



South Texas Project Electric Generating Station P.O. Box 289 Wadsworth, Texas 77483

June 20, 2000
NOC-AE-00000881
STI: 31130741
FILE NO: Z18
ER 20000100
10CFR50.4(b)(5)
10CFR50 App E

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

STP NUCLEAR OPERATING COMPANY
Units 1 and 2
Docket Nos. STN 50-498; STN 50-499
Changes to Emergency Plan Implementing Procedure

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached revision of one (1) Emergency Plan Implementing Procedure.

If there are any questions regarding this matter, please contact Mr. Fred Puleo at (361) 972-8697 or myself at (361) 972-8053.

P. L. Serra
Manager, Plant Protection

FJP/mk

Enclosure: Letter of Receipt
Summary of Changes
0ERP01-ZV-EF25, Site Public Affairs Coordinator, Revision 5

MRR 037

A045

cc:*

*Tom Andrews (2 copies)
Region IV Office of Regional Administrator,
U. S. Nuclear Regulatory Commission
611 Ryan Plaza Drive, Suite 400
Arlington, TX 76011-8064

Jon C. Wood
Matthews & Branscomb
One Alamo Center
106 S. St. Mary's Street, Suite 700
San Antonio, TX 78205-3692

*John A. Nakoski
Project Manager, Mail Code 14-D4
U. S. Nuclear Regulatory Commission
Washington, DC 20555-0001

*Institute of Nuclear Power
Operations - Records Center
700 Galleria Parkway
Atlanta, GA 30339-5957

*Cornelius F. O'Keefe
Sr. Resident Inspector
c/o U. S. Nuclear Regulatory Comm.
P. O. Box 910
Bay City, TX 77404-0910

*Richard A. Ratliff
Bureau of Radiation Control
Texas Department of Health
1100 West 49th Street
Austin, TX 78756-3189

A. H. Gutterman, Esquire
Morgan, Lewis & Bockius
1800 M Street, N.W.
Washington, DC 20036-5869

D. G. Tees/R. L. Balcom
Houston Lighting & Power Co.
P. O. Box 1700
Houston, TX 77251

W. C. Gunst/M. T. Hardt
City Public Service
P. O. Box 1771
San Antonio, TX 78296

Central Power and Light Company
ATTN: G. E. Vaughn/C. A. Johnson
P. O. Box 289, Mail Code: N5012
Wadsworth, TX 77483

A. Ramirez/C. M. Canady
City of Austin
Electric Utility Department
721 Barton Springs Road
Austin, TX 78704

*Office of Nuclear Regulatory Research
U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555-0001

* The above copies distributed without Attachment except as noted by the asterisk. If copies are required, please contact us.

**Summary of Changes for
Site Public Affairs Coordinator
0ERP01-ZV-EF25, Rev. 5**

This change does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.

The proposed administrative clarification is a title change from Owners Liaison to Emergency Operations Facility Liaison.

- END -

O:\PROCEDURES\APPROVED\ERP\01\0ZVEF25 05x Effective Date: 06/15/00 Print Time / Date: 10:09 AM 06/12/00		0ERP01-ZV-EF25		Rev. 5	Page 1 of 23
Site Public Affairs Coordinator					
Quality	Non Safety-Related	Usage: N/A		Effective Date: 06/15/00	
Max Keyes	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

Table of Contents

	<u>Page</u>
1.0 Purpose and Scope	2
2.0 Responsibilities	2
3.0 Precautions and Limitations	2
4.0 Procedure.....	3
5.0 References	3
6.0 Support Documents	3
Addendum 1 - Pre-Written Press Releases	4
Addendum 2 - External Distribution List for Press Releases Prior To Activation of Joint Information Center.....	16
Addendum 3 - Emergency Operations Facility Distribution List for Press Releases	17
Addendum 4 - Categories for Bullet Format After Activation of Joint Information Center.....	18
Data Sheet 1 - Site Public Affairs Coordinator Checklist.....	19

Site Public Affairs Coordinator**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Site Public Affairs Coordinator or STP Communications and Public Affairs Group in the Emergency Operations Facility during a declared emergency.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Site Public Affairs Coordinator.

2.0 Responsibilities

- 2.1 The Site Public Affairs Coordinator or STP Communications and Public Affairs Group is responsible for:
 - 2.1.1 Gathering pertinent information relating to the emergency from the appropriate emergency response facility (Control Room, Technical Support Center, or Emergency Operations Facility).
 - 2.1.2 Developing understandable, complete, and accurate press releases, and/or press bullets describing the emergency situation.
 - 2.1.3 Obtaining approval of press releases and/or news bullets from the Emergency Director before the information is released.
 - 2.1.3.1 The Emergency Director may delegate approval authority for press releases and/or news bullets.
 - 2.1.4 Disseminating the approved press releases and/or news bullets to the public in a timely manner as described in the checklist.
 - 2.1.5 Delegating, as necessary, public affairs activities within the Emergency Operations Facility to either the Site Public Affairs Specialist or to the Site Public Affairs Administrative Assistant.

3.0 Precautions and Limitations

- 3.1 Ensure offsite notifications are complete prior to issuing press release.
- 3.2 Prior to activation of the Joint Information Center:
 - 3.2.1 The Site Public Affairs Coordinator is responsible for preparing, obtaining authorization, and disseminating press releases from the Emergency Operations Facility.

Site Public Affairs Coordinator

3.3 Upon activation of the Joint Information Center:

3.3.1 The Site Public Affairs Coordinator is responsible for preparing, obtaining authorization, and ensuring news bullets are sent to the Joint Information Center from the Emergency Operations Facility.

4.0 Procedure

4.1 When responding to the Emergency Operations Facility at an Alert or higher Emergency Classification, implement Data Sheet 1, Site Public Affairs Coordinator Checklist, Initial Activities.

4.1.1 Insert the time an activity is initiated, for reoccurring items document using the Emergency Action Log.

4.1.2 Telephone numbers are located in the Emergency Communications Directory.

4.2 Use these Addenda and Checklists to help direct emergency activities.

5.0 References

5.1 STPEGS Emergency Plan

5.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.3 0ERP01-ZV-RE01, Recovery Operations

5.4 0ERP01-ZV-RE02, Documentation

5.5 0ERP01-ZV-OF02, Joint Information Center Activation, Operation, and Deactivation

6.0 Support Documents

6.1 Addendum 1 – Pre-Written Press Releases

6.2 Addendum 2 – External Distribution List For Press Releases Prior to Activation of Joint Information Center

6.3 Addendum 3 – Emergency Operations Facility Distribution List for Press Releases

6.4 Addendum 4 – Categories For Bullet Format After Activation of Joint Information Center

6.5 Data Sheet 1 – Site Public Affairs Coordinator Checklist

	0ERP01-ZV-EF25	Rev. 5	Page 4 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 1 of 12

For each of the emergency classifications, there are three pre-written press releases, numbered I through III, progressing from least to most specific information about the current event.

To issue a pre-written press release use Pages 2 – 12 as examples of format requirements and perform the following:

- Remove the statement PRE-WRITTEN PRESS RELEASE - #.
- Fill in blanks (i.e., date, time etc.).
- Remove note to Editors.
- Submit for approval.

The pre-written press releases follow in order:

- A. Alert I
- B. Alert II
- C. Alert III

- D. Site Area Emergency I
- E. Site Area Emergency II
- F. Site Area Emergency III

- G. General Emergency I
- H. General Emergency II
- I. General Emergency III

- J. Recovery I

- K. Termination I

	0ERP01-ZV-EF25	Rev. 5	Page 5 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 2 of 12

PRE-WRITTEN PRESS RELEASE - A

ALERT I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. - - The South Texas Project Electric Generating Station declared an "Alert" today at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County. County, State, and Federal authorities have been notified.

Residents in the 10-mile Emergency Planning Zone around the plant are asked to tune their radios to the local Emergency Alert System, Station KMKS-FM (102.5) or KIOX-FM (96.9) or KXGJ-FM (101.7). Additional information will be released as it becomes available.

Emergency conditions at a nuclear power plant are classified into one of four classifications. In order of least serious to most serious, these are: Unusual Event, Alert, Site Area Emergency, and General Emergency. The Alert Classification indicates there is, no hazard to the public, but a decreased level of safety may exist at the plant.

Currently the station is activating their emergency response organization and taking all possible actions to mitigate the situation.

Approved by: _____

Time: _____

	0ERP01-ZV-EF25	Rev. 5	Page 6 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 3 of 12

PRE-WRITTEN PRESS RELEASE - B

ALERT II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. today, officials at the South Texas Project Electric
Generating Station declared an "Alert" when _____

(description of event and designation of Unit)

There were/was/is/are _____

(description of injury or hazards)

to plant personnel and/but no immediate hazard to persons outside the plant.

There was _____ damage to _____.
(no, minor, some) (describe affected area)

Activation of the onsite Technical Support Center for engineering support, the Operations Support Center for craft support, and the Emergency Operations Facility for management support have been initiated and company personnel are staffing support positions to monitor and evaluate the plant's condition.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

	0ERP01-ZV-EF25	Rev. 5	Page 7 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 4 of 12

PRE-WRITTEN PRESS RELEASE - C

ALERT III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- The "Alert" which was declared on _____, at _____ a.m./p.m. at the South Texas Project Electric Generating Station remains in effect as of _____ a.m./p.m. today.

Conditions at the nuclear plant near Bay City (have not changed/have improved/have deteriorated) due to _____

Plant officials report that _____

(describe efforts to resolve the situation)

The "Alert" was declared earlier because _____.

Employees at the plant who are not currently needed are _____.

There is no current threat to employees or to the public.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

	0ERP01-ZV-EF25	Rev. 5	Page 8 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 5 of 12

PRE-WRITTEN PRESS RELEASE - D

SITE AREA EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. – The South Texas Project Electric Generating Station declared a "Site Area Emergency" today at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County. There is no immediate danger to the public. Company officials have notified the appropriate local, federal and state authorities.

Should conditions warrant, residents living in the 10-mile Emergency Planning Zone around the plant will be advised of the emergency by a prompt notification system which includes warning sirens, alert radios, and an electronic telephone autodialer. If the warning sirens, alert radios, or autodialer are activated, residents in the 10-mile zone should tune their radios to KMKS-FM (102.5) or KIOX-FM (96.9) or KXGJ-FM (101.7) and await instructions.

Emergency conditions at a nuclear power plant are classified into one of four classifications. In order from least serious to most serious, these are: Unusual Event, Alert, Site Area Emergency, and General Emergency. The Site Area Emergency Classification indicates actual or likely failures of plant safety functions, requiring protection of plant personnel.

Employees at the plant who are not currently needed are _____.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 9 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 6 of 12

PRE-WRITTEN PRESS RELEASE - E

SITE AREA EMERGENCY II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. today, company officials declared a "Site Area Emergency" at the South Texas Project Electric Generating Station when _____

(description of event)

(describe potential hazard to residents in EPZ)

(describe injury or hazard to site personnel)

(describe any damage to plant)

Residents within 10 miles of the plant are advised to tune their radios to local radio stations KMKS-FM (102.5), KIOX-FM (96.9) or KXGJ-FM (101.7) for instructions.

The plant's full emergency response plan has been activated, and Company officials have notified the appropriate local, federal and state authorities.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 10 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 7 of 12

PRE-WRITTEN PRESS RELEASE - F

SITE AREA EMERGENCY III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. - The "Site Area Emergency" which was declared at _____ a.m./p.m. on _____ at the South Texas Project Electric Generating Station near Bay City, Texas, continues as of _____ a.m./p.m.

There is (no/a minor/a moderate) radiological release. (Conditional, if a release is in progress): This radiological release affects only the plant site. Residents within 10 miles of the plant are urged to keep their radios tuned to KMKS-FM (102.5) or KIOX-FM (96.9), or KXGJ-FM (101.7) for current information and any changes in conditions that might warrant instructions for them.

Maintenance teams have been dispatched to attempt to (stop the release, repair the _____, etc.).

Radiation monitoring teams have been deployed and are currently monitoring the status of the release.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be added only if the Joint Information Center in Bay City has been established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 11 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 8 of 12

PRE-WRITTEN PRESS RELEASE - G

GENERAL EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- A "General Emergency" was declared at the South Texas Project Electric Generating Station at _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County, Texas. Appropriate local, federal, and state officials have been notified.

A General Emergency may mean a release of radioactivity is in progress or imminent. It is the most serious of the four classifications of emergencies at nuclear power plants.

Local residents living in the 10-mile Emergency Planning Zone around the plant are being notified of the General Emergency through a prompt notification system which includes warning sirens in the area, alert radios which were distributed to area residents earlier, and through an electronic telephone autodialer.

Matagorda County officials will/are issue/issuing recommended actions for people close to the plant.

Matagorda County residents and visitors to the area are asked to tune their radios to one of the local Emergency Alert Stations, KMKS-FM (102.5) or KIOX-FM (96.9) or KXGJ-FM (101.7) for more information and specific instructions.

Additional information will be released as it becomes available.

Approved by: _____ Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 12 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 9 of 12

PRE-WRITTEN PRESS RELEASE - H

GENERAL EMERGENCY II

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. -- The "General Emergency" which was declared at _____ a.m./p.m. on _____ at the South Texas Project Electric Generating Station continues as of _____ a.m./p.m. The nuclear plant is located 12 miles southwest of Bay City in Matagorda County and approximately 90 miles southwest of Houston, Texas.

A radiological release (is, is not) in progress at the plant. Radiation monitoring teams are currently in the area around the plant monitoring the status.

(if a release is in progress, describe cause of release and characterize seriousness)

Local officials will/are recommend(ing) actions residents and visitors should take on local radio stations. Residents and visitors within 10 miles of the plant should tune their radios to local radio stations KMKS-FM (102.5) or KIOX-FM (96.9) or KXGJ-FM (101.7) and should consult the Emergency Information section in the front of their STP Emergency Preparedness Calendar for additional information.

Additional information will be released as it becomes available.

Approved by: _____

Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 13 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 10 of 12

PRE-WRITTEN PRESS RELEASE - I

GENERAL EMERGENCY III

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- The "General Emergency" still exists as of _____ a.m./p.m. at the South Texas Project Electric Generating Station according to company officials at the nuclear plant near Bay City.

The General Emergency was declared at _____ a.m./p.m. when _____

_____ (cause of the General Emergency classification)

A radiological release (is, is not) occurring.

(Conditional, if a release is occurring): The release which began at _____ a.m./p.m., is (continuing , decreasing, increasing) at this time. The path of the plume has been determined to be (give direction from the plant):

Matagorda County officials have recommended _____

_____ (describe current county protective action recommendations)

Efforts to resolve this emergency situation are continuing and include

_____ (actions being taken by plant personnel)

Approved by: _____ Time: _____

(Optional - To be used only if the Joint Information Center established):

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 14 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 11 of 12

PRE-WRITTEN PRESS RELEASE - J

RECOVERY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____ (Date) _____

BAY CITY, TX. -- At _____ a.m./p.m. on _____, South Texas Project Electric Generating Station officials announced that the emergency situation which had been declared earlier has now entered the "Recovery" stage. This means that the plant is in a safe, stable condition and plant emergency activities will be phased out.

Local, federal, and state officials have concurred with the decision to enter the "Recovery" phase. There is no longer a potential for an uncontrolled release of radioactivity to the environment.

Additional information and instructions for area residents will be announced as they become available.

Approved by: _____ Time: _____

Note to Editors: A Joint Information Center has been established at the Best Western - Matagorda Hotel and Conference Center in Bay City on State Highway 35 West. The most complete and accurate information will be available there. Do not come to the plant site! You will be referred to the Joint Information Center in Bay City. Media inquiries can be made to (979) 245-7712. Personnel will be available at that number around the clock for the duration of the emergency.

	0ERP01-ZV-EF25	Rev. 5	Page 15 of 23
Site Public Affairs Coordinator			
Addendum 1	Pre-Written Press Releases		Page 12 of 12

PRE-WRITTEN PRESS RELEASE - K

TERMINATION OF EMERGENCY I

PRESS RELEASE FROM THE SOUTH TEXAS PROJECT

Press Release Number _____

(Date) _____

BAY CITY, TX. - Company officials announced at _____ a.m./p.m. today that the emergency conditions at the South Texas Project Electric Generating Station no longer exist and that emergency-related activities are being discontinued.

Local, federal and state officials have been notified that the emergency activities at the nuclear plant near Bay City, Texas, have been terminated.

Any significant additional or follow-up information will be released as available.

Approved by: _____

Time: _____

	0ERP01-ZV-EF25	Rev. 5	Page 16 of 23
Site Public Affairs Coordinator			
Addendum 2	External Distribution List for Press Releases Prior To Activation of Joint Information Center		Page 1 of 1

NOTE: Fax/Post news releases to these locations until the Joint Information Center is activated.

Matagorda County Emergency Operations Center

Division of Emergency Management

Bureau of Radiation Control

Nuclear Regulatory Commission

Federal Emergency Management Agency

Department of Public Safety - Pierce

Department of Public Safety - Houston

Reliant Energy - HLP

Central Power & Light

City of San Antonio

City of Austin

Southwest PR Newswire

Associated Press

NOTE

Telephone/Fax numbers can be found in the Emergency Communication Directory.

- END -

	0ERP01-ZV-EF25	Rev. 5	Page 17 of 23
Site Public Affairs Coordinator			
Addendum 3	Emergency Operations Facility Distribution List for Press Releases		Page 1 of 1

NOTE: Distribute press releases and news bullets to each of the following positions within the Emergency Operations Facility immediately following their release. Return original to Site Public Affairs Administrative Assistant.

Emergency Director

Nuclear Regulatory Commission (NRC)

Emergency Operations Facility Liaison

Licensing Director

Support Organization Director

Site Public Affairs Coordinator

Federal Response Agency Liaison

Bureau of Radiation Control (BRC)

Division of Emergency Management (DEM)

Federal Emergency Management Agency (FEMA)

- END -

	0ERP01-ZV-EF25	Rev. 5	Page 18 of 23
Site Public Affairs Coordinator			
Addendum 4	Categories for Bullet Format After Activation of Joint Information Center		Page 1 of 1

NOTE: After the activation of the Joint Information Center, the information flow from the Emergency Operations Facility to the Joint Information Center is in the format of approved news bullets. As a minimum, use the following categories for each set of news bullets.

PLANT STATUS

UNAFFECTED UNIT

RADIOLOGICAL CONDITIONS

EMPLOYEE/PUBLIC INJURIES AND/OR HAZARDS

- END -

	0ERP01-ZV-EF25	Rev. 5	Page 19 of 23
Site Public Affairs Coordinator			
Data Sheet 1	Site Public Affairs Coordinator Checklist		Page 1 of 5

	(Name)	(Date)		(Unit)
Action				Time

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Emergency Operations Facility and sign in on the Emergency Operations Facility Staffing Board. _____
- 1.2 Inform the Deputy Emergency Operations Facility Director of your arrival. _____
- 1.3 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made and received and any data or information received from or provided to other persons. _____
- 1.4 Look in the fax machine for a copy of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Form. _____
- 1.5 Obtain necessary information to complete or assist the Joint Information Center in the completion of the pre-written press release from Addendum 1, Pre-Written Press Releases. _____
- 1.6 Determine if any press releases have been issued. Obtain copies and inform Emergency Director as necessary. _____
- 1.7 Upon activation, ensure Joint Information Center has received any written press releases sent from the Station. _____
- 1.8 If approval authority has not been delegated by the Emergency Director, then upon completion of the pre-written press release, obtain written or oral approval for release from the Emergency Director. _____

	0ERP01-ZV-EF25	Rev. 5	Page 20 of 23 -
Site Public Affairs Coordinator			
Data Sheet 1	Site Public Affairs Coordinator Checklist		Page 2 of 5

Action	Time
1.9 Prior to Joint Information Center activation, ensure approved press releases are transmitted as outlined in Addendum 2, External Distribution List for Press Releases Prior to Activation of Joint Information Center.	_____
1.10 Direct Public Affairs Assistant to perform the following:	
1.10.1 Ensure operability of the public affairs personal computer and to verify pre-scripted press releases are the correct revision.	_____
1.10.2 Until the Joint Information Center is activated, fax approved press releases using Addendum 2, External Distribution List for Press Releases Prior to Activation of the Joint Information Center.	_____
1.10.3 Distribute approved press releases and news bullets in the Emergency Operations Facility using Addendum 3, Emergency Operations Facility Distribution List for Press Releases.	_____
1.10.4 Retain a copy of approved Press Releases and News Bullets.	_____
2.0 ONGOING ACTIVITIES	
2.1 Continue to obtain updated information from the Control Room staff until the Technical Support Center is activated and turnover is complete. At that time, obtain the necessary information from the Administrative Manager in the Technical Support Center.	N/A
2.2 For static conditions, update press releases hourly for issuance until Joint Information Center is activated.	N/A
2.3 For dynamic conditions, issue press releases as needed, until Joint Information Center is activated.	N/A

	0ERP01-ZV-EF25	Rev. 5	Page 21 of 23 .
Site Public Affairs Coordinator			
Data Sheet 1	Site Public Affairs Coordinator Checklist		Page 3 of 5

Action	Time
2.4 After the Joint Information Center is activated, maintain continuous telephone contact and fax and confirm receipt of approved news bullets to the Joint Information Center approximately every thirty minutes using the format and categories described in Addendum 4, Categories for Bullet Format After Activation of Joint Information Center.	N/A
2.5 Maintain an open telephone line with the Joint Information Center to respond to their inquiries promptly and accurately and to help them prepare for periodic press briefings.	N/A
2.6 Participate in the periodic Emergency Operations Facility Director's briefing.	N/A
2.7 During periods of slow activity or steady state condition, prepare a narrative summary of the events that have occurred to date for approval and release	N/A
2.8 Provide the Emergency Operations Facility Director or Deputy Emergency Operations Facility Directory copies of all press releases that have been issued and report on any significant media events or inquiries.	N/A
3.0 RECOVERY ACTIVITIES	
3.1 Coordinate writing recovery press releases with the Joint Information Center by obtaining the necessary information to complete the pre-written press release for the Recovery classification (Press Release J - Recovery in Addendum 1) from the Deputy Emergency Operations Facility Director	N/A
3.2 If approval authority has not been delegated by the Emergency Director, then upon completion of the pre-written press release, obtain written approval from the Emergency Director.	N/A

	0ERP01-ZV-EF25	Rev. 5	Page 22 of 23 -
Site Public Affairs Coordinator			
Data Sheet 1	Site Public Affairs Coordinator Checklist		Page 4 of 5

Action	Time
3.3 Fax the approved press release to the Joint Information Center for distribution, if the Joint Information Center is still activated. If the Joint Information Center is not activated, ensure the Emergency Operations Facility Administrative Staff faxes and distributes press releases as per Addendum 2.	N/A
3.4 Based on the anticipated level of activity during Recovery, determine through discussion with the Joint Information Center Director the optimum frequency for continuing press releases.	N/A
3.5 Continues to generate news bullets for release to the Joint Information Center.	N/A
3.6 Prepare a narrative summary of the events that have occurred.	N/A
3.7 Obtain approval on all news bullets and narrative summary before release.	N/A
3.8 Fax approved news bullets to the Joint Information Center for composition and distribution as press releases for as long as the Joint Information Center is activated or until Termination of the event.	N/A
3.9 If the Joint Information Center is deactivated prior to Termination of the event, begin again to develop and fax approved press releases at a frequency appropriate to the level of public interest.	N/A
3.10 Continue to distribute the approved news bullets or press releases to the internal distribution list in Addendum 3, Emergency Operations Facility Distribution List for Press Releases, until the event is terminated.	N/A
3.11 If the Joint Information Center is deactivated prior to Termination of the event, begin again to develop and fax approved press releases at a frequency appropriate to the level of public interest.	N/A

	0ERP01-ZV-EF25	Rev. 5	Page 23 of 23 -
Site Public Affairs Coordinator			
Data Sheet 1	Site Public Affairs Coordinator Checklist		Page 5 of 5

Action	Time
4.0 TERMINATION ACTIVITIES	
4.1 Coordinate writing termination press release with Joint Information Center if it is still activated by obtaining the necessary information from the Deputy Emergency Operations Facility Director to complete the pre-written press release for termination of the event.	N/A
4.2 Prepare a narrative summary of the events that have occurred.	N/A
4.3 If approval authority has not been delegated by the Emergency Director then obtain approval of the press release from the Emergency Director.	N/A
4.4 If the Joint Information Center is still activated, fax the approved press release to the Joint Information Center for distribution.	N/A
4.5 If the Joint Information Center is no longer activated, fax the approved press release to the locations identified in Addendum 3, Emergency Operations Facility Distribution List for Press Releases.	N/A
4.6 Collect and organize in chronological order all press releases, news bullets, and summaries.	N/A
4.7 Turn over all documents generated during the emergency to the Deputy Emergency Operations Facility Director.	N/A

- END -