

53544N

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53544N

Transmittal#: 53544N

Date: 08/06/2003

Creator: TRACY NELSON

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**Revision:** 01A

**AEP Status:** Approved

**Title:** ACTIVATION AND  
OPERATION OF THE ENC/JPIC

**Document Series:** Procedures

**Document Type:** Emergency  
Planning - Response

**Approval/Record**

**Date:** 08/01/2003

**Effective Date:** 08/06/2003

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## REVIEW AND APPROVAL TRACKING FORM

<b>Procedure Information:</b>			
Number: <u>RMT-2080-JPIC-001</u>		Rev. <u>1a</u>	Change: <u>0</u>
Title: <u>Activation and Operation of the ENC/JPIC</u>			
<b>Category (Select One Only):</b>			
<input checked="" type="checkbox"/> Correction (Full Procedure)		<input type="checkbox"/> Change (Full Procedure) with Review of Change Only	
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<input checked="" type="checkbox"/> Cognizant Org Review: _____		Date: <u>8/1/03</u>	
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		Page <u>1</u> of <u>2</u>	

## REVISION SUMMARY


Number: RMT-2080-JPIC-001 Revision: 1a Change: 0  
Title: Activation and Operation of the ENC/JPIC

Section or Step	Change/Reason For Change
2.5 & 3.1.1	<p>Change: Changed procedure number to the correct reference SPP-2060-SFI-203.</p> <p>Reason: Procedure SPP-2060-SFI-204 was superceded and incorporated into SPP-2060-SFI-203. This is a correction per PMP-2010-PRC-002, figure 1, criteria o.</p>

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This is a free-form as called out in PMP-2010-PRC-002, Procedure Correction, Change, and Review, Rev. 10a.

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<b>Activation and Operation of the ENC/JPIC</b>			
<b>Reference</b>		<b>Effective Date: 8/6/03</b>	
<u>C. J. Graffenius</u> Writer	<u>S. M. Partin</u> Owner	<u>Emergency Planning</u> Cognizant Organization	

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Activation and Operation of the ENC/JPIC			

## 1 PURPOSE AND SCOPE

- 1.1 This procedure provides guidance for activation and operation of the Emergency News Center (ENC) and Joint Public Information Center (JPIC).
- 1.2 This procedure may be used as guidance for setting up a media center.
- 1.3 The Joint Public Information Center (JPIC) requires State of Michigan approval prior to activation.
- 1.4 Use of this procedure is restricted to emergency conditions or drills/exercises only.

## 2 DETAILS

- 2.1 The Media Center Manager implements this procedure.
- 2.2 Use Attachment 1, Activation, to activate the ENC/JPIC.
- 2.3 Use Figure 1, Definitions and Abbreviations, for a listing of abbreviations, acronyms, and their meanings.
- 2.4 Figure 2, Position Descriptions, contains supplemental directions for ERO personnel.

**NOTE:** O = Optional M = Mandatory

- 2.5 Perform activities based on the following tables:

Activity	Attachment	Responsible Position	UE	AL	SA	GE
Facility Activation and support	1	Media Center Manager		M	M	M
Media Release Development	2	Briefing Statement Writer		O	M	M
Rumor Control (Public Inquiry) Coordination	3	Rumor Control (Public Inquiry)/Media Monitoring Coordinator		O	M	M
Media Monitoring Coordination	4	Rumor Control (Public Inquiry)/Media Monitoring Coordinator		O	M	M
Media Support	5	Media Area Coordinator		O	M	M
Audio/Visual Coordination	6	Audio/Visual Coordinator		O	M	M
Security	SPP-2060-SFI-203	Site Protective Services		O	M	M

<b>Reference</b>	<b>RMT-2080-JPIC-001</b>	<b>Rev. 1a</b>	<b>Page 3 of 13</b>
<b>Activation and Operation of the ENC/JPIC</b>			

### **3 REFERENCES**

#### **3.1 Use References:**

3.1.1 SPP-2060-SFI-203, "Security Actions During Emergency Conditions"

#### **3.2 Writing References:**

##### **3.2.1 Source References**

- a. AEP Emergency Response Manual
- b. Cook Nuclear Plant Emergency Plan
- c. NUREG-0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

##### **3.2.2 General References**

- a. 10 CFR 50.47

Reference	RMT-2080-JPIC-001	Rev. 1a	Page 4 of 13
Activation and Operation of the ENC/JPIC			
Attachment 1	Activation		Pages: 4 - 5

**NOTE:** The ENC will be activated at an Alert. The JPIC will be activated at a Site Area Emergency or General Emergency or may be activated earlier if conditions dictate and is ordered by the State of Michigan.

- 1 Ensure the facility has the following or an acceptable alternate prior to activation. Recommended setup of the facility is available in the "Reference Material" section of this procedure book.

- 1.1 Equipment

- Facility Power
- Plant Process Computer (PPC)
- Clocks set with the PPC time
- Televisions/radios for monitoring Media Broadcast

- 1.2 Communications

- Telephones and fax machines
- Audio/visual equipment

- 1.3 Personnel

- Utility Spokesperson
- Media Center Manager
- Support Office Coordinator
- State of Michigan Representative (Site Area Emergency or General Emergency)
- Berrien County Representative (Site Area Emergency or General Emergency)
- Rumor Control (Public Inquiry)/Media Monitoring Coordinator
- \*4 Rumor Control (Public Inquiry) personnel
- \*2 Media Monitors
- Briefing Statement Writer
- \*Audio/Visual Coordinator
- \*Media Area Coordinator
- \*Technical Communicator

\* The Media Center Manager may activate with fewer personnel stated for these positions after assessing conditions.

- 2 IF the JPIC is to be activated obtain permission from State of Michigan representative to activate the JPIC. No permission is necessary to activate the ENC.



<b>Reference</b>	<b>RMT-2080-JPIC-001</b>	<b>Rev. 1a</b>	<b>Page 5 of 13</b>
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<b>Attachment 1</b>	<b>Activation</b>	<b>Pages: 4 - 5</b>	

- 3**     **Activate the facility.**
- 4**     **Notify the following that the JPIC has been activated:**
  - JPIC staff
  - EOF and TSC
  - State EOC
  - Berrien County EOC
  - Corporate offices
  - Media
- 5**     **Advise regional and district operations to forward all phone calls to the JPIC Rumor Control (Public Inquiry).**

<b>Reference</b>	<b>RMT-2080-JPIC-001</b>	<b>Rev. 1a</b>	<b>Page 6 of 13</b>
<b>Activation and Operation of the ENC/JPIC</b>			
<b>Attachment 2</b>	<b>Briefing Statement Development</b>		<b>Page: 6</b>

- 1 Gather written and verbal event-related information from:
  - Plant sources
  - Berrien County
  - State of Michigan
  - NRC
  - FEMA
  - Other offsite organization/agency representatives present, if any.
- 2 Consolidate the information into a draft joint news release.
- 3 Obtain JPIT review and approval.
- 4 Issue the statement with corrections incorporated.
- 5 Distribute copies to the news media and various JPIC sections.

Reference	RMT-2080-JPIC-001	Rev. 1a	Page 7 of 13
Activation and Operation of the ENC/JPIC			
Attachment 3	Rumor Control (Public Inquiry)	Page: 7	

- 1 The RCMM (PIMM) Coordinator shall:
  - 1.1 Obtain a briefing on the status of the emergency from the Media Center Manager.
  - 1.2 Brief the Rumor Control (Public Inquiry) and Media Monitoring personnel.
  - 1.3 Brief JPIC members on Rumor Control (Public Inquiry), Media Monitoring activities.
    - 1.3.1 Summarize requested information trends via telephone log sheets, television monitoring logs and videotapes.
    - 1.3.2 Assign one Rumor Control (Public Inquiry) communicator to sit in on all media briefings to see if information released by the spokespersons is subsequently reported accurately by the media. If it is not, inform the JPIT.
- 2 Rumor Control (Public Inquiry) operators will:
  - 2.1 Answer callers in a polite, courteous, professional manner.
  - 2.2 Give out accurate, approved incident-related information.
  - 2.3 Log each call received on the Rumor Control (Public Inquiry) Call Form in the Reference section of this procedure book
  - 2.4 IF a question cannot be answered immediately, THEN:
    - Obtain the caller's phone number
    - Obtain the caller's name
    - Indicate if the caller is from the media
    - Repeat the question back to the caller to ensure it correctly captures the callers concern
    - Indicate RCMM (PIMM) Coordinator follow-up is required
  - 2.5 Forward all data sheets to the RCMM (PIMM) Coordinator.

Reference	RMT-2080-JPIC-001	Rev. 1a	Page 8 of 13
Activation and Operation of the ENC/JPIC			
Attachment 4	Media Monitoring		Page: 8

- 1 Ensure TV monitors are connected to available VCRs and tuned to the following stations:
  - WNDU-TV, Channel 16 – South Bend, Indiana
  - WSBT-TV, Channel 22 – South Bend, Indiana
  - WSJV-TV, Channel 28 – Elkhart, Indiana
- 2 Monitor the TV channels listed above and videotape broadcast segments related to the incident.
- 3 Ensure that the radios are tuned to the following EBS stations:
  - WIRX-FM, 107.1 MHz – Benton Harbor, Michigan
  - WHFB-FM, 99.9 MHz – Benton Harbor, Michigan
  - WNSN-FM, 101.5 MHz – South Bend, Indiana
- 4 Connect audio tape recorders to the radios and continuously tape record each station throughout the emergency.
- 5 Complete the JPIC Media Monitoring Activity Form, found in the Reference section of the procedure book, for each broadcast that mentions the incident.
- 6 Notify the RCMM (PIMM) Coordinator immediately of any discrepancies between approved media statements and the information being broadcast.

<b>Reference</b>	<b>RMT-2080-JPIC-001</b>	<b>Rev. 1a</b>	<b>Page 9 of 13</b>
<b>Activation and Operation of the ENC/JPIC</b>			
<b>Attachment 5</b>	<b>Media Support</b>		<b>Page: 9</b>

- 1     Ensure press kits, annual reports, copies of the "JPIC Initial News Statement" and other informational handouts are available in the Media Work Area.
- 2     Provide Security with a list of AEP, State of Michigan, Berrien County, NRC, and FEMA personnel expected to arrive at the JPIC.
- 3     Inform Security that access for additional personnel from the offsite agencies listed in 2, above, must be approved by the Media Area Coordinator.
- 4     Post a copy of the latest press statement in the Media Work Area and leave a supply for late arriving media personnel.
- 5     Post the latest emergency classification on the whiteboard in the front of the Media Briefing Area.
- 6     Ensure that each media briefing is videotaped and each briefing's tape labeled appropriately.

<b>Reference</b>	<b>RMT-2080-JPIC-001</b>	<b>Rev. 1a</b>	<b>Page 10 of 13</b>
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<b>Attachment 6</b>	<b>Audio/Visual Support</b>		<b>Page: 10</b>

- 1 Set up all necessary audio/visual equipment as follows:
  - 1.1 Microphones on the moderator's podium, spokesperson's table, and in other locations as needed.
  - 1.2 Video cameras and recording equipment to make a video record of each media briefing.
  - 1.3 Whiteboards, maps and plant diagrams as needed in the Media Briefing Area and Media Work Area.
  - 1.4 Media Monitoring televisions and video recorders in the Media Monitoring Area.
  - 1.5 Video playback units and monitors in the Media Work Area for use by the media to view briefing tapes.
- 2 Videotape every media briefing. A separate tape should be used for each briefing and labeled as to date, time and tape number.
- 3 Provide a copy of each videotape to the Media Area Coordinator.
- 4 Operate and maintain audio/visual equipment as needed.

Reference	RMT-2080-JPIC-001	Rev. 1a	Page 11 of 13
Activation and Operation of the ENC/JPIC			
Figure 1	Definitions and Abbreviations		Page: 11

AL	Alert
BCEOC	Berrien County Emergency Operations Center
BCSD	Berrien County Sheriff's Department
DSO	NRC Director of Site Operations
ED	Emergency Director
ENC	Emergency News Center
EOC	Emergency Operations Center (State of Michigan, Lansing)
EOF	Emergency Operations Facility
ERO	Emergency Response Organization
FEMA	Federal Emergency Management Agency
GE	General Emergency
JPIC	Joint Public Information Center
JPIT	Joint Public Information Team is comprised of the AEP and all offsite agency spokespersons
MSP	Michigan State Police
NRC	Nuclear Regulatory Commission
OSC	Operations Support Center
PIMM	Public Inquiry/Media Monitoring
RCMM	Rumor Control/Media Monitoring
SAE	Site Area Emergency
SEOC	State Emergency Operations Center
TSC	Technical Support Center
UE	Unusual Event

Reference	RMT-2080-JPIC-001	Rev. 1a	Page 12 of 13
Activation and Operation of the ENC/JPIC			
Figure 2	Position Descriptions		Pages: 12-13

#### Media Center Manager

- Responsible for coordinating information at the JPIC with counterparts from the county and state.
- Maintain contact with AEP management to develop news release. Supervise communications with the news media.
- Relay information to others involved with the emergency.

#### Technical Communicator:

- Responsible for establishing communications with the Public Affairs Liaison in the TSC.
- Obtains plant status, milestones, and other information regarding the emergency via the Public Affairs telephone bridge.
- Monitors PPC (RDR) data in conjunction with communications with the TSC to keep ENC/JPIC staff informed of plant status, milestones regarding the emergency.

#### Utility Spokesperson:

- Is the "single utility spokesperson" when dealing with the news media throughout the emergency.
- Is the only source of utility statements quoted in press briefings or releases.
- Represent the utility at formal press briefings to answer technical questions about the incident.

#### Support Office Coordinator:

- Is responsible for directing the overall operation of the Support Office, including clerical functions, such as copying, faxing, etc.
- Responsible for dealing with incoming media and company calls to the Support Office.

#### Audio/Visual Coordinator:

- Is responsible for setting up A/V equipment in the Media Briefing and Work Areas, the Media Monitoring Area and for videotaping press briefings.

#### Rumor Control (Public Inquiry)/Media Monitoring Coordinator:

- Is responsible for overseeing the logging of incoming telephone call utilizing the Rumor Control (Public Inquiry) Center Log and providing accurate information on the incident to the callers.
- Informs personnel at the JPIC Command Center of the major concerns of the public based on information from those calls.



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<b>Figure 2</b>	<b>Position Descriptions</b>	<b>Pages: 12-13</b>	

**Rumor Control (Public Inquiry) Operators and Media Monitors:**

- Responsible for answering telephone calls from the public regarding the incident, logging each call on a separate log form and submitting them to the Rumor Control (Public Inquiry) Coordinator.
- Responsible for monitoring television coverage of the incident for accuracy and reporting any inaccuracies to the Rumor Control (Public Inquiry) Coordinator.

**Media Area Coordinator:**

- Responsible for ensuring that media representatives have adequate facilities to properly cover media briefings.
- Provide press kits and related printed materials for general background information as well as written statements from each briefing.
- Does NOT speculate on events, nor attempt any technical explanation of plant and recovery operations to the media.

**Briefing Statement Writers:**

- Responsible for gathering information on the incident and recovery operations from each organization represented in the Command Center.
- Incorporate the information into a single, organized news release.

**Receptionist**

- Checks identification/credentials of media and government representatives upon arrival to the Buchanan Office Building.
- Directs media and government representatives to the appropriate areas of the building.