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PSEG NUCLEAR
ENC IMPLEMENTING PROCEDURES
March 29, 2000

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CHANGE PAGES FOR
REVISION #32

The Table of Contents forms a general guide to the current revision of each section of the ENC EPIP. The changes that are made in this TOC Revision #32 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	T.O.C.	32	All	T.O.C.	31
All	NC.EP.EP-ZZ-0801(Q)	3	All	NC.EP.EP-ZZ-0801(Q)	2

PSEG NUCLEAR EMERGENCY PLAN
ENC IMPLEMENTING PROCEDURES
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March 29, 2000

PSE&G CONTROL COPY # EPIP059

PUBLIC INFORMATION PROCEDURES

EMERGENCY NEWS CENTER:		Revision Number	Number Pages	Effective Date
NC.EP-EP.ZZ-0801(Q)	Emergency News Center Operation.....	3	56	03/29/00
NC.EP-EP.ZZ-0806(Q)	ENC Evacuation and Activation of Back-up ENC.....	3	D	02/29/00
EPIP 807	Emergency News Center Telephone Directory.....	18	D	06/23/99

PSEG NUCLEAR
NC.EP-EP.ZZ-0801(Q) - REV. 3

EMERGENCY NEWS CENTER OPERATION

PSE&G CONTROL COPY # EPIP059

SPONSOR ORGANIZATION: Emergency Preparedness

USE CATEGORY: **II**

REVISION SUMMARY: Biennial Review performed Yes ___ No X

This revision is strictly editorial. The table of contents has been revised to correct page numbering errors.

References to PSE&G NBU have been revised to PSEG Nuclear. References to Public Service Electric and Gas have been revised to PSEG.

APPROVED: _____ Manager - EP & IT — 3/22/00 Date

APPROVED: N/A Vice President - Operations — N/A Date

EMERGENCY NEWS CENTER OPERATION

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EMERGENCY NEWS CENTER OPERATION

1.0 PURPOSE

To staff, activate, operate and deactivate the Emergency News Center (ENC); and identify functions and actions of ENC staff.

2.0 PREREQUISITES

This procedure is implemented after entry into the PSEG Nuclear - Emergency Plan for emergency events at Hope Creek or Salem Nuclear Generating Stations, that direct staffing and/or activation of the ENC.

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Precautions and Limitations To Be Followed Prior To Implementing This Procedure.

3.1.1 It is recommended that initials be used in the place-keeping sign-off, instead of checkmarks, if more than one person may implement this procedure.

3.1.2 Personnel who implement this procedure shall be trained and qualified in accordance with (IAW) the Emergency Plan.

4.0 EQUIPMENT/MATERIALS REQUIRED

All equipment and materials needed to implement this procedure are located in the ENC.

5.0 PROCEDURE

5.1 Activation

All ENC Staff Members should:

5.1.1 GO to the ENC when called out.

5.1.2 SIGN IN AND OBTAIN your position name badge.

5.1.3 NOTIFY the person you report to at the ENC of your arrival.

5.1.4 IMPLEMENT instructions for setting up your area of the ENC as described in Section 1.0 of the Attachment to this Procedure for your ENC position.

5.2 Operation

All ENC Staff Members should:

5.2.1 IMPLEMENT Section 2.0 of Attachment to this Procedure for your ENC position, AND USE any other procedures, instructions, checklists, valid information and training you have received.

5.2.2 IF you need information,
IF you believe information you have been given is incorrect,
IF you have a problem that you cannot solve,
IF you need assistance or relief,
IF you think additional personnel should be called in to staff any ENC position,
IF you have information pertinent to ENC operations,
THEN INFORM the ENC supervisor you report to or the ENC Manager.

5.2.3 PROVIDE assistance to other ENC staff when needed.

5.2.4 IF you are the ENC Manager, Lead Technical Advisor, Communications Supervisor or ENC Operations Supervisor,
THEN KEEP a chronological log of significant information received and actions taken at the ENC.

NOTE

Other ENC personnel may also decide to maintain logs. If other ENC personnel maintain a log, it should be maintained in an Emergency Response Log Book in accordance with the instructions inside the Log Book cover or per a procedure. All logs become a record of the emergency event.

5.3 **Deactivation**

All ENC Staff Members should:

5.3.1 WHEN informed the ENC will be deactivated,
THEN COMPLETE checklists, forms, logs and other records.

5.3.2 GIVE all completed forms, logs, and other records to ENC Operations Supervisor.

5.3.3 RESTORE facility to its original condition.

5.3.4 IMPLEMENT Section 3.0 of the Attachment to this Procedure for your ENC position for additional deactivation duties.

5.3.5 PARTICIPATE in facility critique of ENC performance during emergency, especially noting improvements that should be considered in the facility, equipment, procedures, interfaces with other facilities, staff training or other areas.

5.3.6 WHEN dismissed by ENC Manager,
THEN LOCK UP equipment and desk,
AND RETURN your position name badge,
AND SIGN OUT at ENC access control point.

5.4 BACKGROUND

- An Emergency News Center is maintained at the Salem County 911 center located on Route 45 outside of Woodstown. Its purpose is to disseminate accurate information to the news media about the event in progress as quickly as possible. It has a media work area, telephone access, and facilities for Media Briefings to support 200 or more media personnel. Separate work areas are available for PSEG, Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA), States and local counties.

- Before ENC activation, the normal public information organization is used for non-emergency and emergency events as described in the NBU Emergency Plan. Normal public information functions are activated by the on-call Public Information Manager (PIM) calling the contact in Corporate Communications Department and media representatives.

- The on-call duty ENC staff is called out at Alert or higher emergency classifications. Under Unusual Event or Alert classifications, the Emergency Coordinator (EC) in conjunction with the on-call duty Company Spokesperson or on-call PIM are responsible for deciding to staff and activate the ENC. Under Site Area Emergency or General Emergency classifications, the ENC is always activated. Normal staffing and reporting relationships are shown in the NBU Emergency Plan Figure 3-4, ENC Organization with External Interface.

- While the ENC is activated, plant information and News Bulletins concerning the emergency are approved by the Company Spokesperson or designee per existing agreements on News Bulletins between PSEG and the States.

- A Public Information Liaison (PIL) is located in the Emergency Operations Facility (EOF), to ensure that the Emergency Response Organization provides accurate and timely information to the ENC.

- The ENC could remain activated in a limited capacity after an emergency has been terminated and other Emergency Response Facilities may have been deactivated. The ENC can remain activated to support the Recovery Management Organization (RMO) as long as media interest has not subsided to a level that can be handled through the Company's normal public information functions.

6.0 RECORDS

6.1 Emergency News Center Activation Checklist
6.2 Chronological Logs
6.3 News Bulletins
6.4 Chronologies of Events

7.0 REFERENCES

Nuclear Business Unit Emergency Plan

ATTACHMENT 1
EMERGENCY NEWS CENTER ACTIVATION CHECKLIST

ACTIVITY	INITIALS
1. Started chronological log book of ENC activities	_____
2. Called and briefed Corporate Communications	_____
3. Called and briefed Corporate Investor Relations	_____
4. Called in Health Physics Spokesperson if a radiological emergency	_____
5. Lead Technical Advisor and staff are ready to perform ENC functions	_____
6 Communications Supervisor and staff ready to perform ENC functions	_____
7. Operations Supervisor and staff ready to perform ENC functions	_____
8. Company Spokesperson ready to perform ENC functions	_____
9. Distributed all News Bulletins issued concerning emergency event	_____
10. Completed ENC physical set up	_____
11. Sufficient ENC staff available to activate	_____
12. Briefed ENC staff on status of plant and emergency event	_____

Declared ENC activated at _____ (a.m.) (p.m.) _____
Time **Date**

ENC Manager: _____
Signature

ATTACHMENT 2
EMERGENCY NEWS CENTER MANAGER

The Emergency News Center Manager has overall managerial responsibility for operation of the Emergency News Center (ENC).

The Emergency News Center Manager should:

1.0 PRIOR TO ENC ACTIVATION

1.1 Logs

NOTE

Maintenance of log may be delegated to Administrative Support Staff.

MAINTAIN a chronological log containing key events and actions taken by the ENC during the emergency.

1.2 Initial Contacts

1.2.1 PAGE the External Affairs representative on-call
AND BRIEF them on the emergency event so the representative has enough information to call Company officials.

1.2.2 CONTACT Corporate Investor Relations in Newark
AND BRIEF them on the emergency
AND KEEP them informed of any major changes.

1.2.3 IF the emergency involves a radiological event or potential release of radioactive material from the plant,
THEN CALL a Health Physics (HP) Spokesperson to report to the ENC to provide information to ENC staff and media on the health effects of radiation.

1.3 Facility Set Up

1.3.1 DIRECT setting up the ENC.

NOTE

The ENC may be activated with as few as four personnel to staff the following duty positions:
ENC Manager
Company Spokesperson
Lead Technical Advisor
Staff Writer

1.3.2 WHEN severe weather or other circumstances delay ENC staff reporting to facility, THEN ASSIGN ENC staff to temporarily fill positions until personnel enroute arrive at the ENC.

1.3.3 MEET with ENC Operations Supervisor, Communications Supervisor, and Lead Technical Advisor to ensure their staffs are ready to perform ENC functions.

1.3.4 PROVIDE an estimate of when the ENC will be activated to the Emergency Response Manager (ERM) at the Emergency Operations Facility (EOF).

1.3.5 OBTAIN all prior News Bulletins and media communications about the emergency AND READ them to become familiar with what was communicated.

1.3.6 OBTAIN current status of plant and emergency from the Lead Technical Advisor.

1.3.7 BRIEF the ENC staff on status of emergency and time of expected ENC activation, with emphasis on importance of communication and sharing all information within the ENC.

1.3.8 COMPLETE Attachment 1, ENC Activation Checklist, to verify and document completion of the previous items.

1.3.9 WHEN a need is identified to augment the staff to maintain an effective ENC, THEN REQUEST the Administrative Support Manager at the EOF to call in additional ENC staff.

1.3.10 WHEN the ENC is ready to perform emergency response functions, THEN DECLARE the ENC activated.

1.3.11 INFORM the ENC staff of ENC activation.

2.0 ENC OPERATION

2.1 Notifications

CALL the following Emergency Response Organization personnel
AND PROVIDE the time of ENC activation and names of Company Spokesperson, Lead Technical Advisor and ENC Manager:

- Emergency Response Manager (ERM) in the EOF [NETS 5000]
- Emergency Duty Officer (EDO) in each Technical Support Center (TSC) [NETS 5100 at Salem TSC and NETS 5200 at Hope Creek TSC]
- Operations Superintendent (OS) in each Control Room [NETS 5045 at Salem and DID 3027 at Hope Creek].

2.2 News Bulletins

WHEN directed by Company Spokesperson,
THEN REVIEW News Bulletins and other statements for adherence to Corporate policies
AND APPROVE those that are acceptable by initialing on back.

2.3 Media Briefings

2.3.1 ESTABLISH time for next Media Briefing with input from Company Spokesperson and government agency spokespersons present at the ENC.

2.3.2 PROVIDE time of next Media Briefing to Media Technical Advisor to post on board in media work area and to keep media informed of scheduled Media Briefings.

2.3.3 MAINTAIN Media Briefing schedule
AND ENSURE:

- current News Bulletin is available at start of Media Briefing
- adequate time is available for ENC Staff Briefing before Media Briefing
- adequate time is available to meet with the government agency spokespersons before Media Briefing.

2.3.4 MAINTAIN control of Media Briefings
AND CONDUCT them in the planned sequence AND in accordance with Attachment 24, Media Briefing Guidelines.

2.3.5 ASSIST in preparing Company Spokesperson for Media Briefings.

2.3.6 ENSURE adequate information, technical support, and visual aids are available for effective Media Briefings.

2.3.7 IF the emergency classification is changed,
THEN MAKE an announcement to the media at the ENC giving them the new classification and the brief description from the Event Classification Guide (ECG) to explain why the classification changed.
DO NOT answer questions from the media.
INFORM media that details are being obtained and will be provided at next briefing.
CONFIRM to media the time of next Media Briefing.

2.3.8 MEET with Media Technical Advisor periodically to determine reporters' satisfaction with information being provided
AND INITIATE corrective actions based on overall response.

2.3.9 CONFER with Company Spokesperson and Communications Supervisor to assess the need for special media attention, such as media tours of affected unit or participation by Company executives or industry experts at the ENC.

2.4 **ENC Staff Briefings**

2.4.1 WHEN the emergency classification changes or significant activity occurs,
THEN CONDUCT an ENC Staff Briefing to provide information to AND receive information from the ENC staff..

2.4.2 ENCOURAGE information feedback from ENC staff at briefings.

2.4.3 ASK the ENC staff what information they need.

2.5 **Continuous Duties**

2.5.1 DIRECT activities of ENC Operations Supervisor and Communications Supervisor to assure coordinated and effective operation of ENC.

2.5.2 DETERMINE any need for additional staffing or other support at the ENC.

2.5.3 IF the emergency escalates to a radiological event or potential release of radioactive material from the plant,
THEN CALL a Health Physics (HP) Spokesperson to report to the ENC for providing information to the ENC staff and media on the health effects of radiation.

2.6 **Relief Staffing**

2.6.1 IF the ENC will be required to be activated for more than 12-hours,
THEN DIRECT the ENC Operations Supervisor to plan a relief shift call out.

2.6.2 DETERMINE a time for the ENC shift change
AND INFORM the ENC Operations Supervisor to have relief shift personnel at the ENC by that time.

2.6.3 REVIEW the relief shift call out list for completeness and accuracy.

2.6.4 APPROVE the relief shift call out list by initialing prior to its initiation by the ENC Operations Supervisor.

2.6.5 IF a radiological event is in progress and protective actions are in place for the 10-mile Emergency Planning Zone and traffic control points may be encountered by the relief shift,
THEN DIRECT the Administrative Support Manager at the EOF to telephone or use the paging system to inform them of any plume location, protective actions to take, or routing information to get to the ENC.

2.6.6 INFORM all ENC staff of pending shift turnover
AND DIRECT its implementation to assure that all conduct a thorough turnover of responsibilities to their replacements.

2.6.7 WHEN there is a shift change,
THEN BRIEF your replacement ENC Manager about what happened on your shift and the emergency status.

2.6.8 WHEN briefing of replacement ENC Manager is completed,
THEN ANNOUNCE to ENC staff the transfer of ENC Manager responsibility.

2.7 **Termination of ENC Activities**

WHEN media interest has subsided and can be handled by normal public information functions,
THEN DISCUSS with ERM and Company Spokesperson the need for continued operation of the ENC
AND DECIDE whether to deactivate the ENC.

3.0 DEACTIVATION OF ENC

3.1 Staff Direction

3.1.1 BRIEF the ENC staff on:
- Turning in all completed checklists, forms and other records
- Restoring facility to its original condition
- Preparing for a facility critique
- Not departing ENC until released
- Locking desk, turning in desk keys and badge, and signing out.

3.1.2 VERIFY facility is restored to its original condition and it is ready for activation..

3.2 Facility Critique

3.2.1 IF the ENC activation involved more than one shift or if desired for other reasons, THEN CONDUCT facility critique at a later date.

3.2.2 ASSIGN a note taker prior to facility critique
AND DIRECT note taker to especially note items that will require follow-up by ENC staff, Corporate Communications, Emergency Preparedness or others.

3.2.3 ENCOURAGE ENC staff to provide critical comments and participate in critique.

3.2.4 CONDUCT a thorough facility critique of ENC performance during the emergency, especially noting improvements that should be considered in the facility, procedures, interfaces with other facilities, staff training or other areas.

3.2.5 DISMISS the ENC staff.

3.3 Follow-up Actions

FORWARD all completed records and items from facility critique to the Emergency Preparedness Manager.

ATTACHMENT 3
COMPANY SPOKESPERSON

The Company Spokesperson has overall responsibility for communications and relations with the media concerning an emergency event during Emergency News Center (ENC) activation, and reports to the Emergency Response Manager (ERM) at the Emergency Operations Facility.

The Company Spokesperson should:

1.0 PRIOR TO ENC ACTIVATION

1.1 GO directly to the ENC
AND CONTACT the ERM [NETS 5000] to obtain an update on the emergency.

1.2 WHEN the ENC is ready to be activated,
THEN BRIEF the ENC staff on the emergency and plant status.

2.0 ENC OPERATION

NOTE
Draft news bulletins are faxed to the Public Information Liaison (PIL) for review.

2.1 REVIEW News Bulletins and other news statements for accuracy
AND INITIAL back of copy to indicate approval.

2.2 PROVIDE information on the emergency and plant status to representatives of the State, County, and Federal agencies represented at the ENC, prior to informing media.

2.3 IF a state of emergency is declared by the Governor of New Jersey and/or Delaware due to the nuclear plant emergency,
THEN ASSURE that all News Bulletins are also reviewed and approved by a representative of the State of New Jersey as required by our Memorandum of Understanding, Nuclear Business Unit Emergency Plan Attachment 2-1.4.

2.4 MEET periodically with Media Technical Advisor to assure visual aids that may be needed during Media Briefings are available in the briefing area.

2.5 CONDUCT briefings in accordance with Attachment 24, Media Briefing Guidelines.

2.6 BRIEF the ENC staff periodically on plant status and ENC performance.

2.7 OBTAIN feedback from ENC staff to improve performance and share information.

2.8 UPDATE the ERM, the CNO and PSEG Chief Executive Officer (CEO) in Newark periodically on effectiveness of Media Briefings and ENC operations.

2.9 IF there is a shift change,
THEN BRIEF the replacement Company Spokesperson on what happened on your shift and current status of emergency.

2.10 WHEN media interest has subsided and can be handled by the normal Nuclear Communication organization,
THEN DISCUSS with ENC Manager and ERM the need to continue ENC operations.

NOTE
If the lead technical advisor enters the briefing room during the press briefing, this indicates either a change in classification or other significant event which needs immediate attention. You should stop the press briefing as quickly as possible.

2.11 IF the lead technical advisor enters the briefing room during the press briefing,
THEN stop the press briefing as quickly as possible and discuss with the ENC staff and the state representatives.

ATTACHMENT 4
LEAD TECHNICAL ADVISOR

The Lead Technical Advisor (LTA) is responsible for tracking the status of the emergency event and providing technical information to Emergency News Center (ENC) staff. Duties also include:

- Reporting to Company Spokesperson and accomplishing assigned activities
- Directing activities of Media and Communications Technical Advisors
- Performing duties of Communications and Media Technical Advisor when they are unavailable
- Monitoring EOF briefings via speaker phone and update Company Spokesperson on changes in plant and emergency event status
- Providing technical briefings to ENC staff and media when directed.

The Lead Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

1.1 MAINTAIN a chronological log of key events and actions taken to provide technical information to media and ENC staff, using instructions contained inside cover of Emergency Response Log Book or maintaining log on easel pad and keep pad as log record.

1.2 DIRECT Communications Technical Advisor (CTA) to gather information about the emergency from Public Information Liaison (PIL) at the EOF to prepare a briefing to update the Company Spokesperson.

2.0 ENC OPERATION

2.1 IF changes occur in plant status or emergency event,
THEN INFORM Company Spokesperson, ENC Manager, Communications Supervisor, and Technical Advisors immediately.

2.2 WHEN directed by Company Spokesperson or ENC Manager,
THEN BRIEF the ENC staff about the emergency event and plant status.

2.3 REVIEW News Bulletins drafted about the emergency for accurate technical content.

2.3.1 IF inaccuracies exist in draft News Bulletins,
THEN DIRECT Communications Technical Advisor to obtain correct information and to assist Staff Writer in drafting a correction.
2.3.2 REVIEW final draft of News Bulletins for technical accuracy prior to approval by Company Spokesperson.

2.4 Fax the final draft of the News Bulletin to the PIL for EOF review.

2.6 ASSIST Company Spokesperson in preparing for Media Briefings.

ATTACHMENT 4
Page 2 of 2

2.7 IF requested by Company Spokesperson,
THEN PARTICIPATE in Media Briefing.

2.8 IF called upon during Media Briefing by Company Spokesperson,
THEN PROVIDE information to media in accordance with Attachment 24, Media Briefing Guidelines.

2.9 MONITOR Media Briefings
AND NOTE any questions not answered by the Company Spokesperson.

2.10 OBTAIN information for unanswered media questions for Company Spokesperson as soon as possible.

2.11 MONITOR Emergency Response Manager (ERM) meetings at EOF via speaker phone
OR ASSIGN Communications Technical Advisor to monitor ERM meetings and to keep notes in Log.

2.12 IF there is a shift change,
THEN BRIEF the replacement Lead Technical Advisor on what happened on your shift and current status of emergency.

2.13 IF there is a change in status or other significant event during a press briefing,
THEN enter the press briefing room and get the attention of the company spokesperson and ensure the press briefing is stopped.

ATTACHMENT 5
MEDIA TECHNICAL ADVISOR

The Media Technical Advisor is responsible for providing general information about nuclear energy and the plant to media representatives at the ENC. Duties include:

- Reporting to Lead Technical Advisor (LTA) and accomplishing assigned activities
- Being knowledgeable of emergency event details as discussed at Media Briefings
- Providing press kits and other information to media representatives as they arrive at ENC and updating them about the emergency event
- Informing media representatives to view videotapes of Media Briefings they have missed
- Answering general technical questions asked by media about the plant or nuclear energy
- Assuming duties of LTA or Communications Technical Advisor as assigned.

The Media Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

1.1 CHECK cabinets to assure there is a supply of press kits, photographs, video tapes, and graphics of plants.

1.2 INFORM the ENC Operations Supervisor if any supplies are low so additional material can be obtained.

1.3 CHECK availability of "show and tell' materials (such as fuel pellets and fuel bundles), and note the storage locations.

1.4 REMOVE all signs and other extraneous material from Media Briefing area that could distract audience during briefing.

1.5 CHECK visual aids to insure they represent the correct unit and are easily accessible for use during Media Briefings.

1.6 CHECK phone lines in the media room to ensure that they are operable.

1.7 Assist A/V coordinator with media set up, as needed.

2.0 ENC OPERATION

2.1 IF a Media Briefing is NOT taking place,
THEN REMAIN at Help Desk to provide media representatives with media kits, photographs, videotapes, and graphics of plant.

2.2 IF you must leave the Help Desk for an extended period of time,

THEN INFORM the Lead Technical Advisor to make arrangements for Help Desk coverage.

2.3 MAINTAIN current the white board near Help Desk by posting time of next Media Briefing and other information for media.

2.4 UPDATE emergency classification definition on white board after change is announced to media.

2.5 EXPLAIN to media the information in the Delaware and New Jersey emergency information calendars.

2.6 EXPLAIN the plant and nuclear energy to media using graphics, visual aids, and "show and tell" materials.

2.7 MONITOR Media Briefings to become familiar with what was discussed so that you can answer questions from media in the proper context.

2.8 RESPOND to media inquiries about the plant and emergency, while remaining aware of these precautions:

- **DO NOT** speculate about what might happen.
- **DO NOT** compare this incident to other accidents such as Three Mile Island or Chernobyl.
- **DO NOT** participate in on camera or radio interviews.
- IF a request is made for an interview,
  THEN INFORM the ENC Manager so an interview can be scheduled with the Company Spokesperson.
- **DO NOT** talk about Protective Action Recommendations (PARs) made to the States by PSEG.
- ANSWER only general media questions about status of plant and emergency.
- EXPLAIN how systems that are involved in the emergency normally function.
- FOLLOW Attachment 24, Media Briefing Guidelines.

2.9 INFORM the Lead Technical Advisor periodically of what information the media is seeking AND REQUEST information needed for the Help Desk.

2.10 IF there is a shift change,
THEN BRIEF the replacement Media Technical Advisor on what happened on your shift and current status of emergency event.

ATTACHMENT 6
COMMUNICATIONS TECHNICAL ADVISOR

The Communications Technical Advisor (CTA) is responsible for maintaining contact with The Public Information Liaison (PIL) Emergency Operations Facility (EOF) to obtain information about the emergency event and update the Communications Supervisor and Staff Writer on plant status and the emergency event. Duties include:

- Reporting to Lead Technical Advisor (LTA) and accomplishing assigned activities
- Being knowledgeable of the emergency event and plant status
- Providing technical information to ENC staff
- Tracking emergency event and significant activities on ENC status board
- Assuming duties of LTA or Media Technical Advisor as assigned.

The Communications Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

1.1 MAINTAIN a chronological list of key events and actions during an emergency using the white status board on wall of ENC staff work room.

1.2 ESTABLISH communications with the PIL at the EOF.

2.0 ENC OPERATION

2.1 MAINTAIN contact with PIL at the EOF to obtain information about items of particular interest to the public, media and ENC staff.

2.2 COMMUNICATE priorities to PIL for information the PIL should be obtaining for the ENC staff.

2.3 PROVIDE technical briefings to ENC staff as requested by LTA or Communications Supervisor.

2.4 UPDATE status board in ENC staff workroom to keep it current.

2.5 INFORM Communications Supervisor and Staff Writer of emergency activities.

2.6 ASSIST Staff Writer in preparing News Bulletins, Chronologies and other news statements, if needed.

2.7 REVIEW News Bulletins and other news statements for technical accuracy.

2.8 MAINTAIN contact with EOF while Media Briefings are being conducted.

2.9 IF emergency classification should change or significant information be obtained during a Media Briefing,
THEN DIRECT the ENC Operations Supervisor to get a message about the change to the ENC Manager immediately.

2.10 REVIEW plant status reports to obtain information.

2.11 FILE plant status reports in chronological order in binder on the Communications Technical Advisor's desk.

2.12 IF providing information for News Bulletins or other news statements,
THEN **DO NOT** speculate about what might happen and **DO NOT** compare this emergency to other emergencies such as Three Mile Island or Chernobyl.

2.13 **DO NOT** provide information about Protective Action Recommendations (PARs) made to the States by PSEG.

2.14 IF there is a shift change,
THEN BRIEF the replacement Communications Technical Advisor on what happened on your shift and the current status of plant and emergency.

ATTACHMENT 7
HEALTH PHYSICS (HP) SPOKESPERSON

The Health Physics Spokesperson is a contracted expert on radiation and health physics. The HP Spokesperson is responsible for providing information to the Emergency News Center (ENC) staff and media about the health effects of radiation.

The HP Spokesperson should:

1.0 NOTIFICATION

REPORT to the ENC as soon as possible when called by the ENC Manager or designee and informed a plant emergency involves a radiological event or the potential release of radioactive material.

2.0 ENC OPERATION

2.1 OBTAIN details of emergency event from Radiological Support Manager (RSM) at the Emergency Operations Facility (EOF).

2.2 PARTICIPATE in pre-briefing meetings with Company Spokesperson and government agency spokespersons.

2.3 PARTICIPATE in Media Briefings by answering questions when called upon by ENC Manager or Company Spokesperson.

2.4 ADDRESS only the health effects of radiation.

2.5 FOLLOW Attachment 24, Media Briefing Guidelines, and these guidelines:
- DISCUSS health effects of radiation when asked
- COMPARE dose rates to everyday items familiar to the public, e.g., a chest x-ray provides a dose of 50 millirem in a short period of time
- **DO NOT** speculate on any aspect of the emergency or the way PSEG, states or counties are handling and responding to the emergency
- **DO NOT** comment on Protective Actions issued by the states, since only the states should discuss Protective Actions for the general public.

2.6 WHEN Media Briefing is completed,
THEN REMAIN at Help Desk with Media Technical Advisor to answer questions about the health effects of radiation.

2.7 IF there is a shift change,
THEN BRIEF the replacement HP Spokesperson on what happened on your shift and the current status of emergency.

ATTACHMENT 8
COMMUNICATIONS SUPERVISOR

The Communications Supervisor is responsible for directing activities of the Staff Writer, Industry/Government Affairs Coordinator, Rumor Control Coordinator, Media Information Coordinator, Northern Inquiry and Accounting Center Supervisor and Southern Inquiry and Accounting Center Supervisor.

The Communications Supervisor should:

1.0 PRIOR TO ENC ACTIVATION

1.1 MAINTAIN a chronological log book containing key events and actions taken at ENC to communicate with the media and public, in accordance with instructions in inside cover of Emergency Response Log Book.

1.2 INFORM the ENC Manager if additional communications staff members are required.

1.3 ENSURE that copies of all News Bulletins, issued about emergency event before ENC is activated, have been provided to ENC communications staff.

2.0 ENC OPERATION

2.1 DIRECT Staff Writer in obtaining information about emergency event, preparing News Bulletins, determining content, and obtaining preliminary review by the Lead Technical Advisor and other reviewers.

2.2 REVIEW each News Bulletin for acceptable communication content, accuracy, and clarity.

2.3 DIRECT Staff Writer to make any corrections and clarifications that will result in a high-quality News Bulletin that will not require excessive alterations or editorial changes by the Lead Technical Advisor or Company Spokesperson during the approval process.

2.4 ENSURE Lead Technical Advisor reviews for technical accuracy each News Bulletin, Chronology of Events, and other news statements issued from the ENC.

2.4 OBTAIN review and approval of each News Bulletin by Company Spokesperson or ENC Manager as indicated by approver's initials on back of copy .

2.5 ENSURE news bulletin is faxed to the PIL for EOF staff review. PIL is allotted 10 minutes to have review completed.

2.6 IF Company Spokesperson and ENC Manager are conducting a Media Briefing AND the Company Spokesperson has reviewed and corrected the previous draft of the News Bulletin,
THEN REVIEW the accuracy of the correction
AND APPROVE the corrected News Bulletin by initialing the back of it.

2.7 IF the State of New Jersey has declared a State of Emergency,
THEN OBTAIN approval of all News Bulletins by a representative from the State of New Jersey at the ENC.

2.8 GIVE approved News Bulletins to the ENC Operations Supervisor for distribution.

2.9 DIRECT Staff Writer to initiate and periodically update a Chronology of Events AND PROVIDE guidance as to what significant items should be included on Chronology.

2.10 OBTAIN same approval and distribution of Chronologies as provided for News Bulletins.

2.11 WHEN information is requested by the Company Spokesperson or ENC Manager, THEN DIRECT preparation of supplemental media information and news statements.

2.12 OBTAIN information needed by ENC communications staff to perform their duties from the Communications Technical Advisor, Media Technical Advisor, Lead Technical Advisor, ENC Manager, Nuclear Communications staff, Health Physics Spokesperson, Company Spokesperson, or other Corporate resources.

2.13 MONITOR Media Briefings, ENC Staff Briefings, and other discussions for information that should be included in News Bulletins.

2.14 IF it is approaching an hour since the last ENC staff briefing,
THEN REMIND the ENC Manager if one is needed.

2.15 VERIFY that accurate and timely information is being provided from all Emergency News Center sources through periodically monitoring messages being communicated by the Rumor Control Center, Media Information Line Operators, and Industry/Government Affairs Coordinator.

2.16 ENSURE that inaccuracies in broadcast news reports discovered by the Media Monitors are brought to the attention of the originating news organizations.

2.17 IF there is a shift change,
THEN BRIEF your replacement Communications Supervisor on what happened on your shift, current status of the emergency, and status of any News Bulletins or other news statements in process.

2.18 WHEN the decision is made to deactivate ENC,
THEN DIRECT Staff Writer to prepare a News Bulletin announcing deactivation of the ENC and describing how information will now be provided through the normal Corporate Communication organization.

2.19 IF computer equipment or communication equipment is malfunctioning,
THEN CONTACT the EOF Administrative Support Manager and REQUEST assistance from the EOF IT Support Supervisor.

ATTACHMENT 9
ENC OPERATIONS SUPERVISOR

The ENC Operations Supervisor is responsible for directing activities of the Audio/Visual Services Coordinator, and Administrative Support Staff.

The ENC Operations Supervisor should:

1.0 PRIOR TO ENC ACTIVATION

1.1 ASSIGN as soon as possible an Administrative Support Person to set up a sign-in and badging table in the ENC reception area for ENC staff and media representatives, and follow badging instructions in Attachment 17 of this procedure.

1.2 ENSURE that media representatives are not allowed to mingle in area with PSEG staff.

1.3 IF computer equipment or communication equipment is malfunctioning, THEN CONTACT the EOF Administrative Support Manager and REQUEST assistance from the EOF IT Support Supervisor.

1.4 DIRECT Administrative Support Persons to only allow people with PSEG, Federal, State, or County identification or press credentials into ENC.

NOTE
Only ENC Operations Supervisor, ENC Manager, or Company Spokesperson (CS) can authorize entry into ENC by people who do not have proper identification or press credentials.

1.5 DIRECT all unauthorized persons to leave ENC OR AUTHORIZE their entry into ENC.

1.6 ENSURE that security is being maintained.

1.7 ASSIGN an Administrative Support Person to CS to maintain a chronological Log Book containing key events and actions taken by the ENC during the emergency event AND ASSURE that log is maintained in accordance with instructions contained inside cover of Emergency Response Log Book.

1.8 IF additional ENC personnel or resources are needed, (for example, computer support) THEN CONTACT Administrative Support Manager (ASM) at Emergency Operations Facility (EOF) to fulfill the needs.

1.10 ASSIGN an Administrative Support Person to

1.10.1 Distribute News Bulletins; monitor fax machines; distribute information from fax machines; make copies; and be a messenger between work areas as detailed in Attachment 17 of this Procedure.

1.10.2 To support the company spokesperson.

1.11 ENSURE that ENC staff gives highest priority to distribution of News Bulletins.

1.12 INFORM the ENC Manager when your staff is ready to perform emergency response functions.

2.0 ENC OPERATION

2.1 DIRECT administrative operations of ENC including badging, security, computer support, clerical support, procurement, meals, maintenance, and first aid.

2.2 IF security support or additional staffing is needed,
THEN REQUEST it through the Administrative Support Manager (ASM) at EOF.

2.3 IF law enforcement assistance or emergency medical service is needed at ENC,
THEN CALL **911**.

2.4 PROVIDE Audio/Visual Services Coordinator with name cards to put on table during Media Briefings, to include the ENC Manager, Company Spokesperson, Health Physics Spokesperson, and all government agency spokespersons.

2.5 WHEN State representatives arrive at ENC,
THEN PROVIDE assistance in setting up their work areas if needed.

2.6 OBTAIN copies of States' News Bulletins and Emergency Alert System messages,
AND DISTRIBUTE copies to ENC staff and fax to Emergency Response Manager at EOF.

2.7 IF State personnel at the ENC need administrative support,
CALL in additional Administrative Support.

2.8 PROVIDE supplies and services requested by ENC staff.

2.9 ORDER supplies, food and beverages for ENC staff and media representatives for duration of ENC activation.

ATTACHMENT 9
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2.10 ARRANGE for shift relief if ENC will be activated for more than 12 hours.

2.11 IF there is a shift change,
THEN BRIEF your replacement ENC Operations Supervisor on what happened on your shift and current status of emergency.

ATTACHMENT 10
STAFF WRITER

The Staff Writer works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for writing News Bulletins and other news statements to get current, accurate plant status information to the public through media representatives.

The Staff Writer should:

1.0 PRIOR TO ENC ACTIVATION

1.1 CHECK all equipment to make sure it is operating properly,
AND REPORT equipment problems or supply shortages to ENC Operations Supervisor.

1.2 INFORM Communication Supervisor when ready to perform emergency response functions.

2.0 ENC OPERATION

2.1 KEEP knowledgeable about plant conditions and emergency response activities based on information from sources such as the Communications Supervisor, Communications Technical Advisor, Lead Technical Advisor, and Company Spokesperson.

2.2 SEEK information aggressively from these sources to compose accurate and effective News Bulletins.

2.3 WRITE News Bulletins, chronologies and other news statements as assigned by Communications Supervisor using Attachment 23, News Bulletin Guidelines.

2.4 IF the emergency classification is changed,
THEN WRITE a new News Bulletin immediately about the new classification and the reason for the change.

2.5 GIVE News Bulletins, chronologies and news statements to Communications Supervisor to obtain review and approval.

2.6 WHEN not assigned to write News Bulletins,
THEN GATHER information to be used in preparing future News Bulletins, chronologies and statements.

2.7 IF there is a shift change,
THEN BRIEF your replacement Staff Writer on what happened on your shift and status of the emergency.

ATTACHMENT 11
MEDIA INFORMATION COORDINATOR

The Media Information Coordinator works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for directing activities of Media Information Line Operators.

The Media Information Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

1.1 ENSURE all telephone lines, facsimile machine and equipment used by Media Information Line Operators are operational,
AND REPORT uncorrected problems to ENC Operations Supervisor.

1.2 EXPLAIN how Operators should use *79 to answer any telephone line in the Media Information Line Room.

2.0 ENC OPERATION

2.1 ENSURE inquiries to ENC's media information telephone bank are answered using latest News Bulletin and "Facts on File" background information.

2.2 OBTAIN information for the media as requested by Media Information Line Operators.

2.3 INFORM Communications Supervisor periodically of the number and type of media inquiries so the Communications Supervisor can request the Company Spokesperson reply to repeated generic media concerns in future Media Briefings.

2.4 REMIND Media Information Line Operators to direct calls about New Jersey or Delaware to State telephone operators,
AND PROVIDE correct telephone numbers of States to Operators.

2.5 WHEN PSEG issues a News Bulletin,
THEN call the wire services listed in NC.EP-WB.ZZ-0001(Z), Section 10,
AND TELL them you have a News Bulletin about a nuclear incident at PSEG,
AND for the first News Bulletin, VERIFY wire service fax number,
AND FAX News Bulletin to Newswire, Newspapers and Business wire listed in NC.EP-WB.ZZ-0001(Z), Section 10, ENC Contacts

ATTACHMENT 11
Page 2 of 2

2.6 ASSUME duties of Media Information Line Operator during periods of heavy workload or break periods.

2.7 WHEN ENC staff briefings are held,
THEN ASSURE that enough Media Information Line Operators remain to take media calls AND NOTE information presented at ENC staff briefing.

2.8 WHEN ENC staff briefings are held,
THEN REPORT on the types of questions being asked by the media when they call the Media Information Line Operators.

2.9 WHEN each ENC staff briefing is completed,
THEN INFORM all Media Information Line Operators that did not attend what was presented at the briefing.

2.10 IF there is a shift change,
THEN BRIEF replacement Media Information Line Supervisor on what happened during your shift and current emergency status.

2.11 ENSURE that Media Information Line Operators do not depart the ENC until sufficient replacement Operators have arrived and been adequately briefed.

ATTACHMENT 12
MEDIA MONITOR

The Media Monitor works under direction of the Emergency News Center (ENC) Rumor Control Coordinator and is responsible for monitoring television and radio news accounts of an emergency for discrepancies and misleading information being reported. The objective of media monitoring is to monitor the primary media outlets and a random coverage of other media; it is not expected to monitor 100% of all television and radio stations at any one time. **The Media Monitor should:**

1.0 PRIOR TO ENC ACTIVATION

1.1 SET UP media monitoring equipment
AND take action to CORRECT equipment problems.

1.2 SET UP and TUNE television monitors to the following Philadelphia stations
AND RECORD local and national news programs and news bulletins about the emergency:

KYW - Channel 3	WCAU - Channel 10
WPVI - Channel 6	WXTF - Channel 29.

1.3 SET UP and SCAN at least the following radio stations
AND RECORD local and national news programs about the emergency:

KYW - 1060 AM	WILM - 1450 AM
WJIC - 1510 AM	WSTW - 93.7 FM.

2.0 ENC OPERATION

2.1 READ News Bulletins
AND MONITOR Media Briefings to obtain facts about emergency.

2.2 MONITOR media reports for accuracy.

2.3 MAINTAIN a list of discrepancies or misleading information carried on radio or television about the emergency, including station, time, description of incorrect or misleading information and give list to the Rumor Control Coordinator.

2.4 ALERT Rumor Control Coordinator of any discrepancies or misleading information carried on television or radio stations.

2.5 IF there is a shift change,
THEN BRIEF new Media Monitors on what happened during shift and emergency status.

ATTACHMENT 13
MEDIA INFORMATION LINE OPERATOR

The Media Information Line Operator works under direction of the Emergency News Center (ENC) Media Information Coordinator and provides timely and accurate information about the emergency event to callers into the Media Information Line. **The Media Information Line Operator should:**

1.0 PRIOR TO ENC ACTIVATION

CORRECT telephone and equipment problems.

2.0 ENC OPERATION

2.1 MAINTAIN list of inquiries, noting the time, caller name, media organization, and subject.

2.2 RESPOND to telephone inquiries about emergency using information provided in News Bulletins, approved reference materials, or approved chronologies and status board data.

2.3 INVITE media to ENC to attend Media Briefings
AND PROVIDE directions to ENC.

2.4 REFER media calls about New Jersey and Delaware to applicable State
AND PROVIDE telephone number of the State's Media Information Line.

2.5 REFER calls on plant status from the general public to Rumor Control Center.

2.6 REFER calls on evacuation or sheltering to New Jersey or Delaware information lines.

2.7 IF callers request additional information,
THEN DO one of the following:
1. REFER caller to Delaware or New Jersey telephone information line
2. TAKE a message for Delaware, New Jersey or county Public Information Officer
   AND deliver the message to that person at the ENC
3. IF they want to be placed on distribution of News Bulletins,
   THEN OBTAIN fax number
   AND GIVE to Industry/Government Affairs Coordinator
4. IF caller wants to speak to Emergency Response Manager (ERM),
   THEN TAKE a message
   AND FAX message to ERM at EOF.

2.8 IF there is a shift change,
THEN BRIEF replacement Operator on what happened during shift and emergency status.

ATTACHMENT 14
INDUSTRY/GOVERNMENT AFFAIRS COORDINATOR

The Industry/Government Affairs Coordinator works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for all liaison activities with Company officials, government and nuclear industry representatives.

The Industry/Government Affairs Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

1.1 CHECK for proper operation of computers, telephones and other equipment you use AND REPORT uncorrected problems to ENC Operations Supervisor.

1.2 MAINTAIN list of contacts made with industry, government and Company representatives, AND NOTE each person called, organization, and reason for contact.

1.3 OBTAIN all News Bulletins and other information available concerning emergency.

1.4 CONTACT Director - Federal Affairs, or designee, starting at top of call list below and using the Emergency Preparedness Phone Number Directory, (NC.EP-WB.ZZ-0001(Z))
AND BRIEF them on emergency status
AND PROVIDE your telephone number to contact for call backs.
___ Director - Federal Affairs, Newark Office or Washington Office
OR
___ Manager - Federal Affairs, Washington Office
OR
___ Federal Legislative Analyst, Newark Office
OR
___ Legislative Staff Assistant, Newark Office.

1.5 CONTACT Director - State Governmental Affairs, or designee, starting at top of list below and using the Emergency Preparedness Phone Number Directory, (NC.EP-WB.ZZ-0001(Z)),
AND BRIEF them on emergency status
AND PROVIDE your telephone number to contact for call backs.
___ Director – Corporate ISS and State Affairs, Newark Office
OR
___ Manager - State Governmental Affairs, Newark Office
OR
___ Manager - State Governmental Affairs, Trenton Office
OR
___ External Affairs Legislative Assistant, Newark Office
OR
___ External Affairs Legislative Assistant, Trenton Office

1.6 CONTACT Lower Alloways Creek (LAC) Township's liaison to PSEG, or designee, starting at top of call list below and using the Emergency Response Telephone Directory,
AND BRIEF them on emergency status
AND PROVIDE your telephone number to contact for call backs.
___ LAC's Emergency Management Coordinator (EMC)
OR
___ LAC's Police Chief
OR
___ IF Police Chief is not available, THEN ask Dispatcher to page Police Chief to return your call AND PROVIDE Dispatcher with telephone number where Police Chief can call you.

1.7 FAX all approved News Bulletins concerning emergency to State Governmental Affairs' Offices in Newark and Trenton, Federal Affairs' Offices in Newark and Washington, LAC Township, and Salem County Department of Emergency Services.

2.0 ENC OPERATION

2.1 CONTACT Institute of Nuclear Power Operations (INPO) Duty Officer
AND INFORM INPO that an emergency event is in progress at Hope Creek or Salem Nuclear Generating Stations and that approved plant status updates will be faxed to INPO from the Emergency News Center
AND PROVIDE your telephone number to the INPO Duty Officer for call backs.

2.2 CONTACT Nuclear Energy Institute (NEI), formerly United States Committee on Energy Awareness (USCEA),
AND ASK to speak to the Public Information Officer on duty,
AND INFORM NEI that an emergency has been declared at Hope Creek or Salem Nuclear Generating Stations and the Emergency News Center will fax NEI all approved News Bulletins concerning the emergency for use on INFOPHONE,
AND CONFIRM the NEI fax number.

2.3 ESTABLISH contact with PECO Energy Company and Conectiv Public Information Departments, and any other organizations as directed by ENC Communications Supervisor
AND FAX each approved News Bulletin about the emergency to those contacts.

2.4 ESTABLISH contact with a representative from the Board of Public Utilities (BPU). OBTAIN fax number and provide copy of all news bulletins.

2.5 MAINTAIN periodic contact with PSEG's Federal Affairs' and State Governmental Affairs' Offices, and LAC Township,
AND PROVIDE them with information about the emergency as it becomes available
AND ASK them about any political reaction to the emergency.

2.6 ATTEND all ENC staff briefings to stay informed on emergency and plant status.

2.7 MONITOR all ENC Media Briefings via television monitor in communication work area.

2.8 KEEP the ENC Communications Supervisor informed of industry contacts made and any inquiries about the emergency event.

298 KEEP the ENC Communications Supervisor informed of political reaction to emergency event as reported by Federal Affairs and State Governmental Affairs representatives.

2.10 WHEN ENC staff briefings are held,
THEN PROVIDE information about industry and government concerns or questions asked.

2.11 IF there is a shift change,
THEN BRIEF the replacement Industry/Government Affairs Coordinator about what happened during the shift and the current emergency status.

3.0 DEACTIVATION

CALL each industry, government and Company contact
AND INFORM them the Emergency News Center has been deactivated and further information can be obtained through normal Company communication channels.

ATTACHMENT 15

AUDIO/VISUAL SERVICES COORDINATOR

The Audio/Visual Services Coordinator works under direction of the Emergency News Center (ENC) Operations Supervisor and is responsible for all ENC audio and visual (A/V) services and equipment.

The Audio/Visual Services Coordinator should:

1.0 **PRIOR TO ENC ACTIVATION**

1.1 OBTAIN A/V equipment from storage
AND SET UP in the Media Briefing Room.

1.2 OBTAIN from ENC Operations Supervisor the correct names, titles and correct spelling of names of spokespeople who will beparticipating in the press briefings.
AND PLACE name cards on Table.

1.3 SET UP chairs for media. Request help from the Media Tech Advisor, if needed.

1.4 ENSURE poster cards are correctly placed for maximum visual effect.

1.5 CONNECT all A/V equipment.

1.6 CHECK all A/V equipment to make sure it is operational.

1.7 INFORM the ENC Operations Supervisor of any problems that cannot be corrected.

1.8 INFORM the ENC Operations Supervisor when Media Work Room, Media Briefing Room (gymnasium) and A/V equipment are ready to perform emergency response functions.

2.0 **ENC OPERATION**

2.1 VIDEO TAPE each Media Briefing in its entirety.

2.2 OPERATE microphone to pick up media questions at an adequate sound level.

2.3 CHANGE name cards on Table as spokespersons change.

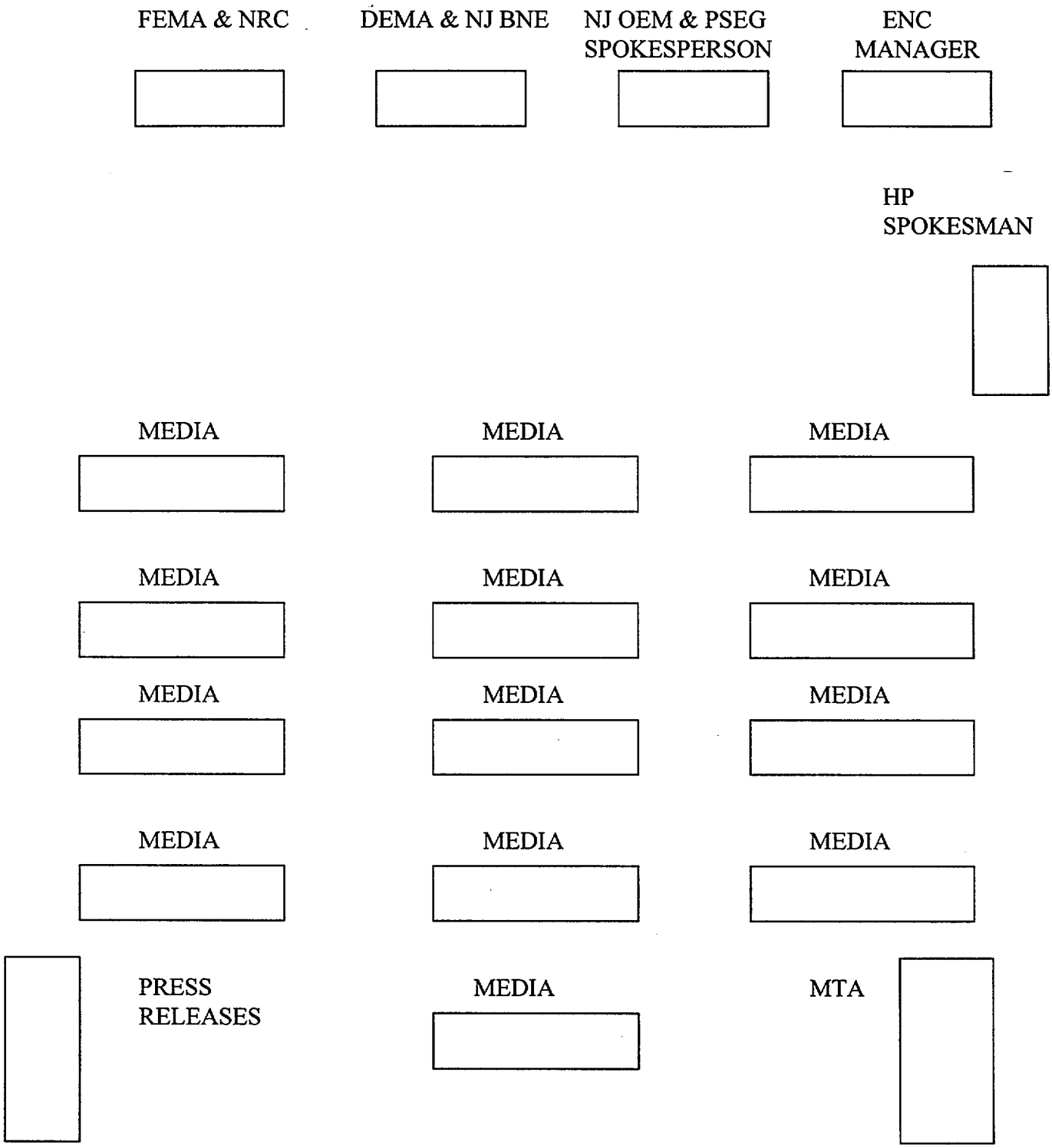
2.4 REPLAY Media Briefing videotapes in Media Work Room between Media Briefings, if requested

2.5 IF there is a shift change,
THEN BRIEF the replacement Audio/Visual Services Coordinator on what happened during the shift and the current status of A/V equipment in ENC.

ATTACHMENT 15

Page 2 of 2

1.0 TYPICAL DRAWING OF THE SET UP OF THE MEDIA WORK ROOM



ATTACHMENT 16
Page 1 of 2
ADMINISTRATIVE SUPPORT PERSON

The Administrative Support Person reports to the Emergency News Center (ENC) Operations Supervisor and is responsible for providing ENC access control, badging all ENC staff and media representatives in ENC, operating telecopier and copy machines, typing, answering telephones, making telephone calls to support ENC operations, carrying messages, distributing documents, covering ENC positions to take messages during break periods, and other administrative support activities as assigned.

The Administrative Support Person should:

1.0 **PRIOR TO ENC ACTIVATION**

1.1 IF you are the Administrative Support Person assigned to set up a separate sign-in/badging table exclusively for media representatives and other visitors to ENC,
THEN

1.1.1 TAKE box marked "BADGING SUPPLIES" to the sign-in table at ENC entrance.

1.1.2 SET out a Log Book for media representatives and other visitors to sign in.

1.1.3 DIRECT media representatives to sign in Log Book as they enter building.

1.1.4 ASK to see media or press identification badge when each signs the log.

1.1.5 IF they cannot produce media credentials,
THEN ASK them to step aside until you can verify that they are a media representative by calling their place of employment or having them furnish another form of acceptable identification.

1.1.6 IF a Media Briefing is underway or about to begin,
THEN DIRECT badged media to Media Briefing Room.

1.1.7 IF any non-media or non-PSEG employees are without proper identification who need to enter the ENC,
THEN OBTAIN authorization to enter from the ENC Operations Supervisor, ENC Manager, or Company Spokesperson.

1.1.8 IF you must leave the sign-in/badging table,
THEN OBTAIN another Administrative Support Person to take your place.

1.2 IF you are the Administrative Support Person assigned to work with ENC Manager and Company Spokesperson,
THEN MAINTAIN a log of ENC activities such as Media Briefings during emergency
AND PERFORM other activities as assigned by them.

1.3 IF you are the Administrative Support Person assigned to monitor the fax machines,
THEN DISTRIBUTE incoming plant status sheets to the following ENC staff
AND PUT originals in binder on Lead Technical Advisor's desk, with latest sheet on top:

- Lead Technical Advisor (Original)
- Communications Technical Advisor
- ENC Manager

1.4 IF you are Administrative Support Person assigned to be a messenger between work areas,
THEN OPERATE fax machines and copy machines
AND DISTRIBUTE News Bulletins and other information.

2.0 ENC OPERATIONS

2.1 PERFORM assigned administrative support functions
AND PROVIDE breaks for other ENC staff members.

NOTE

Distribution of News Bulletins has priority over other administrative duties.

2.2 DISTRIBUTE News Bulletins to ENC staff and to Media Work Room,
AND DELIVER News Bulletins to each media representative at ENC
OR ANNOUNCE loudly to the media that a new News Bulletin is in the information rack.

2.3 ANSWER telephone calls when a member of the ENC staff is unavailable
AND TAKE messages for ENC staff.

2.4 MONITOR fax machines for messages received
AND DELIVER messages.

2.5 MAINTAIN paper in fax machines, printers, and copy machines.

2.6 INFORM Operations Supervisor periodically of workload and any supply needs.

2.7 IF there is a shift change,
THEN BRIEF the replacement Administrative Support Persons on what happened during the shift and what activities are currently underway.

ATTACHMENT 17
Page 1 of 4
RUMOR CONTROL COORDINATOR

The Rumor Control Coordinator works under direction of the ENC Communications Supervisor and is responsible for all media monitoring and rumor control activities during an emergency event.
The Rumor Control Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

1.1 UPDATE the Muskrat Information Line by following instructions in the Rumor Control Coordinator's file or Communications Supervisor's desk.

1.2 DELETE current message on Muskrat Information Line
AND **PRESS 2** to record a new message as follows:

"An [Unusual Event/Alert/Site Area Emergency/General Emergency] was declared at [Salem/Hope Creek] Nuclear Generating Station at _____[a.m. / p.m.] today due to _____. PSEG Nuclear has activated emergency response facilities to deal with the emergency."

NOTE
Only use the first section below if accountability and evacuation of plant personnel have occurred. Otherwise, start with second sentence.

"All PSEG Nuclear employees who are not involved in handling the emergency have been sent home. All PSEG Nuclear employees who do not have specific emergency duties should listen to one of the following radio stations for work reporting instructions:

KYW	**1060 AM**	**Philadelphia**
WJIC	**1510 AM**	**Salem**
WSTW	**93.7 FM**	**Wilmington**
WBSS	**97.3 FM**	**Atlantic City.**

You can get the latest update about the emergency by calling the PSEG Rumor Control Line at 1-800-443-7392. This information line is updated as information becomes available."

1.3 WHEN message is recorded,
THEN **PRESS #. PRESS 1** to listen to message just recorded.
WHEN message is okay,
THEN **PRESS #** AND **ENTER** mailbox number **1463**
AND **PRESS #** a final time for immediate delivery.

1.4 NOTIFY Southern Inquiry and Accounting Center (SIAC) to activate their Rumor Control telephone lines
AND INFORM the SIAC Supervisor you are sending a message.

NOTE

This message is used only for a recorded message that SIAC will play during set up of the Rumor Control operation. This message is not given to SIAC Operators. SIAC Operators use News Bulletins and summaries to provide callers with information on the emergency event and plant status. The SIAC Supervisor will inform you when they are ready to activate the SIAC Rumor Control Center.

1.5 FAX following message to SIAC Supervisor:

An [Unusual Event/Alert/Site Area Emergency/General Emergency] was declared at [Salem/Hope Creek] Nuclear Generating Station at _____ [a.m./p.m.] today due to _____. PSEG Nuclear has activated emergency response facilities to deal with the emergency event.

1.6 INFORM Communications Supervisor when SIAC is ready to perform Rumor Control.

2.0 ENC OPERATIONS

2.1 Rumor Control Activities

2.1.1 FAX all approved News Bulletins and Chronologies to SIAC for Rumor Control AND CALL the SIAC Supervisor each time a new message is sent to verify receipt.

2.1.2 UPDATE Muskrat Information Line by recording each approved News Bulletin.

2.1.3 FAX approved News Bulletins and Chronologies to:
- Emergency Response Manager at EOF
- Corporate Communications Department for PSEG's Energy Line
- Corporate Investor Relations.

2.1.4 WHEN each News Bulletin is issued by PSEG,
THEN CALL the following wire services to tell them you have a News Bulletin about a nuclear emergency at PSEG,
AND VERIFY their fax number,
AND FAX the News Bulletin to:
- Business Wire
- Media Wire
- Associated Press (AP)
- United Press International (UPI)
- PR Newswire.

2.1.5 WHEN directed by Administrative Support Manager at EOF,
THEN PROVIDE News Director at radio stations listed below with PSEG employee emergency reporting instructions:

KYW WBSS WILM WJIC WSTW

NOTE

Call and ask for News Director and provide News Director with PSEG employee emergency reporting instructions.

2.1.6 IF emergency classification is changed,
THEN FAX this message immediately to SIAC Supervisor:

"An [Alert/Site Area Emergency/General Emergency] was declared at the [Salem/ Hope Creek] Nuclear Generating Station at _____ [a.m./p.m.] today due to _____."

2.1.7 WHEN the News Bulletin describing the change is received,
THEN FAX the News Bulletin to the SIAC.

2.1.8 WHEN ENC staff briefings are held,
THEN PROVIDE an update on Rumor Control activities, the number of calls being received from the public, and any other significant information.

2.1.9 IF a plant status update or ENC staff briefing has not been held in the past hour,
THEN NOTIFY Communications Supervisor that an information update is needed.

2.1.10 WHEN interest in the emergency has subsided,
THEN DISCUSS with Communications Supervisor and SIAC Supervisor the need for continued operation of Rumor Control.

2.2 **Media Monitoring Activities**

2.2.1 PROVIDE Media Monitors with current News Bulletins, emergency chronologies, Emergency Alert System (formerly Emergency Broadcast System) bulletins from the States, other background information and news statements, and information from Media Briefings.

2.2.2 DISCUSS with the ENC Communications Supervisor any discrepancies or misleading information identified by a Media Monitor.

2.2.3 REVIEW periodically the media outlets being monitored and change to other media outlets when needed to have effective coverage.

2.2.4 ASSUME duties of Media Monitor during heavy workload and break periods.

2.2.5 WHEN ENC staff briefings are held,
THEN REPORT on quantity and quality of media coverage being monitored and any discrepancies or misleading information being broadcast.

2.2.6 WHEN ENC staff briefings are completed,
THEN INFORM the Media Monitors of what was covered at the briefing.

2.3 **Shift Change**

IF there is a shift change,
THEN BRIEF the replacement Rumor Control Coordinator on what happened during the shift and current emergency status.

3.0 DEACTIVATION

3.1 WHEN deactivating the ENC,
THEN RECORD this message stating that Muskrat Information Line will not be updated until normal business hours resume or a change in plant status occurs:

"[Salem/Hope Creek] Nuclear Generating Station is currently in [No/Unusual Event/Alert] emergency status and is in stable condition. This line will be updated when normal business hours resume or a significant change in plant status occurs."

3.2 NOTIFY the SIAC Supervisor that the ENC is deactivated.

ATTACHMENT 18
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SOUTHERN INQUIRY AND ACCOUNTING CENTER SUPERVISOR

The Southern Inquiry and Accounting Center Supervisor (Rumor Control Supervisor at Bordentown) works under direction of the Emergency News Center (ENC) Rumor Control Coordinator and is responsible for all rumor control operations at the Southern Inquiry and Accounting Center (SIAC). **The SIAC Supervisor should:**

1.0 PRIOR TO SIAC RUMOR CONTROL CENTER ACTIVATION

1.1 WHEN informed that the Emergency News Center is being activated
THEN NOTIFY alternate SIAC Supervisor to implement SIAC callout for Rumor Control.

1.2 REPORT to SIAC Rumor Control Center.

1.3 MAINTAIN a list of key activities at Rumor Control Center during emergency.

1.4 INFORM the Northern Inquiry and Accounting Center (NIAC) Supervisor that all SIAC Bordentown normal service calls will be transferred to NIAC
AND DIRECT the NIAC Supervisor to implement Attachment 21 of this procedure.

1.5 INFORM the SIAC Operators that all News Bulletins will be forwarded to them as soon as the Rumor Control Center is activated.

1.6 CONTACT the ENC Rumor Control Coordinator when Rumor Control Center will be ready to perform emergency response functions
AND DETERMINE when SIAC Rumor Control Center will be activated.

1.7 WHEN ready to assume emergency response duties,
THEN ACTIVATE Rumor Control Center.

2.0 AFTER SIAC RUMOR CONTROL CENTER ACTIVATION

2.1 OBTAIN a briefing from ENC Rumor Control Coordinator on emergency event status to update SIAC Rumor Control Operators and SIAC "800" rumor control telephone line.

2.2 RECORD the following SIAC "800" rumor control telephone line message:

"You have reached the PSEG's Rumor Control Center. [*Insert message on emergency event status that was faxed to SIAC from the Emergency News Center.*] The PSEG Rumor Control Center will be activated and operators will receive calls at _____ a.m./p.m. Please call back then for the most current information."

2.3 ASSIGN SIAC Operators to implement Attachment 20 of this procedure.

2.4 CALL Delaware and New Jersey Rumor Control Lines to check that they are activated.

2.5 IF you have a problem verifying that States have activated Rumor Control Lines, THEN ASK ENC Rumor Control Coordinator to verify that States' Lines are operational.

2.6 WHEN the SIAC Rumor Control Center is staffed and ready to activate, THEN SWITCH telephone system from taped message to SIAC Operators' telephones.

2.7 INSERT this recorded message when calls are delayed due to busy lines:

"Hello. This is the PSEG's Rumor Control Center. We expect to answer your call within a minute or two. Upon answering, we will provide the latest information regarding the emergency."

2.8 CONTACT the NIAC Supervisor to report on current emergency event status AND INFORM the NIAC Supervisor that you are faxing all News Bulletins concerning emergency to NIAC in case their customer service representatives need to provide information about the emergency.

2.9 INFORM the ENC Rumor Control Coordinator at least hourly about content and volume of calls concerning emergency event AND REPORT any problems encountered.

2.10 WHEN interest in emergency event has subsided, THEN DISCUSS with ENC Rumor Control Coordinator the need for continued operation of Rumor Control Center.

2.11 IF there is a shift change, THEN BRIEF the replacement SIAC Supervisor on what happened during the shift and the current emergency status.

3.0 DEACTIVATION OF SIAC RUMOR CONTROL CENTER

3.1 INFORM the SIAC Operators that Rumor Control Center is being deactivated AND RESTORE facility to its original condition.

3.2 INFORM the NIAC Supervisor that SIAC Rumor Control Center is being deactivated.

3.3 RETURN the standard non-emergency message to SIAC "800" telephone line.

3.4 COLLECT all completed forms, logs and other records produced during emergency event AND FORWARD them to the Emergency Preparedness Manager in Nuclear Business Unit.

ATTACHMENT 19
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SOUTHERN INQUIRY AND ACCOUNTING CENTER OPERATOR

The Southern Inquiry and Accounting Center Operator works under direction of the Southern Inquiry and Accounting Center (SIAC) Supervisor and is responsible for answering telephone calls and providing accurate information about the emergency event.

The SIAC Operator should:

1.0 PRIOR TO SIAC RUMOR CONTROL CENTER ACTIVATION

1.1 IF the SIAC is activated during normal working hours,
THEN GO to step "1.4".

1.2 WHEN notified to report,
THEN GO to your workstation at the Bordentown SIAC.

1.3 INFORM SIAC Supervisor of arrival at SIAC.

1.4 OBTAIN briefing from SIAC Supervisor about current status of emergency.

1.5 OBTAIN telephone numbers of New Jersey Rumor Control Hotline, Delaware Rumor Control Hotline, Emergency News Center (ENC) Media Information Line, and any other telephone numbers you may have to give out.

1.6 REVIEW News Bulletins and other information received from Emergency News Center.

2.0 AFTER RUMOR CONTROL CENTER ACTIVATION

2.1 ANSWER telephone inquiries as follows:

"This is PSEG's Rumor Control Center. Would you like an update concerning the emergency at [Hope Creek/Salem] Nuclear Generating Station?"

NOTE
RELEASE any information that has been included in News Bulletins. **DO NOT** speculate about anything. GIVE only facts that you have.

2.2 PROVIDE caller with information from latest News Bulletin concerning the emergency.

2.3 DIRECT all questions about evacuation, sheltering or other protective actions to either the Delaware or New Jersey Rumor Control Hotlines
AND PROVIDE telephone number for Delaware or New Jersey Rumor Control Hotline.

NOTE

Calls from states outside New Jersey and Delaware will not come through the 800 line, but could be placed on normal access telephone lines.

2.4 IF caller is in a state other than Delaware or New Jersey,
THEN TELL caller to stay tuned to a local radio station for details and instructions.

2.5 DIRECT calls from newspapers, radio stations, television stations and other media to the Emergency News Center (ENC) Media Information Line.

2.6 IF caller has concerns that you cannot address using ENC information,
THEN TELL caller you will note it and give it to your Supervisor. **DO NOT** say you will get back to the caller.

2.7 IF someone has a concern you cannot answer,
THEN INFORM the SIAC Supervisor to request information from the Rumor Control Coordinator at the Emergency News Center.

2.8 IF callers are hearing information that is incorrect based on facts you have been given,
THEN REPORT incorrect or misleading information to the SIAC Supervisor immediately.

2.9 END all calls with:

"Thank you for calling."

2.10 INFORM the SIAC Supervisor of any problems.

2.11 IF there is a shift change,
THEN BRIEF the replacement Operator on what type of calls you were receiving and current emergency status.

3.0 DEACTIVATION OF SIAC RUMOR CONTROL CENTER

3.1 GIVE all completed forms and other records to SIAC Supervisor.

3.2 RESTORE facility to its original condition.

3.3 IF you have comments about performance of SIAC Rumor Control Center, equipment, procedures, staff training, or other areas;
THEN GIVE written comments to SIAC Supervisor.

ATTACHMENT 20
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NORTHERN INQUIRY AND ACCOUNTING CENTER SUPERVISOR

The Northern Inquiry and Accounting Center Supervisor obtains direction from Emergency News Center (ENC) Rumor Control Coordinator and is responsible for providing rumor control support for Southern Inquiry and Accounting Center (SIAC).

The NIAC Supervisor should:

1.0 **PRIOR TO PERFORMING RUMOR CONTROL ACTIVITIES**

1.1 IF notified by SIAC Supervisor that service calls from SIAC will be forwarded to NIAC, THEN BRIEF the NIAC Operators on the emergency.

1.2 MONITOR customer telephone calls to determine level of interest in emergency.

1.3 WHEN Operators begin receiving calls regarding the emergency,
THEN BRIEF Operators about current status of emergency
AND DISTRIBUTE News Bulletins received from SIAC Supervisor so they have accurate information about the emergency.

1.4 DIRECT the NIAC Operators to implement Attachment 22 of this procedure.

2.0 **AFTER RUMOR CONTROL ACTIVITIES START**

2.1 INFORM the SIAC Supervisor at least hourly of content and volume of calls and any problems so SIAC Supervisor can keep ENC Rumor Control Coordinator informed.

2.2 IF Operators cannot handle volume of calls,
THEN BRING in more staff using call-out procedures.

2.3 IF there is a shift change,
THEN BRIEF the replacement NIAC Supervisor on what happened during the shift and current emergency status.

2.4 WHEN interest in emergency has subsided,
THEN DISCUSS with SIAC Supervisor the need for continued operation of the NIAC Rumor Control Center.

3.0 **DEACTIVATION OF NIAC RUMOR CONTROL CENTER**

3.1 COLLECT all completed forms, logs, and other records produced during emergency event AND FORWARD them to Emergency Preparedness Manager in Nuclear Business Unit.

3.2 RETURN to normal operations.

ATTACHMENT 21
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NORTHERN INQUIRY AND ACCOUNTING CENTER OPERATOR

The Northern Inquiry and Accounting Center Operator works under direction of the Northern Inquiry and Accounting Center (NIAC) Supervisor and is responsible for answering telephone calls and providing information about an emergency. **The NIAC Operator should:**

1.0 PRIOR TO ACTIVATION OF NIAC RUMOR CONTROL CENTER

1.1 WHEN notified of an emergency at a PSEG nuclear plant,
THEN ATTEND the briefing your Supervisor will give to provide details of the emergency.

1.2 READ News Bulletins and information received from Emergency News Center (ENC).

1.3 OBTAIN telephone numbers of New Jersey Rumor Control Hotline, Delaware Rumor Control Hotline, ENC Media Information Line and any other telephone numbers you may have to give out.

2.0 AFTER ACTIVATION OF RUMOR CONTROL CENTER

2.1 ANSWER telephone using your normal procedures.

NOTE

RELEASE any information that is included in News Bulletins. **DO NOT** speculate about anything. PROVIDE only facts that you have.

2.2 PROVIDE callers with information from News Bulletins.

2.3 DIRECT all questions about evacuation, sheltering or other protective actions to either the Delaware or New Jersey Rumor Control Hotlines
AND PROVIDE telephone number for Delaware or New Jersey Rumor Control Hotlines.

2.4 IF caller is in a state other than Delaware or New Jersey,
THEN TELL caller to stay tuned to a local radio station for details and instructions.

2.5 DIRECT callers from newspapers, radio stations, television stations and other media to the ENC Media Information Line.

2.6 IF caller has a concern that you cannot address from information the ENC has provided,
THEN TELL caller you will make note of it and give it to your Supervisor. **DO NOT** say you will get back to caller.

2.7 IF callers have a concern you cannot respond to,
THEN ASK your Supervisor to request the information from the ENC Rumor Control Coordinator.

2.8 IF callers are hearing information that is incorrect based on facts that you have been given,
THEN REPORT the incorrect or misleading information to your Supervisor immediately.

2.9 END all calls with:

"Thank you for calling."

2.10 INFORM your Supervisor of any problems.

2.11 IF there is a shift change,
THEN BRIEF the replacement Operator on what type of calls you were receiving and the current emergency status.

3.0 DEACTIVATION OF RUMOR CONTROL CENTER

3.1 GIVE all completed forms and other records to your Supervisor.

3.2 RESTORE facility to its original condition.

3.3 IF you have any comments about performance of the Rumor Control Center, equipment, procedures, staff training, or other areas,
THEN GIVE written comments to your Supervisor.

ATTACHMENT 22
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NEWS BULLETIN GUIDELINES

These guidelines should be used when authoring and reviewing News Bulletins or other news statements during an emergency event at Salem or Hope Creek Nuclear Generating Station.

Refer to wall chart that lists events and issues that must be included in a News Bulletin.

Issue chronological summaries and backgrounders as time permits. A Chronology of Events should be issued approximately every four hours. **DO NOT** include information in the chronology of events that has not been released previously in a News Bulletin or Media Briefing.

Layout and Style

Double space all News Bulletins.

Place the following at top right of each News Bulletin:

> **News Bulletin # ___**
> **Contact Telephone Number: (856) 273-0282**
> *Date*
> **For Immediate Distribution**
> *Time* [**a.m./p.m.**] [**DST/EST**]

The time is added after final approval is obtained and News Bulletin is ready to issue.

Use this dateline: **Lower Alloways Creek, NJ -**

Capitalize Unusual Event, Alert, Site Area Emergency and General Emergency.

Use a.m./p.m. clock time with DST (Daylight Savings Time) or EST (Eastern Standard Time). **DO NOT** use military time.

Content

Describe the latest event or change in emergency status. Focus on one primary item, then add new secondary information.

Use a new lead in each News Bulletin.

Use short sentences.
Arrange information from most important to least important.

Use simple language that is not technical. Reference the Technical Translator.

DO NOT rehash prior News Bulletins. Use information from prior News Bulletins and Media Briefings in Chronology of Events.

DO NOT use industry jargon or technical terms. Reference the Technical Translator.

If verified and appropriate, the second or third paragraph should include the statement: "There has been no release of radioactive material beyond normal levels. Federal, state and local government authorities have been notified in accordance with regulatory requirements."

DO NOT release names of any plant workers injured during the emergency until it is verified that their families have been notified.

If injured personnel were transported to a hospital, the name of the hospital may be released.

DO NOT include: "No action is required on the part of the public." Only the states and counties can make that determination and provide that information. We will **NOT** provide information about public evacuation or protective actions ordered by the states or counties.

End News Bulletin with a closing statement such as: "More details will follow as they become available."

The following should be at the bottom of or attached to each News Bulletin issued from the Emergency News Center:

> **NOTE TO EDITORS:** PSEG Nuclear, the owner/operator of the Salem/Hope Creek Nuclear Generating Stations, has opened an Emergency News Center at the Salem County 911 Center located on Route 45 outside of Woodstown. A company spokesperson will hold periodic briefings. State and county spokespersons will also be available. Media representatives can also obtain informaFtion by calling (856) 273-0188, 0282, 0386, 0479 or 0586.

DO NOT use the phrase "non essential personnel were relocated." Use "All plant personnel not involved in dealing with the emergency have stopped work and been sent home."

Use this phrase when appropriate: "The public is advised to stay tuned to a local Emergency Alert System (EAS) radio station for the latest information and official instructions."

If a release of radioactive material occurs, provide projected doses in millirem or rem and compare to radiation health effects in press kits. For example: a chest X-ray results in an exposure of 50 millirems.

A Loss of Coolant Accident (LOCA) can involve either a small break or large break in a pipe connected to the reactor. Find out which one before including information in a News Bulletin. **DO NOT** use the term "LOCA."

Explain each change in emergency event classification using the following descriptions. **DO NOT** rank classifications according to severity. **DO NOT** say "the third highest level of a nuclear accident."

Alert

- Event in progress which could affect plant safety.
- Some off-site response may be needed.
- Emergency response teams have been activated.
- No uncontrolled release of radioactive material outside of plant that requires off-site response.

Site Area Emergency

- Level of plant safety has degraded or could degrade (choose appropriate word) to the point of losing a plant function needed to protect the health and safety of the public.
- Potential for release of radioactive material on the plant site. (If there has been no abnormal release of radioactive material, it is not necessary to make this statement.)
- All PSEG and state emergency response facilities are activating or activated.
- Plant site has been evacuated except for personnel handling the emergency.
- If sirens are heard near Salem/Hope Creek Nuclear Generating Stations, the public is advised to tune in an Emergency Alert System (EAS) radio station for official instructions.

General Emergency

- Level of plant safety has degraded or could degrade to a point of:

  -- Nuclear fuel damage with a loss or possible loss of primary containment (use appropriate phrase).

  -- Radioactive material has been or could be released off-site that exceeds regulatory guidelines (use appropriate phrase).

- All PSEG and state emergency response facilities are activating or activated.
- The public in the vicinity of Salem/Hope Creek Nuclear Generating Stations should tune to a local Emergency Alert System (EAS) radio station for official instructions.

ATTACHMENT 23

MEDIA BRIEFING GUIDELINES

General

- This guideline should be used when preparing for and conducting Media Briefings.

- Media Briefings should be scheduled periodically, for example, approximately one hour between Media Briefings or at a frequency to support the information flow during an emergency.

- A Media Briefing should be held within approximately 15 minutes of an emergency event classification or other significant event. The ENC Manager should make a brief announcement to the media representatives at the ENC when the emergency classification changes and provide information as to why the emergency classification changed. No questions should be answered, but the scheduled time for the next full Media Briefing should be given to the media.

- A Media Briefing can be held to address incorrect or misleading information that is being provided by several media outlets.

- ENC staff and Public Information Officers and Spokespersons for Federal agencies, States and Counties should be briefed concerning new information before it is announced to the media.

- Each Media Briefing should be videotaped. The tape is for Company records and for viewing in the media work area by media representatives who did not attend the Media Briefing.

Preparation

- The following ENC staff should normally meet to prepare for each Media Briefing:
  ENC Manager
  Company Spokesperson
  Health Physics Spokesperson
  Communications Supervisor
  Lead Technical Advisor
  Other Technical Advisors when needed.

- At briefing preparation meeting, address:
  - new information since the previous Media Briefing
  - any variations from normal plant operations
  - unanswered questions from previous Media Briefings
  - correcting misleading or incorrect information identified by Media Monitors, Media Information Line Operators and Rumor Control Coordinator
  - identification of anticipated media questions
  - preparation of responses to anticipated media questions
  - identification of visual aids needed for Media Briefing.

- **The Media Technical Advisor should** direct the Audio/Visual Services Coordinator to assure that prepared visual aids that might be used are available in the Media Briefing Room and familiarize the persons who will be using the visual aids with information contained on the visual aids.

- **DO NOT** display visual aids before they are used.

- **DO** remove visual aids from view when they are no longer going to be used.

- If a release of radioactive material occurs, give projected dose in millirem or rem units. Equate dose levels to information contained in our Press Kits on dose commonly received by the public. The Health Physics Spokesperson can provide information on the radioactive material being released, types of radiation involved, and health effects of radiation.

- If Public Information Officers or Spokespersons from Federal agencies, states or counties will participate in Media Briefing, conduct a coordination meeting with:
  ENC Manager
  Company Spokesperson
  Lead Technical Advisor
  State and county Public Information Officers
  Representatives from Federal agencies
  Company officials, technical or medical experts presenting information at briefing.

- Address the following at coordination meetings:
  - introduction of new participants since previous Media Briefing
  - order of presentation (Normally the Company Spokesperson will first present plant status and other information about emergency. If protective actions for the public have been or will be recommended, then State and County participants should present first.)
  - who will cover what information
  - any questions.

Conduct of Briefing

- **DO** start media briefing at scheduled time. Media may be more negative if briefing begins late.

- **DO** control the media briefing, it is your briefing.

- **DO** speak loud and clear.

- **DO NOT** speculate on consequences of a plant emergency; just give facts about the emergency.

- **DO NOT** release names of injured plant workers until their families are notified. If injured personnel are transported to a hospital, you may name the hospital.

- **DO NOT** compare this emergency to other accidents such as Three Mile Island or Chernobyl.

- **DO NOT** use technical jargon.

- **DO NOT** answer, "I don't know?"; when you should say, "I don't know, but I'll find out."

- **ENC Manager should** begin each Media Briefing by introducing participants who will present information and answer questions.

- **ENC Manager should** outline these Media Briefing rules:
  - Latest News Bulletin will be read by ENC Manager or Company Spokesperson
  - Each Spokesperson and Public Information Officer will provide current information about their organizations' activities
  - Questions will then be taken by ENC Manager, repeated so all can hear, and referred to a member of the panel for an answer
  - Media representatives should identify themselves and news organization represented before asking questions
  - Each question will be limited to one follow-up question.

- Questions not answered by Company Spokesperson should be noted by Lead Technical Advisor to obtain answers for Company Spokesperson before next Media Briefing.

- Media Briefing will be interrupted if there is a change in emergency classification or a significant change in plant status.

- **Company Spokesperson should** recap or provide chronology of events to terminate the Media Briefing.

- **ENC Manager should** point out if food is available for media and where it can be located..

- **ENC Manager should** announce at end of briefing:

  "After this briefing our Media Technical Advisor and Health Physics Spokesperson will be available in the media work area to answer general questions. They are not available for one-on-one interviews; but can provide general information on nuclear plants, including photographs, video clips and graphics. The next Media Briefing is scheduled to start at _____."