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August 22, 2001

U.S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555-0001

Subject: Duke Energy Corporation  
Catawba Nuclear Station Units 1 and 2  
Docket Nos. 50-413 and 50-414  
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following  
Emergency Plan Implementing Procedures:

RP/0/A/5000/006A, Notifications to States and Counties from the  
Control Room (Rev. 013)  
RP/0/A/5000/006B, Notifications to States and Counties from the  
Technical Support Center (Rev. 013)  
RP/0/B/5000/013, NRC Notification Requirements (Rev. 028)

These revisions are being submitted in accordance with 10CFR  
50.54(q) and do not decrease the effectiveness of the Emergency  
Plan Implementing Procedures or the Emergency Plan.

By copy of this letter, two copies of the above documents are  
being provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-  
4027.

Very truly yours,



Gary R. Peterson

Attachments

A045

U.S. Nuclear Regulatory Commission  
August 22, 2001  
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xc (w/attachments):

L. A. Reyes  
U.S. Nuclear Regulatory Commission  
Regional Administrator, Region II  
Atlanta Federal Center  
61 Forsyth St., SW, Suite 23T85  
Atlanta, GA 30303

(w/o attachments):

C. P. Patel  
NRC Senior Project Manager (CNS)  
U.S. Nuclear Regulatory Commission  
Mail Stop O-8 H12  
Washington, DC 20555-0001

D. J. Roberts  
Senior Resident Inspector (CNS)  
U.S. Nuclear Regulatory Commission  
Catawba Nuclear Site

2.2 Select one of the following enclosures based on the circumstances of the event:

- Enclosure 4.10, "Safeguards ENS Event Report"

**OR**

- Enclosure 4.11, "Event Notification Report"

2.3 **IF** the Event Notification Report is being prepared for an "Immediate" or a "1-Hour" NRC notification, perform the following:

2.3.1 Complete the form based on available technical information

2.3.2 Mark the "MEDIA/PRESS RELEASE" block as "WILL BE."

2.3.3 Mark the other "NOTIFICATION" blocks based on the personnel/agency notified or intentions to notify.

2.4 **IF** a "4-Hour," "8-Hour," or "24-Hour" NRC notification may be required, perform the following:

**NOTE:** The Controller bridge line (803-831-4011 or extension 4011) can be used in non-emergency situations to conduct a conference call. Up to 6 callers from onsite and offsite can be connected simultaneously.

2.4.1 Notify the following individuals to participate in a discussion and decision to notify the NRC, the media, and the states and counties:

- Duty Regulatory Compliance Representative (see current station duty list)
- Duty Community Relations person (see current station duty list)
- Duty Station Manager (see current station duty list)
- Duty Emergency Planner (see current duty list)
- Duty Safety/Environmental Management professional (see current duty list) for the following events:
  - ◊ On-site Fatality
  - ◊ Transport of an injured or ill employee to the hospital by ambulance

2.4.2 Complete the Event Notification Report based on the decision reached during the conference call.

\_\_\_\_\_ 2.5 Notify the NRC Operations Center by one of the following means:

- **Primary:** Emergency Notification System (ENS) Phone 301-816-5100

**OR**

- **Alternate:** Commercial Telephones:

- ◊ 1-800-532-3469
- ◊ 1-301-951-0550
- ◊ 1-301-415-0550
- ◊ 1-301-415-0553

**AND**

- **Facsimile:**

- ◊ 1-301-816-5151
- ◊ 1-800-449-3694

\_\_\_\_\_ 2.6 **IF** requested by the NRC Operations Center, maintain continuous communications with them.

### 3. Subsequent Actions

<p><b>NOTE:</b> Person to person contact is required in the following step to ensure newsworthy information is consistently known and understood.</p>
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3.1 Ensure the following individuals are notified:

- \_\_\_\_\_ • Duty Regulatory Compliance Representative (see current station duty list)
- \_\_\_\_\_ • Duty NRC Resident Inspector (see current station duty list)
- \_\_\_\_\_ • Duty Station Manager (see current station duty list)
- \_\_\_\_\_ • Duty Emergency Planner (see current duty list)
- \_\_\_\_\_ • Duty Safety/Environmental Management Professional (see current duty list) for the following events:
  - ◊ On-Site Fatality
  - ◊ Transport of an injured or ill employee to the hospital by ambulance

\_\_\_\_\_ 3.2 **IF** an ENS Notification requires retraction, follow the guidance in Enclosure 4.12, ENS Notification Retraction.

**NOTE:** Notification of state and county emergency preparedness management agencies using the following step is a "courtesy" notification.

- 3.3 **IF** the NRC is being notified of a plant condition **AND** an emergency has **NOT** been declared, notify the state and county emergency preparedness management agencies and Community Relations by referring to Enclosure 4.9. {PIP 0-C00-01689}
- 3.4 Forward a copy of the completed procedure to the Emergency Planning Group.
- 3.5 Forward the original signed completed procedure to Document Management.

#### **4. Enclosures**

- 4.1 Events Requiring Immediate NRC Notification
- 4.2 Events Requiring 1-Hour NRC Notification
- 4.3 Events Requiring 4-Hour NRC Notification
- 4.4 Events Requiring 8-Hour NRC Notification
- 4.5 Events Requiring 24-Hour NRC Notification
- 4.6 Events Requiring 30 Day NRC Notification
- 4.7 Events Requiring 60 Day NRC Notification
- 4.8 List of System (ESF) Actuations for Catawba
- 4.9 Courtesy Notification to States and counties of Non-emergency Plant Conditions
- 4.10 Safeguards ENS Event Report
- 4.11 Event Notification Report
- 4.12 ENS Notification Retraction

# Enclosure 4.1

## Events Requiring IMMEDIATE NRC Notification

RP/0/B/5000/013

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Complete the reporting requirements for the following events as soon as practical after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR20.1906  <b>Transportation events involving receiving and opening packages</b>	Events involving receiving and opening packages when removable radioactive surface contamination of the package (as determined by Radiation Protection) exceeds the limits of 10CFR71.87(i) or when external radiation levels (as determined by Radiation Protection) exceed the limits of 10CFR71.47	Notify the final delivery carrier.  Notify the Region II Administrator at 404-562-4400. An Emergency Notification System (ENS) phone call does not need to be made unless specified by Region II.  There is not an enclosure for reporting to Region II pursuant to 10CFR20.1906(d).
10CFR20.2201a(i)  <b>Material/Exposure events involving theft or loss of stolen licensed material</b>	Events involving any lost, stolen, or missing licensed material in an aggregate quantity equal to or greater than 1,000 times the quantity specified in Appendix C to 10CFR20.1001 - 20.2401 (as determined by Radiation Protection) under such circumstances that it appears that an exposure could result to persons in unrestricted areas.	Notify the NRC Operations Center
10CFR20.2202  <b>Material/Exposure events involving radiological exposure</b>	Any event involving byproduct, source, or special nuclear material that may have caused or threatens to cause an individual to receive any of the following: <ul style="list-style-type: none"> <li>• A total effective dose equivalent of 25 rems or more</li> <li>• An eye dose equivalent of 75 rems or more</li> <li>• A shallow-dose equivalent to the skin or extremities of 250 rads or more</li> <li>• May have caused or threatens to cause the release of radioactive material, inside or outside of a restricted area, so that, had an individual been present for 24 hours, the individual could have received an intake five times the occupational annual limit on intake (does not apply to locations where personnel are not normally stationed during routine operations).</li> </ul>	Notify the NRC Operations Center

## Events Requiring IMMEDIATE NRC Notification

Complete the reporting requirements for the following events as soon as practical after the occurrence becomes known to the licensee

10CFR Section	Event Description	Reporting Requirement
10CFR50.72  <b>Emergency Classification Notifications</b>	<ul style="list-style-type: none"> <li>Declared emergency classification as specified in RP/0/A/5000/001, "Classification of Emergency".</li> <li>Change from one emergency classification to another</li> <li>Termination of an emergency classification</li> <li>Any further degradation in the level of safety of the plant or other worsening plant conditions, including those that require the declaration of any of the emergency classes, if such a declaration has not been previously made</li> <li>The results of ensuing evaluations or assessments of plant conditions</li> <li>The effectiveness of response or protective measures taken.</li> <li>Information related to plant behavior that is not understood</li> <li>As a courtesy in situations deemed necessary.</li> </ul>	<p>Notify the NRC Operations Center <u>immediately</u> after notification of the appropriate state or local agencies and not later than 1 hour after the time one of the emergency classes is declared.</p> <p>Activate the Emergency Response Data System (ERDS) as soon as possible but not later than one hour after declaring an Alert or higher emergency classification.</p>

Enclosure 4.2

Events Requiring 1-HOUR NRC Notification

RP/0/B/5000/013

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Complete the reporting requirements for the following events as soon as practical and in all cases within 1 hour after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR50.72(b)(2)(i)  <b>TS Deviation (10CFR50.54(x) Declarations)</b>	<ul style="list-style-type: none"> <li>Reasonable action that departs from a license condition or a technical specification may be taken in an emergency when this action is immediately needed to protect the health and safety of the public and no action consistent with the license condition or technical specification that can provide adequate or equivalent protection is immediately apparent.</li> <li>Deviation from the intent of an emergency procedure <u>constitutes</u> a 10CFR50.54(x) action.</li> <li>Actions taken per 10CFR50.54(x) shall be approved, as a minimum, by a Licensed Senior Reactor Operator prior to taking such action.</li> <li>10CFR50.54(x) decisions shall be documented in the Reactor Operators Logbook and the TSC Logbook.</li> <li>If not reported as a declaration of an emergency classification, the NRC shall be notified as soon as practical but always within one hour of the occurrence of a 10CFR50.54(x) action.</li> </ul> <p>{ PIP 2-C96-0273 }</p>	Notify the NRC Operations Center



## Events Requiring 1-HOUR NRC Notification

Complete the reporting requirements for the following events as soon as practical and in all cases within 1 hour after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR70.52  <b>Accidental criticality or loss or theft or attempted theft of special nuclear material</b>	Events involving accidental criticality or loss or theft or attempted theft of special nuclear material <ul style="list-style-type: none"><li>Any case of accidental criticality or any loss, other than normal operating loss, of special nuclear material</li><li>Any loss or theft or unlawful diversion of special nuclear material or any incident in which an attempt has been made or is believed to have been made to commit a theft or unlawful diversion of such material</li></ul>	Notify the NRC Operations Center
10CFR73.71  <b>Physical protection of plant and materials</b>	Events involving physical protection of plant and materials <ul style="list-style-type: none"><li>The loss of any shipment of special nuclear material or spent fuel (also notify the NRC Operations Center within 1 hour after recovery of or accounting for such lost shipment)</li><li>Safeguards events as determined by Security personnel</li></ul>	Notify the NRC Operations Center.  Notify the NRC Operations Center of significant supplemental information, which becomes available.

**Enclosure 4.3**

RP/0/B/5000/013

**Events Requiring 4-HOUR NRC Notification**

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Complete the reporting requirements for the following events as soon as practical and in all cases within 4 hours after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR50.72(b)(2)(i)  <b>Initiation of any plant shutdown required by Technical Specifications</b>	<ul style="list-style-type: none"><li>Initiation of a shutdown is defined as: "A reduction in power required by an Action statement of Technical Specifications to enter Mode 3."</li><li>Shutdown is defined (for reporting requirements) as: "Mode 3 and below from Mode 1 or Mode 2."</li><li>Cooldown to comply with an Action statement of Technical Specifications does not constitute "Shutdown initiation of any plant shutdown." reporting requirements.</li></ul> <p>Example: If the unit is already shut down and a cooldown is required to comply with a Technical Specification ACTION statement, no further reporting requirements apply because of the cooldown</p>	Notify the NRC Operations Center
<b>S/G Tube Integrity Technical Specification</b>	Notify the NRC of Steam Generator Tube Plugging in accordance with Technical Specifications 5.5.9, Table 5.5.2.	Notify the NRC Operations Center

### Enclosure 4.3

### Events Requiring 4-HOUR NRC Notification

RP/0/B/5000/013

Page 2 of 2

Complete the reporting requirements for the following events as soon as practical and in all cases within 4 hours after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR50.72(b)(2)(iv)(A)  <b>ECCS discharge into the Reactor Coolant System</b>	<p>Any event that results or should have resulted in ECCS discharge into the reactor coolant system as a result of a valid signal except when the actuation results from and is part of a pre-planned sequence during testing or reactor operation.</p> <ul style="list-style-type: none"> <li>• <u>Valid</u> signal refers to those signals automatically initiated by measurement of an actual physical system parameter that was within the established setpoint band of the sensor that provides the signal to the protection system logic, or manually initiated in response to plant conditions. Valid signals also include passive system actuations that occur as a function of system conditions like differential pressure (i.e., cold leg accumulators) whereby no SSPS or other electrical signal is involved. The validity of an ECCS signal may not be determined within 1 hour; ECCS signals that result or should have resulted in injections should be considered valid until firm evidence proves otherwise.</li> <li>• <u>Invalid</u> ECCS injections are still considered a System actuation, but are <b>NOT</b> reportable to the NRC per 10 CFR 50.72. It is still reportable under 10 CFR 50.73 as an LER. <b>(Refer to Enclosure 4.8 for guidance as to what constitutes a System actuation.)</b></li> </ul>	Notify the NRC Operations Center
10CFR50.72(b)(2)(iv)(B)  <b>RPS Actuation</b>	Any event or condition that results in actuation of the reactor protection system (RPS) when the reactor is <b>critical</b> except when the actuation is part of a pre-planned sequence during testing or reactor operation.	Notify the NRC Operations Center
10CFR50.72(b)(2)(xi)  <b>Offsite Notification (News Release)</b>	Any event or situation related to the health and safety of the public or on-site personnel, or protection of the environment, for which a news release is planned or notification to other government agencies has been or will be made. Such an event may include an on-site fatality, transport of an injured or ill employee to a hospital by ambulance, or an inadvertent release of radioactively contaminated materials.	Notify the NRC Operations Center

## Enclosure 4.4

### Events Requiring 8-HOUR NRC Notification

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Complete the reporting requirements for the following events as soon as practical and in all cases within 8 hours after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR50.72(b)(3)(ii)  <b>Degraded Condition</b>	Any event or condition that results in: A. the condition of the plant, including its principal safety barriers, being seriously degraded or B. The Nuclear Power plant being in an unanalyzed condition that significantly degrades plant safety.	Notify the NRC Operations Center
10CFR50.72(b)(3)(iv)(A)  <b>System Actuation</b>	Any event of condition that results in <b>valid</b> actuation of any of the systems listed in Enclosure 4.8 of this procedure, except when the actuation results from and is part of a pre-planned sequence during testing or plant operation.	Notify the NRC Operations Center
10CFR50.72(b)(3)(v)  <b>Safety Function Prevented From Functioning</b>	Any event or condition that <b>at the time of discovery</b> could have prevented the fulfillment of the safety function of structures or systems needed to:  A. shut down the reactor and maintain it in a safe shutdown condition,  B. remove residual heat,  C. control the release of radioactive material, or  D. mitigate the consequences of an accident	Notify the NRC Operations Center

**Enclosure 4.4**

**Events Requiring 8-HOUR NRC Notification**

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Complete the reporting requirements for the following events as soon as practical and in all cases within 8 hours after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR50.72(b)(3)(xii)  <b>Offsite Medical (Contaminated Injury)</b>	Any event requiring the transport of a radioactively contaminated person to an off-site medical facility for treatment	Notify the NRC Operations Center
10CFR50.72(b)(3)(xiii)  <b>Major loss of emergency assessment capability or communications capability or sirens</b>	<p>Any event that results in a major loss of emergency assessment capability or communications capability (e.g., significant portion of control room indication, Emergency Notification System (ENS), Health Physics Network (HPN), unavailability of TSC or off-site notification system (i.e., loss of 22 (25%) or more of the plant's Emergency Planning Zone sirens for more than one hour)</p> <ul style="list-style-type: none"> <li>• Should either or both of the emergency communications subsystems (ENS and HPN) fail, the NRC Operations Center should be so informed over normal commercial telephone lines. When notifying the NRC Operations Center, licensees should use the backup commercial telephone numbers provided.</li> <li>• <u>If the NRC Operations Center notifies the licensee</u> that an ENS or HPN line is inoperable, a report is not required. The Operations Center contacts the appropriate repair organization.</li> </ul>	Notify the NRC Operations Center

**Enclosure 4.5**

RP/0/B/5000/013

**Events Requiring 24-HOUR NRC Notification**

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Complete the reporting requirements for the following events as soon as practical and in all cases within 24 hours after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR20.2202  <b>Radiological Exposure</b>	<p>Any event involving loss of control of licensed material that may have caused, or threatens to cause an individual to receive, in a period of 24 hours</p> <ul style="list-style-type: none"><li>• A total effective dose equivalent exceeding 5 rems, or</li><li>• An eye dose equivalent exceeding 15 rems, or</li><li>• A shallow-dose equivalent to the skin or extremities exceeding 50 rems</li></ul> <p>Or that may have caused, or threatens to cause the release of radioactive material, inside or outside of a restricted area, so that, had an individual been present for 24 hours, the individual could have received an intake in excess of one occupational annual limit on intake (does not apply to locations where personnel are not normally stationed during routine operations).</p>	Notify the NRC Operations Center

**Enclosure 4.5**

RP/0/B/5000/013

**Events Requiring 24-HOUR NRC Notification**

Page 2 of 3

Complete the reporting requirements for the following events as soon as practical and in all cases within 24 hours after the occurrence becomes known to the licensee:

10CFR26.73  <b>Fitness For Duty</b>	Significant Fitness For Duty events including: <ul style="list-style-type: none"><li>• Sale, use, or possession of illegal drugs within the protected area and</li><li>• Any acts by any person licensed under 10CFR55 to operate a power reactor or by any supervisory personnel assigned to perform duties within the scope of this Part</li><li>• Involving the sale, use, or possession of a controlled substance,</li><li>• Resulting in confirmed positive tests on such persons,</li><li>• Involving use of alcohol within the protected area, or</li><li>• Resulting in a determination of unfitness for scheduled work due to the consumption of alcohol</li></ul>	Notify the NRC Operations Center
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**Enclosure 4.5**

RP/0/B/5000/013

**Events Requiring 24-HOUR NRC Notification**

Page 3 of 3

Complete the reporting requirements for the following events as soon as practical and in all cases within 24 hours after the occurrence becomes known to the licensee:

<b>Operating License Condition Deviations</b>	<p>Operating license condition deviations requiring a 24-hour report</p> <ul style="list-style-type: none"><li>• Catawba must implement and maintain in effect all provisions of the approved fire protection program as described in the UFSAR and the SLC's. Violations of this program are potentially reportable as a 24-hour notification. Regulatory Compliance should always be notified concerning potentially reportable fire protection events.</li><li>• Duke Power Company, Catawba Nuclear Site, is authorized to operate the facility at reactor core power levels not in excess of 3411 megawatts thermal (100% power) in accordance with the conditions specified in the License. Exceeding actual 100% power level is potentially a 24-hour notification as required by the Facility Operating License. Regulatory Compliance should be consulted to help determine the reportability when power level exceeds 100%.</li></ul>	<p>Notify the NRC Operations Center</p>
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**Enclosure 4.6**

**Events Requiring 30-DAY NRC Notification**

RP/0/B/5000/013

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Complete the reporting requirements for the following events as soon as practical and in all cases within 30 days after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
10CFR20.2201 <b>Theft, Loss or Missing Licensed Material</b>	All licensed material in a quantity greater than ten times the quantity specified in Appendix C to 10CFR20.1001 - 20.2401 (as determined by Radiation Protection) that is still missing at this time	Notify the NRC Operations Center via the Emergency Notification System

Enclosure 4.7

Events Requiring 60 DAY NRC REPORT

RP/0/B/5000/013

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Complete the reporting requirements for the following events as soon as practical and in all cases within 60 days after the occurrence becomes known to the licensee:

10CFR Section	Event Description	Reporting Requirement
<b>Licensee Event Report (LER)</b>	Any event which requires the preparation of a Licensee Event Report (the event may or may not be reportable under 10CFR50.72).	<p>Notify the Duty Regulatory Compliance Engineer</p> <p>The Shift Work Manager shall ensure a Problem Investigation Process (PIP) report for a more significant event (MSE) is generated and forwarded to the Safety Review Group to accurately reflect the condition.</p> <p>LER submitted to NRC.</p>
10CFR50.73(a)(1)	An <b>invalid</b> actuation of any of the systems listed in Enclosure 4.8 reported under 10CFR50.73(a)(2)(iv), other than actuation of the reactor protection system (RPS) when the reactor is critical.	The licensee may, at its option, provide a telephone notification to the NRC Operations Center within 60 days after discovery of the event instead of submitting a written LER.

## Enclosure 4.8

RP/0/B/5000/013

### List of System (ESF) Actuations for Catawba

Page 1 of 2

1. Any reactor trip (P-4)
2. Safety injection (UFSAR 6.3.1, 6.3.2)
  - A. NV charging path
  - B. NI charging path
  - C. ND charging path
  - D. CLA injection
  - E. D/G sequencer activation
  - F. Reactor trip signal
  - G. FWST - containment sump ND suction swap
    - If a second NV pump is manually started in order to maintain NC inventory, this is also a system actuation.
3. Containment spray (UFSAR 6.2.2)
  - A. NS pump start/valve alignment
  - B. Actual spraydown of containment
4. Containment isolation (UFSAR 6.2.4)
  - A. Phase A (St)
  - B. Phase B (Sp)
  - C. Closure of the VP or VQ valves upon receipt of a high radiation signal from EMF-38, 39, or 40 does not constitute a reportable system actuation during any mode.
  - D. NW system injection
5. Steam line isolation (UFSAR 10.3.2)
  - A. Individual steam line valve closure\*
  - B. System isolation
  - C. Actuation of P-12 to close steam dumps is **NOT** a system actuation

\* Individual component activation due to component failure not reportable per this requirement

## 6. Auxiliary feedwater system

- A. Auxiliary feedwater pump start, automatic or manual, unless the start was the expected result of a controlled (documented) test or procedure.

Example: A feedwater transient is in progress with S/G levels decreasing toward the reactor trip setpoint. If the operator starts a CA pump(s) to supplement CF flow and prevent the trip, the start is reportable under the 4-hour NRC notification criterion.

- B. Pump suction swap to RN

## 7. Emergency AC Electrical Power Systems

- A. Diesel Generator starts, automatic or manual, unless the start was the expected result of a controlled (documented) test or procedure.

## 8. Ice condenser lower inlet door opening as a result of unplanned mass or energy release into containment

- A. Door openings resulting from planned evolutions such as containment ventilation fan starts, personnel entries into containment, etc., **do not** constitute system actuations.

## 9. Combustible Gas Control in Containment

- A. Containment air return and hydrogen skimmer (VX) operation (UFSAR 6.2.5.2)
1. Any unanticipated system operation
- B. Hydrogen Recombiners (UFSAR 6.2.5)
- C. Hydrogen Purge (UFSAR 6.2.5)
- D. Hydrogen Igniters (UFSAR 6.2.5)

**Courtesy Notification to States and Counties  
for a Non-emergency Plant Event**

**NOTE:** This enclosure provides instruction for notifying state and county emergency preparedness management agencies (primary WP/EOCs) and EnergyQuest of **non-emergency** plant events by completing a Courtesy Notification Form (page 4 of 4) and faxing it to each agency, then verifying its receipt with a follow-up phone call. {PIP 0-C00-01689}

**1. Complete the Courtesy Notification Form as follows:**

- \_\_\_\_\_ 1.1 Provide the time and date of:
- Notification
  - Event
- \_\_\_\_\_ 1.2 Mark the event(s) that describes the reason for the notification.
- \_\_\_\_\_ 1.3 Describe the event briefly, especially any impact to the site (damage, impact on operations, and any requested support received from off-site agencies).

**NOTE:**

1. The confirmation code number is randomly assigned to each message. This provides a method for authenticating an offsite agency official that calls the site over normal phone lines requesting additional information about the reported event. Knowing the confirmation code number shall be the authorization for site personnel to provide information about the event to the caller.
2. Calls received over selective signal lines are considered to be secure and do not require knowledge of the confirmation code number to receive additional information about the event.

- \_\_\_\_\_ 1.4 Assign a 2-digit confirmation code number to the notification form.
- \_\_\_\_\_ 1.5 Print the name and title of the individual authorizing the notification.

**2. Notification by Group Fax**

**NOTE:** Step 2 sends a group fax and step 3 sends the fax to agencies individually.

- \_\_\_\_\_ 2.1 Notify the states and county agencies (primary WP/EOCs) of a **non-emergency** plant event(s) by completing a Courtesy Notification Form (page 4 of 4) and transmitting it to the states and counties as follows:

**Courtesy Notification to States and Counties  
for a Non-emergency Plant Event**

**NOTE:** Performing steps 2.1.1 through 2.1.3 sends the Courtesy Notification Form (page 4 of 4) to multiple locations in sequence.

- \_\_\_\_\_ 2.1.1 Place the completed form (page 4 of 4) face down into the fax machine.
- \_\_\_\_\_ 2.1.2 Press the pre-programmed one-touch speed dial pushbutton for each of the following agencies:
  - \_\_\_\_\_ ☐ York Co WP/EOC
  - \_\_\_\_\_ ☐ Gaston Co. WP/EOC
  - \_\_\_\_\_ ☐ Meck Co. WP
  - \_\_\_\_\_ ☐ NC WP/EOC
  - \_\_\_\_\_ ☐ SC WP/EOC
  - \_\_\_\_\_ ☐ EnergyQuest
- \_\_\_\_\_ 2.1.3 Press START
- \_\_\_\_\_ 2.2 Verify by one of the following means that the form (page 4 of 4) was received by each of the agencies:
  - \_\_\_\_\_ ☐ Selective Signal (Enclosure 1.5, Emergency Response Telephone Directory)
  - \_\_\_\_\_ ☐ Duke or Commercial Telephone (Enclosures 1.12 – 1.16, Emergency Response Telephone Directory)
- \_\_\_\_\_ 2.3 Notify Community Relations duty person of the Courtesy Notification Form transmittal.
- \_\_\_\_\_ 2.4 **IF** any agency did not receive the group fax, then make the courtesy notification to the agency(s) by performing step 3.
- \_\_\_\_\_ 2.5 Fax a copy of the Courtesy Notification Form (page 4 of 4) to Emergency Planning at 831-3151.
- \_\_\_\_\_ 2.6 Report any communications equipment failures to the duty Emergency Planner.

**Courtesy Notification to States and Counties  
for a Non-emergency Plant Event**

### 3. Notification by Individual Fax

- \_\_\_\_\_ 3.1 Notify the states and county agencies (primary WP/EOCs) of a **non-emergency** plant event(s) by completing a Courtesy Notification Form (page 4 of 4) and transmitting it to the states and counties as follows:

**NOTE:** Performing steps 3.1.1 through 3.1.3 sends the Courtesy Notification Form (page 4 of 4) to individual agencies one at a time.

- \_\_\_\_\_ 3.1.1 Place the completed form (page 4 of 4) face down into the fax machine.

**NOTE:** SC WP/EOC and EnergyQuest list two fax numbers. Use the fax number for sending Emergency Notifications.

- \_\_\_\_\_ 3.1.2 Enter the individual fax phone number (Enclosures 1.12 through 1.16 in the Emergency Response Phone Book) for the desired individual agency (WP/EOC). EnergyQuest fax number is listed in Enclosure 1.19, Emergency Response Telephone Directory.

- \_\_\_\_\_ 3.1.3 Press START.

- \_\_\_\_\_ 3.1.4 Repeat steps 3.1.1 through 3.1.3 until all of the desired agencies have been faxed the form (page 4 of 4).

- \_\_\_\_\_ 3.2 Verify by one of the following means that the form (page 4 of 4) was received by the agency(s):

- \_\_\_\_\_ ☐ Selective Signal (Encl 1.5, Emergency Response Telephone Directory)

- \_\_\_\_\_ ☐ Duke or Commercial Telephone (Enclosures 1.12 – 1.16, Emergency Response Telephone Directory)

- \_\_\_\_\_ 3.3 Notify Community Relations duty person of the Courtesy Notification Form transmittal.

- \_\_\_\_\_ 3.4 Fax a copy of the completed Courtesy Notification Form (page 4 of 4) to Emergency Planning at 831-3151.

- \_\_\_\_\_ 3.5 Report any communications equipment failures to the duty Emergency Planner.

Courtesy Notification to States and Counties  
for a Non-emergency Plant Event

DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
COURTESY NOTIFICATION FORM  
NON-EMERGENCY EVENTS

Time/Date Of Notification: \_\_\_\_\_ / \_\_\_\_\_

Time/Date Of Event: \_\_\_\_\_ / \_\_\_\_\_

Event (X):

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Toxic Gases       | <input type="checkbox"/> Fatality                                       |
| <input type="checkbox"/> Flood      | <input type="checkbox"/> Civil Disturbance | <input type="checkbox"/> Fire Response by<br>Bethel/Newport             |
| <input type="checkbox"/> Hurricane  | <input type="checkbox"/> Bomb Threat       | <input type="checkbox"/> Medical Response<br>by Ambulance               |
| <input type="checkbox"/> Ice/Snow   | <input type="checkbox"/> Vehicle Crash     | <input type="checkbox"/> HazMat /Spill<br>Response                      |
| <input type="checkbox"/> Tornado    | <input type="checkbox"/> Explosion         | <input type="checkbox"/> Other Events Impacting Safe<br>Plant Operation |

Description:

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Confirmation Code Number: \_\_\_\_\_ (This number is authentication for any off-site  
agency caller to be given information about the event.).

Confirmation Phone Number: (803) 831-8185

Reported By: \_\_\_\_\_ Title: \_\_\_\_\_



**Enclosure 4.10**  
**Safeguards ENS Event Report**

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Page 1 of 2

Date/Time of Notification \_\_\_\_\_

NRC Person Notified \_\_\_\_\_

NRC Report No. \_\_\_\_\_

State the following to the NRC Operations Center:

"This notification is made in accordance with 10CFR73.71. This is Duke Power Company's Catawba Nuclear Station in NRC Region II making the notification. "

My Name is: \_\_\_\_\_ My title is: \_\_\_\_\_

I can be reached at \_\_\_\_\_

"Your Name Please" \_\_\_\_\_

1. \*Date of occurrence: \_\_\_\_\_

2. \*Time of occurrence: \_\_\_\_\_

3. \*Power level of units:

Unit 1 \_\_\_\_\_ Unit 2 \_\_\_\_\_

\*If date and time of occurrence are not known, indicate the date and time of discovery.

4. Description of event: \_\_\_\_\_

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

5. Security response/compensatory measures established:

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

6. LLEA (Local Law Enforcement Agency) Notified? YES \_\_\_\_ NO \_\_\_\_

(If yes, name of organization and telephone number) \_\_\_\_\_  
\_\_\_\_\_

**Enclosure 4.10**  
**Safeguards ENS Event Report**

RP/0/B/5000/013  
Page 2 of 2

7. NRC Region II notified? YES \_\_\_\_ NO \_\_\_\_

(If yes, name of person notified) \_\_\_\_\_

8. Who to contact for more information:

\_\_\_\_\_

9. Consequences at plant:

Description of Equipment Systems Affected \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>NOTE:</b> After verbal transmission of this Enclosure, a copy should be sent by Fax to: NRC Operations Center - 1-301-816-5151</p>
--

**APPROVED BY:** \_\_\_\_\_ **TIME/DATE:** \_\_\_\_\_  
OPERATIONS SHIFT MANAGER OR EMERGENCY COORDINATOR

**Enclosure 4.11**  
**Event Notification Report**

**RP/0/B/5000/013**  
**Page 1 of 2**

STATE: "THIS IS THE CATAWBA NUCLEAR SITE IN NRC REGION 2 MAKING AN EVENT NOTIFICATION REPORT"				EN #
NOTIFICATION TIME/DATE	UNIT	CALLER'S NAME	CALLBACK TELEPHONE #: ENS 803-831-3920 (C/R) or 803-831-2674 (TSC)	NRC OPERATIONS OFFICER CONTACTED
NRC OPERATION TELEPHONE NUMBER: PRIMARY - 301-816-5100 or 800-532-3469; BACKUPS - [1st] 301-951-0550 or 800-449-3694; [2nd] 301-415-0550; and [3rd] 301-415-0553				
EVENT TIME & ZONE ____ (time) <u>Region II</u> (zone)		EVENT DATE	POWER/MODE BEFORE	POWER/MODE AFTER
<b>EVENT CLASSIFICATIONS</b>		<b>1-HR NON-EMERGENCY 10CFR5072(b)(1)</b>	<b>8-HR NON-EMERGENCY</b>	
GENERAL EMERGENCY		TS Deviation pursuant to 10 CFR 50.54(x)	(ii)(A) Degraded Condition	
SITE AREA EMERGENCY		Accidental Criticality or Loss/Theft of Material	(ii)(B) Unanalyzed Condition	
ALERT		Physical Protection of Plant or Materials	(iv)(A) Valid System Actuation	
UNUSUAL EVENT			(v)(A) Safe S/D Capability	
50.72 NON-EMERGENCY (see next columns)			(v)(B) RHR Capability	
PHYSICAL SECURITY (73.71)		<b>4-HR NON-EMERGENCY 10 CFR 50.72(b)(2)</b>	(v)(C) Control of Radiological	
TRANSPORTATION (10 CFR 20)		(i) TS Required S/D	(v)(D) Accident Mitigation	
MATERIAL/EXPOSURE (10 CFR 20)		(iv)(A) ECCS Discharge to RCS	(xii) Offsite Medical	
RETRACTION		(iv)(B) RPS Actuation when Rx is critical	(xiii) Lost ENS	
		(xi) Offsite Notification	(xiii) Lost Emergency Assessment	
			(xiii) Lost Offsite Communications.	
			(xiii) Emergency Siren Inoperable	
<b>OTHER UNSPECIFIED REQUIREMENT (IDENTIFY)</b>		<b>60-DAY OPTIONAL 10CFR50.73(a)(1)</b> Invalid Specified System Actuation	<b>24 HOUR NON EMERGENCY</b>	
			Radiological Exposure 10CFR20.2202	
			Fitness For Duty 10CFR26.73	
			Operating License Deviation	
<b>EVENT DESCRIPTION</b> (Include: Systems affected, actuations & their initiating signals, causes, effect of event on plant, actions taken or planned, PARs etc.)				
<b>CATEGORY</b>		<b>INITIATION SIGNAL</b>		
____ REACTOR TRIP		_____		
____ ESF ACTUATION		_____		
____ ECCS ACTUATION		_____		
____ SI FLOW		_____		
____ LCO		_____		
SYSTEM _____				
COMPONENT _____				
CAUSE: ____ MECHANICAL		____ ELECTRICAL		
____ PERSONNEL ERROR		____ OTHER		
Continue on Enclosures 4.11 page 2 of 2 if necessary.				
NOTIFICATIONS	YES	NO	WILL BE	ANYTHING UNUSUAL OR NOT UNDERSTOOD? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain above)
NRC RESIDENT				
STATE(s) NC SC				DID ALL SYSTEMS FUNCTION AS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain above)
LOCAL York County Gaston County Mecklenburg County				MODE OF OPERATION UNTIL CORRECTED:
OTHER GOV AGENCIES				ESTIMATED RESTART DATE
MEDIA/PRESS RELEASE				:

**Enclosure 4.11**  
**Event Notification Report**

RP/0/B/5000/013  
Page 2 of 2

<b>RADIOLOGICAL RELEASES:</b> CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description)						
<input type="checkbox"/> LIQUID RELEASE	<input type="checkbox"/> GASEOUS RELEASE	<input type="checkbox"/> UNPLANNED RELEASE	<input type="checkbox"/> PLANNED RELEASE	<input type="checkbox"/> ONGOING	<input type="checkbox"/> TERMINATED	
<input type="checkbox"/> MONITORED	<input type="checkbox"/> UNMONITORED	<input type="checkbox"/> OFFSITE RELEASE	<input type="checkbox"/> T.S. EXCEEDED	<input type="checkbox"/> RM ALARMS	<input type="checkbox"/> AREAS EVACUATED	
<input type="checkbox"/> PERSONNEL EXPOSED OR CONTAMINATED		<input type="checkbox"/> OFFSITE PROTECTIVE ACTIONS RECOMMENDED			State release path in description	

**NOTE:** Contact Radiation Protection Shift to obtain the following release information.  
IF the notification is due and the information is not available, mark "Not Available" and complete the notification.

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

CIRCLE RAD MONITORS IN ALARM	PLANT STACK (EMF 35, 36, 37)	CONDENSER/ AIR EJECTOR (EMF 33)	MAIN STEAM LINE (UNIT 1-EMF 26,27,28,29 UNIT 2-EMF 10, 11, 12,13)	SG BLOWDOWN (EMF 34)	OTHER
RAD MONITOR READINGS					
ALARM SETPOINTS: TRIP II					
% T.S. LIMIT (If applicable)	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	

<b>RCS OR SG TUBE LEAKS:</b> CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description)		
LOCATION OF THE LEAK (e.g. SG#, valve, pipe, etc.):		
LEAK RATE: gpm/gpd	T.S. LIMITS EXCEEDED:	SUDDEN OR LONG TERM DEVELOPMENT:
LEAK START DATE: _____	TIME _____	COOLANT ACTIVITY (Last Sample): PRIMARY SECONDARY-

LIST OF SAFETY RELATED EQUIPMENT NOT OPERATIONAL:

EVENT DESCRIPTION (Continued from Enclosure 4.11 Page 1 of 2)

ADDITIONAL INFORMATION MAY BE ATTACHED.

APPROVED BY: \_\_\_\_\_ TIME/DATE: \_\_\_\_\_  
Operations Shift Manager/Emergency Coordinator (eastern) mm / dd / yy

**Enclosure 4.12**  
**ENS Notification Retraction**

RP/0/B/5000/013  
Page 1 of 1

In some cases, after an event or condition is reported to the NRC, it is subsequently determined that the event or condition is not reportable. The following guidance should be used when making an ENS Notification Retraction.

1. An ENS notification should be retracted via a phone call to the NRC Operations Center on the ENS telephone.
2. The retraction should include sound logical basis and explain the rationale used in determining that the event or condition is not reportable. Retractions should be reviewed by appropriate members of Operations Management, Regulatory Compliance, and/or Engineering before being transmitted to the NRC.
3. Retractions should be documented in Enclosure 4.11. Fill in the applicable sections of Enclosure 4.11. Ensure that under the "Event Classification" section the block next to "Retraction" is checked.
4. There is no set time limit for retractions. However, since most retractions occur following completion of an engineering and/or management review, it is expected that retractions would occur shortly after such review.
5. A retracted ENS report is retained in the NRC's ENS database along with the retraction.

DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 013)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 035)
RP/0/A/5000/003	Alert (Rev. 037)
RP/0/A/5000/004	Site Area Emergency (Rev. 039)
RP/0/A/5000/005	General Emergency (Rev. 039)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 013)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 013)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 018)
RP/0/A/5000/009	Collision/Explosion (Rev. 006)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 013)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 028)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 004)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

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DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (1/15/96)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 015)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 003)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 007)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 002)
RP/0/B/5000/026	Response to Bomb Threat (Rev. 002)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

August 6, 2001

DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 053)
HP/0/B/1009/001	Radiation Protection Recovery Plan (Rev. 008)
HP/0/B/1009/003	Radiation Protection Response Following a Primary to Secondary Leak (Rev. 008)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 028)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 016)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 008)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 018)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 015)
HP/0/B/1009/009	Guidelines for Accident and Emergency Response (Rev. 038)
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Radioactive Material (Rev. 008)
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev. 011)
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 001)
HP/2/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 000)
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions (Rev. 002)

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DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 003)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 001)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 001)
OP/0/A/6200/021	Post Accident Liquid Sampling System II+ (Rev. 034)
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 002)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 002)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 008)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 002)

August 6, 2001

# Duke Power Company PROCEDURE PROCESS RECORD

(1) ID No. RP/0/A/5000/006 ARevision No. 013**PREPARATION**(2) Station Catawba Nuclear Station(3) Procedure Title Notifications to States and Counties from the Control Room(4) Prepared By GARY L MITCHELL Date 8-1-01

(5) Requires 10CFR50.59 evaluation?

☒ Yes (New procedure or reissue with major changes)☐ No (Revision with minor changes)☐ No (To incorporate previously approved changes)(6) Reviewed By B R Smith (QR) Date 8/1/01Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA BRMS Date 8/1/01Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA BRMS Date 8/1/01

(7) Additional Reviews

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

(8) Temporary Approval (if necessary)

By \_\_\_\_\_ (SRO/QR) Date \_\_\_\_\_

By \_\_\_\_\_ (QR) Date \_\_\_\_\_

(9) APPROVED BY Richard L Swearingen Date 8/2/01**PERFORMANCE** (Compare with control copy at least once every 14 calendar days while work is being performed)

(10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

(11) Dates(s) Performed \_\_\_\_\_

Work Order Number (W/O #) \_\_\_\_\_

**COMPLETION**

(12) Procedure Completion Verification

☐ Yes ☐ N/A Check lists and/or blanks properly initialed, signed, dated, or filled in NA, as appropriate?☐ Yes ☐ N/A Listed enclosures attached?☐ Yes ☐ N/A Data sheets attached, completed, dated and signed?☐ Yes ☐ N/A Charts, graphs, etc. attached and properly dated, identified and marked?☐ Yes ☐ N/A Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(14) Remarks (attach additional pages, if necessary)

<b>Duke Power Company</b> <b>Catawba Nuclear Station</b>  <b>Notifications to States and Counties From the Control Room</b>     <b>Multiple Use</b>	<b>Procedure No.</b> <b>RP/0/A/5000/006 A</b>
	<b>Revision No.</b> <b>013</b>
	<b>Electronic Reference No.</b> <b>CN005GNQ</b>

## 1. Symptoms

- 1.1 An emergency classification has been declared and an off-site agency notification is required.

## 2. Immediate Actions

### Initial Notifications

- NOTE:**
1. The first notification for each of the four emergency classifications is the **Initial Notification**. The transmittal time for an initial notification must be within 15 minutes of the time the emergency classification was declared. Subsequent messages within the same classification are designated as **Follow-up Notifications** (see Section 3).
  2. If any calls are received requesting information about the emergency and information is **NOT** on the Emergency Notification Form, refer to step 3.4 of Subsequent Actions.
  3. Changes in Protective Action Recommendations and Termination notifications **must** be transmitted verbally.
  4. Changes in Protective Action Recommendations must be transmitted within 15 minutes.

### Operations Shift Manager/Emergency Coordinator Duties:

- 2.1 Obtain pre-printed Emergency Notification Form (ENF) for the appropriate EAL. These forms are located in the Control Room Off-site Agency Communicator's desk drawer.
- 2.2 Complete appropriate lines of the Emergency Notification Form for transmittal as the Initial Notification. Lines 11-14 may be left blank on Initial Notifications. Refer to Enclosure 4.3 for line by line instructions.
- 2.3 Delegate transmittal of Initial Emergency Notification Form to Control Room Off-site Agency Communicator.

### Control Room Off-site Agency Communicator Duties:

- 2.4 Obtain copy of Authentication Code Word List (Enclosure 4.7) and Off-site Agency Communicator Guide (Enclosure 4.2) from Control Copy of Off-site Agency Communicator's Notebook.
- 2.5 Verbally transmit the Initial Emergency Notification Form to the Off-site Agencies using Enclosure 4.2 as a guide.

**NOTE:** TSC Communicators will assist with Faxing the notification form if requested.

- 2.6 After verbal transmission of initial notification, fax a copy of the Emergency Notification Form (front side only) to Energy Quest, TSC, EOF, JIC and Off-site Agencies. Refer to Enclosure 4.9 (Fax Communicator Checklist).

### 3. Subsequent Actions

#### Follow Up Notifications

- NOTE:**
1. Notifications following Initial Notifications within the same emergency classification are designated Follow-up Notifications.
  2. Follow-up Notifications are required as follows:  
  
Every hour until the emergency is terminated  
  
**OR**  
  
If there is any significant change to the situation (make notification as soon as possible)  
  
**OR**  
  
As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change and the interval shall not be greater than 4 hours to any agency.
  3. OSM/Emergency Coordinator should never approve a Follow-up Notification for a lesser classification after an upgrade to a higher classification is declared. Emphasis should be placed on providing current information and NOT on providing a message to meet a superseded deadline. If a follow-up is due and an upgrade in classification is declared, Off-site Agency Communicators should contact the agencies that the pending follow-up is being superseded by an upgrade in classification and information will be provided within 15 minutes.
  4. Termination of the emergency will be transmitted as a Follow-up Notification. Refer to Enclosure 4.4 (Termination) for instructions.
  5. Use Enclosure 4.6 (Emergency Status Sheet) as necessary to track Follow-up Notification due times.
  6. Changes in Protective Action Recommendations and Termination notifications **must** be transmitted verbally.
  7. Changes in Protective Action Recommendations must be transmitted within 15 minutes.

- 3.1 Complete ENF for Follow-up Notifications. Refer to Enclosure 4.3 for line by line instructions.

- 3.2 Delegate transmittal of Follow-up Emergency Notification to Control Room Communicator.
- 3.3 Transmit Follow-up Emergency Notifications to Off-site Agencies by one of the following methods:

**NOTE:**

- 1. Changes in Protective Action Recommendations and Termination notifications must be transmitted verbally.
- 2. Changes in Protective Action Recommendations must be transmitted within 15 minutes.

- 3.3.1 **Verbally** - Follow verbal transmission by faxing a courtesy copy to the EOF, TSC, EnergyQuest, JIC and Off-site Agencies.

**OR**

- 3.3.2 **Fax** the Off-site Agencies, Energy Quest, TSC, EOF, and JIC a copy of the Emergency Notification Form. Call each Off-site Agency to verify receipt and give opportunity for questions. Record Off-site Agency representative name on back side of Emergency Notification Form.

- 3.4 **Other Information**

- 3.4.1 **IF** any off-site call is received in the Control Room requesting information about the emergency which is not contained on the Emergency Notification Form, perform the following:
  - 1. **Authenticate** (Enclosure 4.8) the request to ensure the caller is a legitimate Off-site Agency Official.
  - 2. Log the question, caller's name and agency in the Off-site Agency Communicator's Logbook. (Logbook is located at the Off-site Agency Communicator's desk in the Control Room).
  - 3. OSM/Emergency Coordinator will provide information requested and sign the log entry to document approval for transmission. Transmittal time should also be documented in the logbook.

#### **4. Enclosures**

- 4.1 Emergency Notification Form (ENF)
- 4.2 Emergency Notification to Off-site Agencies, Off-site Communicator Guide
- 4.3 Initial/Follow-up Notification Message Completion
- 4.4 Termination Notification Completion/Transmission
- 4.5 Communications Systems
- 4.6 Emergency Status Sheet
- 4.7 Message Authentication Code List
- 4.8 Authentication Instructions
- 4.9 Fax Communicator Checklist
- 4.10 Additional Reportable Events

# EMERGENCY NOTIFICATION

RP/0/A/5000/006A  
ENCLOSURE 4 1  
Page 1 of 2

1. ☐ THIS IS A DRILL ☐ ACTUAL EMERGENCY ☐ INITIAL ☐ FOLLOW-UP MESSAGE NUMBER \_\_\_\_\_

2. SITE: Catawba Nuclear Site UNIT: \_\_\_\_\_ REPORTED BY: \_\_\_\_\_

3. TRANSMITTAL TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy CONFIRMATION PHONE NUMBER: (803) 831-8185 (Control Rm)

4. AUTHENTICATION (If Required): \_\_\_\_\_ (Number) \_\_\_\_\_ (Codeword)

5. EMERGENCY CLASSIFICATION:  
☐ NOTIFICATION OF UNUSUAL EVENT ☐ ALERT ☐ SITE AREA EMERGENCY ☐ GENERAL EMERGENCY

6. ☐ Emergency Declaration At: ☐ Termination At: TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy (If B, go to item 16.)

7. EMERGENCY DESCRIPTION/REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. PLANT CONDITION ☐ IMPROVING ☐ STABLE ☐ DEGRADING

9. REACTOR STATUS: ☐ SHUTDOWN: TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy ☐ \_\_\_\_\_ % POWER

10. EMERGENCY RELEASE(S):  
☐ NONE (Go to item 14.) ☐ POTENTIAL (Go to item 14.) ☐ IS OCCURRING ☐ HAS OCCURRED

\*\*11. TYPE OF RELEASE: ☐ ELEVATED ☐ GROUND LEVEL  
☐ AIRBORNE: Started: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Stopped: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time(Eastern) Date Time(Eastern) Date  
☐ LIQUID: Started: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Stopped: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time(Eastern) Date Time(Eastern) Date

\*\*12. RELEASE MAGNITUDE: ☐ CURIES PER SEC. ☐ CURIES NORMAL OPERATING LIMITS: ☐ BELOW ☐ ABOVE  
☐ NOBLE GASES \_\_\_\_\_ ☐ IODINES \_\_\_\_\_  
☐ PARTICULATES \_\_\_\_\_ ☐ OTHER \_\_\_\_\_

\*\*13. ESTIMATE OF PROJECTED OFFSITE DOSE: ☐ NEW ☐ UNCHANGED PROJECTION TIME: \_\_\_\_\_ (Eastern)  
TEDE \_\_\_\_\_ Thyroid CDE \_\_\_\_\_  
mrem mrem  
SITE BOUNDARY \_\_\_\_\_ ESTIMATED DURATION: \_\_\_\_\_ HRS.  
2 MILES \_\_\_\_\_  
5 MILES \_\_\_\_\_  
10 MILES \_\_\_\_\_

\*\*14. METEOROLOGICAL DATA: ☐ WIND DIRECTION (from) \_\_\_\_\_ ° ☐ SPEED (MPH) \_\_\_\_\_  
☐ STABILITY CLASS \_\_\_\_\_ ☐ PRECIPITATION (type) \_\_\_\_\_

15. RECOMMENDED PROTECTIVE ACTIONS  
☐ NO RECOMMENDED PROTECTIVE ACTIONS  
☐ EVACUATE \_\_\_\_\_  
☐ SHELTER IN-PLACE \_\_\_\_\_  
☐ OTHER \_\_\_\_\_

16. APPROVED BY: \_\_\_\_\_ Operations Shift Manager TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy  
(Name) (Title)

\* If items 8 - 14 have not changed, only items 1 - 7 and 15 - 16 are required to be completed.  
\*\* Information may not be available on Initial Notifications.



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### GOVERNMENT AGENCIES NOTIFIED

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Record the name, date, time and agencies notified:

1. 

(name)		York County	
(date)	(time)	(agency)	Sel. Sig. 513 Bell Line (803) 329-1110
2. 

(name)		Mecklenburg County	
(date)	(time)	(agency)	Sel. Sig. 116 Bell Line (704) 943-6200
3. 

(name)		Gaston County	
(date)	(time)	(agency)	Sel. Sig. 112 Bell Line (704) 866-3300
4. 

(name)		South Carolina WP/EOC	
(date)	(time)	(agency)	Sel. Sig. 518 Bell Line (803) 737-8500
5. 

(name)		North Carolina WP/EOC	
(date)	(time)	(agency)	Sel. Sig. 314 Bell Line (919) 733-3300
6. 

(name)			
(date)	(time)	(agency)	
7. 

(name)			
(date)	(time)	(agency)	

## Enclosure 4.2

### Emergency Notification to Off-site Agencies, Off-site Communicator Guide

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- NOTE:**
1. Use Selective Signal phone as primary communication device. Use Bell line as first back-up, radios as second back-up and the Satellite Phone as the third back-up.
  2. Selective Signal may be used simultaneously with Bell line (or other back-up) if an agency fails to receive Selective Signal call.
  3. Refer to Enclosures 4.5 for further information regarding back-up communication devices.

**1. Establish communications with Off-site Agencies using the Selective Signaling phone:**

Dial \*5 to call all agencies simultaneously. If all agencies do not answer, dial the agencies that do not answer individually as indicated below.

- As each agency answers, say:

<i><b>"This is Catawba Nuclear Station, Hold Please."</b></i>		
SELECTIVE SIGNAL		BELL LINE
Comm Check	Selective Signal # Agency	Individual phone numbers OR One touch dial button
	513 York County (WP/EOC)	803/329-1110
	116 Mecklenburg County (WP/EOC)	704/943-6200
	112 Gaston County (WP/EOC)	704/866-3300
	518 S.C. (WP/EOC)	803/737-8500
	314 N.C. (WP/EOC)	919/733-3300

For additional phone numbers, refer to the Emergency Response Telephone Directory.

**2. Document the time all agencies are "on line" on line 3 of Emergency Notification Form.**

Say:

*"This is the Catawba Nuclear Station Control Room. This is a drill/emergency. The following is Emergency Notification Information."*

**Enclosure 4.2**  
**Emergency Notification to Off-site Agencies,**  
**Off-site Communicator Guide**

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**3. Transmit Notification Message**

- Slowly read Emergency Notification Message line by line to the agencies allowing time for them to copy the information.
- To authenticate on line 4: Ask one of the agencies to give you a number, then you will give the corresponding word (document on line 4). Refer to Enclosure 4.8 if authentication instructions are needed.

**4. Obtain names of each agency representative. Say:**

*"I need to verify the name of each agency representative. When I call out the agency, please give your name."*

- Transfer Name, Date, and Time to back side of ENF.\*

\* Date and time do not need to be transferred if all parties were on line at the time of message transmission.

**5. Say:**

*"This concludes message #\_\_\_\_\_. You will be receiving a FAX copy of this message shortly. Are there any questions?"*

**NOTE:** If question is outside of ENF information, do not answer question.

1. Have the request evaluated by the OSM/Emergency Coordinator.
2. Keep a log of the question, answer, and the time the answer was transmitted.

## Enclosure 4.3

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Initial/Follow-up Notification Message  
Completion

Page 1 of 1

Line	Fill out the Emergency Notification Form as follows:	Info Source
1.	Check appropriate blocks: (Drill/Emergency).(Initial/Follow-up) <b>Initial:</b> First message in each of the 4 classifications. <b>Follow-up:</b> Subsequent messages following the initial message within the same classification. Message #'s are <u>sequentially numbered</u> throughout drill/emergency starting with the Control Room.	OPS Shift Mgr. or Designee
2.	Write in site and unit or units affected and the "Reported by" name NOTE: "Reported by" is communicator's name.	OPS Shift Mgr. or Designee/
3.	Assure confirmation phone number. Document the "transmittal time" at the beginning of message transmission. (Note: Transmittal time is: <b>Initial</b> - when all Agencies are verified on the line.	Communicator
4.	Authentication will be completed while transmitting the notification to states and counties (Encl 4.7/4.8).	Communicator
5.	Check appropriate emergency classification.	OPS Shift Mgr/ Designee
6.	Mark box "A" and write time and date current classification is declared.	OPS Shift Mgr/ Designee
7.	<b>NOTE:</b> Do not use acronyms or technical abbreviations! It is appropriate to abbreviate understood terms such as gallons per minute (gpm). A. Write a concise description for declaring the current emergency classification. B. Follow emergency description with any other information that requires off-site agency support Refer to Enclosure 4.10 for additional reportable events. For <b>Follow-up</b> messages, include relevant information and changes that have occurred since the last message ( <b>Don't just restate the EAL or last message</b> ).	OPS Shift Mgr. or Designee
8.	Mark appropriate plant condition: <b>Improving</b> - Emergency conditions are improving in the direction of a lower classification or termination of the event. <b>Stable</b> - The emergency situation is under control. Emergency core cooling systems, equipment, plant, etc., are operating as designed. <b>Degrading</b> - Given current and projected plant conditions/equipment status, recovery efforts are not expected to prevent entry into a higher emergency classification or the need to upgrade off-site Protective Action Recommendations	OPS Shift Mgr. or Designee
9.	Write time and date Reactor Shutdown <input type="checkbox"/> A or Reactor Power <input type="checkbox"/> B level as applicable.	OPS Shift Mgr. or Designee
10.	Mark appropriate box for emergency release. If A or B, go to Item 14. If C or D, complete Lines 11-14. A release is any unplanned and quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event. Base determinations on information such as EMF readings, containment pressure and other instrument indications, field monitoring results, and knowledge of the event and its impact on system operation and resultant release pathways. A release is considered to be in progress if the following occurs: <ul style="list-style-type: none"> <li>Rx. Bldg. EMF monitors (38, 39 or 40 reading indicates an increase in activity or EMF monitors 53A or 53B read greater than 1.5 R/hr) AND pressure inside the containment building is greater than Tech. Specs. OR an actual containment breach is determined.</li> <li>Increase in activity monitored by unit vent EMF monitors 35, 36, or 37.</li> <li>Steam generator tube leak monitored by EMF 33.</li> </ul>	OPS Shift Mgr. or Designee
11. - 14.	<ul style="list-style-type: none"> <li>Items 11-14 may be left blank on <u>initial</u> notifications.</li> <li>Items 11-14 - On-Shift Dose Assessment will provide information for follow-up messages..</li> </ul>	
15.	<ul style="list-style-type: none"> <li>For Unusual Event, Alert, &amp; Site Area Emergency, mark box "A."</li> <li>For General Emergency, mark and complete information for boxes B &amp; C using RP/0/A/5000/005 (General Emergency).</li> </ul>	OPS Shift Mgr. or Designee
16.	Have Operations Shift Manager approve message.	OPS Shift Mgr.

**Enclosure 4.4**  
**Termination Notification**  
**Completion/Transmission**

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Fill out the Emergency Notification Form as follows:

**NOTE:** When sending a termination notification, a follow-up message should be marked on the Emergency Notification Form.

**1. Completion**

Item #	Action	Source of Information
1.	Check appropriate blocks  NOTE: Message #'s are sequentially numbered throughout the drill/emergency starting with the Control Room. Termination Notification is to be designated as "Follow-up."	Operations Shift Manager or Designee
2.	Write in site and unit or units affected.  Note: Reported by is communicator's name	Operations Shift Manager or Designee
3.	A. Transmittal time is the time you verify all agencies are on the line.  B. Assure confirmation phone number that state and counties may call back on is listed.	
4.	Authentication will be completed while transmitting the notification to states and counties.	
5.	Check appropriate classification that is being terminated from.	Operations Shift Manager or Designee
6.	Mark box "B" and write time and date of termination.	Operations Shift Manager or Designee
7	Enter Event/Drill has been terminated as of _____.	
16.	Have Emergency Coordinator approve message.	Operations Shift Mgr./ Emergency Coordinator

**Enclosure 4.4**  
**Termination Notification**  
**Completion/Transmission**

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**2. Transmission**

**NOTE:** All termination notifications are verbal. Avoid using abbreviation or jargon likely to be unfamiliar to states and counties. If any information is not available or not applicable, write out "Not available" or "Not Applicable" in the margin or other space as appropriate. Do not abbreviate "N.A." because this is ambiguous.

1. Ensure all Counties and States are on the line. Document this time in item # 3.
2. Tell them you have a termination notification and to get out the notification form.
3. Read the message aloud to the State and Counties allowing time for them to copy the information.
4. When you reach item # 4, ask the State or a County to provide a number from the authentication code word list. Then give them the code word corresponding with that number. Write the number and code word on the form.
5. After communicating the entire message, ask if there are any questions. Ask for individual's names and write the names on the back of the form.
6. After verbally transmitting the message, FAX (front page only) of the notification form to the appropriate agencies per Enclosure 4.9.

**Enclosure 4.5**  
**Communications Systems**

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The following is the suggested priority for the communications systems used to notify the state and counties.

1. **Selective Signaling System**
2. **Commercial Telephone** (Conference Call – bottom of this page)
  - \*a. **SC and NC Emergency Radio** (States) (Located in the TSC only – If this radio is needed, send a person to the TSC to make this communication)
  - \*b. **Duke Power Low Band Radio Network** (Gaston & Mecklenburg Counties only)
4. **\*Satellite Telephone**
  - \* Refer to the Emergency Response Telephone Directory for operating instructions

<b>SELECTIVE SIGNALING</b>
<p><b>NOTES:</b></p> <ol style="list-style-type: none"><li>1. Selective Signaling is an open line that is capable of connecting all agencies together at the same time. No special conferencing process is required to get all agencies on the line. The line is always active (i.e., no dial tone). *5 may be used initially to contact county and warning points/EOCs.</li><li>2. The handset has a "push to talk" button which must be pressed in order for the parties on the other end to hear you. To use the headset instead of the handset, set the switch on the headset controller to "headset" and remove the handset from the phone cradle. Then resume normal operation. There is no "push to talk" feature associated with the headset, <b>however, the handset must be removed from the cradle when the headset is in use.</b></li></ol>
<ol style="list-style-type: none"><li>1. Pick up receiver (no dial tone will be heard). Dial * 5 and wait for agencies to answer. Verify that all agencies have answered. Note: If all agencies do not answer the group call, dial the agencies individually per step 2).</li></ol>
<ol style="list-style-type: none"><li>2. Alternately, the agencies may be contacted individually by dialing the three digit Selective Signal number for each agency. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line. Dial the second agency's three-digit Selective Signal number. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line.<div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>513 York County (WP/EOC)</div><div>116 Mecklenburg County (WP/EOC)</div></div><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>112 Gaston County (WP/EOC)</div><div>518 SC (WP/EOC)</div></div><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>314 NC (WP/EOC)</div><div></div></div></li></ol>
<ol style="list-style-type: none"><li>3. Continue this process until all applicable agencies are on the line.</li></ol>
<b>COMMERCIAL TELEPHONE (Conference Call)</b>
<ol style="list-style-type: none"><li>1. Pick up the receiver, PRESS preprogrammed button or dial agency number; when they pick up, tell them to hold, PRESS FLASH</li></ol>
<ol style="list-style-type: none"><li>2. PRESS preprogrammed number or dial 2nd agency number; when they pick up, tell them to hold, PRESS CONF. Tell both parties to hold, then PRESS FLASH.</li></ol>
<ol style="list-style-type: none"><li>3. Repeat Step 2 until you have conferenced all of the appropriate agencies.</li></ol>

**Enclosure 4.6**  
**Emergency Status Sheet**

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Initial Notification Within 15 minutes

Simulator #3167

EOF # (704)382-0724

TSC # 3438 or (803)831-7410

WP-117

513

112

116

518

EOC-314

Communication Check:

York

Gaston

Meck

SC

NC

UNUSUAL EVENT	ALERT	SITE AREA EMERGENCY	GENERAL EMERGENCY
Time Declared:	Time Declared:	Time Declared:	Time Declared:
Message Due Out:	Message Due Out:	Message Due Out:	Message Due Out:
Messages	Messages	Messages	Messages
Time	Time	Time	Time
Msg #__Out_____	Msg #__Out_____	Msg #__Out_____	Msg #__Out_____
Next Msg Due _____	Next Msg Due _____	Next Msg Due _____	Next Msg Due _____
Msg #__Out_____	Msg #__Out_____	Msg #__Out_____	Msg #__Out_____
Next Msg Due _____	Next Msg Due _____	Next Msg Due _____	Next Msg Due _____
Msg #__Out_____	Msg #__Out_____	Msg #__Out_____	Msg #__Out_____
Next Msg Due _____	Next Msg Due _____	Next Msg Due _____	Next Msg Due _____
Follow-up Msg (1 hr)	Follow-up Msg (1 hr)	Follow-up Msg (1 hr)	Follow-up Msg (1 hr)



**Enclosure 4.7**

**Message Authentication Code List**

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This page is left intentionally blank.

**Enclosure 4.8**  
**Authentication Instructions**

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**PLACING A CALL**

When providing Emergency Notification Form information to the Off-site Agencies, the Communicator should:

1. Ask a State or County Representative to provide a number from the Authentication Code Word list.
2. Then give them the code word corresponding with the number from Enclosure 4.7, "Message Authentication Code List."
3. Write the number and code word on the Emergency Notification Form (Line 4).

**RECEIVING A CALL**

When receiving a call from off site and the identity of the party calling is not known, you should:

1. Provide a number from Enclosure 4.7, "Message Authentication Code List," to the caller.
2. The caller will then provide the word corresponding with the number of the Message Authentication Code List.
3. Document in Communicator's Logbook.
4. Rule of Thumb: Caller - gives word  
Callee - gives number

**Enclosure 4.9**  
**Fax Communicator Checklist**

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**1. Faxing Process**

- 1.1 This enclosure provides instruction for faxing the ENF to the primary WP/EOCs. Refer to the following sections of this enclosure for the desired method:

Section 2 - AT&T Enhanced Fax - Preprogrammed Button Method

Section 3 - AT&T Enhanced Fax - Dialing Method

Section 4 - Individually (Via Fax Machine)

**2. AT&T Enhanced Fax - Preprogrammed Button Method**

- NOTE:**
1. This process will fax to the following locations simultaneously:

York County	North Carolina	Technical Support Center (TSC)
Gaston County	South Carolina	Emergency Operations Facility (EOF)
Mecklenburg County	EnergyQuest	Joint Information Center (JIC)
		Control Room
  2. If a problem is experienced using the AT&T Enhanced Fax Service, send the fax to the agencies individually utilizing one of the other faxing methods.
  3. Process may be completed without waiting for the prompts.

- \_\_\_\_\_ 2.1 Place the Notification Form face down in the Fax machine.
- \_\_\_\_\_ 2.2 Using the AT&T Enhanced Fax Phone located by the Fax machine, take the phone off the hook by using the speakerphone option (SP-Phone button) or handset.
- 2.3 Perform the following:
- \_\_\_\_\_ 2.3.1 Press the preprogrammed button labeled *AT&T Enhanced Fax*.
- \_\_\_\_\_ 2.3.2 Wait to hear: "*Welcome to AT&T Enhanced Fax*," then,
- \_\_\_\_\_ 2.3.3 Press the preprogrammed button labeled *Subscriber ID*, then
- \_\_\_\_\_ 2.3.4 Press the preprogrammed button labeled *Password* (You will hear "*Logging in, please wait*")
- \_\_\_\_\_ 2.3.5 Wait to hear: "*Login Successful*," then
- \_\_\_\_\_ 2.3.6 Press **1**, then
- \_\_\_\_\_ 2.3.7 Press **\* 5** (Recipient List), then
- \_\_\_\_\_ 2.3.8 Press **#** (Own Private List), then
- \_\_\_\_\_ 2.3.9 Press **1 #** (List Name), then
- \_\_\_\_\_ 2.3.10 Press **\* #** (No other lists to add)

**Enclosure 4.9**  
**Fax Communicator Checklist**

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- \_\_\_\_\_ 2.3.11 Press **START** on the Fax machine.
- \_\_\_\_\_ 2.3.12 Wait (form will be processed through Fax machine).
- \_\_\_\_\_ 2.3.13 When indicated by Fax machine LED and alarm, hang up the phone. (The Fax Service will then fax the Notification Form to the designated facilities, which includes the Control Room).
- \_\_\_\_\_ 2.4 Ensure the primary off-site agencies have received the Fax.

**3. AT&T Enhanced Fax - Dialing Method**

- NOTE:**
- 1. This process will fax to the following locations simultaneously:

York County	North Carolina	Technical Support Center (TSC)
Gaston County	South Carolina	Emergency Operations Facility (EOF)
Mecklenburg County	EnergyQuest	Joint Information Center (JIC)
		Control Room
  - 2. If a problem is experienced using the AT&T Enhanced Fax Service, send the fax to the agencies individually utilizing one of the other faxing methods.
  - 3. Process may be completed without waiting for the prompts.

- \_\_\_\_\_ 3.1 Place the Notification Form face down in the Fax machine.
- \_\_\_\_\_ 3.2 Using the AT&T Enhanced Fax Phone located by the Fax machine, take the phone off the hook by using the speaker phone option (SP-Phone button) or handset.
- 3.3 Perform the following:
  - \_\_\_\_\_ 3.3.1 Dial **1-800-232-9674**, then
  - \_\_\_\_\_ 3.3.2 Wait to hear: **"Welcome to AT&T Enhanced Fax,"** then
  - \_\_\_\_\_ 3.3.3 Dial **5 3 0 9 1 2 8 #** (Subscriber ID), then
  - \_\_\_\_\_ 3.3.4 Dial **4 8 6 6 6 3 5 2 #** (Password) (You will hear **"Logging in, please wait"**)
  - \_\_\_\_\_ 3.3.5 Wait to hear: **"Login Successful,"** then
  - \_\_\_\_\_ 3.3.6 Press **1**, then
  - \_\_\_\_\_ 3.3.7 Press **\* 5** (Recipient List), then
  - \_\_\_\_\_ 3.3.8 Press **#** (Own Private List), then
  - \_\_\_\_\_ 3.3.9 Press **1 #** (List Name), then
  - \_\_\_\_\_ 3.3.10 Press **\* #** (No other lists to add)

**Enclosure 4.9**  
**Fax Communicator Checklist**

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- \_\_\_\_\_ 3.3.11 Press **START** on the Fax machine.
- \_\_\_\_\_ 3.3.12 Wait (form will be processed through the Fax machine).
- \_\_\_\_\_ 3.3.13 When indicated by Fax machine LED and alarm, hang up the phone (the Fax Service will then fax the Notification Form to the designated facilities, which includes the Control Room).
- \_\_\_\_\_ 3.4 Ensure the primary off-site agencies have received the fax.

**4. Individually (Via Fax Machine)**

- 4.1 To send a fax to multiple locations using the one touch dialing or direct dialing:

- \_\_\_\_\_ 4.1.1 Place the Fax you are transmitting face down into the Fax machine.
- 4.1.2 Press the preprogrammed one-touch speed dial numbers for the following:

	Press	Energy Quest
	Press	Joint Information Ctr (JIC)
	Press	York Co. WP/EOC
	Press	Gaston Co. WP/EOC
	Press	Meck Warning Pt.
	Press	S.C. WP/EOC
	Press	N.C. WP/EOC
	Press	TSC
	Press	EOF

- \_\_\_\_\_ 4.1.3 Press **Start**.

- 4.2 To send a Fax to a **single** location using one-touch dialing or direct dialing:

- \_\_\_\_\_ 4.2.1 Insert the document face down
- 4.2.2 Press the designated agency button labeled on the Fax machine one at a time.

	Press	Energy Quest	or dial	8-831-3415
	Press	Joint Information Ctr (JIC)	or dial	8-382-0069
	Press	York Co. WP/EOC	or dial	1-803-324-7420
	Press	Gaston Co. WP/EOC	or dial	1-704-866-7623
	Press	Meck Warning Pt.	or dial	1-704-943-6189
	Press	S.C. WP/EOC	or dial	1-803-737-8575

## Fax Communicator Checklist

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	Press	N.C. WP/EOC	or dial	1-919-733-7554
	Press	EOF	or dial	1-704-382-0722

- ## 5. AT&T Enhanced Fax Message Retrieval

- \_\_\_\_\_ 5.1.4 When prompted, hang up phone.

**Enclosure 4.10**  
**Additional Reportable Events**

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During a declared emergency, the following are events that should be reported to Off-site Agencies in addition to the Emergency to the Emergency Action Level (EAL) requirements. These events may be the basis for the current emergency classification or an additional event to be reported under Step 7 of the Emergency Notification Form. These events may need off-site agency action or resolution.

- Fires
- Flooding
- Explosions
- Major/Key Equipment Out of Service
- Loss of Off-site Power
- Core Uncoverings
- Core Damage
- Injuries
- Deaths
- Contaminated Individuals
- Individuals Transported Off Site
- Site Evacuations
- Saboteurs
- Intruders
- Chemical or Hazardous Material Spills or Releases
- Extraordinary Noise Audible Off Site
- Any event causing/requiring Off-site Agency response
- Any event causing increased media attention
- Other unrelated classifiable events of lesser severity
- Emergency response actions underway

Duke Power Company  
PROCEDURE PROCESS RECORD(1) ID No. RP/0/A/5000/006 B  
Revision No. 013

## PREPARATION

(2) Station Catawba Nuclear Station(3) Procedure Title Notifications to States and Counties from the Technical Support Center(4) Prepared By GARY L Mitchell Date 8-1-01

(5) Requires 10CFR50.59 evaluation?

- ☒ Yes (New procedure or reissue with major changes)  
☐ No (Revision with minor changes)  
☐ No (To incorporate previously approved changes)

(6) Reviewed By B. R. Stet (QR) Date 8/1/01Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA BKS Date 8/1/01Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA BKS Date 8/1/01

(7) Additional Reviews

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

(8) Temporary Approval (if necessary)

By \_\_\_\_\_ (SRO/QR) Date \_\_\_\_\_

By \_\_\_\_\_ (QR) Date \_\_\_\_\_

(9) APPROVED BY Richard L Swigart Date 8/2/01

## PERFORMANCE (Compare with control copy at least once every 14 calendar days while work is being performed)

(10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

(11) Dates(s) Performed \_\_\_\_\_

Work Order Number (W/O #) \_\_\_\_\_

## COMPLETION

(12) Procedure Completion Verification

- |                              |                              |   |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Check lists and/or blanks properly initialed, signed, dated, or filled in NA, as appropriate? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Listed enclosures attached?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Data sheets attached, completed, dated and signed?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Charts, graphs, etc. attached and properly dated, identified and marked?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Procedure requirements met?   |

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(14) Remarks (attach additional pages, if necessary)



<p>Duke Power Company Catawba Nuclear Station</p> <p><b>Notifications to States and Counties from the Technical Support Center</b></p> <p><b>Multiple Use</b></p>	Procedure No.
	RP/0/A/5000/006 B
	Revision No. 013
	Electronic Reference No. CN005GNR

## 1. Symptoms

- 1.1 An emergency has been declared and an Off-Site Agency notification is required.

## 2. Immediate Actions

**NOTE:** 1. Steps may be performed out of sequence at the discretion of the communicator.

2. Sign off lines are for "place-keeping" and are not required to be initialed. The notification form will serve as the official documentation for the notification of the Off-site Agencies.

3. Changes in Protective Action Recommendations must be transmitted within 15 minutes.

4. Changes in Protective Action Recommendations and Termination Notifications must be transmitted verbally.

\_\_\_\_\_ 2.1 TSC activation:

2.1.1 One TSC Communicator shall proceed directly to the Control Room (C/R) (Simulator during drills) to obtain an update from Operations.

2.1.2 The TSC Turnover Communicator should communicate with the TSC to provide turnover information per section 2.3.

\_\_\_\_\_ 2.2 A second Off-site Communicator shall proceed to the TSC and sign in on the TSC "sign-in" board and begin the Off-site Communicator duties.

\_\_\_\_\_ 2.2.1 Contact the Off-site Communicator in the Control Room and perform the following:

\_\_\_\_\_ A. Obtain the TSC Communicator's Notebook to have immediate access to the Authentication Codeword list and blank hard copies of the Notification form..

\_\_\_\_\_ B. Ensure that notification forms initiated in the Control Room have been faxed.

\_\_\_\_\_ C. Provide copies of the previously transmitted forms to the following:

\_\_\_\_\_ Emergency Coordinator

\_\_\_\_\_ OPS Supt.

\_\_\_\_\_ Dose Assessment

\_\_\_\_\_ NRC Communicator

\_\_\_\_\_ TSC Logkeeper

\_\_\_\_\_ Emergency Planner

\_\_\_\_\_ NRC

\_\_\_\_\_ D. Inform the C/R that you are going to begin the communications check with the Off-site Agencies.

\_\_\_\_\_ 2.3 Acquire information on the communication status described below:

- Emergency Classification (Circle One) (NOUE, Alert, Site Area Emergency, General Emergency)
- Emergency Declared at \_\_\_\_\_ hrs.
- Last Message # \_\_\_\_\_ transmitted out at \_\_\_\_\_ (time)
- Next Message Due at \_\_\_\_\_ (time)
- Any other pertinent information related to the emergency.

\_\_\_\_\_ 2.4 Call the states and counties (WP/EOC) via Selective Signaling to verify communications can be established. Be sure that the Off-Site Agencies understand that this is only a "communications check" from the TSC.

Use \* 5 to call all primary agencies or each agency may be dialed individually.

COMM. CHECK (✓ if OK.)	SELECTIVE SIGNAL (SS)
	513 York County (WP/EOC)
	112 Gaston County (WP/EOC)
	116 Mecklenburg (WP/EOC)
	518 South Carolina (WP/EOC)
	314 North Carolina (WP/EOC)

**NOTE:** Refer to **Enclosure 4.3 (Page 1)** for Selective Signaling and/or alternate communications instructions.

\_\_\_\_\_ 2.5 After completion of the communication check inform the Emergency Coordinator that communications can be established and assist in coordinating turn over from the Control Room.

**NOTE:**

1. As the situation dictates, completion of the Notification form may be accomplished utilizing the Electronic Notification Form program or manually by completing a hard copy.
2. **IF** the Electronic Notification Form (ENF) program is **NOT** operational or practical, refer to **Enclosure 4.2** for manual completion and **Enclosure 4.3** for standard transmission of the notification form. **Notify TSC Data Coordinator of any computer problems.**

\_\_\_\_\_ 2.6 Power up Off-Site Communicator computer and LOGON to the Network per the following:  
User Name: **CNSEP2**  
Password: **CNSEP2**  
Domain: **NAM**

- \_\_\_\_\_ 2.7 Ensure that the electronic version of the Emergency Notification Form (ENF) can be accessed. (Reference Enclosure 4.1, Step 1.2 for logon instructions).
- \_\_\_\_\_ 2.8 Ensure that the electronic ENF can also be accessed by:
  - \_\_\_\_\_ Dose Assessment
- \_\_\_\_\_ 2.9 Verify the Off-Site Communicator area clock is synchronized with the OAC satellite clock. (Located above Screen #2 in the TSC Emergency Coordinator's Area.)

### 3. Subsequent Actions

- \_\_\_\_\_ 3.1 Update the Off-site Communicator Status Board in the TSC to include the information from **Section 2.3**.

**NOTE:**

- 1. The facility that makes a classification should be the facility that makes the notification to the Off-site Agencies.
- 2. The timing of TSC activation shall not interfere with the time requirements for off-site agency notifications.

- \_\_\_\_\_ 3.2 Ensure prior to TSC activation that the TSC will have adequate time, after TSC activation, to make the next notification.
- \_\_\_\_\_ 3.3 Inform the TSC Emergency Coordinator and Dose Assessment of when the next message is due, THEN update "Next Message Due" on TSC Coordinator Area Board and Off-site Communicator's board.
- \_\_\_\_\_ 3.4 Notify TSC Emergency Coordinator when the TSC Communicators are prepared to accept communication responsibilities from the Control Room.
- \_\_\_\_\_ 3.5 Immediately after the TSC Emergency Coordinator declares the TSC as **activated**, inform the C/R that the TSC is now responsible for all future notifications.
- \_\_\_\_\_ 3.6 Review the following information concerning notifications.
- 3.7 **Initial Notifications**

The first notification made in each of the four Emergency Classifications is called an Initial Notification. Initial Notifications **shall** be made within **15 minutes** of entering each of the Emergency Classifications (i.e., Classification changes) and shall be communicated verbally. The Message Number will remain sequential throughout the event beginning with the first message from the Control Room. Refer to Enclosure 4.1 for Electronic Emergency Notification Form Completion/Transmission instructions **OR** Enclosures 4.2 and 4.3 for Manual Emergency Notification Form Completion/Transmission instructions.

### 3.8 Follow-up Notifications

- NOTE:**
1. Follow-up notifications that involve a change in Protective Action Recommendations **shall** be communicated to the Off-site Agencies **within 15 minutes** and **should be communicated verbally**. All other Follow-up messages may be faxed with phone verification of receipt.
  2. Follow-up messages of a lesser classification should never be approved after an upgrade to a new classification is declared. Emphasis should be placed on providing current information and NOT on providing a follow-up just to meet follow-up deadline. **If** a follow-up is due and an upgrade in classification is declared, Off-Site Agency Communicators should contact the agencies that the pending follow-up is being superseded by an upgrade in classification and information will be provided within 15 minutes.

Notifications following Initial Notifications within the same Emergency Classification are called follow-up notifications. Make follow-up notifications to state and county government officials according to the following schedule:

Every hour until the emergency is closed out

**OR**

**IF** there is any significant change to the situation (make notification as soon as possible)

**OR**

As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change and the interval shall not be greater than 4 hours to any agency.

- NOTE:** At some point during the event as the various EOCs are staffed, Off-site Agencies may request that the Notification Form be faxed to other fax numbers within their facilities. When this occurs make arrangements to have the form faxed to the requested numbers.

### 3.9 Termination Notification

The last notification sent to the Off-site Agencies terminating the event. Termination notifications will be designated as follow-up messages. (Refer to Enclosure 4.2, Section 2.)

### 3.10 Other Information

In addition to the Emergency Action Level information that is entered on Line 7 of the initial Emergency Notification Form (ENF), other events/occurrences, protective action recommendation changes, etc. that will affect the Off-site Agencies will need to be reported to the Off-Site Agencies as well. This would include any event which has the potential to affect the public. Enclosure 4.9 lists some examples but it is not an all-inclusive list. Each event should be carefully evaluated and discussed with the TSC Emergency Coordinator to assure pertinent information is forwarded to the Off-Site Agencies. \*

\* - Notification of the Off-site Agencies should take place as soon as possible (i.e.: 15 minutes)

#### **4. Enclosures**

- 4.1 Electronic Emergency Notification Form (ENF) Completion/Transmission
- 4.2 Emergency Notification Form (ENF) Completion
- 4.3 Emergency Notification Form (ENF) Transmission
- 4.4 Fax Instructions
- 4.5 Message Authentication Code List
- 4.6 Authentication Guideline
- 4.7 Emergency Notification Form (ENF)
- 4.8 TSC Lead Off-Site Agency Communicator Duties
- 4.9 Additional Reportable Events

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## 1. Electronic Notification Form Logon

- \_\_\_\_ 1.1 **IF** not already performed, ensure Off-Site Communicator Computer is operational.
  - \_\_\_\_ 1.1.1 Power up the Off Site Agency Communicator computer and log on to the network using the instructions in Section 2, (Immediate Actions section in front of the procedure) step 2.6.
  - \_\_\_\_ 1.1.2 Ensure the computer internal clock is synchronized with the facility clock in the Emergency Coordinators Area. (Adjust as necessary).

**NOTE:** (If computer or Electronic Notification Form is not operational, report it to the TSC Data Coordinator. Refer to **Enclosures 4.2 and 4.3** for manual completion and standard transmission of the Notification Form.)

- \_\_\_\_ 1.2 **IF** not already performed, log on to the Electronic Notification Form by performing the following:
  - \_\_\_\_ 1.2.1 Select the Duke Application Environment (DAE) Icon.
  - \_\_\_\_ 1.2.2 Select **"My Applications"**
  - \_\_\_\_ 1.2.3 Select **(ERO) Emergency Response Organization**
  - \_\_\_\_ 1.2.4 Select **ENF v2.0 - CNS MNS ERO**
  - \_\_\_\_ 1.2.5 Login the Program entering the following information:

<b>User Name:</b>	Your Network Logon ID (i.e. BRS1064)
<b>Password:</b>	Your Network Password
<b>Domain:</b>	NAM

## 2. Electronic Notification Form Completion (Create Event)

- \_\_\_\_ 2.1 Highlight the appropriate station (Catawba) for the event.
- \_\_\_\_ 2.2 Create a new event by performing the following: Select **Site** from the menu, then **New Event**.
- \_\_\_\_ 2.3 On the **Create Event** screen, fill in the information from the previous message as follows:
  - \_\_\_\_ 2.3.1 For **Event Information** - Select Drill or Actual Emergency

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- \_\_\_\_\_ 2.3.2 For **Description** - Indicate the type of Event (i.e., Loss of Off-Site Power, 03/08/99 1st Quarter Drill)
- \_\_\_\_\_ 2.3.3 For **Emergency Classification** - Select the appropriate Emergency Classification and time of declaration.
- \_\_\_\_\_ 2.3.4 For **Message Information** - Has previous message been sent? (Yes or No).

**NOTE:** The last message information is used to set the automatic functions of the program (ie: message number, transmittal times, etc.).

2.3.5 For **Last Message Information** – If previous message **has** been sent:

- \_\_\_\_\_ A. Select (Initial or Follow-up)
- \_\_\_\_\_ B. Number (Last Message Number)
- \_\_\_\_\_ C. Transmittal Date/Time (Last Message Transmittal Time)

- \_\_\_\_\_ 2.4 Select **Create Event** button at the bottom of the screen. (Event Screen should be created)
- \_\_\_\_\_ 2.5 If all information is correct select “Yes” at the prompt “Are you sure you are ready to create this event”.

Information for the various Electronic ENF screens should come from the following areas:

Screen/panel	Information Source	Screen/Panel Completed by
Plant Status Screen	Operations Procedure Support	Off-site Agency Communicators
Plant Summary Screen	Emergency Coordinator/Asst.	Off-site Agency Communicators
Release Screen:	Operations/ TSC Dose Assessors	Dose Assessors
Met/Offsite Dose Screen	TSC Dose Assessors	Dose Assessors
Protective Actions Screen	Operations/ TSC Dose Assessors	Off-site Agency Communicators
Communications Screen	Off-site Agency Communicators	Off-site Agency Communicators

### 3. Plant Status Screen

- \_\_\_\_\_ 3.1 Select the “Plant Status” Tab (First Tab on the Event screen.)
- \_\_\_\_\_ 3.2 Ensure and update as necessary the “Emergency Classification” and “Declared At:” time field.
- \_\_\_\_\_ 3.3 Select the appropriate Emergency Action Level by performing the following:
  - \_\_\_\_\_ 3.3.1 Click the Binocular Icon in the Emergency Action Level section



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- \_\_\_\_\_ 3.3.2 Choose the appropriate base EAL number (i.e., 4.2 System Malfunction)
- \_\_\_\_\_ 3.3.3 Click the  to expand the menu options.
- \_\_\_\_\_ 3.3.4 Click the  for the appropriate Classification to expand the menu options.
- \_\_\_\_\_ 3.3.5 Highlight the appropriate EAL (ex: 4.2.A.1)
- \_\_\_\_\_ 3.3.6 Click the "Select" button
- \_\_\_\_\_ 3.4 Once the appropriate EAL has been chosen, highlighted the "Select" button.
- \_\_\_\_\_ 3.5 In the "Reactor Status" section, select the appropriate unit(s) and status.
- \_\_\_\_\_ 3.6 **IF** the Unit(s) is shutdown, verify that the shutdown time and date(s) are correct

<b>NOTE:</b> <b>IF</b> you indicate that Gap Activity has been exceeded, you must be in a General Emergency.
--

- \_\_\_\_\_ 3.7 Update the "Gap Activity" per the following:
  - \_\_\_\_\_ 3.7.1 For "Alert" or "Site Area Emergency" select "NO".
  - \_\_\_\_\_ 3.7.2 For General Emergency have Dose Assessment refer to RP/0/A/5000/005, Enclosure 4.3, to determine if containment radiation levels are >100% of GAP activity.
- \_\_\_\_\_ 3.8 When all information is completed select the "Save" button.

**4. Plant Summary Screen**

- \_\_\_\_\_ 4.1 Select the "Plant Summary" Tab (Second Tab on the Event screen.)
- \_\_\_\_\_ 4.2 Under the "Plant Conditions" section select the appropriate condition. Confirm with the OPS superintendent or the TSC Emergency Coordinator.
  - **Improving:** Emergency conditions are improving in the direction of a lower classification or termination of the event.
  - **Stable:** The emergency situation is under control. Emergency core cooling systems, equipment, plants, etc. are operating as designed.
  - **Degrading:** Given current and projected plant conditions/equipment status, recovery efforts are not expected to prevent entry into a higher emergency classification or the need to upgrade offsite Protective Action Recommendations.

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- NOTE:**
1. Remember to "close the loop" on items from previous notifications.
  2. EAL information will automatically be included on INITIAL messages only.
  3. Facility activation information will automatically be included on the appropriate message.

\_\_\_\_\_ 4.3 Under the "Description/Remarks" section, write a concise description for declaring the event, or changes since the last notification. The first message in the classification will automatically include the EAL information. Subsequent messages should continue to explain the details as they occur then include any other information that may affect the Off-site Agencies [See Enclosure 4.9]. Follow-up messages should include relevant information and changes that have occurred since the last message. **Don't just repeat the EAL or the last message.**

\_\_\_\_\_ 4.4 When all information is completed, select the "Save" button.

### 5. Release Screen and Met/Offsite Dose Screen

\_\_\_\_\_ 5.1 These screens will be completed by the TSC Dose Assessors.

\_\_\_\_\_ 5.2 Verify with the TSC Dose Assessors that they are in the process of acquiring RadDose data and are preparing to upload the information to the Electronic Notification form program.

\_\_\_\_\_ 5.3 Ensure the status indicator at the bottom of the screen for the Release and Met/Offsite Dose have been updated (changed to green).

### 6. Protective Actions Screen

**NOTE:** The Protective Actions Screen is only enabled when you are in a General Emergency Classification.

\_\_\_\_\_ 6.1 Select the "Protective Actions" Tab (Third Tab on the Event screen.)

\_\_\_\_\_ 6.2 **IF** the Emergency Classification **IS NOT** a General Emergency, select the "Validate" button and GO TO Step 7.

\_\_\_\_\_ 6.3 **IF** the Emergency Classification **IS** a General Emergency, load protective action recommendations by performing the following:

6.3.1 Select "Load Protective Action Recommendations" (Protective Actions will automatically be loaded into the ENF program based on Wind Speed, Wind Direction, and Gap Activity).

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- 6.3.2 With input from Dose Assessment, verify that the loaded Protective Action Recommendations are correct utilizing RP/0/A/5000/005.
- 6.3.3 If additional individual evacuation zones need to be added or deleted, use the transfer functions (<, <<, >, >>) to transfer the zones.

\_\_\_\_ 6.4 After the protective action recommendations are verified select the "Save" button.

**NOTE:** Status Indicator at the bottom of the screen should change to green indicating that the information has been updated.

**7. Communications Screen**

- \_\_\_\_ 7.1 Select Communications tab at the top right of the Event Screen. (Last Tab on the Event screen)
- \_\_\_\_ 7.2 Complete the Communicator "Name:" information. (This is the individual performing the communications with the State and County agencies.)
- \_\_\_\_ 7.3 Complete the applicable information in the "Event Management" section as follows:
- \_\_\_\_ 7.3.1 Select the "Managing Site".
- \_\_\_\_ 7.3.2 Select and enter the appropriate facility (TSC or EOF) activation time.

**NOTE:** Last Message information should be automatically populated if a previous message has been sent. If information is incorrect, it may be revised by selecting the "Change Last Message Information" bar near the bottom of the screen.

\_\_\_\_ 7.4 Once all applicable information has been completed select "Save."

**NOTE:** Updating the information on a particular panel may be performed by double clicking on the desired indicator panel designator at the bottom of the screen. Status indicator information is as follows:

**NOTE:** The Plant Status, Plant Summary, Protective Actions, Release, and Met/Offsite Dose indicators at the bottom of the screen are color coded to assure information is being routinely updated. Indicator information is as follows:

- |               |   |  |
|---------------|---|--|
| <b>Black</b>  | – | information and time conflict              |
| <b>Green</b>  | – | information is 0 to 10 minutes old         |
| <b>Yellow</b> | – | Information is 10 to 15 minutes old        |
| <b>Red</b>    | – | information is greater than 15 minutes old |

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**NOTE:** The "Next Msg Due" time interval color indicators are as follows:

**Initial Notifications**

- Black** - No information or information time conflict  
**Green** - Next Message is due in 10-15 minutes  
**Yellow** - Next message is due in 5-9 minutes  
**Red** - Next message is due in 5 mins. or is past due.

**Follow-Up Notifications**

- Black** - No information or information time conflict  
**Green** - Next Message is due in 30-60  
**Yellow** - Next message is due in 15-29  
**Red** - Next message is due <15 min. or is past due.

- \_\_\_\_ 7.5 Periodically validate information on the on the Off-site Agency Communicator assigned screens by reviewing the screen information and selecting the **Validate** button on the bottom right of the screen. (This will update the screens to Green Status).
- \_\_\_\_ 7.6 **IF** information needs to be updated, make the appropriate changes on the appropriate screen and then select the **Save** button on the bottom right of the screen. (This will also update the Communicator Indicator).

## **8. Building a Message**

- \_\_\_\_ 8.1 When it is time to develop a message to be communicated to the Off-site agencies, perform the following:

**NOTE:** Contact the responsible group if information needs to updated or validated.

- \_\_\_\_ 8.1.1 Ensure Status indicators for the various screens at the bottom of the screen are current. (i. e., Green) If the information needs to be updated or validated, have the responsible individual update or validate the designated screen.
- \_\_\_\_ 8.1.2 Select the Communications screen, then select the **Build New Message** bar at the bottom of the screen. Information from the various screens will be incorporated into the message.
- \_\_\_\_ 8.1.3 Review the form to verify information is correct.
- \_\_\_\_ 8.1.4 **IF** information is correct proceed to step 8.1.6.

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- \_\_\_\_\_ 8.1.5     **IF** information needs to be revised, perform the following:
- A. Select the appropriate screen by double-clicking the appropriate panel designation at the bottom of the screen.
  - B. Make changes as necessary and inform the responsible group of those changes.
  - C. When editing is complete, select Save.
  - D. Return to the message form, then select **Message** from the Toolbar, then **Refresh**.
  - E. Select "Yes" if you are ready to refresh the form.

<p><b>NOTE:</b> You will be prompted that the information needs to be updated if status indicator is any color other than "Green." Refer to step 8.1.1.</p>
---

- \_\_\_\_\_ 8.1.6     **IF** message is correct, print out a copy by selecting **Message** from the Toolbar, then **Print**.
- \_\_\_\_\_ 8.1.7     Have the TSC Emergency Coordinator review and sign the form.

## 9. Transmitting Message

- \_\_\_\_\_ 9.1     Locate a copy the Authentication Code Word List.
- \_\_\_\_\_ 9.2     For **Initial Notifications** (15 Minutes) proceed to **Section 10**.
- \_\_\_\_\_ 9.3     For **Follow-up Notifications**, proceed to **Section 11**.

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## 10. Transmission of Initial Notifications

- NOTE:**
1. All **initial** notifications shall be communicated verbally within 15 Minutes of Emergency Classification declaration. **Avoid using abbreviations or jargon likely to be unfamiliar to states and counties.** If any information is not available or not applicable, say "Not available" or "Not Applicable". Do not abbreviate "N.A." because this is ambiguous.
  2. If Selective Signaling is not operational, see **Enclosure 4.3** for Selective Signaling and Alternate Communication Instructions.
  3. If the ENF Fax program is not operational refer to **Enclosure 4.4** for additional instructions.

- \_\_\_\_\_ 10.1 Once the ENF has been approved, one Off Site Agency Communicator shall perform steps 10.1.1 – 10.3.4 while another Off Site Agency Communicator establishes contacts as per step 10.4.

**NOTE:** The "Export To Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export To Web" and "Send E-Mail" boxes as they are when the "Fax Message" prompt appears.

- \_\_\_\_\_ 10.1.1 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.
- \_\_\_\_\_ 10.1.2 Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- \_\_\_\_\_ 10.1.3 Select the Fax Button on this panel.
- \_\_\_\_\_ 10.1.4 Select "Yes" on confirmation panel if ready to fax the form.

- NOTE:**
1. The AT&T Fax Sender Panel should now be initialized and appear on screen.
  2. **IF** desired, monitor the Fax status by clicking the AT&T Mail button at the bottom of the screen (i.e., maximize the program).
  3. **IF** the Fax program does not appear to be working (i.e., Fax not being transmitted), refer to Enclosure 4.4 for alternate Fax instructions.

- \_\_\_\_\_ 10.2 On ATT Fax Sender Panel, type ~**catawba** in the Name block.

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\_\_\_\_\_ 10.3 Perform the following:

- \_\_\_\_\_ 10.3.1 Click the Green colored "check mark symbol" (✓) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.).*
- \_\_\_\_\_ 10.3.2 Then select the **Send** button at the top of the panel. **(The ENF will be Faxed to the agencies simultaneously).**
- \_\_\_\_\_ 10.3.3 Select "OK" on reminder panel for setting the transmittal time and date.

<p><b>NOTE:</b> Allow 4 to 5 minutes if it is desired that the Notification Form be received by the agencies prior to contacting them by phone.</p>
---

\_\_\_\_\_ 10.4 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

- \_\_\_\_\_ 10.4.1 Activate the Group Call function by dialing **\*5** and verify that all available agencies answer. If all agencies do not respond, contact the missing agency individually via selective signaling.
- \_\_\_\_\_ 10.4.2 When all available parties are verified on the line, document that this is the transmittal time.

<p><b>NOTE:</b> Transmittal Time and Authentication Code should be handwritten into the signed ENF form.</p>
--

- \_\_\_\_\_ 10.4.3 Read the following statement "This is Catawba Nuclear Station TSC. This is a drill or actual emergency (whichever applies)..
- \_\_\_\_\_ 10.4.4 Ensure that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and tell them that you will provide the information.)**
- \_\_\_\_\_ 10.4.5 Read the information on the ENF, line by line, to the Off-site Agencies.
- \_\_\_\_\_ 10.4.6 For Initial Notifications, when you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number to which you will reply with the appropriate code word. Write the number and code word on the form.
- \_\_\_\_\_ 10.4.7 After the information has been covered, inform the agencies the following: "This concludes message # \_\_\_\_\_. Are there any questions?"

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- \_\_\_\_\_ 10.4.8 Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.1.
- \_\_\_\_\_ 10.4.9 Continuous attempts to contact missing agencies must be made using commercial lines, radio etc., if unable to complete the notifications as per 11.4.1. Document the times these agencies were contacted on the back of the notification form.
- \_\_\_\_\_ 10.4.10 After message transmission is complete, select **Message** from the toolbar, then choose "**Set Transmittal Date/Time.**"
- \_\_\_\_\_ 10.4.11 Select "Yes" at the prompt if the fax as successfully sent.
- \_\_\_\_\_ 10.4.12 Complete the message transmittal Date and Time and select "Save".
- \_\_\_\_\_ 10.4.13 **IF** information is correct, select the "Yes" button."
- 10.5 **IF** a question is outside of ENF information, do not answer the question but perform the following:
  - \_\_\_\_\_ 10.5.1 Authenticate the request (if question is a return call, you give the number).
  - \_\_\_\_\_ 10.5.2 Have the request evaluated by the TSC Emergency Coordinator.
  - \_\_\_\_\_ 10.5.3 Document the question, answer, and have the TSC Emergency Coordinator sign.
  - \_\_\_\_\_ 10.5.4 Document the time the answer was provided to the Off-site Agency.
- \_\_\_\_\_ 10.6 Repeat the above steps as necessary to communicate other **Initial** messages.
- \_\_\_\_\_ 10.7 Provide copies of the transmitted message form to the list of individuals in Section 2, (Immediate Actions) step 2.2.1C.
- \_\_\_\_\_ 10.8 Update the next message due time on the TSC Emergency Coordinator Area white board.

<p><b>NOTE:</b> To perform follow up messages, or new initial messages once an event has been created, select the desired event title and return to Section 3 of this enclosure.</p>
--

## **11. Transmission of Follow-up Notification**

- 11.1 Once the ENF has been approved, one Off-site Agency Communicator shall perform steps 11.1.1 – 11.3.5 while another Off-site Agency Communicator establishes contacts as per step 11.4.



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**NOTE:** The "Export To Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export To Web" and "Send E-Mail" boxes as they are when the "Fax Message" prompt appears.

- \_\_\_\_\_ 11.1.1 Select **Message** from the Toolbar, THEN **Fax**.
- \_\_\_\_\_ 11.1.2 Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- \_\_\_\_\_ 11.1.3 Select the Fax Button on this panel.
- \_\_\_\_\_ 11.1.4 Select "Yes" on confirmation panel if ready to fax the form

**NOTE:** The AT&T Fax Sender Panel should now be initialized and appear on screen.

- \_\_\_\_\_ 11.2 On ATT Fax Sender Panel, type ~**catawba** in the Name block.
- \_\_\_\_\_ 11.3 Perform the following:
  - \_\_\_\_\_ 11.3.1 Click the Green colored "check mark symbol" (✓) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.)*
  - \_\_\_\_\_ 11.3.2 Then select the **Send** button at the top of the panel. **(The ENF will be Faxed to the agencies simultaneously).**
  - \_\_\_\_\_ 11.3.3 Select "OK" on the reminder panel for setting the transmittal time and date.

**NOTE:**

1. For Follow-up messages, the transmittal time will be the time that all agencies are on the line to verify Fax transmission.
2. Allow 4 to 5 minutes if it is desired that the Notification Form be received by the agencies prior to contacting them by phone.
3. **IF** desired, monitor the Fax status by clicking the AT&T Mail button at the bottom of the screen (i.e., maximize the program).
4. **IF** the Fax program does not appear to be working (i.e., Fax not being transmitted), refer to Enclosure 4.4 for alternate Fax instructions.

- \_\_\_\_\_ 11.4 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

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- \_\_\_\_\_ 11.4.1 Activate the Group Call function by dialing \* 5 and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually).
- \_\_\_\_\_ 11.4.2 Ensure all agencies are on the line. Document this as the transmittal time.
- \_\_\_\_\_ 11.4.3 Ensure that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and tell them that you will provide the information.)**
- \_\_\_\_\_ 11.5 Ask if there are any questions, regarding the Follow-up ENF information.
- \_\_\_\_\_ 11.6 Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.1.
- \_\_\_\_\_ 11.7 After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time."**
- \_\_\_\_\_ 11.8 Select "Yes" at the prompt if the Fax is successfully sent.
- \_\_\_\_\_ 11.9 Enter transmittal date and time.
  - \_\_\_\_\_ 11.9.1 Select "Yes" if you are ready to update this message (transmittal time will be added to message).
- \_\_\_\_\_ 11.10 **IF** a question is received outside of ENF information, do not answer the question but perform the following:
  - \_\_\_\_\_ 11.10.1 Authenticate the request (if question is a return call, you give the number).
  - \_\_\_\_\_ 11.10.2 Have the request evaluated by the TSC Emergency Coordinator.
  - \_\_\_\_\_ 11.10.3 Document the question, answer, and have the TSC Emergency Coordinator sign.
  - \_\_\_\_\_ 11.10.4 Document the time the answer was provided to the Off-site Agency.
- \_\_\_\_\_ 11.11 Repeat the above steps as necessary to transmit other Follow Up messages.
- \_\_\_\_\_ 11.12 Provide copies of the transmitted message form to the list of individuals in Section 2, (Immediate Actions) step 2.2.1C.
- \_\_\_\_\_ 11.13 Update next message due on the Emergency Coordinator area white board and Off-site Communicator board.

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**NOTE:** To perform follow up messages, or new initial messages once an event has been created, select the desired event title and return to Section 3 of this enclosure.

## **12. Termination Message**

**NOTE:** 1. Termination notifications are communicated verbally.  
2. Termination notification is marked as a Follow-up.

- \_\_\_\_\_ 12.1 Be sure specific Event is highlighted, THEN, from the Menu bar for the specific Event, Select Event, then Terminate Event.
- \_\_\_\_\_ 12.2 Enter Termination Time and Date, then Click **OK**.
  - \_\_\_\_\_ 12.2.1 Confirm that event is ready to be Terminated by clicking "Yes."
- \_\_\_\_\_ 12.3 Message will be generated with appropriate information.
  - \_\_\_\_\_ 12.3.1 **IF** information is correct, proceed to step 12.4.
  - \_\_\_\_\_ 12.3.2 **IF** information needs to be revised, perform the following:
    - \_\_\_\_\_ A. Select the appropriate screen by double-clicking the appropriate panel designation at the bottom of the screen.
    - \_\_\_\_\_ B. Make changes as necessary and inform the responsible group of those changes.
    - \_\_\_\_\_ C. When editing is complete, select Save.
    - \_\_\_\_\_ D. Return to the message form, then select **Message** from the Toolbar, then **Refresh**.
    - \_\_\_\_\_ E. Select "Yes" if you are ready to refresh the form.
- \_\_\_\_\_ 12.4 Review the form to verify information is correct.
  - \_\_\_\_\_ 12.4.1 **IF** message is correct, print out a copy by selecting **Message** from the Toolbar, then **Print**.
  - \_\_\_\_\_ 12.4.2 Have the TSC Emergency Coordinator review and sign the form.
- \_\_\_\_\_ 12.5 Once approved, one Off-site Agency Communicator shall perform steps 12.5.1-12.5.8 while another Off-site Agency Communicator establishes contacts per step 12.6.

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- \_\_\_\_\_ 12.5.1 Fax the Electronic form selecting **Message** from the Toolbar, THEN **Fax**.

**NOTE:** The "Export To Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export To Web" and "Send E-Mail" boxes as they are when the "Fax Message" prompt appears.

- \_\_\_\_\_ 12.5.2 Enter the Name, Title, and Date/Time from Line 16 of the ENF.

- \_\_\_\_\_ 12.5.3 Select the Fax Button on this panel.

- \_\_\_\_\_ 12.5.4 Select "Yes" on confirmation panel if ready to fax the form.

**NOTE:** 1. If the Electronic Notification Form Fax process is not operational, refer to Enclosure 4.4 for alternate Fax instructions.

2. The AT&T Fax Sender Panel should now be initialized and appear on screen.

- \_\_\_\_\_ 12.5.5 On ATT Fax Sender Panel, type ~**catawba** in the Name block.

- \_\_\_\_\_ 12.5.6 Click the Green colored "check mark symbol" (✓) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.)*

- \_\_\_\_\_ 12.5.7 Then select the **Send** button at the top of the panel. **(The ENF will be Faxed to the agencies simultaneously).**

- \_\_\_\_\_ 12.5.8 Select "OK" on the reminder panel for setting the transmittal time and date.

**NOTE:** 1. For Follow-up messages, the transmittal time will be the time when all parties are verified on line.

2. Allow 4 to 5 minutes if it is desired that the Notification Form be received by the agencies prior to contacting them by phone.

3. **IF** desired, monitor the Fax status by clicking the AT&T Mail button at the bottom of the screen (i.e., maximize the program).

4. **IF** the Fax program does not appear to be working (i.e., Fax not being transmitted), refer to Enclosure 4.4 for alternate Fax instructions.

- \_\_\_\_\_ 12.6 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

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- \_\_\_\_\_ 12.6.1 Activate the Group Call function by dialing \* 5 and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually).
- \_\_\_\_\_ 12.6.2 Ensure that all Agencies are on line. Document this as the transmittal time.
- \_\_\_\_\_ 12.6.3 Assure that the Agencies have received the Fax. (If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)
- \_\_\_\_\_ 12.6.4 For Termination Notifications, when you reach item # 4, ask the state or a county to authenticate the message. The agency should give you a number to which you will reply with the appropriate code word. Write the number and code word on the form.
- \_\_\_\_\_ 12.6.5 Read the message to the Off-site Agencies.
- \_\_\_\_\_ 12.7 Ask if there are any questions regarding the termination message.
- \_\_\_\_\_ 12.8 Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.1.
- \_\_\_\_\_ 12.9 After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time."**
- \_\_\_\_\_ 12.10 Select "Yes" at the prompt if the fax is successfully sent.
- \_\_\_\_\_ 12.11 Complete the message transmittal Date and Time and select "Save."
- \_\_\_\_\_ 12.12 At the confirmation prompt select "YES" if you are ready to update this message.
- \_\_\_\_\_ 12.13 If a question is outside of ENF information, do not answer the question but perform the following
  - \_\_\_\_\_ 12.13.1 Authenticate the request (if question is a return call, you give the number).
  - \_\_\_\_\_ 12.13.2 Have the request evaluated by the TSC Emergency Coordinator.
  - \_\_\_\_\_ 12.13.3 Document the question, answer, and have the TSC Emergency Coordinator sign.
  - \_\_\_\_\_ 12.13.4 Document the time the answer was provided to the Off-site Agency.
- \_\_\_\_\_ 12.14 Provide copies of the transmitted message form to the list of individuals in Section 2, (Immediate Actions) step 2.2.

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## 1. Initial and Follow-up Completion

Item #	NOTE: Items 11-14 may be skipped on initial notifications Communicator Action	Info Source
1.	Check appropriate blocks: (Drill/Emergency).(Initial/Follow-up) <b>Initial:</b> First message in each of the 4 classifications. <b>Follow-up:</b> Subsequent messages following the initial message within the same classification. <u>Message #'s are sequentially numbered throughout drill/emergency starting with the C/R.</u>	TSC Comm.
2.	Write in the site, unit or units affected, and the phone communicator's name (Reported by).	TSC Comm.
3.	Assure confirmation phone number. Document the "transmittal time" at the beginning of message transmission. (Note: Transmittal time is: <b>Initial</b> - when all Agencies are verified on the line. <b>Follow-up</b> - all parties are verified on line for fax verification.)	TSC Comm
4.	Document the Authentication while transmitting the notification. Refer to Authentication Enclosures (Enclosure 4.5 and 4.6) for additional instructions.	TSC Comm.
5.	Mark appropriate classification.	OPS Supt
6.	Mark the appropriate emergency classification box & write time & date current classification was declared.	OPS Supt
7.	Write a concise description for declaring the current emergency classification. Also use this space for any other important information. Refer to Enclosure 4.9 for additional reportable events. <b>The first message from the TSC should include a statement indicating that the TSC has been activated. Do not use acronyms or abbreviations.</b> For <b>Follow-up</b> messages, include relevant information and changes that have occurred since the last message ( <b>Don't just restate the EAL or last message</b> ).	OPS Supt
8.	Mark appropriate plant condition: <b>Improving</b> - Emergency conditions are improving in the direction of a lower classification or termination of the event. <b>Stable</b> - The emergency situation is under control. Emergency core cooling systems, equipment, plant, etc., are operating as designed. <b>Degrading</b> - Given current and projected plant conditions/equipment status, recovery efforts are not expected to prevent entry into a higher emergency classification or the need to upgrade off-site protective action recommendations.	OPS Supt
9.	Write time and date Reactor Shutdown or Reactor Power level as applicable.	OPS Supt.
10.	Mark appropriate box for emergency release. If A or B, go to Item 14. If C or D, complete Lines 11-14. A release is any unplanned and quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event. Base determinations on information such as EMF readings, containment pressure and other instrument indications, field monitoring results, and knowledge of the event and its impact on system operation and resultant release pathways. A release is considered to be in progress if the following occurs: <ul style="list-style-type: none"> <li>Rx. Bldg EMF Monitors (38, 39, or 40 reading indicates an increase in activity or EMF monitors 53A or 53B read greater than 1.5 R/hr) AND pressure inside the containment bldg is greater than Tech. Specs. OR an actual containment breach is determined.</li> <li>Increase in activity monitored by unit vent EMF monitors 35, 36, or 37.</li> <li>Steam generator tube leak monitored by EMF 33.</li> </ul>	Rad Assess.
11.*	* Items 11-14 may be left blank on <u>initial</u> notifications Indicate type of release and time/date. Mark Ground Level for any airborne releases.	Rad Assess
12.*	Indicate release magnitude and whether release is above or below normal operating limits.	Rad Assess
13.*	Write estimate of projected off-site dose and estimated duration. Check new or unchanged. If unchanged from a previous notification, the information does not have to be repeated.	Rad Assess.
14.*	Provide meteorological data	Rad Assess.
15.	Indicated appropriate recommended protective actions. <ul style="list-style-type: none"> <li>For Unusual Event, Alert, and Site Area Emergency, Mark box "A"</li> <li>For General Emergency, mark and complete information for boxes B and C using RP/0/A/5000/005 (GE)</li> </ul>	Rad Assess.
16.	Have Emergency Coordinator approve message.	Emer. Coord.

**Emergency Notification Form (ENF)  
Completion**

## 2. Termination Notification Completion

When the emergency/drill has been terminated, complete the ENF as described below.

- NOTE:**
1. When terminating from a General Emergency, "No Recommended Protective Action" HAS to be selected in the Electronic ENF Program.
  2. Termination notifications are communicated **verbally**.
  3. Termination notification is marked as a Follow-up.

Line Item #	Action	Source of Information TSC
1.	Check appropriate blocks NOTE: <b>Message #s are sequentially numbered</b> throughout the drill/emergency starting with the Control Room.	Off-site Communicators.
2.	Write in site and unit or units affected. NOTE: Reported by is communicator's name	Off-site Communicators
3.	Write confirmation phone number that states and counties may call back on. Transmittal time will be documented at the beginning of message transmission	Off-site Communicators
4.	Authentication <u>will be completed</u> while transmitting the notification to states and counties.	Off-site Communicators
5.	Check appropriate classification that is being terminated from.	Off-site Communicators
6.	Mark box "B" and write time and date of termination.	Off-site Communicators
7.- 15	No information required.	N/A
16.	Have TSC Emergency Coordinator approve message.	TSC Emergency Coordinator

**Enclosure 4.3**  
**Emergency Notification Form (ENF)**  
**Transmission**

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## **1. Transmitting a Message**

- \_\_\_\_\_ 1.1 Review the following Selective Signal guideline if necessary to familiarize yourself with its operation.

**NOTE:**

1. Selective Signaling is an open line that is capable of connecting all agencies together at the same time. No special conferencing process is required to get all agencies on the line. The line is always active (i.e., no dial tone). \*5 may be used initially to contact county and state warning points/EOCs.
2. The handset has a "push to talk" button which must be pressed in order for the parties on the other end to hear you. To use the headset instead of the handset, set the switch on the headset controller to "headset" and **remove** the handset from the phone cradle. Then resume normal operation. There is no "push to talk" feature associated with the headset, however, the handset must be removed from the cradle when the headset is in use.

- \_\_\_\_\_ 1.1.1 Pick up receiver (no dial tone will be heard). Dial \* 5 and wait for agencies to answer. Verify that all agencies have answered. Note: If all agencies do not answer the group call, dial the agencies individually per step 1.1.2).
- \_\_\_\_\_ 1.1.2 Alternately, the agencies may be contacted individually by dialing the three digit Selective Signal number for each agency. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line. Dial the second agency's three-digit Selective Signal number. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line.
- |                            |                                 |
|----------------------------|---------------------------------|
| 513 York County (WP/EOC)   | 116 Mecklenburg County (WP/EOC) |
| 112 Gaston County (WP/EOC) | 518 SC (WP/EOC)                 |
| 314 NC (WP/EOC)            |                                 |
- \_\_\_\_\_ 1.1.3 Continue this process until all applicable agencies are on the line.

**NOTE:** If Selective Signal Communications fail, the following is the suggested priority for backup communications systems used to notify the states and counties.

- 1.2 **1st - Commercial Telephone (Bell Line) (Conference Call)**
- 1.2.1 Refer to the Emergency Response Telephone Directory, Enclosure 1.1, for instructions on the use of telephones in the TSC, conference call instructions, and individual bell line numbers.
- 1.3 **2nd - North Carolina and/or South Carolina Emergency Management Radio**
- 1.3.1 Refer to the Emergency Response Telephone Directory, Enclosure 1.6, for instructions on the use of the State Emergency Management Radios.
- 1.4 **3rd - Duke Power Radio Network (Low Band System)**



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**Emergency Notification Form (ENF)**  
**Transmission**

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- 1.4.1 Refer to the Emergency Response Telephone Directory, Enclosure 1.7, for instructions on the use of Duke Power Low Band Radio system.

**NOTE:** Report any failures to the TSC Emergency Coordinator/Emergency Planner.

## 2. Message Transmission

- 2.1 For transmitting **Initial Notifications**, proceed to **Section 3**.
- 2.2 For transmitting **Follow-up Notifications**, proceed to **Section 4**.

## 3. Initial Notification Transmission

When you are prepared to transmit a message, contact the appropriate agencies using the established method.

SELECTIVE SIGNAL		BELL LINE	ROLL CALL
Individual Selective OR Signal #	Dial *5: calls all state /county WP/EOC's simultaneously	Individual phone numbers OR One touch dial button	As each agency answers say:  "This is Catawba Nuclear Station, please hold."
513	York County WP/EOC	803/329-1110	
112	Gaston County WP/EOC	704/866-3300	
116	Mecklenburg Co. WP/EOC	704-943-6200	
518	South Carolina WP/EOC	803/737-8500	
314	North Carolina WP/EOC	919/733-3300	

**IF** an off-site agency does not pick up, try dialing the Selective Signaling number again or get help to dial that agency on the Bell line and give the message separately. (Use radio if all other communication fails).

- 3.1 When all available agencies are connected, document the time on line 3 as transmittal time and read the following statement: "This is a drill or actual emergency (whichever applies). The following is Emergency Notification ENF Information."
- 3.2 **IF** this is the **FIRST** message from the TSC, inform the states and counties that the TSC has been activated and that you are taking over responsibility for communications from Catawba Nuclear Station. **This should be noted on Line 7 of the Emergency Notification Form (ENF).**

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- 3.3 Authenticate and Transmit the Emergency Notification (ENF) message providing line by line information to the agencies. When you reach line 4, ask one of the agencies to provide a number from the authentication code word list (Enclosure 4.5). Then give them the corresponding codeword for that listed number. Fill in line 4 with the number and codeword. (Ref. Enclosure 4.6 for authentication instructions).
- 3.3.1 All **initial** notifications shall be communicated verbally. **Avoid using abbreviations or jargon likely to be unfamiliar to states and counties.** If any information is not available or not applicable, say "Not Available" or "Not Applicable". Do not abbreviate "N.A." because this is ambiguous.
- 3.4 Upon completion of the message transmission, obtain the names of the agency representatives and complete documentation on the back of the Emergency Notification Form (ENF).

**NOTE:** Date and time do not need to be filled in on back of form if all parties were on line at the time of message transmission.

- 3.5 Inform the agencies of the following,
- This concludes message # \_\_\_\_.
  - They will be receiving a Fax copy of this message shortly.
  - Are there any questions about the message?
- 3.6 **IF** question is outside of ENF information, do **not** answer question.
- Authenticate the request (if question is a return call).
  - Have the request evaluated by the Emergency Coordinator.
  - Document the question, answer, and the time the answer was transmitted in the Off-site Agency Communicator's Logbook.
- 3.7 Fax the front page of the Emergency Notification Form (ENF) to the agencies per Enclosure 4.4, Fax Communicator Checklist.
- 3.8 Repeat steps as needed to communicate other initial messages.
- 3.9 Provide copies of the transmitted message form to the list of individuals in Section 2, (Immediate Actions) step 2.2.1C.

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#### 4. Follow-up Notification Transmission

**NOTE:** Follow-up notifications are **not** required to be verbally transmitted. Follow-up messages may be faxed with phone verification of receipt. This applies only if the message does not involve a change in the emergency classification or the protective action recommendations or a termination of the emergency.

- \_\_\_\_\_ 4.1     Verify that all sections have been completed and that the message has been approved.
- \_\_\_\_\_ 4.2     Fax a copy of the form to the Off-site Agencies per Enclosure 4.4.
- \_\_\_\_\_ 4.3     Call each Off-Site Agency.
- \_\_\_\_\_ 4.4     When all parties are verified on the line, document this as the transmittal time.
- \_\_\_\_\_ 4.5     Verify each agency has received the Notification Form.
- \_\_\_\_\_ 4.6     Ask if there are any questions.

**IF** a question is outside of ENF information, do not answer question.

- Authenticate the request (if question is a return call) (callee gives number).
- Have the request evaluated by the TSC Emergency Coordinator
- Document the question, answer, and the time the answer was transmitted in the Off-Site Agency Communicator's Logbook.

- \_\_\_\_\_ 4.7     Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF.
- \_\_\_\_\_ 4.8     Repeat the above steps as necessary to communicate other follow-up messages.
- \_\_\_\_\_ 4.9     Provide copies of the transmitted message form to the list of individuals in Section 2, (Immediate Actions) step 2.2.

**Enclosure 4.4**  
**Fax Instructions**

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## 1. Faxing Process

- 1.1 This enclosure provides instruction for faxing the ENF to the primary WP/EOCs. Refer to the following sections of this enclosure for the desired method:

Section 2 - AT&T Enhanced Fax - Preprogrammed Button Method  
Section 3 - AT&T Enhanced Fax - Dialing Method  
Section 4 - Individually (Via Fax Machine)

## 2. AT&T Enhanced Fax - Preprogrammed Button Method

- NOTE:**
1. This process will fax to the following locations simultaneously:

York County	North Carolina	Technical Support Center (TSC)
Gaston County	South Carolina	Emergency Operations Facility (EOF)
Mecklenburg County	EnergyQuest	Joint Information Center (JIC)
		Control Room
  2. If a problem is experienced using the AT&T Enhanced Fax Service, send the fax to the agencies individually utilizing one of the other faxing methods.
  3. Process may be completed without waiting for the prompts.

- \_\_\_\_\_ 2.1 Place the Notification Form face down in the Fax machine.
- \_\_\_\_\_ 2.2 Using the AT&T Enhanced Fax Phone located by the Fax machine, take the phone off the hook by using the speaker phone option (SP-Phone button) or handset.
- 2.3 Perform the following:
- \_\_\_\_\_ 2.3.1 Press the preprogrammed button labeled *AT&T Enhanced Fax*.
- \_\_\_\_\_ 2.3.2 Wait to hear: "*Welcome to AT&T Enhanced Fax*," then,
- \_\_\_\_\_ 2.3.3 Press the preprogrammed button labeled *Subscriber ID*, then
- \_\_\_\_\_ 2.3.4 Press the preprogrammed button labeled *Password* (You will hear "*Logging in, please wait*")
- \_\_\_\_\_ 2.3.5 Wait to hear: "*Login Successful*," then
- \_\_\_\_\_ 2.3.6 Press **1**, then
- \_\_\_\_\_ 2.3.7 Press **\* 5** (Recipient List), then
- \_\_\_\_\_ 2.3.8 Press **#** (Own Private List), then
- \_\_\_\_\_ 2.3.9 Press **1 #** (List Name), then
- \_\_\_\_\_ 2.3.10 Press **\* #** (No other lists to add)

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**Fax Instructions**

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- \_\_\_\_\_ 2.3.11 Press **START** on the Fax machine.
  - \_\_\_\_\_ 2.3.12 Wait. (Form will be processed through Fax machine).
  - \_\_\_\_\_ 2.3.13 When prompted, hang up the phone. (This will be indicated by the Fax machine LCD readout and alarm. The Fax Service will then fax the Notification form to the designated facilities).
- \_\_\_\_\_ 2.4 Ensure the primary off-site agencies have received the Fax.

**3. AT&T Enhanced Fax - Dialing Method**

- NOTE:**
1. This process will fax to the following locations simultaneously:

York County	North Carolina	Technical Support Center (TSC)
Gaston County	South Carolina	Emergency Operations Facility (EOF)
Mecklenburg County	EnergyQuest	Joint Information Center (JIC)
		Control Room
  2. If a problem is experienced using the AT&T Enhanced Fax Service, send the fax to the agencies individually utilizing one of the other faxing methods.
  3. Process may be completed without waiting for the prompts.

- \_\_\_\_\_ 3.1 Place the Notification Form face down in the Fax machine.
- \_\_\_\_\_ 3.2 Using the AT&T Enhanced Fax Phone located by the Fax machine, take the phone off the hook by using the speaker phone option (SP-Phone button) or handset.
- 3.3 Perform the following:
  - \_\_\_\_\_ 3.3.1 Dial **1-800-232-9674**, then
  - \_\_\_\_\_ 3.3.2 Wait to hear: "**Welcome to AT&T Enhanced Fax**," then
  - \_\_\_\_\_ 3.3.3 Dial **5 3 0 9 1 2 8 #** (Subscriber ID), then
  - \_\_\_\_\_ 3.3.4 Dial **4 8 6 6 6 3 5 2 #** (Password) (You will hear "**Logging in, please wait**")
  - \_\_\_\_\_ 3.3.5 Wait to hear: "**Login Successful**," then
  - \_\_\_\_\_ 3.3.6 Press **1**, then
  - \_\_\_\_\_ 3.3.7 Press **\* 5** (Recipient List), then
  - \_\_\_\_\_ 3.3.8 Press **#** (Own Private List), then
  - \_\_\_\_\_ 3.3.9 Press **1 #** (List Name), then
  - \_\_\_\_\_ 3.3.10 Press **\* #** (No other lists to add)

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**Fax Instructions**

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- \_\_\_\_\_ 3.3.11 Press **START** on the Fax machine.
- \_\_\_\_\_ 3.3.12 Wait. (Form will be processed through Fax machine).
- \_\_\_\_\_ 3.3.13 When prompted, hang up the phone. (This will be indicated by the Fax machine LCD readout and alarm. The Fax Service will then fax the Notification form to the designated facilities).
- \_\_\_\_\_ 3.4 Ensure the primary off-site agencies have received the fax.

**4. Individually (Via Fax Machine)**

- 4.1 To send a fax to multiple locations using the one touch dialing or direct dialing:

- \_\_\_\_\_ 4.1.1 Place the Fax you are transmitting face down into the Fax machine.
- 4.1.2 Press the preprogrammed one-touch speed dial numbers for the following:

	Press	Energy Quest
	Press	Joint Information Ctr (JIC)
	Press	York Co. WP/EOC
	Press	Gaston Co. WP/EOC
	Press	Meck Warning Pt.
	Press	S.C. WP/EOC
	Press	N.C. WP/EOC
	Press	EOF

- \_\_\_\_\_ 4.1.3 Press **Start**.

- 4.2 To send a Fax to a **single** location using one-touch dialing or direct dialing:

- \_\_\_\_\_ 4.2.1 Insert the document face down
- 4.2.2 Press the designated agency button labeled on the Fax machine one at a time.

	Press	Energy Quest	or dial	8-831-3415
	Press	Joint Information Ctr (JIC)	or dial	8-382-0069
	Press	York Co. WP/EOC	or dial	1-803-324-7420
	Press	Gaston Co. WP/EOC	or dial	1-704-866-7623
	Press	Meck Warning Pt.	or dial	1-704-943-6189
	Press	S.C. WP/EOC	or dial	1-803-737-8575
	Press	N.C. WP/EOC	or dial	1-919-733-7554

## Enclosure 4.4

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	Press	EOF	or dial	1-704-382-0722
--	-------	-----	---------	----------------

- \_\_\_\_\_ 4.2.3 Verify Fax was sent to the designated agency or agencies via the Fax report(s) or phone. Resend as appropriate.

## 5. AT&T Enhanced Fax Message Retrieval

- 5.1 **IF** a Fax is not delivered via the AT&T Enhanced Fax process or if there are problems experienced utilizing the AT&T Enhanced Fax process, the system will generate an ERROR MESSAGE. To retrieve messages from the AT&T Enhanced Fax Service, perform the following:

- \_\_\_\_\_ 5.1.1 Place the Notification form in the Off-site Communicator Fax machine
- \_\_\_\_\_ 5.1.2 Using the Fax telephone located next to the Off-site Communicator Fax machine perform the following:
  - \_\_\_\_\_ A. Press the preprogrammed button labeled **AT&T Enhanced Fax**  
(or dial 1-800-232-9674)
  - \_\_\_\_\_ B. Press the preprogrammed button labeled **Subscriber ID**  
(or dial 5 3 0 9 1 2 8 #)
  - \_\_\_\_\_ C. Press the preprogrammed button labeled **Password**  
(or dial 4 8 6 6 6 3 5 2 #) (*Logging in, Please Wait...*)
  - \_\_\_\_\_ D. When Login is verified Successful, **Press 2** (to receive a message)
- \_\_\_\_\_ 5.1.3 Press Start on the Fax machine.
- \_\_\_\_\_ 5.1.4 When prompted, hang up phone (Fax machine alarm and LCD indication).

**Enclosure 4.5**  
**Message Authentication Code List**

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**Enclosure 4.6**  
**Authentication Guideline**

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## **1. Placing A Call**

When providing Emergency Notification Form (ENF) information to the Off-Site Agencies, the Communicator should:

- 1.1 Ask a State or County Representative to provide a number from the Authentication Codeword list.
- 1.2 Then give them the code word corresponding with the number from Enclosure 4.5, "Message Authentication Code List."
- 1.3 Write the number and code word on the Emergency Notification Form (ENF) (Line 4).

## **2. Receiving A Call**

When receiving a call from off site and the identity of the party calling is not known, you should:

- 2.1 Provide a number from Enclosure 4.5, "Message Authentication Code List," to the caller.
- 2.2 The caller will then provide the word corresponding with the number of the Authentication Code List.
- 2.3 Document in Communicator's Logbook.

**RULE OF THUMB:**

Callee gives the number

Caller gives the word

# EMERGENCY NOTIFICATION

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1. ☐ THIS IS A DRILL ☐ ACTUAL EMERGENCY ☐ INITIAL ☐ FOLLOW-UP MESSAGE NUMBER \_\_\_\_\_
2. SITE: Catawba Nuclear Site UNIT: \_\_\_\_\_ REPORTED BY: \_\_\_\_\_
3. TRANSMITTAL TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy CONFIRMATION PHONE NUMBER: (803) 831-7410 (TSC)
4. AUTHENTICATION (If Required): \_\_\_\_\_ (Number) \_\_\_\_\_ (Codeword)

5. EMERGENCY CLASSIFICATION:  
☐ NOTIFICATION OF UNUSUAL EVENT ☐ ALERT ☐ SITE AREA EMERGENCY ☐ GENERAL EMERGENCY

6. ☐ Emergency Declaration At: ☐ Termination At: TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy (If B, go to item 16.)

7. EMERGENCY DESCRIPTION/REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. PLANT CONDITION ☐ IMPROVING ☐ STABLE ☐ DEGRADING

9. REACTOR STATUS: ☐ SHUTDOWN: TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy ☐ \_\_\_\_\_ % POWER

10. EMERGENCY RELEASE(S):  
☐ NONE (Go to item 14.) ☐ POTENTIAL (Go to item 14.) ☐ IS OCCURRING ☐ HAS OCCURRED

- \*\*11. TYPE OF RELEASE: ☐ ELEVATED ☐ GROUND LEVEL  
☐ AIRBORNE: Started: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Stopped: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time(Eastern) Date Time(Eastern) Date  
☐ LIQUID: Started: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Stopped: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time(Eastern) Date Time(Eastern) Date

- \*\*12. RELEASE MAGNITUDE: ☐ CURIES PER SEC. ☐ CURIES NORMAL OPERATING LIMITS: ☐ BELOW ☐ ABOVE  
☐ NOBLE GASES \_\_\_\_\_ ☐ IODINES \_\_\_\_\_  
☐ PARTICULATES \_\_\_\_\_ ☐ OTHER \_\_\_\_\_

- \*\*13. ESTIMATE OF PROJECTED OFFSITE DOSE: ☐ NEW ☐ UNCHANGED PROJECTION TIME: \_\_\_\_\_ (Eastern)  
TEDE mrem Thyroid CDE mrem  
SITE BOUNDARY \_\_\_\_\_ ESTIMATED DURATION: \_\_\_\_\_ HRS.  
2 MILES \_\_\_\_\_  
5 MILES \_\_\_\_\_  
10 MILES \_\_\_\_\_

- \*\*14. METEOROLOGICAL DATA: ☐ WIND DIRECTION (from) \_\_\_\_\_ ° ☐ SPEED (MPH) \_\_\_\_\_  
☐ STABILITY CLASS \_\_\_\_\_ ☐ PRECIPITATION (type) \_\_\_\_\_

## 15. RECOMMENDED PROTECTIVE ACTIONS

- ☐ NO RECOMMENDED PROTECTIVE ACTIONS  
☐ EVACUATE \_\_\_\_\_  
☐ SHELTER IN-PLACE \_\_\_\_\_  
☐ OTHER \_\_\_\_\_

16. APPROVED BY: \_\_\_\_\_ TSC Emergency Coordinator TIME/DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Eastern) mm dd yy  
(Name) (Title)

\* If items 8 - 14 have not changed, only items 1 - 7 and 15 - 16 are required to be completed.  
\*\* Information may not be available on Initial Notifications.

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GOVERNMENT AGENCIES NOTIFIED

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Record the name, date, time and agencies notified:

1. 

<hr/> (name) <hr/>	<hr/> York County <hr/>	
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) Sel. Sig. 513 Bell Line (803) 329-1110 <hr/>
2. 

<hr/> (name) <hr/>	<hr/> Mecklenburg County <hr/>	
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) Sel. Sig. 116 Bell Line (704) 943-6200 <hr/>
3. 

<hr/> (name) <hr/>	<hr/> Gaston County <hr/>	
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) Sel. Sig. 112 Bell Line (704) 866-3300 <hr/>
4. 

<hr/> (name) <hr/>	<hr/> South Carolina WP/EOC <hr/>	
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) Sel. Sig. 518 Bell Line (803) 737-8500 <hr/>
5. 

<hr/> (name) <hr/>	<hr/> North Carolina WP/EOC <hr/>	
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) Sel. Sig. 314 Bell Line (919) 733-3300 <hr/>
6. 

<hr/> (name) <hr/>		
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) <hr/>
7. 

<hr/> (name) <hr/>		
<hr/> (date) <hr/>	<hr/> (time) <hr/>	<hr/> (agency) <hr/>

**TSC Lead Off-Site Agency Communicator  
Duties**

- Sign in on the white board in the TSC Emergency Coordinator's area as the "Off-Site Agency Communicator." Also sign in and ensure that at least two TSC Off-Site Agency Communicators (OACs) have signed in on the white board in our area.
- Ensure all OACs have a copy of the correct procedure and that they know their duties.
- Ensure the OACs are fit for duty prior to taking turnover from the site.
- Ensure 24 hour coverage if necessary.
- Keep the TSC Emergency Coordinator informed of our progress in preparing to take turnover from the site. Ensure that we promptly get copies of each site-issued Emergency Notification Form (ENF).
- Act as chief interface with the TSC Emergency Coordinator.
- Monitor completion of the other sections to assure time commitments are met. Contact the individual edit groups as appropriate to assure Notification Form is being completed.
- Check with Dose Assessment early and often to ensure that they don't delay a ENF. (It can take them 10 minutes to calculate doses, so be sure that they have a 15-minute warning before we need their data. If they aren't comfortable with their data or if they run low on time, get the Radiological Assessment Coordinator involved at once--*do not delay!*)

**NOTE: Rad data is not required for initial notifications.**

- Resolve any questions concerning OACs' procedure or actions (the Emergency Planner can help).
- Ensure all messages (ENFs) are accurate, complete, and are issued on time.
- Decide when to omit radiological data on the ENF (in the interest of timeliness).
- Keep up with events as they unfold for potential inclusion on the ENF. Ensure that events listed in Section 3.9 are reported and that later ENFs follow-up on those events and report their resolution ("close the loop").
- Proofread the ENF prior to giving it to the TSC Emergency Coordinator for approval. Give the TSC Emergency Coordinator sufficient time to review/change the ENF.
- Work with the Emergency Planner, Nuclear Supply Chain and/or Data Coordinators to fix any problems with the Fax machines, selective signaling, computers etc. Advise the TSC Emergency Coordinator of these problems.
- Take notes during the drill/event for topics that should be discussed in the critique. Participate in the critique.
- After the drill/event, tell the primary OAC what role was filled by each OAC and of any comments/questions concerning their actions in the drill/event.

**Enclosure 4.9**  
**Additional Reportable Events**

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During a declared emergency, the following are events that should be reported to Off-site Agencies in addition to the Emergency to the Emergency Action Level (EAL) requirements. These events may be the basis for the current emergency classification or an additional event to be reported under Step 7 of the Emergency Notification Form. These events may need off-site agency action or resolution.

- Fires
- Flooding
- Explosions
- Major/Key Equipment Out of Service
- Loss of Off-site Power
- Core Uncoverings
- Core Damage
- Injuries
- Deaths
- Contaminated Individuals
- Individuals Transported Off Site
- Site Evacuations
- Saboteurs
- Intruders
- Chemical or Hazardous Material Spills or Releases
- Extraordinary Noise Audible Off Site
- Any event causing/requiring Off-site Agency response
- Any event causing increased media attention
- Other unrelated classifiable events of lesser severity
- Emergency response actions underway

Duke Power Company  
PROCEDURE PROCESS RECORD

(1) ID No. RP/0/B/5000/013

Revision No. 028

## PREPARATION

- (2) Station Catawba Nuclear Station
- (3) Procedure Title NRC Notification Requirements
- (4) Prepared By GARY C M. F. Chell Date 7-26-01
- (5) Requires 10CFR50.59 evaluation?  
☒ Yes (New procedure or reissue with major changes)  
☐ No (Revision with minor changes)  
☐ No (To incorporate previously approved changes)
- (6) Reviewed By B R S H (QR) Date 8/1/01  
Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA BRS Date 8/1/01  
Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA BRS Date 8/1/01
- (7) Additional Reviews  
Reviewed By Randall D. Hard Date 8/2/01  
Reviewed By \_\_\_\_\_ Date \_\_\_\_\_
- (8) Temporary Approval (if necessary)  
By \_\_\_\_\_ (SRO/QR) Date \_\_\_\_\_  
By \_\_\_\_\_ (QR) Date \_\_\_\_\_
- (9) APPROVED BY Richard L. Sweigart Date 8/2/01

## PERFORMANCE (Compare with control copy at least once every 14 calendar days while work is being performed)

- (10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_
- (11) Dates(s) Performed \_\_\_\_\_  
Work Order Number (W/O #) \_\_\_\_\_

## COMPLETION

- (12) Procedure Completion Verification

- |                              |                              |   |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Check lists and/or blanks properly initialed, signed, dated, or filled in NA, as appropriate? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Listed enclosures attached?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Data sheets attached, completed, dated and signed?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Charts, graphs, etc. attached and properly dated, identified and marked?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Procedure requirements met?   |

Verified By \_\_\_\_\_ Date \_\_\_\_\_

- (13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_
- (14) Remarks (attach additional pages, if necessary)

<p>Duke Power Company Catawba Nuclear Station</p> <p><b>NRC Notification Requirements</b></p> <p><b>Multiple Use</b></p>	<p>Procedure No.</p> <p>RP/0/B/5000/013</p>
	<p>Revision No.</p> <p>028</p>
	<p>Electronic Reference No.</p> <p>CN005GO5</p>

## 1. Symptoms

**NOTE:** Unless otherwise noted, the terms Tech Spec or Technical Specifications refer to both Unit 1 and Unit 2 Technical Specifications.

- 1.1 Plant conditions requiring Immediate, 1-hour, 4-hour, 8-hour, 24-hour, 30 day OR 60 day NRC notification in accordance with the following:
  - 1.1.1 10CFR20.1906
  - 1.1.2 10CFR20.2202
  - 1.1.3 10CFR26.73
  - 1.1.4 10CFR50.36
  - 1.1.5 10CFR50.72
  - 1.1.6 10CFR70.52
  - 1.1.7 10CFR73.71
  - 1.1.8 Declaration of any emergency classification
  - 1.1.9 Security or Safeguards Event
- 1.2 All non-emergency notifications to the NRC (1.1.1 through 1.1.7 and 1.1.9) where no other notification is required shall be made to the state and county emergency preparedness management agencies as courtesy notifications. Community Relations shall be notified of all "courtesy" notifications to the states and counties. {PIP 0-C00-01689}

## 2. Immediate Actions

- 2.1 Determine the appropriate NRC notification from the following sources:
  - Enclosure 4.1, "Events Requiring Immediate NRC Notification"
  - Enclosure 4.2, "Events Requiring 1-Hour NRC Notification"
  - Enclosure 4.3, "Events Requiring 4-Hour NRC Notification"
  - Enclosure 4.4, "Events Requiring 8-Hour NRC Notification"
  - Enclosure 4.5, "Events Requiring 24-Hour NRC Notification"
  - Enclosure 4.6, "Events Requiring 30 Day NRC Notification"
  - Enclosure 4.7, "Events Requiring 60 Day NRC Notification"
  - Enclosure 4.8, "List of System (ESF) Actuations for Catawba"
  - NSD 201, "Reporting Requirements"
  - NSD 202, "Reportability"