

Docket Nos. 50-245

50-336

50-423

B18824

**Attachment 7**

**Millstone Power Station, Unit Nos. 1, 2 and 3**

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)  
MP-26-EPI-FAP08, "Evacuation and Assembly"**

08/20/02  
Approval Date

09/03/02  
Effective Date

Document No: <b>MP-26-EPI-FAP08</b>		Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1																																								
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**Functional  
Administrative  
Procedure**



**Millstone Station**

**Evacuation and Assembly**

**MP-26-EPI-FAP08**

**Rev. 001-01**

Approval Date: 11/12/02

Effective Date: 1/7/03



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**1. PURPOSE**

**1.1 Objective**

This procedure provides guidance for actions to protect and account for on-site personnel during an emergency.

**1.2 Applicability**

Any Unit 2 or 3 Shift Manager or the ADTS may initiate this procedure when warranted by actual or projected environmental, security, radiological, or operational conditions.

Activation of the Station Emergency Response Organization (SERO) is not required to use this procedure.

The affected unit will be the lead unit for implementation. Unit 3 is normally the lead unit for non-unit specific events.

**1.3 Supporting Documents**

C OP 200.6, "Storms and Other Hazardous Phenomena (Preparation and Recovery)"

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

MP-26-EPI-FAP01-001, "Control Room-Director of Station Emergency Operations (CR-DSEO) Checklist"

MP-26-EPI-FAP02-001, "Assistant Director Technical Support (ADTS) Checklist"

MP-26-EPI-FAP04-001, "Director of Station Emergency Operations (DSEO) Checklist"

MP-26-EPI-FAP15, "Common Forms"

## **1.4 Discussion**

This procedure provides guidance for on-site protective actions for a wide range of events which may include one or more of the following:

- Radiological release
- Fire, steam, or explosion hazards
- Chemical release, including truck or rail accident
- Storm or flood related hazards
- Security-related event

Protective responses to a hazard may include one or more of the following:

- Development of a coordinated plan of action
- Pre-deployment of Security or Health Physics personnel or both
- Early dismissal of selected (non-essential) personnel
- Local area evacuations
- Sheltering personnel
- Accounting for personnel
- Evacuating the protected area or the site

### **1.4.1 General**

Selecting protective actions and coordinating the resources needed to implement those actions is best coordinated through the input and assistance from several groups. Security provides the logistics to facilitate any protective actions involving the movement of personnel; the unaffected unit needs to be informed of protective actions being implemented for operational considerations, HP, and/or Chemistry support the identification of hazardous areas in radiological events.

The time required to complete actions is an important component of on-site protective actions. On-site protection action decisions should consider the following, as appropriate:

- Radiological exposure
- Transportation accidents
- Injury
- Safety and control of plant operations
- Evaluation of constraining conditions (e.g., radiological, security, or chemical threats)
- Consequences of premature or delayed actions

Any of the following protective actions are predicated on the assumption that the conditions support the actions. Since all possible scenario combinations cannot be predicted or proceduralized, timing and implementation of any protective action will be controlled by the SM or ADTS, as appropriate, for the specific situation at the time of the event.

#### **1.4.2 Precautionary Dismissal of Non-Essential Personnel**

A precautionary dismissal of non-SERO personnel occurs at the Alert level declaration unless constraints exist, and can be initiated from the Control Room or TSC. The ADTS or CR-DSEO can elect NOT to conduct the precautionary dismissal if the nature of the event warrants such judgement.

A precautionary dismissal directs all non-SERO Millstone employees, contractors, and visitors to leave the site.

#### **1.4.3 Evacuation**

A site evacuation is automatically initiated at the Site Area Emergency or General Emergency classification levels unless constraints exist. Site evacuation may be called for at the Alert level classification; however, conditions which require a site evacuation are inherently defined as Site Area Emergency events and should be classified as such. Evacuation can be accomplished in about 30 minutes.

Evacuation can involve the movement of large numbers of personnel outside of the Protected Area by keying out of the turnstiles at the NAP or SAP. Evacuation may warrant station egress control by Security. Following discussion with the Connecticut State Police and the Waterford Police Departments, Security will provide specific instructions to personnel in the parking areas as requested by these off-site authorities. Following dismissal, station personnel may be directed to a specific location for monitoring and decontamination. Other situations which involve the evacuation of personnel from occupied localized areas onsite must be controlled on a case by case basis.

If the main access road is restricted to traffic, alternate egress routes are available for evacuation.

Evacuation may be deferred if the nature of the threat (weather-related, security-related, radiological release) poses a threat to the safety of the evacuating population.

#### **1.4.4 Local Area Evacuation**

Local area evacuation is an evacuation of a building, area, unit, or multi-units for the immediate protection of station personnel from a hazard within a limited exposure potential or a Security threat. A local area evacuation needs to be initiated anytime personnel in an occupied area may be at risk from an identified hazard. It is a standard response for control room personnel to take actions immediately upon acknowledging the hazard or threat.

#### 1.4.5 Sheltering

Sheltering is a short-term action taken in specific situations where there is insufficient time available to conduct an evacuation, where the hazard is short lived, or where evacuation would pose a threat to the safety of the evacuating population. If a release or hazard is projected to occur within 30–60 minutes, sheltering in place with subsequent staggered movement of personnel may be considered.

Sheltering could prevent full SERO activation and Emergency Response Facility activation within 60 minutes of an event (i.e., security-related) because of constraints inside the Protected Area.

#### 1.4.6 Relocation of EOF and TSC

Designated backup locations have been established for the EOF and TSC if either of these locations cannot be inhabited. These locations provide facilities for SERO members so that responsibilities can be performed.

EOF relocation will be to the upper level of the TSC (the mechanical room). EOF staff assemble in this location, receive a briefing of the event, and then relocate to the following areas:

##### Unit 3 Control Room

- DSEO
- MOC (affected unit)
- PITA
- MRDA
- AMRDA (1)
- RAE (1 )
- FTDC, after briefing RMTs #3, #4, #5

##### OSC AA

- ADEOF
- TICs
- MOR
- ST
- HP Tech
- MOC (unaffected unit)
- AMRDA (1)

①



- RAE (1)
- Rad Com
- Met Assistant
- ERC
- SEPR
- RL

The ADEOF may choose to relocate team members to another location in Building 475 (such as the video conferencing area on the 5<sup>th</sup> floor) where additional equipment, work space, and other capabilities already exist. Communication can then be established with Control Room SERO members.

RMT #3, #4, #5 will be deployed from upper level TSC.

TSC relocation is the EOF. A designated workspace is provided with procedures, drawings, phone lines, and computers to support current SERO TSC members.

All TSC staff assemble in this location *except* for OSC Assistants. They will report to the OSCAA, establish communications to the relocated TSC, and perform duties from this location.

#### 1.4.7 Assembly

Assembly occurs at the Alert emergency classification level or higher. Non-essential personnel are not involved in assembly activities. The Assembly Areas are used to retain SERO personnel who may be needed in the near term to support the event. ①

There are two Assembly Areas, one located in the Bldg 475 Cafeteria and one located in the Simulator Foyer. These areas would be used by SERO as "Holding Locations" for individuals with special expertise or experience for the particular event. ①

Backup to the Simulator Foyer is the OSC AA.

#### 1.4.8 Accountability

Accountability is automatically conducted at a Site Area Emergency or General Emergency. Accountability may be conducted at the Alert level following SERO activation and the completion of the precautionary dismissal, at the discretion of the SM or ADTS.

Accountability is the process of verifying the location of personnel who are inside the Protected Area. That is, any unaccounted for person that has keyed into the Protected Area (NAP/SAP) and is not keyed into a vital area, the TSC/OSC, or the OSC Assembly Area (cafeteria) will be identified as missing. Accountability is required to be completed within 45 minutes of its initiation (the names of any missing persons identified to the ADTS and announced over the PA).

Accountability targets from the time of the announcement are as follows:

- Personnel have keyed in or notified CAS within 15 minutes.
- Unaccounted personnel have been identified within 30 minutes.
- Names of unaccounted personnel have been announced within 45 minutes.
- Personnel accountability inside the protected area is continuously maintained for the duration of the event.

1.4.9 Definitions and abbreviation are contained in Attachment 1, "Definitions and Abbreviations." Responsibilities are contained in Attachment 2, "Responsibilities."

## 2. INSTRUCTIONS

### 2.1 Precautionary Dismissal

2.1.1 Assess the nature, probable cause, and duration of the hazard and perform the following:

- a. IF event is security related and a Security assessment has *not* been completed, delay the dismissal until the assessment is completed by Security.
- b. IF event requires sheltering instead of dismissal, Refer To Section 2.2, "Sheltering."
- c. IF event is *not* security related OR a Security assessment has been completed, provide the SSS/MOS with all available information.
- d. Consider the status of SERO activation prior to the dismissal of personnel.

2.1.2 Contact SSS/MOS and MRCA to discuss the following:

- Decision to shelter site personnel
- Additional personnel assigned to the NAP and SAP to assist in the egress of large numbers of personnel as necessary
- Use of alternate egress routes, if needed
- Estimated time to pre-position personnel to support the dismissal
- Existence of any local area or site access restrictions
- Need to sweep areas outside the protected area including :
  - Environmental lab
  - Red barn and beach area
  - Bay Point Beach and A-Frame
  - Roadways and walkways
  - Switchyard
  - Fitness center
  - Credit union
  - Recreation areas
  - Fire Training Center
  - Warehouses
  - Simulator building
  - Training building

①

- Parking areas
- Outside job sites or grounds maintenance
- Need for additional off-site support

2.1.3 Notify the following of planned actions and announcements:

- a. IF the SERO is in the process of activation, the DSEO and the ADTS.
- b. The unaffected unit control room.

2.1.4 Perform the following:

- a. Activate the outside speakers.
- b. Select station public address system (priority page or 810).
- c. IF alternate routes are being used for the dismissal, include instructions in announcement.
- d. Announce the following:

**Attention all personnel. Attention all personnel. All non-SERO employees, contractors and visitors leave the site at this time.**

(IF alternate routes are being used, provide directions)

- e. Repeat the announcement.
- f. Log the time the announcement was completed.

2.1.5 IF the public address system is inoperable, consider using the following as alternatives for personnel notification:

- Security sweeps using bull horns
- HP personnel
- O&M radios

2.1.6 WHEN the precautionary dismissal has been completed, DIRECT SSS/MOS to perform accountability.

**- End of Section 2.1 -**

## **2.2 Sheltering**

**2.2.1 IF the event involves a situation where site personnel should be sheltered (e.g., Security-related, weather-related, fire, toxic gas, an evacuation is not possible), perform the following:**

- a. Determine the nature of the constraint:**
  - Not enough time to conduct an evacuation (weather-related, rad release)
  - Short-lived hazard (chemical, toxic gas)
  - Radiological release
  - Evacuation would threaten the safety of the evacuees
  - Intrusion by a hostile force
- b. IF SERO is staffed, contact the following to discuss course of action :**
  - For radiological-related, MRCA
  - For security-related, MOS
  - EOF DSEO
- c. Inform unaffected unit of the event and sheltering actions planned.**

**2.2.2 Refer To Attachment 3, "Examples of On-Site Protective Actions and Announcements," and prepare announcement.**

**2.2.3 Ensure outside speakers are activated.**

**2.2.4 Review the wording for the station notification message and announce the sheltering instructions.**

**2.2.5 Repeat the PA message.**

**2.2.6 Log the time of announcement on EPI-FAP15-012, "SERO Log Sheet."**

**2.2.7 Refer To appropriate section of EPI-FAP01-001, "Control Room - Director of Station Emergency Operations (CR-DSEO)," and perform actions.**

**- End of Section 2.2 -**

## 2.3 Evacuation

### NOTE

Evacuation is automatically conducted at a Site Area Emergency or General Emergency unless constraints exist. Other situations which involve the evacuation of personnel from occupied localized areas onsite must be controlled on a case by case basis.

#### 2.3.1 Assess the nature, probable cause, and duration of the hazard.

### CAUTION

Movement of personnel should consider potential on-site and off-site constraints.

- a. IF the station evacuation is constrained (e.g., security related, weather related, fire or toxic gases), consider delaying evacuation until an assessment has been completed.

- 1) Notify SSS/MOS of decision *not* to evacuate.

#### 2.3.2 Direct the SSS/MOS to perform the following:

- a. IF evacuation via the main access road is restricted, discuss the use of alternate egress routes.
- b. Inform Waterford Dispatch of time and purpose of any planned on-site siren activation.
- c. Establish and maintain traffic control with the Waterford and Connecticut State Police departments including alternative egress routes, as applicable.

#### 2.3.3 Perform the announcement over the public address system as follows:

- a. Activate the outside speakers.
- b. Sound the Evacuation Alarm for 30 seconds.
- c. Select station public address system (priority page or 810).
- d. IF alternative evacuation routes are being used, include instructions in announcement.
- e. Announce the following:

**Attention all personnel, Attention all personnel. All non-SERO employees, contractors, and visitors evacuate the site at this time. (IF alternative routes are being used, provide directions) Security initiate accountability.**

- f. Repeat the announcement.

g. Log the time of the announcement.

2.3.4 **IF** public address system is inoperable, consider using the following as alternatives for personnel notification:

- Security sweeps using bull horns
- HP personnel
- O&M radios

2.3.5 Direct the SSS/MOS to perform the following:

a. Coordinate security patrols to sweep the open areas, outdoors, and buildings outside the Protected Area including:

- Environmental lab
- Red barn and beach area
- Bay Point Beach and A-Frame
- Roadways and walkways
- Switchyard
- Fitness center
- Credit union
- Recreation areas
- Fire Training Center
- Warehouses
- Simulator building
- Training building
- Parking areas
- Outside job sites or grounds maintenance

b. Verify personnel are moving as instructed and report back on the status.

c. Provide key search accountability results within 30 minutes if not previously conducted.

**- End of Section 2.3 -**

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## **2.4 Accountability**

**2.4.1 IF a site evacuation has been conducted, perform the following:**

- a. Upon declaration of a Site Area Emergency or General Emergency, direct CAS to implement accountability procedures.
- b. Within 15 to 25 minutes after station announcement, ensure CAS has run an area summary report or similar printout to account for personnel in the protected area.
- c. Within 40 minutes of the announcement to conduct accountability, perform the following:
  - 1) Obtain the missing persons report.
  - 2) Determine the approximate number of personnel who are unaccounted for by badge or telephone call.
  - 3) Notify the ADTS of the results.
- d. IF personnel are unaccounted for in the Protected Area, provide the ADTS with the following:
  - Name of missing individual
  - Last known location of missing individual
  - Special access requirements for intended search and rescue route

### **NOTE**

Announcement by name in 45 minutes fulfills the initial accountability commitment.

- e. Announce the names of unaccounted personnel over station PA system.
- f. Coordinate with the MOSC to initiate the dispatch of Search and Rescue Teams to locate any unaccounted for personnel.
- g. Maintain continuous accountability of personnel within the protected area until directed otherwise by the ADTS.

**- End of Section 2.4 -**



## **2.5 Assembly**

- 2.5.1 Identify and retain additional SERO personnel with special expertise or experience for the particular event. ①
- 2.5.2 Direct the ERC and the MOSC (in the OSC Assembly Area) to obtain the following information:
  - a. Name
  - b. SERO position
  - c. Home or point of contact number
- 2.5.3 Direct SERO EOF experts to the Simulator Foyer Assembly Area to wait for further instructions. ①
- 2.5.4 Notify the MOSC to retain SERO OSC Assembly Area experts and to wait for further instructions.
- 2.5.5 Discuss establishing a staging area for personnel and resources outside the 10 mile EPZ with DSEO as conditions warrant.

**- End of Section 2.5-**

### **3. SUMMARY OF CHANGES**

#### **3.1 Revision 001-01**

- 3.1.1 Changed MPI to PITA to reflect new title.
- 3.1.2 Clarified Assembly Areas are used to retain SERO experts who may be used in the near term to support the event.
- 3.1.3 Modified instructions for assembly.
- 3.1.4 Updated the MOR's responsibilities for releasing personnel.
- 3.1.5 Added list of sweep areas for Security to sections 2.1.2 and 2.3.5.

#### **3.2 Revision 001**

- 3.2.1 Editorial changes only.

#### **3.3 Revision 000-05**

- 3.3.1 Added security-related events to Section 1.4.
- 3.3.2 Minor editorial change in step 1.4.1.
- 3.3.3 Clarified in step 1.4.2 that a precautionary dismissal occurs at the Alert level unless constraints exist.
- 3.3.4 Clarified in step 1.4.3 that a site evacuation is initiated at the Site Area Emergency (SAE) or General Emergency (GE) unless constraints exist.
- 3.3.5 Minor editorial change in step 1.4.3. Added information on alternate egress routes.
- 3.3.6 Clarified in step 1.4.4 that a local area evacuation may be the result of a Security threat.
- 3.3.7 Clarified in step 1.4.5 that sheltering may be chosen instead of evacuation.
- 3.3.8 Added steps 1.4.6 and 1.4.7 for information on relocated EOF, Backup TSC, and relocated assembly area for simulator foyer.
- 3.3.9 Added step 2.1.1.b, 2.1.2, and 2.1.4 to precautionary dismissal to provide reference to sheltering and use of alternate egress routes.
- 3.3.10 Modified step 2.2.4 and added steps 2.2.5 and 2.2.7 to clarify the sheltering procedure.
- 3.3.11 Added step 2.3.1.a.1) on sheltering.
- 3.3.12 Added steps 2.3.2.a and 2.3.3.d to provide information on alternate egress routes.
- 3.3.13 Clarified in step 2.3.5.c that key search accountability results are available within 30 minutes.

3.3.15 Clarified in Attachment 3, Security Event, that a follow-up action to sheltering is to conduct precautionary dismissal, evacuation, and accountability as deemed appropriate when the threat has been resolved. Added information on the classification level.

3.3.16 Various editorial comments.

**3.4 Revision 000-04**

3.4.1 Minor editorial changes.

3.4.2 Added Section 2.2, Sheltering.

3.4.3 Added definitions to Attachment 1, "Definitions and Abbreviations."

3.4.4 Added example to Attachment 3, "Examples of Onsite Protective Actions and Announcements," for situations which may require sheltering.

**3.5 Revision 000-03**

3.5.1 Deleted sentences directing SERO personnel to the Simulator Foyer in first paragraph under steps 1.4.3 and 1.4.6.

**3.6 Revision 000-02**

3.6.1 Changed the word "director" to "direct" in step 2.1.6.

**3.7 Revision 000-01**

3.7.1 Added the words "unless constraints exist" to clarify the evacuation.

**3.8 Revision 000**

3.8.1 Original issue

## **Attachment 1**

### **Definitions and Abbreviations**

(Sheet 1 of 2)

**Accountability** - Accountability is used to determine if personnel are missing. A census of personnel in the protected area completed within 45 minutes.

**ADTS** - Assistant Director Technical Support

**Affected Area** - Location requiring protective response to include level, building, unit, open area, or site.

**CAS** - Central Alarm Station

**DSEO** - Director of Station Emergency Operations

**EPZ** - Emergency Planning Zone

**ERC** - External Resources Coordinator

**Essential Personnel** - Personnel directly engaged in actions required to safely operate, monitor plant functions, or mitigate accident events. Security, HP, and other personnel directed by managers. This includes emergency plan on-call and subject to call, on-shift security, HP and other personnel as directed.

**MOS** - Manager of Security

**MRCA** - Manager Radiological Consequence Assessment

**NAP** - North Access Point

**Owner Controlled Area** - All station property excluding the protected area.

**PA** - Public Address (System)

**Protected Area** - The area inside the security fence where access is controlled by security.

**Protected Area Evacuation** - Leaving the protected area to a designated assembly area.

**SAP** - South Access Point

# **Attachment 1**

## **Definitions and Abbreviations**

(Sheet 2 of 2)

**Sheltering** - Staying inside a structure with doors, windows, and exterior ventilation closed.

**Site Evacuation** - Leaving the protected area and exiting the owner controlled property.

**SM** - Shift Manager

**SSS** - Security Shift Supervisor

**TSC** - Technical Support Center

## **Attachment 2 Responsibilities**

(Sheet 1 of 1)

1. The Security Shift Supervisor/Manager of Security is responsible for coordinating accountability, site access control, traffic control, and assembly areas.
2. The HP Manager or MRCA is responsible for providing radiological assessment and guidance concerning protective recommendations.
3. The Manager of Resources is responsible for coordinating the control and release of personnel from the emergency response facilities or assembly areas.
4. The following managers and staff may be designated by the Shift Manager or DSEO to support implementation of this procedure:
  - MRCA (chemical release)
  - Shift Technician or alternate designee (announcements)
  - HP Technicians (decontamination at access and assembly points)
  - Security (accountability, crowd control)

①

### **Attachment 3**

## **Examples of On-Site Protective Actions and Announcements**

(Sheet 1 of 3)

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#### **Example 1: Approaching Hurricane (station-wide, late onset, long duration)**

- Objectives:
- a) Early release of all but essential personnel
  - b) Prepare essential personnel for long-term staffing during storm

##### Sample Announcement

**ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL!** Hurricane conditions are projected to reach the site within 24 hours. Personnel not on call or involved in plant safety, security, or operations may leave work at 2 PM today and are excused from regular work tomorrow. All on-call SERO and operations personnel: plan to report to your assigned locations by 10 AM tomorrow for the duration of the storm. Additional information will be provided.

- Follow-up:
- a) As storm approaches, warn all personnel to remain indoors.
  - b) Announce restoration of normal conditions when appropriate.

---

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#### **Example 2: Radiological or Chemical Release (onset <30 minutes, duration <30 minutes)**

- Objectives:
- a) Avoid affected areas
  - b) Prompt sheltering (no time to complete assembly)

##### Sample Announcement

**ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL!** A brief radiological (or chemical) release from the main stack is projected to start in 15 minutes. **ALL PERSONNEL!** Avoid the stack and the unit \_\_\_\_ turbine building. Take shelter indoors; secure windows, doors and unnecessary ventilation. **STAND BY FOR ADDITIONAL INSTRUCTIONS.**

- Follow-up:
- a) Ensure Environmental Laboratory, SGRP, other buildings outside fence are notified (security walk through or phone call)
  - b) Announce restoration of normal conditions when appropriate.

### **Attachment 3**

## **Examples of On-Site Protective Actions and Announcements**

(Sheet 2 of 3)

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#### **Example 3: Radiological Release (onset >30 minutes, duration >30 minutes)**

Objectives: a) Accountability within 45 minutes

b) Retention of essential personnel

Precondition: SERO activation already announced (Alert Charlie-One or higher declared)

#### **Sample Announcement**

**ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL!** A radiological release may occur in (x) hours. HP personnel assemble in the (cafeteria, NAP, SAP). Inside the protected area, evacuate now. All personnel remaining in the protected area - key in now.

Follow-up: a) Ensure Security uses bullhorn to retain HP, SERO, other crafts or trades at assembly areas as directed by MOR.

b) Ensure off-site notifications are performed.

c) Coordinate release of personnel from assembly points (NAP, SAP).

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#### **Example 4. Security Event (Intrusion by a hostile force)** **(Sheltering Actions )**

Objectives: a) Avoid injury to station personnel

b) Prompt sheltering

**ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL!** An \_\_\_\_\_ has been declared at (Unit # \_\_\_\_).  
(Unusual Event)(Alert)(Site Area Emergency)(General Emergency)

There is a [insert nature of constraint (e.g., Security event)] \_\_\_\_\_ occurring at the station.

Avoid the \_\_\_\_\_ until further notice. Take shelter indoors. Close windows and doors and stay clear of windows. Do not leave the building. Stand by for additional instructions. (SERO members report to your designated emergency response facility.)  
OR (SERO members take shelter.)

Follow-up: a) Warn personnel to avoid specific areas onsite and remain indoors.

b) When appropriate, announce termination of hostile situation.



- c) WHEN the threat has been resolved, conduct SERO activation, precautionary dismissal, or evacuation and accountability as deemed appropriate.

**Attachment 3**  
**Examples of On-Site Protective Actions and Announcements**

(Sheet 3 of 3)

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**Example 5. Evacuation of Site (radiological release in progress, conditions degrading)**

- Objectives:
- a) Emergency event declared
  - c) Off-site notifications are performed
  - d) Security notified to allow evacuation

Sample Announcement

ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL! Plant conditions are degrading. A site evacuation has been ordered. Personnel at NAP will be released, in groups, by security. Personnel at SAP, stand by. Avoid all areas east and south of the main stack. All personnel remaining in the protected area - key in now.

- Follow-up:
- a) Provide follow-up message and transportation for personnel at SAP who can not reach cars without passing release point (in this case, stack).

Docket Nos. 50-245  
50-336  
50-423  
B18824

**Attachment 8**

**Millstone Power Station, Unit Nos. 1, 2 and 3**

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)**  
**MP-26-EPI-FAP13, "News Releases"**

08/20/02  
Approval Date

09/03/02  
Effective Date

Document No: <b>MP-26-EPI-FAP13</b>		Writer: Linda DeLuca	Rev. No: 1	Minor Rev 0																																									
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**Functional  
Administrative  
Procedure**



**Millstone Station**

**News Releases  
MP-26-EPI-FAP13  
Rev. 001**

Approval Date: 11/22/02

Effective Date: 1/7/03



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**1. PURPOSE**

**1.1 Objective**

This procedure provides guidance to the Public Information Technical Advisor (PITA) and the Nuclear News Manager for preparing and issuing news releases during a declared emergency.

**1.2 Applicability**

NA

**1.3 Supporting Documents**

NA

**1.4 Discussion**

This section includes a discussion on the major activities associated with News Releases.

1.4.1 The Station Duty Officer is the public information point of contact in the affected unit control room.

1.4.2 In an Unusual Event, the Nuclear News Manager drafts and approves news releases until the EOF is activated.

1.4.3 In an Alert or higher, once the EOF is activated, news releases are drafted by the PITA and approved by the DSEO for issue.

1.4.4 When the State EOC is activated and staffed, the draft news release is forwarded to the NNM via electronic mail or telefax from the PITA. The NNM obtains approval from the Chief Technical Spokesperson (CTS) and CTS has taken responsibility. The news release is finalized and issued by the NNM from the JMC.

1.4.5 Definitions and abbreviation are contained in Attachment 1. Responsibilities are contained in Attachment 2.

## **2. INSTRUCTIONS**

### **2.1 Preparing News Releases**

#### **NOTE**

News releases are prepared using only official and verifiable information and if possible, without using technical jargon or acronyms.

#### **2.1.1 Prepare news release for the following, as applicable:**

- An initial emergency classification of Unusual Event or higher
- A change in plant status
- A change in emergency classification
- The Joint Media Center has been activated
- A Millstone related rumor or inquiry trend is identified

#### **2.1.2 Refer To and review the samples of prepared news releases (Attachments 3-10) for the following events, as applicable:**

- UNUSUAL EVENT - (No Release or Small Unplanned Release)
- ALERT
- SITE AREA EMERGENCY
- GENERAL EMERGENCY
- Status Report
- Joint Media Center Activation
- Event Termination to Recovery

#### **2.1.3 Develop a chronology of key events for complex or long-term emergencies.**

#### **2.1.4 Develop and issue the following information within a news release, as appropriate:**

- A background on the emergency response
- General plant information
- Radiation information
- Insurance and electrical rates
- Management information

#### **2.1.5 Include the following information in the news release:**

- Date and time statement is issued



- Release number (ordered sequentially)
- Name and phone number for media contact
- Unit affected
- Emergency classification
- Status of radiological conditions
- Status of plant
- Description of emergency classification, including previously declared emergency classifications.
- Corrective actions taken
- Off-site assistance requested
- If JMC has been activated, coordinate with the state and include rumor and inquiry control phone numbers.
- Rumor trend feedback
- Statement to media on where to obtain additional information.

#### **NOTE**

The names of injured or contaminated personnel shall not be released under any circumstances.

- 2.1.6 Exclude information on the extent of personnel injuries or contamination until medically diagnosed and confirmed.
- 2.1.7 DO NOT provide estimated or projected dose measurements, provide only actual radiation dose measurement (if at all).
- 2.1.8 Submit news release to the ADEOF for technical review.
- 2.1.9 Submit news release to the EOF DSEO or CTS for approval prior to issue.

- End of Section 2.1 -

## **2.2 Distributing News Releases**

### **NOTE**

1. Only the Chief Technical Spokesperson or Corporate Officials are quoted or referenced.
2. Information originating from sources other than the company will not be released without ADEOF review and DSEO or CTS approval.

- 2.2.1 Determine news release distribution.
- 2.2.2 Distribute news releases to the Nuclear News Manager in the CT State EOC, PITA at the EOF and Dominion Corporate via e-mail, or fax.
- 2.2.3 Distribute news releases via preprogrammed fax machine. IF the Joint Media Center has not been activated AND operation is from the EOF, Refer To Attachment 11, "SNET FAXWORKS Instructions," to distribute news releases.

**- End of Section 2.2 -**

**3. SUMMARY OF CHANGES**

**3.1 Revision 001**

- 3.1.1 Moved step 1.4.4 to step 1.4.2. (CR-02-11198)
- 3.1.2 Changed position titles for Manager of Public Information (MPI) to Public Information Technical Advisor (PITA) and Executive Spokesperson (ES) to Chief Technical Spokesperson (CTS).
- 3.1.3 Steps 1.4.2 - 1.4.4, clarified who is responsible for news releases at different emergency classifications and emergency facility activations.
- 3.1.4 Added PITA, EOF, NNM, and CTS to Attachment 1.
- 3.1.5 Removed the word "Nuclear" from station title.
- 3.1.6 Corrected wording in news release templates.
- 3.1.7 Attachment 11, corrected instructions for using FAXWORKS.

**3.2 Revision 000**

- 3.2.1 Original Issue

# **Attachment 1**

## **Definitions and Abbreviations**

(Sheet 1 of 1)

### **Definitions**

N/A

### **Abbreviations**

ADEOF - Assistant Director Emergency Operations Facility

CTS - Chief Technical Spokesperson

DSEO - Director of Station Emergency Operations

EAS - Emergency Alert System

EOF - Emergency Operation Facility

MRCA - Manager of Radiological Consequence Assessment

NNM - Nuclear News Manager

PITA - Public Information Technical Advisor

## **Attachment 2 Responsibilities**

(Sheet 1 of 1)

1. **Public Information Technical Advisor (PITA)**

The PITA is responsible for preparing news releases when the EOF is activated.

2. **Nuclear News Manager (NNM)**

The NNM develops and approves new releases until the EOF is activated.

The NNM is responsible for obtaining news release input from the Chief Technical Spokesperson at the State EOC for release to the media.

3. **Assistant Director of the Emergency Operations Facility (ADEOF)**

The ADEOF is responsible for reviewing the technical content of news releases.

4. **Director of Station Emergency Operations (DSEO)**

The DSEO is responsible for approving news releases, once the EOF is activated until the State EOC is staffed with the Chief Technical Spokesperson and NNM has authorized the CTS to approve news releases.

5. **Chief Technical Spokesperson (CTS)**

Reviews and approves news releases from the State EOC once authorized by the DSEO.

**Attachment 3**  
**Sample News Release - UNUSUAL EVENT**

(Sheet 1 of 1)

This is a Drill

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**UNUSUAL EVENT DECLARED at the MILLSTONE POWER STATION.**

An UNUSUAL EVENT was declared at (time & date) by operators of the Millstone Power Station (Unit Number) in Waterford Connecticut. An UNUSUAL EVENT is the lowest of the four Nuclear Regulatory Commission emergency classification levels, involving a minor problem at the plant.

The event was declared when (give plant conditions describing the event). (Give details on the function of the equipment discussed above, including what system it is part of.) The reactor (has/has not) been shut down.

There has been no release of radioactivity from the plant as a result of this incident.

- OR -

This event has resulted in an (ongoing/terminated) release of radioactivity. (Give equivalent or actual dose information if available.)

(There have/have not been any injuries.)

(Provide information/status of the other units not involved in the event.)

(Include the following only if applicable:)

Specialists from the plant's owner, Dominion Nuclear Connecticut, (are working to correct/have corrected) the plant's condition. Local, state, and federal officials have been notified and are being kept informed.

Additional information about developments at the plant will be provided as soon as it is available.

\* \* \* \* \*

**Attachment 4**  
**Sample News Release - ALERT**

(Sheet 1 of 1)

This is a Drill

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**ALERT DECLARED at the MILLSTONE POWER STATION**

An ALERT was declared at (time & date) by operators of the Millstone Power Station (Unit Number) in Waterford Connecticut. An ALERT is the second lowest of the four Nuclear Regulatory Commission emergency classification levels and involves a relatively minor event.

The ALERT was declared when (give plant conditions). (Give details on the function of the equipment discussed above, including what system it is part of.) The reactor (has/has not) been shut down.

There has been no release of radioactivity from the plant as a result of this incident.

-OR-

This event has resulted in an (ongoing/terminated) release of radioactivity. (Give equivalent or actual dose information if available.)

Specialists from Dominion Nuclear Connecticut, the plant's owner and operator, (are working to correct/have corrected) the problem. An emergency operations center has been set up at the plant for the duration of the event.

Nonessential plant personnel (give status on dismissal or evacuation). There (have/have not) been any injuries as a result of this event.

(Provide information/status of the other units not involved in the event.)

State, local, and federal officials have been notified and are being kept informed. Additional information about developments at the plant will be provided as soon as it is available.

\* \* \* \* \*

**Attachment 5**  
**Sample News Release - SITE AREA EMERGENCY**

(Sheet 1 of 1)

**This is a Drill**

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**SITE AREA EMERGENCY DECLARED at the MILLSTONE POWER STATION**

A SITE AREA EMERGENCY was declared at (time & date) by operators of the Millstone Power Station (Unit Number) in Waterford Connecticut. A SITE AREA EMERGENCY is the third highest of the four Nuclear Regulatory Commission emergency classification levels and involves a relatively serious problem at the plant.

The SITE AREA EMERGENCY was declared when (give plant conditions). (Give details on the function of the equipment discussed above, including what system it is part of.) The reactor (has/has not) been shut down.

There has been no release of radioactivity from the plant as a result of this incident.

-OR-

This event has resulted in an (ongoing/terminated) release of radioactivity. (Give equivalent or actual dose information if available.)

Specially trained members of the company's emergency response organization have set up an emergency operations center and are working to return the plant to a stable condition.

Nonessential plant personnel (give status on dismissal or evacuation). There (have/have not) been any injuries as a result of this event.

(Provide information/status of the other units not involved in the event.)

Local, state, and federal officials have been notified. The State Emergency Operations Center at the Hartford Armory (has been/is being) activated.

The company has asked the public not to call the plant. (Once rumor control at the State EOC has been activated.) Members of the general public with specific inquiries may call (860-XXX-XXXX).

**NOTICE TO MEDIA:** *No media or public information is available at the plant site. A Joint Media Center (has been/is being) established with the State of Connecticut at the Hartford Armory, 360 Broad Street, Hartford, Connecticut, as the single source of information about the emergency. Members of the media should direct their requests for information to the Joint Media Center.*

\* \* \* \* \*



**Attachment 6**  
**Sample News Release - GENERAL EMERGENCY**

(Sheet 1 of 1)

This is a Drill

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**GENERAL EMERGENCY DECLARED at the MILLSTONE POWER STATION**

A GENERAL EMERGENCY was declared at (time & date) by operators of the Millstone Power Station (Unit) in Waterford Connecticut. A GENERAL EMERGENCY is the most serious of four Nuclear Regulatory Commission emergency classification levels.

The GENERAL EMERGENCY was declared when (give plant conditions). (Give details on the function of the equipment discussed above, including what system it is part of.) The reactor (has/has not) been shut down.

There has been no release of radioactivity from the plant as a result of this incident.

-OR-

This event has resulted in an (ongoing/terminated) release of radioactivity. (Give equivalent or actual dose information if available.)

Specially trained members of the company's emergency response organization have set up an emergency operations center at the plant and are working to return the plant to a stable condition. Nonessential plant personnel (give status on dismissal or evacuation).

There (have/have not) been any injuries as a result of this event.

(Provide information/status of the other units not involved in the event.)

Local, state, and federal officials have been notified and are being kept informed. The State Emergency Operations Center at the Hartford Armory (has been/is being) activated.

The company has asked the public not to call the plant site. (Once rumor control at the State EOC has been activated). Members of the general public with specific inquiries may call (860-XXX-XXXX)

**NOTICE TO MEDIA: NO MEDIA OR PUBLIC INFORMATION IS AVAILABLE AT THE NUCLEAR PLANT. A Joint Media Center (has been/is being) established with the State of Connecticut at the Hartford Armory, 360 Broad Street, Hartford, Connecticut, as the single source of information about the emergency. Members of the media should direct their requests for information to the Joint Media Center. The company will continue to report details about developments at the plant as soon as they are available.**

\* \* \* \* \*

**Attachment 7**  
**Sample News Release - STATUS Report**

(Sheet 1 of 1)

**This is a Drill**

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**STATUS OF EMERGENCY at the MILLSTONE POWER STATION.**

A (classification) remains in effect at the Millstone Power Station (Unit) in Waterford Connecticut. The (classification level) was declared at (time & date).

The event was declared when (give plant conditions and details on the function of the equipment discussed, including what system it is part of.) The reactor (has/has not) been shut down.

Specially trained members of the company's emergency response organization have set up an emergency operations center at the plant to monitor the event and are working to return the plant to a stable condition.

Local, state, and federal officials have been notified. The State Emergency Operations Center (EOC) at the Hartford Armory (has been/has not been) activated.

(Update information on the incident in progress including what had occurred to lead up to this point, using non-repetitive and value added information including status of injured workers.)

(Provide information on the other unaffected units.)

**NOTICE TO MEDIA: NO MEDIA OR PUBLIC INFORMATION IS AVAILABLE AT THE NUCLEAR PLANT. A Joint Media Center (has been/is being) established with the State of Connecticut at the Hartford Armory, 360 Broad Street, Hartford, Connecticut as the single source of information about the emergency. Members of the media should direct their requests for information to the Joint Media Center.**

\* \* \* \* \*

**Attachment 8**  
**Sample News Release - Joint Media Center Activated**

(Sheet 1 of 1)

This is a Drill

---

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**Joint Media Center Activated**

Officials from Dominion Nuclear Connecticut and the State of Connecticut Office of Emergency Management have activated a Joint Media Center in the Hartford Armory to serve as a single source of information regarding the emergency at (Unit) of the Millstone Power Station

**NO MEDIA OR PUBLIC INFORMATION IS AVAILABLE AT THE PLANT SITE.** Members of the media should direct their requests for information to the Joint Media Center. The Joint Media Center is located at the Hartford Armory, 360 Broad Street, Hartford, Connecticut. Access to the center will be restricted to media representatives bearing proof of their affiliations.

If you wish to speak to a power company media representative at the Joint Media Center, please call the phone number listed above. **NOTE: THIS NUMBER IS FOR MEDIA USE ONLY AND SHOULD NOT BE DISSEMINATED TO THE PUBLIC.** Separate phone numbers have been issued for use by the public and are contained in news releases.

\* \* \* \* \*

**Attachment 9**  
**Sample News Release - Event Terminated**

(Sheet 1 of 1)

**This is a Drill**

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**EMERGENCY ENDED at MILLSTONE STATION**

The emergency ended at the Millstone Power Station (Unit) in Waterford Connecticut at (time & date). The (classification level) declared at (time & date) was terminated at (time & date)..

The event was declared when (give plant conditions and details on the status of the equipment discussed above)

(Provide any information regarding injuries as a result of this event.)

The plant is shut down and remains in a stable condition. (There was no release of radiation/the radioactive release has been terminated and there is no potential for any further releases.)

The company's emergency response organizations at the plant have been disbanded, and a recovery organization is in place to oversee the restoration of the plant to its normal operating condition. The plant is expected to remain shut down until (date).

**NOTICE TO MEDIA:** News information regarding Millstone or the nuclear event will no longer be available at the Joint Media Center in Hartford. If you wish to speak to corporate media representative, please call the phone number listed above.

\* \* \* \* \*

**Attachment 10**  
**Sample News Release - ALERT at Unit 1**

(Sheet 1 of 1)

**This is a Drill**

**Release Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Information as of:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone: (860)** \_\_\_\_\_

**(UNUSUAL EVENT/ALERT) DECLARED at the MILLSTONE UNIT 1 POWER STATION**

The (UNUSUAL EVENT/ALERT) was declared the Millstone Power Station Unit 1 on (date) at (time) by operators of the Millstone Power Station in Waterford Connecticut. An ALERT is the second lowest of the four Nuclear Regulatory Commission emergency classification levels and involves a relatively minor event.

The event was declared when (describe the event and give details on the function of the equipment discussed above including what system it is part of).

There has been no release of radioactivity from the plant as a result of this incident.

-OR-

This event has resulted in an (ongoing/terminated) release of radioactivity. (Give equivalent or actual dose information if available.)

Specially trained members of the company's emergency response organization have set up an emergency operations center at the plant and (are working to correct/have corrected) the problem. Nonessential plant personnel (give status on dismissal or evacuation). There (have/have not) been any injuries as a result of this event.

Millstone Unit 1 stopped power operations on November 4, 1995, and is permanently shut down with all fuel removed from its reactor. In this condition, a reactor-related accident is no longer possible and no increased risk to the general public is expected beyond the ALERT level of emergency.

(Provide information/status of the other units not involved in the event.)

State, local, and federal officials have been notified and are being kept informed. Additional information about developments at the plant will be provided as soon as it is available.

\* \* \* \* \*

## Attachment 11 SNET FAXWORKS Instructions

(Sheet 1 of 1)

These instructions demonstrate how to send a fax broadcast via SNET FAXWORKS from a fax machine to either a distribution list or a group of fax numbers that have not been entered into the SNET FAXWORKS computer.

1. To dial:

- From the EOF, press the speaker button on MP1 fax machine and dial 9-(202)-216-1821.
- From the state EOC, NNM fax, Dial 1-(202)-216-1821 from the fax telephone handset to hear the voice instructions.

2. Enter the seven digit SNET FAXWORKS password (7972657), followed by the star key (\*).

3. To send a fax PRESS [1].

4. You will then be given the following list of choices regarding the delivery time of the fax:

- To send the fax immediately:.....PRESS [1]
- To send the fax overnight (Between 11 p.m. and 7 a.m. EST): .....PRESS [2]
- To schedule delivery at a specific time within a 24-hour period:.....PRESS [3]  
Enter the military time you want the fax to go out (4 pm is 16:00 in military time).
- To send to a SNET FAXWORKS Mailbox: .....PRESS [4]

5. You will then be asked to enter the distribution list number or the fax number (including area code) you want to send out to, followed by the star key [\*]. You can enter in as many lists or fax numbers as you would like, but they need to be entered in one at a time, pressing the star key after each entry (i.e., 001\*, 003\*, 860-555-1212\*, 005\*, 704-555-9898\*).

Choose from the following lists for SNET FAXWORKS distribution list numbers:

- 001 - Local Media
- 002 - CT State-wide
- 003 - Government
- 004 - Local & Government (Lists 001 & 003)
- 005 - All lists (Lists 001, 002, & 003)

6. When you have completed entering the lists or destination number that you want to send to: PRESS THE POUND KEY [#].

7. Wait for the fax tone and press start on the fax machine. The document will start going through the fax machine and you may hang up the receiver.

**FOR HELP CALL THE SNET FAXWORKS CUSTOMER SERVICE DEPARTMENT  
AT 1-800-345-4329.**

\* \* \* \* \*

Docket Nos. 50-245  
50-336  
50-423  
B18824

**Attachment 9**

**Millstone Power Station, Unit Nos. 1, 2 and 3**

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)**  
**MP-26-EPI-FAP14, "Recovery"**

**Approval Date**

09/03/02

**Effective Date**

Document No: <b>MP-26-EPI-FAP14</b>	Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1
--	-----------------------------	---------------	----------------

Title:  
**Recovery**

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For New Documents      Document is QA ☐      DH Title:

☐ Revision      ☒ Minor Revision      ☐ Cleanup Revision      ☐ Biennial Review  
☐ Cancel      ☐ Void (Do Not Us      ☐ Expire      ☐ Superseded b

Comments: ✓ Administrative Correction FL *Patricia Luckey*  
 CR-02-11198

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Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
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<input type="checkbox"/>				
50.54(g) <input checked="" type="checkbox"/>	KR Burgess	KR Burgess	10/22/02	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No )				
Tech Independent <input type="checkbox"/>				

---

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

---

Training:    ☐ None      ☐ Nuclear Training    ☒ Briefing      ☐ Familiarization

---

<input checked="" type="checkbox"/> SQR Review and Approval Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <i>KR Burgess</i> 10/22/02 <small>(1) SQR Sign / Date</small> <i>Patricia Luckey</i> Department Head Approval    Sign	<input type="checkbox"/> SORC Review and Approval N/A <small>(1) Department Head Approval    Sign/Date</small> _____ <small>(2) SORC Meeting Number</small> _____ <small>(3) SORC Approval    Sign</small>	<input type="checkbox"/> Department Head Review and Approval _____ Department Head Approval    Sign
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Approval Date 11/22/02      Effective Date 1/7/03

MP-05-DC-FAP01.1-005

Rev. 000

Page 1 of 1



**Functional  
Administrative  
Procedure**



**Millstone Station**

**Recovery  
MP-26-EPI-FAP14  
Rev. 001-01**

Approval Date: 11/22/02

Effective Date: 1/7/03



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MP-26-EPI-FAP14-001, "Recovery Issue and Strategies Form"

## **1. PURPOSE**

### **1.1 Objective**

This procedure provides guidance to the Director of Station Emergency Operations (DSEO) and the Director of Recovery Operations (DRO) for directing the transition into the Recovery phase of an event and performing associated activities. It also provides guidance to other individuals who will perform supporting functions during Recovery.

### **1.2 Applicability**

While in a declared emergency, conditions have stabilized and the DSEO is prepared to terminate the emergency in accordance with EPI-FAP06, "Classification and PARs."

### **1.3 Supporting Documents**

EPI-FAP06, "Classification and PARs"

EPI-FAP07, "Notifications and Communications"

### **1.4 Discussion**

Recovery takes place after the emergency phase of an accident has occurred, the plant is in a relatively stable condition, and the emergency has been terminated by the Director of Station Emergency Operations. Recovery actions may require normal resources to recover the plant or extensive resources which could require months of support.

Members of the Recovery Organization are chosen based on their experience, managerial skills, and the needs of the plant. Conditions are evaluated to determine what repairs need to be performed, and when normal operations may be restored.

The Director of Recovery Operations will ensure that all work performed during Recovery is in accordance with approved station procedures unless specific actions have been approved by SORC.

#### **Recovery Goals**

- Assess the on site and off site consequences of the emergency.
- Perform cleanup and repair to return plant to pre-event conditions.
- Investigate the causes of the event and plan actions to prevent reoccurrence.

#### **Federal Response**

- The NRC or FEMA will coordinate support from multiple federal government agencies.
- Federal Agencies may request resources (space, phones and so forth) be provided to aid in their recovery efforts.

Definitions and abbreviation are contained in Attachment 1.

Responsibilities are contained in Attachment 2.

Recovery process is illustrated in Attachment 3.

## 2. INSTRUCTIONS

### 2.1 Transition and Recovery Following an Unusual Event

#### 2.1.1 Director of Station Emergency Operations

##### **NOTE**

1. An Event Summary Report is required within 24 hours of terminating an Unusual Event.
2. For an Unusual Event, the Incident Report Form may be considered the Event Summary Report for purposes of termination notification.

- a. Designate a Director of Recovery Operations by contacting the Site Vice President (or designee).
- b. Direct the completion and transmission of an Incident Report Form, per EPI-FAP07, "Notifications and Communications," to signify termination of the Unusual Event.
- c. Announce the following (or similar) message to plant personnel over the public address system:

**Attention all personnel, attention all personnel. The Unusual Event has been terminated and Recovery has been initiated. I repeat, the Unusual Event has been terminated and Recovery has been initiated.**

Include any instructions for restrictions on areas or activities that still exist.

- d. Ensure any reportable events are captured and reported as required.
- e. Maintain log of events.

#### 2.1.2 Director of Recovery Operations:

- a. Convene an event review meeting as soon as practical following termination from the Unusual Event.
- b. Start the investigation and corrective action process per plant procedures.

**- End of Section 2.1 -**

## **2.2 Transition Following an Alert or Higher Classification**

**DSEO**

### **NOTE**

As conditions improve and additional personnel and resources become available, certain Recovery activities may be initiated before terminating the emergency.

- 2.2.1 Determine appropriate Emergency Response Facilities staffing and maintain until a Recovery Organization has been identified and activated.**

### **NOTE**

1. Detailed plans and procedures are not required to be developed before event termination and entry into Recovery. However, a Recovery Plan Outline should be completed and the recovery organization management positions identified and ready for staffing.
2. For events at an Alert classification, SERO personnel may be adequate to perform any necessary Recovery actions before returning to a normal organization.
3. For events at the Site Area Emergency or General Emergency classification level, the basic Recovery Organization staffing described in Attachment 2 should be used as guidance. Additional positions may be assigned to perform specific recovery activities.

- 2.2.2 Direct the ADTS, the ADEOF, and the Chief Technical Spokesperson to review Attachments 4 through 7, as applicable, and convene a meeting of key plant SERO personnel to perform the following:** ①
- a. Review existing conditions and ongoing activities.
  - b. Determine the Onsite, Offsite, and Public Information Recovery Organization staffing requirements.
  - c. Outline the issues to be resolved and develop an Issues/Strategies Package using EPI-FAP14-001, "Recovery Issue/Strategies Form," to form the basis for the Recovery Plan.
- 2.2.3 Convene a joint conference with the ADTS, ADEOF, and the Chief Technical Spokesperson to review and approve the following:** ①
- a. The recovery issues and strategies.
  - b. The Recovery Organization staffing requirements.
  - c. The recovery plan outline
- 2.2.4 Conduct a formal discussion with regulatory and State authorities to ensure coordination and agreement are met for entry into Recovery.**

- 2.2.5 Discuss conditions with the Senior Vice President, Nuclear Operations. |
- 2.2.6 Contact and stage all Recovery Organization personnel used to relieve SERO (organize relief and turnover of responsibilities through SERO and Recovery Managers).
- 2.2.7 Direct the completion and transmission of an Incident Report Form, per EPI-FAP07, "Notifications and Communications," to signify termination of the emergency.
- 2.2.8 Make an announcement of the following message (or similar message) to plant personnel over the public address system:

**Attention all personnel, attention all personnel. The emergency has been terminated and Recovery has been entered. I repeat, the emergency has been terminated and Recovery has been entered. [Name of DRO] has taken over as the Director of Recovery operations. Assigned Recovery Organization personnel are to relieve the SERO at this time.**

Include any instructions for restrictions on areas or activities that still exist.

- 2.2.9 Maintain log of events. |

**- End of Section 2.2 -**

## **2.3 Recovery Following an Alert or Higher Classification**

### **NOTE**

Select emergency response facilities or portions thereof may be used for some time after event termination while in Recovery (for example, the JMC, Communications portions of the EOF, etc.). Steps should be taken to restore each facility to a state of readiness as soon as possible following termination of the emergency.

#### **2.3.1 Terminate the use of emergency exposure controls.**

- a. Revert to non-emergency (10 CFR 20) limits and controls for repair activities conducted during Recovery.
- b. Refer To existing plant exposure control procedures for guidance.

#### **2.3.2 Terminate the use of other Emergency Procedures (e.g., MP-26-EPI-FAPs).**

- a. Ensure existing plant procedures or procedures developed for specific tasks are used for plant repair activities during Recovery.
- b. Ensure SORC approves any special procedures developed for Recovery activities.

### **NOTE**

Attachment 8, "Event Summary Report Format," illustrates the format and content of the Event Summary Report.

#### **2.3.3 Within eight (8) hours of entering Recovery, complete and transmit an approved Event Summary Report to offsite authorities.**

#### **2.3.4 Convene an event review meeting as soon as practical following entry into Recovery and begin the investigation and corrective action process per plant procedures.**

#### **2.3.5 Maintain a log of specific recovery actions taken such as the following:**

- Specific actions taken per this procedure.
- Communication with offsite authorities related to the emergency and/or Recovery.
- Any meetings held to discuss conduct or closeout of the Recovery Phase.

#### **2.3.6 Ensure any events are reported as required.**

#### **2.3.7 Ensure communications are established and maintained with the following:**

- Senior corporate officials.
- Legal, Financial, Insurance, and Purchasing Departments.
- INPO, NEI, and ANI

**2.3.8 Approve any reports, including press releases provided to offsite authorities.**

**- End of Section 2.3 -**



## **2.4 Exit from Recovery**

### **2.4.1 Director of Recovery Operations - Unusual Event Classifications**

- a. Terminate the Recovery Phase for an Unusual Event when the following has occurred:
  - 1) Corrective items are assigned to the responsible organizations.
  - 2) Plant conditions warrant exiting the Recovery Phase.
  - 3) Offsite agencies have been notified of the exit from Recovery.
- b. Log termination of the Recovery phase.
- c. Send all documentation to Emergency Preparedness.

### **2.4.2 Director of Recovery Operations - Alert or higher classification**

- a. Terminate the Recovery Phase for an Alert or higher classification when the following has occurred:
  - 1) Corrective items are assigned to the responsible organizations.
  - 2) Plant conditions warrant exiting the Recovery Phase.
  - 3) Onsite and offsite organizations involved with Recovery have been apprised of the existing conditions and the anticipated termination of activities.
  - 4) The news media has been informed of the Recovery phase termination.
  - 5) Necessary revisions of the Emergency Plan and Implementing Procedures have been identified to the Emergency Preparedness Department.
- b. Log termination of the Recovery phase.
- c. Send all documentation to Emergency Preparedness.

**- End of Section 2.4 -**

**3. SUMMARY OF CHANGES**

**3.1 Revision 001-01**

3.1.1 Administrative change. Change Executive Spokesperson title to Chief Technical Spokesperson and Manager of Public Information to Public Information Technical Advisor. (CR-02-11198)

**3.2 Revision 001**

3.2.1 Editorial changes only.

**3.3 Revision 000-01**

3.3.1 Updated titles to reflect the current organization.

## **Attachment 1 Abbreviations**

(Sheet 1 of 1)

ADEOF - Assistant Director Emergency Operations Facility

ADTS - Assistant Director Technical Support

ANI - American Nuclear Insurers

CTS - Chief Technical Spokesperson

DRO - Director of Recovery Operations

DSEO - Director of Station Emergency Operations

INPO - Institute of Nuclear Power Operations

NEI - Nuclear Energy Institute

SERO - Station Emergency Response Organization

①

## **Attachment 2 Responsibilities**

(Sheet 1 of 6)

### **The Senior Vice President, Nuclear Operations**

- Provides overall authority and responsibility for coordinating the station Recovery Operations with the rest of the Nuclear Group.
- Supervises:
  - Director of Recovery Operations
- Principal Working Relationships:
  - Corporate Senior Management
  - Director of Recovery Operations
  - Nuclear Vice Presidents or Directors

### **The Director of Recovery Operations**

- Has overall responsibility for directing station Recovery operations.
  - Establishes command of station Recovery operations.
  - Plans Recovery operations and implements actions through appropriate managers.
- Reports to the Senior Vice President, Nuclear Operations
- Supervises :
  - Manager of Technical Support
  - Manager of Plant Operations
  - Manager of Radiation Control and Radwaste Operations
  - Manager of Engineering Support
  - Manager of Nuclear Regulatory Affairs
  - Manager of Public Information
  - Millstone's Representative in the State EOC and Joint Media Center

## **Attachment 2 Responsibilities**

(Sheet 2 of 6)

- **Principle Working Relationships :**
  - Senior Vice President, Nuclear Operations
  - Advisory Support Staff
  - Recovery Managers

### **The Recovery Operations Manager of Technical Support**

- **Performs reactor core physics and thermal hydraulic systems analysis for reconstructing event timeline.**
  - Provides technical support services to the Recovery Operations.
  - Performs reactor systems analysis.
  - Provides post accident data analysis, timeline for the accident, etc.
  - Provides a central facility for collecting, retaining, and retrieving data.
  - Develops Recovery procedures, modifies existing plant procedures, systems, and equipment.
  - Determines Recovery activities needed to be documented in accordance with the QA Program.
- Reports to the Director of Recovery Operations.
- Supervises personnel assigned to technical support activities.
- **Principle Working Relationships:**
  - Director of Recovery Operations
  - Manager Plant Operations and Recovery Managers
  - Reactor Engineering

## **Attachment 2 Responsibilities**

(Sheet 3 of 6)

### **The Recovery Operations Manager of Plant Operations**

- Provides interface between station and unit operations staff and the Recovery Operations.
  - Supervises and maintains station support staff.
  - Maintains station security operations.
  - Implements maintenance and repair operations with station staff as assigned by the Director of Recovery Operations.
  - Coordinates SORC activities as necessary.
- Reports to the Director of Recovery Operations.
- Supervises affected unit operations staff.
- Principle Working Relationships:
  - Director of Recovery Operations
  - Plant Operations staff
  - Other Recovery Operations Managers

### **The Recovery Operations Manager of Radiation Control and Radwaste Operations**

- Supervises and maintains radiological control of Recovery Operations.
  - Maintains Field Survey Team, Environmental Sampling Teams, and data assessment operations as long as necessary to support the state and local communities.
  - Develops and implements procedures to sample, process, and control liquid, gaseous, and solid radioactive waste discharge and disposal.
  - Ensures personnel exposure is kept ALARA during recovery both in system design and operation.
  - Develops and performs evaluations of Health Physics equipment and procedures for Recovery.

## **Attachment 2 Responsibilities**

(Sheet 4 of 6)

- Performs special personnel dosimetry evaluations and provides specialized dosimeters.
- Develops decontamination plans.
- Assists the State DEP in determining total integrated population dose.
- Reports to the Director of Recovery Operations.
- Supervises Radiation Control and Radwaste Operations Staff.
- Principle Working Relationships:
  - Director of Recovery Operations
  - Manager Plant Operations and Recovery Operation Managers
  - State DEP

### **The Recovery Operations Manager of Engineering Support**

- Provides necessary civil, mechanical, and electrical engineering support for Recovery and provides other recovery support such as project schedules, management, cost control, construction, resources and purchasing, legal, and insurance services.
  - Develops procedures and design for required civil, mechanical, and electrical engineering modifications.
  - Schedules Recovery Operations and ensures prompt execution.
  - Performs construction engineering activities.
  - Arranges for purchasing, legal, and insurance assistance, as necessary.
  - Coordinates Recovery staff meetings.
  - Tabulates, expedites, and closes commitment lists.
- Reports to the Director of Recovery Operations.
- Supervises the Engineering Staff.

## **Attachment 2 Responsibilities**

(Sheet 5 of 6)

- **Principle Working Relationships:**
  - Director of Recovery Operations
  - Nuclear Engineering Department
  - NSSS/AE
  - Other Recovery Operations Managers

### **The Recovery Operations Public Information Technical Advisor**

①

- Coordinates and prepares media information releases and supports Millstone's Representative in the Joint Media Center.
  - Obtains technical information from Recovery managers.
  - Prepares media information releases.
  - Provides assistance in the preparation of materials for news conferences, as necessary.
- Reports to the Director of Recovery Operations.
- Supervises assigned staff.
- **Principle Working Relationships:**
  - Director of Recovery Operations
  - Millstone's Representative in the Joint Media Center
  - Systems Communications personnel

### **Recovery Operations Manager of Nuclear Regulatory Affairs**

- **Manages interface and submittals to regulatory agencies.**
  - Provides regulatory interface with the NRC, State, etc.
  - Coordinates the preparation of documents for submittal to regulatory agencies.
  - Reports to the Director of Recovery Operations.
  - Supervises the Licensing staff.
  - **Principle Working Relationships:**
    - Director of Recovery Operations
    - Regulatory agencies
    - Other Recovery Operations Managers



## **Attachment 2 Responsibilities**

(Sheet 6 of 6)

### **Advisory Support**

- Industry specialists and experts who provide advisory support to the Recovery Operations and appointed, as necessary, by the Director of Recovery Operations.
- Reports to the Director of Recovery Operations.

### **The Millstone Representative in the State EOC and Joint Media Center**

- Provides advisory support to the state and local communities resolving FEMA questions and concerns and local town questions and needs.
  - Consults with the State and responds to questions and concerns from the following:
    - FEMA
    - State
    - Local communities
  - Responds as official media spokesperson for Millstone Station.
- Reports to the Director of Recovery Operations.

## Attachment 3 Illustrated Recovery Process

(Sheet 1 of 1)

①	<b>Emergency Event</b>	<ul style="list-style-type: none"> <li>Emergency Plan is implemented.</li> <li>Actions are taken to return the plant to a safe condition.</li> </ul>	
②	<b>Transition</b>	<ul style="list-style-type: none"> <li>Selected facilities are maintained at full or partial staffing.</li> <li>The DSEO, ADTS, ADEOF, and Chief Technical Spokesperson prepare a Recovery Issues/Strategies Package.</li> <li>A Recovery Plan Outline is developed.</li> <li>A DRO is designated.</li> <li>Organizational requirements are determined.</li> <li>Personnel are on stand-by to assume the identified recovery positions.</li> </ul>	①
③	<b>Recovery</b>	<ul style="list-style-type: none"> <li>An Event Summary Report is developed and issued.</li> <li>A Root Cause Investigation is conducted and action items identified</li> <li>A detailed Recovery Plan is developed and implemented.</li> <li>Activities to restore the plant to pre-incident conditions are conducted.</li> </ul>	
	<b>Post Recovery</b>	<ul style="list-style-type: none"> <li>A Detailed Incident Report is developed and issued.</li> <li>Records are collected and retained.</li> </ul>	

The above arrows represent points in time in the chronology of a classified emergency:

- ① The initiating state of emergency no longer exists.
- ② Formal termination of the emergency occurs (Notification of termination to Federal, State and Local Officials by the DSEO).
  - Emergency dose limits and special exceptions to procedures no longer apply.
  - Organizational titles are changed to reflect the new status.
- ③ Post Recovery and Exit.

## **Attachment 4 Recovery Plan Outline**

(Sheet 1 of 1)

### **SECTION I. RECOVERY ORGANIZATION**

- A. Organization Structure**
- B. Assignment of authorities or responsibilities**

### **SECTION II. ONSITE RECOVERY PLAN**

- A. Major Goals**
- B. Issues and Strategies**

### **SECTION III. OFFSITE RECOVERY PLAN**

- A. Major Goals**
- B. Issues and Strategies**

### **SECTION IV. PUBLIC INFORMATION RECOVERY PLAN**

- A. Major Goals**
- B. Issues and Strategies**

## **Attachment 5**

### **Onsite Recovery Issues and Strategies Guide**

(Sheet 1 of 3)

#### **Present Activities Being Performed by Plant Staff (Onsite SERO)**

- Identify ongoing activities and determine the need to continue

#### **Equipment Status Verifications**

- Perform and document secured lineups
- List and identify inoperable equipment
- Hang appropriate tagouts
- Document temporary repairs and lineup
- Obtain appropriate samples to verify core or spent fuel status

#### **Stabilization of Plant for Long Term Cooling**

- Identify present cooling lineups
- Document available back-up cooling lineups
- Confirm condition of RHR/CCW/ESW/CVCS/Cont. Spray/Spent Fuel Pool Cooling
- Develop a plan to transition to long term cooling if required

#### **System Repairs and Restorations**

- Prioritize out-of-service equipment for restoration
- Plan restoration process by milestones
- Determine testing to increase or ensure equipment reliability
- Determine long term resolution of temporary repairs
- Examine options for temporary systems
- Obtain industry expertise (such as INPO, Westinghouse, CE) as necessary
- Ensure proper QA on any repairs made during the emergency

## **Attachment 5**

### **Onsite Recovery Issues and Strategies Guide**

(Sheet 2 of 3)

#### **Radiological Controls and Area Decontamination**

- Perform comprehensive surveys of onsite areas
- Establish additional survey and sampling frequency requirements
- Determine if additional monitoring equipment is required
- Develop a decon plan based on prioritized recovery of plant areas
- Commence Bioassay program
- Contract for large volume decontamination equipment and expertise
- Identify State DEP requirements, if any, on reentry into plant areas, radwaste treatment, and radwaste releases.
- Identify State DOT requirements, if any, on radwaste transportation.

#### **Water Management**

- Identify sources, volumes and activity of water inventories
- Prioritize clean-up
- Verify and evaluate condition of existing clean-up systems
- Establish tagouts and controls to preclude inadvertent discharges
- Evaluate need to contract portable filtering systems and expertise
- Establish berms and restraints for control and mitigation of spills
- Evaluate need for additional onsite waste storage capability
- Evaluate need for additional burial space for waste

## **Attachment 5 Onsite Recovery Issues and Strategies Guide**

(Sheet 3 of 3)

### **Logistics (Use Guidelines for Forced Outage Scheduling)**

- Identify manpower needs
- Obtain damage control equipment, as necessary
- Consider use of outside specialist (INPO, Westinghouse, CE)
- Set up training for off normal conditions (ALARA)
- Consider restricting site access
- Order extra HP supplies to support recovery
- Evaluate the need for additional security (crowd control)
- Evaluate the need for remote technology for inspections and cleanup
- Evaluate the need for additional communications capabilities
- Evaluate logistic and legal constraints on the continued operation of the unaffected unit.

### **Documentation**

- Initiate actions to complete any required NRC reports as required
- Develop onsite portions of Detailed Incident Report
- Develop onsite Recovery Plan (short and long term)
- Develop special procedures to perform tasks outside the scope of normal procedures

## **Attachment 6**

### **Offsite Recovery Issues and Strategies Guide**

(Sheet 1 of 1)

#### **Present Activities Being Performed by EOF Staff**

- Identify ongoing activities and determine the need to continue

#### **Radiological**

- Evaluate the need for an environmental sampling program
- If required, estimate total population dose
- Evaluate clean-up requirements
- Evaluate the need to bring in outside expertise for radiological monitoring

#### **Support to Offsite Authorities**

- Evaluate outstanding requests from offsite authorities
- Apprise offsite authorities of onsite conditions and activities
- Determine if support for State and Local relocation and reentry activities is desired.

#### **Corporate Interface**

- Apprise corporate management of conditions and activities
- Provide information to legal organization as requested
- Identify issues applicable to HR and Employee Assistance

#### **Logistics**

- Identify manpower needs to support offsite recovery activities
- Identify all non-Millstone personnel and activities currently in place
- Review equipment and material needs for EOF recovery activities
- Assist onsite and Public Information organizations in obtaining offsite support
- Evaluate the need for additional communications capabilities

#### **Documentation**

- Develop offsite portions of Detailed Incident Report
- Develop offsite Recovery Plan (short and long term)

## **Attachment 7**

### **Public Information Recovery Issues and Strategies Guide**

(Sheet 1 of 1)

#### **Present Activities Being Performed by State Armory/JMC Staff**

- Identify ongoing activities and determine the need to continue

#### **Offsite Interface**

- Identify activities needed to keep offsite authorities apprised of Millstone Public Information activities
- Determine the need for Media Center representation. Consider using Media Center representation as necessary for the periodic briefing on recovery operations.
- Establish a rumor control system, as necessary.
- Ensure internal corporate communications from the employee information hotline.

#### **Documentation**

- Develop the Public Information portion of the Recovery plan



**Attachment 8**  
**Event Summary Report Format**

(Sheet 1 of 1)

[Date]

[Time]

To: [Offsite Authority] (as a minimum, IRF locations and the NRC)

From: [Name] (Directory of Recovery Operations)

Subject: Event Summary Report of Emergency Declared at Millstone Station

The Millstone Station has terminated from emergency status at [time] and entered into Recovery.

The following is a review of events and items pertaining to the [Emergency] reported on [date].

[Provide a narrative of the event] (describe the event giving the facts of the emergency including as a minimum:)

1. Time and description of initiating events and any upgrades in classification (i.e., "On July 4, 2004, at 0640 hours a bomb threat was received at....."). Include information on personnel injuries and status. **(DO NOT INCLUDE NAME(S) OF VICTIMS UNLESS THE FAMILY HAS BEEN NOTIFIED).**
2. Initial notifications to offsite authorities, to include time, location and mode of notification (That is: fax, radio, telephone, etc.).
3. Requests for offsite assistance, including time and type.
4. The magnitude of any radiological release and Protective Action Recommendation information as applicable.
5. Telephone numbers which people can call to obtain any additional information (such as the Corporate Public Affairs, Rumor Control or Joint Media Center).

Approval: [Signature]

Docket Nos. 50-245  
50-336  
50-423  
B18824

**Attachment 10**

**Millstone Power Station, Unit Nos. 1, 2 and 3**

**Emergency Procedures Administrative (EPA) Functional Administrative Procedure (FAP)  
MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness"**

08/20/02  
Approval Date

09/03/02  
Effective Date

Document No: MP-26-EPA-FAP01		Writer: Patty Luckey		Rev. No: 0	Minor Rev 2																																								
Title: Management Program for Maintaining Emergency Preparedness																																													
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**Functional  
Administrative  
Procedure**



**Millstone Station**

**Management Program for Maintaining Emergency  
Preparedness**

**MP-26-EPA-FAP01**

**Rev. 000-02**

Approval Date: 12/9/02

Effective Date: 1/7/03



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**1. PURPOSE**

**1.1 Objective**

This procedure describes sources of information, responsibilities, organization, and actions necessary to maintain the Millstone Station Emergency Plan.

**1.2 Applicability**

This procedure is applicable to Station Emergency Response Organization (SERO) Position Owners, Station Management, SERO station personnel, and Emergency Preparedness Department (EPD) individuals who support/administer the Millstone Station Emergency Plan.

**1.3 Supporting Documents**

- 1.3.1 TQ 1, "Personnel Qualification and Training"
- 1.3.2 NTP 7.212, "Training Program Description"
- 1.3.3 RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection."
- 1.3.4 OA 8, "Ownership, Maintenance, and Housekeeping of Site Buildings and Facilities and Equipment"
- 1.3.5 QAP, MP-02-OST-BAP01, "Quality Assurance Program Topical Report"
- 1.3.6 MP-05-DC-SAP01, "Administration of Manuals, Procedures, Guidelines, Handbooks, and Forms"
- 1.3.7 MP-26-EPA-REF04, "Offsite Programs"
- 1.3.8 Developmental Documents
  - a. Millstone Station Emergency Plan
  - b. NUREG-0654, Revision 1, "Criteria for Preparation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"
  - c. NUREG-0737, "Clarification of TMI Action Plan Requirements, Supplement 1, Requirements for Emergency Response Capability"
  - d. MP-28-MET-PRG, "Meteorological Monitoring"
  - e. EP 6-year objective schedule
  - f. SERO Training Qualification Record (TQR)

#### **1.4 Discussion**

MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness," provides instructions and information for the Station Emergency Response Organization (SERO). The roles and responsibilities for the Emergency Preparedness Department (EPD) are defined. SERO position owners and station management actions are specified to ensure an effective SERO is maintained. The procedure also establishes the method for adding and removing individuals from SERO. Clarification and instructions are provided for SERO minimum staffing, full staffing, and on shift position requirements. ②

Additional personnel may be required to support the SERO in an emergency. These personnel are integrated into the organization as required by SERO Position Owners.

Station personnel may also be required to participate in station evacuation drills. Advance notification will be provided via station information notices.

Department requirements for drills, exercises, and maintaining emergency response facilities (ERFs) are discussed.

## **2. INSTRUCTIONS**

### **2.1 Responsibilities of the Manager, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness**

The Manager, EPD, has overall responsibility for the Nuclear Emergency Preparedness Program and is the Chair of the Emergency Preparedness Training Review Board (TRB). ② Responsibilities are defined below and in the Millstone Station Emergency Plan.

- 2.1.1 Ensure the maintenance and readiness of the on-site emergency response facilities and equipment.
- 2.1.2 Maintain the Station Emergency Plan and implementing procedures.
- 2.1.3 Prepare and conduct Emergency Preparedness drills and exercises.
- 2.1.4 Ensure training of offsite emergency response personnel.
- 2.1.5 Review the development of Emergency Preparedness training curriculum.
- 2.1.6 Assist station management to ensure effective Millstone Station Emergency Plan implementation.
- 2.1.7 Collect and review additional EP-related information such as severe accident management research, NRC regulations, and industry research for incorporation into the EP Program.
- 2.1.8 Coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.
- 2.1.9 Coordinate license, state and local emergency plans and procedures.
- 2.1.10 Ensure station personnel correct identified emergency preparedness conditions adverse to quality and areas for improvement.



## **2.2 Responsibilities of the Supervisor, Emergency Preparedness Department (EPD), for Maintaining Emergency Preparedness**

- 2.2.1 Respond to emergency preparedness audits and evaluations.**
- 2.2.2 Assign personnel to develop and conduct station emergency preparedness drills and exercises.**
- 2.2.3 Ensure biennial review of station procedures in accordance with the QAP, MP-02-OST-BAP01, "Quality Assurance Program Topical Report," and MP-05-DC-SAP01, "Administration of Manuals, Procedures, Guidelines, Handbooks, and Forms," and review additional changes for impact on the Millstone Station Emergency Plan.**
- 2.2.4 Coordinate the development and distribution of emergency preparedness documents.**
- 2.2.5 Establish SERO Position Owners and reference in Attachment 4, "SERO Qualification and Reporting Location (3)."**
- 2.2.6 Routinely provide SERO qualification status to SERO Position Owners.**
- 2.2.7 Routinely provide a list of personal information on SERO to SERO Position Owners for verification.**
- 2.2.8 Review the development of emergency preparedness training curriculum.**
- 2.2.9 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure responsible position owners maintain emergency response in a state of readiness at all times.**
- 2.2.10 Refer To Training Qualification Record (TQR) for each specific position, and coordinate completion of qualifications for each new SERO member.**
- 2.2.11 Maintain Millstone Station Emergency Plan in accordance with regulatory requirements.**
- 2.2.12 Refer To Attachment 5, "Roles and Responsibilities for Emergency Preparedness Dose Assessment," and ensure responsibilities are carried out.**
- 2.2.13 Ensure training of offsite emergency response personnel.**
- 2.2.14 Coordinate with offsite agencies and local officials in accordance with MP-26-EPA-REF04, "Offsite Programs," to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.**

## **2.3 Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness**

- 2.3.1 Develop and conduct the station emergency preparedness drills and exercises.
- 2.3.2 Biennially review the Emergency Plan Implementing procedures for changes and revise.
- 2.3.3 Annually identify changes to the Millstone Station Emergency Plan and revise.
- 2.3.4 Develop SERO staffing qualification reports.
- 2.3.5 Maintain the SERO database.
- 2.3.6 Provide technical review of Emergency Preparedness Training lesson material.
- 2.3.7 Perform emergency preparedness facility surveillances to ensure Emergency Response Facility (ERF) readiness.
- 2.3.8 Prepare drill participant comment responses following comment resolution and coordinate the issuance of responses to both onsite and offsite organizations.
- 2.3.9 Conduct training of offsite emergency response personnel.
- 2.3.10 Refer To MP-26-EPA-REF04, "Offsite Programs," and coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is carried out.

## 2.4 SERO Position Owner Actions for Maintaining Emergency Preparedness

### NOTE

At least two qualified persons are required in any position in order to support extended event periods with at least two shifts (12 hours each). It is recommended that for minimum staffing and full staffing positions, six individuals be qualified to maintain adequate depth for all call coverage.

②

SERO Position  
Owners

- 2.4.1 Maintain a six-deep rotation for SERO positions.
- 2.4.2 IF coverage for any minimum staffing position drops below four, establish an on-call rotation for remaining personnel and inform individuals of rotational assignment and FFD/60-minute requirements.
- 2.4.3 IF vacancies exist, ensure adequate coverage is provided by remaining position holders during reduced staffing periods, and perform the following:
  - a. Coordinate with the following to fill existing or potential vacancies:
    - Emergency Preparedness Department
    - EP Training
- 2.4.4 WHEN choosing a new SERO position holder, consider the following:
  - a. Review normal position/title against the associated emergency position.
  - b. Ensure potential candidate has additional prerequisite knowledge/skills for the position.
  - c. Determine if “upper” management is required to fill the position (i.e., VP, Director, Manager).
  - d. IF position requires plant/system knowledge (ADTS, TIC, CRDC), determine if SRO license/certification (past or present) is required.
- 2.4.5 Refer To the SERO TQRs and initiate the position specific TQR.
- 2.4.6 Ensure adequate station support is provided for emergency preparedness functions (i.e., drill support, controller, exercise development, etc.).
- 2.4.7 Ensure personnel are scheduled for drills and provide EPD with the name and dates when SERO will participate in each scheduled drill.
- 2.4.8 Ensure adequate coverage for holiday and peak vacation periods.
- 2.4.9 To initiate removal of SERO personnel, Refer To and complete MP-26-EPA-FAP01-001, “SERO Removal Form,”
- 2.4.10 Refer to Attachment 4, “SERO Qualifications and Reporting Location,” and review for assigned SERO position owners.

②

②

## **2.5 Station Management Actions for Maintaining Emergency Preparedness**

### *Directors*

- 2.5.1 Ensure personnel are provided to support emergency preparedness activities.
- 2.5.2 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and provide a point of contact to the Manager, EPD, for listed organizations.

### *Managers and Supervisors*

- 2.5.3 Ensure personnel within reporting chain who are assigned to SERO maintain their SERO qualifications.
- 2.5.4 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and perform the following:
  - a. Assign personnel to perform applicable SERO functions as requested.
  - b. Verify actions are scheduled and documented as complete via one of the following:
    - AITTS
    - PMMS
    - Automated work order
    - Completion of inventory from RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection." (copy to EPD)
  - c. At least once each quarter and after each use, verify emergency equipment and instruments are operationally available.
  - d. Prior to conducting work in the Emergency Response Facility, notify the Emergency Preparedness Department and the Unit 3 Control Room.
- 2.5.5 Ensure personnel are briefed on extent of drill participation.

### **NOTE**

A SERO vacancy could occur when an individual leaves the company, training qualifications lapse, or an individual is unable to meet the requirements of the position.

- 2.5.6 IF a SERO vacancy occurs, notify the following:
  - SERO Position Owner
  - Manager, EP
- 2.5.7 Provide personnel to participate in emergency response scenario development, drills, and exercises.

2.5.8 Maintain SERO on-call independent rotation schedules for the following positions:

- Electricians
- Mechanics
- RMTs
- GTS
- I&C Technicians

2

2.5.9 Refer To MP-26-EPA-FAP01-001, "SERO Removal Form," and complete all information including the following:

- Individual being removed
- Replacement named to fill vacancy
- Approval and concurrences, as appropriate

NFSA

2.5.10 Refer To Attachment 5, "Roles & Responsibilities for Emergency Preparedness Dose Assessment," and ensure areas of responsibility are performed.

RDAC

2.5.11 Refer To and implement Attachment 6, "Radiological Dose Assessment Committee."

## 2.6 SERO Personnel

### NOTE

If an emergency event occurs, pagers will display the following:

- Affected unit
- NRC classification
- State posture code
- Major EAL heading

#### *SERO Members*

2.6.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and maintain qualifications and proficiency for initial qualification of emergency response duties as follows:

- Refer To the SERO position specific TQR and complete the required SERO Training.
- Maintain "Fitness for Duty" program requirements, as required.
- Maintain station access required by assigned position.
- Maintain job specific requirements including license or certification, as appropriate.

②

2.6.2 Maintain qualifications and proficiency for annual requalification by performing one of the following:

### NOTE

Exceptions to participation in drills may be made by the Position Owner in consultation with EP Management on a case-by-case basis.

- Perform as the designated responder (not a called-in back-up) in at least one drill annually in accordance with Attachment 4, "SERO Qualifications and Reporting Location."
- IF requested, support drills in the following capacity:
  - Drill controller
  - Evaluator
  - Position coach or mentor

②

2.6.3 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and identify reporting location.

2.6.4 IF pager fails to operate properly, obtain a replacement from one of the following:

- During normal working hours, request Manager, EPD, provide replacement pager.
- After normal working hours, request Security Shift Supervisor provide replacement pager from NAP Security Office.

2.6.5 NOTIFY Manager, EPD, of any changes to the following:

- Work extension
- Pager number
- Home phone number
- Home address
- Employment status

②

2.6.6 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and NTP 7.212, "Training Program Description," and maintain job specific and SERO qualifications current.

## 2.7 Minimum Staffing Positions

### Minimum Staffing Positions

②

#### 2.7.1 Perform the following:

- Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.
- Comply with the fitness for duty policies, as applicable to your position.
- Remain within appropriate plant proximity to ensure facility activation within 60 minutes from pager notification, as applicable to your position.

②

②

### NOTE

Once the ERFs are staffed and operational, SERO members shall not call back into the Emergency Notification and Response System (ENRS).

- IF in close proximity to a phone, promptly acknowledge initial pager activation.
- IF not near a phone, report directly to your designated ERF.
- WHEN indicating your ETA, identify a realistic time to report to your designated ERF based upon your current location.
- IF notification is received of an emergency event AND you are not successful in acknowledging initial pager activation, report directly to designated emergency response facility and dial into ENRS.

②

#### 2.7.2 IF not available for duty (applicable only to positions remaining on-call in accordance with Attachment 4), notify the Position Owner and obtain a replacement.

②



### NOTE

1. For open positions, the caller will be instructed to report. For filled positions, subsequent callers should report immediately even if the system indicates the position is full. ②
2. Once you have contacted the call-in system and the line is ringing, your call is in the queue. Do not hang up until the call is completed and ENRS instructs you to hang up.
3. If a position is not acknowledged, the ENRS will automatically page and dial the home telephone number of all personnel assigned to a position until the position is filled.
4. You will be asked to enter a realistic ETA. If you cannot report to your ERF within 60 minutes of notification, *do not* accept the position.

Minimum Staffing  
Positions

#### 2.7.3 Perform the following:

- a. Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.
- b. IF fit for duty AND within appropriate plant proximity to ensure facility activation within 60 minutes from pager notification, promptly acknowledge initial pager activations.
- c. IF not fit for duty and contacted by the MOR, comply with the instructions provided.
- d. IF a real event notification is received (not a test, drill, or exercise), dial the toll-free telephone number and comply with the instructions provided.
  - 1) Enter individual identification (PIN) code.
  - 2) IF position is open, listen to the information and respond appropriately.
  - 3) IF position has been filled, report to the site. ②
  - 4) WHEN calling into ENRS, wait for ENRS instruction. *Do not* hang up.
- e. IF a real event notification is received (not a test, drill, or exercise) AND acknowledgement can *not* be made via telephone, report to assigned emergency response facility.

### NOTE

If Unit Event codes are received, the ENRS is not available to provide any information to callers. MP-26-EPA-FAP01-002 provides information on unit event backup codes.

- f. IF a unit event code for an Alert or higher (e.g., ID 102, 202, 302) is received, immediately report to assigned emergency response facility.

②

## 2.8 Full Staffing Positions

②

### NOTE

Once the ERFs are staffed and operational, SERO members shall not call back into the ENRS.

- 2.8.1 IF fit for duty AND able to respond to your reporting location, acknowledge initial pager activations.

### NOTE

1. Full staffing position holders are expected to fill their position as soon as possible.
2. If a position is vacant, the DSEO may elect to fill the position by appointment until a fully qualified individual is available.

②

- 2.8.2 IF *not* fit for duty and contacted by the MOR, comply with the instructions provided.

### NOTE

For open positions, the caller will be instructed to report. For filled positions, subsequent callers will be informed that the position is filled. Response to the station is still required.

②

- 2.8.3 Using SERO call-in card, dial the toll-free telephone number and comply with the instructions provided.

## **2.9 On-Shift Positions**

- 2.9.1** Refer To Attachment 4, "SERO Qualifications and Reporting Location (3)," and identify reporting location.

*Shift Technician  
and Station Duty  
Officer*

- 2.9.2** WHEN notified of an Unusual Event or higher, report to affected unit control room.

*All On-shift  
SERO Positions*

- 2.9.3** WHEN notified of an Alert, Site Area Emergency, or General Emergency, report to the designated reporting location.

## 2.10 SERO Assembly Areas

2.10.1 IF an Alert or higher classification has been declared during normal business hours, perform the following:

- Report to your designated Emergency Response Facility.
- IF on-shift AND not on duty (i.e., off-duty ROs, COs, PEOs, etc.), report to the OSC Assembly Area (AA) in Bldg 475 cafeteria .

### NOTE

The Simulator Foyer will be used as needed to retain SERO members who may be needed in the near term to support the event. This would be available to positions responding to the EOF.

②

2.10.2 IF an Alert or higher classification has been declared during the off-hours, perform the following:

- IF on-shift AND not on duty, report to the OSC AA in Bldg 475 cafeteria.
- IF reporting from off-site, report to your designated Emergency Response Facility (i.e., TSC, EOF, affected unit control room, etc.).

## 2.11 Drills and Exercises

### NOTE

1. Drills provide a training opportunity to enhance and maintain effective emergency response capabilities.
2. Major objectives of the Millstone Station Emergency Plan are exercised annually. Exercises differ from drills in that the primary result of an exercise is a critical assessment of emergency response capability.
3. In order to fully evaluate SERO performance capability, back-up staffing (e.g., trainees) will normally not be allowed during evaluated drills or exercises.
4. "Hands-On/OJT" drills will be conducted when it is determined that additional training or experience will enhance an individual, selected group, facility staff or the SERO's ability to respond to emergency conditions. This training evaluation may take the form of a walkthrough or a tabletop discussion of an evolution or operation. This type of training evaluation is distinct from those described in Section 2.11.1 because the focus is limited and will generally not include an integrated response.
5. Actual emergency plan activations may be credited in place of selected drills if the Manager, EP, deems it appropriate. Generally an Alert or higher level emergency may be substituted for a drill. Such events may also replace an exercise with NRC approval.

*Manager, EP*

2.11.1 Refer To the EP 6 year objectives schedule and conduct the following drills and tests, as appropriate:

- Health Physics Drills
- Radiological Monitoring Drills
- Medical Emergency Drills
- Communication Tests
- Emergency Preparedness Training Drills
- Exercises
- Off-site Public Alerting Siren Tests
- Off-hour and Unannounced Drills
- Assembly, Accountability, and Evacuation of OCA Personnel Drills

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2.11.2 Request drill support from other departments, as applicable.

2.11.3 Ensure Protective Services Department conducts fire and security drills.

**2.11.4 Conduct formal critique after each of the following:**

- **Drill**
- **Exercise**

## **2.12 Emergency Response Facilities (ERFs) and Equipment**

### **NOTE**

1. Each ERF has equipment in place to perform functions assigned in the Millstone Station Emergency Plan. The Manager, EPD, is authorized to perform unannounced, periodic walk-through inspections of ERFs.
2. Additional facility and equipment responsibilities are detailed in OA 8, "Ownership, Maintenance, and Housekeeping of Site Buildings and Facilities, and Equipment," and MP-26-EPA-FAP05, "EP Facility Maintenance."

#### *Station Personnel*

- 2.12.1 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure facilities are maintained, as assigned.
- 2.12.2 Perform equipment check or maintenance at required intervals and after each use.
- 2.12.3 Provide documentation of completed activities to the Manager, EP.
- 2.12.4 Promptly report problems to the Manager, EP.
- 2.12.5 IF alteration or modification of ERF or equipment is required, notify the Manager, EPD, before alteration or modification is performed.

#### *Unit Chemistry Technicians and RAE*

- 2.12.6 Refer To Attachment 3, "Documentation of Testing of Dose Assessment Computer Program," and test dose assessment computer program.



## **2.13 Severe Accident Management**

*Manager, EP*

- 2.13.1 Develop Severe Accident Management (SAM) documents, ensuring Unit Operations Department and Nuclear Fuel Engineering Support provides technical expertise.
- 2.13.2 Conduct SAM Guideline (SAM-G) drills as part of the schedule 6-year objective for each operating unit, including the following:
  - Test and evaluate the unit SAM response capabilities.
  - Develop a drill scenario to challenge the development of multiple SAM strategies.
  - Refer To MP-26-EPA-FAP03, "Drill and Exercise Manual," and include drill core objectives.
- 2.13.3 Ensure SAM-G training is conducted every 2 years for continuing training.

### **3. SUMMARY OF CHANGES**

#### **3.1 Revision 000-02**

- 3.1.1 Changed "on-call" to minimum staffing and "subject-to-call" to full staffing throughout the procedure.
- 3.1.2 Deleted responsibility (step 2.2.2) to implement SERO on-call schedules. Not applicable.
- 3.1.3 Changed 4-team rotation to 6-deep rotation in step 2.4.1.
- 3.1.4 Added new step 2.4.2 to state that if minimum staffing drops below 4, an on-call rotation needs to be established. Individuals need to be informed of assignments and FFD/60-minute requirements.
- 3.1.5 Deleted Team DSEO from step 2.4.3. Teams do not exist.
- 3.1.6 Added new step 2.4.7 to ensure EPD receives a schedule of names and dates when SERO members will participate in drills.
- 3.1.7 Added new step 2.4.8 to ensure positions are available for holiday and vacation periods.
- 3.1.8 Deleted Team DSEO activities (original step 2.5.10) for monitoring team activities. Not applicable.
- 3.1.9 Modified step 2.6.2, bullet 2, for SERO to support drills as a controller, evaluator, or coach. This is not an annual drill requirements.
- 3.1.10 Added home address in step 2.6.5.
- 3.1.11 Modified step 2.7.1 to be performed "as applicable" to the SERO position. Added acknowledge page if in close proximity to phone. If not, report directly to the applicable ERF.
- 3.1.12 Deleted information in steps 2.7.1 and 2.7.2 that referred to on-call and not available for duty. The person to notify is the Position Owner.
- 3.1.13 Modified Note prior to step 2.7.3 to clarify that if your position is filled, report immediately. In step 2.7.3, deleted on-call and not on duty.
- 3.1.14 Modified step 2.7.3.d.3 to state if position is full, respond to the site.
- 3.1.15 Modified unit event codes in step 2.7.3.f.
- 3.1.16 Modified Note prior to step 2.8.3 to state respond to the site even if the position is filled.
- 3.1.17 Deleted on-call, on duty, not on duty from step 2.10.1 and deleted locations for SERO response. Added a Note to designate the Simulator Foyer is available to EOF responders.
- 3.1.18 Corrected acronym in Attachment 2 for GES.

3.1.19 Modified Attachment 4 columns for Category (MS, FS, OS, MS-OC, MS-AC).

3.1.20 Added footnote #10, Attachment 4, for some SERO positions.

### **3.2 Revision 000-01**

3.2.1 Deleted bullet "Chemistry Drills" from Section 2.11, Drills and Exercises.

3.2.2 Removed unit-specific designators for the MTSC, TSC-ME, TSC-EE, and MOSC in Attachment 4, "SERO Qualifications and Reporting Location."

### **3.3 Revision 000**

3.3.1 This documents contains information previously contained in EPAP 1.15.

3.3.2 Added Section 2.2, "Responsibilities of Supervisor, Emergency Preparedness (EP), for Maintaining Emergency Preparedness."

3.3.3 Added Section 2.3, "Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness."

# **Attachment 1**

## **Emergency Preparedness Abbreviations and Definitions**

(Sheet 1 of 1)

1. ADEOF - Assistant Director Emergency Operations Facility
2. ADTS - Assistant Director Technical Support
3. AMRDA - Assistant Manager of Radiological Dose Assessment
4. EPD - Emergency Preparedness Department
5. ERC - External Resources Coordinator
6. ERDS - Emergency Response Data System
7. IDA - Initial Dose Assessment
8. MIDAS - Meteorological Information and Dose Assessment Model
9. NFSA - Nuclear Fuels and Safety Analysis
10. RAE - Radiological Assessment Engineer
11. RDAC - Radiological Dose Assessment Committee
12. RES - Radiological Engineering Section
13. SAM-G - Severe Accident Management Guidelines
14. Millstone Station Emergency Plan: The Millstone Station Emergency Plan contains requirements and organizational responsibilities and serves as the license commitment document for emergency preparedness.
15. Emergency Plan Administrative (EPA)/Functional Administrative Procedure (FAP): Procedures that implement the Station Emergency Plan.

## Attachment 2

### Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 1 of 4)

Organization	Item	Task	Freq <sup>1</sup>	Reference
Generation Technical Services (GTS)	Public Alerting System	Inspect and Conduct Testing	Q, A	MP-26-EPA-FAP08 MP-26-EPA-FAP09
Chemistry	EOF Multi Channel Analyzer	Inspect and Conduct Testing	AN	RPM; ANSI
Computer Services	ERF Computer Hardware, Software, and Connections	Maintenance, Surveillance, and Control	AN	Help Desk DC 11 MP-26-EPA-FAP05
Telecommunication Services	Pagers, Radios, ENRS	General Support and Testing	AN	
Document Administration	FSAR, Tech Specs, Aperture Cards	Maintain Control Copies in ERFs	AN	GRITS
Document Administration	Unit - Specific Procedures	Maintain Control Copies in EOF	AN	Passport
Document Administration	EOF and TSC Aperture Card Readers	Update and Check	Q	NDM 04
U-3 Operations	SERO Notification System	Test and Maintain	M	MP-26-EPA-FAP05 C-OP 606
Emergency Preparedness	ERF Phone and Fax Equipment	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Radios	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Support Equipment, Furniture, and Supplies	Maintain and Conduct Inventories	Q, AEU	MP-26-EPA-FAP05
Emergency Preparedness	ERF Communications	Surveillance	M	MP-26-EPA-FAP05

**Attachment 2**  
**Summary of Department Responsibilities for Facilities, Equipment, and**  
**Material Maintenance**

(Sheet 2 of 4)

Organization	Item	Task	Freq <sup>1</sup>	Reference
Health Physics Support	Emergency Response HP Supplies and Equipment	Maintenance, Surveillance, and Calibration	Q, AEU	RPM 4.8.5
Health Physics Support (Respiratory Protection)	Respiratory Protection Equipment	Maintenance	Q	RPM 2.3.5
Motor Pool	RMT Vehicles	Mechanical and Operational Inspection and Maintenance	Q	
RAE, Chemistry Technicians	ERF Dose Assessment Computers	Check Operability	W,M	MP-26-EPA-FAP01 MP-26-EPA-FAP10
Document Administration	Unit - Specific Procedures	Maintain Control Copies in TSC	AN	Passport
Document Administration /EPD	Emergency Preparedness FAPs	Maintain Document Distribution and Control; Audit	AN	Passport
Unit 2 I&C	Meteorological Equipment	Inspect, Calibrate, and Confirm Operability	Q	C-SP-400.2
Protective Services	Station Page and Evacuation Siren	Monitor Outside Speakers when Units Conduct Test.	M/Q	C-SP 600.1
Protective Services	CR/Security Hot Links	Phone Checks	D	Security Procedure
Site Facilities	Emergency Response Facilities	Building Services (Janitorial, Plumbing, Lighting)	AN	OA 8
Emergency Preparedness	Millstone EPlan Resource Book	Update	Q	MP-26-EPA-REF08B

**Attachment 2**  
**Summary of Department Responsibilities for Facilities, Equipment, and**  
**Material Maintenance**

(Sheet 3 of 4)

Organization	Item	Task	Freq <sup>1</sup>	Reference
I&C; SAB	Radiation Monitors	Maintenance and Calibration; Documentation		
U-2 Operations	Meteorological Tower Generator	Test <sup>2</sup>	M	C-SP 600.12
U-2 Operations	U-1 PA Speakers	Test	M	C-SP 600.1
Station Maintenance	Emergency Operations Facility	Electrical and Mechanical Maintenance of HVAC	Q	Vendor Support Provided
U-2 Operations	EOF Airlock	Test <sup>2</sup>	Q	SP 2678C
U-2 Operations	EOF Emergency Diesel Generator	Test <sup>2</sup> Operation	M	SP 2678B OP 2399A
U-2 Operations	EOF Fire Detection System	Test <sup>2</sup> Operation	Q	SP 2678D OP 2399B
U-2 Operations	EOF Vent (RAD) Filter Systems	Test <sup>2</sup>	R	SP 2678A
U-2 Operations	U-2 PA Speakers and Evacuation Alarms	Test	M	C-SP 600.1
Station Maintenance	Technical Support Center (TSC)	Electrical and Mechanical Maintenance of HVAC	Q	AWO on 3TS-3900J
Station Maintenance	Technical Support Center (TSC)	Emergency Lights	Q	MP 3780AE
U-3 Operations	TSC Emergency Power (TSC)	Test <sup>2</sup>	Q	SP 3666.2
U-3 Operations	TSC Vent (RAD) Filter System	Test <sup>2</sup>	R	SP 3666.1
U-3 Operations	U-3 PA Speakers and Evacuation Alarms	Test	M	C-SP 600.1

## Attachment 2

### Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 4 of 4)

Organization	Item	Task	Freq <sup>1</sup>	Reference
Unit Engineering (U-2, 3)	Drawings	Maintain Control Copies in ERFs.	AN	Master Control Index
Unit Operations (U-2, 3)	Radio Communications (Waterford, State, Tri-Town)	Test <sup>2</sup>	D	C-SP 600.3
Unit Operations (U-3)	Radiopaging ENRS Daily/Weekly Test	Test <sup>2</sup>	D, W	C-OP 608
Unit Operations (U-3)	Radiopaging ENRS Monthly Test	Test <sup>2</sup>	M	C-OP 606
IT	ERDS, OFIS	General Support and Testing	Q	MP-26-EPA-FAP05 MP-26-EPA-GDL05

#### NOTE

1. D = Daily, W = Weekly, M = Monthly, Q = Quarterly, R = Refuel Outage, A = Annual (not to exceed 25% of surveillance period) AN = As Necessary, AEU = After Each Use. All are also as required by drills, audits, revisions, etc.
2. Maintenance, repair, and test follow up is passed to applicable Unit Maintenance Departments.



## Attachment 3 Documentation of Testing of Dose Assessment Computer

(Sheet 1 of 1)

### NOTE

MIDAS is installed in the EOF and IDA is installed in the control rooms. MIDAS, IDA, and other approved dose assessment models such as RASCAL may also be installed on computers in the EOF, TSC, or other ERFs.

#### Radiological Assessment Engineer (RAE)

1. Monthly, VERIFY operability of the Emergency Operations Facility dose assessment computer program and printer and ENSURE results match test case.
2. COMPLETE surveillance log.
3. IF test results are *not* satisfactory, NOTIFY EPD.

#### Unit Chemistry Technicians

##### Unit 3

1. Monthly, VERIFY operability of the Technical Support Center Initial Dose Assessment computer and ENSURE results match test case.

##### Unit 2 and 3

2. Weekly, VERIFY operability of control room initial dose assessment computer program and printer and ENSURE results match test case.
3. COMPLETE surveillance log.
4. IF test results are not satisfactory, NOTIFY EPD.

**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**  
(Sheet 1 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru <sup>(5)</sup>
Assistant Director Emergency Operations Facility	ADEOF	MS-AC	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Assistant Manager of Radiological Dose Assessment	AMRDA	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Accident Management Team Thermal and Hydraulic Engineer	AMT/TH	FS	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	OJT
Accident Management Team Lead	AMTL	FS	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	OJT/SAM (8)
Accident Management Team Mechanical Engineer	AMTME	FS	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	OJT
Assistant Radiation Protection Supervisor	ARPS	MS-AC	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	OJT
Director of Station Emergency Operations	DSEO	MS-AC	EOF	No	No	Director, Operations and Maintenance	Yes	Drill
EOF Health Physics Technician	EOFHP	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
EOF Shift Technician	EOFST	MS-OC	EOF	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
External Resource Coordinator	ERC	FS	EOF	No	No	SCM Site Manager	Yes	Walk-Thru
Chief Technical Spokesperson	CTS	MS-AC	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Fire Brigade/EMT	FB	OS	OSC AA	Yes	Yes	Manager, Nuclear Protection Services	No	Drill (6)
Field Team Data Coordinator	FTDC	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Generations Technical Services Specialist	GTS	MS-OC	OSC AA	No	Yes	Manager, Nuclear Maintenance	No	Walk-Thru

**Category Key:**

MS-AC = Minimum Staffing All Call Positions    FS = Full Staffing  
MS-OC = Minimum Staffing Oncall Positions    OS = On Shift

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**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**  
(Sheet 2 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru <sup>(5)</sup>
Meteorological Assistant	MET	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Manager of Operational Support Center <sup>(10)</sup>	MOSC	MS-AC, FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Manager of Resources	MOR	MS-AC	EOF	No	No	SCM Site Manager	Yes	Drill
Manager of Security	MOS	FS	TSC/OSC	No	Yes	Manager, Nuclear Protection Services	Yes	Drill
Public Information Technical Advisor	PITA	MS-AC	EOF	No	No	Manager, Emergency Preparedness	Yes	Drill
Manager Radiological Consequence Assessment	MRCA	MS-AC	TSC/OSC	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Drill
Manager of Technical Support Center <sup>(10)</sup>	MTSC	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	Drill
Nuclear News Manager	NNM	MS-AC	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
CBETS Operator	CBETS	FS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Communicator	RADCOM	FS	EOF OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Assessment Engineer	RAE	FS	EOF	No	No	Manager, Nuclear Fuel Engineering	Yes	Drill
Radiological Monitoring Team 3 Lead	RMT3	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru
Radiological Monitoring Team 4 Lead	RMT4	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru

\*All RMT Drivers are in one group with three people on call at all times.

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**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**

(Sheet 3 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru <sup>(5)</sup>
Radiological Monitoring Team 5 Lead	RMT5	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru
NAP Radiological Monitoring Team	RMTA	MS-OC	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
NAP Radiological Monitoring Team	RMTB	MS-OC	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
SAP Radiological Monitoring Team	RMTC	MS-OC	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
SAP Radiological Monitoring Team	RMTD	MS-OC	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Station Duty Officer	SDO	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	OJT
Technical Support Center Electrical Engineer <sup>(10)</sup>	TSCEE	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	OJT
Technical Support Center Mechanical Engineer <sup>(10)</sup>	TSCME	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	OJT
Technical Support Center Reactor Engineer	TSCRE	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	Walk-Thru
Technical Assistant	TA	FS	State EOC	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Chemistry Technician	CHEM TECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru

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**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**

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Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru <sup>(5)</sup>
RMT #1	HPTECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Unit 1 Technical Support Center Shift Manager	U1 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT
Unit 2 Assistant Director Technical Support	U2ADTS	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 2 Control Room Data Coordinator	U2CRDC	FS	CR	No	Yes	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Electrician	U2ELEC	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Instrument & Control Operational Support Center	U2I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 2 Instrument & Control Technician	U2I&C TECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Mechanic	U2MECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Manager of Communications	U2MOC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Operational Support Center Maintenance Assistant	U2 OSCMA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 2 PEO	U2PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Control Operator	U2CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 STA	U2STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Technical Information Coordinator	U2TIC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Technical Support Center Shift Manager	U2 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT

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**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**

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Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru <sup>(5)</sup>
Unit 3 Assistant Director Technical Support	U3ADTS	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 3 Control Room Data Coordinator	U3CRDC	FS	CR	No	Yes	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Electrician	U3ELEC	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Instrument & Control Operational Support Center	U3I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 3 Instrument & Control Technician	U3I&C TECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Mechanic	U3MECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Manager of Communications	U3MOC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Operational Support Center Maintenance Assistant	U3 OSCMA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 3 PEO	U3PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Control Operator	U3CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 STA	U3STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Technical Information Coordinator	U3TIC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Technical Support Center Shift Manager	U3 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT
Unit 2 Unit Supervisor	U2US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Unit Supervisor	U3US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Security Guard	SECGRD	OS	POST	Yes	Yes	Manager, Nuclear Protection Services	No	(9)

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**Attachment 4**  
**SERO Qualifications and Reporting Location (3)**

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Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial <sup>(4)</sup> Drill/OJT/Walk-Thru
Security Shift Supervisor	SSS	OS	CAS	No	Yes	Manager, Nuclear Protection Services	No	(9)
Manager Radiological Dose Assessment	MRDA	MS-AC	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Unit 3 Shift Technician	U3ST	OS	CR	Yes	Yes	Manager, Nuclear Operations	Yes	OJT
Unit 1 CFH/MCRO	CFH	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Shift Manager	U2SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Shift Manager	U3SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Alarm Station Supervisor	SECSUP	OS	CAS/SAS	Yes	Yes	Manager, Nuclear Protection Services	No	(9)
Regulatory Liaison (7)	RL	FS	EOF	No	No	Manager, Licensing	No	Walk-Thru
State Emergency Planning Liaison (7)	SEPL	FS	State EOC	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Station Emergency Planning Representative (7)	SEPR	FS	EOF	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Media Center Liaison (7)	MCL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Rumor and Inquiry Control Liaison (7)	RICL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Technical Briefer (7)	TB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Radiological Briefer (7)	RB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru

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Attachment 4

**SERO Qualifications and Reporting Location (3)**

(Sheet 7 of 7)

- (1) Credit will be taken for drill completion when performed as part of Licensed Operator Initial Training (LOIT), Licensed Operator Requalification Training (LORT), Shift Technical Advisor (STA) Program, and Plant Equipment Operator (PEO) Training.
- (2) Deleted
- (3) Additional qualification requirements are contained in NTP 7.212.
- (4) Participation in a drill may satisfy the walk-thru qualifications for initial training.
- (5) Walk-thrus include use of any equipment, identification and location of reference materials, and a knowledge of the facility layout. Training, Emergency Planning, or job incumbents qualify for conducting walk-thrus.
- (6) Tracked by Fire Training Department
- (7) Supplemental positions
- (8) SAM required for initial qualifications
- (9) Security Guard, Security Shift Supervisor (SSS), and Alarm Security Supervisor training is provided by Protective Services personnel.
- (10) One position is minimum staffing, a second position is full staffing.

1  
2

**Category Key:**

MS-AC = Minimum Staffing All Call Positions    FS = Full Staffing  
MS-OC = Minimum Staffing Oncall Positions    OS = On Shift

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# Attachment 5

## Roles and Responsibilities For Emergency Preparedness Dose Assessment

(Sheet 1 of 2)

Area	Manager, EPD	NFSA
<b>Emergency Plan</b> (Includes Ingestion Pathway Plan)	<b>Manager, EPD, shall:</b> <ul style="list-style-type: none"> <li>• Develop the Emergency Plan</li> <li>• Ensure compliance to regulatory requirements</li> <li>• Request technical support for input and review</li> <li>• Process changes and obtain necessary approvals</li> <li>• Perform necessary 50.54(q) reviews</li> </ul>	<b>NFSA shall:</b> <ul style="list-style-type: none"> <li>• Provide radiological technical expertise requested</li> <li>• Provide compliant support</li> <li>• Support the review and approval process</li> </ul>
<b>Radiological Dose Assessment Committee (RDAC)</b>	<b>Manager, EPD, shall:</b> <ul style="list-style-type: none"> <li>• Chair the committee</li> <li>• Develop a charter</li> <li>• Schedule meetings</li> <li>• Develop meeting minutes for RDAC members and upper management</li> <li>• Provide expertise specific to regulatory compliance</li> <li>• Provide input and make contacts to benchmark against the industry</li> <li>• Process change requests</li> </ul>	<b>NFSA shall:</b> <ul style="list-style-type: none"> <li>• Co-chair the committee</li> <li>• Provide input to charter</li> <li>• Provide technical member(s) to the RDAC</li> <li>• Develop technical justification for software / procedure changes</li> <li>• Provide radiological expertise specific to subject matter</li> </ul>
<b>Procedures</b>	<b>Manager, EPD, shall:</b> <ul style="list-style-type: none"> <li>• Maintain overall approval or veto of proposed procedures and changes</li> <li>• Ensure compliance to regulatory requirements</li> <li>• Maintain procedures current / schedule biennial reviews if required</li> <li>• Process procedure change requests</li> <li>• Process procedure typing requests</li> <li>• Facilitate writer's guide review by Procedures Group</li> <li>• Perform necessary 50.54(q) reviews</li> <li>• Provide V&amp;V support as necessary</li> <li>• Facilitate scheduling of SORC by Procedures Group</li> <li>• Set effective implementation dates</li> </ul>	<b>NFSA shall:</b> <ul style="list-style-type: none"> <li>• Provide radiological technical content</li> <li>• Write procedure steps</li> <li>• Provide bases documents</li> <li>• Lead V&amp;V process</li> <li>• Provide V&amp;V input and approvals</li> <li>• Support necessary 50.54(q) review</li> <li>• Present technical changes to SORC for approval</li> </ul>

# Attachment 5

## Roles and Responsibilities For Emergency Preparedness Dose Assessment

(Sheet 2 of 2)

Area	MANAGER, EPD	NFSA
<b>Tools and Software</b>	<p>Manager, EPD, shall:</p> <ul style="list-style-type: none"> <li>• Own required tools and software</li> <li>• Budget new purchases</li> <li>• Fund upgrades and revisions</li> <li>• Ensure compliance to regulatory requirements and intent</li> <li>• Obtain approvals for selected tools and software through RDAC (user) members before committing to a solution, purchase, or change</li> <li>• Own Quality Software (QS) and associated documentation</li> </ul>	<p>NFSA shall:</p> <ul style="list-style-type: none"> <li>• Produce requirements document specifying needs, acceptance criteria and process bids</li> <li>• Recommend the selection of tools and software through the RDAC</li> <li>• Develop internal software (as necessary or as appropriate)</li> <li>• Provide development support</li> <li>• Provide testing</li> <li>• Provide QS documentation</li> <li>• Provide overall radiological technical support</li> </ul>
<b>Scenario Development</b>	<p>Manager, EPD, shall:</p> <ul style="list-style-type: none"> <li>• Define scenario radiological package requirements (Memo of Understanding)</li> <li>• Develop overall scenario</li> <li>• Provide long-range schedule to allow support resource planning</li> <li>• Define deliverable date for completed package</li> <li>• Provide sufficient lead time as defined in the Memo of Understanding for radiological package development</li> </ul>	<p>NFSA shall:</p> <ul style="list-style-type: none"> <li>• Provide an experienced technical lead to develop radiological data packages</li> <li>• Provide support to scenario development meetings</li> <li>• Produce radiological data packages fully meeting Memo of Understanding expectations</li> <li>• Provide completed radiological data package by the defined deliverable date</li> </ul>

## **Attachment 6**

### **Radiological Dose Assessment Committee**

(Sheet 1 of 1)

**1. Purpose:**

Ensure a regulatory compliant, effective dose assessment capability is maintained at Millstone facilities.

**2. Membership:**

The following functions shall be represented as members of this committee:

- Emergency Preparedness - Manager, EPD - Chairperson
- Radiological Engineering - Supervisor, Radiological Engineering - Co-chairperson
- Station Health Physics
- Training - EPD Training, Chem/HP training, as available
- Computer Support - Information Technology, as available
- Station Chemistry - as available
- State Department Environmental Protection - as available
- Environmental Services - as available

**3. Responsibilities:**

This committee is responsible to provide the technical, regulatory based review and recommendations for all changes to calculations methodologies, procedures, software or other tools as applicable to performing the function of off-site dose assessment during emergency situations.

**4. Meetings:**

This committee shall meet as necessary to review functional status. Meeting notes shall be published and maintained on file in the Emergency Preparedness Department.

**5. Authority:**

This committee will forward recommended assignments to the Manager, EPD, to assign work to the appropriate organization in order to maintain the full capability of emergency dose assessment. The assigned members shall be sufficiently conversant in the issues to have acceptance authority for their respective organizations.

**6. Disposition of Issues:**

Issues identified shall be dispositioned through the use of the AITTS assignments. Where disagreement of assignment exist, this issue shall be raised to EPD and NFE management for disposition.