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Nuclear Energy**

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The Northeast Utilities System

08-28-2000  
Docket Nos. 50-245  
50-336  
50-423  
B18203

Re: 10 CFR 50, Appendix E  
10 CFR 50.47(b)(5)

U.S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555

Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3  
Emergency Plan Implementing Procedure (EPIP) 4404  
Revision 006, Minor Revision 02

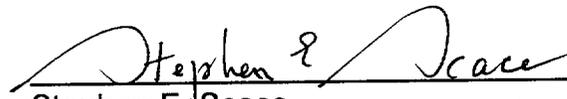
The purpose of this letter is to inform the Nuclear Regulatory Commission (NRC) Staff that EPIP 4404, Revision 006, Minor Revision 02 "Notifications and Communications," was implemented on August 11, 2000. Attachment 1 is the revised procedure.

There are no commitments contained within this letter.

If you have any additional questions concerning this submittal, please contact Mr. Paul R. Willoughby at (860) 447-1791, extension 3655.

Very truly yours,

**NORTHEAST NUCLEAR ENERGY COMPANY**

  
\_\_\_\_\_  
Stephen E. Scace  
Director - Nuclear Oversight and  
Regulatory Affairs

cc: See next page

A045

Attachment (1)

cc: H. J. Miller, Region I Administrator  
J. B. Hickman, NRC Project Manager, Millstone Unit No. 1  
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Attachment 1

Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3

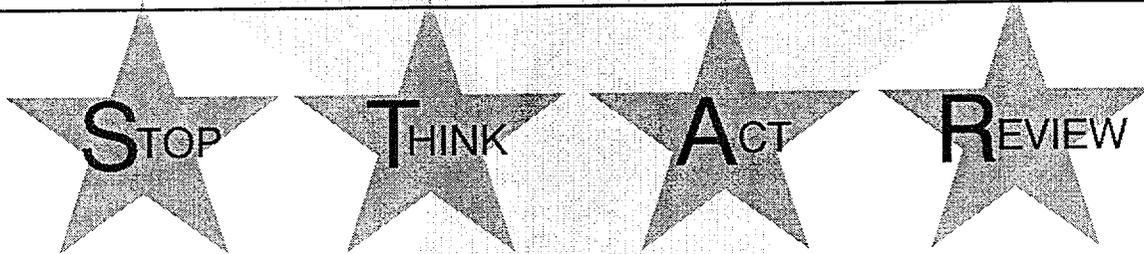
Emergency Plan Implementing Procedure 4404  
Revision 006, Minor Revision 02

MILLSTONE NUCLEAR POWER STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURE



Notifications and Communications

EPIP 4404  
Rev. 006-02



Approval Date: 8/10/00

Effective Date: 8/11/00

Level of Use  
**General**

**Millstone All Units  
Emergency Plan Implementing Procedure**

**Notifications and Communications**

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## 1. PURPOSE

### 1.1 Objective

Provide guidance to the Shift Technician, or other qualified ENRS operator for performance of prompt notifications for reportable events classified as NRC and State Posture Code emergency events.

### 1.2 Discussion

This procedure ensures timely completion of the following, in descending order of priority:

- Notification of State Agencies
- Notification of Towns (Local Officials)
- Notification of NRC
- Performance of administrative actions

Reporting time limits for NRC and State Posture Code emergency events are as follows:

- Regulations require that notification to DEP Monitoring and Radiation Control Division and Local Officials shall be accomplished within 15 minutes of an emergency event classification (e.g., Unusual Event and above).
- NRC regulations require the licensee to notify the NRC immediately after notification to the State DEP Monitoring and Radiation Control Division and not later than one hour after declaration of an emergency classification.

In situations involving multiple events at different units, the event classification reported shall reflect the most severe event. For example, if Unit 2 is experiencing an Alert (Charlie-One) event and Unit 3 is experiencing a Site Area Emergency (Charlie-Two) event, the event shall be reported as a Site Area Emergency (Charlie-Two) event. The lesser event shall be reported in an update radiopager message. Both events shall be reported to the NRC via the ENS.

Unless an event is being de-escalated, a lower classification event IRF radiopager message shall not be reported once a higher classification event has been reported.

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The IRF is processed with the "Additional Information" section being filled in and recorded.

If an IRF is to be released with the "Additional Information" section entered and recorded and the circumstances or conditions which caused the report have been corrected, only one IRF is required. The following applies:

- The event is self terminating with the release of the initial IRF.
- The "A further report will not be given" block shall be checked.

## 2. PREREQUISITES

### 2.1 **General**

- 2.1.1 The event has been classified using EPIP 4400, "Event Assessment, Classification, and Reportability."
- 2.1.2 SERO activation is not required to use this procedure.
- 2.1.3 EOF activation is required to transfer notification responsibilities to the EOF.

### 2.2 **Documents**

- 2.2.1 EPUG 08B, "Millstone Emergency Plan Resource Book"
- 2.2.2 EPIP 4400, "Event Assessment, Classification, and Reportability"

### 2.3 **Responsibilities**

- 2.3.1 After the EOF has been activated, the EOF DSEO approves completed IRFs.
- 2.3.2 After the EOF has been activated, the MOC directs and coordinates the transfer of NRC notification responsibilities from the control room to the EOF.

2.3.3 After the EOF is activated, the ADEOF is responsible for the following:

- Direction of on-call Shift Technician
- Update and reclassification notifications
- Termination notifications

## 2.4 Definitions

2.4.1 ADEOF – Assistant Director Emergency Operations Facility

2.4.2 CV – Callback Verification (i.e., individuals by group)

2.4.3 Deactivate – To place a system, component, or organization in an inactive condition

2.4.4 UE – Unusual Event

2.4.5 Applicable unit – Any unit which is directly affected by an event

2.4.6 Incident description – “Additional Information” section of the Incident Report Form (IRF) providing a description of the event

2.4.7 Initial report – The first notification to the NRC, State and Local Officials, and applicable personnel that reports an NRC classification and State Posture Code emergency event.

2.4.8 Lead unit – The unit which assumes classification responsibilities for reportable events. The lead unit may be any of the following:

- In unit specific events, the applicable unit
- For non-unit specific events, (i.e., station security, hurricane, earthquake, fitness for duty, etc.) Unit 3 is the lead unit, unless otherwise designated.
- In situations involving multiple events, the unit experiencing the most severe event has the lead.
- A non-affected unit may be requested to assume the lead by the affected unit (e.g., loss of control room habitability).

2.4.9 Notification time – The time the IRF message is released (reported on).

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- 2.4.10 Prompt notification – The official notification to the State DEP Monitoring and Radiation Control Division and Local Officials within 15 minutes of classification, and notification to the NRC immediately after notification to the State DEP and not later than one hour after declaration of an emergency classification.
- 2.4.11 Reclassification report – A prompt notification, subsequent to the initial report, to State and Local Officials, the NRC, and applicable personnel that reports an escalation or de-escalation of event classification relative to the previous report.
- 2.4.12 Shift Technician (ST) – Responsible for ENRS initiation and notifications.
- 2.4.13 Termination report – The final notification to State and Local Officials, the NRC, and applicable personnel that reports termination of the event. For Unusual Event (Delta-Two), the initial report may also serve as the termination report if the event has been corrected in time for the initial report. The “further report will not be given” block will be checked and an event termination message will be automatically printed on the IRF.
- 2.4.14 Update report – A notification, subsequent to the initial report, to State and Local Officials, the NRC and applicable personnel, that reports additional information on the event, but does *not* escalate or de-escalate classification of the event.

### 3. PRECAUTIONS

- 3.1 The potential of an incident escalating to a higher incident classification must always be a primary concern when evaluating emergency plant conditions.
- 3.2 All Unusual Events and higher reportable events may require two or more radiopager messages to be issued; the prompt report and one or more update messages with "Additional Information" updates and, as appropriate, a termination message.
- 3.3 Organization and time restrictions include the following:
- Prior to SERO activation only the SM/CR DSEO is authorized to perform classifications and authorize notifications. The CR DSEO is relieved of classification responsibility by the ADTS after TSC activation, and notification responsibility by the EOF DSEO, after EOF activation.
  - Notification of State and Local Officials via the ENRS shall be initiated within 15 minutes of the classification (or reclassification) of any Emergency Action Level Table event. (UE or above)
  - The State EOC may assume responsibility for off--site notifications.
- 3.4 If a pager, telephone, or telephone number does not function as expected, the following alternate resources should be used and the malfunction corrected at a later date:
- Tri--Town Radio
  - Alternate phone lines (trunk, cellular)
  - Alternate phone listings
- 3.5 When using ENRS, failure to select the correct scenario (i.e., classification or group to page) may result in unwarranted activation or the release of misinformation.
- 3.6 All NRC communications and notifications should be logged.
- 3.7 If Local Area Communications (LAN) are lost, and "RapidReach" primary and backup are out of service (inoperable), any messages must be sent using "EasyView Remote" followed by Faxworks Section 4.8.

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- 3.8 "EasyView Remote" eliminates entering and recording the IRF.
- 3.9 If "EasyView Remote" fails, any messages must be sent using Security (SAS) assistance Section 4.8.

#### 4. INSTRUCTIONS

##### NOTE

1. For events that activate the SERO, the Unit 3 Shift Technician may be relieved of notification responsibilities by an on-call Shift Technician in the EOF. In this case, a formal turnover of notification responsibilities from the control room to the EOF is required.
2. Emergency notification responsibilities of the Unit 3 Shift Technician may be delegated to another qualified ENRS operator.

Shift  
Technician in  
CR or EOF

#### 4.1 Initial Actions

- 4.1.1 LOG-ON to ENRS terminal.
- 4.1.2 COMPLETE Attachment 1, "Nuclear Incident Report Form (IRF)."

##### NOTE

1. Meteorological data is available from SPDS or OFIS.
2. If a radiological release path is unknown, the control room Met Tower 142' elevation should be used.
3. If located in the EOF, the ADEOF should be consulted for the correct Met Tower data for release path.

#### 4.1.3 ENTER meteorological data as follows:

- IF data is available, ENTER data in "Current Site Wind" and "Forecast Site Wind" sections.
- IF data is *not* available, ENTER NA in the "Current Site Wind" and "Forecast Site Wind" sections.

#### 4.1.4 OBTAIN SM or EOF DSEO authorization signature on written IRF.

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**NOTE**

Telephone calls to alert the affected unit NRC Resident Inspector of impending radiopager notification are to be performed **when time permits**.

CR DSEO or Designee

4.1.5 Within 1 hour, **PERFORM** the initial NRC notification, as follows:

**NOTE**

1. State of Connecticut posture codes, (e.g., Delta-One, etc.) shall not be used when notifying the NRC of reportable events.
2. It is good practice to notify the NRC of the next planned report, e.g., one hour.

- a. **RECORD** applicable information for event on Attachment 4 "NRC Event Notification Form."
- b. Refer To and **COMPLETE** Attachment 2, "NRC Notification Checklist."
- c. **IF** ENS is not operable, Go To Section 4.9, "ENS Failure."

– End of Section 4.1 –

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## 4.2 Radiopager Notifications

- 4.2.1 OPEN "RapidReach Primary" folder and "RapidReach" icon.
- 4.2.2 At "RapidReach Login" screen, SELECT user ID and ENTER password.
- 4.2.3 OPEN "EasyView" icon.
- 4.2.4 At "EasyView Login" screen, SELECT user ID and ENTER password.
- 4.2.5 IF ENRS primary is *not* operable, Refer to Section 4.7 and PERFORM backup and remote operation.
- 4.2.6 ENTER IRF data, as follows:
  - a. OPEN "IRF" form.
  - b. Using Attachment 1, ENTER IRF information into IRF template.
  - c. PRINT IRF and VERIFY information is correct.
- 4.2.7 OBTAIN SM or EOF DSEO initials on printed IRF.
- 4.2.8 SAVE IRF as follows:
  - a. SELECT "File" and "Print."

### NOTE

Saving the IRF form to "Print-to-Image" attaches the fax to the radiopager message.

- b. SELECT "Print-2-Image."
- c. At "Select Configuration" box, SELECT appropriate setup.
- d. At "Select Message to Fax," screen, SELECT "Root" tree.
- e. At "Root" tree, SELECT appropriate message (e.g., Emergency Call-Outs, etc.).

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- 4.2.9 RECORD IRF data, as follows:
- a. MAXIMIZE "RapidReach" screen.
  - b. SELECT "microphone" icon ("Show Message Window").
  - c. At "Root" tree, SELECT "Informational Message."
  - d. At "Audio Message" screen, SELECT "microphone" icon.
  - e. RECORD entire IRF.
  - f. VERIFY recorded information is satisfactory and SELECT "OK."

- 4.2.10 TRANSMIT IRF message, as follows:
- a. At "Root" tree, SELECT appropriate message.
  - b. LISTEN to the "Alpha Pager Message" and VERIFY information is correct (message may be recorded again, if necessary).

**NOTE**

Attachment 7, "Scenario Chart," is provided as guidance for selecting the appropriate scenario.

- c. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.
- d. SELECT "lightning bolt" icon.
- e. SELECT "Set Common Message."
- f. At "Root" tree, SELECT appropriate message (e.g., Emergency Call-Outs, etc.).

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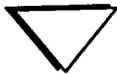
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 **CAUTION** 

The scenario and message must be read and verified prior to selecting the "Start" button.

- g. STOP and VERIFY scenario and message are accurate.
- h. At "Start of Scenario" screen, SELECT "Start."

4.2.11 VERIFY radiopager sent, as follows:

- a. MONITOR "RapidReach Overview" screen and SELECT most recent scenario number from call-out grid box (the top box) to verify appropriate groups or individuals have been paged.
- b. VERIFY page message sent to control room console pager.

**NOTE**

If either of the following conditions exist, the radiopager transmission has failed:

- Controlled pager on the console has *not* activated within approximately 3 minutes.
- No responders call in within approximately 5 minutes after release of the IRF radiopager message.

- c. IF radiopager transmission has failed using "RapidReach" Refer to Section 4.8, "ENRS Failure."
- d. MONITOR "EasyView" and "RapidReach" screens as positions call back acknowledging page.
- e. VERIFY fax is received in respective control room or EOF, as applicable.
- f. At "Overview" screen, PRINT "Groups-in-Call-Out" callback verification report.
- g. IF SERO is activated, FAX initial CV report (SERO results) to MOR (Ext. 2741 or 9-437-2741).

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h. **IF** call-out is complete **OR** a new call-out needs to be initiated, **SELECT** the red traffic light in "EasyView " to deactivate the call-out in progress.

4.2.12 **IF** ENRS is *not* operable, Refer To Section 4.8, "ENRS Failure," and EPUG 08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Towns/Agencies," and **manually FAX** notifications to State and Local Officials.

- End of Section 4.2 -

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### 4.3 Callback Verification

#### NOTE

Attachment 5, "Notification and Callback Guidance," provides guidance for verification of required actions.

4.3.1 IF the following have *not* called in, **ATTEMPT** callback verification within approximately 15 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and Local Officials

#### NOTE

Callback verification via printed CV report can *not* be performed from a "client" server if the radiopager message was transmitted via "EasyView Remote." This information can be obtained from Bldg 475 server or EOF phone server only. (IT assistance required)

4.3.2 **PRINT** CV report (i.e., individuals in group) to document callback responses.

4.3.3 Refer To CV report and Attachment 3 and **PERFORM** the following:

- a. **DOCUMENT** non-responders
- b. **PERFORM** backup notifications

4.3.4 **PRINT** copy of SERO CV report only and **FAX** to EOF (Ext. 2741 or 9-437-2741).

4.3.5 WHEN initial and backup notifications have been completed, **PRINT** final ENRS CV report.

4.3.6 IF all existing events have been terminated AND callback verifications are complete, **RESTORE** general default, as follows:

- a. **SELECT** "Rapid Reach."
- b. **SELECT** "microphone" icon. ("Show Message Window")

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- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:  
  
"THERE IS NO INFORMATION PRESENTLY  
AVAILABLE FOR MILLSTONE STATION."
- f. VERIFY recorded information is satisfactory and SELECT "OK."
- g. From "Root" tree, SELECT event message used (Emergency Call-Outs," etc.).
- h. SELECT red minus button in fax box on lower right of screen.
- i. SELECT "Yes" to delete and OBSERVE "Same as alpha pager" in fax message box.
- j. CLOSE the following:
  - 1) "RapidReach"
  - 2) "EasyView"
  - 3) "IRF" word document

– End of Section 4.3 –

4.4 **Additional Notifications**

4.4.1 **IF** Alert or higher, Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following:

- a. **DIRECT** Information Technology (IT) in the Wethersfield Data Center to activate the Emergency Response Data System (ERDS) and configure ERDS for the applicable unit.

**NOTE**

The computer operator or Network Control Technician on duty in the Wethersfield Data Center may request the following Code Phrases when directed to activate ERDS:

Code 1: Nuclear Emergency

Code 2: Nuclear Exercise

Code 3: Nuclear Drill

Code 4: Millstone or NRC Request

ERDS activation is not required for a Unit 1 event.

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- b. **PROVIDE** applicable Code Phrase for the event.

4.4.2 **NOTIFY** American Nuclear Insurers (ANI) at 9-561-3433.

Shift  
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Control Room

- End of Section 4.4 -

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## 4.5 Subsequent Actions

### NOTE

The following "scenario message" should be used if SERO is activated and additional messages are required, including the event termination message, because the SERO is not required to call in once activated.

"SERO ACTIVATED – SEND ADD'L MESSAGES"

This scenario was designed to page BOTH groups (State and Local Officials and SERO) but only require State and Local Officials to call in (prevents system from hunting).

Shift  
Technician in  
Control Room  
or EOF

4.5.1 IF any of the following conditions occur, Refer To step 4.1.2 and **PERFORM** notifications:

- IF SERO is activated and additional messages are required, **SELECT** "SERO Activated – Send Add'l Messages," scenario.
- Update or reclassification notifications are directed
- Event is terminated AND event was *not* closed out in initial report

4.5.2 IF all existing events have been terminated AND callback verifications have been completed, **PERFORM** the following:

- a. Refer To step 4.3.6 and **RESTORE** ENRS general default message.
- b. **PERFORM** ENRS log-off.

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Shift  
Technician in  
Control Room

4.5.3 **IF** directed by the ADEOF or on-call Shift Technician to transfer notification responsibilities to the EOF, **PERFORM** the following:

- a. **COORDINATE** formal turnover of notification responsibilities from the control room to the Shift Technician in the EOF including the following:
  - Event status
  - Summary of communication times, content, etc.
  - Commitments for future or pending communications (e.g., update messages, NRC follow-up)

Shift  
Technician in  
EOF

- b. **REQUEST** Shift Technician in control room log-off, if necessary.
- c. **PERFORM** ENRS log-on in EOF, if necessary.
- d. **IF** EOF ENRS is *not* operable, **CONSULT** CR Shift Technician for assistance and Go To Section 4.8, "ENRS Failure," as necessary.

e. Go To step 4.1.2 and **PERFORM** notifications.

Shift  
Technician in  
Control Room

4.5.4 **WHEN** requested by the Shift Technician in the EOF, **PROVIDE** assistance, as necessary.

Shift  
Technician in  
EOF

4.5.5 **IF** directed by the ADEOF to process classification changes and updates through the State EOC, (i.e., declaration of a "State of Emergency") **PERFORM** the following:

- a. **STOP** subsequent ENRS transmissions.
- b. **IF** requested, Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," Section, "Off-Site Towns/Agencies," and manually FAX notifications to State and Local Officials.

– End of Section 4.5 –

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## 4.6 System Restoration and Administrative Actions

Shift  
Technician in  
Control Room  
or EOF

4.6.1 WHEN event is terminated, REVIEW IRFs and VERIFY appropriate termination message has been issued.

4.6.2 ENSURE all CV reports are finalized.

4.6.3 OBTAIN original of the following documents for the applicable unit control room:

- Attachment 1, "Nuclear Incident Report Form (IRF)" and printout
- Attachment 2, "NRC Notification Checklist," and Attachment 3, "State and Local Community Callback Verification Checklist, as applicable
- Attachment 4, "NRC Event Notification Form"
- ENRS callback verification report printout (CV report)
- Any other completed attachments

4.6.4 SEND copies of the following documents to the Manager Emergency Planning Services:

- Attachment 1, "Nuclear Incident Report Form (IRF)" and printout
- Attachment 2, "NRC Notification Checklist," and Attachment 3, "State and Local Community Callback Verification Checklist, as applicable
- Attachment 4, "NRC Event Notification Form"
- ENRS callback verification report printout (CV report)
- Any other completed attachments
- Condition Report (if applicable)
- Log entries, as applicable

– End of Section 4.6 –

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## 4.7 Backup and Remote Operations

- 4.7.1 IF "RapidReach Primary" does not connect, OPEN "RapidReach Backup."
- 4.7.2 IF "RapidReach Backup" connects, Refer To Attachment 6 and TRANSFER the phones.
- 4.7.3 IF "RapidReach Backup" connects and phone lines transfer correctly, Go To Section 4.2, and PERFORM the same steps as for "RapidReach Primary" using "RapidReach Backup" and "EasyView Backup."

### NOTE

If unable to connect to either the primary or backup via the LAN, "RapidReach" may not be used to fax or record the IRF into the "Informational Message." Faxes must then be sent via SNET Faxworks. If time permits, it is still preferable to use "EasyView Remote" because it allows State and Local Officials and SERO to call in and shows a graphical display of the positions being filled.

- 4.7.4 IF "RapidReach Backup" using the LAN does *not* connect, (leaving the phone lines in primary), SELECT the icon labeled "Primary to 475."
- 4.7.5 IF the connection is made, SELECT "EasyView Remote" from the "RapidReach Primary" folder and PERFORM the following:
- SELECT a message
  - SELECT a scenario
  - SELECT "Start"
- 4.7.6 IF "EasyView Remote Primary" does *not* connect, OPEN "RapidReach Backup" folder, and SELECT the icon labeled "Backup to EOF."
- 4.7.7 IF the connection is made, OPEN "EasyView Remote" from the "RapidReach Backup" folder and PERFORM the following:
- Refer To Attachment 6 and TRANSFER the phones from primary to secondary server.
  - SELECT a message

- c. SELECT a scenario
- d. SELECT "Start"
- e. Go To step 4.8.3, and DISTRIBUTE IRF via SNET Faxworks.

4.7.8 IF no connection is made, Go to Section 4.8 and NOTIFY Security.

– End of Section 4.7 –

## 4.8 ENRS Failure

- 4.8.1 NOTIFY SAS (Ext. 4851) to transmit a text message to both State and Local Officials and SERO responders to include the following:

[Applicable unit] [NRC classification] [State posture code]  
[Major EAL heading] [Minor EAL heading (code)] "Report to facility."

Example: [MP3] [GE] [Alpha] [Barrier Failure] [BG1] "Report to facility."

- 4.8.2 IF SAS is *not* able to assist, DIAL NU paging system (9-800-542-5154) using confidential Group Page codes for S&L Officials & SERO and ENTER numeric backup event code (i.e., 101, 201, 301, etc.).

### NOTE

1. This Section is performed *only* when ENRS has failed or radiopager transmission was performed via "EasyView Remote."
2. A fax cover sheet is *not* required when distributing the IRF via SNET Faxworks.

- 4.8.3 DISTRIBUTE IRF via SNET Faxworks as follows:

- a. IF SNET Faxworks is *not* operable, Refer To EPUG-08B, Section, "Offsite Towns/Agencies," and manually FAX notification to State and Local Officials.
- b. PLACE completed IRF in telecopier feeder tray.
- c. LIFT handset **connected to the fax machine**, and ENTER SNET Faxworks telephone number (9-202-216-1821).
- d. WHEN prompted for password, ENTER SNET Faxworks password (6552931) followed by asterisk (\*).
- e. WHEN prompted, ENTER 1 to send a fax.
- f. WHEN prompted for choice of fax transmission schedule, ENTER 1 for immediate dispatch.
- g. WHEN prompted for destination or distribution list number, ENTER 002 followed by asterisk (\*).

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- h. WHEN prompted for next destination, ENTER pound key (#) to indicate there are no more destinations.
  - i. WHEN a steady fax tone is heard, PRESS "START" push button on telecopier.
  - j. HANG up handset on fax machine.
- 4.8.4 Refer To Attachment 3, and VERIFY all required call-in radiopager holders have received the radiopager message and fax.
- 4.8.5 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and NOTIFY Information Technology (IT) of ENRS failure.
- 4.8.6 Go To Attachment 2 and ENSURE NRC notifications have been performed.

– End of Section 4.8 –

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## 4.9 ENS Failure

### NOTE

1. This section is performed *only* when dedicated ENS lines have failed.
2. In an emergency, with loss of other communications, the state or local police may be contacted by radio and requested to place a call to the NRC.

4.9.1 IF ENS has failed, **SELECT** one of the following methods, as applicable:

- Commercial telephone line
- Trunk line to Berlin exchange
- Cellular telephone (station management or personal vehicle)
- Radio (state or local police to place call)

4.9.2 **OBTAIN** NRC Operations Center number from one of the following:

- Label on ENS telephone
- Attachment 2
- EPUG 08B
- Other listing or directory assistance (alternate number)

4.9.3 WHEN NRC is contacted, **PROVIDE** the following information:

- a. ENS is *not* operable
- b. Information recorded in Attachment 4
- c. IF event is being terminated via the report, notice of event termination.

- 4.9.4 Refer To EPUG-08B, "Millstone Emergency Plan Resource Book," and NOTIFY telecommunications personnel (not on-call) of ENS failure.
- 4.9.5 LOG NRC communications.

- End of Section 4.9 -

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## 5. REVIEW AND SIGNOFF

5.1 The review and signoff for this procedure is located in the attachments.

## 6. REFERENCES

### 6.1 Developmental Documents

- 6.1.1 Code of Federal Regulations Title 10 Part 50; Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities"
- 6.1.2 Code of Federal Regulations Title 10 Part 50.72; "Immediate Notification Requirements for Operating Nuclear Power Reactors"
- 6.1.3 "Defueled Safety Analysis Report Unit 1," Section 6.3
- 6.1.4 "Final Safety Analysis Report Unit 2," Appendix 12A
- 6.1.5 "Final Safety Analysis Report Unit 3," Section 13.3
- 6.1.6 "Millstone Nuclear Power Station Emergency Plan"
- 6.1.7 NUREG-0654, "Criteria for Preparation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"
- 6.1.8 NUREG-0737, "Clarification of TMI Action Plan Requirements," Supplement 1, "Requirements for Emergency Response Capability"

### 6.2 Supporting Documents

- 6.2.1 EPUG-08B, "Millstone Emergency Plan Resource Book"
- 6.2.2 EPIP 4400 "Event Assessment, Classification, and Reportability"

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## 7. SUMMARY OF CHANGES

### Revision 006

- 7.1 Incorporated previously SORC approved changes 1 through 3 to revision 5.
- 7.2 Replaced steps in Section 4.2 with the steps formerly in Attachment 6, "Preparing and Transmitting an Incident Report Form," to streamline actions for activating and operating the ENRS.
- 7.3 Rewrote procedure steps in Section 4.2 for consistency with C OP 608, "Communications – Radiopaging and ENRS Daily and Weekly Operability Tests."
- 7.4 Changed "affected" unit to "applicable" unit in appropriate locations.
- 7.5 Added the following to Section 3, "Precautions:"
- 7.6 Step 3.6, to clarify that all NRC communications should be logged.
- 7.7 Step 3.7, to clarify that if the LAN is lost, and "RapidReach" primary and backup are out of service, any messages must be sent using "EasyView Remote" followed by Faxworks.
- 7.8 Step 3.8, to clarify that "EasyView Remote" eliminates entering and recording the IRF.
- 7.9 Step 3.9, to clarify that if "EasyView Remote" fails, any messages must be sent using Security assistance.
- 7.10 Added note prior to step 4.1.3 to clarify that if a radiological release path is unknown, the control room Met Tower 142' elevation should be used.
- 7.11 Added note prior to step 4.1.3 to clarify that if located in the EOF, the ADEOF should be consulted for the correct Met Tower data for release path.
- 7.12 Added step 4.2.5 to perform backup and remote operation if the ENRS primary is not operable.
- 7.13 Added note prior to step 4.2.10.c to clarify that Attachment 7, "Scenario Chart" is available as guidance for selecting a message.
- 7.14 Added caution note prior to step 4.2.10.g to read and verify the scenario and message for accuracy prior to selecting the "start" button.

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- 7.15 Added step 4.2.10.g to stop and verify that the scenario and message are accurate.
- 7.16 Modified note prior to step 4.2.11.c by increasing the time to 3 minutes to wait for activation of the controlled console pager and 5 minutes to wait for responders to call in after the release of the IRF radiopager message.
- 7.17 Modified step 4.3.1 by changing DEP Radiation and Monitoring Control Division to DEP Dispatch.
- 7.18 Moved steps in old Section 4.4, "NRC Notification," to Attachment 2, "NRC Notification Checklist."
- 7.19 Added note prior to step 4.5.1 and step 4.5.1 to use the message "SERO Activated – Send Add'l Messages" if SERO is activated and additional messages are required.
- 7.20 Modified step 4.5.5 to clarify that classification changes and updates processed through the State EOC are performed when the State declares a "State of Emergency."
- 7.21 Added new Section 4.7 steps for performing backup and remote operations of the ENRS.
- 7.22 Modified step 4.8.1. to notify SAS to transmit a text message to both State and Local Officials and SERO if the ENRS has otherwise failed.
- 7.23 Added step to Attachment 2, "NRC Notification Checklist" to provide information recorded on Attachment 4 to the NRC.
- 7.24 Added new Attachment 7, "Scenario Chart," as guidance for page and fax notifications.

Revision 006-01

- 7.25 Added information to the note prior to step 4.4.1.b to clarify that ERDS activation is not required for a Unit 1 event.

Revision 006-02

- 7.26 Updated telephone numbers in Attachment 3.

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**Attachment 2**  
**NRC Notification Checklist**  
(Sheet 1 of 1)

Date: \_\_\_\_\_ IRF No. \_\_\_\_\_

**Part I**

1. **ATTEMPT** once to notify the NRC Resident Inspector(s) using any of the following:

- \_\_\_\_\_ • NRC Resident's radiopager
- \_\_\_\_\_ • Applicable unit Resident Inspector's office or home telephone number
- \_\_\_\_\_ • Non-applicable unit Resident Inspector's office or home telephone number

Date: \_\_\_\_\_ Time: \_\_\_\_\_ notified.

\_\_\_\_\_ 2. **IF not** able to contact the NRC Resident Inspector, **NOTIFY** the NRC Operations Center of inability to reach the Resident Inspector.

**Part II**

\_\_\_\_\_ 1. **NOTIFY** the NRC Operations Center using one of the following methods:

ENS (FTS 2000) NRC Commercial Number	Fax Number
301-816-5100	301-816-5151
301-951-0550 (back-up)	

\_\_\_\_\_ 2. **PROVIDE** information recorded on Attachment 4 to the NRC.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ notified.

\_\_\_\_\_ 3. **ATTACH** this form to the Nuclear Incident Report Form (IRF).

\_\_\_\_\_ 4. **LOG NRC communications.**

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**Attachment 3**  
**State and Local Community Callback Verification Checklist**  
 (Sheet 1 of 1)

**INSTRUCTIONS:**

**NOTE**

Only one attempt is required for a UE backup notification.

1. IF event is UE or higher, ATTEMPT one backup notification of non-responders.
2. IF event is ALERT or higher and non-responders cannot be reached, PERFORM the following:
  - a. CONTACT State Police Barracks Dispatcher (Troop E, 848-1201).
  - b. REQUEST immediate assistance in notifying non-responders.
  - c. REQUEST police confirm response with Shift Technician.

Officer Contacted: \_\_\_\_\_ Date/Time: \_\_\_\_\_ IRF No: \_\_\_\_\_

State/Local Communities	Telephone Numbers		Radiopager (NUWAPS)/Pin Number	ENRS Call Back Numbers*	Time-Called	Comments
	Primary	Backup				
East Lyme ECC	739-3419	739-3410	9861	888-826-6606		
Fishers Island CEO	Southhold Town Police: 631-765-2600		9947	888-826-6606		
Groton City PD	445-2497		9862	888-826-6606		
Groton Town Emergency Dispatch	445-2497		9863	888-826-6606		
Ledyard Dispatch Center	464-7271	464-1138	9864	888-826-6606		
Lyme Emergency Dispatcher (V. Shore)	399-7921		9960	888-826-6606		
Montville Dispatch Center	848-9292	848-9293	9865	888-826-6606		
New London Dispatch Center	442-4444		9866	888-826-6606		
Old Lyme Emergency Dispatch (V.Shore)	399-7921		9973	888-826-6606		
Plum Island, N.Y. - PIADC	631-323-3200 (M-F) 631-323-1310 (24 hours)		9970	888-826-6606		
Waterford Dispatch	Hotline / 442-5332/31		9867	888-826-6606		
State DEP (Dispatch)	424-3333	424-3338	9869	800-757-6641		
State OEM	566-3180	566-2074	9872	888-826-6606		
Suffolk County (911 Center)	631-852-4815 631-924-5252		9879	888-826-6606		

NOTE: 6379 IS THE GROUP RADIOPAGER NUMBER for State/Local pagers.

\* Backup callback number 860-444-1387 (If toll free number fails, this number may be used as a backup)

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**Attachment 4**  
**NRC Event Notification Form**  
(Sheet 1 of 2)

NRC EVENT NUMBER: \_\_\_\_\_

NRC CONTACT (NAME) \_\_\_\_\_

NOTIFICATION TIME	FACILITY NAME	UNIT	CALLER'S NAME	TELEPHONE NUMBER ( )
-------------------	---------------	------	---------------	-------------------------

EVENT TIME (EST OR EDT)	EVENT DATE or IRF#	POWER (%) and MODE BEFORE	POWER (%) and MODE AFTER
-------------------------	--------------------	---------------------------	--------------------------

EVENT CLASSIFICATION	1-Hr Non-Emergency 10 CFR 50.72 (b)(1)	4-Hr Non-Emergency 10 CFR 50.72 (b)(2)
GENERAL EMERGENCY	Not Applicable Below This Line	Not Applicable Below This Line
SITE AREA EMERGENCY	(i)(A) TS Required S/D	(i) Degrade While S/D
ALERT	(i)(B) TS Deviation	(ii) RPS Actuation (SCRAM)
UNUSUAL EVENT	(ii) Degraded Condition	(ii) ESF Actuation
Not Applicable Below This Line	(ii)(A) Unanalyzed Condition	(iii)(A) Safe S/D Capability
50.72 NON-EMERGENCY	(ii)(B) Outside Design Basis	(iii)(B) RHR Capability
PHYSICAL SECURITY (73.71)	(ii)(C) Not Covered by OPs/EOPs	(iii)(C) Control of Rad Release
TRANSPORTATION	(iii) Earthquake	(iii)(D) Accident Mitigation
MATERIAL/EXPOSURE	(iii) Flood	(iv)(A) Air Release > 2 x App. B
FITNESS FOR DUTY	(iii) Hurricane	(iv)(B) Liquid Release > 2 x App. B
OTHER	(iii) Ice/Hail	(v) Offsite Medical
	(iii) Lightning	(vi) Offsite Notification
	(iii) Tornado	
	(iii) Other Natural Phenomenon	
	(iv) ECCS Discharge to RCS	
	(v) Lost ENS	
	(v) Lost Other Assessment/Comms	
	(v) Emergency Siren INOP	
	(vi) Fire	
	(vi) Toxic Gas	
	(vi) Rad Release	
	(vi) Other Hampering Safe Op.	

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**Attachment 4**  
**NRC Event Notification Form**  
(Sheet 2 of 2)

DESCRIPTION: (Fill in as available)

1. SYSTEM(S) AFFECTED:
2. ACTUATIONS & THEIR INITIATION SIGNALS:
3. CAUSES (IF KNOWN):
4. EFFECT OF EVENT ON PLANT:
5. ACTIONS TAKEN OR PLANNED:
6. ADDITIONAL INFORMATION:

NOTIFICATIONS	YES	NO	WILL BE	ANYTHING UNUSUAL OR NOT UNDERSTOOD?	YES (EXPLAIN ABOVE)	NO
NRC RESIDENT				DID ALL SYSTEMS FUNCTION AS REQUIRED?	YES	NO (EXPLAIN ABOVE)
STATE				MODE OF OPERATION UNTIL CORRECTED:		
LOCAL				ESTIMATED RESTART DATE:		
OTHER GOV AGENCIES						
MEDIA/PRESS RELEASE						

**RADIOLOGICAL RELEASES: CHECK OR FILL IN APPLICABLE ITEMS**

LIQUID RELEASE	GASEOUS RELEASE	UNPLANNED RELEASE	PLANNED RELEASE	ONGOING	TERMINATED
MONITORED	UNMONITORED	OFFSITE RELEASE	T. S. EXCEEDED	RM ALARMS	AREAS EVACUATED
PERSONNEL EXPOSED OR CONTAMINATED		OFFSITE PROTECTIVE ACTIONS RECOMMENDED		State release path in description	

	Release Rate (Ci/sec)	%T.S. LIMIT	HOO GUIDE	Total Activity	% T.S. LIMIT	HOO GUIDE
Noble Gas			0.1 Ci/sec			1000 Ci
Iodine			10 µCi/sec			0.01Ci
Particulate			1 µCi/sec			1 mCi
Liquid (excluding tritium & dissolved noble gases)			10 µCi/min			0.1 Ci
Liquid (tritium)			0.2 Ci/min			5 Ci
Total Activity						

	PLANT STACK	CONDENSER/AIR EJECTOR	MAIN STEAM LINE	SG BLOWDOWN
RAD MONITOR READINGS:				
ALARM SETPOINTS				
% T.S. LIMIT (if applicable)				

**RCS OR SG TUBE LEAKS: CHECK OR FILL IN APPLICABLE ITEMS:**

LOCATION OF THE LEAK (e.g., SG#, valve, pipe, etc):

LEAK RATE:	UNITS gpm/gpd	T. S. LIMITS:
LEAK START DATE:	TIME:	COOLANT ACTIVITY & UNITS: PRIMARY - SECONDARY -

LIST OF SAFETY RELATED EQUIPMENT NOT OPERATIONAL:

CR DSEO Signature : \_\_\_\_\_ Time: \_\_\_\_\_

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## Attachment 5 Notification and Callback Guidance

(Sheet 1 of 1)

ACTION (X – Required)	CLASSIFICATION			
	UE (Delta-1,2)	ALERT (Charlie 1)	SAE (Charlie 2)	GE (Bravo) (Alpha)
<u>Nuclear IRE:</u>				
•Enter current meteorological data	X	X	X	X
•Enter “Additional Information” in first message	(a)			
•Enter “Additional Information” in update	X	X	X	X
•Issue termination in first message	X(a)			
•Issue termination in update message	X	X	X	X
<u>CALLBACK/BACKUP NOTIFICATIONS</u>				
•Radiopager notifications (Att.3)	X	X	X	X
•REQUEST State Police call non–responding towns (Att.3)		X	X	X
<u>OTHER:</u>				
•ENS notification to NRC (b)	X	X	X	X
•NRC Resident notification	X	X	X	X

**NOTES:**

- a. An Unusual Event (Delta–One or Delta–Two) may be terminated in the initial report if additional information has been reported.
- b. Due to notification to State of CT.

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**Attachment 6**  
**Switching Telephone Lines**

(Sheet 1 of 2)

**NOTE**

If the ENRS primary phone server is down, a communication failure has occurred. Telephone lines will need to be switched to the secondary phone server.

1. IF primary system is down, **PERFORM** the following:
  - 1.1 LIFT the dedicated ENRS handset.
  - 1.2 PRESS position “g” (blue button) labelled “Press for SERO Transfer.”
  - 1.3 DIAL “2724.”
  - 1.4 WAIT for confirmation tone (3 beeps).
2. IF confirmation tone is *not* heard, Go To step 1.

**NOTE**

The light will stay on to indicate the successful transfer of telephone lines.

3. HANG up handset and OBSERVE light on position “g” (blue button) illuminates, indicating transfer of SERO telephone lines.
4. LIFT the dedicated ENRS handset again.
5. PRESS position “i” (red button) labelled “Press for Transfer of State/Local to Back up.”
6. OBSERVE the following:
  - 6.1 Light on position “i” (red button) will illuminate for a few seconds and then turn off.
  - 6.2 Light on position “h” (yellow button) labelled “Light “ON” State/Local on Back up” will illuminate and stay on, indicating transfer of State/Local lines.
7. HANG up handset.
8. IF either OR both lights fail to illuminate, Go To step 5.

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**Attachment 6**  
**Switching Telephone Lines**

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**NOTE**

If the ENRS phone server is on the secondary system, green lights will be illuminated on the telephone.

9. RESTORE phone server from secondary to primary, as follows:
  - 9.1 PRESS position “g” (blue button) labelled “Press for SERO Transfer.”
  - 9.2 OBSERVE light on position “g” (blue button) is *not* lit, indicating transfer of SERO lines.
10. RESTORE State/Local line to primary server, as follows:
  - 10.1 LIFT the dedicated ENRS handset.
  - 10.2 PRESS position “j” (green button) labelled “Press to Restore State/Local to Primary,” and OBSERVE the following:
    - 10.2.1 Light on position “j” (green button) labelled “Press to Restore State/Local to Primary,” is lit.

**NOTE**

Lights on position “h” and position “j” will go out after illumination.

- 10.2.2 Light on position “h” (yellow button) labelled “Light “ON” State/Local on Back up,” is *not* lit.
- 10.2.3 Light on position “j” (green button) labelled “Press to Restore State/Local to Primary,” is *not* lit.

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## Attachment 7 Scenario Chart

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Scenario Name	Who is Paged	Who is Faxed	Who is called (automatic)	Who Should Call-In
Daily Radiopager Test – Unit 2	Unit 2 Control Room pager only	Unit 2 Control Room	Unit 2 Control Room	Shift Technician
Daily Radiopager Test – Unit 3	Unit 3 Control Room pager only	Unit 3 Control Room	Unit 3 Control Room	Shift Technician
ENRS Weekly Op. Test – S&L Officials	State & Local Officials (all)	No One	No One	No One
ENRS Monthly Op. Test – S&L Officials	State & Local Officials (all)	SERO State & Local Officials (all)	New London, Ledyard	14 required S & L Officials
SERO Monthly Communications Test	SERO	No One	SERO (after 15 minutes)	SERO (all)
SERO Activated – Send Add'l Messages	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials
Echo, Fox, Golf	NNM Waterford Dispatch State DEP State OEM	Waterford Dispatch State DEP State OEM Unit 2 & 3 Control Rooms Other State & Local Agencies (courtesy call)	NNM	NNM Waterford Dispatch State DEP
Unusual Event	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	NNM, MRDA, MPI Unit 1, 2, & 3 ADTS New London, Ledyard	14 required S & L Officials NNM, MRDA, MPI Unit 1, 2, & 3 ADTS
Alert	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
Site Area Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
General Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)

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