

9/4/01



Revision 10

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 Attachment 1
 Page 1

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#22076

TO: NRC
FROM: EMERGENCY PLANNING
SUBJECT: Emergency Planning Implementing Procedures

CONTROL COPY NO.: 25
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The enclosed revisions are for your controlled copy of the IP-3 Emergency Plan. Please discard old sheets, insert new sheets, initial/date this transmittal and return it to the **IP-3 DOCUMENTS DEPARTMENT**. If you have any questions regarding these changes, call Emergency Planning (x8404/x8318).

Thank you.

Volume III - Emergency Plan Implementing Procedures

OLD

NEW

Table of Contents 05/01
IP-1076 Rev. 24

Table of Contents 08/01
IP-1076 Rev. 25

I acknowledge the receipt of these revisions to the IP-3 Emergency Plan.

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ENTERGY
INDIAN POINT NO. 3 NUCLEAR POWER PLANT
EMERGENCY PLAN - VOLUME III
IMPLEMENTING PROCEDURES

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INDIAN POINT NO. 3 NUCLEAR POWER PLANT
EMERGENCY PLAN - VOLUME III
IMPLEMENTING PROCEDURES

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EMERGENCY PLAN PROCEDURES

PROCEDURE NO. IP-1076 REV. 25

TITLE: ROSTER NOTIFICATION METHODS

THIS PROCEDURE IS TSR ☒

THIS PROCEDURE IS NOT TSR ☐

WRITTEN BY: Daria A Weaver 8/27/01
SIGNATURE/DATE

REVIEWED BY: Alan [Signature] 8/28/01
SIGNATURE/DATE

APPROVED BY: Wayne W. [Signature] 8/29/01
SIGNATURE/DATE

EFFECTIVE DATE: Sept. 14, 2001

PROCEDURE USE IS
REFERENCE

IP-1076

ROSTER NOTIFICATION METHODS

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IP-1076

ROSTER NOTIFICATION METHODS

1.0 PURPOSE

The purpose of this procedure is to delineate the expected responses of Emergency Response Organization (ERO) members to Roster notifications (both test and emergency).

1D

2.0 RESPONSIBILITIES

2.1 ERO personnel with pagers are responsible for adhering to the pager handling instructions of this procedure.

1D

2.2 The Emergency Planning (EP) group is responsible for maintaining current Rosters with qualified personnel and accurate telephone numbers.

1D

3.0 REFERENCES

3.1 Emergency Plan, Volume II, Appendix "A", Rosters I and II

4.0 PROCEDURE

4.1 Pager Handling Instructions

A. Pagers are the primary means of notification to the ERO.

NOTE

All ERO Members are required to have their pagers in their possession and in the ON position at all times.

B. The "LO CELL" indication on a pager may not be actuated until after the pager battery has depleted below its useful level. For this reason, it is recommended that batteries be changed every two weeks. It is an expectation that batteries be changed every payday.

C. To page an individual pager, perform the following using a touch tone phone:

1. If onsite:

- a. DIAL PAGE (7243) and listen to the instructions.
- b. DIAL the pager number to be beeped.
- c. LISTEN to the beeps.

- d. ENTER the number you wish the party to call followed by the # key.
- e. HANG UP.
- 2. If offsite (or back-up method to onsite):
 - a. DIAL 800-436-2732 and then follow the directions above.
- D. Labels containing the above instructions are available from the EP group.
- E. ERO personnel shall promptly report pager problems to the EP group.
- F. Attachment 5.1, "Pager Operation Instructions" provides an example of information on pager operation.

4.2 Roster Notifications

- A. Pagers are activated for Roster I at a Notification of Unusual Event (NUE) and for Roster I and II at an Alert, Site Area Emergency or General Emergency. The Offsite Monitoring Teams and HP Team Leaders are also activated for Con Ed's Alert, Site Area or General Emergencies.
- B. Pagers are activated with one of four messages displayed on the liquid crystal display:

NOTE

Unless directed otherwise, respond accordingly to the actions below.

- 1. **111** This is a pager test message. RESPOND as specified by the EP group.
(eg: Notify your department designee if your pager worked or not or call the voicemail number).
- 2. **222** This is a "come in" drill notification. Roster I & II personnel shall REPORT to their Emergency Response Facility (ERF) for the drill. Additionally, Roster I personnel shall CALL 736-8067/8068 or 2911.
- 3. **333** This is an actual emergency notification for an Alert or higher emergency. Roster I & II personnel shall REPORT to their ERF. Additionally, Roster I personnel shall CALL 736-8067/8068 or 2911.

4. **444** This is an actual NUE notification sent to Roster I personnel only. Roster I personnel shall CALL 736-8067/8068 or 2911. Roster I personnel are **NOT** required to report to their ERFs at this notification.
- C. During off hours, (which is defined for emergency planning purposes as any time other than Monday through Friday 0700-1500), the Community Alert Network (CAN) system is used as a supplement to pager notifications.
- D. CAN automatically calls the home phone number of all ERO personnel and plays a specific recorded message.

NOTE

See Attachment 5.2, "CAN Messages" for recorded messages.

NOTE

Unless directed otherwise, respond accordingly to the actions below.

1. MESSAGE #1 This is a test message. RESPOND as specified by the EP group. 10
2. MESSAGE #2 This is a "come in" drill notification. Roster II personnel shall REPORT to their ERF for the drill. Roster I personnel shall CALL 736-8067/8068 or 2911 and THEN REPORT to their ERF.
3. MESSAGE #3 This is an actual emergency notification. Roster II personnel shall REPORT to their ERF. Roster I personnel shall CALL 736-8067/8068 or 2911 and THEN REPORT to their ERF.
4. MESSAGE #4 This is an actual NUE Emergency notification to Roster I personnel only.

Roster I personnel shall CALL 736-8067/8068 or 2911. Roster I personnel are not required to report to their ERF.

- E. Roster notifications for an actual emergency are performed in accordance with IP-2500, "Security Emergency Activation Responsibilities".

4.3 ERO Team Member Expectations

- A. For many ERO functions, personnel designated to perform specific functions have also been assigned to Teams.
- B. Where applicable, Team assignments are listed on Roster II in Volume II of the Emergency Plan.
- C. The on-call periods for each team start and stop at 0700 each Monday.
- D. Team schedules are provided to Team members and may be obtained by contacting the EP group.
- E. ERO Team members are expected to comply with the following rules:
 - 1. During on-call period, wear pager and have in "ON" position at all times,
 - 2. During on-call period, be fit for duty and available to report to ERF's within 60 minutes of a notification,
 - 3. During on-call period, be accessible via pager.
 - 4. If unavailable via pager during on-call period, arrange for a qualified alternate from Roster II to act as a substitute for the unavailable period.
 - 5. Prior to taking any actions which may inhibit meeting Team obligations, (e.g., resignation, transfer, etc.), contact the EP group.
 - 6. If during the on-call period an unexpected event occurs that precludes responding to an emergency (e.g., illness), inform department supervisor of ERO Team responsibilities and of the inability to fulfill them. If the on-call individual cannot make arrangements for a qualified Roster II substitute, the EP group will make these arrangements for him/her.
- F. There is no requirement to contact the EP group when arrangements have been made for an alternate to take a Team

member's duty.

5.0 ATTACHMENTS

5.1 Pager Operation Instructions

5.2 CAN Messages

|D

END OF TEXT

ATTACHMENT 5.1
EXAMPLE
PAGER OPERATION INSTRUCTIONS

INTRODUCTION

Congratulations! You are now using the Motorola BRAVO PLUS™ Numeric Display Pager. This compact pager has been designed with simple-to-use operating buttons, rugged housing, and an easy-to-read display.

The BRAVO PLUS fits easily in your pocket or purse, or can be worn on your belt.

BRAVO PLUS offers a number of user-friendly features. We encourage you to read this instruction manual carefully to obtain the full benefits of BRAVO PLUS.

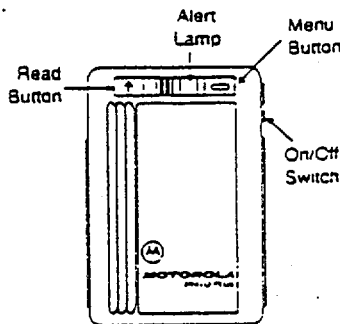
BATTERY INFORMATION

The BRAVO PLUS is designed to operate with a single AA-size alkaline battery (N1N8278A or N1N3632A). AA-size alkaline batteries from other manufacturers may give comparable performance, but have not been tested by Motorola.

WARNING

Do not dispose of batteries in fire - they may explode.

FRONT VIEW



BRAVO PLUS Front View

Read Button (→) - Used to read messages and to activate pager functions. Also used to scroll through the hours and minutes digits for time setting.

Menu Button (→) - Used to scroll through the pager menus and to set the time-of-day.

On/Off Switch - This three-position slideswitch is used to turn the pager on and off, acts as a master reset button, and activates the backlight.

Alert Lamp - Flashes to give a visual indication when a message is received.

INSTALLING THE BATTERY

- (Refer to Figure 1)
- Locate the ribbed lock on the bottom of the pager. Slide the lock toward the back cover.
 - With the thumb pressed on the recess of the battery door, slide the door in the direction of the arrow until it pops up from the housing.
 - Align the battery so that the polarity markings (+ and -) match the markings on the back cover. Insert the battery.
 - Align the semicircle on the battery door with the semicircle on the bottom of the pager near the word "LOCK". Press down on the end of the door nearest the battery, and slide the battery door to its completely closed position.
 - After the cover is closed, slide the lock toward the front.

NOTE

When replacing the battery, all messages and the time-of-day are lost. The time-of-day will need to be reset.

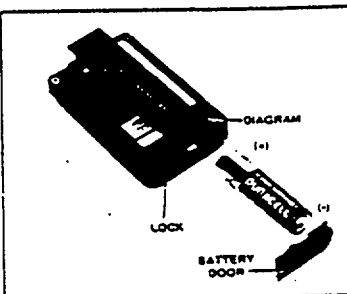


Figure 1.

Low-Battery Indicator: When the battery nears the end of its life, the standby screen is replaced with "LO CELL". The battery must be replaced within a few days to avoid interruption in pager operation.

LO CELL

Low-Battery Indicator

TURNING THE PAGER ON

SILENT Mode: Slide the On/Off Switch in an upward direction to the SILENT symbol (R). The pager will vibrate (if equipped) and the lamp will flash for 4 seconds.

ON Mode: Slide the On/Off Switch in an upward direction to the ON symbol (P). The pager will emit an interrupted beep and the lamp will flash for 4 seconds.

A full-segment display will accompany the power-up alert.

The display will then change to the standby screen.

TURNING THE PAGER ON

888888888888

Full-Segment Display on Power Up

8:59A

Standby Screen in SILENT Mode

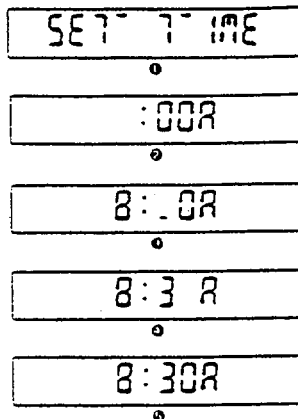
8:59A

Standby Screen in ON Mode

ATTACHMENT 5.1
EXAMPLE
PAGER OPERATION INSTRUCTIONS

SETTING THE TIME OF DAY 8

- 1 To set the time, press the Menu Button until "SET TIME" appears on the display, then press the Read Button.
 - 2 The hours digit (represented by the grey character) will begin to blink.
- Set the time for A.M. or P.M. by pressing the Read Button until A (for A.M.) or P (for P.M.) is shown on the right-hand side of the digits. (The hours digit will continue to blink as you scroll through A.M./P.M.) When "A" or "P" is displayed, press the Read Button until the hours digit you wish to set appears on the display, then press the Menu Button.
- 3 The first digit of the minutes (represented by the grey character) will begin to blink. Press the Read Button until the first digit of the minutes you wish to set is displayed, then press the Menu Button.
 - 4 Repeat step 3 for the second digit of the minutes.



- 5 All portions of the time-of-day screen, except the colon (:), will stop blinking. The time-of-day is now set and the pager is in the standby mode.

READING A MESSAGE 10

- 1 When a message is received, the pager gives an audible and/or visual alert (or vibrates if equipped) for 3 seconds. The number of unread messages is displayed on the screen. The alert will automatically time out, or you can reset the pager by pressing any of the buttons.

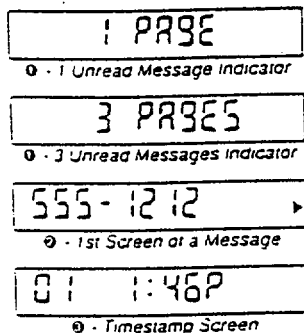
To read your message, press the Read Button.

- 2 The first screen of your message will be displayed. To "freeze" your message, press and hold the Read Button while viewing it.

The continuation symbol (▶) indicates there are additional screens.

The pager will automatically advance to the next screen of the message, or you can view it by pressing the Read Button.

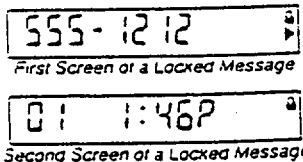
READING A MESSAGE 11



- 1 The screen following your message is the timestamp screen. It shows the time that the message was received and the message slot number (the order that the message was received).
- The timestamp screen will automatically timeout and the pager will return to the standby mode.

LOCKING A MESSAGE 12

To lock a message (protect it from being overwritten or erased), press the Menu Button while the message or timestamp screen is displayed. A special lock symbol (🔒) will appear on the upper, right-hand corner of the screen to indicate that the message has been locked. Up to 5 messages can be locked in memory.



Unlocking a Message

To unlock a message, follow the procedure used to lock it. The lock symbol will disappear from the message and timestamp screen.

ERASING MESSAGES 13

The "Erase All" function deletes all read, unlocked messages from memory.

To erase unwanted messages, press the Menu Button until "ERASE ALL" appears on the display, then press the Read Button. All read, unlocked messages will be removed from memory. All unread and locked messages will be moved to the first memory slots and will carry the new message slot number.



NOTE

You must first read a message before it can be erased.

STANDARD FEATURES 14

Time of Day/Standby Screen: The time of day is displayed while the pager is on and in the standby mode.

Time Stamp: The time of day that each message was received is displayed on a separate screen following the message.

Memory Retention: When the pager is turned off, all messages and the time of day remain in memory.

NOTE

Memory and the time of day are not retained when changing the battery.

Memory Capacity: The pager can store up to 16 messages or a total of 160 characters. Individual messages can be up to 20 characters in length.

Message Protect/Lock: Up to five individual messages can be locked in memory so that they will not be over-

ATTACHMENT 5.1
EXAMPLE
PAGER OPERATION INSTRUCTIONS

STANDARD FEATURES 15

Hold Full Indicator: You can selectively protect up to 5 messages by locking them in memory. When an attempt to lock more than 5 messages is made "Hold Full" is displayed for 2 seconds indicating that this message cannot be protected.

HOLD FULL

"Hold Full" Indicator

Automatic Reset: If you do not reset your pager during an alert, it will automatically timeout after 8 seconds.

Chirp in Silent (Non-Vibrate Models Only): When the pager is in the SILENT mode, a short chirp (beep) will alert you to incoming messages.

Master Reset: Pressing the On/Off Switch twice resets the pager and causes the display to return to the standby screen.

STANDARD FEATURES 16

Reminder Chirp: When an unread message is stored in memory, the pager will give a reminder chirp (short beep) every two minutes. Vibrate models will emit a short vibration in place of the chirp when in the SILENT mode.

Unread Message Counter: When unread messages exist, the standby screen is replaced by the unread message indicator. The unread message indicator displays the number of pages that have not been read, and is updated anytime a message is received (except if message duplication occurs).

1 PAGE

Unread Message Counter

NOTE

All unread messages must be read before the counter can be deactivated. When the display returns to the standby screen, you will know that you have read all your messages.

STANDARD FEATURES 17

If the Read Button is pressed, and there are no messages in memory, "NO PAGES" will be displayed.

NO PAGES

"No Pages" Indicator

Memory Full Indicator: If 16 messages or 160 characters are stored in memory, "MEMORY FULL" will be displayed in place of the standby screen. A new message could cause the oldest (first) unlocked, read message to be overwritten. When some or all of the read messages are erased, the display will return to the standby screen.

MEMORY FULL

"Memory Full" Indicator

STANDARD FEATURES 18

Overflow Indicator: When the number of unread messages is greater than the number of available memory slots (16), "OVERFLOW" replaces the unread message indicator. "OVERFLOW" indicates that the oldest (first) unread message has been "pushed out" of memory by a more recent message.

OVERFLOW

"Overflow" Indicator

Low Battery Indicator: When the battery nears the end of its life, the time-of-day screen is replaced with "LO CELL". The battery must be replaced within a few days to avoid interruption in pager operation.

LO CELL

Low-Battery Indicator

STANDARD FEATURES 19

Duplicate Message: Incoming messages are compared to messages stored in memory. If a new message is identical to a message in memory, "DUPLICATE" will be shown for 2 seconds at the beginning of the message. The new timestamp will follow the duplicate message.

DUPLICATE

Duplicate Message Indicator

Message Slot Number: At the end of each message, preceding the timestamp, the message slot number is displayed to indicate the order in which the message was received. (Example: 09 10:30A: the 09 indicates the ninth message received.)

STANDARD FEATURES 20

Erase All: All read, unlocked messages can be deleted from memory using the "Erase All" function.

Backlight Display: Press the On/Off Switch for backlighting in low-light conditions.

Freeze Screen: When reading a message, you can "freeze" it on the screen by holding down the Read Button.

Tone Alerting: The BRAVO PLUS pager will respond as a basic tone-alert model. When a tone-only message is received "TONE ONLY" will replace the standard message screen.

SILENT: When in the SILENT mode, the pager will not give an audible alert.

ATTACHMENT 5.2

CAN MESSAGES

CAN MESSAGE #1:

This is the Indian Point 3 Emergency Notification System.
This is a test.
This is the Indian Point 3 Emergency Notification System.
This is a test.
Notify department designee or Emergency Planning that this test message was received.
Notify department designee or Emergency Planning that this test message was received.
This is a test.
This is message number 1. This is message number 1. This is message number 1.
This is a test. This is a test. This is a test.

CAN MESSAGE #2:

This is the Indian Point 3 Emergency Notification System.
This is a drill.
This is the Indian Point 3 Emergency Notification System.
This is a drill.
Report to your assigned emergency response facility. You are required to be fit for duty when responding.
Report to your assigned Emergency Response Facility. You are required to be fit for duty when responding.
This is a drill.
This is message number 2. This is message number 2. This is message number 2.
This is a drill. This is a drill. This is a drill.

CAN MESSAGE #3:

This is the Indian Point 3 Emergency Notification System.
This is an emergency.
This is the Indian Point 3 Emergency Notification System.
This is an emergency.
Report to your assigned Emergency Response Facility. You are required to be fit for duty when responding.
Report to your assigned Emergency Response Facility. You are required to be fit for duty when responding.
This is an emergency.
This is message number 3. This is message number 3. This is message number 3.
This is an Emergency. This is an Emergency. This is an Emergency.

CAN MESSAGE #4:

This is the Indian Point 3 Emergency Notification System.
This is an emergency.
A Notification of Unusual Event has been declared.
This is the Indian Point 3 Emergency Notification System.
This is an emergency.
A Notification of Unusual Event has been declared.
Call Indian Point 3 Security at 736-8067/8068 or 2911.
Call Indian Point 3 Security at 736-8067/8068 or 2911.
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