

1. Immediate Actions

Initial

1.1 The Operations Shift Manager or designee SHALL ANNOUNCE the event over the plant P.A. system by performing the following:

1.1.1 Turn on the outside page speakers.

NOTE: • For drill purposes, state "This is a drill. This is a drill."
• Any plant phone in the Control Room horse shoe area or extension 4021 is programmed to access 710, site all call. {PIP 0-M98-2545}

1.1.2 Dial 710; pause, dial 80. Following the beep, announce "a General Emergency has been declared". Provide a brief description of the event (may be written below) and announce "Activate the TSC/OSC and EOF".

1.1.3 Repeat the preceding announcement one time.

1.1.4 Turn off the outside page speakers.

- NOTE:**
1. Initial notification to the State and Counties **must** be made within 15 minutes of the event declaration, using Enclosure 4.1.
 2. Enclosure 4.3 has instructions for completion/transmission of the Emergency Notification Form

- _____ 1.2 The Emergency Coordinator shall recommend to offsite authorities in the initial notification the following:

- NOTE:**
1. To obtain the wind speed, use chart recorder 1EEBCR9100, point #5 (Average Lower Wind Speed).
 2. To obtain the wind direction, use chart recorder 1EEBCR9100, point #8 (Average Upper Wind Direction).
 3. If either point on 1EEBCR9100 is unavailable, obtain needed data from one of the following sources in order of sequence:
 - A. DPC Meteorological Lab (8-594-0341)
 - B. National Weather Service in Greer, S.C. (864-879-1085 or 1-800-268-7785)
 - C. Catawba Nuclear Station Control Room (8-831-5345).

NOTE: **IF** changes to the initial Protective Action Recommendations are recognized and approved by the Emergency Coordinator, these shall be transmitted to the offsite agencies within 15 minutes. {PIP-M-00-01238}

- _____ 1.2.1 **IF** containment radiation levels exceed the levels on Enclosure 4.2, page 2 of 4, Guidance for Determination of Gap Activity, **THEN**:

- _____ • Evacuate the 5-mile radius **AND** 10 miles downwind as shown on Enclosure 4.2, page 2 of 4, Protective Action Zones Determination, using wind direction

AND

- _____ • Shelter remaining zones as shown on Enclosure 4.2, page 2 of 4, Protective Action Zones Determination, using wind direction.

OSM Immediate and Subsequent Actions

1.2.2 **IF** containment radiation levels **DO NOT** exceed the levels on Enclosure 4.2, page 2 of 4, Guidance for Determination of Gap Activity, **THEN** perform one of the following:

IF wind speed less than or equal to 5 MPH, **THEN**:

- _____ • Evacuate zones L, B, M, C, N, A, D, O, R

AND

- _____ • Shelter zones E, F, G, H, I, J, K, P, Q, S.

OR

IF wind speed greater than 5 MPH, **THEN**:

- _____ • Evacuate the 2-mile radius **AND** 5 miles downwind as shown on Enclosure 4.2, page 3 of 4, Protective Action Zones Determination, using wind direction

AND

- _____ • Shelter remaining zones as shown on Enclosure 4.2, page 3 of 4, Protective Action Zones Determination, using wind direction.

_____ 1.3 **IF** valid trip II alarm occurs on any one of the following:

1 **OR** 2 EMF36(L)

1 EMF24, 25, 26, 27

2 EMF10, 11, 12, 13

THEN immediately contact RP shift at 4282 to perform HP/0/B/1009/029, (Initial Response On-Shift Dose Assessment).

_____ 1.4 **IF** box C (IS OCCURRING) or box D (HAS OCCURRED) from **Item 10** (EMERGENCY RELEASE) on Enclosure 4.1, (Emergency Notification Form) is checked, **THEN** immediately contact RP shift at 4282 to perform HP/0/B/1009/029, (Initial Response On-Shift Dose Assessment).

2. Subsequent Actions

NOTE: Site Assembly is a required on-site protective action in response to a General Emergency declaration.

2.1 **IF** a Security Event exists, **THEN** contact the Security Shift Supervisor either via the ringdown phone to CAS/SAS, at extension 2688 or 4900, or use the Control Room Security radio to discuss the advisability of conducting a Site Assembly.

2.1.1 Following discussion with the Security Shift Supervisor concerning the security event, **IF** a site assembly is considered not advisable, **THEN** perform the following.

2.1.1.1 Turn on the outside page speakers.

2.1.1.2 The Operations Shift Manager or designee shall:

NOTE:

- For drill purposes, state "This is a drill. This is a drill."
- Any plant phone in the Control Room horse shoe area or extension 4021 is programmed to access 710, site all call. {PIP 0-M98-2545}

A. Dial 710; pause, dial 80 and following the beep, announce: "This is the Operations Shift Manager. A security event is in progress. Do not move about the site. Remain at your present location until further notice. Report any suspicious activities to Security".

B. Repeat the preceding announcement one time.

C. Mark step 2.2 N/A and do not conduct a Site Assembly at this time.

D. Continue to repeat steps of A and B of 2.1.1.2 at 10-minute intervals until advised by Security that it is safe for site personnel to move about.

E. Turn off the outside page speakers when no longer needed for non-routine on-site announcements.

NOTE: All personnel inside the protected area are to be accounted for **within thirty (30) minutes of the initiation of Site Assembly** and continuously thereafter.

- 2.2 Conduct a Site Assembly unless determined not advisable by Security.
 - 2.2.1 Contact Security at extension 2688 or 4900 to inform them that a Site Assembly is being initiated.
 - 2.2.2 Turn on the outside page speakers.
 - 2.2.3 The Operations Shift Manager or designee shall:
 - A. Sound a 10 second blast of the Site Assembly alarm.

NOTE:

- For drill purposes, state "This is a drill. This is a drill."
- Any plant phone in the Control Room horse shoe area or extension 4021 is programmed to access 710, site all call. {PIP 0-M98-2545}

- B. Dial 710; pause, dial 80, and following the beep, announce:

"This is a Site Assembly. This is a Site Assembly.

(Give a brief description/reason for assembly).

All personnel inside the protected area are to report immediately to their assembly points. If you do not know the location of your site assembly point, either report to the Canteen Office Warehouse, or exit the protected area immediately. **Assembly start time is :_____."**

- 2.2.4 Repeat all steps of 2.2.3 in full one time.
- 2.2.5 Continue to repeat all steps of 2.2.3 at 10-minute intervals until notification that the Site Assembly has been completed.
- 2.2.6 Turn off outside page speakers following completion of Site Assembly.
- 2.3 Augment shift resources to assess and respond to the emergency situation as needed.
- 2.4 **GO TO** step 3.1 in the body of this procedure and continue with the prescribed subsequent actions.

**WCC SRO Immediate and Subsequent
Actions**

1. Immediate Actions

Initial

- NOTE:**
1. Initial notification to the State and Counties must be made within 15 minutes of the event declaration, using Enclosure 4.1.
 2. Enclosure 4.3 has instructions for completion/transmission of the Emergency Notification Form.

- _____ 1.1 The Emergency Coordinator shall recommend to offsite authorities in the initial notification the following:

- NOTE:**
1. To obtain the wind speed, use chart recorder 1EEBCR9100, point #5 (Average Lower Wind Speed).
 2. To obtain the wind direction, use chart recorder 1EEBCR9100, point #8 (Average Upper Wind Direction).
 3. If either point on 1EEBCR9100 is unavailable, obtain needed data from one of the following sources in order of sequence:
 - A. DPC Meteorological Lab (8-594-0341)
 - B. National Weather Service in Greer, S.C. (864-879-1085 or 1-800-268-7785).
 - C. Catawba Nuclear Station Control Room (8-831-5345).

- NOTE:** IF changes to the initial Protective Action Recommendations are recognized and approved by the Emergency Coordinator, these shall be transmitted to the offsite agencies within 15 minutes. {PIP-M-00-01238}

- 1.1.1 IF containment radiation levels exceed the levels on Enclosure 4.2, page 2 of 4, Guidance for Determination of Gap Activity, THEN:

- _____ • Evacuate the 5-mile radius AND 10 miles downwind as shown on Enclosure 4.2, page 2 of 4, Protective Action Zones Determination, using wind direction.

AND

- _____ • Shelter remaining zones as shown on Enclosure 4.2, page 2 of 4, Protective Action Zones Determination, using wind direction.

**WCC SRO Immediate and Subsequent
Actions**

1.1.2 **If** containment radiation levels **DO NOT** exceed the levels on Enclosure 4.2, page 2 of 4, Guidance for Determination of Gap Activity, **THEN** perform one of the following:

If wind speed less than or equal to 5 MPH, **THEN**:

- _____ • Evacuate zones L, B, M, C, N, A, D, O, R

AND

- _____ • Shelter zones E, F, G, H, I, J, K, P, Q, S.

OR

If wind speed greater than 5 MPH, **THEN**:

- _____ • Evacuate the 2-mile radius **AND** 5 miles downwind as shown on Enclosure 4.2, page 3 of 4, Protective Action Zones Determination, using wind direction

AND

- _____ • Shelter remaining zones as shown on Enclosure 4.2, page 3 of 4, Protective Action Zones Determination, using wind direction.

_____ 1.2 Complete items 1 -10, 15 and 16 on Enclosure 4.1, (Emergency Notification Form) in accordance with Enclosure 4.3, section 1.

_____ 1.3 Make initial notification to State and County authorities using the Emergency Notification Form in accordance with Enclosure 4.3, section 2.

2. Subsequent Actions

_____ 2.1 Notify the NRC Operations Center by completing Enclosure 4.4 and transmitting immediately but no later than 1 hour of the event declaration using RP/0/A/5700/014, Enclosure 4.2.

_____ 2.2 Inform the OSM when this enclosure has been completed, reporting any deficiencies or problems encountered.

SWM Immediate and Subsequent Actions

1. Immediate Actions

Initial

NOTE: For a Drill, the Community Alert Network (CAN) is not activated.

_____ 1.1 Activate the Emergency Response Organization by contacting Security via the ringdown phone to the CAS/SAS, or at extension 2688 or 4900 and issue the following message:

_____ 1.1.1 For a Drill "Activate the TSC/OSC/EOF pagers, McGuire Delta, General Emergency declared at _____ (time)."

_____ 1.1.2 For an Emergency "Activate the TSC/OSC/EOF pagers, McGuire Echo, General Emergency declared at _____ (time)."

AND

"Activate the CAN system."

NOTE:

- For a Drill, the Emergency Response Data System (ERDS) is not activated.
- ERDS can only be activated / deactivated from designated computer terminals with SDS access. These are located in the Shift Work Manager's office, the Data Coordinators' room in the TSC and all within the Control Room horseshoe area.

_____ 1.2 For an Emergency, activate the Emergency Response Data System (ERDS) as soon as possible, but not later than one hour after the emergency declaration per the following:

_____ 1.2.1 Ensure SDS is running on the selected terminal.

_____ 1.2.2 Click on MAIN.

_____ 1.2.3 Click on GENERAL.

_____ 1.2.4 Click on ERDS.

_____ 1.2.5 Click on ACTIVATE.

_____ 1.2.6 Record the time and date ERDS was activated. TIME/DATE _____ / / _____
Eastern mm dd yy

_____ 1.2.7 Inform the OSM that ERDS was activated.

_____ 1.2.8 **IF** ERDS failed to activate after five (5) attempts, **THEN** have an Offsite Agency Communicator notify the NRC via ENS or other available means.

2. Subsequent Actions

- _____ 2.1 Notify one of the NRC Resident Inspectors using RP/0/A/5700/014, Enclosure 4.2.
- _____ 2.2 Contact Duke Management using RP/0/A/5700/014, Enclosure 4.3 as soon as possible following event declaration.
- _____ 2.3 Inform the OSM when this enclosure has been completed, reporting any deficiencies or problems.

PREPARATION

(2) Station MCGUIRE NUCLEAR STATION

(3) Procedure Title Notifications to the State and Counties from the Technical Support Center

(4) Prepared By Jon Blantz Date 11/30/01

(5) Requires NSD 228 Applicability Determination?

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

(6) Reviewed By Alan L. Beaver (QR) Date 12/12/01

Cross-Disciplinary Review By _____ (QR)	NA <u>ACB</u>	Date <u>12/12/01</u>
Reactivity Mgmt. Review By _____ (QR)	NA <u>ACB</u>	Date <u>12/12/01</u>
Mgmt. Involvement Review By _____ (Ops Supt.)	NA <u>ACB</u>	Date <u>12/12/01</u>

(7) Additional Reviews

Reviewed By _____ Date _____

Reviewed By _____ Date _____

(8) Temporary Approval (*if necessary*)

By _____ (OSM/QR) Date _____

By _____ (QR) Date _____

(9) Approved By R. L. Murray Date 12-31-01

PERFORMANCE (*Compare with Control Copy 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) Date(s) Performed _____

Work Order Number (WO#) _____

COMPLETION

(12) Procedure Completion Verification

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

Verified By _____ Date _____

(13) Procedure Completion Approved _____ Date _____

(14) Remarks (*Attach additional pages, if necessary*)

Duke Power Company
McGuire Nuclear Station

**Notifications to the State and Counties
from the Technical Support Center**

Reference Use

Procedure No.

RP/0/A/5700/018

Revision No.

010

Electronic Reference No.

MC0048ML

Notifications to the State and Counties from the Technical Support Center

1. Symptoms

An emergency has been declared and Offsite Agency Communicators have been called to staff the Technical Support Center.

2. Immediate Actions

Initial

- 2.1 Obtain a copy of the authentication code word list and copies of the Emergency Notification Form from the procedures cabinet.

NOTE:

1. If selective signaling system fails, attempt to contact offsite agencies via bell lines.
2. If primary communication system fails, go to Enclosure 4.6, County Emergency Response Radio.
3. Report any failures to IAE Communications and the Emergency Planner.

- 2.2 Go to RP/0/A/5700/014, (Emergency Telephone Directory), Enclosure 4.1 to obtain Emergency Response Numbers.

3. Subsequent Actions

- 3.1 Provide copies of previously transmitted message forms to the following: {PIP 0-M-99-0911}:
- Emergency Coordinator
 - Emergency Planner
 - NRC Communicator
 - Offsite Dose Assessors
 - Site Evacuation Coordinators
 - Drill Coordinator (During drills only).

- _____ 3.2 Power up the Off Site Agency Communicator computer and log on to the network using the instructions in the back of the Off-Site Agency Communicators notebook in the TSC.
- _____ 3.3 Verify that the electronic version of the Emergency Notification Form (ENF) can be accessed. Reference Enclosure 4.2 for logon instructions if needed.
- _____ 3.4 **IF** the Electronic Notification Form (ENF) is **NOT** operational, **THEN**, refer to Enclosure 4.3 and 4.4 for manual completion and transmission of the notification form. Notify TSC Data Coordinator of any computer problems.

NOTE: If the Control Room is ready to provide a follow-up notification, advise the Emergency Coordinator to have the Control Room transmit that notification before turning over to the TSC.

- _____ 3.5 Notify the Emergency Coordinator that you are ready to take over communications to the states and counties. Also, tell him/her when the next notification is due.
- 3.6 Immediately after the Emergency Coordinator declares that the TSC is activated:
- _____ • Notify the Control Room Offsite Agency Communicator that the TSC is now responsible for notifications and will transmit the next message.
 - _____ • Obtain from the Control Room Off-Site Agency Communicator which off site agencies will not be participating. (DRILL OR EXERCISE ONLY)

NOTE: The Electronic ENF program automatically puts the Technical Support Center activation time in line 7 of the ENF.

- _____ 3.7 Notify the state and counties that the TSC has been activated. This may be accomplished by writing in the description/remarks section on the next transmitted Emergency Notification Form; "Technical Support Center activated at _____ (time)."
- _____ 3.8 If the emergency class is upgraded (e.g. from Alert to Site Area Emergency) or an upgrade in the Protective Action Recommendations (PARS) is made, state and counties must be notified as soon as possible and within 15 minutes after the change is declared by the Emergency Coordinator.
- _____ 3.9 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

- _____ 3.10 **IF** an upgrade in classification occurs while transmitting the initial message, **THEN**:
- _____ A. Notify the agencies an upgrade has occurred and that new information will be provided within 15 minutes.
 - _____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}
- _____ 3.11 **IF** any situation occurs that affects the off-site agencies, (i.e., potentially contaminated individual is transported off-site, site evacuation is ordered), **THEN** the state and counties must be notified as soon as possible.
- _____ 3.12 Certain events could occur at the plant site such that both units are affected. These may include: Enclosure 4.3 (Abnormal Rad Levels/Radiological Effluent), Enclosure 4.6 (Fire/Explosion and Security Events) and Enclosure 4.7 (Natural Disasters, Hazards and Other Conditions Affecting Plant Safety) from RP/0/A/5700/000, (Classification of Emergency). Consider this when completing the “unit designation” on line 2 of the Emergency Notification Form. {PIP 0-M97-4638}
- 3.13 Notifications
- _____ 3.13.1 **Initial notifications** (The first emergency class declaration and then any change in an emergency classification): Refer to Enclosure 4.2 for electronic Emergency Notification Form completion/transmission instructions or Enclosure 4.3 for manual Emergency Notification Form completion/transmission instructions.

NOTE: 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, **THEN** the 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 of the upgrade.

_____ 3.13.2 **Follow-up notifications** (anything other than a change in classification): Refer to Enclosure 4.2 for electronic Emergency Notification Form completion/transmission instructions or Enclosure 4.4 for manual follow-up Emergency Notification Form completion/transmission instructions. Make follow-up notifications according to the following schedule:

Unusual Event	Alert, Site Area and General
Every 4 hours until the emergency is closed out	Every hour until the emergency is closed out
<u>OR</u>	<u>OR</u>
If there is any significant change to the situation	If there is any significant change to the situation
<u>OR</u>	<u>OR</u>
As agreed upon with <u>each</u> individual agency and documentation shall be maintained for any agreed upon schedule change.	As agreed upon with <u>each</u> individual agency and the interval <u>shall not</u> be greater than 2 hours to any agency.

_____ 3.13.3 **Termination notification:** Refer to Enclosure 4.2 for electronic Emergency Notification Form completion/transmission instructions or Enclosure 4.5 for manual Emergency Notification Form completion/transmission instructions.

3.14 **IF** any calls are received requesting information about the emergency which is not contained on the notification form, **THEN:**

_____ 3.14.1 Authenticate the request to ensure the person is a state or county official.

_____ 3.14.2 Have the Emergency Coordinator approve transmittal of the information.

_____ 3.14.3 Document the question, answer, and the time the answer was transmitted on the log sheet in the Off-site Agency Communicator's notebook.

- 3.15 Notify Dose Assessment when responsibility for offsite communications has been transferred to the EOF

4. Enclosures

- 4.1 Emergency Notification Form
- 4.2 Electronic Emergency Notification Form (ENF) Completion/Transmission
- 4.3 Manual Initial Notification Completion/Transmission
- 4.4 Manual Follow-up Notification Completion/Transmission
- 4.5 Manual Termination Notification Completion/Transmission
- 4.6 County Emergency Response Radio
- 4.7 Operation of the FAX

EMERGENCY NOTIFICATION

1. THIS IS A DRILL ACTUAL EMERGENCY INITIAL FOLLOW-UP MESSAGE NUMBER _____

TE: McGuire Nuclear Site UNIT: _____ REPORTED BY: _____

3. TRANSMITTAL TIME/DATE: _____ / _____ / _____ (Eastern) mm dd yy CONFIRMATION PHONE NUMBER: (704) 875-1951

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: _____ / _____ / _____ Time (Eastern) Date Stopped: _____ / _____ / _____ Time (Eastern) Date
 LIQUID: Started: _____ / _____ / _____ Time (Eastern) Date Stopped: _____ / _____ / _____ 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 ESTIMATED DURATION: _____ HRS.
SITE BOUNDARY _____
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 _____

APPROVED BY: _____ (Name) Emergency Coordinator TIME/DATE: _____ (Eastern) mm / dd / yy

* 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.

GOVERNMENT AGENCIES NOTIFIED

Record the name, date, time and agencies notified:

1. _____
(name)

(date) _____ (time) _____
NC State
(agency) WP Sel. Sig. 117
WP Bell line (919) 733-3861

2. _____
(name)

(date) _____ (time) _____
Mecklenburg County
(agency) WP Sel. Sig. 116
WP Bell line 336-3333

3. _____
(name)

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

4. _____
(name)

(date) _____ (time) _____
Lincoln County
(agency) WP Sel. Sig. 113
WP Bell line (704) 735-8202

5. _____
(name)

(date) _____ (time) _____
Iredell County
(agency) WP Sel. Sig. 114
WP Bell line (704) 878-3039

6. _____
(name)

(date) _____ (time) _____
Catawba County
(agency) WP Sel. Sig. 118
WP Bell line (704) 464-3112

7. _____
(name)

(date) _____ (time) _____
Cabarrus County
(agency) WP Sel. Sig. 119
WP Bell line (704) 788-3108

1. Electronic Notification Form Logon

NOTE: In order to be able to FAX the ENF you must log on as per the instructions in the back of the Off Site Agency Communicators notebook. **DO NOT** log on to the computer with your LAN ID.

- 1.1 **IF** not already performed, **THEN** ensure Off-Site Communicator Computer is operational.
- Power up the Off Site Agency Communicator computer and log on to the network using the instructions in the back of the Off-Site Agency Communicators notebook in the TSC.
 - Verify the computer internal clock is synchronized with the facility clock in the Emergency Coordinators Area. (Adjust as necessary.)

NOTE: If the computer or Electronic Notification Form is not operational, report it to the TSC Data Coordinator. Refer to **Enclosures 4.3, 4.4 and 4.5** 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 one of the following:
- Select the (ERO) Emergency Response Organization option from the DAE My Application.
 - Choose ENF v2.0 – CNS_MNS ERO.

OR

- Go to the DAE and search for “Nuclear Generation”.
- Select the (ERO) Emergency Response Organization option.
- Select ENF v2.0 – CNS_MNS ERO.
- Login the Program entering the following information:

User Name: Your Network Logon ID (i.e. JSM7327)

Password: Your Network Password

Domain: NAM

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:

Black - information and time conflict.

Green - information is 0 to 10 minutes old.

Yellow - information is 10 to 15 minutes old.

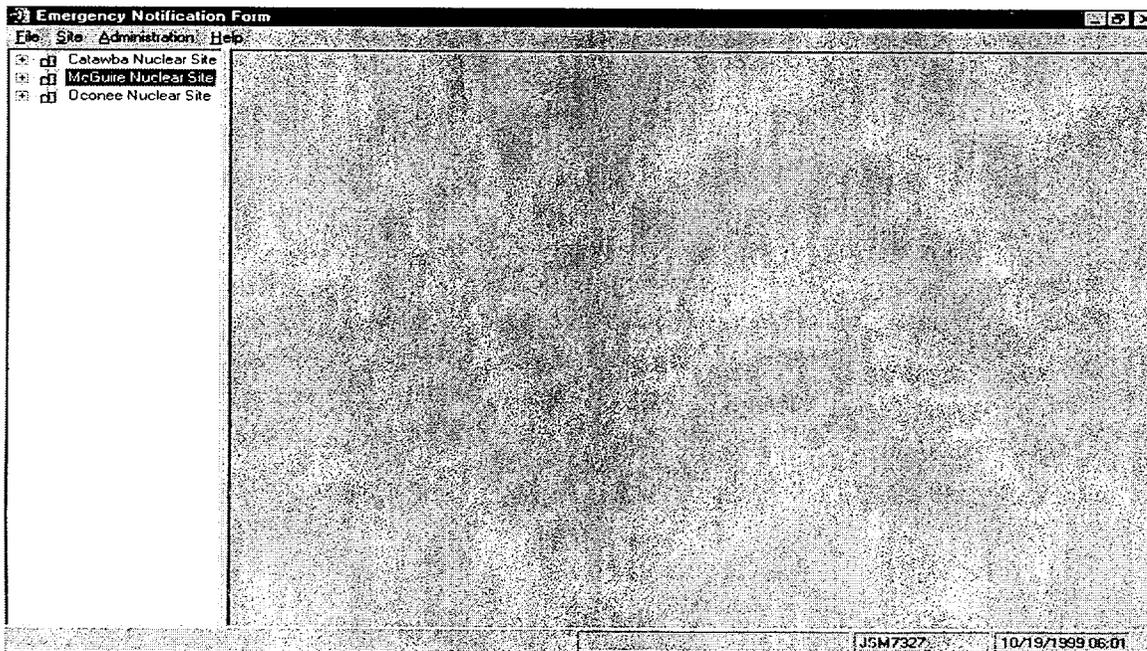
Red - information is greater than 15 minutes old

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

Plant Status Screen:	Operations Procedure Support.
Plant Summary Screen:	TSC Emergency Coordinator/Off Site Agency Communicator.
Release Screen:	Operations/TSC Dose Assessors (RadDose V data).
Met/Offsite Dose Screen:	TSC Dose Assessors (RadDose V data).
Protective Actions Screen:	Operations/Radiation Protection Manager/TSC Dose Assessors.
Communications Screen:	Offsite Agency Communicator.

2. Electronic Notification Form Completion (Create Event)

2.1 Highlight the appropriate station (McGuire) for the event.



Electronic Emergency Notification Form (ENF)
Completion/Transmission

- 2.2 Create a new event by performing the following: Select **Site** from the menu, then **New Event**.

Create Event

Event Information
 Type: Drill Actual Emergency
 Site: McGuire Nuclear Site
 Description:

Emergency Classification
 Notification of Unusual Event Site Area Emergency
 Alert General Emergency

Declared:

Message Information
 Has a previous message been sent? Yes No

Last Message Information
 Type: Initial Follow-Up Number:
 Transmittal Date/Time:

Create Event Cancel

- 2.3 On the **Create Event** screen, fill in the information from the previous message as follows:

- For **Event Information** -Select Drill or Actual Emergency.
- For **Description** - Indicate the type of Event (ie: Loss of Off-Site Power, 03/08/99 1st Quarter Drill).
- For **Emergency Classification** - Select the appropriate Emergency Classification and time of declaration.

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 (i.e., number, transmittal times, etc.).

NOTE: For **Last Message Information** – If previous message **has not** been sent this field is automatically disabled.

_____ 2.3.1 For **Last Message Information** – If previous message **has** been sent:

- Select (Initial or Follow-up).
- Number (Last Message Number).
- 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?”.

NOTE: For the “Next Msg Due” indicator panel all indicator information is as follows:

Initial Messages:

Follow Up Messages:

Black - information and time conflict.

Black - information and time conflict.

Green – Next message due in 10 – 15 minutes.

Green – Next message due in 30 – 60 minutes.

Yellow – Next message due in 5 – 9 minutes.

Yellow – Next message due in 15 – 29 minutes.

Red – Next message due in < 5 minutes or past due.

Red – Next msg due in <15 minutes or past due.

Electronic Emergency Notification Form (ENF)
Completion/Transmission

3. Plant Status Screen

3.1 Select the "Plant Status" Tab (First Tab on the Event screen) and perform the following:

- Verify and update as necessary the "Emergency Classification" and "Declared At:" time field.
- Click on the Emergency Action Level (EAL) pull down menu and select the appropriate Emergency Action Level.
- Once the appropriate EAL has been highlighted, click on the "Select" button.
- In the "Reactor Status" section, select the appropriate unit(s) and status.
- If the Unit(s) is shutdown, verify that the shutdown time and date(s) are correct.

NOTE: If you indicate that Gap Activity has been exceeded then you must be in a General Emergency.

- Update the "Gap Activity" status as necessary.
- When all information is completed select the "Save" button.

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

RP/0/A/5700/018

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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.
 3. Facility activation information will automatically be included on the appropriate message.

_____ 4.3 Under the "Description" section add description of changes since last notification or significant information for the current message. Items to be considered for inclusion are as follows: { 0-M98-2065 }

- Other unrelated classifiable events (for example, during an Alert, an event which, by itself would meet the conditions for an unusual Event)
- Major/Key Equipment Out of Service
- Emergency response actions underway
- Fire(s) onsite
- Flooding related to the emergency
- Explosions
- Loss of offsite Power
- Core Uncovery
- Core Damage
- MERT activation related to the emergency
- Extraordinary noises audible offsite
- Personnel injury related to the emergency or death
- Transport of injured individuals offsite - specify whether contaminated or not
- Site Evacuation/relocation of site personnel
- Saboteurs/Intruders/Suspicious devices/Threats
- Chemical or Hazardous Material Spills or Releases
- Any event causing/requiring offsite agency response
- Any event causing increased media attention

_____ 4.4 When input is complete select the "Save" button.

Electronic Emergency Notification Form (ENF)
Completion/Transmission

5. Release Screen

5.1 Select the "Release" Tab (Fourth Tab on the event screen).

The screenshot displays the 'Emergency Notification Form' software interface. The 'Release' tab is selected, showing various release parameters. The status bar at the bottom indicates that the current release status is 'BLACK' across most categories, with 'Next Msg Due' set to 'RED'. The user ID 'JSM7327' and the date/time '10/18/1999 16:51' are also visible.

- Select the appropriate Emergency Release condition (i.e., None, Potential, etc.).
- If "None" is selected select the "Save" button and Go To section 6 (Met/Offsite Dose Screen).
- Verify that "Ground Level" Release is selected.
- Verify with the TSC Dose Assessors that the RadDose data is ready to be loaded.
- After verification select "Load From RadDose" button.
- At the confirmation prompt verify that the time and date for the Radose information is correct and select "Yes".
- After data verification select the "Save" button.

6. Met/Offsite Dose Screen

6.1 Select the “Met/Offsite Dose” Tab (Fifth Tab on the Event screen).

Procedure Test 2

Plant Status | Plant Summary | Protective Actions | Release | **Met./Offsite Dose** | Communications

Offsite Dosage Estimate

New Unchanged

Projection Time: 

Estimated Duration: hrs

	TEDE mrem	Thyroid CDE mrem
Site Boundary:	<input type="text"/>	<input type="text"/>
2 miles	<input type="text"/>	<input type="text"/>
5 miles	<input type="text"/>	<input type="text"/>
10 miles:	<input type="text"/>	<input type="text"/>

Meteorological Data

Wind Direction: * (degrees)

Stability Class:

Speed: mph

Precipitation: inches / 15 mins. of

RadDose File Dates

Release: Met./Offsite:

Load From RadDose Clear

Save Cancel Validate

- Verify with the TSC Dose Assessors that the RadDose data is ready to be loaded.
- After verification select “Load From RadDose” button.
- At the confirmation prompt verify that the time and date for the RadDose information is correct and select “Yes”.
- After data verification select the “Save” button.

7. Protective Actions Screen

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

7.1 Select the “Protective Actions” Tab (Third Tab on the Event screen.)

02/20/2000 Test

Plant Status | Plant Summary | **Protective Actions** | Release | Met./Offsite Dose | Communications

Emergency Classification: 100% Gap Activity Released
Notification of Unusual Event: NO

Reactor Status

Unit	Included	Status	Shutdown Date	Shutdown Time	Percent Power
1	No				
2	No				

Meteorological Data

Wind Direction: [] * (degrees) Speed: [] mph
Stability Class: [] Precipitation: []

Recommended Action

Evacuate: [] Shelter In-Place: []

Load Protective Action Recommendations

Save | Cancel | Validate

- If the Emergency Classification **IS NOT** a General Emergency select the “Validate” button and GO TO Step 8.
- If the Emergency Classification **IS** a General Emergency select “Load Protective Action Recommendations”.
- After the protective action recommendations are verified select the “Save” button.

Electronic Emergency Notification Form (ENF)
Completion/Transmission**8. Communications Screen**

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

NOTE: Last Message information should be automatically populated if a previous message has been sent. If a previous message has not been sent this portion of the screen should be disabled.

- Once all applicable information has been completed select "Save".
- 8.4 Periodically validate information on the 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.)
- 8.5 If information needs to be updated, make the appropriate changes and then select the **Save** button on the bottom right of the screen. (This will also update the Communicator Indicator.)

9. Building a Message

- _____ 9.1 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 be updated or validated.

- Verify Status indicators for the various screens at the bottom of the screen are current.
- 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.
- Review the form to verify information is correct.

- _____ 9.2 If information needs to be revised, select **Message** from the Toolbar, then **Edit**.

- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select Save.
- To return to the message form, select **Message** from the Toolbar, then **Preview Message**.
- If message is correct, print out a copy by selecting **Message** from the Toolbar, then **Print**.

- _____ 9.3 Have the TSC Emergency Coordinator review and sign the form.

10. Transmitting Message

- _____ 10.1 Locate a copy of the Authentication Code Word List.
- _____ 10.2 For Initial Notifications (15 Minutes), proceed to Section 11.
- _____ 10.3 For Follow-up Notifications, proceed to Section 12.
- _____ 10.4 For Termination Notifications, proceed to Section 13.

11. Transmission of Initial Notifications

- _____ 11.1 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}
- 11.2 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:
- _____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied within 15 minutes.
- _____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}

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, the bell telephones lines may be used to call agencies individually or see **Enclosure 4.6** for radio instructions.
3. If the ENF Fax program is not operational refer to **Enclosure 4.7** for additional instructions.

- _____ 11.3 Once the ENF has been approved, one Off-Site Agency Communicator shall perform steps 11.4 – 11.7 while another Off Site Agency Communicator establishes contacts as per step 11.8.

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.

- _____ 11.4 To fax the electronic form, Select **Message** from the Toolbar, **THEN Fax**.

Enclosure 4.2

Electronic Emergency Notification Form (ENF)
Completion/Transmission

Fax Message

Approval

Name: _____

Title: Emergency Coordinator

Date/Time: / / : _____

Additional Actions

Export To Web Send E-Mail

Fax Cancel

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.

11.5 Select "Yes" on confirmation panel if ready to fax the form.

Please Confirm

Are you sure that you are ready to fax this message?

Yes No

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

AT&T Fax Sender

File Message Options Help

Queue Send Hold Note Options Cancel Help

Subject: _____

To Name: mcguire Fax #: _____

Recipients: _____

Grade of Delivery Service: Standard Disclose Recipients (enables To/Cc)

Latest Delivery Time: Default Add Cover Sheet

Custom Logo for Cover Sheet: None Send me Receipts Confirming Delivery

Project Code: _____ Consolidate Receipt Confirmations into one Report

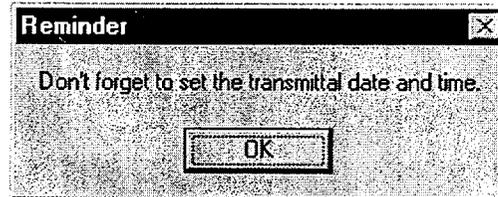
Ready 3:26:27 PM

Electronic Emergency Notification Form (ENF)
Completion/Transmission

_____ 11.6 On ATT Fax Sender Panel, Type ~**mcguire** in the Name block.

_____ 11.7 Perform the following:

- 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.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**
- Select "OK" on reminder panel for setting the transmittal time and date.



- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie: maximize the program).
- 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.

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

_____ 11.8 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

- Activate the Group Call function by dialing *1 and verify that all available agencies answer. At least one attempt using the individual selective signaling code must be made for the missing agencies. Proceed with the notification promptly after an attempt to get the missing agencies on the line.

Enclosure 4.2

Electronic Emergency Notification Form (ENF)
Completion/Transmission

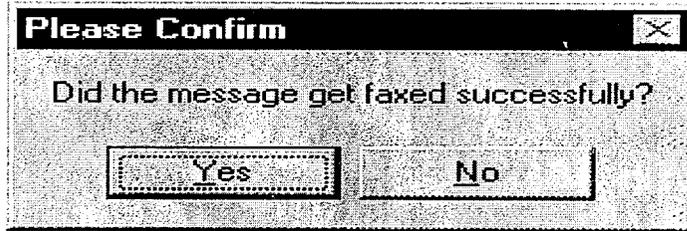
RP/0/A/5700/018
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NOTE: The transmittal time will need to be handwritten on the copy of the ENF that the Emergency Coordinator has previously signed.

- When all available parties are verified on the line, document that this is the transmittal time.
- Read the following statement “This is McGuire Nuclear Station TSC. This is a drill or actual emergency (whichever applies).
- Verify 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.)**
- Read the information on the ENF, line by line, to the Off-site Agencies.

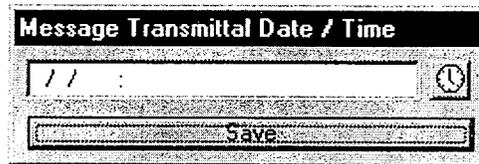
NOTE: Authentication Code should be hand written into the signed ENF form.

- 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.
- After the information has been covered, inform the agencies the following: “This concludes message # ____ . Are there any questions?”
- 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.
- Continuous attempts to contact missing agencies must be made using commercial lines, radio, etc., if unable to complete the notifications as per 11.8. Document the times these agencies were contacted on the back of the notification form.
- After message transmission is complete, select **Message** from the toolbar, then choose **“Set Transmittal Date/Time”**.
- Select “Yes” at the prompt if the Fax was successfully sent.

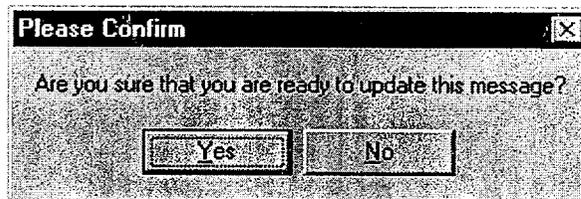


NOTE: The transmittal date and time will be automatically populated on the message.

- Complete the message transmittal Date and Time and select "Save".



- At the confirmation prompt select "Yes" if you are ready to update this message.



____ 11.9 Write the authentication Number and Codeword on the ENF.

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

_____ 11.10 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the TSC Emergency Coordinator.
- Document the question, answer, and have the TSC Emergency Coordinator sign.
- Document the time the answer was provided to the Off-site Agency.

_____ 11.11 Provide copies of the transmitted message form to the following: {PIP 0-M-99-0911}:

- Emergency Coordinator
- NRC Communicator
- Site Evacuation Coordinators
- Offsite Dose Assessors
- Emergency Planner
- Drill Coordinator (During drills only).

Electronic Emergency Notification Form (ENF)
Completion/Transmission

11.12 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.

Emergency Notification Form

File Event Administration Help

- Catawba Nuclear Site
- McGuire Nuclear Site
- MNS Drill 11/17/99
 - Final Testing
 - Final Test 2
 - Final 3
- Oconee Nuclear Site

Final 3

Plant Status | Plant Summary | Protective Actions | Release | Met./Offsite Dose | Communications

Emergency Classification
 Notification of Unusual Event Alert Site Area Emergency General Emergency

Declared At: 11/29/1999 08:44

Emergency Action Level: **A**

Reactor Status

Unit	Included	Status	Shutdown Date	Shutdown Time	Percent Power
1	No				
2	No				

Gap Activity
 Are Containment Radiation Levels greater than 100% GAP Activity? Yes No

Save Cancel

Plant Status	Plant Summary	Protective Actions	Release	Met./Offsite Dose	Communications	Last Msg Sent	Next Msg Due
BLACK	BLACK	BLACK	BLACK	BLACK	BLACK	11/29/1999 08:44	11/29/1999 09:44
						JSM7327	11/29/1999 08:44

12. Transmission of Follow-up Notification

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.

12.1 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.

Fax Message

Approval

Name: _____

Title: Emergency Coordinator

Date/Time: / / : _____

Additional Actions

Export To Web Send E-Mail

Fax Cancel

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select "Yes" on confirmation panel if ready to fax the form.

Please Confirm

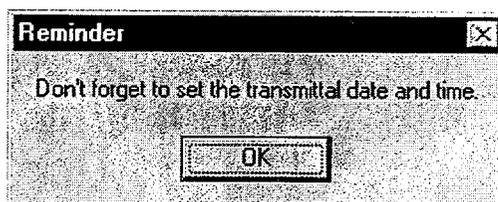
Are you sure that you are ready to fax this message?

Yes No

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

12.2 Perform the following:

- On ATT Fax Sender Panel, Type **~mcguire** in the Name block.
- 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.)*
- Then, select the **Send** button at the top of the panel. **(The ENF will be Faxed to the agencies simultaneously.)**
- Select "OK" on reminder panel for setting the transmittal time and date.



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

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

12.3 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

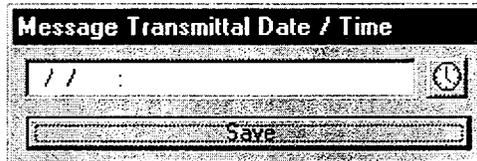
- Activate the Group Call function by dialing * 1 and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)
- Verify that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and tell them that you will provide the information.)**
- Ask if there are any questions, regarding the Follow-up ENF information.
- 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.
- After message transmission is complete, select **Message** from the toolbar, then choose **“Set Transmittal Date/Time”**.
- Select **“Yes”** at the prompt if the Fax was successfully sent.



Electronic Emergency Notification Form (ENF)
Completion/Transmission

NOTE: The transmittal date and time will be automatically populated on the message.

- Complete the message transmittal Date and Time and select “Save”.

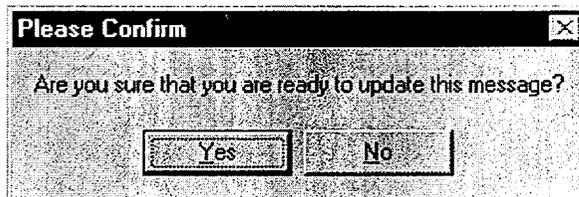


Message Transmittal Date / Time

// : [Clock Icon]

Save

- At the confirmation prompt select “Yes” if you are ready to update this message.



Please Confirm

Are you sure that you are ready to update this message?

Yes No

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

- _____ 12.4 If a question is outside of ENF information, do not answer the question but perform the following:
- Authenticate the request (if question is a return call, you give the number).
 - Have the request evaluated by the TSC Emergency Coordinator.
 - Document the question, answer, and have the TSC Emergency Coordinator sign.
 - Document the time the answer was provided to the Off-site Agency.
- _____ 12.5 Repeat the previous step as necessary to communicate answers to questions concerning other Follow Up notifications.

Electronic Emergency Notification Form (ENF)
Completion/Transmission

12.6 Provide copies of the transmitted message form to the following: {PIP 0-M-99-0911}:

- Emergency Coordinator
- NRC Communicator
- Site Evacuation Coordinators
- Offsite Dose Assessors
- Emergency Planner
- Drill Coordinator (During drills only).

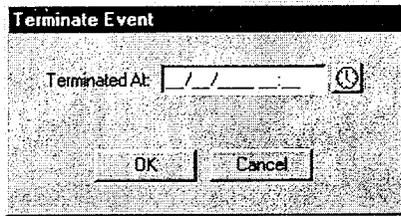
13. Termination Message

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

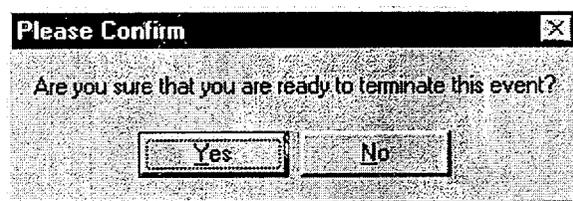
13.1 From the Menu bar for the specific Event, Select Event, Then select Terminate Event.

Electronic Emergency Notification Form (ENF)
Completion/Transmission

13.2 Enter Termination Time and Date, then Click **OK**.



13.3 Confirm that event is ready to be Terminated by clicking "Yes".



13.4 Message will be generated with appropriate information.

- If information needs to be revised, select **Message** from the Toolbar, THEN **Edit**.
- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select Save.
- To return to the message form, select **Message** from the Toolbar, THEN **Preview**.

13.5 Review the form to verify information is correct.

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

Electronic Emergency Notification Form (ENF)
Completion/Transmission

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.

13.6 Once approved, fax the Electronic form by performing the following:

- Select **Message** from the Toolbar, THEN **Fax**.

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select “Yes” on confirmation panel if ready to fax the form.

NOTE: If the Electronic Notification Form Fax process is not operational, refer to Enclosure 4.7 for alternate Fax instructions.

- On ATT Fax Sender Panel, Type **~mcguire** in the Name block.
- 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.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously.)**

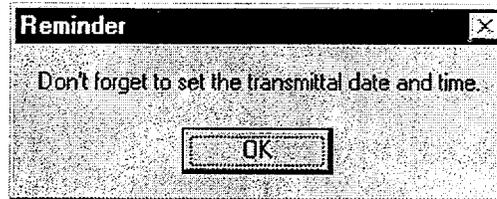
Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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



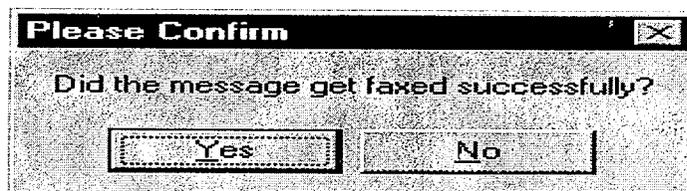
NOTE: Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

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

NOTE: For Follow-up messages, the transmittal time will be the time the message is faxed.

13.7 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

- Activate the Group Call function by dialing * 1 and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)
- Verify that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**
- Ask if there are any questions, regarding the Termination ENF information.
- 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.
- After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time"**.
- Select "Yes" at the prompt if the Fax was successfully sent.



Enclosure 4.2

Electronic Emergency Notification Form (ENF)
Completion/Transmission

RP/0/A/5700/018

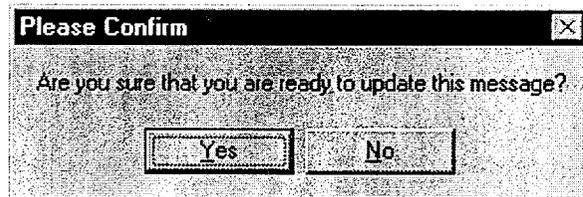
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NOTE: The transmittal date and time will be automatically populated on the message.

- Complete the message transmittal Date and Time and select “Save”.



- At the confirmation prompt select “Yes” if you are ready to update this message.



NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

13.8 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the TSC Emergency Coordinator.
- Document the question, answer, and have the TSC Emergency Coordinator sign.
- Document the time the answer was provided to the Off-site Agency.

Enclosure 4.2

**Electronic Emergency Notification Form (ENF)
Completion/Transmission**

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13.9 Provide copies of the transmitted message form to the following: {PIP 0-M-99-0911}:

- _____ • Emergency Coordinator
- _____ • Emergency Planner
- _____ • NRC Communicator
- _____ • Offsite Dose Assessors
- _____ • Site Evacuation Coordinators
- _____ • Drill Coordinator (During drills only).

**Manual Initial Notification
Completion/Transmission**

1. COMPLETION OF THE EMERGENCY NOTIFICATION FORM

NOTE: ONLY items 1 - 10, 15 and 16 are required. Items 11 - 14 may be skipped.

1.1 Complete the Emergency Notification Form as follows:

Item #	Action	Source of Information
1.	Check the appropriate blocks. NOTE: Message #'s are sequentially numbered throughout the drill/emergency.	
2.	Write in the unit or units affected. NOTE: REPORTED BY: is the communicator's name.	
3.	Write in the transmittal time. This is the time you verify all agencies are on the line. Write in the date.	
4.	Authentication will be completed while transmitting the notification to the state and counties.	
5.	Check the appropriate classification.	OPS Procedure Support
6.	Write the time and date the current classification is declared.	OPS Procedure Support
7.	NOTE: Reference RP/0/A/5700/000, (Classification of Emergency). Enter a brief description of the reason for declaring the emergency classification (in layman's terms if possible). DO NOT use system abbreviations, acronyms or jargon that may cause confusion. Instead, write out the description in long hand. Be sensitive to the fact that certain descriptive technical terms may elicit unanticipated reactions from others. {PIP 0-M98-2065}	OPS Procedure Support

Enclosure 4.3
Manual Initial Notification
Completion/Transmission

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8.	<p>Mark appropriate plant condition. {PIP 0-M97-4210 NRC-1}</p> <ul style="list-style-type: none">• 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, plans, 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.	OPS Procedure Support
9.	Write the time and date of Reactor Shutdown or Reactor Power level as applicable.	OPS Procedure Support

**Manual Initial Notification
Completion/Transmission**

<p>10.</p>	<p>NOTE: 1. An emergency release is any unplanned, quantifiable discharge to the environment associated with a declared emergency event. (This definition is based on an NRC commitment made on 11/30/90 following McGuire's Steam Generator Tube Rupture.) {PIP 0-M97-4256}</p> <p>2. Notify the OSM if box C or Box D is checked.</p> <p>3. Base the determination of emergency release on:</p> <ul style="list-style-type: none"> • EMF readings, • containment pressure and other indications, • field monitoring results, • knowledge of the event and its impact on systems operation and resultant release paths. <p>4. An emergency release is occurring if any one or more of the following bulleted conditions are met associated with declared emergency:</p> <ul style="list-style-type: none"> • Either containment particulate, gaseous, iodine monitor (EMFs 38,39 and/or 40) readings indicate an increase in activity, <p style="text-align: center;"><u>OR</u></p> <p>Containment monitor (EMFs 51A and/or 51B) readings indicate greater than 1.5R/hr,</p> <p style="text-align: center;"><u>AND</u></p> <p><u>Either</u> containment pressure is greater than 0.3 psig,</p> <p style="text-align: center;"><u>OR</u></p> <p>An actual containment breach is known to exist.</p> <ul style="list-style-type: none"> • Unit vent particulate, gaseous, iodine monitor (EMFs 35,36, and/or 37) readings indicate an increase in activity. • Condenser air ejector exhaust monitor (EMF 33) or other alternate means indicate Steam Generator tube leakage. • Confirmed activity in the environment reported by Field Monitoring Teams(s). • Knowledge of the event and its impact on systems operation and resultant release paths. <p>Check the appropriate box for emergency release.</p> <ul style="list-style-type: none"> • A. NONE: clearly no emergency release is occurring or has occurred • B. POTENTIAL: discretionary option for the EC or EOFD. • C. IS OCCURRING: meets the specified conditions. • D. HAS OCCURRED: previously met the specified conditions. 	<p>R.P. Shift/Dose Assessors</p>
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Enclosure 4.3
Manual Initial Notification
Completion/Transmission

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15.	Mark appropriate recommended protective actions.	R.P. Shift/Dose Assessors
16.	Have the Emergency Coordinator approve the message.	Emergency Coordinator

2. TRANSMISSION OF THE EMERGENCY NOTIFICATION FORM

- NOTE:**
1. All initial notifications are verbal. Avoid using abbreviation or jargon likely to be unfamiliar to the state 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."
 2. The back-up means of communications are the Bell line or County Emergency Response Radio. Go to RP/0/A/5700/014, Enclosure 4.1 for back-up numbers.
 3. Go to Enclosure 4.6 for instructions on how to use the County Emergency Response Radio if Selective Signaling or Bell line is not available.

- _____ 2.1 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}
- _____ 2.2 **IF** an upgrade in classification occurs while transmitting any message, **THEN:**
- _____ A. Notify agencies that an upgrade has occurred and that new information will be supplied within 15 minutes.
- _____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}
- _____ 2.3 Use the Selective Signal telephone by dialing *1 and depressing the push-to-talk button.
- _____ 2.4 **IF** the Selective Signaling Group Call fails, **THEN GO TO** RP/0/A/5700/014, Enclosure 4.1 for manual Selective Signaling numbers.
- _____ 2.5 As the State and counties answer, check them off on the back of the notification form. At least one attempt using the individual selective signaling code must be made for the missing agencies. **Proceed with the notification promptly following an attempt to get missing agencies on the line.**
- _____ 2.6 Verify all available State and counties are on the line, document this time in item #3 on the form. This time should not exceed 15 minutes from the time of declaration (Item # 6).

Enclosure 4.3
Manual Initial Notification
Completion/Transmission

RP/0/A/5700/018
Page 5 of 5

- _____ 2.7 Tell them you have an emergency notification from the McGuire TSC and to get out the Emergency Notification Form.
- _____ 2.8 Read the complete message, line by line, beginning with item # 1 allowing time to copy.
- _____ 2.9 When you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number in which you will reply the appropriate code word. Write the number and codeword on the form.
- _____ 2.10 After communicating the message, ask if there are any questions. Record individuals' names and time on the back of the form. This time is the same time as item #3.
- _____ 2.11 Whenever practical, after verbally transmitting the message, FAX (front page only) to the appropriate agencies. Refer to Enclosure 4.7 for FAX operation.
- _____ 2.12 Continuous attempts to contact missing agencies must be made if unable to complete the notification per step 2.3. Document the time these agencies were contacted on the back of the notification form.
- 2.13 Provide copies of the transmitted message form to the following: {PIP 0-M-99-0911}:
 - _____ • Emergency Coordinator
 - _____ • Emergency Planner
 - _____ • NRC Communicator
 - _____ • Offsite Dose Assessors
 - _____ • Site Evacuation Coordinators
 - _____ • Drill Coordinator (During drills only).

**Manual Follow-Up Notification
Completion/Transmission**

1. COMPLETION OF THE EMERGENCY NOTIFICATION FORM

1.1 Complete the Emergency Notification Form as follows:

NOTE: If items 8 - 14 have not changed from the previous message, only items 1 - 7 and 15 and 16 are required to be completed. Avoid using abbreviation or jargon likely to be unfamiliar to the state 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.".

Item #	Action	Source of Information
1.	Check the appropriate blocks. NOTE: Message #'s are sequentially numbered throughout the drill/emergency.	
2.	Write in the unit or units affected. NOTE: REPORTED BY: is the communicator's name.	
3.	Write in the transmittal time. This is the time you place the Emergency Notification Form in the FAX machine. Write in the date.	
4.	Authentication is not necessary when FAXing to the state and counties.	
5.	Check the appropriate classification.	OPS Procedure Support
6.	Write the time and date the current classification is declared.	OPS Procedure Support

**Manual Follow-Up Notification
Completion/Transmission**

7.	<p>NOTE: Reference RP/0/A/5700/000, (Classification of Emergency).</p> <p>Enter EAL Number and Emergency Description of the reason for declaring the emergency classification (in layman's terms, if possible). DO NOT use system abbreviations, acronyms or jargon which may cause confusion. Instead, write out the description in long hand. Be sensitive to the fact that certain descriptive technical terms may elicit unanticipated reactions from others. { PIP 0-M98-2065 }</p> <p>In addition, provide a description of changes in plant conditions since the last notification. Items to be considered for inclusion are as follows: { 0-M98-2065 }</p> <ul style="list-style-type: none"> • Other unrelated classifiable events (for example, during an Alert, an event which, by itself would meet the conditions for an unusual Event) • Major/Key Equipment Out of Service • Emergency response actions underway • Fire(s) onsite • Flooding related to the emergency • Explosions • Loss of offsite Power • Core Uncovery • Core Damage • Medical Emergency Response Team activation related to the emergency • Personnel injury related to the emergency or death • Transport of injured individuals offsite - specify whether contaminated or not • Site Evacuation/relocation of site personnel • Saboteurs/Intruders/Suspicious Devices/Threats • Chemical or Hazardous Material Spills or Releases • Extraordinary noises audible offsite • Any event causing/requiring offsite agency response • Any event causing increased media attention • Remember to "close the loop" on items from previous notifications. 	OPS Procedure Support
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**Manual Follow-Up Notification
Completion/Transmission**

8.	Mark appropriate plant condition. {PIP 0-M97-4210 NRC-1} <ul style="list-style-type: none">• 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, plans, 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 Fire Protective Action Recommendations.	OPS Procedure Support
9.	Write the time and date of Reactor Shutdown or Reactor Power Level as applicable.	OPS Procedure Support

**Manual Follow-Up Notification
Completion/Transmission**

<p>10.</p>	<p>NOTE: 1. An emergency release is any unplanned, quantifiable discharge to the environment associated with a declared emergency event. (This definition is based on an NRC commitment made on 11/30/90 following McGuire's Steam Generator Tube Rupture.) {PIP 0-M97-4256}</p> <p>2. Notify the OSM if box C or Box D is checked.</p> <p>3. Base the determination of emergency release on:</p> <ul style="list-style-type: none"> • EMF readings, • containment pressure and other indications, • field monitoring results, • knowledge of the event and its impact on systems operation and resultant release paths. <p>4. An emergency release is occurring if any one or more of the following bulleted conditions are met associated with declared emergency:</p> <ul style="list-style-type: none"> • Either containment particulate, gaseous, iodine monitor (EMFs 38,39 and/or 40) readings indicate an increase in activity, <p style="text-align: center;"><u>OR</u></p> <p>Containment monitor (EMFs 51A and/or 51B) readings indicate greater than 1.5R/hr,</p> <p style="text-align: center;"><u>AND</u></p> <p><u>Either</u> containment pressure is greater than 0.3 psig,</p> <p style="text-align: center;"><u>OR</u></p> <p>An actual containment breach is known to exist.</p> <ul style="list-style-type: none"> • Unit vent particulate, gaseous, iodine monitor (EMFs 35,36, and/or 37) readings indicate an increase in activity. • Condenser air ejector exhaust monitor (EMF 33) or other alternate means indicate Steam Generator tube leakage. • Confirmed activity in the environment reported by Field Monitoring Teams(s). • Knowledge of the event and its impact on systems operation and resultant release paths. <p>Check the appropriate box for emergency release.</p> <ul style="list-style-type: none"> • A. NONE: clearly no emergency release is occurring or has occurred • B. POTENTIAL: discretionary option for the EC or EOFD. • C. IS OCCURRING: meets the specified conditions. • D. HAS OCCURRED: previously met the specified conditions. 	<p>R.P. Shift/Dose Assessors</p>
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**Manual Follow-Up Notification
Completion/Transmission**

Item #	Action	Source of Information
11.	Indicate type of release and time/date. Mark Ground Level for any airborne releases.	R.P. Shift/Dose Assessors
12.	Indicate release magnitude and whether release is above or below normal operating limits.	R.P. Shift/Dose Assessors
13.	Write estimate of projected offsite dose and estimated duration. Check new or unchanged. If unchanged from the previous notification, the information does not have to be repeated.	R.P. Shift/Dose Assessors
14.	Provide meteorological data.	R.P. Shift/Dose Assessors
15.	Mark appropriate recommended protective actions.	R.P. Shift/Dose Assessors
16.	Have the Emergency Coordinator approve the message.	Emergency Coordinator

2. TRANSMISSION OF THE EMERGENCY NOTIFICATION FORM

NOTE: For routine, follow-up notifications, FAX a copy of the notification form instead of verbally transmitting the message. (Front page only) 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. Call each agency to verify they received the message.

- 2.1 Insert the Emergency Notification Form face down in the Automatic Document Feeder on the FAX.
- 2.2 Press "GROUP FAX".
- 2.3 Press "SEND/RECEIVE".
- 2.4 Verify the State and Counties received the FAX by calling them.
- 2.5 Ask if there are any questions on the Emergency Notification Form, then write down the individuals' names on the back of the form.

Enclosure 4.4
Manual Follow-Up Notification
Completion/Transmission

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2.6 Provide copies of the transmitted message form to the following: {PIP 0-M-99-0911}:

- _____ • Emergency Coordinator
- _____ • Emergency Planner
- _____ • NRC Communicator
- _____ • Offsite Dose Assessors
- _____ • Site Evacuation Coordinators
- _____ • Drill Coordinator (During drills only).

**Manual Termination Notification
Completion/Transmission**

1. COMPLETION OF THE EMERGENCY NOTIFICATION FORM

1.1 Complete the Emergency Notification Form as follows:

NOTE: A termination message should be marked a FOLLOW-UP on the Emergency Notification Form.

Item #	Action	Source of Information
1.	Check the appropriate blocks. NOTE: Message #'s are sequentially numbered throughout the drill/emergency.	
2.	Write in the unit or units affected. NOTE: REPORTED BY: is the communicator's name.	
3.	Write in the transmittal time. This is the time you verify all available agencies are on the line. Write in the date.	
4.	Authentication will be completed while transmitting the notification to the state and counties.	
5.	Check the appropriate classification.	OPS Procedure Support
6.	Write the time and date of termination.	OPS Procedure Support
16.	Have the Emergency Coordinator approve the message	Emergency Coordinator

**Manual Termination Notification
Completion/Transmission****2. TRANSMISSION OF THE EMERGENCY NOTIFICATION FORM**

- NOTE:**
1. All termination notifications are verbal. Avoid using abbreviation or jargon likely to be unfamiliar to the state 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."
 2. The back-up means of communications are the Bell line or County Emergency Response Radio. Go to RP/0/A/5700/014, Enclosure 4.1 for back-up numbers.
 3. Go to Enclosure 4.6 for instructions on how to use the County Emergency Response Radio if Selective Signaling or Bell line is not available.

- 2.1 Use the Selective Signal telephone by dialing *1 and depressing the push-to-talk button.
- 2.2 **IF** the Selective Signaling Group Call fails, **THEN GO TO** RP/0/A/5700/014, Enclosure 4.1 for manual Selective Signaling numbers.
- 2.3 As the State and counties answer, check them off on the back of the notification form. At least one attempt using the individual selective signaling code must be made for the missing agencies. **Proceed with the notification promptly following an attempt to get missing agencies on the line.**
- 2.4 Verify all available State and counties are on the line, document this time in item #3 on the form.
- 2.5 Tell them you have an emergency notification from the McGuire TSC and to get out the Emergency Notification Form.
- 2.6 Read the complete message, line by line, beginning with item # 1 allowing time to copy.
- 2.7 When you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number in which you will reply the appropriate codeword. Write the number and codeword on the form.
- 2.8 After communicating the message, ask if there are any questions. Record individual's names and time on the back of the form. This time is the same time as item #3.

**Manual Termination Notification
Completion/Transmission**

- _____ 2.9 Whenever practical, after verbally transmitting the message, FAX (front page only) to the appropriate agencies. **REFER TO** Enclosure 4.7 for FAX operation.
- _____ 2.10 Continuous attempts to contact missing agencies must be made if unable to complete the notification per step 2.3. Document the time these agencies were contacted on the back of the notification form.
- 2.11 Provide copies of the transmitted message form to the following; {PIP 0-M-99-0911}:
- _____ • Emergency Coordinator
 - _____ • Emergency Planner
 - _____ • NRC Communicator
 - _____ • Offsite Dose Assessors
 - _____ • Site Evacuation Coordinators
 - _____ • Drill Coordinator (During drills only).

Enclosure 4.6
County Emergency Response Radio

RP/0/A/5700/018
Page 1 of 1

- NOTE:**
1. This radio will only contact the county warning points. The state cannot be contacted on this radio. Have one of the counties relay the message.
 2. You may refer to RP/0/A/5700/014, Enclosure 4.1 for individual radio codes.

Group Call:

_____ 1. Press **20** and **POUND SIGN (#)** to activate all county radio units.

_____ 2. When the **TALK** light comes on, press the bar on the transmitter microphone and say:

"This is McGuire Technical Support Center to all counties, do you copy?"

Once all counties respond, begin transmitting the message, using step 2.5 through step 2.12 of Enclosure 4.3.

At least one attempt using the individual radio code must be made for the missing agencies.

Proceed with the notification promptly following an attempt to get missing agencies on the air.

_____ 3. If a county fails to respond on the group call, press their individual code on the encoder and say:

"This is McGuire Technical Support Center to (Agency you are calling), do you copy?"

Once the county responds, begin transmitting the message, using step 2.5 through step 2.12 of Enclosure 4.3.

_____ 4. After you have finished transmitting the message, conclude the message by saying:

"This is WQC700 base clear."

_____ 5. Continuous attempts to contact missing agencies must be made if unable to complete the notification per section 2 of Enclosure 4.3. Document the time these agencies were contacted on the back of the notification form.

NOTE: The FAX will dial each agency in sequence. If the FAX is busy, it will try again after completing the other calls. The group call also transmits a copy to the EOF in the General Office.

1. TO SEND A FAX TO ALL COUNTIES AND STATE OF NORTH CAROLINA

- _____ • Insert the document face down into the FAX.
- _____ • Press Group FAX.
- _____ • Press "SEND/RECEIVE" button.

2. TO SEND A FAX TO A SINGLE LOCATION USING ONE-TOUCH DIALING

_____ 2.1 Insert the document face down into the FAX

_____ 2.2 Select location(s) to receive the fax:

- _____ • Press EOF in General Office
- _____ • Press State of North Carolina WP
- _____ • Press Mecklenburg County
- _____ • Press Gaston County
- _____ • Press Lincoln County
- _____ • Press Iredell County
- _____ • Press Catawba County
- _____ • Press Cabarrus County
- _____ • Press NC State EOC.

_____ 2.3 **WHEN** the appropriate individual selection is made, **THEN** press "SEND/RECEIVE" button.

NOTE: If programmed functions fail, go to RP/0/A/5700/014, Enclosure 4.1 for manual FAX numbers.

3. SEND A FAX TO A SINGLE LOCATION DIALING MANUALLY

- _____ • Insert the document face down in the FAX.
- _____ • Using the keypad, dial the number that you wish to call.
- _____ • Press "SEND/RECEIVE" button.

(R04-01)

Duke Power Company
**PROCEDURE PROCESS RECORD
FOR STANDARD PROCEDURES**

(1) ID No.: SR/0/B/2000/004
Revision No.: 004

PREPARATION

(2) Procedure Title Notification to State and Counties from the Emergency Operations Facility

(3) Prepared By Jan M. Fisher Date 12/11/01

(4) Applicable To:	<input type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor		<u>Jan M. Fisher</u>	<u>BR JH</u>
(6) Requires NSD 228 Applicability Determination	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	YES = New procedure or reissue with major changes NO = Reissue with minor changes OR to incorporate previously approved changes		
(7) Review (QR)	By _____ Date _____	By <u>Alan Z. Kraver</u> Date <u>12/13/01</u>	By <u>GARY L MITCHELL</u> Date <u>12/12/01</u>
Cross-Disciplinary Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>ALB</u> Date <u>12/13/01</u>	By _____ NA <u>ELM</u> Date <u>12/12/01</u>
Reactivity Mgmt. Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>ALB</u> Date <u>12/13/01</u>	By _____ NA <u>ELM</u> Date <u>12/12/01</u>
Mgmt. Involvement Review (Ops. Supt.)	By _____ NA _____ Date _____	By _____ NA <u>ALB</u> Date <u>12/13/01</u>	By _____ NA _____ Date _____
(8) Additional Reviews	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____	By _____ (QA) Date _____ By _____ Date _____
(9) Approved	By _____ Date _____	By <u>R. L. Murray</u> Date <u>12-31-01</u>	By <u>Richard S. Swigart</u> Date <u>12-12-01</u>
(10) Use Level			

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____
(12) Date(s) Performed _____
Work Order Number (WO#) _____

COMPLETION

(13) Procedure Completion Verification

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

Verified By _____ Date _____

(14) Procedure Completion Approved _____ Date _____

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

Duke Power Company
Catawba/McGuire Nuclear Station

**Notification to States and Counties from the Emergency
Operations Facility**

Reference Use

Procedure No.

SR/0/B/2000/004

Revision No.

004

Electronic Reference No.

MP00715S

Notifications to States and Counties from the Emergency Operations Facility

1. Symptoms

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

NOTE: The first Emergency Offsite Agency Communicator to arrive should promptly perform the "Immediate Actions" regardless of which role they are assigned.

2. Immediate Actions

- NOTE:**
- Ensure Enclosure 4.9 (EOF Off-Site Agency Communicator Checklist) of procedure SR/0/B/2000/003 is completed.
 - Steps of this procedure may be performed out of sequence at the discretion of the communicator. 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 to off site agencies.
 - Changes in Protective Actions Recommendations shall be transmitted within 15 minutes.
 - Changes in Protective Actions Recommendations and termination Notifications shall be transmitted verbally.

____ 2.1 EOF Off-Site Communicators shall proceed directly to the Emergency Operations Facility.

____ 2.2 Circle which Site has declared the Emergency: i.e. **McGuire or Catawba**

2.3 Acquire information on the communication status described below from the TSC.

____ 2.3.1 Emergency Classification (Circle One) (NOUE, Alert, Site Area Emergency, General Emergency).

____ 2.3.2 Emergency Declared at _____ hrs.

____ 2.3.3 Last Message # _____ transmitted out at _____ (time).

____ 2.3.4 Next Message Due at _____ (time)

_____ 2.3.5 Compare EOF communicator clock time with TSC clock to verify synchronization.

_____ 2.3.6 Verify that a Fax copy of previous notifications has been sent to the EOF.

_____ 2.3.7 Any other pertinent information related to the emergency:

_____ 2.4 Power up/check printers, fax machines, copiers, etc.

_____ 2.5 Provide copies of previously transmitted message forms to:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

- _____ 2.6 Power up and log on to the Off-Site Communicator computer by using the following:
- Log On ID - EOFWS
 - Password – Press Enter (No Password)
- _____ 2.7 Verify that the electronic version of the Emergency Notification Form (ENF) can be accessed. **Reference Enclosure 4.1 for logon instructions if needed.**
- _____ 2.8 Verify that the electronic ENF can also be accessed by:
- _____ Accident Assessment Manager _____ Rad Assessment Manager
- _____ 2.9 Verify that the default printer for the Electronic ENF is set to the printer in the EOF Off-Site Agency Communicator area.
- _____ 2.10 **IF** the Electronic Notification Form (ENF) is **NOT** operational, **THEN**, refer to **Enclosure 4.2** for manual completion and **Enclosure 4.3** for standard transmission of the notification form. **Notify EOF Data Coordinator of any computer problems.**

NOTE: Certain events could occur at the plant site such that both units are affected. These may include: Abnormal Rad Levels/Radiological Effluents, Fire/Explosion and Security Events, Natural Disasters, Hazards and other conditions affecting plant safety from:

Catawba: RP/0/A/5000/001 – Classification of Emergency.
 McGuire: RP/0/A/5700/000 - Classification of Emergency.

Consider this when completing the “unit designation” on line 2 of the Emergency Notification Form. {PIP 0-M97-4638}

3. Subsequent Actions

NOTE: The facility that declares the emergency classification should be the facility that makes the emergency notification to the off-site agencies.

- _____ 3.1 EOF Lead Communicator should review duties listed in **Enclosure 4.8**, (EOF Lead Off-Site Communicator Duties).
- _____ 3.2 Update the following Status Board in the EOF to include the information from Step 2.3 (i.e. next message due, etc.).
- EOF Director’s Area
 - Off Site Agency Communicator’s Area

NOTE: Ensure EOF will have adequate time to develop and provide next notification **before** EOF Director activates the EOF.

- _____ 3.3 Inform the EOF Director, Accident Assessment Manager and Radiological Assessment Manager when next notification is due.
- _____ 3.4 Notify EOF Director when EOF Communicators are prepared to accept communication responsibilities from the TSC.
- _____ 3.5 Immediately after the EOF Director declares the EOF as activated, contact the TSC to:
- _____ 3.5.1 Verify EOF has responsibility for communication and will transmit next message.
- _____ 3.5.2 Verify which agencies are participating. (Drill/Exercise Only)
- _____ 3.6 Immediately following EOF activation, go to Enclosure 4.1, Section 3 **Communications** screen, to prepare for next ENF transmission.
- _____ 3.7 **IF** desired, **THEN** obtain a copy of the Authentication Code Word list from:
- Catawba – the Catawba procedure cabinet in the EOF Directors area.
 - McGuire - the McGuire procedure cabinet in the EOF Director's area.
- _____ 3.8 Have one of the other EOF OSAC's arrange for 24-hour EOF OSAC coverage.
- _____ 3.9 Review the following information concerning notifications.
- 3.10 **Initial Notifications**
- 3.10.1 **IF** an upgrade in classification occurs while transmitting any message, **THEN:**
- _____ A. Notify the agencies an upgrade has occurred, and that new information will be provided within 15 minutes.
- _____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}

NOTE: 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.

NOTE: Follow-up messages that involve a change in the 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.

3.10.2 The first notification made in each of the four Emergency Classifications is called Initial Notifications. 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 Control Room.

3.11 Follow-up Notifications

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 time during the event as the various EOCs are staffed, Off-site agencies may request that the Notification form be faxed to other Fax numbers. When this occurs make arrangements to have the form faxed to the requested numbers.

3.12 Termination Notification

The last notification sent to the Off-site Agencies is for terminating the event. Termination notifications will be designated as follow-up messages.

3.13 Other Information

In addition to the Emergency Action Level information that is entered on Line 7 of the Emergency Notification Form (ENF), other events/occurrences 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. The following are some examples but is not an all-inclusive list. Each event should be carefully evaluated and discussed with the EOF Director to assure pertinent information is forwarded to the Off-Site Agencies. Notification to off-site agencies should take place as soon as possible. (PIP 0-M98-2065)

NOTE: 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 (ENF). These events may need off-site agency action or resolution.

- Other unrelated classifiable events (for example, during an Alert, an event which, by itself would meet the conditions for an Unusual Event)
- Major/Key Equipment Out of Service
- Emergency response actions underway
- Fire(s) onsite
- Flooding related to the emergency
- Explosions
- Loss of Offsite Power
- Core Uncovery
- Core Damage
- Medical Emergency Response Team activation related to the emergency
- Personnel injury related to the emergency or death
- Transport of injured individuals offsite - specify whether contaminated or not
- Site Evacuation/relocation of site personnel
- Saboteurs/Intruders/Suspicious devices/Threats
- Chemical or Hazardous Material Spills or Releases
- Extraordinary noises audible offsite
- Any event causing/requiring offsite agency response
- Any event causing increased media attention

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 EOF Lead Off-Site Agency Communicator Duties

**Electronic Emergency Notification Form
(ENF) Completion/Transmission****1. Electronic Notification Form Logon**

_____ 1.1 If not already performed, assure Off-Site Communicator Computer is operational.

_____ 1.2 Verify the computer internal clock is synchronized with the facility clock. (Adjust as necessary).

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

_____ 1.3 If not already performed, log on to the Electronic Notification Form by performing the following:

- Select the (ERO) Emergency Response Organization option from the DAE My Application.
- Choose ENF v2.0 – CNS_MNS ERO.

OR

- Go to the DAE and search for “Nuclear Generation”
- Select the (ERO) Emergency Response Organization option.
- Select ENF v2.0 – CNS_MNS ERO.

- Login the Program entering the following information:

User Name: Your Network Logon ID (ie: BRS1064)

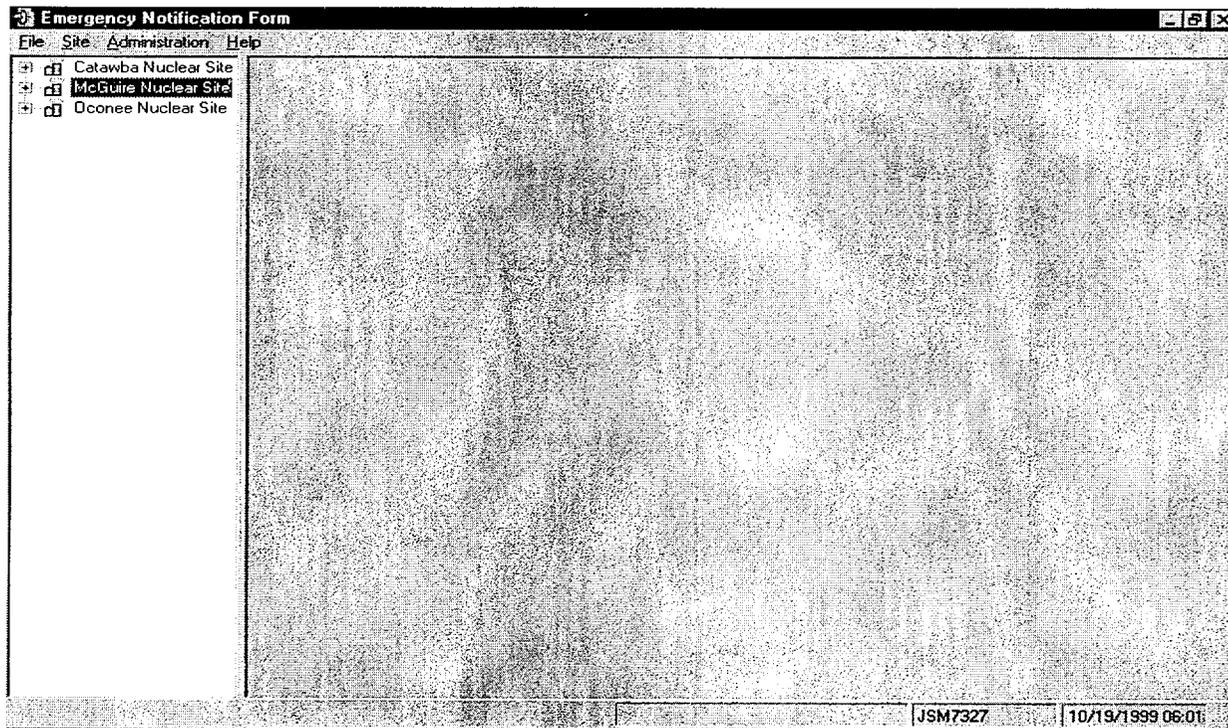
Password: Your Network Password

Domain: NAM

Electronic Emergency Notification Form
(ENF) Completion/Transmission

2. Electronic Notification Form Completion (Create Event)

- 2.1 Highlight the appropriate station (Catawba or McGuire) for the event.



NOTE: The TSC should normally create the event for the specific Drill or Emergency.

- 2.2 **IF** the TSC has already created an event for this drill or emergency, **THEN** select that event and go to procedure Section 3, **Communications** screen.
- 2.3 **IF** the TSC was unable to, or has not created an event for this drill or emergency, **THEN** create a new event by performing the following: Select **Site** from the menu, then **New Event**.

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

2.4 On the **Create Event** screen, fill in the information from the previous message as follows:

- For **Event Information** -Select Drill or Actual Emergency
- For **Description** - Indicate the type of Event (i.e.: Loss of Off-Site Power, 03/08/99 1st Quarter Drill)
- For **Emergency Classification** – Select the appropriate Emergency Classification and time of declaration.
- 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: number, transmittal times, etc)

- For **Last Message Information** – If previous message **has not** been sent this field is automatically disabled.

2.4.1 For **Last Message Information** – If previous message(s) **has** been sent manually:

- Select (Initial or Follow-up)
- Number (Last Message Number)
- Transmittal Date/Time (Last Message Transmittal Time)

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

- _____ 2.5 Select **Create Event** button at the bottom of the screen. (Event Screen should be created.)
- _____ 2.6 If all information is correct select "Yes" at the prompt "Are you sure you are ready to create this event".

NOTE: • Ensure the EOF is activated prior to beginning this section.

3. Communications Screen

- _____ 3.1 Select Communications tab at the top right of the Event Screen. (Last Tab on the Event screen)
- _____ 3.2 Complete the Communicator "Name" information. (This is the individual performing the phone communications with the State and County agencies.)
- _____ 3.3 Complete the applicable information in the "Event Management" section as follows:
- Select the "Managing Site".
 - Select and verify the appropriate facility (TSC or EOF) activation time.
 - Select the "Save" button

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

NOTE: The Accident Assessment Manager is responsible for the **Plant Status, Plant Summary and Protective Action** screens.

Rad Assessment Manager is responsible for the **Release and Met/Offsite Dose** screens.

- ____ 3.4 Verify that the Rad Assessment and Accident Assessment positions have accessed the ENF program and have begun entering information.
- ____ 3.5 Monitor the Plant Status, Plant Summary, Protective Actions, Release, and Met/Offsite Dose indicators at the bottom of the screen to assure information is being routinely updated.
- ____ 3.6 Updating the information on a particular panel may be performed by double clicking on the desired indicator panel at the bottom of the form and then selecting "Validate" if all information is correct.

NOTE: Except for the "Next Msg Due" indicator panel all indicator information is as follows:

Black -No information or information/time conflict.

Green – information is 0 to 10 minutes old..

Yellow – information is 10 to 15 minutes old.

Red – information is greater than 15 minutes old,

NOTE: For the "Next Msg Due" indicator panel all indicator information is as follows:

Initial Messages:

Black - No information or information/time conflict

Green – Next message due in 10 – 15 minutes.

Yellow – Next message due in 5 – 9 minutes.

Red – Next message due in 5 minutes or past due.

Follow Up Messages:

Black - No information or information/ time conflict.

Green – Next message due in 30 to 60 minutes.

Yellow – Next message due in 15 to 29minutes.

Red – Next message due in < 15 mins. or past due.

- ____ 3.7 Periodically validate information on the Communicator screen by reviewing the screen information and selecting the **Validate** button on the bottom right of the screen. (This will update the Communicator Indicator to Green Status.)
- ____ 3.8 If information needs to be updated, make the appropriate changes and then select the **Save** button on the bottom right of the screen. (This will also update the Communicator Indicator)

Electronic Emergency Notification Form
(ENF) Completion/Transmission

4. Building a Message

- 4.1 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 be updated or validated.

- Verify 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 their designated screen.
- 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.

- 4.2 Review the form to verify information is correct.

- If the information is correct proceed to step 4.4.

NOTE: If the Accident Assessment Manager or Radiation Assessment Manager has made changes to their panels you can update the message by selecting "**Message**" from the Toolbar and then choosing "**Refresh**".

- 4.3 If information needs to be revised, perform the following:

- Select the appropriate screen by double clicking the appropriate panel designation at the bottom of the screen.
- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select **Save**.
- Return to the specific message form, then select **Message** from the Toolbar, then **Refresh**.
- Select "Yes" if you are ready to Refresh the form.

NOTE: If any of the status indicators are any color except Green you will be prompted that the information needs to be updated/validated. Refer to step 4.1.

- 4.4 If message is correct, print out a copy by selecting **Message** from the Toolbar, then **Print**.

- 4.5 Have the EOF Director review and sign the form.

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

5. Transmitting Message

- ___ 5.1 Locate a copy the Authentication Code Word List.
- ___ 5.2 For Initial Notifications (15 Minutes) proceed to Section 6.
- ___ 5.3 For Follow-up Notifications, proceed to Section 7.
- ___ 5.4 For Terminations message, proceed to Section 8.

6. 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.

- ___ 6.1 Once the ENF has been approved, one Off Site Agency Communicator shall perform steps 6.1.1 – 6.3 while another Off Site Agency Communicator establishes contacts as per step 6.6.

- 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.

- ___ 6.1.1 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.

Fax Message

Approval

Name:

Title: EDF Director

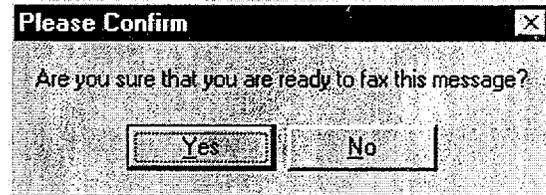
Date/Time: / / :

Additional Actions

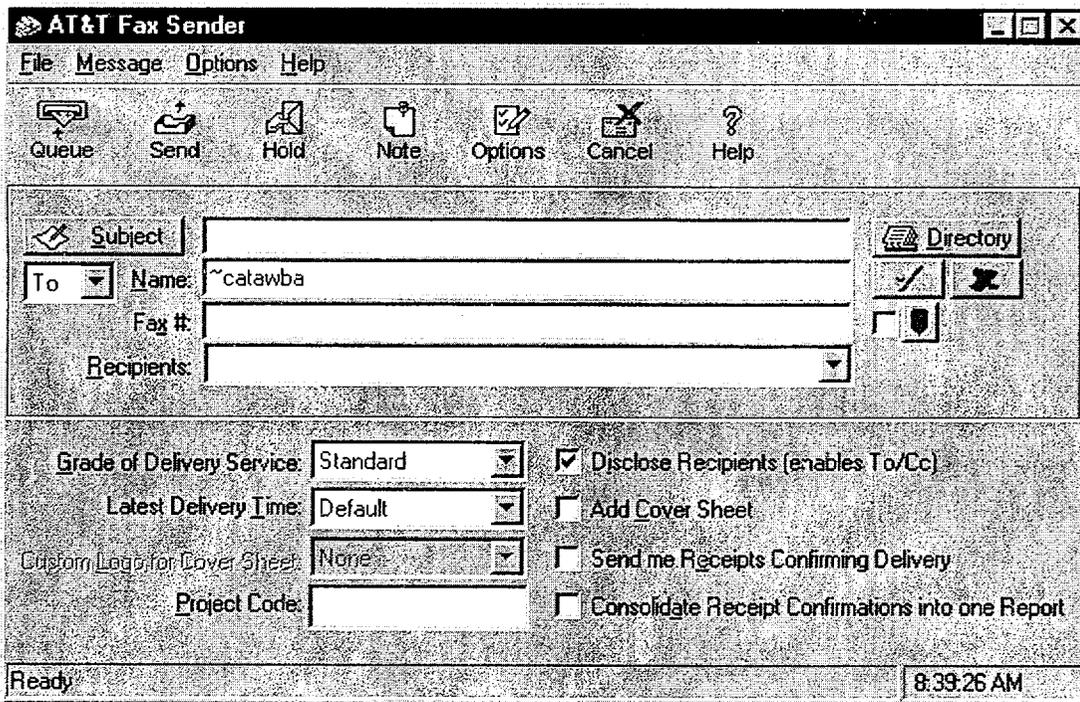
Export To Web Send E-Mail

Electronic Emergency Notification Form
(ENF) Completion/Transmission

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- 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 the screen.

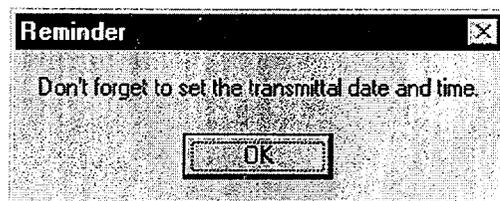


6.2 On ATT Fax Sender Panel, Type **~catawba** or **~mcguire** (whichever applies) in the Name block.

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

_____ 6.3 Perform the following:

- 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.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**
- Select "OK" on reminder panel for setting the transmittal time and date.



- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie: maximize the program).
- IF the fax program does not appear to be working, (ie: fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

<p>NOTE: 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>

_____ 6.4 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

6.5 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

- _____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied within 15 minutes.
- _____ B. Suspend any further transmission of the message that was being transmitted. (PIP-M-01-3711)

_____ 6.6 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

- Activate the Group Call function by dialing *5 (CNS) or *1 (MNS) and verify that all available agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

NOTE: The transmittal time will need to be hand written on the copy of the ENF that the EOFD has previously signed.

- When all available parties are verified on the line, document that this is the transmittal time.

NOTE: Authentication Code should be hand written into the signed ENF form.

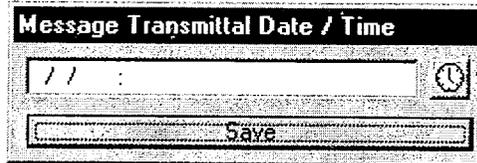
- Read the following statement “This is **Catawba** or **McGuire** Nuclear Station EOF. This is a drill or actual emergency (whichever applies).”
- Verify that all available agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**
- Read the information on the ENF, line by line, to the Off-site Agencies.
- 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.
- After the information has been covered, inform the agencies the following: “This concludes message # ____ . Are there any questions?”
- 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 4.7.
- Continuous attempts to contact missing agencies must be made using commercial lines, radio etc., if unable to complete the notifications as per 6.6. Document the times these agencies were contacted on the back of the notification form.
- After message transmission is complete, select **Message** from the toolbar, then choose “**Set Transmittal Date/Time**”.
- Select “Yes” at the prompt if the Fax was successfully sent.



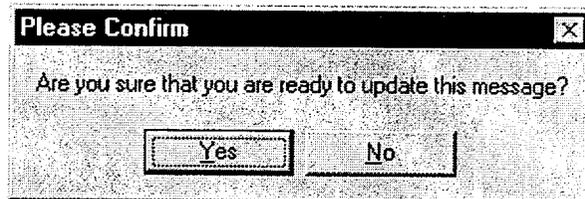
**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

NOTE: The transmittal date will be automatically populated on the message.

- Complete the message transmittal Date and Time and select “Save”.



- If information is correct, select the “Yes” button.



NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

___ 6.7 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and have the EOF Director sign.
- Document the time the answer was provided to the Off-site Agency.

___ 6.8 Repeat the above steps as necessary to communicate other **Initial** messages.

___ 6.9 Provide copies of the transmitted ENF to the following:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

6.10 Update next message due on the following white boards:

- Off Site Agency Communicators Area
- EOF Directors Area

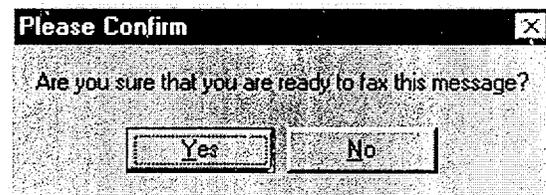
7. Transmission of Follow-up Notification

7.1 Once the ENF has been approved, one Off-site Agency Communicator shall perform steps 7.2 - 7.3 while another Off-site Agency Communicator establishes contacts as per step 7.6.

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.

7.2 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select "Yes" on confirmation panel if ready to fax the form.



**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

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

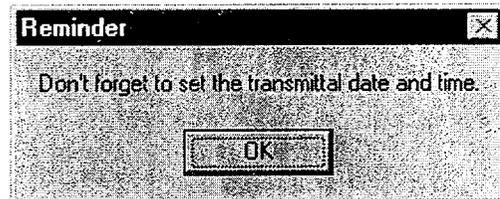
7.3 Perform the following:

- On ATT Fax Sender Panel, Type **~catawba** or **~mcguire** (whichever applies) in the Name block.
- 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.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

NOTE: For Follow-up messages, the transmittal time will be the time that all available agencies are on the line to verify Fax transmission.

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



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

- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie: maximize the program).
- IF the fax program does not appear to be working, (ie: fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

____ 7.4 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

____ 7.5 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied within 15 minutes.

____ B. Suspend any further transmission the message that was being transmitted.
{PIP-M-01-3711}

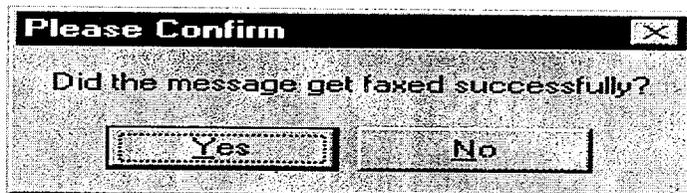
Electronic Emergency Notification Form
(ENF) Completion/Transmission

7.6 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

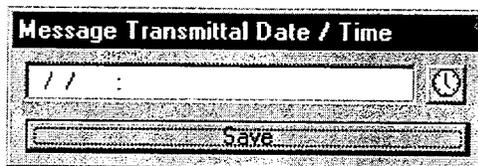
- Activate the Group Call function by dialing * 5 (CNS) or *1 (MNS) and verify that all available agencies answer. (If all agencies do not answer the group call, dial the specific agency individually.)
- Verify that all available agencies are on the line. Document this as the transmittal time.
- Verify that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**
- Ask if there are any questions, regarding the Follow-up ENF information.
- 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 4.7.

7.7 After message transmission is complete, select **Message** from the toolbar, then choose **“Set Transmittal Date/Time”**.

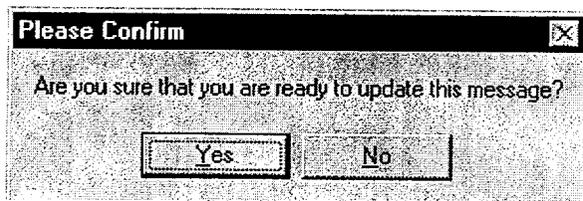
- Select “Yes” at the prompt if the Fax was successfully sent.



- Complete the message transmittal Date and Time and select “Save”.



- At the confirmation prompt select “Yes” if you are ready to update this message.



**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

- The transmittal date and time will be automatically be added on the message.

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

- _____ 7.8 If a question is outside of ENF information, do not answer the question but perform the following:
- Authenticate the request (if question is a return call, you give the number).
 - Have the request evaluated by the EOF Director.
 - Document the question, answer, and have the EOF Director sign.
 - Document the time the answer was provided to the Off-site Agency.
- _____ 7.9 Repeat the above steps as necessary to communicate other **Follow Up** messages.
- _____ 7.10 Provide copies of the transmitted ENF to the following:
- All positions in the EOF Director Area.
 - Accident Assessment Group.
 - Dose Assessment Group.
 - Field Monitoring Coordinator.
 - Wall Folder (2 copies).
- _____ 7.11 Update next message due on the following white boards:
- Off Site Agency Communicators Area.
 - EOF Directors Area.

Electronic Emergency Notification Form
(ENF) Completion/Transmission

8. Termination Message

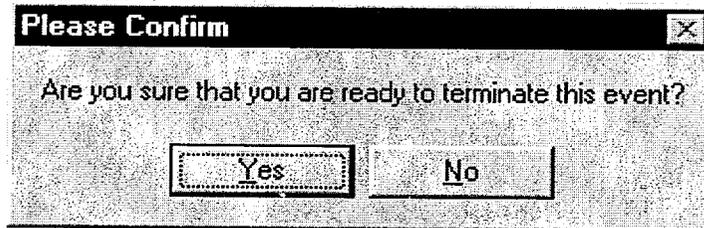
- NOTE:**
1. Termination notifications are communicated **verbally**.
 2. Termination notification is marked as a Follow-up.

8.1 From the Menu bar, select the specific **Event**. (Ensure that the event is highlighted) and then select **Terminate Event**.

8.2 Enter Termination Time and Date, then Click **OK**.

Electronic Emergency Notification Form
(ENF) Completion/Transmission

_____ 8.2.1 Confirm that event is ready to be Terminated by clicking "Yes".



- A Message will be generated with appropriate information.

_____ 8.3 Review the form to verify information is correct.

- If the information is correct proceed to step 8.5.

_____ 8.4 If information needs to be revised, perform the following:

- Return to the events panel by selecting the specific event.
- Select the appropriate screen by double clicking the appropriate panel designation at the bottom of the screen.
- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select **Save**.
- Return to the specific message form by double clicking on the specific message.
- Select **Message** from the Toolbar, then **Refresh**.
- Select "Yes" if you are ready to Refresh the form.

NOTE: If any of the status indicators are any color except Green you will be prompted that the information needs to be updated/validated. Refer to step 4.1.

_____ 8.5 **WHEN** the form information is correct, **THEN**:

- Select "Save".
- Print out a copy by selecting **Message** from the Toolbar, then **Print**.
- Have the EOF Director review and sign the form.

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

- 8.6 Once the ENF has been approved, one Off Site Agency Communicator shall perform steps 8.7 – 8.8 while another Off Site Agency Communicator establishes contacts per steps 8.9.
- 8.7 To Fax the Electronic form, Select **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.

Fax Message

Approval

Name: _____

Title: Emergency Coordinator

Date/Time: / / : _____

Additional Actions

Export To Web Send E-Mail

Fax Cancel

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select “Yes” on confirmation panel if ready to fax the form.

Please Confirm [X]

Are you sure that you are ready to fax this message?

Yes No

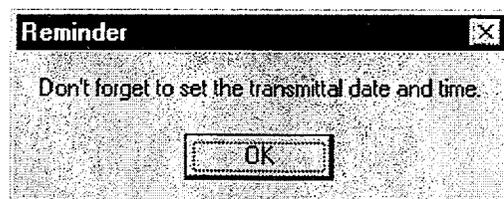
**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

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

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

8.8 Perform the following:

- On ATT Fax Sender Panel, Type **~catawba** or **~mcguire** (whichever applies) in the Name block.
- 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.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**
- Select "OK" on reminder panel for setting the transmittal time and date.



**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

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

- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie; maximize the program).
- IF the fax program does not appear to be working, (ie; fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

8.9 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

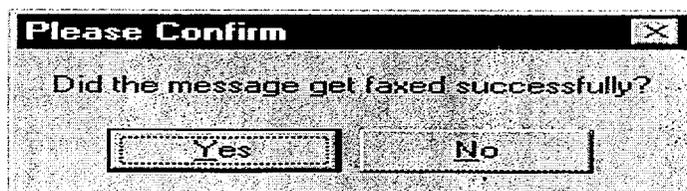
- Activate the Group Call function by dialing * 5 (CNS) or *1 (MNS) and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)

NOTE: The transmittal time will need to be hand written on the copy of the ENF that the EOFD has previously signed.

- Verify that all available agencies are on the line. Document this as the transmittal time.
- Verify that all Agencies have received the Faxed ENF and verbally communicate the message to the Off Site Agencies. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**

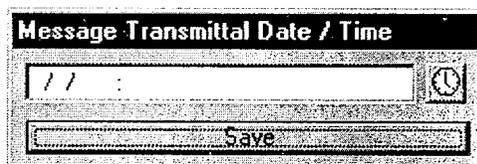
NOTE: Authentication Code should be hand written on the copy of the ENF that the EOFD has previously signed.

- 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.
- Ask if there are any questions, regarding the Termination ENF information.
- 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 4.7.
- After message transmission is complete, select **Message** from the toolbar, then choose **“Set Transmittal Date/Time”**.
- Select **“Yes”** at the prompt if the Fax was successfully sent.

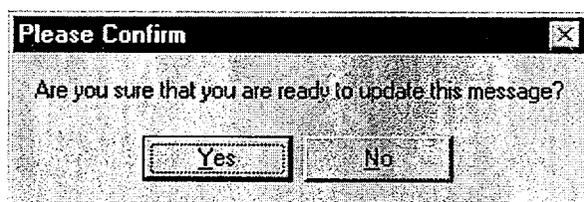


**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

- Complete the message transmittal Date and Time and select “Save”.



- At the confirmation prompt select “Yes” if you are ready to update this message.



- The transmittal date and time will be automatically be added on the message.

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

_____ 8.10 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and have the EOF Director sign.
- Document the time the answer was provided to the Off-site Agency.

_____ 8.11 Provide copies of the transmitted ENF to the following:

- All positions in the EOF Director Area.
- Accident Assessment Group.
- Dose Assessment Group.
- Field Monitoring Coordinator.
- Wall Folder (2 copies).

**Electronic Emergency Notification Form
(ENF) Completion/Transmission**

_____ 8.12 Shut down the Program by performing the following:

- From the **Menu Bar**, Select "**File**", then "**Exit**".
- Shut down the Computer by Selecting the "**Start**" button, then "**Shutdown**", then, "**Shutdown the computer**".

**Emergency Notification Form (ENF)
Completion**

1. Initial and Follow-up Completion (Information for the Completion of the ENF)

Obtain a copy of the Emergency Notification Form from the Catawba or McGuire Procedure Cabinet located in the EOF Directors area.

NOTE: * Items 11-14 may be skipped on initial notifications

Item #	Communicator Action	Info Source
1.	Check appropriate blocks: (Drill/Emergency).(Initial/Follow-up) Initial: First message in each of the 4 classifications. Follow-up: 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.	EOF Comm.
2.	Write in the site, unit or units affected, and the phone communicator's name (Reported by).	EOF Comm.
3.	Assure confirmation phone number. Document the "transmittal time" at the beginning of message transmission. (Note: Transmittal time is: Initial - when all available Agencies are verified on the line. Follow-up - when the form is faxed.)	EOF Comm
4.	Document the Authentication while transmitting the notification. Refer to Authentication Enclosures (Enclosure 4.5 and 4.6) for additional instructions.	EOF Comm
5.	Check appropriate classification.	Acc Assess.
6.	Mark the appropriate box and write time and date current classification was declared.	Acc Assess
7.	Write a concise description for declaring the current emergency classification. Also use this space for any other important information. (See page 7 of 8, section 3.13 of the body of the procedure, for additional information). The first message from the EOF should include a statement indicating that the EOF has been activated. Do not use acronyms or abbreviations. For Follow-up messages, include relevant information and changes that have occurred since the last message (Don't just restate the EAL or last message).	Acc Assess.
8.	Mark appropriate plant condition: 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, plant, 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 off-site Protective Action Recommendations.	Acc Assess.
9.	Write time and date Reactor Shutdown or Reactor Power level as applicable.	Acc Assess.

**Emergency Notification Form (ENF)
Completion**

10.	<p>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:</p> <ul style="list-style-type: none"> • Rx. Bldg EMF Monitors (38, 39, or 40 reading indicates an increase in activity or EMF monitors 53A and/or 53B for Catawba or 51A and/or 51B for McGuire 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. • Increase in activity monitored by unit vent EMF monitors 35, 36, or 37. • Steam generator tube leak monitored by EMF 33. 	Rad Assess.
11.*	<p>* 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.</p>	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.	<p>Indicated appropriate recommended protective actions as recommended by Duke Power and the EOF Director.</p> <ul style="list-style-type: none"> • For Unusual Event, Alert, and Site Area Emergency, Mark box "A". • For General Emergency, mark and complete information for boxes B and C using: Catawba - RP/0/A/5000/005 (GE) McGuire - RP/0/A/5700/004 (General Emergency). 	Rad Assess.
16.	Have EOF Director approve message.	EOF Dir.

**Emergency Notification Form (ENF)
Completion**

2. Termination Notification Completion (Manual ENF Termination)

2.1 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 Emergency Notification Form Program.
 2. Termination notifications are communicated **verbally**.
 3. Termination notification is marked as a Follow-up.

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

1. Transmitting a Message

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

SELECTIVE SIGNALING	
NOTE:	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 (CNS) or * 1 (MNS) may be used initially to contact county and warning points/EOCs.
NOTE:	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.	Pick up receiver (no dial tone will be heard). Dial * 5 (CNS) or * 1 (MNS) 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.
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.
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)

- **CATAWBA**

Refer to the Emergency Response Telephone Directory, Enclosure 1.1 for instructions on the use of telephones in the EOF, conference call instructions, and individual bell line numbers.

- **MCGUIRE**

Refer to Enclosure 4.10 (EOF Programmable Conference Telephones) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of telephones in the EOF, conference call instructions, and individual bell line numbers

1.3 2nd - North Carolina and/or South Carolina Emergency Management Radio.

- **CATAWBA**

Refer to the Emergency Response Telephone Directory, Enclosure 1.6, for instructions on the use of the State Emergency Management Radios.

- **MCGUIRE**

Refer to the Emergency Response 4.11 (EOF County Emergency Response Radios) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of the State Emergency Management Radios.

1.4 3rd - Duke Power Radio Network (Low Band System)

- **CATAWBA**

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

- **MCGUIRE**

Refer to the Emergency Response 4.12 (EOF North Carolina Emergency management Radio) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of the Duke Power Low Band Radios.

NOTE: Report any failures to the EOF Director/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

3.1 IF an upgrade in classification occurs prior to transmitting the initial message, THEN discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

3.2 IF an upgrade in classification occurs while transmitting any message, THEN:

_____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied with 15 minutes.

_____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}

Emergency Notification Form Transmission

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

- CATAWBA**

Message # _____

CNS SELECTIVE SIGNAL		CNS BELL LINE	ROLL CALL
Individual Selective Signal #	OR Dial *5: calls all state /county WP/EOCs 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	
116	Mecklenburg Co. WP/EOC	704-943-6200	
112	Gaston County WP/EOC	704/866-3300	
314	North Carolina WP/EOC	919/733-3300	
518	South Carolina WP/EOC	803/737-8500	
*** 514	SC FEOC	To be determined by S.C.	

- McGUIRE**

MNS SELECTIVE SIGNAL		MNS BELL LINE	ROLL CALL
Individual Selective Signal #	OR Dial *1: calls all state /county WP/EOCs simultaneously	Individual phone numbers OR One touch dial button	As each agency answers say: "This is McGuire Nuclear Station; please hold."
112	Gaston County WP/EOC	704/866-3300/3243	
113	Lincoln County WP/EOC	704/735-8202/736-8511	
114	Iredell County WP/EOC	704/878-3039	
116	Mecklenburg Co. WP/EOC	704-943-6200	
118	Catawba County WP/EOC	828/464-3112	
119	Cabarrus County WP/EOC	704/788-3108/8137	
314	North Carolina WP/EOC	919/733-3942/3861	

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.)

Emergency Notification Form Transmission

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- 3.3 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."
- 3.4 If this is the FIRST message from the EOF, inform the states and counties that the EOF has been activated and that you are taking over responsibility for communications from Catawba or McGuire Nuclear Station. **This should be noted on Line 7 of the Emergency Notification Form (ENF).**
- 3.5 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.)
- 3.5.1 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.
- 3.6 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.

- 3.7 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?
- 3.8 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 EOF Director.
 - Document the question, answer, and the time the answer was transmitted in the Off-Site Agency Communicator's Logbook.
- 3.9 Fax the front page of the Emergency Notification Form (ENF) to the agencies per Enclosure 4.4 (Fax Instructions).

Emergency Notification Form Transmission

- 3.10 Repeat steps as needed to communicate other initial messages.
- 3.11 Provide copies of the Emergency Notification Form to the:
- All positions in the EOF Director area.
 - Accident Assessment Group
 - Dose Assessment Group
 - Field Monitoring Coordinator
 - Wall Folder (2 copies).

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 (Fax Instructions).
- 4.3 Call the Off-Site Agencies.
- 4.4 Verify all available parties are online and document this as the transmittal time.
- 4.5 Verify the each received the Notification Form via fax.
- 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 EOF Director.
 - 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 hard copies of the Emergency Notification Form to:
- All positions in the EOF Director area.
 - Accident Assessment Group
 - Dose Assessment Group
 - Field Monitoring Coordinator
 - Wall Folder (2 copies).

1. The primary method of faxing the notification form is via the Electronic Notification Form Program.

If a problem is experienced with the Electronic Notification Form fax, send the Fax to the Agencies via one of the following methods: Simultaneously via AT&T Enhanced Fax Process or Individually via the Off-Site Communicator Fax Machine.

2. Simultaneously (AT&T Enhanced Fax Faxes Simultaneously to the Off-site Agencies)

_____ 2.1 Place the Notification form in the Off-site Communicator Fax machine.

_____ 2.2 Using the Fax telephone located next to the Off-site Communicator Fax machine perform the following:

- Press the pre-programmed button labeled **AT&T Broadcast Fax** (or Dial 1-800-232-9674).
- Press the pre-programmed button labeled **Subscriber ID** (or dial 5 3 0 9 1 2 8 #).
- Press the pre-programmed button labeled **Password** (or dial 4 8 6 6 6 3 5 2 #) (*Logging in, Please Wait...*).
- When Login is verified Successful, **Press 1** (to send a message).
- Press *** 5** (Recipient List).
- Press **#** (Own Private List).
- For Catawba Nuclear Station distribution Press **1 #**(List Name).
- For McGuire Nuclear Station distribution Press **2 #**(List Name).
- Press *** #** (No other Lists to add).
- Press **Start** on the Fax Machine.
- Hang up telephone. The AT&T Enhanced Fax Service will then fax the notification form to the Primary Off-site Agencies.

NOTE: To receive messages from the Fax Service (i.e.: could not deliver a fax to specific location), refer to Section 5.

3. Individually (via fax machine to the Primary Agencies (WP/EOCs))

3.1 Fax the Notification Form individually using the Fax machine per the following list:

CATAWBA

	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
	Press	TSC	or dial	1-803-831-3532

McGUIRE

	Press	MNS News Group	or dial	8-875-5602
	Press	Joint Information Ctr. (JIC)	or dial	382-0069
	Press	Lincoln County WP/EOC	or dial	1-704-732-9035
	Press	Iredell County WP/EOC	or dial	1-704-878-5354
	Press	Gaston Co. WP/EOC	or dial	1-704-866-7623
	Press	Meck Warning Pt.	or dial	1-704-943-6189
	Press	Catawba County WP/EOC	or dial	1-828-465-1220
	Press	Cabarrus County WP/EOC	or dial	1-704-784-1919
	Press	N.C. WP/EOC	or dial	1-919-733-7554
	Press	TSC	or dial	8-875-1954

4. Additional Fax Options/Instructions

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

- Place the Fax you are transmitting face down into the Fax Machine.
- Press the pre-programmed one-touch speed dial numbers (i.e., Meck Co. WP/EOC, NC WP, etc.) that you want to receive the Fax.
- Press **Start**.

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

- Insert the document face down into the Fax and press the designated agency button labeled on the Fax Machine.
- Verify Fax was sent to the agencies via the Fax report(s). Resend as appropriate.

5. AT&T Enhanced Fax Message Retrieval

5.1 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:

- Press the pre-programmed button labeled **AT&T Enhanced Fax** (or Dial 1-800-232-9674).
- Press the pre-programmed button labeled **Subscriber ID** (or dial 5 3 0 9 1 2 8 #).
- Press the pre-programmed button labeled **Password** (or dial 4 8 6 6 6 3 5 2 #) (*Logging in, Please Wait...*).
- When Login is verified Successful, **Press 2** (to receive a message).

Enclosure 4.5
Message Authentication Code List

SR/0/B/2000/004
Page 1 of 1

This page is left intentionally blank.

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

1. THIS IS A DRILL ACTUAL EMERGENCY INITIAL FOLLOW-UP MESSAGE NUMBER _____

2. SITE: _____ UNIT: _____ REPORTED BY: _____

3. TRANSMITTAL TIME/DATE: _____ / _____ / _____ (Eastern) CONFIRMATION PHONE NUMBER: (704) 382-0724

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) (If B, go to item 16.)

7. EMERGENCY DESCRIPTION/REMARKS: _____

8. PLANT CONDITION: IMPROVING STABLE DEGRADING

9. REACTOR STATUS: SHUTDOWN: TIME/DATE: _____ / _____ / _____ (Eastern) _____ % 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: _____ / _____ / _____ (Eastern) Stopped: _____ / _____ / _____
 LIQUID: Started: _____ / _____ / _____ (Eastern) Stopped: _____ / _____ / _____

**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 ESTIMATED DURATION: _____ HRS.
SITE BOUNDARY _____
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: _____ (Name) EOF Director TIME/DATE: _____ (Eastern) _____ / _____ / _____

** 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.

GOVERNMENT AGENCIES NOTIFIED

Record the name, date, time and agencies notified:

1. _____
(name)

_____ (date) _____ (time) _____ (agency)

2. _____
(name)

_____ (date) _____ (time) _____ (agency)

3. _____
(name)

_____ (date) _____ (time) _____ (agency)

4. _____
(name)

_____ (date) _____ (time) _____ (agency)

5. _____
(name)

_____ (date) _____ (time) _____ (agency)

6. _____
(name)

_____ (date) _____ (time) _____ (agency)

7. _____
(name)

_____ (date) _____ (time) _____ (agency)

**EOF Lead Off-Site Agency Communicator
Duties****Lead Person:**

- Sign in on the white board in the EOF Director's area as the "Off-site Agency Communicator". Also sign in and ensure that the other EOF off-site agency communicators have signed in on the white board in the off-site agency communicator's area.
- Ensure adequate staffing of Emergency Off-site Agency Communicators (EOACs).
- Ensure all the EOACs have a copy of and understand the correct procedure and that they know their duties.
- Ensure that the EOACs are fit for duty prior to taking turnover from the site.
- Keep the EOF Director informed of progress in preparing to take turnover from the site. Ensure that the EOF promptly get copies of each site-issued Emergency Notification Form.
- Be the chief interface with the EOF Director.
- Have one of the EOACs arrange for 24-hour EOAC coverage.
- Check with dose assessment early and often to ensure that they don't delay an 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 Manager involved at once -- **do not delay!**)
- Check with the News Group to coordinate ENF transmittals with their press conference schedule. Information should always be issued on an ENF before the News Group releases it. If requested, review and approve (signature required) news releases.
- Resolve any questions concerning procedure or actions (the Emergency Planner can help).
- Ensure that all messages (ENFs) are accurate, complete, and issued on time.
- Decide when to omit dose 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 (e.g. injuries, fires, intruders, etc.) are reported and that later ENF's follow-up on those events and report their resolution ("close the loop").
- Proofread the ENF prior to giving it to the EOF Director for approval. Give the EOF Director sufficient time to review/change the ENF.
- Work with the EOF Services group to fix any problems with the FAX machines, selective signaling, etc. Advise the EOF Director of these problems.
- Decide which ENFs will be FAXed only (vs read and FAXed).
- 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 EOAC what role was filled by each communicator and of any comments/questions concerning their action in the drill/event.

ENF Person:

- Start EOAC computer and log in to electronic ENF.

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

- Verify that all users can access electronic ENF.
- Synchronize the EOAC computer clock with the TSC time.
- Complete ENF section 1 either electronically or on paper (NOTE: ENF section 1, lines 3 and 4 are entered by the phone person).
- Work with Accident Assessment and Rad Assessment to complete their sections of the ENF.
- Have the lead EOAC and the EOF Director review the ENF when it is ready.
- Ensure SR/0/B/2000/003 (Activation of the Emergency Operations Facility), Enclosure 4.9 (EOF Off-Site Agency Communicator Checklist) is completed.
- Collect and turn in all appropriate documentation to Emergency Planning at the end of the drill/event.
- Use ENF software to FAX ENF to JIC.
- Ensure all ENF software users are working on the current ENF message.

Phone Person

- Get current authentication code word list.
- Call the TSC to advise them of the start of communications checks.
- Perform communications checks with all participating off-site agencies.
- Call all participating off-site agencies to begin process of communicating each ENF.
- Have this communication authenticated by one of the off-site agencies.
- Complete ENF section 1, lines 3 and 4, and then print the ENF.
- Communicate ENF contents to off-site agencies (by FAX and/or voice).
- Verify that all off-site agencies received each ENF (and get name of individual recipient).
- Handle all questions from the off-site agencies.
- Sign off completed task of procedure.

Floater

- Assist and provide brief relief to Phone, Lead and ENF persons as needed.
- Copy and distribute each ENF promptly.
- Use FAX machine to transmit ENFs.
- Get EOF Director to sign the hard copy of each ENF that the EOF prepared using the electronic ENF.
- Update the EOF Director's Area and the EOAC status boards with the next message due number and time each time an ENF is completed. (This applies to all ENFs regardless of site or origination - Control Room, TSC, and EOF).

The first EOACs to arrive at the EOF should promptly perform each of the "Immediate Actions" listed in SR/0/B/2000/004 regardless of which role they expect to perform.