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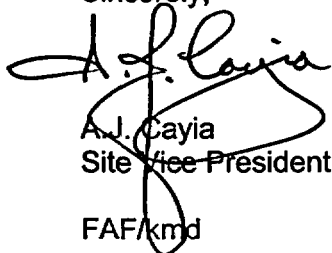
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U.S. Nuclear Regulatory Commission  
Washington DC 20555

DOCKETS 50-266 AND 50-301  
NUCLEAR EMERGENCY PUBLIC INFORMATION AND IMPLEMENTING PROCEDURE  
REVISIONS  
POINT BEACH NUCLEAR PLANT, UNITS 1 AND 2

Enclosed are copies of revised procedures to the Point Beach Nuclear Plant Nuclear Emergency Public Information and Implementing Procedure Revisions. The revised procedures dated September 11, 2003 should be filed in your copy of the manual.

Sincerely,



A.J. Cayia  
Site Vice President  
FAF/kmd

Enclosures

cc: NRC Resident Inspector (w/o/e)  
Incident Response Center, Region III

# NEPIP 20.0

## CORPORATE LIAISON

**DOCUMENT TYPE:** Administrative

**REVISION:** 2

**EFFECTIVE DATE:** September 11, 2003

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**PROCEDURE OWNER (title):** Emergency Preparedness Supervisor

**OWNER GROUP:** Emergency Preparedness

**CORPORATE LIAISON**

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## CORPORATE LIAISON

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### 1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Corporate Liaison in support of public information activities.

### 2.0 DISCUSSION

None

### 3.0 RESPONSIBILITIES

3.1 The Corporate Liaison is responsible for establishing and maintaining communications with the Owner Company Financial Communications Coordinator (FCC) and Insurance Communications Coordinator (ICC). These positions are from WPS or WE based on the site affected by the emergency. Any actions performed by the owner company FCC and/or ICC prior to their arrival at the JPIC should be relayed to the JPIC Manager; however, they may or may not report to the JPIC for their response. If they do not, maintain regular contact to ensure the JPIC Manager is kept informed of their response and any information the owner company would like released to the public.

3.1.1 **The Financial Communications Coordinator is responsible for advising the New York stock exchange of a Site Emergency or General Emergency ten minutes before a public announcement as required by SEC rules (ref B-2 basis). If the FCC is unavailable, the JPIC Manager should make this call.** This position coordinates their efforts with the Corporate Liaison and interfaces with the JPIC Manager, including answering the public and media questions regarding financial issues.

3.1.2 The Insurance Communications Coordinator is responsible for providing information regarding insurance issues. **If a Site Emergency or General Emergency, they must contact American Nuclear Insurers (ANI) and Nuclear Electric Insurance, Ltd. (NEIL). If the ICC is unavailable, the Corporate Liaison will make these calls.** This position coordinates their efforts with the Corporate Liaison and interfaces with the JPIC Manager, including answering the public and media questions regarding insurance issues, and providing regular updates.

3.2 The Corporate Liaison also contacts the Owner Company Asset Manager, Owner Company Governmental Affairs, and Nuclear Management Company Chief Nuclear Officer, or designee, keeping them apprised of the emergency. An NMC Spokesperson may be requested during the event. See NEPIP 15.0

**CORPORATE LIAISON**

		<u>Initials</u>	<u>Time</u>
<b>4.0</b>	<b><u>PROCEDURE</u></b>		
<b>4.1</b>	<b><u>Notification</u></b>		
4.1.1	Receive notification via pager activation or other communication methods	_____	_____
<b>4.2</b>	<b><u>Activation</u></b>		
4.2.1	Report to the JPIC with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.6	Receive an update of current plant status and situation from the JPIC Technical Briefer.	_____	_____
4.2.7	Contact the NMC CNO (ETD 04), or designee, to notify them of the emergency and		
	a. Request them to notify the contacts they deem necessary.		
	b. Inform them of the possibility of requesting an NMC spokesperson during the event.	_____	_____

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		<u>Initials</u>	<u>Time</u>
	<b>NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.</b>		
	<b>NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.</b>		
4.2.8	Ask the Assistant JPIC Manager if they heard from the FCC and ICC regarding arrival at the JPIC. If not, contact them (ETD 01C in order listed), using Attachment A and Attachment B as guidance.	_____	_____
4.2.9	Contact the Owner Company Asset Manager (ETD 04) and inform them of event.	_____	_____
4.2.10	Contact the Owner Company Governmental Affairs (ETD 04) and inform them of the event.	_____	_____
4.2.11	Direct the Assistant Telephone Response Director to forward all calls related to financial and insurance issues to you.	_____	_____
4.2.12	Receive any special response directions from the JPIC Manager.	_____	_____
4.3	<b><u>Response Checklist</u></b>		
4.3.1	Respond to any financial or insurance calls that were forwarded to you, documenting the response on NEPIP Form 9.3, Telephone Response Message Form, and trending for rumors. The FCC or ICC should assist you in the response.		

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- 4.3.2 While the FCC or ICC are in route to the JPIC, inform them of critical information, including:
  - a. Changes in emergency classification (escalation, de-escalation or termination)
  - b. Changes in protective actions (distance, sector change)
  - c. Major changes in plant conditions (degradation or improvements)
- 4.3.3 Use Attachment A and Attachment B as a reference to coordinate your response efforts with the FCC and ICC.
- 4.3.4 When the FCC and ICC arrive at the JPIC
  - a. Give them a copy of NEPIP 20.0 and request them to implement the procedure. Steps that do not pertain to their response should be marked "n/a."
  - b. Direct them to use Attachment A or Attachment B, based on their ERO position.
  - c. Direct them to coordinate their response efforts with you.
- 4.3.5 Utilize the JPIC Technical Briefer to explain status of event, if necessary.

**4.4 News Briefings**

Monitor news briefings on the JPIC TV monitors.

**4.5 News Statements**

- 4.5.1 Receive all approved news statements and news briefing summaries from the JPIC Support staff.
- 4.5.2 Ensure the JPIC Support staff had faxed the news statement to the NMC and WE or WPS Finance and Insurance departments.
- 4.5.3 Call the NMC, FCC, and ICC people previously contacted, and provide an update of the event, including discussion of the faxed news statement.

## CORPORATE LIAISON

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- 4.5.4 Request a periodic chronological time line of the major events from the Newswriter and fax to the NMC, FCC, and ICC people previously contacted.
- 4.5.5 The ICC should be prepared to assist the Newswriter in drafting a news statement about the insurance programs and how people can file claims.
- 4.5.6 Request assistance from the JPIC Support staff if needed.
- 4.5.7 Contact the AV/Computer Coordinator for computer assistance, if needed (ETD 03).
- 4.6 Other Activities
  - None
- 4.7 Escalation
  - 4.7.1 At a Site Emergency or General Emergency remind the JPIC Manager that the FCC needs a 10-minute notification to the New York Stock Exchange BEFORE issuing a news statement (ref B-2 basis).
    - a. The FCC and JPIC Manager should establish a news release time to the media and general public.
    - b. The FCC, or JPIC Manager if FCC is unavailable, should immediately notify the New York Stock Exchange of the Site Emergency or General Emergency AND remind the New York Stock Exchange that they should notify you if they decide to suspend trading of the stock.
  - 4.7.2 At a Site Emergency or General Emergency, remind the ICC that ANI and NEIL must be notified. If the ICC is unavailable, the Corporate Liaison should make these calls.
  - 4.7.3 Notify the NMC, Asset Manager, Governmental Affairs, and other primary contacts you have been communicating with about the escalation.



**CORPORATE LIAISON**

		<u>Initials</u>	<u>Time</u>
4.8	<u>Turnover Duties</u>		
4.8.1	Prior to your relief's arrival:		
	a. Assemble all records in a chronological order.	_____	_____
	b. Record all commitments made for your position during your shift and identify:		
	• Commitments pending.		
	• Who requested the information or product.	_____	_____
	c. Identify all procedures currently in use.	_____	_____
	d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____
	g. Ensure your relief knows the names and telephone numbers of your contacts.	_____	_____
	h. Discuss the JPIC Manager's expectations.	_____	_____

**CORPORATE LIAISON**

	<u>Initials</u>	<u>Time</u>
i. Contact personnel that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____
Signature of Off-Going _____	_____/_____ Date / Time	
Name		
Signature of On-Coming _____	_____/_____ Date / Time	
Name		

**4.9 De-Activation**

4.9.1	Assist the JPIC Manager to determine and coordinate how continued insurance and financial inquiries will be handled by the plant, with assistance from the FCC and ICC.	_____	_____
4.9.2	The ICC should provide any formal written notifications/claims to insurance carriers, as necessary.	_____	_____
4.9.3	The Corporate Liaison, FCC and ICC should notify all previous contacts of the termination of the emergency, de-activation of the response facilities, and the WPS or WE contact for continued or long term media interest.	_____	_____
4.9.4	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.5	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.6	Gather all reports, forms, logs and notes.	_____	_____
4.9.7	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date. Separate packages should be prepared by the FCC and ICC.	_____	_____
4.9.8	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

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**5.0    REFERENCES**

- 5.1    Emergency Telephone Directory (ETD)
- 5.2    NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site
- 5.3    NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

**6.0    BASES**

- B-1    NEPIP 1.0, Nuclear Emergency Public Information Plan
- B-2    New York Stock Exchange Listed Company Manual, 202.00 Material Information,  
202.06 Procedure for Public Release of Information, Last Modified 6/13/91

**7.0    RECORDS**

- 7.1    NEPIP Form 9.3, Telephone Response Message Form
- 7.2    NEPIP Form 9.5, JPIC Position Narrative Log

**CORPORATE LIAISON**

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**ATTACHMENT A**  
**FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST**  
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**NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.**

**NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.**

**1.0 ACTIVATION CHECKLIST PERFORMED BY THE CORPORATE LIAISON**

- 1.1 Notify the FCC of the emergency
- 1.2 Determine how you can remain in contact.
- 1.3 Determine the FCC's approximate time of arrival at the JPIC.
- 1.4 Direct the FCC to initiate a JPIC position narrative log (NEPIP Form 9.5), or equivalent.
- 1.5 Request the FCC to notify the appropriate contacts under their area of discipline.
- 1.6 Refer the FCC to NEPIP 20.0, Attachment A, for a checklist of their response.

**2.0 RESPONSE CHECKLIST PERFORMED BY THE FCC**

- 2.1 The FCC checklist may be found in the NEPIP Corporate Liaison binder (Control No. 59) under tab NEPIP 20 as Attachment A.
- 2.2 All news statements should be faxed to financial institutions. Ensure the news statements are being faxed. (Prairie Systems Fax Broadcast Group 047.)
- 2.3 Inform the stock exchange, confirming that they have received the latest news statement, and noting who the owners of the company are. Also inform them of the phone number where you can be reached. Ask the exchange to notify you if they plan to suspend trading our stock. (ETD 02)
- 2.4 Monitor the performance of the stock and news items for the owners & co-owners on the Internet. If computer assistance is needed, contact the AV/Computer Coordinator (ETD 03).
- 2.5 Request the Corporate Liaison to assist you in informing the Assistant Telephone Response Director and the JPIC Manager if the New York Stock Exchange plans to suspend trading of our stock as a result of the emergency.

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**ATTACHMENT A  
FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST**

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- 2.6 Notify the shareholder area. Have them forward calls regarding the emergency to the Telephone Response Center. Ask them to also alert the transfer agent.
- 2.7 Contact the co-owner companys' finance departments to inform them of the emergency.
- 2.8 Inform and update the Dow Jones (Wall Street Journal), Bloomberg News, and Reuters Economic Services of the emergency by confirming that they have received the latest news statements, contacting the Chicago or New York offices of each according to the time and day (ETD 02).
- 2.9 Respond to questions concerning financial and stock related aspects of the emergency.
- 2.10 Return phone calls that were referred for a FCC response, completing NEPIP Form 9.3, Telephone Response Message Form. If a trend in possible rumors is noted, immediately inform the JPIC Manager.
- 2.11 Be prepared to participate in news briefings to answer specific financial questions, if requested.
- 2.12 Periodically provide an update to the Corporate Liaison of your response activities. The JPIC Manager should also be advised of any critical actions needed.

**3.0 NEWS BRIEFINGS**

Monitor news briefings on the JPIC TV monitors.

**4.0 NEWS STATEMENTS**

The FCC should be prepared to assist the Newswriter in drafting a news statement about the financial and stock aspects of the emergency.

**CORPORATE LIAISON**

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**ATTACHMENT A**  
**FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST**  
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**5.0 ESCALATION**

5.1 At a Site Emergency or General Emergency remind the JPIC Manager that the New York Stock Exchange needs a 10-minute notification by the FCC, or JPIC Manager if FCC is unavailable, BEFORE issuing a news statement (ref B-2 basis).

5.1.1 The FCC and JPIC Manager should establish a news release time to the media and general public.

5.1.2 The FCC should immediately notify the New York Stock Exchange of the Site Emergency or General Emergency AND remind the New York Stock Exchange to notify you if they decide to suspend trading of the stock.

5.2 Notify the contacts you have been communicating with about the escalation.

**6.0 TURNOVER DUTIES**

Complete the Turnover Duties section of NEPIP 20.0

**7.0 DE-ACTIVATION**

Complete the De-activation Section of NEPIP 20.0

**CORPORATE LIAISON**

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**ATTACHMENT B**  
**INSURANCE COMMUNICATIONS COORDINATOR CHECKLIST**  
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**NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response.**

**NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response**

**1.0 ACTIVATION CHECKLIST PERFORMED BY THE CORPORATE LIAISON**

- 1.1 Notify the ICC of the emergency
- 1.2 Determine how you can remain in contact.
- 1.3 Determine the ICC's approximate time of arrival at the JPIC.
- 1.4 Direct the ICC to initiate a JPIC position narrative log (NEPIP Form 9.5), or equivalent.
- 1.5 Request the ICC to notify the appropriate contacts under their area of discipline (ETD 02).
  - 1.5.1 American Nuclear Insurers (ANI)
  - 1.5.2 Nuclear Electric Insurance, Ltd (NEIL)
  - 1.5.3 Blanket Limit Partners
  - 1.5.4 Risk Managers
  - 1.5.5 Others as deemed necessary
- 1.6 Refer to their NEPIP 20.0, Attachment B, for a checklist of their response.

**2.0 RESPONSE CHECKLIST PERFORMED BY THE ICC**

- 2.1 Notify the owner company insurance risk management group to monitor calls. If they get calls about the emergency, have them take a name and number and notify you.
- 2.2 Determine when news statements should be faxed to financial institutions, and ensure the news statements are being faxed per your directions. (Prairie Systems Fax Broadcast Group 003.)

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**ATTACHMENT B  
INSURANCE COMMUNICATIONS COORDINATOR CHECKLIST**

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- 2.3 Arrange and confirm accommodations, travel & office arrangements for insurance representatives, if needed.
  - 2.4 Respond to questions concerning insurance aspects (i.e., liability, property).
  - 2.5 Return phone calls that were referred for an ICC response, completing NEPIP Form 9.3, Telephone Response Message Form. If a trend in possible rumors is noted, immediately inform the JPIC Manager.
  - 2.6 Be prepared to participate in news briefings to answer specific insurance questions, if requested.
  - 2.7 Be prepared to participate in a special technical briefing for the media to explain the insurance program and how people can file claims.
  - 2.8 Periodically provide an update to the Corporate Liaison of your response activities. The JPIC Manager should also be advised of any critical actions needed.
- 3.0 **NEWS BRIEFINGS**
- Monitor news briefings on the JPIC TV monitors.
- 4.0 **NEWS STATEMENTS**
- The ICC should be prepared to assist the Newswriter in drafting a news statement about the insurance programs and how people can file claims. Information about the nuclear insurance program is available in Appendix 19.0 or Appendix 20.0.
- 5.0 **ESCALATION**
- 5.1 At a Site Emergency or General Emergency, the ICC must notify the ANI and NEIL. If unavailable, the Corporate Liaison should make these calls.
  - 5.2 Notify the contacts you have been communicating with about the escalation.
- 6.0 **TURNOVER DUTIES**
- Complete the appropriate section of NEPIP 20.0
- 7.0 **DE-ACTIVATION**
- Complete the appropriate section of NEPIP 20.0