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### Procedure Action Request

Document No.: C OP 606	Writer: K. Burgess	Rev. No. 004	Minor Rev. 05
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Title: Communications - Radiopaging and Callback Monthly Operability Test

For New Documents Document is QA  DH Title:

Revision       Minor Revision       Cleanup Revision       Biennial Review  
 Cancel       Void (Do Not Use)       Expire       Superseded By:

Comments:  Administrative Correction FLS: \_\_\_\_\_

AMTME position has been eliminated  
CR-02-00211

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
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Cross-Discipline - OPS	<i>[Signature]</i>	<i>[Signature]</i>	1/15/02	OPS SUP
RCD	KR Burgess	<i>[Signature]</i>	1/13/03	EPD
Environmental Screen	See Attached Form	KRBurgess	1/8/03	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)				
Tech Independent	THOMAS DENBEK	<i>[Signature]</i>	1/14/03	EPD

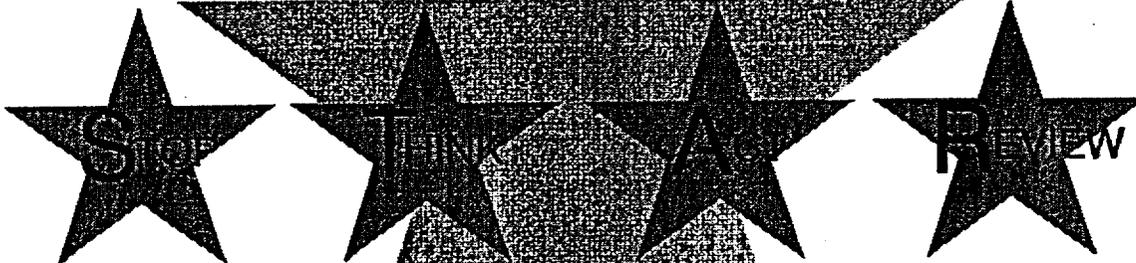
Validation	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Field - Use MP-05-DC-SAP01-004	<input type="checkbox"/> Simulated Performance - Use MP-05-DC-SAP01-004	<input type="checkbox"/> Table Top and Walk-through	<input type="checkbox"/> Comparison
(minimum of two)	Print	Sign	Date	Dept	
Coordinator					
Member					

Training:  None     Nuclear Training     Briefing     Familiarization

<input checked="" type="checkbox"/> <b>SQR Review and Approval</b> Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <i>Thomas Rigney</i> 1/15/03 (1) SQR Sign/Date <i>KRB for Rick Berner</i> 1/15/03 (2) Department Head Approval Sign	<input type="checkbox"/> <b>SORC Review and Approval</b> N/A (1) Department Head Sign/Date (2) SORC Meeting Number (3) SORC Approval Sign	<input type="checkbox"/> <b>Department Head Review and Approval</b> N/A (1) Department Head Approval Sign
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Approval Date: 1/15/03      Effective Date: 1/28/03

**MILLSTONE NUCLEAR POWER STATION  
COMMON OPERATING PROCEDURE**



**Communications – Radiopaging and Callback  
Monthly Operability Test**

**C OP 606**  
**Rev. 004-05**

Approval Date: 1/15/03

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**Level of Use**  
**General**

**Millstone All Units  
Common Operating Procedure**

**Communications – Radiopaging and Callback Monthly Operability Test**

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## 1. PURPOSE

### 1.1 Objective

This procedure provides instructions to test the Emergency Notification and Response System (ENRS) for State and Local Officials, and the Station Emergency Response Organization (SERO); it also tests the site public address system capabilities. ③

Performing this procedure ensures ENRS components are operable and meet the requirements of 10CFR50 Appendix E for notifications.

### 1.2 Discussion

ENRS components are tested to ensure the capability exists to notify and verify response by State and Local officials within the EPZ, as well as SERO personnel in the event of an actual emergency.

### 1.3 Applicability

This procedure is applicable in all MODES.

### 1.4 Frequency

1.4.1 The ENRS radiopager test schedule for State and Local Officials is performed monthly as follows:

- State and Local Officials shall be tested on the first Wednesday of each month at 1000 hours  $\pm$  5 minutes and once per quarter during the monthly unannounced SERO test with the State Office of Emergency Management approval and authorization of the Emergency Planning Services Department. ③
- If the first Wednesday is a holiday, the test is performed on the following Thursday.
- If the first Wednesday is a drill or exercise day, the test may be exempted and/or performed on the following Thursday upon approval of the Emergency Planning Services Department.

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**1.4.2 The ENRS radiopager test schedule for SERO notification is performed monthly as follows:**

- **Under the direction of the Emergency Planning Services Department with concurrence of the appropriate Unit Shift Manager.** | ③  
| ②
- **This test shall be combined with the State and Local official test at least once each quarter.** | ③

**1.4.3 Performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies the requirements for the daily tests (if they occur between 0800–1600).**

**1.4.4 All actions are at the applicable operator terminal unless otherwise indicated.**

**1.4.5 If an emergency planning drill is being conducted on a Wednesday and State and Local Officials are participating, drill initiation via radiopager will satisfy the weekly test requirement of C OP 608, "Communication – Radiopaging and ENRS Daily and Weekly Operability Tests."**

**1.4.6 The test is performed on the Backup System on every odd month beginning with January (March, May, etc.).** | ③

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## 2. PREREQUISITES

### 2.1 General

- 2.1.1 Personnel performing this procedure are familiar with how the equipment operates.
- 2.1.2 Attachments are kept at the Unit 3 Shift Technician's work station.
- 2.1.3 The affected unit control room has been notified before the test is initiated on the ENRS terminal. | ③
- 2.1.4 Unit SM or US has authorized testing by signing and dating Attachment 1.

### 2.2 Documents

- 2.2.1 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" | ④
- 2.2.2 MP-16-CAP-SAP01, "Condition Report Initiation"
- 2.2.3 MP-17-RM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" | ④
- 2.2.4 WC 1, "Work Control"

### 2.3 Personnel

- 2.3.1 The following personnel are responsible for calling in to acknowledge receiving the test announcement, as appropriate:
- Station Emergency Response Organization (SERO) Minimum Staffing positions: promptly upon notification. | ④ ③
  - SERO Full Staffing positions: promptly upon notification. | ④
  - State and Local Officials: within 15 minutes of notification.

### 2.4 Definitions

- 2.4.1 CV - Callback Verification (i.e., "Groups-in-callout")
- 2.4.2 EPD - Emergency Preparedness Department | ④
- 2.4.3 PAGE - To contact using pager system

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2.4.4 **RapidReach Overview screen – Allows visual observation of past or present callout status.**

2.4.5 **EasyView screen – Provides a graphical presentation of the status of the current callout.**

### **3. PRECAUTIONS**

3.1 **Failure to select the correct scenario may result in unwarranted activation or the release of misinformation. Retraction of the message may be needed.**

③

3.2 **An actual event takes precedence over testing. The monthly test shall be postponed until after the release or termination of the real event.**

3.3 **No system maintenance or activities are to be performed concurrently with testing performed by this procedure.**

3.4 **ENRS phone server is on-line (no red lights observed)**

3.5 **If using “RapidReach Primary,” “EasyView Primary” must also be used and vice versa.**

3.6 **If at any time, a system error occurs or communication is lost with the primary server and a call-out has started, the red traffic light in “EasyView” should be selected to stop the call-out. ENRS shall be assessed for operability or function with respect to 10CFR50.72 criteria.**



## 4. INSTRUCTIONS

### 4.1 Initial Signoff

4.1.1 Refer To and COMPLETE Attachment 1, as follows:

a. INDICATE which of the following tests will be performed and WRITE "N/A" in sections *not* to be performed:

1) State and Local Officials (Partial Surveillance)

2) SERO (Partial Surveillance)

3) State and Local Officials and SERO (Full test)

b. VERIFY prerequisites in Section 2, "Prerequisites," have been completed. | ③

c. VERIFY precautions in Section 3, "Precautions," have been noted. | ③

d. INITIAL and DATE "Prerequisites Completed" and "Precautions Noted."

e. INDICATE whether the test is being initiated from the primary or backup server. | ③

4.1.2 IF an off hours test OR a SERO test is planned, ENSURE test has been authorized by Emergency Preparedness Department, and appropriate Unit Shift Manager. | ④  
| ②

- End of Section 4.1 -

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## 4.2 ENRS Monthly Radiopager Operability Test

### NOTE

1. If any of the following is experienced, the ENRS shall be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
  - A system error occurs
  - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations if notification of a communications failure is required using an alternate means.
3. If the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day due to concurrent control room activities, the test may be performed from an alternate location with Emergency Planning concurrence.

4.2.1 **IF** at any time, one of the following occurs **AND** a call-out has started, **SELECT** the red traffic light in "EasyView" to stop the call-out and Refer To Section 4.5, "Backup and Remote Operation:"

- A system error occurs
- Communication is lost with the primary server

4.2.2 **IF** the test is being performed on an odd month (Jan, Mar, etc.), **PERFORM** the following:

- Refer To Attachment 5 and TRANSFER telephone lines.
- **PERFORM** test using "Rapid Reach Backup" and "EasyView Backup."

4.2.3 **OPEN** "Rapid Reach Primary" or "Rapid Reach Backup" folder, as applicable, and "RapidReach" icon.

4.2.4 At "RapidReach Login" screen, **SELECT** user ID and **ENTER** password.

4.2.5 **OPEN** "EasyView" icon.

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4.2.6 At "EasyView Login" screen, **SELECT** user ID and **ENTER** password.

4.2.7 **IF** testing SERO only, Go To step 4.2.10.f. to transmit message. | ⑤

4.2.8 **IF** testing State and Local Officials (Partial Surveillance) only **OR** State and Local Officials **AND** SERO (Full Surveillance), **ENTER** IRF data, as follows: | ③

a. **OPEN** "IRF" form.

b. Using Attachment 2, **ENTER** IRF information into IRF template.

c. **PRINT** IRF and **VERIFY** information is correct.

4.2.9 **OBTAIN** SM initials on printed IRF.

4.2.10 **SAVE** IRF as follows:

a. **SELECT** "File" and "Print."

#### NOTE

Saving the IRF form to "Print-to-Image" attaches the fax to the radiopager message.

b. **SELECT** "Print-2-Image."

c. At "Select Configuration" box, **SELECT** appropriate setup.

d. At "Select Message to Fax," screen, **SELECT** "Root" tree.

e. At "Root" tree, **SELECT** appropriate message:

- Test Call-Outs, and
- Call Into System Page

f. **MAXIMIZE** "Rapid Reach" screen.

g. **SELECT** "microphone" icon ("Show Message Window"). | ③

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**4.2.11 TRANSMIT drill message, as follows:**

- a. At "Root" tree, **SELECT** appropriate message:
  - Test Call-Outs
  - Call Into System Page
- b. **LISTEN** to the "Alpha Pager Message" and **VERIFY** information is correct (message may be recorded again, if necessary).

**NOTE**

Attachment 6, "Scenario Chart," is provided as guidance for selecting the appropriate scenario.

- c. **MAXIMIZE** "EasyView" screen.
- d. **SELECT** appropriate scenario.
- e. **SELECT** "lightning bolt" icon.
- f. **SELECT** "Set Common Message."
- g. At "Root" tree, **SELECT** appropriate message:
  - Test Call-Outs, and
  - Call Into System Page

 **CAUTION** 

The scenario and message must be read and verified prior to selecting the "Start" button.

- h. **STOP** and **VERIFY** scenario and message are accurate.
- i. At "Start of Scenario" screen, **SELECT** "Start."

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- j. **IF** the wrong scenario has been chosen, **PERFORM** the following:
- Immediately **TERMINATE** callout.
  - **NOTIFY** the appropriate SM/DSEO of the incorrect message.
  - **DIRECT** Security at SAS to transmit retraction to state and local responders and SERO, as applicable, using backup paging terminal.
  - **PROVIDE** Security with a retraction message such as "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."
  - **WHEN** retraction message is received, Refer To step 4.2.11 and **TRANSMIT** corrected message.
- k. **IF** testing SERO only, Go To step 4.2.13.

③

#### **NOTE**

Recording the IRF audio message shall be completed immediately after transmitting the IRF message.

#### **4.2.12 RECORD IRF data, as follows:**

- MAXIMIZE** "RapidReach" screen.
- SELECT** "microphone" icon ("Show Message Window").
- At "Root" tree, **SELECT** "Informational Message."
- At "Audio Message" screen, **SELECT** "microphone" icon.
- RECORD** entire IRF.
- VERIFY** recorded information is satisfactory and **SELECT** "OK."

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**4.2.13 VERIFY radiopager sent, as follows:**

- a. **MONITOR** "RapidReach Overview" screen and **SELECT** most recent scenario number from call-out grid box (the top box) to verify appropriate groups or individuals have been paged.
- b. **VERIFY** page message sent to Control Room console pager.

**NOTE**

If either of the following conditions exist, the radiopager transmission has failed:

- **Controlled pager on the console has *not* activated within approximately 3 minutes.**
- **No responders call in within approximately 5 minutes after release of the radiopager message.**

- c. **IF** radiopager transmission has failed on all ENRS Systems (Primary, Backup and Remote), Refer to Section 4.6, "ENRS Failure."
- d. **MONITOR** "EasyView" and "RapidReach" screens as positions call back acknowledging page.
- e. **VERIFY** fax is received in respective Control Room, as applicable.
- f. **IF** call-out is complete **OR** a new call-out needs to be initiated, **SELECT** the red traffic light in "EasyView" to deactivate the call-out in progress.

**4.2.14 IF ENRS is *not* operable, Refer To Section 4.6, "ENRS Failure," and REF08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Towns/Agencies," and manually FAX notifications to State and Local Officials.**

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## NOTE

The following announcement is made because the station has experienced intermittent pager reception within some power block areas.

- 4.2.15 **IF SERO is being tested, after SERO group page is verified, ANNOUNCE the following to station personnel using the plant priority PA system:**

**“Attention all Station personnel.**

**There Is a communications drill In progress.**

**All SERO personnel required to respond, call In.**

**There Is a communications drill In progress.**

**All SERO personnel required to respond, call In.”**

- 4.2.16 **RECORD IRF information satisfactory and announcement time on Attachment 1.**

**– End of Section 4.2 –**

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### 4.3 Monitoring and Callback Verification

#### NOTE

1. Failure of more than half of the required State and Local Officials to respond following call-out transmission may be indicative of an equipment malfunction.
2. Callback verification via printed CV report cannot be performed from a "client" server if the radiopager message was transmitted via "EasyView Remote." This information can be obtained from Bldg. 437 data center server or EOF server only. | ⑤
3. Attempts to fill non-responding positions should not exceed 30 minutes  $\pm$  5 from the time the message was released. | ③

4.3.1 **IF** State and Local Officials only are being tested, **PERFORM** the following: | ③

a. **WHEN** approximately 15 minutes has elapsed since the drill notification message was released, Refer To Easy View Screen and **IDENTIFY** non-responders required to call in. | ③

b. Refer To REF08B, "Millstone Emergency Plan Resource Book" and **ATTEMPT one call** to each of the following required to call-in non-responders: | ④

- State of CT DEP
- State and Local Town Officials

c. **DOCUMENT** callback results on Attachment 1. |

4.3.2 **IF** SERO only is being tested, **PERFORM** the following: | ③

a. **WHEN** 15 minutes has elapsed since the message was released, Refer To Easy View Screen and **IDENTIFY** non-responders required to call in. |

b. **CHECK** positions filled (responded) on Attachments 3 and 4.

c. **DETERMINE** minimum staffing positions not filled. | ③

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### NOTE

Attempts to fill minimum staffing SERO positions should not exceed 30 minutes  $\pm 5$  from the time the message was released.

③

d. Refer To REF08B, "Millstone Emergency Plan Resource Book," and ATTEMPT to fill all minimum staffing SERO positions by calling or paging a person listed for each non-responding SERO position.

④

③

e. RECORD the following on Attachment 3:

③

- Name of the person filling the position
- Time notified
- Fit-For-Duty
- Estimated time (ETA) to report to their emergency response facility (ERF)

③

f. IF person not fit-for-duty, ATTEMPT to fill the position.

g. PRINT final CV Report.

### NOTE

Attempts to fill non-responding positions should not exceed 30 minutes  $\pm 5$  from the time the message was released.

4.3.3 IF State and Local Officials AND SERO are being tested, PERFORM the following:

③

a. WHEN approximately 15 minutes has elapsed since the drill notification was released, Refer To Easy View Screen and IDENTIFY State and Local non-responders required to call in.

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- b. Refer To REF08B, "Millstone Emergency Plan Resource Book" and *ATTEMPT one call* to each of the following required to call-in non-responders:
- State of CT DEP
  - State and Local Town Officials
- c. DOCUMENT callback results on Attachment 1.
- d. Refer To Easy View Screen and IDENTIFY SERO non-responders required to call in.
- e. CHECK positions filled (responded) on Attachments 3 and 4.
- f. DETERMINE minimum staffing positions not filled.
- g. Refer To REF08B, "Millstone Emergency Plan Resource Book," and ATTEMPT to fill all minimum staffing SERO positions by calling or paging a person listed for each non-responding SERO position.
- h. RECORD the following on Attachment 3:
- Name of the person filling the position
  - Time notified
  - Fit-For-Duty
  - Estimated time (ETA) to report to their Emergency Response Facility (ERF)
- i. IF person not fit-for-duty, ATTEMPT to fill the position.
- j. PRINT final CV report.

④

④  
③

- End of Section 4.3 -

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#### 4.4 General Default Restoration

##### 4.4.1 RESTORE general default, as follows:

- a. SELECT "Rapid Reach."
- b. SELECT "microphone" icon. ("Show Message Window")
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:  
  
"THERE IS NO INFORMATION PRESENTLY  
AVAILABLE FOR MILLSTONE STATION."
- f. VERIFY recorded information is satisfactory and SELECT "OK."
- g. From "Root" tree, SELECT event message used (Emergency Call-Outs, etc.).
- h. SELECT red minus button in fax box on lower right of screen.
- i. SELECT "Yes" to delete and OBSERVE "Same as alpha pager" in fax message box.
- j. CLOSE the following:
  - 1) "RapidReach"
  - 2) "EasyView"
  - 3) "IRF" Word document

##### 4.4.2 IF the test was performed on an odd month (Jan, Mar, etc.) using the Backup System, PERFORM the following:

- Refer To Attachment 5 and RESTORE phone server from secondary to primary.
- RESTORE State/Local line to primary server.



**NOTE**

1. For State and Local test, overall drill results are considered satisfactory when all State and Local Officials respond within 15 minutes of pager initiation or are able to be contacted within 30 minutes of pager initiation. | ③
2. For SERO test, overall drill results are considered satisfactory when all Minimum Staffing positions are filled within 30 minutes  $\pm$  5 of pager initiation by their initial response into the system, the call-out function of the system, or filling the position by calling or paging a person for each non-responding SERO position. | ④ | ③

4.4.3 **IF** results are not within specified response times, NOTIFY EPSPD to evaluate for CR initiation. | ③

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#### 4.5 Backup and Remote Operation

- 4.5.1 **IF** "RapidReach Primary" does *not* connect, **OPEN** "RapidReach Backup."
- 4.5.2 **IF** "RapidReach Backup" connects, Refer To Attachment 5 and **TRANSFER** the phones.
- 4.5.3 **IF** "RapidReach Backup" connects **AND** phone lines transfer correctly, Go To step 4.2.4, and **PERFORM** operability test using "RapidReach Backup" and "EasyView Backup."

#### NOTE

1. If unable to connect to either the primary or backup via the LAN, "RapidReach" **MAY NOT** be used to fax or record the IRF into the "Informational Message."
2. Faxes must then be sent via SNET Faxworks.
3. If time permits, **IT IS STILL PREFERABLE** to use "EasyView Remote" because it allows State and Local Officials and SERO to call in and shows a graphical display of the positions being filled in Rapid Reach.

- 4.5.4 **IF** "RapidReach Backup" using the LAN does *not* connect, (leaving the phone lines in primary), **SELECT** the icon labeled "Primary to 475."
- 4.5.5 **IF** the connection is made, **SELECT** "EasyView Remote" from the "RapidReach Primary" folder and **PERFORM** the following:
- a. **SELECT** appropriate scenario.
  - b. **SELECT** "lightning bolt" icon.
  - c. **MAXIMIZE** "EasyView" screen and **SELECT** appropriate scenario.
  - d. **SELECT** "lightning bolt" icon.
  - e. **SELECT** "Set Common Message."
  - f. At "Root" tree, **SELECT** appropriate message:
    - Test Call-Outs
    - Call Into System Page



- g. STOP and VERIFY scenario and message are accurate.
  - h. At "Start of Scenario" screen, SELECT "Start."
  - i. DISTRIBUTE IRF via Faxworks.
- 4.5.6 **IF** "EasyView Remote Primary" does *not* connect, OPEN "RapidReach Backup" folder, and SELECT the icon labeled "Backup to EOF."
- 4.5.7 **IF** the connection is made, OPEN "EasyView Remote" from the "RapidReach Backup" folder and PERFORM the following:
- a. Refer To Attachment 5 and TRANSFER the phones from primary to secondary server.
  - b. SELECT appropriate scenario.
  - c. SELECT "lightening bolt" icon.
  - d. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.
  - e. SELECT "lightning bolt" icon.
  - f. SELECT "Set Common Message."
  - g. At "Root" tree, SELECT appropriate message:
    - Test Call-Outs
    - Call Into System Page
  - h. STOP and VERIFY scenario and message are accurate.
  - i. At "Start of Scenario" screen, SELECT "Start."
  - j. DISTRIBUTE IRF via Faxworks.
- 4.5.8 **IF** the connection is *not* made, Go to Section 4.6 and NOTIFY Security.

– End of Section 4.5 –



## 4.6 ENRS Failure

### NOTE

ENRS failure consists of at least one of the following:

- No primary operability
- No secondary operability
- No remote operability

4.6.1 NOTIFY SAS (Ext. 4851) to transmit a text message to both State and Local Officials and SERO responders to include the following:

[Applicable unit] [NRC classification] [State posture code]

[Major EAL heading] [Minor EAL heading (code)] "Report to facility."

Example: [Monthly] [Call In Drill In Progress] [Standby For Call] ["Do Not Report To Facility"]

4.6.2 IF SAS is *not* able to assist, DIAL paging system (9-860-332-0456) using confidential Group Page codes for S&L Officials & SERO and ENTER numeric backup event code (i.e., 101, 201, 301, etc.).

③

### NOTE

1. This Section is performed *only* when ENRS has failed or radiopager transmission was performed via "EasyView Remote."
2. A fax cover sheet is *not* required when distributing the IRF via SNET Faxworks.

4.6.3 DISTRIBUTE IRF via SNET Faxworks as follows:

- a. IF SNET Faxworks is *not* operable, Refer To REF08B, Section, "Offsite Towns/Agencies," and manually FAX notification to State and Local Officials.
- b. PLACE completed IRF in telecopier feeder tray.
- c. LIFT handset connected to the fax machine, and ENTER SNET Faxworks telephone number (9-202-216-1821).

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- d. **WHEN** prompted for password, **ENTER** SNET Faxworks password (6552931) followed by asterisk (\*).
- e. **WHEN** prompted, **ENTER** 1 to send a fax.
- f. **WHEN** prompted for choice of fax transmission schedule, **ENTER** 1 for immediate dispatch.
- g. **WHEN** prompted for destination **OR** distribution list number, **ENTER** 002 followed by asterisk (\*).
- h. **WHEN** prompted for next destination, **ENTER** pound key (#) to indicate there are *no* more destinations.
- i. **WHEN** a steady fax tone is heard, **PRESS** "START" push button on telecopier.
- j. **HANG** up handset on fax machine.

- 4.6.4 Refer To REF08B, "Millstone Emergency Plan Resource Book," and **VERIFY** all required call-in radiopager holders have received the radiopager message and fax. |④
- 4.6.5 Refer To REF08B, "Millstone Emergency Plan Resource Book," and **NOTIFY** Information Technology (IT) of ENRS failure. |④

- End of Section 4.6 -

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## 4.7 Acceptance Criteria

4.7.1 **IF** acceptance criteria are satisfactory, **NOTIFY SM/US** to sign Attachment 1.

4.7.2 **IF** acceptance criteria listed on Attachment 1 are *not* met, **PERFORM** the following:

a. **NOTIFY** affected unit SM/US of system problem and **PERFORM** the following, as applicable.

- Refer To WC 1, "Work Control," or MP-16-CAP-SAP01, "Condition Report Initiation," and **SUBMIT TR** or **CR**, as applicable.

- **IF** hardware or software related problem, Refer To REF08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following: | ④

- **REQUEST** Information Technology repair system.

- **NOTIFY EPSD** of system status.

- **IF** telephone line problems are detected or reported, Refer To REF08B, "Millstone Emergency Plan Resource Book," and **NOTIFY** Telecommunications personnel. | ④

4.7.3 **SEND** copy of the surveillances to EPSD for evaluation of results. | ③

4.7.4 Refer To NDM 1, "Turnover and Retrieval of Nuclear Plant Records," and **SEND** original packages to Nuclear Document Services.

- End of Section 4.7 -

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## 5. REVIEW AND SIGNOFF

5.1 The Review and Signoff for this procedure is located in Attachment 1.

## 6. REFERENCES

### 6.1 Developmental Documents

6.1.1 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities," Sections D and E

6.1.2 NUREG 0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," Section N.2.A

### 6.2 Supporting Documents

6.2.1 MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness" |④

6.2.2 MP-26-EPI-FAP07, "Notifications and Communications" |③

6.2.3 C OP 608, "Communications - Radiopaging and ENRS Daily and Weekly Operability Tests"

6.2.4 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" |④

6.2.5 MP-16-CAP-SAP01, "Condition Report Initiation"

6.2.6 MP-17-RM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" |④

6.2.7 WC 1, "Work Control"

6.2.8 A/R 01006262-02

## 7. SUMMARY OF CHANGES

### Revision 004-05

7.1 Changed step number in 4.2.7 to step 4.2.10.f.

7.2 Changed building number to 437 data center server in 4.3 Note.

7.3 Deleted reference to AMTME on Attachment 4.

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7.4 Deleted reference to TSC SM on Attachment 4.

7.5 Updated number of Full Staffing SERO personnel on Attachment 1.

Revision 004-04

7.6 Administrative. Updated procedure titles, acronyms, and department title. Replaced "on-call" with "Minimum Staffing" and "subject-to-call" with "Full Staffing." (CR-02-11198)

Revision 004-03

7.7 Modified 1.1 objective to reflect public address system is not part of ENRS and ENRS components meet 10CFR50. App E requirements.

7.8 Steps 1.4.1 and 1.4.2 added unannounced monthly test for SERO will be combined with State and Local officials once per quarter.

7.9 Added a new requirement in steps 1.4.6 and 4.2.2 to perform test using the Backup System every odd month.

7.10 Clarified step 2.3.1 to state that SERO on-call personnel, both on-duty or not on-duty, shall call in promptly upon notification; SERO Subject-to-call shall call in after waiting 10 minutes after notification and State and Local officials shall call in within 15 minutes of notification.

7.11 Clarified in step 3.1 that a retraction may be needed for an incorrect pager notification.

7.12 Added a step in 4.1.1 to indicate whether the test is being initiated from the primary or backup server.

7.13 Clarified that step 4.2.7 can be used for State and Local officials only, or State and Local officials and SERO.

7.14 Rearranged steps 4.2.10 and 4.2.11 so that pager message is transmitted first and then IRF message is voice recorded and transmitted.

7.15 Added step 4.2.10.j to terminate message if the wrong scenario has been chosen.

7.16 Deleted original step 4.2.12.f to print "Groups-in-Callout."

7.17 Modified step 4.2.15 to have all SERO "call in."

7.18 Deleted original steps 4.3.1, 4.3.2, and 4.3.3; duplicate.

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- 7.19 Changed time in step 4.3.1a for identifying State and Local official non-responders to 15 minutes to coincide with FAP07 time requirements.
- 7.20 Changed time in step 4.3.2.a for identifying "SERO only" non-responders to 15 minutes to coincide with call-in expectations.
- 7.21 Added step 4.3.2.c to determine SERO minimum staffing positions not filled.
- 7.22 Modified step 4.3.2.d for minimum staffing positions only.
- 7.23 Modified step 4.3.2.e to record name of person, time notified, fit-for-duty, and estimated time to report to their emergency response facility.
- 7.24 Modified note before 4.4.3 with new acceptance criteria for State and Local officials and SERO minimum staffing.
- 7.25 Added new step 4.4.3 for involving State and Local officials and SERO combined test.
- 7.26 Added step 4.4.2 for restoring backup phone server/system to primary.
- 7.27 Clarified steps 4.4.3 and 4.7.4 to state EPSD will evaluate test results.
- 7.28 Modified Attachment 1, Sheet 2, to specify acceptance criteria and clarify State and Local officials and SERO call-in expectations.
- 7.29 Added the statement to "call into the system" to Attachment 2.
- 7.30 Replaced Attachment 3, SERO On-Call Position Listing, with new Attachment 3 format.
- 7.31 Modified Attachment 4, SERO Subject-To-Call Positioning Listing, column headers and position designators.
- 7.32 Added a statement in Attachment 5 to hang up the handset after the line to the primary server has been restored.
- 7.33 Various editorial changes throughout.

**Revision 004-02**

- 7.34 Replaced Manager with Process Owner title in steps 1.4.1, 1.4.2, 4.1.2, and Attachment 1.
- 7.35 Deleted reference to "NU" from step 4.5.2.

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**7.36 Deleted U2TIC and U3TIC from Subject-to-Call in Attachment 4 and added to Attachment 3 as on-call position.**

**Revision 004-01**

**7.37 Deleted Unit 1 specific SERO on-call and subject-to-call positions formerly listed on Attachments 3 and 4.**

**7.38 Added acronyms to Attachment 4.**

**Revision 004**

**7.39 Updated procedure references in Section 2.2.**

**7.40 Added definitions of EPSD, "RapidReach Overview" screen, and "EasyView" screen to Section 2.4.**

**7.41 Rewrote procedure steps in Sections 4.2, 4.3, 4.4, and Attachment 5 for consistency with EPIP 4404, "Notifications and Communications."**

**7.42 Modified step 4.5.1 to include the applicable unit, NRC classification, State Posture Code, and Major EAL heading and code.**

**7.43 Added step 4.5.4 to verify required radiopager message and fax was received.**

**7.44 Added new Attachment 6, "Scenario Chart," as guidance for page and fax notifications.**

**7.45 Modified Attachment 1 to perform partial tests.**

**7.46 Added new SERO subject-to-call positions to Attachment 4.**

**7.47 Added steps 1.4.3, 1.4.4, and 1.4.5 to Section 1.4, steps 2.1.1 and 2.1.2 to Section 2.1, steps 4.1.1.a and 4.1.2 to Section 4.1, and new Sections 3 and 4.6 for consistency with C OP 608.**



# Attachment 1

## Communications – Radiopaging and Callback Monthly Operability Test

(Sheet 1 of 2)

### Generic Information

Form Title <b>Communications – Radiopaging and Callback Monthly Operability Test and SERO Testing</b>		Rev. No. <b>004-05</b>
Reference Procedure <b>C-OP 606</b>	Applicable Tech. Spec. <b>N/A</b>	Frequency <b>M, As required</b>

**This form is being used for the following:**

Tech Spec Surveillance    
 System Alignment    
 Other: \_\_\_\_\_  
 Maintenance Restoration (Retest)    
 Non-Tech Spec Surveillance (PM)

### Specific Information

Schedule Date	Applicable Mode <b>ALL</b>	Full Test	SERO	State and Local Officials
State Office of Emergency Management/Town Participation Authorized By Emergency Planning. <small>(Req'd for SERO only unscheduled testing, off normal hours testing)</small>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature _____	Date _____	777	888	Primary _____ Backup _____
Test Authorized By (SM or US)			Date	
Prerequisites Completed (Initials)	Date	Precautions Noted (Initials)		
Performed By	Date	Acceptance Criteria Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accepted By (SM)	Date			
Approved By (Department Head or Designee)	Date			

Surveillance Information		
Test Equipment Type	QA Number	Calibration Due Date
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Comments:

- ENRS Test shall be conducted on the first Wednesday of each month at 1000 hours ± 5 minutes and once per quarter unannounced. If the first Wednesday is a holiday, the test is performed on the following Thursday. If the first Wednesday is a drill or exercise day, the test may be exempted and performed on the following Thursday upon approval of the Emergency Preparedness Department.
- SERO testing "may" be performed in conjunction with scheduled monthly ENRS test (as authorized by EPD) or on an unannounced basis as designated by EPS with concurrence of the on-shift SM.
- Distribution: Send copy to EPD: \_\_\_\_\_  
Initials \_\_\_\_\_

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## Attachment 1

### Communications – Radiopaging and Callback Monthly Operability Test

(Sheet 2 of 2)

#### State & Local Officials/SERO Notification

Step	Acceptance Criteria	Y	N	NA	Init
4.2	No system error occurs.				
	Communication not lost with primary server.				
	No hardware or software problems occur.				
	Radiopager transmission received on controlled pager. Time Sent: _____ Received _____				
	Fax is received in respective control room.				
	PA announcement complete.				
4.7	No telephone line problems occurred.				

Step	Recording Verification	Y	N	NA	Init
4.2	Printed IRF verified correct and approved for release by SM				
	Information is recorded, verified correct, and message is audible and clear				
<b>Callback Response</b>					
4.3	State and Local Officials respond or are contacted within 30 minutes $\pm$ 5				
4.3	SERO personnel respond or are contacted within 30 minutes $\pm$ 5 _____ of 36 Minimum Staffing responded _____ of 36 Full Staffing responded				
4.4	EPD notified of any results <b>not</b> within specified response times and to evaluate for CR initiation.				

Step	Restoration	Y	N	NA	Init
4.4	General default restored.				
	If Backup System used, phone server/system has been restored to primary.				
4.7	TRs/CRs written				

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**Attachment 4**  
**SERO Full Staffing Position Listing**  
(Sheet 1 of 1)

Full Staffing Positions	Responded (✓)	Full Staffing Positions	Responded (✓)
ADTS		CRDC	
AMRDA		CRDC	
		I&C OSC	
AMT/TH		I&C OSC	
AMTL		OSC MA	
ERC		OSC MA	
FTDC		TSC SM	
MET		TSC SM	
MOC			
MOS			
MOSC			
MTSC			
CBETS (PREM)			
RADCOM*			
RAE			
TA*			
TB*			
RB*			
RL*			
RICL*			
MCL*			
SEPL*			
SEPR*			
TIC			
TSC EE			
TSC ME			

\_\_\_\_\_ of 36 responded within 30 ± 5 minutes.

\*RADCOM – Radiological Communicator

\*TA – Technical Assistant

\*TB – Technical Briefer

\*RB – Radiological Briefer

\*RL – Regulatory Liaison

\*RICL – Rumor and Inquiry Control Liaison

\*MCL – Media Center Liaison

\*SEPL – State Emergency Planning Liaison

\*SEPR – Station Emergency Planning Representative

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**Attachment 5**  
**Switching Telephone Lines**  
(Sheet 1 of 2)

**NOTE**

If the ENRS primary phone server is down, a communication failure has occurred. Telephone lines will need to be switched to the secondary phone server.

1. **IF** primary system is down, **PERFORM** the following:
  - 1.1 **LIFT** the dedicated ENRS handset.
  - 1.2 **PRESS** position "g" (blue button) labelled "Press for SERO Transfer."
  - 1.3 **DIAL** "2724."
  - 1.4 **WAIT** for confirmation tone (3 beeps).
2. **IF** confirmation tone is *not* heard, Go To step 1.

**NOTE**

The light will stay on to indicate the successful transfer of telephone lines.

3. **HANG** up handset and **OBSERVE** light on position "g" (blue button) illuminates, indicating transfer of SERO telephone lines.
4. **LIFT** the dedicated ENRS handset again.
5. **PRESS** position "i" (red button) labelled "Press for Transfer of State/Local to Back up."
6. **OBSERVE** the following:
  - 6.1 Light on position "i" (red button) will illuminate for a few seconds and then turn off.
  - 6.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up" will illuminate and stay on, indicating transfer of State/Local lines.

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**Attachment 5**  
**Switching Telephone Lines**  
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7. HANG up handset.
8. CHECK "Both" "g" and "h" lights lit; "i" and "j" *not* lit.
9. IF either OR both lights fail to illuminate, Go To step 5.

**NOTE**

If the ENRS phone server is on the secondary system, green lights will be illuminated on the telephone.

10. RESTORE phone server from secondary to primary, as follows:
  - 10.1 PRESS position "g" (blue button) labelled "Press for SERO Transfer."
  - 10.2 OBSERVE light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.
11. RESTORE State/Local line to primary server, as follows:
  - 11.1 LIFT the dedicated ENRS handset.
  - 11.2 PRESS position "j" (green button) labelled "Press to Restore State/Local to Primary," and OBSERVE the following:
    - 11.2.1 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is lit.

**NOTE**

Lights on position "h" and position "j" will go out after illumination.

- 11.2.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up," is *not* lit.
- 11.2.3 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is *not* lit.
- 11.2.4 CHECK all lights OFF ("g," "h," "i," "j")
- 11.2.5 HANG UP handset.

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**Attachm 6**  
**Scenario Chart**  
 (Sheet 1 of 1)

Scenario Name	Who is Paged	Who is Faxed	Who is called (automatic)	Who Should Call-In
Daily Radiopager Test -- Unit 2	Unit 2 Control Room pager only	Unit 2 Control Room	Unit 2 Control Room	Shift Technician
Daily Radiopager Test -- Unit 3	Unit 3 Control Room pager only	Unit 3 Control Room	Unit 3 Control Room	Shift Technician
ENRS Weekly Op. Test -- S&L Officials	State & Local Officials (all)	No One	No One	No One
ENRS Monthly Op. Test -- S&L Officials	State & Local Officials (all)	SERO State & Local Officials (all)	New London, Ledyard	14 required S & L Officials
SERO Monthly Communications Test	SERO	No One	SERO	SERO (all)
SERO Activated -- Send Add'l Messages	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials
Echo, Fox, Golf	NNM Waterford Dispatch State DEP State OEM	Waterford Dispatch State DEP State OEM Unit 2 & 3 Control Rooms Other State & Local Agencies (courtesy call)	NNM	NNM Waterford Dispatch State DEP
Unusual Event	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	NNM, MRDA, PITA Unit 2, & 3 ADTS New London, Ledyard	14 required S & L Officials NNM, MRDA, PITA Unit 2, & 3 ADTS
Alert	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)
Site Area Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)
General Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)

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