



Duke Energy Corporation

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H. B. Barron
Vice President

April, 23, 2002

Document Control Desk
U.S. Nuclear Regulatory Commission
Washington, D.C. 20555

Re: McGuire Nuclear Station Unit 1 Docket No. 50-369
McGuire Nuclear Station Unit 2 Docket No. 50-370
Changes to Emergency Plan Implementing Procedures

Attached to this letter are a revised Emergency Plan Implementing Procedure (EPIP) Index and a notice of revision to two (2) Emergency Plan Implementing Procedures. These procedure revisions were evaluated pursuant to the requirements of 10 CFR 50.54 (q). These changes do not constitute a reduction in the effectiveness of the emergency plan and the plan continues to meet the requirements of 10 CFR 50.47 (b) and 10 CFR 50 Appendix E. Duke implemented these changes on April 02, 2002. A copy of these changes is also being sent to the NRC Office of Nuclear Material Safety and Safeguards as per 10 CFR 72.44 (f). Revision bars within the procedures indicate the revisions. The following procedure index changes and procedure revisions have been implemented:

EPIP Index Page 1	Dated 4/2/2002
EPIP Index Page 2	Dated 4/2/2002
EPIP Index Page 3	Dated 4/2/2002

REVISION to the following procedures:

RP/0/A/5700/009	Dated 4/2/2002, revision 002
RP/0/A/5700/018	Dated 4/2/2002, revision 011

There are no new regulatory commitments in this document. Duke is also supplying two copies of this submittal to the Regional Administrator of Region II. Questions on this document should be directed to Kevin Murray at (704) 875-4672.

Very truly yours,

H. B. Barron

Attachments

A045

U.S. Nuclear Regulatory Commission
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Page 2

xc: (w/attachment)
Mr. Luis Reyes,
Regional Administrator
U.S. Nuclear Regulatory Commission
Region II
61 Forsyth St., SW, Suite 23T85
Atlanta, Georgia 30303

(w/attachment)
Mr. Martin J. Virgilio, Director
Office of Nuclear Material Safety and Safeguards
Mail Stop T-8A23
Washington, D.C. 20555-0001

R. E. Martin, USNRC
U.S. Nuclear Regulatory Commission
Office of Nuclear Reactor Regulation
Washington, D.C. 20555

(w/o attachment)
NRC Resident Inspector
McGuire Nuclear Station

E.M. Kuhr (EC050)

M.T. Cash, Manager NRIA (EC050)

Electronic Licensing Library (EC050)

EP File 111

DUKE

McGUIRE NUCLEAR SITE

EMERGENCY PLAN IMPLEMENTING PROCEDURES

APPROVED: _____
SAFETY ASSURANCE MANAGER

DATE APPROVED _____

EPIP Index Page 1
EPIP Index Page 2
EPIP Index Page 3

Dated 4/2/2002
Dated 4/2/2002
Dated 4/2/2002

RP/0/A/5700/009
RP/0/A/5700/018

Dated 4/2/2002, Rev 002
Dated 4/2/2002, Rev 011

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
RP/0/A/5700/000	Classification of Emergency	Rev. 008
RP/0/A/5700/001	Notification of Unusual Event	Rev. 016
RP/0/A/5700/002	Alert	Rev. 016
RP/0/A/5700/003	Site Area Emergency	Rev. 016
RP/0/A/5700/004	General Emergency	Rev. 016
RP/0/A/5700/05	Care and Transportation of Contaminated Injured Individual(s) From Site to Offsite Medical Facility	DELETE
RP/0/A/5700/006	Natural Disasters	Rev. 009
RP/0/A/5700/007	Earthquake	Rev. 007
RP/0/A/5700/008	Release of Toxic or Flammable Gases	Rev. 004
RP/0/A/5700/009	Collisions/Explosions	Rev. 002
RP/0/A/5700/010	NRC Immediate Notification Requirements	Rev. 013
RP/0/A/5700/011	Conducting a Site Assembly, Site Evacuation or Containment Evacuation	Rev. 005
RP/0/A/5700/012	Activation of the Technical Support Center (TSC)	Rev. 019
RP/0/A/5700/013	Activation of the Emergency Operations Facility (EOF)	DELETE
RP/0/A/5700/14	Emergency Telephone Directory	DELETE
RP/0/A/5700/015	Notifications to the State and Counties from the EOF	DELETE
RP/0/A/5700/16	EOF Commodities and Facilities Procedure	DELETE
RP/0/A/5700/17	Emergency Data Transmittal System Access	DELETE
RP/0/A/5700/018	Notifications to the State and Counties from the TSC	Rev. 011
RP/0/A/5700/019	Core Damage Assessment	Rev. 004
RP/0/A/5700/020	Activation of the Operations Support Center (OSC)	Rev. 011
RP/0/A/5700/21	EOF Access Control	DELETE
RP/0/A/5700/022	Spill Response Procedure	Rev. 009
RP/0/A/5700/024	Recovery and Reentry Procedure	Rev. 002
RP/0/A/5700/026	Operations/Engineering Technical Evaluations in the Technical Support Center (TSC)	Rev. 002
RP/0/B/5700/023	Community Relations Emergency Response Plan	Rev. 002
OP/0/B/6200/090	PALSS Operation for Accident Sampling	DELETED

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
HP/0/B/1009/002	Alternative Method for Determining Dose Rate Within the Reactor Building	Rev. 002
HP/0/B/1009/003	Recovery Plan	Rev. 003
HP/0/B/1009/05	Initial Evaluation of Protective Action Guides Due to Abnormal Plant Conditions	DELETED
HP/0/B/1009/006	Procedure for Quantifying High Level Radioactivity Releases During Accident Conditions	Rev. 005
HP/0/B/1009/010	Releases of Radioactive Effluents Exceeding Selected Licensee Commitments	Rev. 006
HP/1/B/1009/015	Unit 1 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	DELETED
HP/2/B/1009/015	Unit 2 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	DELETED
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release	Rev. 002
HP/0/B/1009/020	Manual Procedure for Offsite Dose Projections	DELETED
HP/0/B/1009/021	Estimating Food Chain Doses Under Post-Accident Conditions	Rev. 001
HP/0/B/1009/022	Accident and Emergency Response	Rev. 003
HP/0/B/1009/023	Environmental Monitoring for Emergency Conditions	Rev. 004
HP/0/B/1009/024	Personnel Monitoring for Emergency Conditions	Rev. 001
HP/0/B/1009/029	Initial Response On-Shift Dose Assessment	Rev. 005
SH/0/B/2005/001	Emergency Response Offsite Dose Projections	Rev. 001
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions	Rev. 002
SR/0/B/2000/01	Standard Procedure for Public Affairs Response to the Emergency Operations Facility	Rev. 003
SR/0/B/2000/002	Standard Procedure for EOF Commodities and Facilities	Rev. 002
SR/0/B/2000/003	Activation of the Emergency Operations Facility	Rev. 009
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility	Rev. 005

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
McGuire Site Directive 280	Site Assembly/Accountability and Evacuation/Containment Evacuation	DELETED
EP Group Manual	Section 1.1 Emergency Organization	Rev. 017
MNS RP Manual:	Section 18.1 Accident and Emergency Response	DELETED
	Section 18.2 Environmental Monitoring for Emergency Conditions	DELETED
	Section 18.3 Personnel Monitoring for Emergency Conditions	DELETED
	Section 18.4 Planned Emergency Exposure	DELETED
PT/0/A/4600/088	Functional Check of Emergency Vehicle and Equipment	Rev. 007

Duke Power Company
PROCEDURE PROCESS RECORD

(1) ID No. RP/0/A/5700/009

Revision No. 002**PREPARATION**(2) Station MCGUIRE NUCLEAR STATION(3) Procedure Title Collisions/Explosions(4) Prepared By [Signature] Date 4/1/02

(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 4/1/02Cross-Disciplinary Review By _____ (QR) NA ALB Date 4/1/02Reactivity Mgmt. Review By _____ (QR) NA ALB Date 4/1/02Mgmt. Involvement Review By _____ (Ops Supt.) NA ALB Date 4/1/02

(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 4-2-02**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

Collisions / Explosions

Reference Use

Procedure No.

RP/0/A/5700/009

Revision No.

002

Electronic Reference No.

MC0094NK

Collisions / Explosions

Page 1 of 1

1. Symptoms

- Any explosion within the protected area boundary
- Any vehicle crash within the protected area
- Any explosion affecting the operability of plant safety systems or affecting the plant vital area
- Any vehicle crash affecting the plant vital area.

2. Immediate Actions

- ____ 2.1 Notify Operations Shift Manager.
- ____ 2.2 Notify the Security Shift Supervisor.

3. Subsequent Actions

- ____ 3.1 **REFER TO** RP/0/A/5700/000 (Classification of Emergency).

NOTE: Enclosure 4.1 (Telephone List) lists contact numbers that may be used for this procedure.
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- ____ 3.2 Notify MERT, if needed at 4911.
- ____ 3.3 Ensure any fire is extinguished. **REFER TO** RP/0/A/5700/025 (Fire Brigade Response).
- ____ 3.4 Ensure any spill is contained. **REFER TO** RP/0/A/5700/022 (Spill/Incident Response Procedure).
- ____ 3.5 Notify applicable outside services deemed necessary.
- ____ 3.6 **IF** there are any radiological implications, **THEN** notify Radiation Protection.
- ____ 3.7 **IF** there are any chemical implications, **THEN** notify Chemistry.

4. Enclosures

- 4.1 Telephone List

End Of Body

Telephone List

RP/0/A/5700/009

Enclosure 4.1

Page 1 of 1

1. Federal Aviation Administration

Phone: 704-359-1000, after 4:00 pm 1-800-992-7433

2. Don E. Pollock, Manager Global Logistics (Railroads)

Weekday Phone: 1-713-989-8393

Weekend Duty Phone: 1-713-962-9204

Home Phone: 1-281-469-1211

3. MEDIC/FIRE - 911

End Of Enclosure

Duke Power Company
PROCEDURE PROCESS RECORD

(1) ID No. RP/0/A/5700/018

Revision No. 011

PREPARATION(2) Station MCGUIRE NUCLEAR STATION(3) Procedure Title Notifications to the State and Counties from the Technical Support Center(4) Prepared By Alan L. Beaven Date 4/1/02

(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 [Signature] (QR) Date 4/2/02
 Cross-Disciplinary Review By _____ (QR) NA 9/1 Date 4/2/02
 Reactivity Mgmt. Review By _____ (QR) NA 9/1 Date 4/2/02
 Mgmt. Involvement Review By _____ (Ops Supt.) NA 9/1 Date 4/2/02

(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 4-2-02**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.

011

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.

<p>NOTE:</p> <ol style="list-style-type: none">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 <u>4 hours</u> until the emergency is closed out	Every <u>hour</u> 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

☒ THIS IS A DRILL ☐ ACTUAL EMERGENCY ☐ INITIAL ☐ FOLLOW-UP MESSAGE NUMBER _____

2. SITE: 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 _____

16. APPROVED BY: _____ (Name) _____ (Title) 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) _____
(agency) **NC State**
WP Sel. Sig. 117
WP Bell line (919) 733-3861
2. (name) _____
(date) _____ (time) _____
(agency) **Mecklenburg County**
WP Sel. Sig. 116
WP Bell line 336-3333
3. (name) _____
(date) _____ (time) _____
(agency) **Gaston County**
WP Sel. Sig. 112
WP Bell Line (704) 866-3300
4. (name) _____
(date) _____ (time) _____
(agency) **Lincoln County**
WP Sel. Sig. 113
WP Bell line (704) 735-8202
5. (name) _____
(date) _____ (time) _____
(agency) **Iredell County**
WP Sel. Sig. 114
WP Bell line (704) 878-3039
6. (name) _____
(date) _____ (time) _____
(agency) **Catawba County**
WP Sel. Sig. 118
WP Bell line (704) 464-3112
7. (name) _____
(date) _____ (time) _____
(agency) **Cabarrus County**
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

Electronic Emergency Notification Form (ENF)
Completion/Transmission

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.

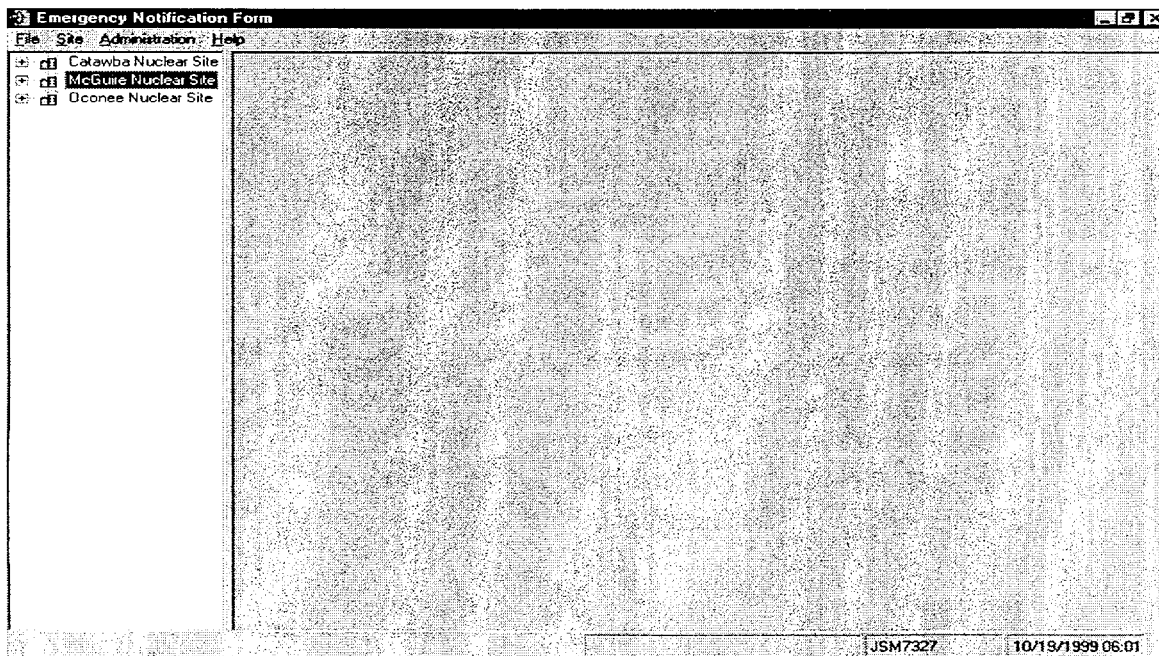
Red - information is greater than 15 minutes old

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:
Transmital 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:

Black - information and 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 - information and time conflict.

Green – Next message due in 30 – 60 minutes.

Yellow – Next message due in 15 – 29 minutes.

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:

Emergency Notification Form

File Event Administration Help

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
 1

Reactor Status

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

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

Save Cancel Ver/Info

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

- 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. If "yes" is selected, confirm correct with TSC Dose Assessors, Radiation Protection Manager and TSC Emergency Coordinator. {PIP-M-00-4908, C/A #3}.
- When all information is completed select the "Save" button.

4. Plant Summary Screen

4.1 Select the "Plant Summary" Tab (Second Tab on the Event screen).

Final 3

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

Plant Condition
☒ Improving ☐ Stable ☐ Degrading

Description/Remarks:
EAL information will automatically be included on Initial messages.
Facility Activation information will automatically be included on the appropriate messages.

0 500 characters maximum

Check Spelling

Save Cancel Validate

4.2 Under the "Plant Conditions" section select the appropriate 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, 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.

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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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).

- 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: NO

Notification of Unusual Event:

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.

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.

The screenshot shows the 'Emergency Notification Form' window with the 'Communications' tab active. The form contains several sections: 'Communicator' with a 'Name' field; 'Next Message Information' with 'Type' (Initial) and 'Number' (1); 'Last Message Information' with 'Has a previous message been sent?' (No); 'Emergency Classification' with 'Site/Area Emergency' selected; and 'Event Management' with 'Managing Site', 'TSC Activated', and 'EOF Activated' fields. At the bottom, there are buttons for 'Build New Message', 'Change Last Message Information', and 'Validate'. A status bar at the bottom shows 'BLACK' for Plant Status, Plant Summary, Protective Actions, Release, Met./Offsite Dose, and Communications, and 'RED' for Last Mag Sent and Next Mag Due. The date and time are 02/20/2000 12:49.

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 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.

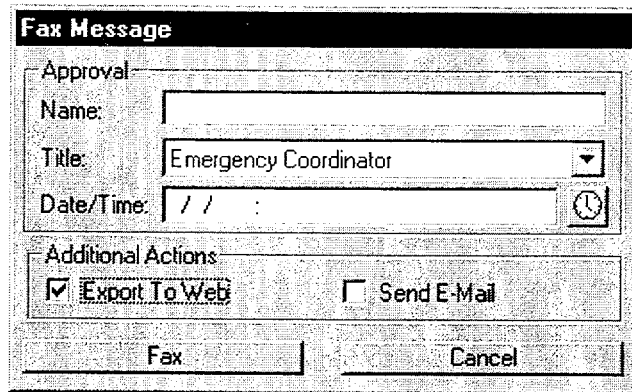
- _____ 11.4 To fax the electronic form, Select **Message** from the Toolbar, **THEN Fax**.

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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Fax Message

Approval

Name:

Title:

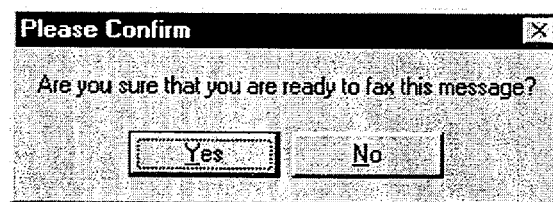
Date/Time: 


Additional Actions

☒ Export To Web ☐ Send E-Mail

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

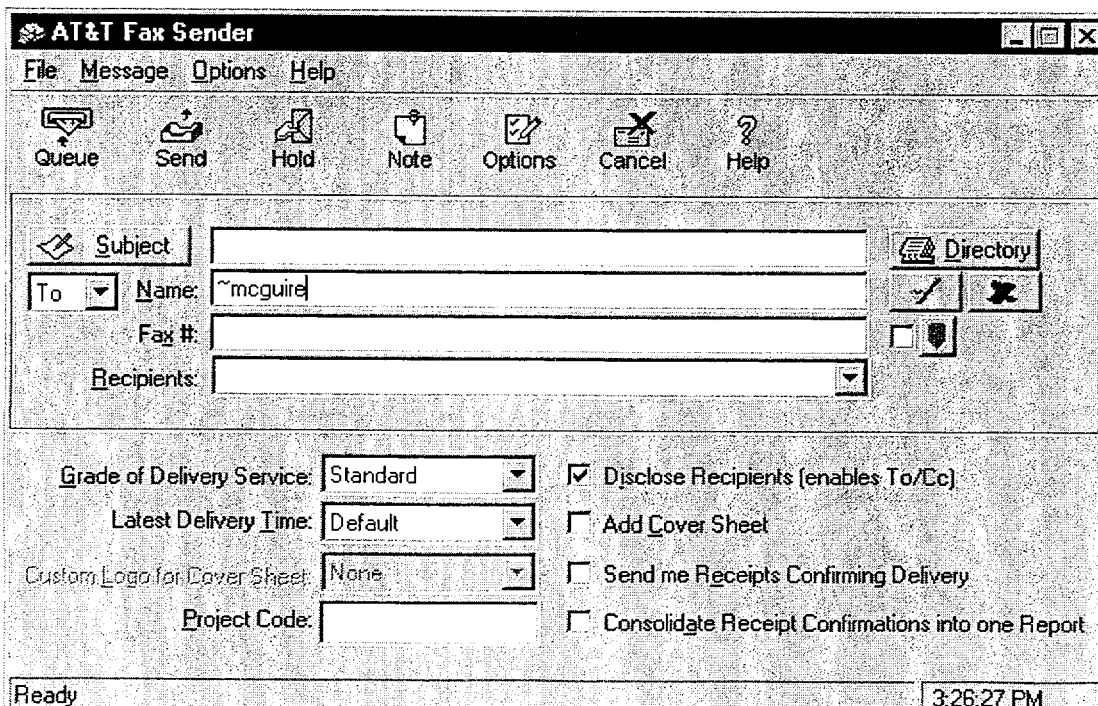
11.5 Select "Yes" on confirmation panel if ready to fax the form.






Please Confirm 








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


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:  Directory

Fax #:

Recipients:

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

Latest Delivery Time: ☐ Add Cover Sheet

Custom Logo for Cover Sheet: ☐ Send me Receipts Confirming Delivery

Project Code: ☐ Consolidate Receipt Confirmations into one Report

Ready 3:26:27 PM

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

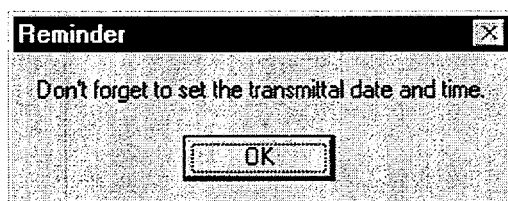
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11.6 On ATT Fax Sender Panel, Type ~**mcguire** in the Name block.

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

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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.

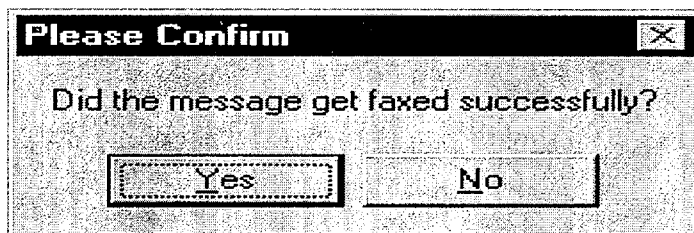
- For Initial Notifications, when you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number to which you will reply with the appropriate code word. Write the number and code word on the form.
- After the information has been covered, inform the agencies 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.

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

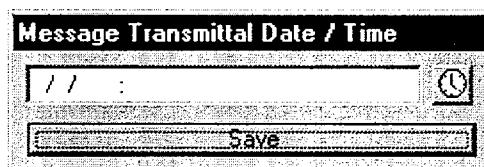
RP/0/A/5700/018

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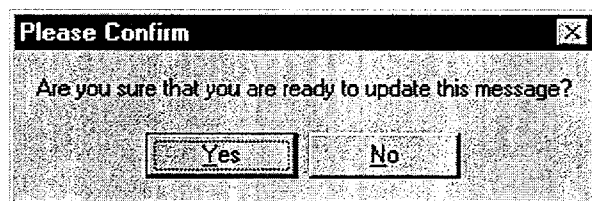


NOTE: The transmittal date and time will be automatically populated on the message.

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



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



11.9 Write the authentication Number and Codeword on the ENF.

Enclosure 4.2

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

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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).

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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- 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

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 Validate

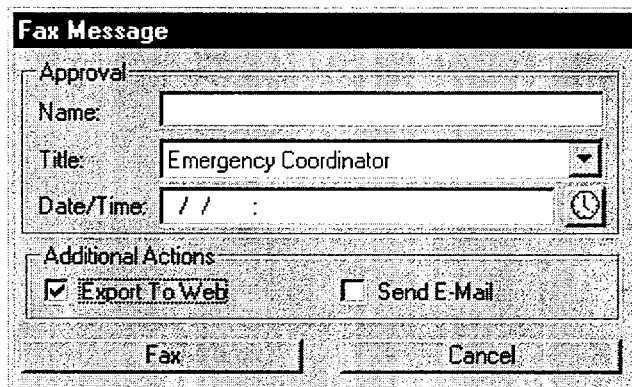
Plant Status	Plant Summary	Protective Actions	Release	Met./Offsite Dose	Communications	Last Msg Sent	Next Msg Due
BLACK	BLACK	BLACK	BLACK	BLACK	BLACK	11/29/1999 08:44	11/29/1999 09:44

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.

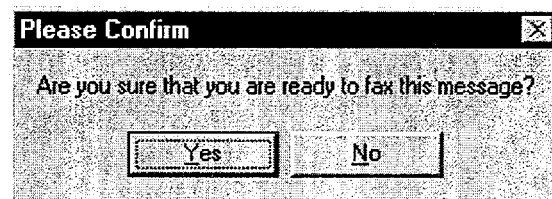
12.1 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.



The "Fax Message" dialog box contains the following fields and controls:

- Approval** section:
 - Name:** A text input field.
 - Title:** A dropdown menu with "Emergency Coordinator" selected.
 - Date/Time:** A date and time input field showing " / / : " with a clock icon.
- Additional Actions** section:
 - ☒ **Export To Web**
 - ☐ **Send E-Mail**
- Buttons at the bottom: **Fax** and **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.



The "Please Confirm" dialog box contains the following:

- Title bar: **Please Confirm** with a close button (X).
- Text: "Are you sure that you are ready to fax this message?"
- Buttons: **Yes** and **No**.

Electronic Emergency Notification Form (ENF)
Completion/Transmission

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 [v] Name: ~mcguire

Fax #: []

Recipients: []

Directory []

Grade of Delivery Service: Standard [v] ☒ Disclose Recipients (enables To/Cc)

Latest Delivery Time: Default [v] ☐ Add Cover Sheet

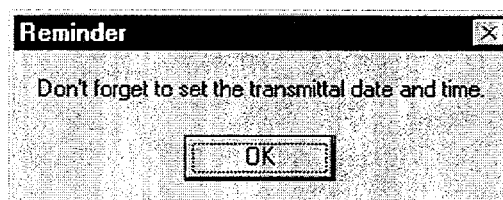
Custom Logo for Cover Sheet: None [v] ☐ Send me Receipts Confirming Delivery

Project Code: [] ☐ Consolidate Receipt Confirmations into one Report

Ready 3:26:27 PM

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.



Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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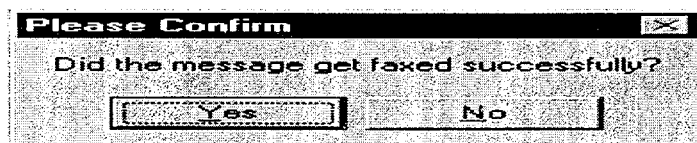
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NOTE: Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

- 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.



Enclosure 4.2

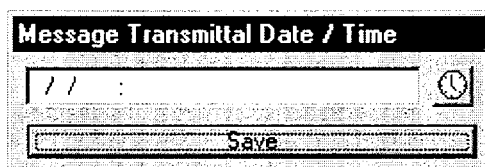
Electronic Emergency Notification Form (ENF) Completion/Transmission

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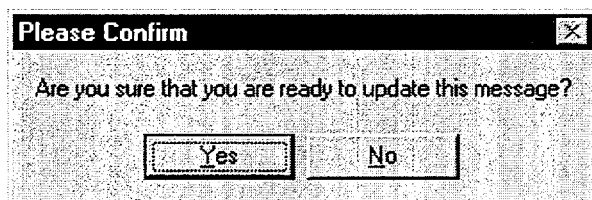
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NOTE: The transmittal date and time will be automatically populated on the message.

- 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.

- _____ 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.

Plant Status	Plant Summary	Protective Actions	Release	Met./Offsite Dose	Communications	Last Msg Sent	Next Msg Due
BLACK	BLACK	BLACK	BLACK	BLACK	BLACK		02/20/2000 12:25

JSM7327 02/20/2000 12:28

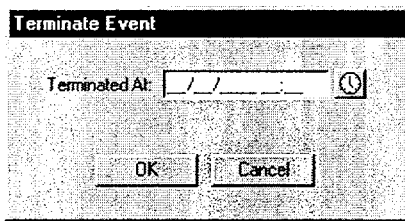
Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

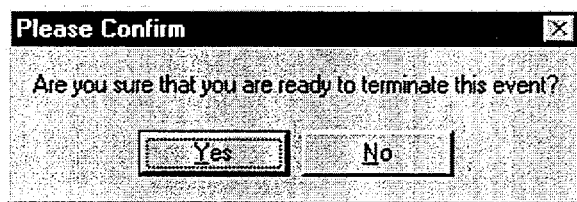
RP/0/A/5700/018

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_____ 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.

Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

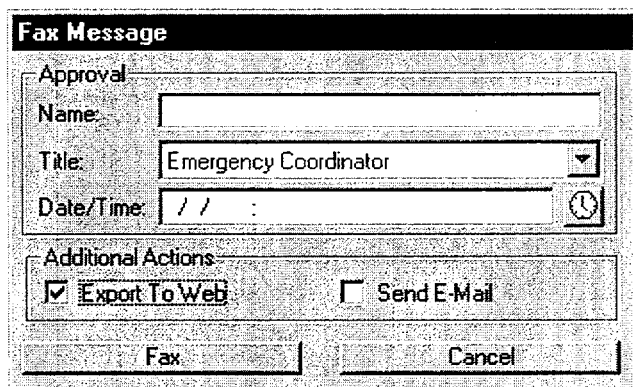
RP/0/A/5700/018

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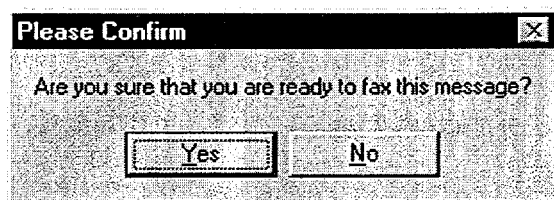
NOTE: The “Export to Web” and “Send E-Mail” boxes will be either checked or unchecked. Unless directed otherwise, leave the “Export to Web” and “Send E-Mail” boxes as they are when the “Fax Message” Prompt appears.

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.)**

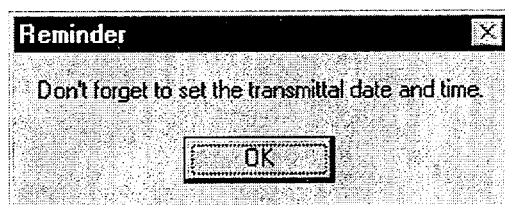
Enclosure 4.2

Electronic Emergency Notification Form (ENF) Completion/Transmission

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

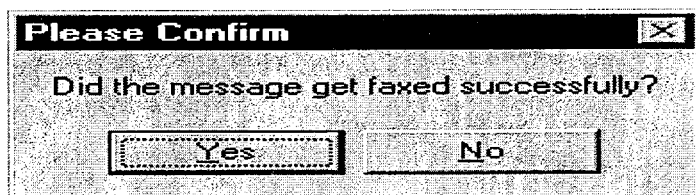


NOTE: Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

- 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.

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 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.)**
- 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

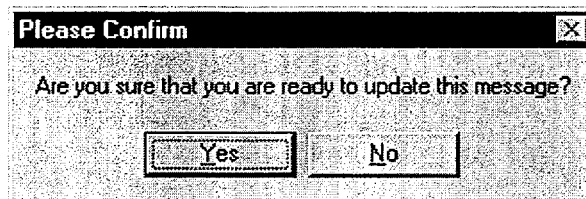
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NOTE: The transmittal date and time will be automatically populated on the message.

- 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

RP/0/A/5700/018

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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).

Enclosure 4.3
Manual Initial Notification
Completion/Transmission

RP/0/A/5700/018
Page 1 of 5

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

RP/0/A/5700/018
Page 2 of 5

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.	<p>Write the time and date of Reactor Shutdown or Reactor Power level as applicable.</p>	OPS Procedure Support

**Manual Initial Notification
Completion/Transmission**

10.	<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 align="center"><u>OR</u></p> <p>Containment monitor (EMFs 51A and/or 51B) readings indicate greater than 1.5R/hr,</p> <p align="center"><u>AND</u></p> <p><u>Either</u> containment pressure is greater than 0.3 psig,</p> <p 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. 	R.P. Shift/Dose Assessors
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Enclosure 4.3
Manual Initial Notification
Completion/Transmission

RP/0/A/5700/018

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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
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- _____ 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).

Enclosure 4.4
Manual Follow-Up Notification
Completion/Transmission

RP/0/A/5700/018
Page 1 of 6

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 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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Enclosure 4.4
Manual Follow-Up Notification
Completion/Transmission

RP/0/A/5700/018
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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 Fire Protective Action Recommendations.	OPS Procedure Support
9.	<p>Write the time and date of Reactor Shutdown or Reactor Power Level as applicable.</p>	OPS Procedure Support

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

10.	<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 align="center"><u>OR</u></p> <p>Containment monitor (EMFs 51A and/or 51B) readings indicate greater than 1.5R/hr,</p> <p align="center"><u>AND</u></p> <p><u>Either</u> containment pressure is greater than 0.3 psig,</p> <p 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. 	R.P. Shift/Dose Assessors
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Enclosure 4.4
Manual Follow-Up Notification
Completion/Transmission

RP/0/A/5700/018

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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).

Enclosure 4.5
Manual Termination Notification
Completion/Transmission

RP/0/A/5700/018
Page 1 of 3

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

Enclosure 4.5
Manual Termination Notification
Completion/Transmission

RP/0/A/5700/018
Page 2 of 3

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
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- 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.

Enclosure 4.7
Operation of the FAX

RP/0/A/5700/018
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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.