



Entergy Nuclear Northeast  
Entergy Nuclear Operations, Inc.  
Indian Point Energy Center  
295 Broadway, Suite 1  
P.O. Box 249  
Buchanan, NY 10511-0249

February 19, 2002

Re: Indian Point Unit No. 1 and No. 2  
Docket No. 50-003 and No. 50-247  
NL-02-020

U.S. Nuclear Regulatory Commission  
Attn: Document Control Desk  
Mail Station O-P1-17  
Washington, DC 20555-0001

SUBJECT: Revision to Emergency Plan Procedures

Dear Sir:

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Entergy Nuclear Operations, Inc., submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

There are no commitments contained in this letter. Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, (914) 271-7418.

Sincerely,

A handwritten signature in black ink that reads "F. G. Tempfer" with "for" written below it.

Fred Dacimo  
Vice President - Operations  
Indian Point 2

Enclosure

cc: Next page

A x 45  
D/3

Enclosure as noted:

cc: Mr. Hubert J. Miller (enclosure - 2 copies)  
Regional Administrator - Region I  
U.S. Nuclear Regulatory Commission  
475 Allendale Road  
King of Prussia, PA 19406-1498

Mr. Patrick D. Milano, Senior Project Manager (without enclosure)  
Project Directorate I-1  
Division of Licensing Project Management  
U.S. Nuclear Regulatory Commission  
Mail Stop O-8-C-2  
Washington, DC 20555

Senior Resident Inspector (without enclosure)  
U.S. Nuclear Regulatory Commission  
Indian Point Unit 2  
PO Box 38  
Buchanan, NY 10511

**TO: Emergency Planning Document Controlled Copy # 14**

**Holder/Location** *NRC Document Control Desk (Washington)*  
Document Holder Organization

**FROM: Emergency Planning Document Custodian**

**SUBJECT: Emergency Planning Document Update**

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Entergy Nuclear Northeast  
Indian Point Energy Center  
Emergency Planning Department  
Buchanan Service Center  
Broadway & Bleakley Aves.  
Buchanan, NY 10511  
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Plan	Title Page	01-02a	01-02 10/18/01	Replace Page
Plan	Table of Contents (Blue Page)	01-02a	N/A	Place 01-02a page in front of TOC page
Plan	Section 5	01-02a	01-02	Replace whole section

Update completed as specified:

\_\_\_\_\_  
Signature of Controlled Copy Holder

\_\_\_\_\_  
Date

CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.

DOCKET NOS. 50-3, 50-247

EMERGENCY PLAN FOR  
INDIAN POINT UNIT NOS. 1 AND 2

Revision 01-02a

**CONTROLLED COPY**

SNSC Review: #28657. h. a. h. d. Date: 1/25/02  
Approved By: Paul Dymally Date: 1/24/02  
Effective Date: 1/25/02

The following minor changes have been made to Revision 01-02 of this document.

Revision 01-02a

Pages 5-12, 5-13, 5-20, 5-21, 5-23, 5-24, 5-33, 5-34, 5-35 have been revised, revision bars mark changed wording. Entire section replaced with the new pages which are designated as Revision 01-02a

## 5.0 ORGANIZATIONAL CONTROL OF EMERGENCIES

Using the normal shift operating organization as a base, this section of the Plan describes the Emergency Response Organization that may be activated onsite and augmented with Emergency personnel and offsite forces when necessary. Authorities and responsibilities of key individuals and groups are delineated. The communication links for notifying, alerting and mobilizing emergency personnel are identified.

### 5.1 NORMAL PLANT ORGANIZATION

The normal watch organization for the Station (Figure 5-1) functions twenty four (24) hours per day, seven (7) days per week and consists of the following qualified individuals:

One (1) Shift Manager, who holds a Senior Reactor Operator's license and is in charge of operating personnel during his/her shift and is responsible for assuring that all operations are conducted in accordance with approved procedures and the limitations set forth in Unit Technical Specifications;

One (1) Control Room Supervisor, who holds a Senior Reactor Operator's license and is responsible for safe operation of the unit within the requirements of the Technical Specifications.

Two (2) Control Room Operators, who both hold a Reactor Operator's license, are responsible for manipulating controls in the Control Room including taking the immediate operator action required as stipulated by written procedures necessary to maintain or bring the plant to a safe condition during abnormal and/or emergency conditions;

One (1) Watch Engineer who performs two main functions in an advisory capacity to the Shift Manager;

- Accident Assessment
- Operational review from a safety perspective;

Two (2) Nuclear Plant Operators who perform plant operations and monitoring under the direction of the Control Room

Supervisor. One Nuclear Plant Operator is assigned to the conventional, the other to the nuclear portion of the plant. Two (2) additional Nuclear Plant Operators function as rovers;

Two (2) Health Physics Technicians (one from Unit 3) and one (1) Chemistry Technician perform radiation monitoring; surveillance, decontamination, water chemistry or counting as necessary;

One (1) Field Support Supervisor who reports to the Shift Manager and supervises (1) Nuclear Plant Operator normally assigned to Unit 1.

The watch organization is augmented during normal working hours Monday through Friday by the Indian Point Management and Operations Staff which is organized to lend expertise to the watch force. Figure 5-2, shows the normal station organization functional areas and reporting chains.

The Shift Manager and the Control Room Supervisor have the responsibility and authority to declare an emergency, initiate the appropriate immediate action in accordance with written procedures, mitigate the consequences of the emergency, activate the Onsite Emergency Organization and notify offsite support and government agencies.

## 5.2 ONSITE EMERGENCY RESPONSE ORGANIZATION

The Onsite Emergency Response Organization is established to assure that a sufficient number of appropriately qualified personnel are available each day, 24 hours a day to deal with any situation. This organization consists of three (3) staffing levels.

During an event or emergency at Indian Point Unit 2, the first phase of the response is conducted by normal watch personnel onsite (Staffing level I).

Staffing level II requires activation of the minimum Onsite Emergency Response Organization which includes an augmented normal watch. The Onsite Emergency Response Organization is capable of performing those near-term activities necessary to (1) maintain and/or regain control of the plant and mitigate the consequences of the emergency, (2) conduct accident assessment and analysis to determine the full scope and

impact of the situation, and (3) establish and maintain communications with authorities responsible for implementing offsite emergency measures.

Staffing level III occurs at the declaration of a Site Area Emergency and gives the Emergency Director full access to the resources of the Company. The Emergency Operations Facility, Technical Support Center and Operational Support Center are fully staffed. The Corporate Response Center is activated at Corporate Headquarters.

Table 5-1 presents, in tabular form, the minimum staffing requirements of NUREG-0654 on-shift personnel and the additional personnel required within 60 minutes of declaring a Site Area Emergency. The Watch Force, identified as Staffing Level I and depicted in Figure 5-1 satisfies the NUREG-0654 requirements for on-shift personnel.

Personnel required to augment the Watch Force within 60 minutes of the declaration of an emergency, plus the Watch Force, are identified as Staffing Level II. These personnel are immediately available during normal working hours or are contacted by a page "beeper" system during non-working hours. The pager system is backed up with an automated telephone notification system. The additional personnel that may be contacted to supplement the minimum staffing requirements depicted in Figure 5-1 are listed in the Emergency Telephone Directory.

Figure 5-3 presents an organizational chart of the Emergency Response Organization, showing the major onsite functional areas and the relationships to offsite groups. Until the arrival of the Emergency Director and the start of the staffing level III organization, overall control of the onsite emergency organization will be exercised by the Emergency Plant Manager.

Figure 5-4 shows the full Emergency Response Organization (staffing Level III). Table 5-2 provides descriptions of the roles and responsibilities for each of the positions identified in Figure 5-4.



### 5.2.1 Direction and Coordination

The Shift Manager (or the Control Room Supervisor in the event that the Shift Manager is unavailable) has the authority to declare an emergency and immediately takes charge of the emergency response effort. In the event of an Alert, Site Area or General Emergency, he/she activates the Onsite Emergency Response Organization and functions as the Emergency Director directing the emergency response until the arrival of management personnel who relieve him/her of the duties of Emergency Plant Manager and Emergency Director.

The Emergency Plant Manager takes charge of the overall emergency response, thus freeing the Shift Manager to direct his/her attention towards the mitigation of the accident using the emergency operating procedures. Until the arrival of the Emergency Director, overall control of the Onsite Emergency Organization will be exercised by the Emergency Plant Manager.

The following positions have responsibilities for command and control of the Emergency Response Organization:

#### 5.2.1.1 Emergency Director

The Emergency Director is responsible for directing and coordinating the integrated emergency response effort of all Company activities during the emergency including those which originate from Corporate Headquarters. Personnel trained in accordance with this plan and qualified as Emergency Directors are designated in the Emergency Telephone Directory. The Emergency Director is stationed in the Emergency Operations Facility during Alert, Site Area and General Emergencies and is the interface between the onsite and offsite authorities. He/she has the responsibility and authority to provide protective action recommendations to the authorities responsible for implementing offsite emergency measures.

The Shift Manager (or Control Room Supervisor if the Shift Manager is not present) becomes the Emergency Director upon declaration of an emergency. The Emergency Plant Manager will assume the role of

Emergency Director upon his/her arrival at the Central Control Room until a Emergency Director is ready to assume the position at the Emergency Operations Facility. Specific responsibilities of the Emergency Director include:

- Declare the emergency and upgrade/downgrade conditions as warranted and initiates recovery phase when appropriate, this responsibility can not be delegated;
- Review and approve initial notifications to the State and local authorities, this responsibility can not be delegated;
- Recommend protective actions to offsite authorities, this responsibility can not be delegated;
- Authorizing Entergy personnel outside the Protected Area Fence to exceed normal radiation exposure limits, this responsibility can not be delegated;
- Establish communications with the Technical Support Center and obtain information on the diagnosis and prognosis of the accident condition;
- Review all radiological, meteorological and operational data and update the offsite authorities and the Joint News Center;
- Receive designated responding representatives from offsite emergency agencies and assist in their information and communication needs;
- Arrange for and dispatch any special assistance or service requested (e.g., radiological measurement or protection equipment, onsite medical treatment);
- Coordinate offsite radiological evaluation with the State, Counties and U.S. Department of Energy.
- Relate all of these actions to the remainder of the emergency response organizations.

The Emergency Director is assisted in these activities by personnel in the Emergency Operations Facility and in the field. Although the Emergency Director may delegate most of these responsibilities, he/she may not delegate the responsibility for the decision to notify and recommend protective actions.

**5.2.1.2 Emergency Plant Manager**

The Emergency Plant Manager directs and coordinates the operational aspects of the In-Plant Emergency Organization. He/she assures proper coordination and direction of the efforts of each element of the In-Plant Emergency Organization in returning the plant to and maintaining it in a safe and stable condition.

The Emergency Plant Manager is normally located in the Technical Support Center, he/she may go to the Central Control Room to receive briefings from the Shift Manager and review plant data. Specific responsibilities of the Emergency Plant Manager include:

- Initially relieving the Shift Manager of the Emergency Director responsibilities and continue to act as Emergency Director until an Emergency Director is ready to assume the position in the Emergency Operations Facility.
- Directing actions to mitigate the accident. Directing the in-plant radiological monitoring.
- Authorizing Entergy personnel within the Protected Area to exceed normal radiation exposure limits, this responsibility can not be delegated;
- Authorizing the mobilization of search and rescue teams.
- Directing re-assembly within the protected area fence.
- Assuring that all emergency personnel within the protected area fence take adequate protective measures.

**5.2.1.3 Emergency Operations Facility Manager**

The Emergency Operations Facility Manager is located in the Emergency Operations Facility and reports to the Emergency Director. He/she directs and coordinates the activities of the Emergency Operations Facility. He/she assures proper staffing and operations of the Emergency Operations Facility to assist the Emergency Director in completion of his/her responsibilities. Specific responsibilities of the Emergency Operations Facility Manager include:

- Direct and coordinate the activities of the Emergency Operations Facility;
- Assist the Emergency Director with interactions with offsite authorities.

**5.2.1.4 Offsite Radiological Assessment Director**

The Offsite Radiological Assessment Director reports directly to the Emergency Operations Facility Manager. Specific Responsibilities of the Offsite Radiological Assessment Director include:

- Directing and coordinating the activities of the offsite and onsite (outside the protected area fence) radiological monitoring teams;
- Interpreting radiological and meteorological data and updating the Emergency Director with the result in the terms of both real-time measurements and projected radiological exposures;
- Providing radiological evaluation and protection at the Emergency Operations Facility;
- Having estimates of offsite population dose performed;
- Initiating post-accident environmental surveys.

#### 5.2.1.5 Technical Support Center Manager

The Technical Support Center Manager is responsible for directing coordination of the Technical Support Center as the central facility for the accumulation and re-transmittal of plant parameters. The Technical Support Center Manager is stationed in the Technical Support Center and reports to the Emergency Plant Manager.

Specific responsibilities of the Technical Support Center Manager and Staff include:

- Analyzing and developing plans and procedures in direct support of Plant Operations personnel;
- Analyzing and resolving core physics, thermodynamic, hydraulic, mechanical, electrical and instrument problems.
- Designing and coordinating short term modification to plant systems.
- Keeping the Emergency Plant Manager appraised of plant conditions.
- Interfacing with NRC personnel in the Technical Support Center.

#### 5.2.1.6 Operations Support Center Manager

The Operations Support Center Manager is responsible for directing coordination of the Operations Support Center as the central facility for the planning and dispatch of operations and repair teams into the plant. The Operations Support Center Manager is stationed in the Technical Support Center, next to the Operations Support Center and reports to the Emergency Plant Manager.

Specific responsibilities of the Operations Support Center Manager and Staff include:

- Maintaining continuous accountability of all personnel within the Protected Area when it is called for.
- Planning and/or coordination of field activities, such as search and rescue, investigations, equipment operation, surveys or repairs
- Developing relief staffing rosters to ensure 24 hour manning of Emergency Response Facilities.

#### 5.2.2 Plant Staff Emergency Assignments

In addition to the direction and coordination of the emergency response effort just discussed, other major functional areas of responsibility are identified as necessary to deal with emergency situations. Assignments made for these functional areas are discussed below. The interfaces between these functional areas is shown in Figure 5-4.

##### 5.2.2.1 Plant Operations and Assessment of Operational Aspects

While overall direction of in-plant activities is the responsibility of the Emergency Plant Manager, responsibility for plant systems operations remains with the Control Room Operators and the Nuclear Plant Operators under the direction of the Shift Manager and Control Room Supervisor.

##### 5.2.2.2 Notification/Communication

The Control Room communication links with offsite authorities are manned each day 24-hours a day by Control Room personnel. The initial notification of offsite authorities and emergency response organization personnel is initiated by the Shift Manager and the Control Room Communicator. Communications with offsite authorities are maintained from the Control Room until the Emergency Director takes over the responsibility at the Emergency Operations Facility. A "Communicator" is designated at the Emergency Operations Facility to establish/maintain communication links.

**5.2.2.3 In-Plant Radiological Accident Assessment**

In-plant radiological monitoring and chemical/radiochemical analysis is provided by the Watch Health Physics Technician and Chemistry Technician, respectively, under the direction of the Shift Manager and by other responding personnel under the direction of the Emergency Plant Manager.

**5.2.2.4 Offsite Radiological Accident Assessment**

The expertise for evaluating the radiological consequence of the accident is provided by the Dose Assessment Health Physicist and the Survey Team Health Physicist who function directly under authority of the Offsite Radiological Assessment Director. These individuals assure that sufficient monitoring activities are instituted, evaluate and assess the results, and apprise the Offsite Radiological Assessment Director of all activities, results and recommendations. Until the EOF is activated, the Shift Manager shall be responsible for the performance of offsite radiological accident assessments. Onsite, out-of-plant radiological monitoring will be provided for by responding Radiation Protection Personnel. Offsite monitoring is performed by Radiation Protection and other qualified personnel from Indian Point.

**5.2.2.5 Plant System Engineering**

The Watch Engineer supplies plant technical assistance to the Shift Manager during the initial stages of an emergency. Personnel who assemble in the Technical Support Center include selected members of the plant staff who are knowledgeable in one or more specific disciplines or functional areas at Indian Point. These individuals perform operational accident assessment activities in support of the watch personnel handling the in-plant accident conditions.

**5.2.2.6 Repair and Corrective Actions**

The Shift Manager and Nuclear Plant Operators perform emergency repairs if necessary, within the first 60

minutes. Other Station maintenance personnel are not immediately available.

Maintenance mechanics and operations personnel (NPO) who respond to the Operations Support Center perform repair and corrective actions directed by the Operations Support Center Manager.

**5.2.2.7 Protective Actions (In-Plant)**

The Watch Health Physics Technician is normally responsible for radiation protection in-plant. The Field Support Supervisor and the Unit No. 2 Watch Health Physics Technician are immediately available for radiation protection under the direction of the Shift Manager during the first 60 minutes. Later, Health Physics personnel under the direction of the Operations Support Center Manager are responsible for radiation protection.

**5.2.2.8 Firefighting**

Fire fighting is the responsibility of the Fire Brigade as defined in the Indian Point Station Fire Protection Program Plan. The Fire Brigade consists of at least five members who are trained in fire fighting techniques and are on duty 24 hours a day. A local fire department may be called if necessary.

**5.2.2.9 Rescue Operations and First Aid**

Search and rescue jurisdiction during an emergency is divided between the in-plant area (inside the protected area fence), which is handled by the Shift Manager or Emergency Plant Manager, and the rest of the onsite area which is handled by the Emergency Director. Search and rescue operations would initially be directed during the first 60 minutes by the Shift Manager using available personnel onsite.

There is at least one individual on duty 24 hours a day (exclusive of the Shift Manager) who is trained in first-aid techniques. Additional medical support can be called as necessary.



**5.2.2.10 Site Access Control and Accountability**

Plant security and site access control are the responsibility of the Security Supervisor and the Security Force, with backup assistance available from the Buchanan Police Department and other police departments in Westchester County as the situation demands, in accordance with a County Mutual Assistance Plan and the New York State police.

Initial personnel accountability during an Alert, Site Area Emergency or a General Emergency is the responsibility of the Shift Manager and Shift Security Supervisor. Procedures in the Emergency Plan Implementing Procedures are used to account for all personnel within the Protected Area. If necessary, Security Personnel will be dispatched to warn employees, visitors, contractors and construction personnel who may be within the exclusion area but outside the Protected Area.

Continuous accountability will be maintained during events classified as a Site Area or General Emergency. The Emergency Plant Manager may suspend accountability requirements at the Alert level.

**5.2.3 Information Dissemination**

To assure that only factual and consistent information is released statements concerning the emergency are the responsibility of the Indian Point Communications. A Indian Point Communications Representative is on call 24 hours a day and is responsible for interfacing with the news media for release of any public statements concerning any declared emergency. For events classified at an Alert or higher, a Joint News Center Director responds to the pre-designated Joint News Center.

The Joint News Center Director will be responsible for providing accurate and timely information to the public through the news media and coordinating with Federal, State and local public information officials to assure timely exchange and release of information. Both the Indian Point Communications Representative and the Joint News Center Director have access to all necessary

information, either directly available to them or available through the Emergency Plant Manager/Emergency Director. An Information Liaison at the Emergency Operation Facility reports to the plant with the initial augmentation of the watch force to facilitate information flow between the plant personnel and the Indian Point Communications Representative and/or the Joint News Center Director.

### 5.3 AUGMENTATION OF EMERGENCY ORGANIZATION

This section describes the offsite support available from three (3) sources: Corporate Headquarters, local services, and private sector organizations. The need for this augmentation will be evaluated by the Emergency Plant Manager, Technical Support Center Manager and the Emergency Director. The names and phone numbers of the offsite support contacts are listed in the Emergency Telephone Directory which is maintained in the Unit 2 Control Room, Technical Support Center and in the Emergency Operations Facility. Figure 5-3 illustrates the interface between the Onsite Emergency Organization and the offsite support groups.

#### 5.3.1 Corporate Support

Company personnel augment the onsite staff in the performance of certain functions required to cope with an emergency. The corporate support is integrated into the Emergency Response Organization at Staffing Level III (refer to figure 5-4). With the activation of Staffing Level III, Entergy is capable of continuous (24 hour) operations for a protracted period. The Emergency Director will assure the continuity of resources (technical, administrative and logistics) to support the emergency response.

#### 5.3.2 Local Services Support

The availability of local services support to assist the emergency forces has been ascertained and agreement letters from each organization in this section have been solicited. These letters are contained in Section 10, Appendix A.

5.3.2.1 Ambulance Service

Twenty-four (24) hour ambulance service is provided by the Verplanck Fire Department Ambulance with mutual aid backup from other ambulance services such as the Cortlandt Volunteer Ambulance Corps. and the Peekskill Volunteer Ambulance Corps. The Emergency Plan Implementing Procedures contain procedures which cover the call for assistance and the handling of the ambulance service personnel. Radio communications exists between the ambulance and local hospitals and the site can communicate with the ambulance through this link.

5.3.2.2 Medical

Local physicians, under contract to the Entergy Medical Department, are available. The Emergency Plan Implementing Procedures cover the request for medical assistance and the handling of patients. In the event that a patient should receive a massive radiation exposure, an expert medical consultant on the management of radiation injuries would be available. A written agreement is contained in Section 10, Appendix A.

5.3.2.3 Hospital

The Hudson Valley Hospital Center at Peekskill/Cortlandt has agreed to accept patients from the Indian Point Site who have been injured, contaminated or irradiated. This is a modern hospital with facilities such as an emergency room, a laboratory, a radiology department and a nuclear medicine department.

The Phelps Memorial Hospital Center, Tarrytown, New York has agreed to serve as the backup hospital. A written agreement is contained in Section 10, Appendix A.

#### 5.3.2.4 Police

When notified that assistance is required, the Village of Buchanan Police Department will respond immediately. Timely reinforcement can be provided by adjacent police departments to include, eventually, all police departments in Westchester County as the situation demands in accordance with a County Mutual Assistance Plan, and the New York State Police. The handling of security matters for the Indian Point site is covered in the Security Plan.

#### 5.3.4 Private Sector Organizations

##### 5.3.4.1 Laboratory Services

The availability of laboratory/analytical services has been ascertained and an agreement letter is contained in Section 10, Appendix A.

##### 5.3.4.2 Additional Technical Assistance

If the need for additional technical assistance is identified, this may be obtained by the Technical Support Center Manager and the Emergency Director. Assistance of this type would include that from the NSSS Supplier (Westinghouse), architect engineer and consultants. A copy of the letter of agreement with Westinghouse is contained in Section 10, Appendix A. The Institute for Nuclear Power Operations (INPO) may be called upon, by the Emergency Director, to act as the agent to arrange for and coordinate emergency support using the information in the INPO Emergency Resources Manual. The manual contains information on;

- Equipment that is available from other utilities
- Equipment that can be supplied by vendors
- Service Companies and available personnel
- A/E & NSSS Contacts
- Technical experts and their specialties
- Telephone directory for other utilities

#### 5.4 COORDINATION WITH PARTICIPATING GOVERNMENT AGENCIES

In the event of an emergency, as defined in Section 4.1, various Federal, State, and County organizations must be notified. This section identifies the principal State agency and other government agencies having planning and/or action responsibilities for emergencies, in the Westchester, Orange, Putnam and Rockland County areas of New York State.

##### 5.4.1 New York State

The agency responsible for emergency planning is the State Emergency Management Office. The Chairman of the Disaster Preparedness Commission will assume the direction and coordination of the State response activities. The specific tasks and responsibilities assigned to various departments and agencies of the State are delineated in New York State's Radiological Emergency Preparedness Plan. Notification to the State of emergency conditions would be as indicated in Section 6.1.

##### 5.4.2 U.S. Department of Energy

The U.S. Department of Energy operates a Radiological Assistance Plan from its regional office at Brookhaven, Long Island. The Radiological Assistance Plan, which specializes in radiation safety and medicine, will provide assistance to the Nuclear Facility Operator, the State or the county request. This assistance, which includes monitoring of the environment surrounding the site, is available twenty-four (24) hours a day by calling the contact phone number listed in the Emergency Telephone Directory. The expected time of arrival is approximately 3 hours. The Emergency Director is authorized to request this assistance in the event it is necessary. Westchester County Airport, located approximately 30 minutes by automobile from the site, can supply facilities for air transportation. An agreement letter which addresses this assistance can be found in Section 10, Appendix A.

##### 5.4.3 U.S. Coast Guard

During a radiation incident which could have offsite radiological consequences, the U.S. Coast Guard will

assist by maintaining traffic control on the Hudson River. Coast Guard assistance is requested by and coordinated through New York State, the appropriate county, or FEMA.

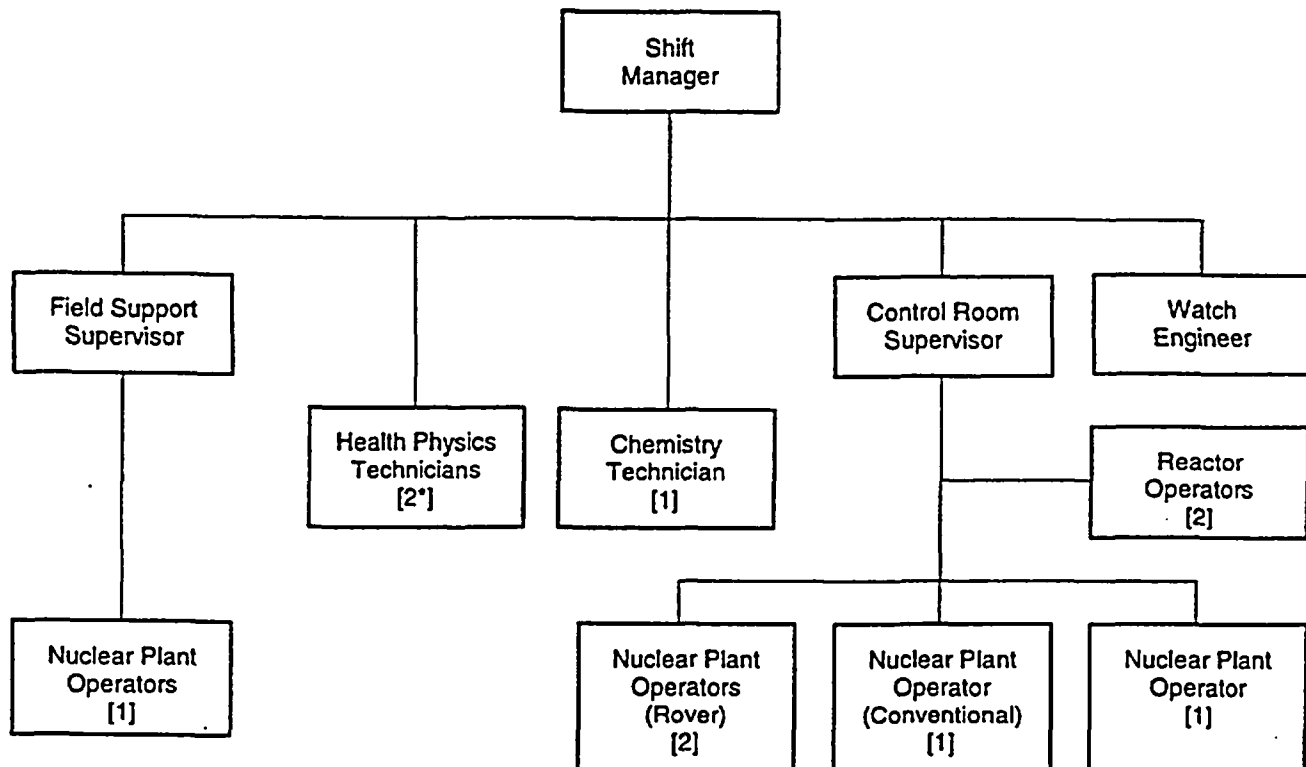
**5.4.4 County Offices of Disaster and Emergency Services/Civil Defense**

The four(4) counties which are involved in emergency response activities at the Indian Point Site include Westchester, Rockland, Orange and Putnam. Westchester, the County in which the Indian Point is located; Rockland County on west side of the Hudson River across from Indian Point; and Orange and Putnam Counties the closest boundaries of which are approximately four (4) miles from Indian Point. Each county has an Office of Disaster and Emergency Services or Civil Defense. The Director of each of these offices, or their designee, will act as the County Emergency Operations Director in the County Emergency Operations Center and direct and coordinate the County's response, under the authority of the Chief Executive of the County, for natural and man-made disasters. Notifications to the Counties of an Unusual Event, Alert, Site Area or General Emergency at Indian Point would be as described in Section 6.1.

**5.4.5 New York State Emergency Management Office, Southern District**

During an emergency, New York State can utilize the facilities at the Emergency Management Office, Southern District which has an 8,700 square foot underground EOC equipped with statewide communications capability.

Figure 5-1  
Normal Watch Organization



- One Health Physics Technician is onshift at Indian Point 3 and is available to respond to an emergency at Indian Point 2.

**Figure 5-2**  
**Normal Station Organization Functional Areas**

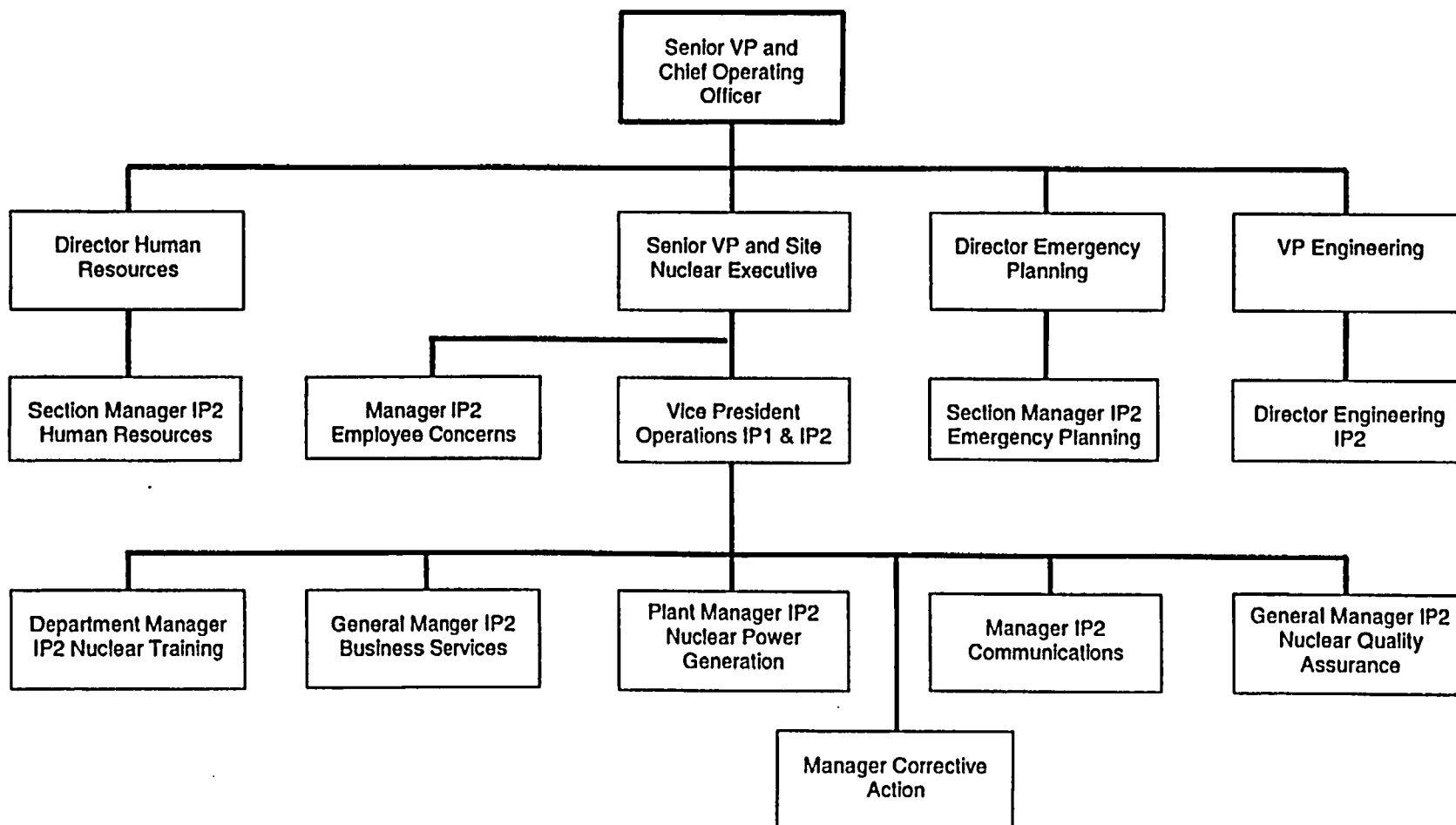




Figure 5-3  
Onsite-Offsite Organization Interfaces.

Note 1: Overall control of the Emergency response is the responsibility of the Emergency Director

Note 2: After the initial notifications from the CCR the EOF is the central location of offsite communications, with the exception of technical data which goes in and out of the TSC

Unit 2 ERO

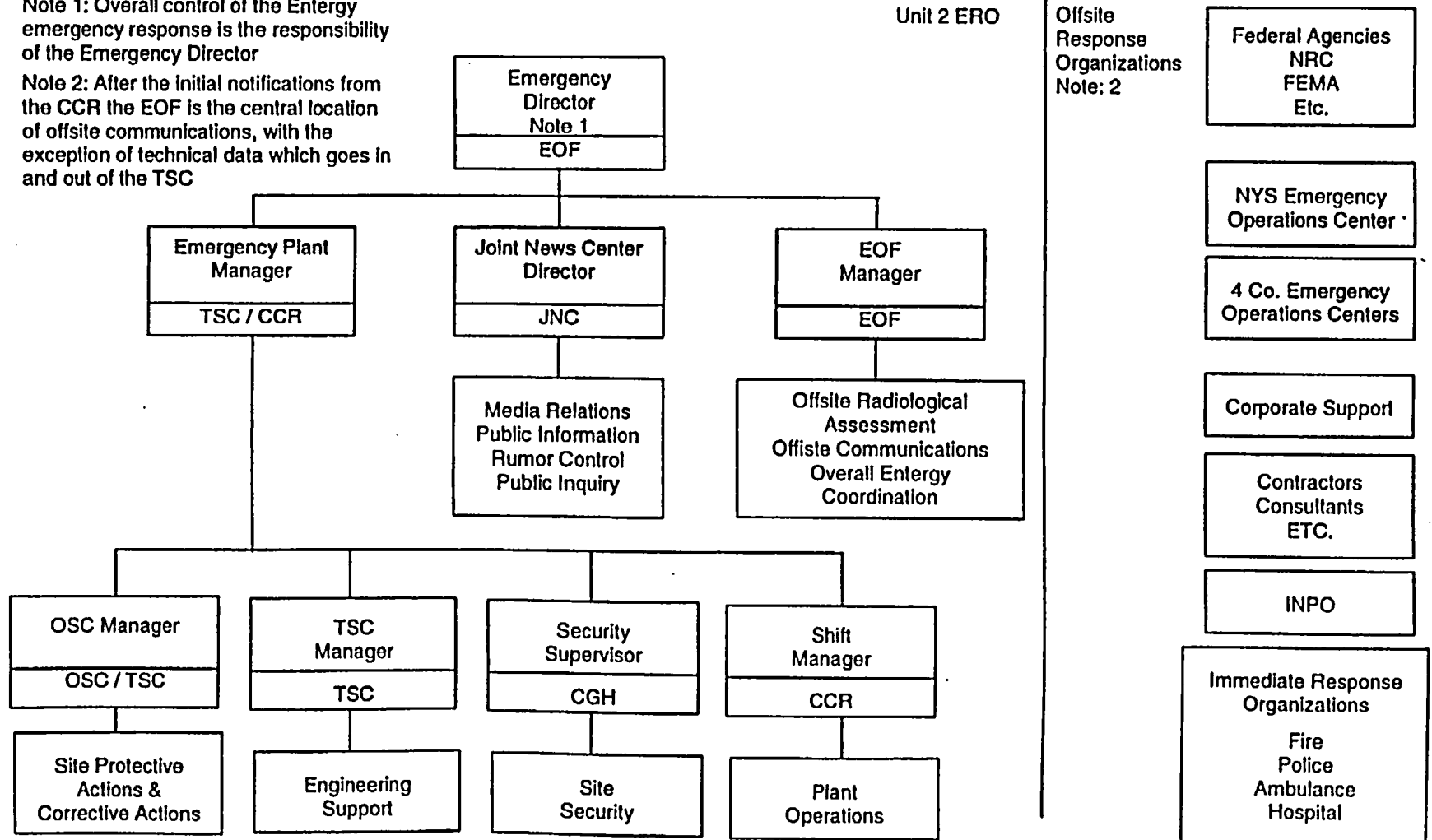
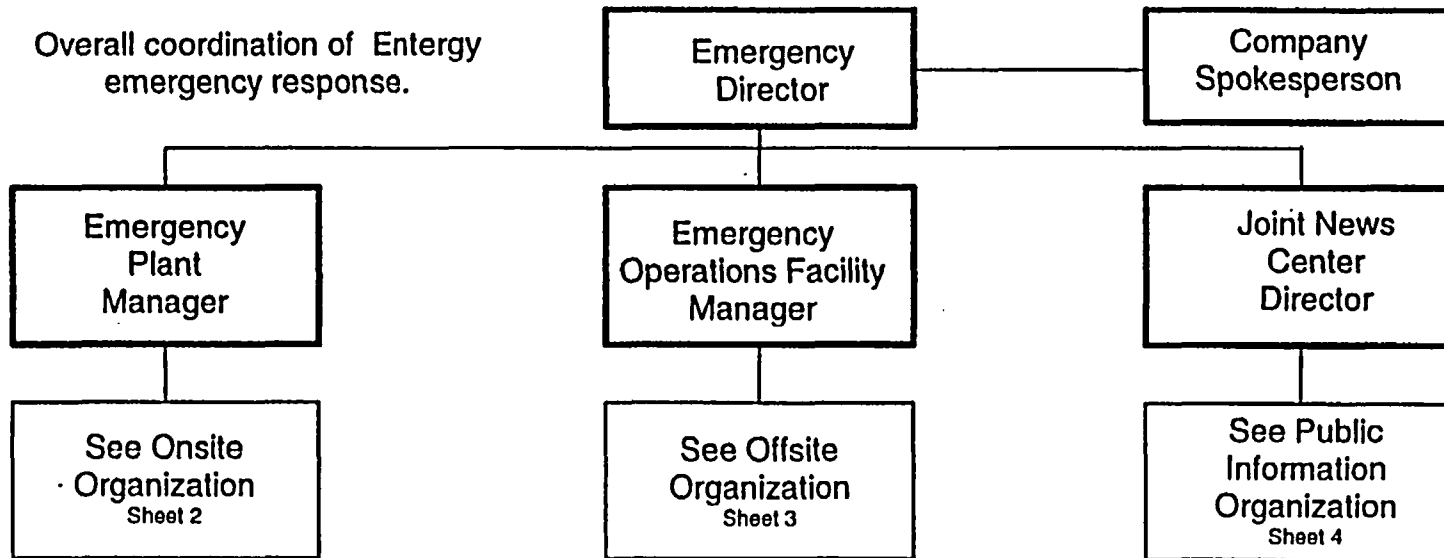


Figure 5-4 (Sheet 1 of 4)

Indian Point Unit 2 Emergency Response Organization



Overall coordination of Entergy emergency response.

- Coordination of Entergy onsite response
- Plant Operations
- Engineering Assessment
- Corrective Actions
- Onsite Radiological Assessment
- Safety of onsite Entergy Emergency Responders

- Coordination of Entergy offsite response
- Notifications and communications with State and Local authorities.
- Offsite Radiological Assessment
- Safety of offsite Entergy Emergency Responders

- Overall coordination of Entergy Public Information Response
- Coordinate public information with the State and Local Response Organizations
- Interface with the Media
- Rumor Control
- Public Inquiry

Figure 5-4 (Sheet 2 of 4)

Indian Point Unit 2 Emergency Response Organization

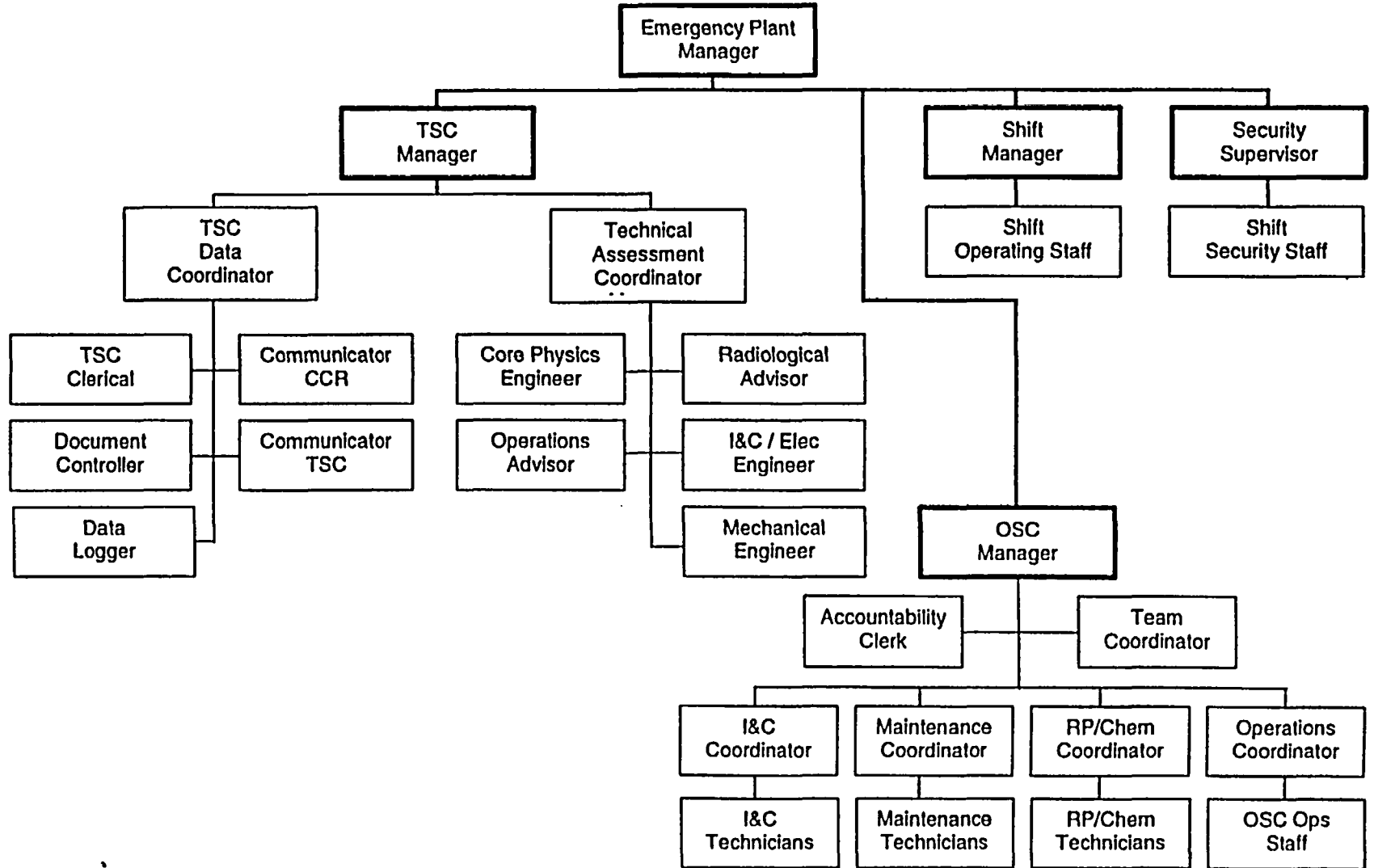


Figure 5-4 (Sheet 3 of 4)

Indian Point Unit 2 Emergency Response Organization

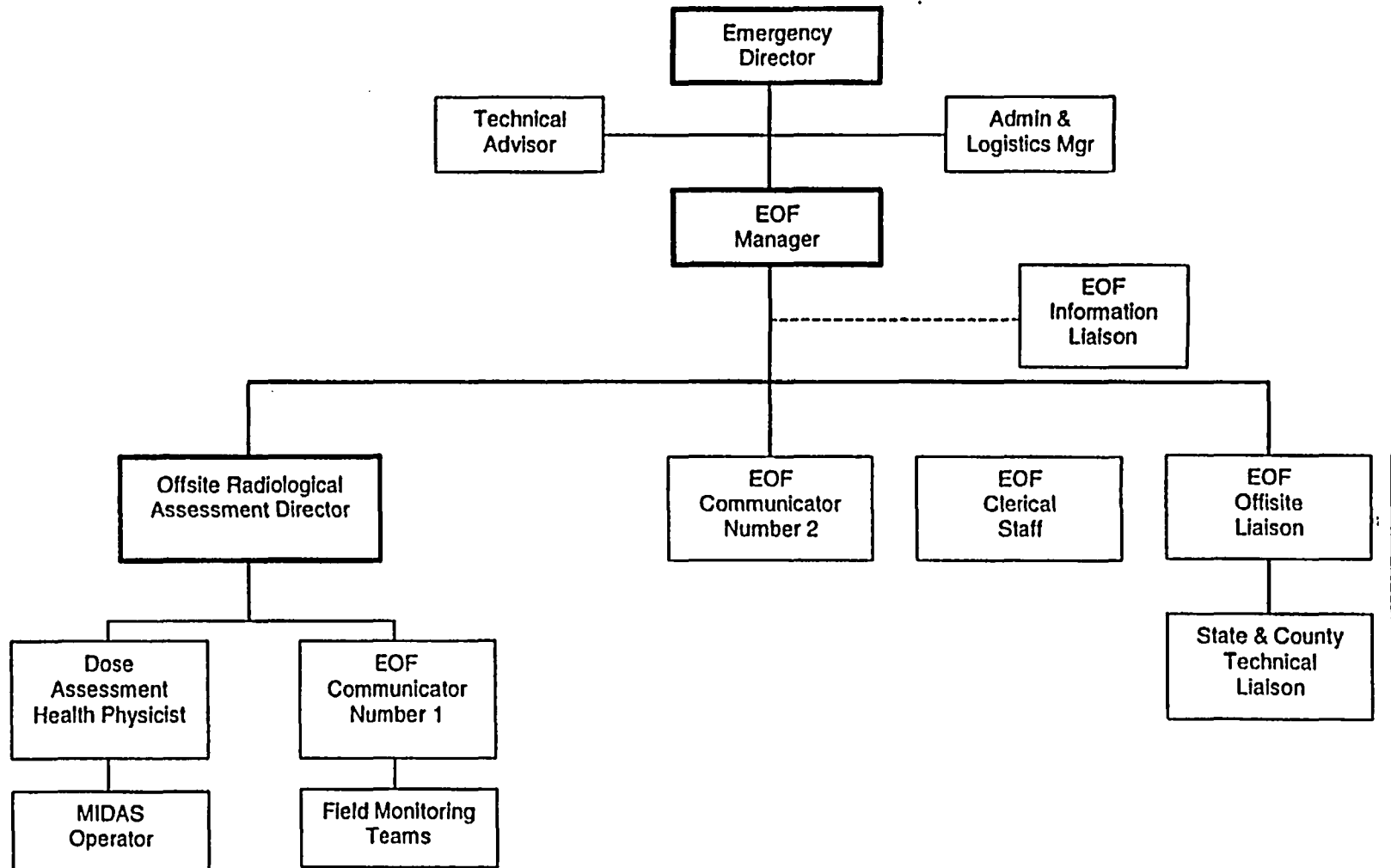


Figure 5-4 (Sheet 4 of 4)

Indian Point Unit 2 Emergency Response Organization

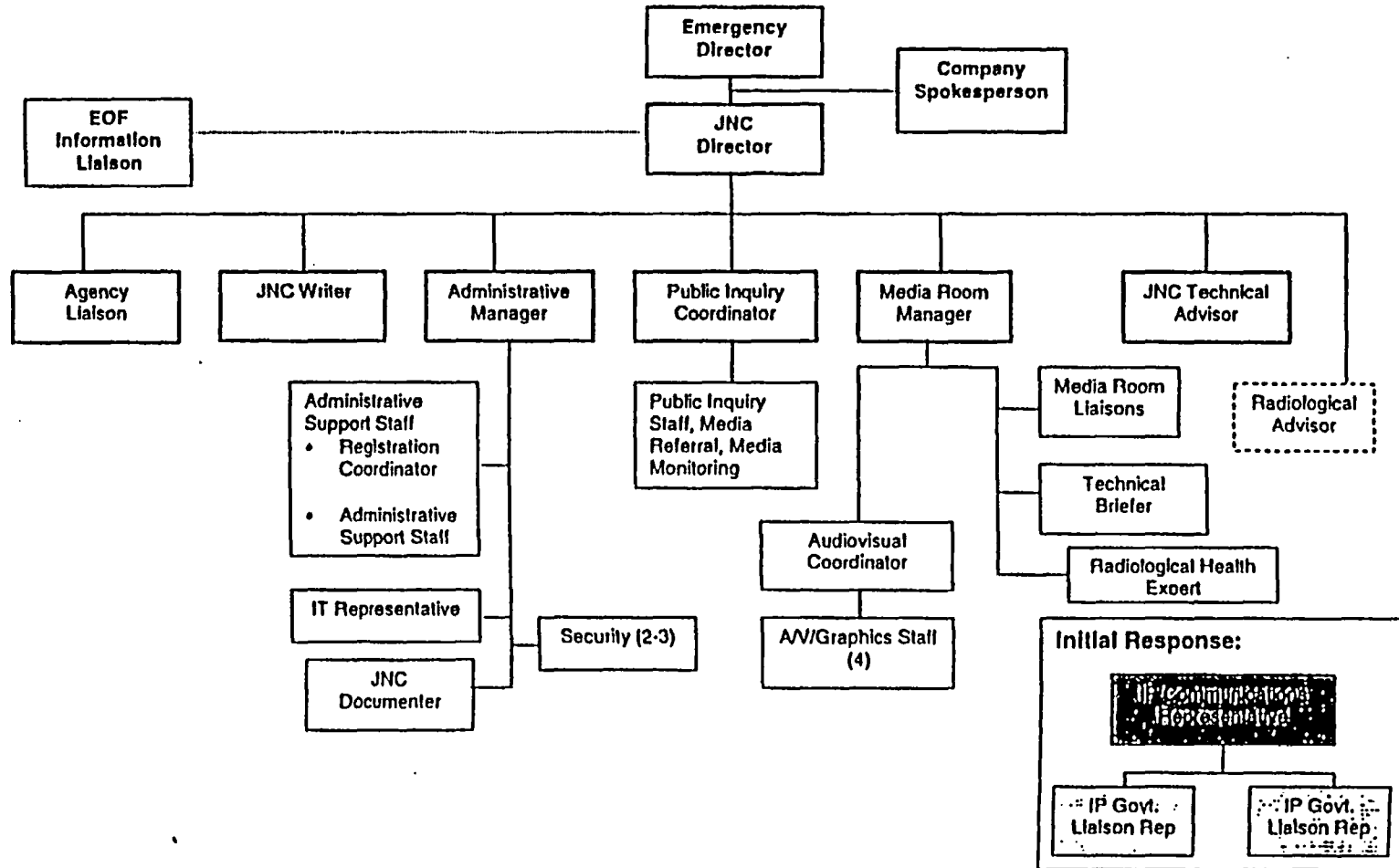


Table 5-1 (3 Sheets)  
On-shift Staffing and Augmentation

Major Functional Area	Location	Major Tasks	Position Title or Expertise	On Shift	Available Within 60 Minutes
Plant Operations & Assessment of Operational Aspects	CCR		Shift Manager	1	--
			Control Room Supervisor	1	--
			Reactor Oper.	2	--
			Nuclear Plant Oper.	2	--
Emergency Direction & Control (Emergency Director***)	CCR	Overall direction & control	Shift Manager or Control Room Supervisor	1**	--
Notification/Communication	CCR TSC EOF	Notify licensee, State, local & Federal Personnel & maintain communication	Communicator	1****	2
Radiological Accident Assessment	CCR/EOF	Emergency Operations Facility (EOF) Director	Emergency Plant Manager/ Emergency Director	—	1
	EOF	Offsite Dose Assessment	ORAD	—	1
		Offsite Surveys	Offsite Monitors	—	4
		Onsite Surveys (out-of-plant)	Onsite Monitors	—	2
		In-plant Surveys	Health Physics Technician	1	2
		Chemistry/Radio-chemistry	Chemistry Technician	1	1

Major Functional Area	Location	Major Tasks	Position Title or Expertise	On Shift	Available Within 60 Minutes
Plant System Engineering and support of Operational Assessment	CCR/TSC	Technical Support, operational accident assessment	Watch Engineer	1	1
			Core/Thermal Hydraulics Engineer	—	1
			Electrical Engineer	—	1
Repair and Corrective Actions	OSC	Repair and Corrective Actions	Mechanical Maintenance Technician	1**	2
			Electrical Maintenance Technician	—	2
			Instrument & Control Technician)	—	1
Protective Actions (In-Plant)		Radiation Protection: a. Access Control b. HP Coverage for repair, corrective actions, search and rescue, first-aid & firefighting monitoring c. Personnel monitoring d. Dosimetry	Health Physics Technician	2**	4

Major Functional Area	Location	Major Tasks	Position Title or Expertise	On Shift	Available Within 60 Minutes
Fire fighting		—	—	Fire Brigade per T.S.	Local Support
Rescue Operations and First-Aid		—	—	2**	Local Support
Site Access Control		Security, Personnel			All per Security Plan
Personnel Accountability		OSC Manager / Team Coordinator			1**
				<u>TOTAL</u> <u>10</u>	<u>TOTAL</u> <u>26</u>

\*\* May be provided by shift personnel assigned other functions

\*\*\* Overall direction of emergency response to be assumed by the on-call Emergency Director. Direct operation of plant systems remains with the Shift Manager

\*\*\*\* Performed by Facility Support NPO or Security



Table 5-2 (7 Sheets)

## Indian Point Unit 2 Emergency Response Organization Roles &amp; Responsibilities

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Emergency Director	1	Refer to Section 5.2.1.1
Company Spokesperson	1	Updates media on plant conditions during briefings; approves news releases.
Emergency Plant Manager	1	Refer to Section 5.2.1.2
EOF Manager	1	Refer to Section 5.2.1.3
Joint News Center Director	1	Responsible for overall direction of JNC; supervises information flow in JNC; coordinates briefings with State, and counties and Company Spokesperson.
TSC Manager	2	Refer to Section 5.2.1.5
Technical Assessment Coordinator	2	Directs the activities of the technical assessment team; assists the TSC Manager in planning and performing engineering assessments of plant conditions and actions to be taken to mitigate plant damage.
Core Physics Engineer	2	Monitors and assesses plant conditions for any indications of core damage; assists operations personnel in tracking core reactivity; assesses status of fission product barrier integrity.

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Operations Advisor	2	Monitors fission product barrier integrity and plant status, provides recommendations for emergency classification changes based on EALs; clarifies plant parameter information for the technical assessment team; works with other members of the TSC staff to provide support to the CCR to mitigate the effects of the event.
Radiological Advisor	2	Monitors plant radiological conditions and any release or potential release of radioactive materials; provides radiological status update to TSC personnel; assists the Radiation Protection Coordinator in the development of emergency radiation work permits; assesses plant radiological parameters and informs other staff of the significance; provides input regarding decisions on emergency exposure authorization and issuance of KI.
I&C/Electrical Engineer	2	Assists in clarifying I&C/electrical information to members of the technical assessment team; provides support to the CCR to mitigate the effects of the event; assists OSC Maintenance and I&C Coordinators in preparing repair teams for dispatch into the plant.
Mechanical Engineer	2	Assists in clarifying mechanical information to members of the technical assessment team; provides support to the CCR to mitigate the effects of the event; assists OSC Maintenance Coordinator in preparing repair teams for dispatch into the plant.
TSC Data Coordinator	2	Activates computerized information systems in the TSC/OSC Complex; ensures necessary drawings and procedures are available; assists the TSC staff in obtaining plant data from various sources.
TSC Clerical	2	Provides clerical support to the TSC staff

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
TSC Communicator	2	Establishes an open line of communications between the TSC and the CCR and EOF; monitors communications from the CCR keeping aware of CCR personnel actions and procedures being implemented.
CCR Communicator	2	Establishes an open line of communications between the CCR and the TSC and EOF; monitors communications from the TSC keeping aware of TSC personnel actions and procedures being implemented.
Document Controller	2	Provides document control support for the TSC/OSC Complex.
Data Logger	2	Updates plant data for display in the TSC/OSC Complex.
Shift Manager	2	Refer to Section 5.2.1
Shift Operating Staff	2	Refer to Section 5.2.2.1
OSC Manager	2	Refer to Section 5.2.1.6
Radiation Protection Coordinator	2	Coordinates radiological controls within the Protected Area during emergencies.
I&C Coordinator	2	Directs I&C operations during emergency, including planning jobs and preparing repair teams for dispatch.
Maintenance Coordinator	2	Directs Maintenance (mechanical and electrical) operations during emergency, including planning jobs and preparing repair teams for dispatch.

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Operations Coordinator	2	Directs NPO operations during emergency and coordinates these activities with the CCR.
Team Coordinator	2	Tracks team activities outside the OSC
Accountability Clerk	2	Coordinates initial and ongoing accountability, arranges for second shift ERO, assist Team Coordinator in tracking teams.
Technicians	2	Provide support for Health Physics, Chemistry, I&C, Electrical and Mechanical operations in the plant during emergencies.
Security Supervisor	2	Refer to Section 5.2.2.10
Shift Security Staff	2	Per Security Plan
Emergency Director Technical Advisor	3	Obtains and monitors plant data and advises the Emergency Director regarding plant condition changes, observable trends in plant data, major operator actions being undertaken and any condition which may effect emergency classification; maintains plant status chronology, assists ED in interpreting data, assists in the conduct of briefings.
Administrative & Logistics Manager	3	Provides interface with corporate organization for logistical support
EOF Information Liaison	3	Facilitates the timely and accurate flow of information from the EOF to the JNC; provides interface between the IP2 Emergency Response organization and Media Relations; obtains clearance of news releases from Emergency director.

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Offsite Radiological Assessment Director	3	Refer to Section 5.2.1.4
Dose Assessment HP	3	Evaluates plant radiological data; conducts dose projections; assists the ORAD in directing onsite and offsite field monitoring teams; evaluates offsite survey data.
MIDAS Operator	3	Obtains and maintains status of meteorological information; obtains offsite radiological data from fixed radiation monitoring systems; performs dose assessments as directed.
EOF Communicator #1	3	Transmits directions to offsite monitoring teams; receives and records onsite and offsite monitoring team data.
Field Monitoring Teams	3	Perform onsite and offsite radiological monitoring; report monitoring results to the EOF.
EOF Communicator #2	3	Performs required notifications to offsite authorities including the NYS Radiological Emergency Data Form Parts I and II.
EOF Offsite Liaison	3	Coordinated Information flow to and from liaisons located at the State and County EOCs. Provides contact for offsite representatives responding to the Emergency Operations Facility (EOF)
State & County Technical EOC Liaison	3	Provides clarification regarding plant information and notifications received by the State & County EOC.
EOF Clerical Staff	3	Provides clerical support to the EOF staff

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
JNC Technical Advisor	4	Monitors information from the EOF/CCR to the JNC; advises utility workroom personnel and Company Spokesperson on plant conditions and technical matters.
JNC Director	4	Supervises and directs those operations of the JNC that involve the flow of information from the plant to the News Media and Public
Media Room Liaison	4	Interfaces with the media present at the JNC; identify and arrange for media needs and support audio-visual staff as needed and prepares media kits for the media.
Media Room Manager	4	Presides over the Media briefings; responds to logistical/administrative questions of reporters; announces upcoming briefings; supervises the Media Room Liaisons and the A/V Coordinator and Staff and provides administrative support.
Technical Briefer	4	Supplies technical information on plant operations between briefings; follows Company Spokesperson's statements for technical accuracy.
JNC Documenter	4	Establishes and maintains folders to hold pertinent documents and maintains a log of JNC activities.
Agency Liaison	4	Interfaces with State and county Public Information Officers at the JNC; ensures that State and county PIOs receive notification of changing classifications, events, makes courtesy calls to PIOs that may not be at the JNC..
Audio Visual Coordinator	4	Sets up and manages recording of news broadcasts; directs videotaping of all news briefings and provides needed graphics for media presentations..

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Media Monitors	4	Monitors radio and television broadcasts in accordance with specified procedures.
JNC Writer	4	Drafts news releases and briefing notes.
Radiological Advisor	4	Clarifies radiological information for utility workroom personnel and Company Spokesperson.
Media Referral	4	Distributes news releases to media organizations unable to come to the JNC.
Public Inquiry Coordinator	4	Fulfills the rumor control and public inquiry function as defined in specified procedures.
Radiological Health Expert	4	Supplies information on radiation exposure and its potential health effects to media.
Administrative Manager	4	Opens the JNC; oversees setup and activation of the JNC; oversees registration activities for personnel responding to the JNC, as well as security and the overall facility operations.
JNC Security	4	Provides security for the JNC utility, State and county work areas to ensure only authorized personnel enter those areas.
Administrative Support Staff	4	Provide registration personnel and clerical registration personnel clerical support as required.
IT Representative	4	Monitors IT equipment throughout the JNC ensuring proper working order as well as troubleshoot and repair computer related difficulties.
IP Government Liaison Representative	4	Places initial notifications to pre-defined individuals regarding the event underway and the pending release of information to the media and public.

Emergency Title	Figure 5-4 Sheet No.	Roles/Responsibilities
Public Inquiry Staff	4	Provide incoming callers (the public) with clarification of information that may conflict with official announcements.



**TO:** Emergency Planning Document Controlled Copy # 14

**Holder/Location** NRC Document Control Desk (Washington)  
Document Holder Organization

**FROM:** Emergency Planning Document Custodian

**SUBJECT:** Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Entergy Nuclear Northeast  
Entergy Nuclear Operations Inc.  
Indian Point Nuclear Energy Center  
295 Broadway, Suite 2  
P.O. Box 249  
Buchanan, NY 10511  
Attn: Emergency Planning Department

Document #	Document Name	New Rev. #/Date	Old Rev. #/Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	1/23/02	10/17/01	Replace entire document
IP-1010	Central Control Room	3 1/23/02	2 5/25/01	Replace entire document
IP-1011	Joint News Center	6 1/23/02	5 9/13/01	Replace entire document

Update completed as specified:

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Date

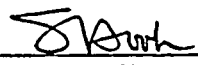

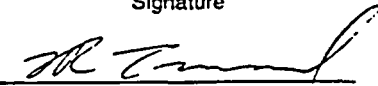
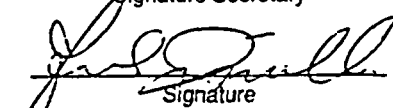
## Emergency Plan Implementing Procedures Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	25	9/6/01
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	6	9/1/99
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	3	1/23/02
IP-1011	Joint News Center	6	1/23/02
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	Protective Action Recommendations	8	11/1/99
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Surveys Outside the Protected Area (Title Change)	9	3/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1019	Coordination of Corporate Response	10	9/6/01
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Manual Update, Readout and Printout of Proteus Plant Parameter Data	5	9/1/99
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	16	10/17/01
IP-1024	Emergency Classification	8	01/12/01
IP-1025	Cancelled	-	10/17/01
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	14	10/17/01
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

## Emergency Plan Implementing Procedures Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0	3/26/01
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	1	10/17/01

**CENTRAL CONTROL ROOM (CCR)**

Prepared by:	<u>Steve Hook</u> Print Name	<u></u> Signature	<u>1/17/02</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u></u> Signature	<u>1/17/02</u> Date
Reviewer:	<u>L.R. Townsend</u> Print Name	<u></u> Signature	<u>1/23/02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	_____ Meeting Number	_____ Signature Secretary	_____ Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>1/23/02</u> Date

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Effective Date: 1/23/02

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3.0 PRECAUTIONS AND LIMITATIONS ..... 3

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8.0 ADDENDUM

    None

**CENTRAL CONTROL ROOM (CCR)**

**1.0 PURPOSE**

To describe emergency response activities and operations of the Central Control Room (CCR).

To provide guidance for the response to emergencies declared at Unit 3.

**2.0 DISCUSSION**

None

**3.0 PRECAUTIONS AND LIMITATIONS**

None

**4.0 EQUIPMENT AND MATERIALS**

The following types of equipment and materials are utilized for emergency response in the CCR:

4.1 SAS, Proteus, Emergency Display Data System (EDDS) and Plant Information (PI) System for accessing plant data.

4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.

4.3 Plant Procedures

4.4 Plant Drawings

4.5 Emergency Communication Systems (in addition to normally available systems)

4.5.1 Emergency Management Hotline (SM-EPM-ED)

4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)

4.5.3 Radiological Emergency Communications System (RECS)

4.5.4 FTS-2001 Emergency Notification System - (NRC)

4.5.5 Local Government Radio (backup to RECS)

4.5.6 Emergency Plan pre-programmed facsimile machine

**5.0 INSTRUCTIONS**

5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, SM Checklist.

5.2 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.

5.3 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3,

CCR-TSC Communicator Checklist.

- 5.4 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.5 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.
- 5.6 Response to Emergencies at Unit 3
  - 5.6.1 The Unit 2 CCR shall be notified by Unit 3 of any emergency declared at the Alert level or higher.
  - 5.6.2 Based upon the Unit 3 emergency conditions, evaluate the need to:
    - a. Declare an emergency at Unit 2 in accordance with IP-1024.
    - b. Initiate protective actions for onsite personnel.
    - c. Perform site accountability or evacuation in accordance with IP-1027.
  - 5.6.3 Upon notification of an Alert or higher classification from Unit 3 Emergency Director, initiate a callout of the Joint News Center Staff using the password and scenario found in the Dialogic Envelope for "Activation of the Joint News Center."
  - 5.6.4 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.

**6.0 REFERENCES**

- 6.1 IP-1001, "Mobilization of Onsite Emergency Organization"
- 6.2 IP-1002, "Emergency Notification and Communication"
- 6.3 IP-1007 "Dose Assessment"
- 6.4 IP-1013 "Protective Action Recommendations"
- 6.5 IP-1024 "Emergency Classification"
- 6.6 IP-1027 "Personnel Accountability and Evacuation"
- 6.7 IP-1048 "Termination and Recovery"

**7.0 ATTACHMENTS**

- 7.1 Attachment 1, SM Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist.
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist.
- 7.5 Attachment 5, Watch Health Physics Technician Checklist.

**8.0 ADDENDUM**

NONE

Attachment 1  
Shift Manager (Emergency Director) Checklist  
Sheet 1 of 9

Initial Responsibility/Activity	Notes
<p><b>1.0 Classification of the Emergency</b> Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.</p> <p><b>1.1</b> Classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p><b>1.2</b> <b>IF</b> a General Emergency is declared, <b>THEN</b> protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p><b>1.3</b> Declare the emergency and announce the classification to Control Room personnel.</p>	
<p><b>2.0 Notification – Unusual Event</b> State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p><b>2.1</b> <b>IF</b> the initial emergency classification is an Alert or higher <b>THEN</b> proceed to step 3.0.</p> <p><b>2.2</b> Assign a qualified operator to act as CCR Communicator. <b>IF</b> no qualified operator is available <b>THEN</b> direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p><b>2.3</b> Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p><b>2.4</b> Direct notification of offsite authorities:</p> <p>A. Provide the completed and signed NYS Radiological Data Form Part I to the CCR Communicator.</p> <p>B. <b>IF</b> based on Shift Manager judgment the Emergency Response Organization is needed, <b>THEN</b> have the CCR Communicator call in personnel as indicated on Form IP-1002-1 "CCR NUE Notification Checklist."</p> <p>C. Direct the CCR Communicator to perform notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p>	



Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p><b>3.0 Notification &amp; Mobilization - Alert, Site Area or General Emergency</b></p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p><b>3.1</b> Assign a qualified operator to act as CCR Communicator. <b>IE</b> no qualified operator is available <b>THEN</b> direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p><b>3.2</b> Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <div data-bbox="194 995 1225 1178" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE</b></p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p><b>3.3</b> <b>IE</b> personnel assembly is suspended, <b>THEN</b> inform the CCR Communicator prior to directing personnel mobilization and instruct him <b>NOT</b> to sound the site assembly alarm.</p> <div data-bbox="194 1332 1225 1583" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE</b></p> <p><b>IE</b> adverse conditions exist onsite to an extent impacting safety of Emergency Response Organization personnel responding from outside the Protected Area, <b>THEN</b> consider having Security direct responding personnel to the Emergency Operations Facility rather than reporting directly to their assigned emergency facility.</p> </div> <p><b>3.4</b> Direct the CCR Communicator to initiate Emergency Response Organization mobilization and to perform notifications using Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
<p><b>4.0 Establish Personnel Accountability</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTES</b></p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div> <p><b>4.1</b> <b>IF</b> a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, <b>THEN</b> initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p><b>4.2</b> <b>IF</b> any individuals are missing, <b>THEN</b> direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p>	
<p><b>5.0 Assess Any Radiological Release</b></p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p><b>5.1</b> <b>IF</b> any indications exist of abnormal radiological release as a result of the emergency, <b>THEN</b> assess offsite consequences in accordance with IP-1007, Dose Assessment.</p> <p><b>5.2</b> <b>IF</b> dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines <b>THEN</b> declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 4 of 9

<p><b>Continuous Responsibility/Activity (Emergency Director)</b></p>	<p><b>Notes</b></p>
<div data-bbox="206 421 1235 676" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>IF while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, <b>THEN</b> exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.</p> </div> <p><b>6.0 Re-Classify the Emergency if Necessary</b></p> <p>6.1 <b>IF</b> plant conditions change or other events occur which may warrant upgrade of the emergency classification, <b>THEN</b> re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>6.2 <b>IF</b> a General Emergency is declared, <b>THEN</b> protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>6.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>6.4 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>6.5 Direct the CCR Communicator to perform notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	
<p><b>7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</b></p> <p>7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>7.2 Once established, maintain personnel accountability.</p> <p>7.3 <b>IF</b> the potential for abnormal radiological conditions in-plant or onsite exists, <b>THEN:</b></p> <p style="margin-left: 20px;">A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.</p>	

Attachment 1  
Shift Manager (Emergency Director) Checklist  
Sheet 5 of 9

<b>Continuous Responsibility/Activity (Emergency Director)</b>	<b>Notes</b>
<p>B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation.</p> <p>C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization.</p> <p>7.4 <b>IE</b> an on-site medical emergency occurs, <b>THEN</b> implement IP-1012, On-site Medical Emergency.</p>	
<p>8.0 <b>Perform Periodic Update Notifications</b></p> <p>8.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change.</p> <p>8.2 For each update notification, complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>8.3 <b>IE</b> there has been a radiological release to the environment, <b>THEN</b> complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Data Form, Part II."</p> <p>8.4 For periodic update notifications during an <b>Unusual Events</b>, direct the CCR Communicator to perform update notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p> <p>8.5 For periodic update notifications during an <b>Alert or higher</b> classifications, direct the CCR Communicator to perform update notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1  
Shift Manager (Emergency Director) Checklist  
Sheet 6 of 9

<b>Continuous Responsibility/Activity (Emergency Director)</b>	<b>Notes</b>
<p><b>9.0 Turnover Emergency Director Responsibilities</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-1048, Termination &amp; Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form IP-1035-2, Essential Information Checklist.</p> <p>9.2 Provide copies of all completed nys radiological Emergency Data forms to the Emergency Plant Manager.</p> <p>9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p><b>10.0 Terminate the Emergency (Unusual Event Only)</b></p> <p>10.1 When conditions warrant termination of the Unusual Event, enter IP-1048 Termination &amp; Recovery and terminate the emergency per section 5.1 "Transition and Recovery Following an Unusual Event."</p> <p>10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1  
Shift Manager (Emergency Director) Checklist  
Sheet 7 of 9

<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p><b>11.0 Evaluate Emergency Action Levels</b></p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p><b>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</b></p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p><b>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC:  <b>734-5556</b></p>

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 8 of 9

<b><u>Continuous Responsibility/Activity (Shift Manager)</u></b>	<b>Notes</b>
<p>13.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator.</p> <p>13.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests.</p> <p>13.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.</p>	
<p><b>14.0 Request Technical Support as Needed to Mitigate the Emergency</b></p> <p>14.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency.</p> <p>14.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.</p>	
<p><b>15.0 Exit to Recovery Phase</b></p> <p>15.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p><b>16.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations</b></p>	
<p><b>17.0 Review all documentation the Control Room staff generated during the emergency:</b></p> <p>17.1 Ensure all logs, forms and other documentation are complete.</p> <p>17.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration.</p> <p>17.3 Collect all computer printouts and stripcharts.</p>	
<p><b>18.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	



Attachment 2  
CCR Communicator Checklist  
Sheet 1 of 5

Initial Responsibility/Activity	Notes
<p><b>1.0 Assume the Duties of CCR Communicator</b></p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IE</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 <b>IE</b> the emergency classification is an Unusual Event, <b>THEN</b>, proceed to step 2.0.</p> <p>1.5 <b>IE</b> the emergency classification is an Alert or higher, <b>THEN</b>, proceed to step 3.0.</p> <p>A. Unusual Event – Form IP-1002-1, CCR NUE Notification Checklist</p> <p>B. Alert or higher – Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist</p>	
<p><b>2.0 Perform Initial Unusual Event Notifications</b></p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>B. Determine if the Shift Manager wants full Emergency Response Organization activation at the Unusual Event level (not normally required).</p> <p>2.2 Using Form IP-1002-1, CCR NUE Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p>	

Attachment 2  
**CCR Communicator Checklist**  
 Sheet 2 of 5

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>2.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.4 Complete the remaining notifications as specified on the Form IP-1002-1 checklist. <b>IF</b> the Shift Manager wanted full Emergency Response Organization activation, <b>THEN</b> initiate the call in per Form IP-1002-1 and Form IP-1002-5.</p> <p>2.5 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>3.0 Perform Initial Alert/SAE/GE Notifications</p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used <b>only</b> once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	

Attachment 2  
**CCR Communicator Checklist**  
 Sheet 3 of 5

<b><u>Initial Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<p>3.6 Complete the remaining notifications as specified on the checklist.</p> <p>3.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>		<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<b><u>Continuous Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<p><b>4.0 Perform Periodic Update Notifications – Unusual Event</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>NOTE:</b>                      Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 40px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform <b>ONLY the circled items</b>, to make the periodic update notifications.</p> <p>4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>4.4 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>		<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p><b>5.0 Perform Periodic Update Notifications – Alert/SAE/GE</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>NOTE:</b>                      Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.</p>		

Attachment 2

CCR Communicator Checklist

Sheet 4 of 5

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>5.2 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties.</p> <p>5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>5.4 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p><b>6.0 IF the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications</b></p> <p>6.1 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>6.3 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification.</p> <p>6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>6.5 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2  
CCR Communicator Checklist  
Sheet 5 of 5

<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
7.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
8.0 Review all documentation the generated during the emergency: 8.1 Ensure all logs, forms and other documentation are complete. 8.2 Collect all forms, logs and other documentation..	
9.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 3  
**CCR-TSC Communicator Checklist**

Sheet 1 of 2

<b><u>Initial Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>1.0 Assume the Duties of CCR-TSC Communicator</b></p> <p>1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.</p> <p>1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone:</p> <ul style="list-style-type: none"> <li>A. Remove handset from cradle (may use headset if available).</li> <li>B. Press button labeled "TSC-CCR-EOF"</li> <li>C. Press SIGNAL button to ring other locations.</li> <li>D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC)</li> <li>E. Inform other parties that you are establishing an open line from the CCR.</li> <li>F. Stay on line or inform other parties any time you will be offline.</li> </ul> <p>1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.</p>	
<b><u>Continuous Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>2.0 Maintain Communications with the TSC and EOF</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.</p> </div> <p>2.1 Transmit information as requested by the TSC and EOF.</p>	

Attachment 3  
**CCR-TSC Communicator Checklist**  
 Sheet 2 of 2

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>2.2 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <p>A. Log the time when you assumed the duties of CCR0TSC Communicator</p> <p>B. Log significant communications pertaining to plant operations and emergency events.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations</p>	
<p>4.0 Review all documentation the generated during the emergency:</p> <p>4.1 Ensure all logs, forms and other documentation are complete.</p> <p>4.2 Collect all forms, logs and other documentation..</p>	
<p>5.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 4  
**CCR Data Logger Checklist**

Sheet 1 of 3

<b><u>Initial Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>1.0 Assume the Duties of CCR-Data Logger</b></p> <p>1.1 Upon being notified to fulfill the CCR-Data Logger role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR Data Logger.</p>	
<p><b>2.0 Initiate Data Acquisition</b></p> <p>2.1 Begin manual data collection and entry into EDDS:</p> <p>A. Activate the manual overlay functions of EDDS as specified in Step 5.3.1 of IP-1026, Emergency Data Acquisition.</p> <p>B. Begin manual data collection and entry into EDDS as specified in Step 5.3.2 of IP-1026, Emergency Data Acquisition</p> <p>2.2 <b>IF</b> EDDS is not functional, <b>THEN</b>:</p> <p>A. Begin collection and manual entry of plant parameter data into Proteus as specified in Step 5.1.5 of IP-1021, Manual Update, Readout and Printout of Proteus Plant Parameter Data.</p> <p>B. Begin manual collection of Form IP-1026-2, Equipment Status – 42B data for manual transmittal to the TSC.</p> <p>C. Completed Form 1026-2 should be faxed or physically delivered to the TSC.</p> <p>2.3 <b>IF BOTH EDDS AND Proteus</b> are not functional, <b>THEN</b> begin manual collection of data for the following forms for manual transmission to the TSC:</p> <p>A. Form IP-1026-1, Plant Parameters – 42A</p> <p>B. Form IP-1026-2, Equipment Status – 42B</p> <p>C. Form IP-1026-3, Radiological Data – 42C</p> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	



Attachment 4  
CCR Data Logger Checklist  
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Maintain Up-to-Date Plant Data Transmissions</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into EDDS. If EDDS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF.</p> </div> <p><b>3.1 Maintain EDDS manual input data up-to-date:</b></p> <ul style="list-style-type: none"> <li>A. Update manual data points at least every <b>15 minutes</b> and any time there is a significant change in value or status.</li> <li>B. If there is any important qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into EDDS, pass that information on via the CCR-TSC Communicator.</li> </ul> <p><b>3.2 IF EDDS is not functional, THEN continue manual data entry into Proteus and manual completion of Form IP-1026-2 as specified in Step 2.2.</b></p> <p><b>3.3 IF BOTH EDDS AND Proteus are not functional, THEN continue manual collection of data for the following forms for manual transmission to the TSC:</b></p> <ul style="list-style-type: none"> <li>A. Form IP-1026-1, Plant Parameters – 42A</li> <li>B. Form IP-1026-2, Equipment Status – 42B</li> <li>C. Form IP-1026-3, Radiological Data – 42C</li> </ul> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	
<p><b>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</b></p> <ul style="list-style-type: none"> <li>A. Log the time when you assumed the duties of CCR-TSC Communicator</li> <li>B. Log significant communications pertaining to plant operations and emergency events.</li> </ul>	

Attachment 4  
CCR Data Logger Checklist  
Sheet 3 of 3

<b>Closeout Responsibility/Activity</b>	<b>Notes</b>
5.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
6.0 Review all documentation the generated during the emergency:  6.1 Ensure all logs, forms and other documentation are complete.  6.2 Collect all forms, logs and other documentation..	
7.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 5  
Watch Health Physics Technician Checklist  
Sheet 1 of 3

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Assume the Duties of Watch Health Physics Technician</b></p> <p><b>1.1</b> Upon being notified of a classified emergency, <b>IMMEDIATELY</b> report to the Control Room.</p> <p>A. <b>IF</b> the declared emergency is an Alert or higher, <b>THEN</b> first proceed to HP1 and determine who has NOT signed out of the RCA by accessing the computer (Option 3 main menu, option 1 sub-menu).</p> <p>B. Report list of personnel still in RCA to the Shift Manager.</p> <p><b>1.2 IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p><b>1.3</b> Inform the Shift Manager and the Control Room staff that you are assuming the duties of Watch Health Physics Technician.</p>	
<p><b>2.0 Establish Initial CCR Radiological Protection</b></p> <p><b>2.1</b> Evaluate the need and make a recommendation to establish radiological access control for the Control Room</p> <p>A. Ask the Shift Manager if there is potential for abnormal radiological conditions outside of the RCA.</p> <p>B. Evaluate PRM-ARM instrumentation.</p> <p><b>2.2 IF</b> the Shift Manager directs that Control Room radiological controls be established, <b>THEN</b>:</p> <p>A. Set up step off pad (SOP) requiring shoe check and frisker at the entrance from the turbine floor to SFS Office and at the side entrance.</p> <p>B. Place SOPs in a position that does not preclude opening the door while standing on the SOP.</p> <p>C. Perform periodic contamination surveys on both sides of the SOP</p> <p>D. Perform periodic airborne contamination checks.</p> <p>E. Record results on applicable forms.</p>	

Attachment 5  
 Watch Health Physics Technician Checklist  
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Provide Radiological Protection</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event.</p> </div> <p>3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager:</p> <ul style="list-style-type: none"> <li>A. Search and rescue</li> <li>B. Repair and corrective actions</li> <li>C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment)</li> <li>D. Personnel and equipment decontamination</li> <li>E. As requested by the Shift Manager</li> </ul> <p>3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager</p> <p>3.3 Provide Radiological Support for Personnel Medical Emergencies</p> <ul style="list-style-type: none"> <li>A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area).</li> <li>B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency.</li> </ul>	
<p><b>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</b></p> <ul style="list-style-type: none"> <li>A. Log the time when you assumed the duties of Watch Health Physics Technician.</li> <li>B. Log significant communications pertaining to personnel radiological conditions and actions.</li> </ul>	

Attachment 5  
Watch Health Physics Technician Checklist  
Sheet 3 of 3

<b><u>Continuous Responsibility/Activity (Cont)</u></b>		<b><u>Notes</u></b>
<b>5.0</b>	<b>Turnover to OSC Radiation Protection Coordinator</b>	
5.1	Once the OSC has been activated, upon direction from the Shift Manager, report to the OSC Radiation Protection Coordinator in the OSC.	
<b><u>Closeout Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<b>6.0</b>	<b>When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations</b>	
<b>7.0</b>	<b>Review all documentation the generated during the emergency:</b>	
7.1	Ensure all logs, forms and other documentation are complete.	
7.2	Collect all forms, logs and other documentation..	
<b>8.0</b>	<b>Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.</b>	

### Joint News Center

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Meeting Number Signature Secretary Date

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**CONTROLLED COPY**

*Reference Use*

Effective Date: 1/23/02

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## Joint News Center (JNC)

### 1.0 INTRODUCTION

- 1.1 The JNC supports the emergency response plans of Entergy, the State of New York and Westchester, Putnam, Rockland and Orange County organizations that would respond to an emergency at the plants. The functions, processes, facilities and organization described in the manual support those agencies, as well as the U.S. Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).
- 1.2 This Joint News Center Operations Manual describes the basic functions, processes and facilities that support operation of the JNC. It also establishes Entergy policies on release of emergency information and interaction with other response agencies at the JNC.
- 1.3 This manual addresses:
  - 1.3.1 Process and provisions for staff notification and facility activation
  - 1.3.2 The organizational structure of the JNC staff
  - 1.3.3 Flow of information to and within the JNC
  - 1.3.4 Preparation and review of information for dissemination to the news media
  - 1.3.5 Interaction with other agencies at the JNC
  - 1.3.6 Facility operation
  - 1.3.7 Equipment and supplies.
- 1.4 Detailed information on the responsibilities of JNC positions and reference materials for individuals filling those roles are provided in this manual, as well as in JNC Position Binders maintained at the JNC.

### 2.0 PURPOSE

- 2.1 To describe the methods used by the Indian Point (IP) Emergency Response Organization to provide timely and accurate information to:
  - 2.1.1 State and County Public Information Officers
  - 2.1.2 NRC and FEMA Public Information Officers
  - 2.1.3 The News Media
  - 2.1.4 Members of the Public
  - 2.1.5 Employees.
- 2.2 To describe the activation and operation of the Joint News Center (JNC).
- 2.3 To describe the coordination between IP Communications and the IP Emergency Response Organization during emergencies at the plant.

### 3.0 DISCUSSION/OPERATIONS

- 3.1 The primary functions of the JNC are to:
  - 3.1.1 Provide timely information to the media, through briefings or written statements such as news releases, on plant conditions and on emergency response actions being taken to protect the public.
  - 3.1.2 Develop and disseminate emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS). (Responsibility of the Counties and State.)
  - 3.1.3 Conduct media referral, media monitoring, and public inquiry response operations to ensure that the public receives accurate and timely information.
- 3.2 The JNC, located at the Westchester County Airport, is the central facility for dissemination of information to the news media regarding Indian Point during emergencies.
  - 3.2.1 Accommodations for representatives of Entergy, New York State, the counties of Westchester, Rockland, Putnam and Orange, NRC and FEMA are located within the JNC. The JNC is considered fully activated once there is sufficient staff, and communications have been established with the counties and state to perform the above three principal functions. Entergy will notify news organizations by faxed media advisory or news release that the JNC has been activated. The decision to terminate JNC operations will be a cooperative one reached by the chief elected officials, the state and Entergy.
  - 3.2.2 The JNC occupies two floors of Building #1 at the Westchester County Airport (see Addendum 1 for floor layouts) and is designed to support the flow of information to the news media and the public on emergency status and response associated with Indian Point.
  - 3.2.3 The JNC Director is responsible for the Entergy JNC staff, and to ensure the information dissemination process is implemented effectively and content issues are addressed. The JNC Administrative Manager is responsible to ensure the operability and functionality of the facility. The IT Representative will support this effort by ensuring all Information Technology (IT) and computer equipment is operating properly.
- 3.3 Upon declaration of an Alert (or more severe emergency classification), the JNC is activated and staffed by Entergy, the four counties and New York State. The facility may also be staffed sooner and/or at other times at the discretion of Entergy senior management and communications personnel. An organization chart is contained in Addendum 2 depicting all of the initial communications response and JNC positions.
- 3.4 Prior to JNC activation, IP Communications in conjunction with the Onsite Emergency Response Organization maintains responsibility for the dissemination

of information to the media. Accomplishment of these responsibilities requires close coordination, as described in this procedure.

- 3.5 Before the Emergency Operations Facility (EOF) is activated, the IP Communications Representative serves as the communications link between the Indian Point Emergency Response Organization and Entergy Communications/Media Relations. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information among the EOF, IP Communications and/or the JNC, if activated.
- 3.6 Once the JNC is activated, the JNC Director is the senior communications person at the JNC for Entergy, and is responsible for the communications strategy and implementation of successful information dissemination. The Company Spokesperson is the lead Entergy official and serves as the source of all statements and information disseminated from the JNC from Entergy.
- 3.7 The three major steps in the flow of information are gathering, processing (including review) and distribution.
  - 3.7.1 Gathering Information: The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of information for the JNC. If necessary, an Alternate EOF or AEOF may be activated, and all staffing including the EOF Information Liaison will be established at the alternate site. Additionally, a "recovery center," if activated, may provide information to the JNC.
    - The EOF Information Liaison is assigned to the EOF, if activated, to gather and relay information to the JNC. The EOF Information Liaison is a technical advisor, and is familiar with the EOF operations and how to obtain necessary information to support JNC needs. The EOF Information Liaison relays changes in plant status and new information as quickly as possible to the JNC, anticipates as many questions as possible and responds quickly to the JNC.
    - Direct ring-down telephone lines between the JNC and EOF are designated to relay information. If the AEOF is activated the EOF Information Liaison will establish contact with the JNC on regular telephone lines.
    - Information is conveyed from the EOF Information Liaison to the JNC Technical Advisor verbally, electronically and via fax. The EOF to JNC Essential Information Form (Addendum 3) is used to convey information electronically.
    - Copies of Radiological Emergency Data and plant status forms are faxed from the EOF (or AEOF) to the JNC. Additionally, some plant data is available online through computer access at the JNC.
  - 3.7.2 Processing and Review: The JNC staff organizes information on the plant and confirms its accuracy, sharing it with State and County representatives at the JNC, before releasing it to the news media.

- Events and information provided from the plant are logged on a running plant status log (flip chart) by the JNC Technical Advisor in the utility workroom.
- The JNC Writer prepares written statements (news releases, media summaries, media advisories and chronologies) to provide written documentation of events and response activities, as well as to document summaries of information provided at the Media Briefings for further distribution.
- The Company Spokesperson develops talking points based on available information in preparation for Media Briefings.

**3.7.3 Distribution and Feedback:** Information is released from the JNC to the news media verbally through Media Briefings and in writing via various forms of written statements, including news releases, media briefing summaries, chronologies etc. The JNC staff supports a broad distribution of all written statements. Both the Company Spokesperson and the Public Inquiry staff provide information verbally. Feedback is received via the Public Inquiry, Media Referral and Media Monitoring functions, as well as from the JNC staff.

- ALL JNC Written Statements are distributed to JNC work areas, state and county representatives, the utility bulletin board, other emergency facilities and the news media. Distribution involves copying, faxing and electronic distribution.
- The Company Spokesperson is the Entergy representative who serves as the source of all information and provides formal statements to the news media in Media Briefings, and via written statements.
- Immediately after each briefing, the JNC Director and JNC Technical Advisor update the Company Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.
- The Public Inquiry Coordinator (PIC) gathers reports of rumors, misinformation, errors and other areas of concern as garnered from callers in the Public Inquiry and Media Referral work areas, and from the Media Monitoring staff based on media reports. Resolution of these rumor or error reports are coordinated between the PIC, JNC Director and the Public Information Officers (PIO) from the State and Counties. The State provides a Public Inquiry Supervisor in the Public Inquiry work room, with whom the PIC coordinates all activities.

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

#### **4.0 PRECAUTIONS AND LIMITATIONS**

None

## 5.0 EQUIPMENT AND MATERIALS

- 5.1 The following documents list some of the equipment and supplies available at the Joint News Center:
- 5.1.1 The attachments to this Implementing Procedure for JNC Administrative Manager and Audiovisual Coordinator.
  - 5.1.2 Indian Point Unit #2, EP-AD-05, Emergency Facilities and Equipment
  - 5.1.3 Indian Point Unit #3, JNC Inventory.

## 6.0 INSTRUCTIONS

- 6.1 Notification to IP Communications, Other Entergy and Joint News Center Staff
- 6.1.1 The JNC notification process uses ERO pager system and/or the Community Alert Network (CAN) telephone system. Other Entergy Communications personnel, including White Plains Office personnel, are informed of events by either pager or direct contact.
  - 6.1.2 The IP2 and IP3 Control Rooms notify the Duty IP Communications Representative during emergencies.
- 6.2 Initial Actions
- 6.2.1 When notified by pager/phone or upon hearing the emergency assembly alarm, the IP Communications Representative initiates the initial communications response. Written statements are prepared, approved and issued via the IP Communications Representative, using the following steps:
    - *Obtain Information*
    - *Determine Initial Response*
    - *Draft Written Statement*
    - *Written Statement Review and Approval*
    - *Provide Courtesy Calls to Outside Agencies and Officials*
    - *Distribute Written Statement*
  - 6.2.2 The IP Communications Representative shall ensure the following steps are completed:
    - Take immediate action to:
      - Ascertain current plant conditions, time of event, emergency action level, and the emergency classification level, radioactive release above/below federally approved limits, The IP Communications Representative

notified of the emergency situation obtains available information to support preparation of the written statement:

- Emergency Classification Level (ECL), and time declared;
  - Emergency Action Level (EAL) number and description;
  - Summary description of plant events;
  - Any other information, at a summary level, considered important for initial written statement(s).
- Maintain a written log of information, including date, time and information source(s) and then:
- Notify via pager or direct contact the IP Government Liaison Representative(s) to make required local courtesy notifications. Based on the number of IP Government Liaison Representatives available, divide the call lists among them to ensure prompt notification of both Group 1 and Group 2 calls (The contact lists are the same for either an IP2 or IP3 event). The calls should inform these local and other officials of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists located in the IP Emergency Telephone Directory in the position binders and on IP2web/eplan.) The IP Government Liaison Representative(s) should confirm completion of all notifications with IP Communications Representative.
  - If necessary, notify the local officials directly using the Group 1 and/or Group 2 call lists, informing them of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists located in the IP Emergency Telephone Directory on IP2web/eplan.)
  - Develop an initial news release based on available information (using Inventory of Boilerplate News Releases, suggested phraseology and Emergency Action Level descriptions available in the Emergency Communications Guide, on the IP2web/eplan and CDs available in the position binders, and in the EOF and JNC. (Note that Written Statements should be issued within one hour of emergency classifications, if possible).

6.2.3 In general, news releases will be issued under the following circumstances:

- Any emergency declaration at either Indian Point Unit 2 or Unit 3 (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).
- Escalation in emergency classification.
- Emergency event termination.

- Any accident resulting in fatality or serious injury.
  - Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation.
- 6.2.4 **BEFORE** issuing any news release information, the IP Communications Representative will obtain approval of draft news releases from the Emergency Director (ED). Once the JNC is activated, technical review and concurrence should be gained from the ED. Confirmation of all local notifications (Groups #1 & #2 as noted above) should also be received before distribution to the media, if the JNC is not yet activated.
- 6.2.5 Distribute the news release(s) to media and wire services and to the designated local officials, using available fax machines in the office, home office and/or EOF. Media fax numbers are programmed into available machines, and/or use the laminated listing available at these machines. The complete media contact list is contained in the IP Emergency Telephone Directory. Confirm that all news releases issued prior to the activation of the JNC are faxed to the EOF and the JNC facility.
- 6.2.6 Depending on circumstances, proceed to the EOF to obtain and communicate up-to-date information. Once activated, the EOF Information Liaison can assist in information gathering, and facilitate review and approval of news releases.
- 6.2.7 Coordinate with and provide the EOF Information Liaison with guidance, review and coordination as needed for the approval and distribution of additional news releases prior to JNC activation.
- 6.2.8 The EOF Information Liaison reports to the EOF, upon notification of decision to activate, and shall take immediate action to:
- Establish communications with EOF staff, the IP Communications Representative and JNC Technical Advisor, if the JNC is activated
  - Obtain up-to-date information and begin to document available information on the EOF to JNC Essential Information Checklist (Form IP-1011-1). Forward electronically or fax all completed forms to the JNC Fax/Copy Room, once JNC activation occurs.
  - Coordinate the review and approval of news release(s) and the notifications of local officials in Groups #1 and #2 (noted above) with the IP Communications Representative, prior to JNC activation. Prior to JNC activation, approval should be obtained from the ED. After JNC activation, support the JNC by promptly obtaining technical concurrence from the ED on all written statements. The Company Spokesperson will approve news releases after the JNC is activated.
  - Coordinate with the IP Communications Representative to distribute the news releases to the media, prior to JNC activation.

6.2.9 Upon notification of the decision to activate the JNC, individuals assigned to the JNC should perform any initial actions outlined in their checklists, then proceed to the facility and prepare it for activation.

### 6.3 Emergency Communications Activities After JNC Activation

6.3.1 The JNC serves as the central facility for dissemination of information to the media and public. Upon JNC activation, media and public communications (written statements, media briefings) become the responsibility of the JNC.

6.3.2 Indian Point Communications staff and/or Entergy Media Relations in the White Plains office will provide continuing support, as appropriate, during the course of the event for distribution of news releases to Company management, Entergy employees and others as deemed necessary.

### 6.4 JNC Staffing

6.4.1 The staffing process will begin upon declaration of an Alert (or more severe emergency classification). When notified of the need for JNC activation, designated personnel shall report for duty at the JNC, or initiate duties from home, office or other locations, as defined by individual position checklists. The facility may also be staffed sooner and/or at other times at the discretion of Entergy senior management and communications personnel.

6.4.2 Full staffing of the JNC comprises Entergy positions, as well as state, county or other government personnel. Utility staffing of the JNC will take place within two hours of the declaration of an emergency (either Alert, Site Area Emergency or General Emergency). The following key positions should be filled before activation is declared (a full organization is depicted in Addendum 2). If necessary and appropriate, JNC management may need to re-assign appropriate staff to temporarily fill positions to facilitate activation. This should only be considered if circumstances warrant.

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



\* All JNC staff are cross trained to perform these functions.

## 6.5 JNC Activation

6.5.1 In the event of an Alert emergency declaration or higher, JNC staff activates as follows:

- Plant staff who support the JNC:

If activation takes place during working hours, they are notified by beeper and plant public address system. Off-hours, they are notified by beeper and the CAN telephone system.

- Headquarters (White Plains Office) staff who support the JNC:

If activation takes place during working hours, they are notified by beeper or at their workplace. Off hours, they are notified by beeper and the CAN telephone system, or called at their home.

- "All Call" for JNC Staff:

Upon notification, all JNC staff are expected to report to the JNC for duty. A shift roster will be defined once the initial response is under way. Additional personnel beyond the minimum staffing may be requested to support initial response. If necessary, the JNC Administrative Manager will utilize JNC administrative support staff to contact JNC personnel who have not yet arrived at the JNC to determine if and when they may arrive for response and shift planning purposes, using the Entergy phone listings.

## 6.5.2 Activation and sign-in instructions for positions reporting to JNC

- Upon notification, all JNC personnel proceed to the JNC, located in Building 1, the Westchester Airport, White Plains, New York (Airport Access Road - Exit 2, I-684) (See Addendum 1)
- If the facility is not open, contact the Airport Operations Supervisor number located on the front entrance to facility, and proceed using those posted procedures.
- Ask Airport Operations to unlock the facility (unlock doors, lobby closet, etc., deactivate alarm systems in lobby and Media Monitoring Room, and activate building systems (heat, air conditioning, lights, etc.)
- The initial person reporting should wait for a second person to arrive and set up registration desk sign-in process (registration book is in lobby closet). That person will staff registration process until Security or a Registration Coordinator arrives.
- Register in registration book
- Print name on Utility sign-in board outside Utility Room A, if filling 1<sup>st</sup> shift position

- Proceed to assigned work location and refer to Position Binder and checklist, or if not 1<sup>st</sup> shift, report to the cafeteria area and await further instructions.

6.5.3 The JNC Director reviews JNC activation requirements available in the JNC Director position binder to confirm the functional readiness of the facility before officially announcing the activation and opening the JNC. The JNC Director will coordinate (directly or via the JNC Writer and/or JNC Technical Advisor) with the IP Communications Representative to ensure a smooth transfer from the Initial communications response to the JNC.

The JNC will be declared activated when:

- Key positions are staffed by Entergy representatives;
- State and Counties have been notified and communications established (directly in the JNC and/or via Agency Liaison); and
- EAS capability is established by the Westchester County/State Representatives (confirmed directly in the JNC or via Agency Liaison).

## 6.6 JNC Operations

Upon JNC activation, all media and public communications concerning the plant become the responsibility of the JNC under the overall direction of the JNC Director.

### 6.6.1 Information Gathering, Sharing and Coordination

The JNC has access to all necessary information either directly or through the Emergency Operations Facility (EOF) and the Emergency Director. An EOF Information Liaison facilitates information flow from the plant to the JNC Technical Advisor. EOF to JNC Essential Information Forms are used to electronically convey information, in addition to telephone discussions, faxing of plant status and radiological forms, and access to some plant data directly. The JNC Technical Advisor and Company Spokesperson, along with the JNC Director, review and organize the information for dissemination to the media and public. If deemed necessary, the JNC Director, in coordination with the Company Spokesperson, may decide to activate the Radiological Advisor position, due to the potential or real radiological consequences of an emergency at Indian Point. The JNC Administrative Manager will arrange for notification of the Radiological Advisor, if necessary.

Information sharing among Entergy, state, county and federal public information staffs supports timely and coordinated release of information to the public and news media. The coordination assures all parties are aware of each other's actions concerning plant status, response and protective

actions, public inquiry and media monitoring, and provides the opportunity to resolve inconsistencies.

If events at the plant warrant a change in emergency action level or there is a significant change in plant status regardless of a change in EAL, Entergy staff will be the first people at the JNC to learn of these events. The Agency Liaison shares preliminary information on changes with each agency lead, changes EAL signs and rings the bell located in JNC work areas. Additionally, the Administrative Support Staff distributes copies of the Radiological Emergency Data forms, Parts 1 and 2, to each JNC work area, and ensures plant status summaries are posted in JNC work areas.

Information that will be presented at Media Briefings is first shared in either verbal or written form during pre-briefings. Final Entergy written statements are circulated among JNC participants for review and acknowledgment (not approval).

State and County representatives also circulate their news releases for review. The Agency Liaison reviews and initials the statements, relaying appropriate information to the JNC Director and/or Company Spokesperson and providing copies to the Administrative Manager for distribution. Federal agencies may participate in this review, as well.

Spokespeople for all parties participating in Media Briefings attend pre-Media Briefing conferences that are coordinated by the State, or the Company Spokesperson. Each party at the conference summarizes the status of their actions and the information they will present at the next briefing.

In the pre-briefings, the parties have the opportunity to resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. The Media Room Manager facilitates the discussions, and establishes the sequence and ground rules as the Moderator of the Media Briefings.

Information flow at the JNC is supported by a closed-circuit television system, which transmits live Media Briefings to designated work areas in the JNC including the utility, state, county and federal agency and media work rooms.

#### 6.6.2 Written Statements

Written Statement preparation entails compiling and reviewing plant information, drafting and reviewing written statements, obtaining approval or concurrence, obtaining State and County concurrence, conducting courtesy notifications, and distribution.

Written Statements are issued upon JNC activation, after changes in emergency classification (escalation), based on unfolding events related to the emergency, to provide summaries and chronologies, and upon JNC deactivation. Written statements are also issued under the following

circumstances:

- A fatality or serious injury
- Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation
- Personnel exposures to radiation exceeding limits allowed by regulation

Written statements include news releases, media briefing summaries, chronologies, media advisories, backgrounders, etc. Written statements may also be issued under other circumstances by the JNC staff.

Written Media Briefing Summaries are developed by the JNC Writer during and immediately following each Media Briefing, and are designed to capture some of the detail and descriptions of the unfolding situation and response efforts.

- The summary should be concise (two-to-three pages maximum).
- The first paragraph identifies the time and number of the briefing, the event and the Entergy spokesperson.
- The target for a completed draft, ready for review, should be within 15-30 minutes after the end of the briefing.

The normal sequence of steps in written statement preparation is:

- a. **Information Gathering** – The JNC will have access to necessary information either directly or indirectly from the plant. An EOF Information Liaison will facilitate information flow between the plant personnel and the JNC Technical Advisor.
- b. **Draft Written Statement** - The JNC Writer, with guidance as needed from the JNC Technical Advisor, Company Spokesperson and JNC Director, prepares draft written statements.
- c. **JNC Review** – JNC personnel, usually the Company Spokesperson, JNC Director and/or JNC Technical Advisor review draft written statements and propose changes as needed. The JNC Writer makes edits based on input received.
- d. **Technical Concurrence** - Written Statements are also reviewed by the Emergency Director for technical accuracy. **Note:** The intent of the EOF concurrence is to ensure that Written Statements are technically accurate. It is not intended that EOF reviewers judge or influence the emergency communications strategy.
- e. **Prepare Final Copy** – At the direction of the Company Spokesperson and JNC Director, the JNC Writer prepares the final (for approval) copy. Final statements are printed with time and date, contact name and phone number.

- f. **Approval** – The Administrative Manager stamps the back of the final written statement, and the Company Spokesperson initials for approval. The Utility Room Documenter documents this in the log and on a status board. The Administrative Manager completes a Written Statement Distribution Form and Fax Distribution form for further acknowledgements and distribution.
- g. **Federal, State, County and Local Official Notification** - The Agency Liaison advises the state and county PIOs of impending written statements, and documents acknowledgment of final statements concurrently with making internal distribution to them. If NRC and FEMA PIOs are present, they are included in this process. The PIO emergency conference phone is used to inform absent state and county PIOs, and pre-designated local officials.
- h. **Distribution** - The Administrative Manager coordinates prompt copying, faxing and distribution of all written statements by the Administrative Support Staff to the media, to other emergency response facilities, other Entergy locations, and to all JNC workrooms and areas.

### 6.6.3 Media Briefings

Media Briefings can be called for by Entergy, the State or Counties, NRC or FEMA as significant events occur or critical information becomes available. Planning and scheduling Media Briefings is done by consensus of the participants through coordination by the Agency Liaison and the state representative. As a general rule, Media Briefings will be scheduled following (usually within one hour) changes in emergency classification, significant changes in plant status, other major events related to the emergency and for periodic updates during extended emergency situations.

The Pre-briefing meetings with the PIOs are held prior to briefings, and are coordinated by the Agency Liaison. During Media Briefings, Entergy takes the lead in moderating the briefings. The JNC Media Room Manager performs the function of Moderator during Media Briefings. Each JNC representative will provide a briefing statement and answer questions directed to them by the Moderator. The Technical Briefer and Radiological Health Expert positions remain available to the news media in the Media Briefing Room to provide background information and descriptions of plant operations.

Media Briefings at the JNC generally involve Entergy, as well as state, county and, possibly, federal agency representatives. Media Briefing preparations entail:

- compiling and reviewing plant information,
- sharing information with other JNC participants,
- preparing talking points, supporting documents, maps and graphic materials, and
- coordinating the Media Briefing with the other participants.

These pre-briefings assure the accuracy of information presented and allows for resolution of concerns or inconsistencies.

- The Company Spokesperson prepares briefing notes or talking points, with the assistance of the JNC Technical Advisor and JNC Director. The notes are generally prepared to address the major topics of "What Happened", "What we are doing about it", and "What are its implications".
- JNC Media Briefings usually follow classification changes, major events or significant actions by Entergy, State or Counties within 30 to 60 minutes. This target is generally consistent with the communication objective of State and County participants.
- The Company Spokesperson identifies support materials needed for briefings to summarize key information, clarify plant systems and components and illustrate explanations. The Company Spokesperson coordinates production or availability of graphics, photographs or other materials with the JNC Administrative Manager and Audiovisual Coordinator
- The Media Room Manager announces each Media Briefing over the public address system shortly before the scheduled starting time.

Information is presented to the news media in a large briefing room located on the 2<sup>nd</sup> floor of the facility, near work spaces established for the media. The stage at the front of the Media Briefing Room holds the podium, easels, projection screen and a table with microphones and chairs for JNC spokespersons. The rear of the room has a raised camera platform and audiovisual control room. The main area of the room has chairs for news briefing attendees. Audiovisual equipment is available to display diagrams, overheads, slides, videotapes and an Emergency Response Planning Areas map. Stock video footage and photographs are also maintained for distribution to media representatives.

The Media Room Manager and Media Room Liaison(s) provide assistance to the news media present in the JNC, ensuring their needs are being met and assisting with special information requests. They also ensure the news media work within the ground rules established for their participation in the JNC.

The JNC Director, Technical Briefer, Radiological Health Expert, and JNC Technical Advisor (time permitting) monitor the content and accuracy of each briefing (via the closed circuit televisions in the work areas) to identify any inaccuracies and inconsistencies in the Media Briefings. Unanswered questions are also documented for follow up by the Media Room Manager. The Radiological Health Expert and Technical Briefer provide their comments to the Media Room Manager at the conclusion of the Media Briefing. The JNC Director and Company Spokesperson review the

comments and note items to be addressed at the next briefing, or in written statements.

#### 6.6.4 Other JNC Communications

A combination of State, County and Entergy personnel staff Public Inquiry, Media Monitoring and Media Referral functions. The Public Inquiry team provides the public with clarification of information. Media Monitoring tracks the accuracy of broadcast and print reports. Media Referral handles telephone inquiries from off-site media that cannot come to the JNC. An Entergy Public Inquiry Coordinator (PIC) supervises the assigned staff, which is made up of state, county and utility personnel, unless and until the state Public Inquiry Supervisor arrives and assumes this responsibility. Misinformation or rumors are corrected at Media Briefings, in written statements or by contacting the station, publication or reporter. The PIC, JNC Director and State coordinate on the appropriate corrective response, and the PIC tracks to resolution.

#### 6.7 JNC Position Instructions

- 6.7.1 Attachments 1 through 24 are checklist instructions for JNC positions. The person(s) responding for each of these positions shall use the appropriate checklist and associated and referenced tools to perform their assigned duties.
- 6.7.2 The checklists include position responsibilities relative to mobilization, activation and deactivation activities, and ongoing activities.
- 6.7.3 In addition, supplemental emergency communications guidance and reference material is contained in the Indian Point Emergency Communications Guide, maintained in the JNC, EOF on CDs and on the Entergy (IP2) WEB.

#### 6.8 JNC Activities During Plant Recovery

- 6.8.1 The Emergency Director and/or Recovery Manager will advise the Company Spokesperson (or JNC Director) to develop a recovery action plan (Issues/Strategies) and determine ongoing JNC staffing requirements for Recovery.
- 6.8.2 The Company Spokesperson (or JNC Director) will participate in a joint conference with the IP2 Emergency Plant Manager or IP3 Emergency Director, to:
  - Review the recovery issues/strategies action plan.
  - Review the JNC recovery staffing requirements.
- 6.8.3 The JNC may remain activated for some time after event termination during Recovery.

- 6.8.4 The Recovery Manager will continue verification and approval of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident.
- 6.8.5 The news media should receive a final status report on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.
- 6.8.6 The Company Spokesperson (or JNC Director) should continue to identify and document issues relating to recovery operations and construct and implement the Recovery Plan for Public Information activities.

## 6.9 JNC Deactivation

- 6.9.1 When the ED terminates the emergency or at some point during Recovery, the decision to terminate JNC operations will be a cooperative one reached by Entergy, chief elected officials and the state, and will be made once the following conditions have been met:
  - The establishment of a plan to continue sharing event related information and handling post-closing queries
  - The collection and preservation of documents relating to the event.
- 6.9.2 The deactivation will be announced both at a close-out Media Briefing and by Entergy issuing a media advisory announcing the termination of JNC operations, with points of contact for follow on inquiries.
- 6.9.3 At the conclusion of JNC operation, the following actions shall be taken:
  - The JNC Director or designee will conduct a debriefing. The JNC Director will determine participation in the debriefing.
  - The JNC Director or designee will note comments at the debriefing.
  - A written critique will be prepared by the JNC Director or designee for submission to the Emergency Planning Manager.
  - The complete log of the event will be given to the Emergency Planning Manager for retention.
  - Closing procedures will be performed at the direction of the Administrative Manager and JNC Director and will follow the procedures within each position checklist.
  - ALL JNC personnel are expected to restore their work areas to startup condition prior to departing the facility

## 7.0 REFERENCES

### 7.1 Development Documents

- 7.1.1 Emergency Plan for Indian Point Unit Numbers 1, 2 and 3, Section 8.0



## 7.2 Interface Documents

### 7.2.1 Indian Point Unit 2 Documents:

- Emergency Plan, Section 5.0
- IP-1030, Emergency Operations Facility
- IP-1002 Emergency Notification and Communication
- IP-1048, Termination and Recovery

### 7.2.2 Indian Point Unit 3 Documents:

- Emergency Plan, Volume I, Section 5.0
- AP-8.3, DER Operability and Reportability Review by Operations
- IP-2312, Emergency Operations Facility
- IP-2001, Emergency Director (ED), Plant Operations Manager (POM), Shift Manager (SM) Procedure
- IP-2500, Security Emergency Activation Procedures
- IP-2602, Development of a Recovery Action Plan

### 7.2.3 Entergy Documents:

- Indian Point Emergency Communications Guide

## 7.3 Commitments

### 7.3.1 This procedure implements the following IP2 requirements/commitments:

- NL-00-111-C01
- NL-99-116-C13
- NL-81-157-C41

## 8.0 ATTACHMENTS

See Table of Contents

## 9.0 ADDENDUM

See Table of Contents

Attachment 1  
**IP Communications Representative Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></p> <p>Serve as primary information gatherer and communications representative during initial conditions; initiate courtesy notification process for local and other officials and public information officers relative to the event and impending external dissemination of information to the media; prepare and get approved initial news release(s); distribute approved news releases; and, report to the EOF if appropriate</p>	
<p><b>Mobilization and Activation Activities</b></p> <p><b>1.0 While at office or at home</b></p> <ul style="list-style-type: none"> <li>• Upon initial notification of the event by plant, obtain as much information as is available (Utilize Addendum 3, Form IP-1011-1, EOF to JNC Essential Information Checklist, as appropriate):                         <ul style="list-style-type: none"> <li>- Emergency Classification Level (ECL) and time declared</li> <li>- Emergency Action Level (EAL) number</li> <li>- Any radioactive material release, above or below federally approved limits</li> <li>- Brief description of plant events</li> </ul> </li> <li>• Written Statement preparation entails compiling and reviewing plant information, drafting and reviewing written statements, obtaining approval or concurrence, conducting courtesy notifications, and distribution.</li> <li>• Refer to position binder and checklist</li> </ul> <p><b>Operational Activities</b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Receive pager notice of messages left on the designated IP Communications Representative phone line (271-7001). To retrieve messages, dial the number, enter extension 7031, and password 7031 to retrieve messages.)</li> <li>• Notify/coordinate with the IP Government Liaison Representative(s) to make required local official courtesy notifications. Based on the number of Government Liaison Representatives available, divide the call lists among them to ensure prompt notification of both Group 1 and Group 2 calls. (All IP Government Liaison Representatives are paged along with the ERO, and are expected to establish contact with you upon notification by leaving a message on 271-7031.                         <ul style="list-style-type: none"> <li>▪ The courtesy calls should inform the officials of the event underway and the planned issuance of a news release. (See the "Group #1 and Group #2 Notifications" call lists located in the IP2 Emergency Telephone Directory on IP2web/eplan.)</li> <li>▪ The IP Government Liaison Representative(s) should promptly confirm completion of all notifications with IP Communications Representative.</li> </ul> </li> <li>• Develop an initial news release based on available information, using the following:                         <ul style="list-style-type: none"> <li>▪ EOF to JNC Essential Information Checklist, Form IP-1011-1</li> <li>▪ Inventory of Boilerplate News Releases contained in the Emergency Communications Guide, on the IP2web/eplan and CDs in the position binder, and available in the EOF and JNC. Utilize the Entergy News Release Template and Guidance, as contained on the above mentioned CD and in the Emergency Communications Guide.</li> </ul> </li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 1

IP Communications Representative Checklist

Sheet 2 of 2

2.0 Ongoing Responsibilities (cont'd.)	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ A written log of information must be maintained, including date, time and name of source(s) furnishing information (use Emergency Response Organization Log Sheet form IP-1023-4, Addendum 8) In general, news releases will be issued under the following emergency circumstances:                             <ul style="list-style-type: none"> <li>▪ Any emergency declaration at IP (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).</li> <li>▪ Escalation in emergency classification.</li> <li>▪ Emergency event termination.</li> <li>▪ Any accident resulting in fatality or serious injury</li> <li>▪ Release of radioactivity <b>above or below federally approved at or beyond</b> the site boundary, in quantities exceeding those allowed by regulation</li> </ul> </li> <li>▪ <b>BEFORE</b> issuing any news release information, the IP Communications Representative must obtain technical review and approval of draft news releases from the Emergency Director (ED). Confirmation of all local notifications (Groups #1 and #2 noted above) should also be received before distribution. If JNC is activating at/near the time of news release completion, coordinate with the Company Spokesperson and ED on approval.</li> <li>▪ Distribute the news release(s) to media and wire services, and to the EOF, JNC and other Entergy locations using Addendum 9, Entergy-JNC Fax Distribution. Or, coordinate distribution with the EOF Information Liaison.</li> <li>▪ Provide the EOF Information Liaison with guidance and coordination as needed for the approval and distribution of additional news releases prior to JNC activation.</li> <li>▪ Maintain contact with the plant or EOF Information Liaison once staffed for updated information on plant status, and until responsibility for the development and issuance of emergency information is transferred to the JNC, once activated. Depending on circumstances, the IP Communications Representative may proceed to the EOF to obtain and communicate up-to-date information.</li> <li>▪ As primary point of contact for the media (as listed on any disseminated news releases), remain available at phone number provided on news releases to handle media inquiries until the JNC is activated. Complete Media Inquiry Log below to document all media calls.</li> <li>▪ Coordinate a turn over of the communications responsibilities with the JNC Director directly, or through discussions with the JNC Writer and/or via the EOF Information Liaison.</li> </ul>	
<p><b>3.0 <u>Post Event</u></b></p> <ul style="list-style-type: none"> <li>▪ Make a formal turnover (in person or via phone) to the JNC Writer or JNC Director of the responsibilities for providing information to the JNC on the event.</li> <li>▪ Notify the JNC Director of the completion of your duties as IP Communications Representative, and remain available for further assignments if necessary</li> <li>▪ Gather all forms generated and provide them to the JNC Director</li> </ul>	

Attachment 2  
**IP Government Liaison Representative Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the IP Communications Representative, serve as information liaison with local government officials by placing initial courtesy notifications to pre-defined individuals regarding the event underway and the pending release of information to the media and public</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 While at home or office</b></p> <ul style="list-style-type: none"> <li>▪ Receive plant page and/or call from IP Communications Representative and directions regarding assignment of calls (from Group #1 and Group #2 in the IP2 Emergency Telephone Directory on IP2web/eplan). Calls are divided for assignment based on the number of IP Government Liaison Representatives that are available to the IP Communications Representative</li> <li>▪ If contacted by pager, call 914-271-7031 and leave a message for the IP Communications Representative of where you can be reached to place calls.</li> <li>▪ When contacted, coordinate on process to confirm completion of calls with IP Communications Representative. Use the 917-271-7031 messaging system, if appropriate.</li> <li>▪ Upon receiving plant information on initial plant conditions from IP Communications Representative                         <ul style="list-style-type: none"> <li>▪ Contact assigned officials listed on Group #1 and/or #2 call list, informing them of the event underway and the planned issuance of a news release. (See the "Group #2 Notifications" call list located in the IP2 Emergency Telephone Directory on IP2web/eplan and in the position binder) Use the following script as a guide, if necessary:                                 <p style="margin-left: 40px;">"Hi, my name is.....I'm representing the Indian Point Energy Center as a Government Liaison Representative.                                      I'm calling to inform you that....                                      (provide the event information provided by the IP Communications Representative)</p> <hr/> <p style="margin-left: 40px;">This is all the information that I have at this point. Entergy will be issuing a news release regarding the event.                                      Should I continue to call you at this number if I need to contact you again?"</p> </li> </ul> </li> </ul> <li>▪ Promptly notify IP Communications Representative upon completion of assigned calls (the IP Communications Representative will be faxing news releases to the Buchanan, Cortland and Peekskill officials as part of distribution)</li> <li>▪ Remain available to repeat steps if needed. Coordinate ongoing needs with IP Communications Representative, and arrange to provide all documentation of calls</li> <li>▪ Contact Agency Liaison in JNC to coordinate on continuing contact of local officials, and notify JNC Director of availability for other appropriate assignments, once JNC is activated</li>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to the Emergency Director, supervise and direct JNC staff, establish and maintain emergency communications strategy; ensure operation of the JNC facilitates the flow of information from the plant and emergency facilities to the state, counties, federal agencies, news media and public; assist in and declare JNC activation; direct shift and personnel changes; conduct periodic utility room briefings; manage and oversee all communications processes in the Utility Room A; and ensure corrective actions are taken and documented to address rumors and mis-information (with Public Inquiry Coordinator).</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Go through registration, sign in on Sign-In Board outside of the Utility work rooms, report to Utility Room A and refer to position checklist (if 1<sup>st</sup> shift position is filled, notify the 1<sup>st</sup> shift JNC Director of your arrival and report to the cafeteria until further directions are provided)</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Obtain status on JNC staffing and set-up activities, and provide direction as necessary to complete a first shift roster. Direct Administrative Manager to verify Security personnel have been notified and are reporting, if not already present.</li> <li>▪ Assume title of JNC Director and overall responsibility of facility, staff, and operations. Direct the JNC Technical Advisor establish the time with the EOF, and instruct the Administrative Manager to synchronize all clocks, time stamps, fax machines, etc.</li> <li>▪ Call directly, or confirm that either the Company Spokesperson or JNC Technical Advisor is establishing contact with the IP Communications Representative and/or EOF Information Liaison to confirm JNC activity and obtain updates and review news release(s) issued prior to JNC activation.             <ul style="list-style-type: none"> <li>▪ All new releases issued prior to JNC activation should be available on the JNC facsimile machine in the Fax/Copy Room. JNC Administrative Support Staff should be instructed to make copies for direct distribution within the JNC</li> </ul> </li> <li>▪ Ensure all staff refer to their detailed position checklists, and support set up and activation efforts</li> <li>▪ In preparation for declaring the JNC activated, review the JNC Activation Considerations checklist (see below) to ensure readiness</li> <li>▪ <b>Activation Declaration:</b> Declare JNC activated and operational when:             <ol style="list-style-type: none"> <li>1. Key positions are staffed with Entergy representatives (See Sign In Board outside Work Room A for key staff designators) and;</li> <li>2. Information is obtained to support communications functions;</li> <li>3. Communications with state and counties have been established;</li> <li>4. EAS capability has been established (via Westchester County representative and/or upon notification from the Agency Liaison)</li> </ol> </li> </ul>	<p><b><u>Notes</u></b></p>

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

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b><u>2.0 Ongoing Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>▪ Upon activation, notify key JNC managers, State and County representatives that the JNC is activated, and request they inform all other appropriate staff. Direct staff to synchronize the clock times between EOF and JNC.</li> <li>▪ Direct finalization (by JNC Writer) of media advisory announcing the activation of the JNC as the official source of information to the public</li> <li>▪ Establish and maintain command and control over the JNC overall operations</li> <li>▪ Maintain Utility Room A status board noting utility briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities</li> <li>▪ Review plant status reports, news releases, EAS messages and other related information as it becomes available</li> <li>▪ Begin formulating communications strategy and priorities (along with Company Spokesperson)</li> <li>▪ Conduct periodic briefings with Utility Staff keeping them apprised of changing events, JNC priorities and other important information. If possible, ensure key staff are present in Utility Room prior to providing updates, including Company Spokesperson, Agency Liaison, and Administrative Manager</li> <li>▪ Ensure the coordination of information and timely, accurate communications flow within and out of the Utility Room A, and especially to the media</li> <li>▪ Direct appropriate rest periods and shift changes for Entergy personnel (working with Administrative Manager). Confirm 2<sup>nd</sup> shift staff assignments with the Administrative Manager, and advise the Emergency Director upon completion of a 2<sup>nd</sup> shift roster</li> <li>▪ Coordinate with the PIC on needed corrective actions to address rumors, incorrect information or news reports identified by those functions. Assign utility corrective actions to JNC staff, and notify the PIC of completion of the corrective actions.</li> </ul> <p><b><u>3.0 Written Statements</u></b></p> <ul style="list-style-type: none"> <li>▪ Monitor the development of written statements to ensure the process functions smoothly, ensuring appropriate timing/scheduling of written statements, appropriate communications focus and orientation, and facilitating timely approval and distribution</li> <li>▪ Review written statements as required to provide communications input</li> <li>▪ Ensure JNC Writer makes revisions as necessary based on input, and direct Administrative Manager to supervise proper distribution and support immediate copy/access needs</li> <li>▪ Monitor written statement development and review time, working with JNC Documenter to track timing</li> <li>▪ Ensure prompt review and concurrence of written statements by Emergency Director (working through the JNC Writer and Technical Advisor), approval of written statements by Company Spokesperson and distribution by the Administrative Manager.</li> </ul>	

**Attachment 3  
JNC Director Checklist**

Sheet 3 of 5

<b>4.0 Media Briefings</b>	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ Assist Company Spokesperson, as needed, to compile Media Briefing notes and messages. Each briefing should focus on three areas of information: what happened; what we're doing about it; and what it means. In preparing notes for briefings, ensure any unanswered questions, inconsistencies and inaccuracies from previous briefings are noted</li> <li>▪ Ensure the Media Room Manager is promptly advised of the times for Pre-Briefings and Media Briefings, and ensure timely announcements to the media are made. This can be done by telephone, or in person using the Agency Liaison or other appropriate staff.</li> <li>▪ Ensure JNC Technical Advisor updates the Company Spokesperson on plant and Utility Room A activities during his/her absence for Media Briefings or other activities</li> <li>▪ Monitor Media Briefings for salient content points, for follow-up and unanswered questions. Ensure the Technical Briefer, Radiological Health Expert and JNC Technical Advisor, if available, document open items on a Media Briefing Issues form (Form IP-1011-2)</li> <li>▪ Review media questions collected by Media Room Manager, Technical Briefer and Radiological Health Expert to assist in preparing notes for future Media Briefings, in preparing the Company Spokesperson and for inclusion in written statements, if appropriate</li> </ul>	
<p><b>5.0 Recovery Support Activities</b></p> <ul style="list-style-type: none"> <li>▪ Receive request from the Emergency Director to assist in developing an Recovery Action Plan, including identifying Issues/Strategies and determining the JNC Recovery Organization staffing requirements. Coordinate this activity with the Company Spokesperson</li> <li>▪ Coordinate with the Company Spokesperson to participate in a joint conference with the IP2 Emergency Plant Manager or IP3 Plant Operations Manager, convened by the ED, to:             <ul style="list-style-type: none"> <li>▪ Review the recovery issues/strategies action plan.</li> <li>▪ Review the JNC recovery staffing requirements.</li> </ul> </li> <li>▪ Receive verification and concurrence of written statements from the Recovery Manager. The Recovery Manager will continue verification and approval of information released by the Company Spokesperson that pertains to the emergency or recovery from the accident.</li> <li>▪ Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase</li> </ul>	

Attachment 3  
JNC Director Checklist

Sheet 4 of 5

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



Attachment 3  
JNC Director Checklist

Sheet 5 of 5

**JNC Activation Aide/Considerations**

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

- ⇒ Security of JNC established
- ⇒ Registration Process established/in place
- ⇒ Utility Key Positions staffed
  - Key Positions on Utility Sign In Board complete
  - State/County PIO Board complete or Current with remote contact (as needed)
  - Position re-assignments complete to ensure desired shift/staff complement
- ⇒ EAS Capability established (within JNC and/or at Westchester (EOC))
  - Westchester County (and/or)
  - State of New York
- ⇒ Confirm presence of state and county personnel in JNC and/or determine likely arrival time (coordinate via the Agency Liaison on how initial dissemination of information will be managed if not present)
- ⇒ Media Briefing Room & Media Work Areas ready for use
- ⇒ Confirm if Media are present at the JNC

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*Collateral Activities to Initiate and/or Confirm:*

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

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Working with the JNC Director, and Emergency Director, coordinate all outgoing information from the JNC and serve as primary source of information; review incoming plant/event information from EOF (via Technical Advisor), review and approve written statements, obtaining technical concurrence from the ED; develop briefing notes including relevant information and messages; conduct pre-briefings with state and county PIOs and Media Room Manager (moderator); serve as primary utility spokesperson at Media Briefings; respond to media questions as appropriate; ensure follow up and closure of open questions/correction of rumors and misinformation; coordinate with JNC Director and JNC Writer directly to ensure written statements reflect communications messages and content from Media Briefings.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Go through registration, sign in on Sign-In Board outside of Utility Room A and report to Utility Room A – refer to your position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Confer on plant events with JNC Director, JNC Technical Advisor and others present, or establish contact with the EOF directly if not done yet</li> <li>▪ Obtain update on plant activity from JNC Technical Advisor/EOF Information Liaison/Emergency Director</li> <li>▪ <b>Initial Preparation:</b> Begin formulating communications strategy and priorities (along with JNC Director, if present), and determine graphics that may be needed during Media Briefings from the graphics inventory list (located at your work station, or in the Emergency Communications Guide) and inform Media Room Manager to begin arrangements with the Audiovisual Coordinator</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review plant status reports, information sheets, state and county news releases, EAS messages and other information as it becomes available</li> <li>▪ Confer with JNC Director and coordinate on Media Briefing points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate; JNC Technical Advisor can also provide support</li> </ul> <p><b>3.0 Written statements</b></p> <ul style="list-style-type: none"> <li>▪ Review, provide directions and input to the JNC Writer and approve all Written Statements generated at the JNC, gaining concurrence or confirmation from the Emergency Director. As necessary, request the JNC Director and/or JNC Technical Advisor review written statements and provide comments</li> </ul>	<p><b><u>Notes</u></b></p>

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

4.0 Pre-Briefings	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ <b>Define information to be presented at Media Briefing (see Media Briefing Content Guides below and in position binder), obtain JNC Director and other staff support</b></li> <li>▪ Use available reference materials including, Emergency Classification Level Explanations, Radiation Comparisons, System and Component Terms and Definitions, Booklet and Maps, and other information available in the Emergency Communications Guide and in the Utility work room A bookcases.</li> <li>▪ Review, select and request Graphics and other visual aids from Audiovisual Coordinator (can be done via Media Room Manager) in preparation, referring to the Emergency Communications Guide and other available references,</li> <li>▪ Review Media Briefing information with JNC Director prior to pre-briefings</li> <li>▪ Prior to Media Briefings the Media Room Manager conducts a pre-briefing. Provide utility information with state and counties, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. (Public safety and protective action information will take priority). Agency Liaison arranges logistics for all pre-briefing meetings.</li> <li>▪ Take the lead in briefing state and counties on plant/event information. Obtain information on state, county efforts as needed. When complete, proceed to Media Briefing Room to conduct briefing</li> </ul>	
<p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ <i>When:</i> Media Briefings are called by the State, County or Entergy as significant events occur or critical information becomes available. JNC Media Briefings usually follow classification changes, major events or significant actions by Entergy, state or counties within 60 minutes. Coordinate with the JNC Director on establishing the Media Briefing times</li> <li>▪ <i>Content:</i> Compile media briefing notes and messages using the JNC Briefing Notes Guide, Form IP-1011-8. Each briefing should focus on three areas of information: what happened, what we're doing about it, and what it means (see Media Briefing Content Guide below and other available reference materials, including Media Briefing Communications Tips from Emergency Communications Guide).             <ul style="list-style-type: none"> <li>▪ In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted.</li> <li>▪ Provide copy of Talking Points to JNC Writer before departing for Pre-Briefings to facilitate development of Media Briefing Summaries</li> </ul> </li> <li>▪ <i>Briefing Format:</i> The Media Room Manager opens Media Briefings by making introductory remarks and establishing the process and ground rules. Audiovisual Coordinator and AV/Graphics Staff will connect wireless microphone and set up all audiovisual equipment in advance. Wait for introduction by Media Room Manager before initiating briefing. Conduct briefing using prepared Media Briefing Notes and visuals. Respond to questions as directed by Media Room Manager.</li> </ul>	

Attachment 4  
Company Spokesperson Checklist  
Sheet 3 of 4

6.0 Post-Briefings	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ Upon return to Utility Room A, receive feedback on briefing. Obtain plant update from JNC Director and JNC Technical Advisor. Review open items and other issues from briefing, and determine appropriate actions to complete follow-up</li></ul>	
<b>7.0 Post Event</b>	
<ul style="list-style-type: none"><li>▪ Participate in debriefing and return work area to start up condition. Provide documentation and materials to JNC Director</li></ul>	

Attachment 4  
Company Spokesperson Checklist  
Sheet 4 of 4

Media Briefing Content Guide

Briefing # _____
Briefing time/date: _____

**WHAT Happened?**

[Include in this section information about events causing the emergency declaration, major equipment problems, injuries to personnel, radiological releases, etc.]

**What are we DOING about it?**

[Include here the actions being taken to deal with the emergency, including ERO activation, repairs to equipment, engagement of offsite support, and radiation surveys]

**What does it MEAN??**

[Discuss here the implications of the emergency, including effectiveness of protective measures, recovery expectations]

Attachment 5  
**JNC Technical Advisor Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to JNC Director, establish and maintain contact/information exchange with the EOF (via EOF Information Liaison); provide technical expertise to support understanding of events; advise Company Spokesperson and JNC Director on plant events; support development/review of written statement technical accuracy; and as time permits, monitor Media Briefings to document issues and unanswered questions.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Utility Room A and refer to position checklist, and establish contact with the EOF using the direct line (contact the EOF Information Liaison), establish official time from the EOF and advise the JNC Director</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review plant status reports electronically, by fax and online (30 Alpha forms, Radiological Emergency Data forms parts 1, 2), "EOF to JNC Essential Information Checklist" (Form IP-1011-1), written statements, and other information on events and response actions as it becomes available and advise Company Spokesperson and JNC Director as appropriate</li> <li>▪ Gather information as required to support Company Spokesperson and JNC Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance)</li> </ul> <p style="text-align: center;"><b>GATHERING INFORMATION CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. What was the event - system, component, consequence?             <ol style="list-style-type: none"> <li>a. Plant status or potential to effect plant status?</li> <li>b. Release of radiation or potential for release?</li> <li>c. Injuries/contamination?</li> <li>d. Leakage or spills?</li> <li>e. Toxic/hazardous material?</li> <li>f. Safety significance?</li> </ol> </li> <li>2. When did it happen – specific time, has it ended?</li> <li>3. Why did it happen – equipment failure, weather conditions, etc?</li> <li>4. What is being done – to respond, repair, mitigate or prevent it from happening again?</li> <li>5. Who was involved/responsible - potential information sources?</li> </ol> <ul style="list-style-type: none"> <li>▪ Establish contact with EOF Information Liaison to obtain updated information both verbally and electronically using "EOF to JNC Essential Information Checklist" via email and in position binder. Print and provide forms to Administrative Manager for further distribution</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 5  
JNC Technical Advisor Checklist  
Sheet 2 of 2

<b>JNC Operational Activities, (cont'd)</b>	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ Request information from the EOF Information Liaison, and as necessary use available references as needed, including Emergency Action Level Guide, glossary of technical terms, technical plant references in JNC, and computer with access to plant parameters</li><li>▪ Log events and information provided from the plant on a running plant status log (flip chart) in the utility workroom. Request assistance from the Administrative Manager if administrative assistance is required to accomplish this function.</li></ul> <p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"><li>▪ Provide new information and needed descriptions to the JNC Writer to support written statement development efforts</li><li>▪ Review and provide technical comments on statements as needed with JNC Writer</li></ul> <p><b>4.0 Pre-Briefings</b></p> <ul style="list-style-type: none"><li>▪ Advise Company Spokesperson and JNC Director on plant events</li><li>▪ Assist Company Spokesperson in preparing Media Briefing notes as needed</li></ul> <p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"><li>▪ Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings</li><li>▪ Monitor Media Briefings, time permitting, from Utility Room A and complete Media Briefing Issues forms (Form IP-1011-2, Addendum 4) if any open issues or follow-up requests are identified. Provide completed forms to JNC Director after briefings.</li><li>▪ After Media Briefings, promptly update spokesperson on events and status changes during the briefing</li></ul> <p><b>6.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li></ul>	

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to Media Room Manager, serve as information source to the media by providing technical background information on plant operations and equipment as needed</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain in Media Briefing Room to provide the media with technical background information on plant operations between briefings. Do not elaborate on plant conditions, speculate, or render personal opinions</li> <li>▪ Ensure Media Room Manager or Media Room Liaison is available during interaction with media between briefings, and ensure cameras are not rolling during background discussions</li> <li>▪ If necessary, defer technical background questions if additional information or research is necessary. Request support from the Media Room Manager, contact the JNC Technical Advisor directly and/or go to the Utility Room A for reference and research information</li> <li>▪ Relay information to Media Room Manager on reporters' questions as feedback to Utility Room A for use in preparing next Media Briefing</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Monitor briefings for accuracy by Company Spokesperson using Media Briefing Issues form, Addendum 4 (Form IP-1011-2) and relay comments to Media Room Manager</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>



Attachment 7  
**Administrative Manager Checklist**  
 Sheet 1 of 4

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to the JNC Director, supervise all JNC administrative activities, functions and personnel (registration, administrative support, security, IT support), and coordinate auxiliary services, if necessary (maintenance, food, lodging). supervise JNC facility deactivation and ensure facility is fully operational after each use. Coordinate facility support as required with state, county and federal representatives.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ Report to Utility Room A and refer to position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway. Assign additional personnel as needed until Registration Coordinator and Security staff have arrived</li> <li>▪ Verify completion of JNC Staffing by reviewing sign-in/staffing forms from Registration Coordinator(s), (Addendum 5, Form IP-1011-3) and review the JNC Utility Sign-In board located outside of Utility Room A; complete the Sign-in board if names of available staff are not included</li> <li>▪ Confer with JNC Director to determine no-shows, instruct Registration Coordinator or other designated staff to fill positions with alternates if necessary (Refer to Emergency Telephone Directory if necessary to make contacts).</li> <li>▪ If security is not present, contact Security Shift Supervisor to confirm they are reporting. (Coordinate this with the JNC Director)</li> <li>▪ Assign available Administrative Support Staff to required support areas including JNC Documenter position, Fax/Copy area, distribution, runner and other support functions, as needed, and direct set up and then ongoing support activities (A partial equipment list is contained below, and a full listing is available in the "Administrative Quick Reference Manual" located in Utility Room A).</li> <li>▪ Oversee JNC set-up, including heat or air conditioning, lights, copiers, food service. Receive official time from JNC Director and direct the IT Representative and Administrative staff to synchronize clocks, fax machines, time stamp, etc. Detailed procedures are available in "Administrative Quick Reference Manual" located in Utility Room A</li> <li>▪ Contact fax and copy machine contacts and have them send support staff to JNC (refer to "Administrative Quick Reference Manual" located in Utility Room A)</li> <li>▪ Contact Maintenance Support Contractor and ask for maintenance support at JNC (Refer to "Administrative Quick Reference Manual" located in Utility Room A)</li> <li>▪ Ensure administrative staff establish and maintain a log for incoming and outgoing faxes</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 7  
Administrative Manager Checklist  
Sheet 2 of 4

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"><li>▪ Working with JNC Director and Registration Coordinator, make shift assignments; (Form IP-1011-3); Release any individuals not currently filling a position on the 1<sup>st</sup> shift who initially responded to the JNC, after assigning them to second shift</li><li>▪ When all positions are filled and shift assignments have been made, provide completed shift roster to JNC Director for provision to Emergency Director; Ensure faxing of the form to the EOF, if requested to do so</li><li>▪ Supervise all Administrative Support Staff including those in the Fax/Copy area, JNC Documenter, distribution, status sheet posting for the JNC Technical Advisor, Security and Registration Staff</li><li>▪ Assign responsibility and supervise distribution of plant status reports, forms and EOF to JNC Essential Information Checklists provided from JNC Technical Advisor by Administrative Support Staff to:<ul style="list-style-type: none"><li>- JNC Director</li><li>- JNC Technical Advisor (if original is only copy, provide a copy before continuing duplication and distribution to others)</li><li>- Company Spokesperson</li><li>- Radiological Advisor, if present</li><li>- JNC Documenter</li><li>- JNC Writer</li></ul></li><li>▪ Supervise Security personnel, and coordinate on access or other security issues, as needed</li><li>▪ Maintain JNC in operational condition during its use. Oversee and direct facility operations to ensure smooth functioning of equipment and the facility itself</li><li>▪ Arrange food service (refer to "Administrative Quick Reference Manual" located in Utility Room A for options)</li><li>▪ Arrange for water for dais in Media Briefing Room</li><li>▪ Arrange for first aid or emergency care if required</li><li>▪ Make emergency overnight sleeping accommodations, if necessary (portable cots available in Entergy storage room, or make appropriate contacts, see "Administrative Quick Reference Manual" located in Utility Room A for options)</li><li>▪ Provide attendance sheets to Documenter for each shift for permanent log keeping</li></ul>	

Attachment 7  
**Administrative Manager Checklist**  
 Sheet 3 of 4

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Supervise proper approval sign-off by Company Spokesperson on final written statements (ensure appropriate signatures and times noted– stamp final news release on back for signature)</li> <li>▪ Direct Administrative Support personnel to copy written statement and provide to Agency Liaison for simultaneous acknowledgment and distribution to State, Counties and federal representatives present, and provide copy to Fax</li> <li>▪ Counties and federal representatives present, and provide copy to Fax/Copy area staff to make remaining copies for distribution within JNC and for faxing.</li> <li>▪ Oversee distribution of Written Statements, including use and completion of Written Statement Distribution Checklist (Form IP-1011-5)</li> <li>▪ Establish/Confirm required fax recipients with JNC Director, prepare Fax Distribution Sheet (Form IP-1011-7) noting desired recipients (including media, EOF and other Entergy locations) and supervise distribution of final Entergy written statements by Administrative Support Staff to those designated. Additionally, broader distribution may also be required or requested by Entergy, the State or Counties. (Fax numbers are pre-programmed in the Panafax for these recipients)</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> <li>▪ Oversee facility deactivation including ensuring all documentation and completed checklists, logs, etc. are gathered and provided to the JNC Documenter, as per procedures posted in Utility Room A</li> <li>▪ Ensure facility is operational for next use</li> </ul>	

Attachment 7  
Administrative Manager Checklist  
Sheet 4 of 4

JNC Equipment List

The following equipment is provided for use at the JNC:

- TV Camera
- Lights
- Camera tripod with tripod head
- Power belts
- Battery Charger
- TV Carts
- Microphone
- Shotgun microphone
- Power module for shotgun microphone
- TV camera lens -- 11/10 zoom
- 35 mm slide projectors
- Video player/recorder --3/4"
- Off air video recorder - 1/2"
- 19" color TV receivers
- 12" color video monitor
- AM/FM radios with recorders
- Antenna UHF/VHF/AM/FM
- Distribution amplifiers
- Remote speakers
- 13" color monitors
- Multi box with public address and recorder
- Storage cabinets
- Schematic of the Indian Point system
- 1/2" portable video recording outfit
- Copy machines
- Computer and printers
- Fax machines
- Telephones

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the overall direction of the JNC Director with additional direction from the Company Spokesperson, prepare written statements within one hour of a new Emergency Classification or when plant events warrant public notification, and media briefing summaries following each Media Briefing; submit draft statements for review by Company Spokesperson and/or JNC Technical Advisor; work with the JNC Technical Advisor or Company Spokesperson to ensure technical concurrence is obtained from the Emergency Director; make changes as directed, number, date and print final/approved statements and provide to Administrative Manager for sign-off and distribution</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Utility Room A and refer to position checklist</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Turn on PC and monitor</li> <li>▪ On main screen, select and open appropriate folder for use (Source documents are Read Only documents)</li> <li>▪ Test word processing program and printer</li> <li>▪ Locate INDIAN POINT Boiler Plate News Release files/folder on the computer, or CD available in position binder</li> <li>▪ Create new file folder for event and label with event date</li> <li>▪ Receive plant status and emergency response updates from JNC Technical Advisor</li> <li>▪ Request that the JNC Technical Advisor determine the status of ongoing communications response via the EOF Information Liaison, and obtain the name and contact information of the responding IP Communications Representative</li> <li>▪ Establish direct contact with the IP Communications Representative to establish the status of written statements and to coordinate a hand-off when the JNC is ready to activate.</li> <li>▪ Copy (Save As) appropriate EAL boiler plate news release and place in folder – edit and modify with available and appropriate information, as necessary</li> <li>▪ Ensure all unnecessary information in sample boilerplate is removed. Add pertinent information at the direction of the JNC Technical Advisor or Company Spokesperson</li> <li>▪ Use Emergency Communication Guide for additional background and source information</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 8  
**JNC Writer Checklist**  
 Sheet 2 of 4

3.0 Written Statements	<u>Notes</u>
<ul style="list-style-type: none"> <li>▪ <b>When:</b> Written Statements should be made as soon as possible, but within one hour of:                             <ol style="list-style-type: none"> <li>1. Initial plant emergency declaration (made before JNC becomes activated)</li> <li>2. JNC activation (announcing activation)</li> <li>3. A new Emergency Classification (escalation)</li> <li>4. When plant events warrant public notification, such as                                     <ul style="list-style-type: none"> <li>▪ A fatality or serious injury,</li> <li>▪ Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation, or</li> <li>▪ Personnel exposures to radiation exceeding limits allowed by Regulation</li> </ul> </li> <li>5. Emergency event termination,</li> </ol> </li> <li>▪ Media Briefing summaries should be developed following Media Briefings to summarize the information provided by the Company Spokesperson.</li> <li>▪ Other written statements may be issued at the discretion of the Company Spokesperson or JNC Director, including chronologies on an infrequent basis</li> <li>▪ With support from JNC Director, Company Spokesperson and JNC Technical Advisor, prepare written statement drafts using sample boiler plates and standard phraseology combined with information provided by EOF as appropriate; When using sample boiler plate review all wording for accuracy and applicability</li> <li>▪ Use Written Statement Content Checklist (see below) and if needed the suggested phraseology, Emergency Action Level descriptions and other reference information contained in the Emergency Communications Guide to prepare these drafts. News Release Template instructions are also provided on the CD with the boilerplate news releases.</li> <li>▪ Print draft statement without date or time for review by JNC Technical Advisor first, and then by the Company Spokesperson. The JNC Director should also review statements for communications messages and to provide input</li> <li>▪ Make changes to draft statements, based on reviews, as directed by Company Spokesperson, JNC Technical Advisor and/or JNC Director</li> <li>▪ Once all feedback is incorporated and Company Spokesperson indicates it is ready, coordinate with the JNC Technical Advisor to electronically forward the final draft to the EOF for ED review and concurrence. Incorporate comments, as directed by the Company Spokesperson and/or JNC Director.</li> <li>▪ Add the time ONLY upon approval from the Company Spokesperson, and print final approved written statement for distribution,</li> </ul>	

Attachment 8  
JNC Writer Checklist  
Sheet 3 of 4

	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ <b>Written statements (cont'd)</b><ul style="list-style-type: none"><li>▪ Give final statement to Administrative Manager for approval signature and distribution sign-off</li><li>▪ Prepare drafts and final copies of subsequent written statements as described above</li><li>▪ Ensure all statements are placed in appropriate computer folder with current date and saved on the C Drive</li></ul></li></ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"><li>▪ Receive Company Spokesperson's Talking Points before Media Briefing, and observe/listen to Media Briefings. Make note of information for inclusion in follow-on Media Briefing Summary</li><li>▪ Immediately after each Media Briefing, complete a draft summary statement of the information presented by Company Spokesperson.<ul style="list-style-type: none"><li>▪ The summary should be concise (two-to-three pages maximum).</li><li>▪ The first paragraph identifies the time and number of the briefing, the event and the Company Spokesperson and title.</li><li>▪ The target for a completed draft, ready for review, should be about 30 minutes after the end of the briefing.</li></ul></li><li>▪ Provide drafts to the Company Spokesperson and JNC Technical Advisor for prompt review to confirm completeness and accuracy.</li><li>▪ Coordinate the review by the Emergency Director for concurrence</li></ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li></ul>	

Attachment 8  
JNC Writer Checklist  
Sheet 4 of 4

**Written Statement Content Considerations**

The following information should be considered for inclusion, as applicable:

**Reference Information:**

- Indian Point, Buchanan, NY
- Time and date of written statement
- Contact for further information (name, title, phone number)

**What Happened:**

- Emergency description – description of the event, systems or components involved, etc.
- Time and date of the event
- Emergency classification, with brief description of its meaning
- Emergency Action Level (EAL), with brief description of its meaning
- Injuries to personnel, if any
- Radiological releases, if any

**Emergency Response - What's Being Done:**

- Emergency Response Organization mobilized
- Notification of off-site officials (NRC, Counties and State, FEMA, etc.
- In-plant actions to correct or mitigate the situation, repair equipment, etc.
- Support from off-site organizations
- Off-site radiological monitoring activities

**Implications – What it Means:**

- Current plant condition, stability
- Anticipated resolution (e.g., reactor shutdown and cool-down by [time]).
- Termination of any releases
- Measured off-site radiation levels
- Off-site protective actions (refer to state authorities)

**Notes:**

1. After the initial news release, subsequent releases should not repeat all of the details previously covered; in composite, however, the releases should give a complete picture
2. The checklist above provides suggested content; release writers use judgment with respect to content and sequence of information.



Attachment 9  
**Agency Liaison Checklist**  
 Sheet 1 of 2

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the JNC Director, serve as information liaison with government officials and state and county public information officers (PIOs); continue courtesy calls after JNC activation to local officials, to keep them informed of changing classifications, events; coordinate pre-briefing and Media Briefing times among the utility, state and county (and federal if present) representatives; notify absent PIOs of pending written statements prior to release and of pre-briefing times prior to conducting Media Briefing; ensure all state and county PIOs acknowledge and sign off on written statements; support pre-briefings (including contacting absent PIOs; if necessary).</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-in board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Utility Room B and refer to position checklist</li> <li>▪ Establish contact with State and County Room PIOs, and monitor/maintain State/County Sign-in Status Board outside Utility Room A. Update JNC Director on who is present in the JNC</li> <li>▪ Confirm ability to establish EAS messages through Westchester County PIO or Westchester Emergency Operations Center (EOC) if PIO is not present at JNC, and inform JNC Director once confirmed to facilitate JNC activation</li> <li>▪ Prior to arrival of NY State Liaison, coordinate responsibility with Administrative Manager to monitor PIO emergency conference phone in Pre-Briefing Room; Keep log of any incoming or outgoing calls made</li> </ul> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review, EOF to JNC Essential Information Checklist, written statements, and other information as it becomes available</li> <li>▪ Update status boards in all JNC Rooms, announce status change and ring bell; Ensure staff acknowledges Emergency Classification change status (remove posted Emergency Summary Sheets, if no longer applicable or outdated, as updating JNC rooms)</li> <li>▪ Using primarily EOF to JNC Essential Information forms, complete and update the Emergency Summary Sheet (Form IP-1011-4), copy and distribute to workrooms (state, county, and federal only) and to the JNC Documenter</li> <li>▪ Maintain log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing area) during Event prior to State PIO arrival. This phone is to be used to establish contact with State and/or County PIOs that are not present.</li> <li>▪ Continue courtesy calls to Buchanan, Cortland and Peekskill local officials (numbers in Emergency Telephone Directory) to ensure they remain informed of activities, if still required. Coordinate with IP Government Liaison on status.</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 9  
 Agency Liaison Checklist  
 Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>3.0 Written Statements/EAS Messages</b></p> <ul style="list-style-type: none"> <li>▪ <b>EAS Messages:</b> Acknowledge receipt of Emergency Alert System (EAS) messages issued at JNC by initialing documents (Coordinate with Westchester County and/or State as EAS messages are being developed, and at issuance to ensure prompt sharing of this information throughout the JNC)</li> <li>▪ Provide a copy of all EAS messages to the Administrative Manager for prompt distribution. Notify the JNC Director of the planned timing of EAS broadcasts</li> <li>▪ <b>Government News Releases:</b> Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing and provide to Administrative Manager for prompt distribution</li> <li>▪ <b>Entergy Written Statements:</b> Ensure that all state and county PIO's acknowledge Entergy written statements prior to release to wire services and the news media present (except JNC activation media advisory, no acknowledgments are required)                         <ul style="list-style-type: none"> <li>• Utilize PIO emergency conference phone to contact and inform absent PIO's of impending issuance of written statements (refer to Addendum 7 Written Statement Distribution Checklist, Form IP-1011-5).</li> <li>• Any final news releases approved and distributed PRIOR to JNC activation will be faxed to the JNC. Distribution should occur within the facility as normal, but no acknowledgments or sign-offs are required.</li> </ul> </li> <li>▪ Provide a copy of issued Entergy written statements to State and County representatives/workrooms at same time as obtaining acknowledgment, if copies are ready (Coordinate with Administrative Manager and Administrative Support Staff.)</li> </ul> <p><b>4.0 Pre-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ <b>When:</b> Prior to Media Briefings</li> <li>▪ In absence of state PIO, help coordinate among Company Spokesperson, Media Room Manager, state and county representatives planned information for release, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers (public safety and protective actions take priority)</li> <li>▪ Arrange all Pre-Briefings at request of JNC Director and coordinate with state and county PIOs on time of pre-briefing</li> <li>▪ At request of JNC Director, ensure Media Room Manager is notified in Media Briefing Room of scheduled pre-briefings and media briefing times</li> <li>▪ Attend Pre-Briefing; contact absent state and county PIO's using PIO emergency conference phone in Pre-Briefing Room; notify absentees of pending media briefing information</li> </ul> <p><b>5.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to JNC Director, acts as the primary interface for media present at JNC; acts as moderator for media briefings; supervises audio-visual staff in JNC and prepares press kits for media</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Go through registration, sign in on Sign-In Board outside of Utility Room A, report to Utility Room A for event status, then proceed to Media Briefing Room</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Ensure Media Room Liaison prepares and sets out Media Kits and emergency Planning booklets located in storage room on first floor</li> <li>▪ Ensure Media Room Liaison checks all news release folders to ensure they are empty, or only contain current news releases (IF news releases have been issued THEN place copies in folders)</li> <li>▪ Check status boards and PIO sign-in board for PIOs present in JNC and on dais for accuracy</li> <li>▪ See Technical Briefer and Radiological Health Expert to their posts</li> <li>▪ Ensure Security keeps the media in media work areas while Media Briefing Room is set up for initial briefing (News media should not be permitted to enter Media Briefing Room until completely set up; Work with Security staff if needed) Keep Media Briefing Room doors locked until in startup condition</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>3.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Identify and welcome media representatives at the JNC</li> <li>▪ Brief the Company Spokesperson and/or JNC Director on the media present at the JNC and their information needs</li> <li>▪ Act as senior liaison to the media regarding process for gathering information, explain JNC process</li> <li>▪ Interact with the news media at the JNC to determine and respond to their need for background information and support services, and ensure the Media Room Liaison does so as well</li> <li>▪ Receive special media requests or needs from Media Room Liaison for resolution</li> <li>▪ Confine comments to media about plant/event to information contained in news releases</li> </ul>	<p><b><u>Notes</u></b></p>

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

3.0 Media Briefings	Notes
<ul style="list-style-type: none"> <li>▪ Receive notification from the Agency Liaison (or JNC Director) of Media Briefing times, and make timely announcements to the media present in the JNC (announce briefings will take place at "approximately" the time given)</li> <li>▪ Announce information on Media Briefing process to media prior to and following media briefings (see Announcement Guides below)</li> <li>▪ Prior to Media Briefings conduct a pre-briefing using the Media Briefing Worksheet (see below). Ensure Company Spokesperson provides utility information with state and counties, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. (Public safety and protective action information will take priority). Ensure Agency Liaison has arranged logistics for all pre-briefing meetings. Obtain background or bios on each spokesperson for use, if necessary (and provide an written documents to the Media Room Liaison to put into Media Kits)</li> <li>▪ Ensure all AV/Graphics needs of Company Spokesperson and other PIOs are taken care of prior to start of Media Briefings. Some requests may be given during pre-briefings. Ensure the AV Coordinator or Media Room Liaison is set to support microphone use for Q&amp;A by the media.</li> <li>▪ <b>Briefing Format:</b> Open Media Briefing by making introductory remarks; Serve as moderator; Introduce spokespeople to make agreed upon statements in pre-established order</li> <li>▪ <i>In each briefing</i>, Ensure to conclude each briefing with the following Public Inquiry announcement: "To assist the public with receiving clarification on information that may be in conflict with official announcements, the public may call" (see Announcement Guides below)</li> <li>▪ Preside over Q&amp;A session, repeating questions as needed and directing them to appropriate spokesperson</li> <li>▪ Maintain order throughout. At times, media briefings can become contentious. It is the moderator's responsibility to defuse arguments, to intercept hostile comments, and to ensure that the briefing is held in an informative, professional way.</li> <li>▪ Conclude the Media Briefing when appropriate, ensuring the sessions do not go too long, and allowing the spokespeople to return to their work areas for updating of information. Ensure a time is announced for the next Media Briefing, ideally within an hour of the conclusion time, or longer depending on the status of events. Media Briefings may also be announced in a sooner timeframe, if the situation and/or information changes)</li> </ul>	
<p><b>4.0 Post-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ Monitor interaction between media and experts; intervene if necessary</li> <li>▪ Ensure a videotape copy of the previous briefing is available for viewing in the media work room, in coordination with the Audiovisual Coordinator</li> </ul>	
<p><b>5.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

Attachment 10  
Media Room Manager Checklist  
Sheet 3 of 7

Media Room Announcement Guides

At the first news briefing, the following announcement will be made by the moderator of the PIO panel:

TO ASSIST THE PUBLIC IN OBTAINING CLARIFICATION ON  
INFORMATION THAT MAY SEEM TO BE IN CONFLICT WITH  
OFFICIAL ANNOUNCEMENTS, MEMBERS OF THE PUBLIC MAY

CALL:

(914) 683-6499

THE PUBLIC MAY CALL THIS NUMBER FOR CLARIFICATION OF  
INFORMATION CARRIED IN THE MEDIA OR  
CIRCULATING IN THE COMMUNITY THAT SEEMS TO  
CONFLICT WITH THE OFFICIAL INFORMATION COMMUNICATED EITHER  
BY THE EMERGENCY ALERT SYSTEM (EAS)  
OR BY THE NEWS MEDIA.

AGAIN, THE NUMBER FOR THE GENERAL PUBLIC TO CALL IS:

(914) 683-6499

Attachment 10  
Media Room Manager Checklist  
Sheet 4 of 7

Media Room Announcement Guides

The following is suggested wording for announcements made by the Media Room Manager:

1. Periodic Announcement:

Good morning/afternoon/evening. Thank you for coming to the Joint News Center. I am [name]. As Media Room Liaison, I am here to assist you with your information needs between official media briefings.

First, some background on this facility and the resources available to help you report on the events at Indian Point (2/3) Nuclear Power Plant:

The Joint News center is the sole source of information for the media. Our company spokesperson is here, along with representatives from New York State and the four counties that surround the plant [MAKE SURE YOU HAVE THE NAMES OF ALL THE PIO'S PRESENT] – Westchester, which is the lead county, and Rockland, Orange and Putnam Counties.

During the briefings, Entergy will report on events at the plant. The state and counties will report on their actions to protect the public. The Emergency Alert System messages are prepared and issued from this location. They are for broadcast over WABC Radio in New York City and by other radio stations in the areas surrounding the plant.

To help you report to the public on Indian Point events, we have provided some background information and technical assistance. To the table on my left are copies of news releases prepared by the utilities, counties and state. There are press kits with background information on the plant as well as a floor plan of the Joint News Center. There are also copies of the Emergency Planning brochures that are mailed annually to each residence in the 10-mile zone around the plant. They contain useful graphics of the emergency planning zones. Across the hall on this floor are rooms with telephones for your use.

On the right side of the room are the subject matter expert(s) available to help you between briefings. [Confirm that Dr. Ryan and/or Ms. Stanton are present, before making this announcement.] Dr. Robert Ryan, Professor of Engineering at Rensselaer Polytechnic Institute, and Ms. Cathy Stanton, of Catherine C. Stanton & Associates, Inc. - a consulting firm in Nuclear Technology. Neither Dr. Ryan nor Ms. Stanton is a spokesperson. They are here to provide you with background information only.

In addition to the floor plans in the media kits, Joint News Center areas are well marked with signage. There is a wheelchair lift in approximately the center of the building. There are restrooms on this level down the hall to my right including one with handicapped access. There is a men's room is on the first floor at the rear of the cafeteria.

I am here to assist you, so please feel free to bring me your questions and information needs. The next briefing will be in approximately [time period].

Attachment 10  
**Media Room Manager Checklist**  
Sheet 5 of 7

**Media Room Announcement Guides**

2. Additional Media Room Manager announcement, following each briefing:

Our spokespeople will be back for further briefings as conditions and events dictate. Again, I am here to assist you. If you have other questions, I will submit them for a response at the next briefing.

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Media Room Manager Checklist  
Sheet 6 of 7

**JNC Moderator's Briefing Introduction Guide**

The following is suggested introductory remarks by the Media Room Manager, in his or her role as Media Briefing Moderator. A condensed version may be appropriate over time.

Topic	Suggested Wording
1. Announcement	"This is a Drill" (or "This is NOT a drill")
2. Introduce yourself	"My name is [name]. I am serving today as the Joint News Center Media Room Manager. I am an Entergy employee and a member of the plant staff; my regular position is [title]."
3. Explain purpose of the briefing	"Our objective this morning is to provide a thorough briefing about this event – what happened today, what we're doing about it and what it means."
4. Explain the role of the JNC	"The Joint News Center is the sole source of information on events at Indian Point (2/3). Events like today's can be complex and fast-moving. Our staff in this building is in constant communication with those in the plant who are managing the emergency response; we're working hard to assemble as complete, accurate and timely a picture as practical about the today's event."
5. Introduce the participants and their roles	"With us today are: <ul style="list-style-type: none"><li>▪ [name and title], Entergy. He/she will provide a detailed explanation of what's going on in the plant.</li><li>▪ [name], Public Information Officer, Westchester County</li><li>▪ [name], Public Information Officer, Rockland County</li><li>▪ [name], Public Information Officer, Orange County</li><li>▪ [name], Public Information Officer, Putnam County</li><li>▪ [name], Spokesman for the New York State Disaster Preparedness Commission</li></ul> " <p>"We at Entergy are responsible for running the plant and for managing the in-plant response to emergency events. Authorities from the state and county, represented here, are responsible for deciding upon and implementing any protective actions for the public."</p>



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Media Room Manager Checklist  
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**JNC Moderator's Briefing Introduction Guide (continued)**

6. Set the format                      "We'll begin with .....(Note: include order per prior agreement)  
either,  
...a detailed explanation by [name], of the event, the actions Indian  
Point has taken, and other plans and status".  
OR  
"...the State of New York / Westchester County/other to summarize the  
state/county's actions.  
"After these briefings, we will take questions. Please hold your  
questions until that time."
7. Briefing(s)                         "At this point, [name] will brief us on today's events."
8. Q&A                                 "Thank you. We'll be happy to try to answer any of your questions. I will  
serve as moderator; please address your questions to me, and I will  
refer. Please first state your name and your affiliation, and then ask  
your question."
9. Close                                 "Thank you. If you would like copies of our news releases, the graphics  
used for today's briefing or other background material, please see  
[name], at the side table.  
  
"Also, please note that we have set up a Public Inquiry Service, for  
clarification of any information circulating in the community that may  
appear to be in conflict with the information we've officially  
disseminated. Members of the public may call Public Inquiry directly at  
914-683-6499. Our representatives are standing by. Again, the public  
inquiry number is 914-683-6499."

Attachment 11  
**Media Room Liaison Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to Media Room Manager, act as the interface for media present at JNC; identify and arrange for media needs, as appropriate; support audio-visual staff in JNC as needed, and prepares media kits for media</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Go through registration, sign in on Sign-In Board outside of Utility Room A, report to Utility Room A for event status, then proceed to Media Briefing Room</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Prepare if needed, and set out Media Kits and Emergency Planning booklets located in storage room on first floor</li> <li>▪ Check all news release folders to ensure they are empty, or only contain current news releases (IF news releases have been issued THEN place copies in folders)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>3.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Act as liaison to the media regarding process for gathering information, explain news release folders and ensure more recent news releases are contained</li> <li>▪ Interact with the news media at the JNC to determine and respond to their need for background information and support services.</li> <li>▪ Do NOT comment on the emergency or provide opinions or explanations</li> <li>▪ Ensure the availability of news releases, written statements, Emergency Alert System messages, media kits and other materials</li> <li>▪ Provide assistance by advising reporters of past media briefings, showing them their work areas and distributing copies of available information</li> <li>▪ Facilitate the use of the Technical Briefer and Radiological Health Expert by the media, enforcing the ground rules for obtaining background information. Remain present during discussions to ensure no cameras or microphones are used to include statements. These individuals are NOT spokespersons.</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all AV/Graphics needs of Company Spokesperson and other PIOs are taken care of prior to start of Media Briefings. Some requests may be given during pre-briefings, and conveyed via the Media Room Manager. Use the Emergency Log in your position binder to document requests from the media.</li> <li>▪ Support Media Briefings, as requested by the Media Room Manager, by controlling the microphone on the floor to capture questions by the media. Remain in control of the microphone at all times.</li> <li>▪ Provide ongoing support of media before, during and after Media Briefings, and provide special requests or needs to Media Room Manager for resolution</li> </ul> <p><b>5.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to the Media Room Manager, perform all audiovisual tasks (set-up, test, operate, prepare graphics) for media briefings</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Work with AV/Graphics Staff to                         <ul style="list-style-type: none"> <li>▪ Check all audio visual equipment in the JNC to be sure it is ready to record, tape and play back. Test and ensure all TV monitors are functioning in Utility Rooms A &amp; B, State and County Rooms, EAS, FEMA, NRC, Media Monitoring Room, Media Rooms and Public Inquiry Room</li> <li>▪ Set-up and test microphones, wireless microphone and sound system in Media Briefing Room,</li> <li>▪ Set up computer and projection equipment for use to support graphics and visual requirements (Refer to AV Equipment Instructions manual in AV Control Room)</li> <li>▪ Work with Media Room Manager to establish schematics/graphs/slides requirements for Company Spokesperson, and prepare for Media Briefings</li> </ul> </li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Perform and/or delegate the following tasks:                         <ul style="list-style-type: none"> <li>– Wireless microphone for Company Spokesperson</li> <li>– Arrange power point presentation and other visuals for Company Spokesperson as needed</li> <li>– Record and videotape Media Briefing</li> <li>– Coordinate staff to handle wireless microphone for Q&amp;A – do not give microphone to individual asking question</li> <li>– Prepare tapes for playback</li> </ul> </li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library</li> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 13  
 AV/Graphics Staff Checklist  
 Sheet 1 of 3

<b><u>Primary Responsibilities</u></b>	
Reporting to the Audiovisual Coordinator, perform all audiovisual tasks (set-up, test, operate, prepare audiovisual equipment) and provide Graphic Arts support for Media Briefings	
<b><u>Mobilization and Activation Activities</u></b>	<b><u>Notes</u></b>
<p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Set up and check all audiovisual and computer equipment to be sure it is ready to record, broadcast, tape, play back and/or project. Test and ensure all TV monitors are functioning in Utility Rooms A &amp; B, State and County Rooms, EAS, FEMA, NRC, Media Monitoring Room, Media Rooms and Public Inquiry Room</li> <li>▪ Refer to the AV Equipment Instructions manual in the AV Control Room (and/or the power on password for the PC on the stage in (Edison1 or Entergy1). Anyone who has an account on the Con Ed (IP2) domain can log into the machine using their username and password OR use any of the generic log ons from EP1 through EP8 and the password for each generic log on is password</li> <li>▪ Most graphics for both IP2 and IP3 are located on the hard drive, in powerpoint. Some graphics/photography are located on \\Mdyat2\Public\JNC Pictures</li> <li>▪ Refer to Media Briefing Room Reference Listing (below)</li> <li>▪ Provide technical assistance for media monitoring equipment as needed in Media Monitoring Area</li> <li>▪ In Media Briefing Room, set-up and test microphones, wireless microphone and sound system. Set up transparency and/or projection system for briefings.</li> <li>▪ Work with Media Room Manager to establish needs for schematics/graphs/slides selected by Company Spokesperson for use during Media Briefings. Place plant diagram on easel at right of podium and have other drawings ready.</li> <li>▪ Remind Company Spokesperson and/or Media Room Manager of graphics and system drawing book available in Work Room A</li> </ul>	

Attachment 13  
AV/Graphics Staff Checklist  
Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p><b>8.0 Media Briefings</b></p> <ul style="list-style-type: none"><li>▪ Perform the following tasks:<ul style="list-style-type: none"><li>▪ Wireless microphone for Company Spokesperson</li><li>▪ Arrange and operate, as necessary, PowerPoint presentations and other visuals for Company Spokesperson as needed, operating the computer equipment necessary on stage. Refer to database of photography, system drawings and computer animation files on Media Briefing Room computer and removable drive for use at JNC.</li><li>▪ Record and videotape Media Briefings</li><li>▪ Coordinate staff to handle wireless microphone for Q&amp;A – <b>DO NOT</b> give microphone to individual media representative asking question</li><li>▪ Prepare tapes for playback</li></ul></li></ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ Close down and return all equipment to its original condition, being careful to follow posted sequences and processes. Refer to the AV Equipment Instructions manual in the AV Control Room.<ul style="list-style-type: none"><li>▪ Ensure the projector is shut off first and the fan activates, <b>BEFORE</b> turning off the stage lights</li><li>▪ Close all open graphics on the computer, and shut down the computer</li><li>▪ Return all equipment to its stored location</li></ul></li><li>▪ Provide a copy of all briefing tapes to the JNC Director and a copy for the JNC library</li><li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li></ul>	

Attachment 13  
AV/Graphics Staff Checklist  
Sheet 3 of 3

**Media Briefing Room Resource Listing**

The following are available in the Media Briefing Room as references:

- Schematics of the nuclear power facility
- Maps showing: 10 mile EPZ, ERPAS, wind/plume direction
- News Media Kits (contents)
- Emergency Planning Brochures
- Plant Status Boards
- Graphics and Photographs (located on computer hard drive and CD)

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the JNC Director, supervise Public Inquiry, Media Referral and Media Monitoring staff until the NY State Public Inquiry Supervisor arrives from Albany; apprise JNC Director of rumors, inaccuracies using State Forms and coordinate corrective actions; provide rumors and inaccuracies to State and County JNC Representatives, as appropriate; track to completion corrective actions; coordinate receipt of updated information and provide to PI, Media Referral and Media Monitoring staff; update status board, as appropriate.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist, and Report to Public Inquiry Room (Ensure Media Monitoring room is un-alarmed and open for set up Media Monitoring staff)</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Supervise until NY State Supervisor arrives. Assign available Public Inquiry staff to sit in order of phone roll sequence, Ensure set up in Media Monitoring area</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Update NY State Supervisor upon arrival and after absences from room</li> <li>▪ Review official written statements (from utility, state or county and EAS messages ONLY) for dissemination through Public Inquiry and Media Referral staff, and remain up-to-date with official information provided to the media</li> <li>▪ Check completed logs, state forms and Inquiry/Monitoring Forms (Form IP-1011-11) of Media Monitoring and Public Inquiry/Media Referral staff, and Coordinate call-backs as needed</li> <li>▪ Inform JNC Director of "repeated inquiries" or news reports containing rumors or misinformation received by Public Inquiry Room or Media Monitoring (using State Form provided), and coordinate distribution to appropriate JNC Representatives for corrective actions</li> <li>▪ Track corrective actions to completion, coordinate assignment of corrective actions with the JNC Director and/or appropriate agency representative in the JNC. Follow up if necessary to ensure completion.</li> <li>▪ Attend periodic JNC facility briefings as necessary, and provide any JNC administrative information to the Public Inquiry, Media Referral and Media Monitoring staff.</li> <li>▪ Coordinate with and request needed written information from JNC Director when deemed necessary to ensure prompt receipt of approved information for use in Public Inquiry, Media Referral and Media Monitoring</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of Supervisor, Public Inquiry (NY State) or Entergy Public Inquiry Coordinator provide incoming callers (the public) with requested information, clarification of information as necessary, and direct callers to official outlets for information.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Public Inquiry Room</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Obtain and review all existing and up-to-date official <b>WRITTEN</b> information on the event. Do NOT use unofficial, verbal or other non-written information as a source).</li> <li>▪ Answer phones "Joint News Center", providing only your first name. If asked, your position is Public Inquiry staff member for the caller's purposes. You do NOT need to provide your full name, or normal company position.</li> <li>▪ Fulfill Public Inquiry function referring to available background and official written emergency reference materials, including             <ul style="list-style-type: none"> <li>▪ Written Statements (news releases) and EAS Messages</li> <li>▪ Emergency Planning Brochure for each County, including Map inserts</li> <li>▪ State Common Questions source document (in Position Binder)</li> <li>▪ Yellow Pages Insert</li> <li>▪ Joint News Center Public Education Work Plan (in Public Inquiry Room),</li> </ul> </li> <li>▪ Provide accurate information obtained from utility, state and county written news releases or EAS to callers as needed</li> <li>▪ Follow Good Practices for each call:             <ul style="list-style-type: none"> <li>▪ Show care and concern for each caller. Be courteous and patient.</li> <li>▪ <b>Be prepared</b> – by developing a good understanding of the IP, of plans and practices in dealing with emergencies, and by following events as they unfold</li> <li>▪ <b>Be responsive</b> to callers – by answering questions as accurately and fully as practicable and/or by taking follow-up action</li> </ul> </li> <li>▪ Attempt to conclude each call without additional requirements, but if necessary, either refer the caller to the Public Inquiry Coordinator if unable to bring closure to the call, or if needed for any other reason, OR indicate a call back will be made if deemed appropriate. (Call backs should be a last resort)</li> <li>▪ Identify false statements/rumors on forms provided ("Public Inquiry - Media Response Inquiry and Off Air Monitor Form) and notify Public Inquiry Coordinator. Attempt to clarify misinformation or resolve confusion at the time with the caller.</li> <li>▪ Complete logs and Inquiry/Monitoring Forms (see below) during or after each call. As requested, Turn in log sheets to the Public Inquiry Coordinator.</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in de-briefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>



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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the Supervisor, Public Inquiry (NY State) or Entergy Public Inquiry Coordinator, respond to telephone inquiries from news media not able to come to the JNC; refer media to official sources of information and provide directions to JNC; monitor media websites for inaccuracies in information being reported; notify Public Inquiry Coordinator of misinformation, rumors and other issues. Media Referral/Contact number is announced in the first Media Briefing and is included in written statements provided by the JNC participants</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Public Inquiry Room for position checklist</li> <li>▪ Report to State Public Inquiry Supervisor, or Entergy Public Inquiry Coordinator</li> <li>▪ Review official written information on plant event (news releases)</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Answer telephones, "Joint News Center", respond to media not present at JNC by:             <ul style="list-style-type: none"> <li>▪ Advising news organizations to send a representative to the JNC or rely on wire service reports for updates</li> <li>▪ Read and/or arrange to provide written statements (by fax) to media outlets who request it (coordinate this activity with the Public Inquiry Coordinator first)</li> <li>▪ Refer non-media calls to Public Inquiry Supervisor/Coordinator (which require information beyond the scope of information provided)</li> </ul> </li> <li>▪ Do not elaborate, speculate, or render personal opinions</li> <li>▪ Media inquiry staff:             <ul style="list-style-type: none"> <li>▪ keep current with all official/written information related to the emergency that is authorized for release (news releases, EAS messages ONLY)</li> <li>▪ respond to inquiries using pre-approved language and do not deviate from already released information</li> <li>▪ record all contacts including time and nature of inquiry using Inquiry/Monitoring Form, (Form IP-1011-11))</li> </ul> </li> <li>▪ Provide a summary of logged calls for pre-briefings, if requested.</li> <li>▪ Monitor media web sites for inaccuracies and provide any to Public Inquiry Coordinator on completed forms</li> <li>▪ Maintain log of media calls and actions taken</li> <li>▪ Identify false statements/rumors on forms provided and notify Public Inquiry Coordinator.</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 16  
Media Referral Staff Checklist  
Sheet 2 of 2

<ul style="list-style-type: none"><li>▪ Complete logs and forms during or after each call. As requested, turn in log sheets to the Public Inquiry Coordinator.</li></ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ Give media log to Documenter at end of event</li><li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li></ul>	
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Attachment 17  
**Media Monitoring Staff Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of Public Inquiry Coordinator or State Public Inquiry Supervisor, monitor news (TV, Radio) reports for accuracy; review newspaper and other publication stories for accuracy; report any inaccuracies or rumors to Public Inquiry Coordinator or State Public Inquiry Supervisor.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Media Monitoring Room and refer to position checklist. If not open, ensure someone opens the room and un-arms the alarm.</li> <li>▪ Turn on and check monitors, VCRs and other equipment for working order, date, time - report any equipment problems to IT Representative or Administrative Manager for resolution. Check radio stations as labeled on radios</li> <li>▪ Place tapes in each recording device, if not already done, and begin continuous recording</li> <li>▪ Obtain and review official information on plant event (news releases)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain up-to-date with official information provided to the media as it becomes available through News Releases and EAS messages</li> <li>▪ Monitor and record news broadcasts from major TV and radio stations for rumors and inaccuracies regarding the event</li> <li>▪ Report any inaccuracies or rumors to Public Inquiry Coordinator or NY State on "Public Inquiry -- Media Response Inquiry and Off Air Monitor Form" in position guide book at JNC.</li> <li>▪ Tapes may be requested for viewing. If so, replace tape and continue continuous recording process. Provide tape to either Public Inquiry Coordinator or JNC Director if requested.</li> <li>▪ Monitor taping to ensure tapes do not run-out. Replace tapes as necessary, and label all full/completed tapes with date, times of recording, and station</li> <li>▪ Maintain written log of rumors and inaccuracies, including date, time, channel/station aired on and content</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Provide log to Documenter and all tapes to JNC Director at end of event</li> <li>▪ Participate in de-briefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of Administrative Manager, implement required documentation procedures; prepare and maintain logs of all documentation, final approved news releases, EOF to JNC Essential Information Checklist and other plant status materials; maintain News Release status board; collect information as required including sign-in registration sheets, rosters, etc.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Utility Room A - refer to position checklist</li> <li>▪ Create a Master Binder with tabs for the event to contain all documentation resulting from event (written statements from Entergy, state, counties, copies of EAS messages and Emergency Summary Sheets, EOF to JNC Essential Information Checklist, plant status reports). Binders and other materials are maintained in the bottom drawer of the file cabinet in Utility Room A and/or in the JNC storage room.</li> <li>▪ Log on to the computer and locate the documentation log in c:/myfiles/documeterlog.doc</li> <li>▪ Ensure date stamp has correct date/time, using the official time provide by the Administrative Manager. All paperwork received should be date stamped.</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <p><b>Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Update and maintain News Release white board in Utility Room A that keeps track of issued news releases (note content/title of news release(s) under development and time approved)</li> <li>▪ Log key events (Emergency Classification changes, shift changes and attendance), time logs of operations (change in command, shift changes, times of pre-briefings, briefings)</li> <li>▪ Keep a time log of when news releases or other written statements need to be issued, as soon as possible and within one hour of learning of a change in emergency classification and monitor preparation time; advise JNC Director and JNC Writer of time remaining to issue statement for each Emergency Classification change</li> <li>▪ Log copy of every news release issued by the state and counties</li> <li>▪ Log all Entergy final approved news releases</li> </ul>	<p>▪ <b><u>Notes</u></b></p>

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

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

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the Administrative Manager, provide all registration functions for the JNC, including checking identification of persons entering the JNC and getting authorization if necessary; registering and issuing (as necessary) authorized personnel; collecting badges and logging out all personnel when they leave.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist, and set up registration (if not already done)</li> <li>▪ Report to Administrative Manager and confirm registration/sign in area is set up</li> <li>▪ Ensure all personnel entering JNC are properly identified and badged</li> <li>▪ Ensure Media is directed to Media areas only – explain “authorized personnel “ areas</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Examine ID credentials of all people entering facility (no exceptions) (Official agency IDs or driver’s license are acceptable if driver’s license is used, obtain authorization from the senior representative present in the JNC from the utility, state or county indicated.)</li> <li>▪ Provide colored badges to Media who enter, media representatives should provide picture identification or press credentials</li> <li>▪ Maintain sign-in list of all arrivals</li> <li>▪ Ensure all participants wear ID's (Entergy or other agency ID)</li> <li>▪ Report any unusual incidents to Administrative Manager</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Ensure registration area is returned to startup condition</li> <li>▪ Provide all Registration Sheets to Utility Room Documenter</li> <li>▪ Prepare all Registration Books for future use</li> <li>▪ Participate in de-briefing if requested by Administrative Manager</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the Administrative Manager, ensure efficient internal JNC distribution of plant status and all other written statements/information; ensure external distribution of final written statements to designated personnel (external to JNC); and provide other administrative support as requested including acting as runner, posting status sheets for JNC Technical Advisor, etc.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Refer to position checklist, check equipment and supplies – replenish necessary supplies.</li> <li>▪ Report to Administrative Manager, and request assignment to set up facility</li> <li>▪ If not already assigned, report to the Fax/Copy Room to determine if there are any incoming faxes waiting. If so, immediately copy and provide to the Administrative Manager and/or JNC Director</li> <li>▪ If not already done/assigned, check fax machines for correct date, time and operability (see manual for instructions). Administrative Manager will provide the official time (from the JNC Director)</li> <li>▪ If not already done/assigned, check for operability of copiers and adequate paper supply; report any problems to Administrative Manager</li> <li>▪ Set up log book for incoming/outgoing faxes in Fax/Copy Room</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Copy and/or Fax documents as requested by Administrative Manager, completing the Written Statement Distribution Checklist (Form IP-1011-5) to track and document actions, and the Fax Distribution sheet as provided by the Administrative Manager. <b>DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES.</b></li> <li>▪ Contact Administrative Manager with problems, questions or feedback</li> <li>▪ Support Administrative Manager in other JNC activities as needed</li> </ul>	<p><b><u>Notes</u></b></p>

Attachment 19b  
Administrative Support Staff Checklist  
Sheet 2 of 2

	<u>Notes</u>
<ul style="list-style-type: none"><li>▪ Make copies of and distribute information such as plant status reports, EOF to JNC Essential Information Checklist and EAS messages. Follow the Information Distribution Guide located in Addendum 8 (Form IP-1011-6) and in your position binder.<ul style="list-style-type: none"><li>▪ Follow the priorities included in the Information Distribution Guide and the Written Statement Distribution Checklist (Addendum 7) to ensure information is promptly provided to those who need it.</li></ul></li><li>▪ Maintain a log of all incoming and outgoing faxes, and complete fax distribution by following Fax Distribution sheet provided by Administrative Manager to designated recipients.</li><li>▪ Written Statements should be distributed using the Written Statement Distribution Checklist (Form IP-1011-5) . The Administrative Manager will notify the Administrative Support Staff when materials are ready for copying and distribution</li><li>▪ Administrative Support may be provided to the JNC Technical Advisor to post on the Utility work room walls status and updates of the plant conditions and response activities.</li><li>▪ Administrative Support may be asked to support manning of Pre-Briefing conference call phone, to log and handle any incoming calls and to place outgoing calls, if requested to do so by the Agency Liaison</li></ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"><li>▪ If requested by Administrative Manager, participate in de-briefing</li><li>▪ Assist Administrative Manager in restoring each workroom to startup condition</li></ul>	



Attachment 20  
IT Representative Checklist  
Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the Administrative Manager, monitor IT equipment throughout the JNC to ensure proper working order; troubleshoot problems and assist with IT and computer related difficulties; coordinate solutions via the Administrative Manager.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A and refer to position checklist.</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Administrative Manager</li> <li>▪ Support set up/initial operability test of the IT equipment in the Utility work rooms and the Media Briefing Room. Coordinate directly with the Audiovisual Coordinator on Media Briefing Room set up, as needed.</li> <li>▪ Synchronize time in Utility Room A with JNC Director</li> <li>▪ Obtain and review official information on plant event (news releases)</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain available to support personnel with equipment problems through the JNC.</li> <li>▪ Receive reports of difficulties directly or via the Administrative Manager</li> <li>▪ Troubleshoot problems, and correct those that are possible to close out.</li> <li>▪ Develop solutions for larger issues, and coordinate solutions with the Administrative Manager.</li> <li>▪ Receive approval and/or direction on approach to larger issues and solutions from the Administrative Manager and/or JNC Director</li> <li>▪ Maintain written log of actions, solutions, requirements and future needs</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Provide log to Documenter at end of event</li> <li>▪ Participate in de-briefing and help return JNC to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>As an optional position, activation is at the discretion of the JNC Director or Company Spokesperson. Once activated, reporting to JNC Director, provide information and advice to the Company Spokesperson on radiological information due to plant events; review written statements and monitor Media Briefings for accuracy relative to radiological aspects.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ Report to Utility Room A and refer to position checklist</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Review plant status reports, EOF to JNC Essential Information Checklist, written statements, online data and other information as it becomes available and advise Company Spokesperson as appropriate on radiological consequences/aspects</li> </ul> <p><b>3.0 Written Statements</b></p> <ul style="list-style-type: none"> <li>▪ Review and provide technical comments on written statements on radiological implications of plant events as requested</li> </ul> <p><b>4.0 Pre-Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Advise Company Spokesperson and JNC Technical Advisor on radiological implications of plant events</li> <li>▪ Assist Company Spokesperson compile notes for Media Briefings as needed</li> </ul> <p><b>5.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Monitor Media Briefings and take notes on Media Briefing Issues form in Addendum 4 (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions and provide to JNC Director, if directed</li> <li>▪ Ensure unanswered questions or inaccuracies are addressed during preparation of next Media Briefing</li> </ul> <p><b>6.0 Post-Briefing</b></p> <ul style="list-style-type: none"> <li>▪ Provide feedback on briefings to JNC Director and Company Spokesperson</li> <li>▪ Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases</li> </ul> <p><b>7.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Reporting to Media Room Manager, serve as an information source to provide independent, technical background information to the news media in the Media Briefing Room on issues related to radiation exposure and health impacts of radiation; monitor Media Briefings for accuracy</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board in hallway by Utility Room A</li> <li>▪ Report to Media Room Manager in Media Briefing Room – Refer to position checklist located in AV Control Room behind stage</li> <li>▪ Review issued written statements, and report any inaccuracies to the Media Room Manager</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Remain in Media Briefing Room to provide the media with technical background information related to radiation exposure and its health effects. Do not elaborate on plant conditions, speculate, or render personal opinions</li> <li>▪ Relay information to Media Room Manager on reporters' questions as feedback for use in preparing for next briefing</li> </ul> <p><b>3.0 Media Briefings</b></p> <ul style="list-style-type: none"> <li>▪ Monitor Media Briefings using Media Briefing Issues form in Addendum 4 (form IP-1011-2) for accuracy; relay comments to Media Room Manager</li> </ul> <p><b>4.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in debriefing and then return work area to startup condition before departing facility</li> </ul>	<p><b><u>Notes</u></b></p>

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

<p><b><u>Primary Responsibilities</u></b></p> <p>Under the direction of the Administrative Manager, provide all security functions for the JNC. Security officers maintain posts at registration areas, ensure orderly access through registration area, ensure individuals within the JNC display badges at all times, ensure only ERO responders have access to the JNC work areas, unless escorted by a properly badged individual, and verify security of entrances and access points.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 On arrival at JNC</b></p> <ul style="list-style-type: none"> <li>▪ Register in lobby and sign Utility Sign-In board outside Utility Room A – refer to position checklist</li> <li>▪ If among the first to arrive at the JNC, ensure registration and security are established or perform these functions until others arrive, and ensure the facility work rooms are open and set up is underway.</li> <li>▪ Report to Administrative Manager and confirm where security will be established             <ul style="list-style-type: none"> <li>▪ Establish post outside Media Briefing Room near stairway leading to 1<sup>st</sup> floor JNC work areas</li> <li>▪ Establish post on 1<sup>st</sup> floor at the entrance to JNC work areas near Registration Desk</li> <li>▪ IF a third officer is present THEN direct them to rove JNC areas checking worker badges and provide relief to posted officers</li> </ul> </li> <li>▪ Ensure all personnel entering JNC are properly identified and badged</li> <li>▪ Support Registration personnel in directing media to designated areas only – explain “authorized personnel “ areas</li> </ul> <p><b><u>JNC Operational Activities</u></b></p> <p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all ERO responders wear ID's</li> <li>▪ Report any unusual incidents to Administrative Manager</li> <li>▪ Monitor hallways for unauthorized individuals</li> <li>▪ Maintain secure access for utility, state and county representatives</li> <li>▪ Ensure appropriate access to Media Briefing Room for media representatives</li> <li>▪ Ensure Media does not enter “Authorized Personnel” areas</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in de-briefing if requested by Administrative Manager</li> </ul>	<p><b><u>Notes</u></b></p>

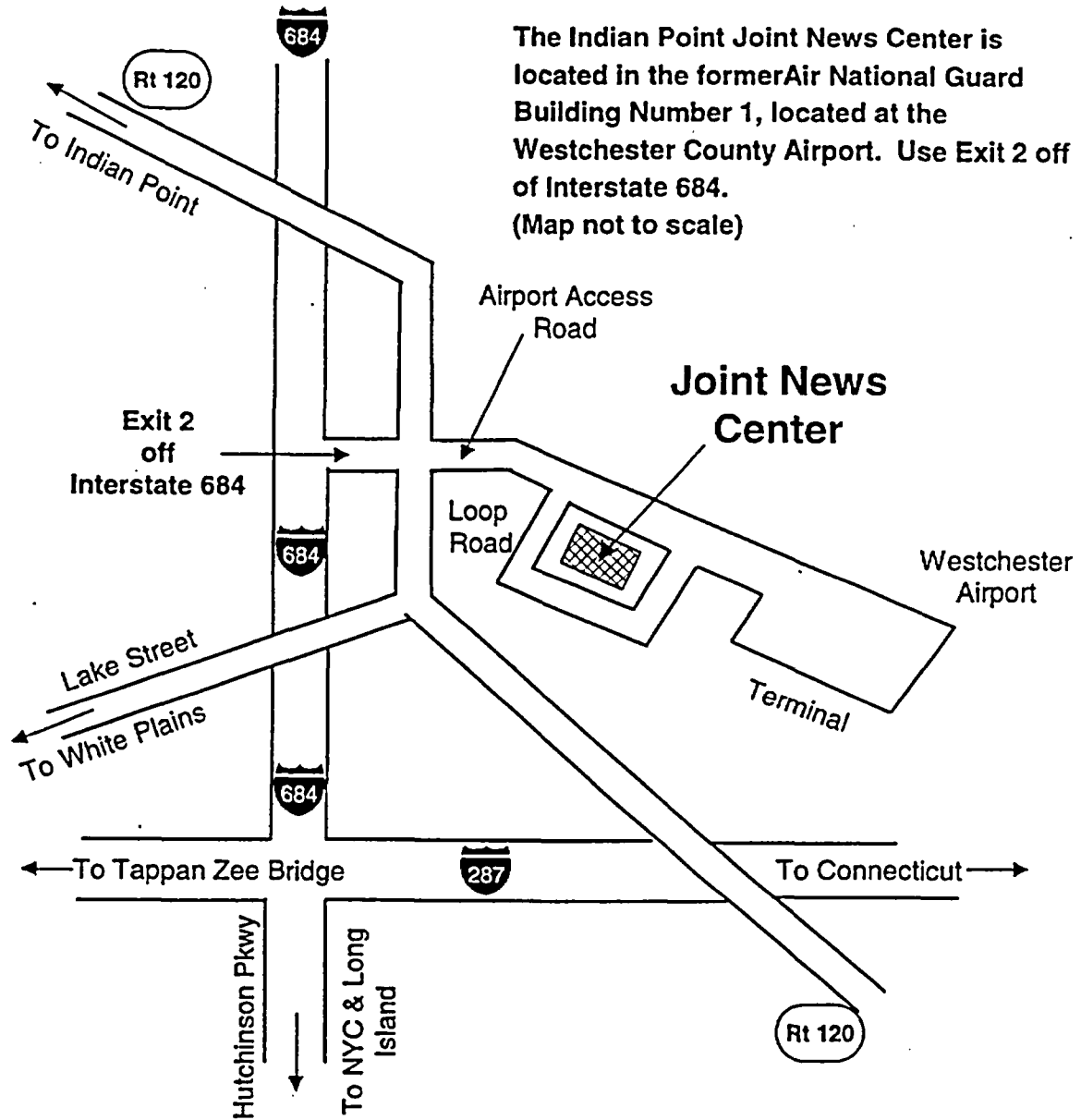
Attachment 24  
**Emergency Operations Facility (EOF) Information Liaison Checklist**  
 Sheet 1 of 1

<p><b><u>Primary Responsibilities</u></b></p> <p>Function as both information gatherer and the primary liaison to the IP Communications Representative initially and the JNC once activated; provide plant information and response activities relating to plant events; update JNC Technical Advisor; respond to JNC information requests.</p>	
<p><b><u>Mobilization and Activation Activities</u></b></p> <p><b>1.0 Upon notification:</b></p> <ul style="list-style-type: none"> <li>▪ Report to EOF and assume responsibilities of EOF Information Liaison</li> <li>▪ Establish communications with EOF staff, the IP Communications Representative and JNC Technical Advisor, if activated</li> <li>▪ Turn on designated computer and locate EOF liaison folder for EOF to JNC Essential Form template, and establish email capability to the IP Communications Representative (their current location email address should be established when making contact) and JNC Technical Advisor, once activated</li> <li>▪ Obtain up-to-date information and begin to document available information on the EOF to JNC Essential Information Checklist (Form IP-1011, Rev.2). Fax all completed forms to the JNC Fax/Copy Room.</li> <li>▪ Coordinate the review and approval of news release(s) with the IP Communications Representative, ensuring prompt approval by the Emergency Director</li> <li>▪ Confirm with the IP Communications Representative that all required notifications to officials (Groups #1 and #2) have been made in order to distribute each news release.</li> <li>▪ Coordinate with the IP Communications Representative to distribute the news release. Distribution includes the JNC and EOF, media and other Entergy location. If requested, print and send via fax the news release on the machine located at the EOF Information Liaison work area. Numbers are pre-programmed and/or available on the Fax Distribution form (see below)</li> <li>▪ When informed of JNC activity, establish hot line contact with JNC Technical Advisor</li> <li>▪ Provide current EOF time to the JNC for clock synchronization</li> </ul>	<p><b><u>Notes</u></b></p>
<p><b>2.0 Ongoing Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Update JNC Technical Advisor with information relating to plant events both verbally and using the EOF to JNC Essential Information Checklist (Form IP-1011-1), Addendum 3, at roughly 30-minute intervals or as events warrant.</li> <li>▪ Ensure prompt distribution of completed forms and official news releases as appropriate within the EOF</li> <li>▪ Respond to requests from JNC for information</li> <li>▪ Receive and post final news releases from JNC on bulletin board in EOF Information Liaison work area</li> </ul> <p><b>3.0 Post Event</b></p> <ul style="list-style-type: none"> <li>▪ Participate in EOF de-briefing and then return work area to startup condition before departing facility</li> <li>▪ Forward debriefing suggestions to JNC Director</li> </ul>	<p><b><u>Notes</u></b></p>

Addendum 1

JNC Location Map & Floor Plans

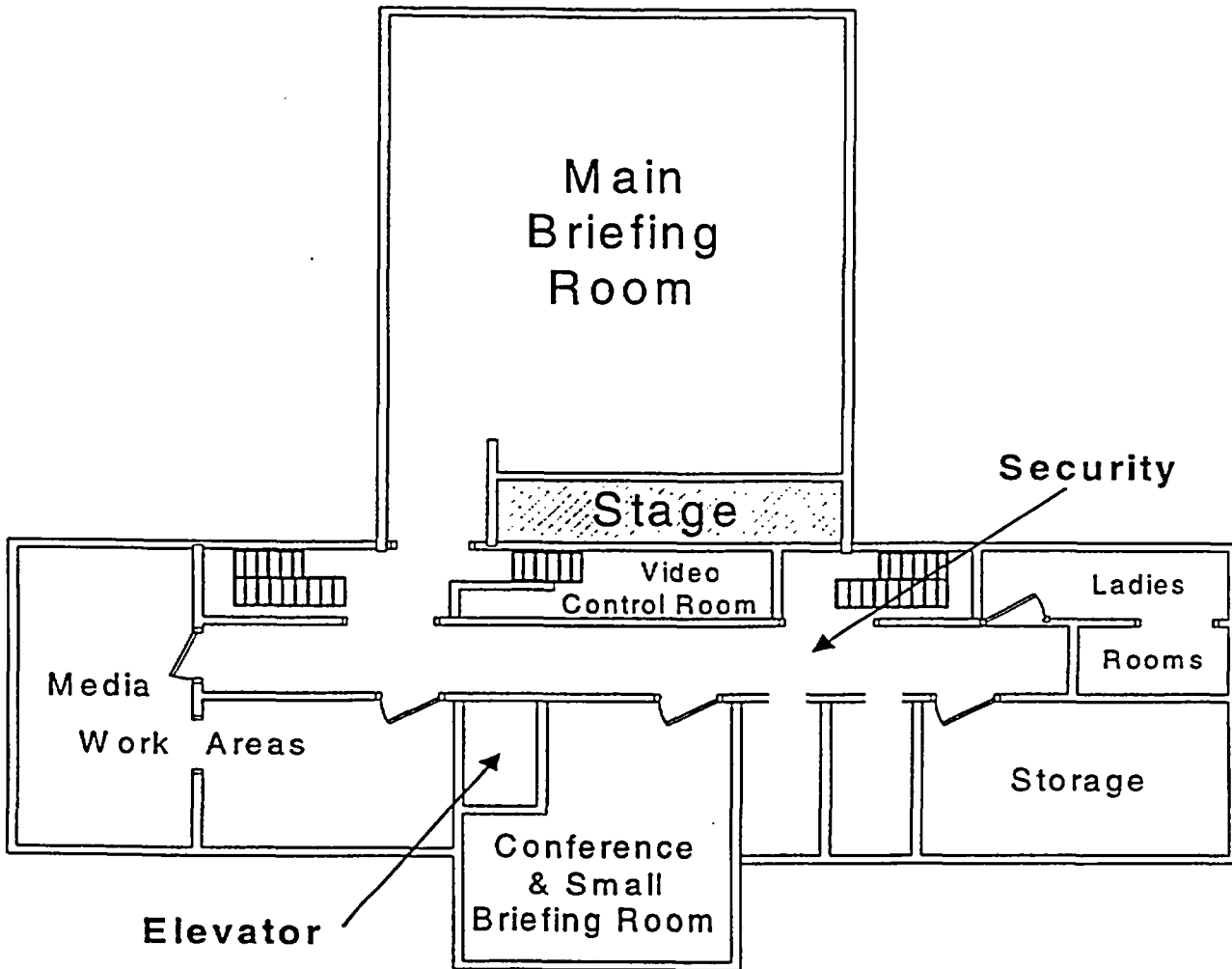
Sheet 1 of 3



Addendum 1

JNC Location Map & Floor Plans

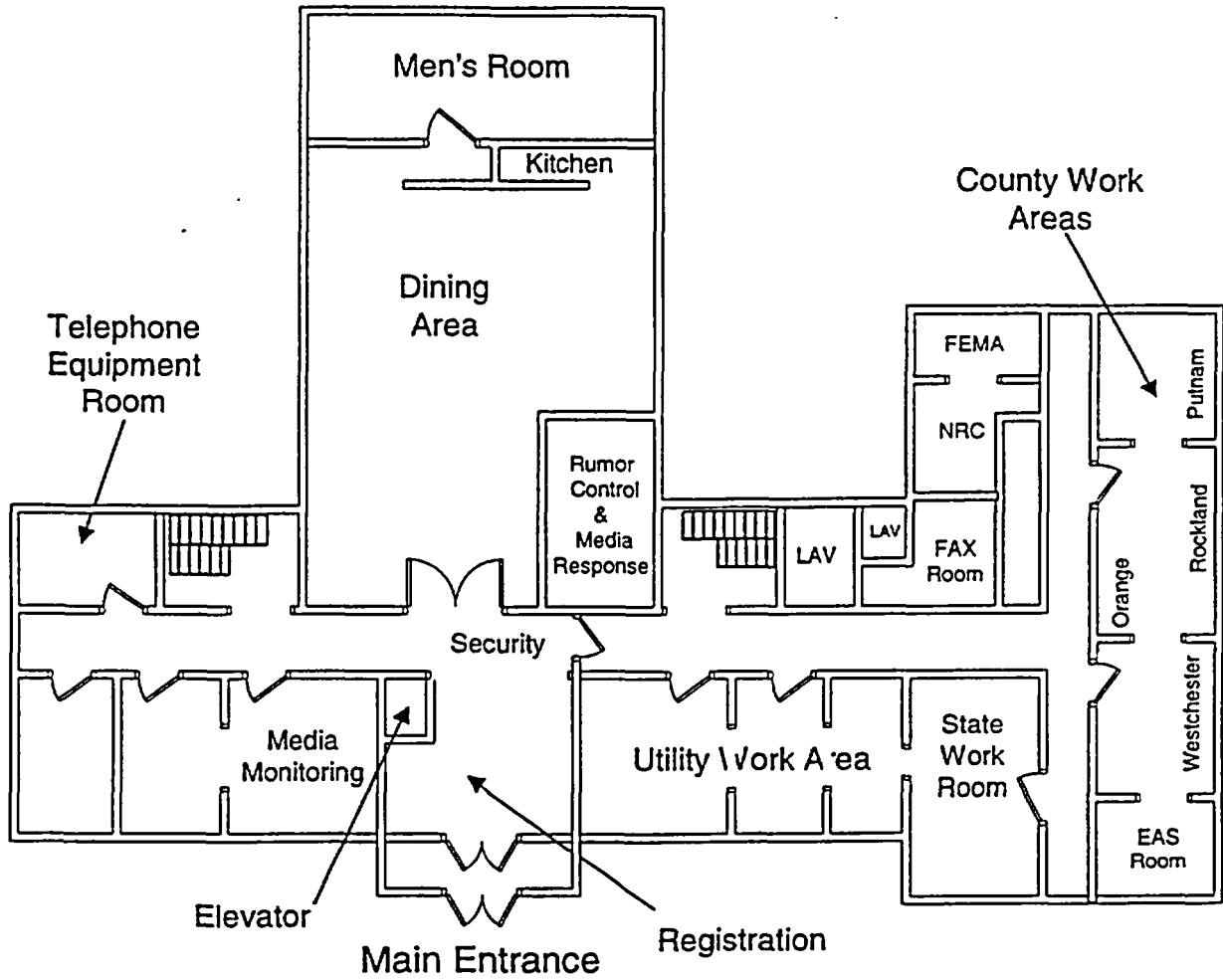
Sheet 2 of 3



Addendum 1

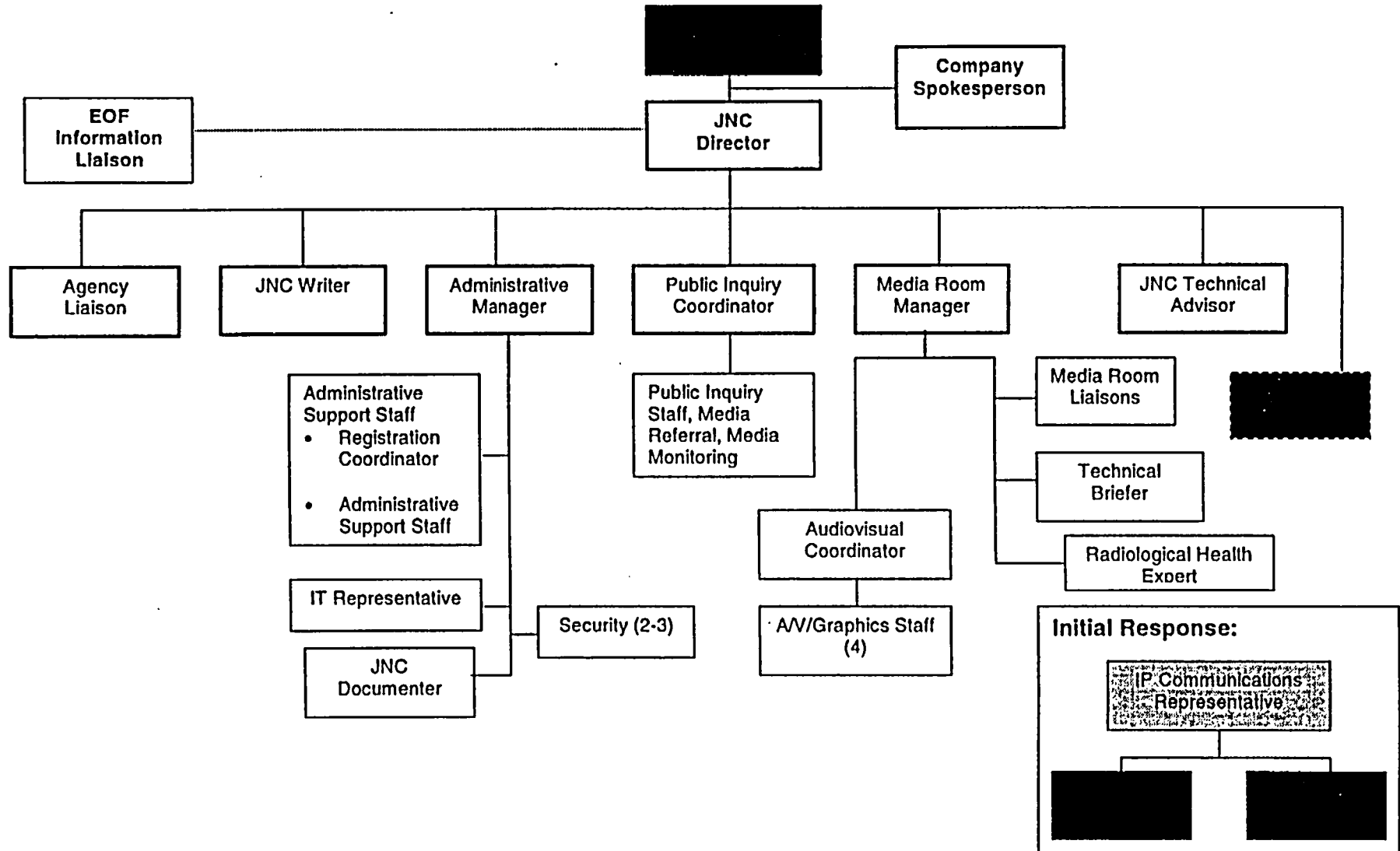
JNC Location Map & Floor Plans

Sheet 3 of 3





**Addendum 2**  
**JNC Functional Organization Chart**  
Sheet 1 of 1



**Addendum 3**

**EOF to JNC Essential Information Checklist (Form IP-1011-1)**

Page 1 of 1

EOF to JNC Essential Information Checklist																			
<b>Emergency Classification:</b> <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site Area Emergency <input type="checkbox"/> General Emergency		<b>Time:</b> _____ <b>EAL #:</b> _____	<b>Reactor:</b> <input type="checkbox"/> At Power <input type="checkbox"/> Tripped <b>RCS Temp:</b> _____ °F <b>Pressure:</b> _____ PSIG <b>RVLIS / Pressurizer Level:</b> _____ <b>Subcooling method:</b> _____ <b>Weather Forecast:</b> _____																
<b>Method of Core Cooling:</b> <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																			
<b>Electrical Power Supplies Available:</b> <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV    # _____ Diesel Generators																			
<b>Event Description:</b> _____ _____ _____																			
<b>Major Equipment Problems/Priorities:</b> _____ _____																			
<input type="checkbox"/> No Radiological Release <input type="checkbox"/> Release of radioactive materials due to event <input type="checkbox"/> Radiological Release below / above federally approved operating limits <b>Radiological Release to:</b> <input type="checkbox"/> Atmosphere <input type="checkbox"/> Water <input type="checkbox"/> Unmonitored release requiring evaluation																			
# of Onsite Teams _____ # of Offsite Teams _____ Accountability Completed At: _____ # Not accounted for: _____ Actions being taken for search & rescue: _____		<b>Fission Product Barrier Status</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Barrier</th> <th style="text-align: center;">Intact</th> <th style="text-align: center;">Challenged</th> <th style="text-align: center;">Lost</th> </tr> </thead> <tbody> <tr> <td>Fuel Clad</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>RCS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Containment</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Barrier	Intact	Challenged	Lost	Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
ERO Staffing: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In progress Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO Injuries: _____ <input type="checkbox"/> Employee <input type="checkbox"/> Contractor Type of Injuries: _____ <input type="checkbox"/> Hospital Released / Admitted <input type="checkbox"/> Contaminated		<b>Status of other IP Unit:</b> _____ Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO																	
<b>This Checklist was Completed:</b> _____ / _____ By: _____ <small style="margin-left: 100px;">Date</small> <small style="margin-left: 100px;">Time</small> <small style="margin-left: 100px;">Print Name</small>																			

Form IP-1011-1 Rev. 1

**Addendum 4**

**Media Briefing Issues (Form IP-1011-2)**

Sheet 1 of 1

**Media Briefing Issues**

Time Noted:	Noted By:
Type of Issue: <input type="checkbox"/> Incorrect Information <input type="checkbox"/> Additional Information Needed <input type="checkbox"/> Clarification Requested <input type="checkbox"/> Unanswered Question	
Issue: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Type of Resolution: <input type="checkbox"/> Provide Information to Media Member <input type="checkbox"/> Include in Written Statement <input type="checkbox"/> Include in Next Media Briefing <input type="checkbox"/> Brief Spokesperson(s) <input type="checkbox"/> Other	
Resolution Details: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

**Addendum 5**  
**JNC Staffing (Form IP-1011-3)**  
 Page 1 of 4

<b>JNC STAFFING</b>						
<b>Position</b>	<b>1<sup>st</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>	<b>2<sup>nd</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>
JNC Director						
Company Spokesperson						
JNC Technical Advisor						
Technical Briefer						
Agency Liaison						
Administrative Manager						
Media Room Manager						
Media Room Liaison						
JNC Writer						
JNC Documenter						
Audiovisual Coordinator						

Shaded positions entail functions that are required for activation

Addendum 5

JNC Staffing (Form IP-1011-3)

Page 2 of 4

JNC STAFFING						
Position	1 <sup>st</sup> Shift Name (print)	Time Arrived	Time Departed	2 <sup>nd</sup> Shift Name (print)	Time Arrived	Time Departed
AV/Graphics Staff (2 minimum for activation may include Audiovisual Coordinator)						
Media Monitoring Staff						
JNC Administrative Support Staff						
Media Referral Staff Member(s)						

Shaded positions entail functions that are required for activation

**Addendum 5**  
**JNC Staffing (Form IP-1011-3)**  
 Page 3 of 4

<b>JNC STAFFING</b>						
<b>Position</b>	<b>1<sup>st</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>	<b>2<sup>nd</sup> Shift Name (print)</b>	<b>Time Arrived</b>	<b>Time Departed</b>
<b>Public Inquiry Coordinator</b>						
<b>Public Inquiry Staff (as required)</b>						
<b>Registration Coordinator</b>						
<b>IT Representative</b>						
<b>Radiological Advisor</b>						

Shaded positions entail functions that are required for activation

**Addendum 5**  
**JNC Staffing (Form IP-1011-3)**  
 Page 4 of 4

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

Shaded positions entail functions that are required for activation

Addendum 6

Emergency Summary Sheet (Form IP-1011-4)

Page 1 of 1

Indian Point  
Energy Center

Emergency Summary Sheet

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

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

1. This is a Drill

This is an Actual Event

2. Emergency Classification:

Unusual Event

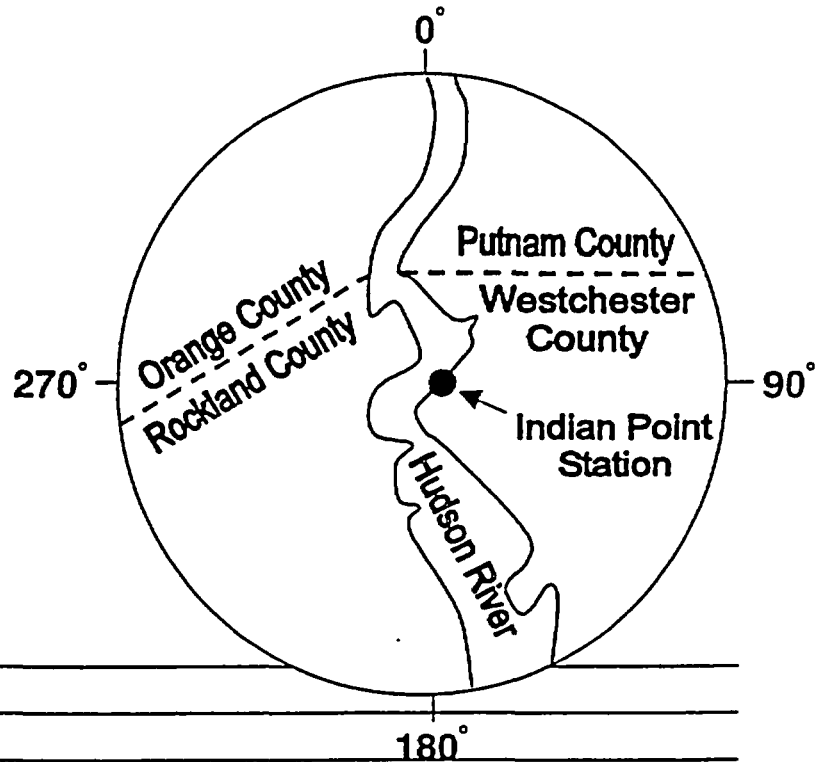
Alert

Site Area Emergency

General Emergency

3. Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4. Radiological Conditions:

Release of Radioactive Materials due to the classified event.

No Release

Release **BELOW** federally approved operating limits (Technical Specifications)

To Atmosphere

To Water

Release **ABOVE** federally approved operating limits (Technical Specifications)

To Atmosphere

To Water

Unmonitored Release – Being Evaluated

5. Meteorological Conditions:

Wind Speed: \_\_\_\_\_ MPH Wind Direction: \_\_\_\_\_

General Weather Conditions: \_\_\_\_\_

(To convert Meters / sec to Miles / Hr divide by .46)



Addendum 7

Written Statement Distribution Checklist (Form IP-1011-5)

Sheet 1 of 2

Written Statement Distribution Checklist

Follow each step below as assigned. Some steps are concurrent, as noted by the numbering. Administrative Manager is to confirm all steps are completed at conclusion.		Statement Number:	<input type="text"/>
Step #	JNC Position Responsible	Detail Description	Completed By (Print)
1	Administrative Manager	Obtain "APPROVED WRITTEN STATEMENT/NEWS RELEASE" from Company Spokesperson and start distribution process : <ul style="list-style-type: none"> <li><input type="checkbox"/> Stamp original with Sign-Off stamp, have Company Spokesperson initial, notify Documenter of approval time</li> <li><input type="checkbox"/> Start a Written Statement Distribution Checklist and Fax Distribution Sheet (in Position Binder and file cabinet)</li> <li><input type="checkbox"/> Record Statement Number above</li> <li><input type="checkbox"/> Give Original statement with Distribution Checklist and Fax Distribution sheet to Administrative Support Staff to make initial copies..</li> </ul>	
2	Assigned Admin. Support Staff Person	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make 12 copies of statement</li> <li><input type="checkbox"/> Provide Agency Liaison with 10 Copies for distribution to county, state and federal workrooms, plus the original to document acknowledgment on the back and this Distribution Checklist</li> <li><input type="checkbox"/> Provide Administrative Support Staff in fax/copy room with 2 copies (one for further copying and one for fax distribution (see below)</li> </ul>	
3a	Agency Liaison	Obtain acknowledgment (on JNC written statements after activation statement ONLY) from: <ul style="list-style-type: none"> <li><input type="checkbox"/> New York State</li> <li><input type="checkbox"/> Westchester County</li> <li><input type="checkbox"/> Putnam County</li> <li><input type="checkbox"/> Rockland County</li> <li><input type="checkbox"/> Orange County (via phone if necessary)</li> <li><input type="checkbox"/> NRC</li> <li><input type="checkbox"/> FEMA</li> <li><input type="checkbox"/> Give completed signed -off original statement and this Distribution Checklist to Staff in Fax/Copy Room</li> </ul>	
Note: State and County PIOs not present shall be notified via phone in Pre-Brief room. If NRC or FEMA PIOs are not present note on stamped copy and continue distribution.			

**Addendum 7**

**Written Statement Distribution Checklist (Form IP-1011-5)**

Sheet 2 of 2

**Written Statement Distribution Checklist**

Follow each step below as assigned. Administrative Manager is to confirm all steps are completed.		Statement Number:	
3b	Admin. Support Staff in Fax/Copy area	<p>Make 32+ copies of final written statement/news releases and coordinate distribution with other Administrative Support Staff as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 10 Copies to Public Inquiry Coordinator</li> <li><input type="checkbox"/> 2 Copies to Media Monitoring Room Personnel</li> <li><input type="checkbox"/> 7 Copies to Utility Room</li> <li><input type="checkbox"/> 12+ Copies to the Media Room Liaison for media (coordinate number needed with Media Room Liaison)</li> <li><input type="checkbox"/> Post 1 Copy on Bulletin Board near JNC Writer</li> <li><input type="checkbox"/> Upon completion, provide original statement with acknowledgements and this Distribution Checklist to Administrative Manager</li> </ul> <p>Concurrently, ensure statement is faxed to locations indicated on the Fax Distribution Form. <b>DO NOT SEND FAX DISTRIBUTION FORM IN OUT-GOING FAX TRANSMISSION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete fax distribution to media, other emergency facilities and other Entergy locations (as indicated on the Fax Distribution Form)</li> <li><input type="checkbox"/> Review Fax Confirmation sheets to ensure they state that all transmissions were successfully completed (the text of the confirmation will read OK)</li> <li><input type="checkbox"/> Upon completion, provide fax confirmation sheet(s) to Administrative Manager</li> </ul>	
3c	Administrative Manager	Provide original (acknowledged) statement; fax confirmation(s); and this Distribution Checklist to JNC Documenter for log keeping	

**Addendum 8**

**Information Distribution Guide (Form IP-1011-6)**

Sheet 1 of 1

**Information Distribution Guide**

<b>Type of Information</b>	<b>Recipient (follow order for distribution, if possible)</b>	<b>Distribution Completed By (Print)</b>
Plant Status, including Forms and plant parameters (received via fax or from/via JNC Technical Advisor)	Utility Room A & B <input type="checkbox"/> JNC Technical Advisor (& Radiological Advisor) <input type="checkbox"/> Company Spokesperson <input type="checkbox"/> JNC Director <input type="checkbox"/> JNC Documenter	
EAS Statements (provided by State or via Agency Liaison)	ALL Locations/All positions <input type="checkbox"/> Public Inquiry Room & Media Monitoring Room <input type="checkbox"/> Utility Rooms A & B <input type="checkbox"/> State, County and Federal Work Rooms <input type="checkbox"/> Media Briefing Room (at assigned time provided by State or Agency Liaison)	
Written Statements, including news releases	Follow Written Statement Distribution Checklist form	
All Other Information Received (via fax or otherwise)	Request distribution instructions from the Administrative Manager and/or JNC Director	
Page 1 of 1		Form IP-1011-6 Rev. 0

Addendum 9

**RUMOR CONTROL – MEDIA MONITORING – MEDIA RESPONSE (Form IP-1011-7)**

Page 1 of 1

**RUMOR CONTROL - MEDIA RESPONSE INQUIRY AND OFF AIR MONITOR FORM**

Type of call: (Public Inquiry) (Professional Inquiry) (Media Inquiry) (Media Monitor Report)

Date of call/broadcast: \_\_\_\_\_ Time of call/broadcast: \_\_\_\_\_

Name of responder/monitor: \_\_\_\_\_

Media Name/Location: \_\_\_\_\_

Caller's/Reporter's name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Question(s) asked/Inaccurate Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response given/Correct Information and Source: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is call back required: ( ) Yes ( ) No Call Back Number (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

If yes, call back completed at: \_\_\_\_\_ By: \_\_\_\_\_

Was the call referred: ( ) Yes ( ) No If yes, to whom? \_\_\_\_\_

Further action required: ( ) Yes ( ) No

Was this action completed? ( ) Yes ( ) No By \_\_\_\_\_

Reported to Rumor Control Coordinator at \_\_\_\_\_

Rumor Control Coordinator Notes: \_\_\_\_\_

Return completed form to Rumor Control Coordinator:

Addendum 10

Fax Distribution

Page 1 of 3

**ENTERGY – IP Communications/JNC – FAX DISTRIBUTION**

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

PLEASE FAX THE ATTACHED DOCUMENT(S) TO THE MARKED GROUP(S) (JNC Panafax one-touch numbers are provided as #):

# 9 IP EOF – ..... 914-739-2499

#10 IP AEOF – ..... 914-682-5222

#14 WIRE SERVICES (*Group*)

- AP/NYC.....212-621-1639
- AP/WESTCHESTER - ..... 914-946-0721
- REUTERS- .....212-859-1790
- GANNET SUBURBAN NEWS/WHITE PLAINS- ..... 914-694-5018
- BLOOMBERG- ..... 609-497-6577
- PR NEWSWIRE- .....201-432-8541

#2 ENERGENCY MEDIA RELATIONS (*Group*)

- IP2 PR – ..... 914-734-5858
- IP3 PR – ..... 914-736-3225
- WPO PR – ..... 914-272-3365
- KELLE BARFIELD – ..... 601-368-5659
- JAF PR – ..... 315-349-6688
- PILGRIM PR – ..... 508-830-8357
- MIKE KANSLER – ..... 914-272-3205
- IP2 SITE VP – ..... 914-734-5718
- IP3 SITE VP – ..... 914-739-5427

#25 LOCAL OFFICIALS (*Group*)

- CC: CORTLANDT ..... 914-734-1003
- CC: PEEKSKILL..... 914-734-4196
- CC: BUCHANAN ..... 914-737-6587

#2 JOINT NEWS CENTER ..... 914-683-6657

OR ..... 914-683-8590

(FOR RECEIPT FROM EOF OR IP COMMUNICATIONS REPRESENTATIVE PRE-JNC)

Addendum 10  
Fax Distribution

Page 2 of 3

**ENTERGY – EOF – FAX DISTRIBUTION**

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

PLEASE FAX THE ATTACHED DOCUMENT(S) TO THE MARKED GROUP(S) (EOF one-touch numbers are provided as #):

- #1 **JOINT NEWS CENTER..... 914-683-6657**
- #2 **ALTERNATE JNC FAX..... 914-683-8590**
- #3 **IP AEOF ..... 914-682-5222**
- #4 **WIRE SERVICES ..... (Group)**
  - AP/NYC .....212-621-1639
  - AP/WESTCHESTER .....914-946-0721
  - REUTERS .....212-859-1790
  - GANNET SUBURBAN NEWS/WHITE PLAINS.....914-694-5018
  - BLOOMBERG .....609-497-6577
  - PR NEWSWIRE.....201-432-8541
- #5 **ENTERGY MEDIA RELATIONS ..... (Group)**
  - IP2 PR .....914-734-5858
  - IP3 PR .....914-736-3225
  - WPO PR .....914-272-3365
  - KELLE BARFIELD .....601-368-5659
  - JAF PR .....315-349-6688
  - PILGRIM PR .....508-830-8357
  - MIKE KANSLER .....914-272-3205
  - IP2 SITE VP .....914-734-5718
  - IP3 SITE VP .....914-736-8012
- #6 **LOCAL OFFICIALS ..... (Group)**
  - CC: CORTLANDT.....914-734-1003
  - CC: PEEKSKILL.....914-734-4196
  - CC: BUCHANAN .....914-734-6587

EMERGENCY TELEPHONE DIRECTORY CONTAINS FAX NUMBERS

Addendum 10

Fax Distribution

Page 3 of 3

**ENTERGY – AEOF – FAX DISTRIBUTION**

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

PLEASE FAX THE ATTACHED DOCUMENT(S) TO THE MARKED GROUP(S) (AEOF one-touch fax numbers are provided as #):

- # **JOINT NEWS CENTER..... 914-683-6657**
- # **ALTERNATE JNC FAX..... 914-683-8590**
- # **IP EOF..... 914-739-2499**
- # **WIRE SERVICES ..... (Group)**
  - AP/NYC.....212-621-1639
  - AP/WESTCHESTER .....914-946-0721
  - REUTERS .....212-859-1790
  - GANNET SUBURBAN NEWS/  
WHITE PLAINS ..... 914-694-5018
  - BLOOMBERG .....609-497-6577
  - PR NEWSWIRE .....201-432-8541
- # **ENTERGY MEDIA RELATIONS ..... (Group)**
  - IP2 PR .....914-734-5858
  - IP3 PR .....914-736-3225
  - WPO PR .....914-272-3365
  - KELLE BARFIELD .....601-368-5659
  - JAF PR .....315-349-6688
  - PILGRIM PR .....508-830-8357
  - MIKE KANSLER .....914-272-3205
  - IP2 SITE VP .....914-734-5718
  - IP3 SITE VP .....914-736-8012
- # **LOCAL OFFICIALS ..... (Group)**
  - CC: CORTLANDT .....914-734-1003
  - CC: PEEKSKILL.....914-734-4196
  - CC: BUCHANAN .....914-734-6587

EMERGENCY TELEPHONE DIRECTORY CONTAINS FAX NUMBERS

Addendum 11

JNC Briefing Notes Guide (Form IP-1011-8)

Page 1 of 1

**JNC BRIEFING NOTES GUIDE**

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

BRIEFING # \_\_\_\_\_

TIME: start: \_\_\_\_\_

End: \_\_\_\_\_

**BRIEFING SUMMARY**

EMERGENCY CLASSIFICATION LEVEL (ECL):

Unusual Event

Alert

Site Area Emergency

General Emergency

PLANT STATUS:

EVENT:

RESPONSE:

RADIOLOGICAL CONDITIONS:

QUESTIONS REQUIRING RESPONSE