



Entergy Nuclear Northeast
Entergy Nuclear Operations, Inc.
Indian Point Energy Center
295 Broadway, Suite 1
P.O. Box 249
Buchanan, NY 10511-0249

June 28, 2002

Re: Indian Point Unit No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-02-087

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. 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.

There are no commitments contained in this letter. Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, (914) 271-7418.

Sincerely,

A handwritten signature in black ink that reads "Fred Dacimo".

Fred Dacimo
Vice President - Operations
Indian Point 2

Enclosure

cc: Next page

A045

Enclosure as noted:

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

Mr. Patrick D. Milano, Senior Project Manager, Section 1 (without enclosure)
Project Directorate I
Division of Licensing Project Management
U.S. Nuclear Regulatory Commission
Mail Stop O-8-C-2
Washington, DC 20555-0001

Senior Resident Inspector (enclosure)
U.S. Nuclear Regulatory Commission
Indian Point Unit 2
P.O. Box 38
Buchanan, NY 10511

TO: Emergency Planning Document Controlled Copy # 14

**Holder/Location:
(Washington)**

NRC Document Control Desk

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	5/30/02	4/29/02	Replace entire document
IP-1002	Emergency Notification and Communication	26	25	Replace entire document
IP-1010	Central Control Room	5	4	Replace entire document

Update completed as specified:

Signature of Controlled Copy Holder

Date

Emergency Plan Implementing Procedures

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IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	26	5/30/02
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	7	4/29/02
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	5	5/30/02
IP-1011	Joint News Center	6	1/23/02
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	6	4/29/02
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	18	4/11/02
IP-1024	Emergency Classification	9	4/29/02
IP-1025	Cancelled	-	10/17/01
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	16	4/11/02
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

Emergency Plan Implementing Procedures

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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	8	4/29/02
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	3	4/11/02

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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 1, 2 & 3.
- 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.
- 4.14 Dialogic Notification System - primary notification system to mobilize the ERO.

5.0 INSTRUCTIONS

NOTE:

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

- 5.1 Notification of Unusual Event (NUE) Initial Notification - CCR Communicator
 - 5.1.1 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN
 - A. Review form for completeness.
 - B. Determine if the Shift Manager wants full ERO activation at the NUE level (not normally required).

- C. ALWAYS refer to the form as NYS Radiological Emergency Data Form PART I when talking to the State and County authorities.
- 5.1.2 Start the initial notification roll call to state and counties within 15 minutes of the declaration of an Unusual Event.
- 5.1.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) to make and document the initial notifications.
- 5.1.4 Once the CCR NUE Notification Checklist is complete, IF the SM requests additional staffing level THEN perform the following:
- A. Contact the on-call Emergency Director (ED) (refer to the Emergency Response Team On-call Schedule for duty ED.)
 - B. Request the activation of desired portions of the Emergency Response Organization On-Call Team to provide plant support.
- 5.2 NUE Update Notifications - CCR Communicator
- 5.2.1 Make periodic updates approximately every 30 minutes throughout the event.
- 5.2.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN:
- A. Review form for completeness.
 - B. ALWAYS refer to the form as Radiological Emergency Data Form PART I when talking to the State and County authorities.
- 5.2.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) and perform **ONLY the circled items**, to make the periodic Update Notifications.

NOTE:

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

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

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

NOTE:

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

- 5.5 Shift Security Supervisor (SSS) or Lieutenant Security Supervisor (LSS)
 - 5.5.1 **IF** requested by the Shift Manager, direct a qualified CCR Communicator from the Security Guard Force to report to the Control Room to fill the position of CCR Communicator.

6.0 REFERENCES

6.1 Development Documents

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

6.1.2 SAO-804, "Emergency Response Organization"

6.2 Interface Documents

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

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

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

6.2.4 IP-1027, "Personnel Accountability and Evacuation"

6.3 Commitments

NONE

7.0 ATTACHMENTS

NONE

8.0 8.0 ADDENDUM

8.1 Addendum 1, Indian Point Emergency Radio Systems

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

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

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

8.5 Addendum 5, Backup - ERO Activation Checklist (Form IP-1002-4)

8.6 Addendum 6, Primary - ERO Activation Checklist (Form IP-1002-5)

[Proprietary Information]

Addendum 1

INDIAN POINT EMERGENCY RADIO SYSTEMS

Sheet 1 of 1

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

<u>Base Station Location</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 2</u>
CR 1-2	[WAY-744]	[WAY-424]
CR 3	[WAY-744]	[KGS-757]
EOF	[WAY-744]	[KYA-424]
AEOF	[KNEB-805]	[KYA-615]
CGH (SAS)	[WAD-498]	[KMF-617]
CAS	[WAD-498]	[KYA-424]

<u>Mobile Station</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 2</u>
Mobile 1	[KU-3575]	[KU-3575]
Mobile 2	[KU-3575]	[KU-3575]
Mobile 3	[KU-3575]	[KU-3575]

Central Radio [456.050 MHZ]

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

LOCAL GOVERNMENT RADIO [45.16 MHZ]

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

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

CCR NUE Notification Checklist

Note: Perform only circled items for NUE periodic Update Notifications

Notify State and Counties:

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

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

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

Notify Unit 2 Emergency Response Organization:

11. Ask the Shift Manger (Emergency Director) if Emergency Response Organization mobilization is needed or if Emergency Response Organization should receive Event Notification only.
IF Emergency Response Organization mobilization is needed, THEN use Envelope B "Unit 2 ERO Mobilization" envelop to mobilize the ERO. (Form IP-1002-5, Primary - ERO Activation Checklist)
IF event notification only, THEN use Envelope C "Unit 2 ERO Event Notification" envelop to contact the appropriate ERO members to notify them of the event. (Form IP-1002-5, Primary - ERO Activation Checklist)

Time

Notify Media Relations:

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

Read the following statement to individual answering or into answering machine:
"This is the Unit 2 Control Room, an Unusual Event was declared at _____ on Emergency Action Level number _____"
(EAL #) (Time)

Obtain and enter name of individual contacted: _____

Time

Go to page 2 (back)

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	914-864-7890	914-995-3026 or -3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 3

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

Sheet 1 of 2

CCR Initial Notification Checklist - Alert/SAE/GE

Notify Protected Area Personnel:	Time
<p>Note: If the Shift Manager does not feel it is safe to relocate personnel at this time DO NOT sound the Site Assembly Alarm or call for personnel to report to the Energy Education Center.</p> <p>1. Sound the Site Assembly Alarm for 30 seconds</p> <p>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"</p>	

Notify Emergency Response Organization:	Time
<p>3. Request direction from Shift Manger (Emergency Director) as to ERO mobilization needed: Unit 2, Unit 3 or Station activation (both Unit 2 and Unit 3) using From IP-1002-5, Primary - ERO Activation Checklist from the appropriate envelope:</p> <ul style="list-style-type: none"> • IF both Unit 2 AND Unit 3, THEN use Envelope A "Station ERO Mobilization" envelope to mobilize both EROs. • IF only Unit 2 ERO, THEN use Envelope B "Unit 2 ERO Mobilization" envelope to mobilize the Unit 2 ERO. • IF only Unit 3 ERO, THEN use Envelope D "Unit 3 ERO Mobilization" envelop to mobilize the Unit 3 ERO. 	

Notify State and Counties:
<p>4. Pick up the console handset and depress the "RECS" button THEN press the number "7" button on the keypad.</p> <p>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"</p> <p>6. IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press "Clear" to hang up, wait 5 seconds and repeat steps 4 and 5.</p> <p>7. 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).</p> <p>8. Enter time you are starting the initial roll call in the space provided below.</p> <p>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:</p>

	Location	Initial Roll Call	Final Roll Call
Time Initial Roll Call Started	Westchester County	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100px; height: 20px;" type="text"/>	Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>
	Rockland County	<input type="checkbox"/>	<input type="checkbox"/>
Time Final Roll Call Completed	Orange County	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100px; height: 20px;" type="text"/>	Putnam County	<input type="checkbox"/>	<input type="checkbox"/>
	New York State	<input type="checkbox"/>	<input type="checkbox"/>

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. **IF** any location did not copy the message **THEN** 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. **IF** any location did not answer the initial roll call **THEN** contact the missing location via telephone and direct them to either call the State to obtain the notification information or read form information over the telephone. Record the location and time of this notification in the comment section of this form.

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

CCR Initial Notification Checklist Alert/SAE/GE

Notify Security, Unit 3 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) (<u>Alert</u> , Site Area Emergency, General Emergency) <small>(circle proper classification)</small> was declared at _____ on Emergency Action Level number _____ <small>(time) (EAL #)</small> 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 1 st , 2 nd or 3 rd 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	914-864-7890	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 <input style="width: 100px; height: 20px;" type="text"/>	Westchester County	<input type="checkbox"/>	<input type="checkbox"/>
	Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>
Time Final Roll Call Completed <input style="width: 100px; height: 20px;" type="text"/>	Rockland County	<input type="checkbox"/>	<input type="checkbox"/>
	Orange County	<input type="checkbox"/>	<input type="checkbox"/>
	Putnam County	<input type="checkbox"/>	<input type="checkbox"/>
	New York State	<input type="checkbox"/>	<input type="checkbox"/>

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

Go to page 2 (back)

Addendum 4

Upgrade/Update Notification Alert/SAE/GE Checklist (Form 1002-3)
Sheet 2 of 2

Upgrade/Update Notification Alert/SAE/GE Checklist

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

Notify Unit 3 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	914-864-7890	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 - ERO Activation Checklist

A. Backup Notification System Activation:

1. Use the Backup Notification System ONLY if the Primary Dialogic system fails to activate.
 2. Verify Control Room Pagers are on.
 3. Call: 9-1-866-521-7099
 4. Upon hearing the following message: "This is the DCC Service Bureau. Please enter your company ID number followed by the pound (#) sign."
 5. Enter Company ID and Press #: 4732 #
 6. Upon hearing the following message: "Please enter Scenario Activation Password followed by the pound (#) sign."
 7. Enter Activation Password found in Dialogic Envelope and Press #: _ _ _ _ _ #
 8. 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."
 9. Enter Scenario ID Number found in Dialogic Envelope and Press #: _ _ _ _ _ #
 10. After entering the Scenario ID Number you will hear the following message: "To start a scenario press 1, to stop a scenario press 2, to check scenario information press 3, to enter a different scenario activation password press 4, to end this call press pound (#). Press: 3 #
- NOTE: Press pound (#) to end the call.
11. **WHEN** you hear the following message: "Goodbye" **THEN** Hang-up.
 12. Enter the time you completed Dialogic activation. Time:
- NOTE: Continue on with offsite notifications while waiting for verification of pager activation
13. Verify the backup notification system successfully activated by either Control Room pager sounding. **IF** the pager did not activate, **THEN** go to Part B.
 14. Inform the Shift Manager that you have completed ERO activation using the Backup System.
- | | | |
|--|--------------|-------------------|
| 15. Date and sign this form when complete: | Date: | Signature: |
|--|--------------|-------------------|

Continue ONLY if Control Room Pagers Did Not Activate

16. Contact Security SAS at 734-5330 and ask if the Security pager activated.
17. **IF** Security pager activated **THEN** go to step 14.
18. **IF** Security pager did not activate **THEN** repeat steps 3 through 11 one additional time.

IF during the 2nd attempt, on step 10, you hear: "The scenario is currently active. Do you wish to stop the scenario." **THEN** do not stop the scenario. Press: 6 You will then hear: "To start a scenario press 1, to stop a scenario press 2, to check scenario information press 3, to enter a different scenario activation password press 4, to end this call press pound (#). Press: #
19. **IF** a Control Room or Security pager does not sound after the 2nd attempt **THEN** manually activate the Group Page using Part B of this form.

Addendum 5

Backup - Emergency Response Organization Activation Checklist (Form IP-1002-4)
Sheet 2 of 2

Backup - ERO Activation Checklist

B. Manual Group Page Activation:

1. Use the Manual Group Page Activation ONLY if the Primary AND Backup Dialogic systems both fail to activate.
2. Request direction from Shift Manger (Emergency Director) as to ERO mobilization needed: Unit 2, Unit 3 or Station activation (Unit 2 and Unit 3).
3. Depending on mobilization needed, call each Group Page phone number:
4. To Activate UNIT 2 ERO:
Dial Unit 2 Plant Group Page number: 9-1-917-457-8432
Enter Event Code ____ (In Dialogic Envelop)
5. To Activate UNIT 3 ERO:
Dial Unit 2 Plant Group Page number: 9-1-800-436-2732
Enter PIN number 714 1973
Enter Event Code ____ (In Dialogic Envelop)
6. To Activate JNC ERO (JNC is activated for either Unit 2 or Unit 3 Event):
Dial JNC ant Group Page number: 9-1-917-649-1901
Enter Event Code ____ (In Dialogic Envelop)
7. Upon hearing one or more beeps, enter the three digit Pager Event Code number found in the Dialogic Envelop. **Press:** _ _ _ #
8. Upon entering the three digit Event Code you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up.
9. Enter time you completed activating pagers **Time:**
10. Verify that the correct message was sent by confirming the pager message received on the Control Room or Security pager is same as the three digit Event Code.
11. **IF** the Event Code is incorrect on the Control Room pager **THEN immediately** call the Group Page Phone Number (above) and send the "Disregard Last Message" code as listed below. **Press:** 999 #
12. Upon entering the three digit Event Code you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up
13. **IF** Control Room and Security pagers fail to activate **THEN** inform Shift Manager that you are unable to mobilize the ERO.

Addendum 6

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

Primary - ERO Activation Checklist

Dialogic Notification Systems Activation:

1. Verify that Shift Manager has determined that ERO mobilization is needed.
2. Verify Control Room Pagers are on.
3. Call: **9-788-7771**
4. You will hear: "This is the remote activation module. Please enter scenario activation password followed by the pound (#) sign."
5. **Enter Password and Press #:**
6. 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 to enter more options."
7. **Enter Scenario Number and Press #:**
8. After entering the Scenario Number you will hear: "The pager event code is (three digit number). Press 1 to change the pager event code. Press 2 to continue."

NOTE: Do NOT change the three digit event code regardless of what code is given. **Press:**

9. After entering "2" you will hear: "To start the scenario, press 3, followed by the pound sign (#).
Press:

10. **WHEN** you hear: "Goodbye" **THEN** Hang-up.
11. Enter the time you completed Dialogic activation.

NOTE: Continue on with offsite notifications while waiting for verification of pager activation

12. Verify the notification system successfully activated by either Control Room pager sounding. **IF** neither pager activates within 3 minutes, **THEN** go to Step 15.
13. Inform the Shift Manager that you have completed ERO activation.

14. Date and sign this form when complete:

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

Continue ONLY if Control Room Pagers Did Not Activate

15. Contact Security SAS at **734-5330** and ask if the Security pager activated.
16. **IF** Security pager activated **THEN** go to step 13.
17. **IF** Security pager did not activate **THEN** repeat steps 3 through 10 one additional time.

IF during the 2nd attempt, on step 8, you hear: "The scenario is currently active. Do you wish to stop the scenario." **THEN** do not stop the scenario. **Press: 6** You will then hear: "To start a scenario press 1, to stop a scenario press 2, to check scenario information press 3, to enter a different scenario activation password press 4, to end this call press pound (#). **Press: #**
18. **IF** a Control Room or Security pager does not sound after the 2nd attempt **THEN** activate the Backup Notification System per Form IP-1002-4, Backup - Emergency Response Organization Activation Checklist.

CENTRAL CONTROL ROOM (CCR)

Prepared by:	<u>Bryant Pergerson</u> Print Name	<u></u> Signature	<u>5/23/02</u> Date
Technical Reviewer:	<u>Steve Hook</u> Print Name	<u></u> Signature	<u>5/23/02</u> Date
Reviewer:	<u>WILLIAM E SMYTH PE</u> Print Name	<u></u> Signature	<u>5/23/02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>Previous SNSC 2871 on 3/5/02</u> Meeting Number	<u></u> Signature Secretary	<u>5/23/02</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>5/23/02</u> Date

CONTROLLED COPY
Reference Use

Extensively Revised

Effective Date: 5/30/02

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 5.4 CCR-TSC Communicator 4

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7.0 ATTACHMENTS

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 7.2 Attachment 2, CCR Communicator Checklist 14

 7.3 Attachment 3, CCR-TSC Communicator Checklist 19

 7.4 Attachment 4, CCR Data Logger Checklist 21

 7.5 Attachment 5, Watch Health Physics Technician Checklist 24

 7.6 Attachment 6, Unit 2 Support for a Unit 3 Emergency Checklist 27

8.0 ADDENDUM

 None

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

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

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

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

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

- 4.1 PICS for accessing plant data.
- 4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.
- 4.3 Plant Procedures
- 4.4 Plant Drawings
- 4.5 Emergency Communication Systems (in addition to normally available systems)
 - 4.5.1 Emergency Management Hotline (SM-EPM-ED)
 - 4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)
 - 4.5.3 Radiological Emergency Communications System (RECS)
 - 4.5.4 FTS-2001 Emergency Notification System - (NRC)
 - 4.5.5 Local Government Radio (backup to RECS)
 - 4.5.6 Emergency Plan pre-programmed facsimile machine

5.0 INSTRUCTIONS

- 5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, Shift Manager (Emergency Director) Checklist.
- 5.2 The Shift Manager (SM) shall follow the instructions outlined in Attachment 6, Unit 2 Response to a Unit 3 Emergency Checklist.
- 5.3 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.

- 5.4 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3, CCR-TSC Communicator Checklist.
- 5.5 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.6 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.

6.0 **REFERENCES**

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

7.0 **ATTACHMENTS**

- 7.1 Attachment 1, Shift Manager (Emergency Director) Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist
- 7.5 Attachment 5, Watch Health Physics Technician Checklist
- 7.6 Attachment 6, Unit 2 Response to a Unit 3 Emergency Checklist

8.0 **ADDENDUM**

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

Initial Responsibility/Activity	Notes
<p>1.0 Classification of the Emergency Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.</p> <p>1.1 Classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>1.2 IE a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>1.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>1.4 Ensure Unit 3 Control Room is notified of the emergency classification.</p> <p>1.5 At an Alert or higher classification, ensure the Unit 3 Site Assembly alarm is sounded.</p> <p>2.0 Notification – Unusual Event State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>2.1 IE the initial emergency classification is an Alert or higher THEN proceed to step 3.0.</p> <p>2.2 Assign a qualified operator to act as CCR Communicator. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>2.3 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>2.4 Direct notification of offsite authorities by providing the completed and signed NYS Radiological Data Form Part I to the CCR Communicator.</p> <p>2.5 Determine if Emergency Response Organization mobilization is needed or if Emergency Response Organization should receive event notification only:</p> <p>A. IE based on Shift Manager (Emergency Director) judgment the Emergency Response Organization should be activated, THEN direct the CCR Communicator use Envelope B "Unit 2 ERO Mobilization" envelope as indicated on Form IP-1002-1 "CCR NUE Notification Checklist."</p> <p>B. IE based on Shift Manager (Emergency Director) judgment the Emergency Response Organization should be called and notified only, THEN direct the CCR Communicator use Envelope C "Unit 2 ERO Event Notification" envelope as indicated on Form IP-1002-1 "CCR NUE Notification Checklist."</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>3.0 Notification & Mobilization - Alert, Site Area or General Emergency</p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>3.1 Assign a qualified operator to act as CCR Communicator. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>3.2 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <div data-bbox="196 898 1203 1031" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p>3.3 IE personnel assembly is suspended, THEN inform the CCR Communicator prior to directing personnel mobilization and instruct him NOT to sound the site assembly alarm.</p> <div data-bbox="196 1171 1203 1409" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IE adverse conditions exist onsite to an extent impacting safety of Emergency Response Organization personnel responding from outside the Protected Area, THEN consider having Security direct responding personnel to the Emergency Operations Facility rather than reporting directly to their assigned emergency facility.</p> </div> <p>3.4 Determine if this is a Unit 2 ERO mobilization or a Station ERO mobilization (both Unit 2 and Unit 3).</p> <p>3.5 IE based on Shift Manager judgment the Emergency Response Organization is needed for both Unit 2 and Unit 3, THEN direct the CCR Communicator to use Envelope A "Station ERO Mobilization" envelope as indicated on Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p> <p>3.6 IE based on Shift Manager judgment the Emergency Response Organization mobilization is needed for Unit 2, THEN direct the CCR Communicator to use Envelope B "Unit 2 ERO Mobilization" envelope as indicated on Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1
Shift Manager (Emergency Director) Checklist

Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>4.0 Establish Personnel Accountability</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder. The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div> <p>4.1 IF a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, THEN initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p>4.2 IF any individuals are missing, THEN direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p> <p>5.0 Assess Any Radiological Release</p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p>5.1 IF any indications exist of abnormal radiological release as a result of the emergency, THEN assess offsite consequences in accordance with IP-1007, Dose Assessment.</p> <p>5.2 IF dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines THEN declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 4 of 9

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

Attachment 1
Shift Manager (Emergency Director) Checklist
Sheet 5 of 9

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

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 6 of 9

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

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 7 of 9

<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>11.0 Evaluate Emergency Action Levels</p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</p> <div data-bbox="191 1417 1198 1675" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC: 734-5556</p>

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 8 of 9

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

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

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

Attachment 2
CCR Communicator Checklist

Sheet 1 of 5

Initial Responsibility/Activity	Notes
<p>1.0 Assume the Duties of CCR Communicator</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 IF the emergency classification is an Unusual Event, THEN, proceed to step 2.0.</p> <p>1.5 IF the emergency classification is an Alert or higher, THEN, proceed to step 3.0.</p>	
<p>2.0 Perform Initial Unusual Event Notifications</p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>2.2 Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>2.3 Using Form IP-1002-1, "CCR NUE Notification Checklist", start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p> <p>2.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.5 Request direction from Shift Manger (Emergency Director) if Emergency Response Organization mobilization is needed or if Emergency Response Organization should receive event notification only.</p> <p>2.6 Complete the remaining notifications as specified on the Form IP-1002-1 checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2

CCR Communicator Checklist

Sheet 2 of 5

Initial Responsibility/Activity	Notes
<p>2.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>3.0 Perform Initial Alert/SAE/GE Notifications</p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div data-bbox="215 726 1219 978" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used only once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>3.6 Complete the remaining notifications as specified on the Form 1002-2 checklist.</p> <p>3.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2
CCR Communicator Checklist

Sheet 3 of 5

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>4.0 Perform Periodic Update Notifications – Unusual Event</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 40px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform ONLY the circled items, to make the periodic update notifications.</p> <p>4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>4.4 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p style="text-align: center;">Fax numbers can be found in the Emergency Telephone Directory</p>
<p>5.0 Perform Periodic Update Notifications – Alert/SAE/GE</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.</p> <p style="padding-left: 40px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>5.2 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties.</p> <p>5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	<p style="text-align: center;">Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2

CCR Communicator Checklist

Sheet 4 of 5

Continuous Responsibility/Activity	Notes
<p>5.4 Complete the remaining notifications as specified on the Form 1002-3 checklist.</p>	
<p>6.0 IF the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications</p> <p>6.1 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 20px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>6.3 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification.</p> <p>6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>6.5 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2
CCR Communicator Checklist
Sheet 5 of 5

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

Attachment 3
CCR-TSC Communicator Checklist

Sheet 1 of 2

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

Attachment 3
CCR-TSC Communicator Checklist
Sheet 2 of 2

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

Attachment 4
CCR Data Logger Checklist
Sheet 1 of 3

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

Attachment 4

CCR Data Logger Checklist

Sheet 2 of 3

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

Attachment 4
CCR Data Logger Checklist
Sheet 3 of 3

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

Attachment 5

Watch Health Physics Technician Checklist

Sheet 1 of 3

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

Attachment 5

Watch Health Physics Technician Checklist

Sheet 2 of 3

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

Attachment 5
Watch Health Physics Technician Checklist
 Sheet 3 of 3

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

Attachment 6
Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 1 of 4

Initial Responsibility/Activity

	Notes
<p>1.0 Notification of the Emergency Upon notification from Unit 3 Control Room that an event has been declared at Indian Point 3:</p> <ul style="list-style-type: none"> A. Announce the information to Control Room personnel. B. Based upon the Unit 3 emergency conditions, evaluate the need to declare an emergency at Unit 2 in accordance with IP-1024. If you determine that an EAL is met for current Unit 2 conditions, notify the Emergency Director in Unit 3. 	
<p>2.0 Notification of ERO Personnel</p>	
<p>2.1 UNUSUAL EVENT</p> <ul style="list-style-type: none"> 2.1.1 Make an announcement providing information regarding the Unit 3 event and any additional information as required restricting access to Unit 3 areas affected by the emergency. 2.1.2 Request direction from Unit 3 Shift Manger (Emergency Director) if Unit 3 ERO mobilization is needed or if Emergency Response Organization should receive event notification only. 2.1.3 Assign a qualified operator to act as CCR Communicator ONLY for ERO mobilization or notification. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available. 2.1.4 IE based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization is needed, THEN direct the CCR Communicator to use Envelope D "Unit 3 ERO Mobilization" envelope to contact the Unit 3 ERO members. 2.1.5 IE based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization should be notified only, THEN direct the CCR Communicator to use Envelope E "Unit 3 ERO Event Notification" envelope to contact the appropriate ERO members. 	

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 2 of 4

2.0 Notification of ERO Personnel (con't)

2.2. ALERT

2.2.1 **IF** personnel are in jeopardy due to a Unit 3 emergency, **THEN** sound the Site Assembly Alarm for 30 seconds and instruct personnel to move to safety immediately.

2.2.2 **IF** there is no hazard for Unit 2 personnel, **THEN** sound the Site Assembly Alarm for 30 seconds and make the following announcement 3 times over the public address system:

"Attention all personnel, Attention all personnel, an Alert has been declared at Unit 3, all essential personnel report to your assigned emergency facility. All other personnel assemble at the Energy Education Center."

2.2.3 Determine if this is a Unit 3 ERO mobilization or a Station ERO mobilization (both Unit 2 and Unit 3).

2.2.4 Assign a qualified operator to act as CCR Communicator **ONLY** for ERO mobilization. **IF** no qualified operator is available **THEN** direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.

2.2.5 **IF** the Emergency Response Organization is needed for both Unit 2 and Unit 3, **THEN** direct the CCR Communicator to use **Envelope A** "Station ERO Mobilization" envelope to contact Unit 2 and Unit 3 ERO.

2.2.6 **IF** only the Unit 3 the Emergency Response Organization is needed, **THEN** direct the CCR Communicator to use **Envelope D** "Unit 3 ERO Mobilization" envelope to contact the Unit 3 ERO.

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 3 of 4

Initial Responsibility/Activity	Notes
<p>2.0 Notification of ERO Personnel (con't)</p> <p>2.3 SITE AREA EMERGENCY or GENERAL EMERGENCY</p> <p>2.3.1 IF personnel are in jeopardy due to a Unit 3 emergency, THEN sound the Site Assembly Alarm for 30 seconds and instruct personnel to move to safety immediately.</p> <p>2.3.2 IF there is no hazard for Unit 2 personnel, THEN sound the Site Assembly Alarm for 30 seconds and make the following announcement 3 times over the public address system:</p> <div data-bbox="375 774 1175 968" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>"Attention all personnel, Attention all personnel, a (Site Area Emergency / General Emergency) has been declared at Unit 3, All essential personnel report to your assigned emergency facility. All other personnel assemble at the Energy Education Center."</i></p> </div> <p>2.3.3 Determine if this is a Unit 3 ERO mobilization or a Station ERO mobilization (both Unit 2 and Unit 3).</p> <p>2.3.4 Assign a qualified operator to act as CCR Communicator ONLY for ERO mobilization. IF no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>2.3.5 IF the Emergency Response Organization is needed for both Unit 2 and Unit 3, THEN direct the CCR Communicator to use Envelope A "Station ERO Mobilization" envelope to contact the Unit 2 and Unit 3 ERO.</p> <p>2.3.6 IF only the Unit 3 the Emergency Response Organization is needed, THEN direct the CCR Communicator to use Envelope D "Unit 3 ERO Mobilization" envelope to contact the Unit 3 ERO.</p> <p>2.3.7 Perform Personnel Accountability per IP-1027.</p>	

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 4 of 4	
<p>3.0 Provide Support to Unit 3</p> <p>3.1 Upon request from the Unit 3 Emergency Director, provide a Shift HP Technician to support Unit 3 response.</p> <p>3.2 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.</p>	
Continuous Responsibility/Activity	Notes
<p>4.0 Provide Support to Unit 3 as Requested</p> <p>Upon request from the Unit 3 Emergency Director, provide Unit 2 personnel, equipment and resources available to you.</p>	
<p>5.0 Provide updates to personnel in Unit 2 with information provided by the Unit 3 Emergency Director</p> <p>When information is provided to you, use the public address system to disseminate that information to the personnel within the Unit 2 fence line.</p>	
<p>6.0 Evaluate Emergency Action Levels</p> <p>Continue to evaluate current plant condition and events relative to the Emergency Action Levels as specified in IP-1024, "Emergency Classification."</p>	

TO: Emergency Planning Document Controlled Copy # 14

**Holder/Location:
(Washington)**

NRC Document Control Desk

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
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Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	6/4/02	5/30/02	Replace entire document
IP-1011	Joint News Center	7	6	Replace entire document

Update completed as specified:

Signature of Controlled Copy Holder

Date

Emergency Plan Implementing Procedures

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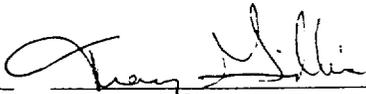
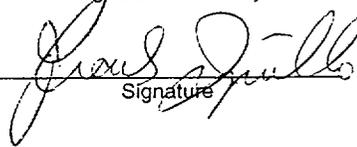
Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	26	5/30/02
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	7	4/29/02
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	5	5/30/02
IP-1011	Joint News Center	7	6/4/02
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
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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	6	4/29/02
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IP-1023	Operations Support Center (OSC)	18	4/11/02
IP-1024	Emergency Classification	9	4/29/02
IP-1025	Cancelled	-	10/17/01
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	16	4/11/02
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

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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	8	4/29/02
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	3	4/11/02

Joint News Center

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Reference Use

Effective Date: 6/4/02

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Joint News Center (JNC)

1.0 INTRODUCTION

- 1.1 The JNC supports the emergency response plans of Entergy, the State of New York and Westchester, Putnam, Rockland and Orange County organizations that would respond to an emergency at the plants. The functions, processes, facilities and organization described in the manual support those agencies, as well as the U.S. Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).
- 1.2 This Joint News Center Operations Manual describes the basic functions, processes and facilities that support operation of the JNC. It also establishes Entergy policies on release of emergency information and interaction with other response agencies at the JNC.
- 1.3 This manual addresses:
 - 1.3.1 Process and provisions for staff notification and facility activation
 - 1.3.2 The organizational structure of the JNC staff
 - 1.3.3 Flow of information to and within the JNC
 - 1.3.4 Preparation and review of information for dissemination to the news media
 - 1.3.5 Interaction with other agencies at the JNC
 - 1.3.6 Facility operation
 - 1.3.7 Equipment and supplies.
- 1.4 Detailed information on the responsibilities of JNC positions and reference materials for individuals filling those roles are provided in this manual, as well as in JNC Position Binders maintained at the JNC.

2.0 PURPOSE

- 2.1 To describe the methods used by the Indian Point (IP) Emergency Response Organization to provide timely and accurate information to:
 - 2.1.1 State and County Public Information Officers
 - 2.1.2 NRC and FEMA Public Information Officers
 - 2.1.3 The News Media
 - 2.1.4 Members of the Public
 - 2.1.5 Employees.
- 2.2 To describe the activation and operation of the Joint News Center (JNC).
- 2.3 To describe the coordination between IP Communications and the IP Emergency Response Organization during emergencies at the plant.

3.0 DISCUSSION/OPERATIONS

- 3.1 The primary functions of the JNC are to:
 - 3.1.1 Provide timely information to the media, through briefings or written statements such as news releases, on plant conditions and on emergency response actions being taken to protect the public.
 - 3.1.2 Develop and disseminate emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS). (Responsibility of the Counties and State.)
 - 3.1.3 Conduct media referral, media monitoring, and public inquiry response operations to ensure that the public receives accurate and timely information.
- 3.2 The JNC, located at the Westchester County Airport, is the central facility for dissemination of information to the news media regarding Indian Point during emergencies.
 - 3.2.1 Accommodations for representatives of Entergy, New York State, the counties of Westchester, Rockland, Putnam and Orange, 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 faxed media advisory or news release 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.
 - 3.2.2 The JNC occupies two floors of Building #1 at the Westchester County Airport (see Addendum 1 for floor layouts) and is designed to support the flow of information to the news media and the public on emergency status and response associated with Indian Point.
 - 3.2.3 The JNC Director is responsible for the Entergy JNC staff, and to ensure the information dissemination process is implemented effectively and content issues are addressed. The JNC Administrative Manager is responsible to ensure the operability and functionality of the facility. The IT Representative will support this effort by ensuring all Information Technology (IT) and computer equipment is operating properly.
- 3.3 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 Entergy senior management and communications personnel. An organization chart is contained in Addendum 2 depicting all of the initial communications response and JNC positions.
- 3.4 Prior to JNC activation, IP Communications in conjunction with the Onsite Emergency Response Organization maintains responsibility for the dissemination

of information to the media. Accomplishment of these responsibilities requires close coordination, as described in this procedure.

- 3.5 Before the Emergency Operations Facility (EOF) is activated, the IP Communications Representative serves as the communications link between the Indian Point Emergency Response Organization and Entergy Communications/Media Relations. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information among the EOF, IP Communications and/or the JNC, if activated.
- 3.6 Once the JNC is activated, the JNC Director is the senior communications person at the JNC for Entergy, and is responsible for the communications strategy and implementation of successful information dissemination. The Company Spokesperson is the lead Entergy official and serves as the source of all statements and information disseminated from the JNC from Entergy.
- 3.7 The three major steps in the flow of information are gathering, processing (including review) and distribution.
 - 3.7.1 Gathering Information: The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of information for the JNC. If necessary, an Alternate EOF or AEOF may be activated, and all staffing including the EOF Information Liaison will be established at the alternate site. Additionally, a "recovery center," if activated, may provide information to the JNC.
 - The EOF Information Liaison is assigned to the EOF, if activated, to gather and relay information to the JNC. The EOF Information Liaison is a technical advisor, and is familiar with the EOF operations and how to obtain necessary information to support JNC needs. The EOF Information Liaison relays changes in plant status and new information as quickly as possible to the JNC, anticipates as many questions as possible and responds quickly to the JNC.
 - Direct ring-down telephone lines between the JNC and EOF are designated to relay information. If the AEOF is activated the EOF Information Liaison will establish contact with the JNC on regular telephone lines.
 - Information is conveyed from the EOF Information Liaison to the JNC Technical Advisor verbally, electronically and via fax. The EOF to JNC Essential Information Form (Addendum 3) is used to convey information electronically.
 - Copies of Radiological Emergency Data and plant status forms are faxed from the EOF (or AEOF) to the JNC. Additionally, some plant data is available online through computer access at the JNC.
 - 3.7.2 Processing and Review: The JNC staff organizes information on the plant and confirms its accuracy, sharing it with State and County representatives at the JNC, before releasing it to the news media.

- Events and information provided from the plant are logged on a running plant status log (flip chart) by the JNC Technical Advisor in the utility workroom.
- The JNC Writer prepares written statements (news releases, media summaries, media advisories and chronologies) to provide written documentation of events and response activities, as well as to document summaries of information provided by the Entergy Company Spokesperson at the Media Briefings for further distribution.
- The Company Spokesperson develops talking points based on available information in preparation for Media Briefings.

3.7.3 Distribution and Feedback: Information is released from the JNC to the news media verbally through Media Briefings and in writing via various forms of written statements, including news releases, media briefing summaries, chronologies etc. The JNC staff supports a broad distribution of all written statements. Both the Company Spokesperson and the Public Inquiry staff provide information verbally. Feedback is received via the Public Inquiry, Media Referral and Media Monitoring functions, as well as from the JNC staff.

- ALL JNC Written Statements are distributed to JNC work areas, state and county representatives, the utility bulletin board, other emergency facilities and the news media. Distribution involves copying, faxing and electronic distribution.
- The Company Spokesperson is the Entergy representative who serves as the source of all information and provides formal statements to the news media in Media Briefings, and via written statements.
- Immediately after each briefing, the JNC Director and JNC Technical Advisor update the Company Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.
- The Public Inquiry Coordinator (PIC) gathers reports of rumors, misinformation, errors and other areas of concern as garnered from callers in the Public Inquiry and Media Referral work areas, and from the Media Monitoring staff based on media reports. Resolution of these rumor or error reports are coordinated between the PIC, JNC Director and the Public Information Officers (PIO) from the State and Counties. The State provides a Public Inquiry Supervisor in the Public Inquiry work room, with whom the PIC coordinates all activities.

3.8 This procedure describes the activation and operation of the JNC for Indian Point emergencies.

4.0 PRECAUTIONS AND LIMITATIONS

None

5.0 EQUIPMENT AND MATERIALS

- 5.1 The following documents list some of the equipment and supplies available at the Joint News Center:
- 5.1.1 The aides to this Implementing Procedure for JNC Administrative Manager and Audiovisual Coordinator.
 - 5.1.2 Indian Point Unit #2, EP-AD-05, Emergency Facilities and Equipment
 - 5.1.3 Indian Point Unit #3, JNC Inventory.

6.0 INSTRUCTIONS

- 6.1 Notification to IP Communications, Other Entergy and Joint News Center Staff
- 6.1.1 The JNC notification process uses ERO pager system. Other Entergy Communications personnel, including White Plains Office personnel, are informed of events by either pager or direct contact.
 - 6.1.2 The IP2 and IP3 Control Rooms are responsible to notify the Duty IP Communications Representative during emergencies.
- 6.2 Initial Actions
- 6.2.1 When notified by pager/phone or upon hearing the emergency assembly alarm, the IP Communications Representative initiates the initial communications response. Written statements are prepared, approved and issued via the IP Communications Representative, using the following steps:
 - *Obtain Information*
 - *Determine Initial Response*
 - *Draft Written Statement*
 - *Written Statement Review and Approval*
 - *Provide Courtesy Calls to Outside Agencies and Officials*
 - *Distribute Written Statement*
 - 6.2.2 The IP Communications Representative shall ensure the following steps are completed:
 - Take immediate action to:
 - Ascertain current plant conditions, time of event, emergency action level, and the emergency classification level, radioactive release above/below federally approved limits, and known injuries or deaths. Specifically, the

IP Communications Representative obtains the following information to support preparation of the written statement:

- Emergency Classification Level (ECL), and time declared;
 - Emergency Action Level (EAL) number and description;
 - Summary description of plant events;
 - Any other information, at a summary level, considered important for initial written statement(s).
- Maintain a written log of information, including date, time and information source(s)
 - Notify via pager or direct contact the IP Government Liaison Representative(s) to make required local courtesy notifications. Based on the number of IP Government Liaison Representatives available, divide the call lists among them to ensure prompt notification of both Group 1 and Group 2 calls (The contact lists are the same for either an IP2 or IP3 event). The calls should inform these local and other officials 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 IP Emergency Telephone Directory in the position binders and on IP2 Web, under Department, EPlan.) The IP Government Liaison Representative(s) should confirm completion of all notifications with IP Communications Representative.
 - 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 call lists located in the IP Emergency Telephone Directory on IP2 Web, under Department, EPlan.)
 - Notification to the Buchanan, Peekskill and Cortlandt local officials is to occur before actual distribution of the statement. All other courtesy call should be placed as quickly as possible.
 - Courtesy fax copies of the written statement(s) will also be sent to those on the Group 1 & 2 call lists.
 - Develop an initial news release based on available information (using CD of Boilerplate News Releases, suggested phraseology and Emergency Action Level descriptions available in the Emergency Communications Guide and on the IP2 Web, under Department, EPlan. The CDs are available in the position binders and in the JNC. (Note that Written Statements should be issued within one hour of emergency classifications, if possible).

6.2.3 In general, news releases will be issued under the following circumstances:

- Any emergency declaration at either Indian Point Unit 2 or Unit 3 (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).
- 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.

6.2.4 **BEFORE** issuing any news release information, the IP Communications Representative will obtain approval of draft news releases from the Emergency Director (ED), or whoever is in charge of the emergency at that time. Once the JNC is activated, the Company Spokesperson approves all written statements with technical review and concurrence from the ED. Confirmation of priority local notifications (as noted above) should also be received before distribution to the media, if the JNC is not yet activated.

6.2.5 Distribute the news release(s) to media and wire services and to the designated local officials, using available fax machines in the office, home office and/or EOF. Media fax numbers are programmed into available machines, posted at these machines and available in the position binder (Fax Distribution Sheets, Addendum 10). The complete media contact list is contained in the IP Emergency Telephone Directory. All news releases issued prior to JNC activation **MUST** be faxed to the JNC and EOF.

6.2.6 Depending on circumstances, proceed to the EOF to obtain and communicate up-to-date information. Once activated, the EOF Information Liaison can assist in information gathering, and facilitate review and approval of news releases.

6.2.7 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.

6.2.8 The EOF Information Liaison reports to the EOF, upon notification of decision to activate, and shall take immediate action to:

- Establish communications with EOF staff, the IP Communications Representative and JNC Technical Advisor, if the JNC is staffed
- Obtain up-to-date information and begin to document available information on the EOF to JNC Essential Information Checklist (Form IP-1011-1). Forward verbally, electronically and/or by fax all completed forms to the JNC Fax/Copy Room, once JNC activation occurs.
- Coordinate the review and approval of news release(s) with the IP Communications Representative, prior to JNC activation. Prior to

JNC activation, approval should be obtained from the ED. After JNC activation, support the JNC by promptly obtaining technical concurrence from the ED on all written statements. The Company Spokesperson will approve news releases after the JNC is activated.

- Coordinate with the IP Communications Representative to distribute the news releases to the media, as necessary prior to JNC activation.

6.2.9 Upon notification of the decision to activate the JNC, individuals assigned to the JNC should perform any initial actions outlined in their checklists, then proceed to the facility and prepare it for activation.

6.3 Emergency Communications Activities After JNC Activation

6.3.1 The JNC serves as the central facility for dissemination of information to the media and public. Upon JNC activation, media and public communications (written statements, media briefings) become the responsibility of the JNC.

6.3.2 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.

6.4 JNC Staffing

6.4.1 The staffing process will begin upon declaration of an Alert (or more severe emergency classification). When notified of the need for JNC activation, designated personnel shall report for duty at the JNC, or initiate duties from home, office or other locations, as defined by individual position checklists. The facility may also be staffed sooner and/or at other times at the discretion of Entergy senior management and communications personnel.

6.4.2 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). The following key positions should be filled before activation is declared (a full organization is depicted in Addendum 2). If necessary and appropriate, JNC management may need to re-assign appropriate staff to temporarily fill positions to facilitate activation. This should only be considered if circumstances warrant.

- JNC Director
- Company Spokesperson
- Administrative Manager
- JNC Technical Advisor
- Agency Liaison

- Audiovisual Coordinator and/or AV/Graphics (2 staff minimum)
- Media Room Manager
- Public Inquiry Coordinator
- Registration Coordinator*
- Security*

* All JNC staff are cross trained to perform these functions.

6.5 JNC Activation

6.5.1 In the event of an Alert emergency declaration or higher, JNC staff activates as follows:

- Plant staff who support the JNC:

If activation takes place during working hours, they are notified by beeper and plant public address system. Off-hours, they are notified by the ERO pager system.

- Headquarters (White Plains Office) staff who support the JNC:

If activation takes place during working hours, they are notified by beeper or at their workplace. Off hours, they are notified by the ERO pager system, or called at their home.

- "All Call" for JNC Staff:

Upon notification, all JNC staff are expected to report to the JNC for duty. A shift roster will be defined once the initial response is under way. Additional personnel beyond the minimum staffing may be requested to support initial response. If necessary, the JNC Administrative Manager will utilize JNC administrative support staff to contact JNC personnel who have not yet arrived at the JNC to determine if and when they may arrive for response and shift planning purposes, using the Entergy phone listings.

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

- Upon notification, all JNC personnel 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)
- If the facility is not open, contact the Airport Operations Supervisor number located on the front entrance to facility, and proceed using those posted procedures.
- Ask Airport Operations to unlock the facility (unlock doors, lobby closet, etc., deactivate alarm systems in lobby and Media Monitoring Room, and activate building systems (heat, air conditioning, lights, etc.)

- 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.
- Register in registration book
- Print name on Utility sign-in board outside Utility Room A, if filling 1st shift position
- Proceed to assigned work location and refer to Position Binder and checklist, or if **not** 1st shift, report to the cafeteria area and await further instructions.

6.5.3 The JNC Director reviews JNC activation requirements available in the JNC Director position binder to confirm the functional readiness of the facility before officially announcing the activation and opening the JNC. The JNC Director will coordinate (directly or via the JNC Writer and/or JNC Technical Advisor) with the IP Communications Representative to ensure a smooth transfer from the initial communications response to the JNC.

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 Agency Liaison); and
- EAS capability is established by the Westchester County/State Representatives (confirmed directly in the JNC or via Agency Liaison).

6.6 JNC Operations

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

6.6.1 Information Gathering, Sharing and Coordination

The JNC has access to all necessary information either directly or through the Emergency Operations Facility (EOF) and the Emergency Director. An EOF Information Liaison facilitates information flow from the plant to the JNC Technical Advisor. EOF to JNC Essential Information Forms are used to electronically convey information, in addition to telephone discussions, faxing of plant status and radiological forms, and access to some plant data directly. The JNC Technical Advisor and Company Spokesperson, along with the JNC Director, review and organize the information for dissemination to the media and public. If deemed necessary, the JNC Director, in coordination with the Company Spokesperson, may decide to activate the Radiological Advisor position, due to the potential or real radiological consequences of an emergency at Indian Point. The JNC Administrative

Manager will arrange for notification of the Radiological Advisor, if necessary.

Information sharing among Entergy, state, county and federal public information staffs supports timely and coordinated release of information to the public and news media. The coordination assures all parties are aware of each other's actions concerning plant status, response and protective actions, public inquiry and media monitoring, and provides the opportunity to resolve inconsistencies.

If events at the plant warrant a change in emergency action level or there is a significant change in plant status regardless of a change in ECL, Entergy staff will be the first people at the JNC to learn of these events. The Agency Liaison shares preliminary information on changes with each agency lead, changes ECL signs and rings the bell located in JNC work areas. Additionally, the Administrative Support Staff distributes copies of the Radiological Emergency Data forms, Parts 1 and 2, to each JNC work area, and ensures plant status summaries are posted in JNC work areas.

Information that will be presented at Media Briefings is first shared in either verbal or written form during pre-briefings. Final Entergy written statements are circulated among JNC participants for review and acknowledgment (not approval).

State and County representatives also circulate their news releases for review. The Agency Liaison reviews and initials the statements, relaying appropriate information to the JNC Director and/or Company Spokesperson and providing copies to the Administrative Manager for distribution. Federal agencies may participate in this review, as well.

Spokespeople for all parties participating in Media Briefings attend pre-Media Briefing conferences that are coordinated by the State, or the Company Spokesperson. Each party at the conference summarizes the status of their actions and the information they will present at the next briefing.

In the pre-briefings, the parties have the opportunity to resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. The Media Room Manager facilitates the discussions, and establishes the sequence and ground rules as the Moderator of the Media Briefings.

Information flow at the JNC is supported by a closed-circuit television system, which transmits live Media Briefings to designated work areas in the JNC including the utility, state, county and federal agency and media work rooms.

6.6.2 Written Statements

Written Statement preparation entails compiling and reviewing plant information, drafting and reviewing written statements, obtaining

concurrence and approval, obtaining State and County acknowledgment, conducting courtesy notifications, and distribution.

Written Statements are issued upon JNC activation, after changes in emergency classification (escalation), based on unfolding events related to the emergency, to provide summaries and chronologies, and upon JNC deactivation. Written statements 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

Written statements include news releases, media briefing summaries, chronologies, media advisories, backgrounders, etc. Written statements may also be issued under other circumstances by the JNC staff.

Written Media Briefing Summaries are developed by the JNC Writer during and immediately following each Media Briefing, and are designed to capture some of the detail and descriptions of the unfolding situation and response efforts.

- The summary should be concise (two-to-three pages maximum).
- The first paragraph identifies the time and number of the briefing, the event and the Entergy spokesperson.
- The target for a completed draft, ready for review, should be within 30 minutes after the end of the briefing.

The normal sequence of steps in written statement preparation is:

- a. **Information Gathering** – The JNC will have access to necessary information either directly or indirectly from the plant. An EOF Information Liaison will facilitate information flow between the plant personnel and the JNC Technical Advisor.
- b. **Draft Written Statement** - The JNC Writer, with guidance as needed from the JNC Technical Advisor, Company Spokesperson and JNC Director, prepares draft written statements.
- c. **JNC Review** – JNC personnel, usually the Company Spokesperson, JNC Director and/or JNC Technical Advisor review draft written statements and propose changes as needed. The JNC Writer makes edits based on input received.
- d. **Technical Concurrence** – Final draft Written Statements are also reviewed by the Emergency Director for technical accuracy. **Note:** The intent of the EOF concurrence is to ensure that Written Statements are technically

accurate. It is not intended that EOF reviewers judge or influence the emergency communications strategy.

- e. **Prepare Final Copy** – At the direction of the Company Spokesperson and JNC Director, the JNC Writer prepares the final (for approval) copy. Final statements are printed, for the first time with time and date, to indicate they are approved.
- f. **Approval** – The Administrative Manager stamps the back of the final written statement, and the Company Spokesperson initials for approval. The Utility Room Documenter documents this time in the log and on a status board. The Administrative Manager completes a Written Statement Distribution Form and Fax Distribution form for further acknowledgments and distribution.
- g. **Federal, State, County and Local Official Notification** - The Agency Liaison advises the state and county PIOs of impending written statements, and documents acknowledgment of final statements concurrently with making internal distribution to them. If NRC and FEMA PIOs are present, they are included in this process. The PIO emergency conference phone is used to inform absent state and county PIOs, and pre-designated local officials.
- h. **Distribution** - The Administrative Manager coordinates prompt copying, faxing and distribution of all written statements by the Administrative Support Staff to the media, to other emergency response facilities, other Entergy locations, and to all JNC workrooms and areas.

6.6.3 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. Planning and scheduling Media Briefings is done by consensus of the participants through coordination by the Agency Liaison and the state representative. As a general rule, Media Briefings will be scheduled following (usually within one hour) changes in emergency classification, significant changes in plant status, other major events related to the emergency and for periodic updates during extended emergency situations.

The Pre-briefing meetings with the PIOs are held prior to Media Briefings (typically 15 or more minutes before), and are coordinated by the Agency Liaison. During Media Briefings, Entergy takes the lead in moderating the briefings. The JNC Media Room Manager performs the function of Moderator during Media Briefings. Each JNC representative will provide a briefing statement and answer questions directed to them by the Moderator. The Technical Briefer and Radiological Health Expert positions remain available to the news media in the Media Briefing Room to provide background information and descriptions of plant operations.

Media Briefings at the JNC generally involve Entergy, as well as state, county and, possibly, federal agency representatives. Media Briefing preparations entail:

- compiling and reviewing plant information,
- sharing information with other JNC participants,
- preparing talking points, supporting documents, maps and graphic materials, and
- coordinating the Media Briefing with the other participants.

These pre-briefings assure the accuracy of information presented and allows for resolution of concerns or inconsistencies.

- The Company Spokesperson prepares briefing notes or talking points, with the assistance of the JNC Technical Advisor and JNC Director. The notes are generally prepared to address the major topics of "What Happened", "What we are doing about it", and "What are its implications". A copy of these should be provided to the Writer when completed (to facilitate initial development of Media Briefing Summaries).
- JNC Media Briefings usually follow classification changes, major events or significant actions by Entergy, State or Counties within 30 to 60 minutes. This target is generally consistent with the communication objective of State and County participants.
- The Company Spokesperson identifies support materials needed for briefings to summarize key information, clarify plant systems and components and illustrate explanations. The Company Spokesperson coordinates production or availability of graphics, photographs or other materials with the JNC Administrative Manager and Audiovisual Coordinator
- The Media Room Manager announces each Media Briefing over the public address system shortly before the scheduled starting time.

Information is presented to the news media in a large briefing room located on the 2nd floor of the facility, near work spaces established for the media. The stage at the front of the Media Briefing Room holds the podium, easels, projection screen and a table with microphones and chairs for JNC spokespersons. The rear of the room has a raised camera platform and audiovisual control room. The main area of the room has chairs for news briefing attendees. Audiovisual equipment is available to display diagrams, overheads, slides, videotapes and an Emergency Response Planning Areas map. Stock video footage and photographs are also maintained for distribution to media representatives.

The Media Room Manager and Media Room Liaison(s) provide assistance to the news media present in the JNC, ensuring their needs are being met

and assisting with special information requests. They also ensure the news media work within the ground rules established for their participation in the JNC.

The JNC Director, Technical Briefer, Radiological Health Expert, and JNC Technical Advisor (time permitting) monitor the content and accuracy of each briefing (via the closed circuit televisions in the work areas) to identify any inaccuracies and inconsistencies in the Media Briefings. The Media Room Manager also documents unanswered questions for follow up. The Radiological Health Expert and Technical Briefer provide their comments to the Media Room Manager at the conclusion of the Media Briefing. The JNC Director and Company Spokesperson review the comments and note items to be addressed at the next briefing, or in written statements.

6.6.4 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. An Entergy Public Inquiry Coordinator (PIC) supervises the assigned staff, which is made up of state, county and utility personnel, unless and until the state Public Inquiry Supervisor arrives and assumes this responsibility. Misinformation or rumors are corrected at Media Briefings, in written statements or by contacting the station, publication or reporter. The PIC, JNC Director and State coordinate on the appropriate corrective response, and the PIC tracks to resolution.

6.7 JNC Position Instructions

6.7.1 Attachments 1 through 24 are checklist instructions for JNC positions. The person(s) responding for each of these positions shall use the appropriate checklist and associated and referenced tools to perform their assigned duties.

6.7.2 The checklists include position responsibilities relative to mobilization, activation and deactivation activities, and ongoing activities.

6.7.3 In addition, supplemental emergency communications guidance and reference material is contained in the Indian Point Emergency Communications Guide, maintained in the JNC, EOF and on the Entergy (IP2) WEB.

6.8 JNC Activities During Plant Recovery

6.8.1 The Emergency Director and/or Recovery Manager will advise the Company Spokesperson (or JNC Director) to develop a recovery action plan (Issues/Strategies) and determine ongoing JNC staffing requirements for Recovery.

- 6.8.2 The Company Spokesperson (or JNC Director) will participate in a joint conference with the IP2 Emergency Plant Manager or IP3 Emergency Director, to:
- Review the recovery issues/strategies action plan.
 - Review the JNC recovery staffing requirements.
- 6.8.3 The JNC may remain activated for some time after event termination during Recovery.
- 6.8.4 The Recovery Manager will continue verification and approval of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident.
- 6.8.5 The news media should receive a final status report on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.
- 6.8.6 The Company Spokesperson (or JNC Director) should continue to identify and document issues relating to recovery operations and construct and implement the Recovery Plan for Public Information activities.

6.9 JNC Deactivation

- 6.9.1 When the ED terminates the emergency or at some point during Recovery, 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:
- The establishment of a plan to continue sharing event related information and handling post-closing queries
 - The collection and preservation of documents relating to the event.
- 6.9.2 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.
- 6.9.3 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 Emergency Planning Manager.
 - The complete log of the event will be given to the Emergency Planning Manager for retention.

- Closing procedures will be performed at the direction of the Administrative Manager and JNC Director and will follow the procedures within each position checklist.
- ALL JNC personnel are expected to restore their work areas to startup condition prior to departing the facility

7.0 REFERENCES

7.1 Development Documents

7.1.1 Emergency Plan for Indian Point Unit Numbers 1, 2 and 3, Section 8.0

7.2 Interface Documents

7.2.1 Indian Point Unit 2 Documents:

- Emergency Plan, Section 5.0
- IP-1030, Emergency Operations Facility
- IP-1002 Emergency Notification and Communication
- IP-1048, Termination and Recovery

7.2.2 Indian Point Unit 3 Documents:

- Emergency Plan, Volume I, Section 5.0
- AP-8.3, DER Operability and Reportability Review by Operations
- IP-2312, Emergency Operations Facility
- IP-2001, Emergency Director (ED), Plant Operations Manager (POM), Shift Manager (SM) Procedure
- IP-2500, Security Emergency Activation Procedures
- IP-2602, Development of a Recovery Action Plan

7.2.3 Entergy Documents:

- Indian Point Emergency Communications Guide

7.3 Commitments

7.3.1 This procedure implements the following IP2 requirements/commitments:

- NL-00-111-C01
- NL-99-116-C13
- NL-81-157-C41

8.0 ATTACHMENTS (See Table of Contents)

9.0 ADDENDUM (See Table of Contents)

Attachment 1
IP Communications Representative Checklist
 Sheet 1 of 3

<p><u>Primary Responsibilities</u></p> <p>Serve as primary information gatherer and communications representative during initial conditions; initiate courtesy notification process for local and other officials and public information officers relative to the event and impending external dissemination of information to the media; prepare and get approved initial news release(s); distribute approved news releases; and, report to the EOF if appropriate</p>	
<p>Mobilization and Activation Activities</p> <p>1.0 While at office or at home</p> <ul style="list-style-type: none"> ▪ Upon initial notification of the event by plant, obtain as much information as is available: <ul style="list-style-type: none"> – Emergency Classification Level (ECL) and time declared – Emergency Action Level (EAL) number – Any radioactive material release, above or below federally approved limits – Any known injuries or deaths – Brief description of plant events • Written Statement preparation entails compiling and reviewing plant information, drafting and reviewing written statements, obtaining approval or concurrence, conducting and/or confirming courtesy notifications, and ensuring distribution. • Refer to position binder and checklist <p>Operational Activities</p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Receive forward call to cell phone or pager notice of messages left on the designated IP Communications Representative phone line (271-7001). To retrieve messages, dial the number, enter extension 7031, and password 7031 to retrieve messages. ▪ Notify/coordinate with the responding IP Government Liaison Representative(s) to make required local official courtesy 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. (All IP Government Liaison Representatives are paged along with the ERO at Alert or higher declaration, and are expected to establish contact with you upon notification by leaving a message on 271-7031. If an Unusual Event is declared, contact IP Government Liaison Representatives directly using the IP2 Emergency Telephone Directory in binder or available on IP2 Web, under Department, EPlan) <ul style="list-style-type: none"> ▪ Provide available information and guidance for courtesy calls to include informing the officials 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) ▪ The IP Government Liaison Representative(s) should promptly confirm completion of all notifications with the IP Communications Representative. ▪ Develop an initial news release based on available information, using the Boilerplate News Releases, Entergy News Release Template and Guidance, as contained on the CD. (Based on circumstances, the IP Communications Representative may report to the EOF for the latest information.) 	<p><u>Notes</u></p>

Attachment 1

IP Communications Representative Checklist

Sheet 2 of 3

2.0 Ongoing Responsibilities (cont'd.)	<u>Notes</u>
<ul style="list-style-type: none"> ▪ A written log of information must be maintained, including date, time and name of source(s) furnishing information (use Emergency Response Organization Log Sheet in your binder). In general, news releases will be issued under the following emergency circumstances: <ul style="list-style-type: none"> ▪ Any emergency declaration at IP (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency). ▪ Escalation in emergency classification. ▪ Emergency event termination. ▪ Any accident resulting in fatality or serious injury ▪ Release of radioactivity above or below federally approved levels at or beyond the site boundary, in quantities exceeding those allowed by regulation ▪ BEFORE issuing any written statement, the IP Communications Representative must obtain technical review and approval from the Emergency Director (ED), or whoever is in charge of the emergency at the time. Confirmation of primary local notifications (Buchanan, Peekskill, Cortlandt) should also be received before distribution. If JNC is activating at/near the time of news release completion, coordinate with the Company Spokesperson and ED on approval. ▪ Distribute approved statements to designated media outlets and to the EOF, JNC and other Entergy locations using Addendum 10, Entergy-IP Communications Representative/JNC Fax Distribution and Fax Cover sheets. Or, coordinate distribution with the EOF Information Liaison, if necessary. ▪ Provide the EOF Information Liaison with guidance and coordination as needed for the approval and distribution of news releases prior to JNC activation. ▪ Maintain contact with the plant or EOF Information Liaison once staffed for updated information on plant status, and until responsibility for the development and issuance of emergency information is transferred to the JNC. Once staffing begins at the JNC, ensure coordination with the JNC (Director and/or Writer) via the EOF Information Liaison until a transfer of responsibilities is complete. ▪ As primary point of contact for the media (as listed on any disseminated news releases, prior to JNC activation), remain available at phone number provided on news releases to handle media inquiries until the JNC is activated. Complete Media Inquiry Log below to document all media calls. 	
<p>3.0 <u>Turn Over Responsibilities</u></p>	
<ul style="list-style-type: none"> ▪ Coordinate a turn over of the communications responsibilities with the JNC Director directly, or through discussions with the JNC Writer and/or via the EOF Information Liaison. Forward all issued written statements to the JNC. ▪ Make a formal turnover (in person or via phone) to the JNC Writer or JNC Director of the responsibilities for providing information to the JNC on the event. ▪ Notify the JNC Director of the completion of your duties as IP Communications Representative, and remain available for further assignments if necessary. ▪ Gather all forms, final written statements, logs and other materials and provide them to the JNC Director and/or Documenter. 	

Attachment 1
IP Communications Representative Checklist
Sheet 3 of 3

MEDIA INQUIRY LOG

DATE: _____ TIME: _____

NAME OF REPORTER: _____

AFFILIATED WITH: _____

PHONE NUMBER: _____

INQUIRY: _____

RESPONSE: _____

RESPONSE PROVIDED BY: _____

COMMENTS: _____

Attachment 2
IP Government Liaison Representative Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Under the direction of the IP Communications Representative, serve as information liaison with local government officials by placing initial courtesy notifications to pre-defined individuals regarding the event underway and the pending release of information to the media and public</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 While at home or office</p> <ul style="list-style-type: none"> ▪ Receive plant page and/or call from IP Communications Representative and directions regarding assignment of calls (from Group #1 and Group #2 in the IP2 Emergency Telephone Directory on IP2 Web, under Department, EPlan). Calls are divided for assignment based on the number of IP Government Liaison Representatives that are available to the IP Communications Representative ▪ If contacted by pager, call 914-271-7031 and leave a message for the IP Communications Representative of where you can be reached to place calls. ▪ When contacted, coordinate on process to confirm completion of calls with IP Communications Representative. Use the 914-271-7031 messaging system, if appropriate. ▪ Upon receiving plant information on initial plant conditions from IP Communications Representative <ul style="list-style-type: none"> ▪ Contact assigned officials listed on Group #1 and/or #2 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 IP2 Web, under Department, EPlan and in the position binder) Use the following script as a guide, if necessary: <p style="margin-left: 40px;">"Hi, my name is.....I'm representing the Indian Point Energy Center as a Government Liaison Representative. I'm calling to inform you that.... (provide the event information provided by the IP Communications Representative)</p> <hr/> <p style="margin-left: 40px;">This is all the information that I have at this point. Entergy will be issuing a news release regarding the event. Do you require additional calls? Should I continue to call you at this number if I need to contact you again?"</p> ▪ Promptly notify IP Communications Representative upon completion of assigned calls (the IP Communications Representative will be faxing news releases to the Buchanan, Cortlandt and Peekskill officials as part of distribution) ▪ Remain available to repeat steps if needed. Coordinate ongoing needs with IP Communications Representative, and arrange to provide all documentation of calls ▪ Once JNC is activated, contact the Agency Liaison in JNC to coordinate on continuing contact requirements of local officials, and notify JNC Director of availability for other appropriate assignments upon completion of turn over,	<p><u>Notes</u></p>

Attachment 3
JNC Director Checklist
 Sheet 1 of 5

<p><u>Primary Responsibilities</u></p> <p>Reporting to the Emergency Director, supervise and direct JNC staff, establish and maintain emergency communications strategy; 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 and declare JNC activation; direct shift and personnel changes; conduct periodic utility room briefings; manage and oversee all communications processes in the Utility Room A; and ensure corrective actions are taken and documented to address rumors and mis-information (with Public Inquiry Coordinator).</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Go through registration, sign in on Sign-In Board outside of the Utility work rooms, 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) ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ 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. Direct the JNC Technical Advisor establish the time with the EOF, and instruct the Administrative Manager to synchronize all clocks, time stamps, fax machines, etc. ▪ Call directly, or confirm that either the Company Spokesperson or JNC Technical Advisor is establishing contact with the IP Communications Representative and/or EOF Information Liaison to confirm JNC activity and obtain updates and review news release(s) issued prior to JNC activation. <ul style="list-style-type: none"> ▪ All new releases issued prior to JNC activation should be available on the JNC facsimile machine in the Fax/Copy Room. JNC Administrative Support Staff should be instructed to make copies for direct distribution within the JNC ▪ Ensure all staff refer to their detailed position checklists, and support set up and activation efforts ▪ In preparation for declaring the JNC activated, review the JNC Activation Considerations checklist (see below) to ensure readiness ▪ Activation Declaration: Declare JNC activated and operational when: <ol style="list-style-type: none"> 1. Key positions are staffed with Entergy representatives (See Sign In Board outside Work Room A for key staff designators) 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 Agency Liaison) 	<p><u>Notes</u></p>

Attachment 3
JNC Director Checklist
 Sheet 2 of 5

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><u>2.0 Ongoing Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Upon activation, notify key JNC managers, State and County representatives that the JNC is activated, and request they inform all other appropriate staff. Direct staff to synchronize the clock times between EOF and JNC. ▪ Direct finalization (by JNC Writer) of media advisory announcing the activation of the JNC as the official source of information to the public ▪ Establish and maintain command and control over the JNC overall operations ▪ Maintain Utility Room A status board noting utility briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities ▪ Review plant status reports, news releases, EAS messages and other related information as it becomes available ▪ Begin formulating communications strategy and priorities (along with Company Spokesperson) ▪ 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 Company Spokesperson, Agency Liaison, and Administrative Manager ▪ Ensure the coordination of information and timely, accurate communications flow within and out of the Utility Room A, and especially to the media ▪ 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 ▪ Coordinate with the PIC on needed corrective actions to address rumors, incorrect information or news reports identified by those functions. Assign utility corrective actions to JNC staff, and notify the PIC of completion of the corrective actions. <p><u>3.0 Written Statements</u></p> <ul style="list-style-type: none"> ▪ Monitor the development of written statements 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 written statements as required to provide communications input ▪ Ensure JNC Writer makes revisions as necessary based on input, and direct Administrative Manager to supervise proper distribution and support immediate copy/access needs ▪ Monitor written statement development and review time, working with JNC Documenter to track timing ▪ Ensure prompt review and concurrence of written statements by Emergency Director (working through the JNC Writer and Technical Advisor), approval of written statements by Company Spokesperson and distribution by the Administrative Manager. 	

**Attachment 3
JNC Director Checklist**

Sheet 3 of 5

4.0 Media Briefings	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Assist Company Spokesperson, as needed, 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 Media Room Manager is promptly advised of the times for Pre-Briefings and Media Briefings, and ensure timely announcements to the media are made. This can be done by telephone, or in person using the Agency Liaison or other appropriate staff. ▪ Ensure JNC Technical Advisor updates the Company Spokesperson on plant and Utility Room A activities during his/her absence for Media Briefings or other activities ▪ Monitor Media Briefings for salient content points, for follow-up and unanswered questions. Ensure the Technical Briefer, Radiological Health Expert and JNC Technical Advisor, if available, document open items on a Media Briefing Issues form (Form IP-1011-2) ▪ Review media questions collected by Media Room Manager, Technical Briefer and Radiological Health Expert to assist in preparing notes for future Media Briefings, in preparing the Company Spokesperson and for inclusion in written statements, if appropriate 	
<p>5.0 Recovery Support Activities</p> <ul style="list-style-type: none"> ▪ Receive request from the Emergency Director to assist in developing a Recovery Action Plan, including identifying Issues/Strategies and determining the JNC Recovery Organization staffing requirements. Coordinate this activity with the Company Spokesperson ▪ Coordinate with the Company Spokesperson to participate in a joint conference with the IP2 Emergency Plant Manager or IP3 Plant Operations Manager, convened by the ED, to: <ul style="list-style-type: none"> ▪ Review the recovery issues/strategies action plan. ▪ Review the JNC recovery staffing requirements. ▪ Receive verification and concurrence of written statements from the Recovery Manager. The Recovery Manager will continue verification and approval of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident. ▪ Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase 	

Attachment 3
JNC Director Checklist

Sheet 4 of 5

6.0 Post Event	<u>Notes</u>
<ul style="list-style-type: none">▪ 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 Emergency Planning Manager▪ Return work area to startup condition before departing facility	

Attachment 3
JNC Director Checklist

Sheet 5 of 5

JNC Activation Aide/Considerations

(For use by JNC Director, or designee, to confirm JNC status in preparation for Activation)

- ⇒ Security of JNC established
- ⇒ Registration Process established/in place
- ⇒ Utility Key Positions staffed
 - Key Positions on Utility Sign In Board complete
 - State/County PIO Board complete or Current with remote contact (as needed)
 - Position re-assignments complete to ensure desired shift/staff complement
- ⇒ EAS Capability established (within JNC and/or at Westchester (EOC))
 - Westchester County (and/or)
 - State of New York
- ⇒ Confirm presence of state and county personnel in JNC and/or determine likely arrival time (coordinate via the Agency Liaison on how initial dissemination of information will be managed if not present)
- ⇒ Media Briefing Room & Media Work Areas ready for use
- ⇒ Confirm if Media are present at the JNC

Collateral Activities to Initiate and/or Confirm:

- ⇒ Administrative Manager has assigned responsibility for completion/confirmation of 2nd Shift assignments
- ⇒ Release of 2nd shift personnel from JNC, after 2nd shift assignment is made and they are informed of their assignments/reporting time. (Not necessary to keep personnel until the shift roster is complete)
- ⇒ Notify the Emergency Director of both JNC Activation and completion of 2nd shift roster

Attachment 4
Company Spokesperson Checklist
 Sheet 1 of 5

Primary Responsibilities

Working with the JNC Director, and Emergency Director, 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 written statements, obtaining technical concurrence from the ED; develop briefing notes including relevant information and messages; conduct pre-briefings with state and county PIOs and Media Room Manager (moderator); serve as primary utility spokesperson at Media Briefings; respond to media questions as appropriate; ensure follow up and closure of open questions/correction of rumors and misinformation; coordinate with JNC Director and JNC Writer directly to ensure written statements reflect communications messages and content from Media Briefings.

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 and report to Utility Room A – refer to your position checklist
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.
- Confer on plant events with JNC Director, JNC Technical 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:** Begin formulating communications strategy and priorities (along with JNC Director, if present), and determine graphics that may be needed during Media Briefings from the graphics inventory list (located at your work station, or in the Emergency Communications Guide) and inform Media Room Manager to begin arrangements with the Audiovisual Coordinator

JNC Operational Activities

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 JNC 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 Written statements

- Review, provide directions and input to the JNC Writer and approve all Written Statements generated at the JNC, gaining concurrence or confirmation from the Emergency Director. As necessary, request the JNC Director and/or JNC Technical Advisor review written statements and provide comments

Attachment 4
Company Spokesperson Checklist
 Sheet 2 of 5

4.0 Pre-Briefings	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Define information to be presented at Media Briefing (see Media Briefing Content Guides below and in position binder), obtain JNC Director and other staff support ▪ Use available reference materials including, Emergency Classification Level Explanations, Radiation Comparisons, System and Component Terms and Definitions, Booklet and Maps, and other information available in the Emergency Communications Guide and in the Utility work room A bookcases. ▪ Review, select and request Graphics and other visual aids from Audiovisual Coordinator (can be done via Media Room Manager) in preparation, referring to the Emergency Communications Guide and other available references, ▪ Review Media Briefing information with JNC Director prior to pre-briefings ▪ Prior to Media Briefings the Media Room Manager conducts a pre-briefing. Provide utility information with state and counties, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. (Public safety and protective action information will take priority). Agency Liaison arranges logistics for all pre-briefing meetings. ▪ 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 	
<p>5.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ <i>When:</i> A Media Briefing is called for 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. Coordinate with the JNC Director on establishing the Media Briefing times ▪ <i>Content:</i> Compile media briefing notes and messages using the JNC Briefing Notes Guide, Form IP-1011-8. 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 below and other available reference materials, including Media Briefing Communications Tips from Emergency Communications Guide). <ul style="list-style-type: none"> ▪ In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted. ▪ Provide copy of Talking Points to JNC Writer before departing for Pre-Briefings to facilitate development of Media Briefing Summaries ▪ <i>Briefing Format:</i> The Media Room Manager opens Media Briefings by making introductory remarks and establishing the process and ground rules. Audiovisual Coordinator and AV/Graphics Staff will connect wireless microphone and set up all audiovisual equipment in advance. Wait for introduction by Media Room Manager before initiating briefing. Conduct briefing using prepared Media Briefing Notes and visuals. Respond to questions as directed by Media Room Manager. 	

Attachment 4
Company Spokesperson Checklist
Sheet 3 of 5

6.0 Post-Briefings	<u>Notes</u>
<ul style="list-style-type: none">▪ Upon return to Utility Room A, receive feedback on briefing. Obtain plant update from JNC Director and JNC Technical Advisor. Review open items and other issues from briefing, and determine appropriate actions to complete follow-up	
7.0 Post Event	
<ul style="list-style-type: none">▪ Participate in debriefing and return work area to start up condition. Provide documentation and materials to JNC Director	

Attachment 4

Company Spokesperson Checklist

Sheet 4 of 5

JNC BRIEFING NOTES GUIDE

DATE: _____

BRIEFING # _____

TIME: start: _____

End: _____

BRIEFING SUMMARY

EMERGENCY CLASSIFICATION LEVEL (ECL):

Unusual Event

Alert

Site Area Emergency

General Emergency

PLANT STATUS:

EVENT:

RESPONSE:

RADIOLOGICAL CONDITIONS:

QUESTIONS REQUIRING RESPONSE

Attachment 4

Company Spokesperson Checklist

Sheet 5 of 5

Media Briefing Content Guide

Briefing # _____
Briefing time/date: _____

WHAT Happened?

[Include in this section information about events causing the emergency declaration, major equipment problems, injuries to personnel, radiological releases, etc.]

What are we DOING about it?

[Include here the actions being taken to deal with the emergency, including ERO activation, repairs to equipment, engagement of offsite support, and radiation surveys]

What does it MEAN??

[Discuss here the implications of the emergency, including effectiveness of protective measures, recovery **expectations**

Attachment 5
JNC Technical Advisor Checklist
 Sheet 1 of 2

<p><u>Primary Responsibilities</u></p> <p>Reporting to JNC Director, establish and maintain contact/information exchange with the EOF (via EOF Information Liaison); provide technical expertise to support understanding of events; advise Company Spokesperson and JNC Director on plant events; support development/review of written statement technical accuracy; and as time permits, monitor Media Briefings to document issues and unanswered questions.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Report to Utility Room A and refer to position checklist, and establish contact with the EOF using the direct line (contact the EOF Information Liaison), establish official time from the EOF and advise the JNC Director <p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Review plant status reports electronically, by fax and online (30 Alpha forms, Radiological Emergency Data forms parts 1, 2), "EOF to JNC Essential Information Checklist" (Form IP-1011-1), written statements, and other information on events and response actions as it becomes available and advise Company Spokesperson and JNC Director as appropriate ▪ Gather information as required to support Company Spokesperson and JNC Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance) <p style="text-align: center;">GATHERING INFORMATION CHECKLIST</p> <ol style="list-style-type: none"> 1. What was the event - system, component, consequence? <ol style="list-style-type: none"> a. Plant status or potential to effect plant status? b. Release of radiation or potential for release? c. Injuries/contamination? d. Leakage or spills? e. Toxic/hazardous material? f. Safety significance? 2. When did it happen – specific time, has it ended? 3. Why did it happen – equipment failure, weather conditions, etc.? 4. What is being done – to respond, repair, mitigate or prevent it from happening again? 5. Who was involved/responsible - potential information sources? <ul style="list-style-type: none"> ▪ Establish contact with EOF Information Liaison to obtain updated information both verbally and electronically using "EOF to JNC Essential Information Checklist" via email and in position binder. Print and provide forms to Administrative Manager for further distribution 	<p><u>Notes</u></p>

Attachment 5
JNC Technical Advisor Checklist
 Sheet 2 of 2

<u>JNC Operational Activities, (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Request information from the EOF Information Liaison, and as necessary use available references as needed, including Emergency Action Level Guide, glossary of technical terms, technical plant references in JNC, and computer with access to plant parameters ▪ Log events and information provided from the plant on a running plant status log (flip chart) in the utility workroom. Request assistance from the Administrative Manager if administrative assistance is required to accomplish this function. <p>3.0 Written Statements</p> <ul style="list-style-type: none"> ▪ Provide new information and needed descriptions to the JNC Writer to support written statement development efforts ▪ Review and provide technical comments on statements as needed with JNC Writer <p>4.0 Pre-Briefings</p> <ul style="list-style-type: none"> ▪ Advise Company Spokesperson and JNC Director on plant events ▪ Assist Company Spokesperson in preparing Media Briefing notes as needed <p>5.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings ▪ Monitor Media Briefings, time permitting, from Utility Room A and complete Media Briefing Issues forms (Form IP-1011-2, Addendum 4) if any open issues or follow-up requests are identified. Provide completed forms to JNC Director after briefings. ▪ After Media Briefings, promptly update spokesperson on events and status changes during the briefing <p>6.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 6
Technical Briefer Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Reporting to Media Room Manager, serve as information source to the media by providing technical background information on plant operations and equipment as needed</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage ▪ Obtain from Media Room Liaison and review Media Kit for contents and application for sharing information with the media ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Remain in Media Briefing Room to provide the media with technical background information on plant operations between briefings. Do not elaborate on plant conditions, speculate, or render personal opinions <ul style="list-style-type: none"> ▪ Ensure Media Room Manager or Media Room Liaison is available during interaction with media between briefings, and ensure cameras are not rolling during background discussions ▪ If necessary, defer technical background questions if additional information or research is necessary. Request support from the Media Room Manager, contact the JNC Technical Advisor directly and/or go to the Utility Room A for reference and research information ▪ Relay information to Media Room Manager on reporters' questions as feedback to Utility Room A for use in preparing next Media Briefing <p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Monitor briefings for accuracy by Company Spokesperson using Media Briefing Issues form, Addendum 4 (Form IP-1011-2) and relay comments to Media Room Manager <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	<p><u>Notes</u></p>

Attachment 7
Administrative Manager Checklist
 Sheet 1 of 3

Primary Responsibilities

Reporting to the JNC Director, supervise all JNC administrative activities, functions and personnel (registration, administrative support, security, IT support), and coordinate auxiliary services, if necessary (maintenance, food, lodging). supervise JNC facility deactivation and ensure facility is fully operational after each use. Coordinate facility support as required with state, county and federal representatives.

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
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. Assign additional personnel as needed until Registration Coordinator and Security staff have arrived
- Verify completion of JNC Staffing by reviewing sign-in/staffing forms from Registration Coordinator(s), (Addendum 5, 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 Coordinator or other designated staff to fill positions with alternates if necessary (Refer to 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)
- Assign available Administrative Support Staff to required support areas including JNC Documenter position, Fax/Copy area, distribution, runner and other support functions, as needed, and direct set up and then ongoing support activities
- Oversee JNC set-up, including heat or air conditioning, lights, copiers, food service. Receive official time from JNC Director and direct the IT Representative and Administrative staff to synchronize clocks, fax machines, time stamp, etc. Detailed procedures for the clock are contained in the position binder.
- Contact Maintenance Support Contractor (via EP Contact if not present in JNC) and ask for maintenance support at JNC, including support for the fax, copy and other equipment in the facility.
- Ensure administrative staff establish and maintain a log for incoming and outgoing faxes

Attachment 7
Administrative Manager Checklist
 Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Working with JNC Director and Registration Coordinator, 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 ▪ Supervise all Administrative Support Staff including those in the Fax/Copy area, JNC Documenter, distribution, status sheet posting for the JNC Technical Advisor, Security and Registration Staff ▪ Assign responsibility and supervise distribution of plant status reports, forms and EOF to JNC Essential Information Checklists provided from JNC Technical Advisor by Administrative Support Staff to: <ul style="list-style-type: none"> - JNC Director - JNC Technical Advisor (if original is only copy, provide a copy before continuing duplication and distribution to others) - Company Spokesperson - Agency Liaison - Radiological Advisor, if present - JNC Documenter - JNC Writer ▪ Supervise Security personnel, and coordinate on access or other security issues, as needed ▪ Maintain JNC in operational condition during its use. Oversee and direct facility operations to ensure smooth functioning of equipment and the facility itself ▪ Arrange food service (and lodging if necessary). Contact the EOF Administration and Logistics personnel for assistance. ▪ 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 with EOF as described above ▪ Provide attendance sheets to Documenter for each shift for permanent log keeping 	

Attachment 7
Administrative Manager Checklist
 Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p>3.0 Written Statements</p> <ul style="list-style-type: none"> ▪ Supervise proper approval sign-off by Company Spokesperson on final written statements (ensure appropriate signatures and times noted– stamp final news release on back for signature) ▪ Direct Administrative Support personnel to copy written statement and provide to Agency Liaison for simultaneous acknowledgment and distribution to State, Counties and federal representatives present, and provide copy to Fax ▪ Counties and federal representatives present, and provide copy to Fax/Copy area staff to make remaining copies for distribution within JNC and for faxing. ▪ Oversee distribution of Written Statements, including use and completion of Written Statement Distribution Checklist (Form IP-1011-5) ▪ Establish/Confirm required fax recipients with JNC Director, prepare Fax Distribution Sheet and Fax Cover Sheet noting desired recipients (including media, EOF and other Entergy locations) and supervise distribution of final Entergy written statements by Administrative Support Staff to those designated. Additionally, broader distribution may also be required or requested by Entergy, the State or Counties. (Fax numbers are pre-programmed in the Panafax for these recipients) <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility ▪ Oversee facility deactivation including ensuring all documentation and completed checklists, logs, etc. are gathered and provided to the JNC Documenter, as per procedures posted in Utility Room A ▪ Ensure facility is operational for next use 	

Attachment 8
JNC Writer Checklist
 Sheet 1 of 4

Primary Responsibilities

Under the overall direction of the JNC Director with additional direction from the Company Spokesperson, prepare written statements within **one hour** of a new Emergency Classification or when plant events warrant public notification, and media briefing summaries following each Media Briefing; submit draft statements for review by Company Spokesperson and/or JNC Technical Advisor; work with the JNC Technical Advisor or Company Spokesperson to ensure technical concurrence is obtained from the Emergency Director; make changes as directed, add time, date and print final/approved statements and provide to Administrative Manager for sign-off and distribution

Mobilization and Activation Activities

1.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- Report to Utility Room A and refer to position binder and checklist
- Request that the JNC Technical Advisor determine the status of ongoing communications response via the EOF Information Liaison, and obtain the name and contact information of the responding IP Communications Representative
- Establish direct contact with the IP Communications Representative to establish status of written statements. Coordinate hand-off when JNC is ready to activate.

JNC Operational Activities

2.0 Ongoing Responsibilities

- Turn on PC and monitor, test word processing program and printer (on table behind), and create new file folder on C: drive for event and label with event date
- Locate INDIAN POINT Boiler Plate News Release files on the CD available at the workstation and in position binder
- Receive plant status/emergency response updates from JNC Technical Advisor

3.0 Written Statements

- Written Statements 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)
 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

Notes

Attachment 8
JNC Writer Checklist
 Sheet 2 of 4

Written statements (cont'd)	<u>Notes</u>
<p>5. Emergency event termination,</p> <ul style="list-style-type: none"> ▪ Media Briefing summaries should be developed during and following Media Briefings to summarize the information provided by the Company Spokesperson, for distribution within 30 minutes of end of briefing, if possible. ▪ Other written statements may be issued at the discretion of the Company Spokesperson or JNC Director, including chronologies on an infrequent basis ▪ With support from JNC Director, Company Spokesperson and JNC Technical Advisor, prepare written statement drafts using sample boiler plates and standard phraseology combined with information provided by EOF as appropriate; When using sample boiler plate review all wording for accuracy and applicability <ul style="list-style-type: none"> ▪ Copy (Save As) appropriate EAL boiler plate news release in folder – edit and modify with available and appropriate information, as necessary ▪ Use Written Statement Content Checklist (see below) and if needed the suggested phraseology, Emergency Action Level descriptions and other reference information contained in the Emergency Communications Guide to prepare these drafts. News Release Template instructions are also provided on the CD with the boilerplate news releases. ▪ Print draft statement without date or time for review by JNC Technical Advisor first, and then by the Company Spokesperson. The JNC Director should also review statements for communications messages and to provide input ▪ Make changes to draft statements, based on reviews, as directed by Company Spokesperson, JNC Technical Advisor and/or JNC Director ▪ Once all feedback is incorporated and Company Spokesperson indicates it is ready, electronically forward the final draft to the EOF (email = EOF Info Liaison) for ED review and technical concurrence. Incorporate comments, as directed by the Company Spokesperson and/or JNC Director. ▪ Add the time ONLY upon approval from the Company Spokesperson, and print final approved written statement for distribution, ▪ Give final statement to Administrative Manager for approval signature and distribution sign-off ▪ Prepare drafts and final copies of subsequent written statements as described above ▪ Ensure all statements are placed in appropriate computer folder with current date and saved on the C Drive 	

Attachment 8
JNC Writer Checklist
 Sheet 3 of 4

4.0 Media Briefings	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Receive Company Spokesperson’s Talking Points before Media Briefing, and observe/listen to Media Briefings. Make note of information for inclusion in follow-on Media Briefing Summary ▪ Immediately after each Media Briefing, complete a draft summary statement of the information presented by Company Spokesperson. <ul style="list-style-type: none"> ▪ The summary should be concise (two-to-three pages maximum). ▪ The first paragraph identifies the time and number of the briefing, the event and the Company Spokesperson and title. ▪ The target for a completed draft, ready for review, should be about 30 minutes after the end of the briefing. ▪ Provide drafts to the Company Spokesperson and JNC Technical Advisor for prompt review to confirm completeness and accuracy. ▪ Email final drafts to EOF Information Liaison for the review by the ED for technical concurrence 	
<p>5.0 Post Event</p>	
<ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 8
JNC Writer Checklist
Sheet 4 of 4

Written Statement Content Considerations

The following information should be considered for inclusion, as applicable:

Reference Information:

- Buchanan, NY (for initial releases) and Harrison, NY (for JNC releases)
- Time and date of written statement (upon approval ONLY)
- Contact for further information (name, title, phone number) or Media Referral (JNC)

What Happened:

- Emergency description – description of the event, systems or components involved, etc.
- Time and date of the event
- Emergency classification, with brief description of its meaning
- Emergency Action Level (EAL), with brief description of its meaning
- Injuries to personnel, if any
- Radiological releases, if any

Emergency Response - What's Being Done:

- Emergency Response Organization mobilized
- Notification of off-site officials (NRC, Counties and State, FEMA, etc.
- In-plant actions to correct or mitigate the situation, repair equipment, etc.
- Support from off-site organizations
- Off-site radiological monitoring activities

Implications – What it Means:

- Current plant condition, stability
- Anticipated resolution (e.g., reactor shutdown and cool-down by [time]).
- Termination of any releases
- Measured off-site radiation levels
- Off-site protective actions (refer to state authorities)

Notes:

1. After the initial news release, subsequent releases should not repeat all of the details previously covered; in composite, however, the releases should give a complete picture
2. The checklist above provides suggested content; release writers use judgment with respect to content and sequence of information.

Attachment 9
Agency Liaison Checklist
 Sheet 1 of 2

<p><u>Primary Responsibilities</u></p> <p>Under the direction of the JNC Director, serve as information liaison with government officials and state and county public information officers (PIOs); continue courtesy calls after JNC activation to local officials, to keep them informed of changing classifications, events; coordinate pre-briefing and Media Briefing times among the utility, state and county (and federal if present) representatives; notify absent PIOs of pending written statements prior to release and of pre-briefing times prior to conducting Media Briefing; ensure all state and county PIOs acknowledge and sign off on written statements; support pre-briefings (including contacting absent PIOs; if necessary).</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-in board outside Utility Room A ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ 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. Update JNC Director on who is present in the JNC ▪ 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 Administrative Manager to monitor PIO emergency conference phone in Pre-Briefing Room; Keep log of any incoming or outgoing calls made <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Review, EOF to JNC Essential Information Checklist, written statements, and other information as it becomes available ▪ Update 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) ▪ Using primarily EOF to JNC Essential Information forms, complete and update the Emergency Summary Sheet (Form IP-1011-4), copy and distribute to workrooms (state, county, and federal only) and to the JNC Documenter ▪ Maintain log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing area) during Event prior to State PIO arrival. This phone is to be used to establish contact with State and/or County PIOs that are not present. ▪ Continue courtesy calls to Buchanan, Cortlandt and Peekskill local officials (refer to Emergency Telephone Directory) to ensure they remain informed of activities, if still required. Coordinate with IP Government Liaison Representative on requirements. 	<p><u>Notes</u></p>

Attachment 9
Agency Liaison Checklist
 Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>3.0 Written Statements/EAS Messages</p> <ul style="list-style-type: none"> ▪ EAS Messages: Acknowledge receipt of Emergency Alert System (EAS) messages issued at JNC by initialing documents (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) ▪ Provide a copy of all EAS messages to the Administrative Manager for prompt distribution. Notify the JNC Director of the planned timing of EAS broadcasts ▪ Government News Releases: Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing and provide to Administrative Manager for prompt distribution ▪ Entergy Written Statements: Ensure that all state and county PIO's acknowledge Entergy written statements prior to release to wire services and the news media present (except JNC activation media advisory, no acknowledgments are required) <ul style="list-style-type: none"> • Utilize PIO emergency conference phone to contact and inform absent PIO's of impending issuance of written statements (refer to Addendum 7 Written Statement Distribution Checklist, Form IP-1011-5). • Any final news releases approved and distributed PRIOR to JNC activation will be faxed to the JNC. Distribution should occur within the facility as normal, but no acknowledgments or sign-offs are required. • Provide a copy of issued Entergy written statements to State and County representatives/workrooms at same time as obtaining acknowledgment, if copies are ready (Coordinate with Administrative Manager and Administrative Support Staff.) <p>4.0 Pre-Briefing</p> <ul style="list-style-type: none"> ▪ When: Prior to Media Briefings ▪ In absence of state PIO, help coordinate among Company Spokesperson, Media Room Manager, state and county representatives planned information for release, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers (public safety and protective actions take priority) ▪ Arrange all Pre-Briefings at request of JNC Director and coordinate with state and county PIOs on time of pre-briefing ▪ At request of JNC Director, ensure Media Room Manager 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 <p>5.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 10
Media Room Manager Checklist
 Sheet 1 of 7

<p><u>Primary Responsibilities</u></p> <p>Reporting to JNC Director, acts as the primary interface for media present at JNC; acts as moderator for media briefings; supervises audio-visual staff in JNC and ensure preparation of media kits by media room liaison.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ 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 ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Ensure Media Room Liaison prepares and sets out Media Kits and emergency Planning booklets located in storage room on first floor ▪ Ensure Media Room Liaison checks 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 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>3.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Identify and welcome media representatives at the JNC ▪ Brief the Company Spokesperson and/or JNC Director on the media present at the JNC and their information needs ▪ Act as senior liaison to the media regarding process for gathering information, explain JNC process ▪ Interact with the news media at the JNC to determine and respond to their need for background information and support services, and ensure the Media Room Liaison does so as well ▪ Receive special media requests or needs from Media Room Liaison for resolution ▪ Confine comments to media about plant/event information contained in news releases ▪ Receive notification from the Agency Liaison (or JNC Director) of Media Briefing times, and make timely announcements to the media present In the JNC (announce briefings will take place at “approximately” the time given) 	<p><u>Notes</u></p>

Attachment 10
Media Room Manager Checklist
 Sheet 2 of 7

	▪ <u>Notes</u>
<p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Announce information on Media Briefing process to media prior to and following media briefings (see Announcement Guides below), as appropriate ▪ Prior to Media Briefings help facilitate a pre-briefing with the State PIO using the Media Briefing Worksheet (see below). Ensure Company Spokesperson, state and counties share new information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. (Public safety and protective action information will take priority). <ul style="list-style-type: none"> ▪ Ensure Agency Liaison has coordinated pre-briefing meetings, and determine need to include any external spokesperson in Media Briefings via PictureTel (direct AV Coordinator to set up and establish connection on PictureTel if needed) ▪ Obtain background or bios on each spokesperson for use, if necessary (and ensure Media Room Liaison puts written documents into Media Kits) ▪ Ensure all AV/Graphics 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. Ensure the AV Coordinator or Media Room Liaison is set to support microphone use for Q&A by the media. ▪ Briefing Format: Open Media Briefing by making introductory remarks; Serve as moderator; Introduce spokespeople to make agreed upon statements in pre-established order ▪ <i>In each briefing</i>, Preside over Q&A session, repeating questions as needed and directing them to appropriate spokesperson ▪ Maintain order throughout. At times, media briefings can become contentious. It is the moderator's responsibility to defuse arguments, to intercept hostile comments, and to ensure that the briefing is held in an informative, professional way. ▪ 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. ▪ 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" (see Announcement Guides below) <p>4.0 Post-Briefing</p> <ul style="list-style-type: none"> ▪ Monitor interaction between media and experts; intervene if necessary ▪ Ensure a videotape copy of the previous briefing is available for viewing in the media work room, in coordination with the Audiovisual Coordinator <p>5.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 10
Media Room Manager Checklist
 Sheet 3 of 7

Media Briefing Worksheet

DATE: _____

BRIEFING # _____

BRIEFING TIME: _____ BRIEFING ANNOUNCED Y N

Reason for Briefing:	<input type="checkbox"/> Initial Briefing <input type="checkbox"/> Emergency Classification Change <input type="checkbox"/> EAS Broadcast <input type="checkbox"/> Periodic Update/Other	
	Points to be Covered:	Order
Utility		
Westchester County		
Rockland		
Putnam		
Orange (confirm if via PictureTel)		
State of NY		
Public Inquiry Feedback		
Media Monitoring Feedback		

Graphic Changes Needed	
Graphics/Visual Requests	

Attachment 10
Media Room Manager Checklist
Sheet 4 of 7

Media Room Announcement Guides

The following announcement should be made periodically by the Media Room Manager:

TO ASSIST THE PUBLIC IN OBTAINING CLARIFICATION ON
INFORMATION THAT MAY SEEM TO BE IN CONFLICT WITH
OFFICIAL ANNOUNCEMENTS, MEMBERS OF THE PUBLIC MAY
CALL:

(914) 683-6499

THE PUBLIC MAY CALL THIS NUMBER FOR CLARIFICATION OF
INFORMATION CARRIED IN THE MEDIA OR
CIRCULATING IN THE COMMUNITY THAT SEEMS TO
CONFLICT WITH THE OFFICIAL INFORMATION COMMUNICATED EITHER
BY THE EMERGENCY ALERT SYSTEM (EAS)
OR BY THE NEWS MEDIA.

AGAIN, THE NUMBER FOR THE GENERAL PUBLIC TO CALL IS:

(914) 683-6499

Attachment 10
Media Room Manager Checklist
 Sheet 5 of 7

Media Room Announcement Guides

The following is suggested wording for announcements made by the Media Room Manager:

1. Periodic Announcement (prior to first media briefing and occasionally in-between):

Good morning/afternoon/evening. Thank you for coming to the Joint News Center. I am *[name]*. As Media Room Manager, I am here to assist you with your information needs between official media briefings. I am assisted by (names) who is/are Media Room Liaisons, here also to assist you with your information gathering needs.

First, some background on this facility and the resources available to help you report on the events at Indian Point (2/3):

The Joint News Center is the sole source of information for the media. The Entergy company spokesperson is here, along with representatives from New York State and the four counties that surround the plant-- Westchester, which is the lead County, and Rockland, Orange and Putnam Counties.

During the briefings, Entergy will report on events at the plant. The state and counties will report on their response and any actions to protect the public. Any Emergency Alert System messages are prepared and issued from this location. They are for broadcast over WABC Radio in New York City and by other radio stations in the areas surrounding the plant.

To help you report to the public on Indian Point events, we have available some background information and technical assistance. To the table on my left are copies of news releases prepared by the utility, counties and state. There are media kits with background information on the plant and related topics. There are also copies of the Emergency Planning brochures that are mailed annually to each residence in the 10-mile zone around the plant. They contain useful graphics of the emergency planning zones. Across the hall on this floor are rooms with telephones for your use.

On the right side of the room are subject matter expert(s) available to help you between briefings. *[Confirm who is present and obtain appropriate background on the individuals before making this announcement. Example, Dr. Robert Ryan, Professor of Engineering at Rensselaer Polytechnic Institute.]* These subject matter experts are not spokespeople. They are here to provide you with background information only.

Joint News Center areas are well marked with signs. There are women's restrooms on this level down the hall to my right including one with handicapped access. There is a men's room on the first floor at the rear of the cafeteria.

We are here to assist you, so please feel free to let us know your information needs. The next briefing will be in approximately *[time period]*.

Attachment 10
Media Room Manager Checklist
 Sheet 6 of 7

JNC Moderator’s Briefing Introduction Guide

The following is *suggested* introductory remarks by the Media Room Manager, in his or her role as Media Briefing Moderator. A condensed version may be appropriate over time.

Topic	Suggested Wording
1. Announcement	“This is a Drill” (or “This is NOT a drill”)
2. Introduce yourself	“My name is <i>[name]</i> . I am serving today as the Joint News Center Media Room Manager. I am an Entergy employee.”
3. Explain purpose of the briefing	“Our objective this morning is to provide a thorough briefing about this event – what happened today, what we’re doing about it and what it means.”
4. Explain the role of the JNC <i>(Optional: i.e. use this section as appropriate)</i>	“The Joint News Center is the sole source of information on events at Indian Point (2/3). Events like today’s can be complex and fast-moving. Our staff in this building is in constant communication with those in the plant who are managing the emergency response; we’re working hard to assemble as complete, accurate and timely a picture as practical about the today’s event.”
5. Introduce the participants and their roles	<p>“With us today are:</p> <ul style="list-style-type: none"> ▪ <i>[name and title]</i>, Entergy. He/she will provide a detailed explanation of what’s going on in the plant. ▪ <i>[name]</i>, Public Information Officer, Westchester County ▪ <i>[name]</i>, Public Information Officer, Rockland County ▪ <i>[name]</i>, Public Information Officer, Orange County ▪ <i>[name]</i>, Public Information Officer, Putnam County ▪ <i>[name]</i>, Spokesman for the New York State Disaster Preparedness Commission <p>“We at Entergy are responsible for running the plant and for managing the in-plant response to emergency events. Authorities from the state and county, represented here, are responsible for any off-site response and on deciding upon and implementing any protective actions for the public.”</p>
<i>(Optional: use as appropriate)</i>	

Attachment 10
Media Room Manager Checklist
 Sheet 7 of 7

JNC Moderator's Briefing Introduction Guide (continued)

- | | | |
|----|--------------------------------------|---|
| 6. | Set the format/Initiate the Briefing | <p>"We'll begin with(Note: include order per prior agreement)</p> <p>either,</p> <p>...a detailed explanation by [name], of the event, the actions Indian Point has taken, and other plans and status".</p> <p>OR</p> <p>"...the State of New York / Westchester County/other to summarize the state/county's actions.</p> <p>"After these briefings, we will take questions. Please hold your questions until that time."</p> |
| 7. | Q&A | <p>"Thank you. We'll be happy to try to answer any of your questions. As moderator; please state your question and I will refer to the appropriate spokesperson. Please first state your name and your affiliation, and then ask your question."</p> |
| 8. | Close | <p>"Thank you. If you would like copies of our news releases, the graphics used for today's briefing or other background material, please see [name of Media Room Liaison], at the side table.</p> <p>"Also, please note that we have set up a Public Inquiry service to address rumors or any information circulating in the community that may appear to be in conflict with the information we've officially disseminated. Members of the public may call Public Inquiry directly at 914-683-6499. Our representatives are standing by. Again, the public Inquiry number is 914-683-6499."</p> |

Attachment 11
Media Room Liaison Checklist
 Sheet 1 of 2

<p><u>Primary Responsibilities</u></p> <p>Reporting to Media Room Manager, act as the interface for media present at JNC; identify and arrange for media needs, as appropriate; support audio-visual staff in JNC as needed, and prepares media kits for media</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Go through registration, sign in on Sign-In Board outside of Utility Room A, then proceed to Media Briefing Room ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Prepare and set out Media Kits and Emergency Planning booklets located in storage room on first floor (See JNC Media Kit Inventory List below) ▪ 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) <p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Act as liaison to the media regarding process for gathering/obtaining information ▪ Interact with the news media at the JNC to determine and respond to their need for background information and support services. Do NOT comment on the emergency or provide opinions or explanations ▪ Maintain supply of news releases, EAS messages, media kits and other materials ▪ Provide assistance by advising reporters of past media briefings, showing them their work areas and distributing copies of available information ▪ Facilitate the use of the Technical Briefer and Radiological Health Expert by the media, enforcing the ground rules for obtaining background information. Remain present during discussions to ensure no cameras or microphones are used to include statements. These individuals are NOT spokespersons. <p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Support AV/Graphics needs of Company Spokesperson and other PIOs prior to start of Media Briefings. Requests may be conveyed via the Media Room Manager. ▪ Support Media Briefings, as requested by the Media Room Manager, by controlling the microphone on the floor to capture questions by the media. Remain in control of the microphone at all times. ▪ Provide ongoing support of media before, during and after Media Briefings, and provide special requests or needs to Media Room Manager for resolution. Use the Emergency Log in your position binder to document requests from the media. <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing, return work area to startup condition before departing 	<p><u>Notes</u></p>

Attachment 11
Media Room Liaison Checklist
 Sheet 2 of 2

JNC MEDIA KIT INVENTORY LIST

(See Notation: Select appropriate material or include Automatically)

- | | |
|--|---------------|
| 1. IPEC OVERVIEW | Auto |
| 2. AERIAL PHOTOS OF INDIAN POINT (4 total) | Select |
| <ul style="list-style-type: none"> • From South • From East (2) • From West | |
| 3. FACT SHEET INFO (3 total) | Select |
| <ul style="list-style-type: none"> • IP2 • IP3 • Internet Resources on Radiation, Nuclear Power and EP | |
| 4. Latest ANNUAL REPORT (Distributed April each year) | Auto |
| 5. NEI-PEOPLE FOR ENERGY | Select |
| <i>(NEI member website/Resource Library, http://member.nei.org/Resource/Frames/index1.html)</i> | |
| <ul style="list-style-type: none"> ▪ Emergency Preparedness Near Nuclear Power Plants • Nuclear Plant Security • Nuclear Energy and the Environment • Use of Potassium Iodide • Transporting Radioactive Materials • Nuclear energy. Power for people. | |
| 6. MEDIA MANUAL – COPY | Auto |
| 7. EMERGENCY CLASSIFICATION DESCRIPTIONS | Auto |
| 8. PLANT SCHEMATICS | Auto |
| <ul style="list-style-type: none"> • Standard Schematic—basic | |
| 9. COMPANY SPOKESPERSON BIO | Select |
| <i>(Identify responding Company Spokesperson)</i> | |
| 10. JNC FLOOR PLAN | Auto |

Attachment 12
Audiovisual Coordinator Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Reporting to the Media Room Manager, perform all audiovisual tasks (set-up, test, operate, prepare graphics) for media briefings</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Work with AV/Graphics Staff to Set Up: (Refer to AV Instruction Manual in AV Control Room) <ul style="list-style-type: none"> ▪ Check all audio-visual equipment in the JNC 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 ▪ Set-up and test microphones, wireless microphone and sound system in Media Briefing Room, ▪ Set up computer and projection equipment for use to support graphics and visual requirements ▪ Set up PictureTel system, and confirm with AV Coordinator on expected use ▪ Work with Media Room Manager to establish schematics/graphs/slides requirements for Company Spokesperson, and prepare for Media Briefings 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Perform and/or delegate the following tasks: <ul style="list-style-type: none"> – Wireless microphone for Company Spokesperson – Using Windows Explorer on the computer on stage, arrange graphic and photo presentation and other visuals for Company Spokesperson as needed – Prepare and Initiate Call for PictureTel, if instructed by AV Coordinator – Record and videotape Media Briefing (prepare tapes for playback after) – Coordinate staff to handle wireless microphone for Q&A – do not give microphone to individual asking question <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library ▪ Participate in debriefing and then return work area to startup condition before departing facility 	<p><u>Notes</u></p>

Attachment 13
AV/Graphics Staff Checklist
 Sheet 1 of 3

<p><u>Primary Responsibilities</u></p> <p>Reporting to the Audiovisual Coordinator, perform all audiovisual tasks (set-up, test, operate, prepare audiovisual equipment) and provide Graphic Arts support for Media Briefings</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Set up and check all audiovisual and computer equipment to be sure it is ready to record, broadcast, tape, play back, connect and/or project. Set up PictureTel system, as directed by AV Coordinator. Refer to the AV Instructions Manual located in the AV Control Room for set up guidance. ▪ Test and ensure all TV monitors are functioning in Utility Rooms A & B, State, County, EAS, FEMA, NRC Rooms, Media Monitoring Room, Media Rooms and Public Inquiry Room ▪ Log into the machine using the user name EP7 and the word password for the password (Domain is always CONED) ▪ Graphics and Photos for both IP2 and IP3 are located on the CD posted on the AV Control Room main panel. They are also available on the AV/Graphics computer hard drive and on the network at Public on Midyat2\R: under the JNC INFORMATION folder. Select desired graphics or photos from Windows Explorer. ▪ All Graphics and other resources for possible use during a response are listed on the Media Briefing Room Resource Listing attached below ▪ 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. Set up projection system for briefings. ▪ Work with Media Room Manager to establish needs for schematics/graphs/slides selected by Company Spokesperson for use during Media Briefings. Place plant diagram on easel at right of podium and have other drawings ready. ▪ Remind Company Spokesperson and/or Media Room Manager of graphics and system drawing book available in Work Room A 	<p><u>Notes</u></p>

Attachment 13
AV/Graphics Staff Checklist
 Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>2.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Perform the following tasks: <ul style="list-style-type: none"> ▪ Wireless microphone for Company Spokesperson ▪ Arrange and operate the computer system on stage, as necessary, to select and project graphics, selecting from Windows Explorer any photo or graphic/visual needed for Company or other Spokespersons. Refer to database of photography, system drawings and computer animation files on CD, on Media Briefing Room computer and or via IP2 web ▪ Set up and connect PictureTel system to other remote location(s) as directed by Media Room Manager, using the on screen prompts and directory for connection. The other system must be on to initiate connection (sound and camera-movement/focus are automatic once the system is on) ▪ Record and videotape Media Briefings ▪ Coordinate staff to handle wireless microphone for Q&A – DO NOT give microphone to individual media representative asking question (Media Room Liaison(s) may be available to assist) ▪ Prepare tapes for playback by labeling each following Media Briefings <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Close down and return all equipment to its original condition, being careful to follow posted sequences and processes. Refer to the AV Instructions Manual located in the AV Control Room for shut-down. <ul style="list-style-type: none"> ▪ Ensure the projector is shut off first and the fan activates, wait about 5 minutes until fan stops BEFORE turning off the stage lights ▪ Close all open graphics on the computer, and shut down the computer ▪ If using PictureTel system, shut down system on screen (like normal computer system shut down), then turn off computer. Television will turn off automatically ▪ Return all equipment to its stored location ▪ Provide a copy of all briefing tapes to the Documenter (or JNC Director) ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 13
AV/Graphics Staff Checklist
Sheet 3 of 3

Media Briefing Room Resource Listing

The following are available in the Media Briefing Room as references:

- Schematics of the nuclear power facility
- Maps showing: 10 mile EPZ, ERPAS, wind/plume direction (State-provided)
- News Media Kits (contents defined by Media Room Manager and Liaisons)
- Emergency Planning Brochures (for each County)
- Plant Status Boards
- Graphics and Photographs located on computer hard drive and CD, and available in printed version (some duplication may be required)

Attachment 14
Public Inquiry Coordinator Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Under the direction of the JNC Director, supervise Public Inquiry, Media Referral and Media Monitoring staff until the NY State Public Inquiry Supervisor arrives from Albany; apprise JNC Director of rumors, inaccuracies using State Forms and coordinate corrective actions; provide rumors and inaccuracies to State and County JNC Representatives, as appropriate; track to completion corrective actions; coordinate receipt of updated information and provide to PI, Media Referral and Media Monitoring staff; update status board, as appropriate.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist, and Report to Public Inquiry Room (Ensure Media Monitoring room is un-alarmed and open for set up Media Monitoring staff) ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Supervise until NY State Supervisor arrives. Assign available Public Inquiry staff to sit in order of phone roll sequence, Ensure set up in Media Monitoring area 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Update NY State Supervisor upon arrival and after absences from room ▪ Review official written statements (from utility, state or county and EAS messages ONLY) for dissemination through Public Inquiry and Media Referral staff, and remain up-to-date with official information provided to the media ▪ Check completed logs, state forms and Inquiry/Monitoring Forms (Form IP-1011-11) of Media Monitoring and Public Inquiry/Media Referral staff, and Coordinate call-backs as needed ▪ Inform JNC Director of "repeated inquiries" or news reports containing rumors or misinformation received by Public Inquiry Room or Media Monitoring (using State Form provided), and coordinate distribution to appropriate JNC Representatives for corrective actions ▪ Track corrective actions to completion, and coordinate assignment of corrective actions with the JNC Director and/or appropriate agency representative in the JNC. Follow up if necessary to ensure completion. ▪ 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 Director when deemed necessary to ensure prompt receipt of approved information for use in Public Inquiry, Media Referral and Media Monitoring <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	

Attachment 15
Public Inquiry Staff Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Under the direction of Supervisor, Public Inquiry (NY State) or Entergy Public Inquiry Coordinator, provide callers (the public) with requested information, clarification of information, and direct callers to official outlets for information.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Report to Public Inquiry Room <p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Obtain and review all existing and up-to-date official WRITTEN information on the event. Do NOT use unofficial, verbal or other non-written information as a source. ▪ Answer phones "Joint News Center", providing only your first name. If asked, your position is Public Inquiry staff member for the caller's purposes. You do NOT need to provide your full name, or normal company position. ▪ Fulfill Public Inquiry function referring to available background and official written emergency reference materials, including <ul style="list-style-type: none"> ▪ Written Statements (news releases) and EAS Messages ▪ Emergency Planning Brochure for each County, including Map inserts ▪ State Common Questions source document (in Position Binder) ▪ Yellow Pages Insert ▪ Joint News Center Public Education Work Plan (in Public Inquiry Room), ▪ Provide accurate information obtained from utility, state and county written news releases or EAS messages to callers as needed. Follow Good Practices for each call: <ul style="list-style-type: none"> ▪ Show care and concern for each caller. Be courteous and patient. ▪ Be prepared – by developing a good understanding of the IP, of plans and practices in dealing with emergencies, and by following events as they unfold ▪ Be responsive to callers – by answering questions as accurately and fully as practicable and/or by taking follow-up action ▪ Attempt to conclude each call without additional requirements. If necessary, refer the caller to the Public Inquiry Coordinator if unable to reach closure, or for any other reason, OR indicate a call back will be made if appropriate. (Call backs should be a last resort) ▪ Identify false statements/rumors on forms provided (Addendum 9, "Public Inquiry - Media Response Inquiry and Off Air Monitor Form") and notify Public Inquiry Coordinator. Attempt to clarify misinformation or resolve confusion at the time with caller. ▪ Complete logs and Public Inquiry Forms (noted above) during or after each call. As requested, turn in log sheets to the Public Inquiry Coordinator. <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in de-briefing and then return work area to startup condition before departing 	<p><u>Notes</u></p>

Attachment 16
Media Referral Staff Checklist
 Sheet 1 of 2

<p><u>Primary Responsibilities</u></p> <p>Under the direction of the Supervisor, Public Inquiry (NY State) or Entergy Public Inquiry Coordinator, respond to telephone inquiries from news media not able to come to the JNC; refer media to official sources of information and provide directions to JNC; monitor media websites for inaccuracies in information being reported; notify Public Inquiry Coordinator of misinformation, rumors and other issues. Media Referral/Contact number is announced in the first Media Briefing and is included in written statements provided by the JNC participants</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Report to Public Inquiry Room for position checklist ▪ Report to State Public Inquiry Supervisor, or Entergy Public Inquiry Coordinator ▪ Review official written information on plant event (news releases) 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Answer telephones, "Joint News Center", respond to media not present at JNC by: <ul style="list-style-type: none"> ▪ Advising news organizations to send a representative to the JNC or rely on wire service reports for updates ▪ Read and/or arrange to provide written statements (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 ▪ Media inquiry staff: <ul style="list-style-type: none"> ▪ Keep current with all official/written information related to the emergency that is authorized for release (news releases, EAS messages ONLY) ▪ Respond to inquiries using pre-approved language and do not deviate from already released information ▪ Record all contacts including time and nature of inquiry using Inquiry/Monitoring Form, (Form IP-1011-11) ▪ Provide a summary of logged calls for pre-briefings, if requested. ▪ Monitor media web sites for inaccuracies and provide any to Public Inquiry Coordinator on completed forms ▪ Maintain log of media calls and actions taken ▪ Identify false statements/rumors on forms provided and notify Public Inquiry Coordinator. 	<p><u>Notes</u></p>

Attachment 16
Media Referral Staff Checklist
Sheet 2 of 2

<ul style="list-style-type: none">▪ Complete logs and forms during or after each call. As requested, turn in log sheets to the Public Inquiry Coordinator. <p>3.0 Post Event</p> <ul style="list-style-type: none">▪ Give media log to Documenter at end of event▪ Participate in debriefing and then return work area to startup condition before departing facility	
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Attachment 17
Media Monitoring Staff Checklist
 Sheet 1 of 1

Primary Responsibilities

Under the direction of Public Inquiry Coordinator or State Public Inquiry Supervisor, monitor news (TV, Radio) reports for accuracy; review newspaper and other publication stories for accuracy; report any inaccuracies or rumors to Public Inquiry Coordinator or State Public Inquiry Supervisor.

Mobilization and Activation Activities

Notes

1.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- Report to Media Monitoring Room and refer to position checklist. If not open, ensure someone opens the room and un-arms the alarm.
- Turn on and check monitors, VCRs and other equipment for working order, date, time - report any equipment problems to IT Representative or Administrative Manager for resolution. Check radio stations as labeled on radios
- Place tapes in each recording device, if not already done, and begin continuous recording (Stock blank tapes and labels are available in the storage room behind the main Media Monitoring room)
- 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 or NY State on "Public Inquiry -- Media Response Inquiry and Off Air Monitor Form" in position guide book at JNC. Tapes may be requested by JNC personnel to review inaccuracies, and determine appropriate resolution./correction
- Tapes may be requested for viewing. If so, replace tape and continue continuous recording process. Provide tape to either Public Inquiry Coordinator or JNC Director if requested.
- Monitor taping to ensure tapes do not run-out. Replace tapes as necessary, and label all full/completed tapes with date, times of recording, and station
- 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 all tapes to JNC Director at end of event
- Participate in de-briefing and then return work area to startup condition before departing facility

Attachment 18
JNC Documenter Checklist
 Sheet 1 of 2

Primary Responsibilities

Under the direction of Administrative Manager, implement required documentation procedures; prepare and maintain logs of all documentation, final approved news releases, EOF to JNC Essential Information Checklist and other plant status materials; maintain News Release status board; collect information as required including sign-in registration sheets, rosters, etc.

Mobilization and Activation Activities

1.0 On arrival at JNC

- Register in lobby and sign Utility Sign-In board outside Utility Room A
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- Report to Utility Room A - refer to position checklist
- Create a Master Binder with tabs for the event to contain all documentation resulting from event
 - written statements from Entergy, state, counties,
 - copies of EAS messages
 - Emergency Summary Sheets,
 - EOF to JNC Essential Information Checklist,
 - plant status reports/forms,
 - All Completed JNC Registration Forms,
 - IP Communications Representative/Government Liaison Representative documentation
- Binders and other materials are maintained in the bottom drawer of the file cabinet in Utility Room B and/or in the JNC storage room.
- Log on to the computer and locate the documentation log in c:/myfiles/documeterlog.doc
- Ensure date stamp has correct date/time, using the official time provide by the Administrative Manager. All paperwork received should be date stamped.

JNC Operational Activities

3.0 Ongoing Responsibilities

- Using Documenter's Log (contained on the Documenter Computer), log the following key items:
 - Log key events (Emergency Classification changes, shift changes and attendance), time logs of operations (change in command, shift changes, times of pre-briefings, briefings)

Written Statements

- 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)

▪ **Notes**

Attachment 18
JNC Documenter Checklist
 Sheet 2 of 2

JNC Operational Activities (cont'd.)	Notes
<ul style="list-style-type: none"> ▪ Keep a time log of when news releases or other written statements 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 JNC Director and JNC Writer of time remaining to issue statement for each Emergency Classification change ▪ Log copy of every news release issued by the state and counties ▪ Log all Entergy final approved news releases <p>Event Information</p> <ul style="list-style-type: none"> ▪ A time log of every Emergency Classification Level (ECL) as announced in utility room – Notification of Unusual Event; Alert; Site Area Emergency; General Emergency ▪ Establish and maintain file of following documents: <ul style="list-style-type: none"> ▪ 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 Written Statement Distribution Checklists (Form IP-1011-5) ▪ All data received by fax from EOF – plant status information <p>Pre-Briefings</p> <ul style="list-style-type: none"> ▪ A log of time for every departure/return from Pre-Briefing <p>Media Briefings</p> <ul style="list-style-type: none"> ▪ Log start and end time of Media Briefings ▪ A log of return time from Media Briefing to Utility Room A <p>Shift Information</p> <ul style="list-style-type: none"> ▪ A log of every shift change and time of change, including personnel attendance sheets and registration logs <p>7.0 Post Event</p> <ul style="list-style-type: none"> ▪ Check binder to make sure all documentation is complete ▪ A copy of every document distributed in Utility Room A under the appropriate tab ▪ Label binder with date of event ▪ Hand deliver completed log book to JNC Director for delivery to Recovery Manager ▪ Ensure work area is in startup condition ▪ Participate in de-briefing and then return work area to startup condition before departing facility 	

Attachment 19a
Registration Coordinator Checklist
 Sheet 1 of 1

Primary Responsibilities

Under the direction of the Administrative Manager, provide all registration functions for the JNC, including checking identification of persons entering the JNC and getting authorization if necessary; registering and issuing (as necessary) authorized personnel; collecting badges and logging out all personnel when they leave.

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, and set up registration (if not already done)
- 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

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, if necessary)
- Provide non-Entergy ERO members entering the facility (after showing ID) with appropriate badges and hanging badge holders. These badges do NOT need to be completed at the registration desk before entering the work area, but must be worn for ongoing entry. (Please Advise the non-Entergy ERO of this requirement)
- Provide prepared yellow colored badges to Media who enter. Media representatives should provide picture identification and press credentials. Do not allow media to report to 2nd floor unless escorted and/or Media Room Manager or Liaisons are already present in designated Media Areas on 2nd floor
- Maintain sign-in list of all arrivals, and request sign-out by personnel leaving the JNC
- Ensure all participants wear ID's (Entergy, other agency ID and/or access badge provided)
- Coordinate with Security personnel when necessary to leave registration area.
- Update/Replace Registration Forms, as necessary, once complete. Provide originals to Administrative Manager
- Report any unusual incidents or requirements to Administrative Manager

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

Notes

Attachment 19b
Administrative Support Staff Checklist
 Sheet 1 of 2

<p><u>Primary Responsibilities</u></p> <p>Under the direction of the Administrative Manager, ensure efficient internal JNC distribution of plant status and all other written statements/information; ensure external distribution of final written statements to designated personnel (external to JNC); and provide other administrative support as requested including acting as runner, posting status sheets for JNC Technical Advisor, etc.</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board outside Utility Room A ▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway. ▪ Refer to position checklist, check equipment and supplies – replenish necessary supplies. ▪ Report to Administrative Manager, and request assignment to set up facility ▪ If not already assigned, report to the Fax/Copy Room to determine if there are any incoming faxes waiting. If so, immediately copy and provide to the Administrative Manager and/or JNC Director ▪ If not already done/assigned, check fax machines for correct date, time and operability (see manual for instructions). Administrative Manager will provide the official time (from the JNC Director) ▪ If not already done/assigned, check for operability of copiers and adequate paper and other administrative supplies; report any problems to Administrative Manager ▪ Set up log book for incoming/outgoing faxes in Fax/Copy Room <p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Copy and/or Fax documents as requested by Administrative Manager, completing the Written Statement Distribution Checklist (Form IP-1011-5) to track and document actions, and the Fax Distribution sheet as provided by the Administrative Manager. DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES. Include Fax Cover Sheet contained in Addendum 10 ▪ Run copies of materials to JNC locations as required and perform other administrative assignments as directed by Administrative Manager ▪ Contact Administrative Manager with problems, questions or feedback ▪ Remain available to support Administrative Manager in other JNC activities as needed, including providing water on the dais before Media Briefings 	<p><u>Notes</u></p>

Attachment 19b
Administrative Support Staff Checklist
 Sheet 2 of 2

<ul style="list-style-type: none"> ▪ Make copies of and distribute information such as plant status reports, EOF to JNC Essential Information Checklist and EAS messages. Follow the Information Distribution Guide located in Addendum 8 (Form IP-1011-6) and in your position binder. <ul style="list-style-type: none"> ▪ Follow the priorities included in the Information Distribution Guide and the Written Statement Distribution Checklist (Addendum 7) to ensure information is promptly provided to those who need it. ▪ Maintain a log of all incoming and outgoing faxes, and complete fax distribution by following Fax Distribution sheet provided by Administrative Manager to designated recipients. (ASK Administrative Manager if uncertain as to contents of fax received, before distributing) ▪ Written Statements should be distributed using the Written Statement Distribution Checklist (Form IP-1011-5) . The Administrative Manager will notify the Administrative Support Staff when materials are ready for copying and distribution ▪ Administrative Support may be provided to the JNC Technical Advisor to post on the Utility work room walls status and updates of the plant conditions and response activities. ▪ Administrative Support may be asked to support manning of Pre-Briefing conference call phone, to log and handle any incoming calls and to place outgoing calls, if requested to do so by the Agency Liaison <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ If requested by Administrative Manager, participate in de-briefing ▪ Assist Administrative Manager in restoring each workroom to startup condition 	<p>Notes</p>
--	---------------------

Attachment 20
IT Representative Checklist
 Sheet 1 of 1

Primary Responsibilities

Under the direction of the Administrative Manager, monitor IT equipment throughout the JNC to ensure proper working order; troubleshoot problems and assist with IT and computer related difficulties; coordinate solutions via the Administrative Manager.

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
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- Report to Administrative Manager
- Support set up/initial operability test of the IT equipment in the Utility work rooms and the Media Briefing Room. Coordinate directly with the Audiovisual Coordinator on Media Briefing Room set up, as needed.
- Synchronize time in Utility Room A with JNC Director
- Obtain and review official information on plant event (news releases)

JNC Operational Activities

2.0 Ongoing Responsibilities

- Remain available to support personnel with equipment problems through the JNC.
- Receive reports of difficulties directly or via the Administrative Manager
- Troubleshoot problems, and correct those that are possible to close out.
- Develop solutions for larger issues, and coordinate solutions with the Administrative Manager.
- Receive approval and/or direction on approach to larger issues and solutions from the Administrative Manager and/or JNC Director
- Maintain written log of actions, solutions, requirements and future needs

3.0 Post Event

- Provide log to Documenter at end of event
- Participate in de-briefing and help return JNC to startup condition before departing facility

Attachment 21
Radiological Advisor Checklist
 Sheet 1 of 1

Primary Responsibilities

As an optional position, activation is at the discretion of the JNC Director or Company Spokesperson. Once activated, reporting to JNC Director, provide information and advice to the Company Spokesperson on radiological information due to plant events; review written statements and monitor Media Briefings for accuracy relative to radiological aspects.

Mobilization and Activation Activities

1.0 On arrival at JNC

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

JNC Operational Activities

2.0 Ongoing Responsibilities

- Review plant status reports, EOF to JNC Essential Information Checklist, written statements, online data and other information as it becomes available and advise Company Spokesperson as appropriate on radiological consequences/aspects

3.0 Written Statements

- Review and provide technical comments on written statements on radiological implications of plant events as requested

4.0 Pre-Briefings

- Advise Company Spokesperson and JNC Technical Advisor 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 Director, if directed
- Ensure unanswered questions or inaccuracies are addressed **during preparation of next Media Briefing**

6.0 Post-Briefing

- Provide feedback on briefings to JNC 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

Notes

Attachment 22
Radiological Health Expert Checklist
 Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Reporting to Media Room Manager, serve as an information source to provide independent, technical background information to the news media in the Media Briefing Room on issues related to radiation exposure and health impacts of radiation; monitor Media Briefings for accuracy</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A ▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage ▪ Review issued written statements, and report any inaccuracies to the Media Room Manager 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Remain in Media Briefing Room to provide the media with technical background information related to radiation exposure and its health effects. Do not elaborate on plant conditions, speculate, or render personal opinions ▪ Relay information to Media Room Manager on reporters' questions as feedback for use in preparing for next briefing <p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Monitor Media Briefings using Media Briefing Issues form in Addendum 4 (form IP-1011-2) for accuracy; relay comments to Media Room Manager <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing and then return work area to startup condition before departing facility 	<p><u>Notes</u></p>

Attachment 23
Security Checklist
 Sheet 1 of 1

Primary Responsibilities

Under the direction of the Administrative Manager, provide all security functions for the JNC. Security officers maintain posts at registration areas, ensure orderly access through registration area, ensure individuals within the JNC display badges at all times, ensure only ERO responders have access to the JNC work areas, unless escorted by a properly badged individual, and verify security of entrances and access points.

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
- If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- Report to Administrative Manager and confirm where security will be established
 - 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
- Ensure all personnel entering JNC are properly identified and badged
- Support Registration personnel in directing media to designated areas only – explain “authorized personnel “ areas

JNC Operational Activities

2.0 Ongoing Responsibilities

- Ensure all ERO responders wear ID's (hanging badges)
- Report any unusual incidents to Administrative Manager
- 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

- Participate in de-briefing if requested by Administrative Manager

Attachment 24

Emergency Operations Facility (EOF) Information Liaison Checklist

Sheet 1 of 1

Primary Responsibilities

Function as both information gatherer and the primary liaison to the IP Communications Representative initially and the JNC once activated; provide plant information and response activities relating to plant events; update JNC Technical Advisor; 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 IP Communications Representative and JNC Technical Advisor, if activated
- Turn on designated computer and locate EOF liaison folder for EOF to JNC Essential Form template, and establish email capability to the IP Communications Representative (their current location email address should be established when making contact) and JNC Technical Advisor, once 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.
- Coordinate the review and approval of news release(s) with the IP Communications Representative, ensuring prompt approval by the Emergency Director
- Receive directions from the IP Communications Representative to distribute the news release, if necessary. Distribution includes to the media, JNC and EOF, and other Entergy locations. If requested, print and send via fax the news release on the machine located at the EOF Information Liaison work area. Numbers are pre-programmed and/or available on the Fax Distribution form posted by the machine
- When informed of JNC activity, establish hot line contact with JNC Technical Advisor. Facilitate a transition of communications responsibilities from the IP Communications Representative to the JNC as liaison, or facilitate direct contact
- Provide current EOF time to the JNC for clock synchronization

Notes

2.0 Ongoing Responsibilities

- Frequently update JNC Technical Advisor with information relating to plant events both verbally and using the EOF to JNC Essential Information Checklist (Form IP-1011-1), Addendum 3, at roughly 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 in EOF Information Liaison work area

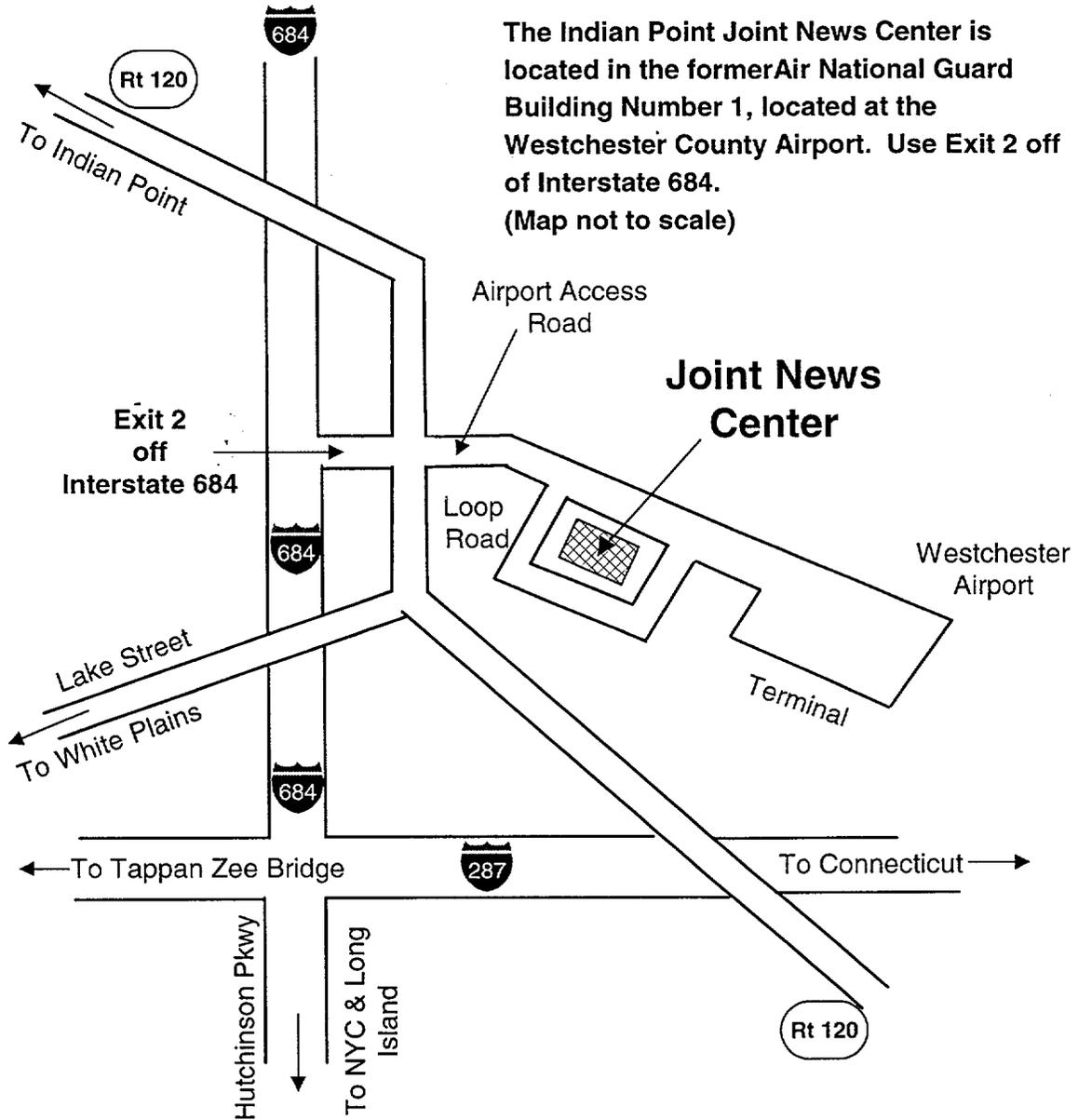
3.0 Post Event

- Participate in EOF de-briefing and then return work area to startup condition before departing facility
- Forward debriefing suggestions to JNC Director

Addendum 1

JNC Location Map & Floor Plans

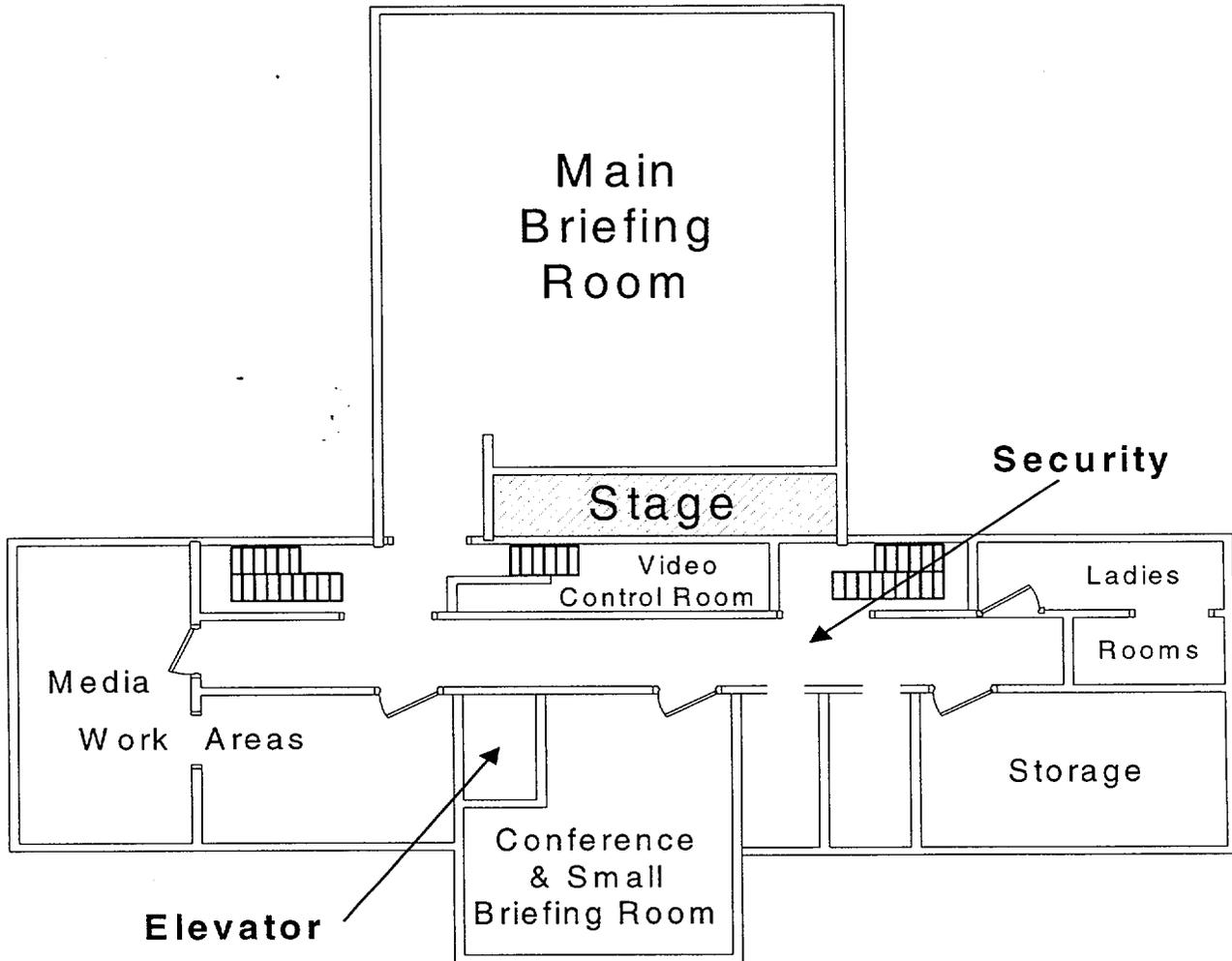
Sheet 1 of 3



Addendum 1

JNC Location Map & Floor Plans

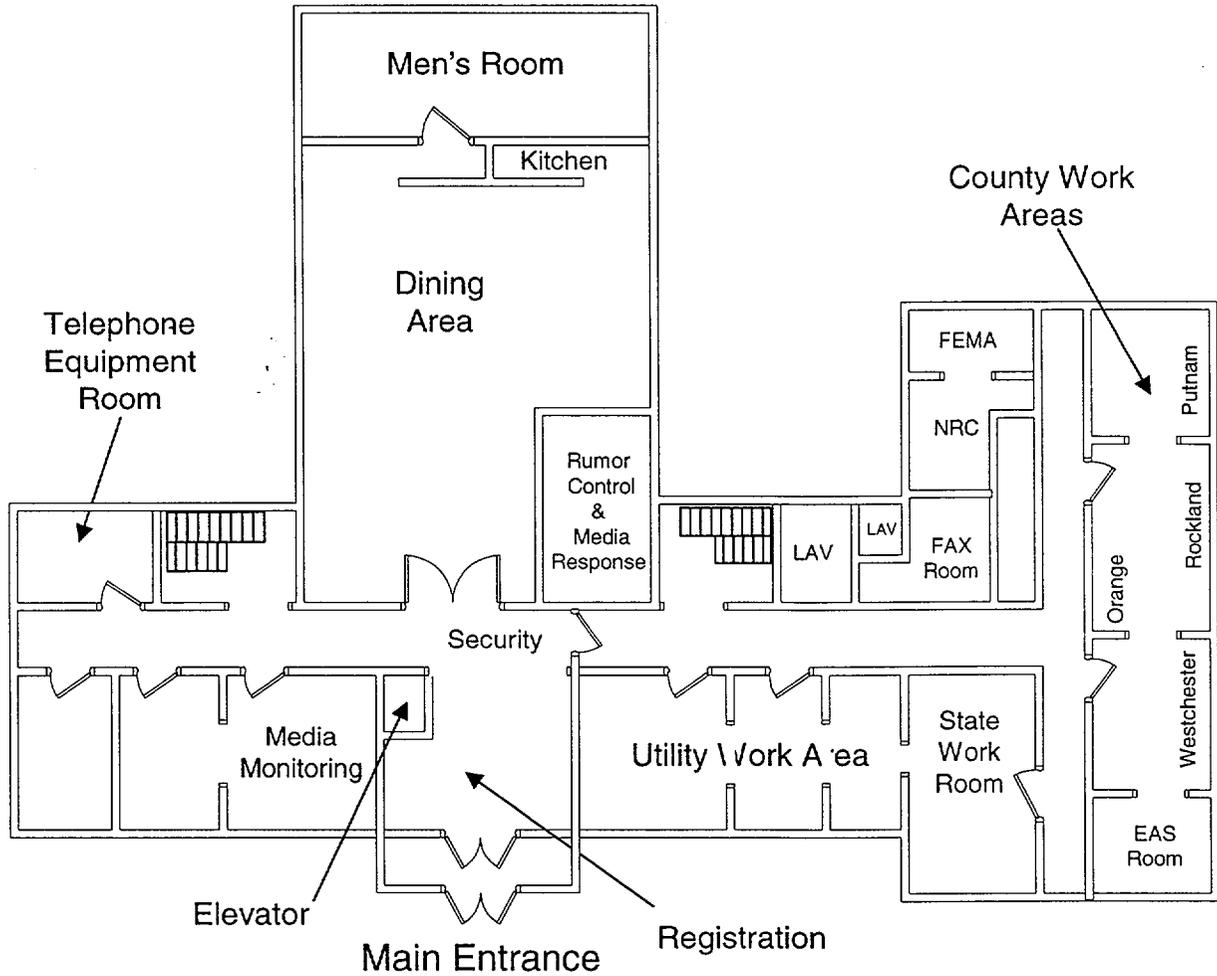
Sheet 2 of 3



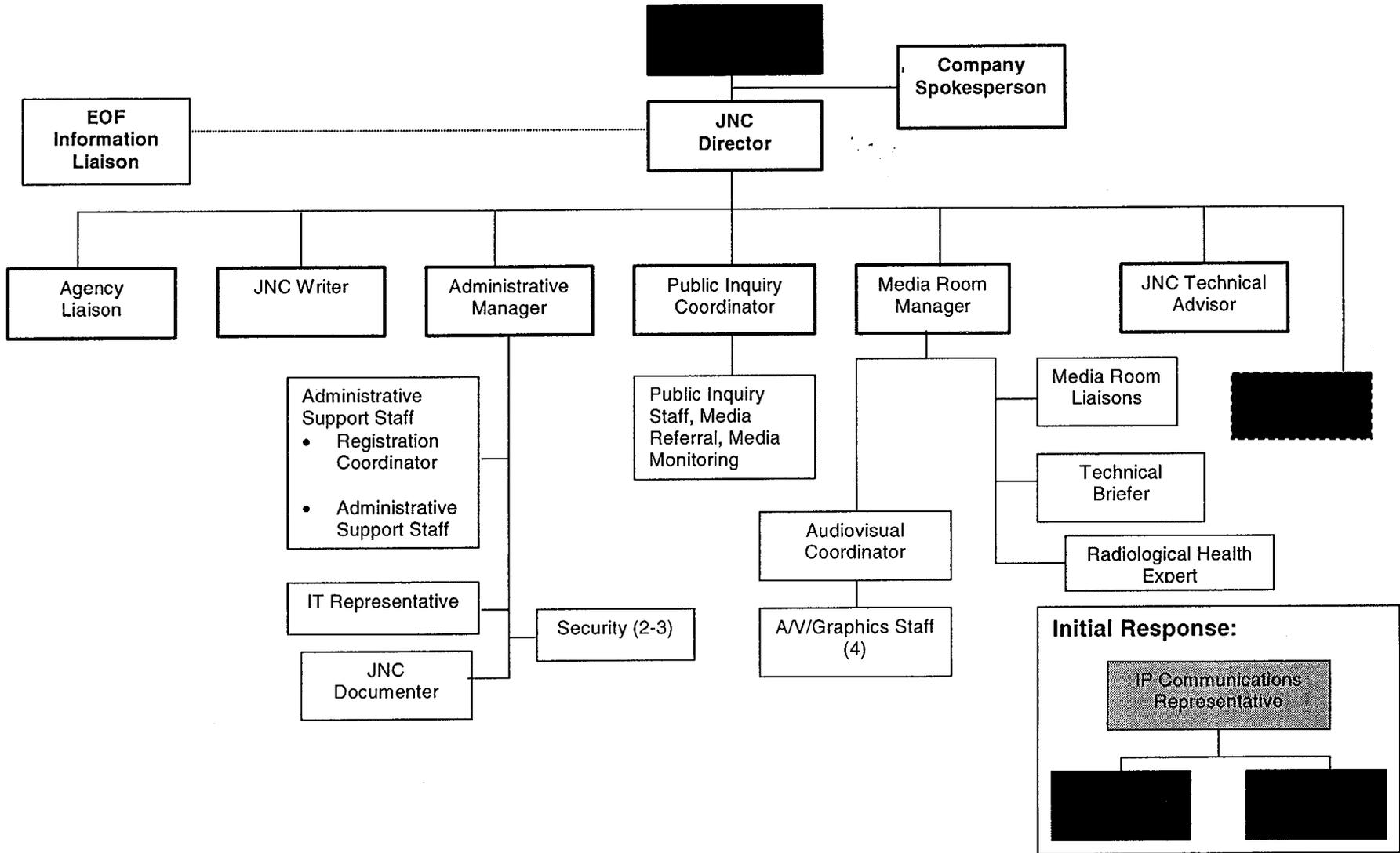
Addendum 1

JNC Location Map & Floor Plans

Sheet 3 of 3



Addendum 2
JNC Functional Organization Chart
Sheet 1 of 1



Addendum 3

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

Page 1 of 1

EOF to JNC Essential Information Checklist																			
Emergency Classification: <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site Area Emergency <input type="checkbox"/> General Emergency		Time: _____ EAL #: _____	Reactor: <input type="checkbox"/> At Power <input type="checkbox"/> Tripped RCS Temp: _____ °F Pressure: _____ PSIG RVLIS / Pressurizer Level: _____ Subcooling method: _____ Weather Forecast: _____																
Method of Core Cooling: <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																			
Electrical Power Supplies Available: <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV # _____ Diesel Generators																			
Event Description: _____ _____ _____																			
Major Equipment Problems/Priorities: _____ _____																			
<input type="checkbox"/> No Radiological Release <input type="checkbox"/> Release of radioactive materials due to event <input type="checkbox"/> Radiological Release below / above federally approved operating limits Radiological Release to: <input type="checkbox"/> Atmosphere <input type="checkbox"/> Water <input type="checkbox"/> Unmonitored release requiring evaluation																			
# of Onsite Teams _____ # of Offsite Teams _____ Accountability Completed At: _____ # Not accounted for: _____ Actions being taken for search & rescue: _____		Fission Product Barrier Status <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Barrier</th> <th style="text-align: center;">Intact</th> <th style="text-align: center;">Challenged</th> <th style="text-align: center;">Lost</th> </tr> </thead> <tbody> <tr> <td>Fuel Clad</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>RCS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Containment</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Barrier	Intact	Challenged	Lost	Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrier	Intact	Challenged	Lost																
Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
ERO Staffing: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In progress Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO Injuries: _____ <input type="checkbox"/> Employee <input type="checkbox"/> Contractor Type of Injuries: _____ <input type="checkbox"/> Hospital Released / Admitted <input type="checkbox"/> Contaminated		Status of other IP Unit: _____ Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO Current Weather Conditions: Temperature: _____ Precipitation: _____ Wind Speed: _____ Wind Direction: _____																	
This Checklist was Completed: _____ / _____ By: _____ <small style="margin-left: 100px;">Date</small> <small style="margin-left: 100px;">Time</small> <small style="margin-left: 100px;">Print Name</small>																			

Addendum 5
JNC Staffing (Form IP-1011-3)
 Page 1 of 4

JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
JNC Director						
Company Spokesperson						
JNC Technical Advisor						
Technical Briefer						
Agency Liaison						
Administrative Manager						
Media Room Manager						
Media Room Liaison						
JNC Writer						
JNC Documenter						
Audiovisual Coordinator						

Shaded positions entail functions that are required for activation

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

Page 2 of 4

JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
AV/Graphics Staff* (2 minimum for activation, may include Audiovisual Coordinator)						
Media Monitoring Staff						
JNC Administrative Support Staff						
Media Referral Staff Member(s)						

Shaded positions entail functions that are required for activation

Addendum 5
JNC Staffing (Form IP-1011-3)
 Page 3 of 4

JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
Public Inquiry Coordinator						
Public Inquiry Staff (as required)						
Registration Coordinator						
IT Representative						
Radiological Advisor						

Shaded positions entail functions that are required for activation

Addendum 5
JNC Staffing (Form IP-1011-3)
 Page 4 of 4

JNC STAFFING						
Position	1st Shift Name (print)	Time Arrived	Time Departed	2nd Shift Name (print)	Time Arrived	Time Departed
Radiological Health Expert						
JNC Security						

Shaded positions entail functions that are required for activation

Addendum 6

Emergency Summary Sheet (Form IP-1011-4)

Emergency Summary Sheet

Indian Point
Energy Center

Time: _____

Date: _____

1. This is a Drill

This is an Actual Event

2. Emergency Classification:

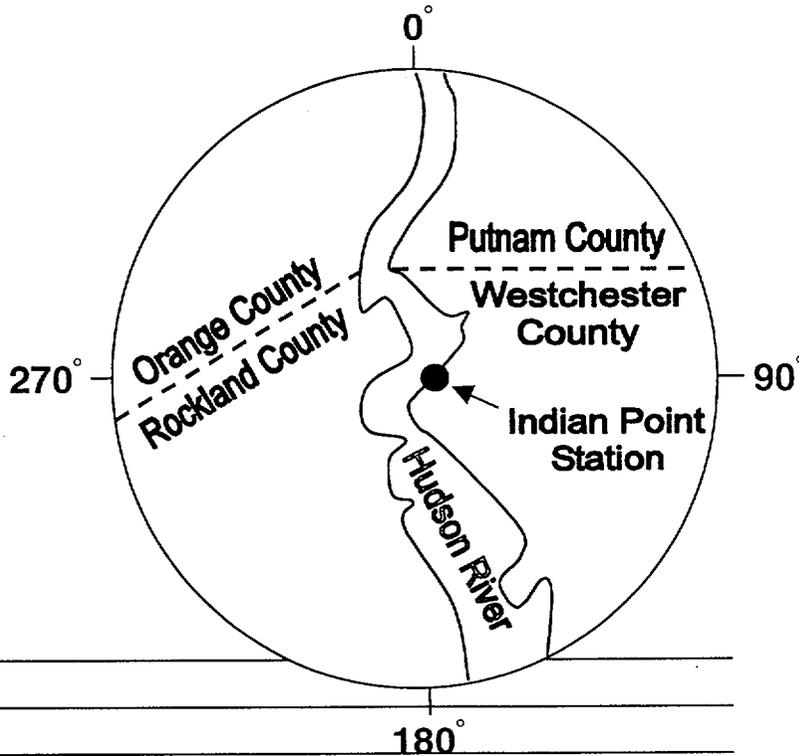
Unusual Event

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 1

Addendum 7

Written Statement Distribution Checklist (Form IP-1011-5)

Sheet 1 of 2

Written Statement Distribution Checklist

Follow each step below as assigned. Some steps are concurrent, as noted by the numbering. Administrative Manager is to confirm all steps are completed at conclusion.		Statement Number:	
Step #	JNC Position Responsible	Detail Description	Completed By (Print)
1	Administrative Manager	Obtain "APPROVED WRITTEN STATEMENT/NEWS RELEASE" from Company Spokesperson and start distribution process : <ul style="list-style-type: none"> <input type="checkbox"/> Stamp original with Sign-Off stamp, have Company Spokesperson initial, notify Documenter of approval time <input type="checkbox"/> Start a Written Statement Distribution Checklist and Fax Distribution Sheet (in Position Binder and file cabinet) <input type="checkbox"/> Record Statement Number above <input type="checkbox"/> Give Original statement with Distribution Checklist and Fax Distribution sheet to Administrative Support Staff to make initial copies. 	
2	Assigned Admin. Support Staff Person	<ul style="list-style-type: none"> <input type="checkbox"/> Make 12 copies of statement <input type="checkbox"/> Provide Agency Liaison with 10 Copies for distribution to county, state and federal workrooms, plus the original to document acknowledgment on the back and this Distribution Checklist <input type="checkbox"/> Provide Administrative Support Staff in fax/copy room with 2 copies (one for further copying and one for fax distribution (see below) 	
3a	Agency Liaison	Obtain acknowledgment (on JNC written statements after activation statement ONLY) from: <ul style="list-style-type: none"> <input type="checkbox"/> New York State <input type="checkbox"/> Westchester County <input type="checkbox"/> Putnam County <input type="checkbox"/> Rockland County <input type="checkbox"/> Orange County (via phone if necessary) <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Give completed signed -off original statement and this Distribution Checklist to Staff in Fax/Copy Room 	
Note: State and County PIOs not present shall be notified via phone in Pre-Brief room. If NRC or FEMA PIOs are not present note on stamped copy and continue distribution.			

Addendum 7

Written Statement Distribution Checklist (Form IP-1011-5)

Sheet 2 of 2

Written Statement Distribution Checklist

Follow each step below as assigned. Administrative Manager is to confirm all steps are completed.		Statement Number:	
3b	Admin. Support Staff in Fax/Copy area	<p>Make 32+ copies of final written statement/news releases and coordinate distribution with other Administrative Support Staff as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 Copies to Public Inquiry Coordinator <input type="checkbox"/> 2 Copies to Media Monitoring Room Personnel <input type="checkbox"/> 7 Copies to Utility Room <input type="checkbox"/> 12+ Copies to the Media Room Liaison for media (coordinate number needed with Media Room Liaison) <input type="checkbox"/> Post 1 Copy on Bulletin Board near JNC Writer <input type="checkbox"/> Upon completion, provide original statement with acknowledgments and this Distribution Checklist to Administrative Manager <p>Concurrently, ensure statement is faxed to locations indicated on the Fax Distribution Form. DO NOT SEND FAX DISTRIBUTION FORM IN OUT-GOING FAX TRANSMISSION, Include Fax Cover Sheet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete fax distribution to media, other emergency facilities and other Entergy locations (as indicated on the Fax Distribution Form) <input type="checkbox"/> Review Fax Confirmation sheets to ensure they state that all transmissions were successfully completed (the text of the confirmation will read OK) <input type="checkbox"/> Upon completion, provide fax confirmation sheet(s) to Administrative Manager 	
3c	Administrative Manager	Provide original (acknowledged) statement; fax confirmation(s); and this Distribution Checklist to JNC Documenter for log keeping	

Addendum 8

Information Distribution Guide (Form IP-1011-6)

Sheet 1 of 1

Information Distribution Guide

Type of Information	Recipient (follow order for distribution, if possible)	Distribution Completed By (Print)
Plant Status, including Forms and plant parameters (received via fax or from/via JNC Technical Advisor)	Utility Room A & B <input type="checkbox"/> JNC Technical Advisor (& Radiological Advisor) <input type="checkbox"/> Company Spokesperson <input type="checkbox"/> JNC Director <input type="checkbox"/> Agency Liaison <input type="checkbox"/> JNC Documenter	
EAS Statements (provided by State or via Agency Liaison)	ALL Locations/All positions <input type="checkbox"/> Public Inquiry Room & Media Monitoring Room <input type="checkbox"/> Utility Rooms A & B <input type="checkbox"/> State, County and Federal Work Rooms <input type="checkbox"/> Media Briefing Room (at assigned time provided by State or Agency Liaison)	
Written Statements, including news releases	Follow Written Statement Distribution Checklist form	
All Other Information Received (via fax or otherwise)	Request distribution instructions from the Administrative Manager and/or JNC Director	
Page 1 of 1		Form IP-1011-6 Rev. 1

Addendum 9

PUBLIC INQUIRY – MEDIA MONITORING – MEDIA RESPONSE (Form IP-1011-7)

Page 1 of 1

RUMOR CONTROL - MEDIA RESPONSE INQUIRY AND OFF AIR MONITOR FORM

Type of call: (Public Inquiry) (Professional Inquiry) (Media Inquiry) (Media Monitor Report)

Date of call/broadcast: _____ Time of call/broadcast: _____

Name of responder/monitor: _____

Media Name/Location: _____

Caller's/Reporter's name: _____ Phone: (____)____-_____

Question(s) asked/Inaccurate Information: _____

Response given/Correct Information and Source: _____

Is call back required: (___) Yes (___) No Call Back Number (____)____-_____

If yes, call back completed at: _____ By: _____

Was the call referred: (___) Yes (___) No If yes, to whom? _____

Further action required: (___) Yes (___) No

Was this action completed? (___) Yes (___) No By _____

Reported to Rumor Control Coordinator at _____

Rumor Control Coordinator Notes: _____

Return completed form to Rumor Control Coordinator:

Addendum 10
Fax Distribution
 Page 1 of 4

ENTERGY – IP COMM REP/JNC – FAX DISTRIBUTION

DATE: _____ TIME: _____

PLEASE FAX THE ATTACHED DOCUMENT(S) TO THE MARKED GROUP(S)/ (JNC Panafax one-touch numbers are provided as #):

<input type="checkbox"/>	# 01	IP EOF (Information Liaison)	914-739-2499
<input type="checkbox"/>	# 02	IP AEOF (Information Liaison)	914-682-2888
<input type="checkbox"/>	#13	WIRE SERVICES	(Group)
		AP/NYC	212-621-1679
		AP/WESTCHESTER	914-946-0721
		BLOOMBERG NEWSWIRE	202-624-1300
		CNN	212-714-7935
		GANNETT – WHITE PLAINS	914-694-5018
		NEW YORK TIMES NEWS SERVICE	212-556-3535
		REUTERS AMERICA	646-223-6001
<input type="checkbox"/>	# 03	ENTERGY MEDIA RELATIONS	(Group)
		IP2 PR	914-734-5858
		IP3 PR	914-736-3225
		WPO PR	914-272-3365
		GEN. COMMUNICATIONS	601-368-5659
		JAF PR	315-349-6684
		PILGRIM PR	508-830-8357
		EN-NE COO	914-272-3205
		IP2 SITE VP	914-734-5718
		IP3 SITE VP	914-736-8012
<input type="checkbox"/>	# 04	LOCAL OFFICIALS	(Group)
		CC: CORTLANDT	914-734-1003
		CC: PEEKSKILL	914-734-4196
		CC: BUCHANAN	914-737-6587
<input type="checkbox"/>	# 05	OTHER ELECTED OFFICIALS	(Group)
		CC: SEN. SCHUMER	845-758-1043
		CC: SEN. CLINTON	914-472-5073
		CC: REP. LOWEY	914-328-1505
		CC: REP. KELLY	845-897-5800
		CC: REP. GILMAN	845-342-2900
		CC: SEN. LEIBELL	845-279-7156
		CC: SEN. LEIBELL (2)	518-426-6977
		CC: ASSEM. GALEF	914-941-9132
		CC: WEST. LEG. DIST. 1	914-995-3884
		CC: BRIARCLIFF MANOR	914-941-4837
		CC: YORKTOWN	914-962-1004
		CC: OSSINING	914-762-7710
		CC: PUTNAM VALLEY	845-526-2130
		CC: STONY POINT	845-786-3248
<input type="checkbox"/>	# 06	GOVERNMENT REGULATORY AGENCIES	(Group)
		NRC REGION I	610-337-5241
		NYS PUB. SERVICE COMM	518-473-2420

EMERGENCY TELEPHONE DIRECTORY CONTAINS FAX NUMBERS

Addendum 10
Fax Distribution
 Page 2 of 4

ENTERGY – EOF – FAX DISTRIBUTION

DATE: _____

TIME: _____

PLEASE FAX THE ATTACHED DOCUMENT(S) TO THE MARKED GROUP(S) (EOF fax one-touch numbers are provided as #):

<input type="checkbox"/>	#1	JOINT NEWS CENTER	914-683-6657
<input type="checkbox"/>	#2	ALTERNATE JNC FAX	914-683-8590
<input type="checkbox"/>	#3	IP AEOF (Information Liaison)	914-682-2888
<input type="checkbox"/>	#4	WIRE SERVICES	(Group)
		AP/NYC	212-621-1679
		AP/WESTCHESTER	914-946-0721
		BLOOMBERG NEWSWIRE	202-624-1300
		CNN	212-714-7935
		GANNETT – WHITE PLAINS	914-694-5018
		NEW YORK TIMES NEWS SERVICE	212-556-3535
		REUTERS AMERICA	646-223-6001
<input type="checkbox"/>	#5	ENTERGY MEDIA RELATIONS	(Group)
		IP2 PR	914-734-5858
		IP3 PR	914-736-3225
		WPO PR	914-272-3365
		GEN. COMMUNICATIONS	601-368-5659
		JAF PR	315-349-6684
		PILGRIM PR	508-830-8357
		EN-NE COO	914-272-3205
		IP2 SITE VP	914-734-5718
		IP3 SITE VP	914-736-8012
<input type="checkbox"/>	#6	LOCAL OFFICIALS	(Group)
		CC: CORTLANDT	914-734-1003
		CC: PEEKSKILL	914-734-4196
		CC: BUCHANAN	914-737-6587
<input type="checkbox"/>	#7	OTHER ELECTED OFFICIALS	(Group)
		CC: SEN. SCHUMER	845-758-1043
		CC: SEN. CLINTON	914-472-5073
		CC: REP. LOWEY	914-328-1505
		CC: REP. KELLY	845-897-5800
		CC: REP. GILMAN	845-342-2900
		CC: SEN. LEIBELL	845-279-7156
		CC: SEN. LEIBELL (2)	518-426-6977
		CC: ASSEM. GALEF	914-941-9132
		CC: WEST. LEG. DIST. 1	914-995-3884
		CC: BRIARCLIFF MANOR	914-941-4837
		CC: YORKTOWN	914-962-1004
		CC: OSSINING	914-762-7710
		CC: PUTNAM VALLEY	845-526-2130
		CC: STONY POINT	845-786-3248
<input type="checkbox"/>	#8	NRC REGION I	610-337-5241
<input type="checkbox"/>	#9	NYS PUB. SERVICE COMM	518-473-2420

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Addendum 10
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		REUTERS AMERICA		646-223-6001
<input type="checkbox"/>	# 05	ENTERGY MEDIA RELATIONS	(Group)	
		IP2 PR		914-734-5858
		IP3 PR		914-736-3225
		WPO PR		914-272-3365
		GEN. COMMUNICATIONS		601-368-5659
		JAF PR		315-349-6688
		PILGRIM PR		508-830-8357
		EN-NE COO		914-272-3205
		IP2 SITE VP		914-734-5718
		IP3 SITE VP		914-736-8012
<input type="checkbox"/>	# 06	LOCAL OFFICIALS	(Group)	
		CC: CORTLANDT		914-734-1003
		CC: PEEKSKILL		914-734-4196
		CC: BUCHANAN		914-737-6587
<input type="checkbox"/>	# 07	OTHER ELECTED OFFICIALS	(Group)	
		CC: SEN. SCHUMER		845-758-1043
		CC: SEN. CLINTON		914-472-5073
		CC: REP. LOWEY		914-328-1505
		CC: REP. KELLY		845-897-5800
		CC: REP. GILMAN		845-342-2900
		CC: SEN. LEIBELL		845-279-7156
		CC: SEN. LEIBELL (2)		518-426-6977
		CC: ASSEM. GALEF		914-941-9132
		CC: WEST. LEG. DIST. 1		914-995-3884
		CC: BRIARCLIFF MANOR		914-941-4837
		CC: YORKTOWN		914-962-1004
		CC: OSSINING		914-762-7710
		CC: PUTNAM VALLEY		845-526-2130
		CC: STONY POINT		845-786-3248
<input type="checkbox"/>	# 08	GOVERNMENT REGULATORY AGENCIES	(Group)	
		NRC REGION I		610-337-5241
		NYS PUB. SERVICE COMM		518-473-2420

EMERGENCY TELEPHONE DIRECTORY CONTAINS FAX NUMBERS

Addendum 10

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

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Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	6/10/02	6/4/02	Replace entire document
IP-1024	Emergency Classification	10	9	Replace entire document

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Emergency Plan Implementing Procedures

Table of Contents

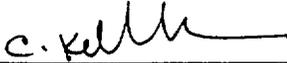
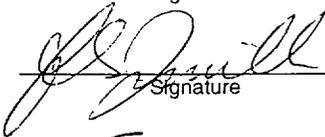
Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	26	5/30/02
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	7	4/29/02
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	5	5/30/02
IP-1011	Joint News Center	7	6/4/02
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	6	4/29/02
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	18	4/11/02
IP-1024	Emergency Classification	10	6/10/02
IP-1025	Cancelled	-	10/17/01
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	16	4/11/02
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

Emergency Plan Implementing Procedures Table of Contents

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	8	4/29/02
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	3	4/11/02

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EMERGENCY CLASSIFICATION

Prepared by:	<u>C. Kelly Walker</u> Print Name	<u></u> Signature	<u>6/5/02</u> Date
Technical Reviewer:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>6/7/02</u> Date
Reviewer:	<u>STEVE HANK</u> Print Name	<u></u> Signature	<u>6/7/02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
NSNC Review:	_____ Meeting Number	_____ Signature Secretary	_____ Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>6/7/02</u> Date

Effective Date: 6/10/02

_____	Biennial Review	_____
_____ Reviewer/Date		_____ Reviewer/Date
_____		_____

EMERGENCY CLASSIFICATION**1.0 PURPOSE**

To describe the method for classification of emergencies as a Notification of Unusual Event (NUE), Alert, Site Area Emergency (SAE) or General Emergency (GE).

2.0 DISCUSSION

- 2.1 The symptom, event or barrier base classification may be made for NUE, Alert, Site Area or General Emergency, using Attachment 2.
- 2.2 **IF** a symptom, event or barrier base classification has been declared in a category followed by the same classification in another category **THEN** the classification continues to apply but an update should be made to offsite authorities in accordance with Reference 6.2.
- 2.3 **IF** a symptom, event or barrier based classification has been declared in a category followed by an increased classification **THEN** the higher classification shall be declared **AND** offsite authorities shall be notified in accordance with Reference 6.2.
- 2.4 Many of the classifications derived from the Reference 6.3 methodology are fission product barrier based. That is, a condition based upon loss or potential loss of one or more of the three fission product barriers. (Fuel cladding, RCS and Containment). Refer to Attachment 1.
- 2.5 The following criteria serves as bases for event classification related to fission product barrier loss:
- 2.5.1 Unusual Event - any loss **OR** potential loss of containment.
- 2.5.2 Alert - Any loss **OR** potential loss of fuel clad or RCS.
- 2.5.3 Site Area Emergency - Any loss of both fuel clad **AND** RCS **OR** any potential loss of **EITHER** fuel clad **OR** RCS with a loss of any addition barrier.
- 2.5.4 General Emergency - Loss of any two barriers with loss **OR** potential loss of a third.
- 2.6 Event based classifications refer to occurrences with potential safety significance such as failure of Safety Injection pumps, safety valve failures, or electric power failures.
- 2.7 The symptom based classifications refer to those indicators that are measurable over a continuous spectrum, such as, core temperature, coolant levels and containment pressure.
- 2.8 The Technical Bases Document provides an explanation and rational for each of the Emergency Action Levels (EALs). This document is also used by individuals who are responsible for the implementation of this procedure as a technical reference and aid in EAL interpretation.
- 2.9 The EALs are grouped into nine categories to simplify their presentation and promote a

rapid understanding by their users. These categories are:

- Category 1 CSFST Status
- Category 2 Reactor Fuel
- Category 3 Reactor Coolant System
- Category 4 Containment
- Category 5 Radioactivity Release/Area Radiation
- Category 6 Electrical Failures
- Category 7 Equipment Failures
- Category 8 Hazards
- Category 9 Other

- 2.10 Categories one through five are primarily symptom based. The symptoms are indicative of actual or potential degradation of either fission product barriers or personnel safety.
- 2.11 Categories six, seven and eight are event based. Electrical Failures are those events associated with losses of either AC or vital DC electrical power. Equipment Failures are abnormal and emergency events associated with vital plant system failures, while hazards are those non-plant system related events which have affected or may affect plant safety.
- 2.12 Category nine provides the Emergency Director (Shift Manager) the latitude to classify and declare emergencies based on plant symptoms or events which in his judgment warrant classification. This judgment includes evaluation of loss or potential loss of one or more fission product barriers warranting emergency classification consistent with the barrier loss criteria as specified in section 2.5.
- 2.13 Categories are further divided into one or more subcategories depending on the types and number of plant conditions that dictate emergency classifications. For example, the Electrical Failures category has two subcategories whose values can be indicative of losses of electrical power sources. Loss of AC power sources and loss of DC power sources. An EAL may or may not exist for each subcategory at all four classification levels. Similarly, more than one EAL may exist for a subcategory in a given emergency classification when appropriate (i.e. no EAL at the General Emergency level but three EALs at the Unusual Event Level).
- 2.14 The operating modes of operation are defined as follows:
- 2.14.1 Power Operations -When the reactor is critical and the neutron flux power range instrumentation indicates greater than 2% of rated power.
 - 2.14.2 Hot Shutdown -When the reactor is sub-critical by an amount greater than or equal to the margin as specified in Technical Specification 3.10 and T_{avg} is greater than 200°F and less than or equal to 555°F.

- 2.14.3 Cold Shutdown -When the reactor is sub-critical by at least 1% $\Delta k/k$ and T_{avg} is less than or equal to 200°F.
- 2.14.4 Refuel -Any operation involving movement of core components when vessel head is completely unbolted.
- 2.15.5 Defueled - Reactor vessel contains no irradiated fuel.
- 2.15 Plant Emergency Operating Procedures (EOPs) are designed to maintain or restore a set of critical safety functions that are prioritized for restoration efforts during accident conditions. By monitoring the critical safety functions status, the impact of multiple events can be inherently addressed.
- 2.16 The critical safety functions are monitored through the use of Critical Safety Function Status Trees (CSFSTs). When certain plant parameters exceed threshold values specified by the CSFST, the plant operator is directed to one or more functional restoration procedure in an attempt to restore those parameters to within acceptable limits. The following CSFSTs are utilized to be indicative of failures or potential failures of one or more fission product barriers:
 - 2.16.1 Subcriticality - Orange or Red paths in this CSFST indicate losses of reactivity control which may pose a threat to fuel clad and RCS integrity.
 - 2.16.2 Core Cooling - Orange OR Red paths in this CSFST indicate losses of core subcooling AND thus pose a direct threat to the integrity of the reactor fuel clad.
 - 2.16.3 Heat Sink - The Red path of this CSFST is indicative of a loss of ability to remove decay heat from the core and thus poses a direct threat to fuel clad integrity.
 - 2.16.4 Integrity - The Red path of this CSFST is indicative of a direct threat to RCS barrier integrity.
 - 2.16.5 Containment - Red path of this CSFST is indicative to a loss of RCS barrier AND direct threat to the containment barrier integrity.

3.0 PRECAUTIONS AND LIMITATIONS

NONE

4.0 EQUIPMENT AND MATERIALS

NONE

5.0 INSTRUCTIONS

- 5.1 The Operator is alerted by initial event recognition or Control Room alarms.
- 5.2 The Operator shall notify the Shift Manager **AND** Watch Engineer.
- 5.3 The Operator may enter the Emergency Operating Procedures (EOPs) or Abnormal Operating Instructions (AOIs) while the Watch Engineer monitors the Critical Safety Function Status Trees (CSFST), if appropriate.
- 5.4 The Shift Manager shall evaluate Attachment 2 to determine **IF** a GE, SAE, ALERT or NUE classification applies **THEN** determine the highest classification and declare it, if applicable.
- 5.5 The Shift Manager shall assume the role of Emergency Director and initiate County, State **AND** NRC notifications in accordance with Reference 6.2.
- 5.6 The Emergency Director (Shift Manager) continues to evaluate future events and potential challenges from information supported by the Operator and Watch Engineer. As conditions warrant, the Emergency Director (Shift Manager) shall re-enter Section 5.4.
- 5.7 If necessary the Emergency Director (Shift Manager) shall upgrade the emergency classification.
- 5.8 If no classification applies, the Shift Manager evaluates whether Technical Specifications Limits on LCO reportable under Reference 6.1 applies and performs the applicable notification as per Reference 6.1.

6.0 REFERENCES

- 6.1 SAO-124, Oral Reporting of Non-Emergency Items and Items of Interest and Significant Occurrence Reporting
- 6.2 IP-1002, Emergency Notification and Communication
- 6.3 NUMARC/NESP-007, Revision 2, Methodology for Development of Emergency Action Levels

7.0 ATTACHMENTS

- 7.1 Attachment 1 - Fission Product Barrier Loss & Potential Loss Indicators
- 7.2 Attachment 2 – Emergency Action Levels

8.0 ADDENDUM

None

ATTACHMENT 1
Sheet 1 of 2

Fission Product Barrier Loss/Potential Loss Matrix

(Those thresholds for which loss or potential loss is determined to be imminent, classify as though the threshold(s) has been exceeded)

Fuel Cladding

Potential Loss
<ul style="list-style-type: none"> • ORANGE path in F-0.2, CORE COOLING • RED path in F-0.3, HEAT SINK • Core Exit Thermocouple Readings >700°F • RVLIS \leq 41% w/no RCPs running • Emergency Director Judgment

Loss
<ul style="list-style-type: none"> • RED path in F-0.2, CORE COOLING • Coolant activity >300 μCi/cc I-131 equivalent • Core Exit Thermocouple Readings >1200°F • Containment radiation monitor R-25 or R-26 >17R/hr • Emergency Director Judgment

RCS

Potential Loss
<ul style="list-style-type: none"> • RED path on F-0.4, INTEGRITY • RED path on F-0.3, HEAT SINK • Primary system leakage exceeding capacity (>75GPM) of single charging pump • Emergency Director Judgment

Loss
<ul style="list-style-type: none"> • RCS subcooling < SI initiation setpoint due to RCS leakage • Unisolated faulted (outside VC) ruptured steam generator • >0.17μCi/cc on R-42 OR >66 μCi/cc on R-41 due to RCS leakage • Emergency Director Judgment

ATTACHMENT 1
Sheet 2 of 2

Fission Product Barrier Loss/Potential Loss Matrix

(Those thresholds for which loss or potential loss is determined to be imminent, classify as though the threshold(s) has been exceeded)

Containment

Potential Loss	Loss								
<ul style="list-style-type: none"> - RED path F-0.5, CONTAINMENT - <u>Either:</u> <ul style="list-style-type: none"> Core exit thermocouples >1200°F <u>OR</u> Core exit thermocouples >700°F with RVLIS < 41% w/no RCPs <u>AND</u> Restoration procedures not effective within 15 minutes - Confirmed phase "B" isolation signal following confirmed LOCA with less than minimum containment cooling safeguards equipment operating <table border="0" style="margin-left: 40px; width: 100%;"> <tr> <td style="text-align: center;">Fan Cooler Units Oper.</td> <td style="text-align: center;">Spray Pumps Req'd</td> </tr> <tr> <td style="text-align: center;"><3</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> </tr> </table> - Containment Pressure 47 psig and increasing - ≥4% hydrogen concentration in containment - Containment radiation monitor R-25/26 reading >68 R/hr - Emergency Director Judgment 	Fan Cooler Units Oper.	Spray Pumps Req'd	<3	2	3	1	5	0	<ul style="list-style-type: none"> - Rapid uncontrolled decrease in containment pressure following initial increase due to RCS failure - <u>Either:</u> <ul style="list-style-type: none"> Any Phase "A" or Phase "B" or containment ventilation isolation valve(s) not closed when required following confirmed LOCA <u>OR</u> Inability to isolate any primary system discharging outside containment <u>AND</u> Radiological release to the environment exists as a result - Both doors open on a VC airlock for >4 hrs. <ul style="list-style-type: none"> <u>OR</u> Inability to close containment pressure relief or purge valves which results in a radiological release pathway to the environment for >4 hrs. <u>OR</u> Any Phase A or Phase B or containment ventilation isolation valve(s) not closed when required which results in a radiological release pathway to the environment - Unisolable release of secondary side to atmosphere from the affected steam generator(s) with primary to secondary leakage >Technical Specification limit in any steam generator - Loss of primary coolant inside containment with containment pressure or sump level response not consistent with LOCA conditions - Emergency Director Judgment
Fan Cooler Units Oper.	Spray Pumps Req'd								
<3	2								
3	1								
5	0								

Attachment 2 - Emergency Action Levels

CATEGORY 1.0 CSFST STATUS

Category	General	Site Area	Alert	Unusual Event
1.1 Subcriticality	<p>[SG2]</p> <p>1.1.3 {1,2} RED path in F-0.1, Subcriticality AND Actual or imminent entry into either: RED Path in F-0.2, Core Cooling OR Red Path in F-0.3, Heat Sink</p>	<p>[SS2,SS4]</p> <p>1.1.2 {1,2} RED path in F-0.1 Subcriticality AND Emergency boration is required</p>	<p>[SA2]</p> <p>1.1.1 {1,2} Any Failure of an automatic trip signal to reduce power range < 5% AND Manual trip is successful</p>	
1.2 Core Cooling	<p>[fl,rl,cpl] [FC1,PC6,PC6]</p> <p>1.2.2 {1,2} RED path in F-0.2,Core Cooling AND Functional restoration actions taken and procedures not effective within 15 minutes.</p>	<p>[fpl/fl,rl] [SS4,FC3,FC4]</p> <p>1.2.1 {1,2} ORANGE or RED path in F-0.2, Core Cooling</p>		
1.3 Heat Sink		<p>[fpl,rpl] [SS4,RCS1,FC1]</p> <p>1.3.1 {1,2} RED path in F-0.3, HEAT SINK AND Heat sink is required</p>		
1.4 Integrity			<p>[rpl] [RCS1]</p> <p>1.4.1 {1,2} RED Path on F-0.4, Integrity</p>	
1.5 Containment	<p>[fl,rl,cpl] [PC1]</p> <p>1.5.1 {1,2} RED Path F-0.5, Containment resulting from loss of coolant.</p>			

Attachment 2 - Emergency Action Levels				
CATEGORY 2.0 REACTOR FUEL				
Category	General	Site Area	Alert	Unusual Event
2.1 Coolant Activity		[fl,rp/rl] [FC2,RCS1,RCS2,RCS4] 2.1.3 {1,2} Coolant activity > 300 µCi/cc I-131 equivalent and any of the following: <ul style="list-style-type: none"> • RED path on F-0.4, Integrity • Primary system leakage exceeding capacity (> 75 gpm) of single charging pump • RCS subcooling < SI initiation setpoint due to RCS leakage • Rise in R-41 offscale or R-42 >0.17 µCi/cc due to RCS leakage 	[fl] [FC2] 2.1.2 {1,2} Coolant Activity > 300 µCi/cc I-131 equivalent	[SU4] 2.1.1 {1,2,3,4,5} Coolant sample activity: ≥ 60/(E bar) µCi/cc
2.2 Containment Radiation	[fl,rl,cpl] [PC5] 2.2.3 {1,2} Containment Radiation monitor R-25 or R-26 > 68 R/HR	[fl,rl] [FC5] 2.2.2 {1,2} Containment Radiation monitor R-25 or R-26 > 17 R/HR	[rl] [RCS4] 2.2.1 {1,2} Rise in R-41 offscale or R-42 > 0.17µCi/cc due to RCS leakage	
2.3 Refueling Accidents or Other Radiation Monitors			[AA2] 2.3.2 {1,2,3,4,5} Confirmed sustained alarm on ANY of the following radiation monitors resulting from fuel damage caused by an uncontrolled fuel handling process: <ul style="list-style-type: none"> • R-2/R-7 Vapor Containment Area Monitors • R-5 Fuel Storage Building Area Monitor • R-25 or 26 Vapor Containment High Radiation Area Monitors [AA2] 2.3.3 {1,2,3,4,5} Report of visual observation of irradiated fuel uncovered	[AU2] 2.3.1 {1,2,3,4,5} Spent fuel pool (reactor cavity during refueling) water level cannot be restored and maintained above Technical Specification minimum water level

[1]= Power Operations [2]= Hot Shutdown [3]= Cold Shutdown [4]= Refuel [5]= Defuel

Attachment 2 - Emergency Action Levels				
CATEGORY 3.0 REACTOR COOLANT SYSTEM				
Category	General	Site Area	Alert	Unusual Event
3.1 RCS Leakage		[fpl,rl][SS5, SS4,FC4] 3.1.3 {1,2,3,4} RVLIS cannot be maintained > 41% with no RCP's running OR With the reactor vessel head removed, it is reported that water level in the reactor vessel is dropping in an uncontrolled manner and core uncovery is likely	[rpl] [RCS2] 3.1.2 {1,2} Primary system leakage exceeding capacity (> 75 gpm) of single charging pump	[SU5] 3.1.1 {1,2} Unidentified or pressure boundary leakage > 10 gpm OR Identified leakage > 25 gpm
3.2 Primary to Secondary Leakage		[rpl,cl] [PC4,RCS2] 3.2.2 {1,2} Unisolable release of secondary side to atmosphere from the affected steam generator(s) with primary to secondary leakage exceeding capacity (> 75 gpm) of a single charging pump [fl,cl] [PC4,FC2] 3.2.3 {1,2} Unisolable release of secondary side to atmosphere from the affected steam generator(s) with primary to secondary leakage > Technical Specification limit in any steam generator AND Coolant activity > 300 µCi/cc of I-131 equivalent		[cl] [PC4] 3.2.1 {1,2} Unisolable release of secondary side to atmosphere from the affected steam generator(s) with primary to secondary leakage > Technical Specification limit in any Steam Generator
3.3 RCS Subcooling			[rl] [RCS2] 3.3.1 {1,2} RCS subcooling <SI initiation setpoint due to RCS leakage	

[1]= Power Operations [2]= Hot Shutdown [3]= Cold Shutdown [4]= Refuel [5]= Defuel

Attachment 2 - Emergency Action Levels				
CATEGORY 4.0 CONTAINMENT				
Category	General	Site Area	Alert	Unusual Event
4.1 Containment Integrity Status	<p>[fl,rl,cpl] [PC2,FC2,FC5]</p> <p>4.1.4 {1,2} Confirmed Phase "B" isolation signal following confirmed LOCA with less than minimum containment cooling safeguards equipment operating, Table 4.3 AND Any indicators of fuel clad loss, Table 4.1</p> <p>[fp/fl,rl,cl] [PC2,FC1,FC2,FC3,FC4,FC5]</p> <p>4.1.5 {1,2} EITHER: Rapid uncontrolled decrease in containment pressure following initial increase due to RCS failure OR Loss of primary coolant inside containment with containment pressure or sump level response not consistent with LOCA conditions AND Any indications of fuel clad damage, Table 4.2</p> <p>[fp/fl,rl,cl] [PC3,FC1,FC2,FC3,FC4,FC5]</p> <p>4.1.6 {1,2} EITHER: Any Phase "A" or Phase "B" or CVI valve(s) not closed when required following confirmed LOCA OR Inability to isolate any primary system discharging outside containment AND Radiological release to the environment exists as a result AND Any indicators of fuel clad damage, Table 4.2</p>	<p>[rl,cl] [PC2]</p> <p>4.1.2 {1,2} Rapid uncontrolled decrease in containment pressure following initial increase due to RCS failure OR Loss of primary coolant inside containment with containment pressure or sump level response not consistent with LOCA conditions</p> <p>[rl,cl] [PC3]</p> <p>4.1.3 {1,2} EITHER: Any Phase "A" or Phase "B" or CVI valve(s) not closed when required following confirmed LOCA OR Inability to isolate any primary system discharging outside containment AND Radiological release to the environment exists as a result</p>		<p>[cl] [PC7]</p> <p>4.1.1 {1,2} Both doors open on a VC airlock for > 4 hrs. OR Inability to close containment pressure relief or purge valves which results in a radiological release pathway to the environment for > 4 hrs. OR Any Phase "A" or Phase "B" or containment ventilation isolation valve(s) not closed when required which results in a radiological release pathway to the environment</p>

Attachment 2 - Emergency Action Levels

CATEGORY 4.0 CONTAINMENT

Category	General	Site Area	Alert	Unusual Event
<p>4.2 SG Tube Rupture w/Secondary Release</p>	<p>[fp/fl,rl,cl] [RCS3,FC1,FC2,FC3,FC4,FC5] 4.2.2 {1,2} Unisolable faulted (outside VC) ruptured steam generator AND Any indicators of fuel clad damage, Table 4.2</p>	<p>[rl,cl] [RCS3] 4.2.1 {1,2} Unisolable faulted (outside VC) ruptured steam generator</p>		
<p>4.3 Combustible Gas Concentrations</p>	<p>[fl,rl,cpl] [PC2] 4.3.1 {1,2} ≥4% Hydrogen concentration in containment</p>			

Attachment 2 - Emergency Action Levels
CATEGORY 4.0 CONTAINMENT

Table 4.1 Fuel Clad Loss Indicators	
1.	Coolant activity > 300 $\mu\text{Ci/cc}$ of I-131 equivalent
2.	Containment radiation monitor R-25/R-26 reading > 17 R/hr
3.	RED path in F-0.2, CORE COOLING

Table 4.2 Fuel Clad Damage Indicators	
1.	ORANGE or RED path in F-0.2, CORE COOLING
2.	RED path in F-0.3, HEAT SINK
	<u>AND</u>
	Heat sink is required
3.	Coolant activity > 300 $\mu\text{Ci/cc}$ of I-131 equivalent
4.	Containment radiation monitor R-25/R-26 reading > 17 R/hr

Table 4.3 Minimum Containment Cooling Safeguards Equipment	
Fan Cooler Units Operating	Spray Pumps Required
< 3	2
3	1
5	0

[1]= Power Operations [2]= Hot Shutdown [3]= Cold Shutdown [4]= Refuel [5]= Defuel
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Attachment 2 - Emergency Action Levels
CATEGORY 5.0 RADIOACTIVITY RELEASE

Category	General	Site Area	Alert	Unusual Event
5.1 Effluent Monitors	<p align="right">[AG1]</p> <p>5.1.4 {1,2,3,4,5} A valid reading on any monitors Table 5.1 column "GE" for > 15 minutes unless dose assessment can confirm releases are below Table 5.2 column "GE" within this time period.</p>	<p align="right">[AS1]</p> <p>5.1.3 {1,2,3,4,5} A valid reading on any monitors Table 5.1 column "SAE" for > 15 minutes unless dose assessment can confirm releases are below Table 5.2 column "SAE" within this time period.</p>	<p align="right">[AA1]</p> <p>5.1.2{1,2,3,4,5} A valid reading on any monitors Table 5.1 column "Alert" for > 15 minutes unless dose assessment can confirm releases are below Table 5.2 column "Alert" within this time period.</p>	<p align="right">[AU1]</p> <p>5.1.1{1,2,3,4,5} A valid reading on any monitors Table 5.1 column "NUE" for > 60 minutes unless sample analysis can confirm release rates < 2 x technical specifications within this time period.</p>
5.2 Dose Projections/ Environmental Measurements/ Release Rates	<p align="right">[AG1]</p> <p>5.2.5 {1,2,3,4,5} Dose projections or field surveys resulting from an actual imminent release which indicate doses/dose rates > Table 5.2 column "GE" at the site boundary or beyond.</p>	<p align="right">[AS1]</p> <p>5.2.4 {1,2,3,4,5} Dose projections or field surveys resulting from an actual imminent release which indicate doses/dose rates > Table 5.2 column "SAE" at the site boundary or beyond.</p>	<p align="right">[AA1]</p> <p>5.2.2{1,2,3,4,5} Confirmed sample analysis for gaseous or liquid release rates > 200 x technical specifications limits for > 15 minutes</p> <p align="right">[AA1]</p> <p>5.2.3{1,2,3,4,5} Dose projections or field surveys resulting from an actual imminent which indicate doses/dose rates > Table 5.2 column "Alert" at the site boundary or beyond.</p>	<p align="right">[AU1]</p> <p>5.2.1{1,2,3,4,5} Confirmed sample analysis for gaseous or liquid release rates > 2 x technical specifications limits for > 60 minutes.</p>

Attachment 2 - Emergency Action Levels				
CATEGORY 5.0 RADIOACTIVITY RELEASE				
Category	General	Site Area	Alert	Unusual Event
5.3 Area Radiation Levels			<p>[AA3]</p> <p>5.3.2{1,2,3,4,5} Sustained area radiation levels > 15 mRem/hr in EITHER: Control Room OR Central Alarm Station and Secondary Alarm Station</p> <p>[AA3]</p> <p>5.3.3{1,2,3,4,5} Sustained abnormal area radiation levels > 8 R/hr within any areas, Table 5.3 AND Access is required for safe operation or shutdown</p>	<p>[AU2]</p> <p>5.3.1{1,2,3,4,5} Any sustained direct ARM readings > 100 x alarm or offscale high resulting from an uncontrolled process</p>

Attachment 2 - Emergency Action Levels
CATEGORY 5.0 RADIOACTIVITY RELEASE

Table 5.1				
Effluent Monitor Classification Thresholds				
Monitor	GE	SAE	Alert	UE
R-27	53 $\mu\text{Ci/cc}$	5.3 $\mu\text{Ci/cc}$	5.3 E-1 $\mu\text{Ci/cc}$	2.3 E-3 $\mu\text{Ci/cc}$
R-44	53 $\mu\text{Ci/cc}$	5.3 $\mu\text{Ci/cc}$	5.3 E-1 $\mu\text{Ci/cc}$	2.3 E-3 $\mu\text{Ci/cc}$
R-54	N/A	N/A	2.5 E-1 $\mu\text{Ci/cc}$	2.5 E-3 $\mu\text{Ci/cc}$
R-49	N/A	N/A	2.7 E-2 $\mu\text{Ci/cc}$	2.7 E-4 $\mu\text{Ci/cc}$

Table 5.2			
Dose Projection/Env. Measurement Classification Thresholds			
	GE	SAE	Alert
TEDE	1000 mRem	100 mRem	10 mRem
CDE Thyroid	5000 mRem	500 mRem	N/A
External Exposure Rate	1000 mRem/hr	100 mRem/hr	10 mRem/hr
Thyroid exposure rate (for 1 hr. of inhalation)	5000 mRem/hr	500 mRem/hr	N/A

Attachment 2 - Emergency Action Levels
CATEGORY 5.0 RADIOACTIVITY RELEASE

Table 5.3 Plant Areas
<ul style="list-style-type: none">• Condensate Storage Tank• RWST• Service Water Pump Structure• Service Water Valve Pit East• Fuel Storage Building• Primary Auxiliary Building/Fan House• 480 Volt Switchgear Room (Control Building)• Cable Spreading Room/Electrical Tunnel• Diesel Generator Building/Fuel Tank Area• Auxiliary Feedwater Pump Building• Battery Room (Control Building 33'0" ele.)

Attachment 2 - Emergency Action Levels

CATEGORY 6.0 ELECTRICAL FAILURES

Category	General	Site Area	Alert	Unusual Event
<p>6.1 Loss of AC Power Sources</p>	<p>6.1.5 {1,2} Loss of all emergency AC power AND EITHER: Power restoration to required core cooling systems is not likely in ≤ 1 hr. OR Actual or imminent entry into ORANGE or RED path on F-0.2, "Core Cooling"</p> <p>[SG1]</p>	<p>6.1.4 {1,2} Loss of AC power to all 480 volt busses (5A,2A/3A,6A) for > 15 minutes. AND Inability to power required core cooling systems with alternate power sources for > 15 minutes.</p> <p>[SS1]</p>	<p>6.1.2 {3,4,5} Loss of AC power to all 480 volt busses (5A, 2A/3A, 6A) for > 15 minutes. AND Inability to power required core cooling/ spent fuel cooling systems with alternate power sources for > 15 minutes.</p> <p>[SA1]</p> <p>6.1.3 {1,2} AC power capability to 480 volt busses (5A,2A/3A,6A) reduced to only one of the following sources for > 15 minutes.:</p> <ul style="list-style-type: none"> • 480V EDG 21 • 480V EDG 22 • 480V EDG 23 • Unit Auxiliary Transformer* • Station Auxiliary Transformer* • 13.8 KV gas turbine auto transformer* <p>* with 86P or 86BU tripped, all offsite power supplies must be considered as one power supply</p> <p>[SA5]</p>	<p>6.1.1 {1,2,3,4,5} Unplanned loss of offsite power to all 480V busses(5A,2A/3A,6A) for > 15 minutes.</p> <p>[SU1]</p>
<p>6.2 Loss of DC Power Sources</p>		<p>6.2.2 {1,2} Loss of bus voltage (< 105 vdc) for > 15 minutes on all of the DC Busses.</p> <p>[SS3]</p>		<p>6.2.1 {3,4} Unplanned loss of bus voltage (< 105 vdc) for > 15 minutes on any DC bus resulting in the loss of decay heat removal capability.</p> <p>[SU7]</p>

Attachment 2 - Emergency Action Levels				
CATEGORY 7.0 EQUIPMENT FAILURES				
Category	General	Site Area	Alert	Unusual Event
7.1 Technical Specifications/ Requirements				7.1.1 {1,2} [SU2] Plant is not brought to required operating mode within Technical Specifications LCO Action Statement Time.
7.2 System Failures or Control Room Evacuation		7.2.5 {1,2,3,4,5} [HS2] Control Room Evacuation AND Plant control cannot be established per AOI27.1.9, "Control Room Inaccessibility/ Safe Shutdown" in ≤ 15 minutes	7.2.2 {1,2} [HA1] Turbine failure generated missiles which causes or potentially causes any required safety related system or structure to become inoperable. 7.2.3 {1,2,3,4,5} [HA5] Entry into AOI-27.1.9, "Control Room Inaccessibility/ Safe Shutdown Control" 7.2.4 {3,4} [SA3] Reactor coolant temperature cannot be maintained < 200°F	7.2.1 {1,2} [HU1] Report of main turbine failure requiring turbine trip resulting in: Damage to turbine generator seals causing release of lubricating oil or hydrogen OR Casing penetration

Attachment 2 - Emergency Action Levels
CATEGORY 7.0 EQUIPMENT FAILURES

Category	General	Site Area	Alert	Unusual Event
<p>7.3 Loss of Indications/ Alarms/Communication Capability</p>		<p style="text-align: right;">[SS6]</p> <p>7.3.4 {1,2} Loss of most (approx. 75%) safety system annunciators or indications on Control Room Panels AND Loss of ability to monitor critical safety function status AND A significant plant transient in progress</p>	<p style="text-align: right;">[SA4]</p> <p>7.3.3 {1,2} Unplanned loss of most (approx. 75%) safety system annunciators or indications on Control Room Panels for > 15 minutes AND Increased surveillance is required for safe plant operation AND EITHER: A significant plant transient in progress OR Proteus and SAS are unavailable</p>	<p style="text-align: right;">[SU3]</p> <p>7.3.1 {1,2} Unplanned loss of most (approx. 75%) safety system annunciators or indications on Control Room Panels for > 15 minutes AND Increased surveillance is required for safe plant operation [SU6] 7.3.2 {1,2,3,4,5} Loss of all communications capability affecting the ability to EITHER: Perform routine operations OR Notify offsite agencies or personnel</p>

Attachment 2 - Emergency Action Levels				
CATEGORY 8.0 HAZARDS				
Category	General	Site Area	Alert	Unusual Event
8.1 Security Threats	8.1.4 {1,2,3,4,5} [HG1] Security Event which results in: Loss of plant control from the Control Room AND Loss of remote shutdown capability	8.1.3 {1,2,3,4,5} [HS1] Intrusion into a plant security vital area by an adversary OR Any security event which represents actual or likely failures of plant systems needed to protect the public.	8.1.2 {1,2,3,4,5} [HA4] Intrusion into plant Protected Area by an adversary OR Any security event which represents an actual substantial degradation of the level of safety of the plant.	8.1.1 {1,2,3,4,5} [HU4] Bomb Device or other indication of attempted sabotage discovered within plant Protected Area but outside Plant Vital Areas, Table 8.2 OR Any security event which represents a potential degradation in the level of safety of the plant
8.2 Fire or Explosion			8.2.3 {1,2,3,4,5} [HA2] Fire or explosion in any plant area, Table 8.2, which causes or potentially causes any required safety related system or structure to become inoperable	8.2.1 {1,2,3,4,5} [HU2] Confirmed fire in or contiguous to any plant area, Table 8.2 not extinguished in ≤ 15 minutes of Control Room notification. HU1 8.2.2 {1,2,3,4,5} [HU1] Report by plant personnel of an explosion within Protected Area boundary which impacts plant safety related systems or structures.
8.3 Man-Made Events			8.3.3 {1,2,3,4,5} [HA1] Vehicle crash or projectile impact which causes or potentially causes any required safety related system or structure to become inoperable, Table 8.2 HA3 8.3.4 {1,2,3,4,5} [HA3] Report or detection of toxic or flammable gases within a plant area, Table 8.2, in concentrations that will be life threatening to plant personnel or preclude access to equipment (even when using personal protective equipment) needed for safe plant operation	8.3.1 {1,2,3,4,5} [HU1] Vehicle crash into or projectile which impacts plant safety related structures or systems within Protected Area boundary HU3 8.3.2 {1,2,3,4,5} [HU3] Report or detection of toxic or flammable gases that could enter or have entered within the Protected Area boundary in amounts that could affect the health of plant personnel or safe plant operation OR Report by local, county or state officials, or Unit 3, for potential evacuation of site personnel based on offsite event

[1]= Power Operations [2]= Hot Shutdown [3]= Cold Shutdown [4]= Refuel [5]= Defuel

Attachment 2 - Emergency Action Levels
CATEGORY 8.0 HAZARDS

Table 8.2 Plant Vital Areas
<ul style="list-style-type: none">• Condensate Storage Tank• RWST• Service Water Pump Structure• Service Water Valve Pit East• Fuel Storage Building• Primary Auxiliary Building/Fan House• Vapor containment Building• 480 Volt Switchgear Room (Control Building)• Cable Spreading Room/Electrical Tunnel• Central Control Room• Diesel Generator Building/Fuel Tank Area• Auxiliary Feedwater Pump Building• Battery Room (Control Building 33'0" ele)• Central Alarm Station

Attachment 2 - Emergency Action Levels

CATEGORY 9.0

Category	General	Site Area	Alert	Unusual Event
<p>9.1 Other</p>	<p style="text-align: right;">[HG2]</p> <p>9.1.7 {1,2,3,4,5} As determined by the Shift Manager or Emergency Director, events are in progress which indicate actual, or imminent core damage and the potential for a large release of radioactive material in excess of EPA PAGs outside the site boundary.</p> <p style="text-align: right;">[FC7,RCS6,PC8]</p> <p>9.1.8 {1,2} Any event, as determined by the Shift Manager or Emergency Director, that could lead or has led to a loss of any two fission product barriers and loss or potential loss of the third, Attachment 1.</p>	<p style="text-align: right;">[HS3]</p> <p>9.1.5 {1,2,3,4,5} As determined by the Shift Manager or Emergency Director, events are in progress which indicate actual or likely failures of plant systems needed to protect the public. Any releases are not expected to result in exposures which exceed EPA PAGs.</p> <p style="text-align: right;">[FC7,RCS6,PC8]</p> <p>9.1.6 {1,2} Any event, as determined by the Shift Manager or Emergency Director, that could lead or has led to EITHER: Loss or potential loss of both fuel clad and RCS barrier, Attachment A. OR Loss or potential loss of either fuel clad or RCS barrier in conjunction with a loss of containment, Attachment 1.</p>	<p style="text-align: right;">[HA6]</p> <p>9.1.3 {1,2,3,4,5} Any event, as determined by the Shift Manager or Emergency Director, that could cause or has caused actual substantial degradation of the level of safety of the plant.</p> <p style="text-align: right;">[FC7,RCS6]</p> <p>9.1.4 {1,2} Any event, as determined by the Shift Manager or Emergency Director, that could lead or has led to a loss or potential loss of either fuel clad or RCS barrier, Attachment 1.</p>	<p style="text-align: right;">[HU5]</p> <p>9.1.1 {1,2,3,4,5} Any event, as determined by the Shift Manager or Emergency Director, that could lead to or has led to a potential degradation of the level of safety of the plant.</p> <p style="text-align: right;">[PC8]</p> <p>9.1.2 {1,2} Any event, as determined by the Shift Manager or Emergency Director, that could lead to or has led to a loss or potential loss of containment, Attachment 1.</p>