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10 CFR 72.44(f)
Docket No. 50-443
Docket No. 72-63
SBK-L-16050

United States Nuclear Regulatory Commission
Attn.: Document Control Desk
Washington, D.C. 20555-0001

Seabrook Station

Procedure ER 3.5, Revision 40

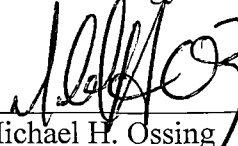
In accordance with the requirements of 10 CFR 50, Appendix E; 10 CFR 50.4, and 10 CFR 72.44(f), enclosed is procedure ER 3.5, Joint Information Center Operations, Revision 40. The procedure is used in the implementation of the Seabrook Station Radiological Emergency Plan (SSREP). The procedure, as changed, does not reduce the effectiveness of the SSREP, and the SSREP continues to meet the standards of 10 CFR 50.47(b) and 10 CFR 50, Appendix E. The Resident Inspector copy is provided directly through the NextEra Energy Seabrook, LLC records management system

Enclosure 1 provides a summary of changes to the procedure and Enclosure 2 provides a summary of the change analysis required by 10 CFR 50.54(q)(5). Enclosure 3 provides a copy of the revised procedure.

Should you have any questions regarding the enclosed revisions, please contact me at (603) 773-7512.

Sincerely,

NextEra Energy Seabrook, LLC



Michael H. Ossing
Licensing Manager

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United States Nuclear Regulatory Commission
SBK-L-16050 / Page 2

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Enclosure 1 to SBK-L-16050
Summary of Changes

ER 3.5, Joint Information Center Operations, Revision 40

- Editorial revision to revise Figure 9 fax recipient titles to match ERTD.

Enclosure 2 to SBK-L-16050
Change Analysis Summary

ER 3.5, Joint Information Center Operations, Revision 40

The change to ER 3.5 was administrative, therefore evaluation was not required.

Enclosure 3 to SBK-L-16050

TIBCK02

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**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Joint Information Center Operations

ER 3.5

Rev. 40

Procedure Owner:
D. Currier

JOINT INFORMATION CENTER RESPONDER ACTION SUMMARY

1. UNUSUAL EVENT ACTIONS

Emergency Response Procedure ER 1.7, Unusual Event Procedure for Primary Responders contains actions for the Emergency News Manager and the Response Manager pertaining to media information.

The on-duty Emergency News Manager receives an event briefing from the Response Manager, and is authorized by the Response Manager to disseminate information to the media. The on-duty Emergency News Manager and the Response Manager determine the Emergency News Manager's reporting location – Seabrook Station site, EOF/Joint Information Center, or no need to report.

If reporting to the site or an alternate location, implement appropriate actions in ER 3.4.

If reporting to the Joint Information Center, implement appropriate actions in ER 3.5. Consider need for support by Technical Advisors or Joint Information Center support staff. Utilize other available Emergency News Manager position holders as appropriate.

2. ALERT AND HIGHER EMERGENCY CLASSIFICATION LEVEL ACTIONS

For an Alert or higher emergency classification level, Emergency News Manager position holders, Technical Advisors and Joint Information Center support staff report to the EOF and implement actions delineated in checklists contained in this procedure.

The on-duty Emergency News Manager may utilize other Emergency News Manager position holders to augment Joint Information Center staffing as long as at least one position holder is reserved for relief staffing.

3. SECURITY EVENTS

Code Yellow – no emergency classification declared:

- Emergency News Managers who are offsite report to the EOF per Control Room pager message and implement appropriate actions contained in Figure 3 of this procedure.

Code Yellow – emergency classification declared:

- Unusual Event – Emergency News Managers implement ER 1.7 and ER 3.4 actions.
- Alert or higher emergency classification – Emergency News Managers, Technical Advisors and Joint Information Center support staff report to the Joint Information Center and implement actions contained in this procedure and appropriate actions in Figure 3 of this procedure.

Code Red – any emergency classification level declared:

- If offsite, Emergency News Managers report to the EOF per pager message sent by the Control Room and implement actions contained in Figure 3 of this procedure.
- If onsite, follow the Control Room plant announcement instructions.

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1.0 OBJECTIVE

This procedure specifies the actions taken to manage emergency public information at the Joint Information Center located in the Emergency Operations Facility.

2.0 RESPONSIBILITIES

2.1 Emergency News Manager

Manages the emergency public information function, information dissemination, and media and public relations. Delivers Seabrook Station's statements on the emergency by participating in news briefings and answering media questions. Coordinates emergency public information and rumor control with State and Federal Public Information Officers (PIOs). Assigns Support Staff to perform specific functions including liaison to the nuclear communications support staff in Juno Beach.

During a Security event, a second ENM is dispatched to the Security Command Center to assist with routing press releases to the Incident Commander for approval.

2.2 Joint Information Center Support Staff

Assist the Emergency News Manager with activation and operation of the Joint Information Center. Assistance activities include set-up of the media briefing area, testing and operation of equipment, preparation of written news statements and, if requested by the Emergency News Manager, briefing outlines, and assistance to media representatives in the Joint Information Center. Joint Information Center support staff also monitors external news coverage for accuracy, trend rumors relating to plant conditions and maintain recorded status reports on the Information Line. Joint Information Center support staff may provide media representatives prepared background information documents (e.g., Emergency Public Information Calendars, Seabrook Station facility description), approved written news statements and verbal information pertaining to operation of the Joint Information Center; however, they will not verbally brief news media on emergency conditions or answer inquiries about emergency conditions (i.e., they will not be put in the position of company spokespersons).

2.3 Technical Advisor (JIC)

Maintains contact with the EOF Technical Staff, continuously updates the Emergency News Manager and Support Staff on plant conditions, addresses technical questions during news briefings, and assists in the preparation of news releases and briefing summaries.

3.0 PRECAUTIONS

None

4.0 PREREQUISITES

1. An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure ER 1.1, Classification of Emergencies.
2. A decision has been made by the Emergency News Manager to activate the Joint Information Center to facilitate communications with the news media.

5.0 ACTIONS

NOTE

Telephone numbers for contacts referenced in the checklists are available in the Emergency Response Telephone Directory.

5.1 Emergency News Manager

Refer to form ER 3.5E, Emergency News Manager Checklist, for required actions for this position.

5.2 Joint Information Center Support Staff

Refer to form ER 3.5F, Joint Information Center Support Staff Checklist, for required actions for this position.

5.3 Technical Advisor (JIC)

Refer to form ER 3.5G, Technical Advisor (JIC) Checklist, for required actions for this position.

5.4 Dissemination of News and Information

A. Live News Briefings

Live news briefings are the primary source for providing information to the news media and will be conducted on a regular basis, or as events dictate. News briefings will be conducted according to the following guidance:

1. News briefings at the Joint Information Center will be managed by the Seabrook Station Emergency News Manager. Seabrook Station is responsible for information concerning onsite status and conditions. Seabrook Station news briefing presentations are based on plant status information confirmed by the Response Manager.
2. Public Information Officers from the states are responsible for releasing information relating to the impact of the emergency on the health and safety the public including off-site radiological effects. As each agency prepares its information and statements, designated state spokespersons will participate in the news briefings.
3. At the discretion of the Emergency News Manager, the Technical Advisor may also participate in the news briefing. In a protracted emergency, assistance from subject matter experts and NextEra Energy executives may be obtained.
4. News briefing preparation is coordinated with representatives of the NRC, FEMA, and state agencies that are present at the Joint Information Center.

5. Briefing outlines are optional and may be used for reference purposes by the Emergency News Manager during media briefings. The briefing outlines shall not be distributed to the news media nor used to verbally brief news media by anyone other than the Emergency News Manager or staff specifically designated by the Emergency News Manager to brief the media.
6. If major emergent information develops during a live news briefing (e.g., change in emergency classification, change in radiological release status, change in a state protective action decision, personnel injuries), JIC Technical Advisors, JIC support staff, or state support staff should inform the Assistant Emergency News Manager immediately on becoming aware of the information. The Assistant Emergency News Managers will determine whether the information is sufficiently important to convey to the Emergency News Manager during the live news briefing.

B. Written Press Releases

As appropriate, the Emergency News Manager, the Joint Information Center Support Staff and Technical Advisor may prepare written news statements in the form of a formal press release for issue to the media. Written press release shall be approved by either the Response Manager or the Site Emergency Director and reviewed by the Director of Nuclear Communications.

After the Joint Information Center is operational and the live news briefings have begun, the frequency of producing written press releases may be reduced at the discretion of the Emergency News Manager. At this point, the primary source of providing information to the media will be through live news briefings. Electronic graphics and hard copy visual displays will supplement information presented orally in the briefings.

The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of plant-related information disseminated by the Joint Information Center. The Response Manager shall be kept advised of information that is being disseminated by the Joint Information Center to ensure completeness and accuracy of the information.

5.5 Responses to Media Inquiries

Only the Emergency News Manager or Seabrook Station personnel specifically designated by the Emergency News Manager may respond to media inquiries regarding the plant status or Seabrook Station emergency response actions.

1. ERO personnel authorized to address media inquiries are as follows:
 - Emergency News Manager
 - Senior company official
 - Technical Advisor at the discretion and direction of the Emergency News Manager
 - Other Seabrook Station or NextEra Energy technical experts as designated by the Emergency News Manager

5.6 Rumor Control

Rumor control is accomplished as follows:

1. Monitoring news media coverage of the emergency and identifying any incorrect or misleading information so that Seabrook Station or the States may take appropriate action.
2. Coordinating emergency public information with the state and federal agency public information officers and obtaining feedback on rumor trends from the state agency rumor control telephone banks.
3. Expeditiously addressing incorrect or misleading information and rumor trends during news briefings or by direct contact with the source of the information (e.g., media outlet).
4. Maintaining a recorded information line with updated information on Seabrook Station emergency response and plant status. This line is accessible to the general public via a toll-free telephone number published in the annual public information material distributed to residents in the Emergency Planning Zone (EPZ), and provided during news briefings.
5. Monitoring internet sites and other electronic media for incorrect or misleading information.

5.7 Media Requests

1. Media tours of the EOF-portion of the building may be conducted if they do not interfere with emergency and recovery activities. Such visits shall be approved by the Response Manager and arranged by the Joint Information Center Support Staff.
2. Interviews with experts associated with Seabrook Station shall be arranged by the Joint Information Center Support Staff under the direction of the Emergency News Manager.
3. Media tours of Seabrook Station are contingent upon plant conditions. Requests for tours of Seabrook Station shall be approved by the Response Manager and the Security Coordinator and may be conducted by Joint Information Center Support Staff.

5.8 State/Federal Coordination in the Joint Information Center

1. Initial focus of the ERO Joint Information Center staff will be on identification of Seabrook Station key message points for public dissemination.
2. As state/federal public information officials arrive at the Joint Information Center, until Seabrook Station key message points are identified, the Emergency News Manager will assign Joint Information Center staff to orient them to the Joint Information Center and to assist them with establishing their state/federal Joint Information Center operations.
3. After Seabrook Station key message points have been identified, the Emergency News Manager will take the lead in coordinating Joint Information Center activities with state/federal public information officials and exchange key message points with them.

4. After the exchange of key message points between the utility and state/federal public information officials, the Emergency News Manager will determine the readiness of state/federal officials to participate in joint media briefings.
5. If state/federal public information officials are not yet present in the Joint Information Center, or if they are not prepared to participate in joint media briefings, the Emergency News Manager will determine the official status of local, state and federal response (e.g., states have been notified, State Emergency Operations Centers are activated, public information officials are enroute) and brief the media accordingly.

NOTE

The public needs to perceive clearly the cooperation and teamwork between the state and utility emergency response organizations. It is incumbent on the Emergency News Manager to work actively with representatives in the Joint Information Center to establish this perception.

6.0 REFERENCES

1. ER 1.1, Classification of Emergencies
2. ER 2.0, Emergency Notification Documentation Forms Procedure
3. ER 3.3, Emergency Operations Facility Operations
4. ER 3.4, Seabrook Station News Services Operations
5. NRC Inspection Report 50-443/93-07

Figure 1
Joint Information Center Organization

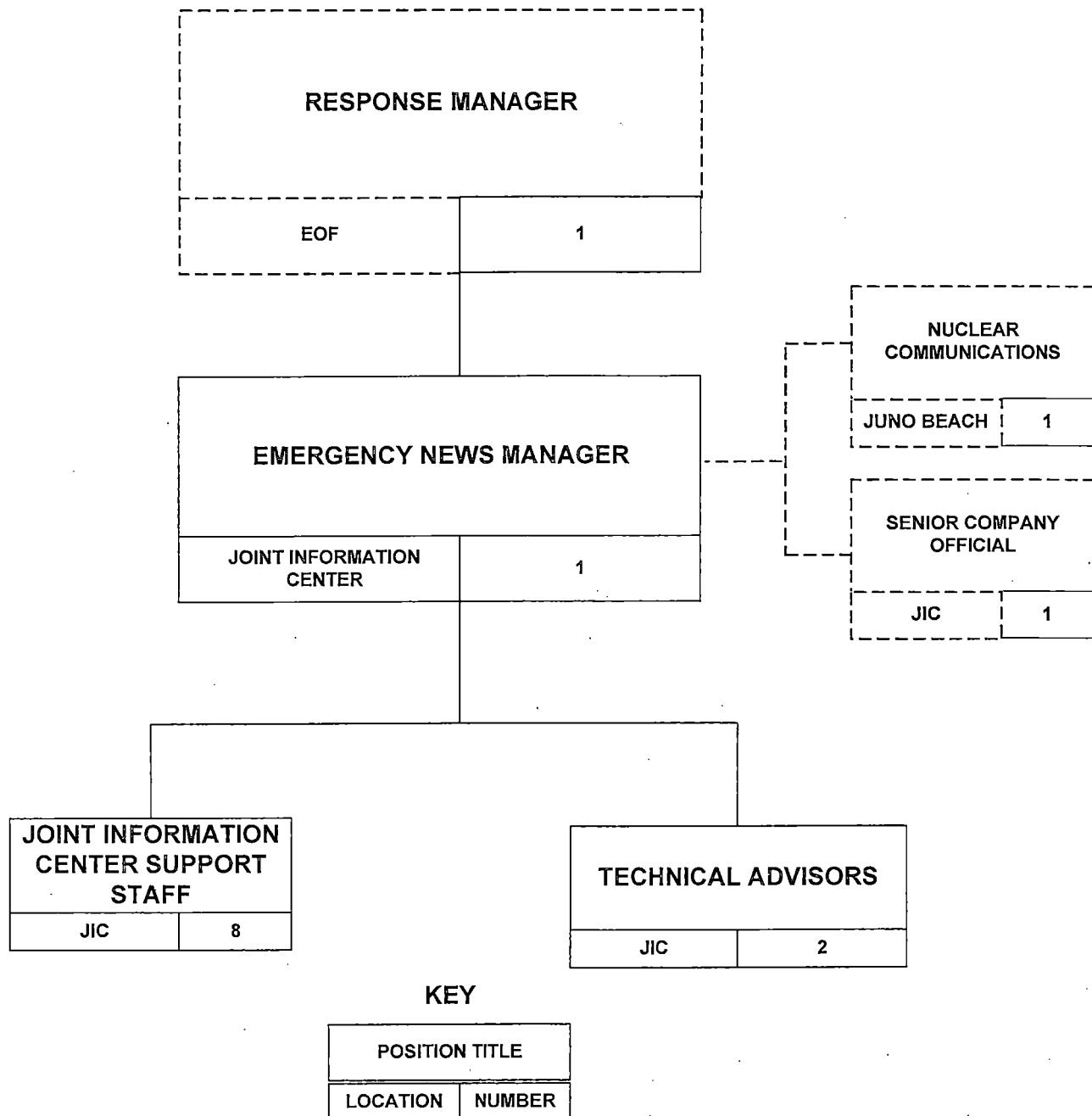


Figure 2
Joint Information Center Assignments

FUNCTION	NAME (FIRST SHIFT)	NOTES
EMERGENCY NEWS MANAGER		
JIC TECHNICAL ADVISOR – assigned to work in the EOF		
JIC TECHNICAL ADVISOR – assigned to advise Joint Information Center		
SUPPORT STAFF - ASSIST. TO ENM	1.	
SUPPORT STAFF - OPS ROOM	1.	
	2.	
SUPPORT STAFF - M. R. ROOM	1.	
	2.	
	3.	
SUPPORT STAFF - MEDIA BRIEFING ROOM	1.	
	2.	

Figure 3
Emergency News Manager Actions During a Security Event
(Sheet 1 of 2)

Prerequisites

1. ERO pagers have been activated with a text message announcing a Code Yellow security event and directing Primary Responders to report to the EOF, **OR**
2. ERO pagers have been activated with a text message announcing an emergency classification due to a security event or with the numeric code "22222".

CAUTION

If the emergency declaration is based on a security event, any verbal or written media statement must be reviewed and approved by Security Department management and by the Incident Commander at the Security Command Center.

Actions:

1. Report to the Joint Information Center.
2. Obtain staff support as needed (Joint Information Center Support Staff, Technical Advisors, off-duty Emergency News Managers). Request assistance from the EOF Administrative Services Coordinator if necessary.
3. Designate an Emergency News Manager to report to the Security Command Center to assist with routing press releases to the Incident Commander and Security management for approval.
 - Coordinate deployment of this individual with Station Security by contact either with the Security Manager, a Security Supervisor or the Security Shift Supervisor.
 - Direct ENM going to the Security Command Center to refer to SM 13-10 and join the Emergency Response Facility Conference Bridge.
4. Refer to SM 13-10 and join the Emergency Response Facility Conference Bridge.
5. Ensure Joint Information Center equipment operability (e.g., media monitoring equipment, Information Line).
6. Contact and update AP as authorized by the Response Manager.
7. Monitor media coverage of the event and inform the Response Manager of media coverage.

Figure 3
Emergency News Manager Actions During a Security Event
(Sheet 2 of 2)

8. Inform the Response Manager about any media presence in the Joint Information Center.
9. Update the Response Manager about information disseminated to the media either from the Security Command Center or from the Joint Information Center.
10. Update the Employee Information Line and the Information Line as appropriate.
11. Coordinate media and employee relations activities with NextEra Energy Communications.
12. Coordinate media relations activities with state and federal public information personnel.
13. Determine with the Response Manager when Joint Information Center operations can be terminated.

Figure 4
Joint Information Center Telephone Guidelines

1. At an Alert or higher when the JIC is staffed and activated, the Information Line will transition to the Media Line (800-458-2408) which is installed in the Joint Information Center. The Media Line provides three (3) options to a caller from the news media.

- The recorded Information Line plant and emergency status message
- Recorded directions to the Joint Information Center
- A voice mailbox for the caller to leave a message and call back information

Joint Information Center Support Staff will be assigned by the Emergency News Manager to operate the Media Line per Figure 10, Operation of the Media Line.

2. Sources of Official Information for Seabrook Station:

Only the Emergency News Manager or personnel specifically designated by the Emergency News Manager shall provide information or answer media inquiries concerning the status of the plant, plant personnel, emergency conditions or emergency response actions.

Joint Information Center Support Staff may be assigned by the Emergency News Manager to update the recorded plant and emergency status message based on information provided by the Emergency News Manager.

3. Receipt of Phone Calls on Other Than the Media Line:

If the call is from a member of the news media requesting information, the caller should be referred to the Media Line number – 800-458-2408

Figure 5 Written Press Release Development Guidelines

(Sheet 1 of 2)

NOTE

- For drills, ensure news statements are developed using the drill directory to ensure that the statements are printed as "Drill Only" press releases.
- As live press briefings are held on a routine basis, there can be a reduction in frequency of written press releases.

- Consult with a Technical Advisor on the technical aspects of the press release.
- Ensure that each written press release contains the following elements:

_____ Statement number (sequential)
_____ Date and time of the event
_____ Event classification
_____ Event description
_____ Action being taken to mitigate the event
_____ Operational status
_____ Radiological release status

NOTE

If a radiological release has occurred, consider including one of the following descriptions, if known:

"A minor release below federally approved operating limits has occurred."

OR

"A small release above federally approved operating limits has occurred."

The Emergency News Manager should assign a Technical Advisor to review release conditions with the Dose Assessment Specialist in the EOF to confirm which of the above descriptions apply.

Figure 5
Written Press Release Development Guidelines
(Sheet 2 of 2)

- _____ Injuries associated with the event
 - _____ Status of plant personnel
 - _____ Definition of the classification
 - _____ Information Line number
 - _____ Reminder that public should listen to EAS messages and media broadcasts from NH HSEM & MEMA (Site Area Emergency and General Emergency)
- Provide draft statement to Emergency News Manager for review and approval prior to review and approval by the Response Manager.

Press Release Guidance for Rapidly Changing Conditions

- Under rapidly changing conditions, conditions affecting key message points contained in the press release may change prior to the Response Manager's approval or prior to dissemination of approved news statements. Under such conditions, the Emergency News Manager should do the following:
 - withdraw the press release
 - develop a new set of key message points (the Emergency News Manager may choose to use a briefing outline format for key message points)
 - review the message points with the Response Manager for accuracy
 - inform the Response Manager of when the media will be updated verbally on the changing conditions according to the new set of key message points
 - inform the Response Manager that a press release reflecting the changed conditions will be developed for Response Manager approval after the media have been briefed.

Figure 6 Key Message Development Guidelines

At the direction of the Emergency News Manager, develop key messages as follows:

NOTE

For drills, ensure briefing outlines are developed using the drill directory to ensure that the outlines are printed as "Drill Only" news outlines.

- The briefing outline is an option. If the Emergency News Manager decides to use it, ensure that the briefing outline contains the following elements:

- ___ New information (e.g., key message points)
- ___ Summary/Review of previous events
 - affected plant system or component (nuclear / non-nuclear side)
 - mitigating or corrective actions
 - notification of offsite authorities and agencies
 - radiological release status

NOTE

If a radiological release has occurred, consider including one of the following descriptions, if known:

"A minor release below federally approved operating limits has occurred."

OR

"A small release above federally approved operating limits has occurred."

The Emergency News Manager should assign a Technical Advisor to review release conditions with the Dose Assessment Specialist in the EOF to confirm which of the above descriptions apply.

- ___ Resolve any inconsistencies and address concerns with media coverage or trends in rumor control

- All outlines should be numbered sequentially and contain the date and time.

Figure 7
Media Briefing Room Operations
(Sheet 1 of 3)

NOTE

One support staff member should remain in the Media Briefing Area at all times.

READINESS CHECKLIST

Sound System:

1. Turn on the wireless microphone receiver, located on the stage next to the podium.
2. Turn on microphone.
3. Perform a microphone test verifying the audibility of the system in the following locations:
 - JIC Briefing Room
 - JIC Operations Room
 - State/Federal Coordination Room

Stage Area:

1. Ensure hard copy graphics and easel for use in media briefings are available.
2. Logon to the Media Briefing Room PC.
3. Run PowerPoint. Access X:\SBK\Common\Communications\misc\Seabrook Station – MC Slides r(latest).ppt
4. Turn on the televisions.
5. Display JIC slides and leave on slide 1 until directed otherwise by the ENM.
6. Ensure the stage area and podium are ready for conducting news briefings.
 - Easels for stationary graphics displays are available if needed.
 - Laser pointer is available.
 - Install correct name plates on speaker's table.
7. Determine from the Emergency News Manager what graphics should be displayed, if any, on stationary easels.
8. Ensure the Joint Information Center exterior door is locked until the Joint Information Center is activated.

Figure 7
Media Briefing Room Operations
(Sheet 2 of 3)

Media Registration Sheets:

Establish the registration area at the Joint Information Center entrance.

- Ensure there are sufficient copies of Joint Information Center Registration (form ER 3.5B) and pens available in the foyer.

General:

1. Remove any paper or materials not relevant to the emergency from the Briefing Room and the Media Work Room.
2. When the briefing room is prepared to receive media representatives, notify the Emergency News Manager and obtain the Emergency News Manager's approval to inform the EOF Access Control Officer at the EOF entrance and the EOF Patrol Officers to allow media representatives to enter.
3. JIC staff unlock Joint Information Center door with Emergency News Manager approval.

Greeting the Media

1. As media representatives arrive:
 - Encourage them to sign the registration form
 - Brief them on the accommodations of the Joint Information Center
 - Provide them with the latest Seabrook Station news statement
2. Ensure copies of all official Seabrook Station, state and federal news releases are available in the Media Briefing Area.
3. Provide copies of state public information materials to members of the media, if requested.
4. Keep the Emergency News Manager informed on the news organizations represented in the Joint Information Center.
5. Inform the Emergency News Manager of news media representatives' questions, issues and information needs.

Figure 7
Media Briefing Room Operations
(Sheet 3 of 3)

MEDIA BRIEFING CONDUCT:

1. Announce time of next briefing to the media representatives.
2. Obtain graphics needs from Emergency News Manager or designee, and stage them in the required order.
3. Ensure stage door is closed.
4. Turn ON sound system.
5. At the close of the briefing turn OFF sound system.
6. Following news briefings, take follow-up questions and reinforce information provided in news briefings.

NOTE

In between formal briefings, the Joint Information Center Support Staff assigned to the briefing room may provide the media available informational materials (e.g., emergency public information calendars, facilities descriptions, etc.) or, as directed by the Emergency News Manager, may provide updated information to the media.

Figure 8

Media Monitoring Checklist

READINESS CHECKLIST:

1. Use Supplemental Material (SM) 09-01, Operation of the Media Monitoring System to verify proper operation of the system.
2. Verify stereo units are tuned to the designated EAS stations.
3. Establish a Media Monitoring Log (form ER 3.5D) for each broadcast station.

MONITORING NEWS COVERAGE:

1. Review all written news statements, EAS messages, and briefing outlines.
2. As coverage on the emergency is broadcast, record the coverage per instructions in SM 09-01. Document the time/date of the coverage on Form ER 3.5D.
3. Record on a continuous basis the eight (8) selected stations via the Media Monitoring System for the duration of the event.
4. Monitor the news stories for the following:
 - inaccuracies,
 - overemotional or exaggerated statements by members of the general public, or any otherwise misleading information or presentation of the emergency events,
 - Interviews with "experts" that may misrepresent events and that should be balanced by additional statements from the Emergency News Manager or state or federal agency Public Information Officer.
5. Inform the Emergency News Manager of any news stories that contain the characteristics above. Document any action taken on the Media Monitoring Log.
6. Periodically review logs for any trends in biased or misleading coverage. Advise the Emergency News Manager when a trend has been identified.

Figure 9
Joint Information Center Document Distribution Matrix

NOTE: Before documents are distributed, they must be signed / approved.

	Seabrook Station News Statements	State & Federal Agency News Releases/EAS
Joint Information Center		
Media Relations Room	3	3
Media Briefing Room	20*	20*
State Coordination Room	6	
Joint Information Center Ops Room	10*	10*
EOF		
Response Manager	1	
ERO Technical Liaison	1	1
Industry Liaison	1	
Licensing Coordinator	1	1
DCC Coordinator	1	
TELEFAX		
NH HSEM EOC (if PIO** is not present at Joint Information Center)	1	1
MEMA (if PIO** is not present at Joint Information Center)	1	1
NRC Headquarters	1	
NRC Public Affairs Headquarters	1	
NRC IRC Region 1	1	
Total Copies	49	37

* Place in folders

** Public Information Officer

Figure 10
Operation of the Media Line
800-458-2408
(Sheet 1 of 6)

NOTE

The Media Line provides a mechanism during a declared emergency for the media to hear the latest plant status, get directions to the Joint Information center, and / or to leave a message.

Four separate voice mailboxes are tied to a single assigned number (i.e., 800-458-2408). A non-emergency recording is programmed in the first voice mailbox (i.e., 603-421-1116). This non-emergency recording must be edited upon facility activation and restored following termination of the Joint Information Center response.

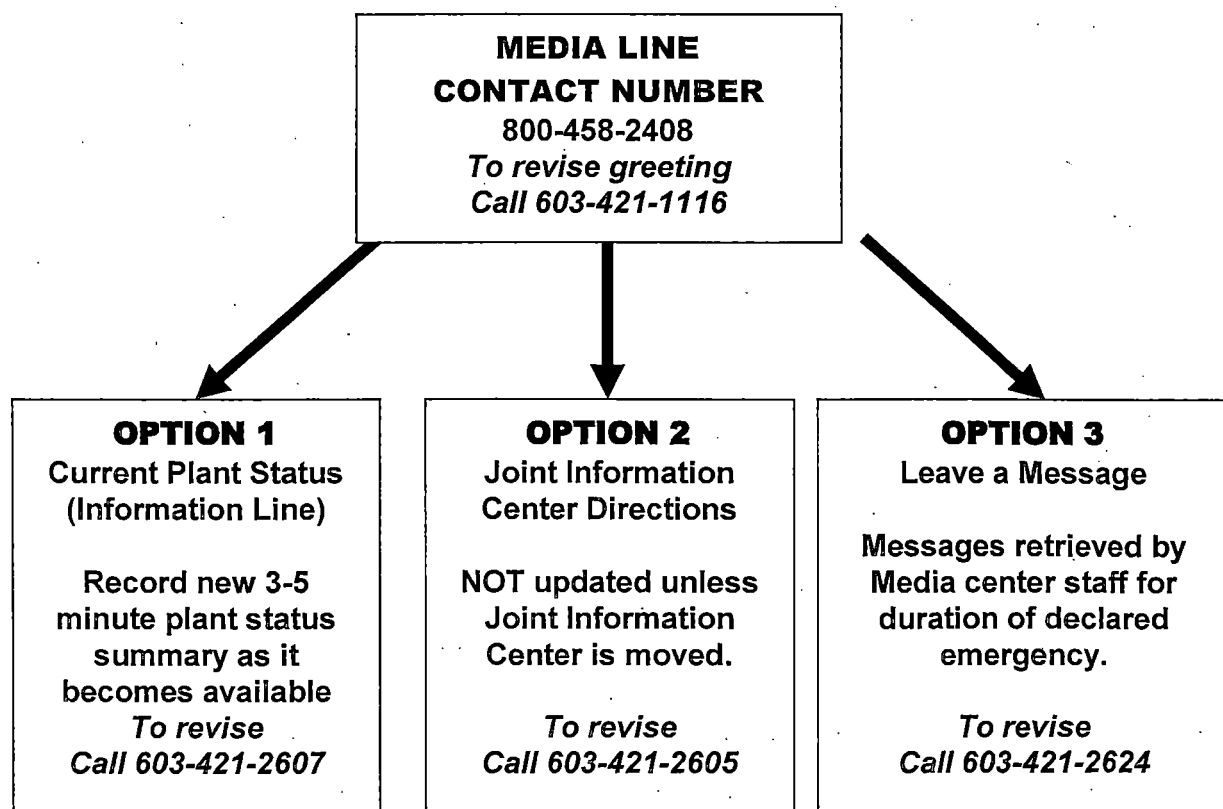


Figure 10
Operation of the Media Line
800-458-2408
(Sheet 2 of 6)

SECTION 1: RECORDING THE MEDIA LINE GREETING (to be completed during initial line activation)

NOTE

The following "**Non-Emergency Recording**" is programmed in the voice mailbox for routine daily contact of the line by members of the media:

"You have reached Seabrook Station's Media Line. This line will be activated only during a declared emergency at the plant. It is not activated at this time as all plant operations are normal. If you are a member of the news media and have a question, please call Alan Griffith at 603-773-7719. Thank you for calling Seabrook Station's Media Line."

1. DIAL the voice mailbox number 9-421-1116.
2. LISTEN to the recorded message. It should match "Non-Emergency Recording".
3. To change the main menu greeting, **immediately PRESS * (STAR)** during the existing recorded message.
4. The mailbox will respond with the following message, *"Hello, Media Relations Supervisor. Please enter your passcode."*
5. ENTER your personal pass code 98765.
6. The mailbox will respond with the following message:
"User Options: Press G to change your Greeting, N to change your name, P to change your pass code, X to exit user options."
7. **PRESS "G"** (phone key 4) to change the mailbox recording.
8. To record a new mailbox message, **PRESS "R"** (phone key 7) and **pause briefly** before recording.
9. In a slow, clear voice, RECORD the following message:
"You have reached Seabrook Station's Media Line. Please press 1 for current plant status. Please press 2 for directions to the Seabrook Station Joint Information Center in Portsmouth, New Hampshire. Please press 3 to leave your name, number, and media affiliation and a Seabrook Station representative will return your call as soon as possible. Thank you for calling Seabrook Station's Media Line."
10. After recording the message, **PRESS "R"** (phone key 7) again, and LISTEN to the new message.
11. To keep the new message, **PRESS "X"** (phone key 9) and HANG UP.
12. To discard the new message, **PRESS "D"** (phone key 3) then REPEAT steps 8-12.

Figure 10
Operation of the Media Line
800-458-2408
(Sheet 3 of 6)

SECTION 2: RECORDING THE OPTION 1 (INFO LINE MESSAGE) – Current Plant Status (to be completed during initial line activation and as new updates are available)

NOTE

The following "**Non-Emergency Recording**" is programmed in this voice mailbox for routine daily contact of the line by members of the public:

"Thank you for calling Seabrook Station's Info Line. The Science and Nature Center is open Tuesdays from 10 am to 3 pm. If you would like more information call us at 1-800-338-7482. This message is updated as developments warrant. Thank you for calling Seabrook Station's Information Line."

13. DIAL the voice mailbox number 9-421-2607.
14. LISTEN to the recorded message. It should match "Non-Emergency Recording".
15. To change the message, **immediately PRESS * (STAR)** during the existing recorded message.
16. The mailbox will respond with the following message, *"Hello, Media Relations Supervisor. Please enter your pass code."*
17. ENTER your personal pass code 98765.
18. The mailbox will respond with the following message, *"User Options: Press G to change your Greeting, N to change your name, P to change your pass code, X to exit user options."*
19. **PRESS "G"** (phone key 4) to change the mailbox recording to the following:
20. To record a plant status message, **PRESS "R"** (phone key 7) **and pause briefly** before recording.
21. In a slow, clear voice, RECORD the following message:
"The following information provides the latest plant status information. (Read the latest plant status statement approved by the Emergency News Manager/Response Manager.) Thank you for calling Seabrook Station's Info Line"
22. After recording the message, **PRESS "R"** (phone key 7) again, and LISTEN to the new message.
23. To keep the new message, **PRESS "X"** (phone key 9) and HANG UP.
24. To discard the new message, **PRESS "D"** (phone key 3) then REPEAT steps 20-24.

Figure 10
Operation of the Media Line
800-458-2408
(Sheet 4 of 6)

SECTION 3: RECORDING THE OPTION 2 MESSAGE – Directions to the Joint Information Center
(to be completed only if directed)

NOTE

This voice mailbox is programmed with the following message:

"Seabrook Station Media Briefings are being held at the Joint Information Center located at 108 Corporate Drive Portsmouth, NH – that's exit 1 off NH Route 16."

This message should not have to be changed unless the Joint Information Center operation is moved to an alternate location.

25. IF the Joint Information Center location is moving to an alternate facility, DIAL the voice mailbox number 9-421-2605.
26. LISTEN to the recorded message. It should match the message noted above.
27. To change the recording, **immediately PRESS * (STAR)** during the existing recorded message.
28. The mailbox will respond with the following message, *"Hello, Media Relations Supervisor. Please enter your pass code."*
29. ENTER your personal pass code 98765.
30. The mailbox will respond with the following message,
"User Options: Press G to change your Greeting, N to change your name, P to change your pass code, X to exit user options."
31. **PRESS "G"** (phone key 4) to change the mailbox recording.
32. To record a plant status message, **PRESS "R"** (phone key 7) **and pause briefly** before recording.
33. In a slow, clear voice, **RECORD** the following message:
"Seabrook Station Media Briefings are being held at (Read directions to the new Joint Information Center location.)"
34. After recording the message, **PRESS "R"** (phone key 7) again, and LISTEN to the new message.
35. To keep the new message, **PRESS "X"** (phone key 9) and HANG UP.
36. To discard the new message, **PRESS "D"** (phone key 3) then REPEAT steps 32-36.

Figure 10
Operation of the Media Line
800-458-2408
(Sheet 5 of 6)

SECTION 4: RECORDING A NEW OPTION 3 MESSAGE – Leaving a Message
(to be completed only if directed by the Emergency News Manager)

NOTE

This voice mailbox is programmed with the following message:

"If you want to leave a message for the Seabrook Station Public Information staff to return your call, please leave your name, your media affiliation, a short message, and a contact number. We will return your call as soon as possible. Please record your message now."

Do not change this message unless directed by the Media Relations Supervisor.

37. DIAL the voice mailbox number 9-421-2624.
38. LISTEN to the recorded message. It should match the message noted above.
39. To change this message, **immediately PRESS *** (STAR) during the existing recorded message.
40. The mailbox will respond with the following message, *"Hello, Seabrook Public Information Staff. Please enter your pass code."*
41. ENTER your personal pass code 98765.
42. The mailbox will respond with the following message prompt, *"You have no messages in your mailbox. Press M to make a new message, U to change user options, X to exit the system."*
43. **PRESS "U"** (phone key 8) to change the mailbox recording.
44. To record a plant status message, **PRESS "R"** (phone key 7) and **pause briefly** before recording.
45. In a slow, clear voice, **RECORD** the following message:
"(Read the revised message script approved by the Media Relations Supervisor for this option.)"
46. After recording the message, **PRESS "R"** (phone key 7) again, and LISTEN to the new message.
47. To keep the new message, **PRESS "X"** (phone key 9) and HANG UP.
48. To discard the new message, **PRESS "D"** (phone key 3) then REPEAT steps 44-48.

Figure 10
Operation of the Media Line
800-458-2408

(Sheet 6 of 6)

SECTION 5: RETRIEVING MESSAGES LEFT BY MEDIA (to be completed periodically to ensure mailbox does not become full)

49. DIAL the voice mailbox number 9-421-2624.
50. When the phone connects it will play the following recording unless the Media Relations Supervisor directed a different recording: *"If you want to leave a message for the Seabrook Station Public Information staff to return your call, please leave your name, your media affiliation, a short message, and a contact number. We will return your call as soon as possible. Please record your message now."*
51. To retrieve messages, **immediately PRESS * (STAR)** during the existing recording.
52. The mailbox will respond with the following message, *"Hello, Seabrook Public Information Staff. Please enter your pass code."*
53. ENTER your personal pass code 98765.
54. IF messages have been left by the media, then the mailbox will respond with the following message prompt, *"You have ## new messages. Press P to play the first message."*
55. **PRESS "P"** (phone key 7) to play the first message. [Press 7 anytime to go to return to the beginning of message.]
56. DOCUMENT the message content.
57. To discard the recorded message, **PRESS "D"** (phone key 3).
58. To go to the next message, **PRESS "P"** (phone key 7).
59. After reviewing and documenting all messages, **PRESS "X"** (phone key 9) and HANG UP.

SECTION 6: TROUBLESHOOTING PROBLEMS AND RESTORATION OF NON EMERGENCY RECORDINGS

60. If you are having difficulty with accessing any recorded mailbox message or it does not allow you to program a new message,
 - **Contact** Intelliverse at 1-888-554-7835,
 - **Identify** yourself as Seabrook Station account #032-0776.
 - **Identify** the mailbox number, 421-1116, and press 1 in response to prompt,
 - **Listen** to menu options and enter 3 to indicate technical service difficulty,
 - **Report** the problem with the mailbox and request callback when service restored,
61. Restore the "Non Emergency Recordings" identified in sections 1 and 2 following termination of the Joint Information Center operation.

Figure 11

Summary of Changes

Rev. 40: (PCR 2112846)

Editorial revision to revise Figure 9 fax recipient titles to match ERTD (AR 2109330).

Rev. 39: (PCR 2054642)

Figure 10 – Editorial enhancements and moved verbiage to be recorded on the info-line to the correct step (AR 2054642). Editorial enhancements to figures.

Rev. 38: (AR 2005413)

ER3.5E – Removed "continued" from header. Added direction to step 6 to advise the Admin Services Coordinator of the team members available for second shift (AR 2005413).

Rev. 37: (AR 2001210)

Figure 3 – Added that ENM going to the Security Command Center to join the conference bridge. Removed note box regarding ENM at the SCC contacting the RM.

Figure 7 – Corrected typographical error in PowerPoint file path.

Figure 8 – Streamlined readiness checklist steps.

Figure 10 – Corrected Science and Nature Center hours and contact number.

ER 3.5F – Corrected name of JIC room.

ER 3.5G – Corrected step numbering in Section 3.0.

MEDIA LINE UPDATE CHECKLIST

Begin each recording with the following greeting:

This message was recorded at _____ on _____
(time) (date)

- ☐ an Alert
- ☐ a Site Area Emergency
- ☐ a General Emergency

(has been declared / continues) at Seabrook Station in Seabrook, N.H.

- ☐ An Alert is the second lowest of four emergency categories that apply to nuclear power plants.
- ☐ A Site Area Emergency is the second highest of four emergency categories that apply to nuclear power plants.
- ☐ A General Emergency is the highest of four emergency categories that apply to nuclear power plants.

New Hampshire and Massachusetts authorities have been notified.

The declaration was made because _____

This line will be updated as more information becomes available. In addition, Seabrook Station and the states of New Hampshire and Massachusetts have activated a joint information media center to coordinate the sharing of information with the public.

_____ Date	_____ Time Recorded
Emergency News Manager Initials: _____	
Media Center Support Staff Initials: _____	

ATTACH NEWS STATEMENT OR BRIEFING OUTLINE USED TO RECORD THIS UPDATE.

NOTE: RESTORE INFO LINE/MEDIA LINE MESSAGE AT END OF (EMERGENCY/DRILL)

JOINT INFORMATION CENTER REGISTRATION

DATE: _____

Page _____ of _____

NAME	REPRESENTING	TIME IN	TIME OUT

MEDIA INQUIRY LOG

DATE: ____/____/____ LOGGED BY: _____ PAGE ____ OF ____

TIME	REPORTER Name / Contact No.	MEDIA OUTLET	INQUIRY	FOLLOW-UP REQUIRED?
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:
__: __ am/pm			_____ _____ _____ _____	YES NO Follow-up Completed:

NOTE: The Massachusetts Rumor Control number is 211.

The New Hampshire Rumor Control number is (800) 458-2407.

The Seabrook Station Recorded Information Line number is (800) 774-4771.

MEDIA MONITORING LOG

STATION: _____ DATE: ____/____/____ PAGE ____ OF ____

TIME / DURATION	DESCRIPTION Identify media outlet channel number	FOLLOW-UP REQUIRED?	MEDIA MONITOR INITIALS
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	
_: _ am/pm approx. length: _____ sec./min.	_____ _____ _____	YES NO Follow-up Completed:	

EMERGENCY NEWS MANAGER CHECKLIST

1. NOTIFICATION

- a. If the declared emergency is the result of a security event, Go to Figure 3, Emergency News Manager Actions During a Security Event.
- b. If SSNS is operational, conduct a phased activation of the Joint Information Center per Procedure ER 3.4, Seabrook Station News Services Operations.
- c. Upon notification of an ALERT or higher emergency classification level, establish contact with a member of the communications team and receive a briefing from the Response Manager to obtain the following known information:
 - emergency classification level
 - reason for declaration (initiating condition)
 - time of declaration
 - release in progress (yes/no)
 - state and federal notifications completed
 - protective actions recommended
 - actions directed for site personnel
- d. Update the Media Line with information regarding the emergency status. (May be delegated to personnel who are immediately available to provide support).
- e. Report to the Joint Information Center. As soon as practical, contact the Associated Press (AP) in Concord, NH to inform them of the emergency status and pending Joint Information Center activation. Request AP to include the Media Line telephone number as an editor's note (not for public dissemination). **If the JIC is activated, then the process to transition the Information Line to the Media Line includes the need to contact AP a second time, this time to say we have activated the facility, and a Media Line (provide the new number) has now taken the place of the Information Line to provide the media updated information throughout the event.**

2. ACTIVATION

- a. Enter through the main entrance of the Emergency Operations Facility.
- b. If practical, establish initial contact with the Response Manager. Inform the Response Manager of the content of media contacts made to this time.
- c. Upon entry into the Joint Information Center, sign in on the board and obtain your Joint Information Center badge.
- d. Report to the Joint Information Center Operations Room:
 - Initiate an Emergency Facility Log using form ER 2.0E.

EMERGENCY NEWS MANAGER CHECKLIST

- e. As Joint Information Center Support Staff arrive, brief them on the status of emergency conditions and any statements provided to the media and recorded on the Media Line.
- f. Decide whether to activate the Joint Information Center. The Emergency News Manager may use discretion to declare the Joint Information Center activated based on a determination that media representatives can be accommodated and inquiries addressed. The following minimum staff should be present to activate the Joint Information Center:
 - (1) Emergency News Manager
 - (2) One (1) Joint Information Center Support Staff
 - (3) One (1) Technical Advisor

NOTE

In an actual event, the all-call response will probably result in the presence of multiple Emergency News Manager position holders during the activation phase of the Joint Information Center. In this case, off-duty Emergency News Managers may be assigned in support roles for operation of the Joint Information Center, except that at least one off-duty Emergency News Manager will be dismissed to be available for second shift assignment.

- g. When the Joint Information Center is prepared to receive members of the news media, declare the Joint Information Center activated.
 - Direct staff to notify the Response Manager
 - Direct staff to notify the Security Coordinator that media representatives can be admitted
 - h. Refer to SM 13-10 and join the Emergency Response Facility Conference Bridge.
 - i. Assign Joint Information Center staff to the following functions/locations:
 - Assistant ENM (1)
 - Operations Room (2)
 - Relations Room (3)
 - Briefing Room (2)
- Refer to Figure 2, Joint Information Center Assignments, to track assignments.
- j. If not done earlier, contact the Response Manager, provide updates to the Response Manager on information being provided to the news media as significant event changes warrant, and, when possible, attend Response Manager briefings with offsite officials. The latter two actions may be delegated to a Technical Advisor who is prepared to inform the Response Manager of information being disseminated to the news media.

EMERGENCY NEWS MANAGER CHECKLIST

NOTE

The Emergency News Manager may delegate to the person assigned as assistant ENM authority to manage Joint Information Center operations, including review and approval of news statements during periods in which the ENM is briefing the news media or is otherwise unavailable.

- k. Assign one Technical Advisor to serve as the liaison with the EOF to ascertain plant status and Station response information. Assign the second Technical Advisor to remain in the Operations Room to assist with message development.
- l. Assign the administrative assistant to verify forms, prepare photocopier, and follow Figure 9, Joint Information Center Document Distribution Matrix.
- m. Ensure all designated functions are staffed and Joint Information Center Technical Advisors are in place and are prepared to support public information needs.
- n. Initiate strategy session with key staff to develop key message points.
- o. Ensure the Media Line is recorded with updated information.
 - Provide the password to Media Relations Staff.
- p. Assign Media Relations staff to operate the Media Line per Figure 10. Assign a member of the staff to serve as the principal interface for the Response Manager including attendance at Response Manager staff meetings.
- q. Ensure security protection and access control for the Joint Information Center has been established.

NOTE

If additional security is necessary, contact the Security Coordinator at the EOF.

- r. As state and federal public information officers arrive at the Joint Information Center, establish contact, brief them on the emergency status and determine the status of state and federal public information response (e.g., news statements issued, status of rumor control, media contacts, EAS messages, Internet homepage information, etc.)

EMERGENCY NEWS MANAGER CHECKLIST

3. STAFF BRIEFINGS

- a. Ensure that the Joint Information Center Staff is periodically briefed on the following:
- emergency status
 - Seabrook Station key message points
 - media briefings
 - media / website monitoring
 - input from state rumor control
 - Emergency Alert System status
 - Public Alert and Notification System status

NOTE

Ensure that the Joint Information Center Staff obtains current information as soon as possible and has a clear understanding about material that is authorized for release to the news media.

- b. Ensure that the Response Manager is periodically briefed on emergency public information operations. As emergency conditions require, attend the Response Manager's briefings.
- c. Coordinate key message development and news briefing preparation with state and federal agency public information staff. (Refer to §5.9 of this procedure)

4. NEWS STATEMENT DISSEMINATION

- a. Review each news statement for accuracy, obtain concurrence from a Technical Advisor regarding the content, and sign the statement prior to Response Manager review and approval. See Figure 5 guidance for rapidly changing conditions. (Protected: Ref. 6.5)
- b. Coordinate a review of the news statement with state and federal officials, if they are available.
- c. Prior to news media arrival at the Joint Information Center, disseminate any news statements generated to AP Concord and other media outlets deemed to be appropriate.
- d. Ensure news statement is distributed in accordance with Figure 9, Joint Information Center Document Distribution Matrix.

5. MEDIA BRIEFINGS AND INTERVIEWS

- a. Establish a press briefing schedule as soon as possible with the state and federal media representatives.

EMERGENCY NEWS MANAGER CHECKLIST

- b. If a media briefing outline is desired, assign Support Staff to prepare one containing:
- _____ Status of Seabrook Station's emergency response and corrective actions associated with the plant conditions.
 - _____ New information to be announced during the briefing
 - _____ Resolution of inconsistencies in media coverage
 - _____ Follow-up on inquiries that went unanswered in previous press conference
 - _____ Input from media relations telephone inquiries obtained from Media Relations Support Staff.
- c. Determine the need for the Joint Information Center Technical Advisor (or other subject matter expert) to participate in the press briefing.
- d. Ensure content is reviewed with Support Staff and other agency PIOs, if available.
- e. If a media briefing outline is desired, ensure that one is completed for the next media briefing.
- f. Determine which agency representatives are prepared to participate in the briefing.
- g. If other agencies are prepared to participate in the briefing, convene a pre-briefing meeting of all participating parties prior to each news briefing. During the meeting, ascertain the following:
- _____ the status of the state's respective responses to the events
 - _____ identify new information to be announced during the briefing
 - _____ resolve inconsistencies and address concerns
 - _____ review reports or status of state rumor control response or any trends in inquiries.
 - _____ decide on the order of speakers, briefing length, graphics, and other protocol issues.
- h. Ensure logistics and graphics are coordinated as required for news briefing with the Joint Information Center Support Staff.
- i. Authorize the Assistant Emergency News Manager to enter the news briefing via the stage door to inform the Emergency News Manager of emergent information in accordance with the guidance in §5.4.A.6.

EMERGENCY NEWS MANAGER CHECKLIST

6. STAFFING/EQUIPMENT NEEDS

- a. Advise the EOF Administrative Services Coordinator:
 - To obtain additional staffing or equipment as necessary.
 - Team members that can be assigned as second shift.
- b. At the request of the EOF Administrative Services Coordinator, direct media relations staff to update the Employee Information Line (603-433-5703) for 2nd shift staffing instructions.
- c. In a protracted response, determine the need for support external to Seabrook Station (e.g., NextEra Energy, industry experts, etc.) and obtain approval. Obtain support from the Administrative Services Coordinator for arrangements.

7. DEACTIVATION

- a. When the emergency has been terminated and media interest has subsided, obtain approval from the Response Manager to deactivate the Joint Information Center.
- b. Ensure a new Media Line message is recorded to reflect the current plant status and deactivation.
- c. Ensure that all emergency response documentation is submitted to the EOF Administrative Services Coordinator.

JOINT INFORMATION CENTER SUPPORT STAFF CHECKLIST

1. NOTIFICATION

Upon notification that an Alert or higher level emergency has been declared, proceed to the Joint Information Center at the Emergency Operations Facility.

2. ACTIVATION

- a. Enter through main entrance of the EOF.
- b. Upon entry into the Joint Information Center,
 - sign in on board.
 - obtain the appropriate Joint Information Center badge.
- c. Report to the Emergency News Manager, and receive assignment:
 - Assistant to the Emergency News Manager (Go to Section 3)
 - Joint Information Center Operations Room (Go to Section 4)
 - Media Relations Room (Go to Section 5)
 - Media Briefing Room (Go to Section 6)

3. ASSISTANT TO THE EMERGENCY NEWS MANAGER

- a. During periods where the Emergency News Manager is unavailable, periodically check with Joint Information Center Staff on the status of their respective functions.
- b. Periodically review the Emergency News Manager checklist to ensure all functions are being performed.
- c. Ensure Joint Information Center Support Staff is briefed on new information and key message points as they are developed.
- d. Ensure the Media Briefing Room is prepared for each news briefing and the appropriate graphics are displayed.

JOINT INFORMATION CENTER SUPPORT STAFF CHECKLIST
(Continued)

4. JOINT INFORMATION CENTER OPERATIONS ROOM

As directed by the Emergency News Manager, perform the following:

a. News Statement Writer

- (1) IMPLEMENT Supplemental Material 97-15 instructions for accessing news release and news briefing outline templates on the News Statement personal computer (PC).
- (2) Using Supplemental Material 97-15, ESTABLISH an electronic file on the News Statement PC for approved news releases and news briefing outlines for the event.
- (3) In conjunction with the Emergency News Manager, DETERMINE appropriate news statement format / briefing outlines and initiate development on the PC using Figures 5 and 6.
- (4) OBTAIN technical information from the Joint Information Center Technical Advisor for inclusion in written news statements.
- (5) WRITE news statements / briefing outlines in accordance with Figures 5 and 6.
- (6) OBTAIN review and approval of technical content of the written news statement / briefing outlines from the Joint Information Center Technical Advisor.
- (7) OBTAIN review and approval of the written news statement / briefing outline from the Emergency News Manager.
- (8) At the direction of the Emergency News Manager, OBTAIN Response Manager approval of the written news statement.
- (9) PROVIDE approved written news statements to the Joint Information Center Administrative Support staff for copying and distribution.
- (10) MAINTAIN approved written news statements in the electronic file.
- (11) REVIEW the content of the online news stories and consider distribution of news stories within the Joint Information Center.
- (12) SUBSTITUTE for the Emergency News Manager at Response Manager conferences and PROVIDE updates on status of official news statements, Joint Information Center briefings, and areas of media interest.

JOINT INFORMATION CENTER SUPPORT STAFF CHECKLIST
(Continued)

CAUTION

If the emergency declaration is based on a security event, any verbal or written media statement must be reviewed and approved by Security Department management and by the Incident Commander at the Security Command Center.

5. **MEDIA RELATIONS ROOM**

As directed by the Emergency News Manager, perform the following:

a. **Media Relations Staff**

- 1) **BECOME** familiar with status of emergency events and contents of written news statements.
- 2) **OPERATE** the Media Line at the direction of the Emergency News Manager per Figure 10, Operation of the Media Line.
- 3) **UPDATE** the Information/Media Line at the direction of the Emergency News Manager per guidance in Figure 4.
- 4) **MAINTAIN** a log of media inquiries using form ER 3.5C.

CAUTION

The message recorded on the Employee Information Line cannot be the same message used for the Media Line. It is intended for providing instructions and information to Seabrook Station employees only.

- 5) **UPDATE** the Employee Information Line using Supplemental Material 98-08 as directed by the Emergency News Manager.
 - 6) **FORWARD** requests for media access to emergency response facilities, interviews with Seabrook Station management and other special requests from the media to the Emergency News Manager for disposition.
- b. **Media Monitor**
- 1) **ACTIVATE** media monitoring equipment in the Media Relations/Monitoring Room using Supplemental Material (SM) 09-01.

JOINT INFORMATION CENTER SUPPORT STAFF CHECKLIST
(Continued)

- 2) Sign on Internet PC and perform the following;
 - a. For the INPO web site select the INPO link from the Seabrook home page
 - b. For other sites select the appropriate icon, NEI, NHOEM, NHDPHS, MEMA, MDPH, FEMA.
- 3) ACCESS the NRC web site using the internet PC.
- 4) MONITOR press information issued by NRC (or other pertinent state and federal government agency) via the internet PC.
- 5) MONITOR TV and radio coverage of the event in accordance with Figure 8.
- 6) RECORD pertinent TV media coverage per instructions in SM 09-01.
- 7) DOCUMENT coverage on form ER 3.5D.
- 8) DOCUMENT any discrepancies between TV and radio coverage and written or verbal Seabrook Station news statements.
- 9) IDENTIFY and DOCUMENT any biased, misleading or inaccurate news trends or rumors.
- 10) NOTIFY the Emergency News Manager of discrepancies between reported news and written or verbal Seabrook Station news statements, biased or misleading news coverage, inaccuracies and reported rumors.
- 11) Periodically BRIEF the Emergency News Manager on the overall accuracy and tone of news stories on the event.

6. MEDIA BRIEFING ROOM

As directed by the Emergency News Manager, perform the following:

- a. BECOME familiar with the status of emergency events and contents of written news statements.
- b. TAKE CHARGE of the Media Briefing Room operations.
- c. ENSURE all equipment is operable and the briefing room is prepared for receiving media representatives and conducting news briefings using Figure 7.
- d. ENSURE sufficient copies of approved news statements by Seabrook Station, New Hampshire and Massachusetts, including EAS messages, are available for media representatives in the Media Briefing Room.

JOINT INFORMATION CENTER SUPPORT STAFF CHECKLIST

(Continued)

- e. ENSURE background informational materials (e.g., New Hampshire and Massachusetts public information materials) are available to be provided to the media in response to inquiries.
 - f. GREET media representatives arriving at the Joint Information Center in accordance with Figure 7.
 - g. ENSURE media representatives receive the most recent approved Seabrook Station news statement.
 - h. MAINTAIN presence in the Media Briefing Room between news briefings to provide media representatives prepared news statements approved by the Emergency News Manager or by offsite authorities and background information. DO NOT provide additional verbal briefings on plant conditions or emergency response status.
 - i. APPRISE news media representatives of news briefing schedule.
 - j. ATTEND formal news briefings by the Seabrook Station Emergency News Manager, New Hampshire spokesperson, and Massachusetts spokesperson.
 - k. ENSURE access control to the Media Briefing Room is maintained during news briefings.
 - l. During formal news briefings, DOCUMENT any media questions that were not answered, to which answers were deferred pending acquisition of further information or that were answered inconsistently with other official information.
 - m. REVIEW the need for follow-up information or clarification with the Emergency News Manager following the formal news briefing and ensure follow-up with the media representatives in the Media Briefing Room.
7. SPECIAL MEDIA REQUESTS
- Coordinate responses to special media requests with the Emergency News Manager. Requests for emergency response facility or station tours shall be approved by the Response Manager before being granted.
8. DEACTIVATION
- Submit all emergency response documentation to the Emergency News Manager.

TECHNICAL ADVISOR CHECKLIST

1. NOTIFICATION

Upon notification that an Alert or higher level emergency has been declared, proceed to the Joint Information Center at the Emergency Operations Facility.

2. ACTIVATION

- a. Enter through main entrance of the EOF.
- b. Upon entry into the Joint Information Center,
 - sign in on board.
 - obtain the appropriate Joint Information Center badge.
- c. Report to the Emergency News Manager and receive assignment:
 - Obtain information from the EOF (Section 3)
 - Advise the Joint Information Center (Section 4)
- d. Obtain the Technical Advisor emergency response position materials from the tote box in the Joint Information Center and initiate this checklist.

3. TECHNICAL ADVISOR ASSIGNED TO THE EOF

- a. Establish contact with the EOF technical staff.
 - Obtain plant status and current MPCS digital time.
 - Refer to Procedure ER 1.1, Classification of Emergencies, for assistance in evaluating plant conditions.
- b. Routinely obtain information from the EOF technical staff and document discussions using form ER 2.0E, Emergency Facility Log.
- c. Obtain a copy of all forms ER 2.0B, State Notification Fact Sheet, from EOF Support Staff.
- d. Brief the Emergency News Manager and Joint Information Center Technical Advisor on plant conditions and related information.

NOTE

Information received from the EOF technical staff is gathered for the sole purpose of providing a perspective on, and interpretation of, technical conditions at the plant to the Emergency News Manager. This information may be released to the press only if it further explains existing approved news releases or statements.

TECHNICAL ADVISOR CHECKLIST
(Continued)

4. TECHNICAL ADVISOR ASSIGNED TO THE JOINT INFORMATION CENTER

- a. Assist Emergency News Manager and Joint Information Center Staff with key message development and briefing outlines.
- b. Verify technical accuracy of news statements and briefing outlines.
- c. Provide guidance to the Emergency News Manager on technical interpretations of plant conditions.
- d. Direct the Joint Information Center Support Staff in the selection of appropriate plant system graphics for use in news briefings.
- e. When requested by the Emergency News Manager, participate in news briefings. Refer to Section 5.0 of this procedure for guidance on news briefings and interviews.
- f. Assist Joint Information Center staff in addressing rumors and misinformation.

5. DEACTIVATION

Submit all emergency response documentation to the Emergency News Manager.