

# EMERGENCY PUBLIC INFORMATION ORGANIZATION IMPLEMENTING INSTRUCTIONS MANUAL

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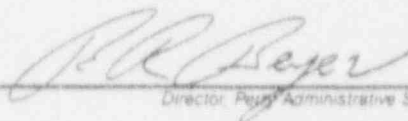
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# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

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ENDORSED BY



Director, Penn Administrative Services Department



# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

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JOINT PUBLIC INFORMATION MANUAL DISTRIBUTION LIST

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Insert this page in place of the Joint Public Information Manual Distribution List for those manuals not requiring a distribution matrix.

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

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Purpose, Scope, Company Policy, Responsibilities, and References

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## II. PURPOSE, SCOPE, COMPANY POLICY, RESPONSIBILITIES, AND REFERENCES

### 1. PURPOSE

The manual outlines basic actions of the Emergency Public Information Organization (EPIO) during actual or simulated emergencies at the Perry Plant.

### 2. SCOPE

These instructions cover anticipated actions of the Emergency Public Information Organization. The actions described are coordinated with the Emergency Plan and Implementing Instructions. It is noted that media interest, not necessarily the seriousness of the event, may dictate actions by the Emergency Public Information Organization. These instructions are designed to guide the Emergency Public Information Organization in all cases.

It is expected that some situations may require flexibility and the exercising of professional judgment which may deviate from these instructions.

### 3. COMPANY POLICY

The Centerior Energy Corporation's Public Information Policy will guide the response during an emergency at the Perry Plant. The policy is as follows:

- The Corporation has established a policy of full disclosure and will maintain honest and open communications with government officials, the public, shareowners, and its employees.
- The Corporation will provide the public with timely and accurate information through established news and information channels.
- The Corporation will make every effort to meet the information needs of its customers, shareowners, and employees while promptly communicating with appropriate local, state, and federal officials during the emergency.
- Corporation statements to the media concerning an emergency at the Perry Plant are to be made only with the knowledge and guidance of the Emergency Public Information Organization.

#### 4. RESPONSIBILITIES

The Emergency Public Information Organization Instructions Manual is divided into instructions detailing requirements and actions of various key players in case of an emergency at the Perry Plant. Each instruction is reviewed and revised independently. Distribution is controlled by the Procedures Administrative Unit, Perry Services Section, in accordance with <PSDI-0535>.

- A. The Director, Perry Administrative Services Department, has the overall responsibility for the development of the manual and has endorsed his approval by signing on the cover page.
- B. The Manager, Emergency Planning and Cost Section, has the overall responsibility for the maintenance and revision of the manual.
- C. The Manager, Cleveland Public Affairs Section (CPAS), and the Manager, Emergency Planning and Cost Section (EPCS), are the required reviewers and approvers of the various instructions, except for Index I, and Appendices A, B, and D which only the Manager, EPCS, reviews and approves.

#### 5. REFERENCES

- A. Emergency Plan For Perry Plant, Docket Nos. 50-440/50-441 (OM15A:EP)
- B. Emergency Plan Implementing Instructions, Perry Plant (OM15B:EPI's)
- C. The Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities, Ohio Emergency Management Agency.
- D. NUREG-0654/FEMA-REP-1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," November 1980
- E. Ashtabula County Radiological Emergency Preparedness Plan
- F. Geauga County Radiological Emergency Response Plan
- G. Lake County Emergency Response Plan for the Perry Nuclear Power Plant, Part F, Technological Emergency/Disaster Operations (Radiological)
- H. Code of Federal Regulations 10CFR50, Appendix E: "Emergency Planning and Preparedness for Production and Utilization Facilities"

- I. Plant Administrative Procedure (FAP) 0903: "Repetitive Task Program"
- J. Perry Services Department Instruction (PSDI) 0535: "Distributing and Updating of Procedures and Instructions"
- K. Administrative Unit Instruction (AUI) 0530: "Processing Operations Support Documents"
- L. Commitments: P00034, P00078, P00096, P00097, P00108



# ADMINISTRATIVE PROGRAM CHANGE

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# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

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Definitions and Abbreviations

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### III. DEFINITIONS AND ABBREVIATIONS

#### 1. Emergency Classifications

##### Unusual Event

The occurrence of an event or events which indicate a potential degradation of the level of safety of the plant. Unusual Event emergencies involve minor situations which have the potential to escalate to more serious emergencies. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occur.

##### Alert

The occurrence of an event or events that involve an actual or a potentially substantial degradation of the level of safety of the plant. The consideration is to prepare to cope with potentially more serious emergencies. Any radioactive releases are expected to be limited to a small fraction of the Environmental Protection Agency (EPA) Protective Action Guideline levels.

##### Site Area Emergency

The occurrence of an event or events which involve actual or likely major failures of plant functions needed for the protection of the public. The potential for a situation hazardous to the general public is the major concern of the Site Area Emergency classification. Radioactive releases are not expected to exceed the EPA Protective Action Guideline levels except within the site boundary.

##### General Emergency

The occurrence of an event or events which involve actual or imminent substantial core degradation or melting with the potential for loss of containment integrity. Radioactive releases may exceed the EPA Protective Action Guideline levels for more than the immediate site area.

#### 2. Emergency Response Facilities

##### Control Room

The onsite location from which the reactor and plant systems are controlled. The location of the Control Room is on elevation 654' of the Control Complex.

#### Operations Support Center (OSC)

The onsite location in close proximity to the Control Room to which plant support personnel and other emergency response personnel report and await instructions. The OSC is located on the 599' elevation of the Control Complex adjacent to the entrance to the Radiological Control Area and the Health Physics/Chemistry areas.

#### Technical Support Center (TSC)

The onsite location which serves as the focal point for gathering information on current and projected plant status and for the orderly implementation of emergency procedures in support of reactor command and control functions. The TSC is located on the 603'6" level of the Service Building.

#### Emergency Operations Facility (EOF)

A location for the management of overall emergency response activities, the coordination of radiological assessments, and the control of offsite emergency support activities. The Perry Nuclear Power Plant (PNPP) EOF is located within the owner-controlled area on the lower floor of the Training and Education Center (TEC), one-half mile from the Control Complex.

#### Joint Public Information Center (JPIC)

An offsite location and point of contact for dissemination of information during a PNPP emergency to the news media, and thus the public, by CEI, Federal, State, and Local officials. The JPIC is located in the Performing Arts Center at Lakeland Community College in Mentor, Ohio, at the intersection of Interstate 90 and Route 306. The auditorium will seat over 350 media personnel.

### 3. Emergency Response Staffing

#### Shift Supervisor

Assumes the position of Emergency Coordinator when an emergency occurs and is in command of the Emergency Response Organization until relieved by the Emergency Coordinator, EOF, or Operations Manager, TSC. While acting as Emergency Coordinator, the Shift Supervisor has the responsibility and authority to direct any and all phases of the emergency response.

#### Shift Technical Advisor (STA)

Provides an independent assessment of plant conditions and technical advice to the Shift Supervisor. The STA will also supervise initial offsite radiological monitoring and dose assessment activities performed by the Shift Lead Chemistry Technician prior to the activation of the TSC and EOF. Prior to the TSC or EOF being activated, the STA will also provide technical information to Public Information Department personnel or the Public Information Response Team as time and plant conditions allow.

#### OSC Coordinator

Directs the activities of the assembly and dispatching of emergency teams from the OSC to support emergency operations in the following areas: Radiation Monitoring Teams; Accountability of OSC and Emergency Team Personnel; Emergency Maintenance; and Health Physics and Chemistry.

#### Operations Manager

Is located in the Technical Support Center and is the head of the onsite activities of the Emergency Response Organization. The Operations Manager is responsible for managing the assessment of plant conditions; keeping the Emergency Coordinator apprised of onsite activities; and directing onsite re-entry and recovery efforts as the situation dictates.

Should the Operations Manager arrive onsite prior to the designated Emergency Coordinator in the EOF, the Operations Manager will relieve the Shift Supervisor as acting Emergency Coordinator and assume the responsibilities of the Emergency Coordinator position in the TSC, allowing the Shift Supervisor to concentrate on plant operations. While acting as Emergency Coordinator, the Operations Manager has the responsibility and the authority to direct any and all phases of the emergency response.

#### Emergency Coordinator

Has the responsibility and authority to direct all emergency response activities, and is responsible for the following: overall direction of emergency operations; interface with senior levels of offsite agencies and organizations; providing the corporate management and policy decisions necessary to support emergency operations; informing the CEI President & Chief Executive Officer of an emergency at PNPP and keeping him apprised of emergency response activities; managing the activities of the Emergency Response Organization; and managing the assessment of the impact of the emergency on the general public.



### JPIC Manager

Is responsible for the Emergency Public Information Organization and manages the JPIC. The JPIC Manager is responsible for the smooth operation of the CEI information effort during an emergency; has final approval on all press statements; serves as liaison to CEI Corporate Management; and assigns personnel responsibilities and sets shifts if required.

## 4. Other Definitions

### Emergency Action Levels (EAL)

Levels which consist of plant parameters (i.e., instrument indications, system status, radiological doses and dose rates) that are used for emergency classification. EAL's are used specifically to provide an early readiness status of emergency response personnel and organizations.

### Emergency Paging System

System consisting of a series of remote pager devices assigned to the key Emergency Response Organization personnel. Each pager activates from an independent number series, or a group number series, to notify an individual or group of personnel of an emergency at PNPP.

### Emergency Planning Zones

Two zones that the Environmental Protection Agency recommends be established around all nuclear power plants: one zone with a radius of approximately 10 miles for airborne exposure, called the Plume Exposure Pathway; the other with a radius of approximately 50 miles for contaminated food and water, called the Ingestion Exposure Pathway.

### Emergency Public Information Organization (EPIO)

Selected staff of the Community Relations Section, the Public Information Department, and elements of the Center for organization who are assigned specific emergency response duties for the activation, operation, and deactivation of the JPIC.

### Protective Actions

The emergency measures taken before or after an uncontrolled release of radioactive material has occurred for the purpose of preventing or minimizing radiological exposure to persons that would likely be exposed if the actions were not taken.



#### Protective Action Guides (PAGs)

Projected radiological dose or dose commitment values to individuals in the general population that warrant protective actions prior to or following a release of radioactive material. Protective actions would be warranted provided the reduction in individual dose is not offset by excessive risks to individual safety in taking the protective action. The PAG does not include the dose that has unavoidably occurred prior to the assessment.

#### Public Information Response Team (PIRT)

Selected staff of the Emergency Public Information Organization who are responsible for dissemination of information during a PNPP emergency. They are assigned emergency response duties during an emergency situation that does not require activation of the JPIC, during the initial stages of an emergency prior to operation of the JPIC, or during the recovery of an emergency after deactivation of JPIC.

#### Secondary Alarm Station (SAS)

The continuously manned security station where plant and Emergency Response personnel notifications are conducted. The SAS is located in the Unit 1 Control Room.

#### He/his, She/her, etc.

The use of "he", "his", "she", "her", or any other similar terminology is not intended to imply or refer exclusively to a specific gender. Rather, all such terms are to be read as applicable without regard to sex.

#### 5 Abbreviations

CEI	Cleveland Electric Illuminating Company
EAL	Emergency Action Level
EBS	Emergency Broadcast System
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EP&CS	Emergency Planning and Cost Section

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EPIO	Emergency Public Information Organization
EPRI	Electric Power Research Institute
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
GET	General Employee Training
INPO	Institute of Nuclear Power Operations
JPIC	Joint Public Information Center
LCC	Lakeland Community College
NRC	Nuclear Regulatory Commission
ODH	Ohio Department of Health
OEMA	Ohio Emergency Management Agency
OSC	Operations Support Center
PAG	Protective Action Guides
PID	Public Information Department
PIRT	Public Information Response Team
PNPP	Perry Nuclear Power Plant
SAS	Secondary Alarm Station
TEC	Training and Education Center
TSC	Technical Support Center
USCEA	US Council for Energy Awareness

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

IV

REV.

1

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EPIO RESPONSIBILITIES

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#### IV. EMERGENCY PUBLIC INFORMATION ORGANIZATION RESPONSIBILITIES

##### 1. INITIAL RESPONSE

###### A. Media Relations Representative

Makes initial notifications of an emergency to the Manager, Emergency Planning and Cost Section (EPCS); drafts the initial and follow-up news statements; makes initial media notifications; and, if the Public Information Response Team (PIRT) is activated, performs duties as assigned by the PIRT Manager.

###### B. Manager, Public Information Response Team (PIRT)

Consults with the Media Relations Representative during the initial stages of an emergency; directs initial news statement development and other activities; activates and ensures the smooth operation of the PIRT; and continually consults with the Manager, Cleveland Public Affairs Section (CPAS).

###### C. Manager, Cleveland Public Affairs Section (CPAS)

Discusses status and news statements with Media Relations Representative and PIRT Manager during initial stages of an emergency; reviews and approves news statements; makes Public Affairs Department and Centerior Corporate notifications; and orders activation of the Joint Public Information Center (JPIC) in consultation with the PIRT Manager.

###### D. Director, Public Affairs Department

Stays apprised of the emergency situation and makes Centerior Corporate notifications.

##### 2. PUBLIC INFORMATION RESPONSE TEAM

###### A. PIRT Manager

(see description above)

###### B. Media Coordinator

Makes media notifications and distributes statements as directed by the PIRT Manager; responds to media inquiries using approved news statements; and acts as moderator at PIRT media briefings as directed by PIRT Manager.

C. Information Liaison

Is located in the Technical Support Center (TSC) or the Emergency Operations Facility (EOF) and is the primary source of technical information during the emergency. The Information Liaison maintains regular contact with the TSC or EOF staff, gathering information from them and transmitting it to the Media Relations Representative or the Technical Liaison.

D. Government Liaison

Makes notifications to local officials using approved news statements and keeps them updated on plant status.

E. Technical Liaison

Maintains contact with the Information Liaison; interprets technical information for the PIRT Staff; assists in writing news statements; assists in updating Status Boards; and serves as Technical Spokesperson for PIRT media briefings as directed by PIRT Manager.

F. Statement Writer

Writes news statements using Technical Liaison as primary source of information.

G. Typist

Types draft and final news statements and performs other duties as directed by Statement Writer.

H. Support Staff

Sets up the PIRT office; records latest news statements on the Rumor Control Hotline; makes photocopies and distributes news statements; updates Status Boards and performs other support duties as assigned by the PIRT Manager.

3. JOINT PUBLIC INFORMATION CENTER

A. JPIC Manager

Is the manager and overall coordinator of the Joint Public Information Center. The JPIC Manager is responsible for the smooth operation of the CEI Public Information effort during an emergency; has final approval on all news statements; is the chief CEI non-technical spokesperson and moderator for all media briefings; serves as liaison to Centerior Corporate Management; and coordinates

news statements with State, County and Federal public information officials. Reporting to the JPIC Manager are the Information Supervisor, the Media Relations Supervisor, the Support Services Supervisor and the Document Controller/Historian.

B. Information Supervisor

Is responsible for the flow of information to and from the JPIC. The Information Supervisor coordinates the development and distribution of news statements; supervises the CEI Work Area and Rumor Control/Media Response areas; liaises with Federal, State and County public information representatives; and interacts with the Corporate Liaison. Reporting to the Information Supervisor are:

- Information Liaison

Is located in the TSC or EOF and is the primary source of technical information during the emergency. The Information Liaison maintains regular contact with the TSC or EOF staff, gathering information from them and transmitting it to the Technical Spokesperson and/or the Technical Coordinator.

- Assistant Information Liaison

Assists the Information Liaison and maintains an up-to-the minute knowledge of the emergency situation.

- Technical Spokesperson

Is the principal CEI technical resource at the JPIC. The Technical Spokesperson assists the Technical Coordinator, writer, and others to develop news statements; is responsible for obtaining information from the Information Liaison as to the ongoing emergency status at the plant and to report this information during media briefings; is the principal CEI spokesperson on technical matters at media briefings; and attends pre-briefing conferences with the JPIC Manager, Federal, State and County public information representatives to coordinate information.

- Technical Coordinator

Receives technical information from the Information Liaison. The Technical Coordinator assists in the writing of news statements; provides information to the EOF concerning JPIC activities, media statements, and media activities; and assists the Technical Spokesperson in gathering information from the TSC and EOF.



- Statement Writer

Produces draft and final news statements based upon information provided by the Technical Coordinator and Technical Supervisor.

- Communications Coordinator

Is the lead for providing information to and from the Media Response Staff and Rumor Controllers. Assists the Media Response Staff and Rumor Controllers with their duties.

- Media Response Staff

Answers media phone calls concerning the emergency, using approved news statements and other approved materials as provided by the Communications Coordinator. Media Response Staff may ask the Communications Coordinator for specific information on the plant situation and they also report any unusual questions or trends to the Coordinator. They do not speculate on the causes or consequences of the emergency and they refer all inquiries concerning off-site activities and protective actions to the appropriate State or County agency.

- Rumor Control Staff

Answers the rumor control telephones at the JPIC, using approved news statements and other approved materials as provided by the Communications Coordinator. The Rumor Control Staff may ask the Communications Coordinator for guidance on unusual questions. They do not speculate on the causes or consequences of the emergency and refer all inquiries concerning off-site activities and protective actions to the appropriate State or County agency.

- Corporate Liaison

Is located in the Corporate Offices and receives information from the Information Supervisor. The Corporate Liaison transmits this information to and acts as liaison for Centerior Energy employees, customer service representatives, shareholders, etc. Inquiries and feedback from these groups are transmitted to the Information Supervisor for action.

- Government Liaison

Assists the JPIC Manager and the Information Supervisor with the coordination and flow of information to and from the Federal, State and County public information representatives located at the JPIC.

- Government Assistant

Provides clerical support for the State and County representatives present at the JPIC.

- Support Staff (Information)

Performs clerical duties required for the information function, including typing, telecopying, copying, updating status boards, obtaining materials, and delivering messages and materials.

C. Media Relations Supervisor

Supervises all activities in the Media Briefing Area, Media Work Area, and Media Monitoring Area; ensures that all reporters are cognizant of scheduled and unscheduled briefings; acts as a resource for general information for reporters; schedules interviews; contacts the media to correct any faulty information (in coordination with the JPIC Manager); and reports to the JPIC Manager any media inquiries, problems, trends, etc., for discussion/action. Reporting to the Media Relations Supervisor are:

- Media Assistant

Works with the news media before and after briefings and helps the media by answering general questions, giving advice if asked, helping with requests, etc. The Media Assistant also receives feedback from the media and reports this to the Media Relations Supervisor.

- Technical Advisor

Assists the news media in understanding the plant by providing background and historical information and explaining basic plant systems and operations.

- Media Monitor

Watches TV reports, listens to radio reports and reads newspaper articles concerning the emergency. The Media Monitor reports faulty or incorrect media reports to the Media Relations Supervisor for follow-up action.

- Audio-Visual Coordinator

Sets up the audio-visual equipment, along with LCC staff, in the JPIC; operates the audio-visual equipment to obtain audio and video recordings of all news briefings and selected activities; sets up and makes operable the Public Address System, common distribution amplifiers, electrical connections,

TV camera lights and risers, etc.; makes available the file film footage; assists the media in interfacing their equipment with that of the JPIC; and provides advice on media and JPIC equipment.

- Support Staff (Media Relations)

Performs clerical duties, including distribution and posting of news statements; obtains materials; attends media briefings and takes notes on unanswered questions for follow-up by the Media Relations Supervisor.

D. Support Services Supervisor

Obtains support services for the JPIC staff; oversees setup of the JPIC; approves access to JPIC, and arranges delivery of necessary equipment and supplies, including repair services, to support JPIC operation. This includes arranging for transportation, food, lodging, etc., for the JPIC staff for an extended period of time. Reporting to the Support Services Supervisor are:

- LCC Security Officers

Implement security measures at the JPIC as requested by the Support Services Supervisor.

- Setup/Logistics Coordinator

Sets up and disassembles the JPIC. Accomplishes this task with the assistance of JPIC supervisors and LCC personnel.

- Equipment Coordinator

Installs and tests all communications equipment at the JPIC. The Equipment Coordinator stays at the JPIC during an emergency to provide assistance with any equipment malfunctions.

- Access Controller

Registers all individuals in the JPIC, controlling access, logging all personnel into and out of the JPIC, and verifying media credentials.

- Support Staff (Support Services)

Performs clerical duties as assigned by the Support Services Supervisor.

E. Document Controller/Historian

Maintains control and distribution of reference materials; logs all major events, phone calls, documents, and actions in chronological order; and records recommendations for change or improvement for future action. The Document Controller/ Historian reports to the JPIC Manager.

The Cleveland Electric Illuminating Company

PERRY OPERATIONS MANUAL

Emergency Public Information Organization Instruction

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PUBLIC INFORMATION RESPONSE TEAM OPERATION

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## 1 - PUBLIC INFORMATION RESPONSE TEAM OPERATION

### 1. PURPOSE

To describe actions during the initial stages of an emergency prior to activation of the Joint Public Information Center (JPIC) or for an emergency that does not require activation of the JPIC.

### 2. GENERAL INFORMATION

- A. This instruction is meant to be a stand-alone guidance; i.e., generally all information and forms are contained herein. Telephone Lists, however, are found in Appendix A.
- B. In an emergency, depending upon the classification and circumstances, such as time of the emergency and media interest, a decision will be made to:
  - handle the situation from the office (or home during non-business hours) as an event of normal media interest,
  - activate the Public Information Response Team (PIRT), and/or
  - activate the JPIC.
- C. When the PIRT is activated, it gathers, processes, and distributes information to the media until:
  - the emergency is terminated and media inquiries decrease such that the PIRT is no longer needed, or
  - the JPIC is operational and assumes PIRT responsibilities.
- D. When the JPIC is operational, the PIRT turns its function over to the JPIC staff.

### 3. ACTIONS

#### A. Media Relations Representative:

- 1. Call the Secondary Alarm Station (SAS) Operator when the emergency paging system device is activated.
- 2. Give the SAS Operator your name and title. The SAS Operator will connect you to the message recorder which will provide basic information concerning the emergency.



3. Contact the Shift Technical Advisor in the Control Room and obtain a briefing on the emergency.
  - If the Shift Technical Advisor is unavailable, or if the plant is in a refueling or other long-term outage, contact the Shift Supervisor/Shift Outage Director. <P00108>
4. Complete the PNPP Event Description form (PNPP No. 6397, Attachment 1) obtaining the necessary information.
5. Contact an Information Liaison, if needed, brief him on the situation, and direct him to the Control Room, Technical Support Center (TSC), or Emergency Operations Facility (EOF).
6. Contact the Manager, Emergency Planning and Cost Section (EPCS) and/or PIRT, and Manager, Cleveland Public Affairs Section (CPAS), and brief them on the emergency.
  - If the Manager, EPCS, or the Manager, CPAS, is not available, contact an alternate using the Telephone Lists (Appendix A).
  - If no alternate is available, assume the duties of the Manager, EPCS, and if deemed necessary, appoint an alternate as the Media Relations Representative and Manager, Cleveland Public Affairs Section.
7. Discuss and evaluate the situation with the Manager, EPCS/PIRT, and Manager, CPAS, and determine the appropriate response taking into consideration the circumstances and media interest. The event can be handled in any of the following manners:
  - a. Handle the event as a normal issue of media interest until the event escalates or terminates; during non-business hours it can be handled from home.
  - b. Recommend the activation of the PIRT. This response is considered when extraordinary media interest develops and/or an event is likely to be extended or escalated.
  - c. Recommend the activation of the JPIC. This response is mandatory at a SITE AREA EMERGENCY or GENERAL EMERGENCY, or may be considered when there is extraordinary media interest.
8. Draft an initial news statement using the Guidelines for Preparing News Statements (Attachment 2).
9. Review the draft news statement with the Manager, EPCS, and Manager, CPAS, and obtain approvals from the Manager, EPCS.

10. Distribute the approved news statement via PRNewswire by a) completing two Newswire Facsimile Broadcast forms (Attachment 3), and b) telecopying them with the approved statement to : 1-800-962-5540.

- Two forms are used to distribute each statement.

One list contains names of media outlets and offsite agencies. This list, "PNP1," should carry a return address from the Media Relations Representative or PIRT.

The second list, "PNP2," contains names of Centerior Energy personnel. This should carry a return address from the Manager of Cleveland Public Affairs.

- A copy of the distribution lists that the PRNewswire will use to distribute the statement can be found in Appendix A.

11. Contact the Public Information Officers for Ashtabula, Geauga, and Lake Counties and the Ohio Emergency Management Agency and update them on the status at the plant. Discuss your actions thus far and any steps they may take in response to this incident.
12. Determine with the Manager, EPCS, and the Manager, CFAS, if the situation may continue to be handled as is (i.e., from home). If so, continue to:
- a. maintain contact with the Shift Technical Advisor/Shift Supervisor or the Information Liaison,
  - b. generate further news statements as needed, and
  - c. respond to media inquiries.
13. Continue in this capacity until the PIRT or the JPIC is activated, the emergency is terminated, and/or media interest decreases.
- If the PIRT is activated, forward your phone extension, proceed to the PIRT/NRC office, and continue media contacts, taking direction from the PIRT Manager.
  - If the JPIC is activated and if you are assigned a JPIC position, proceed to Instruction No. 2, JPIC Activation.

B. Manager, PIRT/Emergency Planning and Cost Section:

1. Discuss the situation with the Media Relations Representative and the Manager, Cleveland Public Affairs Section, determining the appropriate response based on the circumstances and media interest. Consideration should be given to contacting an Information Liaison and directing him to report to the appropriate plant emergency facility if the Media Relations Representative has not already done so. The event can be handled in any of the following manners:
  - a. Handle the event as a normal issue of media interest until the event escalates or terminates; during non-business hours it can be handled from home.
  - b. Activate the Public Information Response Team. This response is considered when extraordinary media interest develops and/or an event is likely to be extended or escalated. Proceed to Step 8.c to activate PIRT.
  - c. Activate the JPIC in consultation with the Media Relations Representative and the Manager, Cleveland Public Affairs Section. This response is mandatory at a SITE AREA EMERGENCY or GENERAL EMERGENCY, or may be considered when there is extraordinary media interest. Concurrently with this, proceed to Step 9 to activate the JPIC.
2. Direct the Media Relations Representative to develop an initial news statement.
3. Contact the Perry Plant Telephone Operator and the CEI Downtown Telephone Operator, notifying them that any media inquiries concerning the event are to be referred to the Media Relations Representative.
  - If inquiries are made after hours, notify the Site Protection Section.
4. Obtain approval, upon receipt of the news statement from the Media Relations Representative, from the following:

During an UNUSUAL EVENT or the initial stages of an emergency, two approvals are required:

<u>Primary</u>	<u>Alternate</u>
• Manager, Cleveland Public Affairs Section	• Director, Public Affairs Department
• Vice President, Nuclear Group - Perry	• General Manager/Shift Supervisor, Perry Nuclear Power Plant

Also, send a copy to the Shift Supervisor to review; his approval is not required, but if time permits, obtain his comments.

ALERT, SITE AREA, or GENERAL EMERGENCY require two approvals:

<u>Primary</u>	<u>Alternate</u>
• Emergency Coordinator	• Shift Supervisor
• JPIC Manager or Manager, Cleveland Public Affairs Section	• Director, Public Affairs Department

5. Upon approval, coordinate with the Media Relations Representative to ensure that the news statement is distributed to the following:

- Emergency Coordinator
- Shift Supervisor
- Vice President, Nuclear Group - Perry
- Manager, Cleveland Public Affairs Section
- PRNewswire distribution lists (2)

The news statement is distributed by PRNewswire by a) completing two Newswire Facsimile Broadcast forms (Attachment 3) and b) telecopying them with the approved statement to: 1-800-962-5540.

- Two forms are used to distribute each statement.

One list contains names of media outlets and offsite agencies. This list, "PNP1," should carry a return address from the Media Relations Representative or PIRT.

The second list, "PNP2," contains names of Centerior Energy personnel. This should carry a return address from the Manager of Cleveland Public Affairs.

- A copy of the distribution lists that the PRNewswire will use to distribute the statement can be found in Appendix A.

- General Manager, Perry Nuclear Power Plant
- All Directors, Perry Plant
- PBX Operator(s), Downtown, CFI
- Perry Plant Operator
- Any other agencies/personnel as identified by the PIRT Manager

6. Determine with the Media Relations Representative and the Manager, Cleveland Public Affairs Section, if the situation may continue to be handled as is or if consideration should be given to activation of the PIRT and/or activation of the JPIC.

-- If emergency is classified as:

- UNUSUAL EVENT, proceed to Step 8
- ALERT, proceed to Step 8
- SITE AREA EMERGENCY, proceed to Step 9
- GENERAL EMERGENCY, proceed to Step 9

7. When an emergency is classified as an UNUSUAL EVENT or ALERT, continue coordination with the Media Relations Representative and Manager, CPAS. Discuss media response.

a. Assess the situation and determine whether conditions warrant activation of the PIRT.

-- If the PIRT is to be activated, proceed to Step c, otherwise, continue to next Step.

b. As news statements are drafted, obtain the proper approval per Section 3.B.4 ensuring that news statements are distributed per the lists in Section 3.B.5.

-- If media interest warrants, or the event is reclassified to a more severe emergency classification, proceed to Step 8.

c. To activate the PIRT:

1) Assume the role of PIRT Manager or assign one using the Telephone Lists (Appendix A), and tell him to begin his response by proceeding to this Step in this instruction.



- \_\_\_\_\_ 2) Maintain a log of major events, actions, and decisions using the Public Information Response Team Activity Log (PNPP No. 8800, Attachment 4).
  - \_\_\_\_\_ 3) Contact designated members of the PIRT using the Telephone Lists (Appendix A), and direct them to report to the PIRT/NRC office in the Training and Education Center (TEC).
  - \_\_\_\_\_ 4) Assemble the PIRT, make team assignments, and discuss the status of the emergency. When you determine the PIRT is ready, declare the PIRT operational.
  - \_\_\_\_\_ 5) Log contacts using the Notification Log (PNPP No. 6398, Attachment 6).
  - \_\_\_\_\_ 6) Contact the Perry Plant Telephone Operator and the CEI Downtown Telephone Operator, notifying them that the PIRT is operational and that all media inquiries concerning the event should be referred to the PIRT.
  - \_\_\_\_\_ 7) Contact the Emergency Coordinator and the Vice President, Nuclear Group - Perry, notifying them that the PIRT is operational.
  - \_\_\_\_\_ 8) Contact the Security Shift Supervisor via the Central Alarm Station (CAS) notifying him that the PIRT is operational and that it is located in the TEC, and that any media arriving at the plant should be reported to the PIRT Manager.
  - \_\_\_\_\_ 9) Instruct the Statement Writer to immediately draft a news statement using the Guidelines for Preparing News Statements (Attachment 2).
  - \_\_\_\_\_ 10) Obtain approval of news statements and ensure that the news statements are distributed per the lists in Section 3.B.5.
  - \_\_\_\_\_ 11) Assign the PIRT Government Liaison to prepare for the arrival of the State of Ohio Emergency Management Agency Public Information Officer if notified that he/she has been dispatched to the plant. (This should be a possibility at the ALERT level only.)
- \_\_\_\_\_ d. Consider holding a media briefing.
- \_\_\_\_\_ 1) Notify the Manager, Cleveland Public Affairs Section and the Vice President, Nuclear Group - Perry, or the General Manager, Perry Nuclear Power Plant, of the planned briefing and obtain their verbal approval.

- 2) Contact the Supervisor, Support Services Unit, Perry Training Section, and instruct him to set up the General Employee Training (GET) auditorium using the Guideline for Setting Up the GET Auditorium (Attachment 6).
  - 3) Notify and update the following of the planned briefing and determine if they wish to participate.
    - Emergency Coordinator
    - Ashtabula County Public Information Officer
    - Geauga County Public Information Officer
    - Lake County Public Information Officer
    - State of Ohio, Emergency Management Agency Public Information Officer
    - Nuclear Regulatory Commission Public Information Officer, Region III
  - 4) Designate a Media Coordinator or a Media Relations Representative to report to the GET Auditorium to handle briefing preparation.
- e. Continue the Public Information Response Team operation until:
- 1) The JPIC is operational (see Instruction No. 2, JPIC Activation).
  - 2) The emergency is terminated and/or media interest declines such that PIRT is no longer warranted.
- f. Deactivate PIRT:
- 1) Notify persons previously contacted that the event is terminated and no further communications are necessary.
  - 2) Contact the Perry Plant Telephone Operator and the CEI Downtown Telephone Operator, notifying them that the event is terminated and that any media inquiries can be handled according to routine procedure.
  - 3) Ensure all relevant documents are gathered and filed with the Coordinator, Emergency Public Information (EPI) Program, for future reference.

- \_\_\_\_\_ 4) Close out PIRT operation.
- \_\_\_\_\_ 5) Schedule a follow-up meeting/critique with participants to assess the response to events.
- \_\_\_\_\_ 8. When the event is classified/upgraded to a SITE AREA EMERGENCY or GENERAL EMERGENCY, the JPIC will be activated.
  - \_\_\_\_\_ a. Contact the JPIC Manager, using the Telephone Lists (Appendix A), explaining that the emergency classification will require activation of the JPIC.
    - If determined appropriate, activate the PIRT per Step 8.c.
    - If the PIRT already is operational:
      - \_\_\_\_\_ 1) Continue to supervise the PIRT operation until notified by the JPIC Manager that the JPIC is ready to be declared operational.
      - \_\_\_\_\_ 2) Discuss the relevant information with the JPIC Manager, informing him of the names, responsibilities, and phone numbers of members of the PIRT so that he can instruct the JPIC staff with whom to make contact.
      - \_\_\_\_\_ 3) Direct the PIRT staff to discuss relevant information with their counterparts on the JPIC staff.
      - \_\_\_\_\_ 4) Upon notification that the JPIC is operational, instruct the PIRT to notify persons previously contacted, including the telephone operators, that the JPIC is operational and all further communications should be directed to the JPIC.
      - \_\_\_\_\_ 5) Direct the PIRT to close out its functions and gather relevant documents including news statements and notification logs, returning room to original status for use by NRC officials.
      - \_\_\_\_\_ 6) Contact the Security Shift Supervisor via the Central Alarm Station. Notify him that information about the event is now being released by the JPIC at Lakeland Community College (LCC), and all media should be directed to the JPIC.
      - \_\_\_\_\_ 7) Notify the JPIC Manager that the PIRT has been deactivated.



C. Manager, Cleveland Public Affairs Section: <P00078>

1. Discuss the situation and media response with the PIRT Manager and/or the Media Relations Representative.
2. When the event is classified as an UNUSUAL EVENT or an ALERT:
  - a. Assure that the Director, Public Affairs Department, and Cleveland Public Affairs Section staff are notified of the situation.
  - b. Continue to stay apprised of the situation, communicating with the PIRT Manager.
  - c. Review and approve news statements.
  - d. Designate Cleveland Public Affairs staff to monitor radio and television reports about the emergency, ensuring a periodic analysis of media coverage is provided to the PIRT Manager.

NOTE: Discuss with the PIRT Manager several options:  
1) assigning staff to monitor coverage at home;  
2) calling JPIC Media Monitor personnel to do the same; 3) activating part of the JPIC and establishing media monitoring capabilities; and  
4) contacting Centerior/CEJ transcription services to monitor coverage.

- e. Discuss with PIRT Manager the status of the event and proceed accordingly.
  - If the event is classified as, or upgraded to a SITE AREA EMERGENCY or GENERAL EMERGENCY, the JPIC will be activated. Proceed to Instruction No. 2, JPIC Activation.
  - If the event is terminated, notify the previously contacted personnel of the close-out of the event.

D. Information Liaison:

During the initial stages of an emergency, the Media Relations Representative or the PIRT Manager may direct an Information Liaison to go to the Control Room, the Technical Support Center, or the Emergency Operations Facility.

1. When directed to the Control Room,

- a. Establish contact with the Shift Technical Advisor and discuss the situation.
- b. Establish contact with the Media Relations Representative or the Technical Liaison.
- c. Keep the Media Relations Representative or Technical Liaison informed about the emergency. Assist them in news statement development, review, and approval.
- d. Keep the Shift Supervisor/Emergency Coordinator informed about media activities and interest.
- e. Remain at the Control Room until instructed by the PIRT Manager or the Media Relations Representative to report to the TSC or EOF as required.

-- If the emergency situation is such that it is not practical (or possible) to leave the Control Room, inform the PIRT Manager. Remain at the Control Room until it is possible to leave without endangering yourself and without interrupting the information flow at a critical time.

f. When the emergency is terminated, notify the PIRT Manager.

2. When directed to the TSC, sign in at the Security Desk and on the TSC Staff Status Board.

- a. Establish contact with the Operations Manager and discuss the situation.
- b. Establish contact with the Media Relations Representative or the Technical Liaison.
- c. Keep the Media Relations Representative or Technical Liaison informed about the emergency. Assist them in news statement development, review, and approval.
- d. Keep the Operations Manager informed about media activities and interest.

\_\_\_\_\_ e. Remain at the TSC until instructed by the PIRT Manager to report to the EOF or elsewhere.

-- If the emergency situation is such that it is not practical or possible to leave the TSC, inform the PIRT Manager. Remain there until it is possible to leave without endangering yourself and without interrupting the information flow at a critical time.

\_\_\_\_\_ f. When the emergency is terminated, notify the PIRT Manager.

\_\_\_\_\_ 3. When directed to the EOF, sign in at the Security Desk and on the EOF Staff Status Board.

\_\_\_\_\_ a. Establish contact with the Emergency Coordinator and discuss the situation.

\_\_\_\_\_ b. Establish contact with the Media Relations Representative and Technical Liaison (if the PIRT is operational), or the Technical Coordinator (if the JPIC is operational). Discuss the situation.

\_\_\_\_\_ c. Proceed to your instruction in Instruction No. 3, JPIC Operation.

E. Public Information Response Team (PIRT):

The Public Information Response Team develops and distributes news statements, and responds to media, governmental, employee, and public inquiries concerning an emergency at the Perry Plant.

1. Media Coordinator:

- \_\_\_ a. Make notifications of and distribute news statements as directed by the PIRT Manager.
- \_\_\_ b. Coordinate media notifications with the Media Relations Representative.
- \_\_\_ c. Log contacts using the Notification Log (PNPP No. 6398, Attachment 5).
- \_\_\_ d. Respond to media inquiries using approved news statements. Do not speculate on the causes or consequences of the emergency.
- \_\_\_ e. Initiate a Media/Rumor Control Inquiry (PNPP No. 8011, Attachment 7) for questions you cannot answer and forward it to the Technical Liaison for completion.
- \_\_\_ f. Participate in media briefings as requested by the PIRT Manager.
- \_\_\_ g. Act as moderator for media briefings if requested by the PIRT Manager.

2. Government Liaison: <P00096>

- \_\_\_ a. Make notifications to local elected and appointed officials using Appendix A, Section 3.4, PIRT Government Liaison Call List.
- \_\_\_ b. Read the approved news statements to the officials.
- \_\_\_ c. Maintain a log of major events, actions, and decisions using the Public Information Response Team Activity Log.
- \_\_\_ d. Log contacts using the Notification Log (PNPP No. 6398, Attachment 5).

- \_\_\_\_\_ e. Prepare for the arrival of the State of Ohio Emergency Management Agency Public Information Officer when notified that he/she has been dispatched to the plant by meeting him/her upon arrival and escorting him/her to the PIRT.

\_\_\_\_ -- If the JPIC has been declared to be activated when the PIO arrives, suggest he/she may want to proceed to the JPIC.

\_\_\_\_\_ 3. Technical Liaison:

- \_\_\_\_\_ a. Establish and maintain contact with the Information Liaison.
- \_\_\_\_\_ b. Interpret technical information and data for the PIRT and Statement Writer/Coordinator.
- \_\_\_\_\_ c. Assist in writing news statements using the Media Inquiries (Appendix F) as a guideline.
- \_\_\_\_\_ d. Answer questions referred to on the Media/Rumor Control Inquiry form.
- \_\_\_\_\_ e. Assist the Support Staff in updating the status boards in the PIRT office.
- \_\_\_\_\_ f. Act as Technical Spokesperson for media briefings as requested by PIRT Manager.

\_\_\_\_\_ 4. Statement Writer/Coordinator:

- \_\_\_\_\_ a. As directed, write news statements using the Guidelines for Preparing News Statements. The Technical Liaison will be the primary source of information.
- \_\_\_\_\_ b. Keep apprised of the situation through the Technical Liaison.
- \_\_\_\_\_ c. Maintain a chronological listing of the emergency events in news statement form for periodic dissemination.

\_\_\_\_\_ 5. Typist:

- \_\_\_\_\_ a. Type draft and final news statements using pre-formatted statements in the VAX terminal for guidance. Steps on how to access the correct VAX account are included in your emergency packet in the PIRT office.
- \_\_\_\_\_ b. Perform other duties as directed by the Statement Writer/Coordinator.



6. Support Staff:

- a. Set up the Public Information Response Team office using the Work Area Layout (Attachment 8) as the guideline.
- b. Have the photocopy machine in the Simulator Office (TEC 139) moved to the office in the EOF CEI Workroom. Additional photocopy machines are available on the second floor of the TEC, in the library, and in TEC 223.
- c. Record the latest news statements on the Rumor Control Hotline (Interalia System) using the the Interalia Instructions (Appendix A, Section 8) or located in the Support Staff Supply Packet in the PIRT office.

NOTE: Until a news statement is available, record the message which appears on Appendix 8.

- d. Make photocopies and distribute news statements as directed by the PIRT Manager. Distribution of news statements for media outlets may have to be coordinated with the Media Relations Representative or the Media Coordinator. Generally, the distribution includes:

- Emergency Coordinator
- Manager, Cleveland Public Affairs Section
- PRNewswire distribution list

The news statement is distributed by PRNewswire by a) completing two Newswire Facsimile Broadcast forms (Attachment 3) and b) telecopying them with the approved statement to: 1-800-962-5540.

- Two forms are used to distribute each statement.

One list contains names of media outlets and offsite agencies. This list, "PNP1," should carry a return address from the Media Relations Representative or PIRT.

The second list, "PNP2," contains names of Centerior Energy personnel. This should carry a return address from the Manager of Cleveland Public Affairs.



- A copy of the distribution lists that the PRNewswire will use to distribute the statement can be found in Appendix A.
  - Vice President, Nuclear Group - Perry
  - General Manager, Perry Nuclear Power Plant
  - All Directors, Perry Plant
  - PBX Operator(s), Downtown, CEI
  - Perry Plant Operators
- \_\_\_\_\_ e. Update status boards continually in the PIRT office with assistance from the Technical Liaison.
  - \_\_\_\_\_ f. Perform other clerical duties as directed.
  - \_\_\_\_\_ g. Disassemble the PIRT office following deactivation, as directed by the PIRT Manager, by returning PIRT-related materials to storage, replenishing supplies, returning facility to original status, and collecting all PIRT-generated materials for the files.
  - \_\_\_\_\_ h. Re-record the original "Non-emergency message" on the Rumor Control Hotline (Interalia System), located in the Support Staff Supply Packet located in the PIRT office, upon deactivation of the PIRT if the JPIC has not been activated.

## PNPP EVENT DESCRIPTION (PNPP No. 6397)

## PNPP EVENT DESCRIPTION

EMERGENCY PUBLIC INFORMATION  
ORGANIZATION INSTRUCTION MANUAL

PNPP No. 6397 Rev. 3/90

RECORDED BY _____		DATE _____	TIME _____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
<input type="checkbox"/> INITIAL CONTACT	<input type="checkbox"/> UPDATE	CONTACT'S NAME _____	TITLE _____	PHONE NO. _____		
<p>STATUS AT TIME OF EVENT:</p>          <p>CURRENT STATUS:</p>						
DESCRIPTION OF EVENT: _____ <b>SAMPLE</b> _____						
EMERGENCY CLASSIFICATION AND WHEN DECLARED						
UNUSUAL EVENT DATE/ TIME _____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	ALERT DATE/ TIME _____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	SITE AREA EMERGENCY DATE/ TIME _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	GENERAL EMERGENCY DATE/ TIME _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
ACTIONS BEING TAKEN: _____						
NOTIFICATIONS MADE AND WHEN CONTACTED						
STATE OF OHIO DATE/ TIME _____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	ASH. COUNTY DATE/ TIME _____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	GEALUCA COUNTY DATE/ TIME _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	LAKE COUNTY DATE/ TIME _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	N. R. C. DATE/ TIME _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
RADIATION RELEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO		FORM <input type="checkbox"/> GAS <input type="checkbox"/> LIQUID	AMOUNT OF RELEASE _____	REGULATORY LIMIT _____	NUCLIDES RELEASED _____	
IS RELEASED STOPPED/UNDER CONTROL? <input type="checkbox"/> YES <input type="checkbox"/> NO		OFFSITE ASSISTANCE REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
IF YES, WHAT ASSISTANCE? _____						
OTHER INFORMATION/PROGNOSIS: _____						

## 1. GUIDELINES FOR PREPARING NEWS STATEMENTS

For PIRT/JPIC purposes, there are four types of news statements:

- Bulletin
- Detailed News Statement
- Chronology
- Backgrounder

The text of all news statements should:

- Avoid technical jargon
- Not speculate on causes or consequences of the event
- Place the event in perspective according to its nature to permit appropriate response by area residents, employees, the news media, investors and other interested parties.

Examples of news statements follow:

### A. BULLETIN

A bulletin should be issued quickly when a major change in plant status occurs, and after declaration or upgrade of an emergency classification to provide timely notification of the event. A bulletin should include:

- Date and time of the statement being issued
- Statement number - consecutively beginning with the PIRT
- Phone number for media inquiries
- Name of plant (Perry Plant)
- Location of plant (Perry, Ohio)
- Emergency classification
- Time of emergency declaration
- Definition of the classification
- Local, state, and federal agencies that have been notified

B. DETAILED NEWS STATEMENT

A detailed news statement should be issued to provide additional information about events and corrective actions being taken. A detailed news statement should include:

- Date and time of issue of the statement
- Statement number (Chronologically continuing from PIRT statements)
- Phone number for media inquiries
- Name of plant and affected unit (Perry Plant)
- Location of the plant (Perry, Ohio)
- Status of unit
- Emergency classification
- Time of emergency declaration
- Definition of the classification
- Description of emergency actions
- Local, state and federal agencies that have been notified
- Corrective actions taken
- Effect on plant personnel
- Description of any release of radioactive material
- Off-site assistance requested/provided

C. CHRONOLOG:

A chronology may be issued to provide a brief summary of key events that occurred as the emergency evolved. A chronology should include:

- Date and time of issue of the statement
- Name of plant
- Location of the plant
- Listing, in chronological order, of key events
- Statement number

D. BACKGROUNDER

A backgrounder is used to provide the media with descriptive information on various topics pertinent to the emergency. Backgrounders are generally issued when time permits. Topics can include, but are not limited to:

- General plant information
- Radiation
- Insurance (Price-Anderson Act)
- Biographies of key officials
- Emergency actions
- System description
- Radiological or environmental monitoring

A backgrounder should include:

- Date and time of issue of the statement
- Statement number
- Name and location of the plant - if appropriate to topic
- Detailed description of the topic

NEWSWIRE FACSIMILE BROADCAST

## Newswire Facsimile Broadcast

Make sure that this Instruction Sheet is the first page of your transmission.  
Please write or type clearly.

Customer Account Number : 178250

List Name(s) : (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_ (9) \_\_\_\_\_

(10) \_\_\_\_\_ (11) \_\_\_\_\_ (12) \_\_\_\_\_ (13) \_\_\_\_\_ (14) \_\_\_\_\_

Number of pages INCLUDING this instruction sheet : \_\_\_\_\_

Cover Sheet : ☒ YES ☐ NO

(Note: Default is YES. It will give you a system-generated cover sheet on your fax.)

Choose ONLY ONE of the following four Delivery Options:

☒ (1) EXPRESS = IMMEDIATELY

☐ (2) OFFPEAK = BETWEEN 11 P.M. - 7 A.M. TONIGHT (EASTERN TIME)

☐ (3) HOLD = NO DELIVERY UNTIL PR NEWswire IS NOTIFIED

☐ (4) SCHEDULED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Broadcast begins at time specified. Must be military time. (EASTERN TIME)

Fax From: (To appear on the cover sheet, up to 40 characters per line)

**SAMPLE**

Fax this sheet and your document to: **800-962-5540**

From Newswire Customer:

Centerion Energy Corporation

PR Newswire representative on duty:

Dave Armon, Bureau Manager

Phone Number:

Wk: 566-7777; Home: 932-3036



PUBLIC INFORMATION RESPONSE TEAM ACTIVITY LOG (PNPP No. 8800)PUBLIC INFORMATION RESPONSE TEAM  
ACTIVITY LOGEmergency Public  
Information Organization  
Instructions Manual

Sheet 07

PNPP No. 8800 Rev. 1/90

NAME / TITLE		DATE
TIME	ACTION / SUBJECT	
<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
	<b>SAMPLE</b>	

NOTIFICATION LOG (PNPP No. 6398)Emergency Public Information  
Organization Instructions  
Manual  
Sheet of

## NOTIFICATION LOG

PNPP No. 6398 Rev. 2/90

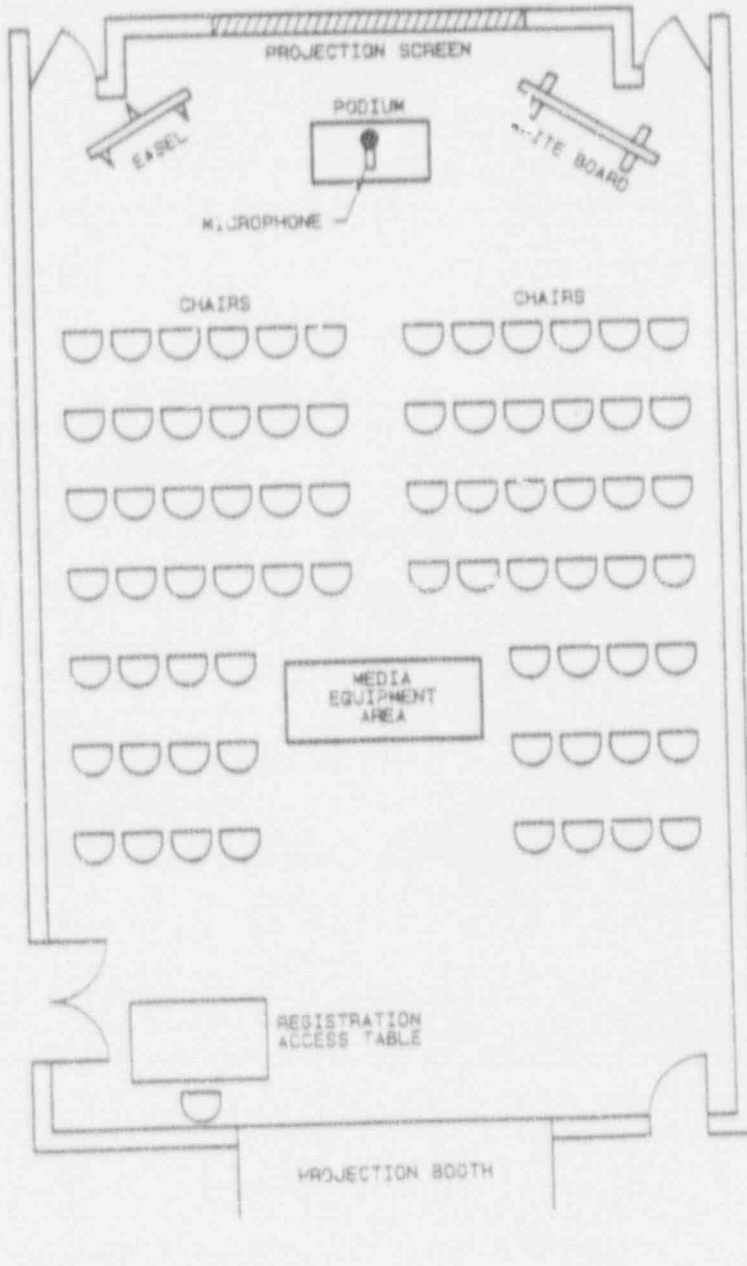
PERSON MAKING NOTIFICATION		DATE	
NAME/ORGANIZATION	PHONE NO.	TIME CONTACTED	COMMENTS
SAMPLE			

COPY TO: HISTORICAL FILE (if PIRT is activated) Document Controller: Historian (if JPI is activated)

GUIDELINE FOR SETTING UP THE GET AUDITORIUM

GUIDELINE FOR SETTING UP THE GET AUDITORIUM

MEDIA BRIEFING AREA  
TRAINING AND EDUCATION CENTER  
G.E.T. AUDITORIUM



## MEDIA/RUMOR CONTROL INQUIRY (PNPF No. 8011)

## MEDIA/RUMOR CONTROL INQUIRY

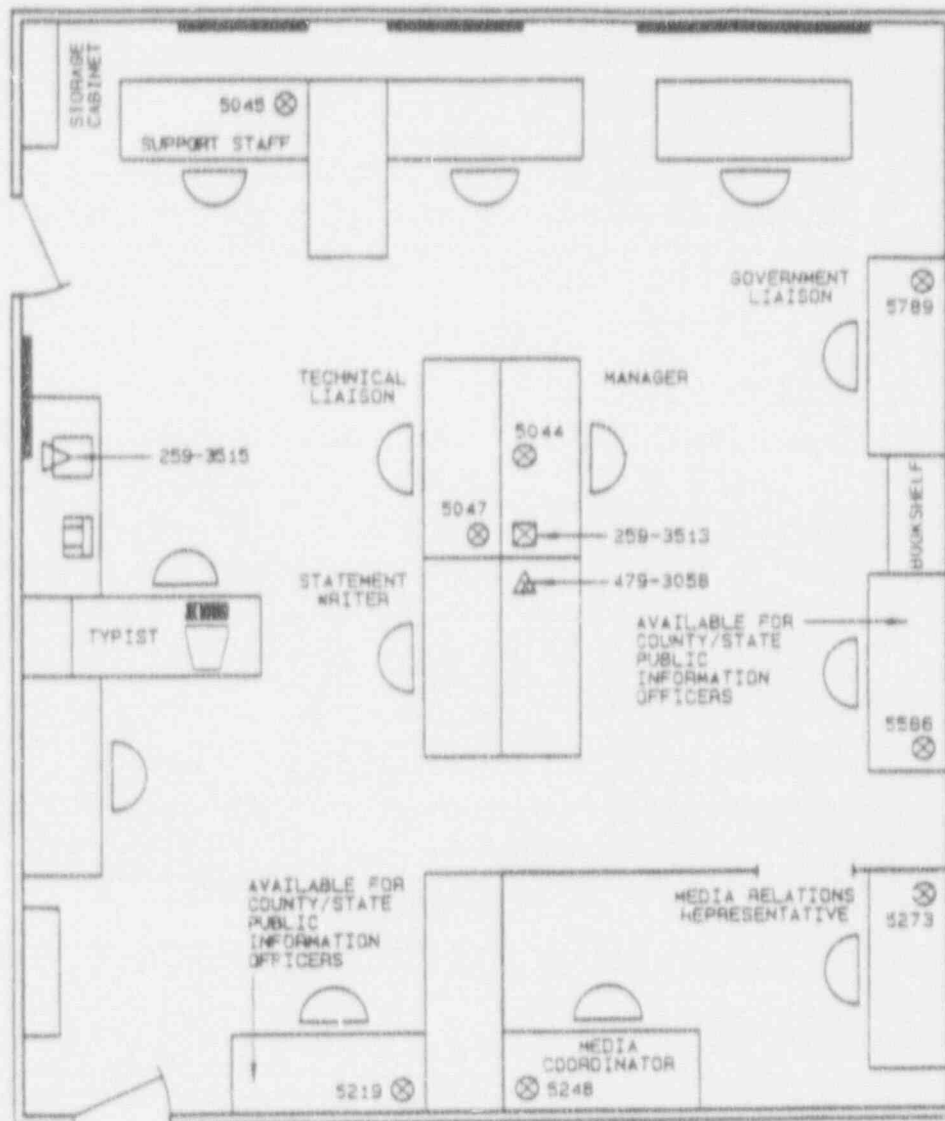
EMERGENCY PUBLIC INFORMATION  
ORGANIZATION INSTRUCTIONS  
MANUAL

PNPF No. 8011 Rev. 2/90

RECORD OF INQUIRY	<input type="checkbox"/> TELEPHONE CALL	CALLER'S NAME:		CALLER'S TELEPHONE NO.:	
		CALLER'S AFFILIATION:			
		TAKEN BY:	TIME:	DATE:	
		MANNER:		<input type="checkbox"/> CALM <input type="checkbox"/> RATIONAL <input type="checkbox"/> COHERENT <input type="checkbox"/> EMOTIONAL <input type="checkbox"/> LAUGHING <input type="checkbox"/> ANGRY <input type="checkbox"/> IRRATIONAL <input type="checkbox"/> INCOHERENT <input type="checkbox"/> RIGHTEDUS	
		HAS THIS RUMOR BEEN BROADCAST:		IF YES, WHICH MEDIA:	
	<input type="checkbox"/> YES <input type="checkbox"/> NO				
	<input type="checkbox"/> OTHER	DESCRIBE:			
INQUIRY:					
SAMPLE					
IMMEDIATE ACTIONS:					
REFERRED TO: _____ SIGNATURE: _____ TIME: _____					
FINAL ACTIONS:					
COMMENTS:					
SIGNATURE: _____ TIME: _____ DATE: _____					

DISTRIBUTION: WHITE - MEDIA RELATIONS REPRESENTATIVE (IF PIPT) OR  
INFORMATION SUPERVISOR (IF JPIC)YELLOW - MANAGER COMMUNITY  
RELATIONS SECTION (IF PIPT) OR  
COMMUNICATIONS COORDINATOR (IF JPIC)

WORK AREA LAYOUT  
PUBLIC INFORMATION RESPONSE TEAM ROOM  
WORK AREA LAYOUT  
PIRT / NRC ROOM



LEGEND:

- ⊗ SITE USE PHONE W/OFFSITE ACCESS & BROWN! SPEAKER CAPABILITIES
- ⊠ DIRECT OFFSITE LINE (BLACK)
- △ OPX LINE
- COMPUTER TERMINAL
- PRINTER
- TELESCOPE
- MAGNETIC BOARD

NOTE:

COPY MACHINE TO MOVE FROM TEC 139A TO 20F.



EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS MANUAL

DRILL STATEMENT

THIS IS A DRILL

Statement Prior to PIRT/JPIC Operations

An incident has occurred at the Perry Nuclear Power Plant located in North Perry, Ohio. As yet, little information is available as to the cause or importance of this incident.

We are presently assessing the situation and will make public statements available through the news media as soon as possible. Please listen to your radio or television. Or, call this number later. We will update this message as details become available.

There is no danger to the public.

THIS IS A DRILL



# NON-INTENT INSTRUCTION TEMPORARY CHANGE


PNPP No. 7309 Rev. 9/90

JPC - INSTRUCTION 2 9/7/92 PAP-0522

TEMPORARY CHANGE NO.

TCN-

1

INSTRUCTION NO. <del>EPIC-1000</del> 117	REV 9	INSTRUCTION TITLE Joint Public Information Center Activation
CANCELS TCN(S) N/A		
LIST EACH ATTACHED PAGE Pg 1-1		ADMIN. USE ONLY
PREPARED BY Debra K. Travieso	DATE 7-16-92	<b>PNPP</b>  <b>CONTROLLED COPY</b> No. <span style="border: 1px solid black; padding: 0 5px;">7</span> <span style="border: 1px solid black; padding: 0 5px;">2</span> <span style="border: 1px solid black; padding: 0 5px;">5</span>
REASON  To correct titles to reflect current Continex Energy Corp - organizational structure.		

☐ CONDITIONAL APPROVAL

PLANT MANAGEMENT STAFF	DATE	SS or US	DATE
------------------------	------	----------	------

☒ FINAL APPROVAL ONLY

IN-DEPTH REVIEWER Denny K. Harrison	DATE 8-17-92
--	-----------------

FINAL APPROVAL	APPROVED Robert H. Vandenberg	DATE 8/18/92	APPROVED Michael J. Jones	DATE 8-20-92
	APPROVED N/A	DATE	APPROVED N/A	DATE
	FORC. MTG. NO. N/A	FORC. MTG. DATE	RECOMMENDED FOR <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	EFFECTIVE DATE 8-28-92

FOR CONDITIONAL TC'S ONLY:

DISAPPROVAL	DISAPPROVED	DATE
	REASON FOR DISAPPROVAL	

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

3

REV.

9

PNPP CONTROLLED  
COPY NO.

TITLE

Joint Public Information Center Activation

PREPARER

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EFFECTIVE

10-15-91

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## 2. JOINT PUBLIC INFORMATION CENTER ACTIVATION

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## 2. JOINT PUBLIC INFORMATION CENTER ACTIVATION

### 1. PURPOSE

To provide guidance in the activation of the Perry Power Plant Joint Public Information Center (JPIC).

### 2. GENERAL INFORMATION

- A. The JPIC will be activated at a Site Area Emergency or General Emergency classification. The JPIC will also be activated when the Manager, Emergency Planning and Cost Section or Public Information Response Team (PIRT), and Manager, Cleveland Public Affairs Section, or Media Relations Representative determine that media interest or other events warrant JPIC operation.
- B. A Telephone Notifications Flow Chart for use in activating the JPIC appears at the end of this instruction.
- C. The JPIC should be fully operational (staffed and equipped) within two hours of initial notification to mobilize.
- D. The Performing Arts Center of Lakeland Community College (LCC) is used as the JPIC.
- E. Checking of steps on this instruction may be inappropriate for documentation; therefore, events should be logged on appropriate forms (Notification Logs and Activity Logs) as shown in Appendix C of this manual.

### 3. ACTIONS

#### A. JPIC Manager:

- 1. Designate a Support Services Supervisor, Information Supervisor, and a Media Relations Supervisor, using the Personnel/Access Lists (Appendix B), and contact them using the Telephone Lists (Appendix A).
- 2. Inform the Support Services Supervisor, Information Supervisor, and Media Relations Supervisor that the JPIC is being activated. Instruct them to contact their staff and to proceed to LCC.
- 3. Notify the President and Chief Executive Officer, Centerior, and Director, Centerior Public Affairs Department, of the activation of JPIC.

- \_\_\_ 4. Inform the PIRT Manager that notifications have been made. Discuss the need for a health physics expert and other experts at JPIC.
- \_\_\_ 5. Proceed to LCC, bringing your photo identification and these instructions.
- \_\_\_ 6. Upon arrival at JPIC, sign in at Access Control.
- \_\_\_ 7. Sign in on the JPIC Personnel Status Board in the CEI work area.
- \_\_\_ 8. Discuss JPIC set-up status with the Support Services Supervisor.
- \_\_\_ 9. Establish contact with the PIRT Manager to discuss the situation.
- \_\_\_ 10. Direct the JPIC staff to assist the set-up team in preparing work areas for activation.
- \_\_\_ 11. Upon notification from the Support Services Supervisor that the JPIC is set-up, assume responsibilities.
  - \_\_\_ a. If the PIRT is operational, direct the Technical Spokesperson and Technical Coordinator to establish contact with the PIRT Technical Liaison and the Information Liaison at the Technical Support Center (TSC) or Emergency Operations Facility (EOF) to discuss the emergency and obtain information.

-- If it is other than normal working hours and the Media Relations Representative has been handling the situation at home, instruct the Technical Spokesperson to contact the Media Relations Representative and obtain a briefing of the situation.
  - \_\_\_ b. Direct a support staff person to:
    - \_\_\_ 1) Establish contact with the PIRT support staff (if PIRT is operational) and obtain each approved news statement previously released (telecopier should be used if available).
    - \_\_\_ 2) Copy the previous approved news statements and distribute them to:
      - JPIC Manager
      - Support Services Supervisor

- Information Supervisor
- Media Relations Supervisor
- Communications Coordinator
- Document Controller/Historian

- \_\_\_\_\_ c. When time permits, direct the Media Relations Supervisor to establish contact with the PIRT Media Coordinator (or Media Relations Representative if handled at home).
- \_\_\_\_\_ d. Advise the County and State Public Information Officers to establish contact with their respective Emergency Operations Centers and obtain a briefing on off-site response.
- \_\_\_\_\_ 12. Assemble JPIC staff members in the CEI Work Area.
  - \_\_\_\_\_ a. Instruct each supervisor (and Public Information Officer, if possible) to give an update/status report of his staff's tasks/response.
  - \_\_\_\_\_ b. Verify that the Information Liaison at the EOF or TSC, has established contact with the Technical Spokesperson or the Technical Coordinator, and is providing information to the JPIC.
  - \_\_\_\_\_ c. Brief the staff on the current emergency situation, and verify that they understand the status of the emergency, including off-site response.
- \_\_\_\_\_ 13. When confident that the JPIC staff is capable of performing its function and is apprised of the past and current situation, declare the JPIC operational.
- \_\_\_\_\_ 14. Instruct the JPIC staff to assume their respective responsibilities per Instruction No. 3, JPIC Operation.
- \_\_\_\_\_ 15. Notify the PIRT Manager (or Media Relations Representative if handling at home) that the JPIC is operational and all media inquiries should be directed to the JPIC.
- \_\_\_\_\_ 16. Notify the Emergency Coordinator in the EOF, or in the TSC if the EOF is not operational, that the JPIC is operational.
- \_\_\_\_\_ 17. Proceed to Instruction No. 3, JPIC Operation.



B. Support Services Supervisor:

- \_\_\_\_ 1. Upon notification from the JPIC Manager to set up the JPIC, log the call, using the Notification Log (Appendix C).
- \_\_\_\_ 2. Contact the Set-Up/Logistics Coordinators (minimum of 4). Inform them that the JPIC is being activated.
- \_\_\_\_ 3. Contact the Police Dispatcher, Lakeland Community College, using the Telephone Lists (Appendix A, Section 6). This number is staffed 24 hours a day. State the following:

"This is (your name) of the Cleveland Electric Illuminating Company's Perry Power Plant. This is a (drill or real event). An emergency has been declared at the Perry Power Plant which requires activation of the Joint Public Information Center. Please turn immediately to your Standard Operating Procedures for JPIC and proceed accordingly.

The set-up team is being dispatched to Lakeland. The team will require that the door to our storage area be opened. Would you ensure this is done? My name is (your name); my code is (first initial of first name, social security number, and first initial of last name). Do you have any questions? This is a (drill/real event)."

- \_\_\_\_ 4. Designate a Document Controller/Historian, Equipment Coordinator, Access Controller, and Support Staff using Appendix B as a guide. Contact (Appendix A, Section 1) and instruct them to report to the JPIC with their photo identification and these instructions.
- \_\_\_\_ 5. Proceed to LCC.
- \_\_\_\_ 6. Upon arrival at JPIC, sign in at the Access Control Point.
- \_\_\_\_ 7. Meet with the assigned LCC Security Guard at Access Control, instructing him to continue in this function until relieved by the CEI Access Controller (give the person's name).
- \_\_\_\_ 8. Sign in on the JPIC Staff Status Board in the CEI work area.
- \_\_\_\_ 9. Discuss the situation with the JPIC Manager.
- \_\_\_\_ 10. Supervise the set-up of JPIC so that the appropriate areas and equipment are set up in accordance with Appendix D.

11. As JPIC Supervisors arrive, direct them to their respective areas to supervise the set-up. The following people are responsible for the set-up of the following respective areas:

<u>Supervisors</u>	<u>Area</u>
Support Services Supervisor	CEI Work Area
Communications Coordinator	Media Response/ Rumor Control
Information Supervisor	Federal/State/ County Work Area
Audio-Visual Coordinator	Briefing Room
Audio-visual Coordinator	Media Monitor Room
Media Relations Supervisor	Media Work Area

-- If the designated people have yet to arrive, assign an alternate from the JPIC staff members who are available.

12. Contact an Equipment Coordinator for assistance with non-functioning equipment or utilize contacts listed below:

<u>Equipment</u>	<u>Contact</u>
Facilities	LCC
Electrical Problems	Cleveland Dispatcher

For telephone numbers, see the Telephone Lists (Appendix A, Section 7).

13. Contact other LCC divisions for assistance, as necessary, using the Telephone Lists (Appendix A, Section 7).
14. Obtain all signatures on the JPIC Set-Up Record (Appendix C), then sign, date, and add time.
15. Give the JPIC Manager the completed JPIC Set-Up Record informing him that all areas are operational.

- \_\_\_\_ 16. Direct three Set-Up/Logistics Coordinators to report to the CEI Audio-Visual Coordinator as soon as set-up of the JPIC is complete. These three coordinators will assume responsibility for the audio-visual equipment while the remaining coordinator(s) will be available to obtain supplies from storage and assist with problems.
- \_\_\_\_ 17. Proceed to your instruction in Instruction No. 3, JPIC Operation.

C. Access Controller:

- \_\_\_ 1. Upon notification from the Support Services Supervisor that the JPIC is being activated, proceed to LCC with your photo badge identification and these instructions.
- \_\_\_ 2. Upon arrival at the JPIC, assist in the set-up of your area.
- \_\_\_ 3. Assume responsibilities for access control from the LCC Police.
- \_\_\_ 4. Proceed to your instruction in Instruction No. 3, JPIC Operation, when you assume access control responsibilities. Do not wait until the JPIC Manager declares the JPIC operational before proceeding to Instruction 3.

D. Set-Up/Logistics Coordinators:

- \_\_\_\_ 1. Upon notification from the Support Services Supervisor that the JPIC is being activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Move all required equipment and supplies to the areas marked on them (i.e. "CEI Work Area", "JPIC Manager", "Document Controller/Historian", etc.). Supplies are stored in the basement of the Performing Arts Center at LCC near the photography department. NOTE: Storage area should be secured when CEI personnel are not there (i.e., between deliveries). Each box is color coded by room. They are marked by function and contain phones and supplies that should be placed on the work area tables.
- \_\_\_\_ 4. After all boxes, equipment and supplies are moved to their respective work areas, proceed with the assistance of Lakeland personnel to prepare each room as follows:
  - \_\_\_\_ a. Remove the boardroom table, chairs, student desks, and any other unnecessary equipment.
  - \_\_\_\_ b. Place work tables in each room per Appendix D.
  - \_\_\_\_ c. Set up partitions between the CEI work area and the Federal/State/County work area.
  - \_\_\_\_ d. Move required equipment and supplies into rooms, i.e., typewriters, telecopiers, telephones, copy machines, etc. Supply boxes should be placed on work area tables.
  - \_\_\_\_ e. Connect phones. (The identification number on the top of the telephone should match the number on the wall terminal.)
  - \_\_\_\_ f. Move supply cart to CEI work area.
  - \_\_\_\_ g. Ensure rooms and areas are set up in the following priority:
    - 1) Access Control
    - 2) CEI Work Area
      - JPIC Personnel Status Board (being sure to sign in, too)
      - Support Services Supervisor's telephone

- Telecopiers
- Technical Spokesperson Area
- Technical Coordinator Area
- Information Supervisor Area
- Writer's Area
- JPIC Manager and Document Controller/Historian Area
- Support Services Supervisor Area
- Copy Machine
- Remainder of area as required

3) Federal/State/County Work Area

- Telecopiers
- Ashtabula, Lake and Geauga County tables
- State of Ohio, Emergency Management Agency, Public Information Officer table
- Typewriters
- NRC and FEMA tables
- Copy machine
- Others as required

4) Rumor Control/Media Response Work Area

5) Media Work Area

6) Briefing Area

- \_\_\_\_ 5. Ensure clocks are visible and synchronized.
- \_\_\_\_ 6. Ensure rooms are neat and complete.
- \_\_\_\_ 7. Assist the area supervisors in setting up their respective rooms using the priority listed above.



8. Notify the Support Services Supervisor when set-up is complete. As directed, either report to CEI Audio-Visual Coordinator to assume responsibility for audio-visual equipment; or remain at the JPIC throughout the duration of the emergency to be available to address any problems and assist the Support Services Supervisor until the JPIC is deactivated or you are relieved by your replacement.

E. Equipment Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is to be activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Sign in on the JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_\_ 4. Assist with the installation of ~~communications~~ equipment in all work areas. This includes telephones, telecopiers, typewriters, copy machines, etc.

Dedicated telephone lines and telecopiers have priority during installation and testing to ensure a communication link between the EOF, Emergency Operating Centers, and other communication areas.

- \_\_\_\_ 5. Test all equipment to ensure operability.
  - If assistance is required to repair or replace malfunctioning equipment, contact:

<u>Equipment</u>	<u>Contact</u>
Telephones	Ohio Bell
Telecopiers	Ohio Business Machines
Copy Machines	(Canon) Lake Business Products
	(Sharp) Ohio Business Machines
Typewriters	Tri-County Typewriter
Electrical Problems	Cleveland Dispatcher

For telephone numbers, see Telephone Lists (Appendix A, Section 7).

- \_\_\_\_ 6. When communications and other equipment are operating properly, inform the Support Services Supervisor.
  - If unable to get equipment operable, inform the Support Services Supervisor of status of current actions.

- \_\_\_\_ 7. After the JPIC is declared operational, inform the Communications Coordinator that you are about to disconnect the Rumor Control lines from the Interavia System; ensure the Rumor Control lines are disconnected from the Interavia system.

The Interavia System is located in the Telephone/Equipment Room in Building A basement, adjacent to Security.

- \_\_\_\_ 8. Remain at the JPIC throughout the duration of the emergency to be available to address any equipment problems and assist the Support Services Supervisor until the JPIC is deactivated or you are relieved by your replacement.

F. Information Supervisor:

- \_\_\_\_ 1. Upon receiving notification from the JPIC Manager that JPIC is to be activated, designate your support staff using Appendix B as a guide.
- \_\_\_\_ 2. Contact your staff using Appendix A, Section 1 (See the Telephone Notifications flow chart at the end of this instruction), inform them of the emergency at the plant, and instruct them to report to the Joint Public Information Center at LCC with their photo identification and these instructions.
- \_\_\_\_ 3. Verify with the PIRT Manager that the Information Liaison has already been notified.

-- If not, direct the Information Liaison to proceed to the following, depending upon classification:

<u>Classification:</u>	<u>Report to:</u>
Alert	TSC
Site Area Emergency or General Emergency	TSC or EOF

- \_\_\_\_ 4. Ascertain from the PIRT Manager who the Manager, Cleveland Public Affairs Section (CPAS), and the Director, Centerior Public Affairs Department, are; contact a Corporate Liaison, inform him of the emergency, tell him to get an update on notifications made by the Manager, CPAS, and Director, Centerior Public Affairs Department, and instruct him to follow his procedure.
- \_\_\_\_ 5. Proceed to the JPIC with your photo identification and these instructions.
- \_\_\_\_ 6. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 7. Sign in on the JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_\_ 8. Report to the Support Services Supervisor.
- \_\_\_\_ 9. Supervise the set-up of the Federal/State/County Work Area, as directed by the Support Services Supervisor, using Lakeland and CEI personnel as necessary. Use Federal/ State/County Work Area Layout (Appendix D) as a guide.
- \_\_\_\_ 10. Notify the Support Services Supervisor when the Federal/ State/County work area is set-up and operational.

- \_\_\_\_ 11. Upon notification that the JPIC Manager has declared the JPIC operational, assemble your staff, and make assignments.
- \_\_\_\_ 12. When the JPIC Manager declares the JPIC operational, proceed to your instruction in Instruction No. 3, JPIC Operation.

G. Technical Spokesperson:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Sign in on the JPIC Staff Status Board in the CEI Work Area.
- \_\_\_\_ 4. Report to the Information Supervisor and assist in the set-up of your area.
- \_\_\_\_ 5. In conjunction with the Technical Coordinator, establish contact with the PIRT Technical Liaison (or Media Relations Representative if handling the situation from home). Discuss the incident, responses and relevant information.
- \_\_\_\_ 6. In conjunction with the Technical Coordinator, establish contact with the Information Liaison at the TSC or EOF.
- \_\_\_\_ 7. Log contacts using the Notification Log (Appendix C).
- \_\_\_\_ 8. Acquire a press kit for use during briefings.
- \_\_\_\_ 9. When the JPIC Manager declares the JPIC operational, proceed to your instruction in Instruction No. 3, JPIC Operation.



H. Technical Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Sign in on the JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_\_ 4. Report to the Information Supervisor, and assist in the set-up of your area.
- \_\_\_\_ 5. In conjunction with the Technical Spokesperson, establish contact with the PIRT Technical Liaison (or Media Relations Representative if handling the situation from home). Discuss the incident, responses, and relevant information.
- \_\_\_\_ 6. In conjunction the Technical Spokesperson, establish contact with the Information Liaison at the Control Room, TSC, or EOF.
- \_\_\_\_ 7. Log contacts using the Notification Log (Appendix C).
- \_\_\_\_ 8. When the JPIC Manager declares the JPIC operational, proceed to your instruction in Instruction No. 3, JPIC Operation.

I. Information Liaison:

- \_\_\_\_ 1. Proceed to the TSC or EOF as directed by either the Information Supervisor or the PIRT Manager.
- \_\_\_\_ 2. When reporting to the TSC, sign in at the Security Desk and on the TSC Staff Status Board.
  - \_\_\_\_ a. Establish contact and discuss the situation with:
    - Operations Manager
    - Technical Liaison at PIRT
    - Technical Spokesperson at JPIC
    - Technical Coordinator at JPIC
  - \_\_\_\_ b. Assist in media statement development, review, and approvals.
  - \_\_\_\_ c. Keep the Operations Manager informed of activities and interest of media, government officials, and the public.
  - \_\_\_\_ d. When determined necessary, contact an Information Liaison assistant and direct him to report to the EOF.
  - \_\_\_\_ e. Remain at the TSC until instructed by the PIRT Manager or the Information Supervisor, to report to the EOF or elsewhere as required.
    - If the emergency situation is such that it is not practical or possible to leave the TSC, inform PIRT Manager or the Information Supervisor. Then remain there until it is possible to leave without endangering yourself and without interrupting the informational flow at a critical time.
  - \_\_\_\_ f. When the event is terminated, notify the Technical Spokesperson or Technical Coordinator.
  - \_\_\_\_ g. Close out responsibilities, gather all relevant documentation, and report to the Technical Spokesperson/ Technical Coordinator.
- \_\_\_\_ 3. When reporting to the EOF, sign in at the Security Desk and on the EOF Staff Status Board.
  - \_\_\_\_ a. Establish contact and discuss the situation with:
    - Emergency Coordinator

- Information Liaison at TSC
- Technical Liaison at PIRT
- Technical Spokesperson at JPIC
- Technical Coordinator at JPIC

- b. Notify the Technical Spokesperson or Technical Coordinator when the EOF is declared operational.
- c. Proceed to your instruction in Instruction No. 3, JPIC Operation.

J. Corporate Liaison:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, determine your staff needs. Personnel resources may be called from corporate office staff, including Human Resources, Shareowner Services, and Consumer Services Departments.
- \_\_\_\_ 2. Contact your staff stating that there has been an emergency at the Perry Power Plant and direct them to report to their work area.  
  
-- If outside of normal business hours, contact the CEI Security Supervisor (Appendix A, Section 1.6) and inform him of the imminent arrival of the staff.
- \_\_\_\_ 3. Proceed to your normal work area.
- \_\_\_\_ 4. Upon arrival, set up work area, and verify that there is an adequate supply of forms, access to reproduction machines, telecopiers, etc.
- \_\_\_\_ 5. As the staff arrives, assign them to answer phones, make notifications, and reproduce media statements.
- \_\_\_\_ 6. Contact the Manager, Cleveland Public Affairs Section, and the Director, Centerior Public Affairs Department, to discuss the situation and the notifications they have made.
- \_\_\_\_ 7. Contact the Information Supervisor at the JPIC stating when your area of responsibility is ready.
- \_\_\_\_ 8. Proceed to Instruction No. 3, JPIC Operation.

K. Communications Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, designate support staff, using Appendix B as a guide.
- \_\_\_\_ 2. Contact your support staff using Appendix A, Section 1 (See Telephone Notification flow chart at the end of this instruction), and instruct them to report to the JPIC with their photo identification and these instructions.
- \_\_\_\_ 3. Proceed to LCC.
- \_\_\_\_ 4. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 5. Sign in on the JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_\_ 6. Report to the Support Services Supervisor.
- \_\_\_\_ 7. Supervise the set-up of the Media Response/Rumor Control Work Area. Use the Media Response/Rumor Control Area Layout (Appendix D) as a guide.
- \_\_\_\_ 8. Verify that the Equipment Coordinator disconnects the Rumor Control lines from the Interallia digital announcer. When the Equipment Coordinator notifies you that this is done, test that calls can be received.
- \_\_\_\_ 9. Notify the Support Services Supervisor when the Media Response/Rumor Control work area is set up and operational.
- \_\_\_\_ 10. Verify that your staff is ready to assume their responsibilities, then notify the Information Supervisor.
- \_\_\_\_ 11. Assemble your staff, update them on the situation, and make assignments.
- \_\_\_\_ 12. When the JPIC Manager declares the JPIC operational, cancel call forwarding from Station 2107 by dialing 107, then proceed to Instruction No. 3, JPIC Operation.

L. Media Relations Supervisor:

- \_\_\_ 1. Upon receiving notification from the JPIC Manager that the JPIC is being activated, designate your support staff using Appendix B as a guide.
- \_\_\_ 2. Contact your staff using Appendix A, Section 1 (See Telephone Notification flow chart at the end of this instruction) and inform them of the emergency at the plant.
- \_\_\_ 3. Instruct them to report to the JPIC at LCC with their photo identification and these instructions.
- \_\_\_ 4. Proceed to LCC.
- \_\_\_ 5. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_ 6. Sign in on the JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_ 7. Report to the Support Services Supervisor.
- \_\_\_ 8. Supervise the set-up of the Media Work Area. Use the Media Work Area Layout (Appendix D) as a guide.
- \_\_\_ 9. Verify that all available news statements issued by the PIRT or Media Relations Representative if handling from home, have been posted sequentially and copies of each are available. Ensure copies of Press Kits are made available.
- \_\_\_ 10. Notify the Support Services Supervisor when the Media Work Area is set up and operational.
- \_\_\_ 11. Establish contact with the PIRT Media Coordinator or the Media Relations Representative.
  - \_\_\_ a. Discuss the situation and media response.
  - \_\_\_ b. Record notifications made using the Notification Log (Appendix C). This list may be sent by telecopier.
  - \_\_\_ c. Make copies of the Notification Log and distribute to:
    - JPIC Manager
    - Document Controller/Historian
- \_\_\_ 12. Discuss the situation, particularly media response, with the JPIC Manager.
- \_\_\_ 13. Assemble the Media Relations staff, update them on the situation, and make assignments.



- \_\_\_\_ 14. Verify that the staff is ready to assume their responsibilities.
- \_\_\_\_ 15. When the JPIC Manager declares the JPIC operational, proceed to Instruction No. 3, JPIC Operation.

M. Audio-Visual Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. Upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Sign in on JPIC Personnel Status Board in the CEI Work Area.
- \_\_\_\_ 4. Report to the Support Services Supervisor.
- \_\_\_\_ 5. Supervise the set-up of the Briefing Room Area. Use the Briefing Room Layout (Appendix D) as a guide.
- \_\_\_\_ 6. Verify that LCC staff, including audio and video engineers, are available to support JPIC operation until CEI set-up personnel are available to operate equipment.
- \_\_\_\_ 7. Verify that the following equipment is energized and has been tested:
  - Videocassette recording system
  - Audio recording system
  - Public address system
  - Audio distribution system
  - Lighting systems
- \_\_\_\_ 8. Notify the Support Services Supervisor when the Briefing Room Area is set up and operational.
- \_\_\_\_ 9. Assemble the staff (Photographer, Audio-Video Control Room Engineer, Camera Engineer, and Audio-Switchboard Engineer), update them on the situation, and brief them on their assignments.
- \_\_\_\_ 10. Verify that the staff is ready to assume their responsibilities and notify the Media Relations Supervisor.
- \_\_\_\_ 11. When the JPIC Manager declares the JPIC operational, proceed to Instruction No. 3, JPIC Operation.

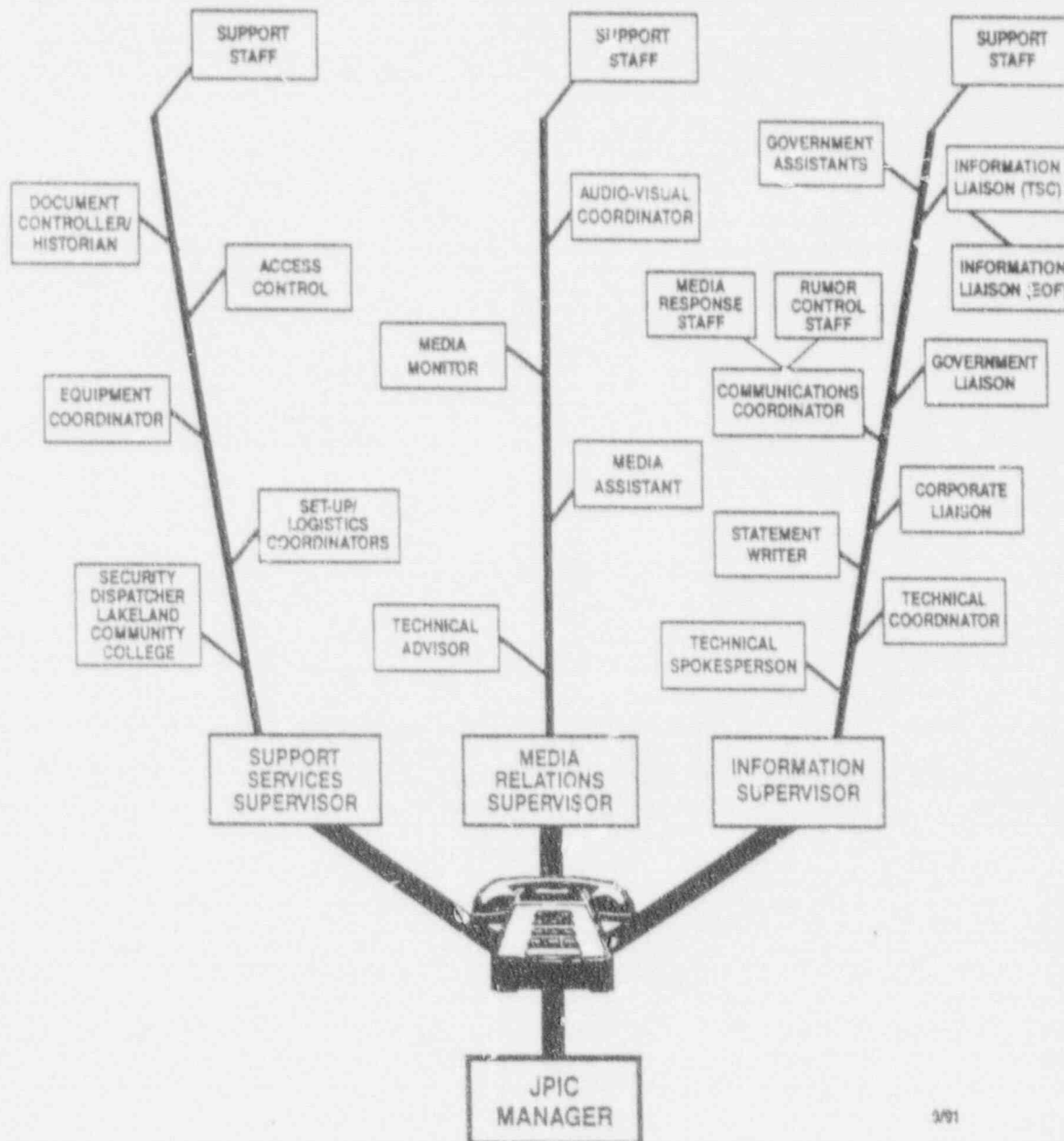
N. Other JPIC Staff:

- \_\_\_\_ 1. Upon notification that the JPIC is being activated, proceed to LCC with your photo identification and these instructions.
- \_\_\_\_ 2. upon arrival at the JPIC, sign in at Access Control.
- \_\_\_\_ 3. Sign in on the JPIC Staff Status Board in the CEI Work Area.
- \_\_\_\_ 4. Report immediately to your supervisor for instruction and begin to set up your work area.
- \_\_\_\_ 5. Remain ready for further instructions from your supervisor.
- \_\_\_\_ 6. Review your responsibilities in the appropriate sections of Instruction No. 3, JPIC Operation.
- \_\_\_\_ 7. When the JPIC Manager declares the JPIC operational, proceed to the appropriate section of Instruction No. 3, JPIC Operation.

# TELEPHONE NOTIFICATIONS TO ACTIVATE THE JPIC

## TELEPHONE NOTIFICATIONS TO ACTIVATE JPIC

NF357



3/91

The Cleveland Electric Illuminating Company

PERRY OPERATIONS MANUAL

Emergency Public Information Organization Instruction

TITLE: JOINT PUBLIC INFORMATION CENTER OPERATION

REVISION: 8 EFFECTIVE DATE: 8-28-92

PNPP

CONTROLLED COPY

No. ☐ ☐ ☐ ☐

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### 3 - JOINT PUBLIC INFORMATION CENTER OPERATION

#### 1. PURPOSE

To provide guidance in the operation of the Perry Power Plant Joint Public Information Center (JPIC).

#### 2. GENERAL INFORMATION

- A. The JPIC Manager is responsible for the Emergency Public Information Response Organization.
- B. JPIC Personnel refer all inquiries concerning offsite activities and protective actions to the appropriate state or county agency.
- C. JPIC Personnel will conduct operations such that they are accessible to members of the media and are cognizant that the news media need frequent updates on emergency status; prompt, accurate answers to questions; opportunity to get a sense of what is happening when there is a rumor or news report that someone doesn't understand; or possible assistance with equipment, telephones, lodging, food, or JPIC operations.
- D. The JPIC will remain in operation if the event is classified as a Site Area Emergency or General Emergency, and/or when in the opinion of the JPIC Manager, media interest and/or other events warrant continued JPIC Operation.
- E. The JPIC maintains communications with CEI corporate offices, Centerior Energy Corporation, the Emergency Operations Facility (EOF), the County and State Emergency Operations Centers (EOC's), the Federal Emergency Management Agency, and the Nuclear Regulatory Commission.
- F. Many actions listed are continuous; thus, checking of steps may be inappropriate. Events should be logged on appropriate forms.

#### 3. ACTIONS

##### A. JPIC Manager:

- \_\_\_\_ 1. Ensure coordinated and effective operation of the JPIC.
- \_\_\_\_ 2. Direct the actions of the JPIC staff, augmenting the staff with additional personnel for any position needing assistance.

- \_\_\_\_ 3. Confer with the Information Supervisor, Media Relations Supervisor, Support Services Supervisor, Technical Coordinator, and Technical Spokesperson to ensure coordinated actions.
- \_\_\_\_ 4. Conduct periodic briefings with the JPIC staff and Federal, State, and County representatives to discuss plant and JPIC status, and offsite actions.
- \_\_\_\_ 5. Review and approve news statements.
- \_\_\_\_ 6. Keep abreast of the situation by conferring with:
  - Government Liaison
  - Representatives from Federal, State, and County Agencies
  - Emergency Coordinator in the EOF
  - Centerior Energy Corporation management
- \_\_\_\_ 7. Conduct media briefings when:
  - a major event (positive or negative) occurs,
  - the emergency classification is upgraded or downgraded,
  - an offsite protective action recommendation has been implemented or changed,
  - an Emergency Broadcast System message has been issued or the sirens have been sounded, or
  - an hour has elapsed since the last briefing ended.
- \_\_\_\_ a. Notify the following of the upcoming briefing:
  - CEI Technical Spokesperson
  - Ashtabula County Public Information Officer
  - Geauga County Public Information Officer
  - Lake County Public Information Officer
  - State of Ohio Public Information Officer
  - Nuclear Regulatory Commission Public Information Officer
  - Federal Emergency Management Agency Public Information Officer

- Other PIO's, at the JPIC
  - Experts expected to take part in the briefing
- \_\_\_\_\_ b. Prior to all media briefings, meet in the conference room with the Federal, State, and County Public Information Officers, the Technical Spokesperson, the Communications Coordinator, and others involved in the briefing to discuss:
- The purpose of the briefing.
  - Any news statements to be distributed.
  - Who will participate.
  - What information is available.
  - What information is not available.
  - Who is responsible for what subject areas.
  - Priority of information (order of speakers)
  - What follow-up information from the last briefing needs to be presented.
  - What graphics/equipment/personnel are needed.
  - Briefing Do's and Don't's (Appendix G).
- If any comments/discussions/disagreements (even if there is "an agreement to disagree") exist, ensure resolution prior to media briefing.
- \_\_\_\_\_ c. Discuss the situation with the Media Relations Supervisor and instruct him to prepare for a media briefing at a designated time.
- \_\_\_\_\_ d. Ensure that the media has been notified of the briefing, and that necessary equipment is set up and ready (i.e., video recording system, audio recording system) for the briefing.
- \_\_\_\_\_ e. Conduct briefing and introduce speakers using the Briefing Introductory Scripts (Appendix G) for guidance.
- \_\_\_\_\_ f. Act as moderator during the briefing, referring questions to the appropriate person. Maintain order at the briefing. Answer non-technical, company-related questions.

- \_\_\_\_\_ g. At the conclusion of the briefing, announce the time of the next media briefing. Briefings should be scheduled within 30 to 60 minutes from the end of the current media briefing on the hour or half hour.
- \_\_\_\_\_ h. Receive unanswered briefing questions from the Media Relations Supervisor and forward them to the appropriate CEI, federal, state, or county personnel.
- \_\_\_\_\_ 8. Consider holding additional media briefings. Remember, an approved news statement is not absolutely necessary to conduct a media briefing, e.g., to announce an emergency upgrade.
- \_\_\_\_\_ 9. Set up a shift rotation if the JPIC will be activated more than 12 hours.
  - \_\_\_\_\_ a. Meet with the Information Supervisor, Media Relations Supervisor, Support Services Supervisor, and Communications Coordinator to designate JPIC staff to relieve the current staff and set a reporting time. Allow two hours for the relief staff to report.
  - \_\_\_\_\_ b. Direct the Support Services Supervisor to assign staff to contact relief workers, requesting they come to JPIC and report to their supervisor.
  - \_\_\_\_\_ c. Inform the Emergency Coordinator of plans for long-term JPIC operation.
  - \_\_\_\_\_ d. Discuss plans for long-term JPIC operation with the Corporate Liaison to determine needs for continuing support at corporate offices.
  - \_\_\_\_\_ e. Inform local, state, and federal officials of plans for long-term JPIC operation.
  - \_\_\_\_\_ f. Ensure the Support Services Supervisor makes arrangements for food, beverages, lodging, and security for the long-term JPIC operation.
- \_\_\_\_\_ 10. Deactivate the JPIC when media interest no longer warrants JPIC operation. Proceed to Instruction No. 4, JPIC Deactivation.

B. Information Supervisor:

- \_\_\_\_ 1. Supervise the flow of information to and from the JPIC and the activities in the CEI Work Area, coordinating staff interface.
- \_\_\_\_ 2. Discuss plant status with the Technical Spokesperson and Technical Coordinator to maintain current knowledge of emergency actions.
- \_\_\_\_ 3. Continually inform the Corporate Liaison and Communications Coordinator of plant status, JPIC activities, media response and anything of interest.
- \_\_\_\_ 4. Assist in answering questions submitted on the Media/Rumor Control Inquiry form (Appendix C).
- \_\_\_\_ 5. Direct the development of news statements, using the Guidelines for Preparing News Statements (Appendix E). News statements should be issued:
  - Whenever a major change in plant status, response or actions occurs.
  - Periodically as bulletins, updates, background information or other topics are made known.
- \_\_\_\_ 6. Briefly apprise federal, state, and county representatives of contents of news statements.
- \_\_\_\_ 7. Obtain approval of the news statement from the reviewer listed below. Since time is of the essence, review time must be minimized. When the primary reviewer is not available, choose an alternate listed.

Primary

Alternate

Emergency Coordinator

Plant Operations Advisor or  
Shift Supervisor

JPIC Manager

Director, Centerior Public  
Affairs Department

NOTE: Comments will be resolved by the Emergency  
Coordinator and the JPIC Manager.

- \_\_\_\_ 8. Ensure copies of approved news statements, county statements, and all EBS messages are distributed to:
  - CEI's JPIC Supervisory Staff
  - Rumor Controllers and Media Response Staff



- County Public Information Officers
- NRC Public Information Officer
  - If the Region III NRC team is enroute to the site and the JPIC, contact the NRC Headquarters Public Affairs in Bethesda. Find the telephone and telecopy number in Appendix A, Section 3.
- State Public Information Officer
- Other officials at JPIC
- Document Controller/Historian
- Media present in media work area

\_\_\_\_ 9. Telecopy the news statement to:

- Information Liaison at the EOF
- Corporate Liaison
- Manager, Cleveland Public Affairs Section
- PRNewswire

The news statement is distributed by PRNewswire by a) completing two Newswire Facsimile Broadcast forms (Attachment 1) and b) telecopying them with the approved statement to: 1-800-962-5540.

- Two forms are used to distribute each statement.

One list contains names of media outlets and offsite agencies. This list, "PNP1," should carry a return address from the Joint Public Information Center with a Media Response Staff phone number.

The second list, "PNP2," contains names of Centerior Energy personnel. This list should carry a return address from the Corporate Liaison.

- A copy of the distribution lists that the PRNewswire will use to distribute the statement can be found in Appendix A.
- Any other agencies/personnel as identified by you or the JPIC Manager.



- \_\_\_\_ 10. Verify that the Information Liaison at the EOF distributes the news statement to the Emergency Coordinator.
- \_\_\_\_ 11. Provide the Media Relations Supervisor with enough copies of the statement for each reporter at the JPIC Media Work Area.

C. Information Liaisons: <P00034>

NOTE: An Information Liaison must report to the EOF. If necessary, call in another Information Liaison. If two are available, both can work in the EOF or one can stay in the TSC while the other reports to the EOF.

- \_\_\_\_ 1. Maintain an up-to-the-minute knowledge of the emergency situation.
- \_\_\_\_ 2. Maintain regular contact with the EOF and/or TSC staff, particularly the Emergency Coordinator. Keep apprised of the situation, including response and actions.
- \_\_\_\_ 3. Maintain regular contact with the EOF Plant Operations Advisor or EOF Offsite Radiation Advisor. Keep apprised of the situation, including actions and response by plant staff.
- \_\_\_\_ 4. Aggressively gather information from the EOF staff and transmit it (verbally or via telecopier) to the Technical Coordinator in a timely manner. Use Appendix F to determine information that will be needed at the JPIC.
- \_\_\_\_ 5. When the emergency classification is upgraded or downgraded, or there is a major change in plant status, immediately inform the Technical Coordinator at the JPIC.
- \_\_\_\_ 6. Obtain an accurate review and prompt approval from the Emergency Coordinator of drafted news statements. Assist in resolving review comments with the Emergency Coordinator. Transmit the comments and/or approval verbally or via telecopier to the Information Supervisor.
- \_\_\_\_ 7. Provide the Emergency Coordinator with details of JPIC activities and status.
- \_\_\_\_ 8. Post news statements on bulletin boards near Communicator's area in the EOF.
- \_\_\_\_ 9. Ensure the Emergency Coordinator, Operations Manager, and Radiation Protection Coordinator receive copies of approved news statements.

D. Technical Spokesperson:

- \_\_\_\_ 1. Keep apprised of the situation at the plant. Maintain contact with the Technical Coordinator.
- \_\_\_\_ 2. Work with the Technical Coordinator, Statement Writer, and others to develop news statements.
- \_\_\_\_ 3. Review news statements for technical accuracy.
- \_\_\_\_ 4. Be available for interviews as time permits.
- \_\_\_\_ 5. Provide technical information to JPIC staff as requested.
- \_\_\_\_ 6. Answer questions submitted on the Media/Rumor Control Inquiry (Appendix C).
- \_\_\_\_ 7. When not on duty of a scheduled media briefing:
  - \_\_\_\_ a. Review Appendix F and Briefing Do's and Don't's (Appendix G).
  - \_\_\_\_ b. Contact the Information Liaison for the latest information concerning the plant.
  - \_\_\_\_ c. Meet with the JPIC Manager and federal, state, and county representatives prior to the briefing.
  - \_\_\_\_ d. During the briefing, act as the principal CEI spokesperson on technical matters. Utilize Fact Sheets in Appendix H.
  - \_\_\_\_ e. Following the briefing, receive copies of any unanswered questions from the JPIC Manager, obtain the answer, and present the information at the next briefing.

E. Technical Coordinator:

- \_\_\_\_ 1. Maintain regular contact with the Information Liaison at the EOF to keep apprised of the situation.
- \_\_\_\_ 2. When the emergency classification is upgraded or downgraded, immediately inform the Technical Spokesperson and the JPIC Manager.
- \_\_\_\_ 3. Assist in writing news statements and provide technical review. Use Appendices E and F as guidelines.
- \_\_\_\_ 4. Transmit, via telecopier or verbally, draft news statements to the Information Liaison. Instruct him to obtain the Emergency Coordinator's review and approval.
- \_\_\_\_ 5. Report the Emergency Coordinator's comments and/or approval to the Information Supervisor.
- \_\_\_\_ 6. Provide the Information Liaison with details of JPIC activities and status.
- \_\_\_\_ 7. Provide technical information to the JPIC staff as requested.
- \_\_\_\_ 8. Assist the Support Staff in updating the status boards in the CEI work room.
- \_\_\_\_ 9. Answer questions submitted on the Media/Rumor Control Inquiry form (Appendix C).

F. Statement Writer:

- \_\_\_\_ 1. Develop news statements, using Appendix E, based upon information from the Technical Coordinator and Technical Spokesperson. Preparation of news statements should continue while media briefings are in progress to maintain information flow.
- \_\_\_\_ 2. Do not release names of injured personnel or casualties in news statements until the hospital releases this information and/or next of kin have been notified. Include a statement that inquiries should be directed to the appropriate hospital.
- \_\_\_\_ 3. Assist the Technical Spokesperson in preparing written materials for media briefings.
- \_\_\_\_ 4. Maintain a chronology of the emergency events in news statement form for periodic dissemination.

G. ~~Communications~~ Coordinator:

- \_\_\_ 1. Supervise the Media Response/Rumor Control Staffs, ensuring they have sufficient information to answer inquiries.  
  
-- If a question arises that cannot be answered via approved news statements, seek the answer from the Information Supervisor. Be sure to inform staff about the questions and responses.
- \_\_\_ 2. Obtain all previously disseminated news statements and distribute them to Rumor Controllers and Media Responders.
- \_\_\_ 3. Gather completed Media/Rumor Control Inquiry forms (Appendix C) and deliver them to the Information Supervisor.
- \_\_\_ 4. Ensure each Media/Rumor Control Inquiry form is completed and returned to appropriate Rumor Controller/Media Responder for call back.
- \_\_\_ 5. Attend pre-briefing meetings conducted by JPIC Manager in the Conference Room to learn information to be presented at the Media briefing.
- \_\_\_ 6. Monitor all media briefings and provide a summary of significant points for Media Response/Rumor Control staffs.
- \_\_\_ 7. Monitor trends of information requests. Report unusual trends to the Information Supervisor.



H. Media Response Staff:

- \_\_\_\_ 1. Answer phone calls "Perry Plant Joint Public Information Center. May I help you?"
- \_\_\_\_ 2. Respond to phone calls from the media using approved news statements.
- \_\_\_\_ 3. Respond only to questions concerning the Perry Nuclear Power Plant emergency actions or CEI in general. Do not speculate on the causes or consequences of the emergency or deviate from approved materials. Use Fact Sheets in Appendix H for additional information.
- \_\_\_\_ 4. Refer questions concerning state and county activities, and protective actions to the appropriate state or county agency representative. However, you may read Emergency Broadcast System (EBS) messages issued by County agencies.
- \_\_\_\_ 5. Suggest to each caller that he visit the JPIC and participate in the briefings for first-hand information.
- \_\_\_\_ 6. Log calls using the Notification Log (Appendix C).
- \_\_\_\_ 7. Ask the Communications Coordinator for guidance on any questions that you are not able to answer. For inquiries requiring more information or further detailed response, complete the Media/Rumor Control Inquiry form (Appendix C) and submit to the Communications Coordinator.
- \_\_\_\_ 8. Upon receipt of a completed Media/Rumor Control Inquiry form from the Communications Coordinator, provide the original caller with the response to his question.
- \_\_\_\_ 9. Report to the Communications Coordinator any actual or potential problems or any trends in inquiries.

I. Rumor Control Staff:

1. Answer phone calls from the public using approved news statements.
2. Respond only to questions concerning the Perry Nuclear Power Plant emergency actions or CEI in general. Do not speculate on the causes or consequences of the emergency or deviate from approved materials. Use Fact Sheets in Appendix H for additional information.
3. Refer questions concerning state and county activities and protective actions to the appropriate state or county agency representative. However, you may read Emergency Broadcast System messages issued by county agencies.
4. Log calls using the Notification Log (Appendix C).
5. Suggest to each caller that he tune into his local Emergency Broadcast System television or radio station for updated information.
6. Ask the Communications Coordinator for guidance on any questions that you are not able to answer. For inquiries requiring more information or further detailed response, complete the Media/Rumor Control Inquiry form (Appendix C) and submit to the Communications Coordinator.
7. Upon receipt of a completed Media/Rumor Control Inquiry form from the Communications Coordinator, provide the original caller with the response to his question.
8. Report to the Communications Coordinator any actual or potential problems or any trends in inquiries.

J. Corporate Liaison:

1. Monitor the situation, keeping apprised of emergency response and actions in discussions with the Information Supervisor.
2. Maintain a log of major events, actions and decisions using the JPIC Activity Log (Appendix C).
3. Establish contact with the following. Brief them on the situation, request that they contact any personnel in their area (and not on the list below) that needs to know of the situation.

NOTE: They will be telecopied copies of all news statements from the JPIC.

- Director, Cleveland Consumer Services (See Step 4)
- Vice President, Human Resources and Strategic Planning (See Step 4)
- Chairman, Chief Executive Officer, and President
- Three Sector Heads/Executive Vice Presidents
  - Power Generation
  - Customer Operations
  - Finance and Administration
- Senior Vice President, Legal, Human and Corporate Affairs
- Vice President, Transmission and Distribution Engineering
- Vice President, Davis-Besse
- Director Corporate Relations
- Director, Rates and Corporate Planning
- Vice President, Legal and General Counsel
- Director, Public Affairs
- Director, Governmental Affairs
- Director, Cleveland - East Operations
- Director, Asset and Risk Management
- Director, Human Resources Department

4. Instruct Cleveland Consumer Services Department to distribute the news statement(s) to their staffs. Anyone calling these services concerning the emergency should be read the most recent statement. CEI representatives should be instructed not to deviate from the statement or speculate as to the cause or consequences of the emergency. Any inquiries or feedback from these groups should be transmitted to the Corporate Liaison for action. Questions concerning offsite actions and activities should be referred to the appropriate state or county agency.
5. Instruct Human Resources (Employee Communications) to consider distribution of the news statement or a summary of all statements to CEI employees via the most expeditious manner.
  - If questions arise from concerned employees, customers, or shareowners, contact the Information Supervisor at the JPIC for the answer. Report any trends, problems, or misinformation to the Information Supervisor.
6. Refer any questions from CEI management or Centerior Energy Corporation management to the JPIC Manager.
7. Receive corporate-related media briefing questions (insurance, financial, legal, shareowner, personnel) from the Information Supervisor and pursue answers from appropriate corporate management.

K. Government Liaison: <P00096>

- \_\_\_\_ 1. Explain your role to the federal, state, and county representatives and update them on JPIC status as they arrive.
- \_\_\_\_ 2. Assign a Government Clerical Assistant to the state and county Public Information Officers as necessary (or at least one Government Clerical Assistant to the Lake County Public Information Officer and one Government Clerical Assistant to be shared between the Ashtabula and Geauga County Public Information Officers).
- \_\_\_\_ 3. Keep apprised of the emergency situation, conferring routinely with the Information Supervisor and JPIC Manager.
- \_\_\_\_ 4. Work with and assist the JPIC Manager with the coordination and flow of information to and from the federal, state and county agencies located at the JPIC. This includes the review of draft news statements, technical information, coordination of media briefings and any other assignments as directed by the JPIC Manager.
- \_\_\_\_ 5. Keep in close contact with federal, state and county agencies to ensure that all information is being shared among these agencies and CEI. If problems develop, report them to the JPIC Manager.
- \_\_\_\_ 6. Encourage county and state representatives to prepare news statements regarding county actions and response if they have not done so. An EBS message must be made public immediately.
- \_\_\_\_ 7. Monitor all media briefings.
- \_\_\_\_ 8. Collect copies of all EBS messages and county and state news statements and immediately forward them to the Information Supervisor for distribution.



L. Government Clerical Assistant:

- \_\_\_\_ 1. Explain your role to your assigned federal, state, or county Public Information Officers.
- \_\_\_\_ 2. Provide clerical support for the state and county Public Information Officers, including:
  - Typing
  - Copying
  - Telecopying
  - Answering telephones
- \_\_\_\_ 3. Complete Notification Logs (Appendix C) when the Public Information Officers are not available to answer the telephones.
- \_\_\_\_ 4. Collect copies of all state and county documents and forward them to the Document Controller/Historian.
- \_\_\_\_ 5. Ensure the personnel boards in the government room are kept updated.



M. Support Staff (Information):

\_\_\_\_ 1. Clerical I is responsible for:

- Typing
- Copying
- Transmitting news statements to the Corporate Liaison and to the Information Liaison in the EOF.
- Other duties as assigned.

\_\_\_\_ 2. Clerical II is responsible for:

- Updating Status Boards in the CEI Work Area
- Distributing news statements to:

Technical Spokesperson (2)

Communications Coordinator (10)

Document Controller/Historian (original)

Support Services Supervisor (1)

JPIC Manager (6)

County, state and NRC Public Information Officers

Media Relations Supervisor (10 plus the number of media representatives present)

- Telecopying news statements to:

Information Liaison at the EOF

Corporate Liaison

Manager, Cleveland Public Affairs

PRNewswire (2)

The news statement is distributed by PRNewswire by a) completing two Newswire Facsimile Broadcast forms (Attachment 1) and b) telecopying them with the approved statement to: 1-800-962-5540.

- Two forms are used to distribute each statement.

One list contains names of media outlets and offsite agencies. This list, "PNP1," should carry a return address from the Joint Public Information Center with a Media Response Staff phone number.

The second list, "PNP2," contains names of Centerior Energy personnel. This list should carry a return address from the Corporate Liaison.

- A copy of the distribution lists that the PRNewswire will use to distribute the statement can be found in Appendix A.
- Coordinating other news statement distribution with the Information Supervisor.
- Answering telephones and taking messages for JPIC personnel who are not available.
- Other duties as assigned.

K. Media Relations Supervisor:

- \_\_\_\_ 1. Supervise all activities in the Media Briefing Area and the Media Work Area, coordinating staff interface.
- \_\_\_\_ 2. Work with reporters at the JPIC:
  - \_\_\_\_ a. Ensure reporters are informed of scheduled and unscheduled briefings.
  - \_\_\_\_ b. Inform media that a Technical Advisor is available to answer technical questions. Forward requests for interviews to appropriate CEI, federal, state, and county personnel and determine their availability.
  - \_\_\_\_ c. Act as a resource for general information.
- \_\_\_\_ 3. Report any unusual media inquiries, problems, or trends to the JPIC Manager for discussion and action.
- \_\_\_\_ 4. Forward to the JPIC Manager any inaccurate news reports that the Media Monitor records.
- \_\_\_\_ 5. Assist in the distribution of news statements.
- \_\_\_\_ 6. Prepare the Media Briefing Room for media briefings as directed by the JPIC Manager.
  - \_\_\_\_ a. Direct the Media Assistant and Audio-Visual Coordinator in preparing the Briefing Room.
  - \_\_\_\_ b. Ensure the Media Assistant notifies the media of media briefings.
  - \_\_\_\_ c. Ensure Audio-Visual Coordinator verifies that appropriate personnel and equipment are available and ready.
  - \_\_\_\_ d. Assist with media briefings as requested.
- \_\_\_\_ 7. Ensure that a Support Staff person takes notes on all briefing questions and answers.
- \_\_\_\_ 8. Follow up on unanswered questions brought forth during media briefings through discussion with the JPIC Manager.
- \_\_\_\_ 9. Retrieve video tapes of each media briefing from the Media Monitor, ensure each is labeled accurately, and make each available to the media in the Media Work Area. Media Monitor must not leave work area after tape.

- \_\_\_\_\_ 10. Upon notification from the JPIC Manager that the emergency appears to be prolonged, inform the media of plans for long-term JPIC operation.

O. Media Assistant:

- \_\_\_\_ 1. Keep apprised of the emergency situation. Confer with the Media Relations Supervisor.
- \_\_\_\_ 2. Assist and update news media as they arrive.
- \_\_\_\_ 3. Ensure Media Work Area Personnel board is kept updated.
- \_\_\_\_ 4. Work with reporters before and after media briefings.
  - \_\_\_\_ a. Answer general questions.
  - \_\_\_\_ b. Provide media kits and videotapes for information.
  - \_\_\_\_ c. Help with requests to the extent possible.
  - \_\_\_\_ d. Refer non-technical questions to the Media Relations Supervisor. Refer technical questions to the Technical Advisor. Do not answer technical questions, speculate on the cause or consequences of the emergency, or comment on anything about which you are not absolutely sure.
- \_\_\_\_ 5. Obtain feedback from the news media. Report this to the Media Relations Supervisor.
- \_\_\_\_ 6. Report any problems, actual or potential, to the Media Relations Supervisor.
- \_\_\_\_ 7. Ensure that all approved news statements are posted in chronological order in the Media Work Area. Ensure that copies of each are available.
- \_\_\_\_ 8. Maintain the "Next briefing at...." board.
- \_\_\_\_ 9. When notified that a media briefing is scheduled:
  - \_\_\_\_ a. Prepare the Briefing Room as directed by the Media Relations Supervisor.
  - \_\_\_\_ b. Notify all reporters at the JPIC of the time of the media briefing.
  - \_\_\_\_ c. Distribute approved news statements as directed, verifying that all media outlets at the JPIC receive a copy.
  - \_\_\_\_ d. Ensure that reporters with questions have access to a microphone (cordless mic phone if available) during media briefings.

P. Media Monitor:

- \_\_\_\_\_ 1. Continually keep apprised of the emergency by conferring with the Media Relations Supervisor.
- \_\_\_\_\_ 2. Videotape the media briefings and ensure that the Media Relations Supervisor retrieves the tape from you following each briefing. Do not leave the work area to deliver the tape.
- \_\_\_\_\_ 3. Watch TV reports, listen to radio reports, and read newspaper articles concerning the emergency.

NOTE: Cleveland Public Affairs Section (CPAS) reviews news clippings on a routine basis. Discuss with the Media Relations Supervisor and the JPIC Manager the need to contact the Manager, CPAS, to coordinate this effort.

- \_\_\_\_\_ 4. Log observed media reports by completing the JPIC Activity Log (Appendix C). Ensure that the following information is correct:
  - Date and time of broadcast
  - Media outlet (call letters/channel and city of origin) and reporters; local or network broadcast
  - Summary of topic
  - Details of inaccurate information that is presented.
- \_\_\_\_\_ 5. Immediately report the above information to the Media Relations Supervisor if the information given to the public appears to be inaccurate.
- \_\_\_\_\_ 6. Approximately every hour, verbally summarize logged information for the Media Relations Supervisor.



Q. Technical Advisor:

- \_\_\_\_\_ 1. Be available to the news media in the Media Work Area during and between media briefings.
- \_\_\_\_\_ 2. Assist the news media in understanding the plant by providing background and historical information, and explaining basic plant systems and operations. You may explain current status of plant and information given during briefings. Do not speculate about causes or consequences of the emergency, avoid "what if" questions, and do not discuss activities of federal, state, or county agencies.
- \_\_\_\_\_ 3. Use available visual aids in the media kits, graphics, and plant drawings for assistance.
- \_\_\_\_\_ 4. Stress to the news media that you are not a spokesperson, you are simply an information source.
- \_\_\_\_\_ 5. Report to the Media Relations Supervisor any unusual media inquiries, problems, or trends.

R. Audio-Visual Coordinator:

1. Provide advice on JPIC and media equipment to media representatives as requested.
  - If necessary, arbitrate any audio-visual problems among media (e.g., location of risers, cameras). Be fair, but be firm.
2. Maintain and distribute video press kits.
3. Ensure VCR and tapes are in the Media Work Areas so that the media can view previous media briefings.
4. Distribute file film footage when requested by media.
5. When notified that a media briefing is scheduled:
  - a. Inform staff to prepare the Briefing Room.
  - b. Verify that the appropriate personnel and the following equipment are available and ready:
    - Public Address System
    - Audio Recording System
    - Video Recording System
    - Lighting Systems
    - Still Photography
  - c. Provide assistance so that the media can record and participate in the media briefing. Verify that staff are following instructions. See LCC procedure, Appendix I.
  - d. Verify that the entire media briefing is being recorded on audio and video tape.
6. Provide supervision and guidance to both LCC and CEI Photographer, Audio-Video Control Room Engineer, Camera Engineer, and Audio-Switchboard Engineer.
7. Obtain all film used and respective logs from the Photographer, Video Engineers and Audio Engineers, and forward them to the Document Controller/Historian.

S. Support Staff (Media Relations):

- \_\_\_\_\_ 1. Perform various support duties as requested, including:
  - Typing
  - Filing
  - Logging
  - Other duties as assigned
- \_\_\_\_\_ 2. Distribute and post approved news statements.
  - If media personnel ask any questions concerning the emergency or response, refer those questions to the Media Relations Supervisor or the Media Assistant.
- \_\_\_\_\_ 3. Attend all media briefings and take notes on all questions and answers. Unanswered questions should be immediately given to the Media Relations Supervisor for processing and follow-up answers in the next media briefing.

T. Support Services Supervisor:

- \_\_\_\_ 1. Continually verify the coordinated and effective operations of the JPIC and take action to solve problems.
- \_\_\_\_ 2. Provide supervision and guidance to the Access Controller and LCC Security Guards.
- \_\_\_\_ 3. Arrange to provide food and beverage service for JPIC personnel and media using the LCC Cafeteria and LCC Food Services Department or others as deemed necessary.
  - If it appears that the JPIC will be operated for a prolonged period of time (longer than 12 hours), do the following with the JPIC Manager's approval:
    - \_\_\_\_ a. Assign staff to contact relief workers and request they come to JPIC and report to their respective JPIC supervisors.
    - \_\_\_\_ b. Make arrangements for food, beverages, and lodging for long-term JPIC operation.
- \_\_\_\_ 4. Report any significant real or potential problems to the JPIC Manager.
- \_\_\_\_ 5. Document any major events, decisions or actions on the JPIC Activity Log (Appendix C).

U. Equipment Coordinator:

- \_\_\_\_\_ 1. Maintain all communications and electrical equipment in working order at the JPIC.
- \_\_\_\_\_ 2. Assist JPIC personnel with use of equipment.
- \_\_\_\_\_ 3. Perform other duties as directed.

V. Access Controller:

1. Limit JPIC access to:
  - CEI employees assigned to JPIC staff (See Access List, Appendix B)
  - State and county employees assigned to work at JPIC (See Access List, Appendix B)
  - Media representatives (access is limited to Media Work Area and Briefing Area)
  - Individuals authorized verbally or in writing by the JPIC Manager
  - LCC Security, Food Services, and Maintenance personnel
2. Ask each person for a valid photo identification (Company identification card, drivers license, etc.). Media must present valid media credentials.
  - If there are any questions about the identification, contact the Support Services Supervisor for approval.
  - If a person does not have appropriate credentials, deny access.
  - If assistance is required, contact the Support Services Supervisor or a LCC Security Officer.
3. Register all individuals as they enter the JPIC, using the JPIC Access Sheet (Appendix C).
  - a. Inform the person to print name and organization on the log sheet and sign initials.
  - b. Log the time in.
  - c. Verify the person's name and organization.
  - d. Issue an appropriate JPIC badge and armband (media do not receive armbands) and direct the person to his respective area.
4. When people leave the JPIC, collect their JPIC badge and armband and log the time out. All people leaving the JPIC must be logged out. They will have to sign in again upon returning to the JPIC.



W. Support Staff (Support Services):

\_\_\_\_ 1. Provide support as requested, including:

- Filing
- Logging
- Obtaining equipment and supplies
- Maintaining JPIC areas neat and orderly
- Other duties as assigned

**I. Document Controller/Historian:**

- \_\_\_\_\_ 1. Maintain a log of major events, actions, and recommendations in chronological order using the JPIC Activity Log (Appendix C). These records will be used during JPIC operations as well as to improve future JPIC operations.
- \_\_\_\_\_ 2. Collect, log, and file either the original or a copy of all documents generated.
- \_\_\_\_\_ 3. Provide this information to JPIC personnel as requested.
- \_\_\_\_\_ 4. Keep informed of JPIC actions.
- \_\_\_\_\_ 5. Control distribution of reference materials.
  - a. When someone borrows reference material, maintain a log indicating:
    - Name of person
    - Item borrowed
    - Time borrowed
    - Time returned
  - b. When reference material is requested which is not at the JPIC, contact the Support Services Supervisor to obtain the item.
- \_\_\_\_\_ 6. Consult the JPIC Manager if you have any questions or need guidance.

Y. Set-up/Logistics Coordinator:

1. As directed by Support Services Supervisor, either report to CEI Audio Visual Coordinator to assume responsibility for audio-visual equipment or remain available to address any problems and assist the Support Services Supervisor until JPIC is deactivated or you are relieved by your replacement.

NEWSWIRE FACSIMILE BROADCAST

## Newswire Facsimile Broadcast

Make sure that this Instruction Sheet is the first page of your transmission.  
Please write or type clearly.

Customer Account Number : 178250

List Name(s) : (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_  
(5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_ (9) \_\_\_\_\_  
(10) \_\_\_\_\_ (11) \_\_\_\_\_ (12) \_\_\_\_\_ (13) \_\_\_\_\_ (14) \_\_\_\_\_

Number of pages INCLUDING this instruction sheet : \_\_\_\_\_

Cover Sheet : ☒ YES ☐ NO

(Note: Default is YES. It will give you a system-generated cover sheet on your fax.)

Choose ONLY ONE of the following four Delivery Options:

☒ (1) EXPRESS = IMMEDIATELY

☐ (2) OFFPEAK = BETWEEN 11 P.M. - 7 A.M. TONIGHT (EASTERN TIME)

☐ (3) HOLD = NO DELIVERY UNTIL PR NEWSWIRE IS NOTIFIED

☐ (4) SCHEDULED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Broadcast begins at time specified. Must be military time. (EASTERN TIME)

Fax From: (To appear on the cover sheet, up to 40 characters per line.)

**SAMPLE**

Fax this sheet and your document to: **800-962-5540**

From Newswire Customer: Centerion Energy Corporation

PR Newswire representative on duty: Dave Armon, Bureau Manager

Phone Number: Wk: 566-7777; Home: 932-3036

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

4

REV.

8

PNPP CONTROLLED  
COPY NO.

TITLE

Joint Public Information Center Deactivation

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#### 4. JOINT PUBLIC INFORMATION CENTER DEACTIVATION

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#### 4. JOINT PUBLIC INFORMATION CENTER DEACTIVATION

##### 1. PURPOSE

To provide guidance in the deactivation of the Perry Power Plant's Joint Public Information Center (JPIC).

##### 2. GENERAL INFORMATION

- A. This instruction is implemented when the JPIC Manager determines that operation of the JPIC is no longer required.
- B. The Public Information Response Team (PIRT) may be re-activated to handle long-term recovery media response as part of, or following, JPIC deactivation.

##### 3. ACTIONS

###### A. JPIC Manager:

- 1. Confer with the following, regarding intent to deactivate:
  - Emergency Coordinator
  - Director, Public Affairs Department, Centerior
  - Manager, Cleveland Public Affairs Section
  - Support Services Supervisor
  - Information Supervisor
  - Media Relations Supervisor
  - Local, State, and Federal officials at JPIC
- 2. Discuss with the following the possibility of activating the PIRT to handle long-term recovery actions.
  - Director, Public Affairs Department, Centerior
  - Manager, Cleveland Public Affairs Section
  - Manager, Emergency Planning and Cost Section

- \_\_\_ 3. Ensure that the media is notified of JPIC deactivation and of where they can call for follow-up information.
- \_\_\_ 4. Direct the Corporate Liaison, Support Services Supervisor, Information Supervisor, and Media Relations Supervisor to contact their staff and begin the deactivation of JPIC, reminding them to replenish supplies in their boxes and forward all paperwork to the Document Controller/Historian.
- \_\_\_ 5. Advise the county and State Public Information Officers to establish contact with their respective Emergency Operations Centers and notify them that JPIC is being deactivated.
- \_\_\_ 6. Assist in the deactivation of the JPIC.
- \_\_\_ 7. Sign out at the Access Control Desk.

B. Support Services Supervisor:

- \_\_\_\_ 1. Upon notification from the JPIC Manager, direct deactivation of the JPIC.
- \_\_\_\_ 2. Notify the Set-Up/Logistics Coordinators that JPIC is being deactivated. Direct them to use JPIC staff to assist with disassembly.
- \_\_\_\_ 3. Contact Lakeland Community College (LCC) Police and ask them to call the following LCC staff and inform them that the JPIC is being deactivated:
  - Director, Physical Plant
  - Food Services Manager
  - Vice President, Administrative Services
  - Chief of Police
  - Publication Specialist
- \_\_\_\_ 4. Log contacts on the Notification Log (Appendix C).
- \_\_\_\_ 5. Supervise the disassembly of JPIC so that the appropriate areas and equipment are disassembled.
  - a. DO NOT disassemble the Access Controller area until everyone has signed out except you and the Set-up/Logistics team.
  - b. Ensure supplies and communication equipment are placed in their respective marked containers.
- \_\_\_\_ 6. Ensure the following people direct disassembly of their rooms:

<u>Responsible Supervisor</u>	<u>Area</u>
Support Services Supervisor	CEI Work Area
Communications Coordinator	Media Response/ Rumor Control
Information Supervisor	Federal/State/ County Work Area
Audio-Visual Coordinator	Briefing Room
Audio-Visual Coordinator	Media Monitor Room
Media Relations Supervisor	Media Work Area

- \_\_\_\_ 7. Verify that each respective area is disassembled, upon notification from the supervisor, by referring to the following checklist:
  - \_\_\_\_ a. Furniture is disassembled and the room is bare.
  - \_\_\_\_ b. All pictures, graphs, and JPIC materials are off the walls.
- \_\_\_\_ 8. As each responsible supervisor completes disassembly of his area, inform him that his staff is now free to leave. Remind them to sign it at the Access Control Desk.
- \_\_\_\_ 9. After all work areas are disassembled and everyone has signed out except for you and the Set-Up/Logistics Team, disassemble the Access Control Area.
- \_\_\_\_ 10. Ensure the CEI storage area is locked and secured after all equipment and supplies have been moved into it.
- \_\_\_\_ 11. Sign out on the Access Control forms and include the forms with the documentation collected by the Document Controller/Historian.
- \_\_\_\_ 12. Notify LCC Police that JPIC has been disassembled and the people have left the building. Instruct them to lock all doors and then dismiss their staff.
- \_\_\_\_ 13. Forward, as soon as possible, all paperwork, video tapes, etc., collected by the Document Controller/Historian, to the Coordinator, Emergency Public Information (EPI) Program.

C. Set-Up/Logistics Coordinators:

- \_\_\_\_ 1. Upon notification from the Support Services Supervisor that the JPIC is to be deactivated, begin to disassemble the various rooms.
- \_\_\_\_ 2. Move all required empty boxes and supplies to their respective areas.
- \_\_\_\_ 3. After all boxes, equipment, and supplies are moved to their respective work areas, proceed to disassemble each room to include:
  - \_\_\_\_ a. Disconnecting phones and placing them in appropriate storage containers.
  - \_\_\_\_ b. Moving required equipment and supplies out of rooms, i.e., typewriters, telecopiers, phones, copy machines.
  - \_\_\_\_ c. Ensuring supplies and communications equipment are placed in marked containers.
  - \_\_\_\_ d. Ensuring rooms are neat and completely returned to normal.
- \_\_\_\_ 4. Assist the area supervisors in disassembling their respective rooms, ensuring that the Access Controller Area is the last area to be disassembled.
- \_\_\_\_ 5. Transport all supplies and equipment to the CEI storage area.
- \_\_\_\_ 6. Notify the Support Services Supervisor when disassembly is complete.
- \_\_\_\_ 7. Check equipment for any repairs or replacements, identifying a timetable for when task will be completed.
- \_\_\_\_ 8. Forward all paperwork to the Document Controller/Historian.
- \_\_\_\_ 9. When dismissed, sign out on the Access Control forms.
- \_\_\_\_ 10. Conduct an inventory within 72 hours in accordance with Instruction No. 5, Maintenance of Emergency Public Information Organization Instructions Manual and Equipment.

D. Equipment Coordinator:

- \_\_\_\_\_ 1. Upon notification that the JPIC is to be deactivated, reconnect Rumor Control lines to the Interallia System, then begin disassembly of rooms.

The Interallia System is located in the Telephone/Equipment Room, Building A (basement) beside Security.

- \_\_\_\_\_ 2. Assist with the disassembly of communications equipment in all work areas. This includes telephones, telecopiers, typewriters, copy machines, and any other JPIC equipment.
- \_\_\_\_\_ 3. When communications and other equipment are disassembled and ready for storage, inform the Support Services Supervisor.
- \_\_\_\_\_ 4. Remain at the JPIC throughout the duration of the disassembly to be available to address any equipment problems and assist the Support Services Supervisor as directed.
- \_\_\_\_\_ 5. When dismissed, sign out at the Access Control Desk.



E. Information Supervisor:

- \_\_\_\_ 1. Upon receiving notification from the JPIC Manager that JPIC is to be deactivated, contact the Information Liaison, Corporate Liaison, Communications Coordinator, and the rest of your support staff, informing them that JPIC is being deactivated and whether or not PIRT is being activated.
- \_\_\_\_ 2. Supervise the disassembly of the Federal/State/County Work Area using CEI personnel.
- \_\_\_\_ 3. Verify that the Federal/State/County Work Area is disassembled and notify the Support Services Supervisor.
- \_\_\_\_ 4. Remind the staff that when they leave the building, they are to sign out at the Access Control Desk.
- \_\_\_\_ 5. When dismissed, sign out at the Access Control Desk.

F. Corporate Liaison (55 Public Square):

- \_\_\_\_\_ 1. Upon notification that the JPIC is being deactivated, determine staff needs and begin disassembly.
- \_\_\_\_\_ 2. Verify that there is an adequate supply of forms and supplies by completing a quick inventory and replace supplies as necessary.
- \_\_\_\_\_ 3. Contact the Information Supervisor at the JPIC stating that your area of responsibility is deactivated.
- \_\_\_\_\_ 4. Forward all documents and logs to the Coordinator, EPI Program, at Perry Plant, mail stop PTC.

G. Communications Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is being deactivated, and after notification that the Interallia System is reconnected, ensure Station 2103 is call forwarded to 2104 by dialing 107, then direct the Media Response and Rumor Control staff to begin disassembly.
- \_\_\_\_ 2. Clear message from Interallia System by doing the following:
  - \_\_\_\_ a. Call 953-2125
  - \_\_\_\_ b. After it answers, dial Sec. Code (See Appendix A, Section 8 for security code)
  - \_\_\_\_ c. Listen for high tone, then press 1
  - \_\_\_\_ d. Listen for tone, then press 7
  - \_\_\_\_ e. Listen for 2 tones, then press 8 immediately
  - \_\_\_\_ f. Listen for tone and hang up (the message is now cleared)
  - \_\_\_\_ g. Rerecord the following "Non-emergency Message" on the Interallia by using the instructions in Appendix A, Section 8:

"You have reached the Perry Plant Rumor Control Hotline. This telephone line will be activated only if an actual emergency exists at the Perry Power Plant. If you have a question about the Perry Power Plant, you can call us between the hours of 8:00 AM and 5:00 PM Monday through Friday. In the Greater Cleveland Area, call 479-1260, Ext. 5519. In Ashtabula or areas near the Perry Power Plant, call 259-3737, Ext. 5519. Thank you."
- \_\_\_\_ 3. Supervise the disassembly of the Media Response/Rumor Control Work Area.
- \_\_\_\_ 4. Verify that the Media Response/Rumor Control Work Area is disassembled and notify the Support Services Supervisor.
- \_\_\_\_ 5. Upon notification from the Information Supervisor, dismiss the staff. Remind them to sign out at the Access Control Desk.
- \_\_\_\_ 6. When dismissed, sign out at the Access Control Desk.

H. Media Relations Supervisor:

- \_\_\_\_ 1. Upon receiving notification from the JPIC Manager that the JPIC is being deactivated, inform your staff that the JPIC is being deactivated and whether or not the PIRT is being activated.
- \_\_\_\_ 2. Supervise the disassembly of the Media Work Area.
- \_\_\_\_ 3. When the Media Work Area is disassembled, notify the Support Services Supervisor.
- \_\_\_\_ 4. Dismiss your staff and remind them to sign out at the Access Control Desk.
- \_\_\_\_ 5. When dismissed, sign out at the Access Control Desk.

I. Audio-Visual Coordinator:

- \_\_\_\_ 1. Upon notification that the JPIC is being deactivated, supervise the disassembly of the Briefing Room Area.
- \_\_\_\_ 2. When the Briefing Room Area is disassembled, notify the Support Services Supervisor.
- \_\_\_\_ 3. Upon notification from the Media Relations Supervisor, dismiss the staff and remind them to sign out at the Access Control Desk.
- \_\_\_\_ 4. When dismissed, sign out at the Access Control Desk.

J. Other JFIC Staff:

- \_\_\_\_ 1. Upon notification that the JFIC is being deactivated, report to your immediate supervisor for instructions and begin to disassemble individual work area.
- \_\_\_\_ 2. Replenish supplies in your individual boxes from the Supply Cart.
- \_\_\_\_ 3. Remain ready for further instructions from the immediate supervisor.
- \_\_\_\_ 4. When dismissed, sign out at the Access Control Desk.



# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

5

REV.

8

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TITLE

Maintenance of Emergency Public Information Organization  
Instruction Manual and Equipment

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5. MAINTENANCE OF EMERGENCY PUBLIC INFORMATION ORGANIZATION  
INSTRUCTIONS MANUAL AND EQUIPMENT

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## 5. MAINTENANCE OF EMERGENCY PUBLIC INFORMATION ORGANIZATION

### INSTRUCTIONS MANUAL AND EQUIPMENT

#### 1. PURPOSE <P00097>

- A. To provide a mechanism for revision and control of the Emergency Public Information Organization Instructions Manual.
- B. To provide a mechanism to maintain the preparedness of Emergency Public Information (EPI) Organization equipment, supplies, and the Joint Public Information Center.
- C. To provide a mechanism for equipment maintenance and inventories.

#### 2. GENERAL INFORMATION

- A. Each member of the Emergency Public Information Organization staff is to maintain a copy of the Instructions Manual. Selected key staff members will be assigned two copies, one for the office and one for home.
- B. A complete inventory of the equipment and supplies will be conducted annually, or within 72 hours after each deactivation, whichever is sooner.
- C. Preventative maintenance will be performed on the equipment at the Joint Public Information Center (JPIC) on a regular basis. Dedicated telephones and telecopiers will be checked monthly; VCR's and copy machines, quarterly; and typewriters, annually.
- D. A tracking system utilizing the Perry Plant Maintenance Information System (PPMIS) Preventative Maintenance Program will be used with this instruction in accordance with <PAP-0903>.

#### 3. ACTIONS

##### A. Changes to the Manual

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- 1. Receive recommendations for revision and/or changes from Emergency Public Information Organization staff.

- \_\_\_\_\_ 2. Discuss proposed revisions/changes with the Manager, Emergency Planning and Cost Section (EPCS), to obtain guidance and recommendations.
- \_\_\_\_\_ 3. Contact the originator of recommendations and discuss the disposition of the recommendation.
- \_\_\_\_\_ 4. Approve or disapprove recommendations in consultation with the Manager and designated reviewers, EPCS.
- \_\_\_\_\_ 5. Make the appropriate revisions/changes, approving all forms, logs, diagrams, or floor plan changes.
- \_\_\_\_\_ 6. Forward the revision/changes to the Procedures Administrative Unit (PAU), Perry Services Section (PSS), for processing per <AUI-0530>.

NOTE: Changes which do not require a full revision are processed via an Administrative Process Change (APC) in accordance with <POP-0501>.

NOTE: Administrative Revisions may be performed per <AUI-0530>.

Analyst, Procedures  
Administrative Unit,  
Perry Services Section

- \_\_\_\_\_ 7. Ensure that the Coordinator, EPI Program, has approved all changes.
- \_\_\_\_\_ 8. Process for review and approval per <AUI-0530> and forward to the Clerk, PAU, for distribution.

NOTE: Part I, and Appendix A contain confidential information and are not sent out for review. These documents are approved only by the Manager, EPCS.

Clerk, Procedures Administrative Unit,  
Perry Services Section

- \_\_\_\_\_ 9. Distribute the revisions in accordance with <PSDI-0535>.

B. Review Requirements of the Manual

Manager, Emergency  
Planning and Cost Section

- \_\_\_\_\_ 1. Ensure that the manual is updated, reviewed, processed, and controlled in accordance with this instruction.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 2. Ensure that periodic reviews are performed annually in accordance with the Periodic Review instructions in <POP-0501>.
- \_\_\_\_ 3. Review all applicable Letters of Agreement and renew or revise as required.
- \_\_\_\_ 4. Review and revise, on a quarterly basis, the Telephone Lists (Appendix A) and the Personnel/Access List (Appendix B).
- \_\_\_\_ 5. Coordinate changes in industry, federal, state, and county guidelines, policies, or plans in conjunction with the Emergency Planning Coordinator, for any changes that may impact the Emergency Public Information Organization Instructions.
- \_\_\_\_ 6. Review and approve all language changes to the manual, along with forms, logs, diagrams, or floor plan changes.

C. Control of the Manual

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 1. Prepare a list identifying controlled manual holders and forward to the Clerk, PAU, for use in distributing manual per <PSDI-0535>.

NOTE: Selected key staff members receive two manuals.

Clerk, Procedures Administrative Unit,  
Perry Services Section

- \_\_\_\_ 2. Assign a unique control number to each copy of the manual.
- \_\_\_\_ 3. Maintain a list of the controlled manuals.
- \_\_\_\_ 4. Distribute approved instructions to Manual holders using the list prepared by the Coordinator, EPI Program.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 5. Maintain files in which all documents relevant to these instructions are stored.



D. Maintenance of Forms, Logs, Diagrams, and Floor Plans

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- 1. Review and authorize all changes to forms, logs, diagrams, and floor plans.
- 2. Forward any changes to Procedures Administrative Unit, PSS, for revision and incorporation into the manual.
- 3. Ensure that the most current procedures, forms, logs, diagrams, and floor plans are maintained at both the JPIC and the Public Information Response Team (PIRT) office.

E. Inventory

Clerk, Planning Unit,  
Maintenance Section

- 1. Forward the computer-generated Repetitive Task Card (RTC) to the Coordinator, EPI Program.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- 2. Receive the RTC and review records to determine when last inventory was performed.
  - a. When it is determined and documented that an inventory was performed within the last year (i.e., after an actual or simulated exercise), complete the card and return to the Clerk, Planning Unit.
  - b. When inventory has not been performed within the last year, request Supervisor, Emergency Planning Unit, to assign personnel to perform the annual inventory listed on the card.

NOTE: Personnel, Office Services Unit (OSU), as directed by their Unit Supervisor, will be available to assist EPCS when performing the inventory.

Personnel, Emergency Planning Unit,  
Emergency Planning and Cost Section

- 3. Perform an inventory of supplies, replacing missing items.
- 4. Report any outdated or missing items that you cannot immediately replace, or items needing major repair, to the EPI Coordinator.



- \_\_\_\_ 5. Forward the inventory list to the Coordinator, EPI Program.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 6. Complete the Repetitive Task Card (RTC) and forward to the Clerk, Planning Unit, Maintenance Section.

Clerk, Planning Unit,  
Maintenance Section

- \_\_\_\_ 7. Close the Repetitive Task Card out in the PPMIS.

- \_\_\_\_ 8. Issue reports as requested.

F. Maintenance of Equipment

Clerk, Planning Unit,  
Maintenance Section

- \_\_\_\_ 1. Forward the computer-generated Repetitive Task Card to the Coordinator, EPI Program.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 2. Receive the RTC and assign personnel to perform the maintenance listed on the card.

NOTE: Personnel, Office Services Unit (OSU), as directed by their Unit Supervisor, will be available to assist EPCS when performing maintenance.

- \_\_\_\_ 3. Ensure preventative maintenance is performed.

Personnel, Emergency Planning Unit,  
Emergency Planning and Cost Section

- \_\_\_\_ 4. Perform the preventative maintenance, noting any special maintenance needs that have not been addressed, and order replacement parts when needed.

- \_\_\_\_ 5. Forward the list of maintenance needs and a copy of the parts ordered to the Coordinator, EPI Program.

- \_\_\_\_ 6. Install parts and/or equipment when received.

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_\_ 7. Complete the Repetitive Task Card and forward to the Clerk, Planning Unit, Maintenance Section.

Clerk, Planning Unit,  
Maintenance Section

- \_\_\_ 8. Close task card out in the PPMIS.
- \_\_\_ 9. Issue reports as necessary or requested.

G. Addition, Deletion, or Revision of the Preventative Maintenance Program in the PPMIS System

Coordinator, EPI Program,  
Emergency Planning and Cost Section

- \_\_\_ 1. Ensure that items are added, deleted, or revised in accordance with the <PAP-0903>.
- \_\_\_ 2. Complete the Repetitive Task Data Entry Form in accordance with <PAP-0903> and forward to the Clerk, Planning Unit.

Clerk, Planning Unit,  
Maintenance Section

- \_\_\_ 3. Input information from the Repetitive Task Data Entry Form into the PPMIS.

## The Cleveland Electric Illuminating Company

## PERRY OPERATIONS MANUAL

## Emergency Public Information Organization Instruction

TITLE: PERSONNEL/ACCESS LISTSREVISION: 17EFFECTIVE DATE: 8-28-92

PNPP

CONTROLLED COPY

No.    PREPARED: P. HarrisonPenny K. Harrison7-15-92

/ Date

REVIEWED: Robert L. SmithRobert L. Smith8/17/92

/ Date

APPROVED: Robert L. SmithRobert L. Smith8/18/92

/ Date

APPENDIX B - PERSONNEL/ACCESS LISTS

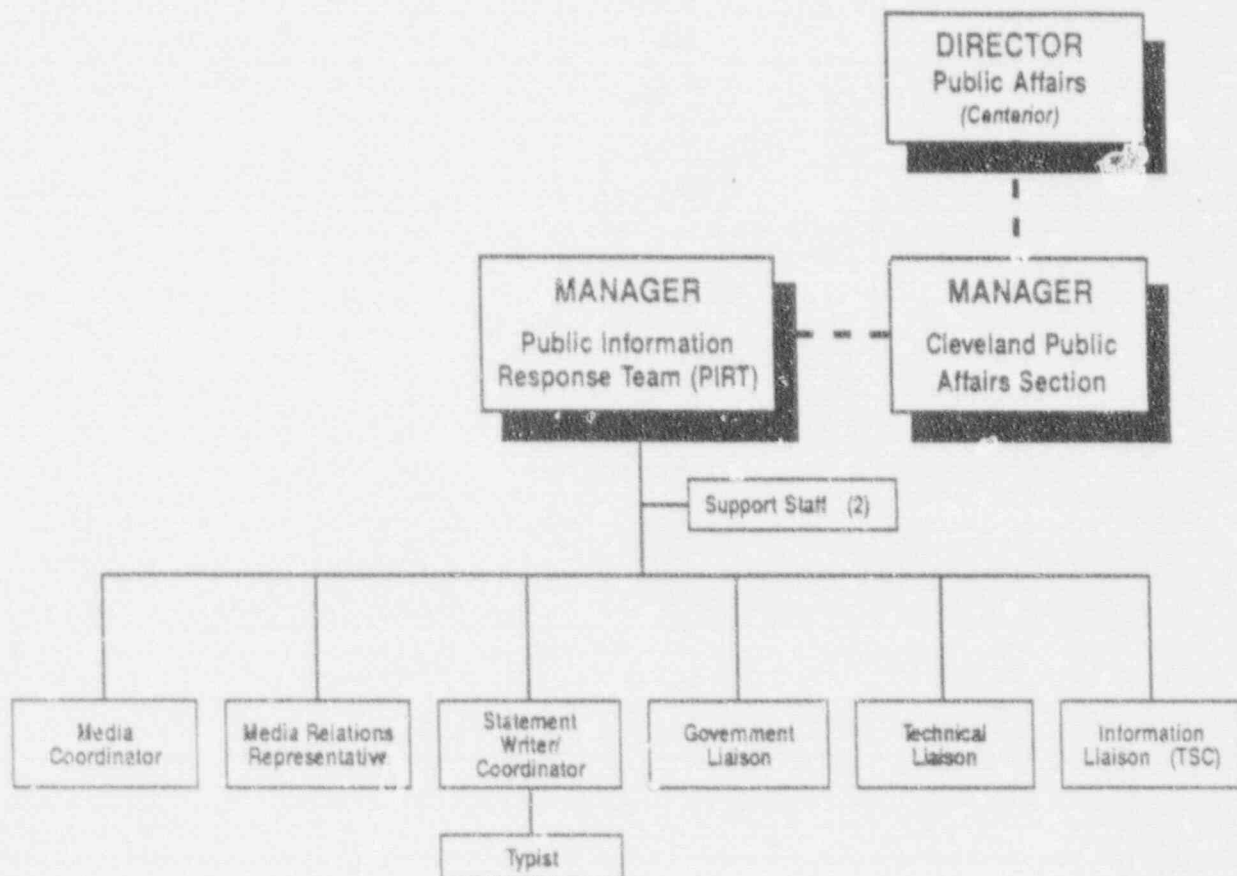
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3	Recommended Staff for Public Information Response Team	B-3
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5	Access List for JPIC - Alphabetized	B-9

1 - PIRT STAFF ORGANIZATION

NP405

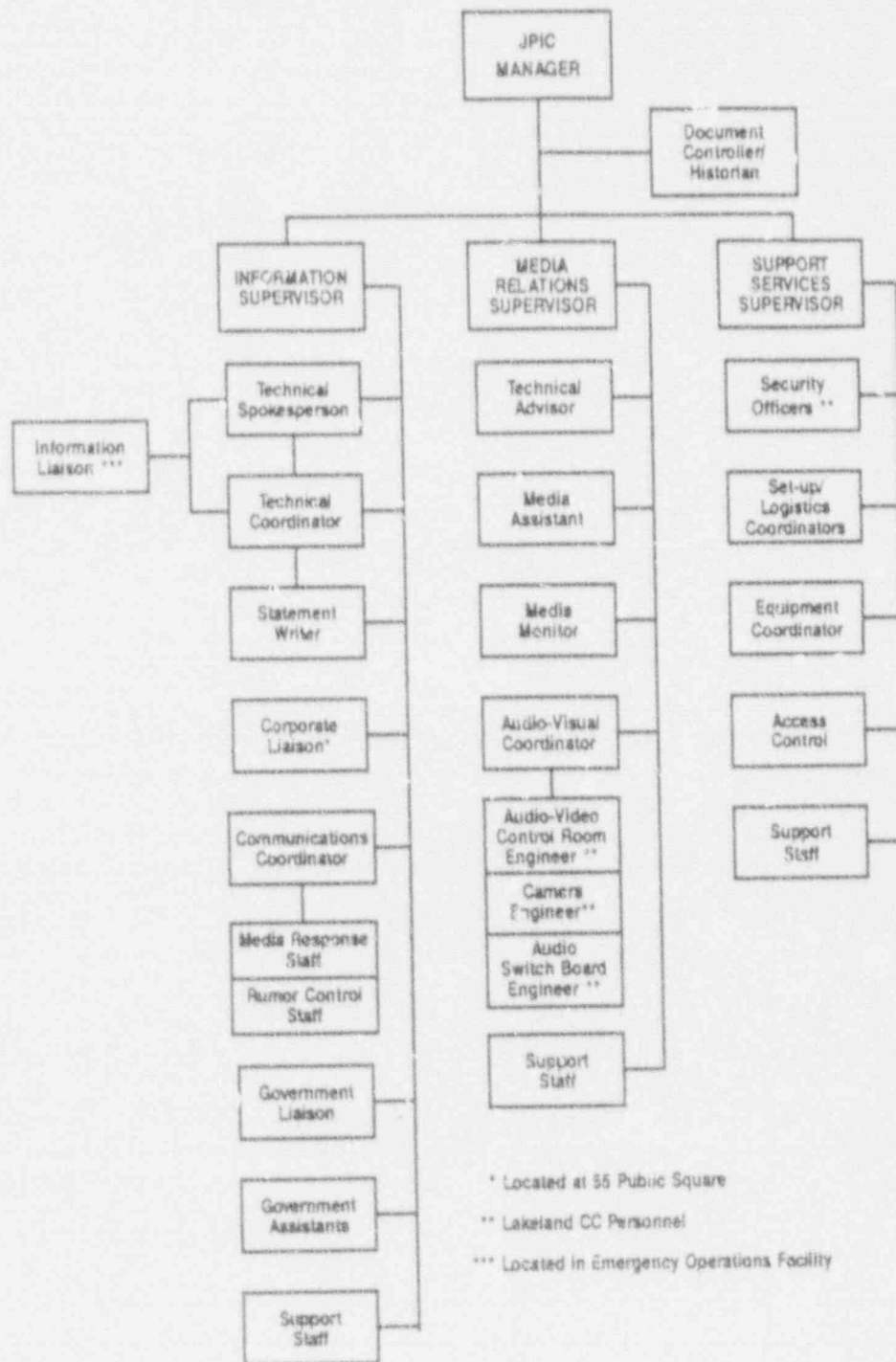
## Public Information Response Team Organization Chart



## 2 - JPIC STAFF ORGANIZATION

# JPIC STAFF ORGANIZATION

147338



\* Located at 55 Public Square

\*\* Lakeland CC Personnel

\*\*\* Located in Emergency Operations Facility



### 3 - RECOMMENDED STAFF FOR PUBLIC INFORMATION RESPONSE TEAM

#### A. Manager, PIRT

Robert Vondrasek  
William Coleman  
Michael Lumpe  
Linda Routzahn  
Ed Moran

#### 1. Media Relations Representative (MRR)

Kathy Phyfer  
Richard Wilkins  
Todd Schneider  
Michael Lumpe

##### a. Statement Writer/Coordinator

Todd Schneider  
Richard Wilkins  
Kristina McConnell  
Frank Hayes  
Kathy Phyfer

##### b. Media Coordinator

Irene Prezelj  
Julie Berkheimer  
Kristina McConnell  
Kathy Phyfer

##### c. Government Liaison

Janet Dugan  
Marty Kuula  
Myron Hitzak  
Rosemary Balazs

##### d. Technical Liaison

William Coleman  
David Saven  
Elizabeth Shaw  
Art Pollard  
James T. George

##### e. Information Liaison

Michael Mirwald  
Ken Matheny

e. Information Liaison (Cont.)

David Rossetti  
James T. George  
David Saven  
Joseph Pierson  
Mark Haskins  
Niles Johnson  
James McHugh

f. Typist

Bev Caruso  
Diana Snyder  
Mae Geistle

g. Support Staff

Betty Stiles  
Donna King  
Sandra Daugherty  
Karen Gemberling  
Debra Varrner

B. Manager, Cleveland Public Affairs Section

Michael Lumpe  
Todd Schneider  
Pam Hollister

C. JPIC Manager

Charles Dixon  
J. Lee Bailey  
Steve Lorton  
Barton Walrath  
Robert Vondrasek

4 - RECOMMENDED STAFF FOR JOINT PUBLIC INFORMATION CENTER

A. JPIC Manager

Charles Dixon  
J. Lee Bailey  
Steve Lorton  
Barton Walrath  
Robert Vondrasek

1. Document Controller/Historian

Phyllis Anderson  
Susan Lindquist  
Julie Cunningham

2. Information Supervisor

Michael Lumpe  
J. Lee Bailey  
Charles Dixon  
Eileen Buzzelli  
Todd Schneider

a. Technical Spokesperson

Linda Routzahn  
William Coleman  
Elizabeth Shaw  
Michael Mirwald  
Dave Saven

b. Technical Coordinator

Bradley Ferrell  
Linda Routzahn  
James T. George  
David Saven  
Patrick Kelly

c. Statement Writer

Richard Wilkins  
Kathy Phyfer  
Todd Schneider  
Frank Hayes

d. Corporate Liaison

James Atkinson  
Brian Lowe

e. Information Liaison

Michael Mirwald  
Ken Matheny  
David Ronsetti  
James T. George  
David Saven  
Joseph Pierson  
Mark Haskins  
Niles Johnson  
James McHugh

f. Communication Coordinator

Deborah Muzik  
Pam Hollister  
Nancy Chancey

g. Media Response Staff

Rick Loeffler  
Deborah Muzik  
Frank Powers

Donna King  
Donald Jacobson  
David Kostih

Earle Mead  
John Dzugan

h. Rumor Control Staff

Betty Stiles  
Nancy Chancey  
Joann Litchfield

John Caral  
Patricia O'Reilly  
Ana Campbell

Patrick Kelly  
Beverly Kuhar

i. Support Staff

Janice Pluto  
Linda Stern  
Ann Griffith

Diana Snyder  
Diane Carter  
Joan Lawson

j. Government Liaisons with PIOs

Marty Kuula  
Janet Dugan  
Dick Hall  
Myron Hizak  
Christopher Minarik

k. Government Support Staff to PIOs

Mae Geistle  
Sharon Fazzone  
Brenda Alvord

3. Media Relations Supervisor

Darlene Johnson  
Frank Hayes  
Richard Luse  
Irene Prezelj

a. Technical Advisor

David Rossetti  
William Wright  
Michael Mirwald

b. Media Assistant

Donna King  
Melissa Vega  
Julie Berkheimer  
Kristina McConnell

c. Media Monitors

Frances Szynal  
Eileen Catalan  
Sandy Sulek

d. Audio-Visual Coordinator

Paul Rampe  
Donald Coddard  
Chris Burton  
Jerome Barclay (used for reference only)

e. Support Staff

Barbara Gardner  
Steven Padden  
Donna King

4. Support Services Supervisor

Virginia Bell  
Michael Giulivo  
Dan Cleavenger  
Marie Milkovich

a. Set-up/Logistics Coordinators

Steve Rose  
Robert Albright  
Neal Robertson

Chris Burton  
Mike Aultman

Todd Mackey  
David Hook

b. Equipment Coordinators

Michael Giulivo  
Donna Bajko

Carla Martin  
Mary Ann Jones

c. Access Control

Susan Shelton  
Gloria Svigel  
Diana Snyder

d. Support Staff

Marie Milkovich  
Patricia Takacs  
Dawn Sweeney



5 - ACCESS LISTS FOR JPIC - ALPHABETIZED

PIRT and JPIC Personnel

Albright, Robert  
Alvord, Brenda  
Anderson, Phyllis  
Atkinson, James  
Aultman, Michael  
Bailey, J. Lee  
Bajko, Donna  
Balazs, Rosemary  
Barclay, Jerome  
Bell, Virginia  
Berkheimer, Julie  
Burton, Christopher  
Buzzelli, Eileen  
Campbell, Ana  
Caral, John  
Carter, Diane  
Caruso, Beverly  
Catalan, Eileen  
Chancey, Nancy  
Cleavenger, Dan  
Coleman, William  
Cunningham, Julie  
Daugherty, Sandy  
Dixon, Charles  
Dugan, Janet  
Dzukan, John  
Fazzone, Sharon  
Ferrell, Bradley  
Gardner, Barbara  
Geistle, Mae  
Gemberling, Karen  
George, James T.  
Giulivo, Michael  
Goddard, Donald  
Griffith, C. Ann  
Hall, Richard  
Harrison, Penny  
Haskins, Mark  
Hayes, Frank  
Hizak, Myron  
Hollister, Pam  
Hook, David  
Jacobson, Donald  
Johnson, Darlene  
Johnson, Niles  
Jones, Mary Ann

PIRT and JPIC Personnel (Cont.)

Kelly, Patrick  
King, Donna  
Kostiha, David  
Kuhar, Beverly  
Kuula, Martin  
Lawson, Joan  
Lindquist, Susan  
Litchfield, Jo Ann  
Loeffler, Richard  
Lorton, Stephen  
Lowe, Brian  
Lumpe, Michael  
Luse, Richard  
Mackey, Todd  
Martin, Carla  
Matheny, Kenneth  
McConnell, Kristina  
McHugh, James  
Mead, Earle  
Milkovich, Marie  
Minarik, Christopher  
Mirwald, Michael  
Moran, Ed  
Muzik, Debbie  
O'Reilly, Pat  
Padden, Steven  
Phyfer, Kathy  
Pierson, Joseph  
Pluto, Janice  
Pollard, Art  
Powers, Frank  
Prezelj, Irene  
Rampe, Paul  
Robertson, Neal  
Rose, Steve  
Rossetti, David  
Routzahn, Linda  
Saven, David  
Schneider, Todd  
Shaw, Elizabeth  
Shelton, Susan  
Snyder, Diana  
Stern, Linda  
Stiles, Betty  
Sulek, Sandy  
Svigel, Gloria  
Sweeney, Dawn  
Szynal, Fran

PIRT and JPIC Personnel (Cont.)

Takacs, Patricia  
Traverso, Debra  
Varner, Debra  
Vega, Melissa  
Wrasek, Robert  
Walrath, Barton  
Wilkins, Richard  
Wright, William

Other CEI Personnel

Beyer, Bernard  
Blank, David  
Edelman, Murray  
Farling, Robert  
Forrester, James  
Greben, Gary  
Hauserman, Jacquita  
Haworth, L. R. (Robert)  
Kaplan, Al  
Kensicki, Steven  
Kline, Jack  
Lange, Fred  
Levicki, John  
Linnert, Terrence  
Lyster, Michael  
Maugans, Edgar  
Monseau, David  
Pepin, E. Lyle  
Phillips, Lyman  
Riley, Emanuel  
Roseum, Marc  
Stead, Frank  
Stratman, Robert

Nuclear Regulatory Commission (NRC)

Strasma, Jan

Federal Emergency Management Agency (FEMA)

Bement, Daniel  
Buckley, Patricia

Ohio Emergency Management Agency (OEMA)

Boling, James  
Brown, Portia  
Cole, Ken  
Kinn, Gene  
Palumbo, Joni

Ashtabula County

Bolender, Gary  
Condron, Brian  
Distle, George  
Dvorak, Norma  
Ingersoll, Dannette  
Johns, Betty  
Mongenel, Ralph  
Oros, Linda  
Somppi, Ed  
Thomas, Hugh

Geauga County

Popp, Steven  
Wedge, Dale  
Wise, Dean

Lake County

Brown, Mike  
Collins, Rick  
Gardner, Robert  
Gauntner, Kenneth  
Platz, John  
Retzler, Robert  
Stefanko, Paul  
Teuscher, Mildred  
Tulley, Patrick

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

Appendix C

REV.

7

PNPP CONTROLLED  
COPY No. 13

TITLE

Forms and Logs

PREPARER

D. Traverso

EFFECTIVE

4-27-90

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## NOTIFICATION LOG (PNPP No. 6398)

Emergency Public Information  
Organization Instructions  
Manual  
Sheet of

## NOTIFICATION LOG

Page No. 6398 Rev. 2/90

[illegible]

COPY TO Historical File (if PIAT is activated) Document Controller/ Historian (if JPIC is activated)

JPIC SET-UP RECORD (PNPP No. 7770)

PNPP No. 7770 Rev 2/90

Emergency Public  
Information Organization  
Instructions Manual

**JPIC SET-UP RECORD**

TO: JPIC Manager

DATE: \_\_\_\_\_

FROM: Support Services Supervisor

WORK AREA	SUPERVISOR IN CHARGE	SUPERVISOR'S SIGNATURE	TIME
Access Control	Support Services	<b>SAMPLE</b>	
CEI	Support Services		
Media Response/ Rumor Control	Communications Coordinator		
Federal/State/ County	Information Supervisor		
Briefing	Audio-Visual Coordinator		
Media Monitor Room	Audio-Visual Coordinator		
Media Work Area	Media Relations Supervisor		

REMARKS

\_\_\_\_\_  
(Support Services Supervisor's Signature)

\_\_\_\_\_  
(Time)

MEDIA/RUMOR CONTROL INQUIRY (PNPP No. 8011)

**MEDIA/RUMOR CONTROL INQUIRY**

EMERGENCY PUBLIC INFORMATION  
ORGANIZATION INSTRUCTIONS  
MANUAL

PNPP No. 8011 Rev. 2/90

SOURCE OF INQUIRY	<input type="checkbox"/> TELEPHONE CALL	CALLER'S NAME:	CALLER'S TELEPHONE NO.:		
		CALLER'S AFFILIATION:			
		CALL TAKEN BY:	TIME:	DATE:	
		MANNER: <input type="checkbox"/> CALM <input type="checkbox"/> RATIONAL <input type="checkbox"/> COHERENT <input type="checkbox"/> EMOTIONAL <input type="checkbox"/> LAUGHING <input type="checkbox"/> ANGRY <input type="checkbox"/> IRRATIONAL <input type="checkbox"/> INCOHERENT <input type="checkbox"/> RIGHTED/US			
		HAS THIS RUMOR BEEN BROADCAST:		IF YES, WHICH MEDIA:	
	<input type="checkbox"/> OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE:			
SAMPLE					
IMMEDIATE ACTIONS:      REFERRED TO: _____ SIGNATURE: _____ TIME: _____					
FINAL ACTIONS:      COMMENTS:      <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>SIGNATURE: _____</span> <span>TIME: _____</span> <span>DATE: _____</span> </div>					

DISTRIBUTION: WHITE - MEDIA RELATIONS REPRESENTATIVE (IF PERT) OR INFORMATION SUPERVISOR (IF JPIC)

YELLOW - MANAGER, COMMUNITY RELATIONS SECTION (IF PERT) OR COMMUNICATIONS COORDINATOR (IF JPIC)

JPIC ACTIVITY LOG (PNPP No. 6400)

**JOINT PUBLIC INFORMATION CENTER  
ACTIVITY LOG**

Emergency Public Information  
Organization Instructions  
Manual

Sheet      of     

PNPP No. 6400 Rev. 2/90

NAME / TITLE		DATE
TIME	ACTION / SUBJECT	
<input type="checkbox"/> R.R. <input type="checkbox"/> P.R.		
	<b>SAMPLE</b>	

JPIC ACCESS SHEET (PNPP No. 6399)

JOINT PUBLIC INFORMATION CENTER  
ACCESS SHEET

Emergency Public Information  
Organization Instructions  
Manual

**SWEET:** \_\_\_\_\_

DATE: 1/1/19

Page No. 6995 Date: 7/19/

[illegible]

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

APPENDIX D

REV.

PNPP CONTROLLED  
COPY No.

129

TITLE

FLOOR PLANS

PREPARER

D. Traverso

EFFECTIVE

5-16-91

REVIEWERS

*Dolores K. Traverso*  
*Linda Davis*

APPROVERS

*Kathleen Von Damm*

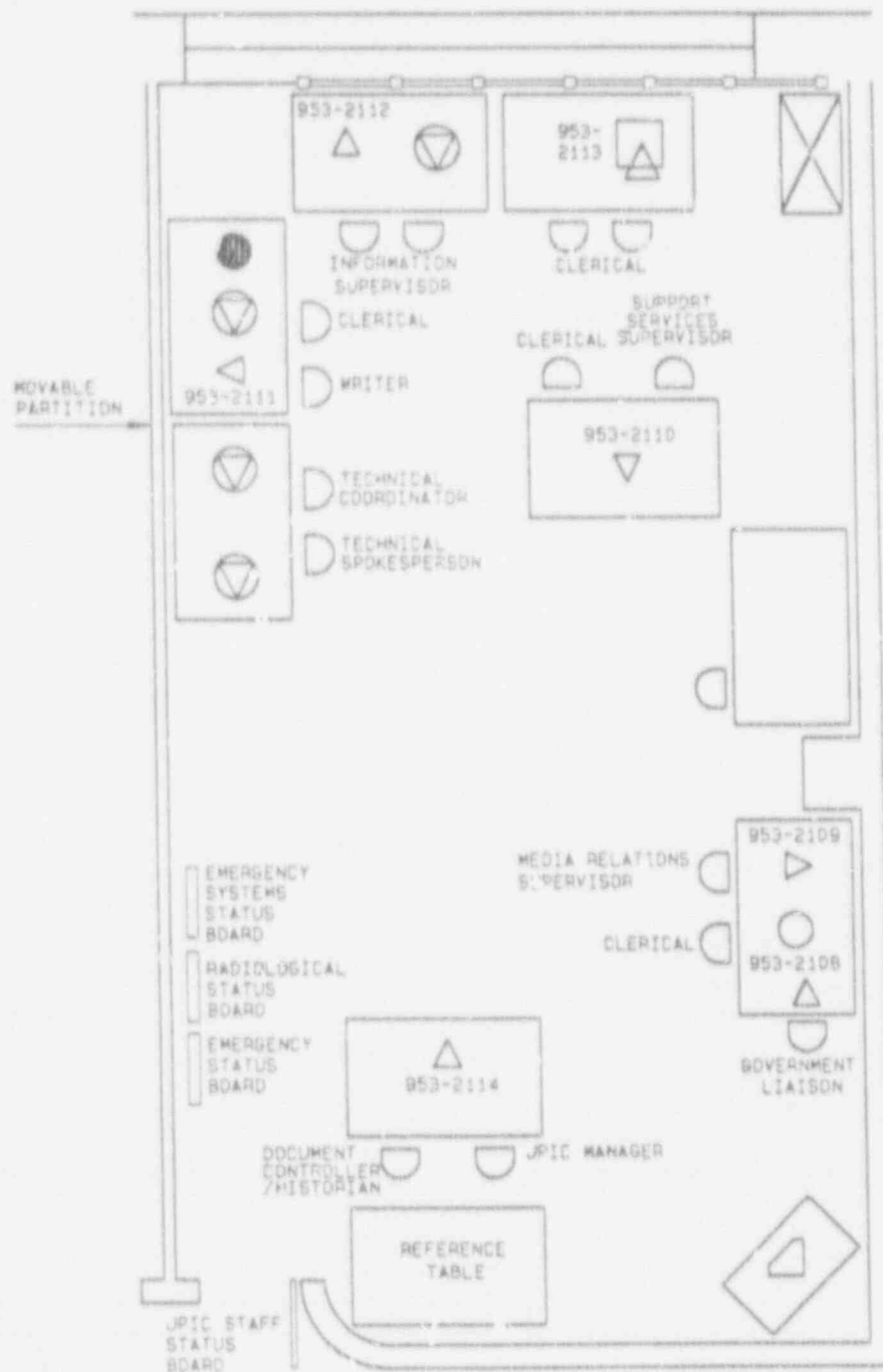


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6. Media Work Area Layout	D-6

JOINT PUBLIC INFORMATION CENTER  
CEI WORK AREA LAYOUT  
PERFORMING ARTS CENTER  
ROOM D 2117



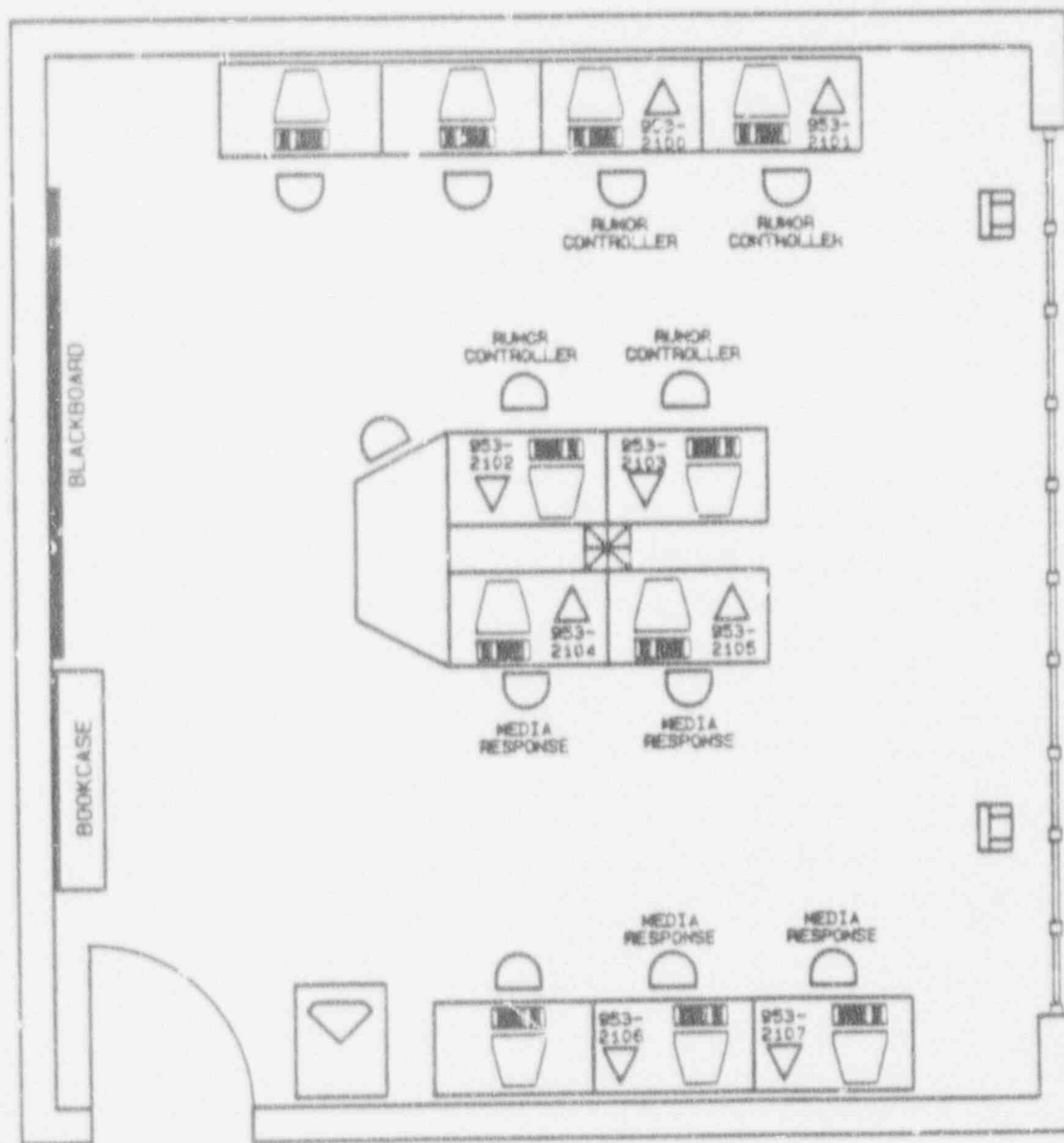
LEGEND

- ▽ PHONE
- ◻ TELECOPIER
- ◐ DEDICATED PHONE
- ◑ TV MONITOR
- MEMORY TYPEWRITER
- ⊠ COPY MACHINE
- TYPEWRITER

NORTH ➡

EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS MANUAL

JOINT PUBLIC INFORMATION CENTER  
 MEDIA RESPONSE/RUMOR CONTROL AREA LAYOUT  
 PERFORMING ARTS CENTER  
 ROOM D 2119



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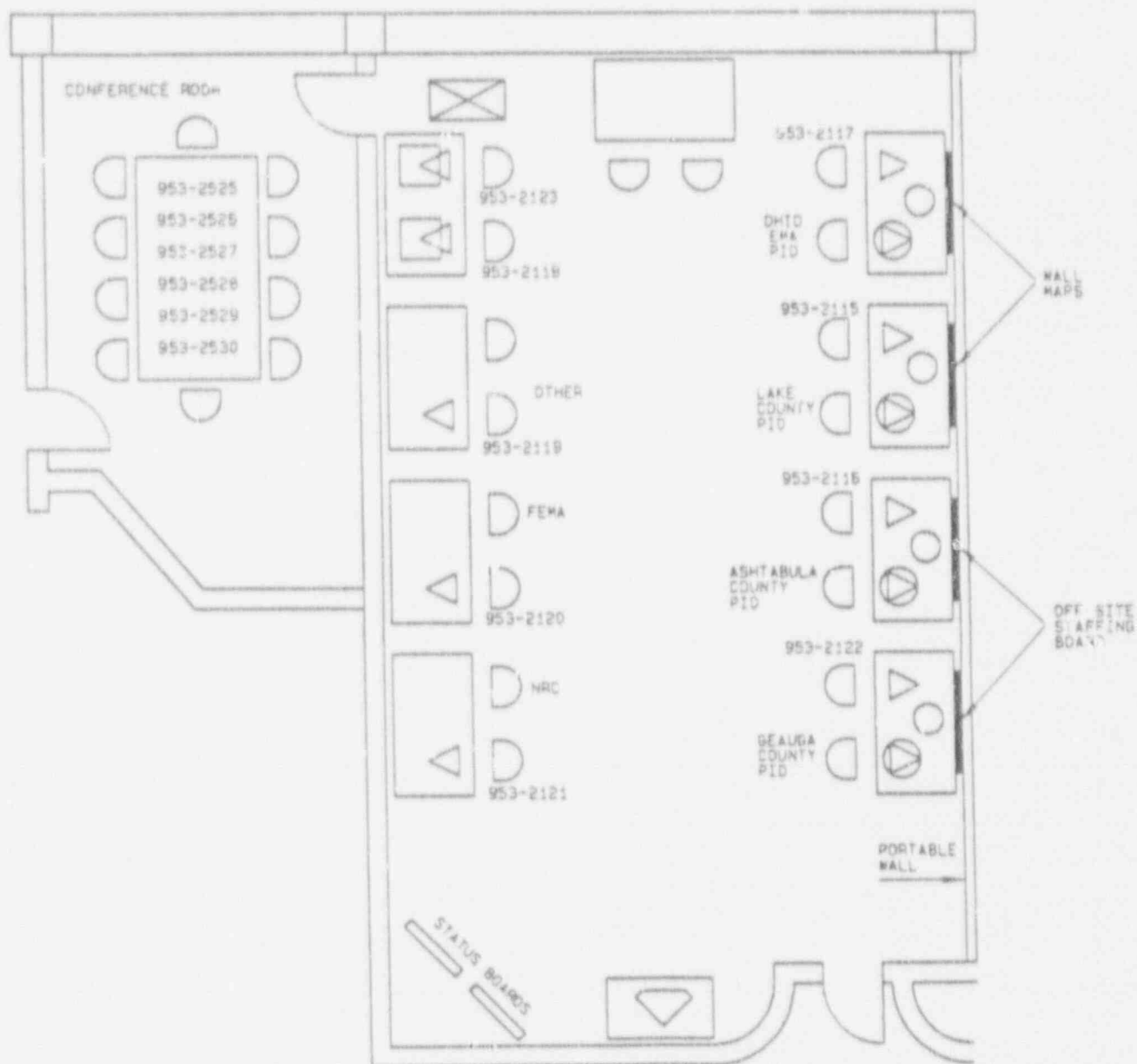


NORTH

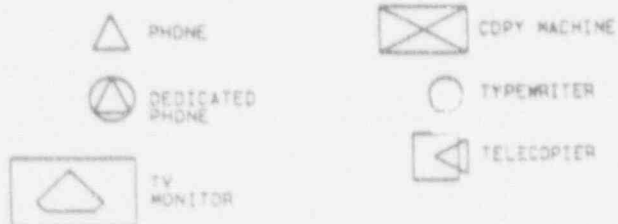


EMERGENCY PUBLIC INFORMATION  
 ORGANIZATION  
 INSTRUCTIONS MANUAL  
 Rev. 1  
 4/91

JOINT PUBLIC INFORMATION CENTER  
FEDERAL/STATE/COUNTY  
WORK AREA LAYOUT  
PERFORMING ARTS CENTER  
ROOM D2115



LEGEND:

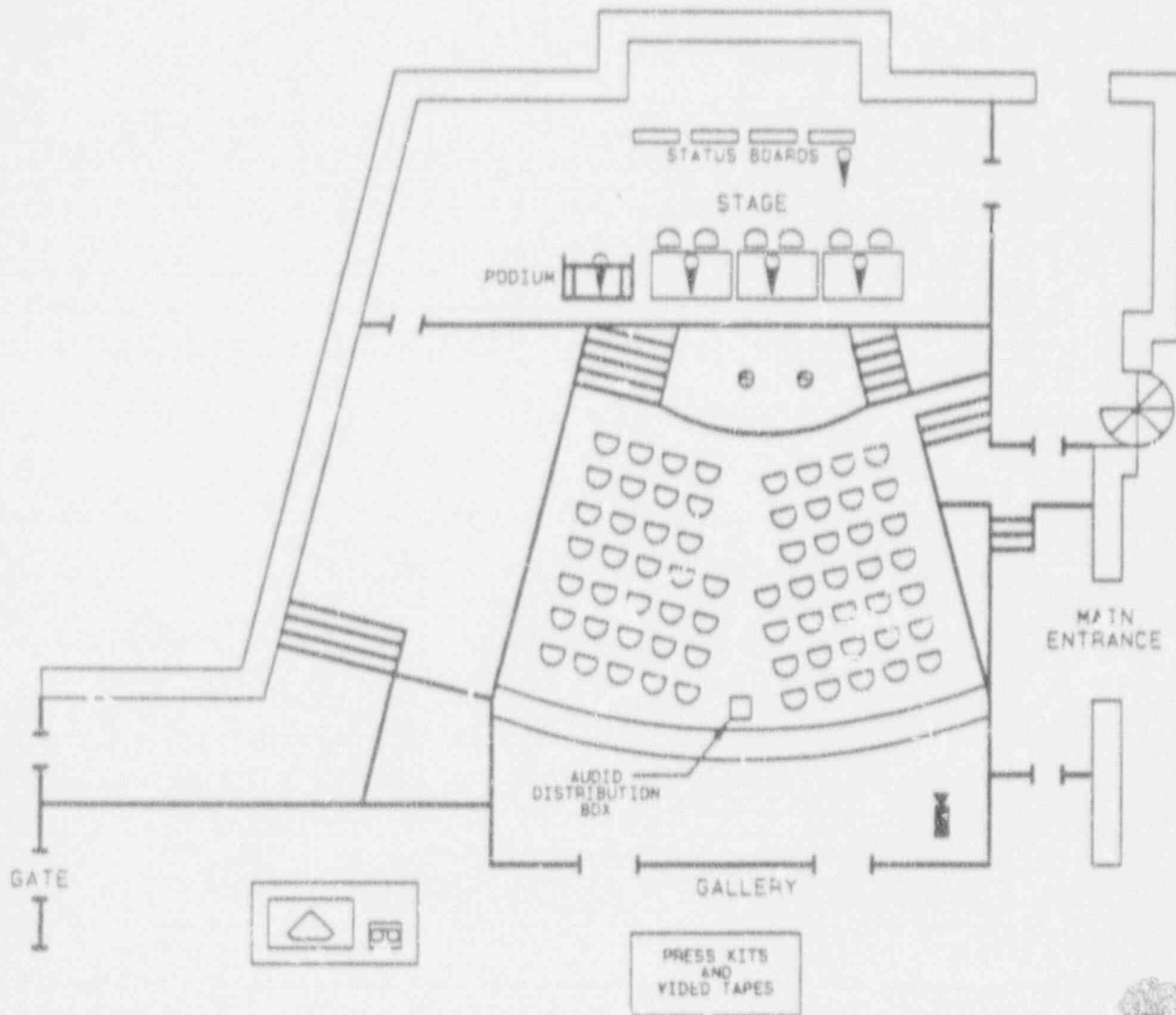


➡ NORTH

EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS MANUAL

Rev. 1  
4/91

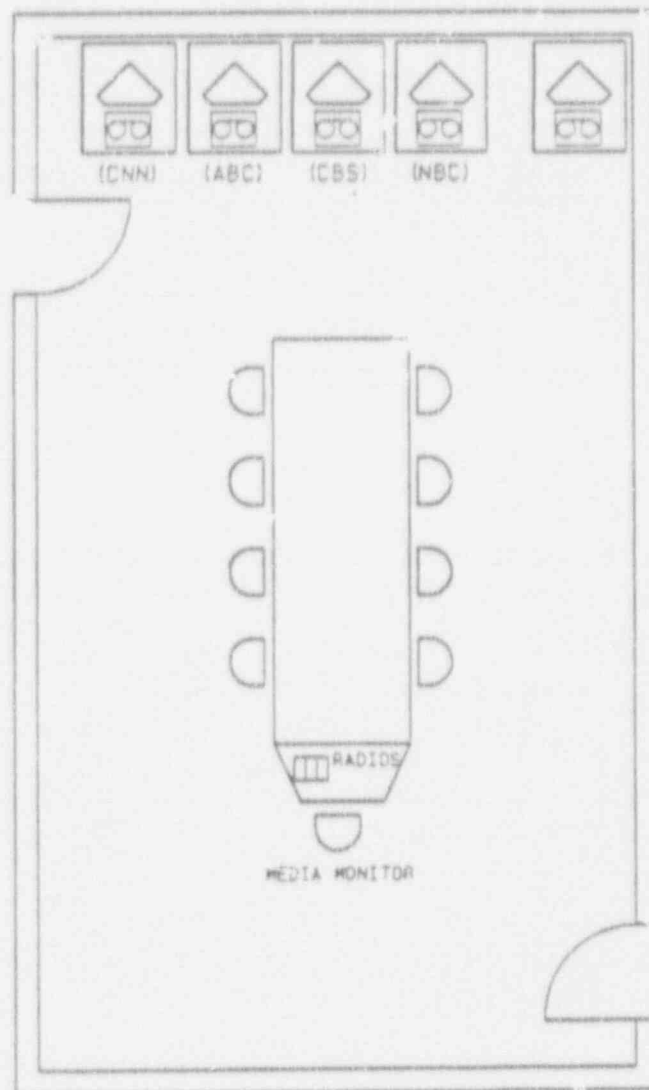
JOINT PUBLIC INFORMATION CENTER  
BRIEFING ROOM LAYOUT  
PERFORMING ARTS CENTER  
AUDITORIUM



LEGEND:



JOINT PUBLIC INFORMATION CENTER  
 MEDIA MONITOR WORK AREA LAYOUT  
 PERFORMING ARTS CENTER  
 ROOM D 211B



LEGEND

▽ PHONE

△ TV MONITOR

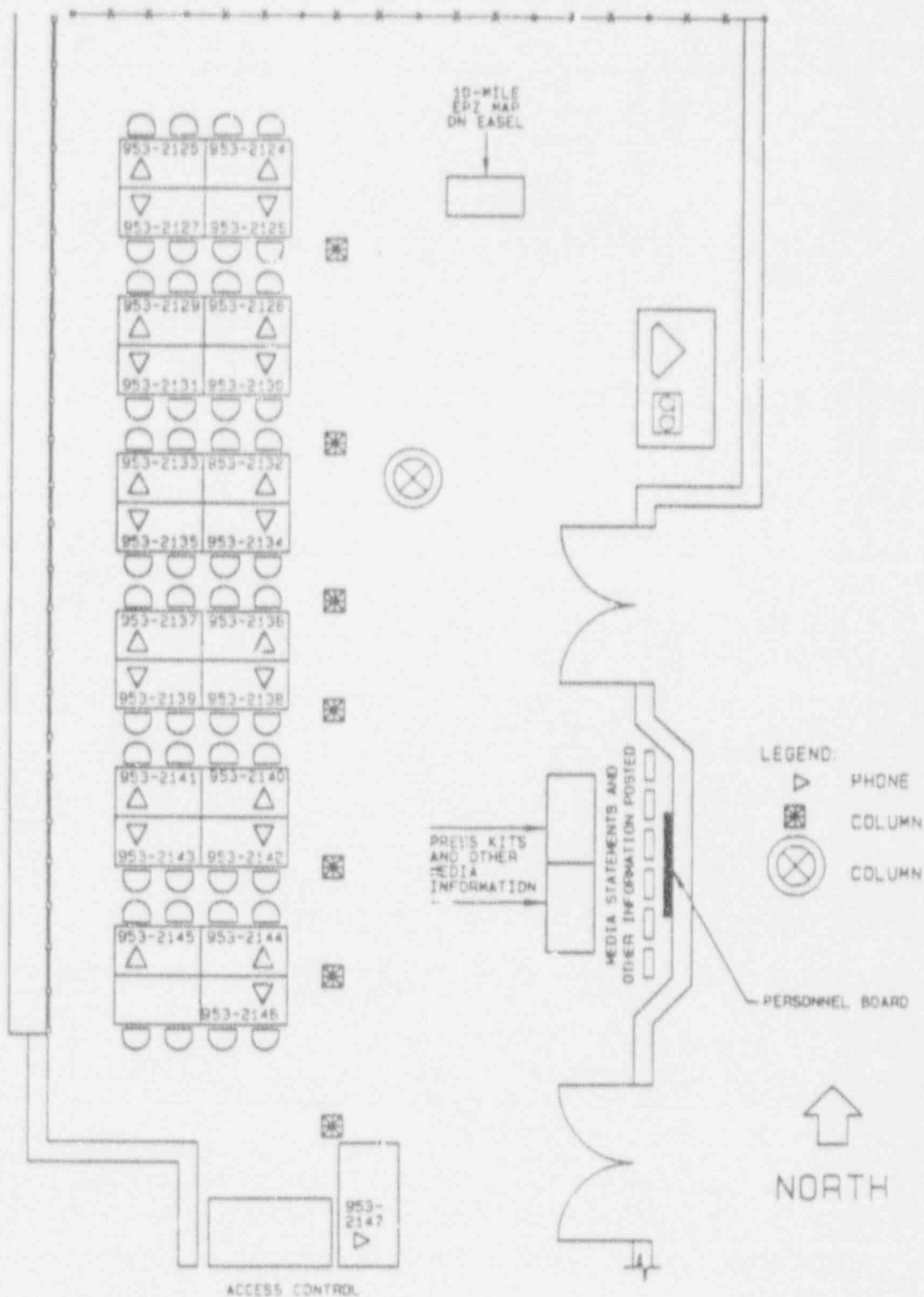
□ VCR

NORTH



# JOINT PUBLIC INFORMATION CENTER MEDIA WORK AREA LAYOUT

PERFORMING ARTS CENTER  
FIRST FLOOR ART GALLERY



EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS MANUAL  
Rev. 1  
4/91

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

Appendix E

REV.

0

PMP CONTROLLED  
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107

TITLE

News Statement Preparation

PREPARER

D. Traverso

EFFECTIVE

4-27-90

REVIEWERS

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*Gra C. Campbell*

APPROVERS

*Robert L. Daniel*  
*Robert H. Von Drasek*  
*Lee Bailey*

## APPENDIX E - NEWS STATEMENT PREPARATION

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## 1. GUIDELINES FOR PREPARING NEWS STATEMENTS

For PIRT/JPIC purposes, there are four types of news statements:

- Bulletin
- Detailed News Statement
- Chronology
- Backgrounder

The text of all news statements should:

- Avoid technical jargon
- Not speculate on causes or consequences of the event
- Place the event in perspective according to its nature to permit appropriate response by area residents, employees, the news media, investors and other interested parties.

Examples of news statements follow:

### A. BULLETIN

A bulletin should be issued quickly when a major change in plant status occurs, and after declaration or upgrade of an emergency to provide timely notification of the event. A bulletin should include:

- Date and time of the statement being issued
- Statement number - consecutively beginning with the PIRT
- Phone number for media inquiries
- Name of plant (Perry Nuclear Power Plant)
- Location of plant (Perry, Ohio)
- Emergency classification
- Time of emergency declaration
- Definition of the classification
- Local, state and federal agencies that have been notified

### B. DETAILED NEWS STATEMENT

A detailed news statement should be issued to provide additional information about events and corrective actions being taken. A detailed news statement should include:

- Date and time of issue of the statement
- Statement number (Chronologically continuing from PIRT statements)
- Phone number for media inquiries
- Name of plant and affected unit (Perry Nuclear Power Plant)
- Location of the plant (Perry, Ohio)
- Status of unit
- Emergency classification
- Time of emergency declaration
- Definition of the classification
- Description of emergency actions
- Local, state and federal agencies that have been notified
- Corrective actions taken
- Effect on plant personnel
- Description of any release of radioactive material
- Off-site assistance

### C. CHRONOLOGY

A chronology may be issued to provide a brief summary of key events that occurred as the emergency evolved. A chronology should include:

- Date and time of issue of the statement
- Name of plant
- Location of the plant
- Listing, in chronological order, of key events
- Statement number

#### D. BACKGROUNDER

A backgrounder is used to provide the media with descriptive information on various topics pertinent to the emergency. Backgrounders are generally issued when time permits. Topics can include, but are not limited to:

- General plant information
- Radiation
- Insurance (Price Anderson Act)
- Stocks
- Electric rates
- Biographies of key officials
- Emergency actions

A backgrounder should include:

- Date and time of issue of the statement
- Statement number
- Name and location of the plant - if appropriate to topic
- Detailed description of the topic



2. SAMPLE - BULLETIN

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

PERRY NUCLEAR POWER PLANT EMERGENCY UPGRADED

PERRY, Ohio - The emergency situation at the Perry Nuclear Power Plant in North Perry, Ohio, has been upgraded to a General Emergency at \_\_\_\_\_ today. A General Emergency is the highest of four emergency for U. S. nuclear power plants, as outlined by the Nuclear Regulatory Commission.

The emergency was upgraded because \_\_\_\_\_

\_\_\_\_\_

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified.

Further details will be forthcoming as soon as they become available.

#

3. SAMPLE NEWS STATEMENT - JPIC ACTIVATED

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

MEDIA INFORMATION CENTER ACTIVATED

KIRTLAND, Ohio - The Cleveland Electric Illuminating Company Joint Public Information Center (JPIC) has been activated to provide timely information on the current emergency situation at the Perry Nuclear Power Plant in Perry, Ohio. The Joint Public Information Center is located in the Performing Arts Center of Lakeland Community College, just south of the junction of Interstate 90 and Route 306 in Kirtland, Ohio.

At the JPIC are spokespersons for the Cleveland Electric Illuminating Company, (the State of Ohio, and Lake, Geauga, and Ashtabula counties).

The staff is in constant contact with the plant (and local, state, and other governmental officials).

Media representatives are asked to report to the JPIC for timely accurate information about the emergency situation at the Perry Nuclear Power Plant.

#

4. SAMPLE NEWS STATEMENT - UNUSUAL EVENT

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

(HEADLINE)

PERRY, Ohio - Cleveland Electric Illuminating Company officials declared an Unusual Event at the Perry Nuclear Power Plant at \_\_\_\_\_ today. An Unusual Event is the lowest of four emergency classifications for U. S. nuclear power plants, as outlined by the Nuclear Regulatory Commission.

The event was declared when \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The plant, located in North Perry, Ohio, was operating at \_\_\_\_\_ reactor power when the Unusual Event was declared.

There was no release of radiation, nor is one expected. No offsite actions are necessary by the public.

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified (including the Nuclear Regulatory Commission, State of Ohio, and Lake, Ashtabula, and Geauga counties).

#

5. SAMPLE NEWS STATEMENT - ALERT

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

(HEADLINE)

PERRY, Ohio - Cleveland Electric Illuminating Company officials declared an Alert at the Perry Nuclear Power Plant at \_\_\_\_\_ today. An Alert is the second lowest of four emergency classifications for U. S. nuclear power plants, as outlined by the Nuclear Regulatory Commission.

The event was declared when \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The plant, located in North Perry, Ohio, was operating at \_\_\_\_\_ reactor power when the Alert was declared.

There was no release of radiation, nor is one expected. No offsite actions are necessary by the public.

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified (including the Nuclear Regulatory Commission, State of Ohio, and Lake, Ashtabula, and Geauga counties).

#

6. SAMPLE NEWS STATEMENT - SITE AREA EMERGENCY

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

(HEADLINE)

PERRY, Ohio - Cleveland Electric Illuminating Company officials declared a Site Area Emergency at the Perry Nuclear Power Plant Perry, at \_\_\_\_\_ today. A Site Area Emergency is the second highest of four emergency classifications for U. S. nuclear power plants, as outlined by the Nuclear Regulatory Commission.

The event was declared when \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The plant, located in North Perry, Ohio, was operating at \_\_\_\_\_ reactor power when the Site Area Emergency was declared.

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified (including the Nuclear Regulatory Commission, State of Ohio, and Lake, Ashtabula, and Geauga counties).

#

7. SAMPLE NEWS STATEMENT - GENERAL EMERGENCY

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

(HEADLINE)

PERKY, Ohio - Cleveland Electric Illuminating Company officials declared a General Emergency at the Perry Nuclear Power Plant at \_\_\_\_\_ today. A General Emergency is the highest of four emergency classifications for U. S. nuclear power plants, as outlined by the Nuclear Regulatory Commission.

The event was declared when \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The plant, located in North Perry, Ohio, was operating at \_\_\_\_\_ reactor power when the General Emergency was declared.

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified (including the Nuclear Regulatory Commission, State of Ohio, and Lake, Ashtabula, and Geauga counties).

#



8. SAMPLE NEWS STATEMENT - EMERGENCY TERMINATED

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

(HEADLINE)

KIRTLAND, Ohio - The emergency situation at the Perry Nuclear Power Plant was terminated at \_\_\_\_\_ today.

The emergency status at the plant was declared over by the Emergency Coordinator at that time. The Joint Public Information Center (JPIC) at Lakeland Community College, has been deactivated.

News information about the plant, The Illuminating Company, or the various government agencies involved in the emergency no longer will be available through the JPIC. News media seeking further information about the plant should call (216) 259-3737, extension 5519, or (216) 623-1060.

9. SAMPLE - CHRONOLOGY

Page 1 of 1

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

Following is a chronology of events that occurred today at Unit 1 of the  
Perry Nuclear Power Plant:

°	_____	_____
	(time)	(event)
°	_____	_____
	(time)	(event)
°	_____	_____
	(time)	(event)
°	_____	_____
	(time)	(event)
°	_____	_____
	(time)	(event)
°	_____	_____
	(time)	(event)

In accordance with federal regulations and plant procedures, appropriate governmental agencies have been notified (including the Nuclear Regulatory Commission, State of Ohio, and Lake, Ashtabula, and Geauga counties).

†

10. SAMPLE BACKGROUNDER - ABOUT THE PERRY PLANT EMPLOYEES

Page 1 of 2

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

About the Perry Plant Employees

PERRY, Ohio - The Perry Nuclear Power Plant is located in North Perry Village, about 35 miles northeast of downtown Cleveland.

The plant was built and is operated by The Cleveland Electric Illuminating Company.

The Perry Plant has about 1,100 permanent employees. All have been carefully screened to make sure that they are right for the job. All employees are subject to random testing and other fitness-for-duty requirements.

For example, the reactor operators who run the Perry Plant did not receive their licenses until they finished more than 2,100 hours of formal nuclear training. That's enough hours to earn a four-year college degree.

These operators have to know every pump, valve, and control in each of the plant's 455 systems. They had to prove themselves in a three-day exam given by the Nuclear Regulatory Commission (NRC). They must requalify on a continuing basis and are tested each year. Furthermore, they are required to go back into training every sixth week.

(more)

Much of the operator training at the Perry Plant is done on a computer-controlled simulator. It is an exact replica of the plant's control room. The simulator allows operators to experience unusual operating conditions and potential accidents. This helps them identify and correct problems should they ever occur in the real control room.

The National Academy of Nuclear Training makes sure that the key training programs at Perry and at the other nuclear plants in this country meet the highest standards.

11. SAMPLE BACKGROUNDER - ABOUT THE FUEL USED AT PERRY

Page 1 of 2

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

About the Fuel Used at Perry

PERRY, Ohio - At the Perry Nuclear Power Plant, the nuclear fission takes place in a boiling water reactor. Here, the uranium fuel is enclosed in a vessel made of carbon steel six inches thick.

The reactor weighs 805 tons, empty, and is 70 feet high and 20 feet in diameter. Several additional barriers of concrete and steel shield the reactor from the outside environment.

Uranium fuel comes in the form of pellets. They are stacked inside tubes which form 13-foot-long fuel rods. Sixty-four rods are joined into one fuel bundle. Perry's reactor holds 748 fuel bundles.

Only one form, or isotope, of uranium is capable of nuclear fission. This isotope is called Uranium-235. Less than one percent of the uranium found in nature is Uranium-235.

(more)

Thus, when uranium is made into fuel pellets for nuclear power plants, it is processed so that it contains a three-percent concentration of Uranium-235. Nuclear power plants are not designed to use any higher concentration. In contrast, nuclear weapons require concentrations of 90 percent or more of Uranium-235 to create an explosion. A nuclear power plant, with its low concentration of fissionable uranium, cannot explode like a nuclear weapon.

The small concentrations of Uranium-235 in nuclear power plant fuel is reduced during its use. That's why used, or spent, fuel is periodically replaced with new fuel.

One third of the fuel bundles in Perry's reactor are removed and replaced every 18 months. The spent fuel is stored at the power plant in a specially constructed pool of water that acts as a radiation shield. There, the radioactive elements in the fuel decay or the radioactivity becomes weaker. Eventually, the spent fuel will be moved to a long-term storage location or will be reprocessed into new fuel pellets.

#

12. SAMPLE BACKGROUNDER - RADIATION: WHAT IS IT?

Page 1 of 2

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

Time: \_\_\_\_\_

NEWS STATEMENT NO. \_\_\_\_\_

FOR IMMEDIATE RELEASE

CONTACT: \_\_\_\_\_  
(phone number)

Radiation: What is it?

PERRY, Ohio - Scientists have been studying radiation for nearly a century. They understand what it is, where it comes from, and how to control it.

Radiation is excess energy from unstable atoms. By emitting radiation, unstable atoms regain their stability.

Radiation comes from many sources. Natural, or background, radiation comes from cosmic rays, food, water, building materials such as brick or stone, and radon gas. Even our bodies are mildly radioactive. Manmade radiation comes from products and technologies invented by man. They include X-ray machines; nuclear medicine; consumer products such as color televisions, smoke detectors, and natural gas stoves; and nuclear power plants.

Some radiation is known as ionizing radiation -- so called because it can remove electrons from atoms. Ionizing radiation includes alpha particles, beta particles, gamma waves and X-rays. Ionizing radiation comes from both natural and manmade sources.

(more)



Too much radiation can be harmful. Too much ionizing radiation can damage body tissues. We are safer from radiation the lower its level is, the further we are from its source, the shorter our time of exposure, and the thicker the shielding between us and the radiation source.

Scientists measure the biological impact of radiation in units called millirems. According to the U.S. Department of Energy, the average American receives about 360 millirems of radiation a year.

Of course, individual exposure to radiation varies greatly. People who live at high altitudes receive additional radiation due to cosmic rays to 200 millirems a year. They are exposed to more cosmic rays.

By contrast, the nearest neighbor of a nuclear power plant receives only about two-to-three additional millirems of radiation a year from the plant's operation. Most radiation experts agree that it takes a single radiation dose of about 25,000 millirems, received all at one time, to produce any measurable effect on a human being.

All nuclear power plants in this country follow strict standards set by the Environmental Protection Agency and enforced by the Nuclear Regulatory Commission. These standards require that the public at large be exposed to no more than five millirems a year from the routine operation of a nuclear power plant. That's 5,000 times lower than the level that is known to cause measurable harm.

To make sure these standards are followed, all liquids and gases discharged from nuclear power plants are monitored around the clock. Additional monitors measure any radiation that may be inside the plant.

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

Appendix F

Rev.

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Media Inquiries

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APPENDIX F - MEDIA INQUIRIES

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E. Rescue and Relief	F-1
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K. Witnesses, Experts, Company VIPs, etc.	F-2

## 1. WHAT THE PRESS MIGHT ASK YOU IN AN EMERGENCY

Be prepared to respond to questions about the following:

### A. Casualties

1. Number killed or injured
2. Number evacuated
3. Nature of injuries received
4. Care given to the injured
5. Whether or not injured were contaminated
6. Where injured were treated
7. Prominence of anyone who was killed, injured, or escaped
8. How escape was handicapped or stopped

### B. Descriptions of the Emergency

1. When it happened
2. Spread of the emergency
3. Blasts and explosions
4. Levels of radiation released
5. Attempts at escape or rescue
6. Duration
7. Soundness of structures, systems, equipment
8. Extent of spill
9. What the next steps will be (but do not speculate!)

### C. Causes

1. How emergency was discovered
2. Who sounded alarm and summoned aid
3. Previous indications of accident
4. Status of plant at time of emergency
5. Current status
6. Testimony of participants
7. Testimony of witnesses
8. Testimony of key responders (e.g., fire, police, HazMat teams)

### D. Property/Equipment Damage

1. Estimated value of loss
2. Description - kind of building, equipment, etc. - its proximity to reactor
3. Importance of the property (e.g., to the continued safe operation or shutdown of the plant)
4. Other property threatened
5. Previous emergencies or past problems with this equipment

### E. Rescue and Relief

1. The number of people involved in rescue and relief operations
2. The number evacuated from site

3. Any prominent persons in the relief crew
4. Equipment used
5. Handicaps to rescue, and obstacles to correcting the problem
6. How the emergency was prevented from spreading
7. How property was saved
8. Acts of heroism

F. Accompanying Incidents

1. Number of personnel evacuated
2. Unusual happenings
3. Capabilities of off-site agencies to respond

G. Legal Actions

1. Who will pay for accident
2. How the emergency will effect rates, stocks, etc.
3. If real estate values will decrease
4. How much insurance is available and from where
5. Who people can contact to file suits against the Company

H. Public Protection

1. Who decides what actions the public will take
2. Where these decision makers are located
3. What shelter means
4. What evacuation means
5. Why livestock are sheltered
6. How decision makers learn of plant status
7. What agencies have responded to the emergency
8. What agencies are expected to respond to the emergency
9. What methods have been used to educate general public about nuclear plant emergencies

I. Health Consequences

1. Will there be an increase of cancer?
2. How and where are people being decontaminated?
3. What's a rem? millirem? How does it compare to a chest x-ray?
4. How do time, distance, shielding provide safety from radiation?

J. Heroes and Culprits

Be prepared for media to request interviews. They'll want names, addresses, phone numbers, etc. Decide in advance how to respond.

K. Witnesses, Experts, Company VIPs, etc.

Be prepared for media to request interviews. Be prepared to explain why/why not Company VIPs are available.

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

Appendix G

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Briefing Guidelines

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APPENDIX G - BRIEFING GUIDELINES

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2. Media Briefing Introductory Script	G-2
3. Media Briefing Follow-Through Script	G-5



1. MEDIA BRIEFING DO's and DON'T's

A. Update the news media on the current situation:

- \_\_\_\_\_ Give brief plant status.
- \_\_\_\_\_ Begin with most current and then go back in time.
- \_\_\_\_\_ Keep a "BIG" picture view of the situation.
- \_\_\_\_\_ Remember, media generally are interested in "people" concerns, not plumbing!
- \_\_\_\_\_ Target your description of the situation to Mrs. Jones' third grade class.
- \_\_\_\_\_ Avoid acronyms and minimize technical jargon.

B. Answer the news media questions:

- \_\_\_\_\_ Repeat each question and rephrase it if necessary. Never repeat negative words or accusations.
- \_\_\_\_\_ Be brief, but thorough.
- \_\_\_\_\_ If you answer "yes" or "no", follow with an explanation.
- \_\_\_\_\_ If you don't know, say so. Then offer to find the answer. Make sure follow-up information is given in a timely manner, and to all media.
- \_\_\_\_\_ Never say "NO COMMENT."
- \_\_\_\_\_ Don't get caught in long descriptions of plant systems. Direct those questions to the Technical Advisor. Stay with the current situation. Remind the media that the Technical Advisor is available between briefings.
- \_\_\_\_\_ Speak the TRUTH. Tell it like it is.
- \_\_\_\_\_ If question does not deal with current situation, be polite and inform the reporter that you want to answer his questions on what is going on at the plant right now. E t later, you may be able to address those questions.

## 2. MEDIA BRIEFING INTRODUCTORY SCRIPT

NOTE: This script should be used in its entirety if time permits; however, it should always be summarized or temporarily put aside if emergency information to be delivered is of an urgent nature. Prioritize your information.

Initial Remarks by: \_\_\_\_\_,

Manager, Perry Nuclear Power Plant Joint Public Information Center

Good day. My name is \_\_\_\_\_, and I am the  
(name)

Manager of the Joint Public Information Center for the Perry Nuclear Power Plant.

This is an actual emergency event./This is a drill.

The purpose of the Joint Public Information Center is to provide you, the media, a single point of contact for official information concerning the emergency.

Let me first introduce the spokespersons for the involved agencies, then we will discuss how the JPIC--as we call it-- works. Then we will open for questions.

Again, my name is \_\_\_\_\_ . As JPIC Manager, I am  
(name)

responsible for the operation of the JPIC. Although I work for the Illuminating Company, I will not answer questions about the accident. I can answer questions about The Illuminating Company, but the company's spokesperson who will answer emergency-related questions is \_\_\_\_\_ .  
(name)

Mr./Mrs./Ms. \_\_\_\_\_ is \_\_\_\_\_ .  
(name) (company title)

(Continued)

For the State of Ohio, \_\_\_\_\_, from the Ohio  
(name)  
Emergency Management Agency is here. There are three counties in the  
10-mile emergency planning zone. The spokesperson  
for Ashtabula County is \_\_\_\_\_;  
(name)  
Geauga County is represented by \_\_\_\_\_;  
(name)  
and Lake County's spokesperson is \_\_\_\_\_.  
(name)

For the Nuclear Regulatory Commission, we have \_\_\_\_\_.  
(name)

The Federal Emergency Management Agency is represented by  
\_\_\_\_\_  
(name)

(List others as necessary)

Each spokesperson is in touch with his/her respective emergency  
operation facility or center. We gather information and put it together  
in a statement as quickly as we can in a room located in this building. If  
there is a major change in the emergency status, we will come out here without  
a statement and let you know. Then we will go back and get as much  
information for you as we can.

Now, let me introduce \_\_\_\_\_, the JPIC Media Relations  
(name)  
Supervisor. In that capacity Mr./Mrs./Ms. \_\_\_\_\_ is your  
(name)  
point of contact for general information, to get media statements, to arrange  
for interviews of spokespersons or for any administrative items you need.

(Continued)

Mr./Mrs./Ms. \_\_\_\_\_ is assisted by Mr./Mrs./Ms. \_\_\_\_\_  
(Media Assistant name)

You all should have been given media kits as you registered; if not, see

Mr./Mrs./Ms. \_\_\_\_\_. And finally, \_\_\_\_\_ is  
(Media Assistant name) (Technical Advisor name)

our JPIC Technical Advisor. He/she will be available between briefings to answer your technical questions.

In the press kits, you will find several documents:

- a description of how the Perry Plant works
- biographies of the spokespersons
- emergency-related information
- a glossary of nuclear terms, including acronyms and initials.

For your use during media briefings, we will make available the latest statements. In the lobby, there are desks and telephones for your use.

Now, to begin the briefing, (each) spokesperson (or list names) will give a brief update. Following that, you will have a chance to ask questions.

[Read Statements (s)]

Now we can answer your questions. Please state your name and affiliation.

(Questions)

At this time, the representatives need to go back and find out any new or updated information. Our Technical Advisor, \_\_\_\_\_, is  
(name)  
available to discuss the technical aspects of the plant. The statement is available from the Media Assistant. The spokespersons will/will not be available for one-on-one interviews. We expect to hold our next briefing at \_\_\_\_\_ or sooner if necessary.  
(time)

Thank you.

### 3: MEDIA BRIEFING FOLLOW-THROUGH SCRIPT

Good morning/afternoon/evening.

This is an actual event./This is a drill.

My name is \_\_\_\_\_, JPIC Manager. We have an  
(name)

update on the emergency situation. For any new people here, let me introduce  
the panel and the agencies represented:

- \_\_\_\_\_, The Illuminating Company
- \_\_\_\_\_, State of Ohio
- \_\_\_\_\_, Ashtabula County
- \_\_\_\_\_, Geauga County
- \_\_\_\_\_, Lake County
- \_\_\_\_\_, Nuclear Regulatory Commission
- \_\_\_\_\_, Federal Emergency Management Agency
- \_\_\_\_\_, Others

Mr./Mrs./Ms. \_\_\_\_\_ has a statement to read,  
followed by \_\_\_\_\_. Then we will open for  
(names if applicable)  
questions.

[Read Statement(s)]

Now we can answer your questions. Please state your name and  
affiliation.

(Questions)

(Continued)

At this time, the representatives need to go back and find out any new or updated information. Our Technical Advisor, \_\_\_\_\_, is  
(name)  
available to discuss the technical aspects of the plant. The statement is available from the Media Assistant. The spokespersons will/will not be available for one-on-one interviews. We expect to hold our next briefing at \_\_\_\_\_ or sooner if necessary.  
(time)

Thank you.



# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

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Appendix H

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Fact Sheets

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## APPENDIX H - FACT SHEETS

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# FACT SHEET

Subject: Description and Milestones



## Perry Power Plant Unit 1

### Description

Location:	Perry, Ohio in Lake County - about 35 miles northeast of downtown Cleveland	Reactor Vessel:	Height 70 feet Diameter 20 feet Weight 805 tons, empty Operating Pressure 1,025 PSI (pounds per square inch) Operating Temp. 540 degrees Fahrenheit
Ownership:	1. The Illuminating Company — (31%)* 2. Toledo Edison — (about 20%)* 3. Ohio Edison — (30%) 4. Pennsylvania Power — (over 5%) 5. Duquesne Light — (over 13%) *together form Centenor Energy Corp. (CEI)	Safety Built In:	The reactor vessel has steel walls six inches thick. It is surrounded by a concrete "bioshield" two feet thick with a one-inch steel outer coating. The next barrier is a five-foot-thick, steel-reinforced concrete dry well wall, surrounded by a 1 1/2 inch steel containment liner. The outermost layer is a steel-reinforced concrete shield building three feet thick. The reactor sits on a 13-foot-thick concrete basement.
Capacity:	1,205 megawatts	Fuel:	A pound of nuclear fuel the size of a golf ball has the energy equivalent of 15 carloads of coal. To make fuel for such a reactor, raw uranium mined from the earth is manufactured into small pellets. These are placed inside 13-foot-long fuel tubes. Sixty-four tubes are joined into one bundle. Each of Perry's reactors is designed to hold 748 such bundles.
Status:	Unit 1 — Began full commercial operation on November 18, 1987. Unit 2 — Construction on hold, approximately 45% complete		
To Service:	7 million people in Ohio and Western Pennsylvania		
Plant Size:	1,100 acres		
# Employees:	1,400		
Cooling Towers:	516 feet high		

### Milestones

July, 1971	CEI decides to build two boiling water reactors.	March, 1985	First fuel bundles received.
October, 1974	NRC issues Limited Work Authorization. Groundbreaking.	March 18, 1986	Licensed to begin operating with a five percent power restriction.
May, 1977	NRC issues full construction permit.	March 21, 1986	Fuel load begins.
August, 1978	Unit 1 reactor vessel installed.	September 1, 1986	Nuclear heat-up begins.
November, 1981	Unit 1 cooling tower topped off.	November 7, 1986	Received approval for full-power license.
July, 1982	The Advisory Committee on Reactor Safeguards (ACRS), an independent panel of engineering and scientific experts, recommends that CEI receive a full-power operating license.	December 19, 1986	First electricity generated.
November, 1984	First evaluated emergency exercise completed — successfully.	June 29, 1987	Reached 100 percent reactor power during startup testing program and produced 1200 megawatts of electricity.
		October 24, 1987	Completed warranty run (operating at full power for 100 hours).
		November 18, 1987	Declared fully commercial.

2/88

## PERRY POWER PLANT FEATURES OF INTEREST

### FUEL

Uranium 3% enriched in U235. 46,000 fuel rods, arranged in an 8 x 8 bundle of 64 rods. 748 of these bundles make up the reactor core. Each bundle is approximately 12 feet high.

Routine Operating Temperature (Steam)	540°F.
Routine Operating Pressure	1000 PSIG.
Concrete	414,735 Cubic Yards (Approximately 120 miles of two-lane road) 767,000 Tons
Structural Steel	12,751 Tons (Approx. 5, 30 story 100' x 300' Office Buildings)
Electrical Wire	9,500,000 Lin. Ft. (or 1,800 miles)
Pipe	500,000 Lin. Ft. (or 95 miles)
Pumps	400
Control Panels	505
Tunnels	1.3 Miles

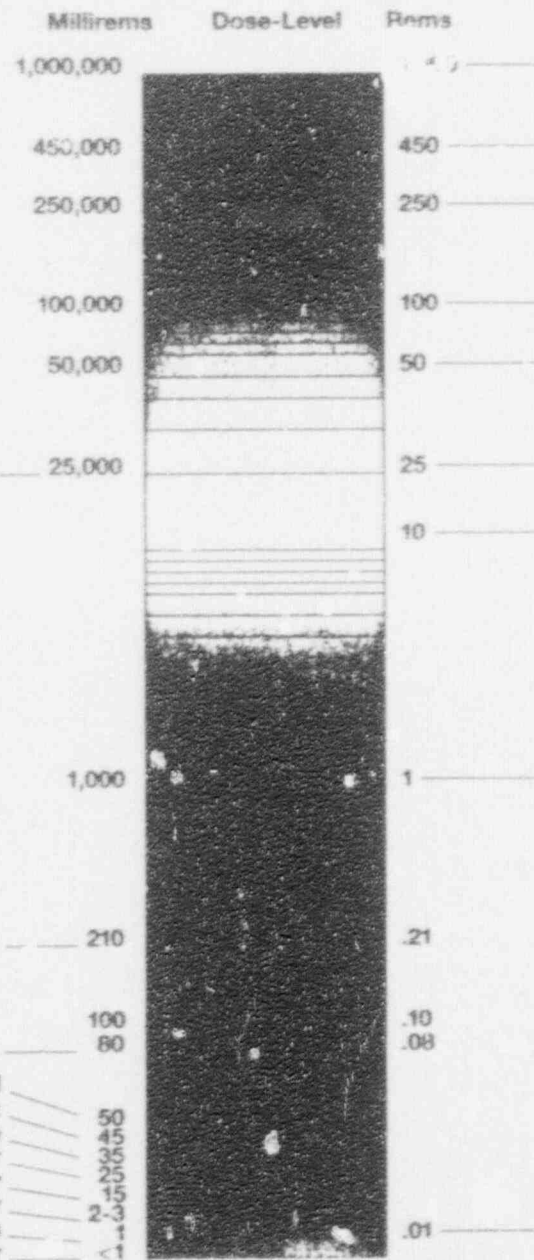
### STRUCTURAL NOTES:

Reactor Vessel	70 Ft. High 20 Ft. Diameter 805 Tons Weight (Empty)
Cooling Tower	516 Ft. High 400 Ft. Diameter 550,000 GPM 1 Million Gal. Water in Basin 4 Ft. High Wall 12 Ft. Intake Pipe 60 Ft. Opening at Bottom/ Deck at 70 Ft.
Pumphouse	3 Pumps 7 Ft. Pipes
Containment	148 Ft. High
Base Mat	135 Ft. Diameter
Reactor Pedestal	25 Ft. High (Concrete with 1" Steel Clad)
Dry Well	5 Ft. Thick with 1/4" Steel Clad
Steel Containment	1-1/2" Thick Steel
Shield Building	3 Ft. Thick Concrete
Suppression Pool	1 Million Gallon Capacity

# Biological effects of acute, whole-body radiation exposure

## Type of Exposure

## Biological Effects



Death within 30 days.

Half of those exposed will die within 30 days without medical treatment. Recovery, with some permanent impairment, of the other 50%.

Acute radiation sickness, few or no deaths and significant life shortening. Radiation sickness includes vomiting, diarrhea, loss of hair, nausea, hemorrhaging, fever, loss of appetite and general malaise. Recovery (if no complications) in about three months. Possible radiation sickness; little or no life shortening.

Possible radiation sickness: headache, dizziness, malaise, nausea, vomiting, diarrhea, decrease in blood pressure, irritability and insomnia.

Radiation effects detectable only by laboratory examination: decrease in white blood cells, platelets ... if background information available prior to exposure.

No effect on normal life span.

100 cases of cancer per million persons exposed.

Currently, the amount of low-level radiation a person receives can be measured but cannot be related to the effects on the body. Because this data is inconclusive, the effects of low-level radiation are assumed to be directly related to the total amount received.

BIOLOGICAL EFFECTS OF ACUTE, WHOLE-BODY RADIATION EXPOSURE

Lifetime dose from natural background radiation of 360 millirems per year (including Radon exposure)

Gastrointestinal tract x-ray — 210

Dental x-rays (2) — 80

Housing: wood — 50  
brick — 45  
stone — 35

Food, water, air — 25

Chest x-ray — 15

Perry Plant site boundary per year — 2-3

Jet plane travel 2500 miles — 1

Television per year — <1

## GUIDELINES FOR RADIATION RELEASES IN AN EMERGENCY

A. CRITERIA I: Releases below plant technical limit...

- Whole body dose less than .057 mrem/hr. or
- Thyroid dose less than .171 mrem/hr.

1. A release of radiation due to a plant emergency has occurred.
2. Federal Guidelines limit radiation releases from a nuclear power plant.
3. This release is less than those limits.
4. This release of radiation poses no danger to the public in the immediate vicinity of the plant.

B. CRITERIA II: Releases at, or above plant technical limits, but less than the Public Protective Action threshold...

- Whole body dose greater than .057 mrem/hr., but less than 1 (one) rem projected total dose, or
- Thyroid dose greater than .171 mrem/hr., but less than 5 (five) rem projected total dose.

1. A release of radiation due to a plant emergency has occurred.
2. The radiation levels exceed plant technical limits, but are less than those levels that warrant public protective actions.

C. CRITERIA III: Releases at, or above the Protective Action Guidelines levels...

- Whole body dose greater than 1 (one) rem projected, or
- Thyroid dose greater than 5 (five) rem projected.

1. A release of radiation due to a plant emergency has occurred.
2. This release exceeds the guidelines of the U. S. Environmental Protection Agency and the State of Ohio.
3. Instructions for all public actions will come from Lake, Geauga, and Ashtabula County officials.



## TYPES OF RADIATION AND EXPOSURE TO U.S. PUBLIC

Alpha Radiation - two protons and two neutrons released spontaneously from nuclei of atoms. Alpha radiation is the least penetrating form of radiation and can be stopped by a sheet of paper.

Beta Radiation - negatively charged particles released spontaneously from the nuclei of atoms. These particles are identical to electrons. Beta radiation is more penetrating than alpha but can be stopped by small thicknesses (1/2 inch) of light metal.

Gamma Radiation - electromagnetic radiation released along with most alpha and beta radiation. It is the most penetrating of the three types of radiation. Adequate shielding includes thick concrete, lead or other high density material.

### Measuring Radiation

These three types of radiation can cause damage in the form of ionization of molecules inside living tissue.

The unit of biological damage is the rem. The letters stand for roentgen-equivalent-man.

The millirem (1/1000 of a rem) is the most conventional unit used for radiation doses.

### Average Annual Exposure

The average exposure to the U.S. public from natural sources is 300 millirem per year, according to the National Council on Radiation Protection. Natural sources include cosmic bodies, ground and rocks, food and water sources, building materials and radon.

The approximate exposure to the U.S. public from man-made sources is 60 millirem per year. Man-made sources include medical x-rays and treatment, weapons fallout, consumer products and nuclear power.

The total average exposure to the U. S. public for natural and man-made sources is 360 millirem per year.

### Radioactive Material, Radiation, Contamination - Defined

Radioactive Material - material that contains unstable atoms that are emitting radiation.

Radiation - energy in the form of particles or electromagnetic waves released from unstable atoms.

Contamination - radioactive material in an unwanted location.

### Half-Life Of A Radioactive Isotope

Half-life is the amount of time it takes for a radioactive substance to decay to half of its original activity.

- the half-life is different for every type of material
- half-lives vary from fractions of seconds to many years
- after 7 half-lives more than 99% of the radioactivity has decayed away

### Radiation Dosages -- Whole Body & Thyroid

Usually, two figures are given when assessing the impact of radiation exposure -- whole body and thyroid. The whole body count is the measurement taken when the entire body rather than an isolated part is irradiated. A thyroid check is done to measure the amount of radioactive iodine inhaled into the body.

The thyroid roughly resembles a butterfly and is located in the base of the neck. Normally the center of the thyroid is about 1 cm above the clavicle.

The thyroid secretes the hormone thyroxin, which regulates body growth and metabolism. Iodine is a necessary substance for this process to take place. A normally functioning thyroid collects only as much iodine as it needs -- any excess iodine is thrown off by the body.

Approximately 45 relatively volatile radionuclides, including five prominent iodine isotopes, may be released in the form of gases or particulates should a serious accident occur at a nuclear power plant.

Because of the thyroid's affinity for iodine, radiation dose assessment to the thyroid becomes particularly important. The radioactive iodine is collected by the thyroid much as it would collect any type of iodine. In fact, radioactive iodine is often used to diagnose and treat certain thyroid disorders. But the unplanned ingestion of uncontrolled amounts of radioactive iodine can damage an unprotected thyroid.

By monitoring all radiation release and identifying iodine isotopes, the radiation dose to the thyroid can be calculated. Assessment teams can use the information, combined with other readings, in their recommendations for protective actions. Depending upon the level of projected exposure, these protective actions could include taking shelter, evacuation, or, in the case of emergency workers who may be exposed to higher levels of radiation for longer periods, ingestion of potassium iodide (chemical symbol KI) tablets so that the body discards the radioactive iodine as excess.

### SHELTERING ANIMALS

The purpose of sheltering animals and placing them on stored feed and water is to protect against the long-term effects of contamination in the food chain. If an animal eats contaminated food or water, it could eventually contaminate the milk and food obtained from these animals and be passed on to humans through consumption of the milk, meat, or eggs produced.

Certain animals should be given priority for safe shelter, food and water because they are more important in the food chain than others. Special attention is given to dairy animals and other milk-producing animals because contamination can be found in milk samples shortly after the animals ingest contaminated food or water. Also, there is a relatively short period of time between when cows or goats are milked and their milk is sold to the public. The following priorities should be followed when protecting animals:

- most important - dairy cattle and other milk-producing animals
- egg-producing fowl
- breeding stock
- other livestock and poultry

Agencies involved in providing assistance are the Ohio Department of Agriculture, County Extension Agencies, and the Ohio Department of Health.

#### Pets

To shelter means to go indoors and remain inside. Pets should be brought indoors, as well. Pet owners are advised to provide animals with ample food and water, in the event that they may be required to evacuate.

## NUCLEAR PLANT INSURANCE

### A. Price-Anderson Act

The development of commercial nuclear energy began in 1954 when Congress passed the Atomic Energy Act. In 1957, an amendment, the Price-Anderson Act, was passed to ensure adequate protection of the public in the event of a nuclear accident. This amendment requires nuclear plant licensees to procure and maintain insurance to pay the public for personal and property damages if a nuclear accident should occur.

The Price-Anderson Act requires and ensures:

- \* Nuclear power plant licensees are insured up to two-hundred million dollars (\$200,000,000.00)
- \* All commercial nuclear power plants currently licensed to operate could be assessed up to sixty-three million dollars (\$63,000,000.00) each to pay claims in excess of \$200,000,000.

### B. American Nuclear Insurer (ANI)

The Perry Nuclear Power Plant (PNPP) is covered under the ANI pool. The ANI is a voluntary underwriting association that issues policies, collects premiums, conducts loss control and engineering inspections, and adjusts and pays the claims of its policy holders.

### C. Insurance Coverage

In the event of a nuclear accident at the plant, the ANI will provide prompt emergency funding to affected members of the public.

Assistance offices, conveniently located for the public, will be established in the event of a serious accident at the nuclear power plant. The locations of these offices will be coordinated through local and state governmental officials. The ANI has a pool of claims adjusters on standby who would staff the assistance offices on short notice.

Applicants are required to fill out simple forms giving their name, address, and names of additional persons to be assisted. ANI representatives will begin to distribute emergency funds within hours. These funds will cover immediate expenses brought about by a nuclear incident due to evacuation and relocation activities including: the cost of temporary lodging, transportation, and food and other emergency expenses. The payment of these claims for emergency assistance do not depend on proof of negligence on the part of the utility or other organization. Payments are based on an expense incurred or an expense about to be incurred by a member of the public located near the nuclear power plant.



## THE STATE'S RESPONSIBILITIES DURING NUCLEAR INCIDENTS

The Ohio Emergency Management Agency (OEMA) is created within the Adjutant General's Department of Ohio by the Ohio Revised Code (Chapter 5915). The Agency is responsible for coordinating local, state and federal efforts in any emergency situation throughout the State. Among OEMA's duties is to ensure public health and safety during an incident at one of the federally licensed nuclear power plants in Ohio. This is accomplished in accordance with the State's Emergency Plan for nuclear accidents. If there is a severe enough effect on the area, a federal disaster declaration can be requested.

### A. Responsibilities

The state of Ohio recommends protective actions based on the monitoring team reports and the situation within the power plant. A State of Emergency can be declared by the governor, which permits activation of the Ohio National Guard and enables State agencies to provide assistance to local governments. The declaration is a precautionary measure and is necessary for a formal request of assistance to be made to the federal government should conditions become more serious.

### B. Resources

The State, through the varied resources within its departments, provides:

1. Emergency communications for the public and radiological and assessment teams who work in the affected areas
2. Emergency traffic control measures
3. Assistance in evacuations
4. Medical supplies
5. Health services
6. A mobile lab is set up by the State of Ohio just outside the 10-mile Emergency Planning Zone (EPZ) to provide quick analysis of environmental samples

### C. Involved Agencies and Their Responsibilities

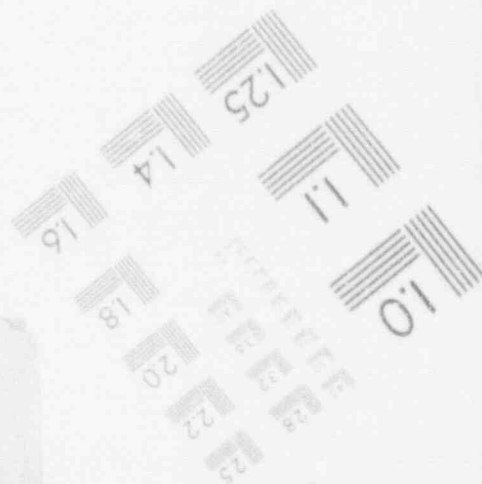
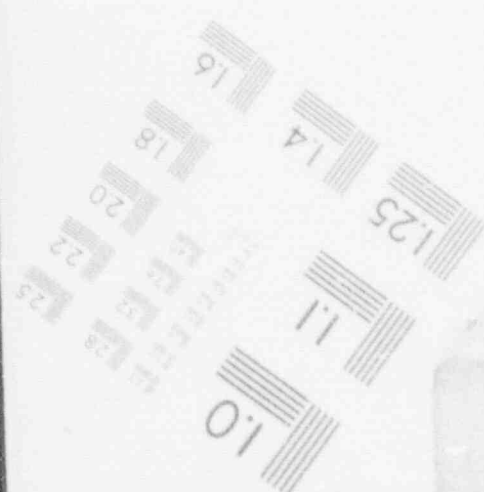
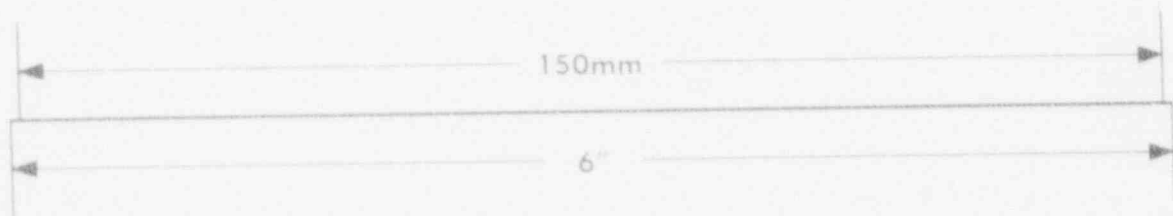
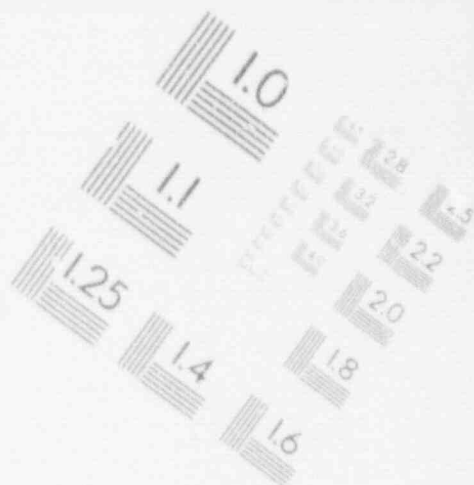
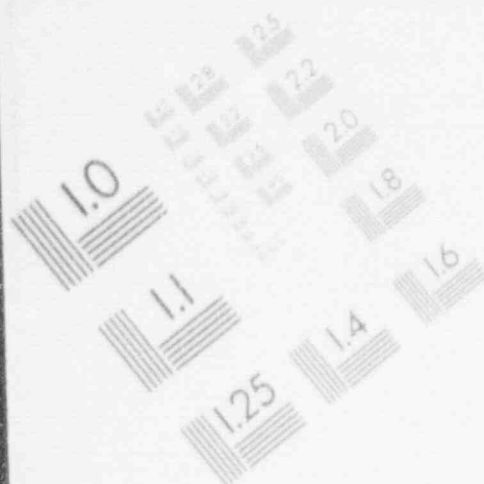
1. Ohio Emergency Management Agency (OEMA) - The OEMA sends representatives to the plant's Emergency Operations Facility (EOF); coordinates the State's response effort; supports Lake County in monitoring radiation levels throughout the EPZ Hazard assessment; assists in recommendations of protective response to the Governor's Office and the Ashtabula, Geauga, and Lake County Commissioners; and provides assistance to the County through a Resident Radiological Analyst.

2. Governor's Office - The Governor is responsible for declaring a State of Emergency, recommending protective actions to County Commissioners, and requesting federal assistance.
3. Ohio Department of Health (ODH) - The ODH sends a representative to the EOC, recommends protective actions to the Governor's Office and County Commissioners, performs laboratory sample analysis, assesses radiological consequences of the emergency, provides advisories on milk consumption, ensures emergency worker exposures do not exceed federal guidelines, and recommends use of potassium iodide (chemical symbol KI) by emergency workers and institutionalized personnel.
4. Ohio State Highway Patrol (OSHP) - The OSHP sends a representative to the County EOC, supports County Sheriff's offices, directs evacuating traffic at designated locations, staffs roadblocks and checkpoints at designated access control locations, supports security patrols of evacuation areas, and controls radiological exposure of patrolmen.
5. Ohio Environmental Protection Agency (OEPA) - The OEPA sends a representative to the County EOC, provides environmental sampling, and provides advisories on water consumption.
6. Ohio Department of Agriculture (ODA) - The ODA is responsible for controlling contaminated crops and foodstuffs.
7. Ohio Department of Natural Resources (ODNR) - The ODNR provides support notification and closing of state recreational areas within the affected area.
8. Ohio Department of Transportation (ODOT) - The ODOT determines and designates available and prohibited routes of travel in the affected area; designates priority of arterial access and utilization for emergency personnel, equipment, and supplies in cooperation with OSHP; provides air transportation and aerial radiological monitoring through the Division of Aviation; removes road impediments; and assists the Ohio National Guard on notification of Lake Erie boaters in the affected area.
9. Ohio National Guard (ONG) - The ONG sends representatives to the County EOC's, supports staffing of access control points, supports security patrols of evacuation areas, controls radiological exposure of National Guard personnel, and notifies Lake Erie boaters in the affected area.



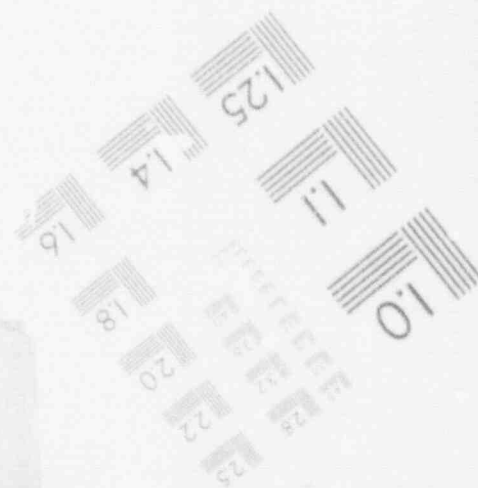
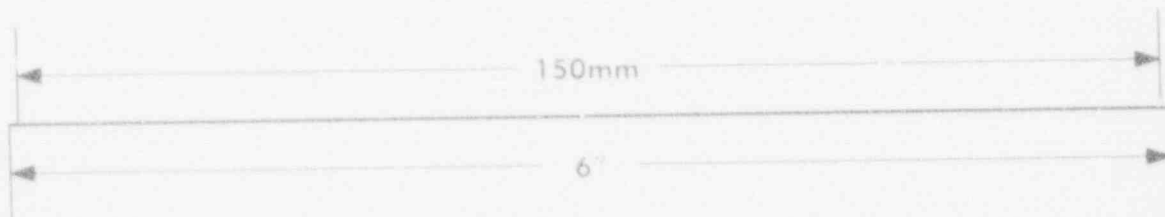
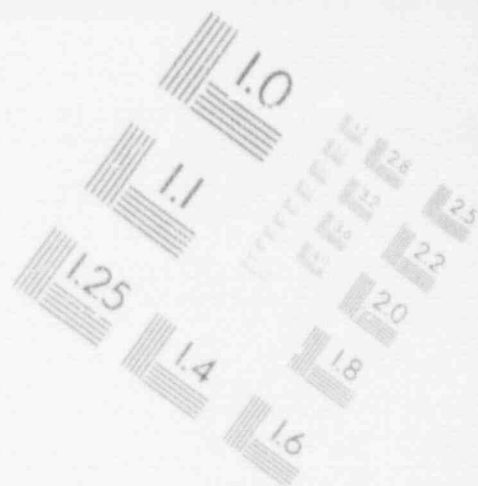
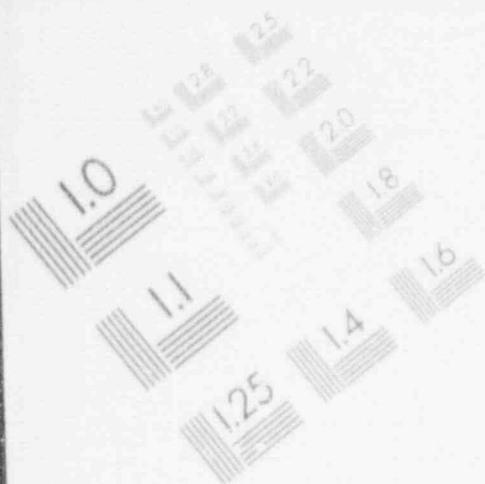
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## IMAGE EVALUATION TEST TARGET (MT-3)



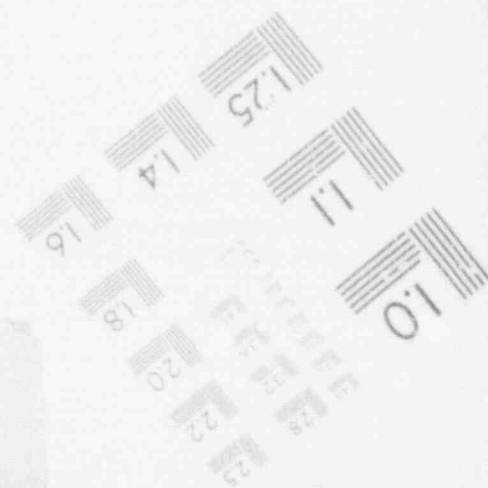
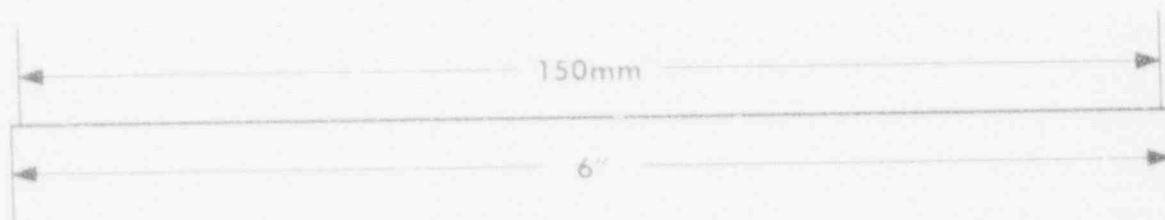
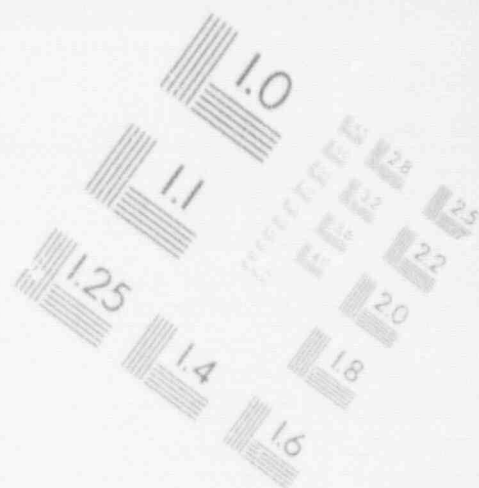
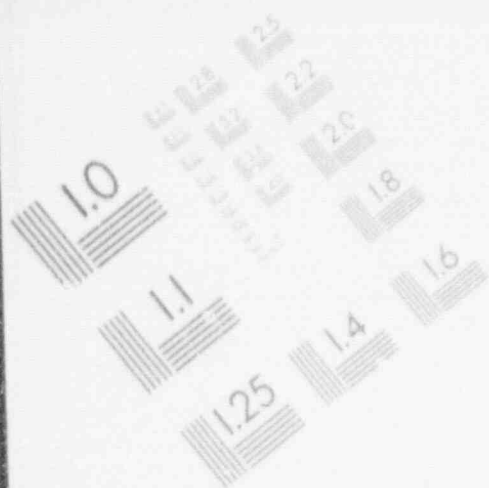
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IMAGE EVALUATION  
TEST TARGET (MT-3)



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IMAGE EVALUATION  
TEST TARGET (MT-3)



## THE HISTORY OF NUCLEAR ACCIDENTS

Nuclear accidents occasionally occur, making people concerned about the safety of nuclear power plants. The most well-known nuclear power plant accidents occurred at Three Mile Island and Chernobyl. Both of these accidents involved the release of radioactive material and initiated radiological emergency management efforts. Not every accident at such plants results in public radiation exposure. Even serious accidents could occur without public exposure. Examples of some nuclear accidents which have occurred at nuclear power plants and other nuclear facilities include:

- Windscale, England (October 7, 1957): A fire at this plutonium production plant released significant amounts of radioactive material. Radioactive iodine contaminated nearby grazing land. Two-million liters of milk were kept from the market. Although large amounts of radioactive material were released, no cases of acute radiation sickness occurred.
- SL-1, Idaho (January 3, 1961): Three workers were killed by an event at this small military test reactor. A control rod was ejected from the core while being manually moved by one of the workers. All three deaths were due to causes other than radiation.
- Enrico Fermi, Michigan (October 5, 1966): A partial meltdown of this reactor was caused when a component broke loose and blocked the flow of coolant. This serious accident did not result in any release of radioactive material.
- Browns Ferry, Alabama (March 22, 1975): A fire under this commercial power plant's control room was caused by use of a candle flame to check for air leaks. The fire burned the electrical cables used by plant operators to control plant emergency cooling equipment. This serious accident did not result in any release of radioactive material.

The worst accident at a U.S. commercial power reactor occurred on March 28, 1979 at Three Mile Island (TMI) Nuclear Station in Pennsylvania. As a result of equipment failures and human operation errors, the water level in the reactor core decreased to the point that the fuel was no longer submerged in water. Without the cooling normally provided by this water, the cladding and some of the fuel pellets melted. Large quantities of radioactive materials were released into the containment building. The containment building performed as it was designed. The radioactive releases to the atmosphere that occurred during the TMI accident were very small and resulted primarily from leaks in systems that were required to operate during the course of the accident. These systems carried water that contained very large amounts of fission products outside the containment and some leaking could not be prevented.



With all of the care and precautions involved in the defense-in-depth design of a nuclear plant, how could the TMI accident happen? At TMI, the defense-in-depth safety systems operated correctly but were shut down by qualified operators who misinterpreted the chain of events. The operators consciously turned off emergency cooling systems because they thought additional water would rupture the cooling system. The operators were convinced a valve was closed because a control panel light showed the valve had been given a signal to close. Although there were other indications that the valve was actually open, the operators continued to act to protect the system from additional water.

After TMI, the nuclear power plants have expanded their operator training programs. Plants have also modified their control room indicators, and have modified some plant equipment to prevent other accidents from occurring.

Another serious commercial power reactor accident occurred at the Chernobyl nuclear power plant in the Soviet Union. At Chernobyl, on April 26, 1986, a nuclear power plant accident released large amounts of radioactive fission products to the environment. The Chernobyl accident was caused by a combination of errors, deliberate failure to follow procedure and a poor design. The design of the Chernobyl reactor resulted in a very rapid increase in power after the water used to cool the core was lost. As a result, the pressure increased to the point that the reactor was blown apart. Such an accident is impossible at a U.S. commercial nuclear power plant. In U.S. nuclear plants, such a loss of water would have shut down the reactor.

Thirty-one people, all of whom were emergency response personnel, died as a result of the accident. Two workers were killed by an explosion. Twenty-nine were killed by acute effects of radiation exposure, and 203 were hospitalized with radiation sickness. More than 36 hours elapsed after the accident before the 135,000 people living within a 20-mile (32 km) radius of the plant were told to evacuate.

Although a very large amount of fission products was released, no one outside the Chernobyl site boundary is reported to have suffered any symptoms of direct radiation sickness. The relatively low radiation doses offsite were the result of the fission products being carried high up into the atmosphere by the explosion and resulting fire.

# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

App. I, Part A

REV.

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PNP CONTROLLED  
COPY NO. 133

TITLE

STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC INFORMATION  
CENTER (JPIC) FOR RESPONDING LCC NON-SECURITY PERSONNEL

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Standard Operating Procedure  
for Activation of the  
Joint Public Information Center (JPIC)  
for Responding LCC Non-Security Personnel

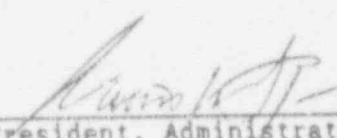
Lakeland Community College

Kirtland, Ohio 44094

April, 1990

This procedure is adopted as Lakeland Community College's official JPIC Standard Operating Procedure (SOP) for responding LCC Non-Security Personnel for incidents at the Perry Power Plant.

This SOP supersedes all other Lakeland Community College SOPs for response to an incident at the Perry Power Plant.

  
\_\_\_\_\_  
Vice President, Administrative Services

  
\_\_\_\_\_  
Date

NOTE:

The original signed copy of this page is on file with Perry Power Plant's Emergency Public Information Organization (EPIO) Coordinator.

I-A STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER (JPIC) FOR RESPONDING LCC NON-SECURITY PERSONNEL

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STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER (JPIC) FOR RESPONDING LCC NON-SECURITY PERSONNEL

(CONTROLLED INFORMATION)

Insert this page in place of the Standard Operating Procedure for Activation  
of the Joint Public Information Center (JPIC) for Responding LCC Non-Security  
Personnel.

I-A STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER (JPIC) FOR RESPONDING LCC NON-SECURITY PERSONNEL

1. PURPOSE

This Standard Operating Procedure (SOP) establishes responsibilities and provides the facilities, equipment, furniture and personnel necessary to support the operation of the Perry Power Plant Joint Public Information Center (JPIC) per the Cleveland Electric Illuminating Company (CEI) - Lakeland Community College (LCC) Agreement.

2. GENERAL INFORMATION

- A. The Perry Power Plant is located in North Perry Village, Ohio. In the event of an accident at the plant, releases of radioactive material could occur and affect off-site areas.
- B. The Joint Public Information Center is a specifically designated off-site location and physical point of contact for dissemination of information during a Perry Power Plant emergency to the news media, and thus the public, by CEI, Federal, State, and local officials. The JPIC is located in the Performing Arts Center at Lakeland Community College. The facilities, personnel, equipment, and services required by CEI for the operation of the JPIC and provided by LCC are outlined in the CEI-LCC Agreement dated July 1, 1990, on file with the Vice President of Administrative Services, LCC.
- C. The LCC Police Dispatcher shall be notified by the JPIC Support Services Supervisor, CEI, and will initiate an operational response for the JPIC and Lakeland personnel identified in this procedure.
- D. The JPIC Support Services Supervisor, CEI, and the JPIC Manager, CEI, will be the principal points of contact for LCC personnel responding to the JPIC for an emergency at the Perry Power Plant.
- E. Definitions and abbreviations to promote common understanding of terminology are contained in Attachment 1.

3. ACTIONS

A. Director, Physical Plant, LCC:

- 1. Receive notification from LCC Police Dispatcher of intent to activate JPIC.
- 2. Contact an LCC Audio-Video Control Room Operator, Camera Operator, and Audio Switchboard Operator, and instruct them to report to the JPIC.

3. Proceed to the JPIC, sign in at the Performing Arts Center lobby and receive an LCC armband to wear from Access Control Personnel.
4. Ensure that the board room table, desks, chairs, rolling gates, and miscellaneous items are cleared from the rooms and areas used for JPIC.
5. Set up LCC facilities in accordance with the JPIC Layout Diagrams (Attachments 2 through 7).
6. Complete a Joint Public Information Center Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
7. Once the LCC facilities are set up, work with the JPIC Support Services Supervisor as directed.
8. Work with the JPIC Audio-Visual Coordinator to provide feeds to JPIC staff and the media.
9. Supervise the Audio-Video Control Room Engineer, Camera Engineer, and Audio Switchboard Engineer, ensuring that the Audio-Video Control Room Engineer remains available on an on-call basis.
10. Upon completion of assignment, forward Joint Public Information Center Activity Log to the JPIC Support Services Supervisor, CEI.
11. When notified that a media briefing is scheduled, provide assistance to the JPIC Audio-Visual Coordinator, CEI, to ensure that the media has power available to operate their lights and recording equipment if requested.

B. Audio-Video Control Room Engineer, LCC:

1. Sign in at the Performing Arts Center lobby and receive an LCC armband to wear from Access Control Personnel.
2. Report to Director, Physical Plant, upon arrival, for special instructions.
3. Report to the JPIC Audio-Visual Coordinator, CEI, for further instructions.
4. Set up and activate the Audio-Video Control Room equipment.
5. Ensure the lighting on the stage and in the auditorium is at proper levels for media briefings.



- \_\_\_\_ 6. Verify that all video equipment is properly working, making any modifications or repairs to obtain proper operation.
- \_\_\_\_ 7. Wait for CEI JPIC personnel handling the audio and video equipment to arrive and provide a brief training.
- \_\_\_\_ 8. Ensure that CEI JPIC personnel handling the video and audio equipment are knowledgeable in the operation of the equipment.
- \_\_\_\_ 9. Remain available (on-call basis) to resolve video or audio equipment problems which may occur.

C. Camera Engineer, LCC:

- \_\_\_\_ 1. Sign in at the Performing Arts Center lobby and receive an LCC armband to wear from Access Control Personnel.
- \_\_\_\_ 2. Report to the Director, Physical Plant, upon arrival, for special instructions.
- \_\_\_\_ 3. Report to the CEI JPIC Audio-Visual Coordinator for further instructions.
- \_\_\_\_ 4. Set up and activate the camera equipment.
- \_\_\_\_ 5. Verify that camera equipment is working, making any modifications or repairs to obtain proper operation.
- \_\_\_\_ 6. Wait for CEI JPIC personnel handling the camera to arrive and provide a brief training.
- \_\_\_\_ 7. Report any problems, actual or potential, to the Director, Physical Plant, who will note them on the Joint Public Information Activity Log.

D. Audio Switchboard Engineer, LCC:

- \_\_\_\_ 1. Sign in at the Performing Arts Center lobby and receive an LCC armband to wear from Access Control Personnel.
- \_\_\_\_ 2. Report to Director, Physical Plant, upon arrival, for special instructions.
- \_\_\_\_ 3. Report to the CEI JPIC Audio-Visual Coordinator for further instructions.
- \_\_\_\_ 4. Set up and activate the Public Address System.
- \_\_\_\_ 5. Verify that the Public Address System is properly working, making any modifications or repairs to obtain proper operation.

- \_\_\_\_\_ 6. Conduct sound tests on all microphones to ensure reliability and proper audio levels.
- \_\_\_\_\_ 7. Wait for CEI JPIC personnel handling the audio switchboard to arrive and provide a brief training.
- \_\_\_\_\_ 8. Report any problems, actual or potential, to the Director, Physical Plant, who will note them on the Joint Public Information Center Activity Log.

E. Publication Specialist, LCC:

- \_\_\_\_\_ 1. Sign in at the Performing Arts Center and receive an LCC armband to wear from Access Control Personnel.
- \_\_\_\_\_ 2. Upon notification by the Police Dispatcher of the intent to activate JPIC, open the LCC Copy Center and prepare it for operation.
- \_\_\_\_\_ 3. Operate the Copy Center and provide services as requested by the JPIC Staff.
- \_\_\_\_\_ 4. Provide personnel to transport materials between the JPIC offices and the Copy Center.

F. Food Services Manager, LCC:

- \_\_\_\_\_ 1. Sign in at the Performing Arts Center and receive an LCC armband to wear from Access Control Personnel.
- \_\_\_\_\_ 2. Upon notification by the Police Dispatcher of the intent to activate JPIC, contact staff and prepare the food service/cafeteria for operation.
- \_\_\_\_\_ 3. Work with the JPIC Support Services Supervisor to provide coffee, refreshments, and meals for JPIC personnel, delivering as necessary.
- \_\_\_\_\_ 4. Work with the JPIC Support Services Supervisor to be prepared to provide additional food when requested.

G. Vice President, Administrative Services:

- \_\_\_\_\_ 1. Sign in at the Performing Arts Center lobby and receive an LCC armband to wear from Access Control Personnel.
- \_\_\_\_\_ 2. Upon notification by the Police Dispatcher of the intent to activate JPIC, establish contact with the JPIC Manager when he arrives at Lakeland.

- \_\_\_\_ 3. Work with the JPIC Manager and/or Support Services Supervisor to coordinate CEI-LCC staff interface.
- \_\_\_\_ 4. Ensure that supplies and materials from the LCC bookstore and typewriters from LCC offices are made available to the JPIC staff as requested by the JPIC Manager or the JPIC Support Services Supervisor.
- \_\_\_\_ 5. Oversee LCC staff, providing guidance and additional staffing if the workload cannot be met with existing staff.

4. MAINTENANCE OF FORMS AND STANDARD OPERATING PROCEDURES

A. Vice President, Administrative Services:

- \_\_\_\_ 1. Review procedures and forms at least annually.
- \_\_\_\_ 2. Forward any suggestions for changes to this procedure to the EPIO Coordinator.

B. EPIO Coordinator, Emergency Planning and Cost Section:

- \_\_\_\_ 1. Review all comments and discuss with the Manager, Emergency Planning and Cost Section, to obtain guidance and recommendations.
- \_\_\_\_ 2. Contact the originator of a recommendation and discuss the disposition of the recommendation.
  - If changes are to be incorporated, ensure that proper review and approval has been obtained from both Lakeland Community College and CEI.
- \_\_\_\_ 3. Distribute new procedure and provide training if requested or determined that training is needed.

## DEFINITIONS AND ABBREVIATIONS

### A. Emergency Classification Levels

Four emergency classification levels have been developed to facilitate planning for response to a nuclear power plant emergency:

#### 1. Unusual Event

The occurrence of an event or events which indicate a potential degradation of the level of safety of the plant. Unusual Event emergencies involve minor situations that have the potential to escalate to more serious emergencies. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.

#### 2. Alert

The occurrence of an event or events that involves an actual or potentially substantial degradation of the level of safety of the plant. The consideration is to prepare to cope with potentially more serious emergencies. Any radioactive releases are expected to be limited to a small fraction of the Environmental Protection Agency (EPA) Protective Action Guideline levels.

#### 3. Site Area Emergency

The occurrence of an event or events which involve actual or likely major failures of plant functions needed for the protection of the public. The potential for a situation hazardous to the general public is the major concern of the Site Area Emergency classification. Radioactive releases are not expected to exceed the EPA Protective Action Guideline levels except within the site boundary.

#### 4. General Emergency

The occurrence of an event or events which involve actual or imminent substantial core degradation or melting with the potential for loss of containment integrity. Radioactive releases may exceed EPA Protective Action Guideline levels for more than the immediate site area.

B. Joint Public Information Center (JPIC)

A specifically designated off-site location and physical point of contact for dissemination of information during an emergency to the news media, and thus the public, by CEI, Federal, State, and local officials. The JPIC for the Perry Power Plant is located in the Performing Arts Center at Lakeland Community College in Mentor, Ohio, at the intersection of Interstate 90 and Route 306. The auditorium will seat over 350 media personnel.

C. Emergency Planning Zones (EPZ)

There are two EPZs: 1. the Plume Exposure Pathway (PEP) (10-mile) Emergency Planning Zone (10-mile EPZ), and 2. the Ingestion Exposure Pathway (IEP) (50-mile) Emergency Planning Zone (50-mile EPZ).

1. The Plume Exposure Pathway is an area about 10 miles in radius around a nuclear power plant defined to facilitate off-site emergency planning and develop a significant short-term response base. Persons in this area are potentially subject to radiation exposure as a result of an emergency involving radioactive material emanating from the plant.
2. The Ingestion Exposure Pathway is an area about 50 miles in radius of a nuclear power plant defined to facilitate off-site emergency planning and develop a long-term response base. Principal exposure from this pathway would be from the ingestion of contaminated food and water.

D. Subarea

An area within the 10-mile EPZ that is used to direct information to people in an area that may be affected by a radiological emergency at the Perry Power Plant. Subareas are defined by political boundaries, main roads, and other natural boundaries. There are seven subareas inside the 10-mile EPZ for the Perry Power Plant.

E. Risk Facility

A hospital, nursing home, group home or agency located within the EPZ.

F. Support Facility and/or Agency

A facility and/or agency located outside the EPZ which will provide resource support in time of need. Types of resources include transportation vehicles and drivers, host beds and care centers, supplies and staff.



G. Host Facility

Predetermined hospital, nursing home, school, or other building outside the EPZ to which residents, patients and staff from inside the EPZ are relocated to protect them from radiation exposure.

E. Protective Actions

The emergency measures taken after an uncontrolled release of radioactive material has occurred, for the purpose of preventing or minimizing radiological exposure to persons that would likely be exposed if the actions were not taken.

I. Protective Action Guide (PAG)

Projected radiological dose or dose commitment values to individuals in the general population that warrant protective actions following a release of radioactive material. Protective actions would be warranted provided the reduction in individual dose is not offset by excessive risks to individual safety in taking the protective action. The PAG does not include the dose that has unavoidably occurred prior to the assessment.

J. Sheltering

Actions taken to protect against radiation exposure afforded by remaining indoors, away from doors and windows, during and following the passage of a radioactive plume.

K. Evacuation

The removal of individuals within a specified geographic area.

L. Potassium Iodide (KI)

A non-prescriptive (over-the-counter) drug that, when taken, reduces the chance that harmful radioactive iodine will accumulate in the thyroid gland. The chemical symbol is KI.

M. Lake County Emergency Management Agency (LCEMA)

The coordinating agency responsible for overall emergency planning, preparedness, and response in area-wide emergencies.

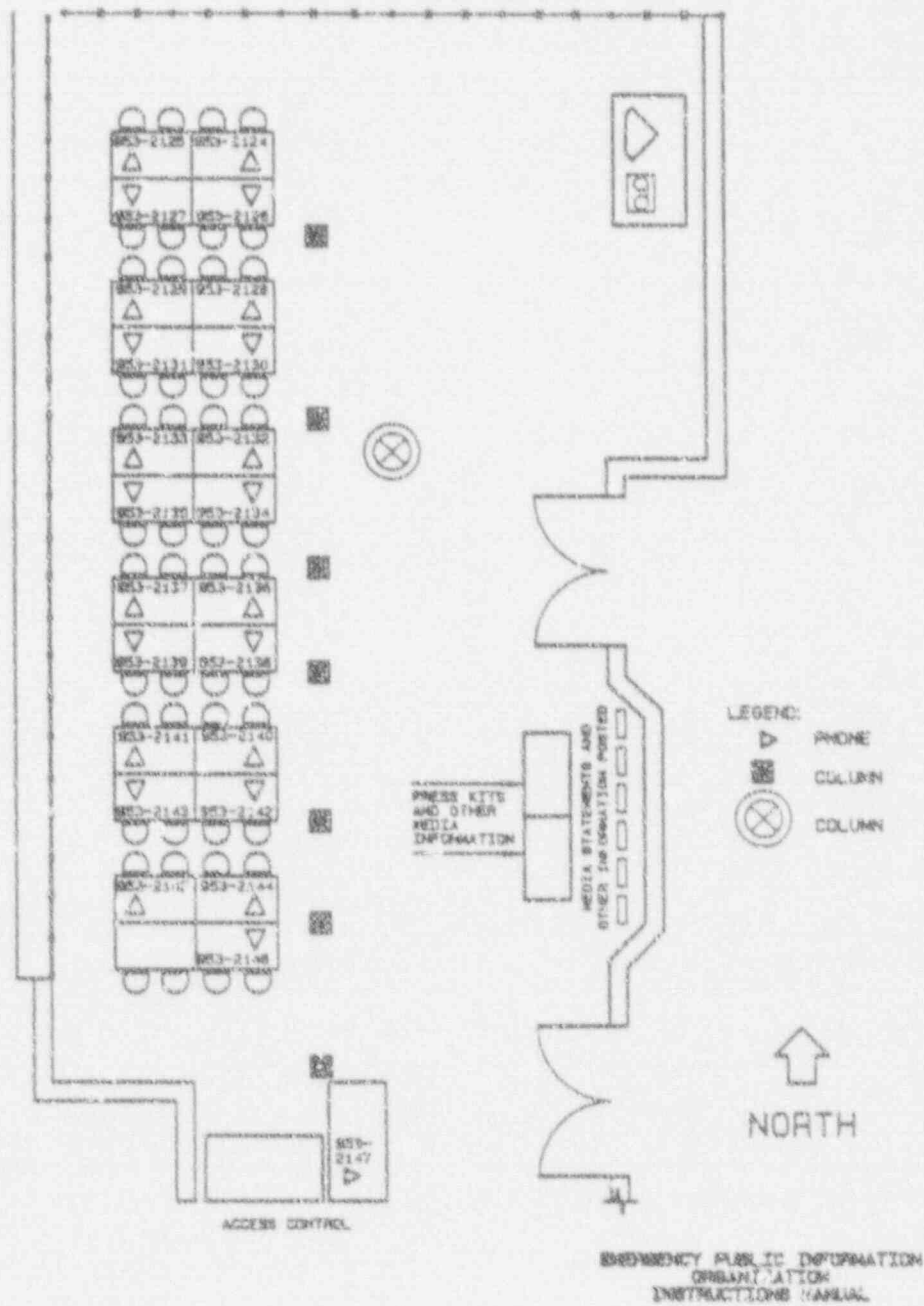


N. Abbreviations

CEI	Cleveland Electric Illuminating Company
EBS	Emergency Broadcast System
EOC	Emergency Operations Center
EOF	Emergency Operations Facility (located at the PNPP)
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPZ	Emergency Planning Zones (IEP and PEP)
FEMA	Federal Emergency Management Agency
IEP	Ingestion Exposure Pathway
JPIC	Joint Public Information Center
LCC	Lakeland Community College
LCEMA	Lake County Emergency Management Agency
NRC	Nuclear Regulatory Commission
OEMA	Ohio Emergency Management Agency
PEP	Plume Exposure Pathway
SOP	Standard Operating Procedure

MEDIA WORK AREA LAYOUT

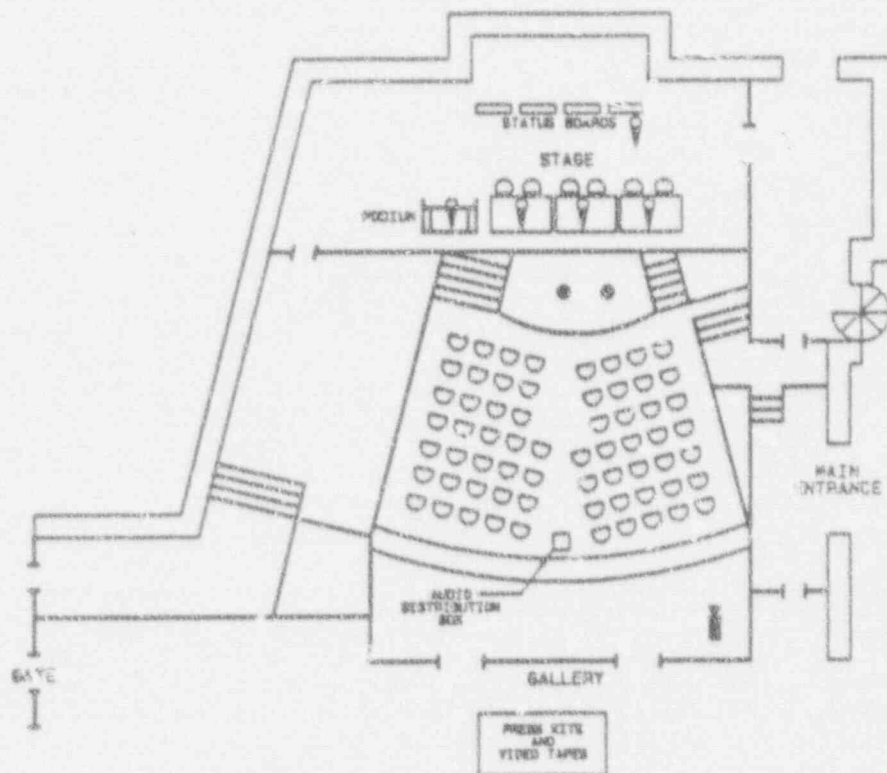
JOINT PUBLIC INFORMATION CENTER  
MEDIA WORK AREA LAYOUT  
PERFORMING ARTS CENTER  
FIRST FLOOR ART GALLERY








BRIEFING ROOM LAYOUT

JOINT PUBLIC INFORMATION CENTER  
BRIEFING ROOM LAYOUT  
PERFORMING ARTS CENTER  
AUDITORIUM



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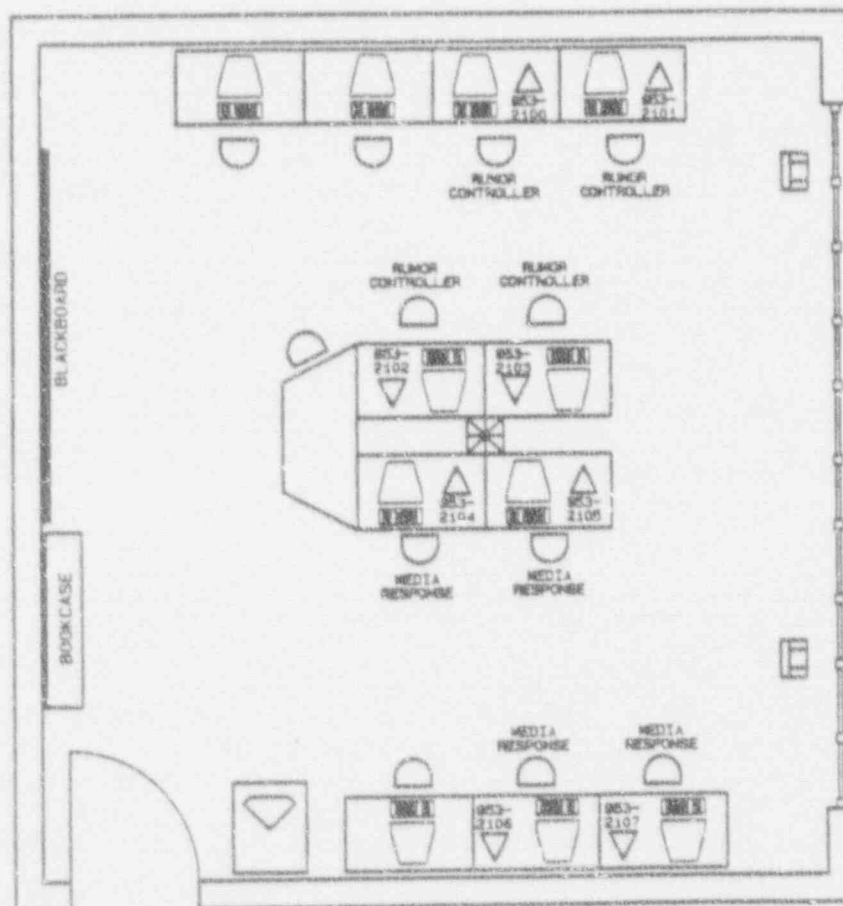
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← NORTH

EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS NAME AL

MEDIA RESPONSE/RUMOR CONTROL AREA

JOINT PUBLIC INFORMATION CENTER  
 MEDIA RESPONSE/RUMOR CONTROL AREA LAYOUT  
 PERFORMING ARTS CENTER  
 ROOM D 2119



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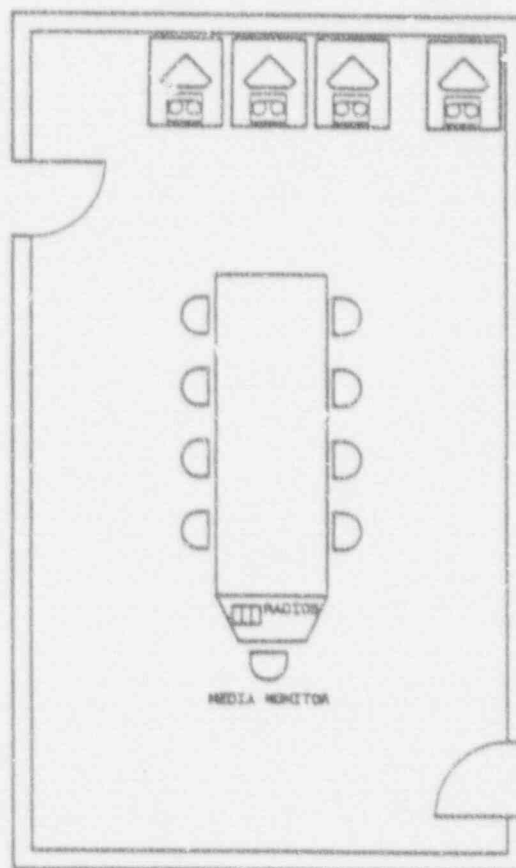


NORTH

EMERGENCY PUBLIC INFORMATION  
 ORGANIZATION  
 INSTRUCTIONS MANUAL

MEDIA MONITOR WORK AREA LAYOUT

JOINT PUBLIC INFORMATION CENTER  
MEDIA MONITOR WORK AREA LAYOUT  
PERFORMING ARTS CENTER  
ROOM D 2118



LEGEND:

-  PHONE
-  TV MONITOR
-  VCR

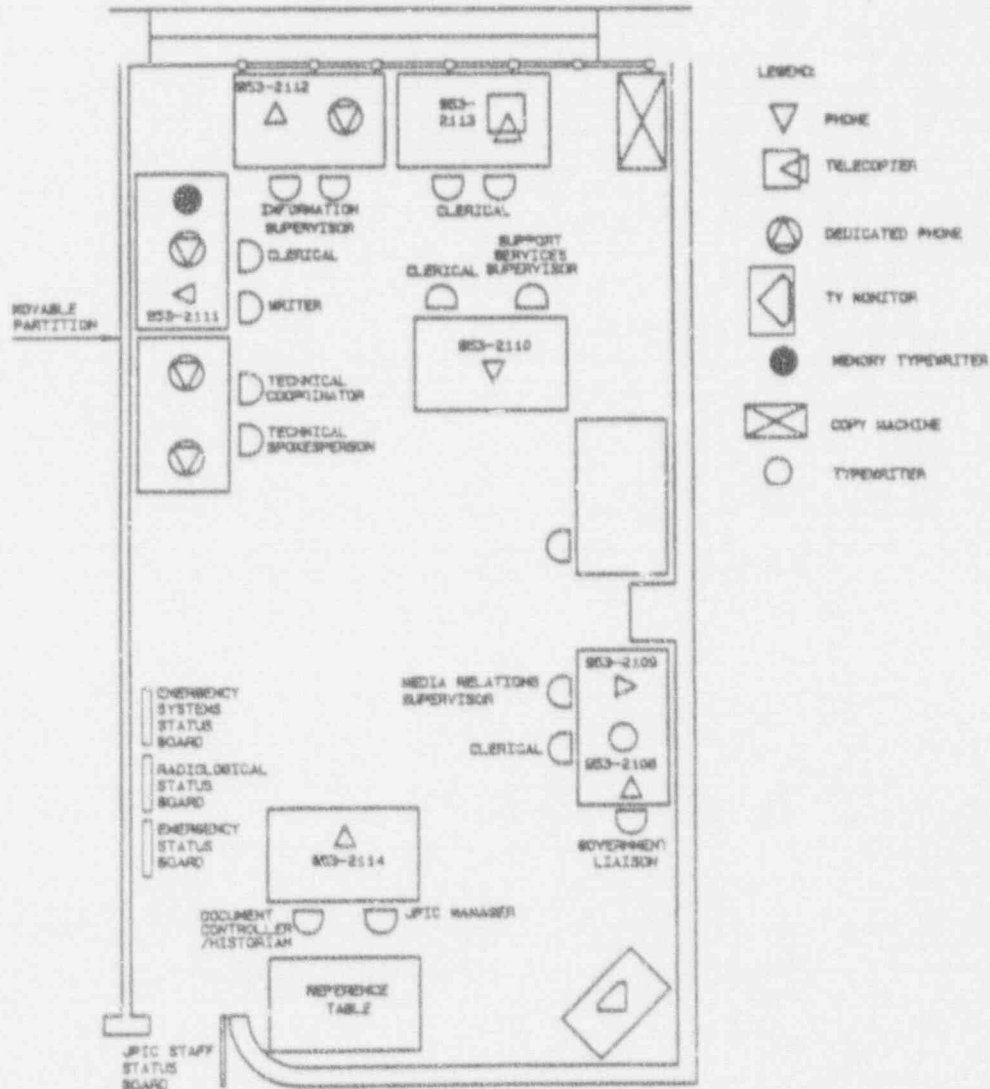
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EMERGENCY PUBLIC INFORMATION  
ORGANIZATION  
INSTRUCTIONS MANUAL



## CEI WORK AREA LAYOUT

JOINT PUBLIC INFORMATION CENTER  
 CEI WORK AREA LAYOUT  
 PERFORMING ARTS CENTER  
 ROOM D 2117



NORTH →

EMERGENCY PUBLIC INFORMATION  
 ORGANIZATION  
 INSTRUCTIONS MANUAL

JPIC ACTIVITY LOG (PNPP No. 6400)JOINT PUBLIC INFORMATION CENTER  
ACTIVITY LOGEmergency Public Information  
Organization Instructions  
Manual

PNPP No. 6400 Rev. 2/90

Sheet: of

NAME / TITLE		DATE
TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		ACTION / SUBJECT
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# EMERGENCY PUBLIC INFORMATION ORGANIZATION INSTRUCTIONS MANUAL

INSTRUCTION

App. I, Part B

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1993

## TITLE

STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER FOR RESPONDING LAKELAND COMMUNITY COLLEGE POLICE PERSONNEL

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1 / 29 / 91

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Standard Operating Procedure  
for Activation of the  
Joint Public Information Center

Lake County

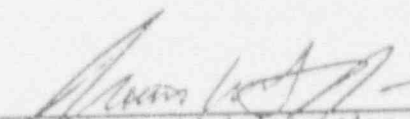
Lakeland Community College Police Department  
Kirtland, Ohio 44094

(Outside EPZ)

April, 1990

This procedure is adopted as Lakeland Community College Police Department's official JPIC Standard Operating Procedure (SOP) for incidents at the Perry Power Plant.

This SOP superseded all other Lakeland Community College Police Department SOPs for response to an incident at the Perry Power Plant.

  
\_\_\_\_\_  
Vice President, Administrative Services

11/20/90  
\_\_\_\_\_  
Date

NOTE: The original signed copy of this page is on file with the Perry Power Plant Emergency Public Information Organization (EPIO) Coordinator.

### Record of Revisions

[illegible]

NOTE: Only the current revision should be kept; copies of all earlier editions should be discarded.



I-B STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER FOR RESPONDING LAKELAND COMMUNITY COLLEGE POLICE PERSONNEL

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I-B STANDARD OPERATING PROCEDURE FOR ACTIVATION OF THE JOINT PUBLIC  
INFORMATION CENTER FOR RESPONDING LAKELAND COMMUNITY COLLEGE POLICE PERSONNEL

1. PURPOSE

This Standard Operating Procedure (SOP) establishes responsibilities and operational procedures for the Lakeland College Police Department in the event of an activation request for the Joint Public Information Center (JPIC).

2. CONCEPT OF OPERATIONS

- A. The Perry Power Plant is located in North Perry Village, Ohio. In the event of an accident at the plant, releases of radioactive material could occur and affect off-site areas.
- B. Areas where radiation exposure might exceed government standards generally lie within the Plume Exposure Pathway (10-mile) Emergency Planning Zone (10-mile EPZ) (i.e., an area of about a 10-mile area surrounding the plant). In the unlikely event of an incident and depending upon the type of release and weather conditions, some areas of the EPZ may be affected while others are not. Lakeland Community College is located outside the EPZ.
- C. The Lakeland Community College (LCC) Police Dispatcher shall be notified by the JPIC Support Services Supervisor and will initiate an operational response for the JPIC and Lakeland Police Department.
- D. The LCC Police Chief will ensure implementation of security measures for the protection of CEI, Lakeland, local, state and federal personnel at the JPIC. The LCC Police Chief will monitor the security operational performance of LCC Police and will coordinate, as necessary, supplemental security assistance from other law enforcement agencies. The LCC Police Chief/Officer In Charge (OIC) will coordinate police support operations with the Law Enforcement Coordinator at the EOC. Other Law Enforcement Agencies are listed in Attachment 1.
- E. The LCC Police Chief will advise all LCC Police Department Personnel of changes in operations or emergency status. The LCC Police Chief will coordinate security operations with the JPIC Support Services Supervisor, notifying the JPIC Support Services Supervisor and the Lakeland Community College Vice President of Administrative Services of any incidents occurring during JPIC operation.

- F. Due to congested parking, responding Emergency Operations Center (EOC) Staff may be advised to park in the Faculty/Staff parking lot of Lakeland Community College. The LCC Police Chief or OIC will direct the shuttle service to provide transport to and from the EOC, as necessary, if requested by the Lake County Emergency Management Agency (LCEMA) Director.
- G. The LCC Police Chief will assign an adequate number of personnel to monitor the security posts and to ensure that appropriate security logs, journals, reports and other documentation are maintained, completed, and forwarded to the JPIC Support Services Supervisor at the termination of JPIC operation.
- H. The LCC Police Chief, Vice President of Administrative Services, and Coordinator of Emergency Public Information Program, are responsible for annual review of this procedure and coordinating any changes. Definitions and abbreviations of terms used in this procedure are contained in Attachment 2.

3. RESPONSE ACTIONS

A. LCC Police Chief/Officer in Charge/Detail Commander:

- \_\_\_\_ 1. Upon notification by the LCC Police Dispatcher of the intent to activate JPIC:
  - \_\_\_\_ a. Ensure one officer is dispatched to the Performing Arts Center (PAC) to begin processing arriving personnel.
  - \_\_\_\_ b. Ensure all on-duty LCC Police are notified of JPIC activation.
  - \_\_\_\_ c. Ensure the LCC Police Dispatcher has made all staff notifications as required in section 3B of this procedure.
- \_\_\_\_ 2. Distribute response actions for Detail Commander and Security Post Personnel.
- \_\_\_\_ 3. Coordinate JPIC security with the JPIC Support Services Supervisor and LCC Vice President of Administrative Services.
- \_\_\_\_ 4. Conduct a walk through inspection of all Security Posts to ensure operational readiness.
  - \_\_\_\_ a. Post #1 PAC Lobby Entrance
  - \_\_\_\_ b. Post #2 Art Gallery Gate, PAC
  - \_\_\_\_ c. Post #3 D Building
  - \_\_\_\_ d. Post #4 Personnel/Nursing Access Point
  - \_\_\_\_ e. Post #5 Gatehouse/Parking Lot
  - \_\_\_\_ f. Post #6 President's Office Area
  - \_\_\_\_ g. Post #7 Nursing Wing Area
  - \_\_\_\_ h. Post #8 Roving/Relief
  - \_\_\_\_ i. Post #9 Escort
- \_\_\_\_ 5. Coordinate response of other law enforcement agencies, if necessary, with the EOC Law Enforcement Coordinator (953-5477/953-5478). See Attachment 3 for the Lake County EOC Phone List.
- \_\_\_\_ 6. Ensure that JPIC security and LCC Police operations are monitored for the College.
- \_\_\_\_ 7. Ensure that the bus shuttle service from the Faculty/Staff parking lot to the EOC has been implemented. Bus shuttle service is only implemented if requested by the Lake County EMA Director.

- \_\_\_\_ 8. Report any incidents of security breach to JPIC Support Services Supervisor.
- \_\_\_\_ 9. Inform the JPIC Support Services Supervisor of any activities that may impact JPIC operation.
- \_\_\_\_ 10. Ensure all on-duty LCC Police Personnel are notified of incident changes and emergency actions in Lake County.
- \_\_\_\_ 11. Monitor LCC Police activities at the JPIC and report any problems to the JPIC Support Services Supervisor.
- \_\_\_\_ 12. Ensure that all LCC Police maintain accurate reports, logs, journals and other required documentation, and that they are forwarded to the JPIC Support Services Supervisor at the termination of JPIC operation.
- \_\_\_\_ 13. Upon notification of JPIC deactivation, ensure the LCC Police Dispatcher and all LCC Police are notified. Ensure that all areas are secured and materials accounted for.

B. LCC Police Dispatcher:

\_\_\_\_ 1. Receive notification of intent to activate the JPIC from the JPIC Support Services Supervisor.

\_\_\_\_ 2. Verify the identity by name and Social Security number.

a. Virginia L. Bell                      V SSN \_\_\_\_\_ B  
    or  
b. Michael Giulivo                      M SSN \_\_\_\_\_ G  
    or  
c. Dan Cleavenger                      D SSN \_\_\_\_\_ C

NOTE:        SSN's are kept on separate file. Callers will identify themselves and give the first initial of their first name, SSN, and first initial of the last name.

-- If the incorrect SSN or initials are given, advise caller to restate the initials & SSN; also request and verify birth date (kept on separate file).

-- If incorrect data is again received, contact the LCC Police Chief or EMA Director at 256-1415 for further instructions.

\_\_\_\_ 3. Record the name, SSN, and callback phone number on the Notification Form (PNPP No. 8079, Attachment 4).

\_\_\_\_ 4. Assign an LCC Police Officer to sign in JPIC personnel at the Performing Arts Center (PAC) as they arrive and provide the assigned officer a master list of authorized personnel having access to the JPIC.

\_\_\_\_ 5. Remind the Officer to allow access to only those who have their name on the list and can produce photo identification.

\_\_\_\_ 6. Contact the following personnel as listed:

"This is \_\_\_\_\_ (name) \_\_\_\_\_, from Lakeland Community College. An emergency has been declared at the Perry Power Plant requiring activation of the Joint Public Information Center at Lakeland Community College. Please implement your JPIC activation procedure. This is a drill/This is an actual Emergency."

- LCC Police Chief/Officer In Charge/Detail Commander
- Director, Physical Plant
- Publication Specialist
- Food Services Manager
- Vice President of Administrative Services

\_\_\_\_ 7. Record all telephone calls using the Notification Form.



C. LCC Police Officer - Security Post #1:

- I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- II. While the JPIC is activated:
  - a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.  
  
--- IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND,  
DENY ACCESS.
- III. Respond to any security breaches.
- IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #1: Performing Arts Center Lobby Entrance

1. Gather CEI name tags, supplies, forms, armbands and badges for the JPIC staff from the Police Office. Items are kept in the custody of the sergeant.
2. Take the supplies to Post #1, located at South end of the Art Gallery Lobby Area and establish temporary control post.  
  
NOTE: This post requires use of a portable radio.
3. Check the Performing Arts Center (PAC) workshop, gallery, and stage area to ensure the areas are secure and clear of all unauthorized personnel.
4. Secure doors to prevent access to the facility.
5. Post signs prohibiting unauthorized persons from entering the area.
6. Post a list of classroom substitutions for classes scheduled in the JPIC area if applicable.

- \_\_\_\_ 7. Verify identity of JPIC personnel as they arrive by using the master list and a photo identification. Admit NO ONE, whose name does not appear on the master list until the arrival of the designated Access Controller, or permission is received from the JPIC Manager or JPIC Support Services Supervisor.
- \_\_\_\_ 8. Sign personnel in using the JPIC Access Sheet (PNPP No. 6399, Attachment 5) and issue arm bands.
- \_\_\_\_ 9. Direct all personnel to their work stations.
- \_\_\_\_ 10. Turn over the sign-in duty to the Access Controller when he arrives, and assist as requested.
- \_\_\_\_ 11. Ensure that no unauthorized person enters the JPIC controlled area.
- \_\_\_\_ 12. Ensure that members of the Media remain on the first floor of the controlled area.
- \_\_\_\_ 13. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 14. Remain at the post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 15. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

D. LCC Police Officer - Security Post #2:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services,,
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, Deny ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor, if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #2: Art Gallery Gate

- \_\_\_\_ 1. Obtain keys to Room D-1091 and the Art Gallery rolling gate from the LCC Police Dispatcher and gather equipment from the office.
- \_\_\_\_ 2. Post signs prohibiting unauthorized persons from entering the controlled area at North end of Art Gallery.
- \_\_\_\_ 3. Deactivate Photo Lab Alarm and open Room C-28 for JPIC set-up crew.
- \_\_\_\_ 4. Remain at North end of Art Gallery, opening gate for authorized JPIC set-up personnel until set-up procedures are complete.

NOTE: This post requires use of a portable radio.

- \_\_\_\_ 5. When set-up is complete, lock rolling gate, and remain outside the Gallery at the gate, in sight of Post #1 Officer. Allow NO ONE into the Art Gallery after this time.

- \_\_\_\_\_ 6. Open Room D-1091 for CEI authorized personnel when advised.
- \_\_\_\_\_ 7. Admit NO unauthorized persons into Room D-1091.
- \_\_\_\_\_ 8. Send anyone requesting admittance into the controlled area to Security Post #1.
- \_\_\_\_\_ 9. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_\_ 10. Remain at the post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_\_ 11. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

E. LCC Police Officer - Security Post #3:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.  
  
-- IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND,  
DENY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #3: D Bldg./2nd Floor/PAC Dressing Room

- \_\_\_\_ 1. Report to the assigned post at the D Building bridge double hall door (by PAC dressing room) on the second floor.  
  
NOTE: This post requires use of a portable radio.
- \_\_\_\_ 2. Post signs prohibiting unauthorized admittance and alternate classroom locations for classes scheduled in the controlled area.
- \_\_\_\_ 3. Remove unauthorized personnel from dressing room and ensure that it is secure.
- \_\_\_\_ 4. Admit CEI, college maintenance, physical plant, and service personnel if they have already signed in at Security Post #1 and are wearing an authorized arm band, or when verbal approval is authorized over the portable radio after a positive identification has been made by the Officer. Admit NO ONE else into the controlled area.

- \_\_\_\_ 5. Refer anyone requesting admittance into the controlled area to Security Post #1.
- \_\_\_\_ 6. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 7. Remain at the post outside double doors until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 8. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.



F. LCC Police Officer -- Security Post #4:

- I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- II. While the JPIC is activated:
  - a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.  
  
-- IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- III. Respond to any security breaches.
- IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #4: Personnel/Nursing Access Point

1. Report to Personnel/Nursing hallway area and post signs prohibiting unauthorized persons from entering the control area at the gate by the Personnel Office.  
  
NOTE: This post requires use of a portable radio.
2. Post alternate classroom locations list for classes scheduled in the controlled area if applicable.
3. Advise persons in the President's office that JPIC has been activated and request that they go to Security Post #1 to sign in.  
  
-- If activation of the JPIC is due to a drill, have the persons in the President's office sign in on the JPIC Access Sheet (PNPP No. 6399, Attachment 5), issue them a blue (LCC) arm band, and return the form to Security Post #1.
4. Check the Nursing Conference Room and Nursing Workroom to ensure that these rooms are unlocked, and direct occupants away from the controlled area.

5. Admit CEI, college maintenance, physical plant, and service personnel if they have already signed in at Security Post #1 and are wearing an authorized arm band, or when verbal approval is authorized over the portable radio after a positive identification has been made by the Officer.
6. Refer any unauthorized persons requesting admittance into the controlled area to Security Post #1.
7. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
8. Remain at North end D-2 hallway post until properly released or released by the LCC Police Chief or Detail Commander.
9. Forward JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

G. LCC Police Officer - Security Post #5:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor, if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #5: Gatehouse/Parking Lot

- \_\_\_\_ 1. Set up barricades for both ends of West Traffic Circle.
- \_\_\_\_ 2. Admit only LCC employees, CEI personnel, and EOC Staff into Faculty/Staff parking lot.
- \_\_\_\_ 3. Refer all other drivers to the public (student) parking lots.
- \_\_\_\_ 4. Admit only authorized vehicles to park at West Traffic Circle as determined by CEI or college officials.
- \_\_\_\_ 5. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 6. Remain at the post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 7. Forward JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

H. LCC Police Officer - Security Post #6:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - \_\_\_\_ IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #6: President's Office Area

- \_\_\_\_ 1. Report to South end of D-2 hallway in the area of the stairwell leading to the Art Gallery (President's Office Area).
- \_\_\_\_ 2. Visually check anyone entering D-2 hallway from stairwell, to ensure person is wearing proper identification, arm band, and is authorized to be in the JPIC controlled area.
- \_\_\_\_ 3. Visually check anyone entering D-2 hallway from Security Post #3, and D-Building bridge double hall doors, to ensure person is wearing proper arm band and is authorized to be in the controlled area.
- \_\_\_\_ 4. Admit NO unauthorized persons into D-2 hallway.
- \_\_\_\_ 5. Complete a JPIC Activity Log (PNFP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 6. Remain at the post until properly relieved and/or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 7. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

I. LCC Police Officer - Security Post #7:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - \_\_\_\_ IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DELAY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #7: Nursing Wing Area

- \_\_\_\_ 1. Report to Nursing Conference Room area and clear the area and Computer Lab Room of all unauthorized personnel.
- \_\_\_\_ 2. Post JPIC signs in the area.
- \_\_\_\_ 3. Keep unauthorized personnel from entering the area.
- \_\_\_\_ 4. Back up Security Post #4 Officer as requested.
- \_\_\_\_ 5. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 6. Remain at the post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 7. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

J. LCC Police Officer - Security Post #8:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - \_\_\_\_ IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #8: Roving/Relief

- \_\_\_\_ 1. Patrol the JPIC controlled area and perimeter, and relieve personnel at other posts as assigned by LCC officials.

NOTE: This post requires use of a portable radio.
- \_\_\_\_ 2. Assist Security Post #1 Officer at activation of JPIC as requested.
- \_\_\_\_ 3. Complete a JPIC Activity Log (PNPP No. 6400, Attachment 8) noting any problems or unusual activities.
- \_\_\_\_ 4. Remain at a relief post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_ 5. Forward JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.



K. LCC Police Officer - Security Post #9:

- \_\_\_\_ I. Upon notification of JPIC activation, report to the LCC Police Chief or Detail Commander for assignment.
- \_\_\_\_ II. While the JPIC is activated:
  - \_\_\_\_ a. Ensure the proper chain of command is followed during JPIC operation (LCC Police Chief, Detail Commander, JPIC Support Services Supervisor, Vice President of Admin. Services).
  - \_\_\_\_ b. Ensure that all personnel admitted to the secured areas (Attachments 6 and 7) are wearing the approved arm bands.
    - IF ANY PERSON IS NOT WEARING AN APPROVED ARM BAND, DENY ACCESS.
- \_\_\_\_ III. Respond to any security breaches.
- \_\_\_\_ IV. Notify the LCC Police Chief, Detail Commander, and the JPIC Support Services Supervisor if unauthorized/uncooperative personnel attempt to gain admittance.
- \_\_\_\_ V. Do not discuss JPIC security operations with non-JPIC personnel.

Security Post #9: Escort

- \_\_\_\_ 1. Report to Personnel/Nursing hallway area, North end D-2 hallway, and assist Security Post #4 between media briefings.
- \_\_\_\_ 2. Escort the JPIC Manager and media spokespersons to the Briefing Room (Performing Arts Center Auditorium) for media briefings.
- \_\_\_\_ 3. Stand guard by the steps near the stage podium while briefings are being held; do not allow any members of the audience onto the stage.

NOTE: This post requires use of a portable radio.
- \_\_\_\_ 4. Upon completion of briefings, escort the JPIC Manager and media spokespersons to the CEI Work Area and the Federal/State/County Work Area, located on the second floor (D-2) of the Performing Arts Center.
- \_\_\_\_ 5. Complete a JPIC Activity Log (PNPP No. 6400, Attachment B) noting any problems or unusual activities.

- \_\_\_\_\_ 6. Remain at the post until properly relieved or released by the LCC Police Chief or Detail Commander.
- \_\_\_\_\_ 7. Forward the JPIC Activity Log to the Detail Commander or LCC Police Chief when released from the post.

Lake County Police Department Activities

1.	Eastlake	0	No		TC, OCS, OLT, RF	TC - THEAN PSS/OLT - North High School
2.	Fairport Harbor	1	Yes	Mentor P.D.	TC, AC, SP	THEAN
3.	Grand River	1	Yes	Mentor P.D.	TC, AC, SP	THEAN
4.	Kirtland	0	No		TC, OCS, OLT	TC/AC/SP - THEAN OCS/OLT - Kirtland High School
5.	Kirtland Hills	0	No		TC	THEAN
6.	Sheriff Dep.	1/0	Yes		TC, AC, SP, RF, HOC, RC	TC/AC/SP - THEAN RF
7.	Lakeline	0	No		TC	THEAN
8.	Madison Twp.	1	Yes	Mentor P.D.	TC, AC, SP	THEAN
9.	Madison Village	1	Yes	Mentor P.D.	TC, AC, SP	THEAN
10.	Mentor	1/0	No		TC, AC, SP, RF, RP	TC/AC/SP - THEAN RP - Great Lakes Mall/Mentor Shore School
11.	Mentor-on-Lake	0	No		TC	THEAN
12.	North Perry Vill.	1	Yes	Mentor P.D.	TC, AC, SP	TC/AC/SP - THEAN
13.	Painesville City	1	Yes	Mentor P.D.	TC, AC, SP, RI	THEAN
14.	Perry Village	1	Yes	Chardon P.D.	TC, AC, SP	THEAN
15.	Timberlake Village	0	No		TC	THEAN
16.	Waite Hill	0	No		TC	THEAN
17.	Vickliffe City	0	No		TC, OCS, OLT	TC - THEAN OCS/OLT - Vickliffe High, Middle Borrowo
18.	Willoughby City	0	No		TC, OCS, OLT, RF, RP	TC - THEAN RF - Hobson Rd. OCS/OLT - South High School
19.	Willoughby Hills	0	No		TC	THEAN
20.	Willowick	0	No		TC, OCS, OLT	TC - THEAN OCS/OLT - Willowick Middle School Royalview Elementary

Attachment 1

TC Traffic Control  
AC Access Control  
THEAN To Be Determined As Needed

SP Security Patrols  
OCS Care Center Security  
HOC BOC Security

OLT Care Center Traffic Control  
RF Holding Facility

RI Relocate Inmates  
RP Referral Point

## DEFINITIONS AND ABBREVIATIONS

### A. Emergency Classification Levels

Four emergency classification levels have been developed to facilitate planning for response to a nuclear power plant emergency:

#### 1. Unusual Event

The occurrence of an event or events which indicate a potential degradation of the level of safety of the plant. Unusual Event emergencies involve minor situations that have the potential to escalate to more serious emergencies. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occurs.

#### 2. Alert

The occurrence of an event or events that involves an actual or potentially substantial degradation of the level of safety of the plant. The consideration is to prepare to cope with potentially more serious emergencies. Any radioactive releases are expected to be limited to a small fraction of the Environmental Protection Agency (EPA) Protective Action Guideline levels.

#### 3. Site Area Emergency

The occurrence of an event or events which involve actual or likely major failures of plant functions needed for the protection of the public. The potential for a situation hazardous to the general public is the major concern of the Site Area Emergency classification. Radioactive releases are not expected to exceed the EPA Protective Action Guideline levels except within the site boundary.

#### 4. General Emergency

The occurrence of an event or events which involve actual or imminent substantial core degradation or melting with the potential for loss of containment integrity. Radioactive releases may exceed EPA Protective Action Guideline levels for more than the immediate site area.

### B. Emergency Action Levels

Levels which consist of plant parameters (i.e., instrument indications, system status, radiological doses and dose rates) that are used for emergency classification. EAL's are used specifically to provide an early readiness status of emergency response personnel and organization.

C. Control Room

The on-site location from which the reactor and its auxiliary systems are controlled. The location of the Control Room is on elevation 654' of the Control Complex at the Perry Power Plant.

D. Emergency Operations Facility (EOF)

A specifically designated location for the management of overall emergency response activities, the coordination of radiological assessments, and the control of off-site emergency support activities. The EOF at the Perry Power Plant is located within the owner-controlled area on the lower floor of the Training and Education Center (TEC), one-half mile from the Unit 1 Reactor Building.

E. Joint Public Information Center (JPIC)

A specifically designated off-site location and physical point of contact for dissemination of information during an emergency to the news media, and thus the public, by CEI, federal, state, and local officials. The JPIC for the Perry Power Plant is located in the Performing Arts Center at Lakeland Community College in Mentor, Ohio, at the intersection of Interstate 90 and Route 306. The auditorium will seat over 350 media personnel.

F. Emergency Operations Center (EOC)

A headquarters from which a county or state response to a radiological emergency is controlled and coordinated. The Lake County EOC is located at 8505 Garfield Road, Kirtland, Ohio.

G. Emergency Planning Zone (EPZ)

There are two EPZs: 1. the Plume Exposure Pathway (PEP) (10-mile) Emergency Planning Zone (10-mile EPZ), and 2. the Ingestion Exposure Pathway (IEP) (50-mile) Emergency Planning Zone (50-mile EPZ).

1. The Plume Exposure Pathway is an area about 10 miles in radius around a nuclear power plant defined to facilitate off-site emergency planning and develop a significant short-term response base. Persons in this area are potentially subject to radiation exposure as a result of an emergency involving radioactive material emanating from the plant.
2. The Ingestion Exposure Pathway is an area about 50 miles in radius of a nuclear power plant defined to facilitate off-site emergency planning and develop a long-term response base. Principal exposure from this pathway would be from the ingestion of contaminated food and water.

H. Subarea

An area within the 10-mile EPZ that is used to direct information to people in an area that may be affected by a radiological emergency at the Perry Plant. Subareas are defined by political boundaries and/or main roads and other natural boundaries. There are seven subareas inside the 10-mile EPZ for the Perry Power Plant.

I. Risk Facility

A hospital, nursing home, group home or agency located within the EPZ.

J. Support Facility and/or Agency

A facility and/or agency located outside the EPZ which will provide resource support in time of need. Types of resources include transportation vehicles and drivers, host beds and care centers, supplies and staff.

K. Host Facility

Predetermined hospital, nursing home, school, or other public building outside the EPZ to which residents, patients and staff from inside the EPZ are relocated to protect them from radiation exposure.

L. Protective Actions

The emergency measures taken after an uncontrolled release of radioactive material has occurred, for the purpose of preventing or minimizing radiological exposure to persons that would likely be exposed if the actions were not taken.

M. Protective Action Guide (PAG)

Projected radiological dose or dose commitment values to individuals in the general population that warrant Protective Actions following a release of radioactive material. Protective Actions would be warranted provided the reduction in individual dose is not offset by excessive risks to individual safety in taking the Protective Action. The PAG does not include the dose that has unavoidably occurred prior to the assessment.

N. Sheltering

Actions taken to protect against radiation exposure afforded by remaining indoors, away from doors and windows, during and following the passage of a radioactive plume.



O. Evacuation

The removal of all individuals within a specified geographic area.

P. Potassium Iodide (KI)

A non-prescriptive (over-the-counter) drug that, when taken internally, reduces the chance that harmful radioactive iodine will accumulate in the thyroid gland. The chemical symbol is KI.

NOTE: Radioactive iodine could be emitted from a nuclear power plant.

Q. Lake County Emergency Management Agency (LCEMA)

The coordinating agency responsible for overall emergency planning, preparedness, and response for emergencies impacting Lake County.

R. Abbreviations

CEI	Cleveland Electric Illuminating Company
EBS	Emergency Broadcast System
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPZ	Emergency Planning Zones (IEP and PEP)
FEMA	Federal Emergency Management Agency
IEP	Ingestion Exposure Pathway
JPIC	Joint Public Information Center
LCC	Lakeland Community College
LCEMA	Lake County Emergency Management Agency
NRC	Nuclear Regulatory Commission
OEHA	Ohio Emergency Management Agency
PEP	Plume Exposure Pathway
SOP	Standard Operating Procedure

LAKE COUNTY EOC PHONE LIST

Central Communications Center	953-5391/256-1415
Law Enforcement Coordinator	953-5477/5478
County Radiological Officer	953-5483
Human Services Director	953-5471/5472
County Engineer	953-5479
Fire Coordinator	953-5488/5489
Rumor Control	953-5469/5470
Emergency Medical Officer	953-5490
American Red Cross	953-5492



JPIC ACCESS SHEET (PNPP NO. 6399)JOINT PUBLIC INFORMATION CENTER  
ACCESS SHEETEmergency Public Information  
Organization Instructions  
Manual

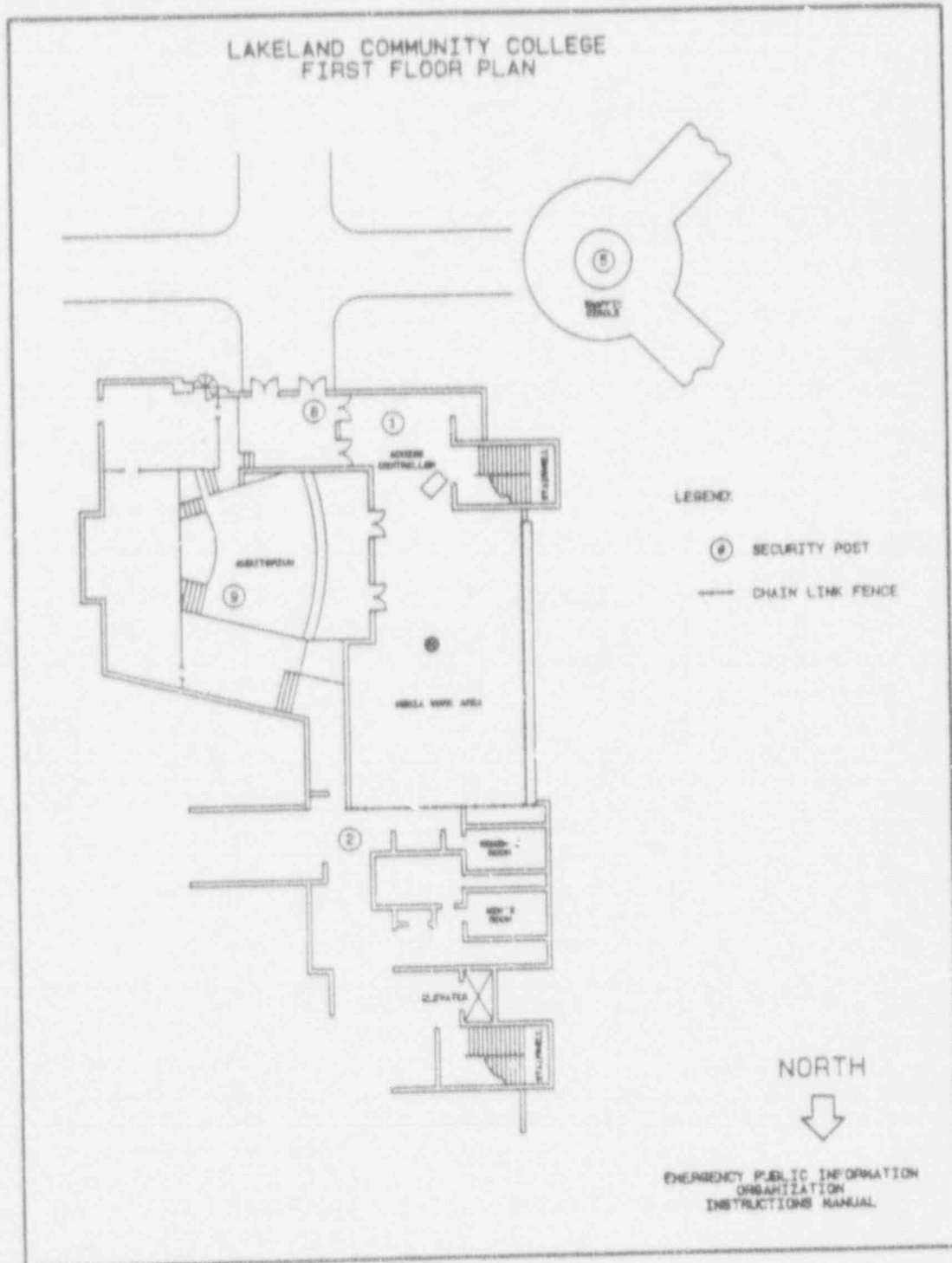
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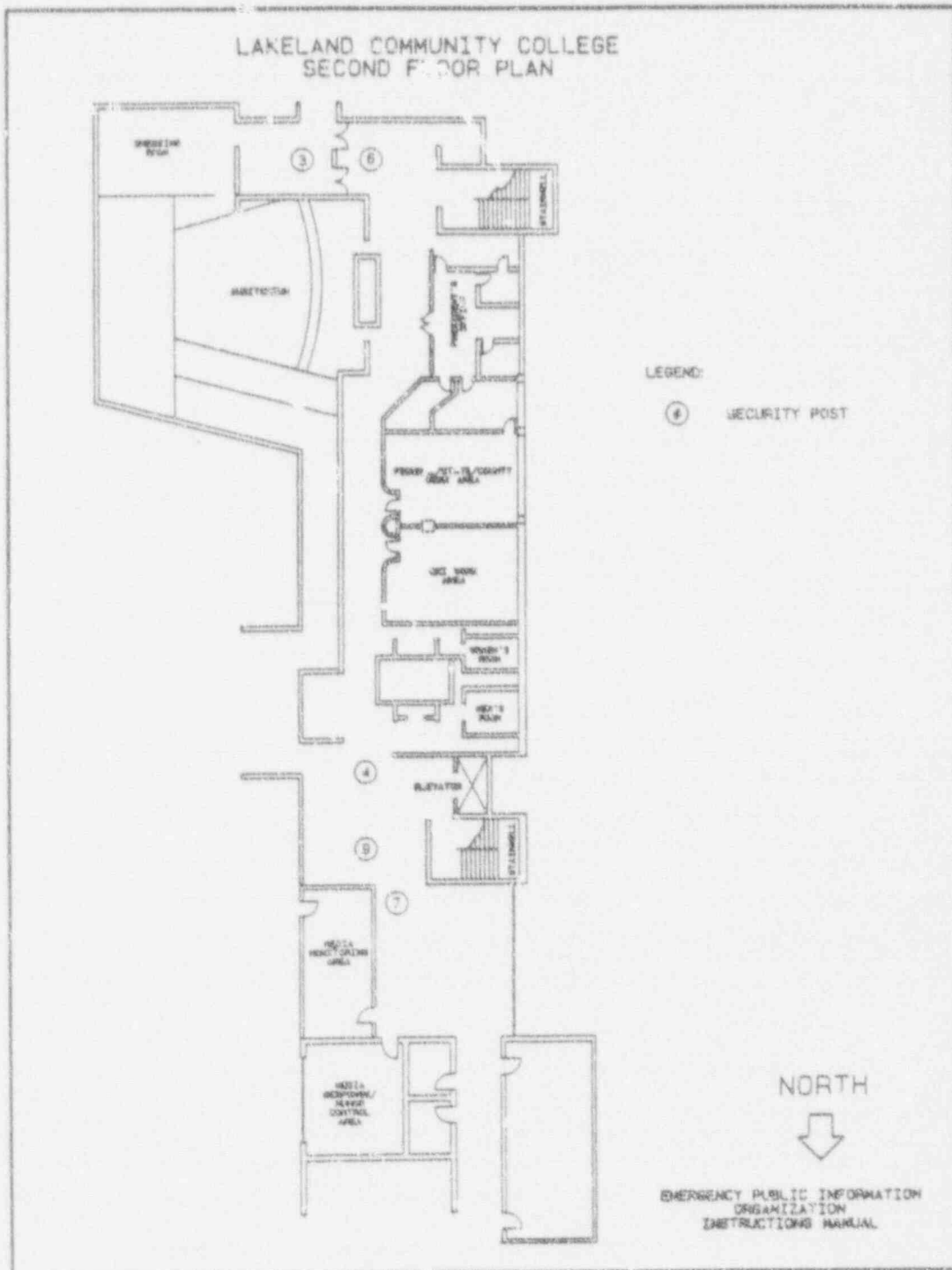
PNPP NO. 6399 (Rev. 2/90)

PRINT			TIME						
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<b>SAMPLE</b>									

LAKELAND COMMUNITY COLLEGE FIRST FLOOR PLAN



LAKELAND COMMUNITY COLLEGE SECOND FLOOR PLAN





JPIC ACTIVITY LOG (PNPP NO. 6400)JOINT PUBLIC INFORMATION CENTER  
ACTIVITY LOGEmergency Public Information  
Organization Instructions  
Manual

Sheet 1 of 2

PNPP No. 6400 Rev. 2/90

NAME/TITLE		DATE
TIME	ACTION / SUBJECT	
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