 Entergy. IPEC SITE EMERGENCY PLAN ADMINISTRATIVE PROCEDURE	PHONE ALERT RADIO PROGRAM	IP-EP-AD12 Rev: 2
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	NON-QUALITY RELATED	REFERENCE USE

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Print Name

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Signature

7/29/08

Date

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Brian Sullivan

Print Name


Brian Sullivan

Signature

7/29/08

Date

Effective Date: August 14, 2008

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REVISION SUMMARY

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1.0 REASON FOR REVISION

1.1 Tone Alert Radio Program has been upgraded.

2.0 SUMMARY OF CHANGES

- 2.1 Revised the definition of Low Siren Coverage Area.
- 2.2 Added steps to require establishment of a Tone Alert Radio Database.
- 2.3 Added steps for identification of private residence.
- 2.4 Revised steps for Tone Alert Radio survey needs assessment.
- 2.5 Revised steps to update Tone Alert Radio Database with survey results.
- 2.6 Revised steps to prepare and issue Tone Alert Radio Database reports to counties and state.
- 2.7 Revised attachment for example Tone Alert Radio Letter and Postcard.
- 2.8 Added attachment for Low Siren Coverage Areas.
- 2.9 Added attachment for example Special Facility Update Request Letter.
- 2.10 Deleted steps for periodic telephone survey.
- 2.11 Procedure changes are numerous and no revision bars have been included.


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1.0 PURPOSE

- 1.1 This procedure establishes the requirements for the maintenance and documentation of the Tone Alert Radio Program.
 - 1.1.1 This procedure provides instructions for identifying and documenting Special Facilities and private residences requiring installation of Tone Alert Radios.
 - 1.1.2 This procedure provides instructions for Tone Alert Radio setup, and installation into identified facilities.
- 1.2 This procedure is in effect continuously. Specific sections of the procedure are performed as needed to maintain the Tone Alert Radio Program, document required facility changes, and generate required correspondence and reports.

2.0 PRECAUTIONS AND LIMITATIONS

None

3.0 EQUIPMENT AND MATERIALS

- 3.1 Tone Alert Radios (if required)
- 3.2 New 'AA' size batteries (6 batteries needed for each required Tone Alert Radio)
- 3.3 AC adapter (1 needed for each Tone Alert Radio)
- 3.4 1 each of the following stickers will be needed for each Tone Alert Radio to be installed;
 - 3.4.1 'Operation of the Emergency Alert Sentinel' or similar sticker
 - 3.4.2 'Battery Installation and Testing'
 - 3.4.3 Identification of the station the Tone Alert Radio is tuned to

4.0 PREREQUISITES

None

5.0 RESPONSIBILITIES

- 5.1 The Emergency Planning Manager or designee is responsible for;
 - 5.1.1 Ensuring that this procedure is maintained current to provide an effective Tone Alert Radio Program.
 - 5.1.2 Ensuring that the Tone Alert Radio Program is carried out per this procedure.
 - 5.1.3 Ensuring that the program is funded and functional.
 - 5.1.4 Assignment of tasks as needed to maintain the program.
- 5.2 The Emergency Planning Staff members are responsible for;
 - 5.2.1 Performing assigned tasks to fulfill the procedural requirements of the Tone Alert Radio Program.

6.0 DEFINITIONS

- 6.1 Emergency Alert System (EAS) - The system of commercial radio, television and cable stations used by government authorities to provide warnings and instructions to the general public in an emergency.
- 6.2 Low Siren Coverage Area – A geographic area within the 10-mile Emergency Planning Zone in which the calculated or measured volume level of the alert sirens is less than the FEMA requirement for sound pressure level.
- 6.3 Private Residence – A private residence in which a Tone Alert Radio has been placed to enhance the Alert Notification System (ANS) in areas where siren sound may be less effective.
- 6.4 Special Facility – An offsite facility, in which the safety of a group of people is the responsibility of a manager or other person and for which special emergency plans have been made by the local emergency management agency. Examples of Special Facilities include, but are not necessarily limited to: schools, nursery schools, nursing homes, group homes, businesses, government offices, etc.
- 6.5 Tone Alert Radio – A radio which has special circuitry to activate the speaker and/or indicator lights when an Emergency Alert System (EAS) message is broadcast.

7.0 PROCEDURE**7.1 Tone Alert Radio Information Database.**

- 7.1.1 IPEC Emergency Preparedness department will maintain information related to facilities eligible for installation of Tone Alert Radios.

7.2 Special Facility Identification.

- 7.2.1 Schools, Hospitals, Nursing Homes, and registered Day Care/Nursery within the ten mile Emergency Planning Zone are eligible to receive a Tone Alert Radio.
- 7.2.2 When Westchester, Rockland, Orange or Putnam counties identify Special Facilities requiring Tone Alert Radios, the Indian Point Emergency Planning Department will collect pertinent data on each newly identified Special Facility using Attachment 4, 'Example Tone Alert Radio Update Form' (or similar).
- 7.2.3 Information on the Special facility will be entered into the Tone Alert Radio Database to ensure all facilities can be tracked.

7.3 Private Residence Identification.

- 7.3.1 Occupied residential facilities within the ten mile Emergency Planning Zone determined to be located in a Low Siren Coverage Area are eligible to receive a Tone Alert Radio.
- 7.3.2 Information on the Residential Facility will be entered into the Tone Alert Radio Database to ensure all facilities can be tracked.

7.4 Tone Alert Radio Setup.

- 7.4.1 Prior to installation or delivery, ensure each Tone Alert Radio is prepared for installation and checked for proper operation;
- 7.4.1.1 REMOVE the radio battery compartment cover.
- 7.4.1.2 ATTACH the AC adapter to the radio, AND PLUG into 115V outlet.
- 7.4.1.3 On the radio front panel, SLIDE the 'Ready / Reset' selector switch to the 'Reset' position.
- 7.4.1.4 In the battery compartment, SLIDE the 'AM / FM' selector switch to the 'FM' position.
- 7.4.1.5 In the battery compartment, ROTATE the tuning control knob until the radio is tuned to WHUD, 100.7 FM.

- 7.4.1.6 In the battery compartment, ROTATE the volume control knob until the radio volume is loud enough to alert the recipient in an emergency.
- 7.4.1.7 INSTALL 6 new 'AA' batteries into the battery compartment.
- 7.4.1.8 UNPLUG the AC adapter cord from the radio.
- 7.4.1.9 On the radio front panel, VERIFY the 'Ready / Reset' selector switch is in the 'Reset' position.
- 7.4.1.10 VERIFY the radio operates in battery mode (with AC power removed).
- 7.4.1.11 REPLACE the battery compartment cover.
- 7.4.1.12 On the radio front panel, SLIDE the 'Ready / Reset' selector switch to the 'Ready' position.
- 7.4.1.13 APPLY the 'Operation & Testing of the Emergency Alert Sentinel' sticker (see example in Attachment 3) or similar sticker to the side of the radio.
- 7.4.1.14 APPLY the 'Battery Installation and Testing' sticker (see example in Attachment 3), or similar sticker, to the side of the radio.

7.5 Installation of Tone Alert Radios.

- 7.5.1 Issuance of a Tone Alert Radio to a Special Facility.
 - 7.5.1.1 CONTACT the Special Facility requesting the Tone Alert Radio and SET UP an appointment to install the radio.
 - 7.5.1.2 PLACE the radio in a location where it can be seen.
 - 7.5.1.2.1 If possible, AVOID placing the radio near computers or alarm systems as they may cause interference with the signal.
 - 7.5.1.2.2 If possible, CHOOSE a placement location that is staffed 24 hours AND provides the best reception.
 - 7.5.1.3 VERIFY batteries have been installed.

- 7.5.1.4 PLUG IN radio AC adapter AND CONNECT to 115V outlet.
 - 7.5.1.4.1 On the radio front panel, SLIDE the 'Ready / Reset' selector switch to the 'Reset' position AND VERIFY acceptable radio reception.
 - 7.5.1.4.2 IF radio reception is unacceptable, MOVE radio placement OR RETUNE tune radio to 100.7 FM WHUD.
- 7.5.1.5 SLIDE the 'Ready / Reset' selector switch to the 'Ready' position.
- 7.5.1.6 APPLY a sticker to the radio identifying radio station the radio is tuned to.
- 7.5.1.7 EXPLAIN operation of the Tone Alert Radio to the facility contact AND PROVIDE contact with a copy of Attachment 3, 'Emergency Alert Sentinel Radio Operating Instructions'.
- 7.5.2 Issuance of a Tone Alert Radio to a Private Residence.
 - 7.5.2.1 VERIFY the radio has been setup per step 7.4.1.
 - 7.5.2.2 PROVIDE instructions for radio operation and testing per Attachment 3, 'Emergency Alert Sentinel Radio Operating Instructions'.
 - 7.5.2.3 Radio may be MAILED or DELIVERED to designated private residences.
 - 7.5.2.4 VERIFY pertinent data on the residence;
 - 7.5.2.4.1 Residence physical address and mailing address.
 - 7.5.2.4.2 Contact name.
 - 7.5.2.4.3 Telephone number.
 - 7.5.2.4.4 Data on the residence shall be entered into the Tone Alert Radio Database.

7.6 Tone Alert Radio Survey Needs Assessment for Private Residences.

7.6.1 During the quarter prior to conducting the Annual Tone Alert Survey, CONDUCT a Needs Assessment to determine the need for distribution of additional Tone Alert Radios.

7.6.1.1 Working with local municipalities within Low Siren Coverage Areas (Attachment 6, 'Low Siren Coverage Areas' on page 22), DETERMINE if new facilities exist:

- Municipal Tax Assessor
- Municipal Building Department

7.6.1.2 COMPARE addresses of identified new private residences to Low Siren Coverage Areas AND IDENTIFY which (if any) new private residences are located in the Low Siren Coverage Areas.

7.6.1.3 IF REQUIRED, ADD addresses of new private residences in Low Siren Coverage Areas to the Tone Alert Radio Database.

7.6.1.4 DISTRIBUTE Tone Alert Radio letter and postcard to new addresses, offering a Tone Alert Radio. (Attachment 5, 'Example Tone Alert Radio Letter and Postcard' on page 19 or similar)

7.6.1.4.1 NOTE any undeliverable mail.

7.6.1.4.2 IF undeliverable, THEN USE other methods to CONTACT the residence or validate address. A "best effort" attempt should be made.

7.6.1.4.3 DOCUMENT letter responses and UPDATE contact information in the Tone Alert Radio Database.

7.6.1.4.4 IF the Tone Alert Radio is declined, THEN DOCUMENT in Tone Alert Radio database.

7.6.1.4.5 IF the Tone Alert Radio is accepted, THEN DOCUMENT in Tone Alert Radio database AND DISTRIBUTE Tone Alert Radio to new address per step 7.5.2.

7.7 Conduct of Annual Tone Alert Radio Survey.

- 7.7.1 This survey, normally performed in the 4th quarter, CHECKS the operability of the radio AND VALIDATES or UPDATES the Tone Alert Radio database.
- 7.7.2 MAIL the survey to all Special Facilities and Private Residences in the Tone Alert Radio database.
- 7.7.3 Each survey should contain the following:
 - 7.7.3.1 A letter explaining the survey. (Attachment 1, 'Example Tone Alert Radio Survey Letter' on page 14) or similar.
 - 7.7.3.2 A response Card. (Attachment 2, 'Example Tone Alert Radio Survey Postcard on page 15) or similar.
 - 7.7.3.3 12 New 'AA' size batteries for radio (2 replacement sets of batteries).
 - 7.7.3.4 Instructions for operating and testing the Tone Alert Radio (Attachment 3, 'Emergency Alert Sentinel Radio Operating Instructions' on page 16) or similar.
- 7.7.4 Obtain survey information.
 - 7.7.4.1 NOTE any undeliverable mail.
 - 7.7.4.2 IF undeliverable, THEN USE other methods to CONTACT the facility or VALIDATE the address. A "best effort" attempt should be made.
 - 7.7.4.3 NOTE response to survey.
 - 7.7.4.3.1 IF the Tone Alert Radio is NOT functioning, THEN CONTACT the facility and SET UP an appointment to REPAIR or REPLACE the radio.
 - 7.7.4.4 UPDATE the Tone Alert Radio Database.

7.8 Tone Alert Radio Survey Reports.

- 7.8.1 PREPARE a report listing the results of the Annual Tone Alert Radio Survey and actions taken for each individual county, Orange, Rockland, Putnam and Westchester.

7.8.1.1 INCLUDE in the report a letter (Attachment 7, 'Example Special Facility Update Request Letter' on page 23, or similar) requesting the county to identify any new Special Facilities that require Tone Alert Radios and to provide information on those facilities.

7.8.1.2 ISSUE individual county reports to respective counties.

7.8.2 PREPARE a comprehensive report for the State Emergency Management Office (SEMO), which contains data on all Facility Tone Alert Radios.

7.8.2.1 ISSUE comprehensive report to NY SEMO.

7.9 Periodic Telephone Survey

7.9.1 PERFORM an annual 10% survey of Tone Alert Radio Facilities (Special and Residential). During the course of the year, random phone calls will be made to Tone Alert Radio Facilities to determine radio operability. This should be performed following a Required Monthly EAS Test or Full Volume Siren Test.

7.9.2 DOCUMENT these results in the database.

8.0 REFERENCES

8.1 Development Documents

- 8.1.1 NUREG-0654/FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Plans and Preparedness in Support of Nuclear Power Plants
- 8.1.2 FEMA REP-10, Guide for the Evaluation of Alert and Notification Systems for Nuclear Power Plants
- 8.1.3 Alert and Notification System Design Report – Indian Point Nuclear Power Plants – August 2008
- 8.1.4 NRC Order EA-05-190, Energy Act of 2005

8.2 Interface Documents

- 8.2.1 Indian Point Emergency Plan procedures.

9.0 RECORDS AND DOCUMENTATION

9.1 Records

Records generated by this procedure will be maintained in accordance with IPEC Records Retention Schedule per EN-AD-103, Document Control and Records Management Programs. This includes Tone Alert Radio survey reports for the four counties and SEMO.

9.2 Documentation

Documentation resulting from this procedure will be controlled and maintained in accordance with the IPEC Records Retention Schedule per EN-AD-103, Document Control and Records Management Programs.

10.0 REQUIREMENTS AND COMMITMENTS

- 10.1 IP3 COM-95-05491
- 10.2 IP3 COM-89-03404
- 10.3 IP2 NL-08-122-A
- 10.4 IP3 NL-08-122-01
- 10.5 IP2 NL-08-122-B
- 10.6 IP3 NL-08-122-02
- 10.7 IP2 NL-08-122-C
- 10.8 IP3 NL-08-122-03

11.0 ATTACHMENTS

- 11.1 EXAMPLE TONE ALERT RADIO SURVEY LETTER
- 11.2 EXAMPLE TONE ALERT RADIO SURVEY POSTCARD
- 11.3 EMERGENCY ALERT SENTINEL RADIO OPERATING INSTRUCTIONS
- 11.4 EXAMPLE TONE ALERT RADIO UPDATE FORM
- 11.5 EXAMPLE TONE ALERT RADIO LETTER AND POSTCARD
- 11.6 LOW SIREN COVERAGE AREAS
- 11.7 EXAMPLE SPECIAL FACILITY UPDATE REQUEST LETTER

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ATTACHMENT 1 EXAMPLE TONE ALERT RADIO SURVEY LETTER

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Date

«Salutation» «First_Name» «Last_Name»

«Facility» (Not applicable if residential)

«Address» (NOTE: Omit if mailing address is different)

«Town», «State» «ZIP»

Dear «Salutation» «Last_Name»,

As part of the Emergency Planning efforts for the Indian Point Energy Center, an Emergency Alert Sentinel Tone Alert Radio was given to you for use in your home or facility. The radio is pre-set to WHUD 100.7 FM, which is the Emergency Alert System (EAS) station for this area. The station broadcasts weekly and monthly tests of the EAS, which enable you to know if your radio is working properly. If, at any time, there is a problem with the radio, do not hesitate to call the number listed below.

The enclosed sheet includes instructions on the operation and testing of the Tone Alert Radio. Please take a few moments to check your radio to make sure it is plugged in. You can check to see if the radio is operating by placing the 'Ready/Reset' switch on the front of the radio to the 'Reset' position. You should hear the radio and both the yellow "Weekly Test" light and the red "Alert" lights should come on. Leave the radio on until you can verify the station's call letters. This will ensure the radio is tuned properly. If the radio is not on the proper station, indicate this on the reply card. Place the radio in a location that obtains the best reception and will be readily heard when operating. After checking the radio's operation, make sure the 'Ready/Reset' switch is placed back in the 'Ready' position.

Please replace the batteries in your Tone Alert Radio with the new batteries provided. Ensure that you test the radio's operation with the batteries as described in the Emergency Alert Sentinel Operating Instructions and note completion of these actions on your pre-paid response card.

Please check that the information on the enclosed postage-paid response card is correct. Fill in any information that is missing and make any necessary corrections. The 'Contact' and telephone number of the contact should be for the person who routinely monitors the radio's operation.

If you have been having any problems with your radio, please indicate this on the card. When we receive your card, a representative from the Indian Point Energy Center Emergency Planning Department will call you to correct the problem. If the information on the card is correct and the radio is operating properly, please indicate this on the card as well.

Please mail the card back even if the radio is working and the information is correct.

If you have any questions, please call «ANS Phone Number». An individual from IPEC will contact you. Additionally, you may contact your local county Office of Emergency Management at «County Phone Number».

Thank you for your cooperation in this matter.

.....
Manager, Emergency Planning
Indian Point Energy Center

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ATTACHMENT 2 EXAMPLE TONE ALERT RADIO SURVEY POSTCARD

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(BACK)

Please Complete and Correct the Following Information

Contact:

«First_Name» «Last_Name»

«Title» (Not applicable if residential)

«Facility» (Not applicable if residential)

«Address»

«Mail_Address_if_different»

«Town», «State» «ZIP»

Daytime Phone Number: «Phone_1» Ext.: «Ext»

Batteries replaced and battery test conducted: YES NO (circle one)

Radio is working properly _____ Radio is NOT working properly _____

FOR OFFICE USE ONLY:

Received _____

Contacted _____

Corrected _____

(FRONT)

Tone Alert Radio Survey
EN-NE Emergency Planning
P.O. Box «Number»
Buchanan, NY 10511

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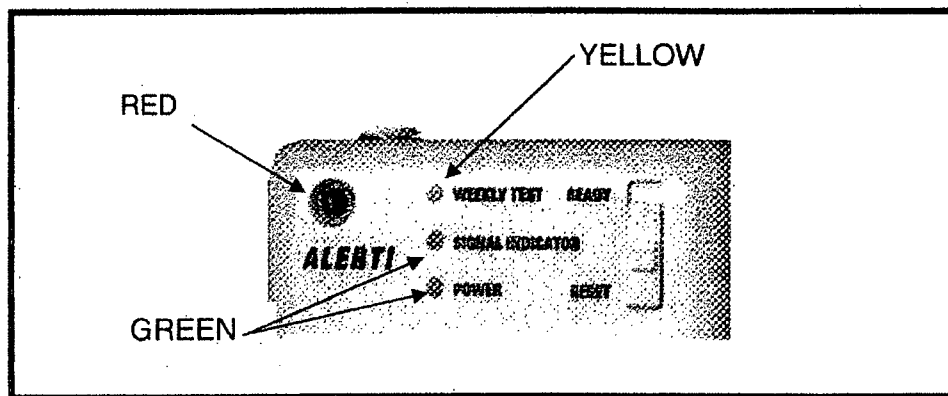
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ATTACHMENT 3 EMERGENCY ALERT SENTINEL™ RADIO OPERATING AND MAINTENANCE INSTRUCTIONS

(Page 1 of 2)

When radio station WHUD FM 100.7 sends an Emergency Alert System (EAS) activation signal, the EMERGENCY ALERT SENTINEL™ radio automatically turns on the speaker so you can hear the emergency alert message. At the end of the message, the station sends an end-of-message signal that turns off the speaker and returns it to "READY" status. Located on the front of the Sentinel are four lights that indicate the status of the unit.



Two GREEN lights indicate power and station reception.

A large RED alert light will flash whenever an actual EAS emergency announcement has been broadcast. It will also flash after an FCC-required monthly test has been broadcast. (NOTE: radio speaker turns off after end of message).

A YELLOW light indicates that the FCC-required weekly test signal has been received. This is your weekly reminder that the Sentinel radio is properly tuned and receiving EAS messages. (NOTE: Speaker does NOT turn on for weekly tests).

Following weekly and monthly testing, reset the test indicators by repositioning the slide switch momentarily to the Reset position, and verifying the red and yellow light are not lit.

(CONTINUED ON THE NEXT PAGE)

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ATTACHMENT 3 EMERGENCY ALERT SENTINEL™ RADIO OPERATING AND MAINTENANCE INSTRUCTIONS

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The EMERGENCY ALERT SENTINEL™ radio includes the following instructions which are also attached to the side of the radio:

OPERATION & TESTING OF THE EMERGENCY ALERT SENTINEL™

The FCC requires that a weekly test and a monthly test be conducted with the Emergency Alert System (EAS).

- Once a week, at random times and on random days of the week, your local radio station broadcasts an EAS test. The EMERGENCY ALERT SENTINEL™ will respond to this test by solidly lighting the **YELLOW** weekly test light that will remain on until it is manually reset.
- Once a month, also on a random basis, a special monthly test message will be broadcast. For this monthly test, **and for any actual alert message**, the EMERGENCY ALERT SENTINEL™ will activate its speaker and the large **RED** light. At the end of the message, the speaker will turn OFF; leaving the **RED** light flashing until it is manually reset. This is an indication that your unit has received a monthly test or an actual emergency broadcast.

Placing the switch on the front of the unit in the **RESET** position and then returning it to the **READY** position performs a manual reset of the unit.

The **RESET** position also allows the user to test all lights and the speaker.

BATTERY INSTALLATION AND TESTING

Install batteries (six "AA") in the compartment on the lower back of the EMERGENCY ALERT SENTINEL™ as a backup in case you lose electric power. Remember to check or change batteries on a regular basis.

You can check battery operation by unplugging the AC power cord from the radio and placing the READY/RESET switch on the front of the radio to the "RESET" position. The radio station should be heard at the volume set during original set up. If the volume is reduced or has not been reset, replace the batteries. Ensure the radio is placed in a location that allows good reception and allows you to hear when an EAS message is transmitted. Once battery operation is verified, return the READY/RESET switch to the "READY" position and plug the AC power cord back into the radio. Also replace the batteries if there has been an extended loss of electric power. An additional set of batteries is included with your radio.

MORE INFORMATION

If you have any questions regarding operation of the EMERGENCY ALERT SENTINEL™ Tone Alert Radio, contact Entergy – Indian Point Energy Center at «ANS Phone Number».

(LAST PAGE OF ATTACHMENT 3)

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ATTACHMENT 4 EXAMPLE TONE ALERT RADIO UPDATE FORM

Page 1 of 1

Facility _____

Facility Type _____

County _____

Municipality _____

Organization _____

1st Contact Name _____

Title _____

2nd Contact Name _____

Title _____

Address _____

Town/City _____

State & Zip _____

Phone (____) _____

Fax & E-Mail _____

Radio Location in Facility _____

Radio Frequency _____

Date _____

Notes _____

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ATTACHMENT 5 EXAMPLE TONE ALERT RADIO LETTER AND POSTCARD
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«Name»

Manager, Emergency Planning

«Date»

«Salutation» «First_Name» «Last_Name»

«Address»

«Town», «State» «ZIP»

Dear «Salutation» «Last_Name»,

As part of the Indian Point Energy Center Alert Notification System, Entergy has installed sirens in the 10-mile area around the power plant. These sirens are one of several ways that local emergency management officials would alert residents of an emergency at Indian Point. The sirens are a signal to turn on radios or televisions to Emergency Alert Systems (EAS) stations and listen for instructions and information.

EAS is used by government officials to broadcast emergency information and instructions on what actions, if any, you should take for protection against severe weather, fires, transportation accidents or an emergency at Indian Point.

You live in an area where the siren system volume may be less than ideal. Therefore, to further ensure your awareness of an emergency at Indian Point we are offering you the opportunity to receive (*free of charge*) an emergency alert radio which delivers EAS messages.

Please complete the enclosed postage-paid card. Also, please indicate whether or not you would like to receive a radio. Finally, please sign the card.

If you indicate that you want a radio, it will be shipped directly to your residence with all appropriate instructions for use and operation.

Please mail the postcard back no later than «Date» even if you do not want a radio.

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ATTACHMENT 5 EXAMPLE TONE ALERT RADIO LETTER AND POSTCARD
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If you have any questions, please call our siren information hotline at «ANS Phone Number». Thank you for your cooperation in this matter.

Regards,

«Name»

Manager, Emergency Planning
Indian Point Energy Center

P.S.: In addition, we encourage you to register for emergency event alerting and notification via New York State's new advanced emergency information system NY-Alert.

By signing up for NY-Alert, you can receive warnings and emergency information via the web, your cell phone, email and other technologies. Signing up for NY-Alert is free. Your information is protected and never shared with any one else. You can modify what type of information you receive or unsubscribe at any time. It is a tool to provide you with critical information when you may need it most

Register for NY-Alert on the internet at <http://www.nyalert.gov>

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ATTACHMENT 5 EXAMPLE TONE ALERT RADIO LETTER AND POSTCARD

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**Indian Point Emergency Planning
P.O. Box «Number»
Buchanan, NY 10511**

Please confirm or change the following information:

John Doe	Name:
123 Main Street	Address:
Anytown, NY 10000	City/State/Zip:

Please provide us with a daytime phone number: _____

Select one of the following options:

YES, I want a radio ____ NO, I DO NOT want a radio ____

Signature: _____

Please complete and return this card before «Date».

Name/address changes

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ATTACHMENT 6 LOW SIREN COVERAGE AREAS
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ORANGE COUNTY

Cornwall

PUTNAM COUNTY

Phillipstown

Putnam Valley

ROCKLAND COUNTY

Stony Point

Tompkins Cove

Clarkstown

Haverstraw

Ramapo

Pomona

WESTCHESTER COUNTY

Cortlandt Manor

Somers

Yorktown

New Castle

Briarcliff Manor

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ATTACHMENT 7 EXAMPLE SPECIAL FACILITY UPDATE REQUEST LETTER

Page 1 of 1

Date

«County Emergency Management Officer»

«Office Address»

«Town», «State» «ZIP»

«Salutation» «Last_Name»,

As part of our annual Tone Alert Radio update process, we are requesting that you identify any new special facilities that require a Tone Alert Radio.

Please provide the facility name, address, facility contact name and phone number. We will add the special facility information to our database, contact the facility, and provide an EMERGENCY ALERT SENTINEL™ radio. If there are no new facilities to be added, please respond stating 'none required.'

If you have any questions, call «ANS Phone Number».

Thank you for your cooperation in this matter.

«Name»

Manager, Emergency Planning

Indian Point Energy Center