4) outlines courses-of-action and protective measures to mitigate the consequences of an accident and to safeguard station personnel and the public; and (5) presents a general post-emergency plan and corporate organization for restoring the station to normal operating status. In implementing this policy, detailed procedures have been developed and are contained in the CNS Station Operations Manual. To supplement these procedures, and to assist in the implementation of the Plan, this manual of General Office Guidelines has been developed.

To aid in providing a clear understanding of the information contained herein, the following definitions (repeated in part from the CNS Emergency Plan) are provided:

Assessment Actions - actions taken during or after an emergency to obtain and process information necessary to determine the character and magnitude of the emergency and to implement specific corrective emergency measures.

Classification - Four classes of emergencies have been established. The classes are:

- 1) NOTIFICATION OF UNUSUAL EVENT
- 2) ALERT
- 3) SITE AREA EMERGENCY
- 4) GENERAL EMERGENCY

The rationale for these classes is to provide early and prompt notification of minor events which could lead to more serious consequences, or which might be indicative of more serious conditions, or which might be indicative of more serious conditions which are not yet fully realized. A system of "modules" has been provided to ensure more effective response preparation for more serious indicators.

There are four Basic Modules which depict the four major types of events:

- 1) Radiological
- 2) Operational
- 3) Fire-Natural-Security
- 4) Miscellaneous

The Basic Modules are subdivided into 14 submodules that are abnormal conditions considered to be those initiating events upon which all emergencies categorized within the Emergency Action Levels are based.

Prompt recognition of the occurrence of one or more of these initiating events of the Basic Module may prevent the situation from progressing to either a NOTIFICATION OF UNUSUAL EVENT category or an Action Level of greater severity.

Control Room (CR) - the CR, operating under the direction of the Shift Supervisor, is the primary point at which station conditions are monitored and controlled. It is the point where corrective actions are taken to mitigate an emergency situation and where the initial assessment and classification of an emergency are made.

Corrective Actions - measures taken to reduce the severity of, or terminate an emergency situation at, or near, the source of the problem; to prevent an uncontrolled release of radioactive material; or to reduce the magnitude of the radioactive release.

Emergency Action Levels (EALs) - parameters used to designate a particular class of emergency. These parameters are indicators of the emergency's severity or potential severity and are guides to aid in determining appropriate emergency response measures.

Emergency Operations Facility (EOF) - located in the CNS Security Building, the EOF is the focal point for overall NPPD management of an emergency at CNS, and is used for the coordination of onsite and offsite radiological emergency operations. When activated, the EOF is under the direction of the Emergency Director, who is responsible for maintaining continued coordination with governmental authorities regarding radiological consequences of an incident.

Emergency Planning Zone (EPZ) - defines areas established around CNS for which emergency planning is set forth in detail. These are the areas in which the potential need for protective action(s) is recognized and addressed. EPZs are defined for both the plume and ingestion exposure pathways.

General Office Emergency Center (GOEC) - located at NPPD headquarters, Columbus, Nebraska. The GOEC is under the direction of senior management personnel with authority to commit corporate resources (i.e. manpower, facilities, equipment, funds, etc.) to assist the CNS Emergency Organization.

Information Authentication Center (IAC) - that portion of the GOEC where the PIM staff receives information from the EOF and/or MRC. The IAC is also the location of the Intra-District Information Section and Rumor Control.

Ingestion Exposure Pathway - the pathway through which principal exposure would be from the ingestion of contaminated water or foods, such as milk or fresh vegetables. The time of potential exposure could range in length from hours to months. The ingestion exposure pathway emergency planning zone includes the area within a 50-mile radius of CNS.

Local Emergency Response Plans - plans for local governmental response to radiological emergencies at CNS (i.e., Nemaha, Otoe, and Richardson counties in Nebraska and Atchison county in Missouri). The plan(s) sets forth specific responsibilities and procedures for emergency agencies responsible for offsite emergency operations and the protection of the affected population.

Media Release Center (MRC) - located in the Omaha-Douglas County building, 1819 Farnam Street, Omaha, Nebraska is the central area for releasing coordinated media communiques. The MRC is a fully equipped media staging area, and has sufficient resources to handle TV, radio, etc., personnel. Agencies which may be represented at the MRC include NPPD as well as federal, state, and local authorities.

Operations Support Center (OSC) - there are three OSC's at CNS. In the event of an emergency, these centers will serve as staging areas and support bases for emergency personnel. The OSC's are the manpower marshalling points for station personnel awaiting assignment to emergency repair teams, monitoring teams, damage control teams, in-plant assignments, or other emergency response activities.

Plume Exposure Pathway - the pathway through which principal exposure is by whole body exposure to gamma radiation (from the plume and deposited materials) and inhalation exposure (from the passing radioactive plume). The time of potential exposure could range in length from minutes to days. The Plume Exposure Pathway emergency planning zone includes the area within a 10-mile radius of CNS.

Process Radiation Monitoring System - instrumentation designed to detect abnormal radiation levels in process and effluent pathways and to activate appropriate alarms and controls.

Protective Actions - emergency measures taken to prevent or minimize radiological exposure. These commonly include in-house shelter, evacuation, respiratory protection, and thyroid blocking.

Protective Action Guides (PAGs) - the projected radiological dose (or dose commitment values) to individuals in the general public that would warrant protective action against a release of radioactive material. Protective actions are warranted if the dose reduction achieved is not offset by risks associated with taking the protective action. PAGs are guides used as a decision aid in an actual emergency response situation. The PAG does not include the dose that has unavoidably occurred prior to the assessment. (Reference: Manual of Protective Action Guides and Protective Actions for Nuclear Incidents; as revised June 1980; EPA-520/1-75-001).

Recovery Actions - post-emergency actions to restore the station as nearly as possible to its pre-emergency condition.

State Emergency Response Plans - Plans for governmental response to radiological emergencies at CNS (i.e., Nebraska, Missouri, Iowa, and Kansas). The plan(s) sets forth specific responsibilities and procedures for emergency agencies responsible for offsite emergency operations and the protection of the affected population.

Technical Support Center (TSC) - the TSC, located both inside of and adjacent to the Control Room provides space and equipment for emergency response personnel to monitor station conditions, analyze problems, and provide short- and long-term technical guidance to the CR and the EOF. The TSC contains pertinent technical documents and drawings; the habitability of the TSC is similar to that of the CR.

EXECUTIVE SUMMARY

This section of the Guidelines Manual is intended to provide pertinent General Office personnel with an overview of the methodology behind the CNS Emergency Plan and an appreciation of its impact, if initiated.

Emergency Response Plans for all nuclear power plants are required to fulfill the provisions of 10CFR50, Appendix E. The codified requirements are further addressed by a joint NRC/FEMA report, NUREG-0654; FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants for Interim Use and Comment", dated January, 1980. The CNS Emergency Plan has been structured to conform with the applicable regulations and guidance provided therein.

In general, the Plan classifies emergencies according to severity, delineates the organization which will handle emergencies, defines and assigns responsibilities and authorities, outlines measures to mitigate the consequences of an emergency and minimize effects on the health and safety of the public and station personnel, describes the emergency response facilities which have been made available, discusses emergency preparedness, and describes recovery operations. These items are summarized, in turn, below:

1. Emergency Conditions (Emergency Plan, Section 4)
Describes emergency classifications, initiating events, Emergency Actions Levels (EALs) and corresponding NPPD and state/local actions in response to each emergency classification. EALs and corresponding actions noted are based upon design and operating characteristics specific to CNS and upon NRC guidance for boiling water reactors, as contained in Appendix 1 to NUREG-0654, Rev. 1.
2. Organizational Control of Emergencies (Emergency Plan, Section 5)
Describes the CNS emergency organization, together with details on the function and responsibilities assigned to each segment of the organization. Interface and coordinative roles with offsite emergency operations are defined and specified. In the event of an emergency at CNS, initial emergency actions are coordinated from the Control Room (CR). Depending upon the level of severity of the accident, provision is made for activating eight Emergency Response Facilities (ERFs). These are the Technical Support Center (TSC), three Operations Support Centers (OSC), the Emergency Operations Facility (EOF), the Alternate Emergency Operations Facility (AEOF), the General Office Emergency Center (GOEC), and the Media Release Center (MRC). Should the level of severity dictate offsite contact, information flow is maintained between the TSC and the Emergency Director at the EOF. This section also defines the specific assignments of personnel to emergency billets and notes local and contract support service arrangements.

3. Emergency Measures (Emergency Plan, Section 6)
Describes the activation of the emergency organization, actions to assess emergency situations, initiation of actions to correct emergency situations, recommendation and implementation of appropriate protective actions, and measures to aid injured and/or contaminated personnel.
4. Emergency Response Facilities and Equipment (Emergency Plan, Section 7)
Describes facilities and equipment (onsite and offsite) available to assess emergency conditions, to support emergency operations, to protect and treat injured/contaminated personnel, and to control any related damage. This section also outlines communication links between onsite and offsite emergency response facilities and station Radiation Monitoring Teams.
5. Maintaining Emergency Preparedness (Emergency Plan, Section 8)
Summarizes the station emergency training program, describes emergency drills and exercises (including exercises conducted jointly with governmental authorities), details methods to review and update the Emergency Plan, and describes procedures employed to maintain an adequate inventory of emergency equipment and supplies. This section also outlines methods used to provide pre-emergency protective action information to the general public.
6. Recovery (Emergency Plan, Section 9)
Defines, in general terms, emergency and post-emergency reentry and recovery plans and organization. Recovery operations are divided into Phase I activities, which are conducted during the course of an emergency to return the station to a safe and stable condition, and Phase II recovery work, which comprise the longer term, post-emergency efforts undertaken to return the station to a normal operating status.

GENERAL OFFICE SUPPORT ORGANIZATION

While the Emergency Plan is designed to be largely independent of offsite support, events can be postulated which would require such offsite support. Therefore, as dictated by the emergency classification, the General Office personnel described herein have been designated to be activated by the plan. These personnel have preassigned duties which are meant to relieve site personnel of offsite-related responsibilities as soon as is practical during an emergency. After notification of a SITE AREA EMERGENCY or a GENERAL EMERGENCY, it is intended that the required General Office support be activated and on-scene within one hour for the GOEC, within four hours for the EOF, and as soon as possible at the MRC. As can be seen, each position has both a primary and an alternate individual assigned such that twenty-four hour a day support can be provided.

As indicated above, General Office personnel may assist CNS during an emergency at one of three locations (EOF, GOEC, and MRC). The functional titles and corresponding names of key individuals are discussed below. Other personnel who may assist at each location are addressed in the appropriate GOG's.

3.1 EMERGENCY OPERATIONS FACILITY (EOF)3.1.1 Radiological Manager

Assigned: Primary - CNS Staff
Alternate - L. J. Cooper

Responsibilities:

The Radiological Manager directs the activities of the Radiological Assistant, Radiological Assessment Coordinator, two offsite survey teams, the onsite boundary survey team, and the rescue and reentry team. The individuals assigned to the Radiological Manager collect data (i.e., source terms, releases, and meteorological information). With this information, the Radiological Manager determines anticipated or actual impacts on areas of concern. Additional duties include interfacing with appropriate state/local dose assessment groups.

3.1.2 Radiological Assessment Coordinator

Assigned: Primary - CNS Staff
Alternate - W. R. Luhring

Responsibilities:

The Radiological Assessment Coordinator assists the Radiological Manager in determining potential or actual radiological impacts, developing protective action recommendations, and coordinating the activities of the field monitoring teams.

3.1.3

Radiological Assistant

Assigned: Primary - K. M. Krumland
Alternate - A. C. Morgan

Responsibilities:

The Radiological Assistant coordinates the usage of the Interim Meteorological Program. With the assistance of the computer, he will project integrated doses and dose rates for the population at risk. He will ensure that appropriate meteorological and release rate information has been input. The Radiological Assistant will relay projected dose rate information to the Radiological Assessment Coordinator to enhance plume location, tracking, and verification and to the Radiological Manager for determining appropriate Protective Action recommendations.

3.1.4

Contract Support Manager

Assigned: Primary - T. E. Hoeman
Alternate - K. J. Done

Responsibilities:

The Contract Support Manager arranges for specialized assistance from contractors as may be required in an emergency situation. Contract support may include General Electric, Architect Engineers, Institute of Nuclear Power Operations (INPO), and contractors, as necessary. The Contract Support Manager, with assistance from others at the GOEC, coordinates the activities of these support organizations and provides assistance, as required.

3.1.5

Food/Lodging/Transportation Coordinator

Assigned: Primary - F. G. Chittenden
Alternate - R. W. Shively

Responsibilities:

This individual ensures that necessary food and lodging is available as required to support the emergency organization. Also, he ensures that adequate transportation will be available to emergency response forces.

3.1.6 Technical Information Coordinator

Assigned: Primary - K. C. Walden
Alternate - W. H. Rushton

The Technical Information Coordinator functions in the EOF and is responsible for gathering technical information as it relates to plant status and radiological conditions. This individual coordinates activities with the EOF-Information Manager and agency PIO's located at the EOF. This individual will also be in direct communication with personnel in the GOEC and/or MRC.

3.1.7 Information Manager

Assigned: Primary - J. E. Flash
Alternate - E. L. Boesch

Responsibilities:

This manager functions in the EOF and coordinates emergency information with state PIO(s). The Information Manager will be assisted by the Technical Information Coordinator (TIC) and will ensure that all information transmitted to the MRC/GOEC has been reviewed by the TIC. The central area for coordinating media releases is the MRC located in Omaha, Nebraska.

3.1.8 Communications Manager

Assigned: Primary - L. O. Olson
Alternate - M. R. Collins

Responsibilities:

The Communications Manager will ensure that communications equipment is available and that sufficient personnel are available to operate telephone and radio facilities.

3.2 GENERAL OFFICE EMERGENCY CENTER (GOEC) (See Figure 3-1)

3.2.1 GOEC Director

Assigned: Primary - R. S. Kamber
Alternate - R. E. Buntain

Responsibilities:

This individual will assume overall responsibility for providing the Emergency Director and his staff with the direction, counsel, expertise, and resources available within the NPPD organization.

3.2.2 Technical Support Manager

Engineering

Assigned: Primary - L. G. Kuncel
Alternate - R. D. Boyle

Environmental

Assigned: Primary - E. N. Sloth
Alternate -

Responsibilities:

These individuals will provide engineering and environmental support, technical experts, procurement assistance, and consultants from Columbus as requested, and will expedite station and site modification reviews. He is assisted in the GO by managers in Engineering, Environmental Affairs, Drafting Services, and Records Administration, and assists the Contract Support Manager, F/L/T Coordinator, and Communications Manager in the EOF.

3.2.3 GOEC Public Information Manager

Assigned: Primary - C. D. Sayre
Alternate - T. M. Kyser

Responsibilities:

This individual will assist the Senior Division Manager of Power Operations by directing NPPD Public Relations personnel in preparation of position statements, interviews, and dissemination of information to employees, participants, industry organizations, and members of the Board of Directors. He is also responsible for generating press releases prior to the activation of the MRC.

3.2.4 Resources Manager

Assigned: Primary - G. A. Trevors
Alternate - G. M. Cook

Responsibilities:

This individual will provide licensing, logistics, communications systems, NPPD non-engineering manpower, and facility/equipment support during the emergency.

3.2.5 Administrative Support

Assigned: Primary - D. M. Blatchford
Alternate - W. P. Ward

Responsibilities:

This individual will ensure that American Nuclear Insurers, which provides CNS Nuclear Liability coverage, is notified of the event and provide clerical support to the GOEC staff. This individual serves as GOEC Administrative Manager.

3.2.6 Legal

Assigned: Primary - G. D. Watson
Alternate - J. R. McPhail

Responsibilities:

This individual will provide legal counsel to the GOEC, the EOF, and MRC as requested.

3.3 MEDIA RELEASE CENTER (MRC)

3.3.1 Designated Spokesperson

Assigned: Primary - C. R. Jones
Alternate - F. C. Whitney

Responsibilities:

This individual serves as NPPD's official spokesperson to the media concerning the situation at CNS.

3.3.2 MRC Technical Information Manager

Assigned: Primary - J. M. Pilant
Alternate - J. D. Weaver

Responsibilities:

This individual is responsible for organizing the appropriate technical information for use in assisting development of media briefings/releases. Additionally, this individual will assist the NPPD Designated Spokesperson as required.

3.3.3

MRC Public Information Officer

Assigned: Primary - W. R. Jacobsen
Alternate - R. D. Landis

Responsibilities:

This individual receives emergency information and releases from the Emergency Operation Facility (EOF) and the General Office Emergency Center, prepares releases, if required, and briefs the media. This individual will forward any unanswered questions to the EOF/GOEC for clarification.

GENERAL OFFICE RECOVERY ORGANIZATION

The recovery measures which may be required at CNS can only be defined after the impact of the emergency has been determined. Consequently, pre-establishing a recovery organization is necessarily a general task. The organization which has been planned to handle recovery operations is described in Section 9.0 of the CNS Emergency Plan. The individuals listed below are the members of this organization who carry out their assigned responsibilities from the General Office.

1. The Recovery Project Manager

Assigned: - Division Mgr. Power Projects

Responsibilities:

Focuses necessary engineering, design, and construction resources on those aspects of station recovery requiring redesign, modification, or new construction and directs and coordinates NSSS and Balance-of-Plant (BOP) engineering and construction/repair work.

2. The Recovery News Director

Assigned: - GOEC Public Information Manager

Responsibilities:

Coordinates the flow of media information concerning recovery operations.

Other members of the G.O. Staff may participate in recovery operations as the situation dictates. In all probability, their participation would be in the course of their normal work duties.

GENERAL OFFICE GUIDELINES

To implement pertinent portions of the CNS Emergency Plan, guidelines have been developed. As shown in the Table of Contents of this Manual, a sufficient number of guidelines have been provided such that the activities of the numerous groups involved are adequately controlled and coordinated. The General Office Guidelines (GOG's) contained in this section of the Manual are page-numbered according to their sequence and are individually tabbed to assist readability.

I. PURPOSE

This procedure provides notification instructions to be followed upon declaration of an emergency at CNS.

II. DISCUSSION

Upon declaration of an emergency at CNS, initial notification to General Office personnel will be handled from the CNS Control Room. Specifically, the CNS Operations Communicator (or the Station Superintendent) will contact the NPPD Division Manager, Power Operations.

It is from this primary contact point that notification "fan-out" is begun. All telephone numbers needed for notification, or follow-up, are contained in the CNS Emergency Telephone Directory.

Once notified of the situation at CNS, General Office personnel will activate the GOEC as defined in GOG 5.2 and, should the situation dictate, activate the MRC per GOG 5.3.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. NUREG 0654, Rev. 1
- C. GOG 5.2, "Activation of the GOEC"
- D. GOG 5.3, "Activation of the MRC"
- E. CNS Emergency Telephone Directory

IV. PREREQUISITES

A NOTIFICATION OF UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY has been declared at CNS per EPIP 5.7.1, "Emergency Classification."

V. LIMITATIONS

None

VI. PRECAUTIONS

Accuracy in understanding a notification message is extremely important--ensure that the recipient of the message understands its contents.

VII. EQUIPMENT

None

VIII. PROCEDURE

A. Initial Notification

1. NOTIFICATION OF UNUSUAL EVENT OR ALERT

- a) The NPPD Division Manager, Power Operations, will notify members of the Public Affairs Division and other GOEC personnel as he feels necessary (using Attachment A as a guide).

2. SITE AREA EMERGENCY OR GENERAL EMERGENCY

- a) The NPPD Division Manager, Power Operations, will initiate the notification fan-out as indicated on Attachment A, and provide information using Attachment B as a guide.

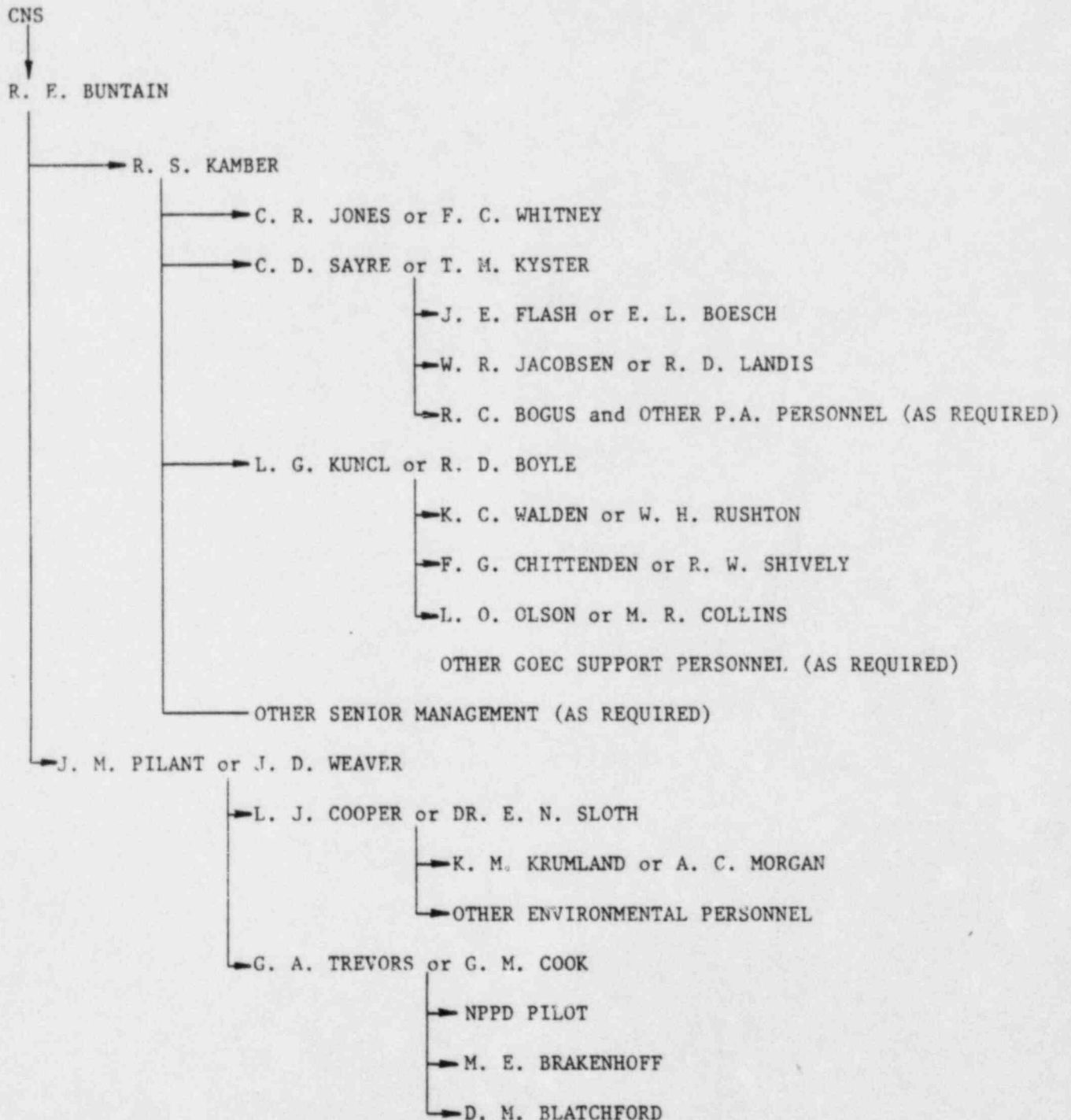
B. Follow-Up Notification

- 1. Changes in the classification of the emergency at CNS will be transmitted in the same manner as the initial notification, except when the classification has been escalated higher than an ALERT. Should this situation occur, the GOEC will be activated and any required follow-up notifications will be made by the GOEC Director in accordance with GOG 5.2.

IX. ATTACHMENTS

Attachment A - "Initial Notification - SITE AREA EMERGENCY OR
GENERAL EMERGENCY"

Attachment B - "Contents of Notification Message"

INITIAL NOTIFICATION - SITE AREA EMERGENCY OR GENERAL EMERGENCY
(Refer to Emergency Telephone Directory as Required)

NOTE: When a notification call is made, if an answer is not received, the calling party will call the next person on his list. After the caller has made all his notification calls, he will go back through his list and continue to call the personnel that could not be reached until they have been notified of the emergency.

GUIDE FOR NOTIFICATION MESSAGE

1. A NOTIFICATION OF UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY was declared at CNS at _____.
(Time)
2. Airborne, liquid, no release of radiological material has occurred.
3. Conditions at the Station are improving, degrading, stable.
4. The GOEC, MRC, both should be activated, placed on standby. Proceed immediately to your assigned location.
5. Other information:

I. PURPOSE

- A. This procedure describes the sequence of events and requirements for activation of the General Office Emergency Center (GOEC) in the event a SITE AREA EMERGENCY, or GENERAL EMERGENCY is declared at CNS. Pertinent steps of this procedure should be followed any time the GOEC is placed on Standby Status.
- B. The topics addressed are:
 - 1. Functions of the GOEC and its interface with the onsite CNS Emergency Response organization, the media, and offsite (contract) support groups.
 - 2. Activation criteria, including a roster of personnel and checklists of required actions to be performed.

II. DISCUSSION

A. Functions of the GOEC

- 1. Provide support and assistance to the CNS Emergency Response organization.
- 2. Provide clearance of NPPD policy statements relating to emergency and recovery actions/operations.
- 3. Provide Engineering, Environmental, and Licensing support.
- 4. Provide legal counsel to District management should such support become necessary during the emergency.
- 5. Provide an Information Authentication Center to ensure media report accuracy and preclude the spread of rumors.

B. Staffing of the GOEC

- 1. The GOEC is staffed with the following key personnel:
 - a. GOEC Director
 - b. Technical Support Managers - Engineering/Environmental
 - c. Legal Manager
 - d. GOEC Public Information Manager
 - e. Resources Manager
 - f. Administrative Support Manager

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. NUREG 0654, Rev. 1
- C. EPIP 5.7.1, "Emergency Classification"
- D. GOG 5.5, "Resource Management and Administrative Support"

IV. PREREQUISITES

A SITE AREA EMERGENCY or a GENERAL EMERGENCY has been declared at CNS in accordance with EPIP 5.7.1, or a decision has been made to place the GOEC in standby.

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

A. In the event of a SITE AREA EMERGENCY and/or GENERAL EMERGENCY at CNS, GOEC personnel shall assume their emergency response roles. Selected individuals (listed below) proceed with check-off lists as follows:

1. GOEC Director - Attachment A
2. GOEC Public Information Manager - Attachment B
3. Resources Manager - Attachment C

B. The GOEC Director shall:

1. Conduct an initial meeting with the Technical Support Managers, Legal Manager, Public Information Manager, Resources Manager, and the Administrative Support Manager to ensure that they have assumed their emergency response functions.
2. Contact the Emergency Director at the EOF and inform him that the GOEC is operational and determine if the Emergency Director needs any immediate assistance.
3. Provide follow-up justifications as the situation at CNS dictates.

C. The GOEC Technical Support Managers shall:

1. Ensure that General Office technical support is available to assist GOEC and EOF personnel.
2. Ensure that contract support (i.e., INPO, GE, B&R, SWEC, and Energy, Inc.) is available to the Emergency Director.

D. The GOEC Legal Manager shall:

1. Provide legal support to GOEC personnel, as needed.
2. Provide legal support to the EOF, as requested by the Emergency Director.
3. Inform District management of any potential legal problems, and assist them in developing District policies.

E. The GOEC Administrative Support Manager shall:

1. Ensure that American Nuclear Insurers (ANI) is notified in the event of an emergency at CNS and inform the COEC Director and the GOEC Legal Manager of any and all discussions with ANI.
2. Ensure that adequate clerical support is available to GOEC staff.
3. Provide any other administrative duties required by the GOEC staff.

F. The Resources Manager shall:

1. Ensure that personnel designated to go to CNS are mobilized in accordance with GOG 5.5.

IX.

ATTACHMENTS

Attachment A - "GOEC Director Checklist"

Attachment B - "Public Information Manager Checklist"

Attachment C - "Resources Manager Checklist"

ATTACHMENT A

GOEC DIRECTOR CHECKLIST

IMMEDIATE ACTION ITEMS

1. Ensure that all key GOEC emergency response functions have been filled.
2. Contact Emergency Director and determine if any immediate assistance is required. Inform him of when General Office personnel will arrive at EOF and MRC.
3. Ensure that the notification scheme per GOG 5.1 has been completed.
4. Ensure that GOEC staffing has been completed.

DATE/TIMEINITIALS

_____ / _____	_____ / _____
_____ / _____	_____ / _____
_____ / _____	_____ / _____
_____ / _____	_____ / _____

SUBSEQUENT ACTION

1. Periodically contact the TIC to determine the status of the station. Provide status of the GOEC support efforts which have commenced.
2. Provide any follow-up notifications of changes in Station status using GOG 5.1 as a guide.
3. Periodically brief the District management on GOEC and EOF status/activities.
4. Maintain contact with key GOEC staff, conduct briefings as appropriate.

_____ / _____	_____ / _____
_____ / _____	_____ / _____
_____ / _____	_____ / _____
_____ / _____	_____ / _____

ATTACHMENT B

GOEC PUBLIC INFORMATION MANAGER CHECKLIST

	<u>DATE/TIME</u>	<u>INITIALS</u>
1. Ensure that the GOEC IAC is established.	____/____	____/____
2. Ensure that appropriate Public Affairs Division personnel have been dispatched to the EOF and MRC.	____/____	____/____
3. Contact appropriate personnel that the MRC is being activated.	____/____	____/____
4. Inform the GOEC Director of the status of items 1-3.	____/____	____/____
5. Ensure that the procedures set forth in GOG-5.4 are being implemented.	____/____	____/____
6. When MRC is operational, transfer "media release" function to that activity.	____/____	____/____
7. Maintain contact with EOF and MRC personnel; ensure press releases are consistent with District policy; release GOEC initiated information through MRC.	____/____	____/____
8. Inform GOEC Director of Public Information effort.	____/____	____/____

ATTACHMENT C

RESOURCES MANAGER CHECKLIST

IMMEDIATE ACTION ITEMSDATE/TIMEINITIALS

1. Implement logistics for transporting personnel to CNS per GOG 5.5.
2. Ensure that the necessary communications and support equipment is available to GOEC personnel.
3. Ensure that the necessary licensing documents are available to GOEC personnel (i.e., Emergency Plan, EPIPs, USAR, SER, Tech Specs, GOGs, etc.).
4. Provide licensing support as needed by the GOEC Director and the Emergency Director.

____/____/____

____/____/____

____/____/____

____/____/____

SUBSEQUENT ACTION ITEMS (As Appropriate)

1. Expedite Tech Spec changes as needed.
2. Ensure that financial and manpower support is available to the GOEC and the EOF.

____/____/____

____/____/____

I. PURPOSE

This procedure describes the sequence of events, and requirements for activation of the MEDIA RELEASE CENTER (MRC) in the event of a SITE AREA EMERGENCY or GENERAL EMERGENCY is declared at Cooper Nuclear Station (CNS).

II. DISCUSSIONA. Function of the MRC

1. Serves as the focal point for NPPD/MEDIA contact.
2. Provides accurate and timely information on emergency conditions to the news media.
3. Provides a central location for NPPD personnel to interact with Public Information Officers (PIO) of federal and state agencies.

B. Location

The CNS Media Release Center is located in the Emergency Operations Center (EOC) of the Omaha/Douglas County Civil Defense Agency, 1819 Farnam Street, Omaha, Nebraska.

C. Staffing of the MRC

1. The MRC is staffed with the following key personnel:
 - a. NPPD's Designated Spokesperson
 - b. MRC Public Affairs Advisor
 - c. MRC Public Information Officer
 - d. MRC Technical Information Manager
2. Assisting these individuals are the following support personnel:
 - a. MRC Facility Manager
 - b. MRC Security Liaison
 - c. MRC Administrative Officer and Staff

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. NUREG-0654
- C. EPIP 5.7.1, "Emergency Classification"
- D. EPIP 5.7.23, "Media"
- E. GOG 5.5, "Resource Management and Administrative Support"

IV. PREREQUISITES

A SITE AREA EMERGENCY or a GENERAL EMERGENCY has been declared at CNS in accordance with EPIP 5.7.1.

V. LIMITATIONS

None

VI. PRECAUTIONS

Accuracy in releasing information regarding an emergency at CNS is extremely important. Always COORDINATE and VERIFY information with other sources before any release is made to the media (or any statement is made to the public). This is especially important during the time when the MRC is being activated, since media personnel may arrive at the MRC prior to District personnel.

VII. EQUIPMENT

See "Equipment Requirement" listed for each function of this procedure.

VIII. PROCEDURE

- A. In the event of a SITE AREA and/or GENERAL EMERGENCY at CNS designated personnel will be assigned to the MRC. Upon arrival, the individuals identified below will proceed with checklists as follows:
 1. MRC Public Affairs Advisor - Attachment A
 2. MRC Public Information Officer - Attachment B
 3. MRC Technical Information Manager - Attachment C
 4. MRC Security Liaison - Attachment D
- B. The MRC Public Affairs Advisor will:
 1. Provide public relations support to the District's Designated Spokesperson.
 2. Coordinate Activities of the MRC with Media Representatives.
 3. Coordinate MRC public relations activities.
 4. Provide support to the GOEC staff as needed.
- C. The MRC Public Information Officer will:
 1. Conduct an initial meeting with MRC staff and representatives of other agencies at the MRC to ensure that emergency response functions have begun.
 2. Contact the EOF - JM/TIC and inform him that the MRC is operational.

3. Contact the GOEC-PUBLIC INFORMATION MANAGER and inform him that the MRC is operational.
 4. Coordinate activities with the MRC Technical Information Advisor and PIOs from other agencies.
 5. Provide support to the MRC Public Affairs Advisor and Designated Spokesperson needed to accomplish media briefings/releases.
- D. The MRC Technical Information Manager will:
1. Establish contact with the EOF - Technical Information Coordinator and/or the GOEC Director to determine current station status.
 2. Organize the appropriate technical information for use in assisting development of media briefings/releases.
 3. Assist NPPD Designated Spokesperson as required.
- E. The MRC Administrative Officer will:
1. Provide support for the MRC activities as directed by the MRC Public Information Officer/Public Relations Advisor.
 2. Prior to departure for the MRC ensure that the following equipment/material will be available for use at the MRC (the MRC PIO and PRA will assist):
 - a) Camera/film
 - b) Fax Equipment
 - c) General Office Guidelines Manual(s)
 - d) Information folders - A/V aids, as required
 - e) TV Set
 - f) Radio AM/FM
 - g) Podium/PA system
 - h) Slide projector - 35mm
 - i) Movie projector - 16mm/film "To Meet The Challenge"
 - j) Projection screen and pointer
 - k) Flip charts and magic markers
 - l) Easels (2)
 - m) Portable tape recorder with tapes
 - n) Typewriter (2) / with paper
 3. Upon arrival at the MRC accomplish the following:
 - a) Provide administrative support for MRC staff including telecopy and xerox support.
 - b) Maintain a number of information folders to meet requests from media.

F. The MRC Facility Manager will:

1. Act as a liaison between the MRC Public Information/Relations personnel and the Omaha-Douglas County Civil Defense Facility personnel in order that the facility be managed and utilized to its utmost potential as a Public Information Release Center.
2. Assist the MRC Administrative Officer in accomplishing his duties.

IX. ATTACHMENTS

Attachment A - "MRC Public Affairs Advisor"

Attachment B - "MRC Public Information Officer"

Attachment C - "MRC Technical Information Manager"

Attachment D - "MRC SL"

ATTACHMENT A

MRC PUBLIC AFFAIRS ADVISOR CHECKLISTACTION ITEMSTIME/INITIALS

1. Meet with the MRC Staff to ensure they have assumed their emergency response function. _____/_____
2. Notify the NPPD DESIGNATED SPOKESPERSON that all functions of the MRC are operational and that an initial media briefing is in order. _____/_____
3. Coordinate briefings with MRC Staff and Media Representatives. _____/_____
4. Advise GOEC Staff of ALL Briefings/Interviews accomplished by the NPPD DESIGNATED SPOKESPERSON. _____/_____
5. Determine needs of media and relay this information to MRC Staff and/or GOEC Staff, as required. _____/_____
6. Advise GOEC Staff of any problem/difficulty relative to the public information effort. _____/_____
7. Notify the NPPD DESIGNATED SPOKESPERSON and the MRC Technical Information Manager that additional media briefings are in order. _____/_____

PROBLEM:_____/_____
_____/_____
_____/_____

ATTACHMENT B

MRC PUBLIC INFORMATION OFFICER CHECKLIST

<u>ACTION ITEMS</u> ⁽¹⁾	<u>TIME/INITIALS</u>
1. Determine if adequate staff has arrived at the MRC.	____/____
2. Contact the GOEC and determine status of past press releases.	____/____
3. Inquire of Nebraska and Missouri PIOs regarding any past state press releases.	____/____
4. Contact EOF and determine plant status.	____/____
5. Prepare draft news releases for review by the Designated Spokesperson, Technical Information Advisor, Public Affairs Advisor, and State PIOs.	____/____
6. Transmit approved news releases to the GOEC and EOF.	____/____
7. Upon termination of the MRC requirements by the GOEC PIM, proceed as directed to assist with any further public information activities.	____/____

NOTES:

- (1) Steps 4, 5, and 6 are CONTINUOUS ACTIVITIES.

ATTACHMENT C

MRC TECHNICAL INFORMATION MANAGER CHECKLISTACTION ITEMSTIME/INITIALS

- | | | |
|----|---|----------------------|
| 1. | Contact EOF-Technical Information Coordinator and/or the GOEC Director to determine the event(s) which caused the | |
| | <u>SITE AREA EMERGENCY</u> | <u> / </u> |
| | <u>GENERAL EMERGENCY</u> | <u> / </u> |
| 2. | Organize appropriate technical material for developing an initial news briefing/release. | <u> / </u> |
| 3. | Brief the NPPD DESIGNATED SPOKESPERSON with information obtained from the EOF/GOEC | |
| | <u>SITE AREA EMERGENCY</u> | <u> / </u> |
| | <u>GENERAL EMERGENCY</u> | <u> / </u> |
| 4. | Maintain contact with EOF/GOEC personnel. | <u> / </u> |
| 5. | Update station and radiological status as required. | <u> / </u> |
| 6. | Coordinate activities with MRC staff, as required, to continue development of news briefings/releases. | <u> / </u> |

ATTACHMENT D

MRC SECURITY LIAISON CHECKLISTACTION ITEMSTIME/INITIALS

1. Establish a credentials checkpoint with facility security personnel for controlling the access of media to the MRC.
2. Establish with the MRC PIO the optimum number of media to be in the briefing area at one time.
3. Meet newly arrived media and brief them on MRC procedures. If background information is required, assist in arranging an update briefing by the MRC Public Affairs Advisor, NPPD Designated Spokesperson, or MRC Public Information Officer.

_____/____

_____/____

_____/____

I. PURPOSE

This procedure identifies actions Public Affairs personnel should follow in the event an emergency condition at CNS has occurred which necessitates the activation of the Emergency Plan.

II. DISCUSSIONA. Policies

The Nebraska Public Power District has established policies regarding disseminating information in the event of an emergency at CNS.

1. The District has established a policy of full disclosure and will maintain a free, open relationship with the public, with its employees, with public officials and with the communities near CNS.
2. The District will provide the public with accurate, prompt, significant and candid information, either written or spoken, through established news and information channels.
3. The District will make every effort to inform its customers and employees while communicating promptly with designated local, state and national officials during the period of the emergency.
4. The District will communicate with the public via newspaper, radio, television and written correspondence; and, with its employees by means of telephone and/or intra-district publications; and, with the news media by means of written materials, briefings, telecasts, radio broadcasts, conferences, telephone, and oral presentations using visual aids.

B. Classification Of Emergencies

The CNS Emergency Plan identifies four classifications of emergencies, which, depending upon the severity of the situation, require specific onsite and offsite response(s).

Depending upon the level of the emergency, specific General Office actions will be followed. Public Affairs personnel, under the direction of the Public Information Manager (PIM), will implement the procedure defined herein.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. NUREG 0654, Rev. 1
- C. EPIP 5.7.1, Emergency Classification
- D. EPIP 5.7.6, Notification

- E. EPIP 5.7.23, Media
- F. GOG 5.1, Notification of General Office Emergency Organization
- G. GOG 5.2, Activation of the GOEC.
- H. GOG 5.3, Activation of the MRC.

IV. PREREQUISITES

- A. A NOTIFICATION OF UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or a GENERAL EMERGENCY has been declared by station personnel in accordance with EPIP 5.7.1, "Emergency Classification".

V. LIMITATIONS

- A. None

VI. PRECAUTIONS

- A. Accuracy in receiving information regarding an emergency at CNS is extremely important. Ensure that the information is recorded concisely and that the reporting official repeats the information and gives his name.
- B. Accuracy in releasing information regarding an emergency at CNS is also extremely important. Always coordinate with other information gathers before any information is released to the media or to the public.
- C. It is imperative that all media releases/briefings be documented.

VII. ASSIGNMENTS

- A. Public Affairs Division personnel are assigned to the following Emergency Response Centers (ERC):
 - 1. Emergency Operations Facility (EOF):
 - a. Information Manager
 - 1) J. E. Flash (Primary)
 - 2) E. L. Boesch (Alternate)
 - 2. General Office Emergency Center (GOEC):
 - a. Public Information Manager
 - 1) C. D. Sayre (Primary)
 - 2) T. M. Kyster (Alternate)
 - b. Information Assistant
 - 1) M. D. Robinson (Primary)
 - 2) J. C. Pacovsky (Alternate)
 - c. Intra-District Information Section/Rumor Control
 - 1) S. Schermer
 - 2) A. M. Behlen
 - d. Administrative Secretary
 - 1) D. M. Lesiak
 - 2) S. M. Podliska

- e. Audiovisual Specialist
 - 1) W. J. Gregorius (Primary)
 - 2) (Alternate)
- 3. Media Release Center (MRC)
 - a. Public Affairs Advisor
 - 1) R. C. Bogus (Primary)
 - 2) (Alternate)
 - b. Public Information Officer
 - 1) W. R. Jacobsen (Primary)
 - 2) R. D. Landis (Alternate)
 - c. Facility Manager
 - 1) D. Petersan (Primary)
 - 2) J. Hoebing (Alternate)
 - d. Administrative Officer
 - 1) E. Gross (Primary)
 - 2) A. Cooper (Alternate)
 - e. Security Liaison
 - 1) C. Anderson (Primary)
 - 2) A. Gustafson (Alternate)
 - f. Administrative Secretary
 - 1) J. S. Briza
 - 2) J. M. Aerni

VIII. EQUIPMENT

See "Equipment Requirement" listed for each function of this procedure.

IX. PROCEDURE

A. General Office Emergency Center (GOEC)

- 1. The GOEC Public Information Manager (Chief Public Information Officer at General Office Emergency Center) has the following responsibilities.
 - a. Receives and records emergency information utilizing Attachment A.
 - b. Notifies Public Affairs Division personnel using Attachment B and, if appropriate, instructs them to proceed to the GOEC.
 - c. Establishes an Information Authentication Center (IAC) at GOEC to handle requests for information from the media prior to the arrival of Public Affairs Department (PAD) personnel at the MRC, and to deal with other information requirements relating to intra-district communiques, rumor control, legislative inquiries, etc.
 - d. Relays information to the MRC for release to media relative to decisions (policy decisions) that can only be made at GOEC.

- e. Ensures that the following equipment is available:
 - 1) Designated telephone line to Emergency Operations Facility (EOF) (Information); and the Media Release Center (MRC).
 - 2) TV set and AM/FM radio.
 - 3) MRC Directory (Attachment F).
 - 4) General Office Guidelines Manual
 - 5) Information folder containing the items listed in Attachment C.
- 2. Assisting the GOEC Public Information Manager in accomplishing the functions defined above are the following personnel:
 - a. An Audiovisual Specialist (A/VS) with the following assignments:
 - 1) Assist in assembling equipment necessary for operation of public information effort.
 - 2) Prepare A/V equipment and van for possible dispatch.
 - 3) Remain available to GOEC PIM for special assignments relative to recording the District's response to the situation.
 - 4) Ensure that the following equipment/supplies are available:
 - a) District vehicle.
 - b) A/V equipment.
 - b. An Information Assistant (IA) with the following assignments:
 - 1) Assist the GOEC PIM with establishment and operation of the GOEC Information Authentication Center.
 - 2) Remain available to GOEC PIM and GOEC staff for special assignments relative to the Public Information effort.
 - 3) Coordinate with Printing Department to insure requirements for printed material needed during the situation receive the highest priority. (Materials

referred to here would be the contents of the information folder, Attachment C.)

- 4) Ensure that the following equipment/supplies are available:
 - a) Information folders.
 - b) Fax equipment/paper.
 - c) Tape recorder.
- c. An Administrative Secretary (AS) with the following assignments:
 - 1) Perform administrative duties as required by the GOEC PIM to support Public Information effort.
 - 2) Remain available to GOEC PIM for assignments during the emergency situation.
- d. The Conservation & Consumer Education Supervisor will establish an Intra-District Information Section which will keep managers (Regional-District-Local) and employees informed and up-to-date on conditions at Cooper Nuclear Station. Additionally, she will assist the GOEC PIM with the operation of the Rumor Control activity.

The Intra-District Information Section will provide information to the following NPPD offices:

Eastern Region	-	York Office
Northern Region	-	Norfolk Office
Central Region	-	Kearney Office
Western Region	-	Chadron Office

- 1) Insure that the following equipment/supplies are available:
 - a) Telephone instrument for
 - b) Recording devise.
 - c) Typewriter/paper/stand.
- e. The Director of Legislative Affairs (DLA) will act as liaison between the legislature and governor's office and the General Office Emergency Center (GOEC) staff (main contact on GOEC staff is the PIM).

B. Emergency Operations Facility (EOF)

1. In accordance with EPIP 5.7.23, the EOF Information Manager (EOF IM) gathers emergency information in conjunction with the Technical Information Coordinator (TIC) and transmits the

information to the Media Release Center and GOEC for further distribution. The EOF IM has the following responsibilities:

- a. Contact GOEC and MRC and establish a line of communication, (use Cooper Nuclear Station Emergency Telephone Directory).
- b. Gather and coordinate emergency information with the Technical Information Coordinator and other PIO's in the EOF so that information will be available to the MRC and GOEC on a timely basis.
- c. Periodically update emergency information with input from the Technical Information Coordinator and other members of the Emergency Response Organization.
- d. Maintain communications with the GOEC and MRC until termination of operations at the EOF.
- e. When the EOF is deactivated notify GOEC PIM and assist with any further public information activities.
- f. Ensure that the following equipment/supplies are available:
 - 1) Fax equipment.
 - 2) General Office Guidelines Manual.
 - 3) Portable tape recorder.
 - 4) Typewriter (portable).
 - 5) Typing paper.
 - 6) Cooper Nuclear Station Emergency Telephone Directory.
 - 7) TIC/TIM resource material.

C. Media Release Center (MRC)

1. The MRC Public Information Officer (MRC PIO) has the following responsibilities:
 - a. Notify Douglas County Civil Defence Director or his representative - and OPPD - Public Affairs Office and advise them that the MRC is to be made operational.
 - b. Upon arrival at the MRC, proceed in accordance with GOG 5.3, "Activation of the MEC."
 - c. When the requirement for the MRC is terminated by the GOEC PIM, proceed as directed to assist with any further public information activities.

d. Ensure that the following are available:

- 1) Camera/film.
- 2) Fax Equipment.
- 3) General Office Guidelines Manual.
- 4) Information folders - A/V aids, as required.
- 5) TV set.
- 6) Radio AM/FM.
- 7) Podium/PA system.
- 8) Slide projector - 35-mm and slides.
- 9) Movie projector - 16-mm/film "To Meet the Challenge"
- 10) Projection screen and pointer.
- 11) Flip charts and magic markers/easels (2).
- 12) Portable tape recorder with tapes.
- 13) Easels (2).

2. Assisting the MRC Public Information Officer in accomplishing the functions defined above are the following personnel:

- a. The MRC Facility Liaison will act as a liaison between the MRC Public Information personnel and the Omaha-Douglas County Civil Defense Facility personnel in order that the facility be utilized to its upmost potential as a Public Information Release Center.
- b. Upon arrival at the MRC, proceed in accordance with GOG 5.3, "Activation of the MRC."
- c. The MRC Administrative Officer will provide support for MRC activity as directed by the MRC PIO/Public Relations Advisor, and assume the following responsibilities:
 - 1) Prior to departure ensure that the following are available for use at the MRC:
 - a) Camera/firm.
 - b) Fax equipment/paper.
 - c) General Office Guidelines Manual (2).
 - d) Typewriter (2).
 - e) Typing paper.
 - f) Other equipment as required.
 - g) A/V aids as required - easels (4).
 - h) Radio AM/FM.
 - i) Podium/PA system.
 - j) Slide Projector - 35mm
 - k) Movie projector - 16mm/Film "To Meet The Challenge."
 - l) Project screen and pointer.
 - m) Flip charts and magic markers.
 - n) Portable tape recorder with tapes.
 - 2) Upon arrival at MRC, proceed in accordance with GOG 5.3, "Activation of MRC."

- d. The MRC Technical Information Advisor will provide technical support for the MRC PIO and the Designated Spokesperson by assisting in the development of media presentations and press releases.

X. ATTACHMENTS

Attachment A - "Record of Emergency Information Received"

Attachment B - "Public Affairs Division Emergency Notification Flow Chart"

Attachment C - "Contents of Nuclear Information Folder and TIC/TIM Resource Material"

Attachment D - "News Release Form(s)"

Attachment E - "Media Briefing Log"

RECORD OF EMERGENCY
INFORMATION RECEIVED

Depending upon the circumstances this form may be used in whole or in part, as
a record of emergency information received.

Date: _____

Time: _____ THIS IS/IS NOT AN EXERCISE

Name of Individual Providing Notification _____

1. Date and Time of Emergency. _____

2. Type of Emergency (Describe Briefly). _____

Classification: Unusual Event - Alert Condition - Site Area Emergency -
General Emergency (Circle One)

3. Plant Status at Present Time. _____

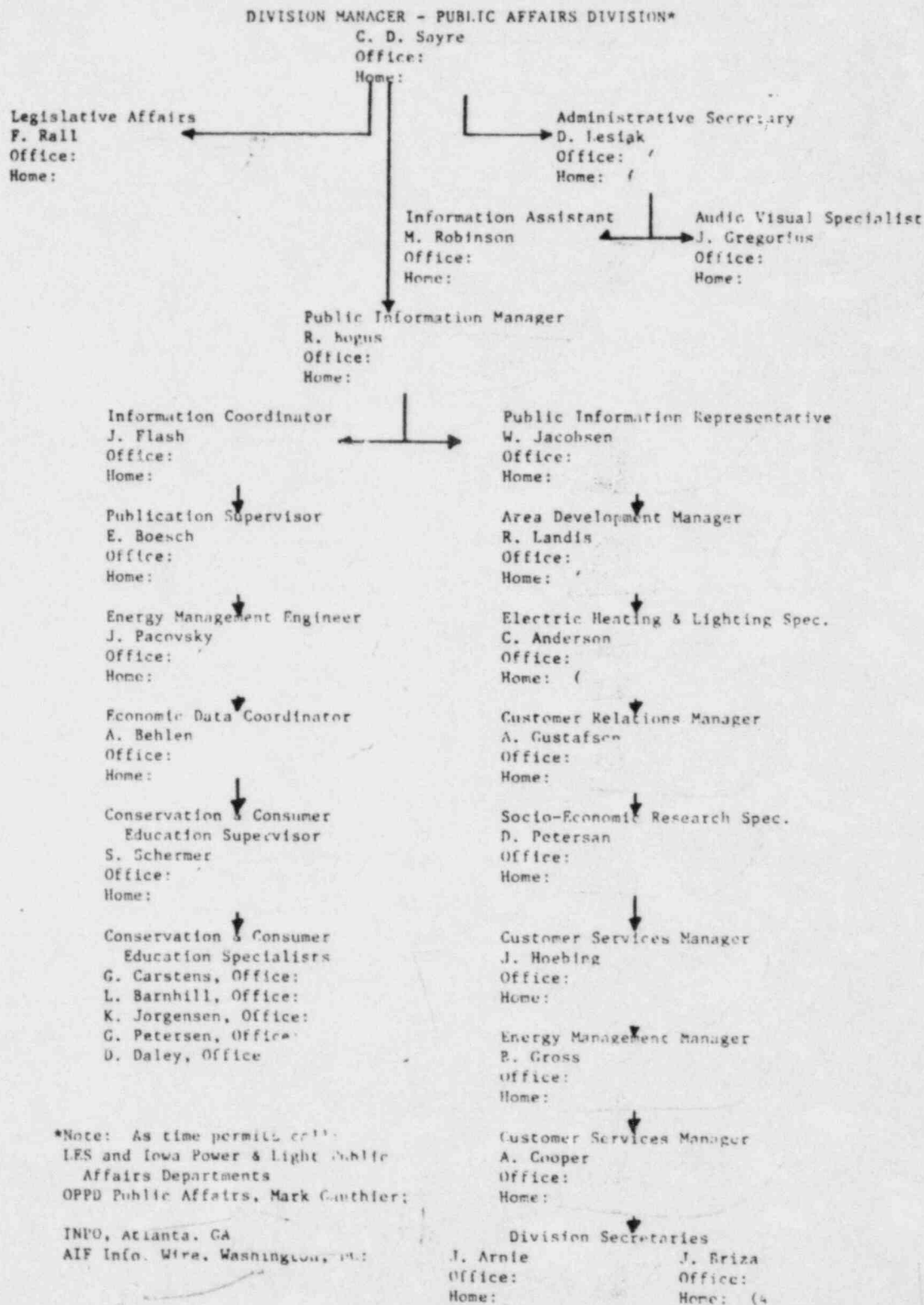
4. Will the General Public be Affected? (Describe Briefly) _____

5. Other Comments. _____

Name of Individual Receiving Notification. _____

PUBLIC AFFAIRS DIVISION EMERGENCY NOTIFICATION FLOW CHART

Depending on the circumstances the information below denotes a notification scheme that may be used in whole or in part as necessary to cope with the situation.



*Note: As time permits call:
LES and Iowa Power & Light Public
Affairs Departments
OPPD Public Affairs, Mark Gauthier;

INFO, Atlanta, GA
AIF Info. Wire, Washington, DC:

NOTIFICATION COMPLETED:

Date Time: _____

By: _____

CONTENTS OF NUCLEAR INFORMATION
FOLDER AND TIC/TIM RESOURCE MATERIAL

- A. The Nuclear Information Folder used during an emergency or during preparation for an emergency will include but not be limited to the following:
1. Facts about the Nebraska Public Power District.
 2. Facts about Cooper Nuclear Station.
 3. A block diagram of a Boiling Water Reactor (BWR).
 4. A cut away print of a Drywell Torus (GE).
 5. A cut away print of a BWR Reactor Assembly (GE).
 6. A cut away print of a Turbine-Generator.
 7. Pamphlet. "Nuclear Power: What and Why?"
 8. Pamphlet. "Compute Your Own Radiation Dose" (ANS).
 9. Booklet - "Let's Talk About Nuclear Power" (NPPD).
 10. Glossary of Nuclear Terms (JF).
 11. "Radiation Fact Sheet" (JF).
 12. Primer on Radiation (INFO-AIF)."
 13. What is a Safe Dose of Radiation?" (G.H.W.)
 14. "What Everyone Should Know About Radiation" (PM).
 15. "What if the 'What If' Syndrome Were Reversed?" (CH).
 16. "From St. Peter's Square to Your Cupboard, Natural Radiation Surrounds Us." (GE)
 17. "This Technological World" (NPPD)
 18. Black and white photograph of CNS.
- B. The TIC/TIM resource material consists of the following:
1. Nuclear Power Plant Incident Update Report Forms.
 2. Form R217-0282, "NPPD Media Release Information Form".

NEWS RELEASE FORM

Information Source:

Release No. _____

Name _____

Page _____ of _____

Position _____

Time _____ a.m./p.m.

PLANT STATUS IS: _____

ACTIONS BEING TAKEN: _____

Report Developed by _____

Distribution:

GOEC _____
MRC _____EOC _____
EOF _____

NEWS RELEASE FORM

Information Source: _____

Release No. _____

Name _____

Page _____ of _____

Position _____

Time _____ a.m./p.m.

Agency _____

RESPONSE ACTIONS INITIATED: _____

RESPONSE ACTIONS COMPLETED: _____

Report Developed by _____

Distribution:

GOEC _____
MRC _____EOC _____
EOF _____

MEDIA BRIEFING LOG

<u>DATE</u>	<u>TIME</u>	<u>NAME OF BRIEFER</u>	<u>TOPIC</u>	<u>MEDIA REPRESENTED</u>
			(Refer to applicable release number from Attachment 8.)	(i.e. AP, UPI, ABC, NBC, CBS)

GOEC/EOF/IAC/MRC AND OUTSIDE AGENCY DIRECTORY

NEBRASKA PUBLIC POWER DISTRICT

GENERAL OFFICE EMERGENCY CENTER (GOEC)

Bob Kamber (Power Operations)
 Chuck Sayre (Public Information)

TELECOPIER NUMBERS

[illegible]

MEDIA RELEASE CENTER (MRC)

NPPD PIO

NPPD Technical Information Manager

Telecopier

NEBRASKA PIO (Krenk)

(Bradrick)

American Red Cross PIO

COOPER NUCLEAR STATION

Switchboard

Emergency Director (Lessor)

Radiological Manager EOF (Sayer)

Information Manager

Technical Information Coordinator

Communications

Security

Telecopier Numbers:

 Technical Support Center

 EOF

 IM/TIC

Technical Support Center (Lessor?) Unlisted

NEBRASKA CD FIELD COMMAND POST (COOPER EOF)

a. Primary to CRUSH

(402) 825-3811 x. 293

b. Primary to BLUEBIRD

c. Alternate to CRUSH - Mobile Telephone

Dial "0" and ask for mobile telephone operator. Tell operator to
ring ROAMER in the Brownville area.

d. Alternate to BLUEBIRD - Mobile Telephone

Same as "c" above except:

Tell operator to ring ROAMER in the Brownville
area.

e. CRUSH will also be connected by local intercom to the Plant EOF.

NEBRASKA STATE EOC

Ellis Simmons (Department of Health)
Major Morrissey (Nebraska State Patrol)

Jim Carney (Game & Parks)
Rollie Heedum (Department of Roads)
Joe Phillips (American Red Cross)
Mike Swiggart (Department of Environmental Control)
Rich Reiman (Department of Agriculture)
Jack Aschwege (USDA SEB)
Rollie Schneider (USDA SEB)
Dorothy Seaton (PIO)
Norm Francis
Marv Hafits

NEBRASKA MILITARY DEPARTMENT

Military Support
Col. Knoell
CWO Miller

AUBURN, NEBRASKA

EOC
Herman Blinde CDD (home)
Sheriff
Fire Department

NEBRASKA CITY, NEBRASKA

EOC
Sheriff
Armory (Reception & Decontamination)

FALLS CITY, NEBRASKA

EOC
Sheriff
PD

Brenner Field

Mr. Winsterman (Fixed Base Operator)

MISSOURI STATE EOC (JEFFERSON CITY)

CDNAVS
Commercial
Bob Gruener (Operations)
Mrs. Betty Daniel (Operations)
Jim Huston (Assistant Director)
Ken Miller (Radiological Health)

MISSOURI CD FORWARD (ROCKPORT)

ATCHISON COUNTY COURTHOUSE

Missouri CD
County Clerk - Don Husing (IO)
CDD Maurice Forbis
Sheriff

MRC DIRECTORY

Ext. No.			
Station No.	Phone No.	EOC RM. No.	Assigned To (Please Print)
1		131 - Media Briefing Area	NRC Response Team
2		131 - Media Briefing Area	NRC Response Team
3		131 - Media Briefing Area	NRC Response Team
4		131 - Media Briefing Area	NRC Response Team
5		131 - Media Briefing Area	NRC Response Team
6		131 - Media Briefing Area	NRC Response Team
7		131 - Media Briefing Area	NRC Response Team
8		131 - Media Briefing Area	NRC Response Team
9		131 - Media Briefing Area	NRC Response Team
10		131 - Media Briefing Area	NRC Response Team
11		131 - Media Briefing Area	NRC Response Team
12		131 - Media Briefing Area	NRC Response Team
13		131 - Media Briefing Area	FEMA Response Team
14		131 - Media Briefing Area	FEMA Response Team
15		131 - Media Briefing Area	FEMA Response Team
16		131 - Media Briefing Area	FEMA Response Team
17		131 - Media Briefing Area	FEMA Response Team
18		131 - Media Briefing Area	FEMA Response Team
19		131 - Media Briefing Area	FEMA Response Team
20		131 - Media Briefing Area	FEMA Response Team
21		131 - Media Briefing Area	FEMA Response Team
22		131 - Media Briefing Area	FEMA Response Team
23		131 - Media Briefing Area	FEMA Response Team
24		131 - Media Briefing Area	FEMA Response Team
25		131 - Media Briefing Area	FEMA Response Team
26		203 - Command Control	
27		203 - Command Control	
28		203 - Command Control	
29		203 - Command Control	
30		203 - Command Control	
31		203 - Command Control	
32		203 - Command Control	
33		203 - Command Control	
34		203 - Command Control	
35		203 - Command Control	
36		203 - Command Control	
37		203 - Command Control	
38		203 - Command Control	
39		205 - Salvation Army	
40		204 - Red Cross	
41		130 - Metro Area Transit	

NOTE: LONG DISTANCE CREDIT CARD CALLS ONLY FOR MEDIA MAKING LD CALLS FROM THESE EXTENTIONS.

MRC DIRECTORY

Ext. No.			
Station No.	Phone No.	EOC RM. No.	Assigned To (Please Print)
42		129 - Civil Air Patrol	
43		129 - Civil Air Patrol	
44		128 - Army Corps of Engineers	FEMA
45		128 - Nebraska National Guard	FEMA
46		127 - County Surveyor	NRC
47		127 - County Surveyor	NRC
48		127 - State Roads	NRC
49		127 - State Roads	NRC
50		126 - A.R.E.C.	
51		125 - City Civilian Comm.	NPPD Public Affairs Advisor
52		125 - City Civilian Comm.	NPPD Designated Spokesperson
53		125 - City Civilian Comm.	NE CD PIO
54		124 - React	MO EMA PIO
55		124 - React	
56		123 - Northwestern Bell	NPPD TIM
57		123 - Omaha Public Power Dist.	NPPD PIO
58		123 - Metro. Utilities Dist.	
59		122 - City/County Chief Execs.	
60		122 - City/County Chief Execs.	
61		122 - City/County Chief Execs.	
62		122 - City/County Chief Execs.	
63		121 - News Media	
64		121 - News Media	
65		121 - News Media	
66		120 - Public Works Director	
67		120 - Public Works Director	
68		120 - Public Works Director	
69		120 - Public Works Director	
70		120 - Public Works Director	
71		119 - Assistants	
72		119 - Assistants	
73		119 - Assistants	
74		119 - Assistants	
75		118 - Public Safety Director	
76		118 - Public Safety Director	
77		118 - Public Safety Director	
78		117 - Clerical Pool	
79		113 - City/County Depts.	
80		113 - City/County Depts.	
81		113 - City/County Depts.	
82		113 - City/County Depts.	
83		113 - City/County Depts.	

NOTE: TO CALL LONG DISTANCE FROM MRC DIAL 9-1- NUMBER

MRC DIRECTORY

- Ext. No.

<u>Station No.</u>	<u>Phone No.</u>	<u>EOC RM. No.</u>	<u>Assigned To (Please Print)</u>
84		113 - City/County Depts.	
85		113 - City/County Depts.	
86		113 - City/County Depts.	
87		Kitchen	
88		102 - Public Health/Infirmary	
89		102 - Public Health/Infirmary	
90		102 - Public Health/Infirmary	
91		102 - Public Health/Infirmary	
92		Reception Area	NPPD Security Liaison
93			

NOTE: TO CALL LONG DISTANCE FROM MRC DIAL 9-1- NUMBER

I. PURPOSE

This General Office Guideline for the Resources Manager and the Administrative Support Manager has been generated to facilitate them in carrying out their assigned responsibilities during the initial stages of an emergency. This guideline primarily addresses the initial actions to be taken and contacts that should be made.

II. DISCUSSION

If an emergency occurs at Cooper Nuclear Station (CNS), the Resources Manager will assist the CNS Emergency Director (through the GOEC Director) in an effort to provide the necessary materials, supplies, and non-engineering manpower to satisfy the needs of the emergency. The Administrative Support Manager coordinates clerical support and establishes contact with American Nuclear Insurers. Any procurement assistance which may be required by these individuals can be obtained from the Technical Support Manager per GOG 5.6.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. General Office Guidelines Manual
- C. CNS Emergency Telephone Directory

IV. PREREQUISITES

- A. A SITE AREA EMERGENCY or GENERAL EMERGENCY has been declared at CNS.

V. LIMITATIONS

None.

VI. PRECAUTIONS

None.

VII. EQUIPMENT

None.

VIII. PROCEDURE

- A. Upon arrival at the General Office following the notification of an emergency situation at CNS, the Resources Manager shall:
 - 1. Immediately arrange for transportation to CNS for the following personnel:
 - a. Technical Information Coordinator
 - b. EOF Information Manager
 - c. Food/Lodging/Transportation Coordinator

- d. Communications Manager
 - e. Radiological Assistant
 - f. Primary Offsite Monitoring Team Personnel
2. Immediately arrange for transportation to the MRC for the following personnel:
- a. NPPD Designated Spokesperson
 - b. MRC Technical Information Manager
 - c. MRC Public Information Officer
 - d. MRC Security Liason
 - e. MRC Facility Manager
 - f. Public Affairs Advisor
 - g. MRC Secretarial Support
 - h. MRC Administrative Officer
3. Decide upon the method of transportation, make the proper transportation arrangements, and establish a departure time with the personnel listed above. If flying, he will inform Security/Admin/Logistics Manager at the EOF of which airstrip they will be landing such that transportation will be waiting for them upon their arrival. If flight conditions permit, the Communications Manager will be picked up at the York airport; if not, he will, upon the Resource Manager's instructions, proceed to CNS by automobile.

The means of transportation may vary depending upon availability and weather conditions. Below are the various options of transportation in the preferred order.

- Option 1: Fly using District's plane and pilots
- Option 2: Fly using leased plane and District pilots
- Option 3: Fly using local air charter service
- Option 4: Drive using automobile

Attachment A contains guidance related to the use of each option.

4. Make arrangements for vehicular travel to CNS for the following personnel:
- a. Alternate Radiological Manager
 - b. Alternate Radiological Assessment Coordinator
 - c. Alternate Radiological Assistant
 - d. Contract Support Manager
 - e. Alternate Technical Information Coordinator
 - f. Alternate Information Manager
 - g. Alternate Offsite Monitoring Team Personnel
 - h. Alternate Food/Lodging/Transportation Coordinator
 - i. Alternate Contract Support Manager

Instruct those individuals using automobiles to turn in their keys to the Food/Lodging/Transportation Coordinator upon arrival at CNS.

5. Make arrangements for vehicular travel to the MRC for the following individuals:
 - a. Administrative Assistant
 - b. Two P.A. Division secretaries
 6. Ensure that the PRIME computer is configured for priority use by the CNS Meteorological Program.
 7. Should the situation at CNS dictate (after consultation with the GOEC Director), arrange for vehicular travel for designated alternates for the above-listed personnel. Coordinate with the GOEC Director to schedule the departure of these personnel.
 8. Obtain any required non-engineering manpower by contacting the appropriate NPPD supervisors.
- B. The Administrative Support Manager shall:
1. Contact the Word Processing Supervisor, if required, to establish sufficient clerical support.
 2. Contact American Nuclear Insurers and inform them of the situation at CNS.

IX.

ATTACHMENTS

Attachment A - "Guidance for Travel Arrangements to CNS"

GUIDANCE FOR TRAVEL ARRANGEMENTS TO CNS

Option 1 - Fly using District plane and pilots

The District owns two planes: a seven-passenger Navajo and a five-passenger Baron. Assuming the planes are in Columbus and there are no operational problems, either plane would be available upon demand. Below is a list of the NPPD pilots.

Lyle E. Lower
Aviation Manager Chief Pilot
Telephone: (Office)
(Home)

James W. Krzycki
Maintenance Specialist Pilot
Telephone: (Office)
(Home)

Roger A. Pence
Maintenance Specialist Pilot
Telephone: (Office)
(Home)

Tim Michaelson
Maintenance Specialist Pilot
Telephone: (Office)
(Home)

Option 2 - Fly using leased planes and NPPD pilots

If the NPPD planes are not available, there are two single-engine planes the District can lease. These are available simply by a phone call request to the owners. The two planes are located at the Columbus hangars and owned by:

Dennis D. Feeser Three-passenger aircraft
Carriage House Estates
Telephone: (Home)
(Office - Sand Livestock)

Jack Anderson DVM Four-passenger aircraft
304 Morton Road
Telephone: (Home and Office)

Option 3 - Fly using a local flight charter service

If no NPPD pilots are available, air service will have to be arranged through one of the following flight charter services.

Discoverair	Five-passenger aircraft
Alvin G. Gruenewald	
Columbus Municipal Airport	
Telephone:	(Office) (24-hour answering service)
	(Home)

Columbus Aircraft	Three- and five-passenger aircraft
James G. Kohtz	
Columbus Municipal Airport	
Telephone:	(Office)
	(Home)

Option 4 - Driving using automobile

If inclement weather prohibits flying, the Resource Manager is to arrange ground transportation to Cooper. The type of vehicle will be determined by the weather. If it is winter and snow conditions exist, a four-wheel drive vehicle should be used; otherwise, a standard vehicle would be acceptable. If vehicle transportation is used, the designated Communications personnel from York, as instructed by the Resource Manager, will drive to Cooper independent from the Columbus group. Either a personal vehicle or an NPPD vehicle may be used. For an NPPD vehicle, contact:

Marvin E. Brakenhoff	
Fleet Dispatcher	
Telephone:	Office)
	Home)

Paul R. Schettler	
General Services Manager	
Telephone:	Office)
	Home)

I. PURPOSE

This guideline has been developed to assist the Technical Support Manager in carrying out his assigned responsibilities during emergency situations at CNS.

II. DISCUSSION

As dictated by the situation at CNS, it may become necessary to provide augmented technical support both engineering and environmental from the General Office, as well as from outside agencies. When such support is requested by the Emergency Director, the Technical Support Managers (through the GOEC Director) follow the guidance established herein. The process followed is basically the same as occurs normally. However, measures have been established to expedite the process considerably.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. General Office Guidelines Manual

IV. PREREQUISITES

A request for technical support has been made by the CNS Emergency Director.

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

- A. In responding to requests for technical support, the Technical Support Managers shall consider the following:

- 1. District Resources

The District has available considerable technical resources. Realizing that some portion of the resources may already be involved at CNS, or may be allocated to other important matters, the Technical Support Managers will coordinate with the following individuals to obtain the support indicated:

- a. Engineering - Consists of calculations, design, construction, equipment configuration, etc.

Contact: G. S. McClure
Project Manager
Telephone: (Office)
(Home)

Abu Abdullah
Engineering Manager (Fossil)
Telephone: (Office)
(Home)

- b. Drafting services - Consists of drawing production and drawing revision.

Contact: W. A. Merrill
Telephone: (Office)
(Home)

J. J. Hahn
Telephone: (Office)
(Home)

- c. Records Administration - Consists of searching and supplying any required documentation (e.g., calculations, as-built drawings, etc.) pertaining to CNS.

Contact: Steven D. Anderson
Records Manager
Telephone: (Office)
(Home)

John H. Ferneau
Records Supervisor
Telephone: (Office)
(Home)

2. Outside Resources

- a. Should the magnitude of effort at CNS require outside technical support, the Technical Support Manager shall consider the organizations given in Attachment A. The Technical Support Managers have at their disposal dedicated purchase orders (which shall be controlled and issued per Attachment B) to expedite obtaining such support.
- b. When responding to requests for material and equipment support, the guidance contained in Attachment C shall be followed.

IX. ATTACHMENTS

Attachment A - "Outside Support Organizations"

Attachment B - "Dedicated Purchase Orders for CNS Emergency Response Activities"

Attachment C - "Coordinating and Expediting of Material and Equipment"

OUTSIDE SUPPORT ORGANIZATIONS

A list of engineering and environmental consultants, along with names and telephone numbers that could provide technical support of the degree required under such emergency conditions, is provided below.

Institute of Nuclear Power Operation (INPO)
Atlanta, Georgia
Telephone: (24 hours)

General Electric Company
San Jose, California
Telephone: (24 hours)

Stone and Webster Engineering Corporation
Denver, Colorado
Telephone: (Switchboard)

E. A. Ericson
Project Manager
Telephone: (Home)

J. D. Purvis
Manager of Projects-Nuclear
Telephone: (Home)

Energy, Incorporated
Idaho Falls, Idaho
Telephone:

Burns and Roe
Woodbury, New York
Telephone: (Switchboard)

Irving Gabel
Project Manager
Telephone: (Office)
(Home)

Teledyne Isotopes
Westwood Laboratories
50 Van Buren Avenue
Westwood, New Jersey
Telephone:

Dr. J. David Martin

NUS Corporation
5350 Campbell's Run Road
Pittsburgh, Pennsylvania
Telephone:

Charles J. Marcinkiewicz

DEDICATED PURCHASE ORDERS
FOR
CNS EMERGENCY RESPONSE ACTIVITIES

The following purchase orders have been allocated for use for CNS Emergency Response activities only. The use and control of these purchase orders is the responsibility of either the Assistant General Manager, Engineering and Construction, or the Division Manager, Power Projects.

<u>P.O.</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>DATE</u>
EP1001			
EP1002			
EP1003			
EP1004			
EP1005			
EP1006			
EP1007			
EP1008			
EP1009			
EP1010			
EP1011			

<u>P.O. NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>DATE</u>
EP1012			
EP1013			
EP1014			
EP1015			
EP1016			
EP1017			
EP1018			
EP1019			
EP1020			
EP1021			
EP1022			
EP1023			
EP1024			
EP1025			
EP1026			

<u>P.O. NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>DATE</u>
EP1027			
EP1028			
EP1029			
EP1030			
EP1031			
EP1032			
EP1033			
EP1034			
EP1035			
EP1036			
EP1037			
EP1038			
EP1039			
EP1040			
EP1041			

<u>P.O. NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>DATE</u>
EP1042			
EP1043			
EP1044			
EP1045			
EP1046			
EP1047			
EP1048			
EP1049			
EP1050			

COORDINATING AND EXPEDITING OF MATERIAL AND EQUIPMENT

INPO has generated a listing of resources for materials and equipment needed in an emergency entitled "INPO Emergency Material Resources." Other copies are available from R. S. Kamber or the CNS Emergency Director. One has also been provided to Purchasing for their assistance in obtaining such items during an emergency. This document contains the names, addresses, and telephone numbers of where a wide variety of material and equipment, that may be needed during an emergency. In addition, some heavy equipment would be available within the District. For District equipment that would be available and its location, contact:

Lynn R. Christiansen
Transportation Superintendent
York, Nebraska 68467
Telephone: Extension (Office)
 (Home)

Roy W. Berner
Director of Operations
York, Nebraska 68467.
Telephone: Extension (Office)
 (Home)

INPO has generated a listing of manpower resources for various crafts and skills needed in an emergency entitled "Resources Manual Manpower Assistance," Attachment 2. Other copies are available from R. S. Kamber or the Emergency Director at CNS. This document contains the names, addresses, and telephone numbers of companies who would have manpower of the type needed available for use under emergency conditions. The manpower availability is broken down into crafts and numbers available from the specific companies.

Gale Dierberger
Director of Purchasing
Telephone: (Office)
(Home)

David D. Marsh
Supervisor of Purchasing
Telephone: (Office)
(Home)

A list of vendors who are qualified to supply materials, parts, and materials to "Essential" systems at CNS is on file with the Purchasing Department.

I. PURPOSE

This guideline has been developed to assist the Food/Lodging/Transportation Coordinator in exercising his responsibilities during emergency situations at CNS.

II. DISCUSSION

The activities with which the F/L/T Coordinator are involved necessarily relate to situations at CNS of a long-term nature. Initially, transportation coordination is of prime importance, with food and lodging provisions being handled as the need arises.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. General Office Guidelines Manual

IV. PREREQUISITES

The NPPD Purchasing Manager has executed a "Memorandum of Understanding" with Peru State College and Tarkio College concerning food and lodging for personnel involved with CNS emergencies.

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

- A. Upon arrival at the EOF, the F/L/T Coordinator shall:
 - 1. Perform an inventory of available vehicles and ensure that the corresponding keys are on hand. Subsequently, all vehicles will be requested and issued via the F/L/T Coordinator.
 - 2. When directed by the Emergency Director, account for all personnel needing food and/or lodging as follows (it is intended that such needs will apply to only nonstation personnel):
 - a. As such personnel arrive at the site and are processed through either the security roadblock or the Security

Building, they will be given a Food/Lodging Request Form (Attachment A). This form directs the actions each should take to obtain food and lodging.

- b. Using this information, the F/L/T Coordinator will update the Food/Lodging Required Log (Attachment B) and make provisions, accordingly.
- B. The F/L/T Coordinator shall arrange for long-term food and lodging as follows:
 1. As soon as it is indicated by the emergency situation that long-term lodging requirements will be necessary, the F/L/T Coordinator will contact either Peru State College or Tarkio College and make appropriate arrangements.
 2. Once lodging provisions for personnel have been established, each individual shall be furnished with instructions as to where he is staying, transportation arrangements, and schedule of meals (Attachment C).
 3. Individuals will be instructed to notify the F/L/T Coordinator of any changes in their food and lodging requirements.

XI.

ATTACHMENTS

Attachment A - "Food/Lodging Request Form"

Attachment B - "Food/Lodging Required Log"

Attachment C - "Food/Lodging/Transportation Arrangements"

ATTACHMENT A

FOOD/LODGING REQUEST FORM

In consideration of your assistance at Cooper Nuclear Station, Nebraska Public Power District has made provisions for your food and lodging, if you desire it. During your stay at CNS, you may be provided lodging, breakfast, and dinner at one of the following:

Peru State College
Peru, Nebraska

Tarkio College
Tarkio, Missouri

Lunches will be provided on-site.

If you desire any of these services, please complete the bottom half of this form, detach it, and hand-deliver it to the NPPD Food/Lodging/Transportation Coordinator at the CNS Security Building (EOF).

FOOD/LODGING REQUEST

Name _____

Date _____

Affiliation _____

Request: Lodging for _____ days. _____ to _____
Date Date

Food	_____	Breakfasts
	_____	Lunches
	_____	Dinners

Signature

Authorized: _____

F/L/T Coordinator

ATTACHMENT B
FOOD/LODGING REQUIRED LOG

DATE _____

PAGE _____ OF _____

NAME	AFFILIATION	LODGING	B	L	D
------	-------------	---------	---	---	---

TOTALS

ATTACHMENT C

FOOD/LODGING/TRANSPORTATION ARRANGEMENTS

To: _____ of _____
Name Affiliation

The following arrangements have been made for you:

1. Lodging for _____ days, _____ to _____ at
Date Date

Peru State College

Tarkio College

2. Transportation to and from the Station and the above locations.
Yes No

3. Meals as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
On-Site	_____ To _____	_____ To _____	_____ To _____
Peru State College	_____ To _____	_____ To _____	_____ To _____
Tarkio College	_____ To _____	_____ To _____	_____ To _____

Please contact the F/L/T Coordinator (CNS ext. _____) if you desire changes to the arrangements.

Signature

Date

I. PURPOSE

This guideline establishes the proper distribution of the CNS Emergency Plan and provides a mechanism for controlling revisions made to it.

II. DISCUSSION

The CNS Emergency Plan, and revisions thereto, are controlled such that the most current version is at its designated point of use. To accomplish this, the General Office Emergency Planning Coordinator will utilize the NPPD Licensing Department Executive Summary System computer program.

III. REFERENCE MATERIAL

A. CNS Emergency Plan

IV. PREREQUISITES

None

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

A. The General Office Emergency Planning Coordinator shall ensure that:

1. When the Emergency Plan has been revised, the provisions of Licensing Department Executive Summary System, Action-ID C.07 are carried out. Attachment A depicts an example of this action item, the most current of which is maintained by the Licensing Department.
2. When the Emergency Plan, and revisions thereto, are distributed, the distribution list in Licensing Department Executive Summary System, Action-ID D.01 is followed. Attachment B depicts an example of this action item, the most current of which is maintained by the Licensing Department.

IX. ATTACHMENTS

Attachment A - Example, Action Item Record "C.07"

Attachment B - Example, Action Item Record "D.01"

EXAMPLE
ACTION ITEM RECORD "C.07"

Description: Emergency Plan Revision Control
Due Date: 840301
Source: CNS Emergency Plan, Section 8
Responsibility: Morgan, A. C.
Action/Status: Process Emergency Plan Revisions

1. The CNS Emergency Plan states that "any revision in the Emergency Plan will be marked to show where changes have been made and the revised pages dated. These approved revisions will be forwarded to all organizations and individuals with responsibilities for implementation of the plan." Changes to the plan will be processed the same as technical specification changes (C.03) except as identified below.
2. Approval of the CNS Emergency Plan, and any changes thereto, is by the Nebraska Public Power District's General Manager. The approval signature can be found in the Foreword to the Plan, along with the date of the most recent revision to the Plan.
3. Distribution of the plan is per Item D.01.
4. Distribution of Implementing Procedures is per Item D.01.
5. Implementing Procedure master mag cards were controlled by CNS. Original signature copies are retained at CNS.
6. Information only copies of plans and procedures were forwarded to USNRC Region IV per J. M. Pilant letter dated January 15, 1982. Per 10CFR50 changes to Emergency Plan (only) must be forwarded to NRC within 30 days from effective date of change. Three (3) copies to Region IV; ten (10) copies to headquarters.

EXAMPLE
ACTION ITEM RECORD "D.01"

Description: Emergency Plan Distribution List
Due Date: 840301
Source: General Office Emergency Planning Coordinator, Revised 830315
Responsibility: Morgan, A. C.
Action/Status: Distribute Emergency Plan; Procedures; and Related Correspondence.

CNS Emergency Plan and Implementing Procedure Distribution

(Additional 25 copies of the Implementing Procedures are sent to CNS only if the CNS Emergency Planning Coordinator requests.)

Copy No.

Responsibility

01	Control Room	OPS. Supv.
02	Technical Support Center (TSC)	EPC
03	Technical Support Center (TSC)	EPC
04	Emergency Operations Facility (EOF)	EPC
05	Emergency Operations Facility (EOF)	EPC
06	Elec. and I&C OSC	I&C Supervisor
07	Chem. and H.P. OSC	Chem. & H.P. Supv.
08	Maintenance OSC	Mechanical Supv.
09	Station Superintendent	L. Lessor**
10	Asst. Station Supt.	P. Thomason
11	Technical Assistant	D. Whitman
12	Engineering Supv.	J. Meacham
*47	Nebraska	R. Medina
*48	Kansas	L. Mannell
*49	Iowa	H. Bocella
*50	Missouri	W. Beatty
*51	Nemaha County	H. Blinde
*52	Atchison County	M. Forbus

*Plan Only. EPIPs Distributed are "For Information Only".

**People on Emergency Planning Distribution.

**** State and County Plans ****

Copies of the state and county plans are distributed as follows:

J. D. Weaver
A. C. Morgan
D. A. Whitman (5 copies - includes emergency response facilities)
L. C. Lessor
R. S. Kamber

**** Correspondence Distribution ****

All of those marked ** in the plan and EPIP distribution plus the following:

D. E. Schaufelberger
F. E. Williams
S. D. Anderson
W. H. Rushton

6.0

TRAINING

Training of General Office personnel to ensure emergency preparedness is administered under the General Office Nuclear Training Program. Involved personnel will receive training on an annual basis of the following, as appropriate:

1. CNS Emergency Plan
2. Emergency Plan Implementing Procedures (EPIP's)

<u>EPIP NO.</u>	<u>TITLE</u>
5.7.1	Emergency Classification
5.7.6	Notification
5.7.9	Activation of the EOF
5.7.10	Personnel Assembly and Accountability*
5.7.11	Evacuation of Non-Essential Site Personnel*
5.7.14	Stable Iodine Thyroid Blocking*
5.7.17	Dose Assessment
5.7.22	Communications
5.7.23	Media
5.7.25	Recovery Operations
5.7.26	Long-Term Environmental Monitoring

3. General Office Guidelines Manual