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RTYPE H8.25

Change Statement

- Change "activation" to be "operational". Pages 4,11,14,31,92,127
- Add Attachment and language for Filling An ERO Vacancy During Facility Activation/Operation for WT-WTHQN-2013-00084 CA-8. Pages 4,9,11,127-129
- Add EP-AD-100 to References. Page 5
- Change "Technical Advisor" to "JIC Technical Advisor". Pages 6,14,17,28,44,48,49,70
- Add note to allow steps to be performed concurrently or out of sequence as deemed appropriate. Pages 8,12,20,24,30,37,42,47,52,56,59,64,69,73,76,81,87,113
- Add titles to referenced procedures and Attachments. Pages 10,66
- Change "Bridgewater State College" to "Bridgewater State University". Pages 13,32
- Have first responder ensure that federal and Commonwealth representatives have ID or credentials. Pages 13,20,24,30,37,42,47,52,56,59,64,69,73,76,81,87,91
- Change "Emergency Alert Stations" to "Emergency Alert System". Pages 15,16,49,62,78
- Change "Briefing Room" to "Media Briefing Room". Pages 22,26,31,70,72,74,75,103,123,124,127
- Add note for facility goal for LO-PNPLO-2013-00035. Pages 30,91,113
- Change "Log Keeper" to "JIC Log Keeper". Pages 32,36
- Clarify KI as potassium iodide. Page 34
- Change "videotapes" to "video recordings". Pages 36,86,90,94
- Changed "Manager, Emergency Preparedness" to "Emergency Planning Manager". Page 36
- Remove Step for the JIC Manager to turn over records to himself. Page 36
- Change "states" to "Commonwealth". Pages 39,91
- Change "closing" to "being deactivated". Page 40
- Add second name block. Pages 52,64,69,73

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Change Statement (cont.)

- Change "Media Center tab" to "Joint Info Ctr tab". Page 73
- Change "Public Information Technical Advisor" to "Public Information Technical Assistant". Page 83
- Change "Computerized Automated Notification System (CANS)" to "Everbridge ERO Notification System". Page 91
- Reword Step [3] to correspond with other position Facility Activation descriptions. Page 91
- Change JIC "shall" be operational in 2 hours to "should" to agree with activation goal. Page 92
- Clarify to sign in on the roster board. Pages 93,117
- Change "Procedure" to "Attachment". Pages 93,94
- Change "activation" level to "classification" level. Page 106
- Change "utility" to "Entergy". Page 107
- Move Attachment 9.29 Note from before Step [4] to before Step [1] and format appropriately. Page 113
- Move Attachment 9.29 Notes from before and after Step [2] to before Step [1] and format appropriately. Page 117
- Clarify PNPS Work Room telephones are to be operational. Page 117
- Move Attachment 9.29 Note from before Step [5] to before Step [4] and add information from Steps [4] and [5], formatting appropriately. Pages 118,121
- Change "work room" to "Media Monitoring Room". Page 120
- Change Notes for classroom and lunchroom furniture moving to steps. Pages 121,123,126
- Remove limitation on surplus furniture relocation. Pages 121,123,126
- Move Attachment 9.29 Note from before Step [4] to before Step [3] and format appropriately. Pages 123,126
- Move Attachment 9.29 Note from before Step [6] to before Step [5] and format appropriately. Page 124
- Move Attachment 9.29 Note from before Step [11] to before Step [10] and format appropriately. Page 125
- Change "work room" to "Media Phone Room". Page 126



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1.0 PURPOSE


To describe the activation and operation of the PNPS Joint Information Center (JIC).

2.0 REFERENCES

- [1] EN-AD-103, *"Document Control and Records Management Programs"*
- [2] EN-EP-601, *"Corporate Emergency Center Operations"*
- [3] EN-LI-102, *"Corrective Action Process"*
- [4] EN-NS-102, *"Fitness for Duty Program"*
- [5] EN-RP-104, *"Personnel Contamination Events"*
- [6] EP-AD-100, *"Emergency Preparedness Controlled Documents and Record Management Controls"*
- [7] EP-PI-261, Attachment 9.31, Document Cross-Reference
- [8] EP-PP-01, Pilgrim Nuclear Power Station (PNPS) Emergency Plan

3.0 DEFINITIONS

None

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4.0 **RESPONSIBILITIES**


The entire staff of the Joint Information Center (JIC) is responsible for setting up the facility using this Procedure and position-specific checklists.

- [1] The Company Spokesperson reports to the Emergency Director and is responsible for the overall public information effort, including ensuring that news media briefings are held regularly, and serving as spokesperson at media briefings.


NOTE

Before the JIC is operational, Corporate Communications (Echelon) personnel may contact the Company Spokesperson to obtain emergency information as necessary.

- [2] The JIC Technical Advisor is responsible for answering technical questions from news media regarding emergency situations.
- [3] The Media Liaison is responsible for assuring the staffing and operation of the JIC briefing area, ensuring media is informed of protocol and schedules established for media briefings, and receiving and distributing news release information to the media in the JIC briefing area.
- [4] The JIC Manager is responsible for overall activation and operation of the Joint Information Center including obtaining Emergency Director approval for the developed news releases and revising accordingly; ensuring news release information is communicated to and coordinated with the offsite agencies; ensuring appropriate timing, content, and distribution of news releases; ensuring activation of rumor control activities for response to questions from the general public; and establishing a media briefing schedule.
- [5] The Information Coordinator is responsible for supervising media monitoring and response activities, supervising public response activities, and ensuring activation of media monitoring/response activities for response to media questions.
- [6] The JIC Log Keeper is responsible for maintaining a facility log on WebEOC or other method ensuring timeliness of facility briefs, and supporting the JIC Manager as requested.
- [7] The Inquiry Response Coordinator is responsible for ensuring activation of rumor control activities for response to questions from the general public, monitoring the public/media inquiry calls, tracking trends, and referring questions on radiation or nuclear technology from the Phone Team to the JIC Technical Advisor.

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- [8] The Media Monitor monitors TV and radio broadcasts for inaccuracies. All inaccuracies will be reported to the Information Coordinator to ensure they are addressed in the media briefings
- [9] The Logistics Coordinator is responsible for activating the facility security and briefing center and maintaining access control to the JIC.
- [10] The Agency Coordinator is responsible for coordinating information with federal and Commonwealth agencies and assisting with office equipment and communications equipment problems.
- [11] The JIC Administrative Team is responsible for duplicating and distributing news releases, backgrounders and other materials to Joint Information Center staff and the Corporate Emergency Center.
- [12] The Media Assistants are responsible for assisting news media representatives in the JIC with background information and distribution of news releases and meeting news representatives' equipment and informational needs.
- [13] The AV Assistants are responsible for setting up and maintaining public address and video equipment operable and recording video and audio news briefings and individual interviews.
- [14] The Phone Team is responsible for responding to telephone inquiries from the general public and the news media.
- [15] The Press Release Writer is responsible for generating news releases as directed by the JIC Manager and ensuring approval/signature of the Emergency Director on news releases prior to distribution.
- [16] The Public Information Technical Assistant provides technical information and clarification to the development of news releases.
- [17] The Public Information Liaison in the EOF reports to the EOF Manager and provides the primary interface between the JIC and the EOF by ensuring the JIC is provided with current plant status, ensuring classification upgrades are communicated to the Company Spokesperson to ensure media briefings are accurate, reviewing news releases, and providing news releases to the Emergency Director (ED) for approval.

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5.0 DETAILS

5.1 PRECAUTIONS AND LIMITATIONS


None

5.2 PROCEDURE

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.


- [1] The Company Spokesperson shall follow the instructions outlined in Attachment 9.1, Company Spokesperson.
- [2] The JIC Technical Advisor shall follow the instructions outlined in Attachment 9.2, JIC Technical Advisor.
- [3] The Media Liaison shall follow the instructions outlined in Attachment 9.3, Media Liaison.
- [4] The JIC Manager shall follow the instructions outlined in Attachment 9.4, JIC Manager.
- [5] The Information Coordinator shall follow the instructions outlined in Attachment 9.5, Information Coordinator.
- [6] The JIC Log Keeper shall follow the instructions outlined in Attachment 9.6, JIC Log Keeper.
- [7] The Inquiry Response Coordinator shall follow the instructions outlined in Attachment 9.7, Inquiry Response Coordinator.
- [8] The Media Monitor shall follow the instructions outlined in Attachment 9.8, Media Monitor.
- [9] The Logistics Coordinator shall follow the instructions outlined Attachment 9.9, Logistics Coordinator.
- [10] The Agency Coordinator shall follow the instructions outlined in Attachment 9.10, Agency Coordinator.
- [11] The Administrative Team shall follow the instructions outlined in Attachment 9.11, Administrative Team.

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- [12] The Media Assistants shall follow the instructions outlined in Attachment 9.12, Media Assistant.
- [13] The AV Assistants shall follow the instructions outlined in Attachment 9.13, AV Assistant.
- [14] The Phone Team shall follow the instructions outlined in Attachment 9.14, Phone Team.
- [15] The Press Release Writer shall follow the instructions outlined in Attachment 9.15, Press Release Writer.
- [16] The Public Information Technical Assistant shall follow the instructions outlined in Attachment 9.16, Public Information Technical Assistant.
- [17] To fill an ERO vacancy during facility activation or operation, REFER TO Attachment 9.31, Filling An ERO Vacancy During Facility Activation/Operation.

6.0 INTERFACES

- [1] 10CFR20
- [2] EN-NS-102, *"Fitness for Duty Program"*
- [3] EP-AD-302, *"Facilities and Equipment Surveillances"*
- [4] EP-IP-100, *"Emergency Classification and Notification"*
- [5] EP-IP-300, *"Offsite Radiological Dose Assessment"*
- [6] EP-IP-400, *"Protective Action Recommendations"*
- [7] EP-IP-410, *"Evacuation /Assembly"*
- [8] EP-IP-440, *"Emergency Exposure Controls"*
- [9] EP-IP-520, *"Transition and Recovery"*
- [10] EP-PI-180, *"Relocation of the Joint Information Center"*
- [11] PNPS Emergency Telephone Directory

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7.0 RECORDS

Any logs or forms completed by members of the Emergency Response Organization (ERO) during an actual declared emergency are permanent quality records and are maintained in accordance with EP-AD-100, "Emergency Preparedness Controlled Documents and Record Management Controls", and EN-AD-103, "Document Control and Records Management Programs".


8.0 REQUIREMENTS AND COMMITMENTS

This section lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.


Reference Document	Commitment	Affected Sections/Steps and Former Procedures	Standard Procedure
1992 Exercise Report BECo Identified	Remove the Media Center activation step inferring RMTs should issue dosimetry and perform radiological habitability checks at the Media Center	EP-PI-210, Section 6.3, "Activation" Note	EP-IP-261 JIC Operations Attachment 9.4 JIC Manager Section 1.2 Note

9.0 ATTACHMENTS

- 9.1 COMPANY SPOKESPERSON
- 9.2 JIC TECHNICAL ADVISOR
- 9.3 MEDIA LIAISON
- 9.4 JIC MANAGER
- 9.5 INFORMATION COORDINATOR
- 9.6 JIC LOG KEEPER
- 9.7 INQUIRY RESPONSE COORDINATOR
- 9.8 MEDIA MONITOR
- 9.9 LOGISTICS COORDINATOR
- 9.10 AGENCY COORDINATOR
- 9.11 ADMINISTRATIVE TEAM
- 9.12 MEDIA ASSISTANT
- 9.13 A/V ASSISTANT
- 9.14 PHONE TEAM
- 9.15 PRESS RELEASE WRITER
- 9.16 PUBLIC INFORMATION TECHNICAL ASSISTANT
- 9.17 JOINT INFORMATION CENTER ACTIVATION/DEACTIVATION/SHIFT CHANGE

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- 9.18 SPOKESPERSON AND PUBLIC INFORMATION OFFICER LIST
- 9.19 MEDIA/PUBLIC INQUIRY - MEDIA REFERRAL - MEDIA MONITORING LOG
- 9.20 INTENTIONALLY LEFT BLANK
- 9.21 JOINT INFORMATION CENTER SIGN-IN FORM
- 9.22 AGENCY COORDINATOR COORDINATION MEETING CHECKLIST
- 9.23 STATUS BOARD RECORD FORM
- 9.24 JIC TRANSMISSION LOG
- 9.25 JIC DOCUMENT/DUPLICATION LOG
- 9.26 JIC NEWS RELEASE DISTRIBUTION FORM
- 9.27 COMPANY SPOKESPERSON BRIEFING SCRIPT
- 9.28 MEDIA LIAISON MEDIA BRIEFING SCRIPT
- 9.29 JOINT INFORMATION CENTER ACTIVATION CHECKLIST
- 9.30 DECLARATION OF JIC OPERATIONAL GUIDELINES
- 9.31 FILLING AN ERO VACANCY DURING FACILITY ACTIVATION/OPERATION
- 9.32 DOCUMENT CROSS-REFERENCE

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ATTACHMENT 9.1

COMPANY SPOKESPERSON

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Name: _____ Date: _____
 Company Spokesperson

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response


Notes

1.1 For An Unusual Event

- [1] **IF** necessary, **THEN** contact the Nuclear Information Duty Officer and review the actions being taken to resolve the situation and the projected course of the event. The Senior Nuclear Officer or designee will issue news releases at an Unusual Event.

- [2] The Emergency Director, in consultation with the Nuclear Information Duty Officer, will determine whether the PNPS emergency public information organization will be fully notified and/or activated at an Unusual Event.

- [3] No further action is required in response to an incident at this classification level. Stand by in case the situation becomes worse or the Emergency Director requires activation of the Joint Information Center (JIC).

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Notes


1.2 For An Alert Or Higher Classification

[1] Activation

NOTE

If, due to radiological or other conditions, the Joint Information Center (JIC) is found to be uninhabitable, the JIC Manager, the Company Spokesperson, and the Emergency Director will direct relocation of JIC operations to the Alternate JIC. The Alternate JIC is located in the Joseph Moakley Center at Bridgewater State University. (Refer to EP-PI-180, "Relocation of the Joint Information Center".)

- (a) Report to the JIC, obtain an access badge, and sign in on the roster board.
- (b) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- (c) Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).

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Notes

- (d) Review initial news release issued by Nuclear Information and forwarded by Public Information Liaison and any other previously issued news releases.
- (e) Confer with the JIC Manager, the JIC Technical Advisor, and the Emergency Director on the emergency status.
- (f) Direct the JIC Manager to coordinate with the EOF Manager to ensure that clocks are synchronized with the official Control Room time.
- (g) When you have been sufficiently briefed and assured that an adequate staff has assembled as indicated by the JIC Manager (refer to Attachment 9.30, Declaration of JIC Operational Guidelines):
 - (1) Consult with personnel from governmental agencies to ensure they are prepared to activate their portion of the organization.
 - (2) Inform the Emergency Director you have assumed the Company Spokesperson position and that the Joint Information Center is operational.

NOTE

Prior to the arrival of governmental Public Information Officers, the Joint Information Center may become operational as a PNPS facility.

- (3) Make a general announcement to personnel at the facility that the Joint Information Center is operational.

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COMPANY SPOKESPERSON

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Notes

- (4) Direct the Press Release Writer to draft a news bulletin notifying the media that the Joint Information Center is operational. Ensure a copy is transmitted to all emergency facilities.

2.0 Facility Operation


2.1 Operation

- [1] Continuously monitor public information activities and ensure that the Emergency Director remains apprised of specific circumstances which may be of concern to PNPS (for example, Joint Information Center activities, rumors, and public concerns).

NOTE

News releases and bulletins must be approved by the Emergency Director prior to issue. Backgrounders and chronologies do not require Emergency Director approval; however, the Emergency Director must be made aware of their generation and release. During Security events, it must be ensured that the preapproved news releases are used. If unavailable, then they need to be approved by the Incident Command Post (ICP) also.

- [2] Review each news release, news bulletin, backgrounder, and chronology to ensure it is accurate, clear, and written in a style appropriate for release.
- [3] Coordinate with the JIC Manager and agency Public Information Officers to establish and schedule news briefings (approximately every 30 to 60 minutes).
 - (a) Attempt to coordinate news briefings around Emergency Alert System (EAS) messages to avoid broadcast overrides.

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ATTACHMENT 9.1

COMPANY SPOKESPERSON

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Notes

- (b) Request that the Agency Coordinator obtain specific information from the MEMA Public Information Officer on the broadcast of Emergency Alert System (EAS) messages.
 - (c) Review and address rumors or misinformation as provided by the Inquiry Response Coordinator via WebEOC or manually.
- [4] When scheduling and conducting a news briefing:
- (a) Obtain the latest information concerning the plant and corporate response from the EOF. Ensure that all information has been approved for release by the Emergency Director.
 - (b) Attend a coordination meeting among all participating Public Information Officers prior to the news briefing.
 - (c) Exchange and compare information and determine the most appropriate sequence of presentation.
 - (d) Ensure that the Emergency Director is aware of the news briefing schedule.
 - (e) During the briefing, act as principal PNPS Spokesperson on matters concerning the emergency. Using Attachment 9.27, Company Spokesperson Briefing Script, respond to news questions using approved information.
 - (1) Public statements may be based on news release or news bulletin contents.
 - (2) Use information on potential rumors regarding events at the site to clarify and correct current conditions.

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COMPANY SPOKESPERSON

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Notes

- (3) Respond to inquiries on facts, events, and actions involving PNPS personnel and property only. Avoid discussing protective actions or activities of other response organizations.
- (4) Do not speculate on the causes or possible consequences of the emergency condition. Focus on the presentation of current, factual information.
- (f) Log briefing start and finish times, documents discussed or used, highlights, and any follow-up information following each news briefing.
- [5] Provide interviews, as time permits, as arranged by Joint Information Center staff.
- [6] Contact the Press Release Writer to obtain the latest corporate response to the emergency.
- [7] Maintain communications with the EOF Public Information Liaison through the assistance of the JIC Technical Advisor.
- [8] Periodically confer with the Emergency Director and monitor EOF briefings to review the status of the situation and progress toward resolution.
- [9] Periodically confer with JIC Manager and the JIC Technical Advisor to review public information activities.
- [10] Ensure that periodic status updates are provided to public information personnel as appropriate.

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COMPANY SPOKESPERSON

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Notes

2.1 Relocation

- [1] If, due to radiological or other conditions, the Joint Information Center is found to be uninhabitable, discuss relocation of the Joint Information Center with the Emergency Director and the JIC Manager.
- [2] If an evacuation directive is issued for Subarea 7, discuss relocation of the Joint Information Center with the MEMA Public Information Officer.
- [3] Upon decision to relocate the Joint Information Center, implement EP-PI-180, "*Relocation of the Joint Information Center*", to support relocation efforts.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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COMPANY SPOKESPERSON


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3.0 Facility Deactivation

3.1 Termination

- [1] Ensure that the Emergency Director/Recovery Directory continues to approve all technical information prior to its release.
- [2] When directed, develop a recovery issues and strategy plan in accordance with EP-IP-520, "*Transition and Recovery*".
- [3] Determine when the situation no longer requires manning of the Joint Information Center and advise the Emergency Director when deactivation can occur. Confer with agency Public Information officials, the JIC Manager, and the Senior Nuclear Officer or designee to determine whether news media interest has decreased to the point where their respective normal public information capabilities are sufficient. Refer to Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change.
- [4] When deactivation is complete, provide all logs and documentation to the JIC Manager.
- [5] Ensure all equipment, manuals, and supplies have been returned to their original location.

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ATTACHMENT 9.2

JIC TECHNICAL ADVISOR

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Name: _____ Date: _____
 JIC Technical Advisor

NOTE


Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).
- [3] Initiate an Emergency Log of major events, decisions, communications, and actions, beginning with the time of notification and time of arrival at the JIC via WebEOC, if available, or manually.

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Notes

[4] Report to the Company Spokesperson and obtain the Emergency Classification and plant status.

1.2 Activation

[1] Ensure the telephone link to the EOF Public Information Liaison is operable using the Emergency Telephone Directory.

[2] Review news releases issued prior to Joint Information Center activation.

[3] Report to the Company Spokesperson when your emergency response position can be declared operational.

2.0 Facility Operation

2.1 Operation


[1] Monitor the Mitigation Line to keep abreast of station activities, as possible.

[2] Promptly notify the Company Spokesperson and the JIC Manager of Emergency Classification changes.

[3] **IF** an Emergency Classification change occurs while a news briefing is in progress, **THEN** notify the JIC Manager to request the Media Liaison to inform the Company Spokesperson of the change.

[4] Assist the Company Spokesperson in preparing for news briefings using data sheets and information provided by the EOF.

[5] Assist the Company Spokesperson by ensuring appropriate graphics and schematics are in place prior to each news briefing.

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JIC TECHNICAL ADVISOR

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Notes

NOTE

The JIC Technical Advisor should remain in the PNPS Work Room during news briefings to assist with questions, rumors, and misinformation, and to monitor the news briefing conference line for unanswered questions that can be readily answered.

- [6] As requested by the Company Spokesperson, attend news briefings and remain available to assist the Company Spokesperson and the Commonwealth/Federal Public Information Officers with graphics (e.g., pointing to item of discussion, changing physical and electronic Smartboard graphics, etc.).
- [7] Provide technical background information and briefings to the news media located in the Joint Information Center Media Briefing Room. Restrict information and briefings to onsite activities, nonemergency nuclear power plant operations, and radiation fundamentals.
- [8] Assist the Media Liaison by responding to news media inquiries about plant design, plant systems, and radiological terminology. DO NOT speculate about the emergency developments and their effects.
- [9] Monitor or designate a monitor for the Emergency Director's briefing line to the EOF to ensure continuous responsiveness to incoming calls.



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JIC TECHNICAL ADVISOR

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Notes

2.2 Position Turnover


[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

3.0 Facility Deactivation

3.1 Termination

- [1] Gather all records, logs, and documents and turn them over to the JIC Manager.
- [2] Assist in returning work areas to their pre-emergency condition.
- [3] Notify the JIC Manager when position is deactivated.

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ATTACHMENT 9.3

MEDIA LIAISON

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Name: _____

Date: _____

Media Liaison

NOTE


Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Assist with activation of the Media Briefing Room. Provide direction to personnel arriving to assist in the set-up of the Joint Information Center.
- [3] Begin and maintain a log of your work activities.

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MEDIA LIAISON

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Notes

1.2 Activation

- [1] Report to the JIC Manager and obtain the Emergency Classification and plant status.
- [2] Ensure sufficient copies of news releases distributed prior to Joint Information Center activation are available in the Media Briefing Room.
- [3] Verify the following:
 - (a) Media information is available.
 - (b) Graphics and audio/video equipment are in place and operable. (The 50-mile EPZ map should not be displayed unless requested by the MEMA Public Information Officer.)
 - (c) The most current Emergency Classification level is posted.
 - (d) Public Information Officer position nameplates are displayed on the briefing table.
 - (e) Copies of news releases are available.
- [4] Ensure the Joint Emergency Public Information Board contains current information.
- [5] Conduct a briefing with JIC staff, if not already performed. Review the news releases and assign the following responsibilities:
 - (a) Obtaining new news releases during news briefing.
 - (b) Assisting the Logistics Coordinator with media representatives.


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MEDIA LIAISON

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- (c) Ensuring news media representatives receive copies of news releases and are made aware of other available information.
 - (d) Maintaining the status boards, announcing the time of the next briefing, and announcing any joint events.
 - (e) Ensuring news media representatives in the area are aware of the next scheduled briefing. This information may be announced in the Media Briefing Room.
 - (f) Recording all unanswered questions during news briefings.
- [6] Report to the JIC Manager when the staff and the Media Briefing Room can be declared operational.
- (a) Report the number of media representatives who have arrived.
- [7] Coordinate with the Logistics Coordinator and the JIC Manager when media representatives will be allowed to enter the Media Briefing Room and the Media Phone Room.


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MEDIA LIAISON

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Notes
2.0 Facility Operation
2.1 Operation

- [1] Ensure news media representatives are notified of scheduled news briefings.
- [2] Periodically brief incoming media representatives on Joint Information Center guidelines and briefing protocol using Attachment 9.28, Media Liaison Media Briefing Script. Additional topics can include:
 - (a) Discussion of information available for media.
 - (b) Availability of phones for media use in the Media Phone Room.
- [3] Attend Coordination Meetings to prepare agenda and visual aids in the Media Briefing Room.
- [4] Obtain a list of participants from the Agency Coordinator in accordance with Attachment 9.18, Spokesperson and Public Information Officer List, and discuss the order in which they are to be introduced and seated, and the graphics which they wish to have displayed.
- [5] Ensure the appropriate nameplates are placed on the speakers' tables in the order specified during the Coordination Meeting.
- [6] Moderate news briefings and provide resource and background information to the news media:
 - (a) Announce the format that will be used in presentations and questions and answers.
 - (b) Introduce each spokesperson with his or her title and the company or agency he/she represents.

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MEDIA LIAISON

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- (c) Assist spokespersons by directing questions to the appropriate agency or company for response.
 - [7] Obtain record of unanswered questions at the end of news briefings and submit to the JIC Manager for resolution.
 - [8] Notify the JIC Manager of requests for interviews with the Company Spokesperson, JIC Technical Advisor, or governmental officials.
 - [9] Report unusual inquiries, problems, and trends to the JIC Manager.
 - [10] Attend JIC staff briefings as required.
- 2.2 Position Turnover**
- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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MEDIA LIAISON

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3.0 Facility Deactivation

Notes

3.1 Termination

- [1] Upon notification from the JIC Manager to deactivate the Joint Information Center facility, notify the news media representatives present that the facility is closing and that they may contact the PNPS Communications Office and the governmental agencies' public relations staff for further information.
- [2] Notify JIC staff of the decision to deactivate the Joint Information Center and implement the following:
 - (a) Assign each staff member deactivation responsibilities (returning the Media Briefing Room to its pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning graphics, audio and video equipment to storage area).
 - (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (c) Notify the JIC Manager when the Media Briefing Room is deactivated and the staff is prepared to leave the facility.
 - (d) Turn over all records maintained throughout the emergency to the JIC Manager.



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ATTACHMENT 9.4

JIC MANAGER

Sheet 1 of 7

Name: _____

Date: _____

JIC Manager

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation


NOTE

A goal of 2 hours for the facility to be operational under optimum conditions has been established for the JIC.

[1] Report to the JIC, obtain an access badge, and sign in on the roster board.

(a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:

- (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
- (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

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JIC MANAGER

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Notes

- [2] Ensure facility activation functions are underway in accordance with Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Direct Joint Information Center activation using Joint Information Center staff.
- [3] Receive reports when activation is complete.
 - (a) Ensure the Joint Information Center is properly set up. Ensure the Media Briefing Room is ready to receive reporters.
 - (b) Coordinate with the EOF Manager the synchronization of clocks with the Control Room.
 - (c) Notify the Company Spokesperson when activation of the Joint Information Center has been completed. See Attachment 9.30, Declaration of JIC Operational Guidelines.
- [4] Receive notification from the Company Spokesperson that the Joint Information Center has been declared operational.
- [5] Notify the Joint Information Center staff that the Joint Information Center has been declared operational and has assumed primary responsibility for Emergency Public Information activities.
- [6] Notify the Nuclear Information Duty Officer, the Emergency Director, and the Press Release Writer that the Joint Information Center is operational.
- [7] Ensure the JIC Log Keeper initiates an Emergency Log of major events, decisions, communications, and actions, beginning with the time of notification and time of arrival at the JIC via WebEOC, if available, or manually.

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JIC MANAGER

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Notes

1.2 Activation

NOTE

If, due to radiological or other conditions, the Joint Information Center (JIC) is found to be uninhabitable, the JIC Manager, the Company Spokesperson, and the Emergency Director will direct the relocation of operations to the Alternate JIC. The Alternate JIC is located in the Joseph Moakley Center at Bridgewater State University. (Refer to EP-PI-180, "*Relocation of the Joint Information Center*".)

- [1] Obtain the current Emergency Classification, overall plant status, and assessment of news media response from the Company Spokesperson or the Nuclear Information Duty Officer.
- [2] Ensure that any news releases generated by the Nuclear Information Duty Officer have been received by the Joint Information Center, the Emergency Operations Facility, and the Corporate Emergency Center and have been properly logged (numerically) by the JIC Log Keeper and distributed to the Press Release Writer and Company Spokesperson. Review these materials.
- [3] Brief the Joint Information Center staff on the emergency condition and public statements made thus far.
- [4] Verify that Joint Information Center staff, the EOF, and the Corporate Emergency Center continue to receive copies of the news releases through the JIC Administrative Team.

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JIC MANAGER


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Notes

2.0 Facility Operation

2.1 Operation

- [1] Coordinate information flow among the Media Liaison, the JIC Technical Advisor, the Inquiry Response Coordinator, the Information Coordinator, the Company Spokesperson, and the Corporate Emergency Center as described below:
- (a) The Media Liaison moderates press briefings and provides resource and background information to news media; maintains a record of unanswered or recurring inquiries, misconceptions, and rumors.
 - (b) The JIC Technical Advisor supplies descriptions and explanations of technical facts and events pertaining to the emergency as requested.
 - (c) The Inquiry Response Coordinator supplies feedback to the Information Coordinator on media inquiries, concerns, misconceptions, and rumors and provides approved information on PNPS actions to mitigate the emergency to callers.
 - (d) The Media Monitor supplies feedback to the Information Coordinator on media broadcasts, including rumors and misconceptions, so that they may be addressed in subsequent news briefings or news releases.
- [2] Ensure the EOF Manager provides information to the Public Information Liaison on actions taken by the Corporate Emergency Center on the availability of resources to support the emergency. Request the Press Release Writer to include this information in a news release(s).
- [3] Determine the level of staffing needed for each shift and notify the Administration and Logistics Coordinator at the EOF if additional staff members are needed.

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- [4] Ensure phone inquiries received by the Inquiry Response Coordinator are processed using appropriate procedures.
- [5] Review Inquiry Response Coordinator forms for trends, rumors, or misinformation.
- [6] Inform the Company Spokesperson of any rumors or misinformation received from the Media Monitor or Inquiry Response Coordinator that need to be verified and/or resolved prior to the next news briefing.
- [7] Inform the Company Spokesperson of the resolution of any rumor/misinformation for corrective action at the next news briefing.
- [8] Provide or ensure assistance with distribution of potassium iodide (KI) to JIC Entergy personnel as requested and authorized by the ED through the EOF Radiological Assistance Coordinator.
 - (a) A supply of potassium iodide (KI) is stored and available at the JIC Work Room in the Forms File box.

2.2 Facility Relocation

- [1] **IF**, due to radiological or other conditions, the Joint Information Center is found to be uninhabitable, **THEN** discuss relocation of the Joint Information Center with the Company Spokesperson and the Emergency Director.
- [2] **IF** an evacuation directive is issued for Subarea 7, **THEN** discuss relocation of the Joint Information Center with the Company Spokesperson and the MEMA Public Information Officer.

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JIC MANAGER

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Notes

[3] **IF** relocation of the Joint Information Center is under consideration **OR** upon the decision to relocate the Joint Information Center, **THEN** implement EP-PI-180, "Relocation of the Joint Information Center", to support relocation efforts.

2.3 Position Turnover

[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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JIC MANAGER


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Notes

3.0 Facility Deactivation

3.1 Termination

- [1] **IF** the Company Spokesperson is evaluating a recommendation to deactivate the Emergency Public Information organization, **THEN** confer with the Media Relations Coordinator to determine whether or not news media interest has waned sufficiently to be handled by normal PNPS Communications resources.
 - (a) Recommend to the Company Spokesperson that the Joint Information Center be deactivated.
 - (b) Confer with other Public Information Officers (i.e., Commonwealth and federal agencies) to confirm that they no longer need the Joint Information Center to provide public information.
- [2] Direct the Press Release Writer to draft a news release that the Joint Information Center is closed and future inquiries should be directed to the PNPS Communications Office.
- [3] Oversee deactivation of the Joint Information Center. Receive reports from the Media Liaison, the JIC Log Keeper, and the Press Release Writer when deactivation of their respective areas is complete.
- [4] Ensure all supplies, manuals, and equipment kits have been returned to their respective locations.
- [5] Inform the Company Spokesperson when deactivation is complete.
- [6] Transmit all logs, records, documents, video recordings, and a report on Joint Information Center performance to the Emergency Planning Manager.

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ATTACHMENT 9.5

INFORMATION COORDINATOR

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Name: _____ Date: _____
 Information Coordinator

NOTE


Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).
- [3] Begin and maintain a log of your work activities.
- [4] Report to the JIC Manager and obtain the Emergency Classification and plant status.


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INFORMATION COORDINATOR

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- [5] Provide briefing to the Inquiry Response Coordinator, Phone Team Members (3), and Media Monitors (2).
- (a) Advise JIC Manager when these positions are filled.
- 2.0 Facility Operation**
- 2.1 Operation**
- [1] Oversee information flow including news release preparation and approval. The EOF Emergency Director (ED) is responsible for news release approval.
- (a) Ensure draft news releases are forwarded to the Public Information Liaison in the EOF for Emergency Director (ED) approval
- (b) Ensure revisions to draft news releases made by the ED are incorporated into the draft news release.
- (c) Ensure the distribution of the news releases by the Administrative Team.
- [2] Provide administrative support to JIC staff (including state, local, and federal agencies).
- [3] Ensure the distribution of significant information, including Dedicated Notification Network (DNN) forms announcing a change in Emergency Classification Level when faxed to the JIC.
- (a) Ensure the forms are distributed to JIC personnel and state, local, and federal agencies.
- (b) Immediately make the following copies and distribute, at a minimum:
- (1) 1 copy for the JIC Press Release Writer
- (2) 1 copy for the JIC Technical Assistant

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INFORMATION COORDINATOR

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- (3) 4 copies for the Inquiry Response Coordinator (includes three copies for the Phone Team members)
- (4) 2 copies for the Media Monitors.
- [4] Ensure the Inquiry Response Coordinator is updated with the latest information available from the EOF.
- [5] **IF** the emergency is either escalated or terminated **OR** other important information becomes available during a news media briefing, **THEN** ensure that the Company Spokesperson is aware of the information, through the Media Liaison, prior to news media briefing being ended.
- [6] Monitor feedback from the Inquiry Response Coordinator regarding any rumors or misinformation from Phone Team members via WebEOC or manually.
- [7] Discuss with the JIC Manager and/or the Company Spokesperson strategies for ensuring all rumors and misinformation are addressed. **IF** there are rumors concerning offsite issues, **THEN** provide information to state Public Information Officers, etc.
- [8] Ensure the Inquiry Response Coordinator, Media Monitors, and the Press Release Writer are promptly informed of any escalations in the emergency classification.
- [9] Attend prebriefings with the Company Spokesperson and the Commonwealth in the Communications Area.

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2.2 Position Turnover


[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the JIC Manager to deactivate the Joint Information Center facility, notify the Inquiry Response Coordinator, the Press Release Writer, the JIC Technical Assistant, and the Media Monitors that the facility is being deactivated.

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INFORMATION COORDINATOR

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- [2] Assist with the deactivation of the Joint Information Center and implement the following:
- (a) Assist with returning the work room to its pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning graphics and audio and video equipment to storage area.
 - (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (c) Notify the JIC Manager when your area is deactivated and the staff is prepared to leave the facility.

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ATTACHMENT 9.6

JIC LOG KEEPER

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Name: _____
JIC Log Keeper

Date: _____

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).



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JIC LOG KEEPER

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Notes

- [3] Initiate an Emergency Log of major events, decisions, communications, and actions at the JIC via the facility log in WebEOC, if available, or manually.
- (a) Ensure the WebEOC is activated and functional in accordance with locally posted instructions.
- (1) Place displays on PNPS Work Room WebEOC monitors with priority on the following displays or as directed:
- Facility Log
 - Pilgrim EOF Video Feed
 - Inquiry Log (Display)
- (b) **IF** computer in the work area is not working, **THEN** use an available computer in a nearby office. Inform the JIC Manager if computer is not working and where you are relocating to. Request support from IT immediately.
- [4] Report to the JIC Manager and obtain the Emergency Classification and plant status.

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JIC LOG KEEPER

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Notes

2.0 Facility Operation


2.1 Operation

- [1] Quickly gather and post (in the chronological order they occurred) the following information on WebEOC, if appropriate and available, and not already logged:

NOTE

If Security event, ensure what information can be posted by discussing with the Information Coordinator, the JIC Technical Advisor, and/or the JIC Manager.

- (a) PNPS news release number, title, and when published
 - (b) Time of activation of the JIC
 - (c) Arrival/setup by Offsite Spokesperson
 - (d) Time/# of Media Briefings
 - (e) Protective Action Recommendations (PAR) from Commonwealth (**not from PNPS**)
- [2] Assist the Information Coordinator with assigned duties as requested.

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JIC LOG KEEPER


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Notes

- [3] Ensure the Joint Emergency Public Information Board, News Release Board, and PNPS Work Room Status Boards are maintained.
- [4] Ensure Commonwealth/federal agency information is included on the Joint Emergency Public Information Board.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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ATTACHMENT 9.6

JIC LOG KEEPER

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3.0 Facility Deactivation

Notes

3.1 Termination

[1] Upon notification from the JIC Manager to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the work room to its pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning graphics and audio and video equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
- (c) Notify the JIC Manager when your area is deactivated and the staff is prepared to leave the facility.

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ATTACHMENT 9.7

INQUIRY RESPONSE COORDINATOR

Sheet 1 of 5

Name: _____ Date: _____
 Inquiry Response Coordinator

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.


1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).
 - (a) Ensure all Phone Team telephones are connected into the proper jacks and properly working.
 - (b) Ensure copies of official news releases (PNPS, state, local, and federal) are available to Phone Team members.

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ATTACHMENT 9.7

INQUIRY RESPONSE COORDINATOR

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Notes

- (c) Ensure current PNPS Emergency Public Information Calendar is available to each Phone Team member.
- (d) Notify the Information Coordinator when Inquiry Response is operational.
- [3] Use WebEOC to track inquiry response information, if available, or manually.
- [4] Report to the Information Coordinator and obtain the Emergency Classification and plant status.
- 2.0 Facility Operation**
- 2.1 Operation**
- [1] Attend Company Spokesperson/JIC Manager staff briefings to gather information to be used to respond to calls and to answer questions.
 - (a) Brief Phone Team and Media Monitor members on information gathered at the staff brief following Company Spokesperson/JIC Manager staff briefs.
 - (b) Use WebEOC to enter inquiry information. **IF** WebEOC is not available, **THEN** forward Media/Public Inquiry - Media Referral - Media Monitoring Log (Attachment 9.19) to the Information Coordinator or appropriate agency for resolution.
 - (c) Monitor the public/media inquiry calls, track trends, and refer questions on radiation or nuclear technology from the Phone Team to the JIC Technical Advisor.
 - (d) Use WebEOC to enter response/correct information following issue resolution in consultation with Company Spokesperson and Information Coordinator.

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INQUIRY RESPONSE COORDINATOR

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Notes

- [2] Ensure Phone Team members are familiar with available information and are familiar with the use of the Media/Public Inquiry - Media Referral - Media Monitoring Log (Attachment 9.19).
- [3] Review completed WebEOC data or Media/Public Inquiry - Media Referral - Media Monitoring Log to identify rumors and trends.
 - (a) Report any trends, broadcasted misinformation, or plant-related questions to the attention of the Information Coordinator.
- [4] Communicate frequently with the Information Coordinator to obtain current information and to supply feedback on media inquiries, concerns, misconceptions, and rumors.
- [5] Ensure Phone Team members are aware of latest information from all news releases as soon as they are distributed.
- [6] Quickly pass on any major plant status changes and information on PNPS actions to the Phone Team members so that they have accurate, up-to-date information. You may also use the following sources of information: the briefing of the state officials prior to news media briefings and Emergency Alert System (EAS)/news releases from the state for Protective Action Directives, but remind the Phone Team members to refer inquiries regarding offsite activities to the appropriate Commonwealth or local agency using contact information in the Emergency Public Information calendar.
- [7] **IF** Security event, **THEN** do not release any information unless in news release or specifically from the Company Spokesperson, the JIC Technical Advisor, or the Incident Command Public Information Officer.
- [8] Attend news briefings to gather information to be used to respond to callers' questions.

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INQUIRY RESPONSE COORDINATOR

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Notes

- [9] Ensure all follow-up calls to telephone inquiries are performed expeditiously.
 - [10] Any JIC security issues should be forwarded to the Logistics Coordinator.
- 2.2 Position Turnover**
- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the Information Coordinator to deactivate the Joint Information Center facility, assist with the *deactivation of the Joint Information Center* and implement the following:

- (a) Assist with returning the work room to its pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
- (c) Notify the Information Coordinator when your area is deactivated and the Phone Team is prepared to leave the facility.

Notes

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ATTACHMENT 9.8

MEDIA MONITOR

Sheet 1 of 4

Name: _____

Date: _____

Media Monitor

Name: _____

Media Monitor

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation


[1] Report to the JIC, obtain an access badge, and sign in on the roster board.

(a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:

- (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
- (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

[2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory).

(a) Obtain the Media Monitor binder, including Media/Public Inquiry - Media Referral - Media Monitoring Log (Attachment 9.19) and Emergency Logs.

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ATTACHMENT 9.8

MEDIA MONITOR

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Notes

- (b) Ensure radios, computer, TV monitors, and VCRs are operable.
 - (c) Review all news releases issued to date.
 - (d) Receive briefing from the Information Coordinator and/or Inquiry Response Coordinator.
 - (e) Notify the Information Coordinator when your emergency position can be declared operational.
- [3] Initiate an Emergency Log of major events, decisions, communications, and actions, beginning with the time of notification and time of arrival at the JIC via WebEOC, if available, or manually.
- 2.0 Facility Operation**
- 2.1 Operation**
- [1] Monitor and record TV and radio broadcasts about the emergency developments and response activities relating to PNPS.
- (a) Look for rumors or misconceptions.
- [2] Maintain a log of broadcasts with a brief summary of their contents.
- [3] Review news releases that are issued about the emergency to determine whether the broadcasts are accurate.
- [4] **IF** misinformation or a rumor is broadcast, **THEN** complete a Media/Public Inquiry - Media Referral - Media Monitoring Log (Attachment 9.19) via WebEOC or hard copy, as appropriate, and provide to the Inquiry Response Coordinator.

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MEDIA MONITOR

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Notes

[5] Notify the Inquiry Response Coordinator if any additional personnel are needed to assist with monitoring media broadcasts.

2.2 Position Turnover

[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.



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ATTACHMENT 9.8

MEDIA MONITOR

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Notes

3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the Information Coordinator to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the work room to its pre-emergency condition, gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
- (c) Notify the Information Coordinator when your area is deactivated and the Media Monitors are prepared to leave the facility.

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ATTACHMENT 9.9 **LOGISTICS COORDINATOR**
 Sheet 1 of 3

Name: _____ Date: _____
Logistics Coordinator

NOTE


Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
- [2] Assume responsibility for manning the front desk.
 - (a) Obtain the Security box containing identification badges for incoming federal, Commonwealth, and media individuals if not already at the front desk station.
 - (b) **IF** a member of the JIC ERO has established a presence at the front desk, **THEN** relieve the individual to proceed with their assigned duties.
 - (c) Ensure any staff that may have arrived before the position was operational are signed in and badged.
- [3] Ensure any arriving Entergy/PNPS or federal/Commonwealth Joint Information Center staff have ID/credentials, log in (see Attachment 9.21, Joint Information Center Sign-In Form), and receive an access badge.
- [4] Begin and maintain a log of your work activities.
- [5] Notify the JIC Manager when your emergency position can be declared operational.

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LOGISTICS COORDINATOR

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Notes


2.0 Facility Operation

2.1 Operation

- [1] Confirm with the Media Liaison that media representatives may be allowed into the Media Briefing Room or Media Phone Room.
- [2] Once media representatives arrive, verify their identity and press credentials, and ensure they sign in on Joint Information Center Sign-In Form.
- [3] Monitor front and rear access to the second floor staff work areas and do not allow media representatives to enter these areas.
 - (a) Request assistance from the Media Liaison in maintaining access control at rear of Media Briefing Room.
- [4] Request additional Security support through the JIC Manager if necessary to maintain access control.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.

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LOGISTICS COORDINATOR

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- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the JIC Manager to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the work room to its pre-emergency condition, gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (1) Once the Joint Information Center has been deactivated, collect all Entergy/PNPS personnel and federal/Commonwealth personnel badges.
- (c) Notify the JIC Manager when your area is deactivated.

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ATTACHMENT 9.10
AGENCY COORDINATOR

Sheet 1 of 5

Name: _____ Date: _____
Agency Coordinator


NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response
Notes
1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center, concentrating on preparation of the Commonwealth/Federal Work Room. (See Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change; Attachment 9.29, Joint Information Center Activation Checklist; and JIC floor plans within the Emergency Telephone Directory.)
 - (a) Ensure the WebEOC is activated and functional in accordance with locally posted instructions.

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AGENCY COORDINATOR

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Notes

- [3] Ensure sufficient copies of PNPS news releases distributed prior to Joint Information Center activation are available in the Commonwealth/Federal Work Room.
- [4] Assist the Logistics Coordinator with identification of Commonwealth/federal representatives who may arrive without proper identification.
 - (a) Request confirmation through present representatives, as available.
- [5] Develop a list of spokespersons, including spelling of names and titles, using Attachment 9.18, Spokesperson and Public Information Officer List. Provide copies of the checklist to both the JIC Manager and the Media Liaison.
- [6] Verify that agency representatives are familiar with the Joint Information Center layout and resources, office equipment, and the telephone system as they arrive.
- [7] Ensure each representative obtains available media information.
- [8] Request copies of agency news releases issued prior to Joint Information Center activation. Ensure copies are distributed to Joint Information Center staff and posted on the Joint Emergency Public Information News Release Board.
- [9] Verify and inform the JIC Manager when the Commonwealth/Federal Work Room is operational.
- [10] Begin and maintain a log of your work activities.


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2.0 Facility Operation

2.1 Operation

- [1] Ensure agency representatives are informed of emergency events at PNPS and of the status of PNPS news releases.
 - (a) Provide courtesy copies of PNPS news releases to Commonwealth/federal agencies prior to their distribution to the news media.
- [2] Inform agency representatives when PNPS would like to brief the news media on developments. Assist the Company Spokesperson in coordinating a briefing time.
- [3] Inform the Company Spokesperson and the JIC Manager when agency representatives would like to brief the news media.
- [4] Using Attachment 9.22, Agency Coordinator Coordination Meeting Checklist, set up a time for the coordination meeting prior to each news briefing and attend the meeting. Ensure the Company Spokesperson and the Media Liaison are present. Work with the Media Liaison to establish the order of introduction and agenda.
- [5] Notify the JIC Manager of any office equipment or telephone problems in the Commonwealth/Federal Work Room.
- [6] Ensure governmental agency information is included on the Joint Emergency Public Information Board with the assistance of the Media Liaison. Provide input as information becomes available.
- [7] Receive copies of unanswered questions from the Media Liaison after each news briefing and provide them to agency representatives to assist in addressing news media questions and concerns.

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AGENCY COORDINATOR

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Notes


[8] Inform agency representatives of news media requests for individual interviews.

[9] Obtain specific information from the MEMA Public Information Officer on the broadcast of Emergency Alert System (EAS) messages.

2.2 Position Turnover

[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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AGENCY COORDINATOR


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Notes

3.0 Facility Deactivation

3.1 Termination

- [1] Attend the meeting of agency representatives and the Company Spokesperson to determine whether public information activities can be handled through the Nuclear Information Office and normal agency channels.
- [2] Upon confirmation from the JIC Manager to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:
 - (a) Assist with returning the Commonwealth/Federal Work Room to its pre-emergency condition, gathering all copies of news releases, bulletins, backgrounders and returning equipment to storage area.
 - (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (c) Notify the JIC Manager when your area is deactivated and the offsite agencies are prepared to leave the facility.

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ATTACHMENT 9.11

ADMINISTRATIVE TEAM

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Notes

- (b) Inquire through the Information Coordinator to determine the status of news releases issued prior to Joint Information Center activation.
 - (c) Duplicate new releases, etc., as directed.
 - (d) Provide copies of new releases and other information to Joint Information Center staff.
 - (e) Report to the Information Coordinator to verify points of distribution within the Joint Information Center and the number to be distributed to each point.
 - (f) Transmit all new releases and other information to the Corporate Emergency Center.
 - (g) Report to the JIC Manager when your emergency position can be declared operational.
- [3] Begin and maintain a log of actions. Use the appropriate form or log, as assigned:
- (a) Attachment 9.23, Status Board Record Form, if WebEOC is not available or not yet running.
 - (b) Attachment 9.24, JIC Transmission Log, for faxed or internet transmissions.
 - (c) Attachment 9.25, JIC Document/Duplication Log, as needed in high volume events.
 - (d) Attachment 9.26, JIC News Release Distribution Form, for JIC internet distribution and EOF.


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Notes

2.0 Facility Operation

2.1 Operation

- [1] All Administrative Team Members shall ensure news releases, news backgrounders, and news bulletins contain the media Phone Team numbers and are on PNPS letterhead prior to distribution or transmission.
- [2] All Administrative Team members shall ensure that the PNPS Work Room Status Board is updated.
- [3] Administrative Team members shall transmit and distribute all approved and numbered news releases, chronologies, news bulletins, news backgrounders, and other material in the quantities requested by the JIC Manager or the Information Coordinator (see Attachments 9.25, JIC Document/Duplication Log, and 9.26, JIC News Release Distribution Form).
 - (a) Distribute copies of news releases, chronologies, news bulletins, news backgrounders, and DNN notifications using the JIC News Release Distribution Form (Attachment 9.26).
 - (b) Transmit all approved PNPS news releases, news bulletins, and news backgrounders as directed (see Attachment 9.24, JIC Transmission Log).
 - (c) Transmit all offsite news releases to the Corporate Emergency Center.
- [4] Administrative Team members shall assist offsite Public Information Officials and perform other duties as assigned by the JIC Manager.

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ADMINISTRATIVE TEAM

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Notes

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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ADMINISTRATIVE TEAM

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Notes

3.0 Facility Deactivation

3.1 Termination

- [1] Upon notification from the Information Coordinator to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:
- (a) Assist with returning the work room to its pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
 - (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (c) Notify the JIC Manager when your area is deactivated and you are prepared to leave the facility.



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ATTACHMENT 9.12

MEDIA ASSISTANT

Sheet 1 of 4

Name: _____
Media Assistant

Date: _____

Name: _____
Media Assistant

NOTE


Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- [2] Assist with activation of the Joint Information Center focusing on the Media Briefing Room areas (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Ensure there is sufficient media information for distribution to the news media representatives upon their arrival.

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ATTACHMENT 9.12
MEDIA ASSISTANT


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Notes

- (b) Prepare a table for news releases and ensure sufficient copies of news releases issued prior to Joint Information Center activation are available.
- (c) Listen to the news briefing, identify and record any unanswered questions asked by news media representatives, and give such questions to the Media Liaison after the news briefing.
- (d) Assist news media representatives with their equipment.
- (e) Notify the Media Liaison when activation assignments are completed and the Media Briefing Room can be declared operational.

2.0 Facility Operation
2.1 Operation

- [1] Greet news media representatives upon their arrival and offer available information to them.
- [2] Assist news media representatives with background information without speculating about the emergency or the actions taken by PNPS or governmental agencies.
- [3] Post news releases in chronological order on the News Release Board and maintain an adequate supply.
- [4] Assist the Media Liaison in maintaining the Joint Emergency Public Information Board.
- [5] Report to the Media Liaison all requests for interviews and all trends of questions and news media needs.
- [6] Refer technical questions to the JIC Technical Advisor or recommend to the Media Liaison technical topics that may be included in the next briefing to assist the media representatives in understanding the emergency.

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ATTACHMENT 9.12


MEDIA ASSISTANT

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2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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ATTACHMENT 9.12

MEDIA ASSISTANT

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3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the Media Liaison to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the Media Briefing Room to pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
- (c) Notify the Media Liaison when the area is deactivated and the Media Assistants are prepared to leave the facility.

Notes

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ATTACHMENT 9.13 **A/V ASSISTANT**

Sheet 1 of 3

Name: _____ Date: _____
A/V Assistant

Name: _____
A/V Assistant

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.


1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center focusing on the Media Briefing Room areas (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Set up the public-address system and ensure it is operable. Refer to the floor plan under the Joint Information Ctr tab in the Emergency Telephone Directory.

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A/V ASSISTANT

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Notes

- (b) Set up the video camera using the Media Briefing Room Sound System Wiring Diagram and ensure it is operable.
 - (1) Open A/V Equipment Box lock on rolling dolly to obtain A/V spare equipment, batteries, etc.
- (c) Notify the Media Liaison when activation assignments are completed and the Media Briefing Room can be declared operational.

2.0 Facility Operation

2.1 Operation

- [1] Verify prior to each news briefing that audio and video equipment are operable.
- [2] Record (with video and audio) each news briefing held in the Joint Information Center.
- [3] Record individual interviews with the Company Spokesperson upon request.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
 - (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.



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A/V ASSISTANT

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Notes


- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the Media Liaison to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the Media Briefing Room to pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
- (c) Notify the Media Liaison when the area is deactivated and the A/V Assistants are prepared to leave the facility.

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ATTACHMENT 9.14

PHONE TEAM

Sheet 1 of 5

Name: _____ Date: _____
 Phone Team Member

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.


1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center focusing on the PNPS Work Room areas (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Assist with the activation of the work area.
 - (b) Test telephone equipment and ensure it is operable.

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ATTACHMENT 9.14

PHONE TEAM

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Notes

- (c) Obtain the Phone Team binder including Media/Public Inquiry - Media Referral - Media Monitoring Log (Attachment 9.19), Emergency Logs, and reference materials.
- (d) Review all news releases issued to date.
- (e) Receive a briefing from the Information Coordinator and/or the Inquiry Response Coordinator.
- (f) Notify the Inquiry Response Coordinator when your emergency position can be declared operational.


2.0 Facility Operation

2.1 Operation

NOTE

Information approved by the Emergency Director or the Company Spokesperson is acceptable for release.

- [1] Respond to inquiries about the emergency at PNPS by referring to printed material such as news releases, posted Emergency Classification level signs, Emergency Public Information Calendar, and background and reference material without speculating about emergency developments.

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PHONE TEAM

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Notes

- [2] Refer inquiries about activities and protective actions (sheltering and/or evacuation) to the appropriate Commonwealth or local agency and recommend that the caller tune in to the Emergency Alert System (EAS) stations (phone numbers and radio station listings are found in the Emergency Public Information Calendar).
- (a) Initially respond to phone calls as follows: "Hello, this is the Pilgrim Station Joint Information Center. May I help you?"
 - (b) Use the Media/Public Inquiry - Media Referral - Media Monitoring Log via WebEOC or hard copy (Attachment 9.19) to record nature of the phone call and caller information using back of hard copy if additional space is needed.
 - (c) Listen for key words such as "sabotage", "injuries", "explosion", or "fire" to determine potential for misinformation or rumor.
 - (d) Complete an entry on the log or hard copy for each call received. Periodically provide completed forms to the Information Coordinator and the Inquiry Response Coordinator if used.
 - (e) Immediately notify the Inquiry Response Coordinator of any potential misinformation or rumor calls. Periodically check with the Inquiry Response Coordinator for a status of the identified calls.

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ATTACHMENT 9.14

PHONE TEAM

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Notes


NOTE

Phone Team phones should NOT be taken off the hook unless directed to do so.

- [3] Refer legal, financial, employee, and federal government-related inquiries to the Entergy Corporate Emergency Center.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
 - (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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ATTACHMENT 9.14

PHONE TEAM

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Notes

3.0 Facility Deactivation

3.1 Termination

- [1] Upon notification from the Information Coordinator to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center, and implement the following:
- (a) Assist with returning the work room to pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
 - (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (c) Gather records and documents and turn them over to the JIC Manager.
 - (d) Notify the Information Coordinator when the area is deactivated and the Phone Team is prepared to leave the facility.



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ATTACHMENT 9.15

PRESS RELEASE WRITER

Sheet 1 of 6

Name: _____

Date: _____

Press Release Writer

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.

1.0 Actions For Initial Response

Notes

1.1 Facility Activation


[1] Report to the JIC, obtain an access badge, and sign in on the roster board.

(a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:

(1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in, and receive an access badge.

(2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

[2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change, Attachment 9.29, Joint Information Center Activation Checklist, and the JIC floor plans within the Emergency Telephone Directory).

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PRESS RELEASE WRITER

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Notes

- [3] Establish contact with the Public Information Liaison in the EOF.
 - (a) Determine the Emergency Classification level and plant status with the assistance of the Public Information Liaison. Use copies of the Essential Information Checklist (EP-IP-100, "Emergency Classification and Notification"), if available, or use as a checklist for information gathering.
 - (b) Review and log news releases issued prior to the EOF/JIC activations.

NOTE

During Security events, preapproved news releases are to be used. If unavailable, it must be ensured that news releases are approved by the Incident Command Post (ICP) and the EOF Emergency Director (ED) as coordinated by the PNPS Incident Command Post (ICP) Security Coordinator.

- [4] Establish news release writing work place.
 - (a) Verify that word-processing computer equipment is operational.
 - (b) Obtain administrative supplies as needed.
 - (c) Verify that template information is available on the computer.
 - (d) Confirm availability of WebEOC to transmit and confirm news release content.
- [5] Ensure a telephone communications link with the Joint Information Center and EOF podium is established.
- [6] Advise the JIC Manager when your position is operational.

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PRESS RELEASE WRITER

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Notes


2.0 Facility Operation

2.1 Operation

NOTE

During Security events, preapproved news releases are to be used. If unavailable, it must be ensured that news releases are approved by the Incident Command Post (ICP) and the EOF Emergency Director (ED) as coordinated by the PNPS Incident Command Post (ICP) Security Coordinator.

- [1] Draft news releases, in coordination with the JIC Technical Assistant, using the public information templates and available information provided by the EOF Public Information Liaison, the Information Coordinator, and the JIC Manager in accordance with WebEOC instructions and any additional available guidance.
 - (a) Unless superseded by breaking events, an initial draft news release announcing the activation of the Joint Information Center and other emergency response facilities as they become operational should be developed.
- [2] **IF** updates are received from the Public Information Technical Assistant, **THEN** utilize information in draft news releases about emergency developments.
- [3] Upon completion of a draft news release, direct the Public Information Technical Assistant to have the Company Spokesperson review its content for technical accuracy and applicability.

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PRESS RELEASE WRITER

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Notes

- [4] Complete revisions as requested by the Company Spokesperson/JIC Technical Advisor and then transmit the reviewed news release via WebEOC or fax to the EOF Public Information Liaison for approval via signature by the Emergency Director.
 - (a) Receive and make revisions to news releases as requested by the ED through the Public Information Liaison.
- [5] Receive copies of the signed, approved news releases on company letterhead via fax or electronically from the Public Information Liaison.
- [6] Distribute and/or transmit copies of approved, signed news releases as indicated on the JIC News Release Distribution Form, Attachment 9.26.
- [7] As requested, develop news bulletins for urgent news statements. Ensure the Public Information Liaison/Emergency Director is aware of their content and the intent to release the information.
- [8] Develop news backgrounders to provide reference or background material as time permits. Ensure the Public Information Liaison/Emergency Director is aware of their content and the intent to release the information.
- [9] Perform other writing duties as requested by the Company Spokesperson or the JIC Technical Advisor.
- [10] File a copy of the news release signed by the ED on the Public Information Computer for reference.
- [11] Brief the Public Information Liaison on news briefings, rumors, and other emergency public information activities as appropriate.



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ATTACHMENT 9.15

PRESS RELEASE WRITER


Sheet 5 of 6

Notes

2.2 Position Turnover

[1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:

- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
- (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
- (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.
- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

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3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from JIC Manager to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the work room to pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (1) Ensure copies of all documents generated during the event are filed in the JIC computer under the proper date/heading.
 - (2) Provide logs and video recordings to the Information Coordinator.
- (c) Notify the Information Coordinator when the area is deactivated and the news release writing staff is prepared to leave the facility.

Notes

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ATTACHMENT 9.16

PUBLIC INFORMATION TECHNICAL ASSISTANT

Sheet 1 of 4

Name: _____ Date: _____
 Public Information Technical Assistant

NOTE

Steps may be performed concurrently or out of order as deemed appropriate.


1.0 Actions For Initial Response

Notes

1.1 Facility Activation

- [1] Report to the JIC, obtain an access badge, and sign in on the roster board.
 - (a) **IF** you are the first to arrive at the facility, **THEN** establish a presence at the main desk and perform the following:
 - (1) Ensure any arriving federal or Commonwealth representatives have ID/credentials, log in and receive an access badge.
 - (2) Ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.

- [2] Assist with activation of the Joint Information Center (see instruction in Attachment 9.17, Joint Information Center Activation/Deactivation/Shift Change; Attachment 9.29, Joint Information Center Activation Checklist; and the JIC floor plans within the Emergency Telephone Directory).
 - (a) Assist with the activation of the Public Information work area.
 - (b) Obtain administrative supplies from the mobile cabinet.

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ATTACHMENT 9.16

PUBLIC INFORMATION TECHNICAL ASSISTANT

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Notes

- (c) Test all equipment including computer, scanner, printer, telephones, and fax machines and report any equipment problems to the Press Release Writer.
- (d) Begin documentation of EOF Public Information activities.
- (e) Report to the Press Release Writer when your emergency position can be declared operational.

2.0 Facility Operation

2.1 Operation

- [1] Maintain control and distribution of public information reference materials.
- [2] Assist the Press Release Writer by maintaining a record of all major events, telephone calls, status of news releases, personnel changes, and briefings, including Corporate response, if applicable.
- [3] Obtain information from status boards (e.g., WebEOC, Plant Status Board, Events Board, etc.), forms, and briefings in the EOF.
 - (a) Brief the Press Release Writer on emergency developments using the information gathered.
- [4] Maintain telephone communications with the EOF Public Information Liaison.

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Notes

NOTE


Document numbers should be assigned in numerical order using Attachment 9.24, JIC Transmission Log.

[5] Ensure transmission and/or distribution of all news releases, chronologies, news bulletins, news backgrounders, and other material in a timely manner (see Attachment 9.26, JIC News Release Distribution Form).

[6] Ensure draft emergency news releases are provided to the Emergency Director for his/her review and signature approval.

2.2 Position Turnover

- [1] **IF** you are being relieved at the end of your shift or your position is otherwise being turned over, **THEN** perform a formal turnover as follows:
- (a) Review status boards, WebEOC facility log, and other information with the position replacement as appropriate.
 - (b) Provide a briefing on the emergency, radiological conditions, and any actions that have been completed or are in progress.
 - (c) Inform the position's immediate supervisory position and affected staff that you are transferring responsibility for the position to the replacement individual.

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ATTACHMENT 9.16

PUBLIC INFORMATION TECHNICAL ASSISTANT

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Notes


- (d) Sign off at the facility roster board, ensure your replacement signs in, and turn over the position binder and facility badge to the new position replacement.

3.0 Facility Deactivation

3.1 Termination

[1] Upon notification from the Information Coordinator to deactivate the Joint Information Center facility, assist with the deactivation of the Joint Information Center and implement the following:

- (a) Assist with returning the work room to pre-emergency condition; gathering all copies of news releases, bulletins, backgrounders; returning equipment to storage area.
- (b) Ensure supplies, equipment, and manuals are returned to their respective areas.
 - (1) Ensure copies of all documents generated during the event are filed in the JIC computer under the proper date/heading.
 - (2) Provide logs and video recordings to the Information Coordinator.
- (c) Notify the Press Release Writer when the area is deactivated and the news release writing staff are prepared to leave the facility.

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ATTACHMENT 9.17 JOINT INFORMATION CENTER ACTIVATION/DEACTIVATION/SHIFT CHANGE
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1.0 ACTIVATION

NOTE

A goal of 2 hours for the facility to be operational under optimum conditions has been established for the JIC.

- [1] Activation of the Joint Information Center (JIC) is mandatory at an Alert, Site Area Emergency, or General Emergency.
- [2] Joint Information Center personnel and all ERO personnel will be notified by the Everbridge ERO Notification System via pager or phone, or backup call-tree notification process.
- [3] The first person to arrive at the Joint Information Center should establish a presence at the main desk, ensure any federal or Commonwealth representatives have ID/credentials, log in and receive an access badge. This person should also ensure any arriving media are detained in the receiving hall until the Logistics Coordinator arrives to assume security for the entrance and the facility is operational.
- [4] All arriving Pilgrim JIC staff are responsible for initiating implementation of this Procedure and assuming command and control of activation until the JIC Manager arrives. (Refer to Attachment 9.29, Joint Information Center Activation Checklist, and JIC floor plans within the Emergency Telephone Directory.)

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ATTACHMENT 9.17 JOINT INFORMATION CENTER ACTIVATION/DEACTIVATION/SHIFT CHANGE

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NOTE

Care should be exercised when moving furniture, equipment, or supplies during activation. Personnel with medical disabilities or restrictions should notify the JIC Manager of their limitation(s).

- [5] All Joint Information Center staff and support personnel are responsible for assisting in the activation of the Joint Information Center as directed. The following are guidelines for safe and prompt activation:
 - (a) Do not attempt to move heavy equipment or supplies without assistance.
 - (b) As personnel arrive, direct activation activities using available personnel.
- [6] Joint Information Center positions shall be activated according to individual Procedures.


NOTE

Key personnel should remain in the PNPS Work Room to ensure proper communications and processing of emergency information during activation.

- [7] The Joint Information Center should be operational within 2 hours of declaration of an Alert or higher Emergency Classification level.
- [8] The Joint Information Center will be declared operational using the guidelines provided in Attachment 9.30, Declaration of JIC Operational Guidelines.

2.0 SHIFT CHANGES AT THE JOINT INFORMATION CENTER


- [1] The Company Spokesperson, with the consent of the Emergency Director, shall determine the duration of emergency shifts.
- [2] The Administration and Logistics Coordinator at the EOF will notify the second shift when to report and may request assistance from the Joint Information Center Logistics Coordinator.

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ATTACHMENT 9.17 JOINT INFORMATION CENTER ACTIVATION/DEACTIVATION/SHIFT CHANGE

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- [3] Upon arrival at the Joint Information Center facility, the second shift shall:
- (a) Sign in on the roster board and notify the JIC Manager of their arrival.
 - (b) Report to their emergency position assignment or receive an assignment from the JIC Manager.
 - (c) Receive a briefing from the staff member they are replacing in accordance with the Position Turnover section of their Attachment.
 - (d) Ensure that there are adequate supplies and materials to carry out emergency duties.
 - (e) Notify the JIC Manager when prepared to assume emergency responsibilities.
 - (f) Receive a briefing from the JIC Manager.
 - (g) Relieve the previous shift and log the time responsibility was assumed.
- [4] Departing Joint Information Center staff members shall complete a formal turnover in accordance with the Position Turnover section of their Attachment.

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3.0 DEACTIVATION OF THE JOINT INFORMATION CENTER

The Emergency Director/Recovery Director is responsible for determining when to deactivate the Joint Information Center facility.

- [1] The Company Spokesperson shall coordinate with public information officials from offsite agencies in developing a recommendation to deactivate.
- [2] The Emergency Director/Recovery Director shall receive a recommendation to deactivate from the Company Spokesperson.
- [3] The Emergency Director/Recovery Director shall confer with the Senior Nuclear Officer or designee and/or the Company Spokesperson prior to deactivating the Joint Information Center.
- [4] Deactivation of the Joint Information Center Facility shall include:
 - (a) Returning the facility to its pre-emergency condition.
 - (b) Gathering all records, logs, news releases, and video recordings and turning them over to the JIC Manager.
 - (c) Returning manuals, supplies, and equipment to their specific locations.
 - (d) Following deactivation steps in individual position Attachments.



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ATTACHMENT 9.19 MEDIA/PUBLIC INQUIRY - MEDIA REFERRAL - MEDIA MONITORING LOG

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Media/Public Inquiry-Media Referral-Media Monitoring Log			
Record No:			
Source (circle)	Caller	Call/Broadcast	Call/Broadcast
	Government	Date:	Time:
	Media	mm/dd/yyyy	hh:mm
	Other		
	Radio		
	TV		
CALLER / REPORTER INFORMATION			
Name (First)		Last	
Phone (Home)		Work	
Email		Cell	
Radio Station		TV Station	
INQUIRY / MONITORING INFORMATION			
Key Word (For Searching)			
Caller Question / Inaccurate Info			
Response Given / Correct Info Source			
FOLLOW-UP			
Was Call Referred?	If Yes, to whom?		
<input type="radio"/> Yes <input type="radio"/> No			
Followup Required?			
<input type="radio"/> Yes <input type="radio"/> No			
COMPLETION			
Call Terminated At		Monitor / Responder:	
	hh:mm		
COORDINATOR REVIEW / ACTION			
Call Category: (circle)	Incorrect Information Question	Describe:	
Further Action Required?	<input type="radio"/> Yes <input type="radio"/> No	Assigned To:	
		Priority:	High Medium Low
		Due Date/Time:	(MM/DD/YYYY HH:MM)
Status: (circle)	Assigned	Completed:	
	Completed (Successful)		(MM/DD/YYYY HH:MM)
	Completed (Unsuccessful)		
	Rejected		
	Requested		
Notes:			



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ATTACHMENT 9.22

AGENCY COORDINATOR COORDINATION MEETING CHECKLIST

Sheet 1 of 1

Time for proposed news briefing: _____

INITIALS

_____ Notify MEMA and MDPH of Coordination Meeting and News Briefing Time

_____ Notify Federal Agencies of Coordination Meeting and News Briefing Time

_____ Verify JIC Manager has notified the following:

Public Information Liaison (Emergency Director)

Media Liaison

_____ Ensure Company Spokesperson is aware of any rumors.



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COMPANY SPOKESPERSON BRIEFING SCRIPT

Sheet 1 of 7

If conducting a drill, open and close news media briefing with "THIS IS A DRILL".

1. My name is _____, Pilgrim Nuclear Power Station Company Spokesperson. We are holding this briefing to provide you with current plant status and activities being taken in response to the events at Pilgrim Station.

2. At _____ am / pm (EST) today, Pilgrim Station declared a/an:

- Unusual Event
- Alert
- Site Area Emergency
- General Emergency

due to: _____

3. The plant is presently at _____ % power level and plant personnel are in the process of: _____

and investigating the cause.


4. Outside Assistance **has/ has not** been requested (if so) as follows: _____

5. There **has / has not** an Emergency Radioactive Release as a result of this incident.

6. Review events that lead to the current event status (begin with most recent):

Previous event: _____ declared at: _____

Previous event: _____ declared at: _____

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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7. Additional Items:

Notes: _____

Recent plant history: _____

Continuous operation days: _____

Other recent events: _____

Security related issues

The public information officer from Incident Command will provide information on any security issues related to this event.

Conservative decisions


In support of the main goal of protecting public health and safety, many of the actions that are taken in a radiological emergency response by Entergy officials are precautionary and reflect a very conservative decision-making process.

FOR DRILL ONLY: Drill Time Compression

The timeline of events associated with the drill scenario has been significantly and unrealistically compressed. In an actual emergency it is expected that the events we will likely be responding to today would develop over a much longer time period. Because of the exercise criteria it is necessary to compress these events into a very short exercise.

FOR FIRST BRIEFING ONLY: JIC objective:

To present to you accurate information as quickly as possible. Consistent with that objective, we are now going to return to communicate with respective command centers to gather the latest information. In the mean time, (_____) is the JIC Media Liaison and available to gather additional questions that you may have. We expect the next briefing to be in about one hour or sooner if developments warrant. Thank you.

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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ADDITIONAL ITEMS FOR CONSIDERATION:

SHUTDOWN

The Pilgrim plant automatically shut down at (insert time) due to (insert reason).

The Pilgrim plant was manually shut down at (insert time) due to (insert reason).

All systems functioned as designed.

The Pilgrim plant is in a safe shutdown cooling condition.

The Pilgrim plant is in a safe shutdown condition.


The Pilgrim plant continues to remain in a safe shutdown condition.

Redundant safety systems are available.

EMERGENCY CLASSIFICATIONS

The plant continues to be at a/an (insert emergency classification) classification level.

The Nuclear Regulatory Commission has defined the levels of emergency in increasing order of severity as Unusual Event, Alert, Site Area Emergency, and General Emergency.

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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EMERGENCY FACILITY ACTIVATION

The Emergency Operations Facility (EOF), the Technical Support Center/Operations Support Center (TSC/OSC), and the Joint Information Center (JIC) have been activated.


The Emergency Operations Facility (EOF), the Technical Support Center/Operations Support Center (TSC/OSC), and the Joint Information Center (JIC) have been activated and are operational.

The Emergency Operations Facility (EOF) has been activated and is operational. The EOF is a central facility for evaluation and coordination of all Entergy Pilgrim activities in response to an emergency. In addition to providing overall management of the station's emergency response, all coordination of emergency response activities with federal and Commonwealth agencies is conducted from this facility.

The Joint Information Center located at Entergy's Industrial Park Training Center, 71 Armstrong Road in Plymouth, Mass., has been activated and is operational. The Joint Information Center is a joint facility established by Entergy, the Commonwealth, and federal agencies to provide a central location for news media representatives to get official information about the emergency events. Identification, including news affiliation, is required for admission. Entergy, state, and federal officials are available at the Joint Information Center and news conferences are being held at regular intervals. Entergy's company spokesperson located at the Joint Information Center is **(insert name)**.

All plant emergency facilities are operational and monitoring of plant conditions continue.

Notification of facility activation(s) has/have been made to all appropriate federal, state, and local agencies and officials.

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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RADIATION

NO RELEASE IN PROGRESS

There has been NO release of radiation to the environment associated with this event.

Plant officials dispatched several monitoring teams to confirm no radiation has been released to the environment. These teams report no radiation readings above the normal background levels.

Based on current conditions, Entergy officials have not made any protective action recommendations to the state. Examples of protective action recommendations include sheltering and/or evacuation.

RELEASE IN PROGRESS

There has been a release of radiation associated with this event. Plant officials have dispatched several monitoring teams and they report no radiation above the normal background levels.

A radioactive release associated with this event is now in progress. Offsite radiation teams are taking offsite radiation readings in the areas around the plant. The release is within federally-approved operating limits.


Pilgrim's containment structure is containing all potential radiation inside the plant. The primary and secondary containment structures are robust barriers designed to prevent a radiological condition from affecting the general public.

Elevated radiation levels have been detected at the plant's main stack radiation monitors. The main stack radiation monitors continuously monitor the discharge of any radiation. Releases through the main stack go through a filtering system.

Appropriate actions are being taken to limit releases to the environment.

The release is not expected to exceed EPA Protective Action Guidelines (PAGs) that provide direction for protective actions by the state to the general public based on projected dose.

Entergy officials have made some protective action recommendations to the state including **(insert whether it includes sheltering and/or evacuation as appropriate)** based on **(include reason as applicable)**.

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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The release can be reasonably expected to exceed EPA Protective Action Guidelines (PAGs) offsite for more than the immediate plant site area. EPA Protective Action Guidelines provide direction for protective actions by the state to the general public based on projected doses.

PLANT PERSONNEL

There have been no injuries, contaminations, or overexposures to personnel at the plant.

All plant personnel have been accounted for at the Pilgrim site.

Due to the declaration of a (**insert emergency classification**), all nonessential personnel have been evacuated to an offsite facility/assembly area.

An accountability of all Pilgrim site personnel is currently in progress.

EMERGENCY NOTIFICATIONS AND RESPONSES


Notifications have been made to all appropriate federal, state, and local agencies and officials.

No offsite assistance has been requested

Offsite assistance has been requested through the appropriate emergency management process (**insert agency if known**) due to (**insert reason**).

There have no protective action recommendations made to the state at this time. Examples of protective action recommendations include sheltering and/or evacuation.

Protective action recommendations including (**insert sheltering and/or evacuation information as applicable**) have been made by Entergy to the state.

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COMPANY SPOKESPERSON BRIEFING SCRIPT

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RECOVERY


Officials at the Pilgrim Nuclear Power Station report that the plant status has been downgraded to a/an (insert emergency classification) level.

There is no longer any release of radiation from the plant associated with this event.

PR Closing:

Entergy's online address is www.entergy.com

Entergy Nuclear's on-line address is www.entergy-nuclear.com

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ATTACHMENT 9.28

MEDIA LIAISON MEDIA BRIEFING SCRIPT

Sheet 1 of 2

Briefing # _____ Time began: _____

If conducting a drill, open and close news media briefing with "THIS IS A DRILL"

1. My name is _____. I am the Media Liaison for the Pilgrim Nuclear Power Station.


This news briefing is being held to provide current information on the (simulated) emergency at the Pilgrim Nuclear Power Station which is currently in a/an:

Unusual Event
 Alert
 Site Area Emergency
 General Emergency

2. We will begin this briefing with a very brief rundown on:
 - a. Plant conditions by our Company Spokesperson, assisted by the JIC Technical Advisor as needed, followed by:
 - b. Incident Command response actions (if present for Security event) and,
 - c. Offsite Emergency response actions by the Commonwealth of Massachusetts and the NRC (if present).
3. We will now provide an update and information regarding any previous questions.
 - a. Repeat question(s) asked - provide answer(s).

NOTE

The names of the spokesperson/public information officers are recorded on Attachment 9.18, Spokesperson and Public Information Officer List.

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MEDIA LIAISON MEDIA BRIEFING SCRIPT

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4. Now we will provide an opportunity for the following organizations represented here today to provide their individual updates. (Introduce individuals in the order provided below unless events dictate otherwise):

NAMES

- Incident Command (For Security Event) (_____)
- Pilgrim Nuclear Power Station (_____)
- MEMA (_____)
- MDPH (_____)
- FEMA (_____)
- Nuclear Regulatory Commission (_____)
- Other: (_____)

5. These representatives have a few minutes to answer questions or provide any necessary clarifications regarding the response by their respective agencies. I would ask that you raise your hand and direct your questions to me and I will direct them to the appropriate spokesperson. I would also appreciate it if you would state your name and your news media affiliation if appropriate.

6. Closing News Media Briefing

One more question..... Quick summary of events...

Residents should continue to tune to Emergency Alert System (EAS) stations which are posted here and refer to the Emergency Public Information Calendar for Pilgrim Station.

Additional background information is available in brochures and pamphlets distributed within the room.

The Media Liaison, _____, is available to answer background questions between news media briefings.

Recognize that some still have questions, but it is necessary to return to prepare for next briefing.

The next news media briefing will be at _____:



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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

NOTES

1. Steps may be performed concurrently or out of order as deemed appropriate.
2. A goal of 2 hours for the facility to be operational under optimum conditions has been established for the JIC.

Storage Areas - Overview of Joint Information Center Setup

All Rooms

Name _____ Date _____

NOTES

1. As quickly as possible, the Logistics Coordinator establishes access control for the Joint Information Center (JIC) and ensures all JIC staff are registered and badged.
2. Only Entergy/PNPS and Commonwealth/federal personnel will be allowed to set up the Joint Information Center.
3. An Entergy/PNPS Employee Roster is located in the Emergency Telephone Directory (ETD).

Action


Initials / Time

[1] Obtain key from red key box behind reception desk. Unlock door to first floor storage area.

_____ / _____

[2] Obtain Joint Information Center Activation Checklists (from this Procedure) and Joint Information Center floor plans [from the Emergency Telephone Directory (ETD)] located on the outside of supply cabinet in the first floor storage area. Additional copies may be obtained from individual position binders and the ETD.

_____ / _____

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Storage Areas - Overview of Joint Information Center Setup

All Rooms (Cont.)

Action	Initials / Time
[3] Open JIC Registration Kit available on the shelf behind the reception desk.	_____ / _____
[4] Deliver all equipment and materials from the first floor storage area and second floor PNPS Work Room to designated locations in accordance with the Joint Information Center floor plans (on the first floor: Media Phone Room, Media Briefing Room; on the second floor: Commonwealth/Federal Work Room).	_____ / _____
[5] Ensure availability of second floor Media Monitoring Room.	_____ / _____

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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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- [6] Set up each Joint Information Center area and ensure the operability of all equipment as quickly as possible, starting with the PNPS Work Room. Other areas should be set up as additional Joint Information Center staff arrive. See sheet numbers and corresponding areas below.

_____ / _____

<u>Sheet(s)</u>	<u>Area</u>
3	First Floor: Registration Area
4-6	Second Floor: PNPS Work Room
7	Second Floor: Media Monitoring Room
8,9	Second Floor: Commonwealth/Federal Work Room
10,12	First Floor: Media Briefing Room
13	First Floor: Media Phone Room

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First Floor - Registration Area

Name _____ Date _____

- | | Action | Initials / Time |
|-----|---|-----------------|
| [1] | Open Registration Kit from behind reception counter. | _____ / _____ |
| [2] | Remove PNPS/Entergy Employee Roster, JIC Sign-In Form (Attachment 9.21), badges, and other supplies (markers, pens, clipboard) and place on reception desk. | _____ / _____ |
| [3] | Document any supply problems below and notify the Joint Information Center Manager upon his/her arrival. | _____ / _____ |

Equipment/Telephone	Problem
_____	_____
_____	_____
_____	_____
_____	_____

(AFTER REGISTRATION AREA IS SET UP, PROCEED TO SECOND FLOOR - PNPS WORK ROOM CHECKLIST.)

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Second Floor - PNPS Work Room

Name _____ Date _____

NOTES

1. Messages from the EOF should be taken for the Company Spokesperson or the JIC Manager and delivered upon their arrival. If any initial news releases have been issued, they should be reviewed and incoming Joint Information Center staff briefed.
2. Joint Information Center Activation Checklists and Joint Information Center floor plans should be distributed as necessary (additional checklists may be found in the Forms File or individual position binders; floor plans are in the Emergency Telephone Directory (ETD)).

Action	Initials / Time
[1] Ensure PNPS Work Room telephones are operational.	_____ / _____
[2] Assume command and control until the JIC Manager or the JIC Information Coordinator has arrived and ensure arriving Joint Information Center staff set up work areas simultaneously (on the first floor: Registration Area, Media Phone Room, Media Briefing Room; on the second floor: PNPS Work Room, Commonwealth/Federal Work Room, and Media Monitoring Room).	_____ / _____
[3] As Joint Information Center staff arrive, ensure they sign in on the roster board.	_____ / _____

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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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Second Floor - PNPS Work Room (Cont.)

<u>NOTES</u>
1. Telephone and fax machine jacks are labeled with emergency phone numbers.
2. Telephones may be tested by calling one to another.
3. Fax machines may be tested by sending a document from one to the other.

Action	Initials / Time
[4] Ensure remaining PNPS Work Room telephones are connected and tested. Document any problems or failures on Sheet 6 of this Attachment.	____ / ____
[5] Ensure fax machines are connected and tested. Document any problems or failures on Sheet 6 of this Attachment.	____ / ____
[6] Ensure printers and copiers are operable and that paper and other supplies are available.	____ / ____
[7] Initiate WebEOC for the PNPS Work Room in accordance with the JIC Log Keeper position binder.	____ / ____
[8] Ensure clocks are properly set as confirmed by the JIC Manager through the EOF.	____ / ____
[9] Document any other inoperable equipment on Sheet 6 of this Attachment and notify the Joint Information Center Information Coordinator of equipment or telephone problems upon his/her arrival.	____ / ____



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JOINT INFORMATION CENTER ACTIVATION CHECKLIST


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Second Floor - PNPS Work Room (Cont.)

Equipment/Telephone

Problem

(AFTER PNPS WORK ROOM IS SET UP, CONTINUE TO ASSIST WITH SET-UP OF THE PNPS MEDIA MONITORING ROOM.)

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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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Second Floor - PNPS Media Monitoring Room

Name _____ Date _____

Action	Initials / Time
[1] Ensure Media Monitoring Room telephones are connected and tested. Document any problems or failures below.	_____ / _____
[2] Ensure clocks are properly set as confirmed by the JIC Manager through the EOF.	_____ / _____
[3] Turn on televisions in accordance with set-up instructions on wall using remote attached to the wall.	_____ / _____
[4] Document any other inoperable equipment below and notify the JIC Manager of equipment or telephone problems upon his/her arrival.	_____ / _____

Equipment/Telephone	Problem
_____	_____
_____	_____
_____	_____
_____	_____

(AFTER PNPS MEDIA MONITORING ROOM IS SET UP, CONTINUE TO ASSIST WITH SET-UP OF THE COMMONWEALTH/FEDERAL WORK ROOM.)



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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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Second Floor - Commonwealth/Federal Work Room


Name _____ Date _____

- | Action | Initials / Time |
|--|-----------------|
| [1] Deliver the Commonwealth/Federal Work Room supply cart to Classroom 2. | _____ / _____ |
| [2] Move classroom furniture to approximate the Joint Information Center floor plan. If necessary, surplus furniture may be relocated. | _____ / _____ |
| [3] Ensure status and sign-in boards are in place and have markers and erasers. | _____ / _____ |

NOTES

1. Telephone and fax machine jacks are labeled with emergency phone numbers.
2. Telephones may be tested by calling one to another.
3. Fax machines may be tested by sending a document from one to the other.

- | | |
|---|---------------|
| [4] Ensure Commonwealth/Federal Work Room telephones are connected and tested. Document any problems or failures on Sheet 9 of this Attachment. | _____ / _____ |
| [5] Ensure fax machines are connected and tested. Document any problems or failures under on Sheet 9 of this Attachment. | _____ / _____ |
| [6] Ensure designated copier is operable and that paper and other supplies are available. | _____ / _____ |

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Second Floor - Commonwealth/Federal Work Room (Cont.)

Action	Initials / Time
[7] Initiate PNPS WebEOC for the Commonwealth/Federal Work Room in accordance with the JIC Agency Coordinator position binder.	_____ / _____
[8] Ensure clocks are properly set as confirmed by the JIC Manager through the EOF.	_____ / _____
[9] Document any other inoperable equipment below and notify the JIC Agency Coordinator of equipment or telephone problems upon his/her arrival.	_____ / _____

Equipment/Telephone	Problem
_____	_____
_____	_____
_____	_____
_____	_____

(AFTER COMMONWEALTH/FEDERAL WORK ROOM IS SET UP, CONTINUE TO ASSIST WITH SET-UP OF THE MEDIA BRIEFING ROOM.)



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JOINT INFORMATION CENTER ACTIVATION CHECKLIST

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First Floor - Media Briefing Room

Name _____

Date _____

Action

Initials / Time

[1] Deliver Media Briefing Room boards, signs, kits, Procedures, graphics, media information cart, and supplies from the storage area to Classroom 4.

_____ / _____

[2] Move classroom furniture to approximate the Joint Information Center floor plan found within the Emergency Telephone Directory although tables may be retained as needed. If necessary, surplus furniture may be relocated.

_____ / _____

NOTES

1. Telephone jacks are labeled with emergency phone numbers.


2. Phone extensions for individual positions are displayed on the floor plan.

[3] Ensure Media Briefing Room telephones are connected and tested. Document any problems or failures under Step [12] of this listing.

_____ / _____

[4] Ensure signs and status boards are in place and have markers and erasers.

_____ / _____

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First Floor - Media Briefing Room (Cont.)

NOTE

The 50-Mile EPZ map should not be displayed unless requested by the MEMA Public Information Officer or Company Spokesperson.

Action	Initials / Time
[5] Ensure easels and graphics are displayed in the front of the Media Briefing Room. The 10-mile EPZ map should be located near the MEMA Public Information Officer for easy reference. The PNPS site diagram may be located on an easel near the Company Spokesperson.	____ / ____
[6] Ensure correct Emergency Classification Level placard is displayed on Offsite Public Information Board #2 according to floor plan diagram within the Emergency Telephone Directory.	____ / ____
[7] Ensure nameplates and podium are placed on tables in front of room.	____ / ____
[8] Ensure Entergy and Commonwealth/federal news releases are posted on the Joint Public Information News Release Board according to floor plan diagram in the Emergency Telephone Directory.	____ / ____

NOTE

Copies of numbered news releases and other information for media (from rolling cart) should be displayed on tables.

[9] Ensure audio/video equipment is set up according to the layout diagram and tested.	____ / ____
--	-------------



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First Floor - Media Briefing Room (Cont.)

NOTE

A detailed setup diagram for the public-address system may be found in the audio/video equipment box.

Action	Initials / Time
[10] Ensure the public-address audio system is operable in each room. Speakers with volume controls are located in the Media Briefing Room, Media Phone Room, PNPS/Entergy Work Room, Media Monitoring Room, and Commonwealth/Federal Work Room.	_____ / _____
[11] Ensure clocks are properly set as confirmed by the JIC Manager through the EOF.	_____ / _____
[12] Document any other inoperable equipment below and notify the Joint Information Center Manager of equipment or telephone problems upon his/her arrival.	_____ / _____

Equipment/Telephone	Problem
_____	_____
_____	_____
_____	_____
_____	_____

(AFTER MEDIA BRIEFING ROOM IS SET UP, CONTINUE TO ASSIST WITH SET-UP OF THE MEDIA PHONE ROOM.)



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First Floor - Media Phone Room

Name _____ Date _____

Action

Initials / Time

- [1] Deliver the Media Phone Room kits to the lunchroom. _____ / _____
- [2] Move lunchroom furniture to approximate the Joint Information Center floor plan. If necessary, surplus furniture may be relocated. _____ / _____

NOTE

Telephone jacks are labeled with emergency phone numbers.

- [3] Ensure Media Phone Room telephones are connected and tested. Document any problems or failures below. _____ / _____
- [4] Ensure clocks are properly set as confirmed by the JIC Manager through the EOF. _____ / _____
- [5] Document any other inoperable equipment below and notify the JIC Manager of equipment or telephone problems upon his/her arrival. _____ / _____

Equipment/Telephone

Problem

_____	_____
_____	_____
_____	_____
_____	_____



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ATTACHMENT 9.30

DECLARATION OF JIC OPERATIONAL GUIDELINES

Sheet 1 of 1

The following criteria have been established to assist the Company Spokesperson in determining Joint Information Center (JIC) operational status:

- | | |
|---|-----------------|
| 1) The following positions have been filled. To fill a vacancy, refer to Attachment 9.31, Filling An ERO Vacancy During Facility Activation/Operation. | Initials / Time |
| a) Company Spokesperson | _____ / _____ |
| b) JIC Manager | _____ / _____ |
| c) Information Coordinator | _____ / _____ |
| d) Inquiry Response Coordinator | _____ / _____ |
| e) Logistics Coordinator | _____ / _____ |
| 2) Communications between the JIC and the EOF have been established. | _____ / _____ |
| 3) Offsite Public Information Officers (i.e., Commonwealth), if present at the JIC, have been notified by the Company Spokesperson of the pending declaration of the JIC being operational. | _____ / _____ |
| 4) Once the JIC has been declared operational, the JIC Manager or designee should perform the following: | |
| a) Announce to the JIC and offsite agency staffs that the JIC is now operational. | _____ / _____ |
| b) Ensure the EOF is informed of the time the JIC was declared operational. | _____ / _____ |
| c) Ensure the Logistics Coordinator and the Media Liaison are informed to prepare for news media entry to the Media Briefing Room. | _____ / _____ |
| d) Allow media representatives to proceed to the Media Briefing Room. | _____ / _____ |

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Emergency Operations Facility (EOF) Operations


ATTACHMENT 9.31 FILLING AN ERO VACANCY DURING FACILITY ACTIVATION/OPERATION
 Sheet 1 of 2

[1] If an ERO position is not filled during the EOF activation/operation, the facility manager (if possible, a non-on-call facility manager) should take the following action to fill the vacancy to ensure the facility can perform its assigned function and the facility can be made operational within the time requirements established in the PNPS Emergency Plan.

NOTE

Vacant positions can be filled using ERO members from other emergency response facilities.


- If possible, select a person to fill the position with any individual qualified for that position. This person does not need to be the on-duty person. In an all-call activation, the first responder to arrive for a position should take the position until the on-duty person arrives.
- If possible, fill the position with a person previously qualified for the vacant position. This fill-in person may have a new ERO position for which there is adequate ERO staffing.
- If possible, select a person from the extra ERO members reporting that are responsible for performing the facility function (i.e., dose assessment, communication, administrative support, etc.) as the vacant position.
- If possible, the person selected should be from a higher position in the reporting chain of the vacant position (i.e., Engineering Coordinator to fill for a Mechanical/Electrical/I&C Engineer, Emergency Plant Manager to fill for a TSC Manager, EOF Manager to fill for an EOF Communicator, etc.).
- If none of the above steps are possible, fill the position with a person who is technically qualified to perform the assigned task and can use the position book, checklist, etc., as their guide. As an example, a Maintenance supervisor not yet qualified in the ERO could be assigned as the Maintenance Team Coordinator. Although this approach is the least desirable, the goal is to activate the EOF as soon as possible to support mitigation of the event.

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ATTACHMENT 9.31 FILLING AN ERO VACANCY DURING FACILITY ACTIVATION/OPERATION

Sheet 2 of 2

- [2] Once a person is selected to fill the vacant position, perform the following:
- Ensure the person filling the vacancy understands their new duties by having them review the position binder, checklist, etc.
 - Ensure the person filling the vacancy is wearing the appropriate badge.
 - Ensure the person filling the vacancy understands their new role in the ERO.
 - Ensure the facility lead is aware of the actions taken to fill the vacancy.
 - Contact the Administration and Logistics Coordinator in the EOF and instruct him/her to locate someone from the vacant position and have them report immediately to the facility.
- [3] If the vacant ERO position is the facility manager position, then this responsibility would become the facility lead's responsibility. This responsibility can be delegated.

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ATTACHMENT 9.32
DOCUMENT CROSS-REFERENCE

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This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-PI-100	Policy for Emergency Public Information
EP-PI-130	News Releases
EP-PI-140	News Briefings
EP-PI-180	Relocation of the Joint Information Center
EP-IP-520	Transition and Recovery
EP-AD-133	Emergency Public Information Program