50-[illegible]/336/423

TIPCK02

To : DOCUMENT CONTROL DESK
Facility : MP Department : 806
Address : NUC REGULATORY COMMISSION (0140)
DOCUMENT CONTROL DESK
WASHINGTON, DC 20555

From : NDS CONT DOCUMENTS
Date/Time : 05/23/01 08:54

Trans No. : 000018350 Transmittal Group Id: 01143KA-3
Total Items: 00001

PASSPORT DOCUMENT

TRANSMITTAL

Page: 1

	Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
*	0001	MP	PROC	OPS	C OP 606		004 02			P	01
					COMMUNICATION RADIOPAGING AND CALLBACK MONTHLY OPERABILITY TEST						

Marked **(*)** documents require your acknowledgement.

Acknowledgement Date : _____ Signature: _____

Please check the appropriate response and return form to sender.

- [ ] All documents received.
- [ ] Documents noted above not received (identify those not received).
- [ ] I no longer require distribution of these documents.

Date: _____ Signature: _____

4 of 4

6/27/00
Approval Date

6/30/00
Effective Date

Document Action Request

SPG# 010516-084256

A

Initiated By: T. Dembek Date: 5/15/01 Department: EPSD Ext.: 4223

Document No.: C OP 606 Rev. No.: 004 Minor Rev.: 02

Title: Communications - Radiopaging and Callback Monthly Operability Test

B

Reason for Request (attach commitments, CRs, ARs, OEs etc)

Changed Unit 2 and Unit 3 Technical Information Coordinator (TIC) from Subject-to-Call to On-call Responder

Continued ☐

C

Instructions:

Replace entire document

Continued ☐

D

TPC Interim Approval (1) Plant Mngt Staff Member Print/Sign/Date (2) SM/SRO/CFH on Unit Print/Sign/Date

E

Procedure Request/Feedback Disposition

Priority: ☒ Perform Now ☐ Perform Later - See Comments ☐ Rejected - See Comments

Activity: ☐ *Revision* ☒ *Minor Revision* ☐ Cleanup Rev ☐ Biennial Review ☐ Cancellation ☐ Supersedure

See DC-GDL01 for guidance

☐ TPC ☐ OTC ☐ Place in VOID ☐ Edit Corr.:⇒

Plant Mngt Staff Member - Approval

Comments: *50.59 Cursory Screen IAW MP-05-DC-REF0252
Administrative type changes.
non-Intent.

KRBurgess 5/15/01
RI/DPC Print Name and Date Continued ☐

F

Reviews		Print	Sign	Date	SQR Qualified Yes	SQR Qualified No	Dept.	✔ If Comments
	☐				☐	☐		
	☐				☐	☐		
	☐				☐	☐		
* 50.59 + ENV	☒	T. Reyher	[signature]	5/17/01	☒	☐	SPG	
Cross Disc.	☒	K. Burgess	KBurgess	5/17/01	☒	☐	EPSD	
RCD	☒	K. Burgess	K Burgess	5/17/01			EPSD	
Independent	☒	P. Small X4589	[signature]	5/17/01	☐	☒	U3 OPS	None

G

Safety Evaluation Required ☐ Yes ☒ No Environmental Review Required ☐ Yes ☒ No

H

1. ☒ **SQR Program Final Review and Approval**

Approval ☒ Disapproval ☐

KRBurgess 5/17/01
SQR Qualified Independent Reviewer / Date

[signature] for R. Bonner, Paul A. Blasioli
Department Head/Responsible Individual

5/21/01
Approval Date

2. ☐ **SORC/PORC/RI/DH Final Review and Approval**

Department Head/Responsible Individual / Date

Meeting No.:

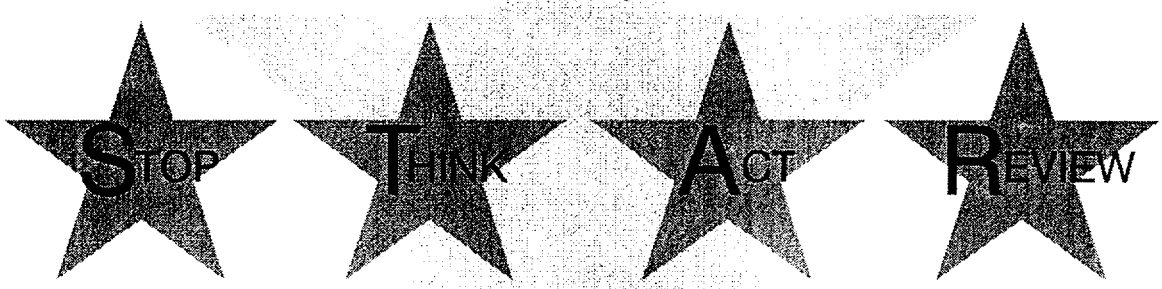
Approval Signature

Approval Date

I

Effective Date: 5/23/01

MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE



Communications – Radiopaging and Callback Monthly Operability Test

C OP 606

Rev. 004–02

Approval Date: 5/21/01

Effective Date: 5/23/01

Level of Use
General

Millstone All Units
Common Operating Procedure

Communications – Radiopaging and Callback Monthly Operability Test

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1. PURPOSE

1.1 **Objective**

This procedure provides instructions to test the Emergency Notification and Response System (ENRS) for State and Local Officials, Station Emergency Response Organization (SERO), and the public address system which are components of the Millstone ENRS.

Performance of this procedure ensures these components are operable and can satisfy the requirements of 10CFR50 Appendix E.

1.2 **Discussion**

ENRS components are tested to ensure the capability exists to notify and verify response by State and Local officials within the EPZ, as well as, SERO personnel in the event of an actual emergency.

1.3 **Applicability**

This procedure is applicable in all MODES.

1.4 **Frequency**

1.4.1 The ENRS radiopager test schedule for State and Local Officials is performed monthly as follows:

- State and Local Officials shall be tested on the first Wednesday of each month at 1000 hours ± 5 minutes.
- If the first Wednesday is a holiday, the test is performed on the following Thursday.
- If the first Wednesday is a drill or exercise day, the test may be exempted and/or performed on the following Thursday upon approval of the Process Owner (PO), Emergency Planning. |②
- State and Local Officials may be included in the monthly unannounced SERO test with the State Office of Emergency Management approval and authorization of the PO, Emergency Planning. |②

1.4.2 The ENRS radiopager test schedule for SERO notification is performed monthly as follows:

- Under the direction of the PO, Emergency Planning with concurrence of the appropriate Unit Shift Manager. |②
- This test may be combined with the State and Local official test.

1.4.3 Performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies the requirements for the daily tests (if they occur between 0800–1600).

1.4.4 All actions are at the applicable operator terminal unless otherwise indicated.

1.4.5 If an emergency planning drill is being conducted on a Wednesday and State and Local Officials are participating, drill initiation via radiopager will satisfy the weekly test requirement of C OP 608, "Communication – Radiopaging and ENRS Daily and Weekly Operability Tests."

2. PREREQUISITES

2.1 General

2.1.1 Personnel performing this procedure are familiar with equipment operation.

2.1.2 Attachments are maintained at the Unit 3 Shift Technician's work station.

2.1.3 The affected unit control room has been notified prior to performing the test on the ENRS terminal.

2.1.4 Unit 3 SM or US has authorized testing by signing and dating Attachment 1.

2.2 Documents

2.2.1 EPUG–08B, "Millstone Emergency Plan Resource Book"

2.2.2 MP–16–CAP–SAP01, "Condition Report Initiation"

2.2.3 NDM 1, "Turnover and Retrieval of Nuclear Plant Records"

2.2.4 WC 1, "Work Control"

2.3 Personnel

2.3.1 The following personnel are responsible for calling in within designated time frames to acknowledge the receipt of the test announcement, as appropriate:

- Station Emergency Response Organization On–Call personnel
- Station Emergency Response Organization Subject–to–Call personnel
- State and Local Officials

2.4 Definitions

2.4.1 CV – Callback Verification (i.e., "Groups–in–callout")

2.4.2 EPSD – Emergency Planning Services Department

2.4.3 PAGE – To contact using pager system

2.4.4 "RapidReach Overview" screen – Allows visual observation of past or present callout status.

2.4.5 "EasyView" screen – Provides a graphical presentation of the status of the current callout.

3. PRECAUTIONS

3.1 Failure to select the correct scenario may result in unwarranted activation or the release of misinformation.

3.2 An actual event takes precedence over testing. The monthly test shall be postponed until after the release or termination of the real event.

3.3 No system maintenance or activities are to be performed concurrent with testing performed by this procedure.

3.4 ENRS phone server is on–line (no red lights observed)

3.5 If using "RapidReach Primary," "EasyView Primary" must also be used and vice versa.

3.6 If at any time, a system error occurs or communication is lost with the primary server, and a call–out has started, the red traffic light in "EasyView" should be selected to stop the call–out. ENRS shall be assessed for operability or function with respect to 10CFR50.72 criteria.

4. INSTRUCTIONS

4.1 **Initial Signoff**

4.1.1 Refer To and COMPLETE Attachment 1, as follows:

a. INDICATE which of the following tests will be performed and WRITE "N/A" sections *not* to be performed:

1) State and Local Officials (Partial Surveillance)

2) SERO (Partial Surveillance)

3) State and Local Officials and SERO (Full test)

b. VERIFY prerequisites in Section 2 have been completed.

c. VERIFY precautions in Section 3 have been noted.

d. INITIAL and DATE "Prerequisites Completed" and "Precautions Noted."

4.1.2 IF off hours OR SERO test, ENSURE test has been authorized by PO, Emergency Planning, and appropriate Unit Shift Manager. |②

– End of Section 4.1 –

4.2 ENRS Monthly Radiopager Operability Test

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
   - A system error occurs
   - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations should notification of a communications failure be required using an alternate means.
3. If the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day, due to concurrent control room activities, the test may be performed from an alternate location with Emergency Planning concurrence.

4.2.1 IF at any time, one of the following occurs, AND a call–out has started, SELECT the red traffic light in "EasyView" to stop the call–out and Refer To Section 4.4, "Backup and Remote Operation:"

- A system error occurs
- Communication is lost with the primary server

4.2.2 OPEN "RapidReach Primary" folder and "RapidReach" icon.

4.2.3 At "RapidReach Login" screen, SELECT user ID and ENTER password.

4.2.4 OPEN "EasyView" icon.

4.2.5 At "EasyView Login" screen, SELECT user ID and ENTER password.

4.2.6 IF testing SERO only, Go To step 4.2.11 to transmit message.

4.2.7 IF testing State and Local Officials (Partial Surveillance) OR State and Local Officials AND SERO (Full Surveillance), ENTER IRF data, as follows:

a. OPEN "IRF" form.

b. Using Attachment 2, ENTER IRF information into IRF template.

c. PRINT IRF and VERIFY information is correct.

4.2.8 OBTAIN SM initials on printed IRF.

4.2.9 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:

- Test Call–Outs
- Call Into System Page

4.2.10 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."

4.2.11 TRANSMIT IRF message, as follows:

a. At "Root" tree, SELECT appropriate message:

- Test Call–Outs
- Call Into System Page

b. LISTEN to the "Alpha Pager Message" and VERIFY information is correct (message may be recorded again, if necessary).

NOTE

Attachment 6, "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:

- Test Call–Outs
- Call Into System Page

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."

4.2.12 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 on all ENRS Systems (Primary, Backup and Remote), Refer to Section 4.5, "ENRS Failure."

d. MONITOR "EasyView" and "RapidReach" screens as positions call back acknowledging page.

e. VERIFY fax is received in respective Control Room, as applicable.

f. At "Overview" screen, PRINT "Groups–in–Call–Out" callback verification report.

g. 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.

4.2.13 IF ENRS is *not* operable, Refer To Section 4.5, "ENRS Failure," and EPUG 08B, "Millstone Emergency Plan Resource Book," Section "Off–Site Towns/Agencies," and **manually FAX** notifications to State and Local Officials.

NOTE

The following announcement is made because the station has experienced intermittent pager reception within some power block areas.

4.2.14 IF SERO is being tested, after SERO group page is verified, ANNOUNCE the following to station personnel using the plant priority PA system:

"Attention all Station personnel.

There is a monthly communications drill in progress.

All SERO personnel required to respond, call in now.

There is a monthly communications drill in progress.

All SERO personnel required to respond, call in now."

4.2.15 RECORD IRF information satisfactory and announcement time on Attachment 1.

– End of Section 4.2 –

4.3 Monitoring and Callback Verification

NOTE

1. Failure of more than half of the required State and Local Officials to respond following call−out transmission may be indicative of an equipment malfunction.
2. Callback verification via printed CV report cannot 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 server only.

4.3.1 IF the following have *not* called in, ATTEMPT callback verification within approximately 30 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and Local Officials

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

4.3.3 Refer To Easy View Screen and Attachment 3 and PERFORM the following:

a. DOCUMENT non−responders

b. PERFORM backup notifications

4.3.4 IF State and Local Officials are being tested, PERFORM the following:

a. WHEN approximately 30 minutes has elapsed since the drill announcement message was released, Refer To Easy View Screen and IDENTIFY non−responders required to call in.

b. Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and ATTEMPT one call to each of the following required to call−in non−responders:

- State of CT DEP
- State and Local Town Officials

c. DOCUMENT results on Attachment 1.

4.3.5 IF SERO is being tested, PERFORM the following:

a. WHEN 30–60 minutes has elapsed since the message was released, Refer To Easy View Screen and IDENTIFY non–responders required to call in.

b. CHECK positions filled (responded) on Attachments 3 and 4.

c. Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and FILL the SERO position by calling or paging a person listed for each non–responding SERO position.

d. RECORD the name of the person filling the position on Attachment 3.

e. PRINT final CV Report.

4.3.6 RESTORE general default, as follows:

a. SELECT "Rapid Reach."

b. SELECT "microphone" icon. ("Show Message Window")

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

NOTE

1. For State and Local test, overall drill results are considered satisfactory when all State and Local Officials respond within 30–60 minutes of pager initiation or are able to be contacted within 60 minutes.
2. For SERO test, overall drill results are considered satisfactory when all "on–call" positions are filled within 60 minutes of pager initiation (are able to be filled by either their initial response into the system, by the call–out function of the system or by filling the position by calling or paging a person for each non–responding SERO position). Any subsequent calls required to fill the positions are considered "UNSAT" conditions requiring documentation by CR and indicating drill "UNSAT" on Attachment 1, Sheet 2.

4.3.7 INITIAL "SAT" or "UNSAT" on Attachment 1.

4.3.8 IF surveillance is "UNSAT," Refer To MP–16–CAP–SAP01, "Condition Report Initiation," and INITIATE a CR for follow-up investigation.

– End of Section 4.3 –

4.4 **Backup and Remote Operation**

4.4.1 IF "RapidReach Primary" does *not* connect, OPEN "RapidReach Backup."

4.4.2 IF "RapidReach Backup" connects, Refer To Attachment 5 and TRANSFER the phones.

4.4.3 IF "RapidReach Backup" connects AND phone lines transfer correctly, Go To step 4.2.3, and PERFORM operability test using "RapidReach Backup" and "EasyView Backup."

NOTE

1. 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."
2. Faxes must then be sent via SNET Faxworks.
3. 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 in Rapid Reach.

4.4.4 IF "RapidReach Backup" using the LAN does *not* connect, (leaving the phone lines in primary), SELECT the icon labeled "Primary to 475."

4.4.5 IF the connection is made, SELECT "EasyView Remote" from the "RapidReach Primary" folder and PERFORM the following:

a. SELECT appropriate scenario.

b. SELECT "lightning bolt" icon.

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:

- Test Call–Outs
- Call Into System Page

g. STOP and VERIFY scenario and message are accurate.

h. At "Start of Scenario" screen, SELECT "Start."

i. DISTRIBUTE IRF via Faxworks.

4.4.6 IF "EasyView Remote Primary" does *not* connect, OPEN "RapidReach Backup" folder, and SELECT the icon labeled "Backup to EOF."

4.4.7 IF the connection is made, OPEN "EasyView Remote" from the "RapidReach Backup" folder and PERFORM the following:

a. Refer To Attachment 5 and TRANSFER the phones from primary to secondary server.

b. SELECT appropriate scenario.

c. SELECT "lightening bolt" icon.

d. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.

e. SELECT "lightning bolt" icon.

f. SELECT "Set Common Message."

g. At "Root" tree, SELECT appropriate message:

- Test Call–Outs
- Call Into System Page

h. STOP and VERIFY scenario and message are accurate.

i. At "Start of Scenario" screen, SELECT "Start."

j. DISTRIBUTE IRF via Faxworks.

4.4.8 IF the connection is *not* made, Go to Section 4.5 and NOTIFY Security.

– End of Section 4.4 –

4.5 **ENRS Failure**

NOTE

ENRS failure consists of at least one of the following:

- No primary operability
- No secondary operability
- No remote operability

4.5.1 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: [Monthly] [Call In Drill In Progress] [Standby For Call] ["Do Not Report To Facility"]

4.5.2 IF SAS is *not* able to assist, DIAL 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.

4.5.3 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 (*).

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.

4.5.4 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and VERIFY all required call–in radiopager holders have received the radiopager message and fax.

4.5.5 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and NOTIFY Information Technology (IT) of ENRS failure.

– End of Section 4.5 –

4.6 **Acceptance Criteria**

4.6.1 IF acceptance criteria listed on Attachment 1 are *not* met, PERFORM the following:

a. NOTIFY affected unit SM/US of system problem and PERFORM the following, as applicable.

- Refer To WC 1, "Work Control," or MP–16–CAP–SAP01, "Condition Report Initiation," and SUBMIT TR or CR, as applicable.

- IF hardware or software related problem, Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and PERFORM the following:

  - REQUEST Information Technology repair system.

  - NOTIFY EPSD of system status.

- IF telephone line problems are detected or reported, Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and NOTIFY Telecommunications personnel.

4.6.2 IF acceptance criteria is satisfactory, NOTIFY SM/US to sign Attachment 1.

4.6.3 At the end of each month, SEND copy of the surveillances to EPSD.

4.6.4 Refer To NDM 1, "Turnover and Retrieval of Nuclear Plant Records," and SEND original packages to Nuclear Document Services.

– End of Section 4.6 –

5. REVIEW AND SIGNOFF

5.1 The Review and Signoff for this procedure is located in Attachment 1.

6. REFERENCES

6.1 Developmental Documents

6.1.1 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities," Sections D and E

6.1.2 NUREG 0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," Section N.2.A

6.2 Supporting Documents

6.2.1 EPAP 1.15, "Management Program for Maintaining Emergency Preparedness"

6.2.2 EPIP 4404, "Notifications and Communications"

6.2.3 C OP 608, "Communications – Radiopaging and ENRS Daily and Weekly Operability Tests"

6.2.4 A/R 99003493, "Revise C–OP 606 to correctly reflect AMT ME Position.

6.2.5 EPUG 08B, "Millstone Emergency Plan Resource Book"

6.2.6 MP–16–CAP–SAP01, "Condition Report Initiation"

6.2.7 NDM 1, "Turnover and Retrieval of Nuclear Plant Records"

6.2.8 WC 1, "Work Control"

7. SUMMARY OF CHANGES

Revision 004–02

7.1 Replaced Manager with Process Owner title in steps 1.4.1, 1.4.2, 4.1.2 and Attachment 1.

7.2 Deleted reference to "NU" from step 4.5.2.

7.3 Deleted U2TIC and U3TIC from Subject–to–Call in Attachment 4 and added to Attachment 3 as on–call position.

Revision 004–01

7.4 Deleted Unit 1 specific SERO on–call and subject–to–call positions formerly listed on Attachments 3 and 4.

7.5 Added acronyms to Attachment 4.

Revision 004

7.6 Updated procedure references in Section 2.2.

7.7 Added definitions of EPSD, "RapidReach Overview" screen, and "EasyView" screen to Section 2.4.

7.8 Rewrote procedure steps in Sections 4.2, 4.3, 4.4, and Attachment 5 for consistency with EPIP 4404, "Notifications and Communications."

7.9 Modified step 4.5.1 to include the applicable unit, NRC classification, State Posture Code, and Major EAL heading and code.

7.10 Added step 4.5.4 to verify required radiopager message and fax was received.

7.11 Added new Attachment 6, "Scenario Chart," as guidance for page and fax notifications.

7.12 Modified Attachment 1 to perform partial tests.

7.13 Added new SERO subject–to–call positions to Attachment 4.

7.14 Added steps 1.4.3, 1.4.4, and 1.4.5 to Section 1.4, steps 2.1.1 and 2.1.2 to Section 2.1, steps 4.1.1.a and 4.1.2 to Section 4.1, and new Sections 3 and 4.6 for consistency with C OP 608.

Attachment 1
Communications – Radiopaging and Callback Monthly Operability Test
(Sheet 1 of 2)

Generic Information

Form Title	Rev. No.
Communications – Radiopaging and Callback Monthly Operability Test and SERO Testing	004–02

Reference Procedure	Applicable Tech. Spec.	Frequency
C–OP 606	N/A	M, As required

This form is being used for the following:

- ☐ Tech Spec Surveillance
- ☐ System Alignment
- ☐ **Other:** _____
- ☐ Maintenance Restoration (Retest)
- ☑ Non–Tech Spec Surveillance (PM)

Specific Information

Schedule Date	Applicable Mode ALL	Full Test	SERO	State and Local Officials
State Office of Emergency Management/Town Participation Authorized By PO, Emergency Planning. (Req'd for SERO only unscheduled testing, off normal hours testing)	☐ N/A ☐ Yes ☐ No ☐ 777 ☐ 888	☐	☐ (Partial)	☐ (Partial)
Signature Date				
Test Authorized By (SM or US)		Date		
Prerequisites Completed (Initials)	Date	Precautions Noted (Initials)		
Performed By	Date	Acceptance Criteria Satisfied 4.6 ☐ Yes ☐ No		
Accepted By (SM)	Date			
Approved By (Department Head or Designee)	Date			
PO, Emergency Planning has been notified of drill results ☐ Initials				

Surveillance Information

Test Equipment Type	QA Number	Calibration Due Date
N/A	N/A	N/A

Comments:

- ENRS Test shall be conducted on the first Wednesday of each month at 1000 hours ± 5 minutes. If the first Wednesday is a holiday, the test is performed on the following Thursday. If the first Wednesday is a drill or exercise day, the test may be exempted and performed on the following Thursday upon approval of the PO, Emergency Planning.
- SERO testing "may" be performed in conjunction with scheduled monthly ENRS test (as authorized by EPSD) or on an unannounced basis as designated by EPS with concurrence of the on–shift SM.
- Distribution: Send copy to EPSD: _____ Initials

Attachment 1
Communications – Radiopaging and Callback Monthly Operability Test
(Sheet 2 of 2)

State & Local Officials/SERO Notification

Step	Recording Verification		
4.2	Information is recorded, verified correct, and message is audible and clear	SAT (Init)	
	Recorded information and printed IRF verified correct and approved for release by SM		
	Callback Response	State and Local Officials respond within 60 minutes	
		SAT (Init)	**UNSAT (Init)**
4.3	State and Local Officials respond or are contacted within 30–60 minutes		
	Callback Response	SERO on–call personnel respond within 60 minutes	
		SAT (Init)	**UNSAT (Init)**
4.3	SERO personnel respond within 60 minutes		

SERO Activation

4.2	Time Controlled Console page received in Control Room	Time requested:	Time received:
4.2	Station PA announcement complete	Time:	

Restoration from Testing

4.6	TRs/CRs written:		

Attachment 2
Drill Announcement Message for IRF Template
(Sheet 1 of 1)

– Please Check Appropriate Boxes –

1	IRF#	
2	This report concerns an incident at: ☒ Millstone Site ☐ Millstone Unit 1 ☐ Millstone Unit 2 ☐ Millstone Unit 3	
3	This is: ☐ NOT a Drill ☐ A Drill – Report ☐ A Utility Drill – Report ☒ A Drill – Not Report ☐ A Utility Drill – Not Report	This is: ☒ NOT Update ☐ An Update

4	INCIDENT CLASS	This is: ☒ A Communications Drill ☐ A Radioactive Materials Incident ☐ A General Interest Event ☐ An Unusual Event ☐ An Alert ☐ A Site Area Emergency ☐ A General Emergency	POST URE CODE	☒ A Communications Drill ☐ Golf ☐ Fox ☐ Echo ☐ Delta–One (No radiological release) ☐ Delta–Two (Radiological Release) ☐ Charlie–One ☐ Charlie–Two ☐ Bravo ☐ Alpha

5	The event was classified on: Date_____ At_____hrs (Military Time)
6	The event involves: ☒ **No release** of radioactivity ☐ **Potential release** of radioactivity ☐ **Ongoing release** of radioactivity ☐ **Terminated release** of radioactivity
7	Current Site Wind: At_____hours (Military time) wind at the site is from _____° (In degrees) into the _____° (In degrees) at _____mph ☐ Meteorological data is unavailable at this time.
8	Forecast Site Wind: ☒ Not applicable (Type NA) ☐ The wind is expected to shift at ____hours (Military time) and blow from the _____° (In degrees) into the _____° (In degrees) at _____ mph.
9	The plant status is: ☒ Stable ☐ Degrading ☐ Improving ☐ Unchanged since last report
10	Access to the site: ☐ Has been restricted ☒ Has *not* been restricted
11	The following onsite services have been requested: ☐ Police ☐ Fire ☐ Ambulance ☒ None ☐ Other
12	A further report: ☐ Will be given ☒ Will *not* be given
13	Additional Information **THIS IS A DRILL.** **THIS IS A TEST OF THE MILLSTONE EMERGENCY NOTIFICATION AND RESPONSE SYSTEM.** **NO ADDITIONAL INFORMATION IS AVAILABLE.** **THIS IS A DRILL.**
14	Name (Person filling out report)
15	Authorization Signature (SM for release of message): / Date: / Time:
16	And is being reported on: Date/Time:_____

Attachment 3
SERO On–Call Position Listing

(Sheet 1 of 1)

On Call Positions	Responded (✓)	Name (Called by Shift Tech)	On Call Positions	Responded (✓)	Name (Called by Shift Tech)
ADEOF			U2ADTS		
ARPS			U2ELEC		
DSEO			U2MECH		
EOFHP			U2I&CTECH		
EOFST			U2MOC		
ES			U2MOSC		
GES			U2MTSC		
MOR			U2TIC			②
MPI			U2TSCEE		
MRCA			U2TSCME		
MRDA			U3ADTS		
NNM			U3ELEC		
RMT3			U3I&CTECH		
RMT4			U3MECH		
RMT5			U3MOC		
RMTD Driver			U3MOSC		
			U3MTSC		
			U3TIC			②
RMTA			U3TSCEE		
RMTB			U3TSCME		
RMTC					
RMTD					
TSCRE					

Attachment 4
SERO Subject–To–Call Positioning Listing

(Sheet 1 of 1)

Subject to Call Positions	Responded (✓)	Name (Called by Shift Tech)	Subject to Call Positions	Responded (✓)	Name (Called by Shift Tech)
AMRDA			U1TSCSM		
			U2CRDC		
AMT/TH			U2I&COSC		
AMTL			U2OSCMA		
AMTME			U2TSCSM		
ERC			U3I&COSC		
FTDC			U3OSCMA		
MET			U3TSCSM		
MOS			U3CRDC		
CBETS (PREM)					
RADCOM*					
RAE					
TA*					
TB*					
RB*					
RL*					
RICL*					
MCL*					
SEPL*					
SEPR*					

*RADCOM – Radiological Communicator
*TA – Technical Assistant
*TB – Technical Briefer
*RB – Radiological Briefer
*RL – Regulatory Liaison
*RICL – Rumor and Inquiry Control Liaison
*MCL – Media Center Liaison
*SEPL – State Emergency Planning Liaison
*SEPR – Station Emergency Planning Representative

①

Attachment 5
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. CHECK "Both" "g" and "h" lights lit; "i" and "j" *not* lit.

9. IF either OR both lights fail to illuminate, Go To step 5.

NOTE

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

10. RESTORE phone server from secondary to primary, as follows:

    10.1 PRESS position "g" (blue button) labelled "Press for SERO Transfer."

    10.2 OBSERVE light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.

11. RESTORE State/Local line to primary server, as follows:

    11.1 LIFT the dedicated ENRS handset.

    11.2 PRESS position "j" (green button) labelled "Press to Restore State/Local to Primary," and OBSERVE the following:

        11.2.1 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.

        11.2.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up," is *not* lit.

        11.2.3 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is *not* lit.

        11.2.4 CHECK all lights OFF ("g," "h," "i," "j")

Attachment 6
Scenario Chart

(Sheet 1 of 1)

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 2, & 3 ADTS New London, Ledyard	14 required S & L Officials NNM, MRDA, MPI Unit 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)