



IPEC
EMERGENCY PLAN
IMPLEMENTING
PROCEDURES

NON-QUALITY
RELATED PROCEDURE

IP-EP-510

Revision 1

REFERENCE USE

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**Meteorological, Radiological
& Plant Data Acquisition System**

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Effective Date: 3/6/03



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Meteorological, Radiological & Plant Data Acquisition System

1.0 PURPOSE

- 1.1 This procedure describes the methods available to obtain meteorological, Reuter Stokes and selected plant parameter data in the Central Control Rooms (CRs), the Emergency Operating Facility (EOF) and/or the Alternate Emergency Operating Facility (AEOF).

2.0 REFERENCES


NONE

3.0 DEFINITIONS

Meteorological, Radiological & Plant Data Acquisition System (MRP.DAS) – system that provides meteorological, radiological and certain plant parameter data i.e.: R-27, R-25/26, VC Pressure and VC Temperature.

4.0 RESPONSIBILITIES

The Unit 2 Control Room (CR) Operators, the Unit 3 Chemistry Technicians and the MRP-DAS Operators are responsible for the implementation of this procedure.

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5.0 DETAILS

5.1 Obtaining Meteorological Data:

5.1.1 Primary Methods:

5.1.1.1 Control Room (CR):

- a. USE the meteorological display panel 10-m elevation to obtain to obtain wind speed, wind direction and Pasquill Category.

5.1.1.2 Emergency Operations Facility (EOF):

- a. USE the meteorological display panel 10-m elevation to obtain to obtain wind speed, wind direction and Pasquill Category.

5.1.1.3 Alternate Emergency Operations Facility (AEOF):

- a. USE the meteorological data obtained via a personal computer.

5.1.2 Back –up methods:


- 5.1.2.1 CALL Unit 2 or 3 CR identify yourself and ask for the 10m elevation wind speed, wind direction and Pasquill Category.

- 5.1.2.2 OBTAIN data from MRP-DAS using a personal computer (Attachment 9.1):

NOTE:

For Unit 3 CR, go to the Eplan folder to access MRP-DAS

- a. Double-click the “**MRP-DAS LIVE DATA Graphics**” shortcut for the “C:\Mrp-das\Graphics” window.
- b. Double-click the “mrp-das.piw” icon for the “PI-ProcessBook –mrp-das.piw [Read Only]” window.
- c. Click the “MRP-DAS” tab for the available selections.
- d. Click; i.e., select one of the following:

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1. "Daily Summary Report"
 2. "Meteorological Data Summary Report"
6 Hour Forecast"
 3. Last 3 hrs and 3hr forecast"
- e. Double click the highlighted selection for the data report.
 - f. Read the reports from the display; OR Print the report. Click the "Print" [printer] button on the toolbar at the top of the report window. Click the "**OK**" button on the "Print" window.
 - g. Click the "close **window**" button to return to the "MRP-DAS" tab.

NOTE:

A PI Process Book window may appear with the question "Save changes to ...". Answer by clicking "NO".

- h. Repeat by highlighting other selections as required.
- i. Click the "close **window**" button for all the open windows to return to the desktop.


5.1.2.3 OBTAIN Primary Tower data (Attachments 9.2 or 9.3):

- a. Ensure the personal computer is turned on.

NOTE:

Where applicable, log on using your Network Login name and password. If already logged into a different computer may receive a message stating you do not have authority for dual access, please close this message. The computer will re-boot which takes approximately 2 minutes.

- b. On the main screen double click on "Primary Tower.ht."
- c. The "Connect" box will appear. Check if the phone number, 736-3263 is displayed. If not, click on Modify button and enter the number.
- d. Use the default "Your location."
- e. Click on "Dial." The terminal screen will indicate a

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status of "Connecting", then "Dialing".

- f. Following "Log in", for the Unit 2 report enter "Unit 2", for the Unit 3 report enter "ccreof" and hit Return.
- g. The screen will display the last six sets of meteorological data, including Wind Speed, Pasquill Category, Wind direction and Temperature.
- h. Print the report. Highlight the text of the report. Right-click within the highlighted portion of the report. Click "Print". Click "OK".
- i. At the prompt, "Would you like to run this report again, enter "Y" to do so or "Return" to disconnect.
- j. To Exit, click on the X in the top right corner.

5.1.2.4 OBTAIN data from the Backup Tower (Attachment 9.4):


CAUTION:

Except for testing, connect a remote terminal to this data logger only when all other sources of Primary and BackupTower data are inaccessible. The MRP-DAS is deprived of data for the duration of the connection.

5.1.2.4.1 Ensure the personal computer is turned on.

NOTE:


Where applicable, log on using your Network Login name and password. If already logged into a different computer you may receive a message stating you do not have authority for dual access, please close this message. The computer will re-boot which takes approximately 2 minutes.

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1. A "Connect" box will appear. Check the following information:
2. If the phone number 737-6913 is not displayed, then Click on Modify button and enter this number.
3. If you receive: Your Location then use the default location
4. Click on "Dial". The terminal screen will indicate a status of "Connecting", then "Dialing".
5. When connected, hit Return 4 times; (4 asterisks should appear).
6. Type the number of 15-minute records desired counting back from now followed by B (i.e., 4B). Press Return.
7. Type the number of records desired again followed by D (i.e., 4D). Press Return.
8. The report will appear on the computer screen as data strings (Attachment 9.3, "Example 3, Backup Tower").
9. Print the report. Highlight the text of the report. Right-click within the highlighted portion of the report. Click "Print". Click "OK".

5.1.2.5 OBTAIN data from Offsite Agencies

- a. Use the emergency telephone list to locate the offsite agencies phone numbers.
- b. ACCUWEATHER -- use personal computer to log on to offsite agencies web Select ACCUWEATHER: www.accuweather.com and ENTER "Buchanan, NY" OR "10511". Click "My Local Page, Hourly Forecasts".
- c. National Weather Service (NWS) Select National Weather Service: www.nws.noaa.gov and ENTER "Buchanan, NY" for "Local Forecast, City, St". Click "GO".

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5.2 Obtaining Reuter Stokes and Selected Plant Parameter Data

5.2.1 Double-click the “**MRP-DAS LIVE DATA Graphics**” shortcut for the “C:\Mrp-das\Graphics” window.

5.2.2 Double-click the “mrp-das.piw” icon for the “PI-ProcessBook –mrp-das.piw [Read Only]” window.

5.2.3 Click the “MRP-DAS” tab for the available selections.

5.2.4 Click; i.e., highlight one of the select

5.2.4.1 To obtain the Reuter Stokes Data, click the 5 mile radius

5.2.4.2 To obtain the Plant Parameter Data, click either the Unit 2 Plant Parameter or Unit3 Plant Parameter Data selection.

6.0 INTERFACES

IP-EP-310, Dose Assessment

7.0 RECORDS

NONE

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

NONE

9.0 ATTACHMENTS

9.1 EXAMPLE: MRP-DAS METEOROLOGICAL DATA REPORT

9.2 EXAMPLE: PRIMARY TOWER METEOROLOGICAL DATA, UNIT 3 REPORT


9.3 EXAMPLE: PRIMARY TOWER METEOROLOGICAL DATA, UNIT 2 REPORT

9.4 EXAMPLE: BACKUP TOWER DATA LOGGER REPORT

9.5 PASQUILL CATEGORY vs TEMPERATURE CHANGE at GROUND LEVEL
(60m – 10m)

9.6 Estimation of Pasquill Category

9.7 DISCUSSION

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Attachment 9.1

EXAMPLE: MRP-DAS METEOROLOGICAL DATA REPORT

Sheet 1 of 1

NOTE: All "9s" in a data field indicates the data was not collected.

*** DAILY SUMMARY REPORT ***

*** DATE: 05/29/2002 07:10 ***

TIME	*** MET TOWER DATA (M/S, DEG FROM, F) ***						
HRMN (EST)	SPD10M	SPD60M	DIR10M	DIR60M	DT60	DT122	PC
0700	2.2	3.3	2	15	-1.2	-2.1	D


*** UNIT #2 PLANT PARAMETER DATA ***						
VC P948A (PSIG)	VC P948B (PSIG)	VC T1203 (F)	VC R-25 (R/HR)	VC R-26 (R/HR)	VENT R-27 (UCI/SEC)	
-2	.0	1.02E+02	<=1.00E+00	<=1.00E+00	2.53E+02	

*** UNIT #3 PLANT PARAMETER DATA ***			
CONT (PSIG)	CONT (F)	DOM (R/HR)	RAD VENT (UCI/SEC)
-1	94	<=1.0E+00	1.0E+01

*** ATMOSPHERIC DISPERSION ***				
SITE BOUNDARY	DIST= .6 MILES	2 MILES	5 MILES	10 MILES
XU/Q (1/M2)	XU/Q (1/M2)	XU/Q (1/M2)	XU/Q (1/M2)	XU/Q (1/M2)
1.0E-04	1.9E-05	5.1E-06	2.1E-06	

*** OFFSITE MONITOR DATA ***								
MON NO SECTOR	1 N	2 NNE	3 NE	4 ENE	5 E	6 ESE	7 SE	8 SSE
RAD (MR/HR)	3.4E-03	6.9E-03	6.8E-03	7.0E-03	6.3E-03	7.3E-03	7.9E-03	7.4E-03
MON NO SECTOR	9 S	10 SSW	11 SW	12 WSW	13 W	14 WNW	15 NW	16 NNW
RAD (MR/HR)	8.5E-03	6.0E-03	5.9E-03	8.5E-03	1.1E-02	6.5E-03	7.0E-03	8.4E-03

*** METEOROLOGICAL FORECAST ***				
HOUR	SPEED (MPH)	DIRECTION(FROM)	RAIN	STABILITY
17 0	5.8	130	YES	D
18 0	4.9	50	YES	D
19 0	4.5	30	YES	D
20 0	4.0	0	YES	D
21 0	3.6	350	NO	D
22 0	3.6	340	NO	D

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Attachment 9.2

EXAMPLE: PRIMARY TOWER METEOROLOGICAL DATA, UNIT 3 REPORT

Sheet 1 of 1

Dial: (914) 736-3263

(You may need to dial "1" or "9" before the telephone number to achieve a connection).

Indian Point Nuclear Station

Meteorological Data System

CCREOF Report

Tue Dec 14 10:47:23 EST 1999


Meteorological data

10 meter Elevation

TIME (EST)	WIND SPEED (MPH)	PAS CAT (FROM)	WIND DIR	TEMP (F)
-----	-----	-----	-----	-----
+915.00	+7.2371	+4.0000	+12.221	+37.497
+930.00	+6.1625	+4.0000	+85909	+37.848
+945.00	+5.4943	+4.0000	+14.319	+38.095
+1000.0	+7.1415	+4.0000	+19.885	+38.751
+1015.0	+6.7935	+4.0000	+23.504	+39.072
+1030.0	+6.3646	+4.0000	+25.942	+39.208

NOTE: Pasquil +1 = A, +2 = B, +3 = C, +4 = D, +5 = E, +6 = F, +7 = G

* mph. x .45 = m/sec

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Attachment 9.3

EXAMPLE: PRIMARY TOWER METEOROLOGICAL DATA, UNIT 2 REPORT

Sheet 1 of 1

Dial: (914) 736-3263

(You may need to dial "1" or "9" before the telephone number to achieve a connection).

Entergy Northeast
Indian Point Entergy Center
Primary Meteorological Tower Data
Unit 3 Hp-9000, Unit 2 Report


Tue Jul 9 16:03:34 EDT 2002

Meteorological data

TIME (EST)	122mWD (From)	122mWS (m/s)	122mPC (1-7/A-G)	60mWD (From)	60mWS (m/s)	10mWD (From)	10mWS (m/s)	10mPC (1-7/A-G)
1345	96	1.7	4	118	1.8	105	1.2	3
1400	20	1.4	4	38	1.4	35	1.0	4
1415	278	1.3	4	250	1.6	283	1.0	4
1430	245	1.9	4	263	1.8	232	1.2	4
1445	245	2.6	4	273	2.1	254	1.2	4
1500	221	4.2	4	247	3.1	243	1.5	4

NOTE: Pasquill +1 = A, +2 = B, +3 = C, +4 = D, +5 = E, +6 = F, +7 = G

Would you like to run this Again {Y,N} [Default is NO]

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Attachment 9.4

EXAMPLE: BACKUP TOWER DATA LOGGER REPORT

Sheet 1 of 1

(914) 737-6913

(You may need to dial "1" or "9" before the telephone number to achieve a connection).

*4B

A1 L+3610.0 c0833

*4D

01+0001. 02+1999. 03+348.0 04+1000. 05+19.29 06+28.03 07+2.640 08+1.000

09+0.000

01+0001. 02+1999. 03+348.0 04+1015. 05+21.41 06+23.09 07+2.996 08+1.000

09+0.000

01+0001. 02+1999. 03+348.0 04+1030. 05+28.34 06+23.50 07+2.556 08+1.000

09+0.000


01+0001. 02+1999. 03+348.0 04+1045. 05+26.02 06+17.77 07+3.151 08+2.000

09+0.000

Channel

- 1 = ID
- 2 = Year
- 3 = Julian Date
- 4 = Time (EST) of Data Acquisition
- 5 = Average Wind Direction 10M (Degrees from)
- 6 = Standard Deviation (Sigma Theta) of wind direction 10M (Degrees)
- 7 = Average Wind Speed 10M (m/sec)
- 8 = Pasquill Category 10M (1-7=A-G), i.e.:
 - 1 = Pasquill A
 - 2 = Pasquill B
 - 3 = Pasquill C
 - 4 = Pasquill D
 - 5 = Pasquill E
 - 6 = Pasquill F
 - 7 = Pasquill G
- 9 = Calm Wind Speed Flag 10M (0.000=OK, 4.000=calm)

...

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Attachment 9.5


PASQUILL CATEGORY

vs

TEMPERATURE CHANGE at GROUND LEVEL (60m – 10m)

Sheet 1 of 1

PASQUILL CATEGORY	TEMPERATURE CHANGE (°F)
A	≤ -1.74
B	-1.56 to ≤ -1.74
C	-1.56 to ≤ -1.37
D	-1.37 to ≤ -0.46
E	-0.46 to $\leq +1.37$
F	+1.37 to $\leq +3.66$
G	$> +3.66$

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Attachment 9.6

Estimation of Pasquill Category

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Use this addendum to determine the Pasquill Category in the absence of both measured vertical temperature differences AND the standard deviation (sigma theta) for horizontal wind direction.


<u>DEFINITION OF PASQUILL STABILITY CATEGORY</u>	
<u>PASQUILL CATEGORY</u>	<u>STABILITY CONDITIONS</u>
A	Extremely unstable
B	Moderately unstable
C	Slightly unstable
D	Neutral
E	Slightly stable
F	Moderately stable
G	Extremely stable

Pasquill category can be estimated by observing or estimating the time of day, solar radiation, cloudiness, and wind speed.

<u>KEY TO STABILITY CATEGORIES</u>					
Surface Wind Speed (m/s)	<u>DAYTIME</u>			<u>NIGHT</u>	
	Incoming Solar Radiation (Insolation)			Cloudiness	
	Clear Sky	Partly Cloudy	Overcast	Thinly Overcast or >4/8 Low Cloud	Clear to Partly Cloudy
<2	A	A-B	B	E-F	G
2-3	A-B	B	C	E	F
4-5	B	B-C	C	D	E
5-6	C	C-D	D	D	D
>6	C	D	D	D	D

General Definitions

- Daytime is considered as one hour after sunrise to one hour before sunset.
- Clear sky - less than 20 percent cloud cover.
 - Partly cloudy - 20 to 80 percent cloud cover.
 - Overcast - 80 to 100 percent cloud cover.

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Attachment 9.7


DISCUSSION

Sheet 1 of 2

1. Meteorological data (i.e. wind speed, wind direction AND Pasquill category) are normally available from the following sources:
 - a. Primary Meteorological (Met) Tower Sensors
 - b. Backup Met Tower Sensors
 - c. Backup (Standby) Met Tower Sensors
 - d. Weather Service Contractor
 - e. National Weather Service
 - f. Local Observations

Two data loggers, one for Unit 2 and one for Unit 3, in the Shelter at the base of the Primary Met Tower, process and record data from the sensors. The Unit-2 data logger displays data on a Met Display Panel in the Shelter and distributes its data over telephone lines to the Meteorological, Radiological and Plant Parameter Data Acquisition System (MRP-DAS) computer in the EOF and the Met Display Panels in the Unit 2 CCR and EOF. The Unit-3 data logger data can be displayed on a desktop computer in the Shelter and is distributed to an HP-9000 at Unit-3. As a last resort, should all other sources of Primary Tower data fail, data from both these data loggers is available to a remote terminal by telephone line.

2. A data logger in the enclosure at the base of the Backup Tower processes and records data from the sensors and forwards it over a telephone line to a data logger in the EOF. The data logger in the EOF processes data from the Backup (Standby) Tower, records data from both backup towers, and forwards the data to the MRP-DAS computer and the Video Graphic recorder in the EOF. Backup Tower data is forwarded when it is available and Standby Backup Tower data forwarded when it is not. As a last resort, when all other sources of Backup Tower data are unavailable, data from the data logger at the Backup Tower and the EOF may be available to a remote terminal by telephone line.
3. Forecast wind speed, wind direction, Pasquill category and precipitation data for the site is provided under contract to MRP-DAS. This data is also available via facsimile or voice telephone on request.
4. Data displayed on the Met Display Panel in the Unit 2 CCR is also available from the printer at the back of the Panel. The MRP-DAS computer records and distributes data from the primary data logger to the Met Display Panel in the U3 CCR, the PI-Client terminal in the EOF, and the PI-Client terminals in State and Local Government Emergency Operation Centers. MRP-DAS will substitute backup data for lost primary data normally available to the PI-Client terminals.


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Attachment 9.7

DISCUSSION

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5. MRP-DAS data is available using the "ProcessBook" graphics Meteorological Data Summary and Daily Summary Report at the PI-Client terminal in the EOF and by telephone line to other PI-Client terminals.
6. HP-9000 data is available by telephone at remote terminals including those at the AEOF, Unit 2 CCR and EOF.
7. In addition to data provided directly to MRP-DAS, the contractor also provides meteorological data in a report exclusively for the site. This report is available by telephone at remote terminals and includes:
 - a. Meteorological data from National Weather Service (NWS) stations, within fifty miles of Indian Point.
 - b. Surface weather, upper air data AND forecasts for the Indian Point Emergency Planning Zone.
8. Meteorological data is also available from National Weather Service and contractor representatives by telephone voice communication on request.
9. Data is also determined by local weather observations including those in Attachment 9.6 for the Pasquill Category.

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Protective Action Recommendations

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PROTECTIVE ACTION RECOMMENDATIONS

1.0 PURPOSE

To prescribe the responsibilities and methods for determining recommended protective actions for New York state and County authorities.

2.0 REFERENCES

EPA Protective action Guidelines

3.0 DEFINITIONS

Protective Action Recommendations (PARs) – Specific recommendations made by the Emergency Director to the local authorities in accordance with Emergency Plan procedures based on Protection Action Guidelines.

4.0 RESPONSIBILITIES

4.1 The Shift Manager is responsible for evaluating accident conditions, classifying the accident, and recommending protective actions to offsite authorities during the initial phases of the accident. The Emergency Director assumes these responsibilities when he takes control of the emergency response from the Shift Manager. The Offsite Radiological Manager will assist the Emergency Director with protective action recommendations.

4.2 The decision to initiate any protective actions is solely the responsibility of the local authorities.

5.0 DETAILS

5.1 NUE, Alert, Site Area Emergency

Recommend no protective actions be taken.


5.2 General Emergency

5.2.1 The initial protective action recommendation should be made within 15 minutes of the GENERAL EMERGENCY declaration.

5.2.2 Protective Action Recommendations (PARs) shall be made in accordance with Attachment 9.1. Sectors / ERPA's are identified on Attachment 9.2.

5.2.3 The initial PAR shall be made in the first GENERAL EMERGENCY notification to the State/Counties. All subsequent, Part I notifications shall include the latest PAR.

5.2.4 Re-evaluate the PARs based on the following:

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5.2.4.1 Changes in Wind Direction

5.2.4.2 Dose Assessment - (When release duration is NOT able to be estimated, use four hours as a default value),

5.2.4.3 Field data,

5.2.4.4 EPA PAGs – Attachment 9.3,

5.2.5 As protective action recommendations change, ensure appropriate steps are taken to protect the onsite population.

5.2.6 IF dose projections indicate a EPA PAG will be exceeded beyond 10 miles THEN send field teams to confirm projections and discuss possible protective actions with offsite officials if projections prove possible.

6.0 INTERFACES

6.1 Evacuation Travel Time Estimates

6.2 IP-EP-310, Dose Assessment

7.0 RECORDS

NONE

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

NONE


9.0 ATTACHMENTS

9.1 Flowchart for General Emergency Protective Action Decisions

9.2 Conversion of Sector/Zones to ERPAs

9.3 EPA Protective Action Guidelines

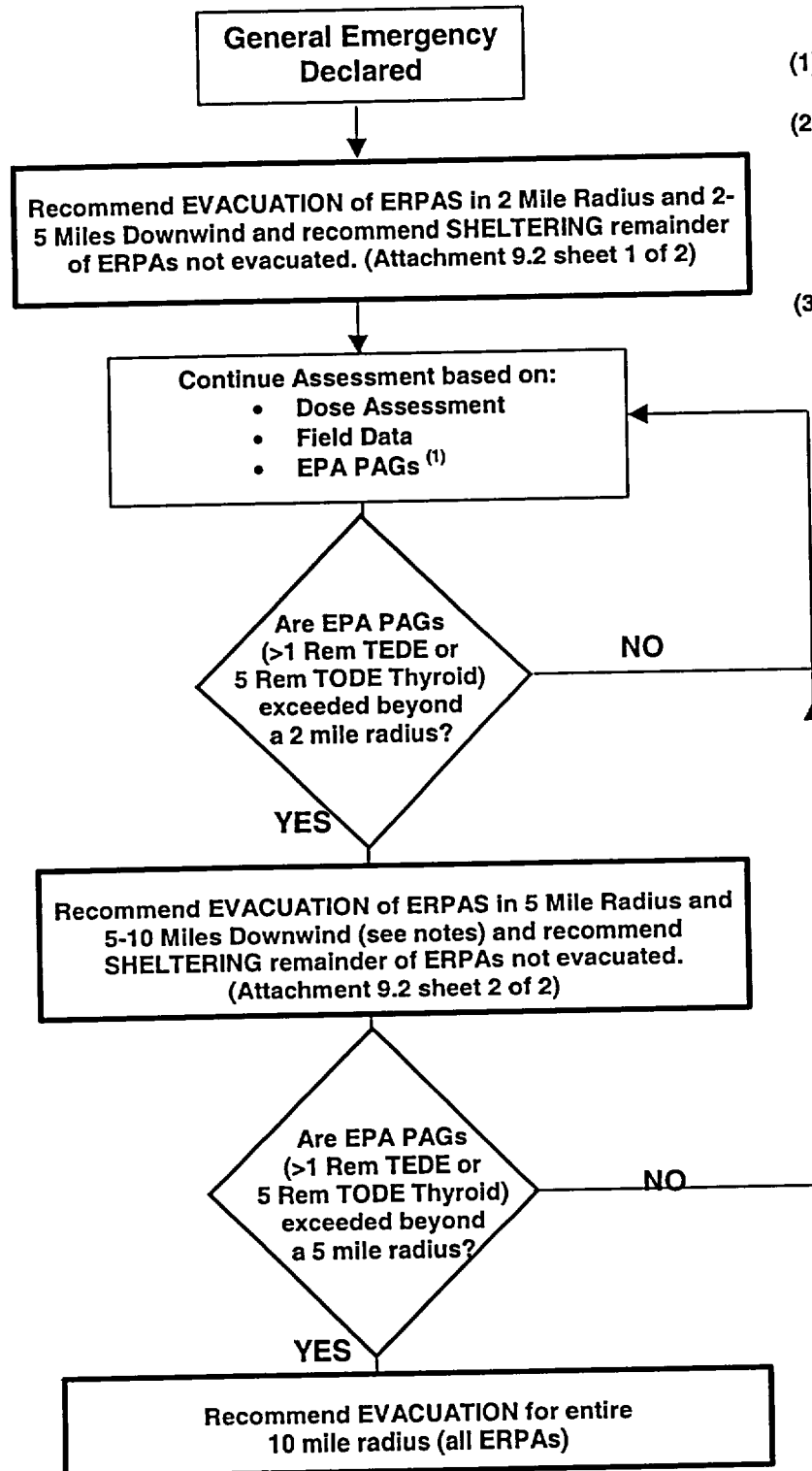
9.4 Overlay Selection Flow Chart

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Attachment 9.1


FLOWCHART FOR GENERAL EMERGENCY PROTECTIVE ACTION DECISIONS

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Notes:

- (1) Refer to Attachment 10.3 for details on EPA PAGs.
- (2) IF an EPA PAG is exceeded or expected to be exceeded beyond 10 miles THEN consider the need for PARs beyond 10 miles and discuss possible actions with State.
- (3) IF recommended ERPAS change THEN add new ERPAS to new PAR DO NOT subtract any ERPA in which actions have previously been recommended.

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Attachment 9.2

CONVERSION OF SECTOR/ZONES TO ERPAS

Sheet 1 of 2

TABLE I - 0-2 MILE RADIUS - Evacuate all ERPAs.

1, 2, 3, 4, 7, 29, 30, 38, 39, 43, 44

TABLE IIA - 2-5 MILES DOWNWIND


Up-Valley Plumes (wind speed < 4 m/sec and wind direction from 102-209)	
All Pasquil Stability Categories	ERPAs 8, 9, 16, 18, 26, 45, 49

TABLE IIB - 2-5 MILES DOWNWIND

Down-Valley Plumes (wind speed < 4 m/sec and wind direction from 340-101)	
Pasquill Stability Categories	ERPAs affected
A, B	5, 6, 31, 47, 48, 49
C, D, E, F, G	6, 31, 47, 48

TABLE IIC - 2-5 MILES DOWNWIND

Cross-Valley (wind speed ≥ 4 m/sec OR wind direction from 210-339)			
Wind Direct From (deg)	Center Sector No	Pasquil Stability Categories A & B ERPAs affected	Pasquil Stability Categories C-G ERPAs affected
169 - 190	1 N	8,9,16,18,24,26	8,16,18,26
191 - 213	2 NNE	8,9,16,18, 26	8,9,16,18
214 - 235	3 NE	8,9,16,18, 49	8,9,16,18
236 - 258	4 ENE	5,8,9,16,18,48,49	8,9,49
259 - 280	5 E	5,6,8,9,47,48,49	5,8,9,47,48,49
281 - 303	6 ESE	5,6,8,9,47,48,49	5,6,9,47,48,49
304 - 325	7 SE	5,6,9,31,47,48,49	5,6,47,48, 49
326 - 348	8 SSE	5,6,31,47,48,49	5,6,31,47,48,49
349 - 010	9 S	5,6,31,47,48,49	6,31,47,48
011 - 033	10 SSW	6,31,40,47,48	31
034 - 055	11 SW	31,40	31,40
056 - 078	12 WSW	31,40	31,40
079 - 100	13 W	24,26,31,40	40
101 - 123	14 WNW	16,24,26,40	24,26,40
124 - 145	15 NW	8,16,24,26,40	16,24,26,40
146 - 168	16 NNW	8,16,18,24,26,40	8,16,24,26,40

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Attachment 9.2

CONVERSION OF SECTOR/ZONES TO ERPAS

Sheet 2 of 2

TABLE I - 0-5 MILE RADIUS - Evacuate all ERPAs.

1, 2, 3, 4, 5, 6, 7, 8, 9, 16, 18, 24, 26, 29, 30, 31, 38, 39, 40, 43, 44, 45, 47, 48, 49

TABLE IIA – 5-10 MILES DOWNWIND


Up-Valley Plumes (wind speed < 4 m/sec and wind direction from 102-209)	
All Pasquil Stability Categories	ERPAs 10, 11, 12, 13, 14, 17, 19, 20, 23, 25, 46

TABLE IIB - 5-10 MILES DOWNWIND

Down-Valley Plumes (wind speed < 4 m/sec and wind direction from 340-101)	
Pasquil Stability Categories	ERPAs affected
A, B	12, 21, 22, 32, 33, 34, 35, 36, 37, 42, 50, 51
C, D, E, F, G	12, 21, 22, 32, 33, 34, 35, 36, 37, 42, 50, 51

TABLE IIC – 5-10 MILES DOWNWIND

Cross-Valley (wind speed ≥ 4 m/sec OR wind direction from 210-339)			
Wind Direct From (deg)	Center Sector No	Pasquil Stability Categories A & B ERPAs affected	Pasquil Stability Categories C-G ERPAs affected
169 - 190	1 N	10,17,19,20,23,25,27	17,19,23,25,27
191 - 213	2 NNE	10,11,12,13,14,17,19,20,23, 46	10,11,17,19,20,23,46
214 - 235	3 NE	10,11,12,13,14,15,17,19,20,23	10,11,12,13,14,17,19, 20,23
236 - 258	4 ENE	10,11,12,13,14,15,17,19,20,21,50	10,11,12,13,14,15,17,19,20
259 - 280	5 E	10,11,12,13,14,15,19,20,21,22,50,51	10,11,12,13,14,15,19,20,21,50
281 - 303	6 ESE	10,11,12,13,14,15,20,21,22,50,51	10,11,12,13,14,15,20,21,22,50,51
304 - 325	7 SE	11,12,13,14,15,21,22,32,33,34,35,50,51	11,12,13,14,15,21,22,32,50,51
326 - 348	8 SSE	12,13,21,22,32,33,34,35,36,37,50,51	12,13,21,22,32,33,34,35,50,51
349 - 010	9 S	12,21,22,32,33,34,35,36,37,41,50,51	12,21,22,32,34,35,36,37,50,51
011 - 033	10 SSW	22,31,32,33,34,35,36,37,41,51	32,33,34,35,36,37,41
034 - 055	11 SW	28,32,33,34,35,36,37,41	34,35,36,37,41
056 - 078	12 WSW	27,28,34,35,36,37,41	28,34,35,36,37,41
079 - 100	13 W	25,27,28,34,36,37,41	27,28,36,37,41
101 - 123	14 WNW	25,27,28,41	25,27,28
124 - 145	15 NW	17,23,25,27,28	17,23,25,27,28
146 - 168	16 NNW	17,19,23,25,27,28	17,23,25,27

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Attachment 9.3

EPA PROTECTIVE ACTION GUIDELINES

Sheet 1 of 1

Recommended protective actions to reduce whole body and thyroid dose from exposure to a gaseous plume.

PROJECTED DOSE (REM) TO THE POPULATION		RECOMMENDED ACTIONS (a)	COMMENTS
Whole Body (TEDE)	< 1	No planned actions. (b) State may issue an advisory to seek shelter and await further instructions. Monitor environmental radiation levels	Previously recommended protective actions may be reconsidered or terminated.
Thyroid (TODE)	<5		
Whole Body (TEDE)	≥ 1	Evacuate unless constraints make it impractical; then shelter. Monitor environmental radiation levels. Control access.	If constraints exist, special consideration should be given for evacuation of children and pregnant women.
Thyroid (TODE)	≥ 5		


GUIDANCE ON DOSE LIMITS FOR WORKERS PERFORMING EMERGENCY SERVICES (REM)

Whole Body (TEDE):			
10	Protecting valuable property		Lower dose not practicable.
25	Lifesaving or protection of large populations		Lower dose not practicable.
> 25	Lifesaving or protection of large population		Only on a voluntary basis to persons fully aware of the risks involved.

TEDE- Total Effective Dose Equivalent: Sum of external effective dose equivalent and committed effective dose equivalent to nonpregnant adults from exposure and intake during an emergency situation. Workers performing services during emergencies should limit dose to the lens of the eye to three times the listed value and doses to any organ (including skin and body extremities) to ten times the listed value.

TODE- Total Organ Dose Equivalent: Sum of external effective dose equivalent and committed dose equivalent (to the Thyroid).

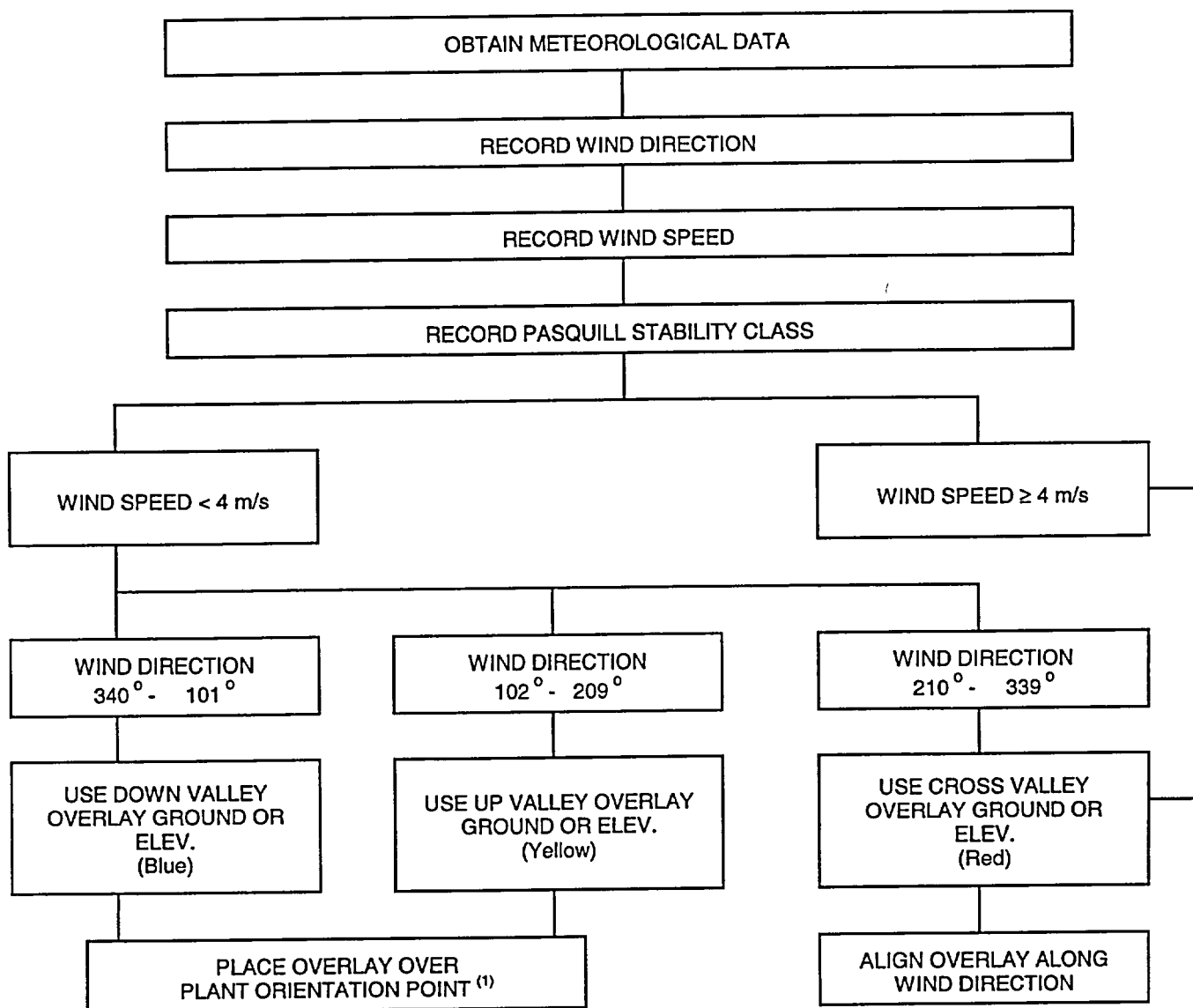
- (a) These actions are recommended for planning purposes. Protective action decisions at the time of the incident must take existing conditions into consideration.
- (b) At the time of the incident, officials may implement low-impact protective actions in keeping with the principle of maintaining radiation exposures as low as reasonably achievable (ALARA)

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Attachment 9.4


OVERLAY SELECTION FLOW CHART

Sheet 1 of 1



- Plant Orientation Point

- Using down valley overlay (Blue) align horizontal axis on 90° - 270° line with plume extending south.
- Using up valley overlay (Yellow) align horizontal axis on 90° - 270° line with plume extending north.

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CONTROLLED
COPY # 25

Dose Assessment

Prepared by:

Al Lee
Print Name

Al Lee
Signature

3/3/03
Date

Approval:

Frank Inzirillo
Print Name

Frank Inzirillo
Signature

3/3/03
Date

Effective Date: 3/6/03



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DOSE ASSESSMENT

1.0 PURPOSE

To describe the methods of estimating the whole body and thyroid dose to onsite personnel and the offsite population in the event of an accidental release of radioactivity to the environment.

2.0 REFERENCES


- 2.1 IP-EP-520, Modular Emergency Assessment & Notification System (MEANS)
- 2.2 IP-EP-530, Obtaining Meteorological, Radiological and Dose Assessment Data from MR.P DAS
- 2.3 IP-2 Manual Determination of Release Rate (Form EP-17)
- 2.4 IP-3 Manual Determination of Release Rate (Form EP-18)
- 2.5 IPEC Manual Dose Assessment Worksheet/TEDE Whole Body Exposure Calculations and TODE Thyroid Exposure Calculations (Form EP-13)
- 2.6 IPEC Manual Dose Assessment Worksheet/Release Rate Back Calculated from Field Reading (Form EP-19)
- 2.7 Estimating Containment Activity via R-25 / 26 (Form EP-11)

3.0 DEFINITIONS

- 3.1 Meteorological, Radiological, and Plant Parameter Data Acquisition System (MRP-DAS) – the system which provides meteorological, Reuter Stokes and certain plant parameter data (VC Temperature, VC Pressure, Plant Vent and VC High Radiation Monitors)
- 3.2 Total Effective Dose Equivalent (TEDE) – The sum of the Deep Dose Equivalent (DDE) and the Committed Effective Dose Equivalent (CEDE).
- 3.3 Total Organ Dose Equivalent (TODE) – The sum of the Committed Dose Equivalent (CDE) to a body organ or tissue and the Deep Dose Equivalent (DDE).
- 3.4 Site Boundary – For Dose Assessment and Protective Action Recommendation purposes the Site Boundary is the closes distance at which members of the public would be exposed to a release. When the plume is traveling toward the water, the distance to the nearest point on opposite side of Hudson River will be considered as the Site Boundary.

4.0 RESPONSIBILITIES

Dose Assessment staff in the Control Room (CR) and in the Emergency Operations Facility (EOF) are responsible for assessing actual and potential planned and unplanned releases to the environment.

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5.0 DETAILS

5.1 Use of Modular Emergency Assessment and Notification System (MEANS):

Refer to procedure IP-EP-520, MEANS for guidance on performing dose assessments using computer program.

5.2 MRP-DAS:

Refer to IP-EP-530, Obtaining Meteorological, Radiological and Dose Assessment Data from MRP-DAS.

5.3 Hand Calculation:

5.3.1 Obtain the proper Release Rate Form for the plant in the emergency (IP2 or IP3 Release Rate Forms).

5.3.2 Determine radioactive release concentration or rate ($\mu\text{Ci/cc}$ OR CPM) from installed radiation monitors OR via a Chemistry sample and enter onto the appropriate Release Rate calculation form (Forms EP-17(unit 2) or EP-18 (unit 3))

5.3.2.1 WHEN the plant vent survey is used, convert contact field reading to $\mu\text{Ci/cc}$ using conversion factor for appropriate time after shutdown. See the appropriate Release Rate calculation form (EP-FORM-17 (unit 2) or EP-FORM-18 (unit 3)).

5.3.2.2 WHEN back calculating release rate from the field, use Form EP-19.

5.3.2.3 WHEN using R-25/26 to calculate the release rate, use Form EP-11.

5.3.3 If necessary, determine the rate at which this concentration is being released. Insert values obtained into the proper equation(s) on the appropriate section of the Release Rate calculation form (Forms EP-17 (unit 2) or EP-18 (unit 3)). Calculate the noble gas release rate (NGRR)


5.3.4 Calculate the radioiodine release rate (Ci/sec) using the default equation (assumes NG/I ratio) OR the Chem Sample equation on the appropriate Release Rate calculation form (Forms EP-17 (unit 2) or EP-18 (unit 3)).

5.3.5 Obtain the appropriate $X\mu/Qs$ from Attachment 9.1, 9.2 or 9.3. Record these values on the IPEC Manual Dose Assessment Worksheet (Form EP-13).

5.3.6 Obtain meteorological data in accordance with IP-EP-530.

5.3.7 Enter the release rates (RR), wind speed (WS) AND appropriate constants on the IPEC Manual Dose Assessment Worksheet (Form EP-13).

5.3.8 Determine the TEDE (Whole Body) AND TODE (Thyroid) exposure rates at the site boundary, 2, 5 AND 10 mile radius.

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5.3.9 Determine exposure rates at other distances utilizing the X_p/Q 's from Attachment 9.2.

5.3.10 **IF** the calculated or actual doses exceed the following **THEN**, if in the CR, immediately inform the Shift Manager (SM) or Emergency Plant Manager (EPM) or, if in the Emergency Operations Facility (EOF)/ Alternate Emergency Operations Facility (AEOF), the Offsite Radiological Assessment Director (ORAD) or Radiological Assessment Team Leader (RATL):

5.3.10.1 1 Rem /hr TEDE, or

5.3.10.2 5 Rem/hr TODE, or

5.3.10.3 1 Rem Integrated Dose TEDE, or

5.3.10.4 5 Rem Integrated Dose TODE

5.3.11 Determine if there is a release above plant Technical Specifications using one or more of the following methods:

5.3.11.1 Compare release value with pre-evaluated waste permits for releases in progress. This information can be obtained from the control room and/or the Chemistry Team leader in the OSC.

5.3.11.2 FOR IP2 releases, compare release value against the conservative instantaneous atmospheric release limit of 22,200 uCi/sec. This value is based on the IP2 portion of the allowable instantaneous release limit, 225 mRem/yr.


5.3.11.3 FOR IP3 releases, compare release value against the conservative instantaneous atmospheric release limit of 38,100 uCi/sec. This value is based on the IP3 portion of the allowable instantaneous release limit, 275 mRem/yr.

5.3.11.4 If there is a release to the environment above Technical Specifications, complete Parts I & II of New York State Radiological Data Form." These forms can be filled in by hand or refer to procedure IP-EP-520, Modular Emergency Assessment & Notification System (MEANS) to have MEANS automatically print out these forms.

5.3.12 New York State Radiological Data Form, Part 1, General Information, shall be transmitted:

5.3.12.1 Within 15 minutes of the declaration of an emergency,

5.3.12.2 Within 15 minutes of a significant change in plant status or emergency classification change.

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5.3.12.3 With updates approximately every 30 minutes

a. EP Form Part II, "New York State Radiological Data Form Part II, Radiological Assessment Data" shall be **completed** and **transmitted**:

1. As soon as possible after it has been determined that a release above technical specifications exists.
2. When updated (approximately every 30 minutes)
3. If there is a significant change in the release.

5.3.13 To help visualize plume location, determine the proper plume dispersion overlay:

5.3.13.1 **IF** Speed < 4 m/s AND Direction between 340° - 101° **THEN**:

- a. Use BLUE down valley overlays.
- b. CENTER overlay on plant and ALIGN N - S and E - W lines with those on map.

5.3.13.2 **IF** Speed < 4 m/s AND Direction between 102° - 209° **THEN**:

- a. Use YELLOW up valley overlays.
- b. CENTER overlay on plant and ALIGN N - S and E - W lines with those on map.

5.3.13.3 **IF** speed ≥ 4 m/s OR direction between 210° - 339° **THEN**:

- a. Use RED cross valley overlays.
- b. CENTER overlay and point plume along wind direction


5.3.14 **IF** a General Emergency has been declared **AND/OR** calculated or actual offsite doses are EQUAL to or GREATER than the following **THEN** use IP-EP-410 "Protective Action Recommendations" to determine what protective action recommendations should be conveyed to the EPM/ED:

5.3.14.1 1 Rem /hr TEDE, or

5.3.14.2 5 Rem/hr TODE, or

5.3.14.3 1 Rem Integrated Dose TEDE, or

5.3.14.4 5 Rem Integrated Dose TODE

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5.4 In the EOF only:

- 5.4.1 Calculate projected doses using MEANS or manual methods.
- 5.4.2 If available, verify projected doses with actual field radiological data.
- 5.4.3 If available, back-calculate and/or verify release rates based on actual field radiological data using a IPEC Manual Dose Assessment Worksheet, Back Calculating Release Rate from Field Data (Form EP-19).
- 5.4.4 Review Site Perimeter surveys.
- 5.4.5 Review Field Surveys.
- 5.4.6 Review Reuter Stokes data. Attachment 9.4, Reuter-Stokes Location X_{μ}/Q for 1 Meter/Sec Windspeed provides X_{μ}/Q values for comparison purposes.
- 5.4.7 Exchange offsite monitoring and projected data with State and Counties.
- 5.4.8 If required, estimate release rates utilizing High Range Vapor Containment radiation monitors R-25/26 (Form EP-11).

6.0 INTERFACES

- 6.1 IP-EP-410, Protective Action Recommendations
- 6.2 IP-EP-520, Modular Emergency Assessment & Notification System (MEANS)
- 6.3 IP-EP-530, Obtaining Meteorological, Radiological and Dose Assessment Data from MRP-DAS.

7.0 RECORDS

Forms and reports completed during an actual emergency are permanent records.

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

Unit 2 and 3 Emergency Plans

9.0 ATTACHMENTS

- 9.1 Site Boundary X_{μ}/Q by Pasquill Stability Category
- 9.2 X_{μ}/Q Values for other Distances
- 9.3 2, 5 and 10 Mile X_{μ}/Q Values
- 9.4 Reuter-Stokes Location X_{μ}/Q Values
- 9.5 Discussion



Attachment 9.1

Site Boundary $X_{p/Q}$ by Pasquill Stability Category
Cross Valley (Wind Direction from 210° – 339° or Wind Speed ≥ 4 m/s)
Sheet 1 of 2

<u>Sector</u>	<u>Wind From</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
			A	B	C	D	E	F	G
1*	169° to 190°	2977	5.5 E-7	9.0 E-7	5.7 E-6	2.1 E-5	4.3 E-5	1.1 E-4	2.0 E-4
2*	191° to 213°	3234	5.2 E-7	1.0 E-6	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
3	214° to 235°	716	3.6 E-6	2.0 E-5	5.3 E-5	1.5 E-4	2.7 E-4	4.9 E-4	7.1 E-4
4	236° to 258°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-4
5	259° to 280°	762	3.2 E-6	1.8 E-5	4.8 E-5	1.4 E-4	2.5 E-4	4.7 E-4	6.8 E-4
6	281° to 303°	625	4.7 E-6	2.5 E-5	6.4 E-5	1.8 E-4	3.1 E-4	5.5 E-4	7.9 E-4
7	304° to 325°	610	4.9 E-6	2.6 E-5	6.6 E-5	1.9 E-4	3.2 E-4	5.6 E-4	8.0 E-4
8	326° to 348°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-5
9	349° to 10°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
10	11° to 33°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
11	34° to 55°	488	7.7 E-6	3.6 E-5	8.8 E-5	2.5 E-4	4.0 E-4	6.7 E-4	9.2 E-4
12*	56° to 78°	2349	6.6 E-7	1.5 E-6	8.3 E-6	3.0 E-5	6.0 E-5	1.4 E-4	2.6 E-4
13*	79° to 100°	1802	8.1 E-7	3.2 E-6	1.3 E-5	4.3 E-5	8.5 E-5	1.9 E-4	3.3 E-4
14*	101° to 123°	1689	9.0 E-7	3.7 E-6	1.4 E-5	4.8 E-5	9.2 E-5	2.0 E-4	3.5 E-4
15*	124° to 145°	1432	1.2 E-6	5.1 E-6	1.9 E-5	6.1 E-5	1.2 E-4	2.4 E-4	4.0 E-4
16*	146° to 168°	1416	1.2 E-6	5.2 E-6	1.9 E-5	6.2 E-5	1.2 E-4	2.5 E-4	4.0 E-4

* Plume for these sectors goes over the water before it touches public or private land. Site boundary in these cases is taken to be the landfall point at the sector center.



Attachment 9.1

Sheet 2 of 2

Site Boundary X_{μ}/Q by Pasquill Stability Category
Up Valley Plumes (wind speed <4 m/s) Wind Direction from 102° – 209°(1)

<u>Pasquill Categories</u>						
A	B	C	D	E	F	G
5.2 E-7	1.0 E-6	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4

Site Boundary X_{μ}/Q by Pasquill Stability Category
Down Valley Plumes (wind speed <4 m/s) Wind Direction from 340° – 101°(2)

<u>Pasquill Categories</u>						
A	B	C	D	E	F	G
3.7 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4

(1) Plume centerline will always cross the site boundary at sector 2. Therefore, the sector 2 X_{μ}/Q values are used.

(2) Plume centerline will cross the site boundary at either sector 8 (Pasquill category A) or sector 10 (for Pasquill category B – G)




Attachment 9.2

X_μ/Q Values for other Distances


Sheet 1 of 1

<u>Sector</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
		A	B	C	D	E	F	G
1.0	1608	9.5 E-7	4.0 E-6	1.5 E-5	5.0 E-5	9.0 E-5	2.1 E-4	3.4 E-4
1.5	2412	6.3 E-7	2.1 E-6	1.1 E-5	5.4 E-5	5.4 E-5	1.3 E-4	2.2 E-4
2.0	3216	5.2 E-7	8.3 E-7	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
2.5	4020	4.4 E-7	5.8 E-7	3.5 E-6	1.4 E-5	3.7 E-5	7.0 E-5	1.7 E-4
3.0	4824	3.6 E-7	5.0 E-7	2.8 E-6	1.0 E-5	2.2 E-5	5.7 E-5	1.3 E-4
3.5	5628	3.2 E-7	4.2 E-7	2.0 E-6	8.1 E-6	1.8 E-5	4.7 E-5	1.1 E-4
4.0	6432	2.8 E-7	3.7 E-7	1.6 E-6	6.8 E-6	1.5 E-5	4.0 E-5	9.4 E-5
4.5	7236	2.6 E-7	3.5 E-7	1.4 E-6	5.8 E-6	1.3 E-5	3.5 E-5	7.3 E-5
5.0	8040	2.4 E-7	3.2 E-7	1.2 E-6	5.1 E-6	1.1 E-5	3.1 E-5	6.7 E-5
5.5	8844	2.1 E-7	3.1 E-7	9.9 E-7	4.4 E-6	1.0 E-5	2.8 E-5	5.9 E-5
6.0	9648	2.0 E-7	2.7 E-7	8.3 E-7	3.8 E-6	9.1 E-6	2.5 E-5	5.4 E-5
6.5	10452	1.9 E-7	2.5 E-7	7.5 E-7	3.5 E-6	8.2 E-6	2.3 E-5	5.0 E-5
7.0	11256	1.8 E-7	2.4 E-7	6.7 E-7	3.2 E-6	7.5 E-6	2.1 E-5	4.7 E-5
7.5	12060	1.7 E-7	2.3 E-7	6.1 E-7	3.0 E-6	6.9 E-6	1.9 E-5	4.3 E-5
8.0	12864	1.6 E-7	2.2 E-7	5.5 E-7	2.7 E-6	6.3 E-6	1.8 E-5	4.1 E-5
8.5	13668	1.5 E-7	2.1 E-7	5.0 E-7	2.5 E-6	5.8 E-6	1.7 E-5	3.8 E-5
9.0	14472	1.5 E-7	2.0 E-7	4.6 E-7	2.3 E-6	5.5 E-6	1.6 E-5	3.6 E-5
9.5	15276	1.4 E-7	1.9 E-7	4.2 E-7	2.1 E-6	5.4 E-6	1.5 E-5	3.4 E-5
10.0	16080	1.4 E-7	1.8 E-7	4.0 E-7	2.1 E-6	5.3 E-6	1.5 E-5	3.4 E-5

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Attachment 9.3
2, 5 and 10 Mile X_p/Q Values
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PASQUILL CATEGORY	<u>X_p/Q</u>		
	<u>2 MILE</u>	<u>5 MILE</u>	<u>10 MILE</u>
A	5.2E-7	2.4E-7	1.4E-7
B	8.3E-7	3.2E-7	1.8E-7
C	5.0E-6	1.2E-6	4.0E-7
D	1.9E-5	5.1E-6	2.1E-6
E	3.9E-5	1.1E-5	5.3E-6
F	9.6E-5	3.1E-5	1.5E-5
G	1.8E-4	6.7E-5	3.4E-5

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Attachment 9.4
Reuter-Stokes Location Xp/Q Values
Sheet 1 of 1

Sector Monitor Distance (m)		Stability Class						
		A	B	C	D	E	F	G
1	3226	5.3E-7	8.4E-7	5.1E-6	1.9E-5	4.0E-5	9.8E-5	1.8E-4
2	3379	5.2E-7	8.3E-7	5.0E-6	1.8E-5	3.9E-5	9.7E-5	1.7E-4
3	2574	6.3E-7	1.2E-6	7.3E-6	2.6E-5	5.3E-5	1.2E-4	2.4E-4
4	1448	1.2E-6	4.6E-6	1.8E-5	6.1E-5	1.1E-4	2.4E-4	3.9E-4
5	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
6	643	4.3E-6	2.2E-5	6.0E-5	1.8E-4	3.0E-4	5.5E-4	7.7E-4
7	643	4.3E-6	2.2E-5	6.0E-5	1.8E-4	3.0E-4	5.5E-4	7.7E-4
8	804	2.9E-6	1.7E-5	4.5E-5	1.3E-4	2.4E-4	4.5E-4	6.6E-4
9	1126	1.8E-6	8.5E-6	2.6E-5	8.1E-5	1.5E-4	3.2E-4	4.9E-4
10	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
11	1287	1.4E-6	6.4E-6	2.3E-5	7.3E-5	1.4E-4	2.8E-4	4.4E-4
12	2494	6.4E-7	1.3E-6	7.5E-6	2.7E-5	5.6E-5	1.2E-4	2.4E-4
13	1870	8.0E-7	2.7E-6	1.2E-5	4.2E-5	8.1E-5	1.8E-4	3.2E-4
14	1870	8.0E-7	2.7E-6	1.2E-5	4.2E-5	8.1E-5	1.8E-4	3.2E-4
15	1648	9.4E-7	3.9E-6	1.5E-5	5.0E-5	9.7E-5	2.1E-4	3.6E-4
16	1770	8.4E-7	3.3E-6	1.3E-5	4.5E-5	8.8E-5	1.9E-4	3.4E-4

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Attachment 9.5

Discussion

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The following instrumentation/methodology can be used to determine the noble gas release rate.

- Plant vent monitor-low range (Direct Readout)
- Plant vent monitor-high range (Direct Readout)
- Plant vent survey-hand held instrument or remote readout
- Isotopic analysis of sample taken from release point.
- Condenser air ejector monitor (Direct Readout).
- Main steam line monitors.
- Back-calculating a release rate based on actual field radiological data.
- Containment radiation monitors R-25 and R-26 to measure the source term within containment and to estimate potential releases from containment.
- Potential exposure to the population if a future release of the existing containment source term occurs, utilizing the following information:
 1. Containment pressure relief line contains three isolation valves (one in containment and two outside).
 2. Containment purge system contains two isolation valves on the Inlet Duct (one in containment and one outside).
 3. Containment purge system contains two isolation valves on the Exhaust Duct (one in containment and one outside).
 4. Weld Channel (WC) and Isolation Valve Seal Water System (IVSWS) are pressurized to ensure that during accident conditions a pressure build up to AT LEAST 50 psi in containment would NOT cause a leak of radioactive material to the environment as long as the isolation valves remained in the closed position.
 5. WITHOUT WC AND IVSWS, BUT with isolation valves closed, the containment leakrate is expected to be LESS THAN 0.1% of the containment volume per day (Tech Spec) WITH a pressure buildup to 50 psi inside containment. At lower pressures the leakrate would be smaller, approaching zero as the pressure differential approaches zero.
 6. Containment Volume = $2.6 \times 10^6 \text{ ft}^3 = 7.4 \times 10^{10} \text{ cc}$

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Attachment 9.5

Discussion

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7. For IP2 and Post-Steam Generator Tube Rupture (SGTR) cooldown using blowdown situations, the determination of the gaseous release rate from the blowdown flash tank shall be accomplished by determining the noble gas concentration in the faulted SG blowdown (Chem sample $\mu\text{Ci/cc}$) AND the blowdown rate (GPM).



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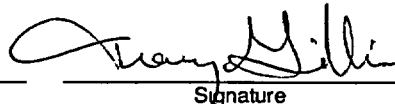
COPY # 28

Joint News Center

Prepared by:

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Print Name


Signature

3/4/03

Date

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Print Name


Signature

3/4/03

Date

Effective Date: March 6, 2003


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Joint News Center (JNC)

1.0 **PURPOSE**

- 1.1 This document describes the methods used by the Indian Point (IP) Emergency Response Organization to provide timely and accurate information to:
 - 1.1.1 State and County Public Information Officers
 - 1.1.2 NRC and FEMA Public Information Officers
 - 1.1.3 The News Media
 - 1.1.4 Members of the Public
 - 1.1.5 Employees.
- 1.2 This document describes the activation and operation of the Joint News Center (JNC).
- 1.3 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).
- 1.4 This Joint News Center Operations procedure describes the basic functions, processes and facilities that support operation of the JNC. It also establishes Entergy processes on release of emergency information and interaction with other response agencies at the JNC.
- 1.5 This procedure addresses:
 - 1.5.1 Process and provisions for staff notification and facility activation
 - 1.5.2 The organizational structure of the JNC staff
 - 1.5.3 Flow of information to and within the JNC
 - 1.5.4 Preparation and review of information for dissemination to the news media
 - 1.5.5 Interaction with other agencies at the JNC
 - 1.5.6 Facility operation
 - 1.5.7 Equipment and supplies.
- 1.6 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.

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2.0 PRECAUTIONS AND LIMITATIONS

None

3.0 REFERENCES

3.1 Development Documents


3.1.1 IPEC Emergency Plan

4.0 DEFINITIONS


None

5.0 RESPONSIBILITIES

- 5.1 The JNC Director and the Company Spokesperson are responsible for the overall operations of the JNC to fulfill its functions as described below.
- 5.2 The primary functions of the JNC are to:
 - 5.1.1 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.
 - 5.1.2 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.)
 - 5.1.3 Conduct media referral, media monitoring, and public inquiry response operations to ensure that the public receives accurate and timely information, and to identify and correct rumors or misinformation.
- 5.3 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.
 - 5.2.1 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.
 - 5.2.2 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.

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- 5.2.3 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 Support Services 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.
- 5.4 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 Attachment 26 depicting all of the communications response and JNC positions.
- 5.5 Prior to JNC activation, IP Communications Representative(s) 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.
- 5.6 Before the Emergency Operations Facility (EOF) is activated, the IP Communications Representative serves as the communications lead. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information among the EOF, IP Communications Representative and/or the JNC, if activated.
- 5.7 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.
- 5.8 The three major steps in the flow of information are gathering, processing (including review) and distribution.
- 5.8.1 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 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.

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- 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 Essential Information Checklist (Form EP-9) 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 and/or is available online through computer access at the JNC.

5.8.2 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 (optionally by flip chart) by the JNC Technical Advisor in the Entergy workroom.
- The JNC Writer prepares and ensures technical accuracy and approval of 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.

5.8.3 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 Entergy 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.

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- 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 workroom, with whom the PIC coordinates all activities.

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

5.10 All other personnel assigned to the JNC are responsible to carry out task as outlined in their position specific checklist, attached to this procedure.

6.0 DETAILS

6.1 Notification to IP Communications Representative, White Plains personnel and Joint News Center Staff


6.1.1 The JNC notification process uses the ERO Diologics system.

6.1.2 The IP2 Control Room and IP3 Security notification procedure ensure notification of 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*
- *Obtain Written Statement Technical Review and Approval*
- *Ensure Courtesy Calls to Outside Agencies and Officials*
- *Distribute Written Statement*

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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).

6.2.2 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 fatalities. 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 the designated conference bridge or direct contact the IP Government Liaison Representatives to make required local courtesy notifications. Based on the number of IP Government Liaison Representatives (on-call plus additionally available GLR responders), consider dividing 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 each IP Government Liaison or Communications Representatives position binder. The IP Government Liaison Representatives should promptly confirm completion of all notifications with the IP Communications Representative.
 - Notification to the Buchanan, Peekskill and Cortlandt local officials is to occur before actual distribution of the news release. All other courtesy calls should be completed as quickly as possible.

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- Courtesy fax copies of the written statement(s) will also be sent to those on the Courtesy Call lists.

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. The complete media contact list is contained in available fax distribution forms. All news releases issued prior to JNC activation **MUST** be faxed to the JNC and EOF.

6.2.6 If appropriate 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, approval and distribution of news releases.

6.2.7 Coordinate with and provide the EOF Information Liaison with guidance 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. Serve as a liaison between the IP Communications Representative and JNC staff until direct contact is established, and facilitate coordination as needed.

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- Obtain up-to-date information and begin to document available information on the Essential Information Checklist (Form EP-9). Forward verbally, electronically and/or by fax all completed forms to either the IP Communications Representative and/or the JNC , once staffed.
- 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 and Government Affairs in the White Plains office and at Corporate 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, all JNC personnel who are fit for duty 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. Entergy 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 Attachment 26). 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.

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- JNC Director
- Company Spokesperson
- Support Services Manager
- JNC Technical Advisor
- Agency Liaison
- Audiovisual Coordinator and/or AV/Graphics (2 staff minimum)
- Media Room Manager
- Public Inquiry Coordinator
- Registration Coordinator*
- Access Control*

* All JNC personnel are cross-trained to perform these functions.

6.4.3 The first JNC Staff to arrive will respond into the first shift position, and others will sign in and await further instruction. If designated to report for a second shift, personnel should plan on a turnover period before the transition occurs to take over the position. During this turnover period, staff should work with the person currently in the position to:

- Determine the status of activities and information,
- Review available logs and documentation and
- Ensure an understanding of activities completed and In progress

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 the ERO Diologics system and plant public address system. Off-hours, they are notified by the ERO Diologics system.

- White Plains Office staff who support the JNC:

They are notified by the ERO Diologics system.

- "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

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JNC Support Services Manager will utilize JNC Support Services 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 the 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 Attachment 25)
- 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 if on, and activate building systems (heat, air conditioning, lights, etc.) if necessary.
- 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 relieved by Access Control, a Registration Coordinator or other responder.
- ALL responders must register in registration log books
- Print name on Entergy sign-in wallboard outside Entergy Room A, if filling 1st shift position
- Proceed to assigned work location and refer to Position Binder and checklist, or if not 1st shift, report to the cafeteria area and await further instructions.

6.5.3 The JNC Director reviews JNC activation requirements available in the JNC Director position binder to confirm the functional readiness of the facility before officially declaring Entergy ready for activation of the JNC. The JNC Director will coordinate (directly or via the JNC Writer) 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).

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Entergy will coordinate with the State PIO to confirm activation readiness and time, or temporary alternative plans if necessary.

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

Information sharing between 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 Support Services 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).

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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 Support Services 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 Media Room Manager (as Moderator) if the State is not present. 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 establishes and documents 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 Entergy, 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 technical 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.


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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 duration) 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:

- 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.
- Draft Written Statement** - The JNC Writer, with guidance as needed from the JNC Technical Advisor, Company Spokesperson and JNC Director, prepares draft written statements.
- 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.
- 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 dictate the emergency communications strategy.
- 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, to indicate they are approved.
- Approval** – The Support Services Manager ensures the Company Spokesperson initials the back of final written statement indicating approval. The Entergy Documenter documents this time in the log and on a status board. The Support Services Manager completes a Written Statement Distribution Checklist (Form EP-25) and JNC Fax Distribution Cover Sheet (Form EP-28) for further acknowledgments and distribution.
- Distribution** - The Support Services Manager coordinates prompt copying, faxing and distribution of all written statements by the Support Services Staff to the media, to other emergency response facilities, other Entergy locations, and to all JNC workrooms and areas.

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6.6.3 Emergency Alert Systems (EAS) messages

The Agency Liaison will acknowledge receipt of impending EAS messages and follow-on news releases by the offsite agencies. The Westchester County representative, or designee, will bring the written documents to the Agency Liaison for initials, and will provide a copy for distribution within the Entergy work locations. The Agency Liaison will promptly provide the documents to the Support Services Manager for duplication and distribution.

6.6.4 Media Briefings


Entergy, the State or Counties, NRC or FEMA can call for Media Briefings 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's 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 him or her 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.


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- 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 Support Services Manager and Audiovisual Coordinator
- The Media Room Manager announces each Media Briefing over the public address system shortly before the scheduled starting time.

Information is presented to the news media in a large briefing room located on the 2nd floor of the facility, near workspaces 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 (directly 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.

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6.6.5 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 phone 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 Entergy personnel, unless and until the state Public Inquiry Supervisor arrives and assumes this responsibility. Mis-information 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 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. Position binders are maintained for every position and they include the checklists and other tools and guidance materials needed to perform each position's function.
- 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 IPEC Website.

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.

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- 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 Support Services 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

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7.0 INTERFACES

7.1 Indian Point Unit 2 Documents:

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

7.2 Indian Point Unit 3 Documents:

- 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

7.3 Entergy Documents:

- Indian Point Emergency Communications Guide
- IP-EP-255, Emergency Operations Facility Management and Liaisons

8.0 RECORDS

All documents generated at the JNC during an actual emergency shall be considered quality records and maintained as required by Entergy procedures.


9.0 COMMITMENTS

This procedure implements the following requirements/commitments:

- NL-00-111-C01 (IP2)
- NL-99-116-C13 (IP2)
- NL-81-157-C41 (IP2)

10.0 ATTACHMENTS

(See Table of Contents)

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Attachment 10.1

IP Communications Representative Checklist

Sheet 1 of 5

Primary Responsibilities

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; report to the EOF if appropriate for initial communications response; coordinate transfer of communications responsibilities to the JNC, if and when activated; and once activated, report to the JNC to work with the JNC Writer to provide continued communications response support for written statements.

1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

☐

A. Upon initial notification of the event by the plant, obtain as much information as is available:

- Emergency Classification Level (ECL) and time declared
- Emergency Action Level (EAL) number
- Any radioactive material release, above or below federally approved limits
- Any known injuries or fatalities
- Brief description of plant events

B. IF relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

C. Contact the EOF, depending on timing, to determine if anyone is present to assist you in information gathering and initial actions.


2.0 Continuous Responsibility/Activity

Notes

2.1 Notifications

☐

A. Receive forward call to cell phone or pager notice of messages left on the designated IP Communications Representative phone line

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IP Communications Representative Checklist


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(271-7031). To retrieve messages, dial 271-7001, enter extension 7031, and **password 1307** to retrieve messages.

- B. Notify/coordinate with the responding IP Government Liaison Representative(s) to make required local official courtesy notifications. Based on the number of Government Liaison Representatives (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 Government Liaison Representatives are paged at the declaration of an emergency, and are expected to establish contact with you upon notification.)
1. Attempt to utilize the designated Conference Bridge to coordinate with the GLRs, or contact the 3 on-duty representatives directly to coordinate information and instructions. Conference Bridge numbers and instructions are available in the position binders and Emergency Telephone Directory.
 2. Provide available event information and guidance for courtesy calls to include informing the officials of the event underway and the planned issuance of a news release (give approximate time of news release). (Courtesy Call lists are located in position binder).
 3. The IP Government Liaison Representative(s) should promptly confirm completion of all notifications with the IP Communications Representative.

2.2 Initial News Release

- A. Written Statement preparation entails compiling and reviewing plant information, drafting and reviewing written statements, obtaining approval or concurrence, confirming and/or conducting courtesy notifications, and ensuring written statement distribution.
- B. 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.)

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Attachment 10.1

IP Communications Representative Checklist

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Continuous Responsibility/Activity (cont)

Notes


- C. Utilize the initial general Alert or Site Area Emergency boilerplate news release templates, if the EAL is unknown or if necessary, to facilitate timely issuance of the initial news release.

2.3 Maintain a Log

- A. 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:
1. Any emergency declaration at IP (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency), PLUS
 2. Escalation in emergency classification or Emergency event termination
 3. Any accident resulting in fatality or serious injury
 4. Release of radioactivity above or below federally approved levels at or beyond the site boundary, in quantities exceeding those allowed by regulation

2.4 Gathering and Dissemination of Information

- A. **BEFORE** issuing any written statement, the IP Communications Representative must obtain technical review and approval from the Emergency Director (ED), or whoever is in charge of the emergency at the time. Confirmation of primary local notifications (Buchanan, Peekskill, Cortlandt) should also be received before distribution. If JNC is activating at/near the time of news release completion, coordinate with the Company Spokesperson and ED on approval.
- B. 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 position binder or pre-programmed in designated emergency facility

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Attachment 10.1

IP Communications Representative Checklist

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Continuous Responsibility/Activity (cont)


Notes

fax machines) and Fax Cover sheets (Form EP-28). Or, coordinate distribution with the EOF Information Liaison, if necessary.

- C. Provide the EOF Information Liaison with guidance and coordinate as needed for news release approval and distribution. Email news releases via **"EOF Liaison" on Outlook (or at address eofliaison@entergy.com)**
- D. 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, directly coordinate with the JNC (Director and/or Writer) or via the EOF Information Liaison until a transfer of responsibilities is complete. Email necessary information to the JNC via "ipjncwriter" (ipjncwriter@entergy.com), "jncadvisor" (jncadvisor@entergy.com), or "EOF liaison" (eofliaison@entergy.com)
- E. Maintain contact with Government Liaison Representatives via the conference bridge to inform them of changing conditions, additional news releases, JNC activation and completion of duties.
- F. 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 Form (Form EP-33) to document all media calls.

2.5 Turnover Responsibilities

- A. If the JNC is being activated, coordinate a turnover of the communications responsibilities with the JNC Director directly, or through discussions with the JNC Writer and/or via the EOF Information Liaison. Otherwise, the IP Communications Representative will turnover responsibilities to the IPEC communications team.

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IP Communications Representative Checklist

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3.0 Next Steps and Closeout Activities

Notes

3.1 End Pre-JNC IP Communication Representative Duties


☐

- A. Notify the JNC Director of the completion of your pre-JNC IP Communications duties, and gather all forms, final written statements, logs and other materials

3.2 Support JNC Writer with written statements

☐

- A. Report to the JNC and to the JNC Director upon arrival for further response assignment to support the JNC Writer to enhance written statement content, timeliness and accuracy.
- B. Work with JNC Writer to support development of cohesive and detailed written statements, and assist with monitoring timing and facilitating the development and review process for written statements. (Ensure proper emphasis on communications strategy and key messages provided by the JNC Director and Company Spokesperson).
- C. Continue maintaining a log of your activities.
- D. At the conclusion of the JNC, provide all written documentation from pre-JNC IP Communications Representative duties and eventually from the JNC duties to the JNC Director and/or Documenter.

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Attachment 10.2

IP Government Liaison Representative Checklist

Sheet 1 of 2

Primary Responsibilities

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

2.0 Initial Responsibility/Activity


Notes

2.1 Initial Orientation.

☐

While at home or office

- A. Receive pager notification and/or call from IP Communications Representative notifying you of an event at IPEC.
- B. Utilize the Conference Call bridge to call in, if available, to coordinate instructions. Or, call 914-271-7031 and leave a message for the IP Communications Representative on where you can be reached. Conference Bridge numbers and instructions are available in the position binder and Emergency Telephone Directory.
- C. Coordinate with IP Communications Representative on directions regarding assignment of calls (See GLR Courtesy Call list in the position binder) and process to confirm completion of calls. Calls are divided for assignment based on the minimum of 3 on-duty GLRs responding. Use the 914-271-7031 messaging system, if appropriate.
- D. If contact is not established with the IP Communications Representative (directly and on the conference bridge) within approximately 30 minutes **THEN** coordinate with the other on-duty GLRs to attempt to contact the EOF for initial information in order to proceed with the Courtesy Calls to local elected officials.
- E. Upon receiving instructions and emergency information on initial plant conditions
 1. Complete the Courtesy Call Guide (Form EP-34) with the information provided for later use during calls
 2. Contact assigned officials informing them of the event underway and the planned issuance of a news release, using the Guide.

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Attachment 10.2

IP Government Liaison Representative Checklist

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3. See the Group #1, #2, #3 call lists on the Courtesy Call Forms located in the position binder. Use the script provided on the Courtesy Call Guide (Form EP-34) as a guide and to document your actions:

F. Complete Courtesy Call Form as calls are completed to capture numbers used and times of calls. Sign the bottom of the form and document the time of completion of all calls for the record.

G. Promptly notify IP Communications Representative upon completion of assigned calls (immediately of Buchanan, Cortlandt and Peekskill). All officials listed receive faxed news releases as part of distribution. Call back to the Conference Bridge at the designated time to receive further instructions and/or updates.

H. Remain available to repeat steps if needed. Coordinate ongoing needs with IP Communications Representative, and arrange to provide all documentation of calls

3.0 Closeout Activity

Notes


3.1 End IP Government Liaison Representative Duties

A. Once JNC is activated, contact the Agency Liaison in JNC to coordinate on continuing contact requirements of local officials. Coordinate among the other responding Government Liaison Representatives to combine call information, and make only one call to the Agency Liaison if possible.

B. Report to the JNC for further response assignments.

C. Gather all forms, final written statements, logs and other materials and provide them to the JNC Director and/or Documenter.



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Attachment 10.3
JNC Director Checklist
Sheet 1 of 7

Primary Responsibilities

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 Entergy workroom briefings; manage and oversee all communications processes in the Entergy Room A; and ensure corrective actions are taken and documented to address rumors and mis-information (with Public Inquiry Coordinator).; ensure PIC is informed of Emergency Classification changes as they occur


1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation on arrival at JNC.



- A. Go through registration, sign in on Sign-In Board outside of the Entergy work rooms, report to Entergy Room A and refer to position checklist (if 1st shift position is filled, notify the 1st shift JNC Director of your arrival and report to the cafeteria until further directions are provided)
- B. If among the first to arrive at the JNC, ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Obtain status on JNC staffing and set-up activities, and provide direction as necessary to complete a first shift roster. Direct Support Services Manager to verify Access Control personnel have been notified and are reporting, if not already present.
- D. 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 Support Services Manager to synchronize all clocks, time stamps, fax machines, etc.
- E. Call directly, or confirm that either the Company Spokesperson or JNC Technical Advisor is establishing contact with the EOF Information Liaison to confirm JNC activity and obtain updates.

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JNC Director Checklist
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Initial Responsibility/Activity (cont.)

Notes

- F. Call directly, or confirm the JNC Writer is in contact with the IP Communications Representative to review news release(s) being issued prior to JNC activation, and to coordinate turnover of responsibility to the JNC for communications.
1. All new releases issued prior to JNC activation should be available on the JNC facsimile machine in the Fax/Copy Room. JNC Support Services Staff should be instructed to make copies for direct distribution within the JNC.
- G. Ensure all staff refer to their detailed position checklists, and support set up and activation efforts
- H. In preparation for declaring the JNC activated, review the JNC Activation Considerations checklist (see below) to ensure readiness
- Activation Declaration: Coordinate declaring JNC activated and operational with the State when:
1. Key positions are staffed with Entergy representatives (See Sign In Board outside Work Room A for key staff designators) and;
 2. Information is obtained to support communications functions;
 3. Communications with state and counties have been established;
 4. EAS capability has been established (via Westchester County representative and/or upon notification from the Agency Liaison)
- I. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 JNC Activation



- A. 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 confirm JNC LED clocks are synchronized with EOF.

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JNC Director Checklist
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Ongoing Responsibility/Activity (cont.)

Notes

- B. Direct finalization (by JNC Writer) of media advisory announcing the activation of the JNC as the official source of information to the public

2.2 Command, Control and Operations

- A. Establish and maintain command and control over the JNC overall operations
- B. Maintain Entergy Room A status board noting workroom briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities
- C. Review plant status reports, news releases, EAS messages and other related information as it becomes available
- D. Formulate communications strategy and priorities (along with Company Spokesperson). Maintain the strategy, priorities and key messages, ensuring they are included in the written statements and talking points for Media Briefings by the Company Spokesperson.
- E. Conduct periodic briefings with Entergy Staff keeping them apprised of changing events, JNC priorities and other important information. If possible, ensure key staff are present in Entergy Room A prior to providing updates, including Company Spokesperson, Agency Liaison, and Support Services Manager
- F. Ensure the coordination of information and timely, accurate communications flow within and out of the Entergy Room A, and especially to the media
- G. Direct appropriate rest periods and shift changes for Entergy personnel (working with Support Services Manager). Confirm 2nd shift staff assignments with the Support Services Manager, and advise the Emergency Director upon completion of a 2nd shift roster. Ensure an overlapping transition period is established to allow incoming personnel to become familiar with the status of the situation, information and ongoing or planned activities.

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JNC Director Checklist
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Ongoing Responsibility/Activity (cont.)

Notes


- H. Coordinate with the PIC on needed corrective actions to address rumors, incorrect information or news reports identified by those functions. Assign Entergy related corrective actions to JNC staff, and notify the PIC of completion of the corrective actions.

2.3 Written Statements

- A. 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
- B. Review written statements as required to provide communications input
- C. Ensure JNC Writer makes revisions as necessary based on input, and direct Support Services Manager to supervise proper distribution and support immediate copy/access needs
- D. Monitor written statement development and review time, working with JNC Documenter to track timing
- E. 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 Support Services Manager.

2.4 Media Briefings

- A. Assist Company Spokesperson, as needed, to compile Media talking points 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

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Ongoing Responsibility/Activity (cont.)

Notes

- B. 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 a wireless headset provided, telephone or in person using the Agency Liaison or other room staff.
- C. Ensure JNC Technical Advisor updates the Company Spokesperson on plant and Entergy Room A activities during his/her absence for Media Briefings or other activities
- D. 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 EP-22)
- E. If events change (e.g. classification change or radiation release underway) during Media Briefings, promptly initiate notification (by pre-arranged signal) of panel in Media Briefing Room to end the briefing.
- F. Ensure a prompt and short critique is conducted after each Media Briefing to provide input and cover issues for the Company Spokesperson.
- G. 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

2.5 Recovery Support Activities

- A. 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
- B. 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:
 - 1. Review the recovery issues/strategies action plan.
 - 2. Review the JNC recovery staffing requirements.

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Ongoing Responsibility/Activity (cont.)


Notes

- C. 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.
- D. Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.

3.0 Closeout Activity

Notes

- A. When events warrant, after consultation with Entergy Senior Management and state and county representatives, declare JNC deactivated
- B. Direct JNC personnel to return all equipment to proper storage locations and provide necessary JNC documentation to the Support Services Manager for packaging
- C. Conduct facility de-briefing
- D. Review all JNC documentation to verify that logs, forms and other documentation are complete
- E. Provide all documentation to the Emergency Planning Manager
- F. Return work area to startup condition before departing facility

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JNC Activation Aide/Considerations

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

- ⇒ Access Control of JNC established
- ⇒ Registration Process established/in place
- ⇒ Entergy Key Positions staffed
 - Key Positions on Entergy 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 coordinated with the State and Counties.
- ⇒ Media Briefing Room & Media Work Areas ready for use
- ⇒ Confirm if Media are present at the JNC

Collateral Activities to Initiate and/or Confirm:

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

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Attachment 10.4

Company Spokesperson Checklist

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Primary Responsibilities

Working with the JNC Director, and Emergency Director, coordinate all outgoing information from the JNC and serve as primary source of information; review incoming plant/event information from EOF (via Technical Advisor), review and approve written statements, obtaining technical concurrence from the ED; develop talking points including relevant information and messages; conduct pre-briefings with state and county PIOs and Media Room Manager (moderator); serve as primary Entergy 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.


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC



- A. Go through registration, sign in on Sign-In Board outside of Entergy Room A and report to Entergy Room A – refer to your position checklist
- B. If among the first to arrive at the JNC, ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Confer on plant events with JNC Director, JNC Technical Advisor and others present, or establish contact with the EOF directly if not done yet. Obtain update(s) on plant activity from JNC Technical Advisor directly or from EOF Information Liaison/Emergency Director
- D. Initial Preparation: Begin formulating communications strategy and priorities (along with JNC Director, if present), and determine graphics that may be needed during Media Briefings from the graphics inventory list (located at your work station, or at your desk area in the Emergency Communications Guide) and inform Media Room Manager to begin arrangements with the Audiovisual Coordinator
- E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log and other documentation, a detailed briefing on the emergency status and response, and actions completed, planned or in progress.


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Company Spokesperson Checklist

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2.0 <u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
2.1 Key Communications A. Review plant status reports, information sheets, state and county news releases, EAS messages and other information as it becomes available B. Confer with JNC Director and coordinate on Media Briefing talking points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate; JNC Technical Advisor can also provide support	<input type="checkbox"/>
2.2 Written Statements A. 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	<input type="checkbox"/>
2.3 Preparations for Media Briefings A. Define information to be presented at Media Briefing by creating JNC Talking Points (Form EP-35 in position binder), obtain input from JNC Director on key messages and support for preparations from other staff as needed. B. 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 Entergy work room A bookcases. C. 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	<input type="checkbox"/>

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Company Spokesperson Checklist
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Ongoing Responsibility/Activity (cont.)


Notes

- D. Review Media Briefing information with JNC Director prior to pre-briefings
- E. Prior to Media Briefings participate in a Pre-Briefing. Provide Entergy information to 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, the State PIO takes the lead and Media Room Manager facilitates coordination in a moderator role.
- F. Brief 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

2.4 Media Briefings

- A. When: the State, County or Entergy calls for a Media Briefing 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.
- B. Content: Compile media talking points and messages using the JNC Talking Points (Form EP-35). 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).
 - 1. In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted.



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Company Spokesperson Checklist

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Ongoing Responsibility/Activity (cont.)

Notes

2. Provide copy of Talking Points to JNC Writer before departing for Pre-Briefings to facilitate development of Media Briefing Summaries

C. Briefing Format: 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 Taking Points and visuals. Respond to questions as directed by Media Room Manager.

D. Upon return to Entergy 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

Notes


3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

☐

3.2 Provide documentation and materials to JNC Director

☐

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Company Spokesperson Checklist
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Media Briefing Content Guide

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 and off-site effects, if any.]

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Attachment 10.5
JNC Technical Advisor Checklist
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Primary Responsibilities

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; maintain log of events and information received; and as time permits, monitor Media Briefings to document issues and unanswered questions.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board in hallway by Entergy Room A
- B. If among the first to arrive at the JNC, ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Report to Entergy 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.
- D. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log and other documentation, a detailed briefing on the emergency and response actions, and activities completed, planned or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 Gather Information

☐

- A. Review plant status reports electronically, by fax and online including 31(a,b,c) and 42(a,b,c) forms, Radiological Emergency Data forms parts 1, 2, "Essential Information Checklist" (Form EP-9), 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
- B. Gather information as required to support Company Spokesperson and JNC Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance) and the Agency Liaison for updating the Emergency Summary Sheets.

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JNC Technical Advisor Checklist

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Ongoing Responsibility/Activity (cont.)

Notes

- C. Establish and maintain ongoing contact with EOF Information Liaison to obtain updated information both verbally and electronically using "Essential Information Checklist" via email and in position binder. Print and provide forms to Support Services Manager for further distribution in the JNC. (email: "EOF Liaison" in Outlook or eofliaison@entergy.com)
- D. Request information from the EOF Information Liaison, and as necessary use available references as needed in the JNC and electronically, including Emergency Action Level Guide, glossary of technical terms, technical plant references in JNC (technical specifications manuals are in Room B, an online link to the IP3 FSARs is bookmarked under Internet Explorer favorites, and is on the desktop), and computer access to plant parameters
- E. Log events and information provided from the plant on a running plant status log (optionally on flip chart) in the Entergy workroom. Request assistance from the Support Services Manager if administrative assistance is required to accomplish this function.

2.2 Written Statements


☐

- A. Provide new information and needed descriptions to the JNC Writer to support written statement development efforts
- B. Review and provide technical comments on statements as needed with JNC Writer

2.3 Pre-Briefings

☐

- A. Advise Company Spokesperson and JNC Director on plant events
- B. Assist Company Spokesperson in preparing Media Briefing Talking Points as needed

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JNC Technical Advisor Checklist
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Ongoing Responsibility/Activity (cont.)

Notes

2.4 Media Briefings

☐


- A. Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings
- B. Monitor Media Briefings, time permitting, from Entergy Room A and complete Media Briefing Issues forms (Form EP-22) if any open issues or follow-up requests are identified. Provide completed forms to JNC Director after briefings.
- C. After Media Briefings, promptly update spokesperson on events and status changes during the briefing

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JNC Director


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JNC Technical Advisor Checklist
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INFORMATION GATHERING CHECKLIST

1. What was the event - system, component, consequence?
 - a. Plant status or potential to effect plant status?
 - b. Release of radiation or potential for release?
 - c. Injuries/contamination?
 - d. Leakage or spills?
 - e. Toxic/hazardous material?
 - f. Safety significance?
2. When did it happen – specific time, has it ended?
3. Why did it happen – equipment failure, weather conditions, etc.?
4. What is being done – to respond, repair, mitigate or prevent it from happening again?
5. Who was involved/responsible - potential information sources?
6. Has all staff been accounted for? Are there injuries? What is the status of non-essential personnel? What is the status of the other unit?
7. What are the current weather conditions?

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Attachment 10.6
Technical Briefer Checklist
Sheet 1 of 2

Primary Responsibilities

Reporting to Media Room Manager, serve as information source to the media by providing technical background information on plant operations and equipment as needed

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage
- C. Obtain from Media Room Liaison and review Media Kit for contents and application for sharing information with the media
- D. If among the first to arrive at the JNC, ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 Briefing Preparations

☐

- A. 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
 - 1. 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

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Technical Briefer Checklist
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Ongoing Responsibility/Activity (cont.)

Notes

2. 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 Entergy Room A for reference and research information

B. Relay information to Media Room Manager on reporters' questions as feedback to Entergy Room A for use in preparing next Media Briefing

2.2 Media Briefings

A. Monitor briefings for accuracy by Company Spokesperson using Media Briefing Issues Form, (Form EP-22) and relay comments and completed forms to Media Room Manager at completion of Media Briefings

☐


3.0 Closeout Activity

Notes

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JNC Director

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Attachment 10.7

Support Services Manager Checklist

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Primary Responsibilities

Reporting to the JNC Director, supervise all JNC administrative and support activities, functions and personnel (registration, administrative support, access control, 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.


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. Report to Entergy Room A and refer to position checklist
- C. **IF** among the first to arrive at the JNC **THEN** ensure registration and access control 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 Access Control staff have arrived
- D. Verify completion of JNC staffing by reviewing registration sign-ins on JNC Staffing Form (Form EP-23) from Registration Coordinator(s), and review the JNC Sign-In boards located outside of Entergy Room A; complete the Sign-in board if names of available staff are not included
- E. 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).
- F. If Access Control staff is not present then coordinate arranging this with the JNC Director (may include site security personnel, Westchester County police or other)
- G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Support Services Manager Checklist

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Initial Responsibility/Activity (cont.)

Notes

- H. Assign available Support Services 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
- I. 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 Support Services Staff to synchronize clocks, fax machines, time stamp, etc. Detailed procedures for the clock are contained in the position binder, however the clock should NOT require manipulation if synchronized to the satellite.
- J. 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. Elevator instructions are posted by the elevator, and keys are in the key box in Entergy Room B.
- K. In the event that communications (phone and computer connectivity) are lost, the Mitsubishi Satellite Telephone hanging on the walls in the work rooms could be utilized. Instructions are maintained in a binder on the bookshelf in Entergy Room A.
- L. Ensure Support Services Staff establish and maintain a log for incoming and outgoing faxes


2.0 Ongoing Responsibility/Activity

Notes

2.1 Support JNC Operations

- A. Working with JNC Director and Registration Coordinator, make shift assignments; use JNC Staffing Form (Form EP-23). Release any individuals not currently filling a position on the 1st shift who initially responded to the JNC, after assigning them to second shift




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Support Services Manager Checklist
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Ongoing Responsibility/Activity (cont)

Notes

- B. 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
- C. Supervise all Support Services Staff including those in the Fax/Copy area, JNC Documenter, distribution, status sheet posting for the JNC Technical Advisor, Access control and Registration Staff
- D. Assign responsibility and supervise distribution of plant status reports, forms and Essential Information Checklists provided from JNC Technical Advisor by Support Services Staff using the Information Distribution Guide (Form EP-26). If the document comes from the JNC Technical Advisor and it is the only copy, provide a copy before continuing duplication and distribution to others.
- E. Supervise Access Control personnel, and coordinate on access or other security issues, as needed
- F. Maintain JNC in operational condition during its use. Oversee and direct facility operations to ensure smooth functioning of equipment and the facility itself
- G. Arrange food service (and lodging if necessary). Contact the EOF Administration and Logistics personnel for assistance if necessary. Make emergency overnight sleeping accommodations, if necessary (portable cots available in Entergy storage room, or make appropriate contacts with EOF as described above)
- H. Arrange for water for dais in Media Briefing Room
- I. Arrange for first aid or emergency care if required
- J. Provide attendance sheets to Documenter for each shift for permanent log keeping

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Attachment 10.7
Support Services Manager Checklist
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Ongoing Responsibility/Activity (cont)

Notes

2.2 Written Statements

- A. Supervise proper approval sign-off by Company Spokesperson on final written statements (ensure appropriate initials on back)
- B. Direct Support Services 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
- C. Counties and federal representatives present, and provide copy to Fax/Copy area staff to make remaining copies for distribution within JNC and for faxing.
- D. Oversee distribution of Written Statements, including use and completion of Written Statement Distribution Checklist (Form EP-25)
- E. Establish/Confirm required fax recipients with JNC Director, prepare Fax Distribution Sheet and Fax Cover Sheet (Form EP-28) noting desired recipients (including media, EOF and other Entergy locations) and supervise distribution of final Entergy written statements by Support Services 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)


☐

3.0 Closeout Activity

Notes

- 3.1 Provide documentation and materials to JNC Director
- 3.2 Participate in debriefing and then return work area to startup condition before departing facility
- 3.3 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 Entergy Room A
- 3.4 Ensure facility is operational for next use

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JNC Writer Checklist
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Primary Responsibilities

Under the overall direction of the JNC Director with additional direction from the Company Spokesperson, ensure prompt written statement issuance on the event. Prepare written statements within **one hour** of a new Emergency Classification or when plant events warrant public notification, and media briefing summaries within 30 minutes 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 or directly 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 Support Services Manager for sign-off and distribution


1.0 **Initial Responsibility/Activity**

Notes

1.2 **On Arrival at JNC**

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- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. Report to Entergy Room A and refer to position binder and checklist
- C. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- D. Either directly or 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
- E. Establish direct contact with the IP Communications Representative to establish status of written statements. Coordinate hand-off when JNC is ready to activate.
- F. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 10.8
JNC Writer Checklist
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2.0 Ongoing Responsibility/Activity

Notes

2.1 Writing Preparations


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- A. 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
- B. Locate Boilerplate News Release files on the CD available at the workstation and in position binder, and re-familiarize with the organization of materials on the CD and available as resources in the workroom.
- C. Receive plant status/emergency response updates from JNC Technical Advisor

2.2 Written Statements

☐

- A. Written Statements should be made as soon as possible, but within **one hour** of:
 - 1. Initial plant emergency declaration (made before JNC becomes activated)
 - 2. JNC activation (announcing activation) (See "JNC Activated" advisory on CD)
 - 3. A new Emergency Classification (escalation)
 - 4. When plant events warrant public notification, such as
 - (a) A fatality or serious injury,
 - (b) Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation, or
 - (c) Personnel exposures to radiation exceeding limits allowed by regulation
 - 5. Emergency event termination


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JNC Writer Checklist
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Ongoing Responsibility/Activity (cont.)

Notes

- B. 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
- C. Other written statements may be issued at the discretion of the Company Spokesperson or JNC Director, including chronologies on an infrequent basis
- D. 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 boilerplates review all wording for accuracy and applicability
 - 1. Copy (Save As) appropriate EAL boiler plate news release or templates in folder – edit and modify with available and appropriate information, as necessary, reviewing all standard language to ensure applicability
 - 2. 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
- E. Print draft statement without date or time for review by JNC Technical Advisor first, and then by the Company Spokesperson. The JNC Director should also review statements for communications messages and to provide input
- F. Make changes to draft statements, based on reviews, as directed by Company Spokesperson, JNC Technical Advisor and/or JNC Director

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JNC Writer Checklist
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Ongoing Responsibility/Activity (cont.)


Notes

- G. Once all feedback is incorporated and Company Spokesperson indicates it is ready, electronically forward the final draft to the EOF (EOF Information Liaison) for ED review and technical concurrence. Incorporate comments, as directed by the Company Spokesperson and/or JNC Director. Ensure prompt feedback, or contact the EOF Information Liaison to facilitate.
- H. Add the time ONLY upon approval from the Company Spokesperson, and print final approved written statement for distribution
- I. Give final statement to Support Services Manager for approval signature and distribution. Save a copy of the final approved statement as a pdf file and email the final written statements to the Entergy Communications email group included on the JNC Writer computer, if available.
- J. Prepare drafts and final copies of subsequent written statements as described above
- K. Ensure all statements are placed in appropriate computer folder with current date and saved on the C Drive

2.3 Media Briefings

- A. Receive Company Spokesperson's Talking Points before Media Briefing, and observe/listen to Media Briefings (via headphones). Make note of information for inclusion in follow-on Media Briefing Summary
- B. Immediately after each Media Briefing, complete a draft summary statement of the information presented by Company Spokesperson.
 - 1. The summary should be concise (two-to-three pages maximum).
 - 2. The first paragraph identifies the time and number of the briefing, the event and the Company Spokesperson and title.
 - 3. The target for a completed draft, ready for review, should be about 30 minutes after the end of the briefing.



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Ongoing Responsibility/Activity (cont.)


Notes

- C. Provide drafts to the Company Spokesperson and JNC Technical Advisor for prompt review to confirm completeness and accuracy.
- D. Email final drafts to EOF Information Liaison for the review by the ED for technical concurrence

3.0 Closeout Activity

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JNC Director



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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 final approval ONLY)
- Contact for further information (duty IP Comm. Rep-name/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
- Accountability of personnel on site, and status of non-essential personnel

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.

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Agency Liaison Checklist
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Primary Responsibilities

Under the direction of the JNC Director, serve as information liaison with state, county and federal 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 Entergy, state and county (and federal if present) representatives, including notifying the Media Room Manager; notify absent PIOs (or state assigned liaisons) of pre-briefing times prior to conducting Media Briefings; acknowledge EAS and EAS follow-on news releases; support pre-briefings (including contacting absent PIOs; if necessary); direct the supplemental Agency Liaison responder to assist with functions, if available and necessary.


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC



- A. Register in lobby and sign Entergy Sign-in board outside Entergy Room A
- B. Report to Entergy Room B and refer to position checklist
- C. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- D. Establish contact with State and County Room PIOs, and monitor/maintain State/County Sign-in Status Board outside Entergy Room A. Update JNC Director on who is present in the JNC
- E. 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
- F. Prior to arrival of NY State Liaison, coordinate responsibility with Support Services Manager to monitor PIO emergency conference phone in Pre-Briefing Room; Keep log of any incoming or outgoing calls made
- G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Agency Liaison Checklist
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2.0 Ongoing Responsibility/Activity


Notes

2.1 Keep Officials Updated

- A. Review Essential Information Checklist, written statements, and other information as it becomes available (such as the timeline on the flip charts)
- B. 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)
- C. Ensure PIC is informed of Emergency Classification change
- D. Obtain weather conditions from the Essential Information Checklists, JNC Technical Advisor or directly on PICS , complete and update the Emergency Summary Sheet (Form EP-24), copy and distribute/post in workrooms (state, county, and federal only) and to the JNC Documenter. Remove and destroy old versions from wallboards.
- E. Receive turnover call(s) from IP Government Liaison Representative(s) on status/on going requirements of Courtesy Call list. If still required, continue courtesy calls to Buchanan, Cortlandt and Peekskill local officials (refer to Courtesy Call Lists in position binder) to ensure they remain informed of activities. Coordinate with Government Liaison Representatives on requirements.

2.2 Written Statements / EAS Messages

- A. EAS Messages: Acknowledge receipt of Emergency Alert System (EAS) messages and EAS follow-on news releases 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)
- B. Provide a copy of all EAS messages to the Support Services Manager for prompt distribution. Notify the JNC Director of the planned timing of EAS broadcasts

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Ongoing Responsibility/Activity (cont)

Notes


2.3 Pre-Briefings

- A. Coordinate times for pre-briefings and Media Briefings among Entergy, state and county representatives. Promptly inform Media Room Manager of times.
- B. 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)
- C. Arrange all Pre-Briefings at request of JNC Director and coordinate with state and county PIOs on time of pre-briefing
- D. At request of JNC Director, ensure Media Room Manager is notified in Media Briefing Room of scheduled pre-briefings and media briefing times
- E. 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.

2.4 Agency Liaison Assistant

- A. Upon arrival of a supplemental responder (one of the on-duty GLRs), provide direction and guidance for support of completing your functions
- B. Assign responsibility for actions, including continuation of any courtesy calls, updating of Summary Sheets for posting as conditions or need requires. Provide specific directions and guidance as necessary, and review and approve any materials being developed before distribution.
- C. Inform JNC Director of your directions and use of the Agency Liaison Assistant



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D. Introduce Agency Liaison Assistant to State and County PIOs or other key points of contact.

3.0 Closeout Activity

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JNC Director

Notes



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Media Room Manager Checklist

Sheet 1 of 8

Primary Responsibilities

Reporting to JNC Director, act as the primary interface for media present at JNC; participate in pre-briefings in work area to define format of Media Briefings; function as moderator during Media Briefings; oversee AV/Graphics staff and support in JNC; ensure preparation of media kits and provision of all written materials to the media by Media Room Liaison(s); oversee all interactions with media in JNC and assist where necessary


1.0 Initial Responsibility/Activity

Notes

1.1 **On Arrival at JNC**

- A. Go through registration, sign in on Sign-In Board outside of Entergy Room A, report to Entergy Room A for event status, then proceed to Media Briefing Room
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Ensure Media Room Liaison prepares and sets out Media Kits and Emergency Planning booklets located in storage room on first floor
- D. 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)
- E. Check status boards and PIO sign-in board for PIOs present in JNC and on dais for accuracy
- F. See Technical Briefer and Radiological Health Expert to their posts
- G. Ensure Access Control 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 Access Control staff if needed) Keep Media Briefing Room doors locked until in startup condition
- H. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.



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Media Room Manager Checklist

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2.0 Ongoing Responsibility/Activity

Notes

2.1 **Oversee Media Room Operations**




- A. Identify and welcome media representatives at the JNC
- B. Brief the Company Spokesperson and/or JNC Director on the media present at the JNC and their information needs
- C. Act as senior liaison to the media regarding process for gathering information, explain JNC process. Interact with the news media at the JNC to determine and respond to their need for background information and support services, and ensure the Media Room Liaison does so as well
- D. Receive special media requests or needs from Media Room Liaison for resolution
- E. 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)
- F. If requested, prepare and make a brief statement to the media concerning changing conditions and the pending arrival of the spokespersons to provide the necessary update

2.2 **Media Briefings**



- A. Announce information on Media Briefing process to media prior to and following media briefings (see Announcement Guides below), as appropriate
- B. Prior to Media Briefings help facilitate a pre-briefing with the State PIO using the Media Briefing Worksheet (Form EP-21). 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). Confirm how any PIOs not present will participate, either via PictureTel or speakerphone, and confirm the signal for stopping briefings early if necessary.


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Media Room Manager Checklist
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Ongoing Responsibility/Activity (cont)

Notes

1. 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)
 2. Obtain background or bios on each spokesperson for use, if necessary (and ensure Media Room Liaison puts written documents into Media Kits)
- C. Ensure all AV/Graphics needs of Company Spokesperson and other PIOs are taken care of prior to start of Media Briefings. Some requests may be given during pre-briefings. Ensure the AV Coordinator or Media Room Liaison is set to support microphone use for Q&A by the media.
- D. Wear a wireless headset to receive updated information or instructions from the work areas via the JNC Director
- E. Briefing Format: Open Media Briefing by making introductory remarks; Serve as moderator; Introduce spokespeople to make agreed upon statements in pre-established order
- F. In each briefing, Preside over Q&A session, repeating questions as needed and directing them to appropriate spokesperson
- G. 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.
- H. If a pre-agreed upon signal is given to cut the briefing short due to changing conditions, announce that the briefing must come to an end and that an announcement of new information will be forthcoming in a prompt timeframe. (Work with the State and County PIOs and the Company Spokesperson to agree in advance of the signal and the types of changing conditions that would warrant stopping briefings).

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Media Room Manager Checklist

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Ongoing Responsibility/Activity (cont.)

Notes

- I. 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.
- J. Ensure to conclude each briefing with the Public Inquiry announcement (See Announcement Guides below)

2.3 Post Briefings

- A. Gather completed Media Briefing Issues forms (Form EP-22) from Technical Briefer and Radiological Health Expert, if present, and provide to JNC Director for Media Briefing critique with Company Spokesperson immediately after conclusion of briefing. Minimize amount of time in critique to return to the Media Briefing Room.
- B. Monitor interaction between media and background experts; intervene if necessary, so that discussions are not recorded.
- C. Ensure a videotape copy of the previous briefing is available for viewing in the media workroom, in coordination with the Audiovisual Coordinator, if necessary.

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JNC Director



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Media Room Manager Checklist
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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

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Media Room Manager Checklist

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Media Room Announcement Guides

The following is *SUGGESTED WORDING* for announcements by the Media Room Manager:
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 the Indian Point Energy Center:

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. I ask that you put cell phones and pagers on vibrate during media briefings.

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 Entergy, the 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, Roger Shaw as Radiological Health Expert or others.]* 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].

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Media Room Manager Checklist

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JNC Moderator's Briefing Introduction Guide

The following is suggested wording. A condensed version may be appropriate over time.

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

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Media Room Manager Checklist

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JNC Moderator's Briefing Introduction Guide (continued)

6. Set the format/Initiate the Briefing

"We'll begin with(Note: include order per prior agreement) either,

...a detailed explanation by [name], of the event, the actions Indian Point has taken, and other plans and status".

OR

"...the State of New York / Westchester County/other to summarize the state/county's actions.


"After these briefings, we will take questions. Please hold your questions until that time."
7. Q&A

"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."
- 8a. Close--NORMAL

"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.

"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**."
- 8b. Close--INTERRUPTED

"Excuse me. I need to interrupt our briefing. We have new information coming in to our work areas. Our spokespeople need to get the latest information. We will inform you as soon as possible when the spokespeople will return to give you the updated information. I assure you that the appropriate government and Entergy officials are working closely, and we will be back to brief you very shortly. No questions at this time. Thank you."

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Media Room Liaison Checklist

Sheet 1 of 3

Primary Responsibilities

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 prepare media kits for media

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

- A. Go through registration, sign in on Sign-In Board outside of Entergy Room A, then proceed to Media Briefing Room
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Prepare and set out Media Kits and Emergency Planning booklets located in storage room on first floor (See JNC Media Kit Inventory List below)
- D. 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, and post on the wall near the door.)
- E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

☐


2.0 Ongoing Responsibility/Activity

Notes

2.1 Media Room Activities

- A. Act as liaison to the media regarding process for gathering/obtaining information
- B. 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

☐

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Media Room Liaison Checklist

Sheet 2 of 3

- C. Maintain supply of news releases, EAS messages, media kits and other materials. Make request s to the support services staff as necessary to ensure proper number of copies or to obtain materials. Post all news releases on wall near door.
- D. Provide assistance by advising reporters of past media briefings, showing them their work areas and distributing copies of available information
- E. Coordinate requests for b-roll footage and copies of photos (tapes and CDs available) with the Audiovisual Coordinator and/or Media Room Manager. Coordinate other requests with the Media Room Manager.
- F. 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 record statements. These individuals are NOT spokespersons.


2.2 Media Briefing

- A. 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.
- B. 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.
- C. 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.

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.
- 3.2 Provide documentation and materials to JNC Director

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Media Room Liaison Checklist

Sheet 3 of 3

JNC MEDIA KIT INVENTORY LIST

(See Notation: Select appropriate material or include Automatically)

- | | |
|--|----------------------------|
| 1. IPEC OVERVIEW | Auto |
| 2. AERIAL PHOTOS OF INDIAN POINT (4 total) | Select |
| <ul style="list-style-type: none"> • From South • From East (2) • From West | |
| 3. FACT SHEET INFO (5 total) | Select |
| <ul style="list-style-type: none"> • IP2 • IP3 • Entergy White Plains and Nuclear Presence Sheets (2) • Internet Resources on Radiation, Nuclear Power and EP | Auto
Auto |
| 4. Latest ANNUAL REPORT (Distributed April each year) | Auto |
| 5. NEI-PEOPLE FOR ENERGY | Select |
| <i>(NEI member website/Resource Library, http://member.nei.org/Resource/Frames/index1.html)</i> | |
| <ul style="list-style-type: none"> ▪ Emergency Preparedness Near Nuclear Power Plants • Nuclear Plant Security • Nuclear Energy and the Environment • Use of Potassium Iodide • Transporting Radioactive Materials • Nuclear energy. Power for people. | |
| 6. MEDIA MANUAL – COPY (updated annually) | Auto |
| 7. EMERGENCY CLASSIFICATION DESCRIPTIONS | Auto |
| 8. PLANT SCHEMATICS | Auto |
| <ul style="list-style-type: none"> • Standard Schematic—basic | |
| 9. COMPANY SPOKESPERSON BIO | Select |
| (Identify responding Company Spokesperson) | |
| 10. JNC FLOOR PLAN | Auto |
| 11. MEDIA FACT SHEETS | Auto |
| <ul style="list-style-type: none"> • Developed by Westchester County PIO and provided for duplication and distribution to media | |

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Attachment 10.12
Audiovisual Coordinator Checklist
Sheet 1 of 2

Primary Responsibilities

Reporting to the Media Room Manager, perform and/or oversee all audiovisual tasks (set-up, test, operate, prepare graphics) for media briefings; supervise all AV/Graphics staff; ensure audio, visual and other graphics support needs/requests are met


1.0 Initial Responsibility/Activity

Notes

1.2 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A and report to the AV Control Room on the 2nd floor and refer to position checklist
- B. **IF** the JNC has not been activated **THEN**:
 1. **IF** among the first to arrive at the JNC **THEN** ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
 2. Work with AV/Graphics Staff to Set Up: (Refer to AV Instruction Manual in AV Control Room)
 - (a) 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 Entergy Rooms A & B, State and County Rooms, EAS, FEMA, NRC, Media Monitoring Room, Media Rooms and Public Inquiry Room
 - (b) Set-up and test microphones, wireless microphone and sound system in Media Briefing Room, and wireless headsets for AV staff
 - (c) Set up computer and projection equipment for use to support graphics and visual requirements
 - (d) Set up PictureTel system, and confirm with AV Coordinator on expected use, and set up and test the speakerphone capability for use on the dais, if needed.

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Attachment 10.12

Audiovisual Coordinator Checklist

Sheet 2 of 2

Initial Responsibility/Activity (cont.)

Notes

(e) Work with Media Room Manager to establish schematics, graphics and/or slides requirements for Company Spokesperson and other PIOs, and prepare for Media Briefings

C. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

1.0 Ongoing Responsibility/Activity

Notes

2.1 Media Briefing

☐

A. Ensure A/V Staff provides wireless microphone for Company Spokesperson

B. Using Windows Explorer on the computer on stage, arrange graphic and photo presentation and other visuals for Company Spokesperson as needed

C. Prepare and Initiate Call for PictureTel, or speakerphone if necessary, if instructed by AV Coordinator

D. Record and videotape Media Briefing (prepare tapes for playback after)

E. Coordinate with staff or Media Room Liaisons to handle wireless microphone for Q&A – do not give microphone to individual media representative asking question

2.0 Closeout Activity


Notes

3.1 Participate in debriefing and return work area to start up condition.

☐

3.2 Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library.

☐

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Attachment 10.13
AV/Graphics Staff Checklist
Sheet 1 of 4

Primary Responsibilities

Reporting to the Audiovisual Coordinator, perform all audiovisual tasks (set-up, test, operate, prepare audiovisual equipment) and provide audio, video and/or graphics support for Media Briefings


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC



- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A and report to the AV Control Room on 2nd floor and refer to position checklist
- B. **IF** the JNC has not been activated **THEN**:
 1. **IF** among the first to arrive at the JNC **THEN** ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
 2. 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 and test PictureTel system and speakerphone on dais. Refer to the AV Instructions Manual located in the AV Control Room for set up guidance.
 3. Test and ensure all TV monitors are functioning in Entergy Rooms A & B, State, County, EAS, FEMA, NRC Rooms, Media Monitoring Room, Media Rooms and Public Inquiry Room
 4. Log into and test programs for use on the computer on dais
- C. 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.
- D. All Graphics and other resources for possible use during a response are listed on the Media Briefing Room Resource Listing attached below
- E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 10.13
AV/Graphics Staff Checklist
 Sheet 2 of 4

Initial Responsibility/Activity (cont)

Notes

- F. Provide technical assistance for media monitoring equipment as needed in Media Monitoring Area
- G. In Media Briefing Room, set-up and test microphones, wireless microphone and sound system. Set up projection system for briefings.
- H. Work with Media Room Manager to establish needs for schematics/graphs/slides selected by Company Spokesperson and other PIOs for use during Media Briefings. Place plant diagram on easel at right of podium and have other drawings ready.
- I. Remind Company Spokesperson and/or Media Room Manager of graphics and system drawing book available in Work Room A


2.0 Ongoing Responsibility/Activity

Notes

2.2 Media Briefing



- A. Provide Wireless microphone for Company Spokesperson
- B. 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
- C. 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 system at the other end must be on to initiate connection (sound and camera movement/focus are automatic once the system is on). Details are available in the AV Instructions Manual. Or, establish connection with the speakerphone on the dais for use during the briefing, if directed to do so by Media Room Manager.
- D. Record and videotape Media Briefings.

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Attachment 10.13
AV/Graphics Staff Checklist
 Sheet 3 of 4

Ongoing Responsibility/Activity (cont)

Notes

- E. Handle wireless microphone for Q&A – DO NOT give microphone to individual media representative asking question (Media Room Liaison(s) may be available to assist)
- F. Prepare tapes for playback by labeling each following Media Briefings

3.0 Closeout Activity

Notes

3.1 Restore A/V Equipment

☐


- A. 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 shutdown.
 - 1. Ensure the projector is shut off first and the fan activates, wait about 5 minutes until fan stops BEFORE turning off the stage lights
 - 2. Close all open graphics on the computer, and shut down the computer
 - 3. If using PictureTel system, shut down system on screen (like normal computer system shut down), then turn off computer. Television will turn off automatically
 - 4. Return all equipment to its stored location

3.2 Participate in debriefing and return work area to start up condition.

☐

3.3 Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library.

☐


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Attachment 10.13
AV/Graphics Staff Checklist
Sheet 4 of 4

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 approved photographs located on CD (maintained in AV Control Room), and available in printed version (some duplication may be required)
- Approved b-roll footage of the plant site (copies available in AV Control Room)

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Attachment 10.14

Public Inquiry Coordinator Checklist

Sheet 1 of 3

Primary Responsibilities

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.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A –Report to Public Inquiry Room and refer to position checklist
- B. If among the first to arrive at the JNC then ensure registration and access control 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.
- C. 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
- D. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.3 Media Briefing

☐

- A. Update NY State Supervisor upon arrival and after absences from room

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Attachment 10.14


Public Inquiry Coordinator Checklist

Sheet 2 of 3

Ongoing Responsibility/Activity (cont)

Notes

- B. Review official written statements (from Entergy, 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
- C. In the event the Agency Liaison or JNC Director confirm an Emergency Classification Change, document the information on the Classification Change user aide in position binder, and ensure Public Inquiry, Media Referral and Media Monitoring staff are provided the written form for use in disseminating this updated information while official news release is prepared for issuance
- D. Check completed logs and Public Inquiry – Media Referral and Media Monitoring Forms (Form EP-27) of Media Monitoring and Public Inquiry/Media Referral staff
- E. Support PI/MR staff, handle callers directly and coordinate call-backs as needed
- F. 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
- G. 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. A tracking log is maintained in the position binder.
- H. 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.
- I. 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

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Public Inquiry Coordinator Checklist
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3.0 Closeout Activity

Notes

3.1 Participate in debriefing and return work area to start up condition.

☐

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Attachment 10.15
Public Inquiry Staff Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of Supervisor, Public Inquiry (NY State) or Entergy PIC, provide callers (the public) with requested information, clarification of information, and direct callers to official outlets for information.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. Report to Public Inquiry Room to State Public Inquiry Supervisor, or Entergy PIC, and review position checklist
- C. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive. Ensure facility workrooms are open and set up is underway.
- D. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 Respond to Public Inquiries

☐

- A. Obtain and review all existing and up-to-date official WRITTEN information on the event. Do NOT use unofficial information as a source. Confirmed information from PIC is acceptable for Emergency Classification change updates
- B. 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.
- C. Fulfill Public Inquiry function referring to available background and official written emergency reference materials, including:
 - 1. Written Statements (news releases) and EAS Messages

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Attachment 10.15
Public Inquiry Staff Checklist
Sheet 2 of 2

Ongoing Responsibility/Activity (cont)

Notes


2. Emergency Planning Brochure for each County, including Map inserts
3. State Common Questions source document (in Position Binder)
4. Yellow Pages Insert
5. Joint News Center Public Education Work Plan (in PI Room)
- D. Provide accurate information obtained from Entergy, state and county written news releases or EAS messages to callers as needed. Follow Good Practices for each call:
 1. Show care and concern for each caller. Be courteous and patient.
 2. Be prepared – by developing a good understanding of the IP plans and practices in dealing with emergencies, and by following events as they unfold
 3. Be responsive to callers – by answering questions as accurately and fully as practicable and/or by taking follow-up action
- E. Attempt to conclude each call without additional requirements. If necessary, refer the caller to the PIC 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)
- F. Identify false statements/rumors on forms provided (Form EP-27) and notify PIC. Attempt to clarify misinformation or resolve confusion at the time with caller.
- G. Complete logs and Public Inquiry Forms (noted above) during or after each call. As requested, turn in log sheets to the PIC.

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.**



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Attachment 10.16

Media Referral Staff Checklist

Sheet 1 of 2

Primary Responsibilities

Under the direction of the Supervisor, Public Inquiry (NY State) or Entergy Public Inquiry Coordinator, handle telephone inquiries from news media not at the JNC; refer media to official sources of information and provide directions to JNC; 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.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Report to Public Inquiry Room to State Public Inquiry Supervisor, or Entergy PIC, and review position checklist
- D. Obtain current copy of the Media Kit from the Media Room Liaisons to review background information available for and provided to the media
- E. Review official written information on plant event (news releases)
- F. IF relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.2 Respond to Media Inquiries

☐

- A. Answer telephones, "Joint News Center", respond to media not present at JNC by:
 - 1. Advising news organizations to send a representative to the JNC or rely on wire service reports for updates

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Media Referral Staff Checklist
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Ongoing Responsibility/Activity (cont)

Notes


2. Refer non-media calls to Public Inquiry Supervisor/Coordinator (which require information beyond the scope of information provided)
3. Confirm that the reporters are NOT recording your conversation, and do not allow them to do so
4. If necessary, read and/or arrange to provide written statements (by fax) to media outlets if requested (coordinate with the PIC first)
- B. Do not elaborate, speculate, or render personal opinions
- C. Keep current with all official/written information related to the emergency that is authorized for release (news releases, EAS messages ONLY or updated information on Emergency Classification change from PIC)
- D. Respond to inquiries using pre-approved language and do not deviate from already released information
- E. Record all contacts including time and nature of inquiry using Public Inquiry – Media Response Inquiry and Off Air Monitoring Form, (Form EP-27).
- F. Provide a summary of logged calls to the PIC for pre-briefings, if requested.
- G. Maintain log of media calls and actions taken
- H. Identify false statements/rumors on forms provided and notify PIC.
- I. Complete logs and forms during or after each call. As requested, turn in log sheets to the PIC.

3.0 Closeout Activity

Notes

- 3.1 Give media log to Documenter at end of event.
- 3.2 Participate in debriefing and return work area to start up condition.

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Attachment 10.17

Media Monitoring Staff Checklist

Sheet 1 of 2

Primary Responsibilities

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


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. If the Media Monitoring Room is not open then ensure someone opens the room and deactivates the alarm. Once at least three Media Monitors are present, identify a "lead" among the group and make assignments for coverage of the function.
- D. Turn on and check monitors, VCRs, computer and other equipment for working order, date, and time - report any equipment problems to IT Representative or Support Services Manager for resolution. Check radio stations are set as labeled on radios
- E. 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)
- F. Obtain and review official information on plant event (news releases)
- G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 10.17

Media Monitoring Staff Checklist

Sheet 2 of 2

2.0 Ongoing Responsibility/Activity

Notes

2.1 Monitor Media Content on Event

☐


- A. Remain up-to-date with official information provided to the media as it becomes available through News Releases and EAS messages or Emergency Classification change from PIC
- B. Monitor and record news broadcasts from TV and radio stations for rumors and inaccuracies regarding the event (rotate which broadcasts you actively listen to)
- C. Monitor media web sites for inaccuracies and provide any to PIC on completed forms (see computer/Internet Explorer bookmarks for web sites to view)
 - 1. Print stories as necessary to document errors, or for later viewing
- D. Report any inaccuracies or rumors to PIC or NY State on "Public Inquiry -- Media Response Inquiry and Off Air Monitor Form (Form EP-27)" in position guidebook at JNC. Tapes may be requested by JNC personnel to review inaccuracies, and determine appropriate resolution/correction
- E. Tapes may be requested for viewing. If so, replace tape and continue continuous recording process. Provide tape to either PIC or JNC Director if requested.
- F. 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
- G. Maintain written log of rumors and inaccuracies, including date, time, channel/station aired on and content

3.0 Closeout Activity

Notes

- 3.1 Provide log to Documenter and all tapes to JNC Director at end of event
- 3.2 Participate in debriefing and return work area to start up condition.

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Attachment 10.18
JNC Documenter Checklist
Sheet 1 of 4

Primary Responsibilities

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


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Report to Entergy Room A - refer to position checklist
- D. Create a Master Binder with tabs for the event to contain all documentation resulting from event (Binders and tab sets are maintained in the bottom drawer of the file cabinet in Entergy Room B and/or in the JNC storage room)
 - (a) written statements from Entergy, state, counties,
 - (b) copies of EAS messages
 - (c) Emergency Summary Sheets (Form EP-24),
 - (d) Essential Information Checklists (Form EP-9),
 - (e) plant status reports/forms,
 - (f) All Completed JNC Staffing Forms and Registration logs,
 - (g) IP Communications Representative/Government Liaison Representative documentation

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Attachment 10.18
JNC Documenter Checklist
Sheet 2 of 4

Initial Responsibility/Activity (cont)

Notes

- E. Log on to the computer and locate the documentation log in
c:/myfiles/documeterlog.doc
- F. Ensure date stamp has correct date/time, using the official time provide
by the Support Services Manager. All paperwork received should be
date stamped.
- G. **IF** relieving another shift **THEN** perform a formal turnover for your
position, including a review of the position activity log, a briefing on
the emergency and actions completed or in progress.

2.0 Ongoing Responsibility/Activity

Notes

2.1 Maintain Document Log


☐

- A. Using Documenter's Log (contained on the Documenter Computer and
in position binder), log the following key items:
 - 1. Log key events (Emergency Classification changes, shift changes
and attendance), time logs of operations (change in command, shift
changes, times of pre-briefings, Media Briefing start and end times),
and receipt of key information

2.2 Document Written Statements

☐

- A. Update and maintain News Release white board in Entergy Room A
that keeps track of issued news releases (note content/title of news
release(s) under development and time approved)
- B. 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 30 minutes after conclusion
of a media briefing. Monitor preparation time; advise JNC Director and
JNC Writer of time remaining to issue statements
- C. Log copy of every news release issued by the state and counties
- D. Log all Entergy final approved news releases

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Attachment 10.18

JNC Documenter Checklist

Sheet 3 of 4

Ongoing Responsibility/Activity (cont)

Notes

2.3 Document Event Information

- A. Maintain a time log of when the JNC receives information including every Emergency Classification Level (ECL) – Notification of Unusual Event; Alert; Site Area Emergency; General Emergency, and the official declaration time. It is essential to document the time at which we learned information, or took action.
- B. Establish and maintain file of following documents:
 - 1. All Emergency Alert System (EAS) messages
 - 2. All Emergency Summary Sheets (Form EP-24)
 - 3. All Essential Information Checklists (Form EP-9)
 - 4. All original Written Statement Distribution Checklists (Form EP-25)
 - 5. All news releases issued by Entergy, the State and counties
 - 6. All data received by fax from EOF – plant status information

2.4 Pre-Briefings


- A. A log of time for every departure/return from Pre-Briefing

2.5 Media Briefings

- A. Log start and end time of Media Briefings
- B. A log of return time from Media Briefing to Entergy Room A


2.6 Shift Information

- A. A log of every shift change and time of change, including personnel attendance sheets and registration logs

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Attachment 10.18
JNC Documenter Checklist
 Sheet 4 of 4

		<u>Notes</u>
3.0	<u>Closeout Activity</u>	
3.1	Review JNC Records for completeness	<input type="checkbox"/>
	A. Check binder to make sure all documentation is complete	
	B. A copy of every document distributed in Entergy Room A under the appropriate tab	
	C. Label binder with date of event	
	D. Hand deliver completed log book to JNC Director for delivery to Recovery Manager	
	E. Set up a new binder for future use	
3.2	Participate in debriefing and return work area to start up condition.	<input type="checkbox"/>

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Attachment 10.19a
Registration Coordinator Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of the Support Services 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.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A – refer to position checklist, and set up registration (if not already done)
- B. Report to Support Services Manager and confirm registration/sign in area is set up
- C. Ensure all personnel entering JNC are properly identified and badged
- D. Ensure Media is directed to designated media areas only – explain “authorized personnel” areas
- E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 Register Personnel Arriving at JNC

☐

- A. Examine ID credentials of all people entering facility (no exceptions). Official agency IDs or driver's license are acceptable. If driver's license is used, obtain authorization from the senior representative present in the JNC from Entergy, the state or county, as appropriate.
- B. 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)

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Attachment 10.19a

Registration Coordinator Checklist

Sheet 2 of 2

Ongoing Responsibility/Activity (cont)

Notes

- C. Provide prepared yellow colored badges to Media who enter. Media representatives should provide picture identification and press credentials. Do not allow media to report to 2nd floor unless escorted and/or Media Room Manager or Liaisons are already present in designated Media Areas on 2nd floor
- D. Maintain sign-in list of all arrivals, and sign-out by personnel leaving the JNC
- E. Ensure all participants wear ID's (Entergy, other agency ID and/or access badge provided)
- F. Assist as necessary if the elevator is needed. Instructions are posted on the wall near the elevator and the key is in the key box in Entergy Room B. Support Services Manager can assist if necessary.
- G. Coordinate with Access Control personnel when necessary to leave registration area.
- H. Update/Replace Registration Forms, as necessary, once complete. Provide originals to Support Services Manager
- I. Report any unusual incidents or requirements to Support Services Manager

3.0 Closeout Activity


Notes

3.1 Complete Registration Area Records

- A. Review Registration Documents for completeness
- B. Provide all Registration Sheets to the Entergy Documenter
- C. Prepare all Registration Books for future use (copy/add blank registration forms)

3.2 Participate in debriefing and return work area to start up condition.

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Attachment 10.19b

Support Services Staff Checklist

Sheet 1 of 3

Primary Responsibilities

Under the direction of the Support Services 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 Support Services as requested including acting as runner, posting status sheets for JNC Technical Advisor, etc.


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC



- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Refer to position checklist, check equipment and supplies – replenish necessary supplies.
- D. Report to Support Services Manager, and request assignment to set up facility
- E. 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 Support Services Manager and/or JNC Director
- F. If not already done/assigned, check fax machines for correct date, time and operability (see manual for instructions). Support Services Manager will provide the official time (from the JNC Director)
- G. If not already done/assigned, check for operability of copiers and adequate paper and other administrative supplies; report any problems to Support Services Manager
- H. Set up log book for incoming/outgoing faxes in Fax/Copy Room
- I. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 10.19b

Support Services Staff Checklist

Sheet 2 of 3


2.0 Ongoing Responsibility/Activity

Notes

2.1 Provide Support to JNC Staff



- A. Copy and/or Fax documents as requested by Support Services Manager, completing the Written Statement Distribution Checklist (Form EP-25) to track and document actions, and the Fax Distribution sheet as provided by the Support Services Manager. **DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES.** Include Fax Cover Sheet (Form EP-28)
- B. If requested, work with State and County representatives to support copy and fax requirements. EAS Messages will take priority over other materials being handled.
- C. Run copies of materials to JNC locations as required and perform other administrative assignments as directed by Support Services Manager
- D. Contact Support Services Manager with problems, questions or feedback
- E. Remain available to support the Support Services Manager in other JNC activities as needed, including providing water on the dais before Media Briefings
- F. Make copies of and distribute information such as plant status reports, Essential Information Checklist and EAS messages. Follow the Information Distribution Guide (Form EP-26) located in your position binder.
 - 1. Follow the priorities included in the Information Distribution Guide and the Written Statement Distribution Checklist (Form EP-25) to ensure information is promptly provided to those who need it.
- G. Maintain a log of all incoming and outgoing faxes, and complete fax distribution by following Fax Distribution sheet provided by Support Services Manager to designated recipients. (ASK Support Services Manager if uncertain as to contents of fax received, before distributing)

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Attachment 10.19b
Support Services Staff Checklist
Sheet 3 of 3

Ongoing Responsibility/Activity (cont)

Notes


- H. Written Statements should be distributed using the Written Statement Distribution Checklist (Form EP-25). The Support Services Manager will notify the Support Services Staff when materials are ready for copying and distribution
- I. Support Services may be provided to the JNC Technical Advisor to post on the Entergy workroom walls status and updates of the plant conditions and response activities.
- J. Support Services 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

3.0 Closeout Activity

Notes

- 3.1 Return work area to start up condition
- 3.2 If requested by Support Services Manager, participate in debriefing.

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Attachment 10.20

IT Representative Checklist

Sheet 1 of 2

Primary Responsibilities

Under the direction of the Support Services 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 Support Services Manager.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A and refer to position checklist
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Support set up/initial operability test of the IT equipment in the Entergy workrooms and the Media Briefing Room. Coordinate directly with the Audiovisual Coordinator on Media Briefing Room set up, as needed.
- D. Synchronize time in Entergy Room A with JNC Director
- E. Obtain and review official information on plant event (news releases)
- F. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.2 Provide IT Support to JNC Staff

☐

- A. Remain available to support personnel with equipment problems through the JNC.
- B. Receive reports of difficulties directly or via the Support Services Manager

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IT Representative Checklist

Sheet 2 of 2

Ongoing Responsibility/Activity (cont)

Notes

- C. Troubleshoot problems, and correct those that are possible to close out. Utilize as necessary the equipment and software documentation and CDs available in the marked file drawer in the file cabinets in Entergy Room B.
- D. If communications failures occur with both telephones and computers, support the use of the Mitsubishi Satellite Telephones hanging on the walls in the workrooms. Refer to the instructions binder on the bookshelf in Entergy Room A.
- E. Develop solutions for larger issues, and coordinate solutions with the Support Services Manager.
- F. Receive approval and/or direction on approach to larger issues and solutions from the Support Services Manager and/or JNC Director
- G. Maintain written log of actions, solutions, requirements and future needs


3.0 Closeout Activity

Notes

- 3.1 Provide log to Documenter at end of event
- 3.2 Participate in debriefing and return work area to start up condition.

☐

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Attachment 10.21

Radiological Advisor Checklist

Sheet 1 of 2

Primary Responsibilities

Under the direction of the JNC Director, establish and maintain contact/information exchange with the EOF on radiological aspects; 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.

1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board in hallway by Entergy Room A
- B. Report to Entergy Room A and refer to position checklist
- C. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Ongoing Responsibility/Activity

Notes

2.1 Review Available Information on Event

☐

- A. Review plant status reports, Essential Information Checklist, written statements, online data and other information (including EP-6 and other radiological information in position binder) as it becomes available and advise Company Spokesperson as appropriate on radiological consequences/aspects

2.2 Written Statements


☐

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

2.3 Pre-Briefings

☐

- A. Advise Company Spokesperson and JNC Technical Advisor on radiological implications of plant events
- B. Assist Company Spokesperson compile notes for Media Briefings as needed

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Attachment 10.21

Radiological Advisor Checklist

Sheet 2 of 2

Ongoing Responsibility/Activity (cont)

Notes

2.4 Media Briefings

☐

- A. Monitor Media Briefings and take notes on Media Briefing Issues Form (Form EP-22) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions and provide to JNC Director, if directed
- B. Ensure unanswered questions or inaccuracies are addressed during preparation of next Media Briefing

2.5 Post Briefing

☐


- A. Provide feedback on Media Briefings to JNC Director and Company Spokesperson
- B. Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.

☐

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Attachment 10.22

Radiological Health Expert Checklist

Sheet 1 of 2

Primary Responsibilities

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.

1.0 Initial Responsibility/Activity

Notes

1.2 On Arrival at JNC

☐

- A. Register in lobby and sign Entergy Sign-In board in hallway by Entergy Room A
- B. Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage
- C. Review issued written statements, and report any inaccuracies to the Media Room Manager
- D. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.


2.0 Ongoing Responsibility/Activity

Notes

2.1 Provide Technical Clarification to Media

☐

- A. Remain in Media Briefing Room to provide the media with technical background information related to radiation exposure and its health effects for background only, not as an official spokesperson
- B. Do not elaborate on plant conditions, speculate, or render personal opinions
- C. Relay information to Media Room Manager on reporters' questions as feedback for use in preparing for next briefing
- D. 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 background discussions.

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Attachment 10.22
Radiological Health Expert Checklist
Sheet 2 of 2

Ongoing Responsibility/Activity (cont)

Notes

2.2 Media Briefings

☐


- A. Monitor Media Briefings using Media Briefing Issues (Form EP-22) for accuracy; relay comments and completed forms to Media Room Manager

3.0 Closeout Activity

Notes

- 3.1 Participate in debriefing and return work area to start up condition.

☐

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Attachment 10.23
Access Control Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of the Support Services Manager, provide all access control functions for the JNC. Access Control 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 access control of entrances and access points.


1.0 Initial Responsibility/Activity

Notes

1.1 On Arrival at JNC



- A. Register in lobby and sign Entergy Sign-In board outside Entergy Room A – refer to position checklist
- B. If among the first to arrive at the JNC then ensure registration and access control are established or perform these functions until others arrive, and ensure the facility workrooms are open and set up is underway.
- C. Report to Support Services Manager and confirm where access control will be established
 - 1. Establish post outside Media Briefing Room near stairway leading to 1st floor JNC work areas
 - 2. Establish post on 1st floor at the entrance to JNC work areas near Registration Desk
 - 3. IF a third individual is present then direct them to rove JNC areas checking worker badges and provide relief to posted officers
- D. Ensure all personnel entering JNC are properly identified and badged
- E. Support Registration personnel in directing media to designated areas only
- F. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

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Attachment 10.23
Access Control Checklist
Sheet 1 of 2

2.0 Ongoing Responsibility/Activity

Notes

2.1 Provide Access Control for JNC

- A. Ensure all ERO responders wear ID's (hanging badges)
- B. Report any unusual incidents to Support Services Manager
- C. Monitor hallways for unauthorized individuals
- D. Maintain secure access for Entergy, state and county representatives
- E. Ensure appropriate access to Media Briefing Room for media representatives
- F. Ensure Media does not enter "Authorized Personnel" areas


☐

3.0 Closeout Activity

Notes

- 3.1** If requested by Support Services Manager participate in debriefing and return work area to start up condition.

☐

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Attachment 10.24

Emergency Operations Facility (EOF) Information Liaison Checklist

Sheet 1 of 2

Primary Responsibilities

Function as both information gatherer and the primary liaison to the IP Communications Representative initially and the JNC once activated; facilitate coordination between IP Communications Representative and JNC Writer or JNC Director prior to JNC activation; provide plant information and response activities relating to plant events; update JNC Technical Advisor; respond to JNC information requests.


1.0 Initial Responsibility/Activity

Notes

1.1 Upon Notification

☐

- A. Report to EOF and assume responsibilities of EOF Information Liaison
- B. Establish communications with EOF staff and the IP Communications Representative (914-271-7031)
- C. Turn on designated computer and Essential Information Checklist (Form EP-9) computer template (on desktop), and establish email capability to the IP Communications Representative (their current location email address should be established when making contact). Also send a test message to the JNC Technical Advisor.
- D. Obtain up-to-date information and begin to document available information on the Essential Information Checklist (Form EP-9). Email form to IP Communications Representative and JNC Technical Advisor.
- E. Coordinate the review and approval of news release(s) with the IP Communications Representative, ensuring prompt review and approval by the Emergency Director
- F. 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
- G. When JNC activity begins, establish hot line contact with JNC Technical Advisor. Facilitate a transition from the IP Communications Representative to the JNC as liaison, or facilitate direct contact

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Attachment 10.24

Emergency Operations Facility (EOF) Information Liaison Checklist

Sheet 2 of 2

Initial Responsibility/Activity (cont)

Notes

- H. Provide current EOF time to the JNC for clock synchronization
- I. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Ongoing Responsibility/Activity

Notes

2.1 Provide Support to the JNC

- A. Frequently update JNC Technical Advisor with information relating to plant events both verbally and using the Essential Information Checklist (Form EP-9), at roughly 30-minute intervals or as events warrant. (email: jncadvisor@entergy.com)
- B. Facilitate inclusion of JNC staff during EOF Briefings via telephone
- C. Respond to requests from JNC for information
- D. Coordinate the technical review of news release(s) by the Emergency Director. Ensure prompt feedback to JNC Writer. (email: ipjncwriter@entergy.com)

2.2 Provide Feedback to EOF Staff on JNC Operations

- A. Receive and post final JNC news releases on bulletin board in EOF Information Liaison work area. Ensure prompt distribution within EOF
- B. Participate in EOF Briefings providing information on JNC as appropriate.

3.0 Closeout Activity

Notes

- 3.1 Participate in EOF de-briefing, and return work area to startup condition before departing facility
- 3.2 Forward critique suggestions to JNC Director



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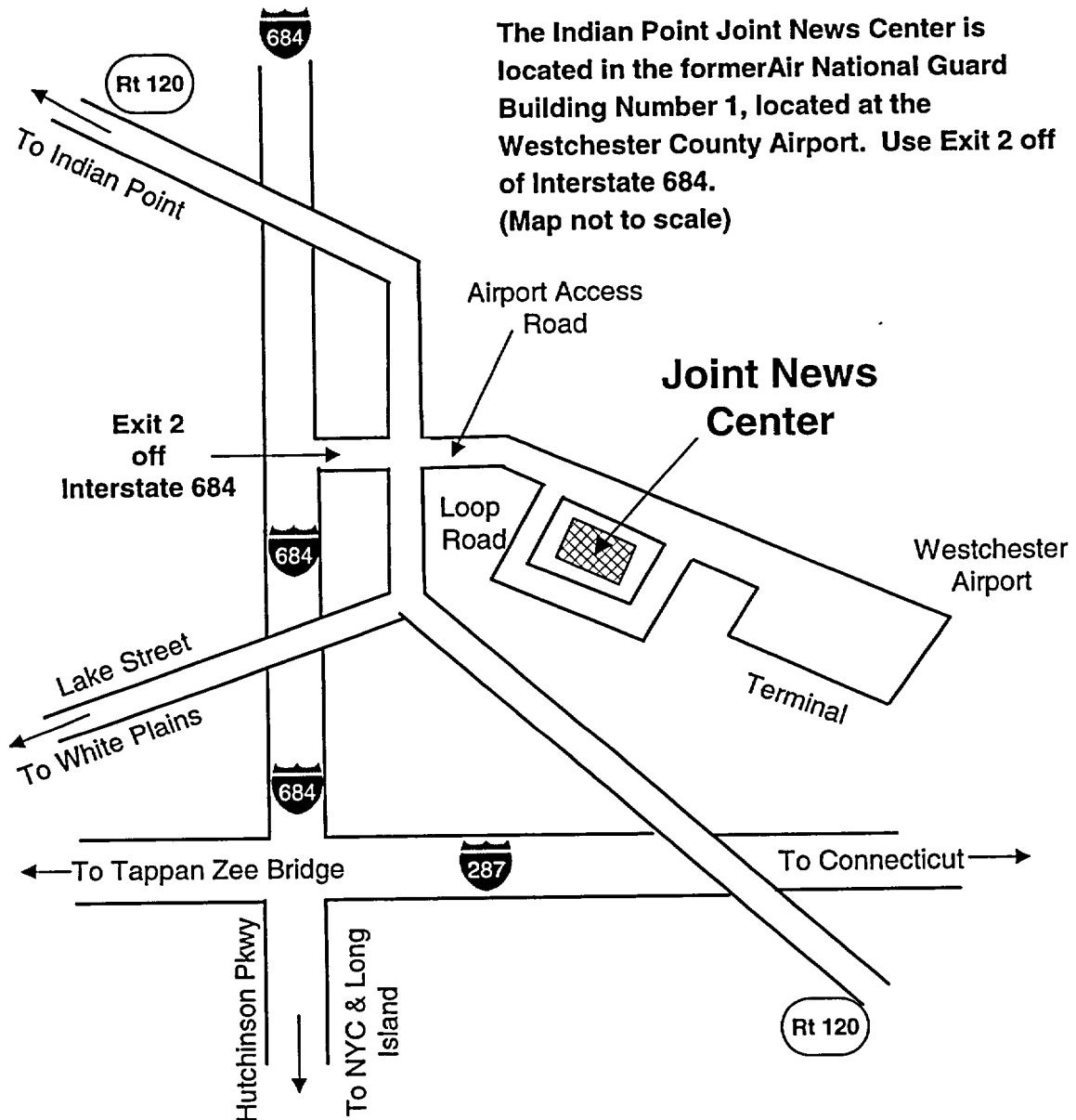
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Attachment 10.25

JNC Location Map & Floor Plans

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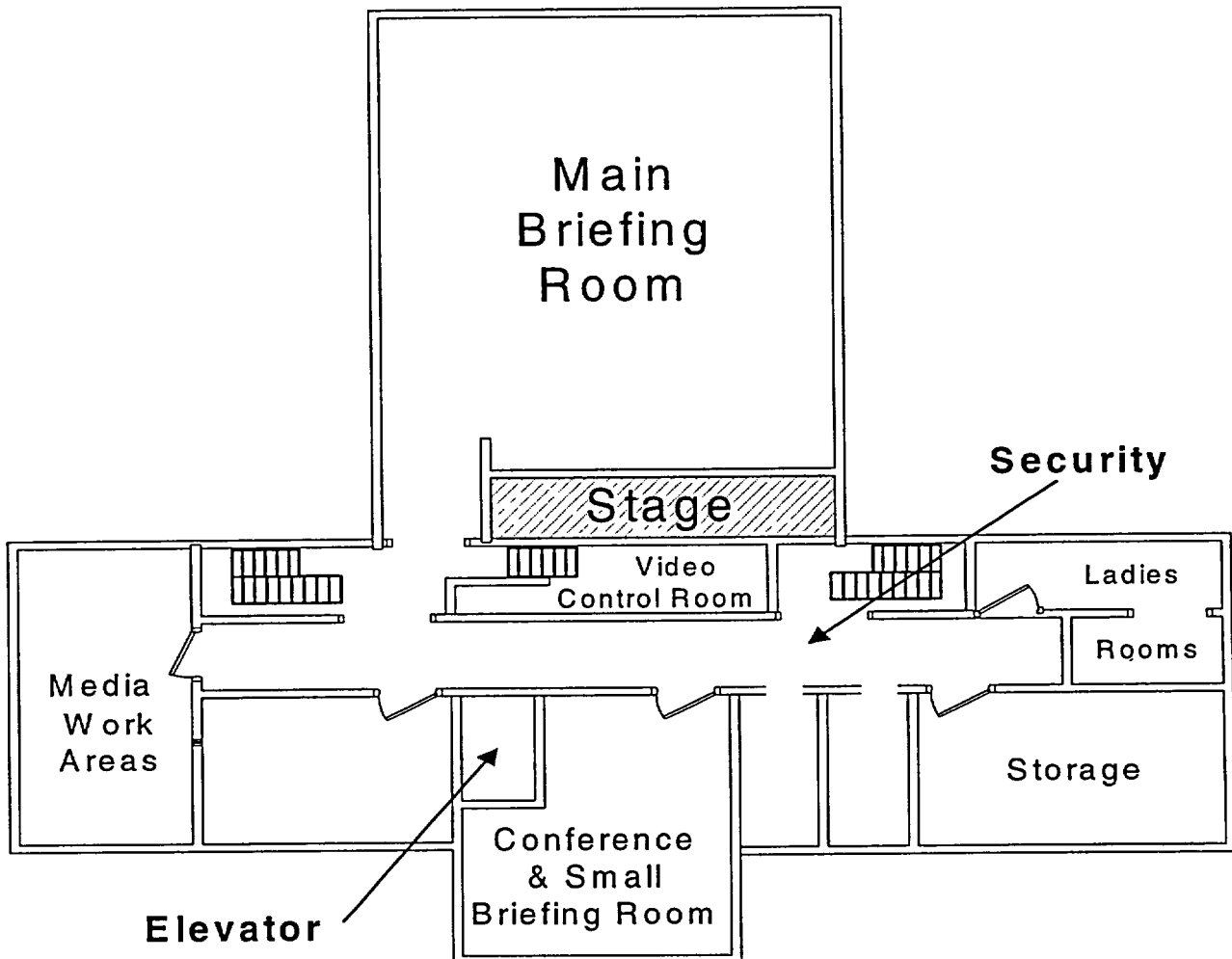



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JNC Location Map & Floor Plans

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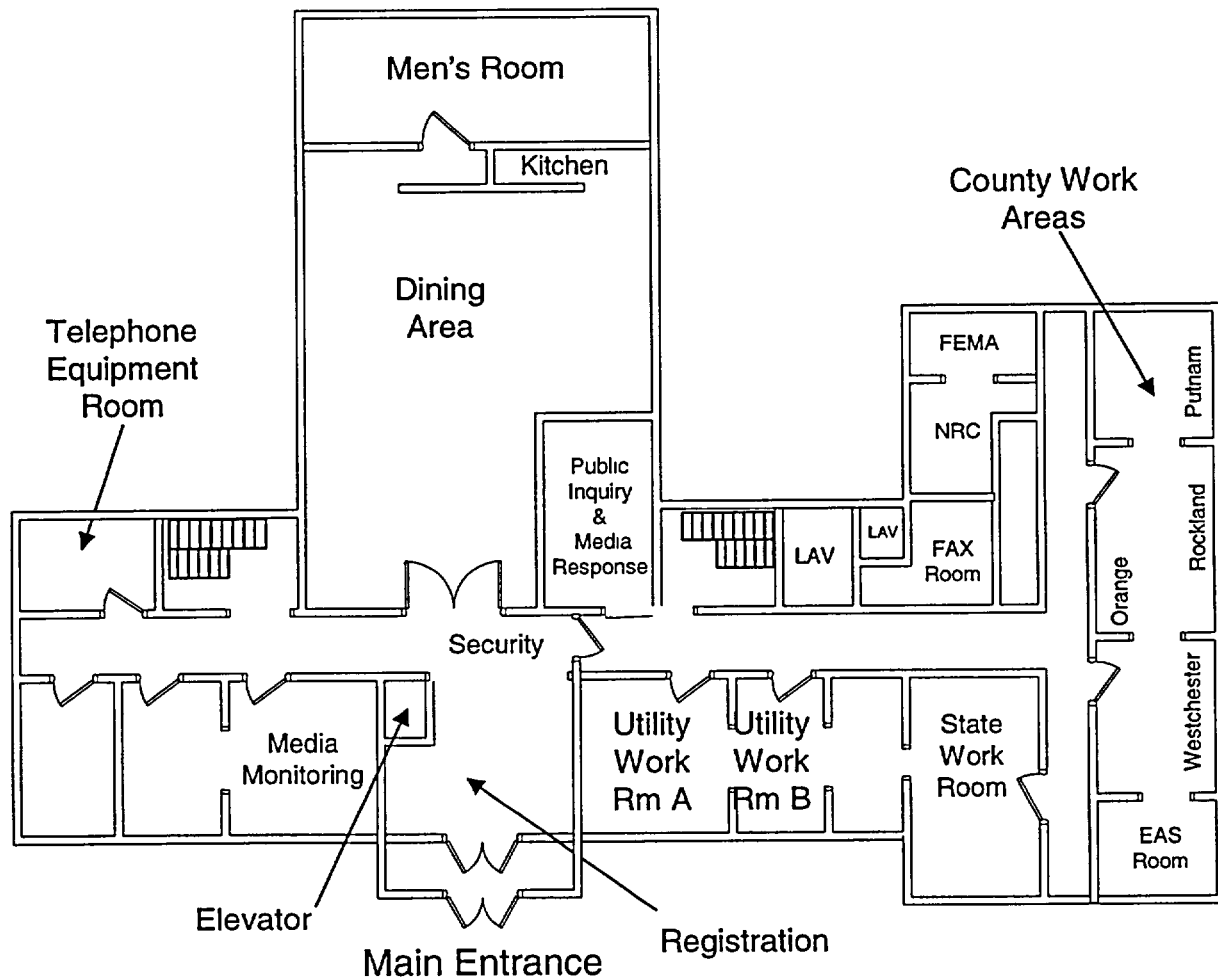


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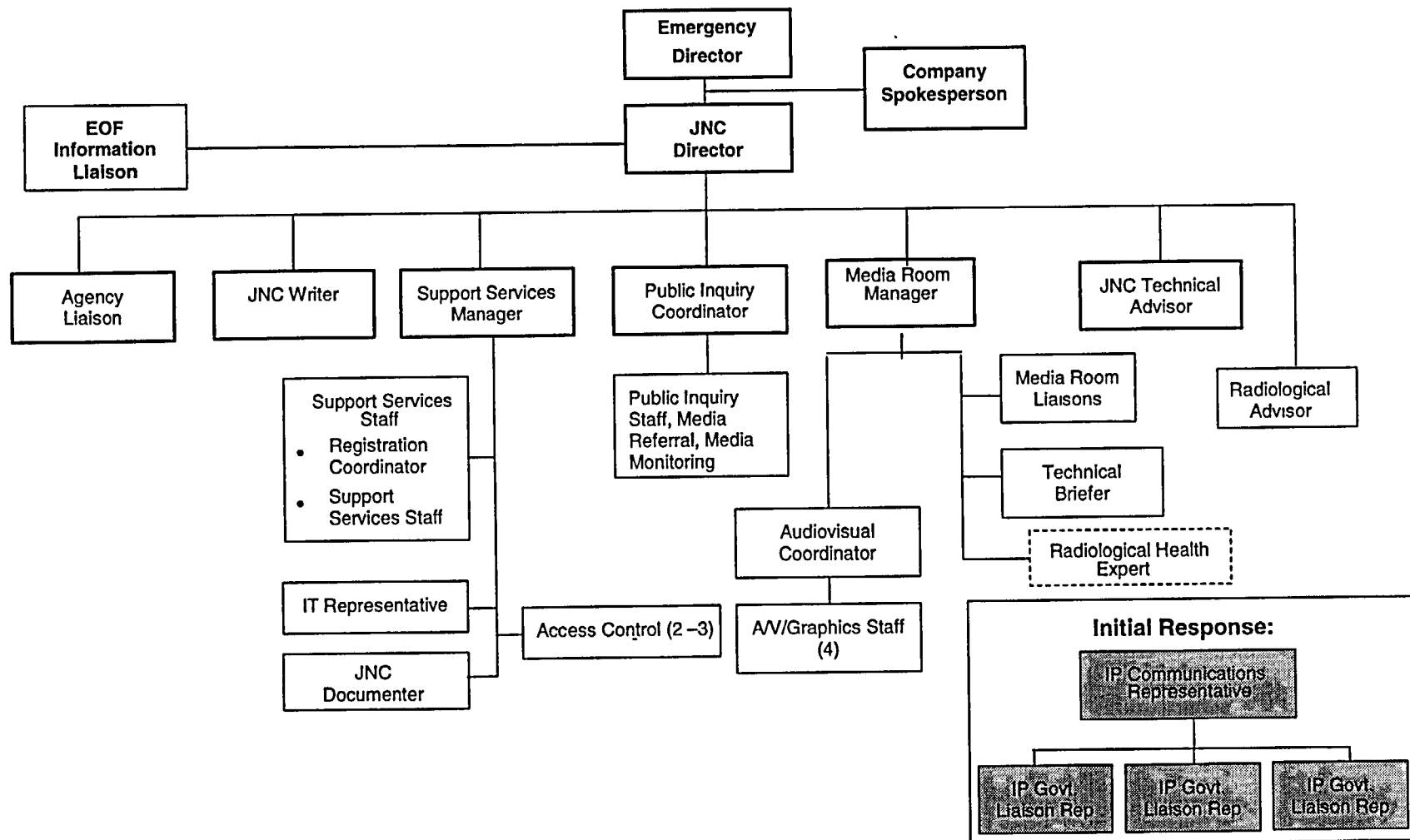
JNC Location Map & Floor Plans


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JNC Functional Organization Chart
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EMERGENCY TERMINATION AND RECOVERY

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Effective Date: March 6, 2003



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Emergency Termination and Recovery

1.0 PURPOSE


- 1.1 This procedure provides guidance for the transition into, conduct of operations while in, and termination of the recovery phase of a classified emergency event involving the implementation of the Indian Point Energy Center Emergency Plan.
- 1.2 This procedure is entered when:
 - 1.2.1. An event has been classified as an emergency in accordance with Unit 2 and Unit 3 Emergency Classification procedure.
 - 1.2.2. Conditions have stabilized and the Emergency Director is preparing to terminate the emergency.

2.0 REFERENCES

- 2.1 Indian Point Energy Center Emergency Plan(S)
- 2.2 Referenced Emergency Plan Implementing Procedures
- 2.3 Other References
 - 2.3.1. NUREG-0654,
 - 2.3.2. Reportability Determination Procedures


3.0 DEFINITIONS

- 3.1 Recovery Goals
 - 3.1.1. To assess the on and off site consequences of the emergency.
 - 3.1.2. Identify and plan for clean up and repair operations as necessary to return plant to pre-event conditions.
 - 3.1.3. Investigate the causes of the event and plan actions to prevent reoccurrence.
- 3.2 Federal Response
 - 3.2.1. The NRC and/or FEMA will coordinate support from multiple federal government agencies.
 - 3.2.2. Federal Agencies may request Entergy provide logistical resources (space, phones, etc.) to aid in their recovery efforts.
- 3.3 Critique - A fact-finding meeting with the individuals involved in the occurrence to review the event(s), cause(s) and actions leading up to and

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throughout the declaration of an emergency.

- 3.4 **Root Cause Report** - A written report that summarizes the facts and assigns corrective actions. The report includes the facts of the emergency, describes the root cause(s) of any emergency response problems and recommends corrective actions. This report shall be developed using approved procedures for documenting events which are deemed "significant condition adverse to quality".
- 3.5 **Event Summary Report** - A written report summarizing the incident prepared for delivery to offsite authorities (NRC, State and local). This report is required within 24 hours of terminating an Unusual Event and within 8 hours of terminating any higher event. The final Part 1, of the NYS Radiological Emergency Data Form may be used as the Event Summary Report for Unusual Events.
- 3.6 **Investigation** - An investigation is conducted to evaluate the event causes, actions and response each time the emergency plan is implemented. This will be accomplished by a close examination of the facts through critique(s), interviews, and a review of pertinent documentation and logs.
- 3.7 **Recovery** - The classification describing the plant status and organization which occurs after the emergency situation has been controlled/corrected and the event has been terminated. Recovery consists of the actions required to restore the plant to its pre-incident condition or to place the plant into a safe, long term shutdown condition.
- 3.8 **Termination** - The point at which the classified emergency event is no longer considered to be an emergency. Termination of the emergency is formally identified by transmission of change of status on a NYS Radiological Emergency Data Form and entry into Recovery.
- 3.9 **Transition** - The passage from the emergency phase into the recovery phase of an accident. Transition is the period of time following the stabilization of the emergency when plans and personnel necessary to the recovery are developed and identified. Transition activities are performed while in a classified event and immediately after termination. The emergency should not be terminated until a Recovery Plan Outline has been developed and a Recovery Organization identified.


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4.0 RESPONSIBILITIES

NOTE

Once most recovery issues have been identified and a system of tracking them to completion has been established. IPEC and Corporate organizations may return to a routine organizational structure using non-recovery position titles.

- 4.1 The Corporate Recovery Manager is responsible for:
 - 4.1.1. Ensuring adequate corporate support to maintain IPEC units in a safe condition.
 - 4.1.2. Ensuring Site Recovery Manager is aware of Entergy Corporate's goals and expectations for recovery of IPEC after an event.
 - 4.1.3. Ensuring adequate support to the site to carryout recovery activities.
- 4.2 The Site Recovery Manager is responsible for:
 - 4.2.1. Ensuring IPEC units are maintained in a safe condition.
 - 4.2.2. Managing onsite recovery activities during the initial recovery phase.
 - 4.2.3. Keeping the Corporate Recovery Manager appraised of IPEC Site activities and requirements.
- 4.3 The Onsite Recovery Director is responsible for:
 - 4.3.1. Overseeing development of plant specific recovery issues.
 - 4.3.2. Keeping the Site Recovery Manager appraised of onsite activities and requirements.
- 4.4 The Offsite Recovery Director is responsible for:
 - 4.4.1. Overseeing development of offsite (state and county) recovery issues.
 - 4.4.2. Keeping the Site Recovery Manager appraised of offsite activities and requirements.
- 4.5 The Company Spokesperson is responsible for:
 - 4.5.1. Overseeing development of public information recovery issues.
 - 4.5.2. Keeping the Site Recovery Manager appraised of public information activities and requirements.

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4.6 The Corporate Recovery Support Group Manager is responsible for:

4.6.1. Overseeing development of corporate recovery issues dealing with support of the site.

5.0 DETAILS

5.1 Transition and Recovery Following an Unusual Event

NOTE

The steps described in Sections 6.2 and 6.3 shall be used whenever the classification level has exceeded an Unusual Event.

5.1.1. The Emergency Director shall:

- a. Direct the completion and distribution of a NYS Radiological Emergency Data Form Part I to signify termination of the Unusual Event. Summarize event in description section of form so this notification can also be considered the Event Summary Report.
- b. Announce (or direct someone to announce) the following (or similar) message to plant personnel over the public address system:


"Attention all personnel, attention all personnel. The Unusual Event has been terminated. I repeat, the Unusual Event has been terminated."
- c. Notify a qualified Emergency Director to enter this procedure upon entry into Recovery from an Unusual Event. This individual becomes the Site Recovery Manager.

5.1.2. The Site Recovery Manager shall:

NOTE:

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

- a. Ensure any reportable event(s) is/are reported to the NRC per station procedures.
- b. Convene an event review meeting as soon as practical following termination from the Unusual Event. The review should involve key participants from the event and focus on establishing lessons learned and the generation of follow up action items.

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- c. Ensure that a Root Cause Investigation is initiated, in coordination with the Licensing and Emergency Preparedness Managers.
- d. Ensure that identified corrective actions are assigned to appropriate organizations and a method is established for tracking items to completion.

5.2 Transition Following an Alert or Higher Classification

5.2.1. As conditions improve and additional personnel and resources become available, certain recovery activities should be initiated prior to termination of the emergency. The process for transition to Recovery is illustrated in Attachment 9.1, Illustrated Recovery Process.

5.2.2. The Emergency Director shall:

- a. Review the EALs and document any that are still being exceeded. This review shall include a fission product barrier integrity status assessment. Develop a written explanation why exceeding the EAL no longer requires remaining in the Emergency Classification required by the EAL (e.g., plant now being cooled down, removing driving force for impact on offsite areas, etc.). Distribute the explanation to affected unit Shift Managers so that unnecessary reclassifications are avoided.
- b. Verify that the following conditions are met prior to transition into the recovery phase:
 - 1. **IF** the plant is not currently in cold shutdown, **THEN** the plant is in process of being cooled down to cold shutdown with assurance of the availability of long-term core cooling mechanisms.
 - 2. Releases of radioactive material to the environment have ceased.
 - 3. Radiation levels in-plant are stable or decreasing with time.
 - 4. Conditions do not limit site access by plant personnel or necessary support resources.
- c. Determine Emergency Response Facilities staffing requirements until a Recovery Plan Outline describing the necessary Recovery Organization has been approved (see Attachment 9.2, Recovery Plan Outline).


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- d. For events of the Alert classification, Emergency Response Organization personnel may be adequate to perform initial recovery actions prior to returning to the normal Indian Point Organization.
- e. For event classifications of a Site Area Emergency or a General Emergency, the basic Recovery Organization (as illustrated in Attachment 9.3, Typical Recovery Organization) should be established (unless the event was transitory in nature - downgraded at time of first notification). Additional positions may be assigned to perform specific recovery activities.

NOTE:

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

- f. If possible, ensure that key ERO members initially responding to the event are debriefed prior to discharge from the site so their input can be captured while recollection of the event is fresh.
- g. Direct the Emergency Plant Manager (EPM)/Plant Operations Manager (POM) and the Company Spokesperson (or JNC Director) to each develop an Issues/Strategies Package, Attachment 9.5 and determine the Onsite and Public Information Recovery Organization staffing requirements, Attachment 9.7. Use the attachments as guidance.
- h. Develop an Offsite Issues/Strategies Package, Attachment 9.6 and determine the Offsite Recovery Organization staffing requirements using this attachment for guidance.
- i. Convene a joint conference with the EPM/POM and the Company Spokesperson (or JNC Director) to:
 - 1. Review the Recovery Issues/Strategies Packages.
 - 2. Review the Recovery Organization staffing requirements.
 - 3. Develop and approve the Recovery Plan Outline.
- j. Conduct a formal discussion with regulatory, State and local authorities to ensure coordination and agreement is met for entry into Recovery.

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- k. Complete and distribute a NYS Radiological Emergency Data Form Part I to signify entry into Recovery.
- l. Concurrent with offsite notification, announce or direct the announcement of the following message (or similar message) to plant personnel over the public address system:

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

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

5.3 Recovery Following an Alert or Higher Classification

NOTE:


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

5.3.1. The Corporate Recovery Manager should:

- a. Work closely with the Site Recovery Manager to ensure all resources are available to maintain the plant(s) in a safe condition.
- b. Coordinate with Entergy Corporate and the site, efforts return plant to pre-event conditions or identify company goals and expectations for the IPEC personnel after an event.
- c. Direct the Corporate Recovery Support Group Manager to continue to identify and document issues relating to recovery operations using guidance in Attachment 9.4, Corporate Recovery Issues/Strategies Guide and to provide support as to the site as needed.

5.3.2. The Site Recovery Manager should:


- a. Ensure non-emergency (10 CFR 20) limits and controls for radiation exposure are used for repair activities conducted during Recovery (see existing plant exposure control procedures for guidance).
- b. Within eight (8) hours of entering Recovery, complete an Event Summary Report and transmit it to offsite authorities. Attachment 9.8, Event Summary Report Format, provides guidance on report content and format.

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- c. Ensure existing plant procedures, or procedures developed for specific tasks are used for plant repair activities during Recovery.
- d. Maintain a log of specific recovery actions taken such as:
 - 1. Specific actions taken per this procedure.
 - 2. Communications with offsite authorities related to emergency and/or Recovery.
 - 3. Meetings held to discuss conduct /close out of the recovery phase.
- e. Ensure any reportable event(s) is/are reported per station procedures (events such as 10CFR50.72, 10CFR20 Subpart M, or Indian Point Technical Specifications).
- f. Approve any special procedures developed for recovery activities outside the plant.
- g. As necessary, determine the scope and direct the Onsite Recovery Director to conduct an investigation and develop a Root Cause Investigation Report in accordance with station procedures.
- h. Ensure action items identified during the transition phase are entered for tracking per the corrective action program.
- i. Direct and/or coordinate all actions of the Recovery Organization, and approve any reports released to offsite authorities.
- j. Continue to develop and direct the activities of the Recovery Plan and supporting procedures.
- k. Continue verification and approval of information released by the Company Spokesperson which pertains to the emergency or recovery from the accident.

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

- a. Continue to identify and document issues relating to Recovery operations using guidance in Attachment 9.5, Onsite Recovery Issues/Strategies Guide, and the corrective action program.
- b. Develop and implement the Recovery Plan and procedures for onsite activities. Procedures used for outage planning should be

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used to plan and schedule details of specific tasks.

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

- a. Continue to identify and document issues relating to recovery operations using guidance in Attachment 9.6, Offsite Recovery Issues/Strategies Guide, and the corrective action program.
- b. Develop and implement the Recovery Plan and procedures for offsite activities.
- c. Communicate with offsite agencies and coordinate Entergy assistance for offsite recovery activities as needed.
- d. Develop and deliver any post-accident reports to offsite agencies (such as; development of an offsite accident analysis report).
- e. Coordinate Entergy environmental sampling activities. This should include calculations for total population exposure based on data from available sources and/or mathematical modeling.
- f. Develop a radiological release report including an estimation of the total projected population exposure as applicable.
- g. Coordinate a post-event critique with State and County Officials. This event should be held within approximately 60 days of the event.


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

- a. Continue to identify and document issues relating to recovery operations using guidance in Attachment 9.7, Public Information Recovery Issues/Strategies Guide, and the corrective action program.
- b. Construct and implement the Recovery Plan and procedures for Public Information activities.

5.4 Exit from Recovery

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

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

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

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


- a. Onsite and offsite organizations involved with the emergency and the recovery have been apprised of the existing conditions and of the anticipated termination of activities.
- b. The news media has received a final status report on the emergency and recovery operations.
- c. The emergency response facilities are no longer required, and actions have commenced to restore them to their pre-emergency condition.
- d. A thorough review of all actions taken during the emergency and recovery phases has been conducted and a Root Cause Investigation Report has been prepared.
- e. Necessary revisions of the Indian Point Emergency Plan and Implementing Procedures have been identified and provided to the Emergency Planning Department Manager.

5.5 Terminate the Recovery Phase

- 5.5.1. Issue a Root Cause Report containing the Root Cause Investigation and a summary of major action items identified. This should be done in the form of a memo to the IPEC Site Vice President with copies going to all personnel involved in the event (use of computer distribution to all plant personnel is preferred).
- 5.5.2. Ensure that the Root Cause Report, along with all emergency records (position logs and forms completed per Emergency Plan Implementing Procedures), are collected and submitted for records retention.

6.0 INTERFACES

- 6.1 IP-EP-250, Emergency Operations Facility
- 6.2 Referenced Emergency Plan Implementing Procedures
 - 6.2.1. Unit 2 and 3 Emergency Classification Procedures
 - 6.2.2. Unit 2 and 3 Emergency Notifications Procedures

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7.0 RECORDS


Any logs, reports or forms completed after an emergency has been declared and the Recovery Phase is entered are permanent quality records.

8.0 REQUIREMENTS AND COMMITMENTS

None

9.0 ATTACHMENTS



- 9.1 Illustrated Recovery Process
- 9.2 Recovery Plan Outline
- 9.3 Typical Recovery Organization
- 9.4 Corporate Recovery Issues/Strategies Guide
- 9.5 Onsite Recovery Issues/Strategies Guide
- 9.6 Offsite Recovery Issues/Strategies Guide
- 9.7 Public Information Recovery Issues/Strategies Guide
- 9.8 Event Summary Report Format

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Attachment 9.1


ILLUSTRATED RECOVERY PROCESS

Sheet 1 of 1

1 	Emergency Event	<ul style="list-style-type: none"> Emergency Plan is implemented. Actions are taken to return the plant to a safe condition.
	Transition	<ul style="list-style-type: none"> Select Facilities are maintained at full or partial staffing. The ED, EPM/POM and Company Spokesperson prepare a Recovery Issues/Strategies Package. A Recovery Plan Outline is developed. Organizational requirements are determined. Personnel are standing by to assume the identified recovery positions.
2 	Recovery	<ul style="list-style-type: none"> An Event Summary Report is developed and issued. A Root Cause Investigation is conducted and action items identified A detailed Recovery Plan is developed and implemented. Activities to restore the plant to pre-incident conditions are identified.
	Exit Recovery	<ul style="list-style-type: none"> Root Cause Report is developed and issued. Action items entered into the Corrective Action Program or other action plan to track completion. Records collected and stored.

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

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

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Attachment 9.2

RECOVERY PLAN OUTLINE

Sheet 1 of 1

SECTION I. RECOVERY ORGANIZATION

- A. Organization structure
- B. Assignment of authorities/responsibilities

SECTION II. CORPORATE RECOVERY PROGRAM

- A. Major Goals
- B. Issues and Strategies

SECTION III. ONSITE RECOVERY PROGRAM


- A. Major Goals
- B. Issues and Strategies

SECTION IV. OFFSITE RECOVERY PROGRAM

- A. Major Goals
- B. Issues and Strategies

SECTION V. PUBLIC INFORMATION RECOVERY PROGRAM

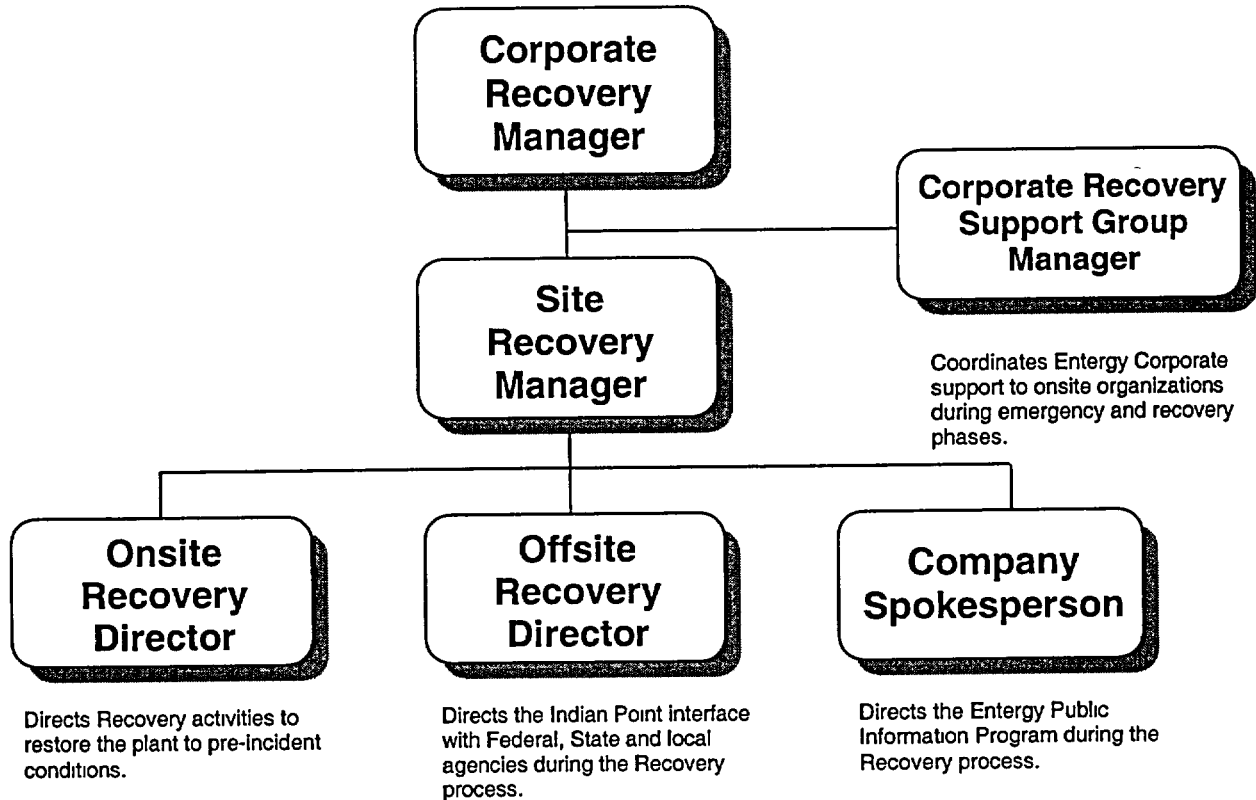
- A. Major Goals
- B. Issues and Strategies

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Attachment 9.3


TYPICAL RECOVERY ORGANIZATION

Sheet 1 of 1



NOTES:

- (1) The Corporate Recovery Manager position will normally be filled by a director level manager – or designee. The Corporate Recovery Support Group Manager assist in coordinating corporate support in the early phases of an event.
- (2) The Site Recovery Manager position will normally be filled by a qualified Emergency Director or designee.
- (3) The Onsite Recovery Director position will normally be filled by the Plant Manager or designee. The normal plant staff will support recovery activities as required. A special Radiological Controls Manager and/or Administrative and Logistics Manager may need to be appointed for events which involving severe plant damage or large releases of radioactive materials inside or outside the plant.
- (4) The Offsite Recovery Director position will normally be filled by the Emergency Planning Department Manager or designee.
- (5) The Company Spokesperson position will normally be filled by a member of the corporate public information group, Site Communications Manager or designee.


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Attachment 9.4

CORPORATE RECOVERY ISSUES/STRATEGIES GUIDE

Sheet 1 of 1

- NOTE:**
- Issue/Strategies Form (Form EP-8) should be used to document items identified during the meeting(s). Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.
 - In addition to the positions listed, key members of the other corporate groups should attend the initial corporate recovery meeting to plan for necessary support to restore the plant to pre-event condition.
1. When directed, convene a meeting of key corporate personnel and key normal station department heads. It is suggested as a minimum the following members attend:
 - Corporate Recovery Group Support Manager
 - Representative from Nuclear Support
 - Representative from Nuclear Oversight
 - Representative from Nuclear Safety
 - Senior representatives of the Maintenance, I&C, Radiological and Operations Department.
 2. Review existing conditions, outline the issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the corporate support of the plant Recovery Plan. Issues that should be considered in the formation of the package include:
 - A. Present Activities Being Performed by Corporate Staff to Support Site**
 - Identify ongoing activities and determine the need to continue
 - B. Procurement needs**
 - C. Legal Issues**
 - Regulatory Requirements
 - Insurance Issues
 - C. Financial Issues**
 - Insurance Issues
 - Aid to affected company personnel
 - Short term budget items


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Attachment 9.5

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

Sheet 1 of 3

- NOTE:**
- Issue/Strategies Form (Form EP-8) should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.
 - In addition to the ERO positions listed, members of the Outage Planning group should attend the initial onsite recovery meeting to plan for the "Forced Outage" needed to restore plant to pre-event condition.
3. When directed, convene a meeting of key plant ERO personnel and key normal station department heads. It is suggested as a minimum the following members attend:
 - Emergency Plant Manager/Plant Operations Manager
 - TSC Manager
 - OSC Manager
 - Radiation Protection Coordinator / Lead
 - Senior representatives of the Maintenance, I&C, Radiological and Operations Department.
 4. Review existing conditions, outline the onsite issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the onsite portion of the plant Recovery Plan. Issues that should be considered in the formation of the package include:
 - A. Present Activities Being Performed By Plant Staff (Onsite ERO)**
 - Identify ongoing activities and determine the need to continue
 - B. Equipment Status Verifications**
 - Establish/document secured lineups
 - List/identify inoperable equipment
 - Hang appropriate tagouts
 - Document temporary repairs/lineup
 - Obtain appropriate samples to verify core status
 - C. Stabilization Of Plant For Long Term Cooling**
 - Identify present cooling lineup(s)
 - Document available back-up cooling lineup(s)

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Attachment 9.5

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

Sheet 2 of 3

- Confirm condition of RHR/Service Water/Cont. Spray
- Develop a plan to transition to long term cooling if required

D. System Repairs and Restorations


- Prioritize out of service equipment for restoration
- Plan restoration process by milestones
- Determine testing to increase/ensure equipment reliability
- Determine long term resolution of temporary modifications and repairs
- Examine options for temporary systems
- Bring in industry expertise (such as INPO, Westinghouse) as necessary
- Insure proper QA on any repairs made during the emergency

E. Radiological Controls And Area Decontamination

- Perform comprehensive surveys of onsite areas
- Establish additional survey and sampling frequency requirements
- Determine if additional monitoring equipment is required
- Develop a decon plan based on prioritized recovery of plant areas
- Commence bioassay program
- Contract for large volume decontamination equipment/expertise

F. Water Management

- Identify sources, volumes and activity of water inventories
- Prioritize clean-up
- Verify/evaluate condition of existing clean-up systems
- Establish tagouts/controls to preclude inadvertent discharges
- Evaluate need to contract portable filtering systems/expertise
- Establish berms and restraints for control and mitigation of spills
- Evaluate need for additional onsite waste storage capability
- Evaluate need for additional burial space for waste

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Attachment 9.5

ONSITE RECOVERY ISSUES/STRATEGIES GUIDE

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G. Logistics (Use guidelines for Forced Outage Scheduling)


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

H. Documentation

- Initiate actions to complete any required NRC reports.
- Develop onsite portions of Root Cause Report
- Develop onsite portion of the Recovery Plan (short/long term)
- Write special procedures to perform tasks outside the scope of normal procedures

I. Other

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

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Attachment 9.6

OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE

Sheet 1 of 2

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

1. Convene a meeting of key EOF Emergency Response Organization (ERO) personnel and the Emergency Plan Manager. It is suggested as a minimum the following members attend:
 - Emergency Director
 - EOF Manager
 - Offsite Radiological Manager
 - Technical Advisor to the Emergency Director
 - Emergency Planning Department Manager
2. Review existing conditions, outline the issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the offsite portion of the plant Recovery Plan. Issues that should be considered include:

A. Present Activities Being Performed by EOF Staff


- Identify ongoing activities and determine the need to continue

B. Radiological

- Evaluate the need for an environmental sampling program
- Arrange for the analysis of the field team samples
- Use the field team air sample analysis results with the projections calculated during the event
- If required, estimate total population dose in accordance with IP-1036
- Evaluate clean-up requirements
- Evaluate the need to bring in outside expertise for radiological monitoring
- Determine the final disposition of field team samples

C. Support to Offsite Authorities

- Consider outstanding requests from offsite authorities
- Keep offsite authorities apprised of onsite conditions and activities

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Attachment 9.6

OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE

Sheet 2 of 2

D. Corporate Interface

- Keep corporate management apprised of conditions and activities
- Provide information to legal organization as requested
- Identify issues applicable to Human Resources and Employee Assistance

E. Logistics


- Identify manpower needs to support offsite recovery activities
- Identify all non-Entergy personnel and activities currently in place
- Review equipment and material needs for EOF recovery activities
- Assist onsite and Public Information organizations in obtaining offsite support
- Evaluate the need for additional communications capabilities

F. Documentation

- Direct that an Event Summary Report be prepared
- Develop offsite portions of Root Cause Report
- Develop offsite portion of the Recovery Plan (short/long term)

G. Other

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

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Attachment 9.7

PUBLIC INFORMATION RECOVERY ISSUES/STRATEGIES GUIDE

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

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

- Company Spokesperson
- JNC Director
- Also include IPEC and Corporate communications representatives

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

A. Present Activities Being Performed by JNC Staff

- Identify ongoing activities and determine the need to continue

B. Offsite Interface


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

C. Documentation

- Develop the Public Information portion of the Recovery Plan

D. Other

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

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Attachment 9.8
EVENT SUMMARY REPORT FORMAT
Sheet 1 of 1

Date
Time

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

From: *Name*

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


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

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

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

1. Time and description of initiating events (i.e., "On July 4, 1999, at 0640 hours a bomb threat was received at...."). Include information on personnel injuries and status. **(DO NOT INCLUDE NAME(S) OF VICTIMS UNLESS THE FAMILY HAS BEEN NOTIFIED).**
2. Performance of initial notifications to offsite authorities, to include time, location and mode of notification (That is: fax, radio, telephone).
3. Requests for offsite assistance, including time and type.
4. The magnitude of any radiological release and Protective Action Recommendation information as applicable.
5. Telephone numbers where people can call for any additional information (such as the Rumor Control or Media Centers).

Approval: Signature

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CONTROLLED
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Estimating Total Population Exposure

Prepared by: Al Lee Al Lee 3/3/03
Print Name Signature Date

Approval: Frank Inzirillo Frank Inzirillo 3/3/03
Print Name Signature Date

Effective Date: 3/6/03



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ESTIMATING TOTAL POPULATION EXPOSURE

1.0 PURPOSE

To describe the method of estimating the total integrated dose to the population at large within the ten mile Emergency Planning Zone (EPZ) from the release of airborne radioactive material.

2.0 REFERENCES

Evacuation Travel Time Estimates

3.0 DEFINITIONS


NONE

4.0 RESPONSIBILITIES

- 4.1 The Offsite Radiological Manager (ORM) has overall responsibilities to implement this procedure.
- 4.2 The Nuclear Environmental Monitoring Supervisor is responsible in assisting the ORM in the collection and analysis of the offsite TLDs.
- 4.3 The Corporate Support Group will assist in the implementation of this procedure.

5.0 DETAILS

- 5.1 The Offsite Radiological Manager (ORM) shall instruct the Nuclear Environmental Monitoring (NEM) Supervisor to collect the environmental TLDs AND replace them with new TLDs.
- 5.2 The NEM Supervisor shall direct the collection and replacement of ALL TLDs, taking care to record the following information for EACH .
 - 5.2.1 Location (Sector/Zone).
 - 5.2.2 Date of pickup.
 - 5.2.3 Time of pickup.
 - 5.2.4 Name of individual.
- 5.3 The NEM Supervisor shall have the TLDs read out onsite OR send to the Analytical Contractor for processing.
- 5.4 **WHEN** the NEM Supervisor receives the TLD read out data **THEN** he/she shall give it to the ORM.
- 5.5 The ORM shall assign the Dose Assessor to complete the "Estimate of

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Population Dose" (form EP-12).

- 5.5.1 Record the reference TLD mrem next to the appropriate Sector/ Zones (typically in zones 1, 5, and 10). The reference TLD mrem values for zone 1 will be utilized later to interpret mrem values for zones 2, 3, and 4. The reference TLD mrem values for zone 5 will be utilized later to interpret mrem values for zones 6, 7, 8, and 9.
- 5.5.2 Record the appropriate Default Zone Correction Factors in the Zone Correction Factor column based on the Pasquill Category and using the meteorology during the time of the release and the factors in Attachment 9.2.

NOTE

IF the actual locations of the reference TLDs vary by more than 3 miles from the default locations of 1, 5, and 10 miles, then specific Zone Correction Factors can be derived directly from Attachment 10.1 Xu/Q values.

- 5.5.3 Calculate the Interpreted mrem for those zones without TLDs by multiplying the reference TLD mrem by the Zone Correction Factor. Record in the appropriate space.
- 5.5.4 Determine if a modifier number, LESS THAN 1.0, is appropriate because the population was not exposed for the full time due to being evacuated. Record in appropriate column. Evacuation times may be obtained from the County Emergency Management Directors and can be used to develop an appropriate modifier number.
- 5.5.5 Multiply the interpreted mRem by the modifier number and the population to obtain the estimated total population dose for EACH Sector/Zone. Record in appropriate column.
- 5.5.6 Add up exposure for each Sector and record.
- 5.5.7 Add up the exposure for all Sectors to obtain the total estimated whole body population dose within the ten mile EPZ.
- 5.5.8 Determine what the ratios of Noble Gas to Iodine (131 and 133) were during the release period from vent, main steam OR air ejector samples.
- 5.5.9 From Attachment 9.3, using the appropriate time period and the NG/I ratios, determine the factors to multiply the whole body exposure to obtain the thyroid exposure for Iodine 131 and 133.

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5.5.10 Multiply the total estimated whole body population dose by the factors for Iodine 131 and 133.

5.5.11 Add both Iodine exposures to obtain the total estimated thyroid dose to the population WITHIN the ten mile EPZ.

5.6 The ORM shall review the completed forms and prepare a report to the State and local authorities, which is sent to the Site Recovery Manager for review and authorization for transmittal.

6.0 INTERFACES

6.1 IP-EP-115, Emergency Plan Forms

6.2 Post Accident Environmental procedures

7.0 RECORDS

NONE

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

NONE


9.0 ATTACHMENTS

9.1 Zone Xu/Q vs. Pasquill Classification

9.2 Zone Correction Factors vs. Pasquill Classification

9.3 Factors to Multiply Whole Body Exposure by to Obtain Thyroid Exposure

9.4 Discussion

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Attachment 9.1

ZONE Xu/Q vs. PASQUILL CLASSIFICATION

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<u>ZONE</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
1	3.5 E-6	1.9 E-5	5.2 E-5	1.4 E-4	2.6 E-4	4.8 E-4	7.0 E-4
2	6.3 E-7	1.8 E-6	9.2 E-6	3.2 E-5	6.5 E-5	1.5 E-4	2.7 E-4
3	4.4 E-7	6.9 E-7	3.8 E-6	1.5 E-5	3.1 E-5	8.0 E-5	1.5 E-4
4	3.2 E-7	4.5 E-7	2.2 E-6	8.7 E-6	1.8 E-5	5.1 E-5	9.9 E-5
5	2.6 E-7	3.6 E-7	1.4 E-6	6.1 E-6	1.3 E-5	3.7 E-5	7.6 E-5
6	2.1 E-7	3.0 E-7	1.0 E-6	4.6 E-6	1.0 E-5	2.9 E-5	6.3 E-5
7	1.9 E-7	2.6 E-7	7.8 E-7	3.6 E-6	8.6 E-6	2.3 E-5	5.3 E-5
8	1.7 E-7	2.3 E-7	6.3 E-7	3.1 E-6	7.5 E-6	2.0 E-5	4.6 E-5
9	1.5 E-7	2.1 E-7	5.2 E-7	2.6 E-6	6.5 E-6	1.8 E-5	4.1 E-5
10	1.4 E-7	1.9 E-7	4.4 E-7	2.2 E-6	5.7 E-6	1.6 E-5	3.6 E-5

The zone Xu/Q is the value that corresponds to the midpoint of the zone, e.g., zone 5 is considered 4.5 miles from the reactor building. Use average stability class for period of time of exposure.

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Attachment 9.2

Default

ZONE CORRECTION FACTORS vs. PASQUILL CLASSIFICATION


Sheet 1 of 1

<u>ZONE</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
1	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2	0.18	0.09	0.18	0.23	0.25	0.31	0.39
3	0.13	0.04	0.07	0.11	0.12	0.17	0.21
4	0.09	0.02	0.04	0.06	0.07	0.11	0.14
5	1.00	1.00	1.00	1.00	1.00	1.00	1.00
6	0.81	0.83	0.71	0.75	0.77	0.78	0.83
7	0.73	0.72	0.56	0.59	0.66	0.62	0.70
8	0.65	0.64	0.45	0.51	0.58	0.54	0.61
9	0.58	0.58	0.37	0.43	0.50	0.49	0.54
10	1.00	1.00	1.00	1.00	1.00	1.00	1.00

The zone correction factor is the ratio of :

$$\frac{\text{Xu/Q for sector}}{\text{Xu/Q for reference TLD zone}}$$

The reference zones are taken to be 1, 5, and 10 based on the approximate TLD locations.

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Attachment 9.3

**FACTORS TO MULTIPLE WHOLE BODY EXPOSURE
BY TO OBTAIN THYROID EXPOSURE**

Sheet 1 of 1

NG/I-131 RATIO	FACTOR vs. TIME AFTER SHUTDOWN				
	0 HOURS	2.5 HOURS	4.5 HOURS	6.5 HOURS	12.5 HOURS
10^1	3.0×10^2	3.7×10^2	5.2×10^2	6.2×10^2	1.33×10^3
10^2	3.0×10^1	3.7×10^1	5.2×10^1	6.2×10^1	1.33×10^2
10^3	3.0×10^0	3.7×10^0	5.2×10^0	6.2×10^0	1.33×10^1
10^4	3.0×10^{-1}	3.7×10^{-1}	5.2×10^{-1}	6.2×10^{-1}	1.33×10^0
10^5	3.0×10^{-2}	3.7×10^{-2}	5.2×10^{-2}	6.2×10^{-2}	1.33×10^{-1}
10^6	3.0×10^{-3}	3.7×10^{-3}	5.2×10^{-3}	6.2×10^{-3}	1.33×10^{-2}

NG/I-133 RATIO	FACTOR vs. TIME AFTER SHUTDOWN				
	0 HOURS	2.5 HOURS	4.5 HOURS	6.5 HOURS	12.5 HOURS
10^1	1.0×10^2	1.2×10^2	1.7×10^2	2.1×10^2	4.5×10^2
10^2	1.0×10^1	1.2×10^1	1.7×10^1	2.1×10^1	4.5×10^1
10^3	1.0×10^0	1.2×10^0	1.7×10^0	2.1×10^0	4.5×10^0
10^4	1.0×10^{-1}	1.2×10^{-1}	1.7×10^{-1}	2.1×10^{-1}	4.5×10^{-1}
10^5	1.0×10^{-2}	1.2×10^{-2}	1.7×10^{-2}	2.1×10^{-2}	4.5×10^{-2}
10^6	1.0×10^{-3}	1.2×10^{-3}	1.7×10^{-3}	2.1×10^{-3}	4.5×10^{-3}

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Attachment 9.4

DISCUSSION

Exposure computation is performed by first determining the whole body exposure as read from the TLDs which are located in each of the 16 sectors at APPROXIMATELY 1, 5 AND 10 mile distances. These exposures, which are for a specific zone in each of the sectors, are then related to exposures for the other zones by multiplying them by Xu/Q ratio obtained between the zone in question AND the TLD zone for the actual Pasquill Category during the release time. Attachment 9.1 contains the Xu/Qs for the midpoint of ALL ten miles for each Pasquill Category.

The sector/zone exposure is then multiplied by the population as listed for that sector/zone to obtain the integrated population dose for the sector/zone referenced in the Evacuation Time Travel Estimates (ETTEs). IF the population had not been present during the entire exposure period due to evacuation, then the dose must be modified to compensate for it.

The total whole body exposure to the population in the ten mile EPZ is obtained by adding the 160 sector/zone exposures.

To obtain the estimated thyroid exposure, a ratio of the Noble Gas (NG) to the radioiodines (I) must be determined from vent samples and environmental samples. WHEN the ratios are known a factor may be determined from Attachment 9.3 that WHEN multiplied by the estimated whole body exposure shall give the estimated thyroid exposure.