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ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

ASSIGNMENT OF PERSONNEL TO THE EMERGENCY RESPONSE ORGANIZATION

PROCEDURE NUMBER: 1

REVISION NUMBER: 4 - 2/6/84

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APPROVED BY:

John M. Guffy
VICE PRESIDENT OF NUCLEAR OPERATIONS

APPROVAL DATE:

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ASSIGNMENT OF PERSONNEL TO THE
EMERGENCY RESPONSE ORGANIZATION

I. INTRODUCTION

The purpose of this procedure is to identify by name and/or title those individuals assigned to fill positions in the Emergency Response Organization (ERO). In general, other procedures discuss emergency actions and responsibilities in terms of position titles in the ERO, and the reader should refer to this procedure to identify the individuals who fill those positions. This approach is used in order to minimize the number of revisions that are necessary when the normal AP&L organization is changed or when assignments to the ERO are modified.

II. NOTES AND PRECAUTIONS

- A. The assignment of individuals to the ERO as identified in this procedure is intended primarily to aid in the initial emergency response and may be modified during an incident. The Incident Response Director will notify members of the ERO of any changes in assignments, but if necessary up-to-date information on personnel assignments can be obtained by contacting the IRD or the Planning & Scheduling Coordinator.
- B. This procedure identifies the individuals with the primary responsibility for filling positions in the ERO and provides, where required, sufficient alternates to ensure that an individual can be contacted to fill each position. However, for protracted operations, it may be necessary to activate additional individuals to provide sufficient shift coverage.
- C. The phone numbers and other numbers for contacting members of the ERO are provided in the Emergency Telephone Directory."

III. INSTRUCTIONS

A. INITIAL ASSIGNMENTS

1. The AP&L Nuclear Emergency Response Organization is shown in Figure 1-A-1.
2. The names of individuals with primary and alternate assignments to each position in the ERO are identified in Figure 1-A-2.
3. At the time of an incident, the names of the primary or alternate individuals who have been contacted to fill each

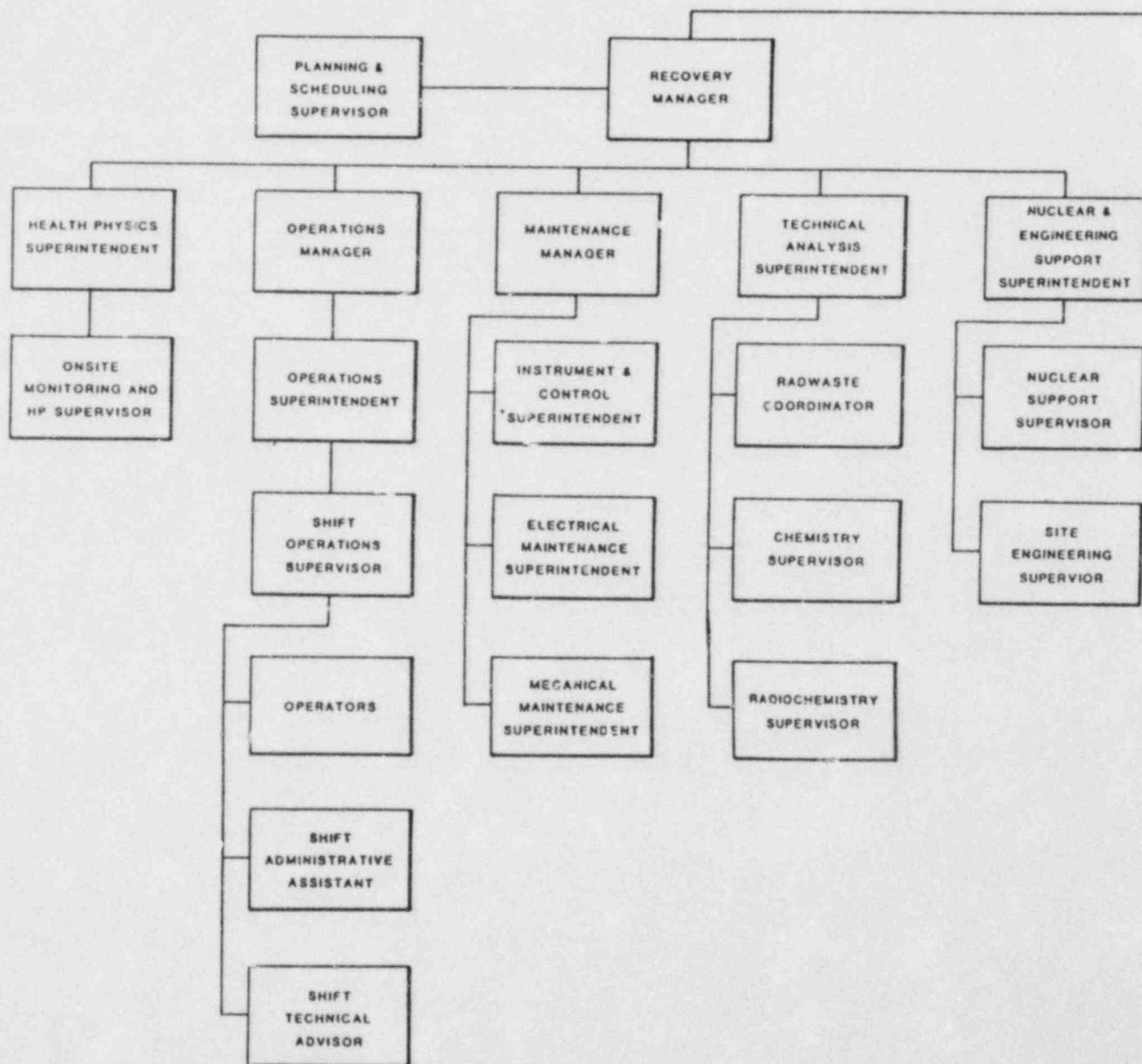
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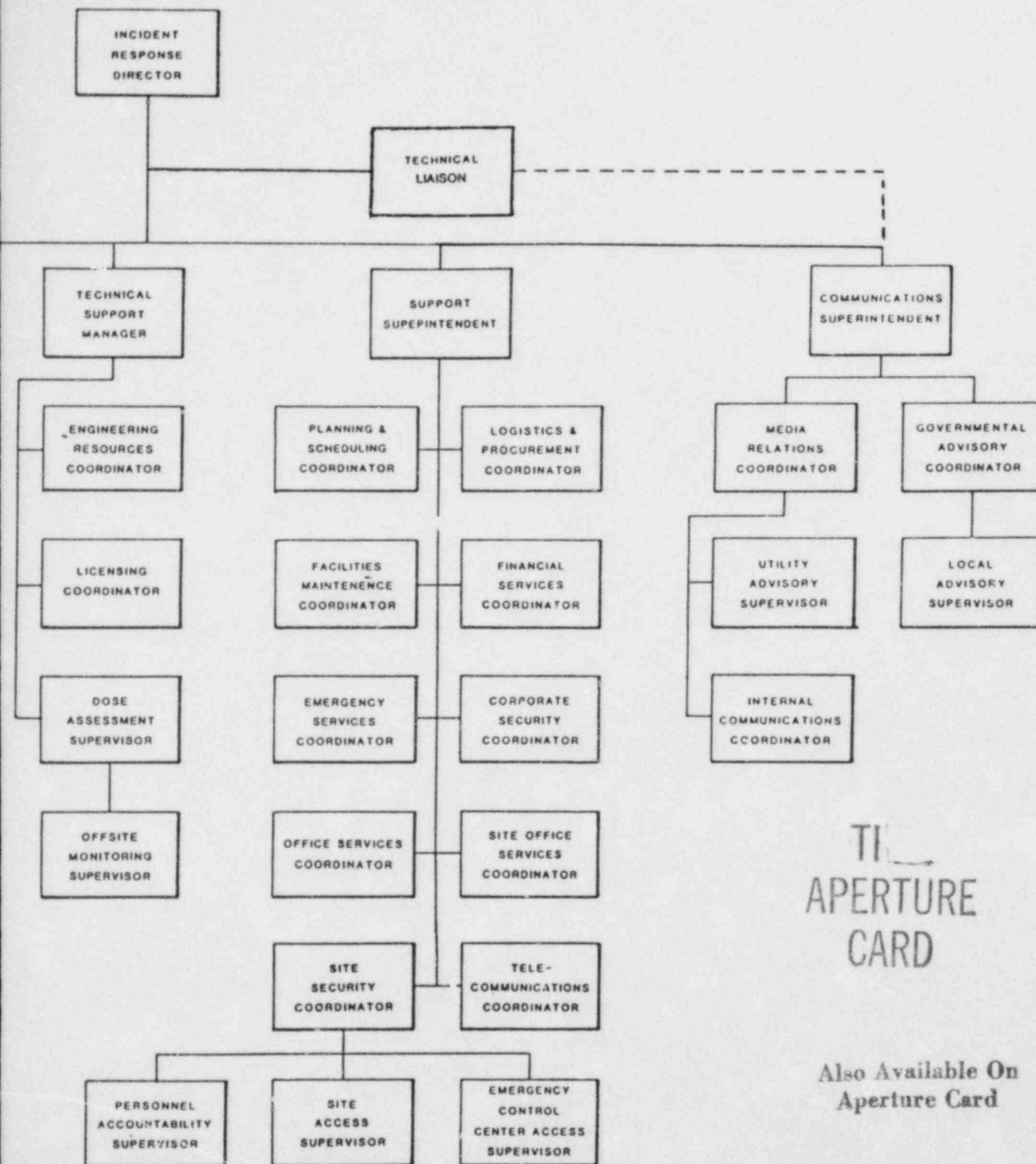
position in the ERO can be determined by contacting the IRD, Support Superintendent, or the Planning & Scheduling Coordinator. Current information on Assignments to the ERO may also be obtained from the incident status reports.

4. As the ERO is activated, Figures 1-A-1 and 1-A-2 should be marked to indicate which individuals are actually contacted to fill each position.

B. MODIFICATIONS

1. Modifications to assignments to the ERO as described in this procedure should be reviewed with the IRD or the Nuclear Contingency Plan Coordinator.
2. When a modification is made, the Support Superintendent and the Planning & Scheduling Coordinator should be notified for tracking purposes. The change should also be reported in a subsequent incident status report. See Procedure 4, "Command and Control".





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FIGURE 1-A-1
EMERGENCY RESPONSE ORGANIZATION
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FIGURE 1-A-2

ASSIGNMENT OF PERSONNEL TO THE ERO

<u>ERO POSITION TITLE</u>	<u>INDIVIDUAL ASSIGNED</u>
Incident Response Directory (IRD)	Primary: Senior Vice President Energy Supply (W. Cavanaugh III)
	Alternate 1: Vice President Nuclear Operations (J. M. Griffin)
	Alternate 2: General Manager, Administrative Services (D. A. Rueter)
Technical Liaison	Primary: Director Fossil and Hydro Operations (T. D. Kilgore)
	Alternate 1: General Manager, Technical Services (Marshall Pendergrass)
	Alternate 2: Manager, Licensing (J. R. Marshall)
Recovery Manager	Primary: ANO General Manager (J. M. Levine)
	Alternate 1: Operations Manager (B. A. Baker)
	Alternate 2: Maintenance Manager (E. L. Sanders)
	Alternate 3: Consultant to the General Manager (L. J. Dugger)
Planning & Scheduling Supervisor	Primary: ANO Planning & Scheduling Supervisor (G. Helmick)
	Alternate: Planning & Scheduling Coordinator (J. R. Mason)

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Operations Manager				
	Primary:	ANO Operations Manager (B. A. Baker)		
	Alternate 1:	Operations Supt., ANO-1 (S. J. McWilliams)		
	Alternate 2:	Operations Supt., ANO-2 (R. P. Wewers)		
Operations Superintendent				
	Primary:	ANO Operations Supt., Unit-1 (S. J. McWilliams)		
	Primary:	ANO Operations Supt., Unit-2 (R. P. Wewers)		
	Alternate:	Operations Tech. Eng. (L. A. Taylor)		
Shift Operations Supervisor				
	Primary:	ANO Shift Operations Supervisor on duty		
Operators				
	Primary:	ANO Operators on duty		
Shift Administrative Assistant				
	Primary:	ANO Shift Administrative Assistant on duty		
Shift Technical Advisor				
	Primary:	ANO Shift Technical Advisor on duty		
Maintenance Manager				
	Primary:	ANO Maintenance Manager (E. L. Sanders)		
	Alternate:	I&C Superintendent (P. Jones)		
I&C Superintendent				
	Primary:	ANO I&C Superintendent (P. Jones)		
	Alternate:	I&C Supervisor (B. J. West)		
Electrical Maintenance Superintendent				
	Primary:	ANO Electrical Maintenance Superintendent (H. R. Tucker)		
	Alternate:	Electrical Maint. Supv. (D. D. Gregory)		

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Mechanical Maintenance Superintendent	Primary:	ANO Mechanical Maintenance Superintendent (C. V. Pettus)	
	Alternate:	ANO Mechanical Maintenance Supv. (K. L. Coats)	
Technical Support Manager	Primary:	Corporate Health Physicist (D. D. Snellings)	
	Alternate 1:	Manager, Technical Analysis (D. L. Swindle)	
	Alternate 2:	Manager, Nuclear Services (B. L. Dow)	
Technical Analysis Superintendent	Primary:	ANO Technical Analysis Superintendent (T. C. Baker)	
	Alternate:	Radiochemistry Supt. (G. L. Fiser)	
H. P. Superintendent	Primary	H. P. Superintendent (M. J. Bolanis)	
	Alternate:	H. P. Supervisor (D. J. Wagner)	
Nuclear & Engineering Support Superintendent	Primary:	ANO Engineering & Technical Support Manager (E. C. Ewing)	
	Alternate 1:	Plant Analysis Supt. (A. B. McGregor)	
	Alternate 2:	Plant Engineering Supt. (C. N. Shively)	
Dose Assessment Supervisor	Primary:	Supervisor, Plant Services (A. L. Smith)	
	Alternate 1:	Scientist (Carl Harris)	
	Alternate 2:	Air Quality Engineer (R. McCabe)	

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Onsite Monitoring & HP Supervisor	Primary:	ANO HP Supervisor (D. J. Wagner)	
	Alternate:	HP Supervisor (R. E. Green)	
Radiochemistry Supervisor	Primary:	ANO Radiochemistry Supervisor (G. L. Fiser)	
	Alternate:	Asst. Radiochemistry Supv. (M. E. Frala)	
	Alternate:	Asst. Radiochemistry Supv. (W. R. Pool)	
Chemistry Supervisor	Primary:	ANO Chemistry & Environmental Supervisor (R. D. Gillespie)	
	Alternate:	Asst. Chemistry Supervisor (R. L. Jones)	
Offsite Monitoring Supervisor	Primary:	Technical Analysis Supervisor (P. Whitfield)	
	Alternate:	Chemist (G. W. Rowlett)	
Radwaste Coordinator	Primary:	ANO Radwaste Supervisor (C. R. Fellhauer)	
	Alternate:	Assistant Radwaste Supervisor Richard Grom	
Engineering Resources Coordinator	Primary:	Mechanical Section Manager (R. Lane)	
	Alternate:	Electrical Section Manager (W. M. Cawthon)	
Licensing Coordinator	Primary:	Licensing Supervisor (J. Ted Enos)	
	Alternate:	Licensing Supervisor (D. R. Howard)	

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Nuclear Support Supervisor	Primary:	ANO Plant Analysis Superintendent (A. B. McGregor)		
	Alternate:	Nuclear Support Supervisor (D. B. Lomax)		
Site Engineering Supervisor	Primary:	ANO Plant Engineering Superintendent (C. N. Shively)		
	Alternate:	Mechanical Engineering Supervisor (C. A. Halbert)		
	Alternate:	Electrical Engr. Supervisor (R. L. Turner)		
Communications Superintendent	Primary:	Vice President Corporate Communications (C. L. Kelly)		
	Alternate 1:	Asst. Mgr., Communications (I. E. Herrington)		
	Alternate 2:	Manager, Information Services (M. Howe)		
Media Relations Coordinator	Primary:	Asst. Manager, Communications (I. E. Herrington)		
	Alternate 1:	Manager, Media Communications (J. H. Garrison)		
	Alternate 2:	Communications Editor (J. C. Heuston)		
Utility Advisory Supervisor	Primary:	Engineer, Nuclear Services (D. H. Williams)		
	Alternate 1:	Engineer, Nuclear Services (D. R. Williams)		

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Internal Communications Coordinator	Primary:	Manager, Media Communications (J. H. Garrison)	
	Alternate 1:	Communications Editor (J. C. Heuston)	
	Alternate 2:	Communications Editor (C. Allen)	
Governmental Advisory Coordinator	Primary:	Vice President Public Affairs (C. L. Alexander)	
	Alternate:		
Local Advisory Supervisor	Primary:	District Manager of the AP&L Russellville Office (E. Deaton)	
	Alternate 1:	Business Manager (J. W. Lee)	
	Alternate 2:	District Superintendent (W. Harris)	
Support Superintendent	Primary:	Energy Supply Services Director (R. D. Morehead)	
	Alternate 1:	General Manager Engineering Services (Doug Sikes)	
	Alternate 2:	Mgr., Contract Administration (T. Oliver)	
	Alternate 3:	Mgr., Energy Supply Training (R. C. Evans)	
Planning & Scheduling Coordinator	Primary:	Manager, Plan./Schedul./Cost (Jim Pressel)	
	Alternate:	Planning & Scheduling Coord. (Steve Owens)	

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Telecommunications Coordinator	Primary:	Maintenance Coordinator (R. T. Elder)		
	Alternate:	Engineering Tech (S. N. Green)		
Logistics & Procurement Coordinator	Primary:	ANO Administrative Manager (L. W. Humphrey)		
	Alternate:	Materials Mgt. Coord. (J. C. Garrett)		
Facilities & Maintenance Coordinator	Primary:	Trainer Mech. Maintenance (J. D. Moore)		
	Alternate:	Trainer Elect. Maintenance (B. Cole)		
Financial Services Coordinator	Primary:	Manager, General Services (C. J. Hargett)		
	Alternate:	Cost & Budget Supervisor (C. Baxter)		
Emergency Services Coordinator	Primary:	ANO Fire Prevention & Safety (J. B. Lamb)		
	Alternate:	Emergency Planning Coord. (D. W. Boyd)		
Office Services Coordinator	Primary:	Office Services Supervisor (L. Thomas)		
	Alternate:	Asst. Off. Serv. Supv. (J. Marsh)		
Site Office Services Coordinator	Primary:	ANO Office Services (J. Davis)		
	Alternate:	Asst. Office Services Supv. (B. G. Austin)		
Site Security Coordinator	Primary:	ANO Security Coordinator (H. L. Hollis)		
	Alternate:	Burns Security Supervisor		

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Corporate Security
Coordinator

Primary:

Manager, Corporate Security
(C. W. Dunn)

Personnel Accountability
Supervisor

Primary:

ANO Security Guard Supervisor
to be assigned

Site Access Supervisor

Primary:

ANO Security Guard Supervisor
to be assigned

Emergency Control Center
Access Supervisor

Primary:

ANO Security Guard Supervisor
to be assigned.

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ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

NOTIFICATIONS

PROCEDURE NUMBER: 2

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Jim in Galt
VICE PRESIDENT OF NUCLEAR OPERATIONS

APPROVAL DATE:

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NOTIFICATIONS

I. INTRODUCTION

This procedure describes the mechanisms for notification of the Emergency Response Organization in the event of an emergency at ANO, and the mechanism for the follow-on notification of outside organizations (i.e., government and industry) by AP&L when necessary. The notification mechanisms are based on the following concepts:

- A. The ANO Control Room shall notify the Little Rock Control Center (LRCC), which is manned 24 hours per day, and this center shall in turn be responsible for notification of the Little Rock Corporate Official (LRCO) per procedure 3. The LRCO upon being notified by the LRCC shall assume the position of Incident Response Director (IRD) until the IRD or one of his alternates can be reached.
- B. The IRD, or the LRCO if the IRD or one of his alternates cannot be contacted, shall be responsible for determining on a case-by-case basis the extent of additional notifications that are appropriate.
- C. Members of the Emergency Response Organization (ERO) are responsible for notification of individuals reporting directly under them in the ERO.
- D. Notification of government and industry should be done by those AP&L individuals most commonly in contact with these groups.

II. NOTES AND PRECAUTIONS

- A. The user of this procedure should refer to Procedure 1, "Assignment of Personnel to the Emergency Response Organization", for the names of the individuals assigned to fill positions in the ERO.
- B. The user of this procedure should refer to the Emergency Telephone Directory for the telephone and others numbers at which members of the ERO can be reached.
- C. The user should refer to Appendix A, Communications Equipment Manual for detailed instructions on how to use radios, pagers, and other emergency communications equipment.
- D. It is recommended that individuals responsible for making notifications use figures contained in Procedure 1 to keep track of which individuals are activated to fill which positions in the ERO.

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III. INSTRUCTIONS

A. INTERNAL AP&L NOTIFICATIONS

1. In the event of an incident requiring activation of the ANO Emergency Plan, the ANO Control Room will notify the Little Rock Control Center (LRCC). This notification will occur for the initial declaration of an emergency action level (i.e., Unusual Event, Alert, Site Emergency, General Emergency) or whenever an emergency is upgraded from one emergency classification to another unless the IRD has relocated to the Emergency Control Center.
2. Upon being notified of an emergency at ANO, the LRCC shall immediately contact one (1) Little Rock Corporate Official, by using Procedure 3.
3. When notified of an emergency at ANO, the Little Rock Corporate Official shall contact the ANO Control Room or the Onsite Technical Support Center for a detailed appraisal of the situation. This return call shall also serve to authenticate the LRCC's call. The LRCC shall then try to contact the IRD or one of his alternates. If contact is made, the LRCC shall appraise the IRD or his alternates of the situation and the IRD or his alternate shall assume responsibility. If contact can not be made, the LRCC shall assume the duties of the IRD.
4. When appraised of the situation at ANO, the IRD, based on the information relayed to him, shall determine:
 - a. The extent to which it is appropriate to activate the ERO.
 - b. The initial location where key members of the ERO should assemble for further instructions.

Typically, the following members of the ERO should be notified for any of the four Emergency Action levels:

- a. Incident Response Director
- b. Technical Liaison
- c. Technical Support Manager

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- d. Communications Superintendent
- e. Support Superintendent
- f. Local Advisory Coordinator
- g. Corporate Security Coordinator

If the incident involves a potential radiological release, the Dose Assessment Supervisor should also be notified.

Refer to Procedure 1 for names of individuals assigned to the ERO.

- 5. Each individual in the ERO is responsible for notifying and activating those individuals reporting directly under him in the ERO and for activation of an appropriate staff. Refer to Procedure 1 for the names of individuals assigned to the ERO: The Emergency Telephone Directory provides numbers at which key individuals can be contacted. Each member of the ERO and his alternates should develop an internal notification scheme for those individuals who will be reporting to him in an emergency

B. EXTERNAL NOTIFICATIONS

Appropriate notifications of external organizations shall be determined on a case-by-case basis at the time of the incident. Since external notifications typically involve a public information release, they should preferably be performed as soon as possible after the initial AP&L information release regarding the incident is prepared. Responsibilities for notification of external organizations are discussed in Procedure 5, "Public Information Releases".

Refer to Procedure 9 for notification and requests for Emergency support from offsite organizations.

C. DIRECTORY OF EMERGENCY NUMBERS

The Emergency Telephone Directory provides numbers for contacting key members of the AP&L response and other numbers likely to be useful in emergency situations.

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NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

NOTIFICATION OF THE LITTLE ROCK CORPORATE OFFICIALS

PROCEDURE NUMBER: 3

REVISION NUMBER: 4 - 2/6/84

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John M. Giff
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NOTIFICATION OF LITTLE ROCK CORPORATE OFFICIAL

I. INTRODUCTION

This procedure describes the mechanisms used by the Little Rock Control Center for the notification of one (1) Little Rock Corporate Official in the event of an emergency at ANO. The notification mechanisms are based on the following concepts:

- A. The ANO Shift Supervisor shall be responsible for notifying the Little Rock Control Center (LRCC), which is manned 24-hours per day, in the event of an incident at ANO which would require the activation of the ANO Emergency Plan.
- B. The LRCC, upon being notified by ANO of an emergency, shall in turn be responsible for notification of one (1) Little Rock Corporate Official.

II. NOTES AND PRECAUTIONS

This procedure will not be used once the Incident Response Director has arrived at the site.

III. INSTRUCTIONS

A. EMERGENCY NOTIFICATION-ANO TO LITTLE ROCK CONTROL CENTER

Upon declaration of, an emergency at ANO, the Shift Administrative Assistant (SAA) will notify the Little Rock Control Center (LRCC) of the emergency by one of the following methods:

1. Dedicated telephone number: 370-8984.
2. ANO Radio.
3. Contact OES via the OES radio and request OES to call the LRCC at telephone number: 370-8984
4. Contact the MSS dispatch center and request MSS to contact the LRCC at telephone number: 370-8984

The SAA will provide the LRCC the applicable information to form 1903.10M. The LRCC shall record this information for dissemination to the LRCC on Attachment 1.

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If successful contact is made, the LRCC shall relay the information from Attachment 1, inform the individual that he is to assume the position of the Little Rock Corporate Official, request him to repeat the message back and terminate the LRCC actions under this procedure.

2. Notification Scheme X

The LRCC shall initiate the page sequence by depressing the assigned pager numbers of each of the following:

- Pager 86: Senior Vice President, Energy Supply
- William Cavanaugh
- Pager 85: Vice President, Nuclear Operations
- John Griffin
- Pager 78: Energy Supply Admin. Svs. Gen. Mgr.
- Don Rueter

Upon completion of calling all 3 pagers, the LRCC shall wait, (no longer than 10 minutes) for a return telephone call via the dedicated LRCC telephone or via the ANO radio. Upon receiving such a return call, the LRCC shall relate the information from Attachment 1, inform the first individual who calls in that he is to assume the Little Rock Corporate Official position, request the individual to repeat the message back and terminate the LRCC action under this procedure. If subsequent return calls are received, the LRCC shall provide the information received from Attachment 1 and provide the name of the first person to return the pager call. If no return call is received within 10 minutes, proceed to Notification Scheme Y.

3. Notification Scheme Y

Contact one of the following by use of the mobile telephone numbers:

- a. Senior Vice President Mobile Number: 376-4835
Energy Supply (William Cavanaugh)
- b. Vice President Nuclear Mobile Number: 376-4831
Operations (John Griffin)

Upon successful contact with one of the above, the LRCC shall provide the information from Attachment 1, inform the individual that he is to assume the position of Little Rock Corporate Official, request the individual to repeat the message back and terminate LRCC activities under this procedure.

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4. Notification Scheme Z

The LRCC shall activate the ANO radio. The radio should be tuned to Channel 3 and in the private code 1 mode. The LRCC shall transmit the following message:

"Little Rock Control Center to Mobil Units 1, 3, and 5.
"I have an emergency action level report please respond."
(over)

This message should be repeated at least three times allowing time between each transmittal for a return call. Upon making contact, request the individual to identify himself. If the individual responding identifies himself as William Cavanaugh, John Griffin, or Don Rueter, relay to them the information supplied from Attachment 1, inform the individual responding that he is to assume the position of Little Rock Corporate Official and request the individual to repeat the message back. The LRCC should then standby to carry out any instructions requested of them by the responding individual.

If no further action is requested of LRCC, terminate LRCC actions under this procedure.

IF no one successful contact is completed after one try of Notification Scheme W, X, Y, and Z, the LRCC shall return to Notification Scheme W and proceed through the Notification Schemes respectively until one successful contact is completed.

IF no one successful contact is completed after two tries of Notification Schemes W, X, Y, and Z, the LRCC shall proceed through the following "Alternate" Notification Scheme:

5. Alternate Notification Scheme

Contact one of the following by telephone:

a.	Doug Sikes	O	371-7846
		H	843-5441 (Cabot)
b.	Duke Dow	O	371-7892
		H	224-2880
c.	Marshall Pendergrass	O	371-4187
		H	227-6172

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d.	John Marshall	O	371-4427
		H	225-3054
e.	Ted Enos	O	371-4376
		H	224-6476
f.	Dan Howard	O	371-8233
		H	834-0104

If one successful contact is completed, the LRCC shall provide the information received from ANO under A above, inform the individual that he is the Little Rock Corporate Official, request the individual to repeat the message back and terminate the LRCC activities under this procedure.

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ATTACHMENT 2

NOTIFICATION SCHEME FOR CORPORATE EMERGENCY RESPONSE CHECKLIST
(TO BE COMPLETED BY LRCC)

(LRCC Personnel)

1. Notification from ANO

Time

2. Notification Scheme W*:

Time Contact Made?

a. W. Cavanaugh O 371-4422
 E 225-2638
 H 225-2463

Yes No
Yes No
Yes No

b. J. Griffin O 371-7901
 H 1-794-2056

Yes No
Yes No

c. D. Rueter O 371-4191
 H 227-0221

Yes No
Yes No

3. Notification Scheme X*:

Time Called Return Call? Time Returned

Pager 86 (Cavanaugh)

Yes No

Pager 85 (Griffin)

Yes No

Pager 78 (Rueter)

Yes No

*Inform the first person contacted that they are to assume the position of Little Rock Corporate Official and request them to repeat the message back to you.

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4. Notification Scheme Y*:

			Time	Contact Made?
W. Cavanaugh	Car	376-4835	_____	Yes No
J. Griffin	Car	376-4831	_____	Yes No

5. Notification Scheme Z*:

ANO Radio

"Little Rock Control Center to Mobil Units 1, 3, and 5. I have an Emergency Action Level Report. Please respond." (over)

Time of Call

		Response	Time of Response
Unit 1	William Cavanaugh	Yes No	_____
Unit 3	John Griffin	Yes No	_____
Unit 5	Don Rueter	Yes No	_____

6. Repeat Notification Scheme W*:

			Time	Contact Made?
a.	William Cavanaugh	O 371-4422	_____	Yes No
		E 225-2638	_____	Yes No
		H 225-2463	_____	Yes No
b.	John Griffin	O 371-7901	_____	Yes No
		H 1-794-2056	_____	Yes No
c.	D. Rueter	O 371-4191	_____	Yes No
		H 227-0221	_____	Yes No

*Inform the first person contacted that they are to assume the position of Little Rock Corporate Official and request them to repeat the message back to you.

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7. Repeat Notification Scheme X*:

	Time Called	Return Call?	Time Returned
Pager 86 (Cavanaugh)	_____	Yes No	_____
Pager 85 (Griffin)	_____	Yes No	_____
Pager 78 (Rueter)	_____	Yes No	_____

8. Repeat Notification Scheme Y*:

	Time	Contact Made?
a. W. Cavanaugh Car 376-4835	_____	Yes No
b. J. Griffin Car 376-4831	_____	Yes No

9. Repeat Notification Scheme Z*:

ANO Radio

"Little Rock Control Center to Mobil Units 1, 3, and 5. I have an Emergency Action Level Report. Please respond." (over)

	Time of Call

	Response	Time of Response
Unit 1 William Cavanaugh	Yes No	_____
Unit 3 John Griffin	Yes No	_____
Unit 5 Don Rueter	Yes No	_____

10. Alternate Notification Scheme:

	Time	Contact Made?
a. Doug Sikes		
O 371-7771	_____	Yes No
H 843-5441	_____	Yes No
(Cabot)		
b. Duke Dow		
O 371-7892	_____	Yes No
H 224-2880	_____	Yes No

*Inform the first person contacted that they are to assume the position of Little Rock Corporate Official and request them to repeat the message back to you.

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c.	Marshall Pendergrass	O 371-4186	_____	Yes	No
		H 227-6172	_____	Yes	No
d.	John Marshall	O 371-4427	_____	Yes	No
		H 225-3054	_____	Yes	No
e.	Ted Enos	O 371-4376	_____	Yes	No
		H 224-6476	_____	Yes	No
f.	Dan Howard	O 371-8233	_____	Yes	No
		H 834-0104	_____	Yes	No

(Signature)

NOTES:

*Inform the first person contacted that they are to assume the position of Little Rock Corporate Official and request them to repeat the message back to you.

ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

COMMAND AND CONTROL

PROCEDURE NUMBER: 4

REVISION NUMBER: 2 - 2/6/84

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VICE PRESIDENT OF NUCLEAR OPERATIONS

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COMMAND AND CONTROL

I. INTRODUCTION

The purpose of this procedure is to describe mechanisms and requirements intended to assist in establishing command and control over an emergency response. Because of the numerous groups expected to be involved in an emergency response, command and control of the response will be a major element required for success.

In part, establishment of command and control over an emergency response is facilitated by:

- A. A well-defined division of responsibilities;
- B. A well-defined mechanism for transfer of responsibilities from one group to another;
- C. Frequent and accurate status reports on the emergency; and
- D. A central, overall planning schedule for coordination of the response.

This procedure provides guidance on each of these items. However, it should be recognized that other considerations in addition to the above items are usually required, in order to achieve command and control over an emergency response.

II. NOTES AND PRECAUTIONS--None

III. INSTRUCTIONS

A. DIVISION OF RESPONSIBILITIES

The divisions of responsibilities within AP&L, and within state and local agencies in the event of an emergency at Arkansas Nuclear One are defined in the ANO Emergency Plan, in the AP&L Nuclear Contingency Plan, in the State of Arkansas Emergency Operations Plan-Annex V, and in the County Radiological Emergency Response Plans. The reader should refer to these Plans for an overall understanding of the divisions of responsibilities.

B. TRANSFER OF RESPONSIBILITY TO THE EMERGENCY RESPONSE ORGANIZATION

The Initial Response Organization (IRO), which is composed of ANO staff, has the overall responsibility for directing the emergency response until an orderly transfer of responsibilities to the

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Emergency Response Organization (ERO) can be made. The Emergency Response Organization assumes responsibilities for interfaces with and coordination of support by off-site groups in order that members of the ANO staff can direct their efforts to onsite emergency operations.

Members of the ERO shall be responsible for establishing communications with the members of the IRO and of informing them of the responsibilities they are assuming. In this manner, an orderly transfer of responsibilities can be accomplished. Following are actions key members of the ERO should take to accomplish an orderly transfer of responsibilities.

1. Incident Response Director

The Incident Response Director maintains control of the ERO while he is positioned in the Emergency Control Center. As appropriate, the Incident Response Director should assume responsibilities for high-level communications with Federal, State and Local officials. However, continuing coordination between lower level AP&L and outside officials will still be necessary. The Incident Response Director should establish communications with the Recovery Manager and inform him of the responsibilities he is assuming.

2. Technical Support Manager

The Technical Support Manager should assume responsibilities for coordination of off-site technical support from the Duty Emergency Coordinator; this would include dose assessment, off-site monitoring and off-site engineering support. The Technical Support Manager should establish communications with the Duty Emergency Coordinator located in the Technical Support Center and inform him of the responsibilities he is assuming.

3. Support Superintendent

The Support Superintendent should assume responsibilities for coordination of off-site non-technical support and for assembling and distributing progress reports on the situation on a periodic basis. The Support Superintendent should notify the IRD of the responsibilities he is assuming and should establish communications with the Logistics and Procurement Coordinator, the Facilities Maintenance Coordinator, the Local Advisory Supervisor, the Emergency Services Coordinator, and the Site Office Services Coordinator to determine their needs and establish the mechanism for coordination of non-technical support.

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4. Dose Assessment Supervisor

The Dose Assessment Supervisor should assume responsibilities for direction of AP&L off-site radiological monitoring activities. The Dose Assessment Supervisor should establish communications with the Technical Support Manager when he arrives at the ECC.

5. Engineering Resources Coordinator

The Engineering Resource Coordinator should assume responsibilities for coordination of off-site engineering support by the reactor vendors, architect-engineer, consultants, etc. The Engineering Resources Coordinator should establish communications with the Technical Support Manager (located in the ECC), and the Nuclear & Engineering Support Superintendent (located in the Technical Support Center), and establish a mechanism for coordination of engineering support.

6. Corporate Security Coordinator

There is no transfer of responsibilities from the Initial Response Organization to the Corporate Security Coordinator. However, the Corporate Security Coordinator should establish communications with the Site Security Coordinator, Director of State Police, local law enforcement agencies, and security guard companies to coordinate security support as required.

7. Off-site Monitoring Supervisor

The Off-site Monitoring Supervisor should assume the responsibilities for implementing off-site radiological monitoring measurements. The Off-site Monitoring Supervisor should establish communications with the Technical Support Manager when he arrives at the ECC.

C. STATUS REPORTS

Frequent and accurate status reports are necessary in order to ensure that all individuals involved in the emergency response have a correct and current understanding of the emergency. Status reports should be prepared by the Support Superintendent at least daily or more frequently if appropriate and should be approved by the IRD prior to issuance. A copy of the status report should be issued to each member of the ERO.

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As appropriate status reports should include the following items:

1. Narrative discussion of the current status of the emergency.
2. Narrative discussion of the plan of action to address the event.
3. Chronological summary of the event and response actions (listing).
4. Organizations currently involved in the response to the event.
5. Current personnel assignments and locations in the ERO.
6. Master Response Planning Schedule (see following section).
7. Copies of AP&L news releases.

D. COORDINATION SCHEDULES

In order that all groups involved in an emergency response may work towards the same objectives, it is essential that there be only one central coordination schedule for the planning of the overall emergency response. This central schedule, the Master Response Planning Schedule, shall be prepared by the Planning and Scheduling Coordinator with the approval of the IRD. All other schedules for planning portions of the emergency response shall support the milestone dates established by the Master Response Planning Schedule. The IRD or the Planning and Scheduling coordinator should be notified immediately in case a milestone date cannot be met.

An up-to-date copy of the Master Response Planning Schedule should be attached to each Status Report (See Section C of this procedure). If at all possible the Master Schedule should be reduceable to 8½ x 11 paper in order that it may be telecopied.

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ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

PUBLIC INFORMATION RELEASES

PROCEDURE NUMBER: 5

REVISION NUMBER: 3 - 2/6/84

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John M. Goff
VICE PRESIDENT OF NUCLEAR OPERATIONS

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EMERGENCY COMMUNICATIONS PROCEDURES

I. INTRODUCTION

This procedure provides guidance for coordination and distribution of public information releases concerning serious events at Arkansas Nuclear One. The objective of this procedure is to establish central control over information releases in order to minimize contradictions and confusions.

II. NOTES AND PRECAUTIONS

- A. The Communications Superintendent serves as the central control point for all AP&L information releases regarding an incident. All AP&L information releases regarding an incident shall be approved by the Incident Response Director.
- B. The Technical Liaison should be consulted regarding the technical accuracy of all AP&L information releases.
- C. AP&L employees should be straight forward in their responses to requests for information, but they should not speculate on the causes or consequences of the incident. Individuals requesting information should be directed to the Communications Superintendent for a full response.
- D. All AP&L information releases should be coordinated through the Communications Superintendent until such time as the Communications Superintendent provides guidance on the items which require or do not require his review.
- E. The primary responsibilities within the Emergency Response Organization for providing information to external groups are shown in Figure 5-A-2.
- F. AP&L information releases and press conferences should be coordinated when practical with Federal, State and local representatives to prevent confusion and contradictions.

III. INSTRUCTIONS

A. DUTIES OF THE EMERGENCY MEDIA CENTER STAFF

The following duties of personnel involved in the Emergency Media Center organization are specific where possible, but not all inclusive. Additional duties may be required of all positions, depending on the nature of the emergency.

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All personnel will maintain a message log for all incoming and outgoing communications.

When activated, all personnel will notify the Little Rock Support Center of their location or changes in their location.

1. Spokesman

- a. The primary spokesman will be the Incident Response Director, or his designee. Only those persons authorized by the IRD will make public comments on the emergency. The Technical Liaison may provide media status reports, as directed.
- b. All spokesmen will have completed a training course on media relations, unless otherwise appropriate.
- c. To the extent possible, spokesmen will make maximum use of visual aids in explaining the emergency conditions.
- d. All comments will follow the corporate guidelines of being accurate, prompt, and credible.
- e. The spokesman will coordinate with state and federal officials prior to news conferences to ensure the consistency of information released.

2. Communications Superintendent

- a. Upon notification of the ANO Emergency Plan activation, coordinate plans with the IRD and the Technical Liaison for the initial response.
- b. Evaluate level of media and information response.
- c. Activate the Media Relations Coordinator, Governmental Advisory Coordinator, Utility Advisory Supervisor, Internal Communications Coordinator, and the Local Advisory Supervisor, as needed.
- d. Assign personnel to interface with federal and state spokesmen.
- e. Prepare statements for transmittal to elected state and local officials and the financial community with the approval of the IRD and release them to the appropriate individuals for further distribution.

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- f. Provide the initial news release to the Local Advisory Supervisor for release to local media.
- g. Formulate plans for follow-up information releases and news conferences. Coordinate release with involved federal and state organizations, including input from Government Advisory Coordinator and Local Advisory Supervisor, as appropriate.
- h. Arrange for recording the public conversations of the IRD and the Technical Liaison.
- i. Issue memorandum within AP&L, with the approval of the IRD, as to who can serve as company spokesmen to the media.
- j. Arrange for staff to record all broadcasts made regarding the incident.
- k. Notify the Media Relations Coordinator, Utility Advisory Supervisor, and the Local Advisory Supervisor upon termination of the AP&L Emergency Response.
- l. Cancel Company advertising, especially those relating to nuclear operation, if necessary.
- m. Determine whether to run special advertising regarding the accident.
- n. Coordinate with the NRC, state, and other agencies, as appropriate, prior to all news conference or public announcements, to ensure the consistency of information release.

3. Media Relations Coordinator

- a. Perform or direct notification of media, as early as practical, as directed by the Communications Superintendent. Assist Communications Superintendent in further notification of those to whom he is to supply information.
- b. When decision is made to move media center to the Emergency Control Center, notify media representatives that all further spot news from AP&L will be from that location and that only what is released at Russellville will be available for release by AP&L representatives at the Little Rock General Office.

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- c. Coordinate with security personnel in admission of media representatives to company facilities during emergency.
- d. Direct the distribution of news release, both initially at Little Rock and later at Russellville, and telefax or sent via the ECC IBM 5520 printer the following information to the Internal Communications Coordinator, (1) new releases, (2) status reports.
- e. Assign AP&L communications personnel to interface with the media.
- f. Provide input and assistance to the Communications Superintendent for preparation of news releases to be made by AP&L, as required.
- g. Schedule news conference(s) for the IRD, as directed.
- h. Designate a media representative, technical briefer, or clerical personnel, as appropriate, to monitor the local radio broadcasts.
- i. Provide Local Advisory Coordinator (in conference with Communications Superintendent) an estimate on the number of media personnel expected at ANO and Russellville.
- j. Notify media of emergency, status, change, or termination, as appropriate.

4. Internal Communications Coordinator

- a. After being notified of the declaration of an emergency action level at Arkansas Nuclear One, the Internal Communications Coordinator will:
 - (1) Establish a line of communications with the Media Relations Coordinator.
 - (2) Receive Company news releases via the LR Support Center IBM 5520 printer or telecopier and distribute them to Company officers, Rumor Control Coordinator, MSS, and sister companies.
 - (3) Update AP&L Today and the Exciter (more detailed description below).

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b. Initial duties of the Internal Communications Coordinator:

- (1) Alert the Divisional Services Office that the Teleprocessing System will be needed to transmit messages periodically to AP&L business offices.
- (2) Notify the Utility Advisory Supervisor that he should be prepared to send messages via ("Notepad" to the utility industry (EEI, INPO, AIF, etc.).
- (3) Alert Middle South Corporate Communications that help may be needed at ANO and Little Rock; have them alert other MSU companies.
- (4) Notify the Communications Director of the Institute of Nuclear Power Operations of the situation and inform her that messages will be arriving periodically over "Notepad" on the INPO Hotline.
- (5) Notify the Little Rock Customer Services to be ready to respond to calls from the general public.
- (6) Keep the Rumor Control Coordinator informed of all activities, news releases, briefings, and conferences.

c. Duties of the Internal Communications Coordinator when a news release is received from the Communications Superintendent or Media Relations Coordinator:

- (1) Provide one copy to each person in the Corporate Communications office (two copies for the Internal Communications Coordinator), Company officers and Rumor Control Coordinator.
- (2) Dispatch runners to distribute major news releases to the news media in Little Rock.
- (3) Prepare Exciter Update heading on major releases and have them printed and distributed to AP&L employees.
- (4) Provide a short version of the news release to Divisional Services for them to place on the TPS System.

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(5) Place a short version of the news release on AP&L Today.

(6) Telefax news releases concerning the emergency to the Middle South companies.

5. Governmental Advisory Coordinator

- a. Take inquiries from appropriate state and federal elected officials not directly involved in response to the incident. Maintain liaison with these officials, keeping them informed, screening their requests and forwarding the inquiries to the Communications Superintendent or, as directed, to the appropriate department for response.
- b. Provide input to the IRD through the Communications Superintendent on how elected officials will respond to possible AP&L actions and statements.
- c. Notify individuals contacted in 5a upon termination of the emergency.
- d. As a minimum, keep the following state and federal officials informed of states of emergency:
 - (1) Governor's Office.
 - (2) Arkansas Congressional delegation.
 - (3) Legislators in Johnson, Logan, Pope, and Yell counties.

Coordinate with Local Advisory Supervisor on contacting state legislators in Johnson, Logan, Pope, and Yell counties.

6. Utility Advisory Supervisor

- a. Establish and maintain contact with other utilities, providing them with periodic information releases.
- b. Ensure that the various service organizations, such as EPRI, AIF, EEI, NUS-LIS, and INPO, are kept informed of the events occurring at ANO.
- c. Notify other utilities and service organizations of emergency termination.

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- d. Comply with notification criteria of Table 9-A-1 of Procedure 9 for those assigned to the Utility Advisory Supervisor.
- e. Tell LIS to refer all requests to them for information to NOTEPAD.
- f. Use NOTEPAD as the primary communications medium with other organizations.
- g. Accomplish items in Checklist L of Procedure 7.
- h. All information released to other utilities and nuclear industry organizations must be approved by the Communications Superintendent and the IRD. Input from the Technical Liaison is desirable.

7. Local Advisory Supervisor

- a. Contact radio station and newspaper in Russellville and Atkins with the initial media release provided by the Media Relations Coordinator.
- b. Inform the mayors of Russellville, London, Dover, Dardanelle, Atkins, Paris, Morrilton, Danville, and Clarksville of the emergency status.
- c. Upon requests by the counties, dispatch individuals to act as liaison at Pope, Yell, Logan, and Johnson county Emergency Operations Centers.
- d. As appropriate, contact county officials and state representatives who live in the Russellville area. Coordinate with the Governmental Advisory Coordinator on contacting state senators and representatives.
- e. Reserve blocks of rooms at hotels/motels in Russellville for ERO members and additional AP&L personnel, as specified by the Support Superintendent and Logistics and Procurement Coordinator. Also, give the motels estimates on the number of federal, state, and media personnel that will be arriving.
- f. Arrange to have catered meals delivered to ANO and the Emergency Control Center, as required.
- g. Arrange for ground transportation for the ERO, as required.

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- h. Provide maintenance crews and equipment for distribution and switchyard, as necessary.
- i. Release communications equipment, as needed, to AP&L Russellville personnel.
- j. Assist in arranging additional office and clerical support for ANO and ECC as requested by the Site Office Services Coordinator.
- k. Provide input, as required, to the formulation of media releases concerning local officials and public reaction.
- l. Notify local officials of emergency status termination.
- m. Assign an individual to provide transportation of AP&L personnel arriving in the Russellville area. This includes the assigning of company cars, setting up carpools, air transportation, shuttle to and from the airport, and boats.

B. EMERGENCY MEDIA CENTER OPERATIONS

1. Activation Procedures

- a. The Emergency Media Center is activated at the Site Emergency level and stays activated (1) through recovery operations, (2) until the emergency is over, or (3) until media interest subsides to the point that information can better be distributed through the corporate headquarters. The Emergency Media Center may be opened at lower levels of emergency action, if deemed appropriate by the Communications Superintendent and the Incident Response Director. Such conditions include unusual media or public interest in the emergency.
- b. After the EMC is staffed, all requests for information at the Little Rock General Office will be directed to the EMC.

2. News Releases

a. Initial Release

- (1) The Incident Response Director shall evaluate the severity of an incident at ANO and determine

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whether it is necessary to activate the Communications Superintendent in order to issue information releases regarding the incident within and outside of AP&L. The IRD should make a determination of whether the incident is of an importance that requires an immediate release, or whether the release can wait until normal working hours. Figure 5-A-1 provides guidance for this determination.

- (2) When an information release is appropriate, the Communications Superintendent shall be responsible for activating appropriate members of the ERO reporting directly under him and for activating a staff adequate for supporting the public information needs of the emergency response.
- (3) The Communications Superintendent and the Technical Liaison shall be responsible for the preparation of the initial AP&L information release regarding the incident and for obtaining IRD approval of this release prior to issuance. The Communications Superintendent and the IRD should jointly determine appropriate distribution for the release. Responsibilities for the distribution of information releases are shown in Figure 5-A-2.
- (4) The ANO General Manager is authorized to release information to the public in those incidents in which the Communications Superintendent and his staff are in transit to the ECC and in the judgment of the General Manager an immediate dissemination of information is prudent. He may in such cases designate someone to perform this function.

b. Follow-on Releases

- (1) The Communications Superintendent with the assistance of the Technical Liaison shall assist the Incident Response Director in the formulation of an information release program for the incident.
- (2) The Communications Superintendent should establish communications with NRC and State public information officials to ensure mutual review and

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coordination of information releases in order to minimize contradiction and confusion.

- (3) At an appropriate time into the incident, the Communications Superintendent should prepare, with the approval of the IRD, a memorandum which authorizes greater flexibility on who can serve as Company Spokesman and on which subjects. Until such time, all requests for information and all information releases should be coordinated through the Communications Superintendent or the Technical Liaison.

c. Preparation of News Releases

- (1) A dedicated telephone line and another line equipped with telecopier facilities connect the Media Relations staff in the Emergency Media Center with the Internal Communication Coordinator in the First Commercial Building (Little Rock).
- (2) News releases are prepared at least once daily and as often as necessary during fast moving events.
- (3) News releases are prepared under the direction of the Communications Superintendent with the assistance of the Technical Liaison and approved by the IRD.
- (4) The Communications Superintendent obtains his information from Company operating personnel on duty at the center, and confirms that information with the Technical Liaison.
- (5) The Media Relations Coordinator sends the approved new release via the ECC IBM 5520 printer or telecopier to the Internal Communications Coordinator.
- (6) The release sent to the Internal Communications Coordinator is informational and for distribution to Company, industrial, or news reporters who may need to be informed of changing situations from the General Office.
- (7) The Communications Superintendent distributes the release after it has been sent to the Internal Communications Coordinator. The Communications

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Superintendent at the EMC is authorized to give final approval to the wording and content of the news release.

(8) After the EMC is operational, all news releases will be issued from that location. Copies telefaxed to the Internal Communications Coordinator may be retyped if necessary for reproduction, however, wording must be identical.

(9) News release will be coordinated with state and federal officials prior to this release in an attempt to ensure consistency of information released.

3. Format of News Releases

- a. All releases will be on AP&L News release letterhead.
- b. All releases note the time and day (e.g. 10:00 AM, March 19, 1983) the release is issued and the number sequence in which it was issued. The release should also note at what time the information was current.
- c. All information is attributed to either the Company or an employee of the Company. Designated spokesmen in the EMC and officers of the Company are the only Company personnel whose names are used in releases.
- d. Names of Company employees must be used when statement are important, represent significant changes, or are intended to correct misinformation.
- e. When names of employees are used, the release must further identify the employee by normal corporate title and by explanation of the employee's emergency duties.
- f. If a release is to contain information from any agency other than the Company, permission should be obtained from that agency by the Communications Superintendent or Media Relations coordinator.
- g. Releases should be as concise as possible, and yet cover the necessary information. At least once per day, a summary news release will be issued reviewing all events to that point.

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- h. All releases must be double space, with generous margins, and typed on one side only. After the title page, subsequent pages should be slugged (AP&L-ANO Emergency) in the upper left-hand corner with the page number in the upper right-hand corner (e.g. Page 2).
- i. Samples of prepared news releases for different types of emergencies will be maintained by the AP&L Corporate Communications Department. Such planned news releases may be of value in speeding the initial announcement of an emergency. However, the very nature of accidents precludes the possibility of elaborate preparation of language. News releases will have to be written - and cleared - rapidly and accurately as the accident and recovery develop.

4. News Conferences and Briefings

- a. The initial news conference may be held in the 23rd floor conference room of the First Commercial Building. Other may be held in the 2nd floor auditorium at the Emergency Control Center.
- b. The Communications Superintendent presides at the news briefings. The principal Company spokesperson will be designated in advance and given appropriate speaker training. Other Company spokesmen will be used at briefings when their particular expertise is needed.
- c. Federal and State agencies are invited to have spokesmen present at all news briefings. They are invited to answer questions or to comment. If state/city/county officials choose to have a separate briefing facility, AP&L will make provisions for communications between centers and have a person at the other media center to monitor statements.
- d. To the extent possible, written statements, along with charts and diagrams, will be distributed to the news media representatives at the briefings.
- e. The official Company spokesman will be the IRD, or his designee, who can respond to technical as well as company policy questions.
- f. Television recordings and radio tapings are permitted throughout the briefings.

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- g. Video Productions personnel will videotape all conferences. Transcripts will be prepared from the tapes, as appropriate. The tapes and transcripts will become a part of the official file.
- h. Briefings will be held, as necessary. If there is a dramatic change in the emergency situation, a special briefing will be arranged.
- i. The time for news conferences will be posted outside the auditorium door. Additionally, then minutes before each news conference, a message announcing the time of the next news conference will be broadcast over the building public address system.
- j. Company media representatives will make copies of all news releases available on a table outside the auditorium.
- k. If evacuation from the ECC is required, alternate media centers may be established in the Russellville High School on Highway 7T or the Russellville Gardner Junior High School Auditorium.

C. RUMOR CONTROL

During a nuclear emergency the flow of factual information to employees and the general public become critical. This is especially true in the immediate area around the plant site. To assure the employees and public are informed of the actual conditions, the following procedures will be set into operation when the Emergency Media Center is activated or earlier, if deemed necessary by the Communications Superintendent and the Incident Response Director.

1. Local radio stations in the Russellville, Dardanelle and Little Rock areas will be monitored.
2. Television stations in the Little Rock area will be monitored.
3. The Division Services Department will be responsible for establishing a Rumor Control Coordinator. This person will collect and consolidate all rumors company wide and provide them to the Communications Superintendent for response. A standard form will be used to relay information to the Communications Superintendent for response.

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4. A message to all employees will be distributed via Exciter Update, AP&L Today, and the customer services teleprocessing system asking them to advise the Rumor Control Coordinator of all rumors concerning the emergency.
5. The Rumor Control Coordinator will notify the Communications Superintendent of all rumors by either telephone, telefax equipment at the Emergency Media Center, or runner.
6. Upon receipt of the rumor by the Communications Superintendent or his designee, the request for information will be sent to the IRD for response. The request will be time dated.
7. When the IRD, or his designee, has responded to the information request, the Communications Superintendent will determine what action should be taken to respond to the rumor.
8. The Internal Communications Coordinator will promptly make available to the Rumor Control Coordinator a copy of all news releases or information updates.
9. The primary system of notifying business offices will be the Customer Services teleprocessing system. The alternate system will be by calling division administrators, who will then notify district offices.
10. The Rumor Control Coordinator will distribute approved information releases to all business offices via the Customer Service teleprocessing system.
11. The Internal Communication Coordinator will prepare Exciter Updates and AP&L Today messages for all employees.
12. The Company Media Representatives will serve as the communications link between the EMC and the Rumor Control Coordinator.

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FIGURE 5-A-1

GUIDANCE FOR DETERMINING THE NEED AND MAGNITUDE OF THE PUBLIC INFORMATION RESPONSE

Unusual Event

An immediate news release may or may not be necessary. However, some type of news release should be issued no later than the next normal working day. Activation of the Technical Liaison and the Communications Superintendent and members of the ERO reporting under him is optional.

Alert

The Technical Liaison and the Communications Superintendent should be activated and consulted as to whether an immediate news release is necessary. The news release should not be delayed to later than early the next working day. In addition to the Communications Superintendent, the Local Advisory Supervisor should be activated and used to provide a liaison to the county emergency operations centers. Appropriate distribution of the information release should be determined based on the severity of the incident.

Site Emergency

The Communications Superintendent, Media Relations Coordinator, Governmental Advisory Coordinator, Utility Advisory Supervisor and Local Advisory Supervisor shall be activated. Information releases should be immediately prepared and issued to all groups on Figure 5-A-2.

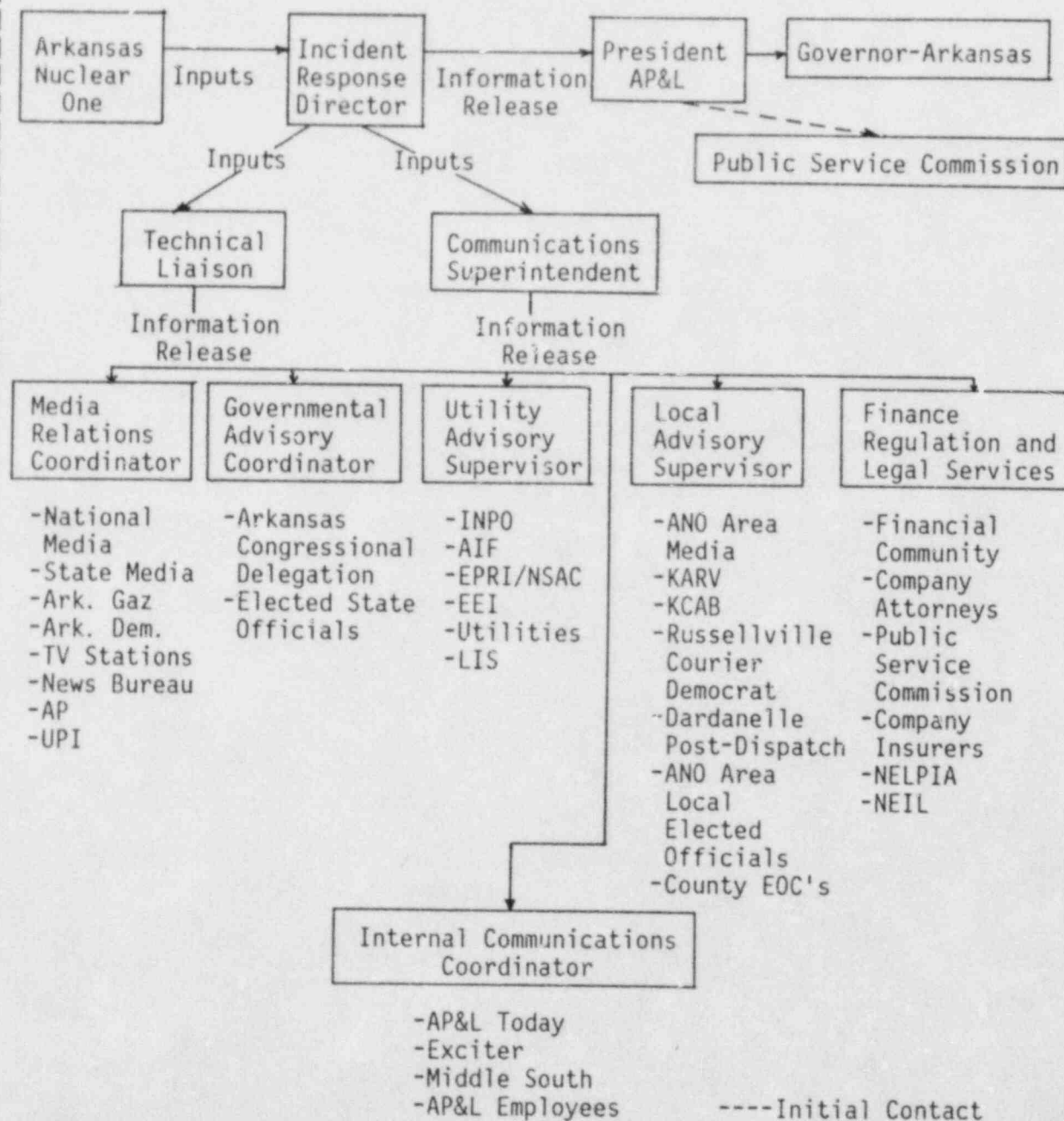
General Emergency

Same Response as for Site Emergency.

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FIGURE 5-A-2

RESPONSIBILITIES FOR DISTRIBUTION OF INFORMATION RELEASES
AND FOR INFORMATION INTERFACES



A
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ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

EMERGENCY RESPONSE CENTERS

PROCEDURE NUMBER: 6

REVISION NUMBER: 3 - 2/6/84

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APPROVED BY:

John M. Giff
VICE PRESIDENT OF NUCLEAR OPERATIONS

APPROVAL DATE:

3/15/84

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EMERGENCY RESPONSE CENTERS

I. INTRODUCTION

The purpose of this procedure is to describe the various AP&L emergency response centers that may be activated in the event of an emergency at ANO. For each response center, a drawing of the center is provided with anticipated staffing indicated.

II. NOTES AND PRECAUTIONS

The location of personnel will vary depending upon the incident. To determine the location of personnel during an actual incident, contact the Little Rock Support Center.

III. INSTRUCTIONS

A. LITTLE ROCK MEDIA CENTER

A drawing of the Little Rock Media Center is provided in Figure 6-A-1. For minor events, this center is the primary location for directing the public communications response. For major events, primary direction of the public communications response will shift to the Emergency Control Center, and the Little Rock Media Center will serve to address the Little Rock area media and the internal AP&L response. ERO positions shown in Figure 6-A-1 are for a minor event. Refer to ANO ECC figures for location of personnel for major event.

B. LITTLE ROCK ENGINEERING CENTER

A drawing of the Little Rock Engineering Center is provided in Figure 6-B-1. This center is the primary location for coordinating the ANO engineering needs with the support of the NSSS vendors, architect-engineer, industry groups and consultants.

C. LITTLE ROCK SUPPORT CENTER

A drawing of the Little Rock Support Center is provided in Figure 6-C-1. This center is the primary location for coordinating logistical support, personnel tracking, and preparation of overall emergency response planning schedules. Some of the responsibilities of the Little Rock Supply Center will transfer to the Emergency Control Center in Russellville for major incidents. Refer to ANO ECC figures for designated locations of Little Rock Support personnel for a major event.

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D. ANO EMERGENCY CONTROL CENTER

Drawings of the Emergency Control Center (ECC), located approximately 2/3 of a mile Northeast of ANO, are provided in Figures 6-D-1, 6-D-2, 6-D-3, 6-D-4. When the ERO is activated and relocated to the ECC, the ECC shall serve as both a response center and a media center. The response portion of the ECC shall serve as the primary location for coordination between AP&L and state, local, and federal agencies. In addition, this portion of the ECC shall also serve as the central coordinating point for AP&L offsite radiological monitoring and as the primary location for coordinating both technical and non-technical support activities of personnel brought in to assist in the recovery. The media portion of the ECC shall be utilized for joint press conferences.

The ECC shall be activated at a Site Area Emergency, or sooner as instructed by the DEC/Recovery Manager. Activation of the ECC shall be coordinated by the Facilities Maintenance Coordinator. Attachment 1 identifies actions to be taken for proper ECC activation.

For an accident condition which would require the evacuation of the ANO Administration Building, the ECC shall also serve as a secondary TSC and OSC. The secondary TSC is shown in Figure 6-D-1 and is equipped with the same instrumentation as the primary TSC.

The locations of key ERO personnel for a major event are shown in Figures 6-D-1, 6-D-2, 6-D-3, and 6-D-4. Those positions indicated in parenthesis will only relocate to the ECC if the Administration Building is evacuated. The positions noted with an asterisk will normally function from another emergency center; however, for a long term event these ERO positions might be relocated to the indicated area in the ECC.

E. TECHNICAL SUPPORT CENTER

A drawing of the Technical Support Center (TSC) is provided in Figure 6-E-1. The TSC is located on the third floor of the ANO Administration Building, south end. The TSC will function to provide plant management and technical support to plant operations personnel during emergency conditions. The plant recovery effort will be directed from this location. In the event of the necessity to evacuate the Technical Support Center due to radiation or other hazards, a secondary TSC is provided in the Emergency Control Center.

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F. OPERATIONAL SUPPORT CENTER

The Operational Support Center is the ANO Administrative Building. ANO personnel will function out of their normal work space unless evacuated.

The ECC shall be activated at a Site Area Emergency, or sooner as instructed by the DEC/Recovery Manager.

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ATTACHMENT 1

ECC ACTIVATION

The Facilities Maintenance Coordinator shall ensure that the following actions are performed and completed as quickly as possible:

ACTION

INITIATED

A. BUILDING SECURITY

1. If security guards are present, verify that they have established building security.
2. If security guards are not present:
 - a. Contact ANO Security and request assistance, and
 - b. Secure all outside doors; entrances should be via First Floor West End and Second Floor East End only.

B. NOTIFICATIONS

1. Notify one of the following Training Section individuals and inform him of ECC activation and the need to suspend training activities and use of the facility:
 - a. Jimmy Vandergrift X6841 229-3379
 - b. Dennis Barton X6846 293-4641
 - c. Ed Force X6811 967-2691
2. Notify the following individuals to assist in setting up the Secondary Technical Support Center per ECC Activation Instruction #1:
 - a. Charles Shingleur X6898 967-1898
 - b. Chuck Hicks X8421 847-3777
3. Notify the following individuals for support with the video system:
 - a. Dennis Barton X6846 293-4641
 - b. Joe Waid X6828 576-2706

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c. Burl Neal X6812 968-3577

4. Notify the Telecommunications Coordinator to advise and request further assistance with communications equipment as necessary:

a. S. N. Green X7948 835-0360

b. R. T. Elder X4387 455-3284

C. ECC RADIATION MONITORS

1. Verify that the building radiation monitoring system is operable:
 - a. Activate test button for system check; then
 - b. Start the air filter system after upper and lower habitable area hallway doors have been closed.
2. Notify the Duty Emergency Coordinator/Recovery Manager (X6601) if there are any valid alarms on the radiation monitoring system.

D. FOLLOW-UP ACTIONS

Initiate and verify that the tasks identified in the ECC Activation Checklist have been completed.

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ECC ACTIVATION CHECKLIST

The Facilities Maintenance Coordinator should verify that the following initial and follow-up tasks have been completed:

<u>TASK</u>	<u>COMPLETED</u>
1. Building security actions	_____
2. Notifications:	
• Training Section	_____
• Charles Shingleur	_____
• Sherman Payne	_____
• Dennis Barton	_____
• Roger Hooper	_____
• S. N. Green	_____
3. Set-up Secondary Technical Support Center per <u>ECC Activation Instruction #1.</u>	_____
4. Operability of ECC Radiation Monitoring and Ventilation System.	_____
5. Unlock classrooms, offices and closets not in media area.	_____
6. Set-up telephones in building per <u>ECC Activation</u> <u>Instruction #2.</u>	_____
7. Open curtain in auditorium and make general preparations to receive media personnel.	_____
8. Installation and checkout of closed circuit television monitors in Rooms 258, 259, and 223.	_____
9. Put radiation survey portal monitors (Room 156) in place at the First Floor West End entrance and Second Floor Main entrance.	_____
10. Perform a test start of the diesel generator and verify adequate fuel supply for 24-hour continuous use.	_____

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ECC ACTIVATION

INSTRUCTION #1

Set-up Secondary Technical Support Center (Rooms 258 and 259) as follows:

1. Arrange rooms as shown in Figure 6-D-1 of Contingency Plan Procedure 6.
2. Raise the multi-button telephones from under the false floor.
3. Raise the NRC "Red" telephone from under the floor.
4. Close dividing curtain.
5. Place name, position, and station tags over each table consistent with Figure 6-D-1 of Contingency Plan Procedure 6.
6. Set-up the status boards.
7. Remove the liquid chalk board which covers the Communicator's window.
8. Place the following items on each table:
 - a. One Little Rock telephone book
 - b. One Russellville telephone book
 - c. One AP&L telephone book
 - d. One ANO telephone list
 - e. One Emergency Telephone Directory
 - f. Two pads of paper
 - g. Two pencils or pens

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ECC ACTIVATION

INSTRUCTION #2

A. The telephone system in this building is designed to be converted from normal training usage to emergency usage in a fast and easy manner. The following steps describe how to convert the telephone system. It is imperative that these steps be followed in the order outlined below.

1. Use the key attached to this procedure located in the emergency cabinet, Room 261, in the ECC, to open the two doors on the telephone system cabinet labeled "Step One." One of these doors is on the front of the cabinet. The other door is on the rear of the cabinet.
2. Inside the door on the front of the cabinet is a floppy diskette labeled "Emergency Software." First remove the normal software diskette by pushing the long narrow bar on the disk drive. Insert the emergency software diskette into the drive with the label facing to the left. Make sure the diskette is all the way in and locked before closing the disk drive door. Place the normal software diskette in the jacket affixed to the door.
3. Inside the rear door of the cabinet are two small cards mounted about halfway down with two led's and a toggle switch on each card. Turn both of these toggle switches off. The red led's on each card will turn on. After about five seconds, turn both toggle switches back on. The green led's on each card will turn on.

After this step has been completed, all telephones in the building will be dead. It will take about two minute to load the emergency software. The telephone system will restart after the loading is complete.

4. After two to three minutes, verify that the telephone system has restarted by listening to any telephone with a red faceplate for a dial tone. If there is not a dial tone, perform step three again.

After the emergency software has been loaded and the telephone system has restarted, there will be an alarm in the telephone system. If this procedure has been performed during normal office hours, call extension 8400 and they can clear the alarm. Otherwise, the alarm can be cleared when the telecommunications technician gets on site.

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5. Continue with the ECC activation setup on the next page.

B. ECC ACTIVATION SUMMARY

Room

103	Install extn 6410 in jack # 104	
103	Install extn 6411 in jack # 102	
121	Install extn 6412 in jack # 036	
121	Install extn 6413 in jack # 037	
133	Install extn 6438 in jack # 007	
133	Install extn 6439 in jack # 002	
133	Install extn 6440 in jack # 003	
133	Install extn 6441 in jack # 001	
138	Install extn 6442 in jack # 035	
138	Install extn 6443 in jack # 032	
139	Install extn 6497 in jack # 031	
139	Install extn 6444 in jack # 033	
140	Install extn 6498 in jack # 027	
140	Install extn 6445 in jack # 029	
142	Install extn 6446 in jack # 025	
142	Install extn 6447 in jack # 023	
143	Install extn 6448 in jack # 017	
143	Install extn 6449 in jack # 019	
143	Install extn 6450 in jack # 020	Headset
143	Install extn 6451 in jack # 022	
214	Install extn 6459 in jack # 299A	Ring Light
214	Install extn 6435 in jack # 299B	Ring Light
214	Install extn 6430 in jack # 305A	Ring Light
214	Install extn 6431 in jack # 305B	Ring Light
214	Install extn 6432 in jack # 306A	Ring Light
214	Install extn 6433 in jack # 306B	Ring Light
214	Install extn 6460 in jack # 298A	Ring Light
214	Install extn 6434 in jack # 298B	Ring Light
223	Install extn 6464 in jack # 317	
223	Install extn 6466 in jack # 315	
223	Install extn 6467 in jack # 313	
233	Install green HPN telephone	
234	Install red NRC telephone	
234	Install extn 5306 in jack # 221B	NRC/GSA
238	Install green HPN telephone	
239	Install extn 6415 in jack # 266	
260	Install extn 6484 in jack # 252	
260	Install extn 6485 in jack # 253	Headset
260	Install extn 6487 in jack # 255	

Install plain telephones in room 122/123 and drop power cables from overhead.

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C. AUDITORIUM

1. Open Curtain

D. CLOSED CIRCUIT TELEVISION

1. Install monitors as follows:
 - a. Room 258/259
 - b. Room 233
2. Check out system.

E. UNLOCK DOORS

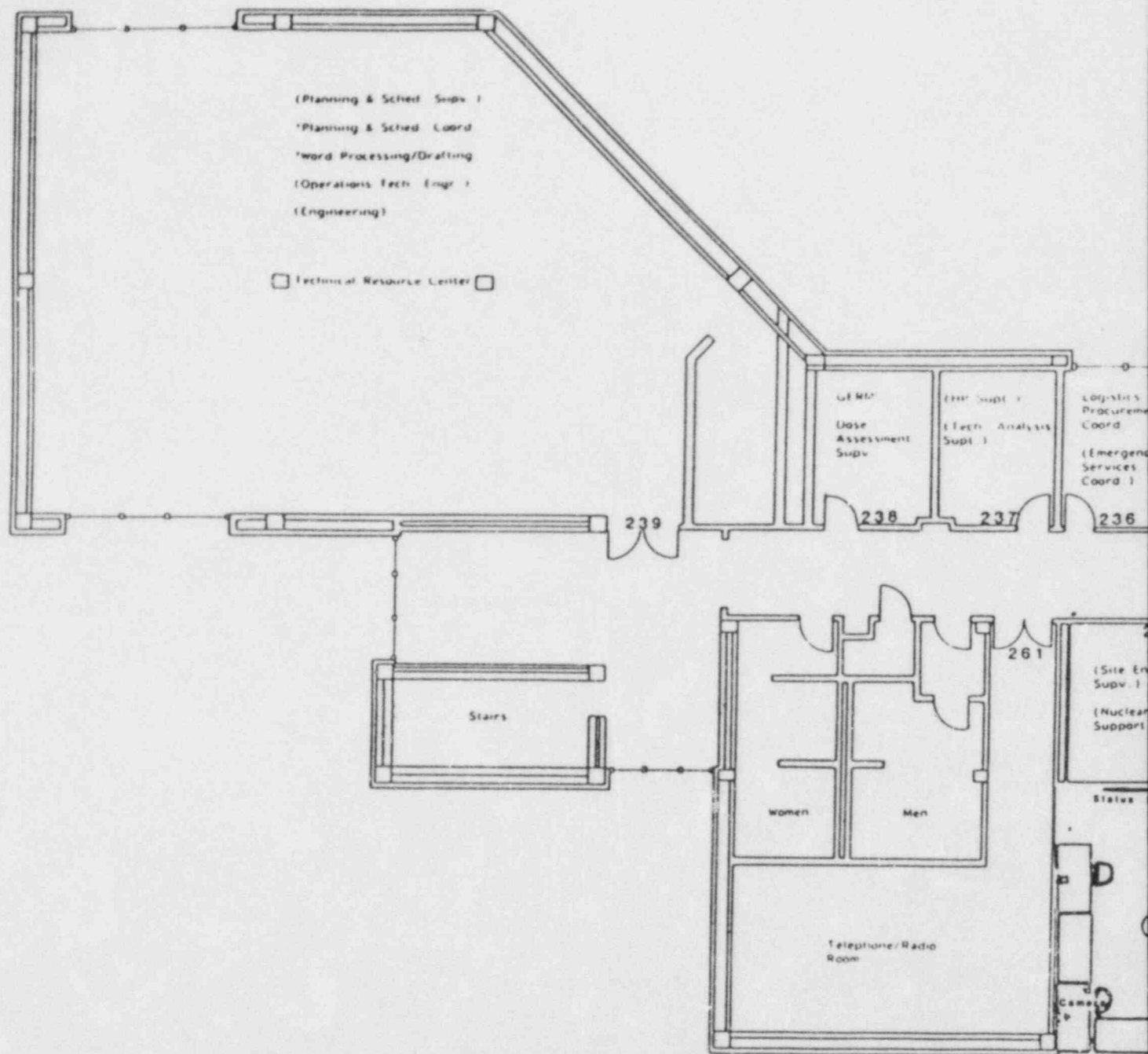
1. Unlock the following
 - a. Closets not in media area.
 - b. Offices not in media area.
 - c. Classrooms.

F. SET UP ROOM 242

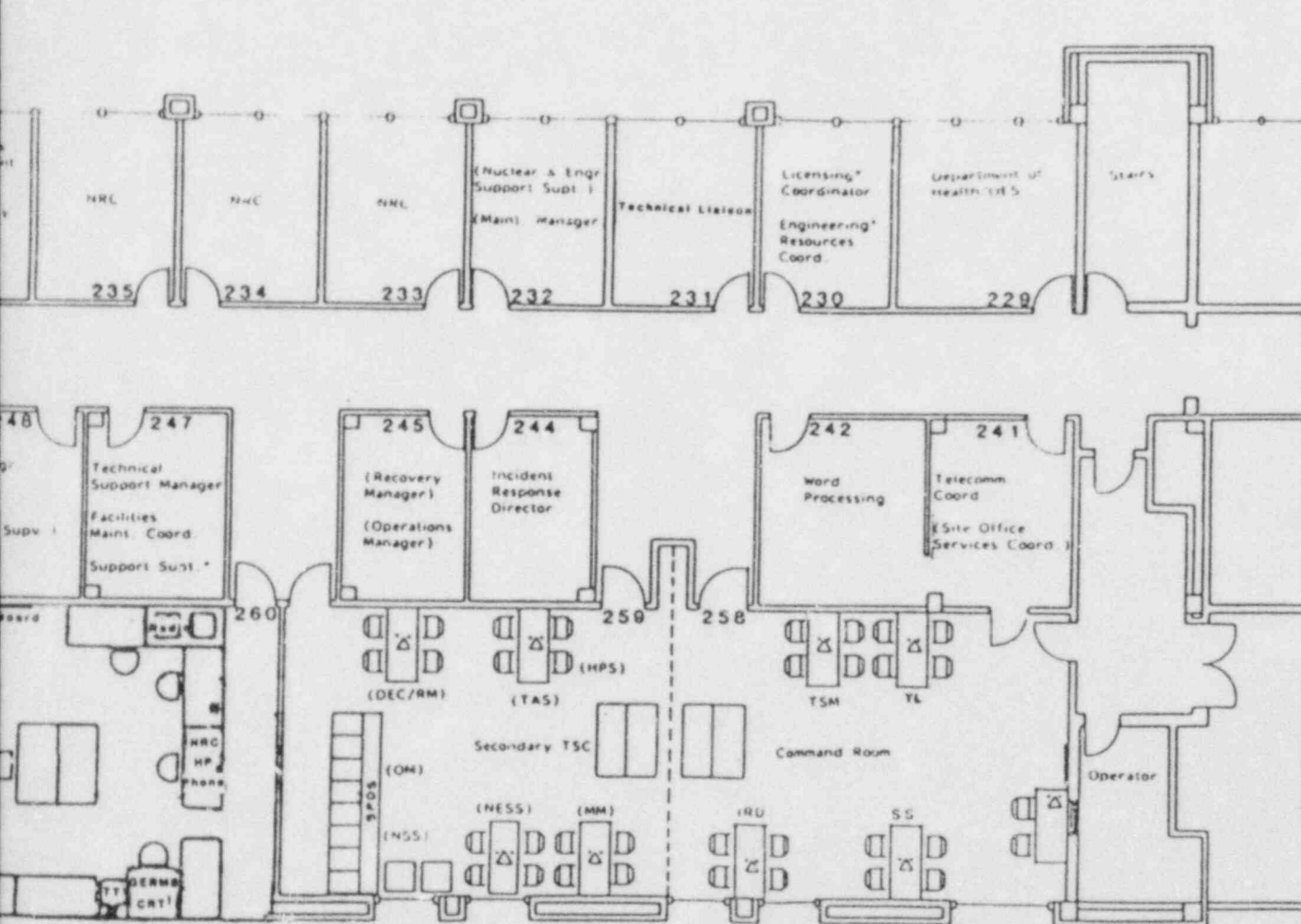
1. Ensure that there is a table and a desk in the room.
2. Move the following equipment into the room.
 - a. Two typewriters.
 - b. Two typing stands.

G. INSTALL TWO-WAY RADIO CONSOLES AS FOLLOWS:

1. Room 143 (8 Channel)
2. Room 132 (1 Channel)
3. Room 260 (8 Channel)



TI APERTURE CARD



DEC/RM- Duty Emergency Coordinator/
Recovery Manager
NESS- Nuclear & Engineering
Support Supt.
OM- Operations Manager
MM- Maintenance Manager
HPS- Health Physics Supt.
TAS- Technical Analysis Supt.
NSS- Nuclear Support Supt.

IRD- Incident Response Director
TSM- Technical Support Manager
SB- Support Superintendent
TL- Technical Liaison

FIGURE 6-D-1

Emergency Control Center

Second Floor West End

() - Denotes Location of Personnel
for ANO Administration Building
Evacuation

* - Denotes Location of Personnel
For Long Term Emergency Response

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ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

RESPONSE GUIDES/CHECKLISTS

PROCEDURE NUMBER: 7

REVISION NUMBER: 4 - 2/6/84

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John M. Guff
VICE PRESIDENT OF NUCLEAR OPERATIONS

APPROVAL DATE:

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RESPONSE GUIDES/CHECKLISTS

I. INTRODUCTION

This procedure provides a listing of some of the activities that should be accomplished by the ERO personnel in the event of an emergency at ANO. These lists are provided as aids to help remember key items under the pressures of an emergency situation. Activities of the recovery organizations are covered in the Emergency Plan and its implementing procedures and are not presented here.

II. NOTES AND PRECAUTIONS

- A. The lists are as comprehensive as possible, but are not necessarily inclusive of all items. The user should not rely solely on these lists for identifying all of the items he or she should accomplish.
- B. Items on a list are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed.
- C. Members of the ERO should not rely upon these checklists alone to determine the items they are responsible for. These checklists should always be used in conjunction with the other contingency plan implementing procedures.

III. INSTRUCTIONS

Checklists provided on following pages.

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A. INCIDENT RESPONSE DIRECTOR

1. Notified of ANO Emergency Plan activation.
2. Contact the ANO Control Room for information.
3. Evaluate appropriate level of AP&L Corporate response and location of initial assembly.
4. Activate the Technical Liaison, Support Superintendent, Communications Superintendent, and the Technical Support Manager.
5. Notify the Alternate IRDs as time permits.
6. Notify the President of AP&L if necessary. (Note: Always notify the President if news media attention is anticipated.)
7. If the decision is made to man the ECC prior to a Site Emergency notify the Shift Administrative Assistant on duty of the need to activate the ECC and request that he pass this request on to the Duty Emergency Coordinator or the Recovery Manager as appropriate.
8. Notify control room upon arrival at the ECC and inform them that calls to LRCC are no longer necessary.
9. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.
10. Determine protocol, as necessary, for interfaces between AP&L, the NRC, State and local officials.
11. Establish communications with the Technical Support Center at ANO.
12. Ensure that communications are established with the NRC Emergency Operations Centers in Region IV and Bethesda, Maryland.
13. Ensure that communications are established with State Emergency Response officials at the TOCC (for an Alert or greater Emergency Action Level).
14. Approve relocation of any emergency response center if deemed necessary.

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15. Review and approve all AP&L information releases regarding the incident.
16. Ensure that 24 hr/day coverage of vital Emergency Response personnel exists.
17. Transfer responsibilities from the Initial Response Organization to the Emergency Response Organization per Procedure 4.0, "Command and Control".
18. Terminate the emergency status of the AP&L organization. (Provide final media release.)
19. Advise the State Technical Operations Control Officer and the NRC of the downgrading of an Emergency Action Level for Alert and above EALs.
20. Ensure the Technical Liaison has notified Middle South Services of Alert, Site Emergency, or General Emergency EALs.

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B. TECHNICAL LIAISON

1. Notified of ANO Emergency Plan activation and the IRD's plan for initial response.
2. Provide input to the Communications Superintendent and IRD regarding the need for and level of information releases.
3. Issue information releases as directed and approved by the IRD.
4. Notify Middle South Services of Alert, Site Emergency, or General Emergency EALs.
5. Inform the Little Rock Support Center (when activated) of your location and of any changes in location for tracking purposes.
6. Establish communications with State Emergency Response officials (for an Alert or greater Emergency Action Level).

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C. TECHNICAL SUPPORT MANAGER

1. Notified of the ANO Emergency Plan activation.
2. Perform initial actions as directed by the IRD.
3. Activate the Engineering Resources Coordinator, the Licensing Coordinator, the Dose Assessment Supervisor, and the Off-site Monitoring Supervisor, if appropriate.
4. Contact the Nuclear Fuels Supervisor to provide support on Core Analysis if necessary.
5. Organize technical support activities to provide 24 hr/day coverage and assistance to ANO.
6. Assign personnel to interface and provide technical assistance to the NRC, Vendors, and consulting firms.
7. Provide the Support Superintendent with personnel estimates for additional people assigned to ANO so that the necessary administrative support can be provided.
8. Assign personnel to the ANO staff to provide engineering analysis, design modifications, and system responses.
9. Assign personnel as needed to pick up additional workload of plant staff.
10. Issue memorandums to Corporate and Site Security Coordinators concerning non-AP&L engineering personnel arriving to assist with the emergency.
11. Ensure interface exists with Health Department for exchange of off-site monitoring and dose projection information.
12. Establish communications with the Little Rock Engineering Center to keep them informed.
13. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.
14. Transfer responsibilities from the Initial Response Organization to the Emergency Response Organization per Procedure 4, "Command and Control".

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D. COMMUNICATIONS SUPERINTENDENT

1. Notified of the ANO Emergency Plan activation and of the IRD's plans for the initial response.
2. Evaluate level of media and information response.
3. Activate the Media Relations Coordinator, Governmental Advisory Coordinator, Utility Advisory Supervisor, Internal Communications Coordinator, and the Local Advisory Supervisor as needed.
4. Assign personnel to interface with Federal and State spokesmen.
5. Prepare statements for transmittal to elected state and local officials, and the financial community with the approval of the IRD and release them to the appropriate individuals for further distribution.
6. Provide the initial news release to the Local Advisory Supervisor for release to local media.
7. Formulate plans for follow-up information releases and news conferences. Coordinate release with involved Federal and State organizations, including input from Government Advisory Coordinator and Local Advisory Supervisor as appropriate.
8. Arrange for recording the public conversations of the IRD.
9. Issue memorandum within AP&L, with the approval of the IRD, as to who can serve as company spokesmen to the media.
10. Arrange for staff to record all broadcasts made regarding the incident.
11. Activate Divisional and Customer Services as appropriate to provide information to the public.
12. Ensure there is adequate space and personnel at each divisional office to provide information to the public.
13. Resolve any communications problems that could not be satisfactorily solved at the staff level.

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14. Notify the Media Relations Coordinator, Governmental Advisory Coordinator, Utility Advisory Supervisor, and the Local Advisory Supervisor upon termination of the AP&L Emergency Response.
15. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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E. SUPPORT SUPERINTENDENT

1. Notified of ANO Emergency Plan activation and of the IRD's plans for initial response.
2. Notify the Planning and Scheduling, Telecommunications, Financial Services, Office Services, and Corporate Security Coordinators. Establish contact with the Emergency Services, Site Office Services, Logistics and Procurement, Facilities Maintenance, and Site Security Coordinators. Brief them on the immediate needs of the ERO.
3. Notify the Directors of Personnel and Corporate Services. Act as the primary interface between these departments and the ERO. Also provide daily briefings to these departments on the needs of the ERO.
4. Activate the support center at the LRGO as appropriate.
5. Coordinate with the Manager of Transportation to locate and reassign as many company automobiles as possible to the Russellville District Office and LRGO, as well as contact local rental agencies to reserve the number of automobiles required.
6. Arrange for periodic flights to Russellville as needed. Transmit the schedule of flights to the Local Advisory Coordinator.
7. Ensure there is proper support coordination through daily briefings and periodic progress reports.
8. Arrange for the stationing of a helicopter, as needed, at the Russellville Airport.
9. Coordinate with the Local Advisory Coordinator to ensure sufficient rooms, catering, and transportation are provided in Russellville to support the ERO.
10. Ensure that a tracking system is set up to monitor the locations of the ERO members during the incident.
11. Work with the IRD to develop emergency response planning/coordination schedules.
12. Work with the IRD to develop post-accident recovery schedules.

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13. Notify staff upon termination of emergency response.
14. Inform the Little Rock Support Center (when activated) of your location and of any changes in location for tracking purposes. Upon relocation to the ECC, designate an alternate to manage the LRSC.
15. Coordinate requests for additional personnel.
16. Coordinate any requests from Local, State, and Federal organizations to the IRD.
17. Coordinate the evaluations of engineering alternatives available for recovery and their consequences.
18. Provide Financial Services with an estimated outage duration and costs for use in the Corporate Model.

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F. ENGINEERING RESOURCES COORDINATOR

1. Notified of ANO Emergency Plan activation and of IRD's plan for initial response.
2. Assign an engineer to Engineering Library to access information for the ERO.
3. Activate the Engineering Response Center at the LRGO to provide additional support as appropriate.
4. Establish communications with the Nuclear & Engineering Support Superintendent to establish a mechanism for coordinating engineering support.
5. Contact Bechtel, B&W, CE, INPO and other organizations as appropriate for additional support.
6. Brief the Technical Support Manager concerning the support from outside organizations for ANO.
7. Provide number of ERO members and additional AP&L personnel that will be arriving and will require motel rooms in Russellville to the Logistics & Procurement Coordinator.
8. Issue a memorandum defining the interfaces between AP&L engineering sections and outside organizations.
9. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.
10. Request additional support from Middle South Services, as necessary.

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G. LICENSING COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Contact the NRC Project Managers to coordinate their requests for information.
3. Assign individuals in the LRGO to access information request by the NRC.
4. Send a licensing advisor to ANO to coordinate the interface between ANO and the NRC personnel.
5. Prepare a memorandum for the IRD defining the long-term interfaces between AP&L and the NRC.
6. Prepare/coordinate report(s) on the incident, as directed by the IRD upon termination of emergency response, to fulfill NRC and off-site agency reporting requirements as well as for AP&L internal assessment needs.
7. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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H. DOSE ASSESSMENT SUPERVISOR

1. Notified of activation of ANO Emergency Plan.
2. Activate the General Office Technical Analysis Section (environmental team and laboratory team).
3. Assemble with monitoring team at a designated rally point at the General Office Technical Analysis Section Offices.
4. Contact the Duty Emergency Coordinator at the on-site TSC and advise him of the monitoring team ETA at ANO, obtain a brief update of situation, and determine any precautionary or initial instructions for the monitoring team upon arrival at ANO.
5. Proceed to the ANO ECC and report to the Technical Support Manager. Transfer of responsibility from the site organization should be in accordance with Procedure 4, "Command and Control - Transfer of Responsibility to the Emergency Response Organization".
6. Implement ANO procedures for dose projection and assessment.
7. Establish a line of communication with the State Technical Operational Control Center; as directed by the IRD through the Technical Support Manager, for coordination and exchange of assessment information.
8. Establish a line of communication with the Off-Site Monitoring Supervisor in order to obtain environmental measurement data for use in dose projection estimates.
9. Establish a line of communication with the Little Rock Laboratory Team.
10. Review analytical results obtained from the Little Rock Laboratory; update data base to determine latest dose projection estimates.
11. Transmit dose assessment information and update to the Technical Support Manager.
12. As required, make preparations for post-emergency actions regarding Little Rock Laboratory operations and necessary non-AP&L analytical support.

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13. Notify the Little Rock Laboratory upon termination of the emergency response.
14. As required by the IRD, prepare post-accident report(s) concerning dose assessment results.
15. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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I. OFF-SITE MONITORING SUPERVISOR

1. Informed of activation of ANO Emergency Plan.
2. Assemble monitoring personnel at designated rally point at the General Office Technical Analysis Section Offices.
3. Coordinate team preparations for gathering necessary equipment and transportation.
4. Coordinate with Technical Support Manager in order to review the best approach for the off-site response effort by monitoring teams.
5. Proceed to the ANO ECC and report to the Dose Assessment Supervisor. Transfer of responsibility from the site organization should be in accordance with Procedure 4, "Command and Control - Transfer of Responsibility to the Emergency Response Organization".
6. Implement plant procedures for off-site monitoring and establish an interface with plant emergency personnel that will assist in off-site monitoring.
7. Establish a line of communication with the Dose Assessment Supervisor in order to transmit environmental radiation measurements.
8. Direct monitoring teams for obtaining air, water, milk, fish, agricultural samples and thermoluminescent dosimeters based upon the monitoring strategy determined through consultation with the Dose Assessment Supervisor.
9. Review measurement data obtained from monitoring teams and transmit to the Dose Assessment Supervisor.
10. Track onsite meteorology and area weather conditions.
11. Establish an interface with State and Federal radiological monitoring teams.
12. Ensure that proper records, sample identification, sample quantity and form, and packaging prior to transmittal to the Little Rock Laboratory have been made.
13. As required, make preparations for post-emergency monitoring actions regarding strategy and personnel requirements.

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14. Notify personnel upon termination of response.
15. As required by the IRD, prepare post-accident report(s) concerning environmental monitoring results.
16. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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J. MEDIA RELATIONS COORDINATOR

1. Notified of activation of the ANO Emergency Plan and the need for coordination of media response.
2. Activate necessary staff.
3. Dispatch individuals as needed to activate media centers at LRGO, Russellville and ANO.
4. Assign personnel to interface between AP&L and media.
5. Coordinate with security for control of the media.
6. Establish line of communication with the Communications Superintendent.
7. Distribute initial information release and any additional releases to media.
8. Provide input and assistance to the Communications Superintendent for preparation of news releases to be made by AP&L, as required.
9. Assemble information concerning nuclear power, AP&L and ANO, and biographies of ERO personnel.
10. Schedule news conference for IRD, as directed.
11. Arrange for video-taping of all press conferences concerning the incident.
12. Ensure that there is AP&L personnel staffing at the media centers 24 hrs/day as necessary.
13. Provide Local Advisory Coordinator with an estimate of how many media personnel are expected at ANO and Russellville.
14. Notify media of emergency status, change or termination when appropriate.
15. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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K. INTERNAL COMMUNICATIONS COORDINATOR

1. Notified of the declaration of an emergency action level at ANO.
2. Establish line of communications with the Media Relations Coordinator.
3. Obtain media releases and distribute them throughout the company offices to keep AP&L employees informed.
4. Update AP&L Today and the Exciter.
5. Obtain and distribute media releases to Middle South.
6. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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L. UTILITY ADVISORY SUPERVISOR

1. Notified of the declaration of an emergency action level at ANO.
2. Establish line of communication with the Communications Superintendent and the Technical Support Manager.
3. Establish and maintain contact with other utilities providing them with periodic information releases.
4. Ensure that the various service organizations, such as EPRI, AIF, EEI, NUS-LIS, and INPO, are kept informed of the events occurring at ANO.
5. Notify other utilities and service organizations of emergency termination.
6. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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M. GOVERNMENTAL ADVISORY COORDINATOR

1. Notified of the declaration of an emergency action level at ANO.
2. Establish line of communication with the Communications Superintendent.
3. Take inquiries from appropriate State and Federal elected officials not directly involved in response to the incident. Maintain liaison with these officials, keeping them informed, screening their requests and forwarding the inquiries to the Communications Superintendent or, as directed, to the appropriate department for response.
4. Provide input to the IRD through the Communications Superintendent on how elected officials will respond to possible AP&L actions and statements.
5. Notify individuals contacted in (3) upon termination of the emergency.
6. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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N. LOCAL ADVISORY SUPERVISOR

1. Notified of activation of the ANO Emergency Plan.
2. Contact KARV, KCAB, Russellville Courier-Democrat, and Dardanelle Post Dispatch with initial media release.
3. Contact the mayors of Russellville, London, Dover, Dardanelle, Norristown, Atkins, Paris, Morrilton, Danville, and Clarksville.
4. Upon requests by the counties, dispatch individuals to act as liaison at Pope, Yell, Logan, and Johnson County Emergency Operations Centers.
5. As appropriate, contact county officials and state representatives who live in the Russellville area.
6. Reserve blocks of rooms at Holiday Inn, Marina Inn, Best Western, and Mid-Continent for ERO members and additional AP&L personnel, as specified by the Support Superintendent and Logistics and Procurement Coordinator. Also, give the hotels estimates on the Federal, State, and media personnel that will be arriving.
7. Arrange to have catered meals delivered to ANO and the Emergency Control Center as required.
8. Arrange for ground transportation for the ERO as required.
9. Provide maintenance crews and equipment for distribution and switch yard as necessary.
10. Release communications equipment as needed to AP&L Russellville personnel.
11. Assist in arranging additional office and clerical support for ANO and the ECC as requested by the Site Office Services Coordinator.
12. Provide input as required to the formulation of media releases concerning local officials and public reaction.
13. Notify local officials of emergency status termination.

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14. Assign an individual to provide transportation of AP&L personnel arriving in the Russellville area. This includes the assigning of company cars, setting up carpools, air transportation, shuttle to and from the airport, and boats.
15. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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0. LOGISTICS AND PROCUREMENT COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Coordinate with the Support Superintendent the need to meet with the ANO Recovery Manager and Incident Response Director to determine additional equipment needs.
3. As necessary, have Local Advisory Supervisor arrange lodging, ground transportation, and meals for the ERO members and for additional support personnel arriving in Russellville.
4. Ensure proper support through daily briefings with the Recovery Manager, Technical Support Manager, Support Superintendent, and Communications Superintendent.
5. Ensure that the ANO power boats, vehicles and other transportation means are available for use.
6. For protracted operations, arrange for cots for members of the TSC and ECC.
7. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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P. TELECOMMUNICATIONS COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Contact Support Superintendent for further instructions.
3. Ensure emergency communications systems are functional.
4. Provide assistance as required to assure appropriate emergency communication channels are operable.
5. Coordinate all communication maintenance including radio, telephone and data links.
6. Act as interface between AP&L Telecommunication maintenance and outside telecommunication support.
7. Invoke telecommunications contingencies as required to support the ERO.
8. Provide supplemental instructions and training as required on emergency communications equipment.
9. Coordinate procurement of additional communications equipment as needed to support the ERO.
10. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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Q. PLANNING AND SCHEDULING COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Keep a record of which individuals are assigned to fill positions in the ERO.
3. Assign personnel to maintain a system to locate members of the ERO at all times.
4. Obtain from the IRD a copy of the schedule for Emergency Response personnel.
5. Work with ERO personnel for coordinating manpower and equipment requests with the appropriate ERO Coordinator for procurement of required services.
6. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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R. FINANCIAL SERVICES COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Assign personnel to assist ANO with additional administrative functions; accounting, budget, payroll, etc.
3. Make work week authorizations for personnel working overtime.
4. Activate the AP&L Finance and Accounting Department to carry out the following functions:
 - a. Ensure that ANO, Russellville, and the LRGO receive additional funds to their corporate checking accounts.
 - b. Keep financial community informed about the emergency and its impact on ANO.
 - c. Make a preliminary evaluation of the financial impact and assign personnel to locate additional cash and long-term funding (loans, floating stock, community paper).
 - d. Incorporate replacement fuel costs into rates and prepare a report for management.
5. Activate AP&L Corporate Services Department to coordinate with AP&L insurers, to provide procurement support, and transportation service support.
6. Activate AP&L Personnel Department to assist in personnel needs.
7. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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S. OFFICE SERVICES COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Ensure typing, duplicating facilities, and other office equipment are available to the ERO at the LRGO.
3. Contact Support Superintendent to obtain any additional typists, clerks, etc.
4. Inform the Support Superintendent in Little Rock of additional equipment and supply needs.
5. Assign clerk to LRGO Records section to coordinate information retrieval for Licensing and Engineering.
6. Assign personnel to maintain an accurate chronology of the incident and related events.
7. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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T. SITE OFFICE SERVICES COORDINATOR

1. Notified of ANO Emergency.
2. Coordinate office services function at ANO and the ECC.
3. Order additional office supplies as necessary.
4. Obtain from Support Superintendent an estimate of technical personnel transferring to ANO.
5. Have Logistics and Procurement Coordinator obtain additional office equipment and supplies as needed.
6. Inform the Little Rock Support Center (when activated) of the locations of all assigned ERO members reporting to the Recovery Manager.

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U. EMERGENCY SERVICES COORDINATOR

1. Notified of AND Emergency Plan activation.
2. Mobilize fire and medical emergency teams as needed.
3. Contact Russellville Fire Department, Pope County Ambulance Service, and St. Mary's Hospital to coordinate combined activities as necessary.
4. If no immediate action is required, put teams on standby until situation stabilizes.
5. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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V. FACILITIES MAINTENANCE COORDINATOR

1. Notified of AND Emergency Plan activation.
2. Activate the Emergency Control Center as needed.
3. Coordinate repair of equipment in the TSC, OSC and ECC.
4. Coordinate building services crews to clean the ECC.
5. Coordinate the locating and connection of utilities to trailers brought in to support the emergency response.
6. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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W. CORPORATE SECURITY COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Establish contact as appropriate with State and local police in both Little Rock and Russellville, FNB Security, and the FBI.
3. Contact ANO Plant Security and the Russellville District Office to determine if any additional security forces are needed.
4. Increase mail surveillance.
5. As appropriate, place a control point in the FNB Building and a guard on each AP&L floor.
6. Coordinate the establishment of a control point at the ECC. Ensure that media personnel are properly identified and controlled.
7. Increase the protection of AP&L Corporate Management as appropriate.
8. Inform the Little Rock Support Center (when activated) of your location and of any changes in location, for tracking purposes.

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X. SITE SECURITY COORDINATOR

1. Notified of ANO Emergency Plan activation.
2. Increase security coverage in exclusion zone.
3. Coordinate plant evacuation as needed.
4. Contact local law officials and coordinate activities as appropriate.
5. Set up roadblocks and control points to control access to ANO and ECC.
6. Establish working area in ECC to issue plant access identification.
7. Reduce security precautions at termination of emergency.

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RADIOLOGICAL/ENVIRONMENTAL MONITORING

I. INTRODUCTION

This procedure provides guidance to Little Rock Technical Analysis personnel for implementation of radiological environmental monitoring assessments in the event of an emergency at Arkansas Nuclear One resulting in a potential or actual unplanned offsite release of radioactivity.

II. NOTES AND PRECAUTIONS

1. This procedure is intended for general emergency action guidance. For detailed or specific emergency instructions or actions, the user should refer to the appropriate ANO/AP&L procedure.
2. The Emergency Response Organization with the names of individuals having primary and alternate assignments are found in Procedure 1, "Assignment of Personnel to the Emergency Response Organization".
3. The Technical Support Manager in the ERO serves as the central control point for coordinating environmental monitoring/assessment information.
4. Safety shall be a prime consideration when collecting environmental samples. No sample is so important that sampling personnel should risk life, serious injury or excessive radiation exposure.
5. If sampling is performed during inclement weather, care should be taken to prevent equipment or samples from becoming wet.
6. Operation of air samples for environmental measurements requires 12 volt D.C. (car battery) power to work. Personnel should ensure that such power sources for equipment will be available for use in boats or vehicles.
7. The Little Rock Technical Analysis personnel should seek contractor assistance for situations involving a breakdown of laboratory capability.

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III. INSTRUCTIONS

A. INITIAL RESPONSE

1. In the event of any incident requiring activation of the Emergency Response Organization (ERO), notification of appropriate staff will be in accordance with Procedure 2, "Notifications".
2. When notified, the Dose Assessment Supervisor should notify and activate an environmental monitoring team and a laboratory team.
3. The monitoring team should assemble at a predetermined rally point in the General Office Technical Analysis offices. The team should make the following preparations:
 - a. Obtain transportation either by utilizing one of the AP&L vehicles assigned to the Technical Analysis Section, obtaining an AP&L vehicle from the First National Bank lot, or use of personal vehicle;
 - b. Advise the Dose Assessment Supervisor of the following:
 - (1) time of arrival at rally point,
 - (2) any difficulties encountered in obtaining transportation or equipment,
 - (3) estimated time of arrival (ETA) at the ECC;
 - c. Stand-by until authorization to proceed is given by the Dose Assessment Supervisor.
4. The Dose Assessment Supervisor should contact the Duty Emergency Coordinator at the on-site TSC and advise him of the monitoring team ETA at ANO, obtain a brief update of situation, and determine any precautionary or initial instructions for the monitoring team upon arrival at ANO.
5. The Dose Assessment Supervisor and the monitoring team should then proceed to the ANO ECC and report to the Technical Support Manager.
6. The laboratory team should report to the Little Rock Technical Analysis Laboratory, perform initial instrument and apparatus set-up, and otherwise prepare for receipt and analysis of samples.

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7. At the ANO ECC, the Dose Assessment Supervisor and the Offsite Monitoring Supervisor will implement plant ANO procedures for data collection and dose projection. Transfer of responsibility from the site organization should be in accordance with Procedure 4B, "Command and Control - Transfer of Responsibility to the Emergency Response Organization".
8. At the ANO ECC, the monitoring team should pick up additional equipment and hand-held radios, and proceed to monitoring points as directed by the Off-Site Monitoring Supervisor. If hand-held radios are not available at the ECC, they can be obtained from the ANO main guard house. Users should refer to the Communications Equipment Manual for instruction on use of hand-held radios.

B. FOLLOW-ON RESPONSE

1. At each monitoring location, environmental measurements should be recorded in a log book by the monitoring team and reported to the Off-Site Monitoring Supervisor by radio or telephone.
2. As required, the Off-Site Monitoring Supervisor should activate a follow-on monitoring team. If necessary, a plan should also be established for shift staffing.
3. The Off-Site Monitoring Supervisor should review and transmit the environmental measurement data to the Dose Assessment Supervisor for inclusion in dose projection estimations.
4. The Dose Assessment Supervisor should establish a line of communication with the State Technical Operational Control Center through the Technical Support Manager, for coordination and exchange of assessment information.
5. A periodic status report of monitoring and assessment activities and results should be transmitted to the Support Superintendent
6. Laboratory analyses of environmental samples should be performed in accordance with AP&L procedures as rapidly as possible considering acceptable analytical sensitivity. Results should be reported to the Dose Assessment Supervisor at the ECC for review and subsequent transmittal to the Technical Support Manager and IRD.

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C. TERMINATION OF EMERGENCY ACTIONS

1. Emergency environmental monitoring and assessment activities should be terminated upon direction of the IRD through the Technical Support Manager.

ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

EMERGENCY RESPONSE SUPPORT

PROCEDURE NUMBER: 9

REVISION NUMBER: 4 - 2/6/84

RECORD OF REVISIONS

APPROVED BY:

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3/15/84

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EMERGENCY RESPONSE SUPPORT

I. INTRODUCTION

During an emergency at ANO, AP&L technical and plant operations manpower may be insufficient to effectively carry out the plant recovery. Consequently, additional support from Architect-Engineers, NSSS Vendors, utility organizations, and other agencies may be needed. This procedure contains applicable portions of prearranged support agreement between these organizations and AP&L for emergency assistance. Where formal agreements are not required or not available a summary of available services and contact points are provided.

II. NOTES AND PRECAUTIONS

The agreements contained in this procedure are information only copies. Controlled copies of the enclosed agreements can be found in the TSC, ECC and the Little Rock Support Center. Request for support personnel should be coordinated with the Support Superintendent in accordance with Nuclear Contingency Plan Procedure 11.

III. INSTRUCTIONS

- A. Several support organizations have requested and/or have a need to be promptly notified of an emergency (or exercise), even if at the time of the notification their services are not required. These organizations, the Emergency Action Level at which notification is required and the responsible position for this notification are shown in Table 9-A-1. Table 9-A-1 does not address those state and local organizations which are notified by ANO, per ANO procedure 1903.10.
- B. The following support organizations agreements and summaries are appended to this procedure. Table 9-B-1 identifies the AP&L representatives or their alternates who are authorized to initiate emergency response support.

<u>Organization</u>	<u>Appendix</u>
Babcock & Wilcox	A
Bechtel	B
Combustion Engineering	C
INPO	D
Oak Ridge	E
Mutual Assistance Plan	F

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TABLE 9-A-1

PROMPT NOTIFICATION OF EMERGENCY SUPPORT ORGANIZATIONS

<u>Organization</u>	<u>Emergency Action Level at which Notification Should be Made</u>	<u>Responsible Position for Notification</u>
INPO	Alert	Utility Advisory Supervisor
Middle South Services	Alert	Technical Liaison

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TABLE 9-B-1

AUTHORIZED PERSONNEL

The following Arkansas Power and Light representatives or their alternates are authorized to initiate Emergency Response Support in accordance with the Arkansas Power and Light Nuclear Contingency Plan.

<u>Position Title</u>		<u>Individual Assigned</u>
Incident Response Director	Primary:	Senior Vice President Energy Supply William Cavanaugh III
	Alternate 1:	Vice President Nuclear Operations John Griffin
	Alternate 2:	General Manager Administrative Services Don Rueter
Recovery Manager	Primary:	ANO General Manager Jim Levine
	Alternate 1:	Operations Manager Basil Baker
	Alternate 2:	Maintenance Manager Lynn Sanders
	Alternate 3:	Consultant to the General Manager Larry Dugger
Technical Support Manager	Primary:	Corporate Health Physicist D. D. Snellings
	Alternate 1:	Manager Technical Analysis D. L. Swindle
	Alternate 2:	Manager, Nuclear Services B. L. Dow

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Support Superintendent

Primary: Energy Supply Services
Director
R. D. Morehead

Alternate 1: General Manager
Engineering Services
Doug Sikes

Alternate 2: Manager-Contracts
Administation
Tom Oliver

Alternate 3: Manager-Energy Supply
Training
R. C. Evans

Engineering Resources
Coordinator

Primary: Mechanical Section Manager
Rick Lane

Alternate 1: Electrical Section Manager
W. M. Cawthon

ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

REQUESTS FOR ADDITIONAL PERSONNEL

PROCEDURE NUMBER: 11

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REQUESTS FOR ADDITIONAL PERSONNEL

I. INTRODUCTION

In the event of an emergency at ANO, it is likely that additional personnel will be required at AP&L facilities to augment the normal AP&L staff. This procedure provides guidance on how such support, either technical or non-technical, is requested and obtained.

II. NOTES AND PRECAUTIONS

- A. Unless it is an extreme situation, AP&L personnel should not obtain additional personnel support from outside AP&L until the need for such work has been evaluated by the Emergency Response Organization (ERO) as described in this procedure. The exception to this guidance involves non-AP&L personnel who may be onsite at the time of the emergency. These individuals may be requested to provide immediate assistance without the prior approval of the ERO, but approvals for their support should be obtained as soon as practical in accordance with the mechanism described in this procedure.
- B. The Support Superintendent will serve as the primary contact for coordinating all requests for additional personnel. The Support Superintendent will be responsible for obtaining the necessary approvals of the requests and for acquiring the required personnel.
- C. Requests for additional personnel must be initiated by persons at or above the supervisory level.
- D. Whenever possible, additional personnel support should be obtained within the AP&L organization, or Middle South, before seeking personnel outside of the Company.
- E. Requests for security support shall be obtained in accordance with Procedure 12, "Security", the ANO Security Plan, and the AP&L Corporate Security Plan.
- F. Technical personnel, for this procedure, are defined as individuals trained and experienced in plant operations and plant functions. (i.e. Engineers, Operators, Mechanics, Health Physicists, Chemists, etc.)
- G. Non-technical personnel, for this procedure, are defined as individuals who will assist the ERO response personnel. (i.e. Clerks, Typists, Draftsmen, etc.)

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III. INSTRUCTIONS

A. TECHNICAL PERSONNEL

1. Requests for additional technical personnel support should be telephoned after approval to the Support Superintendent. The requestor should be prepared to provide the Support Superintendent's staff with the information necessary to complete Part I of the Personnel Request Form, Figure 11-A-1. The Support Superintendent's staff will complete the form in order to document and track the request.

The request should specify if personnel with special qualifications or from a specific organization will be required. The purpose for the request should be stated as specifically as possible and should not be merely identified as "emergency support". If the request has already been approved by the IRD, this information should also be provided to the Support Superintendent and documented on Part II of the Personnel Request Form.

2. Unless the request has already been approved by the IRD, the Support Superintendent's staff shall contact the IRD as soon as practical to relay the request. The IRD is responsible for evaluating the request in terms of the overall emergency response, with the assistance of appropriate members of the ERO, and approving or disapproving the request. The decision of the IRD shall be documented by the Support Superintendent's staff on Part II of the Personnel Request Form and relayed back to the requestor as soon as practical.
3. If a personnel request is approved, the Support Superintendent will acquire the personnel and make arrangements for transportation and housing. The Support Superintendent may require the assistance of the requestor in making these arrangements. These arrangements shall be documented by the Support Superintendent's staff on Part III of the Personnel Request Form.

In addition, if a personnel request is approved, the Support Superintendent's staff will advise the Corporate Security Coordinator of authorization for such support personnel to gain access to the designated emergency center. Notification to Security shall be documented on Part IV of the Personnel Request Form.

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4. The completed Personnel Request Forms shall be retained by the Support Superintendent and turned over to the IRD at the termination of the emergency response.
5. The Support Superintendent shall coordinate requests for Engineering Personnel with the Engineering Resource Coordinator and the Director of Fossil Operations. The Support Superintendent shall also coordinate requests for maintenance personnel with the Director of Fossil Operations as appropriate.
6. The initial AP&L request for assistance from INPO, and other utility organizations should be coordinated by the Support Superintendent through the Incident Response Director. Once communications are established with these groups, coordination of their assistance shall be by the Recovery Manager, the Technical Support Manager and the Communications Superintendent through the Support Superintendent.

B. NON-TECHNICAL PERSONNEL

1. Requests for additional non-technical personnel support should be telephoned to the Support Superintendent. The requestor should be prepared to provide the information necessary to complete Part I of the Personnel Request Form, Figure 11-A-1. The Support Superintendent's staff will complete the form in order to document and track the request.

The request should specify if personnel with special qualifications or from a specific organization will be required. The purpose for the request should be stated as specifically as possible and should not be merely identified as "emergency support". If the request has already been approved by the Support Superintendent or the IRD, this information should also be provided to the Support Superintendent's staff and documented on Part II of the Personnel Request Form.

2. Unless the request has already been approved by the Support Superintendent or the IRD, the Support Superintendent's staff shall contact the Support Superintendent as soon as practical to relay the request. The Support Superintendent is responsible for evaluating the request in terms of the overall emergency response, with the assistance of appropriate members of the ERO, and approving or disapproving the request. The decision of the Support

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Superintendent shall be documented by the Support Superintendent's staff on Part II of the Personnel Request Form and relayed back to the requestor as soon as practical.

3. If a personnel request is approved, the Support Superintendent's staff will obtain the personnel and make arrangements for transportation and housing. The Little Rock Support Center may require the assistance of the requestor in making these arrangements. These arrangements shall be documented by the Little Rock Support Center on Part III of the Personnel Request Form.

In addition, if a personnel request is approved, the Support Superintendent's staff will advise the Corporate Security Coordinator of authorization for such support personnel to gain access to the designated emergency center. Notification to Security shall be documented on Part IV of the Personnel Request Form.

4. The initial AP&L request for assistance from INPO, and other utility organizations should be coordinated by the Support Superintendent through the Incident Response Director and the Assistant Incident Response Director. Once communications are established with these groups, coordination of their assistance shall be by the Recovery Manager, the Technical Support Manager and the Communications Superintendent through the Support Superintendent.
5. The completed Personnel Request Forms shall be retained by the Support Superintendent and turned over to the IRD at the termination of the emergency response.

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FIGURE 11-A-1

PERSONNEL REQUEST FORM

I. Request Number: _____ Date: _____ Time: _____
 Requestor's Name: _____ Position Title _____ Phone No.: _____
 Personnel Required: Technical / / Non-Technical / /
 Qualifications/Quantity/Source: _____

Location needed: _____ Date Needed: _____ Duration: _____
 Purpose: _____

II. Response Action/Approval: _____

 Approved by: _____ Time: _____ Date: _____ Recorded by: _____
 Call back to requestor: Time: _____ Date: _____

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FIGURE 11-A-1
(Continued)

III. Personnel Arrangements:

By: _____ Date: _____ Time: _____

IV. Access authorization to: / / LRSC / / Site ECC
/ / District Office

Names/Affiliation: 1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

Security Coordinator (or _____) advised: _____
(alternate) Date/Time

Responsible AP&L contact at access point: Name: _____
Phone: _____

ARKANSAS POWER AND LIGHT COMPANY

NUCLEAR CONTINGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE TITLE:

MAINTENANCE OF EMERGENCY PREPAREDNESS

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MAINTENANCE OF EMERGENCY PREPAREDNESS

I. INTRODUCTION

This procedure addresses the responsibilities and actions within the AP&L organizational structure for maintaining a current Corporate Nuclear Contingency Plan, Corporate Nuclear Contingency Plan Implementing Procedures and related documents, and for assuring that a high level of emergency preparedness is achieved and maintained in all AP&L departments.

II. NOTES AND PRECAUTIONS

- A. A Contingency Plan Coordinator responsible for maintenance of Corporate emergency preparedness shall be designed by the Vice President Nuclear Operations.
- B. Each department director is responsible for review, revision and maintenance of their respective departmental procedures, instructions, call lists, equipment lists and related material for emergency preparedness, and for consistency with the Corporate Nuclear Contingency Plan and its implementing procedures.
- C. Revisions to the Corporate Nuclear Contingency Plan and Implementing Procedures shall be approved by the Vice President Nuclear Operations.

III. INSTRUCTIONS

A. REVIEW AND UPDATING OF THE PLAN AND PROCEDURES

1. The review and updating of the AP&L Nuclear Contingency Plan and AP&L Nuclear Contingency Plan Implementing Procedures shall include the following actions by the Contingency Plan Coordinator.
 - a. Provide for continuing review of the Plan and Procedures and revise the Plan and Procedures where appropriate;
 - b. Annually, review the Plan and Procedures in their entirety to verify that changes that have occurred which impact the Plan and Procedures have been incorporated;

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- c. At the conclusion of drills and exercises or at the conclusion of an incident which required implementation of the Plan and Procedures, provide for a critique and evaluation by participants and revise the Plan and Procedures where appropriate;
 - d. Annually, verify that individual departmental plans and procedures in support of the Corporate Nuclear Contingency Plan and Implementing Procedures are reviewed and updated by department director;
 - e. At the conclusion of drills and exercises or at the conclusion of an incident which required implementation of the AP&L Nuclear Contingency Plan and AP&L Nuclear Contingency Plan Implementing Procedures, verify that individual departmental plans and procedures in support of the Plan and Procedures are revised as appropriate by the departmental director as indicated by a review of their department's response;
 - f. Quarterly, verify that all telephone numbers listed in Procedure 3 are current;
 - g. Annually, verify that names of individuals assigned to the Emergency Response Organization in Procedure 1 are current.
 - h. Continually be aware of new Federal and State recommendations or requirements with regard to emergency planning and response and take prompt action to revise the Plan and Procedures where appropriate.
2. The Quality Assurance section, as part of its regular audits of the emergency planning program, shall audit the Corporate Nuclear Contingency Plan and Corporate Nuclear Contingency Plan Implementing Procedures.
 3. The Contingency Plan Coordinator shall establish a system for controlled distribution of the Corporate Nuclear Contingency Plan and Implementing Procedures and means for incorporating revised pages into the controlled copies of these documents. The Contingency Plan Coordinator shall verify that copies of these documents are distributed to each General Office employee assigned a primary or alternate position in the ERO, and to each AP&L emergency response center.

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B. INVENTORY OF EMERGENCY KITS

1. Quarterly, the Contingency Plan Coordinator shall verify that the Little Rock Support Center emergency kit has a minimum of the following supplies:
 - a. Corporate Nuclear Contingency Plan
 - b. Corporate Nuclear Contingency Plan Implementing Procedures
 - c. Appropriate forms discussed in the Contingency Plan Implementing Procedures
 - d. State and Local Emergency Plans
 - e. AP&L Communications Equipment Manual and Operating Instructions
 - f. Current Little Rock and Russellville area phone books

In addition, items such as paper, pens, and pencils should also be readily available.
2. Semiannually, the Communications Superintendent shall verify that information packets for the press concerning ANO and key corporate officials are available at the ECC Media Center and are current.

C. TRAINING

1. Training shall be implemented by the Contingency Plan Coordinator through the Manager of Energy Supply Training.

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2. Initial training and annual retraining shall be provided to each General Office employee with a primary or alternate assignment in the Emergency Response Organization as identified in Procedure 1.

Initial training and retraining shall consist of an overview of the ANO Emergency Plan, the AP&L Nuclear Contingency Plan and AP&L Nuclear Contingency Plan Implementing Procedures and the functions and interrelationships of individuals in the Emergency Response Organization; individual emergency response duties and responsibilities; orientation in the basic principles of radiological safety; requirements of emergency security procedures; and use of the AP&L communication systems.

3. Exercises shall be conducted at least annually and should be coordinated by the Contingency Plan Coordinator with the ANO Emergency Planning Coordinator to coincide and be integral parts of the ANO annual exercise.
 - a. Exercises shall be planned such that all major elements of the AP&L Nuclear Contingency Plan are tested within a 5-year period.
 - b. A critique shall be scheduled at the conclusion of each exercise to evaluate the ability of the corporate members of the Emergency Response Organization to respond as required by the Contingency Plan. A formal document describing the results of the evaluation should be compiled.
 - c. The Vice President Nuclear Operations shall review comments resulting from the critique which are applicable to the AP&L Nuclear Contingency Plan and its Implementing Procedures, and shall take necessary action to improve the Plan and Procedures.
4. Records showing names, dates, duration and topics covered during initial training and annual retraining shall be maintained by the Manager of Energy Supply Training.

D. PUBLIC EDUCATION

Education of the public regarding emergency response planning is the joint responsibility of the Corporate Communications Department, the ANO Emergency Planning Coordinator and the Contingency Plan Coordinator.

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<ol style="list-style-type: none">1. The Contingency Plan Coordinator shall coordinate with the ANO Emergency Planning Coordinator for dissemination, at least annually, of information to the population within approximately 10 miles of the Arkansas Nuclear One, regarding the means of notification and the actions that should be taken for each emergency action level, as described in the ANO Emergency Plan.2. The Contingency Plan Coordinator shall coordinate with the Corporate Communications Department to invite the news media to participate in an annual program to acquaint the media with emergency planning, information concerning radiation, and points of contact for release of information concerning an emergency. The Corporate Communications Department will also attempt to respond to specific media requests for information regarding nuclear energy, Arkansas Nuclear One and emergency planning.			

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EMERGENCY CONTROL CENTER EVACUATION

I. INTRODUCTION

This procedure addresses the activities related to the relocation of the Emergency Response Organization to an alternate emergency response facility in the event that evacuation of the near-site Emergency Control Center (ECC) is necessary. In general this procedure provides guidance for determining the necessity for ECC evacuation, for maintaining command and control continuity, and for re-establishing a functional emergency center at the back-up facility.

II. NOTES AND PRECAUTIONS

The mechanism for evacuating the near-site ECC is based on the following concepts:

- The ECC has been fully activated by the Emergency Response Organization, and/or the secondary Technical Support Center has been established at the ECC.
- The responsibility for declaring an ECC evacuation rests with the Incident Response Director (IRD), or with the Recovery Manager in the absence of the IRD/IRD alternates.
- The decision for ECC evacuation is based on the consideration of protective actions as a result of offsite dose projections and/or ECC radiation alarms.
- Unless an immediate evacuation is required due to a rapid deterioration of conditions, the ECC evacuation would usually occur in stages. Media and non-essential personnel in the Media Center and other radiologically uninhabitable areas may be required to evacuate first, followed by a secondary ERO group, and then a primary ERO group thus completing the ECC evacuation. The IRD, or the Recovery Manager as appropriate, will determine the exact schedules, priorities, and designation of groups and/or selection of personnel affected by the ECC evacuation declaration.
- Transportation to the alternate ECC will be via personal and available AP&L vehicles. Special transportation needs should be directed to the Logistics and Procurement Coordinator.

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- Media personnel are to relocate to the Russellville High School, or to an alternate as designated by the the Media Center Manager. If an alternate facility is to be used, the alternate location should be coordinated in advance with the Arkansas Department of Health.
- ERO personnel are to relocate to the AP&L Russellville District Office unless otherwise instructed by the IRD. The alternate to the AP&L District Office is the Little Rock Support Center.

III. INSTRUCTIONS

A. ECC EVACUATION CRITERIA

1. Guidance for determining the necessity for ECC evacuation is provided in Attachment 1.
2. Normal evacuation is a stepwise relocation of the ERO such that the Alternate ECC is activated and partially staffed before complete ECC evacuation.
3. An immediate evacuation is a rapid and complete evacuation of the entire ECC at once without delays.

B. RESPONSIBILITIES/IMPLEMENTATION

1. Declaration of an ECC evacuation and subsequent actions are to be determined by the IRD, or Recovery Manager as appropriate, after considering the following:
 - a. The specific conditions that exist; and
 - b. Technical Support Manager's recommendation for action based upon trends/projections of conditions and the guidance of Figure 15-A-1; and
 - c. Dose Assessment Supervisor's report on the radiological habitability of the Alternate ECC based upon offsite dose projections and/or area survey measurements; and
 - d. any alternate or additional actions that otherwise may be appropriate based on professional judgment.
2. The IRD shall determine the exact schedules, priorities, and selection of personnel affected by the ECC evacuation declaration, dependent upon the situation. He may consider the following actions:

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- a. Direct the Technical Support Manager to relocate to the Alternate ECC if habitable, and activate the Alternate ECC with the assistance of the Local Advisory Supervisor.
 - b. After consultation with the Recovery Manager and Corporate Security Coordinator, determine minimal ERO personnel staffing to temporarily continue emergency support activities.
 - c. Direct all ECC personnel, except those designated for any necessary minimal support effort, to evacuate and take essential materials and equipment to the Alternate ECC.
 - d. The IRD should temporarily transfer his duties to the Technical Support Manager or the Recovery Manager as he deems appropriate to ensure continuity of ERO control responsibilities while he is in transit to the Alternate ECC.
 - e. After the Alternate ECC has become operational, instruct the remaining ECC minimal support personnel to evacuate and secure the area.
3. The IRD should ensure that the Recovery Manager is advised when the ECC may be evacuated. If the Secondary Technical/Operational Support Center is operational, the Recovery Manager shall instruct TSC/OSC staff to gather plant drawings, maps, logbooks, 5520 status reports, and other essential technical materials and portable equipment or instrumentation (e.g. GERMS terminal and modem) in preparation for evacuation.
- The Recovery Manager should advise the Shift Operations Supervisor when the ECC may be evacuated.
4. The Technical Support Manager should ensure that the Local Advisory Supervisor is advised when the ECC may be evacuated. The Local Advisory Supervisor is responsible for preparing the Alternate ECC (Russellville District Office) to receive the ERO.
 5. The Technical Support Manager should ensure that the Corporate Security Coordinator is advised when the ECC may be evacuated. The Corporate Security Coordinator is responsible for ensuring that:
 - a. ECC security personnel implement evacuation procedures.

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- b. State/local law enforcement is advised, and traffic control is requested when necessary.
 - c. Security is established and maintained at the Alternate ECC, utilizing the ANO Security Force.
 - d. Accountability of ERO personnel is performed at the Alternate ECC.
 - e. The ECC and plant site is adequately secured after evacuation.
6. The Technical Support Manager should ensure that the Emergency Media Center Manager is advised of the necessity for the news media to relocate to an alternate location. The Emergency Media Center Manager shall be responsible for implementing evacuation of the media and coordinating with the State for activating the Russellville High School.
 7. The Technical Support Manager should ensure that an announcement is made to advise all personnel of the situation, and the actions to be taken upon ECC evacuation.
 8. The Technical Support Manager should ensure that the NRC and State/local Emergency Operations Centers are advised when the ECC may be evacuated.
 9. The Technical Support Manager should ensure that the Telecommunications Coordinator is advised when the ECC may be evacuated. The Telecommunications Coordinator shall be responsible for ensuring that communication links between the Alternate ECC and the ANO Control Room are operational.
 10. The Logistics and Procurement Coordinator should coordinate with the Local Advisory Supervisor and the Corporate Security Coordinator in order to support any special needs for the transport of evacuees and/or for the operation of the Alternate ECC (e.g. office trailers, supplies, etc).

C. ALTERNATE ECC

1. The Alternate ECC is the AP&L Russellville District Office located at 305 South Knoxville Street, Russellville.

Assigned ERO work areas are identified in Figure 15-C-1. A map showing routes to the Alternate ECC is provided in Figure 15-C-2.

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2. Upon declaration of an ECC ERO evacuation, the Local Advisory Supervisor should ensure the following:
 - a. All non-essential Russellville District Office personnel clear their work areas and vacate the building.
 - b. Coordinate with the Corporate Security Coordinator to establish area security control.
 - c. Utilize staff assistance as required to prepare the facility for use by ERO personnel and to maintain communications with ANO and the ECC.
 - d. Convey to the Technical Support Manager any problems and/or requests for additional assistance in activating the Alternate ECC.
3. The Technical Support Manager should instruct the Emergency Radiation Alternate Team Leader (ERAT) to implement the following actions:
 - a. A radiological survey of the Alternative ECC is performed to confirm adequate habitability;
 - b. Establish health physics teams at Alternate ECC entry points to perform radiological monitoring of personnel prior to entry and vehicle contamination monitoring;
 - c. Establish a decontamination team, as required, at the Alternate ECC to perform personnel and vehicle decontamination actions; and
 - d. Direct radiation and airborne survey measurements of the Alternate ECC are periodically taken, recorded, and monitored.
4. After arrival at the Alternate ECC, the IRD should:
 - a. Ascertain the operational status of the Alternate ECC.
 - b. Reassume IRD duties and obtain a briefing from the Technical Support Manager.
 - c. When appropriate as applicable, instruct any remaining ECC minimal support staff to relocate to the Alternate ECC.

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d. Ensure that the ANO Shift Operations Supervisor and Little Rock Support Center Planning and Scheduling Coordinator and Federal, State and local emergency operation centers are advised of the relocation to and operational status of the Alternate ECC.

5. Upon the conclusion of the emergency, ensure the Alternate ECC is deactivated and returned to normal operations.

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ATTACHMENT 1

ECC EVACUATION GUIDANCE

<u>CONDITION</u>	<u>RECOMMENDED ACTIONS</u>
1. Plant Evacuation declared, likely to occur	Consider relocation of media and/or or non-essential AP&L personnel if additional ECC space is needed to process plant evacuees.
2. Exclusion Area and/or Area Evacuation declared	Consider protective action for media and/or non-essential AP&L personnel consistent with the protective action recommendations made for the general public per the applicable ANO Procedure 1903.31 or 1903.32.
3. Area Survey Measurements Exceed 2.5 mr/hr in Unprotected Areas of ECC	Consider evacuation of all non-essential personnel from the unprotected areas of the ECC.
4. ECC Protected Area Radiation Monitor Warning Alarm (1 mr/hr)	Verify ECC ARM alarm. Conduct area radiation survey of unprotected areas of ECC and evacuate all personnel in those areas if necessary. Consider having all ERO personnel, other than activated Emergency Response Teams, to remain sheltered in the protected area of the ECC, unless otherwise instructed by the IRD.
5. ECC Protected Area Radiation Monitor alarms Hi (2.5 mr/hr) and/or iodine concentration exceeds 5×10^{-10} μ Ci/cc.	Verify ECC ARM alarm. Consider evacuation of all non-essential personnel from the protected areas of the ECC. All ERO personnel should remain sheltered in the ECC protected area.

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Increase frequency of airborne and direct radiation monitoring of ECC; insure ECC filtered ventilation is operational; record MPC hours.

6. ECC Protected Area radiation levels exceed 100 mr/hr but less than 1 R/hr, and/or iodine concentration exceeds 1 MPC (9×10^{-9} $\mu\text{Ci/cc}$).

If conditions are estimated to be temporary (less than 30 minutes), continue on-going protective actions.

If conditions are estimated to be long-term (greater than 30 minutes), initiate ECC evacuation.

7. ECC Protected Area radiation levels exceed 1 R/hr, and/or iodine concentration exceeds 4 MPC.

Immediate evacuation of the ECC is required.

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EMERGENCY CONTROL CENTER

EVACUATION CHECKLIST

Incident Response Director Actions

Initial

1. Determine the need for ECC evacuation after considering the following input:
 - a. the specific conditions that threaten the habitability of the ECC, and
 - b. Technical Support Manager's recommendation for action based upon trends/projections of conditions and probability of situation improvement, and
 - c. The guidance of Figure 15-A-1, and
 - d. Dose Assessment Supervisor's report on offsite dose projections and/or area survey measurements.
2. If deemed necessary, declare a normal evacuation or an immediate evacuation and take the following actions:
 - a. Select the Alternate ECC facility:
 - (1) Russellville District Office if habitable based on Dose Assessment Supervisor's report;
 - (2) Otherwise, the Little Rock Support Center.
 - b. Determine relocation schedules, priorities, personnel assignments, and other logistical actions as necessary to implement an orderly evacuation.
3. Advise the Recovery Manager of the ECC evacuation declaration.

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4. Direct the Support Superintendent to advise the following personnel of an ECC evacuation:
 - a. Local Advisory Supervisor _____
 - b. Corporate Security Coordinator _____
 - c. Emergency Media Center Manager _____
 - d. State/local liaison _____
 - e. USNRC _____
 - f. Telecommunication Coordinator _____
5. Ensure that an announcement is made to advise all ECC personnel of the situation, and actions to be taken. _____
6. Direct the Technical Support Manager to relocate to the Alternate ECC if habitable, and activate the Alternate ECC with the assistance of the Local Advisory Supervisor. _____
7. After consultation with the Recovery Manager and Corporate Security Coordinator, determine minimal ERO personnel staffing to temporarily continue emergency support activities, and advise designated personnel accordingly. _____
8. Direct all ECC personnel, except those designated for any necessary minimal support effort to evacuate and take essential materials and equipment to the Alternate ECC at the appropriate time. _____
9. Temporarily transfer your duties to the Technial Support Manager or the Recovery Manager as you deem appropriate to ensure continuity of ERO control responsibilities while in transit to the Alternate ECC. _____

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10. After arrival at the Alternate ECC, the IPD should:
 - a. Obtain a briefing from the Technical Support Manager and reassume the IRD's duties. _____
 - b. Ascertain the operational status of the Alternate ECC. _____
 - c. If the Alternate ECC has become operational, instruct the remaining ECC minimal support personnel to secure their areas and evacuate to the Alternate ECC. _____
 - d. Make certain the ANO Shift Operations Supervisor and Little Rock Support Center Planning and Scheduling Coordinator and Federal, State and local emergency operation centers are advised of the relocation to and operational status of the Alternate ECC. _____
11. Upon the conclusion of the emergency instruct appropriate personnel to deactivate the alternate ECC and return to normal operations. _____

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ALTERNATE ECC

ACTIVATION CHECKLIST

(Russellville District Office)

A. LOCAL ADVISORY SUPERVISOR ACTIONS

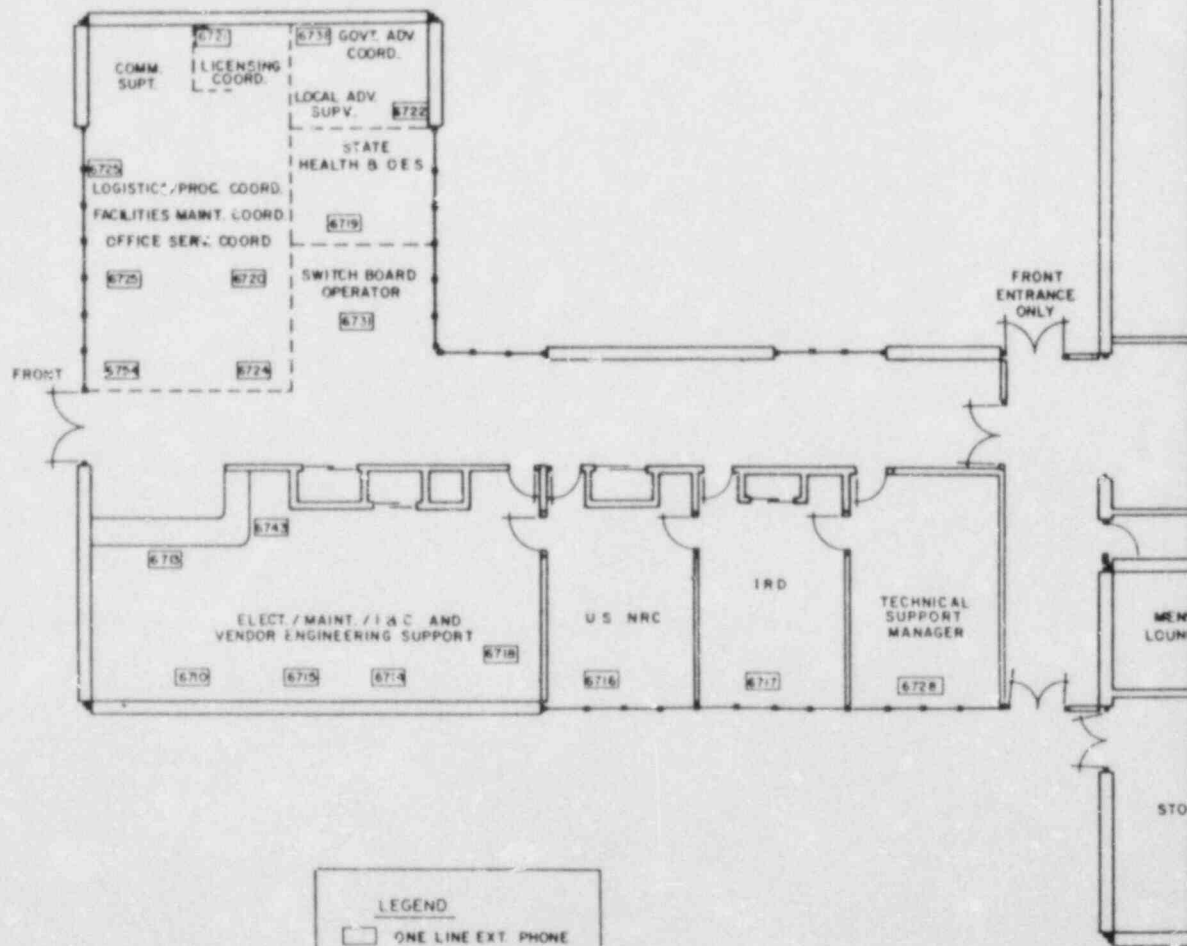
1. Upon being advised that activation of the Alternate ECC is necessary, take the following actions:
 - a. Utilize staff assistance as required to prepare the facility for use by ERO personnel and to maintain communications with ANO and the ECC. _____
 - b. Advise all office field personnel to return and secure their vehicles and equipment. _____
 - c. Instruct all non-essential Russellville District Office personnel to clear their work areas and vacate the building. Suspend all customer service activities, but maintain minimal line crew for emergency repair capability. _____
 - d. Coordinate with the Corporate Security Coordinator to establish area security control. _____
 - e. Check operational status of office communication systems (ANO radio and telephones). _____
 - f. Convey to the Technical Support Manager any problems and/or requests for additional assistance in activating the Alternate ECC. _____
 - g. Upon arrival by the Technical Support Manager provide follow-on assistance that is determined necessary. _____
2. Upon termination of the emergency, return facilities and office operations to normal status.

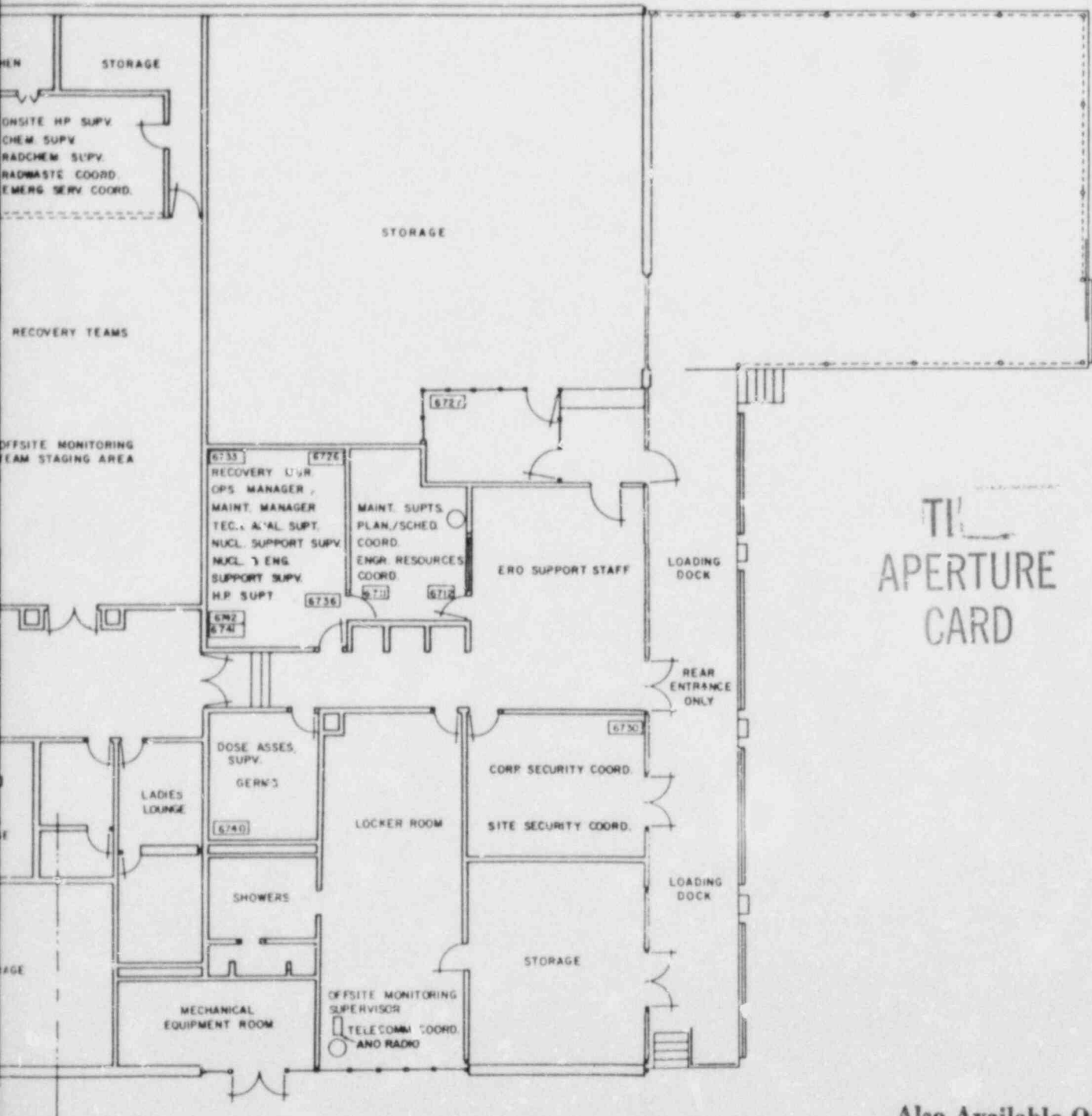
B. TECHNICAL SUPPORT MANAGER ACTIONS

1. Upon being advised by the IRD that an ECC evacuation to the Russellville District Office is necessary, take the following actions:

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- a. Confer with the Dose Assessment Supervisor to obtain status of offsite radiological habitability in the area of the Alternate ECC, and to ensure that monitoring tasks per Section C3, Contingency Plan Procedure #15 will be performed. _____
 - b. Confer with the Local Advisory Supervisor and ensure that he has been advised to begin activating the Alternate ECC. _____
 - c. Obtain support personnel as necessary, and relocate to the Alternate ECC. _____
 - d. After arrival at the Alternate ECC, obtain activation status report from the Local Advisory Supervisor. _____
 - e. Advise the Telecommunications Coordinator of any communication system problems. _____
 - f. Advise the Facilities Maintenance Coordinator of problems with any other facility equipment. _____
 - g. Advise the Logistics and Procurement Coordinator of the need for additional operational support, as necessary. _____
 - h. Prepare to brief the IRD upon his arrival as to the operational status of the Alternate ECC. _____
2. Upon termination of the emergency, coordinate with the Local Advisory Supervisor to assist in returning the facility to normal operations.



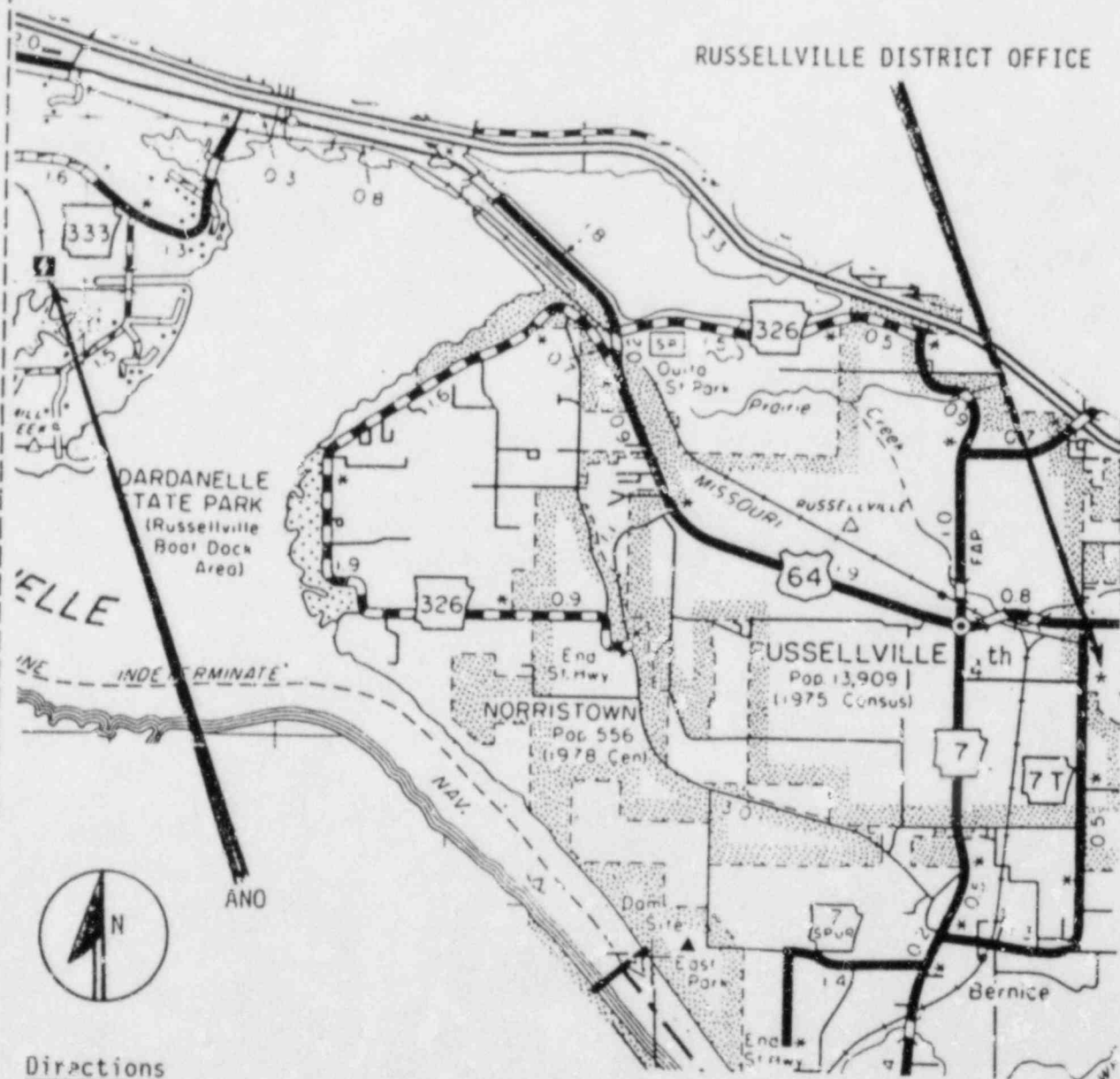


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FIGURE 15-C-2



Directions

From ANO take Highway 333 northeast to Highway 64. Travel east on Highway 64 to Highway 7T (Knoxville Street) and turn south. Travel on 7T south for approximately three blocks. The Russellville District Office will be on the east side of the street. (305 South Knoxville Street)