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PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

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OPEP-04.2

EMERGENCY FACILITIES AND EQUIPMENT

REVISION 19

EFFECTIVE DATE
03/30/00

Sponsor

[Signature]

3/29/00
Date

Approval

[Signature]
Supervisor - Emergency Preparedness

3/29/00
Date

REVISION SUMMARY

Revision 19 of OPEP-04.2 includes the following changes:

- Added Caution prior to step 5.1.9 and in Attachment 1 to prevent ENS phone in the Simulator from being left connected to the live ENS jack.
- Changed required minimum staffing in section 5.5, Monthly Pager Test, from 13 to 30, reflecting the addition of NUREG-0654, Table B-1, staffing requirements.
- Added step in section 5.5 to document problems with pagers on Attachment 2, Equipment Repair Form.
- Added instructions to Section 5.6 for completing Attachment 9, JIC Telephone Operability Checklist, to verify operability of phones in the JIC. Attachment 9 is a new attachment.
- Added Note to Attachment 3 for communications headset batteries to be changed out annually.
- Reformatted tables in Attachments 4 and 6 to simplify completion and eliminate redundancy using a format similar to that used for the HNP Emergency Kits.
- Removed all references in attachments to correction tape and liquid paper. These materials are no longer used and are not acceptable for corrections to forms and other documents.
- Removed Paper Clip Caddies from EOF and TSC inventories. These items are not used and are not needed for dispensing paperclips in the facilities.
- Added "or push pins" to item description for thumb tacks in Attachment 4 for flexibility in stocking.
- Changed brand name "Scotch Tape" ~~and~~ to generic "Transparent tape" in Attachments 4 and 6 for flexibility in stocking. Also deleted reference to "Invisible Tape" in Attachment 6 to avoid redundancy. Transparent tape was already required in the attachment.
- Changed requirement for one pack of "Speed SNAP-A-Way memos" to 100 to establish number of memos actually required regardless of pack size in Attachment 4. Three boxes of black pens and one package of lined pads were also changed to thirty six black pens and twelve lined pads.

REVISION SUMMARY (Continued)

- Reduced the number of CP&L and local phone directories in the EOF and TSC from fifteen of each to five in Attachment 4. The additional directories are not used in the facilities.
- Added replacement batteries for each of the Radar lights in the TSC and EOF in Attachment 4.
- Media Handbooks, Media Badges, and Public Information Brochures were moved from the JIC Command Room inventory in Attachment 4 and added to a new page in Attachment 4 that describes the inventory found at the JIC Odell Williamson Auditorium.
- Removed can of All Purpose Cleaner from OSC locker in Attachment 4. This item is not used and is not required for operation of the OSC.
- Changed description of CP&L Directory/phone books to CP&L Telephone Directories for consistency in the OSC locker.
- Changed one bag of disposable razors to twenty four reflecting actual number of razors needed in the OSC Locker.
- Added a dropcord, a multi-strip, six flashlights and spare batteries, and 2 Radar lights with spare batteries as an enhancement to the OSC Locker.
- Deleted terminal wipes, two empty three ring binders, spare erasers, and transparency material from Attachment 6. These items are not required for Dose Projection or Environmental Monitoring and were not being used.
- Changed description of "Plastic Compass" to "Drawing Compass" for clarification of item needed in Attachment 6.
- Changed one box to twelve pens and pencils to specify actual number of items needed in Attachment 6.
- Added spare D cell batteries for flashlights to inventory of Attachment 6. Also added computer keyboard.
- Changed "ON-HAND (yes/no)" column heading to "Verified (initial)" in Reference Materials table in Attachment 6 for consistency with other tables.

REVISION SUMMARY (Continued)

- Updated reference to Radiological Health Handbook to current revision of Handbook of Health Physics and Radiological Health. Also updated NUREG 2227 to NUREG/CR 2907, which is the latest revision of "Radioactive Material Released from Nuclear Power Plants" in Attachment 6.
- Removed references to Reactor Shielding Design, Microshield version 3, United Engineers Post Accident Dose Analysis, Post Accident Sample Station Update Memo, and diskettes for Surrogate Tour in Attachment 6. These items were placed in the kit to support plant and core damage assessments. These functions are now performed by the Accident Assessment Team in the TSC and are no longer required or used in the EOF Dose Projection or Environmental Monitoring positions.
- The Hurrevac Manual was also removed from Attachment 6. Hurrevac is a computer program used for evacuation planning by the state and counties during hurricanes. It is not used to establish PARs by the site or PAGs by the state and counties in the event of a radiological emergency. The emergency facilities and staff have no input or effect on this planning and decision making.

LIST OF EFFECTIVE PAGES

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1-41	19

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1.0 PURPOSE

This procedure provides guidance for the maintenance of on-site emergency facilities and equipment. This procedure does not address those areas covered under existing programs such as Fire Protection and Diesel/ Ventilation maintenance procedures. The facilities will include the equipment/material needed for the BNP Emergency Response Organization to adequately respond to an emergency.

This procedure is intended to be performed at a frequency specified for the particular equipment/facility or as needed following an emergency drill, exercise, or event. Although equipment testing is specific, items such as office supplies will be checked to ensure an adequate supply and the numbers listed are suggested quantities. This procedure describes when county/state and NRC should be notified of equipment problems.

In order to provide accurate status of EP equipment included in this procedure, Attachment 2 is to be completed for deficiencies that are noted during prescribed testing or those identified in operation.

2.0 REFERENCES

- 2.1 OPEP-Appendix A, Emergency Response Resources
- 2.2 OPEP-04.6, Radiological Emergency Kit Inventories
- 2.3 Motorola - CP&L MOSCAD Siren System Operators Manual
- 2.4 OPEP-03.1.3, Use of Communications Equipment
- 2.5 OPT-48.1, Public Address System Speaker Test
- 2.6 OPT-93.0, EOF/TSC Building Emergency System Test
- 2.7 OPT-94.0, EOF/TSC Emergency Ventilation System Lineup Verification
- 2.8 OPM-ENG505, Covington Diesel Generator, Model 7123-7305
- 2.9 OPM-GEN008, Covington Diesel Generator Electrical Inspections
- 2.10 OOI-01.07, Notifications
- 2.11 OPT-96.0, ERDS Quarterly Test with NRC
- 2.12 IOI-03.4.1, Unit 1 Control Operator Daily Check Sheets

3.0 DEFINITIONS

3.1 Annually

At least once per 366 days.

3.2 Biweekly

At least once every other week.

3.3 EOF

Emergency Operations Facility

3.4 Monthly

At least once per 31 days.

3.5 Once per Calendar Year

Once anytime between January 1 and December 31.

3.6 Quarterly

At least once per 92 days.

3.7 TSC

Technical Support Center

3.8 JIC

Joint Information Center

3.9 OSC

Operational Support Center

4.0 RESPONSIBILITIES

4.1 Supervisor - Emergency Preparedness

Emergency Preparedness is responsible to ensure adequate and timely maintenance of the Emergency Facilities and equipment.

4.2 Interpath

Is responsible to maintain on-site equipment, including selective signaling, decision line and siren equipment, at the off-site locations.

4.3 State/County/NRC Agencies

Are responsible to maintain their radio equipment.

4.4 North Carolina Emergency Management (NCEM) Operations Center

The NCEM Operations Center is responsible to initiate the Decision Line test monthly.

5.0 INSTRUCTIONS

NOTE: Due to the coordination requirements with State and County agencies that are necessary in Emergency Preparedness Programs, some test/surveillances may not occur within the strict periodicity definitions included in this procedure. Scheduling will be done to minimize this occurrence and any surveillance/test performed that exceeds the procedural definition should be noted with information identifying the reason for the deviation. In any case, the tests/surveillance deviations that occur due to coordination problems should not prevent satisfaction of the 3.25 periodicity requirement.

5.1 Monthly Communications Test

Communications testing with off-site agencies will be conducted on a monthly basis to coincide with the State Procedures. This will normally be the first Tuesday of each month but may be adjusted (adjusted annually for holiday conflicts).

- 5.1.1 Transmit a test facsimile message (Attachment 5, BNP Fax Test Letter) to all EOCs and warning points and document on Attachment 1. The "Time" should be recorded as time the fax was sent; signature at the completion of the test documents all points acknowledge receipt.

5.1 Monthly Communications Test

- 5.1.2 Utilize the Selective Signalling System to simultaneously activate all warning points (Code 10-22). Conduct a roll call to validate operability and document on Attachment 1.
- 5.1.3 Utilize the Selective Signalling System to simultaneously activate all EOCs (Code 10-33). Conduct a roll call to validate operability and document on Attachment 1.
- 5.1.4 Proceed to the EOF for a test of the State Decision Line Phone. This will be initiated by the NCEM Operations Office. Answer the phone to support the test. Verify operability and document on Attachment 1.
- 5.1.5 Conduct a test of the VHF radio(s) from the TSC to the counties. Conduct a VHF radio test from the Control Room to a County. Verify operability and document on Attachment 1. (See OPEP-03.1.3 for use of VHF radios.)
- 5.1.6 Contact the NRC Region II office from both the EOF and the TSC using the telephone number listed in OPEP-Appendix A. This call must not be made from FTS-2000 telephones.
- 5.1.7 Contact South Carolina Bureau of Radiological Health using the telephone number listed in OPEP-Appendix A.
- 5.1.8 Notify the Control Room and inform them that testing of the FTS-2000 Telephone System is in progress and request that Control Room personnel disregard the Emergency Notification System (ENS) phone in the Control Room until notified testing is complete or the ENS telephone rings more than twice.

CAUTION

Do not leave the ENS phone in the simulator plugged into a live ENS jack. When testing of the ENS phone in the simulator is complete, unplug the phone from the live ENS jack and return it to the simulator booth ENS jack.

- 5.1.9 Conduct testing of the FTS-2000 Telephone System in the EOF and TSC. Document results of testing on Attachment 1. Telephone numbers for ENS and HPN calls to the NRC are posted on the phones and in OPEP-Appendix A. On-Site numbers for calling the FTS-2000 telephones are found in Attachment 1.

5.1 Monthly Communications Test

NOTE: On occasion, it may be necessary for the NRC Operations Center Duty Officer to delay calling back on the ENS and Health Physics Network (HPN) telephones due to a heavy volume of communications traffic. If the Duty Office cannot call back in a reasonable time, this section of Attachment 1 must be repeated at a later time.

- 5.1.10 Notify the Control Room that testing of the FTS-2000 Telephone System is complete and to no longer disregard rings on the ENS telephone.
- 5.1.11 Report any failures to the Telecommunications (Interpath) Help Desk (see OPEP-APPENDIX A for telephone number). Document each identified equipment problem on a separate Attachment 2.
- 5.1.12 Prior to returning equipment to service, verify operability by testing and document on Attachment 2. Individual telephones in the Selective Signaling System may be tested to determine operability. See Attachment 7, Selective Signalling Individual Location Telephone Numbers, for specific selective signal location numbers.
- 5.1.13 Forward completed documentation to Document Control with "OPEP-04.2" clearly identified on the transmittal form.

5.2 Siren Silent Test

NOTE: Refer to Attachment 8 for siren troubleshooting and return to service information.

A silent test of the Early Warning Siren System shall be completed on a biweekly frequency (26 times per year).

- 5.2.1 A silent siren report should printout each day at midnight, if not, demand a report by performing the following:
 - 1. Log onto the siren computer.
 - 2. Click <INTERROGATE> at the bottom of the screen.

5.2 Siren Silent Test

3. Click <ALL> to interrogate all sirens.
4. Click <OPERATOR> at the bottom of the screen to initiate commands.
5. Click <MANAGER> on the right side of the screen to obtain report capability.
6. Click <REPORT> on the lower right to print the test report.

5.2.2 Evaluate the Silent Report for failures. "Normal" on the printout in the Radio Communication column indicates acceptable test results.

<p>NOTE: Refer to OOI-01.07, Notifications, to determine if test results should be reported to the Control Room for reportability to the NRC.</p>
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5.2.3 Report any failures to Interpath Help Desk (see OPEP-APPENDIX A for telephone number) and notify the appropriate county. Document each identified equipment problem on a separate Attachment 2, Equipment Repair Form.

1. Notify counties when siren(s) are placed back in service and complete Attachment 2.

5.2.4 Forward the Silent Report printout and copies of Attachment 2 for any failures to Document Control for retention. Clearly identify "OPEP-04.2" on the transmittal form.

5.3 Siren Growl Test

A growl test of the Early Warning Siren System shall be completed quarterly (2nd Monday of January, April, July & October). Variation in test days may occur due to holidays or state/county request.

5.3.1 Coordinate with counties on an agreed-to test date; and ensure that a news release has been issued by Site Communications, in advance, announcing the date and time of test.

5.3 Siren Growl Test

- 5.3.2 Coordinate with Interpath to have a representative present during the test to ensure any siren failing the test can be quickly diagnosed and scheduled for repair; and notify Wilmington South Office of date and time of test.
- 5.3.3 Ensure that each of the following locations have been notified of the test time on the day of the test.
1. Control Room
 2. NRC Resident's Office
 3. Interpath Help Desk
 4. Visitors' Center
 5. Switchboard Operator
 6. Site Communications Office
 7. Wilmington South Office
- 5.3.4 On the test date, have both counties select and perform a growl test from their console.
- 5.3.5 Approximately 10 minutes after test initiation, a report should print at the siren computer. If not, demand a report as per Step 5.2.1.
- 5.3.6 Evaluate the Siren Growl Test Report for failures. Acceptable test results will be identified by a check mark (√) in the "Good Activation" column and "Normal" in the "Communication" column. An acceptable alternative is an observer at the siren site who verified that the siren sounded.

5.3 Siren Growl Test

NOTE: Refer to 00I-01.07, Notifications, to determine if test results should be reported to the Control Room for reportability to the NRC.

- 5.3.7 Report any failures to the Interpath Help Desk (see OPEP-APPENDIX A for telephone number) and the appropriate county. Document each identified equipment problem on a separate Attachment 2, Equipment Repair Form.
1. Notify counties when siren(s) are placed back in service and complete Attachment 2.
- 5.3.8 Forward the Growl Report printout and copies of Attachment 2 for any failures to Document Control for retention. Clearly identify "OPEP-04.2" on the transmittal form.

5.4 Siren Full Volume Test

A full volume test will be conducted on a once per calendar year basis.

- 5.4.1 Coordinate with counties/state to establish an agreed test date. This may be required during the emergency preparedness exercise with the state agencies.
- 5.4.2 Ensure that a news release has been issued by Site Communications, in advance, announcing the date and time.
- 5.4.3 Coordinate with Interpath to have a representative present during the test to ensure any siren failing the test can be quickly diagnosed and scheduled for repair; and notify Wilmington South Office of date and time of test.
- 5.4.4 Ensure that on the day of the test each of the following locations have been notified of the test time prior to performing the test.
1. Control Room
 2. NRC Resident's Office
 3. Interpath Help Desk

5.4 Siren Full Volume Test

4. Visitors' Center
5. Switchboard Operator
6. Site Communications Office
7. Wilmington South Office

- 5.4.5 On the test date, have both counties select and perform one separate full volume test or siren "Alert."
- 5.4.6 Approximately 10 minutes after test initiation, a report should print at the siren computer. If not, demand a report as per Step 5.2.1.
- 5.4.7 Evaluate the Siren Full Volume Test Report for failures. Acceptable test results will be identified by a check mark (√) in the "Good Activation" column, an X in the "Rotation" column, and "Normal" in the "Communication" column. An acceptable alternative is an observer at the siren site who verified that the siren rotated at least twice and sounded at full volume for approximately three minutes.

NOTE: Refer to 00I-01.07, Notifications, to determine if test results should be reported to the Control Room for reportability to the NRC.

- 5.4.8 Report any failures to the Telecommunications (Interpath) Help Desk (see OPEP-APPENDIX A for telephone number) and the appropriate county. Document each identified equipment problem on Attachment 2, Equipment Repair Form.
- 5.4.9 Notify counties when siren(s) are placed back in service and complete Attachment 2.
- 5.4.10 Forward the Alert Report printout and copies of Attachment 2 for any failures to Document Control for retention. Clearly identify "OPEP-04.2" on the transmittal form.

5.4 Siren Full Volume Test

- 5.4.11 In January, prepare and forward to the state of North Carolina and FEMA, a report certifying the successful testing of the Early Warning System sirens in the 10 mile EPZ. The report should state whether or not 90% operability of the system was attained.

5.5 Monthly Pager Test

- 5.5.1 Initiate a monthly pager test by contacting Security in the SAS and requesting BEN initiation with a code of 8 8 8.
- 5.5.2 Verify from the BEN printout that the 30 minimum staffing and NUREG-0654, Table B-1, positions responded within 15 minutes of BEN initiation.
- 5.5.3 Document results and submit to Document Control for retention.
- 5.5.4 Document any pagers identified as not responding to the pager test on Attachment 2, Equipment Repair Form. Contact Information Technology for repair.

5.6 Quarterly Checklist

- 5.6.1 Complete Attachment 3, OSC/TSC/EOF/JIC Quarterly Checklist, on a quarterly basis to verify operability and availability of equipment and materials. Administrative supplies will be supplemented as necessary.
- 5.6.2 Complete Attachment 9, JIC Telephone Operability Checklist, to verify operability of telephones in the JIC storage bins. Operability is determined by plugging the phone into a jack and successfully completing a call to another phone.
- 5.6.3 Document equipment problems and resolution on Attachment 2, Equipment Repair Form.
- 5.6.4 Forward documentation to Document Control with "OPEP-04.2" clearly identified on the transmittal form.

5.7 Dose Projection/Environmental Monitoring Cabinet Inventory List

Complete Attachment 6, Dose Projection/Environmental Monitoring Cabinet Inventory List, on at least a quarterly basis. A "spot check" should be conducted following each drill or event to ensure adequate supplies. Forward documentation to Document Control with "OPEP-04.2" clearly identified on the transmittal form.

5.8 Miscellaneous Supplies Guide

Complete Attachment 4, Miscellaneous Supplies Guide (OSC/TSC/EOF/JIC) on at least a quarterly basis to verify necessary supplies are in place. A "spot check" should be conducted following each drill or event to ensure adequate supplies. Forward documentation to Document Control with "OPEP-04.2" clearly identified on the transmittal form.

5.9 OPEP-APPENDIX A Review

A review of OPEP-APPENDIX A will be conducted on a quarterly basis to verify names, phones, and qualification status of individuals listed. Appendix A should be compared to the current ERO Team List. Individuals should be notified to verify office, home, and pager phone numbers. Appendix A will be revised if needed by Emergency Preparedness.

5.10 Other Tests

- 5.10.1 Schedules for testing at prescribed frequencies defined in this procedure will be maintained by Emergency Preparedness.
- 5.10.2 Public Address units in the TSC and EOF are tested per OPT-48.1 on a quarterly basis by Operations.
- 5.10.3 TSC/EOF emergency diesel generator is tested per PMs, ENG505, and GEN008 at prescribed frequencies by Maintenance.

5.10 Other Tests

- 5.10.4 TSC/EOF ventilation is tested per OPT-93.0 and OPT-94.0 by Maintenance at prescribed frequencies. OPT-93.0 is coordinated by the System Engineer. OPT-94.0 is coordinated by Operations.
- 5.10.5 Radiological Emergency Kits are inventoried by E&RC and Operations at prescribed frequencies per OPEP-04.6.
- 5.10.6 FTS-2000 ERDS telephone lines are tested on a quarterly basis per OPT-96.0 by Information Technology.
- 5.10.7 Control Room FTS-2000 ENS phones are tested monthly per 1OI-03.4.1 by Operations.
- 5.10.8 Test the satellite phone on at least a quarterly basis. Problems experienced should be documented and resolved via Attachment 2, Equipment Repair Form.

6.0 RECORDS

Documentation of the described tests should be retained and sent to Document Control as described in each surveillance.

ATTACHMENT 1
Page 1 of 4
BNP Communications Test

AGENCY	METHOD OF CONTACT	PERSON CONTACTED	TIME
- Fax test to all WPs & EOCs	Fax	N/A	
- Brunswick County WP	Selective Signalling		
- New Hanover County WP	Selective Signalling		
- State Warning Point	Selective Signalling		
- Brunswick County EOC	Selective Signalling		
- New Hanover County EOC	Selective Signalling		
- NCEM Operations Center	Selective Signalling		
- Coast Guard MSO EOC	Selective Signalling		
- Coast Guard Ft. Macon EOC	Selective Signalling		
- State/County	Decision Line		
- TSC to Brunswick County	VHF Radio		
- TSC to New Hanover County	VHF Radio		
- Control Room to either County	VHF Radio		
- NRC (Region II office) from EOF	Bell System		
- NRC (Region II office) from TSC	Bell System		
- South Carolina Bureau of Radiological Health	Bell System		
Comments:			

ATTACHMENT 1
Page 2 of 4
BNP Communications Test

Technical Support Center (TSC)

Initials / Time

Notified Control Room of start of FTS 2000 testing	_____ / _____
ENS (Room 144) call to the NRC completed successfully	_____ / _____
Person contacted: _____	
Call from NRC to ENS (Room 144) received successfully	_____ / _____
ENS (Room 144) call to PMCL (Room 144) completed successfully	_____ / _____
PMCL (Room 144) call to HPN (Room 143) completed successfully	_____ / _____
HPN (Room 143) call to ENS* (Room 149) completed successfully	_____ / _____
ENS* (Room 149) to HPN* (Room 149) completed successfully	_____ / _____
HPN*(Room 149) to OCL *(Room 149) completed successfully	_____ / _____
OCL*(Room 149) to RSCL *(Room 150) completed successfully	_____ / _____
RSCL*(Room 150) to ENS (Room 144) completed successfully	_____ / _____
Notified Control Room that FTS 2000 testing is complete	_____ / _____

* Phone may not be plugged into jack. Phone must be plugged into jack prior to test

FTS 2000 On-Site Phone Numbers:

Emergency Notification System (ENS)	700-256-0202
Health Physics Network (HPN)	700-256-0206
Management Counterpart Link (MCL)	700-256-0204
Operation Center LAN (OCL)	700-256-0203
Protective Measure Counterpart Link (PMCL)	700-256-0200
Reactor Safety Counterpart Link (RSCL)	700-256-0205

ENS and HPN numbers for contacting the NRC are found in OPEP-Appendix A or posted on the telephones.

Comments: _____

ATTACHMENT 1
Page 3 of 4
BNP Communications Test

<u>Emergency Operations Facility (EOF)</u>	<u>Initials</u> / <u>Time</u>
Notified Control Room of start of FTS 2000 testing	_____ / _____
ENS (EOF NRC Room) call to the NRC completed successfully	_____ / _____
Person contacted: _____	
Call from NRC to ENS (EOF NRC Room) received successfully	_____ / _____
ENS (EOF NRC Room) call to RSCL (EOF NRC Room) completed successfully	_____ / _____

CAUTION

Do not leave the ENS phone in the simulator plugged into a live ENS jack.
When testing of the ENS phone in the simulator is complete, unplug the phone from the live ENS jack and return it to the simulator booth ENS jack.

RSCL (EOF NRC Room) call to ENS (in Simulator) call completed successfully	_____ / _____
ENS (in Simulator) call to EOF HPN (Room 123) completed successfully	_____ / _____
HPN (Room 123) call to PMCL* (Room 128) completed successfully	_____ / _____
PMCL* (Room 128) call to HPN* (Room 128) completed successfully	_____ / _____
HPN* (Room 128) call to ENS* (Room 131) completed successfully	_____ / _____
ENS* (Room 131) call to OCL* (Room 131) completed successfully	_____ / _____
OCL* (Room 131) call to MCL* (Room 131) completed successfully	_____ / _____
MCL* (Room 131) call to EOF ENS (EOF NRC Room) completed successfully	_____ / _____
Notified Control Room that FTS 2000 testing is complete	_____ / _____

* Phone may not be plugged into jack. Phone must be plugged into jack prior to test

ATTACHMENT 1
Page 4 of 4
BNP Communications Test

FTS 2000 On-Site Phone Numbers:

Emergency Notification System (ENS)	700-256-0202
Health Physics Network (HPN)	700-256-0206
Management Counterpart Link (MCL)	700-256-0204
Operation Center LAN (OCL)	700-256-0203
Protective Measure Counterpart Link (PMCL)	700-256-0200
Reactor Safety Counterpart Link (RSCL)	700-256-0205

ENS and HPN numbers for contacting the NRC are found in OPEP-Appendix A or posted on the telephones.

Comments: _____

The communication systems listed above have been tested, problems have been identified on Attachment 2, Equipment Repair Forms, and documentation assembled for retention.

Completed by: _____

Date: _____

ATTACHMENT 2
Page 1 of 1
Equipment Repair Form

Person Identifying Problem: _____

Equipment Out of Service: _____

Description of Problem: _____

Problem Reported To: _____

Date/Time

EFFECTED AGENCIES CONTACTED:

Name of Contact/Agency: _____

Date/Time

Explanation of Repair: _____

Equipment Retested and Restored to Service: _____ / _____

Signature

Date

Previously Contacted Agencies Notified: _____ / _____

Signature

Date

Route to Document Control as specified in this procedure.

ATTACHMENT 3
Page 1 of 3
OSC/TSC/EOF/JIC Quarterly Checklist

CORRECT DISCREPANCIES WHICH CAN BE CORRECTED AS THIS CHECKLIST IS BEING COMPLETE. DOCUMENT ALL OTHERS.

1. Emergency Lighting

Test operation of emergency lights by depressing the "Test" button and verifying both lamps illuminate: (See Note)

	Initial/Date
-EOF Command Room	/
-Room 128 (EOF)	/
-TSC Command Room	/
-TSC ERFIS Area	/
-Room 138 (TSC)	/
-Room 139 (TSC)	/
-Room 149 (TSC)	/
-Room 150 (TSC)	/

2. Clocks

Verify the correct time is displayed and check battery (replace if needed)

-EOF Command Room	/
-Room 128 (EOF)	/
-TSC Command Room	/
-TSC ERFIS Area	/
-Room 138 (TSC)	/
-Room 139 (TSC)	/
-Room 149 (TSC)	/
-Room 150 (TSC)	/

3. Copiers

Fill paper trays and verify copy quality

-EOF	/
-TSC	/
-JIC (See OPEP-02.6.29 for location of the 4 copiers at BCC)	/

ATTACHMENT 3
Page 2 of 3
OSC/TSC/EOF/JIC Quarterly Checklist

4. Facsimile/Telecopiers
Fill paper trays and verify correct date and time is displayed
- EOF Outgoing /
 - EOF Incoming /
 - TSC /
 - JIC (See OPEP-02.6.29 for locations of the 4 fax machines) /
5. Public Address/Intercom System
Verify operability including volume levels in each room. (Replace batteries, if necessary)
- EOF /
 - TSC /
 - OSC /
 - JIC /
6. Communications Equipment
- Verify operability of automatic ring down phones
 - ERM to SEC /
 - CM to CD /
 - SEC to Control Room /
 - Conduct quarterly test of Satellite Telephone /
 - Conduct test of state Environmental Monitoring Team remote radio in the EOF /
 - Conduct test of the Site Environmental Monitoring Team radio and cellular telephone in the EOF /
 - Conduct test of the phone line from the U1 & U2 Remote Shutdown Panels to the TSC /
7. Equipment
- Check the material condition of all communications headsets /
 - Replace batteries in PI Specialist headsets (JIC) /
 - Check the material condition and readiness of all facility rooms /
 - Verify 10 copies of SPDS large sheets are available (TSC and EOF) /

NOTE: Emergency lighting batteries have a 5-year expected lifetime. Replace with "Sure-Lite", Part #026-117-SP, from Cameron & Barkley.

NOTE: Communications headsets batteries should be changed out annually.

ATTACHMENT 3
Page 3 of 3
OSC/TSC/EOF/JIC Quarterly Checklist

- | | | |
|----|--|---|
| 8. | Verify current authentication codes provided by the state are located with the Plant Emergency Procedures in the following facilities: | / |
| | -EOF | / |
| | -TSC | / |
| | -Control Room | / |
| | -Simulator Control Room | / |

Comments: _____

The inventories listed above have been completed, discrepancies identified, and actions taken to resolve differences.

_____ Signature	_____ Date
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ATTACHMENT 4
Page 1 of 9
Miscellaneous Supplies Guide
(TSC Room 143)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
24	EXPO dry erase markers (various colors)		
12	Black "Flair Type" markers		
12	Red "Flair Type" markers		
15	Highlighters		
2	Staplers		
2 bx	Staples		
3	Staple Removers		
3 bx	Thumb tacks or push pins		
1	Tape dispenser		
4 rls	Transparent Tape		
1 rl	Masking tape		
1 rl	Duct tape		
2 bx	Small binder clips		
2 bx	Medium binder clips		
2 bx	Large binder clips		
2 bx	Regular paper clips		
1 bx	Rubber bands (Various sizes)		
1 pair	Scissors		
75	Black ballpoint pens		
1	Portable first aid kit		
2	Stenographer pads		
12	Lined pads		
10	Telephone message pads		

ATTACHMENT 4
Page 2 of 9
Miscellaneous Supplies Guide
(TSC Room 143)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
100	Speed SNAP-A-WAY memos		
10	Logbooks		
5	CP&L telephone directories		
15	ROLM operating instructions		
5	Local telephone directories		
1 ream	Copier paper		
12	Flashlights with batteries		
24	D-cell batteries		
5	Radar lights with batteries		
5	Batteries for Radar lights		
8	AA batteries for microphones		

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 4
Page 3 of 9
Miscellaneous Supplies Guide
(EOF Room 122)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
24	EXPO dry erase markers (various colors)		
12	Black "Flair Type" markers		
12	Red "Flair Type" markers		
15	Highlighters		
2	Staplers		
2 bx	Staples		
3	Staple Removers		
3 bx	Thumb tacks or push pins		
1	Tape dispenser		
4 rls	Transparent Tape		
1 rl	Masking tape		
1 rl	Duct tape		
2 bx	Small binder clips		
2 bx	Medium binder clips		
2 bx	Large binder clips		
2 bx	Regular paper clips		
1 bx	Rubber bands (Various sizes)		
1 pair	Scissors		
75	Black ballpoint pens		
1	Portable first aid kit		
2	Stenographer pads		
12	Lined pads		
10	Telephone message pads		

ATTACHMENT 4
Page 4 of 9
Miscellaneous Supplies Guide
(EOF Room 122)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
100	Speed SNAP-A-WAY memos		
10	Logbooks		
5	CP&L telephone directories		
15	ROLM operating instructions		
5	Local telephone directories		
1 ream	Copier paper		
12	Flashlights with batteries		
24	D-cell batteries		
5	Radar lights with batteries		
5	Batteries for Radar lights		
8	AA batteries for microphones		

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 4
Page 5 of 9
**Miscellaneous Supplies Guide
(JIC Command Room)**

Minimum Quantity	ITEM	Remarks	Verified (Initials)
24	EXPO dry erase markers (various colors)		
12	Black "Flair Type" markers		
12	Red "Flair Type" markers		
15	Highlighters		
2	Staplers		
2 bx	Staples		
3	Staple Removers		
2 bx	Thumb tacks or Push Pins		
1	Tape dispenser		
4 rls	Transparent Tape		
1 rl	Masking tape		
1 rl	Duct tape		
2 bx	Small binder clips		
2 bx	Medium binder clips		
2 bx	Large binder clips		
2 bx	Regular paper clips		
1 bx	Rubber bands (Various sizes)		
1 pair	Scissors		
36	Black pens		
1	Portable first aid kit		
12	Lined pads		
2	Telephone message pads		

ATTACHMENT 4
Page 6 of 9
Miscellaneous Supplies Guide
(JIC Command Room)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
1 each ERO position	Logbooks		
4	CP&L Directory		
1	Local Directory		
5 reams	Copier paper		
12	AA batteries		
1 box	News release paper		
5 pks	Post-it Notes		

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 4
Page 7 of 9
**Miscellaneous Supplies Guide
(OSC Locker)**

Minimum Quantity	ITEM	Remarks	Verified (Initials)
1	Telephone monitor		
11	Rolm phones		
2	Pushbutton phones		
1	Dry erase marker cleaner solution		
1 box	Kim Wipes		
12	Note pads		
6	Logbooks		
6	CP&L Telephone Directories		
12	Pens		
12	Pencils		
1	Stapler		
1	Procedures - Set of Controlled PEPs		
2	Event Classification sign sets (UE, Alert, SAE, GE)		
2	No Eating/Drinking/Smoking signs		
24	Disposable shavers		
2 cans	Shaving cream		
1	Drop cord		
1	Multistrip		
6	Flashlights with batteries		
12	D-cell batteries		
2	Radar lights with batteries		
2	Batteries for Radar lights		

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 4
Page 8 of 9
Miscellaneous Supplies Guide
(JIC Odell Williamson Auditorium)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
10	Media Handbooks		
1 box	Media Badges		
100	Public Information Brochures		
2	Clipboards		
24	Black Pens		
1 pair	Scissors		
12	Lined Pads		
1	Telephone Message Pad		
12	Dry Erase Markers (various colors)		
8	Highlighters		
2	Staplers		
2 bx	Staples		
2	Staple Removers		
1	Tape Dispenser		
2 rls	Transparent Tape		
1 rl	Duct Tape		
1 bx	Small Binder Clips		
1 bx	Medium Binder Clips		
2 bx	Regular Paper Clips		
1 bx	Rubber Bands		
2	CP&L Directory		
1	Local Directory		
2 reams	Copy Paper		

ATTACHMENT 4
Page 9 of 9
Miscellaneous Supplies Guide
(JIC Odell Williamson Auditorium)

Minimum Quantity	ITEM	Remarks	Verified (Initials)
2 pks	Post-it Notes		
1 each ERO position	Logbooks		
1	Event Classification Sign sets (UE, Alert, SAE, GE)		

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 5
Page 1 of 1
BNP Fax Test Letter

DATE _____

TO: Brunswick County Warning Point
New Hanover County Warning Point
N. C. State Warning Point (NC Highway Patrol Communications Center)
Brunswick County EOC
New Hanover County EOC
NCEM Operations Center, Raleigh EOC
Coast Guard Fort Macon Station EOC
Coast Guard MSO, Wilmington EOC

FROM: CP&L Brunswick Nuclear Plant

This is a test of the BNP emergency facility telecopier function to off-site agencies. Upon receiving this message, please call _____ and leave a voice mail message confirming you received this fax.

Thank you

CP&L Brunswick Plant
Emergency Preparedness Unit

ATTACHMENT 6

Page 1 of 2

Dose Projection/Environmental Monitoring Cabinet Inventory List

Minimum Quantity	ITEM	Remarks	Verified (Initials)
2	Staplers		
2	Staple Removers		
1 box	Staples		
1	Scientific Calculator		
1	Drawing Compass		
12	Pens		
12	Pencils		
4	Dry-Erase Markers		
4	Fine-line Markers		
1 ream	Copier Paper		
6	Lined Pads		
1 box	Carbon Paper		
3	Rulers (long/regular size)		
4 rolls	Transparent Tape		
1 box	Paper Clips		
6	Highlighters		
2	Flashlights		
4	D Cell batteries		
1	Extension Cord		
3	Multi-Outlet Strips		
2	Logbooks (Dose Proj. Coord/EMTL)		
1	Computer Mouse		
1	Computer Keyboard		
1	CPLDOSE Program Diskette		

Dose Projection/Environmental Monitoring Cabinet Inventory List

REFERENCE MATERIALS	Verified (Initials)
Reg. Guide 1.109 (October 1977)	
Binder containing the following: *NUREG / CR-3011, "Dose Projection Considerations for Emergency Conditions at Nuclear Power Plants" (1983) *Stone and Webster Radiological Conseq. *NRC Accident Source Term	
Technical Basis for CPL Dose (March 1995)	
Meteorology and Atomic Energy (1968)	
Handbook of Health Physics and Radiological Health, Third Edition	
NUREG / CR-2298, USDOE, "Measurement of Release of Rad. Xenon, Krypton, and Iodine from UO2 at Typical Light Water Reactor Conditions and Comparison with Release Models", November 1981	
Rad. Decay Data Tables (2 copies), 1981	
NUREG / CR-2260, NUS 3854, "Technical Basis for Reg. Guide 1.145, Atmospheric Dispersion Models for Potential Accident Consequence Assessments at Nuclear Power Plants", 1981	
NUREG / CR-2907, "Radioactive Materials Released from Nuclear Power Plants, Annual Report 1993"	
NUREG 0771, "Regulatory Impact of Nuclear Accident Source Term Assumptions" (1981)	
NTIS Workbook of Atmospheric Dispersion Estimates (1970)	
Manual of Protective Action Guides and Protective Actions for Nuclear Incidents - EPA (1992)	
NUREG / CR-1918-ORNL/NUREG-79, "Dose Rate Conversion Factors for External Exposure to Photons and Electrons (August 1981)	
Plant Emergency Procedures (PEPs)	

This inventory has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date

ATTACHMENT 7

Page 1 of 1

Selective Signaling Individual Location Telephone Numbers

1. Warning Points (WPs)

Brunswick County 10-87
New Hanover County 10-89
State 10-86

2. Emergency Operations Centers (EOCs)

Brunswick County 10-95
New Hanover County 10-96
State Operations Center 10-93
Coast Guard MSO (Wilmington) 10-97
Coast Guard T. Macon 10-92

3. BNP Locations

Control Room 10-82
EOF 10-84
TSC 10-83
PBX Room (Rm 136) 10-85

4. Group Numbers

All Warning Points 10-22
All EOCs 10-33
All Warning Points & EOCs 10-44
All BNP Locations 10-55

ATTACHMENT 8

Page 1 of 1

Siren System Guidelines for Troubleshooting and Restoration

On receipt of various alarms, completion of repair work, or restoration to service for other reasons, the following should be used as a guideline for appropriate testing to determine if the siren is fully operable and available.

NOTE: The appropriate county Emergency Management Agency should be notified and give approval prior to any growl testing or daytime rotation testing.

Indication	Comments	Required Test
Sensor Alarms		
Master Current Sensor	Indicates the chopper motor has no power. The siren will not produce sound.	Growl Test
Master Current Sensor with False Activation	If these alarms occur together with no other indications of problems, the alarm is probably due to local electromagnetic interference (nearby radios, thunderstorms, etc.). No damage to the siren is likely to have occurred.	Interrogation (Silent Siren) Test
Rotation	This could indicate the siren did not rotate or it has a bad rotation sensor. Required testing following repair is the same in either case.	Rotation Test
Pressure	This alarm indicates the siren failed to produce sound or has a bad pressure sensor. Required testing following repair is the same in either case.	Growl Test
Siren Alarms		
Activation Failure	This alarm could indicate any of several problems from communications failure to equipment failures. Other alarms may indicate what caused the failure.	Growl Test Rotation Test
Partial Failure	This alarm will be associated with one or more of the Siren Sensor Alarms. Test as required by the Sensor Alarms.	Test for appropriate Sensor Alarms
False Activation	This alarm will be associated with one or more of the Siren Sensor Alarms. Test as required by the Sensor Alarms.	Test for appropriate Sensor Alarms
Intrusion	Indicates MOSCAD cabinet has been opened, usually for work on siren. Note: Unauthorized opening could be vandalism.	None
Site AC Voltage No damage to siren	Site power has failed. Power is lost due to a loss of power to the surrounding area with no reason to suspect damage to the siren.	Interrogation Test
Site AC Voltage with other Alarms	Site power has failed. Other parts of the system are indicating problems or power loss due to nearby lightning strike, high winds, or other severe weather.	Growl Test Rotation Test
MOSCAD Alarms		
RTU AC Voltage No other alarms	AC power to the MOSCAD cabinet has failed. No other damage to the siren is suspected.	Interrogation Test
RTU AC Voltage With other alarms	AC power to the MOSCAD cabinet has failed. Other alarms are present prior to power failure or do not clear after.	Growl Test Rotation Test
RTU Communication No other alarms	Communication between the Field Interrogation Unit (FIU) and the siren Remote Terminal Unit (RTU) has failed.	Interrogation Test
RTU Communication With other alarms	Communication between the Field Interrogation Unit (FIU) and the siren Remote Terminal Unit (RTU) has failed.	Test for appropriate Sensor or other alarm
RTU Battery	The MOSCAD Backup battery has failed. This battery does not affect operability as site AC power is required to activate the siren. The battery only maintains the MOSCAD components.	None required or, if desired, Interrogation Test

ATTACHMENT 9
Page 1 of 2
JIC Telephone Operability Checklist

Location (per OPEP-02.6.29)	Phone	Comments	Verified (Initial)
A. JIC Command Room			N/A
Table A	754-9741		
	754-9721		
	754-9742		
Table B	754-8766		
	754-8781		
	Polycom Speakerphone (Soundstation)		
Table C	754-8753		
Table D	754-9784		
	754-9795		
	754-9833		
	754-9730		
	754-9842		
	754-9778		
	754-8813		
	754-8785		
Table E	754-9765		
Table F	754-9949		
	754-9933		
	754-9912		
	754-9806		
	754-9827		
	754-9820		

ATTACHMENT 9
Page 2 of 2
JIC Telephone Operability Checklist

Location (per OPEP-02.6.29)	Phone	Comments	Verified (Initial)
Table G	754-8824		
Table H	754-9677		
	754-9667		
	754-9688		
	754-9668		
Table J	754-9664		
	754-9665		
	754-9661		
	754-9662		
Table K	754-8745		
	754-8720		
	754-8702		
	754-8707		
Cell Phones	619-0747		
	619-0745		
B. Odell Williamson Auditorium			N/A
	754-9966		
	754-8842		
	754-8854		
	754-8901		
	754-8911		
	754-9866		
	754-9994		

This operability checklist has been completed, discrepancies noted, and actions have been taken to restore acceptable quantity.

Signature

Date