Entergy

Entergy Nuclear Northeast
Entergy Nuclear Operations, Inc.
Entergy Nuclear Indian Point 2, LLC
P. O. Box 249
Buchanan, NY 10511

October 1, 2001

Re: Indian Point Unit No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-01-117

U.S. Nuclear Regulatory Commission
Attn: Document Control Desk
Mail Station O-P1-17
Washington, DC 20555-0001

SUBJECT: Revision to Emergency Plan Procedures

Dear Sir:

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Entergy Nuclear Operations, 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,

Fred Dacimo
Vice President - Operations
Indian Point 2

cc: Next page
Enclosure

$Ax45$

Enclosure as noted.

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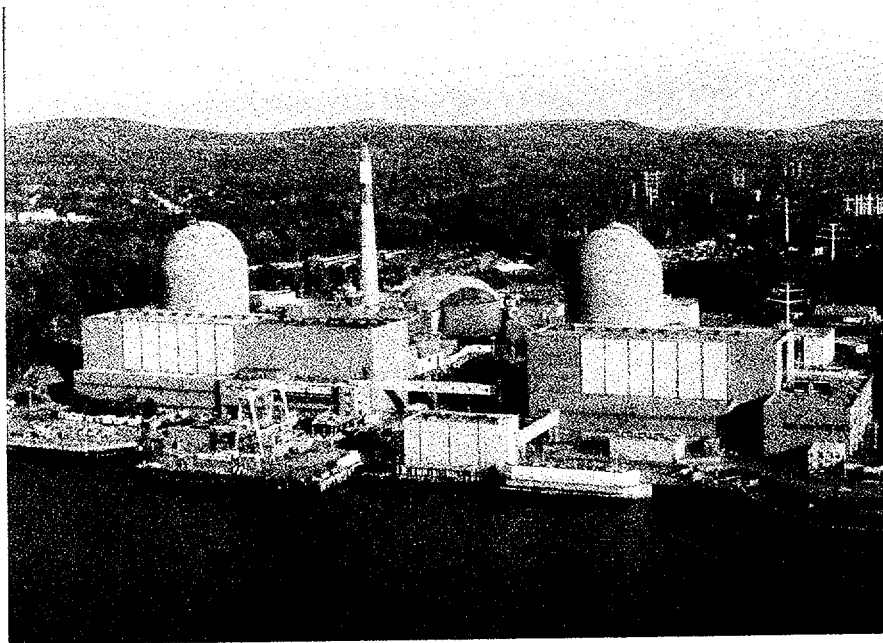

        Mr. Patrick D. Milano, Senior Project Manager (without copy)
        Project Directorate I-1
        Division of Licensing Project Management
        US Nuclear Regulatory Commission
        Mail Stop O-8-C-2
        Washington, DC 20555

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

Entergy

Indian Point Nuclear Power Station
Unit 2

Emergency Plan
Implementing Procedures

Controlled Copy No.: _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:

> Entergy Nuclear
> 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	9/6/01	6/7/01	Replace entire document
IP-1002	Emergency Notification and Communication	25	24	Replace entire document
* IP-1011	Joint News Center	4	3	Replace entire document
IP-1019	Coordination of Corporate Response	10	9	Replace entire document
IP-1030	Emergency Operations Facility (EOF)	5	4	Replace entire document
IP-1048	Termination and Recovery	9	8	Replace entire document
	Replace covers and spines			Remove or covers (front and back) and spine. Replace with new front cover and spine

* Note: IP-1011 Rev 5 was issued prior to the transmittal of Rev 4. Please replace IP-1011 Rev 3 with Rev 5.

Update completed as specified: _____   _____
                                   Signature of Controlled Copy Holder   Date

Emergency Plan Implementing Procedures
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CONTROLLED COPY

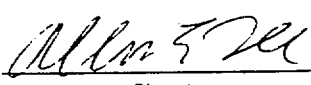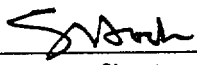| Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	25	9/6/01
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-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	4	9/6/01
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	3/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1019	Coordination of Corporate Response	10	9/6/01
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
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	13	5/25/01
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

As of 09/06/01

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Procedure No.	Procedure Title	Rev. No.	Effective Date
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-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	0	4/16/01

As of 09/06/01

Emergency Notification and Communication

Prepared by:	A. Lee		*[signature]*	8/28/01
	Print Name		Signature	Date
Technical Reviewer:	Steve Hook		*[signature]*	9/5/01
	Print Name		Signature	Date
Reviewer:	C. K WALKER		*[signature]*	9/5/01
	Print Name		Signature	Date
Reviewer:				
	Print Name		Signature	Date
Reviewer:				
	Print Name		Signature	Date
SNSC Review:				
	Meeting Number		Signature Secretary	Date
Approval:	Frank Inzirillo		*[signature]*	9/5/01
	Print Name		Signature	Date

Effective Date: _____ 9/6/01

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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 New York State AND the four | EPZ 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

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┌─────────────────────────────────────────────────────────────────────┐
│                              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. <u>ALWAYS</u> 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 <u>only</u> once. After notifications are completed using this form, all subsequent upgrade and update notifications shall be made using the <u>Upgrade/Update</u> 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 <u>**REFERENCES**</u>

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 <u>**ATTACHMENTS**</u>

    NONE

8.0 **8.0** <u>**ADDENDUM**</u>

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)

Addendum 1
INDIAN POINT EMERGENCY RADIO SYSTEMS
Sheet 1 of 1

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

Base Station Location	Call Letters Freq. 1	Call Letters Freq. 2
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]

Mobile Station	Call Letters Freq. 1	Call Letters Freq. 2
Mobile 1	[KU-3575]	[KU-3575]
Mobile 2	[KU-3575]	[KU-3575]
Mobile 3	[KU-3575]	[KU-3575]

Central Radio   [456.050 MHZ]

Base Station Location	Call Letters
CR 1-2	[WAE-277]
EOF	[WAE-277]
AEOF	[WGQ-993]

LOCAL GOVERNMENT RADIO   [45.16 MHZ]

Base Station Location	Call Letters
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	☐	☐
	Peekskill City	☐	☐
	Rockland County	☐	☐
		☐	☐
Time Final Roll Call Completed	Orange County	☐	☐
	Putnam County	☐	☐
	New York State		

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. Call Indian Point Communications Representative at 914-271-7031

   IF individual answers **THEN** read the following statement:
   "**This is the Unit 2 Control Room, an Unusual Event was declared at** _____ **on Emergency**
   Action Level number _____ "   *(Time)*
                      (EAL #)
   Obtain and enter name of individual contacted: _____

      OR
   IF after 2-5 rings the machine picks up **THEN** read the above message into machine after beep.
                              Go to page 2 (back)

Proprietary Information   Page 1 of 2   Form IP-1002-1 Rev 6

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 and Unit 3 :	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: _____	

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.	
(16) Contact NRC by calling main number listed on ENS phone. (**IF** main number does not work **THEN** use 1st, 2nd or 3rd backup number, or region 4 alternate number listed.) Inform them that this is a 50.72 notification and provide them with Date/Time of emergency classification, EAL # and brief description of event.	

(17) Record any Comments: _____
_____

(18) Date and sign this form	Date:	Signature:

(19) Inform the Shift Manager that you have completed NUE notifications.

(20) 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

Proprietary Information   Page 2 of 2   Form IP-1002-1 Rev 6

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 <u>DO NOT</u> 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:

4. Pick up the console handset and depress the "**RECS**" button <u>THEN</u> press the number "**7**" button on the keypad.

5. 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**"

6. <u>IF</u> you did not hear the above message within 5 seconds of pressing the number "7" button <u>THEN</u> press "Clear" to hang up, wait 5 seconds and repeat steps 4 and 5.

7. <u>IF</u> unable to contact any station via RECS <u>THEN</u> use Local Government Radio (LGR) (instructions on back)
   <u>IF</u> both RECS and LGR fail <u>THEN</u> contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).

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

9. 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	❏	❏
	Peekskill City	❏	❏
	Rockland County	❏	❏
Time Final Roll Call Completed	Orange County	❏	❏
	Putnam County	❏	❏
	New York State	❏	❏

10. **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.**"

11. 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. <u>IF</u> any location did not copy the message <u>THEN</u> instruct them to call the State for clarification or, if requested, repeat the information.

12. 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.

13. <u>IF</u> any location did not answer the initial roll call <u>THEN</u> 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.

<div align="right">Go to page 2 (back)</div>

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

CCR Initial Notification Checklist Alert/SAE/GE

NotifySecurity, Unit 3 and Media Relations:	Time
14. Call the Secondary Alarm Station at 734-5330 and provide them with the classification and 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. Call Indian Point Communications Representative at 914-271-7031 IF individual answers **THEN** read the following statement: "**This is the Unit 2 Control Room, a(n)** (Alert, Site Area Emergency, General Emergency) (circle proper classification) **was declared at** _____ **on Emergency Action Level number** _____ " (time) (EAL #) Obtain and enter name of individual contacted: _____ **OR** IF after 2-5 rings the machine picks up **THEN** read the above message into machine after beep.	

Notify NRC:	Time
17. **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.	
18. Contact NRC by calling main number listed on ENS phone. (IF main number does not work **THEN** use 1st, 2nd or 3rd backup number, or region 4 alternate number listed.) Inform them that this is a 50.72 notification and provide them with Date/Time of emergency classification, EAL # and brief description of event.	

19. Record any Comments: _____
_____

20. Date and sign this form	Date:	Signature:

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

22. 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

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 Update Notifications 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 Alarm

1. **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	☐	☐
	Peekskill City	☐	☐
	Rockland County	☐	☐
Time Final Roll Call Completed	Orange County	☐	☐
	Putnam County	☐	☐
	New York State	☐	☐

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.

Proprietary Information   Page 1 of 2   Form IP-1002-3 Rev 5

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 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: _____	

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)	

Notify NRC:	Time
14. Contact NRC by calling main number listed on ENS phone. (**IF** main number does not work **THEN** use 1st, 2nd or 3rd backup number, or region 4 alternate number listed.) Inform them that this is a 50.72 notification and provide them with Date/Time of classification, EAL # and brief description of event	

15. Record any Comments: _____

_____

_____

16. Date and sign this form	Date:	Signature:

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

18. 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

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)**

Proprietary Information   Page 1 of 2   Form IP-1002-4 Rev 3

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 "**Indian Point 2**"
   (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 2 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.
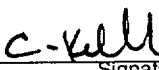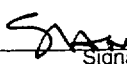
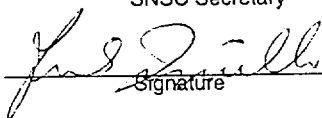| 12. Date and sign this form when complete:	**Date:**	**Signature:**

Proprietary Information	Page 2 of 2	Form IP-1002-4 Rev 3

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: *"This is the remote activation module. Please enter you scenario activation password followed by the pound (#) sign."*

   Enter Password found in Dialogic Envelope and press #: `_ _ _ _ _ #`

3. After entering the activation password you will hear the following message: *"To start a scenario, enter the scenario ID number followed by the pound (#) sign, or press pound alone for more options."*

   Enter the Scenario Number found in Dialogic Envelope and Press #: `_ _ _ _ _ #`

4. After entering the Scenario Number you will hear the following message: *"The pager event code is 00. Press 1 to change the pager event code. Press 2 to continue."*

   NOTE: 00 is the event code for a real event

   Press: **2**

5. After entering "2" you will hear the following message: *"To start a scenario, press 3 #. To return to the main menu press pound (#)."*

   Press: **3 #**

6. **WHEN** you hear the following message: *"Goodbye"* **THEN** Hang-up.

7. Enter the time you completed Dialogic activation.   **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: **Date:**   **Signature:**

| Proprietary Information | Page 1 of 1 | Form IP-1002-5 Rev 1 |

Coordination of Corporate Response

Prepared by: _____Allen Lee_____ _____ _____8/28/01_____
                  Print Name   Signature   Date

Technical Reviewer: _____Kelly Walker_____ _____C-Kull_____ _____9/5/01_____
                         Print Name   Signature   Date

Reviewer: _____S. Hook_____ _____ _____9/5/01_____
               Print Name   Signature   Date

Reviewer: _____ _____ _____
               Print Name   Signature   Date

SNSC Review: _____ _____ _____
                  Meeting Number   SNSC Secretary   Date

Approval: _____Frank Inzirillo_____ _____ _____9/5/01_____
               Print Name   Signature   Date

Effective Date: _____9/6/01_____

Reference Use   CONTROLLED COPY

IP-1019 (Corp) R10.doc
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Coordination of Corporate Response

1.0 PURPOSE

1.1 To describe the coordination of corporate support as well as delineating the responsibilities and actions of the Administration and Logistics Manager.

1.2 Provide guidance for obtaining needed support

2.0 DISCUSSION

2.1 Entergy is committed to provide all necessary support to the Indian Point Onsite Emergency Response.

2.2 The Administration and Logistics Manager (ALM) coordinates requests for administrative and logistics activities through the normal Entergy organizations.

3.0 PRECAUTIONS AND LIMITATIONS

3.1 NONE

4.0 EQUIPMENT AND MATERIAL

4.1 Computer with access to Corporate LAN

4.2 Office Space

4.2 Phones

5.0 <u>INSTRUCTIONS</u>

> **<u>NOTE</u>**
>
> The Offices across the hall from the EOF in the Buchanan Service Center will normally be set up to provide logistical support for the Emergency Response Organization. This area will be designated as the Logistics Support Center (LSC).

5.1   At an Alert the Admin and Logistics Manager (ALM) shall:

   5.1.1   Report to the Emergency Operations Facility and informs the EOF Manager and Emergency Director that he/she is available to assist in obtaining offsite support

   5.1.2   Call a Entergy Recovery Support Manager (numbers listed in the Emergency Telephone Directory under ERO Corporate Support. Provide them with the following information:

   A. Date/Time Event emergency was declared.

   B. Brief Description of event

   C. Phone number where you can be reached.

   D. Any anticipated support the onsite ERO may need from corporate.

   5.1.3   Process requests from the ED for any corporate or outside support needed.

   5.1.4   **IF** the event is expected to last more than 4 hours **THEN** make arrangements for meals for the ERO.

5.2   At a Site Area or General Emergency the Admin and Logistics Manager (ALM) shall:

   5.2.1   Report to the Emergency Operations Facility and informs the EOF Manager and Emergency Director that he/she is available to assist in obtaining offsite support

   5.2.2   Call a Entergy Recovery Support Manager (numbers listed in the Emergency Telephone Directory under ERO Corporate Support. Provide them with the following information:

   A. Date/Time Event emergency was declared.

   B. Brief Description of event

   C. Phone number where you can be reached.

   D. Any anticipated support the onsite ERO may need from corporate.

5.2.3 Call in additional support staff to assist.   Personnel from the following Sections of the Nuclear Operations Organization should be called:

A. Material Procurement / Purchasing – To procure any items needed to support the emergency response

B. Facilities – to provide additional office space, food, furniture and/or sleeping arrangements.

C. Nuclear Licensing – to assist in receiving NRC Site Team

5.2.4 Call in additional support, such as clerical to make phone calls or provide document support.

5.3 The following Entergy organizations may be called for listed support:

5.3.1 The Security group provides security coverage for the Site, Emergency Operations Facility, Joint News Center and other areas deemed necessary by the Emergency Director.

5.3.2 The Communications group supplies the engineering and maintenance support for the Communications System.

5.3.3 The Building Services/Commissary group provides food service, building maintenance and equipment repair and arranges for general housekeeping services and portable sanitary facilities.

5.3.4 The Office Services group provides general office services such as: typing (machines and personnel), reproduction (photostats and drawings), telephone dictation, office supplies, office furniture, mail delivery, photography services, facility and area maps, audio visual aids, graphics printing, and distribution service as required

5.3.5 The Finance group prepares payroll, controls accounts payable, administers cash disbursements and expense accounts.

5.3.6 The Accommodations group provides lodging if necessary for emergency workers and makes arrangements for rental cars and travel on commercial and charter carriers.

5.3.7 The Human Resources group can assist for the human resource needs using existing Entergy personnel and non-Entergy personnel obtained through the New York Power Pool and the Institute of Nuclear Power Operations.

5.3.8 The Purchasing group, acts as purchasing agent to obtain the materials and services required by the Emergency Response Organization.

5.3.9 The Legal Affairs Group provides advice to the Emergency Director as to actions which may violate federal, state or local statutory and regulatory requirements concerning the operation of the Indian Point Station, OR jeopardize coverage of the insurance policies and indemnity agreements. The group also provides legal counsel to Entergy employees involved in the emergency

5.3.10 The Information Technologies group provides assistance to develop AND maintain computerized information processing systems.

5.3.11 The Central Stores group helps provide class/stock material.

6.0 REFERENCE

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

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

NONE

CONTROLLED COPY

Emergency Operations Facility

Prepared by:	Allen Lee	_(signature)_	7/9/01
	Print Name	Signature	Date
Technical Reviewer:	Steve Hook	_(signature)_	7/9/01
	Print Name	Signature	Date
Reviewer:	Jack Huber	_(signature)_	9 Jul/01
	Print Name	Signature	Date
Reviewer:			
	Print Name	Signature	Date
Reviewer:			
	Print Name	Signature	Date
SNSC Review:	2844	_(signature)_ Melanie Holligans	7/12/01
	Meeting Number	Signature Secretary	Date
Approval:	Frank Inzirillo	_(signature)_	9/5/01
	Print Name	Signature	Date

Reference Use

Effective Date: 9/6/01

Table of Contents

8.0   ADDENDUM

1.0 PURPOSE

To describe the activation and operation of the Emergency Operations Facility (EOF)

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

EOF habitability checks are necessary to ensure long-term manning of the EOF. Should conditions exist which may result in a loss of long-term habitability of the EOF, evaluate the need for relocation of emergency response functions to the Alternate EOF in accordance with IP-1045 "Activation of Alternate Emergency Operations Facility."

4.0 EQUIPMENT AND MATERIALS

4.1 The following types of equipment and materials are available for use in the EOF

4.1.1 Plant information systems:

- EDDS
- SAS
- Proteus
- Meteorological Displays

4.1.2 Radiological equipment needed to perform offsite monitoring:

- Field Monitoring kits
- Survey equipment for performance of facility habitability checks

4.1.3 Dose Assessment and plume tracking equipment:

- MIDAS
- MEANS
- Map table

4.1.4 Communication systems needed to transfer important data to offsite authorities:

- V-Band communications consoles
- Telephones
- Fax Machines

4.1.5 Procedures and forms:

- IP2 Emergency Plan

- IP2 Emergency Plan Implementing Procedures

- Position Binders

- Forms

4.1.6 Office Supplies

4.2 The key to the EOF is located in a break glass container in the EOF entry way.

5.0 INSTRUCTIONS

5.1 The Emergency Director (ED) shall follow the instructions outlined in Attachment 1, Emergency Director Checklist.

5.2 The EOF Manager shall follow the instructions outlined in Attachment 2, EOF Manager Checklist.

5.3 The Offsite Radiological Assessment Director (ORAD) shall follow the instructions outlined Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist

5.4 The Dose Assessment Health Physicist (DAHP) shall follow the instructions outlined in Attachment 4, Dose Assessment Health Physicist Checklist.

5.5 The Midas Operator shall follow the instructions outlined Attachment 5, Midas Operator Checklist.

5.6 The Survey Team Health Physicist (STHP) shall follow the instructions outlined in Attachment 6, Survey Team Health Physicist Checklist.

5.7 The Technical Advisor to Emergency Director shall follow the instructions outlined in Attachment 7, Technical Advisor (TA) Checklist

5.8 The EOF Communicator #1 shall follow the instructions outlined in Attachment 8, EOF Communicator #1. Checklist

5.9 The EOF Communicator #2 shall follow the instructions outlined in Attachment 9, EOF Communicator #2. Checklist

5.10 The EOF Clerical Staff shall follow the instructions outlined in Attachment 10, EOF Clerks. Checklist

5.11 The EOF SAS Proteus Operator shall follow the instructions outlined in Attachment 11, EOF SAS Proteus Operator Checklist

5.12 The State and County Technical Liaison shall follow the instructions outlined in Attachment 12, State and County Technical Liaison Checklist

5.13 The EOF Offsite Liaison shall follow the instructions outlined in Attachment 13, EOF Offsite Liaison Checklist.

6.0 **REFERENCES**

6.1   IP-1021,   "Manual Update and Readout of Proteus Plant Parameter Data"

6.2   IP-1024,   "Emergency Classification"

6.3   IP-1027,   "Site Personnel Accountability and Evacuation"

6.4   IP-1048,   "Termination & Recovery"

7.0 **ATTACHMENTS**

7.1   Attachment 1, Emergency Director Checklist

7.2   Attachment 2, EOF Manager Checklist

7.3   Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist

7.4   Attachment 4, Dose Assessment Health Physicist (DAHP) Checklist

7.5   Attachment 5, MIDAS Operator Checklist

7.6   Attachment 6, Survey Team Health Physicist (STHP)Checklist

7.7   Attachment 7, ED Technical Advisor Checklist

7.8   Attachment 8, EOF Communicator #1 Checklist

7.9   Attachment 9, EOF Communicator #2 Checklist

7.10   Attachment 10, EOF Clerical Staff Checklist

7.11   Attachment 11, EOF SAS / Proteus Operator

7.12   Attachment 12, State and County Technical Liaison

7.13   Attachment 13, EOF Offsite Liaison

8.0 **ADDENDUM**

8.1   Addendum 1, EOF Layout

8.2   Addendum 2, NYS Radiological Data Form (Part I & II) (Form IP-1030-1)

8.3   Addendum 3, Sample Form - Normal EOF Staffing (Form IP-1030-2)

8.4   Addendum 4, Sample Form - EOF Radiological Survey Map (Form IP-1030-3)

8.5   Addendum 5, Directions to NYS EOC

8.6   Addendum 6., EPA 302.4 Nuclide Table (Form IP-1030-4)

8.7   Addendum 7, Sample Form - Offsite Survey Team Data Sheet (Form IP-1030-5)

Attachment 1
Emergency Director Checklist
Sheet 1 of 8

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
1.0 **Assume the position of Emergency Director.**	
1.1 Upon arrival at the EOF review facility status boards, EDDS and any other available sources to become familiar with current plant status.	
1.2 Obtain a briefing from the acting ED. (if the EOF has not been activated, either the SM or EPM will be the acting ED in the Central Control Room and they can be contacted via the direct EOF-CCR ring-down on the V-Band console) A. Use an Essential Information Checklist (Form IP-1035-2) to document the briefing. B. Request additional information on current status of emergency classification, response activities and offsite notifications.	

1.3   **IF** the EOF has **NOT** been activated **THEN**:
 	
A.   Request the CCR to fax copies of all NYS Radiological Emergency Data Forms used to make offsite notifications to the EOF for your review.
 	
B.   **IF** an EOF Manager is **NOT** yet present **THEN** ensure individuals are filling the following positions as they become available:
    1.   ED Technical Advisor
    2.   Offsite Radiological Assessment Director (ORAD)
    3.   Dose Assessment Health Physicist (DAHP)
    4.   MIDAS Operator
    5.   EOF Communicator #1
    6.   EOF Communicator #2
    7.   EOF Clerical Staff
 	
C. **IF** additional personnel are needed **THEN** call or direct someone to call additional individuals using the Emergency Telephone Directory.	

Attachment 1
Emergency Director Checklist
Sheet 2 of 8

Initial Responsibility/Activity(cont.)	Notes
D. **WHEN** there is sufficient EOF staff present to assume the following emergency responsibilities: • Assess plant conditions and classify emergencies. • Perform dose assessment and make protective action recommendations (PARs) • Make notifications to offsite authorities **THEN** declare the EOF activated, announce facility activation within the facility and record activation time in the ED ERO Log. E. **WHEN** ready to assume the role of ED, perform a formal turnover with the acting ED (SM or EPM in the Central Control Room): • Review the latest transmitted NYS Radiological Emergency Data Form (Part I & II). Determine the time that the next follow-up notifications will be required. • Coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications, briefings or issuance of PARs. • Once the determination has been made to formally turnover ED responsibilities, make an announcement to EOF personnel that you are now the Emergency Director. F Inform, or direct the EOF Manager to inform, the following individuals that you have assumed the duties of Emergency Director and that the EOF is activated. 1. Emergency Plant Manager (TSC) 2. Shift Manager (CCR) 3. Company Spokes person or JNC Director (if activated) 4. CIG Duty Officer G Direct EOF Manager or EOF Communicator #2 to notify Offsite Agencies of the time that the EOF was activated: 1. NRC via ENS 2. NYS and 4 Counties via RECS	

Attachment 1
Emergency Director Checklist
Sheet 3 of 8

Initial Responsibility/Activity(cont.)	Notes
1.4 **IF** relieving another Emergency Director in the EOF **THEN** perform a formal turnover with the current Emergency Director: A. Review the Emergency Director's activity log B. Obtain briefing form current ED on the emergency and any actions the have been competed or are in progress using an Essential Information Checklist (Form IP-1035-2) to document the briefing. C. Once the formal turnover is complete direct the EOF Manager to inform the EOF, TSC, CCR and JNC that you are now the Emergency Director.	

Continuous Responsibility/Activity	Notes
2.0 Maintain personnel accountability in the EOF	
2.1 Direct EOF personnel that are required to temporarily leave the EOF area to inform the EOF Manager before leaving the work area.	
2.2 If you leave the area, upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.	
3.0 Maintain a log:	
3.1 Maintain or direct the EOF Manager to maintain a log using Form IP-1023-4, ERO Log Sheet	
3.2 Log when you assume the duties of Emergency Director (and EOF activation if not previously done).	
3.3 Log significant decisions and important details used to make decisions. (emergency classification changes and protective actions recommendations)	
3.4 Log all significant communications with other members of the ERO and all communications with individuals offsite.	
3.5 **IF** you have assigned someone to maintain the ED log **THEN** periodically review the log for accuracy.	

Attachment 1
Emergency Director Checklist
Sheet 4 of 8

Continuous Responsibility/Activity (con't)	Notes
4.0 Classify emergency conditions. (non-delegable)	
4.1 Review plant conditions with the Emergency Plant Manager in the TSC and ED Technical Advisor.	
4.2 Review offsite radiological data with the ORAD and EOF Manager.	
4.3 Compare current information and recommendations with the thresholds on the EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.	
4.4 Solicit recommendation for change of classification from the Emergency Plant Manager.	
4.5 Escalate the emergency classification when appropriate.	
4.6 Notify the Emergency Plant Manager and the EOF Staff when and at what time the new emergency classification is made.	
5.0 Make protective action recommendations (PARs). (non-delegable)	
NOTE:	
Protective Action Recommendations (PARs) are to be made only at the General Emergency classification	
5.1 Determine, with the assistance of the ORAD and EOF Manager, the appropriate PAR per IP-1013, Protective Action Recommendations	
5.2 Reevaluate the adequacy of PARs when plant conditions, dose projections, meteorological, or environmental conditions change.	
5.3 Confer with State authorities prior to PAR issuance, if possible.	
5.4 PARs shall be transmitted to offsite authorities within 15 minutes of the decision to make the PAR using the offsite notification methods as specified in Step 6.0 below.	

Attachment 1
Emergency Director Checklist
Sheet 5 of 8

Continuous Responsibility/Activity (cont.)	**Notes**
6.0 **Direct initial notification of emergency classification and/or PARs to offsite authorities (State, local and NRC). (non-delegable)** **NOTE:** Initial offsite notifications to State and local authorities must be completed within 15 minutes of making an emergency declaration or PAR. Notification of the NRC must be completed within 1 hour. 6.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form Part I 6.2 Review and approve (sign) the completed NYS Radiological Emergency Data Form (non-delegable). 6.3 Direct the EOF Manager to have EOF Communicator #2 transmit data on the form to the State and Local authorities and the NRC and report to you when task is complete.	
7.0 **Direct periodic update notification to offsite authorities** 7.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form (Parts I & II) at the following frequencies: A When there has been a significant change in release rates and/or meteorological conditions. **OR** B When there has been a significant change in plant conditions. **OR** C Approximately every 30 minutes when conditions are static. 7.2 Review and approve the completed NYS Radiological Emergency Data Forms (non-delegable). 7.3 Direct the EOF manager to have EOF Communicator #2 transmit data on the form to State and Local authorities and the NRC and report to you when task is complete.	

Emergency Operations Facility

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Attachment 1
Emergency Director Checklist
Sheet 6 of 8

Continuous Responsibility/Activity (cont.)	Notes
8.0 **Periodically meet with offsite representatives present in the EOF (State, Local, FEMA and NRC)**	
8.1 Coordinate with the EOF Offsite Liaison to ensure representatives are kept current on: A. emergency events B. current plant conditions C. emergency response activities currently underway D. offsite radiological release status, dose assessment and PARs 8.2 Conduct periodic briefing of offsite representatives as deemed appropriate.	
9.0 **Review and approve/concur ConEd news releases**	
9.1 Maintain the EOF Information Liaison apprised of current emergency status and any significant events that may be of public interest.	
9.2 Ensure that the EOF Information Liaison obtains a copy of any news release prior to issue for your review and approval (prior to JNC activation) or technical concurrence (after JNC activation).	
9.3 Direct copies of news releases be given to offsite representatives in the EOF upon approval.	
9.4 Confer with the Company Spokesperson at the JNC and the EOF Manager and ORAD if there is any question as to the accuracy of the proposed news release prior to approval.	
10.0 **Conduct periodic facility briefings**	
10.1 Coordinate with the EOF Manager to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.	
10.2 Use an Essential Information Checklist (Form IP1035-2) as a guide for leading the briefings.	
10.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.	
10.4 **Emphasize** what the major tasks and priorities are during every briefing.	
10.5 Direct EOF staff to review there procedure to ensure required actions are being performed.	

Attachment 1
Emergency Director Checklist
Sheet 7 of 8

Continuous Responsibility/Activity (cont.)	
11.0 **Approve emergency radiation exposures and KI issuance for ConEd Workers outside the Protected Area (non-delegable)**	
11.1 When requested by the EOF Manager and/or ORAD, approve emergency radiation exposures and/or issuance of KI for ConEd emergency workers outside the Protected Area Fence.	
11.2 Authorize emergency exposures up to **1 Rem TEDE** for all monitoring team personnel dispatched from the EOF and other EOF staff as required. Ensure this authorization is documented in the ED's Log Sheet.	
11.3 **IF** emergency measures require additional exposure **THEN** authorize raising the blanket emergency exposure limit 1 Rem at a time up to a limit of 5 Rem	
11.4 Review, when requested by ORAD or EOF Manager, emergency exposures beyond 5 Rem on an individual basis. Exposure in excess of 5 Rem shall be authorized using an Emergency Exposure Authorization sheet (Form IP-1023-6).	
12.0 **Acquire and allocate ConEd and external resources as needed to support emergency response.**	
12.1 Review personnel, equipment and supply needs with the EPM.	
12.2 Make all Nuclear Organization resources available to supply needed items.	
12.3 Direct the EOF Manager to interface and coordinate with the ConEd Corporate organization to acquire needed equipment and resources that are not under the direct control of the Nuclear Organization.	
12.4 Request support from INPO and Federal authorities when needed.	
13.0 **IF the emergency is classified as a General Emergency THEN direct evacuation of onsite non-essential personnel.**	
14.0 **IF the emergency is classified as a Site Area Emergency THEN review procedure IP-1027, Personnel Accountability and Evacuation for evacuation or dismissal of non-essential personnel.**	

Attachment 1
Emergency Director Checklist
Sheet 8 of 8

Continuous Responsibility/Activity (cont.)	
15.0 Terminate the emergency and enter the Recovery Phase.	
15.1 Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.	
15.2 Identify and assign a Recovery Manager.	
15.3 Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF.	
15.4 **IF** there was a radiological release **THEN** direct the Emergency Plant Manager to have a survey team survey the Recovery Center (Vice President, Nuclear Power Office complex, 72' elevation).	
15.5 Terminate the emergency and officially enter the Recovery Phase.	
15.6 Formally turnover the emergency organization to the Recovery Manager	
15.7 Direct notification of the following locations that Indian Point has entered the Recovery Phase: A. The NRC via Energy Notification System (ENS) B. State and Counties using a NYS Radiological Emergency Data Form – Part I, via the RECS C. Corporate Information Group (CIG) D. All activated emergency response centers (TSC/OSC and JNC)	
15.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery	
Closeout Responsibility/Activity	
16.0 Direct all Emergency Response Organization Managers to review documentation generated during the emergency	
16.1 Verify all required documentation has been competed.	
16.2 Verify accuracy of documentation.	
16.3 Provide additional documentation such as summary reports or closeout reports that could assist in recovery of station.	
17.0 Have ERO members provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
EOF Manager
Sheet 1 of 10

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
1.0 **Assume the position of EOF Manager.**	

1.0 **Assume the position of EOF Manager.**

1.1 Upon arrival at the EOF review facility status boards, EDDS information and any other available sources to become familiar with current plant status.

1.2 Obtain briefing from the Emergency Director

    A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.

    B. Request any additional information on current status of emergency response.

1.3 <u>IF</u> the EOF has <u>**NOT**</u> been activated <u>**THEN**</u>:

    A. <u>IF</u> the NYS Radiological Emergency Data Form (Part I & II) completed by the CCR are not available in the EOF <u>**THEN**</u>. Request CCR fax copies to EOF

    B. Review notification forms, noting time next notification is due.

    C. <u>**WHEN**</u> the following minimum staff is available <u>**THEN**</u> inform the On-Call ED that you are ready to activate the EOF.

        1. Offsite Radiological Assessment Director (ORAD)

        2. EOF Communicator #2

        3. Additional personnel as deemed necessary for the EOF to perform it's functions based on the current emergency conditions.

    D. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing.

    E <u>IF</u> additional personnel are required <u>**THEN**</u>:

        1. <u>IF</u> it is during normal working hours <u>**THEN**</u> call or assign someone to call Access Control (ext. 5327) in the Energy Education Center for additional personnel.

        2. <u>IF</u> the needed individuals are <u>**NOT**</u> available onsite <u>**THEN**</u> call or assign someone to call individuals at home using the Emergency Telephone Directory.

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Attachment 2
EOF Manager
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Initial Responsibility/Activity(cont.)	Notes

F **WHEN** the On-Call Emergency Director assumes ED responsibilities from the acting ED in the CCR **THEN:**
 	
1. Inform the following locations that _____(name)_____ is now the Emergency Director and that the EOF is activated.
 	
    (a) TSC – TSC Manager (734-5587)
 	
    (b) CCR – Shift Manager (734-5299)
 	
    (c) JNC (if activated) – Utility Work Room (734-5065)
 	
2. Direct EOF Communicator #2 to inform the NRC via the ENS phone that the EOF is activated.
 	
G Establish EOF Security
 	
1. Request temporary guard for EOF entrance from the Site Security Supervisor
 	
2. Direct Security to allow access only to personnel who show a valid ID from the following organizations unless authorized:
 	
    (a) ConEd or NYPA
 	
    (b) State, Counties (Putnam, Orange, Rockland or Westchester) or PSC
 	
    (c) NRC or FEMA
 	
H. Ensure the EOF Offsite Liaison is coordinating (or coordinate) State and County Liaisons to the EOCs. Providing them with the following directions:
 	
    (a) Direct that the Liaisons should provide technical assistance to EOC personnel and direct any other request to the EOF
 	
    (b) Direct the Liaisons NOT to talk to the press and direct any media questions to the JNC	

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Attachment 2
EOF Manager
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Initial Responsibility/Activity(cont.)	**Notes**

I   Notify or direct the EOF Communicator #2 to notify Offsite Agencies that the EOF is now activated:
       1. NRC via ENS
       2. NYS and 4 Counties via RECS
1.4   **IF** relieving another EOF Manager **THEN** perform a formal turnover with the current EOF Manager:
 	
    A Review the Emergency Director's activity log
 	
    B Obtain briefing form current EOF Manager on the emergency and any actions the have been completed or are in progress.
 	
    C Announcement to the EOF that you are now the EOF Manager.	

Continuous Responsibility/Activity	**Notes**

2.0   **Maintain personnel accountability in the EOF**
 	
2.1   Direct EOF personnel to inform you and sign out with Security if they must temporarily leave the EOF.
 	
2.2   **IF** you are temporarily leaving the work area **THEN**
 	
    A Inform the Emergency Director if you are leaving the work area.
 	
    B Upon return, obtain a briefing from the Emergency Director on any events that have occurred while you were away.	

3.0 **Assist the ED in maintenance of ED Log** 3.1 Use Form IP-1023-4, ERO Log Sheet to log information. 3.2 Log when the Emergency Director assumed the duties of ED (and EOF activation if not previously done). 3.3 Log when you assumed the duties of EOF Manager. 3.4 Log significant decisions and important details used to make decisions. (Emergency classification changes and protective actions recommendations shall be logged) 3.5 Log significant communications with other members of the ERO and all communications with individuals offsite.	

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Attachment 2
EOF Manager
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Continuous Responsibility/Activity (cont.)	Notes
4.0 Keep the ED informed of changing conditions that may cause an upgrade in the Emergency Classification.	
4.1 Review plant data with ED Technical Advisor	
4.2 Review offsite radiological data with ORAD.	
4.3 Compare current information and recommendations with EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.	
4.4 Inform the ED of any possible changes in the Emergency Classification	
5.0 Assist the ED in determining the appropriate Protective Action Recommendations to Offsite Authorities. **NOTE:** Protective Action Recommendations (PARs) will only be made for the General Emergency Classification	
5.1 Determine with the assistance of the ORAD the appropriate PAR per IP-1013, Protective Action Recommendations	
5.2 Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.	
5.3 Confer with State authorities prior to PAR issuance, if possible.	
5.4 Once the ED makes or changes a PAR it shall be transmitted to offsite authorities using a NYS Radiological Emergency Data Form, Part I, within 15 minutes of the decision to make the PAR.	
6.0 Notify the Nuclear Facility Safety Committee (NFSC) Chairman	
6.1 **IF** the classification was due to exceeding Technical Specifications 2.1 or 2.2 limits **THEN** inform the NFSC Chairman that the T.S. has been exceeded.	

Attachment 2
EOF Manager
Sheet 5 of 10

Continuous Responsibility/Activity (cont.)	
7.0 **IF the ED changes the emergency classification THEN ensure notification of State and Local authorities be completed within 15 minutes.** NOTE: The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms 7.1 Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Part I) 7.2 Have the ED review and approve the completed NYS Radiological Emergency Data Form (The ED approval is non-delegable). 7.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and report to you when task is complete. 7.4 Direct transmittal of form data to NRC as soon as possible but no later than1 hour.	

8.0   **Direct periodic updates to offsite authorities be prepared**
 	
NOTE:
Completion and transmittal of part II of the NYS Radiological Emergency Data Form may not be needed if there has been no significant release of radioactive materials.
 	
8.1   Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Parts I & II) at the following times:
 	
     A   When there has been a significant change in release rates and/or meteorological data.
 	
     B   When there has been a significant change in plant conditions.
 	
     C   **OR** approximately every 30 minutes if conditions are static.
 	
8.2   Present completed form to the ED for review and approval. (The ED's Approval is non-delegable.)
 	
8.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and the NRC and report to you when task is complete.	

Attachment 2
EOF Manager
Sheet 6 of 10

<u>**Continuous Responsibility/Activity (cont.)**</u>	
9.0 Ensure the EOF Offsite Liaison is briefing offsite representatives present at the EOF (State, Local, FEMA and NRC) 9.1 Upon their arrival at the facility, offsite representatives should be briefed on: A. emergency events B. current plant conditions C. emergency response activities currently underway D. offsite radiological release status E. dose assessment and PARs 9.2 Coordinate with ED and ORAD the periodic meetings of offsite representatives as deemed appropriate.	
10.0 Evaluate the need to evacuate all Non-Essential Personnel and recommend evacuation to ED if conditions warrant. 10.1 Check with the EPM on conditions within the Protected Area and the ORAD on conditions outside the Protected Area. 10.2 Review IP-1027, Personnel Accountability and Evacuation 10.3 Evacuation should occur at a Site Area Emergency, if radiological plume direction does not preclude. 10.4 **IF** conditions exist at an Alert that could warrant evacuation **THEN** consider evacuation of non-essential personnel from site.	
11.0 Assist the ED in periodic facility briefings 11.1 Coordinate with the Emergency Director to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change. 11.2 Use Form IP1035-2, Essential Information Checklist as a guide for leading the briefings. 11.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively. 11.4 **Emphasize** what the major tasks and priorities are.	

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Attachment 2
EOF Manager
Sheet 7 of 10

Continuous Responsibility/Activity (cont.)	
12.0 Track EOF Staff emergency exposures.	
12.1 Monitor actual or potential EOF personnel exposures or potential exposures and request ED to authorize emergency exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of emergency exposures is non-delegable)	
12.2 **IF** EOF staff must receive exposure **THEN** request the ED authorize emergency exposures up to **1 Rem TEDE** for all monitoring team personnel dispatched from the EOF and remainder of staff as required. Document this authorization in the ED's ERO Log Sheet.	
12.3 **IF** emergency measures require additional exposure **THEN** request the ED to the raise the emergency exposure limit 1 Rem at a time up to a total exposure of 5 Rem.	
12.4 Evaluate when requested by ORAD, emergency exposures beyond 5 Rem on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization general guidelines (more details are listed on the authorization form).	
A. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.	
B. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.	
C. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.	
D. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.	
E. Authorize the issuance of KI when requested for any large exposures or expected large exposures to the thyroid.	

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Attachment 2
EOF Manager
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Continuous Responsibility/Activity (cont.)	
13.0 **IF** additional resources are need to support emergency response **THEN** assist ED in making request to Federal agencies or other non-ConEd organizations.	
14.0 Have a member of the Emergency Planning Staff report to the AEOF to prepare the facility for possible activation.	
15.0 **Relocation of the EOF to AEOF** 15.1 **IF** the following conditions are present **THEN** perform an organized evacuation of the EOF to the AEOF. • Exposure rates > 80 mRem/Hr TEDE **OR** 500mRem/Hr TODE • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE **OR** Thyroid Dose >5 Rem TODE • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. Evacuation may be performed at rates below those listed based on plant conditions and response needs. 15.2 **IF** there has been a core melt sequence where large amounts of fission products (other than noble gases) are in the containment atmosphere **AND** containment failure is judged imminent **THEN** consider starting relocation to the AEOF. 15.3 **IF** time permits **THEN** have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF. 15.4 Determine the speed at which the relocation of personnel should occur giving consideration to the following items: A. Consider the impact of immediate relocation vs. projects in progress. B. Current radiological conditions within the EOF and the Plant. C. Radiological conditions en route. D. The adequacy of response from the alternate location. 15.5 Coordinate evacuation of the EOF with the ED and the EPM transferring ED responsibilities back to the EPM if another ED can not assume responsibilities at the AEOF	

Attachment 2
EOF Manager
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Continuous Responsibility/Activity (cont.)	
15.6 Direct copies of Directions to the AEOF, Addendum 1 of Procedure IP-1045, Alternate Emergency Operations Facility, Directions to AEOF be provided to EOF Staff.	
15.7 Request that the EPM announce the decision to evacuate and ensure relief shift is made aware of re-location.	

16.0   Termination of the emergency and entering the Recovery Phase. (The ED is responsible for directing entry into the Recovery Phase)
 	
16.1   Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.
 	
16.2   The ED shall assign a Recovery Manager
 	
16.3   Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF
 	
16.4   **IF** there was a radiological release **THEN** direct the Emergency Plant Manager to have a survey team survey the Recovery Center.
 	
16.5   De-escalate the Emergency and officially enter the Recovery Phase
 	
16.6   Formally turnover the emergency organization to the Recovery Manager
 	
16.7   Notify the following locations that Indian Point has entered the Recovery Phase:
 	
    A.   The NRC via Energy Notification System (ENS)
 	
    B.   State and Counties using information on a NYS Radiological Emergency Data Form Part I, via the RECS
 	
    C.   Corporate Information Group
 	
    D.   All activated emergency response centers (TSC/OSC and JNC)
 	
16.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery	

Attachment 2
EOF Manager
Sheet 10 of 10

Closeout Responsibility/Activity	
17.0 **Direct EOF Staff to return all equipment to proper storage locations.**	
18.0 **Review all documentation the EOF Staff maintained during the emergency:** 18.1 Ensure logs, forms and other documentation are complete 18.2 Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations	
19.0 **Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 1 of 8

Initial Responsibility/Activity	**Notes**
1.0 Assume the position of ORAD.	

1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.

1.2 Obtain briefing from the EOF Manager or Emergency Director

A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.

B. Request any additional information on current status of emergency response.

1.3 **IF** the EOF has **NOT** been activated **THEN**:

NOTE:
Offsite Dose Assessment and Radiological Monitoring responsibilities may be transferred to the ORAD before the EOF is fully activated.

A. **WHEN** the following minimum staff is available **THEN** inform the EOF Manager or the ED that you are ready to assume responsibilities for offsite dose assessment and offsite monitoring.

1. On or Offsite Survey Team Members (2)

2. EOF Communicator #1

B. **WHEN** ready to assume dose assessment and offsite (outside Protected Area) monitoring responsibilities from the CCR **THEN** contact the CCR and formally assume these responsibilities.

C. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing for offsite radiological tracking.

D. **IF** additional personnel are required **THEN** inform the EOF Manager to direct callout of needed personnel.

E. Notify the EOF staff that you have assumed these responsibilities.

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 2 of 8

Initial Responsibility/Activity (con't)	**Notes**
F Direct the MIDAS Operator to disarm (or disarm IAW steps in MIDAS Operator's Checklist) the Halon Fire Protection System (Real emergencies only)	
G **IF** there has been a release of radioactive to the environment **THEN:**	
1. Direct the MIDAS Operator to place (or place IAW steps in MIDAS Operator's Checklist) the EOF ventilation in the internal recirculation mode.	
2. Contact the Unit #3 Control Room and request that NYPA Offsite Monitoring Teams report to EOF	
H **IF** the CCR performed offsite dose assessments and made a Protective Action Recommendation **THEN:**	
1. Obtain and review NYS Radiological Emergency Data Form - Part I and Part II	
2. Verify or have the Dose Assessment HP verify dose assessment calculations.	
3. Evaluate Protective Action Recommendations.	
4. Notify the ED or CCR if there are any discrepancies.	
1.4 **IF** relieving another ORAD **THEN** perform a formal turnover with the current ORAD:	
A Review the current ORAD's activity log	
B Obtain briefing form current ORAD on the emergency and any actions the have been competed or are in progress.	
C Make an announcement to the EOF Staff that you are now the ORAD.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 3 of 8

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
2.0 **Ensure habitability surveys are performed in the EOF**	
2.1 Assign an HP Technician to the position of Survey Team Health Physicist (STHP) providing them the following instructions: A Perform steps in Attachment 6, Survey Team Health Physicist (STHP) Checklist	

2.2   **IF** there is a potential for surface or airborne contamination with in the EOF **THEN**
 	
  A   Suspend eating and drinking until you ensure EOF food and drinking water supplies are consumable.
 	
  B   Determine the survey and radiological controls needed for the EOF based on plant conditions and whether there has been a release or not.
 	
  C Provide further guidance to STHP on frequency of surveys and on the level of contamination controls required.	

2.3   **IF** the following conditions are present **THEN** inform the EOF Manager and/or the ED that an organized evacuation of the EOF to the AEOF should be considered.
 	
  • Exposure rates > 80 mRem/Hr TEDE **OR** 500mRem/Hr TODE
 	
  • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE **OR** Thyroid Dose >5 Rem TODE
 	
  • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.	

2.4 Evacuation may be performed at rates below those listed based on plant conditions and response needs.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 4 of 8

3.0	**Maintain personnel accountability in the EOF**	
3.1	Keep apprised of the whereabouts of Field Monitoring Teams and other personnel assigned to you at all times.	
3.2	**IF** you are temporarily leaving the work area **THEN**	
	A Inform the EOF Manager if you are leaving the work area.	
	B Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.	
4.0	**Maintain a Log**	
4.1	Use Form IP-1023-4, ERO Log Sheet to log information.	
4.2	Log when you assumed the duties of ORAD.	
4.3	Log significant decisions and important details used to make decisions.	
5.0	**Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ED.**	
5.1	Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.	
5.2	Notify the ED of any EALs effected by changes in radiological conditions.	
6.0	**Develop and provide recommendations for offsite PARs based on radiological considerations to the ERM.**	
6.1	Notify the ED of any changes in radiological conditions which may effect the PAR	
6.2	Use procedure IP-1013, Protective Action Recommendations to determine proper PAR.	
6.3	Document ConEd PARs whenever a General Emergency is declared.	
6.4	Review PARs whenever radiological conditions change significantly.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 4 of 8

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
7.0 **Maintain communications with the TSC Radiological Advisor to discuss radiological conditions and on and off site response actions.**	
7.1 Contact the TSC Radiological Advisor for information on releases or potential releases and plant conditions which may lead to offsite radiological effects.	
7.2 Periodically contact the TSC Radiological Advisor to provide updates on new dose projections, results of environmental monitoring and to provide technical assistance as needed.	
8.0 **Coordinate and direct the dose assessment and environmental monitoring efforts.**	
8.1 Supervise the activities of the Dose Assessment HP, MIDAS Operator, EOF Communicator #1 and the Field Monitoring Teams	
8.2 Ensure the Health Physics Network (HPN) is manned when requested by the NRC	
8.3 Determine the periodicity of dose projection calculations.	
A Direct the Dose Assessment HP to perform offsite dose projections using IP-1007, Dose Assessment.	
B Direct MIDAS Operator to obtain dose projections, plume plot and Reuter-Stokes Sentri System readings, using IP-1047, Obtaining Offsite Exposure Rates from MIDAS using Data Terminal and IP-1037, Obtaining Offsite Reuter-Stokes Monitoring Data.	
8.4 Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.	
8.5 Determine anticipated plume based on meteorological data.	
8.6 Mark plume front and times on map table map.	
8.7 Based on projected plume travel path select offsite sample points and indicate them on Form IP-1030-5.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 6 of 8

Continuous Responsibility/Activity (con't)	Notes

8.8   Determine special instructions to be provided to monitoring teams:
 	
A   IF the expected thyroid dose is greater than 25 Rem THEN consider issuing KI
 	
B   Team tracking efforts should be directed to limit their exposure to less than 5 Rem for the entire emergency.
 	
8.9   Teams should not go into radiation fields greater than 1 Rem/hr without specific directions from you. Direct On and Offsite Monitoring to survey anticipated plume path:
 	
A   Direct EOF Communicator #1 to:
 	
    1.   Brief teams on expected doses, plume path and any special instructions or safety precautions (such as use of KI, respirators, or protective clothing).
 	
    2.   Have teams pick up samples from designated sample points.
 	
    3.   Direct environmental monitoring be performed to confirm dose projections and track any offsite radioactive plume.
 	
8.10   Compare projected doses with actual readings taken by field monitoring teams.
 	
8.11   Determine which ERPAs are affected by any release and verify proper PARs have been issued.
 	
8.12   Conduct periodic briefings with the ED and the EOF Manager to discuss the status of offsite radiological information and assessments.
 	
8.13   Compare dose assessment and environmental monitoring efforts with state personnel in the State EOC and/or in the EOF.
 	
8.14 Compare dose assessment and environmental monitoring efforts with the NRC Environmental Dose Assessment Coordinator once the NRC Site Team is in the EOF.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 7 of 8

9.0 **Evaluate and direct the requirements for offsite emergency exposure.**	
9.1 Track EOF Staff emergency exposures.	
A Monitor EOF personnel exposures or potential exposures and request ED to Authorize Emergency Exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of exposures is non-delegable)	
B **IF** EOF staff must receive exposure **THEN** request the ED authorize emergency exposures up to **1 Rem TEDE** for all monitoring team personnel dispatched from the EOF and remainder of staff as required. This authorization shall be documented in the ED's ERO Log Sheet.	
C **IF** emergency measures require additional exposure **THEN** request the ED to the raise the emergency exposure limit 1 Rem at a time up to 5 Rem.	
D Emergency exposures beyond 5 Rem shall be authorized on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization. General guidelines (more details are listed on authorization form)	
1. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.	
2. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.	
3. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.	
4. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.	
9.2 Request authorization for the issuance of KI for any large exposures or expected large exposures to the thyroid.	
9.3 Direct the use of protective clothing and respirators as necessary for ConEd workers outside the Protected Area.	
9.4 IF emergency workers are exposed to contamination or airborne activities THEN direct radiological evaluations and monitoring as needed. IP-1008, Personnel Radiological Check and Decontamination should be used for these checks.	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 8 of 8

Continuous Responsibility/Activity (con't)	Notes

10.0 **Report releases to the Environmental Protection Agency (EPA)**
 	
10.1 **IF** any radionuclide release exceeds the value listed in Appendix B to § 302.4, (Form IP-1030-4) Title 40CFR302 **THEN**
 	
    A Notify the EPA National Response Center (phone number in Emergency Telephone Directory).
 	
    B Direct Communicator to identify report is pursuant to 40CFR302.
 	
10.2 Document details of any communications with EPA.	

11.0 **Initial Post Accident Environmental Sampling** **NOTE:** After a radiological release preliminary sampling may be performed to aid in development of more extensive plan for environmental sampling. 11.1 Confer with Emergency Director and offsite radiological officials on need for sampling. 11.2 Refer to IP-1004, Post Accident Offsite Environmental Surveys, Sampling and Counting for sampling guidelines	
Closeout Responsibility/Activity	
12.0 **Direct Staff to return all equipment to proper storage locations.**	
13.0 **Review all documentation the EOF Radiological Staff maintained during the emergency:** 13.1 Ensure logs, forms and other documentation are complete 13.2 Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations	
14.0 **Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 1 of 4

Initial Responsibility/Activity	Notes
1.0 Assume the position of DAHP.	
1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.2 Obtain briefing from the ORAD or EOF Manager	
A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.	
B. Review NYS Radiological Emergency Data Form, Part II if copy is available.	
C. Request any additional information on current status of emergency response.	
1.5 **IF** relieving another DAHP **THEN** perform a formal turnover with the current DAHP:	
D Review the current DAHP activity log	
E Obtain briefing form current DAHP on the emergency and any actions the have been competed or are in progress.	
1.3 Inform the ORAD that you are now the DAHP.	
Continuous Responsibility/Activity	**Notes**
2.0 IF you are temporarily leaving the work area THEN	
2.1 Inform the ORAD you are leaving the work area.	
2.2 Upon return, obtain a briefing from the ORAD on any events which have occurred while you were away.	
3.0 Maintain a Log	
3.1 Use Form IP-1023-4, ERO Log Sheet to log information.	
3.2 Log when you assumed the duties of DAHP.	
3.3 Log significant decisions and important details used to make decisions.	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 2 of 4

Continuous Responsibility/Activity (cont.)	**Notes**
4.0 Evaluate Plant Radiological Data 4.1 Obtain Form 42c data from EDDS display, SAS printouts or fax copies received from the TSC. 4.2 Review radiation monitor readings and evaluate for actual or potential radiological releases. 4.3 Contact the TSC Radiological Advisor for additional information on plant radiological conditions and assistance in interpreting data. 4.4 IF there are any indications of a radiological release THEN perform step 5.0 of this checklist.	
5.0 IF there has been a release or potential release of radioactive materials from the plant THEN: 5.1 Give meteorological data, iodine to noble gas ratio and release rates to the MIDAS operator and direct him/her to perform dose projections **OR** 5.2 Perform dose projections utilizing procedure IP-1007, Dose Assessment.	
6.0 Assist the ORAD in directing Onsite and Offsite Monitoring Teams to survey locations. 6.1 Use overlays to obtain an approximation of the plume location 6.2 Determine which emergency sampling sites would be appropriate to send the offsite monitoring teams to. 6.3 Use Xu/Q values to approximate relative values between locations.	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 3 of 4

Continuous Responsibility/Activity (con't)	Notes
7.0 Evaluate the offsite survey data. 7.1 Calculate the charcoal / silver zeolite iodine and particulate activities using procedure IP-1020, Airborne Radioiodine Determination. 7.2 Determine the equivalent thyroid and whole body exposure rates utilizing Procedure IP-1007, "Dose Assessment" 7.3 Complete Form IP-1030-5, Offsite Survey Data and review data with the ORAD	
8.0 Establish communications with the NRC via the HPN phone line. 8.1 Dial the number listed on the V-Band console or listed in the Emergency Telephone Directory. 8.2 Inform the NRC that the EOF is activated and performing offsite dose assessment activities. Brief them on any potential releases and answer any questions. 8.3 **IF** requested by the NRC to stay on **THEN** stay on the line and request the ORAD to locate another individual to assist in HPN line communications. 8.4 **IF** continuous communications are not requested **THEN** receive calls from the NRC on the HPN when phone rings.	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 4 of 4

Continuous Responsibility/Activity (con't)	**Notes**
9.0 **Review Reuter-Stokes Sentri readings.**	
9.1 Obtain the readings from the MIDAS Operator	
9.2 Compare the projected values and the measured offstie exposure rates with the Reuter-Stokes readings	
9.3 **IF** there are large discrepancies **THEN** Inform the ORAD and continue to gather and analyze data to resolve values.	
9.4 Present Reuter-Stokes data to ORAD for review	
Closeout Responsibility/Activity	
10.0 **Return all equipment to proper storage locations.**	
11.0 **Review all documentation the DAHPs maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
12.0 **Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 5
MIDAS Operator
Sheet 1 of 4

Initial Responsibility/Activity	Notes
1.0 **Assume the position of MIDAS Operator.**	
1.1 Sign in on the Facility Sign-in Board	
1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.3 Obtain briefing from the DAHP or the ORAD	
A. Review NYS Radiological Emergency Data Form, Part II if copy is available.	
B. Request any additional information on current status of emergency response.	
1.4 **IF** relieving another MIDAS Operator **THEN** perform a formal turnover with the current MIDAS Operator:	
A. Review the current MIDAS Operator activity log	
B. Obtain briefing form current MIDAS Operator on the emergency and any actions the have been competed or are in progress.	
1.5 Inform the DAHP that you are now the MIDAS Operator.	
1.6 **IF** the facility has **NOT** been activated **THEN**	
A. Check operability and availability of MIDAS equipment, Reuter-Stokes Systems and Meteorological data.	
B. Report any equipment problems to the DAHP or ORAD.	
Continuous Responsibility/Activity	Notes
2.0 **IF you are temporarily leaving the work area THEN**	
2.1 Inform the DAHP or ORAD you are leaving the work area.	
2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.	

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Attachment 5
MIDAS Operator
Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
3.0 **Maintain a Log**	
3.1 Use Form IP-1023-4, ERO Log Sheet to log information.	
3.2 Log when you assumed the duties of MIDAS Operator.	
3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.	
4.0 **WHEN** directed by the ORAD **THEN** disarm the EOF Halon System	
4.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.	
4.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.	
4.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "Armed" position to the "S1" position.	
4.4 **IF** the ORAD does **NOT** direct this action **THEN** ask the ORAD if the action is required.	
5.0 **WHEN** directed by the ORAD **THEN** place the EOF ventilation on internal recirculation.	
5.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.	
5.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.	
5.3 Rotate all three (3) damper control knobs CLOCKWISE to close the dampers.	
5.4 Place the three (3) AC Unit control switches to the "OVERRIDE" (up) position	
5.5 Inform the ORAD and log when you have placed ventilation system in recircualtion and return key to key locker.	
5.6 **IF** the ORAD does **NOT** direct this action **THEN** ask the ORAD if the action is required.	

Attachment 5
MIDAS Operator
Sheet 3 of 4

Continuous Responsibility/Activity (con't)	Notes
6.0 **Maintain the MET Data Status Board**	
6.1 Use procedure IP-1016, Obtaining Meteorological Data to retrieve weather predictions.	
6.2 Obtain the latest measured MET data from MIDAS every 15 minutes.	
A Update the MET Data Status Board to display the correct data.	
B Notify the ORAD of any changes in the meteorological data.	
6.3 Obtain weather predictions from MIDAS and/or Weather Bureau	
A Update the MET Data Status Board to display the correct data.	
B Notify the ORAD of any significant changes in the weather forecast data	
7.0 **Obtain Reuter-Stokes data.**	
7.1 Use procedure IP-1037, Obtaining Reuter-Stokes Monitor Data to obtain radiological data.	
7.2 IF any readings indicate above background levels THEN inform the DAHP and ORAD immediately of the readings.	
8.0 **Obtain radiological release data and perform dose projections as directed.**	
8.1 Use procedure IP-1022, Obtaining Meteorological and Dose Assessment Data from MIDAS	
8.2 Review MIDAS dose assessment data with the DAHP and ORAD	

Attachment 5
MIDAS Operator
Sheet 4 of 4

Closeout Responsibility/Activity	
9.0 **Rearm the EOF Halon System**	
9.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.	
9.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.	
9.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "S1" (up) position to the "Armed" (down) position.	
10.0 **Return the EOF ventilation to normal.**	
10.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.	
10.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.	
10.3 Rotate all three (3) damper control knobs COUNTER - CLOCKWISE half way to open the dampers.	
10.4 Place the three (3) AC control switches to the "NORMAL" (down) position	
11.0 **Return all equipment used by MIDAS Operators to it's proper storage locations.**	
12.0 **Review all documentation the MIDAS Operator maintained during the emergency:**	
12.1 Ensure logs, forms and other documentation are complete	
12.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
13.0 **Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 6
Survey Team Health Physicist (STHP)
Sheet 1 of 4

Initial Responsibility/Activity	Notes
1.0 When directed by the ORAD assume the position of STHP.	
1.1 Sign in on the Facility Sign In Board.	
1.2 Periodically review this checklist throughout the emergency to determine which actions are appropriate for current conditions.	
1.3 **IF** relieving another STHP **THEN** perform a formal turnover with the current STHP: A. Review the current EOF survey data B. Obtain briefing form current STHP on the emergency and any actions the have been competed or are in progress.	
Continuous Responsibility/Activity	Notes
2.0 Confer with the ORAD or DAHP on the need to set up EOF Radiological Controls. When directed set up EOF entrance as follows:	
2.1 Set up stanchions, rope barricade, and frisker in the main hall entrance to EOF work area.	
2.2 Set frisker alarm to two (2) times background.	
2.3 Set up Step Off Pads (SOPs) at entrance. A **IF** hallway contamination levels are LESS THAN 1000 dpm/100 cm^2 **THEN** use SOP labeled "CHECK SHOES BEFORE STEPPING HERE" B **IF** hallway contamination levels are GREATER THAN 1000 dpm/100 cm^2 **THEN** use SOP labeled "REMOVE PROTECTIVE CLOTHING BEFORE STEPPING HERE" AND C Place a waste receptacle and clean shoe covers near the SOP location.	
2.4 Post the door in the upper level EOF near the Clerks as "Emergency Exit Only"	
2.5 Check to ensure door to West stairwell (to upper EOF) is locked.	

Attachment 6
Survey Team Health Physicist (STHP)
Sheet 2 of 4

Continuous Responsibility/Activity (cont.)	**Notes**
3.0 **Monitor Habitability of the EOF**	
3.1 Survey building using an Ion Chamber instrument approximately every 30 minutes. Survey times can be changed at the discretion of the ORAD.	
3.2 Take Beta and Gamma readings throughout occupied areas of the EOF and hallways record readings on EOF Radiological Survey (Form IP-1030-3).	
3.3 Take smears at building entrance, EOF entrance and in hallways. Record results on EOF Radiological Survey (Form IP-1030-3)	
3.4 **IF** any readings are found to be above background **THEN** inform the ORAD or DAHP immediately.	
3.5 Use procedure IP-1041, Use of Triton to Monitor for Radiogas" to set up the Triton monitor.	
3.6 **IF** Triton monitor alarms or surveys indicate contamination **THEN** monitor air in the EOF A Set up air sampler near HP Work Area B **IF** beta survey results are greater than 50 mr/hr **OR** the iodine-131 activity on a charcoal filter cartridge is greater than 10 –8 uCi/cc **THEN** use silver zeolite filter cartridge. C Set up MS-2/SPA-3 Counter in the lower level of the EOF by the HP area. D Determine airborne air activity using procedure IP-1020, Airborne Activity Determination. Record results EOF Radiological Survey (Form IP-1030-3).	
4.0 **IF the Security Guards do NOT bring two (2) radios THEN obtain Emergency Planning Radios**	
4.1 Call the Command Guard House and request they send the two (2) Emergency Planning Radios to the EOF	
4.2 Provide radios to Security Guards	

Attachment 6
Survey Team Health Physicist (STHP)
Sheet 3 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
5.0 Assign Dosimetry 5.1 **IF** the EOF Security Guards do **NOT** have a TLD or dosimeter **THEN** assign a TLD badge and dosimeter to the EOF Security Guards. 5.2 Place one (1) each TLD badge and dosimeter in the upper and lower areas of the EOF work areas to monitor EOF personnel exposures. 5.3 Ensure Onsite and Offsite Monitoring Team members are issued TLD badges and dosimeter.	

6.0 Personnel Exposure Control - ALARA
 	
6.1 **IF** ConED Emergency Personnel outside the Protected Area must receive emergency exposures **THEN** confer with the ORAD and EOF Manager to establish controls and limits.
 	
   A Emergency Exposures may be authorized by the Emergency Director up to 5 Rem for the event regardless of prior year-to-date exposures.
 	
   B Limits will normally be set at 1 Rem and raised 1 Rem at a time up to 5 Rem.
 	
 NOTE
EOF Communicator #1 shall track exposures of on and offsite monitoring team members.
 	
6.2 **IF** any ConEd emergency workers outside the Protected Area are receiving radiological exposures **THEN** record exposures on Individual Exposure Tracking Log (Form IP-1023-3)
 	
6.3 Maintain Total Effective Dose Equivalent (TEDE) less than established emergency exposure limits.
 	
6.4 **IF** any worker must receive greater than 5 Rem **THEN** Have the ORAD request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization.	

7.0 IF directed to determine thyroid burdens THEN arrange for emergency workers to receive Whole Body counts at a onsite or offsite counting station.	

Attachment 6
Survey Team Health Physicist (STHP)
Sheet 4 of 4

Continuous Responsibility/Activity (con't)	Notes
8.0 **IF directed to perform onsite surveys THEN use procedure IP-1028, Onsite (Out of Plant) Field Surveys.**	
9.0 **IF directed to perform site perimeter surveys THEN use procedure IP-1015, Radiological Surveys Outside the Protected Area..**	
10.0 **IF directed to perform personnel contamination checks and decontamination THEN use procedure IP-1008, Personnel Radiological Check and Decontamination.**	
11.0 **IF directed to perform vehicle contamination checks and decontamination THEN use procedure IP-1009, Radiological Check and Decontamination of Vehicles.**	
12.0 **IF directed to check equipment leaving the site THEN use procedure IP-1014, Radiological Check of Equipment Before it leaves the Site.**	
Closeout Responsibility/Activity	
13.0 **Review all documentation the STHPs maintained during the emergency:** **13.1** Ensure logs, forms and other documentation are complete **13.2** Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
14.0 **Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 7
Emergency Director Technical Advisor (TA)
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the position of TA.	
1.1 Sign in on the Facility Sign-in Board	
1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.3 Confer with the Emergency Director and EOF Manager on emergency status	
1.4 **IF** relieving another TA **THEN** perform a formal turnover with the current TA:	
A. Review the current TA activity log	
B. Obtain briefing form current TA on the emergency and any actions the have been competed or are in progress.	
1.5 Inform the Emergency Director that you are now the TA.	

Continuous Responsibility/Activity	Notes
2.0 IF you are temporarily leaving the work area THEN	
2.1 Inform the DAHP or ORAD you are leaving the work area.	
2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.	
3.0 Maintain a Log	
3.1 Use Form IP-1023-4, ERO Log Sheet to log information.	
3.2 Log when you assumed the duties of Emergency Director Technical Advisor.	
3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.	

Attachment 7
Emergency Director Technical Advisor (TA)
Sheet 2 of 3

Continuous Responsibility/Activity (cont.)	Notes
4.0 **Obtain and monitor plant data:**	
4.1 Monitor plant data and operations information on the EOF-TSC-CCR dedicated phone line.	
4.2 Monitor plant data on the Emergency Data Display System (EDDS), SAS Computer Terminal and Proteus Computer.	
4.3 Advise ED on the following items: A Any significant change in the condition of the plant B Any observable trends in plant data C Major Operator actions being undertaken D Any condition which may effect the emergency classification.	
4.4 Advise the ORAD of any observed changes in plant radiological data.	
4.5 **IF** any of the EOF plant data computer systems are not functioning **THEN** inform a SAS/Proteus operator of malfunctions.	
5.0 **Maintain Plant Status Chronology on easel pad.**	
5.1 Enter major information on plant status or changes to plant status obtained from CCR or TSC	
5.2 WHEN easel sheet gets full THEN: A Have Clerical Staff transcribe information onto log sheet, place sheet with TA logs. B Have Clerical Staff hang completed easel sheet on the wall between upper and lower levels of EOF.	
6.0 **Assist ED in interpreting plant data**	
6.1 Provide technical advice on plant operating procedures	
6.2 Provide technical advice on Severe Accident Management Guidelines.	

Attachment 7
Emergency Director Technical Advisor (TA)
Sheet 3 of 3

Continuous Responsibility/Activity (cont.)	Notes
7.0 **Assist Emergency Director in conduct of briefings** 7.1 Assist the ED in preparations for facility briefings. 7.2 When directed by the ED provide summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.	
8.0 **Return all equipment to it's proper storage locations.**	
9.0 **Review all documentation the ED Technical Advisors maintained during the emergency:** 9.1 Ensure logs, forms and other documentation are complete 9.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
10.0 **Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 8
EOF Communicator No. 1
Sheet 1 of 4

Initial Responsibility/Activity	Notes

1.0 Assume the position of EOF Communicator No. 1.
 	
1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.
 	
1.2 Obtain briefing from the Dose Assessment HP (DAHP) or the Offsite Radiological Assessment Director (ORAD).
 	
    A. Review onsite and offsite monitoring team data.
 	
    B. Request any additional information on current status of emergency response.
 	
1.3 **IF** relieving another communicator **THEN** perform a formal turnover with the current EOF Communicator No. 1:
 	
    A. Review the current EOF Communicator No. 1 activity log.
 	
    B. Obtain briefing from current EOF Communicator No. 1 on the emergency and any actions the have been completed or are in progress.
 	
1.4 Inform the ORAD and DAHP that you are now EOF Communicator No. 1.	

Attachment 8
EOF Communicator No. 1
Sheet 2 of 4

Continuous Responsibility/Activity	Notes
2.0 **Transmit directions to the Offsite Teams**	
Note: Offsite Teams are designated as Unit # 2 or Unit # 3	
2.1 Use the Radio or Cell Phones to communicate with teams.	
2.2 Confer with the ORAD and DAHP to determine the sample points and the expected whole body exposure rates based on dose projections.	
2.3 Enter selected sample point(s) and assigned team number on Form IP-1030-5, Offsite Survey Team Data Sheet.	
2.4 Contact the each team and direct them to the designated sample point providing following information:	
A The expected whole body dose rates	
B Methods of traversing the plume to keep their exposure as low as possible, such as going around plume or traveling through low field areas.	
2.5 Have teams verify instructions by repeating them back.	
3.0 **Receive and Record Offsite Monitoring Team Data**	
3.1 Have teams state sample point for which data is being transmitted.	
3.2 Record survey data on Form IP-1030-5, Offsite Survey Team Data Sheet.	
3.3 Verify numbers by repeating values back to Team	
3.4 Inform the ORAD or DAHP immediately of survey and sample results	

Attachment 8
EOF Communicator No. 1
Sheet 3 of 4

Continuous Responsibility/Activity (con't)	Notes
4.0 Receive and Record Onsite Monitoring Team Data 4.1 Have teams state sample locations for which data is being transmitted. 4.2 Record survey data on Form 10, Monitoring Team Field Survey. 4.3 Verify numbers by repeating values back to each team. 4.4 Inform the ORAD or DAHP immediately of survey and sample results.	
5.0 Maintain Onsite and Offsite Monitoring Team Exposure Records. 5.1 **IF** any exposure rates are above background **THEN** obtain team member whole body exposure (dosimetry readings) each time they radio or call in. 5.2 **IF** any team members are receiving radiological exposures **THEN** record exposures on Individual Exposure Tracking Log (Form IP-1023-3)	
6.0 Keep Onsite and Offsite Teams informed of major changes in emergency status: 6.1 Changes in emergency classification. 6.2 Start or stop of any offsite releases of radioactive materials.	
7.0 Obtain new sample locations and points from ORAD Repeat above steps to continue plume tracking until ORAD determined surveys and sampling are no longer necessary.	

Attachment 8
EOF Communicator No. 1

Sheet 4 of 4

<u>Closeout Responsibility/Activity</u>	
8.0 Return all equipment to proper storage locations.	
9.0 Review all documentation EOF Communicator No. 1s maintained during the emergency: 9.1 Ensure logs, forms and other documentation are complete 9.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
10.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9
EOF Communicator No. 2
Sheet 1 of 3

Initial Responsibility/Activity	**Notes**
1.0 Assume the position of EOF Communicator No. 2.	
1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.	
1.2 Obtain briefing from the EOF Manager or the Emergency Director A. Review NYS Radiological Emergency Data Form Part I data which has been transmitted B. Request any additional information on current status of emergency response.	
1.3 **IF** relieving another communicator **THEN** perform a formal turnover with the current EOF Communicator No. 2: A. Review the current EOF Communicator No. 2 activity log. B. Obtain briefing from current EOF Communicator No. 2 on the emergency and any actions the have been completed or are in progress. C. Determine the time the next notification update is due to be transmitted.	
1.4 Inform the EOF Manager and ED that you are now EOF Communicator No. 2.	
Continuous Responsibility/Activity	**Notes**
2.0 IF you are temporarily leaving the work area THEN	
2.1 Inform the EOF Manager you are leaving the work area.	
2.2 Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.	
3.0 Maintain a Log	
3.1 Use Form IP-1023-4, ERO Log Sheet to log information.	
3.2 Log when you assumed the duties of EOF Communicator No.2.	
3.3 Log all communications that are not already documented on Forms.	

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Attachment 9
EOF Communicator No. 2
Sheet 2 of 3

Continuous Responsibility/Activity (cont.)	**Notes**

4.0 **Perform required notifications to Offsite Authorities.**
 	
<u>NOTES:</u>
 	
Start notification of any change in classification within 15 minutes of the classification change.
 	
The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms
 	
4.1 **IF** the emergency classification changes(upgrade, downgrade, terminates) **THEN** perform the following:
 	
   A Complete or obtain from ED a NYS Radiological Emergency Data Form Part 1 (Form IP-1030-1)
 	
   B Ensure the ED has signed the NYS Radiological Emergency Data Form to indicate approval for transmittal.
 	
   C Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)
 	
4.2 **IF** the emergency classification **DOES NOT** change **THEN** perform subsequent notifications as follows:
 	
   A Complete or obtain from ED a NYS Radiological Emergency Data Form (Part I) when any of the following conditions are met:
 	
      • It has been approximately 30 minutes since the last form was transmitted.
 	
      • The plant status has changed (Stable, improving, degrading or entry into the recovery phase)
 	
      • There has been a change in the status of an actual or potential radiological release.
 	
   B **IF** there is a change in radiological release data **THEN** include transmittal of data on NYS Radiological Emergency Data Form Part II	

Attachment 9
EOF Communicator No. 2
Sheet 3 of 3

Continuous Responsibility/Activity (cont.)	**Notes**
C Ensure the ED has signed the NYS Radiological Emergency Data Form(s) to indicate approval for transmittal. D Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)	
5.0 WHEN directed by the Emergency Director (ED) THEN obtain accountability status from the OSC Manager and/ or Unit 3 Watch Supervisor.	
6.0 Industry group notifications 6.1 Notify the following: • American Nuclear Insurers • New York Public Service Commission 6.2 Notify the EOF Manager the notifications were made or not made.	
Closeout Responsibility/Activity	
7.0 Return all equipment to proper storage locations.	
8.0 Review all documentation EOF Communicator No. 2 maintained during the emergency: 8.1 Ensure logs, forms and other documentation are complete	
9.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 10
EOF Clerical Staff
Sheet 1 of 4

Initial Responsibility/Activity	**Notes**
1.0 **Assume the position of EOF Clerical.**	
1.1 Sign in on the Facility Sign-in Board	
1.2 Obtain briefing from the EOF Manager	
1.3 **IF** relieving another clerk **THEN** perform a formal turnover with the current clerk: A. Review current emergency status B. Obtain briefing from current Clerical Staff on the emergency and any actions the have been competed or are in progress.	
1.4 Inform the EOF Manager that you are now part of the EOF Clerical Staff.	

Continuous Responsibility/Activity	**Notes**
2.0 **Process Plant Status Data**	
2.1 **IF** the Emergency Data Display System (EDDS) is operating **THEN** perform the following: A. Obtain computer printout of Forms 42a, 42b and 42c trend data screens every 15 minutes. B. Make and distribute copies of updated Forms 42a, 42b and 42c to representative located in the EOF. Telecopy forms (a, b & c) to the following locations and record times sent in the Telecopy Log, Form 19: • State • County EOCs • NRC • JNC	

Attachment 10
EOF Clerical Staff
Sheet 2 of 4

Continuous Responsibility/Activity (cont.)	**Notes**
2.2 **IF** the Emergency Data Display System (EDDS) is **NOT** operating **THEN** perform the following: A. Inform the EOF Manager B. Receive Forms 42a, 42b and 42c via telecopier from the TSC. C. Prepare transparencies of forms and place on projector. D. Make and distribute copies of forms to NRC, FEMA, State and County Representatives at the EOF E. Telecopy forms (a, b & c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19). 2.3 **IF** the Emergency Data Display System (EDDS) is **NOT** operating **AND** Forms 42a, 42b and 42c are **NOT** available via telecopier from the TSC **THEN** perform the following: A. Inform the EOF Manager B. Receive data on Forms 42a, 42b and 42c from the EOF SAS Proteus Operator and the TSC C. Prepare transparencies of forms and place on projector. D. Make and distribute copies of updated Forms 42a, 42b and 42c to NRC, FEMA, State and County Representatives at the EOF. E. Telecopy forms (a, b & c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19). 2.4 **IF** all of the following systems are **NOT** operating: EDDS, Telecopiers and EOF SAS Proteus Computer Terminals: **THEN** A. Inform the EOF manager that equipment necessary to obtain plant data in the EOF is not operating B. Request the SAS / Proteus Operator obtain Form 42a, 42b and 42c data via phone from the TSC C. Distribute forms as specified in step 2.3 above..	

Attachment 10
EOF Clerical Staff
Sheet 3 of 4

Continuous Responsibility/Activity (cont.)	**Notes**
3.0 Process the NYS Radiological Emergency Data Form Parts I & II as follows:	
3.1 Receive form(s) from the EOF Communicator #2, verifying that the form(s) are signed by the Emergency Director.	
3.2 Telecopy form(s) to NYS, Counties, JNC and NRC	
3.3 Record time of telecopy on Telecopy Log, Form 18	
3.4 Make and distribute copies of form to NRC, FEMA, State and County representatives in the EOF.	
3.5 Return original form to EOF Communicator #2	
4.0 Process the Offsite Survey Team Data (Form IP-1030-5) as follows:	
4.1 Receive form from the ORAD	
4.2 Make copies of form and distribute to NRC, FEMA, State and County representatives in the EOF.	
4.3 Telecopy form to NYS and County EOCs. (Ask the ORAD for the order in which to transmit forms to the counties.)	
5.0 Receive and distribute telecopies from outside sources as follows:	
5.1 Make copies of all documents received.	
5.2 Distribute to addressee if known	
5.3 For any document containing radiological data distribute copies to ORAD and NRC, FEMA, State and County representatives in the EOF.	
5.4 Maintain copies of all telecopies.	

Attachment 10
EOF Clerical Staff
Sheet 4 of 4

Continuous Responsibility/Activity (cont.)	Notes
6.0 **Copy Chronology Easel Pad as follows:** 6.1 Receive completed easel pad from ED Technical Advisor 6.2 Transcribe the information from the easel pad and give transcript to the ED Technical Advisor 6.3 Tape the easel pad to the wall between the upper and lower levels of the EOF.	
7.0 **Perform accountability duty for the Upper Level of the EOF as follows:** 7.1 Record the names and arrival times of personnel stationed in the upper level EOF.	
Closeout Responsibility/Activity	
8.0 **Return all equipment to proper storage locations.**	
9.0 **Review all documentation maintained during the emergency by the clerical staff to ensure it is complete and organized.**	
10.0 **Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 11
EOF SAS / Proteus Operator
Sheet 1 of 2

Initial Responsibility/Activity	**Notes**

1.0 Assume the position of EOF SAS / Proteus Operator.
 	
1.1 Sign in on the Facility Sign-in Board
 	
1.2 **IF** the EOF has not been previously activated **THEN** perform the following steps:
 	
   A. Start the EDDS computers to display plant data.
 	
      1. Start computer
 	
      2. Log on to the network
 	
      3. Launch "Internet Explorer" from the windows desktop
 	
      4. From the "Favorites" menu select EDDS (Address http://epccrr/edds/!main.htm)
 	
      5. Select "Go To Trend Pages"
 	
      6. Select "Form 42A" for monitor labeled Form 42A
 	
      7. Adjust display to display entire form.
 	
      8. Return to step 1 and repeat for Forms 42B and 42C
 	
      9. Repeat steps 1-5 above for the EDDS terminal(s) located upstairs in the State and County work area.
 	
   B. Verify SAS Terminals are operational to display plant data (adjust brightness)
 	
   C. Verify Proteus Computer is operational to display plant data.
 	
   D. **IF** the proteus computer is not properly displaying data **THEN** refer to IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"	

Attachment 11
EOF SAS / Proteus Operator
Sheet 2 of 2

	Initial Responsibility/Activity (cont.)	**Notes**
1.3	**IF** relieving another EOF SAS / Proteus Operator **THEN** perform a formal turnover with the current SAS / Proteus Operator:	
	A. Review current emergency status	
	B. Obtain briefing from current SAS / Proteus Operator on the emergency and any actions the have been competed or are in progress.	
1.4	Inform the EOF Manager that you are now the EOF SAS / Proteus Operator	
	Continuous Responsibility/Activity	**Notes**
2.0	**IF** the Emergency Data Display System (EDDS) is **NOT** operating **THEN** perform the following:	
	A. Inform the EOF Manager	
	B. Contact the TSC Data Coordinator to verify the server is operating properly.	
	C. Attempt to call up data. Procedure IP-1026, Emergency Data Acquisition, provides further guidance on system troubleshooting.	
3.0	**Continue to monitor EOF information systems and assist EOF Staff in obtaining information as needed.**	
	Closeout Responsibility/Activity	
4.0	**Return all equipment to proper storage locations.**	
5.0	**Review all documentation maintained during the emergency by the EOF SAS / Proteus Operator to ensure it is complete and organized.**	
6.0	**Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 12
State and County Technical Liaison
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the position of State or County Technical Liaison. NOTE: IF more than one liaison arrives at a EOC **THEN** one individual should assume position and other individual(s) should stand by until all EOCs have been staffed and relief schedule established.	
1.1 Report to your assigned offsite Emergency Operations Center (EOC) A. Show your Identification to EOC security and inform them of your purpose for being at the EOC B. Inform the Emergency Operations Center Manager (title may vary for different EOCs) you have arrived. C. Contact EOF Offsite Liaison: 1. Using wireless phone call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory) 2. Inform the EOF Offsite Liaison of your arrival at the Emergency Operations Center and you are now the <location> Technical Liaison. D. **IF** the EOF Offsite Liaison is **NOT** available **THEN** contact the EOF Manager and inform him/her of your arrival at <location>.	
1.2 **IF** relieving another State and County Technical Liaison **THEN** perform a formal turnover with the current Technical Liaison: A. Review current emergency status B. Obtain briefing from current State and County Technical Liaison on the emergency and any actions the have been competed or are in progress. C. Inform the EOF Offsite Liaison that you are now the State and County Technical Liaison D. Inform key members of the EOC staff you are now the liaison.	

Attachment 12
State and County Technical Liaison
Sheet 2 of 3

Continuous Responsibility/Activity	**Notes**
2.0 Maintain a Log 2.0 Use Form IP-1023-4, ERO Log Sheet to log information. 2.1 Log when you assumed the duties of Technical Liaison 2.2 Log significant communications, important details on information coming into the Emergency Operations Center.	

3.0 Provide technical assistance to the Emergency Operations Center staff.
 	
 3.1 Request copies of notification and data forms received from the plant and clarify the data received.
 	
 3.2 Use an Essential Information Checklist (Form IP-1035-2) to document updates on emergency and plant conditions.
 	
 3.3 Answer questions regarding plant systems and operations, and how they relate to the current conditions.
 	
 3.4 Be prepared to brief EOC Staff on basis for decisions made by the Emergency Director.
 	
 3.5 Be prepared to provide technical briefings to EOC staff regarding the sequence of events and the current plant status.
 	
 3.6 Contact the EOF Offsite Liaison for clarification of any questionable or confusing data, or if any question of a "sensitive" nature has been posed.
 	
 NOTE:
 DO NOT: 1) Express any opinions regarding the events
             2) Question or "double guess" ED decisions
             3) Provide any prognosis or guesses of where the event may go	

4.0 Keep the Emergency Operations Facility informed of actions being taken at your assigned Emergency Operations Center. 4.1 Inform the EOF Offsite Liaison of Protective Actions the State or Counties are implementing.	

Attachment 12
State and County Technical Liaison
Sheet 3 of 3

Closeout Responsibility/Activity	
5.0 **Collect all materials you provided to the EOC.**	
6.0 **Review all documentation maintained during the emergency by the State and County Technical Liaisons to ensure it is complete and organized.**	
7.0 **Provide all logs and records to the Emergency Planning Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 13
EOF Offsite Liaison
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the position of EOF Offsite Liaison.	

1.1 Report to the Emergency Operations Facility (EOF)

1.2 Sign in on the Facility Sign-In Board

1.3 Obtain a briefing from the EOF Manager

1.4 Establish communications with State and County Technical Liaisons and ensure all liaisons are in place:

A. Using wireless phone located in the upstairs State and County work area call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory)

> **NOTE:**
> All Technical Liaisons may not be present when you assume your position. The State EOC is located in Albany and it may take 2 hours or more for individual to arrive.

B. Inform State and County Technical Liaisons (Located at the Emergency Operations Centers (EOCs) on bridged conference call) that you are assuming EOF Offsite Liaison, List each Technical Liaison here:

    1. State EOC: _____

    2. Westchester County _____

    3. Rockland County _____

    4. Putnam County _____

    5. Orange County _____

C. Re-assign extra Technical Liaisons at one location to another location if needed.

1.5 Greet and/or contact State and County Representative as they arrive at the EOF and have them sign in on EOF Visitor Board and have them complete and don a name tag.

Attachment 13
EOF Offsite Liaison
Sheet 2 of 3

Continuous Responsibility/Activity	Notes
1.6 **IF** relieving another EOF Offsite Liaison **THEN** perform a formal turnover with the current EOF Offsite Liaison: A. Review current emergency status and plant conditions B. Obtain briefing from current EOF Offsite Liaison on the emergency and any actions that have been competed or are in progress. C. Obtain briefing from State and County Technical Liaisons located in the EOCs D. Have off-going liaison introduce you to representatives. 1.8 Inform the EOF Manager that you are now the EOF Offsite Liaison	
2.0 Maintain a Log 2.1 Use Form IP-1023-4, ERO Log Sheet to log information. 2.2 Log when you assumed the duties of EOF Offsite Liaison. 2.3 Log significant communications, important details on information provided to Offsite Representative and EOC Liaisons.	
3.0 Ensure EOC Liaison Staffing **IF** all State and County Technical Liaisons are not present in EOCs within two hours of EOF activation **THEN** inform the EOF Manager to attempt to fill positions.	

4.0 Provide technical assistance to the EOF State and County Representatives and to the State and County Technical Liaisons located at the EOCs.
 	
4.1   Request copies (from EOF Clerical Staff) of notification and data forms received from the plant and clarify the data received.
 	
NOTE:
When answering questions from offsite representatives:
DO NOT: 1)   Express any opinions regarding the events
           2)   Question or "double guess" ED decisions
           3) Provide any prognosis or guesses of where the event may go	

Attachment 13
EOF Offsite Liaison
Sheet 3 of 3

Continuous Responsibility/Activity (cont.)	**Notes**

4.2 Keep updated on plant and emergency conditions:
 	
  A. Use the Essential Information Checklist (Form IP-1035-2) to gather information and provide it to State and County Technical Liaisons located at EOC.
 	
  B. Receive update on plant conditions from the Emergency Director Briefings and from Technical Advisor to the ED
 	
4.3 Answer questions and provide clarification as needed from the State and County Representatives and EOC Technical Advisor regarding plant systems and operations, and how they relate to the current conditions.
 	
4.4 Be prepared to brief offsite representatives on basis for decisions made by the Emergency Director.
 	
4.5 Request the Emergency Director, EOF Manager, ORAD and/or Technical Advisor to the ED assist in keeping the offsite representatives located in the EOF updated.	

5.0 Keep the EOF Manager informed of actions being taken at State and County Emergency Operations Centers. 5.1 Inform the EOF Manager of Protective Actions the State or Counties are implementing.	
Closeout Responsibility/Activity	
6.0 Collect all materials (or copies of materials) you provided to the State and County Representatives in the EOF.	
7.0 Review all documentation maintained during the emergency by the EOF Offsite Liaisons to ensure it is complete and organized.	
8.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase .	

Addendum 1
EOF Layout
Sheet 1 of 2

Lower Level Work Area

MIDAS

MIDAS Operator

Information
Liaison

Emergency
Director

Map Table

Door

EOF
Manager

ED
Technical
Advisor

EOF
Communicator
#1

ORAD

Security Post, Frisker
and
Monitoring Team Setup
Area

SAS

MEANS

Door

EOF
Communicator
#2

Dose
Assessment
HP

MET Data
Computer
Equipment

EDDS Displays

Door

Conference Room / NRC Work Area
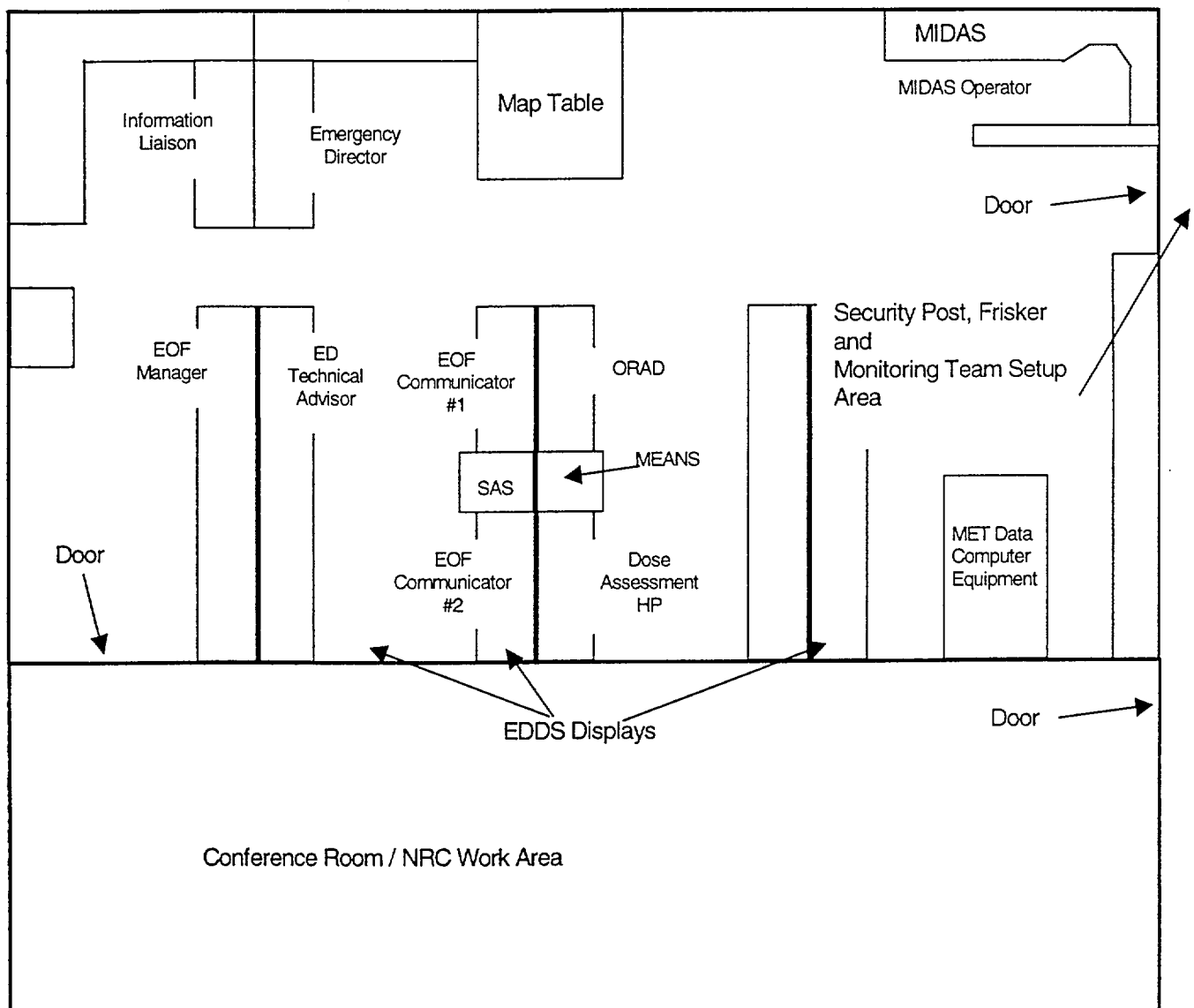
Addendum 1
EOF Layout
Sheet 2 of 2

Upper Level Work Area

Copy Machines

EOF
Clerical Staff

Door

Fax
Machines

Supplies

Office

Office

Map
Table

**Overlook
Observation Area**

State and County
Work Area

Work
Stations

Door
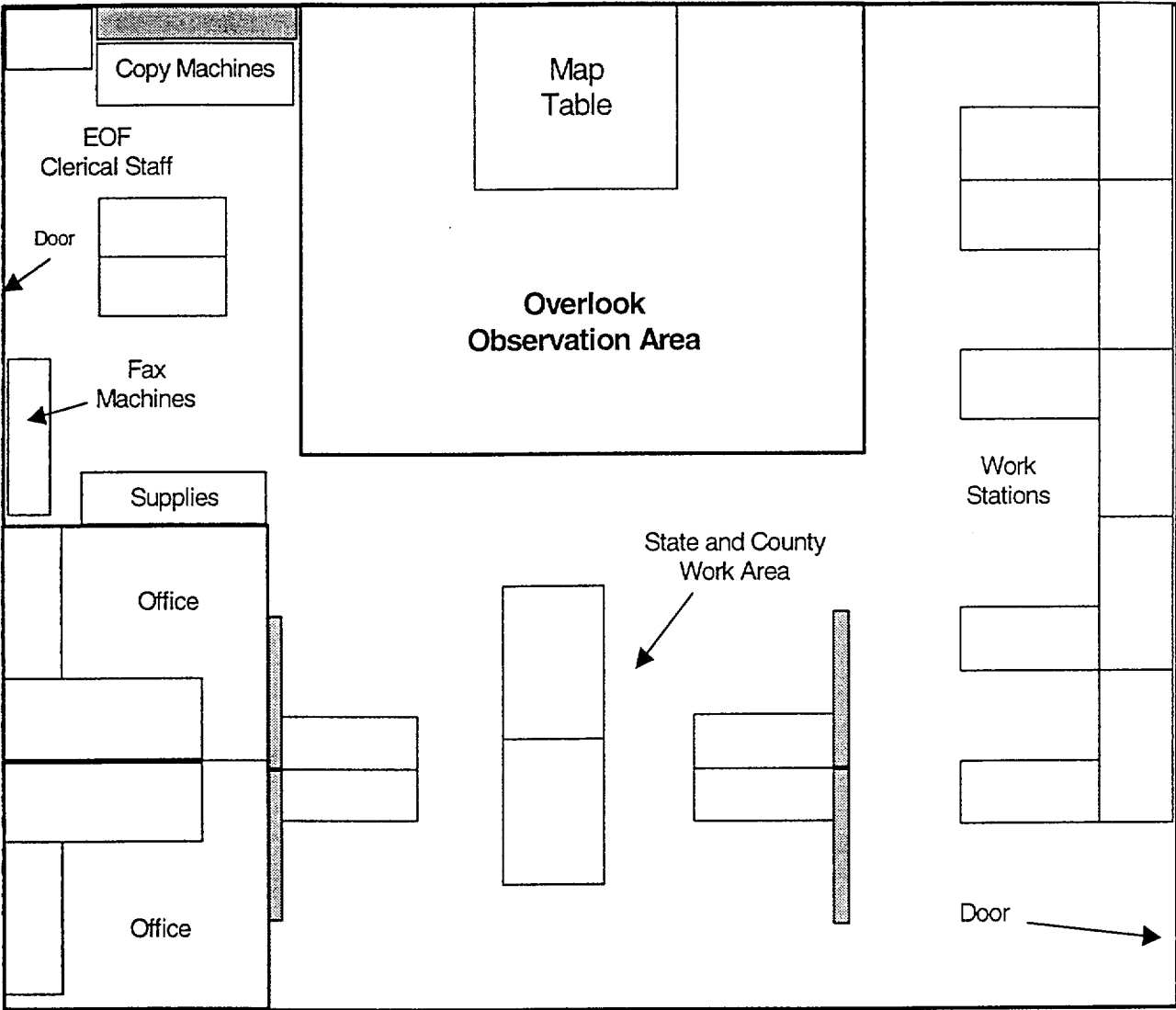
Addendum 2
NYS Radiological Data Form (Part I) (Form IP-1030-1)
Sheet 1 of 2

New York State
Radiological Emergency Data Form
Part I - General Information Instructions

1.	This message being transmitted on: _____ at: _____ (Date) (Time) □ AM VIA: A. RECS □ PM B. Other _____
2.	This is..... A. **NOT** an Exercise B. An Exercise
3.	The Facility Providing this Information is: A. INDIAN POINT NUMBER 2 B. INDIAN POINT NUMBER 3
4.	The Emergency A. Unusual Event C. Site Area Emergency E. Emergency Terminated F. Recovery B. Alert D. General Emergency G. Transportation Incident
5.	This Emergency Classification Declared on: _____ at: _____ □ AM (Date) (Time) □ PM
6.	Release of Radioactive Materials due to the Classified Event: A. No Release B. Release **BELOW** federally approved operating limits (Technical Specifications) □ To Atmosphere □ To Water C. Release **ABOVE** federally approved operating limits (Technical Specifications) □ To Atmosphere □ To Water D. Unmonitored Release – requiring evaluation
7.	Protective Action Recommendations: A. No need for Protective Actions outside the site boundary. B. EVACUATE the following ERPAs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 C. SHELTER all remaining ERPAs.
8.	EAL Number: [ ] Brief _____ Event _____ Description _____
9.	The Plant status is: A. Stable C. Degrading E. Cold Shutdown B. Improving D. Hot Shutdown
10.	Reactor Shutdown: A. Not Applicable B. _____ at: _____ □AM (Date) (Time) □PM
11.	Wind Speed: _____ Meters/Second at elevation __10__ meters.
12.	Wind Direction: (From) _____ Degrees at elevation __10__ meters.
13.	Stability Class: A B C D E F G
14.	Report By: _____ at Telephone Number (914) 737-8929 (Communicator's Name)
	Message Received by: _____ Message Ended at: _____

Emergency Director Review and Approval: _____

Part I Page 1 of 1   Form IP-1030-1 Rev 2

Addendum 2
NYS Radiological Data Form (Part II) (Form IP-1030-1)
Sheet 2 of 2

New York State
Radiological Emergency Data Form
Part II - Radiological Assessment Data

This is:　　　　A. __NOT__ an Exercise　　　　　B. An Exercise

14.　**Message transmitted at:**　　Date:_____ Time:_____ Location / Facility transmitted from: _____

16.　**General release information:**

A. Event Release started　　　　　　Date _____　　　　　Time: _____

B. Event Release expected to end　　Date: _____　　　　Time: _____

C. Event Release ended:　　　　　　Date: _____　　　　Time: _____

D. Reactor Shutdown:　N/A　OR　Date: _____　　　　Time: _____

Meteorological Data　　　　As of Date: _____　　　Time: _____

E. Wind Speed　　　_____ *meters/second*　　At elevation: _____ *meters*

F. Wind Direction:　　　_____ *degrees*　　　At elevation: _____ *meters*

G. Stability class (Pasquill):　　A　B　C　D　E　F　G

17.　**Atmospheric release information:**　　　　　As of Date _____ Time_____

A. Release from:　　　　　☐ Ground ☐ Elevated　　D. Noble gas release rate:　　_____ *Ci/sec*

B. Iodine/Noble gas ratio:　　_____　　　E. Iodine release rate　　　_____ *Ci/sec*
　　　　　　　　　　　(Assumed OR Actual)

C. Total release rate:　　_____ *Ci/sec*　F. Particulate release rate　_____ *Ci/sec*

18.　**Waterborne release information:**　　　　　As of Date _____ Time_____

A. Volume of release　　_____ *gallons*　C. Radionuclides in release:　_____

B. Total concentration:　_____ *µCi/ml*　D. Total activity released　_____ *Ci*

19.　**Dose calculations** (based on a release duration of _____ *hours*)

Calculation is based on (circle one):

A. Inplant measurements　　　B. Field Measurements　　　C. Assumed source term

Table below applies to (circle one)　A. Atmospheric release　B. Waterborne release

DISTANCE	Xµ/Q	DOSE	
		TEDE *(Rem)*	TODE *(Rem)*
Site Boundary			
2 Miles			
5 Miles			
10 Miles			
____ Miles			

20.　**Field measurement of dose rates or surface contamination/deposition:**

Mile/Sector OR Mile/Degrees	Location OR Sampling Point	Time of Reading	Dose Rate *(mR/hr)* OR Contamination *(µCi/m²)*

Emergency Director Review and Approval: _____

Part II Page 1 of 1　　　　　　　　　　　　　　Form IP-1030-1 Rev 2

Addendum 3
Normal EOF Staffing (Form IP-1030-2)
Sheet 1 of 1

	Normal EOF Staffing			
No.	**Positions**	**Number Present**	**Number Needed**	**Called**
1	Emergency Director			
1	EOF Manager			
1	Information Liaison			
1	Offsite Radiological Assessment Director			
1	ED Technical Advisor			
1	Dose Assessment Health Physicist			
1	Survey Team Health Physicist			
1	MIDAS Operator			
1	EOF Communicator #1			
1	EOF Communicator #2			
3	EOF Clerical Staff			
2	Onsite Monitoring Team Members			
4	Offsite Monitoring Team Members			
1	Technical Advisor to State EOC			
1	SAS / Proteus Operator			
5	State and County Technical Liaison			
1	EOF Offsite Liaisons			
1	Administrative and Logistics Manager			
2	Security Officers			
30	Total number of individuals assigned to EOF			

EOF Manager should enter number of each position needed based on event.

Form IP-1030-2 Rev 3

Addendum 4
EOF Radiological Survey Map (Form IP-1030-3)
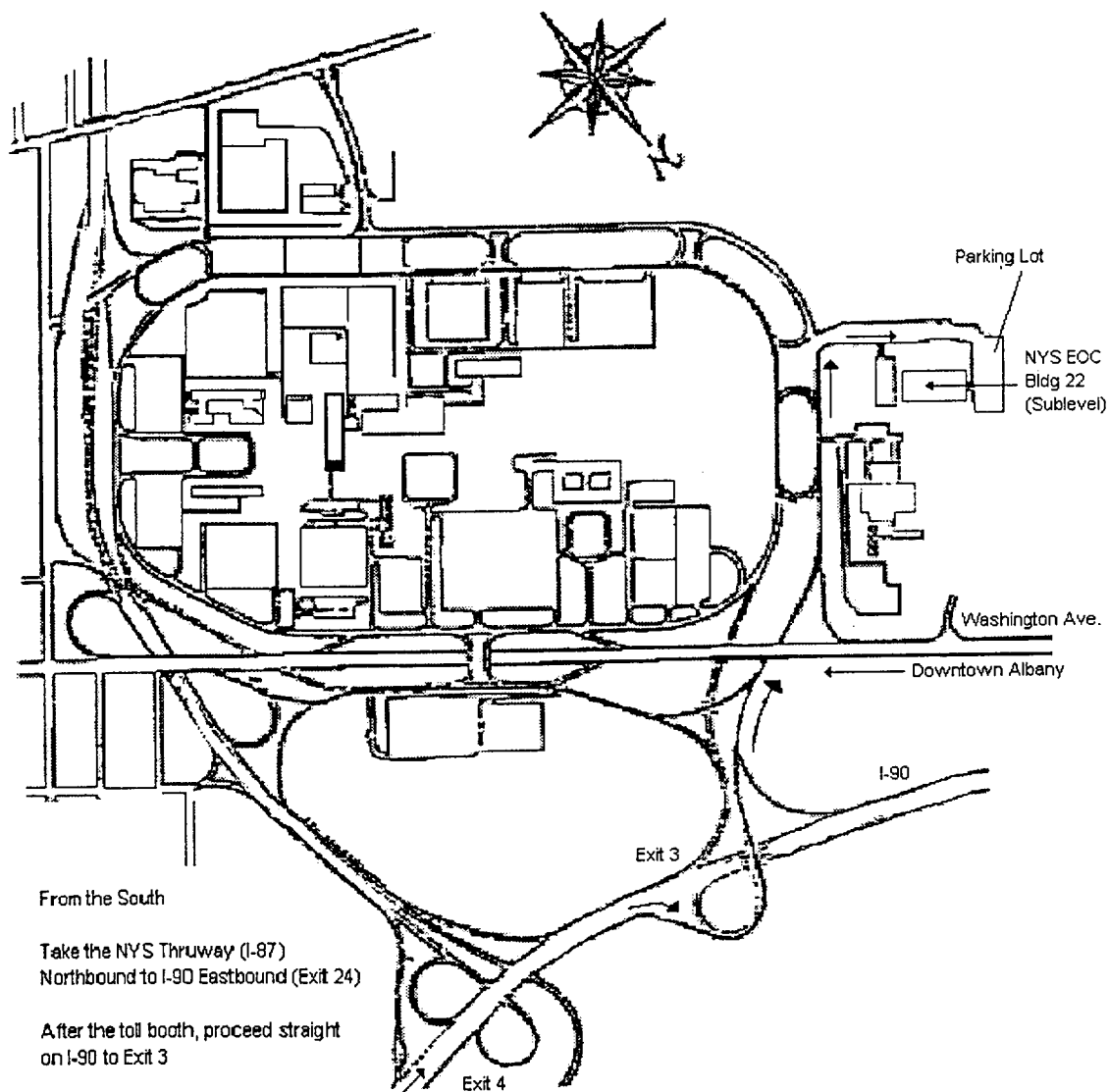Sheet 1 of 1

EOF Radiological Survey Map

By:		Area / Item: Occupied Areas EOF / Service Center
Date:	Time:	Type of Survey: ❑ Rad ❑ Cont ❑ Air
Meter / Serial #		Smear Counter/ Serial #

Map Key: __ =Dose Rate, * =Contact, β =Beta, O =Smear, H =Head, C =Chest, K =Knee, FL = Floor

Air Sample Results:	RadioGas:	Particulate:	Charcoal:
Air Sample Counter / Serial #		Highest mr/hour Reading:	

Comments:

Hallway

Upper Level

Lower Level

Security   HP Work Area

EOF Work Area

Contamination Results
(dpm / 100 cm²)

Form IP-1030-3 Rev 0

Addendum 5
State Campus Office Building Map
Sheet 1 of 1

Parking Lot

NYS EOC
Bldg 22
(Sublevel)

Washington Ave.

Downtown Albany

I-90

Exit 3

From the South

Take the NYS Thruway (I-87)
Northbound to I-90 Eastbound (Exit 24)

After the toll booth, proceed straight
on I-90 to Exit 3

Exit 4

Addendum 6
Appendix B to § 302.4

The table of reportable amounts of radionuclides from CFR 40 PART 302—
DESIGNATION, REPORT-ABLE QUANTITIES, AND NOTIFICATION

Maintained current by Emergency Planning Department and distributed to ERO position binders where required.

The table is designated as Form IP-1030-4, titled "APPENDIX B TO § 302.4 – RADIONUCLIDES"

Current Revision is 0
7 pages

Addendum 7
Offsite Survey Data Sheet (Form IP-1030-5)
Sheet 1 of 1

Offsite Survey Team Data Sheet

(Formally Form 27)

Team No.	Date	Time	Sample Pt.¹	Field Survey		Sample Vol. Ft.¹	Counter Bkgd. CPM	Part. CPM	Particulate Activity	Char./ AgZa CPM	Char./ Ag Za. Iodine Activity	Equiv. Thyroid Rem/hr
				CW mR/hr	CW mR/hr							

Form IP-1030-5 Rev 0

CONTROLLED COPY

TERMINATION AND RECOVERY

Prepared by:	Allen Lee	*[signature]*	8/29/01
	Print Name	Signature	Date
Technical Reviewer:	Kelly Walker	*[signature]*	9/5/01
	Print Name	Signature	Date
Reviewer:	S. Hook	*[signature]*	9/5/01
	Print Name	Signature	Date
Reviewer:			
	Print Name	Signature	Date
Reviewer:			
	Print Name	Signature	Date
SNSC Review:			
	Meeting Number	Signature Secretary	Date
Approval:	Frank Inzirillo	*[signature]*	9/5/01
	Print Name	Signature	Date

Reference Use

Effective Date: 9/6/01

Table of Contents

Termination and Recovery

1.0 PURPOSE

This procedure provides guidance for the transition into, conduct of operations while in, and termination of the recovery phase of a classified emergency event involving the implementation of the Indian Point Units 1 & 2 Emergency Plan.

2.0 DISCUSSION

2.1 This procedure is entered when:

2.1.1. An event has been classified as an emergency in accordance with IP-1024, Emergency Classification.

2.1.2. Conditions have stabilized and the Emergency Director is preparing to terminate the emergency.

2.2 Recovery Goals

2.2.1. To assess the on and off site consequences of the emergency.

2.2.2. Identify and plan for clean up and repair operations as necessary to return plant to pre-event conditions.

2.2.3. Investigate the causes of the event and plan actions to prevent reoccurrence.

2.3 Federal Response

2.3.1. The NRC and/or FEMA will coordinate support from multiple federal government agencies.

2.3.2. Federal Agencies may request Entergy provide logistical resources (space, phones, etc.) to aid in their recovery efforts.

2.4 Definitions

2.4.1. Critique - A fact-finding meeting with the individuals involved in the occurrence to review the event(s), cause(s) and actions leading up to and throughout the declaration of an emergency.

2.4.2. SL-1 Report - A written report that summarizes the facts and assigns corrective actions. The report includes the facts of the emergency, describes the root cause(s) of any emergency response problems and recommends corrective actions.

2.4.3. Event Summary Report - A written report summarizing the incident prepared for delivery to offsite authorities (NRC, State and local). This report is required within 24 hours of terminating an Unusual Event and within 8 hours of terminating any higher event.

2.4.4. Investigation - An investigation is conducted to evaluate the event causes, actions and response each time the emergency plan is implemented. This will be accomplished by a close examination of the facts through critique(s), interviews, and a review of pertinent documentation and logs.

2.4.5. Recovery - The classification describing the plant status and organization which occurs after the emergency situation has been controlled/corrected and the event has been terminated. Recovery consists of the actions required to restore the plant to its pre-incident condition or to place the plant into a safe, long term shutdown condition.

2.4.6. Termination - The point at which the classified emergency event is no longer considered to be an emergency. Termination of the emergency is formally identified by transmission of change of status on a NYS Radiological Emergency Data Form and entry into Recovery.

2.4.7. Transition - The passage from the emergency phase into the recovery phase of an accident. Transition is the period of time following the stabilization of the emergency when plans and personnel necessary to the recovery are developed and identified. Transition activities are performed while in a classified event and immediately after termination. The emergency should not be terminated until a Recovery Plan Outline has been developed and a Recovery Organization identified.

3.0   PRECAUTION AND LIMITATIONS

Prior to entry into the Recovery Phase procedures must be in place to assure safety of plant personnel for the current conditions within the plant.

4.0   EQUIPMENT AND MATERIALS

NONE

5.0 <u>INSTRUCTIONS</u>

5.1 Transition and Recovery Following an Unusual Event

NOTE

The steps described in Sections 5.2 and 5.3 shall be used whenever the classification level has exceeded an Unusual Event.

5.1.1. The Emergency Director (Shift Manager) shall:

a. Direct the completion and distribution of a NYS Radiological Emergency Data Form, per IP-1002, to signify termination of the Unusual Event this notification can also be considered the Event Summary Report.

b. Announce (or direct someone to announce) the following (or similar) message to plant personnel over the public address system:

"Attention all personnel, attention all personnel. The Unusual Event has been terminated. I repeat, the Unusual Event has been terminated."

c. Notify the ERO of the decision to terminate the emergency per IP-1002, Emergency Notification and Communication.

d. Notify a qualified Emergency Director or Emergency Plant Manager to enter this procedure upon entry into Recovery from an Unusual Event. This individual becomes the Recovery Manager.

5.1.2. The Recovery Manager shall:

NOTE:

At the discretion of the Recovery Manager, the start of the recovery activities following an Unusual Event may be delayed until the next morning.

---

a. Ensure any reportable event(s) is/are reported to the NRC per station procedures.

b. Convene an event review meeting as soon as practical following termination from the Unusual Event. The review should involve key participants from the event and focus on establishing lessons learned and the generation of follow up action items.

c. Ensure that a Root Cause Investigation is initiated, in coordination with the Licensing and Emergency Preparedness Managers.

d. Ensure that identified corrective actions are assigned to appropriate organizations and a method is established for tracking items to completion.

5.2 Transition Following an Alert or Higher Classification

5.2.1. As conditions improve and additional personnel and resources become available, certain recovery activities should be initiated prior to termination of the emergency. The process for transition to Recovery is illustrated in Attachment 1, Illustrated Recovery Process.

5.2.2. The Emergency Director shall:

a. Review the EALs and document any that are still being exceeded. This review shall include a fission product barrier integrity status assessment. Develop a written explanation why exceeding the EAL no longer requires remaining in the Emergency Classification required by the EAL (e.g., plant now being cooled down, removing driving force for impact on offsite areas, etc.). Distribute the explanation to shift management so that unnecessary reclassifications are avoided.

b. Verify that the following conditions are met prior to transition into the recovery phase:

1. **IF** the plant is not currently in cold shutdown, **THEN** the plant is in process of being cooled down to cold shutdown with assurance of the availability of long-term core cooling mechanisms.

2. Releases of radioactive material to the environment have ceased.

3. Radiation levels in-plant are stable or decreasing with time.

4. Conditions do not limit site access by plant personnel or necessary support resources.

c. Determine Emergency Response Facilities staffing requirements until a Recovery Plan Outline describing the necessary Recovery Organization has been approved (see Attachment 2, Recovery Plan Outline).

d. For events of the Alert classification, Emergency Response Organization personnel may be adequate to perform initial recovery actions prior to returning to the normal IP1&2 Organization.

e. For event classifications of Site Area or General Emergency, the basic Recovery Organization (as illustrated in Attachment 3) should be established (unless the event was transitory in nature - downgraded at time of first notification). Additional positions may be assigned to perform specific recovery activities.

NOTE:

Detailed plans and procedures are not required to be developed prior to event termination and entry into Recovery. However, a Recovery Plan Outline should be completed and the recovery organization management positions identified and ready for staffing.

---

f. If possible, ensure that key ERO members initially responding to the event are debriefed prior to discharge from the site so their input can be captured while recollection of the event is fresh.

g. Direct the Emergency Plant Manager and the Company Spokesperson (or JNC Director) to each develop an Issues/Strategies Package and determine the Onsite and Public Information Recovery Organization staffing requirements using Attachments 4 and 6 for guidance.

h. Develop an Offsite Issues/Strategies Package and determine the Offsite Recovery Organization staffing requirements using Attachment 5 for guidance.

i. Convene a joint conference with the Emergency Plant Manager, the Company Spokesperson (or JNC Director) to:

1. Review the Recovery Issues/Strategies Packages.

2. Review the Recovery Organization staffing requirements.

3. Develop and approve the Recovery Plan Outline.

j. Conduct a formal discussion with regulatory, State and local authorities to ensure coordination and agreement is met for entry into Recovery.

k. Complete and distribute a NYS Radiological Emergency Data Form, per IP-1002, Emergency Notification and Communication, to signify entry into Recovery.

l. Concurrent with offsite notification, announce or direct the announcement of the following message (or similar message) to plant personnel over the public address system:

"Attention all personnel, attention all personnel. The emergency has been terminated and we have entered Recovery. I repeat, the emergency has been terminated and we have entered Recovery."

m. Notify the ERO of the decision to terminate the emergency and enter into Recovery.

5.3   Recovery Following an Alert or Higher Classification

> **NOTE:**
> Select emergency response facilities or portions thereof may remain activated for some time after event termination during Recovery (for example, the JNC, Communications portions of the EOF).

5.3.1. The Recovery Manager should:

a. Ensure non-emergency (10 CFR 20) limits and controls for radiation exposure are used for repair activities conducted during Recovery (see existing plant exposure control procedures for guidance).

b. Within eight (8) hours of entering Recovery, complete an Event Summary Report and transmit it to offsite authorities. Attachment 7, Event Summary Report Format, provides guidance on report content and format.

c. Ensure existing plant procedures, or procedures developed for specific tasks are used for plant repair activities during Recovery.

d. Maintain a log of specific recovery actions taken such as:

   1. Specific actions taken per this procedure.

   2. Communications with offsite authorities related to emergency and/or Recovery.

   3. Meetings held to discuss conduct /close out of the recovery phase.

e. Ensure any reportable event(s) is/are reported per station procedures (events such as 10CFR50.72, 10CFR20 Subpart M, or IP2 Technical Specifications).

f. Approve any special procedures developed for recovery activities outside the plant.

g. As necessary, determine the scope and direct the Onsite Recovery Director to conduct an investigation and develop a Root Cause Investigation Report in accordance with station procedures

h. Ensure action items identified during the transition phase are entered for tracking per the CRS program.

i. Direct and/or coordinate all actions of the Recovery Organization, and approve any reports released to offsite authorities.

j. Continue to develop and direct the activities of the Recovery Plan and supporting procedures.

k. Continue verification and approval of information released by the Company Spokesperson which pertains to the emergency or recovery from the accident.

5.3.2. The Onsite Recovery Director should perform the following as required:

a. Continue to identify and document issues relating to Recovery operations using Attachment 4 and the CRS program.

b. Develop and implement the Recovery Plan and procedures for onsite activities. Procedures used for outage planning should be used to plan and schedule details of specific tasks.

5.3.3. The Offsite Recovery Director should perform the following as required:

a. Continue to identify and document issues relating to recovery operations using Attachment 5 and the CRS program.

b. Develop and implement the Recovery Plan and procedures for offsite activities.

c. Communicate with offsite agencies and coordinate Entergy assistance for offsite recovery activities as needed.

d. Develop and deliver any post-accident reports to offsite agencies (such as; development of an offsite accident analysis report).

e. Coordinate Entergy environmental sampling activities. This should include calculations for total population exposure based on data from available sources and/or mathematical modeling.

f. Develop a radiological release report including an estimation of the total projected population exposure as applicable.

g. Coordinate a post-event critique with State and County Officials. This event should be held within approximately 60 days of the event.

5.3.4. The Company Spokesperson (or JNC Director) should direct the following as required:

    a. Continue to identify and document issues relating to recovery operations using Attachment 6 and the corrective action program.

    b. Construct and implement the Recovery Plan and procedures for Public Information activities.

5.4   Exit from Recovery

5.4.1. The recovery phase can be terminated for an Unusual Event, when the Station Management has ensured the following:

    a. Corrective items are assigned to the responsible organizations and entered into the CRS for tracking.

    b. Plant conditions warrant exiting the recovery phase (i.e. normal station staff is now performing all required recovery actions)

5.4.2. For any event or series of events which reached an Alert classification or higher, the Recovery Manager should consider the following prior to terminating the recovery phase:

    a. Onsite and offsite organizations involved with the emergency and the recovery have been apprised of the existing conditions and of the anticipated termination of activities.

    b. The news media has received a final status report on the emergency and recovery operations.

    c. The emergency response facilities are no longer required, and actions have commenced to restore them to their pre-emergency condition.

    d. A thorough review of all actions taken during the emergency and recovery phases has been conducted and a Root Cause Investigation Report has been prepared.

    e. Necessary revisions of the IP1&2 Emergency Plan and Implementing Procedures have been identified and provided to the Emergency Planning Manager.

5.5   Terminate the Recovery Phase

5.5.1   Issue an SL-1 Report containing the Root Cause Investigation and a summary of major action items identified. This should be done in the form of a memo to the Chief Nuclear Officer – IP2 with copies going to all personnel involved in event (use of computer distribution to all plant personnel is preferred).

5.5.2   Ensure that the SL-1 Report, along with all emergency records (position logs and forms completed per Emergency Plan Implementing Procedures), are collected and submitted for records retention.

6.0   REFERENCES

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

6.2   Referenced Emergency Plan Implementing Procedures

    6.2.1. IP-1024, "Emergency Classification"

    6.2.2. IP-1002, "Emergency Notification and Communication"

6.3   Other References

    6.3.1. NUREG-0654,

    6.3.2. AP-617, "Reportability Determination"
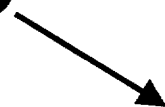
7.0   ATTACHMENTS

    See Table of Contents.

8.0   ADDENDUMS

8.1   Addendum 1, Issues/Strategies Form (Form IP-1048-1)

Attachment 1
Sheet 1 of 1

ILLUSTRATED RECOVERY PROCESS

❶ Emergency Event	• Emergency Plan is implemented.
	• Actions are taken to return the plant to a safe condition.
Transition	• Select Facilities are maintained at full or partial staffing.
	• The ED, EPM and Company Spokesperson prepare a Recovery Issues/Strategies Package.
	• A Recovery Plan Outline is developed.
	• Organizational requirements are determined.
❷	• Personnel are standing by to assume the identified recovery positions.
Recovery	• An Event Summary Report is developed and issued.
	• A Root Cause Investigation is conducted and action items identified
	• A detailed Recovery Plan is developed and implemented.
❸	• Activities to restore the plant to pre-incident conditions are conducted.
Exit Recovery	• SL-1 Report is developed and issued.
	• Records collected and vaulted.

The above arrows represent points in time in the chronology of a classified emergency:

❶ The initiating state of emergency no longer exists.
❷ Formal termination of the emergency occurs (Notification of termination to Federal, State and County Officials by the Emergency Response Manager).
  • Emergency dose limits and special exceptions to procedures no longer apply.
  • Organizational titles are changed to reflect the new status.
❸ Exit from Recovery.

Attachment 2
Sheet 1 of 1

RECOVERY PLAN OUTLINE

SECTION I.   RECOVERY ORGANIZATION

    A. Organization structure

    B. Assignment of authorities/responsibilities

SECTION II.   ONSITE RECOVERY PROGRAM

    A. Major Goals

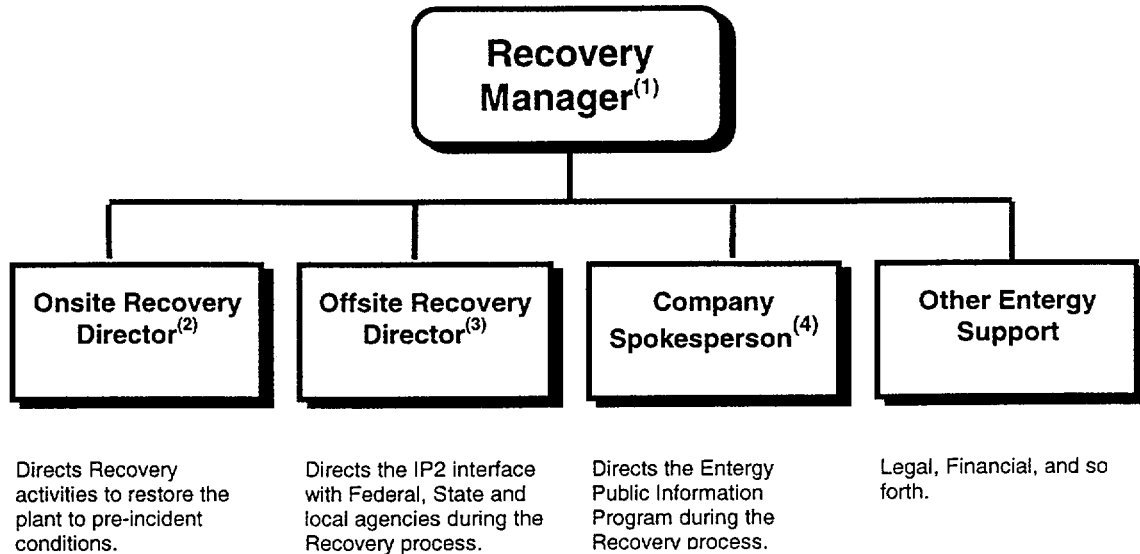   B. Issues and Strategies

SECTION III.   OFFSITE RECOVERY PROGRAM

    A. Major Goals

    B. Issues and Strategies

SECTION IV.   PUBLIC INFORMATION RECOVERY PROGRAM

    A. Major Goals

    B. Issues and Strategies

Attachment 3
Sheet 1 of 1

TYPICAL RECOVERY ORGANIZATION

```
                        ┌─────────────────┐
                        │    Recovery     │
                        │   Manager(1)    │
                        └────────┬────────┘
          ┌──────────────┬───────┴───────┬──────────────┐
┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐
│ Onsite Recovery │ │ Offsite Recovery│ │    Company      │ │  Other Entergy  │
│   Director(2)   │ │   Director(3)   │ │ Spokesperson(4) │ │    Support      │
└─────────────────┘ └─────────────────┘ └─────────────────┘ └─────────────────┘
```

Directs Recovery activities to restore the plant to pre-incident conditions.	Directs the IP2 interface with Federal, State and local agencies during the Recovery process.	Directs the Entergy Public Information Program during the Recovery process.	Legal, Financial, and so forth.

NOTES:

(1) The Recovery Manager position will normally be filled by a Vice President- or designee.

(2) The Onsite Recovery Director position will normally be filled by the Plant Manager or designee. The normal plant staff will support recovery activities as required. A special Radiological Controls Manager and/or Administrative and Logistics Manager may need to be appointed for events which involving severe plant damage or large releases of radioactive materials inside or outside the plant.

(3) The Offsite Recovery Director position will normally be filled by the Manager Emergency Planning or designee.

(4) The Company Spokesperson position will normally be filled by the Site Communications Manager or designee.

Attachment 4
Sheet 1 of 3

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

NOTE: • Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.

• In addition to the ERO positions listed, members of the Outage Planning group should attend the initial onsite recovery meeting to plan for the "Forced Outage" needed to restore plant to pre-event condition.

1. When directed, convene a meeting of key plant ERO personnel. It is suggested as a minimum the following members attend:

   • Emergency Plant Manager

   • TSC Manager

   • Technical Assessment Coordinator

   • OSC Manager

   • Radiation Protection Coordinator

2. Review existing conditions, outline the onsite issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the onsite portion of the plant Recovery Plan. Issues that should be considered in the formation of the package include:

   A. **Present Activities Being Performed By Plant Staff (Onsite ERO)**

      • Identify ongoing activities and determine the need to continue

   B. **Equipment Status Verifications**

      • Establish/document secured lineups

      • List/identify inoperable equipment

      • Hang appropriate tagouts

      • Document temporary repairs/lineup

      • Obtain appropriate samples to verify core status

   C. **Stabilization Of Plant For Long Term Cooling**

      • Identify present cooling lineup(s)

      • Document available back-up cooling lineup(s)

      • Confirm condition of RHR/Service Water/Cont. Spray

         • Develop a plan to transition to long term cooling if required

Attachment 4
Sheet 2 of 3

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

D. System Repairs and Restorations

- Prioritize out of service equipment for restoration

- Plan restoration process by milestones

- Determine testing to increase/ensure equipment reliability

- Determine long term resolution of temporary modifications and repairs

- Examine options for temporary systems

- Bring in industry expertise (such as INPO, Westinghouse) as necessary

- Insure proper QA on any repairs made during the emergency

E. Radiological Controls And Area Decontamination

- Perform comprehensive surveys of onsite areas

- Establish additional survey and sampling frequency requirements

- Determine if additional monitoring equipment is required

- Develop a decon plan based on prioritized recovery of plant areas

- Commence bioassay program

- Contract for large volume decontamination equipment/expertise

F. Water Management

- Identify sources, volumes and activity of water inventories

- Prioritize clean-up

- Verify/evaluate condition of existing clean-up systems

- Establish tagouts/controls to preclude inadvertent discharges

- Evaluate need to contract portable filtering systems/expertise

- Establish berms and restraints for control and mitigation of spills

- Evaluate need for additional onsite waste storage capability

- Evaluate need for additional burial space for waste

Attachment 4
Sheet 3 of 3

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

G. Logistics (Use guidelines for Forced Outage Scheduling)

- Identify manpower needs
- Obtain (if necessary) damage control equipment
- Consider use of outside specialist (INPO, Westinghouse)
- Set up training for off normal conditions (ALARA)
- Consider restricting site access
- Order extra HP supplies to support recovery
- Evaluate the need for additional security (crowd control)
- Evaluate the need for remote technology for inspections and cleanup
- Evaluate the need for additional communications capabilities

H. Documentation

- Initiate actions to complete any required NRC reports per SAO-124 and SAO-125.
- Develop onsite portions of SL-1 Report
- Develop onsite portion of the Recovery Plan (short/long term)
- Write special procedures to perform tasks outside the scope of normal procedures

I. Other

- Any item which does not fall into one of the listed categories

Attachment 5
Sheet 1 of 2

OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE

NOTE: • Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.

1. Convene a meeting of key EOF Emergency Response Organization (ERO) personnel and the Emergency Plan Manager. It is suggested as a minimum the following members attend:

   • Emergency Director

   • EOF Manager

   • Offsite Radiological Assessment Director

   • Technical Advisor to the Emergency Director

2. Review existing conditions, outline the issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the offsite portion of the plant Recovery Plan. Issues that should be considered include:

   A. **Present Activities Being Performed by EOF Staff**

      • Identify ongoing activities and determine the need to continue

   B. **Radiological**

      • Evaluate the need for an environmental sampling program

      • If required, estimate total population dose in accordance with IP-1036

      • Evaluate clean-up requirements

      • Evaluate the need to bring in outside expertise for radiological monitoring

   C. **Support to Offsite Authorities**

      • Consider outstanding requests from offsite authorities

      • Keep offsite authorities apprised of onsite conditions and activities

Attachment 5
Sheet 2 of 2

OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE

D. Corporate Interface

- Keep corporate management apprised of conditions and activities

- Provide information to legal organization as requested

- Identify issues applicable to Human Resources and Employee Assistance

E. Logistics

- Identify manpower needs to support offsite recovery activities

- Identify all non-Entergy personnel and activities currently in place

- Review equipment and material needs for EOF recovery activities

- Assist onsite and Public Information organizations in obtaining offsite support

- Evaluate the need for additional communications capabilities

F. Documentation

- Direct that an Event Summary Report be prepared

- Develop offsite portions of SL-1 Report

- Develop offsite portion of the Recovery Plan (short/long term)

G. Other

- Any item which does not fall into one of the listed categories

Attachment 6
Sheet 1 of 1

PUBLIC INFORMATION RECOVERY ISSUES/STRATEGIES GUIDE

<u>NOTE</u>: Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.

1. When directed, convene a meeting of key Public Information Emergency Response Organization personnel. It is suggested as a minimum the following ERO members attend:

   - Company Spokesperson

   - JNC Director

2. Review existing conditions, outline the public information issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the public information portion of the plant Recovery Plan. Issues that should be considered in the formation of the package include:

   A. **Present Activities Being Performed by JNC Staff**

      - Identify ongoing activities and determine the need to continue

   B. **Offsite Interface**

      - Identify activities needed to keep offsite authorities apprised of Entergy Public Information activities

   C. **Documentation**

      - Develop the Public Information portion of the Recovery Plan

   D. **Other**

      - Any item which does not fall into one of the listed categories

Attachment 7
Sheet 1 of 1

EVENT SUMMARY REPORT FORMAT

Date
Time

To: *Offsite Authority* (NRC, State, County)

From: *Name* (Recovery Manager)

Subject: Event Summary Report of Emergency Declared at Indian Point Nuclear Plant

The Indian Point Nuclear Plant terminated from emergency status at [*time*] and entered into Recovery.

The following is a review of events and items pertaining to [*Indicate EAL and Type*] reported on [*date*].

[*Provide a narrative of the event*] (describe the event giving the facts of the emergency including as a minimum:)

1. Time and description of initiating events (i.e., "On July 4, 1999, at 0640 hours a bomb threat was received at....."). Include information on personnel injuries and status. **(DO NOT INCLUDE NAME(S) OF VICTIMS UNLESS THE FAMILY HAS BEEN NOTIFIED).**

2. Performance of initial notifications to offsite authorities, to include time, location and mode of notification (That is: fax, radio, telephone).

3. Requests for offsite assistance, including time and type.

4. The magnitude of any radiological release and Protective Action Recommendation information as applicable.

5. Telephone numbers where people can call for any additional information (such as the Rumor Control or Media Centers).

Approval: *Signature*

Addendum 1

Issues / Strategies Form (Form IP-1048-1)
Sheet 1 of 1

ISSUE/STRATEGIES FORM					
Area	Owner	Safety Rel.	Priority	Duration	Man-hours

Description of Issue

Resources Needed

Use this form to document major items to be addressed during Recovery.

Area:	Onsite / Offsite / Public Information	
Owner:	Responsible individual or organization	
Safety Related:	Yes or No	
Priority:	1 = Immediate (24 hr.)	2 = Short Term (1 Week)
	3 = Intermediate (1 Month)	4 = Long Term (> 1 Month)
Duration:	Estimated Calendar Duration	
Man-hours:	Estimated Total Project Hours	

Form IP-1048-1 Rev 0

TO: **Emergency Planning Document Controlled**   **Copy #** <u>**14**</u>

Holder/Location   <u>***NRC Document Control Desk (Washington)***</u>
                                                 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:

> Entergy Nuclear
> 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	9/13/01	9/6/01	Replace entire document
IP-1011	Joint News Center	5	4	Replace entire document

Update completed as specified: _____   _____
                                           Signature of Controlled Copy Holder   Date

Emergency Plan Implementing Procedures
Table of Contents

CONTROLLED COPY

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	25	9/6/01
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-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	5	9/13/01
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	3/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1019	Coordination of Corporate Response	10	9/6/01
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
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	13	5/25/01
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

As of 09/13/01

Emergency Plan Implementing Procedures
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Procedure No.	Procedure Title	Rev. No.	Effective Date
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-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	0	4/16/01

As of 09/13/01

Joint News Center

Prepared by: ____Tracy Gillis____ ___Sigul for T. Gillis___ ___9|12|01___
　　　　　　　　　Print Name　　　　　　　Signature　　　　　　　Date

Technical Reviewer: ____Steve Hook____ ___SHook___ ___9|12|01___
　　　　　　　　　　　Print Name　　　　　　Signature　　　　　　Date

Reviewer: ____Jerry Hale____ ___Signature___ ___5/13/01___
　　　　　　　Print Name　　　　　　Signature　　　　　　Date

Reviewer: _____ _____ _____
　　　　　　　Print Name　　　　　　Signature　　　　　　Date

SNSC Review: _____ _____ _____
　　　　　　　Meeting Number　　　Signature Secretary　　　Date

Approval: ____Frank Inzirillo____ ___Signature___ ___9/13/01___
　　　　　　　Print Name　　　　　　Signature　　　　　　Date

Effective Date: ___9 | 13 | 01___

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Table of Contents (cont.)

8.0   ADDENDUM

Joint News Center

1.0 PURPOSE

1.1 To describe the methods used by the Indian Point Unit 2 (IP2) 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 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 Entergy, 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. Entergy will notify news organizations by news 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 Entergy.

2.3 Upon declaration of an Alert (or more severe emergency classification), the JNC is activated and staffed by Entergy, 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 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 Entergy Media Relations. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information among the EOF, IP2 Communications, Entergy 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, Entergy 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 Duty IP2 Communications Representative during emergencies.

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, radioactive release above/below federally approved limits, and then

B. Notify the Government Liaison Representative(s) to make required local official notifications. Based on the number of Government Liaison Representatives available, divide the call lists among them to ensure prompt notification of both Group 1 and Group 2 calls to IP3, NRC, local officials and local public information officers. The calls should inform them of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists located in the IP2 Emergency Telephone Directory on IP2web/eplan.) The Government Liaison Representative(s) should confirm completion of all notifications with IP2 Communications Representative.

C. If necessary, notify the local officials directly using the Group 1 and/or Group 2 call lists, informing them of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists 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 event information and response actions 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 the Emergency Director 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 to the media, if the JNC is not yet activated.

G. Distribute the news release(s) to media and wire services, using available fax machines in the office, home office and/or EOF. Confirm that all news releases issued prior to the activation of the JNC are faxed to the EOF and the JNC facility.

NOTE

Depending on circumstances, proceed to the EOF to obtain and communicate up-to-date information. Upon EOF activation, an EOF Information Liaison relieves the IP2 Communications Representative of this responsibility and continues to communicate information to IP2 Communications, Entergy Media Relations and/or the Joint News Center staff, if activated.

H. Coordinate with and 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 the JNC is 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). Forward electronically (via email) or fax all completed forms to the JNC Fax/Copy Room, once JNC activation occurs.

C. Begin or support 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 and JNC).

D. Coordinate the review and approval of news release(s) and the notifications of local officials in Groups #1 and #2 (noted above) with the IP2 Communications Representative, prior to JNC activation. Technical concurrence and/or approval should be obtained by either the Company Spokesperson if the JNC is activated or otherwise the Emergency Director.

E. Coordinate with the IP2 Communications Representative to distribute the news release to the media.

5.2.3 Upon notification of the decision to activate the JNC, individuals assigned to the Joint News Center should perform their initial actions outlined in their checklists, then 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. Upon JNC activation, IP2 media and public communications (news releases, media briefings) become the responsibility of the JNC.

5.3.2 Indian Point Communications staff and/or Entergy Media Relations in the White Plains office will provide continuing support, as appropriate, during the course of the event for distribution of news releases to Company management, Entergy employees and others as deemed necessary.

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, pager, etc.), designated personnel shall report for duty at the JNC, or initiate duties from home, office or other location, as defined by individual position instructions.

Full staffing of the JNC comprises Entergy 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

- Security

- Government Liaison Manager

- Audiovisual Coordinator

- Media Room Liaison

- Public Inquiry Coordinator

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, if filling 1st shift position

G. Proceed to assigned work location and refer to binder/position checklist, or if **not** 1st shift, report to the cafeteria area and await further instructions.

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

A. Initiate duties upon notification to proceed, and refer to procedure checklist

5.5.4 The JNC will be declared activated when:

- Key positions are staffed by Entergy representatives;

- State and counties have been notified and communications established (directly in the JNC and/or via Government Liaison Manager); and

- EAS capability is established by the Westchester County/State (confirmed directly in the JNC or via Government Liaison Manager).

5.6 JNC Operations

> **Note:**
> Section 2 of the IP2 Emergency Communications Manual provides additional background information on 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 coordinates with the Emergency Director for technical concurrence. The JNC Assistant Director and the JNC Technical Advisor may also be used to provide review.

5.6.2 Media Briefings

Media Briefings can be called for by Entergy, 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, Entergy takes the lead in moderating the briefings. The JNC Media Room Liaison performs the function of Moderator during Media 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 Entergy personnel staff public inquiry, media monitoring and media referral functions. The public inquiry team provides the public with clarification of information. Media monitoring tracks the accuracy of broadcast and print reports. Media referral 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 Entergy 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. 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 Assistant Director)
- Media Room Liaison
- Radiological Advisor
- Radiological Health Expert
- JNC Technical Advisor
- Technical Briefer
- Government Liaison Manager
- Government Liaison Assistant Manager
- JNC Administrative Manager
- Audiovisual Coordinator and Staff
- Media Monitor(s)
- Assistant(s) (Copy and Fax)
- Media Referral Staff
- JNC News Release Writer
- News Room Assistant #1
- News Room Assistant #2
- Public Inquiry Coordinator
- Public Inquiry Staff

- Utility Room Documenter
- JNC Registration Coordinator/Security

The EOF Information Liaison reports to the EOF and provides support to the JNC from that location during events and JNC activation.

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 Entergy, 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 Entergy 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 startup 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   <u>ATTACHMENTS</u>

        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 Manager Checklist

        Attachment 11 - Communications Coordinator

        Attachment 12 - Administrative Manager Checklist

        Attachment 13 - Audiovisual Coordinator and Staff Checklist

        Attachment 14 - Media Monitor(s) Checklist

        Attachment 15 - Assistant(s) Checklist

        Attachment 16 - Media Referral Staff Checklist

        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 - IP2 Communications Representative Checklist

Attachment 25 - Emergency Operations Facility (EOF) Information Liaison Checklist

Attachment 26: Government Liaison Representative 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 Distribtion Checklist (Form IP-1011-5)

Attachment 1
JNC Director Checklist
Sheet 1 of 2

Primary Responsibilities
Reporting to the 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, federal agencies, news media and public; assist in JNC activation; direct shift and personnel changes; participate in periodic JNC facility briefs; provide facility support as required with state, county and federal representatives

Mobilization and Activation Activities	Notes

1.0 On arrival at JNC
 	
▪ Go through registration, sign in on Sign-In Board outside of the Utility work rooms, report to Utility Room A and refer to position checklist (if 1st shift position is filled, notify the 1st shift JNC Director of your arrival and report to the cafeteria until further directions are provided)
 	
▪ Obtain status on JNC staffing and set-up activities, and provide direction as necessary to complete a first shift roster. Direct Administrative Manager to verify Security personnel have been notified and are reporting, if not already present.
 	
▪ Assume title of JNC Director and overall responsibility of facility, staff, and operations
 	
▪ Call directly, or confirm that JNC Assistant Director, Company Spokesperson or Technical Advisor contacting, 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)
 	
▪ Ensure all staff refer to their detailed position checklists
 	
▪ ***Activation Declaration***: Declare JNC activated and operational when:
 	
  1. Key positions are staffed with Entergy 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 Westchester County representative and/or upon notification from the Government Liaison Manager)
 	
▪ Upon activation, notify key JNC managers (see shaded boxes on JNC Organization Chart), State and County representatives that the JNC is activated, and request they inform all other appropriate staff. Ensure the JNC Assistant Director directs staff to synchronize the times between EOF and JNC.
 	
▪ Direct preparation (by News Release Writer) of media advisory announcing the activation of the JNC as the official source of information to the public	

Attachment 1
JNC Director Checklist
Sheet 2 of 2

JNC Operational Activities	Notes
2.0 Ongoing Responsibilities • 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 • Check Utility Room A status board for utility briefing times • Participate with key utility staff in periodic JNC Assistant Director briefings of Utility personnel, providing information during these sessions to keep the JNC Assistant Director and staff apprised of JNC/Facility status and any other important JNC information • Direct appropriate rest periods and shift changes for Entergy personnel (working with Administrative Manager). Confirm 2nd shift staff assignments with the Administrative Manager, and advise the Emergency Director upon completion of a 2nd shift roster • Review plant status reports, information sheets, government news releases, EAS messages, and other information as time permits **3.0 Post Event** • When events warrant, after consultation with Entergy Senior Management and state and county representatives, declare JNC deactivated • Direct JNC personnel to return all equipment to proper storage locations • Conduct facility de-briefing • Review all JNC documentation to verify that logs, forms and other documentation are complete • Provide all documentation to the Recovery Manager • Return work area to startup condition before departing facility	

Attachment 2
JNC Assistant Director Checklist
Sheet 1 of 2

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 and Room B staff; ensure media inquiry issues, incorrect information and rumors are addressed (directly or through Communications Coordinator) and corrective actions are tracked; assume role of JNC Director whenever JNC Director is absent from JNC

Mobilization and Activation Activities	Notes

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 and refer to position checklist

- Decide on activation of the Communications Coordinator position, coordinate with the JNC Director to assign one of the available alternate JNC Directors, and inform the Utility Room A staff of the decision

- **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, ensure all utility room staff are made aware of JNC activation and request the JNC Technical Advisor to inform the EOF Information Liaison of JNC activation and synchronize time between facilities

- Brief Entergy communications representative(s) via telephone on situation, or direct the Communications Coordinator to do so, if the position is staffed. Establish means and timing of any ongoing updates that are required

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), Government Liaison Manager, and Administrative Manager

- Working with Communications Coordinator, if activated, ensure the coordination of information and timely, accurate communications flow within and out of the Utility Room A, and especially to the media

- Ensure Communications Coordinator is reviewing media questions collected by Media Room Liaison, Technical Briefer and Radiological Health Expert to assist in preparing notes for Media Briefings, and in preparing the Company Spokesperson, or conduct these activities if not

Attachment 2
JNC Assistant Director Checklist
Sheet 2 of 2

2.0 Ongoing Responsibilities (cont'd)	Notes
■ 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 Coordinator, and track the corrective actions, or conduct these activities if not	
3.0 News Releases	
■ Review news release drafts as requested	
■ Ensure News Release Writer revises news release based on input, and direct Administrative Manager to supervise proper distribution and support immediate copy/access needs, 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	
■ 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 Radiological Advisor, Technical Briefer, Radiological Health Expert 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 in Addendum 4 (Form IP-1011-2)	
■ Ensure the Media Room Liaison and Government Liaison Manager are promptly advised of the times for Pre-Briefings and Media Briefings	
■ 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 (the Radiological Health Advisor, Technical Briefer, Radiological Advisor and Communications Coordinator monitor briefings) and ensure they are addressed at subsequent briefings or news releases as appropriate, or direct the Communications Coordinator to do so	
■ Ensure news releases are developed by the News Release Writer based on the content provided during Media Briefings (Briefing Summary Statements) as appropriate, or direct the Communications Coordinator to monitor this process	
5.0 Post Event	
■ Assist JNC Director in gathering all documentation generated during the event at the JNC	
■ Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 3
Company Spokesperson Checklist
Sheet 1 of 2

	Notes
<u>**Primary Responsibilities**</u> Working with the Emergency Director, JNC Assistant 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 (via Technical Advisor), 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	

<u>Mobilization and Activation Activities</u>	Notes
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 – refer to your position checklist 　▪　Confer on plant events with JNC Assistant Director, Technical and/or Radiological Advisor and others present, or establish contact with the EOF directly if not done yet 　▪　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 Media Room Liaison to arrange with AV Coordinator **<u>JNC Operational Activities</u>** **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/or JNC Assistant Director and coordinate on Media Briefing points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate; JNC Technical Advisor can also provide support **3.0 News Releases** 　▪　Review, provide directions and input to the News Release Writer and/or JNC Technical Advisor, and approve all News Releases generated at the JNC, gaining concurrence or confirmation from the Emergency Director. As necessary, request the JNC Assistant Director and/or JNC Technical Advisor to review news releases and provide comments **4.0 Pre-Briefings** <table><tr><td>**NOTE:** Section 4 of the IP2 Emergency Communications Manual provides guidance on the preparations for and conduct of Media Briefings</td></tr></table> 　▪　Define 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 Communications Coordinator, JNC Assistant Director and other Utility Room A staff as needed 　▪　Determine and request Graphics and other visual aids from Audio Visual Coordinator, or direct other personnel to ensure the readiness of needed graphics	

Attachment 3
Company Spokesperson Checklist
Sheet 2 of 2

▪ Review Media Briefing information with JNC Assistant Director and/or Communications Coordinator prior to pre-briefings	**Notes**
▪ Prior to Media Briefings the Media Room Liaison conducts a pre-briefing. Provide utility information with state and counties, 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)	
▪ 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	

5.0 Media Briefings

- *When:* Media Briefings are called by the state, county or Entergy as significant events occur or critical information becomes available. JNC media briefings usually follow classification changes, major events or significant actions by Entergy, 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 Media Room Liaison 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 Media Room Liaison 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 Media Room Liaison

- Media Room Liaison will end briefing as appropriate

6.0 Post-Briefings

- Upon return to Utility Room A, obtain plant update from JNC Assistant Director

- Discuss any comments with JNC Director (from completed media briefing issues forms, Addendum 4) regarding briefing content and accuracy from Technical and Radiological Advisors, Communications Coordinator , Technical Briefer and/or 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

7.0 Post Event

- Participate in debriefing and then return work area to startup condition before departing facility

Attachment 4
Media Room Liaison Checklist
Sheet 1 of 2

Primary Responsibilities	

Reporting to JNC Assistant Director, acts as the primary interface for media present at JNC; acts as moderator for media briefings; supervises audio-visual staff in JNC and prepares press kits for media

Mobilization and Activation Activities	**Notes**
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 PIO sign-in board for PIOs present in JNC and on dais for accuracy ▪ See Technical Briefer and Radiological Health Expert to their posts ▪ Ensure Security keeps the media 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 until in startup condition **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 ▪ 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 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) ▪ Participate in Pre-Briefings in the role of the Media Briefing Moderator, and coordinate with all of the PIOs the order, flow and process to be followed during the Media Briefing ▪ Ensure all AV needs of Company Spokesperson and other PIOs are taken care of prior to start of Media Briefings. Some requests may be given during pre-briefings ▪ *Briefing Format:* Open Media Briefing by making introductory remarks; Serve as moderator; Introduce spokespeople to make agreed upon statements in pre-established order ▪ *In each briefing,* Ensure to conclude each briefing with the following Public Inquiry announcement: "To assist the public with receiving clarification on information that may be in conflict with official announcements, the public may call" (Use the published Public Inquiry Phone Number)	

Attachment 4
Media Room Liaison Checklist
Sheet 2 of 2

JNC Operational Activities	Notes
- Preside over Q&A session, repeating questions as needed and directing them to appropriate spokesperson - Conclude 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) **4.0 Post-Briefing** - Monitor interaction between media and experts; intervene if necessary **5.0 Post Event** - Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 5
Radiological Advisor Checklist
Sheet 1 of 1

Primary Responsibilities
Reporting to JNC Assistant Director, provide information/advise Company Spokesperson on radiological information due to plant events; review news releases and monitor media briefings for accuracy

Mobilization and Activation Activities	Notes
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 and refer to position checklist **JNC Operational Activities** **2.0 Ongoing Responsibilities** • Review plant status reports, EOF to JNC Essential Information Checklist, news releases, and other information as it becomes available and advise Company Spokesperson as appropriate **3.0 News Releases** • Review and provide technical comments on news releases as requested **4.0 Pre-Briefings** • 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** • Monitor media briefings and take notes on Media Briefing Issues form in Addendum 4 (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions and provide to JNC Assistant Director, or Communications Coordinator if directed • Ensure unanswered questions or inaccuracies are addressed **during preparation of** follow-up media briefing format **6.0 Post-Briefing** • 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** • Participate in debriefing and then return work area to startup condition before departing facility	

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 the news media 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
 	
   ▪   Register in lobby and sign Utility Sign-In board in hallway by Utility Room A
 	
   ▪   Report to Media Room Liaison in Media Briefing Room – Refer to position Checklist
 	
   ▪   Review issued news releases, and report any inaccuracies to the Media Room Liaison
	<u>**Notes**</u>

<u>**JNC Operational Activities**</u>
 	
2.0 Ongoing Responsibilities
 	
   ▪   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 as feedback for use in preparing for next briefing
 	
3.0 Media Briefings
 	
   ▪   Monitor Media Briefings using Media Briefing Issues form in Addendum 4 (form IP-1011-2) for accuracy; relay comments to Media Room Liaison
 	
4.0 Post Event
 	
   ▪   Participate in debriefing and then return work area to startup condition before departing facility
	<u>**Notes**</u>

Attachment 7
JNC Technical Advisor Checklist
Sheet 1 of 1

	Notes
Primary Responsibilities	
Reporting to JNC Assistant Director, provide technical information to support communications efforts. Advise Company Spokesperson and JNC Assistant Director on plant events; serve as primary contact for plant status information from EOF Information Liaison; support development of and review news releases; and monitor media briefings for accuracy	

Mobilization and Activation Activities	**Notes**
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 and refer to position checklist	
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 Company Spokesperson and JNC Assistant Director 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 forms to Documenter, Company Spokesperson and Administrative Manager	
3.0 News Releases	
• Provide new information and needed descriptions to the News Release Writer to support news release development efforts	
• Review and provide technical comments on news releases as needed with News Release Writer	
4.0 Pre-Briefings	
• Advise Company Spokesperson and JNC Assistant Director on plant events	
• Assist Company Spokesperson in preparing media briefing notes as needed	
5.0 Media Briefings	
• Support Company Spokesperson and/or Communications Coordinator to obtain needed information to answer questions and open issues from Media Briefings	
6.0 Post Event	
• Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 8
Technical Briefer Checklist
Sheet 1 of 1

Primary Responsibilities	
Reporting to Media Room Liaison, serve as information source to the media by providing technical information on plant operations and equipment as needed	
Mobilization and Activation Activities	**Notes**
1.0 On arrival at JNC ■ Register in lobby and sign Utility Sign-In board outside Utility Room A – Refer to Position Checklist ■ Report to Media Room Liaison in Media Briefing Room	
JNC Operational Activities	**Notes**
2.0 Ongoing Responsibilities ■ 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** ■ Monitor briefings for accuracy by Company Spokesperson using Media Briefing Issues form, Addendum 4 (Form IP-1011-2) and relay comments to Media Room Liaison **4.0 Post Event** ■ Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 9
Government Liaison Manager Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of the JNC Assistant 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 release and of pre-briefing times 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 necessary)

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 B and refer to position checklist

- Establish contact with State and County Room PIOs, and monitor/maintain State/County Sign-in Status Board outside Utility Room A

- 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 NY State Liaison, coordinate responsibility with Government Liaison Assistant Manager to monitor PIO emergency conference phone in Pre-Briefing Room; Keep log of any incoming or outgoing calls made

2.0 Ongoing Responsibilities

- Review, EOF to JNC Essential Information Checklist, news releases, and other information as it becomes available

- Prepare and ensure that Government Liaison Assistant Manager updates status boards in all JNC Rooms, announce status change and ring bell; Ensure staff acknowledges Emergency Classification change status (remove posted Emergency Summary Sheets, if no longer applicable or outdated, as updating JNC rooms)

- Ensure Government Liaison Assistant Manager 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) , using primarily EOF to JNC Essential Information forms

Attachment 9
Government Liaison Manager Checklist
Sheet 2 of 2

JNC Operational Activities	Notes
3.0 News Releases/EAS Messages ▪ *EAS Messages:* Acknowledge receipt of Emergency Alert System (EAS) messages issued at JNC by initialing documents (Coordinate with Westchester County and/or State as EAS messages are being developed, and at issuance to ensure prompt sharing of this information throughout the JNC ▪ Ensure Government Liaison Assistant Manager provides a copy of all EAS messages to JNC Assistant Director, Public Inquiry Coordinator, Documenter and Administrative Manager for distribution ▪ *Government News Releases:* Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing and provide to Documenter and Company Spokesperson • Provide copy of all government news releases to JNC Assistant Director, Documenter and Administrative Manager for prompt JNC distribution. ▪ *Entergy News Releases:* Ensure that all state and county PIO's acknowledge Entergy news releases prior to release to wire services and the news media present (except JNC Activation Release) Utilize PIO emergency conference phone to contact and inform absent PIO's of impending news release (refer to Addendum 7 News Release Distribution Checklist, Form IP-1011-5), or direct the Government Liaison Assistant Manager to do so • Provide a copy of issued Entergy news releases to State and County representatives/workrooms at same time as obtaining acknowledgment, if copies are ready (Coordinate with Administrative Manager and News Room Assistants.) **4.0 Pre-Briefing** ▪ *When:* Prior to Media Briefings ▪ In absence of state PIO, coordinate 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 coordinate with state and county PIOs on time of pre-briefing ▪ At request of JNC Assistant Director, ensure Media Room Liaison is notified in Media Briefing Room of scheduled pre-briefings and media briefing times ▪ 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 **5.0 Post Event** ▪ Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 10
Government Liaison Assistant Manager Checklist
Sheet 1 of 1

Primary Responsibilities	
Under the direction of the Government Liaison Manager, distribute government news release information and EAS messages to JNC Assistant Director, Documenter and Administrative Manager; distribute Entergy news release and information to government officials, state and county PIO's for proper sign-off prior to release to media; deliver final Entergy news releases to state, county, EAS, FEMA and NRC; ring bell and update Emergency Classification Level signs and announce status change	

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 B and Government Liaison Manager, and refer to position checklist	

JNC Operational Activities	**Notes**
2.0 Ongoing Responsibilities • Ring bell and update status boards and Emergency Classification Level signs in all JNC Rooms, including EAS Room, State, Counties (Orange, Rockland, Westchester, Putnam), FEMA, NRC, Entergy Work Rooms, Public Inquiry, Media Monitoring); Announce status changes; Ensure staff located in each room, acknowledges Emergency Classification changes. (Remove posted Emergency Summary Sheets, if no longer applicable or outdated, as updating JNC rooms) • 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 (a log is available for use in pre-briefing room) **3.0 News Releases** • Government News Releases/Information: Ensure copy of all government news releases and EAS messages are distributed to JNC Assistant Director, Documenter, and Administrative Manager for distribution within the JNC • Entergy News Releases: Circulate when directed by the Government Liaison Manager, using the News Release Distribution Checklist (FormIP-1011-5) to obtain PIO acknowledgment and return to News Room Assistant #2; Promptly inform JNC Assistant Director of completion of PIO acknowledgments. Provide copies of the news release at the same time as obtaining acknowledgment, if copies are ready (Coordinate with Administrative Manager and News Room Assistants.) **4.0 Post Event** • If requested by Government Liaison Manager, participate in debriefing and then return work area to startup condition before departing facility	

Attachment 11
Communications Coordinator Checklist
Sheet 1 of 2

	Notes
Primary Responsibilities Activated at the discretion of and reporting to the JNC Assistant 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 Entergy; Support the Public Inquiry Coordinator with information issues and conflicts. Provide other communications coordination support as requested and required by the JNC Assistant Director and/or Company Spokesperson	

Mobilization and Activation Activities	**Notes**

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 and refer to position checklist
 	
  ■ Confer with JNC Assistant Director to determine and confirm communications coordination needs
 	
  ■ Inform the Company Spokesperson of your arrival, and planned communications coordination activities
 	
  ■ Inform the News Release Writer(s) and JNC Technical Advisor on the role the Communications Coordinator will play
 	
JNC Operational Activities
 	
2.0 Ongoing Responsibilities
 	
  ■ 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
 	
  ■ Coordinate with the JNC Assistant Director to review and track documented rumors and inaccuracies collected by Public Inquiry Coordinator to assist in preparing the Company Spokesperson to address them in future Media Briefings; coordinate written statements to address these items as necessary with the JNC News Release Writer
 	
  ■ 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	

Attachment 11
Communications Coordinator Checklist
Sheet 2 of 2

2.0 Ongoing Responsibilities (cont'd)	Notes
■ Collect briefing comments (Form IP-1011-2) from Radiological Health Expert and Technical Briefer and submit to Company Spokesperson along with your list of unanswered questions, if any ■ Update Entergy Media Relations/Headquarters, as needed, on current events **3.0 News Releases** ■ 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 ■ Monitor Media Briefings to document content provided by Entergy 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 (Media Briefing Summary) **4.0 Post Event** ■ Participate in debriefing and then return work area to startup 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 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 and ensure facility is fully operational after each use	

Mobilization and Activation Activities1.0 On arrival at JNC	Notes
- Register in lobby and sign Utility Sign-In board outside Utility Room A - Report to Utility Room A and refer to position checklist - Evaluate registration situation; If Registration Coordinator(s) or Security staff have not arrived, assign additional personnel as needed - Verify completion of JNC Staffing by reviewing sign-in/staffing forms from Registration Coordinator(s), (Form IP-1011-3) and review the JNC Utility Sign-In board located outside of Utility Room A; Complete the Sign-in board if names of available staff are not included - Confer with JNC Director to determine no-shows, instruct Registration Coordinators or other designated staff to fill positions with alternates if necessary (Refer to IP2 Emergency Telephone Directory if necessary to make contacts). If security is not present, contact Security Shift Supervisor to confirm they are reporting. (Coordinate this with the JNC Director) - 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 (Refer to IP2 Emergency Telephone Directory – IP3 Entergy representative) - Ensure fax and copy assistants confirm correct dates and times on fax machines, and that a log is maintained of incoming and outgoing faxes **JNC Operational Activities** **2.0 Ongoing Responsibilities** - Working with JNC Director and Registration Coordinator(s), make shift assignments; (Form IP-1011-3); Release any individuals not currently filling a position on the 1st shift who initially responded to the JNC, after assigning them to second shift - When all positions are filled and shift assignments have been made, provide completed shift roster to JNC Director for provision to Emergency Director; Ensure faxing of the form to the EOF, if requested to do so	

Attachment 12
Administrative Manager Checklist
Sheet 2 of 3

JNC Operational Activities (cont'd.)	Notes

2.0 Ongoing Responsibilities (cont'd.)
 	
• Supervise Fax/Copy Assistants, News Room Assistants, Security, Registration Staff
 	
• Supervise distribution of plant status reports, forms and EOF to JNC Essential Information Checklist provided by JNC Technical Advisor by News Room Assistant #1 to:
 	
   - JNC Director
   - JNC Technical Advisor (if original is only copy, provide a copy before continuing duplication and distribution to others)
   - JNC Assistant Director
   - Company Spokesperson
   - Radiological Advisor
   - Documenter
   - News Release Writer
 	
• 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 Entergy 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
 	
• Supervise proper approval sign-off by Company Spokesperson on final news releases (ensure appropriate signatures and times noted– stamp final news release on back)
 	
• Direct News Room Assistant #2 to copy news release and provide to Government Liaison Manager for simultaneous acknowledgment and distribution to State and Counties, and provide copy to News Room Assistant #1 to make remaining copies for distribution within JNC. Maintain a copy for fax responsibilities noted below.
 	
• 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

JNC Operational Activities (cont'd)	Notes

• Establish/Confirm required fax recipients with JNC Assistant Director or Communications Coordinator, if directed, and supervise distribution of final Entergy news releases by News Room Assistant #2 to (as per prepared fax distribution sheet):
 	
  - IP2 Control Room
  - IP2 Simulator
  - EOF
  - AEOF (if required)
  - IP2 Sr. VP
  - Entergy Media Relations/Public Relations (fax pre-programmed)
  - Wire Services:
    - AP/NYC
    - AP/Westchester County
    - Reuters
    - Gannett Suburban News/White Plains
    - Bloomberg
    - PR Newswire
  - IP2 TSC
 	
4.0 Post Event
 	
• Participate in debriefing and then return work area to startup 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 and Staff Checklist

Sheet 1 of 1

Primary Responsibilities	
Reporting to the Media Room Liaison, perform all audiovisual tasks (set-up, test, operate, prepare graphics) for media briefings	
Mobilization and Activation Activities	**Notes**
1.0 On arrival at JNC • Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist • Synchronize time in Utility Room A with JNC Assistant 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 Rooms A & B, State and County Rooms, EAS, 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, wireless microphone and sound system • Work with Media Room Liaison to set up schematics/graphs/slides selected by Company Spokesperson in Media Briefing Room	
JNC Operational Activities	**Notes**

2.0 Media Briefings
 	
• Perform and/or delegate the following tasks:
 	
  – Wireless microphone for Company Spokesperson
 	
  – Arrange power point presentation and other visuals for Company Spokesperson as needed
 	
  – Record and videotape Media Briefing
 	
  – Coordinate staff to handle wireless microphone for Q&A – **do not** give microphone to individual asking question
 	
  – Prepare tapes for playback
 	
3.0 Post Event
 	
• Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library
 	
• Participate in debriefing and then return work area to startup condition before departing facility	

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

	Notes
Primary Responsibilities 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	
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 Media Monitoring Room and refer to position checklist ■ 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) **JNC Operational Activities** **2.0 Ongoing Responsibilities** ■ 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 Coordinator IP2 or NY State 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** ■ Provide log to Documenter and tapes to JNC Director at end of event ■ Participate in de-briefing and then return work area to startup condition before departing facility	**Notes**

Attachment 15
Assistant(s) Checklist
Sheet 1 of 1

Primary Responsibilities	
Provide clerical support as needed under the direction of the Administrative Manager	

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 work area and check equipment and supplies – replenish necessary supplies. Refer to position checklist
 	
   • 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
	Notes

JNC Operational Activities
 	
2.0 Ongoing Responsibilities
 	
   • 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
 	
   • 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
 	
   • Contact Administrative Manager with problems, questions or feedback
 	
   • Support Administrative Manager in other JNC activities as needed
 	
3.0 Post Event
 	
   • Assist Administrative Manager in restoring each workroom to start up condition
 	
   • Participate in de-briefing and then return work area to startup condition before departing facility
	Notes

Attachment 16
Media Referral Staff Checklist
Sheet 1 of 1

	Notes
<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; monitor media websites for inaccuracies	
<u>Mobilization and Activation Activities</u> **1.0 On arrival at JNC** • 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)	**<u>Notes</u>**

<u>JNC Operational Activities</u>
 	
2.0 Ongoing Responsibilities
 	
•   Answer telephones, "Joint News Center", respond to media not present at JNC by:
 	
     •   Advising news organizations to send a representative to the JNC or rely on wire service reports for updates
 	
     •   Read and/or arrange to provide news releases (by fax) to media outlets who request it (coordinate this activity with the Public Inquiry Coordinator first)
 	
     •   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
 	
•   Monitor media web sites for inaccuracies and provide to Public Inquiry Coordinator on forms ("Public Inquiry - Media Response Inquiry and Off Air Monitor")
 	
•   Maintain log of media calls and actions taken (on "Public Inquiry - Media Response Inquiry and Off Air Monitor" forms provided)
 	
3.0 Post Event
 	
•   Give media log to Documenter at end of event
 	
•   Participate in debriefing and then return work area to startup condition before departing facility
	<u>Notes</u>

Attachment 17
JNC News Release Writer Checklist
Sheet 1 of 3

Primary Responsibilities	Notes
Under the overall direction of the JNC Assistant Director with direction from the Company Spokesperson and/or Communication Coordinator, if activated, 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, print final/approved releases on letterhead and provide to Administrative Manager for sign-off and distribution	

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 and refer to position checklist	
JNC Operational Activities	
2.0 Ongoing Responsibilities	
• Turn on PC and monitor	
• On main screen, select and open IP2 Sample Boiler Plate folder (These are Read Only documents)	
• 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 (Save As) sample EAL boiler plate news releases and place in folder – edit and modify with available and appropriate information, 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	
• Print only final approved news releases on letterhead for distribution	
• Use Emergency Communication Manual for additional news release information	
3.0 News Releases	
NOTE: Section 3 of the IP2 Emergency Communications Manual provides guidance on the preparations of News Releases	

Attachment 17
JNC News Release Writer Checklist
Sheet 2 of 3

- ***When:*** News Releases should be made as soon as possible, but 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 Company Spokesperson, JNC Assistant Director or Communications Coordinator, including Media Briefing Summaries following substantive sessions and Chronologies on an infrequent basis

- With support from JNC Assistant 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 without date or time

- Make changes to draft news release, based on reviews, as directed by Company Spokesperson and/or JNC Technical Advisor

Attachment 17
JNC News Release Writer Checklist
Sheet 3 of 3

News Releases (cont'd)	<u>Notes</u>
• Upon request for final news release copy from Company Spokesperson, print on Entergy letterhead, add correct date and time of issue; format single spacing on news release • Give final news release to Administrative Manager for approval signature and distribution sign-off • 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 **3.0 Media Briefings** • Observe Media Briefings and make note of information for inclusion in follow-on releases or briefing summaries as appropriate **4.0 Post Event** • Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 18
News Room Assistant #1 Checklist
Sheet 1 of 1

	Notes
Primary Responsibilities Under the direction of the Administrative Manager, ensure efficient internal distribution of plant status reports, news releases and information	
Mobilization and Activation Activities **1.0 On arrival at JNC** ■ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist ■ Report to Administrative Manager ■ Establish a regular run to fax room to pick up incoming faxes	**Notes**
JNC Operational Activities **2.0 Ongoing Responsibilities** ■ Make copies of and distribute plant status reports, EOF to JNC Essential Information Checklist, EAS messages and news releases (see News Release Distribution Checklist (Form IP-1011-5) to: Utility Room A & B – JNC Director – EOF to JNC Essential Information Checklist and news releases – Company Spokesperson – all data – Technical, Radiological Advisors – all data – JNC Assistant Director – all data – News Release Writer – IP2 News Releases ONLY – Post news release on Bulletin Board behind News Release Writer – Documenter –all data for log keeping – Government Liaison Manager – News Releases; "30 Alphas", EOF to JNC Essential Information Checklist; EAS messages Other JNC locations – Public Inquiry Coordinator – All News Releases and EAS messages ONLY – Media Room Liaison (Media Briefing Room standing file folders) – all news releases ONLY – Media Monitoring- News Releases and EAS messages ONLY **3.0 Post Event** ■ If requested by Administrative Manager, participate in de-briefing ■ Assist Administrative Manager in restoring each workroom to startup condition	**Notes**

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

Primary Responsibilities	
Under the direction of the Administrative Manager, ensure external distribution of final news releases to Media and Entergy designated personnel (external to JNC)	
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 Administrative Manager	
JNC Operational Activities	**Notes**

2.0 Ongoing Responsibilities
 • Make initial copies of approved Entergy News Releases when received from Administrative Manager for Government Liaison Manager (for State and County acknowledgments), simultaneous distribution by Government Liaison Manager to State, County and federal JNC locations, and for continued copying and distribution by News Room Assistant #1. Maintain a copy for faxing responsibilities noted below.
 	
 • Have copies made and ensure that final Entergy news releases are faxed (using Fax Distribution sheet provided by Administrative Manager) to:
     – IP2 Control Room
     – IP2 Simulator
     – EOF
     – AEOF (if directed)
     – IP2 Sr. VP
     – Entergy Media Relations/Public Relations (fax pre-programmed)
     – Wire Services:
        – AP/NYC
        – AP/Westchester County
        – Reuters
        – Gannett Suburban News/White Plains
        – Bloomberg
        – PR Newswire
     – IP2 TSC
 • Maintain copies and distribution in accordance with News Release Distribution Checklist (Form IP-1011-5)
 	
 3.0 Post Event
 • If requested by Administrative Manager, participate in debriefing and then return work area to startup condition before departing facility.
 	
 • Assist Administrative Manager in restoring each workroom to startup condition	

Attachment 20
Public Inquiry Coordinator Checklist
Sheet 1 of 1

	Notes
Primary Responsibilities Under the direction of the JNC Assistant Director, supervise Public Inquiry, Media Referral and Media Monitoring staff until the NY State Pubic Inquiry Coordinator arrives from Albany; apprise JNC Assistant Director of rumors, inaccuracies using State Forms; provide rumors and inaccuracies to State and County JNC Representatives as directed by the JNC Assistant Director; coordinate receipt of updated information and provide to PI, Media Referral and Media Monitoring staff; update status board, as appropriate.	

Mobilization and Activation Activities	**Notes**
1.0 On arrival at JNC • Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist, and Report to Public Inquiry Room • Review official written information on event (news releases) for dissemination through Public Inquiry and Media Referral staff • Supervise until NY State Coordinator arrives or during NY State Coordinator absence from Public Inquiry Room **JNC Operational Activities** **2.0 Ongoing Responsibilities** • Update NY State Coordinator upon arrival and after absences from room • Remain up-to-date with official information provided to the media concerning the event through final approved news releases from utility, state or county; EAS messages ONLY • Check completed logs of Media Monitoring and Public Inquiry/Media Referral staff, and Coordinate call-backs as needed • Inform JNC Assistant Director of "repeated inquiries" containing rumors or misinformation received by Public Inquiry Room or Media Monitoring (using State Form provided), and coordinate distribution to appropriate JNC Representatives as directed by the JNC Assistant Director • Track corrective actions to completion, or coordinate this with the JNC Assistant Director and/or Communications Coordinator • Attend periodic JNC facility briefings as necessary, and provide any JNC administrative information to the Public Inquiry, Media Referral and Media Monitoring staff. • Coordinate with and request needed written information from JNC Assistant Director when deemed necessary to ensure prompt receipt of approved information for use in Public Inquiry, Media Referral and Media Monitoring **3.0 Post Event** • Participate in debriefing and then return work area to startup condition before departing facility	

Attachment 21
Public Inquiry Staff Checklist
Sheet 1 of 1

Primary Responsibilities	
Under the direction of Supervisor, Public Inquiry (NY State) or Public Inquiry Coordinator (IP2),, provide incoming callers (the public) with clarification of information that may conflict with official announcements	
Mobilization and Activation Activities	**Notes**
1.0 On arrival at JNC • Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist • Report to Public Inquiry Room Coordinator	
JNC Operational Activities	**Notes**
2.0 Ongoing Responsibilities • Obtain and review up-to-date official written information on the event • 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 • Refer/direct calls to Public Inquiry Coordinator if needed • Refer to Public Inquiry Room Information in Section 5 of IP2 Emergency Communication Manual as needed **3.0 Post Event** • Participate in de-briefing and then return work area to startup condition before departing facility	

Attachment 22
Utility Room Documenter Checklist
Sheet 1 of 2

Primary Responsibilities	
Under the direction of JNC Assistant 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 - refer to position checklist • Open a Master Binder for event to contain all documentation resulting from event (news releases from Entergy, 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) **JNC Operational Activities** **2.0 News Releases** • Update and maintain News Release white board in Utility Room A that keeps track of issued news releases (note content/title of news release(s) under development and time approved) • 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 Entergy 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	

Attachment 22
Utility Room Documenter Checklist
Sheet 2 of 2

JNC Operational Activities (cont'd.)	Notes
• Establish and maintain file of following documents: 　• All Emergency Alert System (EAS) messages 　• All Emergency Summary Sheets (Form IP-1011-4) 　• All EOF to JNC Essential Information Checklists (Form IP-1011-1) 　• All original New Releases and News Release Distribution Checklists (Form IP-1011-5) 　• All data received by fax from EOF – plant status information **4.0 Pre-Briefings** • A log of time for every departure/return from Pre-Briefing • A log of time for every change in command and time of change **5.0 Briefings** • Log start and end time of Media Briefings • A log of every return from Briefing to Utility Room A **6.0 Shift Information** • A log of every shift change and time of change, including personnel attendance sheets and registration logs **7.0 Post Event** • 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 de-briefing and then return work area to startup condition before departing facility	

Attachment 23
Registration Coordinator / Security Checklist
Sheet 1 of 1

	Notes
Primary Responsibilities Under the direction of the Administrative Manager, provide all registration and security functions	
Mobilization and Activation Activities	**Notes**

1.0 On arrival at JNC
• Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist
 	
• 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	

JNC Operational Activities **2.0 Ongoing Responsibilities** • Examine ID credentials of all people entering facility (no exceptions) (Official agency IDs or driver's license are acceptable if driver's license is used, obtain authorization from the senior representative present in the JNC from the utility, state or county indicated) • 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** • Ensure registration area is returned to startup condition • Provide all Registration Sheets to Utility Room Documenter • Prepare all Registration Books for future use • Participate in de-briefing if requested by Administrative Manager	

Attachment 24
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); distribute news releases; and, report to the EOF until relieved by the EOF Information Liaison

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Mobilization and Activation Activities	Notes

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 above or below federally approved limits
     -- Brief description of plant events	

Operational Activities	Notes

2.0 Ongoing Responsibilities
 	
 ▪ Notify the Government Liaison Representative(s) to make required local official notifications. Based on the number of Government Liaison Representatives available, divide the call lists among them to ensure prompt notification of both Group 1 and Group 2 calls to IP3, NRC, local officials and local public information officers. The calls should inform them of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists located in the IP2 Emergency Telephone Directory on IP2web/eplan.) The Government Liaison Representative(s) should confirm completion of all notifications with IP2 Communications Representative.
 	
 ▪ 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 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:
 	
    ▪ 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.	

Attachment 24
IP2 Communications Representative Checklist
Sheet 2 of 2

<u>**Operational Activities (cont'd.)**</u>

2.0 <u>**Ongoing Responsibilities (cont'd.)**</u>

- Release of radioactivity **above or below federally approved at or** 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 Emergency Director 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.

- Distribute the news release(s) to media and wire services. Confirm that all news releases issued prior to the activation of the JNC are faxed to the EOF and the JNC facility (Fax/Copy Room).

- Depending on circumstances, the IP2 Communications Representative may proceed to the EOF to obtain and communicate up-to-date information.

3.0 <u>**Post Event**</u>

- Upon EOF activation, an EOF Information Liaison relieves the IP2 Communications Representative of this responsibility and continues to communicate information to IP2 Communications and/or the Joint News Center staff, if activated.

- 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.

- Make a formal turnover (in person or via phone) to the EOF Information Liaison of the responsibilities for providing information to the JNC on the event.

- Notify the JNC Director of the completion of your duties as IP2 Communications Representative, and remain available for further assignments if necessary

Attachment 25
Emergency Operations Facility (EOF) Information Liaison Checklist
Sheet 1 of 1

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 Emergency Director, or Company Spokesperson if the JNC is activated • 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 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	
2.0 Ongoing Responsibilities • 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 information • Receive and post final news releases from JNC on bulletin board **3.0 Post Event** • Participate in EOF de-briefing and then return work area to startup condition before departing facility • Forward debriefing suggestions to JNC Director	**Notes**

Attachment 26
Government Liaison Representative Checklist
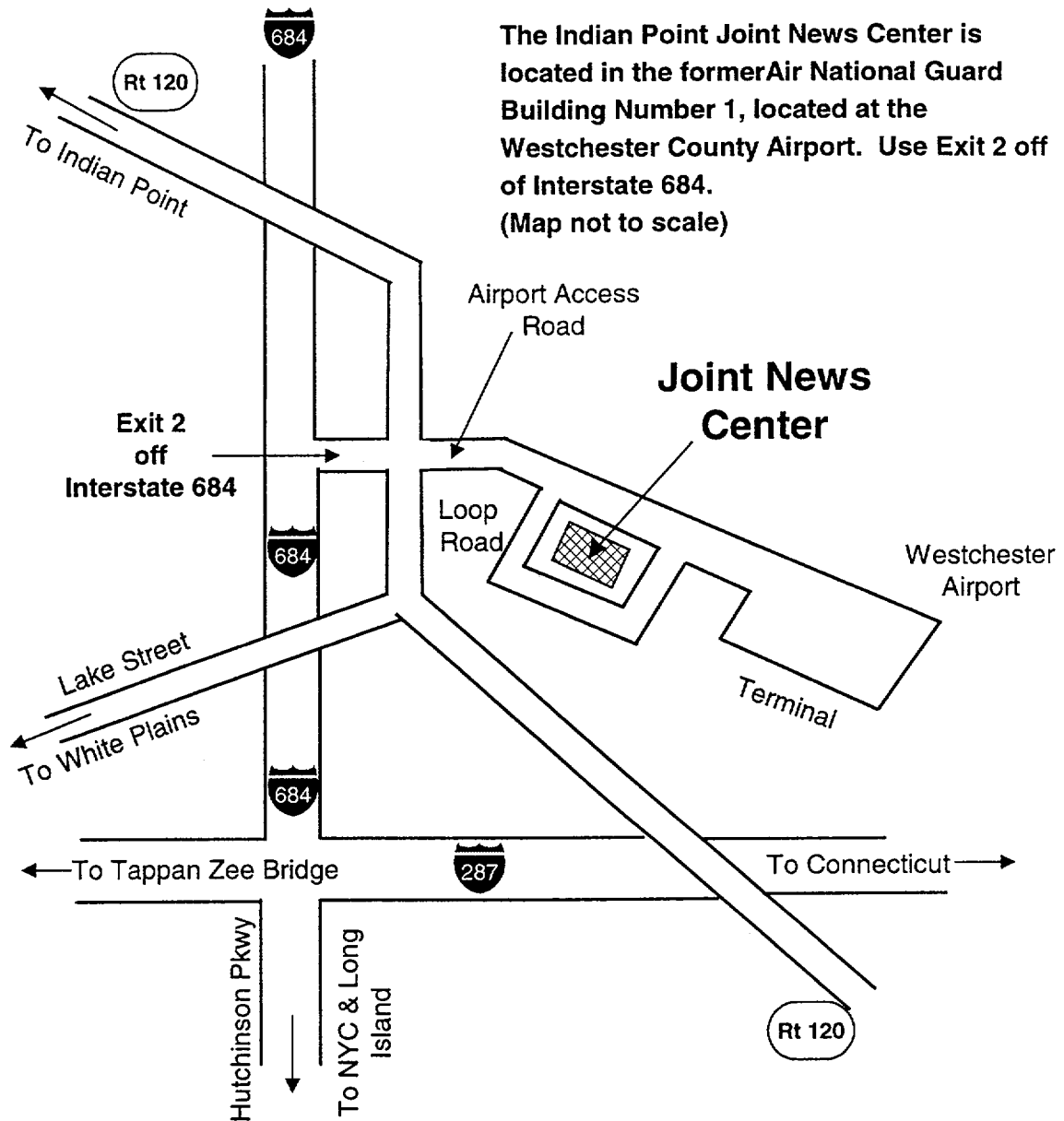Sheet 1 of 1

<u>**Primary Responsibilities**</u>

Under the direction of the IP2 Communications Coordinator, serve as government information liaison with local government officials by placing initial notifications to pre-defined individuals regarding the event underway and the pending release of information to the media and public
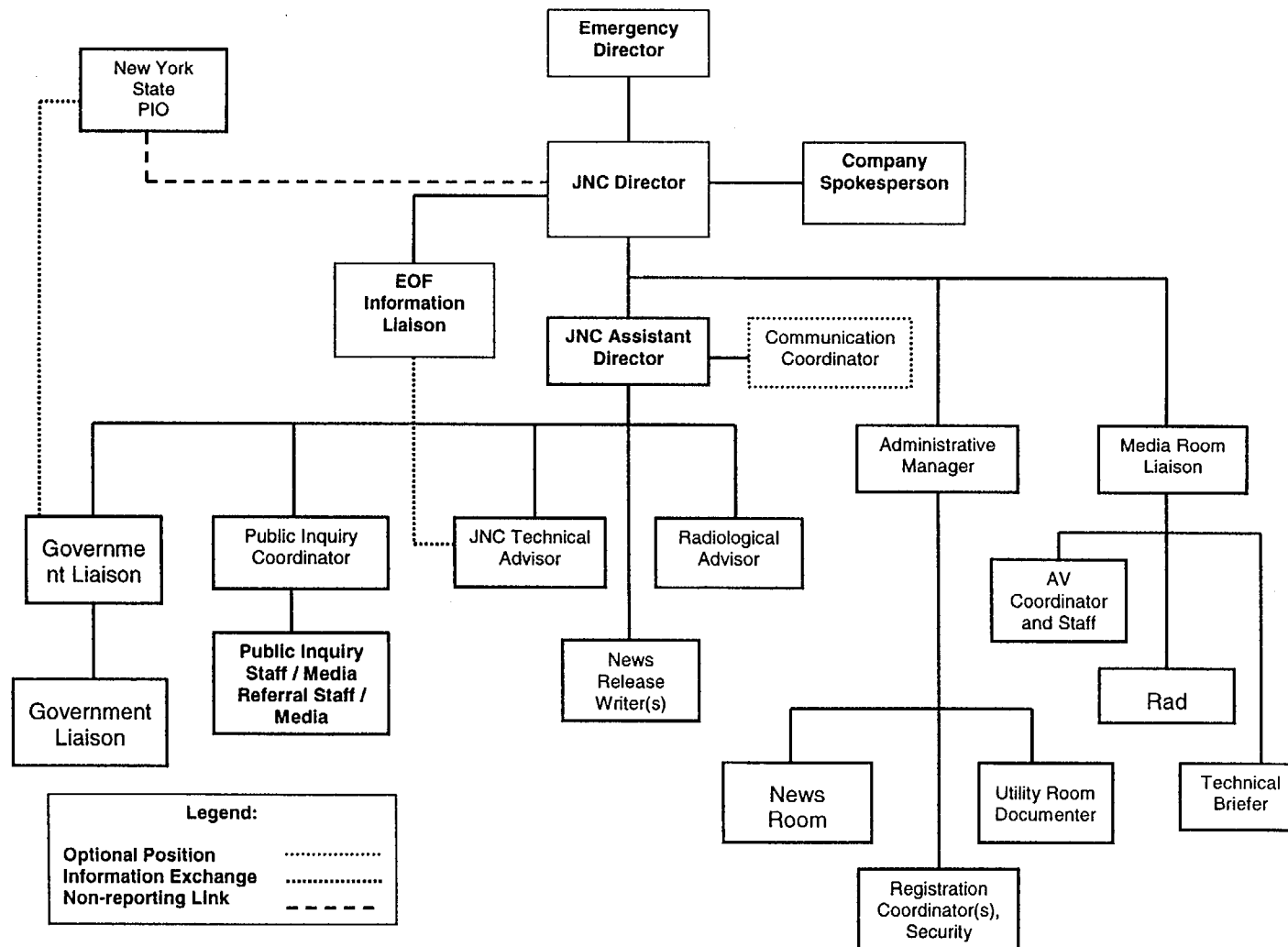
<u>**Mobilization and Activation Activities**</u>

1.0 While at home or office

- Receive call from IP2 Communications Representative and directions regarding assignment of calls (from Group #1 and Group #2 in the IP2 Emergency Telephone Directory on IP2web/eplan). Calls are divided for assignment based on the number of Government Liaison Representatives that are available to the IP2 Communications Representative

- Upon receiving plant information on initial plant conditions,

- Contact assigned officials listed on Group #1 and/or #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 assigned calls

- Contact JNC Director in the JNC to indicate availability for other appropriate assignments, if necessary

Addendum 1
JNC LOCATION MAP
Sheet 1 of 1

The Indian Point Joint News Center is located in the formerAir National Guard Building Number 1, located at the Westchester County Airport. Use Exit 2 off of Interstate 684.
(Map not to scale)

Rt 120

To Indian Point

684

Airport Access Road

Joint News Center

Exit 2 off Interstate 684

684

Loop Road

Westchester Airport

Lake Street

To White Plains

Terminal

684

To Tappan Zee Bridge

287

To Connecticut

Hutchinson Pkwy

To NYC & Long Island

Rt 120

Addendum 2
JNC FUNCTIONAL ORGANIZATION
Sheet 1 of 1

Legend:

Optional Position	··················
Information Exchange	··················
Non-reporting Link	– – – –

Addendum 3
EOF to JNC Essential Information Checklist (Form IP-1011-1)
Sheet 1 of 1

EOF to JNC Essential Information Checklist

Emergency Classification:	Reactor: ❏ At Power ❏ Tripped

Emergency Classification:

	Time:	EAL #:
❏ Unusual Event	_____	_____
❏ Alert	_____	_____
❏ Site Area Emergency	_____	_____
❏ General Emergency	_____	_____

Reactor: ❏ At Power ❏ Tripped

RCS Temp: _____ °F Pressure: _____ PSIG

RVLIS / Pressurizer Level: _____

Subcooling method: _____

Weather Forecast: _____

Method of Core Cooling: ❏ S/G ❏ Safety Injection ❏ RHR

Electrical Power Supplies Available: ❏ 138 KV ❏ 13.8 KV #_____ Diesel Generators

---

Event Description: _____

_____

_____

Major Equipment Problems/Priorities: _____

_____

_____

❏ No Radiological Release ❏ Release of radioactive materials due to event

❏ Radiological Release **below / above** federally approved operating limits

Radiological Release to: ❏ Atmosphere ❏ Water ❏ Unmonitored release requiring evaluation

---

# of Onsite Teams_____ # of Offsite Teams _____

Accountability Completed At:_____

Not accounted for:_____

Actions being taken for search & rescue:_____

_____

ERO Staffing: ❏ YES ❏ NO ❏ In progress

Release of Non-essential Personnel ❏YES ❏ NO

Injuries: _____ ❏ Employee ❏ Contractor

Type of Injuries: _____

   ❏ Hospital Released / Admitted
   ❏ Contaminated

Fission Product Barrier Status

Barrier	Intact	Challenged	Lost
Fuel Clad	❏	❏	❏
RCS	❏	❏	❏
Containment	❏	❏	❏

IP 3 Status: _____

Release of Non-essential Personnel ❏YES ❏ NO

This Checklist was Completed: _____ / _____ **By:** _____
　　　　　　　　　　　　　　　　Date　　　Time　　　　　　　　Print Name

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: ❏ Incorrect Information   ❏ Additional Information Needed
              ❏ Clarification Requested ❏ Unanswered Question

Issue:

Type of Resolution: ❏ Provide Information to Media Member
                    ❏ Include in News Release   ❏ Include in Next Media Briefing
                    ❏ Brief Spokesperson(s)   ❏ Other

Resolution Details:

Page 1 or 1   Form IP-1011-2 Rev. 0

Addendum 5
JNC Staffing (Form IP-1011-3)
Sheet 1 of 3

JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
JNC Director						
JNC Assistant Director						
Company Spokesperson						
Communication Coordinator (optional)						
Media Room Liaison						
Radiological Advisor						
Radiological Health Expert						
JNC Technical Advisor						
Technical Briefer						
Government Liaison Manager						
Government Liaison Assistant Manager						

Page 1 of 3   Form IP-1011-3 Rev. 2

Shaded positions are required for minimum staffing

Addendum 5
JNC Staffing (Form IP-1011-3)
Sheet 2 of 3

	JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
Administrative Manager						
Audiovisual Coordinator & AV Staff						
Media Monitors						
JNC Assistants (fax/copy)						
Media Referral Staff Member(s)						
JNC News Release Writer						

Page 2 of 3   Form IP-1011-3 Rev. 2

Shaded positions are required for minimum staffing

Addendum 5
JNC Staffing (Form IP-1011-3)
Sheet 3 of 3

JNC STAFFING						
Position	**1st Shift Name (print)**	**Time Arrived**	**Time Departed**	**2nd Shift Name (print)**	**Time Arrived**	**Time Departed**
News Room Assistant #1						
News Room Assistant #2						
Public Inquiry Coordinator						
Public Inquiry Staff Members (as required)						
Registration Coordinators						
Utility Room Documenter						
JNC Security						

Page 3 of 3   Form IP-1011-3 Rev. 2

Shaded positions are required for minimum staffing

Addendum 6
Emergency Summary Sheet (Form IP-1011-4)
Sheet 1 of 1

Indian Point
Nuclear Generating Station

Emergency Summary Sheet

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 Evaluated

5.   **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
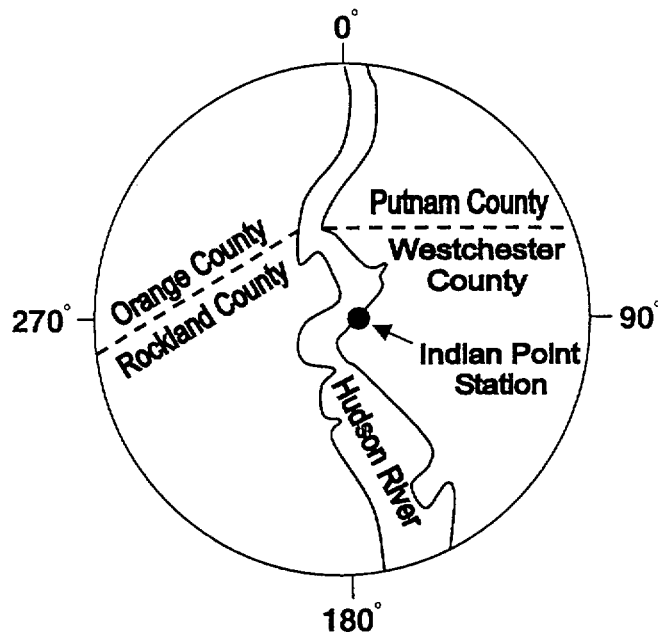
Addendum 7

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 : ❏ Stamp original News Release with Sign-Off stamp, have Company Spokesperson initial, notify Documenter of approval time ❏ Start a News Release Distribution Checklist and Fax Distribution Sheet ❏ Record News Release number above ❏ Give Original News Release with News Release Distribution Checklist and Fax Distribution sheet to News Assistant #2 to make initial copies	
2	News Room Assistant #2	❏ Make 12 copies of news release ❏ Provide Government Liaison Manager/Assistant Manager *10* Copies for distribution to county, state and federal workrooms, plus the original to document acknowledgment and the New Release Distribution Checklist ❏ Provide News Room Assistant #1 with *1* copy for further copying ❏ Retain *1* copy for eventual fax distribution (see below)	
3	Government Liaison Manager/ Assistant Manager 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 & continue distribution.	Obtain acknowledgment from: ❏ New York State ❏ Westchester County ❏ Putnam County ❏ Rockland County ❏ Orange County (via phone if necessary) ❏ NRC ❏ FEMA ❏ Give completed signed -off original news release and News Release Distribution Checklist to News Room Assistant # 1	
4	News Room Assistant # 1	Make 31 copies of approved News Release for distribution as follows: ❏ 7 Copies to Utility Room ❏ *10* Copies to Public Inquiry Coordinator ❏ *2* Copies to Media Monitoring Room Personnel ❏ *12* Copies to the Media Room Liaison for media ❏ Post *1* Copy on Bulletin Board near News Release Writer ❏ Upon completion, provide original news release and completed News Release Distribution Checklist to News Room Assistant #2	
5	News Room Assistant # 2	Ensure News Release is faxed to Media Outlets preprogrammed in fax machines and/or listed in Emergency Telephone Directory. Fax to others indicated on Fax Distribution Sheet provided by Administrative Manager. When faxing is complete, provide News Release Distribution Checklist; fax confirmation and original approved News Release to Administrative Manager.	
6	Administrative Manager	Provide original News Release; fax confirmation; and News Release Distribution Checklist to Utility Room Documenter for log keeping	