

MANUAL HARD COPY DISTRIBUTION

DOCUMENT TRANSMITTAL 2004-7130

USER INFORMATION:

~~GERLACH*ROSE M~~ EMP#:28401 CA#: 0363
Address: NUCSA2
Phone#: 254-3194

TRANSMITTAL INFORMATION:

TO: ~~GERLACH ROSE M~~ 02/16/2004
LOCATION: ~~DOCUMENT CONTROL DESK~~
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER
(NUCSA-2)
THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
OR ELECTRONIC MANUAL ASSIGNED TO YOU:

351 - 351 - NEWS MANAGER: EMERGENCY PLAN-POSITION
SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 08/22/2003

ADD MANUAL TABLE OF CONTENTS DATE: 02/13/2004

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-351
REMOVE: REV:9

ADD: REV: 10

REMOVE: PCAF 2003-1450 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED
WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT
PROCEDURES. PLEASE MAKE ALL CHANGES AND
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON
RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS,
ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC PROCEDURE	
<p>MOC NEWS MANAGER: Emergency Plan-Position Specific Procedure</p> <p>ADHERENCE LEVEL: INFORMATION USE</p>	<p>EP-PS-351 Revision 10 Page 1 of 3</p>
<p><u>QUALITY CLASSIFICATION:</u> () QA Program (X) Non-QA Program</p>	<p><u>APPROVAL CLASSIFICATION:</u> () Plant () Non-Plant (X) Instruction</p>
<p>EFFECTIVE DATE: <u>2-13-2004</u></p> <p>PERIODIC REVIEW FREQUENCY: <u>Two Years</u></p> <p>PERIODIC REVIEW DUE DATE: <u>2-13-2006</u></p>	
<p><u>RECOMMENDED REVIEWS:</u></p>	
<p>Procedure Owner: _____</p> <p>Responsible Supervisor: _____</p> <p>Responsible FUM: _____</p> <p>Responsible Approver: _____</p>	<p><u>Nuclear Emergency Planning</u></p> <p><u>Primary Public Information Manager</u></p> <p><u>Supv.-Nuclear Emergency Planning</u></p> <p><u>Primary Recovery Manager</u></p>

NEWS MANAGER:

Emergency Plan-Position Specific Procedure

WHEN: Any SSES Emergency
HOW NOTIFIED: Pager or Telephone
REPORT TO: Public Information Manager (PIM)
WHERE TO REPORT: General Office (TW-4) or Media Operations Center (MOC)

OVERALL DUTY:

Coordinate and supervise development and distribution of news material for print and electronic news media and information for employees and selected top PPL managers.

MAJOR TASKS:

TAB:

REVISION:

Gain understanding of situation from PIM or on-duty Writer.	TAB A	1
Make notifications, then report to appropriate work location.	TAB B	4
Edit news material and coordinate approval with PIM.	TAB C	4
Direct distribution of news material.	TAB D	5
Serve as communications advisor to PIM.	TAB E	1
Plan for and conduct shift turnover of Writers and News Manager.	TAB F	3
Remain updated about the situation.	TAB G	2
If you receive a bomb threat, either directly or indirectly through a third party, respond appropriately.	TAB H	1
Support the smooth transition of the MOC during a move, shift turnover, or termination.	TAB I	2

SUPPORTING INFORMATION:

TAB:

Intentionally Blank	TAB 1
Emergency Organization	TAB 2
Intentionally Blank	TAB 3
Instructions for Creating 800 Line Messages	TAB 4
Intentionally Blank	TAB 5
Instructions for Sending News Material by Computer	TAB 6
Bomb Facts Checklist	TAB 7
Previous Emergency Declaration at Susquehanna	TAB 8

REFERENCES:

SSES Emergency Plan

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0731, Guidelines for Utility Management Structure and Technical Resources,
September 1980

NUREG-0696, Functional Criteria for Emergency Response Facilities

MAJOR TASK:

Gain understanding of situation from PIM or on-duty Writer.

SPECIFIC TASKS:

HOW:

1. If reporting to General Office, get briefing from on-duty Writer or from PIM over the telephone.
2. If reporting to MOC, review any already-developed news material.
3. If reporting to MOC, get briefing from PIM or designate.

NOTE:

While you are traveling to MOC, news material is being developed by Writer remaining behind until MOC is staffed by News Manager and Writer. Some news material should be available when News Manager and Writer arrive at MOC.

MAJOR TASK:

Make notifications, then report to appropriate work location.

SPECIFIC TASKS:

HOW:

1. If you are notified at home, before reporting to work location, notify other Corporate Communications emergency staff.

- 1a. If notified by phone by on-call person, call the people listed below:

- (1) A second Writer.
(2) Steno/Clerk.

HELP

Reference the MOC Telephone Directory

2. If PIM has not called for editorial staff at the MOC, report to Corporate Communications offices in the General Office, TW-4.

- 1b. If message is by pager, respond to the telephone number listed on the pager, then call people listed above.

3. If PIM has called for editorial staff, report to MOC in Wilkes-Barre.

- 3a. Contact Writer who will go to Wilkes-Barre and set travel arrangements.

- 3b. Arrange with the second Writer to cover at General Office with steno/clerk.

4. Call in Management Administrative help to issue news releases if needed.

5. Notify on-duty Manager at CCC.

- 5a. 484-634-3017

6. Call Manager-Community and Economic Development.

MAJOR TASK:

Edit news material and coordinate approval with PIM.

SPECIFIC TASKS:

HOW:

1. Review news material for style and content.
2. See that technical substance is accurate. Show to Technical Briefer if a question develops.
3. Review with PIM and incorporate input.
4. If EOF is in charge, see that news releases approved by PIM are delivered to the Recovery Manager (RM) for approval.

MAJOR TASK:

Direct distribution of news material.

SPECIFIC TASKS:

HOW:

- | | |
|---|--|
| 1. After approval from TSC or EOF, get word to MOC Admin. Coordinator that news item has been approved and should be released. | |
| 2. If working at the MOC, direct a writer to issue news releases using PR Newswire or send approved news material by PPL Net to the General Office to issue. If a writer is not available, complete this step yourself. | 2a. Approved news material may be faxed to the General Office if PPL Net is unavailable. |
| 3. News Manager also directs release of pre-approved backgrounders which are stored in the computer system. | 3a. News Manager directs release of backgrounders only after consultation with PIM. |
| | NOTE:
Susquehanna Pre-Approved Backgrounders and News Bulletins are available on the PPL Network, G drive. |
| 4. Bulletins are released in same fashion but require the approval of the PIM only. | |
| 5. Ensure that news material is posted on UpdateNow and Nuclear News. | 5a. Use automatic posting function of News Release Distribution Procedure or call out editor of UpdateNow. |

MAJOR TASK:

Serve as communications advisor to PIM.

SPECIFIC TASKS:

HOW:

1. Advise PIM of any rumors worthy of treatment in news material.
 2. Suggest to PIM when pre-approved backgrounders are relevant to current situation and should be released.
 3. Make sure that Technical Advisor is part of the news material review "loop" when subject becomes very technical.
 4. Be available at any time for strategy discussions.
 5. Offer suggestions for increasing effectiveness of news briefings as appropriate.
- 5a. Monitor news briefings.

MAJOR TASK:

Plan for and conduct shift turnover of Writers and News Manager.

SPECIFIC TASKS:

HOW:

1. In the long term, make sure there's an adequate pool of Writers qualified to fill the two-shift needs of the MOC operations.
 2. When emergency declared, assess needs and begin arrangements to cycle personnel between two shifts.
 3. Writers and News Managers should maintain a "kit" of personal items for at least one overnight stay so that travel time is minimized.
- 2a. If emergency appears that it will not end soon (within hours), determine shift times and make arrangements for two Writers and other News Manager to be rested for the next shift.

MAJOR TASK:

Remain updated about the situation.

SPECIFIC TASKS:

HOW:

1. "Sit in" on all TSC/EOF conference calls. Attend the Recovery Manager's conference if PIM is unavailable.
2. Monitor news briefings.
3. Participate in exploratory discussions with Technical Briefers.
4. Participate in shift change briefings.
5. Review "Rumor Control" forms.

MAJOR TASK:

If you receive a bomb threat, either directly or indirectly through a third party, respond appropriately.

NOTE:

Make sure the Public Information Manager (PIM) is made aware of the threat as soon as possible.

SPECIFIC TASKS:

HOW:

For a bomb threat delivered through a telephone conversation:

1. Write down the bomb threat using the caller's exact language.
2. Try to obtain additional information even if it is not volunteered.
 - 2a. Use the Bomb Facts Checklist for guidance.

HELP

Bomb Facts Checklist
See TAB 7

 - 2b. Try to get the caller's name as well as the threat.
3. Keep the caller on the line as long as possible.
 - 3a. If the caller hangs up:
 - (1) Inform your supervisor of the threat.
 - (2) Call the Security Control Center (SCC) Controller.
 - (3) Advise the Controller of the bomb threat.
 - 3b. If the caller continues to talk, obtain help from someone close by, asking them to:
 - (1) Contact the SCC Controller.
 - (2) Advise the Controller of the threat.

SPECIFIC TASKS:

HOW:

-
- (3) Request that the Controller contact the Commonwealth Telephone Switchboard Operator and advise the Operator that:
- (a) There is a bomb threat.
 - (b) The telephone number the threat was received on.
 - (c) An emergency trunk trace is required.
4. Keep the telephone line used by the caller "open" until the Commonwealth Switchboard Operator advises you that the trunk trace has been completed.
5. Write down the results of the emergency trunk trace.
- 5a. If the trace was successful, obtain and record this information:
- (1) Telephone number of the phone used by the caller.
 - (2) Address where the telephone is located.
 - (3) If the caller's telephone is not a public pay phone, the name of the individual or company to which the telephone is listed.
6. Relay pertinent information to your supervisor, including the completed Bomb Facts Checklist, as soon as possible.
7. Make sure the Public Information Manager is aware of the threat.
8. Remain available to be interviewed by Security personnel.
- NOTE:**
Do not hang up. Keep the line "open" and/or protected from being disconnected.
- NOTE:**
The supervisor should forward this information, including the Checklist, to the Security Coordinator as soon as possible.
- For a bomb threat made to another person or location but directed at SSES:**
9. Fill out the Bomb Facts Checklist as best you can.

SPECIFIC TASKS:

HOW:

10. In addition, obtain information about the call and caller.

10a. Find out and write down this information about the caller:

- (1) Name.
- (2) Location.
- (3) Position with the company (if applicable).
- (4) Telephone number.

10b. If the caller did not receive the bomb threat, obtain this information about the original recipient and nature of the threat:

- (1) Name.
- (2) Location.
- (3) Position with the company (if applicable).
- (4) Telephone number.
- (5) Complete message as relayed to the original recipient.
- (6) How many people are, or have been made, aware of the threat.
- (7) Whether the original recipient and the person relaying the message will be available for an interview.

11. After receiving the needed information, advise the Security Controller of the situation.

12. A supervisor should forward this information, including the Checklist, to the Security Coordinator as soon as possible.

13. Make sure the Public Information Manger (PIM) is aware of the threat.

For a bomb threat through regular or company mail or in a hand-delivered message:

SPECIFIC TASKS:

HOW:

14. Once the letter or message has been identified as a bomb threat, avoid any further handling of the letter, message, and its original container.
15. Contact the Security Controller and advise the Controller of the situation.
16. Advise your immediate supervisor.
17. Make sure the Public Information Manager is aware of the threat.
18. Answer any questions posed by Security personnel investigating the situation.

NOTE:

Do not let anyone handle the letter or message and the container until a Security Officer arrives at the scene.

NOTE:

Security personnel responding to the situation will take custody of the letter or message and original container, place both in a protective container, and deliver the items to the Security Coordinator.

MAJOR TASK:

Support the smooth transition of the MOC during a move, shift turnover, or termination.

SPECIFIC TASKS:

HOW:

1. At shift turnover, brief your relieving counterpart and pass on all necessary documentation.
2. If moving to the Wilkes-Barre MOC, make sure control is maintained during transition.
3. At termination, turn over log and all other documentation to the PIM.