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REP-04	Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	7	11/30/87
REP-05	Cancelled (Refer to REP-03.)		
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DISSEMINATION OF INFORMATION FOLLOWING
AN EMERGENCY AT CRYSTAL RIVER UNIT 3

REQUIRED APPROVALS

John D. Stephenson
Emergency Planning Coordinator

6/13/89
Date

J. Alford
PEC Chairman

89-24
Meeting No.

6/13/89
Date

Paul J. McFee
Director, Nuclear Plant Operations

6/15/89
Date

R. P. Blush
Director, Corporate Communications

6/16/89
Date

W. Sullivan
Vice President, Nuclear Operations

6/16/89
Date



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1.0 PURPOSE

The purpose of this procedure is to provide instructions for the dissemination of information to the public. It describes the operation of the Emergency News Center (ENC) as a near site location for the acquisition and dissemination of emergency related information, and describes the operation of the Corporate Command Center (CCC) as a support location to the ENC.

2.0 SCOPE

This procedure describes the operation of the Emergency Information Services organization following activation of the Radiological Emergency Response Plan (RERP). It is designed to provide a framework within which Florida Power can meet the information needs of the public during an emergency at Crystal River Unit 3.

3.0 APPLICABLE REFERENCE DOCUMENTS

1. Radiological Emergency Response Plan, Florida Power Corporation, Crystal River Unit 3
2. REP-02, "Activation and Notification of the Corporate Emergency Support Plan"
3. REP-03, "Operation of the Emergency Operations Facility"
4. REP-07, "Operation of the Corporate Command Center"

4.0 DEFINITIONS AND ABBREVIATIONS

Terms used in this procedure are consistent with the definitions and abbreviations provided in the RERP. Additional terms, or those of particular importance to this procedure, are provided below:

4.1 DEFINITIONS

Corporate Command Center (CCC): The Corporate Command Center is a location for assembly of Corporate Emergency Support Organization (CESO) personnel assigned to the General Office Complex. It is located on the fourth floor of Building A in the General Office Complex in St. Petersburg.

Corporate Spokesperson: The individual(s) authorized to release emergency related information outside the Company; normally the Information Services Director. (The Information Services Director may authorize additional Corporate Spokespersons at his discretion.)

Emergency News Center (ENC): A near site location for the dissemination of emergency related information to the public through the news media. It is located in the Nuclear Operations Training Facility on West 7 Rivers Drive in Crystal River.



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ENC Staff: Representatives of FPC, Federal, State, and local public information organizations. Representatives of the media who report to the ENC for the purpose of receiving briefings are not considered ENC staff.

Emergency Planning Zone (EPZ): An area surrounding a nuclear power plant for which detailed planning is needed to assure that prompt and effective actions can be taken to protect the public in the event of a radiological emergency. Two EPZs have been established: the Plume Exposure Pathway EPZ (10 mile radius) and the Ingestion Exposure Pathway EPZ (50 mile radius).

Media Briefing: Verbal or written presentation (with visual illustrations if available) of the latest information available, followed by a period of questions from the media.

News Release: Compilation of emergency information that has received management approval for release outside the Company.

Public: People and organizations who have a need to be informed, but who are not directly involved in accident response. Examples of such people and organizations include the media, residents of the emergency planning zone, employees, the nuclear industry, governmental officials, the financial community, and regulatory bodies.

4.2 ABBREVIATIONS

CCC - Corporate Command Center
CESO - Corporate Emergency Support Organization
CIC - Corporate Information Center
EOC - Energy Control Center
ENC - Emergency News Center
GOC - General Office Complex (FPC)
EOF - Emergency Operations Facility
RERP - Radiological Emergency Response Plan, Crystal River Unit 3, Florida Power Corporation
TSC - Technical Support Center

5.0 RESPONSIBILITIES AND ACTIONS

5.1 RESPONSIBILITIES

5.1.1 The Information Services Director is responsible for directing the Florida Power information program during an emergency at CR-3. He is responsible for coordination of Information Services activities at the Emergency News Center and the Corporate Command Center, and has the authority to act as Corporate Spokesperson.



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- 5.1.2 The EOF/ENC Information Coordinator is responsible for managing the Emergency News Center as an outlet for emergency related information during emergency and recovery phase operations.
- 5.1.3 The Employee Information Coordinator is responsible for disseminating information within the FPC organization.
- 5.1.4 The Consumer Services Coordinator is responsible for assuring that emergency related inquiries from FPC commercial and residential customers are satisfied.
- 5.1.5 The Public Affairs Coordinator is responsible for disseminating information to public officials during emergency and recovery phase operations, and for assuring that their inquiries for emergency related information are satisfied.
- 5.1.6 The ENC Technical Support Representative, and the ENC Technical Support Coordinator are responsible for providing clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.
- 5.1.7 The responsibilities for the above positions are described in further detail in attachment 3.
- 5.2 **ACTIVATION OF THE INFORMATION SERVICES ORGANIZATION**
 - 5.2.1 At his discretion, the EOF Director may request activation of the Emergency News Center (in conjunction with the EOF) whenever an Alert emergency classification has been declared.
 - 5.2.2 The Emergency News Center must be activated each time an emergency classification of Site Area or General Emergency is reached.
 - 5.2.3 The Information Services Director will determine the most appropriate utilization of FPC's information dissemination resources, based on the requirements of the emergency in progress. He may activate all, or selected parts, of the Information Services organization if necessary.
- 5.3 **NOTIFICATION OF THE INFORMATION SERVICES ORGANIZATION**
 - 5.3.1 The Emergency/Recovery Director will inform the Information Services Director of any emergency at CR-3 that results in activation of the RERP.



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5.3.2 Notification of the Corporate Emergency Support Organization, including the Information Services staff, will occur each time a Site Area emergency classification is reached. The notification network is provided in Attachment 1 of REP-02, "Activation and Notification of the Corporate Emergency Support Plan".

5.3.3 Notification of the Federal, State, and local public information representatives will occur as a result of required emergency notifications by the plant staff to the State Warning Point, Tallahassee.

5.3.4 Initial notification to the media will occur as a result of normal Public Information Department activities. As a courtesy, notification of the local media will occur prior to notification of the wire services.

5.4 FACILITY PREPARATION

5.4.1 The physical layout of the ENC is depicted in Attachment 1. The ENC is prepared for use by the EOF Facility Manager and the setup personnel (REP-02, Attachment 1). Instructions are contained in REP-03, "Operation of the Emergency Operations Facility".

5.4.2 The CCC is maintained in a state of readiness at all times. The first person to report to the CCC can obtain access from the Secretary to the Vice President, Human Resources, or from the Security personnel assigned to Building A.

5.5 OPERATION OF THE EMERGENCY NEWS CENTER

The information below is provided as an operational guideline for the EOF/ENC Information Coordinator (or other individual designated responsibility for ENC management).

5.5.1 ENC Staffing

1. Media interest in an emergency at CR3 will be a function of the emergency classification, level of emergency response, duration of the emergency, degree of radiological hazard, etc. The Information Services Director must determine the appropriate level of ENC staffing (by FPC personnel) based on media interest.
2. The Corporate Emergency Support Organization (CESO) positions listed below are assigned to the ENC:
 - EOF/ENC Information Coordinator
 - ENC Technical Support Representative
 - ENC Technical Support Coordination



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3. Office and technical personnel will be provided by the EOF Administrative Manager.
4. Depending on the scope and duration of the emergency, Federal, State, and local public information organizations may assign representatives to the ENC.
5. FPC and non-FPC portions of the ENC staff are depicted in Figure 1.

5.5.2 Access Control

1. The two entrances on the east wall must be secured to prevent unauthorized entry into the EOF from the ENC.
2. The Northwest entrance (through Human Resources Lobby) should be used as the only entry point for media or the public. Administrative access control must be established at this entrance. An Access Control Logbook (Figure 2) and personnel badges are included in the ENC supplies. A Security guard must be assigned to this location and instructed to log and issue a badge to each individual who enters.
3. The Southwest door should normally be secured, however media personnel may be allowed to bring power cables for video or audio equipment through this doorway. If this occurs, a Security guard must be posted to prevent unauthorized entry.

5.5.3 Communications Systems

1. The following communications systems are available to FPC representatives in the ENC:
 - Commercial Telephone System
 - Telecopy Machine
 - FPC Microwave Telephone System
2. The following communications systems are available to Federal, State, and County representatives in the ENC:
 - Commercial Telephone System
 - Telecopy System
3. Commercial telephones are available for use by media representatives who report to the Emergency News Center.
4. Additional communications services (e.g., telephones, etc.,) may be provided through the EOF Facility Manager. Equipment repair and maintenance will also be provided through the EOF Facility Manager.



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5.5.4 Recordkeeping

1. News Releases

A copy of each FPC news release must be maintained in a chronological file. This file must be available for reference by the ENC staff.

2. Access Control Log

An Access Control Log must be maintained by Security personnel for media representatives to sign when entering and leaving the ENC. An example log sheet is depicted in Figure 2.

3. Communications Log Sheets

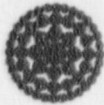
FPC representatives in the ENC must document all communications of significant importance in Communications Logs. Refer to REP-03, "Operation of the Emergency Operations Facility", Attachment 1.

4. Status Reporting

FPC representatives in the ENC must summarize significant actions taken, and the results of these actions, in daily status reports. Refer to REP-03, Attachment 2.

5.5.5 Information Resources

1. Background information may be requested by Federal, State, or County Public Information Officers, or by representatives of the media. The following documents must be available for use as reference material by these individuals:
 - Media Kits designed to provide a general education concerning the nature of ionizing radiation, Crystal River Unit 3, and the Emergency Classification System
 - Copies of previously issued media releases (for provision to late arriving media)
2. Visual aids may enhance the presentation of media releases by Corporate Spokespersons. The following materials are available for use as visual aids:
 - Vector map of the Crystal River area displaying the EPZs
 - CR-3 nuclear plant schematic
 - Diagrams of Plant Systems
 - Chart describing the biological effects of acute, whole body exposure to ionizing radiation
 - Chart depicting the Emergency Classification System



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- Display of radiological protection gear and monitoring equipment
- Nuclear plant mock up
- Large screen television with videotape player unit

5.5.6 Management

1. Assure that administrative access control has been established by Security personnel.
2. Assure that adequate personnel are available to support facsimile transmittal and other general clerical functions. If required, additional office and technical personnel may be provided through the Administrative Manager.
3. Assure that the media telephone stations are operable and that adequate tables/chairs are provided.
4. Assure that a clear area is maintained in the center of the media working area for set up of television equipment, etc.
5. Assure that previously prepared media kits are available to members of the media who report to the ENC.
6. Assure that briefings in the EOF are attended by an ENC representative for the purpose of gathering information necessary to prepare news releases.
7. Assure that all proposed news releases receive proper authorizations prior to their release outside the Company.
8. Assure that all news releases are distributed as follows:
 - Public Affairs Coordinator
 - Consumer Services Coordinator
 - CCC Coordinator
 - Rumor Control personnel
 - EOF Director
 - Employee Information Coordinator
9. Assure that representatives of Federal, State, and local public information organizations are provided the information and support necessary to prepare timely and accurate news releases.
10. Establish a schedule for providing media briefings on a regular frequency. (Refer to Section 5.8 of this procedure for guidelines concerning media briefings.)



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11. Assure that only personnel who have been designated as Corporate Spokespersons are assigned responsibilities that include representing the Company to the public.
12. If media attention warrants, assure that an area is established for provision of individual interviews to media representatives.
13. If the emergency is receiving significant media coverage, assign personnel to monitor local television and radio stations for the purpose of rumor control. (Refer to Section 5.9.1 of this procedure.)
14. If the CR-3 telephone switchboards are receiving a significant number of inquiries about the emergency from the media or the public, assign personnel to receive these calls. Instruct the switchboard operators to forward emergency related inquiries from the media or the public to these individuals. (Refer to Section 5.9.2 of this procedure.)
15. If ongoing operation of the ENC results in a need to post important information, obtain corkboards from one of the storage areas and use them to display news releases in chronological order, or to post telephone messages, briefing schedules, etc.
16. Assure that requests for special interviews or photographic assistance, etc., are reviewed for security or safety impact prior to complying.
17. Prepare for the likelihood that media representatives will congregate at the CR-3 site in favor of accepting information in the ENC.

5.5.7 Deactivation

The Emergency News Center will be formally deactivated by the Emergency/Recovery Director after the Information Services Director has advised him that the flow of emergency-related information has subsided, and that the normal Public Information organization can meet the requirements for follow-up news releases.

5.6 FPC GENERAL OFFICE COMPLEX (GOC) SUPPORT

The information below is provided as an operational guideline for the Information Services Director (or other individual designated responsibility for managing the GOC support to the ENC.)



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5.6.1 CCC/GOC Staffing

1. The CESO positions listed below are assigned to the GOC, (at the discretion of the Information Services Director) and comprise the Corporate support to the ENC:
 - Information Services Director
 - Consumer Services Coordinator
 - Public Affairs Coordinator
 - Employee Information Coordinator
2. Information Services personnel will function in their normal work area unless directed to a specific work area in the CCC by the Information Services Director. Refer to Figure 2 of REP-07, "Operation of the Corporate Command Center" for the location of the designated Information Services Area.

5.6.2 Communications Systems

1. The following communications systems are available to Information Services personnel assigned to the GOC:
 - Commercial Telephone System
 - FPC Microwave Telephone System
 - Telecopy Machine

5.6.3 Recordkeeping

1. News Releases

A copy of each FPC media release must be maintained in a chronological file. This file must be available for reference by CCC staff.

5.6.4 Management of GOC/CCC Support to the ENC

As applicable to the emergency in progress, the Information Services Director, or individual assigned responsibility for managing GOC support to the ENC, should consider performance of the following activities:

1. Assure that the ENC is provided support by the Information Services personnel assigned to the GOC. This support may be provided from the GOC, or by assignment of GOC personnel to the ENC itself.
2. Assure that only personnel who have been designated as Corporate Spokespersons are assigned responsibilities that include representing the Company to the public.



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3. If the emergency is receiving significant media coverage, assign personnel to monitor major network and St. Petersburg television and radio stations. (Refer to Section 5.9.1 of this procedure.)
4. If the GOC telephone switchboards are receiving a significant number of inquiries about the emergency from the media or the public, assign personnel to receive these calls. Instruct the switchboard operators to forward emergency related inquiries from the media or the public to these individuals. (Refer to Section 5.9.2 of this procedure.)
5. If the nature of the emergency warrants, assure that FPC audiovisual personnel are dispatched to the EOF or vicinity of CR-3 with the mobile video unit. These personnel are responsible for recording events and for offering technical advice and assistance to media broadcast crews as requirements dictate.

5.7 GUIDELINES FOR NEWS RELEASE PREPARATION

The information below is provided as a general guideline for the preparation of news releases.

1. Include the current date and time, the current classification of the emergency in progress, an explanation of the emergency classification, and the time it was declared in each news release.
2. Explain the condition of the plant (i.e., operating, shut down, etc.,) and the function of any major systems mentioned in the text.
3. Whenever radiation readings are reported, explain the meaning of the readings in terms understandable by the public (i.e., equivalent to smoking one cigarette per day), and provide a geographical reference (i.e., 2 millirems at the southwest boundary of the site).
4. Provide a capsulized summary of important events as part of each news release so that it is not necessary to refer to previous releases in order to understand what has occurred.
5. Include the statement that further information will be released when it becomes available, and state the scheduled time of the next media briefing.
6. Include the words "THIS IS A DRILL" at both the beginning and end of each news release that is issued as part of a drill or annual exercise.
7. Include FPC rumor control telephone number to early news releases.



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8. Sample news releases for each emergency classification are displayed in the Radiological Emergency Response Plan, Section 9.

5.8 GUIDELINES FOR MEDIA BRIEFINGS

The information below is provided as a general guideline for the presentation of media briefings.

1. Begin briefings with a short explanation of what has happened to change conditions since the last media briefing. If there has been no change, so state.
2. Relay information in terms of the interests of the public. Avoid the use of technical jargon, abbreviations, etc.
3. Avoid the use of the editorial "we", and of the phrase "No comment" in response to questions. If you do not have an immediate answer to a question, explain that you will attempt to obtain the information and reply during a later briefing.
4. Refer all questions concerning off site conditions, protective action recommendations, or public evacuations to the state and county emergency organizations that are responsible for these areas.
5. Tell the truth and do not exaggerate. Do not express personal opinions or conjecture.
6. Avoid debates, or the domination of the briefing by one question or one media representative.
7. Keep answers to questions short, succinct, and simply phrased.
8. End with a direct statement and announce when the next briefing will be conducted.

5.9 RUMOR CONTROL

5.9.1 Inaccurate Media Reporting

Inaccurate media reporting can contribute to a false perception of the emergency, and can cause the public to become unnecessarily fearful and alarmed. For this reason media and television broadcasts will be monitored. All inconsistencies between broadcasts and FPC media release will be brought to the attention of the Information Services Director for correction.



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1. The Information Services Director will assign personnel to monitor media broadcasts for inconsistencies between the media releases provided by FPC and the media stories.
2. Television sets and radios will be relocated from other work areas into a classroom in the Nuclear Operations Training Facility and into the Corporate Communications areas at the GOC (Building G).
3. The personnel assigned to monitor media broadcasts will compare FPC media releases with the information contained in media broadcasts. The stations listed below are likely to provide significant media coverage.

Crystal River area stations:

Television	Televents	Channel 12	(Lecanto)
	W49A1	Channel 49	(Lecanto)
	WTOG	Channel 61	(Hernando)
FM Radio	WXCW	95.3	(Crystal River)
	WKTK	98.5	(Homosassa Sprgs.)
	WTRS	102.3	(Dunnellon)
AM Radio	WSUN	620	(EBS Station)
	WTRS	920	(Dunnellon)
	WKIQ	1560	(Inverness)
	WLQH	940	(Chiefland)
	WYSE	1560	(Inverness)

Major Network Affiliates:

Television	WFLA	Channel 8	(NBC)
	WTSP	Channel 10	(ABC)
	WTVT	Channel 13	(CBS)

St. Petersburg stations:

Television	WTOG	Channel 44
FM Radio	WRBQ	105
AM Radio	WFLA	970
	WDAE	1250



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4. All inconsistencies between FPC news releases and the media broadcasts must be recorded as a "Record of Inaccurate News" (Figure 3) and brought to the attention of the Information Services Director for correction.

5.9.2 Media Inquiries/Public Inquiries

Representatives of the media may inquire about an emergency at CR-3 via telephone. Inquiries may also be received from members of the public living within the EPZ, families of employees, etc. Information contained in prepared media releases will be provided in response to these inquiries.

1. The Information Services Director or the ENC Information Coordinator will assign personnel to respond to telephone inquiries from the media or the public. These personnel will use the telephones located in the Corporate Communication areas in the GOC (Building G), and/or the telephones located in the Nuclear Operations Training Facility.
2. Personnel will read copies of prepared news releases in response to telephonic inquiries about the emergency.
3. Any questions from the general public not addressed within the news releases will be referred to the Consumer Services Coordinator or his designee.
4. Any questions from the media not addressed within the news releases will be referred to an Information Specialist designated by the EOF/ENC Information Coordinator.

5.10 EXERCISES AND TRAINING

As specified in the Radiological Emergency Response Plan, the ENC is activated periodically for training and for emergency preparedness exercises.

6.0 INTERPRETATION CONTACT

The responsibility for the development and maintenance of this procedure rests with the Site Nuclear Services Department. The Emergency Planning Coordinator shall be contacted regarding any clarification or interpretation of requirements in this procedure.



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7.0 REVISION HISTORY

Rev. 0	Date: <u>09/16/85</u>	Original
Rev. 1	Date: <u>07/10/87</u>	General Revision
Rev. 2	Date: <u>11/30/87</u>	OCC Reorganization, removal of CIC
Rev. 3	Date: <u>06/16/89</u>	General Revision



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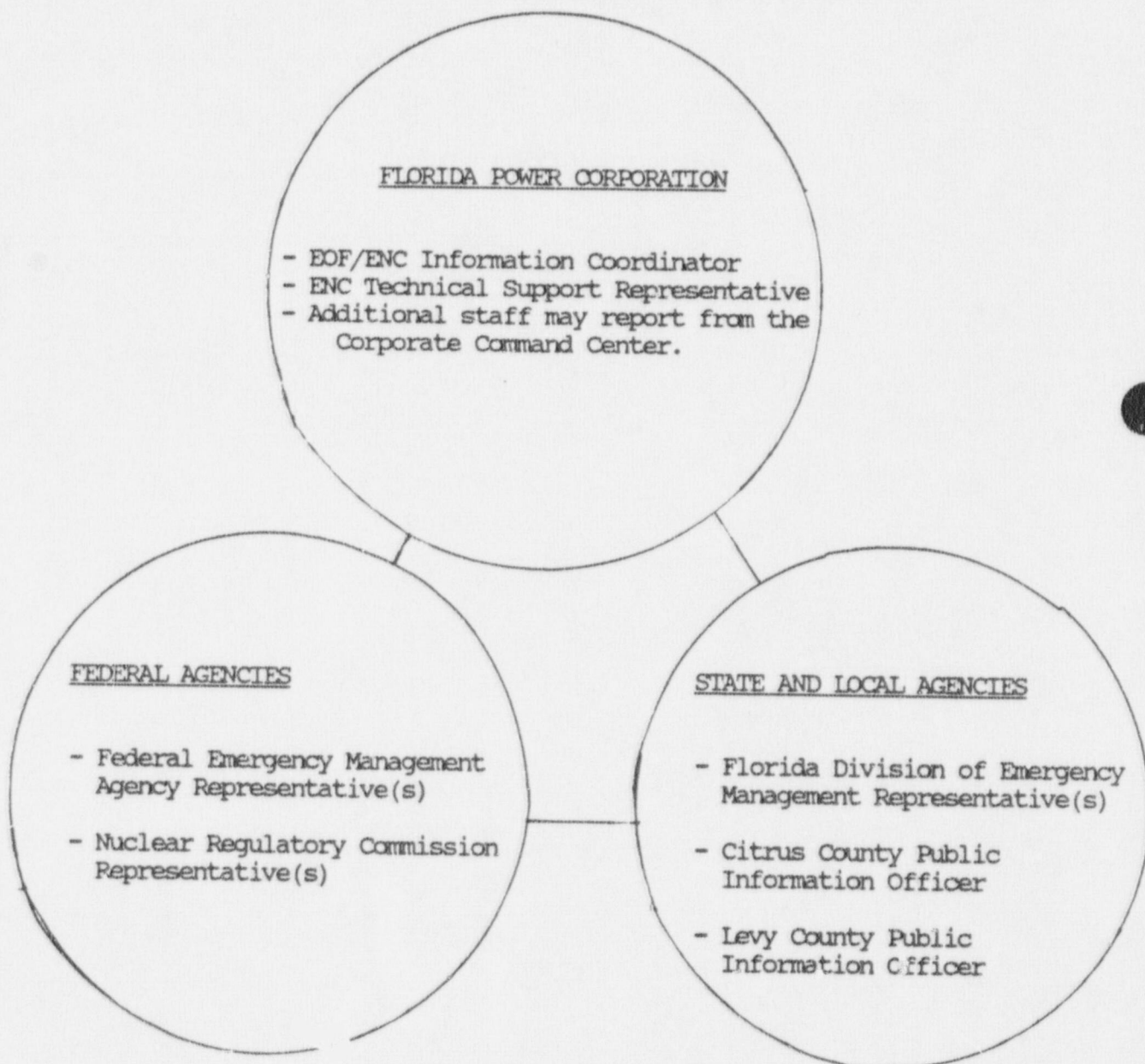
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FIGURE 1
EMERGENCY NEWS CENTER STAFF





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[illegible]

NOTE: Access restricted to bona fide media representatives. Each individual must provide proof of organizational affiliation with an established news organization, i.e., television network, newspaper, radio station, etc. Any individual who does not meet this criterion must receive approval from the EOF/ENC Public Information Coordinator or Information Services Director before admission will be allowed.



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FIGURE 3 RECORD OF INACCURATE NEWS

DATE: _____

TIME: _____

RECORDED BY: _____

☐

RADIO

STATION _____

☐

TELEVISION

BROADCASTER
(if known) _____

DESCRIPTION OF INACCURACY:

CORRECTIVE ACTION (if required):

INFORMATION SERVICES DIRECTOR

DATE



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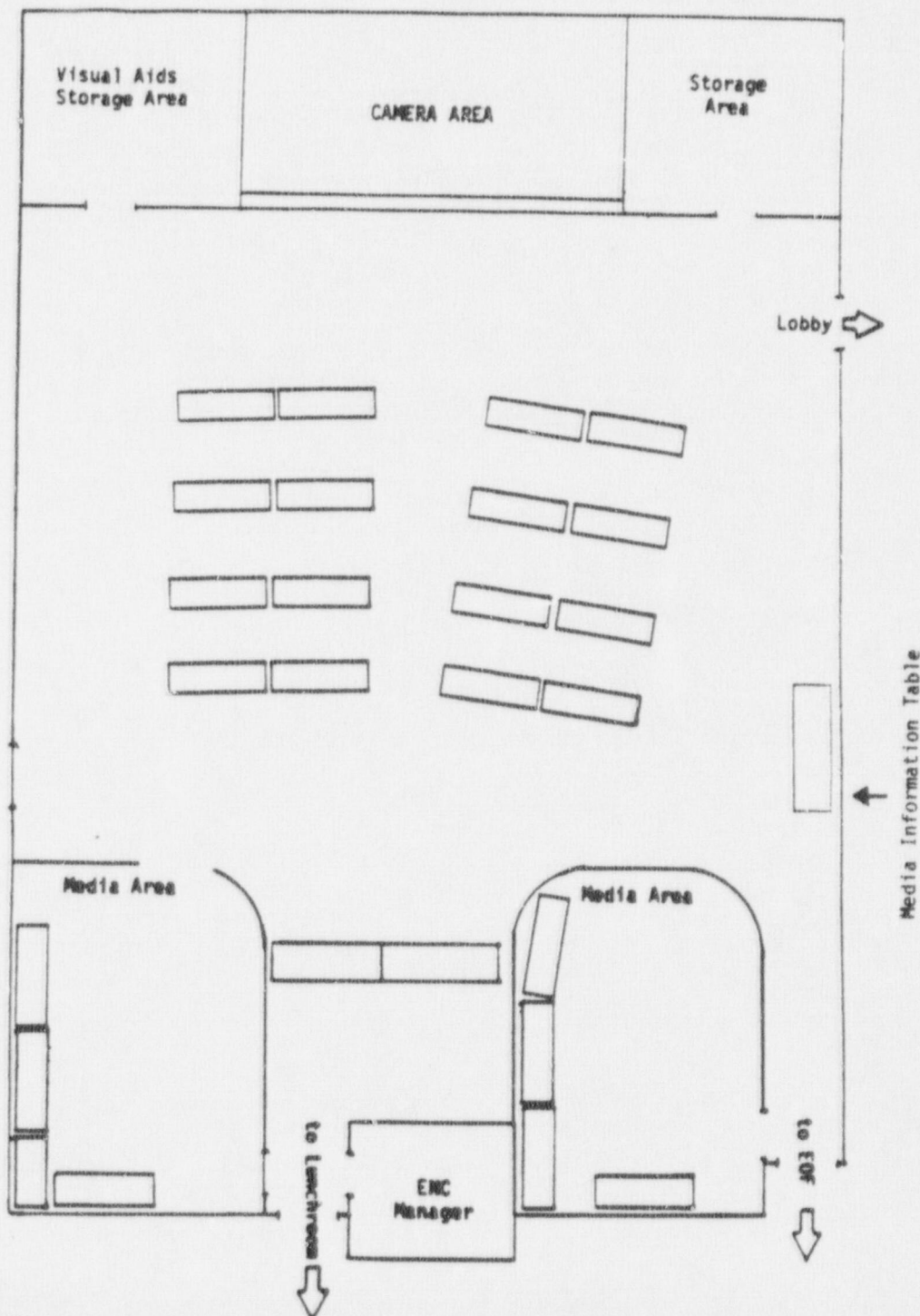
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ATTACHMENT 1

PHYSICAL LAYOUT OF THE ENC





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ATTACHMENT 2

FLORIDA POWER CORPORATION

DIRECTIONS TO EMERGENCY NEWS CENTER (ENC)
7 RIVERS DRIVE
CRYSTAL RIVER, FL 32629
(Located in the Nuclear Operations Training Facility)

FROM THE NORTH

Take I-75 southbound to State Road 44. Take SR 44 west to US 19. Take US 19 south to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

or

Take US 19 south to 7 Rivers Drive, Crystal River. Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM THE SOUTH

Take US 19 north to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM ORLANDO

Take the Florida Turnpike to the Wildwood exit. Take State Road 44 west to US 19. Take US 19 south to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM TAMPA

Take I-75 north to Brooksville. Take State Road 50 west to US 98. Take US 98 west to US 19. Take US 19 north to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.



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ATTACHMENT 3

EMERGENCY POSITION DESCRIPTIONS

EMERGENCY TITLE: Information Services Director

NORMALLY SELECTED FROM: Corporate Communications

REPORTING STATUS: Reporting location is at the descretion of the Information Services Director

FUNCTION: To direct the dissemination of information to the public through the media during emergency recovery phase operations.

To coordinate activities at the Emergency News Center.

To act as Corporate Spokesperson.

PRINCIPAL ACTIVITIES:

- a. Notification of the following Corporate Emergency Support Organization members whenever an Alert, Site Area Emergency, or General Emergency has been declared: Employee Information Coordinator, Consumer Services Coordinator, Public Affairs Coordinator, ENC Technical Support Coordinator.
- b. Supervision of the CESO positions listed above, including provision of instructions concerning the level of individual response required.
- c. Assurance that the Emergency News Center (if applicable) is operational; resolution of technical, logistical, or operational difficulties.
- d. Implementation of a briefing schedule designed to provide the public, the media, public officials and local government agencies information at appropriately frequent intervals.
- e. FPC liaison for coordination of support from EPRI and INPO concerning emergency communications and information dissemination.
- f. Review of requests for special interviews, photographic assistance, etc., for the purpose of determining their security or safety impact.
- g. Assurance that emergency related information is disseminated within the Company, and that arrangements are in place to respond to inquiries from concerned citizens. (Information Services Director may waive this requirements if circumstances warrant.)



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- h. Review and approval of all information releases prior to their issued.
- i. Authorization of additional "Corporate Spokespersons" during emergency or recovery phase activities, if required.
- j. Supervision of the preparation and release of corrective information, if required.
- k. Provision of feedback concerning public perception of emergency and recovery events to the Executive Vice-President.
- l. Assurance that information releases provide timely reporting of emergency classification changes, emergency phase closure, and recovery initiation.
- m. Determination of the need to augment the Information Services organization by using members of the normal Corporate organization.



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EMERGENCY TITLE: EOF/ENC Information Coordinator

NORMALLY SELECTED FROM: Corporate Communications

REPORTING STATUS: ENC - Required within 60 minutes

FUNCTION: To activate and manage the Emergency News Center as an outlet for emergency related information during emergency and recovery phase activities.

The EOF/ENC Information Coordinator is pre-authorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Activation of the Emergency News Center (ENC). Prerequisites include:
 - ENC physical setup complete
 - Adequate staffing present
 - Communications established with the Employee Information Coordinator.
 - Arrangements in place to interface with the Assistant EOF Director as a primary source for emergency related information
 - Initial press briefing scheduled
- b. Notification to the Assistant EOF Director when the ENC is activated.
- c. Communication with the ENC Technical Support Representative and ENC Technical Support Coordinator as sources for interpretation of emergency related information.
- d. Attendance at EOF briefings for the purpose of gathering information necessary to prepare information releases.
- e. Preparation of information releases, and submittal to the Information Services Director for approval.
- f. Assurance that previously prepared media kits are made available to media representatives.
- g. Coordination of information releases with the Federal, State, and County public information officers located in the EOF (if appropriate, establish a schedule for presentation of media briefings at regular intervals.)
- h. Presentation of regular briefings to media and governmental officials, using texts authorized by the Information Services Director.



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EMERGENCY TITLE: ENC Technical Support Representative

NORMALLY SELECTED FROM: Nuclear Operations Training

REPORTING STATUS: Required

FUNCTION: To provide clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.

The ENC Technical Support Representative is preauthorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Response to requests from the ENC staff for clarification of technical terms and operational concepts.
- b. Response to technically oriented questions during media briefings.



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EMERGENCY TITLE: ENC Technical Support Coordinator

NORMALLY SELECTED FROM: Nuclear Engineering

REPORTING STATUS: Augmentation Staff

FUNCTION: To provide clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.

The ENC Technical Support Coordinator is preauthorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Response to requests from the Information Services staff for clarification of technical terms and operational concepts.
- b. Response to technically oriented questions during media briefings.



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EMERGENCY TITLE: Employee Information Coordinator

NORMALLY SELECTED FROM: Corporate Communications

REPORTING STATUS: Augmentation Staff

FUNCTION: To provide support to the Emergency News Center from the GOC
To disseminate information within the FPC organization during emergency and recovery phase operations.

PRINCIPAL ACTIVITIES:

- a. Response to general inquiries concerning the emergency status from other operating areas of the Corporation.
- b. Provision of approved information releases, telecom messages, information provided by the CCC Coordinator, and other emergency related information for internal release.
- c. Response to inquiries from FPC employee families concerning the status of a family member.



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EMERGENCY TITLE: Consumer Services Coordinator

NORMALLY SELECTED FROM: Government Sales

REPORTING STATUS: Augmentation Staff (performs function from the GOC,
Government Sales Department)

FUNCTION: To provide a contact for inquiries from FPC commercial and residential
customers during emergency and recovery phase operations.

The Consumer Services Coordinator is preauthorized to act as a Corporate
Spokesperson in the performance of the activities described
below.

PRINCIPAL ACTIVITIES:

- a. Communication with the Employee Information Coordinator for the purpose of
obtaining emergency status information.
- b. Communication with the Information Services Director for guidance concerning
information dissemination to the following groups:
 - o Allied industries or organizations
 - o Municipal Wholesale Utilities
 - o CR-3 Owners/Participants
 - o Telecom Message Center
- c. Notification to the Message Center (computer services) of the existence of the
emergency; procurement of priority status on the computer network for emergency
related telecom messages. Communication to the Employee Information Coordinator
that arrangements are in place to use the system during the emergency.
- d. Response to "general Information" inquiries from other electric utilities that
are supplied wholesale service by FPC, from allied industries, from the general
public (other than the media and public officials), and from associated trade
organizations.
- e. Assurance that each individual or group who was provided initial notification of
the emergency is also provided a follow-up call when the emergency
classification changes and when the emergency has been terminated.
- f. Communication of feedback to the Information Services Director concerning the
type of inquiries received.



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EMERGENCY TITLE: Public Affairs Coordinator

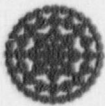
NORMALLY SELECTED FROM: Public Affairs

REPORTING STATUS: Augmentation Staff (performs function from the GOC,
Bldg. G, Public Affairs Dept.)

FUNCTION: To provide a contact for public officials during emergency and recovery
phase operations.

PRINCIPAL ACTIVITIES:

- a. Communication with the Employee Information Coordinator for the purpose of obtaining emergency status information.
- b. Communication with the Information Services Director for guidance concerning information dissemination to Federal, State, and local Government officials.
- c. Response to "general information" inquiries from public officials concerning emergency and recovery activities.
- d. If requested by the Executive Vice President, scheduling of conferences between FPC Senior management and public officials.
- e. Planning and scheduling of briefings and conferences with Federal, State, and local governmental officials (with the concurrence of the Information Services Director.)
- f. Communication of feedback to the Information Services Director concerning public statements made by governmental officials, and the type of inquiries received.



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REP-02	Activation and Notification of the Corporate Emergency Support Organization	26	04/28/89
REP-03	Operation of the Emergency Operations Facility	8	05/19/89
REP-04	Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	7	11/30/87
REP-05	Cancelled (Refer to REP-03.)		
REP-06	Schedule for Radiological Emergency Plan Maintenance	8	08/19/88
REP-07	Operation of the Corporate Command Center	4	08/05/88
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DISSEMINATION OF INFORMATION FOLLOWING
AN EMERGENCY AT CRYSTAL RIVER UNIT 3

REQUIRED APPROVALS

John D. Stephenson
Emergency Planning Coordinator

6/13/89
Date

Alberdi
P&C Chairman

89-24
Meeting No.

6/13/89
Date

Paul J. McFee
Director, Nuclear Plant Operations

6/15/89
Date

R. P. Blush
Director, Corporate Communications

6/16/89
Date

W. J. Wilson
Vice President, Nuclear Operations

6/16/89
Date



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1.0 PURPOSE

The purpose of this procedure is to provide instructions for the dissemination of information to the public. It describes the operation of the Emergency News Center (ENC) as a near site location for the acquisition and dissemination of emergency related information, and describes the operation of the Corporate Command Center (CCC) as a support location to the ENC.

2.0 SCOPE

This procedure describes the operation of the Emergency Information Services organization following activation of the Radiological Emergency Response Plan (RERP). It is designed to provide a framework within which Florida Power can meet the information needs of the public during an emergency at Crystal River Unit 3.

3.0 APPLICABLE REFERENCE DOCUMENTS

1. Radiological Emergency Response Plan, Florida Power Corporation, Crystal River Unit 3
2. REP-02, "Activation and Notification of the Corporate Emergency Support Plan"
3. REP-03, "Operation of the Emergency Operations Facility"
4. REP-07, "Operation of the Corporate Command Center"

4.0 DEFINITIONS AND ABBREVIATIONS

Terms used in this procedure are consistent with the definitions and abbreviations provided in the RERP. Additional terms, or those of particular importance to this procedure, are provided below:

4.1 DEFINITIONS

Corporate Command Center (CCC): The Corporate Command Center is a location for assembly of Corporate Emergency Support Organization (CESO) personnel assigned to the General Office Complex. It is located on the fourth floor of Building A in the General Office Complex in St. Petersburg.

Corporate Spokesperson: The individual(s) authorized to release emergency related information outside the Company; normally the Information Services Director. (The Information Services Director may authorize additional Corporate Spokespersons at his discretion.)

Emergency News Center (ENC): A near site location for the dissemination of emergency related information to the public through the news media. It is located in the Nuclear Operations Training Facility on West 7 Rivers Drive in Crystal River.



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ENC Staff: Representatives of FPC, Federal, State, and local public information organizations. Representatives of the media who report to the ENC for the purpose of receiving briefings are not considered ENC staff.

Emergency Planning Zone (EPZ): An area surrounding a nuclear power plant for which detailed planning is needed to assure that prompt and effective actions can be taken to protect the public in the event of a radiological emergency. Two EPZs have been established: the Plume Exposure Pathway EPZ (10 mile radius) and the Ingestion Exposure Pathway EPZ (50 mile radius).

Media Briefing: Verbal or written presentation (with visual illustrations if available) of the latest information available, followed by a period of questions from the media.

News Release: Compilation of emergency information that has received management approval for release outside the Company.

Public: People and organizations who have a need to be informed, but who are not directly involved in accident response. Examples of such people and organizations include the media, residents of the emergency planning zone, employees, the nuclear industry, governmental officials, the financial community, and regulatory bodies.

4.2 ABBREVIATIONS

COC - Corporate Command Center
CESO - Corporate Emergency Support Organization
CIC - Corporate Information Center
EOC - Energy Control Center
ENC - Emergency News Center
GOC - General Office Complex (FPC)
EOF - Emergency Operations Facility
RERP - Radiological Emergency Response Plan, Crystal River Unit 3, Florida
Power Corporation
TSC - Technical Support Center

5.0 RESPONSIBILITIES AND ACTIONS

5.1 RESPONSIBILITIES

- 5.1.1 The Information Services Director is responsible for directing the Florida Power information program during an emergency at CR-3. He is responsible for coordination of Information Services activities at the Emergency News Center and the Corporate Command Center, and has the authority to act as Corporate Spokesperson.



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- 5.1.2 The EOF/ENC Information Coordinator is responsible for managing the Emergency News Center as an outlet for emergency related information during emergency and recovery phase operations.
- 5.1.3 The Employee Information Coordinator is responsible for disseminating information within the FPC organization.
- 5.1.4 The Consumer Services Coordinator is responsible for assuring that emergency related inquiries from FPC commercial and residential customers are satisfied.
- 5.1.5 The Public Affairs Coordinator is responsible for disseminating information to public officials during emergency and recovery phase operations, and for assuring that their inquiries for emergency related information are satisfied.
- 5.1.6 The ENC Technical Support Representative, and the ENC Technical Support Coordinator are responsible for providing clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.
- 5.1.7 The responsibilities for the above positions are described in further detail in attachment 3.
- 5.2 ACTIVATION OF THE INFORMATION SERVICES ORGANIZATION
 - 5.2.1 At his discretion, the EOF Director may request activation of the Emergency News Center (in conjunction with the EOF) whenever an Alert emergency classification has been declared.
 - 5.2.2 The Emergency News Center must be activated each time an emergency classification of Site Area or General Emergency is reached.
 - 5.2.3 The Information Services Director will determine the most appropriate utilization of FPC's information dissemination resources, based on the requirements of the emergency in progress. He may activate all, or selected parts, of the Information Services organization if necessary.
- 5.3 NOTIFICATION OF THE INFORMATION SERVICES ORGANIZATION
 - 5.3.1 The Emergency/Recovery Director will inform the Information Services Director of any emergency at CR-3 that results in activation of the RERP.



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5.3.2 Notification of the Corporate Emergency Support Organization, including the Information Services staff, will occur each time a Site Area emergency classification is reached. The notification network is provided in Attachment 1 of REP-02, "Activation and Notification of the Corporate Emergency Support Plan".

5.3.3 Notification of the Federal, State, and local public information representatives will occur as a result of required emergency notifications by the plant staff to the State Warning Point, Tallahassee.

5.3.4 Initial notification to the media will occur as a result of normal Public Information Department activities. As a courtesy, notification of the local media will occur prior to notification of the wire services.

5.4 FACILITY PREPARATION

5.4.1 The physical layout of the ENC is depicted in Attachment 1. The ENC is prepared for use by the EOF Facility Manager and the setup personnel (REP-02, Attachment 1). Instructions are contained in REP-03, "Operation of the Emergency Operations Facility".

5.4.2 The OCC is maintained in a state of readiness at all times. The first person to report to the OCC can obtain access from the Secretary to the Vice President, Human Resources, or from the Security personnel assigned to Building A.

5.5 OPERATION OF THE EMERGENCY NEWS CENTER

The information below is provided as an operational guideline for the EOF/ENC Information Coordinator (or other individual designated responsibility for ENC management).

5.5.1 ENC Staffing

1. Media interest in an emergency at CR3 will be a function of the emergency classification, level of emergency response, duration of the emergency, degree of radiological hazard, etc. The Information Services Director must determine the appropriate level of ENC staffing (by FPC personnel) based on media interest.
2. The Corporate Emergency Support Organization (CESO) positions listed below are assigned to the ENC:
 - EOF/ENC Information Coordinator
 - ENC Technical Support Representative
 - ENC Technical Support Coordination



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3. Office and technical personnel will be provided by the EOF Administrative Manager.
4. Depending on the scope and duration of the emergency, Federal, State, and local public information organizations may assign representatives to the ENC.
5. FPC and non-FPC portions of the ENC staff are depicted in Figure 1.

5.5.2 Access Control

1. The two entrances on the east wall must be secured to prevent unauthorized entry into the EOF from the ENC.
2. The Northwest entrance (through Human Resources Lobby) should be used as the only entry point for media or the public. Administrative access control must be established at this entrance. An Access Control Logbook (Figure 2) and personnel badges are included in the ENC supplies. A Security guard must be assigned to this location and instructed to log and issue a badge to each individual who enters.
3. The Southwest door should normally be secured, however media personnel may be allowed to bring power cables for video or audio equipment through this doorway. If this occurs, a Security guard must be posted to prevent unauthorized entry.

5.5.3 Communications Systems

1. The following communications systems are available to FPC representatives in the ENC:
 - Commercial Telephone System
 - Telecopy Machine
 - FPC Microwave Telephone System
2. The following communications systems are available to Federal, State, and County representatives in the ENC:
 - Commercial Telephone System
 - Telecopy System
3. Commercial telephones are available for use by media representatives who report to the Emergency News Center.
4. Additional communications services (e.g., telephones, etc.,) may be provided through the EOF Facility Manager. Equipment repair and maintenance will also be provided through the EOF Facility Manager.



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5.5.4 Recordkeeping

1. News Releases

A copy of each FPC news release must be maintained in a chronological file. This file must be available for reference by the ENC staff.

2. Access Control Log

An Access Control Log must be maintained by Security personnel for media representatives to sign when entering and leaving the ENC. An example log sheet is depicted in Figure 2.

3. Communications Log Sheets

FPC representatives in the ENC must document all communications of significant importance in Communications Logs. Refer to REP-03, "Operation of the Emergency Operations Facility", Attachment 1.

4. Status Reporting

FPC representatives in the ENC must summarize significant actions taken, and the results of these actions, in daily status reports. Refer to REP-03, Attachment 2.

5.5.5 Information Resources

1. Background information may be requested by Federal, State, or County Public Information Officers, or by representatives of the media. The following documents must be available for use as reference material by these individuals:
 - Media Kits designed to provide a general education concerning the nature of ionizing radiation, Crystal River Unit 3, and the Emergency Classification System
 - Copies of previously issued media releases (for provision to late arriving media)
2. Visual aids may enhance the presentation of media releases by Corporate Spokespersons. The following materials are available for use as visual aids:
 - Vector map of the Crystal River area displaying the EPZs
 - CR-3 nuclear plant schematic
 - Diagrams of Plant Systems
 - Chart describing the biological effects of acute, whole body exposure to ionizing radiation
 - Chart depicting the Emergency Classification System



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- Display of radiological protection gear and monitoring equipment
- Nuclear plant mock up
- Large screen television with videotape player unit

5.5.6 Management

1. Assure that administrative access control has been established by Security personnel.
2. Assure that adequate personnel are available to support facsimile transmittal and other general clerical functions. If required, additional office and technical personnel may be provided through the Administrative Manager.
3. Assure that the media telephone stations are operable and that adequate tables/chairs are provided.
4. Assure that a clear area is maintained in the center of the media working area for set up of television equipment, etc.
5. Assure that previously prepared media kits are available to members of the media who report to the ENC.
6. Assure that briefings in the EOF are attended by an ENC representative for the purpose of gathering information necessary to prepare news releases.
7. Assure that all proposed news releases receive proper authorizations prior to their release outside the Company.
8. Assure that all news releases are distributed as follows:
 - Public Affairs Coordinator
 - Consumer Services Coordinator
 - CCC Coordinator
 - Rumor Control personnel
 - EOF Director
 - Employee Information Coordinator
9. Assure that representatives of Federal, State, and local public information organizations are provided the information and support necessary to prepare timely and accurate news releases.
10. Establish a schedule for providing media briefings on a regular frequency. (Refer to Section 5.8 of this procedure for guidelines concerning media briefings.)



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11. Assure that only personnel who have been designated as Corporate Spokespersons are assigned responsibilities that include representing the Company to the public.
12. If media attention warrants, assure that an area is established for provision of individual interviews to media representatives.
13. If the emergency is receiving significant media coverage, assign personnel to monitor local television and radio stations for the purpose of rumor control. (Refer to Section 5.9.1 of this procedure.)
14. If the CR-3 telephone switchboards are receiving a significant number of inquiries about the emergency from the media or the public, assign personnel to receive these calls. Instruct the switchboard operators to forward emergency related inquiries from the media or the public to these individuals. (Refer to Section 5.9.2 of this procedure.)
15. If ongoing operation of the ENC results in a need to post important information, obtain corkboards from one of the storage areas and use them to display news releases in chronological order, or to post telephone messages, briefing schedules, etc.
16. Assure that requests for special interviews or photographic assistance, etc., are reviewed for security or safety impact prior to complying.
17. Prepare for the likelihood that media representatives will congregate at the CR-3 site in favor of accepting information in the ENC.

5.5.7 Deactivation

The Emergency News Center will be formally deactivated by the Emergency/Recovery Director after the Information Services Director has advised him that the flow of emergency-related information has subsided, and that the normal Public Information organization can meet the requirements for follow-up news releases.

5.6 FPC GENERAL OFFICE COMPLEX (GOC) SUPPORT

The information below is provided as an operational guideline for the Information Services Director (or other individual designated responsibility for managing the GOC support to the ENC.)



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5.6.1 CCC/GOC Staffing

1. The CESO positions listed below are assigned to the GOC, (at the discretion of the Information Services Director) and comprise the Corporate support to the ENC:
 - Information Services Director
 - Consumer Services Coordinator
 - Public Affairs Coordinator
 - Employee Information Coordinator
2. Information Services personnel will function in their normal work area unless directed to a specific work area in the CCC by the Information Services Director. Refer to Figure 2 of REP-07, "Operation of the Corporate Command Center" for the location of the designated Information Services Area.

5.6.2 Communications Systems

1. The following communications systems are available to Information Services personnel assigned to the GOC:
 - Commercial Telephone System
 - FPC Microwave Telephone System
 - Telecopy Machine

5.6.3 Recordkeeping

1. News Releases

A copy of each FPC media release must be maintained in a chronological file. This file must be available for reference by CCC staff.

5.6.4 Management of GOC/CCC Support to the ENC

As applicable to the emergency in progress, the Information Services Director, or individual assigned responsibility for managing GOC support to the ENC, should consider performance of the following activities:

1. Assure that the ENC is provided support by the Information Services personnel assigned to the GOC. This support may be provided from the GOC, or by assignment of GOC personnel to the ENC itself.
2. Assure that only personnel who have been designated as Corporate Spokespersons are assigned responsibilities that include representing the Company to the public.



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3. If the emergency is receiving significant media coverage, assign personnel to monitor major network and St. Petersburg television and radio stations. (Refer to Section 5.9.1 of this procedure.)
4. If the GOC telephone switchboards are receiving a significant number of inquiries about the emergency from the media or the public, assign personnel to receive these calls. Instruct the switchboard operators to forward emergency related inquiries from the media or the public to these individuals. (Refer to Section 5.9.2 of this procedure.)
5. If the nature of the emergency warrants, assure that FPC audiovisual personnel are dispatched to the EOF or vicinity of CR-3 with the mobile video unit. These personnel are responsible for recording events and for offering technical advice and assistance to media broadcast crews as requirements dictate.

5.7 GUIDELINES FOR NEWS RELEASE PREPARATION

The information below is provided as a general guideline for the preparation of news releases.

1. Include the current date and time, the current classification of the emergency in progress, an explanation of the emergency classification, and the time it was declared in each news release.
2. Explain the condition of the plant (i.e., operating, shut down, etc.,) and the function of any major systems mentioned in the text.
3. Whenever radiation readings are reported, explain the meaning of the readings in terms understandable by the public (i.e., equivalent to smoking one cigarette per day), and provide a geographical reference (i.e., 2 millirems at the southwest boundary of the site).
4. Provide a capsulized summary of important events as part of each news release so that it is not necessary to refer to previous releases in order to understand what has occurred.
5. Include the statement that further information will be released when it becomes available, and state the scheduled time of the next media briefing.
6. Include the words "THIS IS A DRILL" at both the beginning and end of each news release that is issued as part of a drill or annual exercise.
7. Include FPC rumor control telephone number to early news releases.



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8. Sample news releases for each emergency classification are displayed in the Radiological Emergency Response Plan, Section 9.

5.8 GUIDELINES FOR MEDIA BRIEFINGS

The information below is provided as a general guideline for the presentation of media briefings.

1. Begin briefings with a short explanation of what has happened to change conditions since the last media briefing. If there has been no change, so state.
2. Relay information in terms of the interests of the public. Avoid the use of technical jargon, abbreviations, etc.
3. Avoid the use of the editorial "we", and of the phrase "No comment" in response to questions. If you do not have an immediate answer to a question, explain that you will attempt to obtain the information and reply during a later briefing.
4. Refer all questions concerning off site conditions, protective action recommendations, or public evacuations to the state and county emergency organizations that are responsible for these areas.
5. Tell the truth and do not exaggerate. Do not express personal opinions or conjecture.
6. Avoid debates, or the domination of the briefing by one question or one media representative.
7. Keep answers to questions short, succinct, and simply phrased.
8. End with a direct statement and announce when the next briefing will be conducted.

5.9 RUMOR CONTROL

5.9.1 Inaccurate Media Reporting

Inaccurate media reporting can contribute to a false perception of the emergency, and can cause the public to become unnecessarily fearful and alarmed. For this reason media and television broadcasts will be monitored. All inconsistencies between broadcasts and FPC media release will be brought to the attention of the Information Services Director for correction.



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1. The Information Services Director will assign personnel to monitor media broadcasts for inconsistencies between the media releases provided by FPC and the media stories.
2. Television sets and radios will be relocated from other work areas into a classroom in the Nuclear Operations Training Facility and into the Corporate Communications areas at the GOC (Building G).
3. The personnel assigned to monitor media broadcasts will compare FPC media releases with the information contained in media broadcasts. The stations listed below are likely to provide significant media coverage.

Crystal River area stations:

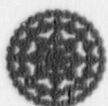
Television	Televents	Channel 12	(Lecanto)
	W49A1	Channel 49	(Lecanto)
	WTOG	Channel 61	(Hernando)
FM Radio	WXCW	95.3	(Crystal River)
	WKTK	98.5	(Homosassa Sprgs.)
	WTRS	102.3	(Dunnellon)
AM Radio	WSUN	620	(EBS Station)
	WTRS	920	(Dunnellon)
	WKIQ	1560	(Inverness)
	WLQH	940	(Chiefland)
	WYSE	1560	(Inverness)

Major Network Affiliates:

Television	WFLA	Channel 8	(NBC)
	WTSP	Channel 10	(ABC)
	WTVT	Channel 13	(CBS)

St. Petersburg stations:

Television	WTOG	Channel 44
FM Radio	WRBQ	105
AM Radio	WFLA	970
	WDAE	1250



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4. All inconsistencies between FPC news releases and the media broadcasts must be recorded as a "Record of Inaccurate News" (Figure 3) and brought to the attention of the Information Services Director for correction.

5.9.2 Media Inquiries/Public Inquiries

Representatives of the media may inquire about an emergency at CR-3 via telephone. Inquiries may also be received from members of the public living within the EPZ, families of employees, etc. Information contained in prepared media releases will be provided in response to these inquiries.

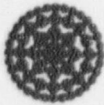
1. The Information Services Director or the ENC Information Coordinator will assign personnel to respond to telephone inquiries from the media or the public. These personnel will use the telephones located in the Corporate Communication areas in the GOC (Building G), and/or the telephones located in the Nuclear Operations Training Facility.
2. Personnel will read copies of prepared news releases in response to telephonic inquiries about the emergency.
3. Any questions from the general public not addressed within the news releases will be referred to the Consumer Services Coordinator or his designee.
4. Any questions from the media not addressed within the news releases will be referred to an Information Specialist designated by the EOF/ENC Information Coordinator.

5.10 EXERCISES AND TRAINING

As specified in the Radiological Emergency Response Plan, the ENC is activated periodically for training and for emergency preparedness exercises.

6.0 INTERPRETATION CONTACT

The responsibility for the development and maintenance of this procedure rests with the Site Nuclear Services Department. The Emergency Planning Coordinator shall be contacted regarding any clarification or interpretation of requirements in this procedure.



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7.0 REVISION HISTORY

Rev. 0	Date: <u>09/16/85</u>	Original
Rev. 1	Date: <u>07/10/87</u>	General Revision
Rev. 2	Date: <u>11/30/87</u>	OCC Reorganization, removal of CIC
Rev. 3	Date: <u>06/16/89</u>	General Revision



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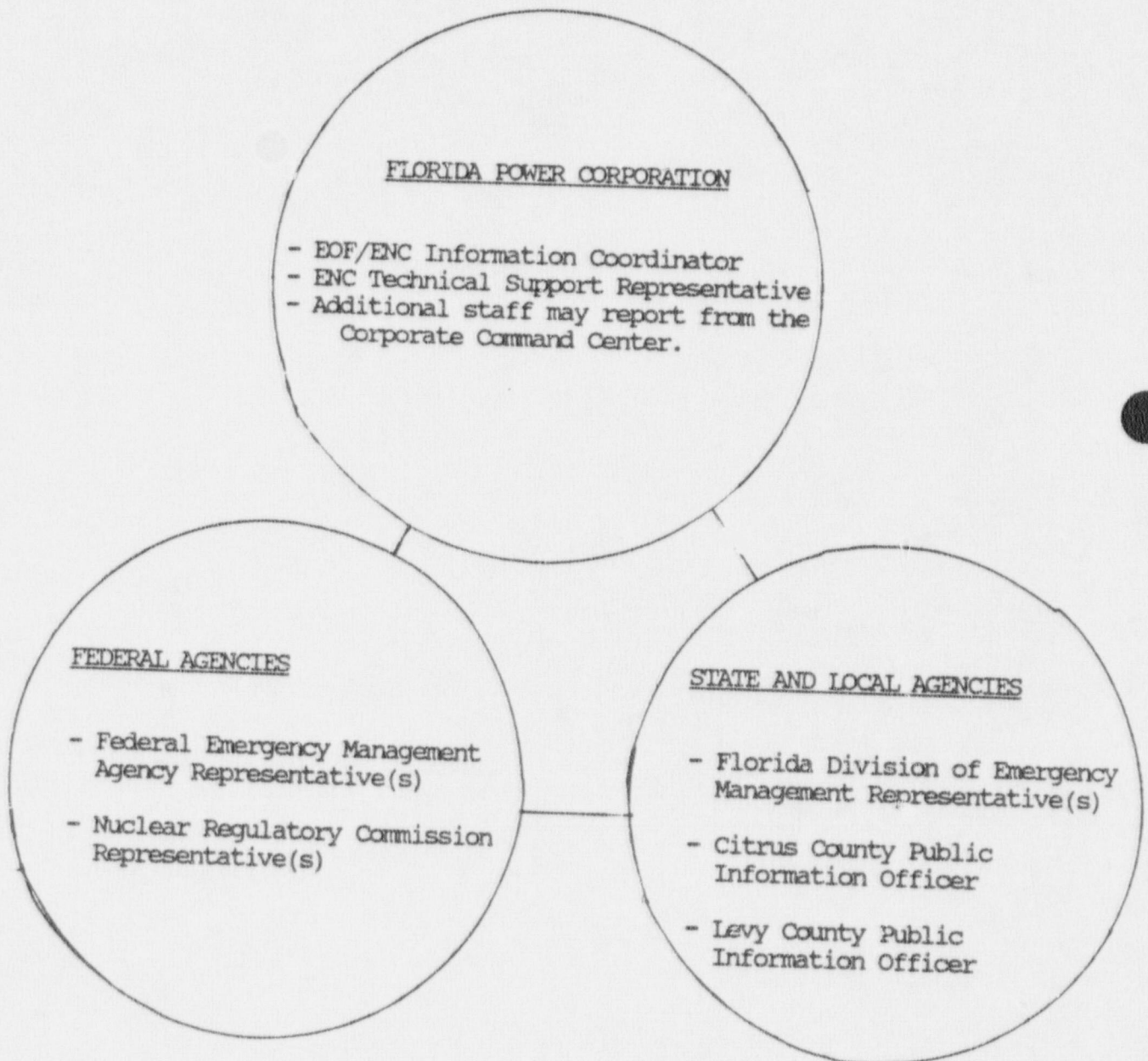
DATE 06/16/8

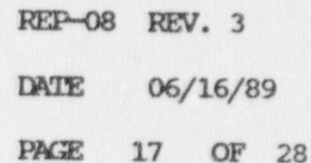
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TITLE:

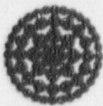
DISSEMINATION OF INFORMATION FOLLOWING
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FIGURE 1
EMERGENCY NEWS CENTER STAFF





NOTE: Access restricted to bona fide media representatives. Each individual must provide proof of organizational affiliation with an established news organization, i.e., television network, newspaper, radio station, etc. Any individual who does not meet this criterion must receive approval from the EOF/ENC Public Information Coordinator or Information Services Director before admission will be allowed.



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FIGURE 3 RECORD OF INACCURATE NEWS

DATE: _____

TIME: _____

RECORDED BY: _____

☐

RADIO

STATION _____

☐

TELEVISION

BROADCASTER _____
(if known)

DESCRIPTION OF INACCURACY:

CORRECTIVE ACTION (if required):

INFORMATION SERVICES DIRECTOR

DATE



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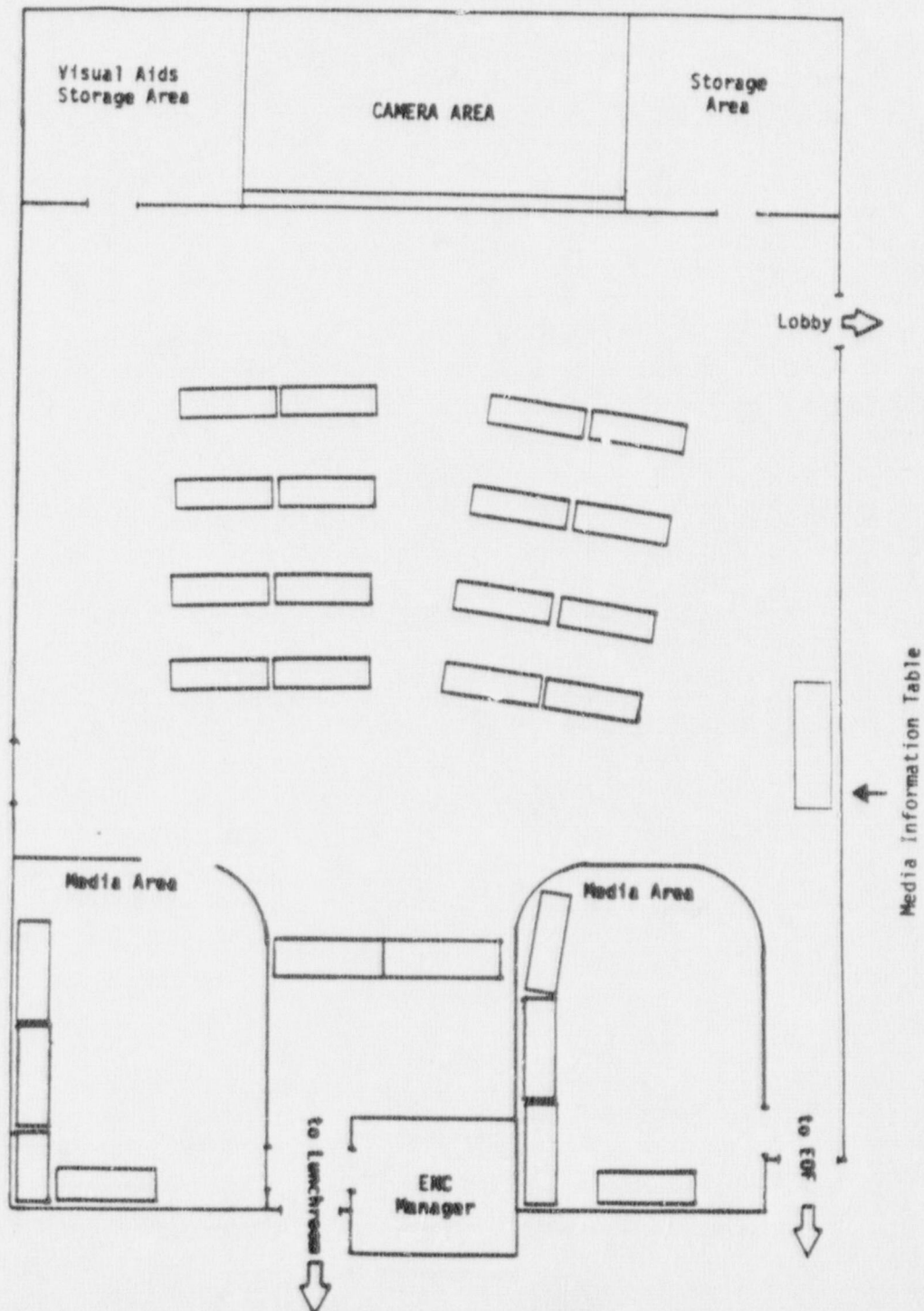
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ATTACHMENT 1

PHYSICAL LAYOUT OF THE ENC





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ATTACHMENT 2

FLORIDA POWER CORPORATION

DIRECTIONS TO EMERGENCY NEWS CENTER (ENC)
7 RIVERS DRIVE
CRYSTAL RIVER, FL 32629
(Located in the Nuclear Operations Training Facility)

FROM THE NORTH

Take I-75 southbound to State Road 44. Take SR 44 west to US 19. Take US 19 south to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

or

Take US 19 south to 7 Rivers Drive, Crystal River. Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM THE SOUTH

Take US 19 north to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM ORLANDO

Take the Florida Turnpike to the Wildwood exit. Take State Road 44 west to US 19. Take US 19 south to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.

FROM TAMPA

Take I-75 north to Brooksville. Take State Road 50 west to US 98. Take US 98 west to US 19. Take US 19 north to 7 Rivers Drive, Crystal River (immediately south of the airport). Take 7 Rivers Drive east for approximately 1/2 mile to the ENC.



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ATTACHMENT 3

EMERGENCY POSITION DESCRIPTIONS

EMERGENCY TITLE: Information Services Director

NORMALLY SELECTED FROM: Corporate Communications

REPORTING STATUS: Reporting location is at the descretion of the Information Services Director

FUNCTION: To direct the dissemination of information to the public through the media during emergency recovery phase operations.

To coordinate activities at the Emergency News Center.

To act as Corporate Spokesperson.

PRINCIPAL ACTIVITIES:

- a. Notification of the following Corporate Emergency Support Organization members whenever an Alert, Site Area Emergency, or General Emergency has been declared: Employee Information Coordinator, Consumer Services Coordinator, Public Affairs Coordinator, ENC Technical Support Coordinator.
- b. Supervision of the CESO positions listed above, including provision of instructions concerning the level of individual response required.
- c. Assurance that the Emergency News Center (if applicable) is operational; resolution of technical, logistical, or operational difficulties.
- d. Implementation of a briefing schedule designed to provide the public, the media, public officials and local government agencies information at appropriately frequent intervals.
- e. FPC liaison for coordination of support from EPRI and INPO concerning emergency communications and information dissemination.
- f. Review of requests for special interviews, photographic assistance, etc., for the purpose of determining their security or safety impact.
- g. Assurance that emergency related information is disseminated within the Company, and that arrangements are in place to respond to inquiries from concerned citizens. (Information Services Director may waive this requirements if circumstances warrant.)



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- h. Review and approval of all information releases prior to their issued.
- i. Authorization of additional "Corporate Spokespersons" during emergency or recovery phase activities, if required.
- j. Supervision of the preparation and release of corrective information, if required.
- k. Provision of feedback concerning public perception of emergency and recovery events to the Executive Vice-President.
- l. Assurance that information releases provide timely reporting of emergency classification changes, emergency phase closure, and recovery initiation.
- m. Determination of the need to augment the Information Services organization by using members of the normal Corporate organization.



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EMERGENCY TITLE: EOF/ENC Information Coordinator
NORMALLY SELECTED FROM: Corporate Communications
REPORTING STATUS: ENC - Required within 60 minutes

FUNCTION: To activate and manage the Emergency News Center as an outlet for emergency related information during emergency and recovery phase activities.

The EOF/ENC Information Coordinator is pre-authorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Activation of the Emergency News Center (ENC). Prerequisites include:
 - ENC physical setup complete
 - Adequate staffing present
 - Communications established with the Employee Information Coordinator.
 - Arrangements in place to interface with the Assistant EOF Director as a primary source for emergency related information
 - Initial press briefing scheduled
- b. Notification to the Assistant EOF Director when the ENC is activated.
- c. Communication with the ENC Technical Support Representative and ENC Technical Support Coordinator as sources for interpretation of emergency related information.
- d. Attendance at EOF briefings for the purpose of gathering information necessary to prepare information releases.
- e. Preparation of information releases, and submittal to the Information Services Director for approval.
- f. Assurance that previously prepared media kits are made available to media representatives.
- g. Coordination of information releases with the Federal, State, and County public information officers located in the EOF (if appropriate, establish a schedule for presentation of media briefings at regular intervals.)
- h. Presentation of regular briefings to media and governmental officials, using texts authorized by the Information Services Director.



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EMERGENCY TITLE: ENC Technical Support Representative

NORMALLY SELECTED FROM: Nuclear Operations Training

REPORTING STATUS: Required

FUNCTION: To provide clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.

The ENC Technical Support Representative is preauthorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Response to requests from the ENC staff for clarification of technical terms and operational concepts.
- b. Response to technically oriented questions during media briefings.



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EMERGENCY TITLE: ENC Technical Support Coordinator

NORMALLY SELECTED FROM: Nuclear Engineering

REPORTING STATUS: Augmentation Staff

FUNCTION: To provide clarification of the technical terminology and operational concepts that must be understood in order to accurately report emergency activities.

The ENC Technical Support Coordinator is preauthorized to act as a Corporate Spokesperson in the performance of the activities described below.

PRINCIPAL ACTIVITIES:

- a. Response to requests from the Information Services staff for clarification of technical terms and operational concepts.
- b. Response to technically oriented questions during media briefings.



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EMERGENCY TITLE: Employee Information Coordinator

NORMALLY SELECTED FROM: Corporate Communications

REPORTING STATUS: Augmentation Staff

FUNCTION: To provide support to the Emergency News Center from the GOC
To disseminate information within the FPC organization during emergency and recovery phase operations.

PRINCIPAL ACTIVITIES:

- a. Response to general inquiries concerning the emergency status from other operating areas of the Corporation.
- b. Provision of approved information releases, telecom messages, information provided by the CCC Coordinator, and other emergency related information for internal release.
- c. Response to inquiries from FPC employee families concerning the status of a family member.



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EMERGENCY TITLE: Consumer Services Coordinator

NORMALLY SELECTED FROM: Government Sales

REPORTING STATUS: Augmentation Staff (performs function from the GOC,
Government Sales Department)

FUNCTION: To provide a contact for inquiries from FPC commercial and residential
customers during emergency and recovery phase operations.

The Consumer Services Coordinator is preauthorized to act as a Corporate
Spokesperson in the performance of the activities described
below.

PRINCIPAL ACTIVITIES:

- a. Communication with the Employee Information Coordinator for the purpose of
obtaining emergency status information.
- b. Communication with the Information Services Director for guidance concerning
information dissemination to the following groups:
 - o Allied industries or organizations
 - o Municipal Wholesale Utilities
 - o CR-3 Owners/Participants
 - o Telecom Message Center
- c. Notification to the Message Center (computer services) of the existence of the
emergency; procurement of priority status on the computer network for emergency
related telecom messages. Communication to the Employee Information Coordinator
that arrangements are in place to use the system during the emergency.
- d. Response to "general Information" inquiries from other electric utilities that
are supplied wholesale service by FPC, from allied industries, from the general
public (other than the media and public officials), and from associated trade
organizations.
- e. Assurance that each individual or group who was provided initial notification of
the emergency is also provided a follow-up call when the emergency
classification changes and when the emergency has been terminated.
- f. Communication of feedback to the Information Services Director concerning the
type of inquiries received.



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EMERGENCY TITLE: Public Affairs Coordinator

NORMALLY SELECTED FROM: Public Affairs

REPORTING STATUS: Augmentation Staff (performs function from the GOC,
Bldg. G, Public Affairs Dept.)

FUNCTION: To provide a contact for public officials during emergency and recovery
phase operations.

PRINCIPAL ACTIVITIES:

- a. Communication with the Employee Information Coordinator for the purpose of obtaining emergency status information.
- b. Communication with the Information Services Director for guidance concerning information dissemination to Federal, State, and local Government officials.
- c. Response to "general information" inquiries from public officials concerning emergency and recovery activities.
- d. If requested by the Executive Vice President, scheduling of conferences between FPC Senior management and public officials.
- e. Planning and scheduling of briefings and conferences with Federal, State, and local governmental officials (with the concurrence of the Information Services Director.)
- f. Communication of feedback to the Information Services Director concerning public statements made by governmental officials, and the type of inquiries received.