To: DC DESK   MAC: N/A   Holder #: 1242
Destination: Description: NRC

Document:	Revision:	II	IC#	Comment:	Copy Totals		
					INF	CTL	MST
REP INDEX	109				0	2	0
REP03A	01				0	2	0

Instructions to the Addressee: Please verify the document(s) received agrees with the above information. Notify Document Control if changes are required to addressee information, or mark the transmittal and return as indicated below.

Engineering managers are required by NEP-121 to determine if new, revised, or temporary changes to procedures affect job functions of their personnel. Managers will communicate change information appropriately and provide documentation of any training conducted to the Engineering Training Coordinator.

Operations department must attach old document(s) or portions of document(s) superseded by the above to this transmittal.

The signature indicates acknowledgment of receipt of the above document(s) and that documents have been updated. Return signed and dated transmittal to Document Control within 15 working days of transmittal date to mail code:

_____ **SA2A**

——— **Florida Power Corporation**
Document Control, SA2A
Crystal River Energy Complex
15760 W. Power Line St.
Crystal River, FL 34428-6708

Signature of Addressee: _____ **Date:** _____

0\2

A045

TITLE: CONTROLLED COPY REP INDEX
~~NUCLEAR OPERATIONS~~

PROCEDURE NO.	Holder # 1242 TITLE	REVISION	DATE
REP-01	Cancelled (Refer to REP-03.)		
REP-02	Activation and Notification of the Emergency Operations Facility Organization	69	01/17/00
REP-03	Operation of the Emergency Operations Facility	27	05/28/99
REP-03A	Setup of the Emergency Operations Facility	1	02/22/00
REP-04	Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	9	02/16/96
REP-05	Cancelled (Refer to REP-03.)		
REP-06	Schedule for Radiological Emergency Response Plan Maintenance **(limited distribution)**	20	03/10/99
REP-07	Cancelled		
REP-08	Dissemination of Information Following an Emergency at Crystal River Unit 3	6	02/16/96
REP-09	Dose Assessment Software Control Program **(issued only to REP Dept. personnel)**	1	02/16/96
REP-10	Radiological Emergency Planning Administrative Instructions **(issued only to REP Dept. personnel)**	8	01/17/00
REP-11	Conduct of Drills and Exercises Supporting the Radiological Emergency Response Plan **(issued only to REP Dept. personnel)**	2	01/26/99
REP-12	Emergency Operations Facility Accident Assessment Procedure **(limited distribution)**	0	01/26/99

SETUP OF THE EMERGENCY OPERATIONS FACILITY

REQUIRED APPROVALS

_____
Manager, Radiological Emergency Planning

2/22/00
Date

![Florida Power Corporation logo] Florida Power CORPORATION	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
		Date 02/22/00
		Page 2 of 23

| TITLE: | SETUP OF THE EMERGENCY OPERATIONS FACILITY |

1.0   PURPOSE

The purpose of this procedure is to provide instructions for physical setup of the EOF, which includes the ENC.

2.0   SCOPE

2.1   This procedure describes the steps required to prepare the EOF and ENC for operation.

2.2   The EOF and ENC are located in FPC's Nuclear Training Facility at 8200 West Venable Street in Crystal River, Florida approximately 0.5 miles east of Highway 19, adjacent to the Crystal River Airport.

2.3   A Safety Assessment was performed for this procedure. A determination was made that this procedure is outside the scope of 10 CFR 50.59.

3.0   APPLICABLE REFERENCE DOCUMENTS

3.1   FPC CR-3 "Radiological Emergency Response Plan"

3.2   REP-02, "Activation and Notification of the Emergency Operations Facility Organization"

3.3   REP-03, "Operation of the Emergency Operations Facility"

3.4   REP-08, "Dissemination of Information Following an Emergency at Crystal River Unit 3"

4.0   DEFINITIONS AND ABBREVIATIONS

4.1   DEFINITIONS

4.1.1   Activation

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
		Date 02/22/00
Florida Power CORPORATION		Page 3 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

4.1.2   <u>Operational</u>

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist in REP-03 (Attachment 5).

4.2   <u>**ABBREVIATIONS**</u>

CR-3 – Crystal River Unit 3
DEM – Division of Emergency Management
DOH – Department of Health (Bureau of Radiation Control)
ENC – Emergency News Center
ENS – Emergency Notification System
EOF – Emergency Operations Facility
FEMA – U.S. Federal Emergency Management Agency
FPC – Florida Power Corporation
HPN – Health Physics Network
INPO – Institute of Nuclear Power Operations
LAN – Local Area Network
LGR – Local Government Radio
MCL – Management Counterpart Link
NRC – U.S. Nuclear Regulatory Commission
PAR – Protective Action Recommendation
PIO – Public Information Officer
PMCL – Protective Measures Counterpart Link
RACES – Radio Amateur Civil Emergency Service
REDAS – Replacement Emergency Dose Assessment System
RSCL – Reactor Safety Counterpart Link
SCO – State Coordinating Officer
SHRD – State Hot Ringdown System
SPDS – Safety Parameter Display System
TSC – Technical Support Center

5.0   <u>**RESPONSIBILITIES AND ACTIONS**</u>

5.1   <u>**RESPONSIBILITIES**</u>

5.1.1   The EOF Director, or alternate, is responsible for notifying the EOF Facility Manager that the EOF is being activated.

5.1.2   The EOF Facility Manager, or alternate, is responsible for assuring that the physical setup of the EOF is accomplished.

![Florida Power Corporation logo] **Florida Power** CORPORATION	**RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE**	REP-03A Rev. 1
		Date 02/22/00
		Page 4 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

5.1.3   The EOF Setup personnel, or designees, are responsible for setting up and preparing the EOF and ENC in accordance with the instructions of this procedure.

5.1.4   The EOF Facility Manager, or alternate, is responsible for assuring that the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

5.2   **EQUIPMENT AND MATERIALS**

5.2.1   **Furniture**

The furniture used for normal classroom activities will be utilized to set up the EOF and ENC. Instructions for moving the tables and chairs are provided in the attachments.

5.2.2   **Telephones, Equipment, and Supplies**

Instructions for setup of necessary telephones, other equipment, and supplies are provided in the attachments.

5.3   **INSTRUCTIONS**

5.3.1   **Activation**

Set up and prepare each area of the EOF and ENC as described in the attachments.

5.3.1.1   **Facility Preparation:**

Figure 1 depicts the layout of the Nuclear Operations Training Facility. Areas that also function as EOF offices or work areas are noted.

The Nuclear Operations Training Facility is prepared for use as the EOF by the EOF Facility Manager and the set-up personnel. Detailed instructions for furniture arrangements and for obtaining the supplies and equipment used during EOF and ENC setup are provided in the attachments to this procedure.

In order of priority, the following areas/equipment are set up:

a.   Access Control in EOF Lobby

b.   Accident Assessment Room (124)

![Florida Power Corporation logo] Florida Power CORPORATION	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
		Date 02/22/00
		Page 5 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

c. Main Conference Room (portion in Room 122)

d. Dose Assessment Room (121)

e. Remainder of the Main Conference Room (119)

f. PAR Conference Room (120)

g. ENC (153) and Media Entrance (in See-Thru Reactor Room)

h. Public Information Work Area (137)

i. FAX/Copy Room (125)

j. Monitoring Equipment

k. Support Agency Offices as follows:

  - NRC (Rooms 116 and 118)

  - FEMA (Room 117)

  - Instructor Cubicle Area

l. Arrange for restroom facilities for media representatives by:

  - Utilizing the restrooms in the In-Processing Building Lobby (coordinating through Corporate Security to ensure the lobby doors to the rest of the building are secured); OR

  - Providing two to four portable toilets in the vicinity of the ENC through coordination with the EOF Facility Manager.

5.3.2   **Deactivation**

Upon notification from the EOF Director, the EOF Facility Manager will ensure the EOF and ENC are disassembled, equipment/supplies are stored properly, and the building is secured.

6.0   **INTERPRETATION CONTACT**

The responsibility for the development and maintenance of this procedure rests with the Manager, Radiological Emergency Planning. The Manager, Radiological Emergency Planning shall be contacted regarding any clarification or interpretation of requirements in this procedure.

![Florida Power Corporation logo] Florida Power CORPORATION	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
		Date 02/22/00
		Page 6 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

7.0   REVISION HISTORY

Rev. 0   Date: __05/18/98__   Initial Issue (setup information previously contained in REP-03 established in separate procedure to improve implementation)

Rev. 1   Date: __02/22/00__   Added positions for Corporate Security, Facility Manager, and Administrative Support, and added instructions for auto phone attendant.

![Florida Power Corporation logo] **Florida Power** CORPORATION	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1 Date 02/22/00 Page 7 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

- FIGURE 1 -

EOF BUILDING ARRANGEMENT   S A M P L E

*RACES antenna hookup in Room 160.
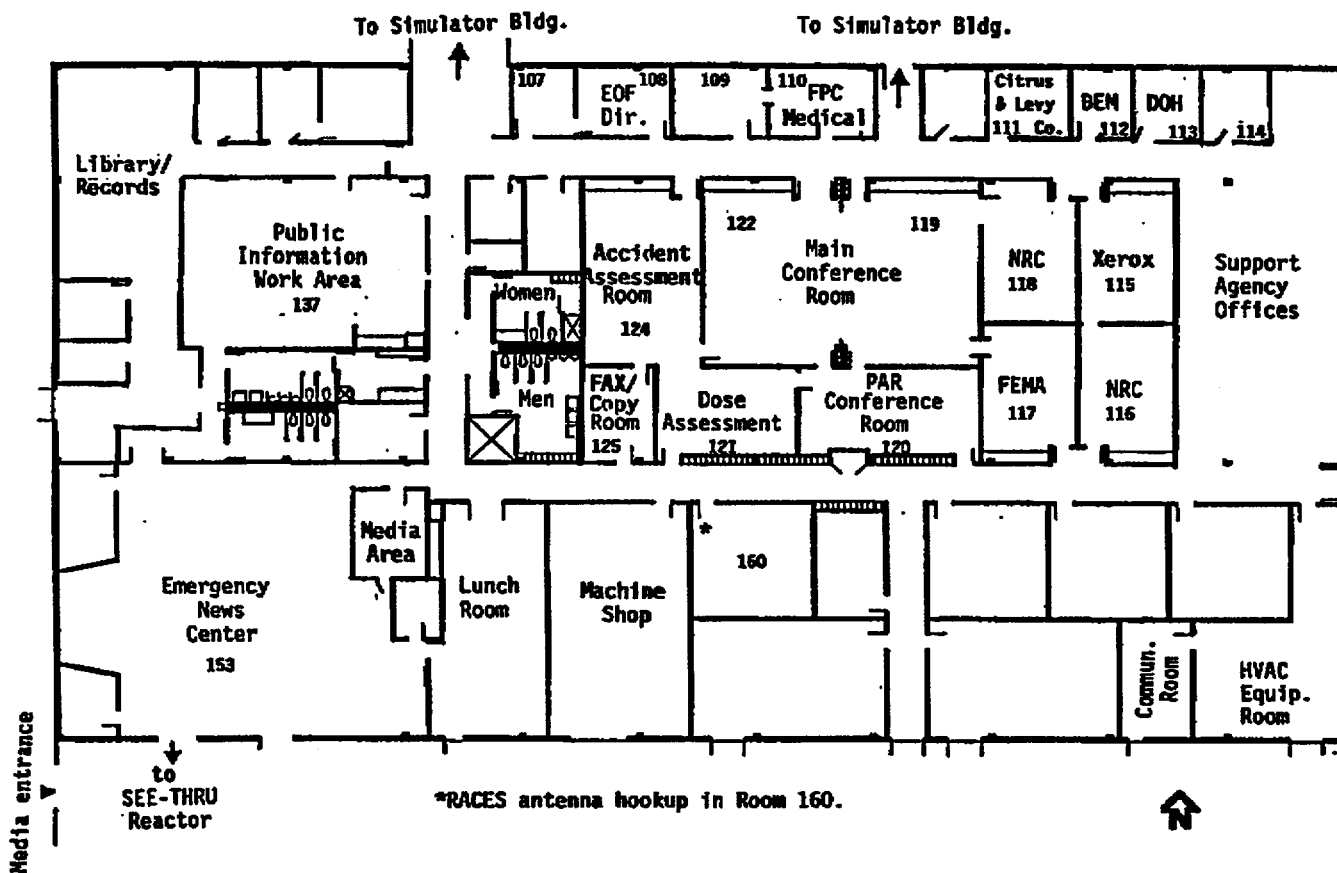
	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 8 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 -

SETUP OF THE EOF

ACCESS CONTROL
(EOF Lobby)   S A M P L E
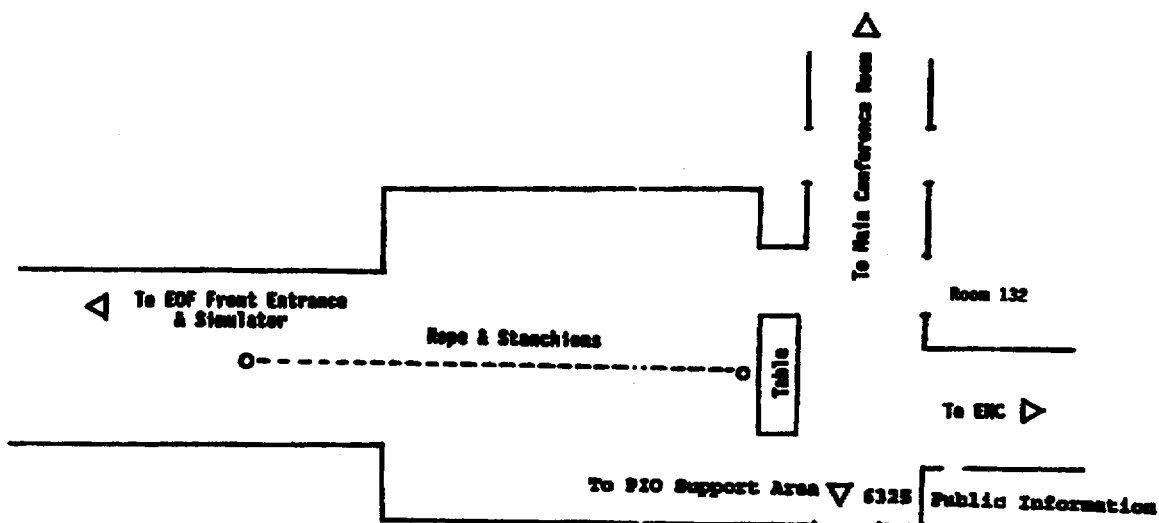
INSTRUCTIONS:

1. Set up stanchions and rope as diagrammed or as directed. These supplies are normally stored in Room 132.

2. Obtain the box of supplies labeled "EOF Accountability Supplies" that is stored in Room 132, which contains the following:

   - EOF Access Control Log
   - Identification Badges
   - Desk Nameplates
   - Telephone (X6325)

3. Install telephone (X6325) to jack in northwest corner.

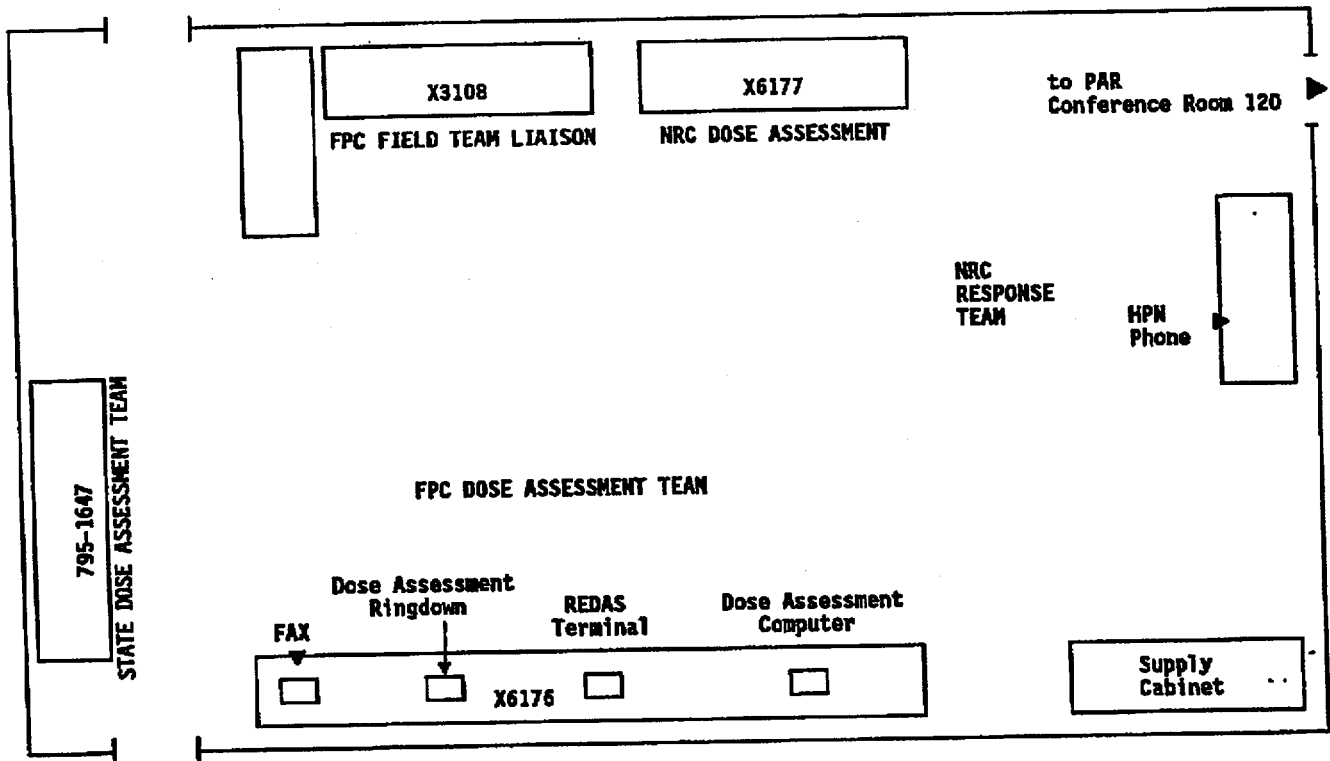|	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 9 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

– ATTACHMENT 1 (Cont'd) –

DOSE ASSESSMENT ROOM
(Room 121)

S A M P L E

X3108
FPC FIELD TEAM LIAISON

X6177
NRC DOSE ASSESSMENT

to PAR
Conference Room 120

NRC
RESPONSE
TEAM

HPN
Phone

STATE DOSE ASSESSMENT TEAM
795-1647

FPC DOSE ASSESSMENT TEAM

FAX

Dose Assessment
Ringdown

REDAS
Terminal

Dose Assessment
Computer

X6176

Supply
Cabinet

Place "NO ACCESS" sign on
door and ensure door is locked.

See INSTRUCTIONS on the following page.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 10 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR DOSE ASSESSMENT ROOM:

1. The Dose Assessment Room should contain furniture as diagrammed.

2. The FPC Dose Assessment computer, REDAS terminal, and the telephones are routinely maintained in an operational status in this room and should not require setup.

3. Supplies and additional equipment are stored in a labeled supply cabinet in the Dose Assessment Room, to include:

    - Additional Telephones (labeled for the appropriate jack)

    - Telephone Extension Cords

    - Telephone Directories

    - Desk Nameplates

    - Headsets

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

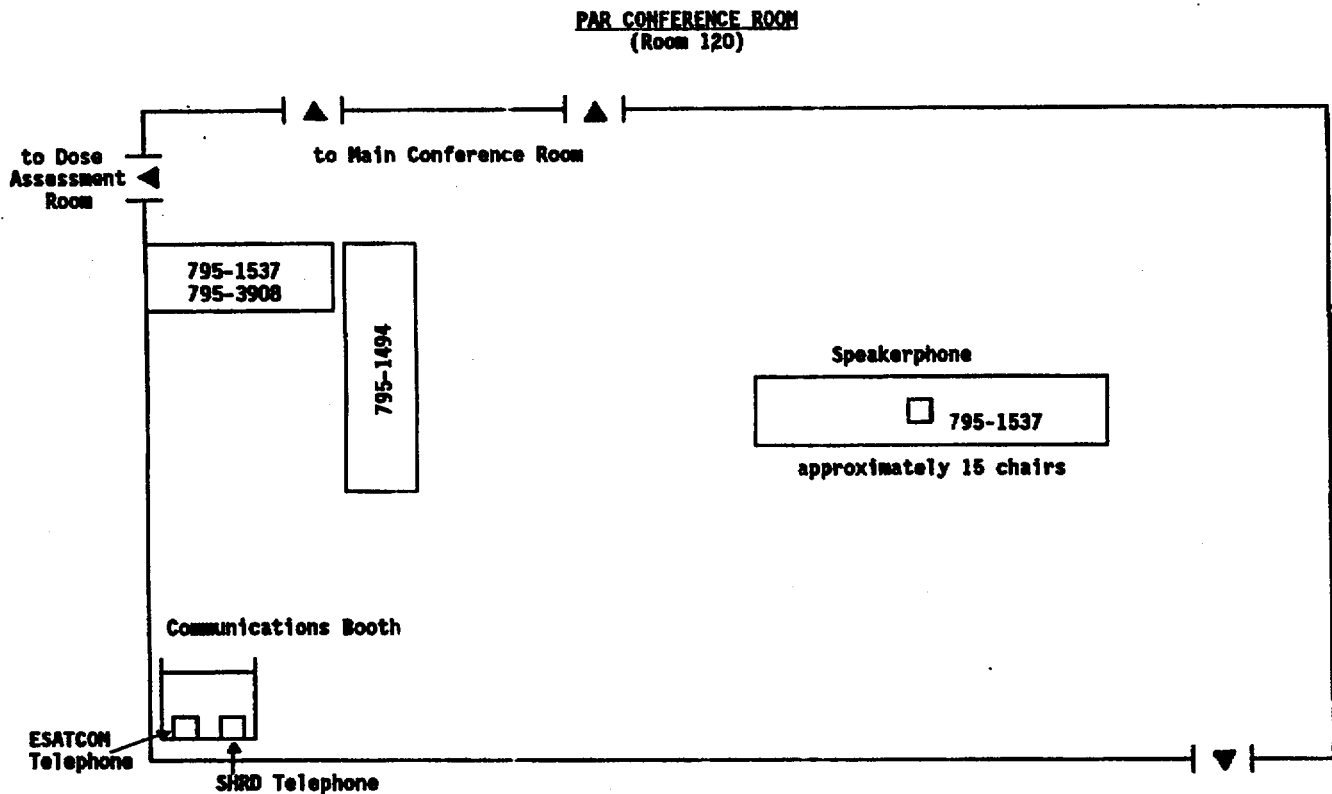| | RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE | REP-03A   Rev. 1 |
| Florida Power CORPORATION | | Date   02/22/00 |
| | | Page 11 of 23 |

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Cont'd) -

PAR CONFERENCE ROOM   S A M P L E
(Room 120)

PAR CONFERENCE ROOM
(Room 120)

INSTRUCTIONS:

1. The PAR Conference Room should contain furniture as diagrammed. Additional chairs might have to be moved from other EOF rooms.

2. The telephones and speakerphone are routinely maintained in an operational status in this room and will not require setup.

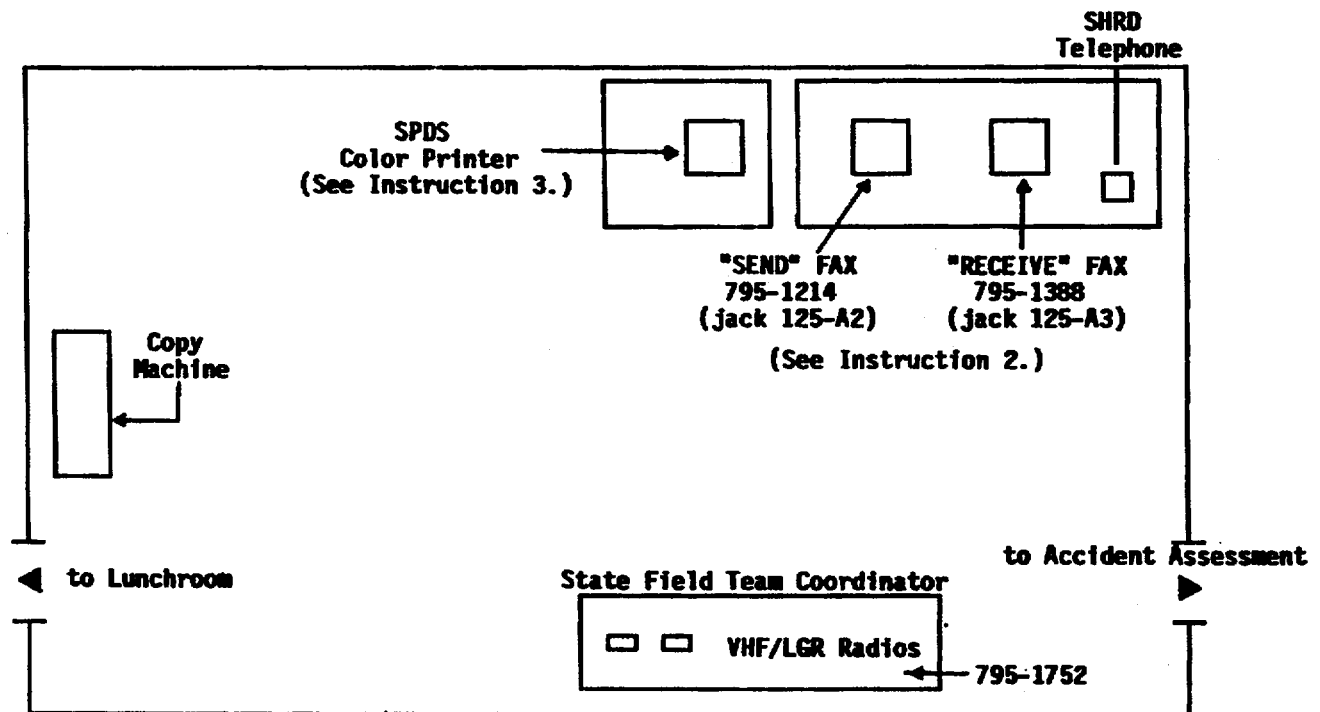|	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 12 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Cont'd) -

FAX/COPY ROOM
(Room 125)

S A M P L E

INSTRUCTIONS:

1. The FAX/Copy Room should contain furniture as diagrammed.

2. The FAX machines, LGR/VHF radios, and telephones are routinely maintained in an operational status in this room and will not require setup.

3. The color printer in this room is the primary printer for both SPDS computers in Room 124 (Accident Assessment Room). This printer does not need to be moved to the Accident Assessment Room unless directed by the EOF Accident Assessment Coordinator.

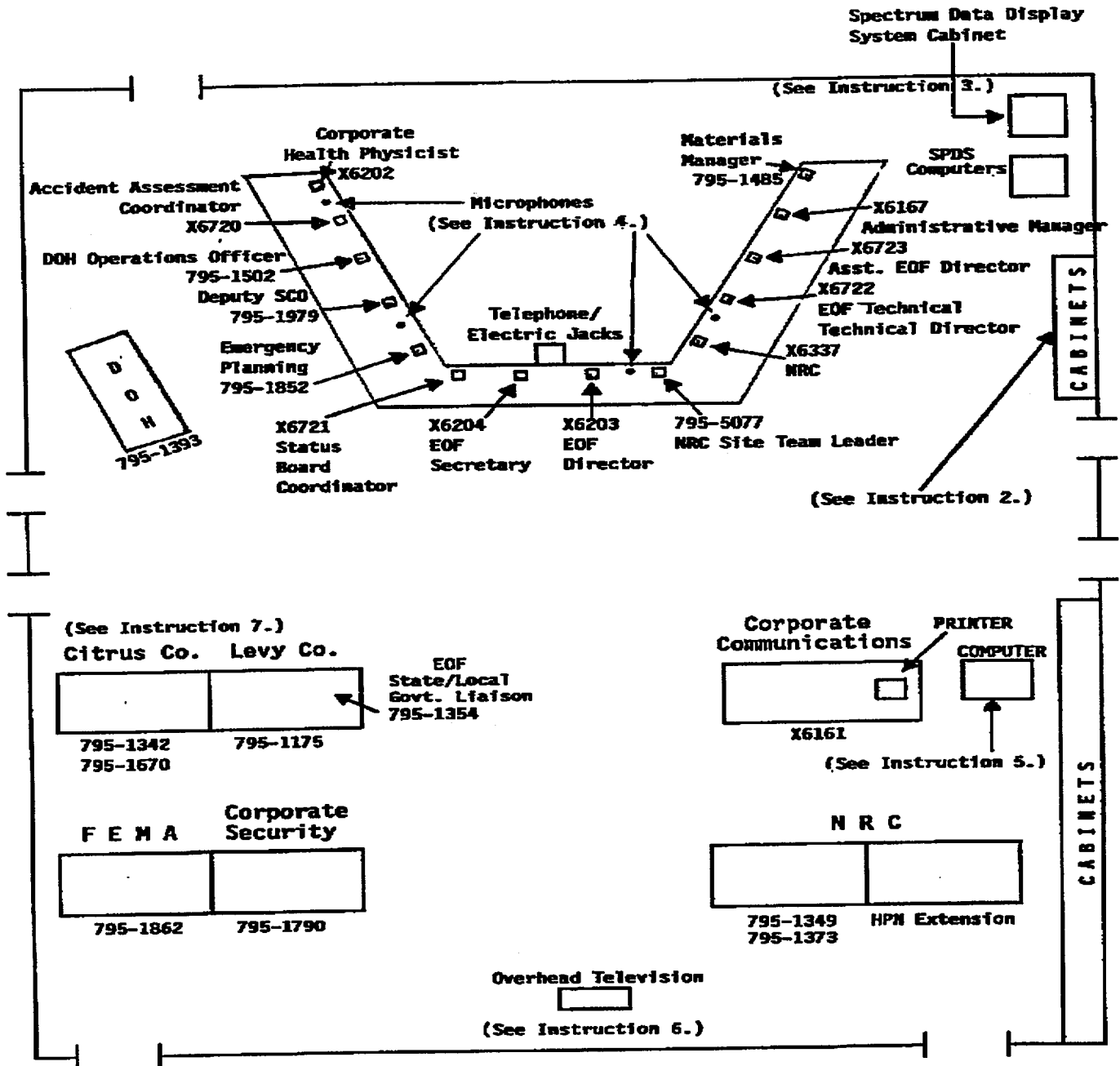|	RADIOLOGICAL EMERGENCY	REP-03A Rev. 1
Florida Power CORPORATION	PLANNING DEPARTMENT PROCEDURE	Date 02/22/00
		Page 13 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Cont'd) -

MAIN CONFERENCE ROOM
(Rooms 119 and 122)

S A M P L E

Spectrum Data Display
System Cabinet

(See Instruction 3.)

SPDS Computers

Materials Manager
795-1485

X6167
Administrative Manager
X6723
Asst. EOF Director
X6722
EOF Technical
Technical Director
X6337
NRC

Corporate
Health Physicist
X6202

Accident Assessment
Coordinator
X6720

Microphones
(See Instruction 4.)

DOH Operations Officer
795-1502

Deputy SCO
795-1979

Telephone/
Electric Jacks

Emergency
Planning
795-1852

D O H
795-1393

X6721
Status
Board
Coordinator

X6204
EOF
Secretary

X6203
EOF
Director

795-5077
NRC Site Team Leader

CABINETS

(See Instruction 2.)

(See Instruction 7.)

Citrus Co.   Levy Co.

EOF
State/Local
Govt. Liaison
795-1354

795-1342
795-1670

795-1175

Corporate
Communications

PRINTER
COMPUTER

X6161

(See Instruction 5.)

F E M A

Corporate
Security

795-1862

795-1790

N R C

795-1349
795-1373

HPN Extension

CABINETS

Overhead Television

(See Instruction 6.)

See INSTRUCTIONS on the following page.

![Florida Power Corporation logo] **Florida Power** CORPORATION	**RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE**	REP-03A Rev. 1
		Date 02/22/00
		Page 14 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR MAIN CONFERENCE ROOM:

1. The Main Conference Room should contain furniture as diagrammed.

2. The telephones and equipment/supplies are stored in the labeled supply cabinets in Rooms 119 and 122. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:

   - Telephones (each labeled for the appropriate jack)

   - Telephone Extension Cords (to be used if needed)

   - Desk Nameplates for Work Area Identification

   - Telephone Directories

3. The key for the Spectrum Data Display System cabinet is in the adjacent storage cabinet (for EOF activation/emergency use). A key is also maintained in the EOF Library.

4. Microphones and stands are located in the storage cabinet in Room 122. The mixer is normally set up in the left corner storage cabinet and only needs to be turned on. The main speaker cable will need to be plugged into the jack in the floor access panel.

5. The Corporate Communications computer (on cart) and printer are stored in the Dose Assessment Room (121) and should be moved to this location. Electric and Network jacks are available by the door on the north wall.

6. The television mounted in the back of Room 119 (overhead bracket) only needs to have power turned on. The coaxial cable should already be connected.

7. If modem hookup is needed for Citrus County Representative (or any other requestor), use a telephone line not being utilized. If none are available, contact the Telecommunications Representative or EOF Facility Manager to activate another telephone jack for modem use.

8. Office supplies are stored in the labeled cabinets in Room 122. Do not distribute these items during setup; this will be handled by the Administrative Manager.

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

	RADIOLOGICAL EMERGENCY	REP-03A Rev. 1
Florida Power CORPORATION	PLANNING DEPARTMENT PROCEDURE	Date 02/22/00
		Page 15 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Cont'd) -

ACCIDENT ASSESSMENT ROOM
(Room 124)

S A M P L E
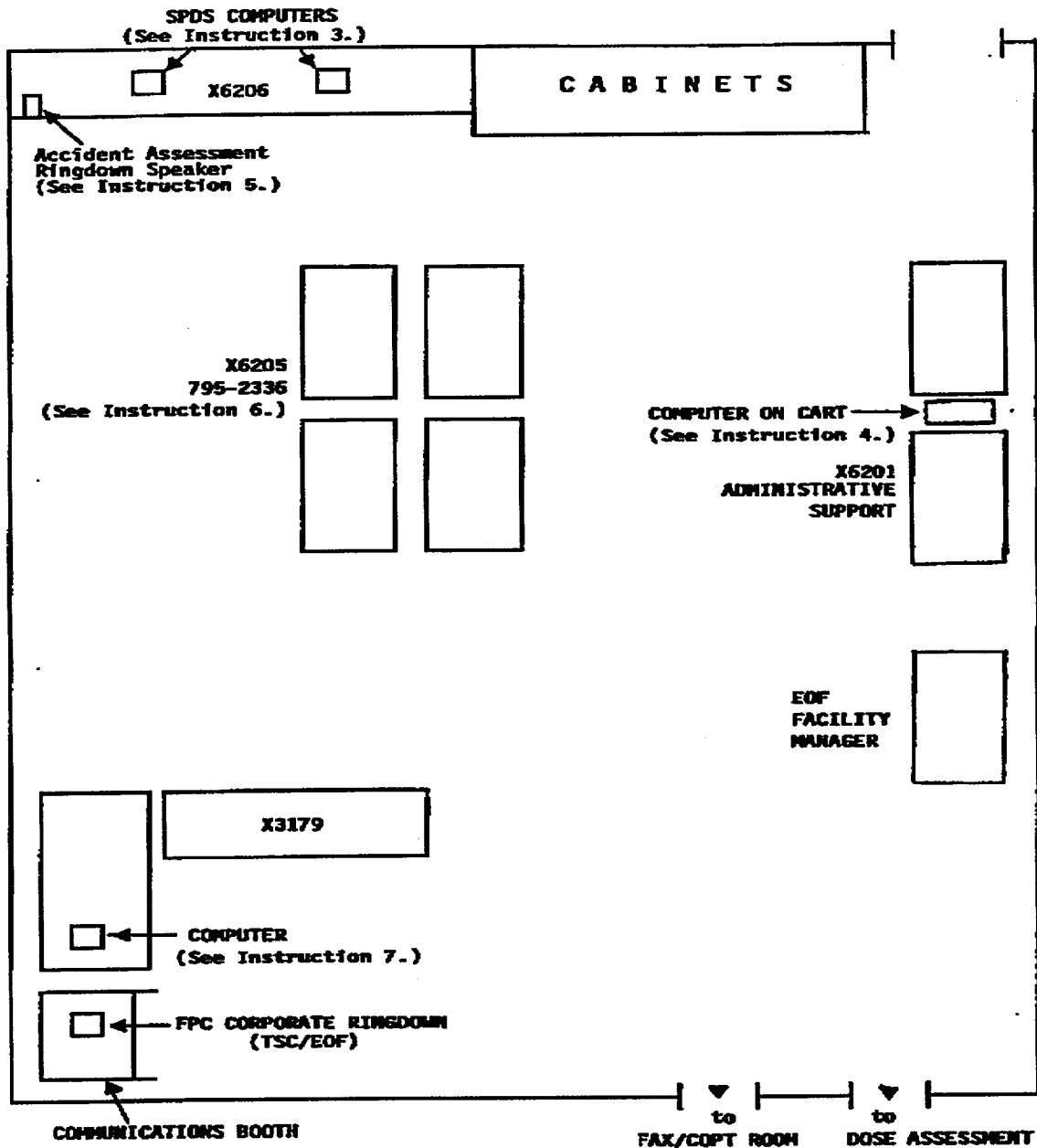
See INSTRUCTIONS on the following page.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 16 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR ACCIDENT ASSESSMENT ROOM:

1. The Accident Assessment Room should contain furniture as diagrammed.

2. Telephones and equipment/supplies are located in the labeled supply cabinets (north wall). Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:

    - Telephones (each labeled for the appropriate jack)

    - Telephone Extension Cords

    - Telephone Directories

    - Desk Nameplates for Work Area Identification

    - Headset for Corporate Ringdown Telephone

3. The two SPDS computers are already set up; ensure they are operating properly.

4. Obtain the computer on a cart designated for this location from the Dose Assessment Room (121). This computer should be connected to the LAN for use by the Accident Assessment Team. Ensure WORD, CMIS, FUL\TEXT, and SEEK are accessible on this computer.

5. Ensure the Accident Assessment Ringdown speaker is connected to jack 124-D5.

6. Ensure phone lines on the floor are taped or covered to prevent trip hazard.

7. A dedicated computer should already be set up at this location. It will be used by the EOF Communicator to access the TSC Log.

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

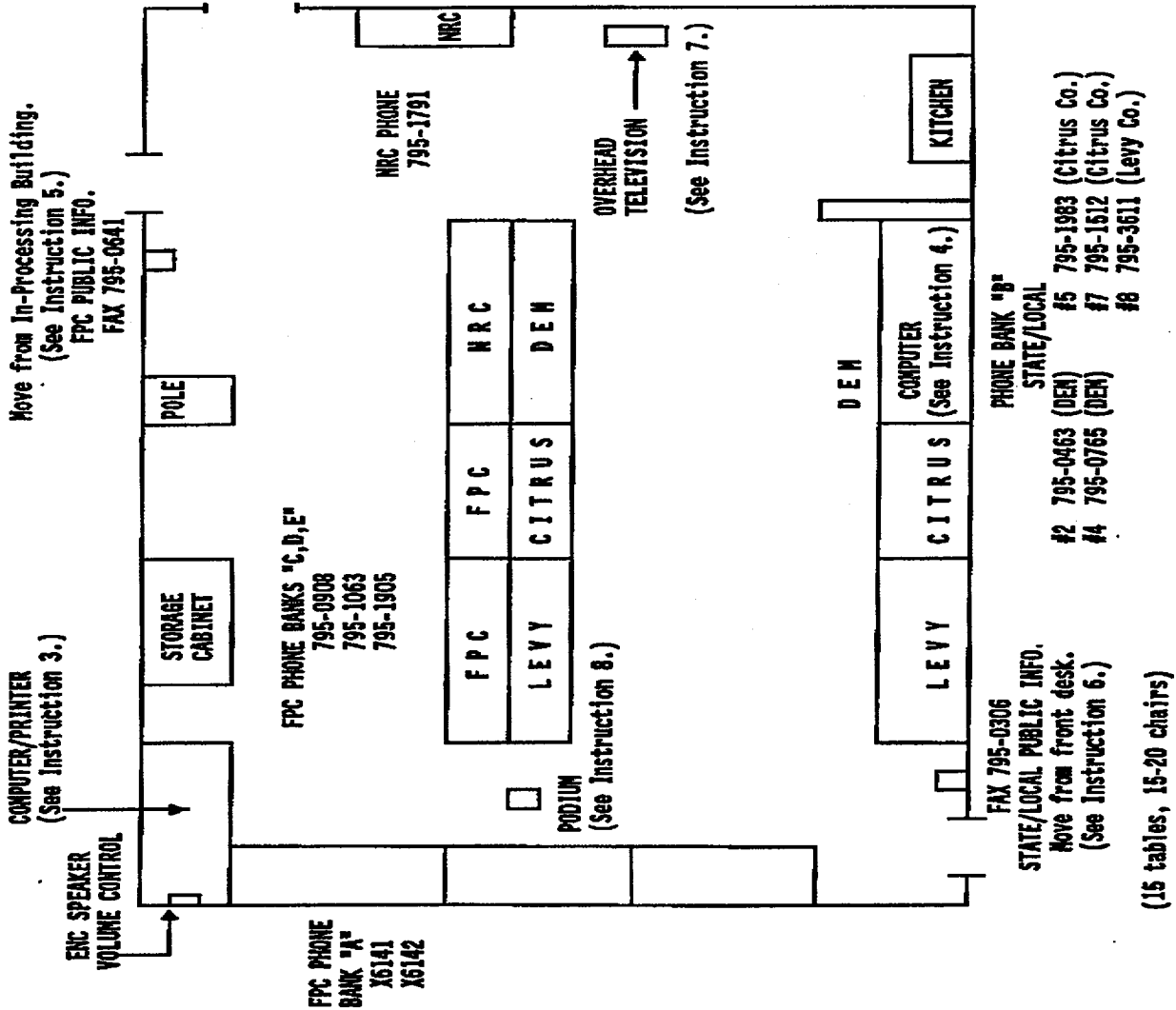| ![Florida Power Corporation logo] Florida Power CORPORATION | RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE | REP-03A   Rev. 1 |
| | | Date 02/22/00 |
| | | Page 17 of 23 |

| TITLE: | SETUP OF THE EMERGENCY OPERATIONS FACILITY |

- ATTACHMENT 1 (Cont'd) -

<u>PUBLIC INFORMATION WORK AREA</u>
(Room 137)

S A M P L E

See INSTRUCTIONS on the following page.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 18 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

INSTRUCTIONS FOR PUBLIC INFORMATION WORK AREA:

1. The Public Information Work Area should contain furniture as diagrammed.

2. Telephones and equipment/supplies are located in labeled storage cabinets in Room 137. Ensure all the telephones, nameplates, and telephone directories are placed in the correct locations per the diagram. The equipment/supplies stored include:

   - Telephones (each labeled for the appropriate jack)

   - Telephone Extension Cords

   - Desk Nameplates (to be placed on tables in center)

3. Obtain the computer and printer designated for this position from the Dose Assessment Room (121).

4. Obtain the computer designated for this position from the Dose Assessment Room (121).

5. Move FAX machine from the In-Processing Building (Radiological Emergency Planning area) to this location.

6. Move FAX machine from Operator's desk in EOF Lobby (hallway to Simulator Building) to this location.

7. The television mounted in the overhead bracket only needs to have power turned on. The coaxial cable should already be connected for viewing of ENC (Room 153) activities.

8. Move podium (with built-in speakers and microphone) from EOF and set up at this location. Plug in power at electric jack on column.

9. Set up three (3) televisions and two (2) radios in office (Room 138) across the hall from the Public Information Work Area. The televisions are located in the EOF Library and the radios are stored in the storage cabinet in Room 137.

10. If additional computer workstations are needed for Power Web access or other tasks, instruct the personnel to use the computers in Rooms 138 and 139 (already set up and connected to the LAN).

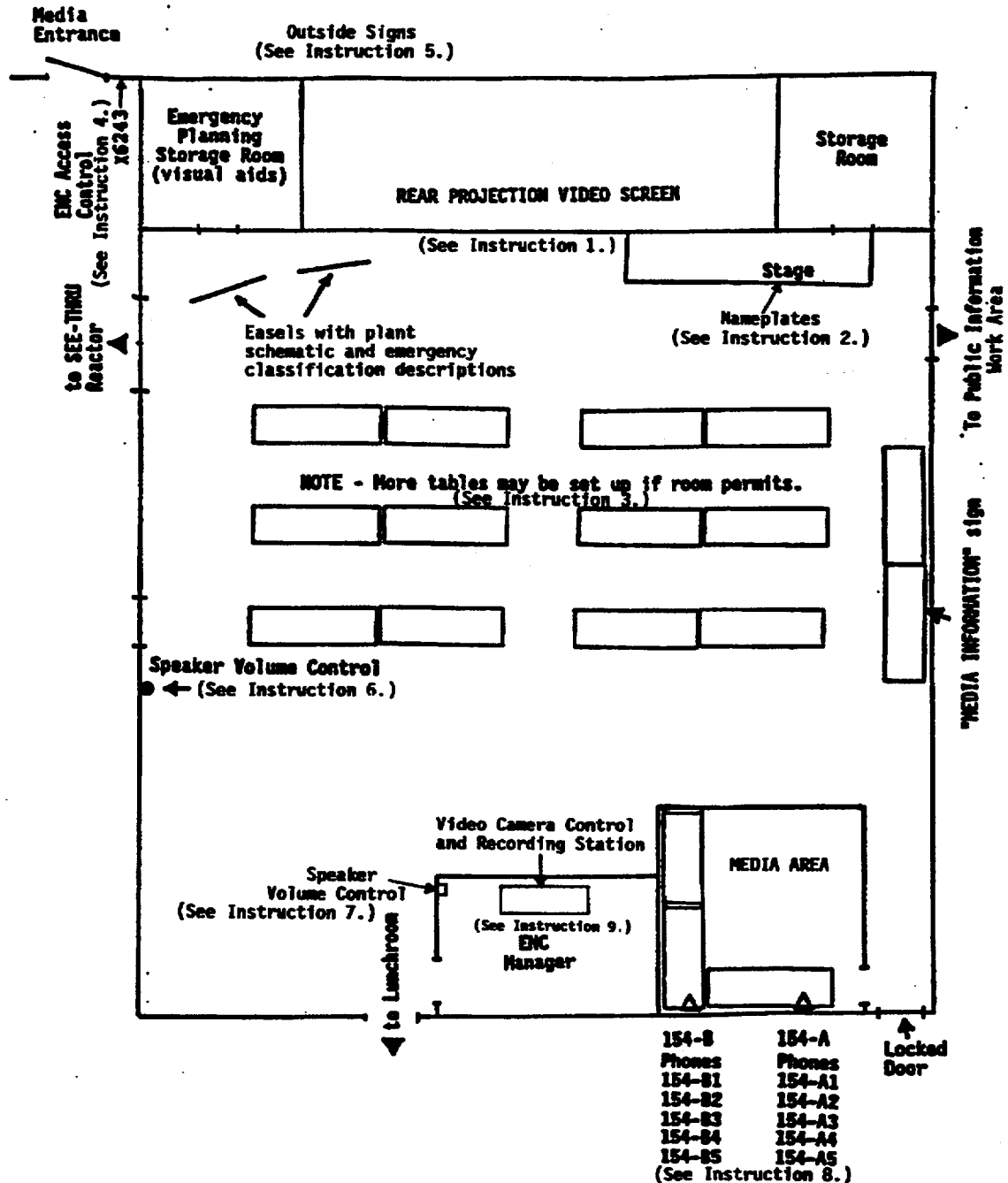| Florida Power CORPORATION	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
		Date 02/22/00
		Page 19 of 23

TITLE: SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 1 (Cont'd) -

EMERGENCY NEWS CENTER
(Room 153)

S A M P L E

Media Entrance

Outside Signs
(See Instruction 5.)

ENC Access Control X6243 (See Instruction 4.)

Emergency Planning Storage Room (visual aids)

Storage Room

REAR PROJECTION VIDEO SCREEN

(See Instruction 1.)

to SEE-THRU Reactor

Easels with plant schematic and emergency classification descriptions

Stage

Nameplates
(See Instruction 2.)

To Public Information Work Area

NOTE - More tables may be set up if room permits.
(See Instruction 3.)

"MEDIA INFORMATION" sign

Speaker Volume Control
◀ (See Instruction 6.)

Video Camera Control and Recording Station

MEDIA AREA

Speaker Volume Control
(See Instruction 7.)

to Lunchroom

(See Instruction 9.)
ENC Manager

154-B
Phones
154-B1
154-B2
154-B3
154-B4
154-B5

154-A
Phones
154-A1
154-A2
154-A3
154-A4
154-A5

Locked Door

(See Instruction 8.)

See INSTRUCTIONS on the following page.

![Florida Power Corporation logo] **Florida Power** CORPORATION	**RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE**	REP-03A Rev. 1
		Date 02/22/00
		Page 20 of 23

| TITLE: | SETUP OF THE EMERGENCY OPERATIONS FACILITY |

INSTRUCTIONS FOR ENC:

1. The ENC should contain furniture and equipment as diagrammed. The stage area, microphones, and audiovisual equipment are permanently set up. Obtain the key to the audiovisual cabinet and remote control from the EOF Library/Document Control area.

2. Set up the stage nameplates (FPC, DEM, Citrus Co., Levy Co., DOH, and NRC), which are stored in the storage room in the southwest corner of the ENC.

3. The tables should be arranged to allow for the center of the ENC to remain clear for setup of media television equipment.

4. Set up the ENC Access Control Point at the west door (of the See-Thru Reactor Room). Supplies/telephones for this area are stored in a labeled (ENC Access Control) box in the storage room in the southwest corner of the ENC.

5. Install the "EOF" and "ENC" signs on posts outside the EOF. The signs are also stored in the storage room in the southwest corner of the ENC.

6. Ensure the EOF public address system volume is turned off in the ENC and the knob is removed.

7. Ensure the volume is turned down on public address system speaker in the ENC Manager's office.

8. Set up the telephones in the Media Area, which are stored in a cabinet in the room.

    NOTE: Only telephones 154-A1 and 154-A2 are active. If additional media phones are needed, inform the EOF Facility Manager. The EOF Facility Manager will have Telecommunications activate telephones 154-A3 thru -A5 and 154-B1 thru -B5, as needed.

9. Turn on the overhead camera per the instructions provided in Attachment 2. Ensure the picture is being transmitted to the televisions in Rooms 119 and 137 (bracket mounted in overhead).

10. Install EOF and ENC signs (1-EOF, 2-ENC) on existing posts by front sidewalk. Signs are stored in the Emergency Planning Storage Room.

EXPLANATION OF TELEPHONE CODE:

A telephone identification number is printed on the bottom of each telephone. This identification number indicates the room in which the telephone is to be located and the jack into which it is to be plugged. For example, telephone identification number "122-C-2" corresponds to the jack box labeled "122-C" in Room 122, and the second receptacle from the left.

![Florida Power Corporation logo] **Florida Power** CORPORATION	**RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE**	REP-03A Rev. 1
		Date 02/22/00
		Page 21 of 23

TITLE: **SETUP OF THE EMERGENCY OPERATIONS FACILITY**

- ATTACHMENT 1 (Cont'd) -

SETUP INSTRUCTIONS FOR SUPPORT AGENCY OFFICES

1. Arrange the existing furniture in Rooms 116 (NRC) and 118 (NRC) so it will be functional as a conference room for the NRC Response Team.

2. Set up and test the FTS-2000 telephones in Room 118, which are stored in a cabinet in the room, to include:

   - Emergency Notification System (ENS)

   - Management Counterpart Link (MCL)

   - Reactor Safety Counterpart Link (RSCL)

   - Protective Measures Counterpart Link (PMCL)

3. Ensure Room 117 (FEMA) is clear of books and personal belongings and is ready to be used by the FEMA responders.

4. Ensure the desks in the Instructor Cubicle Area (designated for INPO, Framatome, Claims, Legal, etc.) are clear of books/papers and are ready to be used by the appropriate responders.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 22 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 2 -

ENC VIDEO CAMERA INSTRUCTIONS

These instructions will enable the video equipment in the Video Room in the back of the ENC (Room 153) to be activated so the ENC activities can be viewed in the EOF, Rooms 119 and 137.

Turning System On

1. Obtain keys to Video Room door and remote control for the ENC Video System (AMX) from the EOF Library.

2. Press "MENU" on AMX remote control, then press "SYSTEM POWER ON."

3. Turn "red" POWER switch to "ON" position, which is located on the back right corner of the video control center.

4. Ensure the television monitor power (on top of video control center) is turned "ON."

5. Ensure the VCR power is turned "ON."

6. Turn "red" POWER switch on the back right corner of the video control center to the "OFF" position (with about a 3 second delay), then back to the "ON" position again.

7. Press "VCR/TV" button on VCR to get a signal (picture) to Rooms 119 and 137.

Turning System Off

1. To turn system off, turn the "red" power switch on back right corner of the video control center to the "OFF" position.

2. Turn off AMX by pressing "SYSTEM POWER ON" on remote control.

3. Ensure door to Video Room is locked and keys/AMX remote control are returned to the EOF Library.

	RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE	REP-03A Rev. 1
Florida Power CORPORATION		Date 02/22/00
		Page 23 of 23

TITLE:	SETUP OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 3 -

EOF AUTO PHONE ATTENDANT (VOICE MAIL) INSTRUCTIONS

These instructions will enable the Auto Phone Attendant System (voice mail) to be turned off so calls can be directly answered by an Operator during the emergency.

Turning System Off

From any telephone:

1. Dial "*5015" to remove the auto-attend feature.

2. Verify the system is off by dialing "795-0504."

Turning System On

From any telephone:

1. Dial "*6015" to activate the auto-attend feature.

2. Verify the system is on by dialing "795-0504."

Problems

If there are problems turning the system on or off, contact the Telecommunications Representative or the EOF Facility Manager.