

ALABAMA POWER COMPANY  
NUCLEAR GENERATION DEPARTMENT

GO-EIP-102

CORPORATE COMMUNICATION DEPARTMENT  
EMERGENCY ORGANIZATION AND FACILITIES

APPROVED:

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10-28-83  
Date

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**CORPORATE COMMUNICATION DEPARTMENT  
EMERGENCY ORGANIZATION AND FACILITIES**

**1.0 Purpose**

The purpose of this procedure is to delineate the organization to be implemented and facilities to be utilized by the Corporate Communication Department in support of emergency operations at Farley Nuclear Plant (FNP).

**2.0 Scope**

This procedure applies to the Corporate Communication Department following activation of the FNP Emergency Plan. This procedure is not intended to define/restrict functions and responsibilities assigned through corporate structure.

**3.0 References**

- 3.1 FNP Emergency Plan
- 3.2 GO-EIP-101
- 3.3 GO-EIP-114
- 3.4 GO-EIP-118

**4.0 Organization**

**4.1 Normal Organization**

The normal organization for the Corporate Communication (CC) Department is shown in Figure 1.

**4.2 Emergency Organization**

The Corporate Communication Emergency Organization is shown in Figure 2. This organization will be implemented during emergency conditions at FNP at the request of the Nuclear Generation Department Emergency Coordinator.

The APCo Corporate Communication staff will be supplemented as necessary by personnel from other Southern System companies. This organization may be modified as deemed necessary by direction of the Vice President-Corporate Communication or his designee following consultation with the Recovery Manager.

#### 4.2.1 Vice President-Corporate Communication

The Vice President-Corporate Communication is responsible for overall corporate public information support in the event of an emergency at FNP. In fulfilling this responsibility he:

- ° Directs the activities of the Birmingham Corporate Communication Office throughout the emergency.
- ° Advises the company emergency organization of corporate public information activities and matters of public concern.
- ° Communicates with the Southern Company regarding public information activities and any additional personnel needed to handle the public information activities.
- ° Communicates with state agencies, select groups and local/national trade associations.
- ° Maintains an activity log.

Reporting to this position are the Media Coordi-



nator, Select Groups and Political Liaison Coordinator, Emergency Telephone Answering Center Coordinator, Employee Communications Coordinator Public Information Site Coordinator, and the Public Information EOC Coordinator.

#### 4.2.2 Media Coordinator

The Media Coordinator is responsible for media relations activities conducted from the corporate offices during an emergency at FNP. In fulfilling this responsibility, the Media Coordinator:

- ° Coordinates the activities of the division public information media coordinators during an emergency.
- ° Maintains and updates the emergency telephone actuality system.
- ° Assists the Public Information Site Coordinator as needed.
- ° Monitors state and national news media reports and evaluates consistency of information and effectiveness of public information releases.
- ° Maintains an activity log.

This position will normally be filled by the Manager-Media Relations or his alternate.

#### 4.2.3 Select Groups and Political Liaison (SGPL) Coordinator

The SGPL Coordinator is responsible for providing information to pre-identified organizations and

public officials requiring information during an emergency at FNP.

This position:

- ° Develops, maintains, and revises lists of organizations and public officials requiring information about an emergency.
- ° Provides information to those organizations in the event of an emergency.
- ° Maintains an activity log.

This position will normally be filled by a Manager-Governmental Affairs or his alternate.

4.2.4 Emergency Telephone Answering Center Coordinator

The Emergency Telephone Answering Center Coordinator is responsible for setting up an actuality telephone system at the corporate headquarters for use by out-of-state media. This position is normally filled by an APCo News Media Representative.

4.2.5 Employee Communications Coordinator

The Employee Communications Coordinator is responsible for providing information on the emergency to company employees. This position:

- ° Serves as information source for company employees.
- ° Serves as information source for system employee communications' groups.

This position will normally be filled by the Manager-Employee Communications or his alternate.

4.2.6 Public Information Site Coordinator

The Public Information Site Coordinator is responsible for all public information support activities conducted at the FNP Emergency Operations Facility (EOF) and the News Media Center. Reporting to this position is the Public Information Emergency Staff Office Coordinator and the News Media Center Coordinator. The Public Information Site Coordinator is responsible for initiating activation of the Corporate Communication Department Emergency Organization in accordance with GO-EIP-118. Following activation of the CC Department Emergency Organization, this individual:

- ° Advises the Recovery Manager on public information activities and matters of public concern.
- ° Directs the activities of the FNP Corporate Communication Emergency Organization.
- ° Coordinates all public statements about an emergency with the NRC, and state and local emergency response organizations to ensure accuracy and consistency.
- ° Advises the Vice President-Corporate Communication regarding the need for additional public information support personnel.

- ° Maintains an activity log.

This position will normally be filled by the Manager-Public Communication or his alternate.

#### 4.2.7 Public Information EOC Coordinator

The organization utilized for activating the Nuclear Generation Emergency Organization and for providing corporate support to FNP prior to Emergency Operations Facility staffing is described in GO-EIP-101. The Public Information EOC Coordinator works with this organization and is responsible for:

- ° Monitoring emergency activities and events.
- ° Keeping Corporate Communication management informed during the activation phase of an emergency.
- ° Making notifications necessary to ensure proper activation of the Corporate Communication Emergency Organization.

This individual reports to the Flintridge Emergency Operations Center (EOC) until the Public Information Site Coordinator and his staff arrive at the EOF and relieve the Public Information EOC Coordinator.

This position is filled by a Corporate Communication Department staff member.

#### 4.2.8 Public Information Emergency Staff Office Coordinator

The Public Information Emergency Staff Office

Coordinator is responsible for coordination of public information staff activities at the EOF and Houston County Civil Defense Office (CEOC). The PI Emergency Staff Office Coordinator and his staff:

- ° Coordinate public information staff activities at the EOF to see that information flow and news release preparation operates as designed.
- ° Coordinate CC secretarial staff and preparation of new releases.
- ° Coordinate the logistics needs of the FNP Corporate Communication Emergency Organization.
- ° Establish and set up the News Media Center at Northview High School including audiovisual equipment, public address equipment and reproduction equipment.
- ° Secure and schedule transportation and communication equipment needed for public information activities during an emergency. (Coordinating with appropriate company departments.)
- ° Coordinate security pass system for media representatives working at News Media Center.
- ° Prepare new release drafts and obtain information necessary for preparing news releases.

- ° Coordinate company information activities at Houston County Civil Defense headquarters.
- ° Serve as liaison between Public Information Site Coordinator and agency public information contacts.
- ° Notify media of scheduled news briefing.

This position will normally be filled by the FNP Visitors Center Director or his alternate.

#### 4.2.9 News Media Center Coordinator

The News Media Center Coordinator:

- ° Coordinates activities at the News Media Center (NMC).
- ° Coordinates flow of information to media representatives including background information and research.
- ° Monitors local news media reports and evaluates public information effectiveness.

This position will normally be filled by a Corporate Communication Staff member.

#### 4.3 Staffing of the Corporate Communication Emergency Organization and Activation Staff

The Manager-Public Communication will designate in writing individuals to staff the Corporate Communication Emergency Organization and the activation organization Corporate Communication representative. A sufficient

number of qualified individuals will be designated for each position to ensure that an adequate staff may be maintained on call at all times and that around-the-clock public information support can be provided if necessary during emergency conditions at FNP. The list of designated personnel will be provided to the Nuclear Generation Department annually, or at such greater frequency as necessary due to personnel changes, for distribution to all holders of GO-EIP-102.

#### 5.0 Public Information Emergency Facilities

##### 5.1 Flintridge Emergency Operations Center (U. S. Steel Flintridge Building, Nuclear Generation Office)

Emergency activities will be monitored at the Flintridge EOC until the Emergency Operations Facility public information staff is able to assume that responsibility. Briefings will be provided to the Corporate Communication Management located at the Birmingham Corporate Communication Office. Actions necessary to ensure adequate activation of the Corporate Communication Emergency Organization will be coordinated from the Flintridge EOC and the Birmingham Corporate Communication Office.

##### 5 2 Corporate Communication Office (Birmingham APCo General Office)

Until the EOF is established and operational, all incoming public information communication, all initial public information notification to individuals not in the Corporate Communication Emergency Organization and all



news release coordination as prescribed by GO-EIP-114 will be handled by the Birmingham Corporate Communication Office, and the office serves as a contact point for public information officials at the NRC, state agencies and system companies. Once the EOF is operational, all news release coordination is handled at the EOF, and the EOF becomes the contact point for public information officials at the NRC and at state and local agencies involved in emergency response activities. Throughout the emergency the corporate office:

- ° Serves as Telephone Answering Service and Rumor Control Center.
- ° Serves as the contact point for system companies and groups, officials or agencies not directly involved in emergency response activities.
- ° Serves as the information source for company services - employee communications, telephone answering service, etc.
- ° Monitors state and national news media reports.
- ° Provides corporate support as needed to the EOF public information organization.

### 5.3 Emergency Operations Facility

The EOF serves as headquarters for all news release preparation and coordination and for managing emergency public information efforts. It serves as the contact point



for public information officials from federal and state agencies directly involved in emergency response activities and as an information source to the APCo Corporate Communication Office.

5.4 News Media Center (Northview High School, Hwy. 84 North, Dothan)

The Drama Room of the Fine Arts Complex at Northview High School, located outside the ten mile evacuation radius of FNP, will house all equipment necessary for dissemination of news reports, including telephones for media representatives. All official APCo information regarding the emergency (news statements and news conferences) will be released to state, local and national media from the News Media Center once it has been activated. Communications are provided for Company personnel between the News Media Center and the EOF and between the center and corporate offices.

# NORMAL CORPORATE COMMUNICATION ORGANIZATION

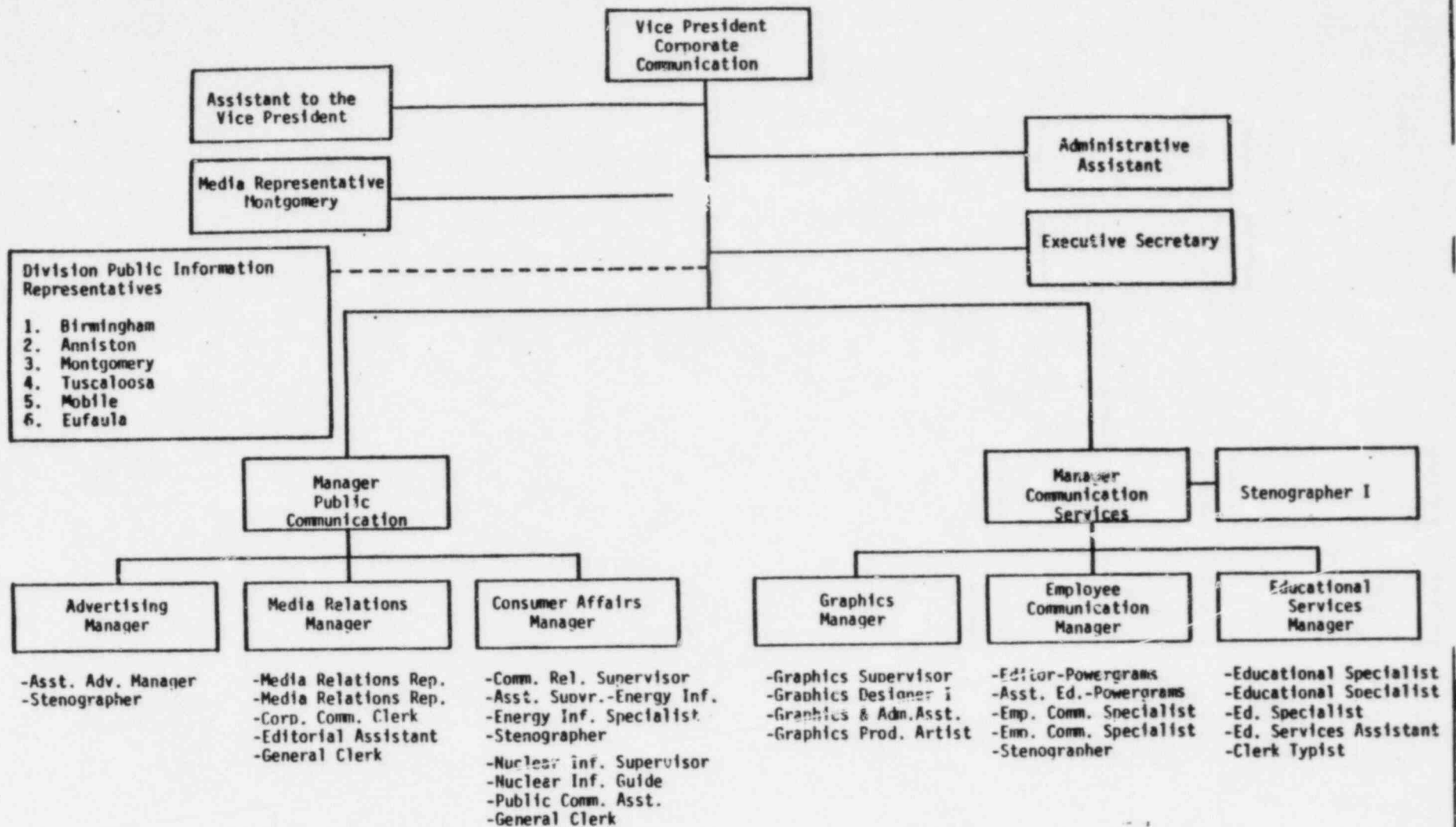


FIGURE 1

-12-

# CORPORATE COMMUNICATION EMERGENCY ORGANIZATION

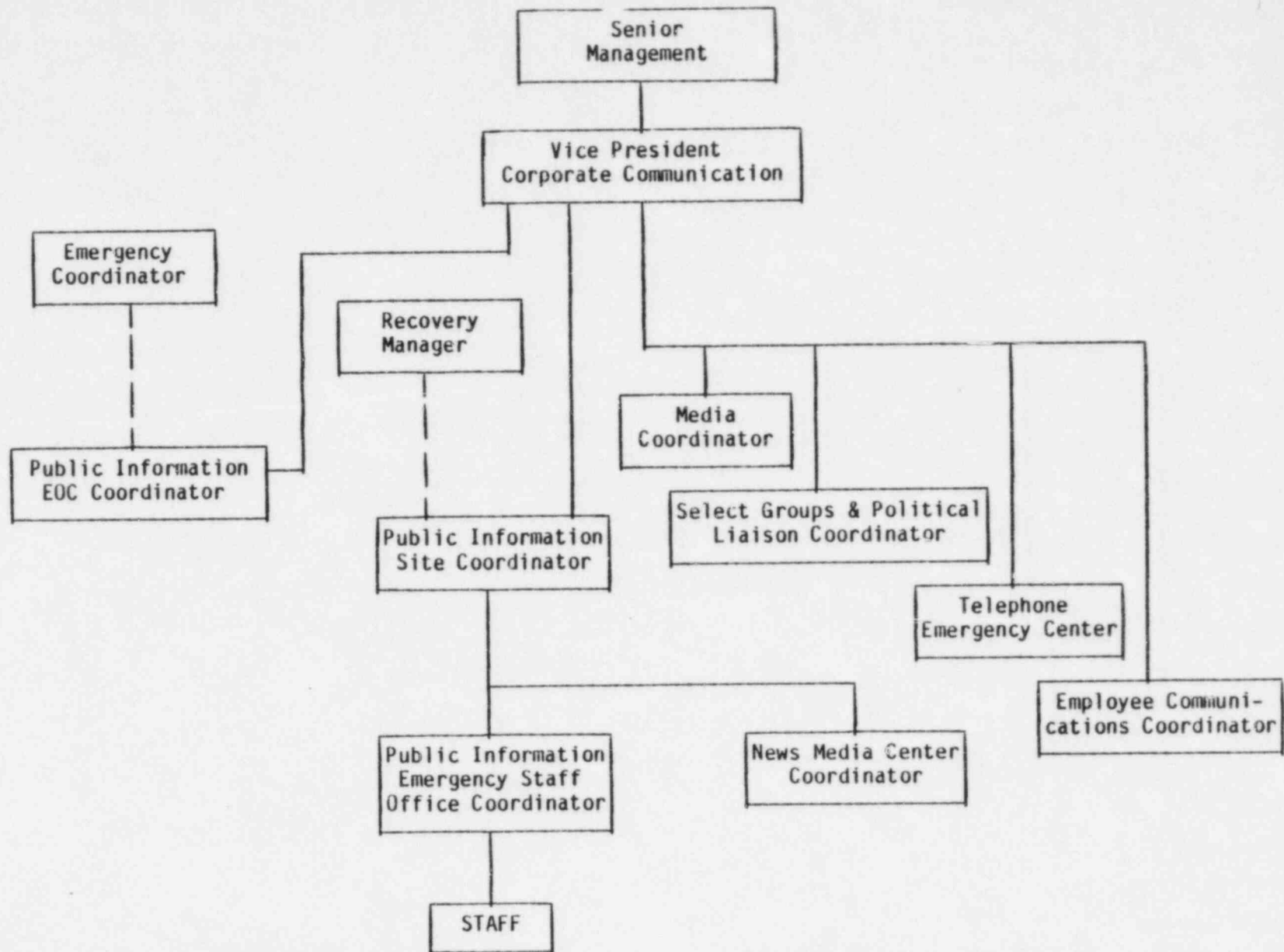


FIGURE 2

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Rev. 1

ALABAMA POWER COMPANY  
NUCLEAR GENERATION DEPARTMENT  
GENERAL OFFICE NUCLEAR GENERATION  
PROCEDURES  
DOCUMENT TRANSMITTAL ACKNOWLEDGEMENT

To: Alabama Power Company  
600 North 18th Street  
P. O. Box 2641  
Birmingham, Alabama 35291

Attention: Nuclear Generation Department  
Document Control  
B-300 Flintridge Building

Acknowledge the receipt of procedure/revision Y.O. - EIP-114, Rev. 2  
The superceded procedure was destroyed.

Comments:

Copy Number: 033, 034 Assigned to: NRC Document Control Desk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GO-EIP-114

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NUCLEAR GENERATION DEPARTMENT

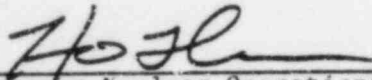
NEWS RELEASE COORDINATION AND DISTRIBUTION

GO-EIP-114


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Manager-Nuclear Operations & Administration

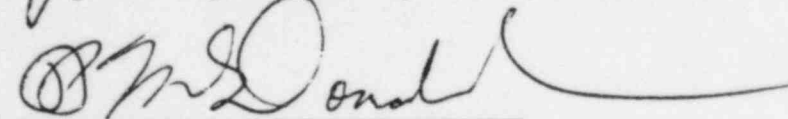
Date 11/4/83

  
Manager-Nuclear Engineering & Technical Support

Date 11/7/83

  
Manager-Safety Audit & Engineering Review

Date 11/17/83

  
Vice President-Nuclear Generation

Date 11/11/83

  
Vice President-Corporate Communication

Date 10-28-83

Date Issued 11-21-83

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5	X		X								
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7	X		X								
8	X		X								
9	X		X								
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A-2		X	X								
A-3		X									
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A-6		X									
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A-8		X									

NEWS RELEASECOORDINATION AND DISTRIBUTION1.0 Purpose

The purpose of this procedure is to provide guidance in the coordination and distribution of news releases in an emergency condition.

2.0 Scope

This procedure applies to the general office staff of the Nuclear Generation and Corporate Communication Departments during emergency conditions at Farley Nuclear Plant.

3.0 References

3.1 GO-EIP-101

3.2 GO-EIP-102

3.3 FNP Emergency Plan

4.0 General

4.1 Determination of the need to issue statements or news releases will be made jointly by the Vice President-Corporate Communication or the on-duty Public Information Site Coordinator and the Vice President-Nuclear Generation or on-duty Recovery Manager.

4.2 Determination of information separate from news releases to be entered on NOTEPAD will be made by the Vice President-Nuclear Generation or the on-duty Recovery Manager.

4.3 Alabama Power Company's policy is to inform the news media promptly, fully, and without undue delay concerning events at the Farley Nuclear Plant that might have potential news value to the media, the public, and to APCo employees.

A public announcement will normally be issued whenever one of the following events occur at the Farley Nuclear Plant:

- 4.3.1 Shutdowns resulting from failure of, or damage to, safety-related equipment
- 4.3.2 Any unusual and significant discharge of radioactive materials from FNP
- 4.3.3 Within FNP, any unusual and significant exposure of plant personnel
- 4.3.4 Any severe personnel injury or fatality, whether related to nuclear operations or not
- 4.3.5 Any accident involving a carrier transporting spent fuel or radioactive waste materials from FNP
- 4.3.6 Reporting the effect from flood, earthquake, tornado, drought, or any other natural event in the FNP vicinity that could produce public concern
- 4.3.7 Any incident such as fire or explosion causing significant damage at the FNP
- 4.3.8 Any abnormal event involving environmental concern, such as significant chemical release, whether related to nuclear or not.

- 4.4 Emergency news releases will normally include the following information as applicable: nature of accident and cause (if known); location of treatment facility and condition of victims; hazards to the public (if any) and their duration; steps being taken to correct the situation and to protect the public; damages (if any) and effect on the Alabama Power system; and likely extent and



duration of any outages.

## 5.0 Procedure

### 5.1 Emergency News Release Procedures Prior to Emergency Operations Facility Activation

- 5.1.1 At the direction of the Emergency Coordinator (EC)/Recovery Manager (RM) and Vice President-Corporate Communication (VP-CC)/Public Information Site Coordinator (PISC), prepare a draft news release and submit it for review.

**NOTE**

Utilize Figure 1 to document the following steps:

- 5.1.2 Prepare a final draft based on review comments and assign a news release number to it.
- 5.1.3 Submit the final draft to the appropriate personnel (EC/RM and VP-CC/PISC) for their approval.

**NOTE**

All news releases must be approved by the above listed personnel.

- 5.1.4 Notify the NRC Public Information Office of the impending news release.
- 5.1.5 Prepare the release for distribution and notify the following organizations of the release contents:
- Alabama Governor's Office, Alabama Bureau of Radiological Health, Alabama Emergency Management Agency, Houston County Civil Defense, Georgia Emergency Management Agency, and Florida Bureau of Disaster Preparedness.

**NOTE**

News release distribution can proceed in parallel with notifications (Step 5.1.5) if communication delays are encountered.

5.1.6 Distribute the news release in the following order: "Dothan Area Media" first, "NOTEPAD" second, "Wire Services" third and "Statewide Media" last.

5.2 Emergency News Release Procedures Following Emergency Operations Facility Activation

5.2.1 At the direction of the Vice President-Nuclear Generation (VP-NG)/Recovery Manager (RM) and Vice President-Corporate Communication (VP-CC)/Public Information Site Coordinator (PISC), prepare a news release draft.

**NOTE**

Utilize Figure 2 to document the following steps:

5.2.2 Following discussion at the EOF on the news release, submit a final draft for concurrence and approval.

**NOTE**

Final approval must be made by the VP-NG/RM and the VP-CC/PISC.

5.2.3 Contact the following representatives at the Houston County Civil Defense Headquarters (CEOC): Alabama Governor's Office, Alabama Bureau of Radiological Health, Alabama Emergency Management Agency, Houston County Civil Defense, Georgia Emergency Management Agency and Florida Bureau of Disaster Preparedness (if present at CEOC) and notify them of impending news conference or release.

- 5.2.4 Notify Birmingham Corporate Communication Office of impending news release.
- 5.2.5 Notify NRC public information representative of impending news release.
- 5.2.6 Relay comments made by organizations on the news release to the PISC and RM for evaluation.
- 5.2.7 Notify News Media Center Coordinator (NMCC) of impending news release or briefing with instructions to notify media representatives.
- 5.2.8 Prepare release for distribution.
- 5.2.9 Provide designated company spokesman or his alternate for briefing the media from the News Media Center.
- 5.2.10 Provide Technical Staff for background briefing, if necessary.
- 5.2.11 Provide shuttle for media representatives from News Media Center to the plant site for onsite media coverage as allowed and agreed upon by the appropriate regulatory agencies and the Recovery Manager.

5.3 Release of Information to other Industry Organizations via NOTEPAD

- 5.3.1 At the direction of the VP-NG/RM prepare a draft for NOTEPAD release.

**NOTE**

Utilize Figure 3 to document the following steps:

- 5.3.2 Submit draft to VP-NG/RM for his final approval.
- 5.3.3 Notify the Public Information Site Coordinator of impending NOTEPAD entry.

- 5.3.4 Notify APCo Corporate Communication Department of  
impending NOTEPAD entry.
- 5.3.5 Notify NRC public information representative of impending  
NOTEPAD entry.
- 5.3.6 Transmit NOTEPAD entry utilizing Appendix A.

NEWS RELEASE NUMBER \_\_\_\_\_

**EMERGENCY NEWS RELEASE**

(Prior to EOF Activation)

**Concurrence****Initials:**

Recovery Manager or Emergency Coordinator \_\_\_\_\_

Public Info. Site Coordinator or Vice President-  
Corporate Communication \_\_\_\_\_**Notification****Notified by:**

NRC Public Information Office \_\_\_\_\_

Alabama Governor's Office\* \_\_\_\_\_

Alabama Bureau of Radiological Health\* \_\_\_\_\_

Alabama Emergency Management Agency\* \_\_\_\_\_

Houston County Civil Defense\* \_\_\_\_\_

Georgia Emergency Management Agency\* \_\_\_\_\_

Florida Bureau of Disaster Preparedness\* \_\_\_\_\_

**News Release Distribution****Date/Time:**

Dothan Area Media \_\_\_\_\_/\_\_\_\_\_

INPO Distribution on "Notepad", Entry # \_\_\_\_\_/\_\_\_\_\_

Wire Services \_\_\_\_\_/\_\_\_\_\_

Statewide Media \_\_\_\_\_/\_\_\_\_\_

Other: \_\_\_\_\_/\_\_\_\_\_

\*If necessary due to communication difficulties, news release distribution can proceed in parallel to notifications.

Figure 1

NEWS RELEASE NUMBER \_\_\_\_\_

EMERGENCY NEWS RELEASE

(Following EOF Activation)

ConcurrenceInitials:

Recovery Manager \_\_\_\_\_

Public Info. Site Coordinator \_\_\_\_\_

NotificationNotified by:

Houston County Civil Defense Headquarters (CEOC) \_\_\_\_\_

Alabama Governor's Office Representative \_\_\_\_\_

Alabama Bureau of Radiological Health \_\_\_\_\_

Alabama Emergency Management Agency \_\_\_\_\_

Houston County Civil Defense \_\_\_\_\_

Georgia Emergency Management Agency \_\_\_\_\_

Florida Bureau of Disaster Preparedness\* \_\_\_\_\_

Birmingham Corporate Communication Office \_\_\_\_\_

NRC Public Information Representative \_\_\_\_\_

Distribution PreparationInitials

Comments Evaluated: \_\_\_\_\_

News Media Center Coordinator Notified: \_\_\_\_\_

News Release DistributionDate/Time

News Conference at News Media Center \_\_\_\_\_/\_\_\_\_\_

INPO Distribution on "NOTEPAD", Entry # \_\_\_\_\_/\_\_\_\_\_

Other: \_\_\_\_\_/\_\_\_\_\_

\*If present at CEOC

Figure 2

**EMERGENCY NOTEPAD ENTRY**  
(Separate From News Releases)

**APPROVAL**

Recovery Manager

**INITIALS:**

\_\_\_\_\_

**NOTIFICATION**

Public Information Site Coordinator

**NOTIFIED BY:**

\_\_\_\_\_

Birmingham Corporate Communication Office

\_\_\_\_\_

NRC Public Information Representative

\_\_\_\_\_

**DISTRIBUTION**

**DATE/TIME**

INPO Distribution on NOTEPAD, Entry # \_\_\_\_\_

\_\_\_\_\_

**APPENDIX A**

**NOTEPAD USE**



## NOTEPAD INSTRUCTIONS

- Step 1 Place the switch located on the "Black Box" in the "A" (phone) position.
- Step 2: Verify that the A.D.C. is on. (The switch is located in back of the coupler.)
- Step 3: Verify that the terminal is on (switch is located on the left hand side in the back of the terminal).
- Step 4: Holding the "function" key (orange) down, depress then release the "Full DPLX" key until "full" is shown in the display window.
- Step 5: Holding the "function" key (orange) down, depress then release the "CPS" key until 120 is shown in the display window.
- Step 6: Using the beige phone dial the following:  
9 (listen for dial tone), then 942-4141 or 942-8447. As soon as the number you dialed begins ringing, press - then release the button marked "TLK" on the A.D.C., and place the receiver back on the phone cradle.

**NOTE:**

Should the two numbers listed above be inaccessible during a site emergency, Direct dial lines will be available for access to NOTEPAD. This method of NOTEPAD usage is discussed on Page A-8.

- Step 7: If the connection was completed properly a series of illegible characters will be typed and a high pitch tone will be heard. When this occurs press and release the "function" key and then press the letter "G".

**NOTE:**

THE SYSTEM IS PRONE TO FAILURE  
If this occurs, depress the "TLK" button on the A.D.C. and return to Step 6 and proceed as directed.

- Step 8: The computer will type "Please log in" or "User's Name". When this occurs you must type "NOTEPAD" and push the return key.
- Step 9: The computer will type "Password" and you will push the return key.

## Notepad Instructions - Page Two

- Step 10: You will receive a message that reads "SC-1 is on line Infomedia service center one, Tops-20 monitor 3A (xxxx) @". Following the "@" you should enter "log Nuclear Info" then push the return key. The computer will tell you "NOTEPAD is Ready".
- Step 11: The computer will ask you for your last name and you will type "McCracken" and push the return key.
- Step 12: The computer will ask you for a password and you will type "APC" and then press the return key.

**NOTE:**

Following your reply to a question made by NOTEPAD you must press the "Return" key only one time. Depressing the key more than one time will confuse the computer.

- Step 13: The computer will ask you if you are using a terminal that prints on paper and you will type the letter "Y" and then push the return key.
- Step 14: A listing of activities will be made available to you.
- Step 15: Following these selections you will be asked to make your selection of the activity you desire.

In the event of an emergency you would want to use activity number one: "Emergency Hotline". So you would need to press the "1" key then press the return key. Your messages should all be started with the heading "\*\*\*EMERGENCY\*\*\*ROUTE IMMEDIATELY\*\*\*". When this is observed by other participants, they will know to return all replies or assistance needed by you on the "Emergency Planner Information Exchange" activity.

**NOTE:**

IF USING NOTEPAD FOR EMERGENCY DRILL PURPOSES, THE "EMERGENCY PLANNER INFORMATION EXCHANGE" ACTIVITY SHOULD BE USED.

- Step 16: The computer will type "ACTION": and you will press the #4 key which allows you to type your message. The proper format for entering your entry can be found on Page A-4.

## Notepad Instructions - Page Three

**NOTE:**  
IF DURING TYPING YOUR MESSAGE  
YOU MAKE AN ERROR, PLEASE  
REFER TO PAGE A-5 OF NOTEPAD  
PROCEDURES MANUAL FOR THE  
PROPER CORRECTION METHOD

- Step 17: After you have completed your message and you wish to send it to the other NOTEPAD participants you press the return key twice.
- Step 18: Once you have sent your entry, the word "ACTION:" will be typed by the computer. This allows you to send another message by pressing the #4 key again. You may continue to do this as many times as necessary.
- Step 19: After you have completed your message and the word "ACTION:" has been typed by the computer, you can end your session by pushing the #9 on the keyboard.

GUIDELINES FOR ACTIVITY USAGE**TITLE:**EMERGENCY HOTLINE**PURPOSE:**

The purpose of this activity is to supplement the Operating Plant Experience activity. That activity is to be used to provide technical descriptions of off-normal events at operating plants. The "EMERGENCY HOTLINE" activity is to be used for technical descriptions of more serious events such as alerts, site or general emergencies.

**PARTICIPANTS:**

INPO staff, INPO members, NSAC, AIF, EEI (Nuclear).

**GUIDELINES  
FOR USAGE:**

When an actual emergency is being described, then each message entered should begin and end with the phrase

\* \* \* EMERGENCY \* \* \* ROUTE IMMEDIATELY \* \* \*

The affected utility will control all information transmitted on the "Hot Line" during an actual emergency. That is, no other utility should transmit information on the "Hot Line" unless specifically requested to do so by the affected utility. All other communications related to the incident should be put into the "Emergency Planners Information Exchange" activity.

When an exercise is being described, then each message entered should begin and end with the phrase

\* \* \* THIS IS AN EXERCISE \* \* \*

GENERAL USAGE GUIDELINESWhen Writing Notes Or Entries

To indent 7 spaces, hold down your control key and strike the letter I.

To double space while typing the text of an entry or note, hit your carriage return key to move down to the next line, then hit your space bar a few times followed by another carriage return. The thing you want to avoid is hitting two consecutive carriage returns because this will finalize your message and put you back to ACTION.

## THE NINE ACTIONS OF NOTEPAD

The **NOTEPAD** system provides nine basic "actions" that enable you to enter and retrieve information, move from activity to activity, and manage the data contained in each activity. You do not need to memorize these nine actions. A very simple convention turns your terminal into a project management tool, as follows:

The keyboard of your terminal has a row of keys with the digits 1 2 3 4 5 6 7 8 9. Each of these digits stands for a **NOTEPAD** action. Whenever the system is ready for a new **ACTION**, you will receive a prompt that will appear as:

**ACTION:**

At this point you will type a single digit.

- Type:
- 1 if you want to **WRITE** a private **NOTE** to someone.
  - 2 if you want to **REVIEW** your past **NOTES**.
  - 3 if you want to **SELECT** an activity.
  - 4 if you want to **WRITE** a public **ENTRY** in the current activity.
  - 5 if you want to **REVIEW** past **ENTRIES** from the activity.
  - 6 if you want to check the **STATUS** of participants.
  - 7 if you want to use **FILE** or **EDITING** functions.
  - 8 if you need **SERVICES** such as calling for votes, running programs.
  - 9 if you want to **QUIT** and leave **NOTEPAD**.

To identify the nine **NOTEPAD** actions and their corresponding digit keys, InfoMedia has developed a **NOTEPAD** strip which can be affixed to your terminal above the top row of keys:

NOTES		SELECT ACTIVITY	ENTRIES		SPECIAL ACTIONS			QUIT
WRITE	REVIEW		WRITE	REVIEW	STATUS	EDIT	SERVICE	
1	2	3	4	5	6	7	8	9

### When Using Any of the Action Functions

1. If you type a question mark after hitting any one of your **NOTEPAD** action keys (1-8), **NOTEPAD** will provide you with a description of options for using that key (the description is a condensed version of what the User Guide provides).
2. When you hit a **NOTEPAD** action key and follow it immediately with a carriage return, **NOTEPAD** puts you back to the **ACTION** prompt so be careful not to use a carriage return after an action key. There is one exception, though. After hitting the #3 button, a carriage return will generate a list of the activities available to you.



## SELECTING AN ACTIVITY

If you are a member of more than one activity, you may use the **SELECT ACTIVITY** action to leave your current activity and enter another. If you type the digit 3 in response to the **ACTION** prompt, **NOTEPAD** will ask you the number of the activity you want to join.

For example, to enter the second activity on your list:

Here you type a 3.

**ACTION:** Select Activity 2 ◀  
New Product Introduction

If you type a question mark after **SELECT**, **NOTEPAD** will print the list of activities which are available to you. As you select one activity, **NOTEPAD** will either tell you how many new entries there are for you to read, or (if there are five or less) it will type them out on the terminal. **NOTEPAD** always keeps a record of the number of entries you have received in each activity. Private notes that are pending will also be displayed at this time. If you type a carriage return after **SELECT**, **NOTEPAD** will return you to the activity in which you were working previously.

## WRITING AN ENTRY

An entry is a message that is sent to all participants. Once you are in the activity, you can write an entry at any time, even if someone else is already typing; just type the digit 4 in response to the **ACTION** prompt. **NOTEPAD** will automatically print your name, assign a number to your entry (the next available number in the activity), and then begin displaying the text as you enter it:

Here you type a 4.

**ACTION:** Write Entry [74] Smith (Joe)  
— Bert Brown and Rich Quint are here with me  
— this morning. I think they can contribute  
— a great deal to this decision. ◀  
— ◀

Do not worry about the length of the line as you are typing; after 60 characters, **NOTEPAD** looks for the end of a word, inserts a carriage return, and continues your text on the next line. Because of technical delays, it may appear that **NOTEPAD** has broken the word in the middle. However, the broken word will appear on the new line when the entry is sent. **NOTE:** To send your entry, strike the carriage return key twice. (The only time you use two consecutive carriage returns is in sending an entry or note.) Only the Organizer or Editor can delete an entry once it has been sent.

## CORRECTING A NOTE OR AN ENTRY

Your text is not sent to the other participants until you have ended it by striking the carriage return key twice. Thus, while you are typing your text, you may make corrections by using the following **CONTROL** characters:

**CONTROL A** deletes the last character you typed  
**CONTROL W** deletes the last word you typed  
**CONTROL L** deletes the last line you typed  
**CONTROL X** deletes the entire entry  
**CONTROL R** retypes the last line as corrected  
**CONTROL E** retypes the entire entry and allows you to correct by line

Hold down the **CTRL** key, and while it is depressed, strike the appropriate letter. To delete multiple characters (words or lines) hold down the **CTRL** key and, while it is depressed, strike the appropriate letter multiple times. (Notice that the use of the **CTRL** key is similar to the use of the **SHIFT** key.) You may use these correcting characters throughout **NOTEPAD**.

## USE OF THE CONTROL-E CORRECTOR

The **CONTROL-E** correction feature allows you to delete a line in the message text, insert a new line in the text, or replace an existing line in the text.

When typing the text of an entry or note, striking the **CONTROL-E** will reprint the entire text, adding line numbers to the left of each line. The numbers start at 100, with an increment of 100. This allows you to add up to 99 lines of text between any two existing lines.

After **NOTEPAD** prints the text with line numbers, you will receive the prompt:

**CORRECTOR:**

At this point you may use one of the following commands:

**DELETE** followed by a line number or range of line numbers

**INSERT** followed by a line number

**REPLACE** followed by a line number

Typing a carriage return in response to the prompt will reprint the entry and allow you to continue typing text in a normal fashion.

In the following example, the participant Smith makes use of all of these correction features:

User types a 4 here.

**ACTION:** Write Entry [75] Smith (Joe)

— Bert Brown and Rich Quint suggest  
— that we move the scheduled date for  
— our next meeting to October 25.  
— Is there any chance you will be here?

User types a  
Control-E here.

100 Bert Brown and Rich Quint suggest  
200 that we move the scheduled date for  
300 our next meeting to October 25.  
400 Is there any chance you will be here?

**CORRECTOR:** REPLACE 100 ◀

100 Bert, Rich and I suggest ◀

**CORRECTOR:** DELETE 400 ◀

line 400 deleted

**CORRECTOR:** INSERT 301 ◀

301 Will you be available on that date?

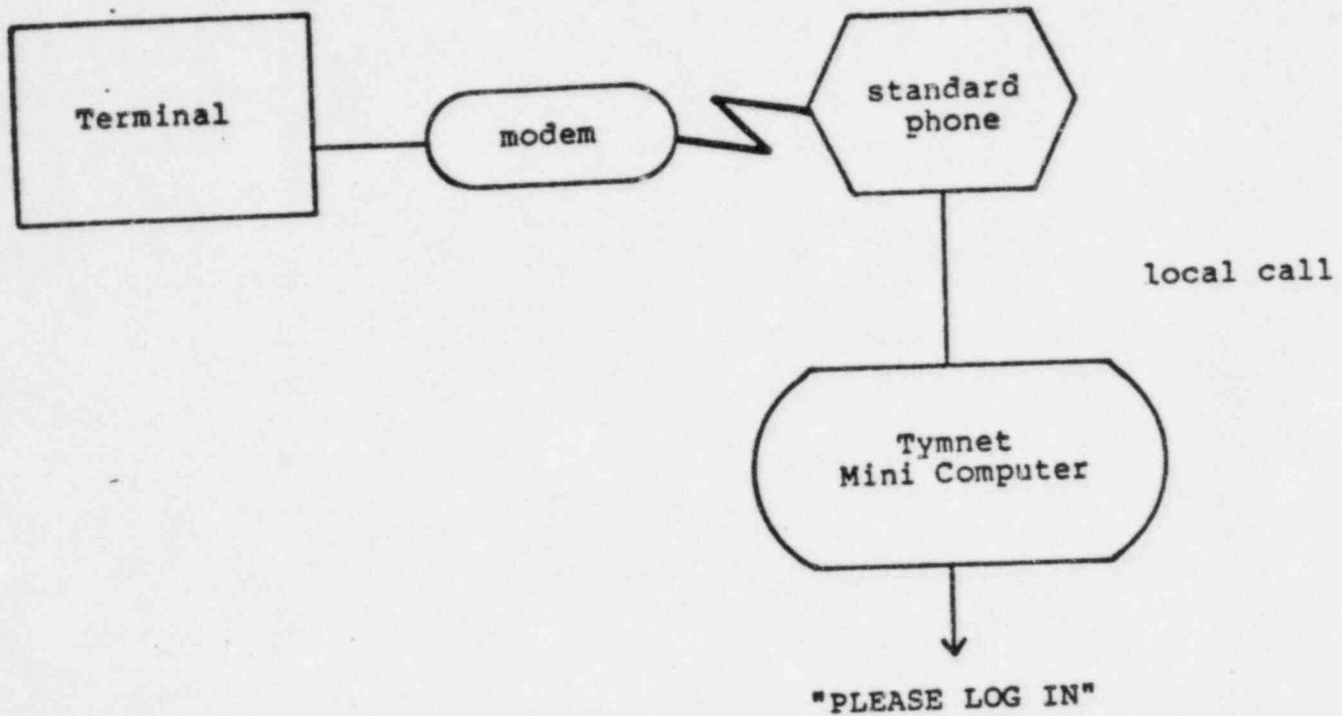
**CORRECTOR:** ◀ User types carriage return to  
finish corrections.

Edited text  
is reprinted

— Bert, Rich and I suggest  
— that we move the scheduled date for  
— our next meeting to October 25.  
— Will you be available on that date?  
— Please let me know as soon as  
— possible. ◀  
— ◀

User now continues  
to type the entry  
ending with 2 carriage  
returns.

The diagram below is a schematic representation of the steps outlined above.



If you are unable to establish a connection with Tymnet, please refer to the Tymnet trouble-shooting guide in Section 8. This guide will tell you the possible cause of the problem and what you should do.

Should Tymnet be inaccessible during a site emergency, direct dial lines will be available for access to Service Center One (i.e., you will bypass Tymnet entirely by placing a long distance call to Infomedia's computer and hitting CONTROL C upon receiving a carrier tone).

The direct dial number is 415/952-0490. It is to be used only when TYMNET is unavailable and your need to access Notepad is urgent.



ALABAMA POWER COMPANY  
NUCLEAR GENERATION DEPARTMENT  
GENERAL OFFICE NUCLEAR GENERATION  
PROCEDURES  
DOCUMENT TRANSMITTAL ACKNOWLEDGEMENT

To: Alabama Power Company  
600 North 18th Street  
P. O. Box 2641  
Birmingham, Alabama 35291

Attention: Nuclear Generation Department  
Document Control  
B-300 Flintridge Building

Acknowledge the receipt of procedure/revision  
The superceded procedure was destroyed.

Y.D. EIP-118, Rev. 2

Comments:

Copy Number: 033-034 Assigned to: ARC Document Control Desk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GO-EIP-118

ALABAMA POWER COMPANY  
NUCLEAR GENERATION DEPARTMENT

CORPORATE COMMUNICATION DEPARTMENT  
CORPORATE ACTIVATION AND NOTIFICATION PROCEDURES  
GO-EIP-118

DOCUMENT CONTROL  
CONTROLLED COPY

COPY NO. 033-

DOCUMENT CONTROL  
CONTROLLED COPY

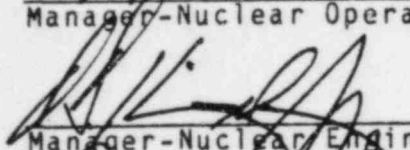
COPY NO.  
COPY NO.

033


APPROVED:

  
\_\_\_\_\_  
Manager-Nuclear Operations & Administration

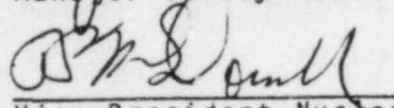
Date 11/7/83

  
\_\_\_\_\_  
Manager-Nuclear Engineering & Technical Support

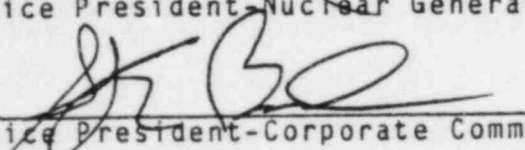
Date 11/7/83

  
\_\_\_\_\_  
Manager-Safety Audit and Engineering Review

Date 11/18/83

  
\_\_\_\_\_  
Vice President-Nuclear Generation

Date 11/18/83

  
\_\_\_\_\_  
Vice President-Corporate Communication

Date 10-28-83

Date Issued 11-21-83

## INDEX OF EFFECTIVE PAGES

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3	X										
4	X		X								
5	X		X								
6	X		X								
7	X		X								
8	X		X								
9	X		X								
10	X		X								
11	X		X								
12		X	X								
13	X		X								
14		X	X								
15	X		X								
16	X		X								
17	X										
18	X										

**CORPORATE COMMUNICATION DEPARTMENT  
EMERGENCY ORGANIZATION NOTIFICATION AND ACTIVATION**

**1.0 Purpose**

The purpose of this procedure is to delineate the steps necessary to activate the Corporate Communication Department (CCD) Emergency Organization and to delineate the notifications to be made by CCD for Notification of Unusual Event, Alert, Site Area Emergency, General Emergency, Fire and Personnel Emergency.

**2.0 Scope**

This procedure applies to the CCD staff.

Applicability of sections is as follows:

**PUBLIC INFORMATION SITE COORDINATOR (PISC)**

°Section 6.1.1 (pg. 4) if Emergency Organization is to be activated.

°Section 6.1.2 (pg. 5) if Emergency Organization is to be placed on standby.

**PUBLIC INFORMATION EOC COORDINATOR (PIEOCC)**

°Section 6.2.1 (pg. 5) if Emergency Organization is to be activated.

°Section 6.2.2 (pg. 7) if EOC is to be activated with Emergency Organization placed on standby.

°Section 6.2.3 (pg. 8) if Emergency Organization is to be placed on standby without activating the EOC.

**3.0 References**

3.1 FNP Emergency Plan

3.2 GO-EIP-101

3.3 GO-EIP-102

#### 4.0 Definitions

- 4.1 On-call - designated as being available and either (1) at work (2) at home where the staff member can be reached at his phone number (3) at a specific location and the person responsible for contacting the staff member has the phone number where he can be reached or (4) in the Birmingham area (Dothan area and Montgomery area for Visitors' Center and Montgomery personnel respectively) and the individual's pager is on.
- 4.2 Non-predesignated staff member - a member of the staff who is not designated in advance to fill a specific position in the Emergency Organization.

#### 5.0 General

- 5.1 A copy of this procedure shall be maintained at all times with the on-call Public Information Site Coordinator, the on-call Public Information EOC Coordinator, at the Birmingham Corporate Communication Office, and at the Flintridge Emergency Operations Center.
- 5.2 The Manager-Public Communication is responsible for updating all names and phone numbers quarterly. Names and phone numbers will be verified annually.
- 5.3 An on-call duty roster will be issued quarterly and maintained with copies of this procedure issued to the Public Information Site Coordinators, the Public Information EOC Coordinators, the Birmingham Corporate Communication Office and the Flintridge Emergency

Operations Center. Copies of the duty roster will be sent to each affected individual. Emergency positions included in the duty roster shall be:

- 1) Public Information Site Coordinator
- 2) Public Information Emergency Staff Office Coordinator
- 3) News Media Center Coordinator
- 4) Media Coordinator
- 5) Select Groups & Political Liaison Coordinator
- 6) Telephone Emergency Center Coordinator
- 7) Employee Communications Coordinator
- 8) Public Information EOC Coordinator

When deviations are made from the published roster due to company business or personal reasons, the on-call individual is responsible for arranging for on-call coverage and making verbal notifications of deviations as follows:

- 1) Deviation from on-call Public Information Site Coordinator - notify on-call Emergency Coordinator
- 2) Deviation from other on-call positions - notify on-call Public Information Site Coordinator.

#### 6.0 Activation of Emergency Organization

6.1 In the event of an emergency condition at FNP, the Emergency Coordinator will notify the on-call Public

Information Site Coordinator. Upon notification, the Public Information Site Coordinator (PISC) will:

6.1.1 If a request is made to activate the Corporate Communication Emergency Organization:

/  
PISC Initials/Time

- °Determine from the Emergency Coordinator if transportation is by plane. If so, obtain departure time and location.
- °Contact the following on-call individuals and notify them of the condition and decision to activate. If plane transportation is to be used, notify them of departure time and location.

**NOTE:** Contact of any of the following on-call personnel located in Dothan may be delegated to the Public Information EOC Coordinator.

/  
PISC Initials/Time

On-call Public Information Emergency Staff Office Coordinator

/  
PISC Initials/Time

On-call News Media Center Coordinator

**NOTE:** The News Media Center must be activated any time the Emergency Operations Facility is activated.

/  
PISC Initials/Time

- °Contact the Vice President-Corporate Communication if possible. If contact cannot be promptly made, delegate this action to the Public Information EOC Coordinator.

/  
PISC Initials/Time

- °Contact the on-call Public Information EOC Coordinator, direct him to report to the Flintridge Emergency Operations Center (EOC) and instruct him on what



notifications should be made and what EOF staff augmentation is needed.

°Proceed to the EOF.

6.1.2 If a request is made to place the Corporate Communication Organization on standby:

°Contact the following on-call individuals and inform them of the standby status:

/ PISC Initials/Time

On-call Public Information Emergency Staff Office Coordinator

/ PISC Initials/Time

On-call News Media Center Coordinator

/ PISC Initials/Time

Vice President-Corporate Communication

If the Flintridge EOC is to be activated (the Emergency Coordinator will request that the Public Information EOC Coordinator be activated):

/ PISC Initials/Time

°Contact the on-call Public Information EOC Coordinator. Direct him with regard to Flintridge EOC activation and what portion of the CCD notifications should be made and what additional CCD staff members should be placed on standby. If EOC is not to be activated, make notifications or instruct the Public Information EOC Coordinator to make notifications as appropriate from those shown in Table 2, 3, 4 or 5.

6.2 Upon notification from the Emergency Coordinator, the Public Information EOC Coordinator (PIEOCC) will:

6.2.1 If the Emergency Organization is to be activated:

/

EOCC Initials/Time

°Notify the Vice President-Corporate Communication of the Emergency Condition if not already informed by the Public Information Site Coordinator.

/

PIEOCC Initials/Time

°Contact additional CCD staff members as necessary to staff the Birmingham Corporate Communication Office.

/

PIEOCC Initials/Time

Media Coordinator

/

PIEOCC Initials/Time

Select Groups & Political Liaison Coordinator

/

PIEOCC Initials/Time

Telephone Emergency Center Coordinator

/

PIEOCC Initials/Time

Employee Communications Coordinator

/

PIEOCC Initials/Time

°Proceed to the Flintridge EOC.

/

PIEOCC Initials/Time

°Contact the Birmingham Corporate Communication Office and provide a briefing on plant status and Emergency Organization activation status.

/

PIEOCC Initials/Time

°Contact as many CCD staff members as possible who are not on-call and place them on standby (use Table 1).

At the direction of the Public Information Site Coordinator or Vice President-Corporate Communication perform the following:

**NOTE:** Emergency Conditions may make it desirable to perform the following in a sequence different from that given.

/

PIEOCC Initials/Time

°Make notifications as appropriate to offsite agencies and other company departments and request support as necessary using Table 2,3,4, or 5 as appropriate.

\_\_\_\_\_  
TEOCC Initials/Time

°Contact non-predesignated CCD staff members needed for EOF staff augmentation and instruct them to report to the EOF (Use Table 1). Assist in resolution of transportation and cash advance problems as necessary.

\_\_\_\_\_  
PIEOCC Initials/Time

°Arrange lodging for CCD staff members as necessary (Use Table 6).

\_\_\_\_\_  
PIEOCC Initials/Time

°Place additional CCD staff members on standby as necessary.

\_\_\_\_\_  
PIEOCC Initials/Time

°Dispatch an EOF relief crew as necessary.

Public Information Site Coordinator

Name \_\_\_\_\_  
ETA \_\_\_\_\_

\_\_\_\_\_  
PIEOCC Initials/Time

PI Emergency Staff Office Coordinator

Name \_\_\_\_\_  
ETA \_\_\_\_\_

\_\_\_\_\_  
PIEOCC Initials/Time

News Media Center Coordinator

Name \_\_\_\_\_  
ETA \_\_\_\_\_

\_\_\_\_\_  
PIEOCC Initials/Time

Non-predesignated EOF staff augmentation (Use Table 1).

°Continue providing periodic emergency status briefings to the Birmingham Corporate Communication Office until the EOF is staffed and operational.

6.2.2 If the Emergency Organization is to be placed on standby and the Flintridge EOC activated:

\_\_\_\_\_  
PIEOCC Initials/Time

°Proceed to the Flintridge EOC.

/

IEOCC Initials/Time

°At the direction of the Public Information Site Coordinator, contact appropriate CCD staff members who are not on-call and place them on standby (Use Table 1).

/

PIEOCC Initials/Time

°At the direction of the Public Information Site Coordinator make notifications as appropriate to offsite agencies and other company departments using Table 2,3,4 or 5 as appropriate.

/

PIEOCC Initials/Time

°Provide periodic status briefings to the on-call Public Information Site Coordinator.

/

PIEOCC Initials/Time

°If a decision is made to activate the Emergency Organization, proceed to Section 6.2.1.

/

PIEOCC Initials/Time

°If a decision is made to take the Emergency Organization off standby status, at the direction of the Public Information Site Coordinator contact all CCD staff members, company departments and offsite agencies previously contacted and take them off standby (Use Table 1,2,3,4, or 5).

6.2.3 If the Emergency Organization is to be placed on standby without activating the Flintridge EOC:

/

PIEOCC Initials/Time

°At the direction of the Public Information Site Coordinator, contact appropriate CCD staff members who are not on call and place them on standby (Use Table 1).

/

PIEOCC Initials/Time

°At the direction of the Public Information Site Coordinator, place other company departments and off-

site agencies on standby using Table 2,3,4 or 5.

/ PIEOCC Initials/Time

°At the direction of the Public Information Site Coordinator, contact all previously notified CCD personnel, company departments and offsite agencies and take them off standby OR

/ PIEOCC Initials/Time

°Activate the EOC per Section 6.2.2 OR

/ PIEOCC Initials/Time

°Activate the Emergency Organization per 6.2.1.

TABLE 1 CCD STAFF ACTIVATION

Name	Pax/ Phone/ Pager	On-Call	Couldn't Contact (Time)	On Standby (Time)	Dispatched (To Location/ (Time)	Released (Time)	Comments
<u>VICE PRESIDENT-CORPORATE COMMUNICATION</u>							
S. E. BRADLEY	2243/879-9110/838-0486						
<u>PUBLIC INFORMATION SITE COORDINATOR</u>							
F. N. Wade	2409/988-3071/838-0946						
Chris Conway	83-450/284-2095/263-8376						
<u>PUBLIC INFORMATION EMERGENCY STAFF OFFICE COORD</u>							
Kelly Thomas	76-489/858-6227/793-5958						
Jera Stribling	2393/879-0519/----						
<u>NEWS MEDIA CENTER COORDINATOR</u>							
Bernie Fogarty	85-2530/343-3394/431-1421						
Ehen Averett	86-3501/687-8637/----						
<u>PUBLIC INFORMATION EOC COORDINATOR</u>							
Loretto Kenny	2386/322-3355/----						
Larry Ramsey	81-365/942-5533/----						
<u>MEDIA COORDINATOR:</u>							
Ed Crosby	2385/871-6573/838-0432						
Vicky Sauls	2709/251-4794/838-0432						

TABLE 1 CCD STAFF ACTIVATION - Continued . . .

Page Two

Name	Pax/Phone/Pager	On-Call	Couldn't Contact (Time)	On Standby (Time)	Dispatched (To Location/ (Time)	Released (Time)	Comments
<b><u>SELECT GROUPS AND POLITICAL LIAISON COORDINATOR</u></b>							
Clark Richardson	83-261/277-3169/----						
John Hawkins	2153/823-0708/263-8277						
<b><u>TELEPHONE EMERGENCY CENTER COORDINATOR</u></b>							
Susan Appling	2456/798-8972/----						
Karen Banks	2404/942-6784/----						
<b><u>EMPLOYEE COMMUNICATIONS COORDINATOR</u></b>							
Bruce Gilliland	2367/988-5373/----						
Dale Collins	2384/338-7203/-----						
<b><u>NON-PREDESIGNATED STAFF</u></b>							
K. T. Byars	2402/870-3347/----						
D. M. Calfee	2327/854-6804/----						
Ed Coey	2432/352-4294/----						
Susan Dawkins	2424/871-3639/----						
Vivian Dungan	76-6166/792-7113/----						
L. F. Eldredge	2392/822-3154/----						
C. E. Ellis	2317/833-4809/----						
Joe Ellis	84-411/693-3356/----						
J. S. Fowler	2429/833-9634/----						
L. G. Harrison	2720/663-0920/----						
M. Marinakis	2552/631-7644/----						

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TABLE 1 CCD STAFF ACTIVATION - Continued . . .  
Page Three

Name	Pax/Phone/Pager	On-Call	Couldn't Contact (Time)	On Standby (Time)	Dispatched (To Location/ (Time)	Released (Time)	Comments
<b>NON-PREDESIGNATED STAFF</b> -Continued							
B. A. McCray	2527/798-4071/-----						
Alan McDonald	76-6184/793-2888/-----						
M. E. Miller	2550/647-0318/-----						
Becki Nelson	2448/979-3189/-----						
C. Newton	2378/785-2080/-----						
Carol Pickens	2418/969-0226/-----						
J. W. Pugh	2375/967-5880/-----						
P. P. Schauer	2910/854-2268/-----						
M. Y. Stallens	2318/925-0385/-----						
M. Story	2377/823-7607/-----						
T. L. Towns	2326/956-1057/-----						
L. L. Williams	2419/786-6453/-----						

TABLE 2  
MEDIA CONTACTS DOTHAN AREA

<u>MEDIA</u>	<u>CONTACT</u>	<u>PHONE</u>
THE DOTHAN EAGLE	Robert Moseley Gary Lindsey	792-3141
THE ENTERPRISE LEDGER	Roy Shoffner	347-9533
ADVERTISER/JOURNAL Montgomery	David Roundtree Darryl Gates	262-1611
WTVY-TV, Dothan	Jerry Vann	792-3195
WDHN-TV, Dothan	Terry Key	793-1882
WSFA-TV, Montgomery	Skip Haley	281-2900
UNITED PRESS INTERNATIONAL Montgomery	Bessie Ford Jeff Woodard	262-1951
ASSOCIATED PRESS Montgomery	Kendal Weaver Phil Rawls	262-5947
WAGF-AM, Dothan	Bill Bryant	792-1101
WOOF-AM-FM, Dothan	Nathanial Frazier	792-1149
WKMX-FM	Cal Calloway	347-2270
THE BIRMINGHAM NEWS	Nita Kogg	792-0122

TABLE 3

## PUBLIC INFORMATION AGENCY CONTACTS

<u>STATE AND FEDERAL AGENCIES</u>	<u>NAME</u>	<u>OFFICE PHONE</u>	<u>HOME PHONE</u>
Nuclear Regulatory Commission Atlanta, GA	Ken Clark Joe Gilliland	404/221-5503 404/221-6370	404/458-5780 404/394-0647
Alabama Governor's Office	Billy Joe Camp	832-6515	288-0712
Georgia Emergency Management Agency	Harry Heath Beryl Diamond	404/656-6182 404/656-6182 *404/656-6401	404/971-6317
Florida Bureau of Disaster Preparedness	Russ Camarda Joan Levy	*904/488-1900	
Alabama Bureau of Radiolo- gical Health, Montgomery	Aubrey Godwin Jim McNeese	832-5990/5991/5992/5993 832-5990/5991/5992/5993	272-6540 277-1380
Alabama Emergency Management Agency	Keith E. Giggy (Tony)	832-5702/5703	272-7976
Houston County Civil Defense	Jim Aldridge	794-9720 793-1114 (Ext. 240)	793-4653
<u>INDUSTRY GROUPS &amp; AGENCIES</u>			
Institute of Nuclear Power Operations (INPO)	Angie Howard	404/953-7519	427-3283
Atomic Industrial Forum	Patricia Bryant	301/654-9260 *301/986-1535	301/654-8740
Westinghouse Electric Corp. Emergency News Communica- tions Center	Mike Mangan	412/374-4328	412/828-2543  Hot Line 828-0465

\*Twenty-Four Hour Number

TABLE 4

DIVISION NEWS MEDIA COORDINATORS  
RESPONSIBLE FOR NOTIFYING NEWS  
MEDIA IN THEIR AREA

<u>NAME</u>	<u>LOCATION</u>	<u>APCo EXT.</u>	<u>HOME PHONE OR AFTER HOURS</u>
Larry Ramsey*	Birmingham	81-365	942-5533
W. M. Falkenberry	Anniston	82-3501	237-2956
Bryant Allen	Montgomery	83-212	281-4334
Joe Allen Brown	Tuscaloosa	84-3523	345-6392
Bernie Fogarty	Mobile	85-2530	661-4804
Eben L. Averett	Eufaula	86-3501	687-8637

\*Larry Ramsey is responsible for Birmingham media not listed above.

TABLE 5SOUTHERN ELECTRIC SYSTEM EMERGENCY INFORMATION TEAM

<u>NAME</u>	<u>SOCIAL SECURITY #</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE</u>
David Altman (Chairman) GEORGIA POWER-Atlanta	302-42-1641	(404) 526-7475	(404) 923-0297
Donald Dana MISS. POWER-Gulfport	425-76-0672	(601) 864-1211 ext. 256	(601) 863-8346
Billy Dugger MISS. POWER-Gulfport	410-78-6248	(601) 864-1211 ext. 257	(601) 864-6770
Kathy Harber (Vice Chairman) GEORGIA POWER-Atlanta	526-84-9728	(404) 526-7479	(404) 876-2262
Mary Henderson GULF POWER-Pensacola	481-64-0937	(904) 434-8111 ext.8243	(904) 432-3026
David Jowers SOUTHERN CO.-Atlanta	257-76-2354	(404) 393-0650 ext.3565	(404) 321-4082
Glen Kundert SOUTHERN CO. SERVICES Birmingham	249-94-3566	(205) 870-6011 ext.6957	(205) 879-8866
Ken Larson GULF POWER-Pensacola	340-36-6879	(904) 434-8111 ext.8520	(904) 434-5676
Neil Monroe SOUTHERN CO. SERVICES Atlanta	259-84-2976	(404) 393-0650 ext.3544	(404) 964-8470
Debbie Tucker GEORGIA POWER-Atlanta	253-82-0992	(404) 526-7469	(404) 433-8404
Vicky Zoghby ALABAMA POWER Birmingham	424-60-9454	(205) 250-1000 ext.2985	(205) 251-4794

TABLE 6**DOTHAN AREA MOTELS & HOTELS**

<u>NAME</u>	<u>PHONE</u>
Sheraton Inn	794-8711
Ramada Inn	792-0031
Olympia Spa	677-3321
Holiday Inn	794-6601
Days Inn	793-2550
Quality Inn Carousel	792-5181
Travelers Motor Inn	793-7645
Towns Terrace Inn	792-1135
Motel Leon	794-6643
Heart of Dothan Motel	792-1123
Dothan Motor Lodge	794-6703
Adams Motel	792-5194
Beeline Motel	794-8631

**NOTE:**

Motel & Hotel listings are listed  
in the preferred lodging order.

**Dothan Area CAR RENTAL AGENCIES**

<u>NAME</u>	<u>PHONE</u>
National Car Rental	983-3584 or 793-2726
AVIS Rent-A-Car	983-3574
Budget Rent-A-Car	794-8636
Hertz Rent-A-Car	983-4514 or 983-3312

Table 6  
Page Two

## Dothan Area CAR RENTAL AGENCIES (continued...)

<u>NAME</u>	<u>PHONE</u>
Thrifty Rent-A-Car	793-4001
Sears Rent-A-Car	794-8634
Pontiac Dealer Leasing	794-8511
Ford Rent-A-Car Leasing	792-5171
Dollar Rent-A-Car	983-3507 or 783-7325
Acme Lease-A-Car	792-4020
Chevrolet Leasing & Rental	794-5483
Dothan Lincoln-Mercury Rental	794-8661



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ALABAMA POWER COMPANY  
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CORPORATE EMERGENCY PLAN TRAINING

GO-EIP-134


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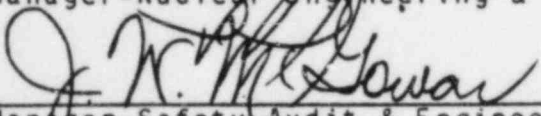
APPROVED:

  
\_\_\_\_\_  
Manager-Nuclear Operations & Administration

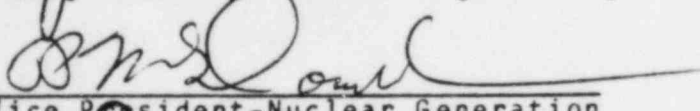
Date 11/7/83

  
\_\_\_\_\_  
Manager-Nuclear Engineering & Technical Support

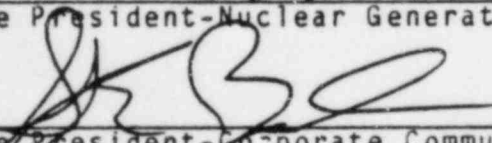
Date 11/7/83

  
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Manager-Safety Audit & Engineering Review

Date 11/17/83

  
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Vice President-Nuclear Generation

Date 11/18/83

  
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Vice President-Corporate Communication

Date 10-28-83

Date Issued 11-21-83

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## CORPORATE EMERGENCY PLAN TRAINING

### 1.0 Purpose

The purpose of this procedure is to delineate the responsibilities for conducting emergency plan training for corporate personnel and the content, frequency and documentation of such training. It also delineates emergency plan programs conducted for the news media.

### 2.0 Scope

This procedure applies to the Nuclear Operations and Administration Section, Nuclear Engineering and Technical Support Section, Safety Audit and Engineering Review Section and Corporate Communication Department.

### 3.0 References

- 3.1 FNP Emergency Plan
- 3.2 GO-EIP-101
- 3.3 GO-EIP-102
- 3.4 NUREG-0654, FEMA-REP-1, Rev. 1

### 4.0 Nuclear Generation Department Training

- 4.1 The Superintendent-Regulatory and Procedural Control is responsible for scheduling and coordinating Nuclear Generation Department Emergency Plan Training.
- 4.2 All training will be documented using Figure 1. Training records will be retained in A-41.7.2.
- 4.3 Training content and frequency will be as specified in Appendices A through F.
- 4.4 Training will be validated for personnel filling Emergency Operations Facility positions by participation in problem solving sessions, table-top exercises and/or the administration of tests.

### 5.0 Corporate Communication Department Training

- 5.1 The Manager-Public Communication is responsible for scheduling and coordinating Corporate Communication Department Emergency Plan Training.
- 5.2 All training will be documented using Figure 1. Training records will be retained by the Corporate Communication Department for a period of two years.
- 5.3 Training content and frequency will be as specified in Appendices G through P.

6.0 News Media Orientation Program

- 6.1 A coordinated program will be conducted at least annually to acquaint interested state and local media representatives with the FNP emergency plan, information concerning radiation and points of contact for release of public information during an emergency at FNP.
- 6.2 The Nuclear Generation Department and the Corporate Communication Department are responsible for scheduling and documenting News Media Orientation sessions.
- 6.3 The Corporate Communication Department is responsible for coordinating orientation sessions.



## ATTENDANCE SHEET CONTINUED

Complete Section A or B and C

A. Formal Programs

1. Training Materials Used

- a. Control Document No. (SOP, Tech Manuals, etc.) \_\_\_\_\_
- b. Audiovisual Library No. \_\_\_\_\_
- c. Examination No. \_\_\_\_\_
- d. Other (Copy Attached) \_\_\_\_\_

B. Informal Programs

1. Brief Description of Presentation

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2. Training Materials Used If Any

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FIGURE 1.



**A P P E N D I X   A**

EMPLOYEE EMERGENCY CLASSIFICATION: Recovery Manager/Emergency Coordinator

INITIAL TRAINING REQUIREMENTS:

FNP Emergency Plan  
Alabama Emergency Plan  
Georgia Emergency Plan  
Florida Emergency Plan  
NRC Region II Emergency Plan  
W Emergency Plan  
GO-EIPs  
FNP-EIPs  
Interpretation of EDCM Outputs  
Communications  
Rad Worker Training

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

A P P E N D I X   B

EMPLOYEE EMERGENCY CLASSIFICATION: Activation & Logistics Assistant

INITIAL TRAINING REQUIREMENTS:

GO-EIP-101

GO-EIP-111

GO-EIP-112

GO-EIP-113

GO-EIP-114

GO-EIP-131

FNP Emergency Plan

RETRAINING REQUIREMENTS AND FREQUENCY:

The above training will be repeated annually.

A P P E N D I X   C

EMPLOYEE EMERGENCY CLASSIFICATION: Administrative Support Director

INITIAL TRAINING REQUIREMENTS:

    FNP Emergency Plan

    GO-EIP-101

    GO-EIP-102

    GO-EIP-112

    GO-EIP-113

    GO-EIP-114

    GO-EIP-116

    GO-EIP-117

    GO-EIP-119

    State and Local Agency Communications

    State and Local Agency Emergency Organization

    Radiation Worker Training

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

**A P P E N D I X   D**

EMPLOYEE EMERGENCY CLASSIFICATION: Engineering & Licensing Support Director

INITIAL TRAINING REQUIREMENTS:

FNP Emergency Plan

GO-EIP-101

GO-EIP-115

GO-EIP-116

W Emergency Plan

Radiation Worker Training

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

## APPENDIX E

EMPLOYEE EMERGENCY CLASSIFICATION: Dose Assessment Director

### INITIAL TRAINING REQUIREMENTS:

FNP Emergency Plan

State Emergency Plans for Dose Assessment and Protective Action

GO-EIP-101

GO-EIP-115

GO-EIP-116

GO-EIP-119

FNP-O-EIP-9

FNP-O-EIP-29

EDCM Operation and Output Interpretation

Radiation Worker Training

### RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

**A P P E N D I X   F**

**EMPLOYEE EMERGENCY CLASSIFICATION:** Non-predesignated Nuclear Generation  
Corporate Personnel

**INITIAL TRAINING REQUIREMENTS:**

FNP Emergency Plan

Rad Worker Training (for employees who may be reassigned to FNP site  
during an emergency)

GO-EIP-131

GO-EIP-101

**RETRAINING REQUIRMENTS AND FREQUENCY:**

The above training will be repeated annually.

A P P E N D I X   G

EMPLOYEE EMERGENCY CLASSIFICATION: Vice President-Corporate Communication |

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

GO-EIP-118

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.



**A P P E N D I X   H**

EMPLOYEE EMERGENCY CLASSIFICATION: Media Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

**A P P E N D I X   I**

**EMPLOYEE EMERGENCY CLASSIFICATION:** Select Groups & Political Liaison  
Coordinator

**INITIAL TRAINING REQUIREMENTS:**

GO-EIP-102

GO-EIP-114

**RETRAINING REQUIRMENTS AND FREQUENCY:**

The above training will be repeated annually.

A P P E N D I X J

EMPLOYEE EMERGENCY CLASSIFICATION: Emergency Telephone Answering Center  
Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

**A P P E N D I X   K**

EMPLOYEE EMERGENCY CLASSIFICATION: Emergency Communications Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

A P P E N D I X   L

EMPLOYEE EMERGENCY CLASSIFICATION: Public Information Site Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

GO-EIP-118

Radiation Worker Training

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

**A P P E N D I X   M**

EMPLOYEE EMERGENCY CLASSIFICATION: Public Information Emergency Staff  
Office Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

Radiation Worker Training

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

A P P E N D I X   N

EMPLOYEE EMERGENCY CLASSIFICATION: News Media Center Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.



**A P P E N D I X   0**

EMPLOYEE EMERGENCY CLASSIFICATION: Staff Public Information EOC Coordinator

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

RETRAINING REQUIRMENTS AND FREQUENCY:

The above training will be repeated annually.

A P P E N D I X   P

EMPLOYEE EMERGENCY CLASSIFICATION: Non-Predesignated Corporate Communication Staff

INITIAL TRAINING REQUIREMENTS:

GO-EIP-102

GO-EIP-114

Radiation Worker Training\*

RETRAINING REQUIREMENTS AND FREQUENCY:

The above training will be repeated annually.

\*For employees who may be assigned to onsite EOF staff duty.

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GO-EIP-136

ALABAMA POWER COMPANY  
NUCLEAR GENERATION DEPARTMENT

GO-EIP-136  
NOAA WEATHER ALERT RADIO  
DISTRIBUTION AND MAINTENANCE

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Manager-Safety Audit & Engineering Review

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5	X										
Figure 1	X										
Figure 2	X										
Figure 3	X	X									
Fig. 4 (side 1)	X										
Fig. 4 (side 2)	X										
Figure 5	X										

**NOAA WEATHER ALERT RADIO  
DISTRIBUTION AND MAINTENANCE**

**1.0 Purpose**

This procedure defines the responsibilities of the Corporate Communication Department regarding Weather Alert Radio distribution and maintenance.

**2.0 Reference**

Management Procedure No. 401-003

**3.0 General**

- 3.1 Copies of this procedure will be kept at the Farley Visitors Center (FVC), Corporate Communication Department, and Farley Nuclear Plant (FNP) Document Control. Copies will be distributed to the Nuclear Generation Department, General Office Telecommunications Department, and S.E. Division Telecommunications Group.
- 3.2 The FVC staff in conjunction with Nuclear Generation will be responsible for updating procedural information on an annual basis.
- 3.3 The Nuclear Operations and Administration Section will be responsible for procedure issuance and control.

**4.0 Procedure**

- 4.1 Electric Cooperatives, Georgia Power Company and APCo Ashford Local Office -
- The FVC staff will establish and maintain contact with the electric cooperatives, Georgia Power and APCo local office managers that serve customers within a ten (10)

mile radius of the nuclear plant regarding the weather alert radios.

4.1.1 Based on written agreement, each electric cooperative, Georgia Power local office and APCo Ashford local office will provide the FVC staff with a monthly listing of residential and business electrical connects and disconnects. The local offices will also serve as a collection point for residents returning radios when electrical service is disconnected due to moving.

#### 4.2 Electrical Connects

The FVC staff will coordinate distributing weather alert radios to new residents.

4.2.1 After reviewing the monthly electrical connects and disconnects listings, the FVC staff will ensure that a siren information and emergency preparedness brochure is distributed to new residents in the Gordon, Ashford and Columbia siren zones.

4.2.2 After reviewing the monthly electrical connects and disconnects listings, the FVC staff will mail letters to new residents in areas covered by NOAA radio distribution, requesting that the resident come by a distribution point (APCo local office or FVC) to receive a NOAA radio and emergency preparedness brochure. If the new



resident does not obtain a radio within 90 days, a FVC staff member will contact the resident and if necessary deliver a radio and brochure.

#### 4.3 Electrical Disconnects

The FVC staff is responsible for obtaining radios from residents moving out of the 10-mile radius.

4.3.1 Based on written agreement, the electric cooperative offices, Georgia Power local office and APCo Ashford local office will serve as a collection point for weather alert radios. Each resident will be informed by the local office to bring his weather alert radio to the local office or to return it to the FVC.

4.3.2 The FVC staff will collect weather alert radios from the local offices on a monthly basis.

#### 4.4 Radio Malfunctions

FVC staff is responsible for handling incoming telephone calls and visitors who have problems with the weather alert radios.

4.4.1 The FVC staff will keep a log (Figure 1) of incoming telephone calls and see that problems are resolved in a timely manner. The FVC staff will systematically try to determine the cause of a radio problem (Figure 2). If the problem cannot be resolved over the telephone, the resident will be asked to come by the most convenient

distribution point and exchange the malfunctioning radio for an operable one. The APCo Ashford local office and FVC will serve as distribution points.

In the event that the resident cannot or will not come by a distribution point, an appointment will be made for a staff member to deliver an exchange radio within the next month.

#### 4.5 Weather Alert Radio Repair

FVC staff is responsible for coordinating weather alert radio repair.

4.5.1 Based on information provided by the resident, the FVC staff will fill out a deficiency tag (Figure 3) and attach it to the malfunctioning radio before giving the radio to the S.E. Division Telecommunications group.

#### 4.6 Weather Alert Radio Inventory

The FVC staff is responsible for keeping an adequate supply of weather alert radios and batteries for distribution and exchanges.

4.6.1 The FVC staff will keep a quantitative inventory record of all spare weather alert radios--radios in storage, radios at the FVC, and radios being repaired by S. E. Division Telecommunications group.

4.6.2 FVC staff will notify the Nuclear Generation

Department when the inventory level drops to a pre-established minimum level. The Nuclear Generation Department is responsible for ordering weather alert radios.

- 4.6.3 The FNP storeroom will order batteries based on a pre-established minimum-maximum stock level.

#### 4.7 Records Management

The FVC staff is responsible for keeping a thorough, timely records management program for the weather alert radio distribution and repair.

- 4.7.1 The FVC will record and keep the following information:

- a) Telephone Log of incoming calls regarding the weather alert radios
- b) Radio deficiency tags

- 4.7.2 The FVC will be provided the following information:

- a) Daily trouble sheet (by S. E. Division Telecommunications group)
- b) Radio distribution print-out (by FNP Document Control upon request)

- 4.7.3 FVC staff will provide the following information to FNP Document Control for inputting into the computer:

- a) Record of Delivery forms (Figure 4)
- b) Record of Return or Exchange forms (Figure 5)

[illegible]

Rev. 0

## TROUBLE SYMPTOMS:

- I. Radio will not receive transmission Yes/No
- A. Is unit plugged in? —/—
- B. Is "monitor switch" down and "volume control" fully clockwise? —/—
- C. Is antenna installed and fully extended? —/—
- D. Is power switch on? (See pg. 4 of owners manual for location) —/—

If all answers are yes, exchange the radio.

If answer to A is "no" and radio works after being plugged in, replace the battery.

- II. Radio will work in "monitor" mode but does not activate during the weekly test Yes/No
- A. Is unit plugged in? —/—
- B. Is antenna installed & fully extended? —/—
- C. Verify Reset switch is not stuck in "Reset" position. —/—
- D. Does the "Alert" light come on during each test? —/—

If answers to A and B are yes and reset switch is not stuck, exchange the radio.

If answer to A is "no" and radio works after being plugged in, replace the battery.

<b>Radio Deficiency Tag</b>	
Date Returned	_____
Serial Number	_____
Resident Name	_____
<b>Malfunction:</b>	
<input type="checkbox"/> Won't Receive In Monitor	
<input type="checkbox"/> Won't Activate In Alert	
<input type="checkbox"/> Spuriously Activates In Alert	
<input type="checkbox"/> Other _____	
_____	
Repaired & Tested By	_____
Date	_____
5-1930	

FIGURE 3. Radio Deficiency Card

FORM I

GO-EIP-136

NATIONAL WEATHER SERVICE RADIO  
RECORD OF DELIVERY

DATE: \_\_\_\_\_

OFFERED/DELIVERED TO:

Mr./Mrs.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Zone: \_\_\_\_\_

ACKNOWLEDGEMENT OF RECEIPT NWS RADIO SERIAL NO. \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

FIGURE 4. Record of Delivery Form (Side 1)

Rev. 0



**NATIONAL WEATHER SERVICE RADIO  
RECORD OF DELIVERY**

DATE: \_\_\_\_\_

OFFERED/DELIVERED TO:

Mr./Mrs.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Zone: \_\_\_\_\_

VERIFICATION OF DELIVERY (If resident does not wish to sign Form I) OF  
NWS RADIO SERIAL NO. \_\_\_\_\_\_\_\_\_\_  
APCo Representative

RESIDENT INDICATED ABOVE REFUSED TO ACCEPT NWS RADIO

\_\_\_\_\_  
APCo Representative

RESIDENT NOT AT HOME

☐

Day 1

☐

Day 2

☐

ATTEMPT-TO-DELIVER Notice Attached To Door

FIGURE 4. Record of Delivery Form (Side 2)

NATIONAL WEATHER SERVICE RADIO  
RECORD OF RETURN OR EXCHANGE

DATE: \_\_\_\_\_

RETURNED/EXCHANGED BY:

Mr./Mrs.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Zone: \_\_\_\_\_

Serial Number of Radio Returned: \_\_\_\_\_

Serial Number of Radio Issued: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

Date Transmitted to Document Control: \_\_\_\_\_ By: \_\_\_\_\_