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Vice President

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June 25, 2001

Re: Indian Point Units No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-01-084

Document Control Desk
US Nuclear Regulatory Commission
Mail Station O-P1-17
Washington, DC 20555

SUBJECT: Revision to Emergency Plan Procedures

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Consolidated Edison Company of New York, Inc., submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, 914-271-7418.

There are no commitments contained in this letter.

Sincerely,



cc: Next page
Enclosure

A-045

NL-01- 084

Page 2 of 2

cc:

Mr. Hubert J. Miller (2 copies)
Regional Administrator - Region I
US Nuclear Regulatory Commission
475 Allendale Road
King of Prussia, PA 19406-1498

Mr. Patrick D. Milano, Senior Project Manager (without copy)
Project Directorate I-1
Division of Licensing Project Management
US Nuclear Regulatory Commission
Mail Stop O-8-C-2
Washington, DC 20555

Senior Resident Inspector (without copy)
US Nuclear Regulatory Commission
PO Box 38
Buchanan, NY 10511

TO: Emergency Planning Document Controlled Copy # 14

Holder/Location **NRC Document Control Desk (Washington)**
Document Holder Organization

FROM: Emergency Planning Document Custodian

SUBJECT: Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Consolidated Edison
Indian Point Nuclear Generating Station
Emergency Planning Department
Buchanan Service Center
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Plan	Title Page	01-01c 5/25/01	01-01a 2/15/01	Replace Page
Plan	Table of Contents (Blue Page)	01-01c 5/25/01	N/A	Place 01-01c page in front of 01-01a page
Plan	Section 6 Pages 11 and 12	01-01b 5/25/01	01-01	Remove Rev 01-01 pages 6-11 and 6-12 AND replace them with Rev 01-01b pages
Plan	Section 7 Page 3	01-01c 5/25/01	01-01	Remove Rev 01-01 page 7-3 AND replace it with Rev. 01-01c page
Plan	Appendix A	11/21/00	1/4/00	Remove the Memorandum of Understanding between NYPA and ConEd dated 1/4/00 consisting of a signed cover page and 4 pages AND replace them with the Memorandum of Understanding between Indian Point Units 2 and 3 dated 11/21/00 consisting of 5 pages

Update completed as specified:

Signature of Controlled Copy Holder

Date

CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.

DOCKET NOS. 50-3, 50-247

EMERGENCY PLAN FOR
INDIAN POINT UNIT NOS. 1 AND 2

Revision 01-01c

CONTROLLED COPY

SNSC Review:	<u>2832</u>	Date:	<u>4/26/01</u>
Approved By:	<u><i>Paul J. Smith</i></u>	Date:	<u>5/22/01</u>
Effective Date:	<u>5/25/01</u>		

The following minor changes have been made to Revision 01-01 of this document.

Revision 01-01a

Pages 7-2, 7-3, 7-4, 7-5 and 7-6 have been revised, revision bars mark changed wording and old pages were replaced with the new pages which are designated as Revision 01-01a

Pages 8-1, 8-2, 8-4 and 8-8 have been revised, revision bars mark changed wording, the entire section was replaced and designated as Revision 01-01a.

Revision 01-01b

Pages 6-11 and 6-12 have been revised, revision bars mark changed wording, and old pages were replaced with the new pages and designated as Revision 01-01b.

Revision 01-01c

Page 7-3 has been revised, revision bars mark changed wording, and the old page (marked Revision 01-01a) was replaced with the new page and designated as Revision 01-01c.

6.3.2 Fire Control

Fire control is initiated by the Field Support Supervisor. Fire fighting equipment is used by the Fire Brigade to extinguish the fire. If the Field Support Supervisor requires additional assistance, it is requested from the local fire department. Periodic fire drills are conducted to keep firefighting proficiency high. Local fire department personnel participate in an annual fire drill and are instructed in the radiological aspects of fire fighting in radiation areas.

6.3.3 Repair

The Shift Manager and the Nuclear Plant Operators are trained in the operation of all system components and in many cases have the knowledge to repair these components. In emergency conditions they would be the first to handle repairs with the station maintenance force on immediate call to augment the repair force. Con Edison maintains spare parts and a tool room at Indian Point to support normal maintenance.

6.3.4 Damage Control

Damage control operation is handled by the Shift Manager and Nuclear Plant Operators with the station maintenance force on immediate call to assist. Depending on the area or equipment damaged, the watch force would perform necessary actions (system shutdown, auxiliary system intervention) to isolate the damage and reduce the possibility of the condition escalating in severity. If necessary the reactor would be tripped and the plant put into a cold shutdown. Con Edison maintains spare parts and a tool room at Indian Point to support normal maintenance.

6.4 PROTECTIVE ACTIONS

Protective actions for all personnel (company employees, visitors and contractors) at the Indian Point Site are the responsibility of the Shift Manager, Emergency Plant Manager and the Emergency Director. Offsite protective actions are initiated by local authorities and may be either sheltering or evacuation.

6.4.1 Plant Site

Onsite personnel are notified of an emergency by means of the public address system, route alerting and the use of distinct audio signals for fire, containment evacuation and site assembly. When the Site Assembly Alarm is sounded all personnel within the Protected Area assemble at predetermined initial assembly areas.

Depending upon the emergency classification and plant conditions there would be movement, assembly and evacuation of personnel. For Notification of Unusual Events, personnel may be instructed to evacuate certain areas of the plant. For Alerts, personnel may be directed to leave certain areas of the site if conditions require, such as a radioactive release, fire, toxic gas release etc.. For Site Area and General Emergencies, personnel assemble at the initial assembly areas and all non-essential personnel may be evacuated from the site.

Assembly areas and evacuation routes are specified in the Implementing Procedures. Depending on meteorological conditions, the Shift Manager/Emergency Director decides whether to evacuate and the appropriate evacuation routes. Inclement weather, high traffic density and specific radiological or toxic conditions are considered in making the decision. The evacuation is under the direction of the Shift Manager/Emergency Director. Evacuees walk from the initial assembly areas to the reassembly area (Indian Point Service Center). Evacuees continue from site reassembly area using their own cars when practical or other transportation such as busses provided by Con Edison Emergency Foreman.

Implementing procedures provide instructions to account for all personnel including employees having emergency assignments, visitors, contractors and construction personnel. Initial Accountability will be completed within approximately 30 minutes of sounding the Site Assembly Alarm at the Site Area or General Emergency Classification (or when called for by the Shift Manager or Emergency Plant Manager) The Accountability process accounts for everyone within the Protected Area or identifies unaccounted for personnel. Individuals not accounted for will be located by Operations, OSC Personnel, Security or Search and Rescue Teams.

7.1.2 Emergency Operations Facility (EOF) (cont.)

The Emergency Director in the EOF is responsible for the overall management of the response. Meteorological, plant parameter, offsite radiation monitor, environmental sample and survey data are available for accident assessment, emergency classification and protective action recommendations. Radio and telephone services are available to alert and notify government authorities of emergencies and recommend protective action.

There are two levels in the EOF. The Emergency Control Center (ECC), MIDAS Area, NRC Room, Electrical Equipment Room and Communications Equipment Room are on the lower level and the Observer's Deck is on the upper level.

Except for the two equipment rooms, air in the remainder of the EOF is kept at a slight pressure and recirculated through HEPA filters to minimize airborne contamination.

7.1.3 Alternate Emergency Operating Facility (AEOF)

The AEOF, located on the 12th floor of the AT&T Building on Hamilton Avenue in White plains NY; is the alternate location for the EOF outside the plume exposure emergency planning zone (EPZ). AEOF and EOF functions are similar. The only radiological exposure control activity to be performed at AEOF is decontaminating individuals evacuated from Indian Point.

Procedures, staff, accommodations, equipment, services and supplies for the AEOF are similar to those for the EOF.

7.1.4 Technical Support Center (TSC)

The TSC located in the Unit 1 Superheater Building, 53' elevation across the hall from the CCR performs the following:

- Overall management by the Emergency Plant Manager of emergency response within the Protected Area.
- Provide technical support to the reactor operating personnel in the Central Control Room.

MEMORANDUM OF UNDERSTANDING

SSZ-94-01

No. 28

REV. 4

Date: 11/21/00

RULES GOVERNING THE IMPLEMENTATION OF THE EMERGENCY PLAN AT THE INDIAN POINT SITE

The following rules shall govern the implementation of the Site Emergency Plans and use of the associated facilities and personnel for Alert, Site Area, and General Emergencies declared by the Owner of either the Indian Point 2 (IP2) or Indian Point 3 (IP3) Nuclear Power Station.

- A. All revisions to each party's Emergency Plan and Emergency Plan Implementation Procedures shall be submitted to the other party for review. As used in this Memorandum of Understanding the term "emergency" shall also include an Emergency Plan Drill.
- B. If an emergency is caused by conditions at IP3, an IP3 representative will be designated the Emergency Director. If an emergency is caused by conditions at Indian Point 1 or 2, an IP2 representative will be designated as Emergency Director. It is agreed that all actions requested by the Emergency Director of either IP2 or IP3 during an emergency will be followed as quickly and precisely as possible. Except during a drill, this includes a request to shut down an operating plant if its operation is hampering emergency actions.
- C. In the event of an emergency, as defined in IP3's Emergency Plan, which stems from Indian Point Unit No. 3, the Owner of IP2 shall provide to IP3:
 - 1. Dedicated use during a Unit 3 emergency of the Emergency Operations Facility (EOF), located at the IP2 Buchanan Service Center. This includes access authorization and the issuance of keys to IP3 EOF staff personnel.
 - 2. Physicians for both routine and emergency situations, to the extent that they are available for an emergency on Unit 2. This includes physicians specializing in radiation emergency patient care.

3. Use of the various normal communications avenues and assessment equipment available in the plant (i.e. public address system, party lines, dial phones) and the following specific avenues and equipment:
 - a. : 451.10 Mhz (or substitute frequency) UHF radio system to link together the EOF, IP3 Control Room, IP1 and IP2 Control Room, Emergency Environmental Sampling Vehicles and the portable walkie-talkies used by the Security Guards and Survey Teams.
 - b. The MIDAS computer.
 - c. The Radiological Emergency Communication System (RECS).
 4. Use of IP2 personnel and equipment as available and determined necessary by IP3 Emergency Director or his designee, to support emergency corrective actions.
- D. In the event of an emergency, as defined in IP2's Emergency Plan, which stems from Indian Point Unit No. 1 or 2, the Owner of IP3 will provide IP2:
1. Dedicated use during a Unit 1 or 2 emergency of the Joint News Center located at the Westchester County Airport.
 2. Use of IP3 personnel and equipment, as available and determined necessary by the IP2 Emergency Director or his designee, to support emergency corrective actions.
- E. In the event of an emergency referred to in Section C or D, the party having the emergency will be provided by the other party with the use, to the same extent that they are available for an emergency at the other party's unit(s), of the site environmental monitoring facilities, personnel and equipment of the other party, with authorization for personnel of the party having the emergency to call in necessary personnel of the other party as needed (each party to provide appropriate call lists).

- F. IP2 and IP3 periodically test equipment associated with Sections C and D. Each party is invited to monitor testings or calibrations. Upon request each party will provide a schedule for testing so the other party can arrange to participate.
- G. Each party will notify the other of periodic drills and exercises relating to simulated radiation incidents detailed in their respective emergency plans, and the other party may participate in the drills if it so chooses.
- H. All assets included in the Prompt Notification System (the "PNS") consisting of sirens and associated facilities located throughout the Counties of Rockland, Putnam, Orange and Westchester in the State of New York are owned by the Owner of IP2 and the Owner of IP3. The PNS is used by governmental officials in the Counties set forth above in support of the plans and commitments associated with emergency planning efforts and declarations made by the Owner of IP2 or the Owner of IP3 related to a nuclear power site emergency. To the fullest extent permitted by law and upon such reasonable conditions as it may impose, the Owner of IP3 will, to the extent of its ownership interest in the PNS, permit use thereof and access thereto by the Owner of IP2. The Owner of IP2 and the Owner of IP3 shall negotiate in good faith to reach agreement concerning the responsibilities for maintenance of the PNS and reimbursement of the cost and expense thereof.
- I. Each party reserves the right to periodically audit the common facilities, equipment, and administrative controls of the Emergency Plan that are under the control of the other party.
- If either party finds, as a result of an audit, any items failing to meet regulatory requirements, the auditing party shall notify the other party of the audit results. Corrective actions will be taken by the responsible party in a manner and time frame as mutually agreed to by IP2's Vice President - Nuclear Power and the IP3's Site Executive Officer.
- J. Joint Operation of the EOF will occur only when both IP2 and IP3 are considered to be causing agents of an emergency. Otherwise, it is understood that only the organization which is having an emergency will be required to man the EOF and assign an Emergency Director. To ensure that the EOF will operate smoothly in the event of a joint

To the fullest extent permitted by law and upon such reasonable conditions as it may impose, the Owner of IP2 will, to the extent of its ownership interest in the PNS, permit use thereof and access thereto by the Owner of IP3

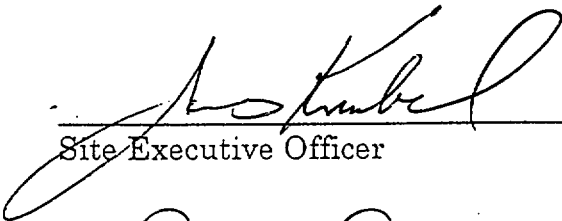
emergency, and that the ultimate responsibility of directing emergency actions is placed on one individual, the following is agreed:

1. A Joint Emergency Director (JED) will be designated.
2. The designation will be the result of an oral agreement between the highest ranking Emergency Director from each organization present at the site at the time of the joint emergency.
3. The JED will be responsible for all actions necessary to initially recover from the emergency.
4. Following initial recovery, the highest ranking Emergency Director from each organization present at the site will assume ultimate responsibility for his organization's unit and property.
5. Some factors that should be used in deciding who will be designated JED are as follows:
 - a. Which unit is the primary causing agent (if it can be determined);
 - b. Which organization's property is most affected by the emergency (based on radiation fields, contamination levels, damage incurred and wind direction); and
 - c. Which unit will require the most corrective actions to return it to a stable condition.

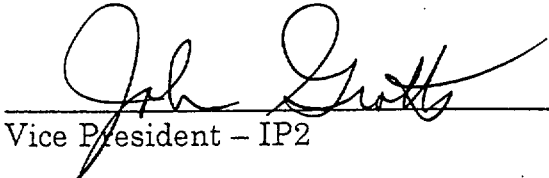
- K. Each party will coordinate activities associated with training exercises, meetings, etc., with outside agencies or services that may respond to any emergency at Indian Point.

This Memorandum of Understanding is subject to the termination stipulations detailed in Memorandum of Understanding No. 32.

Costs incurred by either party as a result of this Memorandum of Understanding shall be determined and billed as per Memorandum of Understanding No. 33.



Site Executive Officer



Vice President – IP2

TO: Emergency Planning Document Controlled Copy # 14

Holder/Location *NRC Document Control Desk (Washington)*
Document Holder Organization

FROM: Emergency Planning Document Custodian

SUBJECT: Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

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Consolidated Edison
Indian Point Nuclear Generating Station
Emergency Planning Department
Buchanan Service Center
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	5/25/01	5/24/01	Replace entire document
IP-1001	Overview of Mobilization of Emergency Response Organization	13	12	Replace entire document
IP-1002	Emergency Notification and Communications	24	23	Replace entire document
IP-1010	Central Control Room	2	1	Replace entire document
IP-1011	Joint News Center	2	1	Replace entire document
IP-1012	Onsite Medical Support	10	9	Replace entire document
IP-1023	Operations Support Center	15	14	Replace entire document
IP-1027	Personnel Accountability and Evacuation	13	12	Replace entire document
IP-1030	Emergency Operations Facility	4	3	Replace entire document

Update completed as specified:

Signature of Controlled Copy Holder

Date

Emergency Plan Implementing Procedures

Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	24	5/25/01
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1005	Cancelled	--	01/12/01
IP-1006	Cancelled	--	01/12/01
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	6	9/1/99
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	2	5/25/01
IP-1011	Joint News Center	2	5/25/01
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	Protective Action Recommendations	8	11/1/99
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Surveys Outside the Protected Area (Title Change)	9	03/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1017	Canceled (Steps moved to IP-1050)	--	4/16/01
IP-1018	Cancelled (Steps moved to IP-1011)	--	3/26/01
IP-1019	Coordination of Corporate Response (Title Change)	9	01/12/01
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Manual Update, Readout and Printout of Proteus Plant Parameter Data	5	9/1/99
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	15	5/25/01
IP-1024	Emergency Classification	8	01/12/01
IP-1025	Handling Fire Department Personnel Fighting Fires in the Controlled Area	7	9/1/99

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Emergency Plan Implementing Procedures

Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	13	5/25/01
IP-1028	Cancelled	--	01/12/01
IP-1030	Emergency Operations Facility (EOF)	4	05/25/01
IP-1031	Canceled	--	4/16/01
IP-1032	Cancelled	-	
IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0	3/26/01
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1040	Cancelled	--	01/12/01
IP-1041	Cancelled	--	01/12/01
IP-1042	Cancelled	--	01/12/01
IP-1044	Cancelled	--	5/27/00
IP-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1046	Cancelled		
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	8	5/27/00
IP-1049	Cancelled	--	5/27/00
IP-1050	Security	0	4/16/01
IAP-10	Cancelled	--	
IAP-12	Cancelled	--	
IAP-14	Cancelled	--	

Overview of Mobilization of Emergency Response Organization

Prepared by:	<u>Steve Hook</u> Print Name	<u>[Signature]</u> Signature	<u>5/14/01</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u>[Signature]</u> Signature	<u>5/16/01</u> Date
Reviewer:	<u>RICHARD BURNS</u> Print Name	<u>[Signature]</u> Signature	<u>5/16/01</u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2836</u> Meeting Number	<u>[Signature]</u> Signature Secretary	<u>5/17/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u>[Signature]</u> Signature	<u>5/22/01</u> Date

Reference Use

Effective Date: 5/25/01

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Mobilization of Emergency Response Organization

1.0 PURPOSE

Note:

Actual implementation of the callout and mobilization of the Emergency Response Organization (ERO) is performed in accordance with other procedures, such as the facility specific implementing procedures. This procedure is intended to provide an overview of ERO Staffing and the mobilization process.

- 1.1 To implement Emergency Plan requirements for Emergency Response Organization (ERO) staffing.
- 1.2 To describe the methods used to mobilize the additional staff required for Alert, Site Area and General Emergencies.

2.0 DISCUSSION

- 2.1 The onsite emergency organization consists of three levels of staffing each of which functions at a different time during an emergency.

2.1.1 Staffing Level I

Staffing level I consists of the Watch Force which is available 24 hours a day. During an emergency there are a number of positions or areas of expertise that must be handled by the Watch Force for the first 60 minutes of the emergency, until they are augmented by non-shift personnel. The positions or areas of expertise (See Reference 6.1) and the watch individuals who shall handle them are as indicated below:

Position / Area_of Expertise	Number on Shift	Watch Individual
Shift Supervisor (SRO)	1	Shift Manager
Shift Foreman (SRO)	1	Control Room Supervisor
Control Room Operators (RO)	1	Reactor Operator
Other Licensed Operator	1	As Designated
Auxiliary Operators	2	Unit 2 Conv. & Nuc. NPOs
Emergency Director	1**	Shift Manager
Communicator	1***	Support Facility NPO
H.P. Tech.	1	Health Physics
Chem. Tech.	1	Chem. Tech.
Shift Technical Advisor	1	Watch Engineer
Mech. Maint.	1**	Unit 2 Rover NPO
Elect. Maint./I&C	1**	Unit 2 Rover NPO

Position / Area_of Expertise	Number on Shift	Watch Individual
Health Physics	2**	Field Supp. Supv. & NYPA HP
Rescue and First Aid	2**	NPOs

** Maybe provided by Shift personnel assigned other function.

*** If the NPO is summoned to the fire brigade a qualified communicator from the Security Force shall assume the CCR Communicator position.

2.1.2 Staffing Level II

Staffing level II for NUES (at the discretion of the SM), ALERTS, SITE AREA and GENERAL Emergencies, consists of the Watch Force and those key non-watch personnel who are called in to augment them. On-call ERO managers report directly to their assigned facilities when notified. Facility managers assign additional personnel, as required from Con Edison Staff and where appropriate from the Unit 3 Watch Force. See the Emergency Telephone Directory for a listing of personnel listed by ERO job function. Facility procedures provide forms that shall be used to document each position as it is filled.

Level II Staffing Positions include:			
Position	No.	Position	No.
Emergency Plant Manager	(1)	Health Physics	(4)
Offsite Rad. Assmt. Director.	(1)	Chemistry Technician	(1)
Offsite Surveys	(4)	TSC(Core,Elec,Mech)	(3)
On-Site Surveys	(2)	I&C Technicians	(1)
In-Plant Surveys	(2)	Comm (EOF & TSC)	(2)
OSC Manager	(1)	Mech/Elect. Maintenance	(4)

Personnel are contacted during off-hours by means of radio pagers ("beeper") and telephone. The Shift Manager initiates the call-in through the Con Edison on-site security force. When the need arises for assistance of Entergy personnel, the Shift Manager contacts the Unit No. 3 Shift Manager.

ALL personnel contacted shall report to their assigned emergency facilities. TSC and OSC positions report to the TSC OSC Complex. Personnel assigned as I&C Technicians, Maintenance (Mechanics & Electricians), Chemistry Technicians, Health Physics Technicians AND all off-shift Operations Staff shall perform their duties under the direction of the OSC Manager AND work out of the Operations Support Center. Personnel assigned to the EOF shall report to the EOF and work under the direction of the EOF Manager.

2.1.3 Staffing Level III

Staffing level III, which is the full activation of all emergency response functions, consists of staffing level II, full Emergency Response Facility staffing as outlined in each facilities procedure plus the addition of other site and corporate personnel as deemed necessary by the Emergency Director or the Emergency Plant Manager.

3.0 PRECAUTIONS AND LIMITATIONS

NONE

4.0 EQUIPMENT AND MATERIALS

NONE

5.0 INSTRUCTIONS

5.1 Normal Work Hours Mobilization of Emergency Facilities

Notes:

If relocation of personnel within the Protected Area is not desired, due to hazardous conditions, the Shift Manager may not sound the Site Assembly Alarm.

- 5.1.1 The Reactor Operator (RO) or Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.
- 5.1.2 The Shift Manager assigns the Support Facility NPO or other qualified individual as the Control Room Communicator.
- 5.1.3 Sounding of the site emergency assembly alarm by the RO or Control Room Communicator results in:
 - A. The following personnel report to the Central Control Room for assembly and/or accountability:
 - (1) Emergency Plant Manager
 - (2) On-shift Nuclear Plant Operators
 - (3) On-shift Watch Health Physics Technicians
 - (4) On-shift Watch Chemistry Technician
 - (5) On-shift Watch Engineer
 - (6) On-shift Watch Clerk

- B. The following Emergency Response Organization Team members report to their assigned emergency response facility for assembly and/or accountability:
- (1) Emergency Director (ED) – EOF
 - (2) Emergency Operations Facility Manager – EOF
 - (3) Offsite Radiological Assessment Director (ORADs) – EOF
 - (4) Dose Assessment Health Physicist – EOF
 - (5) EOF Communicator #1 – EOF
 - (6) EOF Communicator #2 – EOF
 - (7) Information Liaison – EOF
 - (8) Technical Advisor (TA) – EOF
 - (9) Technical Support Center (TSC) Manager – TSC
 - (10) Technical Assessment Coordinator – TSC
 - (11) Operations Advisor – TSC
 - (12) Radiological Advisor
 - (13) Core Physics Engineer – TSC
 - (14) Electrical/I & C Engineer – TSC
 - (15) Mechanical Engineer – TSC
 - (16) Operations Support Center (OSC) Manager – OSC
 - (17) I&C Coordinator – OSC
 - (18) Radiation Protection Coordinator – OSC
 - (19) Maintenance Coordinator – OSC
 - (20) Team Coordinator – OSC
 - (21) Accountability Clerk
 - (22) All Joint News Center Staff
- C. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station. Security shall notify the Central Control Room or the Operations Support Center when the security force accountability is completed.
- D. All other essential personnel with Emergency Response Organization responsibilities report to their assigned facility (TSC/OSC, EOF or JNC).
- E. Personnel assigned as I&C Technicians, Maintenance (Mechanics & Electricians), Chemistry Technicians, Health Physics Technicians AND all off-shift Operations Staff shall report to the OSC and perform their duties under the direction of the OSC Manager.

- F. All non-essential personnel (contractors, visitors and other personnel not assigned an emergency function) shall egress the Protected Area and proceed to assemble in the Energy Education Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.
- G. Offsite Environmental Monitoring Team Members assemble at the EOF with their vehicles.

5.1.4 **IF** the event has been classified at a Site Area or General Emergency level **OR** Accountability has been called for **THEN** the OSC Manager will immediately proceed to the OSC and direct the conduct of accountability as follows:

- A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).
- B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.

5.1.5 The ORAD shall call the Radiation Protection Coordinator to obtain the following personnel after arriving at the EOF.

- A. On-Site HP Monitors (2)
- B. One HP shall be utilized as an onsite monitor and one as the Survey Team Health Physics Technician.

Note

Call in of personnel for a Notification of Unusual Event is at the discretion of the Shift Manager.

- 5.1.6 The Communicator calls Security, identifies himself or herself **AND** instructs Security to initiate the call-in of personnel in accordance with IP-1002, Emergency Notification and Communication using appropriate forms.
- 5.1.7 The EOF Manager, TSC Manager and OSC Manager shall proceed to complete the staffing level III complement for their respective facility.
- 5.1.8 The Communicator should request a supplemental offsite team from Unit No. 3 Control Room.
- 5.1.9 The Emergency Plant Manager shall designate two individuals (CRSs or ROs) to act as the Data Logger and TSC Communicator at the CCR.

5.2 Off Hours Mobilization of Emergency Facilities

Note:

If relocation of personnel within the Protected Area is not desired, due to hazardous conditions, the Shift Manager may not sound the Site Assembly Alarm.

- 5.2.1 The Reactor Operator (RO) or Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.
- 5.2.3 The Shift Manager assigns the Support Facility NPO OR other qualified individual as the Control Room Communicator.
- 5.2.4 Sounding of the site emergency assembly alarm by the RO or Control Room Communicator results in:
 - A. The following personnel shall report to the Central Control Room for assembly and/or accountability:
 - (1) On-shift Nuclear Plant Operators
 - (2) On-shift Watch Health Physics Technicians
 - (3) On-shift Watch Chemistry Technician
 - (4) On-shift Watch Engineer
 - (5) On-shift Watch Clerk
 - B. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station or the Secondary Alarm Station. Security shall notify the Central Control Room when the security force accountability is completed.
 - C. All personnel not associated with the emergency response shall egress the protected area and proceed to assemble at the Energy Information Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.
- 5.2.5 All on-call Emergency Response Organization Team members, whether they are on site or offsite shall report directly to their assigned emergency response facility for assembly and/or accountability.
- 5.2.6 Any other essential personnel that are on-site at the time of event classification shall also report to their assigned emergency response facility for assembly and/or accountability.
- 5.2.7 All other essential personnel reporting from off-site report to their assigned Emergency Response Facility for assignment.
- 5.2.8 The Emergency Operations Facility Manager or designee shall, as requested by the TSC and OSC managers, assign emergency responders to ensure minimum staffing requirements at each facility are met, and assign additional responders to augment the facilities as necessary.

5.2.9 IF the event has been classified at a Site Area or General Emergency level OR Accountability has been called for THEN the Operations Support Center Manager shall proceed to the Operations Support Center and perform the following:

- A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).
- B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.

5.2.10 The EOF Manager, TSC Manager AND OSC Manager shall proceed to complete the staffing level III complement for their respective facility.

Note:

Call in of personnel for a Notification of Unusual Event is at the discretion of the Shift Manager.

5.2.9 The Communicator calls Security, identifies himself or herself AND instructs Security to initiate the call-in of personnel in accordance with IP-1002, Emergency Notification and Communication using appropriate forms.

5.2.10 On an AS NEEDED basis, as determined by the Shift Manager, the Communicator calls the Unit No. 3 Control Room, identifies himself or herself, specifies the emergency classification AND requests the assistance of watch personnel in the following functional areas.

- A. Health Physics
- B. Chemistry

5.2.11 Upon arrival at their assigned facilities the on-call facility managers shall assign individuals to fill the required MINIMUM job functions indicated in facility procedures.

6.0 REFERENCES

- 6.1 NUREG-0654
- 6.2 Emergency Plan for Indian Point Unit Nos. 1 & 2
- 6.3 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.4 IP-1002, "Emergency Notification and Communication"

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

NONE



MEMORANDUM

To: All Security Force Personnel

Date: May 15, 2001

From: Jerry Worrall *Jerry Worrall*

Subject: Temporary Rotational Position (Previously posted as New Permanent Position on April 30, 2001)

Title: Corrective Action Program Analyst

Shift and Hours: Variable

Minimum Requirements for the Position:

- An understanding of Security Plans and Procedures, Con Edison Policies and NRC Security Requirements
- Strong communication and organizational skills
- Be able to operate independently with a high degree of accountability
- Proven track record of coordinating multiple tasks, identifying areas that need improvement, and initiating corrective action
- Be able to work independently without close supervision

Job Description:

The individual selected will report directly to the Operations Manager and be responsible for managing the Security Department's Corrective Action Program. The individual can expect to attend Root Cause Analysis, CRS, and other INPO (Institute of Nuclear Power Operations), related courses.

Duties Include:

- Manage CRS closeouts
- Manage issuance of ICA's (Initial Corrective Action)
- Track FCA's (Follow-up Corrective Action)
- Assist in the organization and be a member of, Security's Corrective Action Review Board
- Represent Security at the Station's Corrective Action Review Board
- Communicate to the Security Force, Security Department's Goals regarding, "Excellence in Human Performance" and the corrective action program
- Perform other duties as directed by the Project Manager
- Human Performance- Track and Trend Human Performance Issues

This position is open to all Wackenhut employees, interested applicants must submit, to the Project Manager, a resume and a cover letter, stating their reason for interest in the position no later than 1600 hrs. on Monday May 28, 2001. Any applications received after this date will not be considered.

Cc: Bulletin Board

Access Control

File

Emergency Notification and Communication

Prepared by:	<u>C. Kelly Walker</u> Print Name	<u><i>C. Kelly Walker</i></u> Signature	<u>5/15/01</u> Date
Technical Reviewer:	<u>Steve Hook</u> Print Name	<u><i>Steve Hook</i></u> Signature	<u>5/16/01</u> Date
Reviewer:	<u>RICHARD BURNS</u> Print Name	<u><i>Richard Burns</i></u> Signature	<u>5/16/01</u> Date
Reviewer:	 Print Name	 Signature	 Date
Reviewer:	 Print Name	 Signature	 Date
SNSC Review:	<u>2836</u> Meeting Number	<u><i>Marcia Steele</i></u> Signature Secretary	<u>5/17/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>for F Inzirillo</i></u> Signature	<u>5/25/01</u> Date
	Effective Date:	<u>5/25/01</u>	

Reference Use

CONTROLLED COPY

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EMERGENCY NOTIFICATION AND COMMUNICATION**1.0 PURPOSE**

To prescribe the responsibilities and methods for:

- 1.1 Initial notification and periodic updates made from the Central Control Room (CCR) in the event of a declared emergency at Indian Point Unit Nos. 1 & 2.
- 1.2 Provides checklists for the performance of notifications and activation of the Emergency Response Organization.

2.0 DISCUSSION

- 2.1 Following initial declaration of an emergency, the Shift Manager (SM) should assign the Support Facility Nuclear Plant Operator (NPO) to be the CCR Communicator. If the Fire Brigade has been or is subsequently summoned, the Support Facility NPO shall report with the Fire Brigade and a qualified communicator from the Station Security Force shall be assigned to the CCR Communicator position by the SM. When a non-Watch Control Room Supervisor (CRS), Reactor Operator (RO) or NPO becomes available, the Communicator from Security may then be replaced at the SM's discretion.
- 2.2 The CCR Communicator shall perform his duties in the Control Room under the SM's direction. These duties shall entail implementing the notification checklists and use of RECS, radio, and other telephones (Section 4.0) to notify on-site personnel as well as the off-site authorities of the accident conditions and to pass along directions and recommendations as appropriate from the SM. The Communicator shall also maintain himself ready to supply updates to the offsite authorities.
- 2.3 Notifications made from the EOF are described in IP-1030, Emergency Operations Facility.

3.0 PRECAUTIONS AND LIMITATIONS

- 3.1 Initial and Upgrade notifications to the State and counties shall be initiated within 15 minutes of the emergency classification declaration.
- 3.2 Periodic Update Notifications should be performed approximately every 30 minutes or more frequent when conditions change.

4.0 EQUIPMENT AND MATERIALS

- 4.1 Central Radio (System Operations) - see Addendum 1 for call letters.
- 4.2 Area Radio (Monitoring Teams) - see Addendum 1 for call letters.

- 4.3 Local Government Radio (LGR) - see Addendum 1 for call letters. For backup notifications IF RECS is out of service.
- 4.4 "Contingency" Phone - see Emergency Telephone Directory for unlisted number to be used only for receiving incoming calls from CIG, New York State AND the four counties.
- 4.5 Radiological Emergency Communications System (RECS) - party line phone for initial notification AND updates to NYS AND counties.
- 4.6 ENS Phone - dial-up telephone circuits used to contact NRC headquarters for initial notification of emergency AND continuing updates. (See Emergency Telephone Directory for listed numbers).
- 4.7 CR-EOF - direct line, with bell annunciation by means of push button.
- 4.8 CR-TSC direct line, automatic ringing phone.
- 4.9 Peekskill Police - direct line, automatic ringing phone.
- 4.10 NYS Police - direct line, automatic ringing phone.
- 4.11 Phone – Peekskill (914) 737 Exchange (see Emergency Telephone Directory).
- 4.12 Phone - Indian Point (914) 734 Exchange (see Emergency Telephone Directory).
- 4.13 Microwave (see Emergency Telephone Directory) - provides connection to the 212 exchange in NYC via microwave to the Empire State Building.

5.0 INSTRUCTIONS

NOTE:

All phone numbers not provided within this procedure can be found in the Emergency Telephone Directory.

- 5.1 Notification of Unusual Event (NUE) Initial Notification - CCR Communicator
 - 5.1.1 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN
 - A. Review form for completeness.
 - B. Determine if the Shift Manager wants full ERO activation at the NUE level (not normally required).
 - C. ALWAYS refer to the form as NYS Radiological Emergency Data Form PART I when talking to the State and County authorities.
 - 5.1.2 Start the initial notification roll call to state and counties within 15 minutes of the declaration of an Unusual Event.

- 5.1.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) to make and document the initial notifications.
- 5.1.4 Once the CCR NUE Notification Checklist is complete, **IF** the SM requests additional staffing level **THEN** perform the following:
 - A. Contact the on-call Emergency Director (ED) (refer to the Emergency Response Team On-call Schedule for duty ED.)
 - B. Request the activation of desired portions of the Emergency Response Organization On-Call Team to provide plant support.
- 5.2 NUE Update Notifications - CCR Communicator
 - 5.2.1 Make periodic updates approximately every 30 minutes throughout the event.
 - 5.2.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN:
 - A. Review form for completeness.
 - B. **ALWAYS** refer to the form as Radiological Emergency Data Form PART I when talking to the State and County authorities.
 - 5.2.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) and perform **ONLY the circled items**, to make the periodic Update Notifications.

NOTE:

The CCR Alert/ SAE/GE Initial Notification Checklist, Addendum 3 (form IP-1002-2) is used only once. After notifications are completed using this form, all subsequent upgrade and update notifications shall be made using the Upgrade/Update Notification Alert/SAE/GE Checklist, Addendum 4 (form IP-1002-3)

- 5.3 Alert, Site Area AND General Emergency Initial Notification – CCR Communicator
 - 5.3.1 Use a CCR Initial Notification Checklist Alert/SAE/GE, Addendum 3 (Form IP-1002-2) to make and document the initial notifications.

- 5.3.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager.
 - A. Review form for completeness.
 - B. Verify that the Shift Manager wants the Assembly Alarm Sounded
 - C. ALWAYS refer to the form as Radiological Emergency Data Form PART I when talking to the State AND the county authorities.
- 5.3.3 Start the initial notification roll call to State and counties within 15 minutes of the declaration of an Alert, Site Area Emergency (SAE) or General Emergency (GE).
- 5.4 Alert / SAE / GE Upgrade/Update Notifications – CCR/EOF Communicator
 - 5.4.1 Upgrade/Update notifications are made for EAL upgrades and for periodic updates during an Alert, Site Area Emergency (SAE) or General Emergency (GE).
 - 5.4.2 Use an Upgrade/Update Notification Alert/SAE/GE Checklist, Addendum 4 (Form IP-1002-3) to make and document the emergency classification upgrade or update notifications.
 - 5.4.3 Obtain the completed Radiological Emergency Data Form Part I (and Part II, if provided) from the Shift Manager/Emergency Director AND notify NY State and counties within 15 minutes of any emergency classification change or approximately every 30 minutes otherwise.

NOTE:

The Emergency Response Organization will normally be notified and activated by the CCR Communicator, however, Security may be requested to perform this notification as a back-up.

- 5.5 Shift Security Supervisor (SSS) or Lieutenant Security Supervisor (LSS)
 - 5.5.1 **IF** notified and directed by the Shift Manager or CCR Communicator, activate the Emergency Response Organization using Addendum 6, Form IP-1002-5, Primary - Emergency Response Organization Activation Checklist or **IF NECESSARY** Addendum 5, Form IP-1002-4, Backup - Emergency Response Organization Activation Checklist.
 - 5.5.2 Inform the Shift Manager or CCR Communicator of when the checklist is complete and of any problems encountered.

6.0 REFERENCES

6.1 Development Documents

6.1.1 Emergency Plan for Indian Point Unit Nos. 1 & 2

6.1.2 SAO-804, "Emergency Response Organization"

6.2 Interface Documents

6.2.1 SOP-CG-7-1, "Notification During Nuclear Emergency Involving IP No. 2"

6.2.2 IP-1001, "Mobilization of Onsite Emergency Organization"

6.2.2 IP-1018, "Media Relations Mobilizing During Emergency"

6.2.4 IP-1027, "Personnel Accountability and Evacuation"

6.3 Commitments

NONE

7.0 ATTACHMENTS

NONE

8.0 8.0 ADDENDUM

8.1 Addendum 1, Indian Point Emergency Radio Systems

8.2 Addendum 2, CCR NUE Notification Checklist (Form IP-1002-1)

8.3 Addendum 3, CCR Initial Notification Checklist Alert/SAE/GE (Form IP-1002-2)

8.4 Addendum 4, Upgrade/Update Notification Alert/SAE/GE Checklist (Form IP-1002-3)

8.5 Addendum 5, Backup - Emergency Response Organization Activation Checklist (Form IP-1002-4)

8.6 Addendum 6, Primary - Emergency Response Organization Activation Checklist (Form IP-1002-5)

[Proprietary Information]

Addendum 1

INDIAN POINT EMERGENCY RADIO SYSTEMS

Sheet 1 of 1

Area Radio [Freq. 1 = 456.100 /Freq. 2 = 451.100/MHZ]

<u>Base Station Location</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 1</u>
CR 1-2	[WAY-744]	[WAY-744]
CR 3	[WAE-280]	[KGS-757]
EOF	[KYA-424]	[KYA-424]
AEOF	[KYA-615]	[KYA-615]
CGH	[WDA-498]	[KMF-617]
<u>Mobile Station</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 1</u>
Mobile 1	[KU-3575]	[KU-3575]
Mobile 2	[KU-3575]	[KU-3575]
Mobile 3	[KU-3575]	[KU-3575]

Central Radio [456.050 MHZ]

<u>Base Station Location</u>	<u>Call Letters</u>
CR 1-2	[WAE-277]
EOF	[WAE-277]
AEOF	[WGQ-993]
CIG	[WGR-59]

LOCAL GOVERNMENT RADIO [45.16 MHZ]

<u>Base Station Location</u>	<u>Call Letters</u>
CR, EOF, AEOF	[KNFM-394]
So. Dist. Office	[WZM-947]
Westchester W.P.	[WRU-873]
Orange W.P.	[WQH-720]
Rockland W.P.	[KRH-269]
Putnam W.P.	[KFC-781]
Peekskill W.P.	(NONE)

Addendum 2
CCR NUE Notification Checklist (Form IP-1002-1)
Sheet 1 of 2

CCR NUE Notification Checklist

Note: Perform only circled items for NUE periodic Update Notifications

Notify State and Counties:

- ① Pick up the console handset and depress the "RECS" button THEN press the number "7" button on the keypad.
- ② When you hear the message "You have initiated a conference ..." state:
"This is to report an incident at Indian Point 2. Standby for roll call"
- ③ IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press "Clear" to hang up, wait 5 seconds and repeat steps 1 and 2.
- ④ IF unable to contact any station via RECS THEN use Local Government Radio (LGR) (instructions on back). IF both RECS and LGR fail THEN contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
- ⑤ Enter time you are starting the initial roll call in the space provided below.
- ⑥ Initiate roll call by asking "**(location title)** are you on the line?" for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

	Location	Initial Roll Call	Final Roll Call
Time Initial Roll Call Started	Westchester County	<input type="checkbox"/>	<input type="checkbox"/>
	Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>
	Rockland County	<input type="checkbox"/>	<input type="checkbox"/>
Time Final Roll Call Completed	Orange County	<input type="checkbox"/>	<input type="checkbox"/>
	Putnam County	<input type="checkbox"/>	<input type="checkbox"/>
	New York State	<input type="checkbox"/>	<input type="checkbox"/>

- ⑦ **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading the form say "Stay on line for final roll call."
- ⑧ Perform a final roll call by asking "**(location title)** did you copy?" for each location. Check off "Final Roll Call" for each location as they answer the roll call. IF any location did not copy the message THEN instruct them to call the State for clarification or, if requested, repeat the form information.
- ⑨ End notification by saying "Indian Point No. 2 out at (time)". Enter the time in the space provided above when final roll call is completed.
- ⑩ IF any location did not answer the initial roll call THEN contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the information over the telephone. Record the location and time of this notification in the comment section of this form.

Notify Emergency Response Organization and Media Relations:

Time

11. IF the Shift Manager directs call out of the full ERO THEN initiate call in of Emergency Response Organization Personnel per Form IP-1002-5, Primary - ERO Activation Checklist
12. Notify the Manager – IP2 Communications at 734-5136 OR the Director Media Relations OR the Media Relations Duty Officer at 212-460-4111 and provide them with Date/Time of NUE classification, EAL # and brief description of event.

Obtain and enter name of individual contacted: _____

Go to page 2 (back)

Proprietary Information

Page 1 of 2

Form IP-1002-1 Rev 5

Addendum 2
CCR NUE Notification Checklist (Form IP-1002-1)
Sheet 2 of 2

CCR NUE Notification Checklist

Note: Perform only circled items for NUE periodic Update Notifications

Notify Security, Unit 3 and CIG:	Time
13. Call the Secondary Alarm Station at 734-5330 and provide them with Date/Time of NUE classification	
14. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of NUE classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
15. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of NUE classification, and brief description of event. Obtain and enter name of individual contacted: _____	

Notify NRC:	Time
16. IF it is during normal working hours THEN notify the NRC Senior Resident Inspector at 914-739-9361 or x 5347 IF during off-hours THEN call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of NUE classification, EAL # and brief description of event.	
(17) Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform the NRC Communicator that this is a 50.72 notification and provide them with Date/Time of NUE classification, EAL # and brief description of event	
(18) Record any Comments: _____ _____ _____	

(19) Date and sign this form	Date: _____	Signature: _____
(20) Inform the Shift Manager that you have completed NUE notifications.		
(21) Fax copies of the NYS Radiological Emergency Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.		

Use of Local Government Radio

- A. Depress the "LGR" button on the communications console.
- B. Pickup the handset and depress the handset button.
- C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"
- D. Return to step 4 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or -3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 3

CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)

Sheet 1 of 2

CCR Initial Notification Checklist - Alert/SAE/GE

Notify Protected Area Personnel and Emergency Response Organization:	Time
Note: If the Shift Manager does not feel it is safe to relocate personnel at this time DO NOT sound the Site Assembly Alarm or call for personnel to report to the Energy Education Center.	
1. Sound the Site Assembly Alarm for 30 seconds	
2. Announce the following message over the P.A. System three (3) times: "Attention all personnel, a (Alert / Site Area Emergency / General Emergency) has been declared" "All Essential Personnel report to your assigned emergency facility" "All other personnel report to the Energy Education Center"	
3. Initiate call-in of Emergency Response Organization personnel per Form IP-1002-5, Primary - ERO Activation Checklist	

Notify State and Counties:

- Pick up the console handset and depress the "RECS" button THEN press the number "7" button on the keypad.
- When you hear the message "You have initiated a conference ..." state:
"This is to report an incident at Indian Point 2. Standby for roll call"
- IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press "Clear" to hang up, wait 5 seconds and repeat steps 4 and 5.
- IF unable to contact any station via RECS THEN use Local Government Radio (LGR) (instructions on back) IF both RECS and LGR fail THEN contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
- Enter time you are starting the initial roll call in the space provided below.
- Initiate roll call by asking "(location title) are you on the line?" for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

	Location	Initial Roll Call	Final Roll Call
Time Initial Roll Call Started	Westchester County	<input type="checkbox"/>	<input type="checkbox"/>
	Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>
	Rockland County	<input type="checkbox"/>	<input type="checkbox"/>
Time Final Roll Call Completed	Orange County	<input type="checkbox"/>	<input type="checkbox"/>
	Putnam County	<input type="checkbox"/>	<input type="checkbox"/>
	New York State	<input type="checkbox"/>	<input type="checkbox"/>

- SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading form say "Stay on line for final roll call."
- Perform a final roll call by asking "(location title) did you copy?" for each location. Check off "Final Roll Call" for each location as they answer the roll call. IF any location did not copy the message THEN instruct them to call the State for clarification or, if requested, repeat the information.
- End notification by saying "Indian Point No. 2 out at (time)". Enter the time in the space provided above when final roll call is completed.
- IF any location did not answer the initial roll call THEN contact the missing location via telephone and direct them to either call the State to obtain the notification information or read form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Proprietary Information

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Form IP-1002-2 Rev 5

Addendum 3

CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)
Sheet 2 of 2

CCR Initial Notification Checklist Alert/SAE/GE

Notify Security, Unit 3, Media Relations and CIG:	Time
14. Call the Secondary Alarm Station at 734-5330 and provide them with Date/Time of emergency classification.	
15. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
16. Notify the Manager IP2 Communications at 734-5136 OR the Director Media Relations OR the Media Relations Duty Officer at 212-460-4111 and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
17. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of emergency classification and brief description of event. Obtain and enter name of individual contacted: _____	
Notify NRC:	Time
18. IF it is during normal working hours THEN notify the NRC Senior Resident Inspector at 914-739-9361 or x5347 IF during off-hours THEN call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of emergency classification, EAL # and brief description of event.	
19. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform them that this is a 50.72 notification and provide them with Date/Time of emergency classification, EAL # and brief description of event.	
20. Record any Comments: _____	
21. Date and sign this form	<div style="display: flex; justify-content: space-between;"> <div>Date: _____</div> <div>Signature: _____</div> </div>
22. Inform the Shift Manager that you have completed emergency notifications.	
23. Fax copies of the NYS Radiological Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.	

Use of Local Government Radio

- A. Depress the "LGR" button on the communications console.
- B. Pickup the handset and depress the handset button.
- C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"
- D. Return to step 7 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or 995-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Proprietary Information

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Form IP-1002-2 Rev 5

Addendum 4

Upgrade/Update Notification Alert/SAE/GE Checklist (Form 1002-3)

Sheet 1 of 2

Upgrade/Update Notification Alert/SAE/GE Checklist

Notes: Use the CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2) for upgrade from NUE to Alert.Upgrade notifications shall be made within **15 minutes** of classification change. Periodic UpdateNotifications should be done approximately **every 30 minutes** or more frequent when conditions change.**Notify Protected Area Personnel and Emergency Response Organization**IF initial accountability has not been completed THEN Sound or have CCR sound the Site Assembly Alarm1. IF the emergency classification changes THEN perform the following:

A. Announce (or have the CCR announce) the applicable message over the P.A. System three (3) times:

"Attention all personnel, a (*Site Area Emergency / General Emergency*) has been declared"OR if emergency classification is terminated THEN announce:

"Attention all personnel, the emergency has been terminated"

B. Call the Secondary Alarm Station (phone 734-5330) and inform them of the new classification.

Notify State and Counties:2. Pick up the console handset and depress the "RECS" button THEN press the number "7" button on the keypad.

3. When you hear the message "You have initiated a conference ..." state:

"This is to report an incident at Indian Point 2. Standby for roll call"

4. IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press "Clear" to hang up, wait 5 seconds and repeat steps 2 and 3.5. IF unable to contact any station via RECS THEN use Local Government Radio (LGR) (instructions on back)IF both RECS and LGR fail THEN contact listed locations one at a time via telephone, (phone numbers on back).

6. Enter time you are starting the initial roll call in the space provided below.

7. Initiate roll call by asking "(*location title*) are you on the line?" for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

	Location	Initial Roll Call	Final Roll Call
Time Initial Roll Call Started	Westchester County	<input type="checkbox"/>	<input type="checkbox"/>
	Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>
	Rockland County	<input type="checkbox"/>	<input type="checkbox"/>
Time Final Roll Call Completed	Orange County	<input type="checkbox"/>	<input type="checkbox"/>
	Putnam County	<input type="checkbox"/>	<input type="checkbox"/>
	New York State	<input type="checkbox"/>	<input type="checkbox"/>

8. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I (and Part II if required). After reading form say "Stay on line for final roll call."9. Perform a final roll call by asking "(*location title*) did you copy?" for each location. Check off "Final Roll Call" for each location as they answer the roll call. IF any location did not copy the message THEN instruct them to call the State for clarification or, if requested, repeat the form information.10. End notification by saying "Indian Point No. 2 out at (*time*)". Enter the time in the space provided above when final roll call is completed.11. IF any location did not answer the initial roll call THEN contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Addendum 4

Upgrade/Update Notification Alert/SAE/GE Checklist (Form 1002-3)

Sheet 2 of 2

Upgrade/Update Notification Alert/SAE/GE Checklist

Note: Use the CCR Alert/SAE/GE Initial Notification Checklist for upgrade from NUE to Alert.

Notify Unit 3, Outside ConEd Personnel and Local Facilities:

Time

12. IF the emergency classification changed THEN perform the following:

- A. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of classification, EAL # and brief description of event.
Obtain and enter name of individual contacted: _____
- B. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of classification and brief description of event.
Obtain and enter name of individual contacted: _____

13. IF the emergency is classified as a Site Area or General Emergency THEN notify the plant manager of Lafarge Gypsum (Georgia Pacific) via telephone. (numbers in Emergency Telephone Directory)14. EOF only -- IF the emergency classification changes THEN notify the Corporate Response Center of the change, providing them with Date/Time of classification, EAL # and brief description of event. (numbers in Emergency Telephone Directory)

Notify NRC:

Time

15. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers)
Inform them that this is a 50.72 notification and provide them with Date/Time of classification, EAL # and brief description of event16. Record any Comments: _____

17. Date and sign this form

Date:

Signature:

18. Inform the Shift Manager that you have completed emergency notifications.

19. Fax copies of the form 30a and 30b (if completed) to State, counties, TSC and EOF and provide originals to the Shift Manager (or EOF Manger).

Use of Local Government Radio

- A. Depress the "LGR" button on the communications console.
- B. Pickup the handset and depress the handset button.
- C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"
- D. Return to step 5 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or 995-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Proprietary Information

Page 2 of 2

Form IP-1002-3 Rev 4

Addendum 5

Backup - Emergency Response Organization Activation Checklist (Form IP-1002-4)
Sheet 1 of 2**Backup - Emergency Response Organization Activation Checklist****A. Pager Notification Systems Activation:**

1. Call Pager Activation Phone number: (found in "Emergency Notification Codes" envelope)
2. Upon hearing one or more beeps, enter the following code number: (be sure to press # symbol)

00 #

Upon entering the code you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up.

3. Enter time you completed activating pagers

Time:

4. Verify that the correct message was sent by confirming the pager message received on the control pager is

00

5. IF the message on the control pager is 00, THEN proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**
6. IF the message is incorrect on the control pager THEN immediately call the Pager Activation Phone Number (in envelope) and send the "Disregard Last Message" code as listed below. Be sure to press * and # symbols.

Call: (number found in "Emergency Notification Codes" envelope)**Enter Code: 55 * 55 * 55 #**

7. IF you had to send the "Disregard Last Message" for the pager, THEN return to step 1 and repeat steps to send correct code.
8. Proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**

Addendum 5

Backup - Emergency Response Organization Activation Checklist (Form IP-1002-4)
Sheet 2 of 2**Backup - Emergency Response Organization Activation Checklist****B. Community Alert Network (CAN) Activation:**

1. Call: **1-800-552-4226** or **1-877-786-8478**
2. Identify yourself as "Con Edison Indian Point"
(Note: If an answering machine picks up instead of an operator, proceed to step 9.)
3. When the operator requests your name and a password, provide your name and the password
(Password found in "Emergency Notification Codes" envelope)
4. Request operator to read **Message # 1** to you. Verify that the message matches the following:

"This is the Indian Point notification system. An emergency has been declared.
Report to your emergency response facility. An emergency has been declared.
Report to your emergency response facility."
5. Operator will ask how many times you wish the message be repeated. Tell him/her **3** times.
6. The Operator will ask you for a call back number. Provide the telephone number you are calling from.
7. Operator will ask you for a Fax number to send the notification report. Provide the following EOF fax number:

1-914-271-7075
8. Operator will request the local time. Provide them with the correct local time.
9. **IF** an answering machine picks up instead of an operator, **THEN** read the entire message in step 4 into the machine, followed with your return phone number. **IF** you do not receive a call back from CAN within 10 minutes,
THEN call: **1-800-992-2331** and inform them you are having problems with the CAN system.
10. Enter the time you completed CAN activation

Time:

11. Inform the Shift Manager that you have completed ERO activation.
12. Date and sign this form when complete:

Date:	Signature:
--------------	-------------------

Addendum 6

Primary - Emergency Response Organization Activation Checklist (Form IP-1002-5)
Sheet 1 of 1

Primary - Emergency Response Organization Activation Checklist		
Dialogic Notification Systems Activation:		
1. Call: 9-788-7771		
2. Upon hearing the following message: <i>"This is the remote activation module. Please enter you scenario activation password followed by the pound (#) sign."</i>		
Enter Password found in Dialogic Envelope and press #:		<input type="text" value=" _ _ _ _ _ #"/>
3. After entering the activation password you will hear the following message: <i>"To start a scenario, enter the scenario ID number followed by the pound (#) sign, or press pound alone for more options."</i>		
Enter the Scenario Number found in Dialogic Envelope and Press #:		<input type="text" value=" _ _ _ _ _ #"/>
4. After entering the Scenario Number you will hear the following message: <i>"The pager event code is <u>00</u>. Press 1 to change the pager event code. Press 2 to continue."</i>		
NOTE: <u>00</u> is the event code for a real event		
Press:		<input type="text" value=" 2"/>
5. After entering "2" you will hear the following message: <i>"To start a scenario, press 3 #. To return to the main menu press pound (#)."</i>		
Press:		<input type="text" value=" 3 #"/>
6. WHEN you hear the following message: <i>"Goodbye"</i> THEN Hang-up.		
7. Enter the time you completed Dialogic activation.		<input type="text" value=" Time:"/>
NOTE: Continue on with offsite notifications while waiting for verification of pager activation		
8. Verify the pager system was activated by indication that the control pager sounds after 1 or 2 minutes. IF NOT Repeat steps 1 through 5 above. IF the control pager does not sound after the 2 nd attempt THEN manually activate the group page and CANS per Form IP-1002-4, Backup - Emergency Response Organization Activation Checklist		
9. Inform the Shift Manager that you have completed ERO activation.		
10. Date and sign this form when complete:	<input type="text" value=" Date:"/>	<input type="text" value=" Signature:"/>
Proprietary Information	Page 1 of 1	Form IP-1002-5 Rev 1

CENTRAL CONTROL ROOM (CCR)

Prepared by:	<u>Kelly Walker</u> Print Name	<u><i>C. Walker</i></u> Signature	<u>5/16/01</u> Date
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Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2836</u> Meeting Number	<u><i>Marcia Keel</i></u> Signature Secretary	<u>5/17/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>F. Inzirillo</i></u> Signature	<u>5/22/01</u> Date

Reference Use

Effective Date: 5/25/01

CONTROLLED COPY

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8.0	ADDENDUM	
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CENTRAL CONTROL ROOM (CCR)**1.0 PURPOSE**

To describe emergency response activities and operations of the Central Control Room (CCR).

To provide guidance for the response to emergencies declared at Unit 3.

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

The following types of equipment and materials are utilized for emergency response in the CCR:

4.1 SAS, Proteus, Emergency Display Data System (EDDS) and Plant Information (PI) System for accessing plant data.

4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.

4.3 Plant Procedures

4.4 Plant Drawings

4.5 Emergency Communication Systems (in addition to normally available systems)

4.5.1 Emergency Management Hotline (SM-EPM-ED)

4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)

4.5.3 Radiological Emergency Communications System (RECS)

4.5.4 FTS-2001 Emergency Notification System - (NRC)

4.5.5 Local Government Radio (backup to RECS)

4.5.6 Emergency Plan pre-programmed facsimile machine

5.0 INSTRUCTIONS

5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, SM Checklist.

5.2 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.

5.3 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3,

CCR-TSC Communicator Checklist.

- 5.4 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.5 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.
- 5.6 Response to Emergencies at Unit 3
 - 5.6.1 The Unit 2 CCR shall be notified by Unit 3 of any emergency declared at the Alert level or higher.
 - 5.6.2 Based upon the Unit 3 emergency conditions, evaluate the need to:
 - a. Declare an emergency at Unit 2 in accordance with IP-1024.
 - b. Initiate protective actions for onsite personnel.
 - c. Perform site accountability or evacuation in accordance with IP-1027.
 - 5.6.3 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.

6.0 REFERENCES

- 6.1 IP-1001, "Mobilization of Onsite Emergency Organization"
- 6.2 IP-1002, "Emergency Notification and Communication"
- 6.3 IP-1007 "Dose Assessment"
- 6.4 IP-1013 "Protective Action Recommendations"
- 6.5 IP-1024 "Emergency Classification"
- 6.6 IP-1027 "Personnel Accountability and Evacuation"
- 6.7 IP-1048 "Termination and Recovery"

7.0 ATTACHMENTS

- 7.1 Attachment 1, SM Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist.
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist.
- 7.5 Attachment 5, Watch Health Physics Technician Checklist.

8.0 ADDENDUM

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Classification of the Emergency</p> <p>Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.</p> <p>1.1 Classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>1.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>1.3 Declare the emergency and announce the classification to Control Room personnel.</p>	
<p>2.0 Notification – Unusual Event</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>2.1 IF the initial emergency classification is an Alert or higher THEN proceed to step 3.0.</p> <p>2.2 Assign a qualified operator to act as CCR Communicator. IF no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>2.3 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>2.4 Direct notification of offsite authorities:</p> <p>A. Provide the completed and signed NYS Radiological Data Form Part I to the CCR Communicator.</p> <p>B. IF based on Shift Manager judgment the Emergency Response Organization is needed, THEN have the CCR Communicator call in personnel as indicated on Form IP-1002-1 "CCR NUE Notification Checklist."</p> <p>C. Direct the CCR Communicator to perform notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>3.0 Notification & Mobilization - Alert, Site Area or General Emergency</p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>3.1 Assign a qualified operator to act as CCR Communicator. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>3.2 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <div data-bbox="180 989 1187 1167" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p>3.3 IE personnel assembly is suspended, THEN inform the CCR Communicator prior to directing personnel mobilization and instruct him NOT to sound the site assembly alarm.</p> <div data-bbox="180 1318 1187 1577" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IE adverse conditions exist onsite to an extent impacting safety of Emergency Response Organization personnel responding from outside the Protected Area, THEN consider having Security direct responding personnel to the Emergency Operations Facility rather than reporting directly to their assigned emergency facility.</p> </div> <p>3.4 Direct the CCR Communicator to initiate Emergency Response Organization mobilization and to perform notifications using Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 3 of 9

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>4.0 Establish Personnel Accountability</p> <div data-bbox="228 457 1187 758" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div> <p>4.1 IF a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, THEN initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p>4.2 IF any individuals are missing, THEN direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p>	
<p>5.0 Assess Any Radiological Release</p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p>5.1 IF any indications exist of abnormal radiological release as a result of the emergency, THEN assess offsite consequences in accordance with IP-1007, Dose Assessment.</p> <p>5.2 IF dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines THEN declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 4 of 9

<u>Continuous Responsibility/Activity (Emergency Director)</u>	<u>Notes</u>
<div data-bbox="180 411 1187 667" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE:</p> <p>IF while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, THEN exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.</p> </div> <p>6.0 Re-Classify the Emergency if Necessary</p> <p>6.1 IF plant conditions change or other events occur which may warrant upgrade of the emergency classification, THEN re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>6.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>6.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>6.4 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>6.5 Direct the CCR Communicator to perform notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	
<p>7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</p> <p>7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>7.2 Once established, maintain personnel accountability.</p> <p>7.3 IF the potential for abnormal radiological conditions in-plant or onsite exists, THEN:</p> <p style="padding-left: 40px;">A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 5 of 9

<u>Continuous Responsibility/Activity (Emergency Director)</u>	<u>Notes</u>
<p>B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation.</p> <p>C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization.</p> <p>7.4 IF an on-site medical emergency occurs, THEN implement IP-1012, On-site Medical Emergency.</p>	
<p>8.0 Perform Periodic Update Notifications</p> <p>8.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change.</p> <p>8.2 For each update notification, complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>8.3 IF there has been a radiological release to the environment, THEN complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Data Form, Part II."</p> <p>8.4 For periodic update notifications during an Unusual Events, direct the CCR Communicator to perform update notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p> <p>8.5 For periodic update notifications during an Alert or higher classifications, direct the CCR Communicator to perform update notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 6 of 9

<u>Continuous Responsibility/Activity (Emergency Director)</u>	<u>Notes</u>
<p>9.0 Turnover Emergency Director Responsibilities</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-1048, Termination & Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form IP-1035-2, Essential Information Checklist.</p> <p>9.2 Provide copies of all completed nys radiological Emergency Data forms to the Emergency Plant Manager.</p> <p>9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p>10.0 Terminate the Emergency (Unusual Event Only)</p> <p>10.1 When conditions warrant termination of the Unusual Event, enter IP-1048 Termination & Recovery and terminate the emergency per section 5.1 "Transition and Recovery Following an Unusual Event."</p> <p>10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 7 of 9

<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>11.0 Evaluate Emergency Action Levels</p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</p> <div data-bbox="180 1457 1187 1713" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC:</p> <p>734-5556</p>

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 8 of 9

<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>13.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator.</p> <p>13.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests.</p> <p>13.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.</p>	
<p>14.0 Request Technical Support as Needed to Mitigate the Emergency</p> <p>14.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency.</p> <p>14.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.</p>	
<p>15.0 Exit to Recovery Phase</p> <p>15.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
16.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations	
17.0 Review all documentation the Control Room staff generated during the emergency: 17.1 Ensure all logs, forms and other documentation are complete. 17.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration. 17.3 Collect all computer printouts and stripcharts.	
18.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
CCR Communicator Checklist

Sheet 1 of 5

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of CCR Communicator</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 IF the emergency classification is an Unusual Event, THEN, proceed to step 2.0.</p> <p>1.5 IF the emergency classification is an Alert or higher, THEN, proceed to step 3.0.</p> <p style="padding-left: 20px;">A. Unusual Event – Form IP-1002-1, CCR NUE Notification Checklist</p> <p style="padding-left: 20px;">B. Alert or higher – Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist</p>	
<p>2.0 Perform Initial Unusual Event Notifications</p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 20px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p style="padding-left: 20px;">B. Determine if the Shift Manager wants full Emergency Response Organization activation at the Unusual Event level (not normally required).</p> <p>2.2 Using Form IP-1002-1, CCR NUE Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p>	

Attachment 2

CCR Communicator Checklist

Sheet 2 of 5

Initial Responsibility/Activity	Notes
<p>2.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.4 Complete the remaining notifications as specified on the Form IP-1002-1 checklist. IF the Shift Manager wanted full Emergency Response Organization activation, THEN initiate the call in per Form IP-1002-1 and Form IP-1002-5.</p> <p>2.5 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>3.0 Perform Initial Alert/SAE/GE Notifications</p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div data-bbox="203 976 1209 1228" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used only once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	

Attachment 2
CCR Communicator Checklist

Sheet 3 of 5

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
3.6 Complete the remaining notifications as specified on the checklist. 3.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>4.0 Perform Periodic Update Notifications – Unusual Event</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. 4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform ONLY the circled items , to make the periodic update notifications. 4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other). 4.4 Fax copies of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
<p>5.0 Perform Periodic Update Notifications – Alert/SAE/GE</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.	

Attachment 2

CCR Communicator Checklist

Sheet 4 of 5

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>5.2 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties.</p> <p>5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>5.4 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>6.0 IF the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications</p> <p>6.1 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>6.3 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification.</p> <p>6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>6.5 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2
CCR Communicator Checklist
Sheet 5 of 5

<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
7.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
8.0 Review all documentation the generated during the emergency: 8.1 Ensure all logs, forms and other documentation are complete. 8.2 Collect all forms, logs and other documentation..	
9.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 3
CCR-TSC Communicator Checklist

Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of CCR-TSC Communicator</p> <p>1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IE site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.</p> <p>1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone:</p> <ul style="list-style-type: none"> A. Remove handset from cradle (may use headset if available). B. Press button labeled "TSC-CCR-EOF" C. Press SIGNAL button to ring other locations. D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC) E. Inform other parties that you are establishing an open line from the CCR. F. Stay on line or inform other parties any time you will be offline. <p>1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Maintain Communications with the TSC and EOF</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.</p> </div> <p>2.1 Transmit information as requested by the TSC and EOF.</p>	

Attachment 3
CCR-TSC Communicator Checklist

Sheet 2 of 2

<u>Continuous Responsibility/Activity (cont.)</u>		<u>Notes</u>
2.2	Use Form IP-1023-4, ERO Log Sheet, to maintain a log. A. Log the time when you assumed the duties of CCR0TSC Communicator B. Log significant communications pertaining to plant operations and emergency events.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
3.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
4.0	Review all documentation the generated during the emergency:	
4.1	Ensure all logs, forms and other documentation are complete.	
4.2	Collect all forms, logs and other documentation..	
5.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 4
CCR Data Logger Checklist
 Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of CCR-Data Logger</p> <p>1.1 Upon being notified to fulfill the CCR-Data Logger role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR Data Logger.</p>	
<p>2.0 Initiate Data Acquisition</p> <p>2.1 Begin manual data collection and entry into EDDS:</p> <p style="padding-left: 20px;">A. Activate the manual overlay functions of EDDS as specified in Step 5.3.1 of IP-1026, Emergency Data Acquisition.</p> <p style="padding-left: 20px;">B. Begin manual data collection and entry into EDDS as specified in Step 5.3.2 of IP-1026, Emergency Data Acquisition</p> <p>2.2 IF EDDS is not functional, THEN:</p> <p style="padding-left: 20px;">A. Begin collection and manual entry of plant parameter data into Proteus as specified in Step 5.1.5 of IP-1021, Manual Update, Readout and Printout of Proteus Plant Parameter Data.</p> <p style="padding-left: 20px;">B. Begin manual collection of Form IP-1026-2, Equipment Status – 42B data for manual transmittal to the TSC.</p> <p style="padding-left: 20px;">C. Completed Form 1026-2 should be faxed or physically delivered to the TSC.</p> <p>2.3 IF BOTH EDDS AND Proteus are not functional, THEN begin manual collection of data for the following forms for manual transmission to the TSC:</p> <p style="padding-left: 20px;">A. Form IP-1026-1, Plant Parameters – 42A</p> <p style="padding-left: 20px;">B. Form IP-1026-2, Equipment Status – 42B</p> <p style="padding-left: 20px;">C. Form IP-1026-3, Radiological Data – 42C</p> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	

Attachment 4
CCR Data Logger Checklist
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Maintain Up-to-Date Plant Data Transmissions</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into EDDS. If EDDS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF.</p> </div> <p>3.1 Maintain EDDS manual input data up-to-date:</p> <ul style="list-style-type: none"> A. Update manual data points at least every 15 minutes and any time there is a significant change in value or status. B. If there is any important qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into EDDS, pass that information on via the CCR-TSC Communicator. <p>3.2 IF EDDS is not functional, THEN continue manual data entry into Proteus and manual completion of Form IP-1026-2 as specified in Step 2.2.</p> <p>3.3 IF BOTH EDDS AND Proteus are not functional, THEN continue manual collection of data for the following forms for manual transmission to the TSC:</p> <ul style="list-style-type: none"> A. Form IP-1026-1, Plant Parameters – 42A B. Form IP-1026-2, Equipment Status – 42B C. Form IP-1026-3, Radiological Data – 42C <p>Completed forms should be faxed or physically delivered to the TSC.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <ul style="list-style-type: none"> A. Log the time when you assumed the duties of CCR-TSC Communicator B. Log significant communications pertaining to plant operations and emergency events. 	

Attachment 4
CCR Data Logger Checklist
Sheet 3 of 3

<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
5.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
6.0	Review all documentation the generated during the emergency:	
6.1	Ensure all logs, forms and other documentation are complete.	
6.2	Collect all forms, logs and other documentation..	
7.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of Watch Health Physics Technician</p> <p>1.1 Upon being notified of a classified emergency, IMMEDIATELY report to the Control Room.</p> <p>A. IF the declared emergency is an Alert or higher, THEN first proceed to HP1 and determine who has NOT signed out of the RCA by accessing the computer (Option 3 main menu, option 1 sub-menu).</p> <p>B. Report list of personnel still in RCA to the Shift Manager.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of Watch Health Physics Technician.</p>	
<p>2.0 Establish Initial CCR Radiological Protection</p> <p>2.1 Evaluate the need and make a recommendation to establish radiological access control for the Control Room</p> <p>A. Ask the Shift Manager if there is potential for abnormal radiological conditions outside of the RCA.</p> <p>B. Evaluate PRM-ARM instrumentation.</p> <p>2.2 IF the Shift Manager directs that Control Room radiological controls be established, THEN:</p> <p>A. Set up step off pad (SOP) requiring shoe check and frisker at the entrance from the turbine floor to SFS Office and at the side entrance.</p> <p>B. Place SOPs in a position that does not preclude opening the door while standing on the SOP.</p> <p>C. Perform periodic contamination surveys on both sides of the SOP</p> <p>D. Perform periodic airborne contamination checks.</p> <p>E. Record results on applicable forms.</p>	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Provide Radiological Protection</p> <div data-bbox="196 453 1208 669" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event.</p> </div> <p>3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager:</p> <ul style="list-style-type: none"> A. Search and rescue B. Repair and corrective actions C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment) D. Personnel and equipment decontamination E. As requested by the Shift Manager <p>3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager</p> <p>3.3 Provide Radiological Support for Personnel Medical Emergencies</p> <ul style="list-style-type: none"> A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area). B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency. 	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <ul style="list-style-type: none"> A. Log the time when you assumed the duties of Watch Health Physics Technician. B. Log significant communications pertaining to personnel radiological conditions and actions. 	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 3 of 3

<u>Continuous Responsibility/Activity (Cont)</u>		<u>Notes</u>
5.0	Turnover to OSC Radiation Protection Coordinator	
5.1	Once the OSC has been activated, upon direction from the Shift Manager, report to the OSC Radiation Protection Coordinator in the OSC.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
6.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
7.0	Review all documentation the generated during the emergency:	
7.1	Ensure all logs, forms and other documentation are complete.	
7.2	Collect all forms, logs and other documentation..	
8.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Joint News Center

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Reference Use

Effective Date: 5/25/01

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Joint News Center

1.0 PURPOSE

- 1.1 To describe the methods used by the Indian Point Emergency Response Organization to provide timely and accurate information to:
 - 1.1.1 State and County Public Information Officers
 - 1.1.2 NRC and FEMA Public Information Officers
 - 1.1.3 The News Media
 - 1.1.4 Members of the Public
 - 1.1.5 Employees.
- 1.2 To describe the activation and operation of the Joint News Center (JNC).
- 1.3 To describe the coordination between IP2 Communications, Corporate Media Relations and the IP2 Emergency Response Organization during emergencies at the plant

2.0 DISCUSSION

- 2.1 The primary functions of the JNC are to:
 - Provide timely information to the media, through briefings or news releases, on plant conditions and on emergency response actions being taken to protect the public.
 - Develop and disseminate emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS).
 - Conduct media response, media monitoring, and public inquiry response operations to ensure that the public receives accurate and timely information.
- 2.2 The Joint News Center (JNC), located at the Westchester County Airport, is the central facility for dissemination of information to the news media regarding Indian Point Unit 2 during emergencies.

Accommodations for representatives of Con Edison, New York State, the counties of Westchester, Rockland, Orange and Putnam, NRC and FEMA are located within the JNC. The JNC is considered fully activated once there is sufficient staff, and communications have been established with the counties and state to perform the above three principal functions. Con Edison will notify news organizations by press release or wire copy that the JNC has been activated. The decision to terminate JNC operations will be a cooperative one reached by the chief elected officials, the state and Con Edison.
- 2.3 Upon declaration of an Alert (or more severe emergency classification), the JNC is activated and staffed by Con Edison, the four counties and New York State. The facility may also be staffed sooner and/or at other times at the discretion of IP2.

- 2.4 Prior to JNC activation, IP2 Communications in conjunction with Corporate Media Relations and the Onsite Emergency Response Organization maintains responsibility for the dissemination of information to the media. Accomplishment of these joint responsibilities requires close coordination, as described in this procedure.
- 2.5 Before the EOF is activated, the IP2 Communications Representative serves as the communications link between the IP2 Emergency Response Organization and Corporate Media Relations. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information among the EOF, IP2 Communications, Corporate Media Relations and/or the JNC, if activated.
- 2.6 This procedure describes the activation and operation of the JNC for Indian Point Unit 2 emergencies. The JNC is also activated for comparable functions during Indian Point Unit 3 emergencies; separate procedures controlled by the Unit 3 owners govern JNC activation and operation in support of Unit 3.

3.0 **PRECAUTIONS AND LIMITATIONS**

None

4.0 **EQUIPMENT AND MATERIALS**

The following documents list some of the equipment and supplies available at the Joint News Center:

- 4.1 The *IP2 Emergency Communications Manual*
- 4.2 EP-AD-05, Emergency Facilities and Equipment

5.0 INSTRUCTIONS

5.1 Notification to IP2 Communications, Media Relations and Joint News Center Staff

- 5.1.1 The JNC notification process uses the ERO pager system and/or a phone tree call out process.
- 5.1.2 The Central Control Room (CCR) notifies the IP2 Communications Representative during emergencies by calling the following in the order given (IP2 Communications staff carry cellular telephones, to which hard line phone numbers can/will be forwarded):
 - A. Manager – IP2 Communications
 - B. Communications Administrator (designee)
 - C. Communications Specialist (designee).
- 5.1.3 The CCR also contacts Central Information Group (CIG), who notifies Corporate Media Relations.
 - A. During normal working hours, CIG notifies the Director, Media Relations, or the Media Relations Office.
 - B. During off-hours, CIG notifies the Media Relations Duty Officer who then notifies the Director – Media Relations.

5.2 Initial Actions

- 5.2.1 When notified by pager/phone or upon hearing the emergency assembly alarm, the IP2 Communications Representative shall take immediate action to:
 - A. Ascertain current plant conditions, time of event, emergency action level, and the emergency classification level, and then
 - B. Notify the Government Liaison Manager to make required Group 2 calls to IP3, NRC and local officials, informing them of the event underway and the planned issuance of a news release. (See the "Group #2 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan.) Confirm completion of all notifications with IP2 Communications Representative.
 - C. Notify local Public Information Officers using the Group 1 call list, informing them of the event underway and the planned issuance of a news release. (See the "Group #1 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan.)
 - D. Develop an initial news release based on available information (using Inventory of Boilerplate News Releases contained in the Emergency Communications Manual, on the IP2web/eplan and CDs available in the EOF and JNC).
 - E. A written log of this information must be maintained, including date, time and name of source(s) furnishing information. In general, news releases will be issued under the following emergency circumstances:

- Any emergency declaration at IP2 (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).
 - Escalation or de-escalation in emergency classification.
 - Emergency event termination.
 - Any accident resulting in fatality or serious injury.
 - Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation.
- F. **BEFORE** issuing any news release information, the IP2 Communications Representative must obtain technical review and concurrence of draft news releases from IP2 Shift Manager or Senior Vice President of Nuclear Operations, or the Company Spokesperson if the JNC is activated. Confirmation of all local notifications (groups # 1 & 2 above) must also be received before distribution.
- G. Contact Corporate Media Relations to coordinate the distribution of the news release(s). Confirm all news releases issued prior to the activation of the JNC are faxed to the EOF and the JNC facility.
- H. Depending on circumstances, the IP2 Communications Representative may proceed to the EOF to obtain and communicate up-to-date information.
- I. Upon EOF activation, an EOF Information Liaison relieves the IP2 Communications Representative of this responsibility and continues to communicate information to IP2 Communications, Media Relations and/or the Joint News Center staff, if activated.
- J. Provide the EOF Information Liaison with guidance, review and coordination as needed for the approval and distribution of additional news releases prior to JNC activation.
- 5.2.2 The EOF Information Liaison reports to the EOF, upon notification of decision to activate, and shall take immediate action to:
- A. Establish communications with EOF staff, the IP2 Communications Representative and JNC Technical Advisor, if activated
 - B. Obtain up-to-date information and begin to document available information on the EOF to JNC Essential Information Checklist (Form IP-1011, Rev.2). Fax all completed forms to the JNC Fax/Copy Room.
 - C. Begin development of (next/2nd) news release (using Inventory of Boilerplate News Releases contained in the Emergency Communications manual, on the IP2WEB under Eplan and CDs available in the EOF and JNC).
 - D. Coordinate the review and approval of news release(s) with the IP2 Communications Representative, ensuring approval by either the Company Spokesperson if the JNC is activated or otherwise the Emergency Director.

- E. Confirm all required notifications to officials (Groups #1 and #2) have been made in order to distribute each news release. Coordinate with the IP2 Communications Representative and/or Corporate Media Relations to distribute the news release.

5.2.3 Upon notification of the decision to activate the JNC, individuals assigned to the Joint News Center proceed to the facility and prepare it for activation.

5.3 **Media Relations Activities After JNC Activation**

5.3.1 Upon activation of the JNC it serves as the central facility for dissemination of information to the media and public. In addition to the staff at the JNC, Corporate Media Relations personnel assist in JNC activation and operation and shall follow instructions in this procedure. Upon JNC activation, IP2 media and public communications (news releases, media briefings) become the responsibility of the JNC.

5.3.2 Corporate Media Relations at headquarters will provide continuing support, as appropriate, during the course of the event.

5.4 **JNC Staffing**

The staffing process will begin upon declaration of an Alert (or more severe emergency classification). When notified of the need for JNC activation (by plant paging system, phone tree coordinator, pager, etc.), designated personnel shall report for duty at the JNC or at Con Edison headquarters, or initiate duties from home, office or other location, as defined by individual position instructions.

Full staffing of the JNC comprises Con Edison positions, as well as state, county or other government personnel. Utility staffing of the JNC will take place within two hours of the declaration of an emergency (either Alert, Site Area Emergency or General Emergency) with the following key position (a full list of positions is contained in 5.7.5):

- JNC Director, or JNC Assistant Director
- Company Spokesperson
- Administrative Manager
- JNC Technical Advisor
- Radiological Advisor
- Security
- Government Liaison Manager
- Audiovisual Coordinator
- Media Room Liaison
- Public Inquiry Coordinator
- Utility Room Documenter

Staffing of the JNC may also occur at Notice of Unusual Event (NUE) or Significant Plant

Event, at IP2 discretion. Staffing of the JNC may occur prior to or without activation of the JNC, if determined essential.

5.5 JNC Activation

5.5.1 Activation and sign-in instructions for positions reporting to JNC

- A. Proceed to the JNC, located in Building 1, the Westchester Airport, White Plains, New York (Airport Access Road - Exit 2, I-684) (See Addendum 1)
- B. If facility is not open, contact the Airport Operations Supervisor number located on the front entrance to facility
- C. Ask Airport Operations to unlock facility (unlock doors, lobby closet, etc., deactivate alarm systems in lobby and Media Monitoring Room, and activate building systems (heat, air conditioning, lights, etc.)
- D. The initial person reporting should wait for a second person to arrive and set up registration desk sign-in process (registration book is in lobby closet). That person will staff registration process until Security or a Registration Coordinator arrives
- E. Register in registration book
- F. Print name on Utility sign-in board outside Utility Room A
- G. Proceed as noted in position checklist

5.5.2 Activation instructions for positions reporting to Corporate Headquarters

- A. Proceed to 4 Irving Place, New York (Corporate Communications)
- B. Refer to position guide and review responsibilities
- C. Proceed as noted in position guide

5.5.3 Instructions for positions responding from home, office or other location

- A. Initiate duties upon notification to proceed

5.5.4 The JNC will be declared activated when:

- Key positions are staffed by Con Edison representatives;
- State and counties have been notified and communications established (directly in the JNC and/or via Government Liaison Manager); and
- EAS capability established by the State/Counties (confirmed directly in the JNC or via Government Liaison Manager).

5.6 JNC Operations

Note:

Section 2 of the IP2 Emergency Communications Manual provides an overview of JNC functions and operations.

Upon JNC activation, all IP2 media and public communications concerning the plant become the responsibility of the JNC, under the overall direction of the JNC Director.

The JNC has access to all necessary information either directly or through the Emergency Plant Manager/Emergency Director. An Emergency Operations Facility (EOF) Information Liaison facilitates information flow from the plant to the JNC Technical Advisor.

5.6.1 News Releases

News releases are issued upon JNC activation, after changes in emergency classification (escalation or de-escalation) based on unfolding events related to the emergency and upon JNC deactivation. News releases are also issued under the following circumstances:

- A fatality or serious injury
- Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation
- Personnel exposures to radiation exceeding limits allowed by regulation

News releases may also be issued under other circumstances by the JNC staff. All news releases are reviewed and approved by the Company Spokesperson prior to distribution. The Company Spokesperson, at his/her discretion, may coordinate with the Emergency Director for technical concurrence.

5.6.2 Media Briefings

Media Briefings can be called by Con Edison, the state or counties, NRC or FEMA as significant events occur or critical information becomes available. Pre-briefing meetings with the Public Information Officers (PIOs) of JNC participants are held prior to briefings. During Media Briefings, Con Edison takes the lead in moderating the briefings. Each JNC representative (PIOs) will provide briefings and answer questions directed to them by the moderator.

5.6.3 Other JNC Communications

A combination of state, county and Con Edison personnel staff public inquiry, media monitoring and media response functions. The public inquiry team provides the public with clarification of information. Media monitoring tracks the accuracy of broadcast and print reports. Media response handles telephone inquiries from off-site media that cannot come to the JNC.

5.7 JNC Structure and Position Instructions

- 5.7.1 Indian Point 2 personnel as well as other Con Edison personnel staff the JNC. Addendum 2 depicts the overall organizational structure of the JNC.
- 5.7.2 Attachments 1 through 35 are checklist instructions for JNC positions and corporate interface positions. The person in each of these positions shall use the appropriate checklist to perform their assigned duties.
- 5.7.3 The checklists include position responsibilities, mobilization, activation and deactivation activities, and ongoing activities.
- 5.7.4 In addition, supplemental information on the JNC facility and communications guidelines is contained in the Indian Point 2 Emergency Communications Manual.
- 5.7.5 JNC Staff positions reporting for duty at the JNC are:
- JNC Director
 - JNC Assistant Director
 - Company Spokesperson
 - Communications Coordinator (if activated by JNC Director)
 - Media Room Liaison
 - Radiological Advisor
 - Radiological Health Expert
 - JNC Technical Advisor
 - Technical Briefer
 - Government Liaison Manager
 - Government Liaison Assistant
 - JNC Administrative Manager
 - Audiovisual Coordinator(s)
 - Media Monitor(s)
 - Assistant(s) (Copy and Fax)
 - Media Referral Staff
 - JNC News Release Writer
 - Two News Room Assistants
 - Public Inquiry Coordinator
 - Public Inquiry Staff
 - Utility Room Documenter
 - JNC Security/Registration Coordinator

Staff positions reporting for duty to Con Edison Headquarters, or responding from home, office or other locations are:

- Vice President, Public Affairs
- Vice President, Customer Operations
- Director, Corporate Media Referral
- Director, Government Relations
- Media Relations Duty Officer
- Emergency Operations Facility (EOF) Information Liaison
- Corporate Media Referral Staff
- Corporate Media Referral Assistant
- Employee Communications Coordinator
- Two Phone Tree Coordinators

5.8 JNC Deactivation

5.8.1 When the Emergency Director terminates the emergency, the decision to terminate JNC operations will be a cooperative one reached by Con Edison, chief elected officials and the state, and will be made once the following conditions have been met:

- A. The establishment of a plan to continue sharing event related information and handling post-closing queries
- B. The collection and preservation of documents relating to the event.

5.8.2 The deactivation will be announced both at a close-out media briefing and by Con Edison issuing a media advisory announcing the termination of JNC operations, with points of contact for follow on inquiries.

5.8.3 At the conclusion of JNC operation, the following actions shall be taken:

- The JNC Director or designee will conduct a debriefing. The JNC Director will determine participation in the debriefing.
- The JNC Director or designee will note comments at the debriefing.
- A written critique will be prepared by the JNC Director or designee for submission to the Manager, Emergency Planning, IP2.
- The complete log of the event will be given to the Recovery Manager or the Emergency Planning Manager for retention.
- Closing procedures will be performed at the direction of the Administrative Manager and will follow the procedures posted in the Utility Room A.
- ALL JNC personnel are expected to restore their work areas to "start-up" condition prior to departing the facility

6.0 REFERENCES

6.1 Development Documents

6.1.1 Emergency Plan for Indian Point Unit Nos. 1 & 2, Section 8.0

6.2 Interface Documents

6.2.1 IP-1030, Emergency Operations Facility

6.2.2 Indian Point 2 Emergency Communications Manual

6.2.3 IP-1048, Termination and Recovery

6.3 Commitments

This procedure implements the following requirements/commitments:

6.3.1 NL-00-111-C01

6.3.2 NL-99-116-C13

6.3.3 NL-81-157-C41

7.0 ATTACHMENTS

Attachment 1 - JNC Director Checklist

Attachment 2 - JNC Assistant Director Checklist

Attachment 3 - Company Spokesperson Checklist

Attachment 4 - Media Room Liaison Checklist

Attachment 5 - Radiological Advisor Checklist

Attachment 6 - Radiological Health Expert Checklist

Attachment 7 - JNC Technical Advisor Checklist

Attachment 8 - Technical Briefer Checklist

Attachment 9 - Government Liaison Manager Checklist

Attachment 10 - Government Liaison Assistant Checklist

Attachment 11 - Communications Coordinator

Attachment 12 - Administrative Manager Checklist

Attachment 13 - Audiovisual Coordinator Checklist

Attachment 14 - Media Monitor(s) Checklist

Attachment 15 - Assistant(s) Checklist

Attachment 16 - Media Referral Staff Checklist

7.0 ATTACHMENTS

Attachment 17 - JNC New Release Writer Checklist
Attachment 18 - News Room Assistant #1 Checklist
Attachment 19 - News Room Assistant #2 Checklist
Attachment 20 - Public Inquiry Coordinator Checklist
Attachment 21 - Public Inquiry Staff Checklist
Attachment 22 - Utility Room Documenter Checklist
Attachment 23 - JNC Registration Coordinator / Security Checklist
Attachment 24 - Vice President, Public Affairs Checklist
Attachment 25 - Vice President, Customer Operations Checklist
Attachment 26 - Director, Corporate Media Referral Checklist
Attachment 27 - Director, Government Relations Checklist
Attachment 28 - IP2 Communications Representative Checklist
Attachment 29 - Media Relations Duty Officer Checklist
Attachment 30 - Emergency Operations Facility (EOF) Information Liaison
Attachment 31 - Corporate Media Referral Staff Checklist
Attachment 32 - Corporate Media Referral Assistant Checklist
Attachment 33 - Employee Communications Coordinator Checklist
Attachment 34 - Phone Tree Coordinator #1 Checklist
Attachment 35 - Phone Tree Coordinator #2 Checklist

8.0 ADDENDUM

Addendum 1: JNC Location Map
Addendum 2: JNC Functional Organization
Addendum 3: EOF to JNC Essential Information Checklist (Form IP-1011-1)
Addendum 4: Media Briefing Issues (Form IP-1011-2)
Addendum 5: JNC Staffing (Form IP-1011-3)
Addendum 6: Emergency Summary Sheet (Form IP-1011-4)
Addendum 7: News Release Distribution Checklist (Form IP-1011-5)

Attachment 1
JNC Director Checklist
 Sheet 1 of 3

<p><u>Primary Responsibilities</u></p> <p>Reporting to Emergency Director, supervise and direct staff, and ensure operation of the JNC facilitates the flow of information from the plant and emergency facilities to the state, counties, news media and public; assist in JNC activation; direct shift and personnel changes; participate in pre-briefings to provide facility support, as required, with federal, state and county representatives; conduct de-briefing.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 While at home or office – Upon notification</p> <ul style="list-style-type: none"> ▪ Obtain Emergency Classification Level (ECL) and summary of events. ▪ Notify Phone Tree Coordinator #1 to activate phone tree, if necessary. ▪ Depart for JNC. <p>2.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Go through registration, sign in on Sign-In Board outside of the Utility work rooms and report to Utility Room A ▪ Obtain status on JNC staffing and set-up activities. ▪ Assume title of JNC Director and overall responsibility of facility, staff, and operations. ▪ Call IP2 Communications Representative and/or EOF Information Liaison to confirm arrival at JNC and obtain updates and review news release(s) issued prior to JNC activation. (All new releases issued prior to JNC activation should be available on the JNC facsimile machine in the Fax/Copy Room). ▪ Decide on activation of the Communications Coordinator position, assign one of the available alternate JNC Directors, and notify the JNC Assistant Director to inform the Utility Room A staff. ▪ Ensure all staff refer to their detailed position guides. ▪ Activation Declaration: Declare JNC activated and operational when: <ol style="list-style-type: none"> 1. Key positions are staffed with Con Edison representatives (See Section 5.4 for staff listing) and 2. Information is obtained to support communications functions; 3. Communications with state and counties have been established; 4. EAS capability has been established (via county representatives and/or upon notification from the Government Liaison Manager). ▪ Upon activation, ensure the JNC Assistant Director informs the EOF Information Liaison that the JNC is activated and synchronizes the times between facilities. ▪ Direct preparation (by News Release Writer) of media advisory announcing the activation of the JNC as the official source of information to the public. 	<p><u>Notes</u></p>

Attachment 1
JNC Director Checklist
 Sheet 2 of 3

JNC Operational Activities3.0 Ongoing Responsibilities	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Establish and maintain command and control over the JNC facility and overall operations. ▪ Oversee and direct facility operations to ensure smooth functioning of equipment, the facility itself and that personnel requirements are met. ▪ Receive Utility Room A briefing times from JNC Assistant Director and participate in these periodic briefings with Utility Room Staff keeping them apprised of JNC/Facility status and any other important JNC information. ▪ Direct appropriate rest periods and shift changes for Con Edison personnel (working with Administrative Manager). If events necessitate operation of the JNC for a prolonged period, assign 12-hour shifts. ▪ Review plant status reports, information sheets, government news releases, EAS messages, and other information as time permits. ▪ Delegate responsibilities to JNC Assistant Director when the need arises to be absent from JNC work areas. Ensure Documenter notes change of command. 	
<p>4.0 Media Briefings and Pre-Briefings</p> <ul style="list-style-type: none"> • Media briefings are called by the state, county or Con Edison as significant events occur or critical information becomes available. JNC Media Briefings usually follow classification changes, major events or significant actions by Con Edison, state or counties within 60 minutes. The party desiring the briefing notifies all other PIOs (directly or through the JNC Director). The JNC director follows the below process to support the conduct of the Pre-Briefings. • Prior to Media Briefings, the JNC Director coordinates and runs a pre-briefing where information is shared with state and counties in order to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. The JNC Director carries out the following: <ul style="list-style-type: none"> ◦ Direct JNC Assistant Director or Communications Coordinator to notify (by phone, or in person if necessary) the Media Room Liaison of pre-briefing times in order to participate as the Media Briefing Moderator ◦ Direct Government Liaison Manager to arrange logistics for all pre-briefing meetings (PIOs that are not present may be briefed using conference phone in pre-briefing room) 	

Attachment 1
JNC Director Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p data-bbox="115 367 324 399">5.0 Post Event</p> <ul data-bbox="175 420 1201 745" style="list-style-type: none"><li data-bbox="175 420 1201 483">▪ When events warrant, after consultation with Con Edison Senior Management and state and county representatives, declare JNC closed<li data-bbox="175 493 1071 535">▪ Direct JNC personnel to return all equipment to proper storage locations<li data-bbox="175 546 535 577">▪ Conduct facility de-briefing<li data-bbox="175 588 1201 651">▪ Review all JNC documentation to verify that logs, forms and other documentation are complete<li data-bbox="175 661 836 703">▪ Provide all documentation to the Recovery Manager<li data-bbox="175 714 974 745">▪ Return work area to "start-up" condition before departing facility	

Attachment 2
JNC Assistant Director Checklist
Sheet 1 of 3

Primary Responsibilities

Reporting to JNC Director, assist JNC Director by managing and overseeing all communications processes in the Utility Room A; assist in JNC activation. Conduct Utility Room A briefings and ensure the prompt sharing of updated plant/event information to Utility Room A staff; ensure media inquiry issues, incorrect information and rumors are addressed (directly or through Communications Coordinator); assume role of JNC Director whenever JNC Director is absent from JNC.

Mobilization and Activation Activities**1.0 On arrival at JNC**

- Go through registration, sign in on Sign-In Board outside of Utility work areas and report to Utility Room A
- Check with Administrative Manager to determine no-shows; coordinate with JNC Director to have Administrative Manager instruct Phone Tree Coordinators to fill positions with alternates, if necessary.
- **IF** the JNC Director is not present **THEN** assume the duties of the JNC Director in accordance with the JNC Director's Checklist.
- At the direction of JNC Director, request the JNC Technical Advisor to inform the EOF Information Liaison of JNC activation and synchronize time between facilities.
- Brief Media Relations Office staff and/or Duty Officer via telephone on situation, or direct the Communications Coordinator to do so, if the position is staffed.
- Ensure that Central Customer Operations personnel are contacted to place event information (emergency classification, etc.) on Customer Operations screens. Confirm with the Vice President, Customer Operations that updates will be carried going forward, or request that the Communications Coordinator do so.

JNC Operational Activities**2.0 Ongoing Responsibilities**

- Review plant status reports, news releases, EAS messages and other related information as it becomes available
- Conduct periodic briefings with Utility Staff keeping them apprised of changing events, JNC priorities and other important information. If possible, ensure key staff are present in Utility Room prior to providing updates, including JNC Director (who should provide an overall JNC/Facility update), Public Inquiry Coordinator and Media Monitor(s)
- Assume role of JNC Director when Director is absent from JNC (ensure Utility Room Documenter is notified of change).
-

Attachment 2

JNC Assistant Director Checklist

Sheet 2 of 3

JNC Operational Activities (cont'd)	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Working with Communications Coordinator, if activated, ensure the coordination of information and timely, accurate communications flow within and out of the Utility Room A. ▪ Ensure Communications Coordinator is reviewing media questions collected by media Room Liaison to assist in preparing notes for Media Briefings, and in preparing the Company spokesperson, or conduct these activities if not. ▪ Ensure Communications Coordinator is reviewing media questions collected by media Room Liaison to assist in preparing notes for Media Briefings, and in preparing the Company spokesperson, or conduct these activities if not. ▪ Ensure Communications Coordinator is reviewing/establishing a plan to address any rumors, inaccuracies on major networks or radio stations, or repeated inquiries received by Public Inquiry Room, or conduct these activities if not. ▪ Review and provide direction on media questions collected by Media Room Liaison, and rumors or inaccuracies identified by Public Inquiry, or assign the Communications Coordinator to address these if the position is activated. 	
3.0 News Releases	
<ul style="list-style-type: none"> ▪ Review news release drafts as requested – assist in specifying other JNC reviewers. ▪ Ensure News Release Writer revises news release based on input, and direct Administrative Manager to supervise proper formatting (e.g. noted as DRAFT) and distribution occurs, or direct the Communications Coordinator to do so. ▪ Monitor news release review time, working with Communications Coordinator and others as needed. 	
4.0 Media Briefings	
<ul style="list-style-type: none"> ▪ Work with Company Spokesperson (or direct the communications Coordinator to do so) to compile media briefing notes and messages. Each briefing should focus on three areas of information: what happened; what we're doing about it; and what it means. In preparing notes for briefings, ensure any unanswered questions, inconsistencies and inaccuracies from previous briefings are noted. ▪ Ensure the JNC Technical Advisor, Radiation Advisor and Communications Coordinator monitor Media Briefings for salient content points, for follow-up and unanswered questions. Document open items on a Media Briefing Issues form (Form IP-1011-2). ▪ Update the Company Spokesperson on Utility Room A activities during his/her absence for Media Briefings or other activities, or direct that the JNC Technical Advisor and/or Communications Coordinator do so as appropriate. ▪ Collect notes of inconsistencies, inaccuracies and unanswered questions from Media Briefing (JNC Technical Advisor, Radiological Advisor, and Media Relations Liaison monitor briefings) and ensure they are addressed at subsequent briefings or news releases as appropriate, or direct the Communications Coordinator to do so. 	

Attachment 2
JNC Assistant Director Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd).</u>	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Ensure news releases are developed based on the content provided during Media Briefings, as appropriate. <p>5.0 Post Event</p> <ul style="list-style-type: none"> ▪ Assist JNC Director in gathering all documentation generated during the event at the JNC. ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	

Attachment 3
Company Spokesperson Checklist
Sheet 1 of 2

Primary Responsibilities

Working with the Emergency Director, JNC Assistant Director, JNC Director and Communications Coordinator (if activated), coordinate all outgoing information from the JNC and serve as primary source of information; review incoming plant/event information from EOF, review and approve news releases; develop briefing information and messages; conduct pre-briefings with state and county PIOs; serve as primary utility spokesperson at media briefings; respond to Q&A as appropriate.

Mobilization and Activation Activities**1.0 On arrival at JNC**

- Go through registration, sign in on Sign-In Board outside of Utility Room A and report to Utility Room A.
- Confer on plant events with JNC Assistant Director, Technical and/or Radiological Advisor and others as appropriate.
- Obtain update on plant activity from JNC Technical Advisor/EOF Information Liaison/Emergency Director.
- **Initial Preparation:** Determine schematics that may be needed during media briefings from the inventory list and inform Administrative Manager to arrange with AV Coordinator.

2.0 Ongoing Responsibilities

- Review plant status reports, information sheets, state and county news releases, EAS messages and other information as it becomes available.
- Confer with Communications Coordinator, if activated, and coordinate on Media Briefing points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate.

3.0 News Releases

- Review, provide directions and input on development to the News Release Writer and/or JNC Technical Advisor, and approve all News Releases generated at the JNC, gaining concurrence or confirmation as necessary from the Emergency Director.

4.0 Pre-Briefings**NOTE:**

Section 4 of the IP2 Emergency Communications Manual provides guidance on the preparations for and conduct of Media Briefings.

- When: Prior to Media Briefings, information is shared with state and counties to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. Government Liaison Manager arranges logistics for all pre-briefing meetings (see Attachment 4-1 in IP2 Emergency Communications Manual for Media Briefing Worksheet to guide discussion).
- Outline information to be presented at Media Briefing (see Media Briefing Content Guide in IP2 Emergency Communications Manual (Figure 4-2) for reference). Obtain assistance from other Utility Room A staff as needed.
- Review Media Briefing information with JNC Assistant Director and/or Communications Coordinator.
- Take the lead in briefing state and counties on plant/event information. Obtain information on state, county efforts as needed. When complete, proceed to Media Briefing Room to conduct briefing.

Attachment 3
Company Spokesperson Checklist
 Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>5.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ When: Media Briefings are called by the state, county or Con Edison as significant events occur or critical information becomes available. JNC media briefings usually follow classification changes, major events or significant actions by Con Edison, state or counties within 60 minutes. The party desiring the briefing notifies all other PIOs (directly or via the JNC Director). ▪ Content: Compile media briefing notes and messages. Each briefing should focus on three areas of information: what happened, what we're doing about it, and what it means (see Media Briefing Content Guide (Figure 4-2) in IP2 Emergency Communications Manual for reference). (In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted.) The Communications Coordinator and/or JNC Assistant Director will provide assistance in this effort. ▪ Briefing Format: The Briefing Moderator opens Media Briefings by making introductory remarks and establishing the process and ground rules. Audiovisual Coordinator will connect wireless microphone and set up all audiovisual equipment. Wait for introduction by Briefing Moderator before initiating briefing. ▪ Conduct briefing using prepared Media Briefing Notes and schematics (see IP2 Emergency Communications Manual for Media Briefing content guidance (Figure 4-2) and Attachment 4-4 for Media Briefing Communications Tips). ▪ Respond to Q&A from audience as directed by Briefing Moderator. ▪ Briefing Moderator will end briefing as appropriate. <p>6.0 Post-Briefings</p> <ul style="list-style-type: none"> ▪ Upon return to Utility Room A, obtain plant update from JNC Assistant Director. ▪ Discuss any comments with JNC Director (from completed media briefing monitoring forms) regarding briefing content and accuracy from Technical and Radiological Advisors, Government Liaison Manager, Technical Briefer and Radiological Health Expert and unanswered questions noted by Media Room Liaison. ▪ Note and address inaccuracies, inconsistencies and unanswered questions to be addressed in next media briefing. <p>7.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	

Attachment 4
Media Room Liaison Checklist
Sheet 1 of 2

Mobilization and Activation Activities**1.0 On arrival at JNC**

- Go through registration, sign in on Sign-In Board outside of Utility Room A, report to Utility Room A for event status, then proceed to Media Briefing Room.
- Set out press kits and Emergency Planning booklets located in storage room on first floor.
- Check all news release folders to ensure they are empty, or only contain current news releases (IF news releases have been issued THEN place copies in folders.)
- Check status boards and all signage in room and on dais for accuracy.
- See Technical Briefer and Radiological Health Expert to their posts.
- Ensure the media waits in media work areas while Media Briefing Room is set up for initial briefing (News media should not be permitted to enter Media Briefing Room until completely set up. Work with Security staff if needed) Keep Media Briefing Room doors locked.

2.0 Ongoing Responsibilities

- Act as liaison to the media regarding process for gathering information, explain news release folders and ensure more recent news releases are contained.
- Record press questions, on Media Briefing Issues form (Form IP-1011-2) and have News Room Assistant #2 deliver them to the Utility Room A.
- Confine comments about plant/event to information contained in news releases.

3.0 Media Briefings

- On direction of Government Liaison Manager, announce times of Media Briefings to media (announce briefings will take place in at "approximately" the time given).
- Announce information on Media Briefing Process to media prior to and following media briefings (see IP2 Emergency Communications Manual for sample remarks contained in Attachment 4-2)
- Participate in Pre-Briefings in the role of the Media Briefing moderator, and coordinate with all of the PIOs the flow and process to be followed during the Media Briefing.
- **Briefing Format:** Open Media Briefing by making introductory remarks. Serve as moderator. Introduce Company Spokesperson (to conduct briefing and serve as primary spokesperson with assistance from state, county and government PIOs as necessary.)
- *In each briefing*, ensure the following Public Inquiry announcement is made: "To assist the public with receiving clarification on information that may be in conflict with official announcements, the public may call" use the number listed in the Emergency Telephone Directory – Refer to Emergency Communications Manual for guidance)

Attachment 4
Media Room Liaison Checklist
Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ Preside over Q&A session, repeating questions as needed and directing them to appropriate spokesperson.▪ Close the Media Briefing when appropriate, ensuring the sessions do not go too long, and allowing the spokespeople to return to their work areas for updating of information. Ensure a time is announced for the next Media Briefing (ideally within an hour of the conclusion time, or longer depending on the status of events. Media Briefings may also be announced in a sooner timeframe, if the situation and/or information changes.) <p>4.0 Post-Briefing</p> <ul style="list-style-type: none">▪ Collect briefing comments (Form IP-1011-2) from Radiological Health Expert and Technical Briefer and submit to JNC Director along with your list of unanswered questions, if any.▪ Continue to record media questions (on form provided) for pick-up by News Room Assistant #2.▪ Monitor interaction between media and experts; intervene if essential. <p>5.0 Post Event</p> <ul style="list-style-type: none">▪ Participate in debriefing and then return work area to "start-up" condition before departing facility.	

Attachment 5
Radiological Advisor Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to JNC Assistant Director, provide information/advise Company Spokesperson and JNC Director on radiological implications of plant events; review news releases and monitor media briefings for accuracy.	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A ▪ Report to Utility Room A <u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> • Review plant status reports, EOF to JNC Essential Information Checklist, news releases, and other information as it becomes available and advise as appropriate. 3.0 News Releases <ul style="list-style-type: none"> ▪ Review and provide technical comments on news releases as requested 4.0 Pre-Briefings <ul style="list-style-type: none"> ▪ Advise Company Spokesperson, JNC Technical Advisor and JNC Assistant Director on radiological implications of plant events ▪ Assist Company Spokesperson compile notes for media briefings as needed 5.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor media briefings and take notes on Media Briefing Issues form (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions and provide to Company Spokesperson upon return to Utility Room A ▪ Ensure unanswered questions or inaccuracies are addressed during preparation of follow-up media briefing format 6.0 Post-Briefing <ul style="list-style-type: none"> ▪ Provide feedback on briefings to JNC Assistant Director and Company Spokesperson ▪ Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases 7.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 6
Radiological Health Expert Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to Media Room Liaison, serve as an information source to provide independent, technical information to press in Media Briefing Room on issues related to radiation exposure and health impacts of plant event; monitor Media Briefings for accuracy	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none">▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A▪ Report to Media Room Liaison in Media Briefing Room▪ Review issued news releases	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none">▪ Remain in Media Briefing Room to provide the media with technical information related to radiation exposure and its health effects; relay information to Media Room Liaison on reporters' questions (on form provided) as feedback to Utility Room A for use in preparing for next briefing 3.0 Media Briefings <ul style="list-style-type: none">▪ Monitor Media Briefings (on form provided) for accuracy; relay comments to Media Room Liaison 4.0 Post Event <ul style="list-style-type: none">▪ Participate in debriefing and then return work area to "start-up" condition before departing facility.	<u>Notes</u>

Attachment 7
JNC Technical Advisor Checklist
Sheet 1 of 1

Primary Responsibilities

Reporting to Asst. JNC Director, provide technical information to support communications efforts. Advise Company Spokesperson and Asst. JNC Director on plant events; review news releases and monitor media briefings for accuracy

Mobilization and Activation Activities**1.0 On arrival at JNC**

- Register in lobby and sign Utility Sign-In board in hallway by Utility Room A
- Report to Utility Room A

JNC Operational Activities**2.0 Ongoing Responsibilities**

- Review plant status reports(EDDS, 30 Alpha), EOF to JNC Essential Information Checklist, news releases, and other information as it becomes available and advise as appropriate
- Establish contact with EOF Information Liaison to obtain updated information using an "EOF to JNC Essential Information Checklist" (Form IP-1011-1) and provide to Documenter and Company Spokesperson and Administrative Manager for distribution to Public Inquiry Coordinator and Media Monitoring

3.0 News Releases

- Review and provide technical comments on news releases as needed with News Release Writer

4.0 Pre-Briefings

- Advise Company Spokesperson and Asst. JNC Director on plant events
- Assist Company Spokesperson in preparing media briefing notes as needed

5.0 Media Briefings

- Monitor media briefings and take notes on Media Briefing Issues form (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions and provide to company Spokesperson upon return to Utility Room A

6.0 Post Briefing

- Provide feedback (Form IP-1011-2) on briefings to JNC Director and Company Spokesperson
- Ensure inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases

7.0 Post Event

- Participate in debriefing and then return work area to "start-up" condition before departing facility.

Attachment 8
Technical Briefer Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to Media Room Liaison, serve as information source to the media by providing technical information on plant operations and equipment as needed	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Media Room Liaison in Media Briefing Room 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain in Media Briefing Room to provide the media with technical information on plant operations between briefings; ▪ Relay information to Media Room Liaison on reporters' questions as feedback to Utility Room A for use in preparing next media briefing 3.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor briefings for accuracy by Company Spokesperson on Form IP-1011-2 relay comments to Media Room Liaison 4.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 9
Government Liaison Manager Checklist
 Sheet 1 of 3

Primary Responsibilities

Under the direction of the Asst. JNC Director, serve as information liaison with government officials and state and county public information officers (PIOs); notify absent PIOs of pending news releases, prior to news release and media briefing information, prior to conducting media briefing; ensure all state and county PIOs acknowledge and sign off on news releases; support pre-briefings (including contacting absent PIOs; if Essential); serve as interface with Con Edison Government Relations; supervise Government Liaison Assistant activities

Mobilization and Activation Activities
1.0 While at home or office

- Receive call from IP2 Communications Representative, and upon receiving plant information on initial plant conditions,
- Contact officials listed on Group #2 Notifications call list, informing them of the event underway and the planned issuance of a news release. (See the "Group #2 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan.)
- Notify IP2 Communications Representative upon completion of calls to Group # 2 Notifications call list
- Call Con Edison's Government Relations (see IP2 Emergency Telephone Directory for number), describe plant conditions and/or read or fax initial news release
- Upon completion of calls, depart for JNC

2.0 On arrival at JNC

- Register in lobby and sign Utility Sign-in board outside Utility Room A
- Report to Utility Room B
- Establish contact with State and County Room PIOs, and maintain State/County Sign-in Status Board outside Utility Room B
- Confirm ability to establish EAS messages through Westchester County PIO or Westchester Emergency Operations Center (EOC) if PIO is not present at JNC, and inform JNC Director once confirmed to facilitate JNC activation.
- Prior to arrival of State Liaison, monitor or assign Government Liaison Assistant responsibility to monitor PIO emergency conference phone in Pre-Briefing Room. Keep log of any incoming or outgoing calls made
-

Attachment 9
Government Liaison Manager Checklist
 Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>3.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Review, EOF to JNC Essential Information Checklist, news releases, and other information as it becomes available ▪ Establish contact with Con Edison Corporate Government Relations staff (see IP2 Emergency Telephone Directory) and report Emergency Classification Level (ECL) changes to Director of Government Relations as warranted. ▪ Prepare and ensure that Government Liaison Assistant updates status boards in all JNC Rooms, announce status change and ring bell. Ensure staff acknowledges Emergency Classification change status. ▪ Maintain contact with local public officials from Group # 2 Notifications call list and update when Emergency Classification changes or major changes occur and when news releases are being disseminated ▪ Ensure Government Liaison Assistant maintains log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing area) during Event prior to State PIO arrival ▪ Complete and update the Emergency Summary Sheet (Form IP-1011-4) and distribute to workrooms (state, county, and federal only) <p>4.0 News Releases/EAS Messages</p> <ul style="list-style-type: none"> ▪ EAS Messages: Acknowledge receipt of Emergency Alert System (EAS) messages issued at JNC by initialing documents ▪ Ensure Government Liaison Assistant provides a copy of all EAS messages to Asst. JNC Director, Public Inquiry Coordinator, Media Monitoring Room (for update on status board) and Documenter and fax to Corporate Media Relations (See IP2 Emergency Telephone Directory) ▪ Gov't News Releases: Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing and provide to Documenter and Company Spokesperson • Ensure Government Liaison Assistant has all government news releases faxed to Corporate Media Relations; provide copy of all government news releases to Asst. JNC Director and Documenter and News Release Writer for posting on Bulletin Board by News Release Writer ▪ Con Edison News Releases: Ensure that all state and county PIO's sign off on Con Edison news release prior to release to wire services- utilize PIO emergency conference phone to contact and inform absent PIO's of impending news release (refer to Addendum 10 News Release Distribution Checklist (Form IP-1011-5)) ▪ Ensure that Government Liaison Assistant delivers copies of issued Con Edison news releases to workrooms using directions provided on News Release Distribution Checklist (Form IP-1011-5) <p>5.0 Pre-Briefing</p> <ul style="list-style-type: none"> ▪ When: Prior to Media Briefings ▪ In absence of state PIO, prompt regular media briefings with county PIO's 	

Attachment 9
Government Liaison Manager Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ Coordinate information with state and counties to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers by using Attachment-4-1 Media Briefing Worksheet in Emergency Communications Manual▪ Arrange all Pre-Briefings at request of JNC Assistant Director and inform state and county PIOs of time of pre-briefing▪ Attend Pre-Briefing; contact absent state and county PIO's using PIO emergency conference phone in Pre-Briefing Room; notify absentees of pending media briefing information. Take notes of general information presented using Attachment 4-1 Media Briefing worksheet located in the Emergency Communication Manual▪ At request of Asst. JNC Director, call Media Room Liaison in Media Briefing Room to announce approximate time of next briefing <p>6.0 Post Event</p> <ul style="list-style-type: none">▪ Participate in debriefing and then return work area to "start-up" condition before departing facility.▪ Restore work area to start-up condition	

Attachment 10
Government Liaison Assistant Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Government Liaison Manager, distribute government news release information and EAS messages to Asst. JNC Director, Documenter and Corporate Media Relations; distribute Con Edison news release and information to government officials, state and county PIO's for proper sign-off prior to release to media; deliver final Con Edison news releases to state and county Room As, FEMA, NRC; ring bell and update status boards and Emergency Classification Level signs and announces status changes	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> • Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Utility Room A Room B and Government Liaison Manager 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Ring bell and update status boards and Emergency Classification Level signs in all JNC Room As: State, Counties (Orange, Rockland, Westchester, Putnam), FEMA, NRC, Con Edison, Public Inquiry, Media Monitoring,). Announce status changes. Ensure staff located in each room, acknowledges Emergency Classification changes. ▪ When requested by the Government Liaison Manager, distribute emergency summary sheet (Form IP-1011-4) to state, county and federal workrooms only. ▪ Maintain log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing room). 3.0 News Releases <ul style="list-style-type: none"> ▪ Gov't News Releases/Information: Ensure copy of all government news releases and EAS messages are distributed to Asst. JNC Director, Documenter, Public Inquiry Coordinator, & Media Monitoring Room and faxed to Corporate Media Relations ▪ Con Edison News Releases: Circulate when directed by the Government Liaison Manager, using the News Release Distribution Checklist (Form IP-1011-5) obtain PIO acknowledgement and return to news Room Assistant #2. 4.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Government Liaison Manager, participate in debriefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 11
Communications Coordinator Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Activated at the discretion of the JNC Director and reporting to the JNC Director, facilitate coordination of information and communications within and out of the Utility Workroom to help ensure effective, appropriate and timely external communications occur on behalf of IP2. As needed, provide guidance and direction to the News Release Writers; provide guidance and coaching support to the Company Spokesperson; support documentation and dissemination of written statements reflecting Media Briefing content; and provide informational updates to Corporate Media Relations/Headquarters. Support the Media Monitoring Liaison and Public Inquiry Coordinator with information issues and conflicts. Provide other communications coordination support as requested and required by the Assistant JNC Director and/or Company Spokesperson.	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Go through registration, sign in on Sign-In Board outside of Utility Room A and report to Utility Room A ▪ Assist with the set-up of the Utility Room As needed ▪ Confer with JNC Assistant Director to determine and confirm communications coordination needs ▪ Inform the Company Spokesperson of your arrival, and planned communications coordination activities ▪ Coordinate with the News Release Writer(s) and JNC Technical Advisor on the role the Communications Coordinator will play 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Working with JNC Assistant Director, ensure the coordination of information and communications flow within and out of the Utility Workroom ▪ Review media questions collected by Media Room Liaison to assist in preparing notes for Media Briefings, and in preparing the Company Spokesperson ▪ Review/establish plan to address any rumors, inaccuracies on major networks or radio stations, or repeated inquiries received by Public Inquiry Room ▪ Work with the Company Spokesperson prior to each Media Briefing to ensure appropriate messages have been identified, needed information and clarification points are provided and communications focus is on target. Provide guidance and coaching, as needed ▪ Update Corporate Media Relations/Headquarters, as needed, on current events 	<u>Notes</u>

Attachment 11
Communications Coordinator Checklist
Sheet 2 of 2

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ 3.0 News Releases<ul style="list-style-type: none">▪ Monitor the development of news releases to ensure the process functions smoothly, ensuring appropriate timing/scheduling of written statements, appropriate communications focus and orientation and facilitating timely approval and distribution▪ Review news releases as requested or required to provide communications input▪ Provide input to the JNC Technical Advisor on needed information and confirmation of facts▪ Monitor Media Briefings to document content provided by Con Edison for news release development. Work with the News Release Writer for prompt development of news releases based on the briefings and ensure approval and distribution.▪ At the direction of the JNC Assistant Director, ensure the Administrative Manager confirms proper formatting (e.g. noted as DRAFT if appropriate) and proper distribution and posting occurs▪ 4.0 Post Event<ul style="list-style-type: none">▪ Participate in debriefing and then return work area to "start-up" condition before departing facility.▪ Oversee facility deactivation as per procedures posted in Utility Workroom	

Attachment 12
Administrative Manager Checklist
 Sheet 1 of 3

Primary Responsibilities

Reporting to the JNC Director, supervise all JNC administrative activities and functions (registration, clerical, security, maintenance, news release and other information distribution, media briefing graphics/schematic needs) and coordinate auxiliary services, if necessary (food, lodging); supervise News Room Assistants #1 and #2, Fax/Copy Assistants, Registration and Security staff; maintain JNC in operational condition; supervise JNC facility deactivation/shut-down and ensure facility is fully operational after each use.

Mobilization and Activation Activities
Notes
3.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- Report to Utility Room A
- Verify completion of JNC Staffing by completing (or directing a staff member to complete) a JNC Staffing Form (Form IP-1011-3) and the JNC Utility Sign-In board located outside of Utility Room A
- Confer with JNC Director to determine no-shows, instruct Phone Tree Coordinators to fill positions with alternates if necessary
- Oversee JNC set-up, including heat or air conditioning, lights, copiers, food service, etc.
- Contact fax and copy machine contacts and have them send support staff to JNC (refer to "Administrative Quick Reference Manual" located in Utility Room A
- Contact IP3 Maintenance Support Contractor and ask for maintenance support at JNC (need to refer to IP2 Emergency Telephone Directory – IP3 Entergy representative)
- Evaluate registration situation. If Registration or Security staff have not arrived, assign additional personnel as needed
- Supervise fax and copy assistants to check correct dates and times on fax machines, and that log is maintained of incoming and outgoing faxes

JNC Operational Activities
4.0 Ongoing Responsibilities

- Working with JNC Director, make shift assignments. (Form IP-1011-3)
- When all positions are filled and shift assignments have been made, release any individuals not currently filling a position who initially responded to the JNC, after assigning them to second shift

Attachment 12
Administrative Manager Checklist
 Sheet 2 of 3

	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Supervise Fax/Copy Assistants, News Room Assistants, Security, Registration Staff, and Audiovisual staff ▪ Supervise set-up of schematics or coordinate with AV Coordinator in Media Briefing Room for slides selected by Company Spokesperson – Call AV Coordinator with necessary audiovisual aids for upcoming media briefing ▪ Supervise distribution of plant status reports and EOF to JNC Essential Information Checklist prepared by JNC Technical Advisor by News Room Assistant #1 to: <ul style="list-style-type: none"> - JNC Assistant Director - Company Spokesperson - JNC Technical Advisor - Radiological Advisor - Documenter - News Release Writer - Public Inquiry Coord. and Media Monitoring (EOF to JNC Essential Info checklist ONLY) ▪ Maintain JNC in operational condition during its use ▪ Arrange food service (refer to "Administrative Quick Reference Manual" located in Utility Room A for options) ▪ Arrange for water for dais in Media Briefing Room ▪ Arrange for first aid or emergency care if required ▪ Make emergency overnight sleeping accommodations, if necessary (portable cots available in Con Edison storage room, or make appropriate contacts, see "Administrative Quick Reference Manual" located in Utility Room A for options) ▪ Provide attendance sheets to Documenter for each shift for permanent log keeping. 	
3.0 News Releases	
<ul style="list-style-type: none"> ▪ Supervise proper sign-off of all Con Edison final news releases (ensure appropriate signatures and times noted) (stamp final news release on back) refer to Addendum 10 Emergency Communications Manual ▪ Oversee distribution of News Releases. For "approved" News Releases, use News Release Distribution Checklist (Form IP-1011-5) 	

Attachment 12
Administrative Manager Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ Supervise distribution of final Con Edison news releases by News Room Assistant #2 to (as per prepared fax distribution sheet):<ul style="list-style-type: none">– AP– Gannett Suburban – White Plains– Control Room– Tech Support Center– Corp. Media Relations– Corp. Government Relations– EOF– Vice President of Public Affairs– Senior Vice President, Nuclear Operations <p>4.0 Post Event</p> <ul style="list-style-type: none">▪ Participate in debriefing and then return work area to “start-up” condition before departing facility.▪ Oversee facility deactivation as per procedures posted in Utility Room A▪ Ensure facility is operational for next use	

Attachment 13
Audiovisual Coordinator Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Working with the Administrative Manager to perform all audiovisual tasks (set-up, test, operate, prepare graphics for media briefing)	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Synchronize time in Utility Room A with Asst. JNC Director ▪ Check all audio visual equipment to be sure it is ready to record, tape and play back ▪ Test and ensure all TV monitors are functioning in Utility Room A, State and County Room As, FEMA, NRC, Media Monitoring Room, Media Rooms and Public Inquiry Room ▪ Provide technical assistance for media monitoring equipment as needed in Media Monitoring Area ▪ In Media Briefing Room, set-up and test microphones and sound system ▪ Work with Administrative Manager to set up schematics/graphs/slides selected by Company Spokesperson in Media Briefing Room. 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Media Briefings <ul style="list-style-type: none"> ▪ Perform and/or delegate the following tasks: <ul style="list-style-type: none"> – Wireless microphone for Company Spokesperson – Arrange power point presentation and other visuals for Company Spokesperson as needed – Record and videotape Media Briefing – Supervise staff to handle wireless microphone for Q&A – do not give microphone to individual asking question – Prepare tapes for playback 3.0 Post Event <ul style="list-style-type: none"> ▪ Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library ▪ Participate in de-briefing and then return work area to “start-up” condition before departing facility. 	<u>Notes</u>

Attachment 14
Media Monitor(s) Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Public Inquiry Coordinator or State Public Inquiry Supervisor, monitor news (TV, Radio) for accuracy; Report any inaccuracies or rumors to Public Inquiry Coordinator or State Public Inquiry Coordinator	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Media Monitoring Room ▪ Check monitors for working order, date, time - report any equipment problems to AV Coordinator ▪ Check radio stations as labeled on radios ▪ Obtain and review official information on plant event (news releases) ▪ Update status board with EOF to JNC Essential Information Checklist and EAS messages <u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain up-to-date with official information provided to the media as it becomes available through News Releases and EAS messages ▪ Monitor and record news broadcasts from major TV and radio stations for rumors and inaccuracies regarding the event ▪ Report any inaccuracies or rumors to Public Inquiry Supervisor or Coordinator on "Public Inquiry - Media Response Inquiry and Off Air Monitor Form" in position guide book at JNC ▪ Maintain written log of rumors and inaccuracies, including date, time, channel/station aired on and content 3.0 Post Event <ul style="list-style-type: none"> ▪ Provide log to Documenter and tapes to JNC Director at end of event ▪ Participate in de-briefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 15
Assistant(s) Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Provide clerical support as needed under the direction of the Administrative Manager	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to work area and check equipment and supplies – replenish necessary supplies ▪ Report to the JNC Administrative Manager for assignment on fax machines, copiers or registration desk ▪ Check fax machines for correct date, time and operability ▪ Set up log book for incoming/outgoing faxes 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Fax documents as requested by Administrative Manager and workroom staff ▪ Complete News Release Distribution Checklist (Form IP-1011-5) to document faxing of News Releases to Media. ▪ Maintain a log of all incoming and outgoing faxes ▪ Check for operability of copiers and adequate paper supply; report any problems to Administrative Manager ▪ Copy documents as requested by Administrative Manager ▪ Contact Administrative Manager with problems, questions or feedback ▪ Support Administrative Manager in other JNC activities as needed 3.0 Post Event <ul style="list-style-type: none"> ▪ Assist Administrative Manager in restoring each workroom to start up condition ▪ Participate in de-briefing and then return work area to “start-up” condition before departing facility. 	<u>Notes</u>

Attachment 16
Media Referral Staff Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Supervisor, Public Inquiry (NY State) or Public Inquiry Coordinator (IP2), respond to telephone media inquiries from media not able to come to JNC	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Public Inquiry Supervisor, under the direction of the New York State Emergency Management Organization, or Public Inquiry Coordinator ▪ Review official written information on plant event (news releases) ▪ Update Essential Information status board in workroom 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Answer telephones, "Joint News Center", respond to media not present at JNC by: <ul style="list-style-type: none"> – Advising news organizations to send a representative to the JNC or rely on wire service reports for updates – Refer to Corporate Media Referral requests from news organizations for news releases – Refer non-media calls to Public Inquiry Supervisor/Coordinator (which require information beyond the scope of information provided) ▪ Do not elaborate, speculate, or render personal opinions. ▪ Maintain log of media calls and actions taken (on "Public Inquiry - Media Response Inquiry and Off Air Monitor" forms provided) 3.0 Post Event <ul style="list-style-type: none"> ▪ Give media log to Documenter at end of event ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 17
JNC News Release Writer Checklist
 Sheet 1 of 3

Primary Responsibilities

Under the direction of the Company Spokesperson and JNC Technical Advisor, prepare news releases within **one hour** of a new Emergency Classification or when plant events warrant public notification, submit draft releases for review by Company Spokesperson and/or JNC Technical Advisor, make changes as directed, provide to Administrative Manager for final approved copy for sign-off and distribution

Mobilization and Activation Activities
1.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- Report to Utility Room A

JNC Operational Activities
2.0 Ongoing Responsibilities

- Turn on PC and monitor
- On main screen, select and open IP2 Sample Boiler Plate Document
- Test word processing program and printer
- Locate IP2 Sample Boiler Plate News Release information on the computer
- Open new file folder for event and label with event date
- Receive updates from JNC Technical Advisor
- Copy sample EAL boiler plate news releases and place in folder – edit as necessary
- Ensure all unnecessary information in sample boiler plate is removed before providing to Company Spokesperson for review
- Add pertinent information at the direction of the JNC Technical Advisor or Company Spokesperson
- Provide only final approved news releases for distribution
- Use Emergency Communication Manual for additional news release information

Notes

Attachment 17
JNC News Release Writer Checklist
Sheet 2 of 3

3.0 News Releases**NOTE:**

Section 3 of the IP2 Emergency Communications Manual provides guidance on the preparations of News Releases.

- **When:** News Releases should be made within **one hour** of:
 1. Initial plant emergency declaration (made before JNC becomes activated)
 2. JNC activation (announcing activation)
 3. A new Emergency Classification (escalation or de-escalation)
 4. When plant events warrant public notification, such as
 - A fatality or serious injury,
 - Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation, or
 - Personnel exposures to radiation exceeding limits allowed by regulation.
 5. Emergency event termination,
 6. Other news releases may be issued at the discretion of the JNC Director.
- With support from JNC Director, Company Spokesperson and JNC Technical Advisor, prepare news release drafts using sample boiler plates and standard phraseology combined with information provided by EOF as appropriate. When using sample boiler plate review for accuracy
- Print DRAFT News Release for review by Company Spokesperson and/or JNC Technical Advisor
- Review draft News Release with JNC Technical Advisor and Company Spokesperson.
- Make changes to draft news release, based on reviews, as directed by Company Spokesperson and/or JNC Technical Advisor
- Upon request for final news release copy from Company Spokesperson, print on Con Edison letterhead
- Give final news release to Company Spokesperson for approval signature, then to Utility Room Documenter for log (Gov't Liaison Manager to obtain state and county official sign-off, Administrative Manager to supervise distribution)

Attachment 17
JNC News Release Writer Checklist
Sheet 3 of 3

<ul style="list-style-type: none"> ▪ Prepare drafts and final copies of subsequent news releases as described above ▪ Ensure all boiler plates/news releases are filed in appropriate folder with current date and saved on the C Drive <p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Observe Media Briefings and make note of information for inclusion in follow-on releases as appropriate <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	<p><u>Notes</u></p>
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Attachment 18
News Room Assistant #1 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Administrative Manager, ensure efficient internal distribution of plant status reports, news releases and information	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Administrative Manager ▪ Establish a regular run to fax room to pick up status reports 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Make copies of and distribute plant status reports, EOF to JNC Essential Information Checklist, EAS messages to: <ul style="list-style-type: none"> – Company Spokesperson – all data – Technical, Radiological Advisors – all data – JNC Assistant Director – all data – News Release Write –News Releases ONLY – Documenter –all data for log keeping – Government Liaison Manager – News Releases; “30 Alphas”, EOF to JNC Essential Information Checklist; EAS messages – Public Inquiry Coordinator – News Releases; EOF to JNC Essential Information Checklist; EAS messages – Registration Desk – News Releases ONLY – Media Monitoring- News Releases and EAS messages ONLY 3.0 News Releases <ul style="list-style-type: none"> ▪ Distribute copies of final Con Edison news releases (on Con Edison letterhead) as identified in News in News Release Distribution Checklist (Form IP-1011-5) 4.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Administrative Manager, participate in debriefing ▪ Assist Administrative Manager in restoring each workroom to start up condition 	<u>Notes</u>

Attachment 19
News Room Assistant #2 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Administrative Manager, and ensure external distribution of final news releases to Media and Con Edison designated personnel (external to JNC)	
<u>Mobilization and Activation Activities</u> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Administrative Manager 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Have copies made and ensure that final Con Edison news releases are faxed to: <ul style="list-style-type: none"> – AP – Gannett Suburban- White Plains – EOF – Control Room, Tech. Support Center – Vice President, Public Affairs – Senior Vice President, Nuclear Operations – Corp. Media Relations – Corp. Government Relations ▪ Maintain copies and distribution in accordance with News Release Distribution Checklist (Form IP-1011-5) 3.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Administrative Manager, participate in debriefing and then return work area to "start-up" condition before departing facility. ▪ Assist Administrative Manager in restoring each workroom to startup condition 	<u>Notes</u>

Attachment 20
Public Inquiry Coordinator Checklist
Sheet 1 of 1

Primary Responsibilities

Supervise Public Inquiry staff until state supervisor arrives from Albany; apprise JNC Assistant Director of rumors, inaccuracies. Coordinate updated information and provide to staff

Mobilization and Activation Activities**1.0 On arrival at JNC**

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- Public Inquiry Room
- Review official written information on event (news releases) for dissemination through Public Inquiry and Media Referral staff
- Supervise until SEMO supervisor arrives or during SEMO Supervisor absence from Public Inquiry Room
- Update EOF to JNC Essential Information Checklist status board with EAS message information and EOF to JNC Essential Information Checklist
- Update SEMO Supervisor upon arrival and during absence from room
- Provide rumors or inaccurate information to JNC Assistant Director

JNC Operational Activities**2.0 Ongoing Responsibilities**

- Remain up-to-date with official information provided to the media concerning the event through final approved news releases from utility, state or county; EOF to JNC Essential Information Checklist; EAS messages ONLY
- Check Media Monitoring and Public Inquiry staff and completed logs
- Coordinate call-backs as needed
- Inform JNC Assistant Director rumors/inaccuracies on major networks or radio stations (using form provided)
- Inform JNC Assistant Director of "repeated inquiries" received by Public Inquiry Room (using form provided)
- Provide periodic briefings (~ every 60 minutes or as conditions change) to the public inquiry staff and Media Monitoring staff
- Update status board in Public Inquiry using EOF to JNC Essential Information Checklist and EAS messages ONLY

3.0 Post Event

- Participate in debriefing and then return work area to "start-up" condition before departing facility.
- Ensure workroom is restored to startup condition

Attachment 21
Public Inquiry Staff Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Public Inquiry Coordinator or SEMO Coordinator, provide incoming callers (the public) with clarification of information that may conflict with official announcements	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Public Inquiry Room Supervisor/Coordinator ▪ Obtain and review up-to-date official information on the event 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Answer phones "Joint News Center", fulfill Public Inquiry function as described by Joint News Center Public Education Work Plan ▪ Provide accurate information obtained from utility, state and county news releases or EAS to callers as needed ▪ Show care and concern for each caller ▪ Identify false statements/rumors on forms provided ("Public Inquiry - Media Response Inquiry and Off Air Monitor Form) and notify Public Inquiry Coordinator or Supervisor ▪ Refer/direct calls to Public Inquiry Coordinator or Supervisor if needed ▪ Refer to Public Inquiry Room Information in Section 5 of IP2 Emergency Communication Manual as needed 3.0 Post Event <ul style="list-style-type: none"> ▪ Ensure workroom is in startup condition ▪ Participate in debriefing and then return work area to "start-up" condition before departing facility. 	<u>Notes</u>

Attachment 22
Utility Room Documenter Checklist
 Sheet 1 of 2

Primary Responsibilities

Under the direction of Asst. JNC Director, implement required documentation procedures; prepare and maintain logs of all documentation, final approved news releases, EOF to JNC Essential Information Checklist; collect information as required

Mobilization and Activation Activities
Notes
1.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- Report to Utility Room A
- Open a Master Binder for event to contain all documentation resulting from event (news releases from Con Edison, state, counties, copies of EAS messages and Emergency Summary Sheets, EOF to JNC Essential Information Checklist, plant status reports), log of all key events (Emergency Classification changes, shift changes and attendance), time logs of operations (change in command, shift changes, times of pre-briefings, briefings).
- Update and maintain News Release white board in Utility Room A that keeps track of issued news releases

JNC Operational Activities
2.0 News Releases

- Keep a time log of when news releases need to be issued, as soon as possible and within one hour of learning of a change in emergency classification and monitor preparation time. Advise staff of time remaining to issue release for each Emergency Classification news release
- Advise JNC Technical Advisor and JNC News Release Writer of the time remaining until next News Release is due.
- Log copy of every news release issued by the state and counties
- Log all Con Edison final approved news releases

3.0 Event Information

- A time log of every Emergency Classification Level (ECL) as announced in utility room – Notification of Unusual Event ; Alert; Site Area Emergency; General Emergency
- Establish and Maintain file of following documents:
 - A copy of every Emergency Alert System (EAS) message
 - A copy of every Emergency Summary Sheet (Form IP-1011-4)
 - EOF to JNC Essential Information Checklist (Form IP-1011-1)
 - Original New Releases and News Release Distribution Checklist (Form IP-1011-5)
 - Data received by fax from EOF – plant status information

Attachment 22
Utility Room Documenter Checklist
Sheet 2 of 2

JNC Operational Activities (cont'd)	<u>Notes</u>
<p>4.0 Pre-Briefings</p> <ul style="list-style-type: none">▪ A log of time for every departure/return from Pre-Briefing▪ A log of time for every change in command and time of change <p>5.0 Briefings</p> <ul style="list-style-type: none">▪ Log start and end time of Media Briefings▪ A log of every return from Briefing to Utility Room A <p>6.0 Shift Information</p> <ul style="list-style-type: none">▪ A log of every shift change and time of change, including personnel attendance sheets and registration logs. <p>7.0 Post Event</p> <ul style="list-style-type: none">▪ Check binder to make sure all documentation is complete▪ A copy of every document distributed in Utility Room A under the appropriate tab▪ Label binder with date of event▪ Hand deliver completed log book to JNC Director for delivery to Recovery Manager▪ Ensure work area is in startup condition▪ Participate in debriefing and then return work area to "start-up" condition before departing facility.	

Attachment 23
Registration Coordinator / Security Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Administrative Manager, provide all security/registration functions	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Administrative Manager and confirm registration/sign in area is set up ▪ Ensure all personnel entering JNC are properly identified and badged ▪ Ensure Media is directed to Media areas only – explain “authorized personnel “ areas ▪ Direct Security Officers to: ▪ Establish post outside Media Briefing Room near stairway leading to 1st floor JNC work areas. ▪ Establish post on 1st floor at the entrance to JNC work areas near Registration Desk. ▪ IF a third officer is present THEN direct them to rove JNC areas checking worker badges and provide relief to posted officers. <u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Examine ID credentials of all people entering facility (no exceptions) ▪ Maintain sign-in list of all arrivals ▪ Ensure all participants wear ID's ▪ Report any unusual incidents to Administrative Manager ▪ Monitor or direct Security to Monitor hallways for unauthorized individuals ▪ Maintain secure access for utility, state and county representatives ▪ Ensure appropriate access to Media Briefing Room for media representatives ▪ Ensure Media does not enter “Authorized Personnel” areas 3.0 Post Event <ul style="list-style-type: none"> ▪ Ensure registration area is returned to “start-up” condition ▪ Provide all Registration Sheets to Utility Room Documenter ▪ Prepare all Registration Books for future use ▪ Participate in debriefing if requested by Administrative Manager 	<u>Notes</u>

Attachment 24
Vice President, Public Affairs Checklist
Sheet 1 of 1

Primary Responsibilities

Provide executive level decision-making on initial emergency communication efforts prior to and during JNC activation

Mobilization and Activation Activities**Notes****1.0 On arrival at JNC**

- If necessary, with Director of Media Relations, Media Relations Duty Officer, or IP2 Communications Representative, assess plant conditions and Emergency Classification to determine the initial response. News release will be issued for all ECLs.
- Review news release drafted by IP2 Communications Representative, Media Relations, Media Relations Duty Officer. Provide final news release approval after obtaining technical concurrence from IP2 or ERO Senior Management
- If the JNC is to be activated, maintain contact with the JNC; IP2 Senior Management or ERO Senior Management, prior to JNC activation

JNC Operational Activities**2.0 Ongoing Responsibilities**

- Review news releases prepared and faxed by JNC

3.0 Post Event

- Participate in event debriefing as necessary and then return work area to "start-up" condition before departing facility.

Attachment 25

Vice President, Customer Operations Checklist

Sheet 1 of 1

Primary Responsibilities

Provide executive level support to ensure public information messages are delivered to customer operations staff upon JNC activation

Mobilization and Activation Activities**Notes**

Upon notification by JNC Assistant Director:

- Dictate the following public information message for display on Customer Operations screens in the event of an emergency; Alert, Site Area Emergency or General Emergency at IP2:

An (Alert), (Site Area Emergency), (General Emergency) has been declared at Indian Point 2. We are working closely with federal, state and local officials to keep you informed. Official government agencies will provide you with up-to-date information on your EAS* Station, WABC, 770 AM. Thank you.

Attachment 26
Director, Corporate Media Referral Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Provide oversight of Corporate Media Referral operations (contact with media not represented at JNC, distribution of Con Edison news releases to Corporate personnel)	
<u>Mobilization and Activation Activities</u> 1.0 Upon Arrival at 4 Irving Place <ul style="list-style-type: none"> ▪ Confirm arrival with Vice President, Public Affairs 	<u>Notes</u>
2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Obtain and review all news releases and other information faxed from JNC ▪ Oversee operations of Corporate Media Referral group ▪ Direct response to media not represented at the JNC by: ▪ Faxing news releases upon request from media ▪ Advising all news organizations to send a representative to the JNC or rely on wire service reports for updates ▪ Ensure a master log is kept of all calls/inquiries concerning the event ▪ Ensure the prompt distribution of all news releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporation Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Departments – Community Relations 3.0 Post Event <ul style="list-style-type: none"> ▪ Forward log to Manager, Communications-IP2 for inclusion in Documenter's master folder ▪ Provide JNC Director with comments, suggestions and or feedback 	<u>Notes</u>

Attachment 27

Director, Government Relations Checklist

Sheet 1 of 1

Primary Responsibilities

On an as-needed basis, provide government official contact support; maintain contact with Government Liaison Manager; keep Con Edison Government Relations staff apprised of event

Mobilization and Activation Activities**Notes**

- Initial press release will be read or faxed by Government Liaison Manager or Media Relations Duty Officer. Subsequent Con Edison news releases will be transmitted from the JNC by the News Room Assistant #2
- You are not assigned a role at the JNC, but it is anticipated that you will receive calls from contacts in government
- Media should be advised to go to the JNC
- Please confine all information exchanged to the wording of the news release
- Inform Con Edison Government Relations staff of events, providing copies of news releases
- Review news releases prepared by JNC (when faxed by Government Liaison Assistant)
- Maintain contact with Government Liaison Manager at JNC for periodic updates – use IP2 Emergency Telephone Directory

Attachment 28

IP2 Communications Representative Checklist

Sheet 1 of 2

Primary Responsibilities

Serve as primary information gatherer and communications representative during initial conditions. Activate notification process for local and other officials and public information officers relative to external dissemination of information to the media; prepare and get approved initial news release(s); coordinate early dissemination of news releases through Corporate Media Relations; and, report to the EOF until relieved by the EOF Information Liaison.

Report to JNC to function as Communications Coordinator in the Utility Workroom of the JNC, if requested by the JNC Director. (Refer to Attachment 11, Communications Coordinator) Serve in a support role to facilitate information flow, management and dissemination requirements for the utility communications activities in the JNC. Maintain communications and coordinate activities between JNC and Corporate Headquarters, as needed;

1.0 While at office or at home

- Upon notification by IP2 control room, plant notification system or ERO paging system, obtain the following information:
 - Emergency Classification Level (ECL)
 - Emergency Action Level (EAL) number
 - EAL description
 - EAL time
 - Whether a radioactive material release has occurred
- Brief description of plant events

Notes

Attachment 28

IP2 Communications Representative Checklist

Sheet 2 of 2

<u>Mobilization and Activation Activities</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ Notify the Government Liaison Manager to make required Group 2 calls to IP3, the NRC and local officials, informing them of the event underway and the planned issuance of a news release. (See the "Group #2 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan.) Confirm completion of all notifications with IP2 Communications.▪ Notify local and state Public Information Officers using the Group 1 call list, informing them of the event underway and the planned issuance of a news release. (See the "Group#1 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan.)▪ Develop an initial news release based on available information (using Inventory of Boilerplate News Releases contained in the Emergency Communications Manual, on the IP2web/eplan and CDs available in the EOF and JNC).▪ A written log of this information must be maintained, including date, time and name of source(s) furnishing information (use Emergency Response Organization Log Sheet form IP-1023-4) In general, news releases will be issued under the following emergency circumstances:<ul style="list-style-type: none">▪ Any emergency declaration at IP2 (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).▪ Escalation or de-escalation in emergency classification.▪ Emergency event termination.▪ Any accident resulting in fatality or serious injury.▪ Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation.▪ BEFORE issuing any news release information, the IP2 Communications Representative must obtain technical review and concurrence of draft news releases from IP2 Shift Manager or Senior Vice President of Nuclear Operations, or the Company Spokesperson if the JNC is activated. Confirmation of all local notifications (Groups #1 and #2 noted above) must also be received before distribution.▪▪	

Attachment 29
Media Relations Duty Officer Checklist
 Sheet 1 of 2

Primary Responsibilities

Responsible for initiating emergency communications efforts prior to activation of JNC, provide on-duty media support and apprise Director of Media Relations as required

Mobilization and Activation Activities
Notes
1.0 Upon notification:

- Notification may be made by IP2 control room, plant notification system or ERO paging system,
- Obtain the following information:
 - Emergency Classification Level (ECL)
 - Emergency Action Level (EAL) number
 - EAL description
 - EAL time
 - Whether a radioactive material release has occurred
 - Brief description of plant events
- A written log including times and names must be maintained of this and all subsequent calls
- Call IP2 Communications Representative to describe plant conditions and emergency classification. If Director of Media Relations is unavailable, call the Vice President of Public Affairs (refer to IP2 Emergency Telephone Directory located on the IP2web/eplan (<http://w0710s04/Eplan/>))
- With Director of Media Relations or IP2 Communications Representative and Vice President of Public Affairs, assess plant conditions and Emergency Classification to determine content of initial news release using Sample EAL Boiler Plate News Releases
- Draft news release in consultation with Manager, Communication and Director of Media Relations
- Receive approval of initial news release with Vice President of Public Affairs, IP2 Shift Manager or Senior Vice President of Nuclear Operations, or designee. This may be shared with Director of Media Relations.

Attachment 29

Media Relations Duty Officer Checklist

Sheet 2 of 2

<p><u>Mobilization and Activation Activities (cont.)</u></p> <p>1.0 Upon notification (cont.):</p> <ul style="list-style-type: none"> ▪ If required, brief the individuals listed in Group 2 of "Notification Call List" (see IP2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)) on plant conditions and pending news release. Inform the individuals of the decision to staff JNC. <p>Message to media should be as follows:</p> <p>"There has been an (Alert, Site Area Emergency, General Emergency) declared at the Indian Point 2 nuclear power plant in Buchanan, New York. A Joint News Center has been established at the Westchester County Airport in Harrison, New York (furnish directions as Essential*) to answer media inquiries. The Joint News Center is the only source of information regarding the event. If you cannot send a representative, you can rely on your wire services."</p> <p>No other information regarding the event should be given</p> <p>*The Indian Point Joint News Center is located in the former Air National Guard Building Number1 at the Westchester County Airport. Use exit 2 from Interstate 684.</p>	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Brief Director, Media Relations on all media calls ▪ When JNC activated, obtain Public Inquiry number from JNC and refer all non-media calls to Public Inquiry ▪ Remain on duty until relieved by JNC Director or Assistant JNC Director <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefings of JNC performance during the event. ▪ Provide JNC Director with comments, suggestions and or feedback 	<p><u>Notes</u></p>

Attachment 30

Emergency Operations Facility (EOF) Information Liaison Checklist

Sheet 1 of 2

Primary Responsibilities

Function as both information gatherer and the news release writer until the JNC is activated, thereafter, serve as primary source of information to JNC on plant information relating to plant events; update JNC Technical Advisor as needed; respond to JNC information requests

Mobilization and Activation Activities**Notes****1.0 Upon notification:**

- Report to EOF and assume responsibilities of EOF Information Liaison
- Establish communications with EOF staff, the IP2 Communications Representative and JNC Technical Advisor, if activated
- Obtain up-to-date information and begin to document available information on the EOF to JNC Essential Information Checklist (Form IP-1011, Rev.2). Fax all completed forms to the JNC Fax/Copy Room.
- Begin development of (next/2nd) news release (using Inventory of Boilerplate News Releases contained in the Emergency Communications manual, on the IP2web/eplan and CDs available in the EOF).
- Coordinate the review and approval of news release(s) with the IP2 Communications Representative, ensuring approval by either the Company Spokesperson if the JNC is activated or otherwise the Emergency Director.
- Confirm with the IP2 Communications Representative that all required notifications to officials (Groups #1 and #2) have been made in order to distribute each news release.
- Coordinate with the IP2 Communications Representative and/or Corporate Media Relations to distribute the news release. Distribution includes the JNC and EOF
- When informed of JNC activity, establish hot line contact with JNC Technical Advisor
- Provide current EOF time to the JNC for clock synchronization

Attachment 30

Emergency Operations Facility (EOF) Information Liaison Checklist

Sheet 2 of 2

2.0 Ongoing Responsibilities	<u>Notes</u>
<ul style="list-style-type: none">▪ Update JNC Technical Advisor with information relating to plant events using the EOF to JNC Essential Information Checklist (Form IP-1011-1) at 30-minute intervals or as events warrant.▪ Ensure prompt distribution of completed forms and official news releases as appropriate within the EOF▪ Respond to requests from JNC for any information▪ Receive and post final news releases from JNC on bulletin board	
3.0 Post Event	
<ul style="list-style-type: none">▪ Participate in EOF de-briefing and then return work area to "start-up" condition before departing facility▪ Forward debriefing suggestions to JNC Director	

Attachment 31
Corporate Media Referral Checklist
Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Perform Corporate Media Referral tasks under the direction of the Corporate Media Referral Director</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at 4 Irving Place</p> <ul style="list-style-type: none"> ▪ Report to Director, Corporate Media Referral 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Respond to media not represented at the JNC by: <ul style="list-style-type: none"> – Faxing news releases upon request – Advising all news organizations to send a representative to the JNC or rely on wire service reports for updates ▪ Maintain log of media inquiries ▪ Distribute news releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporate Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Departments – Community Relations <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Give log to Director Corporate Media Referral ▪ Provide comments, suggestions and or feedback to Director, Corporate Media Referral 	<p><u>Notes</u></p>

Attachment 32
Corporate Media Referral Assistant Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u> Perform administrative Corporate Media Referral tasks under the direction of the Media Referral Director	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at 4 Irving Place <ul style="list-style-type: none"> ▪ Report to Director, Corporate Media Referral 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Answer phone and maintain log of inquiries ▪ Refer media calls to Corporate Media Referral, noting in log to whom referred ▪ If requested, distribute new releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporate Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Offices – Community Relations ▪ Maintain in a log, all faxes, both in and out ▪ Refer all non-media calls to Public Inquiry number (914-683-6499) 3.0 Post Event <ul style="list-style-type: none"> ▪ Give log to Director Corporate Media Referral ▪ Provide Director, Corporate Media Referral with any comments and suggestions 	<u>Notes</u>

Attachment 33
Employee Communications Coordinator Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Corporate Media Referral, coordinate information distribution to Con Edison employees	
<u>Mobilization and Activation Activities</u> 1.0 While at home or office <ul style="list-style-type: none">▪ Upon receiving news releases about the event from the Corporate Media Referral Assistant in the Media Relations office, distribute news release information to all Con Edison employees through pre-established communications channels	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none">▪ Continue to distribute news release information to all Con Edison employees▪ Provide any feedback received from employees to the Corporate Media Referral Staff 3.0 Post Event <ul style="list-style-type: none">▪ Provide Director, Corporate Media Referral with any comments and suggestions	<u>Notes</u>

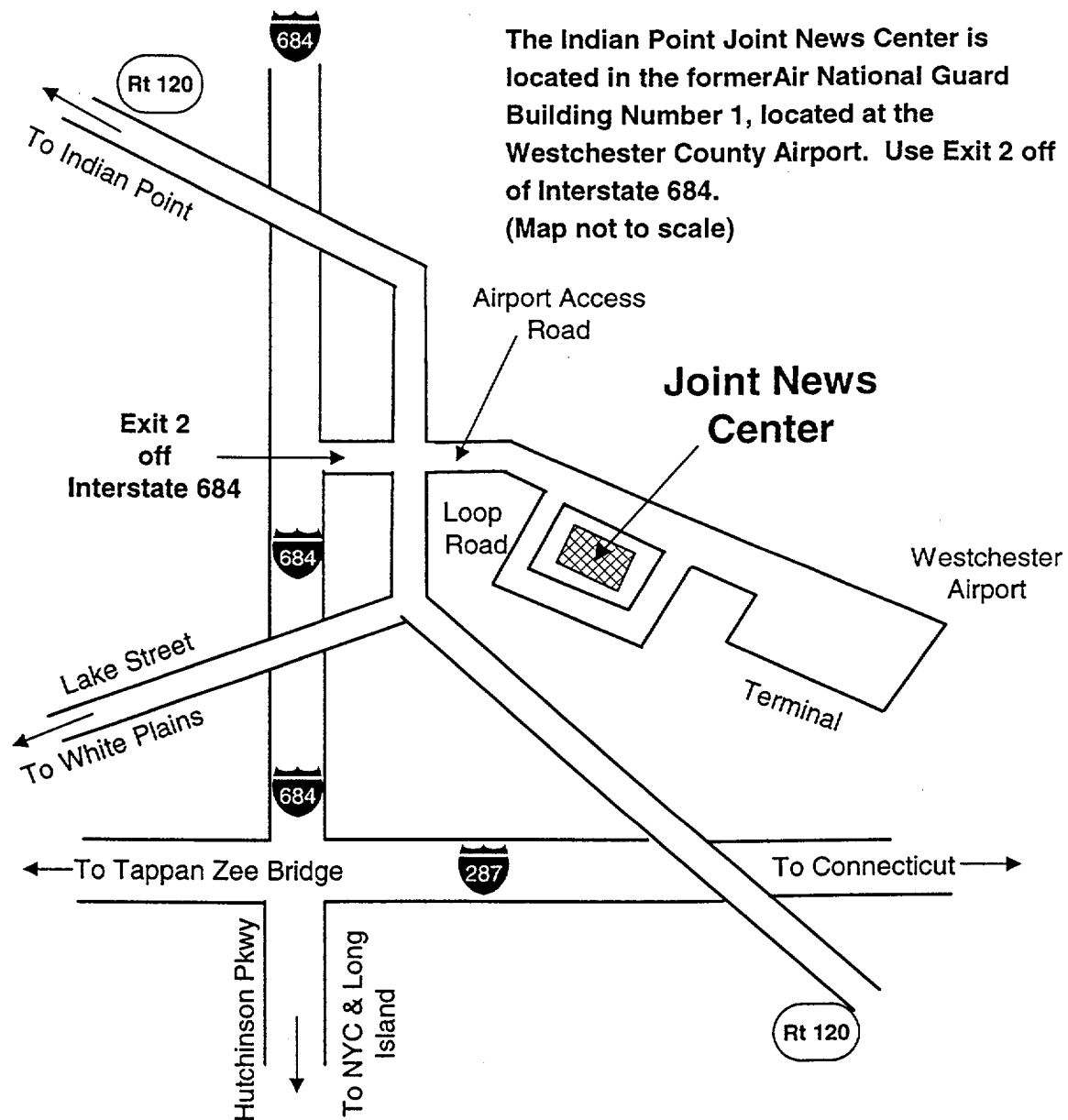
Attachment 34
Phone Tree Coordinator #1 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Corporate Media Relations, ensure appropriate contacts are made to activate JNC	
<u>Mobilization and Activation Activities</u> 1.0 While at home or office – At the request of the Director or Assistant Director of Media Relations, or designee, begin the phone tree call-down, if necessary <ul style="list-style-type: none"> ▪ Contact Indian Point 2 Security (refer to IP2 Emergency Telephone Directory) and request immediate dispatch of two security guards to the JNC ▪ <u>IF</u> directed by the JNC Administrative Manager <u>THEN</u> Call Phone Tree Coordinator #2 to start call-down ▪ Call the designated list in Indian Point 2 Emergency Telephone Directory ▪ Give the following instructions: <ul style="list-style-type: none"> – The Joint News Center (JNC) is being staffed due to an Alert, Site Area Emergency or General Emergency (whichever is applicable). – Report to your emergency duty location (JNC or Corporate Headquarters) as quickly and safely as possible. ▪ Continue to try to reach unavailable personnel ▪ Maintain a list of unavailable personnel ▪ Inform the JNC Administrative Manager of unavailable personnel and consult to select alternates ▪ After completion of above instructions, contact Phone Tree Coordinator #2 to offer support. ▪ Remain at present location for further requests from Administrative Manager 	<u>Notes</u>

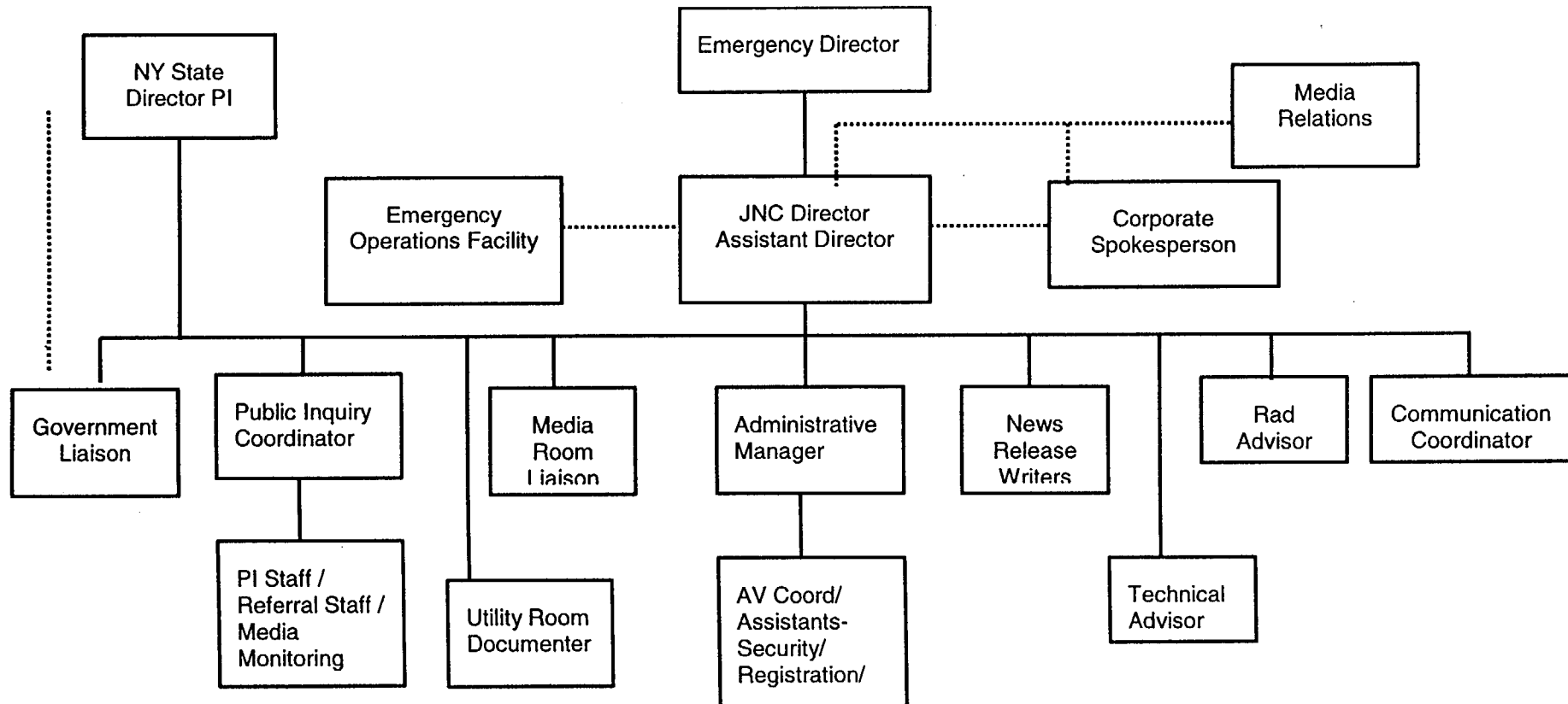
Attachment 35
Phone Tree Coordinator #2 Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u>	
Under the direction of Corporate Media Relations, ensure appropriate contacts are made to activate JNC	
<u>Mobilization and Activation Activities</u>	<u>Notes</u>
<p>1.0 While at home or office</p> <p>Upon notification from Phone Tree Coordinator #1 begin the phone tree call down</p> <ul style="list-style-type: none">▪ Call the designated list in the Indian Point 2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)▪ Give the following instructions:▪ The Joint News Center (JNC) is being staffed due to an Alert, Site Area Emergency, or General Emergency (whichever is applicable)▪ Report to your emergency duty location (JNC or Corporate Headquarters) as quickly and safely as possible▪ Continue to try to reach unavailable personnel▪ Maintain a list of unavailable personnel▪ Inform the JNC Administrative Manager of unavailable personnel and consult to select alternates▪ After completion of above instruction, contact Phone Tree Coordinator #1 to offer support▪ Remain at present location for further requests from Administrative Manager	

Addendum 1
JNC LOCATION MAP
Sheet 1 of 1



Addendum 2
JNC FUNCTIONAL ORGANIZATION
Sheet 1 of 1



Addendum 3

EOF to JNC Essential Information Checklist (Form IP-1011-1)

Sheet 1 of 1

EOF to JNC Essential Information Checklist																			
Emergency Classification: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site Area Emergency <input type="checkbox"/> General Emergency </div> <div> Time: _____ Time: _____ Time: _____ Time: _____ </div> <div> EAL #: _____ EAL #: _____ EAL #: _____ EAL #: _____ </div> </div>		Reactor: <input type="checkbox"/> At Power <input type="checkbox"/> Tripped RCS Temp: _____ °F Pressure: _____ PSIG RVLIS / Pressurizer Level: _____ Subcooling method: _____ Weather Forecast: _____																	
Method of Core Cooling: <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																			
Electrical Power Supplies Available: <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV # _____ Diesel Generators																			
Event Description: _____ _____ _____																			
Major Equipment Problems/Priorities: _____ _____ _____																			
<input type="checkbox"/> No Radiological Release <input type="checkbox"/> Release of radioactive materials due to event <input type="checkbox"/> Radiological Release below / above federally approved operating limits Radiological Release to: <input type="checkbox"/> Atmosphere <input type="checkbox"/> Water <input type="checkbox"/> Unmonitored release requiring evaluation																			
# of Onsite Teams _____ # of Offsite Teams _____ Accountability Completed At: _____ # Not accounted for: _____ Actions being taken for search & rescue: _____ _____		Fission Product Barrier Status <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Barrier</th> <th style="text-align: center;">Intact</th> <th style="text-align: center;">Challenged</th> <th style="text-align: center;">Lost</th> </tr> </thead> <tbody> <tr> <td>Fuel Clad</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>RCS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Containment</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Barrier	Intact	Challenged	Lost	Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
ERO Staffing: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In progress Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO Injuries: _____ <input type="checkbox"/> Employee <input type="checkbox"/> Contractor Type of Injuries: _____ <div style="margin-left: 20px;"> <input type="checkbox"/> Hospital Released / Admitted <input type="checkbox"/> Contaminated </div>		IP 3 Status: _____ Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO																	
This Checklist was Completed: _____ / _____ By: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Date Time Print Name </div>																			

Form IP-1011-1 Rev. 0

Addendum 4

Media Briefing Issues (Form IP-1011-2)

Sheet 1 of 1

Media Briefing Issues

Time Noted:	Noted By:
Type of Issue: <input type="checkbox"/> Incorrect Information <input type="checkbox"/> Additional Information Needed <input type="checkbox"/> Clarification Requested <input type="checkbox"/> Unanswered Question	
Issue:	
Type of Resolution: <input type="checkbox"/> Provide Information to Media Member <input type="checkbox"/> Include in News Release <input type="checkbox"/> Include in Next Media Briefing <input type="checkbox"/> Brief Spokesperson(s) <input type="checkbox"/> Other	
Resolution Details:	

Addendum 5

JNC Staffing (Form IP-1011-3)

Sheet 1 of 2

JNC Staffing

Position	1 st Shift Name	2 nd Shift Name
JNC Director		
Assistant JNC Director		
Corporate Spokesperson		
Communications Coordinator (optional)		
Media Room Liaison		
Radiological Advisor		
Radiological Health Expert		
JNC Technical Advisor		
Technical Briefer		
Government Liaison Manager		
Government Liaison Assistant(s)		
Administrative Manager		
Audiovisual Coordinators		
Media Monitors		
JNC Assistants		
Media Referral Staff Member(s)		
JNC News Release Writer		

Addendum 5

JNC Staffing (Form IP-1011-3)

Sheet 2 of 2

JNC Staffing

Position	1 st Shift Name	2 nd Shift Name
News Room Assistant #1		
News Room Assistant #2		
Public Inquiry Coordinator		
Public Inquiry Staff Members (as required)		
Registration Coordinators		
Utility Room Documenter(s)		
JNC Security		
The Following Positions are Located at the Corporate Media Relation Offices		
Corporate Media Referral Director		
Corporate Media Referral Staff		
Corporate Media Assistant(s)		
Employee Communications Coordinator		
Employee Concerns Staff		

Addendum 6

Emergency Summary Sheet (Form IP-1011-4)

Sheet 1 of 1

**Indian Point
Nuclear Generating Station**

Time: _____

Date: _____

1. This is a Drill ☐This is an Actual Event ☐2. **Emergency Classification:**Unusual Event ☐Alert ☐Site Area Emergency ☐General Emergency ☐3. **Event Description:**

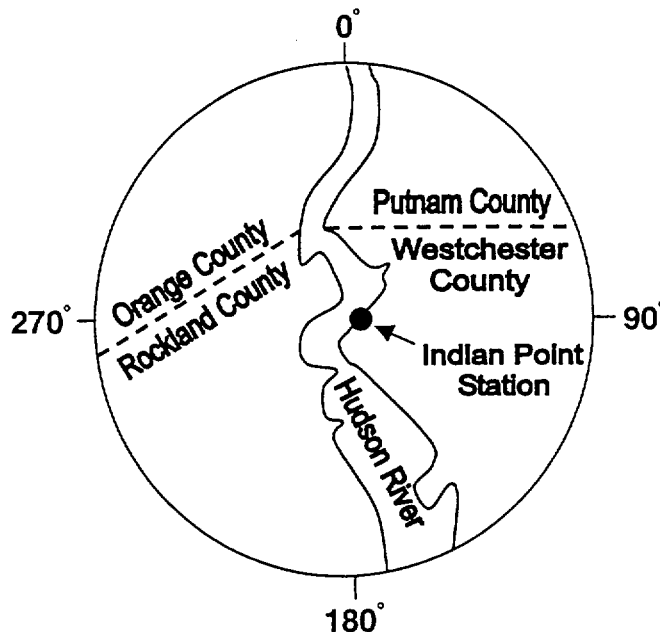
4. **Radiological Conditions:**Release of
Radioactive Materials
due to the classified
event.☐ No Release☐ Release **BELOW** federally approved operating limits
(Technical Specifications)☐ To Atmosphere☐ To Water☐ Release **ABOVE** federally approved operating limits
(Technical Specifications)☐ To Atmosphere☐ To Water☐ Unmonitored Release – Being Evaluated5. **Meteorological Conditions:**

Wind Speed: _____ MPH Wind Direction: _____

General Weather Conditions: _____

(To convert Meters / sec to Miles / Hr divide by .46)

Form IP-1011-4 Rev 0

Emergency Summary Sheet

Addendum 7

News Release Distribution Checklist (Form IP-1011-5)

Sheet 1 of 1

News Release Distribution Checklist			
Follow each step below. Do not continue to next step in process without signoff on all previous steps		News Release Number: 	
Step #	JNC Position Responsible	Detail Description	Assignment Completed By Print name
1	Administrative Manager	Obtain "APPROVED NEWS RELEASE" from Company Spokesperson and start distribution process : <input type="checkbox"/> Start a News Release Distribution Checklist <input type="checkbox"/> Stamp original News Release with Sign-Off stamp <input type="checkbox"/> Record News Release number above <input type="checkbox"/> Give Original News Release with News Release Distribution Checklist to Government Liaison Manager./Assistant. for processing	
2	Government Liaison Manager / Assistant	Obtain acknowledgement from: <input type="checkbox"/> New York State <input type="checkbox"/> Westchester County <input type="checkbox"/> Orange County <input type="checkbox"/> Putnam County <input type="checkbox"/> Rockland County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Give completed signed -off original news release and News Release Distribution checklist to News Room Assistant # 2	
Note: State and County PIOs not present shall be notified via phone in Pre-Brief room. If NRC or FEMA PIOs are not present note on stamped copy and continue distribution.			
3	News Room Assistant # 2	Make 36 copies of approved News Release for distribution as follows: <input type="checkbox"/> 10 Copies to Public Inquiry Coordinator <input type="checkbox"/> 2 Copies to Media Monitor Room Personnel <input type="checkbox"/> 12 Copies to the Media Room Liaison for media <input type="checkbox"/> Provide 10 Copies to the Government Liaison Manager for distribution to county, state and federal workrooms <input type="checkbox"/> Post 1 Copy on Bulletin Board near News Release Writer <input type="checkbox"/> 1 copy to News Room Assistant # 1	
4	News Room Assistant # 1	Have copy of approved News Release faxed to Media Outlets listed in Emergency Telephone Directory and the EOF. When News Releases have been faxed, provide News Release Distribution Checklist ; fax confirmation and original approved News Release to Administrative Manager.	
5	Administrative Manager	Provide original News Release ; fax confirmation ; and News Release Distribution Checklist to Utility Room Documenter for log keeping	

ON-SITE MEDICAL EMERGENCY

Prepared by:	<u>Allen Lee</u> Print Name	<u>[Signature]</u> Signature	<u>4-19-01</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u>[Signature]</u> Signature	<u>4-20-01</u> Date
Reviewer:	<u>RICHARD BURNS</u> Print Name	<u>[Signature]</u> Signature	<u>4/23/01</u> Date
Reviewer:	<u>TONY FERRARO</u> Print Name	<u>[Signature]</u> Signature	<u>4-23-01</u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>N/A</u> Meeting Number	<u> </u> Signature Secretary	<u> </u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u>[Signature]</u> Signature	<u>5/22/01</u> Date

Extensively Revised (reformatted)

Reference Use

Effective Date: 5/25/01

CONTROLLED COPY

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ON-SITE MEDICAL EMERGENCY

1.0 PURPOSE

- 1.1 To describe the overall procedure to be followed by personnel during an on-site medical emergency.

2.0 DISCUSSION

- 2.1 This procedure DOES NOT provide steps for medical treatment of injured personnel.
- 2.2 Accidents occurring in the Controlled Area may be complicated by the contamination of the victim. If the victim must be sent to the hospital, it may be necessary for the Medical/Health Physics personnel to decontaminate the victim to levels as low as practical. Hospital personnel are trained to handle a contaminated patient with the help of Health Physics personnel who shall accompany the victim to the hospital.
- 2.3 The primary hospital is Hudson Valley Hospital Center at Peekskill / Cortlandt and the backup is Phelps Memorial Hospital Center in Tarrytown.

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIAL

Decon equipment and supplies are available at HP1.

5.0 INSTRUCTIONS

5.1 Employee Arriving at Scene

- 5.1.1 Notify or have someone notify the Control Room by calling 5911
- 5.1.2 IF able, IMMEDIATELY render lifesaving aid to the victim.
- 5.1.3 IF possible, DO NOT move OR leave the victim UNTIL the First Aid Responder(s) arrives.
- 5.1.4 In the event of fire OR other conditions that jeopardize the safety of the victim, the rescuer shall remove the victim to the nearest safe area.

5.2 Control Room Operators

NOTE:

Health Physics Technician is not required for incidents on the conventional side of the plant with no potential for radioactive contamination.

- 5.2.1 Notify the following individuals to respond to the injured victim:
 - A. First Aid Responder,
 - B. Health Physics Technician (HPT)
 - C. Shift Manager (SM) or designee..
- 5.2.2 Call the Security Supervisor for an E.M.T. IF available.
- 5.2.3 Receive Shift Manager or designee evaluation and respond as directed.
- 5.2.4 IF an ambulance is requested by responders at the scene THEN
 - A. Call an ambulance.
 - B. Notify the Secondary Alarm Station of the ambulance arrival AND instruct them where to bring the ambulance.

NOTE:

Control Room Operator should inform the hospital of the extent of the patient's injuries and contamination. Refer to the Emergency Telephone Directory for phone numbers.

- C. Notify the hospital the patient is being transported:
 - (1) The Hudson Valley Hospital Center - Notify Hudson Valley Hospital Center Supervisor OR

(2) Phelps Memorial Hospital Center notify Phelps Memorial Hospital Center Nurse's Station

(3) **IF** the First Aid Responder or Ambulance Team decides injuries require transport of the patient to the Westchester Medical Center at Valhalla, due to severe trauma **THEN** notify that hospital

5.2.5 Notify the Plant Manager or designee of any injuries

5.3 Shift Manager or Designee

5.3.1 Respond to the scene of the accident OR send a designee.

5.3.2 Evaluate information from First Aid Responder, HPT AND Medical Representative when available.

5.3.3 Categorize the accident victim's condition as follows, AND :

A. Victim **DOES NOT** need to be transported to a hospital.

OR

B. Victim needs to be transported to a hospital via personal or company auto and **IS NOT** contaminated.

OR

C. Victim needs to be transported to a hospital via ambulance and **IS NOT** contaminated.

OR

D. Victim needs to be transported to a hospital **WITH** minor contamination - local contamination of extremities. Rest of victim's body is clear of contamination. Minimum radiological control needed at hospital.

5.3.4 Notify the Control Room Operators of the victim(s) condition / category.

5.3.5 Perform the following notifications:

A. Perform Oral Reports per SAO-124, "Oral reporting of Non-Emergency Events and Items of Interest and Significant Occurrence Reporting."

B. Call Radiation Protection Manager OR designee AND request a replacement Health Physics Technician (HPT) if necessary due to HPT reporting to the hospital.

C. Call Con Edison Medical Director. Refer to Emergency Telephone Directory for phone numbers.

5.4 Watch Health Physics Technician (HPT)**NOTE:**

Procedure HP-SQ-3.801, Personnel Decontamination shall be used in conjunction with this procedure.

Work closely with the First Responders and Ambulance Crew to ensure coordination of needed medical actions and contamination controls.

5.4.1 Obtain the Radiation Protection Plant Medical Emergency Kit. Attachment 1, Personnel Decontamination Kit, contains list of typical items found in the kit.

5.4.2 Respond to the scene WITH the kit.

5.4.3 Perform the following steps at the scene

- A. Evaluate general situation quickly, i.e., radiation fields, water on floor, possible contamination in area of victim.
- B. Evaluate whether victim needs to be moved because of radiation fields. Recommended guidelines are as follows:

GREATER THAN 100 R/hr - IMMEDIATELY.

10-100 R/hr - IMMEDIATELY UNLESS
moving victim is life threatening to the victim.

1-10 R/hr - IMMEDIATELY UNLESS
it shall cause serious medical complications.

LESS THAN 1 R/hr - as soon as First Aid Responder authorizes.

C. **IF** all radiological conditions are background **THEN:**

(1) Assist other responders as needed for the safety and treatment of the victim.

(2) Exit this procedure.

D. Solicit assistance from other Health Physics personnel OR NPOs to set up and control the contaminated area.

E. Rope off and set up Step-Off-Pad and frisker.

F. Direct ALL non-injured to safe area.

- G. Check contamination level on victim. Use a Personnel Survey Form (Form IP-1012-1) to record results.
- H. **IF** the victim is contaminated **THEN** perform the following steps as necessary:
- (1) Remove anti-C clothing IF necessary and possible. Place in plastic bag.
 - (2) Re-survey contamination level on victim.
 - (3) Concur with First Aid Responder on method of removing victim from roped off contaminated area without spreading contamination OR complicating injuries.
 - (4) Ensure that First Aid Responders are not contaminated as they leave area.
 - (5) First Aid Responder shall determine whether to transport victim to Decon Suite OR Ambulance.
- I. Read victim's dosimeter. Remove dosimeter AND TLD from victim IF dosimeter is off scale AND the victim is NOT in a radiation field at the present time. Call for assistance to read TLD IF necessary.
- J. Direct First Aid Responder relative to contamination levels AND radiation fields.

5.4.4 First Aid / Decon Suite Operations

NOTES:

If victims are being transported to hospital these steps are not performed, use only for minor injuries when hospital care is not required.

Procedure HP-SQ-3.801, Personnel Decontamination, provides details on decontamination of personnel.

- A. Ensure that decon room is set up as a contaminated area i.e., SOPs at the doorways AND plastic bags for contaminated material. Utilize other HP personnel OR NPOs for assistance.
- B. Check victim for contamination levels. Mark as necessary AND record on Personnel Survey Form (Form IP-1012-1).
- C. Advise Medical Representative and First Aid Responder of any radiological controls necessary.

- D. Supply, as needed, Medical Representative(s) with a TLD and dosimeter. NOT EVERY medical Representative is permanently badged. Record on an Emergency Exposure Record (Form IP-1050-1).
- E. Determine that ALL contaminated material used is placed in proper plastic bag.
- F. Record decon survey data during ALL phases on Personnel Survey Form (Form IP-1012-1).
- G. Solicit assistance from other HP personnel to count nose, ear, mouth, eye swabs as required. Record on Personnel Survey Form (Form IP-1012-1). Place in individual container and save. Label EACH container WITH individual's name, time and smear locations on body.
- H. Determine whether data taken and information received from the victim indicates internal contamination (inhalation, ingestion) of radioactive material.
- I. Request isotopic analysis from Chemistry as appropriate.

NOTE:

Ingestion or inhalation of 1 uci of i-131 without immediate receipt (within two hours) of potassium iodide (ki) would result in an approximate thyroid exposure of 1 - 1.5 rem.

- J. Whole Body Counting of accident victim may be required, BUT shall wait for medical aid and decontamination to be completed. Thyroid counting is best performed AFTER one to two days have elapsed.
- K. Contact the Shift Manager AND inform him of the situation.
- L. Participate in the transfer of the victim to the ambulance.
- M. Issue dosimeter AND TLD to ambulance crew IF necessary i.e., IF they should be exposed to radiation fields GREATER THAN 1 mR/hr. Record on an Emergency Exposure Record (Form IP-1050-1).
- N. Accompany victim to hospital IF victim is contaminated. Whenever possible obtain the assistance of another HPT. Request the SM call in an HPT to report to the hospital.
- O. Check to determine that the Radiation Protection Hospital Medical Emergency Kit contains the appropriate equipment (listed in Section 5.4.1) along with 15 TLDs, 15 dosimeters, a charger, AND a second frisker AND THEN take it along to the hospital. The kit is stored in the First Aid/Decon Suite.

5.4.5 At Hospital (If dispatched to hospital for contaminated victim)

- A. Determine that emergency room has been set up as contaminated area i.e. SOPs, frisker, shoe covers AND plastic bags to receive contaminated shoe covers AND materials. Refer to Addendum 1 for Hudson Valley Hospital Center AND Addendum 2 for Phelps Memorial Hospital Center layouts.
- B. Issue dosimeters AND TLD badges to Hospital Medical Team members IF necessary i.e., IF they shall be exposed to radiation fields GREATER THAN 1 mR/hr. Record on an Emergency Exposure Record (Form IP-1050-1)
- C. Apprise Medical Team members of contamination AND radiation field levels they shall be exposed to AND victim exposure history.
- D. Assist the Medical Team by taking field readings OR contamination level readings as requested.
- E. Check the ambulance for contamination using an RM-14/HP-210 BEFORE it is allowed to leave. A reading GREATER THAN 100 cpm above background is considered contaminated. IF contaminated, instruct the ambulance crew that it should be kept out of service UNTIL it is decontaminated by Con Edison personnel. Determine if ambulance needs to go back to Indian Point.
- F. Call the Shift Manager AND notify him of the ambulance contamination. Request that he contact the Plant Manager and notify him/her of any serious injuries.
- G. Save AND label (include time) ALL specimens of urine, vomitus, feces, blood, tissue AND foreign bodies from the patient UNTIL their use in the evaluation has been completed.
- H. AFTER victim has been discharged from emergency room i.e., admitted to hospital OR released, check medical personnel AND emergency equipment AND surfaces for contamination using the RM-14/HP-210. A reading GREATER THAN 100 cpm above background is considered contaminated.
- I. Give direction to hospital staff on methods of decontamination. Supervise decontamination effort. Insure that ALL contaminated waste is brought back to Indian Point for disposal.

5.4.6 Follow Up

- A. Gather ALL data and samples together.
- B. Give ALL data to Health Physics Supervisor at the first opportunity.
- C. The Health Physics Supervisor shall prepare a report (memo) to the Plant Manager listing ALL actions, surveys, sample counting, evaluations and instructions to personnel. Attach all data forms completed during event.

5.5 First Aid Responders

5.5.1 Obtain emergency first aid equipment

5.5.2 Respond to call from the Central Control Room to designated location.

5.5.3 Render IMMEDIATE care with Health Physics assistance and direction if needed for contaminations controls.

5.5.4 **IF** victim is contaminated or in a contaminated area **THEN:** coordinate the following actions with Health Physics Technician (HPT).

- A. Utilize anti-C clothing (gloves, shoe covers, coveralls) to protect yourself when administering to victim.
- B. Set up protective shielding IF instructed by HPT.
- C. Assist in decontamination of victim.
- D. Decontaminate self, IF necessary.

5.5.5 Assist with delivery of victim to ambulance.

5.6 **IF available the Medical Representative provides assistance as follows:****NOTE:**

Transport of injured victims to the hospital as quickly as possible is always the most desirable goal. Hospitals are trained and equipped to deal with contaminated victims.

5.6.1 Obtain information from Control Room Operator OR Security Supervisor at Command Guard House.5.6.2 **IF** victim is contaminated, in a contaminated area or radiation area **THEN:**

- A. BEFORE responding to scene obtain TLD AND dosimeter at HP No. 1 Control Point IF you are permanently badged, otherwise obtain them from the Security Guard at the Command Guard House WHEN you enter.
- B. Obtain anti-C coveralls at entrance to the Controlled Area.

- C. Report to Decontamination Suite OR accident scene.
- D. Evaluate patient AND render emergency care as necessary.
- E. Provide for decontamination (removal of clothing).
- F. Remove patient to Decontamination Suite IF indicated following route approved by HPT.

5.6.3 Render IMMEDIATE care with assistance from First Responders and Health Physics Technician.

5.6.4 IN the event of mass casualties initiate Triage procedure.

5.6.5 IF victims are contaminated or have been overexposed THEN perform the following:

- A. In Decontamination Suite, evaluate patient so that you can describe findings to hospital. Request implementation of emergency medical notification by Control Room Operator IF indicated AND have first member of roster contacted call you for consultation.
- B. Under the HP instruction start medical decontamination IF required. Decontamination agents are stored in the Decon Locker located in the NSB 72' EI. Decon Room.
 - (1) Wounds, body orifices and skin decontamination.
 - (2) Radioiodine Skin Contamination - use Betadine to remove radioiodine contamination from the skin.
- C. Collect ALL urine, stool, vomitus, etc. AND label.
- D. WHEN the patient is stabilized AND decontaminated as much as practical, decontaminate self AND prepare to go with patient to the hospital, maintaining life support as required.
- E. Provide patient radiation-medical status record sheet to the hospital staff and retain duplicate copy.

6.0 REFERENCES

- 6.1 SAO-124, "Oral Reporting of Non-Emergency Events and Items of Interest and Significant Occurrence Reporting"
- 6.2 HP-SQ-3.801, Personnel Decontamination

7.0 ATTACHMENTS

7.1 Personnel Decontamination Kit

8.0 ADDENDUM

8.1 Hudson Valley Hospital Center Decon Suite and Access Layout

8.2 Phelps Memorial Hospital Center Layout

8.3 Personnel Survey Form (Form IP-1012-1)

Attachment 1
Personnel Decontamination Kit
Sheet 1 of 1

The kit is stored in the HPT Office/Counting Room Area.

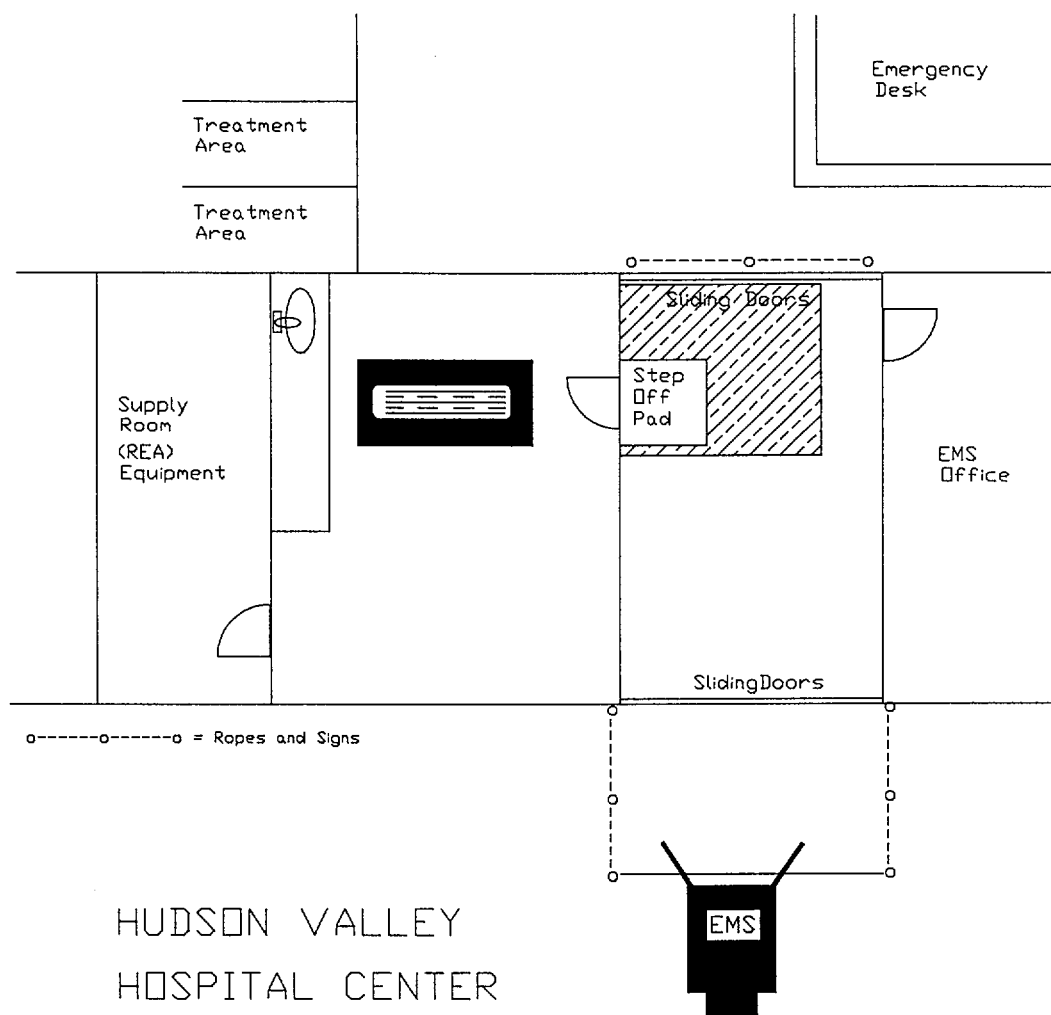
- a. Yellow/Magenta Tape
- b. SOPs
- c. Rad Rope
- d. Caution "Contaminated Area" signs
- e. Surgical Gloves
- f. RM-14/HP-210 "frisker"
- g. A.C. Extension Cord
- h. E-520 Survey Meter
- i. Shoe Covers
- j. Data Pad and Pencil/Pen
- k. Petrie Dish For Smears
- l. Gum Labels for Smear Samples
- m. Procedure Book

NOTE: This is not intended to be an all inclusive list.

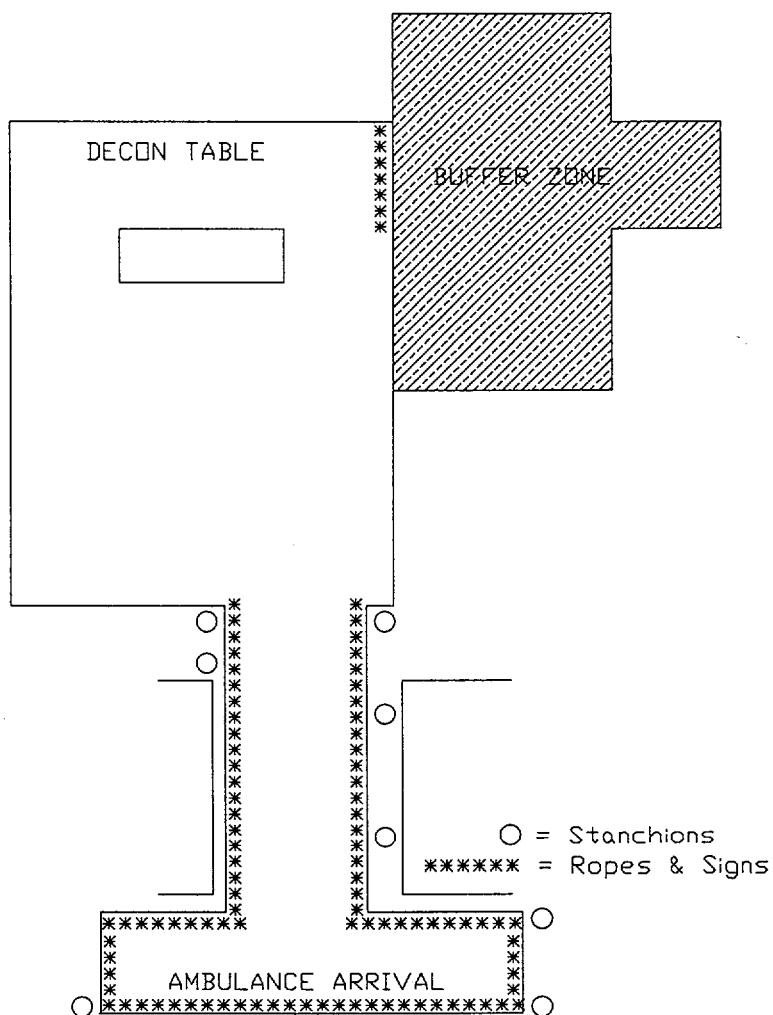
ADDENDUM 1

Hudson Valley Hospital Center Decon Suite and Access Layout

Sheet 1 of 1



ADDENDUM 2
Phelps Memorial Hospital Center Layout
Sheet 1 of 1

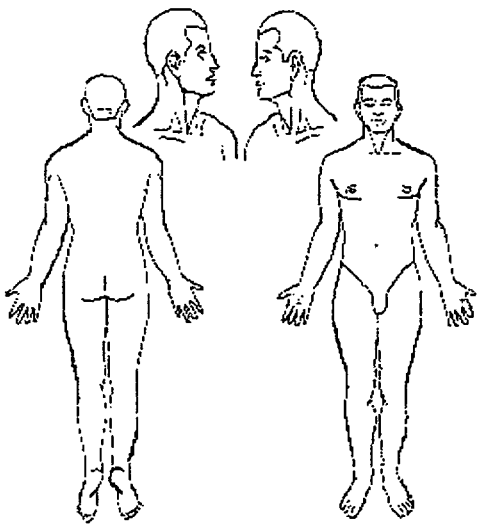


ADDENDUM 3
Personnel Survey Form
 Sheet 1 of 2

Personnel Survey Form

Name: _____ **Date:** _____
 (Name of Victim)

Denote Contaminated Areas Numerically -- Use multiple survey forms if needed -- Record CPM or mrad/hr

	Initial Readings	After 1 st Decon	After 2 nd Decon
	Time:		
1			
2			
3			
4			
5			
6			
7			
8			

Meter Type: _____

Cal Due Date: _____

Probe Type: _____

Method of Decon:

1st Decon: ☐ Water Flush ☐ Soap and Water ☐ Tape Lift ☐ Shampoo ☐ Cornmeal Paste ☐ Other

2nd Decon: ☐ Water Flush ☐ Soap and Water ☐ Tape Lift ☐ Shampoo ☐ Cornmeal Paste ☐ Other

Comments: _____

Health Physics Technician: _____

Medical Personnel Present: _____

Supervisor Personnel Present: _____

Health Physics Management Review performed by: _____ Date: _____

ADDENDUM 3
Personnel Survey Form
Sheet 2 of 2

Personnel Survey Form

Body Orifices & Skin Decontamination Records

Name: _____ Date: _____
(Name of Victim)Details on How & Where Contamination Occurred: _____

Maximum Initial Surface Contamination Levels:

Body Orifices Survey:

	Initial Readings	After 1 st Decon	After 2 nd Decon	After 3 rd Decon
Time:				
Eye				
Ear				
Nose				
Mouth				
Other				

Whole Body Count Required: ☐ Yes ☐ No If yes attach resultsComments: _____

Health Physics Technician: _____

Medical Personnel Present: _____

Supervisor Personnel Present: _____

Health Physics Management Review performed by: _____ Date: _____