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A Progress Energy Company

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U. S. Nuclear Regulatory Commission  
ATTN: Document Control Desk  
Washington, DC 20555-0001

BRUNSWICK STEAM ELECTRIC PLANT, UNIT NOS. 1 AND 2  
DOCKET NOS. 50-325 AND 50-324/LICENSE NOS. DPR-71 AND DPR-62  
REVISION TO PLANT EMERGENCY PROCEDURES

Ladies and Gentlemen:

In accordance with 10 CFR 50.54 (q) and 10 CFR 50, Appendix E, Section V, Carolina Power & Light (CP&L) Company is submitting a revision to the Brunswick Steam Electric Plant (BSEP), Unit Nos. 1 and 2, plant emergency procedure (i.e., OPEP-02.6.29, "Activation and Operation of the Joint Information Center," Revision 4). CP&L has evaluated the revision, in accordance with 10 CFR 50.54 (q), and has determined that the changes do not decrease the effectiveness of the Radiological Emergency Response Plan; and the Plan, as changed, continues to meet the standards of 10 CFR 50.47 (b) and the requirements of 10 CFR 50, Appendix E. A summary of the revision is provided in Enclosure 1. Enclosure 2 contains a copy of the revised procedure.

There are no regulatory commitments being made in this submittal. Please refer any questions regarding this submittal to Mr. Michael Alford, Supervisor – Emergency Preparedness, at (910) 457-2286.

Sincerely,

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A045

TG-T/tg-t

Enclosures:

1. Summary of Revision
2. Copy of Revised Procedure

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ENCLOSURE 1

BRUNSWICK STEAM ELECTRIC PLANT, UNIT NOS. 1 AND 2  
DOCKET NOS. 50-325 AND 50-324/LICENSE NOS. DPR-71 AND DPR-62  
REVISION TO PLANT EMERGENCY PROCEDURE

Summary of Revision

OPEP-02.6.29, "Activation and Operation of the Joint Information Center," Revision 4:

1. Changed references from "OPEP-Appendix A, Emergency Response Resources," to "EPL-001, Emergency Phone List," in Sections 2.6, 5.5.5, 5.5.8, 5.5.9, 5.5.14, and 5.7.5 to reflect the change in procedure title and procedure number.
2. Clarified Administrative Coordinator responsibilities for coordinating news releases in Sections 4.5.4 and 5.2.19.
3. Deleted briefing information from Section 5.1.6, Items 1 through 8 due to redundancy with information in Attachment 6, Facility Information Work Sheet, and added information to reference user to attachment for guidance.
4. Reworded Section 5.1.9, Note 2 to clarify that all changes to technical news releases require Emergency Response Manager approval.
5. Added information in Section 5.2.11 Note to clarify that the Joint Information Center (JIC) Director is responsible to approve all technical and non-technical news releases in absence of Company Spokesperson.
6. Added information in new Section 5.2.12 to remind JIC Director to request assistance from Technical Specialist.
7. Deleted Note from Section 5.2.15 because templates for news releases are marked "draft", resulting in no need to stamp.
8. Changed "initial" to "pre-activation" briefing in Section 5.3.6 for clarification.
9. Added "as needed" in Section 5.4.7 description of telephone communications with the Emergency Operations Facility for clarification.
10. Transferred information describing JIC staff sign-in log and badge acquisition from Sections 4.6 and 5.6.6 (Administrative Assistant) to new Sections 4.5.8 and 5.5.7 (Administrative Coordinator) to correct who is responsible for this activity and re-numbered remaining sections.
11. Changed information in Sections 5.7.1, 5.7.2, 5.7.5, 5.7.9, 5.7.10, 5.7.11, 5.7.13, Attachment 4, JIC Recommended Layout (Media Briefing Area), Attachment 5, JIC Set-Up Equipment, Section II, and Attachment 11, JIC Security Guidelines, to reflect relocation of media briefing area from Odell Williamson Auditorium to Teaching Auditorium.

12. Deleted information in Section 5.8.11 and reworded Section 5.8.12 describing process used by Public Information Director to update Public Information Specialists with current emergency status for clarification.
13. Corrected Attachment 2, JIC Recommended Layout (Command Room), and Attachment 3, JIC Recommended Layout (Support Room), to describe location of security access control points; deleted reference to radio on Technical Specialist worktable; and corrected typographical errors.
14. Added telephone line to Table B and additional chairs/phone lines at Table F for extra JIC personnel, if necessary.
15. Corrected typographical error in Attachment 5, JIC Set-Up Equipment, Item 9 by changing "CP&L" to "State."
16. Added "Protective Action Recommendations (PARs)" to Attachment 6, Item F as an enhancement and corrected typographical error.
17. Deleted Public Information Specialist from Attachment 8, JIC Distribution Log, due to change in process by which Public Information Director distributes emergency updates and added "5 copies" after Public Information Director distribution reference in Item 1.
18. Changed Attachment 11, JIC Security Guidelines, due to relocation of media briefing area from Odell Williamson Auditorium to Teaching Auditorium and changes to security access control points.
19. Added note to Attachments 2 and 3 referencing prefix needed for phone extensions.
20. Added note prior to Section 5.5.7 to describe that the cafeteria area on the first floor of the Administration Building can be used as news media overflow area.

ENCLOSURE 2

BRUNSWICK STEAM ELECTRIC PLANT, UNIT NOS. 1 AND 2  
DOCKET NOS. 50-325 AND 50-324/LICENSE NOS. DPR-71 AND DPR-62  
REVISIONS TO PLANT EMERGENCY PROCEDURES

Copy of Revised Procedure



CAROLINA POWER & LIGHT COMPANY  
BRUNSWICK NUCLEAR PLANT

**I**  
**Information**  
**Use**

PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

UNIT  
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**0PEP-02.6.29**

***ACTIVATION AND OPERATION OF THE JOINT  
INFORMATION CENTER (JIC)***

REVISION 4

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## **1.0 PURPOSE**

This procedure provides instructions for activation, operation and deactivation of the Joint Information Center (JIC).

## **2.0 REFERENCES**

- 2.1 BNP Radiological Emergency Response Plan
- 2.2 OPEP-01.0, Plant Emergency Procedures Introduction
- 2.3 OPEP-02.6.27, Activation and Operation of the Emergency Operations Facility (EOF)
- 2.4 OPEP-04.5, Public Education and Information
- 2.5 OPEP-04.7, Brunswick Emergency Notification (Automated Telephone) System
- 2.6 EPL-001, Emergency Phone List
- 2.7 Code of Federal Regulations 10CFR50, Appendix E

## **3.0 GENERAL INFORMATION**

- 3.1 The Joint Information Center (JIC) is located at Brunswick Community College and is equipped and staffed with work space for Carolina Power & Light, State, County, and Federal agencies to provide accurate, timely, and coordinated information to the news media and general public. Work space is also provided for the news media in the news media briefing area.
- 3.2 The JIC will be activated following declaration of a Site Area Emergency or General Emergency, or as determined by the Emergency Response Manager (ERM).
- 3.3 A JIC Organization Chart is illustrated in Attachment 1, Joint Information Center (JIC) Organization.

### **3.0 GENERAL INFORMATION**

- 3.4 Prior to activation, Corporate Communications personnel will provide timely and accurate information to the news media and general public and provide turnover information upon activation. An individual qualified for the position of Company Spokesperson will ensure that the JIC staff has the necessary data to provide timely and accurate information to the news media and general public. Upon activation, the JIC will become the primary location for release of information to the news media and general public through both written and verbal communications.
- 3.5 The JIC staff will provide up-to-date and accurate information to the news media and general public including:
  - 3.5.1 Plant status information from the Emergency Operations Facility (EOF)
  - 3.5.2 Written news releases
  - 3.5.3 Timely approval of written news releases
  - 3.5.4 Conducting press conferences
  - 3.5.5 Telephone inquiry responses
  - 3.5.6 Coordination with State, County, and Federal agencies from a public information perspective
  - 3.5.7 Plant status and public information response updates to the Corporate Communications personnel.
- 3.6 The layout of the JIC is illustrated in Attachment 2, Joint Information Center (JIC) Recommended Layout (Command Room), Attachment 3, Joint Information Center (JIC) Recommended Layout (Support Room), and Attachment 4, Joint Information Center (JIC) Recommended Layout (Media Briefing Area).

### **4.0 RESPONSIBILITIES**

#### **4.1 Company Spokesperson**

- 4.1.1 Maintain command and control of the JIC as the Lead CP&L Representative in the facility.

#### **4.1 Company Spokesperson**

- 4.1.2 Review and approve news releases in a timely manner with ERM approval and concurrence.
- 4.1.3 Conduct pre-press conference briefings between agencies.
- 4.1.4 Moderate/conduct timely press conferences for the news media.
- 4.1.5 Conduct timely and informative JIC facility briefings.

#### **4.2 JIC Director**

- 4.2.1 Assist Company Spokesperson.
- 4.2.2 Prepare non-technical news releases (i.e., JIC activation, location and media/public inquiry telephone numbers, press conference times).
- 4.2.3 Coordinate technical news releases written in the EOF.
- 4.2.4 Provide up-to-date information to Corporate Communications personnel.
- 4.2.5 Initiate Administrative Coordinator's responsibilities prior to their arrival.

#### **4.3 Company Technical Spokesperson**

- 4.3.1 Coordinate the acquisition of information from the EOF with the Technical Specialist.
- 4.3.2 Provide plant status updates in press conferences.
- 4.3.3 Provide technical information during JIC facility briefings and pre-press conference briefings, when requested.

#### **4.4 Technical Specialist**

- 4.4.1 Provide primary interface with the EOF Public Information Communicator (PIC) and the Company Technical Spokesperson.
- 4.4.2 Interpret technical information for release to the media.

#### **4.4 Technical Specialist**

- 4.4.3 Provide responses for inquiries received by the Public Information Specialist to the Public Information Director.
- 4.4.4 Update Facility Activation and Emergency Classification status boards located in the JIC Command Room.

#### **4.5 Administrative Coordinator (2)**

- 4.5.1 Assist in set-up of the JIC in accordance with Attachments 2 through 5, Joint Information Center (JIC) Recommended Layout Command Room, Support Room, and Media Briefing Area.
- 4.5.2 Maintenance and operability of communications equipment during the emergency.
- 4.5.3 Direct administrative services and security for the JIC.
- 4.5.4 Logging, posting and coordinating issuance of news releases.
- 4.5.5 Coordination and acquisition of food for facility personnel.
- 4.5.6 Coordination of shift relief to ensure 24-hour coverage.
- 4.5.7 Update News Release, Press Conference and Emergency Notification Form status boards in the JIC Command Room.
- 4.5.8 Personnel badge-in and sign-in to the JIC Command Room.

#### **4.6 Administrative Assistant (2)**

- 4.6.1 Coordinate clerical resources.
- 4.6.2 Issue news releases.
- 4.6.3 Coordination of activities with State administrative personnel in the JIC

#### **4.7 Media Badging Specialist (2)**

- 4.7.1 Maintenance of adequate media supplies
- 4.7.2 Credential verification, badge-in, and sign-in at the Media Briefing Area.
- 4.7.3 Provide media with prepared media information and press conference start times.
- 4.7.4 Maintenance of Emergency Classification Level and News Release posting in the Media Briefing Room.
- 4.7.5 Communications set-up (conference call) from the Media Briefing Area Stage to the JIC Technical Specialist and Corporate Communications personnel.

#### **4.8 Public Information Director (2)**

- 4.8.1 Coordinate and monitor activities of the Public Information Specialists.
- 4.8.2 Coordinate activities with Lead State Rumor Control.
- 4.8.3 Attend press conferences to receive information to provide to the Public Information Specialists.
- 4.8.4 Maintain updated Event, Facility Activation, Emergency Classification, News Release, Press Conference and Emergency Notification Form status boards for the Public Information Specialists.

<p><b>NOTE:</b> One Director should remain in the Public Information Specialists' area continuously.</p>
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- 4.8.5 Report conflicting information and/or rumors to the Company Spokesperson.

#### **4.9 Public Information Specialist (4)**

- 4.9.1 Respond to telephone inquiries from the news media and general public.
- 4.9.2 Maintain a log of inquiries and responses.
- 4.9.3 Inform Public Information Director of trends or rumors.

## 5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page for your position specific instructions:

IF YOUR ERO POSITION IS:	THEN REFER TO PAGE:
Company Spokesperson	10
JIC Director	13
Company Technical Spokesperson	15
Technical Specialist	17
Administrative Coordinator (2)	18
Administrative Assistant (2)	21
Media Badging Specialist (2)	23
Public Information Director (2)	25
Public Information Specialists (4)	28

### 5.1 Company Spokesperson

#### ACTIVATION:

- 5.1.1 Sign in to facility on JIC Organization Board, sign-in log and obtain badge.
- 5.1.2 Obtain designated reference materials (procedures, log book, supplies) from storage bins in supply cabinets in JIC Command Room.
- 5.1.3 Initiate documentation of activities in logbook.
- 5.1.4 Determine availability of personnel and readiness of JIC staff to declare the JIC operational.
- 5.1.5 The Company Spokesperson may activate the JIC without the presence of the entire JIC staff if the Company Spokesperson deems that key/necessary functions can be maintained without full staff complement.

## 5.1 Company Spokesperson

### ACTIVATION:

**NOTE:** A formal briefing from the EOF may be waived if the Technical Specialist and Company Technical Spokesperson have determined that adequate information has been received from the EOF about the emergency. Refer to Attachments 6, Facility Activation Work Sheet and 7, Information Guide for Technical Specialist.

- 5.1.6 Obtain a briefing prior to JIC activation from the Emergency Response Manager (ERM), Public Information Communicator (PIC) or Technical Analysis Manager (TAM) if necessary using Attachment 6 as guidance. Include any State/County and Federal agencies in the JIC in the briefing.
- 5.1.7 Announce to JIC staff and EOF personnel that the JIC is operational.

### OPERATION:

- 5.1.8 Conduct periodic JIC facility briefings (approximately every 30 to 60 minutes, or when significant changes occur, using Attachments 6 & 7 as guidance). Ensure the Company Technical Specialist, State/County and Federal agencies participate in JIC facility briefings.

**NOTE:** Technical news releases should be available for issue to the news media within approximately 45 minutes after a change in emergency classification or other significant event, such as a radiological release. Information concerning Protective Action Recommendations should **NOT** be included in CP&L news releases. Non-technical news releases containing only information regarding JIC activation, media/public inquiry telephone numbers or press conference times do **NOT** require Emergency Response Manager (ERM) approval.

- 5.1.9 Direct development of a non-technical news release announcing JIC activation, location and initial press conference time, if available.

**NOTE:** All changes to technical news releases, at a minimum, require ERM verbal approval.

- 5.1.10 Review and approve technical news releases written in the EOF and approved by the ERM.

## 5.1 Company Spokesperson

### OPERATION:

**NOTE:** Prior to leaving the JIC Command Room, announce that the JIC Director will be in charge in your absence.

5.1.11 Consult with Public Information Director to determine if any rumors exist which need to be addressed during press conferences and what type of questions are being asked by callers to Public Information Specialists.

5.1.12 Conduct a pre-press conference briefing with other Public Information Officers (PIOs) in the JIC. Include available State/County and Federal agencies. Anticipate with State/County and Federal agencies what types of inquiries may be requested and prepare verbal responses in advance when possible.

**NOTE:** Press conferences should be conducted within approximately 60 minutes after event classification changes or other significant events, (i.e., a radiological release).

5.1.13 Moderate and conduct an initial press conference to inform the news media of plant status and activities.

5.1.14 Moderate and conduct press conferences throughout the emergency in a timely manner, coordinating press conferences with other Public Information Officers (PIOs) in the JIC.

### DEACTIVATION:

5.1.15 Discuss deactivation of the JIC with the ERM.

5.1.16 Direct deactivation of the JIC after the following:

1. Public and media attention no longer require JIC activation.
2. ERM, State/County, and Federal agencies concur.

## 5.1 Company Spokesperson

### DEACTIVATION:

- 5.1.17 Direct JIC Director to initiate return of equipment and materials to their pre-activation status; and collection/transmittal of all documentation generated during the emergency to the Supervisor - Emergency Preparedness (for post emergency reports and submittal to Document Records).

## 5.2 Joint Information Center (JIC) Director

### ACTIVATION:

- 5.2.1 Sign in to facility on JIC Organization Board, sign-in log, and obtain badge.
- 5.2.2 Obtain designated reference materials (procedures, logbook, news release paper, supplies) from storage bins in supply cabinets in JIC Command Room.
- 5.2.3 Initiate documentation of activities in logbook.
- 5.2.4 Verify computer network to the EOF and printer are operating properly.
- 5.2.5 Report all equipment problems to the Administrative Coordinator.
- 5.2.6 Receive plant status briefing. Refer to Attachment 6, Facility Activation Work Sheet and 7, Information Guide for Technical Specialist.
- 5.2.7 Initiate Administrative Coordinator responsibilities/tasks in Section 5.5, if necessary, until arrival of Administrative Coordinator.

### OPERATION:

<p><b>NOTE:</b> Non-technical news releases containing only information regarding JIC activation, media/public inquiry telephone numbers or press conference times do not require Emergency Response Manager (ERM) approval.</p>
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- 5.2.8 Coordinate with EOF to ensure that the JIC has received copies of news releases issued to this point. Verify distribution of news releases to locations, as described on Attachment 8, Joint Information Center (JIC) Distribution Log.

## 5.2 Joint Information Center (JIC) Director

### OPERATION:

- 5.2.9 Prepare initial non-technical news release stating the JIC is activated, media/public inquiry telephone numbers and the time of the initial press conference, if available.

**NOTE:** Technical news releases should be available for issue to the news media within approximately 45 minutes after an event classification change or other significant event, (i.e., a radiological release).

- 5.2.10 Ensure timely preparation of technical news releases by the EOF throughout the emergency.
- 5.2.11 Ensure timely approval of news releases by the JIC Company Spokesperson.

**NOTE:** Approve all news releases (technical and non-technical) in the absence of the Company Spokesperson.

- 5.2.12 Request Technical Specialist assistance, if needed.
- 5.2.13 Ensure State/County and Federal agency public information officers (PIOs) are updated on the plant status. Agencies not currently located in the JIC should be notified via telephone until their arrival at the JIC. Request Corporate Communications personnel assistance if needed.
- 5.2.14 Ensure Corporate Communications is up-to-date on plant status and continue updates throughout the emergency.
- 5.2.15 Interface with State, County and Federal agency PIOs throughout the emergency.
- 5.2.16 Coordinate news releases with State, County and Federal agencies. If pre-issuance coordination is not an option, then ensure that agencies are aware and receive copies of each news release issued via Attachment 8, Joint Information Center (JIC) Distribution Log.

## **5.2 Joint Information Center (JIC) Director**

### **OPERATION:**

- 5.2.17 Verify news release numbering sequence with the EOF to eliminate duplication of numbering scheme.
- 5.2.18 Record the time of issue on the news release immediately prior to issuance.
- 5.2.19 Direct Administrative Coordinators to coordinate issuance of news releases in accordance with Attachment 8, Joint Information Center (JIC) Distribution Log.

### **DEACTIVATION:**

- 5.2.20 Deactivate the JIC when directed.
  - 1. Evaluate condition of equipment/supplies.
  - 2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  - 3. Return equipment and supplies to appropriate storage locations.
  - 4. Transmit logbook and any other documentation generated during the emergency to the Administrative Coordinators.
- 5.2.21 Ensure that Corporate Communications and State, County or Federal agencies (not currently located in the JIC) are notified of the deactivation.

## **5.3 Company Technical Spokesperson**

### **ACTIVATION:**

- 5.3.1 Sign in to facility on JIC Organization Board, sign-in log and obtain badge.
- 5.3.2 Obtain designated reference materials (procedures, logbook, supplies) from storage bins in supply cabinets in JIC Command Room.

### 5.3 Company Technical Spokesperson

#### ACTIVATION:

- 5.3.3 Initiate documentation of activities in logbook.
- 5.3.4 Report equipment problems to the Administrative Coordinators.
- 5.3.5 Refer to Attachments 6, Facility Activation Work Sheet and 7, Information Guide for Technical Specialist for guidance during plant status briefing.
- 5.3.6 Provide a technical briefing on plant status during pre-activation briefing of the JIC staff.

#### OPERATION:

- 5.3.7 Participate in pre-press conference briefing along with available State/County and Federal agencies. Consider, with State/Counties and Federal agencies, what type of inquiries may be requested, and prepare verbal responses in advance when possible.

<p><b>NOTE:</b> Press conferences should be conducted approximately 60 minutes after event classifications changes or other significant events, (i.e., radiological release).</p>
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- 5.3.8 Provide technical plant status updates during press conferences throughout the emergency. Respond to specific inquiries, and follow-up from previous press conferences with responses which were not readily available.
- 5.3.9 Coordinate with the Technical Specialist to ensure the most up-to-date technical plant status data is available for press conferences.
- 5.3.10 Coordinate with the Technical Specialist to ensure responses are available to inquiries received via the Public Information Specialist telephone bank.
- 5.3.11 Ensure that rumors and/or trends from news reports or telephone inquiries are addressed at press conferences.

### **5.3 Company Technical Spokesperson**

#### **DEACTIVATION:**

- 5.3.12 Deactivate the JIC when directed.
1. Evaluate condition of equipment/supplies.
  2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  3. Return equipment and supplies to appropriate storage locations.
  4. Transmit logbook and any other documentation generated during the emergency to the Administrative Coordinator.

### **5.4 Technical Specialist**

#### **ACTIVATION:**

- 5.4.1 Sign in to facility on JIC Organization Board, sign-in log, and obtain badge.
- 5.4.2 Obtain designated reference materials (procedures, logbook, supplies) from storage bins in supply cabinets in JIC Command Room.
- 5.4.3 Initiate documentation of activities in logbook.
- 5.4.4 Report equipment problems to the Administrative Coordinators.
- 5.4.5 Synchronize JIC clocks with EOF time and verify with the Administrative Coordinator.
- 5.4.6 Refer to Attachment 6, Facility Activation Work Sheet and 7, Information Guide for Technical Specialist for guidance during plant status briefing.

#### **OPERATION:**

- 5.4.7 Maintain regular telephone contact with the EOF Public Information Communicator (PIC) for information on plant status. Contact the EOF Technical Analysis Manager (TAM) or SRO for information pertaining to plant technical issues, as needed.

## **5.4 Technical Specialist**

### **OPERATION:**

- 5.4.8 Coordinate with the Company Technical Spokesperson to ensure the most up-to-date technical plant status data is available for press conferences, as needed.
- 5.4.9 Coordinate with the Company Technical Spokesperson to ensure responses are available to inquiries received via the Public Information Specialist telephone bank.
- 5.4.10 Assist the Public Information Directors, if requested, with the Public Information Specialists' status board updates.
- 5.4.11 Coordinate with the Company Technical Spokesperson to ensure that rumors and/or negative trends from news reports or telephone inquiries are addressed at press conferences.
- 5.4.12 Update Facility Activation and Emergency Classification Level status boards.

### **DEACTIVATION:**

- 5.4.13 Deactivate the JIC when directed.
  - 1. Evaluate condition of equipment/supplies.
  - 2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  - 3. Return equipment and supplies to appropriate storage locations.
  - 4. Transmit logbook and any other documentation generated during the emergency to the Administrative Coordinators.

## **5.5 Administrative Coordinator**

### **ACTIVATION:**

- 5.5.1 Assist appropriate individuals in setting up the facility and distributing supplies in accordance with Attachments 2 through 4, Joint Information Center (JIC) Recommended Layout, Command Room, Support Room and Media Briefing Area, and Attachment 5, Joint Information Center (JIC) Set-Up/Equipment.

## 5.5 Administrative Coordinator

### ACTIVATION:

- 5.5.2 Initiate documentation of activities in logbook.
- 5.5.3 Sign in to facility on JIC Organization Board, sign-in log, and obtain badge.
- 5.5.4 Coordinate Security activities with the Brunswick Community College Security Staff and/or Brunswick County Sheriff's Department, using Attachment 11, Joint Information Center (JIC) Security Guidelines.

**NOTE:** Access to the JIC Command Room should be limited to CP&L, State, County, NRC, FEMA, and Industry personnel. Access to the Media Briefing Area should be limited to those agencies stated above and the news media. Adequate identification (for example, Company ID, Agency ID) for all agencies should be presented. Refer questions regarding access to the appropriate agency within the JIC. If an agency representative is not available at the JIC, refer access questions to the Company Spokesperson.

- 5.5.5 Ensure equipment (telephones, faxes, copiers, computers, printers, TV's, radios, status boards, tables and chairs) is available, set-up and operating properly. Initiate correction of any equipment problems. Refer to EPL-001, Emergency Phone List for telephone numbers.
- 5.5.6 Synchronize JIC clocks in Command Room, Support Room, and Briefing Area with the EOF.

### OPERATION:

- 5.5.7 Ensure JIC staff have signed in on Attachment 10, Joint Information Center (JIC) Sign-In Log and have obtained a badge.
- 5.5.8 Obtain additional ERO personnel for the JIC, as requested by the Company Spokesperson. Coordinate with the Administrative & Logistics Manager in the EOF as needed, or refer to EPL-001, Emergency Phone List.

## **5.5 Administrative Coordinator**

### **OPERATION:**

- 5.5.9 Perform the following prior to each press conference:
1. Notify the Media Badging Specialist of the press conference start time.
  2. Direct set-up of a conference call between the Media Briefing Area stage telephone, the Technical Specialist and Corporate Communications personnel.
  3. Refer to EPL-001, Emergency Phone List for telephone numbers.
- 5.5.10 Notify the Media Badging Specialist of emergency classification changes and times and facility briefing information.
- 5.5.11 Log and direct the issuance of news releases by the Administrative Assistants.
- 5.5.12 Initial and date documentation (news releases, etc.) after review as concurrence for distribution.
- 5.5.13 Arrange for meals to be brought in for JIC ERO staff, including the briefing area.
- 5.5.14 Coordinate shift turnover of CP&L ERO personnel using EPL-001, Emergency Phone List.
- 5.5.15 Ensure that JIC ERO personnel have adequate supplies, equipment and reference materials throughout the emergency.
- 5.5.16 Update News Release/Press Conference and Emergency Notification Form status boards.

### **DEACTIVATION:**

- 5.5.17 Deactivate the JIC when directed.
1. Direct JIC personnel to evaluate condition of equipment/supplies.
  2. Return equipment/supplies to appropriate storage locations.
  3. Notify Supervisor - Emergency Preparedness if emergency equipment is damaged or missing.

## **5.5 Administrative Coordinator**

### **DEACTIVATION:**

4. Direct Administrative Assistants to make one (1) copy of all logbooks.
5. Transmit logbook and any other documentation generated during the emergency to the Supervisor - Emergency Preparedness.

## **5.6 Administrative Assistant**

### **ACTIVATION:**

- 5.6.1 Assist Administrative Coordinators with facility set-up and distribute supplies.
- 5.6.2 Sign in to facility on JIC Organization Board, sign-in log and obtain badge.
- 5.6.3 Obtain designated reference materials (procedures, logbook, supplies) from storage bins in supply cabinets in JIC Command Room.
- 5.6.4 Verify fax and copier operability.
  1. Send a test fax to locations listed on Attachment 8, Joint Information Center (JIC) Distribution Log.
  2. Refer to fax and copier user manuals, as necessary (i.e., set time on fax, etc.).
- 5.6.5 Report equipment/resource deficiencies to the Administrative Coordinators.

## 5.6 Administrative Assistant

### OPERATION:

- 5.6.6 Obtain sign-off from the Administrative Coordinator on all news releases and emergency notifications.

**NOTE:** Coordinate discontinuing faxes to NRC Region with NRC personnel upon their arrival at the JIC.

**NOTE:** Fax information to EOF if transmission via computer is not available. Coordinate faxing news releases and EAS messages to EOF with JIC State/Counties personnel to ensure no duplication of data transmittal.

**NOTE:** Fax information to Corporate Communications if computer is not available. Coordinate faxing of information to Corporate Communications with State/Counties to ensure no duplication of data transmittal.

- 5.6.7 Complete Attachment 8, Joint Information Center (JIC) Distribution Log; attach to front of each document; and distribute as indicated.
- 5.6.8 Maintain a separate file of original news releases and Emergency Notification Forms.
- 5.6.9 Fax copies of news releases to the news media, as directed by the Administrative Coordinators.
- 5.6.10 Post copies of news releases in the JIC Command Room.

### DEACTIVATION:

- 5.6.11 Deactivate the JIC when directed.
1. Evaluate condition of equipment/supplies.
  2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  3. Return equipment and supplies to appropriate storage areas.
  4. Make one (1) copy of JIC ERO logbooks.
  5. Transmit all documentation generated during the emergency to the Administrative Coordinators.

## 5.7 Media Badging Specialist

### ACTIVATION:

- 5.7.1 Sign in to facility on the JIC Organization Board and sign-in log; obtain badge; and report to Teaching Auditorium (Media Briefing Area).
- 5.7.2 Obtain designated reference materials (procedures, logbook, supplies) from storage closet in Teaching Auditorium.
- 5.7.3 Initiate documentation of activities in logbook.
- 5.7.4 Set-up auditorium, as described in Attachment 5.
- 5.7.5 Ensure equipment (telephones, fax and copier) are operating properly.
  - 1. Conduct a fax operability test with the JIC Command Room (set time on fax, etc.). Refer to EPL-001 for phone numbers.
  - 2. Refer to fax and copier user manuals as necessary.
- 5.7.6 Ensure Emergency Classification Level status is posted in the Media Briefing Area.

### OPERATION:

**NOTE:** The cafeteria area on the first floor of the Administration Building may be used for overflow of news media personnel, if necessary.

- 5.7.7 Open facility to news media and other personnel (for example, State, county, federal, utility) with appropriate identification.
  - 1. Maintain sign-in log of individuals other than JIC personnel accessing the Media Briefing Area on Attachment 10, Joint Information Center (JIC) Sign-In Log.
  - 2. Provide news media with orange, numbered media badges.

## 5.7 Media Badging Specialist

### OPERATION:

3. Provide other personnel with observer badges.

**NOTE:** Badges must be worn at all times.

**NOTE:** Notification of press conference times will be provided to the Media Briefing Area by the Administrative Coordinators.

- 5.7.8 Provide Conference times to the news media present in the Media Briefing Area.
- 5.7.9 At the direction of the Administrative Coordinator and prior to each press conference, notify Corporate Communications to initiate a conference call between the JIC Technical Specialist, the Corporate Communications Department and the Media Briefing Area telephone located on the stage area. Disconnect the call after each press conference.
- 5.7.10 Receive copies of news releases via the fax machine and provide a copy of each news release to the news media present in the Media Briefing Area.

**NOTE:** DO NOT distribute news releases during a press conference.

- 5.7.11 Post each news release on the cork board in the hallway outside the Media Briefing Area.

**NOTE:** Be familiar with the materials for the news media located at the Media Badging Table.

- 5.7.12 Provide prepared media information packages, safety information materials or other background information available at the Media Badging Area to the news media upon request.
- 5.7.13 Update the Emergency Classification Level board located in the hallway of the Teaching Auditorium. (The Administrative Coordinator will provide change in emergency classification status and declaration times.)

## 5.7 Media Badging Specialist

### DEACTIVATION:

- 5.7.14 Deactivate the JIC when directed.
  - 1. Evaluate condition of equipment/supplies.
  - 2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  - 3. Return equipment and supplies to appropriate storage locations.
  - 4. Transmit logbook and any other documentation generated during the emergency to the Administrative Coordinators.
- 5.7.15 Notify news media or other personnel in the Media Briefing Area that the facility is being deactivated.

## 5.8 Public Information Director

### ACTIVATION:

- 5.8.1 Sign in to facility on JIC Organization Board, sign-in log, and obtain badge.
- 5.8.2 Obtain designated reference materials (procedures, logbook, event easel and flip chart paper, supplies) from storage bins in supply cabinets in JIC Command Room and Support Room.
- 5.8.3 Initiate documentation of activities in logbook.
- 5.8.4 Report equipment problems to the Administrative Coordinators.

**NOTE:** If less than four (4) Public Information Specialists are available to respond to phone calls, remove telephone handset from cradle and disconnect from the phone that is not manned; this will allow the telephone rollover feature to continue to work properly.

- 5.8.5 Ensure at least four (4) Public Information Specialists are available to answer telephones. Report personnel deficiencies to the Administrative Coordinators.

## 5.8 Public Information Director

**NOTE:** Public Information Directors should be familiar with all materials utilized by the Public Information Specialists to respond to inquiries.

- 5.8.6 Ensure that the Public Information Specialists have copies of information distributed during the emergency and any background information, such as safety information materials.
- 5.8.7 Refer to Attachments 6, Facility Activation Work Sheet and 7, Information Guide for Technical Specialist during plant status briefing.

### OPERATION:

**NOTE:** One (1) Public Information Director should remain at the Public Information Specialists' work area at all times.

- 5.8.8 Provide initial briefing to the Public Information Specialists prior to publication of the media/public inquiry telephone number.
- 5.8.9 Monitor intercom level in Support Room to ensure JIC facility briefings cannot be heard by the press and general public calling in on Public Information Specialist telephones.

**NOTE:** Refer non-CP&L related offsite inquiries (i.e., public evacuation, public shelter) to the State Rumor Control telephone inquiry line. Obtain number from State personnel

- 5.8.10 Establish point of contact with the State Rumor Control personnel to ensure that coordination of information released via the telephone banks is not conflicting
- 5.8.11 Provide updates to the Public Information Specialists throughout the emergency.
  - 1. Post information updates (from information on emergency notification forms and news releases) on flipchart.
  - 2. Continue coordination throughout the emergency, as State Leads are available.

## 5.8 Public Information Director

### OPERATION:

**NOTE:** If a press release containing information on an Emergency Notification Form has not been issued, then obtain Company Spokesperson approval prior to transmitting this information outside the JIC.

- 5.8.12 Maintain Event, Facility Activation, Emergency Classification, News Release, Press Conference and Emergency Notification Form status boards up-to-date for Public Information Specialists.
- 5.8.13 Attend JIC facility briefings and provide updates from the briefings to the Public Information Specialists.
- 5.8.14 Attend press conferences and provide updates from the press conferences to the Public Information Specialists.

**NOTE:** Public Information Specialists do not return phone calls, unless specifically requested by the Company Spokesperson. Callers should be requested to call back to obtain responses to inquiries when information is not readily available.

- 5.8.15 Obtain responses to inquiries when information is not readily available from the Technical Specialist, and transmit information to the Public Information Specialists.
- 5.8.16 Report rumors and/or trends received via telephone inquiries to the Company Spokesperson.

**NOTE:** Ensure that responses are obtained to correct the rumor or trend.

- 5.8.17 If a shift turnover is required, brief the Public Information Specialist relief staff as a team. The entire team should perform turnover at one time to allow for transfer of consistent information

## **5.8 Public Information Director**

### **DEACTIVATION:**

- 5.8.18 Deactivate the JIC when directed.
1. Evaluate condition of equipment/supplies.
  2. Report deficiencies of equipment/supplies to the Administrative Coordinators.
  3. Return equipment and supplies to appropriate storage locations.
  4. Transmit logbook and any other documentation generated during the emergency to the Administrative Coordinators.
- 5.8.19 Notify Public Information Specialist staff of JIC deactivation.

## **5.9 Public Information Specialist**

### **ACTIVATION:**

- 5.9.1 Sign in to facility on the JIC Organization Board, sign-in log and obtain badge.
- 5.9.2 Obtain designated reference materials (procedures, logbook, copies of Attachment 9, Public/Media Information Log and supplies) from storage bins in supply cabinets in JIC Command Room and Support Room.
- 5.9.3 Initiate documentation of activities in logbook.
- 5.9.4 Report equipment problems to the Public Information Directors.
- 5.9.5 Obtain initial plant status briefing from the Public Information Directors.

## 5.9 Public Information Specialist

### OPERATION:

**NOTE:** Collect calls may be accepted. Request callers to call back when a response to an inquiry is not readily available. Callbacks should be made only through the direction of the Company Spokesperson.

**NOTE:** Use the following information to respond to inquiries:

1. News releases (State, County, CP&L, NRC, FEMA, Industry)
2. State Emergency Alert System (EAS) messages
3. Plant Emergency Notification Forms (lines 1-7 only)
4. Safety information materials and other available background information
5. Event Status Board

**NOTE:** Do NOT use information heard over the intercom system until approved.

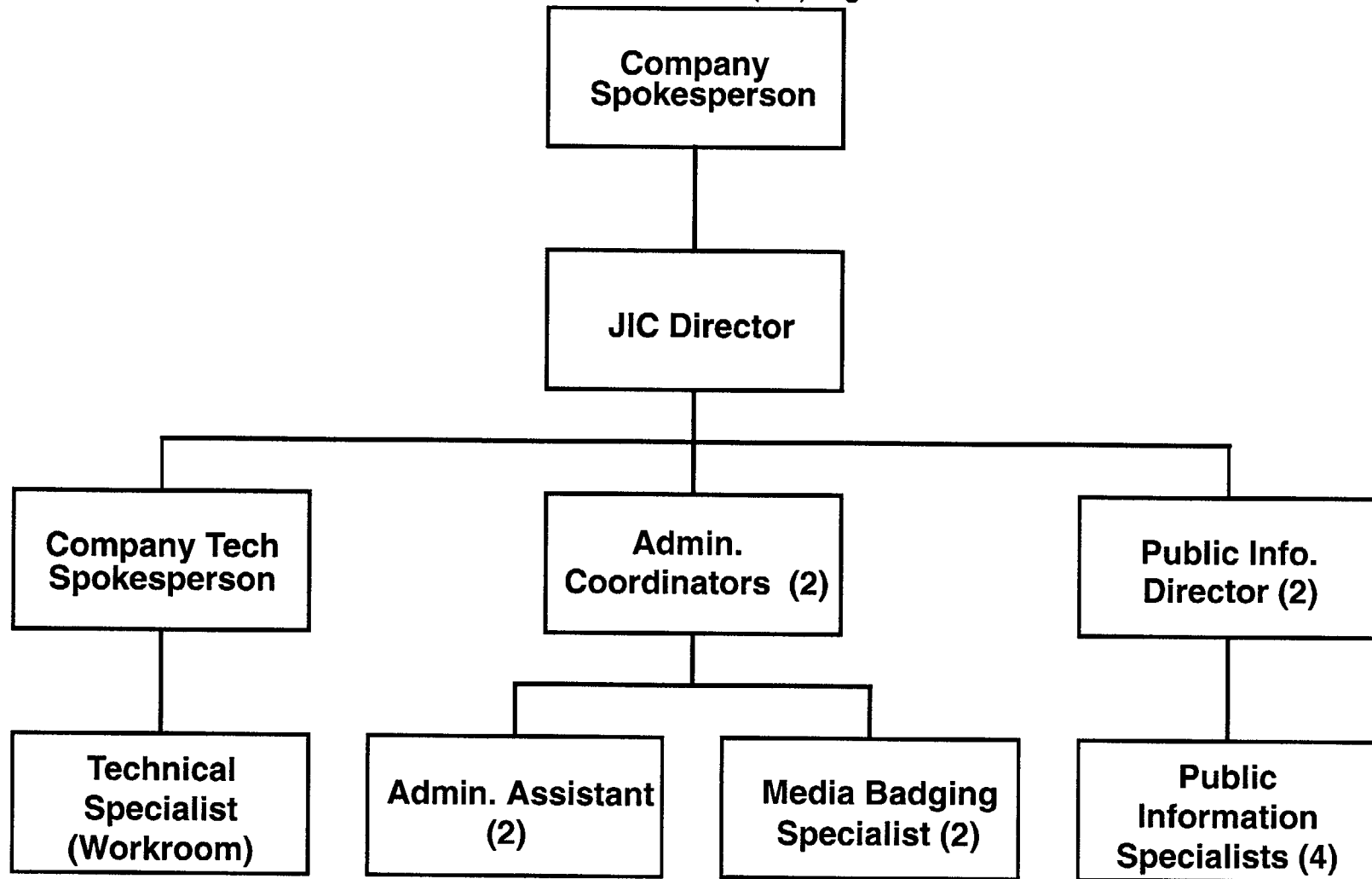
6. Information received via verbal or written briefings from the Public Information Director

- 5.9.6 Answer the phone: "CP&L Brunswick Public Information. May I help you, and may I have your name and location?"
- 5.9.7 Maintain a log of inquiries and responses using Attachment 9, Public/Media Information Log.
- 5.9.8 Refer non-CP&L related offsite inquiries (i.e., public evacuations, public shelter, animals) to the State Rumor Control inquiry telephone line. Obtain the telephone number from the Public Information Director.
- 5.9.9 Deactivate the JIC when directed.
1. Evaluate condition of equipment/supplies.
  2. Report deficiencies of equipment/supplies to the Administrative Coordinator.
  3. Return equipment and supplies to appropriate storage locations.
  4. Transmit logbook and any other documentation generated during the emergency to the Public Information Director.

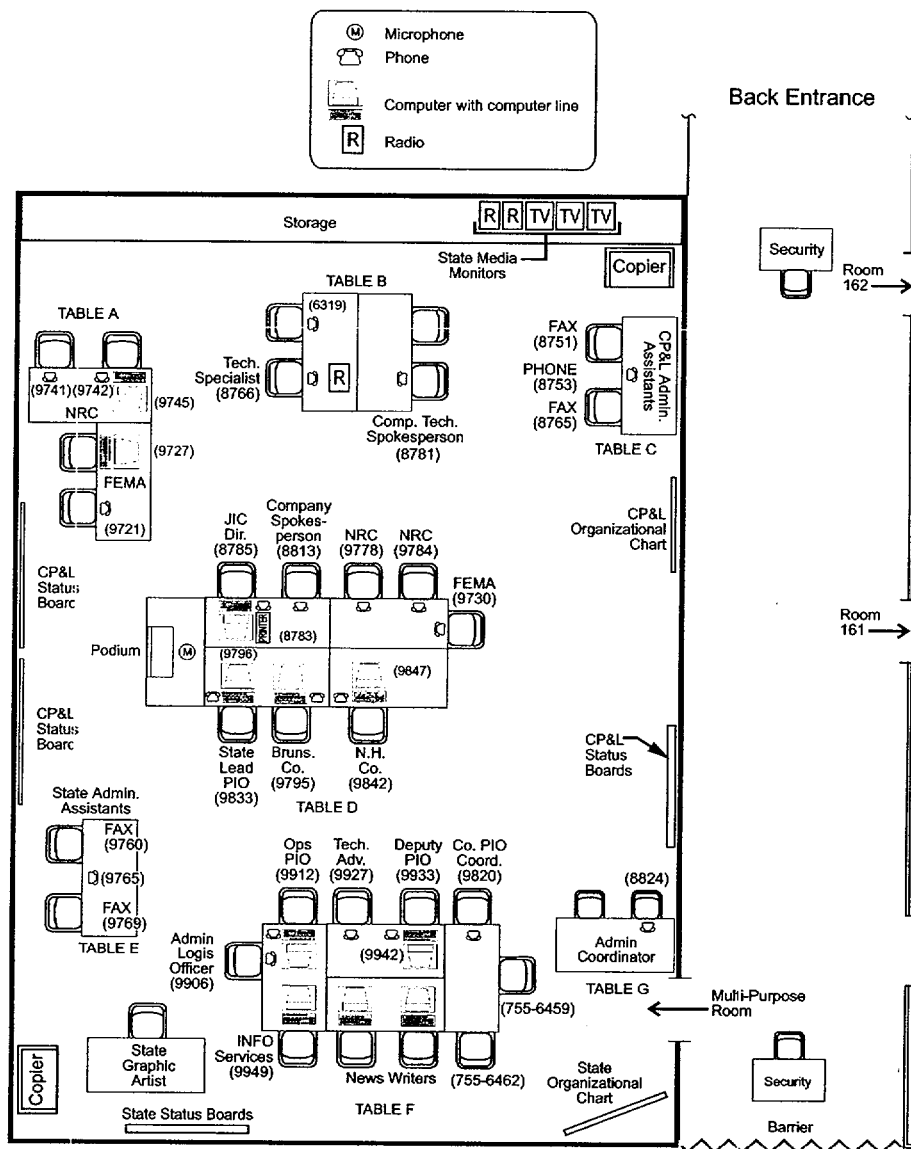
## 6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

ATTACHMENT 1  
Page 1 of 1  
Joint Information Center (JIC) Organization

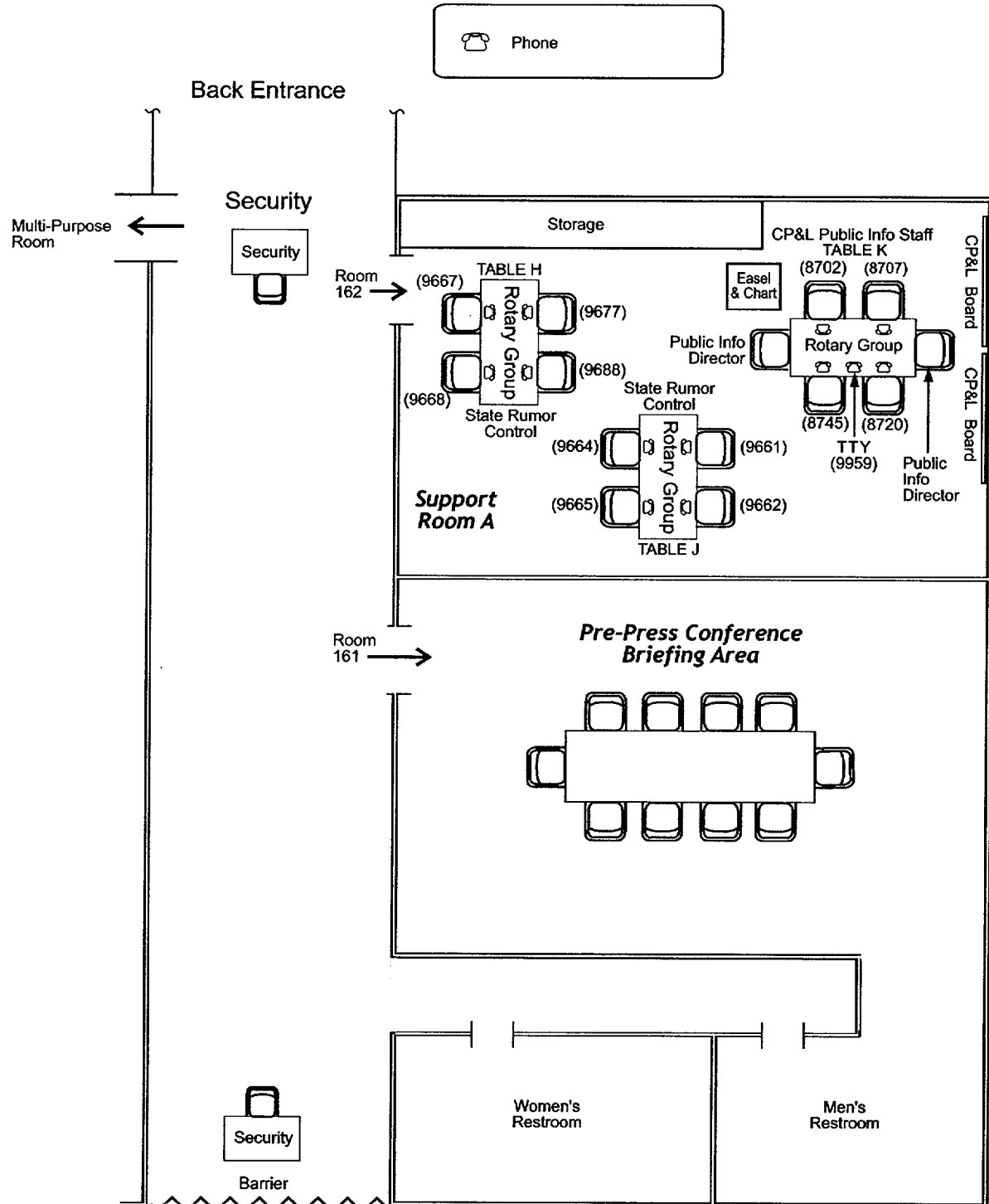


ATTACHMENT 2  
Page 1 of 1  
**Joint Information Center (JIC) Recommended Layout  
(Command Room)**



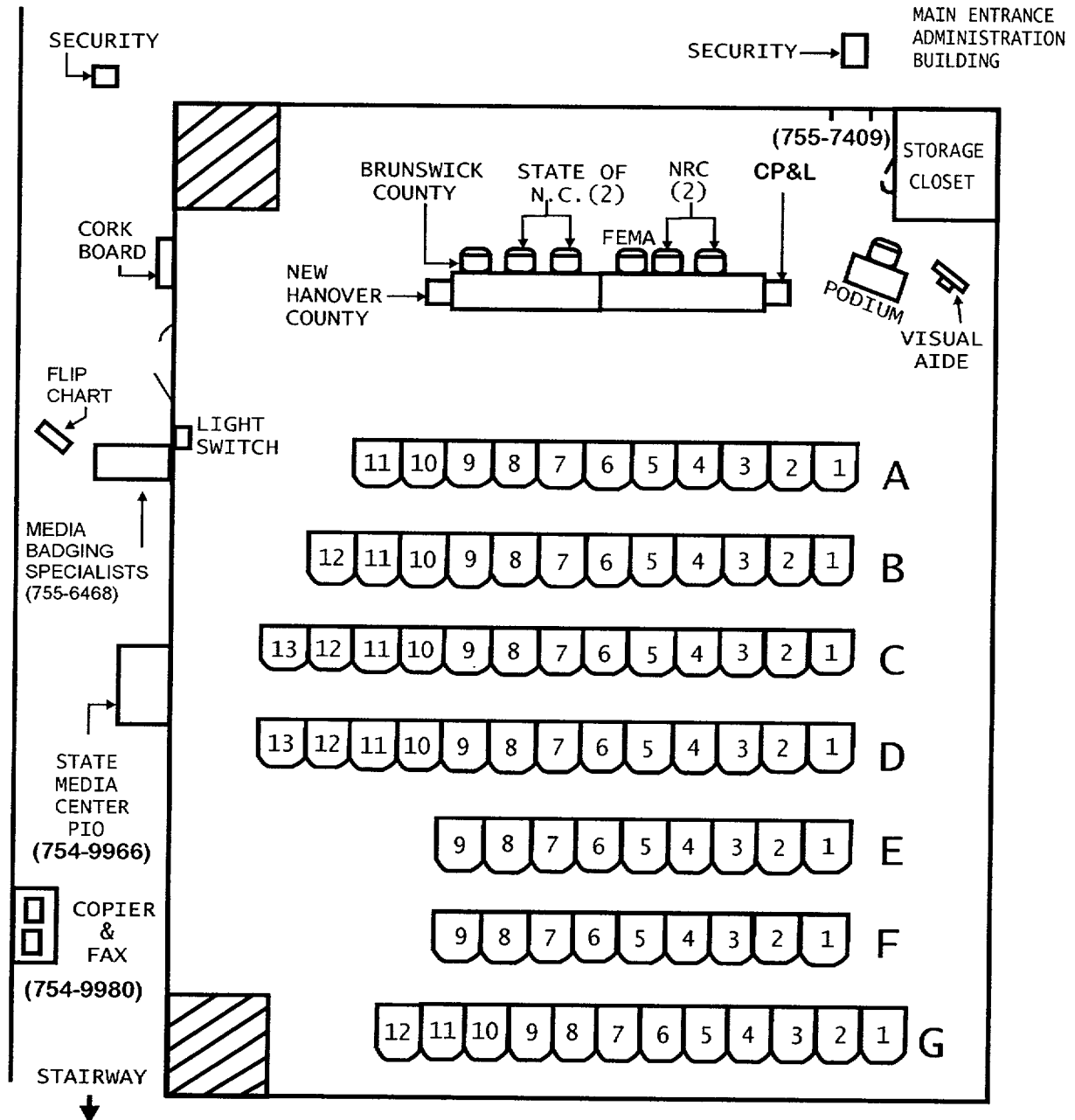
NOTE: Use prefix "754" for all phone extensions except Table F telephones indicated above (which are additional lines used as necessary).

ATTACHMENT 3  
Page 1 of 1  
**Joint Information Center (JIC) Recommended Layout  
(Support Room)**



NOTE: Use prefix "754" for all telephone extensions.

ATTACHMENT 4  
Page 1 of 1  
**Joint Information Center (JIC) Recommended Layout  
(Media Briefing Room)**



ATTACHMENT 5  
Page 1 of 5  
**Joint Information Center (JIC) Set-Up/Equipment**

**I. JIC Command Room and Support Room**

**NOTE:** Refer to Section III for additional equipment information.

1. Pull phone cables from phone boxes in the ceiling in the JIC Command Room and Support Room as follows:
  - a. Remove the cover plate on the box.
  - b. Pull out the cable and connect it to the phone jack connector for each table. (For example, the jack connector for Table A is labeled Block A.)
  - c. Tighten the connectors by wrapping the velcro piece around the connector.
2. Arrange the tables and chairs as shown in Attachment 2, Joint Information Center (JIC) Recommended Layout (Command Room) and Attachment 3, Joint Information Center (JIC) Recommended Layout (Support Room).
3. Obtain keys to storage cabinets from JIC Director or Brunswick Community College Security Officer.

**NOTE:** Same key unlocks all storage cabinets in each room.

4. Open the storage cabinets in each room, and obtain storage bins and other equipment.

**NOTE:** Maps are located in the storage cabinet in the Support Room across the hall (Room 162).

5. Set up each table with the equipment from the storage bins as illustrated in Attachments 2 and 3, placing nameplates, telephones, procedures, and supplies at each work area.

ATTACHMENT 5  
Page 2 of 5  
**Joint Information Center (JIC) Set-Up/Equipment**

6. Connect the phones as follows:

Plug the phone lines into the jack by matching the label on the phoneline with the jack box label. (For example, Extension 8766 into Jack 8766 on Block A for set-up of Table A.)

7. Activate intercom system as follows:

- a. Turn on amplifier box located in JIC Command Room storage cabinet.
- b. Plug microphones for Table D into ceiling jacks located above Table D (refer to Attachment 2, Joint Information Center (JIC) Recommended Layout (Command Room)).
- c. Verify operability of intercom system in JIC Command Room and Support Room (Room 162).

**NOTE:** Adjust volume control by turning switch located on wall of JIC Command Room and Support Room.

8. Refer to Attachment 2, Joint Information Center (JIC) Recommended Layout (Command Room) and Attachment 3, Joint Information Center (JIC) Recommended Layout (Support Room) and post magnetic status boards as follows:

- a. JIC Command Room
  - Place one (1) CP&L News Release sign; one (1) Press Conference sign; and one (1) Emergency Notification Form sign on white board next to Table G.
  - Place Name/Time and ERO position sign on white board next to Table C.
  - Place one (1) set of Facility Activation and Facility Information (TSC, EOF, JIC, County, State) signs and one (1) set of Emergency Classification signs on white board next to Table A.

ATTACHMENT 5

Page 3 of 5

**Joint Information Center (JIC) Set-Up/Equipment**

b. JIC Support Room

- Place one (1) CP&L News Release sign; one (1) Press Conference sign; one (1) Emergency Notification sign; one(1) set of Facility Activation and Facility Information signs; and a set of Emergency Classification signs on the blackboard behind Table J.
9. Relocate the CP&L fax machine on wheels, located in the Registrar's Office, First Floor, Administration Building (next to JIC Command Room), to the Command Room for State use.
  10. Relocate the two (2) fax machines stored in the Command Room storage cabinets next to the CP&L copy machine and designate for CP&L use for incoming and outgoing faxes.
  11. Relocate the CP&L copy machine on wheels stored in the closet behind the Receptionist, Second Floor, Administration Building, to the Command Room for CP&L use.
  12. Relocate the BCC copy machine on wheels located in the First Floor, Administration Building, Student Development Office (down the hall from the Command Room), to the Command Room for State use.

**II. Teaching Auditorium**

**NOTE:** Attachment 4 provides a floor plan of the auditorium and recommended layout. Supplies are located in the auditorium storage closet. Refer to Section III for additional equipment information.

ATTACHMENT 5

Page 4 of 5

**Joint Information Center (JIC) Set-Up/Equipment**

1. Relocate five (5) tables and 14 chairs from stairwell outside JIC Command Room and set up as follows:
  - a) Set up table and chairs in hallway for media badging with supplies, as needed (for example: media handbooks, safety information calendars, media badges, and JIC sign-In Log, Attachment 10).
  - b) Set up table and chair in hallway for State Media Center PIO.
  - c) Set up table in hallway for fax machine and copier.
  - d) Set up two (2) tables end-to-end in auditorium stage area and set up chairs around table.
2. Obtain podium from storage closet and setup on right side of stage area.
3. Obtain flip chart for emergency classification information and press conference data from storage closet and relocate to hallway.
4. Obtain stand for visual aids from storage closet and place to right of podium. Hard copies of visual aids are also located in storage closet.

<p><b>NOTE:</b> A phone jack is located in the hallway for fax machine and phone hook-up.</p>
---

5. Relocate fax machine and copier from the storage closet to hallway.
6. Relocate three (3) telephones from storage closet. Connect black phone (755-7409) to telephone jack in back of stage area, and hook up remaining phones in hallway for use by Media Badging Specialists and State Media Center PIO.

ATTACHMENT 5  
Page 5 of 5  
**Joint Information Center (JIC) Set-Up/Equipment**

**III. Additional JIC Equipment**

1. **One (1) additional fax machine** is located behind the Receptionist's desk, Second Floor (Main Entrance), Administration Building (fax belongs to BCC and is reserved for CP&L use, if necessary).
2. **One (1) large copy machine** with automatic stapler is located in the Mail/Print Room on the First Floor, Administration Building, Student Services Complex (copier belongs to BCC and is reserved for CP&L use, if necessary).
3. **Two (2) UHF radios** (back-up to telephone) are located behind the Receptionist's desk, Second Floor (Main Entrance), Administration Building and can be used for communication with the Sheriff's Department or EOF. Other radios are located in the Campus Police Office, First Floor, Administration Building and can be collected for use.
4. **Two (2) cellular phones** are located in the JIC Command Room and can be used for back-up communications.

ATTACHMENT 6  
Page 1 of 3  
**Facility Activation Work Sheet**  
(Completion Optional)

**A. EMERGENCY CLASSIFICATION (CIRCLE CLASSIFICATION IF APPLICABLE):**

**UNUSUAL EVENT**

**TIME:**

Initiating Events/Declaration due to:

Mitigating Actions:

**ALERT**

**TIME:**

Initiating Events/Declaration due to:

Mitigating Actions:

**SITE AREA EMERGENCY**

**TIME:**

Initiating Events/Declaration due to:

Mitigating Actions:

Radiological Release:

**TIME/DURATION/EXTENT:**

**GENERAL EMERGENCY**

**TIME:**

Initiating Events/Declaration due to:

Mitigating Actions:

Radiological Release:

**TIME/DURATION/EXTENT:**

**B. FACILITY ACTIVATION STATUS:**

TSC

Time:

EOF

Time:

OSC

Time:

Brunswick County EOC

Time:

New Hanover County EOC

Time:

State EOC

Time:

ATTACHMENT 6  
Page 2 of 3  
**Facility Activation Work Sheet**  
(Completion Optional)

**C. ONSITE PROTECTIVE ACTIONS:**

Non-Essential Personnel:

Assembled: Time:

Evacuated: Time:

Employee Information Telephone Line Needed:

**D. OFFSITE PROTECTIVE ACTIONS/PUBLIC NOTIFICATION:**

CP&L Recommendations:

Shelter:

Evacuate:

State Protective Actions:

Shelter:

Evacuate:

Schools, daycare centers, hospitals, rest homes:

Sirens: Time:

Emergency Alert System (EAS): Time:

**E. OFFSITE ASSISTANCE REQUEST:**

Fire:

Rescue:

Offsite transport required: Where:

Injuries:

Fatalities:

ATTACHMENT 6  
Page 3 of 3  
**Facility Activation Work Sheet**  
(Completion Optional)

**F. OFFSITE NOTIFICATIONS: (Has offsite been notified...?)**

Radiological Release:

Protective Action Recommendations (PARs)

Verify Receipt of Notification Forms at the JIC:

NRC

ANI

INPO

**G. NEWS RELEASES:**

Number and description

Verify Receipt of News Releases in the JIC

Verify News Release Distribution (fax to State/County, NRC, Corporate Communications personnel) via Attachment 8, Joint Information Center (JIC) Distribution Log.

**H. SYNCHRONIZE CLOCK(S) WITH EOF.**

ATTACHMENT 7  
Page 1 of 2  
**Information Guide for Technical Specialist**

1. Declaration of Emergency Classifications
  - Times
  - Plant Conditions that Created Emergency
2. Status of Plant
  - Shutdown (Hot, Cold, Standby)
  - Degrading Conditions
  - Corrective Actions
  - Power Reduction Rate
  - Fission Product Barrier Breached or In Jeopardy
3. Status of Notifications Made to Offsite Agencies
  - What Agency and When
4. Activation times of Onsite and Offsite Emergency Facilities
  - What Facility and When
  - Who is in Charge
5. Personnel Concerns
  - Site Evacuation, Accountability
  - Injured, Contaminated - Transported, by Whom and Where
6. Meteorological Data
  - Wind Speed, Direction, Precipitation
7. Any Release of Radiation to the Environment

ATTACHMENT 7  
Page 2 of 2  
**Information Guide for Technical Specialist**

8. Dose Projections [Whole Body (TEDE) and Thyroid (CDE)], and Actual Field Readings
  - Hypothetical Versus Actual Dose Projections
  - Location - Site Boundary, 2 Mile, 5 Mile and 10 Mile
  - Radiation Monitoring Teams, How Many and Where
9. Plant Radiation Monitors
  - Plant Areas Seeing Abnormal Radiation Levels
  - Impact on Plant Activities
10. Site Repair Teams
  - What Repairs, Priority
  - Times to Completion
11. Protective Action Recommendations Made to Offsite Agencies, and If Accepted
  - Basis for Recommendation
  - Shelter, Evacuation, Zones Involved
12. Times that Sirens have Sounded or are Projected to be Sounded
13. Requests for Off-site Assistance (that is, Fire, Rescue, Ambulance, Helicopter, Local Law Enforcement)
  - Why, from Where
  - Arrival and Departure Times
14. Information Announced in EOF Briefings
15. Recovery Status

ATTACHMENT 8  
Page 1 of 2  
**Joint Information Center (JIC) Distribution Log**  
(Fax)

IF (CHECK ✓):		TRANSMIT TO LOCATION(S):
CP&L News Release	<input type="checkbox"/>	1 - 6
State News Release	<input type="checkbox"/>	1 - 2; 4 - 5
Other News Release	<input type="checkbox"/>	1 - 2; 4 - 5
EAS Message	<input type="checkbox"/>	1 - 2; 4 - 5
Emergency Notification Form	<input type="checkbox"/>	5

LOCATIONS:

- ☐ 1 NRC Regional Office
- ☐ 2 NRC Operations Center (Washington, D.C.)
- ☐ 3 TSC
- ☐ 4 EOF
- ☐ 5 Corporate Communications
- ☐ 6 INPO Resource Center

Date/Time \_\_\_\_\_

Release #: \_\_\_\_\_

Emer. Not. #: \_\_\_\_\_

ATTACHMENT 8  
Page 2 of 2  
**Joint Information Center (JIC) Distribution Log**  
(Interfacility)

IF (CHECK ✓):	TRANSMIT TO LOCATION(S):
CP&L News Release <input type="checkbox"/>	All CP&L, 2 - 8
State News Release <input type="checkbox"/>	All CP&L, 4
Other News Release <input type="checkbox"/>	All CP&L, 4
EAS Message <input type="checkbox"/>	All CP&L, 4
Emergency Notification Form <input type="checkbox"/>	1 a-e, g

☐ All CP&L

1. CP&L JIC Staff
  - ☐ a. Co. Spokesperson
  - ☐ b. JIC Director
  - ☐ c. Co. Tech. Spokesperson
  - ☐ d. Tech. Specialist (Workroom)
  - ☐ e. Admin. Coordinator
  - ☐ f. Media Badging Specialist
  - ☐ g. Pub. Information Dir. (5 copies)
  - ☐ h. Media Briefing Area
- ☐ 2. Brunswick County
- ☐ 3. New Hanover County
- ☐ 4. NRC
- ☐ 5. FEMA
- ☐ 6. Media (per direction of Administrative Coordinator)
- ☐ 7. Industry Personnel (per direction of Administrative Coordinator)
- ☐ 8. State Admin. Staff

**NOTE:** Coordinate transmittal of information with State Admin., if present in JIC, to ensure no duplication of data transmittal.

Date/Time \_\_\_\_\_

Release #: \_\_\_\_\_

Emer. Not. #: \_\_\_\_\_

ATTACHMENT 9  
Page 1 of 1  
**Public/Media Information Log**

Page \_\_ of \_\_

Date \_\_\_\_\_

Public Information Specialist \_\_\_\_\_

---

TIME: \_\_\_\_\_ NAME OF CALLER: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
QUESTION: \_\_\_\_\_

ANSWER: \_\_\_\_\_

---

TIME: \_\_\_\_\_ NAME OF CALLER: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
QUESTION: \_\_\_\_\_

ANSWER: \_\_\_\_\_

---

TIME: \_\_\_\_\_ NAME OF CALLER: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
QUESTION: \_\_\_\_\_

ANSWER: \_\_\_\_\_

---

## DATE: \_\_\_\_\_

[illegible]

ATTACHMENT 11

Page 1 of 1

**Joint Information Center (JIC) Security Guidelines**

1. Coordinate JIC access control with the Brunswick Community College Security Staff and/or Brunswick County Sheriff's Department as follows:

**NOTE:** Instruct officers to check picture identification and allow the following individuals access to the building:

- News media - to Teaching Auditorium **ONLY**
- CP&L
- State
- County
- NRC
- FEMA
- Industry Personnel (INPO NEI)

- A. Instruct one (1) Security Officer to set up an access control point on the First Floor, Administration Building at the front entrance to control access into the lobby.
- B. Instruct a second Security Officer to report to the Second Floor, Administration Building near the Teaching Auditorium to provide security assistance as needed.
- C. Instruct a third Security Officer to set up an access control point outside the JIC Command Room (Multipurpose Room), First Floor, Administration Building (as described in Attachment 2), and provide the officer a copy of Attachment 10, JIC Sign-In Log for logging personnel as they enter the facility.
- D. Instruct a fourth Security Officer to set up an additional control point down the hall from the JIC Command Room near the entrance to the Student Development Office (as described in Attachment 2).

**NOTE:** There will be CP&L, State, county, and federal personnel moving back and forth between the JIC Command Room (Multipurpose Room), Support Room (Room 162), Room 161, and Teaching Auditorium during the event.

2. Refer questions regarding access to the appropriate agency within the JIC. If an agency representative is not available, refer access questions to the Company Spokesperson.

## REVISION SUMMARY

Revision 4 of OPEP-02.6.29 consists of the following changes:

- Changed references from “OPEP-Appendix A, Emergency Response Resources” to “EPL-001, Emergency Phone List” in Sections 2.6, 5.5.5, 5.5.8, 5.5.9, 5.5.14, and 5.7.5 to reflect replacement of Appendix A with EPL-001.
- Clarified Administrative Coordinator responsibilities for coordinating news releases in Sections 4.5.4 and 5.2.19.
- Deleted briefing information from Section 5.1.6, Items 1 through 8 due to redundancy with information in Attachment 6, Facility Information Work Sheet, and added information to reference user to attachment for guidance.
- Reworded Section 5.1.9, Note #2 to clarify that all changes to technical news releases require ERM approval.
- Added information in Section 5.2.11 Note to clarify that JIC Director is responsible to approve all technical and non-technical news releases in absence of Company Spokesperson.
- Added information in new Section 5.2.12 to remind JIC Director to request assistance from Technical Specialist if needed.
- Deleted Note from Section 5.2.15 because templates for news releases are marked “draft” so there’s no need to stamp.
- Changed “initial” to “pre-activation” briefing in Section 5.3.6 for clarification.
- Added “as needed” in Section 5.4.7 description of telephone communications with EOF for clarification.
- Transferred information describing JIC staff sign-in log and badge acquisition from Sections 4.6 and 5.6.6 (Administrative Assistant) to new Sections 4.5.8 and 5.5.7 (Administrative Coordinator) to correct who is responsible for this activity and re-numbered remaining sections.
- Changed information in Sections 5.7.1, 5.7.2, 5.7.5, 5.7.9, 5.7.10, 5.7.11, 5.7.13, Attachment 4, JIC Recommended Layout (Media Briefing Area), Attachment 5, JIC Set-Up/Equipment, Section II, and Attachment 11, JIC Security Guidelines, to reflect relocation of media briefing area from Odell Williamson Auditorium to Teaching Auditorium.

## REVISION SUMMARY (Cont'd)

- Deleted information in Section 5.8.11 and reworded Section 5.8.12 describing process used by Public Information Director to update Public Information Specialists with current emergency status for clarification.
- Corrected Attachment 2, JIC Recommended Layout (Command Room), and Attachment 3, JIC Recommended Layout (Support Room), to describe location of security access control points; deleted reference to radio on Technical Specialist worktable; and corrected typographical errors.
- Added telephone line to Table B and additional chairs/phone lines at Table F for extra JIC personnel, if necessary.
- Corrected typographical error in Attachment 5, JIC Set-Up Equipment, Item 9 by changing "CP&L" to "State".
- Added "Protective Action Recommendations (PARs)" to Attachment 6, Item F as enhancement and corrected typographical error.
- Deleted Public Information Specialist from Attachment 8, JIC Distribution Log, due to change in process by which Public Information Director distributes emergency updates and added "5 copies" after Public Information Director distribution reference in Item #1.
- Changed Attachment 11, JIC Security Guidelines, due to relocation of media briefing area from Odell Williamson Auditorium to Teaching Auditorium and changes to security access control points.
- Added note to Attachments 2 and 3 referencing prefix needed for phone extensions.
- Added note prior to Section 5.7.7 to describe that cafeteria area on first floor of Administration Building can be used as news media overflow area.