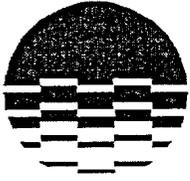


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511	L.GRANT (LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
512	C.STELLATO (NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
513	C.STELLATO (NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
517	PLANT MANAGER'S OFFICE	ADMIN/ (UNIT 2/IPEC ONLY)	IP2
518	TSC	UNIT 2 (UNIT 2/IPEC ONLY)	IP2
520	CONTROL ROOM (UNIT 2)	OPS (UNIT 2 & IPEC ONLY)	IP2
521	SIMULATOR	TRAIN (UNIT 2/IPEC ONLY)	IP2
522	NRC RESIDENT	US NRC (UNIT 2/IPEC ONLY)	IP2
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**TO:** Nuclear Regulatory Commission **25**  
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Please update your controlled copy of the documents listed below as specified with the copy(s) attached.

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Indian Point Nuclear Generating Station  
Records and Documents Department  
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Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
U2	EP Implementing Procedures			
TOC	Emergency Plan Implementing Procedures Table of Contents	8/29/02	8/21/02	Replace entire document
IP-1011	Joint News Center	8 8/29/02	7 6/4/02	Remove entire document

Update completed as specified:

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IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	28	8/21/02
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	<b>Cancelled – Replaced by IP-EP-310</b>	-	-
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	7	8/21/02
IP-1011	Joint News Center	8	8/29/02
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	<b>Cancelled – Replaced by IP-EP-410</b>	-	-
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	<b>Cancelled – Replaced by IP-EP-510</b>	-	-
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	<b>Cancelled – Replaced by IP-EP-510</b>	-	-
IP-1023	Operations Support Center (OSC)	19	8/21/02
IP-1024	Emergency Classification	11	7/11/02
IP-1025	Cancelled	-	-
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	17	8/21/02
IP-1030	Emergency Operations Facility (EOF)	6	7/11/02
IP-1033	<b>Cancelled – Replaced by IP-EP-520</b>	-	-

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IP-1036	Cancelled – Replaced by IP-EP-620	-	-
IP-1037	Cancelled – Replaced by IP-EP-510	-	-
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1045	Cancelled – Replaced by IP-EP-251	-	-
IP-1047	Cancelled – Replaced by IP-EP-510	-	-
IP-1048	Cancelled – Replaced by IP-EP-610	-	-
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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 is 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 all courtesy 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 Courtesy 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 Courtesy Call lists, informing them of the event underway and the planned issuance of a news release. (See the call lists located in your position binder and/or on the IP Emergency Telephone Directory on the Web, under Department, Eplan or Emergency Planning.)
    - Notification to the Buchanan, Peekskill and Cortlandt local officials is to occur before actual distribution of the statement. All other courtesy calls should be placed as quickly as possible.
    - Courtesy fax copies of the written statement(s) will also be sent to those on the Courtesy 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 your position binder or in the Emergency Communications Guide. The CDs are also available 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), PLUS:
  - 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 and other designated fax numbers are programmed into available machines, posted at these machines and available in the position binder. (Fax Cover Sheets are contained in 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.

- 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 who are "fit for duty" are expected to report to the JNC. 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 the 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 1<sup>st</sup> shift position
- Proceed to assigned work location and refer to Position Binder and checklist, or if **not** 1<sup>st</sup> 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 from Entergy 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 as appropriate 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 during the emergency 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 2<sup>nd</sup> 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 technical concurrence 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><b><u>Primary Responsibilities</u></b></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><b>Mobilization and Activation Activities</b></p> <p><b>1.0 While at office or at home</b></p> <ul style="list-style-type: none"> <li>▪ Upon initial notification of the event by plant, obtain as much information as is available:                     <ul style="list-style-type: none"> <li>- Emergency Classification Level (ECL) and time declared</li> <li>- Emergency Action Level (EAL) number</li> <li>- Any radioactive material release, above or below federally approved limits</li> <li>- Any known injuries or deaths</li> <li>- Brief description of plant events</li> </ul> </li> <li>• Refer to position binder and checklist</li> </ul> <p>Operational Activities</p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Receive forward call to cell phone or pager notice of messages left on the designated IP Communications Representative phone line (271-7031). To retrieve messages, dial 271-7001, enter extension 7031, and password 7031 to retrieve messages.</li> <li>▪ Notify/coordinate individually or via the conference call bridge (See Calling Card instructions in position binder) with the responding IP Government Liaison Representative(s) to make required local official courtesy notifications. Based on the number of Government Liaison Representatives (GLR) available, you may choose to utilize more than the 3 on-duty GLRs to divide the call lists among them to ensure prompt notification of all calls. (All IP GLRs are paged at an emergency declaration, and are expected to establish contact with you and/or call the bridge)                     <ul style="list-style-type: none"> <li>▪ 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 Courtesy Call lists located in the position binder or IP2 Emergency Telephone Directory)</li> <li>▪ The IP GLR(s) should promptly you of the completion of all notifications.</li> <li>▪ Provide additional instructions, which might include remaining available or calling into the conference bridge again at a designated time for further coordination and instructions, and the status of the JNC. Inform the GLRs of the conclusion of their duties.</li> </ul> </li> <li>▪ 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.)</li> </ul>	<p><b><u>Notes</u></b></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"> <li>▪ 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"> <li>▪ Any emergency declaration at IP (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency), PLUS</li> <li>▪ Escalation in emergency classification or Emergency event termination</li> <li>▪ Any accident resulting in fatality or serious injury</li> <li>▪ Release of radioactivity above or below federally approved levels at or beyond the site boundary, in quantities exceeding those allowed by regulation</li> </ul> </li> <li>▪ <b>BEFORE</b> 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.</li> <li>▪ Distribute approved statements to designated media outlets and to the EOF, JNC and other Entergy locations using the Entergy-IP Communications Representative/JNC Fax Distribution sheet (in the IP2 Emergency Telephone Directory or pre-programmed in designated emergency facility fax machines) and Fax Cover sheets (Addendum 10). Or, coordinate distribution with the EOF Information Liaison, if necessary.</li> <li>▪ Provide the EOF Information Liaison with guidance and coordination as needed for the approval and distribution of news releases prior to JNC activation.</li> <li>▪ 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 and/or the event is resolved and media interest will be handled by normal IPEC Communications staff. 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.</li> <li>▪ 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, or an alternative contact point is available/provided. Complete Media Inquiry Log below to document all media calls.</li> </ul>	
<p><b>3.0 <u>Turn Over Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Notify the JNC Director of the completion of your duties as IP Communications Representative, and remain available for further assignments if necessary.</li> <li>▪ Gather all forms, final written statements, logs and other materials and provide them to the JNC Director and/or Documenter.</li> </ul>	

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><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 While at home or office</b></p> <ul style="list-style-type: none"> <li>▪ Receive plant page and/or call from IP Communications Representative and directions regarding assignment of calls (See GLR Courtesy Call list in the position binder). Calls are divided for assignment based on the minimum of 3 on-duty GLRs responding.</li> <li>▪ Call 914-271-7031 and leave a message for the IP Communications Representative on where you can be reached, or utilize a conference call bridge to call in, if available, to coordinate instructions. (See Calling Card in binder for instructions)</li> <li>▪ Coordinate with IP Communications Representative on process to confirm completion of calls.</li> <li>▪ Upon receiving emergency information on initial plant conditions from IP Communications Representative                         <ul style="list-style-type: none"> <li>▪ Contact assigned officials listed on Courtesy Call list informing them of the event underway and the planned issuance of a news release. (See the 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.</p> <p style="margin-left: 40px;">I’m calling to inform you that....(provide the event information provided by the IP Communications Representative)</p> <hr style="width: 50%; margin-left: 0;"/> <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.</p> <p style="margin-left: 40px;">Do you require additional contact for future news releases? Should I continue to call you at this number if I need to contact you again?”</p> </li> </ul> </li> </ul> <li>▪ Promptly notify IP Communications Representative upon completion of assigned calls (Buchanan, Cortlandt and Peekskill and the other officials receive faxed news releases as part of distribution)</li> <li>▪ Remain available to repeat steps if needed. Coordinate ongoing needs with IP Communications Representative, and arrange to provide all documentation of calls</li> <li>▪ 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.</li>	<p><b><u>Notes</u></b></p>

Attachment 3  
**JNC Director Checklist**  
 Sheet 1 of 5

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ 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 1<sup>st</sup> shift position is filled, notify the 1<sup>st</sup> shift JNC Director of your arrival and report to the cafeteria until further directions are provided)</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Assume title of JNC Director and overall responsibility of facility, staff, and operations. Direct the JNC Technical Advisor to confirm the time with the EOF, and instruct the Administrative Manager to synchronize all clocks, time stamps, fax machines, etc.</li> <li>▪ 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"> <li>▪ 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</li> </ul> </li> <li>▪ Ensure all staff refer to their detailed position checklists, and support set up and activation efforts</li> <li>▪ In preparation for declaring the JNC activated, review the JNC Activation Considerations checklist (see below) to ensure readiness</li> <li>▪ <b>Activation Declaration:</b> Coordinate declaring JNC activated and operational with the State when:             <ol style="list-style-type: none"> <li>1. Key positions are staffed with Entergy representatives (See Sign In Board outside Work Room A for key staff designators) and;</li> <li>2. Information is obtained to support communications functions;</li> <li>3. Communications with state and counties have been established;</li> <li>4. EAS capability has been established (via Westchester County representative and/or upon notification from the Agency Liaison)</li> </ol> </li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 3  
**JNC Director Checklist**  
 Sheet 2 of 5

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b><u>2.0 Ongoing Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Direct finalization (by JNC Writer) of media advisory announcing the activation of the JNC as the official source of information to the public</li> <li>▪ Establish and maintain command and control over the JNC overall operations</li> <li>▪ Maintain Utility Room A status board noting utility briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities</li> <li>▪ Review plant status reports, news releases, EAS messages and other related information as it becomes available</li> <li>▪ Begin formulating communications strategy and priorities (along with Company Spokesperson)</li> <li>▪ 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</li> <li>▪ Ensure the coordination of information and timely, accurate communications flow within and out of the Utility Room A, and especially to the media</li> <li>▪ Direct appropriate rest periods and shift changes for Entergy personnel (working with Administrative Manager). Confirm 2<sup>nd</sup> shift staff assignments with the Administrative Manager, and advise the Emergency Director upon completion of a 2<sup>nd</sup> shift roster</li> <li>▪ 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.</li> </ul> <p><b><u>3.0 Written Statements</u></b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Review written statements as required to provide communications input</li> <li>▪ Ensure JNC Writer makes revisions as necessary based on input, and direct Administrative Manager to supervise proper distribution and support immediate copy/access needs</li> <li>▪ Monitor written statement development and review time, working with JNC Documenter to track timing</li> <li>▪ 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.</li> </ul>	

Attachment 3  
**JNC Director Checklist**  
 Sheet 3 of 5

4.0 Media Briefings	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ 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</li> <li>▪ 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)</li> <li>▪ 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</li> </ul>	
<p><b>5.0 Recovery Support Activities</b></p>	
<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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"> <li>▪ Review the recovery issues/strategies action plan.</li> <li>▪ Review the JNC recovery staffing requirements.</li> </ul> </li> <li>▪ Receive verification and concurrence of written statements from the Recovery Manager. The Recovery Manager will continue verification and technical concurrence of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident.</li> <li>▪ Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.</li> </ul>	

Attachment 3  
JNC Director Checklist

Sheet 4 of 5

6.0 Post Event	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ When events warrant, after consultation with Entergy Senior Management and state and county representatives, declare JNC deactivated</li><li>▪ Direct JNC personnel to return all equipment to proper storage locations</li><li>▪ Conduct facility de-briefing</li><li>▪ Review all JNC documentation to verify that logs, forms and other documentation are complete</li><li>▪ Provide all documentation to the Emergency Planning Manager</li><li>▪ Return work area to startup condition before departing facility</li></ul>	

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IP3 JNC Operations Manual

Attachment 3  
JNC Director Checklist

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**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) Activation of the JNC should be coordinate with the State and Counties

Media Briefing Room &amp; Media Work Areas ready for use

Confirm if Media are present at the JNC

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***Collateral Activities to Initiate and/or Confirm:***

Administrative Manager has assigned responsibility for completion/confirmation of 2<sup>nd</sup> Shift assignments

Release of 2<sup>nd</sup> shift personnel from JNC, after 2<sup>nd</sup> 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 2<sup>nd</sup> shift roster

Attachment 4  
**Company Spokesperson Checklist**  
 Sheet 1 of 5

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ Confer on plant events with JNC Director, JNC Technical Advisor and others present, or establish contact with the EOF directly if not done yet</li> <li>▪ Obtain update on plant activity from JNC Technical Advisor/EOF Information Liaison/Emergency Director</li> <li>▪ <b>Initial Preparation:</b> 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 at your desk area in the Emergency Communications Guide) and inform Media Room Manager to begin arrangements with the Audiovisual Coordinator</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review plant status reports, information sheets, state and county news releases, EAS messages and other information as it becomes available</li> <li>▪ 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</li> </ul> <p><b>3.0 Written statements</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 4  
**Company Spokesperson Checklist**  
 Sheet 2 of 5

4.0 Pre-Briefings	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ Define information to be presented at Media Briefing by creating Talking Points (see Guides below and in position binder), obtain JNC Director and other staff support</li> <li>▪ 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.</li> <li>▪ 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</li> <li>▪ Review Media Briefing information with JNC Director prior to pre-briefings</li> <li>▪ Prior to Media Briefings participate in 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, and Media Room Manager facilitates coordination in a moderator role.</li> <li>▪ 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</li> </ul>	
<p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ <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</li> <li>▪ <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"> <li>▪ In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted.</li> <li>▪ Provide copy of Talking Points to JNC Writer before departing for Pre-Briefings to facilitate development of Media Briefing Summaries</li> </ul> </li> <li>▪ <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.</li> </ul>	

Attachment 4  
Company Spokesperson Checklist  
Sheet 3 of 5

<b>6.0 Post-Briefings</b>	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ 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</li></ul>	
<b>7.0 Post Event</b>	
<ul style="list-style-type: none"><li>▪ Participate in debriefing and return work area to start up condition. Provide documentation and materials to JNC Director</li></ul>	

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
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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><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ 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.</li> <li>▪ 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</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review plant status reports electronically, by fax and online including 30 Alpha forms, Radiological Emergency Data forms parts 1, 2, "EOF to JNC Essential Information Checklist" (Form IP-1011-1), written statements, plant data systems and other information on events and response actions as it becomes available and advise Company Spokesperson and JNC Director as appropriate</li> <li>▪ Gather information as required to support Company Spokesperson and JNC Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance)</li> </ul> <p style="text-align: center;"><b>GATHERING INFORMATION CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. What was the event - system, component, consequence?             <ol style="list-style-type: none"> <li>a. Plant status or potential to effect plant status?</li> <li>b. Release of radiation or potential for release?</li> <li>c. Injuries/contamination?</li> <li>d. Leakage or spills?</li> <li>e. Toxic/hazardous material?</li> <li>f. Safety significance?</li> </ol> </li> <li>2. When did it happen – specific time, has it ended?</li> <li>3. Why did it happen – equipment failure, weather conditions, etc.?</li> <li>4. What is being done – to respond, repair, mitigate or prevent it from happening again?</li> <li>5. Who was involved/responsible - potential information sources?</li> </ol> <ul style="list-style-type: none"> <li>▪ Establish and maintain ongoing 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 in the JNC</li> </ul>	<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"> <li>▪ 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</li> <li>▪ 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.</li> </ul> <p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Provide new information and needed descriptions to the JNC Writer to support written statement development efforts</li> <li>▪ Review and provide technical comments on statements as needed with JNC Writer</li> </ul> <p><b>4.0 Pre-Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Advise Company Spokesperson and JNC Director on plant events</li> <li>▪ Assist Company Spokesperson in preparing Media Briefing notes as needed</li> </ul> <p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings</li> <li>▪ 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.</li> <li>▪ After Media Briefings, promptly update spokesperson on events and status changes during the briefing</li> </ul> <p><b>6.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

Attachment 6  
**Technical Briefer Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage</li> <li>▪ Obtain from Media Room Liaison and review Media Kit for contents and application for sharing information with the media</li> <li>▪ 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.</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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"> <li>▪ Ensure Media Room Manager or Media Room Liaison is available during interaction with media between briefings, and ensure cameras and microphones are not recording during these background discussions</li> <li>▪ 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</li> </ul> </li> <li>▪ Relay information to Media Room Manager on reporters' questions as feedback to Utility Room A for use in preparing next Media Briefing</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 7  
**Administrative Manager Checklist**  
 Sheet 1 of 3

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ Report to Utility Room A and refer to position checklist</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ 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).</li> <li>▪ If security is not present, coordinate arranging this with the JNC Director (may include site security personnel , Westchester County police or other)</li> <li>▪ 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</li> <li>▪ 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 Support Staff to synchronize clocks, fax machines, time stamp, etc. Detailed procedures for the clock are contained in the position binder.</li> <li>▪ 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.</li> <li>▪ Ensure Administrative Support Staff establish and maintain a log for incoming and outgoing faxes</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 7  
**Administrative Manager Checklist**  
 Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Working with JNC Director and Registration Coordinator, make shift assignments; (Form IP-1011-3); Release any individuals not currently filling a position on the 1<sup>st</sup> shift who initially responded to the JNC, after assigning them to second shift</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ 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"> <li>- JNC Director</li> <li>- JNC Technical Advisor (if original is only copy, provide a copy before continuing duplication and distribution to others)</li> <li>- Company Spokesperson</li> <li>- Agency Liaison</li> <li>- Radiological Advisor, if present</li> <li>- JNC Documenter</li> <li>- JNC Writer</li> </ul> </li> <li>▪ Supervise Security personnel, and coordinate on access or other security issues, as needed</li> <li>▪ Maintain JNC in operational condition during its use. Oversee and direct facility operations to ensure smooth functioning of equipment and the facility itself</li> <li>▪ Arrange food service (and lodging if necessary). Contact the EOF Administration and Logistics personnel for assistance.</li> <li>▪ Arrange for water for dais in Media Briefing Room</li> <li>▪ Arrange for first aid or emergency care if required</li> <li>▪ Make emergency overnight sleeping accommodations, if necessary (portable cots available in Entergy storage room, or make appropriate contacts with EOF as described above)</li> <li>▪ Provide attendance sheets to Documenter for each shift for permanent log keeping</li> </ul>	

Attachment 7  
**Administrative Manager Checklist**  
 Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ 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</li> <li>▪ Counties and federal representatives present, and provide copy to Fax/Copy area staff to make remaining copies for distribution within JNC and for faxing.</li> <li>▪ Oversee distribution of Written Statements, including use and completion of Written Statement Distribution Checklist (Form IP-1011-5)</li> <li>▪ 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)</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> <li>▪ 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</li> <li>▪ Ensure facility is operational for next use</li> </ul>	

Attachment 8  
**JNC Writer Checklist**  
 Sheet 1 of 4

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the overall direction of the JNC Director with additional direction from the Company Spokesperson, prepare written statements within <b>one hour</b> 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</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Utility Room A and refer to position binder and checklist</li> <li>▪ 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</li> <li>▪ Establish direct contact with the IP Communications Representative to establish status of written statements. Coordinate hand-off when JNC is ready to activate.</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Locate INDIAN POINT Boiler Plate News Release files on the CD available at the workstation and in position binder</li> <li>▪ Receive plant status/emergency response updates from JNC Technical Advisor</li> </ul> <p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Written Statements should be made as soon as possible, but within <b>one hour</b> of:             <ol style="list-style-type: none"> <li>1. Initial plant emergency declaration (made before JNC becomes activated)</li> <li>2. JNC activation (announcing activation) (See "JNC Activated" advisory on CD)</li> <li>3. A new Emergency Classification (escalation)</li> <li>4. When plant events warrant public notification, such as                 <ul style="list-style-type: none"> <li>▪ A fatality or serious injury,</li> <li>▪ Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation, or</li> <li>▪ Personnel exposures to radiation exceeding limits allowed by regulation</li> </ul> </li> </ol> </li> </ul>	<p><b><u>Notes</u></b></p>

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"> <li>▪ 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.</li> <li>▪ Other written statements may be issued at the discretion of the Company Spokesperson or JNC Director, including chronologies on an infrequent basis</li> <li>▪ 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"> <li>▪ Copy (Save As) appropriate EAL boiler plate news release or templates in folder – edit and modify with available and appropriate information, as necessary</li> <li>▪ 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.</li> </ul> </li> <li>▪ Print draft statement <u>without date or time</u> 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</li> <li>▪ Make changes to draft statements, based on reviews, as directed by Company Spokesperson, JNC Technical Advisor and/or JNC Director</li> <li>▪ 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.</li> <li>▪ Add the time <b>ONLY</b> upon approval from the Company Spokesperson, and print final approved written statement for distribution,</li> <li>▪ Give final statement to Administrative Manager for approval signature and distribution sign-off. Concurrently email the final written statements to the Entergy Communications email group included on the JNC Writer computer.</li> <li>▪ Prepare drafts and final copies of subsequent written statements as described above</li> <li>▪ Ensure all statements are placed in appropriate computer folder with current date and saved on the C Drive</li> </ul>	

Attachment 8  
**JNC Writer Checklist**  
 Sheet 3 of 4

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

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><b><u>Primary Responsibilities</u></b></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 as needed, 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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-in board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Utility Room B and refer to position checklist</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ 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</li> </ul> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review EOF to JNC Essential Information Checklist, written statements, and other information as it becomes available</li> <li>▪ 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)</li> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ 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 Government Liaison Representatives on requirements.</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 9  
**Agency Liaison Checklist**  
 Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>3.0 Written Statements/EAS Messages</b></p> <ul style="list-style-type: none"> <li>▪ <b>EAS Messages:</b> 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)</li> <li>▪ 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</li> <li>▪ <b>Government News Releases:</b> Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing and provide to Administrative Manager for prompt distribution</li> <li>▪ <b>Entergy Written Statements:</b> Ensure that all 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"> <li>▪ 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), unless State is present.</li> <li>▪ 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.</li> <li>▪ 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)</li> <li>▪ Coordinate with Administrative Manager and/or Staff to ensure appropriate email distribution of Entergy written statements to select officials (See email listing on Agency Liaison computer)</li> </ul> </li> </ul> <p><b>4.0 Pre-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ Arrange all Pre-Briefings at request of JNC Director and coordinate with state and county PIOs on time of pre-briefing</li> <li>▪ At request of JNC Director, ensure Media Room Manager is notified in Media Briefing Room of scheduled pre-briefings and media briefing times</li> </ul> <p>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> <p><b>5.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

Attachment 10  
**Media Room Manager Checklist**  
 Sheet 1 of 7

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ Ensure Media Room Liaison prepares and sets out Media Kits and emergency Planning booklets located in storage room on first floor</li> <li>▪ 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)</li> <li>▪ Check status boards and PIO sign-in board for PIOs present in JNC and on dais for accuracy</li> <li>▪ See Technical Briefer and Radiological Health Expert to their posts</li> <li>▪ 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</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>3.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Identify and welcome media representatives at the JNC</li> <li>▪ Brief the Company Spokesperson and/or JNC Director on the media present at the JNC and their information needs</li> <li>▪ Act as senior liaison to the media regarding process for gathering information, explain JNC process</li> <li>▪ 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</li> <li>▪ Receive special media requests or needs from Media Room Liaison for resolution</li> <li>▪ Confine comments to media about plant/event information contained in news releases</li> <li>▪ 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)</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 10  
**Media Room Manager Checklist**  
 Sheet 2 of 7

	▪ <u>Notes</u>
<p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Announce information on Media Briefing process to media prior to and following media briefings (see Announcement Guides below), as appropriate</li> <li>▪ 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"> <li>▪ 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)</li> <li>▪ Obtain background or bios on each spokesperson for use, if necessary (and ensure Media Room Liaison puts written documents into Media Kits)</li> </ul> </li> <li>▪ 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&amp;A by the media.</li> <li>▪ <b>Briefing Format:</b> Open Media Briefing by making introductory remarks; Serve as moderator; Introduce spokespeople to make agreed upon statements in pre-established order</li> <li>▪ <i>In each briefing,</i> Preside over Q&amp;A session, repeating questions as needed and directing them to appropriate spokesperson</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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)</li> </ul> <p><b>4.0 Post-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ Monitor interaction between media and background experts; intervene if necessary, so that discussions are not recorded</li> <li>▪ Ensure a videotape copy of the previous briefing is available for viewing in the media work room, in coordination with the Audiovisual Coordinator</li> </ul> <p><b>5.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

Attachment 10  
**Media Room Manager Checklist**  
 Sheet 3 of 7

**Media Briefing Worksheet**

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

BRIEFING TIME: \_\_\_\_\_ BRIEFING ANNOUNCED    Y    N

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

<b>Graphic Changes Needed</b>	
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 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><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Go through registration, sign in on Sign-In Board outside of Utility Room A, then proceed to Media Briefing Room</li> <li>▪ 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.</li> <li>▪ Prepare and set out Media Kits and Emergency Planning booklets located in storage room on first floor (See JNC Media Kit Inventory List below)</li> <li>▪ 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)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Act as liaison to the media regarding process for gathering/obtaining information</li> <li>▪ 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</li> <li>▪ Maintain supply of news releases, EAS messages, media kits and other materials</li> <li>▪ Provide assistance by advising reporters of past media briefings, showing them their work areas and distributing copies of available information</li> <li>▪ 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.</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing, return work area to startup condition before departing</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 11  
Media Room Liaison Checklist  
Sheet 2 of 2

**JNC MEDIA KIT INVENTORY LIST**

*(See Notation: Select appropriate material or include Automatically)*

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

Attachment 12  
**Audiovisual Coordinator Checklist**  
 Sheet 1 of 1

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

Attachment 13  
**AV/Graphics Staff Checklist**  
 Sheet 1 of 3

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Test and ensure all TV monitors are functioning in Utility Rooms A &amp; B, State, County, EAS, FEMA, NRC Rooms, Media Monitoring Room, Media Rooms and Public Inquiry Room</li> <li>▪ Log into the machine using the user name EP7 and the word password for the password (Domain is always CONED)</li> <li>▪ 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.</li> <li>▪ All Graphics and other resources for possible use during a response are listed on the Media Briefing Room Resource Listing attached below</li> <li>▪ Provide technical assistance for media monitoring equipment as needed in Media Monitoring Area</li> <li>▪ In Media Briefing Room, set-up and test microphones, wireless microphone and sound system. Set up projection system for briefings.</li> <li>▪ 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.</li> <li>▪ Remind Company Spokesperson and/or Media Room Manager of graphics and system drawing book available in Work Room A</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 13  
**AV/Graphics Staff Checklist**  
 Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>2.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Perform the following tasks:                             <ul style="list-style-type: none"> <li>▪ Wireless microphone for Company Spokesperson</li> <li>▪ 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 located in AV control room, or via web</li> <li>▪ 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)</li> <li>▪ Record and videotape Media Briefings</li> <li>▪ Coordinate staff to handle wireless microphone for Q&amp;A – <b>DO NOT</b> give microphone to individual media representative asking question (Media Room Liaison(s) may be available to assist)</li> <li>▪ Prepare tapes for playback by labeling each following Media Briefings</li> </ul> </li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ 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"> <li>▪ Ensure the projector is shut off first and the fan activates, wait about 5 minutes until fan stops <b>BEFORE</b> turning off the stage lights</li> <li>▪ Close all open graphics on the computer, and shut down the computer</li> <li>▪ If using PictureTel system, shut down system on screen (like normal computer system shut down), then turn off computer. Television will turn off automatically</li> <li>▪ Return all equipment to its stored location</li> </ul> </li> <li>▪ Provide a copy of all briefing tapes to the Documenter (or JNC Director)</li> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

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 CD, and available in printed version (some duplication may be required)

Attachment 14  
**Public Inquiry Coordinator Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></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, State and/or counties of rumors, inaccuracies using State Forms and coordinate corrective actions; provide rumors and inaccuracies to appropriate JNC Representatives; 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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A –Report to Public Inquiry Room and refer to position checklist</li> <li>▪ 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 being set up, including un-alarming Media Monitoring.</li> <li>▪ Supervise until NY State Supervisor arrives. Assign available Public Inquiry staff and Media Referral staff to sit in order of phone roll sequence (posted in room), ensure set up in Media Monitoring area</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Update NY State Supervisor upon arrival and after absences from room</li> <li>▪ 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</li> <li>▪ Check completed logs and Inquiry/Monitoring Forms (Form IP-1011-11) of Media Monitoring and Public Inquiry/Media Referral staff</li> <li>▪ Support PI/MR staff, handle callers directly and coordinate call-backs as needed</li> <li>▪ Inform JNC Director, State or County PIOs 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</li> <li>▪ 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.</li> <li>▪ Attend periodic JNC facility briefings and pre-briefings as necessary, and provide any JNC administrative information to the Public Inquiry, Media Referral and Media Monitoring staff.</li> <li>▪ 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</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

IP2 IP-1011, Joint News Center, Rev. 8

IP3 JNC Operations Manual

Attachment 15  
**Public Inquiry Staff Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Public Inquiry Room to State Public Inquiry Supervisor, or Entergy Public Inquiry Coordinator, and review position checklist</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Obtain and review all existing and up-to-date official <b>WRITTEN</b> information on the event. Do NOT use unofficial, verbal or other non-written information as a source.</li> <li>▪ 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.</li> <li>▪ Fulfill Public Inquiry function referring to available background and official written emergency reference materials, including             <ul style="list-style-type: none"> <li>▪ Written Statements (news releases) and EAS Messages</li> <li>▪ Emergency Planning Brochure for each County, including Map inserts</li> <li>▪ State Common Questions source document (in Position Binder)</li> <li>▪ Yellow Pages Insert</li> <li>▪ Joint News Center Public Education Work Plan (in Public Inquiry Room).</li> </ul> </li> <li>▪ 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"> <li>▪ <b>Show care and concern</b> for each caller. Be courteous and patient</li> <li>▪ <b>Be prepared</b> – by developing a good understanding of the IP plans and practices in dealing with emergencies, and by following events as they unfold</li> <li>▪ <b>Be responsive to callers</b> – by answering questions as accurately and fully as practicable and/or by taking follow-up action</li> </ul> </li> <li>▪ 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)</li> <li>▪ 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.</li> <li>▪ Complete logs and Public Inquiry Forms (noted above) during or after each call. As requested, turn in log sheets to the Public Inquiry Coordinator.</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in de-briefing and then return work area to startup condition before departing</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 16  
**Media Referral Staff Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Public Inquiry Room to State Public Inquiry Supervisor, or Entergy Public Inquiry Coordinator, and review position checklist, and notify</li> <li>▪ Review official written information on plant event (news releases)</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Answer telephones, "Joint News Center", respond to media not present at JNC by:             <ul style="list-style-type: none"> <li>▪ Advising news organizations to send a representative to the JNC or rely on wire service reports for updates</li> <li>▪ Refer non-media calls to Public Inquiry Supervisor/Coordinator (which require information beyond the scope of information provided)</li> <li>▪ Confirm that the reporters are NOT recording your conversation, and do not allow them to do so</li> <li>▪ If necessary, read and/or arrange to provide written statements (by fax) to media outlets if requested (coordinate with the Public Inquiry Coordinator first)</li> </ul> </li> <li>▪ Do not elaborate, speculate, or render personal opinions</li> <li>▪ Media inquiry staff:             <ul style="list-style-type: none"> <li>▪ Keep current with all official/written information related to the emergency that is authorized for release (news releases, EAS messages ONLY)</li> <li>▪ Respond to inquiries using pre-approved language and do not deviate from already released information</li> <li>▪ Record all contacts including time and nature of inquiry using Inquiry/Monitoring Form, (Form IP-1011-11)</li> </ul> </li> <li>▪ Provide a summary of logged calls to the PIC for pre-briefings, if requested.</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 16  
Media Referral Staff Checklist  
Sheet 2 of 2

<ul style="list-style-type: none"><li>▪ Monitor media web sites for inaccuracies and provide any to Public Inquiry Coordinator on completed forms (see computer/Internet Explorer bookmarks)</li><li>▪ Maintain log of media calls and actions taken</li><li>▪ Identify false statements/rumors on forms provided and notify Public Inquiry Coordinator.</li><li>▪ Complete logs and forms during or after each call. As requested, turn in log sheets to the Public Inquiry Coordinator.</li></ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ Give media log to Documenter at end of event</li><li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li></ul>	
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Attachment 17  
**Media Monitoring Staff Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Media Monitoring Room and refer to position checklist. If not open, ensure someone opens the room and un-arms the alarm.</li> <li>▪ 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</li> <li>▪ 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)</li> <li>▪ Obtain and review official information on plant event (news releases)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain up-to-date with official information provided to the media as it becomes available through News Releases and EAS messages</li> <li>▪ Monitor and record news broadcasts from TV and radio stations for rumors and inaccuracies regarding the event (rotate which broadcasts you actively listen to)</li> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ 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</li> <li>▪ Maintain written log of rumors and inaccuracies, including date, time, channel/station aired on and content</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Provide log to Documenter and all tapes to JNC Director at end of event</li> <li>▪ Participate in de-briefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 18  
**JNC Documenter Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Report to Utility Room A - refer to position checklist</li> <li>▪ Create a Master Binder with tabs for the event to contain all documentation resulting from event                         <ul style="list-style-type: none"> <li>▪ written statements from Entergy, state, counties,</li> <li>▪ copies of EAS messages</li> <li>▪ Emergency Summary Sheets,</li> <li>▪ EOF to JNC Essential Information Checklist,</li> <li>▪ plant status reports/forms,</li> <li>▪ All Completed JNC Registration Forms,</li> <li>▪ IP Communications Representative/Government Liaison Representative documentation</li> </ul> </li> <li>▪ 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.</li> <li>▪ Log on to the computer and locate the documentation log in c:/myfiles/documeterlog.doc</li> <li>▪ Ensure date stamp has correct date/time, using the official time provide by the Administrative Manager. All paperwork received should be date stamped.</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>3.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Using Documenter's Log (contained on the Documenter Computer), log the following key items:                         <ul style="list-style-type: none"> <li>▪ Log key events (Emergency Classification changes, shift changes and attendance), time logs of operations (change in command, shift changes, times of pre-briefings, briefings)</li> </ul> </li> </ul> <p><b>Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ 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)</li> </ul>	<p>▪ <b><u>Notes</u></b></p>

Attachment 18  
**JNC Documenter Checklist**  
 Sheet 2 of 2

<b>JNC Operational Activities (cont'd.)</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Log copy of every news release issued by the state and counties</li> <li>▪ Log all Entergy final approved news releases</li> </ul> <p><b>Event Information</b></p> <ul style="list-style-type: none"> <li>▪ A time log of every Emergency Classification Level (ECL) as announced in utility room – Notification of Unusual Event; Alert; Site Area Emergency; General Emergency</li> <li>▪ Establish and maintain file of following documents:                             <ul style="list-style-type: none"> <li>▪ All Emergency Alert System (EAS) messages</li> <li>▪ All Emergency Summary Sheets (Form IP-1011-4)</li> <li>▪ All EOF to JNC Essential Information Checklists (Form IP-1011-1)</li> <li>▪ All original Written Statement Distribution Checklists (Form IP-1011-5)</li> <li>▪ All data received by fax from EOF – plant status information</li> </ul> </li> </ul> <p><b>Pre-Briefings</b></p> <ul style="list-style-type: none"> <li>▪ A log of time for every departure/return from Pre-Briefing</li> </ul> <p><b>Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Log start and end time of Media Briefings</li> <li>▪ A log of return time from Media Briefing to Utility Room A</li> </ul> <p><b>Shift Information</b></p> <ul style="list-style-type: none"> <li>▪ A log of every shift change and time of change, including personnel attendance sheets and registration logs</li> </ul> <p><b>7.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Check binder to make sure all documentation is complete</li> <li>▪ A copy of every document distributed in Utility Room A under the appropriate tab</li> <li>▪ Label binder with date of event</li> <li>▪ Hand deliver completed log book to JNC Director for delivery to Recovery Manager</li> <li>▪ Ensure work area is in startup condition</li> <li>▪ Participate in de-briefing and then return work area to startup condition before departing facility</li> </ul>	

Attachment 19a  
**Registration Coordinator Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ Report to Administrative Manager and confirm registration/sign in area is set up</li> <li>▪ Ensure all personnel entering JNC are properly identified and badged</li> <li>▪ Ensure Media is directed to designated media areas only – explain “authorized personnel” areas</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Examine ID credentials of all people entering facility (no exceptions) (Official agency IDs or driver's license is 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)</li> <li>▪ 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)</li> <li>▪ 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 2<sup>nd</sup> floor unless escorted and/or Media Room Manager or Liaisons are already present in designated Media Areas on 2<sup>nd</sup> floor</li> <li>▪ Maintain sign-in list of all arrivals, and sign-out by personnel leaving the JNC</li> <li>▪ Ensure all participants wear ID's (Entergy, other agency ID and/or access badge provided)</li> <li>▪ Coordinate with Security personnel when necessary to leave registration area.</li> <li>▪ Update/Replace Registration Forms, as necessary, once complete. Provide originals to Administrative Manager</li> <li>▪ Report any unusual incidents or requirements to Administrative Manager</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Ensure registration area is returned to startup condition</li> <li>▪ Provide all Registration Sheets to Utility Room Documenter</li> <li>▪ Prepare all Registration Books for future use (copy/add blank registration forms)</li> <li>▪ Participate in de-briefing if requested by Administrative Manager</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 19b  
**Administrative Support Staff Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></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><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ 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.</li> <li>▪ Refer to position checklist, check equipment and supplies – replenish necessary supplies.</li> <li>▪ Report to Administrative Manager, and request assignment to set up facility</li> <li>▪ 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</li> <li>▪ 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)</li> <li>▪ If not already done/assigned, check for operability of copiers and adequate paper and other administrative supplies; report any problems to Administrative Manager</li> <li>▪ Set up log book for incoming/outgoing faxes in Fax/Copy Room</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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. <b>DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES.</b> Include Fax Cover Sheet (See Addendum 10)</li> <li>▪ Run copies of materials to JNC locations as required and perform other administrative assignments as directed by Administrative Manager</li> <li>▪ Contact Administrative Manager with problems, questions or feedback</li> <li>▪ Remain available to support Administrative Manager in other JNC activities as needed, including providing water on the dais before Media Briefings</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 19b  
**Administrative Support Staff Checklist**  
 Sheet 2 of 2

<ul style="list-style-type: none"> <li>▪ 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"> <li>▪ 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.</li> </ul> </li> <li>▪ 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)</li> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ 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</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ If requested by Administrative Manager, participate in de-briefing</li> <li>▪ Assist Administrative Manager in restoring each workroom to startup condition</li> </ul>	<p style="text-align: center;"><u>Notes</u></p>
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Attachment 20  
**IT Representative Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist</li> <li>▪ 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.</li> <li>▪ Report to Administrative Manager</li> <li>▪ 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.</li> <li>▪ Synchronize time in Utility Room A with JNC Director</li> <li>▪ Obtain and review official information on plant event (news releases)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain available to support personnel with equipment problems through the JNC.</li> <li>▪ Receive reports of difficulties directly or via the Administrative Manager</li> <li>▪ Troubleshoot problems, and correct those that are possible to close out.</li> <li>▪ Develop solutions for larger issues, and coordinate solutions with the Administrative Manager.</li> <li>▪ Receive approval and/or direction on approach to larger issues and solutions from the Administrative Manager and/or JNC Director</li> <li>▪ Maintain written log of actions, solutions, requirements and future needs</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Provide log to Documenter at end of event</li> <li>▪ Participate in de-briefing and help return JNC to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 21  
**Radiological Advisor Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ Report to Utility Room A and refer to position checklist</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul> <p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Review and provide technical comments on written statements on radiological implications of plant events as requested</li> </ul> <p><b>4.0 Pre-Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Advise Company Spokesperson and JNC Technical Advisor on radiological implications of plant events</li> <li>▪ Assist Company Spokesperson compile notes for Media Briefings as needed</li> </ul> <p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Ensure unanswered questions or inaccuracies are addressed during preparation of next Media Briefing</li> </ul> <p><b>6.0 Post-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ Provide feedback on briefings to JNC Director and Company Spokesperson</li> <li>▪ Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases</li> </ul> <p><b>7.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 22  
**Radiological Health Expert Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></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. This is an optional position and is staffed as a contract resource.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage</li> <li>▪ Review issued written statements, and report any inaccuracies to the Media Room Manager</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Relay information to Media Room Manager on reporters' questions as feedback for use in preparing for next briefing</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Monitor Media Briefings using Media Briefing Issues form in Addendum 4 (form IP-1011-2) for accuracy; relay comments to Media Room Manager</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 23  
**Security Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist</li> <li>▪ 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.</li> <li>▪ Report to Administrative Manager and confirm where security will be established             <ul style="list-style-type: none"> <li>▪ Establish post outside Media Briefing Room near stairway leading to 1<sup>st</sup> floor JNC work areas</li> <li>▪ Establish post on 1<sup>st</sup> floor at the entrance to JNC work areas near Registration Desk</li> <li>▪ IF a third officer is present THEN direct them to rove JNC areas checking worker badges and provide relief to posted officers</li> </ul> </li> <li>▪ Ensure all personnel entering JNC are properly identified and badged</li> <li>▪ Support Registration personnel in directing media to designated areas only</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all ERO responders wear ID's (hanging badges)</li> <li>▪ Report any unusual incidents to Administrative Manager</li> <li>▪ Monitor hallways for unauthorized individuals</li> <li>▪ Maintain secure access for utility, state and county representatives</li> <li>▪ Ensure appropriate access to Media Briefing Room for media representatives</li> <li>▪ Ensure Media does not enter "Authorized Personnel" areas</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in de-briefing if requested by Administrative Manager</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 24

Emergency Operations Facility (EOF) Information Liaison Checklist

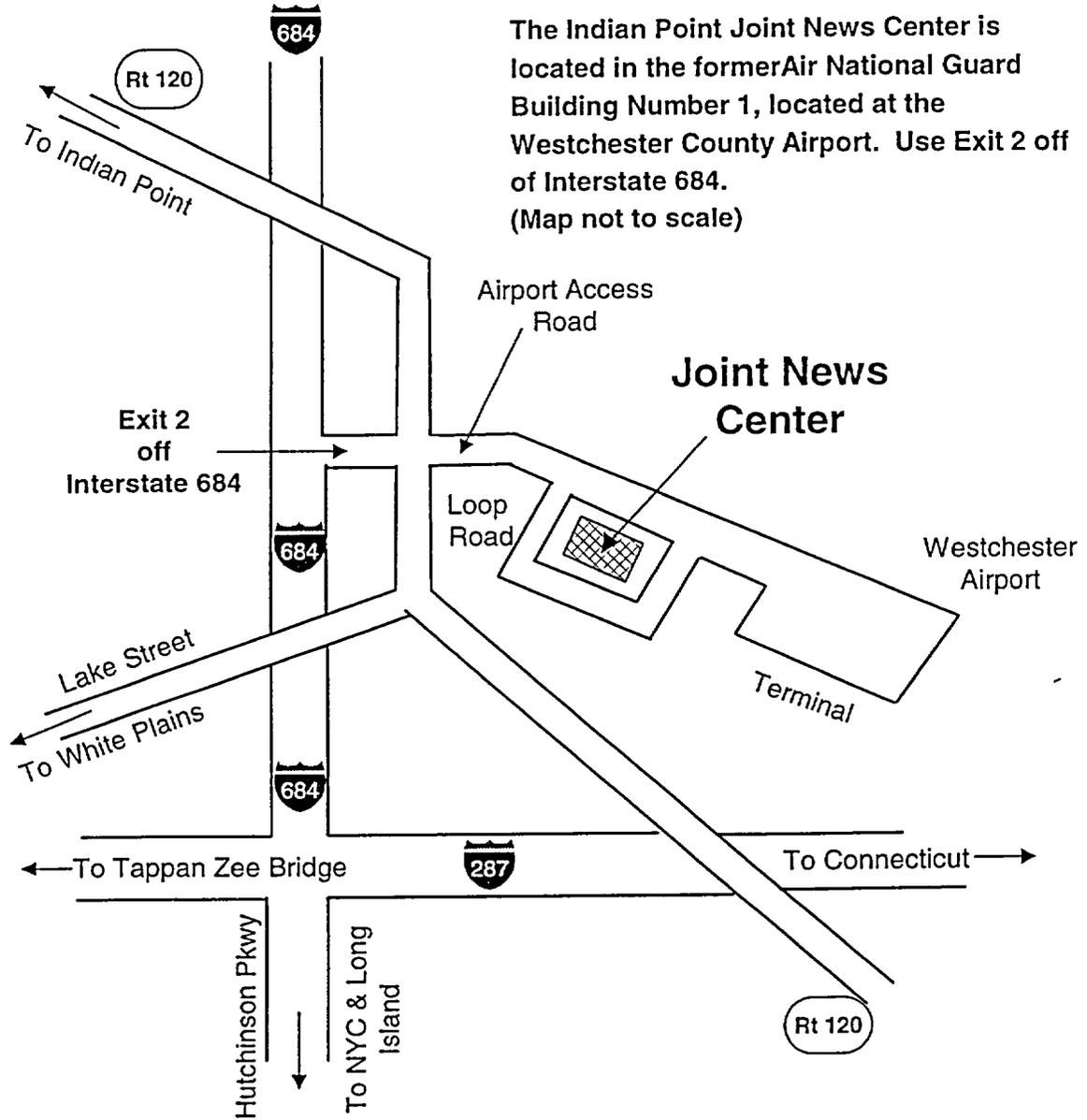
Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>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.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 Upon notification:</b></p> <ul style="list-style-type: none"> <li>▪ Report to EOF and assume responsibilities of EOF Information Liaison</li> <li>▪ Establish communications with EOF staff, the IP Communications Representative and JNC Technical Advisor, if activated</li> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ Coordinate the review and approval of news release(s) with the IP Communications Representative, ensuring prompt approval by the Emergency Director</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Provide current EOF time to the JNC for clock synchronization</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Ensure prompt distribution of completed forms and official news releases as appropriate within the EOF</li> <li>▪ Respond to requests from JNC for information</li> <li>▪ Receive and post final news releases from JNC on bulletin board in EOF Information Liaison work area</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in EOF de-briefing and then return work area to startup condition before departing facility</li> <li>▪ Forward debriefing suggestions to JNC Director</li> </ul>	<p><b><u>Notes</u></b></p>

Addendum 1

JNC Location Map & Floor Plans

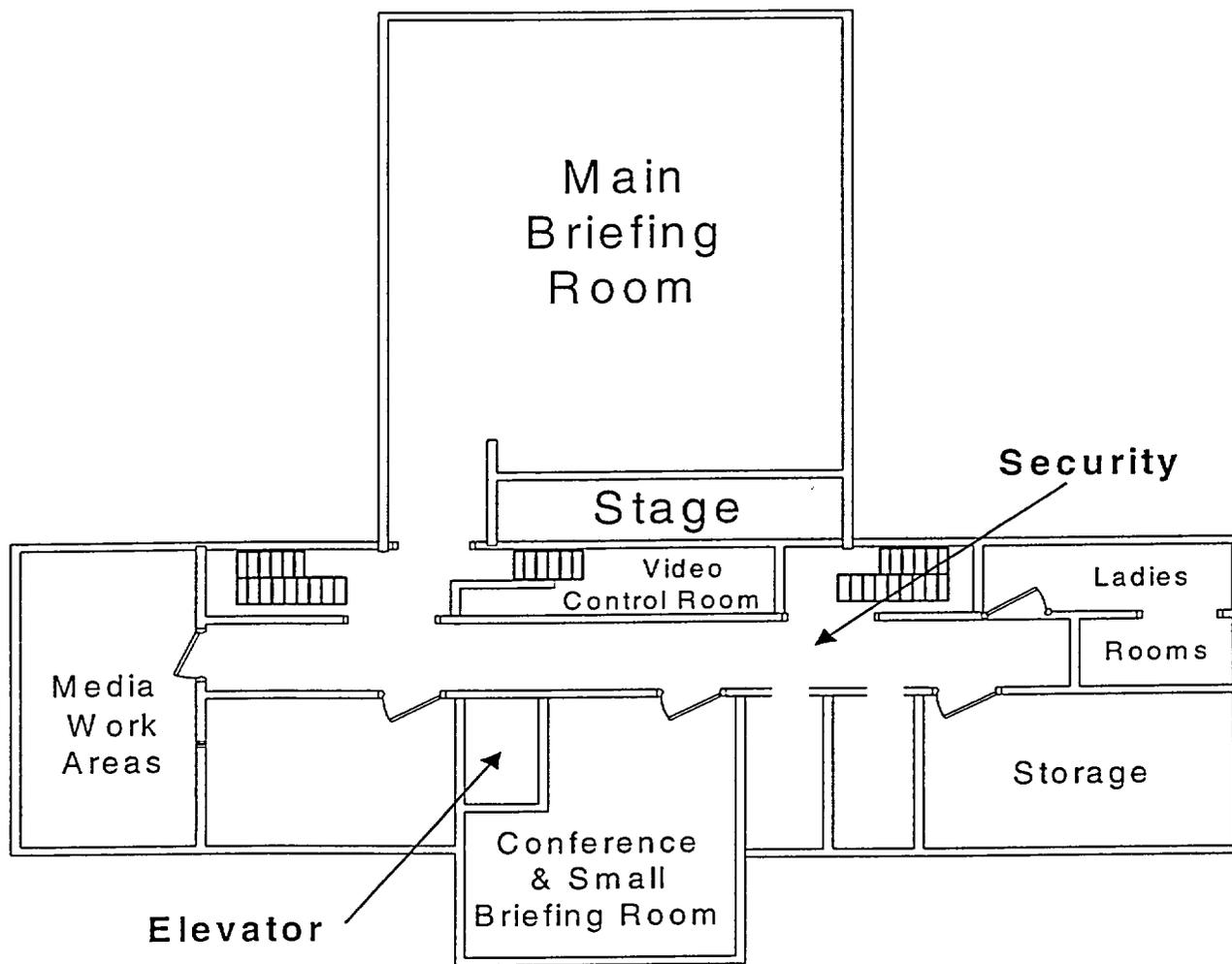
Sheet 1 of 3



Addendum 1

JNC Location Map & Floor Plans

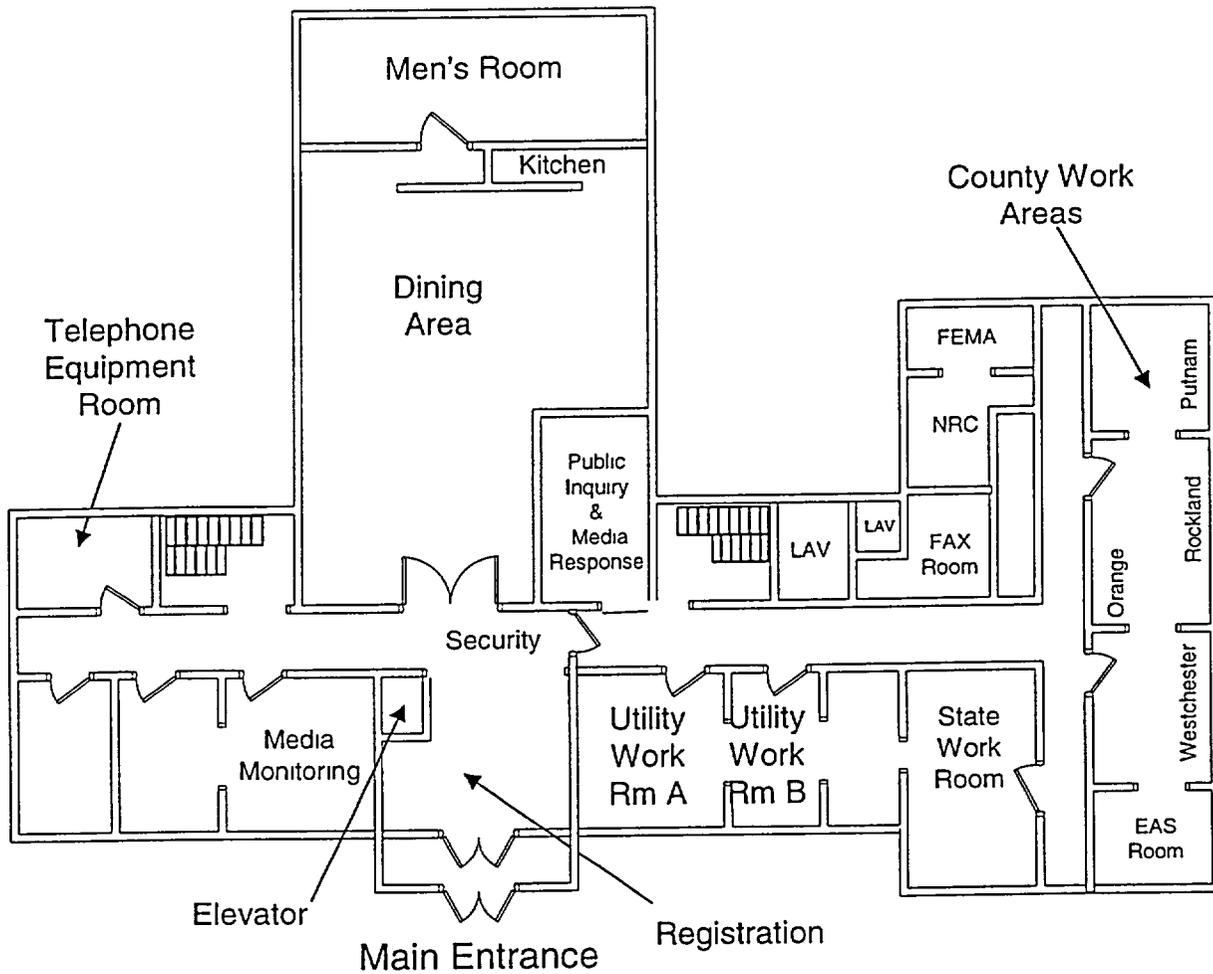
Sheet 2 of 3



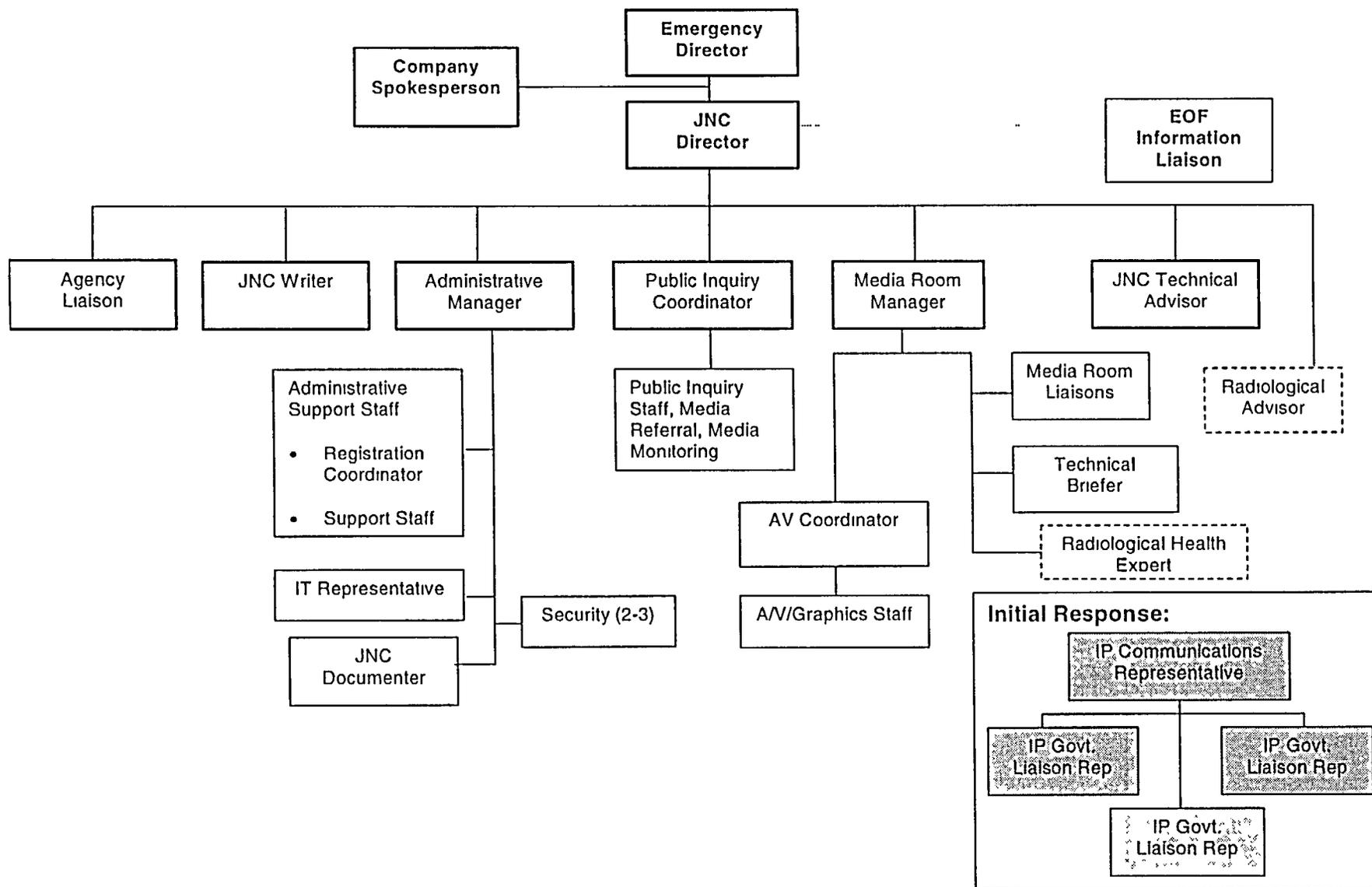
Addendum 1

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																							
<b>Emergency Classification:</b> <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: _____ _____		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Fission Product Barrier Status</th> </tr> <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>		Fission Product Barrier Status				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"/>
Fission Product Barrier Status																							
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 <b>Current Weather Conditions:</b> 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>																							

Form IP-1011-1 Rev 2



Addendum 5

JNC Staffing (Form IP-1011-3)

Page 1 of 4

JNC STAFFING						
Position	1 <sup>st</sup> Shift Name (print)	Time Arrived	Time Departed	2 <sup>nd</sup> 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	1 <sup>st</sup> Shift Name (print)	Time Arrived	Time Departed	2 <sup>nd</sup> 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)

JNC STAFFING						
Position	1 <sup>st</sup> Shift Name (print)	Time Arrived	Time Departed	2 <sup>nd</sup> 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

<b>JNC STAFFING</b>						
<b>Position</b>	<b>1<sup>st</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>	<b>2<sup>nd</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>
Radiological Health Expert						
JNC Security						

Shaded positions entail functions that are required for activation

Addendum 6

Emergency Summary Sheet (Form IP-1011-4)

Indian Point Energy Center

Emergency Summary Sheet

Time: \_\_\_\_\_

Date: \_\_\_\_\_

- 1. This is a Drill
- This is an Actual Event
- 2. Emergency Classification:
- Unusual Event
- Alert
- Site Area Emergency
- General Emergency

3. Event Description:

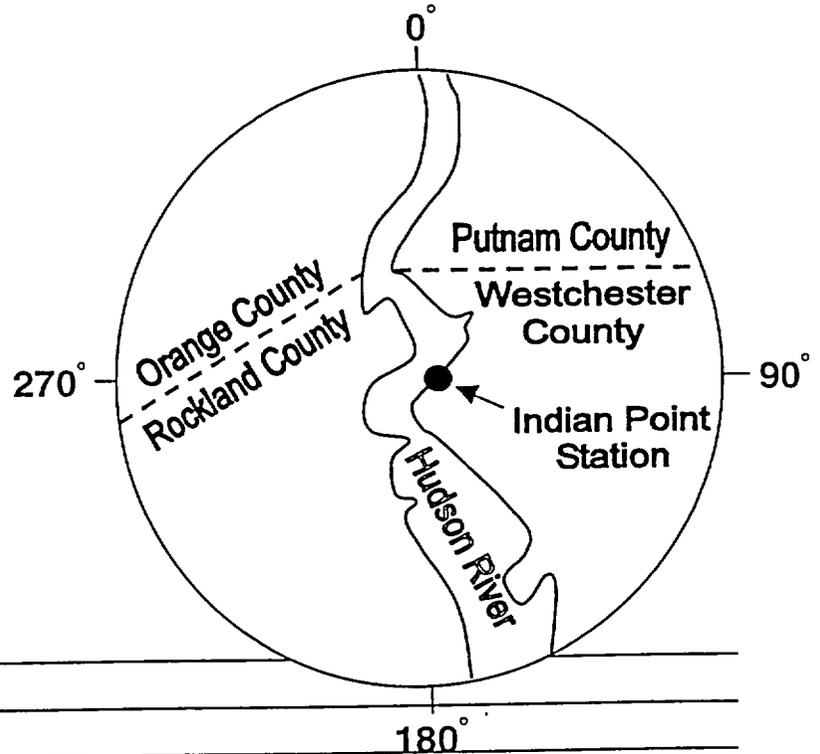
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4. Radiological Conditions:

- 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: \_\_\_\_\_

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: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	
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"> <li><input type="checkbox"/> Stamp original with Sign-Off stamp, have Company Spokesperson initial, notify Documenter of approval time</li> <li><input type="checkbox"/> Start a Written Statement Distribution Checklist and Fax Distribution Sheet (in Position Binder and file cabinet)</li> <li><input type="checkbox"/> Record Statement Number above</li> <li><input type="checkbox"/> Give Original statement with Distribution Checklist and Fax Distribution sheet to Administrative Support Staff to make initial copies.</li> </ul>	
2	Assigned Admin. Support Staff Person	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make 12 copies of statement</li> <li><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</li> <li><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)</li> </ul>	
3a	Agency Liaison	Obtain acknowledgment (on JNC written statements after activation statement ONLY) from: <ul style="list-style-type: none"> <li><input type="checkbox"/> New York State</li> <li><input type="checkbox"/> Westchester County</li> <li><input type="checkbox"/> Putnam County</li> <li><input type="checkbox"/> Rockland County</li> <li><input type="checkbox"/> Orange County (via phone if necessary)</li> <li><input type="checkbox"/> NRC</li> <li><input type="checkbox"/> FEMA</li> <li><input type="checkbox"/> Give completed signed -off original statement and this Distribution Checklist to Staff in Fax/Copy Room</li> </ul>	
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"> <li><input type="checkbox"/> 10 Copies to Public Inquiry Coordinator</li> <li><input type="checkbox"/> 2 Copies to Media Monitoring Room Personnel</li> <li><input type="checkbox"/> 7 Copies to Utility Room</li> <li><input type="checkbox"/> 12+ Copies to the Media Room Liaison for media (coordinate number needed with Media Room Liaison)</li> <li><input type="checkbox"/> Post 1 Copy on Bulletin Board near JNC Writer</li> <li><input type="checkbox"/> Upon completion, provide original statement with acknowledgments and this Distribution Checklist to Administrative Manager</li> </ul> <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"> <li><input type="checkbox"/> Complete fax distribution to media, other emergency facilities and other Emergency locations (as indicated on the Fax Distribution Form)</li> <li><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)</li> <li><input type="checkbox"/> Upon completion, provide fax confirmation sheet(s) to Administrative Manager</li> </ul>	
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

**PUBLIC INQUIRY - 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 Public Inquiry Coordinator at \_\_\_\_\_

Public Inquiry Coordinator Notes: \_\_\_\_\_

Return completed form to Public Inquiry Coordinator:

Addendum 10

**Joint News Center  
Fax Distribution Cover Sheet**

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Number of Pages (including cover): \_\_\_\_\_

**WIRE SERVICES**

AP/NYC

AP/WESTCHESTER

CNN

REUTERS AMERICA

GANNET SUBURBAN NEWS/WHITE PLAINS

BLOOMBERG NEWSWIRE

NEW YORK TIMES NEWS SERVICE

IP EOF                      OR                       IP AEOF

**ENTERGY MEDIA RELATIONS**

**LOCAL OFFICIALS**

**Other**