

DATE: 07/10/00
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PAGE: 32
ARDC8801

TRANSMITTAL NUMBER: 446274
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CALLAWAY PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EIP-ZZ-PR020

ACTIVATION AND OPERATION OF THE JOINT PUBLIC INFORMATION CENTER

RESPONSIBLE DEPARTMENT EMERGENCY PREPAREDNESS

PROCEDURE OWNER Jim Clark

WRITTEN BY Jim Clark

PREPARED BY Jim Clark

APPROVED BY *R. Affolter*

**ORIGINAL
for the NRC**

DATE ISSUED 7-10-00

This procedure contains the following:

Pages	<u>1</u>	through	<u>5</u>
Attachments	<u>1</u>	through	<u>2</u>
Tables	<u> </u>	through	<u> </u>
Figures	<u> </u>	through	<u> </u>
Appendices	<u> </u>	through	<u> </u>
Checkoff Lists	<u> </u>	through	<u> </u>

This procedure has checkoff list(s) maintained in the mainframe

Conversion of commitments to TRS reference/hidden text completed by Revision
Number:

ITS Commitments N/A Non-T/S Commitments 016

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ACTIVATION AND OPERATION OF THE JOINT PUBLIC INFORMATION
CENTER

1 PURPOSE AND SCOPE

- 1.1 This procedure is to provide guidance for the activation, operation and deactivation for AmerenUE personnel at the Joint Public Information Center (JPIC) operated by the State Emergency Management Agency (SEMA) at the Ike Skelton Training Site east of Jefferson City.

2 RESPONSIBILITIES

2.1 COMPANY SPOKESPERSON

- 2.1.1 The Company Spokesperson provides Callaway Plant's official response during news conferences and media events. The Company Spokesperson has access to information pertaining to the emergency through the Recovery Manager, Emergency Coordinator and the Technical Representative assigned to the EOF. The Company Spokesperson is the company's approval authority for all emergency related information released to the media.

2.2 TECHNICAL REPRESENTATIVE

- 2.2.1 The Technical Representatives report to the Company Spokesperson and provide technical information to the JPIC Editor and the Company Spokesperson. They may also assist the Company Spokesperson in presentation of information and answering questions during media briefings.

- 2.2.2 Normally, one Technical Representative reports to the JPIC and one reports to the Emergency Operations Facility.
- 2.2.3 The Technical Representative assigned to the EOF is the primary point of contact for the Technical Representative assigned to the JPIC and the Company Spokesperson.
- 2.3 JPIC COORDINATOR
- 2.3.1 The JPIC Coordinator reports to the Company Spokesperson and coordinates the release of Callaway Plant emergency information at the JPIC. The JPIC Coordinator provides support to the Company Spokesperson for media presentations.
- 2.4 JPIC ADMINISTRATOR
- 2.4.1 The JPIC Administrator reports to the JPIC Coordinator to assist in equipment setup and administrative duties for the JPIC organization.
- 2.5 JPIC EDITOR
- 2.5.1 The JPIC Editor reports to the JPIC Coordinator and is responsible for composition of written information to be released.
- 2.6 JPIC MEDIA HOST
- 2.6.1 The JPIC Media Host reports to the JPIC Administrator and is responsible to assist the State of Missouri in providing accommodations and support to the media.

3 PROCEDURE

A Joint Public Information Center (JPIC) is located at the Ike Skelton Training Site south east of Jefferson City, Missouri. The JPIC is operated jointly with the Missouri State Emergency Management Agency (SEMA) to provide for the coordinated release of emergency information from all responding organizations to the media. When staffed, it has the necessary equipment for communications with the EOF and St. Louis Corporate Office Building.

3.1 ACTIVATION

The JPIC Administrator ensures completion of Attachment 1, JPIC Activation Checklist.

3.2 OPERATION

3.2.1 COMPANY SPOKESPERSON:

3.2.1.1 Provides the official position regarding the Plant emergency.

3.2.1.2 Approves news releases prior to dissemination to the news media.

<p><u>NOTE:</u> The Company Spokesperson may request emergency information be placed on the Ameren Web Page by providing a FAX or e-mail of the news release to Corporate Communications (See Emergency Phone Directory for numbers).</p>

3.2.1.3 Obtains Plant emergency information from the Recovery Manager, Emergency Coordinator or the Technical Representative assigned to the EOF and relays that information to JPIC Coordinator and/or JPIC Editor for inclusion in news releases.

3.2.2 JPIC TECHNICAL REPRESENTATIVE:

3.2.2.1 Provides interpretation of technical information to the Company Spokesperson and JPIC Editor.

3.2.2.2 Assists the Company Spokesperson in obtaining accurate, up-to-date emergency information from Plant personnel.

3.2.3 EOF TECHNICAL REPRESENTATIVE:

3.2.3.1 Coordinates the information flow between the Recovery Manager and the JPIC staff.

3.2.4 JPIC COORDINATOR:

3.2.4.1 Provides consultation and support to the Company Spokesperson regarding the conduct of news media briefings.

- 3.2.4.2 Reviews draft news releases and obtains Company Spokesperson approval before dissemination to the news media.
- 3.2.4.3 Coordinates JPIC activities with the SEMA Public Information Officer (PIO).
- 3.2.4.4 Notifies Corporate Communications (see Emergency Telephone Directory) of all Emergency Classifications above the Unusual Event level and requests assistance for Corporate Communications as directed by the Company Spokesperson.
- 3.2.4.5 Makes arrangements with SEMA staff for admission of personnel responding from Corporate Communications.
- 3.2.4.6 Keeps the EOF Off-Site Liaison Coordinator and the Company's Corporate Communications apprised of JPIC status.
- 3.2.5 JPIC ADMINISTRATOR:
 - 3.2.5.1 Insures proper activation and deactivation of JPIC equipment and materials.
 - 3.2.5.2 Maintains the JPIC Facility Log.
 - 3.2.5.3 Assists with communications and facility needs as necessary.
 - 3.2.5.4 Supports the JPIC Coordinator as needed.
- 3.2.6 JPIC EDITOR DUTIES:
 - 3.2.6.1 Obtains information from the Company Spokesperson, and Technical Representative. Drafts news releases and media advisories for review and approval.
 - 3.2.6.2 Assists in disseminating approved news releases to the news media.
- 3.2.7 JPIC MEDIA HOST:
 - 3.2.7.1 Assists SEMA and Missouri National Guard personnel in providing support, accommodations, and information materials for attending news media representatives.
 - 3.2.7.2 Insures status boards are up-to-date with the latest emergency information.

- 3.2.7.3 Insures media information materials are available to the news media.
- 3.3 DEACTIVATION
- 3.3.1 The JPIC is deactivated at the discretion of the State PIO as media interest declines.
- 3.3.2 The JPIC Administrator should ensure completion of Attachment 2, JPIC Deactivation Checklist.
- 3.3.3 All AmerenUE equipment and supplies have been restored to pre-activation conditions.
- 3.3.4 The JPIC staff has been relieved of all duties associated with the operation of the facility.

4 RECORDS

<p><u>NOTE:</u> All Facility Logs, office memos and press releases should be attached to the JPIC Activation Checklist and forwarded to the EP Group.</p>

- 4.1 QA RECORDS
- 4.1.1 Attachment 1, JPIC ACTIVATION CHECKLIST (K171.0010)
- 4.1.2 Attachment 2, JPIC DEACTIVATION CHECKLIST (K171.0010)
- 4.2 COMMERCIAL RECORDS
- None

5 REFERENCES

- 5.1 Callaway Plant Radiological Emergency Response Plan

JPIC ACTIVATION CHECKLIST

Date _____

Initials

- _____ 1. Obtain emergency packets for AmerenUE personnel and distribute
- _____ 2. Initiate JPIC Facility Log
- _____ 3. As AmerenUE JPIC personnel arrive, ensure the following positions are filled:

Position	Name
Company Spokesperson	
JPIC Coordinator	
JPIC Administrator	
JPIC Editor	
JPIC Media Host	
Technical Representative-JPIC	
Technical Representative-EOF	

- _____ 4. Issue security card keys to AmerenUE personnel
- _____ 5. Set up and ensure operation of equipment as appropriate
- a. _____ Telephones (Company Spokesperson, Tech Rep., Coordinator, and Administrator)
- b. _____ Callaway Plant fax
- c. _____ Callaway Plant status board (media briefing reception area)
- d. _____ Computer and printer for Editor
- _____ 6. Ensure media information packets are available to media

JPIC ACTIVATION CHECKLIST

Date _____

- _____ 7. AmerenUE JPIC equipment operable _____ time
- _____ 8. AmerenUE JPIC positions manned _____ time
- _____ 9. EOF Technical Representative contacted _____ time
- _____ 10. Corporate Communications Office in St. Louis contacted _____ time
- _____ 11. Arranges access to SEOC for Corporate Communications as needed.
- _____ 12. Callaway Plant JPIC Coordinator informed: facility ready _____ time
- _____ 13. State PIO informed AmerenUE staff ready _____ time
- _____ 14. SEMA declares JPIC operational _____ time

JPIC Administrator

JPIC DEACTIVATION CHECKLIST

Date _____

- _____ 1. Deactivation discussed with State PIO
time _____
- _____ 2. Equipment restored
 - a. _____ Telephones
 - b. _____ Callaway Plant fax
 - c. _____ Callaway Plant status board
 - d. _____ Computer and printer
- | _____ 3. AmerenUE records and logs collected and forwarded to the Emergency Preparedness Group.
- _____ 4. Retrieve security card keys from all AmerenUE personnel
- _____ 5. Facility deactivated _____ time
- _____ 6. AmerenUE staff relieved of facility operation duties
- _____ 7. EOF Off-Site Liaison Coordinator informed of JPIC deactivation
- _____ 8. St. Louis Corporate Communications office informed

JPIC Administrator