

P.O. Box 63
Lycoming, New York 13093



**Constellation
Energy Group**

**Nine Mile Point
Nuclear Station**

July 15, 2003

United States Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, DC 20555

RE: Nine Mile Point Unit 1
Docket No. 50-220
DPR-63

Nine Mile Point Unit 2
Docket No. 50-410
NPF-69

Gentlemen:

Enclosed please find a copy of the following procedure revision for Nine Mile Point Nuclear Station:

EPIP-EPP-27 Revision 11 Emergency Public Information Procedure

This procedure revision is being submitted as required by Section V to Appendix E of 10 CFR Part 50. Should you have any questions, please feel free to contact Mr. James D. Jones, Director of Emergency Preparedness at (315) 349-4486.

Very truly yours,

Gary L. Detter
Manager Security & Emergency Preparedness

gd/cr

Enclosure

pc: Mr. H. J. Miller, Regional Administrator, Region I (1 copy)
Mr. G. K. Hunegs, Senior Resident Inspector (1 copy)
Mr. P. S. Tam, Senior Project Manager, NRR (2 copies)

A045

NINE MILE POINT NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EPIP-EPP-27

REVISION 11

EMERGENCY PUBLIC INFORMATION PROCEDURE

TECHNICAL SPECIFICATION REQUIRED

Approved by:
G. L. Detter

William Byrne for G.L.D.
Manager Security and Emergency Preparedness

6/10/03
Date

THIS IS A FULL REVISION

Effective Date: 06/16/2003

PERIODIC REVIEW DUE DATE JUNE, 2004

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1.0 PURPOSE

This procedure defines the actions needed to accomplish coordinated public information functions at the Joint News Center (JNC) in an emergency involving Nine Mile Point. It is meant to compliment the radiological emergency response plans of New York State and Oswego County.

2.0 RESPONSIBILITIES

2.1 Director Nuclear Communications and Public Affairs (NUCAPA)

Prior to JNC activation, maintains responsibility for initial notifications to the news media in the event of a declared emergency.

2.2 Joint News Center (JNC) Director

2.2.1 Maintains overall command and control of Joint News Center operations, including media response and rumor control functions.

2.2.2 Performs actions in accordance with EPIP-EPP-23.

(C1) 2.2.3 Reviews and approves technical information.

2.3 Director of Emergency Preparedness

Ensures the JNC facilities, procedures and staff are maintained in accordance with the Site Emergency Plan.

2.4 JNC Administrative Manager

Directs all clerical/administrative/security support activities and functions at the Joint News Center (JNC) to include:

2.4.1 Opening/activating the JNC building when notified

2.4.2 Verifying and reporting JNC activating readiness to the JNC Director

2.4.3 Supervising all support activities and functions at the JNC

2.5 JNC Technical Briefer

Supports the JNC Director by providing detailed technical information at pre-briefings to include:

2.5.1 Providing technically accurate information on the incident and plant operations for use by JNC personnel during media briefings.

2.5.2 Participating in preparations for news briefings

2.5.3 Review of news release information for technical accuracy.

2.6 JNC Radiological Briefer

Supports the JNC Director by providing detailed information at pre-briefings to include:

2.6.1 Providing technically accurate information associated with the radiological aspects on the incident and plant operations for use by JNC personnel during media briefings.

2.6.2 Participating in preparations for news briefings

2.6.3 Review of news release information for accuracy associated with the radiological aspects of the incident.

2.7 JNC Writer

Prepares written material including news releases, briefing summaries and other materials as directed by the JNC Director.

2.8 JNC Rumor Control Coordinator

2.8.1 Coordinates the efforts of rumor control, media response and media monitoring to ensure rumors are addressed and questions from both the media and general public are accurately answered.

2.8.2 Obtains approved information available to aid in response to rumor inquiries.

2.9 JNC Spokesperson

Supports the JNC Director by providing timely, technically accurate and complete briefings to the media when required or directed that are consistent with:

- Nine Mile Point Nuclear Station LLC goals for Nuclear Safety, Personnel Safety and Plant Safety.
- Information provided by the Oswego County, New York State and as applicable the NRC representatives.

3.0 PROCEDURE

3.1 Initial Actions (prior to JNC activation)

3.1.1 The Director NUCAPA, or designee will be notified of a declared emergency by normal ERO notification methods (pager, telephone call).

3.1.2 The Director NUCAPA, or designee should perform the following:

- a. Develop a press release appropriate to the event. See Attachment 2 Figures 1 through 4 for sample of a press release.
- b. Obtain approval (verbal OR written) of the press release contents from the SSS/ED.
- c. Distribute press release to: EOF, JNC and other media as appropriate.
- d. Periodically obtain updated information from the SSS/ED and make press releases in accordance with Steps 3.1.2.a-d.
- e. If the event is terminated, then perform appropriate notifications in accordance with Steps 3.1.2.a-d.
- f. If appropriate, provide information to local and state officials.

3.2 JNC Activation

- 3.2.1 The JNC shall be activated upon declaration of an Alert emergency classification or higher, or any event expected to attract significant media attention.
- 3.2.2 If the JNC is being activated for causes other than a declared emergency, the JNC Director should ensure each unit SSS is notified.
- 3.2.3 The JNC Director should travel to and ensure that the JNC commences activation in accordance with Attachment 1.
- 3.2.4 The JNC Director should verify the JNC is staffed with the following positions:

- *JNC Director
- *JNC Spokesperson
- *Rumor Control Coordinator
- Rumor Control/Media Response Staff (2)
- Media Monitoring Staff (1)
- Clerical staff (2)(assigned by EOF Admin Logistics Manager)
- Rad Briefer
- Technical Briefer
- JNC Administrative Manager
- JNC Writer
- Security
- (* positions are required in order to declare the JNC activated)

3.2.5 When the JNC is activated:

- a. Direct the initiation of a pre-briefing for all parties
- b. Update all parties on plant status
- c. Inform all parties that the JNC activated initial press briefing will be conducted at:
_____ (Specify time for briefing)
- d. Direct the JNC writer to initiate a press release indicating the JNC is activated.

3.3 JNC Operation

3.3.1 Initiation of activities of interest to media

- a. The JNC Technical Briefer and/or the JNC Radiological Briefer should inform the JNC Director when notified of any of the following,
 - Classification level changes, or
 - Plant conditions significantly change, or
 - Radioactive Release begins, ends, or changes significantly, or
 - Event is terminated
- b. When notified of any of the above the JNC Director should:
 1. Initiate a status update session and inform all appropriate personnel of the change in status. Coordinate status update sessions. (≈ 5 min. prior to status update session, use the PA system (dial 3899) and announce, "Coordinators in 5". This is a good method to accomplish the plant status update session).
 2. Verify message received and understood by all personnel.
 3. Direct appropriate actions, such as:
 - Spokesperson to commence a press briefing within about 30 minutes
 - JNC Writer to commence writing a press release, with expected completion in 30 minutes
 - Rumor Control Coordinator provide personnel with updated information
 - JNC Administrator to assure clerical staff is made aware of change.
 4. Establish time for pre-briefing session (typically 15 minutes after update)
 5. Establish time for press briefing session (typically 30 minutes after update)

3.3.1 (Cont)

- c. JNC Writer should ensure press releases are developed in accordance with Attachment 2, "Press Release Checklist".
- d. The JNC Technical Briefer should perform actions in accordance with Attachment 4, JNC Technical Briefer Checklist.
- e. The JNC Radiological Briefer should perform actions in accordance with Attachment 5, JNC Radiological Briefer Checklist.
- f. JNC Spokesperson should complete actions in Attachment 15.
- g. Rumor Control Staff should complete actions in Attachment 8.
- h. Media Response Staff should complete actions in Attachment 7.
- i. JNC Administrative Manager should complete actions in Attachment 3.
- j. JNC Media Monitoring should complete actions in Attachment 9.
- k. Rumor Control Coordinator should complete actions in Attachment 6.

3.3.2 Pre-Briefing sessions:

- a. The JNC Director should initiate the pre-briefing session and assure:
 - All parties are aware of the reason for the pre-briefing session
 - Each spokesperson has a chance to review what they will be saying in the briefing.
 - Any un-answered questions from prior press briefings are addressed appropriately.
 - Rumor Control Coordinator is afforded the opportunity to address any issues of importance.
 - The proposed press briefing covers the following as a minimum:
 - Protective actions (if new, assure county spokesperson speaks first)
 - Plant status
 - What changed, when and (if available) why
 - Actions taken to mitigate the event
 - Status of security at the station
 - Status of any injuries (if none, say so)
 - The press briefing session will start on time.

3.3.3 Press Briefings:

a. The JNC Director should:

- Use Attachment 15 Figure 1 as a guide,
- Initiate all press/media briefings by introducing all participants and turning the floor over to the appropriate (e.g. utility, county or state) spokesperson.
- If plant status changes during a briefing session, interrupt at an appropriate time using guidance listed in Attachment 15 Figure 1.

3.3.4 If a Corporate Officer is available and wishes to address the media, the JNC Director should:

- Ensure the address is coordinated with the State and County personnel.
- Ensure JNC process for media briefings is followed.
- Authorize the Corporate Officer to address the media.
- Monitor the address to ensure that any unanswered questions are addressed in future briefings.

4.0 DEFINITIONS

4.1 Choices for Release Status:

- **Release of radioactive materials due to the event above federal limits.**
Any monitored or unmonitored release pathway experiencing an increase following the event that results in exceeding the limits defined in the U1 Technical Specifications or U2 Offsite Dose Calculation Manual.
- **Release of radioactive materials due to the event below federal limits.**
Any monitored or unmonitored release pathway experiencing an increase following the event but does NOT result in exceeding the limits defined in the U1 Technical Specifications or U2 Offsite Dose Calculation Manual.
- **No release of radioactive materials as a result of the event, however the plant continues to release a small amount of radioactive material as part of its normal operational process as allowed by law (operating license).**
- **There is no release of radioactive materials from the plant above detectable levels.**
Indicated by the fact that all process streams are either showing no release of radioactive materials (0 uci/sec), or all have been isolated and all downwind surveys indicate background radiation levels.

4.2 Coordinators in 5 - Implies a status update session will be conducted in the pre-brief room in 5 minutes. Term may be used to minimize alerting the media of a change in plant status session.

5.0 REFERENCES AND COMMITMENTS

5.1 Technical Specifications

None

5.2 Licensee Documentation

Nine Mile Point Site Emergency Plan

5.3 Standards, Regulations, and Codes

NUREG-0654, Rev 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

5.4 Policies, Programs, and Procedures

None

5.5 Commitments

| <u>Sequence Number</u> | <u>Commitment Number</u> | <u>Description</u> |
|----------------------------|------------------------------|--|
| 1 | DER-NM-2001-4717 | JNC Director review of technical information to verify accuracy (fatal flaw) |

6.0 RECORD REVIEW AND DISPOSITION

- 6.1 The following records generated by this procedure shall be maintained by Records Management for the Permanent Plant File in accordance with NIP-RMG-01, Records Management:

NOTE: This section only applies if records are generated during an actual emergency.

Attachment 1, JNC Activation Checklist
Attachment 2, Press Release Checklist
Attachment 3, JNC Administrative Manager Checklist
Attachment 3, Figure 1, JNC Registration Checklist
Attachment 4, JNC Technical Briefer Checklist
Attachment 5, JNC Radiological Briefer Checklist
Attachment 6, JNC Rumor Control Coordinator Checklist
Attachment 7, Media Response Checklist
Attachment 8, Rumor Control Checklist
Attachment 9, Media Monitoring Checklist
Attachment 10, Rumor Control Media Response Inquiry and Off Air Monitor Form
Attachment 11, JNC Audio Visual Checklist
Attachment 12, JNC Staff Sign-In
Attachment 13, JNC Shutdown Checklist
Attachment 15, JNC Spokesperson Checklist

- 6.2 The following records generated by this procedure are not required for retention in the Permanent Plant File:

NOTE: This section only applies if records are generated for any reason other than an actual emergency.

Attachment 1, JNC Activation Checklist
Attachment 2, Press Release Checklist
Attachment 3, JNC Administrative Manager Checklist
Attachment 3, Figure 1, JNC Registration Checklist
Attachment 4, JNC Technical Briefer Checklist
Attachment 5, JNC Radiological Briefer Checklist
Attachment 6, JNC Rumor Control Coordinator Checklist
Attachment 6, Figure 1, Rumor Control Log
Attachment 7, Media Response Checklist
Attachment 8, Rumor Control Checklist
Attachment 9, Media Monitoring Checklist
Attachment 10, Rumor Control Media Response Inquiry and Off Air Monitor Form
Attachment 11, JNC Audio Visual Checklist
Attachment 12, JNC Staff Sign-In
Attachment 13, JNC Shutdown Checklist
Attachment 15, JNC Spokesperson Checklist

ATTACHMENT 1: JNC ACTIVATION CHECKLIST

Page 1 of 3

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

NOTE: 1. The first qualified JNC Director, JNC Administrative Manager or their designee to arrive at the JNC should initiate the actions required by this checklist.

2. If there is a power failure at the JNC, report it to the Central Regional Control Center (CRCC) in accordance with step 8 of this checklist.

3. Steps may be performed in any order (as appropriate)

4. ** Indicates step must be completed prior to declaring the facility activated.

Complete NA

- ** 1. Verify the following staff know they must sign in on the JNC Staffing sign-in sheet and they are to obtain the appropriate badge: (* indicates position required for JNC to be declared activated)

NOTE: Clerical staff may be used to obtain sign-ins to minimize delay in facility activation.

- | | | | |
|-------|--|--------------------------|--------------------------|
| ** a. | *JNC Director | <input type="checkbox"/> | <input type="checkbox"/> |
| ** b. | *JNC Spokesperson | <input type="checkbox"/> | <input type="checkbox"/> |
| ** c. | *Rumor Control Coordinator | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Rumor Control/Media Response Staff (2) | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Media Monitoring Staff (2) | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Clerical Staff (2) | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Rad Briefer | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | Technical Briefer | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | JNC Administrative Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| j. | JNC Writer | <input type="checkbox"/> | <input type="checkbox"/> |
| k. | Security | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: UNLOCK THE JNC DOORS ONLY AFTER JNC SECURITY IS ASSURED.

- ** 2. Verify main door is unlocked and other outside doors are locked and remain locked (key is in NMP Room, key box) ☐ ☐
- a. Ensure that security in pre-briefing areas is assured to ensure privacy of pre-briefing sessions ☐ ☐

NOTE: Failure of specific equipment to power up does NOT preclude activation of the JNC.

- ** 3. In all rooms, power up or verify all NMP computers, printers and other equipment is powered up as required (Do not turn on equipment marked JAF) ☐ ☐

ATTACHMENT 1 (Cont)

Page 2 of 3

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

- ** 4. In media monitoring room:**
- a. Verify on or turn on all TVs and VCRs ☐ ☐
 - b. Verify the VCRs are monitoring and recording TV stations as labeled ☐ ☐
 - c. Start up the computer used to monitor the internet ☐ ☐
 - d. Verify that the dish network boxes are powered up ☐ ☐
- 5. IF all required personnel are at the JNC, the JNC may be activated at this point, notify the JNC director. The remainder of this checklist should be completed as time permits.** ☐ ☐
- 6. In the Main Briefing room:**
- a. Turn on rear projection screen video projector by pushing the PJ button and then the "power on" push-button on the remote control for the video projector (verify by ensuring a picture is displayed on the rear projection screen, this may take several seconds for the projector to warm up and light) ☐ ☐
 - If the projection screen does not power up, verify that the projector has Power to it, and that the power is on.
 - b. Select the computer display by pressing the "S" (source) button on the video projector remote control until the computer display is presented ☐ ☐
 - c. Turn on the computer located on the stage and log in using your own ID and password ☐ ☐
 - e. Using the computer mouse, double click on:
 - My Computer
 - common on nmcom2'(S:)
 - Emergency Prep
 - JNC Presentations
 - JNC Power Point Presentations
 - The appropriate icon for the unit (Unit 1 or Unit 2) having the emergency
 - Verify the program cycles through the power point presentation ☐ ☐
- 7. Perform or direct the performance of Steps 1 through 7 "Start-Up" in Attachment 11, JNC Audio Visual Checklist** ☐ ☐

ATTACHMENT 1 (Cont)

Page 3 of 3

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

8. In the electrical/mechanical rooms verify water supplies are available and full. If not call for service per instructions on tanks..... ☐ ☐

9. IF the JNC experiences a loss of power, THEN call the CRCC Shift Supervisor at 460-2421 ☐ ☐

a. Identify who you are, why you are calling, and provide the following information:

1. State the facility status, i.e. unoccupied, drill, exercise actual event, etc.

2. State the location of the facility as:

"This is the 9 Mile Point Emergency Media Center located on Route 176 (Whitaker Road) Fulton. We are supplied by the Whitaker Rd. feeder number 29652. Our service pole is 55-1 and we are located adjacent to the Airport and the Nuclear Emergency Center."

ATTACHMENT 2: PRESS RELEASE CHECKLIST

Page 1 of 7

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

NOTES:

1. Complete a new checklist for each press release.
2. Templates for press releases, (Figures 1 through 4) can be found at the following computer address: S:/Emergency Prep/JNC Presentations/Press Release templates and/or on desktop icon.
3. Make a copy of the template for your own use.

Complete NA

1. Comply with recommended times (to the maximum extent possible) by filling in Attachment 2 Press Release Tracking Table for each press release **CONTINUOUS**
2. Press releases should be developed/approved within about 30 minutes of any of the **CONTINUOUS**
following:
 - JNC activation
 - Change in classification
 - Significant change in plant status
 - Radioactive release begins, ends or changes significantly
 - Event is terminated
3. Ensure that all press releases contain the following information (if appropriate) See figures 1 through 4 for sample format **CONTINUOUS**
 - Basic information about the plant
 - Concisely describes the event and states whether the event is:
 - i. Nuclear related
 - ii. Safety related
 - iii. Of radiological significance
 - When the incident took place and, if possible, how long the situation is expected to last
 - Status of any radioactive release (see Section 4.0)
 - Identifies information contacts at NMP and, if necessary, emergency response agencies
 - The Public Rumor Control telephone numbers, if appropriate
 - The location of the Joint News Center
 - The current status of the plant

ATTACHMENT 2 (Cont)

Page 2 of 7

Complete NA

4. Prior to distributing the press release to the media, ensure each press release is: **CONTINUOUS**
- Spell and grammar checked
 - Reviewed with the Technical Briefer (if appropriate)
 - Reviewed with the Radiological Briefer (if appropriate)
 - Reviewed by the JNC Director
 - Stamp with the approve stamp and fax to EOF for ED/RM approval
 - Reviewed and approved by the ED/RM, fax to EOF
 - Includes Date/Time (time used should be time press release is ready for distribution and initialed
 - Second stamp and sign-off by NYS, OCEMO
 - Remove "Draft" from press release prior to final distribution
5. Provide final signed off press release to clerical staff for distribution **CONTINUOUS**
6. Correct any inaccurate information in a subsequent press release and ensure error are addressed in a press conference **CONTINUOUS**

CONSTELLATION GENERATION GROUP

NINE MILE POINT

PRESS RELEASE TRACKING CHART

| PRESS RELEASE # | IF: | THEN: | PRESS RELEASE APPROVED (BY ALL REQUIRED) | PRESS RELEASE COPIED AND DISTRIBUTED |
|-----------------|--|--|--|---|
| | <ul style="list-style-type: none"> JNC is activated, or Classification level changes, or Plant conditions significantly change, or Radioactive Release begins, ends, or changes significantly, or Event is terminated | PRESS RELEASE DEVELOPED | | |
| | EXPECTATION T=0 min. (Log time) | EXPECTATION T=10 min. (Log time) | EXPECTATION T=30 min. (Log time) | EXPECTATION T=40 min. (Log time) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Figure 1: Unusual Event (Sample Press Release)

Joint News Center
Phone: 315-592-3740
Fax: 315-592-3850

News Release

For release _____ EDT, Date: _____

"UNUSUAL EVENT" DECLARED AT NINE MILE POINT UNIT _____

SCRIBA An "Unusual Event" was declared at _____ am/pm today by officials at Nine Mile Point Unit _____ when a _____
_____. The plant is being shutdown officials said.

The "Unusual Event" is the least serious of four emergency classifications as defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the four classifications are: Unusual Event (least serious), Alert, Site Area Emergency, General Emergency (most serious).

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit _____ is an _____ megawatt boiling water reactor. Constellation Energy Group owns 100% of Unit 1 and 82% of Unit 2. The remaining 18% of Unit 2 is owned by the Long Island Power Authority. Constellation Energy Group (CEG), a Fortune 500 company based in Baltimore, Constellation Energy Group owns energy-related businesses, including a merchant power business that serves electrical load for wholesale and commercial and industrial customers in North America, and the Baltimore Gas and Electric Company (BGE), a regulated energy delivery company which serves more than 1.1 million electric customers and more than 600,000 natural gas customers in central Maryland. At year-end 2001, Constellation Energy Group reported revenues of \$3.9 billion and assets of \$14.1 billion.

ATTACHMENT 2 (Cont)

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Figure 2: Alert (Sample Press Release)

Joint News Center
Phone: 315-592-3740
Fax: 315-592-3850

News Release

For release _____ EDT, Date: _____

"ALERT" DECLARED AT NINE MILE POINT UNIT _____

SCRIBA An "Alert" was declared at _____ am/pm today by officials at Nine Mile Point Unit _____ when a _____. The plant is being shutdown officials said.

The "Alert" is second of the four emergency classifications as defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, (least serious), Alert, Site Area Emergency, General Emergency (most serious).

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit _____ is an _____ megawatt boiling water reactor. Constellation Energy Group owns 100% of Unit 1 and 82% of Unit 2. The remaining 18% of Unit 2 is owned by the Long Island Power Authority. Constellation Energy Group (CEG), a Fortune 500 company based in Baltimore, Constellation Energy Group owns energy-related businesses, including a merchant power business that serves electrical load for wholesale and commercial and industrial customers in North America, and the Baltimore Gas and Electric Company (BGE), a regulated energy delivery company which serves more than 1.1 million electric customers and more than 600,000 natural gas customers in central Maryland. At year-end 2001, Constellation Energy Group reported revenues of \$3.9 billion and assets of \$14.1 billion.

ATTACHMENT 2 (Cont)

Page 6 of 7

Figure 3: Site Area Emergency (Sample Press Release)

Joint News Center
Phone: 315-592-3740
Fax: 315-592-3850

News Release

For release _____ EDT, Date: _____

"SITE AREA EMERGENCY" DECLARED AT NINE MILE POINT UNIT _____

SCRIBA A "Site Area Emergency" was declared at _____ am/pm today by officials at Nine Mile Point Unit _____ when a _____. The plant is being shutdown officials said.

The "Site Area Emergency" is the third of the four emergency classifications as defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, (least serious), Alert, Site Area Emergency, General Emergency (most serious).

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit _____ is an _____ megawatt boiling water reactor. Constellation Energy Group owns 100% of Unit 1 and 82% of Unit 2. The remaining 18% of Unit 2 is owned by the Long Island Power Authority. Constellation Energy Group (CEG), a Fortune 500 company based in Baltimore, Constellation Energy Group owns energy-related businesses, including a merchant power business that serves electrical load for wholesale and commercial and industrial customers in North America, and the Baltimore Gas and Electric Company (BGE), a regulated energy delivery company which serves more than 1.1 million electric customers and more than 600,000 natural gas customers in central Maryland. At year-end 2001, Constellation Energy Group reported revenues of \$3.9 billion and assets of \$14.1 billion.

ATTACHMENT 2 (Cont)

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Figure 4: General Emergency (Sample Press Release)

**Joint News Center
Phone: 315-592-3740
Fax: 315-592-3850**

News Release

For release _____ EDT, Date: _____

"GENERAL EMERGENCY" DECLARED AT NINE MILE POINT UNIT _____

SCRIBA A "General Emergency" was declared at _____ am/pm today by officials at Nine Mile Point Unit _____ when a _____. The plant is being shutdown officials said.

The "General Emergency" is the most serious of four emergency classifications defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event (least serious), Alert, Site Area Emergency, General Emergency (most serious).

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit _____ is an _____ megawatt boiling water reactor. Constellation Energy Group owns 100% of Unit 1 and 82% of Unit 2. The remaining 18% of Unit 2 is owned by the Long Island Power Authority. Constellation Energy Group (CEG), a Fortune 500 company based in Baltimore, Constellation Energy Group owns energy-related businesses, including a merchant power business that serves electrical load for wholesale and commercial and industrial customers in North America, and the Baltimore Gas and Electric Company (BGE), a regulated energy delivery company which serves more than 1.1 million electric customers and more than 600,000 natural gas customers in central Maryland. At year-end 2001, Constellation Energy Group reported revenues of \$3.9 billion and assets of \$14.1 billion.

ATTACHMENT 3: JNC ADMINISTRATIVE MANAGER CHECKLIST

Page 1 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

1. Upon notification of JNC activation, proceed to JNC. ☐ ☐
2. Pickup cordless telephone (ext. 3715) in the NMP/JAFNPP room and keep it with you at all times to allow for personnel to contact you as needed while in the JNC..... ☐ ☐
3. Activate the JNC in accordance with Attachment 1, JNC Activation Checklist ☐ ☐
4. Assign first available JNC clerical staff to registration and direct them to perform actions in accordance with Attachment 3 Figure 1, JNC Registration Checklist ☐ ☐
5. Verify the staffing chart (located on north wall of conference area) is filled out as staff members arrive and assume their positions in the JNC ☐ ☐
6. Using the JNC staffing sign in log (Attachment 12) as verification, inform and update the JNC Director (ext. 3712) as staffing of the JNC continues..... ☐ ☐
7. When time permits, ensure that all ERO members qualification status is current using the following actions: ☐ ☐
 - a. Utilize the instructions on the first page of the ERO qualification list (located in the Nine Mile Point/JAF Room)
 - b. If an ERO members qualification status is lapsed OR cannot be determined:
 1. Immediately replace the ERO member with a qualified individual OR
 2. Provide direct oversight of the unqualified individual until such time that a qualified replacement can be obtained.

NOTE: Personnel who are not ERO qualified may perform required actions **ONLY** with direct oversight from an ERO member qualified in the action(s) being performed.

8. Supervise and manage the following activities/functions:
 - a. Registration (Attachment 3, Fig 1)..... **CONTINUOUS**
 - b. Clerical services including fax, telephone, copy and poster enlargement functions **CONTINUOUS**
 - c. Security needs..... **CONTINUOUS**
 - d. Communication of status information to clerical and security personnel **CONTINUOUS**

ATTACHMENT 3 (Cont)

Page 2 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

8. (Cont)

e. Ensure classification signs and associated postings are updated when appropriate CONTINUOUS

f. Maintenance of JNC including:

- Equipment setup CONTINUOUS
- Distribution and posting of news releases and briefing summaries in all areas of the JNC. CONTINUOUS
- Post sufficient copies of all press releases and briefing summaries in the bins located in the main briefing area for number of personnel present. CONTINUOUS

g. Coordinate needed auxiliary services (as necessary) with the Admin. Logistics Manager (593-5876) in the EOF to include: ☐ ☐

- Catering
- Messenger services
- Additional stenographic/typing
- Transportation
- Lodging
- Laundry services
- Additional equipment

9. In conjunction with JNC Director develop 1st and 2nd shift staff assignment schedules, using duty rosters and qualification lists and fax these to the TLAM in the EOF (Phone # 593-5951) ☐ ☐

10. Upon termination of the event and termination of required activities at the JNC, perform the following:

- a. Collect registration logs and ensure all badges are returned and accounted for ☐ ☐
- b. Turn over any documentary logs and related materials to JNC Director ☐ ☐
- c. Perform JNC shutdown checklist (Attachment 13) ☐ ☐
- d. Report completion of termination activities to JNC Director ☐ ☐

ATTACHMENT 3 (Cont)

Figure 1: JNC Registration Checklist

Page 1 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

1. Start-up

- a. Set out individual registration sheets and badges with holders for:
 - observers and visitors - blue ☐ ☐
 - media representatives - pink ☐ ☐
 - JNC staff (including state/county/federal officials) - yellow ☐ ☐

(these people are permitted access to anywhere in JNC)
- b. Ensure NMPNS media kit and JNC information sheet are available for use by media ☐ ☐
- c. Report readiness to JNC Administrative Manager (Ext. 3715) ☐ ☐

2. Operation

Personnel granted access to the JNC is limited to only those individuals performing duties in an official capacity (e.g. media personnel with appropriate credentials). Members of the general public or visitors who are unable to provide reasonable proof of authorization should not be granted access. (If uncertainty exists contact the JNC Administrative Manager for resolution).

NOTE: Prior to permitting any visitors or media personnel to enter the JNC, verify JNC security is assured.

- a. Request identification from every individual entering the JNC CONTINUOUS
See EPIP-EPP-14 for additional details.
- b. Determine and provide badge color for each individual entering the JNC CONTINUOUS
- c. Ensure Utility, County, State and Federal employees have picture identification either issued by a county or state disaster preparedness office, or from a federal agency (yellow badge) see EPIP-EPP-14 for additional details CONTINUOUS
- d. If a question arises regarding authorization of an individual, contact the JNC Director (ext. 3712) CONTINUOUS

ATTACHMENT 3 (Cont)

Figure 1 (Cont)

Page 2 of 2

| | |
|--------------|--------------|
| NAME: | DATE: |
|--------------|--------------|

Complete NA

2. (Cont)

- e. Issue each person a color-coded badge and holder filled in with his or her name, and affiliation:
- Blue - observers and visitors..... **CONTINUOUS**
 - Pink - media: a separate log (pink) should be kept for print, radio and television media **CONTINUOUS**
 - Yellow - all JNC staff **CONTINUOUS**
- f. Record badge number on appropriate color-coded log sheet **CONTINUOUS**
- g. Offer each media representative and visitor a press kit. Point out the media press telephones room and briefing area **CONTINUOUS**
- h. Ensure people leaving the JNC return their badges and check the returned column on the respective log **CONTINUOUS**

3. Close down

- a. Return unused registration materials to the proper place on the shelves or file cabinets behind registration desk ☐ ☐
- b. Separate returned badges and then return holders to inventory ☐ ☐
- c. File pre-made badges, and destroy and dispose of used badges ☐ ☐
- d. Perform an inventory of registration supplies and report needs to the JNC Administrative Manager ☐ ☐
- e. Turn over registration logs to the JNC Administrative Manager and report registration closure complete ☐ ☐

ATTACHMENT 4: JNC TECHNICAL BRIEFER CHECKLIST

Page 1 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

1. Obtain information on plant status and events via the Tech Information Line Headset CONTINUOUS
2. Obtain and provide plant status updates to JNC Director and JNC staff (when necessary) ensuring all are kept up to date (use tech info line or travel to EOF as necessary). Upon plant status change (classification, significant event, etc.)
 - Log time of event
 - Update Emergency Status Report
 - Notify JNC Director/JNC Staff of plant status update
 - Provide update in pre-brief room of plant status change CONTINUOUS
3. Direct clerical staff to update classification signs as appropriate CONTINUOUS
4. Maintain a log of events CONTINUOUS
5. Complete Emergency Status Report (see Attachment 4, Figure 1 for sample) initially and update the Emergency Status Report about every 30 minutes or as necessary CONTINUOUS
6. Assist in the identification and organization of topics for the next media briefing CONTINUOUS
7. Review all press releases for technical accuracy CONTINUOUS
8. Attend all pre-briefing conferences to share information and coordinate with state and county representatives at the JNC CONTINUOUS
 - a. Present information at pre-briefing sessions on the plant status and events, response of the station staff, and background on plant systems and design, as requested CONTINUOUS
 - b. Participate in a pre-briefing session question and answer session, coordinated by the JNC Director CONTINUOUS
9. Update the JNC Director and JNC staff on events and changes in plant status that occurred during each briefing CONTINUOUS
10. Obtain responses to reporters' questions that remained unanswered during briefing CONTINUOUS
11. Begin gathering and organizing information for the next news briefing CONTINUOUS
12. Upon termination of the event, ensure the JNC Director is notified ☐ ☐
13. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ☐ ☐

Figure 1: Emergency Status Report (Sample)

UNIT 1 ☐ 2 ☐
 DRILL: ☐ ACTUAL EVENT: ☐
 EVENT TIME: _____ EVENT DATE: _____

EMERGENCY CLASSIFICATION:
 CHANGE: YES ☐ NO ☐
 CIRCLE APPROPRIATE: _____ UE ALERT SAE GE

STATION EVACUATION STATUS:
☐ NONE:
☐ LOCAL AREA/BUILDING: (Location): _____
☐ PROTECTED AREA¹
☐ EXCLUSION AREA²

RADIOACTIVE RELEASE:
☐ NO RELEASE, ALL PROCESS STREAMS ARE ISOLATED
☐ NO RELEASE ABOVE PRE-EVENT LEVELS
☐ RELEASE ABOVE PRE-EVENT LEVELS, BUT BELOW TECH SPEC LIMITS
☐ RELEASE ABOVE PRE-EVENT LEVELS AND ABOVE TECH SPEC LIMITS
 Radiation Levels At The Station: NORMAL ☐ ABOVE NORMAL ☐
 Radiation Monitoring Teams: NOT SENT ☐ ARE BEING SENT OUT ☐ DISPATCHED ☐

PEOPLE INJURED: YES ☐ Number Injured # _____ NO ☐

FIRE STATUS: NONE ☐ STILL BURNING ☐ FIRE IS OUT ☐
 FIRE LOCATION: _____

SECURITY STATUS: NONE ☐ SECURITY EVENT ☐

PLANT STATUS/CONDITIONS:
 • RX SHUTDOWN³ YES ☐ NO ☐
 • RX WATER LEVEL: STABLE ☐ LOWERING ☐
 • PLANT CONDITIONS: IMPROVING ☐ DEGRADING ☐ STABLE ☐
 • PRIMARY CONTAINMENT SECURE ☐ NOT SECURE ☐
 • SECONDARY CONTAINMENT SECURE ☐ NOT SECURE ☐

EVENT DESCRIPTION: _____

¹ Non-essential personnel evacuated to NLC and P Bldg
² Non-essential personnel evacuated to Offsite Assembly Area
³ EOP definition of shutdown

ATTACHMENT 5: JNC RADIOLOGICAL BRIEFER CHECKLIST

Page 1 of 1

| | |
|-------------|-------------|
| NAME: _____ | DATE: _____ |
|-------------|-------------|

Complete NA

1. Obtain information on radiological status and release status from the EOF Dose Assessment Staff as necessary (travel to EOF as necessary)..... **CONTINUOUS**
2. Review radiological information with JNC Director and JNC staff ensuring all are kept up to date..... **CONTINUOUS**
3. Maintain a log of events..... **CONTINUOUS**
4. Assist in the identification and organization of topics for the next media briefing..... **CONTINUOUS**
5. Review all press releases for accuracy..... **CONTINUOUS**
6. Attend all pre-briefing conferences to share information and coordinate with state and county representatives at the JNC..... **CONTINUOUS**
7. Participate in pre-briefing question and answer sessions, coordinated by the JNC Director to include:
 - information on the radiological status,
 - events at the plant
 - response of the station HP staff, **CONTINUOUS**
8. Begin gathering and organizing information for the next news briefing..... **CONTINUOUS**
9. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file..... ☐ ☐

ATTACHMENT 6: JNC RUMOR CONTROL COORDINATOR CHECKLIST

Page 1 of 2

NAME:

DATE:

Complete NA

1. Pick up cordless telephone (ext. 3767) and keep it with you while in the JNC ☐ ☐
2. Verify all monitors (video and audio) are set to the appropriate electronic media outlet as below: (VCRs provide the channel number for the monitors)
 - TV Stations
 - Channel 3 ☐ ☐
 - Channel 5 ☐ ☐
 - Channel 9 ☐ ☐
 - Primestar on CNN ☐ ☐
 - Radio Stations
 - WSYR (570 AM) ☐ ☐
 - WHEN (620 AM) ☐ ☐
 - WZZZ (1300 AM) ☐ ☐
 - WRVO (89.9 FM) ☐ ☐
 - WYYY (94.5 FM) ☐ ☐
 - WBBS (104.7 FM) ☐ ☐
 - WWHT (107.9 FM) ☐ ☐
3. Ensure that video tapes are inserted in VCRs and press record as necessary to monitor and record broadcasts involving information concerning the event at Nine Mile Point ☐ ☐
4. Ensure audio tapes are inserted in tape players and press record as necessary to monitor and record broadcasts involving information concerning the event at Nine Mile Point ☐ ☐
5. Maintain a log of all actions taken associated with rumor control **CONTINUOUS**
6. Ensure that rumor control staff record all reports by the Media on the Rumor Control Form, Attachment 10 **CONTINUOUS**

ATTACHMENT 6 (Cont)

Page 2 of 2

NAME:

DATE:

Complete NA

7. Ensure that the Media Monitoring Staff use the PC in the media monitoring room to monitor the Internet and log all reports concerning the event on the Attachment 10 **CONTINUOUS**
8. Provide immediate feedback to the JNC Director (ext. 3712) of any inaccurate or incorrect reports. **CONTINUOUS**
9. Secure video/audio tapes/print internet page with inaccurate coverage for further review **CONTINUOUS**
10. Ensure the media response team is adequately staffed by the Media Response Team composed of personnel from NMPNS, State and County ☐ ☐
11. Ensure each member of the media response team is supplied with the information and materials to handle inquiries ☐ ☐
12. Ensure the Rumor Control function is adequately staffed by personnel from NMPNS, State and County ☐ ☐
13. Ensure corrections to inaccurate reports are part of the briefings by the appropriate spokesperson, or by contacts directly with the responsible station or publication **CONTINUOUS**
14. Ensure that the "Public Rumor Control" telephone number is periodically announced at news briefings **CONTINUOUS**
15. Ensure that the "Public Rumor Control" number is distributed to the state, county, and utility telephone operators for public inquiry referral ☐ ☐

ATTACHMENT 7: MEDIA RESPONSE CHECKLIST

Page 1 of 1

| | |
|--------------|--------------|
| NAME: | DATE: |
|--------------|--------------|

Complete NA

1. Each member of the Media Response team should:
 - a. Log all contacts using Attachment 10, including time of inquiry, identity, affiliation and telephone number of the caller and nature of the inquiry and response **CONTINUOUS**
 - b. Provide authorized statements and answer questions based on approved information available at the time **CONTINUOUS**
 - c. Provide authorized facts about Nine Mile Point which are in their data and fact sheets, news releases and annual reports, if they are requested **CONTINUOUS**
 - d. Provide times and locations of press conferences and briefings, as well as names and telephone numbers of appropriate contacts in other agencies **CONTINUOUS**
2. Refer inquiries requiring further elaboration or special response to the appropriate source **CONTINUOUS**
3. If the appropriate sources are unavailable, a return call should be offered, "as soon as feasible". Do not make guarantees to meet deadlines, but every effort should be made to do so. **CONTINUOUS**
4. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ☐ ☐
 - a. Provide one copy of all response logs to the NY State PIO ☐ ☐

ATTACHMENT 8: JNC-RUMOR CONTROL CHECKLIST

Page 1 of 1

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

NOTE: Ensure that information provided comes from written informational materials, Emergency Alert System (EAS) messages, and press releases. Any message agreed upon by the state, county, or utility may be used, thus providing for the ability to address specific incorrect or inaccurate information.

1. Ensure the monitoring of the broadcast and print media for news report accuracy CONTINUOUS
2. Ensure appropriate response to misinformation or rumors circulating through the public using Attachment 10 as appropriate CONTINUOUS
3. Work under the guidance and direction of the Rumor Control Coordinator. CONTINUOUS
4. Answer the phone, saying "Joint News Center (if appropriate add, THIS IS A DRILL), may I help you" CONTINUOUS
5. Respond to inquiries using only the materials and information provided by the Rumor Control Coordinator. CONTINUOUS
6. Provide only factual information relative to the caller's questions or concerns. CONTINUOUS
7. If you are unsure how best to answer the caller's question, ask the Rumor Control Coordinator (Ext. 3767) CONTINUOUS
8. Document all appropriate information on Attachment 10 CONTINUOUS
9. Turn in log sheets as they are completed to the Rumor Control Coordinator. CONTINUOUS

ATTACHMENT 9: JNC MEDIA MONITORING CHECKLIST

Page 1 of 1

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

1. Ensure audio/video equipment at the Joint News Center is used to monitor and record news broadcasts and bulletins carried by radio, television stations and the internet CONTINUOUS
2. Log all reports concerning the event at Nine Mile Point on Attachment 10 CONTINUOUS
from the following, radio, T.V., internet, scanner etc.
3. Ensure all broadcasts, as well as news reports in the print media, are reviewed for accuracy..... CONTINUOUS
4. Review and monitor off-air monitoring and recording capability to ensure every opportunity for prompt identification of inaccurate or incorrect information is utilized CONTINUOUS

NOTE: When using the internet periodically press the "F5" key to refresh the Information posted.

5. Use the PC in the media monitoring room to monitor the Internet and log all reports concerning the event on Attachment 10..... CONTINUOUS
Typical web sites include:

- www.cnn.com
- www.cbsnews.com
- www.bbcnews.com
- www.abcnews.com
- www.msnbc.com
- www.foxnews.com
- www.nbc.com/nbc/NBC_NEWS/

6. Ensure any reports with inaccurate or erroneous information are brought to the attention of the Rumor Control Coordinator CONTINUOUS
7. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ☐ ☐

ATTACHMENT 10

(Sample Form: A similar form developed by NY State, Oswego County or JAF may be used)

Public Inquiry – Media Response Inquiry and Off Air Monitor Form

Type of call:

☐ Public Inquiry ☐ Professional Inquiry ☐ Media Inquiry ☐ Media Monitor Report

Date of Call/Broadcast: _____ Time of Call/Broadcast: _____

Name of responder/monitor: _____

Media Name/Location: _____

Caller's/Reporter's Name: _____ Phone: _____

Question(s) Asked/Inaccurate Information: _____

Response Given/Correct Information and Source: _____

Was the call referred: () Yes () No If yes, to whom? _____

Further action required: () Yes () No

Was this action completed? () Yes () No By: _____

Reported to the Rumor Control Coordinator at: _____

Rumor Control Coordinator notes: _____

Return completed form to the Rumor Control Coordinator.

ATTACHMENT 11: JNC AUDIO VISUAL (CONTROL BOOTH) CHECKLIST

Page 1 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

- NOTE:**
1. Should any AV equipment fail, or any AV assistance is needed notify the EP Department at 349-4444 and leave a message, then call for assistance from Univisions at 437-0301.
 2. An equipment setup manual for the entire audio visual system may be found in the Equipment Manuals drawer in the file cabinet located in the Fax/Copy room.

START-UP

1. Obtain key (labeled JNC Master) for control booth from key cabinet located in the NMP/JAFNPP room and open door to booth ☐ ☐
2. Turn on the audio system (green button, labeled main power switch, top section of the audio rack) ☐ ☐
3. Turn on video recording and Internal Cable TV (ICTV) by placing power switches labeled power 2 and power 3 on video rack bottom to ON) ☐ ☐
4. Verify that the video camera powers up. If not, turn the DC power switch to RCU located at the top rear panel of the camera ☐ ☐
5. Verify on or turn on the VCRs (3) used to record press briefings ☐ ☐
6. Activate wireless microphones as follows:
 - a. Turn on wireless mic. power switch (black button on power supply located just below top section of audio rack) ☐ ☐
 - b. Obtain wireless mic's from bottom drawer of audio rack (2 available) ☐ ☐
 - c. Replace batteries (new batteries located on back shelf) in wireless mic units ☐ ☐
7. Verify at the podium that the Audio/Visual box has the "Input Select" button set to Channel 1. ☐ ☐

ATTACHMENT 11 (Cont)

Page 2 of 2

| | |
|--------------|--------------|
| NAME: | DATE: |
|--------------|--------------|

Complete NA

OPERATION

1. Coordinate setup of media cameras/equipment as necessary to ensure adequate coverage of briefings ☐ ☐
2. Record all press briefings including all question and answer sessions **CONTINUOUS**
3. Ensure that media is provided with access to both video and audio outputs ☐ ☐
4. Ensure that media cabling is routed through cable tray located on back stage and not run through doors ☐ ☐
5. Ensure that safety is considered during the setup of cameras and recording equipment used by the media including tripping and shock hazards ☐ ☐
6. Turn on overhead lighting as needed during briefings using the three switches located on the wall opposite to the camera ☐ ☐
7. Provide assistance to media personnel as requested **CONTINUOUS**

SHUTDOWN

1. Turn off power supplies:
 - Turn off green switch labeled main power switch ☐ ☐
 - Turn off red switches labeled power 2 and power 3 ☐ ☐
 - Verify camera, VCRs and sound equipment, power down ☐ ☐
 - Turn off wireless mic. power switch ☐ ☐
 - Turn off briefing area overhead lights using the 3 wall switches opposite the camera ☐ ☐
2. Turn off room and stage lights, lock door or verify locked, and return key to key cabinet ☐ ☐
3. Report any equipment problems, issues or needs to JNC Administrative Manager ☐ ☐

ATTACHMENT 12: JOINT NEWS CENTER STAFF SIGN IN (SAMPLE)

| JOINT NEWS CENTER STAFF SIGN IN | | | |
|--|----------------|------------------|------------------|
| POSITION | | 1ST SHIFT | 2ND SHIFT |
| NMPNS JNC Director | | | |
| Spokesperson | NMPNS | | |
| | JAFNPP | | |
| | Oswego County | | |
| | New York State | | |
| | FEMA | | |
| | NRC | | |
| | Others | | |
| NMPNS Technical Briefer | | | |
| NMPNS Radiological Briefer | | | |
| NMPNS JNC Writer | | | |
| NMPNS Rumor Control Coordinator | | | |
| Rumor Control Phones | | | |
| | | | |
| | | | |
| | | | |
| NMPNS Audio Visual (as required) | | | |
| NMPNS Security Staff | | | |
| NMPNS JNC Administrative Manager | | | |
| Clerical Support | Registration | | |
| | Typist | | |
| | Posters | | |
| | Copy Room | | |
| | Fax Machines | | |
| | Other | | |
| Oswego County Staff | | | |
| | | | |
| New York State Staff | | | |
| | | | |
| FEMA Liaison | | | |
| NRC Liaison | | | |

ATTACHMENT 13: JNC SHUTDOWN CHECKLIST

Page 1 of 2

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

NOTE: The JNC Administrative Manager or designee shall ensure the completion of this checklist prior to leaving the JNC.

- | | <u>Complete</u> | <u>NA</u> |
|--|--------------------------|--------------------------|
| 1. Turn off lights throughout the JNC as you leave each room..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Verify water supply is available and full. If not call for service per instructions on tanks | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Call for septic tank to be pumped using number provided in electric room..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Turn off all TVs and VCRs in media monitoring room..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Shutdown or verify all computers, printers and other equipment are shutdown | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Verify Rumor Control and Press phones are hung up | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Adjust heating/cooling systems temperatures to 68 F..... | <input type="checkbox"/> | <input type="checkbox"/> |
| • NRC/FEMA Room | | |
| • Nine Mile Point/JAF Room | | |
| • Main Briefing Room | | |
| 8. Turn off video projector by pushing the PJ push-button (it should light) and then holding the power off push-button on the remote control for the video projector until a message appears on the screen stating, "wait a few moments" | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Perform or verify performance of Shutdown section of Attachment 11 (Control Booth) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Verify that all coffee pots/urns are turned off, emptied and cleaned..... | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

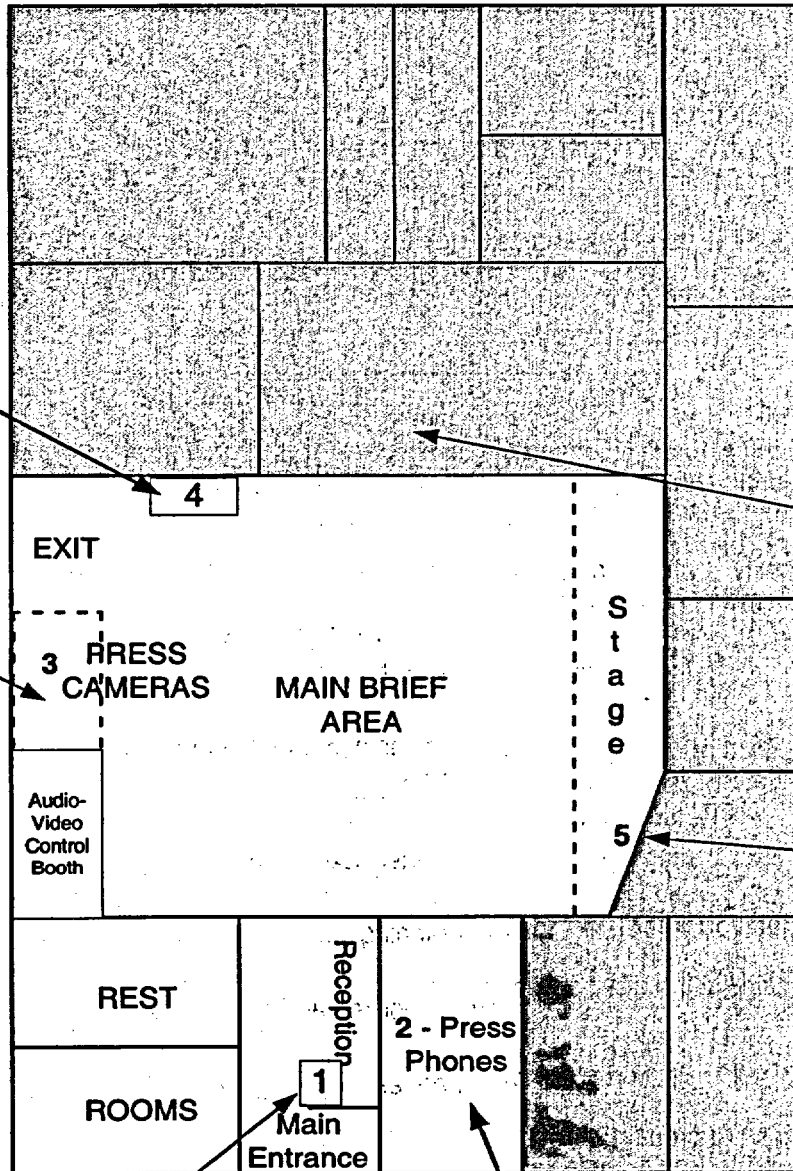
11. Review supply needs, specifically..... ☐ ☐
- a. Copier paper needed_____ adequate_____
- b. Bottled water needed_____ adequate_____
- c. Condiments needed_____ adequate_____
- d. Other specific needs _____

12. Perform an inventory of the JNC using the JNC Inventory Form from EPMP-EPP-02, and correct discrepancies in accordance with EPMP-EPP-02..... ☐ ☐
13. Identify any adverse conditions or supply needs ☐ ☐
14. Using Lotus Notes, place ISR request to buildings and grounds for general cleanup/trash removal in the JNC. Record ISR # _____ ☐ ☐
15. Using Lotus Notes, place ISR request to buildings and grounds and request they have the dumpster emptied. Record ISR # _____ ☐ ☐
16. Replace telephone used by JNC Admin. Manager (Ext. 3715) ☐ ☐
17. Verify water in the bathroom facilities is not running..... ☐ ☐
18. Verify main door is locked and other doors are locked and remain locked ☐ ☐
19. Forward this checklist to Emergency Preparedness. ☐ ☐

JOINT NEWS CENTER

4 - Press Kits containing information relating to the Nuclear Facility, Oswego County Emergency Planning and the Joint News Center are located here. Press Releases will be posted her.

3 - Connection to internal sound and video available here. Please have your cameras placed here. JNC Security will permit access for camera setup though the side door following registration at reception desk.



* **All areas in GRAY** are accessible only to JNC staff.

5 - Rear Projection screen, we will project important information here.

1 - Please sign in and out here.

2 - Phones and modem connections for the media are available here.

ATTACHMENT 15: JNC SPOKESPERSON

Page 1 of 5

| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

1. Inform the JNC Director that you have arrived. ☐ ☐
 2. Sign in on JNC Staffing Board. ☐ ☐
 3. Press briefings should be developed/approved within about 30 minutes of any **CONTINUOUS**
of the following:
 - JNC activates
 - Change in classification
 - Significant change in plant status
 - Radioactive release begins, ends or changes significantly
 - Event is terminated
 4. Attachment 15, Fig 2, may be used as a guide to aid in tracking briefing sessions **CONTINUOUS**
 5. Obtain status update from the following personnel concerning plant/event status **CONTINUOUS**
 - JNC Director **CONTINUOUS**
 - JNC Technical Briefer **CONTINUOUS**
 - JNC Radiological Briefer **CONTINUOUS**
 6. As necessary travel to the EOF and obtain a short status update from the ED/RM concerning event status, likelihood of escalation, radioactive release status, press releases approved. **CONTINUOUS**
 7. Review previously approved and distributed press releases for information supplied to minimize chance of providing contradictory or confusing information ☐ ☐
- NOTE:** Press Briefings should be conducted as soon after a major plant or emergency status change as is practical.
8. As plant conditions or emergency status changes, request a pre-briefing session with Oswego County, New York State and the NRC (if applicable) to prepare for the press briefing. **CONTINUOUS**
 9. Participate in frequent pre-briefings to ensure that information that will be supplied by Oswego County, New York State and the NRC is consistent with the presentation you expect to provide. **CONTINUOUS**
 10. As questions arise in the pre-briefing session, provide or obtain answers as appropriate **CONTINUOUS**
- NOTE:** To blank projection screen, press PJ button then PC mute.
11. When all parties are prepared, enter the main briefing room and conduct the briefing, use Figure 1 as a guide. **CONTINUOUS**
 12. Review unanswered questions from the question and answer period and obtain answers as appropriate. **CONTINUOUS**
 13. Provide answers to questions obtained during the Q/A session from the previous briefing at the next available briefing **CONTINUOUS**

ATTACHMENT 15: JNC SPOKESPERSON

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| | |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

Complete NA

14. Upon termination of the emergency ensure that a briefing is planned that takes into account the following information/activities: **CONTINUOUS**
- Actions taken that provided for the event termination
 - Actions planned following termination to restore station
 - And as information becomes available or if applicable:
 - a. Actions necessary for the return of evacuees if applicable
 - b. Financial and Legal implications
 - c. Regulatory/governmental aspects
 - d. Environmental implications

ATTACHMENT 15

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FIGURE 1

GUIDELINES FOR A GOOD BRIEFING SESSION

- (JD) 1. IF breaking news occurs that will delay the briefing session introduce yourself. THEN state,
"Our spokespeople are currently being updated on the situation, and the next briefing will be delayed for a short time so they can bring the most current information to you. The briefing will be held at (time)."
- NOTE:**
1. The briefing should be held no longer than 30 minutes from the time it was originally scheduled.
 2. State the facts in a positive manner.
- (JD) 2. Introduce yourself and all parties providing information at the briefing.
- State that there will be a short overview session followed by 10 minutes of question and answers.
 - Explain that keeping the Q/A portion short will provide you with the opportunity to obtain updated information.
 - Request that all pagers and cell phones be placed in silent mode.
 - Thank everyone for coming (as appropriate)
 - Return to duties in JNC (as appropriate)
- (SP) 3. Provide a brief overview of event(s) to date. (use Fig 2 as a guide to assist in the presentation as appropriate)
- (SP) 4. Ensure that Nine Mile Point LLC view point is stated (at least initially) and that it represents the priorities of:
- a. Ensuring the health and safety of the public,
 - b. Safety of the employees,
 - c. The safety of the Nuclear Station.
- (SP) 5. Initially review the categories of emergencies as necessary.(Use or point out the power point presentation as necessary).
- (SP) 6. Review changes to plant status since last briefing (as applicable).
- (SP) 7. Review changes to radioactive release status (as applicable).
- (SP) 8. If available, provide a brief financial impact review of the event.(e.g. Impact on company stock, comments from investor community etc.)

ATTACHMENT 15

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FIGURE 1

GUIDELINES FOR A GOOD BRIEFING SESSION

- (SP) 9. Provide answers to previously unanswered questions.
- (SP) 10. Ask Oswego County to provide their information next.
- (SP) 11. Ask New York State to provide their information next.
- (SP) 12. Ask the NRC (if available) to provide their information next.
- (SP) 13. Open the floor for a 10-minute Question and Answer session.
- (SP) 14. After 10-minutes, state that the session is over, and provide the approximate time for next session (estimate 30-45 minutes).
- (JD) 15. As necessary, if breaking news occurs, stop briefing sessions in progress by stating:

"We need to interrupt this briefing so our spokespeople can be updated with the most current information and then brief you. We'll be back with you as soon as possible."

NOTE: The time for the next briefing should be announced as soon as possible, with the briefing to be held no longer than 30 minutes from the time of interruption.

Responsibilities

JD = JNC Director

SP = JNC Spokesperson

ATTACHMENT 15 (Cont)
FIGURE 2

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| CONSTELLATION GENERATION GROUP NINE MILE POINT PRESS BRIEFING TRACKING CHART | | | | |
|---|--|--|---|---|
| PRESS BRIEFING # | IF: | THEN: | PRESS PRE-BRIEFING COMPLETED | PRESS BRIEFING BEGINS |
| | <ul style="list-style-type: none"> • JNC is activated, or • Classification level changes, or • Plant conditions significantly change, or • Radioactive Release begins, ends, or changes significantly, or • Event is terminated | PRESS PRE-BRIEFING & BRIEFING SCHEDULED | | |
| | EXPECTATION T=0 min. (Log time) | EXPECTATION T=5 min. (Log time) | EXPECTATION T=25 min. (Log time) | EXPECTATION T=30 min. (Log time) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |