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Entergy IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-260	Revision 4
	REFERENCE USE	Page 1 of 72	

Joint Information Center

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Joint Information Center (JIC)

1.0 PURPOSE AND BACKGROUND INFORMATION

1.1 This procedure establishes the framework for timely, coordinated and accurate release of protective and response information to the public and the media during an event at Indian Point Energy Center (IPEC). This procedure describes the Joint Information Center (JIC) concept being used, including the facility where the JIC is housed and the supporting processes which will allow remote participation and coordination among necessary entities.

1.2 The JIC is located within the State-run Hudson Valley Transportation Management Center (HVTMC) at 200 Bradhurst Avenue in Hawthorne, NY 10532. Directions to the HVTMC and JIC Floor Plans are attachments to this procedure.

1.3 The purpose of the JIC is to act as the official distribution point for the coordinated release of information from the four counties of Westchester, Rockland, Putnam and Orange, the State of New York, and Entergy's Indian Point Energy Center. The JIC is staffed and operated to:

- Provide information to the media, through briefings or written statements on plant conditions and on emergency response actions being taken to protect the public.
- Ensure that the public receives credible, accurate and timely information, and to identify and correct rumors or misinformation through coordinated pubic inquiry functions, as well as via coordinated media referral and media monitoring response operations.
- Support further distribution of Emergency Alert System (EAS) emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ).

1.4 The JIC supports the emergency response plans of Entergy, the New York State and Westchester, Putnam, Rockland and Orange County organizations related to an IPEC event, as well as the response plans of the US Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).

1.5 This procedure defines how Entergy will coordinate with and disseminate information to:

- State and County Public Information Officers
- NRC and FEMA Public Information Officers
- The News Media
- Members of the Public
- Entergy Employees.

1.6 This procedure also establishes the Entergy processes on preparation and release of emergency information and describes the basic functions, processes and facilities that support operation of the JIC. It also establishes Entergy policies and procedures for interaction among other emergency response entities participating through the JIC, as well as other Entergy departments and teams supporting the response.

1.7 This procedure and the position-specific checklists in the attachments address:

- Process and provisions for staff notification and facility activation
- Entergy's initial or first communications response prior to the JIC activation
- The JIC organizational structure
- Overview of JIC operations
- Flow of information to, within and from the JIC
- Preparation and review of information for dissemination to the news media
- Interaction among entities at or remotely connected to the JIC
- Equipment and supplies.

1.8 Detailed information on the responsibilities and actions of the Entergy JIC positions and reference materials for individuals filling those roles is contained in the attachments of this procedure, as well as in JIC Position Binders maintained at the JIC facility. In both cases, these documents are controlled through the IPEC Emergency Planning Department.

2.0 REFERENCES

2.1 Indian Point Energy Center Emergency Plan

3.0 DEFINITIONS

3.1 NONE

4.0 RESPONSIBILITIES

4.1 The State of New York and Entergy JIC staff will be physically located in the HVTMC working in a unified command structure. The counties participate remotely utilizing video conference, telephone, and computer capabilities and linkages. The NRC and FEMA can be accommodated at the JIC if they choose to respond there.

4.2 Entergy, State, County and federal public information staffs are responsible to share emergency response information and dissemination plans, which will support 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

4.3 The JIC can be declared staffed by either the New York State Emergency Management Office (NYSEMO) or Entergy in response to an event at IPEC once either entity is prepared to operate on its own behalf, and will be considered fully operational once both the State and Entergy have sufficient staff, communications, equipment operability and participation by all parties (NYSEMO, Entergy and the four counties) to carry out the primary JIC functions in a coordinated manner as described in this procedure and any governing procedures. NYSEMO will notify news organizations by media advisory or similar means that the JIC is operational.

4.4 Activation of the JIC for an IPEC event will be automatically initiated at the declaration of an Alert or higher classification. JIC use is otherwise discretionary.

4.5 NYSEMO, Entergy and the counties chief elected officials will cooperatively decide to terminate JIC operations.

4.6 NYSEMO is responsible for the overall physical set-up, operability and functionality at the HVTMC. Details of the specific maintenance responsibilities are described further separately in documents maintained by IP Emergency Planning.

4.7 The Entergy JIC Director is responsible for Entergy JIC staff, and to ensure that the implementation of the information dissemination process meets Entergy's needs. The JIC Director and the Entergy Corporate Spokesperson are responsible for Entergy's operations at the JIC.

4.8 Prior to JIC activation, the Entergy Communications Representative, in conjunction with the Onsite Emergency Response Organization, maintains responsibility for the release of information to the media. Once the Emergency Operations Facility is activated, the EOF Information Liaison is responsible to facilitate sharing of information among the EOF, Entergy Communications Representative and/or the JIC.

4.9 Once the JIC is operational, media and public communications from Entergy concerning the plant become the responsibility of the JIC under the overall direction of the JIC Director. The JIC Director and Communications Representative will transition responsibilities for communications during the JIC staffing.

4.10 The JIC Entergy Spokesperson is the senior communications person at the JIC for Entergy, and is responsible for the communications strategy and successful information dissemination regarding the event.

4.11 Entergy shares responsibility for certain communications functions, which will be performed jointly or in coordination with other JIC and responding entities.

4.11.1 Media monitoring is a shared responsibility performed in the JIC between the NYSEMO and Entergy. Any identified misinformation or rumors are coordinated among all entities.

4.11.2 The State, on behalf of all JIC entities with the exception of Westchester, coordinates with the New York State Tax and Finance call center (Public Inquiry call center) to provide information to respond to inquiries from the public.

4.11.3 White Plains Office Communications manages media referral activities on behalf of Entergy at the JIC, and coordinates any information dissemination with the JIC.

4.11.4 White Plains Office Government Affairs manages all government communications with elected and other government officials on behalf of Entergy, and coordinates any information dissemination with the JIC.

4.11.5 Media Room Liaison efforts will be shared by Entergy and NYSEMO staff.

4.11.6 IT operability, logistics and administrative support will be provided primarily by NYSEMO personnel, and will be supplemented by Entergy JIC staff.

4.12 In addition to the major functions of the JIC are various support actions that must occur at the JIC. The Entergy JIC staff is organized and assigned responsibility to perform these functions to fulfill Entergy's requirements for information dissemination during an emergency at IPEC. An organization chart is contained in Attachment 9.18 depicting the communications response and JIC positions. Additionally, other designated IPEC positions provide support and/or input to the JIC staff. These functions and the positions supporting them are also described below.

4.11.1 Gathering Information:

- Prior to activation of the EOF or Alternate EOF, the Shift Manager/Emergency Director (ED) in the Control Room will be responsible for providing information to the Entergy Communications Representative who is the lead communicator until the JIC is operational.
- Once the EOF is operational, the EOF Information Liaison will provide information to the Entergy Communications Representative and/or JIC Technical Advisor.
- Once the JIC is operational, the Technical Advisor, Radiological Advisor, JIC Director and JIC Writer gather information from electronic connection to plant resources and via direct personal contact with the EOF.
- Once established, the Public Inquiry call centers, Media Monitoring Coordinator and WPO Communications staff will provide the JIC with any rumors and/or misinformation identified.

4.11.2 Processing and Review:

- The JIC Documenter logs pertinent information on a running plant status log.
- The Radiological Advisor gathers and provides information and advice to the JIC on radiological conditions, and supports the efforts of the Technical Advisor.
- The JIC Writer prepares written statements (based on information from the plant).
- The Entergy Spokesperson develops talking points based on available plant information in preparation for Media Briefings.

4.11.3 Dissemination, Distribution and Feedback:

1. Information is released from the JIC to the news media verbally through Media Briefings and in writing via various forms of written statements. The Entergy JIC staff supports a broad distribution of all written statements, include posting to the NYALERT/JIC Website

   , electronic distribution to pre-defined subscriber lists which include the media and other means.

   - The Entergy Spokesperson provides formal statements to the news media in Media Briefings, and through written statements.
   - Immediately after each media briefing, the JIC Director, Technical Advisor, Media Room Liaison and Radiological Advisor update the Entergy Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.
   - The Media Monitoring Coordinator gathers reports of rumors and misinformation from various media sources, and provides this information to the JIC Government Liaison.
   - The JIC Government Liaison ensures that the JIC Director is aware of the reports of rumors and misinformation.
   - The JIC Corporate Liaison interfaces with Entergy Corporate groups such as the White Plains Office Communications and Government Affairs groups. The JIC Corporate Liaison could also interact with Corporate Support Center (CSC) (White Plains, NY) and Corporate Emergency Center (Jackson, Miss.) to ensure that all information being disseminated is consistent.
   - The JIC Government Liaison interfaces with the NYS Public Inquiry Coordinator to ensure that the Public Inquiry call centers' information is updated, and coordinates on Entergy's behalf with the counties and state. The JIC Government Liaison ensures that the JIC Director is aware of the state and county information dissemination plans.
   - The JIC Director also ensures that the information processes are completed in a manner to support the timely dissemination of information.
   - The Logistics Manager and Support Services Staff support the administrative and logistical needs of the facility.
   - The Media Room Liaison interfaces with the media, ensuring they have the latest information.
   - The A/V Production Manager and AV/Graphics Support Staff support the A/V needs of the Briefing and work rooms.
   - The JIC Documenter maintains a running log of actions/decisions of the JIC.
   - The IT Support position provides support for the Entergy Eport connections and coordinates with the State IT Support personnel to maintain computers, telecommunications systems and connectivity in the JIC.

5.0 DETAILS (PROCESS OVERVIEW)

5.1 The primary functions of the JIC are to:

5.1.1 Provide timely, accurate and coordinated 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's health and safety.

5.1.2 Ensure the public receives accurate and timely information, and to coordinate efforts to identify and correct rumors or misinformation.

5.1.3 Support further distribution of emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS). (State and County function managed primarily within the respective Emergency Operations Centers.)

5.2 Upon declaration of an Alert (or more severe emergency classification), the JIC is activated and staffed by Entergy and NYSEMO. The facility may also be activated sooner and/or at other times at the discretion of Entergy senior management and Communications personnel.

5.2.1 Notification of the Entergy Communications Representative and JIC staff occurs via the ERO Dialogics system. Entergy follows an "All-Call", fit for duty policy for the ERO. JIC staff should immediately report to the HVTMC, or initiate duties from home, office or other locations, as defined by individual position checklists.

5.2.2 Full Entergy staffing of the JIC should take place within two (2) hours of the emergency declaration. If designated to report for a second shift during an event, personnel will have a turnover period for position transition. During this turnover period, staff should work with the person currently in the position to:

- Determine the status of activities and information,
- Review available logs and documentation and
- Ensure an understanding of activities completed and in progress.

5.2.3 Either IPEC Unit 2 or Unit 3 Control Room will ensure initial information is provided to the on-duty Entergy Communications Representative during emergencies.

5.2.4 If necessary and appropriate, JIC management may re-assign available and appropriate staff to temporarily fill positions to facilitate activation. Key Entergy JIC positions for staffing are Entergy Spokesperson, JIC Director, JIC Writer and Technical Advisor.

- The first JIC Staff to arrive will respond into the first shift of their position, and others will sign-in and await further instruction in the lobby area adjacent to the JIC work rooms.

5.3 Prior to JIC being declared operational, Entergy Communications Representative serves as the communications lead.

5.3.1 The Communications Representative responds from any location where they have the computer and telephone equipment, and uses boilerplate news releases to assist the prompt development of an initial news release within one (1) hour of the classification, if possible.

5.3.2 The Communications Representative gathers essential information, drafts the initial news release(s), completes courtesy calls to the officials of Buchanan, Cortlandt and Peekskill, and distributes the final news release via the NYALERT/JIC Website and internet/email to the media, other response entities and throughout Entergy.

5.4 The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of information for the JIC. After EOF activation, the EOF Information Liaison facilitates continued sharing of information among the EOF, Entergy Communications Representative and/or the JIC, once activated. Both telephone and email contact is used to ensure prompt and timely notification to the JIC of changing information and answers to questions.

5.4.1 If necessary, an Alternate EOF (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 JIC.

5.4.2 The EOF Information Liaison and JIC will communicate over regular telephone lines to support the relay of emergency information. If the AEOF is activated, the EOF Information Liaison will establish contact with the JIC on regular telephone lines.

5.4.3 The EOF Information Liaison provides data to the JIC Technical Advisor verbally, electronically and/or via fax. Plant information is also available online through computer access at the JIC.

5.5 The JIC Company Spokesperson is the senior communications person at the JIC for Entergy, and is responsible for the Entergy communications strategy and implementation of successful information distribution, to the public and news media.

5.6 The Company Spokesperson serves as the source of all statements and information disseminated from the JIC by Entergy. The Company Spokesperson develops talking points based on available information in preparation for Media Briefings, and provides copies to the JIC Writer in support of the development of written statements.

5.6.1 Entergy, the State or Counties, NRC or FEMA can call for Media Briefings as significant events occur or critical information becomes available. Planning and scheduling Media Briefings is done by consensus of the participants. As a general rule, Media Briefings will be scheduled following (usually within one hour) changes in emergency classification, protective action decisions, radiological release and for periodic updates during extended emergency situations.

5.6.2 The Entergy Spokesperson identifies support materials needed for briefings to summarize key information, clarify plant systems and components and illustrate explanations. The Entergy Spokesperson coordinates production or availability of graphics, photographs or other materials with the AV/Graphics Support Staff directly, or with the Audio-Video Production Manager.

5.6.3 Information that will be presented at Media Briefings is first shared in either verbal or written form during Pre-Briefings. Spokespeople for all parties participating in Media Briefings participate in Pre-Briefings that are coordinated by the NYSEMO (as Moderator). Each party at the conference summarizes the status of their actions and the information they will present at the briefing.

5.6.4 Information is presented to the news media in a briefing area of the building lobby. The NYSEMO and Entergy Spokespersons will be located at a podium with microphones. Large display screens project the counties spokespeople into the lobby area for their participation. The main area of the lobby may have chairs for news briefing attendees. Audiovisual equipment is available to display diagrams, overheads, slides, videotapes and maps.

5.6.5 The Entergy Media Room Liaison supports the media present in the Media Briefing area before and after briefings to ensure they get the information they need.

5.6.6 Immediately after each briefing, the JIC Director, Technical Advisor, Media Room Liaison and Radiological Advisor update the Company Spokesperson on plant status and developments, and provide feedback on the briefing conduct, open questions and issues.

5.7 The JIC Director and the Entergy Spokesperson periodically participate with NYSEMO and other state staff to coordinate the JIC response. The County PIOs will also participate in coordinating efforts telephone and/or videoconferencing capabilities.

5.7.1 The JIC Unified Command links the various responding entities and provides a forum for these entities to make consensus decisions, and coordinate information dissemination efforts.

5.7.2 Information coordination is also facilitated by the Entergy JIC Government Liaison, who works directly with the NYS PIO and the PIO Hotline Coordinator, and by the Entergy JIC Corporate Liaison, who works directly with the White Plains Office staff and others within the company. Additionally, the Media Briefings can be viewed in several of the JIC work rooms.

5.8 The JIC Writer prepares and ensures technical accuracy and approval of written statements (news releases, media advisories and chronologies) to provide written documentation of events and response activities.

5.8.1 The JIC Writer has boilerplate news releases to assist in the prompt development of technically accurate written statements. News Releases are issued within one (1) hour of event classification or other major status change.

5.8.2 The JIC Writer provides draft written statements and news releases to the EOF for Emergency Director technical review. If timely technical review cannot be completed the Entergy Spokesperson can approve all news releases and written statements

5.8.3 The JIC Writer posts to the JIC Web Site all Entergy approved news releases and written statements.

5.9 Major events and information provided from the plant are logged and displayed by the JIC Technical Advisor and the JIC Documenter in the Entergy workroom. The Documenter also supports the Entergy Workroom by documenting the communications strategy, priorities, key messages, scheduled briefings and other relevant information.

5.10 Communications feedback is received via the JIC Government Liaison (from the counties via the PIO Hotline Coordinator and from Westchester and the NYSEMO Public Inquiry Coordinators), JIC Corporate Liaison, Media Monitoring Coordinator and Media Room Liaison, as well as from other JIC staff.

5.10.1 The JIC Director will work with the Entergy Spokesperson and JIC Writer to implement any corrective actions.

5.11 Support Services Staff assists in the distribution of written materials through copying, faxing, electronic and direct distribution, and provides other administrative and logistical support as needed, and in conjunction with the NYS Support Staff. IT Support ensures operability of Entergy Eport and computers, and works with the NYS IT support personnel to ensure full operability of Entergy work areas.

5.12 The JIC may remain operational after event termination and during Recovery.

5.12.1 The Emergency Director and/or Recovery Manager will advise the Entergy Spokesperson (or JIC Director) to develop a recovery action plan (Issues/Strategies) and determine JIC staffing requirements for Recovery.

5.12.2 The Recovery Manager will continue verification and technical concurrence of information released by the Entergy Spokesperson that pertains to the emergency or recovery from the accident.

5.13 JIC Deactivation will occur when the ED terminates the emergency or at some point during Recovery, and the decision to terminate JIC operations will be cooperatively reached by Entergy, counties' chief elected officials and New York State.

5.13.1 The deactivation will be announced both at a close-out Media Briefing and by a NYSEMO media advisory announcing the termination of JIC operations, with points of contact for follow-on inquiries.

5.14 All other personnel assigned to the JIC are responsible to carry out their tasks as outlined in their position specific checklist, attached to this procedure.

5.15 Attachments 9.1 through 9.16 are checklist instructions for JIC positions. The person(s) responding for each of these positions shall use the appropriate checklist and associated referenced tools to perform their assigned duties. Position binders are maintained for every position and they include the checklists and other tools and guidance materials needed to

perform each position's function.

6.0 INTERFACES

6.1 Indian Point Energy Center Emergency Plan

Entergy Documents:

- IP-EP-115, Forms
- IP-EP-250, Emergency Operations Facility
- IP-EP-251, AEOF
- IP-EP-610, Termination and Recovery
- Indian Point Emergency Communications Guide

7.0 RECORDS

Any logs, forms and documents generated at the JIC during an actual declared emergency are permanent quality records.

8.0 REQUIREMENTS AND COMMITMENTS

This procedure implements the following requirements/commitments:

- NL-00-111-C01 (IP2)
- NL-99-116-C13 (IP2)
- NL-81-157-C41 (IP2)

9.0 ATTACHMENTS

9.1 Entergy Communications Representative Checklist
9.2 JIC Director Checklist
9.3 Entergy Spokesperson Checklist
9.4 Technical Advisor Checklist
9.5 Radiological Advisor Checklist
9.6 Logistics Manager Checklist
9.7 JIC Writer Checklist
9.8 JIC Government Liaison Checklist
9.9 JIC Corporate Liaison Checklist
9.10 Media Room Liaison Checklist

9.11 Audio-Video Production Manager Checklist

9.12 AV/Graphics Support Staff Checklist

9.13 Media Monitoring Coordinator Checklist

9.14 JIC Documenter Checklist

9.15 Support Service Staff Checklist

9.16 IT Support Checklist

9.17 JIC Driving Direction and Floor Plans

9.18 JIC Organization Chart

Attachment 9.1

Entergy Communications Representative Checklist

Sheet 1 of 5

Primary Responsibilities

Serve as primary information gatherer and communications representative during initial emergency response; prepare and get approval of initial news release(s); complete courtesy notification to select local officials relative to the event and impending external dissemination of information to the media; distribute approved news releases; coordinate transfer of communications responsibilities to the JIC, once the JIC is declared operational, report to the JIC to work with the Company Spokesperson and the JIC Writer to provide continued communications support for verbal and written statements.

When notified by pager/phone or upon hearing the emergency assembly alarm, the Entergy Communications Representative (Com Rep), initiates the initial communications response. Emergency information and written statements are prepared, approved and issued by the Entergy Com Rep, using the following steps:

- *Obtain Information*
- *Determine Initial Response*
- *Draft Written Statement (using Boilerplate News Releases)*
- *Obtain Written Statement Technical Review and Approval*
  - *Generic Emergency Classification Level (ECL) news releases do not need review/approval*
- *Ensure Courtesy Calls to Select Local Officials*
- *Distribute Written Statement(s)*

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Upon initial notification of the event by the plant, obtain current information from the Control Room and/or EOF as is available regarding:

- Emergency Classification Level (ECL) and time declared
- Emergency Action Level (EAL) number
- Any radioactive material release; above or below federally approved limits
- Any known injuries or fatalities
- Brief description of plant events

Attachment 9.1

Entergy Communications Representative Checklist

Sheet 2 of 5

B. Contact the EOF, depending on timing, to determine if anyone is present to assist in information gathering and initial actions.

2.0 Continuous Responsibility/Activity

2.2 Notifications and Courtesy Calls

A. Receive forwarded call to cell phone or pager notice of messages left on the designated Entergy Com Rep phone line (b)(7)(F) To retrieve messages, dial (b)(7)(F) and **password** (b)(7)(F)

B. Upon receiving emergency information on initial plant conditions and following development of draft initial news release (while under review for approval):

1. Complete the Courtesy Call Guide (Form EP-34) with available information
2. Contact designated officials informing them of the event underway and the planned issuance of a news release, using the Guide and call list located in the position binder.
3. Document your actions. Complete Courtesy Call Guide as calls are completed to capture numbers used and times of calls. Sign the bottom of the form and document the time of completion of all calls for the record.

2.3 Maintain a Log

A. A written log of information and actions must be maintained, including date, time and name of source(s) furnishing information (use Emergency Response Organization Log Sheet in your binder).

2.4 News Release Development

A. Take immediate action to determine details of the situation including current plant conditions, time of event, emergency action level, emergency classification level, quantify radioactive release above/below federally approved limits, and known injuries or fatalities.

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Attachment 9.1

Entergy Communications Representative Checklist

Sheet 3 of 5

Continuous Responsibility/Activity (cont) **Notes**

B. Prepare Written Statements by gathering, compiling and reviewing plant information and response actions. Develop an initial news release based on available information, using the Boilerplate News Releases and Entergy News Release Template. (Based on circumstances, the Entergy Com Rep may report to the EOF for the latest information.)

C. Utilize the initial NUE, Alert, Site Area Emergency or General Emergency boilerplate news release templates to facilitate timely issuance of the initial news release.

NOTE:
The four generic initial ECLs Boilerplate News Releases do not need approval prior to issuance.

D. **BEFORE** issuing any news release information, obtain approval of draft news releases from the Emergency Director (ED), or whoever is in charge of the emergency at that time. Once the JIC is activated, the Company Spokesperson approves all written statements with technical review and concurrence from the ED.

E. If JIC is operational at/near the time of news release completion, coordinate with the Company Spokesperson and ED on approval.

F. Once staffed the EOF Information Liaison can assist in information gathering, and facilitate review, approval and support in distribution of news releases from within the EOF. Coordinate with and provide the EOF Information Liaison with guidance as needed for ED review and the distribution of additional news releases prior to JIC being declared operational.

G. Develop additional news releases if appropriate and necessary. Coordinate activities with JIC Director and/or Writer, if the JIC is in the process of staffing.

2.5 Dissemination and Gathering of Information

A. **BEFORE** issuing any written statement, the Entergy Com Rep must complete courtesy notifications to Buchanan, Peekskill, Cortlandt officials. (See 2.1.B)

Attachment 9.1

Entergy Communications Representative Checklist

Sheet 4 of 5

Continuous Responsibility/Activity (cont) **Notes**

B. Distribute the news release(s) to media/wire services, EOF, JIC and to the designated local officials by using any available methods.

1. NYALERT/JIC Website
2. Fax machines
3. Web EOC
4. Email

C. Use Fax Cover sheets (Form EP-28) for faxing. Or, coordinate distribution with the EOF Information Liaison, if necessary. Media and other designated email addresses/fax numbers are programmed for automatic distribution.

D. Provide the EOF Information Liaison with guidance and coordinate as needed for news release approval and distribution. Email news releases via (b)(7)(F) (b)(7)(F)

E. 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 JIC and/or the event is resolved and media interest will be handled by normal Corporate Communications staff.

F. Once staffing begins at the JIC, coordinate with the JIC (Director and/or Writer) or via the EOF Information Liaison until a transfer of responsibilities is complete. The EOF Information Liaison will receive an email from the JIC Technical Advisor and JIC Writer advising him of their ability to receive information through their personal Entergy email address. The EOF Information Liaison can be emailed at (b)(7)(F)

G. As the 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 JIC is operational, or an alternative contact point is available/provided. Complete Media Inquiry Log (Form EP-33) to document all media calls.

Ex. 7F

Ex. 7F

Attachment 9.1

Entergy Communications Representative Checklist

Sheet 5 of 5

2.6 Turnover Responsibilities

A. If the JIC is being staffed, coordinate a turnover of the communications responsibilities with the JIC Director directly, or through discussions with the JIC Writer and/or via the EOF Information Liaison. Otherwise, the Entergy Com Rep will turnover responsibilities to the IPEC or White Plains Communications staff.

B. Ensure status of news release development in process is conveyed to the JIC, as well as any media contact.

3.0 Closeout Activities

3.1 End Pre-JIC Com Rep Duties

A. Notify the JIC Director of the completion of your pre-JIC Com Rep duties, and gather all forms, final written statements, logs and other materials to submit for the record.

3.2 Support to JIC

A. Report to the JIC and to the JIC Director upon arrival for further response assignment to support the JIC Writer to enhance written statement content, timeliness and accuracy.

B. Work with the Company Spokesperson and the JIC Writer to support development of cohesive and detailed written statements, and assist with monitoring timing and facilitating the development and review process for written statements.

C. Assist JIC Director and Company Spokesperson in coordinating crisis communications strategy and key messages for inclusion in verbal and written statements.

D. Continue maintaining a log of your activities.

3.3 Provide all logs and records to the JIC Director upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.2

JIC Director Checklist

Sheet 1 of 6

Primary Responsibilities

Reporting to the Emergency Director, supervise and direct JIC staff, establish and maintain emergency communications strategy and key messages; ensure operation of the JIC facilitates the flow of information from the plant and emergency facilities to the news media and public; assist in the JIC staffing; direct shift and personnel changes; conduct periodic Entergy workroom briefings; manage and oversee all communications processes in the Entergy Work Room ; and ensure corrective actions are taken and documented to address rumors and misinformation.

1.0 Initial Responsibility/Activity

1.1 Initial Orientation on arrival at JIC.

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the NYSEMO EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Obtain status on JIC staffing and set-up activities, and provide direction as necessary to complete a first shift roster.

F. Assume title of JIC Director and overall responsibility of Entergy JIC staff and operations. Direct the JIC Technical Advisor to confirm the time with the EOF, and instruct the Logistics Manager to synchronize all Entergy clocks, time stamps, fax machines, etc. wherever applicable.

G. Call directly, or confirm that either the Company Spokesperson or JIC Technical Advisor is establishing contact with the EOF Information Liaison to confirm JIC activity and obtain updates.

H. Review Entergy JIC operation requirements to confirm the status of readiness of staff and the facility before officially declaring **Entergy Operational.** Coordinate with the NY State PIO on facility status.

Attachment 9.2
JIC Director Checklist
Sheet 2 of 6

Initial Responsibility/Activity (cont.)

I. Coordinate directly or via the JIC Writer with the Entergy Communications Representative (Com Rep), to ensure a smooth transfer from the initial communications response to the JIC. Review news release(s) issued prior to JIC activation or in progress and coordinate timing for turnover of communications responsibility to the JIC.

1. All new releases issued prior to the operation of the JIC should be available via the JIC Web Site. JIC Support Services Staff should be instructed to make copies for direct distribution within the Entergy JIC work area as required.

J. Ensure all staff refers to their detailed position checklists, and support set up and operation.

K. Entergy Operation Declaration: Coordinate with NYSEMO to declare JIC operational when:

1. Key positions are staffed with Entergy representatives and;
2. Emergency and response information is obtained to support communications functions;
3. Turnover coordination has occurred with Com Rep;
4. Communications with state and counties are established.
5. Media Briefing Area is ready for use (NOTE: Confirm if Media are present at the JIC)

L. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Declare JIC Staffed and/or Operational

A. Notify JIC Logistics Manager that the JIC is staffed, and request they inform all other appropriate personnel. Direct JIC Technical Advisor to notify EOF and Documenter to log time.

B. When NYSEMO declares the JIC operational, notify JIC Logistics Manager that the JIC is operational, and request they inform all other appropriate personnel. Direct JIC Technical Advisor to notify EOF and Documenter to log time.

Attachment 9.2

JIC Director Checklist

Sheet 3 of 6

Continuous Responsibility/Activity (cont.)

2.2 Command, Control and Operations

A. Establish and maintain command and control over the Entergy JIC operations.

B. Ensure JIC Documenter logs workroom briefing times, scheduled pre-briefing and Media Briefing times, and communications strategy/priorities.

C. Review plant status reports, written statements, news releases, EAS messages and other related information as it becomes available, and provide comments where appropriate.

D. Formulate crisis communications strategy and priorities (along with Company Spokesperson). Maintain the strategy, priorities and key messages, ensuring they are included in the written statements and talking points for Media Briefings by the Company Spokesperson.

1. Upon arrival of Communications Representative, direct that key messages and crisis communications strategy be included in written statements and media briefing talking points

E. Conduct periodic briefings with Entergy Staff keeping them apprised of changing events, JIC priorities and other important information. Ensure key staff are present in Entergy Work Room prior to providing updates, including Company Spokesperson, Technical and Radiological Advisors, Liaisons, and Logistics Manager

F. Participate in Pre-Brief meetings if requested.

G. Ensure the coordination of information and timely, accurate communications flow within/out of the Entergy Work Room, among JIC staff and especially to the media.

H. Direct appropriate rest periods and shift changes for Entergy personnel (working with Logistics Manager). Confirm 2nd. shift staff assignments with the Logistics Manager, and advise the Emergency Director upon completion of a 2nd shift roster. Ensure an overlapping transition period is established to allow incoming personnel to become familiar with the status of the situation, information and or planned activities.

Attachment 9.2
JIC Director Checklist
Sheet 4 of 6

Continuous Responsibility/Activity (cont.)

I. Release 2nd shift personnel from JIC, after 2nd shift assignment is made and they are informed of their assignments/reporting time. (It is not necessary to keep personnel until the shift roster is complete)

J. Receive information from the Entergy JIC Government Liaison, Entergy JIC Corporate Liaison and Media Monitoring Coordinator on needed corrective actions to address rumors, incorrect information or news reports identified by those functions. Assign Entergy related corrective actions to JIC staff, and notify the Documenter to log completion of the corrective actions.

2.3 Written Statements

A. 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.

1. Ensure Communications Representative supports these efforts.

B. Review written statements as required to provide communications input.

C. Ensure JIC Writer makes revisions as necessary based on input, and direct Logistics Manager to supervise proper distribution within the JIC and support immediate copy/access needs.

D. Ensure prompt technical review and concurrence of draft written statements by Emergency Director (working through the JIC Writer and Technical Advisor).

E. Ensure final written statements are approved by the Company Spokesperson and their distribution by the JIC Writer and Logistics Manager.

2.4 Media Briefings

A. Assist Company Spokesperson, as needed, to compile Media Briefing talking points and key messages. Each briefing should focus on three areas of information: **what happened; what we're doing about it; and what it means**.

1. Ensure Company Spokesperson includes any unanswered questions, inconsistencies and inaccuracies from previous briefings.

Attachment 9.2

JIC Director Checklist

Sheet 5 of 6

Continuous Responsibility/Activity (cont.)

B. Ensure the State PIO is promptly advised of requests for Pre-Briefings and Media Briefings.

C. Ensure JIC Technical Advisor updates the Company Spokesperson on plant and Entergy Work Room activities during his/her absence for Media Briefings or other activities.

D. Monitor Media Briefings for salient content points, for follow-up and unanswered questions. Ensure the JIC Technical and Radiological Advisors, Government and Corporate Liaisons, Media Monitoring Coordinator, and Media Room Liaisons are available, document open items on a Media Briefing Issues form (Form EP-22).

E. Ensure a prompt and short critique is conducted after each Media Briefing to provide input and cover issues for the Company Spokesperson.

F. Review media questions collected at the conclusion of the media briefings to assist in preparing notes for future Media Briefings, in preparing the Company Spokesperson and for inclusion in written statements, if appropriate.

G. If events change during Media Briefings (e.g. classification change or radiation release underway), ensure the AV person in the briefing area (or Logistics Manager) relays a message to the State Moderator to end the briefing.

2.5 Recovery Support Activities

A. Receive request from the Emergency Director to assist in developing a Recovery Action Plan, including identifying Issues/Strategies and determining the JIC Recovery Organization staffing requirements. Coordinate this activity with the Company Spokesperson.

B. Coordinate with the Company Spokesperson to participate in a joint conference convened by the ED, to:

1. Review the recovery issues/strategies action plan.
2. Review the JIC recovery staffing requirements.

Attachment 9.2
JIC Director Checklist
Sheet 6 of 6

Continuous Responsibility/Activity (cont.)

C. Receive verification and concurrence of written statements from the Recovery Manager. The Recovery Manager will continue verification and technical concurrence of information released by the Company Spokesperson that pertains to recovery activities from the accident.

D. Ensure the Company Spokesperson provides a final Media Briefing on the emergency and recovery operations, prior to the Recovery Manager terminating the recovery phase.

3.0 Closeout Activity

A. Terminate JIC operations after a joint decision is reached by Entergy, New York State and the counties' chief elected officials.

B. Direct JIC personnel to return all equipment to proper storage locations and provide necessary JIC documentation to the Logistics Manager for packaging

C. Conduct facility de-briefing

D. Review all JIC documentation to verify that logs, forms and other documentation are complete

E. Provide all documentation to the Emergency Planning Manager

F. Return work area to startup condition before departing facility

Attachment 9.3
Entergy Spokesperson Checklist
Sheet 1 of 5

Primary Responsibilities

Working with the JIC Director, and Emergency Director, coordinate all outgoing information from the JIC and serve as primary source of plant information on public health and safety; review incoming plant/event information from EOF (via Technical and Radiological Advisor), review and approve written statements, obtaining technical concurrence from the ED; develop talking points for Media Briefings including key messages; participate in pre-briefings with state and county PIOs; serve as Company Spokesperson at Media Briefings responding to media questions; ensure follow up and closure of open questions/correction of rumors and misinformation.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Confer on plant events with JIC Staff or establish contact with the EOF directly if not yet done. Obtain update(s) on plant activity from JIC Technical Advisor directly or from EOF Information Liaison/Emergency Director.

F. Begin formulating crisis communications strategy and priorities (along with JIC Director, if present).

G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log and other documentation, a detailed briefing on the emergency status and response, and actions completed, planned or in progress.

Attachment 9.3

Entergy Spokesperson Checklist

Sheet 2 of 5

2.0 Continuous Responsibility/Activity

2.1 Key Communications Activities

A. Review plant status reports, information sheets, state/county news releases, EAS messages and other information as it becomes available.

B. Confer with JIC Staff and coordinate on Media Briefing talking points, key messages, outstanding information requests and needed clarifications, and other communications points, as appropriate.

C. Work with the JIC Staff to establish and periodically review JIC Communications Strategies and Key Messages for the communications response. Ensure media briefings and news releases reflect the latest key messages and support the strategy.

D. Participate in Pre-Brief meetings/discussions with needed JIC Staff, NYS and the counties to ensure coordinated information sharing and dissemination plans.

2.2 Written Statements

A. Review, provide directions and input to the JIC Writer on all Written Statements generated at the JIC (JIC Writer will gain technical concurrence for news releases from the Emergency Director).

1. As necessary, request the JIC Director and/or JIC Technical Advisor review written draft statements and provide comments.

B. Approve JIC written statements for final distribution.

1. If timely review cannot be obtained, then Company Spokesperson can approve written statements.

C. Initial final version for Documenter records.

2.3 Preparations for Media Briefings

A. Define information to be presented at Media Briefing by creating JIC Talking Points (Form EP-35), obtain input from JIC Staff on key messages and support for preparations.

1. Compile talking points and key messages.

2. 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, page 5 of 5)

Attachment 9.3

Entergy Spokesperson Checklist

Sheet 3 of 5

Continuous Responsibility/Activity (cont.)

3. In preparing Talking Points, ensure unanswered questions, inconsistencies, inaccuracies are noted from previous briefings.
4. Provide copy of Talking Points to JIC Writer before departing for Pre-Briefings to facilitate development of written statements.

B. Review and select graphics for briefings request graphics and other visual aids from AV/Graphics staff and/or Entergy Audio-Video Production Manager for Media Briefings.

C. Inform Media Room Liaison and AV/Graphics staff of time of next Media Briefing.

D. Review Media Briefing information with JIC Staff prior to pre-briefings, and coordinate on approach or strategy for briefing.

E. Participate in Pre-Briefings with NYSEMO and the counties. Provide Entergy information to NYSEMO and counties, resolve inconsistencies/concerns/rumors, review briefing protocol and order of speakers.

1. Public safety and protective action information will take priority.
2. The State PIO takes the lead and NYSEMO Media Room Moderator facilitates coordination.

2.4 Media Briefings and Interviews

A. NYSEMO, counties or Entergy can call for a Media Briefing as significant events occur or critical information becomes available. JIC Media Briefings are usually scheduled within 60 minutes of classification changes, major events or significant actions by Entergy, state or counties. Coordinate with NYSEMO PIO and JIC Staff on establishing Media Briefing times.

Attachment 9.3

Entergy Spokesperson Checklist

Sheet 4 of 5

Continuous Responsibility/Activity (cont.)

B. NYSEMO Media Room Moderator opens Media Briefings by making introductory remarks and establishing the process and ground rules. Upon instruction by Moderator conduct briefing using prepared Taking Points and visuals. Respond to questions as directed by Media Room Moderator.

C. As appropriate and requested, remain in media briefing area to conduct one-on-one or small group interviews regarding Entergy's response. Limit the amount of time devoted to these to allow time to return to the work area for updated information.

1. Ensure the Entergy Media Room Liaison is available to document notes of the interactions, and any follow up requests.
2. Advise the JIC Director (and NYSEMO PIO during next Pre-Briefing meeting, as appropriate) of the activity and results.

D. Upon return to Entergy Work Room, receive feedback on media briefing. Obtain plant update from JIC Staff. Review open items and other issues from briefing, and determine appropriate actions to complete follow-up.

2.5 Recovery Support Activities

E. Receive request from the Emergency Director to assist in developing a Recovery Action Plan, including identifying Issues/Strategies and determining the JIC Recovery Organization staffing requirements. Coordinate this activity with the JIC Director.

F. Coordinate with the JIC Director to participate in a joint conference convened by the ED, to:

1. Review the recovery issues/strategies action plan.
2. Review the JIC recovery staffing requirements.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

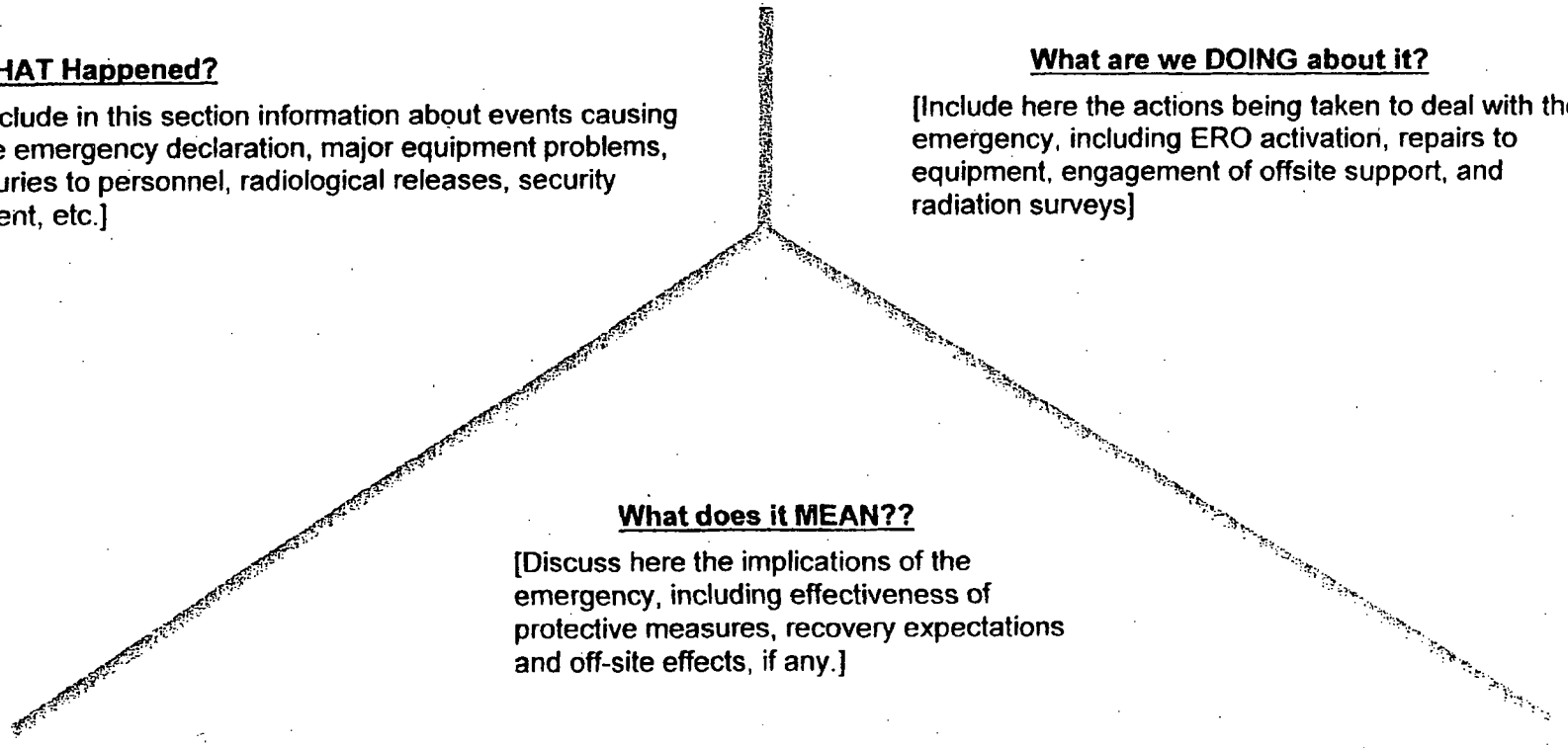
3.2 Provide documentation and materials to JIC Director.

Attachment 9.3

Entergy Spokesperson Checklist

Sheet 5 of 5

Media Briefing Content Guide



WHAT Happened?

[Include in this section information about events causing the emergency declaration, major equipment problems, injuries to personnel, radiological releases, security event, 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 and off-site effects, if any.]

Attachment 9.4

Technical Advisor Checklist

Sheet 1 of 4

Primary Responsibilities

Reporting to JIC 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, JIC Director and JIC Writer on plant events; support development/review of written statement technical accuracy; maintain log of events and information received; and monitor Media Briefings to document issues and unanswered questions.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Establish contact with the EOF via the EOF Information Liaison using a direct telephone line, establish official time from EOF, advise JIC Director.

F. Establish whether the EOF Information Liaison has been in contact with the Entergy Communications Representative, and coordinate in status of news releases and responsibility transfer from Communications Representative to JIC.

   1. Facilitate information sharing/coordinate with JIC Writer to establish contact with the Communications Representative to confirm status and facilitate transfer of responsibilities.

G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log and other

Attachment 9.4
Technical Advisor Checklist
Sheet 2 of 4

Initial Responsibility/Activity (cont.)

documentation, a detailed briefing on the emergency and response actions, and activities completed, planned or in progress.

2.0 Continuous Responsibility/Activity

2.1 Gather Information

A. Review plant status reports electronically, online (via, EDDS/PICS) and by fax including 31(a,b,c) and 42(a,b,c) forms, Radiological Emergency Data forms (Parts 1, 2), "Essential Information Checklist" (Form EP-9), plant data systems and other information on events and response actions as it becomes available. Advise Company Spokesperson, JIC Director and JIC Writer in any change.

B. Gather information as required to support Company Spokesperson and JIC Writer to develop materials for dissemination (refer to Information Gathering Checklist below for guidance).

C. Establish and maintain contact with EOF Information Liaison to obtain updated information both verbally and electronically using "Essential Information Checklist" (Form EP-9) via WebEOC email and in position binder. Print and provide forms to Logistics Manager for further distribution in the JIC. **(email:** (b)(7)(F) (b)(7)(F)

D. Request information from the EOF Information Liaison, and as necessary use available references in the JIC and electronically, including Emergency Action Level Guide, glossary of technical terms, technical plant references in JIC (technical specifications manuals, online links to IP2/IP3 FSARs, etc.), and plant parameters.

E. Working with the JIC Documenter, ensure plant status information is properly and promptly documented. Also maintain an emergency response log of your actions, and important decisions or actions.

F. Confirm ED and JIC Director talk on routine basis for information consistency.

2.2 Written Statements

A. Provide new information and needed descriptions to the JIC Writer to support written statement development.

B. Review and provide to JIC Writer technical comments on written statements.

EX. 7F

Attachment 9.4

Technical Advisor Checklist

Sheet 3 of 4

Continuous Responsibility/Activity (cont.)

C. Facilitate ED technical concurrence.

2.3 Pre-Briefings

A. Advise Company Spokesperson and JIC Director on plant events and assist Company Spokesperson in preparing Talking Points as needed.

2.4 Media Briefings

A. Support Company Spokesperson to obtain needed information to answer questions and open issues from Media Briefings.

B. Monitor Media Briefings from Entergy Work Room and complete Media Briefing Issues form (Form EP-22) if any open issues or follow-up requests are identified. Provide completed forms to JIC Director after briefings.

C. After Media Briefings, promptly update Company Spokesperson on events and status changes during the briefing.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director

Attachment 9.4
Technical Advisor Checklist
Sheet 4 of 4

INFORMATION GATHERING CHECKLIST

1. What happened?
   a. Which unit was affected and what is the status of the non-effected unit?
   b. Plant status or potential to effect plant status?
   c. Release of radiation or potential for release?
   d. Is radiation release above or below tech specs?
   e. Injuries/contamination?
   f. Leakage or spills?
   g. Toxic/hazardous material?
   h. Safety significance?
   i. Security significance?
2. When did it happen – specific time, has it ended?
3. Why did it happen – equipment failure, weather conditions, etc.?
4. What is being done – to respond, repair, mitigate or prevent it from happening again?
5. Who was involved/responsible - potential information sources?
6. Has all staff been accounted for? Are there injuries? What is the status of non-essential personnel?
7. What are the current weather conditions?

Attachment 9.5

Radiological Advisor Checklist

Sheet 1 of 2

Primary Responsibilities

Under the direction of the JIC Director, establish and maintain contact/information exchange with the EOF Information Liaison on event radiological aspects; provide information and advice to the Company Spokesperson on radiological status due to plant events; review written statements and monitor Media Briefings for accuracy relative to radiological aspects; assist the JIC Technical Advisor as needed.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Review Available Information on Event

A. Review plant status reports electronically, online (via, EDDS/PICS) and by fax including 31(a,b,c) and 42(a,b,c) forms, Radiological Emergency Data forms (Parts 1, 2), "Essential Information Checklist" (Form EP-9), plant data systems and other information on events and response actions as it becomes available.

Attachment 9.5

Radiological Advisor Checklist

Sheet 2 of 2

B. Advise Company Spokesperson as appropriate on radiological consequences/aspects, including Cross Valley Effect, if applicable, impacts and layman's descriptions.

C. Assist the JIC Technical Advisor on information gathering and assessment of technical plant aspect, as requested and appropriate.

D. As needed, contact the EOF Information Liaison for information and/or clarification.

2.2 Written Statements

A. Review and provide technical comments on written statements on radiological implications of plant events, including Cross Valley Effect, if applicable, as requested.

2.3 Pre-Briefings

A. Advise Company Spokesperson and JIC Technical Advisor on radiological implications of plant events, including Cross Valley Effect, if applicable.

B. Assist Company Spokesperson to compile Talking Points for Media Briefings as needed.

2.4 Media Briefings

A. Monitor Media Briefings, time permitting, from Entergy Work Room and complete Media Briefing Issues Form (form EP-22) if any open issues or follow-up requests are identified. Provide completed forms to JIC Director after briefings.

B. Ensure unanswered questions or inaccuracies are addressed during preparation of next Media Briefing.

2.5 Post Briefing

A. Provide feedback on Media Briefings to JIC Director and Company Spokesperson.

B. Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director.

Attachment 9.6

Logistics Manager Checklist

Sheet 1 of 4

Primary Responsibilities

Reporting to the JIC Director, supervise JIC Support Staff, IT Support Staff and Media Room Liaison; oversee support activities and functions; perform support functions, as appropriate; participate in JIC Unified Command to ensure coordinated JIC support services with NYS. Supervise Entergy JIC deactivation. Coordinate facility support as required with state representatives.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. For all call, stage and prioritize entrance into the facility.

C. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

D. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

E. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

F. Verify completion of JIC staffing by reviewing registration sign-ins on JIC Staffing Form (Form EP-23). Review the JIC Sign-In boards and complete the Sign-in board if names of available staff are not included.

G. Confer with JIC Director to determine no-shows, instruct available staff to fill positions if necessary. (Refer to Emergency Telephone Directory if necessary to make contacts).

1. If necessary, utilize JIC Support Services Staff to contact JIC personnel who have not yet arrived to determine if and when they may arrive for response and shift planning purposes.

Attachment 9.6

Logistics Manager Checklist

Sheet 2 of 4

Initial Responsibility/Activity (cont.)

H. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

I. Ensure set-up of Entergy work areas. Receive official time from JIC Director and direct IT Support and/or Support Services Staff to synchronize Entergy clocks, fax machines, time stamp, etc.

J. Ensure Support Services Staff establish and maintain a log for incoming and outgoing faxes if needed.

2.0 Continuous Responsibility/Activity

2.1 Support JIC Operations

A. Working with JIC Director, make shift assignments using JIC Staffing Form (Form EP-23). Release any individuals present not currently filling a position on the 1st shift, after assigning them to second shift

1. When all positions are filled and shift assignments have been made, provide completed shift roster to JIC Director for provision to Emergency Director. If requested, ensure faxing the form to the EOF.

2. Supervise Support Services Staff, JIC Documenter, Media Room Liaison and IT Support Staff, and provide assistance in completion of tasks as needed

B. Confirm with AV Productions manger that all AV systems are setup, tested, and operational. Inform JIC Director when completed.

C. Participate in Pre-Brief meetings if requested by the JIC Director and/or Company Spokesperson to ensure coordinated support operations for JIC activities.

1. Ensure hard copy distribution of all (State, Entergy and County) news releases within Entergy JIC work areas and Media Briefing area, if electronic distribution is not available.

2. Maintain contact with and provide direction to Media Room Liaison for pre-brief meetings and discussions.

Attachment 9.6

Logistics Manager Checklist

Sheet 3 of 4

Continuous Responsibility/Activity (cont)

D. **IF** electronic distribution is not available **THEN** work with (Entergy and NYSEMO) Support Services Staff to ensure proper distribution of written materials using the Information Distribution Guide (Form EP-26). In some cases there may only be an original, so ensure a copy is returned to the owner before continuing duplication and distribution to others.

1. Receive notice of impending state and county news release issuance from Entergy JIC Government Liaison, and direct Support Staff to print for distribution in Entergy work areas, and for record keeping.
2. Work with Support Staff to ensure proper distribution in Entergy JIC work areas.

E. Maintain operational condition in Entergy work areas, and coordinate with NYSEMO lead support person or PIO on facility operations issues to ensure smooth functioning of equipment and the facility itself. Inform JIC Director of any emerging facility issues.

F. Coordinate with NYSEMO/NYSP on arrangements for food service (and lodging if necessary). Contact the EOF Administration and Logistics personnel for assistance if necessary.

G. Arrange for first aid or emergency care if required, in coordination with NYSEMO/NYSP representatives.

H. Provide completed JIC staffing form (Form EP 23) to Documenter for each shift for permanent log keeping.

I. Inform NYSP of next media briefing time so they can institute access controls for the area.

2.2 Written Statements

A. Ensure approval initials by Company Spokesperson on final written statements, and provide to Documenter for record keeping.

B. **IF** electronic distribution is not available **THEN** work with (Entergy and NYSEMO) Support Services Staff to copy written statements for JIC distribution, and for Fax distribution (as required), including use and completion of Written Statement Distribution Checklist (Form EP-25).

Attachment 9.6

Logistics Manager Checklist

Sheet 4 of 4

Continuous Responsibility/Activity (cont)

1. Ensure fax distribution of Entergy written statements as necessary to those designated. (Fax numbers should be pre-programmed in the fax machines for these recipients).

2.3 Media Briefings

A. If events change during a media briefing, relay message AV Graphics Support to inform the State Moderator or Company Spokesperson to end the briefing.

3.0 Closeout Activity

3.1 Provide documentation and materials to JIC Director.

3.2 Participate in debriefing and then return work area to startup condition before departing facility.

3.3 Oversee facility deactivation including ensuring all documentation and completed checklists, logs, etc. are gathered and provided to the JIC Documenter.

3.4 Ensure facility is operational for next use including JIC work rooms and media briefing area in the lobby.

Attachment 9.7

JIC Writer Checklist

Sheet 1 of 5

Primary Responsibilities

Under the overall direction of the JIC Director with additional direction from the Company Spokesperson, ensure prompt written statement issuance on the event. Prepare written statements (within **one hour or sooner** of Emergency Classification or plant/events change); provide draft statements to JIC Technical Advisor for review; work with the JIC Technical Advisor or EOF Information Liaison directly to ensure technical concurrence from the Emergency Director; make changes as directed; obtain final approval of statements by the Company Spokesperson; add time, date and print final/approved statements; post to NYALERT/JIC Website and electronically distribute to news media; and provide copy of final to Logistics Manager/Documenter for distribution and records keeping.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Turn on computer/monitor, test word processing program and printer, and create new file folder on C: drive for event (label with event date)

F. Locate Boilerplate News Release files and available as resources in the Entergy Work Room.

G. Determine status of communications response via the EOF Information Liaison. Make direct contact with the Entergy Com Rep to establish status of written statements and communications efforts. Coordinate responsibility hand-off to JIC.

Attachment 9.7
JIC Writer Checklist
Sheet 2 of 5

Initial Responsibility/Activity (cont)

H. Receive plant status/emergency response updates from JIC Technical Advisor.

I. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Written Statements

A. Written Statements should be made as soon as possible, but within a target of **one hour** of:

1. Initial plant emergency declaration (made before JIC becomes activated).
2. A new Emergency Classification (escalation).
3. When plant events warrant public notification, such as
   (a) A fatality or serious injury,
   (b) Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation
   (c) Personnel exposures to radiation exceeding limits allowed by regulation
   (d) Emergency event termination.

B. Other written statements may be issued at the discretion of the Company Spokesperson or JIC Director, including chronologies on an infrequent basis.

C. Development: With support from JIC Director, Company Spokesperson and JIC Technical Advisor prepare written statement drafts using sample boilerplates and standard phraseology combined with information provided by EOF; *when using sample boilerplates review all wording for accuracy and applicability.* Also use Company Spokesperson's Talking Points for written statement development.

Attachment 9.7
JIC Writer Checklist
Sheet 3 of 5

Continuous Responsibility/Activity (cont.)

1. Copy (Save As) appropriate EAL boiler plate news release or templates in folder – edit and modify with available and appropriate information, as necessary, reviewing all standard language to ensure applicability.
2. Use Written Statement Content Considerations (see page 5 of 5) and if needed the suggested phraseology, Emergency Action Level descriptions and other reference information contained in the Emergency Communications Guide to prepare these drafts.
3. Print draft statement without date or time for review by JIC Technical Advisor first, and then by the Company Spokesperson. The JIC Director should also review statements for communications messages and to provide input, as appropriate.
4. Make changes to draft statements, based on reviews, as directed by Company Spokesperson, JIC Technical Advisor and/or JIC Director.

D. JIC Review – JIC personnel, usually the Company Spokesperson, JIC Director and/or JIC Technical Advisor, review draft written statements and propose changes as needed. The JIC Writer makes edits based on input received.

E. Technical Concurrence – Draft 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 dictate the emergency communications strategy. Incorporate comments, as directed by the Company Spokesperson and/or JIC Director.

   1. Ensure prompt review and feedback, or contact the EOF Information Liaison to facilitate.
   2. If timely review cannot be obtained, then Company Spokesperson can approve written statements.

F. Add the time/date ONLY upon approval from the Company Spokesperson

   1. Print final approved written statement for distribution, after adding time and date to indicate final revision.

Attachment 9.7

JIC Writer Checklist

Sheet 4 of 5

Continuous Responsibility/Activity (cont.)

G. **Distribution:** Ensure prompt and proper (external and internal) distribution and posting of written statements.

1. Print/provide final statement to Logistics Manager for approval initialing, internal JIC distribution, record keeping.
2. Save a copy of the final approved statement and post it to the NYALERT/JIC Website. Electronically distribute statement using the NYALERT/JIC Website, Web EOC and EOF Information Liaison.

H. Ensure all statements are saved in appropriate computer folder with current date.

2.2 Media Briefings

A. Monitor Media Briefings, time permitting, from Entergy Work Room and complete Media Briefing issues from Form EP-22 if any open issues or follow-up requests are identified. Provide complete forms to JIC Director after briefings.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director.

Attachment 9.7

JIC Writer Checklist

Sheet 5 of 5

Written Statement Content Considerations

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

Reference Information:

- Buchanan, NY (for initial releases) and Hawthorne, NY (for JIC releases)
- Time and date of written statement (upon final approval ONLY)
- Contact for further information (duty IP Com Rep-name/phone number) or Media Referral (WPO)

What Happened:

- Emergency description – description of the event, systems, components or security 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/fatalities to personnel, if any
- Radiological releases, if any
- Status of unaffected unit; status of entire site

Emergency Response - What's Being Done:

- Emergency Response Organization mobilized
- Notification of off-site officials (NRC, Counties and NYSEMO, FEMA, etc.)
- In-plant actions to correct or mitigate the situation, repair equipment, investigate tampering, etc.
- Support from off-site organizations
- Off-site radiological monitoring activities
- Accountability of personnel on site, and status of non-essential personnel

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 9.8

JIC Government Liaison Checklist

Sheet 1 of 3

Primary Responsibilities

Under the direction of the JIC Director, serve as information liaison with county public information officers (PIOs) via the NYS PIO Hotline Coordinator; receive information on county communications plans and forward to the JIC Director, as appropriate; ensure pre-briefing and Media Briefing times are clear among county PIOs; receive information on event news coverage from Media Monitoring Coordinator and interface with the NYSEMO PI Coordinator to receive any reports of rumors or misinformation; ensure Entergy public information is known within the remote public inquiry function locations; monitor the NYALERT/JIC Website for coordination of response and public inquiry among Entergy, the NYSEMO and Counties.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Establish contact with NYSEMO PIO directly and County PIOs via the NYSEMO PIO Hotline Coordinator, and monitor/maintain understanding of NYSEMO/County status. Update JIC Director on actions of each.

F. Prior to arrival of NYSEMO representatives, initiate and monitor the PIO Hotline.

G. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

Attachment 9.8

JIC Government Liaison Checklist

Sheet 2 of 3

2.0 Continuous Responsibility/Activity

2.1 Keep JIC Director/Officials Updated

A. Serve as Entergy information liaison with county public information officers (PIOs) via the NYSEMO PIO Hotline Coordinator. Monitor county actions and discussions via NYSEMO PIO Hotline.

Coordinate, and monitor/maintain understanding of NYSEMO/county public information status.

1. Receive information on county communications plans and forward to the JIC Director, as appropriate.
2. Update JIC Director on actions of each county and state.
3. Provide input to PIO Hotline Coordinator on Entergy actions (planned news release distribution, requested media briefing, etc.) and latest information.
4. Inform Entergy Logistics Manager of impending state and county news release issuance so Documenter can print a copy for distribution in Entergy work areas, and for record keeping.

B. Interface with the NYSEMO PI Coordinator to receive any reports of rumors or misinformation, and ensure Entergy public information is known within the public inquiry function.

C. Monitor the NYALERT/JIC Website and public inquiry function for coordination of response and public inquiry actions among Entergy, the NYSEMO and Counties.

1. Update JIC Director on actions or information as appropriate.

D. Obtain information and feedback about rumors, from Media Monitoring Coordinator and provide input to PIO Hotline Coordinator.

2.2 Written Statements

A. Receive notice of impending county news release issuance. Notify JIC Director and Documenter.

B. Receive notice of impending Emergency Alert System (EAS) messages/EAS follow-on news releases to be issued by each county via PIO Hotline Coordinator.

1. Notify JIC Director of the message and the planned timing of EAS broadcasts.

Attachment 9.8

JIC Government Liaison Checklist

Sheet 3 of 3

Continuous Responsibility/Activity (cont)

2.3 Pre-Briefings/Media Briefings

A. In absence of NYSEMO PIO Hotline Coordinator, help coordinate among Company Spokesperson, county representatives (and State remotely) planned information for release, inconsistencies and concerns.

B. Monitor Media Briefings to maintain current on status and the communications response actions of the counties, state and Entergy.

1. Advise NYSEMO PI Coordinator of information to share with public inquiry function.

2. Identify any open questions or unresolved issues from Media Briefings and follow up with JIC Director for resolution statements and/or actions to forward to NYSEMO PIO Coordinator. The Media Briefing Issues Form (Form EP-22) also available on Web EOC may be used to assist with this.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director.

Attachment 9.9

JIC Corporate Liaison Checklist

Sheet 1 of 3

Primary Responsibilities

Under the direction of the JIC Director, serve as information liaison with corporate communications, and government affairs; coordinate and receive information on media inquiry activities from corporate communications including rumor identification and resolution; coordinate and receive information on government affairs communications activities; ensure Entergy JIC information is provided to and known by corporate groups including rumor identification and resolution; monitor public information activities and statements on the NYALERT/JIC Website and for coordination of response among JIC and other corporate Entergy locations/operations.

1.0 Initial Responsibility/Activity

1.2 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Establish contact with corporate communications and government affairs departments in White Plains Office (WPO) and notify JIC Director of initial status.

F. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Keep JIC Director/Corporate Groups Updated

A. Serve as Entergy information liaison with corporate communications and government affairs departments in White Plains Office (WPO).

Attachment 9.9

JIC Corporate Liaison Checklist

Sheet 2 of 3

Continuous Responsibility/Activity (cont.)

1. Provide JIC communications response activities and status to corporate communications and government affairs.
2. Receive notice of information dissemination activities by corporate groups.
3. Ensure/support coordination between JIC and corporate groups, as appropriate.
4. Update JIC Director on status and/or actions, including any interviews conducted and written statements generated by Corporate Headquarters.

B. Ensure pre-briefing and Media Briefing times are known by each of the corporate groups (especially WPO communications and government affairs).

C. Interface with the corporate groups on identification of and receive any reports of rumors or misinformation (via email/telephone contact).

1. Receive notice of identified rumors or inaccuracies.
2. Notify JIC Director of rumor/inaccurate information.
3. Inform corporate groups of rumor/misinformation resolution plan and/or resolution materials for clarification.

D. Monitor logs for coordination of response and media inquiry actions among JIC and Entergy corporate groups.

1. Update JIC Director on actions or information as appropriate.

2.2 Written Statements

A. Receive notice of information dissemination and/or issuance by corporate groups. Notify JIC Director and ensure/support/coordinate between JIC and corporate groups, as appropriate.

2.3 Media Briefings

A. Monitor discussion of times for pre-briefings and Media Briefings and notify corporate groups (via email/telephone contact).

Attachment 9.9

JIC Corporate Liaison Checklist

Sheet 3 of 3

Continuous Responsibility/Activity (cont)

B. Monitor Media Briefings to keep current on status and the communications response actions of Entergy.

1. Provide notice to corporate groups of information presented at Media Briefings to ensure consistency of information.
2. Identify any open questions or unresolved issues from Media Briefings using Media Briefing Issues Form (Form EP-22) and follow up with JIC Director for resolution statements and/or actions to forward to corporate groups.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director.

Attachment 9.10

Media Room Liaison Checklist

Sheet 1 of 3

Primary Responsibilities

Reporting to Logistics Manager, working with Audio Video Manager and Support Staff, support setup of Media Briefing area; coordinate with NYS Media Room Moderator, act as the interface for media present at JIC; identify and arrange for media needs, as appropriate if available; support audio-video staff during Media Briefings, as needed; support Company Spokesperson with one-on-one or small group interviews by documenting statements and questions; and prepare/maintain media materials and media kits for media present in JIC.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Proceed to Media Briefing Area in building lobby; if present locate NYSEMO Media Room Liaison to coordinate, for set up.

1. In coordination with NYSEMO Media Room Liaison, prepare and set out Media Kits and Emergency Planning booklets located in storage room in work areas.

2. Put out news release folders and include any current news releases. (If news releases have been issued then place copies in folders) for JIC Media kits/news release folder item may be available electronically or through other media.

B. Assist, as needed, with set up of Media Briefing Area in lobby of building.

Attachment 9.10
Media Room Liaison Checklist
Sheet 2 of 3

C. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Media Room Activities

A. Act as liaison to the media regarding process for gathering/obtaining information.

B. Interact with the news media at the JIC to determine and respond to their need for background information and support services. Do NOT comment on the emergency or provide opinions or explanations.

C. Maintain supply of news releases, media kits and other appropriate materials for the media present in the JIC. Coordinate with NYSEMO Media Room Liaison to make requests to JIC support staff for proper number of copies or to obtain materials.

D. Provide assistance by advising reporters of past media briefings and distributing copies of available information.

E. Coordinate requests for b-roll footage and copies of photos (tapes and CDs available) with the Audio-Video Production Manager and/or NYSEMO Media Room Moderator. Coordinate other requests with the NYSEMO Media Room Moderator.

F. Participate in or be available on head sets for pre-brief meeting, discussions or as instructed by the Logistics Manager.

2.2 Media Briefings and Interviews

A. Support Media Briefings, as requested by the NYSEMO Media Room Moderator and/or Audio-Video Production Manager, to capture questions by the media or for other support as requested.

B. Support the Company Spokesperson in the conduct of any one-on-one or small group interviews regarding Entergy's response following formal Media Briefings.

1. Document notes of the interactions and any follow up request.
2. Provide copies of the notes to the Company Spokesperson and/or JIC Director as needed.

Attachment 9.10

Media Room Liaison Checklist

Sheet 3 of 3

3.0 Continuous Responsibility/Activity

C. Provide support of media before, during and after Media Briefings, and provide special requests or needs to NYSEMO Media Room Moderator for resolution.

D. Use the ERO Log Sheet or Media Briefing Issues Form EP-22 in your position binder to document requests from the media, interviews supported and other major activities.

3.0 Closeout Activity

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide documentation and materials to JIC Director.

Attachment 9.11
Audio-Video Production Manager Checklist
Sheet 1 of 3

Primary Responsibilities

Reporting to the JIC Director, in conjunction with the NYS Audio Video Production Manager, perform and/or assist with all audiovisual tasks (set-up, test, connect, operate, record, upload/distribute) for Media Briefings; supervise Entergy AV/Graphics staff; ensure audio, visual and other graphics support needs/requests of Company Spokesperson are met.

1.0 Initial Responsibility/Activity

1.2 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Report to the JIC AV Control Room.

F. If present, Work with the NYSEMO Audio-Video Production Manager to set up and test equipment: (Refer to AV Instruction Manual in JIC AV Control Room for detailed equipment instructions). **If NOT already done**:

(a) Check all audio-visual equipment in the JIC to be sure it is ready to connect, record and playback. Test and ensure display monitors are functioning throughout the JIC work area.

(1) Initialize PIO Command Room, Entergy Work Room, NYSEMO EOC.

(2) Startup Graphics computer.

(b) Set-up and test microphones, sound system in Media Briefing Area, and intercom system for JIC staff.

Attachment 9.11
Audio-Video Production Manager Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont.)

(c) Set up computer and projection equipment for use to support graphics and visual requirements.

(d) Set up Audio-Video connection system for counties, and set up and test the speakerphone capability for use at the podium, if needed.

B. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Media Briefings

A. Interface with Company Spokesperson and/or direct Entergy AV/Graphics Staff to determine and provide graphics and other visual aid requirements for Media Briefings. Participate in Pre-Briefings as appropriate.

B. Prior to Media Briefing, ensure graphics and visual aids are ready.

C. Ensure microphone for Company Spokesperson is ready and connected.

D. Provide support during Media Briefings (If requested and/or needed by NYSEMO Audio-Video Production Manager):

1. Initiate video conference calls for pre-briefings, transfer control to lobby for media briefing. At end of media briefing transfer control back to PIO Command Room.
2. Route media briefings to Entergy Work Room and NYSEMO EOC.
3. Link and manage video and graphic inputs for Spokespeople during Media Briefing.
4. Display graphics in media briefing area before, during and after media briefings.
5. Ensure Media Briefings are recorded.

Attachment 9.11
Audio-Video Production Manager Checklist
Sheet 3 of 3

3.0 Closeout Activity

3.1 Document AV system problems for resolution.

3.2 Participate in debriefing and return work area to start up condition.

A. Dismantle media briefing area and shutdown all AV systems.

3.3 Provide a copy of all briefing tapes to the JIC Director and a copy for the JIC library.

Attachment 9.12

AV/Graphics Support Staff Checklist

Sheet 1 of 3

Primary Responsibilities

Reporting to the Entergy Audio-Video Production Manager, perform all AV/Graphics support tasks to ensure Company Spokesperson has needed visuals for Media Briefings, and information dissemination; and provide video and/or graphics support for Media Briefings, as needed.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Report to the JIC AV Control Room.

F. **IF** not already done, **THEN** work with the Entergy Audio-Production Manager to:

(a) Check all audio-visual equipment in the JIC to be sure it is ready to connect, record and playback. Test and ensure display monitors are functioning throughout the JIC work area.

(1) Initialize PIO Command Room, Entergy Work Room, NYSEMO EOC.

(2) Startup Graphics computer.

(b) Set-up and test microphones, sound system in Media Briefing Area, intercom system for JIC staff

(c) Set up computer and projection equipment for use to support graphics and visual requirements

Attachment 9.12
AV/Graphics Support Staff Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont.)

(d) Set up Audio-Video connection system for counties, and set up and test the speakerphone capability for use on the podium, if needed.

(e) If needed, change projector bulbs.

(1) Spare bulbs are located in the AV Master Control Room

(2) AV ladder is located in JIC/SEMO area or obtain one from building maintenance

(3) Unplug projector, unscrew the thumb screws, remove the plate and open the trap.

(4) Remove old bulb and insert new bulb.

(5) Close trap, replace plate, tighten thumb screws and plug in projector.

B. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Entergy Graphics and Visuals

A. Graphics and Photos are located on the Graphics Computer in the AV/Graphics Position Binder. They are also available on the Entergy LAN, at Public on Midyat2\R: under the JIC INFORMATION folder. Select desired graphics or photos from Windows Explorer.

B. Entergy graphics and other resources for possible use during a response include:

1. Schematics of the nuclear power facility
2. Plant Status Boards
3. Graphics and approved photographs located on the Graphics Computer (maintained in AV Control Room), and available in printed version (some duplication may be required)
4. Approved b-roll footage of the plant site (copies available in AV Control Room)

C. Work with NYS Media Room Moderator to establish needs for schematics/graphics/slides selected by Company Spokesperson for use during Media Briefings.

Attachment 9.12

AV/Graphics Support Staff Checklist

Sheet 3 of 3

Continuous Responsibility/Activity (cont)

D. Remind Company Spokesperson of graphics and system drawing book available in Entergy Work Room.
E. Prepare graphics and visuals in advance of Media Briefing times, and coordinate with Audio-Video Production Manager on integration and linkage to Media Briefing AV System before briefings begin.
   1. Using Windows Explorer, arrange graphic and photo presentation and other visuals for Company Spokesperson.

2.2 Media Briefing

A. Coordinate with Audio-Video Production Manager during briefing to ensure proper audio-video support.
   1. Attend media pre-briefings to obtain input for graphics from Company Spokesperson and State PIO.
   2. Arrange and operate the computer system in connections with the Media Briefing AV System, as required, to select/project graphics.
   3. Provide AV support during media briefings to ensure transfer of VTC, audio mute on/off, camera pre-sets, mult-box is functional.
   4. Communicate with AV Master Control Room via intercom for instructions.
   5. Record Media Briefings.
   6. If events change during a media briefing, receive instructions via intercom from the JIC Director or Logistics Manager to relay message to State Moderator or Company Spokesperson to end the briefing.

3.0 Closeout Activity

3.1 Restore A/V Equipment to safe/stable/ready position

A. Working with the NYSEMO and Entergy Audio-Video Production Managers, close down and return all equipment to its original condition, being careful to follow posted sequences and processes. Refer to the **AV Manual** located in the AV Control Room for shutdown operations.
B. Close all open graphics on the computer, and shut down the computer.
C. Return all equipment to its stored location.

3.1 Participate in debriefing and return work area to start up condition.

3.2 Provide a log and any notes to the JIC Director.

Attachment 9.13

Media Monitoring Coordinator Checklist

Sheet 1 of 2

Primary Responsibilities

Under the direction of the JIC Government Liaison, and in conjunction with the NYS Media Monitoring Coordinator, monitor news (TV, Radio, internet) reports for accuracy; review newspaper and other publications for accuracy, as appropriate; coordinate with the NYS Media Monitoring staff on monitoring activities; report any inaccuracies or rumors to the JIC Government Liaison.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Go to the Media Monitoring Area. Coordinate assignments with NYSEMO Media Monitoring Coordinator, if present, to provide coverage of appropriate radio & television stations and internet.

F. Turn on computer and other equipment for working order, date, and time - report any equipment problems to NYSEMO, IT Support or Logistics Manager for resolution.

G. Place tapes in each recording device if appropriate, if not already done, and begin continuous recording.

H. Obtain and review official information on plant event (news releases).

I. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

Attachment 9.13
Media Monitoring Coordinator Checklist
Sheet 2 of 2

2.0 Continuous Responsibility/Activity

2.1 Monitor Media Content on Event

A. Remain up-to-date with official information (VIA NYALERT/JIC Website, Web EOC, review of media briefings, etc.) provided to the media as it becomes available, through written statements such as news releases and EAS messages or other official information.

B. Monitor Media for inaccuracies and rumors

1. Monitor news broadcasts from TV for rumors and inaccuracies regarding the event (rotate which broadcasts you actively listen to). Log rumors and inaccuracies and provide to JIC Government Liaison to review inaccuracies, and determine appropriate resolution/correction.

2. Monitor media web sites for inaccuracies **(see computer/Internet Explorer bookmarks for web sites to view).** Print stories as necessary to document errors, or for later viewing.

C. Maintain log of rumors and inaccuracies, including date, time, channel/station/website aired on and content/issues using Media Monitoring Form (EP-27).

3.0 Closeout Activity

3.1 Provide log to Documenter and all tapes to JIC Director at end of event.

3.2 Participate in debriefing and return work area to start up condition.

Attachment 9.14
JIC Documenter Checklist
Sheet 1 of 3

Primary Responsibilities

Under the direction of Logistics Manager, implement required documentation procedures; prepare and maintain log book of all documentation including final approved news releases, Essential Information Checklists and other plant status materials; maintain data on Entergy Work Room displays.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Working with Support Services Staff, prepare and maintain log of all documentation resulting from event (Binders and tab sets are maintained in the file cabinet in the Entergy Work Room.)

NOTE
This function can also be performed and saved electronically

(a) written statements from Entergy, state, counties

(b) copies of EAS messages

(c) Essential Information Checklist (Form EP-9),

(d) plant status reports/forms,

(e) All original Written Statement Distribution Checklists (Form EP-25)

(f) All Completed JIC Staffing Forms.

Attachment 9.14
JIC Documenter Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont)

(g) Entergy Communications Representative documentation,

(h) All Entergy JIC position logs.

B. Label binder with date of event

C. Log on to the computer and locate the documentation log in **c:/myfiles/documeterlog.doc**

D. Ensure date stamp has correct date/time, using the official time provided by the Logistics Manager. All paperwork received should be date stamped.

E. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Maintain Documenter Log

A. Using WebEOC and log the following key items:

1. Log notification of key events (Emergency Classification changes, shift changes and attendance, decisions/actions of JIC Director), time logs of operations (change in command, shift changes, times of pre-briefings, Media Briefing start and end times), and receipt of key information.

2. Document the time at which we learned information, or took action, in addition to the time of the event or change.

B. Using Crestron, activate WebEOC projectors and Media Briefings for viewing within the Entergy Workroom. (Note: Use AV user aid "How to Use Displays in the Entergy Work Room.)

C. Display on projectors: facility logs, Essential Information Checklist, NYALERT/JIC Website (must keep refreshing website) and Media/Public Inquiry screen.

D. Work with JIC Director to maintain Entergy Work Room status/display boards noting workroom briefing times, scheduled pre-briefing and Media Briefing times, communications strategy/priorities and key messages.

E. Work with the JIC Technical Advisor to maintain a time log and the plant/response status/display boards for Entergy Work Room noting the major plant events and response actions being taken.

Attachment 9.14

JIC Documenter Checklist

Sheet 3 of 3

Continuous Responsibility/Activity (cont)

1. Include any Emergency Classification Level (ECL) change, and official declaration time.

F. Receive notification from the JIC Director or other Entergy JIC staff when rumors or misinformation are identified, and when corrective actions are complete. Ensure included on the logs and/or displays.

2.2 Document/Maintain Record of Written Statements

A. Keep a time log of when news releases or other written statements need to be issued, as soon as possible and within one (1) hour of learning of a change in emergency classification. Monitor preparation time; periodically advise JIC Director and JIC Writer of time remaining to issue statements.
B. Log all Entergy final approved news releases.
C. Log copy of every news release issued by the state and counties.
   1. Receive notice of impending state and county news release issuance from JIC Government Liaison.
   2. Print news releases and notify Logistics Manager (to ensure internal JIC distribution is accomplished).
   3. Maintain copies in Log Book.

2.3 Pre-Briefings and Media Briefings

A. Log time for every departure/return from Pre-Briefing.
B. Log start and end time of Media Briefings and participants
C. Log return time from Media Briefing to Entergy Work Room

2.4 Shift Information

A. Log every shift change and time of change, including personnel attendance sheets and registration logs.

3.0 Closeout Activity

3.1 Review JIC Records for completeness.

A. Check binder to ensure all documentation is complete and provide completed log book to JIC Director. Set up a new binder for future use.

3.2 Participate in debriefing and return work area to start up condition.

Attachment 9.15
Support Services Staff Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of the Logistics Manager, ensure efficient internal JIC distribution of Entergy materials including written statements/information; support external distribution of final written statements, as requested; coordinate with the NYS Support Staff to accomplish JIC support requirements; and provide other support services as requested including acting as runner, posting information, etc.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Check equipment and supplies in Entergy Work Room– log any necessary supplies that need to be replenished.

F. Report to Logistics Manager, and request assignment to set up facility.

G. Determine if a news release has been issued, via the NYALERT/JIC Website. If so, immediately copy and provide to the Logistics Manager and/or JIC Director, and distribute within Entergy work area if requested.

H. If not already done/assigned, check fax machine for correct date, time and operability (see manual in desk drawer under fax machine, for instructions). Logistics Manager will provide the official EOF time (from the JIC Director).

I. If not already done/assigned, check for operability of copiers and adequate paper and other administrative supplies; report any problems to Logistics Manager. Coordinate effort with NYS support staff.

Attachment 9.15
Support Services Staff Checklist
Sheet 2 of 2

Initial Responsibility/Activity (cont.)

J. **IF** relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Provide Support to JIC Staff

A. **If** distribution of written statements can not be provide electronically by the Writer, **then** copy and/or fax documents as requested by Logistics Manager, completing the Written Statement Distribution Checklist (Form EP-25) to track and document actions. Follow the Fax Distribution sheet as provided by the Logistics Manager, if required to fax. **DO NOT SEND THE FAX DISTRIBUTION FORM AS PART OF THE OUT-GOING FAXES.** Include Fax Cover Sheet (Form EP-28).

B. Contact Logistics Manager with problems, questions or feedback

C. If requested, make copies of and distribute information such as plant status reports, Essential Information Checklist. Follow the Information Distribution Guide (Form EP-26) located in your position binder if electronic distribution is not functioning.

D. If requested, take copies of materials to Entergy Media Room Liaison and other Entergy work areas and perform other administrative and logistics assignments as directed by Logistics Manager.

E. Maintain a log of all incoming and outgoing faxes, and accomplish fax distribution to designated recipients by following Fax Distribution sheet provided by Logistics Manager, (ASK Logistics Manager if uncertain as to contents of fax received, before distributing.)

F. If required, written statements should be distributed using the Written Statement Distribution Checklist (Form EP-25). The Logistics Manager will indicate when materials are ready for distribution.

G. If needed, support Documenter to prepare and maintain log book of all documentation including final approval news releases, Essential Information Checklists, and other plant status materials.

3.0 Closeout Activity

3.1 Return work area to start up condition.

3.2 If requested by Logistics Manager, participate in debriefing.

Attachment 9.16
IT Support Checklist
Sheet 1 of 2

Primary Responsibilities

Under the direction of the Logistics Manager, monitor IT equipment throughout the Entergy Work Areas in the JIC to ensure proper working order; troubleshoot problems and assist with IT and computer related difficulties; coordinate solutions directly with the NYS IT Support Staff, if available and/or via the Logistics Manager; and keep the Logistics Manager informed of all issues and the status of resolution.

1.0 Initial Responsibility/Activity

1.1 On Arrival at JIC

A. Go through HVTMC security and registration, showing Entergy ID and receiving JIC access badge.

B. If you are the first to arrive, get the Entergy JIC registration binder containing the JIC Staffing Form from the Entergy JIC Workroom and start filling it out as responders arrive. As responders arrive, continue filling out the staffing form including a second shift. If your position has already been filled, stage in the EOC and await further instructions.

C. If you are the second to arrive, proceed to the Entergy Work Room and turn on the computers and related equipment. Ensure the fax and copy machines are on in the NYSEMO Work Room.

D. Sign in on Entergy Sign-In Board on the wall adjacent to the door for the NYSEMO satellite EOC. Proceed to the Entergy Work Room, and refer to position binder and checklist.

E. Support set up/initial operability start-up test of the IT equipment in the Entergy work rooms. Coordinate directly with the NYS IT representatives if available, and Entergy Audio-Video Production Managers, as needed.

F. IF relieving another shift THEN perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Continuous Responsibility/Activity

2.1 Provide IT Support to JIC Staff

A. Remain available to support Entergy personnel with equipment problems in the Entergy work areas throughout the JIC.

B. Receive reports of difficulties directly or via the Logistics Manager.

Attachment 9.16
IT Support Checklist
Sheet 2 of 2

Continuous Responsibility/Activity (cont)

C. Troubleshoot problems, and correct those that are possible to close out. Develop solutions for larger issues, and coordinate solutions with the Logistics Manager and NYS IT Support Staff if available.

D. Receive approval and/or direction on approach to larger issues and solutions from the Logistics Manager and/or JIC Director.

E. Maintain written log of actions, solutions, requirements and future needs

F. Support AV staff as needed.

G. Ensure Entergy computers are setup to print to the local printers for the Writer and Documenter and all other computers to the network printer.

H. Interact with Entergy IT to prioritize and resolve IT issues.

3.0 Closeout Activity

3.1 Provide log to Documenter at end of event.

3.2 Participate in debriefing and return work area to start up condition.

Attachment 9.17

JIC Driving Directions & Floor Plans

Sheet 1 of 3

From Indian Point

Take Rt-9 South.

Stay left onto Rt-9A South/Briarcliff

Continue to follow Rt. 9A South.

Take Rt. 141/Rt.100 exit for Sprain Brook Parkway and White Plains

After exiting, stay to right on Rt. 100.

Turn left onto Chateau Lane. (Signs posted for NY State Police and Hudson Valley Transportation Management Center (HVTMC).

Stay to the right, and park in visitor parking area.

From the West

Take I-287 East over the Tappan Zee Bridge.

Stay to the right after crossing the bridge.

Take exit 8A, Saw Mill River Parkway North.

Take the Saw Mill Parkway north to exit #23.

Take exit #23, Eastview and head East on Saw Mill Road until you come to 100C.

Proceed East on 100C until you come to the first major intersection which should be Bradhurst Avenue.

At the light, (Bradhurst Ave.), turn left onto Bradhurst Ave. and continue until you see the sign for "State Police and the Hudson Valley Transportation Management Center" (HVTMC).

Turn right (Chateau Lane) and go down the hill staying to the right.

Park in the visitor parking area.

From the East

Take I-287 West towards Tappan Zee Bridge.

Take Exit 3, Sprain Brook Parkway toward New York City/Taconic Parkway

Merge onto Sprain Brook Parkway North via the exit on the left.

Take the exit Rte. 100N/Hawthorne

Turn right onto Bradhurst entrance north / CR-301

Continue until you see the sign for "State Police and the Hudson Valley Transportation Management Center" (HVTMC).

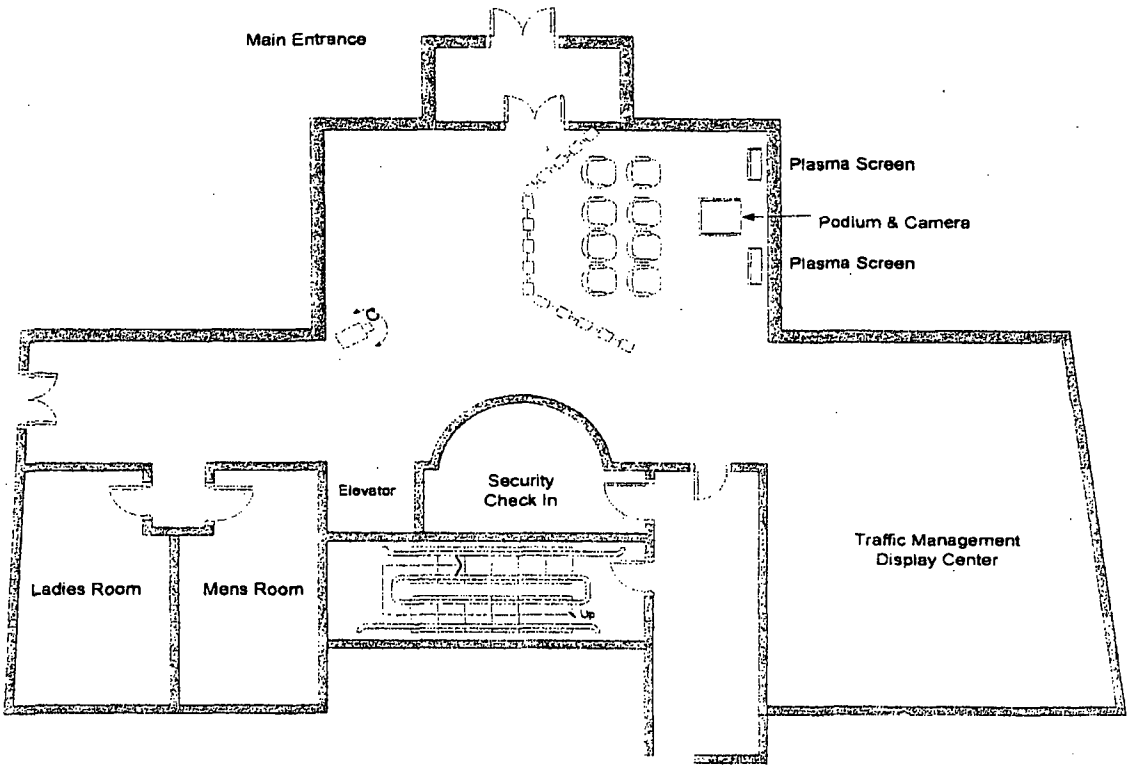
Turn right (Chateau Lane) and go down the hill staying to the right.

Park in the visitor parking area.

Attachment 9.17

JIC Driving Directions & Floor Plans

Sheet 2 of 3

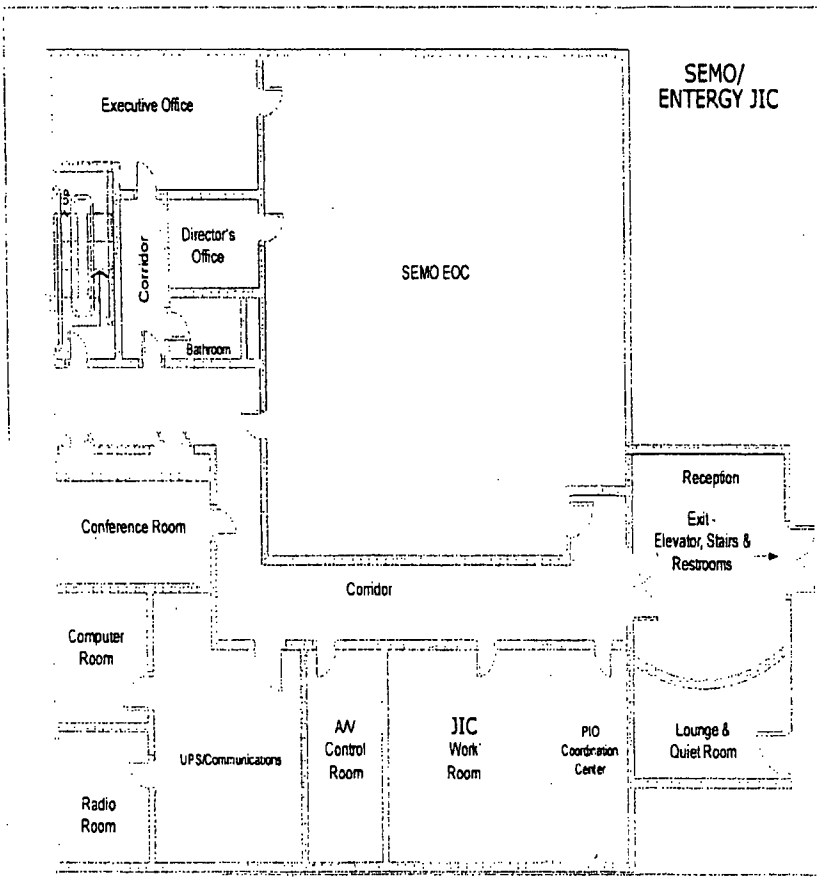


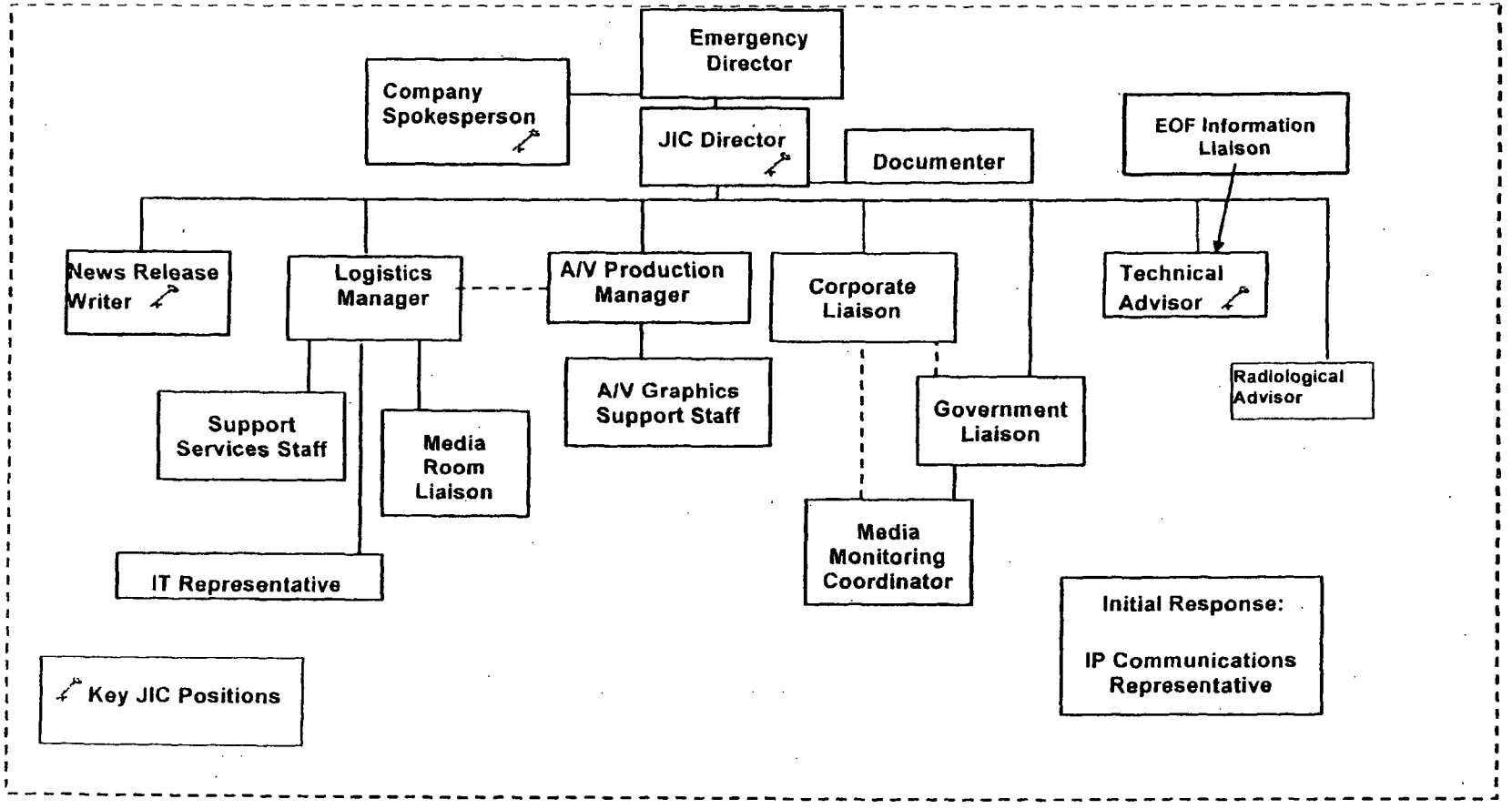
Media Briefing Room

Attachment 9.17

JIC Driving Directions & Floor Plans

Sheet 3 of 3



Attachment 9.18
Sheet 1 of 1

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