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AUTH. NAME AUTHOR AFFILIATION  
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*Revised 8/23/83*

SUBJECT: Rev 14 to "Emergency Response Manual." W/930809 ltr.

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Indiana Michigan  
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**INDIANA  
MICHIGAN  
POWER**

AEP:NRC:0982AC  
10 CFR 50 App. E

Donald C. Cook Nuclear Plant Units 1 and 2  
Docket Nos. 50-315 and 50-316  
License Nos. DPR-58 and DPR-74  
INDIANA MICHIGAN POWER COMPANY  
EMERGENCY RESPONSE MANUAL

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

August 9, 1993

Gentlemen:

Attached are two copies of the revised Indiana Michigan Power Company's Emergency Response Procedures as itemized on the document control acknowledgement letter. Also note that two copies of the procedures have been sent to the Region III Administrator as requested and in accordance with 10 CFR 50, Appendix E, Section V.

These revised procedures do not decrease the effectiveness of the Donald C. Cook Nuclear Plant Emergency Plan.

In accordance with the request made by the Document Control Desk, all personnel phone number information has been removed from the attached procedures.

Sincerely,

E. E. Fitzpatrick  
Vice President

edg

Attachment

cc: A. A. Blind, w/o  
G. Charnoff, w/o  
J. B. Martin - Region III, w/att.  
NFEM Section Chief, w/o  
NRC Resident Inspector, w/o  
J. R. Padgett, w/o

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Columbus, OH 43216

NRC Document Control Desk  
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DOCUMENT CONTROL ACKNOWLEDGEMENT LETTER

EMERGENCY RESPONSE MANUAL

REV.: 14

Record of Revision  
IERP 3.01 (all)  
Page 3-15  
Page 3-17  
Pages 3-21 through 3-26  
Pages 3-28 through 3-29  
Pages 3-33 through 3-34  
Pages 3-47 through 3-52  
Page 3-58  
Pages 6-10 through 6-13  
Pages 6-24 through 6-25

Please sign and return this form within 10 days of receipt to:

Steve Colvis  
American Electric Power Service Corporation  
1 Riverside Plaza, 20th Floor  
Columbus, Ohio 43215

I have received the above noted material.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 1 TO AEP:NRG:0982AC

Reasons for Revision 14 to the  
Indiana Michigan Power Company  
Emergency Response Manual

ATTACHMENT 2 TO AEP:NRC:0982AC

Insertion Instructions for Revision 14 to the  
Indiana Michigan Power Company  
Emergency Response Manual

Reasons for Revision 14 to the Indiana Michigan Power Company  
Emergency Response Manual.

Page(s)

Reason for Change(s)

IERP 3.01  
(all pages)

Clarification of position duties  
and administrative corrections

IERP 3.02  
Page 3-15

Change "State of Disaster" to  
"State of Emergency"

Page 3-17

Clarifying duties of Media Area  
Coordinator

Pages 3-21 through 3-26

Updating drawings to reflect  
revised JPIC setup

Page 3-28

Change in phone numbers

Page 3-29

Change in organization titles

Pages 3-33 through 3-34

Changes in setup of equipment

Page 3-47

Change title and change "State of  
Disaster" to "State of Emergency"

Pages 3-48 through 3-51

Change in methodology for  
producing press releases

Pages 3-52 and 3-58

Change in fax phone numbers

IERP 6.02  
Pages 6-10 through 6-12

Change in position titles and  
personnel

Pages 6-13, 6-24, and 6-25

Change in personnel

Instructions for the Insertion of Revision 14 into the Indiana Michigan Power Company Emergency Response Manual.

RemoveInsert

Record of Revision, Rev. 13

Record of Revision, Rev. 14

IERP 3.01 (all)

IERP 3.01 (all), Rev. 14

Page 3-15, Revision 7

Page 3-15, Revision 14

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ERP

50-35/316  
 930813 0069  
 8/9/93  
 Expedited pages per Pen 14 Errors Response Manual

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**TITLE:   ACTIVATION AND OPERATION OF THE**  
**JOINT PUBLIC INFORMATION CENTER**

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**1.0    INTRODUCTION**

**1.1    Purpose**

To describe and define the responsibilities and actions necessary to activate the Joint Public Information Center (JPIC).

**2.0    ATTACHMENTS**

None

**3.0    INITIATING CONDITIONS AND/OR REQUIREMENTS**

3.1    The Joint Public Information Center will be activated at a Site Area Emergency, or earlier if warranted, by a combined decision of the Site Emergency Coordinator, the Cook Energy Information Center Manager, the I&M Public Affairs Director and the AEPSC Senior Vice President, Public Affairs.

3.2    If the prognosis for the incident is one of rapid escalation or the Governor of the State of Michigan declares a "State of Disaster," the JPIC will be immediately activated, regardless of the classification level.

**4.0    RESPONSIBILITIES**

**4.1    JPIC Director**

4.1.1   The JPIC Director is responsible for coordinating all information at the JPIC with counterparts from the county, state and federal agencies and other involved with the emergency.

4.1.2   The JPIC Director will maintain contact with utility management dealing with the emergency to develop news releases, supervise all communications with the news media and relay information to others involved with the emergency.

4.1.3   The JPIC Director is also responsible for the scheduling and posting of all media briefings.

#### 4.2 Utility Spokesperson

- 4.2.1 The Utility Spokesperson is the "single utility spokesperson" when dealing with the news media throughout the emergency. The spokesperson will be the source of utility statements quoted in press briefings or releases and will represent the utility at formal press briefings to answer technical questions about the incident.

#### 4.3 JPIC Set-Up Coordinator

- 4.3.1 The JPIC Set-Up Coordinator is responsible for contacting and coordinating with Lake Michigan College personnel the set-up of all areas at the LMC Mendel Center for use as the JPIC.

#### 4.4 Rumor Control Center Coordinator

- 4.4.1 The Rumor Control Center Coordinator is responsible for logging all incoming telephone calls utilizing the message log form (See IERP 3.02, Attachment 11) and providing accurate information on the incident to the callers. Information from these calls will be supplied to personnel at the command center to keep them updated on the major concerns of the public.

#### 4.5 Support Office Coordinator

- 4.5.1 The Support Office Coordinator is responsible for directing the overall operation of the Support Office, including clerical functions, such as copying, telecopying, typing, etc. In addition, the Coordinator is responsible for dealing with all incoming media and company calls to the Support Office.

#### 4.6 Media Area Coordinator

- 4.6.1 The Media Area Coordinator is responsible for ensuring that all media representatives have adequate facilities to properly cover the briefings, provide press kits and related printed materials for background, general information as well as written statements from each briefing. The coordinator is merely to provide media support and is NOT to speculate on events, nor attempt any technical explanation of plant and recovery operations.

#### 4.7 Briefing Statement Writer

- 4.7.1 The Briefing Statement Writer is responsible for gathering information on the incident and all recovery operations from each organization represented in the Command Center (State of Michigan, Berrien County,

Indiana Michigan Power, Nuclear Regulatory Commission (if possible), Federal Emergency Management Agency (if possible) etc. These statements will then be incorporated in a single, organized news release.

4.8 EOF Public Affairs Coordinator

4.8.1 The EOF Public Affairs Coordinator is located in the Emergency Operations Facility and is responsible for supplying information on the incident that may be useful from a public information standpoint to the JPIC Command Center. The coordinator is also responsible for obtaining comments/approvals from the Recovery and Control Manager for all news statements.

4.9 Video/AV Coordinator

4.9.1 The Video/AV Coordinator is responsible for setting up all AV equipment in the Media Briefing and Work Areas, the Media Monitoring Area and for videotaping all press briefings.

4.10 Media Monitoring

4.10.1 Media monitoring personnel shall be responsible for monitoring local radio and television broadcasts to ensure information about the incident is being reported accurately.

4.11 Assignments

4.11.1 Assignments for each of the above positions as well as support and back-up personnel are contained in IERP 6.02, Attachment 8.

5.0 PROCEDURE

5.1 Actions of the JPIC Director

5.1.1 Following the decision to activate the JPIC, via the three-way conference call or if the incident begins at the Site Area or General Emergency Classification, the JPIC Director shall initiate the calls for staffing of the JPIC (See IERP 6.02, Attachment 8). As Cook Energy Information Center, Cook Nuclear Plant, and St. Joseph Division personnel will be notified by other means, only Fort Wayne General Office personnel need be notified.

5.1.2 Upon arriving at the JPIC, the JPIC Director shall tour the JPIC and ensure that the following facilities have been set up and are operational (See IERP 3.02).

5.1.2.1 Reception Area/Security Assignments

- 5.1.2.2 The Command Center
- 5.1.2.3 The Support Office
- 5.1.2.4 The Rumor Control Center
- 5.1.2.5 The Media Monitoring Room
- 5.1.2.6 The Media Briefing Room
- 5.1.2.7 The Media Working Area

- 5.1.3 After completing the tour of the JPIC, the JPIC Director shall proceed to the Command Center and notify the Recovery and Control Manager (EOF) that the JPIC is operational. If the Recovery and Control Manager has not arrived at the EOF, the JPIC Director will make this notification to the Site Emergency Coordinator.
- 5.1.4 The JPIC Director will then consult with the Utility Spokesperson and await arrival of the State and County Spokespersons. Prior to their arrival, the JPIC Director will, in conjunction with the utility spokesperson, determine if it is necessary to brief the media and/or respond to any media questions.
- 5.1.5 After arrival of the State and County Spokespersons the JPIC Director shall brief them on the current status of the incident. The JPIC Director and all Spokespersons shall form the Joint Public Information Team (JPIT). The JPIC Director will schedule periodic media briefings.
- 5.1.6 On a periodic basis the JPIC Director shall check with the Rumor Control Center Coordinator and media monitoring personnel to determine if the information being distributed during the press briefings is being reported correctly. Any discrepancies should be discussed with the Joint Public Information Team and an effort should be made to clear up these discrepancies at the next press briefing.

## 5.2 Actions of the Utility Spokesperson

- 5.2.1 Once the decision has been made to activate the JPIC the Emergency News Center Manager becomes the Utility Spokesperson. The Utility Spokesperson's first action shall be to instruct the JPIC Set-up Coordinator to begin setting up the JPIC. If the incident begins at a level above the ALERT classification, the Set-Up Coordinator will receive their instructions from the Administrative Logistic Manager.

- 5.2.2 The Utility Spokesperson shall direct the Cook Energy Information Center Coordinator to arrange for additional security guards for the JPIC.
- 5.2.3 Before leaving the Cook Energy Information Center the Utility Spokesperson shall direct any News Media Representatives remaining at the Center to proceed to the JPIC. A taped message on the Center phones also will direct media to the JPIC and provide status of the Plant.
- 5.2.4 Upon arriving at the JPIC the Utility Spokesperson shall proceed to the Command Center.
- 5.2.5 The Utility Spokesperson, in conjunction with the JPIC Director, shall determine if it is necessary to brief the media and/or respond to any media questions prior to the arrival of State/County or other representatives.
- 5.2.6 The Utility Spokesperson shall work with the Technical Communicator in the Command Center, keeping in contact with the Technical Support Center and Emergency Operations Facility, reviewing telecopied technical data sheets, etc. to keep abreast of the incident and it's recovery.
- 5.2.7 The Utility Spokesperson, following review of all information, shall determine the best course of action for communicating details on the incident to the media/public. Technical data, plant activity/action should be summarized in easy-to-understand terminology. Other information of interest to the media/public should be obtained, i.e. employee status, evacuation, injuries, contaminations, etc. recovery plans, etc.
- 5.2.8 The Utility Spokesperson shall work with the Briefing Statement Writer to help develop the utility portion of the media statement, to include information about the incident, present actions and plant conditions.
- 5.2.9 The Utility Spokesperson will become a member of the Joint Public Information Team. For additional information and a list of actions of the Joint Public Information Team see Section 5.11 of this procedure.

### 5.3 Actions of the JPIC Set-Up Coordinator

- 5.3.1 Upon receiving notification to activate the JPIC, notify one of the Lake Michigan College Mendel Center Personnel that I&M will be using their facilities as a JPIC (see IERP 6.02, Attachment 8, for notification numbers).

- 5.3.2 If after hours or none of the above can be contacted, contact one of the following to obtain keys to the Lake Michigan College Mendel Center (LMCMC) (See IERP 6.02, Attachment 8, for notification numbers).
- 5.3.2.1 LMCMC Physical Plant Coordinator
- 5.3.2.2 Pinkerton Security on Duty at LMCMC
- 5.3.3 The Set-Up Coordinator or designee is required to obtain various technical manuals/procedures at the Emergency Operations Facility (usually stored in the EOF library) and deliver them to the JPIC Command Center.
- 5.3.4 Upon arriving at the JPIC, begin coordinating the set up of the JPIC in the following order. A list of the location and type of equipment and supplies for the JPIC is shown in IERP 3.02, Attachment 8.
- 5.3.4.1 Ensure that security has been established at the JPIC. There should be one guard at the sign-in desk located at the front entrance and one additional guard at each of the other entrances.
- 5.3.4.2 The JPIC Command Center should be arranged as shown in IERP 3.02, Attachment 3. This Command Center will be the designated working area for the Joint Public Information Team (JPIT).
- 5.3.4.3 The JPIC Support Office should be arranged as shown in IERP 3.02, Attachment 7, Support Office Layout.
- 5.3.4.4 The JPIC Media Briefing Room (see IERP 3.02, Attachment 2) should be set up as shown in IERP 3.02, Attachment 5, Media Briefing Room.
- 5.3.4.5 The JPIC Rumor Control Center (see IERP 3.02, Attachment 2) should be arranged as shown in IERP 3.02, Attachment 6, Rumor Control Layout.
- 5.3.4.6 The Media Monitoring Room should be arranged as shown in IERP 3.02, Attachment 6. I&M General Office/Public Affairs are responsible for setting up and providing all monitoring equipment.
- 5.3.4.7 The JPIC Media Working Area should be arranged as shown in IERP 3.02, Attachment 4, Media Working Area Layout. Only registered members of the media should have access to



this room unless others are on official business with member(s) of the media.

- 5.3.4.8 Additional office equipment such as copy machines, typewriters, etc.. as required in the set-up layout sheets shall be obtained through local vendors, rental agencies, etc.
- 5.3.5 The Set-Up Coordinator is responsible for arranging for meals and refreshments at the JPIC through the Lake Michigan College Food Services. Timing, location, etc. should be at the direction of the JPIC Director.
- 5.3.6 Following completion of the incident (or drill/exercise) the Set-Up Coordinator shall be responsible for removing and storage of all equipment.
- 5.3.7 The Set-Up Coordinator is also responsible for maintenance of the JPIC equipment and supplies as detailed in Section 5.14 of this procedure.
- 5.4 Actions of the Rumor Control Center Coordinator/Personnel
  - 5.4.1 Upon arriving at the JPIC, the Rumor Control Center Coordinator shall report to the JPIC Director for a briefing on the incident. All other Rumor Control personnel shall report to the Rumor Control Area (See IERP 3.02, Attachment 6) and begin setting up the materials needed, i.e. log books, clerical supplies, etc.
  - 5.4.2 After the briefing, the Rumor Control Center Coordinator will proceed to the Rumor Control Center and brief all personnel on the incident.
  - 5.4.3 Each individual answering calls shall attempt to handle them in such a manner as to relay accurate information to the caller, correct misinformation and/or obtain the correct information for the caller. In all cases, Rumor Control personnel shall be polite, courteous and professional! If a question cannot be answered immediately, an attempt shall be made to obtain the information and, if possible, to inform the caller directly or having the information released in the next media briefing.
    - 5.4.3.1 Each call received shall be recorded on the telephone log form (See IERP 3.02, Attachment 11) noting the time of the call, person placing the call, phone number, questions asked or information requested.

- 5.4.3.2 In the event the information requested is not available in Rumor Control, this should be noted on the form and shall be brought to the Round Table discussion, prior to each media briefing, by the Rumor Control Center Coordinator.
- 5.4.3.3 Dependent upon the nature of the call, it may be necessary to respond directly to the caller once the information is obtained. This decision shall be made by the Rumor Control Center Coordinator who will assign personnel to return the call.
- 5.4.3.4 In most cases, if the information is not immediately available the caller should be instructed to stay tuned to the appropriate radio/TV station for further information.
- 5.4.4 Upon notification, the Rumor Control Center Coordinator shall report to the round table discussion held prior to media briefings, bringing copies of all telephone log sheets to summarize the type of information being requested, report mis-information and to obtain resolutions of problem areas.
  - 5.4.4.1 The Rumor Control Center Coordinator shall check with Media Monitoring personnel prior to the round table discussion to review any tapes or log-book notations made since the previous discussion for inclusion in the discussion.
- 5.4.5 The Rumor Control Center Coordinator shall make copies of the rough draft of the media statement for both the Rumor Control and Media Monitoring Center to be utilized until the first approved version is distributed.
- 5.4.6 The Rumor Control Center Coordinator shall assign an individual to mark the maps located in the Center with the designated shelter/evacuation information, evacuation routes or any agricultural information.
- 5.5 Actions of the Support Office Coordinator/Workers
  - 5.5.1 Upon arriving at the JPIC, report to the Support Office (See IERP 3.02, Attachment 7) and set up the office with all appropriate materials (pencils, pens, paper, telephone listings, forms, etc.) to ensure the office is capable of providing support to all other JPIC areas. Once set up, the coordinator will report to the JPIC Director to inform him the office is available and to receive a briefing on the incident.

5.5.2 If not already done, assist the Utility Spokesperson in contacting the news media. See IERP 3.02, Attachment 17 for the media list, phone numbers and forms required.

5.5.3 Contact the company phone operators at the St. Joseph and South Bend Division and Buchanan Area offices to inform that the JPIC is functional. Advise them that any calls concerning the incident should be forwarded to the JPIC. Appropriate numbers are listed below:

St. Joseph Division 1-616-927-2461 or 0 (Audinet)

South Bend Division 1-219-233-9371 or 8-511-10

(Audinet)

Buchanan Area 1-616-695-3841 or 8-522-110 (Audinet)

After Hours: Call Michiana Regional Dispatcher or  
8-511-1218 (Audinet)

Operators should be told to forward calls as follows:

Media 1-616-925-1529

1-616-925-5522

General Information 1-616-925-2991

Intra/Inter Company 1-616-925-9530 or 8-541-5184  
(Audinet)

Outside Agencies 1-616-925-6333 or 8-541-5185  
(Audinet)

Telecopier 1-616-925-2997 or 8-541-5182  
(Audinet)

5.5.4 Maintain a log of all incoming calls using IERP 3.02, Attachment 19 and route to appropriate locations. For media calls or questions from other agencies/companies, supply information only from approved statements provided at each media briefing.

5.5.5 Initial drafts of all media statements shall be telecopied to the Public Affairs Coordinator at the EOF (Ext. 1648) for approval

5.5.6 Copies of the approved media statements supplied by the Command Center should be reproduced immediately on JPIC letterhead and distributed as per IERP 3.02, Attachment 18.

Copies of these statements may be telecopied to various media locations directly but only if requested/approved by the JPIC Director, Utility Spokesperson or Media Coordinator. Media telecopier numbers can be found on the media call list in IERP 3.02, Attachment 17.

5.5.7 Support office staff are responsible for typing, re-typing statements, messages, duplication of any messages or forms and all telecopier operations. All equipment and supplies shall be made available for use by all JPIC personnel as needed.

5.5.8 The Support Office Coordinator is responsible for posting a list of personnel currently assigned to work in the JPIC from the utility (I&M and AEPSC). The JPIC Director will inform the Support Office Coordinator if additional personnel need to be called in to cover JPIC duties on a shift basis. Additional clerical support may be obtained from Scope Employment Services.

#### 5.6 Actions of the Media Area Coordinator

5.6.1 Upon arriving at the JPIC, the Media Area Coordinator shall determine that the Media Briefing Area and Media Work Area are set up as per attached drawings.

5.6.2 Ensure all telephones in the Media Work Area are operating properly, the audio/visual equipment is functional and all other supplies for media representatives are available.

5.6.3 Ensure all press kits and annual reports are available in the Media Briefing Room. In addition, a supply of the "JPIC Welcome" statement should be available (See IERP 3.02, Attachment 14). The Support Office will supply additional copies as needed.

5.6.4 At each briefing session, each media representative shall be given a copy of the appropriate press statement (as soon as available). A copy of each statement shall be posted in the media work area and extra copies made available for media representatives that arrive later.

5.6.5 As the JPIT arrives at the media briefing area, the coordinator should be updated by the JPIT Moderator as to the present emergency classification. This classification should then be posted on the blackboard at the front of the briefing room.

5.6.6 The Media Area Coordinator shall also oversee the video taping of each briefing (in conjunction with the Video/AV Coordinator). Each briefing is to be taped, with the tape labelled appropriately, and made available in the media work area.

#### 5.7 Actions of the Briefing Statement Writer

- 5.7.1 At the direction of the JPIC Director, the Briefing Statement Writer shall gather written and verbal information from each organization involved in the incident as part of the JPIT and consolidate this information into a single statement that will be issued jointly.
- 5.7.2 Following accumulation of information, the writer shall prepare a draft news statement and have copies made for each participant in the draft discussion (round table). Following any corrections the writer will re-issue the corrected statement for reproduction and distribution to the various JPIC sections and news media.
- 5.7.3 All news statements will be prepared on the IBM Word Processing equipment available in the Command Center. The format for the statements will be as outlined in IERP 3.02, Attachment 15. A disk labeled CD.DOC - Cook Drills contains previously written material on emergency classifications/protective action requirement and is available in the Command Center.

5.8 Actions of the EOF Public Affairs Coordinator

- 5.8.1 Upon arriving at the Emergency Operations Facility, the EOF Public Affairs Coordinator, all PA equipment should be checked for proper operation (telephone - FAX machines, etc.) Locations are as specified on IERP 3.02, Attachment 16. If any equipment is not operating properly, report this immediately to the EOF Manager.
- 5.8.2 The PA Coordinator should then become familiar with the incident to date by reviewing status boards/log sheets/data sheets. Information may also be obtained from the JPIC Communicator located at the desk next to the PA Coordinator.
- 5.8.3 The PA Coordinator will alert the JPIC Command Center (via telephone extension 5189) of any information in the EOF that may be of interest from a public relations standpoint.
- 5.8.4 Drafts of all news statements will be sent to the EOF from the JPIC Support Office (FAX-1648 - Back up 5146 or 1643). The PA Coordinator will submit these to the Recovery Control Manager for approval. Once approved, the PA Coordinator shall contact the JPIC Director on Ext. 5185 and inform him of the approval status, any corrections needed, etc.
- 5.8.5 Following approval of the news statement, the PA Coordinator shall make three copies of the statement and distribute as follows:

- 1 - JPIC (Fax 5182) with corrections, if any
- 1 - Recovery & Control Manager
- 1 - PA Coordinator

5.8.6 Once the final, approved version of the statement is available, the PA Coordinator shall submit it to EOF clerical personnel for distribution to all EOF locations.

5.9 Actions of the Video/AV Coordinator

- 5.9.1 Upon receiving notification that the JPIC is to be activated, the Video/AV Coordinator is responsible for obtaining all items listed in IERP 3.02, Attachment 8 and transporting it to the JPIC. All equipment stored in the Indiana Michigan Power office in Fort Wayne is located in the TV Studio, OSS-23 (See IERP 3.02, Attachment 10 for physical locations).
- 5.9.2 Upon arrival at the JPIC, the Video/AV Coordinator is responsible for setting up all AV equipment in the Media Briefing Room. All sound equipment will be wired as indicated in IERP 3.02, Attachment 10, while video cameras, lighting and related equipment will be set up on the platform at the back of the room as required.
- 5.9.3 The Video/AV Coordinator is responsible for providing a multi-line distribution box with ample adapters for all types of recording devices for use by all media representatives.
- 5.9.4 All news briefings are to be videotaped (3/4 inch format) labeled as to date, time and briefing number and made available for use by media representatives in the Media Work Area. A separate tape will be used for each briefing.
- 5.9.5 The Video/AV Coordinator is responsible for ensuring that both 3/4" and 1/2" playback units with monitors are available in the Media Work Area to utilize for reviewing press briefings and background tapes available in the JPIC.
- 5.9.6 The Video/AV Coordinator is also responsible for setting up all AV equipment in the Media Monitoring Area as indicated in IERP 3.02, Attachment 10 and assisting media monitoring personnel with any problems incurred while monitoring/recording broadcasts.

5.10 Actions of Media Monitoring Personnel

- 5.10.1 Upon arriving at the JPIC, media monitoring personnel shall report to the Media Monitoring Room (see IERP 3.02, Attachment 7 and ensure all TV monitors are

5.10 Actions of Media Monitoring Personnel

- 5.10.1 Upon arriving at the JPIC, media monitoring personnel shall report to the Media Monitoring Room (see IERP 3.02, Attachment 7 and ensure TV monitors are connected to available VCR's and tuned to the following stations:
1. WNDU-TV, Channel 16 - South Bend, Indiana
  2. WSBT-TV, Channel 22 - South Bend, Indiana
  3. WSJV-TV, Channel 28 - Elkhart, Indiana
- 5.10.2 Ensure that the radios are tuned to the following EBS stations:
1. WHFB-FM, 99.9 MHz - Benton Harbor, Michigan
  2. WSJM-AM, 1400 KHz - St. Joseph, Michigan
  3. WCSE-FM, 97.5 MHz - Bridgman, Michigan
- 5.10.3 Media monitoring personnel will then monitor stations during the emergency and video tape broadcast segments that deal with the incident. Appropriate notes should be taken on any that may not be able to be taped.
- 5.10.4 Radios shall be connected to the two-channel tape recorder and both stations taped continuously throughout the emergency.
- 5.10.5 The JPIC Media Monitoring Activity Form (see IERP 3.02, Attachment 12) shall be completed for each broadcast that mentions the incident.
- 5.10.6 Notify the Rumor Control Center Coordinator immediately of any discrepancies between approved media statements (copies will be supplied by the Support Office) and the information being broadcast.
- 5.10.7 Notify the Video/AV Coordinator of any technical problems with equipment or monitoring procedures.

5.11 Actions of the Joint Public Information Team (JPIT)

- 5.11.1 Each member of the JPIT upon arrival at the JPIC will proceed to the Command Center for a briefing on the incident.
- 5.11.2 The JPIT members shall exchange information and work out official Joint Public Information Center media statements at a round table discussion prior to each media briefing. The Rumor Control Center Coordinator will also attend these discussions.
- 5.11.3 For media briefings, following the arrival of the State of Michigan representatives, the following format should be followed:

briefing will then be called to order by the State of Michigan representative who acts as the moderator.

5.11.3.2 Each JPIT member shall relate the latest developments or actions taken by his/her emergency organization. The Utility Spokesperson details events on-site, the Governor's representative is responsible for covering state actions, and the county representative covers county status, etc.

5.11.3.3 The media briefing is ended with team members answering media questions from the floor if time is available.

## 5.12 Registration

5.12.1 Registration of all personnel entering the Joint Public Information Center shall be performed by Pinkerton Security personnel utilizing the Visitors Log Form illustrated in IERP 3.02, Attachment 13.

## 5.13 Deactivation of the JPIC

5.13.1 The JPIC may be deactivated when the accident classification has been de-escalated below the Site Area Emergency and the JPIT members determine there is no longer any need for JPIC operations.

5.13.2 When the decision is reached to deactivate the JPIC, the JPIC Director shall inform the following individuals of the deactivation:

5.13.2.1 The Recovery and Control Manager or the Site Emergency Coordinator

5.13.2.2 Support Office Coordinator

5.13.2.3 Rumor Control Center Coordinator

5.13.2.4 Security Guards

5.13.2.5 The Set-Up Coordinator

5.13.3 The JPIC Director shall then make arrangements for cleaning up the JPIC and returning it to a state of readiness.



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TITLE: JPIC DIAGRAMS AND MISCELLANEOUS INFORMATION

---

## 1.0 INTRODUCTION

### 1.1 Purpose

To provide information and diagrams of the JPIC.

## 2.0 ATTACHMENTS

- Attachment 1, Area and JPIC Directional Maps
- Attachment 2, Floor Plan of the JPIC
- Attachment 3, Command Center Layout
- Attachment 4, Media Working Area Layout
- Attachment 5, Media Briefing Room Layout
- Attachment 6, Rumor Control Center Layout
- Attachment 7, Support Office Layout
- Attachment 8, List of the Type and Location of JPIC Equipment and Supplies
- Attachment 9, JPIC Equipment and Supplies Semi-Annual Inventory Documentation Checklist
- Attachment 10, JPIC Media Monitoring and Press Briefing Equipment Lists and Schematics
- Attachment 11, Rumor Control Center Log
- Attachment 12, Media Monitoring Log
- Attachment 13, Procedure for Registration at the Joint Public Information Center
- Attachment 14, JPIC Initial News Statement
- Attachment 15, Procedure for News Statements
- Attachment 16, EOF Locations
- Attachment 17, News Media Contacts
- Attachment 18, JPIC Release/Statement Distribution
- Attachment 19, Incoming Telephone Calls Log

## 3.0 INITIATING CONDITIONS AND/OR REQUIREMENTS

- 3.1 The Joint Public Information Center will be activated at a Site Area Emergency, or earlier if warranted, by a combined decision of the Site Emergency Coordinator, the Cook Energy Information Center Manager, the I&M Public Affairs Director and the AEPSC Senior Vice President, Public Affairs.
- 3.2 If the prognosis for the incident is one of rapid escalation or the Governor of the State of Michigan declares a "State of Disaster," the JPIC will be immediately activated, regardless of the classification level.

#### 4.6 Media Area Coordinator

- 4.6.1 The Media Area Coordinator is responsible for ensuring that all media representatives have adequate facilities to properly cover the briefings, provide press kits and related printed materials for background, general information as well as written statements from each briefing. The coordinator is merely to provide media support and is NOT to speculate on events, nor attempt any technical explanation of plant and recovery operations.

#### 4.7 Briefing Statement Writer

- 4.7.1 The Briefing Statement Writer is responsible for gathering information on the incident and all recovery operations from each organization represented in the Command Center (State of Michigan, Berrien County, Indiana Michigan Power, Nuclear Regulatory Commission (if possible), Federal Emergency Management Agency (if possible) etc. These statements will then be incorporated in a single, organized news release.

#### 4.8 EOF Public Affairs Coordinator

- 4.8.1 The EOF Public Affairs Coordinator is located in the Emergency Operations Facility and is responsible for supplying information on the incident that may be useful from a public information standpoint to the JPIC Command Center. The coordinator is also responsible for obtaining comments/approvals from the Recovery and Control Manager for all news statements.

#### 4.9 Video/AV Coordinator

- 4.9.1 The Video/AV Coordinator is responsible for setting up all AV equipment in the Media Briefing and Work Areas, the Media Monitoring Area and for videotaping all press briefings.

#### 4.10 Media Monitoring

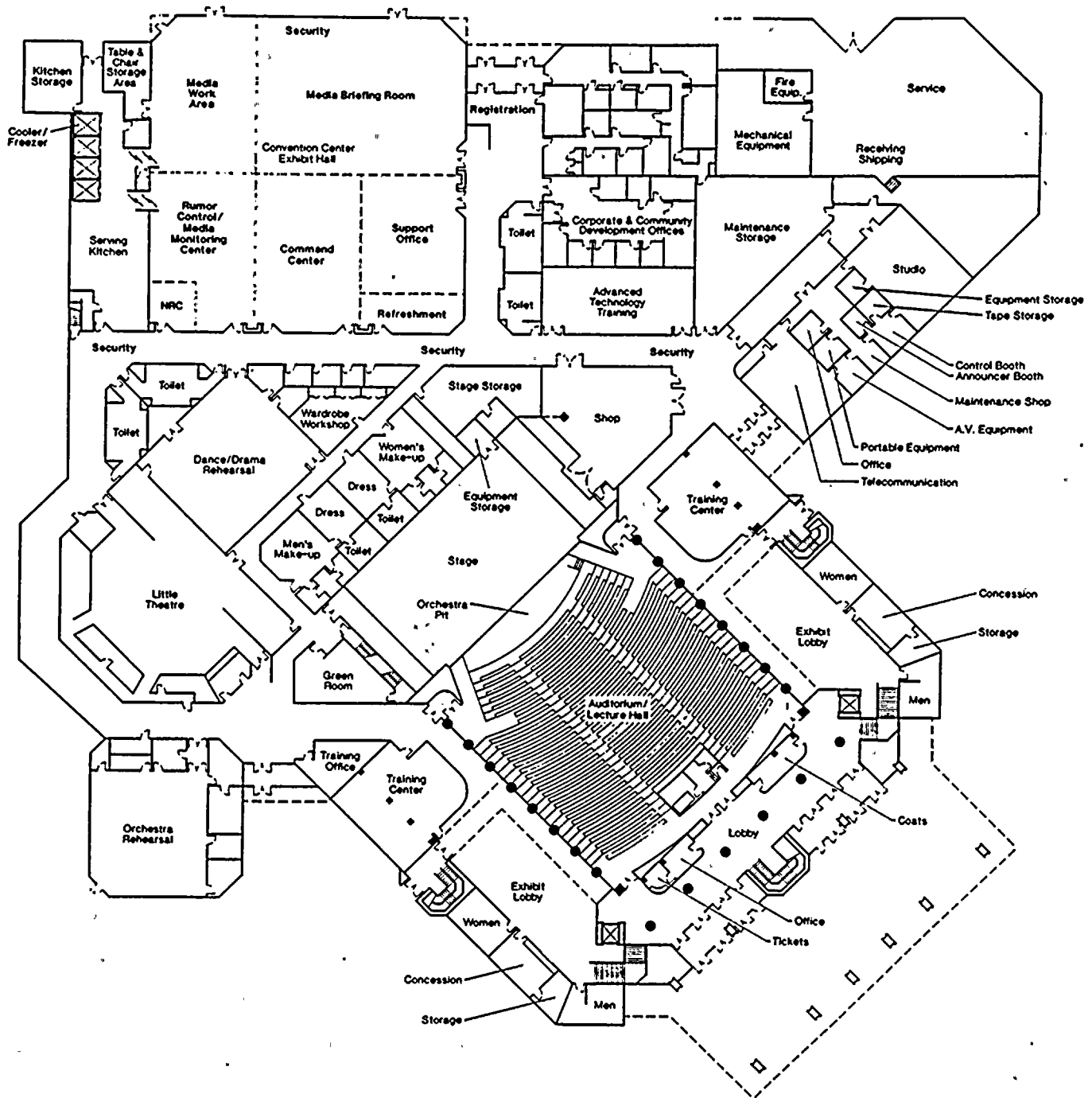
- 4.10.1 Media monitoring personnel shall be responsible for monitoring local radio and television broadcasts to ensure information about the incident is being reported accurately.

#### 4.11 Assignments

- 4.11.1 Assignments for each of the above positions as well as support and back-up personnel are contained in IERP 6.02, Attachment 8.

## ATTACHMENT 2

### FLOOR PLAN OF THE JPIC



FIRST FLOOR COMPOSITE PLAN

# ATTACHMENT 3

RUMOR  
CONTROL  
& MEDIA  
MONITORING

TO  
SUPPORT  
OFFICE

(1) SMALL  
TABLE

MICHIGAN STATE  
TELECOPIER  
(616) 925-8474

(1) 6' TABLE W/MONITOR

EASEL

WORD  
PROCESSOR  
PC/XT

MICHIGAN STATE  
(616) 925-3752

(3) 6' TABLES  
(6) CHAIRS  
(2) SOUND  
BARRIERS

BERRIEN COUNTY  
(616) 925-7608

(3) 6' TABLES  
(6) CHAIRS  
(2) SOUND  
BARRIERS

I&M/AEP  
AUDINET 5180  
5181  
5185  
(616) 925-8406  
925-1945

INDIANA STATE  
(616) 925-9026

(2) EASELS

TECHNICAL DATA  
TELECOPIER  
5184

(1) SMALL  
TABLE

BERRIEN/INDIANA  
TELECOPIER  
(616) 925-2613

COMMAND CENTER

(1) SMALL  
TABLE

ROUND  
TABLE

EASEL

COPY  
MACHINE

TO HALLWAY

TO HALLWAY

TO OUTSIDE

TO OUTSIDE

TELEPHONE SYSTEM

(616) 925-1712  
0455  
1489  
4148  
5824  
9854  
9708  
1325  
8029  
5158  
4350

(1) 6' TABLE

GREASE BOARD

EASEL

PODIUM

(2) 6' TABLES (MINIMUM)  
(4) CHAIRS (MINIMUM)

(4) 6' X 8' RISERS

DRAPERY DIVIDERS

(150) CHAIRS -  
CLASSROOM  
CENTER  
AISLE

(2) 8' RISERS -  
TV/SOUND

MULT-BOX

(2) 6' TABLES

TO KITCHEN

VIDEO  
MONITOR/  
RECORDER

TO KITCHEN

I&M MEDIA  
AREA COORDINATOR  
(616) 925-4131

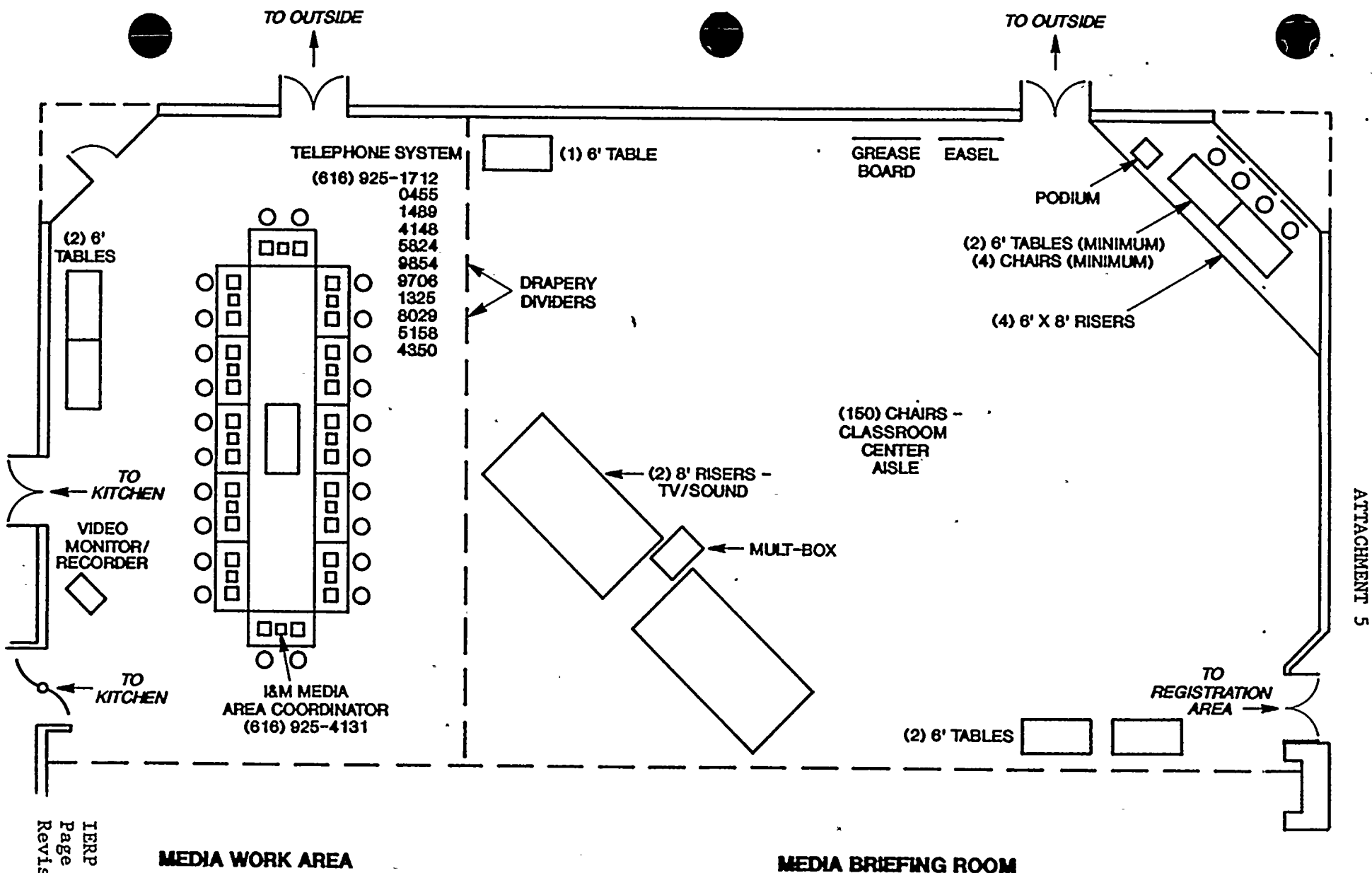
TO  
REGISTRATION  
AREA

(2) 6' TABLES

MEDIA WORK AREA

MEDIA BRIEFING ROOM

ATTACHMENT 4





# ATTACHMENT 6

**MEDIA  
MONITORING**

**RUMOR  
CONTROL  
CENTER**

TO  
COMMAND  
CENTER

(1) 6' TABLE W/MONITOR

(3) 6' TABLES  
(6) CHAIRS

(3) TV-VCRS

(2) AM-FM  
RADIOS

(616) 925-2895  
(616) 925-2893

(3)  
EASELS

(616) 925-2891  
925-2888  
925-1614  
925-1617  
925-1627  
925-1629

(5) 6' TABLES  
(9) CHAIRS

(1) 6' TABLE

(616) 925-8793  
(616) 925-8951

**NRC OFFICE**

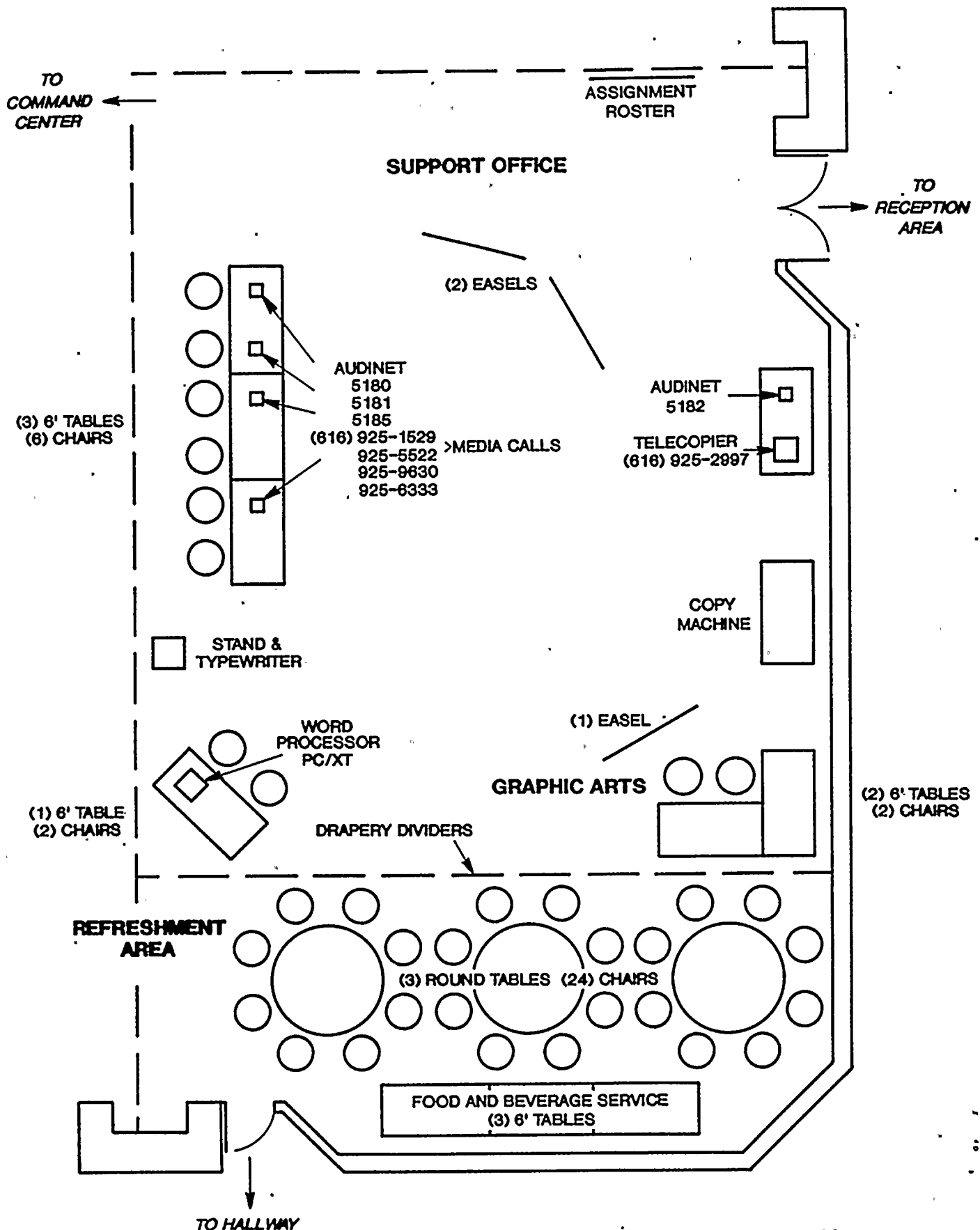
DRAPERY DIVIDERS

TO HALLWAY

TO HALLWAY



# ATTACHMENT 7



Attachment 8 (Cont'd.)

PC XT's by markings - 397 - 401 - 399. This includes monitors, cpu's and keyboards. Also, the green surge protector cords should be packed with them.

Before packing units, be sure that the blank cards are locked into the disc drives on each unit.

One copy of the following manuals are to be packed: DisplayWrite 4, Disk Operating System, Hayes Smartcom II and Enable (Telecommunications).

One box of new diskettes is to be taken to JPIC.

One package of printer toner is also to be taken to JPIC.

One PC cleaning kit is to be taken to JPIC.

The units are to be packed in the shipping boxes kept for them in the Public Affairs work room. The blanks for protecting the disk drives are also with these shipping boxes.

From Emergency Operations Facility, Benton Harbor

Technical Manuals

(JPIC set-up personnel will pick up and return documents)

PHONES (Stored in Room F128D at the JPIC)

JPIC Command Center

- State Desk: 616/925-3752
- Telecopier: 616/925-8474
- Berrien County Desk: 616/8925-7606
- Telecopier: 925-8474
- I&M/AEPSC Desk: 616/925-8408  
925-1945  
5180 (internal)  
5181 (internal)  
5184 (telecopier)
- State of Indiana: 616/925-9026

JPIC Media Working Area

616/925-1712	616/925-9854
925-8455	925-9766
925-1489	925-1325
925-8029	
925-4148	925-5158
925-5824	925-4350
I&M Media Area Coordinator	
616/925-4131	

JPIC Support Office

- Media Access (Incoming): 616/925-6333 616/925-9530
- NRC Office 616/925-8793 616/925-8951
- I&M/AEPSC Public Affairs Personnel  
616/925-1529 plus Ext. 5180, 5181  
925-5522 plus Ext. 5180, 5181  
925-2997 (telecopier) plus Ext. 5182

Attachment 8 (Cont'd.)

- JPIC Rumor Control  
616/925-2991 925-1614 925-1627  
925-2986 925-1617 925-1629

- Media Monitoring Room 616/925-2995  
925-2993

SUPPLIES

Desk Trays	I&M Letterhead
Staplers and Staples	Onion skin Copy Paper
Pencils	I&M Inter-office Letterhead
Ball Point Pens	Onion skin Copy Paper for above
Scotch Tape Dispensers	Plain White Bond Paper - both
Scotch Tape	rag and 16 lb. bond
Masking Tape	News Release Paper
Steno Pads	Fact Sheet Paper
Inter-office Envelopes	500 Blank Plastic Name Tags
U.S. Mail Envelopes	Carbon Paper
Three-Ring Binders	100 Clip Badge Holders
Name Tags for I&M Employees	Paper Clips
Registration Sheets for Visitors	Liquid Paper
Telephone Message Pads	Wide-Tipped Red Felt Markers
Wide-Tipped Black Felt Markers	Glue
Ash Trays	(2) Three Hole Punches
JPIC Letterhead	

"Next Briefing" Sign w/Magnetic Numbers

Large White Direction and Office/Desk I.D. Signs

Signs for: Governor's Office  
Berrien County Sheriff's Department  
Michigan State Police  
Cook Nuclear Plant  
State of Indiana

Cut-Aways of Reactor

Wall Clocks

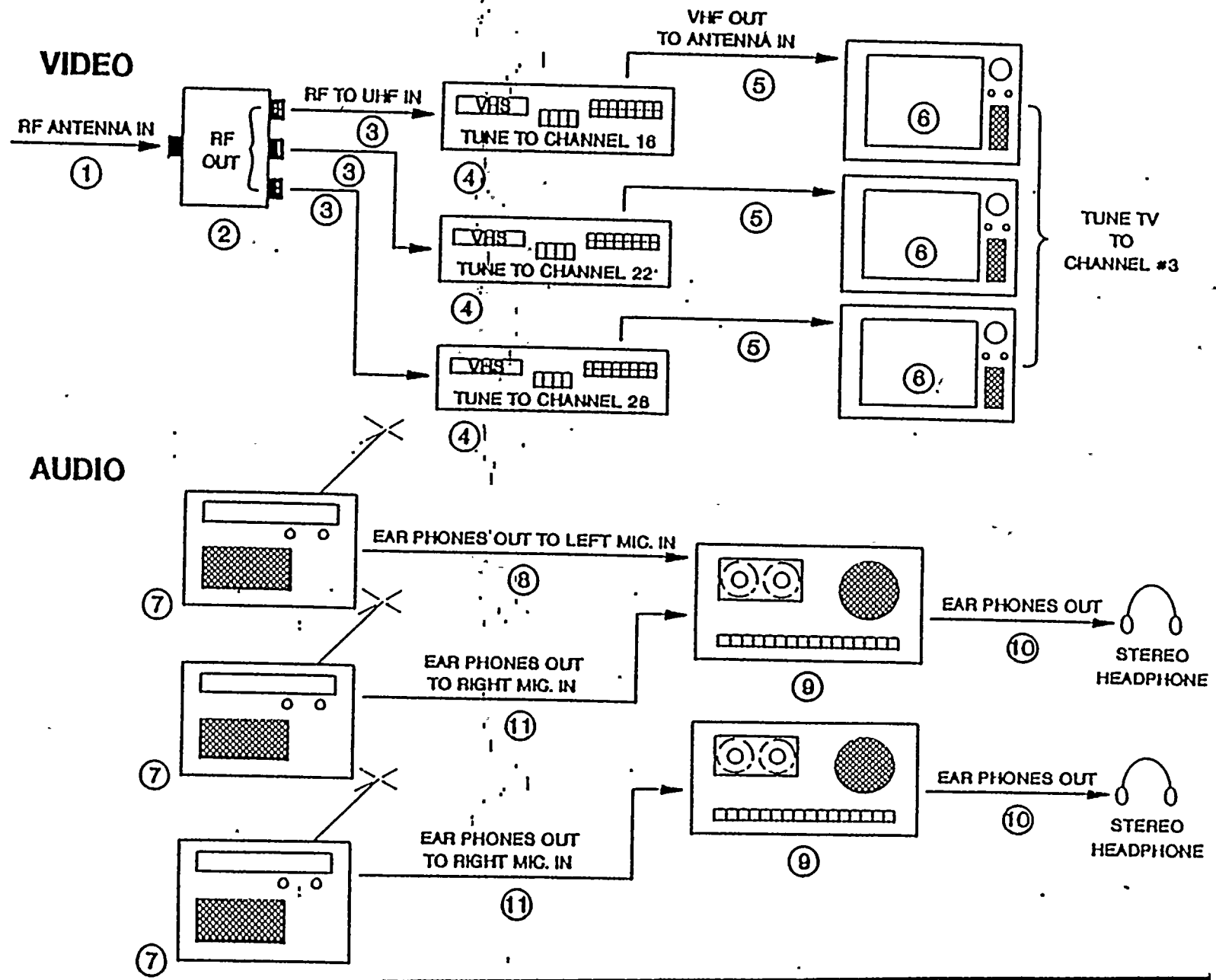
Six Easels

Spare Tapes for Recorder

Area Maps

Press Kits: 100 Print  
50 Radio  
50 Television

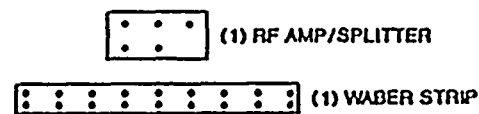
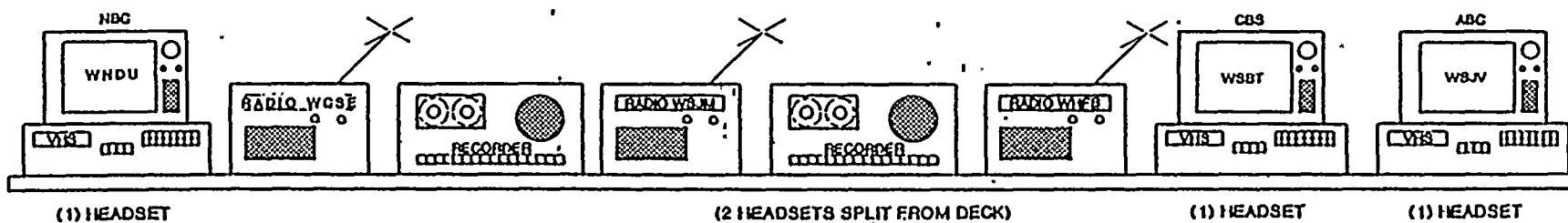
# MEDIA MONITORING - JPIC



ATTACHMENT 10 (cont'd.)

# **MEDIA MONITORING - JPIC** **PHYSICAL LAYOUT OF EQUIPMENT**

ATTACHMENT 10 (cont'd.)



WILL ALSO USE (1) ADDITIONAL 75' RF FROM VHS  
 IN SUPPORT OFFICE FOR MOCK PLAYBACK

ATTACHMENT 14

DATE:

TO: MEDIA

FROM: JPIC Director

Welcome to the State of Michigan Joint Public Information Center (JPIC). In accordance with Public Law 390, the JPIC offers media convenient, timely access to spokespersons from all of the organizations managing the response to a nuclear emergency. The JPIC is activated once a "STATE OF DISASTER" declaration is made by the Governor of Michigan.

The Joint Public Information Team (JPIT) is normally comprised of spokespersons from the State of Michigan, Indiana Michigan Power, and Berrien County. Briefings will be held periodically with each spokesperson covering their organization's area of responsibility. There also may be short announcements of changes in emergency status.

The JPIT is led by a State of Michigan moderator from the Emergency Management Division of the Michigan State Police; the State Police have coordinating responsibilities during a nuclear emergency. Other state departments may also be present to help the media understand what is occurring.

It is important to note that the media at the JPIC do not have to warn people about the emergency nor tell them what actions to take to protect themselves. The Emergency Broadcast System is used to get that information out to the affected people who have been alerted by sirens. The JPIT will tell you what is happening and, to the extent known, why it is happening.

Media relations personnel from Indiana Michigan Power have been assigned to the media briefing room and media work area to assist news representatives with their requirements. They are wearing special badges to identify themselves. Audio-visual personnel are also available in the media briefing area to assist with sound and lighting requirements. Please feel free to contact these personnel with any questions you may have.

ATTACHMENT 15  
Procedure for News Statements  
Re Donald C. Cook Nuclear Plant Incident

Date                      Time                      Statement #1                      Page 1 of 3

On page 1, use News Statement paper for I&M or JPIC, whichever is appropriate. (I&M News letterhead is used if written statement is required before JPIC is officially opened by the State of Michigan).

On line 18, type in date, Time, Statement number and Page 1 of \_ (leave number of pages blank until total number of statement pages is known).

As the drill, exercise or real event moves through the various emergency classifications and subsequent sheltering or evacuation requirements, know that this disc (labeled CD.DOC for COOK DRILLS) contains previously written material on the above in Notepad. Any or all of it can be recalled by using the keys Control and F4 while you're in a created document. Request the appropriate information through use of the following .DOC codes:

UE -- for Unusual Event

A -- for an Alert

SAE -- for Site Area Emergency

GE -- for General Emergency

Shelter -- for Sheltering information

Evacuate -- for Evacuation information

For example, if it's a Site Area Emergency and you need information concerning sheltering, strike Control and F4.

Choose #3. Recall from Notepad.

Type in SAE

Enter

Repeat the procedure for sheltering information.

Control and F4.

Choose #3.

Type in Shelter

Enter



100



ATTACHMENT 15 (cont'd.)

Use plain white paper for all subsequent pages.

To print, load printer with white paper and insert appropriate cover sheet (face up) in manual feed each time statement is printed.

If time permits, after initial statement is finished and ready to print, go to top of page 2 (line 7) to automatically number pages.

Choose F7

Choose #5 - Header

Space to right side of page

Type Page (space)

Choose F8

Choose #2 - System Page Number

Type (space) of (space) number of total pages

Choose F2

Obviously, it's easier to simply type in the total number of pages at the top of page 1 and hand number the rest, if necessary, after the document is printed. AND YOU MUST PAGINATE, END AND SAVE ON MULTIPLE-PAGE DOCUMENTS TO AVOID PAGE NUMBERS APPEARING SOMEWHERE OTHER THAN AT THE TOP OF THE PAGE.

ATTACHMENT 15 (cont'd.)

At the end of the news statement, type -30-

Go back to page 1, type in total number of pages and the approximate time the statement will be approved and released.

AGAIN, ALWAYS PAGINATE, END AND SAVE ON MULTIPLE-PAGE DOCUMENTS.

-30-

ATTACHMENT 15 (cont'd.)

Date

Time

Statement #2

Page 1 of 1

To create the next Statement, choose Create and label the document.

Choose F5 - Function

Choose #2 - Get

Type in label of previous Statement created. For example, Drill1, Drill2, etc.

Make changes in Date, Time, Statement # and Pages as necessary.

Retain previously written information as situation warrants.

Suggestion: Lead off subsequent statements with opening similar to:

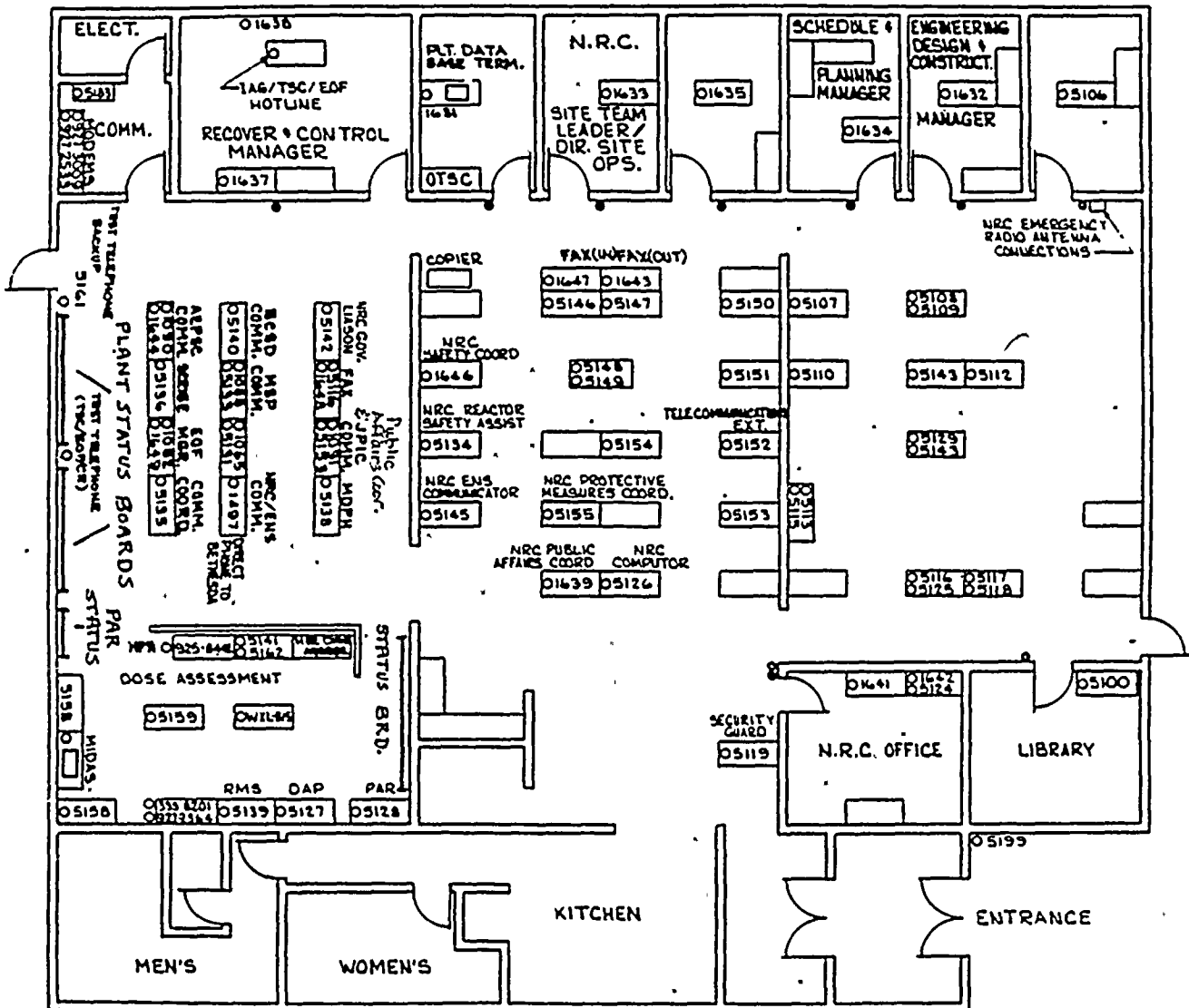
Here's the latest emergency information on the incident at Indiana Michigan Power's Donald C. Cook Nuclear Plant at Bridgman, Michigan.

This eliminates the need to work full names of the company, plant and location into a new lead each time.

ALWAYS PAGINATE, END AND SAVE ON MULTIPLE-PAGE DOCUMENTS.

-30-

E.O.F.



ATTACHMENT 18

RELEASE/STATEMENT DISTRIBUTION

<u>FUNCTION</u>	<u>METHOD</u>
I. Command Center provides to:	
A. Support Office (2 copies)	Hand-delivered
B. Command Center Functions	Hand-delivered
1. JPIC Director (2 copies)	" "
2. State of Michigan Desk (2 copies)	" "
3. State of Indiana Desk (1 copy)	" "
4. Berrien County Desk (1 copy)	" "
5. I&M Desk (2 copies)	" "
C. (Note: Original retained by I&M writers)	
II. Support Office provides to:	
A. Media Monitoring (2 copies)	Hand-delivered
B. Rumor Control (8 copies)	" "
C. Media Coordinator (20 copies) (number to fulfill media needs)	" "
D. NRC (1 copy if in the JPIC)	" "
E. AEPSC - Columbus IAG (1 copy)	Telecopy (8-200-2004) or (8-200-1676)
F. I&M - Fort Wayne Public Affairs (1 copy)	Telecopy (8-500-2157)
III. Support Office	
A. Post 1 copy of each statement on wall near telecopier.	

