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April 19, 2001

Re: Indian Point Units No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-01-045

Document Control Desk
US Nuclear Regulatory Commission
Mail Station P1-137
Washington, DC 20555

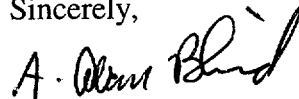
SUBJECT: Revision to Emergency Plan Procedures

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Consolidated Edison Company of New York, Inc., submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, 914-271-7418.

There are no commitments contained in this letter.

Sincerely,



A045

cc: Next page
Enclosure

NL-01- 045

Page 2 of 2

cc:

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TO: Emergency Planning Document Controlled Copy # 14

Holder/Location *NRC Document Control Desk (Washington)*
Document Holder Organization

FROM: Emergency Planning Document Custodian

SUBJECT: Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Consolidated Edison
Indian Point Nuclear Generating Station
Emergency Planning Department
Buchanan Service Center
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	3/26/01	2/20/01	Replace entire document
IP-1007	Dose Assessment	11 3/26/01	10 9/1/99	Replace entire document
IP-1011	Joint News Center	1 3/26/01	0 11/1/00	Replace entire document
IP-1015	Radiological Surveys Outside the Protected Area	9 3/26/01	8 1/12/01	Replace entire document
IP-1018	Media Relations	Cancel	8 11/1/00	Remove entire document and Tab IP-1018
Divider Tab	IP-1033	New	-	Place in proper order
IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0 3/26/01	New	Place entire document after Tab

Update completed as specified:

Signature of Controlled Copy Holder

Date

Emergency Plan Implementing Procedures

Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1025	Handling Fire Department Personnel Fighting Fires in the Controlled Area	7	9/1/99
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	12	01/12/01
IP-1028	Cancelled	--	01/12/01
IP-1030	Emergency Operations Facility (EOF)	3	01/12/01
IP-1031	Air Raid Alert	7	9/1/99
IP-1032	Cancelled	-	
IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0	3/26/01
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1040	Cancelled	--	01/12/01
IP-1041	Cancelled	--	01/12/01
IP-1042	Cancelled	--	01/12/01
IP-1044	Cancelled	--	5/27/00
IP-1045	Activation of Alternate Emergency Operations Facility	8	9/1/99
IP-1046	Cancelled		
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	8	5/27/00
IP-1049	Cancelled	--	5/27/00
IAP-10	Cancelled	--	
IAP-12	Cancelled	--	
IAP-14	Cancelled	--	5/27/00

Dose Assessment

Prepared by:	<u>Allen Lee</u> Print Name	<u>Allen Lee</u> Signature	<u>3/14/01</u> Date
Technical Reviewer:	<u>Tony Ferraro</u> Print Name	<u>Tony Ferraro</u> Signature	<u>3/15/01</u> Date
Reviewer:	<u>Mike Donegan</u> Print Name	<u>Mike Donegan</u> Signature	<u>3/14/01</u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2825</u> Meeting Number	<u>Marska O'Neill</u> Signature Secretary	<u>3/22/01</u> Date
Approval:	<u>Frank Iozirillo</u> Print Name	<u>Frank Iozirillo</u> Signature	<u>3/22/01</u> Date

CONTROLLED COPY

Reference Use

Effective Date: 3/26/01

Extensively Revised

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DOSE ASSESSMENT**1.0 PURPOSE**

- 1.1 To describe the method of estimating the whole body and thyroid dose in the event of an accidental release of radioactivity to the environment.

2.0 DISCUSSION

- 2.1 The following instrumentation is used to determine the noble gas release rate. The nominal $\mu\text{Ci/cc/CPM}$ conversion factor is indicated where appropriate.

- 2.1.1 R-44 Plant vent monitor-low range (Direct Readout)
- 2.1.2 R-27 Plant vent monitor-high range (Direct Readout)
- 2.1.3 Plant vent survey-hand held instrument or remote readout
- 2.1.4 Isotopic analysis of sample taken from release point.
- 2.1.4 R-45 Condenser air ejector monitor (Direct Readout)
- 2.1.5 R-28, 29, 30, 31 Main steam line monitors

- 2.2 Containment radiation monitors R-25 and R-26 shall be used to measure the source term within containment and to approximate the extent of the damage to the reactor core. The postulated accident and the associated monitor readings are as follows:

Postulated Accident	Source Term Curies	Maximum Reading R/hr	
		R-25	R-26
LOCA + Coolant release with 1% equiv. fuel defects	2.0E+4	9.6E+0	1.5E+1
LOCA + fuel rod gap release	9.6E+6	3.9E+3	4.5E+3
LOCA + 100% core overheat*	5.0E+8	4.7E+5	5.5E+5

- *Assumptions:
1. Reactor Coolant System (RCS) capacity is 90,000 gallons.
 2. 100% of the Noble Gases (NG) and 25% of the Iodines (I) are homogeneously dispersed throughout the containment free volume for core overheat sequences.

- 2.3 Containment high radiation monitor R-25 may be used to determine the approximate concentration of containment activity as follows:

Time After Shutdown (HRS)	Containment $\mu\text{Ci/cc}$ per R/hr		
	RCS ⁽¹⁾	GAP ⁽²⁾	CORE OVERHEAT ⁽³⁾
0	.12	.027	.013
4	.14	.049	.029
8	.14	.055	.043
12	.14	.055	.053
16	.14	.060	.058
20	.14	.062	.063
24	.14	.063	.066

- (1) R-25 reads LESS THAN 10 R/hr
due to 100% NG AND 50% I from RCS
- (2) R-25 reads 10-3900 R/hr
due to 100% NG AND 50% I from GAP
- (3) R-25 reads 3900 - 4.7E+5 R/hr
due to 100% NG AND 25% I from CORE

- 2.4 Potential exposure to the population if a future release of the existing containment source term occurs, may be estimated utilizing the following information:

- 2.4.1 Containment pressure relief line contains three isolation valves (one in containment and two outside).
- 2.4.2 Containment purge system contains two isolation valves on the Inlet Duct (one in containment and one outside).
- 2.4.3 Containment purge system contains two isolation valves on the Exhaust Duct (one in containment and one outside).

- 2.4.4 Weld Channel (WC) and Isolation Valve Seal Water System (IVSWS) are pressurized to ensure that during accident conditions a pressure build up to AT LEAST 50 psi in containment would NOT cause a leak of radioactive material to the environment as long as the isolation valves remained in the closed position.
- 2.4.5 WITHOUT WC AND IVSWS, BUT with isolation valves closed, the containment leakrate is expected to be LESS THAN 0.1% of the containment volume per day (Tech Spec) WITH a pressure buildup to 50 psi inside containment. At lower pressures the leakrate would be smaller, approaching zero as the pressure differential approaches zero.
- 2.4.6 Containment Volume = 2.61×10^6 FT³
 7.4×10^{10} CC
- 2.4.7 For release of secondary steam through the safety valves, use 7.6×10^5 LBS/HR/SAFETY VALVE. For releases through atmospheric relief valves, use 3.5×10^5 LBS/HR ATMOS RELIEF VALVE. For releases through #22 Auxiliary Feedwater Pump use 2.5×10^4 LBS/HR.
- 2.4.8 For Post-SGTR cooldown using blowdown (ES-3.2) situations, the determination of the gaseous release rate from the blowdown flash tank shall be accomplished by determining the noble gas concentration in the faulted SG blowdown (Chem sample $\mu\text{Ci/cc}$) AND the set blowdown rate (GPM).

3.0 PRECAUTIONS AND LIMITATIONS

NONE

4.0 EQUIPMENT AND MATERIALS

- 4.1 Calculator
- 4.1 Paper and Writing Instruments

5.0 INSTRUCTIONS**5.1 MIDAS**

5.1.1 Refer to IP-1022, Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS.

5.2 Hand Calculation

5.2.1 Determine the radioactive release concentration ($\mu\text{Ci/cc}$ OR CPM) from the appropriate monitor (R-27, 28, 29, 30, 31, 44, 45) OR Chem sample.

A. WHEN the plant vent survey is used, convert contact field reading to $\mu\text{Ci/cc}$ using conversion factor for appropriate time after shutdown. See the Manual Dose Assessment Worksheet (Form IP-1007-1).

5.2.2 Determine the discharge rate (CFM, GPM OR LBS/HR).

A. Vent: Read R-27 instrument (Reference 6.3) OR vent flow recorder in PAB. Use 170,000 CFM IF instrumentation for flow measurement fails.

B. Air Ejector: Measurement performed at the air ejector station on 33' el. Use 20 CFM IF unable to perform the measurement.

C. Main Steam Line: Refer to Section 2.4.7.

NOTE:

Steam Generator Blowdown is performed to cooldown and depressurize a steam generator which has had a tube rupture. Calculations are performed to determine the maximum release rate that can be used and minimize offsite dose rates.

D. SG Blowdown: Flow rate as reported by Operations

NOTE:

For a release through the Plant Vent, the release rate in $\mu\text{Ci/Sec}$ may be read directly from R-27 (Reference 6.3) and Converted to Ci/Sec by dividing the $\mu\text{Ci/Sec}$ by 10^6 .

5.2.3 Using the Manual Dose Assessment Worksheet (Form IP-1007-1), insert values obtained above into the appropriate equation(s) AND calculate the noble gas (NG) release rate (Ci/sec).

5.2.4 Calculate the radioiodine release rate (Ci/sec) using the default equation (assumes NG/I ratio) OR the Chem Sample equation on Form IP-1007-1 as appropriate.

5.2.5 Obtain the appropriate X_{μ}/Q s from Addendum 1, 2 or 3. Record these values on the Manual Dose Assessment Worksheet (Form IP-1007-1)

5.2.6 Determine the TEDE (Whole Body) AND TODE (thyroid) exposure rates at the site boundary, 2, 5 AND 10 miles. Using Manual Dose Assessment Worksheet (Form IP-1007-1), enter the release rates (RR), dilution factors (X_{μ}/Q), wind speed (WS) AND appropriate constants.

A. To determine exposure rates at other distances utilize the X_{μ}/Q from Addendum 2

5.3 Use of Modular Emergency Assessment and Notification System (MEANS)

Refer to procedure IP-1033, Modular Emergency Assessment & Notification System (MEANS) for guidance on performing dose assessments using computer program.

6.0 REFERENCES

6.1 IP-1033, Modular Emergency Assessment & Notification System (MEANS)

6.2 SOP-12.2, Noble Gas Effluent Radiation Detector R-27 Operation from CCR

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

8.1 Addendum 1, Site Boundary X_{μ}/Q for 1 Meter/Sec Windspeed

8.2 Addendum 2, X_{μ}/Q for 1 Meter/Sec Windspeed for other Distances

8.3 Addendum 3, 2, 5 and 10 Mile X_{μ}/Q for 1 Meter/Sec Windspeed

8.4 Addendum 4, Manual Dose Assessment Worksheet (Form IP-1007-1)

Addendum 1

Site Boundry Xu/Q for 1 Meter/Sec Windspeed

Sheet 1 of 1

<u>Sector</u>	<u>Wind From</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
			A	B	C	D	E	F	G
1*	169° to 190°	2977	5.5 E-7	9.0 E-7	5.7 E-6	2.1 E-5	4.3 E-5	1.1 E-4	2.0 E-4
2*	191° to 213°	3234	5.2 E-7	1.0 E-6	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
3	214° to 235°	716	3.6 E-6	2.0 E-5	5.3 E-5	1.5 E-4	2.7 E-4	4.9 E-4	7.1 E-4
4	236° to 258°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-4
5	259° to 280°	762	3.2 E-6	1.8 E-5	4.8 E-5	1.4 E-4	2.5 E-4	4.7 E-4	6.8 E-4
6	281° to 303°	625	4.7 E-6	2.5 E-5	6.4 E-5	1.8 E-4	3.1 E-4	5.5 E-4	7.9 E-4
7	304° to 325°	610	4.9 E-6	2.6 E-5	6.6 E-5	1.9 E-4	3.2 E-4	5.6 E-4	8.0 E-4
8	326° to 348°	701	3.7 E-6	2.0 E-5	5.4 E-5	1.6 E-4	2.7 E-4	5.0 E-4	7.2 E-5
9	349° to 10°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
10	11° to 33°	1006	2.1 E-6	1.0 E-5	3.2 E-5	9.9 E-5	1.8 E-4	3.6 E-4	5.4 E-4
11	34° to 55°	488	7.7 E-6	3.6 E-5	8.8 E-5	2.5 E-4	4.0 E-4	6.7 E-4	9.2 E-4
12*	56° to 78°	2349	6.6 E-7	1.5 E-6	8.3 E-6	3.0 E-5	6.0 E-5	1.4 E-4	2.6 E-4
13*	79° to 100°	1802	8.1 E-7	3.2 E-6	1.3 E-5	4.3 E-5	8.5 E-5	1.9 E-4	3.3 E-4
14*	101° to 123°	1689	9.0 E-7	3.7 E-6	1.4 E-5	4.8 E-5	9.2 E-5	2.0 E-4	3.5 E-4
15*	124° to 145°	1432	1.2 E-6	5.1 E-6	1.9 E-5	6.1 E-5	1.2 E-4	2.4 E-4	4.0 E-4
16*	146° to 168°	1416	1.2 E-6	5.2 E-6	1.9 E-5	6.2 E-5	1.2 E-4	2.5 E-4	4.0 E-4

* These sectors have the plume going out over the water before it touches public or private land. Site boundary in these cases is taken to be the land fall point at the center.

Addendum 2

Xp/Q for 1 Meter/Sec Windspeed for other Distances

Sheet 1 of 1

<u>Sector</u>	<u>Distance (Meters)</u>	<u>Pasquill Categories</u>						
		A	B	C	D	E	F	G
1.0	1608	9.5 E-7	4.0 E-6	1.5 E-5	5.0 E-5	9.0 E-5	2.1 E-4	3.4 E-4
1.5	2412	6.3 E-7	2.1 E-6	1.1 E-5	5.4 E-5	5.4 E-5	1.3 E-4	2.2 E-4
2.0	3216	5.2 E-7	8.3 E-7	5.0 E-6	1.9 E-5	3.9 E-5	9.6 E-5	1.8 E-4
2.5	4020	4.4 E-7	5.8 E-7	3.5 E-6	1.4 E-5	3.7 E-5	7.0 E-5	1.7 E-4
3.0	4824	3.6 E-7	5.0 E-7	2.8 E-6	1.0 E-5	2.2 E-5	5.7 E-5	1.3 E-4
3.5	5628	3.2 E-7	4.2 E-7	2.0 E-6	8.1 E-6	1.8 E-5	4.7 E-5	1.1 E-4
4.0	6432	2.8 E-7	3.7 E-7	1.6 E-6	6.8 E-6	1.5 E-5	4.0 E-5	9.4 E-5
4.5	7236	2.6 E-7	3.5 E-7	1.4 E-6	5.8 E-6	1.3 E-5	3.5 E-5	7.3 E-5
5.0	8040	2.4 E-7	3.2 E-7	1.2 E-6	5.1 E-6	1.1 E-5	3.1 E-5	6.7 E-5
5.5	8844	2.1 E-7	3.1 E-7	9.9 E-7	4.4 E-6	1.0 E-5	2.8 E-5	5.9 E-5
6.0	9648	2.0 E-7	2.7 E-7	8.3 E-7	3.8 E-6	9.1 E-6	2.5 E-5	5.4 E-5
6.5	10452	1.9 E-7	2.5 E-7	7.5 E-7	3.5 E-6	8.2 E-6	2.3 E-5	5.0 E-5
7.0	11256	1.8 E-7	2.4 E-7	6.7 E-7	3.2 E-6	7.5 E-6	2.1 E-5	4.7 E-5
7.5	12060	1.7 E-7	2.3 E-7	6.1 E-7	3.0 E-6	6.9 E-6	1.9 E-5	4.3 E-5
8.0	12864	1.6 E-7	2.2 E-7	5.5 E-7	2.7 E-6	6.3 E-6	1.8 E-5	4.1 E-5
8.5	13668	1.5 E-7	2.1 E-7	5.0 E-7	2.5 E-6	5.8 E-6	1.7 E-5	3.8 E-5
9.0	14472	1.5 E-7	2.0 E-7	4.6 E-7	2.3 E-6	5.5 E-6	1.6 E-5	3.6 E-5
9.5	15276	1.4 E-7	1.9 E-7	4.2 E-7	2.1 E-6	5.4 E-6	1.5 E-5	3.4 E-5
10.0	16080	1.4 E-7	1.8 E-7	4.0 E-7	2.1 E-6	5.3 E-6	1.5 E-5	3.4 E-5

Addendum 3

2, 5 and 10 Mile X_{μ}/Q for 1 Meter/Sec Windspeed

Sheet 1 of 1

PASQUILL CATEGORY	<u>X_{μ}/Q</u>		
	<u>2 MILE</u>	<u>5 MILE</u>	<u>10 MILE</u>
A	5.2E-7	2.4E-7	1.4E-7
B	8.3E-7	3.2E-7	1.8E-7
C	5.0E-6	1.2E-6	4.0E-7
D	1.9E-5	5.1E-6	2.1E-6
E	3.9E-5	1.1E-5	5.3E-6
F	9.6E-5	3.1E-5	1.5E-5
G	1.8E-4	6.7E-5	3.4E-5

Addendum 4

Manual Dose Assessment Worksheet (Form IP-1007-1)

Sheet 1 of 4

Manual Dose Assessment Worksheet					
Determine Noble Gas & Radioiodine Release Rates (formally form 6a)					
Date:	Time	Name:			
Vent Release Rate Calculations (Vent) (use only one vent monitoring method)					
R-44	X	X	4.7E-04	=	
	<small>(UC/cc)</small>	<small>(Vent CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>	
R-27	X	X	4.7E-04	=	
	<small>(UC/cc)</small>	<small>(Vent CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>	
Vent Contact Reading	X	X	X	4.7E-04	=
	<small>(mR/hr)</small>	<small>(Conv. Factor)</small>	<small>(Vent CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>
Time After Shutdown Conversion Factors for Contact Reading	TAS	Factor	TAS	Factor	
	0-2	2.8E-04	8	4.9E-04	
	4	3.4E-04	12	6.1E-04	
	6	4.1E-04	24	7.6E-04	
Chemistry Sample	X	X	4.7E-04	=	
	<small>(UC/cc)</small>	<small>(Vent CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>	
Air Ejector (AE)					
Air Ejector R-45	X	X	4.7E-04	=	
	<small>(UC/cc)</small>	<small>(AE CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>	
Main Steam Line (MSL)					
R-28, R-29 R-30, R-31	X	2.7E-03	X	X	4.9E-06 =
	<small>(CPM)</small>	<small>(MSL Conv. Factor)</small>	<small>(lbm/hr)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>
Steam Generator Blowdown (SGBD)					
Chemistry Sample	X	X	6.3E-05	=	
	<small>(UC/cc)</small>	<small>(AE CFM)</small>	<small>(Constant)</small>	<small>(Ci/sec)</small>	
Total Noble Gas Release Rate: Add Vent + AE + MSL + SGBD				Total Ci/sec	
Determine Radioiodine Release Rate (RR) In Curies/Second (use only one method)					
1. Default	MSL NG RR + SGBD NG RR =			X 1.0E-02	=
2. Default	Vent NG RR + AE NG RR =			X 1.0E-04	=
Total Radioiodine Release Rate (Default Method Add 1 + 2 to Obtain) (Ci/sec) =					
Isotope	Chemistry Sample (uCi/cc)	X CFM or GPM or lbs/hr	X Constant ** =		Ci/Sec
I-131					
I-132					
I-133					
I-134					
I-135					
Total Radioiodine Release Rate (Sample Method - add isotopes) (uCi/sec) =					

** MSL Release 4.9E-06, SGBD 6.3E-5, all others 4.7E-04 (use additional sheets if needed for multiple release paths)

Addendum 4

Manual Dose Assessment Worksheet (Form IP-1007-1)

Sheet 2 of 4

Manual Dose Assessment Worksheet		
TEDE Whole Body Exposure Calculations (formerly form 6b)		
Date:	Time	Name:

Meteorology						
Wind Direction (from):		Downwind Sector:		WS = Wind Speed (m/sec):		
Pasquill Category: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G						
TEDE – Whole Body Exposure					Release Time: hrs	
Distance	RR _(Noble Gas) (Ci/sec)	Xu/Q (from tables)	1/WS (M/sec)	K1 ⁽¹⁾ + Constant ⁽²⁾	Dose Rate (mrem/hr)	Dose (mrem) (DR x RT)
Site Boundary		X	X	X	=	
2 Mile		X	X	X	=	
5 Mile		X	X	X	=	
10 Mile		X	X	X	=	

(1) Obtain K1 value from table below.

(2) Constant for MSL & SGBD is 3.3E+05, for all others use 3.3E+03

NOTE:

Particulate Dose Conversion Factor (DCF) for TEDE is 2.7E+07. This DCF should be used applied during dose assessments performed in the EOF or AEOF only if significant particulates are identified in the release (E.G., FSB Accident). Control Room Staff need not consider particulates.

K1 Whole Body @ Time After Shutdown		K2 Thyroid	
TAS = _____ hours.			
4.7E+05	0 – 1.5 Hours	Iodine Mix	8.0E+08
2.8E+05	1.5 – 2.5 Hours	I-131	2.6E+09
2.3E+05	2.5 – 3.5 Hours	I-132	1.5E+07
2.0E+05	3.5 – 4.5 Hours	I-133	4.4E+08
1.7E+05	4.5 – 6.5 Hours	I-134	2.6E+06
1.2E+05	6.5 – 12.5 Hours	I-135	7.6E+07
5.8E+04	> 12.5 Hours		

Addendum 4

Manual Dose Assessment Worksheet (Form IP-1007-1)

Sheet 3 of 4

Manual Dose Assessment Worksheet		
TODE Thyroid Exposure Calculations (formally form 6c)		
Date:	Time	Name:

Meteorology	
WD = Wind Direction (from):	WS = Wind Speed (m/sec):
Pasquill Category: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	

<p style="text-align: center; margin: 0;">NOTES:</p> <p>For Greater Than 24 hours, only use I-131 K2 value when using isotopic analysis.</p> <p>For Less Than 24 hours use Iodine Mix K2 value if isotopic breakdown is NOT available.</p> <p>IF Less Than 24 hours AND isotopic breakdown is available THEN use K2 value for each isotope and add together for total Dose Rate at each distance.</p> <p>The Thyroid dose from Whole Body exposure is only added once with the I-131 or Total calculation.</p>

Obtain K1 & K2 values from table on page 2.

Isotope I-131 (or Total Mix)		TODE – Thyroid Exposure			
RR _(NG) _____ X K1 _____ = A _____		RR _(I-131 or Total) _____ X K2 _____ = B _____			
Distance	Xu/Q (from tables)	1/WS (M/sec)	A + B (above)	Dose Rate (mrem/hr)	Dose (mrem)
Site Boundary		X	X	=	
2 Mile		X	X	=	
5 Mile		X	X	=	
10 Mile		X	X	=	

Isotope I-132		TODE – Thyroid Exposure			
RR _(I-132) _____ X K2 (1.50E+07) = B _____					
Distance	Xu/Q (from tables)	1/WS (M/sec)	A + B (above)	Dose Rate (mrem/hr)	Dose (mrem)
Site Boundary		X	X	=	
2 Mile		X	X	=	
5 Mile		X	X	=	
10 Mile		X	X	=	

Addendum 4

Manual Dose Assessment Worksheet (Form IP-1007-1)

Sheet 4 of 4

Manual Dose Assessment Worksheet

TODE Thyroid Exposure Calculations

(formally form 6c)

Date:

Time

Name:

Obtain K1 & K2 values from table on page 2.

Isotope I-133		TODE – Thyroid Exposure			
		$RR_{(I-133)} \quad \quad \quad \times K2 (4.40E+08) = B \quad \quad \quad$			
Distance	Xu/Q (from tables)	1/WS (M/sec)	A + B (above)	Dose Rate (mrem/hr)	Dose (mrem)
Site Boundary		X	X	=	
2 Mile		X	X	=	
5 Mile		X	X	=	
10 Mile		X	X	=	

Isotope I-134		TODE – Thyroid Exposure			
		$RR_{(I-134)} \quad \quad \quad \times K2 (2.60E+06) = B \quad \quad \quad$			
Distance	Xu/Q (from tables)	1/WS (M/sec)	A + B (above)	Dose Rate (mrem/hr)	Dose (mrem)
Site Boundary		X	X	=	
2 Mile		X	X	=	
5 Mile		X	X	=	
10 Mile		X	X	=	

Isotope I-135		TODE – Thyroid Exposure			
		$RR_{(I-135)} \quad \quad \quad \times K2 (7.60E+07) = B \quad \quad \quad$			
Distance	Xu/Q (from tables)	1/WS (M/sec)	A + B (above)	Dose Rate (mrem/hr)	Dose (mrem)
Site Boundary		X	X	=	
2 Mile		X	X	=	
5 Mile		X	X	=	
10 Mile		X	X	=	

Total Isotopic TODE Exposure Rate (mremr)						
	I-131	I-132	I-133	I-134	I-135	Total
Site Boundary		+	+	+	+	=
2 Mile		+	+	+	+	=
5 Mile		+	+	+	+	=
10 Mile		+	+	+	+	=

Joint News Center

Prepared by:	<u>Allen Lee</u> Print Name	<u><i>Allen Lee</i></u> Signature	<u>3/16/01</u> Date
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Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2825</u> Meeting Number	<u><i>Marcia Hall</i></u> Signature Secretary	<u>3/22/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>Frank Inzirillo</i></u> Signature	<u>3/22/01</u> Date

Reference Use

Effective Date: 3/26/01

Extensively Revised

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Joint News Center

1.0 PURPOSE

- 1.1 To describe the coordination between Con Edison Media Relations and the Indian Point 2 Staff during emergencies at the plant.
- 1.2 To describe the methods used by the Indian Point Emergency Response Organization to provide timely and accurate information to:
 - 1.2.1 State and County Public Information Officers
 - 1.2.2 NRC and FEMA Public Information Officers
 - 1.2.3 The News Media
 - 1.2.4 Members of the Public
 - 1.2.5 Employees
- 1.3 To describe the activation and operation of the Joint News Center (JNC)

2.0 DISCUSSION

- 2.1 The primary functions of the JNC are to:
 - Provide timely information to the media, through briefings or news releases, on plant conditions and on emergency response actions being taken to protect the public.
 - Develop and disseminate emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS).
 - Conduct media response, media monitoring, and public inquiry response operations to insure that the public receives accurate and timely information.
- 2.2 The Joint News Center (JNC), located at the Westchester County Airport, is the central facility for dissemination of information to the news media regarding Indian Point Unit 2 during emergencies.

Accommodations for representatives of Con Edison, New York State, the counties of Westchester, Rockland, Orange and Putnam, NRC and FEMA are located within the JNC. The JNC is considered fully activated once there is sufficient staff, and communications have been established with the counties and state to perform the above three principal functions. Con Edison will notify news organizations by press release or wire copy that the JNC has been activated. The decision to terminate JNC operations will be a cooperative one reached by the chief elected officials, the state and Con Edison.
- 2.3 Upon declaration of an Alert (or more severe emergency classification), the JNC is activated and staffed by Con Edison, the four counties and New York State.

- 2.4 Prior to JNC activation, Corporate Media Relations in conjunction with the Onsite Emergency Response Organization maintains responsibility for the dissemination of information to the media. Accomplishment of these joint responsibilities requires close coordination, as described in this procedure.
- 2.5 Before the EOF is activated, the Manager – IP2 Communications or designee serves as the communications link between the IP2 Emergency Response Organization and Corporate Media Relations. After EOF activation, the EOF Information Liaison is assigned to facilitate continued sharing of information between the EOF and Media Relations or the JNC if activated.
- 2.6 This procedure describes the activation and operation of the JNC for Indian Point Unit 2 emergencies. The JNC is also activated for comparable functions during Indian Point Unit 3 emergencies; separate procedures controlled by the Unit 3 owners govern JNC activation and operation in support of Unit 3.

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

The following documents list some of the equipment and supplies available at the Joint News Center:

- 4.1 The *IP2 Emergency Communications Manual*
- 4.2 EP-AD-05, Emergency Facilities and Equipment

5.0 INSTRUCTIONS**5.1 Notification to Media Relations and Joint News Center Staff**

- 5.1.1 The JNC notification process uses the ERO pager system and/or a phone tree call out process.
- 5.1.2 The staffing process will begin upon declaration of an Alert (or more severe emergency classification). When notified of the need for JNC activation (by plant paging system, phone tree coordinator, pager, etc.), designated personnel shall report for duty at the JNC or at Con Edison headquarters, or initiate duties from home, office or other location, as defined by individual position instructions.
- 5.1.3 The Central Control Room (CCR) notifies Media Relations during emergencies by calling one of the following individuals in the order given:
 - A. Manager – IP2 Communications
 - B. Director – Media Relations
 - C. Media Relations Duty Officer
- 5.1.4 The CCR also contacts CIG, who notifies Media Relations.
 - A. During normal working hours, CIG notifies the Director, Media Relations, or the Media Relations Office.
 - B. During off-hours, CIG notifies the Media Relations Duty Officer who then notifies the Manager – IP2 Communications or designee and the Director – Media Relations.

5.2 Initial Actions

- 5.2.1 When notified by pager/phone or upon hearing the emergency assembly alarm, the Manager – IP2 Communications or designee shall take immediate action to:
 - A. Ascertain current plant conditions, time of event, emergency action level, and the emergency classification level, and then
 - B. Communicate that information accurately and quickly to Media Relations for development of an initial news release. A written log of this information must be maintained, including date, time and name of source(s) furnishing information.
 - C. Depending on circumstances, the Manager-IP2 Communications or designee may proceed to the EOF to obtain and communicate up-to-date information.
 - D. Upon EOF activation, an EOF Information Liaison relieves the Manager-IP2 Communications or designee of this responsibility and continues to communicate information to Media Relations or the Joint News Center if activated.
- 5.2.2 The Director, Media Relations; or Media Relations Duty Officer shall:
 - A. Make contact with the Manager-IP2 Communications or designee to gather information on ????????

- 5.2.3 Individuals assigned to the Joint News Center proceed to the facility and prepare it for activation.

5.3 News Releases Prior to Joint News Center Activation

- 5.3.1 Upon obtaining emergency event information, Media Relations and the Vice President of Public Affairs, with assistance from the Manager – IP2 Communications or designee, determines the appropriate communications actions.
- 5.3.2 In general, news releases will be issued under the following emergency circumstances:
- Any emergency declaration at IP2 (Notification of Unusual Event, Alert, Site Area Emergency, General Emergency).
 - Escalation or de-escalation in emergency classification.
 - Emergency event termination.
 - Any accident resulting in fatality or serious injury.
 - Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation.
 - Under other circumstances at management discretion.
- 5.3.3 The Director of Media Relations and Vice President, Public Affairs, with the assistance of the Manager - IP2 Communications or designee determine contents of and draft initial news releases.
- 5.3.4 **BEFORE** issuing any news release information, the Manager - IP2 Communications or designee or EOF Liaison must obtain technical review and concurrence of draft news releases from IP2 Shift Manager or Senior Vice President of Nuclear Operations, or the Emergency Director if the EOF is activated.
- 5.3.5 **BEFORE** releasing the news release to the media the Manager - IP2 Communications or designee and the Government Liaison Manager or designee shall:
- A. Make required initial notification to outside agencies and officials using the Notification Call List. (Maintained and updated quarterly by Manager - IP2 Communications). The list is located in the IP2 Emergency Telephone Directory on the IP2web/eplan.)
 - B. Advise Media Relations that notifications have been completed.
- 5.3.6 Media Relations then proceeds to distribute news release(s) to media and designated corporate and other personnel.
- 5.3.7 All News Releases issued prior to the activation of the JNC should be faxed to the Emergency Operations Facility (EOF) and Joint News Center (JNC)

5.4 Media Relations Activities After JNC Activation

- 5.4.1 Upon activation of the JNC it serves as the central facility for dissemination of information to the media and public. Media Relations personnel assist in JNC activation and operation and shall follow instructions in this procedure. Upon JNC activation, IP2 media and public communications (news releases, media briefings) become the responsibility of the JNC.
- 5.4.2 Media Relations will provide continuing support, as appropriate, during the course of the event.

5.5 JNC Staffing

Utility staffing will take place within two hours of the declaration of an Alert, Site Area Emergency, or General Emergency with the following key positions:

- 5.5.1 JNC Director, or JNC Assistant Director
- 5.5.2 Corporate Spokesperson
- 5.5.3 Administrative Manager
- 5.5.4 Technical Advisor
- 5.5.5 Radiological Advisor
- 5.5.6 Security
- 5.5.7 Government Liaison Manager
- 5.5.8 Audiovisual Coordinator
- 5.5.9 Media Room Liaison
- 5.5.10 Public Inquiry Coordinator
- 5.5.11 Utility Room Documenter

Staffing of the JNC may also occur at Notice of Unusual Event (NUE) or Significant Plant Event. Full staffing of the JNC comprises Con Edison positions (some filled by more than one person), as well as state, county or other government personnel. Staffing of the JNC may occur prior to or without activation of the JNC, if determined necessary.

5.6 JNC Activation

- 5.6.1 Sign-in instructions for positions reporting to JNC
 - A. Proceed to the JNC, located in Building 1, the Westchester Airport, White Plains, New York (Airport Access Road - Exit 2, I-684) (See Addendum 1)
 - B. If facility is not open, contact the Airport Operations Supervisor number located on the front entrance to facility
 - C. Ask Airport Operations to unlock facility and deactivate alarm system and activate building systems (heat, air conditioning, lights, etc.)
 - D. The initial person reporting should wait for a second person to arrive and set up registration desk sign-in process (registration book is in lobby closet). That

person will staff registration process until Security or a Registration Coordinator arrives

- E. Register in registration book
- F. Pick up position guide in lobby closet
- G. Proceed as noted in position guide

5.6.2 Sign-in instructions for positions reporting to Corporate Headquarters

- A. Proceed to 4 Irving Place, New York (Corporate Communications)
- B. Refer to position guide and review responsibilities
- C. Proceed as noted in position guide

5.6.3 Instructions for positions responding from home, office or other location

- A. Initiate duties upon notification to proceed

5.6.4 The JNC will be declared activated when:

- Key positions are staffed by Con Edison representatives;
- State and counties have been notified and communications established; and
- EAS capability established.

5.7 JNC Operations

Note:

Section 2 of the IP2 Emergency Communications Manual Media Briefings provides an overview of JNC functions and operations.

Upon JNC activation, all media and public communications concerning the plant becomes the responsibility of the JNC, under the direction of the JNC Director.

The JNC has access to all necessary information either directly or through the Emergency Plant Manager/Emergency Director. An Emergency Operations Facility (EOF) Liaison facilitates information flow from the plant to the JNC upon EOF activation.

5.7.1 News Releases

News releases are issued upon JNC activation, after changes in emergency classification (escalation or de-escalation) and upon JNC deactivation. News releases are also issued under the following circumstances:

- A fatality or serious injury
- Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation
- Personnel exposures to radiation exceeding limits allowed by regulation

News releases can also be issued under other circumstances at the discretion of the JNC Director. All news releases are reviewed by the Emergency Director for technical concurrence. The JNC Director approves each news release prior to distribution.

5.7.2 Media Briefings

Media Briefings can be called by Con Edison, the state or counties, NRC or FEMA as significant events occur or critical information becomes available. Pre-briefing meetings with the Public Information Officers (PIOs) of JNC participants are held prior to briefings. During Media Briefings, Con Edison takes the lead in moderating, briefing and answering questions with support from other JNC participants as needed.

5.7.3 Other JNC Communications

A combination of state, county and Con Edison personnel staff public inquiry, media monitoring and media response functions. The public inquiry team provides the public with clarification of information that conflicts with official information. Media monitoring tracks the accuracy of broadcast and print reports. Media response handles telephone inquiries from off-site media that cannot come to the JNC.

5.8 JNC Structure and Position Instructions

5.8.1 The JNC is staffed jointly by Media Relations and Indian Point personnel as well as other Con Edison staff. Addendum 2 depicts the overall organizational structure of the JNC.

5.8.2 Attachments 1 through 34 are checklist instructions for JNC positions and corporate interface positions. The person in each of these positions shall use the appropriate checklist to perform their assigned duties.

5.8.3 The checklist include position responsibilities, mobilization and activation activities, and ongoing activities.

5.8.4 In addition, supplemental information on the JNC facility and communications guidelines are contained in the Indian Point 2 Emergency Communications Manual.

5.8.5 JNC Staff positions reporting for duty at the JNC are:

- JNC Director
- JNC Assistant Director
- Corporate Spokesperson
- Media Room Liaison
- Radiological Advisor
- Radiological Health Expert
- Technical Advisor
- Technical Briefer

- Government Liaison Manager
- Government Liaison Assistant
- JNC Administrative Manager
- Audiovisual Coordinator(s)
- Media Monitor(s)
- Assistant(s) (Copy and Fax)
- Media Referral Staff
- JNC News Release Writer
- Two News Room Assistants
- Public Inquiry Coordinator
- Public Inquiry Staff
- Utility Room Documenter
- JNC Security/Registration Coordinator

Staff positions reporting for duty to Con Edison Headquarters, or responding from home, office or other locations are:

- Vice President, Public Affairs
- Vice President, Customer Operations
- Director, Corporate Media Referral
- Director, Government Relations
- Media Relations Duty Officer
- Emergency Operations Facility (EOF) Liaison
- Corporate Media Referral Staff
- Corporate Media Referral Assistant
- Employee Communications Coordinator
- Two Phone Tree Coordinators

When the JNC is activated the Manager, Communications IP2 assists where needed.

5.9 JNC Deactivation

5.9.1 When the Emergency Director terminates the emergency, the decision to terminate JNC operations will be a cooperative one reached by Con Edison, chief elected officials and the state, and will be made once the following conditions have been met:

- A. The establishment of a plan to continue sharing event related information and handling post-closing queries
- B. The collection and preservation of documents relating to the event.

5.9.2 The deactivation will be announced both at a close-out media briefing and by Con Edison issuing a media advisory announcing the termination of JNC operations.

5.9.3 At the conclusion of JNC operation, the following actions shall be taken:

- A debriefing will be conducted by the JNC Director or designee. Participation in the debriefing will be determined by the JNC Director.
- Comments at the debriefing will be noted by the JNC Director, or designee.
- A written critique will be prepared by the JNC Director or designee for submission to the Manager, Emergency Planning, IP2.
- The complete log of the event will be given to the Recovery Manager or the Emergency Planning Manager for retention.
- Closing procedures will be performed at the direction of the Administrative Manager and will follow the procedures posted in the Utility Workroom.

6.0 REFERENCES

6.1 Development Documents

6.1.1 Emergency Plan for Indian Point Unit Nos. 1 & 2, Section 8.0

6.2 Interface Documents

6.2.1 IP-1030, Emergency Operations Facility

6.2.2 Indian Point 2 Emergency Communications Manual

6.3 Commitments

This procedure implements the following requirements/commitments:

6.3.1 NL-00-111-C01

6.3.2 NL-99-116-C13

6.3.3 NL-81-157-C41

7.0 ATTACHMENTS

Checklists for staff reporting to JNC:

Attachment 1 – JNC Director Checklist

Attachment 2 – JNC Assistant Director Checklist

Attachment 3 - Corporate Spokesperson Checklist

Attachment 4 - Media Room Liaison Checklist

Attachment 5 - Radiological Advisor Checklist

Attachment 6 - Radiological Health Expert Checklist

Attachment 7 - Technical Advisor Checklist

Attachment 8 - Technical Briefer Checklist

Attachment 9 - Government Liaison Manager Checklist

Attachment 10 - Government Liaison Assistant Checklist

Attachment 11 - Administrative Manager Checklist

Attachment 12 - Audiovisual Coordinator Checklist

Attachment 13 - Media Monitor(s) Checklist

Attachment 14 – Assistant(s) Checklist

Attachment 15 - Media Referral Staff Checklist

Attachment 16 - JNC New Release Writer Checklist

Attachment 17 -News Room Assistant #1 Checklist

Attachment 18 - News Room Assistant #2 Checklist

Attachment 19 - Public Inquiry Coordinator Checklist

Attachment 20 - Public Inquiry Staff Checklist

Attachment 21 - Utility Room Documenter Checklist

Attachment 22 - JNC Security/Registration Coordinator Checklist

7.0 ATTACHMENTS (cont.)

Checklists for staff reporting to Headquarters or responding from home, office or other location:

Attachment 23 - Vice President, Public Affairs Checklist

Attachment 24 - Vice President, Customer Operations Checklist

Attachment 25 - Director, Corporate Media Referral Checklist

Attachment 26 - Director, Government Relations Checklist

Attachment 27 - Manager, Communications IP2 Checklist

Attachment 28 - Media Relations Duty Officer Checklist

Attachment 29 - Emergency Operations Facility (EOF) Liaison

Attachment 30 - Corporate Media Referral Staff Checklist

Attachment 31 - Corporate Media Referral Assistant Checklist

Attachment 32 - Employee Communications Coordinator Checklist

Attachment 33 - Phone Tree Coordinator #1 Checklist

Attachment 34 - Phone Tree Coordinator #2 Checklist

8.0 ADDENDUM

Addendum 1: JNC Location Map

Addendum 2: JNC Functional Organization

Addendum 3: EOF Liaison Information Checklist

Addendum 3: EOF to JNC Essential Information Checklist (Form IP-1011-1)

Addendum 4: Media Briefing Issues (Form IP-1011-2)

Addendum 5: JNC Staffing (Form IP-1011-3)

Attachment 1
JNC Director Checklist
 Sheet 1 of 4

<u>Primary Responsibilities</u> Reporting to Emergency Director, supervise and direct all staff and operations of the JNC that involve the flow of information from the plant and emergency facilities to the state, counties, news media and public; assist in JNC activation; maintain communications and coordinate activities between JNC and Corporate Headquarters as needed, direct shift and personnel changes; review and approve all news releases; participate in pre-briefings to coordinate information sharing with federal, state and county representatives; direct and moderate media briefings; coordinate public inquiry responses; conduct de-briefing	
<u>Mobilization and Activation Activities</u> 1.0 While at home or office – Upon notification <ul style="list-style-type: none"> ▪ Obtain Emergency Classification Level (ECL) and summary of events ▪ Notify Vice President of Public Affairs ▪ Determine initial response in consultation with Vice President of Public Affairs and Manager , Communications –IP2 or designee ▪ Draft news release with Manager, Communications –IP2, or designee or Media Relations office/duty officer ▪ Clear news release with Vice President of Public Affairs, Senior Vice President of Nuclear Operations or IP2 Shift Manager ▪ Inform Manager, Communications-IP2 or designee to begin notification to contacts contained in Phone Directory of Outside Agencies ▪ Consult with Vice President of Public Affairs about activation of Joint News Center (activation is mandatory at declaration of an Alert or above) ▪ Notify Phone Tree Coordinator #1 to activate phone tree, if necessary ▪ Brief Media Relations Office staff and/or Duty Officer ▪ Designate staffing of duty phone ▪ Depart for JNC 2.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A ▪ Assume title of JNC Director and overall responsibility of facility, staff, and operations ▪ Call Media Relations Office/Duty Officer to confirm arrival at JNC and obtain updates and review news release(s) issued prior to JNC activation ▪ Ensure all staff refer to their detailed position guides ▪ Activation Declaration: Declare JNC activated and operational when: <ol style="list-style-type: none"> 1. Key positions are staffed with Con Edison representatives (See Section 5.5 for staff listing) and 2. Information is obtained to support communications functions; 3. Communications with state and counties have been established; 	<u>Notes</u>

Attachment 1
JNC Director Checklist
Sheet 2 of 4

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>2.0 On arrival at JNC (cont.)</p> <ul style="list-style-type: none"> ▪ EAS capability has been established ▪ Upon activation, ensure the JNC Assistant Director informs the EOF Liaison that the JNC is activated and synchronizes the times between facilities ▪ Direct preparation (by News Release Writer), review, approval of, and issuance of media advisory announcing the activation of the JNC as the official source of information to the public (this media advisory requires no technical concurrence from EOF) ▪ Await plant/event updated information from Manager Communications -IP2 or EOF liaison (to be obtained through JNC Assistant Director (liaison with EOF)). <p>3.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Review plant status reports, information sheets, government news releases, EAS messages, and other information as it becomes available ▪ Delegate responsibilities to JNC Assistant Director when absent from Utility Room. Ensure Documenter notes change of command. ▪ Review media questions collected by Media Room Liaison (and submitted to Utility Workroom by News Room Assistant or Administrative Manager) to assist in preparing notes for Media Briefings Review/address any rumors, inaccuracies on major networks or radio stations, or repeated inquiries received by Public Inquiry Room (submitted to Workroom by Public Inquiry Coordinator) ▪ Direct appropriate rest periods and shift changes for Con Edison personnel (working with Administrative Manager). If events necessitate operation of the JNC for a prolonged period, assign 12-hour shifts ▪ Conduct periodic briefing with Utility Room Staff keeping them apprised of changing events, JNC priorities and other important information. <p>4.0 News Releases</p>	
<div data-bbox="167 1417 1213 1543" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>NOTE:</p> <p>Section 3 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations of News Releases.</p> </div> <ul style="list-style-type: none"> ▪ When: After news release announcing JNC activation (emergency declaration), direct News Release Writer to prepare subsequent new releases within one hour of a new Emergency Classification (escalation or de-escalation) or when plant events warrant public notification such as: 1) emergency event termination, 2) a fatality or serious injury; 3) release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation; 4) personnel exposures to radiation exceeding limits allowed by regulation. News releases may also be issued under other circumstances at your discretion. 	

Attachment 1
JNC Director Checklist
Sheet 3 of 4

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p>4.0 News Releases (cont.)</p> <ul style="list-style-type: none"> ▪ Review draft news releases with Corporate Spokesperson (ensure boiler plates and standard phraseology are used as guidance and information presented at Media Briefings is captured in follow-up news releases). Have Administrative Manager distribute to other Utility Workroom staff for review ▪ After internal JNC review, have News Release Writer revise news release if needed, initial time and direct Administrative Manager to supervise technical concurrence from EOF (Administrative Manager to coordinate EOF approval, JNC Assistant Director to monitor approval time). Make sure release is noted as DRAFT (yellow form). If a drill, ensure that the news release says "THIS IS A DRILL" • Ensure technical concurrence is obtained from Emergency Director (check with Administrative Manager) • Once technical concurrence is obtained, direct News Release Writer to prepare news release in final format (Con Edison letterhead). Approve with appropriate sign-off (your initials) prior to obtaining state and county sign-off followed by distribution. (Government Liaison Manager to obtain state and county sign-off, Administrative Manager to direct media and internal news release distribution). Utility Room Documenter to maintain log of all news releases. <p>5.0 Pre-Briefings</p> <ul style="list-style-type: none"> • When: Prior to Media Briefings, information is shared with state and counties to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers • Direct Government Liaison Manager to arrange all pre-briefing meetings (PIOs that are not present may be briefed using conference phone in pre-briefing room) • Direct Government Liaison Manager to inform Media Room Liaison to announce approximate times of Media Briefings to media • With Corporate Spokesperson taking lead, brief state and counties on plant/event information. Obtain information on state, county efforts/actions as needed. When complete, proceed to conduct Media Briefing in Media Briefing Room <p>6.0 Media Briefings</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Section 4 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations for and conduct of Media Briefings.</p> </div> <ul style="list-style-type: none"> • When: Media briefings are called by the state, county or Con Edison as significant events occur or critical information becomes available. JNC Media Briefings usually follow classification changes, major events or significant actions by Con Edison, state or counties within 60 minutes. The party desiring the briefing notifies all other PIOs. 	

Attachment 1
JNC Director Checklist
 Sheet 4 of 4

JNC Operational Activities (cont'd)	Notes
<ul style="list-style-type: none"> • Content: Work with Corporate Spokesperson (who takes the lead) to compile media briefing notes and messages. Each briefing should focus on three areas of information: what happened; what we're doing about it; and what it means. In preparing notes for briefings, ensure any unanswered questions, inconsistencies and inaccuracies from previous briefings are noted. • Briefing Format: Open Media Briefing by making introductory remarks. Serve as moderator. Introduce Corporate Spokesperson (to conduct briefing and serve as primary spokesperson with assistance from state, government PIOs as necessary) • <i>In each briefing</i>, ensure the following Public Inquiry announcement is made: "To assist the public with receiving clarification on information that may be in conflict with official announcements, the public may call: 914-683-6499. • Preside over Q&A session, repeating questions as needed and directing them to appropriate spokesperson <p>7.0 Close Briefing when appropriate</p> <p>Post Media Briefing</p> <ul style="list-style-type: none"> • Return to Utility Workroom A and obtain plant/event update from JNC Assistant Director • Review briefing comments from Utility Workroom staff and others as appropriate. • Collect notes of inconsistencies, inaccuracies and unanswered questions from Media Briefing (Technical Advisor, Radiological Advisor, and Media Relations Liaison monitor briefings) and prepare to address at subsequent briefings or news releases as appropriate. • Make note of briefing information for inclusion in follow-on news releases as appropriate <p>8.0 Post Event</p> <ul style="list-style-type: none"> • When events warrant, after consultation with Con Edison Senior Management and state and county representatives, declare JNC closed • Direct JNC personnel to return all equipment to proper storage locations • Conduct facility de-briefing • Review all JNC documentation to verify that logs, forms and other documentation are complete • Provide all documentation to the Recovery Manager 	

Attachment 2
JNC Assistant Director Checklist
 Sheet 1 of 3

<u>Primary Responsibilities</u> Reporting to JNC Director, assist JNC Director in all JNC operations that involve the flow of information from the plant and emergency facilities to the state, counties, news media and public; assist in JNC activation; serve as principal interface with EOF Liaison, obtaining and relaying updated plant/event information to Utility Workroom staff; assume role of JNC Director in Utility Workroom during Media Briefings or whenever JNC Director is absent	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom ▪ Check with Administrative Manager to determine no-shows; Have Administrative Manager instruct Phone Tree Coordinators to fill positions with alternates, if necessary ▪ <u>IF</u> the JNC Director is not present <u>THEN</u> assume the duties of the JNC Director in accordance with the JNC Director's Checklist. ▪ At the direction of JNC Director, inform EOF Liaison of JNC activation. Synchronize time between facilities ▪ Establish contact with EOF Information Liaison to obtain updated information using an "EOF to JNC Essential Information Checklist" (Form IP-1011-1) ▪ Ensure that Central Customer Operations personnel is contacted to place event information on Customer Operations screens 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Review plant status reports, news releases, EAS messages and other related information as it becomes available ▪ Serve as principal EOF contact for entire period of the event and provide updated information to JNC Director and Utility Room staff as received (on pink information sheets). If possible, ensure all staff is present in Utility Room prior to providing updates. ▪ Maintain a log of information from the EOF Information Liaison/Emergency Director/EOF Technical Advisor using the EOF Liaison Information Checklist (Addendum 3) and distribute to Utility Workroom staff as appropriate ▪ Forward Utility Workroom requests for additional information to the EOF as needed ▪ Assume Utility Workroom role of JNC Director when Director is absent (ensure Utility Room Documenter is notified of change) ▪ If requested by Director, review media questions collected by Media Room Liaison, and rumors or inaccuracies identified by Public Inquiry 	<u>Notes</u>

Attachment 2
JNC Assistant Director Checklist
Sheet 2 of 3

JNC Operational Activities (cont'd)**3.0 News Releases****NOTE:**

Section 3 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations of News Releases.

- Using information received from EOF, assist News Release Writer to prepare draft news releases.
- **When:** News Releases should be made within **one hour** of:
 1. Initial emergency declaration (made before JNC becomes activated by Media Relations)
 2. JNC activation, (announcing activation)
 3. A new Emergency Classification (escalation or de-escalation)
 4. when plant events warrant public notifications, such as
 - 1) A fatality or serious injury,
 - 2) Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation,
 - 3) Personnel exposures to radiation exceeding limits allowed by regulation.
 5. Emergency event termination,
 6. Other news releases may be issued at the discretion of the JNC Director.
- Review news release drafts as requested (yellow copy) -- assist in specifying other JNC reviewers
- Monitor news release review (technical concurrence) time from EOF, working with Administrative Manager and others as needed

4.0 Pre-Briefings

- Announce change in command when JNC Director is not in Utility Workroom for proper documentation by Documenter. Assume Utility Workroom role of JNC Director during pre-briefing when Director is absent from Utility Room

Attachment 2
JNC Assistant Director Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p>5.0 Media Briefings</p> <div data-bbox="162 464 1209 709" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTES:</p> <p>Section 4 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations for and conduct of Media Briefings.</p> <p>If the JNC Director is no present for the initial or follow-up media briefings, the Assistant JNC Director or the Corporate Spokesperson will act as the moderator for the briefings.</p> </div> <ul style="list-style-type: none"> ▪ IF the JNC Director is unavailable THEN assume Utility Workroom role of JNC Director ▪ Continue in role as principal contact with EOF Information Liaison, or delegate this role to Technical or Radiological Advisor if necessary <p>6.0 Post Media Briefing</p> <ul style="list-style-type: none"> ▪ Announce change in command to Documenter for appropriate documentation ▪ Update JNC Director and Corporate Spokesperson on Utility Workroom activities during their absence <p>7.0 Post Event</p> <ul style="list-style-type: none"> ▪ Assist JNC Director in gathering all documentation generated during the event at the JNC ▪ Participate in debriefing 	

Attachment 3
Company Spokesperson Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Working with the Emergency Director and JNC Director, coordinate all outgoing information from the JNC and serve as primary source of information; review all incoming plant/event information from EOF, review all news releases; develop briefing information and messages; conduct pre-briefings with state and county PIOs; serve as primary spokesperson at media briefings; respond to Q&A as appropriate	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A ▪ Confer on plant events with JNC Director, Assistant Director, Technical and/or Radiological Advisor and others as appropriate ▪ Obtain update on plant activity from JNC Director/Assistant Director/EOF Liaison/Emergency Director ▪ Initial Preparation: Determine schematics that may be needed during media briefings from the inventory list and inform Administrative Manager to arrange with AV Coordinator 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Review plant status reports, information sheets, state and county news releases, EAS messages and other information as it becomes available 3.0 News Releases <ul style="list-style-type: none"> ▪ With JNC Director and News Release Writer, draft, review and comment on all news releases 4.0 Pre-Briefings <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Section 4 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations for and conduct of Media Briefings.</p> </div> <ul style="list-style-type: none"> ▪ When: Prior to Media Briefings, information is shared with state and counties to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers. Government Liaison Manager arranges all pre-briefing meetings (see Attachment 4-1 in IP2 Emergency Communications Manual for Media Briefing Worksheet to guide discussion) ▪ Outline information to be presented at Media Briefing (see Media Briefing Content Guide in IP2 Emergency Communications Manual (Figure 4-2) for reference). Obtain assistance from other Utility Workroom staff as needed ▪ Review Media Briefing information with JNC Director ▪ With the JNC Director, take the lead in briefing state and counties on plant/event information. Obtain information on state, county efforts as needed. When complete, proceed to Media Briefing Room to conduct briefing. 	<u>Notes</u>

Attachment 3
Company Spokesperson Checklist
 Sheet 2 of 2

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p>5.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ When: Media Briefings are called by the state, county or Con Edison as significant events occur or critical information becomes available. JNC media briefings usually follow classification changes, major events or significant actions by Con Edison, state or counties within 60 minutes. The party desiring the briefing notifies all other PIOs ▪ Content: Compile media briefing notes and messages. Each briefing should focus on three areas of information: what happened, what we're doing about it, and what it means (see Media Briefing Content Guide (Figure 4-2) in IP2 Emergency Communications Manual for reference). (In preparing notes for briefings, ensure unanswered questions, inconsistencies and inaccuracies identified in previous briefings are noted.) ▪ Briefing Format: JNC Director opens Media Briefing by making introductory remarks and serves as moderator. Audiovisual Coordinator will connect wireless microphone and set up all audiovisual equipment. Wait for introduction by JNC Director before initiating briefing. ▪ Conduct briefing using prepared Media Briefing Notes and schematics (see IP2 Emergency Communications Manual for Media Briefing content guidance (Figure 4-2) and Attachment 4-4 for Media Briefing Communications Tips). ▪ Respond to Q&A from audience as directed by JNC Director ▪ JNC Director to end briefing as appropriate <p>6.0 Post-Briefings</p> <ul style="list-style-type: none"> ▪ Upon return to Utility Workroom, obtain plant update from JNC Assistant Director ▪ Discuss any comments with JNC Director (from completed media briefing monitoring forms) regarding briefing content and accuracy from Technical and Radiological Advisors, Government Liaison Manager, Technical Briefer and Radiological Health Expert and unanswered questions noted by Media Room Liaison ▪ Note and address inaccuracies, inconsistencies and unanswered questions to be addressed in next media briefing <p>7.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing 	

Attachment 4
Media Room Liaison Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Reporting to the JNC Director, act as liaison to the media regarding processes for gathering information; record media questions to be submitted to Utility Workroom; announce Media Briefing times, explain Media Briefing process, make housekeeping announcements; monitor interaction between media and experts (Technical Briefer, Radiological Health Expert); monitor Media Briefings for follow-up questions	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A for event status, then proceed to Media Briefing Room ▪ Set out press kits and Emergency Planning booklets ▪ Check all news release folders to ensure they are empty, or only contain current news releases (IF news releases have been issued THEN place copies in folders.) ▪ Check status boards and all signage in room and on dais for accuracy ▪ See Technical Briefer and Radiological Health Expert to their posts. ▪ Ensure the media waits in media work areas while Media Briefing Room is set up for initial briefing (News media should not be permitted to enter Media Briefing Room until completely set up. Work with Security staff if needed) Keep access doors locked 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Act as liaison to the media regarding process for gathering information, explain news release folders and ensure more recent news releases are contained. ▪ Record press questions, on Media Briefing Issues form (Form IP-1011-2) and have News Room Assistant #2 deliver them to the Utility Workroom. ▪ Confine comments about plant/event to information contained in news releases 3.0 Media Briefings <ul style="list-style-type: none"> ▪ On direction of Government Liaison Manager, announce times of Media Briefings to media (announce briefings will take place in at "approximately" the time given) ▪ Announce information on Media Briefing Process to media prior to and following media briefings (see IP2 Emergency Communications Manual for sample remarks contained in Attachment 4-2) ▪ Monitor briefing for follow-up and unanswered questions. Document these items on a Media Briefing Issues form (Form IP-1011-2) 	

Attachment 4
Media Room Liaison Checklist
Sheet 2 of 2

<u>JNC Operational Activities (cont.)</u>	<u>Notes</u>
<p data-bbox="131 380 358 411">4.0 Post-Briefing</p> <ul data-bbox="191 443 1211 695" style="list-style-type: none"><li data-bbox="191 443 1211 537">▪ Collect briefing comments (Form IP-1011-2) from Radiological Health Expert and Technical Briefer and submit to JNC Director along with your list of unanswered questions, if any<li data-bbox="191 569 1211 632">▪ Continue to record media questions (on form provided)for pick-up by News Room Assistant #2<li data-bbox="191 663 1068 695">▪ Monitor interaction between media and experts; intervene if necessary <p data-bbox="131 726 342 758">5.0 Post Event</p> <ul data-bbox="191 789 521 821" style="list-style-type: none"><li data-bbox="191 789 521 821">▪ Participate in debriefing	

Attachment 5
Radiological Advisor Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to JNC Director, provide information/advise Corporate Spokesperson and JNC Director on radiological implications of plant events; review news releases and monitor briefings for accuracy	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Review plant status reports, information sheets, news releases, and other information as it becomes available and advise as appropriate 3.0 News Releases <ul style="list-style-type: none"> ▪ Review and provide technical comments on news releases as requested 4.0 Pre-Briefings <ul style="list-style-type: none"> ▪ Advise Corporate Spokesperson and JNC Director on radiological implications of plant events ▪ Assist Corporate Spokesperson compile notes for briefings as needed 5.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor briefings and take notes on Media Briefing Issues form (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions 6.0 Post-Briefing <ul style="list-style-type: none"> ▪ Provide feedback on briefings to JNC Director and Corporate Spokesperson ▪ Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases 7.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing 	<u>Notes</u>

Attachment 6
Radiological Health Expert Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to Media Room Liaison, serve as an information source to provide independent, technical information to press in Media Briefing Room on issues related to radiation exposure and health impacts of plant event; monitor Media Briefings for accuracy	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Media Room Liaison in Media Briefing Room ▪ Review issued news releases 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain in Media Briefing Room to provide the media with technical information related to radiation exposure and its health effects; relay information to Media Room Liaison on reporters' questions (on form provided) as feedback to Utility Workroom for use in preparing for next briefing 3.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor Media Briefings (on form provided) for accuracy; relay comments to Media Room Liaison 4.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing 	<u>Notes</u>

Attachment 7
Technical Advisor Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to JNC Director, provide technical information to support communications efforts. Advise Corporate Spokesperson and JNC Director on plant events; review news releases and monitor briefings for accuracy	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Review plant status reports, information sheets, news releases, and other information as it becomes available and advise as appropriate 3.0 News Releases <ul style="list-style-type: none"> ▪ Review and provide technical comments on news releases as needed 4.0 Pre-Briefings <ul style="list-style-type: none"> ▪ Advise Corporate Spokesperson and JNC Director on plant events ▪ Assist Corporate Spokesperson in preparing media briefing notes as needed 5.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor briefings and take notes on Media Briefing Issues form (Form IP-1011-2) regarding radiological statements, questions and answers. Note inaccuracies, inconsistencies and unanswered questions 6.0 Post Briefing <ul style="list-style-type: none"> ▪ Provide feedback (Form IP-1011-2) on briefings to JNC Director and Corporate Spokesperson ▪ Assist in addressing inaccuracies, inconsistencies and unanswered questions as needed to prepare for subsequent media briefings or news releases 7.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing 	<u>Notes</u>

Attachment 8
Technical Briefer Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Reporting to Media Room Liaison, serve as information source to the media by providing technical information on plant operations and equipment as needed	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Media Room Liaison in Media Briefing Room 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain in Media Briefing Room to provide the media with technical information on plant operations between briefings; ▪ Relay information to Media Room Liaison on reporters' questions (on form provided) as feedback to Utility Workroom for use in preparing next briefing 3.0 Media Briefings <ul style="list-style-type: none"> ▪ Monitor briefings for accuracy by Corporate Spokesperson (on form provided); relay comments to Media Room Liaison 4.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing 	<u>Notes</u>

Attachment 9
Government Liaison Manager Checklist
Sheet 1 of 3

Primary Responsibilities

Under the direction of the JNC Director, serve as information liaison with government officials and state and county public information officers (PIOs); notify absent PIOs of pending news releases, prior to release and media briefing information, prior to conducting media briefing; ensure all state and county PIOs acknowledge and sign off on news releases; arrange for pre-briefings (including contacting absent PIOs; if necessary); serve as interface with Con Edison Government Relations; supervise Government Liaison Assistant activities

Mobilization and Activation Activities**Notes****1.0 While at home or office**

- Receive plant information on initial plant additions
- Prepare initial news release.
- When informed by the Manager, Communications Indian Point 2, contact officials listed on Media Relation's Notifications, Group 1.
- Notify Media Relations Office/Duty Officer upon completion of calls to Group 1 above (212-460-4111)
- Call Con Edison's Director of Government Relations, describe plant conditions and/or read or fax initial news release
- Upon completion of calls, depart for JNC

2.0 On arrival at JNC

- Report to Utility Workroom A
- Establish contact with State and County Workrooms
- Prior to arrival of State Liaison, monitor PIO emergency conference phone in Pre-Briefing Room

Attachment 9

Government Liaison Manager Checklist

Sheet 2 of 3

<u>JNC Operational Activities</u>	<u>Notes</u>
<p>3.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Review plant status reports, information sheets, news releases, and other information as it becomes available ▪ Establish contact with Con Edison Corporate Government Relations staff and report Emergency Classification Level (ECL) changes to Director of Government Relations as warranted ▪ Prepare and ensure that Government Liaison Assistant updates status boards in all JNC workrooms and announces status changes and rings bell. Ensure staff acknowledges Emergency Classification change status. ▪ Maintain contact with local public officials and update when Emergency Classification changes occur ▪ Ensure Government Liaison Assistant maintains log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing area) during Event ▪ Maintain contact with government officials (Media Relation's Notifications, Group 1) keeping them informed of major changes in events. <p>4.0 News Releases/EAS Messages</p> <ul style="list-style-type: none"> ▪ EAS Messages: Acknowledge receipt of Emergency Alert System (EAS) messages issued at JNC by initialing documents. ▪ Ensure Government Liaison Assistant provides a copy of all EAS messages to JNC Director and Documenter and faxes to Corporate Media Referral ▪ Gov't News Releases: Acknowledge receipt of government agencies (NRC, FEMA, State and County) news releases by initialing • Ensure Government Liaison Assistant has all government news releases faxed to Corporate Media Referral ▪ Ensure that Government Liaison Assistant provides a copy of all government news releases to the JNC Director and the Documenter - ensure proper sign off of all news releases ▪ Con Edison News Releases: Ensure that all state and county PIO's acknowledge or sign off on Con Edison news release prior to release to media - utilize PIO emergency conference phone to contact and inform absent PIO's ▪ Ensure that Government Liaison Assistant delivers copies of issued Con Edison news releases to government agencies' workrooms 	

Attachment 9
Government Liaison Manager Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<p>5.0 Pre-Briefing</p> <ul style="list-style-type: none">▪ When: Prior to Media Briefings▪ In absence of state PIO, prompt regular media briefings with county PIO's▪ Coordinate information with state and counties to present information, resolve inconsistencies, address concerns, establish briefing protocol and set the order of speakers▪ Arrange all Pre-Briefings at request of JNC Director▪ Attend Pre-Briefing; contact absent state and county PIO's using PIO emergency conference phone in Pre-Briefing Room; notify absentees of pending media briefing information. Take notes of general information presented.▪ At request of JNC Director, tell Media Room Liaison to announce approximate time of next briefing <p>6.0 Post Event</p> <ul style="list-style-type: none">▪ Participate in debriefing	

Attachment 10
Government Liaison Assistant Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Government Liaison Manager, distribute government news release information and EAS messages to JNC Director, Documenter and Corporate Media Relations; distribute Con Edison news release and information to government officials, state and county PIO's for proper sign-off prior to release to media; deliver final Con Edison news releases to state and county workrooms, FEMA, NRC; ring bell and update status boards and Emergency Classification Level signs and announces status changes	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom and Government Liaison Manager 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Ring bell and update status boards and Emergency Classification Level signs in all JNC workrooms: State, Counties (Orange, Rockland, Westchester, Putnam), FEMA, NRC, Con Edison, Public Inquiry, Media Monitoring, Press Rooms). Announce status changes. Ensure staff located in each room, acknowledges Emergency Classification changes. ▪ Maintain log of all incoming/outgoing calls from emergency conference phone (located in pre-briefing room). 3.0 News Releases <ul style="list-style-type: none"> ▪ Gov't News Releases/Information: Ensure copy of all government news releases and EAS messages are distributed to JNC Director and Documenter and faxed to Corporate Media Referral ▪ Con Edison News Releases: Circulate final Con Edison news releases for initialing by state and county officials ▪ Deliver all final Con Edison news releases to: state and county workrooms, FEMA, NRC 4.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Government Liaison Manager, participate in debriefing 	<u>Notes</u>

Attachment 11
Administrative Manager Checklist
 Sheet 1 of 3

<u>Primary Responsibilities</u> Reporting to the JNC Director, supervise all JNC administrative activities and functions (registration, clerical, security, maintenance, news release and other information distribution, media briefing graphics/schematic needs) and coordinate auxiliary services (food, lodging); supervise News Assistants, Assistants, Registration/Security staff; maintain JNC in operational condition; supervise JNC facility deactivation/shut-down	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A ▪ Verify completion of JNC Staffing by completing (or directing a staff member to complete) a JNC Staffing Form (Form IP-1011-3) ▪ Confer with JNC Assistant Director to determine no-shows, instruct Phone Tree Coordinators to fill positions with alternates if necessary ▪ Oversee JNC set-up, including heat or air conditioning, lights, copiers, food service, etc. ▪ Contact fax and copy machine contacts and have them send support staff to JNC (refer to "Administrative Quick Reference Manual" located in Utility Workroom) ▪ Contact IP3 Maintenance Support Contractor and ask for maintenance support at JNC ▪ Evaluate registration situation. If Registration or Security staff have not arrived, assign additional personnel as needed ▪ Supervise fax and copy assistants to check correct dates and times on fax machines, and create log of sends and receives 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Working with JNC Director, make shift assignments. (Form IP-1011-3) ▪ When all positions are filled and shift assignments have been made, release any individuals who initially responded to the JNC but are not currently filling a position. ▪ Prior to releasing initial staff responding, conduct review of subsequent shifts four hours before the end of each 12-hour shift. ▪ Supervise Assistants, Newsroom Assistants, Security and Registration Staff ▪ Provide blank status boards for Government Liaison Manager ▪ Supervise set-up of schematics or coordinate with AV coordinator in Media Briefing Room for slides selected by Corporate Spokesperson 	<u>Notes</u>

Attachment 11

Administrative Manager Checklist

Sheet 2 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Supervise distribution of plant status reports and information sheets prepared by Assistant JNC Director by News Room Assistant #1 to: <ul style="list-style-type: none"> - JNC Director - JNC Assistant Director - Corporate Spokesperson - Technical Advisor - Radiological Advisor - Documenter - News Release Writer ▪ Supervise collection of inquiry notes from Public Inquiry (as needed) and Media Monitoring by News Room Assistant #2 and provide to JNC Director ▪ Maintain JNC in operational condition during its use ▪ Arrange food service (refer to "Administrative Quick Reference Manual" located in Utility Workroom for options) ▪ Arrange for water on podium for Media Briefings ▪ Arrange for first aid or emergency care if required ▪ Make emergency overnight sleeping accommodations, if necessary (portable cots available in Con Edison storage room, or make appropriate contacts, see "Administrative Quick Reference Manual" located in Utility Workroom for options) ▪ Provide attendance sheets to Documenter for each shift. ▪ 3.0 News Releases <ul style="list-style-type: none"> ▪ Receive Con Edison news releases (yellow copy) and arrange internal distribution for review (copy and distribute) ▪ After internal JNC review, supervise News Room Assistant #1 to send draft news release to EOF to obtain technical concurrence with a requested response time ▪ Supervise proper sign-off of all Con Edison final news releases (ensure appropriate signatures and times noted) (stamp final news release on back) ▪ Supervise distribution of final Con Edison news releases (on Con Edison letterhead) by News Room Assistant #1 <ul style="list-style-type: none"> - Public Inquiry (10) - Media Briefing Room (10) - Utility Room Staff - Media Monitoring Room 	

Attachment 11
Administrative Manager Checklist
Sheet 3 of 3

<u>JNC Operational Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none"> ▪ Supervise distribution of final Con Edison news releases by News Room Assistant #2 to (as per prepared fax distribution sheet): <ul style="list-style-type: none"> – AP – UPI – Gannett – Control Room – Simulator – Tech Support Center – Media Relations – Government Relations – EOF – Vice President of Public Affairs – Senior Vice President, Nuclear Operations <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing ▪ Oversee facility deactivation as per procedures posted in Utility Workroom 	

Attachment 12
Audiovisual Coordinator Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u>	
Working with the Administrative Manager to perform all audiovisual tasks (set-up, test, operate)	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Synchronize time in Utility Workroom A with JNC Assistant Director ▪ Check all audio visual equipment to be sure it is ready to record, tape and play back ▪ Test and ensure all TV monitors are functioning in Utility Workroom, State and County Workrooms, FEMA, NRC, Media Monitoring Room, Press Rooms and Public Inquiry Room ▪ Provide technical assistance for media monitoring equipment as needed in Media Monitoring Area ▪ In Media Briefing Room, test microphones and sound system ▪ Work with Administrative Manager to set up schematics/graphs/slides selected by Corporate Spokesperson in Media Briefing Room. 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Media Briefings <ul style="list-style-type: none"> ▪ Perform and/or delegate the following tasks: <ul style="list-style-type: none"> – Wireless microphone for Corporate Spokesperson and others as needed – Arrange power point presentation and other visuals for Corporate Spokesperson as needed – Record and videotape Media Briefing – Supervise staff to handle wireless microphone for Q&A – do not give microphone to individual asking question – Prepare tapes for playback 3.0 Post Event <ul style="list-style-type: none"> ▪ Provide a copy of all briefing tapes to the Emergency Planning Manger and a copy for the JNC library ▪ Participate in de-briefing 	<u>Notes</u>

Attachment 13
Media Monitor(s) Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Public Inquiry Coordinator, monitor news (TV, Radio) for accuracy; Report any inaccuracies or rumors to Public Inquiry Coordinator	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Media Monitoring Room ▪ Check monitors for working order, date, time - report any equipment problems to AV Coordinator ▪ Check radio stations ▪ Obtain and review official information on plant event (news releases) 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain up-to-date with official information provided to the media as it becomes available ▪ Monitor major TV and radio stations for rumors and inaccuracies regarding the event ▪ Report any inaccuracies or rumors to Public Inquiry Supervisor or Coordinator on "Public Inquiry - Media Response Inquiry and Off Air Monitor Form" provided ▪ Maintain written log of rumors and inaccuracies, including date, time, channel/station aired on and content 3.0 Post Event <ul style="list-style-type: none"> ▪ Provide log to Documenter at end of event, drill/exercise ▪ Participate in de-briefing 	<u>Notes</u>

Attachment 14
Assistant(s) Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u>	
Provide clerical support as needed under the direction of the Administrative Manager	
<u>Mobilization and Activation Activities</u>	<u>Notes</u>
1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to work area and check equipment and supplies – replenish necessary supplies ▪ Report to the JNC Administrative Manager for assignment on fax machines, copiers or registration desk ▪ Check fax machines for dates, time and operability ▪ Set up log book for incoming/outgoing faxes 	
<u>JNC Operational Activities</u>	<u>Notes</u>
2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Fax documents as requested by Administrative Manager ▪ Maintain a log of all incoming and outgoing faxes ▪ Check for operability of copiers and adequate paper supply; report any problems to Administrative Manager ▪ Copy documents as requested by Administrative Manager ▪ Contact Administrative Manager with problems, questions or feedback ▪ Support Administrative Manager in other JNC activities as needed 3.0 Post Event <ul style="list-style-type: none"> ▪ Participate in de-briefing 	

Attachment 15
Media Referral Staff Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Supervisor, Public Inquiry (NY State) or Public Inquiry Coordinator (IP2), respond to telephone media inquiries from media not able to come to JNC	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Supervisor of Public Inquiry under the direction of the New York State Emergency Management Organization, or Public Inquiry Coordinator ▪ Review official written information on plant event (news releases) 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Answer telephones, "Joint News Center", respond to media not present at JNC by: <ul style="list-style-type: none"> – Advising news organizations to send a representative to the JNC or rely on wire service reports for updates – Referring to Corporate Media Referral requests from news organizations for news releases – Referring non-media calls to Public Inquiry Supervisor or Public Inquiry Coordinator (which require information beyond the scope of information provided) ▪ Do not elaborate, speculate, or render personal opinions. ▪ Maintain log of media calls and actions taken (on "Public Inquiry - Media Response Inquiry and Off Air Monitor" forms provided) 3.0 Post Event <ul style="list-style-type: none"> ▪ Give media log to Documenter ▪ Participate in debriefing 	<u>Notes</u>

Attachment 16
JNC News Release Writer Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Under the direction of the JNC Director, prepare news releases within one hour of a new Emergency Classification or when plant events warrant public notification, submit draft releases for JNC Review, make changes as directed, provide to Administrative Manager for EOF technical concurrence, prepare final approved copy for sign-off and distribution	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom and: <ul style="list-style-type: none"> – Turn on PC and monitor – On main screen, select and open Con Edison Boiler Plate Document ▪ Test word processing program and printer ▪ Locate the Boiler Plate News Release information on the computer. ▪ Receive updates from JNC Director or Assistant JNC Director a 	<u>Notes</u>
2.0 News Releases <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> NOTE: Section 3 of the IP2 Emergency Communications Manual Media Briefings provides guidance on the preparations of News Releases. </div> <ul style="list-style-type: none"> ▪ When: News Releases should be made within one hour of: <ol style="list-style-type: none"> 1. Initial emergency declaration (made before JNC becomes activated) 2. JNC activation, (announcing activation) 3. A new Emergency Classification (escalation or de-escalation) 4. when plant events warrant public notifications, such as <ol style="list-style-type: none"> 1) A fatality or serious injury, 2) Release of radioactivity beyond the site boundary, in quantities exceeding those allowed by regulation, 3) Personnel exposures to radiation exceeding limits allowed by regulation. 5. Emergency event termination, 6. Other news releases may be issued at the discretion of the JNC Director. 	

Attachment 16
JNC News Release Writer Checklist
Sheet 2 of 2

<u>JNC Operational Activities</u>	<u>Notes</u>
<ul style="list-style-type: none"> ▪ With support from JNC Director, Corporate Spokesperson and Assistant JNC Director, prepare news release drafts using boiler plates and standard phraseology combined with information provided by EOF as appropriate. When using boiler plate review for accuracy. ▪ Print DRAFT News Release. <div data-bbox="164 611 1211 741" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Note:</p> <p>The JNC Director and Corporate Spokesperson will have other JNC Staff review News Releases as necessary</p> </div> <ul style="list-style-type: none"> ▪ Review draft News Release with JNC Director and Corporate Spokesperson. ▪ Make changes to draft news release, based on reviews, as directed by JNC Director ▪ Prepare revised DRAFT copy and give to Administrative Manager to send to EOF for technical concurrence. Upon receiving technical concurrence from EOF and upon JNC Director request for final copy, print on Con Edison letterhead: <div data-bbox="164 1052 1211 1182" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Note:</p> <p>DURING A DRILL, ENSURE THAT THE NEWS RELEASE PAPER SAYS "THIS IS A DRILL"</p> </div> <ul style="list-style-type: none"> ▪ Give final news release to JNC Director for approval signature and to Utility Room Documenter for log (Gov't Liaison Manager to obtain state and county official sign-off, Administrative Manager to supervise distribution) ▪ Prepare drafts and final copies of subsequent news releases as described above ▪ Ensure all boiler plates/news releases are filed in C Drive under current date <p>3.0 Media Briefings</p> <ul style="list-style-type: none"> ▪ Observe Media Briefings and make note of information for inclusion in follow-on releases as appropriate <p>4.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing 	

Attachment 17
News Room Assistant #1 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Administrative Manager, ensure efficient internal distribution of plant status reports, news releases and information	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Administrative Manager ▪ Establish a regular run to fax room to pick up status reports 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Make copies of and distribute plant status reports and JNC Assistant Director information sheets to: <ul style="list-style-type: none"> – Corporate Spokesperson – Technical, Radiological Advisors – JNC Director, JNC Assistant Director – News Release Writer, Documenter – Government Liaison Manager – Public Inquiry Supervisor or Coordinator – Registration Desk – Media Monitoring 3.0 News Releases <ul style="list-style-type: none"> ▪ Receive draft Con Edison news releases from Administrative Manager and fax to EOF Information Liaison for technical concurrence (note requested response time) ▪ Monitor fax (or email) -back of draft from EOF, distribute to JNC Director and Spokesperson ▪ Distribute copies of final Con Edison news releases (on Con Edison letterhead) to: <ul style="list-style-type: none"> – Briefing Room (10 or more as needed to supply media) – Media monitoring room (1) – Public Inquiry (10) – Utility Workroom Staff – Registration Desk 4.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Administrative Manager, participate in debriefing 	<u>Notes</u>

Attachment 18
News Room Assistant #2 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of the Administrative Manager, gather inquiries from Public Inquiry and Media Liaison and ensure external distribution of final news releases to press and Con Edison designated personnel (external to JNC)	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Administrative Manager ▪ Establish a regular run to Public Inquiry and Media Room Liaison to gather inquiries for Utility Workroom 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Have copies made and ensure that final Con Edison news releases are faxed to: <ul style="list-style-type: none"> – AP – Gannett – UPI – EOF – Control Room, Simulator, Tech. Support Center – Vice President, Public Affairs – Senior Vice President, Nuclear Operations – Media Relations – Government Relations ▪ Gather inquiries/information from Public Inquiry and Media Room Liaison for Utility Workroom as needed 3.0 Post Event <ul style="list-style-type: none"> ▪ If requested by Administrative Manager, participate in debriefing 	<u>Notes</u>

Attachment 19
Public Inquiry Coordinator Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Supervise Public Inquiry staff until state representatives arrive from Albany; apprise JNC Director or Assistant Director of rumors, inaccuracies. Coordinate updated information and provide to staff	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to State Emergency Management Organization (SEMO) Public Inquiry Room ▪ Review official written information on event (news releases) ▪ Supervise until SEMO representative arrives or during SEMO Supervisor absence from Public Inquiry Room ▪ Update SEMO Supervisor upon arrival and during absence from room 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Remain up-to-date with official information provided to the media concerning the event ▪ Check Media Monitoring and Public Inquiry staff and completed logs ▪ Coordinate call-backs as needed ▪ Inform JNC Director or Assistant Director of rumors/inaccuracies on major networks or radio stations (using form provided) (using News Room Assistant #2 to relay information if needed) ▪ Inform JNC Director or Assistant Director of "repeated inquiries" received by Public Inquiry Room (using form provided) ▪ Provide periodic briefings (~ every 60 minutes or as conditions change) to the public inquiry staff. 3.0 Post Event <ul style="list-style-type: none"> ▪ Participate in debriefing 	<u>Notes</u>

Attachment 20
Public Inquiry Staff Checklist
Sheet 1 of 1

<p><u>Primary Responsibilities</u></p> <p>Under the direction of Public Inquiry Coordinator or SEMO Coordinator, provide incoming callers (the public) with clarification of information that may conflict with official announcements</p>	
<p><u>Mobilization and Activation Activities</u></p> <p>1.0 On arrival at JNC</p> <ul style="list-style-type: none"> ▪ Report to Public Inquiry Room Coordinator (or SEMO Coordinator) ▪ Obtain and review up-to-date official information on the event 	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Answer phones "Joint News Center", fulfill Public Inquiry function as described by Public Education Work Plan. ▪ Provide accurate information obtained from utility, state and county press releases or EAS to callers as needed ▪ Show care and concern for each caller ▪ Identify false statements/rumors on forms provided ("Public Inquiry - Media Response Inquiry and Off Air Monitor Form) ▪ Refer/direct calls to Public Inquiry Coordinator (or SEMO) if needed ▪ Refer to Public Inquiry Room Information in Section 5 of IP2 Emergency Communication Manual as needed <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefing 	<p><u>Notes</u></p>

Attachment 21
Utility Room Documenter Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Under the direction of JNC Director, implement required documentation procedures; prepare and maintain logs of all documentation, news releases, information; collect information as required	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Utility Workroom A ▪ Open a Master Binder for Event to Contain all documentation resulting from Event (news releases from Con Edison, state, counties, copies of EAS messages and status board sheets, information sheets, plant status reports), log of all key events (Emergency Classification changes, shift changes and attendance), time logs of operations (change in command, shift changes, times of pre-briefings, briefings). ▪ Update and maintain white board in utility room that keeps track of information sheets, press briefings and news releases 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 News Releases <ul style="list-style-type: none"> ▪ Keep a time log of when news releases need to be issued -- within one hour of learning of a change in emergency classification and monitor preparation time. Advise staff of time remaining to issue release for each Emergency Classification news release ▪ Advise JNC Director, JNC Assistant Director or JNC News Writer of the time remaining until next News Release is due. ▪ Log copy of every news release issued by the state and counties ▪ Log all Con Edison draft news releases sent to Emergency Operation Facility (EOF) for technical concurrence and time comments received from EOF and approval ▪ Log original Con Edison news releases issued 3.0 Event Information <ul style="list-style-type: none"> ▪ A time log of every Emergency Classification Level (ECL) as announced in utility room – Notification of Unusual Event (NUE); Alert; Site Area Emergency (SAE); General Emergency ▪ A copy of every Emergency Alert System (EAS) message ▪ A copy of every status board sheet 	

Attachment 21
Utility Room Documenter Checklist
 Sheet 2 of 2

JNC Operational Activities (cont'd)	<u>Notes</u>
<p>4.0 Pre-Briefings</p> <ul style="list-style-type: none"> ▪ A log of every departure/return from Pre-Briefing ▪ A log of every change in command and time of change <p>5.0 Briefings</p> <ul style="list-style-type: none"> ▪ Log start and end of Media Briefings ▪ A log of every return from Briefing to Utility Workroom <p>6.0 Shift Information</p> <ul style="list-style-type: none"> ▪ A log of every shift change and time of change, including personnel attendance sheets and registration logs. <p>7.0 Post Event</p> <ul style="list-style-type: none"> ▪ Check binder to make sure all documentation is complete ▪ A copy of every document distributed in Utility Workroom under the appropriate tab ▪ Label binder with date of event ▪ Hand deliver completed log book to Recovery Manager or Emergency Planning Manager for permanent storage and safekeeping ▪ Participate in debriefing 	

Attachment 22
Registration Coordinator Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> <p style="text-align: center;">Under the direction of the Administrative Manager, provide all security/registration functions</p>	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ Report to Administrative Manager ▪ Set up registration sign-in table in lobby 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Examine ID credentials of all people entering facility (no exceptions) ▪ Maintain sign-in list of all participants ▪ Issue observer badge to designated observers during drills ▪ Ensure all participants wear ID's ▪ Report any unusual incidents to Administrative Manager ▪ Monitor or direct Security to Monitor hallways for unauthorized individuals ▪ Maintain secure access for utility, state and county representatives ▪ Ensure appropriate access to Media Briefing Room for media representatives 3.0 Post Event <ul style="list-style-type: none"> ▪ Provide all Registration Sheets to Utility Room Documenter ▪ Prepare all Registration Books for next event, drill or exercise ▪ Participate in debriefing if requested by Administrative Manager 	<u>Notes</u>

Attachment 23
Vice President, Public Affairs Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Provide executive level decision-making on initial emergency communication efforts prior to and during JNC activation	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at JNC <ul style="list-style-type: none"> ▪ With Director of Media Relations, Media Relations Duty Officer, or Manager Communications –IP2, assess plant conditions and Emergency Classification to determine the initial necessary response. News release will be issued for all ECLs. ▪ Review news release drafted by Director of Media Relations, Media Relations Duty Officer or Manager Communications – IP2. Provide final news release approval after obtaining technical concurrence from IP2 or ERO Senior Management ▪ Consult with Director of Media Relations about activation of JNC ▪ If the JNC is to be activated, maintain contact with the JNC and provide approval for news releases with IP2 Senior Management or ERO Senior Management, prior to JNC activation <u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Review news releases prepared by JNC (and faxed by News Room Assistant #2) 3.0 Post Event <ul style="list-style-type: none"> ▪ Participate in event debriefing as necessary 	<u>Notes</u>

Attachment 24
Vice President, Customer Operations Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u>	
Provide executive level support to ensure public information messages are delivered to customer operations staff upon JNC activation	
<u>Mobilization and Activation Activities</u>	<u>Notes</u>
<p>Upon notification by JNC Assistant Director:</p> <ul style="list-style-type: none">▪ Dictate the following public information message for display on Customer Operations screens: <p>In the event of an emergency; Alert, Site Area Emergency or General Emergency at IP2:</p> <p>An (Alert), (Site Area Emergency), (General Emergency) has been declared at Indian Point 2. We are working closely with federal, state and local officials to keep you informed. Official government agencies will provide you with up-to-date information on your EAS* Station, WABC, 770 AM. Thank you.</p> <p>During an emergency exercise:</p> <p>This is a drill. An emergency exercise is in progress at Indian Point 2. Repeat, this is a drill.</p> <p>*Note: The Emergency Broadcast System (EBS) has been changed to the Emergency Alert System (EAS). The acronyms can be viewed as synonymous for the purpose of this plan.</p>	

Attachment 25
Director, Corporate Media Referral Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Provide oversight of Corporate Media Referral operations (contact with media not represented at JNC, distribution of Con Edison news releases to Corporate personnel)	
<u>Mobilization and Activation Activities</u> 1.0 Upon Arrival at 4 Irving Place <ul style="list-style-type: none"> ▪ Confirm arrival with Vice President, Public Affairs 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Obtain and review all news releases and other information faxed from JNC ▪ Oversee operations of Corporate Media Referral group ▪ Direct response to media not represented at the JNC by: ▪ Faxing news releases upon request from media ▪ Advising all news organizations to send a representative to the JNC or rely on wire service reports for updates ▪ Ensure a master log is kept of all calls/inquiries concerning the event ▪ Ensure the prompt distribution of all news releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporation Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Departments – Community Relations 3.0 Post Event <ul style="list-style-type: none"> ▪ Forward log to Manager, Communications-IP2 for inclusion in Documenter's master folder ▪ Provide JNC Director with comments, suggestions and or feedback 	<u>Notes</u>

Attachment 26

Director, Government Relations Checklist

Sheet 1 of 1

<u>Primary Responsibilities</u> On an as-needed basis, provide government official contact support; maintain contact with Government Liaison Manager; keep Con Edison Government Relations staff apprised of event	
<u>Mobilization and Activation Activities</u> <ul style="list-style-type: none">▪ Initial press release will be read or faxed by Government Liaison Manager or Media Relations Duty Officer. Subsequent Con Edison news releases will be transmitted from the JNC by the News Room Assistant #2▪ You are not assigned a role at the JNC, but it is anticipated that you will receive calls from contacts in government▪ Media should be advised to go to the JNC▪ Please confine all information exchanged to the wording of the news release▪ Inform Con Edison Government Relations staff of events, providing copies of news releases <u>JNC Operational Activities</u> <ul style="list-style-type: none">▪ Review news releases prepared by JNC (when faxed by Government Liaison Assistant)	<u>Notes</u>

Attachment 27

Manager, Communications - Indian Point 2 Checklist

Sheet 1 of 2

Primary Responsibilities

Serve as primary transfer of information during initial conditions and communicate to Director Media Relations or Media Relations Duty Officer events on-going at IP2; assist in preparation of initial news release with Media Relations as needed for all ECLs; report to EOF and continue function until EOF is activated and relieved by EOF Liaison

Mobilization and Activation Activities**Notes****1.0 While at office or at home**

- Upon notification by IP2 control room, plant notification system or ERO paging system, obtain the following information:
 - Emergency Classification Level (ECL)
 - Emergency Action Level (EAL) number
 - EAL description
 - EAL time
 - Whether a radioactive material release has occurred
 - Brief description of plant events
- A written log including times and names must be maintained of this and all subsequent calls (use Emergency Response Organization Log Sheet form IP-1023-4)
- Call Director of Media Relations and/or Media Relations Office/Duty Officer to describe plant conditions and emergency classification. If Director of Media Relations is unavailable, call the Vice President of Public Affairs)
- With Director of Media Relations or Media Relations Office/Duty Officer and Vice President of Public Affairs, assess plant conditions and Emergency Classification to determine content of news release
- Assist with development of News Release by consulting with Director of Media Relations/Duty Officer
- Receive approval of initial news release with Vice President of Public Affairs, IP2 Shift Manager or Senior Vice President of Nuclear Operations, or designee. This may be shared with Director of Media Relations.
- Notify Government Liaison Manager, of plant condition and pending news release and to begin calls to officials listed in Media Relation's Notifications, Group 1. and inform the individuals of the decision to staff JNC.

Attachment 27

Manager, Communications - Indian Point 2 Checklist

Sheet 2 of 2

<u>Mobilization and Activation Activities (cont'd)</u>	<u>Notes</u>
<ul style="list-style-type: none">▪ Brief the individuals listed on Media Relation's Notifications, Group 1 on plant conditions and pending news release. Inform the individuals of the decision to staff JNC.▪ Contact Media Relations Office/duty officer and confirm the completion of notification calls from "Phone Directory of Outside Agencies" Group 2 (see IP2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)) and to proceed with news release distribution.▪ If necessary, report to EOF to communicate information to Media Relations until EOF is activated, at which time an EOF Information Liaison assumes responsibility for communicating information to the JNC once activated.▪ Make a formal turnover (in person or via phone) to the EOF Information Liaison of the responsibilities for providing information to the JNC on the event.	
<u>JNC Operational Activities</u> 2.0 Post Event <ul style="list-style-type: none">▪ Forward debriefing suggestions to JNC Director▪ Forward log received from Corporate Media Referral to Documenter	

Attachment 28
Media Relations Duty Officer Checklist
 Sheet 1 of 2

<u>Primary Responsibilities</u> Responsible for initiating emergency communications efforts prior to activation of JNC, provide on-duty media support and apprise Director of Media Relations as required	
<u>Mobilization and Activation Activities</u> 1.0 Upon notification: <ul style="list-style-type: none"> ▪ Notification may be made by IP2 control room, plant notification system or ERO paging system, ▪ Obtain the following information: <ul style="list-style-type: none"> – Emergency Classification Level (ECL) – Emergency Action Level (EAL) number – EAL description – EAL time – Whether a radioactive material release has occurred – Brief description of plant events ▪ A written log including times and names must be maintained of this and all subsequent calls ▪ Call director of Media Relations or Manager, Communications-IP2 to describe plant conditions and emergency classification. If Director of Media Relations is unavailable, call the Vice President of Public Affairs (refer to IP2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)) ▪ With Director of Media Relations or Manager, Communications-IP2 and Vice President of Public Affairs, assess plant conditions and Emergency Classification to determine content of initial news release ▪ Draft news release in consultation with Director of Media Relations ▪ Receive approval of initial news release with Vice President of Public Affairs, IP2 Shift Manager or Senior Vice President of Nuclear Operations, or designee. This may be shared with Director of Media Relations. ▪ If required, notify Director of Public Affairs, Westchester or designee, of plant condition and pending news release and to begin calls to officials listed in "Phone Directory of Outside Agencies, Group 1 (see IP2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)). Inform the individuals of the decision to staff JNC. 	<u>Notes</u>

Attachment 28
Media Relations Duty Officer Checklist
Sheet 2 of 2

<p><u>Mobilization and Activation Activities (cont.)</u></p> <p>1.0 Upon notification (cont.):</p> <ul style="list-style-type: none"> ▪ If required, brief the individuals listed in Group 2 of "Phone Directory of Outside Agencies (see IP2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)) on plant conditions and pending news release. Inform the individuals of the decision to staff JNC. <p>Message to media should be as follows:</p> <p>"There has been an (Alert, Site Area Emergency, General Emergency) declared at the Indian Point 2 nuclear power plant in Buchanan, New York. A Joint News Center has been established at the Westchester County Airport in Harrison, New York (furnish directions as necessary*) to answer media inquiries. The Joint News Center is the only source of information regarding the event. If you cannot send a representative, you can rely on your wire services."</p> <p>No other information regarding the event should be given</p> <p>*The Indian Point Joint News Center is located in the former Air National Guard Building Number1 at the Westchester County Airport. Use exit 2 from Interstate 684.</p>	<p><u>Notes</u></p>
<p><u>JNC Operational Activities</u></p> <p>2.0 Ongoing Responsibilities</p> <ul style="list-style-type: none"> ▪ Brief Director, Media Relations on all media calls ▪ When JNC activated, obtain Public Inquiry number from JNC and refer all non-media calls to Public Inquiry ▪ Remain on duty until relieved by JNC Director or Assistant JNC Director <p>3.0 Post Event</p> <ul style="list-style-type: none"> ▪ Participate in debriefings of JNC performance during the event. ▪ Provide JNC Director with comments, suggestions and or feedback 	<p><u>Notes</u></p>

Attachment 29
Emergency Operations Facility (EOF) Liaison Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Serve as primary source of information to JNC on plant information relating to plant events; update JNC Assistant Director as needed; obtain approval of news releases; respond to JNC information requests	
<u>Mobilization and Activation Activities</u> 1.0 Upon notification: <ul style="list-style-type: none"> ▪ Report to EOF and establish necessary contact with IP2 control room and JNC <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Note:</p> <p>The oncal team liaison will normally fill position. If not on ERO duty, report to EOF and if EOF Liaison position is not filled, assume position until relieved of duty</p> </div> <ul style="list-style-type: none"> ▪ Assume responsibilities of EOF Liaison by formally relieving the Manager, Communications Indian Point 2 of the responsibilities of keeping the JNC informed of the event. ▪ If EOF has been established, title changes to EOF information liaison ▪ Establish hot line contact with JNC Assistant Director, if JNC activated 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Update JNC Assistant Director with information relating to plant events using the EOF Liaison Information Checklist (Addendum 3) ▪ Serve as only source of EOF information to JNC ▪ Respond to requests from JNC for any information ▪ Receive draft news releases and track to obtain prompt technical concurrence ▪ Relay technical comments from Emergency Director for news release edits ▪ Fax approved drafts to JNC ▪ Receive final news releases from JNC and post on EOF bulletin board 3.0 Post Event <ul style="list-style-type: none"> ▪ Participate in EOF de-briefing ▪ Forward debriefing suggestions to JNC Director 	<u>Notes</u>

Attachment 30
Corporate Media Referral Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u>	
Perform Corporate Media Referral tasks under the direction of the Corporate Media Referral Director	
<u>Mobilization and Activation Activities</u>	<u>Notes</u>
1.0 On arrival at 4 Irving Place <ul style="list-style-type: none"> ▪ Report to Director, Corporate Media Referral 	
<u>JNC Operational Activities</u>	<u>Notes</u>
2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Respond to media not represented at the JNC by: <ul style="list-style-type: none"> – Faxing news releases upon request – Advising all news organizations to send a representative to the JNC or rely on wire service reports for updates ▪ Maintain log of media inquiries ▪ Distribute news releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporate Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Departments – Community Relations 	
3.0 Post Event <ul style="list-style-type: none"> ▪ Give log to Director Corporate Media Referral ▪ Provide comments, suggestions and or feedback to Director, Corporate Media Referral 	

Attachment 31
Corporate Media Referral Assistant Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> Perform administrative Corporate Media Referral tasks under the direction of the Media Referral Director	
<u>Mobilization and Activation Activities</u> 1.0 On arrival at 4 Irving Place <ul style="list-style-type: none"> ▪ Report to Director, Corporate Media Referral 	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none"> ▪ Answer phone and maintain log of inquiries ▪ Refer media calls to Corporate Media Referral, noting in log to whom referred ▪ If requested, distribute new releases from the JNC to: <ul style="list-style-type: none"> – Employee communications – Treasury Secretary – Corporate Secretary – Associate General Counsel – Director, Corporate Government Relations – Regional Public Affairs Offices – Community Relations ▪ Maintain in a log, all faxes, both in and out ▪ Refer all non-media calls to Public Inquiry number (914-683-6499) 3.0 Post Event <ul style="list-style-type: none"> ▪ Give log to Director Corporate Media Referral ▪ Provide Director, Corporate Media Referral with any comments and suggestions ▪ 	<u>Notes</u>

Attachment 32
Employee Communications Coordinator Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Corporate Media Referral, coordinate information distribution to Con Edison employees	
<u>Mobilization and Activation Activities</u> 1.0 While at home or office <ul style="list-style-type: none">▪ Upon receiving news releases about the event from the Corporate Media Referral Assistant in the Media Relations office, distribute news release information to all Con Edison employees through pre-established communications channels	<u>Notes</u>
<u>JNC Operational Activities</u> 2.0 Ongoing Responsibilities <ul style="list-style-type: none">▪ Continue to distribute news release information to all Con Edison employees▪ Provide any feedback received from employees to the Corporate Media Referral Staff 3.0 Post Event <ul style="list-style-type: none">▪ Provide Director, Corporate Media Referral with any comments and suggestions	<u>Notes</u>

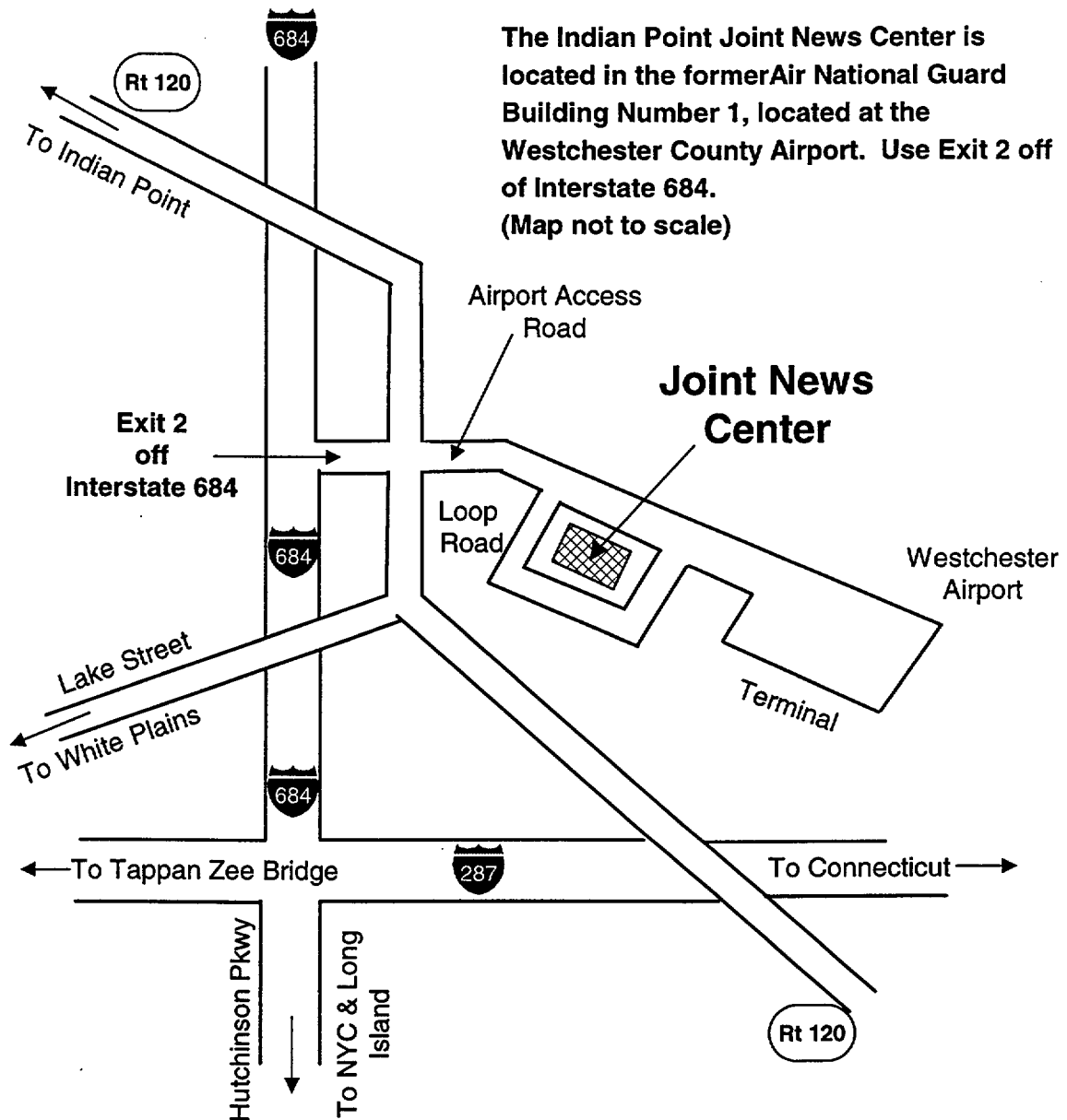
Attachment 33
Phone Tree Coordinator #1 Checklist
 Sheet 1 of 1

<u>Primary Responsibilities</u> <p>Under the direction of Corporate Media Relations, ensure appropriate contacts are made to activate JNC</p>	
<u>Mobilization and Activation Activities</u> <p>1.0 While at home or office – At the request of the Director or Assistant Director of Media Relations, or designee, begin the phone tree call-down, if necessary</p> <ul style="list-style-type: none"> ▪ Contact Indian Point 2 Security (refer to IP2 Emergency Telephone Directory) and request immediate dispatch of two security guards to the JNC ▪ <u>IF</u> directed by the JNC Administrative Manager <u>THEN</u> Call Phone Tree Coordinator #2 to start call-down ▪ Call the designated list in Indian Point 2 Emergency Telephone Directory ▪ Give the following instructions: <ul style="list-style-type: none"> – The Joint News Center (JNC) is being staffed due to an Alert, Site Area Emergency or General Emergency (whichever is applicable). – Report to your emergency duty location (JNC or Corporate Headquarters) as quickly and safely as possible. ▪ Continue to try to reach unavailable personnel ▪ Maintain a list of unavailable personnel ▪ Inform the JNC Administrative Manager of unavailable personnel and consult to select alternates ▪ After completion of above instructions, contact Phone Tree Coordinator #2 to offer support. ▪ Remain at present location for further requests from Administrative Manager 	<u>Notes</u>

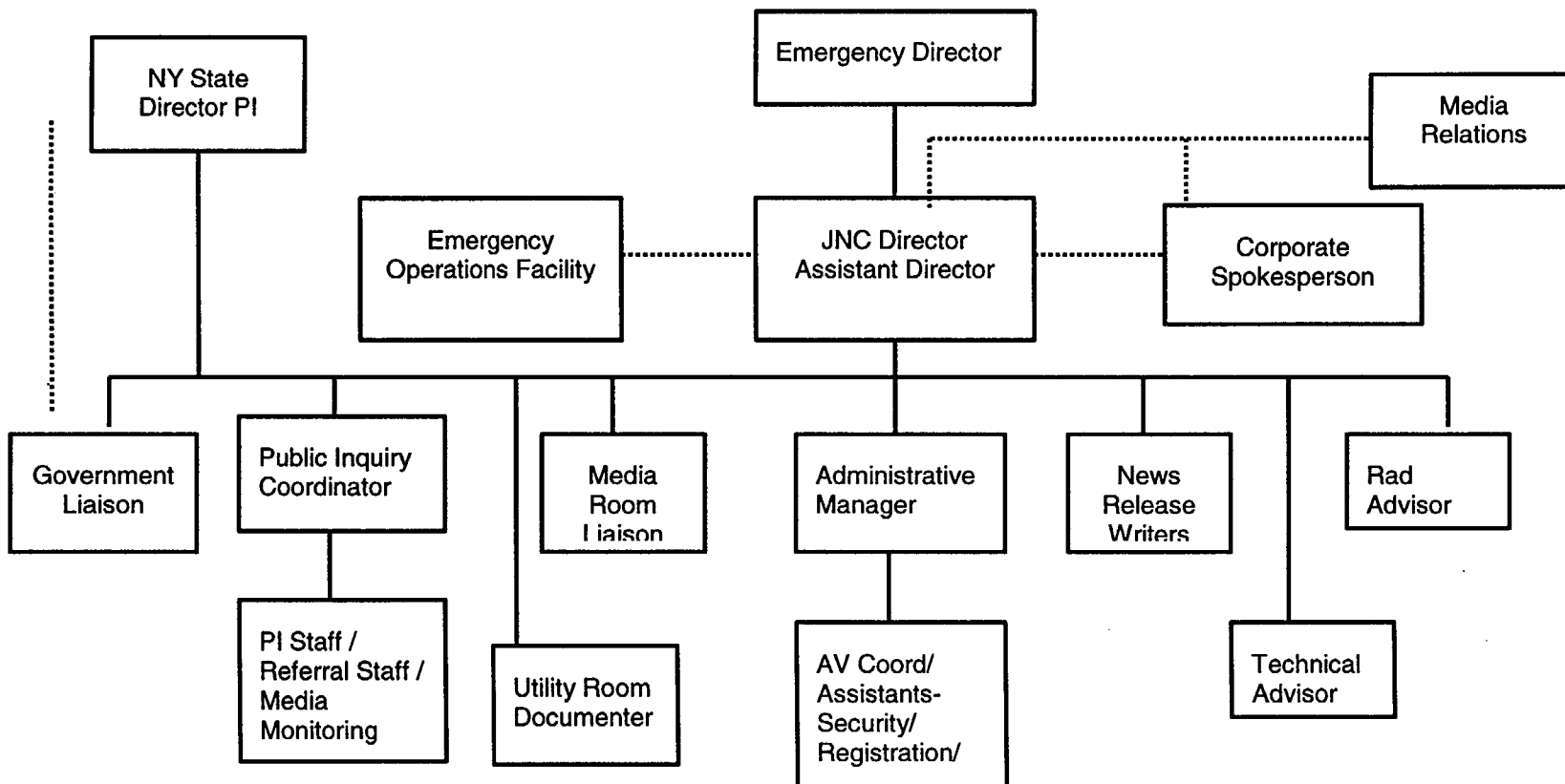
Attachment 34
Phone Tree Coordinator #2 Checklist
Sheet 1 of 1

<u>Primary Responsibilities</u> Under the direction of Corporate Media Relations, ensure appropriate contacts are made to activate JNC	
<u>Mobilization and Activation Activities</u> 1.0 While at home or office Upon notification from Phone Tree Coordinator #1 begin the phone tree call down <ul style="list-style-type: none">▪ Call the designated list in the Indian Point 2 Emergency Telephone Directory located on the IP2web/eplan (http://w0710s04/Eplan/)▪ Give the following instructions:<ul style="list-style-type: none">▪ The Joint News Center (JNC) is being staffed due to an Alert, Site Area Emergency, or General Emergency (whichever is applicable)▪ Report to your emergency duty location (JNC or Corporate Headquarters) as quickly and safely as possible▪ Continue to try to reach unavailable personnel▪ Maintain a list of unavailable personnel▪ Inform the JNC Administrative Manager of unavailable personnel and consult to select alternates▪ After completion of above instruction, contact Phone Tree Coordinator #1 to offer support▪ Remain at present location for further requests from Administrative Manager	<u>Notes</u>

Addendum 1
JNC LOCATION MAP
Sheet 1 of 1



Addendum 2
JNC FUNCTIONAL ORGANIZATION
Sheet 1 of 1



Addendum 3

EOF to JNC Essential Information Checklist (Form IP-1011-1)

Sheet 1 of 1

EOF to JNC Essential Information Checklist																							
Emergency Classification: <input type="checkbox"/> Unusual Event Time: _____ EAL #: _____ <input type="checkbox"/> Alert _____ <input type="checkbox"/> Site Area Emergency _____ <input type="checkbox"/> General Emergency _____		Reactor: <input type="checkbox"/> At Power <input type="checkbox"/> Tripped RCS Temp: _____ °F Pressure: _____ PSIG RVLIS / Pressurizer Level: _____ Subcooling method: _____ Weather Forecast: _____																					
Method of Core Cooling: <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																							
Electrical Power Supplies Available: <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV # _____ Diesel Generators																							
Event Description: _____ _____ _____																							
Major Equipment Problems/Priorities: _____ _____ _____																							
<input type="checkbox"/> No Radiological Release <input type="checkbox"/> Release of radioactive materials due to event <input type="checkbox"/> Radiological Release below / above federally approved operating limits Radiological Release to: <input type="checkbox"/> Atmosphere <input type="checkbox"/> Water <input type="checkbox"/> Unmonitored release requiring evaluation																							
# of Onsite Teams _____ # of Offsite Teams _____ Accountability Completed At: _____ # Not accounted for: _____ Actions being taken for search & rescue: _____ _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; padding: 5px;">Fission Product Barrier Status</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Barrier</th> <th style="text-align: center; padding: 5px;">Intact</th> <th style="text-align: center; padding: 5px;">Challenged</th> <th style="text-align: center; padding: 5px;">Lost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Fuel Clad</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">RCS</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Containment</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table>		Fission Product Barrier Status				Barrier	Intact	Challenged	Lost	Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fission Product Barrier Status																							
Barrier	Intact	Challenged	Lost																				
Fuel Clad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
RCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
ERO Staffing: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> In progress Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO Injuries: _____ <input type="checkbox"/> Employee <input type="checkbox"/> Contractor Type of Injuries: _____ <input type="checkbox"/> Hospital Released / Admitted <input type="checkbox"/> Contaminated		IP 3 Status: _____ Release of Non-essential Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO																					
This Checklist was Completed: _____ / _____ By: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Date Time Print Name </div>																							

Form IP-1011-1 Rev. 0

Addendum 4

Media Briefing Issues (Form IP-1011-2)

Sheet 1 of 1

Media Briefing Issues

Time Noted:	Noted By:
Type of Issue: <input type="checkbox"/> Incorrect Information <input type="checkbox"/> Additional Information Needed <input type="checkbox"/> Clarification Requested <input type="checkbox"/> Unanswered Question	
Issue:	
Type of Resolution: <input type="checkbox"/> Provide Information to Media Member <input type="checkbox"/> Include in News Release <input type="checkbox"/> Include in Next Media Briefing <input type="checkbox"/> Brief Spokesperson(s) <input type="checkbox"/> Other	
Resolution Details:	

Addendum 5
JNC Staffing (Form IP-1011-3)
 Sheet 1 of 2

JNC Staffing

Position	1 st Shift Name	2 nd Shift Name
JNC Director		
Assistant JNC Director		
Corporate Spokesperson		
Media Room Liaison		
Radiological Advisor		
Radiological Health Expert		
JNC Technical Advisor		
Technical Briefer		
Government Liaison Manager		
Government Liaison Assistant(s)		
Administrative Manager		
Audiovisual Coordinators		
Media Monitors		
JNC Assistants		
Media Referral Staff Member(s)		
JNC News Release Writer		

Addendum 5

JNC Staffing (Form IP-1011-3)

Sheet 2 of 2

JNC Staffing

Position	1 st Shift Name	2 nd Shift Name
News Room Assistant #1		
News Room Assistant #2		
Public Inquiry Coordinator		
Public Inquiry Staff Members (as required)		
Registration Coordinators		
Utility Room Documenter(s)		
JNC Security		
The Following Positions are Located at the Corporate Media Relation Offices		
Corporate Media Referral Director		
Corporate Media Referral Staff		
Corporate Media Assistant(s)		
Employee Communications Coordinator		
Employee Concerns Staff		

RADIOLOGICAL SURVEYS OUTSIDE PROTECTED AREA

Prepared by:	<u>Allen Lee</u> Print Name	<u>Allen E Lee</u> Signature	<u>3/19/01</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u>C. Walker</u> Signature	<u>3/19/01</u> Date
Reviewer:	<u>John Daniele</u> Print Name	<u>John C Daniele</u> Signature	<u>3/19/01</u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2825</u> Meeting Number	<u>Marsha Miller</u> Signature Secretary	<u>3/22/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u>Frank Inzirillo</u> Signature	<u>3/22/01</u> Date

Reference Use

Effective Date: 3/26/01

CONTROLLED COPY

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Radiological Surveys Outside the Protected Area

1.0 PURPOSE

To describe the mobilization and duties of the Field Monitoring Teams that are involved with the response during Alert, Site Area and General Emergencies.

2.0 DISCUSSION

- 2.1 Two offsite monitoring teams from Con Edison respond to the emergency. The Shift Manager will call the New York Power Authority (NYPA) Unit No. 3 to request their offsite team to respond. During normal working hours the Con Edison team members are available on-site and report to the EOF when the assembly alarm is sounded. During off-hours the Offsite teams respond, within 60 minutes, to the location identified in the emergency notification message.
- 2.2 Onsite (out of Plant) is the area located outside of the Protected Area fence, but within the site boundary. The Emergency Director (ED) or the Offsite Radiological Assessment Director (ORAD) is responsible for initiating the performance of field surveys. The onsite monitoring team(s), operating from the EOF, perform the surveys. The surveys comprise beta and gamma readings taken with an ionization chamber instrument. The survey teams obtain personnel monitoring devices and survey instruments at the EOF. In addition, any respiratory protection equipment and KI that might be needed by the onsite monitoring team shall be specified by the Emergency Director/Offsite Radiological Assessment Director and obtained at the EOF.
- 2.3 The site boundary map, located in the EOF, may be used for planning and identifying the areas to be surveyed by the team(s).
- 2.4 Site perimeter surveys are performed to confirm whether or not an uncontrolled release of radioactive material to the atmosphere has occurred and to determine exposure rates. Site perimeter surveys indicate the MAXIMUM exposure rate, at that specific point in time, that members of the offsite population in the vicinity of the site may experience. Exposure rates generally decrease away from site due to the dispersion of radioactive material.
- 2.5 The normal responsibility for initiating the site perimeter survey AND the team performing the survey is as follows:

<u>Perimeter Sector</u>	<u>Initiation Responsibility</u>	<u>Team</u>
2 - 3	ORAD	Offsite
4 - 13	ORAD	Onsite
14,15,16,1	EPM / RPC	Inplant HP

- 2.6 In sectors where access to the site perimeter location is difficult (Sector 2 and 3) OR is NOT consistent with the ALARA concept, readings should be taken at a point further away from the site on the plume centerline. These readings then can be used to calculate the site boundary readings.

3.0 PRECAUTIONS AND LIMITATION

- 3.1 To provide access to all areas the Onsite Monitoring Team should normally consist of a Health Physics Technician (HPT) plus a Security Guard with a vehicle.
- 3.2 Sectors 1, 2, 12, 13 THROUGH 16 have plume going out over the water before it touches public OR private land. Site boundary Xu/Q in IP-1007, Dose Assessment is taken to be at the land fall point at the sector center.
- 3.3 Environmental sampling points are specified by the ORAD OR Communicator by sector/mile (see Addendum 8.1).
- 3.4 Unit No. 3 offsite teams should mobilize according to their procedures. AFTER the mobilization they shall report to the Con Edison ORAD for briefing BEFORE leaving site.

4.0 EQUIPMENT AND MATERIALS

- 4.1 The monitoring team shall obtain the following equipment before leaving the EOF. This equipment is stored in the EOF cabinet.
 - 4.1.1 Portable radio (comes with the Security Guard).
 - 4.1.2 Ion chamber survey instrument (5 R/hr range).
 - 4.1.3 TLD badge.
 - 4.1.4 Dosimeters (0-500 and 0-5000 mrem).
 - 4.1.5 KI (if, in the judgement of the ED/ORAD, the individual could be expected to receive a thyroid exposure GREATER THAN 25 Rem CDE thyroid).
 - 4.1.6 Iodine cartridge respirator (as directed by the ED/ORAD).
 - 4.1.7 Site boundary map (Addendum 8.1).
- 4.2 Individuals performing site parameter surveys within the protected area shall obtain equipment from OSC.

5.0 INSTRUCTIONS**5.1 Initial Team Actions**

5.1.1 Report to the EOF for team assignments.

5.1.2 BEFORE leaving the EOF OR AEOF parking area the following actions shall be performed:

- A. EACH individual obtains a bottle of KI from the EOF OR AEOF. KI is taken at the direction of the ED or ORAD.
- B. EACH individual selects a TLD badge and dosimeter from the truck supplies and wears them.
- C. EACH individual selects respirator with iodine filters for use as directed by the ED OR ORAD.

Note:

Anti-C clothing is NOT worn off-site unless directed by the ORAD.

- D. Check the operation of the ion chamber survey instrument, the sample counters AND the sample pumps.
 - (1) Ion Chamber - 5 uCi Cs-137 source on contact with unshielded chamber gives an APPROXIMATE 15 mR/hr indication.
 - (2) Counter - Reference IP-1020, Airborne Radioiodine Determination.
- E. There is NO need to check the emergency vehicle for contamination BEFORE leaving the Indian Point Site UNLESS there has been an airborne release to the environment.
- F. IF monitoring kits are NOT sealed THEN check to ascertain that ALL equipment listed on the Survey Team Inventory Checklist (Form EP-AD-05-3) is present and calibration dates are current.
- G. Contact the EOF or AEOF by radio and report you are proceeding to sample point.

5.2 Onsite (Out of Plant) Field Surveys

5.2.1 Consult with ORAD for required surveys:

- A. Identify area(s) requiring survey.
 - (1) Request review of site boundary map to determine areas of the site requiring a field survey. Some areas within the protected area boundary may be (or have already been) surveyed by Health Physics and should be considered when developing the survey plan.
 - (2) Determine travel route(s).

- (3) Team members (team normally consists of a Health Physics Technician (HPT) and Security Guard with vehicle).
- B. Discuss expected radiation and airborne contamination levels that the team may encounter:
 - (1) Minimize exposure. Plan for capability to maintain personnel exposure BELOW 5 Rem TEDE.
 - (2) Establish 1 R/hr field entry limit: Survey teams shall NOT enter areas where the radiation fields EXCEED 1 R/hr WITHOUT permission of the ORAD.
- C. IF SG tube rupture event, THEN evaluate thyroid exposure due to radioiodines (NG/I ratios are considered to be as low as 100/1).
- D. IF expected thyroid exposure 25 Rem CDE thyroid or more, THEN have ORAD consider issuing KI to EACH member of the team.
- E. Have the ORAD determine whether respiratory protection is required as per Reference 6.1.

5.2.2 Get equipment:

- A. EACH team member shall obtain a TLD badge and dosimeters (0-500 and 0- 5000 mrem or equivalent).
- B. Ion chamber survey instrument (5 R/hr range).
- C. Radio (comes with the Security Guard).
- D. Get EOF telephone number to use in case of radio failure.
- E. KI (if, in the judgement of the ED/ORAD, the individual could be expected to receive a thyroid exposure GREATER THAN 25 Rem CDE thyroid).
- F. Iodine cartridge respirator, as directed by the ED/ORAD.
- G. Site boundary map (Addendum 8.1).
- H. Survey forms Field Survey Form (IP-1015-2).
- I. Vehicle (normally provided with Security team member).

5.2.3 Check survey instrument:

- A. Verify current calibration.
- B. Do battery check.
- C. Source check the survey instrument . Use the 5 μ Ci Cs-137 source. In the beta plus gamma mode the instrument indication should be APPROXIMATELY 15 mR/hr on contact.

5.2.4 Make initial radio contact:

- A. Energize the radio AND contact the EOF Communicator BEFORE leaving the EOF parking area.
- B. Make sure information about radiological conditions is still current.
- C. Proceed to designated survey location.

5.2.5 Take field readings:

NOTES:

Gamma and beta field readings are normally highest at the center of the plume.

Addendum 4 of this procedure, Offsite Emergency Sampling Sites, provides directions to pre determined sampling sites.

- A. Take open window (beta and gamma) and closed window (gamma) field readings during transit.
- B. Determine beta reading: Subtract the closed window (CW) reading from the open window (OW) reading AND multiply the difference by 2 for mRad/hr beta.
- C. Record the readings on Field Survey Form (IP-1015-2).

NOTE:

Opened window readings greater than closed window readings may be indication of nearby airborne or surface contamination.

D. Maintain radio contact with the EOF:

- (1) Inform the Communicator of unexpected elevated readings as you proceed to the specified survey area.
- (2) IF radio fails, THEN contact EOF by any other available means (e.g., telephone, cell phone, etc.). IF still unable to make contact, THEN return to EOF AND check yourself for contamination, if appropriate, prior to re-entry.

E. Do survey at required locations:

- (1) Make sure to use specified personal protective equipment.
- (2) Perform a beta and gamma survey at the specified location.
- (3) Record results on Field Survey Form (IP-1015-2).
- (4) Periodically check personal exposure.
- (5) Communicate the results to EOF.

- F. Contact EOF AND determine if additional surveys needed (proceed accordingly):
- (1) Check if EOF requires plume centerline determination. IF required, THEN traverse plume in cross wind direction and identify maximum dose rate.
 - (2) Take OW and CW readings AND record results on survey form.
- G. WHEN survey activities are completed, THEN do the following:
- (1) Check yourself for contamination, if appropriate.
 - (2) Return to EOF.
 - (3) Submit data forms to the ORAD.

5.3 Mobilization and Operations of Offsite Monitoring Teams

5.3.1 Arrival At Emergency Operations Facility (EOF).

- A. Normal Work Day: arrive at EOF WITH emergency vehicle.
- (1) Report to the Offsite Radiological Assessment Director (ORAD) at the EOF. Contact the Unit No. 2 Control Room using the area radio, telephone or cell phone AND notify them of your availability.
- B. Off-Hours: arrival WITHOUT emergency vehicle.
- (1) EOF - Report to the ORAD. Vehicle keys are located in the EOF cabinet. Contact the Unit No. 2 Control Room using the area radio, telephone or cell phone AND notify them of your availability.
 - (2) AEOF - Report to the ORAD to find out IF any radiological problems are associated WITH the vehicles from the site. IF the ORAD has NOT arrived yet wait for him. Place a call to the Unit 2 Control Room using the area radio, telephone or cell phone AND notify them of your availability.

5.3.2 Emergency Radiological Surveys

- A. Receive instructions via the radio or cell phone to PROCEED to an emergency sample site to perform surveys. Verify the instructions AND sample site location WITH the EOF communicator by repeating them over the radio channel/cell phone.

NOTE:

Beta field readings are obtained by subtracting the gamma field reading (closed window) from the beta/gamma field reading (open window) and multiplying by two.

- B. WHEN proceeding to the specified sampling point, take beta/gamma (OW) AND gamma (CW) readings periodically by holding the ion chamber instrument outside the vehicle as you proceed along. Relate these readings to known areas such as intersections, shopping centers, etc. AND record on Field Survey Form (IP-1015-2). DO NOT enter areas where the gamma field reading is GREATER THAN 1 R/hr WITHOUT permission of the ORAD. AFTER arriving at the sample point transmit these readings to the EOF. DO NOT remain in areas where the gamma field reading is GREATER THAN 100 mR/hr WITHOUT permission of the ORAD.
- C. Perform beta AND gamma field surveys at the sample point. Perform Beta/Gamma surveys 3' and 3" above ground, away from other contaminated surfaces. A difference between Open Window and Closed Window readings is indicative of airborne activity or surface contamination. Record on Field Survey Form (IP-1015-2).
- D. Take an air sample (1000 liters OR 10 cubic feet unless otherwise directed by the ORAD OR EOF Communicator). Use plastic gloves to protect your hands. Take precautions to prevent spreading contamination especially to another filter OR to yourself. Avoid touching the samples.
- (1) Use silver/zeolite filters WHEN the beta field survey indicates GREATER THAN 50 mRad/hr OR WHEN the indicated radioiodine activity on a charcoal filter is GREATER THAN 10^{-8} $\mu\text{ci/cc}$.
- (2) IF the designated sampling location corresponds to a fixed sampling location (asterisk Addendum 8.1), the filters shall be removed IMMEDIATELY UPON ARRIVING at the sample point AND counted. This is in addition to taking a sample as just described. New filters shall be placed in the sampling system at the time the used filters are removed.

NOTE:

Unless otherwise directed, use an hp-210 (tungsten shielded detector) and count the samples where the background gamma reading is less than 1mr/hr. With either the e-140n or the rm-14 background must be less than 4000 cpm to detect an iodine concentration of $1.0\text{e-}08$ micro ci/cc in an air sample of 10 cubic feet (300 liters).

- 5.3.3 Using the counting equipment count the particulate AND charcoal/zeolite filters according to procedure Reference 6.2. Approximately 25,000 CPM may be the equivalent of 25 Rem/hr. CDE thyroid. Record on Form 21.
- 5.3.4 Place the filter in a container, i.e., envelope OR plastic bag to prevent cross contamination of samples. Use a label, tag OR grease pencil to identify the filters (date, time, volume, location), AND save them for later isotopic determination.

5.3.5 Contact the EOF via the radio or cell phone AND report the following:

- A. The sample point.
- B. Beta/gamma (OW) AND gamma (CW) readings obtained while proceeding to the sample point.
- C. Beta/gamma (OW) AND gamma (CW) readings obtained at the sample point.
- D. Total filter AND background CPM, sample volume in FT³ AND background CPM for EACH particulate AND EACH charcoal/silver zeolite filter.
- E. There are certain areas, especially in sectors 13, 14, 15, AND 16 where the mountainous terrain interferes WITH the reception from OR transmission to the EOF. Move the vehicle to another area OR use another vehicle to relay messages.

5.3.6 Request further instructions from the Communicator. DO NOT remain in high field areas.

5.4 Site Perimeter Survey

NOTE:

The site perimeter locations for sectors 2 and 3 are not accessible to a vehicle. Annsville circle and Charles point are substituted for sectors 2 and 3, respectively and are assigned to an offsite team. Onsite teams are kept onsite.

5.4.1 Onsite Team - Perimeter sectors 4 THROUGH 13.

- A. ORAD OR designee, contacts the Security Supervisor by radio OR phone AND requests a vehicle AND driver to report to the EOF for temporary assignment to perimeter surveys.
- B. The ORAD, using the site map (Addendum 8.1) should designate the perimeter segments which are surveyed.
- C. The ORAD should consider issuance of KI to EACH team member IF the expected thyroid exposure is GREATER THAN 25 Rem. KI is located at the EOF and its use is authorized by the ED.
- D. EACH team member shall have a TLD badge AND dosimeter. The Security Guard shall be issued a TLD badge AND dosimeter at the Command Guard House while the Health Physics Technician shall be issued devices at the EOF.
- E. Anti-C clothing shall be issued ONLY WHEN conditions warrant it.
- F. Obtain an ion chamber survey instrument from the EOF cabinet AND check its operation. A 5 uCi Cs-137 source on contact with unshielded chamber gives an APPROXIMATE 15 mR/hr indication.

- G. Contact the EOF by radio AND report you are proceeding to perimeter sector.

NOTE:

Gamma and beta field readings will normally be highest at the center of the plume.

- H. Take beta AND gamma field readings as you proceed to the specified perimeter sector. DO NOT enter areas where the gamma field reading is GREATER THAN 1R/hr without permission of the ORAD. Record on FORM 10.
- (1) Beta field readings are determined by taking field readings WITH the survey instrument detection window shielded (Gamma) AND unshielded (Gamma AND Beta). Subtract the shielded reading from the unshielded reading. Multiply the difference by two for true mRad/hr.
- I. IF the radio fails THEN use cell phone OR report back to the EOF.
- J. Maintain radio contact WITH the EOF AND inform the ORAD of significant readings.
- K. Take enough beta AND gamma field readings at the specified perimeter sectors to identify the APPROXIMATE width AND centerline of the plume. Record on FORM 10 AND report the readings to the ORAD via radio.
- L. Turn in data form to ORAD at EOF.

5.4.2 Offsite Team - Perimeter sectors 2 THROUGH 13.

- A. Substitute Annsville Circle and Charles Point for perimeter sectors 2 AND 3 respectively.
- B. Assignment to perform surveys at the site boundary shall be at the discretion of the ORAD.

5.4.3 In-plant Health Physics Technician (HPT) - Perimeter sectors 14, 15, 16 and

- A. SM/POM determines, using the site map (Addendum 8.1), that surveys shall be performed at perimeter sectors 14, 15, 16 AND
- B. SM/POM should consider authorizing use of KI by the HPT IF the expected thyroid exposure is GREATER THAN 25 Rem. KI is located in the Control Room emergency locker.
- C. The HPT shall wear his TLD badge AND 1-2K Rem dosimeter.
- D. The HPT shall wear an iodine filter respirator, coveralls, hat, gloves AND shoe covers IF the radiological release is due to a steam generator tube rupture.

- E. Use an ion chamber survey instrument with a range AT LEAST to 5 R/hr AND check its operation. The instrument may be obtained from the Operational Support Center OR from the Watch Health Physics Office at the 53' el. N.S.B. entry point. A 5 uCi Cs-137 source on contract WITH unshielded chamber gives an APPROXIMATE 15 mR/hr indication.
- F. Take beta AND gamma field readings as you proceed to the specified perimeter sector. Record on FORM 10. DO NOT enter area where the gamma field reading is GREATER THAN 1 R/hr without permission of the SM/POM.
 - (1) Beta field readings are determined by taking field readings WITH the survey instrument detector window shielded (Gamma) AND unshielded (Gamma AND Beta). Subtract the shielded reading from the unshielded reading AND multiply the difference by two.
 - (2) Beta readings shall be taken WITH the unshielded chamber looking at the area of interest, i.e., Noble Gas cloud--facing sky, surface contamination--ground.
- G. Turn in data form to ORAD or Rad Protection Coordinator.

5.5 Deactivation of Monitoring Teams

5.5.1 UPON return to the EOF parking area, check the survey vehicle for contamination. Refer to procedure IP-1039, Offsite Contamination Checks.

5.5.2 Turn in ALL completed FORMS to the ORAD.

5.5.3 Storage of environmental samples

- A. Determine from the ORAD whether the samples (air, water, soil, etc.) are to be stored in the Environmental Building OR the EOF electrical equipment room overnight.
- B. Ensure samples are properly labeled and stored in the designated area.

5.5.4 Restore emergency equipment

- A. Return all equipment to its proper storage area
- B. Ensure documentation of any equipment deficiencies noted during the event.

6.0 REFERENCES

6.1 RS-10.001, "Issuance of Respiratory Protection Device"

7.0 ATTACHMENTS

NONE

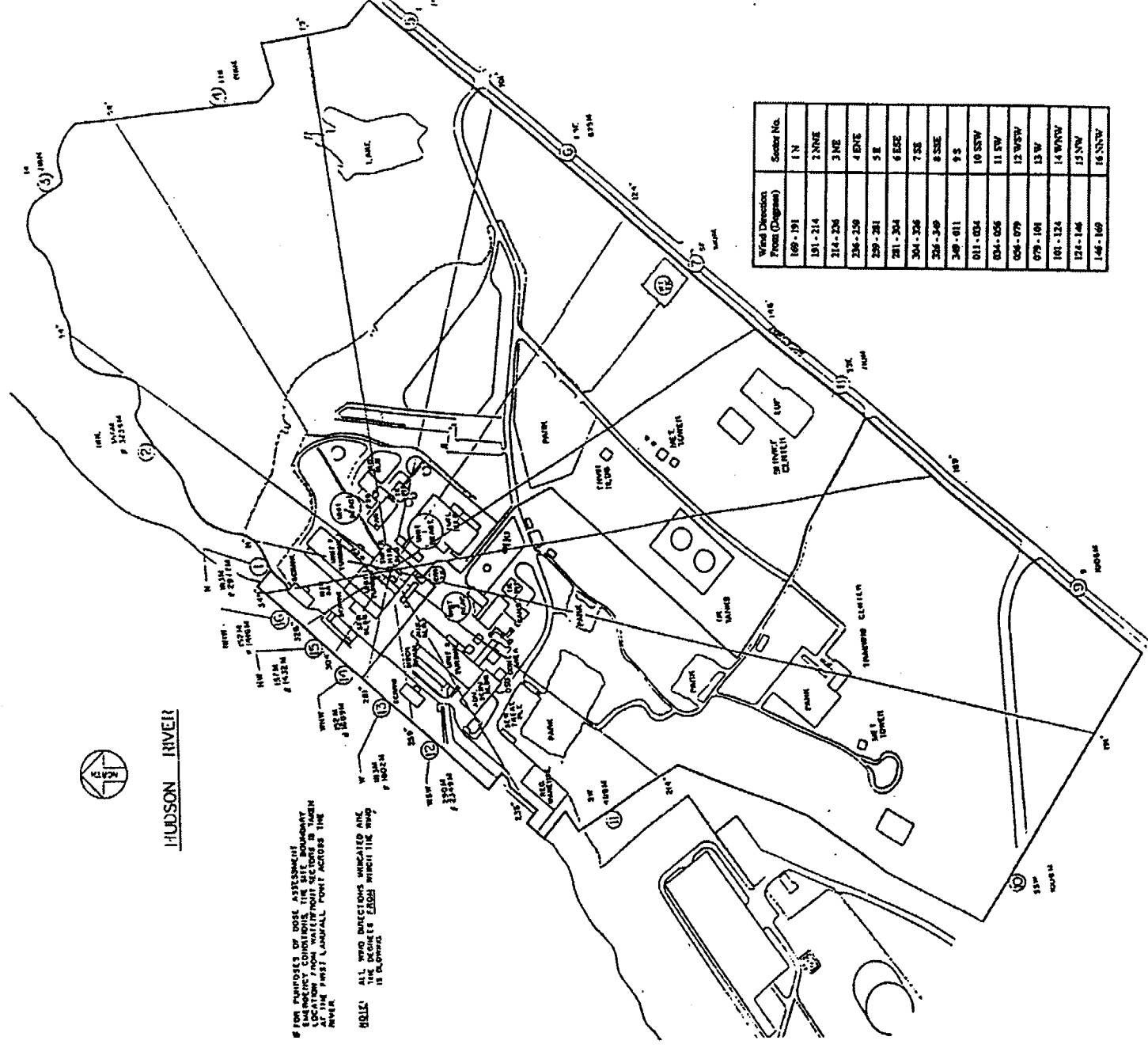
8.0 ADDENDUM

Note:

Form IP-1015-1, Survey Vehicle Inventory was removed and placed in EP-AD-05

- 8.1 Site Perimeter Survey Map
- 8.2 Field Survey Form (Form IP-1015-2)
- 8.3 Offsite Emergency Sampling Sites

ADDENDUM1
Site Monitoring Map
Sheet 1 of 1



ADDENDUM 2
Field Survey Form (Form IP-1015-2)
Sheet 1 of 1

FIELD SURVEY FORM

Instrument Model No.: _____

Serial No.: _____

Name: _____

Date: _____

SURVEY LOCATION OR SITE (Perimeter Sector Number)	TIME	OW mR/hr	CW mR/hr	(OW-CW)x2 mrad/hr	REMARKS

Form IP-1015-2 Rev 0

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 1 of 9

All Routes Start With Route 287 West to Either Route 9A North or Tappan Zee Bridge to Route 87 North (NYS Thruway)

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
1-2	W-1 (B-5)	Roa Hook RD.. & Bear Mountain Bridge Road (Sanitation Garage) Rd..	Rte. 9 north to Annsville Circle Rts 6 & 202 west to 1st left Roa Hook Road to garage
1-7	W-1 (A-3)	Route 9D in front of Retreat House	See sector 1-2. West on Bear Mt. Bridge Rd.. RT on Rte. 9D. North on to entrance of retreat house
1-10	P-2 (C-7)	Route 9D & Derham Cross Rd bridge	Rt. 9 north to Rte. 403 Rd.. to Rte. 9D. RT on Rte. 9D to location past
2-2	W-1 (C-5)	Old Pemart Ave. (TLD Site)	Rte. 9 north to Rte's 202& 6 (Main St.) RT on Main St. to river. RT at bottom of hill along R.R. tracks to location
2-3	W-1 (C-4)	Sprout Brook Rd. & Rte. 9 Highland Ave.	9 north to Bear Mtn. Exten. north to Highland Ave. (2nd exit) RT on Highland Ave. to Sunoco Station
2-6	W-1 (D-4)	Canopus Hollow Rd. & Old Albany Post Rd.	Rte. 9 north to Bear Mtn. Exten. North on Exten. to Division St. Exit LT on Division St. to Oregon Rd. North on Oregon Rd. to Gallows Hill Rd. LT on Gallows Hill Rd. to Canopus Hollow Rd.

*Fixed sampling locations

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 2 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
2-10	P-3 (D-10)	Canopus Hollow Rd. & Bell Hollow Rd.	See 2-6, proceed north on Canopus Hollow Rd. to intersection of Bell Hollow Rd.
3-1	W-2 (C-6)	Louisa St. Off Lower South St. @ R.R. Bridge	Rt. 9 north to Welcher Avenue Exit. LT to South St. RT on South to Louisa St. LT to R.R. Bridge
3-3	W-1 (D-5)	Hillcrest School	Rte. 9 north to Bear Mountain Exten. North to Carhart Ave. RT to Leda Drive. RT to school
3-6	W-1 (E-3)	Oregon Rd. & Peekskill Hollow Rd.	Rte. 9 north to Bear Mountain Ext Extension north on Oregon Rd. to intersection of Oregon Rd. & Peekskill Hollow Rd.
3-10	P-6 (F-8)	Peekskill Hollow Rd. & Tinker Hill Rd.	See 3-6 Continue past 3 1/2 Miles to location at intersection
4-1	W-2 (C-6)	Lower South St. at Mearl Corp. Entrance	See 3-1 go past A&P Shopping center to entrance of Mearl Corp. on Lower South St.
4-3	W-2 (D-6)	Maple Ave. @ Entrance to Chapel Hill Estates	Rte. 9 north to Welcher Avenue exit. RT to Washing- ton St. LT on Washington St. to Hudson Ave. RT on Hudson Ave. to Maple Ave. RT on Maple Ave. to entrance to development
4-6	W-11 (F-4)	Lexington Ave. & Townsend Rd.	Rt. 9 north to Rte. 6 east to Lexington Ave. RT on Lexington Ave. to intersection

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 3 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
4-10	W-11 (J-3)	Somerston Rd. & Carol Court	Taconic Parkway north to Route 6 exit. RT on Rte. 6 to Curry St. RT on Curry St. to Weskora Rd. LT on Weskora Rd. to Somerston Rd. Left on Somerston Rd. to 3.02 Carol CT.
5-2	W-2 (C-7)	McKinley School Welcher Ave.	Rte. 9 north to Welcher Avenue exit. Rt RT on Welcher to school on left opposite Jackson Ave.
5-4	W-2 (E-7)	Maple Ave. & Furnace Woods Rd.	Rte. 9 north to Montrose Exit. Rte. 9A north to Watch Hill Rd. RT on Watch Hill Rd. to Furnace Woods Rd. to Maple Avenue intersection
5-7	W-12 (G-7)	Hunterbrook Rd @ Coaxial Crossing #571	Rte. 9 north to Rte. 129. North on Route 129 to Hunterbrook Rd. LT on Hunterbrook Rd. to Cable Crossing
5-10	W-12 (K-7)	Moseman Rd. @ St. Patrick's School	Taconic Pkway north to Underhill Ave. North on Underhill Ave. to Hanover St. Route on Hanover St. to intersection of Moseman Avenue
6-1	W-2 (C-7)	Tensolite Corp. Rt. 9A Buchanan	Rte. 9 north to Welcher Avenue Exit. LT to Rte. 9A to Tensolite Corp entrance
6-3	W-2 (D-8)	Watch Hill Rd. & Mountainside Trail	See 5-4 East Furnace Woods Road to Mountainside Trail
6-7	W-12 (F-8)	Rt. 129 @ Hunterbrook Bridge	Rte. 9 north to Route. 129 exit. North on Rte. 129 to bridge
6-10	W-13 (J-10)	Rt. 100 & Rt. 134	Route 9 north to Route 100 RT on Route 100. North to Route 134.

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 4 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
7-1	W-2 (B-7)	Westchester Ave. & on 1st St.	Rte. 9 north to Welcher Ave. exit. LT on Welcher to Rte. 9A south. LT on Rte. 9A to 2nd trafficlight (Tate Ave.) RT on Tate Ave. to Westchester Ave. RT to First St. intersection
7-4	W-2 (D-8)	Watch Hill Rd. & Westminister Dr.	See 5-4 RT on Watch Hill Rd. to intersection of Westminster Drive
7-6	W-3 (E-11)	Cleveland Dr. & Hughes St.	Rte. 9 north to Rte. 129 exit. North 129 to Old Post Rd. RT to Cleveland Dr. Lt to Hughes St.
7-10	W-4 (G-13)	North State Rd. & Ryder Ave.	Rte. 9 north to North State Rd. RT to Ryder Avenue. intersection
8-1	W-2 (B-7)	Westchester Ave. by School Exit Rd.	See 7-1. Continue past First St. to School School Exit Rd.
8-3	W-3 (C-9)	Crugers R.R. Station	Rte. 9 north to Montrose exit. LT to Crugers Station Road. LT to R.R. Station
8-7*	W-3 (E-12)	Croton Pt. by Permanent Air Sampler	Rte. 9 north to Croton Pt. Avenue. LT to Croton Trailer Pt. Park to trailer site
8-10	W-4 (E-15)	Liberty St. & Hudson St. Ossining	Rte. 9 north to revolutionary Road Rockledge Avenue LT at Liberty St. to Hudson St.

* Fixed Sampling locations

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 5 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
9-1	W-2 (B-8)	14th St. between Broadway and West-	See 8-1. Continue past school exit 14th St.. RT at 14th Street. 1/2 way between Westchester Ave. & Broadway
9-3	W-2 (B-8)	Montrose Pt. Road (End)	Rte. 9 north to Montrose exit. LT to Kings Ferry Rd. LT at traffic light to Montrose Pt. Rd. traffic light. Bear left at light to end of road
9-7	R-6 (M-8)	Rt. 9W & South Mountain Rd. Clarks- town (Short Cover Rd)	Tappan Zee Bridge to Rte. 9 W north. Rte 9W north to intersection of So. Mountain Rd. (Short Cove Rd.)
9-10	R-12 (M-17)	Kings Highway & Old Mill Ln.	Tappan Zee Bridge to NYS Thruway. North to Rte. 303 north. LT to New Rockland Rd. to intersection of Casper Hill Rd. & Kings Highway. RT to intersection of Kings Highway & Old Mill Rd.
10-1 *	W-2 (B-8)	11th St. & Highland Rte. 9 Ave. Verplanck	north to Welcher Avenue exit. LT to Rte. 9A South. LT to Bleakley Ave. RT to Broadway. LT to 11th St. RT to intersection of Highland Ave.
10-4	R-6 (L-7)	Beach Road & Grassy Pt. Road	Tappan Zee Bridge to Rte. 9W north to Worth to Rte. 210. RT to intersection of Beach Rd. & Grassy Pt. Rd.
10-7	R-5 (K-8)	Little Tor Road & South Mountain Rd.	Tappan Zee Bridge to Rte. 9W north 9W north. Rte. 9W north to Rte. 202. LT at Rte. 202 to Central Highway. LT at Central Highway to intersection of So. Mountain Rd. & Central Highway & Little Tor Road.

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 6 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
10-10 Parkway	R-8 (J-12)	West Clarkstown Rd. @ Palisades Parkway Overpass	Tappan Zee Bridge to Palisades north to exit 11 (New Hempstead Road) RT at West Clarkstown Rd. to overpass of Parkway
11-1	W-2 (B-8)	White Beach @ 9th St. Verplanck	See Sector 10-1. Take Broadway to 9th St. RT at 9th St. to river. Go past guard house to beach area.
11-3	R-3 (K-5)	Gilmore Dr. & Adams Drive	Tappan Zee Bridge to Route. RT 9W North to Stony Point. LT at Adams Dr. to Gilmore Dr.
11-6 Parkway	R-3 (J-6)	Willow Grove Rd. & Knapp Road	Tappan Zee Bridge to Palisades north to exit 14. RT on Willow Grove Rd. to intersection of Knapp Rd.
11-10 Parkway	R-8 (H-10)	Haverstraw Rd. & Wilder Rd., Rte. 202	Tappan Zee Bridge to Palisades north to exit 11 (New Hempstead Rd.) LT to Gradview Ave. RT to Forshay Rd. which goes into Wilder Rd. to intersection of Rte. 202
12-2	R-3 (K-6)	Gays Hill Rd (South) & Route 9W	Tappan Zee Bridge to Route 9W North. North on Route 9W to Stony Pt. to intersection of Route 9W and Gays Hill Road (south)
12-4 North	R-3 (J-5)	Bulsontown Rd. & Intersection 1st left Past France Rd.	Tappan Zee to Palisades Parkway Parkway north to Exit 15 (Route 210). LT on Route 210 to Cedar Pond Rd. LT on Cedar Pond Rd. to Bulsontown Road LT at Bulsontown Rd to 1st Road on left past Franck Road

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 7 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
12-7	R-2 (F-6)	Lake Welch Parkway By Sewage Plant	Tappan Zee Bridge to Palisades Parkway north to Exit 16. LT onto Lake Welch Parkway to Sewage Plant (Rd. closed during winter months)
12-10	R-2 (E-7)	Lake Welch Pkwy & 7 Lakes Parkway	See 12-7, continue on Lake Welch Parkway to intersection of Seven Lakes Parkway. (Road closed during winter months)
13-2	R-3 (L-4)	Gays Hill Rd. North & Route 9W	See 12-2, pass south end and continue to north end of Gays Hill Road.
13-3	R-3 (K-4)	Mott Farm Rd @ Entrance to Camp	Tappan Zee Bridge to Route 9W North. Route 9W north Addison Boyce to intersection of Route 9W & Mott Farm Rd. LT on Mott Farm Rd. to Camp Addison Boyce
13-9 Lakes	O-21 (W-16)	Arden Valley Rd. & Arden Road	Palisades Parkway north to Seven Circle. LT on Seven Lakes Parkway to Lake Tiorati Circle. Route at Arden Valley Road to intersection of Arden Road
14-2	R-1 (L-3)	Route 9W @ Reuter Stokes Location #14	Tappan Zee Bridge to Route 9W North. Route 9W north to Stony Point to location
14-6	O-18 (Z-14)	Route 6, 1 mile West of Palisades Pkwy	Tappan Zee Bridge north to Palisades Parkway (7 Lakes Circle) north to seven Lakes Circle and Rte. 6. Take Route 6 West 1 mile.

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 8 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
15-1	R-1 (L-2)	Route 9W (Near Anchor Monument)	Route 9A north to Rte 9 to to 6 & 202 west to Bear Mountain Bridge. West on bridge to Route 9W south to monument directly across from Indian Point
15-4	R-1 (L-1)	At front of Bear Mount Inn	See 15-1. Stop at Bear Mountain Inn 1/2 mile south from bridge (Alter.) Tappan Zee Bridge north to Rte. 9W north to Bear Mountain Inn
15-6	O-18 (BB-13)	Mine Rd. & Weynants Pond Road	See 15-1 & 15-4. Route 9W 9W north to intersection of Old Route 9W. LT at old Rte. 9W to light at Mine Road
15-1 0	O-13 (Y-11)	Mineral Springs Road & County Route 34	See 14-10. Continue on Smith Clove Rd (Cty. Rte. 9) north to intersection of Cty. Route 34 & Mineral Springs Rd.
16-1	R-1 (L-3)	Ayers Rd Jones Pt. or (TLD Site) Reuter	See 11-1 or 15-4, Route 9W south to Ayers Road Stokes Location #16 LT on Ayers Rd. to TLD Site by Reuter Stokes Location #16
16-4	R-1 (K-1)	Bear Mt. Bridge (West End)	See 15-1 & 15-4. Stop at West end of bridge at circle

ADDENDUM 4
Offsite Emergency Sampling Points
Sheet 9 of 9

<u>Sector/ Mile</u>	<u>Map Number (Coordinates)</u>	<u>Location</u>	<u>Directions</u>
16-6	O-18 (BB-13)	0.4 miles West of Junction of Rte's 9W &	See 15-1 & 15-4. North on on Rte. 9W to intersection 9W & section of Rte. 218. LT on Rte. 218 (0.4 miles in)
16-9	O-18 (BB-11)	Route 9W & Route 293	See 15-1 & 15-4. North on Route 9W to intersection of Route 293



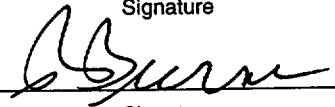
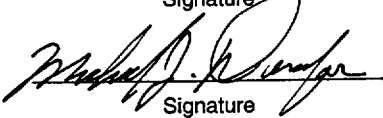


Key for County Maps

W- Westchester County Map
R- Rockland County Map
P- Putnam County Map
O- Orange County Map

Map Number and Coordinates based on Hagstrom County Atlases.

Example: W-1 (B-5) refers to the Westchester County Hagstrom map number 1 coordinate B-5

Modular Emergency Assessment & Notification System (MEANS)

Prepared by:	<u>Allen Lee</u> Print Name	<u></u> Signature	<u>3/12/01</u> Date
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Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2825</u> Meeting Number	<u></u> Signature Secretary	<u>3/22/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>3/22/01</u> Date

CONTROLLED COPY

Reference Use

Effective Date: 3/26/01

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Modular Emergency Assessment & Notification System (MEANS)

1.0 PURPOSE

- 1.1 To describe the use of the Modular Emergency Assessment and Notification System (MEANS).
- 1.2 To describe administrative procedures used to update Emergency Action Level Computerized Information System (EALCIS) module data.

2.0 DISCUSSION

The MEANS computer program for the Indian Point 2 Station is a graphical software application designed to operate within the Microsoft Windows® environment. Application operation and system requirements are dictated by Microsoft Windows® protocols.

The MEANS program, when launched, presents the user with a command switchboard which allows operation and interaction among the three emergency planning notification, assessment and information applications:

- New York State Radiological Emergency Data Forms (INForms)
- Dose Assessment and Protective Action Recommendations (DAPAR)
- Emergency Action Level Computerized Information System (EALCIS)

In addition to furnishing a rapid mechanism for switching between the applications, MEANS provides the interface to save and import meteorological, dose projection and protective action recommendation information¹ and the EAL brief non-technical descriptions onto the notification forms eliminating the need for redundant or additional data input. The interface flow diagram (figure 2-1) illustrates the basic application interactions.

This procedure contains detailed information for operating and understanding the MEANS Interface, the applications and the EALCIS administration application. It is not required nor intended to be used as a step-by-step instruction when using the MEANS interface however, the user must be familiar with basic computer operations within the Microsoft Windows® environment, dose assessment and protective action recommendations in order to operate the program effectively.

¹ Dose projection and protective action recommendation data imported onto the emergency data forms is calculated by the DAPAR application in accordance with the methodologies of IP-1007 and IP-1013 respectively.

A brief description of the purpose and an illustration of each of the application's windows are provided by this procedure. Since users are not constrained to operating the application in any step order, a table is used to describe information and functions for the objects (such as buttons, fields and graphs) contained in MEANS. Information and functions include descriptions, options, units and limits as applicable.

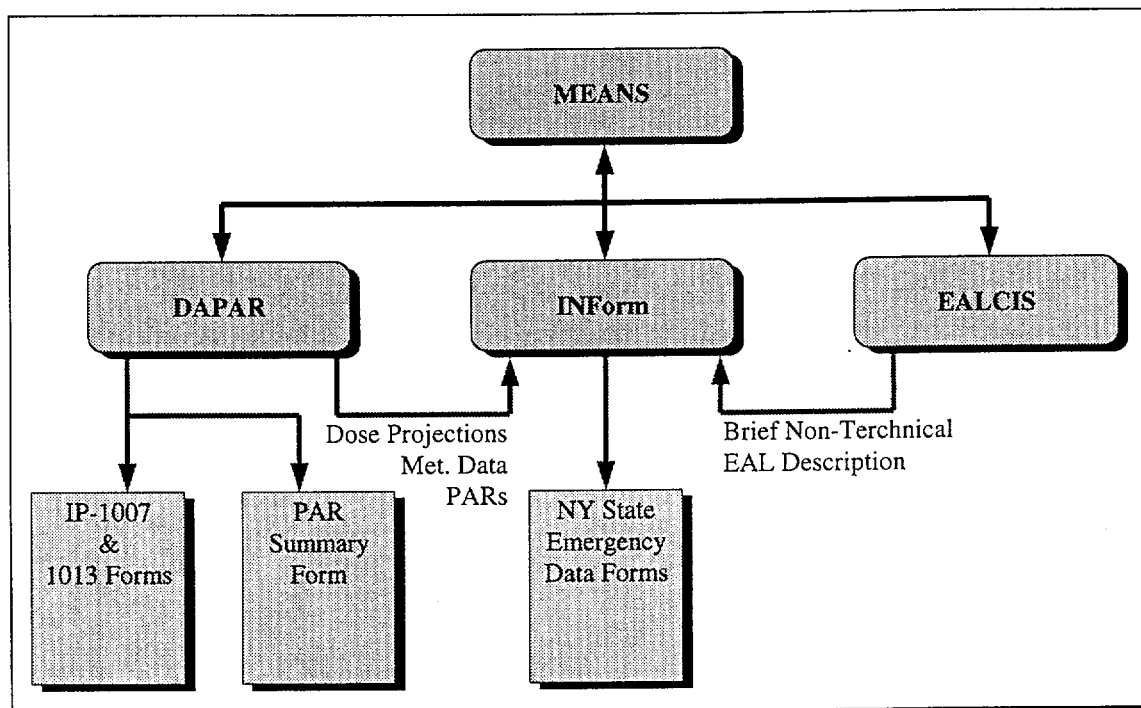


Figure 2-1: MEANS Interface Flow Diagram

A menu bar is provided to allow the user to quit the program from any point. Additionally, the application version and serial number can be obtained from the menu bar. A description of the function for each control is provided at the bottom of the application window (within the status bar) whenever the control has the focus.

The table in Addendum 1, MEANS Window Summary provides details for most windows presented in the program.

3.0 **PRECAUTIONS AND LIMITATIONS**

- 3.1 Guidance in Procedure IP-1007, Dose Assessment governs performance of offsite radiological assessment.
- 3.2 Guidance in Procedure IP-1013, Protective Action Recommendations governs development of Protective Action Recommendations to be provided to offsite authorities.

4.0 EQUIPMENT AND MATERIALS

4.1 The following equipment is available in the Emergency Operations Facility (EOF), Central Control Room (CCR) and the Alternate Emergency Operations Facility (AEOF):

4.1.1 Personal Computer with Microsoft Windows ® operating system installed.

4.1.2 Microsoft Access ®

4.1.3 MEANS computer program

4.1.4 Printer

4.2 Emergency Plan Implementing procedures provide guidance on performance of offsite notifications and radiological assessments.

5.0 INSTRUCTIONS

5.1 General MEANS Operations

5.1.1 Upon startup, the program opens to the MEANS interface (Main switchboard). The window directs program flow and provides for the sharing and transfer of information between the modules applications. Once an application's button is selected, the switchboard is hidden and the program module is opened for input. The user can return to the main switchboard by exiting the application. All of the user entered information is retained when switching between the applications.

5.1.1 Selecting the 'Emergency Data Forms' button opens the initial notification forms application to allows rapid completion of the New York State Radiological Emergency Data Forms, Parts 1 and 2.

5.1.2 Selecting the 'Dose Assessment and PARs' button opens the DAPAR application. Dose projection and assessment is performed from effluent information related to a monitored release and is based on the hand calculation methodologies of IP-1007, "Dose Assessment", and IP-1013, "Protective Action Recommendations". Up to seven multiple release points can be entered simultaneously during a single session.

5.1.3 The 'Emergency Action Levels' button opens an interactive database which provides the criteria, conditions, definitions, tables, references, and technical bases of the EALs.

5.2 Part I of the NYS Radiological Emergency Data Form

To complete Part I of the NYS Radiological Emergency Data Form go to Attachment 1, MEANS User Guide #1, NYS Radiological Emergency Data Form (Part I)

5.3 Part II of the NYS Radiological Emergency Data Form

To complete Part II of the NYS Radiological Emergency Data Form go to Attachment 2, MEANS User Guide #2, NYS Radiological Emergency Data Form (Part II)

5.4 Dose Assessment

To perform Dose Assessment and Protective Action Recommendations (DAPAR) go to Attachment 3, User Guide #3, DAPAR

5.5 Review of Emergency Action Level Information

To use the Emergency Action Level Computerized Information System go to Attachment 4, Use of MEANS for EAL Information Functions.

5.6 System Administration

To perform administrative functions on the Emergency Action Level Computerized Information System go to Attachment 5, System Administration **NOTE:** Only authorized personnel shall make changes to EAL Data.

6.0 REFERENCES

6.1 MEANS Version 3.0 User Manual Indian Point Station, Operations Support Services, Inc.

6.3 IP-1007, Dose Assessment

6.4 IP-1013, Protective Action Recommendations

6.5 IP-1024, Emergency Classification

6.6 IP-1030, Emergency Operations Facility

7.0 ATTACHMENTS

7.1 Attachment 1, MEANS User Guide #1 NYS Radiological Emergency Data Form (Part I)

7.2 Attachment 2, MEANS User Guide #2 NYS Radiological Emergency Data Form (Part II)

7.2 Attachment 3, MEANS User Guide #3 DAPAR

7.2 Attachment 4, Use of MEANS for EAL Information Functions

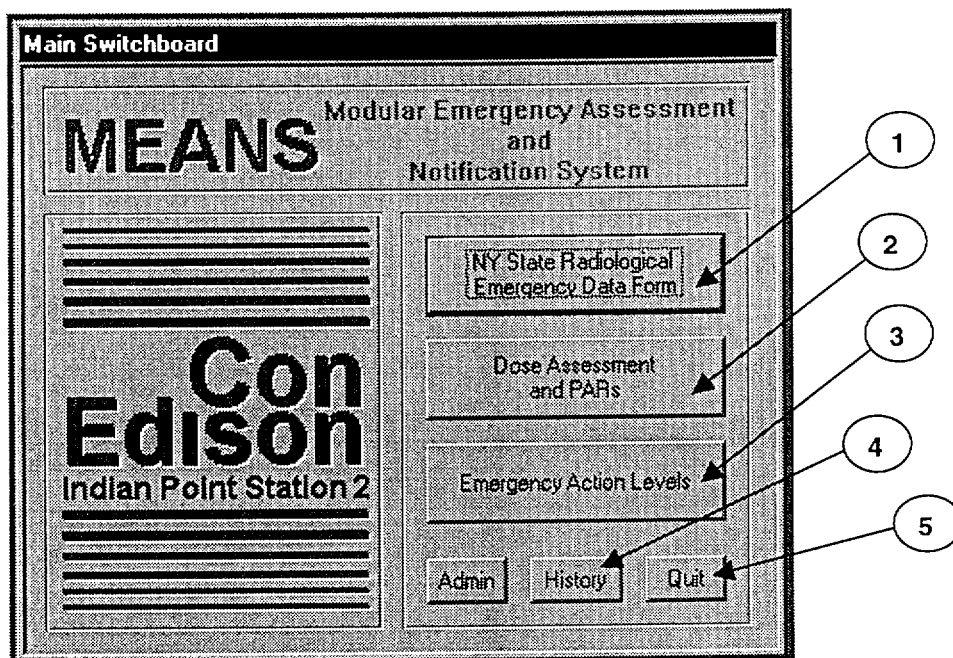
7.2 Attachment 5, System Administration

8.0 ADDENDUMS

8.1 Addendum 1, MEANS Window Summary

Attachment 1
MEANS User Guide #1
NYS Radiological Emergency Data Form (Part I)
Sheet 1 of 5

- 1.0 IF the MEANS program is NOT running THEN start the MEANS program by one of the following:
- 1.1 Double clicking icon on desktop
 - 1.2 Selecting MEANS from the start memo
 - 1.3 Locating MEANS program on the Drive "C".
- 2.0 The following window will open:



- 3.0 Description of Choices (buttons) on Main Switchboard:
- 3.1 Button 1 – Opens up the NYS Radiological Emergency Data Form Input Screen. (INForm)
 - 3.2 Button 2 – Opens up DAPAR input screens to perform Dose Assessments.
 - 3.3 Button 3 – Opens up Database of Emergency Action Levels (EAL), which allows review of EAL Descriptions and Technical Basis.
 - 3.4 Button 4 – Opens up access to historical notification and dose assessment forms. Forms are stored when the "print/save" button is pressed from within the modules to print forms. (Note: Forms are only stored when "Print/Save is selected for options 1 &2) Copies of historical forms can be printed from this window.
 - 3.5 Button 5 -- Closes program.
 - 3.6 The Admin button is used by Emergency Planning Staff to edit EAL information.

Attachment 1
MEANS User Guide #1
NYS Radiological Emergency Data Form (Part I)
 Sheet 2 of 5

NOTE:

IF there is a radiological release in progress **THEN** go to DAPAR module first, perform dose assessments, export data and load data into NYS Radiological Emergency Data Forms.

4.0 Press **Button 1** and the following window will open:

5.0 To complete Part 1 of the NYS Notification Form perform the following steps:

NOTES:

Fields on the form can be selected with the mouse cursor or by tabbing between fields.
 Pressing "*Exit*" will take you back to Main Switchboard keeping all information entered.
 Pressing "*Reset*" will clear all fields to allow user to start over.

- 5.1 DO NOT enter a transmission time at this time. (This time should be entered by communicator when message is transmitted to offsite agencies.)
- 5.2 Select "*RECS*" or "*Other*" for method to be used to transmit data. Normally this will be via RECS.




Attachment 1
MEANS User Guide #1
NYS Radiological Emergency Data Form (Part I)
Sheet 3 of 5

- 5.3 Click on the drop down button  in the "*This Is:*" field and select "*NOT and Exercise*" or "*An Exercise*"

NOTES:

If you choose an EAL # corresponding to a General Emergency, the program will automatically request entry of met data so that it can supply the default Protective Action Recommendations. It will also automatically select "*PARs Issued.*" The program **will not** allow you to choose PARs unless a General Emergency has been declared.

The program will automatically enter a "*Brief Event Description.*" This description may be reviewed and/or edited by selecting the "*Description*" tab at the top of the window.

- 5.4 Enter the EAL # (x.x.x) and press enter or tab. The program will choose the proper classification based on the EAL number entered. Verify that the proper classification and description was selected.
- 5.5 Enter the date and time the emergency was classified.
- 5.6 Click on the drop down button  to enter the "*Reactor Status*" and if the reactor is shutdown, date and time it was shutdown.
- 5.7 Click on the drop down button  to select "*Stable*", "*Improving*" or "*Degrading*" from the "*Conditions are:*" drop down button.
- 5.8 Click on the drop down button  to select the proper release data from the "*Release Status:*" drop down button.

NOTES:

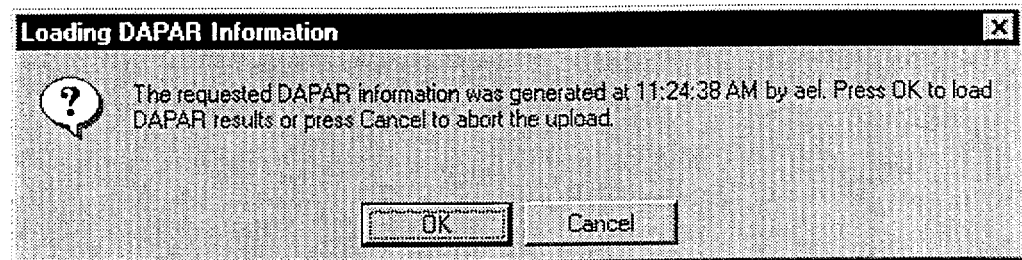
Met Data and Radiological Data may be imported from the DAPAR section of MEANS **ONLY** if a release to atmosphere is selected in the "Release Status" field and it has been previously been exported. See instructions for performing Dose Assessment on how data is exported.

The program will not allow issuing of a Protective Action Recommendation unless there is a General Emergency

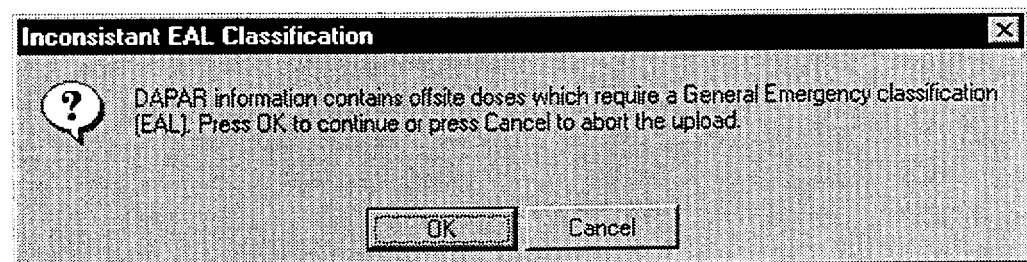
- 5.9 To import directly from the DAPAR module perform the following:
- 5.9.1 Data must be exported from DAPAR prior to importing it into Part II, see Attachment 3 for guidance on exporting data.

Attachment 1
MEANS User Guide #1
NYS Radiological Emergency Data Form (Part I)
Sheet 4 of 5

- 5.9.2 Radiological Data cannot be imported UNLESS, "A release is selected on Part I of the form.
- 5.9.3 IF the data has been exported AND a release has been selected THEN the "Load DAPAR" button will become active and pressing it will provide the following prompt:



- 5.9.4 Verify that the time matches data you wish to import and press "OK" to import data.
- 5.9.5 **IF** the DAPAR dose projections require a PAR **THEN** you will receive the following prompt:



- 5.10 **IF** there is no radiological release **THEN** Enter the wind speed, wind direction from, and the stability class into Met Data.

Attachment 1
MEANS User Guide #1
NYS Radiological Emergency Data Form (Part I)
Sheet 5 of 5

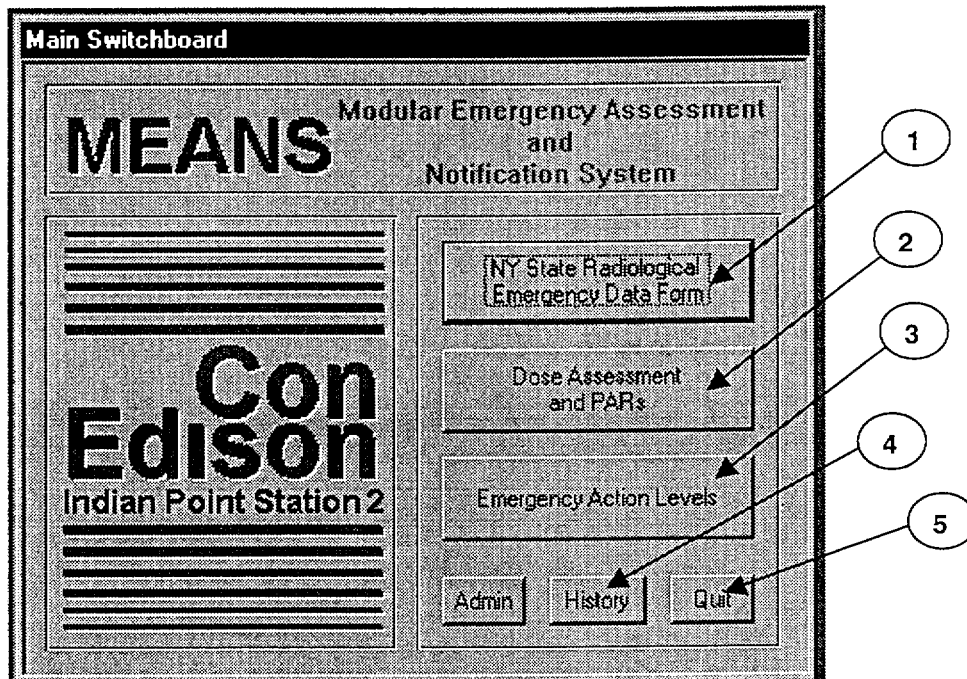
- 6.0 IF there is a need to change the description **THEN** select the "Description Tab" to open the following window:

The screenshot shows the INForm v3.0 application window. The title bar reads "INForm v3.0". The window is divided into several sections. On the left, there is a "Transmission" section with fields for "Date:" (12/09/00) and "Time:". Below this is a "Sent Via:" section with radio buttons for "RECS" and "Other". Further down is a "This Is:" section with a dropdown menu. At the bottom left are buttons for "Part 1", "Part 2", and "Both", along with "Preview" and "Print/Save" buttons. A "Load DAPAR" button is also present. At the very bottom are "Reset" and "Exit" buttons. The main area of the window is titled "Part 1 Description" and contains a "Brief Non-Technical Description:" label above a large text box. Inside the text box, it says "Edit the description here as necessary". Below the text box, a note states: "Limit the information to 5 lines of text to ensure the complete description will fit within the printed form." The right side of the window has tabs for "Part 1", "Description", "Part 2", and "Field Data", with "Description" currently selected.

- 7.0 Select the ERPAs in the Evacuate ERPAs section of the Part I window.
- 7.1 The program selects default ERPAS based on wind direction
 - 7.2 If you import data from DAPAR program updates ERPAs in accordance with Dose Projections
 - 7.3 Once a recommendation has been made to evaluate an ERPA that ERPA should always be included in updated recommendations.
- 8.0 Select the "Preview" button to see the completed form on-screen and verify data.
- 9.0 Select the "Print/Save" button to print the form and save it to the historical records.
- 10.0 To complete a periodic update notification form:
- 10.1 The information will remain as entered until the user edits fields or presses the "Reset" button.
 - 10.2 Make any required changes to the information.
 - 10.3 Preview and Print/Save.

Attachment 2
MEANS User Guide #2
NYS Radiological Emergency Data Form (Part II)
Sheet 1 of 5

- 1.0 IF the MEANS program is NOT running THEN start the MEANS program by one of the following:
- 1.1 Double clicking icon on desktop
 - 1.2 Selecting Means from the start memo
 - 1.3 Locating Means program on the "C" Drive
- 2.0 The following window will open:



- 3.0 Description of Choices (buttons) on Main Switchboard:
- 3.1 Button 1 – Opens up the NYS Radiological Emergency Data Form Input Screen. (INForm)
 - 3.2 Button 2 – Opens up DAPAR input screens to perform Dose Assessments.
 - 3.3 Button 3 – Opens up Database of Emergency Action Levels (EAL), which allows review of EAL Descriptions and Technical Basis.
 - 3.4 Opens up access to historical notification and dose assessment forms. Forms are stored when the "print/save" button is pressed from within the modules to print forms. (Note: dose assessment forms are only stored if Form 6 parts (a), (b) and (c) are saved/printed) Copies of historical forms can be printed from this window.

Attachment 2
MEANS User Guide #2
NYS Radiological Emergency Data Form (Part II)
 Sheet 2 of 5

- 3.5 Button 5 -- Closes program.
- 3.6 The Admin button is used by Emergency Planning Staff to edit EAL information.
- 4.0 Press **Button 1** and the following window will open:

- 5.0 Choose the "Part 2" tab at the top of the window and the following window will open:

Attachment 2
MEANS User Guide #2
NYS Radiological Emergency Data Form (Part II)
Sheet 3 of 5


6.0 To complete Part II of the NYS Notification Form perform the following steps:

NOTES:

Fields on the form can be selected with the mouse cursor or by tabbing between fields.

Pressing **Exit** will take you back to Main Switchboard keeping all information entered.

Pressing **Reset** will clear all fields

- 6.1 **DO NOT** enter a transmission time at this time. (This time should be entered by communicator when message is transmitted to offsite agencies.)
- 6.2 Select "*RECS*" or "*Other*" for method to be used to transmit data. Normally this will be via RECS.
- 6.3 Click on the drop down button  in the "*This Is:*" field and select "*NOT and Exercise*" or "*An Exercise*"
- 6.4 Enter Release Data:
 - 6.4.1 **IF** the Release Duration is known **THEN** enter known value
ELSE
Use default value of **4 hours**.
 - 6.4.2 **IF** the release start and stop dates and times are known **THEN** enter these values
- 6.5 Choose the basis for the projected doses
 - 6.5.1 Inplant Measurements
 - 6.5.2 Field Measurements
 - 6.5.3 Assumed Source Term

NOTES:

Projected offsite doses may be entered manually or imported from the DAPAR module in MEANS

Before information can be imported from DAPAR the individual performing dose assessments must export the data from DAPAR.

Attachment 2
MEANS User Guide #2
NYS Radiological Emergency Data Form (Part II)
Sheet 4 of 5

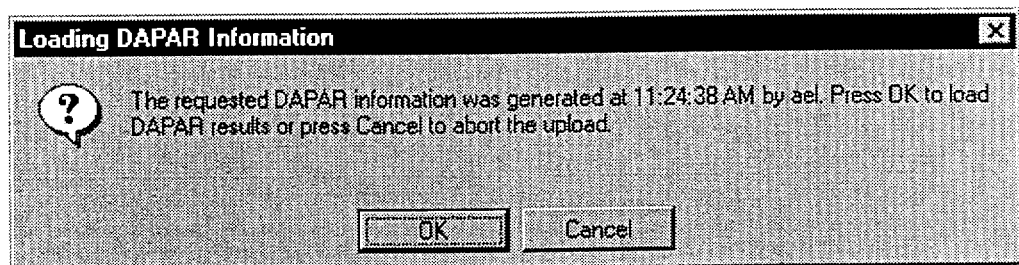
6.6 Enter "*Dose (Rem)*"

6.6.1 Doses may be entered manually.

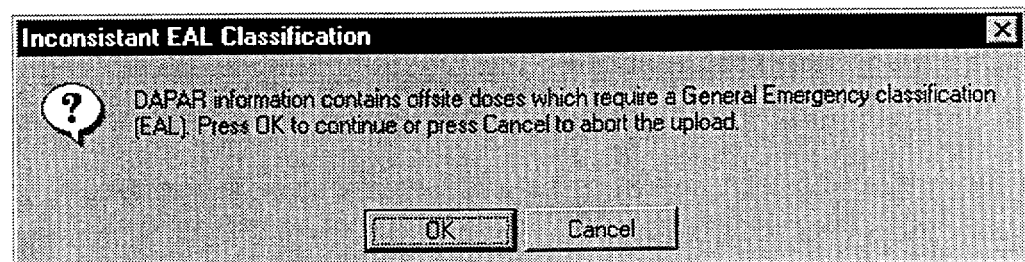
OR

6.6.2 Imported directly from DAPAR module as follows:

- A. Data must be exported from DAPAR prior to importing it into Part II. See Attachment 3 for guidance on exporting data.
- B. Radiological data **CANNOT** be imported unless, a release is selected on Part I of the form.
- C. **IF** the data has been exported AND a release has been selected **THEN** the "*Load DAPAR*" button will become active. Pressing it will provide the following prompt:



- D. Verify that the time matches the data you wish to import and press "OK" to import data.
- E. **IF** the results of the DAPAR dose projections require a PAR (projected doses exceed PAGs) and a General Emergency has not been selected on Part I **THEN** you will receive the following prompt:



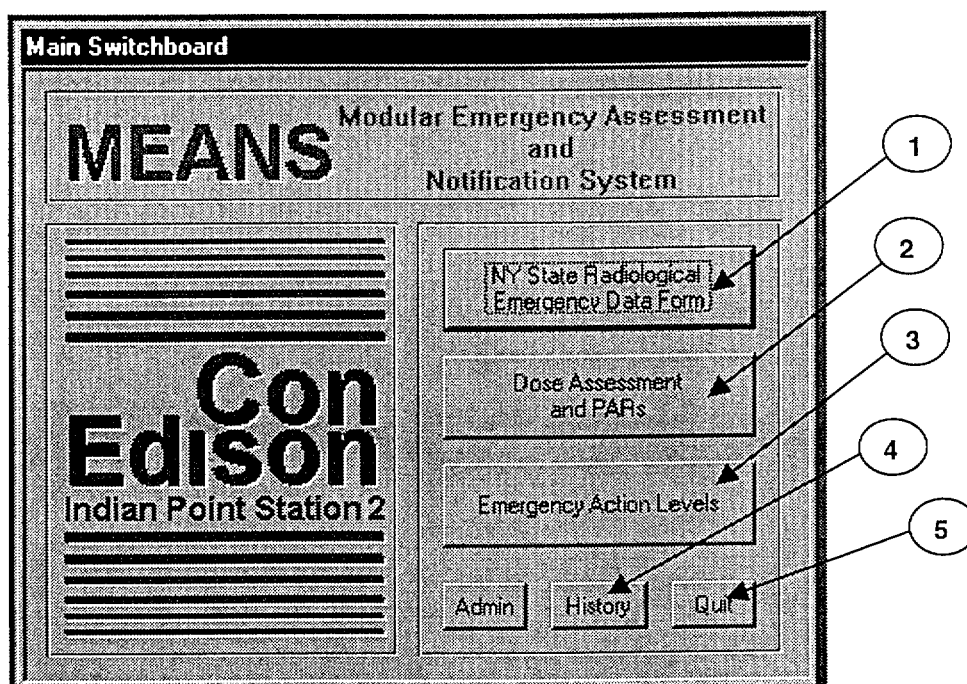
The program will not allow issuing of a Protective Action Recommendation unless there is a General Emergency

Attachment 2
MEANS User Guide #2
NYS Radiological Emergency Data Form (Part II)
Sheet 5 of 5

- 6.7 Atmospheric data can only be entered if a "*Above or Below TS to Atmosphere*" is chosen on Part I
- 6.8 Waterborne data can only be entered if a "*Above or Below TS to Water*" is chosen on Part I
- 6.9 **IF** unmonitored release option is selected **THEN** DAPAR Data can not be loaded.

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
Sheet 1 of 7

- 1.0 IF the MEANS program is NOT running THEN start the MEANS program by one of the following:
- 1.1 Double clicking icon on desktop
 - 1.2 Selecting Means from the start memo
 - 1.3 Locating Means program on the "Public Drive (R) Drive" EPlan Folder.
- 2.0 The following window will open:



- 3.0 Description of Choices (buttons) on Main Switchboard:
- 3.1 Button 1 – Opens up the NYS Radiological Emergency Data Form Input Screen (INForm).
 - 3.2 Button 2 – Opens up DAPAR input screens to perform Dose Assessments.
 - 3.3 Button 3 – Opens up Database of Emergency Action Levels (EAL), which allows review of EAL Descriptions and Technical Basis.
 - 3.4 Button 4 – Opens up access to historical notification and dose assessment forms. Forms are stored when the "print/save" button is pressed from within the modules to print forms. (Note: dose assessment forms are only stored if Form 6 parts (a), (b) and (c) are saved/printed) Copies of historical forms can be printed from this window.

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
 Sheet 2 of 7

3.5 Button 5 -- Closes program.

The Admin button is used by Emergency Planning Staff to edit EAL information.

4.0 Choose **Button 2** to open the Dose Assessment and Protective Action Recommendation" (DAPAR) module:

Notes:

The buttons to perform dose calculations will not become active until Met Data and Time after shutdown data is entered.

IF you "Load Met" data from Form I, after entering Time After Shutdown **THEN** tab to the Time After Shutdown field and re-enter time to activate buttons.

IF you have "Data Set" for more than one release path **THEN** the program will sum dose projections from each set of data. To clear "Set Data" press the cancel button in appropriate window.

5.0 Enter the reactor "*Time After Shutdown (hrs):*"

6.0 Enter, "*Wind Speed (m/s)*", Wind Direction, "*Wind From (deg):*" and "*Stability Class (A-G):*"

OR

Press "*Load Met*" button to load meteorological data previously entered in NYS Radiological Emergency Data Form.

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
 Sheet 3 of 7

7.0 Select the button that matches the location of the release.

7.1 "Plant Vent" for R-44, R-27 or survey of release from plant vent.

7.2 "Air Ejector" for a release from the Air Ejector. (R-45)

7.3 "MSL" for a release from a SG or ruptured main steam line. (R-28, 29, 30, 31)

7.4 "SGBD" for a release from a Steam Generator Blowdown line. (R-49)

8.0 IF you choose "Plant Vent" THEN enter appropriate information in the following window:

Plant Vent Release

Method

☒ NGI Ratio
☐ Chem Sample

Monitor Data

Flow (CFM):
 Reading (μCi/cc):

Vent

☒ R-44
☐ R-27
☐ Survey

☐ Apply Particulate DCF

Radioiodine Data

	μCi/cc	Ci/sec
I-131	<input type="text"/>	<input type="text"/>
I-132	<input type="text"/>	<input type="text"/>
I-133	<input type="text"/>	<input type="text"/>
I-134	<input type="text"/>	<input type="text"/>
I-135	<input type="text"/>	<input type="text"/>

Release Rates (Ci/sec)

Noble Gas Total:
 Iodine Mix Total:

Buttons: Set Data, Cancel

Callouts:

- Select default Noble Gas Ratio or "Chem Sample" if you have Radioiodine Data.
- Select the appropriate Monitor
- IF you wish to apply Particulate Dose Conversion Factors (i.e. refueling accidents)
- Enter Vent Flow Rate and Monitor Reading
- Enabled to enter iodine data when "Chem Sample" is selected
- Once data is entered "Set Data"

Program Calculates these Values

Unless R-27 is selected and Ci/Sec is known, then it may be entered as "Noble Gas Total"

8.1 Once Data is set for the plant vent the "Dose Assessment and Protective Action Recommendations" (see section 4.0) window will open again.

8.2 Press the "Calculate" button to perform dose projection calculations. The following window will open:

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
 Sheet 4 of 7

Dose Assessments and Protective Action Recommendations

Release Duration
 Hours:

Source
☒ Plant Vent
☐ Air Ejector
☐ Main Stem Line
☐ SG Blowdown

Release Rates
 Noble Gas: (Ci/sec)
 Radioiodines: (Ci/sec)

Affected Sectors

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	6	7	8
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14	15	16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evacuate Selected ERPAs / Shelter All Others

1	2	3	4	5	6	7	8	9	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	11	12	13	14	15	16	17	18	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	20	21	22	23	24	25	26	27	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	29	30	31	32	33	34	35	36	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	38	39	40	41	42	43	44	45	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	47	48	49	50	51	Doses are > EPA PACs beyond the site boundary. Evacuate the selected ERPAs.			

Centerline Doses

	Site Border	2 Miles	5 Miles	10 Miles
Xu/Q:	4.80E-05	5.00E-06	1.20E-06	4.00E-07
TEDE R/hr:	7.16E-01	7.48E-02	1.79E-02	5.97E-03
TEDE Rem:	2.85E+00	2.98E-01	7.16E-02	2.39E-02
TDDE R/hr:	9.10E-01	9.48E-02	2.27E-02	7.58E-03
TDDE Rem:	3.64E+00	3.79E-01	9.10E-02	3.03E-02

Press this button to print forms

Press this button to export data to NYS Forms

9.0 IF you choose "Air Ejector" THEN enter appropriate information in the following window:

Air Ejector Release

Method
☒ NG/G Ratio
☐ Chem Sample

Monitor Data
 Flow (CFM):
 Reading (uCi/cc):

Radioiodine Data

	uCi/cc	Ci/sec
I-131	<input type="text"/>	<input type="text"/>
I-132	<input type="text"/>	<input type="text"/>
I-133	<input type="text"/>	<input type="text"/>
I-134	<input type="text"/>	<input type="text"/>
I-135	<input type="text"/>	<input type="text"/>

☐ Apply Particulate Dose Conversion Factor

Release Rates (Ci/sec)
 Noble Gas Total:
 Iodine Mix Total:

1. Select default Noble Gas Ratio or "Chem Sample" if you have radioiodine data.

2. Enabled to enter data when "Chem Sample" is selected

3. IF you wish to apply Particulate Dose Conversion Factors (i.e. refueling accidents)

4. Enter Air Ejector Leakage Rate and R-45 Monitor Reading

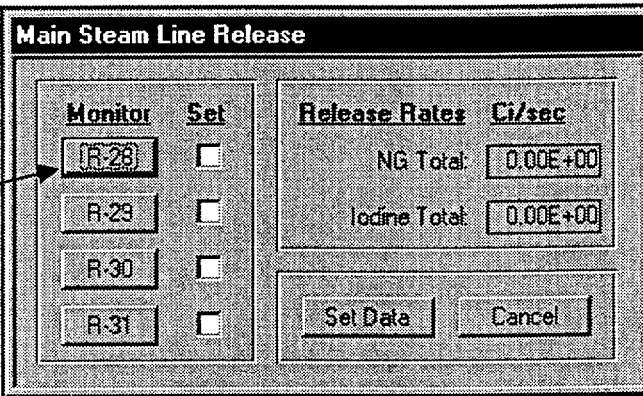
Program Calculates these Values

Once data is entered "Set Data"

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
 Sheet 5 of 7

- 9.1 Once data is set for the air ejector release path the "Dose Assessment and Protective Action Recommendations" (see section 4.0) window will open again.
- 9.2 Press the "Calculate" button to perform dose projection calculations. The Dose Assessment and Protective Action Recommendations window shown in section 8.2 will open, press "Print / Preview" button to print data.
- 10.0 IF you choose "MSL" THEN enter appropriate information in the following window:

Select the monitor and enter data for each release path, multiple monitors may be chosen.



The "Main Steam Line Release" window contains a table with two columns: "Monitor" and "Set". The "Monitor" column lists R-28, R-29, R-30, and R-31. The "Set" column contains checkboxes. To the right of this table are two input fields: "NG Total" and "Iodine Total", both showing "0.00E+00". At the bottom right are "Set Data" and "Cancel" buttons.

- 10.1 When you press one of the monitor buttons the following window will open to enter release data for each Main Steam Line

1. Select default Noble Gas Ratio or "Chem Sample" if you have Radioiodine Data.

2. Enabled to enter data when "Chem Sample" is selected

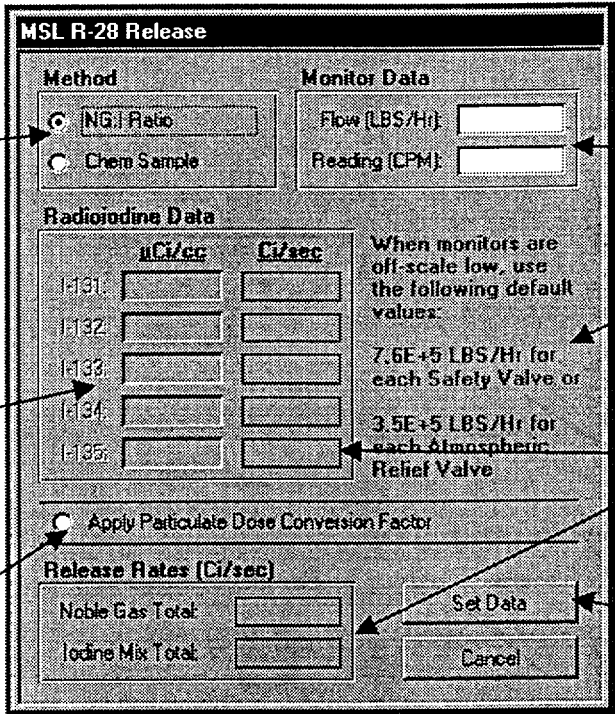
3. IF you wish to apply Particulate Dose Conversion Factors (i.e. refueling accidents)

4. Enter release Flow Rate and Monitor Reading

Default values listed.

Program Calculates these Values

Once data is entered "Set Data"



The "MSL R-28 Release" window is divided into several sections. The "Method" section has radio buttons for "NGI Ratio" (selected) and "Chem Sample". The "Monitor Data" section has input fields for "Flow (LBS/Hr)" and "Reading (CPM)". The "Radioiodine Data" section is a table with columns "uCi/cc" and "Ci/sec" for monitors I-131, I-132, I-133, I-134, and I-135. A note states: "When monitors are off-scale low, use the following default values: 7.6E+5 LBS/Hr for each Safety Valve or 3.5E+5 LBS/Hr for each Atmospheric Relief Valve". Below this is a checkbox for "Apply Particulate Dose Conversion Factor". The "Release Rates (Ci/sec)" section has input fields for "Noble Gas Total" and "Iodine Mix Total". At the bottom right are "Set Data" and "Cancel" buttons.

Attachment 3

MEANS User Guide #3**Dose Assessment and Protective Action Recommendations**

Sheet 6 of 7

- 10.2 Once Data is set for the MSL the "*Dose Assessment and Protective Action Recommendations*" (see section 4.0) window will open again.
- 10.3 Press the "*Calculate*" button to perform dose projection calculations. The Dose Assessment and Protective Action Recommendations window shown under step 8.2 will open. Press "*Print / Preview*" button to print data.
- 11.0 **IF** you choose "*SGBD*" **THEN** enter appropriate information in the following window:

Steam Generator Blowdown Release

Method

☒ NG: Ratio
☐ Chem Sample

Monitor Data

Flow [GPM]:
 Reading [μ Ci/cc]:

Radioiodine Data

	μ Ci/cc	Ci/sec
I-131:	<input type="text"/>	<input type="text"/>
I-132:	<input type="text"/>	<input type="text"/>
I-133:	<input type="text"/>	<input type="text"/>
I-134:	<input type="text"/>	<input type="text"/>
I-135:	<input type="text"/>	<input type="text"/>

☐ Apply Particulate Dose Correction Factor

Release Rates (Ci/sec)

Noble Gas Total:
 Iodine Mix Total:

Set Data
 Cancel

Callouts:

1. Select default Noble Gas Ratio or "Chem Sample" if you have Radioiodine Data.
2. Enabled to enter data when "Chem Sample" is selected
3. IF you wish to apply Particulate Dose Conversion Factors (i.e. refueling accidents)
4. Enter release flow rate and monitor reading

Program calculates these values

Once data is entered "Set Data"

- 11.1 Once data is set for the SGBD the "*Dose Assessment and Protective Action Recommendations*" (see section 4.0) window will open again.
- 11.2 Press the "*Calculate*" button to perform dose projection calculations. The Dose Assessment and Protective Action Recommendations window shown under step 8.2 will open. Press "*Print / Preview*" button to print data.

Attachment 3
MEANS User Guide #3
Dose Assessment and Protective Action Recommendations
Sheet 7 of 7

12.0 Exporting Data

Note:

Transferring data between DAPAR and INForm is a two part process. First data is exported to memory to make it available for use, then it is imported into the notification forms as needed.

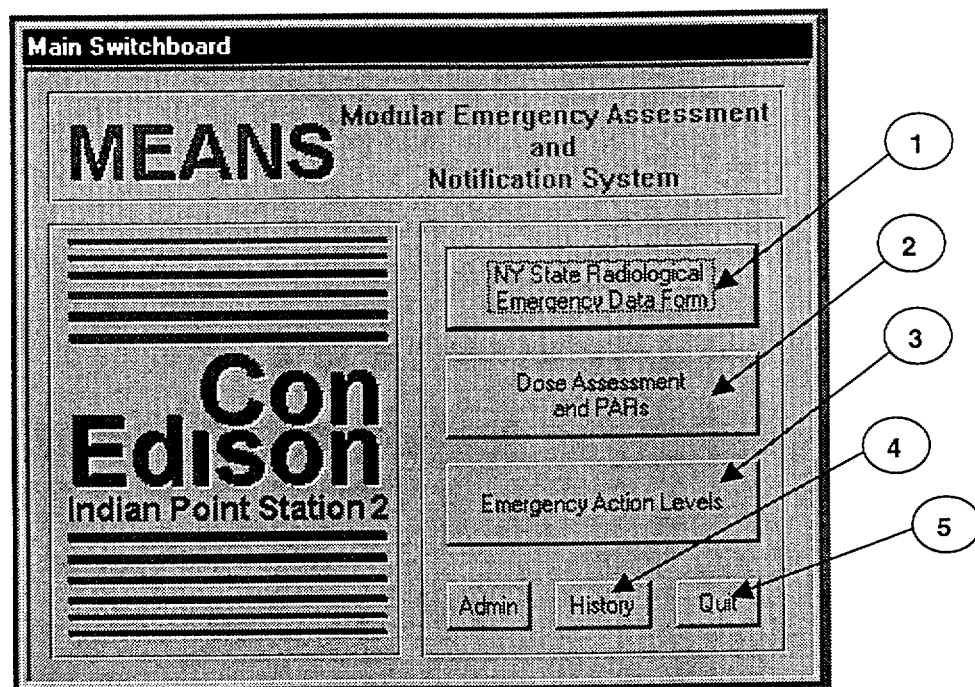
- 12.1 **AFTER** you have entered release path data and pressed calculate **THEN** press the "*Export*" button to save data for importing (*Load DAPAR*) into Part I and Part II or NYS Radiological Emergency Data Form.
- 12.2 Enter you initials into the Save Assessment Results box and click "*OK*". The export button will remain sunken to indicate that the exported data is set.

Attachment 4

Use of MEANS for EAL Information Functions

Sheet 1 of 2

- 1.0 IF the MEANS program is NOT running THEN start the MEANS program by one of the following:
- 1.1 Double clicking icon on desktop
 - 1.2 Selecting Means from the start memo
 - 1.3 Locating Means program on the "Public Drive (R) Drive" EPlan Folder.
- 2.0 The following window will open:



3.0 Description of Choices (buttons) on Main Switchboard:

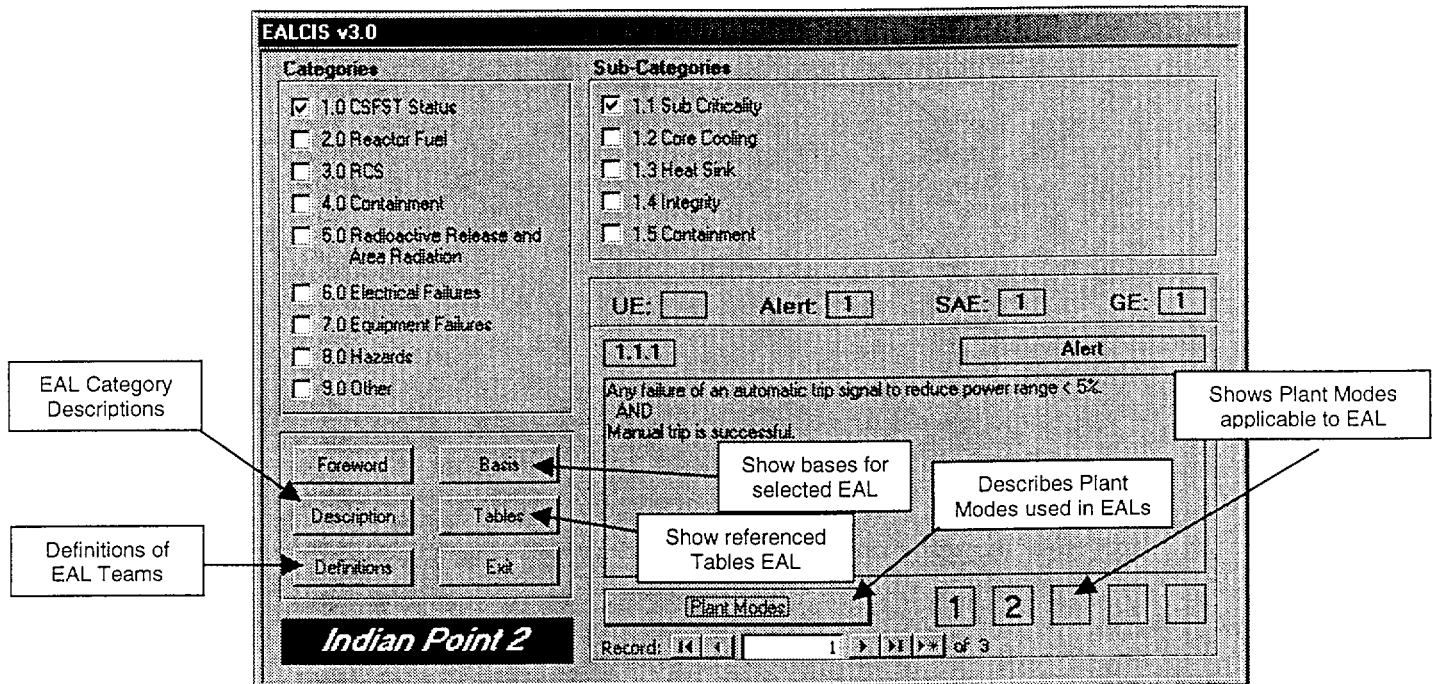
- 3.1 Button 1 – Opens up the NYS Radiological Emergency Data Form Input Screen (INForm).
- 3.2 Button 2 – Opens up DAPAR input screens to perform Dose Assessments.
- 3.3 Button 3 – Opens up Database of Emergency Action Levels (EAL), which allows review of EAL Descriptions and Technical Basis.
- 3.4 Button 4 – Opens up access to historical notification and dose assessment forms. Forms are stored when the "print/save" button is pressed from within the modules to print forms. (Note: dose assessment forms are only stored if Form 6 parts (a), (b) and (c) are saved/printed) Copies of historical forms can be printed from this window.

Attachment 4
Use of MEANS for EAL Information Functions
 Sheet 2 of 2

3.5 Button 5 -- Closes program.

The Admin button is used by Emergency Planning Staff to edit EAL information.

4.0 Choose **Button 3** to access the Emergency Action Level Information module:



5.0 Choose the EAL "Category" and "Sub Category" to select only those record of interest.

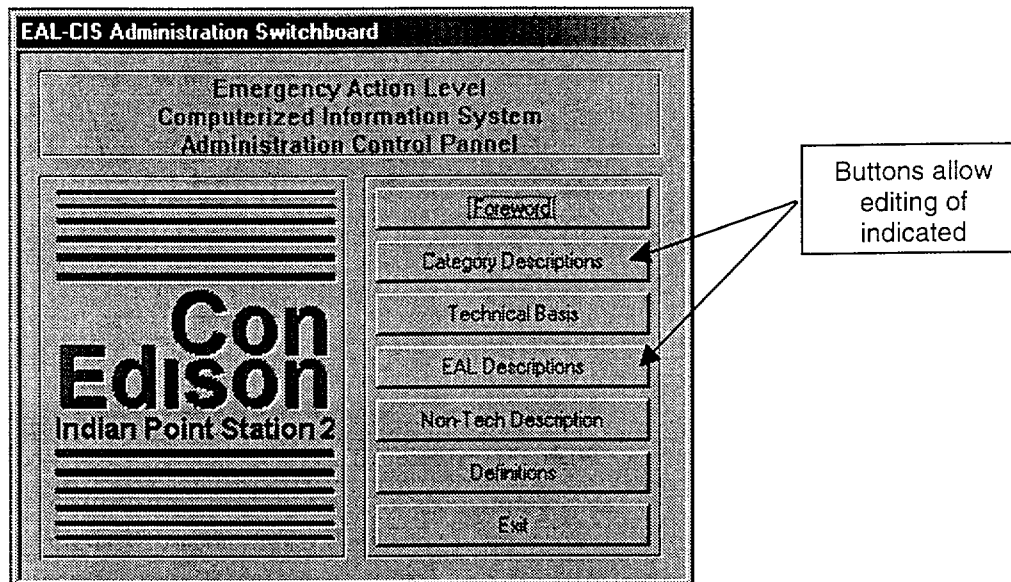
6.0 To locate the record desired, use the "Record" selection buttons to page through all EALs in a sub-category

7.0 Press appropriate button as described above to obtain desired information about chosen EAL.

8.0 Press the "Exit" button to return to main switchboard.

Attachment 5
System Administration
Sheet 1 of 1

- 1.0 IF the MEANS program is NOT running THEN start the MEANS program.
- 2.0 On the Main Switchboard select **"Admin"** to access administrative functions of program.
- 3.0 You will be ask to enter a password, enter the appropriate password and the following window will open:



- 4.0 Edit EAL information as necessary and exit administration controls.

Addendum 1

MEANS Windows Summary

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
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Main Switchboard

INForm	Command Button	Opens the New York State Radiological Emergency Data Forms application.
DAPAR	Command Button	Opens the Dose Assessment and Protective Action Recommendation application.
EALCIS	Command Button	Opens the Emergency Action Level Computerized Information System application.
Admin	Command Button	Opens the administration windows to allow changes to the EALCIS data tables. (This area is password protected)
History	Command Button	Opens the administration windows for historical application form printing and maintenance.
Quit	Command Button	Closes all applications, resets all data inputs, quits out of the MEANS interface and returns to the Windows desktop.

Non-Tab (appears on each tab) Emergency Data Forms

Transmission Date	Text Box	Date the form is transmitted to offsite authorities entered as MM/DD/YY . The system date is entered as a default value.
Transmission Time	Text Box	Time the form is transmitted to offsite authorities entered as HHMM .
Transmission Via	Option Button	Available selections are: <ul style="list-style-type: none"> • RECES • Other
This Is	List Box	Available selections are: <ul style="list-style-type: none"> • NOT an Exercise • An Exercise
Report Selector	Option Buttons	Available selections to set the preview or print commands are: <ul style="list-style-type: none"> • Part 1 • Part 2 • Both
Preview	Command Button	Opens a print preview window for the selected Part 1 and/or Part 2 report.
Print/Save	Command Button	Prints the selected Part 1 and/or Part 2 report and saves the data to the historical file.

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MEANS Windows Summary

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Load DAPAR	Command Button	Loads meteorological, dose assessment and protective action recommendation data. NOTE: The data must have been saved while running the DAPAR application AND a release to the atmosphere must be selected to enable this feature.
Reset	Command Button	Clears all the data and restores BOTH Emergency Data Forms to their initial startup default states.
Exit	Command Button	Closes the emergency data forms window and returns to the main switchboard.

Emergency Data Form -- Part 1 Tab

EAL #	Text Box	EAL number entered as X.X.X . Improper EAL numbers are not accepted. The classification will be automatically selected when an EAL is entered. Entry of an EAL number inconsistent with a previously selected classification will prompt for user direction. Entry of a General Emergency EAL will select the default PARs provided met data has been entered.
Declaration Date	Text Box	Date the event was declared entered as MM/DD/YY . The system date is entered as the default value.
Declaration Time	Text Box	Time the event was declared entered as HHMM .
Reactor Status	List Box	Available selections are: <ul style="list-style-type: none"> • Critical • Hot Shutdown • Cold Shutdown
Shutdown Date	Text Box	Date the reactor was shutdown entered as MM/DD/YY . This control is disabled until either the hot or cold shutdown status is selected.
Shutdown Time	Text Box	Time the event was declared entered as HHMM . This control is disabled until either the hot or cold shutdown status is selected.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Conditions	List Box	Available selections are: <ul style="list-style-type: none"> • Stable • Improving • Degrading
Release Status	List Box	Available selections are: <ul style="list-style-type: none"> • No Release • Above TS to Atmosphere • Below TS to Atmosphere • Above TS to Water • Below TS to Atmosphere • Unmonitored <p>NOTE: A release to the atmosphere must be selected to enable the Load DAPAR command button.</p>
Speed	Text Box	Wind speed value between 0 - 45 m/sec. Wind speed is automatically entered when DAPAR data is loaded. Entering wind speed will select the default PARs provided the other met data has been entered and a General Emergency classification is selected.
Direction	Text Box	Wind direction entered as degrees from in the range of 000° to 360°. Wind direction is automatically entered when DAPAR data is loaded. Entering wind direction will select the default PARs provided the other met data has been entered and a General Emergency classification is selected.
Stability Class	Text Box	Pasquill category entered as A-G describing the applicable stability class. Stability class is automatically entered when DAPAR data is loaded. Entering stability class will select the default PARs provided the other met data has been entered and a General Emergency classification is selected.

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MEANS Windows Summary

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Classification	Option Buttons	<p>Available selections are:</p> <ul style="list-style-type: none"> • Unusual Event Disables PARs • Alert Disables PARs • Site Area Emergency Disables PARs • General Emergency Enables PARs • Recovery Enables PARs • Emergency Terminated Disables PARs • Transport Enables PARs <p>The classification will be automatically selected when an EAL is entered.</p> <p>Selection of a General Emergency will set the default PARs provided met data has been entered.</p> <p>Selection of a classification inconsistent with an entered EAL number will prompt for user direction.</p>
PARs	Option Buttons	<p>Available selections are:</p> <ul style="list-style-type: none"> • Issued • Not Issued <p>Disabled and set at 'Not Issued' for UE, Alert, SAE and Termination.</p> <p>Disabled and set at 'Issued' for GE.</p> <p>Enabled for Recovery and a Transportation Incident.</p>
ERPAs	Toggle Buttons	<p>On or Off buttons for each ERPA.</p> <p>A depressed button is 'on' (indicating evacuate).</p> <p>Buttons are disabled unless a classification of GE, Recovery or Transportation Incident is selected.</p> <p>Default ERPAs are automatically selected whenever (1) a new General Emergency EAL is entered, (2) a General Emergency event is selected or (3) any met data field is updated.</p> <p>Changing a classification from a General Emergency will clear any selected ERPAs.</p>

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MEANS Windows Summary

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
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Emergency Data Form -- Description Tab

Description	Text Box	Provides an editable area for event information. Text for the brief non-technical description is automatically loaded whenever an EAL # has been entered.
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Emergency Data Form -- Part 2 Tab

Duration	Text Box	Projected release duration entered as greater than 0 to 96 hours. The default value is four (4.00) hours. The release duration is automatically entered when DAPAR data is loaded.
Start Date	Text Box	Date the release of radioactive materials began entered as MM/DD/YY . The system date is entered as the default value.
Start Time	Text Box	Time the release of radioactive materials began entered as HHMM .
Finish Date	Text Box	Date the release of radioactive materials ended entered as MM/DD/YY .
Finish Time	Text Box	Time the release of radioactive materials ended entered as HHMM .
Bases	List Box	Available selections are: <ul style="list-style-type: none"> • In-Plant Measurements • Field Measurements • Assumed Source Term 'Assumed Source Term' is automatically selected when DAPAR data is loaded.
Xu/Q(s)	Text Boxes	Xu/Q values for Site Boundary, 2 miles, 5 miles and 10 miles downwind. Xu/Q values are automatically entered when DAPAR data is loaded.
TEDE(s)	Text Boxes	TEDE values for Site Boundary, 2 miles, 5 miles and 10 miles downwind. TEDE values are automatically entered when DAPAR data is loaded.
TODE(s)	Text Boxes	TODE values for Site Boundary, 2 miles, 5 miles and 10 miles downwind. TODE values are automatically entered when DAPAR data is loaded.
Noble Gas	Text Box	Noble Gas Release Rate for an airborne release in Ci/sec. The text box is enabled when an airborne release is chosen. The Noble Gas release rate is automatically entered when DAPAR data is loaded.

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MEANS Windows Summary

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Iodine	Text Box	Radioiodine Release Rate for an airborne release in Ci/sec. The text box is enabled when an airborne release is chosen. The radioiodine release rate is automatically entered when DAPAR data is loaded.
Particulate	Text Box	Particulate Release Rate for an airborne release in Ci/sec. The text box is enabled when an airborne release is chosen.
Total	Text Box	Information only (non-editable). Gives the total airborne radioactive release rate in Ci/sec.
NG:I Ratio	List Box	Available selections are: <ul style="list-style-type: none"> • Assumed • Actual
Isotopes	Text Box	List of the primary isotopes identified or presumed to be in the release. Entries can be made beyond the length of the text box however, information printed on the report will be limited by the amount of space provided on the form itself.
Volume	Text Box	Volume of radioactive liquid for a waterborne release in gallons. The text box is enabled when a waterborne release is chosen.
Concentration	Text Box	Concentration of gross radioactivity of the liquid for a waterborne release in $\mu\text{Ci/cc}$. The text box is enabled when a waterborne release is chosen.
Total	Text Box	Information only (non-editable). Gives the total waterborne radioactive release in Curies.

Emergency Data Form -- Field Data Tab

Vector	Text Box	Location of the radiological sample or survey in reference to the plant. Entered as distance from plant in miles and direction from plant as sector or degrees (miles/sector or miles/degrees).
Location	Text Box	Brief physical description of the radiological sample or survey location.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Time	Text Boxes	Time the radiological survey or sample was performed entered as HHMM.
Reading	Text Boxes	Value of the radiological survey or sample reading.
Units	Option Buttons	Available selections are: <ul style="list-style-type: none"> • mR/hr • $\mu\text{Ci}/\text{cm}^2$

DAPAR -- Main Data

Time After S/D	Text Box	Time since reactor shutdown from 0 to 270 hours. Zero is used to indicate the reactor is still critical.
Wind Speed	Text Box	Wind speed value between 0 - 45 m/sec. Wind speed is automatically entered when Load Met data is selected.
Wind Direction	Text Box	Wind direction entered as degrees from in the range of 000° to 360°. Wind direction is automatically entered when Load Met data is selected.
Stability	Text Box	Pasquill category entered as A-G describing the applicable stability class. Stability is automatically entered when Load Met data is selected.
Plant Vent	Command Button	Opens the plant vent release data window. Disabled until the meteorological information has been entered.
Air Ejector	Command Button	Opens the air ejector release data window. Disabled until the meteorological information has been entered.
MSL	Command Button	Opens the main steam line master data window. Disabled until the meteorological information has been entered.
SGBD	Command Button	Opens the steam generator blow down release data window. Disabled until the meteorological information has been entered.
Data Set(s)	Check Box	Information only (non-editable). A checked box indicates data has been entered for the applicable release point. The check box is cleared when Cancel is selected from the release point's data entry window.
Calculate	Command Button	Calculates dose and determines PARs. Opens the dose rate data window. Disabled until meteorology and at least one release point have been entered.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Exit	Command Button	Closes the DAPAR main data window and returns to the main switchboard. All entries and selections are retained until the MEANS application is exited (quit).

Release Point Data

Method	Option Button	Available selections are: <ul style="list-style-type: none"> • NG:I Ratio • Chem Sample Establishes the method for which the radioiodine concentration is determined. NG:I Ratio is the default selection.
Flow	Text Box	Effluent flow rate in: <ul style="list-style-type: none"> • CFM (cubic feet per minute for plant vent and air ejector) • Lbs/Hr (pounds per hour for main steam line) • GPM (gallons per minute for steam generator blow down)
Noble Gas Reading	Text Box	Monitor or sample reading in $\mu\text{Ci/cc}$ or survey results in mR/Hr.
Vent ²	Option Buttons	Available selections are: <ul style="list-style-type: none"> • R-44 • R-27 • Survey • Sample Selecting the Survey option changes the reading prompt from $\mu\text{Ci/cc}$ to mR/Hr.
Isotopic Concentrations	Text Boxes	Monitor or sample reading in $\mu\text{Ci/cc}$ or survey results in mR/Hr. The text boxes are disabled until the Chem. Sample option button is selected. Data for any or all isotopes can be entered after the text box has been enabled.

² The vent option buttons are only applicable to the plant vent monitored release point.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Isotopic Release Rate	Text Boxes	Information only (non-editable). Shows the calculated isotopic radioiodine release rates based on the inputs for vent flow rate and isotopic concentrations when Chem. Sample is selected.
Particulate DCF	Option Button	Adds an assumed particulate component (dose conversion factor) to the source term utilized in the TEDE calculations.
Noble Gas Release Rate	Text Box	Editable only when a R-27 vent release is selected, otherwise the field is for information only (non-editable). Shows the calculated Noble Gas release rate in Ci/sec based on the inputs for effluent flow rate and monitor reading or survey/sample results.
Total Iodine Release Rate	Text Box	Information only (non-editable). Shows the total radioiodine release rate based on the inputs for vent flow rate and method selected.
Set Data	Command Button	Accepts the information in the active release point data window and returns to the main data window.
Cancel	Command Button	Deletes any release data entered in the active window and returns to the DAPAR main data window.

MSL Summary Data

Monitor	Command Buttons	Closes the MSL master data window and opens the selected MSL release point data window.
Set	Check Box	Information only (non-editable). A checked box indicates data has been entered for the applicable release point. The check box is cleared when Cancel is selected from the release point's data entry window.
Release Rate	Text Boxes	Information only (non-editable). Indicates the total Noble Gas and radioiodine release rates in Ci/sec.
Set Data	Command Button	Accepts all of the entered MSL release data and returns to the main data window.
Cancel	Command Button	Deletes all of the entered MSL release data and returns to the main data window.

Dose Assessment and PAR Summary

Release Duration	Text Box	Projected release duration entered as greater than 0 to 96 hours. The default value is four (4.00) hours.
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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Source	Check Boxes	Information only (non-editable). Indicated the source term release point(s).
Affected Sectors	Check Boxes	Information only (non-editable). Describes the downwind sectors which are affected under the provided meteorological data.
ERPAs	Text Button	Information only (non-editable). Illustration of the ERPAs which meet the dose criteria for evacuation.
Release Rates	Text Boxes	Information only (non-editable). Indicates the total Noble Gas release rate and the amount of radioiodine released which is used to determine the TODE dose rates.
Dose Rates	Text Boxes	Information only (non-editable). Indicates the downwind Xu/Q, TEDE and TODE (in units of Rem/Hr) values.
Print/Preview	Command Button	Opens another window which allows printing a summary or form 6 parts a, b and c. NOTE: Only printing form 6 saves dose assessments.
Export	Command Button	Saves the meteorological, dose projection and protective action recommendation information for export to the radiological emergency data forms. The export button will automatically reset whenever any information is changed.
Done	Command Button	Closes the PAR summary window and returns to the main data window.

Table 8.0-1: Reports Information and Functions

Report Type	Option Buttons	Available selections are: <ul style="list-style-type: none"> Dose Assessment and PAR Summary Dose Rate Assessments: Forms 6 (a-c) Affects the choices for the release points
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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Release Point	Option Buttons	<p>Available selections are:</p> <ul style="list-style-type: none"> • MSL R-28 through R-31 • Plant Vent • Air Ejector • SG Blowdown • All <p>When Summary type is selected, individual release points can not be chosen.</p>
Preview	Command Button	Opens a print preview window for the selected report type.
Print/Save	Command Button	<p>Prints the selected report.</p> <p>NOTE: Historical data is only saved when form 6 (a-c) are printed.</p>
Done	Command Button	Closes the Reports window and returns to the DAPAR Summary window.

EAL Selection

Category	Option Buttons	<p>Available selections are:</p> <ul style="list-style-type: none"> 1.0 CSFST Status 2.0 Reactor Fuel 3.0 RCS 4.0 Containment 5.0 Radioactive Release and Area Radiation 6.0 Electrical Failures 7.0 Equipment Failures 8.0 Hazards 9.0 Other
Sub-Category	Option Buttons	The available selection depends on the selected category.
Classifications	Text Boxes	<p>Information only (non-editable).</p> <p>Describes the number of event EALs for each classification level based on the selected sub-category.</p>
EAL #	Text Box	<p>Information only (non-editable).</p> <p>Provides the EAL number of the current EAL record.</p>

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
EAL Classification	Text Box	Information only (non-editable). Provides the classification level of the current EAL record.
Description	Text Box	Information only (non-editable). Provides the EAL description of the current EAL record.
Plant Modes	Command Button	Opens an information window which provides the definitions for each plant mode. This control is not visible until a category and sub-category have been selected.
Applicable Modes	Text Boxes	Information only (non-editable). Provides the applicable plant modes of the current EAL record.
EAL Area	N/A	Provides an area within the EAL selection window where individual EAL information is provided. Controls common to windows based applications within this area include: <ul style="list-style-type: none"> • <u>Navigation Buttons</u>: Allows navigation among records within the table. They include 'Go To First', 'Go To Previous', 'Go To Next' and 'Go To Last'. • <u>Record #</u>: A record number can be entered directly to go to the desired record. • <u>Of #</u>: Displays the number of records found to match the search criteria.
Foreword	Command Button	Opens a text window which allows scrolling through the foreword section of the EAL technical bases manual.
Description	Command Button	Opens a text window which allows scrolling through the discussion of the selected category. This control is disabled until a category has been selected.
Definitions	Command Button	Opens a window which provides a list box of definitions for key words and phrases of the EAL technical bases manual.
Basis	Command Button	Opens a window which allows for text and numeric searches of the EAL technical Bases.
Tables	Command Button	Opens a window which allows the display the tables and attachments associated with or referenced by the EALs.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Exit	Command Button	Closes the EALCIS window and returns to the MEANS interface. All entries and selections are retained until the interface itself is exited (quit).

Foreword

Text View Area	Vertical Scroll Bar	Allows for scrolling through the foreword. Enabled when the text area is selected by using a pointing device or the tab key.
OK	Command Button	Closes the foreword window and returns to the EAL selection window.

Category Description

Text View Area	Vertical Scroll Bar	Allows for scrolling through the description. Enabled when the text area is selected by using a pointing device or the tab key.
OK	Command Button	Closes the category description window and returns to the EAL selection window.

Definitions

Word List	List Box	Allows selection of the desired word or phrase by: <ul style="list-style-type: none"> • Direct selection from the drop-down list • Typing directly into the text area of the list box.
OK	Command Button	Closes the definitions window and returns to the EAL selection window.

EAL Basis

EAL Number	Text Box	Search criteria based on a desired EAL number or portion. Entry can consist of a category, subcategory or individual EAL number. Can be utilized alone or with text criteria.
Text	Text Box	Search criteria based on a desired text string. Can be utilized alone or with EAL Number criteria.
Search	Command Button	Conducts the record search based on the provided EAL number and text criteria.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Done	Command Button	Closes the EAL Basis window and returns to the EAL selection window.
Search Results Area	N/A	<p>Provides an area within the EAL Basis window where search results can be viewed.</p> <p>Controls common to windows based applications within the search area include:</p> <ul style="list-style-type: none"> • <u>Navigation Buttons</u>: Allows navigation among records within the table. They include 'Go To First', 'Go To Previous', 'Go To Next' and 'Go To Last'. • <u>Record #</u>: A record number can be entered directly to go to the desired record. • <u>Of #</u>: Displays the number of records found to match the search criteria. • <u>Vertical Scroll Bar</u>: Allows scrolling through the record when the text extends beyond the length of the viewing area.

EAL Tables

Table Buttons	Command Buttons	<p>Available selections are:</p> <ul style="list-style-type: none"> • Table 4.1 • Table 4.2 • Table 4.3 • Table 5.1 • Table 5.2 • Table 5.3 • Table 8.2 • Attachment A
OK	Command Button	Closes the tables window and returns to the EAL selection window.

Admin. Main Switchboard

Object	Type	Information or Functional Description
Foreword	Command Button	Opens a text window which allows editing of the foreword section of the EAL technical bases manual.
Category Description	Command Button	Opens a text window which allows editing of the category descriptions.
Technical Basis	Command Button	Opens a window which allows for text and numeric searches and editing of the EAL technical Bases.
Non-Technical Description	Command Button	Opens a window which allows for text and numeric searches and editing of the EAL non-technical descriptions.
Definitions	Command Button	Opens a text window which allows the editing and addition of definitions for key words and phrases of the EAL technical bases manual.

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MEANS Program Information and Functions

Object	Type	Information or Functional Description
Quit	Command Button	Closes the application and returns to the MEANS main switchboard.