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October 9, 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 Procedure:

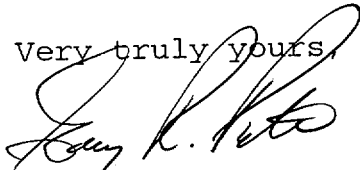
RP/0/B/5000/008, Spill Response (Rev. 019)

This revision is being submitted in accordance with 10CFR  
50.54(q) and does 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  
October 9, 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

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. 019)
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

September 20, 2001

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. 008)
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)

September 20, 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)

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. 003)
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. 003)

# Duke Power Company PROCEDURE PROCESS RECORD

(1) ID No. RP/0/B/5000/008Revision No. 019**PREPARATION**(2) Station Catawba Nuclear Station(3) Procedure Title Spill Response(4) Prepared By TM ClamierDate 8/29/01

(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. Speltz (QR)Date 8/29/01Cross-Disciplinary Review By John W. J. III (QR) NA       Date 9/19/01Reactivity Mgmt. Review By        (QR) NA 625Date 8/29/01

(7) Additional Reviews

Reviewed By KA BoulafDate 8/19/01Reviewed By Chris AburnathDate 9/19/01

(8) Temporary Approval (if necessary)

By        (SRO/QR) Date       By        (QR) Date       (9) APPROVED BY Richard L Swigart Date 9/20/01**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)

<b>Duke Power Company</b> <b>Catawba Nuclear Station</b>  <b>Spill Response</b>     <b>Multiple Use</b>	Procedure No. <b>RP/0/B/5000/008</b>
	Revision No. <b>019</b>
	Electronic Reference No. <b>CN005GO3</b>



## Spill Response

### 1. Symptoms

- 1.1 An unplanned or uncontrolled release of a chemical product, oil, or hazardous waste from a container or system in excess of normal drips and splatters.

The release of water from a plant system to the environment may also be considered a spill, especially for chemically treated water systems such as the fire protection system or drinking water system which both contain chlorine.

A spill to the "environment" means soil, water, or air that is not under the direct control of mankind. For CNS the environment includes all ground/soil/gravel areas that are not protected by a liner such as concrete or asphalt (in good condition - not broken or cracked), the air outside any building or air that is discharged from a vent to the outside, and all exterior waters including the Standby Nuclear Service Water Pond, (SNSWP), wetlands (environmentally sensitive areas), and Lake Wylie.

**NOTE:**

1. On-Site is defined as inside the Owner Controlled Area.
2. Off-Site is defined as outside the Owner Controlled Area.
3. Navigable Waters is defined as Lake Wylie and the Standby Nuclear Service Water Pond.

### 2. Immediate Actions

- 2.1 For On-Site Spill Response, go to Enclosure 4.1.
- 2.2 For Off-Site Spill Response, go to Enclosure 4.2.
- 2.3 For Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond), go to Enclosure 4.3.

### 3. Subsequent Actions

- 3.1 On-Site, go to Enclosure 4.1.
- 3.2 Off-Site, go to Enclosure 4.2.
- 3.3 Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond), go to Enclosure 4.3.

### 4. Enclosures

- 4.1 On-Site Spill Response
- 4.2 Off-Site Spill Response

- 4.3 Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond)
- 4.4 HazMat Emergency Response Team Activation and Emergency Telephone/Pager Numbers
- 4.5 Oil Spill Response Team Activation
- 4.6 Courtesy Notification to States and Counties for a Non-emergency Plant Event

## 1. Immediate Actions

\_\_\_\_\_ 1.1 Initiate a response by the Fire Brigade Leader to investigate and report conditions to Control Room. Any additional Fire Brigade response should be determined based on the conditions reported by the Fire Brigade Leader.

\_\_\_\_\_ 1.2 Announce the following over the plant PA system:

“Attention all plant personnel. Attention all plant personnel. This is the Control Room. A chemical spill has been reported to the Control Room. This spill is occurring at (provide plant location). Please stay clear of this area until further notice.”

\_\_\_\_\_ 1.3 **IF** any of the below Chemical Spill conditions exist:

**NOTE:** If the product source of the spill/leak has been secured, **AND** the release of the product is no longer occurring, **AND** the spilled product has been contained/confined, **AND** the conditions listed below do not exist, the HazMat Emergency Response Team is not needed. Go to Environmental Work Practices 5.1.

(Check any that apply)

- \_\_\_\_\_ • The spill is an unknown product/substance, **OR**
- \_\_\_\_\_ • The spill is a labeled HAZARDOUS WASTE, **OR**
- \_\_\_\_\_ • The spill requires immediate attention because of danger such as fire or explosion, **OR**
- \_\_\_\_\_ • The spill requires donning of Personal Protective Equipment (PPE) other than that normally used while working with the product, or could create an exposure hazard for others in the area, **OR**
- \_\_\_\_\_ • The spill requires additional equipment for containment not normally stored in the area.

\_\_\_\_\_ Contact the HazMat Emergency Response Team as listed on Enclosure 4.4 for spill response resources.

\_\_\_\_\_ 1.4 **IF** the above conditions do not exist or the material involved is asbestos/insulating materials, water from RF, RY or YD systems, go to Environmental Work Practice 5.1.

\_\_\_\_\_ 1.5 For oil spills/releases to navigable water (Lake Wylie or SNSW), or any imminent potential of such, refer to Enclosure 4.3 for immediate actions. Oil spills of non-flammable/combustible materials **DO NOT** require any action by the HazMat Emergency Response Team.

## 2. Subsequent Actions

**NOTE:** Lines in left margin are for place-keeping. Subsequent Actions may be performed simultaneously.

- \_\_\_\_\_ 2.1 Secure the area and deny entry into the area of the spill until the HazMat Emergency Response Team has arrived.
- \_\_\_\_\_ 2.2 Refer to RP/0/A/5000/001 (Classification of Emergency).
- \_\_\_\_\_ 2.3 Verify the Central Alarm Station (CAS-5364) or Secondary Alarm Station (SAS-3377) is aware that a Spill Emergency Response/alert has been made and inform the CAS/SAS operator of the spill location for MERT notification purposes.
- \_\_\_\_\_ 2.4 Contact Environmental, Health and Safety (EHS), ext. 3333, for assistance in reporting to state, local, or federal authorities. After hours, contact the EHS Duty person by phone or pager. **IF** no answer, page 8-777-3333, which will page all EHS personnel.
- \_\_\_\_\_ 2.5 **IF** an emergency has **NOT** been declared **AND** the site HazMat Team is called out, notify York County Emergency Management about the event through the York County 911 Telecommunicator and as necessary, request additional HazMat support.  
{PIP 0-C00-01689}

**NOTE:**

- 1. A request for emergency response support (except an ambulance) from an off-site agency requires a 4-hour notification of the NRC as an "Off-site Notification" per RP/0/B/5000/013 (NRC Notification Requirements).
- 2. A request for ambulance support for a "contaminated injury" is an 8-hour notification and the request for transport of a "clean injury" does not require a NRC notification.

- \_\_\_\_\_ 2.6 **IF** emergency response support from York County Emergency management is requested **AND** an emergency has **NOT** been declared, notify the NRC under the 4-hour notification requirement for off-site notifications.
- \_\_\_\_\_ 2.7 Notify Community Relations duty person of the incident.
- \_\_\_\_\_ 2.8 Refer to the site Emergency Plan, Catawba Nuclear Site Hazardous Materials Response Plan, for further information regarding the comprehensive response plan elements if necessary.
- \_\_\_\_\_ 2.9 Refer to the Environmental Work Practice Manual 5.1, Spill Response, Enclosure 3.2, for actions to take after the spill has been neutralized or stabilized.
- \_\_\_\_\_ 2.10 **IF** an emergency has **NOT** been declared for this event **AND** the NRC has **NOT** been notified of this event, perform the following:

**Enclosure 4.1**  
**On-Site Spill Response**

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- 2.10.1    Notify the duty Emergency Planner
- 2.10.2    Make a courtesy notification to the states and counties using Enclosure 4.6.

## 1. Immediate Actions

- \_\_\_\_ 1.1 Upon receiving a call from EHS or RP involving the release of a hazardous substance or material (hazardous materials, hazardous wastes or radiological materials) shipped from CNS, discuss reporting requirements under NSD 202 (Reportability) and off-site notification per RP/0/B/5000/013 (NRC Notification Requirements).

## 2. Subsequent Actions

<b>NOTE:</b> Lines in left margin are for place keeping. Subsequent actions may be performed simultaneously.
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- 2.1 Hazardous Materials/Hazardous Waste Incidents/Radiological Materials
- \_\_\_\_ 2.1.1 Notify Community Relations of the incident (pager #8-777-7388).
- \_\_\_\_ 2.1.2 Notify York County EOC of the incident at 803-329-1110 and provide the caller's name and phone number (if incident occurred in York County, SC). {PIP #C-00-1689}
- \_\_\_\_ 2.1.3 Notify Duke Power Risk Management at (704) 382-8186 (24-hour phonemail service).
- \_\_\_\_ 2.1.4 Notify American Nuclear Insurers (ANI) at (860) 561-3433.

**Enclosure 4.3**  
**Oil Spills to Navigable Waters (Lake Wylie**  
**OR SNSW Pond)**

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**1. Immediate Actions**

- \_\_\_\_\_ 1.1 Upon receiving notification of a spill of oil (petroleum products, synthetic oils, hydraulic oils, etc.) to Lake Wylie or the Standby Nuclear Service Water Pond which requires clean-up, request the caller's name and phone number:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- \_\_\_\_\_ 1.2 **IF** necessary to confirm the spill, **THEN** dispatch an Operator.

<b>NOTE:</b> Oil Spill Response Team will call the Control Room upon arrival on site.
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- \_\_\_\_\_ 1.3 Contact the Lower Catawba Hydro Oil Spill Response Team as listed on Enclosure 4.5 to initiate a response.

**2. Subsequent Actions**

- \_\_\_\_\_ 2.1 Contact EHS at extension 3333 for assistance in reporting to state, local, or federal authorities. After hours, contact the EHS Duty person by phone or pager. **IF** no answer, page 8-777-3333, which will page all EHS personnel.

- \_\_\_\_\_ 2.2 **IF** an emergency has **NOT** been declared, notify York County Emergency Management about the event through the York County 911 Telecommunicator and as necessary, request emergency response support. {PIP # C-00-1689}

<p><b>NOTE:</b> 1. A request for emergency response support (except an ambulance) from an off-site agency requires a 4-hour notification of the NRC as an "Off-site Notification" per RP/0/B/5000/013 (NRC Notification Requirements).</p> <p>2. A request for ambulance support for a "contaminated injury" is an 8-hour notification and the request for transport of a "clean injury" does not require a NRC notification.</p>
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- \_\_\_\_\_ 2.3 **IF** emergency response support from York County Emergency Management is requested **AND** an emergency has **NOT** been declared, notify the NRC under the 4-hour notification requirement for off-site notifications.

- \_\_\_\_\_ 2.4 Notify Community Relations duty person of the incident.

- \_\_\_\_\_ 2.5 In the event that a responsible group is not identified, the Operations Shift Manager (or designee) shall initiate a PIP. Refer to Environmental Work Practice 5.1 for information to include in the PIP.

- \_\_\_\_\_ 2.6 **IF** an emergency has **NOT** been declared for this event **AND** the NRC has **NOT** been notified of this event, perform the following:

**Enclosure 4.3**  
**Oil Spills to Navigable Waters (Lake Wylie**  
**OR SNSW Pond)**

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- 2.6.1      Notify the duty Emergency Planner
- 2.6.2      Make a courtesy notification to the states and counties using Enclosure 4.6.



Enclosure 4.4  
HazMat Emergency Response Team Activation  
and Emergency Telephone/Pager Numbers

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## 1. HazMat Team Notification During an Emergency

- \_\_\_\_ 1.1 **IF** the HazMat Team is being called out for a drill, go to Step 2.
- 1.2 Activate the Off-Site emergency pager system Quiktel Key Pad located in the Control Room.
- \_\_\_\_ 1.2.1 Type in SPILL and press "ENTER"
- \_\_\_\_ 1.2.2 Press "M"
- \_\_\_\_ 1.2.3 Type the following message;
- "CNS Hazardous Materials Spill; All Team Members Respond."**
- \_\_\_\_ 1.2.4 Press "ENTER"

<b>NOTE:</b> Pager activation can be delayed up to 5 minutes depending on pager system status.
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- \_\_\_\_ 1.2.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.
- \_\_\_\_ 1.3 **IF** the Quiktel Key Pad is unavailable, dial 8-777-8091 and enter your phone number (e.g., 803-831-3250), and press #. The HazMat Response Team duty person will return your call and make additional call-outs as necessary to ensure team response.

## 2. HazMat Team Notification During a Drill

- 2.1 Activate the Off-Site emergency pager system Quiktel Key Pad located in the Control Room.
- \_\_\_\_ 2.1.1 Type in SPILL and press "ENTER"
- \_\_\_\_ 2.1.2 Press "M"
- \_\_\_\_ 2.1.3 Type in the following message:
- "This is a Drill. CNS Hazardous Materials Spill; All Team Members Respond. This is a Drill."**
- \_\_\_\_ 2.1.4 Press "ENTER"

<b>NOTE:</b> Pager activation can be delayed up to 5 minutes depending on pager system status.
--

- \_\_\_\_ 2.1.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.

**HazMat Emergency Response Team Activation  
and Emergency Telephone/Pager Numbers**

- \_\_\_\_\_ 2.2 **IF** the Quiktel Key Pad is unavailable, dial 8-777-8091 and enter your phone number (e.g., 803-831-3250), and press #. The HazMat Response Team duty person will return your call and make additional call-outs as necessary to ensure team response.

**Enclosure 4.4**  
**HazMat Emergency Response Team Activation**  
**and Emergency Telephone/Pager Numbers**

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**1. HazMat Emergency Response Team**

<u>Name</u>	<u>Off-Site Pager</u>
Tim Daniels	8-777-4619
Cleve Brown	8-777-4682
Richard Flowers	8-778-4667
David Hord	8-778-7974
Ronnie Bangle	8-778-7975
John Williams	8-778-7976
Eddie Benfield	8-777-7272
Andy Miller	8-778-7119
Tom Christensen	8-778-7979
Jasper Armstrong	8-777-7297
Jamie Andrews	8-778-7978
John Bailes	8-778-7184
Roy Hembree	8-778-5839
Rick Tack	8-778-4964
Robin Caskey	8-778-2444
Wayne Jarman	8-778-7125
Bill Edmunds	8-778-7141
Chad Eurey	8-778-7121
Jon Cain	8-778-7154
Doug Gates	8-778-7134

Enclosure 4.5  
Oil Spill Response Team Activation

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- NOTES:**
1. The Oil Spill Response Team will call the Control Room to determine any personnel or radiological safety hazards associated with their response to the Site.
  2. The Oil Spill Response Team will respond to the Water Chemistry Building unless the Control Room advises them otherwise.
  3. Pager activation can be delayed up to 5 minutes depending on pager system status.

## 1. Oil Spill Response Team Notification For An Actual Spill

- \_\_\_\_\_ 1.1 **IF** the Oil Spill Response Team is being called out for a drill, go to Step 2.
- 1.2 Activate the Off-Site emergency pager system Quiktel Key Pad located in the Control Room.
- \_\_\_\_\_ 1.2.1 Type in "OILSPILL" and press "ENTER"
- \_\_\_\_\_ 1.2.2 Press "M"
- \_\_\_\_\_ 1.2.3 Type in the following message:
- "Oil spill to water at CNS. All team members respond. Team leader call 803-831-5164 for safety information."**
- \_\_\_\_\_ 1.2.4 Press "ENTER"
- \_\_\_\_\_ 1.2.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.
- \_\_\_\_\_ 1.3 **IF** the Quiktel Key Pad is unavailable, dial 8-778-1075 and enter your phone number (e.g., 803-831-3250), and press #. The Oil Spill Response Team will return your call.

## 2. Oil Spill Response Team Notification For A Drill

- 2.1 Activate the Off-Site emergency pager system Quiktel Key Pad located in the Simulator.
- \_\_\_\_\_ 2.1.1 Type in "OILSPILL" and press "ENTER"
- \_\_\_\_\_ 2.1.2 Press "M"
- \_\_\_\_\_ 2.1.3 Type in "This is a Drill. Oil spill to water at CNS. All team members respond. Team leader call 803-831-3000 Extension 2801 for safety information. This is a Drill."
- \_\_\_\_\_ 2.1.4 Press "ENTER"
- \_\_\_\_\_ 2.2 **IF** the Quiktel Key Pad is unavailable, dial 8-778-1075 and enter your phone number (e.g., 803-831-3250), and press #. The Oil Spill Response Team will return your call.

**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 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 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 **IF** any agency did not receive the group fax, then make the courtesy notification to the agency(s) by performing step 3.

\_\_\_\_\_ 2.4 Fax a copy of the Courtesy Notification Form (page 4 of 4) to Emergency Planning at 831-3151.

\_\_\_\_\_ 2.5 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 Fax a copy of the completed Courtesy Notification Form (page 4 of 4) to Emergency Planning at 831-3151.

- \_\_\_\_\_ 3.4 Report any communications equipment failures to the duty Emergency Planner.

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

Page 4 of 4

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:** \_\_\_\_\_