

GENERAL OFFICE GUIDELINES MANUAL  
FOR  
CNS EMERGENCY RESPONSE ACTIVITIES

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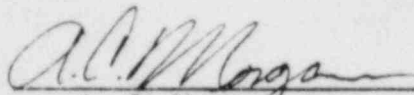
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FOREWORD

This General Office Guidelines Manual serves as the implementing document for pertinent portions of the Cooper Nuclear Station Emergency Plan. The organizational relationships, responsibility assignments, resource commitments, and procedural guidance contained herein have received corporate approval on the date indicated below. Changes to this manual are identified by a change bar in the right-hand margin.

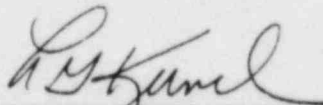
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INTRODUCTION AND DEFINITIONS

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

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

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

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

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

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

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

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

The Basic Modules are subdivided into 13 submodules that are abnormal conditions considered to be those initiating events upon which all emergencies categorized within the Emergency Action Levels are based.



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

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

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

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

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

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

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

Information Authentication Center (IAC) - that portion of the GOEC where the Public Affairs Director's (PAD) staff receives information from the EOF and/or Media Release Center (MRC). IAC activities also include Intra-District Information and Rumor Control.

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

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

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

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

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

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

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

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

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

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

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

EXECUTIVE SUMMARY

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

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

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

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

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



GENERAL OFFICE SUPPORT ORGANIZATION

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

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

3.1 EMERGENCY OPERATIONS FACILITY (EOF)3.1.1 Emergency Operations Facility Director

Assigned: Primary - [D. A. Whitman (CNS Staff)]  
 Alternate - [R. E. Wilbur]

Responsibilities:

The EOF Director is responsible for the overall operation of the Emergency Operations Facility. He, in conjunction with the CNS Emergency Planning Coordinator, will ensure that the required off-site notifications are made and will coordinate activities of key EOF staff members to ensure proper District/Governmental Agency interface.

He is also responsible for maintaining contact with the Emergency Director and the GOEC Director and inform them of significant EOF activities. Acting under the direction of the Emergency Director, he will ensure that the resources of the District are available to support the emergency response organization.

3.1.2 Contract Support Manager

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

Responsibilities:

The Contract Support Manager arranges for specialized assistance from contractors as may be required in an

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

3.1.3 Food/Lodging/Transportation Coordinator

Assigned: Primary - [F. G. Chittenden]  
Alternate - [D. B. Muhle]

Responsibilities:

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

3.1.4 Communications Manager

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

Responsibilities:

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

3.2 GENERAL OFFICE EMERGENCY CENTER (GOEC)

As more fully described in the CNS Emergency Plan, the staffing of the GOEC is dependent upon the situation at CNS (i.e., Emergency Response or Recovery). The key positions identified below are those which will be filled during an emergency at CNS, whereas Section 4.0 of this manual provides information on the CNS Recovery Organization as it pertains to General Office personnel.

3.2.1 GOEC Director

Assigned: Primary - [G. A. Trevors]  
Alternate - [J. D. Weaver]

Responsibilities:

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



3.2.2

Environmental Manager

Assigned: Primary - [L. J. Cooper]  
Alternate - [W. R. Luhring]

Responsibilities:

This individual will provide the GOEC Director, and other members of the GOEC staff, with the necessary technical expertise to more fully understand the meteorological, release rate, and dose assessment/protective action information being transmitted from CNS. He will also assist the IAC personnel as needed and, in conjunction with the General Office Emergency Planning Coordinator, brief the District's Board members and other NPPD management personnel on the situation(s) at CNS.

3.2.3

GOEC Public Affairs Director

Assigned: Primary - [T. M. Kyster]  
Alternate - [C. R. Jones]

Responsibilities:

This individual will assist the GOEC Director by directing NPPD Public Relations personnel in preparation of position statements, interviews, and dissemination of information to employees, participants, industry organizations, and members of the Board of Directors. He is also responsible for generating press releases prior to the activation of the MRC and is responsible for ensuring that the Information Authentication Center (IAC) is functioning effectively.

3.2.4

Resources Manager

Assigned: Primary - [G. S. McClure]  
Alternate - [W. H. Rushton]

Responsibilities:

This individual will provide licensing, logistics, communications systems, NPPD non-engineering manpower, and facility/equipment support during the emergency. He will ensure that American Nuclear Insurers, which provides CNS Nuclear Liability Coverage, is notified of the event(s).

3.2.5

General Office Emergency Planning Coordinator

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

Responsibilities:

This individual will monitor the overall activities of the GOEC. Furthermore, he is responsible for providing information relating to the emergency situation to the District's Board of Directors and other key management personnel. He will also serve as a liaison between the District and any NRC representatives who may report to the GOEC.

3.2.6

GOEC Resources Specialist

Assigned: Primary - [R. L. Gumm]  
Alternate - [V. G. Hoefler]

Responsibilities:

This individual is responsible for initially activating (setting-up) the GOEC. He shall ensure that all communications equipment is operable. He will also assist the Resources Manager as needed.

3.2.7

Public Affairs Advisor

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

Responsibilities:

This individual is responsible for supporting the GOEC Public Affairs Director and ensuring the IAC is functioning properly.

3.2.8

Other General Office Personnel Supporting GOEC Activities

A. Audiovisual Specialist (Media Monitor)  
Primary - [W. J. Gregorius]  
Alternate - [D. K. Goeckel]

B. Information Assistant  
Primary - [J. C. Pacovsky]  
Alternate - [D. E. Swett]

C. Intra-District Information  
Primary - [S. Shermer]  
Alternate - [A. M. Behlen]

- D. Administrative Secretary  
Primary - [D. M. Lesiak]  
Alternate - [S. M. Kirkpatrick]
- E. Word Processing  
Primary - [R. L. Sprunk]  
Alternate - [B. A. Saalfeld]
- F. Receptionist  
Primary - [C. A. Lueschen]  
Alternate - [C. M. Kuta]
- G. GOEC Technical Advisor  
Primary - [L. R. Berry]  
Alternate - [G. R. Smith]
- H. GOEC Administrative Support Managers  
Primary - [P. R. Schettler]  
Alternate - [P. E. Badje]

### 3.3 MEDIA RELEASE CENTER (MRC)

#### 3.3.1 Designated Spokesperson

Assigned: Primary - [L. G. Kunc1]  
Alternate - [J. M. Pilant]

##### Responsibilities:

This individual serves as the District's official spokesperson to the media concerning the situation at CNS. He is responsible for organizing and distributing the appropriate technical information for use in media briefings/releases.

#### 3.3.2 MRC Public Affairs Advisor

Assigned: Primary - [R. C. Bogus]  
Alternate - [R. W. Shively]

##### Responsibilities:

This individual serves as Public Affairs/Public Relations Advisor to the District's designated spokesperson. He is responsible for ensuring that sound public relations practices are followed when dealing with Emergency Response Agencies, the media, and the public.

3.3.3

MRC Public Information Officer

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

Responsibilities:

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

3.3.4

MRC Technical Information Advisor

Assigned: Primary - [K. C. Walden]  
Alternate - [J. R. Hackney]

Responsibilities:

This person serves as Technical Information Advisor to the designated spokesperson. He is responsible for providing appropriate technical information for use by the designated spokesperson in media briefings/releases.

Note: For further MRC staffing information see GOG 5.3 and 5.4.

GENERAL OFFICE RECOVERY ORGANIZATION

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

1. The Recovery Project Manager

Assigned: - [Nuclear Services Division - Manager]

Responsibilities:

Has overall responsibility for management of General Office technical support. He will manage activities between the General Office and CNS and ensure resources are available to support the overall recovery program.

2. The Recovery News Director

Assigned: - [GOEC Public Affairs Director]

Responsibilities:

Coordinates the flow of media information concerning recovery operations.

3. The Quality Assurance Manager

Assigned: - [Quality Assurance Division Manager]

Responsibilities:

This individual will assure that the overall conduct of the recovery operations is performed in accordance with District policy and rules and regulations governing activities which may affect public health and safety.

4. Legal Council

Assigned: - [General Counsel]

Responsibilities:

This individual will provide legal support to the Recovery Director and other members of the Recovery Organization as required.

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



GENERAL OFFICE GUIDELINES

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

I. PURPOSE

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

II. DISCUSSION

Upon declaration of an emergency at CNS, initial notification to General Office personnel will be handled from the CNS Control Room. Specifically, the CNS Operations Communicator (or the Shift Supervisor) will contact the NPPD Assistant General Manager - Nuclear during normal office hours. During off hours, weekends, and/or holidays, refer to GOG 5.1.1 for notification guidelines.

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

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

III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. NUREG 0654, Rev. 1
- C. GOG 5.2, "Activation of the GOEC"
- D. GOG 5.3, "Activation of the MRC"
- E. CNS Emergency Telephone Directory
- F. GOG 5.1.1, "Notification of Key General Office Emergency Personnel During Off Hours"

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

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

VII. EQUIPMENT

None



VIII. PROCEDURE

## A. Initial Notification

## 1. NOTIFICATION OF UNUSUAL EVENT OR ALERT

- a) The NPPD Assistant General Manager - Nuclear will notify members of the Public Affairs Division and other key personnel as he feels necessary (using Attachment A as a guide).

## 2. SITE AREA EMERGENCY OR GENERAL EMERGENCY

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

## B. Follow-Up Notification

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

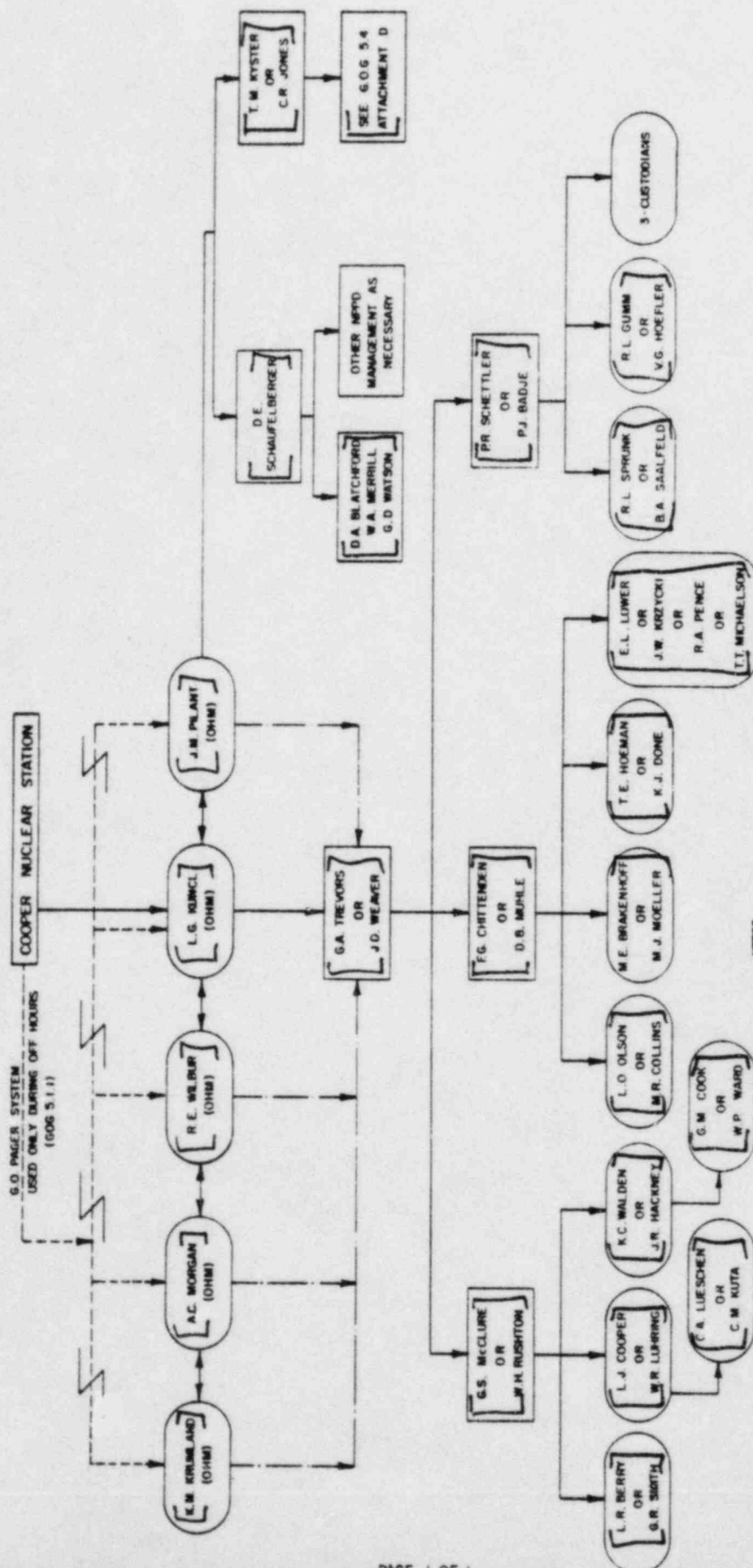
IX. ATTACHMENTS

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

Attachment B - "General Office Emergency Organization Telephone Numbers"

Attachment C - "Contents of Notification Message"

INITIAL NOTIFICATION - SITE AREA EMERGENCY OR GENERAL EMERGENCY  
(REFER TO GOG 5.1 ATTACHMENT B OR THE EMERGENCY TELEPHONE DIRECTORY AS REQUIRED)



NOTES

- (1) THE DESIGNATED OFF HOURS MONITOR (OHM) WILL CONTACT CNS CONTROL ROOM TO DETERMINE PLANT CONDITION PER G.O.G 5.11.

(3) CUSTODIANS WILL BE SELECTED FROM THE G.O. CUSTODIAL STAFF.

DIRECT TELEPHONE COMMUNICATIONS

6.0 PAGER NOTIFICATION (SEE GOG 5.11)

OFF HOURS MONITOR BACKUP WILL START

G.O. NOTIFICATION IF [L. G. KUNCL] UNAVAILABLE  
(SEE G O G 5.1.1)

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(2) WHEN A NOTIFICATION CALL IS MADE, IF AN ANSWER IS NOT RECEIVED, THE CALLING PARTY WILL CALL THE NEXT PERSON ON HIS LIST AFTER THE CALLER HAS MADE ALL HIS NOTIFICATION CALLS. HE WILL GO BACK THROUGH HIS LIST AND CONTINUE TO CALL THE PERSONNEL THAT COULD NOT BE REACHED UNTIL THEY HAVE BEEN NOTIFIED OF THE EMERGENCY.

Pri. Designated Spokesperson

L. G. Kuncel

Office:

Home:

Alt. Designated Spokesperson

J. M. Pilant

Office:

Home:

Alt. EOF Director

R. E. Wilbur

Office:

Home:

Pri. GOEC Director

G. A. Trevors

Office:

Home:

Alt. GOEC Director

J. D. Weaver

Office:

Home:

Pri. G.O. Emergency Planning Coord.

A. C. Morgan

Office:

Home:

Alt. G.O. Emergency Planning Coord.

K. M. Krumland

Office:

Home:

Pri. Public Affairs Director

T. M. Kyster

Office:

Home:

Alt. Public Affairs Director

C. R. Jones

Office:

Home:

General Manager

D. E. Schaufelberger

Office:

Home:

(Emergency)

Pri. Resources Manager

G. S. McClure

Office:

Home:

Alt. Resources Manager

W. H. Rushton

Office:

Home:

Pri. Environmental Support Mgr.

L. J. Cooper

Office:

Home:

Alt. Environmental Support Mgr.

W. R. Luhring

Office:

Home:

Pri. Food/Lodging/Transportation Mgr.

F. G. Chittenden

Office:

Home:

Alt. Food/Lodging/Transportation Mgr.

D. B. Muhle

Office:

Home:

Pri. Administrative Support Mgr.

P. R. Schettler

Office:

Home:

Alt. Administrative Support Mgr.

P. J. Badje

Office:

Home:

Pri. GOEC Technical Advisor

L. R. Berry

Office:

Home:

Alt. GOEC Technical Advisor

G. R. Smith

Office:

Home:

Pri. Commo. Mgr. (YOC)

L. O. Olson

Office:

Home:

Alt. Commo. Mgr. (YOC)

M. R. Collins

Office:

Home:

Pri. MRC Tech. Advisor

K. C. Walden

Office:

Home:

Alt. MRC Tech. Advisor

J. R. Hackney

Office:

Home:

Pri. Contract Support Mgr.

T. E. Hoeman

Office:

Home:

Alt. Contract Support Mgr.

K. J. Done

Office:

Home:

Pri. Transportation Support (Ground)

M. E. Brakenhoff

Office:

Home:

Alt. Transportation Support (Ground)

M. J. Moeller

Office:

Home:

Pri. Transportation Support (Air)

E. L. Lower

Office:

Home:

(Emergency)

Alt. Transportation Support (Air)

J. W. Krzycki

Office:

Home:

R. A. Pence

Office:

Home:

Pri. Resources Specialist

R. L. Gumm

Office:

Home:

Alt. Resources Specialist

V. G. Hoefler

Office:

Home:

Pri. GOEC Receptionist

C. A. Lueschen

Office:

Home:

Alt. GOEC Receptionist

C. M. Kuta (Carrie)

Office:

Home:

Pri. Word Processing Specialist

R. L. Sprunk

Office:

Home:

Alt. Word Processing Specialist

B. A. Saalfeld

Office:

Home:

Pri. MRC Security Liaison

G. M. Cook

Office:

Home:

Alt. MRC Security Liaison

W. P. Ward

Office:

Home:

T. T. Michaelson

Office:

Home:



## GUIDE FOR NOTIFICATION MESSAGE

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

## I. PURPOSE

- A. This guideline provides notification instructions to be followed upon declaration of an emergency at CNS during periods other than regular office hours (i.e., after regular office hours, weekends, and holidays).

## II. DISCUSSION

- A. In the event of a declaration of an emergency at CNS, the primary method of notification of General Office emergency personnel shall be in accordance with EPIP 5.7.6, Attachment "C", GOG 5.1, Attachment "A", and GOG 5.4, Attachment "D".
- B. Should an emergency situation occur during off hours and the Assistant General Manager (AGM) - Nuclear cannot be contacted by routine telephone communication as described in EPIP 5.7.6 and the CNS Emergency Telephone Directory, then the alternate method of notification shall be initiated by activation of the electronic pager system as described in Section VIII.B of this procedure.
- C. The following personnel will be assigned an electronic pager:
1. Primary Designated Spokesperson
  2. Alternate Designated Spokesperson
  3. Alternate EOF Director
  4. Primary General Office Emergency Planning Coordinator\*
  5. Alternate General Office Emergency Planning Coordinator\*

\* Share one pager which will be assigned as appropriate

One of the above-listed individuals shall be assigned the responsibility of monitoring a pager for a pre-designated period of time (i.e., one week) during off-duty hours, including weekends and holidays. He shall be designated the Off-Hours Monitor (OHM). The primary function of the OHM is to be a contact point for the CNS Control Room during initial notification of a CNS emergency. Activation of the pager system indicates an attempt by CNS Control Room personnel to contact the AGM - Nuclear.

Personnel who are assigned a pager must have it in their possession whenever they are away from their home telephone.

## III. REFERENCE MATERIAL

- A. CNS Emergency Plan
- B. CNS Emergency Plan Implementation Procedure 5.7.6
- C. GOG 5.1, "Notification of General Office Emergency Organization"
- D. GOG 5.4, "Public Information Activities"
- E. CNS Emergency Telephone Directory

IV. PREREQUISITES

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

V. LIMITATIONS

- A. The designated Off-Hours Monitor (OHM) shall have an operating electronic pager in his possession at all times during his period of responsibility.
- B. If the OHM has to leave the local area (i.e., more than a 20-mile radius of Columbus) during his assigned duty period, he shall contact one of the other key personnel and upon mutual agreement arrange for OHM coverage during his absence.

VI. PRECAUTIONS

- A. Make sure that the pager switch is in the "ON" position at all times.
- B. Accuracy in understanding a notification message is extremely important. Ensure that the recipient of the message understands its contents.

VII. EQUIPMENT

- A. Electronic Pagers

VIII. PROCEDURE

- A. Primary Off Hours Notification
  - 1. The CNS Shift Supervisor or his designee will contact the AGM - Nuclear as specified in EPIP 5.7.6, Attachment "C" and the CNS Emergency Telephone Directory, "Emergency Notification Call Checklist."
  - 2. If contact is successful, the AGM - Nuclear will make the appropriate notifications as specified in GOG 5.1, "Notification of General Office Personnel."
- B. Alternate Off Hours Notification
  - 1. If the CNS Shift Supervisor or his designee is unable to contact the AGM - Nuclear per Section VIII, A.1, above, he shall call the assigned telephone number as noted in the CNS Telephone Directory, which will activate the electronic pagers carried by designated key personnel.



2. Upon activation of the equipment (all pagers will be activated), the individual that has been designated as the OHM for that period of time will call the CNS Control Room as soon as possible to determine the emergency situation at CNS.

The numbers to be called are prioritized as follows:

- |    |   |                |
|----|---|----------------|
| a) |  | Control Room   |
| b) |   | - Control Room |
| c) |   | - Security     |

3. After contacting the Shift Supervisor or his designee and determining the current situation at CNS, the OHM will then go to the General Office where he will proceed directly to the office of the AGM - Nuclear.
4. The OHM will have access to the current list of telephone numbers and locations of the other key personnel as noted in Attachment "A". The list will be compiled on a periodic basis by the Emergency Planning Department and distributed in accordance with the list of key personnel (See II.C.).
5. At the same time the pager belonging to the OHM is activated, the other pagers in the area will also be activated. This will prompt the key personnel in the area, to report directly to the office of the AGM - Nuclear for a briefing of CNS status.
6. If the situation dictates, notification of other Emergency Response Personnel may be done in accordance with GOG 5.1, "Notification of General Office Personnel."

#### C. Testing

1. An operations test will be conducted monthly.
2. Individuals will be contacted prior to the monthly test to inform them of the exact time of the test.
3. The test will be conducted by calling the activation number at the predetermined time.
4. Upon completion of the monthly test, the GO EPC or his designee will poll pager holders to determine if the equipment is in working order.
5. If a malfunction is detected, contact will be made with the pager supplier to have the malfunctioning pager repaired.

## D. Preventive Maintenance

1. Pager batteries shall be changed periodically. The GO EPC or his designee is responsible for this activity.

IX. ATTACHMENTS

Attachment A - Off-Hours Locator Status Sheet

## ATTACHMENT A

## OFF-HOURS LOCATOR STATUS SHEET

WEEK OF \_\_\_\_\_

NAME	DUTY		ON DUTY DATES	HOME PHONE	OUT OF TOWN SCHEDULE		PHONE NO.
	ON	OFF			DATE	LOCATION	
[ LGK ]			From _____  Thru _____		Sat		
					Sun		
					Mon		
					Tue		
					Wed		
					Thu		
					Fri		
[ JMP ]			From _____  Thru _____		Sat		
					Sun		
					Mon		
					Tue		
					Wed		
					Thu		
					Fri		
[ REW ]			From _____  Thru _____		Sat		
					Sun		
					Mon		
					Tue		
					Wed		
					Thu		
					Fri		
[ ACM* ]			From _____  Thru _____		Sat		
					Sun		
					Mon		
					Tue		
					Wed		
					Thu		
					Fri		
[ KMK* ]			From _____  Thru _____		Sat		
					Sun		
					Mon		
					Tue		
					Wed		
					Thu		
					Fri		

\* Share one pager--possession is indicated by X in appropriate box under NAME column.

Distribution: L. G. Kunc1  
J. M. Pilant  
R. E. Wilbur  
A. C. Morgan  
K. M. Krumland  
P. R. Windham (CNS) - For Information Only

I. PURPOSE

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

II. DISCUSSIONA. Functions of the GOEC

As discussed in the CNS Emergency Plan, the staffing and the services to be provided by the GOEC is dependent upon the situation at CNS. During an emergency response, the GOEC's major function is to provide an information link between the General Office and CNS. Specifically, it provides the following type of support:

- 1. Provide support (technical and administrative) to the CNS Emergency Response Organization as required.
- 2. Provide clearance of NPPD policy statements relating to emergency response operations.
- 3. Serve as the focal point for issuing press releases prior to the time the Media Release Center is operational.
- 4. Provides an Information Authentication Center to ensure media report accuracy and preclude the spread of rumors.

During the Recovery Phase, the GOEC serves as the focal point for providing a myriad of services to CNS. Specifically, it provides the following type of support:

- 1. Provide engineering, environmental, and licensing support.
- 2. Provide legal counsel to District management as the need arises.
- 3. Serve as a "war room" for General Office Recovery Activities.
- 4. Serve as a Media Release Center since the MRC-Omaha will not remain activated during the long-term recovery mode.

Since the efficient activation of the GOEC will be required during emergency response activities, this General Office Guideline only addresses the immediate activation and does not address recovery type operations.

B. Staffing of the GOEC

1. At the minimum, during Emergency Response Activities, the GOEC should be staffed with the following personnel:
  - a. GOEC Director
  - b. GOEC Public Affairs Director
  - c. Resources Manager
  - d. Environmental Manager
  - e. General Office Emergency Planning Coordinator

III. REFERENCE MATERIAL

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

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

- A. In the event of a SITE AREA EMERGENCY and/or GENERAL EMERGENCY at CNS, GOEC personnel shall assume their emergency response roles. Selected individuals (listed below) proceed with check-off lists as follows:
  1. GOEC Director - Attachment A
  2. GOEC Public Affairs Director - Attachment B
  3. Resources Manager - Attachment C



B. The GOEC Director shall:

1. Conduct an initial meeting with key GOEC personnel to ensure that they will be able to assume their emergency response functions.
2. Contact the Emergency Operations Facility Director, inform him the GOEC is operational, and determine if any immediate assistance is required.
3. Contact the NPPD General Manager and inform him of the situation.
4. Provide follow-up contact with the Emergency Operations Facility Director and General Manager as the need arises.
5. At Site Area and/or General Emergency, contact the states of Iowa and Kansas. (Refer to Emergency Telephone Directory.)

C. The Resources Manager shall:

1. Ensure that personnel designated to go to CNS are mobilized in accordance with GOG 5.5.
2. Ensure that American Nuclear Insurers (ANI) is notified in the event of an emergency at CNS and inform the GOEC Director of any and all discussions with ANI.
3. Ensure that adequate clerical and any other administrative support is available to GOEC staff.

D. The General Office Emergency Planning Coordinator shall:

1. Ensure that the overall activities of the GOEC are performed in accordance with the Emergency Plan and GOG's.
2. Act as a liaison between GOEC personnel, the NPPD Board of Directors, and key District management.
3. Act as a liaison between NPPD and key NRC, or other government representatives, who may report to the GOEC.

E. The GOEC Resources Specialist shall:

1. Report to the GOEC and activate the facility as follows:
  - a. Ensure tables and chairs are set up as posted in the GOEC.
  - b. Set up and verify operability of all communications equipment. If any equipment is found defective, make arrangements to replace or augment it.

- c. Assist IAC personnel with setting up the telecopy equipment.
- d. Ensure key supplies are removed from storage locker and placed in service as appropriate.
- e. Provide for the feeding of GOEC personnel in accordance with guidelines set by the GOEC Resources Manager.

IX. ATTACHMENTS

Attachment A - "GOEC Director Checklist"

Attachment B - "Public Affairs Director Checklist"

Attachment C - "Resources Manager Checklist"

Attachment D - "GOEC Activation/Resource Specialist Checklist"



## ATTACHMENT A

## GOEC DIRECTOR CHECKLIST

IMMEDIATE ACTION ITEMSDATE/TIMEINITIALS


1. Ensure that all key GOEC emergency response functions have been filled.
2. Contact Emergency Director and determine if any immediate assistance is required. Inform him of when General Office personnel will arrive at EOF and MRC.
3. Contact the General Manager and inform him of the current situation.
4. Ensure that the notification scheme per GOG 5.1 has been completed.
5. Ensure that GOEC staffing has been completed.
6. At Site Area (SAE) and/or General Emergency (GE) classifications, contact the states of Iowa and Kansas (see Emergency Telephone Directory).

SAE  
GESUBSEQUENT ACTION

1. Periodically contact the Technical Information Coordinator, at the EOF, to determine the status of the station. Provide status of the GOEC support efforts which have commenced.
2. Provide any follow-up notifications of changes in Station status using GOG 5.1 as a guide.
3. Periodically brief the District management on GOEC and EOF status/activities.
4. Maintain contact with key GOEC staff, conduct briefings as appropriate.
5. Contact the states of Iowa and Kansas as appropriate (Record Telecon notes as necessary).

## ATTACHMENT B

## GOEC PUBLIC AFFAIRS DIRECTOR CHECKLIST

	<u>DATE/TIME</u>	<u>INITIALS</u>
<u>Immediate Action Items</u>		
1. Ensure that the GOEC IAC is established.	____/____	____/____
2. Determine if an "initial" media statement is to be issued. If issued, record date/time and media receiving the statement.	____/____	____/____
3. Ensure that appropriate Public Affairs Division personnel are on standby or have been dispatched to the MRC.	____/____	____/____
4. Advise appropriate personnel that the MRC is being activated.	____/____	____/____
5. Inform the GOEC Director of the status of items 1-4.	____/____	____/____
6. Ensure that the procedures set forth in GOG-5.4 are being implemented.	____/____	____/____
7. When MRC is operational, transfer "media release" function to that activity.	____/____	____/____
<u>Subsequent Action Items</u>		
1. Call the following and provide them with information about the CNS situation . . . Include future method of communication (i.e., Nuclear Network): AIF (Info Wire) INPO (Nuclear Network)		(After Duty Hours) (After Duty Hours)
2. Contact appropriate media representatives (AP, UPI, Omaha World Herald, etc.) and advise that the MRC is functioning.		
3. Maintain contact with EOF and MRC personnel; ensure media communiques are consistent with District policy; release GOEC initiated information through MRC.		
4. Inform GOEC Director of overall Public Information effort.		
5. Inform MRC personnel of the activities occurring in the IAC and inform them of any "significant rumors".		

## ATTACHMENT C

## RESOURCES MANAGER CHECKLIST

IMMEDIATE ACTION ITEMS

1. Implement logistics for transporting personnel to CNS per GOG 5.5.
2. Ensure that the necessary communications and support equipment is available to GOEC personnel.
3. Develop a work, rest, and feeding schedule for COEC personnel in order that 24 hr/day operation of the GOEC is maintained.
4. Ensure that the necessary licensing documents are available to GOEC personnel (i.e., Emergency Plan, EPIPs, USAR, Tech Specs, GOGs, etc.).
5. Provide licensing support as needed by the GOEC Director and the Emergency Director.
6. Ensure that American Nuclear Insurers (ANI) is notified.

DATE/TIMEINITIALS

____/____	____/____
____/____	____/____
____/____	____/____
____/____	____/____
____/____	____/____
____/____	____/____

SUBSEQUENT ACTION ITEMS (As Appropriate)

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

## ATTACHMENT D

## RESOURCE SPECIALIST CHECKLIST

The Resources Specialist (RS) will contact the Administrative Support Manager (ASM) for assistance in setting up the GOEC. The ASM will dispatch approximately three custodians in this effort in the event of an exercise or an emergency.

The following is a breakdown of equipment to be set up by General Services personnel in the GOEC on Fourth Floor.

- |  | <u>INITIALS</u> |
|--|-----------------|
| 1. Ten (10) tables (large) - stored in Fourth Floor storage room. (GOEC drawing attached to metal cabinet in NE corner.)                       | ____/____       |
| 2. Chairs - approximately 24 elbow cushioned chairs from Third Floor Conference Room 302 and 10 folding chairs from Fourth Floor storage room. | ____/____       |
| 3. Facsimile (Fax) equipment is located on Second Floor (Word Processing area).  | ____/____       |
| 4. TV/Radio - (on roll stand) in Public Affairs area on Third Floor.   | ____/____       |
| 5. Xerox machine - small portable type on wheels located on First Floor Xerox Room.  | ____/____       |
| 6. Answering machine and typewriter (on roll stand) - located in Public Affairs area on Third Floor.   | ____/____       |
| 7. Nuclear Network printer terminal and telephone modem on First Floor - located in NLS Department.  | ____/____       |
| 8. Flow diagrams - located in Fourth Floor storage room.   | ____/____       |
| 9. Large display boards - of CNS reactor components, located in Fourth Floor storage room.   | ____/____       |
| 10. The Resources Specialist will be responsible for installation of all telephones including the Fax phone and the Hotline phone.             | ____/____       |

He will also connect the Fax machine, TV, Xerox machine, answering machine, and Network terminal plus set up all other miscellaneous office equipment.

After the drill, exercise, or actual emergency, the Resources Specialist and General Services personnel will also be responsible for returning all of the above equipment back to its original locations.

[ Note: Keys to the GOEC storage locker are controlled by the Resources Specialist (Primary and Alternate), the Public Information Coordinator/ Nuclear, and the G.O. Emergency Planning Coordinator. ]

I. PURPOSE

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

II. DISCUSSIONA. Function of the MRC

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

B. Location

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

C. Staffing of the MRC

1. The MRC is staffed with the following key personnel (primary/alternate):
  - a. NPPD's Designated Spokesperson  
[(L. G. Kuncel/J. M. Pilant)]
  - b. MRC Public Affairs Advisor  
[(R. C. Bogus/R. W. Shively)]
  - c. MRC Public Information Officer  
[(W. R. Jacobsen/R. D. Landis)]
  - d. MRC Technical Advisor  
[(K. C. Walden/J. R. Hackney)]
2. Assisting these individuals are the following support personnel:
  - a. MRC Facility Manager  
[(D. N. Petersen/J. C. Hoebling)]
  - b. MRC Security Liaison  
[(G. M. Cook/W. P. Ward)]
  - c. MRC Administrative Officer and Staff  
[(C. G. Anderson/A. E. Gustafson)]



III. REFERENCE MATERIAL

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

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

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

VII. EQUIPMENT

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

VIII. PROCEDURE

- A. In the event of a SITE AREA and/or GENERAL EMERGENCY at CNS designated personnel will be assigned to the MRC. Upon arrival, the individuals identified below will proceed with checklists as follows:
  - 1. MRC Public Affairs Advisor - Attachment A
  - 2. MRC Public Information Officer - Attachment B
  - 3. MRC Security Liaison - Attachment C
- B. The MRC Public Affairs Advisor will:
  - 1. Provide public relations support to the District's Designated Spokesperson.
  - 2. Coordinate Activities of the MRC with Media Representatives.
  - 3. Coordinate MRC public relations activities.
  - 4. Provide support to the GOEC staff as needed.

## C. The MRC Public Information Officer will:

1. Conduct an initial meeting with MRC staff and representatives of other agencies at the MRC to ensure that emergency response functions have begun.
2. Contact the EOF Technical Information Coordinator (TIC) and inform him that the MRC is operational.
3. Establish contact with the EOF TIC and/or the GOEC Director to determine current station status.
4. Organize the appropriate technical information for use in assisting development of media briefings/communiques.
5. Contact the GOEC-Public Affairs Director (PAD) and inform him that the MRC is operational.
6. Coordinate activities with PIOs from other agencies (state and federal).
7. Provide support to the MRC Public Affairs Advisor (PAA) and Designated Spokesperson needed to accomplish media briefings/communiques.

## D. The MRC Administrative Officer will:

1. Provide support for the MRC activities as directed by the MRC Public Information Officer/Public Affairs Advisor.
2. Prior to departure for the MRC ensure that the following are transported to the MRC:
  - a) Camera/film
  - b) A/V aids, as required
  - c) Extension cords (3)
  - d) Podium/PA system
  - e) Slide projector - 35mm
  - f) Movie projector - 16mm/film "To Meet The Challenge"
  - g) Projection screen and pointer
  - h) Flip charts and magic markers
  - i) Easels (2)
  - j) Portable tape recorder with tapes
  - k) Typewriter (2) / with paper
  - l) Copier (rent or lease in Omaha area)
3. Upon arrival at the MRC accomplish the following:
  - a) Provide administrative support for MRC staff including telecopy and xerox support.

- b) Maintain the amount of printed information required to meet the needs of the media.

E. The MRC Facility Manager will:

1. Be responsible for the initial activation (set-up) of the MRC.
2. Act as a liaison between the MRC Public Information/Relations personnel and the Omaha-Douglas County Civil Defense Facility personnel in order that the facility be managed and utilized to its utmost potential as a Public Information Release Center.
3. Assist the MRC Administrative Officer in accomplishing his duties.

IX. ATTACHMENTS

Attachment A - "MRC Public Affairs Advisor"

Attachment B - "MRC Public Information Officer"

Attachment C - "MRC Security Liaison"

## ATTACHMENT A

MRC PUBLIC AFFAIRS ADVISOR CHECKLISTACTION ITEMS

1. Meet with the MRC Staff to ensure they have assumed their emergency response function. Inquire about the status of their checklist items.  
(Date/Time \_\_\_\_\_)
2. Notify the NPPD DESIGNATED SPOKESPERSON that all functions of the MRC are operational and that an initial media briefing is in order.  
(Date/Time \_\_\_\_\_)

SUBSEQUENT ACTIVITIES

1. Coordinate briefings with MRC Staff and Media Representatives.
2. Advise GOEC Public Affairs Director/Public Affairs Advisor of ALL Briefings/Interviews accomplished by the NPPD DESIGNATED SPOKESPERSON.
3. Determine needs of media and relay this information to MRC Staff and/or GOEC Staff, as required.
4. Advise GOEC Staff of any problem/difficulty relative to the public information effort.

## ATTACHMENT B

MRC PUBLIC INFORMATION OFFICER CHECKLISTACTION ITEMSTIME/INITIALS

1. Determine if adequate staff has arrived at the MRC.  
(If inadequate, report same to GOEC). \_\_\_\_\_/\_\_\_\_\_
2. Contact the GOEC and determine status of past  
press releases. \_\_\_\_\_/\_\_\_\_\_
3. Inquire of Nebraska and Missouri PIOs regarding  
any past state press releases. \_\_\_\_\_/\_\_\_\_\_

SUBSEQUENT ACTIVITIES

1. Contact EOF - Technical Information Coordinator and/or the GOEC Director and  
determine plant status; brief the NPPD Designated Spokesperson as required.  
(Record Date/Time Of Initial Briefing \_\_\_\_\_)
2. Organize the appropriate material and prepare draft news releases for review  
by the Designated Spokesperson, Public Affairs Advisor, and State PIOs.
3. Transmit approved news releases to the GOEC and EOF.
4. Upon termination of the MRC requirements by the GOEC Public Affairs  
Director, proceed as directed to assist with any further public information  
activities.



## ATTACHMENT C

MRC SECURITY LIAISON CHECKLISTACTION ITEMSTIME/INITIALS

1. Establish a credentials checkpoint with facility security personnel for controlling the access of media to the MRC.  
\_\_\_\_\_ / \_\_\_\_\_
2. Establish with the MRC Public Affairs Advisor the optimum number of media to be in the briefing area at one time.  
\_\_\_\_\_ / \_\_\_\_\_
3. If additional security personnel are required, coordinate a request for security support through the GOEC Resources Manager.  
\_\_\_\_\_ / \_\_\_\_\_

SUBSEQUENT ACTIVITIES

1. Meet newly arrived media and brief them on MRC procedures. If background information is required, assist in arranging an update briefing by the MRC Public Affairs Advisor, NPPD Designated Spokesperson, or MRC Public Information Officer.

I. PURPOSE

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

II. DISCUSSIONA. Policies

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

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

B. Classification Of Emergencies

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

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

III. REFERENCE MATERIAL

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

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

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

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

VII. ASSIGNMENTS

- A. Public Affairs Division personnel are assigned to the following Emergency Response Centers (ERC):
  - 1. General Office Emergency Center (GOEC):
    - a. Public Affairs Director
      - 1) T. M. Kyster (Primary)
      - 2) C. R. Jones (Alternate)
    - b. Information Assistant
      - 1) J. C. Pacovsky (Primary)
      - 2) D. E. Swett (Alternate)
    - c. Intra-District Information
      - 1) S. Schermer (Primary)
      - 2) A. M. Behlen (Alternate)
    - d. Administrative Secretary
      - 1) D. M. Lesiak (Primary)
      - 2) S. M. Kirkpatrick (Alternate)
    - e. Audiovisual Specialist
      - 1) W. J. Gregorius (Primary)
      - 2) D. K. Goeckel (Alternate)

- f. Public Affairs Advisor
  - [ 1) J. E. Flash (Primary) ]
  - [ 2) E. L. Boesch (Alternate) ]
- 2. Emergency Operations Facility (EOF)
  - Note: There are no Public Affairs personnel located in the EOF. All information regarding station status originates from the EOF. The Technical Information Coordinator position is staffed with CNS personnel. Reference Table 5.2-1 of the CNS Emergency Plan.
- 3. Media Release Center (MRC)
  - a. Public Affairs Advisor
    - [ 1) R. C. Bogus (Primary) ]
    - [ 2) R. W. Shively (Alternate) ]
  - b. Public Information Officer
    - [ 1) W. R. Jacobsen (Primary) ]
    - [ 2) R. D. Landis (Alternate) ]
  - c. Facility Manager
    - [ 1) D. Petersan (Primary) ]
    - [ 2) J. Hoebing (Alternate) ]
  - d. Administrative Officer
    - [ 1) C. G. Anderson (Primary) ]
    - [ 2) A. E. Gustafson (Alternate) ]
  - e. Security Liaison
    - [ 1) G. M. Cook (Primary) ]
    - [ 2) W. P. Ward (Alternate) ]
  - f. Administrative Secretary
    - [ 1) J. M. Aerni (Primary) ]
    - [ 2) J. M. Pollak (Alternate) ]
  - g. Secretarial Staff
    - [ 1) R. J. Delp (Primary) ]
    - [ 2) J. S. Syslo (Alternate) ]


#### VIII. EQUIPMENT

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

#### IX. PROCEDURE

##### A. General Office Emergency Center (GOEC)

- 1. The GOEC Public Affairs Director (GOEC PAD) has the following responsibilities.
  - a. Acts as the Senior Public Information Officer at the General Office Emergency Center.
  - b. Receives and records emergency information utilizing Attachment C.

- c. Notifies Public Affairs Division personnel using Attachment D and, if appropriate, instructs them to proceed to the GOEC.
  - d. Establishes an Information Authentication Center (IAC) at the GOEC to handle requests for information from the media prior to the arrival of Public Affairs Division personnel at the MRC\*, and to deal with other information requirements relating to intra-district communiques, rumor control, and legislative inquiries.
  - e. Relays information to the MRC for release to media relative to decisions (policy decisions) that can only be made at GOEC.
  - f. Ensures that the following equipment is available:
    - 1) Designated telephone line to Emergency Operations Facility (EOF) (Information); and the Media Release Center (MRC).
    - 2) TV set and AM/FM radio.
    - 3) General Office Guidelines Manual.
    - 4) Folder containing the Nuclear Information items listed in Attachment E.
2. Assisting the GOEC Public Affairs Director in accomplishing the functions defined above are the following personnel:
- a. A Public Affairs Advisor (PAA) with the following assignments:
    - 1) Assist the GOEC PAD with establishment and operation of the GOEC Information Authentication Center (GOEC IAC).
- Insures that the following equipment/supplies are available:
- a) Telephone instrument for Ext. 
  - b) Recording device.
  - c) Typewriter/stand/paper/telephone logs.
- 2) Provide public relations support to the GOEC PAD and GOEC staff.
  - 3) Coordinate GOEC public information activities.

\*If necessary, formulates and issues an "initial" media statement concerning the situation at CNS.



- 4) Provide a Rumor Control Function for the GOEC.  
(Note: Record all calls concerning rumors.)
  - 5) Remain available to the GOEC PAD and GOEC staff for special assignments relative to the public information effort.
- b. An Audiovisual Specialist (A/VS) with the following assignments:
- 1) Assist in assembling equipment necessary for operation of public information effort.
  - 2) Remain available to GOEC PAD for special assignments relative to recording the District's response to the situation (Media Monitoring).
  - 3) Prepare A/V equipment and van for possible dispatch.
  - 4) Ensure that the following equipment/supplies are available:
    - a) District vehicle.
    - b) A/V equipment.
- c. An Information Assistant (IA) with the following assignments:
- 1) Assist the GOEC PAA with establishment and operation of the GOEC Information Authentication Center. This is to include preparation of media communiques, operation of facsimile equipment, and responding to telephone requests for information.
  - 2) Remain available to GOEC PAA for special assignments relative to the Public Information effort.
  - 3) Coordinate with Printing Department to insure requirements for printed material needed during the situation receive the highest priority. (Materials referred to are listed in Attachment E.)
  - 4) Ensure that the following equipment/supplies are available:
    - a) Information folders.
    - b) Fax equipment/paper.
    - c) Tape recorder.

- d. An Administrative Secretary (AS) with the following assignments:
  - 1) Perform administrative duties as required by the GOEC PAD to support Public Information effort.
  - 2) Remain available to GOEC PAD for assignments during the emergency situation.
- e. Consumer Education Supervisor will establish an Intra-District Information Section which will keep managers (Regional-District-Local) and employees informed and up-to-date on conditions at Cooper Nuclear Station. This activity will be coordinated with the GOEC PAA.

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

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

- f. The [Director of Legislative Affairs (DLA)] will act as liaison between the legislature and governor's office and the General Office Emergency Center (GOEC) staff (main contact on GOEC staff is the PAD).

B. Emergency Operations Facility (EOF)

Note: While there are no Public Affairs personnel located in the EOF, all information regarding station status originates from the EOF. Therefore, the activities of the Technical Information Coordinator are included for completeness.

- 1. The EOF Technical Information Coordinator has the following responsibilities:
  - a. Contact GOEC and MRC and establish a line of communication.
  - b. Gather and coordinate emergency information with EOF personnel and state/local PIO's so that information will be available to the MRC and GOEC.
  - c. Maintain communications with the GOEC and MRC until termination of operations at the EOF.

C. Media Release Center (MRC)

1. The MRC Public Information Officer (MRC PIO) has the following responsibilities:
  - a. Notify Douglas County Civil Defence Director or his representative [REDACTED] and OPPD - Public Affairs Office [REDACTED] and advise them that the MRC is to be made operational.
  - b. Upon arrival at the MRC, proceed in accordance with GOG 5.3, "Activation of the MRC."
  - c. When the requirement for the MRC is terminated by the GOEC PAD, proceed as directed to assist with any further public information activities.
  - d. Ensure that the following are prepositioned at the MRC:
    - 1) Fax Equipment/Paper
    - 2) General Office Guidelines Manual (2)
    - 3) Nuclear Information Material
    - 4) Overhead Projector
    - 5) Telephones
2. Assisting the MRC Public Information Officer in accomplishing the functions defined above are the MRC Facility Manager and the MRC Administrative Officer:
  - a. The MRC Facility Manager will act as a liaison between the MRC Public Information personnel and the Omaha-Douglas County Civil Defense Facility personnel in order that the facility be utilized to its upmost potential as an Information Release Center.
  - b. Upon arrival at the MRC, proceed in accordance with GOG 5.3, "Activation of the MRC."
  - c. The MRC Administrative Officer will provide support for MRC activity as directed by the MRC PIO/Public Relations Advisor, and assume the following responsibilities:
    - 1) Prior to departure ensure that the following are transported to the MRC:
      - a) Camera/Film
      - b) Easels (2)
      - c) Typewriter (2)
      - d) A/V Aids as required
      - e) Extension Cords (3)
      - f) Podium/PA System
      - g) Slide Projector - 35mm

- h) Movie Projector - 16mm/Film "To Meet The Challenge"
  - i) Projection Screen and Pointer
  - j) Flip Charts and Magic Markers
  - k) Portable Tape Recorder With Tapes
- 2) Upon arrival at MRC, proceed in accordance with GOG 5.3, "Activation of MRC."

## X.

ATTACHMENTS

Attachment A - "News Release Form(s)", (Form R217-0384)

Attachment B - "Media Briefing Log", (Form R218-0384)

Attachment C - "Record of Emergency Information Received",  
(Form R216-0384 same as Attachment A, EPIP 5.7.23)

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

Attachment E - "Nuclear Information and MRC Resource Material"





COORDINATE

NEWS RELEASE FORM

Information Source: \_\_\_\_\_

Release No. \_\_\_\_\_

Name \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Position \_\_\_\_\_

Time \_\_\_\_\_ a.m./p.m.

PLANT STATUS IS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIONS BEING TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Developed by \_\_\_\_\_

Distribution:

GOEC \_\_\_\_\_  
MRC \_\_\_\_\_

EOC \_\_\_\_\_  
EOF \_\_\_\_\_

COORDINATE

NEWS RELEASE FORM

Information Source: \_\_\_\_\_

Release No. \_\_\_\_\_

Name \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Position \_\_\_\_\_

Time \_\_\_\_\_ a.m./p.m.

Agency \_\_\_\_\_

RESPONSE ACTIONS INITIATED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESPONSE ACTIONS COMPLETED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Developed by \_\_\_\_\_

Distribution:

GOEC \_\_\_\_\_  
MRC \_\_\_\_\_

EOC \_\_\_\_\_  
EOF \_\_\_\_\_

RELEASE

MEDIA BRIEFING LOG

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

GATHER

RECORD OF EMERGENCY  
INFORMATION RECEIVED

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

# \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ THIS IS/IS NOT AN EXERCISE

Name of Individual Providing Notification \_\_\_\_\_

1. Date and Time of Emergency. \_\_\_\_\_

2. Type of Emergency (Describe Briefly). \_\_\_\_\_

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

3. Plant Status at Present Time. \_\_\_\_\_

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

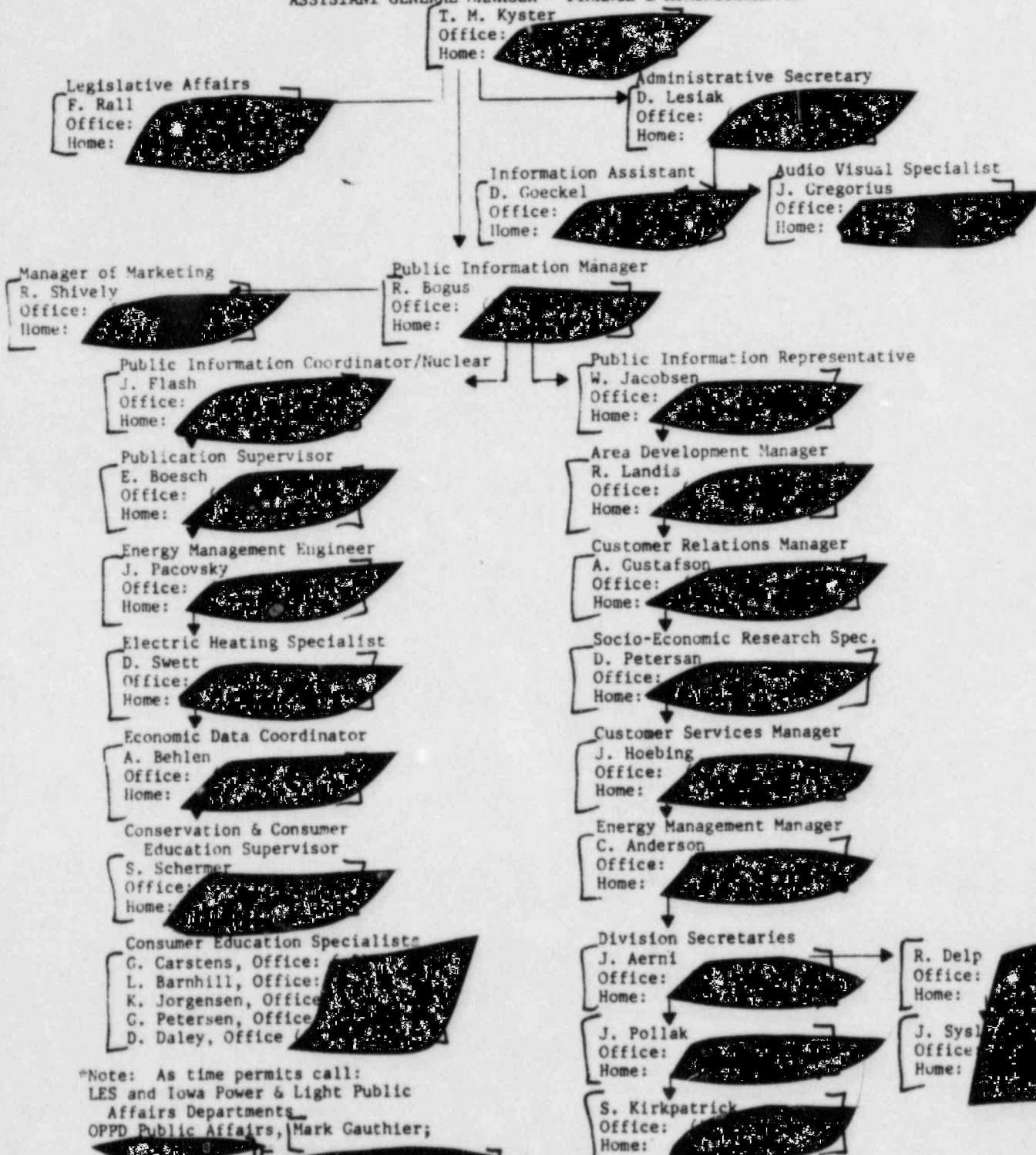
5. Other Comments. \_\_\_\_\_

Name of Individual Receiving Notification. \_\_\_\_\_

PUBLIC AFFAIRS DIVISION EMERGENCY NOTIFICATION FLOW CHART

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

## ASSISTANT GENERAL MANAGER - FINANCE &amp; ADMINISTRATION\*



\*Note: As time permits call:  
LES and Iowa Power & Light Public  
Affairs Departments  
OPPD Public Affairs, Mark Gauthier;  
INPO, Atlanta, GA  
AIF Info. Wire, Washington, DC:

NOTIFICATION COMPLETED:

Date Time: \_\_\_\_\_

By: \_\_\_\_\_



NUCLEAR INFORMATION  
AND MRC RESOURCE MATERIAL

- A. The Nuclear Information material used during an emergency or emergency exercise will include but not be limited to the following:
1. Facts about the Nebraska Public Power District.
  2. Facts about Cooper Nuclear Station.
  3. Cut away prints of a Drywell Torus (GE); a BWR Assembly (GE); and a Turbine-Generator.
  4. Booklet - "Let's Talk About Nuclear Power" (NPPD).
  5. Glossary of Nuclear Terms (JF).
  6. Current EPI Booklet.
- B. The MRC resource material consists of the following:
1. Form R217-0384, "News Release Form", (GOG 5.4, Attachment A).
  2. Form R218-0384, "Media Briefing Log", (GOG 5.4, Attachment B).
  3. Form R216-0384, "Record of Emergency Information Received", (GOG 5.4, Attachment C).
  4. Black and white photographs of CNS.

I. PURPOSE

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

II. DISCUSSION

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

III. REFERENCE MATERIAL

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

IV. PREREQUISITES

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

V. LIMITATIONS

None.

VI. PRECAUTIONS

None.

VII. EQUIPMENT

None.

VIII. PROCEDURE

- A. Upon arrival at the General Office following the notification of an emergency situation at CNS, the Resources Manager and/or the Administrative Support Manager shall:
  - 1. Immediately arrange for transportation to CNS for the following personnel:
    - a. Alternate Emergency Operations Facility Director
    - b. Food/Lodging/Transportation Coordinator

- c. Communications Manager - YOC
- d. Contract Support Manager

If flying, he will inform Security/Admin/Logistics Manager at the EOF of which airstrip they will be landing such that transportation will be waiting for them upon their arrival. If flight conditions permit, the Communications Manager will be picked up at the York airport; if not, he will, upon the Resource Manager's instructions, proceed to CNS by automobile.

- 2. Immediately arrange for transportation to the MRC for the following personnel:

- a. NPPD Designated Spokesperson
- b. MRC Public Information Officer
- c. MRC Security Liason
- d. MRC Facility Manager
- e. MRC Public Affairs Advisor
- f. MRC Secretarial Support
- g. MRC Administrative Officer
- h. MRC Technical Advisor
- i. MRC Secretaries

- 3. Decide upon the method of transportation, make the proper transportation arrangements, and establish a departure time with the personnel listed above.

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

- Option 1: Fly using District's plane and pilots
- Option 2: Drive using District automobile

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

- 4. Make arrangements for vehicular travel to CNS for the following personnel:

- a. Alternate Food/Lodging/Transportation Coordinator
- b. Alternate Contract Support Manager

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

- 5. Ensure that the PRIME computer is configured for priority use by the CNS Meteorological Program.
- 6. Obtain any required non-engineering manpower by contacting the appropriate NPPD supervisors.

7. Contact the Word Processing Supervisor, if required, to establish sufficient clerical support.
8. Contact American Nuclear Insurers and inform them of the situation at CNS (via Risk Management Department).
9. Ensure that District pilots are provided with the following GOEC telephone number [REDACTED] This provides the pilots with a means of contacting the GOEC upon arrival at their destination for further instructions.

IX. ATTACHMENTS

Attachment A - "Guidance for Travel Arrangements to CNS"

## GUIDANCE FOR TRAVEL ARRANGEMENTS TO CNS

## Option 1 - Fly using District plane and pilots

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

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

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

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

[Tim Michaelson]  
Maintenance Specialist Pilot  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

## Option 2 - Driving using automobile

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

[Marvin E. Brakenhoff (Primary)]  
Fleet Dispatcher  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

[Merlin J. Moeller (Alternate)]  
Assistant Fleet Dispatcher  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)



I. PURPOSE

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

II. DISCUSSION

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

III. REFERENCE MATERIAL

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

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

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

- 1. District Resources

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

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

Contact: [ G. S. McClure ]  
Manager (Nuclear Engineering Department)  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)  
[ W. H. Rushton ]  
Engineering Supervisor  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

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

Contact: [ J. J. Hahn ]  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)  
[ B. N. Zedicher ]  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

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

Contact: [ Steven D. Anderson ]  
Records Manager  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)  
[ John H. Ferneau ]  
Records Supervisor  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

## 2. Outside Resources

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

IX. ATTACHMENTS

Attachment A - "Outside Support Organizations"

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

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

## OUTSIDE SUPPORT ORGANIZATIONS

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

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

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

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

E. A. Ericson  
Project Manager  
Telephone: [REDACTED] (Home)

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

Energy, Incorporated  
Idaho Falls, Idaho  
Telephone: [REDACTED]

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

Irving Gabel  
Project Manager  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

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

Dr. J. David Martin

DEDICATED PURCHASE ORDERS  
FOR  
CNS EMERGENCY RESPONSE ACTIVITIES

The following purchase orders have been allocated for use for CNS Emergency Response activities only. The use and control of these purchase orders is the responsibility of either the Assistant General Manager - Nuclear, the Nuclear Services Division - Manager, or the Division Manager Nuclear Operations - CNS.

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



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

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

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

## COORDINATING AND EXPEDITING OF MATERIAL AND EQUIPMENT

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

[Lynn R. Christiansen]  
Transportation Superintendent  
York, Nebraska  
Telephone: [REDACTED] Extension 216 (Office)  
[REDACTED] (Home)

[Roy W. Berner]  
Director of Operations  
York, Nebraska 68467  
Telephone: [REDACTED] Extension 200 (Office)  
[REDACTED] (Home)

INPO has generated a listing of manpower resources for various crafts and skills needed in an emergency entitled ["Resources Manual Manpower Assistance," Attachment 2.] Copies are available in the GOEC, TSC, and EOF. This document contains the names, addresses, and telephone numbers of companies who may have manpower of the type needed for use under emergency conditions. The manpower availability is broken down into crafts and numbers available from the specific companies.

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

[Gale Dierberger]  
Director of Purchasing  
Telephone: [REDACTED] (Office)  
[REDACTED] (Home)

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

I. PURPOSE

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

II. DISCUSSION

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

III. REFERENCE MATERIAL

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

IV. PREREQUISITES

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

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

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



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

- b. Using this information, the F/L/T Coordinator will update the Food/Lodging Required Log (Attachment B) and make provisions, accordingly.

B. The F/L/T Coordinator shall arrange for long-term food and lodging as follows:

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

XI.

ATTACHMENTS

Attachment A - "Food/Lodging Request Form"

Attachment B - "Food/Lodging Required Log"

Attachment C - "Food/Lodging/Transportation Arrangements"

## ATTACHMENT A

FOOD/LODGING REQUEST FORM

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

[ Peru State College	Tarkio College
Peru, Nebraska	Tarkio, Missouri ]

Lunches will be provided on-site.

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

-----  
FOOD/LODGING REQUEST

Name \_\_\_\_\_

Date \_\_\_\_\_

Affiliation \_\_\_\_\_

Request: Lodging for \_\_\_\_\_ days. \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Food	_____	Breakfasts
	_____	Lunches
	_____	Dinners

\_\_\_\_\_  
Signature

Authorized: \_\_\_\_\_

F/L/T Coordinator

ATTACHMENT B  
FOOD/LODGING REQUIRED LOGDATE 

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PAGE 

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 OF 

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

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TOTALS

## ATTACHMENT C

FOOD/LODGING/TRANSPORTATION ARRANGEMENTS

To: \_\_\_\_\_ of \_\_\_\_\_  
Name Affiliation

The following arrangements have been made for you:


1. Lodging for \_\_\_\_\_ days, \_\_\_\_\_ to \_\_\_\_\_ at  
Date Date

[Peru State College Tarkio College]

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

3. Meals as follows:

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

Please contact the F/L/T Coordinator [CNS ext. 

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I. PURPOSE

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

II. DISCUSSION

The CNS Emergency Plan, Implementing Procedures, and General Office Guidelines and revisions thereto, are controlled such that the most current version is at its designated point of use. To accomplish this, the General Office Emergency Planning Coordinator will utilize the NPPD Nuclear Licensing and Safety Department Action Item Tracking System (AITS) computer program.

III. REFERENCE MATERIAL

CNS Emergency Plan

IV. PREREQUISITES

None

V. LIMITATIONS

None

VI. PRECAUTIONS

None

VII. EQUIPMENT

None

VIII. PROCEDURE

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

1. When the Emergency Plan, Implementing Procedures, and General Office Guidelines and revisions thereto, are distributed, AITS distribution list Action-ID E.05 is followed. Attachment A depicts an example of this list, the most current of which is maintained by the Nuclear Licensing and Safety Department.

IX. ATTACHMENTS

Attachment A - Example, AITS Action ID E.05



EXAMPLE  
ACTION ITEM RECORD "E.05"

Description: Emergency Plan, Emergency Plan Implementing Procedures, and  
General Office Guidelines Distribution  
Due Date: 911111  
Source: GO Emergency Planning Coordinator, Updated 850127  
Responsibility: [Morgan, A. C.]  
Action/Status: Distribute EP, EPIP, and GOG  
Close Date: \*\*Open\*\*

## EXECUTIVE SUMMARY

Copies Controlled By CNS:

## \*Copy No.\*

01	Control Room
02-03	Technical Support Center (TSC)
04-05	Emergency Operations Facility (EOF)
06	Elec. and I&C OSC
07	Chem. and HP OSC
08	Maintenance OSC
09	Div. Mgr.-Nuclear Operations
10	Engineering Supervisor
11	Technical Staff Manager
12	Engineering Manager
13	Operations Manager
14	Maintenance Supervisor
15	Chemistry and HP Supervisor
16	CNS Q.A. Manager
17	Administrative Manager
18	CNS Emergency Planning Coordinator
19	Training Coordinator
20-21	Alternate EOF
@36	Technical Staff Manager
@37	Div. Mgr.-Nuclear Operations
41	NRC Resident Inspector
*53-55	Training Coordinator

## \*Responsibility\*

K. R. Wire
P. R. Windham
P. R. Windham
L. P. Clark
J. H. Kuttler
D. A. Hopper
P. V. Thomason
E. M. Mace
D. A. Whitman
J. M. Meacham
K. R. Wire
D. Norvell
R. J. McDonald
V. L. Wolstenholm
L. L. Roder
P. R. Windham
W. F. Gilbert
P. R. Windham
D. A. Whitman
P. V. Thomason
D. L. DuBois
W. F. Gilbert

\* Emergency Plan--No EPIPs  
@ Home Copies

## 6.0

### TRAINING

Training of General Office personnel to ensure emergency preparedness is administered under the General Office Nuclear Training Program. Emergency Response personnel will receive training annually to meet the following objectives.

Objectives include, but are not limited to:

1. Understand the four emergency classifications.
2. Understand where the emergency organization involvement begins and how it grows.
3. Understand notification of personnel and general public.
4. Understand who makes protective action recommendations and what they are.
5. Understand the number of emergency response facilities that can be utilized in the event of an emergency.
6. Understand what activities take place in the emergency response facilities.
7. Understand how Emergency Preparedness is maintained and who maintains it.
8. Understand the General Office role during the recovery phase of the emergency.

The following will be used as reference material:

1. CNS Emergency Plan.
2. CNS Emergency Plan Implementing Procedures.
3. General Office Guidelines.



## Nebraska Public Power District

GENERAL OFFICE  
P.O. BOX 499, COLUMBUS, NEBRASKA 68601-0499  
TELEPHONE (402) 564-8561

NLS8500048

March 5, 1985

Mr. Robert D. Martin  
Regional Administrator  
U.S. Nuclear Regulatory Commission  
Region IV  
611 Ryan Plaza Drive  
Suite 1000  
Arlington, Texas 76011

Subject: Emergency Preparedness Plans  
General Office Guidelines Manual  
Cooper Nuclear Station  
NRC Docket No. 50-298, DPR-46

Dear Mr. Martin:

Pursuant to the requirements of 10CFR50.54(q), the Nebraska Public Power District is submitting one copy of the General Office Guidelines to the Cooper Nuclear Station Emergency Plan.

Nebraska Public Power District requests that items that have been bracketed in the subject manual be deleted from public inspection in accordance with 10CFR2.790.

Should you have any questions concerning this matter, please contact me.

Sincerely,

Jay M. Pilant  
Manager, Technical Staff  
Nuclear Power Group

JMP:ACM:cmk  
Enclosure

cc: Document Control Desk w/2 enc.  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555

X005  
1/2



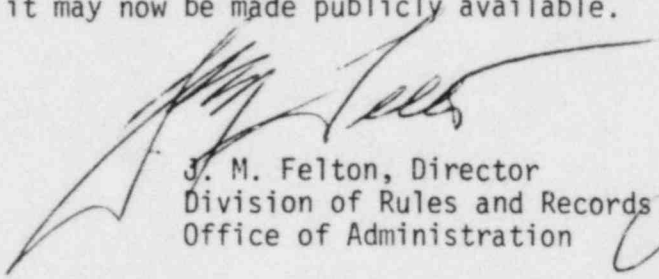
UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20555

April 1, 1985

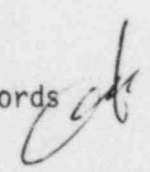
50-298 Cooper

MEMORANDUM FOR: Chief, Document Management Branch, TIDC  
FROM: Director, Division of Rules and Records, ADM  
SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has reviewed the attached document and has determined that it may now be made publicly available.



J. M. Felton, Director  
Division of Rules and Records  
Office of Administration



Attachment: As stated