

July 11, 2003

Document Control Desk
U.S. Nuclear Regulatory Commission
Washington, D.C. 20555

Re: McGuire Nuclear Station Unit 1 Docket No. 50-369
McGuire Nuclear Station Unit 2 Docket No. 50-370
Changes to Emergency Plan Implementing Procedures

Attached to this letter are revised Emergency Plan Implementing Procedures (EPIP) Index and a notice of revision to SR/O/B/2000/001, Standard Procedure For Public Affairs Response To The Emergency Operations Facility. This procedure revision was evaluated pursuant to the requirements of 10 CFR 50.54 (q). The changes do not constitute a reduction in the effectiveness of the emergency plan and the plan continues to meet the requirements of 10 CFR 50.47 (b) and 10 CFR 50 Appendix E. Duke implemented the changes to SR/O/B/2000/001 on May 29, 2003. A copy of the changes are also being sent to the NRC Office of Nuclear Material Safety and Safeguards as per 10 CFR 72.44 (f). The following procedure index change and procedure revision has been implemented:

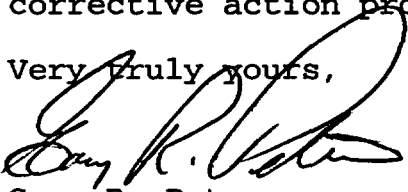
EPIP Index Page 1	Dated 5/29/2003
EPIP Index Page 2	Dated 5/29/2003
EPIP Index Page 3	Dated 5/29/2003

SR/O/B/2000/001	Dated 5/29/2003	Rev. 004
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There are no new regulatory commitments in these documents. Duke is also supplying two copies of this submittal to the Regional Administrator of Region II. Questions on this document should be directed to Kevin Murray at (704) 875-4672.

This submittal does not meet the 30-day time requirement due to an administrative error. Duke is addressing this issue via its corrective action program, Problem Investigation Process (PIP).

Very truly yours,


Gary R. Peterson

Attachments

A045

U.S. Nuclear Regulatory Commission
July 11, 2003
Page 2

xc: (w/attachment)
Mr. Luis Reyes,
Regional Administrator
U.S. Nuclear Regulatory Commission
Region II
61 Forsyth St., SW, Suite 23T85
Atlanta, Georgia 30303

(w/attachment)
Mr. Martin J. Virgilio, Director
Office of Nuclear Material Safety and Safeguards
Mail Stop T-8A23
Washington, D.C. 20555-0001

(w/attachment)
MNS Master File No. 529.01

(w/o attachment)
R. E. Martin, USNRC
U.S. Nuclear Regulatory Commission
Office of Nuclear Reactor Regulation
Washington, D.C. 20555

NRC Resident Inspector
McGuire Nuclear Station

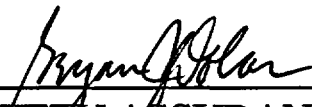
E.M. Kuhr (EC050)

M.T. Cash, Manager NRIA (EC050)

Electronic Licensing Library (EC050)

EP File 111

DUKE POWER
McGUIRE NUCLEAR SITE
EMERGENCY PLAN IMPLEMENTING PROCEDURES

APPROVED: 
SAFETY ASSURANCE MANAGER

DATE APPROVED 7/10/03

EPIP Index Page 1
EPIP Index Page 2
EPIP Index Page 3

Dated 5/29/2003
Dated 5/29/2003
Dated 5/29/2003

SR/O/B/2000/001

Dated 5/29/2003

Rev. 004

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
RP/0/A/5700/000	Classification of Emergency	Rev. 009
RP/0/A/5700/001	Notification of Unusual Event	Rev. 017
RP/0/A/5700/002	Alert	Rev. 017
RP/0/A/5700/003	Site Area Emergency	Rev. 017
RP/0/A/5700/004	General Emergency	Rev. 017
RP/0/A/5700/05	Care and Transportation of Contaminated Injured Individual(s) From Site to Offsite Medical Facility	DELETE
RP/0/A/5700/006	Natural Disasters	Rev. 010
RP/0/A/5700/007	Earthquake	Rev. 007
RP/0/A/5700/008	Release of Toxic or Flammable Gases	Rev. 004
RP/0/A/5700/009	Collisions/Explosions	Rev. 002
RP/0/A/5700/010	NRC Immediate Notification Requirements	Rev. 013
RP/0/A/5700/011	Conducting a Site Assembly, Site Evacuation or Containment Evacuation	Rev. 006
RP/0/A/5700/012	Activation of the Technical Support Center (TSC)	Rev. 021
RP/0/A/5700/013	Activation of the Emergency Operations Facility (EOF)	DELETE
RP/0/A/5700/14	Emergency Telephone Directory	DELETE
RP/0/A/5700/015	Notifications to the State and Counties from the EOF	DELETE
RP/0/A/5700/16	EOF Commodities and Facilities Procedure	DELETE
RP/0/A/5700/17	Emergency Data Transmittal System Access	DELETE
RP/0/A/5700/018	Notifications to the State and Counties from the TSC	Rev. 011
RP/0/A/5700/019	Core Damage Assessment	Rev. 004
RP/0/A/5700/020	Activation of the Operations Support Center (OSC)	Rev. 013
RP/0/A/5700/21	EOF Access Control	DELETE
RP/0/A/5700/022	Spill Response Procedure	Rev. 009
RP/0/A/5700/024	Recovery and Reentry Procedure	Rev. 002
RP/0/A/5700/026	Operations/Engineering Technical Evaluations in the Technical Support Center (TSC)	Rev. 002
RP/0/B/5700/023	Public Affairs Emergency Response Plan	Rev. 003
OP/0/B/6200/090	PALSS Operation for Accident Sampling	DELETED

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
HP/0/B/1009/002	Alternative Method for Determining Dose Rate Within the Reactor Building	Rev. 002
HP/0/B/1009/003	Recovery Plan	Rev. 004
HP/0/B/1009/05	Initial Evaluation of Protective Action Guides Due to Abnormal Plant Conditions	DELETED
HP/0/B/1009/006	Procedure for Quantifying High Level Radioactivity Releases During Accident Conditions	Rev. 006
HP/0/B/1009/010	Releases of Radioactive Effluents Exceeding Selected Licensee Commitments	Rev. 006
HP/1/B/1009/015	Unit 1 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	DELETED
HP/2/B/1009/015	Unit 2 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	DELETED
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release	Rev. 003
HP/0/B/1009/020	Manual Procedure for Offsite Dose Projections	DELETED
HP/0/B/1009/021	Estimating Food Chain Doses Under Post-Accident Conditions	Rev. 001
HP/0/B/1009/022	Accident and Emergency Response	Rev. 003
HP/0/B/1009/023	Environmental Monitoring for Emergency Conditions	Rev. 005
HP/0/B/1009/024	Personnel Monitoring for Emergency Conditions	Rev. 002
HP/0/B/1009/029	Initial Response On-Shift Dose Assessment	Rev. 007
SH/0/B/2005/001	Emergency Response Offsite Dose Projections	Rev. 002
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions	Rev. 002
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility	Rev. 004
SR/0/B/2000/002	Standard Procedure for EOF Commodities and Facilities	Rev. 002
SR/0/B/2000/003	Activation of the Emergency Operations Facility	Rev. 009
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility	Rev. 005

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
McGuire Site Directive 280	Site Assembly/Accountability and Evacuation/Containment Evacuation	DELETED
EP Group Manual	Section 1.1 Emergency Organization	Rev. 018
MNS RP Manual:	Section 18.1 Accident and Emergency Response	DELETED
	Section 18.2 Environmental Monitoring for Emergency Conditions	DELETED
	Section 18.3 Personnel Monitoring for Emergency Conditions	DELETED
	Section 18.4 Planned Emergency Exposure	DELETED
PT/O/A/4600/088	Functional Check of Emergency Vehicle and Equipment	Rev. 007

(R04-01)

**Duke Power Company
PROCEDURE PROCESS RECORD
FOR STANDARD PROCEDURES**

(1) ID No.: SR/0/B/2000/001Revision No.: 004**PREPARATION**

(2) Procedure Title Standard Procedure For Public Affairs Response To The Emergency Operations Facility
 (3) Prepared By Richard F. Johnson Date 4-28-03

(4) Applicable To:	<input checked="" type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor	<u>Ray Waterman</u>	<u>Alan L. Weaver</u>	<u>B. R. Stett</u>
(6) Requires NSD 228 Applicability Determination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No YES = New procedure or reissue with major changes NO = Reissue with minor changes OR to incorporate previously approved changes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Review (QR)	By <u>Robert Taylor</u> Date <u>5/27/03</u>	By <u>John R. Pate</u> Date <u>4/28/03</u>	By <u>Gary L. H. Felt</u> Date <u>5/8/03</u>
Cross-Disciplinary Review (QR)	By <u>NA 167</u> Date <u>5/27/03</u>	By <u>NA 91</u> Date <u>4/28/03</u>	By <u>NA 6m</u> Date <u>5/9/03</u>
Reactivity Mgmt. Review (QR)	By <u>NA 167</u> Date <u>5/27/03</u>	By <u>NA 91</u> Date <u>4/28/03</u>	By <u>NA 6m</u> Date <u>5/9/03</u>
Mgmt. Involvement Review (Ops. Supt.)	By <u>NA 167</u> Date <u>5/27/03</u>	By <u>NA 91</u> Date <u>4/28/03</u>	By <u>NA 6m</u> Date <u>5/8/03</u>
(8) Additional Reviews	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____
(9) Approved	By <u>Robert Taylor</u> Date <u>5/27/03</u>	By <u>R. J. Murray</u> Date <u>5-6-03</u>	By <u>Richard L. Sargent</u> Date <u>5-8-03</u>
(10) Use Level			

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____

(12) Date(s) Performed _____
 Work Order Number (WO#) _____

COMPLETION**(13) Procedure Completion Verification**

- ☐ Yes ☐ NA Check lists or blanks properly initialed, signed, dated, or filled in NA, as appropriate?
☐ Yes ☐ NA Required enclosures attached?
☐ Yes ☐ NA Data sheets attached, completed, dated, and signed?
☐ Yes ☐ NA Charts, graphs, etc., attached and properly dated, identified, and marked?
☐ Yes ☐ NA Procedure requirements met?

Verified By _____ Date _____

(14) Procedure Completion Approved _____ Date _____

(15) Remarks (attach additional pages, if necessary)

Duke Power Company Station Name Standard Procedure For Public Affairs Response To The Emergency Operations Facility Reference Use	Procedure No. SR/0/B/2000/001
	Revision No. 004
	Electronic Reference No. OP00945E

Standard Procedure For Public Affairs Response To The Emergency Operations Facility

1. Symptoms

- 1.1 Conditions exist such that the public affairs emergency response organization has been activated.

2. Immediate Actions

- 2.1 News manager position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center.
- 2.2 Public spokesperson position will be staffed when the on-site media center has been relocated to the Charlotte/Isaqueena Trail media center or as needed to support news conferences in the Charlotte/Isaqueena Trail media center.
- 2.3 EOF technical liaison position will be staffed as quickly as possible after the activation of the EOF.
- 2.4 Public information coordinator position will be staffed as quickly as possible after the activation of the EOF.

3. Subsequent Actions

- 3.1 Respond as required by enclosures designated for the individual position.

NOTE:

- Actions are **NOT** required to be followed in any particular sequence.
- Place Keeping Aids: ☐ at left of steps may be used for procedure place keeping. (☒)

4. Enclosures

- 4.1 News Manager
- 4.2 Public Spokesperson
- 4.3 Public Information Coordinator
- 4.4 EOF Technical Liaison

4.1
News Manager Activation Checklist
(Nuclear Only)

SR/0/B/2000/001
Page 1 of 2

1. EOF News Manager Activation Checklist

- ☐ 1.1 Sign in on the public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Discuss the development of data information with the EOF technical liaison.
- ☐ 1.4 Prepare the public spokesperson for news conference by:
 - Reviewing the news conference form (located in public affairs' file cabinet)
 - Verifying data sheets have been provided by EOF technical liaison
 - Providing copies of all news releases/bulleted updates
 - Developing messages and talking points based on current conditions and issues/rumors which need to be addressed
- ☐ 1.5 (McGuire & Catawba only) Contact the public information manager to:
 - Determine time for pre-news conference briefing with state/county/federal PIOs.
 - Set a time for news conference
 - Determine visual aids needed for news conference
- ☐ 1.6 (Oconee only) Contact government agency liaison in the Oconee Joint Information Center to:
 - Determine a time for pre-news conference briefing with state/county/federal PIOs
 - Set a time for news conference
 - Determine visual aids needed for news conference
 - Assign media liaison stationed in the Isaqueena Trail media center to the JIC conference bridge to keep up with plant status and emergency classification
 - Verify phone is available for the media liaison
- ☐ 1.7 Complete the news conference agenda form (located in the public affairs' file cabinet) during the pre-news conference briefing.

4.1
News Manager Activation Checklist
(Nuclear Only)

SR/0/B/2000/001
Page 2 of 2

- ☐ 1.8 Serve as the news conference moderator/facilitator using information gathered on the news conference agenda form during the pre-news conference briefing.

Prior to beginning news conference:

- Ensure all people at the speakers table have a name card
- Ensure all people at the speakers table have a place to sit - obtain additional seats if needed.

CAUTION: Stop the news conference if a change in emergency classification occurs while the conference is being held. Words to use are shown on the agenda form.

- ☐ 1.9 Contact the NRC representatives in the EOF to keep them up to date on communication activities.
- ☐ 1.10 Document key decisions, calls, and contacts using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.11 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.12 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

Enclosure 4.2
Public Spokesperson Activation Checklist
(Nuclear Only)

SR/0/B/2000/001
Page 1 of 2

1. Public Spokesperson Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Contact the news manager.
- ☐ 1.4 Contact EOF technical liaison.
- ☐ 1.5 Contact public information coordinator.
- ☐ 1.6 Review data sheets, new releases and information appropriate to the event.

NOTE: The EOF technical liaison maintains data sheets and a chronological list of events.
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- ☐ 1.7 Obtain a chronology of events in preparation for the news conference.
- ☐ 1.8 Request the EOF technical liaison make you aware of any significant change in plant status - whether you are in the EOF, JIC or a news conference.
- ☐ 1.9 Review and approve news releases/bulleted updates when they are ready for release.
- ☐ 1.10 Review all news releases/bulleted updates prior to news conference.
- ☐ 1.11 Review current copies of data sheets prior to news conference.
- ☐ 1.12 Keep in contact with the public spokesperson located at the visitor's center (if applicable) to keep abreast of information being provided to the media from the plant site.
- ☐ 1.13 Review all documented escalated rumor information about plant status and/or misinformation revealed by media queries.
- ☐ 1.14 Request news manager arrange for visual aids that will be needed (if appropriate) for press conference.

Enclosure 4.2
Public Spokesperson Activation Checklist
(Nuclear Only)

SR/0/B/2000/001
Page 2 of 2

NOTE: Do not speculate during the news conference. Information should relate to plant status and plant recovery. Do not discuss public protective actions and state/county response.

CAUTION: Do not make reference to projected dose during a news conference. Any reference to dose should be based on actual dose at the site boundary.

- ☐ 1.15 Provide brief update to state/county PIO representatives prior to each news conference at the pre-news conference briefing.
- ☐ 1.16 Communicate with Duke Energy board of directors as needed or requested to provide updates and address issues or concerns.
- ☐ 1.17 Communicate with the governors of North Carolina and/or South Carolina as needed or requested to address issues or concerns.
- ☐ 1.18 Document key decisions, calls, and contacts using ERO Facility Log Sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.19 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.20 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

Enclosure 4.3
Public Information Coordinator Activation
Checklist

SR/0/B/2000/001
Page 1 of 3

1. Public Information Coordinator Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 (Nuclear only) Secure copies of the emergency notification form (ENF) that have been sent to the state/county agencies from the offsite agency communicator in the EOF.
- ☐ 1.4 Log on the public affairs' EOF workstation using your LAN ID and password and then access the JIC media bridge line (5654) for a communication path to the JIC and site visitor center.
 - (Nuclear only) Log on to Lotus Notes Roaming and maintain this as an open path for emails to the NRC and Charlotte JIC.

NOTE: Directions for accessing JIC drive (charf01/ccr_jic) are in the Joint Information Center (JIC) Reference Manual, located in the public affairs' file cabinet.
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- ☐ 1.5 Access the JIC drive and print the initial news release that was prepared by the site community relations/media relations duty person for this event.
- ☐ 1.6 Ensure all news releases and bulleted updates are copied and distributed within the EOF. Ensure a copy is put in the Master EOF folder.
 - Oconee only - Ensure releases/updates are also distributed to the Charlotte and ONS JICs.
- ☐ 1.7 (Catawba and McGuire only) Access the electronic ENF using the directions located in the public affairs' file cabinet. Use this version in lieu of the hard copy, as needed.
- ☐ 1.8 (Nuclear only) Develop news releases and bulleted updates appropriate to the event by working with the news manager, the EOF technical liaison, and the public spokesperson. News releases/updates should address, as appropriate:
 - Changes in event classification
 - Current plant conditions
 - Visible or audible events such as fires and noises
 - Nuclear insurance (if the public has been evacuated)
 - Employee information such as injuries, personnel accountability, and site evacuation
 - Radiological releases
 - Dispatch of field monitoring teams
 - Any offsite response such as fire truck or ambulance
 - Rumors (dispel)

Enclosure 4.3
Public Information Coordinator Activation
Checklist

SR/0/B/2000/001
Page 2 of 3

- ☐ 1.9 (Storms only) Develop news releases and messages appropriate to the event by working with the EOF technical liaison, the media coordinator, and the customer service center (CSC) liaison. News releases should address, as appropriate:
 - Current system conditions
 - Use of outside utilities
 - Outage updates
 - State/county resources being utilized
 - Schedule of planned restoration
 - Rumors (dispel)
 - Employee information (e.g. injuries)
 - Localized information
- ☐ 1.10 Have the EOF technical liaison verify the technical information provided in news releases.
- ☐ 1.11 Provide copy of news release/bulleted update to the public spokesperson (or EOF Director, if spokesperson not available) for review and approval prior to releasing to JIC for distribution or posting to the web.
- ☐ 1.12 After spokesperson/EOF Director reviews the news release/bulleted update:
 - Notify JIC that news release is ready for review - and subsequent distribution if no changes are noted.
 - (Nuclear only) E-mail a "courtesy review" copy of the news release/bulleted update (marked as Draft for Review) to the NRC (use one of the following email addresses: kmc@nrc.gov or rdh1@nrc.gov).
- ☐ 1.13 Document key decisions, calls, and contacts not included in news releases and updates using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- ☐ 1.14 (Storms only) Obtain storm data information from the EOF technical liaison and send this information to the CSC and JIC every three hours (coincide with news release schedule).
- ☐ 1.15 (Storms only) Assist the EOF technical liaison, as needed, in coordinating and disseminating information.
- ☐ 1.16 If a public spokesperson is needed for the Charlotte/Isaqueena Trail media center prior to visitor center evacuation, utilize the appropriate steps in the news manager checklist to prepare the public spokesperson for news conference.

Enclosure 4.3
Public Information Coordinator Activation
Checklist

SR/0/B/2000/001
Page 3 of 3

- ☐ 1.17 Provide copy of all news releases/bulleted updates prepared in the EOF to the public affairs emergency communications planner.

CAUTION: Assure that a copy of each news release/bulleted update is available prior to deleting files.

- ☐ 1.18 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc.
- ☐ 1.19 (Nuclear only) Delete all news releases/bulleted updates developed as a result of the EOF activation from the JIC drive after the event is terminated.
- ☐ 1.20 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____

1. EOF Technical Liaison Activation Checklist

- ☐ 1.1 Sign in on public affairs EOF staffing board.
- ☐ 1.2 Put on position badge (located in top drawer of public affairs' file cabinet for the Charlotte EOF and on the public affairs' table for the Oconee EOF).
- ☐ 1.3 Instructions for using the wireless phone/headsets are located on top of the public affairs' file cabinet.
 - 1.3.1 Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affairs' file cabinet.
 - 1.3.2 When using the JIC bridge line, observe the following protocol:
 - Identify yourself and your location
 - Take turns speaking - do not interrupt
 - Acknowledge receipt of information
 - Repeat back to ensure important/sensitive information is received/understood
 - Re-direct long discussions to a phone line
 - Do not push the "Hold" button on your phone, this will lock the system to those currently on line.
- ☐ 1.4 Using the wireless headset/mobile phone, access the JIC conference bridge.
- ☐ 1.5 Gather technical information on plant/event conditions and document this information on the appropriate blank data sheets (nuclear) or on a log sheet/notepad (storms).
- ☐ 1.6 (Storms only) Prepare talking points, presentations and summaries as requested and obtain approval by EOF and JIC.
- ☐ 1.7 (Nuclear only) Help the public information coordinator understand the information on the data sheets.
- ☐ 1.8 (Nuclear only) If requested, fax completed data sheets to the Charlotte JIC.
- ☐ 1.9 (Nuclear only) Provide completed data sheets/information to public spokesperson.
- ☐ 1.10 Maintain a chronological listing of significant events using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet) or obtain copies of the EOF status board information from the EOF log keeper.

Enclosure 4.4
EOF Technical Liaison Activation Checklist

SR/0/B/2000/001
Page 2 of 2

- ☐ 1.11 Update regional communications coordinator as conditions change, particularly concerning emergency classifications or outage/ETOR status.
- ☐ 1.12 (Storms only) Attend EOF and Event Communications conference calls and meetings to gather additional information.
- ☐ 1.13 (Nuclear only) Request assistance from EOF rad assessment manager or their designee in obtaining Raddose V page 3 information.
- ☐ 1.14 (Nuclear only) Utilize dose comparison tip sheet and information from Raddose V to develop dose comparisons for news releases/bulleted updates.

CAUTION: Discussions relating to dose are always based on actual dose at the site boundary only. Do not use projected dose information at any time. (Nuclear only)

- ☐ 1.15 (Nuclear only) Provide dose comparison information to public information coordinator for use in news releases/bulleted updates.
- ☐ 1.16 (Nuclear only) Continue to monitor and update information relative to radiological releases.
- ☐ 1.17 (Storms only) Assist in the coordination of crews and locations for news conferences, and media briefings, in conjunction with the media coordinator and region communicators.
- ☐ 1.18 Assist regional communications coordinator and state/county EOC liaisons by tracking down information to dispel rumors.
- ☐ 1.19 Immediately notify the public spokesperson of any significant changes, such as changes in emergency classifications (nuclear) or changes in outage/ETORs (storms).
- ☐ 1.20 Provide feedback/information to the JIC concerning community issues /concerns and situational updates.
- ☐ 1.21 Complete turnover sheet for next shift and conduct turnover by reviewing current status, outstanding issues, items for follow up, etc
- ☐ 1.22 Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency communications planner.

2. Sign Off

Completed By: _____ Date: _____