

NUCLEAR ORGANIZATION
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Transmittal No. 03-376 Date 12-10-03

Please update your copy of CP-APP's
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REMOVE AND DISCARD

REV #

INSERT

REV #

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EP-IP-202	Company Spokesperson	4	12/10/03
EP-IP-210	Control Room Augmentation	8	08/29/02
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EP-IP-330	Core Damage	4	12/10/01

PNPS	Emergency Plan Implementing Procedure Manual	Number: N/A
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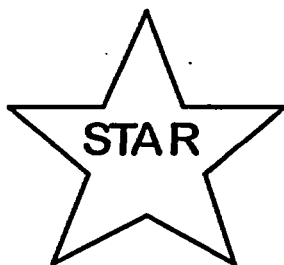
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EP-IP-520	Transition and Recovery	5	02/07/01

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-200

ON-CALL EMERGENCY DIRECTOR



Stop
Think
Act
Review

REVISION LOG

REVISION 11

Date Originated 11/03

Pages Affected

Description

5

Revise Section 6.1 to refer to directions provided by the CANS message.

REVISION 10

Date Originated 8/02

Pages Affected

Description

3,5-7

Revise Procedure steps to offer a combination of activation schemes to notify plant staff and provide alternate response actions of personnel as needed.

REVISION 9

Date Originated 1/01

Pages Affected

Description

5

Due to changes in the CANS, change "a security code" to "your employee identification number" and "the time (in minutes) it will take to travel to" to "your time of arrival (in military time) at."

8

Revise Alternate Media Center location to Joseph Moakley Center at Bridgewater State College.

8

Specify corporate executives being provided status updates; namely, the CEO and company president.

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1.0 PURPOSE

This Procedure provides initial guidance, directions, and references to the on-call Emergency Director in response to an emergency and for the overall authority, management, and coordination of Pilgrim Station's response to any classifiable event.

2.0 REFERENCES

- [1] EP-PP-01, "PNPS Emergency Plan"

3.0 DEFINITIONS

- [1] BAC - Blood Alcohol Concentration
- [2] CANS - Computerized Automated Notification System
- [3] EOF - Emergency Operations Facility
- [4] ERF - Emergency Response Facility - generic title for all emergency facilities
- [5] OSC - Operational Support Center
- [6] PAR - Protective Action Recommendation
- [7] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Emergency classification and event termination (Non-Delegable).
- [2] Approval of notifications/communications to federal, state, and local government agencies (Non-Delegable).
- [3] Offsite protective action recommendations (Non-Delegable).
- [4] At the Alert level or above, approval of press releases (Non-Delegable).

- [5] Specifying access authorization requirements for the emergency conditions (Non-Delegable).
- [6] Authorization of emergency exposures beyond 5 rem and the use of potassium iodide (delegable only to the Emergency Plant Manager for onsite personnel) responsibilities.

6.0 PROCEDURE

6.1 NOTIFICATION OF AN EVENT

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving a valid, 3-digit CANS transmittal and text message on your pager, follow the directions provided by the CANS message.

6.2 FOR AN UNUSUAL EVENT OR NONEMERGENCY RESPONSE

NOTE

Do not attempt to contact the Control Room. The on-call Plant Manager will speak to the Control Room to determine plant status and use the Station Off-Normal Notification System (SONS) to provide information to other on-call Managers.

- [1] When notified a SONS message is available, as indicated by a '505-505-505' pager display, contact the system to get a brief description of the incident and information on where to contact the on-call Plant Manager.
- [2] If necessary, contact the on-call Plant Manager and review the actions being taken to resolve the situation and the projected course of the event.
 - (a) If unavailable on SONS, the Emergency Plant Manager's home, office, and individual pager phone numbers are listed in the PNPS Emergency Telephone Directory.
 - (b) Exchange telephone numbers, pager numbers, and points of contact with the on-call Plant Manager for further discussions as the situation develops.
- [3] Proceed as indicated on the CANS message; otherwise, no further action is required in response to an incident at this level.

6.3 FOR AN ALERT OR HIGHER CLASSIFICATION

6.3.1. Relieving The On-Shift Emergency Director

- [1] Report to the EOF.
- [2] Upon arrival at the EOF, direct the Emergency Director Administrative Assistant to maintain a log of all pertinent actions and decisions made during the course of the response.
- [3] Direct the Emergency Offsite Manager to coordinate with the TSC Supervisor to ensure that clocks are synchronized with the official Control Room time.
- [4] Review any Initial Notification and Follow-Up Information forms transmitted from the Control Room.
- [5] Contact the Control Room and discuss the situation with the on-shift Emergency Director as follows:
 - (a) Use an Essential Information Checklist and review each of the listed areas.

- (b) Depending on the timing of the follow-up notification with respect to EOF activation, consider having the Control Room transmit the next form early to reset the notification clock (prior to formal relief of the on-shift Emergency Director).
 - (c) If appropriate, consider requested ERO responses to remain in place or the Chiltonville staging area. ERO staff should be released or directed to the primary emergency response facility locations as soon as practical.
- [6] Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager to:
- (a) Verify that the appropriate classification was made.
 - (b) Check the status of any protective action recommendations (applicable for a General Emergency only).
- [7] When you have been sufficiently briefed and assured that an adequate staff has assembled, as indicated by the Emergency Offsite Manager and the Emergency Plant Manager, relieve the on-shift Emergency Director.
- [8] Announce to the following individuals that you have assumed the Emergency Director position (also, have general announcements made in all emergency response facilities):
- (a) Emergency Plant Manager
 - (b) Emergency Offsite Manager
 - (c) Company Spokesperson (when available)
- [9] Direct the Emergency Offsite Manager to announce to the EOF that the on-shift Emergency Director has been relieved and that the Emergency Operations Facility has been activated.

NOTE

If, due to radiological or other conditions, the Media Center is found to be uninhabitable, the Media Center Supervisor, the Company Spokesperson, and the Emergency Director will direct the relocation of media operations to the Alternate Media Center. If an evacuation directive is issued for Subarea 7, relocation of the Media Center will be discussed with the MEMA Public Information Officer. The Alternate Media Center is located in the Joseph Moakley Center at Bridgewater State College.

6.3.2 Operations

- [1] Consider delegating the authority for extending emergency radiation exposure and the use of potassium iodide for onsite personnel to the Emergency Plant Manager.
- [2] Approve all plant and emergency related information prior to release from PNPS control. Formally generated information includes:
 - (a) Initial Notification Forms (in accordance with EP-IP-100).
 - (b) Follow-Up Notifications Forms (in accordance with EP-IP-100).
 - (c) Press Releases.
 - (d) Radiological Data Forms (in accordance with EP-IP-251).
- [3] Immediately notify the Emergency Plant Manager and the Company Spokesperson of all changes in Emergency Classification levels and declaration time.
- [4] Periodically confer with the Emergency Plant Manager, the Emergency Offsite Manager, and the Company Spokesperson to review the status of the situation and progress toward resolution.
- [5] Review activation status of the Media Center with the Company Spokesperson.
- [6] Periodically provide status updates to the CEO or company president.
- [7] For classification levels of a Site Area Emergency or a General Emergency, discuss the need for corporate support with the CEO or company president. Inform the Emergency Offsite Manager of any decisions to utilize corporate resources.
- [8] Refer to EP-IP-100 for information and guidance on emergency classification and required notifications.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-100	Emergency Classification and Notification
EP-IP-250	EOF Activation and Response
EP-IP-440	Emergency Exposure Controls
EP-AD-122	Maintenance of the Emergency Telephone Directory

IDENTIFICATION OF COMMITMENTS

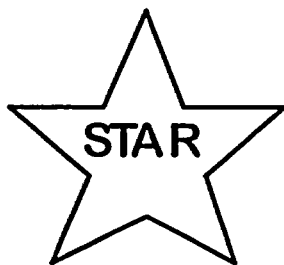
This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-201

EMERGENCY PLANT MANAGER



Stop
Think
Act
Review

REVISION LOG

REVISION 4

Date Originated 11/03

Pages Affected

Description

5

Revise Section 6.1 to reflect directions provided by the CANS message.

REVISION 3

Date Originated 8/02

Pages Affected

Description

3,5,6,8

Revise Procedure steps and Note to offer a combination of activation schemes to notify plant staff and provide alternate response actions of personnel as needed.

REVISION 2

Date Originated 5/01

Pages Affected

Description

All

Revise Procedure to reflect PNPS 1.3.4-1 format. Revision bars are not shown for reformatting.

4,10

Update referenced NOP 88A2 to be PNPS 1.3.12.1.

5

Update CANS response protocols.

9

Change Emergency Preparedness "Manager" to "Superintendent".

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1.0 PURPOSE

This Procedure provides the initial guidance, directions, and reference to the Emergency Plant Manager for responding to an emergency and for the management of the PNPS Emergency Response Organization (ERO) inside the Protected Area.

2.0 REFERENCES

- [1] EP-PP-01, "PNPS Emergency Plan"
- [2] PNPS 1.3.12.1, *"Non-Emergency Notification of BECo/PNPS Management"*

3.0 DEFINITIONS

- [1] BAC - Blood Alcohol Concentration
- [2] CANS - Computerized Automated Notification System
- [3] EOF - Emergency Operations Facility
- [4] ERF - Emergency Response Facility - generic title for all emergency facilities
- [5] OSC - Operational Support Center
- [6] SONS - Station Off-Normal Notification System
- [7] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] If delegated from the Emergency Director, authorizing extension of emergency exposures (cannot be further delegated).
- [2] If delegated from the Emergency Director, authorizing the use of potassium iodide (cannot be further delegated).

- [3] Authorization of all TSC and OSC activities involving the dispatch of personnel from any onsite emergency response facility (Non-Delegable).
- [4] Site access authorization for ERO personnel who have been determined to have a BAC of 0.04 or greater (Non-Delegable).
- [5] Coordination and conduct of plant accident assessment and mitigating activities associated with PNPS operations (the Shift Manager retains the responsibility for actual operation of the plant).
- [6] The direction of actions taken for the protection for onsite PNPS personnel, including site evacuation activities.
- [7] Coordination and conduct of emergency classification recommendations.

6.0 PROCEDURE

6.1 NOTIFICATION OF AN EVENT

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving a valid, 3-digit CANS transmittal and text message on your pager, follow the directions provided by the CANS message.

6.2 FOR AN UNUSUAL EVENT OR NON-EMERGENCY RESPONSE

- [1] Contact the Control Room to determine the status of the situation. Use an Essential Information Checklist and review each of the listed areas. Additionally, review the actions being taken to resolve the situation and the projected course of the event. Determine whether any additional manpower or logistical support is needed.
- [2] For an Unusual Event, and as determined appropriate for a non-emergency response, provide a brief description of the incident and information on where to be contacted to key managers by either:
 - (a) Contacting the Station Off-Normal Notification System (SONS) and recording the messages personally.
 - (b) Contacting the Emergency Offsite Manager (EOM), provide the desired message information, and direct the EOM to perform the SONS notification.
- [3] The On-Call Emergency Director may contact you to review the actions being taken to resolve the situation and the projected course of the event (using the Essential Information Checklist). Exchange points of contact for further discussions as the situation develops.
- [4] The On-Call Nuclear Information Duty Officer and the Emergency Offsite Manager may contact you for a briefing on the situation.
- [5] Proceed as indicated on the CANS message; otherwise, no further action is required in response to an incident at this level.

6.3 ACTIVATION (FOR AN ALERT OR HIGHER CLASSIFICATION)

- [1] Report as directed on the CANS message. If responding to the site, and depending on the nature of the emergency, determine whether to go the Control Room to speak directly with the on-shift Emergency Director or to report to the TSC and contact the Control Room by phone.
 - (a) Use an Essential Information Checklist and review each of the listed areas. Verify that the appropriate classification was made.
 - (b) Check the status of any protective action recommendations (applicable for a General Emergency only).
- [2] Upon arrival at the TSC or alternate location, sign in on the roster board and direct the Emergency Plant Manager Administrative Assistant to:
 - (a) Maintain a log of all pertinent actions and decisions made during the course of the response.
 - (b) Complete an Emergency Response Organization Roster for the TSC, OSC, Security, and the Control Room.

- [3] Instruct the TSC and OSC Supervisors to ensure clocks are synchronized with the official Control Room time.
- [4] When you have been sufficiently briefed and assured that an adequate staff has assembled as indicated by the TSC Supervisor, OSC Supervisor, and the Onsite Radiological Supervisor, then:
 - (a) Inform the Emergency Director (either in the Control Room or the EOF depending on activation status) you have assumed the Emergency Plant Manager position.
 - (b) Inform the Shift Manager that:
 - (1) The TSC and OSC are prepared to assume responsibility for engineering and personnel support activities.
 - (2) All shift personnel not directly involved in control of the plant from within the Control Room shall be sent to the OSC Operations Coordinator.
 - (c) Make a general announcement to personnel in the facility.

6.4 OPERATION (FOR AN ALERT OR HIGHER CLASSIFICATION)

- [1] Discuss the situation with the on-call Emergency Director and the Emergency Offsite Manager when they arrive at the EOF.
- [2] Request a delegation of the authority for extending emergency radiation exposure and the use of potassium iodide for onsite personnel from the Emergency Director. Refer to EP-IP-440 for information and guidance on emergency exposure controls. This authority may NOT be further delegated.
- [3] Periodically confer with the Emergency Director to review the status of the situation and progress toward resolution.
- [4] Periodically confer with the following individuals to review actions being implemented, priorities of assigned activities, and to ensure a coordinated response by each group:
 - (a) TSC Supervisor
 - (b) Onsite Radiological Supervisor
 - (c) OSC Supervisor
 - (d) Emergency Plant Operations Supervisor
 - (e) Emergency Security Supervisor

- [5] Ensure that periodic updates are provided to the onsite organization, as appropriate, using the facility PA system.
- [6] Ensure documentation for assigned activities is maintained and completed by TSC and OSC personnel.

NOTE

Nonessential contractor personnel, handicapped personnel, and visitors are sent offsite at an Alert. All work not in direct support of mitigating the emergency should be suspended and workers ordered to return to their staging areas (shops, trailers, offices, etc.).

Accountability as well as Protected Area evacuation for all nonessential personnel are required at a Site Area Emergency or General Emergency, unless restricted by Security or other events affecting safe movement of persons from the site.

- [7] At a Site Area Emergency or a General Emergency (or whenever deemed necessary):
 - (a) Order a site evacuation and direct Security to prohibit access of nonessential personnel to the site. Evacuation and assembly are conducted in accordance with EP-IP-410.
 - (b) Ensure personnel accountability is performed and maintained inside the Protected Area. If personnel are determined to be missing, initiate search and rescue in accordance with EP-IP-420.
- [8] Determine whether site access authorization will be given for ERO personnel who have been identified to have a BAC of 0.04 or greater, specifically with regard to:
 - (a) The individual's condition.
 - (b) The needs of the response effort in support of the emergency.
 - (c) The determination of when and in what capacity the individual shall be used.
- [9] If a localized emergency exists (that is, one that affects only a portion of a building or the site), direct Security to control access to the area(s).
- [10] Continuously monitor plant conditions and ensure that the Emergency Director remains apprised of specific circumstances which impact the emergency classification and protective measures. Refer to EP-IP-100 for information and guidance on emergency classification.
- [11] Refer to EP-IP-220 for information and guidance on task assignment and support activities.

6.5 TSC/OSC RELOCATION

- [1] If it becomes necessary to evacuate or relocate staff from the TSC/OSC, take the following actions:
- (a) Direct the OSC Supervisor to coordinate the relocation of the OSC Staff to the Control Room Annex.
 - (b) Identify the minimum staff needed for the conditions at hand and relocate with this staff to the Control Room.
 - (c) Direct the TSC Supervisor to coordinate the relocation of the remaining TSC staff to the Emergency Operations Facility.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-100	Emergency Classification and Notification
EP-IP-220	TSC Activation and Response
EP-IP-440	Emergency Exposure Controls
EP-AD-122	Maintenance of the Emergency Telephone Directory
PNPS 1.3.12.1	Non-Emergency Notification of BECo/PNPS Management

IDENTIFICATION OF COMMITMENTS

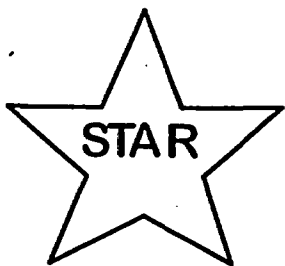
This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-202

COMPANY SPOKESPERSON



Stop
Think
Act
Review

REVISION LOG

REVISION 4

Date Originated 11/03

Pages Affected

Description

6 Revise Section 6.1 to refer to directions provided by CANS message.

REVISION 3

Date Originated 9/00

Pages Affected

Description

5 Change "other" and "outside" to "governmental".

6 Change "asked" to "requested".

6 Due to changes in the CANS, change "a security code" to "employee identification number" and "the time (in minutes) it will take to travel to" to "your time of arrival (in military time) at".

7 Change Alternate Media Center location.

7 Change "offsite" to "governmental".

REVISION 2

Date Originated 2/00

Pages Affected

Description

All Total rewrite due to procedures reformatting process and additional changes to this Procedure listed below; therefore, revision bars are not shown.

In Step 5.0[2], add the word "manner" after "coordinated" for clarification.

In Steps 6.2[1] and [2], change title from "Manager, Communications" to "Nuclear Duty Information Officer" to reflect appropriate ERO position title.

In Step 6.3[1], rewrite the Note to reflect relocation of the Media Center to a PNPS facility within the 10-mile EPZ, rationale for relocation of the facility, and location of the Alternate Media Center outside the 10-mile EPZ.

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1.0 PURPOSE

This Procedure provides the initial guidance, directions, and reference to the Company Spokesperson for responding to an emergency and for the management of the PNPS Emergency Public Information personnel.

2.0 REFERENCES

- [1] EP-PP-01, "PNPS Emergency Plan"

3.0 DEFINITIONS

- [1] CANS - Computerized Automated Notification System
- [2] EOF - Emergency Operations Facility
- [3] ERF - Emergency Response Facility - generic title for all emergency facilities
- [4] OSC - Operational Support Center
- [5] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Represent the company during an emergency and the recovery process at PNPS as the individual authorized to deliver statements to the public.
- [2] Ensure information provided to the news media and public information officers from governmental agencies is presented in an accurate, timely, and coordinated manner.
- [3] Ensure information to be provided to governmental agencies and organizations has been authorized for release by the Emergency Director.
- [4] Confer with the Emergency Director on event status and keep the Emergency Director informed of conditions related to public information.

- [5] Confer with the Media Center Supervisor on response activities and oversee the flow of information at the Media Center.
- [6] Verify, resolve, or correct any rumors or misinformation brought to the attention of the public information organization.
- [7] Brief corporate officials on public information and issues when requested.

6.0 **PROCEDURE**

6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving a valid, 3 digit CANS transmittal and text message on your pager, follow the direction provided by the CANS message.

6.2 FOR AN UNUSUAL EVENT

- [1] If necessary, contact the Nuclear Information Duty Officer and review the actions being taken to resolve the situation and the projected course of the event. The Senior Nuclear Officer or designee will issue press releases at an Unusual Event.
- [2] The Emergency Director, in consultation with Nuclear Information Duty Officer, will determine whether the PNPS emergency public information organization will be fully notified and/or activated at an Unusual Event.
- [3] No further action is required in response to an incident at this classification level. Stand by in case the situation becomes worse or the Emergency Director requires activation of the Media Center.

6.3 FOR AN ALERT OR HIGHER CLASSIFICATION

- [1] Activation:

NOTE

If, due to radiological or other conditions, the Media Center is found to be uninhabitable, the Media Center Supervisor, the Company Spokesperson, and the Emergency Director will direct relocation of Media Center operations to the Alternate Media Center. The Alternate Media Center is located in the Joseph Moakley Center at Bridgewater State College.

- (a) Report to the Media Center, obtain an access badge from Security, and sign in on the roster board.
- (b) Begin and maintain a log of all pertinent activities conducted during the course of the response.
- (c) Review any previously issued press releases.
- (d) Confer with the Media Center Supervisor, the Technical Advisors, and the Emergency Director on the emergency status.
- (e) Direct the Media Center Supervisor to coordinate with the Emergency Offsite Manager to ensure that clocks are synchronized with the official Control Room time.
- (f) When you have been sufficiently briefed and assured that an adequate staff has assembled as indicated by the Media Center Supervisor (refer to EP-PI-200, "Media Center Activation/Deactivation/Shift Change", Attachment 2):
 - (1) Consult with personnel from governmental agencies to ensure they are prepared to activate their portion of the organization.

- (2) Inform the Emergency Director you have assumed the Company Spokesperson position and that the Media Center has been activated.

NOTE

Prior to the arrival of governmental Public Information Officers, the Media Center may become activated as a Pilgrim Station facility.

- (3) Make a general announcement to personnel at the facility that the Media Center has been activated.
- (4) Direct the EOF Writer to draft a news bulletin notifying the media that the Media Center is activated. Ensure a copy is transmitted to all emergency facilities.

[2] Operation:

- (a) Continuously monitor public information activities and ensure that the Emergency Director remains apprised of specific circumstances which may be of concern to Pilgrim Station (for example, Media Center activities, rumors, and public concerns).

NOTE

News releases and bulletins must be approved by the Emergency Director prior to issue. Backgrounders and chronologies do not require Emergency Director approval; however, the Emergency Director must be made aware of their generation and release.

- (b) Review each news release, news bulletin, backgrounder, and chronology to ensure it is accurate, clear, and written in a style appropriate for release.
- (c) Coordinate with the Media Center Supervisor and agency Public Information Officers to establish and schedule news briefings (approximately every 30 to 60 minutes).
 - (1) Attempt to coordinate news briefings around EAS messages to avoid broadcast overrides.
 - (2) Request that the Agency Coordinator obtain specific information from the MEMA Public Information Officer on the broadcast of EAS messages.
- (d) When scheduling and conducting a news briefing:
 - (1) Obtain the latest information concerning the plant and corporate response from the EOF. Ensure that all information has been approved for release by the Emergency Director.

- (2) Attend a coordination meeting among all participating Public Information Officers prior to the news briefing.
 - (3) Exchange and compare information and determine the most appropriate sequence of presentation.
 - (4) Ensure that the Emergency Director is aware of the news briefing schedule.
 - (5) Ensure that the Emergency Director is aware of the news briefing schedule.
 - (6) During the briefing, act as principal PNPS Spokesperson on matters concerning the emergency. Respond to news questions using approved information.
 - a. Public statements may be based on news release or news bulletin contents.
 - b. Respond to inquiries on facts, events, and actions involving PNPS personnel and property only. Avoid discussing protective actions or activities of other response organizations.
 - c. Do not speculate on the causes or possible consequences of the emergency condition. Focus on the presentation of current, factual information.
 - (7) Log briefing start and finish times, documents discussed or used, highlights, and any follow-up information following each news briefing.
- (e) Provide interviews, as time permits, as arranged by Media Center staff.
 - (f) Contact the EOF Writer to obtain the latest corporate response to the emergency.
 - (g) Maintain communications with the EOF Public Information Advisor through the assistance of the Media Center Technical Advisors.
 - (h) Periodically confer with the Emergency Director and monitor EOF briefings to review the status of the situation and progress toward resolution.
 - (i) Periodically confer with the Media Center Supervisor and the Technical Advisors to review public information activities.
 - (j) Ensure that periodic status updates are provided to public information personnel as appropriate

[3] Relocation:

- (a) If, due to radiological or other conditions, the Media Center is found to be uninhabitable, discuss relocation of the Media Center with the Emergency Director and the Media Center Supervisor.
- (b) If an evacuation directive is issued for Subarea 7, discuss relocation of the Media Center with the MEMA Public Information Officer.
- (c) If the Media Center is relocated, establish a method of communications with the Media Center Supervisor while enroute to the Alternate Media Center.

[4] Recovery and Deactivation:

- (a) Ensure that the Emergency Director/Recovery Directory continues to approve all technical information prior to its release.
- (b) When directed, develop a recovery issues and strategy plan in accordance with EP-IP-520, *"Transition and Recovery"*.
- (c) Determine when the situation no longer requires manning of the Media Center and advise the Emergency Director when deactivation can occur. Confer with agency Public Information officials, the Media Center Supervisor, and the Senior Nuclear Officer or designee to determine whether news media interest has decreased to the point where their respective normal public information capabilities are sufficient. Refer to EP-PI-200, *"Media Center Activation/Deactivation/Shift Change"*, Attachment 2.
- (d) When deactivation is complete, provide all logs and documentation to the Media Center Supervisor.
- (e) Ensure all equipment, manuals, and supplies have been returned to their original location.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-520	Transition and Recovery
EP-PI-140	News Briefings
EP-PI-210	Media Center Supervisor

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		