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CODE	TYPE	DOCUMENT	NUMBER	REV	REV	MED	COPY	MED	COPY	AFFECTED	DOCUMENT
R	PROC	EIP-ZZ-PR020		019	018	C	1				

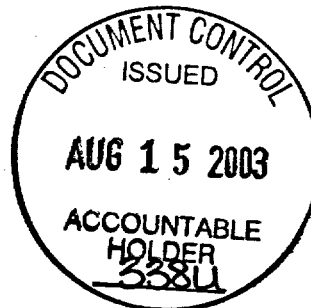
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July 29, 2003

**CALLAWAY PLANT**  
**EMERGENCY PLAN IMPLEMENTING PROCEDURE**  
**EIP-ZZ-PR020**  
**ACTIVATION AND OPERATION OF THE JOINT PUBLIC**  
**INFORMATION CENTER**

RESPONSIBLE DEPARTMENT EMERGENCY PREPAREDNESSPROCEDURE OWNER S. J. CrawfordWRITTEN BY S. J. CrawfordPREPARED BY S. J. CrawfordAPPROVED BY Warren A. WittDATE ISSUED 8-15-03

This procedure contains the following:

Pages	<u>1</u>	through	<u>5</u>
Attachments	<u>1</u>	through	<u>7</u>
Tables	<u>          </u>	through	<u>          </u>
Figures	<u>          </u>	through	<u>          </u>
Appendices	<u>          </u>	through	<u>          </u>
Checkoff Lists	<u>          </u>	through	<u>          </u>

This procedure has            checkoff list(s) maintained in the mainframe computer.Conversion of commitments to TRS reference/hidden text completed by Revision Number:Non-T/S Commitments 016

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## ACTIVATION AND OPERATION OF THE JOINT PUBLIC INFORMATION CENTER

### **1 PURPOSE AND SCOPE**

- 1.1 This procedure is to provide guidance for the activation, operation and deactivation for AmerenUE personnel at the Joint Public Information Center (JPIC) operated by the State Emergency Management Agency (SEMA) at the Ike Skelton Training Site east of Jefferson City.

### **2 RESPONSIBILITIES**

#### **2.1 COMPANY SPOKESPERSON**

- 2.1.1 The Company Spokesperson provides Callaway Plant's official response during news conferences and media events. The Company Spokesperson has access to information pertaining to the emergency through the Recovery Manager, Emergency Coordinator and the Technical Representative assigned to the EOF. The Company Spokesperson is the company's approval authority for all emergency related information released to the media.

#### **2.2 TECHNICAL REPRESENTATIVE**

- 2.2.1 The Technical Representatives report to the Company Spokesperson and provide technical information to the JPIC Editor and the Company Spokesperson. They may also assist the Company Spokesperson in presentation of information and answering questions during media briefings.
- 2.2.2 Normally, one Technical Representative reports to the JPIC and one reports to the Emergency Operations Facility.
- 2.2.3 The Technical Representative assigned to the EOF is the primary point of contact for the Technical Representative assigned to the JPIC and the Company Spokesperson.

**NOTE:**

In the event the EOF staff relocates to the BEOF, the Technical Representative assigned to the EOF responds to the TSC and continues to provide information to the JPIC staff.

**2.3      JPIC COORDINATOR**

- 2.3.1      The JPIC Coordinator reports to the Company Spokesperson and coordinates the release of Callaway Plant emergency information at the JPIC. The JPIC Coordinator provides support to the Company Spokesperson for media presentations.**

**2.4      JPIC ADMINISTRATOR**

- 2.4.1      The JPIC Administrator reports to the JPIC Coordinator to assist in equipment setup and administrative duties for the JPIC organization.**

**2.5      JPIC EDITOR**

- 2.5.1      The JPIC Editor reports to the JPIC Coordinator and is responsible for composition of written information to be released.**

**2.6      JPIC MEDIA HOST**

- 2.6.1      The JPIC Media Host reports to the JPIC Administrator and is responsible to assist the State of Missouri in providing accommodations and support to the media.**

**3      PROCEDURE****3.1      ACTIVATION**

**The JPIC staff members are responsible for obtaining their emergency packet and commencing activation of their respective areas utilizing Attachments 1 through 7.**

**3.2      OPERATION****3.2.1      COMPANY SPOKESPERSON:**

- 3.2.1.1      Provides the official position regarding the Plant emergency.**

- 3.2.1.2      Approves news releases prior to dissemination to the news media.**

**NOTE:**

**The Company Spokesperson may request emergency information be placed on the Ameren Web Page by providing a FAX or e-mail of the news release to Corporate Communications (see Emergency Telephone Directory for numbers).**

- | 3.2.1.3 Obtains Plant emergency information from the Recovery Manager, Emergency Coordinator or the Technical Representative assigned to the EOF and relays that information to JPIC Coordinator and/or JPIC Editor for inclusion in news releases.

3.2.2 JPIC TECHNICAL REPRESENTATIVE:

- 3.2.2.1 Provides interpretation of technical information to the Company Spokesperson and JPIC Editor.

- 3.2.2.2 Assists the Company Spokesperson in obtaining accurate, up-to-date emergency information from Plant personnel.

- 3.2.2.3 Reviews news releases for technical accuracy.

3.2.3 EOF TECHNICAL REPRESENTATIVE:

- 3.2.3.1 Coordinates the information flow between the Recovery Manager and the JPIC staff.

- 3.2.3.2 In the event the EOF staff relocates to the BEOF, the Technical Representative assigned to the EOF responds to the TSC and continues to provide information to the JPIC staff.

3.2.4 JPIC COORDINATOR:

- 3.2.4.1 Provides consultation and support to the Company Spokesperson regarding the conduct of news media briefings.

- 3.2.4.2 Reviews draft news releases and obtains Company Spokesperson approval before dissemination to the news media.

- 3.2.4.3 Makes distribution of news releases as directed by the Company Spokesperson.

- 3.2.4.4 Coordinates JPIC activities with the SEMA Public Information Officer (PIO).

- 3.2.4.5 Notifies Corporate Communications (see Emergency Telephone Directory) of all Emergency Classifications above the Unusual Event level and requests assistance from Corporate Communications as directed by the Company Spokesperson.

- 3.2.4.6 Makes arrangements with SEMA staff for admission of personnel responding from Corporate Communications.

- 3.2.4.7 Keeps the EOF Off-site Liaison Coordinator and the Company's Corporate Communications apprised of JPIC status.

**3.2.5      JPIC ADMINISTRATOR:**

3.2.5.1      Insures proper activation and deactivation of JPIC equipment and materials as per the Activation section of each position's checklist.

3.2.5.2      Assists with communications and facility needs, as necessary.

3.2.5.3      Supports the JPIC Coordinator as needed.

**3.2.6      JPIC EDITOR DUTIES:**

3.2.6.1      Obtains information from the Company Spokesperson, and Technical Representative. Draft news releases and media advisories for review and approval.

3.2.6.2      Assists in disseminating the media advisories and other approved news releases to the news media.

**3.2.7      JPIC MEDIA HOST:**

3.2.7.1      Assists SEMA and Missouri National Guard personnel in providing support, accommodations, and information materials for attending news media representatives.

3.2.7.2      Insures status boards are up-to-date with the latest emergency information.

3.2.7.3      Insures media information materials are available to the news media.

**3.3      DEACTIVATION**

3.3.1      The JPIC is deactivated at the discretion of the State PIO as media interest declines.

3.3.2      All AmerenUE equipment and supplies have been restored to pre-activation conditions.

3.3.3      The JPIC staff has been relieved of all duties associated with the operation of the facility.

4 RECORDS

**NOTE:** All Facility Logs, office memos and news releases should be attached to the JPIC Activation Checklist and forwarded to the EP Group.

4.1 QA RECORDS

- 4.1.1 Attachment 1, JPIC Company Spokesperson Checklist, CA-#2625 (File K171.0010)
- 4.1.2 Attachment 2, JPIC Coordinator Checklist, CA-#2627 (File K171.0010)
- 4.1.3 Attachment 3, JPIC Administrator Checklist, CA-#2628 (File K171.0010)
- 4.1.4 Attachment 4, JPIC Editor Checklist, CA-#2629 (File K171.0010)
- 4.1.5 Attachment 5, JPIC Media Host Checklist, CA-#2630 (File K171.0010)
- 4.1.6 Attachment 6, JPIC Technical Representative, CA-#2631 (File K171.0010)
- 4.1.7 Attachment 7, JPIC Technical Representative, CA-#2632 (File K171.0010)

4.2 COMMERCIAL RECORDS

None

5 REFERENCES

- 1.1 Callaway Plant Radiological Emergency Response Plan



## JPIC COMPANY SPOKESPERSON CHECKLIST

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

### INITIATION

- |                             |   |
|-----------------------------|---|
| <input type="checkbox"/> 1. | Obtain Spokesperson packet and clip on badge.   |
| <input type="checkbox"/> 2. | Initiate Facility Log Sheet.  |
| <input type="checkbox"/> 3. | Obtain card key.  |
| <input type="checkbox"/> 4. | Receive briefing from JPIC Coordinator on anticipated media interest, anticipated response, etc.                                      |
| <input type="checkbox"/> 5. | Contact Recovery Manager or Emergency Coordinator to determine plant conditions and response actions being taken.                     |
| <input type="checkbox"/> 6. | When AmerenUE JPIC staff work area is operational, make announcement to staff and inform SEMA personnel (Operations Officer and PIO). |
| <input type="checkbox"/> 7. | Brief the JPIC staff on plant conditions, response actions and priorities.  |
| <input type="checkbox"/> 8. | Work with JPIC Coordinator, SEMA Moderator, and Spokesperson to determine appropriate timing for news conferences.                    |

### OPERATIONS

*(\*) Steps or items that MUST be frequently reviewed.*

- |                              |  |
|------------------------------|--|
| <input type="checkbox"/> 1.* | Brief JPIC staff on plant conditions, response actions, and priorities.  |
| <input type="checkbox"/> 2.* | Approve all AmerenUE's news release before dissemination to the media/public.  |
| <input type="checkbox"/> 3.* | If appropriate, direct that news releases be placed on the Ameren web page for media/public access.  |
| <input type="checkbox"/> 4.* | Remove pager and cellular phone from your person prior to news conferences.  |
| <input type="checkbox"/> 5.* | Develop initial caring statement. (It's not what you say so much as how you say it.)   |
| <input type="checkbox"/> 6.* | Determine most important/recent information to use for opening statement at news conferences.  |
| <input type="checkbox"/> 7.* | Use appropriate message map to help organize your message and respond to media questions.  |
| <input type="checkbox"/> 8.* | Work closely with the JPIC Tech Rep – EOF to get information on radiation doses, plant conditions, condition of workers, response actions etc. |

## JPIC COMPANY SPOKESPERSON CHECKLIST

<input type="checkbox"/> 9.*	Coordinate the Spokesperson's response to questions with the Technical Representative and Radiation Expert. Rely on them to add credibility to your statements.
<input type="checkbox"/> 10.*	Address any identified plant-related rumors in the next news conference.
<input type="checkbox"/> 11.*	Do not use acronyms, jargon, or abbreviations. Use laymen terms. Talk on 8 <sup>th</sup> grade level.
<b><u>TURNOVER</u></b>	
<input type="checkbox"/> 1.	Oncoming Spokesperson briefed on JPIC and Media status.
<input type="checkbox"/> 2.	Oncoming Spokesperson review log.
<input type="checkbox"/> 3.	Introduce the oncoming Spokesperson to SEMA, NRC and FEMA.
<input type="checkbox"/> 4.	Announce turnover to the JPIC.
<input type="checkbox"/> 5.	Log turnover.
<input type="checkbox"/> 6.	Turn in card key.
<b><u>TERMINATION and SHUTDOWN</u></b>	
<input type="checkbox"/> 1.	Operations shutdown or transferred to Corporate Communications.
<input type="checkbox"/> 2.	Direct staff to restore facility.
<input type="checkbox"/> 3.	Turn over logs, checklists and important documentation to Administrator.
<input type="checkbox"/> 4.	Inform SEMA that JPIC Staff is leaving the facility.

\_\_\_\_\_  
Company Spokesperson Signature

## JPIC COORDINATOR CHECKLIST

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

<b><u>INITIATION</u></b>	
<input type="checkbox"/> 1.	Obtain JPIC Coordinator packet and clip on badge.
<input type="checkbox"/> 2.	Initiate Facility Log Sheet.
<input type="checkbox"/> 3.	Obtain card key.
<input type="checkbox"/> 4.	Introduce yourself as the AmerenUE JPIC Coordinator and Callaway Plant contact to the SEMA PIO and, if present, the NRC and FEMA PIOs.
<input type="checkbox"/> 5.	Assist other responders in setting up the AmerenUE JPIC staff work area (tables, chairs, phones, PC, fax, etc.). Use KOA-ZZ-PR020 as a guide.
<input type="checkbox"/> 6.	Obtain copies of all Callaway Plant Notification Forms from SEMA received from the Callaway Plant and give to Tech Rep for reference.
<input type="checkbox"/> 7.	When the AmerenUE JPIC function is operational (Spokesperson announcement), contact the Off-Site Liaison Coordinator in the EOF and inform of JPIC status. Time EOF Off-Site Liaison Coordinator contacted: _____
<input type="checkbox"/> 8.	Contact Corporate Communications (use Corp Comm Information Hotline (314-554-2182 ) <input type="checkbox"/> Time Corporate Communications contacted: _____ <input type="checkbox"/> Inform them that the JPIC is staffed <input type="checkbox"/> Request any prior news releases be faxed to the JPIC (JPIC fax: 573-526-9207) <input type="checkbox"/> Discuss anticipated media response, etc.
<input type="checkbox"/> 9.	Brief Spokesperson on media interest, anticipated response, etc.
<b><u>OPERATIONS</u></b>	
(*) Steps or items that <i>MUST</i> be frequently reviewed.	
<input type="checkbox"/> 1.*	Coordinate with SEMA PIO and Spokespersons on news release information and timing of news conferences.

## JPIC COORDINATOR CHECKLIST

<input type="checkbox"/> 2.*	<p>Review news releases with JPIC Editor and SEMA PIO.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure personnel injury and radioactive release information is included.</li> <li><input type="checkbox"/> Ensure protective action recommendations are not included.</li> <li><input type="checkbox"/> Ensure emergency declaration time and date is correct and consistent.</li> <li><input type="checkbox"/> Ensure AmerenUE news releases are consistent with SEMA news releases.</li> </ul>
<input type="checkbox"/> 3.*	<p>Once news releases are approved by the Spokesperson, give them to the JPIC Administrator for distribution. If the Spokesperson is unavailable, the news release should be faxed to the Recovery Manager in the EOF for approval. Insure all draft news releases are destroyed.</p>
<input type="checkbox"/> 4.*	<p>Contact Corporate Communications and have news releases placed on Ameren's web site for media/public access. (Have Editor send as Word attachment via e-mail to appropriate Corporate Communications contact.)</p>
<input type="checkbox"/> 5.*	<p>Obtain the original (file copy) of each news release and file with the facility log.</p>
<input type="checkbox"/> 6.*	<p>Keep the Spokesperson informed of the scheduled time for the next news conference.</p>
<input type="checkbox"/> 7.*	<p>Help the Editor and Spokesperson anticipate questions the media may ask.</p>
<input type="checkbox"/> 8.*	<p>Coordinate pre-news-conference meetings approximately 10 minutes before the next news conference and offer suggestions as needed. They should be held in a quiet area or room. Spokespersons for AmerenUE, SEMA, NRC and FEMA should be present. The Moderator should be present if not conducting a media briefing.</p>
<input type="checkbox"/> 9.*	<p>Work closely with SEMA Rumor Control personnel to identify plant-related rumors. These rumors should be discussed with the Company Spokesperson and covered in subsequent news releases and news conferences.</p>
<input type="checkbox"/> 10.*	<p>Observe news conferences and assist the Spokesperson in being more effective.</p>
<input type="checkbox"/> 11.*	<p>Coordinate with SEMA to authorize JPIC access for Corporate Communications and other Ameren personnel.</p>

**JPIC COORDINATOR CHECKLIST**

<input type="checkbox"/> 12.*	Keep EOF Off-Site Liaison Coordinator informed regarding JPIC status.
<b><u>TURNOVER</u></b>	
<input type="checkbox"/> 1.	Oncoming Coordinator briefed on JPIC and media status.
<input type="checkbox"/> 2.	Oncoming Coordinator review log and previous news releases/media advisories.
<input type="checkbox"/> 3.	Introduce the oncoming Coordinator to JPIC Staff, SEMA, NRC, and FEMA PIOs and the SEMA, NRC and FEMA Spokespersons.
<input type="checkbox"/> 4.	Turn in card key
<b><u>TERMINATION and SHUTDOWN</u></b>	
<input type="checkbox"/> 1.	Operations shutdown or transferred to Corporate Communications.
<input type="checkbox"/> 2.	Contact Corporate Communications and EOF Off-Site Liaison Coordinator and inform them of JPIC termination.
<input type="checkbox"/> 3.	Restore Coordinator equipment and materials.
<input type="checkbox"/> 4.	Turn over all logs, checklists, news releases, media advisories and important documentation to the Administrator.

---

JPIC Coordinator Signature

# JPIC ADMINISTRATOR CHECKLIST

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

<u>INITIATION</u>	
<input type="checkbox"/> 1.	Obtain JPIC Administrator packet and clip on badge.
<input type="checkbox"/> 2.	Initiate Facility Log Sheet.
<input type="checkbox"/> 3.	Assist other responders in setting up the AmerenUE JPIC staff work area (tables, chairs, phones, PC, printer, fax, etc.) Use KOA-ZZ-PR020 as a guide.
<input type="checkbox"/> 4.	<p>Ensure the following minimum JPIC positions are filled. Callout additional responders as necessary.</p> <p>AmerenUE Spokesperson: _____</p> <p>JPIC Coordinator: _____</p> <p>JPIC Administrator: _____</p> <p>JPIC Editor: _____</p> <p>JPIC Media Host: _____</p> <p>Technical Rep-JPIC: _____</p> <p>Technical Rep-EOF: _____</p> <p>Time all AmerenUE JPIC positions manned: _____</p>
<input type="checkbox"/> 5.	Distribute SEMA security card keys to AmerenUE personnel. Obtain additional card keys from SEMA, if needed. Log personnel who receive card keys for future reference.
<input type="checkbox"/> 6.	<p>Obtain cell phone from SEMA for Media Host.</p> <p><input type="checkbox"/> Note the cell phone number _____ - _____ - _____</p> <p><input type="checkbox"/> Verify cell phone operation.</p>
<input type="checkbox"/> 7.	<p>Notify JPIC Coordinator when all positions are filled and AmerenUE JPIC staff work area is functional.</p> <p><input type="checkbox"/> Time JPIC Functional: _____</p>

## JPIC ADMINISTRATOR CHECKLIST

### OPERATIONS

(\*) Steps or items that must be frequently reviewed.

- |   |   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
|---|---|------------------------|--|---------------------|---|--------|---|-----------|---|----------|---|-----------|---|-------------------|---|---|--|
| <input type="checkbox"/> 1.*            | <p>Copy and distribute approved news releases (SEMA copier authorization code 0701) and return original to the JPIC Coordinator for file.</p> <p><b>Distribution:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Media Host (for media)</td> <td style="text-align: right; padding: 2px;">20 (or more as appropriate for media reps)</td> </tr> <tr> <td style="padding: 2px;">Ameren Spokesperson</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">Editor</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">Tech Rep.</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">SEMA PIO</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">EOF (fax)</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">Corp. Comm. (fax)</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Others as appropriate (NRC, FEMA, etc.)</td> </tr> </table> | Media Host (for media) | 20 (or more as appropriate for media reps) | Ameren Spokesperson | 1 | Editor | 1 | Tech Rep. | 1 | SEMA PIO | 1 | EOF (fax) | 1 | Corp. Comm. (fax) | 1 | Others as appropriate (NRC, FEMA, etc.) |  |
| Media Host (for media)                  | 20 (or more as appropriate for media reps)  |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| Ameren Spokesperson                     | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| Editor                                  | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| Tech Rep.                               | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| SEMA PIO                                | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| EOF (fax)                               | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| Corp. Comm. (fax)                       | 1   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| Others as appropriate (NRC, FEMA, etc.) |   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 2.*            | <p>Fax each news release to PR Newswire simul-fax service for Express-Fax dissemination. Determine appropriate distribution lists (consult with Corporate Communications) and circle on the PR Newswire fax coversheet prior to faxing.</p>   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 3.*            | <p>Determine times of news conferences from JPIC Coordinator and keep Media Host informed.</p>  |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 4.*            | <p>Serve as the point of contact for the Moderator during news conferences and media briefings. All news releases and messages to the Moderator from all agencies should be delivered to the Media Host first. Additional personnel (runners, etc.) may be requested from SEMA.</p>   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 5.*            | <p>Notify the Media Host when important new information is available for the Moderator/Spokesperson.</p>  |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 6.*            | <p>Answer phones for Tech. Rep. and Spokesperson when unavailable..</p>   |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |
| <input type="checkbox"/> 7.*            | <p>Monitor the SENTRY Computer for new notifications. Copy notifications and give a copy to SEMA. Give the original to the Company Spokesperson or Technical Representative.</p>  |                        |  |                     |   |        |   |           |   |          |   |           |   |                   |   |   |  |

### TURNOVER

- |                             |  |
|-----------------------------|--|
| <input type="checkbox"/> 1. | Oncoming Administrator briefed on JPIC and Media status. |
| <input type="checkbox"/> 2. | Oncoming Administrator review log.                       |
| <input type="checkbox"/> 3. | Introduce the oncoming Administrator to JPIC Staff.      |
| <input type="checkbox"/> 4. | Log turnover.  |
| <input type="checkbox"/> 5. | Turn in card key   |

**JPIC ADMINISTRATOR CHECKLIST****TERMINATION and SHUTDOWN**

<input type="checkbox"/> 1.	Collect all logs, checklists, and important documentation from all JPIC positions to deliver to the EP Department at the Callaway Plant.
<input type="checkbox"/> 2.	Restore Administrator equipment and materials.
<input type="checkbox"/> 3.	Collect all card keys.
<input type="checkbox"/> 4.	JPIC terminated/shutdown: _____ Time.

---

**JPIC Administrator Signature**



**JPIC EDITOR CHECKLIST**

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

**INITIATION**

- |                             |   |
|-----------------------------|---|
| <input type="checkbox"/> 1. | Obtain Editor packet and clip on the Editor badge.  |
| <input type="checkbox"/> 2. | Initiate Facility Log Sheet.  |
| <input type="checkbox"/> 3. | Obtain card key.  |
| <input type="checkbox"/> 4. | Assist other responders in setting up the AmerenUE JPIC staff work area (tables, chairs, phones, PC, fax, etc.). Use KOA-ZZ-PR020 as a guide. |
| <input type="checkbox"/> 5. | Turn on PC and connect to CITRIX. Run a test print to insure printer is functional.   |

**OPERATIONS***(\*) Steps or items that must be frequently reviewed.*

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> 1.* | <p>Draft news releases using pre-formatted news releases with info provided by Spokesperson and Tech Rep:</p> <ul style="list-style-type: none"> <li>◆ Initial news releases for each emergency classification level should be short, to the point, and timely.</li> <li>◆ Follow-up news releases for each emergency classification level should be longer with more details and background information than initial news releases.</li> </ul> |
| <input type="checkbox"/> 2.* | Issue a JPIC media advisory when JPIC is open to the media.   |
| <input type="checkbox"/> 3.* | Prioritize personnel safety information early in each news release.   |
| <input type="checkbox"/> 4.* | Use media information packets and the RERP glossary for reference.  |
| <input type="checkbox"/> 5.* | When possible, use quotes from AmerenUE personnel to add credibility to news releases.  |
| <input type="checkbox"/> 6.* | Conduct a "spell check" before printing each news release and media advisory.   |
| <input type="checkbox"/> 7.* | Refer to Emergency Action Level (EAL) descriptions for wording in news releases.  |
| <input type="checkbox"/> 8.* | Inquire regarding incoming rumors and address rumor issues in news releases.  |
| <input type="checkbox"/> 9.* | Appropriately file each news release electronically using the "save as" feature.  |

**TURNOVER**

- |                             |   |
|-----------------------------|---|
| <input type="checkbox"/> 1. | Oncoming Editor briefed on JPIC and Media status. |
|-----------------------------|---|

**JPIC EDITOR CHECKLIST**

<input type="checkbox"/> 2.	Oncoming Editor review log, issued news releases, and media advisories.
<input type="checkbox"/> 3.	Introduce oncoming Editor to JPIC staff.
<input type="checkbox"/> 4.	Log turnover.
<input type="checkbox"/> 5.	Turn in card key.
<b><u>TERMINATION and SHUTDOWN</u></b>	
<input type="checkbox"/> 1.	Insure Coordinator has copies of all news releases/media advisories issued then delete from PC.
<input type="checkbox"/> 2.	Restore Editor equipment and materials
<input type="checkbox"/> 3.	Turn over all logs, checklists and important documentation to the Administrator.

---

**JPIC Editor Signature**

## JPIC MEDIA HOST CHECKLIST

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

<b><u>INITIATION</u></b>	
<input type="checkbox"/> 1.	Obtain Media Host packet and clip on badge.
<input type="checkbox"/> 2.	Initiate Facility Log Sheet.
<input type="checkbox"/> 3.	Assist other responders in setting up the AmerenUE JPIC staff work area (tables, chairs, phones, PC, printer, fax, etc.) Use KOA-ZZ-PR020 as a guide.
<input type="checkbox"/> 4.	Obtain card key from Administrator.
<input type="checkbox"/> 5.	Obtain cell phone from SEMA PIO: <input type="checkbox"/> Note the cell phone number: _____-_____-_____ <input type="checkbox"/> Note the Administrator's phone number: _____-_____-_____ <input type="checkbox"/> Note the Coordinator's phone number: _____-_____-_____ <input type="checkbox"/> Inform Administrator of cell phone number. <input type="checkbox"/> Verify cell phone operability.
<input type="checkbox"/> 6.	Place appropriate spokesperson biography in media information packets.
<input type="checkbox"/> 7.	Assist SEMA and Missouri National Guard in setting up media areas: <input type="checkbox"/> Media Reception Area: tables, signs, media info packets, videotapes, status board, etc. <input type="checkbox"/> Media Auditorium: tables and skirt, name plates, easels, maps, diagrams, lights, signs, video camera, podium, etc. (use KOA-ZZ-PR021 as a guide) <input type="checkbox"/> Media Work Area (gymnasium): briefing playback monitor and VCR, phones, Internet terminals, tables, chairs, etc. <input type="checkbox"/> Outside: directional signs.
<input type="checkbox"/> 8.	Update media status board with current information.
<input type="checkbox"/> 9.	Notify Coordinator and Administrator when media areas are ready for media. <input type="checkbox"/> Time media areas ready: _____
<b><u>OPERATIONS</u></b>	
(*) Steps or items that must be frequently reviewed.	
<input type="checkbox"/> 1.*	Update media status board with current information, as it becomes available.

## JPIC MEDIA HOST CHECKLIST

<input type="checkbox"/> 2.*	Distribute news releases to Moderator, Spokespersons, and attending media in timely manner.
<input type="checkbox"/> 3.*	Provide direction and information to incoming media.
<input type="checkbox"/> 4.*	Relay important updated information to Moderator and Spokespersons during news conferences and media briefings.
<input type="checkbox"/> 5.*	Do not speculate or address media questions pertaining to emergency information. Refer them to news releases, news conferences, and media briefings.
<input type="checkbox"/> 6.*	Communicate regularly with the Administrator to obtain updated information for status board, news releases, news conference times, media briefing times, etc.
<input type="checkbox"/> 7.*	Inform Coordinator or Administrator of obvious media needs, abnormal situations, etc.
<input type="checkbox"/> 8.*	Assist Missouri National Guard and SEMA personnel in meeting media needs.
<b><u>TURNOVER</u></b>	
<input type="checkbox"/> 1.	Oncoming Media Host briefed on Media Area status.
<input type="checkbox"/> 2.	Oncoming Media Host review log.
<input type="checkbox"/> 3.	Introduce the oncoming Media Host to SEMA and Missouri National Guard personnel.
<input type="checkbox"/> 4.	Log turnover
<input type="checkbox"/> 5.	Turn in card key
<b><u>TERMINATION and SHUTDOWN</u></b>	
<input type="checkbox"/> 1.	Restore Media Areas
<input type="checkbox"/> 2.	Turn over all logs and important documentation to the Administrator.

\_\_\_\_\_  
Media Host Signature

**JPIC TECHNICAL REPRESENTATIVE CHECKLIST**

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

<b><u>INITIATION</u></b>	
<input type="checkbox"/> 1.	Obtain Tech Rep packet and clip on badge.
<input type="checkbox"/> 2.	Initiate Facility Log Sheet.
<input type="checkbox"/> 3.	Assist other responders in setting up the AmerenUE JPIC staff work area (tables, chairs, phones, PC, printer, fax, etc.). Use KOA-ZZ-PR020 as a guide.
<input type="checkbox"/> 4.	Obtain card key from Administrator.
<input type="checkbox"/> 5.	Obtain copies of all Callaway Plant Notification Forms from SEMA for reference. (Obtain from JPIC Coordinator.)
<input type="checkbox"/> 6.	Establish and confirm 2-way phone communications with the JPIC Tech Rep at the EOF.
<b><u>OPERATIONS</u></b>	
<i>(*) Steps or items that must be frequently reviewed.</i>	
<input type="checkbox"/> 1.*	Obtain personnel/plant status information and provide to Spokesperson and Editor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Status of personnel safety (injuries, contamination, off-site medical assistance, evacuation, etc.).</li> <li><input type="checkbox"/> Detailed cause of the emergency (times, EALs, etc.).</li> <li><input type="checkbox"/> Detailed plant status.</li> <li><input type="checkbox"/> Detailed response actions completed/planned.</li> <li><input type="checkbox"/> Details about radioactive material/radiation (release source, flow-path, in-plant dose rates, plant boundary dose rates, actions to stop release, etc.)</li> <li><input type="checkbox"/> Log all personnel/plant information obtained in facility log with time obtained.</li> </ul>
<input type="checkbox"/> 2.*	Contact Callaway Plant ERO positions in the TSC and EOF as necessary to obtain needed information. (Primary contact should be JPIC Tech Rep at the EOF.)
<input type="checkbox"/> 3.*	Select appropriate posters and visuals to be used at news conferences and media briefings and relay to Media Host for Media Auditorium set up. (Obtain Media Host phone number from Administrator).
<input type="checkbox"/> 4.*	Serve as AmerenUE Callaway Plant Technical Representative in media briefings and news conferences as directed.

# JPIC TECHNICAL REPRESENTATIVE CHECKLIST

<input type="checkbox"/> 5.*	Obtain updated plant information and answers to anticipated media questions.
<input type="checkbox"/> 6.*	Review draft news releases for technical accuracy and provide suggestions as requested.
<input type="checkbox"/> 7.*	Present only facts about plant operation. Do not speculate or address media questions pertaining to emergency response. Refer to news releases and Spokesperson comments. Do not become a second spokesperson.
<input type="checkbox"/> 8.*	Obtain and provide radiological information for the designated "Radiation Expert."
<b><u>TURNOVER</u></b>	
<input type="checkbox"/> 1.	Oncoming Tech Rep briefed on JPIC and media status.
<input type="checkbox"/> 2.	Oncoming Tech Rep review log.
<input type="checkbox"/> 3.	Introduce the oncoming Tech Rep to JPIC staff.
<input type="checkbox"/> 4.	Log turnover
<input type="checkbox"/> 5.	Turn in card key
<b><u>TERMINATION and SHUTDOWN</u></b>	
<input type="checkbox"/> 1.	Restore Tech Rep equipment and materials.
<input type="checkbox"/> 2.	Turn over all logs and important documentation to the Administrator.

\_\_\_\_\_  
JPIC Technical Representative Signature

**JPIC TECHNICAL REPRESENTATIVE CHECKLIST (EOF)**

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

<b><u>INITIATION</u></b>	
<input type="checkbox"/> 1.	Obtain Tech Rep packet and TLD if you do not already have one and clip on badge.
<input type="checkbox"/> 2.	Initiate Facility Log Sheet.
<input type="checkbox"/> 3.	Assist other responders in setting up the EOF.
<input type="checkbox"/> 4.	Obtain copies of all Callaway Plant Notification Forms from the EOF Communicator.
<input type="checkbox"/> 5.	Establish and confirm 2-way phone communications with the JPIC Tech Rep at the JPIC.
<b><u>OPERATIONS</u></b>	
<i>(*) Steps or items that must be frequently reviewed.</i>	
<input type="checkbox"/> 1.*	Obtain personnel/plant status information and provide to JPIC Tech Rep at the JPIC: <input type="checkbox"/> Status of personnel safety (injuries, contamination, off-site medical assistance, evacuation, etc.). <input type="checkbox"/> Detailed cause of the emergency (times, EALs, etc.). <input type="checkbox"/> Detailed plant status. <input type="checkbox"/> Detailed response actions completed/planned. <input type="checkbox"/> Details about radioactive material/radiation (release source, flow-path, in-plant dose rates, plant boundary dose rates, actions to stop release, etc.) <input type="checkbox"/> Log all personnel/plant information obtained in facility log with time obtained.
<b><u>TURNOVER</u></b>	
<input type="checkbox"/> 1.	Oncoming Tech Rep briefed on EOF and JPIC status.
<input type="checkbox"/> 2.	Oncoming Tech Rep review log.
<input type="checkbox"/> 3.	Introduce the oncoming Tech Rep to Recovery Manager.
<input type="checkbox"/> 4.	Log turnover.

**JPIC TECHNICAL REPRESENTATIVE CHECKLIST (EOF)****TERMINATION and SHUTDOWN**

- |                             |  |
|-----------------------------|--|
| <input type="checkbox"/> 1. | Restore Tech Rep materials.  |
| <input type="checkbox"/> 2. | Turn over all logs and important documentation to the Logistics Support Coordinator. |

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**JPIC Technical Representative Signature**