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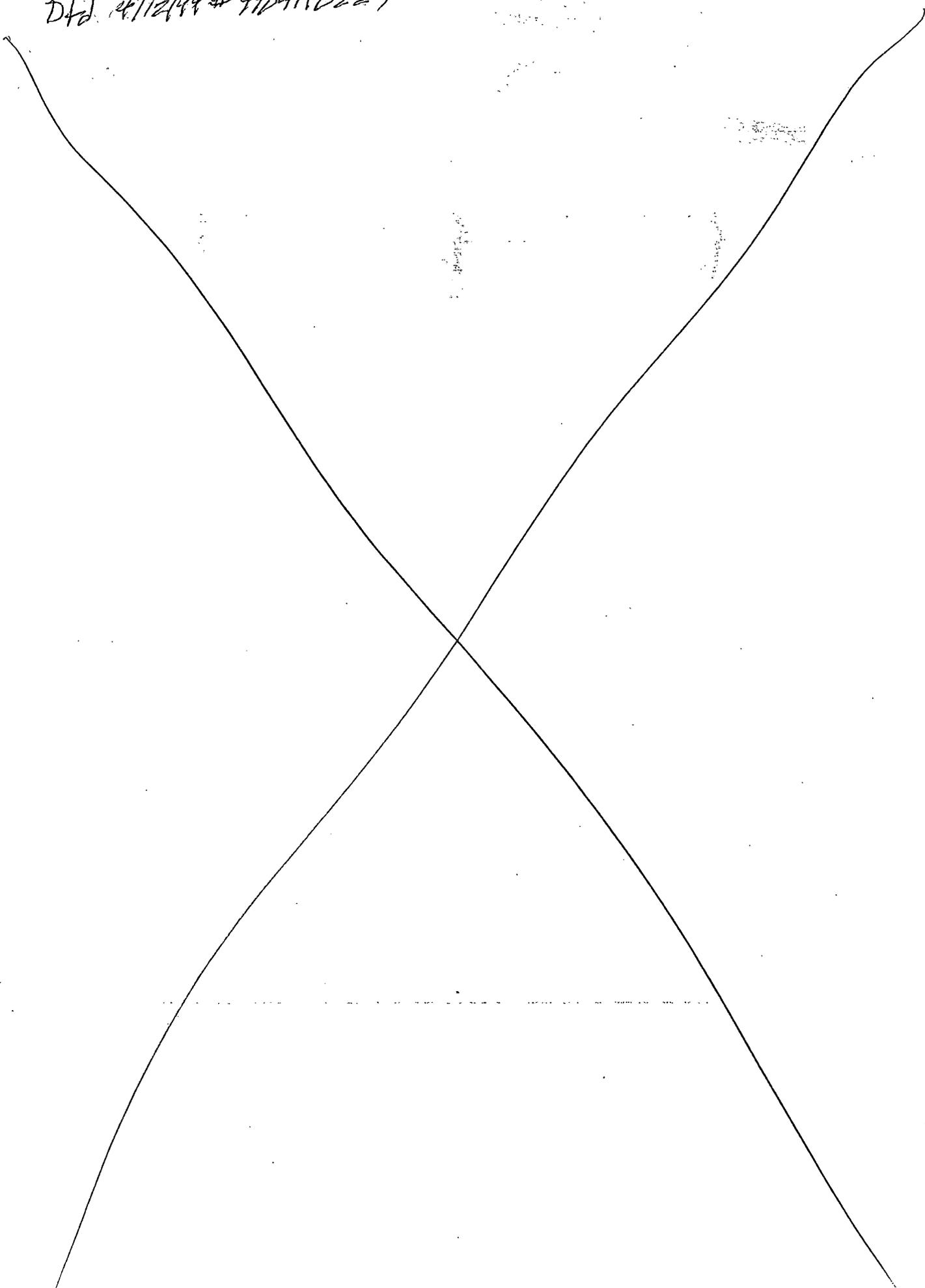
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NUCLEAR BUSINESS UNIT EMERGENCY PLAN
ENC IMPLEMENTING PROCEDURES
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October 6, 1998

PSE&G
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PUBLIC INFORMATION PROCEDURES

		Revision	Number	Effective
		<u>Number</u>	<u>Pages</u>	<u>Date</u>
EMERGENCY NEWS CENTER:				
NC.EP-EP.ZZ-0801(Q)	Emergency News Center Operation.....	0	57	03/31/97
NC.EP-EP.ZZ-0806(Q)	ENC Evacuation and Activation of Back-up ENC.....	1	35	05/05/97
EPIP 807	Emergency News Center Telephone Directory.....	16	7	10/06/98

NUCLEAR BUSINESS UNIT EMERGENCY PLAN
ENC PROCEDURE

COMPANY SPOKESPERSON RESPONSE - ENC
EPIP 801

THIS PROCEDURE SUPERSEDED BY NC.EP-EP.ZZ-801(Q), Rev. 0

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PSE&G NUCLEAR BUSINESS UNIT

NC.EP-EP.ZZ-0801 (Q) - REV. 0

EMERGENCY NEWS CENTER OPERATION

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USE CATEGORY: II

REVISION SUMMARY

1. This procedure is a combination of and supersedes Emergency Plan Implementing Procedures: EPIP 801, Company Spokesperson Response-ENC, Rev. 9; EPIP 802, ENC Manager, Rev. 8; EPIP 803, Lead Technical Advisor Response, Rev. 7; EPIP 804, ENC Communications Supervisor Response, Rev. 5; and EPIP 805, ENC Operations Supervisor Response, Rev. 7.
2. This is an extensive rewrite of the previous procedures to comply with the format and content requirements of NC.NA-AP.ZZ-0001(Q), Nuclear Procedure System (NAP-1), and NC.NA-WG.ZZ-0001(Z), Procedure Writers Guide.
3. Revision bars are not included due to the extent of the rewrite and revisions incorporated.
4. This revision satisfies the requirement for a biennial review.

IMPLEMENTATION REQUIREMENTS

This procedure is implemented upon issue. EFFECTIVE 3-31-97
LECM

APPROVED: [Signature] 2/20/97
Emergency Preparedness Manager Date

APPROVED: [Signature] 2/20/97
Nuclear Communications Manager Date

APPROVED: [Signature] 3/4/97
General Manager - Hope Creek Date

APPROVED: [Signature] 3-7-97
General Manager - Salem Date

EMERGENCY NEWS CENTER OPERATION

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EMERGENCY NEWS CENTER OPERATION**1.0 PURPOSE**

To activate, operate and deactivate the Emergency News Center (ENC); and identify functions and actions of ENC staff.

2.0 PREREQUISITES

This procedure is implemented after entry into the Nuclear Business Unit (NBU) Emergency Plan for emergency events at Hope Creek or Salem Nuclear Generating Stations, and during emergency drills and exercises.

3.0 PRECAUTIONS AND LIMITATIONS

There are no precautions or limitations that apply to the entire procedure.

4.0 EQUIPMENT/MATERIALS REQUIRED

All equipment and materials needed to implement this procedure are located in the ENC.

5.0 PROCEDURE**5.1 Activation**

All ENC Staff Members should:

5.1.1 GO to the ENC when called out.

5.1.2 SIGN IN
AND OBTAIN your position name badge.

5.1.3 NOTIFY the person you report to at the ENC of your arrival.

5.1.4 IMPLEMENT instructions for setting up your area of the ENC as described in Section 1.0 of the Attachment to this Procedure for your ENC position.

5.2 Operation

All ENC Staff Members should:

5.2.1 IMPLEMENT Section 2.0 of Attachment to this Procedure for your ENC position, AND USE any other procedures, instructions, checklists, valid information and training you have received.

- 5.2.2 IF you need information,
IF you believe information you have been given is incorrect,
IF you have a problem that you cannot solve,
IF you need assistance or relief,
IF you think additional personnel should be called in to staff any ENC position,
IF you have information pertinent to ENC operations,
THEN INFORM the ENC supervisor you report to or the ENC Manager.
- 5.2.3 PROVIDE assistance to other ENC staff when needed.
- 5.2.4 IF you are the ENC Manager, Lead Technical Advisor, Communications Supervisor or ENC Operations Supervisor,
THEN KEEP a chronological log of significant information received and actions taken at the ENC.

NOTE

Other ENC personnel may also decide to maintain logs. If a log is maintained by other ENC personnel, it should be maintained in an Emergency Response Log Book in accordance with the instructions inside the Log Book cover or per a procedure. All logs become a record of the emergency event.

5.3 **Deactivation**

All ENC Staff Members should:

- 5.3.1 WHEN informed the ENC will be deactivated,
THEN COMPLETE checklists, forms, logs and other records.
- 5.3.2 GIVE all completed forms, logs, and other records to ENC Operations Supervisor.
- 5.3.3 RESTORE facility to its original condition.
- 5.3.4 IMPLEMENT Section 3.0 of the Attachment to this Procedure for your ENC position for additional deactivation duties.
- 5.3.5 PARTICIPATE in facility critique of ENC performance during emergency, especially noting improvements that should be considered in the facility, equipment, procedures, interfaces with other facilities, staff training or other areas.
- 5.3.6 WHEN dismissed by ENC Manager,
THEN LOCK UP equipment and desk,
AND RETURN keys to Key Lock Box AND your position name badge,
AND SIGN OUT at ENC access control point..

6.0 BACKGROUND

An Emergency News Center is maintained in the Greater Salem Community Center at Walnut Street and Grieves Parkway in Salem, NJ. Its purpose is to disseminate accurate information to the news media about the event in progress as quickly as possible. It has a media work area, telephone access, and facilities for Media Briefings to support 200 or more media personnel. Separate work areas are available for PSE&G, Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA), States and local counties.

Before ENC activation, the normal public information organization is used for non-emergency and emergency events as described in the NBU Emergency Plan. Normal public information functions are activated by the on-call Public Information Manager (PIM) calling the contact in Corporate Communications Department and media representatives.

The on-call duty ENC staff is called out at Alert or higher emergency classifications. Under Unusual Event or Alert classifications, the Emergency Coordinator (EC) in conjunction with the on-call duty Company Spokesperson or on-call PIM are responsible for deciding to staff and activate the ENC. Under Site Area Emergency or General Emergency classifications, the ENC is always activated. Normal staffing and reporting relationships are shown in the NBU Emergency Plan Figure 3-4, ENC Organization with External Interface.

While the ENC is activated, plant information and News Bulletins concerning the emergency are approved by the Company Spokesperson or designee per existing agreements on News Bulletins between PSE&G and the States.

A Public Information Liaison (PIL) is located in the Emergency Operations Facility (EOF), or in the Technical Support Center (TSC) if the EOF is not activated, to ensure that the Emergency Response Organization provides accurate and timely information to the ENC.

The ENC could remain activated in a limited capacity after an emergency has been terminated and other Emergency Response Facilities may have been deactivated. The ENC can remain activated to support the Recovery Management Organization (RMO) as long as media interest has not subsided to a level that can be handled through the Company's normal public information functions.

7.0 RECORDS

- 7.1 Emergency News Center Activation Checklist
- 7.2 Chronological Logs
- 7.3 News Bulletins
- 7.4 Chronologies of Events

8.0 REFERENCES

- 8.1 Nuclear Business Unit Emergency Plan
- 8.2 NC.EP-EP.ZZ-0806(Q), ENC Evacuation and Activation of Back-up ENC

**ATTACHMENT 1
EMERGENCY NEWS CENTER ACTIVATION CHECKLIST**

<u>ACTIVITY</u>	<u>INITIALS</u>
1. Removed thermostat from program mode and set temperature	_____
2. Started chronological log book of ENC activities	_____
3. Called and briefed Corporate Communications	_____
4. Called and briefed Corporate Investor Relations	_____
5. Called in Health Physics Spokesperson if a radiological emergency	_____
6. Lead Technical Advisor and staff are ready to perform ENC functions	_____
7. Communications Supervisor and staff ready to perform ENC functions	_____
8. Operations Supervisor and staff ready to perform ENC functions	_____
9. Company Spokesperson ready to perform ENC functions	_____
10. Distributed all News Bulletins issued concerning emergency event	_____
11. Completed ENC physical set up	_____
12. Sufficient ENC staff available to activate	_____
13. Briefed ENC staff on status of plant and emergency event	_____

Declared ENC activated at _____ (a.m.) (p.m.) _____
Time Date

ENC Manager: _____
Signature

**ATTACHMENT 2
EMERGENCY NEWS CENTER MANAGER**

The Emergency News Center Manager has overall managerial responsibility for operation of the Emergency News Center (ENC).

The Emergency News Center Manager should:

1.0 PRIOR TO ENC ACTIVATION

1.1 Logs

NOTE

Maintenance of log may be delegated to Administrative Support Staff.

MAINTAIN a chronological log containing key events and actions taken by the ENC during the emergency.

1.2 Initial Contacts

- 1.2.1 PAGE the External Affairs representative on-call [201-469-5655, 201-469-5653, or 201-719-0238]
AND BRIEF them on the emergency event so the representative has enough information to call Company officials.
- 1.2.2 CONTACT Corporate Investor Relations in Newark [201-430-6564]
AND BRIEF them on the emergency
AND KEEP them informed of any major changes.
- 1.2.3 IF the emergency involves a radiological event or potential release of radioactive material from the plant,
THEN CALL a Health Physics (HP) Spokesperson to report to the ENC to provide information to ENC staff and media on the health effects of radiation.

1.3 Facility Set Up

- 1.3.1 DIRECT setting up the ENC.
- 1.3.2 REMOVE the ENC thermostat from program mode
AND SET to a comfortable temperature.

ATTACHMENT 2

Page 2 of 6

NOTE

The ENC may be activated with as few as four personnel to staff the following duty positions:

ENC Manager
Company Spokesperson
Lead Technical Advisor
Staff Writer

- 1.3.3 WHEN severe weather or other circumstances delay ENC staff reporting to facility, THEN ASSIGN ENC staff to temporarily fill positions until personnel enroute arrive at the ENC.
- 1.3.4 MEET with ENC Operations Supervisor, Communications Supervisor, and Lead Technical Advisor to ensure their staffs are ready to perform ENC functions.
- 1.3.5 PROVIDE an estimate of when the ENC will be activated to the Emergency Response Manager (ERM) at the Emergency Operations Facility (EOF).
- 1.3.6 OBTAIN all prior News Bulletins and media communications about the emergency AND READ them to become familiar with what was communicated.
- 1.3.7 OBTAIN current status of plant and emergency from the Lead Technical Advisor.
- 1.3.8 BRIEF the ENC staff on status of emergency and time of expected ENC activation, with emphasis on importance of communication and sharing all information within the ENC.
- 1.3.9 COMPLETE Attachment 1, ENC Activation Checklist, to verify and document completion of the previous items.
- 1.3.10 WHEN a need is identified to augment the staff to maintain an effective ENC, THEN REQUEST the Administrative Support Manager at the EOF to call in additional ENC staff.
- 1.3.11 WHEN the ENC is ready to perform emergency response functions, THEN DECLARE the ENC activated.
- 1.3.12 INFORM the ENC staff of ENC activation.

ATTACHMENT 2

Page 3 of 6

2.0 ENC OPERATION2.1 Notifications

CALL the following Emergency Response Organization personnel
AND PROVIDE the time of ENC activation and names of Company Spokesperson, Lead Technical Advisor and ENC Manager:

- Emergency Response Manager (ERM) in the EOF [NETS 5000]
- Emergency Duty Officer (EDO) in each Technical Support Center (TSC) [NETS 5100 at Salem TSC and NETS 5200 at Hope Creek TSC]
- Senior Nuclear Shift Supervisor (SNSS) in each Control Room [NETS 5045 at Salem and DID 3027 at Hope Creek].

2.2 News Bulletins

WHEN directed by Company Spokesperson,
THEN REVIEW News Bulletins and other statements for adherence to Corporate policies
AND APPROVE those that are acceptable by initialing on back.

2.3 Media Briefings

- 2.3.1 ESTABLISH time for next Media Briefing with input from Company Spokesperson and government agency spokespersons present at the ENC.
- 2.3.2 PROVIDE time of next Media Briefing to Media Technical Advisor to post on board in media work area and to keep media informed of scheduled Media Briefings.
- 2.3.3 MAINTAIN Media Briefing schedule
AND ENSURE:
- current News Bulletin is available at start of Media Briefing
 - adequate time is available for ENC Staff Briefing before Media Briefing
 - adequate time is available to meet with the government agency spokespersons before Media Briefing.
- 2.3.4 MAINTAIN control of Media Briefings
AND CONDUCT them in the planned sequence AND in accordance with Attachment 24, Media Briefing Guidelines.
- 2.3.5 ASSIST in preparing Company Spokesperson for Media Briefings.
- 2.3.6 ENSURE adequate information, technical support, and visual aids are available for effective Media Briefings.

ATTACHMENT 2

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- 2.3.7 IF the emergency classification is changed,
THEN MAKE an announcement to the media at the ENC giving them the new classification and the brief description from the Event Classification Guide (ECG) to explain why the classification changed.
 DO NOT answer questions from the media.
 INFORM media that details are being obtained and will be provided at next briefing.
 CONFIRM to media the time of next Media Briefing.
- 2.3.8 MEET with Media Technical Advisor periodically to determine reporters' satisfaction with information being provided
AND INITIATE corrective actions based on overall response.
- 2.3.9 CONFER with Company Spokesperson and Communications Supervisor to assess the need for special media attention, such as media tours of affected unit or participation by Company executives or industry experts at the ENC.

2.4 ENC Staff Briefings

- 2.4.1 WHEN the emergency classification changes or significant activity occurs,
THEN CONDUCT an ENC Staff Briefing to provide information to AND receive information from the ENC staff.
- 2.4.2 ENCOURAGE information feedback from ENC staff at briefings.
- 2.4.3 ASK the ENC staff what information they need.
- 2.4.4 ANSWER questions,
OR OBTAIN answers to questions from other ENC staff,
OR ASSIGN someone to obtain answers to unanswered questions.

2.5 Continuous Duties

- 2.5.1 DIRECT activities of ENC Operations Supervisor and Communications Supervisor to assure coordinated and effective operation of ENC.
- 2.5.2 DETERMINE any need for additional staffing or other support at the ENC.
- 2.5.3 IF the emergency escalates to a radiological event or potential release of radioactive material from the plant,
THEN CALL a Health Physics (HP) Spokesperson to report to the ENC for providing information to the ENC staff and media on the health effects of radiation.

ATTACHMENT 2

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2.6 Relief Staffing

- 2.6.1 IF the ENC will be required to be activated for more than 12-hours,
THEN DIRECT the ENC Operations Supervisor to plan a relief shift call out.
- 2.6.2 DETERMINE a time for the ENC shift change
AND INFORM the ENC Operations Supervisor to have relief shift personnel at the ENC by that time.
- 2.6.3 REVIEW the relief shift call out list for completeness and accuracy.
- 2.6.4 APPROVE the relief shift call out list by initialing prior to its initiation by the ENC Operations Supervisor.
- 2.6.5 IF a radiological event is in progress and protective actions are in place for the 10-mile Emergency Planning Zone and traffic control points may be encountered by the relief shift,
THEN DIRECT the Administrative Support Manager at the EOF to telephone or use the paging system to inform them of any plume location, protective actions to take, or routing information to get to the ENC.
- 2.6.6 INFORM all ENC staff of pending shift turnover
AND DIRECT its implementation to assure that all conduct a thorough turnover of responsibilities to their replacements.
- 2.6.7 WHEN there is a shift change,
THEN BRIEF your replacement ENC Manager about what happened on your shift and the emergency status.
- 2.6.8 WHEN briefing of replacement ENC Manager is completed,
THEN ANNOUNCE to ENC staff the transfer of ENC Manager responsibility.

2.7 Relocation to Backup ENC

IF notified that Salem City is being evacuated or in consultation with the ERM it is decided to evacuate the ENC,
THEN INITIATE evacuation of ENC and activation of Backup ENC in accordance with NC.EP-EP.ZZ-0806(Q), ENC Evacuation and Activation of Back-up ENC.

ATTACHMENT 2

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2.8 Termination of ENC Activities

WHEN media interest has subsided and can be handled by normal public information functions,

THEN DISCUSS with ERM and Company Spokesperson the need for continued operation of the ENC

AND DECIDE whether to deactivate the ENC.

3.0 DEACTIVATION OF ENC**3.1 Staff Direction**

3.1.1 BRIEF the ENC staff on:

- Turning in all completed checklists, forms and other records
- Restoring facility to its original condition
- Preparing for a facility critique
- Not departing ENC until released
- Locking desk, turning in desk keys and badge, and signing out.

3.1.2 VERIFY facility is restored to its original condition and it is ready for activation..

3.2 Facility Critique

3.2.1 IF the ENC activation involved more than one shift or if desired for other reasons, THEN CONDUCT facility critique at a later date.

3.2.2 ASSIGN a note taker prior to facility critique
AND DIRECT note taker to especially note items that will require follow-up by ENC staff, Corporate Communications, Emergency Preparedness or others.

3.2.3 ENCOURAGE ENC staff to provide critical comments and participate in critique.

3.2.4 CONDUCT a thorough facility critique of ENC performance during the emergency, especially noting improvements that should be considered in the facility, procedures, interfaces with other facilities, staff training or other areas.

3.2.5 DISMISS the ENC staff.

3.3 Follow-up Actions

FORWARD all completed records and items from facility critique to the Emergency Preparedness Manager.

ATTACHMENT 3 COMPANY SPOKESPERSON

The Company Spokesperson has overall responsibility for communications and relations with the media concerning an emergency event during Emergency News Center (ENC) activation, and reports to the Emergency Response Manager (ERM) at the Emergency Operations Facility (EOF) or the Emergency Duty Officer (EDO) at the Technical Support Center (TSC) if the EOF is not activated.

The Company Spokesperson should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 GO to the EOF
AND OBTAIN an update on the emergency from the ERM, Site Support Manager (SSM), or Public Information Liaison (PIL).
- 1.2 IF sufficient time is not available to stop at the EOF,
THEN GO directly to the ENC
AND CONTACT the ERM [NETS 5000] to obtain an update on the emergency.
- 1.3 IF at the EOF,
THEN CONTACT the ENC Manager [NETS 5300] to determine when ENC will be ready to activate in order to be at ENC before it activates.
- 1.4 WHEN the ENC is ready to be activated,
THEN BRIEF the ENC staff on the emergency and plant status.

2.0 ENC OPERATION

NOTE

IF unavailable, THEN the ENC Manager will review, approve and issue News Bulletins and other news statements. The Lead Technical Advisor or Communications Supervisor may be designated to approve individual News Bulletins in the absence of the Company Spokesperson and ENC Manager.

- 2.1 REVIEW News Bulletins and other news statements for accuracy and adherence to Corporate policies
AND INITIAL back of copy to indicate approval.
- 2.2 PROVIDE information on the emergency and plant status to representatives of the State, County, and Federal agencies represented at the ENC, prior to informing media.

ATTACHMENT 3

Page 2 of 2

- 2.3 IF a state of emergency is declared by the Governor of New Jersey due to the nuclear plant emergency,
THEN ASSURE that all News Bulletins are also reviewed and approved by a representative of the State of New Jersey as required by our Memorandum of Understanding, Nuclear Business Unit Emergency Plan Attachment 2-1.4.
- 2.4 ASSIGN first priority to issuing accurate and timely News Bulletins as events happen and conditions change
AND ASSIGN second priority to holding accurate and informative Media Briefings.
- 2.5 MEET periodically with Media Technical Advisor to assure visual aids that may be needed during Media Briefings are available in the briefing area.
- 2.6 OBTAIN a current approved News Bulletin to read at beginning of each Media Briefing.
- 2.7 CONDUCT briefings in accordance with Attachment 24, Media Briefing Guidelines.
- 2.8 BRIEF the ENC staff periodically on plant status and ENC performance.
- 2.9 OBTAIN feedback from ENC staff to improve performance and share information.
- 2.10 UPDATE the ERM and PSE&G Chief Executive Officer (CEO) in Newark periodically on effectiveness of Media Briefings and ENC operations.
- 2.11 IF there is a shift change,
THEN BRIEF the replacement Company Spokesperson on what happened on your shift and current status of emergency.
- 2.12 WHEN media interest has subsided and can be handled by the normal Nuclear Communication organization,
THEN DISCUSS with ENC Manager and ERM the need to continue ENC operations.

ATTACHMENT 4 LEAD TECHNICAL ADVISOR

The Lead Technical Advisor (LTA) is responsible for tracking the status of the emergency event and providing technical information to Emergency News Center (ENC) staff. Duties also include:

- Reporting to Company Spokesperson and accomplishing assigned activities
- Directing activities of Media and Communications Technical Advisors
- Performing duties of Communications and Media Technical Advisor when they are unavailable
- Monitoring EOF briefings via speaker phone and update Company Spokesperson on changes in plant and emergency event status
- Providing technical briefings to ENC staff and media when directed.

The Lead Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 MAINTAIN a chronological log of key events and actions taken to provide technical information to media and ENC staff, using instructions contained inside cover of Emergency Response Log Book or maintaining log on easel pad and keep pad as log record.
- 1.2 DIRECT Communications Technical Advisor (CTA) to gather information about the emergency from Emergency Duty Officer (EDO) or second CTA at Technical Support Center (TSC) and Public Information Liaison (PIL) at the EOF to prepare a briefing to update the Company Spokesperson.

2.0 ENC OPERATION

- 2.1 IF changes occur in plant status or emergency event, THEN INFORM Company Spokesperson, ENC Manager, Communications Supervisor, and Technical Advisors.
- 2.2 WHEN directed by Company Spokesperson or ENC Manager, THEN BRIEF the ENC staff about the emergency event and plant status.
- 2.3 REVIEW News Bulletins drafted about the emergency for accurate technical content.
- 2.4 IF inaccuracies exist in draft News Bulletins, THEN DIRECT Communications Technical Advisor to obtain correct information and to assist Staff Writer in drafting a correction.
- 2.5 REVIEW final draft of News Bulletins for technical accuracy prior to approval by Company Spokesperson.
- 2.6 ASSIST Company Spokesperson in preparing for Media Briefings.

ATTACHMENT 4

Page 2 of 2

- 2.7 IF requested by Company Spokesperson,
THEN PARTICIPATE in Media Briefing.
- 2.8 IF called upon during Media Briefing by Company Spokesperson,
THEN PROVIDE information to media in accordance with Attachment 24, Media Briefing Guidelines.
- 2.9 MONITOR Media Briefings
AND NOTE any questions not answered by the Company Spokesperson.
- 2.10 OBTAIN information for unanswered media questions for Company Spokesperson as soon as possible.
- 2.11 MONITOR Emergency Response Manager (ERM) meetings at EOF via speaker phone
OR ASSIGN Communications Technical Advisor to monitor ERM meetings and to keep notes in Log.
- 2.12 NOTIFY Company Spokesperson immediately of any change in emergency classification or other important information.
- 2.13 PROVIDE technical information briefings to ENC staff or media as directed.
- 2.14 IF there is a shift change,
THEN BRIEF the replacement Lead Technical Advisor on what happened on your shift and current status of emergency.

ATTACHMENT 5 MEDIA TECHNICAL ADVISOR

The Media Technical Advisor is responsible for providing general information about nuclear energy and the plant to media representatives at the ENC. Duties include:

- Reporting to Lead Technical Advisor (LTA) and accomplishing assigned activities
- Being knowledgeable of emergency event details as discussed at Media Briefings
- Providing press kits and other information to media representatives as they arrive at ENC and updating them about the emergency event
- Informing media representatives to view videotapes of Media Briefings they have missed
- Answering general technical questions asked by media about the plant or nuclear energy
- Assuming duties of LTA or Communications Technical Advisor as assigned.

The Media Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 CHECK cabinets to assure there is an adequate supply of press kits, photographs, video tapes, and graphics of plants.
- 1.2 INFORM the ENC Operations Supervisor if any supplies are low so additional material can be obtained.
- 1.3 CHECK availability of "show and tell" materials such as fuel pellets and fuel bundles, and note the storage locations.
- 1.4 REMOVE all signs and other extraneous material from Media Briefing area that could distract audience during briefing.
- 1.5 CHECK visual aids to insure they represent the correct unit and are easily accessible for use during Media Briefings.

2.0 ENC OPERATION

- 2.1 IF a Media Briefing is NOT taking place, THEN REMAIN at Help Desk to provide media representatives with media kits, photographs, videotapes, and graphics of plant.
- 2.2 IF you must leave the Help Desk for an extended period of time, THEN INFORM the Lead Technical Advisor to make arrangements for Help Desk coverage.
- 2.3 MAINTAIN current the white board near Help Desk by posting time of next Media Briefing and other information for media.

ATTACHMENT 5

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- 2.4 UPDATE emergency classification definition sign after change is announced to media.
- 2.5 EXPLAIN to media the information in the Delaware and New Jersey emergency information calendars.
- 2.6 EXPLAIN the plant and nuclear energy to media using graphics, visual aids, and “show and tell” materials.
- 2.7 MONITOR Media Briefings to become familiar with what was discussed so that you can answer questions from media in the proper context.
- 2.8 RESPOND to media inquiries about the plant and emergency, while remaining aware of these precautions:
- **DO NOT** speculate about what might happen.
 - **DO NOT** compare this incident to other accidents such as Three Mile Island or Chernobyl.
 - **DO NOT** participate in on camera or radio interviews except in the course of providing general information about the plant or emergency event status to the media.
 - IF a request is made for an interview,
THEN INFORM the ENC Manager so an interview can be scheduled with the Company Spokesperson.
 - **DO NOT** talk about Protective Action Recommendations (PARs) made to the States by PSE&G.
 - ANSWER only general media questions about status of plant and emergency.
 - EXPLAIN how systems that are involved in the emergency normally function.
 - FOLLOW Attachment 24, Media Briefing Guidelines.
- 2.9 INFORM the Lead Technical Advisor periodically of what information the media is seeking AND REQUEST information needed for the Help Desk.
- 2.10 IF there is a shift change,
THEN BRIEF the replacement Media Technical Advisor on what happened on your shift and current status of emergency event.

ATTACHMENT 6 COMMUNICATIONS TECHNICAL ADVISOR

The Communications Technical Advisor (CTA) is responsible for maintaining contact with The Public Information Liaison (PIL) in the Technical Support Center (TSC) or Emergency Operations Facility (EOF) to obtain information about the emergency event and update the Communications Supervisor and Staff Writer on plant status and the emergency event. Duties include:

- Reporting to Lead Technical Advisor (LTA) and accomplishing assigned activities
- Being knowledgeable of the emergency event and plant status
- Providing technical information to ENC staff
- Tracking emergency event and significant activities on ENC status board
- Assuming duties of LTA or Media Technical Advisor as assigned.

The Communications Technical Advisor should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 MAINTAIN a chronological list of key events and actions during an emergency using the white status board on wall of ENC staff work room.
- 1.2 ESTABLISH communications with the PILs at TSC and EOF.

2.0 ENC OPERATION

- 2.1 MAINTAIN contact with PIL at the TSC or EOF to obtain information about items of particular interest to the public, media and ENC staff.
- 2.2 COMMUNICATE priorities to PIL for information the PIL should be obtaining for the ENC staff.
- 2.3 PROVIDE technical briefings to ENC staff as requested by LTA or Communications Supervisor.
- 2.4 UPDATE status board in ENC staff work room to keep it current.
- 2.5 INFORM Communications Supervisor and Staff Writer of emergency activities.
- 2.6 ASSIST Staff Writer in preparing News Bulletins, Chronologies and other news statements.
- 2.7 REVIEW News Bulletins and other news statements for technical accuracy.
- 2.8 MAINTAIN contact with EOF and TSC while Media Briefings are being conducted.

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- 2.9 IF emergency classification should change or significant information be obtained during a Media Briefing,
THEN DIRECT the ENC Operations Manager to get a message about the change to the ENC Manager immediately.
- 2.10 REVIEW plant status reports to obtain information.
- 2.11 FILE plant status reports in chronological order in binder on Lead Technical Advisor desk.
- 2.12 IF providing information for News Bulletins or other news statements,
THEN DO NOT speculate about what might happen and **DO NOT** compare this emergency to other emergencies such as Three Mile Island or Chernobyl.
- 2.13 **DO NOT** provide information about Protective Action Recommendations (PARs) made to the States by PSE&G.
- 2.14 IF there is a shift change,
THEN BRIEF the replacement Communications Technical Advisor on what happened on your shift and the current status of plant and emergency.

**ATTACHMENT 7
HEALTH PHYSICS (HP) SPOKESPERSON**

The Health Physics Spokesperson is a contracted expert on radiation and health physics. The HP Spokesperson is responsible for providing information to the Emergency News Center (ENC) staff and media about the health effects of radiation.

The HP Spokesperson should:

1.0 NOTIFICATION

REPORT to the ENC as soon as possible when called by the ENC Manager or designee and informed a plant emergency involves a radiological event or the potential release of radioactive material.

2.0 ENC OPERATION

- 2.1 OBTAIN details of emergency event from Radiological Support Manager (RSM) at the Emergency Operations Facility (EOF).
- 2.2 PARTICIPATE in pre-briefing meetings with Company Spokesperson and government agency spokespersons.
- 2.3 PARTICIPATE in Media Briefings by answering questions when called upon by ENC Manager or Company Spokesperson.
- 2.4 ADDRESS only the health effects of radiation.
- 2.5 FOLLOW Attachment 24, Media Briefing Guidelines, and these guidelines:
 - DISCUSS health effects of radiation when asked
 - COMPARE dose rates to everyday items familiar to the public, e.g., a chest x-ray provides a dose of 50 millirem in a short period of time
 - DO NOT speculate on any aspect of the emergency or the way PSE&G, states or counties are handling and responding to the emergency
 - DO NOT comment on Protective Actions issued by the states, since only the states should discuss Protective Actions for the general public.
- 2.6 WHEN Media Briefing is completed,
THEN REMAIN at Help Desk with Media Technical Advisor to answer questions about the health effects of radiation.
- 2.7 IF there is a shift change,
THEN BRIEF the replacement HP Spokesperson on what happened on your shift and the current status of emergency.

ATTACHMENT 8 COMMUNICATIONS SUPERVISOR

The Communications Supervisor is responsible for directing activities of the Staff Writer, Industry/Government Affairs Coordinator, Rumor Control Coordinator, Media Information Coordinator, Northern Inquiry and Accounting Center Supervisor and Southern Inquiry and Accounting Center Supervisor.

The Communications Supervisor should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 MAINTAIN a chronological log book containing key events and actions taken at ENC to communicate with the media and public, in accordance with instructions in inside cover of Emergency Response Log Book.
- 1.2 INFORM the ENC Manager if additional communications staff members are required.
- 1.3 ENSURE that copies of all News Bulletins, issued about emergency event before ENC is activated, have been provided to ENC communications staff.

2.0 ENC OPERATION

- 2.1 DIRECT Staff Writer in obtaining information about emergency event, preparing News Bulletins, determining content, and obtaining preliminary review by the Lead Technical Advisor and other reviewers.
- 2.2 REVIEW each News Bulletin for acceptable communication content, accuracy, and clarity.
- 2.3 DIRECT Staff Writer to make any corrections and clarifications that will result in a high-quality News Bulletin that will not require excessive alterations or editorial changes by the Lead Technical Advisor or Company Spokesperson during the approval process.
- 2.4 ENSURE Lead Technical Advisor reviews for technical accuracy each News Bulletin, Chronology of Events, and other news statements issued from the ENC.
- 2.5 OBTAIN review and approval of each News Bulletin by Company Spokesperson or ENC Manager as indicated by approver's initials on back of copy .
- 2.6 IF Company Spokesperson and ENC Manager are conducting a Media Briefing AND the Company Spokesperson has reviewed and corrected the previous draft of the News Bulletin, THEN REVIEW the accuracy of the correction AND APPROVE the corrected News Bulletin by initialing the back of it.

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- 2.7 IF the State of New Jersey has declared a State of Emergency, THEN OBTAIN approval of all News Bulletins by a representative from the State of New Jersey at the ENC.
- 2.8 GIVE approved News Bulletins to the ENC Operations Supervisor for distribution.
- 2.9 DIRECT Staff Writer to initiate and periodically update a Chronology of Events AND PROVIDE guidance as to what significant items should be included on Chronology.
- 2.10 OBTAIN same approval and distribution of Chronologies as provided for News Bulletins.
- 2.11 WHEN information is requested by the Company Spokesperson or ENC Manager, THEN DIRECT preparation of supplemental media information and news statements.
- 2.12 OBTAIN information needed by ENC communications staff to perform their duties from the Communications Technical Advisor, Media Technical Advisor, Lead Technical Advisor, ENC Manager, Nuclear Communications staff, Health Physics Spokesperson, Company Spokesperson, or other Corporate resources.
- 2.13 MONITOR Media Briefings, ENC Staff Briefings, and other discussions for information that should be included in News Bulletins.
- 2.14 IF it is approaching an hour since the last ENC staff briefing, THEN REMIND the ENC Manager if one is needed.
- 2.15 VERIFY that accurate and timely information is being provided from all Emergency News Center sources through periodically monitoring messages being communicated by the Rumor Control Center, Media Information Line Operators, and Industry/Government Affairs Coordinator.
- 2.16 ENSURE that inaccuracies in broadcast news reports discovered by the Media Monitors are brought to the attention of the originating news organizations.
- 2.17 IF there is a shift change, THEN BRIEF your replacement Communications Supervisor on what happened on your shift, current status of the emergency, and status of any News Bulletins or other news statements in process.
- 2.18 WHEN the decision is made to deactivate ENC, THEN DIRECT Staff Writer to prepare a News Bulletin announcing deactivation of the ENC and describing how information will now be provided through the normal Corporate Communication organization.

**ATTACHMENT 9
ENC OPERATIONS SUPERVISOR**

The ENC Operations Supervisor is responsible for directing activities of the Audio/Visual Services Coordinator, Computer Analyst and Administrative Support Staff.

The ENC Operations Supervisor should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 ASSIGN as soon as possible an Administrative Support Person to set up a sign-in and badging table in the ENC reception area for ENC staff and media representatives, and follow badging instructions in Attachment 17 of this procedure.
- 1.2 ENSURE that media representatives are not allowed to mingle in area with PSE&G staff.
- 1.3 DIRECT Administrative Support Persons to only allow people with PSE&G, Federal, State, or County identification or press credentials into ENC.

NOTE

Only ENC Operations Supervisor, ENC Manager, or Company Spokesperson (CS) can authorize entry into ENC by people who do not have proper identification or press credentials.

- 1.4 DIRECT all unauthorized persons to leave ENC OR AUTHORIZE their entry into ENC.
- 1.5 ENSURE all Locker Room doors opening into hallway and into Gymnasium are locked.
- 1.6 ENSURE that security is being maintained in and around ENC by routinely walking down all areas, including outdoors around windows to ENC staff work area.
- 1.7 ASSIGN an Administrative Support Person to CS to maintain a chronological Log Book containing key events and actions taken by the ENC during the emergency event AND ASSURE that log is maintained in accordance with instructions contained inside cover of Emergency Response Log Book.
- 1.8 IF additional ENC personnel or resources are needed, THEN CONTACT Administrative Support Manager (ASM) at Emergency Operations Facility (EOF) to fulfill the needs.
- 1.9 ASSIGN an Administrative Support Person to distribute News Bulletins; monitor fax machines; distribute information from fax machines; make copies; and be a messenger between work areas as detailed in Attachment 17 of this Procedure.

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- 1.10 ENSURE that ENC staff gives highest priority to distribution of News Bulletins.
- 1.11 INFORM the ENC Manager when your staff is ready to perform emergency response functions.

2.0 ENC OPERATION

- 2.1 DIRECT administrative operations of ENC including badging, security, computer support, clerical support, procurement, meals, maintenance, and first aid.
- 2.2 IF security support or additional staffing is needed,
THEN REQUEST it through the Administrative Support Manager (ASM) at EOF.
- 2.3 IF law enforcement assistance or emergency medical service is needed at ENC,
THEN CALL 911.
- 2.4 PROVIDE Audio/Visual Services Coordinator with name cards to put on table during Media Briefings, to include the ENC Manager, Company Spokesperson, Health Physics Spokesperson, and all government agency spokespersons.
- 2.5 WHEN State representatives arrive at ENC,
THEN PROVIDE assistance in setting up their work areas if needed.
- 2.6 OBTAIN copies of States' News Bulletins and Emergency Alert System messages,
AND DISTRIBUTE copies to ENC staff and fax to Emergency Response Manager at EOF.
- 2.7 IF State personnel at the ENC need administrative support,
THEN ASSIGN the Computer Analyst to assist
OR CALL in additional Administrative Support.
- 2.8 PROVIDE supplies and services requested by ENC staff.
- 2.9 ORDER supplies, food and beverages for ENC staff and media representatives for duration of ENC activation.
- 2.10 ARRANGE for shift relief if ENC will be activated for more than 12 hours.
- 2.11 IF there is a shift change,
THEN BRIEF your replacement ENC Operations Supervisor on what happened on your shift and current status of emergency.

**ATTACHMENT 10
STAFF WRITER**

The Staff Writer works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for writing News Bulletins and other news statements to get current, accurate plant status information to the public through media representatives.

The Staff Writer should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 CHECK all equipment to make sure it is operating properly, AND REPORT equipment problems or supply shortages to ENC Operations Supervisor.
- 1.2 INFORM Communication Supervisor when ready to perform emergency response functions.

2.0 ENC OPERATION

- 2.1 KEEP knowledgeable about plant conditions and emergency response activities based on information from sources such as the Communications Supervisor, Communications Technical Advisor, Lead Technical Advisor, and Company Spokesperson.
- 2.2 SEEK information aggressively from these sources to compose accurate and effective News Bulletins.
- 2.3 WRITE News Bulletins, chronologies and other news statements as assigned by Communications Supervisor using Attachment 23, News Bulletin Guidelines.
- 2.4 IF the emergency classification is changed, THEN WRITE a new News Bulletin immediately about the new classification and the reason for the change.
- 2.5 GIVE News Bulletins, chronologies and news statements to Communications Supervisor to obtain review and approval.
- 2.6 WHEN not assigned to write News Bulletins, THEN GATHER information to be used in preparing future News Bulletins, chronologies and statements.
- 2.7 IF there is a shift change, THEN BRIEF your replacement Staff Writer on what happened on your shift and status of the emergency.

**ATTACHMENT 11
MEDIA INFORMATION COORDINATOR**

The Media Information Coordinator works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for directing activities of Media Information Line Operators.

The Media Information Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 ENSURE all telephone lines, facsimile machine and equipment used by Media Information Line Operators are operational,
AND REPORT uncorrected problems to ENC Operations Supervisor.
- 1.2 EXPLAIN how Operators should use *79 to answer any telephone line in the Media Information Line Room.

2.0 ENC OPERATION

- 2.1 ENSURE inquiries to ENC's media information telephone bank are answered using latest News Bulletin and "Facts on File" background information.
- 2.2 OBTAIN information for the media as requested by Media Information Line Operators.
- 2.3 INFORM Communications Supervisor periodically of the number and type of media inquiries so the Communications Supervisor can request the Company Spokesperson reply to repeated generic media concerns in future Media Briefings.
- 2.4 REMIND Media Information Line Operators to direct calls about New Jersey or Delaware to State telephone operators,
AND PROVIDE correct telephone numbers of States to Operators.
- 2.5 WHEN PSE&G issues a News Bulletin,
THEN CALL the following wire services,
AND TELL them you have a News Bulletin about a nuclear incident at PSE&G,
AND VERIFY wire service fax number,
AND FAX News Bulletin to:
 - Business Wire
 - Media Wire
 - Associated Press (AP)
 - United Press International (UPI)
 - PR Newswire.

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- 2.6 ASSUME duties of Media Information Line Operator during periods of heavy workload or break periods.
- 2.7 WHEN ENC staff briefings are held,
THEN ASSURE that enough Media Information Line Operators remain to take media calls
AND NOTE information presented at ENC staff briefing.
- 2.8 WHEN ENC staff briefings are held,
THEN REPORT on the types of questions being asked by the media when they call the Media Information Line Operators.
- 2.9 WHEN each ENC staff briefing is completed,
THEN INFORM all Media Information Line Operators that did not attend what was presented at the briefing.
- 2.10 IF there is a shift change,
THEN BRIEF replacement Media Information Line Supervisor on what happened during your shift and current emergency status.
- 2.11 ENSURE that Media Information Line Operators do not depart the ENC until sufficient replacement Operators have arrived and been adequately briefed.

ATTACHMENT 12 MEDIA MONITOR

The Media Monitor works under direction of the Emergency News Center (ENC) Rumor Control Coordinator and is responsible for monitoring television and radio news accounts of an emergency for discrepancies and misleading information being reported. The objective of media monitoring is to monitor the primary media outlets and a random coverage of other media; it is not expected to cover 100% of all television and radio stations at any one time. **The Media Monitor should:**

1.0 PRIOR TO ENC ACTIVATION

- 1.1 SET UP media monitoring equipment
AND CORRECT problems.
- 1.2 TUNE television monitors to the following Philadelphia stations
AND RECORD local and national news programs and news bulletins about the emergency:

KYW - Channel 3	WCAU - Channel 10
WPVI - Channel 6	WHYY - Channel 12.
- 1.3 SCAN at least the following radio stations
AND RECORD local and national news programs about the emergency:

KYW - 1060 AM	WILM - 1450 AM
NJIC - 1510 AM	WSTW - 93.7 FM.
- 1.4 MAINTAIN a list of discrepancies or misleading information carried on radio or television about the emergency, including station, time, description of incorrect or misleading information, and corrective action taken.

2.0 ENC OPERATION

- 2.1 READ News Bulletins
AND MONITOR Media Briefings to obtain facts about emergency.
- 2.2 MONITOR media reports for accuracy.
- 2.3 ALERT Rumor Control Coordinator of any discrepancies or misleading information carried on television or radio stations.
- 2.4 WHEN directed to contact the station reporting the misleading information,
THEN CALL assignment editor at a television station or the news desk at a radio station.
- 2.5 IF there is a shift change,
THEN BRIEF new Media Monitors on what happened during shift and emergency status.

**ATTACHMENT 13
MEDIA INFORMATION LINE OPERATOR**

The Media Information Line Operator works under direction of the Emergency News Center (ENC) Media Information Coordinator and provides timely and accurate information about the emergency event to callers into the Media Information Line. **The Media Information Line Operator should:**

1.0 PRIOR TO ENC ACTIVATION

CORRECT telephone and equipment problems.

2.0 ENC OPERATION

- 2.1 MAINTAIN list of inquiries, noting the time, caller name, media organization, and subject.
- 2.2 RESPOND to telephone inquiries about emergency using information provided in News Bulletins, approved reference materials, or approved status board data.
- 2.3 INVITE media to ENC to attend Media Briefings
AND PROVIDE directions to ENC.
- 2.4 REFER media calls about New Jersey and Delaware to applicable State
AND PROVIDE telephone number of the State's Media Information Line.
- 2.5 REFER calls on plant status from the general public to Rumor Control Center.
- 2.6 REFER calls on evacuation or sheltering to New Jersey or Delaware information lines.
- 2.7 GIVE callers from local governments, county and state agencies, NRC, FEMA, and other Federal agencies the information from News Bulletins.
- 2.8 IF callers request additional information,
THEN DO one of the following:
 1. REFER caller to Delaware or New Jersey telephone information line
 2. TAKE a message for Delaware, New Jersey or county Public Information Officer
AND deliver the message to that person at the ENC
 3. IF they want to be placed on distribution of News Bulletins,
THEN OBTAIN fax number
AND GIVE to Industry/Government Affairs Coordinator
 4. IF caller wants to speak to Emergency Response Manager (ERM),
THEN TAKE a message
AND FAX message to ERM at EOF.
- 2.9 IF there is a shift change,
THEN BRIEF replacement Operator on what happened during shift and emergency status.

**ATTACHMENT 14
INDUSTRY/GOVERNMENT AFFAIRS COORDINATOR**

The Industry/Government Affairs Coordinator works under direction of the Emergency News Center (ENC) Communications Supervisor and is responsible for all liaison activities with Company officials, government and nuclear industry representatives.

The Industry/Government Affairs Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 CHECK for proper operation of computers, telephones and other equipment you use AND REPORT uncorrected problems to ENC Operations Supervisor.
- 1.2 MAINTAIN list of contacts made with industry, government and Company representatives, AND NOTE each person called, organization, and reason for contact.
- 1.3 OBTAIN all News Bulletins and other information available concerning emergency.
- 1.4 CONTACT General Manager - Federal Affairs, or designee, starting at top of call list below and using the Emergency Response Telephone Directory, AND BRIEF them on emergency status AND PROVIDE your telephone number to contact for call backs.
 - General Manager - Federal Affairs, Newark Office or Washington Office
 - OR
 - Manager - Federal Affairs, Washington Office
 - OR
 - Federal Legislative Analyst, Newark Office
 - OR
 - Legislative Staff Assistant, Newark Office.
- 1.5 CONTACT General Manager - State Governmental Affairs, or designee, starting at top of list below and using the Emergency Response Telephone Directory, AND BRIEF them on emergency status AND PROVIDE your telephone number to contact for call backs.
 - General Manager - State Governmental Affairs, Newark Office
 - OR
 - Manager - State Governmental Affairs, Newark Office
 - OR
 - Manager - State Governmental Affairs, Trenton Office
 - OR
 - Manager - Legislative Relations, Newark Office.

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- 1.6 CONTACT Lower Alloways Creek (LAC) Township's liaison to PSE&G, or designee, starting at top of call list below and using the Emergency Response Telephone Directory, AND BRIEF them on emergency status
AND PROVIDE your telephone number to contact for call backs.
___ LAC's Emergency Management Coordinator (EMC)
 OR
___ LAC's Police Chief
 OR
___ IF Police Chief is not available,
 THEN ask Dispatcher to page Police Chief to return your call
 AND PROVIDE Dispatcher with telephone number where Police Chief can call you.
- 1.7 FAX all approved News Bulletins concerning emergency to State Governmental Affairs' Offices in Newark and Trenton, Federal Affairs' Offices in Newark and Washington, LAC Township, and Salem County Department of Emergency Services.

2.0 ENC OPERATION

- 2.1 CONTACT Institute of Nuclear Power Operations (INPO) Duty Officer
AND INFORM INPO that an emergency event is in progress at Hope Creek or Salem Nuclear Generating Stations and that approved plant status updates will be faxed to INPO from the Emergency News Center
AND PROVIDE your telephone number to the INPO Duty Officer for call backs.
- 2.2 CONTACT Nuclear Energy Institute (NEI), formerly United States Committee on Energy Awareness (USCEA),
AND ASK to speak to the Public Information Officer on duty,
AND INFORM NEI that an emergency has been declared at Hope Creek or Salem Nuclear Generating Stations and the Emergency News Center will fax NEI all approved News Bulletins concerning the emergency for use on INFOPHONE,
AND CONFIRM the NEI fax number.
- 2.3 ESTABLISH contacts with PECO Energy Company, Delmarva Power Company, and Atlantic Electric Company Public Information Departments, and any other organizations as directed by ENC Communications Supervisor
AND FAX to the contacts each approved News Bulletin about the emergency.
- 2.4 MAINTAIN periodic contact with PSE&G's Federal Affairs' and State Governmental Affairs' Offices, and LAC Township,
AND PROVIDE them with information about the emergency as it becomes available
AND ASK them about any political reaction to the emergency.

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- 2.5 ATTEND all ENC staff briefings to stay informed on emergency and plant status.
- 2.6 MONITOR all ENC Media Briefings via television monitor in communication work area.
- 2.7 KEEP the ENC Communications Supervisor informed of industry contacts made and any inquiries about the emergency event.
- 2.8 KEEP the ENC Communications Supervisor informed of political reaction to emergency event as reported by Federal Affairs and State Governmental Affairs representatives.
- 2.9 WHEN ENC staff briefings are held,
THEN PROVIDE information about industry and government concerns or questions asked.
- 2.10 IF there is a shift change,
THEN BRIEF the replacement Industry/Government Affairs Coordinator about what happened during the shift and the current emergency status.

3.0 DEACTIVATION

CALL each industry, government and Company contact
AND INFORM them the Emergency News Center has been deactivated and further information can be obtained through normal Company communication channels.

ATTACHMENT 15 COMPUTER ANALYST

The Computer Analyst works under direction of the Emergency News Center (ENC) Operations Supervisor and is responsible for keeping all computer equipment operating properly at the ENC and Emergency Operations Facility (EOF).

The Computer Analyst should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 ASSIST ENC staff to make sure all computer and telecopier equipment is operating properly
AND CORRECT equipment problems.
- 1.2 IF you cannot get equipment to operate properly,
THEN OBTAIN help from Methods & Systems Department or other resources.

2.0 ENC OPERATION

- 2.1 MONITOR equipment during use to ensure proper and efficient operation.
- 2.2 ASSIST ENC staff in solving computer problems.
- 2.3 REPORT any equipment problem you cannot correct to Method & Systems Department or other resources for assistance in correcting the problem.
- 2.4 ASSIST government representatives and other staff at ENC as directed by ENC Operations Supervisor.
- 2.5 IF notified of computer equipment problems at the EOF and they need your assistance,
THEN INFORM the ENC Operations Supervisor
AND GO to the EOF.
- 2.6 IF there is a shift change,
THEN BRIEF the replacement Computer Analyst on what happened during the shift and current status of ENC and EOF equipment.

**ATTACHMENT 16
AUDIO/VISUAL SERVICES COORDINATOR**

The Audio/Visual Services Coordinator works under direction of the Emergency News Center (ENC) Operations Supervisor and is responsible for all ENC audio and visual (A/V) services and equipment.

The Audio/Visual Services Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 **OBTAIN** following A/V equipment from storage
AND SET UP in the Media Briefing Room (gymnasium):

_____ Dividers
 _____ Projection Screen
 _____ Slide Projector
 _____ Overhead Projector
 _____ Stands #1 and #2
 _____ Video tape deck and two full-length video tapes
 _____ Video camera and associated cables
 _____ Microphones, associated cables and stands
 _____ Audio multi-boxes and audio snake box
 _____ Gaffer tape
 _____ Extra light bulbs for slide projector and overhead projector
 _____ Electrical power strips and extension cords
 _____ All easels
 _____ Flip charts and markers
 _____ Flip chart lettered with "Next briefing at _____"
 _____ Graphics, pictures and other visual aids
 _____ Tables and table skirts
 _____ Backdrop curtains
 _____ Name cards
 _____ Videotape Player
 _____ Video Monitor.

- 1.2 **PLACE** folding screen dividers on each side of stage.
- 1.3 **SET UP** Table #1 on stage
AND PLACE skirt around table.
- 1.4 **PLACE** microphones on Table #1.
- 1.5 **OBTAIN** from ENC Operations Supervisor the correct names, titles and correct spelling of names of spokespeople who will be at Table #1,
AND PLACE name cards on Table #1.

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- 1.6 PLACE podium on stage.
- 1.7 HANG backdrop curtains behind Table #1.
- 1.8 SET UP Table #2 for video equipment.
- 1.9 PLACE video tape deck, associated cables and tapes on Table #2.
- 1.10 SET UP two easels near Table #1.
- 1.11 SET UP easels for "Next briefing at _____" information and event chronology in an area which is convenient for media to see but not in the way during Media Briefings.
- 1.12 SET UP Table #3 for News Bulletins.
- 1.13 SET UP Table #4.
- 1.14 PUT Help Desk boxes on Table #4.
- 1.15 SET UP chairs for media.
- 1.16 ENSURE poster cards are correctly placed for maximum visual effect.
- 1.17 SET UP television camera risers.
- 1.18 CONNECT all A/V equipment.
- 1.19 CHECK all A/V equipment to make sure it is operational.
- 1.20 SET UP videotape player and monitor in Media Work Room.
- 1.21 INFORM the ENC Operations Supervisor of any problems that cannot be corrected.
- 1.22 INFORM the ENC Operations Supervisor when Media Work Room, Media Briefing Room (gymnasium), and A/V equipment are ready to perform emergency response functions.

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2.0 ENC OPERATION

- 2.1 VIDEO TAPE each Media Briefing in its entirety.
- 2.2 OPERATE microphone to pick up media questions at an adequate sound level.
- 2.3 MEET with Company Spokesperson periodically to determine what visual aids should be set out for possible use during Media Briefings
AND CHANGE visual aids as emergency changes.
- 2.4 ASSIST Federal and State Spokespersons with obtaining visual aids when they arrive at the ENC and when the emergency changes.
- 2.5 CHANGE name cards on Table #1 as spokespeople change.
- 2.6 REPLAY Media Briefing videotapes in Media Work Room between Media Briefings.
- 2.7 IF there is a shift change,
THEN BRIEF the replacement Audio/Visual Services Coordinator on what happened during the shift and the current status of A/V equipment in ENC.

ATTACHMENT 17
ADMINISTRATIVE SUPPORT PERSON

The Administrative Support Person reports to the Emergency News Center (ENC) Operations Supervisor and is responsible for providing ENC access control, badging all ENC staff and media representatives in ENC, operating telecopier and copy machines, typing, answering telephones, making telephone calls to support ENC operations, carrying messages, distributing documents, covering ENC positions to take messages during break periods, and other administrative support activities as assigned.

The Administrative Support Person should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 IF you are the Administrative Support Person assigned to set up a separate sign-in/badging table exclusively for media representatives and other visitors to ENC,
THEN
 - 1.1.1 TAKE box marked "BADGING SUPPLIES" to the sign-in table at ENC entrance.
 - 1.1.2 SET out a Log Book for media representatives and other visitors to sign in.
 - 1.1.3 DIRECT media representatives to sign in Log Book as they enter building.
 - 1.1.4 ASK to see media or press identification badge when each signs the log.
 - 1.1.5 IF they cannot produce media credentials,
THEN ASK them to step aside until you can verify that they are a media representative by calling their place of employment or having them furnish another form of acceptable identification.
 - 1.1.6 IF a Media Briefing is underway or about to begin,
THEN DIRECT badged media to Media Briefing Room.
 - 1.1.7 IF any non-media or non-PSE&G employees are without proper identification who need to enter the ENC,
THEN OBTAIN authorization to enter from the ENC Operations Supervisor, ENC Manager, or Company Spokesperson.
 - 1.1.8 IF you must leave the sign-in/badging table,
THEN OBTAIN another Administrative Support Person to take your place.
- 1.2 IF you are the Administrative Support Person assigned to work with ENC Manager and Company Spokesperson,
THEN MAINTAIN a log of ENC activities such as Media Briefings during emergency
AND PERFORM other activities as assigned by them.

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- 1.3 IF you are the Administrative Support Person assigned to monitor the fax machines, THEN DISTRIBUTE incoming plant status sheets to the following ENC staff AND PUT originals in binder on Lead Technical Advisor's desk, with latest sheet on top:
- Lead Technical Advisor (Original)
 - Communications Technical Advisor
 - ENC Manager
 - Communications Supervisor.
 - Industry/Government Affairs Coordinator
 - Staff Writer
- 1.4 IF you are Administrative Support Person assigned to be a messenger between work areas, THEN OPERATE fax machines and copy machines AND DISTRIBUTE News Bulletins and other information.

2.0 ENC OPERATIONS

- 2.1 PERFORM assigned administrative support functions AND PROVIDE breaks for other ENC staff members.

NOTE

Distribution of News Bulletins has priority over other administrative duties.

- 2.2 DISTRIBUTE News Bulletins to ENC staff and to Media Work Room, AND DELIVER News Bulletins to each media representative at ENC OR ANNOUNCE loudly to the media that a new News Bulletin is in the information rack.
- 2.3 ANSWER telephone calls when a member of the ENC staff is unavailable AND TAKE messages for ENC staff.
- 2.4 MONITOR fax machines for messages received AND DELIVER messages.
- 2.5 MAINTAIN paper in fax machines, printers, and copy machines.
- 2.6 INFORM Operations Supervisor periodically of workload and any supply needs.
- 2.7 IF there is a shift change, THEN BRIEF the replacement Administrative Support Persons on what happened during the shift and what activities are currently underway.

**ATTACHMENT 18
RUMOR CONTROL COORDINATOR**

The Rumor Control Coordinator works under direction of the ENC Communications Supervisor and is responsible for all media monitoring and rumor control activities during an emergency event.

The Rumor Control Coordinator should:

1.0 PRIOR TO ENC ACTIVATION

- 1.1 UPDATE the Muskrat Information Line by following instructions in the Rumor Control Coordinator's file or Communications Supervisor's desk.
- 1.2 DELETE current message on Muskrat Information Line
AND PRESS 2 to record a new message as follows:

"An [Unusual Event/Alert/Site Area Emergency/General Emergency] was declared at [Salem/Hope Creek] Nuclear Generating Station at _____ [a.m. / p.m.] today due to _____ . Public Service Electric & Gas Company has activated emergency response facilities to deal with the emergency."

NOTE

Only use the first section below if accountability and evacuation of plant personnel have occurred. Otherwise, start with second sentence.

"All PSE&G Nuclear Business Unit employees who are not involved in handling the emergency have been sent home. All PSE&G Nuclear Business Unit employees who do not have specific emergency duties should listen to one of the following radio stations for work reporting instructions:

**KYW 1060 AM Philadelphia
WJIC 1510 AM Salem
WSTW 93.7 FM Wilmington
WBSS 97.3 FM Atlantic City.**

You can get the latest update about the emergency by calling the PSE&G Rumor Control Line at 1-800-443-7392. This information line is updated as information becomes available."

- 1.3 WHEN message is recorded,
THEN PRESS #. **PRESS 1** to listen to message just recorded.
WHEN message is okay,
THEN PRESS # AND ENTER mailbox number **1463**
AND PRESS # a final time for immediate delivery.
- 1.4 NOTIFY Southern Inquiry and Accounting Center (SIAC) to activate their Rumor Control telephone lines
AND INFORM the SIAC Supervisor you are sending a message.

ATTACHMENT 18

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NOTE

This message is used only for a recorded message that SIAC will play during set up of the Rumor Control operation. This message is not given to SIAC Operators. SIAC Operators use News Bulletins and summaries to provide callers with information on the emergency event and plant status. The SIAC Supervisor will inform you when they are ready to activate the SIAC Rumor Control Center.

1.5 FAX following message to SIAC Supervisor:

An [Unusual Event/Alert/Site Area Emergency/General Emergency] was declared at [Salem/Hope Creek] Nuclear Generating Station at _____ [a.m./p.m.] today due to _____ . Public Service Electric & Gas Company has activated emergency response facilities to deal with the emergency event.

1.6 INFORM Communications Supervisor when SIAC is ready to perform Rumor Control.

2.0 ENC OPERATIONS

2.1 Rumor Control Activities

- 2.1.1 FAX all approved News Bulletins and Chronologies to SIAC for Rumor Control AND CALL the SIAC Supervisor each time a new message is sent to verify receipt.
- 2.1.2 UPDATE Muskrat Information Line by recording each approved News Bulletin.
- 2.1.3 FAX approved News Bulletins and Chronologies to:
- Emergency Response Manager at EOF
 - Corporate Communications Department for PSE&G's Energy Line
 - Corporate Investor Relations.
- 2.1.4 WHEN each News Bulletin is issued by PSE&G, THEN CALL the following wire services to tell them you have a News Bulletin about a nuclear emergency at PSE&G, AND VERIFY their fax number, AND FAX the News Bulletin to:
- Business Wire
 - Media Wire
 - Associated Press (AP)
 - United Press International (UPI)
 - PR Newswire.

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- 2.1.5 WHEN directed by Administrative Support Manager at EOF,
THEN PROVIDE News Director at radio stations listed below with PSE&G
employee emergency reporting instructions:

KYW

WBSS

WILM

WJIC

WSTW

NOTE

Call and ask for News Director and provide News Director with PSE&G employee emergency reporting instructions.

- 2.1.6 IF emergency classification is changed,
THEN FAX this message immediately to SIAC Supervisor:

“An [Alert/Site Area Emergency/General Emergency] was declared at the [Salem/
Hope Creek] Nuclear Generating Station at _____ [a.m./p.m.] today due to
_____.”

- 2.1.7 WHEN the News Bulletin describing the change is received,
THEN FAX the News Bulletin to the SAIC.
- 2.1.8 WHEN ENC staff briefings are held,
THEN PROVIDE an update on Rumor Control activities, the number of calls being
received from the public, and any other significant information.
- 2.1.9 IF a plant status update or ENC staff briefing has not been held in the past hour,
THEN NOTIFY Communications Supervisor that an information update is needed.
- 2.1.10 WHEN interest in the emergency has subsided,
THEN DISCUSS with Communications Supervisor and SIAC Supervisor the need
for continued operation of Rumor Control.

2.2 Media Monitoring Activities

- 2.2.1 PROVIDE Media Monitors with current News Bulletins, emergency chronologies,
Emergency Alert System (formerly Emergency Broadcast System) bulletins from the
States, other background information and news statements, and information from
Media Briefings.

ATTACHMENT 18

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- 2.2.2 DISCUSS with the ENC Communications Supervisor any discrepancies or misleading information identified by a Media Monitor.
- 2.2.3 ASSIGN Media Monitors to contact the station reporting the discrepancy or misleading information,
AND ENSURE they have the correct information to provide the assignment editor or news desk being called.
- 2.2.4 PROVIDE direction and assistance to Media Monitors making calls to television and radio stations to correct any problems.
- 2.2.5 REVIEW periodically the media outlets being monitored and change to other media outlets when needed to have effective coverage.
- 2.2.6 ASSUME duties of Media Monitor during heavy workload and break periods.
- 2.2.7 WHEN ENC staff briefings are held,
THEN REPORT on quantity and quality of media coverage being monitored.
- 2.2.8 WHEN ENC staff briefings are completed,
THEN INFORM the Media Monitors of what was covered at the briefing.

2.3 **Shift Change**

IF there is a shift change,
THEN BRIEF the replacement Rumor Control Coordinator on what happened during the shift and current emergency status.

3.0 **DEACTIVATION**

- 3.1 WHEN deactivating the ENC,
THEN RECORD this message stating that Muskrat Information Line will not be updated until normal business hours resume or a change in plant status occurs:

“[Salem/Hope Creek] Nuclear Generating Station is currently in [No/Unusual Event/Alert] emergency status and is in stable condition. This line will be updated when normal business hours resume or a significant change in plant status occurs.”

- 3.2 NOTIFY the SIAC Supervisor that the ENC is deactivated.

ATTACHMENT 19
SOUTHERN INQUIRY AND ACCOUNTING CENTER SUPERVISOR

The Southern Inquiry and Accounting Center Supervisor (Rumor Control Supervisor at Bordentown) works under direction of the Emergency News Center (ENC) Rumor Control Coordinator and is responsible for all rumor control operations at the Southern Inquiry and Accounting Center (SIAC). **The SIAC Supervisor should:**

1.0 PRIOR TO SIAC RUMOR CONTROL CENTER ACTIVATION

- 1.1 WHEN informed that the Emergency News Center is being activated
THEN NOTIFY alternate SIAC Supervisor to implement SIAC callout for Rumor Control.
- 1.2 REPORT to SIAC Rumor Control Center.
- 1.3 MAINTAIN a list of key activities at Rumor Control Center during emergency.
- 1.4 INFORM the Northern Inquiry and Accounting Center (NIAC) Supervisor that all SIAC Bordentown normal service calls will be transferred to NIAC
AND DIRECT the NIAC Supervisor to implement Attachment 21 of this procedure.
- 1.5 INFORM the SIAC Operators that all News Bulletins will be forwarded to them as soon as the Rumor Control Center is activated.
- 1.6 CONTACT the ENC Rumor Control Coordinator when Rumor Control Center will be ready to perform emergency response functions
AND DETERMINE when SIAC Rumor Control Center will be activated.
- 1.7 WHEN ready to assume emergency response duties,
THEN ACTIVATE Rumor Control Center.

2.0 AFTER SIAC RUMOR CONTROL CENTER ACTIVATION

- 2.1 OBTAIN a briefing from ENC Rumor Control Coordinator on emergency event status to update SIAC Rumor Control Operators and SIAC "800" rumor control telephone line.
- 2.2 RECORD the following SIAC "800" rumor control telephone line message:

"You have reached the Public Service Electric and Gas Company's Rumor Control Center. [Insert message on emergency event status that was faxed to SIAC from the Emergency News Center.] The PSE&G Rumor Control Center will be activated and operators will receive calls at _____ a.m./p.m. Please call back then for the most current information."
- 2.3 ASSIGN SIAC Operators to implement Attachment 20 of this procedure.

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- 2.4 CALL Delaware and New Jersey Rumor Control Lines to check that they are activated.
- 2.5 IF you have a problem verifying that States have activated Rumor Control Lines,
THEN ASK ENC Rumor Control Coordinator to verify that States' Lines are operational.
- 2.6 WHEN the SIAC Rumor Control Center is staffed and ready to activate,
THEN SWITCH telephone system from taped message to SIAC Operators' telephones.
- 2.7 INSERT this recorded message when calls are delayed due to busy lines:

“Hello. This is the Public Service Electric and Gas Company’s Rumor Control Center. We expect to answer your call within a minute or two. Upon answering, we will provide the latest information regarding the emergency.”

- 2.8 CONTACT the NIAC Supervisor to report on current emergency event status
AND INFORM the NIAC Supervisor that you are faxing all News Bulletins concerning emergency to NIAC in case their customer service representatives need to provide information about the emergency.
- 2.9 INFORM the ENC Rumor Control Coordinator at least hourly about content and volume of calls concerning emergency event
AND REPORT any problems encountered.
- 2.10 WHEN interest in emergency event has subsided,
THEN DISCUSS with ENC Rumor Control Coordinator the need for continued operation of Rumor Control Center.
- 2.11 IF there is a shift change,
THEN BRIEF the replacement SIAC Supervisor on what happened during the shift and the current emergency status.

3.0 DEACTIVATION OF SIAC RUMOR CONTROL CENTER

- 3.1 INFORM the SIAC Operators that Rumor Control Center is being deactivated
AND RESTORE facility to its original condition.
- 3.2 INFORM the NIAC Supervisor that SIAC Rumor Control Center is being deactivated.
- 3.3 RETURN the standard non-emergency message to SIAC “800” telephone line.
- 3.4 COLLECT all completed forms, logs and other records produced during emergency event
AND FORWARD them to the Emergency Preparedness Manager in Nuclear Business Unit.

ATTACHMENT 20
SOUTHERN INQUIRY AND ACCOUNTING CENTER OPERATOR

The Southern Inquiry and Accounting Center Operator works under direction of the Southern Inquiry and Accounting Center (SIAC) Supervisor and is responsible for answering telephone calls and providing accurate information about the emergency event.

The SIAC Operator should:

1.0 PRIOR TO SIAC RUMOR CONTROL CENTER ACTIVATION

- 1.1 IF the SIAC is activated during normal working hours,
THEN GO to step "1.4".
- 1.2 WHEN notified to report,
THEN GO to your workstation at the Bordentown SIAC.
- 1.3 INFORM SIAC Supervisor of arrival at SIAC.
- 1.4 OBTAIN briefing from SIAC Supervisor about current status of emergency.
- 1.5 OBTAIN telephone numbers of New Jersey Rumor Control Hotline, Delaware Rumor Control Hotline, Emergency News Center (ENC) Media Information Line, and any other telephone numbers you may have to give out.
- 1.6 REVIEW News Bulletins and other information received from Emergency News Center.

2.0 AFTER RUMOR CONTROL CENTER ACTIVATION

- 2.1 ANSWER telephone inquiries as follows:

"This is Public Service Electric and Gas Company's Rumor Control Center. Would you like an update concerning the emergency at [Hope Creek/Salem] Nuclear Generating Station?"

NOTE

RELEASE any information that has been included in News Bulletins. **DO NOT** speculate about anything. GIVE only facts that you have.

- 2.2 PROVIDE caller with information from latest News Bulletin concerning the emergency.
- 2.3 DIRECT all questions about evacuation, sheltering or other protective actions to either the Delaware or New Jersey Rumor Control Hotlines
AND PROVIDE telephone number for Delaware or New Jersey Rumor Control Hotline.

ATTACHMENT 20

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NOTE

Calls from states outside New Jersey and Delaware will not come through the 800 line, but could be placed on normal access telephone lines.

- 2.4 IF caller is in a state other than Delaware or New Jersey,
THEN TELL caller to stay tuned to a local radio station for details and instructions.
- 2.5 DIRECT calls from newspapers, radio stations, television stations and other media to the Emergency News Center (ENC) Media Information Line.
- 2.6 IF caller has concerns that you cannot address using ENC information,
THEN TELL caller you will note it and give it to your Supervisor. **DO NOT** say you will get back to the caller.
- 2.7 IF someone has a concern you cannot answer,
THEN INFORM the SIAC Supervisor to request information from the Rumor Control Coordinator at the Emergency News Center.
- 2.8 IF callers are hearing information that is incorrect based on facts you have been given,
THEN REPORT incorrect or misleading information to the SIAC Supervisor immediately.
- 2.9 END all calls with:

“Thank you for calling.”
- 2.10 INFORM the SIAC Supervisor of any problems.
- 2.11 IF there is a shift change,
THEN BRIEF the replacement Operator on what type of calls you were receiving and current emergency status.

3.0 DEACTIVATION OF SIAC RUMOR CONTROL CENTER

- 3.1 GIVE all completed forms and other records to SIAC Supervisor.
- 3.2 RESTORE facility to its original condition.
- 3.3 IF you have comments about performance of SIAC Rumor Control Center, equipment, procedures, staff training, or other areas;
THEN GIVE written comments to SIAC Supervisor.

ATTACHMENT 21
NORTHERN INQUIRY AND ACCOUNTING CENTER SUPERVISOR

The Northern Inquiry and Accounting Center Supervisor obtains direction from Emergency News Center (ENC) Rumor Control Coordinator and is responsible for providing rumor control support for Southern Inquiry and Accounting Center (SIAC).

The NIAC Supervisor should:

1.0 PRIOR TO PERFORMING RUMOR CONTROL ACTIVITIES

- 1.1 IF notified by SIAC Supervisor that service calls from SIAC will be forwarded to NIAC, THEN BRIEF the NIAC Operators on the emergency.
- 1.2 MONITOR customer telephone calls to determine level of interest in emergency.
- 1.3 WHEN Operators begin receiving calls regarding the emergency, THEN BRIEF Operators about current status of emergency AND DISTRIBUTE News Bulletins received from SIAC Supervisor so they have accurate information about the emergency.
- 1.4 DIRECT the NIAC Operators to implement Attachment 22 of this procedure.

2.0 AFTER RUMOR CONTROL ACTIVITIES START

- 2.1 INFORM the SIAC Supervisor at least hourly of content and volume of calls and any problems so SIAC Supervisor can keep ENC Rumor Control Coordinator informed.
- 2.2 IF Operators cannot handle volume of calls, THEN BRING in more staff using call-out procedures.
- 2.3 IF there is a shift change, THEN BRIEF the replacement NIAC Supervisor on what happened during the shift and current emergency status.
- 2.4 WHEN interest in emergency has subsided, THEN DISCUSS with SIAC Supervisor the need for continued operation of the NIAC Rumor Control Center.

3.0 DEACTIVATION OF NIAC RUMOR CONTROL CENTER

- 3.1 COLLECT all completed forms, logs, and other records produced during emergency event AND FORWARD them to Emergency Preparedness Manager in Nuclear Business Unit.
- 3.2 RETURN to normal operations.

ATTACHMENT 22
NORTHERN INQUIRY AND ACCOUNTING CENTER OPERATOR

The Northern Inquiry and Accounting Center Operator works under direction of the Northern Inquiry and Accounting Center (NIAC) Supervisor and is responsible for answering telephone calls and providing information about an emergency. **The NIAC Operator should:**

1.0 PRIOR TO ACTIVATION OF NIAC RUMOR CONTROL CENTER

- 1.1 WHEN notified of an emergency at a PSE&G nuclear plant,
THEN ATTEND the briefing your Supervisor will give to provide details of the emergency.
- 1.2 READ News Bulletins and information received from Emergency News Center (ENC).
- 1.3 OBTAIN telephone numbers of New Jersey Rumor Control Hotline, Delaware Rumor Control Hotline, ENC Media Information Line and any other telephone numbers you may have to give out.

2.0 AFTER ACTIVATION OF RUMOR CONTROL CENTER

- 2.1 ANSWER telephone using your normal procedures.

NOTE

RELEASE any information that is included in News Bulletins. **DO NOT** speculate about anything. PROVIDE only facts that you have.

- 2.2 PROVIDE callers with information from News Bulletins.
- 2.3 DIRECT all questions about evacuation, sheltering or other protective actions to either the Delaware or New Jersey Rumor Control Hotlines
AND PROVIDE telephone number for Delaware or New Jersey Rumor Control Hotlines.
- 2.4 IF caller is in a state other than Delaware or New Jersey,
THEN TELL caller to stay tuned to a local radio station for details and instructions.
- 2.5 DIRECT callers from newspapers, radio stations, television stations and other media to the ENC Media Information Line.
- 2.6 IF caller has a concern that you cannot address from information the ENC has provided,
THEN TELL caller you will make note of it and give it to your Supervisor. **DO NOT** say you will get back to caller.

ATTACHMENT 22

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- 2.7 IF callers have a concern you cannot respond to,
THEN ASK your Supervisor to request the information from the ENC Rumor Control Coordinator.
- 2.8 IF callers are hearing information that is incorrect based on facts that you have been given,
THEN REPORT the incorrect or misleading information to your Supervisor immediately.
- 2.9 END all calls with:

“Thank you for calling.”
- 2.10 INFORM your Supervisor of any problems.
- 2.11 IF there is a shift change,
THEN BRIEF the replacement Operator on what type of calls you were receiving and the current emergency status.

3.0 DEACTIVATION OF RUMOR CONTROL CENTER

- 3.1 GIVE all completed forms and other records to your Supervisor.
- 3.2 RESTORE facility to its original condition.
- 3.3 IF you have any comments about performance of the Rumor Control Center, equipment, procedures, staff training, or other areas,
THEN GIVE written comments to your Supervisor.

**ATTACHMENT 23
NEWS BULLETIN GUIDELINES**

These guidelines should be used when authoring and reviewing News Bulletins or other news statements during an emergency event at Salem or Hope Creek Nuclear Generating Station.

Refer to wall chart that lists events and issues that must be included in a News Bulletin.

Issue chronological summaries and backgrounders as time permits. A Chronology of Events should be issued approximately every four hours. **DO NOT** include information in the chronology of events that has not been released previously in a News Bulletin or Media Briefing.

Layout and Style

Double space all News Bulletins.

Place the following at top right of each News Bulletin:

News Bulletin # ____
Contact Telephone Number: (609) 273-0282
Date
For Immediate Distribution
Time [a.m./p.m.] [DST/EST]

The time is added after final approval is obtained and News Bulletin is ready to issue.

Use this dateline: **Lower Alloways Creek, NJ -**

Arrange information from most important to least important.

Use simple language that is not technical. Reference the Technical Translator.

Use short sentences.

Capitalize Unusual Event, Alert, Site Area Emergency and General Emergency.

Use a.m./p.m. clock time with DST (Daylight Savings Time) or EST (Eastern Standard Time). **DO NOT** use military time.

Content

Describe the latest event or change in emergency status. Focus on one primary item, then add new secondary information.

Use a new lead in each News Bulletin.

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DO NOT rehash prior News Bulletins. Use information from prior News Bulletins and Media Briefings in Chronology of Events,

DO NOT use industry jargon or technical terms. Reference the Technical Translator.

If verified and appropriate, the second or third paragraph should include the statement: "There has been no release of radioactive material beyond normal levels. Federal, state and local government authorities have been notified in accordance with regulatory requirements."

DO NOT release names of any plant workers injured during the emergency until it is verified that their families have been notified.

If injured personnel were transported to a hospital, the name of the hospital may be released.

DO NOT include: "No action is required on the part of the public." Only the states and counties can make that determination and provide that information. We will **NOT** provide information about public evacuation or protective actions ordered by the states or counties.

End News Bulletin with a closing statement such as: "More details will follow as they become available."

The following should be at the bottom of or attached to each News Bulletin issued from the Emergency News Center:

NOTE TO EDITORS: Public Service and Gas Company, owner-operator of the Salem/Hope Creek Nuclear Generating Stations, has opened an Emergency News Center at the Salem Community Center, 118 Walnut Street (Corner of Grieves Parkway), Salem, New Jersey. A Company Spokesperson will hold periodic briefings, and state and county spokespersons will be available also. Media representatives can also obtain information by calling (609) 273-0188, 0282, 0386, 0479 or 0586.

DO NOT use the phrase "non essential personnel were relocated." Use "All plant personnel not involved in dealing with the emergency have stopped work and been sent home."

Use this phrase when appropriate: "The public is advised to stay tuned to a local Emergency Alert System (EAS) radio station for the latest information and official instructions."

If a release of radioactive material occurs, provide projected doses in millirem or rem and compare to radiation health effects in press kits. For example: a chest X-ray results in an exposure of 50 millirems.

A Loss of Coolant Accident (LOCA) can involve either a small break or large break in a pipe connected to the reactor. Find out which one before including information in a News Bulletin. **DO NOT** use the term "LOCA."

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Explain each change in emergency event classification using the following descriptions. **DO NOT** rank classifications according to severity. **DO NOT** say “the third highest level of a nuclear accident.”

Alert

- Event in progress which could affect plant safety.
- Some off-site response may be needed.
- Emergency response teams have been activated.
- No uncontrolled release of radioactive material outside of plant that requires off-site response.

Site Area Emergency

- Level of plant safety has degraded or could degrade (choose appropriate word) to the point of losing a plant function needed to protect the health and safety of the public.
- Potential for release of radioactive material on the plant site. (If there has been no abnormal release of radioactive material, it is not necessary to make this statement.)
- All PSE&G and state emergency response facilities are activating or activated.
- Plant site has been evacuated except for personnel handling the emergency.
- If sirens are heard near Salem/Hope Creek Nuclear Generating Stations, the public is advised to tune in an Emergency Alert System (EAS) radio station for official instructions.

General Emergency

- Level of plant safety has degraded or could degrade to a point of:
 - Nuclear fuel damage with a loss or possible loss of primary containment (use appropriate phrase).
 - Radioactive material has been or could be released off-site that exceeds regulatory guidelines (use appropriate phrase).
- All PSE&G and state emergency response facilities are activating or activated.
- The public in the vicinity of Salem/Hope Creek Nuclear Generating Stations should tune to a local Emergency Alert System (EAS) radio station for official instructions.

ATTACHMENT 24 MEDIA BRIEFING GUIDELINES

General

- This guideline should be used when preparing for and conducting Media Briefings.
- Media Briefings should be scheduled periodically, for example, approximately one hour between Media Briefings or at a frequency to support the information flow during an emergency.
- A Media Briefing should be held within approximately 15 minutes of an emergency event classification or other significant event. The ENC Manager should make a brief announcement to the media representatives at the ENC when the emergency classification changes and provide information as to why the emergency classification changed. No questions should be answered, but the scheduled time for the next full Media Briefing should be given to the media.
- A Media Briefing can be held to address incorrect or misleading information that is being provided by several media outlets.
- ENC staff and Public Information Officers and Spokespersons for Federal agencies, States and Counties should be briefed concerning new information before it is announced to the media.
- Each Media Briefing should be videotaped. The tape is for Company records and for viewing in the media work area by media representatives who did not attend the Media Briefing.

Preparation

- The following ENC staff should normally meet to prepare for each Media Briefing:
 - ENC Manager
 - Company Spokesperson
 - Health Physics Spokesperson
 - Communications Supervisor
 - Lead Technical Advisor
 - Other Technical Advisors when needed.
- At briefing preparation meeting, address:
 - new information since the previous Media Briefing
 - any variations from normal plant operations
 - unanswered questions from previous Media Briefings
 - correcting misleading or incorrect information identified by Media Monitors, Media Information Line Operators and Rumor Control Coordinator
 - identification of anticipated media questions
 - preparation of responses to anticipated media questions
 - identification of visual aids needed for Media Briefing.

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- **The Media Technical Advisor should** direct the Audio/Visual Services Coordinator to assure that prepared visual aids that might be used are available in the Media Briefing Room and familiarize the persons who will be using the visual aids with information contained on the visual aids.
- **DO NOT** display visual aids before they are used.
- **DO** remove visual aids from view when they are no longer going to be used.
- If a release of radioactive material occurs, give projected dose in millirem or rem units. Equate dose levels to information contained in our Press Kits on dose commonly received by the public. The Health Physics Spokesperson can provide information on the radioactive material being released, types of radiation involved, and health effects of radiation.
- If Public Information Officers or Spokespersons from Federal agencies, states or counties will participate in Media Briefing, conduct a coordination meeting with:
 - ENC Manager
 - Company Spokesperson
 - Lead Technical Advisor
 - State and county Public Information Officers
 - Representatives from Federal agencies
 - Company officials, technical or medical experts presenting information at briefing.
- Address the following at coordination meetings:
 - introduction of new participants since previous Media Briefing
 - order of presentation (Normally the Company Spokesperson will first present plant status and other information about emergency. If protective actions for the public have been or will be recommended, then State and County participants should present first.)
 - who will cover what information
 - any questions.

Conduct of Briefing

- **DO** start media briefing at scheduled time. Media may be more negative if briefing begins late.
- **DO** control the media briefing, it is your briefing.
- **DO** speak loud and clear.
- **DO NOT** speculate on consequences of a plant emergency; just give facts about the emergency.
- **DO NOT** release names of injured plant workers until their families are notified. If injured personnel are transported to a hospital, you may name the hospital.

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- **DO NOT** compare this emergency to other accidents such as Three Mile Island or Chernobyl.
- **DO NOT** use technical jargon.
- **DO NOT** answer, "I don't know?"; when you should say, "I don't know, but I'll find out."
- **ENC Manager should** begin each Media Briefing by introducing participants who will present information and answer questions.
- **ENC Manager should** outline these Media Briefing rules:
 - Latest News Bulletin will be read by ENC Manager or Company Spokesperson
 - Each Spokesperson and Public Information Officer will provide current information about their organizations' activities
 - Questions will then be taken by ENC Manager, repeated so all can hear, and referred to a member of the panel for an answer
 - Media representatives should identify themselves and news organization represented before asking questions
 - Each question will be limited to one follow-up question.
- Questions not answered by Company Spokesperson should be noted by Lead Technical Advisor to obtain answers for Company Spokesperson before next Media Briefing.
- Media Briefing will be interrupted if there is a change in emergency classification or a significant change in plant status.
- **Company Spokesperson should** recap or provide chronology of events to terminate the Media Briefing.
- **ENC Manager should** point out if food is available for media and where it can be located..
- **ENC Manager should** announce at end of briefing:

"After this briefing our Media Technical Advisor and Health Physics Spokesperson will be available in the media work area to answer general questions. They are not available for one-on-one interviews; but can provide general information on nuclear plants, including photographs, video clips and graphics. The next Media Briefing is scheduled to start at _____."

NUCLEAR BUSINESS UNIT EMERGENCY PLAN
ENC PROCEDURE

ENC EVACUATION/ACTIVATION OF BACK-UP
NEWS CENTER (ENC)
EPIP 806

THIS PROCEDURE SUPERSEDED BY NC.EP-EP.ZZ-806(Q), Rev. 0

CONTROL COPY #
59

VOID

SIGNATURE PAGE

Prepared By: John C. Harris (Rev. 4) 3-31-97
(If Editorial Revisions Only, Last Approved Revision) Date

Reviewed By: N/A
Station Qualified Reviewer Date

Reviewed By: N/A
Department Manager Date

Reviewed By: [Signature] 03/31/97
Emergency Preparedness Manager Date

Reviewed By: N/A
Director - QA & Nuclear Safety Review Date
(If Applicable)

SORC Review and Station Approvals

Mtg. No. Salem Chairman

Mtg. No. Hope Creek Chairman

~~N~~ _____
Date
~~A~~

~~N~~ _____
Date
~~A~~

General Manager - Salem

General Manager - Hope Creek

Date

Date

Effective Date of this Revision is 3-31-97
Date

ENC EVACUATION AND ACTIVATION OF BACK-UP ENC

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16	Audio/Visual Services Coordinator	30
17	Administrative Support Person	32

ENC EVACUATION AND ACTIVATION OF BACK-UP ENC**1.0 PURPOSE**

To evacuate the Emergency News Center (ENC) in Salem, New Jersey, and activate the Back-up ENC at PSE&G's Camden Transmission and Distribution Center in Moorestown, New Jersey.

2.0 PREREQUISITES

This procedure is implemented after entry into the Nuclear Business Unit (NBU) Emergency Plan for emergencies at the Hope Creek or Salem Nuclear Generating Station upon notification by the State of New Jersey that Salem City is being evacuated, or at the discretion of the Emergency Coordinator (EC). It can also be implemented during emergency drills and exercises.

3.0 PRECAUTIONS AND LIMITATIONS

When ENC evacuation activities take place during a release of radioactive material, exercise normal contamination controls such as no eating, no drinking, no smoking; and travel with all windows and air vents closed.

4.0 EQUIPMENT / MATERIAL REQUIRED

All equipment and material needed to implement this procedure are located in the ENC and Back-up ENC. Transportation to the Back-up ENC should be provided in private vehicles and Company vehicles as available.

5.0 PROCEDURE**5.1 ENC Evacuation**

The ENC Manager should:

- 5.1.1 INITIATE evacuation of the ENC based on directions from the Emergency Coordinator or State of New Jersey officials.
- 5.1.2 PROVIDE command and control during the ENC evacuation to the Back-up ENC.
- 5.1.3 ESTABLISH a target departure time for the ENC evacuation.

- 5.1.4 CALL the Radiological Support Manager (RSM)[NETS 5001] or Radiological Assessment Coordinator (RAC), if EOF is not activated
AND REQUEST a staff member be dispatched to the ENC and report to the ENC Manager to brief evacuees on radiological and ALARA concerns during the evacuation.
- 5.1.5 DETERMINE any restrictions to normal evacuation routes based on discussions with the RSM, or RAC, and New Jersey State Police representative at the ENC
AND REQUEST New Jersey State Police escort to the Back-up ENC.
- 5.1.6 BRIEF all ENC staff and Federal, State and local government officials at the ENC of the evacuation to the Back-up ENC in Moorestown, New Jersey; the target departure time; and if police escort will be provided.
- 5.1.7 CONDUCT a Media Briefing to explain the following:
- Reason for the ENC evacuation
 - Safety and health considerations during the evacuation
 - Location of and directions to Back-up ENC
 - Any route restrictions during evacuation
 - Where to park and where to enter Back-up ENC
 - Target time for next Media Briefing at Back-up ENC.
- 5.1.8 DIRECT the Media Technical Advisor to distribute to each media representative a map and directions to the Back-up ENC.
- 5.1.9 NOTIFY the Public Information Liaison (PIL) at the EOF [NETS 5010 or DID 3889] that an ENC evacuation is in progress and the Back-up ENC Telephone Transfer Switch will need to be activated.

NOTE

Use this method to determine when the Moorestown telephones should be activated. Estimate when the Company Spokesperson will arrive at the Back-up ENC in Moorestown. Then subtract one hour from that time to obtain the time that telephones should be transferred. For example, if Company Spokesperson is estimated to arrive at Back-up ENC at 2:00 p.m., then telephones should be transferred no later than 1:00 p.m. Allow for a 60 minute contingency.

- 5.1.10 PROVIDE the PIL at EOF with exact time you want the Moorestown telephones to be activated.
- 5.1.11 DIRECT the PIL to implement that portion of the PIL Response Procedure for Back-up ENC activation and contacting the ITOC Operator.

- 5.1.12 IF the EOF is not staffed or a PIL is not at the EOF,
THEN CONTACT the ITOC Operator using the PIL's procedure
AND REQUEST the Back-up ENC Telephone Switch be activated at the
selected time.
- 5.1.13 ENSURE all ENC personnel have packed their equipment and supplies for
transport to the Back-up ENC.
- 5.1.14 WHEN the ENC staff and governmental officials are ready to depart ENC,
THEN BRIEF them on the following:
- Transportation arrangements to the Back-up ENC
 - Radiological health and ALARA concerns during the evacuation
 - Any route restrictions and preferences from ENC to Back-up ENC
 - Stay with New Jersey State Police escort (if provided)
 - Emphasize traffic safety enroute
 - Where to unload material and enter the Back-up ENC.
- 5.1.15 WHEN everyone is out of ENC,
THEN LOCK the ENC (and building if Salem Community Center staff is gone)
AND ENABLE the security system.
- 5.1.16 EVACUATE to the Back-up ENC.

All ENC Staff Members should:

- 5.1.17 WHEN notified to initiate ENC evacuation,
THEN IMPLEMENT the Attachment to this Procedure for your ENC position
AND USE any other procedures, instructions, valid information and training
you have received.

5.2 Back-up ENC Activation

All ENC Staff Members should:

- 5.2.1 IMPLEMENT the Attachment to this Procedure for your ENC position upon
arrival at the Back-up ENC..

The ENC Manager should:

- 5.2.2 PROVIDE command and control during set up, activation, and operation of the
Back-up ENC.
- 5.2.3 DECLARE the Back-up ENC activated
AND NOTIFY the ENC staff.

- 5.2.4 NOTIFY the Emergency Coordinator when Back-up ENC is activated and Company Spokesperson is again approving News Bulletins.
- 5.2.5 SCHEDULE a Media Briefing as soon as possible after activation of the Back-up ENC to cover at least the following:
- States' update on the Protective Actions ordered
 - States' current information concerning conduct of the evacuations and sheltering
 - Declarations of emergency by State and Federal governments and the areas covered by the declarations
 - Location of the insurance claims offices and when they will be open for claims processing
 - Current plant status and prognosis
 - Public concerns and rumors
 - Information that is important for the media to tell the public
 - Media questions.
- 5.2.6 PERFORM normal ENC activities at the Back-up ENC described in NC.EP-EP.ZZ-0801(Q), Attachment 2.

5.3 Deactivation of Back-up ENC

All ENC Staff Members should:

- 5.3.1 WHEN informed the Back-up ENC will be deactivated, THEN COMPLETE forms, logs and other records.
- 5.3.2 GIVE all completed checklists, forms, logs, and other records to the ENC Operations Supervisor.
- 5.3.3 PACK all equipment and supplies for return to the ENC.
- 5.3.4 RESTORE the Back-up ENC facility to its original condition.
- 5.3.5 FOLLOW directions of the ENC Manager concerning return to the ENC, facility critique, or dismissal.

The ENC Manager should:

- 5.3.6 IF radiological conditions change and re-entry into the 10-mile Emergency Planning Zone (EPZ) is permitted by the State of New Jersey, THEN DISCUSS with Emergency Coordinator and Company Spokesperson the relocation back to the ENC AND DECIDE whether to remain at the Back-up ENC or relocate to the ENC.

- 5.3.7 WHEN media interest has subsided and can be handled by normal public information functions,
THEN DISCUSS with Emergency Coordinator (or Recovery Manager if the Recovery Management Organization is in place) and Company Spokesperson the need for continued operation of the ENC
AND DECIDE whether to deactivate the Back-up ENC.
- 5.3.8 IF it is decided to deactivate the Back-up ENC,
THEN BRIEF the ENC staff on:
 - Turning in all completed forms and other records
 - Packing all equipment and supplies for return to the ENC or for set up of the Back-up ENC
 - Restoring facility to its normal condition
 - Relocating back to ENC in Salem Community Center OR scheduled date, time and location for a facility critique
 - Not departing Back-up ENC until released.
- 5.3.9 VERIFY facility is in its original condition.
- 5.3.10 INFORM the Southern Division Manager [1-609-799-6801] that the Back-up Emergency News Center is no longer using the Service Center in Moorestown.
- 5.3.11 CALL the Emergency Preparedness Manager
AND ARRANGE to have the telephone lines switched back to the ENC, equipment and supplies returned to the ENC, and the ENC restored to ready status or left at the Back-up ENC if the ENC is not available for reentry.
- 5.3.12 ENSURE that all checklists, logs, forms, and other records have been turned in to the ENC Operations Supervisor
AND OBTAIN all records from the ENC Operations Supervisor.
- 5.3.13 DISMISS the Back-up ENC staff when they are no longer needed.
- 5.3.14 FORWARD all completed records to the Emergency Preparedness Manager.

6.0 RECORDS

- 6.1 Chronological Logs
- 6.2 News Bulletins
- 6.3 Chronologies of Events

7.0 REFERENCES

- 7.1 Nuclear Business Unit Emergency Plan
- 7.2 NC.EP-EP.ZZ-0801(Q), Emergency News Center Operation

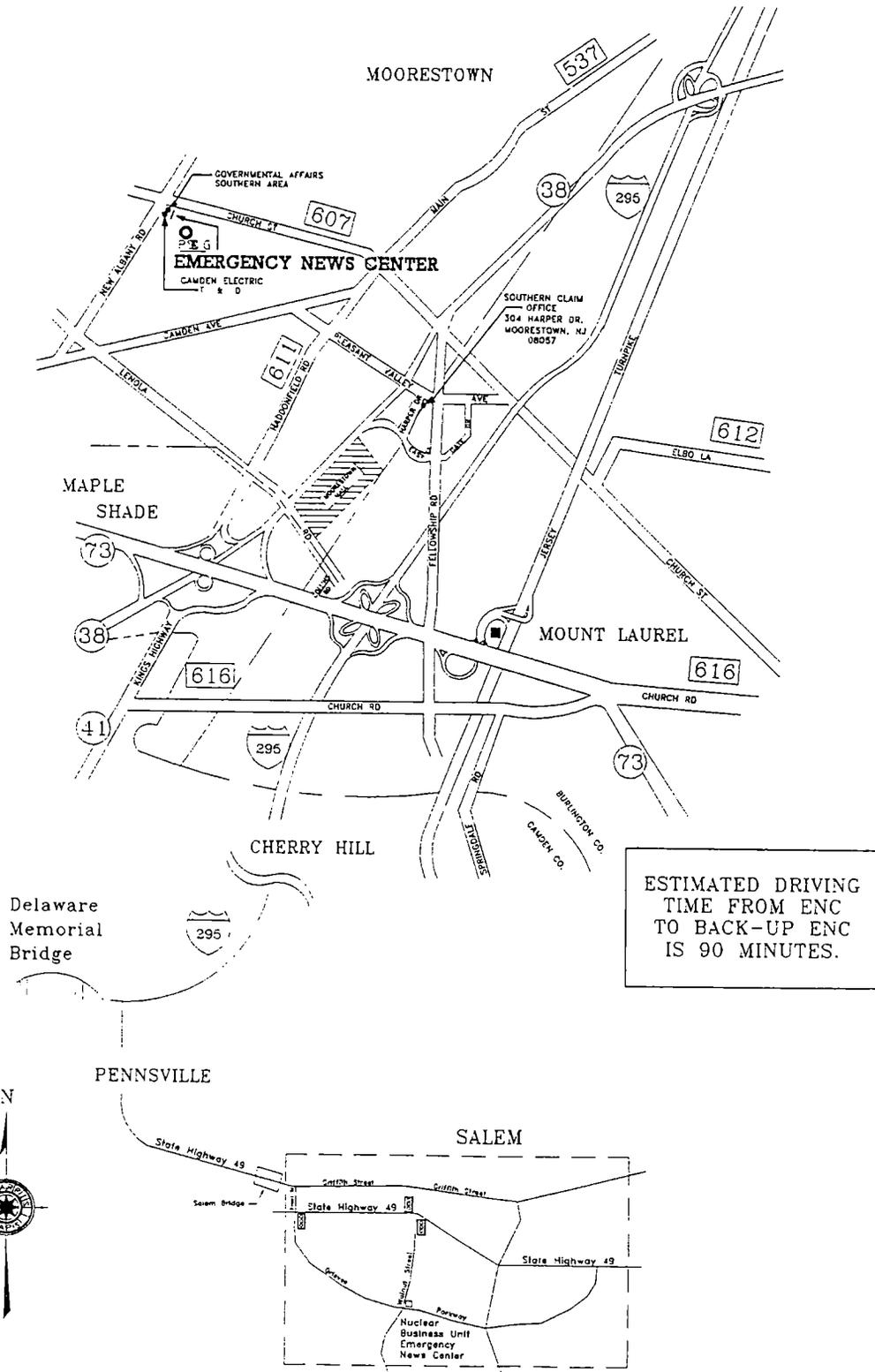
**ATTACHMENT 1
BACK-UP ENC DIRECTIONS AND MAP**

1. Exit ENC parking lot and turn RIGHT on Grieves Parkway.
2. Proceed through traffic light and continue on Route 49 West toward Pennsville to Hook Road.
3. At traffic light by Wal Mart Shopping Center, veer RIGHT on Hook Road.
4. Take Hook Road to I-295 NORTH.
5. Take I-295 NORTH to exit #34B for Route 73 NORTH (this is after exits for Walt Whitman Bridge and Cherry Hill).
6. Proceed North on Route 73 to Route 38 EAST.
7. Turn RIGHT on Route 38 EAST.
8. Take Route 38 EAST to intersection with Lenola Road.
9. Continue past traffic light at intersection with Lenola Road and turn RIGHT on first jug handle immediately after traffic light.
10. At end of jug handle turn RIGHT on South Lenola Road and proceed to New Albany Road (will pass Haddonfield Road and Camden Avenue before reaching New Albany Road).
11. Turn RIGHT on New Albany Road and proceed to PSE&G's Transmission and Distribution Center on right side of road.
12. See police patrol car assigned to the Back-up ENC for directions on where to park and enter building, or if police are not providing directions then park in lot closest to main entrance to building.

ALTERNATE DIRECTIONS USING NEW JERSEY TURNPIKE

4. (ALTERNATE) Take Hook Road and follow signs to New Jersey Turnpike entrance.
5. (ALTERNATE) Take New Jersey Turnpike to exit #4 and proceed on Route 73 North.

ATTACHMENT 1 BACK-UP ENC DIRECTIONS AND MAP Page 2 of 2



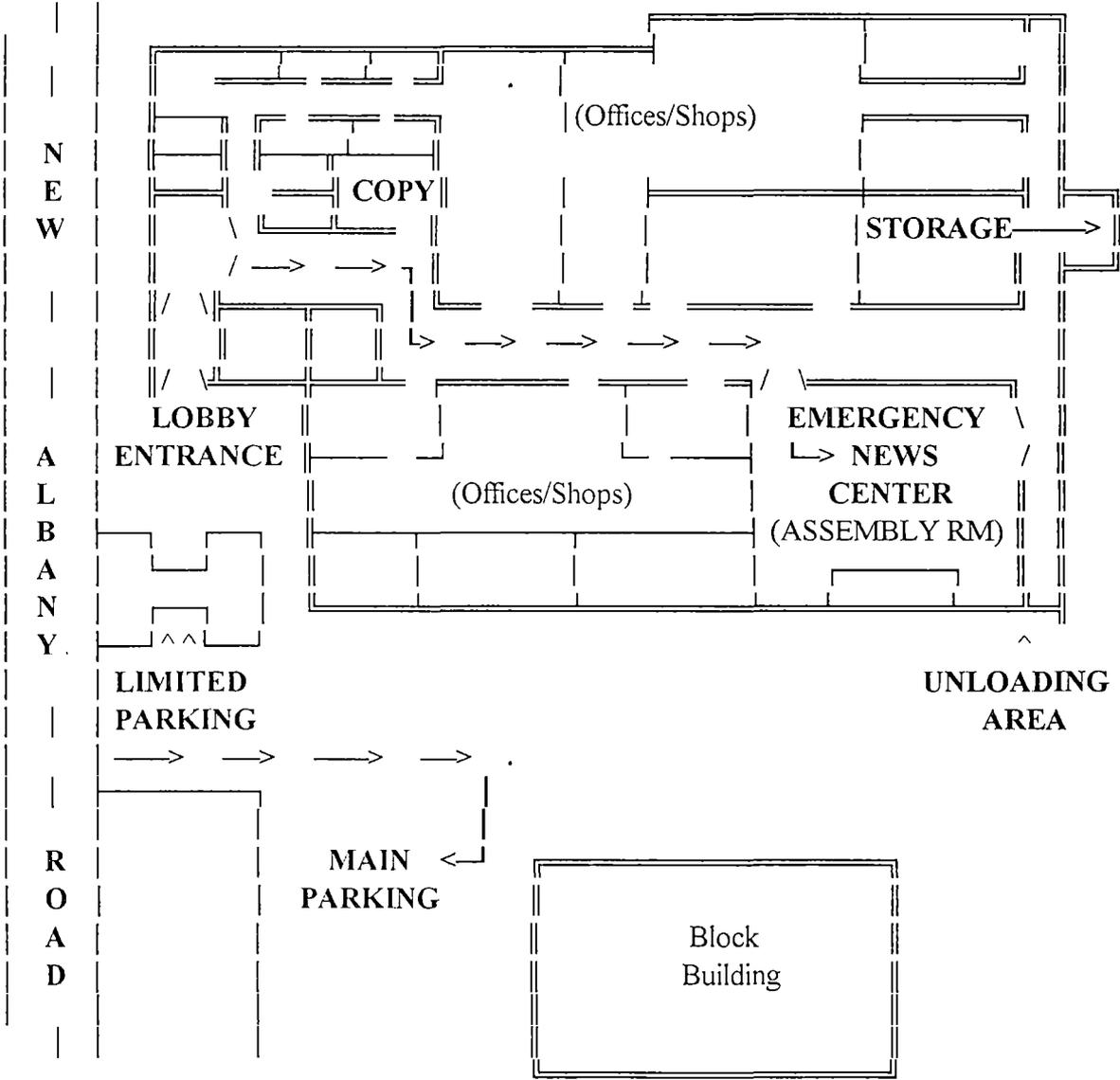
**ATTACHMENT 2
ENC EVACUATION INVENTORY**

<u>EQUIPMENT/SUPPLIES</u>	<u>MINIMUM PACKED</u>	<u>CHECKED</u>
Overhead Projectors	2	_____
Slide Projector	1	_____
Projector Stands	2	_____
Fax Machines	3	_____
Instructions for Fax Machines	All	_____
Fax Transmission Cover Sheets	All	_____
Portable Computers	5	_____
AC Adapters for Portable Computers	5	_____
Battery Operated Printers and Cable Sets	2	_____
Visual Aids, Display Boards and Portable White Boards	All	_____
Tripods for Visual Aids	6	_____
Large Pads of Paper	4	_____
Plant Photographs and System Diagrams	All	_____
Extra Telephones with Jack Cords	10	_____
Extra Telephone Jack Cords (Longest)	10	_____
Tool Kit	1	_____
Copy Paper	2 cases	_____
COMPLETED BY: _____		DATE: _____

Extra Overhead Projector Bulbs	2	_____
Extra Slide Projector Bulbs	2	_____
Size "C" Batteries for Radio	8	_____
Blank Audio Cassette Tapes	12	_____
Blank Video Tapes for VCR	12	_____
Stick-on Media Badges	300	_____
Media Registration Log	2	_____
Staplers	4	_____
Staples	6 boxes	_____
Three-hole punch	1	_____
Note Pads	2 dozen	_____
Pens	2 dozen	_____
Pencils	2 dozen	_____
Dry Erase Markers	2 dozen	_____
Log Books	1 dozen	_____
Fax Paper	6 rolls	_____
First Aid Kit	1	_____
Flashlights	12	_____
Size "D" Batteries	24	_____
Emergency Plan Implementing Procedures	1 Set	_____
Office Files	All	_____
COMPLETED BY: _____		DATE: _____

ATTACHMENT 3
BACK-UP ENC BUILDING DIAGRAM, FLOOR PLAN AND TELEPHONES

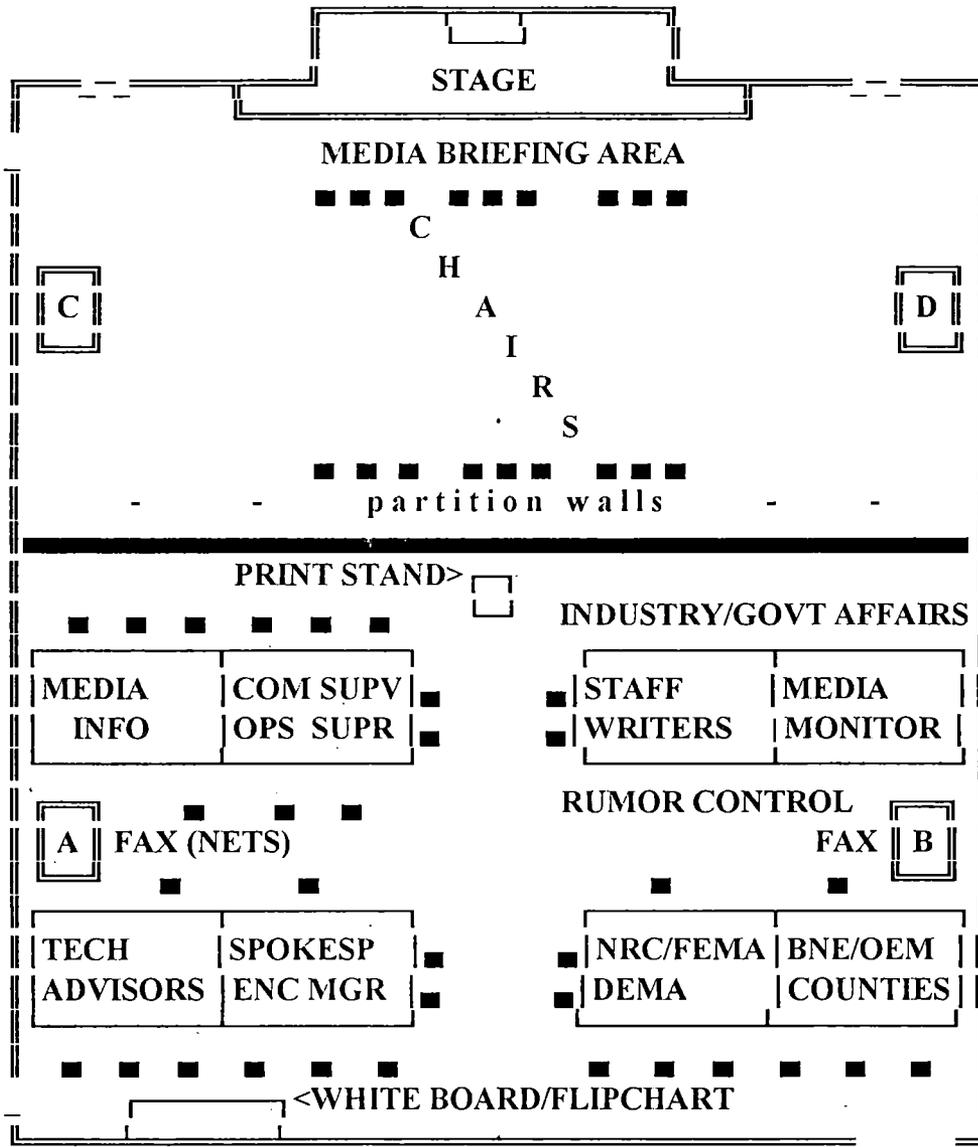
BUILDING DIAGRAM



ATTACHMENT 3

Page 2 of 3

FLOOR PLAN



- 20 - NETS**
- OPS SUPERVISOR - 1 circuit
 - STAFF WRITERS - 1 circuit
 - TECH ADVISORS - 3 circuits
 - NEW JERSEY - 2 circuits
 - DELAWARE - 2 circuits
 - ENC MANAGER - 1 circuit
 - COMM SUPV - 1 circuit
 - IND/GOVT/RUMOR - 2 circuits
 - NRC/FEMA - 4 circuits
 - FAX MACHINES - 2 circuits
 - SPOKESPERSON - 1 circuit

- 20 - COMMERCIAL**
- OPS SUPERVISOR - 1 circuit
 - STAFF WRITER - 1 circuit
 - MEDIA INFO LINE - 5 circuits(1 for FAX)
 - NRC/FEMA - 1 circuit
 - NEW JERSEY - 2 circuits
 - DELAWARE - 2 circuits
 - IND/GOVT/RUMOR - 1 circuit
 - MEDIA - 5 circuits
 - SPOKESPERSON - 1 circuit
 - ENC MANAGER - 1 circuit

**ATTACHMENT 3
BACK-UP ENC BUILDING DIAGRAM, FLOOR PLAN AND TELEPHONES**

Page 3 of 3

BACK-UP ENC TELEPHONE DIRECTORY

TELEPHONE CIRCUITS LOCATED ON COLUMN "A":

Company Spokesperson	ENC Manager	Technical Advisors
Communications Supervisor	Operations Supervisor	Media Info Operators

A-1 (609) 273-1948 (Co Spokesperson)	A-9 NETS 5300 (ENC Manager)
A-2 (609) 273-1961 (ENC Manager)	A-10 NETS 5301 (Ops Supervisor)
A-3 (609) 273-2261 (Ops Supervisor)	A-11 NETS 5303 (Lead Tech Advisor)
A-4 (609) 273-2488 (Media Info Oper)	A-12 NETS 5309 (Tech Advisor)
A-5 (609) 273-2539 (Media Info Oper)	A-13 NETS 5313 (Comm Tech Advisor)
A-6 (609) 273-2690 (Media Info Oper)	A-14 NETS 5314 (Co Spokesperson)
A-7 (609) 273-2691 (Media Info Oper)	A-15 NETS 5315 (Comm Supervisor)
A-8 (609) 273-2774 (Fax Machine)	A-16 NETS 5318 (Fax Machine)

TELEPHONE CIRCUITS LOCATED ON COLUMN "B":

Staff Writer	Media Monitor	Industry/Govt Affairs
DE/NJ States	NRC/FEMA	Rumor Control Fax

B-1 (609) 273-2263 (Staff Writer)	B-8 NETS 5302 (Media Monitor)
B-2 (609) 273-2787 (NRC/FEMA)	B-9 NETS 5304 (NJOEM)
B-3 (609) 273-2873 (NJ)	B-10 NETS 5305 (NJBNE)
B-4 (609) 273-3156 (NJ)	B-11 NETS 5306 (DEMA)
B-5 (609) 273-3257 (DE)	B-12 NETS 5307 (DEMA)
B-6 (609) 273-3379 (DE)	B-13 NETS 5308 (FEMA)
B-7 (609) 273-3380 (Ind/Govt Affairs)	B-14 NETS 5310 (NRC)
	B-15 NETS 5311 (NRC)
	B-16 NETS 5312 (NRC)
	B-17 NETS 5316 (Staff Writer)
	B-18 NETS 5317 (Ind/Govt Affairs)
	B-19 NETS 5319 (Rumor Control Fax)

TELEPHONE CIRCUITS LOCATED ON COLUMN "C":

Media Only

C-1 (609) 273-3689 (Media)	C-3 (609) 273-4388 (Media)
C-2 (609) 273-3793 (Media)	

TELEPHONE CIRCUITS LOCATED ON COLUMN "D":

Media Only

D-1 (609) 273-5895 (Media)	D-2 (609) 273-5928 (Media)
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ATTACHMENT 4 COMPANY SPOKESPERSON

The Company Spokesperson should:

1.0 ENC EVACUATION

- 1.1 WHEN the Media Briefing is completed announcing the evacuation, THEN MEET with Lead Technical Advisor and one Administrative Support Person AND ARRANGE transportation to the Back-up ENC via helicopter or automobile.

NOTE

It is suggested that the Lead Technical Advisor and Administrative Support Person drive outside the 10-mile Emergency Planning Zone (EPZ) to a location on the way to the Back-up ENC, such as the Wal Mart shopping center parking lot on Route 49 in Pennsville. They would then leave their vehicles at the drop-off point outside the EPZ and travel with the Company Spokesperson to the Back-up ENC. If arrangements for a helicopter are made, then key people go to helipad at EOF or as directed.

- 1.2 OBTAIN map and directions to the Back-up ENC.
- 1.3 TAKE notes, Attachments 3 and 24 to NC.EP-EP.ZZ-0801(Q), and this Attachment.
- 1.4 DEPART the ENC as soon as possible without waiting for other ENC staff.
- 1.5 TRAVEL to the Back-up ENC in your vehicle with the Lead Technical Advisor and one Administrative Support Person to maintain log of car telephone conversations and significant information about the emergency.
- 1.6 WHEN in vehicle with Lead Technical Advisor and Administrative Support Person, THEN MAINTAIN periodic contact with the Public Information Liaison (PIL) at the EOF until arriving at the Back-up ENC.
- 1.7 PROVIDE significant information about the emergency and plant status to the Administrative Support Person to note for use in future briefings.
- ### 2.0 BACK-UP ENC OPERATION
- 2.1 ESTABLISH contact with EC
AND DISCUSS any News Bulletins issued by EC.
- 2.2 PREPARE to brief ENC staff and then media on emergency and plant status.
- 2.3 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 3.

**ATTACHMENT 5
LEAD TECHNICAL ADVISOR**

The Lead Technical Advisor should:

1.0 ENC EVACUATION

- 1.1 WHEN the Media Briefing is completed announcing the evacuation,
THEN MEET with Company Spokesperson and one Administrative Support Person
AND ARRANGE transportation to the Back-up ENC.

NOTE

It is suggested that the Administrative Support Person and Lead Technical Advisor drive to a location outside the 10-mile Emergency Planning Zone on the way to the Back-up ENC. They would then leave their vehicles at the drop-off point outside the EPZ and travel with the Company Spokesperson to the Back-up ENC. If helicopter transportation is arranged, follow alternate directions.

- 1.2 TAKE the following to Back-up ENC:
- Three telephones for NETS 5303, Nets 5314, and (609) 273-1948
 - Any notes and logs
 - Attachment 4 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment.
- 1.3 DEPART the ENC as soon as possible without waiting for ENC staff.
- 1.4 TRAVEL to the vehicle drop-off point
AND MEET the Company Spokesperson for transportation to the Back-up ENC.
- 1.5 CALL Public Information Liaison (PIL) at the EOF
AND NOTE all significant information for later use at Back-up ENC.
- 2.0 BACK-UP ENC OPERATION**
- 2.1 INSTALL telephones for NETS 5303, NETS 5314 and (609) 273-1948 per Attachment 3 of this procedure.
- 2.2 WHEN other Technical Advisors have arrived at Back-up ENC,
THEN BRIEF them on emergency and current plant status.
- 2.3 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 4.

ATTACHMENT 6 MEDIA TECHNICAL ADVISOR

The Media Technical Advisor should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 PACK in boxes the media resource material, including all Help Desk material and telephones for circuits (609) 273-3689, 3793, 4388, 5895 and 5928.
- 1.3 IF assistance is needed,
THEN ASK Communications Technical Advisor or Operations Supervisor for help.
- 1.4 LOAD boxes into vehicles for transport to the Back-up ENC.
- 1.5 OBTAIN map and directions to Back-up ENC.
- 1.6 TAKE the following to Back-up ENC:
 - Boxes of resource materials
 - Visual aids for use by Company Spokesperson
 - Five telephones
 - Any notes and logs
 - Attachment 5 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.7 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the Lead Technical Advisor of arrival at Back-up ENC.
- 2.2 SET UP Media Briefing Area, including Help Desk and five telephones, as shown in Attachment 3 to this procedure.
- 2.3 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 5.

**ATTACHMENT 7
COMMUNICATIONS TECHNICAL ADVISOR**

The Communications Technical Advisor should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 OBTAIN map and directions to Back-up ENC.
- 1.3 TAKE the following to Back-up ENC:
 - Two telephones for NETS 5309 and NETS 5313 circuits
 - Any notes and logs
 - Attachment 6 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.4 PROVIDE assistance to Media Technical Advisor if needed.
- 1.5 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the Lead Technical Advisor of arrival at Back-up ENC.
- 2.2 SET UP work area as shown in Attachment 3 to this procedure.
- 2.3 OBTAIN briefing from Lead Technical Advisor on emergency and plant status.
- 2.4 ESTABLISH telephone contact with the Public Information Liaison (PIL) at the EOF.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 6.

**ATTACHMENT 8
HEALTH PHYSICS (HP) SPOKESPERSON**

The HP Spokesperson should:

1.0 **ENC EVACUATION**

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 PROVIDE information on exposure control and ALARA considerations during the ENC evacuation.
- 1.3 OBTAIN map and directions to the Back-up ENC.
- 1.4 TAKE the following to Back-up ENC:
 - Any notes
 - Attachment 7 to NC.EP-EP.ZZ-0801(Q)
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.5 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 **BACK-UP ENC OPERATION**

- 2.1 SIGN IN
AND INFORM the ENC Manager of arrival at Back-up ENC.
- 2.2 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 7.

**ATTACHMENT 9
COMMUNICATIONS SUPERVISOR**

The Communications Supervisor should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 ENSURE two portable computers, printers and battery back-up units are transported to Back-up ENC for two Staff Writers.
- 1.3 NOTIFY Corporate Communications of the evacuation and expected activation time at the Back-up ENC [Contact on-call duty officer through Operator at 1-201-430-7000 if Corporate Communications office is not staffed].
- 1.4 NOTIFY the Moorestown Police Department [1-609-235-0130] of relocation AND REQUEST a patrolman be assigned to the entrance of PSE&G's Service Center on New Albany Road for traffic control and to provide direction to media and staff.
- 1.5 ASSIGN one Staff Writer to the EOF and the other to the Back-up ENC.
- 1.6 NOTIFY a Staff Writer from a relief shift to report immediately to the Back-up ENC.
- 1.7 OBTAIN map and directions to the Back-up ENC.
- 1.8 TAKE the following to Back-up ENC:
 - Telephone for NETS 5315 circuit
 - Any notes
 - Attachment 8 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.9 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN upon arrival at Back-up ENC.
- 2.2 SET UP work areas as shown in Attachment 3 AND RE-ESTABLISH contacts.
- 2.3 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 8.

**ATTACHMENT 10
OPERATIONS SUPERVISOR**

The ENC Operations Supervisor should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 ENSURE copies of Attachment 1, Back-up ENC Directions and Map, are available for ENC staff, government representatives and media at the ENC.
- 1.3 CALL the Administrative Support Manager (ASM) at the EOF
AND REQUEST logistical support from the ASM to transport ENC equipment and material to the Back-up ENC, to include one truck, two personnel and handling gear to load and unload equipment.
- 1.4 REQUEST helicopter transportation to the Back-up ENC for the Company Spokesperson; Lead Technical Advisor; Federal, State and County Spokespersons; or other key personnel.
- 1.5 INFORM Company Spokesperson of availability of helicopter transportation to the Back-up ENC.
- 1.6 IF logistical support is not available through the ASM,
THEN INFORM the ENC staff that they should load ENC equipment and supplies in their vehicles.
- 1.7 CALL the PSE&G Camden Transmission and Distribution Dispatcher [1-800-552-8573 or 1-609-799-6843]
AND REQUEST that the Dispatcher notify the on-call supervisor for Camden Service Center in Moorestown to prepare the Assembly Room for activation as the Back-up Emergency News Center for the nuclear plant.
- 1.8 IF Salem Community Center staff is in building,
THEN ENSURE they are aware of any need for them to evacuate
AND COORDINATE building lockup and security measures with them before evacuating the ENC.
- 1.9 ASSIGN the Administrative Support Persons to gather and pack all supplies and equipment listed in Attachment 2, ENC Evacuation Inventory Checklist.
- 1.10 ENSURE Attachment 2 is satisfactorily completed, with all items checked and signed off before ENC equipment and supplies are loaded for transport to Back-up ENC.

ATTACHMENT 10

Page 2 of 2

- 1.11 ENSURE that ENC equipment and supplies are properly packed and transported to Back-up ENC.
- 1.12 ENSURE that all ENC staff have transportation to the Back-up ENC.
- 1.13 OBTAIN three sets of maps and directions to Back-up ENC.
- 1.14 POST directions to the Back-up ENC inside each of two glass doors at the front and back building entrances to the Greater Salem Community Center.
- 1.15 TAKE the following to Back-up ENC:
 - Any notes and logs
 - Four telephones for circuits (609) 273-1961, (609) 273-2261, NETS 5300, and NETS 5301
 - Reference materials
 - Attachment 9 to NC.EP-EP.ZZ-0801(Q)
 - Completed Attachment 2 to this procedure
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.16 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the ENC Manager of arrival at the Back-up ENC.
- 2.2 SET UP work areas as shown on Attachment 3, Back-up ENC Building Diagram, Floor Plan and Telephones.
- 2.3 IDENTIFY a room in the Transmission and Distribution Service Center that can be used by the Spokespersons to meet in prior to the Media Briefings,
AND INFORM the ENC Manager and all Spokespersons of the room location before their first meeting.
- 2.4 NOTIFY the ENC relief shift to report to the Back-up ENC instead of the ENC and the time for the next shift to start.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 9.

**ATTACHMENT 11
STAFF WRITER****NOTE**

One Staff Writer is assigned to the Back-up ENC and the other Staff Writer is assigned to the Emergency Operation Facility (EOF).

The Staff Writer assigned to the Back-up ENC should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 OBTAIN map and directions to the Back-up ENC.
- 1.3 PACK two portable computers, printer, and battery back-up units.
- 1.4 TAKE the following to Back-up ENC:
 - Two portable computers, printer and battery back-up units
 - Two telephones for circuits (609) 273-2263 and NETS 5316
 - Any notes
 - A copy of each News Bulletin issued
 - The latest Chronology of Events
 - Reference material such as Background Information File and Technical Translator
 - Attachments 10 and 23 of NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.5 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the Communications Supervisor of arrival at Back-up ENC.
- 2.2 SET UP work area as shown in Attachment 3 to this procedure.
- 2.3 WRITE a News Bulletin announcing the activation and location of the Back-up ENC
AND GIVE it to the Communications Supervisor to obtain reviews and approval.

ATTACHMENT 11

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- 2.4 UPDATE the Chronology of Events before the first Media Briefing at Back-up ENC AND GIVE it to the Communications Supervisor to obtain reviews and approval.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 10.

The Staff Writer assigned to the EOF should:

3.0 INTERIM EVACUATION TO EOF

- 3.1 WRITE a News Bulletin to address the relocation of the ENC to the Back-up ENC AND EMPHASIZE the new Media Information Line telephone numbers for the Back-up ENC: (609) 273- 2488, (609) 273-2539, (609) 273-2690, and (609) 273-2691.
- 3.2 INCLUDE in News Bulletin any information from the State of New Jersey representative about ensuring public awareness during evacuations.
- 3.3 OBTAIN reviews and approvals of News Bulletin AND MAKE any changes before leaving the ENC.
- 3.4 OBTAIN list of telephone numbers from Media Information Coordinator for faxing News Bulletins to the following wire services:
- Business Wire
 - Media Wire
 - Associated Press (AP)
 - United Press International (UPI)
 - PR Newswire
- 3.5 OBTAIN list of telephone numbers from Industry/Government Affairs Coordinator for faxing News Bulletins to industry and Government Affairs contacts.
- 3.6 OBTAIN list of telephone numbers from Rumor Control Coordinator for faxing News Bulletins to Southern Inquiry and Accounting Center (SIAC) and Northern Inquiry and Accounting Center (NIAC).
- 3.7 TAKE the following to the EOF:
- Lists of telephone numbers to fax News Bulletins
 - Any notes
 - Attachments 10 and 23 to NC.EP-EP.ZZ-0801(Q)
 - This Attachment.
- 3.8 WHEN the News Bulletin is completed and issued, THEN GO to the EOF in the Nuclear Training Center.

ATTACHMENT 11

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4.0 INTERIM ENC OPERATION AT EOF

- 4.1 REPORT to the Emergency Response Manager (ERM) upon arrival at the EOF.
- 4.2 WORK with the Public Information Liaison (PIL) at the EOF to gather information.
- 4.3 WRITE News Bulletins as directed by the ERM.
- 4.4 OBTAIN approval of News Bulletins by the ERM.
- 4.5 IF the Governor of New Jersey has declared a formal State of Emergency, THEN OBTAIN News Bulletin approval by a New Jersey representative at the EOF or located elsewhere as addressed in Nuclear Business Unit Emergency Plan Attachment 2-1.4, Memorandum of Understanding between PSE&G and the State of New Jersey.
- 4.6 OBTAIN assistance of the EOF Administrative Support Staff AND DISTRIBUTE approved News Bulletins to EOF staff and the fax numbers on lists brought from ENC:
- Rumor Control Center at Southern Inquiry and Accounting Center (SIAC) [4-420-5241, 1-609-291-5241, or 1-609-298-0792]
 - Rumor Control Center at Northern Inquiry and Accounting Center (NIAC) [1-908-272-1438]
 - Government Affairs contacts [1-609-393-1681, 1-201-242-0741, 1-201-623-8711, and 1-202-408-0214, and any others on list brought from ENC]
 - Industry contacts [per list brought from ENC]
 - Wire services [per list brought from ENC]
 - Emergency Response Manager at EOF
 - Government agency representatives and key staff at the EOF
 - Back-up ENC when its fax machines are operational [NETS 5318 or 1-609-273-0062].
- 4.7 WHEN the Back-up ENC is activated and has taken over the responsibilities for writing News Bulletins, THEN DISCUSS with the ENC Manager at the Back-up ENC whether to leave the EOF if conditions allow or remain at the EOF to assist the PIL.
- 4.8 LEAVE the EOF as directed by the ENC Manager OR ASSIST the PIL at EOF.

**ATTACHMENT 12
MEDIA INFORMATION COORDINATOR AND OPERATORS**

The Media Information Coordinator should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 INFORM the Media Information Line Operators about what was covered at the ENC staff briefing about the evacuation.
- 1.3 ENSURE that Media Information Line Operators are providing directions to the Back-up ENC to callers.
- 1.4 ARRANGE with ENC Operations Supervisor to have additional Media Information Line Operators from relief shifts report to the Back-up ENC if and when needed.
- 1.5 DISCONNECT fax machine in Media Information Room ONLY after last News Bulletin about the relocation to the Back-up ENC has been faxed.
- 1.6 RECORD the following message on the ENC's four Media Information Lines using the answering machine instructions:

“The Emergency News Center is being evacuated to a back-up facility as of _____ a.m./_____ p.m. on _____ (month) _____ (day). The Back-up Emergency News Center will become operational and new media information lines will be restored in approximately two hours. New media information telephone numbers will be 609-273-2488, 609-273-2539, 609-273-2690, and 609-273-2691.

News Bulletins will be issued from PSE&G's Emergency Operations Facility until the Back-up Emergency News Center in Moorestown, New Jersey is operational.

Media briefings will be resumed at that time in the Back-up Emergency News Center located at the PSE&G Transmission and Distribution Center on New Albany Road between Lenola Road and Church Street in Moorestown, Burlington County, New Jersey.

The Emergency News Center is being evacuated to a back-up facility as of _____ a.m./_____ p.m. on _____ (month) _____ (day). The Back-up Emergency News Center will become operational and the Muskrat Information Line restored and updated at that time. Please call again when the information lines have been restored.”

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- 1.7 TAKE the following to Back-up ENC:
- Reference materials for Media Information Line Operators (Press Kits, Facts-on-file Books, Emergency Information Calendars, and Telephone Directories)
 - Any notes and logs
 - Fax transmission cover sheets for all faxes
 - Fax machine, paper and instruction manual
 - Four telephones for Media Information Lines
 - Attachments 11 and 13 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment.

The Media Information Coordinator and Media Information Line Operators should:

- 1.7 OBTAIN map and directions to the Back-up ENC.
- 1.8 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 **BACK-UP ENC OPERATION**

- 2.1 SIGN IN
AND INFORM the Communications Supervisor of arrival at Back-up ENC.
- 2.2 SET UP work area as shown in Attachment 3 to this procedure.
- 2.3 OBTAIN briefing from Company Spokesperson or Communications Technical Advisor on emergency and plant status.
- 2.4 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachments 11 and 13.

**ATTACHMENT 13
RUMOR CONTROL COORDINATOR AND MEDIA MONITORS**

The Rumor Control Coordinator should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 PROVIDE the Staff Writer going to the Emergency Operations Facility (EOF) with the fax numbers for the Southern Inquiry and Accounting Center (SIAC) and Northern Inquiry and Accounting Center (NIAC) to send News Bulletins issued at the EOF.
- 1.3 ENSURE Media Monitors know what was covered at the ENC staff briefing about the evacuation.
- 1.4 CONTACT the Rumor Control Center Supervisors at SIAC and NIAC AND INFORM them about the ENC evacuation.
- 1.5 TELL them there will be a delay before the next News Bulletin is issued.
- 1.6 INSTRUCT the Rumor Control Center Supervisors to inform the SIAC staff and NIAC staff that evacuation of the Emergency News Center to the Back-up ENC and that it will cause a delay in the flow of information, and they should continue to provide the information they already have to callers.
- 1.7 RECORD the following message on the Muskrat Information Line [1-609-339-1463]:

"The Emergency News Center is being evacuated to a back-up facility as of _____ a.m./ _____ p.m."

The Rumor Control Coordinator and Media Monitors should:

- 1.8 OBTAIN map and directions to Back-up ENC.
- 1.9 PACK for transport to Back-up ENC only those items of equipment that are portable, such as unattached television monitors and video tape recorders, radios and scanners.

ATTACHMENT 13

Page 2 of 2

- 1.10 TAKE the following to Back-up ENC:
- Any notes and logs
 - Fax machine, paper and instruction manual
 - Fax transmission cover sheets for all faxes
 - Telephone for NETS 5302
 - All unattached television monitors and video tape recorders in the ENC
 - Cables for connecting equipment
 - Radios
 - Scanners
 - Attachments 12 and 18 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.11 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 **BACK-UP ENC OPERATION**

- 2.1 SIGN IN
AND INFORM the Communications Supervisor of arrival at Back-up ENC.
- 2.2 SET UP work area as shown in Attachment 3 to this procedure.
- 2.3 IF additional equipment or television receivers are needed,
THEN OBTAIN them from Transmission and Distribution Service Center or other locations.
- 2.4 CONNECT
AND TURN ON equipment.
- 2.4 OBTAIN briefing from Company Spokesperson on emergency and plant status.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachments 12 and 18.

**ATTACHMENT 14
INDUSTRY/GOVERNMENT AFFAIRS COORDINATOR**

The Industry/Government Affairs Coordinator should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 GIVE fax numbers of contacts receiving News Bulletins to Staff Writer going to EOF.
- 1.3 CALL Federal Affairs, State Governmental Affairs, Lower Alloways Creek (LAC) Township, Salem County Department of Emergency Services, and industry contacts, AND INFORM them of Emergency News Center evacuation to a back-up facility and to expect a delay in the information flow.
- 1.4 OBTAIN map and directions to the Back-up ENC.
- 1.5 TAKE the following to Back-up ENC:
 - Any notes and logs
 - All reference materials such as Emergency Information Calendars, News Bulletins, latest Chronology of Events, and Telephone Directories
 - Two telephones for circuits (609) 273-3380 and NETS 5317
 - Attachment 14 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.6 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the Communications Supervisor of arrival at Back-up ENC.
- 2.2 SET UP work area as shown in Attachment 3 to this procedure.
- 2.3 OBTAIN briefing from Company Spokesperson on emergency and plant status.
- 2.4 RE-ESTABLISH telephone contact with Federal Affairs, State Governmental Affairs, Salem County Department of Emergency Services, LAC Township official, industry contacts and other previously arranged contacts.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 14.

**ATTACHMENT 15
COMPUTER ANALYST**

The Computer Analyst should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.2 INSTRUCT the ENC staff who use computers how to set them up and operate them without the docking stations, and how to connect the battery packs.
- 1.3 ASSIST in packing computers, printers and battery packs for transport to Back-up ENC.
- 1.4 CALL for another Computer Analyst to go to the Back-up ENC and assist in unpacking and setting up computers and printers at the Back-up ENC.
- 1.5 IF the Computer Analyst going to the Back-up ENC needs directions, THEN PROVIDE directions to the Back-up ENC over the telephone.
- 1.6 INFORM the ENC Operations Supervisor that a Computer Analyst has been called for the Back-up ENC
AND PROVIDE the name of the individual.
- 1.7 CALL the Administrative Support Manager at the Emergency Operations Facility (EOF)
AND INFORM them you are coming to the EOF.
- 1.8 WHEN all duties are completed at the ENC,
THEN GO to the EOF in the Nuclear Training Center
AND PROVIDE computer support.

**ATTACHMENT 16
AUDIO/VISUAL SERVICES COORDINATOR**

The Audio/Visual Services Coordinator should:

1.0 ENC EVACUATION

- 1.1 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.

NOTE

Video equipment is not relocated to the Back-up ENC to tape Media Briefings.

- 1.2 ASSIST the ENC Operations Supervisor in contacting Corporate Communications [Duty Officer can be contacted through the Operator at 1-201-430-7000 if Corporate Communications office is not staffed] and obtaining video recording equipment for the Back-up ENC to record Media Briefings.
- 1.3 COLLECT the Spokespersons' nametags and pack with the Help Desk materials.
- 1.4 ASSIST the Media Technical Advisor in packing and loading the Help Desk materials and visual aids for transport to the Back-up ENC.
- 1.5 OBTAIN map and directions to Back-up ENC.
- 1.6 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION

- 2.1 SIGN IN
AND INFORM the ENC Operations Supervisor of arrival at Back-up ENC.
- 2.2 ASSIST the Media Technical Advisor in setting up the Media Briefing Area as shown in Attachment 3 to this procedure.
- 2.3 OBTAIN from ENC Operations Supervisor the names, titles and correct spelling of names of all new spokespersons.
- 2.4 PLACE name card for each spokesperson on spokespersons' table
AND CHANGE them as spokespersons change.

ATTACHMENT 16

Page 2 of 2

NOTE

Media Briefings may take place without being taped until video equipment is available. Audio taping may be performed until video recordings can be made of Media Briefings.

- 2.5 WHEN the video recording equipment arrives at the Back-up ENC,
THEN SET UP the equipment
AND TAPE all Media Briefings.
- 2.6 MEET with Media Technical Advisor and Company Spokesperson periodically to determine what visual aids should be set out for possible use during Media Briefings
AND CHANGE visual aids as emergency event changes.
- 2.7 ASSIST Federal and State Spokespersons with obtaining visual aids when they arrive at the Back-up ENC and when the emergency changes.
- 2.8 REPLAY latest Media Briefing video tape in Media Briefing Room between briefings.
- 2.9 IF there is a shift change,
THEN BRIEF the replacement Audio/Visual Services Coordinator on what happened during the shift and current status of A/V equipment at or expected to be delivered to the Back-up ENC.

**ATTACHMENT 17
ADMINISTRATIVE SUPPORT PERSON**

1.0 ENC EVACUATION

The Administrative Support Person assigned to the Company Spokesperson should:

- 1.1 WHEN the Media Briefing is completed announcing the evacuation,
THEN MEET with the Company Spokesperson and Lead Technical Advisor
AND ARRANGE transportation to the Back-up ENC.

NOTE

It is suggested that the Lead Technical Advisor and Administrative Support Person drive to a location outside the 10-mile Emergency Planning Zone on the way to the Back-up ENC. They would then leave their vehicles at the drop-off point outside the EPZ and travel with the Company Spokesperson to the Back-up ENC. If helicopter transportation is arranged, follow alternate directions.

- 1.2 TAKE the following to Back-up ENC:
- Any notes and log
 - Sign-in sheets with names of ENC staff
 - Blank sign-in sheets for use at Back-up ENC
 - Attachment 17 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC and directions to drop-off point on the way.
- 1.3 DEPART the ENC as soon as possible without waiting for ENC staff.
- 1.4 TRAVEL to the vehicle drop-off point
AND MEET the Company Spokesperson for transportation to the Back-up ENC.
- 1.5 LOG all car telephone conversations about the emergency
AND TAKE notes of information needed later for News Bulletins and Media Briefings.

The Administrative Support Person assigned to the Sign-in/Badging Table should:

- 1.6 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.7 OBTAIN box marked "BADGING SUPPLIES"
AND PACK all badging supplies in box.

ATTACHMENT 17

Page 2 of 3

- 1.8 OBTAIN map and directions to Back-up ENC.
- 1.9 TAKE the following to Back-up ENC:
- Media entry log book
 - Badging supplies
 - Attachment 17 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to the Back-up ENC.
- 1.10 TRAVEL to Back-up ENC in a safe manner per directions.

The Administrative Support Person assigned to monitor the telecopiers:

- 1.11 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.12 OBTAIN map and directions to Back-up ENC.
- 1.13 TAKE the following to Back-up ENC:
- Copies of all approved News Bulletins, Chronologies of Events, Emergency Alert System message transcripts, and other news statements concerning the emergency
 - Fax machine, paper and instruction book for fax machine
 - Fax cover sheets for News Bulletins
 - Attachment 17 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC.
- 1.14 TRAVEL to Back-up ENC in a safe manner per directions.

The Administrative Support Person assigned as messenger between the ENC areas should:

- 1.15 ATTEND the ENC staff briefing by the ENC Manager to obtain details of the evacuation to the Back-up ENC.
- 1.16 OBTAIN map and directions to Back-up ENC.
- 1.17 PROVIDE enough copies of Attachment 1, Back-up ENC Directions and Map, for each member of the ENC staff and each government representative.

ATTACHMENT 17

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- 1.18 PROVIDE enough copies of Attachment 1 to the Media Technical Advisor for each media representative at the ENC.
- 1.19 PACK boxes of supplies listed on Attachment 2, ENC Evacuation Inventory Checklist.
- 1.20 TAKE the following to Back-up ENC:
- Supplies listed in Attachment 2 to this procedure
 - Attachment 17 to NC.EP-EP.ZZ-0801(Q)
 - Attachment 3 to this procedure
 - This Attachment
 - Map and directions to Back-up ENC
- 1.21 TRAVEL to Back-up ENC in a safe manner per directions.

2.0 BACK-UP ENC OPERATION**The Administrative Support Person assigned to the Company Spokesperson should:**

- 2.1 ASSIST the Lead Technical Advisor in setting up work area as shown in Attachment 3 to this procedure.
- 2.2 SET UP sign-in sheets on table near entrance door to work area.
- 2.3 SIGN IN
AND OBTAIN signatures of everyone else at Back-up ENC.
- 2.4 REMIND the ENC staff to sign in as they arrive at Back-up ENC.
- 2.5 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 17.

The other Administrative Support Persons should:

- 2.6 SIGN IN
AND INFORM the ENC Operations Supervisor of arrival at Back-up ENC.
- 2.7 SET UP work areas as shown on Attachment 3, Back-up ENC Building Diagram, Floor Plan and Telephones.
- 2.8 PERFORM normal ENC duties described in NC.EP-EP.ZZ-0801(Q), Attachment 17.

PSE&G NUCLEAR BUSINESS UNIT

EPIP 807 - REV. 16

EMERGENCY NEWS CENTER TELEPHONE DIRECTORY

**PSE&G
CONTROL**

COPY # EPIPOS9

SPONSOR ORGANIZATION: Emergency Preparedness

REVISION SUMMARY:

This revision is editorial in nature. Phone numbers have been verified and changed as needed. No other changes made.

IMPLEMENTATION REQUIREMENTS:

Effective Date: 10/06/98

APPROVED: (See last page for signatures)

NUCLEAR BUSINESS UNIT EMERGENCY PLAN
ENC PROCEDURE

EMERGENCY NEWS CENTER (ENC) TELEPHONE DIRECTORY
EPIP 807

1. Action Level

Upon staffing or activation of the Emergency News Center.

2. Individuals Who Will Implement This Procedure

ENC Emergency Response Personnel

3. Action Statements

Unless directed by procedure, personnel who use this telephone directory to contact offsite organizations shall obtain the permission of the ENC Manager.

4. References

None

5. Attachments

REFER TO PAGE 2 THRU 6 FOR DIRECTORY PHONE LISTING

NOTE

Refer to Emergency Response Callout/Personnel Recall, EPIP 204S/H, for telephone listing of Salem/Hope Creek Emergency Response Personnel.

6. Signature Page

ENC DIRECTORY

EOF CONTACTS

Emergency Response Manager (ERM)	NETS 5000
	DID 3989
Public Information Liaison	NETS 5010
	DID 3889
Emergency Preparedness Coordinator	(DID) 339-3761

ENC CONTACTS

Company Spokesperson	NETS 5314
ENC Manager	NETS 5300
Operations Supervisor	NETS 5301
Communications Supervisor	NETS 5315
Media Information Operators	609-273-0282
	609-273-0479
	609-273-0586
	609-273-0188
	(FAX) 609-273-0062

CAMDEN ELECTRIC DISTRIBUTION CENTER (Back-up ENC)

(Dispatcher)	1-800-894-1641
	609-799-6258
	NETS 6725
	NETS 6726
	NETS 6727

CORPORATE CONTACTS

CEO, James Ferland	4-333-5620
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CORPORATE COMMUNICATIONS

Corporate Public Information	4-333-6618
Corporate Communications, Call Newark Operator for Duty Officer	973-430-7000

PSE&G Energy Line	(FAX) 973-430-5845
-------------------	--------------------

INVESTOR RELATIONS

Brian Smith, Director - Investor Relations	
	(OFFICE) 973-430-6564
	(HOME) 201-934-7639

Ron Hornak	(Backup)	(OFFICE)	973-430-6574
		(HOME)	732-422-0914

RUMOR CONTROL CENTERS

PSE&G Northern Rumor Control Center (FAX) 908-272-1438
908-709-2222
SIC (7 a.m. - 8 p.m., Mon - Fri) 609-291-5300
PSE&G Southern Inquiry Center, Supervisor 4-420-5300
PSE&G Southern Inquiry Center (FAX) 609-298-0792
(FAX) 609-291-9095
(FAX) 609-291-5241
PSE&G Northern Inquiry Center, Supervisor
(CRANFORD) 4-336-2222

CO-OWNER CONTACTS

PECO ENERGY - Dispatcher (OFFICE) 215-841-5141
(The dispatcher should contact
Roberta Kankus)

Conectiv

(Formally Atlantic Electric &
Delmarva Power)

John Lazatti (OFFICE) 609-339-3066
(HOME) 609-358-3261
(PAGER) 609-478-5722

MEDIA: LOCAL RADIO, TV, AND NEWSPAPERS

KYW-TV 3		215-238-4800
WCAU-TV 10		610-668-5700
WPVI-TV 6		215-581-4573 215-581-4574 215-581-4575
KYW News Radio		609-795-4455
WKXW		609-882-4600
WDEL/WSTW Radio		302-478-2700
WILM Radio		302-656-9800
	(FAX)	302-655-1450
WNNN Radio		609-935-1510
BusinessWire		610-617-9560
	(FAX)	610-617-9723
CNN America-TV		212-714-7800
NJN-TV		609-777-5000
PR Newswire		800-523-4424
	(FAX)	888-568-0898
AP		609-392-3622
	(FAX)	609-392-3525
Today's Sunbeam		609-935-1500
	(FAX)	609-845-3139
	(FAX)	609-935-8161
Bridgeton Evening News		609-451-1000
	(FAX)	609-455-3098
Wilmington News Journal		302-324-2882
	(FAX)	302-324-5509
	(FAX)	302-324-2865
Newark Star Ledger		973-877-4040
	(FAX)	973-877-5845
Philadelphia Inquirer		215-854-4500
	(FAX)	215-854-5099

State Rumor Control Hotlines

New Jersey Rumor Control Hotlines	1-800-792-8314
Delaware Rumor Control Hotline (In Delaware Only)	1-800-292-9588
Moorestown Police Dept.	609-235-0130

Industry Contacts

INPO	1-800-321-0614 770-644-8000
NEI	(DAY) 202-739-8000 (EVENINGS) 703-644-8805 (FAX) 202-785-4019

Governmental Affairs Contacts

Federal Affairs -

Roger Schwarz, Dir Federal Affairs

	(NEWARK)	973-430-6432
	(HOME)	609-683-4678
Federal Affairs Newark Office	(FAX)	973-623-8711
Federal Affairs Washington, DC	(FAX)	202-408-0214

State Governmental Affairs

Fred DeSanti, GM State Govt. Aff.

	(NEWARK)	973-430-6400
	(HOME)	973-895-5231

John Gagliardi, Mgr. State Govt. Aff.

	(NEWARK)	973-430-3726
	(HOME)	908-359-3224

Bill Walsh, Mgr. State Govt. Aff.

	(TRENTON)	609-599-7047
	(HOME)	609-586-6070

Newark Office (FAX) 973-242-0741
Trenton Office (FAX) 609-393-1681

LAC Township's Liaison to PSE&G

Wallace Bradway, Mayor	(OFFICE)	609-935-6766
Township Building		609-935-1549
	(HOME)	609-935-6766
Frank Pompper, LAC Chief of Police		609-935-7300
LAC Police Dispatcher		609-935-7301
LAC Township	(FAX)	609-935-8127
Bud Conklin, Public Safety	(OFFICE)	609-339-8608
	(HOME)	609-935-3263
	(PAGER)	609-855-5529

Other ENC Contacts

Radiation Management Consultants		215-243-2990 (24-hr Hot Line)
John Kolonich, IKON	(PAGER)	609-337-9297
	(OFFICE)	609-339-1564
Kenneth L. Miller (HP)	(Office)	717-531-8027
	(Home)	717-533-4078
Steven H. King (HP)	(Office)	717-531-8765
	(Home)	717-533-2753
Haz Mat Consultants (HP Med)	(Office)	609-629-5798
	(Pager)	888-663-0855

The NETS Quick Reference Directory (for Red Label Phones) is also at each work station. Please consult that directory for instructions on how to use NETS phones. If you need assistance, let the ENC Operations Supervisor know.

If there is an error in this directory, correct it; and provide the corrected number to the Operations Supervisor at the end of the emergency or the drill.

SIGNATURE PAGE

Prepared By: MARK J. AZZARO (LEV 2) 9/22/98
(If Editorial Revisions Only, Last Approved Revision) (Date)

Reviewed By: N/A
Station Qualified Reviewer Date

Reviewed By: N/A
Department Manager Date

Reviewed By: [Signature] 9/22/98
Manager - CA/EP/IT Date

Reviewed By: N/A
Manager - QA
(If Applicable) Date

SORC Review and Station Approvals

N/A
Mtg. No. Salem Chairman
Date

N/A
Mtg. No. Hope Creek Chairman
Date

N/A
General Manager - Salem
Date

N/A
General Manager - Hope Creek
Date

Effective date of this Revision: 10/5/98
Date