

Nebraska Public Power District

Always there when you need us

NLS2003050

April 22, 2003

U.S. Nuclear Regulatory Commission

Attention: Document Control Desk

Washington, D.C. 20555-0001

Subject: Emergency Plan Implementing Procedures
Cooper Nuclear Station, NRC Docket 50-298, DPR-46

Pursuant to the requirements of 10 CFR 50, Appendix E, Section V, "Implementing Procedures," Nebraska Public Power District is transmitting the following Emergency Plan Implementing Procedures (EPIPs):

EPIP 5.7.6	Revision 38	"Notification"
EPIP 5.7.23	Revision 5	"Activation of the JIC"

Should you have any questions concerning this matter, please contact me at 402-825-5233.

Sincerely,

J. A. Hutton
Plant Manager

/nr

Enclosures

cc: Regional Administrator w/enclosures (2)
USNRC - Region IV

NPG Distribution w/o enclosures

Senior Resident Inspector w/enclosures
USNRC

Records w/o enclosures

A045

- 2.4 Section 8, "Release Information" of the Notification Report, is completed only when both of the following conditions exist:
 - 2.4.1 Follow-up notification.
 - 2.4.2 A release of Airborne Radioactive material greater than ODAM limits is occurring or occurred during the event.
- 2.5 Notification of termination to off-site agencies shall be performed within 1 hour after the termination of the emergency.
- 2.6 If the Control Room must be evacuated and off-site notification responsibilities have not been transferred to the EOF, the Shift Communicator shall perform off-site notifications over the State Notification Telephone from the TSC or EOF.
- 2.7 If making a notification for an Emergency that occurred but was not reported (e.g., the condition occurred yesterday but was not caught at that time), make the notification to State/Local agencies by performing an initial notification with the Event Declared and Terminated as the same time.
- 2.8 The Emergency Director shall be immediately notified of any difficulties or delays in completing this procedure.

3. ENTRY CONDITIONS

- 3.1 An Emergency has been declared per Procedure 5.7.1.

4. CONTROL ROOM ACTIONS

4.1 NOTIFICATIONS FROM CONTROL ROOM.

- 4.1.1 Emergency Director (ED) direct Operator or Shift Technical Engineer to complete Notification Report per Attachment 1.
- 4.1.2 ED review form for accuracy.
- 4.1.3 ED add remarks to the remarks section as appropriate.
- 4.1.4 ED sign form including date/time.
- 4.1.5 If PMIS FAX available, ED authorize notification to be PMIS faxed to State/Local agencies, NRC Operations Center, TSC, and EOF by providing PMIS password to Operator or Shift Technical Engineer.©
- 4.1.6 ED direct Shift Communicator to make notifications per Attachment 4.

5. EOF ACTIONS

5.1 NOTIFICATIONS FROM EOF

5.1.1 Emergency Director (ED) direct Off-Site Communicator to complete Notification Report per Attachment 1.

5.1.2 ED review form for accuracy.

5.1.3 ED add remarks to the remarks section as appropriate.

5.1.4 ED sign form including date/time.

5.1.5 If PMIS FAX available, ED authorize notification to be PMIS faxed to State/Local agencies, NRC Operations Center, TSC, and EOF by providing PMIS password to Off-Site Communicator.©

5.1.6 ED direct Off-Site Communicator to make notifications per Attachment 5.

6. RECORDS

6.1 Attachments 3, 4, and 5 from actual events shall be forwarded to the EP Manager within 5 working days of their completion (Quality Record upon completion).

ATTACHMENT 1 COMPLETING NOTIFICATION FORM WITH CNS-DOSE AVAILABLE

[] CAUTION - If CNS-DOSE is not available, notify ED and complete Notification Form using Attachment 2.

1. COMPUTER DOSE PROJECTION/AUTOMATED NOTIFICATION REPORT

| [] 1.1 On a PMIS terminal, enter turn-on code "DOSE", or if performing subsequent
| notifications, return to the "MET/RAD Input" dose page.

[] 1.2 Complete Notification Report using on-line instructions.

[] 1.3 Deliver printed Notification Report to the ED to complete the remarks section
 and approve the notification.

| [] 1.4 Verify ED signature, date, and time are on the Notification Report and PMIS
| fax using the on-line instructions.©

[] 1.5 Provide completed Notification Report to the Communicator.

ATTACHMENT 2 COMPLETING NOTIFICATION FORM WITH CNS-DOSE NOT AVAILABLE

1. COMPLETE NOTIFICATION FORM

- 1.1 Obtain copy of Attachment 3, Notification Report.
- NOTE 1 - Initial Notifications:** Steps 1.2 through 1.19 and 1.28 are required.
- NOTE 2 - Follow-Up Notifications:** Steps 1.2 through 1.28 are required.
- NOTE 3 - Termination Notifications:** Steps 1.2 through 1.9 are required.
- 1.2 **Notification Report Number:** Enter 1 or the next sequential number if more than one has been generated during the event.
- 1.3 **Time of Transmittal:** Leave blank.
- 1.4 **Initial or Follow-Up Report:**
 - 1.4.1 Check Initial Report for EAL classifications or change in PAR.
 - 1.4.2 Check Follow-Up Report for all others including termination.
- 1.5 **Name of CNS Communicator:** Leave blank.
- 1.6 **Classification:** Check the Emergency Classification.
- 1.7 **EAL Number:** Enter the EAL number (e.g., 1.1.2).
- 1.8 **Event Declared (Date/Time):** Enter time and date of the Emergency Declaration in military format (e.g., 14:18).
- 1.9 **Event Terminated (Date/Time):** Enter time and date of the termination in military format (e.g., 14:18).

RELEASE POINT	PRIMARY	BACKUP	DEFAULT VALUES
ERP	CNS DOSE or 100 M MET	60 M MET	13 mph and D Stability Class
All Other Points	CNS DOSE or 10 M MET	60 M MET	8 mph and D Stability Class

- 1.10 **Wind Speed:** Enter wind speed in MPH.

ATTACHMENT 2 COMPLETING NOTIFICATION FORM WITH CNS-DOSE NOT AVAILABLE

- [] 1.11 **Wind From:** Enter the direction (e.g., if the wind is coming from the east, enter 90).
- [] **NOTE** - If it is currently raining, SPDS MET will have message "It is raining".
- [] 1.12 **Precipitation (Yes/No):** Check Yes if there is precipitation. Check No if it is not.
- [] 1.13 **Stability Classification (A-G):** Check Stability Class (A-G).
- [] 1.14 **Release Status (Is/Was/Will-Be):**
 - [] 1.14.1 **Is:** Enter Is if release is currently in excess of ODAM limits or no release in progress/expected.
 - [] 1.14.2 **Was:** Enter Was if release is now less than ODAM limits.
 - [] 1.14.3 **Will-Be:** Enter Will-Be if release in excess of ODAM limits is expected.
- [] 1.15 **Release Type (None/Airborne/Liquid):**
 - [] 1.15.1 **None:** Check None if releases are currently below ODAM limits.
 - [] 1.15.2 **Airborne:** Check Airborne if release is, was, or will-be in excess of ODAM limits for airborne activity.
 - [] 1.15.3 **Liquid:** Check Liquid if release is, was, or will-be in excess of ODAM limits for liquid activity.
- [] 1.16 **Protective Action Recommendations:** Enter PARs. Verify PAR includes previous PARs if they have changed.
- [] 1.17 **Prognosis (Stable/Unstable):**
 - [] 1.17.1 Check Stable if the event is not likely to degrade.
 - [] 1.17.2 Check Unstable if the event is degrading (e.g., RPV level is lowering or Containment Rad Monitors are trending upward).
- [] 1.18 **Plant Status (at Power/Shutdown):** Check appropriate box. Check Power if the Reactor is critical. Check Shutdown if the reactor is sub-critical.

ATTACHMENT 2 COMPLETING NOTIFICATION FORM WITH CNS-DOSE NOT AVAILABLE

- 1.19 **Remarks:** Enter information that will be useful to the off-site agencies in understanding the event, plant conditions, or release information. If dose projections at 10 miles are greater than or equal to 1 REM TEDE or 5 REM CDE, enter "Projected dose at or beyond 10 miles exceed evacuation criteria".

- 1.20 **Section 8, "Release Information"** of the Notification Report is completed only when both of the following conditions exist:
 - 1.20.1 Follow-up notification.
 - 1.20.2 A release of airborne radioactive material greater than ODAM limits is occurring or occurred during the event.

- 1.21 **Release From:** Check the location that was or is exceeding ODAM limits.

- 1.22 **Release Height:** 100 M for ERP and 10 M for any building release. Other is checked if the release is not from a building.

- 1.23 **Release Duration:** If duration is unknown, use the default of 4 hours.

- 1.24 **Start Time:** Enter release start time (e.g., 14:18)

- 1.25 **Stop Time:** Enter release stop time if known; otherwise, enter "UNK".

- 1.26 **Release Rate ($\mu\text{Ci}/\text{sec}$):** Enter release rate in $\mu\text{Ci}/\text{sec}$.

- 1.27 **Projected Integrated Dose (Rem) and Projected Dose Rate (Rem/hr):**
Are obtained from CNS DOSE or by hand calculations per Procedure 5.7.17.

- 1.28 Deliver to ED to add remarks, signature, date, and time.

ATTACHMENT 3 COOPER NUCLEAR STATION NOTIFICATION REPORT

Notification Report Number: _____		Time of Transmittal: _____		
<input type="checkbox"/> Initial Report (Complete Sections 1-7 only)		<input type="checkbox"/> Follow-Up Report		
1) Name of CNS Communicator: _____		Call Back Number: 402-825-_____		
2) Classification: <input type="checkbox"/> NOUE; <input type="checkbox"/> Alert; <input type="checkbox"/> Site Area; <input type="checkbox"/> General		EAL Number: _____		
Event Declared (Date/Time): _____		Event Terminated (Date/Time): _____		
3) Meteorological Conditions	Wind Speed: _____ MPH	Wind From: _____ Degrees	Precipitation: <input type="checkbox"/> Yes; <input type="checkbox"/> No	
Stability Class: <input type="checkbox"/> A; <input type="checkbox"/> B; <input type="checkbox"/> C; <input type="checkbox"/> D; <input type="checkbox"/> E; <input type="checkbox"/> F; <input type="checkbox"/> G				
4) ODAM Airborne Release Values: There <input type="checkbox"/> is <input type="checkbox"/> no Release of Radioactive Material Greater than ODAM Limits				
ERP = 7.28E5 µCi/sec				
TG Bldg = 3.6E4 µCi/sec				
RX Bldg = 3.3E4 µCi/sec <input type="checkbox"/> was <input type="checkbox"/> an airborne				
ARW Bldg = 3.6E4 µCi/sec <input type="checkbox"/> will be <input type="checkbox"/> a liquid				
5) Protective Action Recommendations (PARS): General Emergency Automatic PAR - Evacuate 2 mi radius/5 mi downwind, go indoors, and monitor EAS/EBS remainder 10 mi EPZ.				
	None	Evacuate Sectors	Go indoors and monitor EAS/EBS in Sectors	
0-2 Miles				
2-5 Miles				
5-10 Miles				
6) Prognosis: <input type="checkbox"/> Stable; <input type="checkbox"/> Unstable		Plant Status: <input type="checkbox"/> at Power; <input type="checkbox"/> Shutdown		
7) Remarks: _____				
8) Release Information (required on follow-up Notification with airborne release > ODAM limits):				
Release From: <input type="checkbox"/> ERP; <input type="checkbox"/> Reactor Building; <input type="checkbox"/> Turbine Building; <input type="checkbox"/> Aug Radwaste Building; <input type="checkbox"/> Other: _____				
Release Height: <input type="checkbox"/> 100 M (ERP); <input type="checkbox"/> 10 M (RB, TB, ARWB); <input type="checkbox"/> Other: _____ ft			Release Rate (µCi/sec)	
Estimated Duration: _____ (Hours)		Noble Gas: _____ µCi/sec		
Start Time: _____		Iodides: _____ N/A		
Stop Time: _____		Particulate: _____ N/A		
Distance From Plant	Projected Integrated Dose (Rem)		Projected Dose Rate (Rem/hr)	
	TEDE	CDE (Thyroid)	TEDE	CDE (Thyroid)
Site Boundary				
2 Miles				
5 Miles				
10 Miles				
Emergency Director Signature: _____		Date: _____	Time: _____	

Notification Report Number: _____

- 1.1 When directed to perform notification to State and Local Government agencies, perform the following:
 - 1.1.1 Verify ED signature/date/time and remarks section (optional) on Notification Report.
 - 1.1.2 Print your name and call back number on Notification Report, Block 1.
 - 1.1.3 Contact State/Local Agencies using State Notification Telephone System by pressing the "Group Call" button or 7450 from any phone.

NOTIFY FOLLOWING AGENCIES	PHONE	SPEED DIAL #	TIME ON LINE	NAME OF CONTACT
NEMA via Nebraska State Patrol	State Notification Telephone System	04		
Nemaha County EOC via Nemaha County Sheriff		20		
Atchison County EOC via Atchison County Sheriff		19		
Missouri SEMA via Missouri Highway Patrol		22		

- NOTE** - If communication is lost with one or more agencies, continue to make notifications to on-line parties. When notifications are complete, call back agencies missing and make report.
- 1.1.4 Record time last party on line as "Time of Transmittal" on Notification Report.
- 1.1.5 When all parties are on line, verify that they have received the PMIS faxed notification. Only information on the form is allowed to be communicated unless authorized by the ED.©
 - 1.1.5.1 If PMIS FAX not received, read the Notification Report line by line.©
- 1.1.6 Notify ED notification to State/Local agencies is complete and time follow-up notification is required.

ATTACHMENT 4 SHIFT COMMUNICATOR

- 1.2 Contact NRC Headquarters via ENS immediately after Step 1.1.6 and not later than 60 minutes after declaration of an emergency.

NRC	CNS TELEPHONE	ALTERNATE	PERSON CONTACTED	TIME
	Dial # on Phone Sticker	ETD or Speed Dial - 10		

- 1.3. When contacted by ENS Communicator in TSC, transfer NRC notification responsibilities and notify ED. ENS communications from the TSC are performed in accordance with Procedure 5.7ENS.

NAME OF ENS COMMUNICATOR	PERFORMED BY	TIME

- 1.4. When contacted by Off-Site Communicator in EOF, transfer off-site notification responsibilities and notify ED.

NAME OF OFF-SITE COMMUNICATOR	PERFORMED BY	TIME

Communicator Signature: _____ Date: _____

Notification Report Number: _____

- 1.1 When directed to perform notification to State and Local Government agencies, perform the following:
 - 1.1.1 Verify ED signature/date/time and remarks section on Notification Report.
 - 1.1.2 Print your name and call back number on Notification Report, Block 1.
 - 1.1.3 Contact State/Local agencies using State Notification Telephone System by pressing the "Group Call" button or 7450 from any phone.

NOTIFY FOLLOWING AGENCIES	PHONE	TIME ON LINE	NAME OF CONTACT
NEMA via Nebraska State Patrol	State Notification Telephone System		
Nemaha County EOC via Nemaha County Sheriff			
Atchison County EOC via Atchison County Sheriff			
Missouri SEMA via Missouri Highway Patrol			

NOTE - If communication is lost with one or more agencies, continue to make notifications to on-line parties. When notifications are complete, call back agencies missing and make report.

1.1.4 Record time last party on line as "Time of Transmittal" on Notification Report.

1.1.5 When all parties are on line, verify that they have received the PMIS faxed notification. Only information on the form is allowed to be communicated unless authorized by the ED.©

1.1.5.1 If PMIS FAX not received, read the Notification Report line by line.©

1.1.6 Notify ED that notification to State/Local agencies is complete and time follow-up notification is required.

ATTACHMENT 5 OFF-SITE COMMUNICATOR

[] 1.2 Perform notifications to the following support agencies, as soon as possible, after the declaration of an ALERT or higher emergency classification, but not until after all notifications are completed as required in Section 1.

AGENCY	PHONE	PERSON CONTACTED	TIME
INPO	(800) 321-0614		
American Nuclear Insurers (ANI)	(860) 561-3433		

Communicator Signature: _____ Date: _____

1. DISCUSSION

- 1.1 All notifications and communications will be handled from the Control Room (CR) until the Technical Support Center (TSC) and Emergency Operations Facility (EOF) are activated. The responsibility of generating press releases to the media may be transferred to NPPD Corporate Communications Department personnel prior to activation of the Joint Information Center (JIC).
- 1.2 During a declared Emergency at CNS, Emergency notifications to the State of Nebraska; State of Missouri; Atchison County, Missouri; and Nemaha County, Nebraska are accomplished through the State Notification Telephone System. The CNS State Notification Telephone System is a conference-calling system. When the handset to this hotline is picked up, and the "Group Call" button is pushed, dedicated telephones will automatically ring at Nebraska State Patrol, Missouri Highway Patrol, Atchison County Sheriff's Department, and Nemaha County Sheriff's Department. The utilization of law enforcement agencies as initial points of contact provides for 24 hour coverage. The dedicated lines listed also have extension lines which ring at the following facilities respectively: Nebraska Emergency Management Agency EOC, Missouri State Emergency Management Agency EOC, Atchison County EOC, and Nemaha County EOC. Once the EOCs become operational, notifications may be made using the extension lines at the EOCs with concurrence between the respective EOC and law enforcement agency.
- 1.3 Notifications to the NRC are normally accomplished through the Emergency Notification System (ENS). The Emergency Notification System is a dedicated telephone system which is manned 24 hours by the Duty Officer at the NRC Headquarters Operations Center.
- 1.4 During any notification activity, if the primary communications system fails, communication methods shall be attempted such as alternate telephones, National Warning System (NAWAS), base station radio, or relay through a third party. Alternate telephone numbers are listed in the Emergency Telephone Directory.
- 1.5 At an ALERT or higher emergency classification, to receive continuous and detailed information, the NRC will likely request an open line of communication with the Control Room (CNS) until the TSC is operational.

1.6 The Public Affairs Duty Officer (PADO) shall be notified by pager by the CNS ANS and instructed to contact the Control Room. Upon being contacted by the PADO, the Control Room will ensure that the following is relayed to the PADO:

1.6.1 Emergency Classification.

1.6.2 EAL Number.

1.6.3 Time of EAL Classification.

1.6.4 Brief description of event.

NOTE - Although CNS Notification Reports are automatically faxed to the JIC, they will not be received until the JIC is being set up and the fax machine is plugged in.

1.7 Fax the CNS Initial Notification Report to the PADO (request fax number).

1.7.1 The PADO will request that all Notification Reports be faxed from the Control Room.

1.8 Request a telephone number in which the PADO can be reached.

1.9 PADO functions shall be superseded by the activation of the Joint Information Center (JIC). The JIC shall receive follow-up information from the Technical Information Coordinator in the EOF.

1.10 The On-Call Emergency Preparedness Coordinator should assume the responsibility of coordinating press releases after being notified and responding to a Notification of Unusual Event (NOUE).

1.10.1 Assist the Control Room in ensuring communications are established with the PADO and information from the CNS Notification Reports is relayed to the PADO per Procedure 5.7.23.

1.10.2 This responsibility shall be for the period immediately after the declaration of the NOUE and continue until the responsibility is transferred to appropriate NPPD Corporate Communications Department personnel.

1.10.3 Any press release that is generated during this period should be reviewed and approved by the Emergency Director.

1.11 Authorized Representatives of the Governors of Nebraska and Missouri may be represented in the EOF and set up Forward Command Posts at some other location.

2. REFERENCES

2.1 CODES AND STANDARDS

2.1.1 10CFR50.

2.1.2 NPPD Emergency Plan for CNS.

2.2 PROCEDURES

2.2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.

2.3 MISCELLANEOUS

2.3.1 CNS Emergency Telephone Directory.

2.3.2 NRC Inspection Report 89-35, Item 1.

2.3.3 NCR 93-52.

2.3.4 NRC Inspection Report 94-11.

2.3.5 NRC Inspection Report 94-29, Item 1.

2.3.6 QA Observation 93-05A.

2.3.7 QA Report 86-06.

2.3.8 RCR 2002-0181, Action #2, Require State/Local Notification within 15 minutes of a PAR or change in PAR.

2.3.9 © SCR 2002-2290, Action #14, Specifies PMIS FAX. Affects Steps 4.1.5 and 5.1.5, Step 1.4 on Attachment 1, Steps 1.1.5 and 1.1.5.1 on Attachment 4, and Steps 1.1.5 and 1.1.5.1 on Attachment 5.

2.4 NRC COMMITMENTS

2.4.1 © NRC Inspection Report 92-14. Commitment affects Steps 2.1 and 2.3.

2.4.2 © NRC Inspection Report 98-12 (NLS980074-05 and NLS980074-06). Commitment affects Steps 2.1 and 2.3.

CNS OPERATIONS MANUAL

EPIP 5.7.23

ACTIVATION OF THE JIC

USE: REFERENCE



EFFECTIVE: 4/4/03

APPROVAL: SORC/IQA

OWNER: T. S. HAYNES

DEPARTMENT: EP

1.	PURPOSE	1
2.	PRECAUTIONS AND LIMITATIONS	2
3.	REQUIREMENTS	2
4.	INITIAL NOTIFICATION OF THE PADO	2
5.	PUBLIC AFFAIRS DIRECTOR	4
6.	FACILITY MANAGER	6
7.	TECHNICAL BRIEFER	7
8.	MEDIA MONITOR	8
9.	DESIGNATED SPOKESPERSON	9
10.	PUBLIC INFORMATION OFFICER	9
11.	RUMOR CONTROL ACTIVITIES	9
12.	PREPARATION AND APPROVAL OF WRITTEN INFORMATION (PRESS) RELEASES	10
13.	NEWS CONFERENCES	11
14.	EMPLOYEE INFORMATION ACTIVITIES	12
15.	RECOVERY	12
16.	DEACTIVATION OF THE JIC	14
17.	RECORDS	14
	ATTACHMENT 1 PAGER CARRIER INSTRUCTIONS	15
	ATTACHMENT 2 JIC FLOOR PLAN	16
	ATTACHMENT 3 NOUE PRESS RELEASE TEMPLATE	17
	ATTACHMENT 4 ALERT PRESS RELEASE TEMPLATE	18
	ATTACHMENT 5 SITE AREA EMERGENCY PRESS RELEASE TEMPLATE	19
	ATTACHMENT 6 GENERAL EMERGENCY PRESS RELEASE TEMPLATE	20
	ATTACHMENT 7 INFORMATION SHEET	21

1. PURPOSE

This procedure provides notification and activation instructions in the event of a declared emergency at Cooper Nuclear Station (CNS). It provides instructions for the Public Affairs Duty Officer (PADO) to notify Corporate Communications and NPPD management. It also describes the functions of the Joint Information Center (JIC) and the responsibilities of the JIC staff in the event an emergency is declared at CNS.

2. PRECAUTIONS AND LIMITATIONS

- 2.1 The Emergency Director approves all written information releases prior to their release.
- 2.2 Accuracy in receiving information regarding an emergency at CNS is extremely important. Be sure the receiver of each message understands its content. Ensure the information is recorded concisely and the reporting official repeats the information and gives his name.
- 2.3 Accuracy in releasing information regarding an emergency at CNS is also extremely important. Always coordinate with other information gatherers before any information is released to the media or the public.
- 2.4 It is imperative that all media releases/briefings be documented.
- 2.5 Sections 5 through 16 are only required when activating the JIC.

3. REQUIREMENTS

- 3.1 An emergency has been declared at CNS per Procedure 5.7.1.

4. INITIAL NOTIFICATION OF THE PADO

- NOTE** - PADO functions shall be superseded by the activation of the Joint Information Center (JIC). The JIC shall receive follow-up information from the Technical Information Coordinator in the EOF.
- 4.1 The PADO shall normally be notified by the Automated Notification System (ANS) of any emergency situation at CNS. The pager will display a return telephone number at CNS.
- 4.2 The PADO shall immediately return a call to the telephone number provided and follow instructions given by the ANS. This will also provide the PADO with information on how to contact the CNS Control Room.
- NOTE** - Use 3-part communication when receiving the requested information.
- 4.3 Upon establishing contact with the CNS Control Room, identify yourself as the PADO and request the following information:
 - 4.3.1 Emergency Classification.
 - 4.3.2 EAL number.
 - 4.3.3 Time of EAL Classification.

- 4.3.4 Brief description of event.
- 4.3.5 CNS Initial Notification Report via fax (provide him with number to fax to - preferably to Corporate Communication's fax number - 402-563-5166).
 - 4.3.5.1 Request the Control Room send all Notification Reports to you. CNS Notification Reports are automatically faxed to the JIC but will not be received until the JIC is being set up and the fax machine is plugged in.
- 4.4 Advise the CNS Control Room how to provide you further information. Give him a telephone number where you may be reached or tell him to continue to use the pager system.
- 4.5 Contact the Public Affairs Director and forward the information to him/her.
- 4.6 Request the Public Affairs Director report to Corporate Communications to obtain the faxed CNS Notification Report received from the CNS Control Room and initiate Corporate Communication functions.
- 4.7 Notify the Vice President - Nuclear or designee and the Chief Executive Officer (CEO) or designee of an emergency situation at CNS and relay the information (the Public Affairs Director may chose to perform this step).
 - 4.7.1 Determine if the CEO will notify the Board of Directors or if he would like Corporate Communications personnel to perform this task.
- 4.8 If requested, report to Corporate Communications and begin preparing a press release.
 - 4.8.1 You will be contacted by the Emergency Preparedness Coordinator (EPC) to assist, until such time that you are relieved of PADO duties by Corporate Communications.
 - 4.8.2 The Emergency Director shall approve all written press releases prior to their release.

NOTE - The Public Affairs Director has the responsibility to ensure the JIC is staffed and activated.

4.8.3 The JIC should be placed on standby during an ALERT and will be manned and activated upon the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY. JIC personnel should be requested to report to Corporate Communications and the equipment in the JIC should start being set up. At a minimum, the incoming fax machine should be set up to allow for the electronic CNS Notification Reports to be faxed from CNS.

4.8.3.1 The Public Affairs Director and/or the Emergency Director can chose to activate at a lower classification.

4.8.4 If the JIC needs to be activated during normal office hours, ensure the Public Affairs Director requests the NPPD General Office Receptionist to use the building paging system to announce the activation of the JIC.

NOTE - A print-out of qualified JIC personnel can be found in the Corporate Communications Office, Public Affairs Director PIM, and the Facility Manager PIM.

4.8.5 If the JIC needs to be activated during non-business hours, the Public Affairs Director has the responsibility to ensure members of the JIC staff are contacted and the JIC is activated.

5. PUBLIC AFFAIRS DIRECTOR

NOTE - Sections 5 through 16 are only required when activating the JIC. However, the following section steps, if applicable, may be used as a guide when responding to an emergency at CNS prior to the JIC activating.

5.1 The Public Affairs Director (PAD) is responsible for the following:

5.1.1 Ensuring appropriate JIC staff members have been notified that the JIC is activating.

5.1.2 Conducting a roll call to verify JIC Emergency Response positions have been staffed.

5.1.3 Verifying minimum staff is present. At a minimum, the following positions must be staffed to activate:

5.1.3.1 Public Affairs Director.

5.1.3.2 Technical Briefer.

- 5.1.3.3 Public Information Officer.
- 5.1.4 Obtaining a current plant status report from the Emergency Director, using PIM JIC01, Public Affairs Director PIM, Attachment 1, Current Plant Status Worksheet Help Guide.
- 5.1.5 Conducting an initial meeting with key JIC personnel to ensure they are ready to assume their emergency response functions.
- 5.1.6 Declaring the JIC activated.
- 5.1.7 Contacting the Emergency Director to inform him that the JIC has activated.
- 5.1.8 Conducting initial and follow-up briefings with the JIC staff and other agencies to ensure everyone has the latest emergency status information.
- 5.1.9 Coordinating JIC public relations activities by ensuring following activities are performed:
 - 5.1.9.1 News conferences.
 - 5.1.9.2 Media monitoring.
 - 5.1.9.3 Rumor control.
 - 5.1.9.4 Employee information.
- 5.1.10 Ensuring appropriate media representatives (AP, Omaha World Herald, Lincoln Journal Star, etc.) are contacted and informed the JIC is functioning. Media representative telephone and fax numbers can be found in the Emergency Telephone Directory.
- 5.1.11 Providing the Governmental Affairs office with information concerning the emergency status at CNS.
- 5.1.12 Coordinating activities of the JIC with Media Representatives and moderate the news conferences (who speaks, when, where, etc.).
- 5.1.13 Taking notes in news conferences and assisting the designated Spokesperson, as necessary.

- 5.1.14 Ensuring "press releases" by NPPD are faxed to NRC Region IV Public Affairs, NRC Operations Center, and appropriate media representatives (e.g., AP, Omaha World Herald, Lincoln Journal Star, etc). Fax numbers are located in the Emergency Telephone Directory.
- 5.1.15 Providing status of JIC support efforts to EOF.
- 5.1.16 Providing follow-up contact with the Emergency Director, Vice President - Nuclear, and CEO as needed.
- 5.1.17 The PAD will review the written information releases to ensure following items are included:
 - 5.1.17.1 Time of events and declaration.
 - 5.1.17.2 Points of contact and/or telephone numbers for news media.
- 5.1.18 The PAD will then forward the written information release to the Technical Briefer for technical data input and review.
- 5.1.19 The PAD will ensure the written information release is sent to the Emergency Director for approval.
 - 5.1.19.1 The PAD will issue the information release for final processing after receiving the Emergency Director's approval.

6. FACILITY MANAGER

- 6.1 The Facility Manager is responsible for following:
 - 6.1.1 Assuming responsibility for all office machines, supplies, and their environment throughout the course of the emergency.
 - 6.1.2 Ensuring tables and chairs are set up.
 - NOTE** - Emergency Planning Implementing Procedures and Emergency Telephone Directories are located in JIC Cabinet #1. Equipment and supplies can be found in JIC Cabinet #2. Two fax machines for the JIC and two fax machines for the States are located in JIC Cabinet #3.
 - 6.1.3 Setting up and verifying operability of all communications equipment. If any equipment is found to be defective, make arrangements to replace or augment it.

- 6.1.4 Ensuring equipment and supplies are available in the media briefing area (microphones, PA System, literature display, telephones, PC hook-ups, etc.).
- 6.1.5 Establishing and maintaining security by stationing one person at the Board Room Entrance near the General Office Lobby to perform following:
 - 6.1.5.1 Register NPPD, State, Federal agency personnel, and media representatives names and affiliations. Ensure media representatives have Media Press Credentials.
 - 6.1.5.2 Direct media representatives to briefing area.
 - 6.1.5.3 If necessary, acquire additional Security personnel (i.e., Columbus Police Department and/or professional security contractor. Guard-Rite Security Services L.L.C. can be contacted at 402-644-8000 or 402-644-7054 (emergencies).
- 6.1.6 Developing a 24 hour schedule for JIC personnel.
- 6.1.7 Obtaining clerical and administrative support for the JIC staff, as necessary. This is also to include support for the State and Federal Representatives.
- 6.1.8 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- 6.1.9 Ensuring the JIC is cleaned up and the appropriate equipment is returned to the General Office when the facility is deactivated.

7. TECHNICAL BRIEFER

- 7.1 The Technical Briefer is responsible for following:
 - 7.1.1 Establishing contact with the EOF TIC.
 - 7.1.2 Receiving technical information for use by the designated Spokesperson in news conferences.
 - 7.1.3 Providing and interpreting technical information to the Public Affairs Director (PAD).
 - 7.1.4 Assisting in the review of statements to the media by providing clarification of the technical data.
 - 7.1.4.1 The type, severity, and extent of the emergency at CNS.

- 7.1.4.2 The plant's current status (i.e., stable, improving, or deteriorating).
- 7.1.4.3 Any changes in the emergency classification.
- 7.1.4.4 A description of the latest developments regarding the emergency situation.
- 7.1.4.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions. Convert technical information regarding radiological releases to terms understandable by the public.
- 7.1.4.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe and stable condition.
- 7.1.4.7 Forward the information release to the PAD.
- 7.1.5 Organizing the appropriate technical information for use in development of news conferences and communiques.
- 7.1.6 Responding to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the up-coming news release, if necessary.

8. MEDIA MONITOR

- 8.1 The Media Monitor is responsible for following:
 - 8.1.1 Assisting in assembling equipment necessary for operation of the public information effort.
 - 8.1.2 Monitoring and recording radio and television network newscasts, particularly the EAS stations associated with CNS. Inform Public Affairs Director (PAD) of any misinformation being generated by or through the media.
 - 8.1.3 Monitoring media, industry, and nuclear activist groups for information related to the event.
 - 8.1.4 Remaining available to PAD for media monitoring assignments relative to emergency response by the District.

9. DESIGNATED SPOKESPERSON

- | 9.1 The designated Spokesperson is responsible for:
 - | 9.1.1 Representing NPPD during news conferences and present prepared statements to the media.
 - | 9.1.2 Acting as the primary NPPD Media contact.

10. PUBLIC INFORMATION OFFICER

- { 10.1 The Public Information Officer (PIO) is responsible for:
 - 10.1.1 Making arrangements for two laptops and one printer to be brought to the JIC facility.
 - 10.1.2 Coordinating activities with Public Information Officers from other agencies (state and federal).
 - | 10.1.3 Preparing written information releases for the news media and the public as needed.
 - | 10.1.4 Forwarding the written information releases to Employee Information.
 - 10.1.5 Assisting with the rumor control function in the JIC.
 - 10.1.6 Assisting with response to public inquiries, if necessary.
 - 10.1.7 Responding to public inquiry calls directed to NPPD at the JIC in cooperation with State and Federal personnel.
 - 10.1.8 Provide support to the District's designated Spokesperson.

11. RUMOR CONTROL ACTIVITIES

- { 11.1 Rumor control personnel shall relay rumors or misinformation and trends in information to the Public Affairs Director (PAD).
 - 11.1.1 PAD will ensure rumors and mis-information are addressed in a timely manner in either a news conference or a telephone call.
 - 11.1.2 As appropriate, rumors or mis-information regarding state or county activities will referred to the state or county Public Information Officer located in the JIC.

12. PREPARATION AND APPROVAL OF WRITTEN INFORMATION (PRESS) RELEASES

NOTE - Reference Attachments 3 through 6 for examples of templates for press releases.

12.1 At a minimum, written information releases should be prepared following activation of the JIC and cancellation of the emergency (i.e., resumption of normal plant operations); however, written information releases should be prepared as events related to the emergency dictate to ensure the news media and the public are kept informed, and to preclude the dissemination of misinformation. Such information releases should also be prepared when a change in emergency classification occurs.

12.2 The Public Information Officer will prepare written information releases for the news media and the public as needed.

12.3 The Technical Briefer will ensure the information release is accurate with regard to following:

12.3.1 The type, severity, and extent of the emergency at CNS.

12.3.2 The plant's current status (i.e., stable, improving, or deteriorating).

12.3.3 Any changes in the emergency classification.

12.3.4 A description of the latest developments regarding the emergency situation.

12.3.5 The prognosis for, or magnitude of, any radiological releases from the plant and the associated meteorological conditions.

12.3.6 A description of those actions taken or currently being undertaken to mitigate the emergency and place the plant in a safe, stable condition.

12.3.7 Forward the information release to the Public Affairs Director (PAD).

12.4 The PAD will review the written information release to ensure following items are included:

12.4.1 Time of events and declaration.

12.4.2 Points of contact and/or telephone numbers for news media.

- 12.5 The PAD will ensure the written information release is sent to the Emergency Director for approval.
 - 12.5.1 The PAD will generate the information release for final processing after receiving the Emergency Directors approval.
- 12.6 DISTRIBUTION OF WRITTEN INFORMATION RELEASES
 - 12.6.1 The PAD's Secretary will distribute copies of the written information releases to following:
 - 12.6.1.1 Facility Manager for inclusion on the media materials desk.
 - 12.6.1.2 Federal and State Public Information Officers in the JIC.
 - 12.6.1.3 Fax copies to the Governmental Affairs Office, NRC Region IV Public Affairs, NRC Operations Center, and media designated by the Public Affairs Director (e.g., Omaha World Herald, Lincoln Journal Star, Associated Press, etc.). Fax numbers are located in the Emergency Telephone Directory.

13. NEWS CONFERENCES

- 13.1 News conferences should be conducted as events related to the emergency dictate; however, it is recommended, at a minimum, news conferences be conducted at least once each day, until such time that the plant has been placed in a safe and stable condition.
- 13.2 The Public Affairs Director (PAD) should schedule news conferences held in the JIC and announce the time to the media representatives, if possible.
- 13.3 The Facility Manager will post a notice for the scheduled news conference near the briefing area.
- 13.4 Prior to the news conference the designated Spokesperson, PAD, Public Information Officer, Technical Briefer(s), and the appropriate State and Federal personnel shall meet to discuss the content and organization of the news conference.
- 13.5 The PAD should serve as the moderator for all news conferences.
- 13.6 The designated Spokesperson will present prepared statements to the media during news conferences.

- 13.7 The Technical Briefer should respond to technical questions that were asked by the media during news conferences and organize the appropriate responses for use in development of the upcoming news release, if necessary.

14. EMPLOYEE INFORMATION ACTIVITIES

- 14.1 Contact NPPD Regional System Control (Norfolk and Kearney), Transmission Control Center (Doniphan), Gerald Gentleman Station, and Sheldon Station and:

- 14.1.1 Inform the area Managers and NPPD employees of the emergency status at CNS. Updates need to be sent out as appropriate. This can be done via e-mail to ALL NPPD Employee List.

- 14.2 Contact the Customer Care Call Center in Norfolk and have them update the Customer Care Manager or designee of the emergency status at CNS.

- 14.3 Notify PAD immediately upon completion of these tasks.

- 14.4 Update the area Managers, as appropriate.

- 14.5 Respond to telephone requests for information, as necessary.

15. RECOVERY

- 15.1 The Emergency Director at CNS evaluates the effectiveness of corrective actions taken at the Station and determines if the emergency is under control as discussed in Section 9 of the NPPD Emergency Plan for CNS. When the emergency is determined to be under control and at the direction of the Emergency Director, a Recovery Panel is activated. The Panel may consist of following personnel:

- 15.1.1 Emergency Director.

- 15.1.2 Emergency Operations Facility Director (EOF).

- 15.1.3 Technical Support Center Director (TSC).

- 15.1.4 Public Affairs Director (JIC).

- 15.1.5 Radiological Control Manager (EOF).

- 15.2 Accuracy in releasing information regarding an emergency at CNS is extremely important. Always coordinate and verify information before a statement is made to the media or the public.

- 15.3 All actions necessary during recovery operations cannot be anticipated. Most actions necessary during recovery from an accident at CNS will be dependent upon the conditions of the event. Personnel need to be alert, anticipate and identify problem situations, and communicate effectively.
- 15.4 When the Recovery Panel is activated by the Emergency Director at CNS, JIC activities will be as follows:
 - 15.4.1 The Public Affairs Director will represent the JIC on the Recovery Panel by conference call.
 - 15.4.2 Notifying JIC personnel of Recovery Panel activation.
 - 15.4.3 Providing input to the Recovery Panel, as appropriate.
 - 15.4.4 Providing Governmental Affairs office with current emergency information.
- 15.5 When Recovery Panel activities are terminated, JIC activities will be as follows:
 - 15.5.1 The Public Affairs Director will:
 - 15.5.1.1 Brief JIC personnel of any Recovery Panel decisions and information, as appropriate.
 - 15.5.1.2 Ensure the Facility Manager is informed of the CNS emergency status and expected time frame for future actions.
 - 15.5.1.3 Instruct JIC personnel to continue with facility activities.
- 15.6 When the decision has been made to initiate the Recovery Organization, JIC activities will be as follows:
 - 15.6.1 The Public Affairs Director:
 - 15.6.1.1 Notify JIC personnel of the decision to activate the Recovery Organization.
 - 15.6.1.2 Contact the Vice President - Nuclear to discuss the expected time frame for maintaining JIC activities.
 - 15.6.1.3 Deactivate the JIC, as necessary.
 - 15.6.1.4 Provide Governmental Affairs office with emergency and recovery operation information.

- 15.7 Overall activities of the JIC after activation of the Recovery Organization are as follows:
 - 15.7.1 Support the CEO and his interface with District Board members as well as other governmental officials.
 - 15.7.2 Ensure all NPPD information provided to state and federal organizations and media sources is current and correct.
 - 15.7.3 Ensure all NPPD information is relayed to the public in a timely manner and without distortion.
 - 15.7.4 Ensure sources of misinformation are located and erroneous information is corrected.

16. DEACTIVATION OF THE JIC

- 16.1 The Facility Manager shall supervise the deactivation of the JIC.
- 16.2 All personnel shall restore their work stations to the pre-emergency configurations.
- 16.3 All personnel shall surrender their logs and other records to the Facility Manager.
- 16.4 The Facility Manager shall forward all logs and other records to the Emergency Preparedness Office at CNS.

| 17. RECORDS

- | 17.1 This procedure does not generate any quality records.

ATTACHMENT 1 PAGER CARRIER INSTRUCTIONS

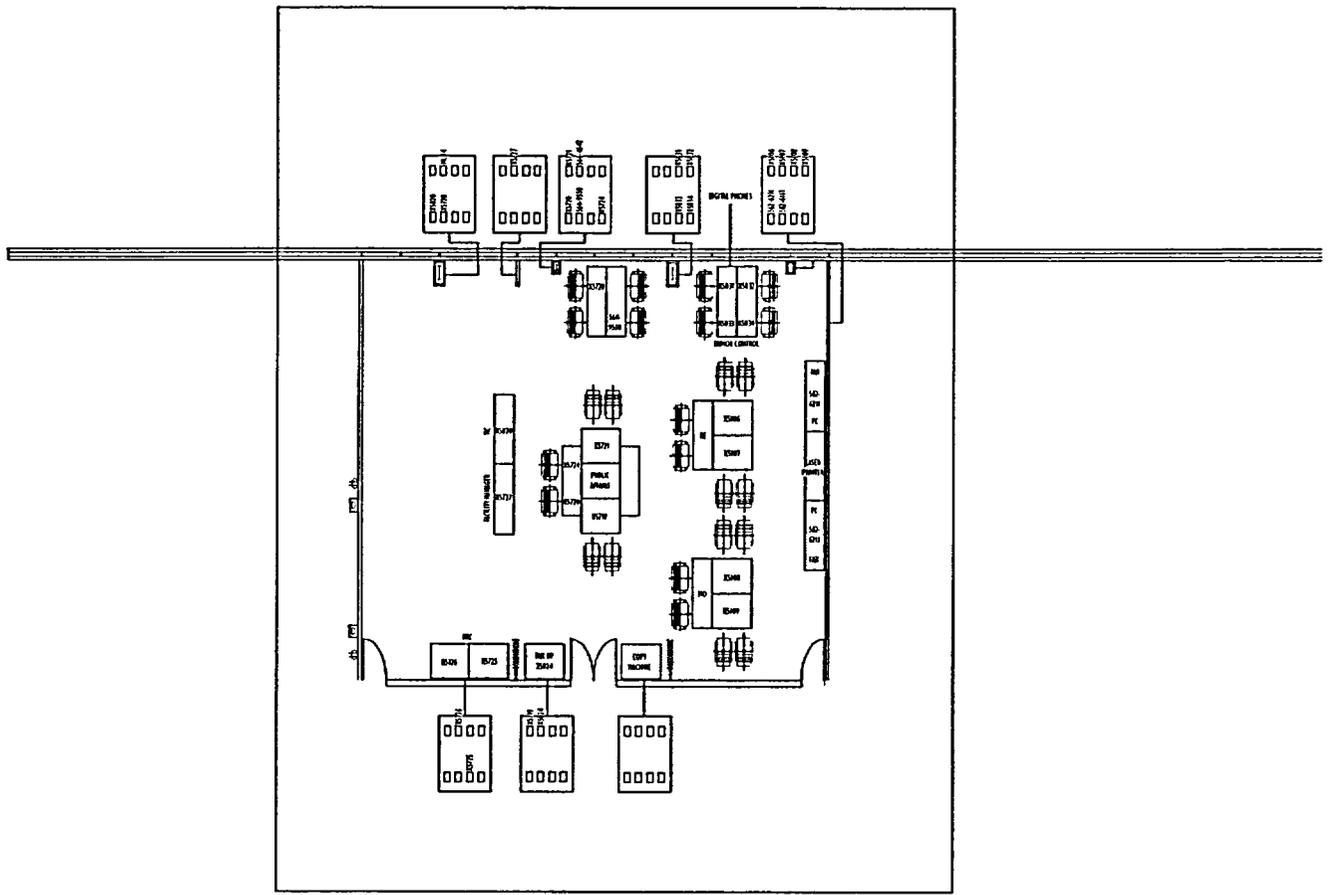
The person carrying the pager is responsible for the following:

1. Keep the pager "ON" at all times when scheduled to carry the pager.
2. Familiarity with the operation of the digital display pager, how it operates, what the codes mean, how to reset the pager, etc. If you have questions about the pager use or need an additional copy of the pager operating instructions, contact the CNS Emergency Preparedness Department.

| **NOTE** - The following codes are for your information and are used for CNS response (e.g., you would not respond to CNS or the Alternate EOF).

- | 3. When the pager is activated for an emergency (as indicated by the display on the pager), report to the JIC, if requested. The following codes will be displayed on the pager.

PAGER CODES AND INFORMATION/ACTIONS SUMMARY	
CODE	RESPONSE TO CODE
100	NOUE: EP AND PADO RESPONSE ONLY
222	RESPOND TO CNS IF FIT FOR DUTY
333	RESPOND TO THE ALTERNATE EOF IF FIT FOR DUTY
600	DRILL ERO CALL IN TEST
622	DRILL - RESPOND TO CNS IF FIT FOR DUTY
633	DRILL - RESPOND TO THE ALTERNATE EOF IF FIT FOR DUTY



5-7-23A

Figure 1



Nebraska Public Power District
Always there when you need us

General Office - P.O. Box 499
Columbus, Nebraska 68602-0499
Joint Information Center
Phone: 402-563-xxxx Fax: 402-563-xxxx

NPPD/CNS
NEWS RELEASE: NOUE
TIME _____ a.m. (or) p.m. (choose one)
DATE --/--/--
Press Release # _____

AN "UNUSUAL EVENT" DECLARED AT COOPER NUCLEAR STATION

Cooper Nuclear Station, an electric power plant in southeast Nebraska, declared a Notification of Unusual Event today at _____ a.m. (or) p.m. (choose one).

A "Notification of Unusual Event" is defined as unusual events, minor in nature, which have occurred or are in progress, which indicate a potential degradation in the level of safety of the station.

A "Notification of Unusual Event" was declared because (taken from EAL in layman's terms) _____

A "Notification of Unusual Event" is the lowest and least serious of four emergency classifications established by the Nuclear Regulatory Commission for nuclear power plants. If placed on a scale of 1 to 4, with 1 being the least serious level of an emergency and 4 being the most serious level of an emergency, a "Notification of Unusual Event" would equal a 1.

The plant CONTINUES TO OPERATE (or) IS SHUT DOWN (choose one) at this time. There is no threat to the public. The plant's Emergency Plans are being followed and appropriate Local, County, State, and Federal agencies have been notified.

County or State officials will inform the public if any protective actions become necessary through the Emergency Alert System (EAS). EAS radio stations are listed in the Cooper Nuclear Station Emergency Planning Information Booklet, which has been distributed to area residents. EAS stations are KFAB, Omaha, 1110 on the AM dial; and, KFEQ, St. Joseph, Missouri, 680 on the AM dial.

Cooper Nuclear Station is located three miles southeast of Brownville, Nebraska, near the Missouri River. It is owned and operated by the Nebraska Public Power District, with headquarters in Columbus, Nebraska. More information will be provided as it becomes available.



Nebraska Public Power District
Always there when you need us

General Office - P.O. Box 499
Columbus, Nebraska 68602-0499
Joint Information Center
Phone: 402-563-xxxx Fax: 402-563-xxxx

NPPD/CNS
NEWS RELEASE: ALERT
TIME _____ a.m. (or) p.m. (choose one)
DATE --/--/--
Press Release # _____

AN "ALERT" IS DECLARED AT COOPER NUCLEAR STATION

Cooper Nuclear Station, an electric power plant in southeast Nebraska, has declared an "ALERT" today at _____ a.m. (or) p.m. (choose one).

An "ALERT" is defined as an event which has occurred, or is in progress, which has the potential to degrade, or has actually degraded the level of safety of the station.

An "ALERT" was declared because (taken from EAL in layman's terms) _____

If placed on a scale from 1 to 4, with 1 being the least serious level of an emergency and 4 being the most serious level of an emergency, an "ALERT" would equal a 2.

The plant CONTINUES TO OPERATE (or) IS SHUT DOWN (choose one) at this time. Personnel from Nebraska Public Power District HAVE STAFFED (or) ARE STAFFING (choose one) on-site Emergency Response Facilities and are addressing plant events.

County or state officials will inform the public if any protective actions become necessary through the Emergency Alert System (EAS). EAS radio stations are listed in the Cooper Nuclear Station Emergency Planning Information Booklet, which has been distributed to area residents. EAS stations are KFAB, Omaha, 1110 on the AM dial; and, KFEQ, St. Joseph, Missouri, 680 on the AM dial.

Cooper Nuclear Station is located three miles southeast of Brownville, Nebraska, near the Missouri River. It is owned and operated by the Nebraska Public Power District, with headquarters in Columbus, Nebraska. More information will be provided as it becomes available.



Nebraska Public Power District
Always there when you need us

General Office - P.O. Box 499
Columbus, Nebraska 68602-0499
Joint Information Center
Phone: 402-563-xxxx Fax: 402-563-xxxx

NPPD/CNS
NEWS RELEASE: SITE AREA EMERGENCY
TIME _____ a.m. (or) p.m. (choose one)
DATE --/--/--
Press Release # _____

"SITE AREA EMERGENCY" DECLARED AT COOPER NUCLEAR STATION

Cooper Nuclear Station, an electric power plant in southeast Nebraska, declared a "Site Area Emergency" today at _____ a.m. (or) p.m. (choose one).

A "Site Area Emergency" is defined as an event which has occurred, or is in progress, which involves failure of some plant safety functions.

A "Site Area Emergency" was declared because (taken from EAL in layman's terms) _____

If placed on a scale of 1 to 4, with 1 being the least serious level of an emergency and 4 being the most serious level of an emergency, a "Site Area Emergency" would equal a 3.

The plant's Emergency Response Plans are being followed, and appropriate Local, County, State, and Federal officials have been notified.

Persons within approximately 10 miles of the plant should tune to an Emergency Alert System (EAS) radio station. County or State officials will inform the public if any protective actions become necessary through the EAS. EAS stations are KFAB, Omaha, 1110 on the AM dial; and, KFEQ, St. Joseph, Missouri, 680 on the AM dial.

Cooper Nuclear Station is located three miles southeast of Brownville, Nebraska, near the Missouri River. It is owned and operated by the Nebraska Public Power District, with headquarters in Columbus, Nebraska. More information will be provided as it becomes available.



Nebraska Public Power District
Always there when you need us

General Office - P.O. Box 499
Columbus, Nebraska 68602-0499
Joint Information Center
Phone: 402-563-xxxx Fax: 402-563-xxxx

NPPD/CNS
NEWS RELEASE: GENERAL EMERGENCY
TIME _____ a.m. (or) p.m. (choose one)
DATE --/--/--
Press Release # _____

"GENERAL EMERGENCY" DECLARED AT COOPER NUCLEAR STATION

Cooper Nuclear Station, an electric power plant in southeast Nebraska, declared a "General Emergency" today at _____ a.m. (or) p.m. (choose one).

A "General Emergency" is defined as events which have occurred or are in progress, which involve actual or imminent reactor core degradation with potential for the loss of the reactor containment integrity.

The "General Emergency" was declared because (taken from EAL in layman's terms) _____

A General Emergency is the most serious of four emergency classifications established by the Nuclear Regulatory Commission for nuclear power plants. If placed on a scale of 1 to 4, with 1 being the least serious level of an emergency and 4 being the most serious level of an emergency, a "General Emergency" would equal a 4.

Persons within approximately 10 miles of Cooper Nuclear Station should tune to an Emergency Alert System (EAS) radio station. County and State officials will use EAS announcements to inform the public of any recommended protective actions. EAS stations include KFAB, Omaha, 1110 AM on the dial; or, KFEQ, St. Joseph, Missouri, 680 on the AM dial.

Cooper Nuclear Station is located three miles southeast of Brownville, Nebraska, near the Missouri River. It is owned and operated by the Nebraska Public Power District. More information will be provided as it becomes available.

1. DISCUSSION

- 1.1 The CNS Control Room makes the initial notification to General Office Emergency Response personnel upon declaration of an emergency classification. The JIC should be placed on standby during an ALERT and will be manned and activated upon the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY.

- 1.2 As discussed in the NPPD Emergency Plan for CNS, the JIC is a media briefing area. At this site, NPPD coordinates press briefings with State and Federal emergency response personnel. During an emergency response, the major function of the JIC is:
 - 1.2.1 Coordinate the development and dissemination of information to the public through the news media.
 - 1.2.2 Conduct media monitoring.
 - 1.2.3 Maintain rumor control.
 - 1.2.4 Provide NPPD employees with information concerning the emergency.

- 1.3 The JIC is located in the third floor Conference Rooms of the Columbus General Office Building. Attachment 2 shows the floor plan of the JIC.
 - 1.3.1 At a minimum during emergency response activities, the JIC should be staffed with following personnel:
 - 1.3.1.1 Public Affairs Director.
 - 1.3.1.2 Technical Briefer.
 - 1.3.1.3 Public Information Officer.

- 1.4 POSITION INSTRUCTION MANUALS (PIMs)
 - 1.4.1 Positional Instruction Manuals (PIMs) contain positional checklists for the activation and operation of the JIC and are to be utilized by all JIC positions. PIMs are numbered and controlled by the Emergency Preparedness Department, labeled by ERO position, and are located in JIC Cabinet #1.
 - 1.4.1.1 Public Affairs Director - PIM #1.

- 1.4.1.2 Public Affairs Director Secretary - PIM #2.
- 1.4.1.3 Designated Spokesperson - PIM #3.
- 1.4.1.4 Facility Manager - PIM #4.
- 1.4.1.5 Technical Briefer - PIM #5.
- 1.4.1.6 Media Monitor - PIM #6.
- 1.4.1.7 Public Information Officer - PIM #7.
- 1.4.1.8 Rumor Control - PIM #8.
- 1.4.1.9 Employee Information - PIM #9.

2. REFERENCE

- 2.1 Emergency Plan Implementing Procedure 5.7.1, Emergency Classification.
- 2.2 Emergency Plan Implementing Procedure 5.7.2, Shift Supervisor EPIP.
- 2.3 Emergency Plan Implementing Procedure 5.7.6, Notification.