

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

Attachment 1

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

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP02-001, "Assistant Director Technical Support (ADTS)"



Document No: MP-26-EPI-FAP02-001	Writer: <i>Kathy Burgess</i>	Rev. No: 1	Minor Rev 2
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Title:
Assistant Director Technical Support

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 Cancel Void (Do Not Us) Expire Superseded b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 Leahy*
CR-02-11198

Reviews	Print	Sign	Date	Dept
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<input checked="" type="checkbox"/> ENVIRON. SCREEN	<i>TOM RIGNEY</i>	<i>Tom Rigney</i>	<i>10/29/02</i>	<i>EPD</i>
<input checked="" type="checkbox"/> 50.54(g)				
<input checked="" type="checkbox"/> Licensing Basis RCD (50.54) (60.52) (60.53) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>TOM RIGNEY</i>	<i>Tom Rigney</i>	<i>10/29/02</i>	<i>EPD</i>
<input checked="" type="checkbox"/> Tech Independent	<i>KR Burgess</i>	<i>KR Burgess</i>	<i>10/30/02</i>	<i>EPD</i>

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

Training: None Nuclear Training Briefing Familiarization

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Approval Date 11/12/02

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11/12/02

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1/7/03

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Assistant Director Technical Support (ADTS)

This form provides guidance to the ADTS for emergency response actions during a declared emergency that activates the SERO.

Section A: TSC/OSC Activation/Initial Actions

NOTE

TSC/OSC activation is not required to provide immediate support to the control room.

1. Key into TSC/OSC.
2. Sign in on TSC/OSC Staffing Board.
3. Obtain a copy of the Incident Report Form (IRF) from the fax machine or Control Room.
4. Obtain additional information from the following, as necessary:
 - Voice mail box
 - Additional faxes
5. Initiate a log of significant events and communications on EPI-FAP15-012, "SERO Log Sheet," and log date and arrival time.
6. Check TSC/OSC and OSCAA SERO response status as follows:
 - Verify minimum facility staff is present.
 - IF minimum staffing is not present, determine the ability of the SERO to activate as is and proceed as appropriate (i.e., all functional areas staffed).
7. Contact CRDSEO and discuss any significant changes since event declaration and obtain status of onsite protective actions and emergency team deployment.
8. Refer To EPI-FAP15-001 "DSEO/ADTS Briefing Sheet" and obtain a briefing from the control room (CRDSEO or MCRO) and the DSEO in the EOF.
9. Formally relieve the CRDSEO of emergency team deployment and onsite protective action responsibilities and log the date and time of relief.
10. Declare the TSC/OSC and OSCAA activated and record activation time on the SERO Log Sheet.
11. Brief the TSC/OSC on plant status and control room priorities.

Section A: TSC/OSC Activation/Initial Actions

NOTE

The CR-DSEO may have chosen *not* to perform a precautionary dismissal or evacuation due to the nature of the event (e.g., Security related). These actions should be implemented as quickly as achievable when the threat has been resolved.

12. IF the precautionary dismissal or evacuation was not performed by the CRDSEO prior to turnover and no constraints exist, Direct CR to implement EPI-FAP08, "Evacuation and Assembly."

Section B: Routine Activities

1. Track the response of additional Minimum Staffing and Full Staffing positions and direct the MOR to contact personnel for unfilled positions.
2. Direct non-assigned TSC/OSC personnel to go to the OSC Assembly Area.
3. Establish TSC/OSC priorities and direct the initial response.
4. Notify the DSEO of any recommended changes in event classification or barrier status.
- IF conditions change, Refer To EPI-FAP06, "Classification and PARs," for the affected unit and immediately recommend classification changes to the DSEO, as appropriate.
 - WHEN the DSEO escalates the event classification, inform personnel in the TSC/OSC and OSC Assembly Area.

NOTE

An evacuation and assembly may not be performed if doing so poses a threat to personnel safety. Sheltering may be the desired response.

5. IF Site Area Emergency or General Emergency is declared and no constraints exist, Direct Control Room to implement EPI-FAP08, "Evacuation and Assembly."
6. Update the DSEO on the status and priority of assessment and repair activities.

Section B: Routine Activities

- 7. Direct and approve on-site PPADs considering the following:
 - IF time permits, discuss logistics for the on-site PPADs with the MTSC, MOSC, MOS, and MRCA.
 - IF there is a potential for an airborne radiological release affecting the TSC/OSC, announce that there will be no eating or drinking until further habitability is verified within the facilities.
 - IF there is a localized emergency (security, high radiation, fire), include its type and location in an announcement and instruct personnel to stand clear of the area.
 - Inform the DSEO of any implemented on-site PPADs.

- 8. Refer To EPI-FAP02-012, "TSC/OSC Emergency Repair/Procedure Change/ Assessment Recommendations," and authorize departure from normal station operations and maintenance procedures.

- 9. Develop strategies with the MTSC to address the following:
 - Prevention of severe core damage
 - Increasing time to core uncover
 - Prevention of containment failure
 - Reduction and/or termination of radiological releases to the environment

- 10. Notify the MCRO of the following:
 - Procedure development for outside design basis operations
 - TSC/OSC Priorities
 - Core thermal hydraulic analysis and time to core uncover
 - Entry into Severe Accident Management Guidelines
 - Projected plant system degradation and event conditions

- 11. Establish the following emergency assessment and repair actions:
 - *Repair/evaluation priorities*
 - *Estimated repair times*
 - *Need to authorize mission specific emergency exposure upgrades to 25 Rem TEDE*
 - *Authorization for work assignments and reentry*

- 12. Notify the DSEO of §50.54(x) use and of the requirement to notify the NRC of the departure as soon as possible.

Section B: Routine Activities

- 13. Provide the DSEO with current and projected analyses of plant conditions and status on a routine basis.
- 14. Verify the MOSC has requested Site Fire Protection initiate monitoring of CO₂ levels in the TSC/OSC.
- 15. Brief the NRC Site Team of actions taken and planned upon their arrival in the TSC/OSC.

Section C: Emergency Exposure Controls

- 1. IF notified by the MRCA that implementation of EPI-FAP09, "Radiation Exposure Controls," is needed for emergency exposure increases or issuing KI to on-site SERO emergency workers, perform the following:
 - Evaluate the emergency condition.
 - IF KI is warranted, inform the DSEO that KI will be issued to on-site SERO emergency workers.
 - IF exposure upgrades up to 25 Rem are required, inform DSEO of increase.
 - IF exposure upgrades greater than 25 Rem are required, obtain DSEO approval.
 - Refer To EPI-FAP09-003 and sign and date appropriate form, indicating approval.
- 2. Coordinate the release of contaminated person from site to a designated decontamination location.

Section D: Event Termination and Recovery Actions

- 1. Monitor affected unit conditions and recommend termination to Recovery actions to the DSEO when appropriate.
- 2. IF long term damage to the plant has not occurred, perform the following:
 - Brief TSC/OSC on plant conditions allowing termination.
 - Direct TSC/OSC staff to return facilities to pre-emergency state of readiness.
 - Record SERO termination in logbook.
- 3. IF long term damage to the plant has occurred and Recovery option is selected, perform the following:
 - Brief TSC/OSC on plant conditions and entry into Recovery.
 - Refer To and implement EPI-FAP14, "Recovery."
 - Record SERO termination in logbook.

Prepared By: _____

Signature

Print

Date

Docket Nos. 50-245
50-336
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Attachment 2

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

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP04, "Emergency Operations Facility Activation and Operation"
and Associated Forms

08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: MP-26-EPI-FAP04	Writer: L. DeLuca	Rev. No. 1	Minor Rev. 2
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For New Documents Document is QA <input type="checkbox"/> DH Title:			
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Minor Revision	<input type="checkbox"/> Cleanup Revision	<input type="checkbox"/> Biennial Review
<input type="checkbox"/> Cancel	<input type="checkbox"/> Void (Do Not Use)	<input type="checkbox"/> Expire	<input type="checkbox"/> Superseded By: -----
Comments: CR-02-11198 Includes FAP04-002, Rev 000-01, -011, Rev 001-02, -014, Rev 001-01, and -017, Rev. 001-01		<input checked="" type="checkbox"/> Administrative Correction FLS: <i>Patricia July</i>	

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
E-Plan-50.54(q)	<input checked="" type="checkbox"/>	<i>L. DeLuca / K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Environmental Screen	<input type="checkbox"/>	<i>K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<i>*see attached for additional signatures</i>		
Tech Independent	<input type="checkbox"/>			

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

Training: None Nuclear Training Briefing Familiarization

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Emergency Operations Facility Activation and Operation - ^(at 11/20/02) Manager of Resources (MOR) or External Resources Coordinator (ERC)

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50.54(g) <input checked="" type="checkbox"/>				
Licensing Basis ^{RCD} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Tom RIGNEY	Tom Rigney	10/29/02	EPD
sch Independent <input checked="" type="checkbox"/>	KR Burgess	KR Burgess	10/30/02	EPD

Validation None Field-Use Simulated Performance- TableTop and Comparison
Use MP-05-SAP01-004 Walkthrough

(minimum of two)	Print	Sign	Date	Dept
Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

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Approval Date _____ Effective Date _____

**Functional
Administrative
Procedure**



**Emergency Operations Facility Activation and
Operation**

MP-26-EPI-FAP04

Rev. 001-02

Approval Date: 11/20/02

Effective Date: 1/7/03



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

MP-26-EPI-FAP04-002, "Assistant Director Emergency Operations Facility (AEOF)"

MP-26-EPI-FAP04-003, "Manager Radiological Dose Assessment (MRDA)"

MP-26-EPI-FAP04-004, "Assistant Manager Radiological Dose Assessment (AMRDA)"

MP-26-EPI-FAP04-005, "Radiological Assessment Engineer (RAE)"

MP-26-EPI-FAP04-006, "Field Team Data Coordinator (FTDC)"

MP-26-EPI-FAP04-007, "Radiation Monitoring Team #3, #4, #5"

MP-26-EPI-FAP04-008, "Radiological Communicator - EOF"

MP-26-EPI-FAP04-009, "EOF HP Technician"

MP-26-EPI-FAP04-010, "Meteorological Assistant"

MP-26-EPI-FAP04-011, "Manager of Resources (MOR) or External Resources Coordinator (ERC)"

MP-26-EPI-FAP04-012, "Public Information Technical Advisor (PITA)"

MP-26-EPI-FAP04-013, "Manager of Communications (MOC)"

MP-26-EPI-FAP04-014, "Technical Information Communicator (TIC)"

MP-26-EPI-FAP04-015, "EOF Shift Technician (EOF-ST)"

MP-26-EPI-FAP04-016, "Station Emergency Preparedness Representative (SEPR)"

MP-26-EPI-FAP04-017, "Regulatory Liaison"

②

1. PURPOSE

1.1 Objective

This procedure provides guidance to Station Emergency Response Organization (SERO) personnel who report to the Emergency Operations Facility (EOF) during an event.

1.2 Applicability

Activation of the EOF is initiated upon declaration of an ALERT, Posture Code Charlie-One, or higher event.

1.3 Supporting Documents

EPI-FAP01, "Control Room Emergency Operations"

EPI-FAP06, "Classification and PARs"

EPI-FAP07, "Notifications and Communications"

EPI-FAP08, "Evacuation and Assembly"

EPI-FAP09, "Radiation Exposure Controls"

EPI-FAP10, "Dose Assessment"

EPI-FAP11, "Core Damage Assessment"

EPI-FAP13, "News Releases"

EPI-FAP15, "Common Forms"

EPA-REF08B, "Millstone Emergency Plan Resource Book"

Meteorological Reference Manual for Support of Nuclear Plant Emergencies.

1.4 Discussion

1.4.1 Facility Activation

Facility activation should occur within 60 minutes of the time the SERO was notified. The EOF can be declared activated when the DSEO has relieved the CR-DSEO of command and control responsibilities AND minimum staffing requirements are met.

The DSEO has the discretion to relieve the CR-DSEO and authorize ERF activation with less than minimum staffing provided necessary functional areas are filled.

1.4.2 The major activities associated with the EOF are as follows:

- Event Classification and PARs- EPI-FAP06
- Event Notification and Communications - EPI-FAP07
- Radiological Dose Assessment/Sampling
- Exposure Control - EPI-FAP09
- Resources
- Rumor Control and News Releases - EPI-FAP13
- Coordination of Outside Agencies
- Recovery - EPI-FAP14

1.4.3 10 CFR 50.54(x) Invocation

- a. As discussed in the Statements of Consideration to 10 CFR Part 50, emergencies can arise during which compliance with a license condition or a Technical Specification could prevent necessary action by the licensee to protect the public health and safety. Absolute compliance with the license during these emergencies can be a barrier to effective protective action.
- b. Unanticipated circumstances can occur during the course of an emergency which may call for responses different from any previously considered during the course of licensing. Special circumstances requiring a deviation from license requirements are not necessarily limited to transients or accidents not analyzed in the licensing process. Special circumstances can arise during emergencies involving multiple equipment failures or coincident accidents where plant emergency procedures could be in conflict with, or not applicable to, the circumstances. In addition, an accident can take a course different from that which was addressed when the emergency procedure was written, thus requiring a protective response at variance with a procedure required to be followed by the licensee which may ultimately be contrary to current Technical Specifications or the license condition.
- c. 10 CFR 50.54(x) will permit the licensee to take reasonable action in an emergency even though the action departs from licensing conditions or plant Technical Specifications. This action may only be taken, however, if the following criteria are met:
 - The action is immediately needed to protect the public health and safety, including plant personnel.
 - No action consistent with the license conditions and Technical Specifications is immediately apparent that can provide adequate or equivalent protection.
 - As a minimum, a licensed senior operator approves the action.

d. Applicability Determination

The NRC can amend Technical Specifications or license conditions. The §50.54(x) regulation is not intended to apply in circumstances where time allows this normal process to be followed. The regulation applies only to those emergency situations in which immediate action is required by the licensee to protect public health and safety and this action is contrary to a Technical Specification or license condition.

Operating outside the boundaries of approved procedures or in the absence of procedures does not in and of itself meet the threshold for invocation of §50.54(x). Also, the existence of a safety analysis (§50.59) conducted for the purpose of determining whether an unreviewed safety question exists is not sufficient to determine whether application of §50.54(x) is appropriate. §50.54(x) is not intended for use as a general regulatory protective shield for all actions not addressed by current procedures. Even after §50.54(x) has been invoked, each subsequent action taken must be evaluated for §50.54(x) applicability with all necessary approvals and notifications being made for each invocation, as appropriate.

Additionally, the §50.54(x) and (y) amendments were not written for the purpose of establishing procedures and guidance (such as SAMG) that may be useful at some future date (e.g., preplanning and contingency actions). The determination to discontinue following plant operating procedures and/or EOPs, and to begin following SAMG, by itself, does not constitute a departure from a license condition or Technical Specification and, therefore, does not require invocation of §50.54(x). Note however, it is possible that the first action directed during SAMG implementation may actually require §50.54(x) invocation.

The threshold for invocation is met only if the action being taken is not consistent with current license conditions and Technical Specifications. Additionally, the action must meet the time and safety dependent criteria previously discussed. Then and only then should the invocation of §50.54(x) be considered for approval.

e. Approval

A licensed senior operator position is the minimum level within the organization, not the only position, authorized to approve invocation of §50.54(x). 10 CFR 50.54(y) states, "Licensee action permitted by paragraph (x) of this section shall be approved, as a minimum, by a licensed senior operator..." This wording makes it clear that such action must be approved by at least a licensed senior operator acting for the licensee. The regulation focuses on the responsibilities of facility licensees and only peripherally includes licensed senior operators. Under the provision, any licensed senior operator (licensed for the Unit involved) would be sufficient. However, during declared emergencies more senior licensee personnel would eventually become available. The decision to depart from the license would then pass to these more senior personnel already identified in the Emergency Plan.

Ultimate responsibility for the health and safety of the general public and station personnel in an emergency resides in the highest authority in the chain of command. The persons responsible for the health and safety of the general public and station personnel are already identified in the facility license and implementing procedures. These persons include the ADTS and the DSEO following emergency response facility activation. If however, an emergency should occur on a backshift, no licensee representative higher than a licensed senior operator in the chain of command is likely to be available. Therefore, the departure from a license condition or Technical Specification requires the approval of a licensed senior operator as a minimum.

To require any additional approvals or concurrence, such as from senior licensee representatives or the NRC, would defeat the purpose of §50.54(x). Concurrence or approval from the NRC is also not necessary, as this action would amount to a license amendment using procedures contrary to those existing for amendments. NRC concurrence would additionally shift the burden of responsibility for station safety from the licensee to the NRC.

f. Reportability

Deviations authorized pursuant to 10 CFR 50.54(x) are reportable as soon as practical and in all cases within one hour under 10 CFR 50.72(b)(1), or 10 CFR 50.73(a)(2)(i)(C), if not reported simultaneously with emergency notification under 10 CFR 50.72(a). When time permits, the notification is made before the protective action is taken; otherwise, it is made as soon as possible thereafter. Additionally, a Licensee Event Report will be generated and submitted to the NRC within 30 days.

g. Subsequent Actions

Following invocation of 50.54(x) and notification of the NRC, actions are taken as soon as practical to restore the plant to full compliance with Technical Specifications and all conditions of license.

1.4.4 Off-Site Radiological Communications

The radio control console located in the Radiological Dose Assessment Area will be used to support MRDA communications. The FTDC and the off-site RMTs will use this radio net to communicate radiation findings. The RMT vehicles maintained at the EOF are equipped with permanently mounted radios. The radio console at the EOF is monitored by the FTDC. Spare portable radios are stored at the EOF to issue to additional field teams or replace vehicle radios that malfunction.

Off-site teams may be assigned to monitor and report dose assessment findings which occur over water (Long Island Sound). RMT radios which operate on the off-site radiological communications frequency are installed in the Millstone Environmental boat.

1.4.5 Off-Site Radiological Monitoring

Off-site RMTs obtain samples for airborne radioactive contaminants and radiation dose rates for specific points and areas outside the Millstone Station protected area. Off-site RMTs are controlled by the MRDA, who transfers all or portions of this responsibility to the AMRDA or FTDC upon their arrival in the EOF. The goal of the FTDC or designee is to ensure the RMTs are deployed within 60 minutes of event notification.

The RMTs provide the off-site survey information necessary for the plume phase. Environmental Services and HP field teams perform environmental sampling during the intermediate and relocation/ingestion pathway phases. The thermoluminescent dosimeters (TLD) and air filters can also provide information to help determine the past integrated dose.

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

2. INSTRUCTIONS

2.1 Refer To and complete the following, as applicable:

NOTE

The steps in the checklists may be performed in any order, or more than once, as necessary.

- EPI-FAP04-001, "Director of Station Emergency Operations (DSEO)"
- EPI-FAP04-002, "Assistant Director Emergency Operations Facility (ADEOF)"
- EPI-FAP04-003, "Manager Radiological Dose Assessment (MRDA)"
- EPI-FAP04-004, "Assistant Manager Radiological Dose Assessment (AMRDA)"
- EPI-FAP04-005, "Radiological Assessment Engineer (RAE)"
- EPI-FAP04-006, "Field Team Data Coordinator (FTDC)"
- EPI-FAP04-007, "Radiation Monitoring Team #3, #4, #5"
- EPI-FAP04-008, "Radiological Communicator - EOF"
- EPI-FAP04-009, "EOF HP Technician"
- EPI-FAP04-010, "Meteorological Assistant"
- EPI-FAP04-011, "Manager of Resources (MOR) or External Resources Coordinator (ERC)"
- EPI-FAP04-012, "Public Information Technical Advisor (PITA)"
- EPI-FAP04-013, "Manager of Communications (MOC)"
- EPI-FAP04-014, "Technical Information Communicator (TIC)"
- EPI-FAP04-015, "EOF Shift Technician (EOF-ST)"
- EPI-FAP04-016, "Station Emergency Preparedness Representative (SEPR)"
- EPI-FAP04-017, "Regulatory Liaison"

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2.2 IF an action is not appropriate under existing conditions or was not necessary for the event, enter N/A when completing documentation for submittal.

3. **SUMMARY OF CHANGES**

3.1 **Revision 001-02**

3.1.1 Administrative change. Changed Manager of Public Information (MPI) to Public Information Technical Advisor (PITA). (CR-02-11198)

3.1.2 Deleted news release approval for DSEO in Attachment 2 (CR-02-11198)

3.2 **Revision 001-01**

3.2.1 Deleted PASS definition from Attachment 1.

3.3 **Revision 001**

3.3.1 Modified document number in Section 1.3 to reflect MP-26-MMM.

3.3.2 Clarified in step 1.4.1 that DSEO relieves the CR-DSEO.

3.3.3 Changed "non-SERO" to "non-essential" in Attachment 1.

3.3.4 Clarified the TIC responsibilities in Attachment 2.

Attachment 1

Definitions and Abbreviations

(Sheet 1 of 3)

Definitions

Alpha or Bravo Posture Code - A State response code that has expected or existing plant conditions relative to a radiological release as its basis. A technical basis for developing a PAR as a result of an EAL classification for all events short of the loss of all three fission product barriers, or high containment radiation.

Calculated Dose Rate (units of mRem/hr or Rem/hr) - A dose rate calculated for actual releases based on measured exposure rates from effluent monitor or survey readings (units of mR/hr or R/hr).

CDE - Committed Dose Equivalent for the thyroid (usually in units of Rem).

Measured Exposure Rate - Exposure rate based on field survey results (units of mR/hr or R/hr).

Operations Net - A communications network established for the TSC-SM, CRDC, TA, and TIC to apprise all Emergency Response Facilities of plant status and fast-breaking events; provide operational and technical input; and assist with classification.

Plant Conditions - A technical basis for developing a PAR as a result of actual or imminent loss of all three fission product barriers, or based on high containment radiation levels.

Precautionary Dismissal - A precautionary release of non-essential individuals from the site conducted at the ALERT classification.

Protective Action Recommendation (PAR) - A recommended course of action to take that affects the general population. Issued to state and local decision makers for their consideration in making a protective action decision.

Projected Dose - A calculated exposure received over the duration of the accident. A technical basis for developing a PAR as a result of an ongoing radiological release that is projected on either a measured exposure rate, or a calculated exposure rate for an expected release (units of Rem).

TEDE - Total Effective Dose Equivalent (usually in units of Rem).

“What If” Dose - A theoretical dose projection based on the premise that the accident sequence in progress will result in the partial or total release of an assumed quantity of core inventory (usually in units of Rem).

Wind Direction - The three digit number indicating the degree bearing (000 and 360 being north, 180 being south) from which the wind is coming at the release elevation (Changes in wind direction may constitute the technical basis for updating a PAR).

Attachment 1

Definitions and Abbreviations

(Sheet 2 of 3)

Abbreviations

ADEOF - Assistant Director Emergency Operations Facility

ADTS - Assistant Director Technical Support

AMRDA - Assistant Manager Radiological Dose Assessment

AMT - Accident Management Team

AMTL - Accident Management Team Leader

CAS - Central Alarm Station

CBETS - Computer Based Exposure Tracking System

CTMT - Containment

DEP - Department of Environmental Protection

DSEO - Director of Station Emergency Operations

EAL - Emergency Action Level

EAS - Emergency Alerting System

EDAN - Environmental Data Acquisition Network

EPZ - Emergency Planning Zone

ERC - External Resource Coordinator

ERDS - Emergency Response Data System

FTDC - Field Team Data Coordinator

JMC - Joint Media Center

KI - Potassium Iodide

MCRO - Manager of Control Room Operations

MOC - Manager of Communications

MOR - Manager of Resources

Attachment 1

Definitions and Abbreviations

(Sheet 3 of 3)

MRDA - Manager of Radiological Dose Assessment

MTSC - Manager of Technical Support Center

NNM - Nuclear News Manager

OFIS - Off-Site Facility Information System

PAG - Protective Action Guideline

PAR - Protective Action Recommendation

PITA - Public Information Technical Advisor (PITA)

RAE - Radiological Assessment Engineer

RCS - Reactor Coolant System

RICC - Rumor and Inquiry Control Center

RMT - Radiological Monitoring Team

RDAT - Radiological Dose Assessment Team

SDO - Station Duty Officer

ST - Shift Technician

TEDE - Total Effective Dose Equivalent

TIC - Technical Information Coordinator

2

Attachment 2 Responsibilities

(Sheet 1 of 4)

1. Director of Station Emergency Operations (DSEO)

After formally relieving the CR DSEO, the DSEO is responsible for the following non-delegable emergency response functions:

- Overall command and control of the station's emergency response.
- Event classification.
- General public Protective Action Recommendations to offsite officials.
- Formal off-site notification approval.
- Emergency exposure extension authorization.
- Federal assistance to support station response.

2. Assistant Director Emergency Operations Facility (ADEOF)

The ADEOF reports to the DSEO. The ADEOF is responsible for the following:

- Providing input for classification changes based on radiological conditions.
- Developing, recommending, and updating off-site PARs to the DSEO.
- Providing input for notification upgrades, updates, and termination, as necessary.
- Approving emergency exposure upgrades in excess of 10 CFR 20 limits.
- Authorizing potassium iodide (KI) for off-site personnel SERO personnel (e.g., Radiation Monitoring Teams).
- Overseeing off-site radiological assessment of the event.
- Coordinating communications of plant status to the NRC, State, and public.
- Authorizing contaminated personnel to leave the station.
- Reviewing news releases.
- Assuming DSEO responsibilities if DSEO becomes incapacitated.

Attachment 2 Responsibilities

(Sheet 2 of 4)

3. Manager of Radiological Dose Assessment (MRDA)

The MRDA reports to the ADEOF. The MRDA is responsible for the off-site dose assessment activities. This includes the following activities:

- Monitoring radiological conditions beyond the protected area and ensuring recommended protective actions provided to State officials are adequate to protect public health and safety in accordance with US EPA guidance.
- Providing key information to the ADEOF and DSEO that may influence classification as well as protective action decision making.
- Assessing radiological plant conditions and alerting the ADEOF and DSEO when information indicates there has been a significant change.
- Assessing the source term, determining the radiological release pathway, and obtaining meteorological data applicable to an actual or potential radiological release.
- Directing radiological and environmental field measurements be obtained.
- Directing dose assessment be performed.
- Directing core damage estimates be performed.
- Communicating with State dose assessment staff.
- Communicating with NRC dose assessment staff using the HPN circuit.
- Coordinating field team activities with the State DEP.

4. Assistant Manager, Radiological Dose Assessment (AMRDA)

Two AMRDAs report to the MRDA. They assist the MRDA as directed with dose assessment, RDAT strategies, HPN communications, etc.

5. Radiological Assessment Engineer (RAE)

The RAE reports to the MRDA in the EOF. Duties include evaluating actual and potential releases of radioactive material, and performing dose assessment calculations.

6. Field Team Data Coordinator (FTDC)

The FTDC reports to the MRDA in the EOF. Duties include coordinating the activities of the off-site RMTs, and distributing off-site RMT data.

7. Radiological Monitoring Teams #3, #4, #5 (RMT)

The RMTs report to the FTDC in the EOF. Duties include performing surveys and samples.

Attachment 2 Responsibilities

(Sheet 3 of 4)

8. Radiological Communicator

The Radiological Communicator reports to the MRDA. Duties include obtaining information on radiological conditions inside the protected area which may impact offsite monitoring and tracking activities.

9. Meteorological Assistant

The Meteorological Assistant reports to the MRDA. Duties include obtaining and preparing current meteorological data and providing forecast information and technical input in matters involving meteorology.

10. Manager of Resources (MOR)

The MOR reports to the ADEOF. The MOR is responsible for the following:

- Providing station personnel, equipment, or supplies requested by SERO managers
- Acquiring corporate and off-site resources
- Coordinating support requests from federal regulatory agencies that have responded to Millstone Station

11. External Resources Coordinator (ERC)

The ERC reports to the MOR. The ERC assists the MOR in coordinating and obtaining corporate and off-site resources (e.g., personnel, equipment, housing, food, purchasing, and financial and legal services) needed to support the site.

12. Public Information Technical Advisor (PITA)

The PITA reports to the ADEOF in the EOF. The PITA is responsible for the following:

- Collecting information regarding the event
- Providing input for news releases
- Monitoring media activities
- Supporting the Nuclear News Manager, located at the Hartford Armory

2

13. Manager of Communications (MOC)

The MOC reports to the ADEOF in the EOF. The MOC is responsible for coordinating all EOF communications which includes Emergency Notification System (ENS) communications between the station and the NRC.

Attachment 2 Responsibilities

(Sheet 4 of 4)

14. Technical Information Communicator (TIC)

The TIC reports to the DSEO. Duties include the following:

- Operating OFIS
- Providing requested plant parameter data
- Informing DSEO/ADEOF of critical parameters impacting classification and PARs
- Maintaining Chronology of Key Events status board
- Obtaining data from the CRDC, as necessary
- Providing information to the State EOC Technical Assistant and the TSC Staff, as requested.

15. EOF Health Physics (HP) Technician

The EOF HP Technician reports to the MRDA. The EOF HP Technician is responsible for providing HP support to the EOF.

16. EOF Shift Technician

The EOF Shift Technician reports to the ADEOF in the EOF. The EOF Shift Technician is responsible for notifying state and local officials, as directed.

17. Regulatory Liaison

The Regulatory Liaison reports to the ADEOF. The Regulatory Liaison is responsible for accommodating the NRC Site Team dispatched to the station, arranging site access for the NRC Team, providing adequate dosimetry, and responding to questions and comments.



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Title:
Emergency Operations Facility Activation and Operation

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Revision
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 Cleanup Revision
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 Cancel
 Void (Do Not Us)
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Comments:
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Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
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50.54 (g) <input checked="" type="checkbox"/>	*see attached for signatures			
RCD <input checked="" type="checkbox"/>				
Env Screen <input checked="" type="checkbox"/>				
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No) <input checked="" type="checkbox"/>				
Tech Independent <input checked="" type="checkbox"/>				

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

Training: None
 Nuclear Training
 Briefing
 Familiarization

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Comments: Administrative Correction FL

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Reviews	Print	Sign	Date	Dept
50.54(a) <input type="checkbox"/>				
Writers Guide ^{10/17 KB} <input checked="" type="checkbox"/>	Linda DeLuca	<i>Linda DeLuca</i>	10/17/02	EPD
RCD <input checked="" type="checkbox"/>	Kathy Burgess	<i>Kathy Burgess</i>	10/17/02	EPD
Env Screen <input checked="" type="checkbox"/>	Linda DeLuca	<i>Linda DeLuca</i>	10/20/02	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input checked="" type="checkbox"/>	Mark Birch	<i>Mark Birch</i>	10/17/02	EPD

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	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 (1) SQR Sign / Date _____ Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Director of Station Emergency Operations (DSEO)

Section A: EOF Activation/Transfer of Command and Control

- 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- 2. Obtain a copy of the Incident Report From (IRF) from the fax machine or call Control Room for IRF information.
- 3. Obtain additional information from the following, as necessary:
 - Voice recording of briefing sheet
 - Additional faxes

NOTE

For a Unit 1 event, the Unit 2 SM is the CR-DSEO.

- 4. Contact CR-DSEO and discuss the following:
 - Any significant changes since event declaration
 - Current status on classification, notification, and PARs.
- 5. Check EOF SERO response status as follows:
 - Verify minimum facility staff is present.
 - IF minimum staffing is not present, determine the ability of the SERO to activate as is and proceed as appropriate (i.e., all functional areas staffed).
- 6. Contact the CR-DSEO and formally relieve him of Command and Control, classification, notification, and PAR responsibilities, and log the date and time of relief.
- 7. Declare the EOF activated and record EOF activation time on the SERO Log Sheet.
- 8. Announce the following message using the station paging system (repeat once):
Attention all station personnel. This is (name), the DSEO. I am assuming command and control of the Station Emergency Response Organization. The EOF is declared activated at this time. Currently, Millstone Station is in (classification level: _____) for (Unit # _____) due to (brief description of event: _____)

 _____).
- 9. Perform an update briefing with the CR-DSEO and the ADTS using EPI-FAP15-001, "DSEO/ADTS Briefing Sheet," as a guide.

7

Section A: EOF Activation/Transfer of Command and Control

- 10. Brief the EOF Managers on the event.
- 11. Establish contact with the Richmond Corporate Executive and provide input on the event.
- 12. Establish frequent communications with the ADTS and the Chief Technical Spokesperson (CTS).

①

Section B: Classification Upgrade Immediate Actions

1. Evaluate the conditions using EPI-FAP06, "Classification and PARs."
 - Review the initiating condition with the TIC and the ADTS for recommendations on plant-related EALs.
 - Consult with the MRDA for recommendations on radiological-related EALs.
 - Consult with the MOS for recommendations on security-related EALs.
2. Perform Station Notifications as follows:
 - Notify the ADTS of the classification upgrade.
 - Direct the ST to initiate offsite notifications.
 - IF a General Emergency has been declared, direct the ADEOF to develop PARs.
 - Announce the emergency declaration level and time to the station staff via plant page announcement as follows:

NOTE

During a security event, it may be advisable **NOT** to sound an alarm or make an announcement

- Call Control Room and ensure outside speakers are activated.
 - Announce the following over the station PA system:

Attention all personnel; attention all personnel. A (classification level _____) has been declared at (Unit # _____) due to (brief description of event _____)
 - Repeat the PA message.
 - Log the time of announcement.
- Announce that there will be no eating or drinking until further habitability is verified.
 - Log time of completion.

Section B: Classification Upgrade Immediate Actions

3. Perform state notification as follows:

- Direct the ADEOF to assist in completing the IRF.
 - IF an offsite State of Emergency does not exist, approve the IRF for transmittal.
 - IF an offsite State of Emergency does exist and the Governor has directed all future notifications be processed through the State EOC, approve the IRF and provide it only to the Executive Spokesperson.
- IF a General Emergency has been declared, review and approve PARs and directly notify the DEP.

4. Perform NRC notifications as follows:

- Verify the MOC notifies the NRC via the ENS.
- Direct the ADEOF to contact the resident inspector if he/she is not on site.

5. Perform additional notifications as follows:

- Inform the CTS of the event.
- IF NRC Site Team DSO is present, discuss the classification with him/her.
- Inform the Richmond Corporate Executive of the event.

| ①

Section C: Routine Activities

1. Track the response of additional minimum staffing and full staffing positions and direct the MOR to contact personnel for unfilled positions. ①
2. Direct the TIC to continuously man the Operations Net and review the EAL tables and fission product barriers for changes in event status.
3. Obtain periodic input from the ADTS on the following:
 - Plant status and mission priorities.
 - Fast-breaking events.
 - Impact on EALs.
4. Ensure updates of the event are routinely provided to the State and local agencies.
5. Approve all news releases forwarded from the ADEOF before issuing from the EOF. ①
6. Authorize the Chief Technical Spokesperson (CTS) to approve news releases once the State EOC is staffed and news releases are issued through the JMC.
7. IF the fission product barrier status, offsite radiological conditions, or meteorological conditions change, perform the following:
 - Refer to Section B and evaluate the conditions.
 - Direct the ADEOF to evaluate the impact on PARs.
 - Provide changes to PARs to the State, as appropriate.
8. Obtain the status on any precautionary dismissal, evacuation and accountability activities in progress from the MOS.
9. Authorize extended emergency exposure limits for lifesaving actions (dose > 25 Rem is expected) as appropriate when recommended by the ADTS for onsite personnel and the ADEOF for offsite personnel.
10. IF suspension of safeguards or other §50.54(x) action is invoked, instruct the MOC to notify the NRC as soon as possible (not to exceed one hour).
11. Notify the SERO of any significant changes in conditions using the PA system.
12. Review and provide concurrence for any Severe Accident Management strategy that could potentially affect the general public or offsite activities.
13. Request assistance from federal authorities to support the station response efforts, as necessary.
14. Approve relief schedules developed by the MOR.
15. Ensure EOF habitability controls have been considered for events involving increased radiation levels around the facility.

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Comments: Administrative Correction FLS: *[Signature]*

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Reviews	Print	Sign	Date	Department
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E-Plan-50.54(q)	<input checked="" type="checkbox"/>	<i>L. DeLuca / K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Environmental Screen	<input type="checkbox"/>	<i>K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<i>*see attached for additional signatures</i>		
Tech Independent	<input type="checkbox"/>			

Validation None Field - Use MP-05-DC-SAP01-004 Simulated Performance - Use MP-05-DC-SAP01-004 Table Top and Walk-through Comparison

(minimum of two)	Print	Sign	Date	Dept
Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

<input type="checkbox"/> SQR Review and Approval Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> _____ (1) SQR Sign/Date _____ (2) Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (1) Department Head Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval N/A (1) Department Head Approval Sign _____
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Reviews	Print	Sign	Date	Dept
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<input checked="" type="checkbox"/> ENVIRON. SCREEN	<i>Tom RIGNEY</i>	<i>Tom Rigney</i>	<i>10/29/02</i>	<i>EPD</i>
<input checked="" type="checkbox"/> 50.54(a)				
Licensing Basis <i>RED</i> (60.59-9.0) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Tom RIGNEY</i>	<i>Tom Rigney</i>	<i>10/29/02</i>	<i>EPD</i>
Tech Independent <input checked="" type="checkbox"/>	<i>KR Burgess</i>	<i>KR Burgess</i>	<i>10/30/02</i>	<i>EPD</i>

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Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

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Assistant Director Emergency Operations Facility (ADEOF)

This form provides guidance to the ADEOF for emergency response actions during an event which activates the SERO.

Section A: EOF Activation/Initial Actions

- 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- 2. Obtain a briefing from the DSEO.
- 3. IF the DSEO has not yet responded to the facility, perform the following:
 - Direct the MOR to immediately contact a qualified DSEO.
 - Assign an individual to the ADEOF position.
 - Assume the responsibilities assigned to the DSEO position and Go To EPI-FAP04-001.
- 4. IF a General Emergency was declared before EOF activation, determine the PAR issued by the CR-DSEO.
- 5. Conduct an initial briefing with the MRDA and AMRDAs concerning the following:
 - Initial dose assessment results.
 - On-site and off-site radiological conditions.
 - EOF High Radiation Ventilation Filtration System activation.
 - Off-site protective actions.
 - HPN data passed to NRC.
- 6. Conduct an initial briefing with the Public Information Technical Advisor (PITA) concerning the following: | ①
 - Press releases.
 - Rumors to date.
- 7. Conduct an initial briefing with the MOC concerning the following:
 - ERDS
 - ENS
- 8. Contact the MRCA and obtain information on on-site protective actions if taken.

Section A: EOF Activation/Initial Actions

9. WHEN EOF is activated and the ST arrives, direct the ST to relieve the control room of future ENRS notification responsibilities.
-
-

Section B: Classification/Termination

1. Refer To EPI-FAP06, "Classification and PARs," as applicable, to determine if any initiating conditions have been met.
- IF plant conditions change, specifically the status of the fission product barriers, discuss the conditions with the TIC.
 - IF radiological or meteorological conditions change, discuss the conditions with the MRDA.
 - Discuss EAL classification input with the DSEO.
2. Assist the DSEO with event termination and transition to Recovery.
-
-

Section C: Notifications

NOTE

IF the Governor declares a State of Emergency and directs all future classification changes and updates be processed through the State EOC, Incident Report Forms shall not be transmitted to the offsite agencies using the ENRS.

1. IF a change in classification level occurs or an update is warranted, perform the following:
- a. Ensure the ST completes an IRF for the new classification level or update message.
 - b. IF a State of Emergency **HAS NOT** been declared by the Governor, ensure the IRF is transmitted after the DSEO approves it.
 - c. IF a State of Emergency **HAS** been declared by the Governor and all future notifications are to be processed through the State EOC, ensure the following:
 - The IRF is **NOT** transmitted to the offsite agencies.
 - The DSEO reads the IRF to the Chief Technical Spokesperson (CTS).
 - The IRF is faxed to the CTS or NNM.
 - The CTS notifies OEM and DEP of the message.
- ①

Section D: Protective Action Recommendations



The State must be notified within 15 minutes of the decision to issue or update PARs.

PARs are *not* to be based on “What If” dose projections unless the basis of the “What If” projection is expected to occur shortly, is well understood, and has been validated by the DSEO and ADTS.

- 1. IF a GENERAL EMERGENCY is declared or conditions change while in a GENERAL EMERGENCY, develop Protective Action Recommendations as follows:
 - a) Obtain wind direction from the MRDA.
 - b) Refer To and complete EPI-FAP06-006, “EOF PARs.”
 - c) IF necessary, Refer To and review EPI-FAP06 Attachment 4, “PAR Zone Descriptions.”
 - d) Ensure the DSEO verbally transmits the PAR to the DEP within 15 minutes, and then to the CTS.
- 2. Ensure the PAR form is faxed to the State EOC.
- 3. Update the Chronology of Events status board with current PAR information.
- 4. Determine the Protective Actions implemented by the State and notify NRC via the MOC.
- 5. Continuously evaluate the need for a PAR update, based on the following:
 - Change in fission product barrier status.
 - Change in containment radiation levels.
 - Change in radiological dose assessment.
 - Change in wind direction.
- 6. IF EPA PAGs (≥ 1 Rem TEDE or ≥ 5 Rem CDE thyroid) are or are suspected to be exceeded beyond 10 miles, perform the following:
 - Ensure that the DSEO has informed the DEP of the situation.
 - Develop PARs for areas beyond the EPZ that are affected.

①

Section E: Radiological Controls

- 1. IF notified by the MRDA that implementation of EPI-FAP09, "Radiation Exposure Controls," is needed for emergency exposure increases or issuing KI to off-site SERO emergency workers, perform the following:
 - Evaluate the emergency condition.
 - IF KI is warranted, inform the DSEO that KI will be issued to off-site SERO emergency workers.
 - IF exposure upgrades up to 25 Rem are required, inform DSEO of increase.
 - IF exposure upgrades greater than 25 Rem are required, obtain DSEO approval.
 - Refer To EPI-FAP09-003 and sign and date appropriate form, indicating approval.
 - Direct the MRDA to implement emergency control.

- 2. Coordinate the release of contaminated person from site to a designated decontamination location.

Section F: Routine Activities

- 1. IF a release is imminent or in progress, ensure the EOF high radiation ventilation filtration system is activated.
- 2. Conduct periodic briefings with the MRDA, MPI, and MOC, as applicable.
- 3. Verify all press release information and obtain DSEO approval to release.
- 4. Authorize release of Nuclear Network messages from the PITA. | ①
- 5. Direct the Regulatory Liaison to prepare for NRC Site Team arrival.
- 6. Prepare and conduct briefings of event conditions with the NRC Site Team.
- 7. Provide the NRC Site Team with familiarization of the following lead functional areas:
 - Overall command and control (DSEO)
 - Radiological activities onsite/offsite (MRDA)
 - Plant technical response (ADTS, AMTL)
 - Resource Management (MOR)
 - Communications (MOC)

Prepared by: _____
Signature Print Date

08/20/02
Approval Date

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Administrative Correction FLS *[Signature]*

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Reviews	Print	Sign	Date	Department
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E-Plan-50.54(q)	<input checked="" type="checkbox"/>	<i>L. DeLuca / K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Environmental Screen	<input type="checkbox"/>	<i>K Burgess</i>	<i>10/22/02</i>	<i>EPD</i>
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<i>*see attached for additional signatures</i>		
Tech Independent	<input type="checkbox"/>			

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

Training: None Nuclear Training Briefing Familiarization

<input type="checkbox"/> SQR Review and Approval	<input type="checkbox"/> SORC Review and Approval	<input type="checkbox"/> Department Head Review and Approval
Approval <input type="checkbox"/> Disapproval <input type="checkbox"/>	N/A	N/A
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(2) Department Head Approval _____ Sign	(2) SORC Meeting Number _____	
	(3) SORC Approval _____ Sign	

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Comments: Administrative Correction FL _____
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Reviews	Print	Sign	Date	Dept
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<input checked="" type="checkbox"/> ENVIRON. SCREEN	Tom RIGNEY	Tom Rigney	10/29/02	EPD
50.54(g)				
Licensing Basis <i>RCB</i> (50.54) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tom RIGNEY	Tom Rigney	10/29/02	EPD
Tech Independent <input checked="" type="checkbox"/>	KR Burgess	KR Burgess	10/30/02	EPD

Validation None Field-Use Simulated Performance- Use MP-05-SAP01-004 TableTop and Walkthrough Comparison

(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>KRBurgess 1 10/30/02</i> (1) SQR Sign / Date Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (2) SORC Meeting Number (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval Department Head Approval Sign
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Approval Date _____ Effective Date _____

11/21/02
Approval Date

1/7/03
Effective Date

Manager of Resources (MOR) or External Resources Coordinator (ERC)

This form provides guidance to the MOR/ERC for emergency response actions during events that activate the SERO.

Section A: Initial Actions

NOTE

MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," contains the phone numbers for SERO personnel, Offsite governmental officials and emergency responders, and support resources points of contact.

1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
2. Notify the ADEOF of arrival and obtain a status briefing.
3. Maintain a log of significant events and communications on the SERO Log Sheet.
4. Obtain the SERO call-back verification report from the fax in the MOC's office.
5. Perform Assembly Area activities in accordance with EPI-FAP08, "Evacuation and Assembly."
6. When all of the facilities are activated and fully staffed, Refer To Section B.3 and complete a SERO Facility Shift Staffing roster for on-shift and first relief shift personnel.
7. Determine need for essential resources.
8. Notify INPO that the SERO has been activated.

Section B: Recurring Actions

- 1. Coordinate obtaining extra personnel for any emergency facility that requires additional assistance as follows:
 - Contact the necessary individuals.
 - Refer To EPI-FAP15-011, "Fitness for Duty Questionnaire," and determine if notified personnel are fit for duty.
 - IF notified personnel are determined fit for duty, request personnel to report to the EOF.
 - WHEN personnel arrive, coordinate access for the responders into the Protected Area with Security as necessary.

- 2. Transfer additional support personnel to respective ERFs as follows:
 - Consult the MRDA to determine safe access routes for transporting personnel to the station.
 - Issue an Emergency Vehicle Pass to each vehicle transporting personnel from the EOF to the station.

- 3. Prepare shift relief schedules and rosters as follows:
 - a. Consult with the DSEO and SERO managers to determine shift personnel requirements.
 - b. Notify personnel of the following:
 - Shift assignment
 - Shift duration
 - Reporting time
 - Reporting location
 - c. Record shift assignments next to the SERO position on Section D and designate as shift 1, 2, or 3.

- 4. Notify the following of the emergency:
 - Purchasing Department
 - Nuclear Maintenance Department
 - Nuclear Site Services Department
 - Nuclear Procedures and Document Administration
 - Transportation Department
 - Richmond Corporate Operations Center

Section B: Recurring Actions

- 5. Request Information Technology provide support personnel to the EOF, as necessary.
- 6. Request photocopier services provide support personnel to the EOF, as necessary.
- 7. Contact the Nuclear Maintenance Department for the following resources:
 - Craft Labor
 - Tools
 - Equipment
- 8. Contact the Purchasing Department for the following resources:
 - Consulting Services
 - Expense Account Services
 - Temporary Housing
 - Food
- 9. Contact the Nuclear Site Services Department for the following resources:
 - Supplies
 - Vehicles
 - Heavy Machinery
- 10. Contact the Transportation Department for the following resources:
 - Vehicles
 - Equipment
 - Supplies
 - Personnel
- 11. Consult the DSEO to determine the need for outside agency assistance.
- 12. Obtain DSEO approval before requesting equipment or services over \$100,000.
- 13. Contact the Richmond Corporate Operations Support for the following additional resources:
 - Additional transportation needs
 - Petty cash
 - Legal, insurance, and treasury services
 - Any other corporate resources, as necessary

Section B: Recurring Actions

- 14. Obtain additional support for services from INPO, as necessary.
- 15. Coordinate with the Regulatory Liaison to support the following, as necessary:
 - NRC site team
 - Supporting organizations

NOTE

The following events may require large amounts of bottled breathing air:

- Environmental or radiological release that threatens control room habitability
- Fire or chemical release
- Conditions projected to exhaust or restrict access to SCBA deployment on-site

- 16. IF event requires large amounts of bottled breathing air, perform the following:
 - a. Request Emergency Equipment and Services Personnel provide the following:
 - Additional bottles
 - Refills
 - Additional SCBAs for relief teams.

CAUTION

Refills are usually provided from a cascade system of storage tanks replenished by a compressor. Running the compressor at a facility on or near the site during a radiological release may contaminate the air in the cascade system.

- b. IF radiological event is in progress and the Fire Training cascade system requires filling by compressor, request off-site organizations refill bottles.
- c. Coordinate bottle transport between points of use and refill facilities.

Section C: Termination

1. IF directed by the DSEO to terminate the SERO, perform the following:
- Notify departments, corporate, and agencies supporting the site with resources that the event has been terminated.
 - Cancel any orders for resources no longer needed as a result of the termination.

Prepared by:

Signature

Print

Date

Section D: SERO Facility Shift Staffing

TSC/OSC Combined Facility

Shift 1 Shift 2 Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 60 Minute Response</i>			
MRCA			
TSCRE			
UADTS			
UADTS			
UMOSC			
UMTSC			
UMTSC			
UTSCEE			
UTSCEE			
UTSCME			
UTSCME			
<i>Full Staffing</i>			
AMTL			
AMT TH			
AMT ME			
MOS			
RAD COM			
UOSCMA			
UTSC SM			

②

Any route restrictions: No Yes

Section D: SERO Facility Shift Staffing

Unit 1 Event (Unit 2 Control Room)

Shift 1 Shift 2 Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
SM/Certified Fuel Handler			
PEO (Unit 2 PEO/RO/SRO)			

Unit 2 or Unit 3 Control Room (Circle One)

Shift 1 Shift 2 Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
SM/MCRO			
US			
STA			
CO			
CO			
PEO			
PEO			

Station Shift Support

Shift 1 Shift 2 Shift 3

POSITION	NAME	NUMBER	PAGER
SDO			
Shift Tech			
RMT #1			
RMT #1			
RMT #1			
Chem Technician			
Chem Technician			
UCRDC			
UCRDC			

Any route restrictions: No Yes

Section D: SERO Facility Shift Staffing

State EOC

Shift 1 Shift 2 Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 90 Minute Response</i>			
Chief Technical Spokesperson (CTS)			
NNM			
<i>Full Staffing</i>			
Media Liaison			
Rad Briefer			
Rumor and Inquiry Control			
Technical Briefer			
Technical Assistant			

①
②
②

Any route restrictions: No Yes

08/20/02
Approval Date



09/03/02
Effective Date

Document No: MP-26-EPI-FAP04	Writer: Linda DeLuca	Rev. No: 1	Minor Rev 2
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Title:
Emergency Operations Facility Activation and Operation

For New Documents Document is QA DH Title:

Revision Minor Revision Cleanup Revision Biennial Review
 Cancel Void (Do Not Us Expire Superceded b

Comments:
CR-02-11198
Includes FAP04-001, Rev. 001-01; -012, Rev. 001-01

Administrative Correction FL
11/4

Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
<input type="checkbox"/>				
50.54 <input checked="" type="checkbox"/>	<i>*See attached for signatures</i>			
RCD <input checked="" type="checkbox"/>				
Env Screen <input checked="" type="checkbox"/>				
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input checked="" type="checkbox"/>				

Validation	<input type="checkbox"/> None	<input type="checkbox"/> Field-Use	<input type="checkbox"/> Simulated Performance- Use MP-05-SAP01-004	<input type="checkbox"/> TableTop and Walkthrough	<input type="checkbox"/> Comparison
(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"/> _____ (1) SQR Sign / Date <i>Catalina Luchey</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date 11/21/02 Effective Date 1/7/03



Document No: MP-26-EPI-FAP04	Writer: Linda DeLuca	Rev. No: 1	Minor Rev 2
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Title:
Emergency Operations Facility Activation and Operation

For New Documents Document is QA DH Title:

<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Minor Revision	<input type="checkbox"/> Cleanup Revision	<input type="checkbox"/> Biennial Review
<input type="checkbox"/> Cancel	<input type="checkbox"/> Void (Do Not Us	<input type="checkbox"/> Expire	<input type="checkbox"/> Superseded b

Comments: Administrative Correction FL

CR-02-11198
Includes FAP04-001, Rev. 001-01; ~~002, Rev. 000-01, -012, Rev. 001-01; -014, Rev. 001-01; -017, Rev. 001-01~~ ^{10/22} KB

Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
50.54(a) <input checked="" type="checkbox"/>	Linda DeLuca	<i>Linda DeLuca</i>	10/17/02	EPD
Writers Guide ^{10/18} <input checked="" type="checkbox"/>				
RCD <input checked="" type="checkbox"/>	Kathy Burgess	<i>Kathy Burgess</i>	10/17/02	EPD
Env Screen <input checked="" type="checkbox"/>	Linda DeLuca	<i>Linda DeLuca</i>	10/20/02	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input checked="" type="checkbox"/>	Mark Birch	<i>Mark Birch</i>	10/17/02	ERD

Validation	<input checked="" type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- Use MP-05-SAP01-004 <input type="checkbox"/> TableTop and Walkthrough <input type="checkbox"/> Comparison			
(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 (1) SQR Sign / Date _____ Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A _____ Department Head Approval Sign/Dat _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date _____ **Effective Date** _____

11/21/02
Approval Date

1/7/03
Effective Date

Public Information Technical Advisor (PITA)

This form provides guidance to the PITA for emergency response actions during events that activate the SERO. ①

Section A: Initial Actions

- 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- 2. Notify ADEOF of arrival.
- 3. Maintain a log of significant events and communications on the SERO Log Sheet.
- 4. Verify PITA telephones (commercial and hotline) are operational. ①
- 5. Contact the NNM to discuss event status and strategy.
- 6. IF State EOC is NOT activated, perform the following:
 - a. Refer To Section C, "Rumor Control/Inquiries Form," and record all calls and inquiries.
 - b. Respond to caller's inquiries using available information.
 - c. Fax completed copies of all Rumor Control/Inquiries to the State EOC.

Section B: Recurring Actions

- 1. IF media arrives at plant gate, perform the following:
 - IF the Joint Media Center is activated, direct media to the available media center.
 - IF Joint Media Center has not been activated, brief media on event.
 - Refer To Section E, "Directions to Facilities," and provide directions to the available media center, as necessary.

Section B: Recurring Actions

NOTE

The following actions apply to calls received once the Joint Rumor and Inquiry Control Center at the State EOC is activated.

The Joint Rumor and Inquiry Control Center should be the centralized location for all calls from the media, local officials, and members of the public.

- 2. IF the Joint Rumor and Inquiry Control Center is activated and a call is received at the site, direct the call to the State EOC unless a simple response is appropriate.
- 3. Obtain available information on the event, including information from DSEO and SERO Managers during briefings.
- 4. Notify the NNM at the State Joint Media Center of information from briefings.
- 5. Refer To EPI-FAP13, "News Releases," and prepare news releases unless directed otherwise by the NNM.
- 6. Submit news releases to the ADEOF for technical review.
- 7. Submit news releases to the DSEO for approval until the State EOC is staffed by the CTS.
- 8. WHEN the State EOC is staffed with a Chief Technical Spokesperson (CTS) and Nuclear News Manager, and the CTS has assumed responsibility for news release approval, forward draft news releases directly to the NNM after the DSEO has reviewed them.
- 9. Refer To Section D, "SNET FaxWorks Instruction," and distribute news releases using SNET FaxWorks.
- 10. Notify ADEOF of significant questions and status of public information activities at the State Armory.
- 11. Request additional site support personnel from the MOR, as necessary.
- 12. WHEN calls are received, complete Section C.

①

Prepared by: _____

Signature

Print

Date

Section C: Rumor Control/Inquiries Form

NUMBER:			
SOURCE OF INQUIRY	<input type="checkbox"/> PHONE CALL	CALLER'S NAME	CALLER'S TELEPHONE NUMBER
	CALLER'S AFFILIATION		
	MANNER <input type="checkbox"/> CALM <input type="checkbox"/> RATIONAL <input type="checkbox"/> COHERENT <input type="checkbox"/> EMOTIONAL <input type="checkbox"/> ANGRY <input type="checkbox"/> ANGRY <input type="checkbox"/> INCOHERENT <input type="checkbox"/> RIGHTEOUS <input type="checkbox"/> LAUGHING		
	<input type="checkbox"/> MEDIA	HAS THIS RUMOR BEEN BROADCAST? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHICH MEDIA?
<input type="checkbox"/> OTHER	DESCRIBE		
CALL TAKEN BY:		TIME	DATE
RUMOR / INQUIRY:			
REFERRED TO: <input type="checkbox"/> N/A <input type="checkbox"/> MILLSTONE <input type="checkbox"/> STATE	DEPT OR AGENCY	NAME	
RESOLUTION:			
<input type="checkbox"/> REASSURED CALLER			
<input type="checkbox"/> GAVE CALLER THE FOLLOWING INFORMATION:			
<input type="checkbox"/> TOLD CALLER YOU WOULD CALL HIM/HER BACK			
<input type="checkbox"/> TOLD CALLER TO STAY TUNED TO LOCAL EAS STATION			
FOLLOW-UP ACTIONS REQUIRED?			
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DESCRIBE FOLLOW-UP ACTION TAKEN: _____			
<input type="checkbox"/> RETURNED PHONE CALL AT _____ AM/PM			
<input type="checkbox"/> GAVE CALLER THE FOLLOWING INFORMATION:			
INFORMATION PROVIDED BY (IF DIFFERENT FROM "REFERRED TO" ABOVE):			
<input type="checkbox"/> NAME _____ NOTIFIED OF POTENTIAL PROBLEM OR TREND			
<input type="checkbox"/> OTHER _____			
FINAL STATUS		<input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED	

Section D: SNET Faxworks Instructions

SNET FaxWorks: Sending a Fax Broadcast from a Fax Machine

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. **Dial 1-800-229-4329** from the telephone connected to the fax machine. Press the speaker button of MP1's fax machine and dial 9-202-216-1821. (A set of voice instructions by the SNET FaxWorks Computer will guide the process). ①
2. From the telephone set, enter the seven digit SNET FaxWorks password, followed by the star key (*). **The Password is: 7972657**
3. To send a fax, press "1"
4. The following list of choices regarding the delivery time of the fax will be given:
 - a) To send the fax immediately, press "1"
 - b) To send the fax overnight (Between 11 p.m. and 7 a.m. EST), press "2"
 - c) To schedule delivery at a specific time within a 24-hour period, press "3"
 - d) Enter the military time at which you want the fax to go out (i.e., 4 p.m. EST is 16:00 hours in military time).
 - e) To send to a SNET FaxWorks Mailbox, press "4"

NOTE

Multiple lists or fax numbers may be entered, but they need to be entered one at a time, with each entry followed by the star key (i.e., 001*, 003*, 860-555-1212*, 005*, 704-555-9898*).

5. For each entry, enter the **distribution list number** (i.e., 001) or the **fax number (including area code)** to send the document to a specific location(s), and then enter the **star key (*)**.
6. Select one of the following for SNET FaxWorks:
 - 001 - Local Media
 - 002 - CT Statewide
 - 003 - Government
 - 004 - Local & Government (Lists 001 & 003)
 - 005 - All lists (Lists 001, 002, & 003)
6. **WHEN** all lists or destination numbers have been entered, press the **pound key (#)**.
7. **Wait for the fax tone and press start** on the fax machine
8. When the document starts going through the fax machine, hang up the receiver.
9. For help, call the SNET FAXWORKS Customer Service Department at 1-800-345-4329.

Section E: Directions To Facilities

Millstone Discovery Center

From I-95 North: In Lyme, take Exit 72 (Rocky Neck Connector) and turn left onto Route 156 eastbound. Go 3 miles to Niantic Center. The Millstone Discovery Center is the brick building on the right. ①

From I-95 South: In Niantic, take Exit 74 (Niantic). Turn right onto Route 161 southbound. Go 4 miles to Niantic Center. Turn right onto Route 156 westbound. The Millstone Discovery Center is the brick building on the left. ①

From Rt 2 South: In Colchester, take Route 11 southbound to the end. Turn left onto Route 82 eastbound. Go 1 mile, turn right onto Route 85 southbound. Go 5 miles and bear right at traffic light onto Route 161 southbound. Go 8 miles to Niantic Center. Turn right onto Route 156 westbound. The Millstone Discovery Center is the brick building on the left. ①

State EOC/Hartford Armory

From I-91 North: In Hartford, take I-84 West; see below.

From I-91 South: In Hartford, take I-84 West; see below.

From I-84 West: Take Asylum Street exit. Turn right at end of exit. Take first left onto Broad Street (in front of YWCA). The Hartford Armory is on the left, across from the Hartford Courant.

From I-84 East: Take Capitol Avenue exit. Turn right at end of exit. Take first right into parking area. The Hartford Armory is directly ahead on the left; the parking garage is on the right.

Go in the entrance at the ground level of the east side of the building. Go straight down the passageway to the end. The Joint Media Center and Connecticut Office of Emergency Management are on the right.

08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: MP-26-EPI-FAP04 Writer: L. DeLuca Rev. No. 1 Minor Rev. 2

Title: Emergency Operations Facility Activation and Operation

For New Documents Document is QA DH Title:

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

Comments: Administrative Correction FLS *[Signature]*

CR-02-11198

Includes FAP04-002, Rev 000-01, -011, Rev 001-02, -014, Rev 001-01, and -017, Rev. 001-01

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
E-Plan-50.54(q) <input checked="" type="checkbox"/>	L. DeLuca / K. Burgess	L. DeLuca	10/22/02	EPD
Environmental Screen <input type="checkbox"/>		K. Burgess	10/22/02	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No) <input type="checkbox"/>	*see attached for additional signatures			
Tech Independent <input type="checkbox"/>				

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

Training: None Nuclear Training Briefing Familiarization

<input type="checkbox"/> SQR Review and Approval Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> (1) SQR _____ Sign/Date (2) Department Head Approval Sign _____	<input type="checkbox"/> SORC Review and Approval N/A (1) Department Head _____ Sign/Date (2) SORC Meeting Number _____ (3) SORC Approval _____ Sign	<input type="checkbox"/> Department Head Review and Approval N/A (1) Department Head Approval _____ Sign
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Approval Date: 11/20/02 Effective Date: 1/7/03

Document No: MP-26-EPI-FAP04 - 011 ^{11/20/02} Writer: Linda DeLuca Rev. No: 1 Minor Rev: 2

Title: Emergency Operations Facility Activation and Operation ^(3/2 11/20/02) - Manager of Resources (MOR) or External Resources Coordinator (ERC)

For New Documents Document is QA DH Title: _____

Revision ^{10/30/02 KB} Minor Revision Cleanup Revision Biennial Review
 Cancel Void (Do Not Use) Expire Superseded by _____

Comments: Administrative Correction FL _____
 CR-02-11198
 Includes FAP04-001, Rev. 001-01; -002, Rev. 000-01; -011, Rev. 001-02; -012, Rev. 001-01; -014, Rev. 001-01; -017, Rev. 001-01

Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input checked="" type="checkbox"/> ENVIRON. SCREEN	<u>Tom RIGNEY</u>	<u>Tom Rigney</u>	<u>10/29/02</u>	<u>EPD</u>
50.54(a) <input checked="" type="checkbox"/>				
Licensing Basis <u>RED</u> (50.59) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Tom RIGNEY</u>	<u>Tom Rigney</u>	<u>10/29/02</u>	<u>EPD</u>
sch Independent <input checked="" type="checkbox"/>	<u>KR Burgess</u>	<u>KR Burgess</u>	<u>10/30/02</u>	<u>EPD</u>

Validation None Field-Use Simulated Performance- Table Top and Comparison
Use MP-05-SAP01-004 Walkthrough

(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"/> <u>KR Burgess</u> <u>1 10/30/02</u> (1) SQR Sign / Date _____ Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval <u>N/A</u>) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date _____ Effective Date _____

11/21/02

Approval Date

1/7/03

Effective Date

Technical Information Coordinator (TIC)

This form provides guidance to the TIC for emergency response actions during an event that activates the SERO.

Section A: Initial Actions

- 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- 2. Notify DSEO of arrival and obtain event conditions and status update.
- 3. Maintain a log of significant events and communications on the SERO Log Sheet.

NOTE

For a Unit 1 event, the Unit 2 and Unit 3 CRDCs report to the Unit 2 Control Room.

- 4. Establish communications with CRDC via the Ops Net or other means of communications and perform the following:
 - a. Determine the event conditions and status.
 - b. Ensure the EOF clocks are synchronized with the plant process computer.
 - c. Instruct the CRDC to provide a chronology of major Control Room actions, including ONP and EOP procedures.
- 5. Record the names of the CRDCs on EOF Staffing Board.
- 6. Access OFIS per EPI-FAP15-006, "OFIS Instructions."

Section B: Subsequent and Recurring Actions

- 1. Direct actions of the other TIC, as necessary.
- 2. Monitor communications and provide input or request clarification, as necessary.
- 3. Review EPI-FAP06 for EAL initiating conditions.
 - Determine Fission Product Barrier Status
 - Track possible paths to escalation.
- 4. Notify the DSEO and the ADEOF of potential changes to emergency classification or plant conditions which may affect PARs.

Section B: Subsequent and Recurring Actions

- 5. Provide DSEO and ADEOF with the following event updates:
 - Procedures in use (e.g. EOPs, AOPs, etc.)
 - Changing plant parameters
 - Fast-breaking events
 - Barrier Status (i.e. Barriers failed or potential for failure)

- 6. IF the ADEOF or SERO Managers request plant parameter data *not* available on OFIS, perform the following:
 - a. Record Description/Plant ID of requested data on EPI-FAP15-004, "Plant Parameter Data Requested/Provided."
 - b. Notify affected unit CRDC of the data requested and obtain data via telephone, fax machine, or manually (data screen entry).
 - c. Provide data to the individual who made the request.

- 7. IF OFIS is operable, maintain the Critical Parameters status board and inform the DSEO approximately every 15 minutes or as significant changes occur.

- 8. IF OFIS is inoperable, perform the following:
 - a. Obtain data verbally from the CRDC and record it on one of the following, as applicable:
 - EPI-FAP15-007, "Critical Parameter Data Sheet - MP1"
 - EPI-FAP15-008, "Critical Parameter Data Sheet - MP2"
 - EPI-FAP15-009, "Critical Parameter Data Sheet - MP3"
 - b. Maintain and update the Critical Parameters status board at 15 minute intervals.
 - c. Consult with personnel on the Operations Net and determine if additional data is required.
 - Obtain requested data from the CRDC and record on applicable Critical Parameter Data Sheet.
 - Provide the completed form to the requestor.
 - Update changing plant parameter data and provide data to requestor approximately every 15 minutes or until no longer requested.

Section B: Subsequent and Recurring Actions

- 9. Provide technical assistance to the following, as requested:
 - DSEO
 - MOC
 - TA
 - Public Information Technical Advisor (PITA)
 - Other SERO Managers

- 10. Maintain and update the Chronology of Key Events status board and Critical Parameters status board as significant events occur.

- 11. Provide recommendations for shift relief to the MOR, as requested.

| ①

Section C: Termination Actions

- 1. WHEN SERO termination is directed by the DSEO, perform the following:
 - Terminate OFIS.
 - Record SERO termination in TIC Logbook.

Prepared by: _____

Signature

Print

Date

08/20/02

Approval Date

09/03/02

Effective Date

Document No: **MP-26-EPI-FAP04** *AK 11/20/02* Writer: Linda DeLuca Rev. No: 1 Minor Rev: 2

Title: **Emergency Operations Facility Activation and Operation** *AK 11/20/02*
Manager of Resources (MOR) or External Resources Coordinator (ERC)

For New Documents Document is QA DH Title:

Revision *10/30/02* Minor Revision Cleanup Revision Biennial Review
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Comments: Administrative Correction FL
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 Includes FAP04-001, Rev. 001-01; -002, Rev. 000-01; -011, Rev. 001-02; -012, Rev. 001-01; -014, Rev. 001-01; -017, Rev. 001-01

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Validation None Field-Use Simulated Performance- Use MP-05-SAP01-004 Table Top and Walkthrough Comparison

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Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

SQR Review and Approval
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Department Head Review and Approval
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Approval Date _____ Effective Date _____

11/21/02

Approval Date

1/7/03

Effective Date

Regulatory Liaison

This form provides guidance to the Regulatory Liaison for emergency response actions during an event that activates the SERO.

Section A: Initial Actions

- 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- 2. Notify the ADEOF of arrival and obtain event conditions and status update.
- 3. Check workstation telephone for operability.
- 4. Maintain a log of communications and requests.

Section B: Preparations for Site Team Arrival

- 1. WHEN informed that the NRC Site Team will be dispatched to the station, perform the following:
 - a. Using a commercial telephone, establish communications with the NRC Regional Office and request the names, positions, and estimated time of arrival of the NRC Site Team.
 - b. Record the names and positions of the NRC Site Team members in Section D.
 - c. Request the NRC Site Team report to the EOF for site access processing and an initial briefing.
- 2. Arrange site access for the NRC Site Team with the MOS.
- 3. Arrange for NRC Site Team transportation to the TSC/OSC or control room with the MOR.

NOTE

The NRC Site Team will usually carry dosimetry with them.

- 4. Arrange for NRC Site Team dosimetry with the MRCA.
- 5. Referring to Section D, confer with the ADEOF and ADTS to identify SERO counterparts for the NRC Site Team members.

Section B: Preparations for Site Team Arrival

- 6. Compile the following for the NRC Site Team:
 - All issued IRFs obtained from the ADEOF.
 - All issued News Releases obtained from the PITA.
 - All issued EAS messages obtained from the PITA.

- 7. Develop an initial briefing for the NRC Site Team with the DSEO and ADEOF as follows:
 - Refer to EPI-FAP15-001, "DSEO/ADTS Briefing Sheet," for topic outline and information.
 - Obtain specific information on the status of safe shutdown equipment.
 - Obtain specific information on the status of core cooling.
 - Obtain specific information on the status of heat removal processes.
 - Obtain specific information on any signs of tampering or sabotage.
 - Obtain specific information on in-plant or containment radiological conditions.
 - Obtain specific information on dose consequences of effluent releases.
 - Determine site access provisions and routes.
 - Obtain counterpart names and locations (Section D)
 - Obtain any other personnel or plant relative issues.

①

Section C: NRC Site Team Support

- 1. When the NRC Site Team arrives, perform the following:
 - a. Direct the NRC Site Team to the EOF NRC conference area to prepare for briefing.
 - b. Provide copies of the IRFs, News Releases, and EAS messages to the Team.

- 2. Inform the DSEO when the NRC Site Team is ready for the initial briefing.

- 3. Perform periodic inquiries of NRC counterparts and determine if the following NRC needs are adequate:
 - Facility workstations (phones, power outlets, seating, etc.)
 - Information flow and availability.

- 4. Respond to other requests from the NRC.

Section C: NRC Site Team Support

- 5. Attend any meetings held with the NRC Site Team and document the following:
 - Briefing topics and discussions.
 - NRC requests for information or actions.

- 6. Maintain a current status of action items from NRC discussions.

- 7. Advise the ADEOF or ADTS of any actions which will not be completed by the due date or time.

Prepared by: _____

Signature

Printed Name

Date

Section D: NRC Site Team Composition

The following table represents the expected makeup of the NRC Site Team. Actual team composition may vary.

EOF

NRC Position	NRC Name	NRC Telephone	SERO Counterpart	SERO Name	SERO Telephone
Director of Site Operations (DSO)			Director of Station Emergency Operations (DSEO)		
Reactor Safety Coordinator (RSC)					
Assistant Reactor Safety Coordinator					
RSCL Communicator					
Government Liaison Coordinator (GLC)			CT DEP Representative		
Assistant Government Liaison Coordinator					
Status Summary Communicator					
Public Affairs Coordinator					
Emergency Response Coordinator			Manager of Resources (MOR) or Regulatory Liaison		
Communications Specialist					
Protective Measures Coordinator (PMC)			Assistant Director EOF (ADEOF)		
Assistant Protective Measures Coordinator					
Environmental Assessment Coordinator			Manager of Radiological Dose Assessment (MRDA)		
Dose Assessor			Radiological Assessment Engineer (RAE)		
HPN Communicator			Asst Manager of Radiological Dose Assessment (AMRDA)		
PMCL Communicator					

Section E: NRC Site Team Composition

The following table represents the expected composition of the NRC Site Team. Actual team composition may vary.

TSC

NRC Position	NRC Name	NRC Telephone	SERO Counterpart	SERO Name	SERO Telephone
Reactor Safety Operations Coordinator (RSOC)			Assistant Director Technical Support (ADTS)		
Reactor Systems Operational Specialist			Manager TSC (MTSC)		
Radiation Safety Coordinator			Mgr of Rad Consequences Assessment (MRCA)		
RSCL Communicator					
PMCL Communicator					
Senior Resident Inspector					

OSC

Health Physics Coordinator			Assistant Rad Protection Supervisor (ARPS)		
----------------------------	--	--	--	--	--

Control Room

Resident Inspector					
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State EOC

State EOC Coordinator			CT OEM Director		
Public Affairs Coordinator			Chief Technical Spokesperson or Nuclear News Manager		
Technical Briefer			Technical Briefer		

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

Attachment 3

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

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP05, "State Emergency Operations Center (EOC) Activation
and Operation," and Associated Forms

08/20/02

Approval Date

09/03/02

Effective Date



Document No: MP-26-EPI-FAP05	Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1
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Title:

State EOC Activation and Operation

For New Documents Document is QA DH Title:

- Revision Minor Revision Cleanup Revision Biennial Review
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Comments: Administrative Correction FL *Kathleen Burgess*
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 Includes FAP05-001, Rev. 001-01; -002, Rev. 001-01; -003, Rev. 001-01; -004, Rev. 001-01; -005, Rev. 001-01;
 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

Reviews	Print	Sign	Date	Dept
<input type="checkbox"/>				
50.54(a) <input checked="" type="checkbox"/>	K. E. Burgess	K.E. 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 (minimum of two)	<input type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- <input type="checkbox"/> Table Top and <input type="checkbox"/> Comparison Use MP-05-SAP01-004 Walkthrough			
	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>K.E. Burgess</i> 10/22/02 (1) SQR Sign/ Date <i>Steve Mazyk</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date 11-21-02

Effective Date 1/7/03

**Functional
Administrative
Procedure**



**State Emergency Operations Center (EOC) Activation
and Operation**

MP-26-EPI-FAP05

Rev. 001-01

Approval Date: 11-21-02

Effective Date: 1/7/03



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MP-26-EPI-FAP05-007, "Radiological Briefer (RB)"	
MP-26-EPI-FAP05-008, "State Emergency Planning Liaison (SEPL)"	

1. PURPOSE

1.1 **Objective**

This procedure provides guidance to Station Emergency Response Organization (SERO) personnel who report to the Connecticut State Emergency Operations Center (SEOC) upon declaration of an ALERT/Posture Code Charlie-One or higher event.

1.2 **Applicability**

This procedure applies to Millstone personnel responding to the SEOC upon activation of the Millstone SERO.

1.3 **Supporting Documents**

1.3.1 EPI-FAP04, "Emergency Operations Facility Activation and Operations"

1.3.2 EPI-FAP13, "Press Releases"

1.3.3 EPI-FAP15, "Common Forms"

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

1.4 **Discussion**

1.4.1 SEOC and Joint Media Center (JMC) Activation

Activation of the Millstone SERO at the SEOC is initiated upon declaration of an Alert or higher event, however, activation of the state EOC is optional upon declaration of an Alert.

At the ALERT or higher classification level:

- All State Emergency Operations Center (SEOC) SERO positions report to the state Armory in Hartford.
- The Chief Technical Spokesperson (CTS) is the lead Millstone Station SERO member at the SEOC. | ①
- The Nuclear News Manager (NNM) reports to the CTS and directs the overall Millstone public information response. The NNM serves as the official spokesperson until relieved by the CTS. | ①

For Unusual Events, the NNM completes and issues a news release to appropriate news media organizations. | ①

1.4.2 News Conferences

News conferences are the responsibility of the State of Connecticut, and are coordinated through the Office of Emergency Management. They will be attended by the CTS and/or appropriate members of the Millstone SERO as determined by the CTS. ①

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

2. INSTRUCTIONS

2.1 Refer To and complete the following forms, as applicable:

NOTE

The steps in the checklists may be performed in any order, or more than once, as necessary.

- EPI-05-001, “Chief Technical Spokesperson (CTS) ”
- EPI-05-002, “Technical Assistant (TA)”
- EPI-05-003, “Nuclear News Manager (NNM)”
- EPI-05-004, “Rumor Control Liaison (RCL)”
- EPI-05-005, “Media Center Liaison (MCL)”
- EPI-05-006, “Technical Briefer (TB)”
- EPI-05-007, “Radiological Briefer (RB)”
- EPI-05-008, “State Emergency Planning Liaison (SEPL)”

①

2.2 IF an action is not appropriate under existing conditions or was not necessary for the event, enter N/A when completing documentation for submittal.

3. SUMMARY OF CHANGES

3.1 Revision 001-01

3.1.1 Administrative changes. Changed Executive Spokesperson to Chief Technical Spokesperson (CTS) and Manager of Public Information (MPI) to Public Information Technical Advisor (PITA). (CR-02-11198)

3.2 Revision 001

- Updated forms MP-26-EPI FAP05-001 thru 008. Per AR 01003027-16
- Added "Unusual Events" and NNM contacts the CDO to coordinate.
- Deleted the responsibility for NNM to respond to media for non-emergency functions after working hours.
- Added CDO to definitions.
- Added NNM responsibility to serve as Media Center Liaison and Rumor Control Liaison until the positions are staffed.
- Added to ES Initial Actions to communicate to DSEO information regarding SEOC staffing and activation status.
- Added a "SERO State Armory Staffing" form to ES checklist.
- Added "Unusual Event or higher" for NNM response and use of checklist.
- Split NOTE under Initial Actions
- Added additional actions under UNUSUAL EVENT to include obtaining basis information.
- Added step to remove old news releases from past events and drills electronic files.
- Changed "Corporate" to "Dominion Response Organization."
- Added "via Public affairs web site referenced in MP-26-EPA-REF08B."
- Added responsibility to fill roles of MCL and/or RCL until the call-out positions are filled.
- Changed FAP 13 title to reflect actual title "News Release".
- Deleted NOTE to open the Millstone Information Center as an alternate media center.

3.3 Revision 000-01

3.3.1 Updated titles to reflect the current organization.

3.3.2 Modified MP-26-EPI-FAP05-003, Nuclear News Manager," as follows:

- Added reference to MP-26-EPA-REF08B, "Millstone Emergency Preparedness Resource Book."
- Deleted Section C, "Message Guidance for Notifications."

Attachment 1

Definitions and Abbreviations

(Sheet 1 of 1)

Definitions

Regular Intervals - Every 30 minutes

Represent - To act in place of

Abbreviations

ADEOF - Assistant Director EOF

CDO - Communications Duty Officer

CRDC - Control Room Data Coordinator

CTS - Chief Technical Spokesperson

DEP - Department of Environmental Protection

DSEO - Director of Station Operations

EAL - Emergency Action Level

EAS - Emergency Alert System

IRF - Incident Report Form

JMC - Joint Media Center

KI - Potassium Iodide

NCS - Nuclear Communication Services

NNM - Nuclear News Manager

PAR - Protective Action Recommendation

PIO - Public Information Officer

TA - Technical Assistant

TIC - Technical Information Coordinator

OEM - Office of Emergency Management

SEOC - State Emergency Operating Center

Attachment 2 Responsibilities

(Sheet 1 of 2)

The following positions make up the public information emergency organization:

1. Chief Technical Spokesperson (CTS)

The Chief Technical Spokesperson reports to the Director of Station Emergency Operations and is responsible for the following:

- Coordinates Millstone Station staff resources at the State EOC and Joint Media Center
- Interacts with the State ERO
- Represents the station and company at briefings with the Governor or designee
- Presents information on plant status at media briefings and news conferences

2. Nuclear News Manager (NNM)

The Nuclear News Manager reports to the CTS and is responsible for the following:

- Event notifications
- Serves as Millstone Station spokesperson, prior to the arrival of the Chief Technical Spokesperson
- Media response
- Finalizes and issues news releases
- Prepares Millstone Station officials for news conferences
- Rumor and inquiry control
- Monitors media
- Corporate Nuclear Public Communications
- Coordinates public information activities with the Governor's Press Office and State Public Information Officers
- Serves as Media Center Liaison and Rumor Control Liaison until these positions are staffed.

3. Technical Assistant (TA)

The Technical Assistant reports to the Chief Technical Spokesperson and is responsible for the following:

- Obtains technical information from the site
- Operates OFIS in the SEOC
- Interfaces with the State DEP, as necessary
- Serves as backup to the CTS in communications with the DSEO and logkeeping

Attachment 2 Responsibilities

(Sheet 2 of 2)

4. Public Information Technical Advisor (PITA)

The Public Information Technical Advisor reports to the EOF following notification of an Alert or higher classification event and is responsible for developing news releases for DSEO or CTS approval for NNM release to media.

5. Media Center Liaison (MCL)

The Media Center Liaison reports to the NNM at the SEOC and coordinates with the State Public Information Officer (PIO) and is responsible for:

- Assists with the operation of the Joint Media Center
- Responds to media inquiries
- Supervises Millstone Station technical and radiological briefing personnel in the JMC

6. Rumor Control Liaison (RCL)

The Rumor Control Liaison reports to the NNM at the SEOC and is responsible for coordinating with the State Public Information Officer to assist with the operations of the Joint Rumor and Inquiry Control Center.

7. Technical Briefer (TB)

The Technical Briefer reports to the Media Center Liaison at the Hartford Armory and is responsible for providing technical plant-specific information to the media between official news conferences.

8. Radiological Briefer (RB)

The Radiological Briefer reports to the Media Center Liaison at the Hartford Armory and is responsible providing radiological information to the media between official news conferences.

9. State Emergency Planning Liaison (SEPL)

The State EP Liaison responds to the SEOC and reports to the ADEOF. The State EP Liaison is responsible for providing a direct interface to the State OEM for technical questions and information.

①

08/20/02
Approval Date



09/03/02
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Document No: MP-26-EPI-FAP05	Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1
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 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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50.54(g) <input checked="" type="checkbox"/>	K. E. Burgess	KK Burgess	10/22/02	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
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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>K. E. Burgess</i> , 10/22/02 (1) SQR Sign/ Date <i>Steve Mazzilli</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date 11-21-02 Effective Date 11/7/03

11/21/02

Approval Date

1/7/03

Effective Date

Chief Technical Spokesperson (CTS)

①

This form provides guidance to the Chief Technical Spokesperson (CTS) for emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

- 1. Establish continuous communications with the DSEO upon arrival at SEOC including status of SEOC activation, SERO armory staffing, and JMC activation. (Utilize State SERO Staffing Sheet.)
- 2. Consult with the NNM to confirm Joint Media Center (JMC) activation at SEOC and status of the latest news and public information releases.
- 3. Ensure the TA is present and in communication with the TIC, and OFIS information is available.

①

NOTE

The CTS has access to site information from the following sources:

- OFIS (via Technical Assistant)
- TIC (via Technical Assistant)
- NNM
- DSEO via EOF conference calls

①

- 4. Verify DEP and OEM representatives are aware of all EAL classifications and bases and on major/key status events.
- 5. Obtain information on event and coordinate with the NNM to issue press releases and conduct press briefings.
- 6. Verify adequate staff is present at the SEOC and report status to the DSEO.
- 7. Begin and maintain a log of actions and decisions.
- 8. Conduct an initial briefing with all staff on status and priorities.
- 9. When appropriate, contact DSEO and relieve him of the responsibility for approving news releases.

①

Section B: Recurring Actions

1. Verify TA maintains current information on the following:
- Status reports on the plant and safety systems
 - Event classification basis and projections
 - Actions taken at the site (i.e., evacuation, Potassium Iodide usage, etc.)
 - Radioactive releases, imminent, ongoing, or terminated

NOTE

PARs will be communicated directly from the DSEO to the DEP. A PAR must be issued with a GENERAL EMERGENCY declaration.

2. Obtain bases for event classifications and PARs from the DSEO immediately after the PAR has been communicated.
3. Notify DSEO of State Protective Action decisions.
4. Attend briefings conducted by the Governor and discuss plant status and prognosis.
5. Consult NNM on latest news and public information releases.
6. Brief staff periodically on status and priorities.
7. Assist DEP and OEM in obtaining any other event information.
8. Direct the TA to maintain logs.

Prepared by: _____

Signature

Print

Date

Section C: SERO State Armory Staffing

MINIMUM STAFFING POSITIONS:

| ①

1st Shift

TIME

Chief Technical Spokesperson _____

| ①

Nuclear News Manager _____

FULL STAFFING POSITIONS:

| ①

Technical Advisor _____

Rumor Control Liaison _____

Media Center Liaison _____

Technical Briefer _____

Radiological Briefer _____

State EP Liaison _____

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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>K.R. Burgess</i> 10/22/02 (1) SQR Sign/ Date <i>Steve M...</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Approval Date 11-21-02 Effective Date 1/7/03

11-21-02

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1/7/03

Effective Date

Technical Assistant (TA)

This form provides guidance to the Technical Assistant (TA) for emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

- 1. Upon arrival at the SEOC, notify Chief Technical Spokesperson (CTS). ①
- 2. Verify availability of OFIS and Refer To EPI-FAP15-006, "OFIS Instructions," and log onto OFIS.
- 3. As deemed necessary, access and monitor the OPs Net using the posted job aid instructions.
- 4. Refer to MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," as necessary, and obtain additional information by phone from the TIC at the EOF.

Section B: Recurring Actions

- 1. Provide plant status and parameters obtained from OFIS, the TIC, or CRDC, at regular (30 minute) intervals to the CTS. ①
- 2. Provide projections of event classifications and basis.
- 3. Provide actions taken at the site, such as Protective Action Decisions (PADs) (i.e., evacuation, KI usage).
- 4. Provide information on radioactive releases imminent, ongoing, or terminated.
- 5. IF plant conditions change, Refer To EPI-FAP15-001, "DSEO/ADTS Briefing Sheet,"
- 6. Maintain CTS logbook, as directed. ①
- 7. Monitor OFIS data points, as requested and maintain on Section C, "Specific Parameter Monitoring."

Prepared by:

Signature

Print

Date

08/20/02

Approval Date



09/03/02

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Writer:

Kathleen Burgess

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-006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

SQR Review and Approval

Approval Disapproval

K. E. Burgess *10/22/02*

(1) SQR Sign Date

John Mazzuch
Department Head Approval Sign

SORC Review and Approval

N/A
) Department Head Approval Sign/Date

(2) SORC Meeting Number

(3) SORC Approval Sign

Department Head Review and Approval

Department Head Approval Sign

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Nuclear News Manager (NNM)

This form provides guidance to the Nuclear News Manager (NNM) for emergency response actions during an Unusual Event or higher.

Section A: Initial Actions

NOTE

Media notifications for UNUSUAL EVENTS, Delta-One events that occur between the hours of 10:00 p.m. and 7:00 a.m. may be made the following morning. If a news release is being issued off-hours, it may be necessary for the NNM to proceed to the station to fax completed news releases.

1. IF there is an UNUSUAL EVENT perform the following actions:
- Contact the Station Duty Officer in the affected unit Control Room for information. Obtain basic information, including contact names and numbers.
 - Notify the Nuclear Communications Duty Officer of the event.
 - Complete and issue a news release to the following news media via FAX: (Reference MP-26-EPA-REF08B section 3.20 for fax numbers.)
 - New London Day
 - Hartford Courant
 - Norwich Bulletin
 - Associated Press.

NOTE

Before the Chief Technical Spokesperson (CTS) arrives at the SEOC, the NNM represents Millstone during Governor's briefings and news conferences. ①

2. Upon arrival at the SEOC for events at an ALERT or higher, notify the CTS and State Officials of NNM presence in State EOC. ①

Section A: Initial Actions

NOTE

A spare key to the Millstone Public Information locker in the State EOC is located at the NNM desk.

- 3. Verify dedicated phone lines to the EOF Public Information Technical Advisor (PITA) are operational. ①
- 4. Coordinate activation of the Joint Media Center and Rumor and Inquiry Control Center with the Governor's Press Secretary, or designee.
- 5. Establish electronic mail (e-mail) contact with PITA (DNCMPI@dom.com) at the EOF. ①
 - Remove old news releases from past events/drills.
- 6. Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," (6.3 Dominion Corporate Response Organization) and perform the following: ①
 - Contact the Corporate Dominion Nuclear Public Information
 - Establish connection with Corporate Dominion electronic mail via Public Affairs Website.
- 7. Maintain a log of significant events and communications.
- 8. Perform role of Media Center Liaison and/or Rumor Control Liaison until these positions are filled.
- 9. Inform the PITA when news release approval has been transferred to the CTS.

Section B: Recurring Actions

- 1. Coordinate the following with the PITA.
 - Prepare news releases using EPI-FAP13, "News Releases," based on information received from the PITA, and CTS briefings.
 - Review approved news release with the CTS.
 - Coordinate the issuance of news releases with both the CTS and the Governor's public information staff.
 - Distribute news release using the preprogrammed fax machine as follows:
 - ⇒ Dominion Public Affairs
 - ⇒ Local Media
 - ⇒ CT State Media
 - ⇒ Government
 - ⇒ Local & Government
 - ⇒ All Lists
 - Use EPI-FAP13, "News Releases," to handle rumors received at the Joint Rumor and Inquiry Control Center.
 - Provide rumor trend information to public news via releases, as appropriate.
 - If the Joint Media Center has not been activated, Refer To MP-26-EPA-REF08B (section 4.9.3) and provide the Associated Press (AP) with a phone number to assist the news media in contacting the NNM for verification of current information.
- 2. Supervise Millstone operations at the JMC and Rumor and Inquiry Control Area, as necessary.
- 3. Coordinate with the State Media Center Supervisor to obtain media (radio and TV) reports and immediately correct mis-information, as soon as practical.
- 4. Fax approved/distributed State news release and EAS messages to the PITA at the EOF.

①

①

①

①

Prepared by:

Signature

Print

Date

08/20/02

Approval Date

09/03/02

Effective Date



Document No: MP-26-EPI-FAP05	Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1
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Title:

State EOC Activation and Operation

For New Documents Document is QA DH Title:

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Comments: Administrative Correction FL *[Signature]*
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 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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

Validation (minimum of two)	<input type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- Use MP-05-SAP01-004 <input type="checkbox"/> TableTop and <input type="checkbox"/> Comparison Walkthrough			
	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>K. E. Burgess</i> 10/22/02 (1) SQR Sign/Date <i>[Signature]</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A) Department Head Approval Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<input checked="" type="checkbox"/> Department Head Review and Approval _____ Department Head Approval Sign
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Effective Date 1/7/03

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1/7/03

Effective Date

Rumor Control Liaison (RCL)

This form provides guidance for Rumor Control Liaison emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

1. Report to the Nuclear News Manager at the SEOC in the State Armory in Hartford.
2. Receive a briefing from the NNM or Chief Technical Spokesperson (CTS) on the status of events up to that time. | ①
3. Review issued news statements for information previously released.
4. Introduce self to the State Rumor Control Officer.

Section B: Recurring Actions

NOTE

The Rumor Control Liaison has access to information from the following sources:

- Nuclear News Manager – overall corporate and station response
- Technical Assistant – technical information regarding the progress of events
- Technical Briefer – background information on plant systems and equipment
- Radiological Briefer – background radiological information
- Approved news releases of bulletins from any JMC source
- Media Manual information
- “Emergency Planning at Millstone Station” (public information booklet distributed annually)

1. Assist the State Rumor Control Officer with inquiries to look for Millstone-related trends and repeated rumors.
2. Complete Section C, “Trend Information Report” for each trend identified and bring these Millstone-related rumor trends to the attention of the Nuclear News Manager for follow-up.

Section B: Recurring Actions

3. Perform the following when responding to telephone calls received by State Rumor Control staff:
- Provide information that has been officially released or approved by the EOF DSEO.
 - IF questioned on plant status, provide the latest news release information.
 - IF questioned on injured plant personnel and injury information is verified, confirm injuries have occurred.
 - IF questioned by employee family members, request caller's name and relationship to the employee.
 - ⇒ Provide assurance to caller that everything is being done to protect plant personnel and emergency responders.
 - ⇒ Notify caller that emergency responders will call home when they get the opportunity.

Prepared by: _____

Signature

Print

Date

Section C: Trend Identification Report

Complete if a trend is occurring.

Date: _____

Time Identified: _____

Number of Calls/Inquiries on Subject: _____

Sources of Inquiries: Public _____ Local Officials _____ Media _____

Summary of Rumor Trend: _____

Recommended Action: _____

Submitted By: _____

Acknowledged By: _____

Rumor and Inquiry Control Liaison

08/20/02

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Comments: Administrative Correction FL *Kathleen Burgess*

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 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input type="checkbox"/>				

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

Training: None Nuclear Training Briefing Familiarization

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Media Center Liaison (MCL)

This form provides guidance for Media Center Liaison emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

- 1. Report to the Nuclear News Manager at the SEOC at the State Armory in Hartford.
- 2. Receive a briefing from the NNM on the status of events up to that time.
- 3. Review issued IRFs and news statements for information previously released.
- 4. Introduce self to state Media Center Supervisor.

Section B: Recurring Actions

- 1. Attend formal news briefings and stand at the back of the JMC.
- 2. Support state Media Center Supervisor.
- 3. Act as facilitator to field generic technical and radiological questions of the media by directing them to the Technical and Radiological Briefers.
- 4. Collect notes of questions unanswered by the Chief Technical Spokesperson (CTS), ^① the Radiological Briefer, or the Technical Briefer during formal news briefings and one-on-one interviews.
- 5. Provide these questions to the NNM for follow-up.
- 6. Coordinate with the Technical and Radiological Briefers to ensure answers obtained via the NNM are provided to the media.
- 7. Assist the state Media Center Supervisor prepare public information support material at the JMC.
 - Media Manual Distribution (from NNM locked cabinet)
 - Appropriate MP Unit Schematic (with approval of the CTS) ^①
 - Check phones and TVs, as requested.

Prepared by: _____

Signature

Print

Date

08/20/02

Approval Date

09/03/02

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Document No: MP-26-EPI-FAP05	Writer: Kathleen Burgess	Rev. No: 1	Minor Rev 1
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Comments: Administrative Correction FL *Kathleen Burgess*

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-006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

Reviews	Print	Sign	Date	Dept
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Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input type="checkbox"/>				

Validation (minimum of two)	<input type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- Use MP-05-SAP01-004 <input type="checkbox"/> Table Top and <input type="checkbox"/> Comparison Walkthrough			
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Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

SQR Review and Approval

Approval Disapproval

K. E. Burgess 10/22/02
(1) SQR Sign/Date

Steve Mazyk
Department Head Approval Sign

SORC Review and Approval

N/A
) Department Head Approval Sign/Date

(2) SORC Meeting Number

(3) SORC Approval Sign

Department Head Review and Approval

Department Head Approval Sign

Approval Date 11-21-02

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1/7/03

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Technical Briefer (TB)

This form provides guidance for Technical Briefer emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

- 1. Report to the Media Center Liaison, or Nuclear News Manager if not available, at the SEOC at the State Armory in Hartford.
- 2. Receive a briefing from the Chief Technical Spokesperson (CTS) or designee on the status of events up to that time. | ①
- 3. Review issued news statements for information previously released and focus on the systems and equipment involved, not the progression of accident events or failures involved.

Section B: Recurring Actions

NOTE

The Technical Briefer has access to technical information from the following sources:

- Miscellaneous schematics and visuals on plant systems.
- Unit specific Emergency Action Level Reference Manuals.

- 1. Listen to the news briefings from the back of the JMC.
- 2. IF requested by the CTS, participate in the formal news briefing as facilitated by the Media Center Liaison. | ①
- 3. Note any questions unanswered in the formal news briefing and provide these questions to the Media Center Liaison at the conclusion of the briefing for follow-up.
- 4. Listen for the systems and equipment mentioned by the CTS and prepare / provide background information on those items to the media. | ①
- 5. Coordinate with the Media Center Liaison to obtain additional information for unanswered media questions.

Prepared by:

Signature

Print

Date

08/20/02

Approval Date

09/03/02

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Comments: Administrative Correction FL *Kathleen*
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 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input type="checkbox"/>				

Validation (minimum of two)	<input type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- <input type="checkbox"/> Table Top and <input type="checkbox"/> Comparison Use MP-05-SAP01-004 Walkthrough			
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Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

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Effective Date

Radiological Briefer (RB)

This form provides guidance for Radiological Briefer emergency response actions during an emergency that activates the SERO.

Section A: Initial Actions

- 1. Report to the Media Center Liaison, or Nuclear News Manager if not available, at the SEOC at the State Armory in Hartford.
- 2. Receive a briefing from the Chief Technical Spokesperson (CTS) or designee on the status of events up to that time. | ①
- 3. Review issued news statements for information previously released and focus on the systems and equipment involved, not the progression of accident events or failures involved.

Section B: Recurring Actions

- 1. Listen to the news briefings from the back of the JMC.
- 2. IF requested by the CTS, participate in the formal news briefing as facilitated by the Media Center Liaison. | ①
- 3. Make note of any questions unanswered in the formal news briefing and provide these questions to the Media Center Liaison at the conclusion of the briefing for follow-up.
- 4. Listen for the radiological terms mentioned by the CTS and prepare / provide background information on those items to the media. | ①
- 5. Coordinate with the Media Center Liaison to obtain additional information for unanswered media questions.

Prepared by:

Signature

Print

Date

08/20/02

Approval Date



09/03/02

Effective Date

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Comments: Administrative Correction FL *Kathleen Burgess*
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 -006, Rev. 001-01; -007, Rev. 000-01; -008, Rev. 000-01

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Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)				
Tech Independent <input type="checkbox"/>				

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

Training: None Nuclear Training Briefing Familiarization

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Effective Date 1/7/03

Docket Nos. 50-245

50-336

50-423

B18824

Attachment 4

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

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP06-001, "Millstone Unit 1 Emergency Action Levels"

Approval Date

Millstone Unit 1 Emergency Action Levels

Effective Date

UNUSUAL EVENT DELTA ONE UNUSUAL EVENT DELTA TWO ALERT CHARLIE ONE

IN-PLANT RADIATION	SECURITY THREAT/ DESTRUCTIVE PHENOMENA	FIRE / GASES	FUEL POOL EQUIPMENT FAILURE	UNPLANNED OFFSITE RELEASES	JUDGEMENT	CLASSIFICATION
RA1 REACTOR BUILDING RADIATION (D-AA2) 1. Area radiation monitor reading in Reactor Building or survey results indicate an UNCONTROLLED increase in radiation levels by 100 mR/hr that is not the result of a planned evolution AND impedes operation of systems needed to maintain spent fuel integrity. 2. Valid radiation monitor reading or survey results indicate greater than 15 mR/hr in areas required to be occupied 24 hours a day.	TA1 SECURITY EVENT (D-HA1) 1. Any on-going or imminent security compromise to the safety of the plant. TA2 DESTRUCTIVE PHENOMENA (N/A) An event that damages systems, structures, or components needed to maintain spent fuel integrity that may result in overexposure of site personnel or results in an uncontrolled decrease in the spent fuel pool water level or damage to spent fuel.			OA1 OFFSITE DOSE (D-AA1) 1. Unplanned release of radioactivity $\geq 3.42E-1$ $\mu\text{Ci/cc}$ to the environment (≥ 200 times REMODCM release limit) for ≥ 15 minutes. 2. Grab sample analyses indicate unplanned gaseous release rate $\geq 3.42E-1$ $\mu\text{Ci/cc}$ (≥ 200 times the REMODCM limit) for ≥ 15 minutes.	JA1 JUDGEMENT (D-HA2) Any condition for which judgement indicates that the level of safety for the Reactor Building or other areas important for maintaining the integrity of the spent fuel is substantially degraded and which requires Station Emergency Response Organization (SERO) staffing.	ALERT CHARLIE ONE Events are in progress or have occurred which indicate an actual or potential substantial degradation of the level of safety of the plant, to plant personnel, or to the safe storage of fuel in the spent fuel pool.
RU1 REACTOR BUILDING RADIATION (D-AU2) Area radiation monitor reading in Reactor Building or survey results indicate an UNCONTROLLED increase in radiation levels by 25 mR/hr that is not the result of a planned evolution.	TU1 SECURITY EVENT (D-HU1) 1. Security events as determined for Station Safeguards Contingency Plan and reported by Security Shift Supervision. 2. A credible site-specific security threat notification. TU2 DESTRUCTIVE PHENOMENA (D-HU3) 1. Earthquake detected per ONP 514C, Earthquake. 2. Report of tornado striking within the Protected Area (PA) that has the potential to affect equipment needed to maintain spent fuel integrity. 3. On-Site sustained wind speed >75 mph. 4. Explosion or visible damage to structures, systems, or components within the Protected Area with the potential to affect equipment required to maintain the integrity of the spent fuel. 5. Flood Level >19 Feet Mean Sea Level. 6. Vehicle crash within the PA that could potentially affect equipment needed to maintain spent fuel integrity.	GU1 FIRE (D-HU3) Fire in the Reactor Building or other areas important to maintaining the integrity of the spent fuel NOT extinguished within 15 minutes of Control Room notification OR within 15 minutes of the fire alarm actuation in the Control Room. GU2 TOXIC/FLAMMABLE GASES (D-HU3) 1. Life threatening toxic gases OR flammable gas concentrations as identified in C-OP 200.5, "Oil, Hazardous Material, Hazardous Waste and Mixed Waste Contingency Plan," affecting activities in areas needed to maintain spent fuel integrity. 2. Notification of a near-site release that may require evacuation of MP1.	EU1 FUEL POOL LEVEL (D-SU1) Uncontrolled decrease in fuel pool level indicated by a low level alarm actuation with all spent fuel assemblies remaining covered by water. EU2 FUEL POOL TEMPERATURE (D-SU1) Uncontrolled heatup of the spent fuel pool such that the bulk pool temperature exceeds 150°F .	OU1 UNPLANNED RELEASES (D-AU1) 1. Gaseous effluent monitor $\geq 3.42E-3$ $\mu\text{Ci/cc}$ (≥ 2 times REMODCM limits) for ≥ 60 minutes. 2. Grab sample analyses indicate unplanned gaseous release rate $\geq 3.42E-3$ $\mu\text{Ci/cc}$ (≥ 2 times the REMODCM limit) for ≥ 60 minutes.	JU1 JUDGEMENT (D-HU2) Any condition for which judgement indicates the potential or actual degradation in the level of safety of the Reactor Building or other areas important to maintaining the integrity of the spent fuel.	UNUSUAL EVENT DELTA TWO OR DELTA ONE Events are in progress or have occurred which indicate a potential degradation of the level of safety of the plant.

AREAS NEEDED TO MAINTAIN SPENT FUEL INTEGRITY
<ul style="list-style-type: none"> • Reactor Building - 4th and 5th Floors • Reactor Building, Fuel Pool Pump Mezzanine - 2nd floor • H&V Room - Lower Level (DHR) • H&V Room - Roof - Coolers

1

Millstone

C-01

Docket Nos. 50-245

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B18824

Attachment 5

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

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP06-006, "EOF Protective Action Recommendations"**

08/20/02

Approval Date



09/03/02

Effective Date

Document No: MP-26-EPI-FAP06-006	Writer: Kathleen Burgess	Rev. No: 0	Minor Rev 2
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EOF PARs

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Comments: Administrative Correction FL *Patricia Luby*
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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- Use MP-05-SAP01-004 <input type="checkbox"/> TableTop and Walkthrough <input type="checkbox"/> Comparison			
(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>KRBurgess</i> 10/22/02 (1) SQR Sign / Date <i>Patricia Luby</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (2) SORC Meeting Number (3) SORC Approval Sign	<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

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Approval Date

1/7/03
Effective Date

EOF Protective Action Recommendations

NOTE

The State must be notified within 15 minutes after a decision is made to issue or update PARs. Prior to State EOC activation, PARs are verbally transmitted to the 24 hour DEP Dispatcher in Hartford.

After State EOC activation, PARs are transmitted to DEP representatives at the State EOC directly over a hotline on the DSEO's desk.

Section A: Evaluating Protective Action Recommendations (PARs)

1. Refer To Section B, "EOF PAR Process Flowchart," and determine the appropriate PAR.
- a) Record the current wind direction in degrees (from): _____
- b) Check the appropriate row on the PAR table.
2. IF the State EOC is activated, complete Section C, "State DEP PAR Transmittal Form," as follows:
- a) Using the information from the Section B, "EOF PAR Process Flowchart," circle 'E' for communities that will be evacuated and 'S' for communities that will be sheltered (provide any other actions as appropriate).
- b) Check one or more of the blocks in the 'Technical Bases' section as applicable (provide any comments as appropriate).
- c) Verify DSEO review and approval by completion of the 'Authorization' section.
- d) Record the date and time the DSEO provides the PAR notification to the State via the DEP hotline.
- Date: _____ Time: _____
- e) Fax the State DEP PAR Transmittal Form to the State EOC and record the date and time completed.
- Date: _____ Time: _____
- f) Record the date and time the DSEO informs the Chief Technical Spokesperson in the JMC of the PARs. | ②

Date: _____ Time: _____

Section A: Evaluating Protective Action Recommendations (PARs)

3. IF the State EOC is not activated, ensure the DSEO verbally transmits PARs to the DEP Dispatcher in Hartford as follows:

- a) Contact the DEP Dispatcher in Hartford (number is in EPA-REF08B).
- b) Identify yourself and read the EVACUATE and SHELTER recommendations from the applicable Section B table row.
- c) Request the dispatcher inform the DEP Duty Officer that a PAR has been issued.
- d) Log the date and time of notification.

②

NOTE

The DEP Duty Officer will call back to verify the PAR and obtain additional information relative to public safety.

Section B: EOF PAR Process Flowchart

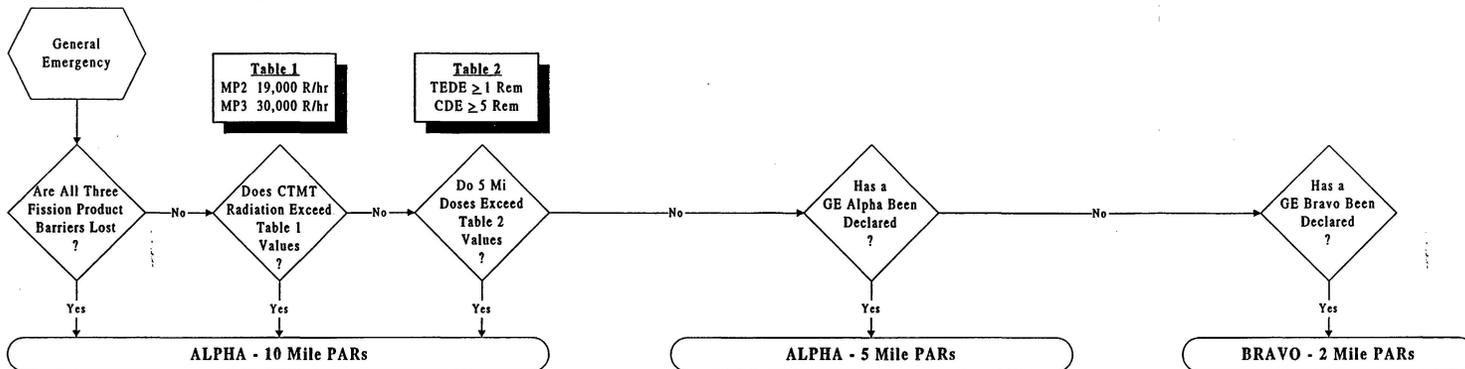


Table 1
MP2 19,000 R/hr
MP3 30,000 R/hr

Table 2
TEDE ≥ 1 Rem
CDE ≥ 5 Rem

1. EVACUATE THE FOLLOWING ZONES

✓	Wind	Zones to Evacuate
	030°-051°	A and B
	052°-088°	A and B and Old Lyme in D
	089°-093°	A and B and D
	094°-138°	A and B and D and East Lyme in C
	139°-154°	A and B and C and Lyme in D
	155°-177°	A and B and C
	178°-186°	A and B and Montville and Waterford in C
	187°-193°	A and B and Montville and Waterford in C and Ledyard in E
	194°-218°	A and B and E and Montville and Waterford in C
	219°-229°	A and B and E and Waterford in C
	230°-244°	A and B and E
	245°-257°	A and B and Groton City & Town in E
	258°-286°	A and B and F and Groton City & Town in E
	287°-316°	A and B and F
	317°-339°	A and B
	340°-029°	A and B and Plum Island

2. SHELTER ALL OTHER ZONES

1. EVACUATE THE FOLLOWING ZONES

✓	Wind	Zones to Evacuate
	083°-139°	A and East Lyme in B
	140°-167°	A and East Lyme and Waterford in B
	168°-189°	A and Waterford in B
	190°-243°	A and Waterford and New London in B
	244°-290°	A and New London in B
	291°-082°	A

2. SHELTER ALL OTHER ZONES (Zones 'A' and 'B' only)

1. EVACUATE ZONE 'A'

Section C: State DEP PAR Transmittal Form

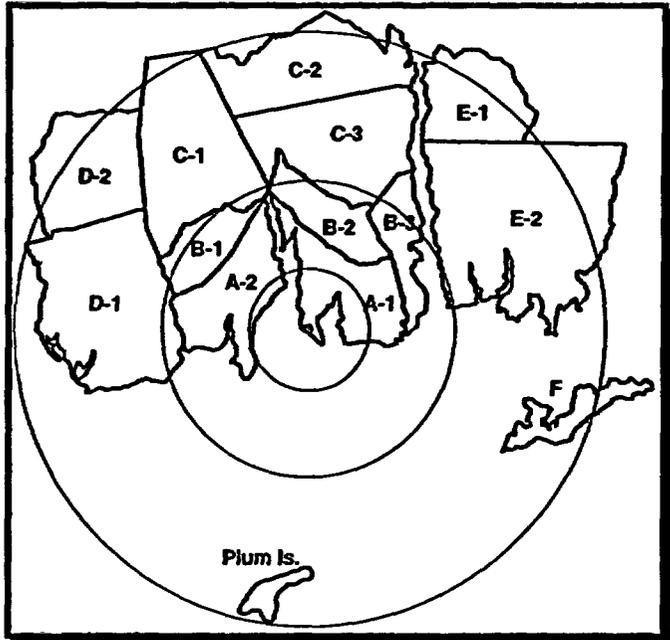
Millstone Station Protective Action Recommendations

Circle 'E' for Evacuate or 'S' for Shelter

Zone	Community	PAR
(0-2 mi)	Waterford (A-1)	E S
A	East Lyme (A-2)	

B	(2-5 mi) East Lyme (B-1)	E S
	Waterford (B-2)	E S
	New London (B-3)	E S

C	(5-10 mi) East Lyme (C-1)	E S
	Montville (C-2)	E S
	Waterford (C-3)	E S
D	Old Lyme (D-1)	E S
	Lyme (D-2)	E S
E	Ledyard (E-1)	E S
	Groton City & Town (E-2)	E S
F	Fishers Island	E S
N/A	Plum Island	E S



Other: _____

Technical Basis (check at least one)

- GE-Alpha Plant Conditions Wind Shift
 GE-Bravo Projected Dose Other
 Measured Dose

Comments: _____

Authorization

Approved By: _____ Date: _____ Time: _____
 DSEO Signature

Docket Nos. 50-245

50-336

50-423

B18824

Attachment 6

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

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP07, "Notifications and Communications"**

08/20/02
Approval Date

09/03/02
Effective Date

Document No: MP-26-EPI-FAP07	Writer: Kathleen Burgess	Rev. No: 2	Minor Rev 2
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Title:
Notifications and Communications

For New Documents Document is QA DH Title:

Revision ^{10/30/02} Minor Revision Cleanup Revision Biennial Review
 Cancel Void (Do Not Us) Expire Superseded b

Comments:
CR-02-11198

Administrative Correction Fl. *John A. Ludwig*

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

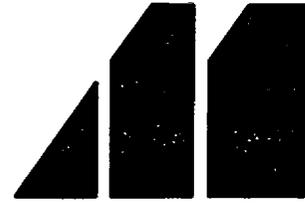
Validation (minimum of two)	<input checked="" type="checkbox"/> None <input type="checkbox"/> Field-Use <input type="checkbox"/> Simulated Performance- Use MP-05-SAP01-004 <input type="checkbox"/> TableTop and Walkthrough <input type="checkbox"/> Comparison			
	Print	Sign	Date	Dept
Coordinator				
Member				

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> <i>10/22/02</i> (1) SQR Sign / Date <i>John A. Ludwig</i> Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A () Department Head Approval Sign/Dat _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign	<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

**Functional
Administrative
Procedure**



Millstone Station

Notifications and Communications

MP-26-EPI-FAP07

Rev. 002-02

Approval Date: 11/22/02

Effective Date: 1/7/03



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MP-26-EPI-FAP07-001, "Nuclear Incident Report Form (IRF)"
MP-26-EPI-FAP07-002, "NRC Notification Checklist"
MP-26-EPI-FAP07-003, "NRC Event Notification Form"

1. PURPOSE

1.1 Objective

Provide guidance to the Shift Technician, or other qualified ENRS operator, for performing prompt notifications of reportable events classified as NRC and State Posture Code emergency events.

1.2 Applicability

Conditions exist which have been assessed by the Shift Manager/DSEO and classified as an emergency.

Conditions have been stabilized and the DSEO is preparing to terminate the emergency and enter into Recovery.

1.3 Supporting Documents

EPI-FAP06, "Classification and PARs"

EPA-REF08B, "Millstone Emergency Plan Resource Book"

1.4 Discussion

This procedure ensures timely completion of the following, in descending order of priority:

- Notification of the State of Connecticut Department of Environmental Protection (DEP)
- Notification of other offsite entities (i.e., Local, State)
- Notification of the NRC
- Performance of additional notifications (Information Technology, ANI, Corporate etc.)
- Performance of administrative actions

Reporting time limits for NRC and State Posture Code emergency events are as follows:

- Regulations require that notification to CT State DEP, Division of Radiation, and to the local officials shall be accomplished within 15 minutes of an emergency event classification (e.g., Unusual Event and above).
- NRC regulations require the licensee to notify the NRC immediately after notification of state and local agencies, but not later than one hour after declaration of an emergency classification.

In situations involving multiple events at different units, the event classification reported shall reflect the most severe event. For example, if Unit 2 is experiencing an Alert (Charlie-One) event and Unit 3 is experiencing a Site Area Emergency (Charlie-Two) event, the event shall be reported as a Site Area Emergency (Charlie-Two) event. The lesser event shall be reported in an update radiopager message. Both events shall be reported to the NRC via the ENS.

The IRF is processed with the "Additional Information" section being filled in and recorded.

If an IRF is to be released and the circumstances or conditions which caused the report have already been corrected, only one IRF is required. The following applies:

- The event is self terminating with the release of the initial IRF.
- The "A further report will not be given" block shall be checked.

For events that activate the SERO, the on-shift Unit 3 Shift Technician may be relieved of notification responsibilities by an on-call Shift Technician in the EOF. In this case, a formal turnover of notification responsibilities from the control room to the EOF is required.

Definitions and abbreviations are contained in Attachment 1.

Responsibilities are contained in Attachment 2.

2. INSTRUCTIONS

2.1 Nuclear Incident Report Form (IRF) Radiopager Notification

2.1.1 Log onto the ENRS terminal.

2.1.2 Complete a written copy of EPI-FAP07-001, "Nuclear Incident Report Form (IRF)."

NOTE

1. Meteorological data is available from SPDS or OFIS.
2. If the release pathway is unknown, the Met Tower 142' elevation data should be used.
3. The CR-DSEO or the ADEOF should be consulted for the appropriate Met data for the release path.

2.1.3 Enter meteorological data as follows:

- IF data is available, verify the appropriate Met Tower level reading is being used and enter data in "Current Site Wind" and "Forecast Site Wind" sections.
- IF data is not available, enter NA in the "Current Site Wind" and "Forecast Site Wind" sections.

2.1.4 Obtain DSEO authorization signature on the written IRF.

2.1.5 Open "RapidReach Primary" folder and "RapidReach" icon.

2.1.6 At "RapidReach Login" screen, select user ID and enter the password.

2.1.7 Open "EasyView" icon.

2.1.8 At "EasyView Login" screen, select user ID and enter the password.

2.1.9 IF ENRS primary is not operable, Refer To Section 2.7 and perform backup or remote operation.

NOTE

A loss of the Flanders line will cause total loss of the ENRS primary server *and* loss of the local area network (LAN). ENRS can be activated using the backup server via a modem.

2.1.10 IF the Flanders line is lost, Go To Section 2.7.7 and perform backup from modem.

2.1.11 Enter IRF data, as follows:

- a. Open "IRF" form.
- b. Using the completed EPI-FAP07-001, enter the information into IRF template.
- c. Print IRF and verify information is correct.

2.1.12 Obtain DSEO initials on the IRF printout.

2.1.13 Save IRF as follows:

- a. Select "File" and "Print."

NOTE

Saving the IRF form to "Print-2-Image" attaches the fax to the radiopager message.

- b. Select "Print-2-Image."
- c. At the "Selection Configuration" box, select appropriate setup.
- d. At the "Select Message to Fax" screen, select "Root" tree.
- e. At the "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).
- f. Maximize "RapidReach" screen
- g. Select "microphone" icon ("Show Message Window").

2.1.14 Transmit IRF message as follows:

- a. At "Root" tree, select appropriate message.
- b. Listen to the "Alpha Pager Message" and verify information is correct (message may be recorded again, if necessary).
- c. Maximize "EasyView" screen and select appropriate scenario.
- d. Select the lightning bolt icon.
- e. Select "Set Common Message."
- f. At "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).

▽ CAUTION ▽

1. Failure to select the correct scenario (i.e., classification or group page) may result in unwarranted activation or the release of misinformation.
2. The scenario and message must be read and verified before selecting the "Start" button.

- g. Stop and verify scenario and message are accurate.
- h. At "Start of Scenario" screen, select "Start."

2.1.15 **I**f the wrong scenario has been chosen, perform the following:

- a. Immediately terminate callout from EasyView.
- b. Notify the appropriate SM/DSEO of the incorrect message.
- c. Direct Security at SAS to transmit retraction to state and local responders and SERO using backup paging terminal.
- d. Provide Security with a retraction message such as "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."
- e. WHEN retraction message is received, Refer To Step 2.1.14 and transmit corrected message.

2.1.16 **I**f access to the EOF OR TSC has been restricted, notify SAS to transmit the following text message(s) to SERO responders:

- "Access to (EOF)(TSC) restricted. Report to backup location."
- "Do not report to site. Standby for more info."

NOTE

Recording the IRF audio message shall be completed immediately after transmitting the IRF message and prior to Step 2.1.19.

2.1.17 Record IRF data, as follows:

- a. Maximize "RapidReach" screen.
- b. Select "microphone" icon ("Show Message Window").
- c. At "Root" tree, select "Informational Message."
- d. At "Audio Message" screen, select "microphone" icon.
- e. Record entire IRF.
- f. Verify recorded information is satisfactory and select "OK."

NOTE

Attachment 3, "Notification Locations," provides information on which individuals and agencies are notified.

2.1.18 Verify radiopager sent, as follows:

- a. Monitor the "RapidReach Overview" screen and select the most recent scenario number from call-out grid box (the top box) to verify appropriate groups or individuals have been paged.
- b. Verify that the page message was sent to the control room console pager.
- c. IF no responders call in within 5 minutes after release of the message, consider the transmission as failed and Refer To Section 2.8, "ENRS Failure."
- d. Monitor "EasyView" and "RapidReach" screens as positions call back acknowledging page.

2.1.19 IF Alert or higher classification, Refer To Section 2.4 and activate the ERDS link.

2.1.20 Verify fax is received in respective control room or EOF, as applicable.

2.1.21 At "Overview" screen, print "Groups-in-Call-Out" callback verification report.

2.1.22 IF SERO is activated, fax initial CV report (SERO results) to the MOR.

2.1.23 IF call-out is complete or a new call-out needs to be initiated, select the red traffic light in "EasyView" to deactivate the call-out process.

2.1.24 IF ENRS is not operable, Refer To Section 2.8, "ENRS Failure," and EPA-REF08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Town/Agencies," and manually fax notifications to state and local officials.

- End of Section 2.1 -

2.2 Callback Verification

NOTE

Attachment 3, "Notification and Callback Guidance," provides guidance for verification of required actions.

2.2.1 **IF** the following have not called in, attempt callback verification within approximately 15 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and local responders

NOTE

Callback verification via printed CV report can not be performed from a "client" server if the radiopager message was transmitted via "EasyView Remote." This information can be obtained from Building 475 server or EOF phone server only. (IT assistance required)

2.2.2 Print CV report (i.e., report by group) to document callback responses.

2.2.3 Refer To CV report and perform the following:

- a. Document non-responders.

NOTE

1. Only one attempt is required for a UE backup notification.
2. The group RADIOPAGER number for State/Local pagers is 860-332-0059.

- b. Refer To EPA-REF08B and attempt one backup notification of non-responders.
- c. **IF** event is ALERT or higher and non-responders cannot be reached, perform the following:
 - 1) Contact State Police Barracks Dispatcher (Troop E)
 - 2) Request immediate assistance in notifying non-responders.
 - 3) Request police confirm response to the message.
- d. Perform backup notifications.

2.2.4 Print copy of SERO CV report only and fax to EOF.

2.2.5 Print the final ENRS CV report when initial and backup notifications have been completed.

- End of Section 2.2 -

2.3 NRC Notifications

NOTE

1. State of Connecticut posture codes, (e.g., Delta-One, etc.) shall not be used when notifying the NRC of reportable events.
 2. It is good practice to notify the NRC of the next planned report, e.g., one hour.
- 2.3.1 Record applicable information for an event on EPI-FAP07-003, "NRC Event Notification Form."
- 2.3.2 Refer To and complete EPI-FAP07-002, "NRC Notification Checklist."
- 2.3.3 IF ENS is *not* operable, Go To Section 2.9, "ENS Failure."

- End of Section 2.3 -

2.4 Additional Notifications

NOTE

ERDS activation is required for an Alert or higher classification.

2.4.1 Activating the Emergency Response Data System (ERDS)

- a. At plant process computer terminal for Unit 2:
 - 1) Locate the Unit 2 PPC TOP_MENU display.
 - 2) Select the SPDS button.
 - 3) Select the Initiate ERDS button to activate ERDS transmission.
 - 4) Select Yes to confirm activation.
- b. At plant process computer terminal for Unit 3:
 - 1) Select NSSS menu page 3 of 3.
 - 2) Select Function F11 Activate/Terminate ERDS.
 - 3) Select Function F1 to activate ERDS transmission.
 - 4) Select Function F12 to confirm activation.
- c. Verify ERDS activation as follows:
 - 1) At the Unit 2 or Unit 3 TOP_MENU display of an OFIS terminal, select OFIS menu button.
 - 2) Select ERDS Point List button.
 - 3) Verify "Data Transmission to the NRC ERDS" is "INITIATED."

NOTE

"ERDS Status" shows the current status of the modem connection with the NRC. By design, the NRC will refuse the first connection request. ERDS send software will automatically retry the connection until a connection is established. If the connection is lost during an ERDS session, the ERDS send software will try to reconnect. The NRC should accept the second connection request.

- 4) Verify "ERDS Status" is "Link Active."
- 5) IF "ERDS Status" has not changed to "Link Active" after 3 minutes, notify IT of an ERDS connection failure.

NOTE

The time of the last data transmission should update every 15 seconds, as long as the link is active.

- 6) WHEN a "Link Active" status is obtained, verify "Time of Last Data Transmission to the NRC" has been updated.
 - d. Contact the NRC to verify ERDS data is being received.
- 2.4.2 Ensure American Nuclear Insurers (ANI) is notified.
- 2.4.3 IF an Unusual Event or higher, Refer To EPA-REF08B, "Millstone Emergency Plan Resource Book," and notify the Richmond Control Center Security Specialist.

- End of Section 2.4 -

2.5 Sending Additional IRF Messages

NOTE

The following "scenario message" should be used if SERO is activated and additional messages are required, including the event termination message, because the SERO is not required to call in once activated.

"SERO ACTIVATED – SEND ADD'L MESSAGES"

This scenario was designed to page BOTH groups (State and Local Officials and SERO) but only requires state and local officials to call in.

- 2.5.1 **IF** any of the following conditions occur, Refer To Step 2.1.2 and perform notifications:
- SERO is activated and additional messages are required. Select the "SERO Activated – Send Add'l Messages," scenario.
 - Update or reclassification notifications are directed.
 - The emergency has been terminated and was not closed out in initial report.
- 2.5.2 **IF** all existing events have been terminated and callback verifications have been completed, perform the following:
- a. Refer To Section 2.6 and restore ENRS general default message.
 - b. Perform ENRS log-off.

- End of Section 2.5 -

2.6 System Restoration and Administrative Actions

2.6.1 Ensure all CV reports are finished.

2.6.2 IF all existing events have been terminated and callback verifications are complete, restore general default as follows:

- a. Select "RapidReach."
- b. Select "microphone" icon. ("Show Message Window")
- c. At "Root" tree, select "Informational Message."
- d. At "Audio Message" screen, select "microphone" icon.
- e. Record the following message:

"There is no information presently available for Millstone Station."
- f. Verify recorded information is satisfactory and select "OK."
- g. From "Root" tree, select event message used ("Emergency Call-Outs," etc.).
- h. Select red minus button in fax box on lower right of screen.
- i. Select "Yes" to delete and observe "Same as alpha pager" in fax message box.
- j. Close the following:
 - 1) "RapidReach"
 - 2) "EasyView"
 - 3) "IRF" word document

2.6.3 Review IRFs and verify appropriate termination message has been issued.

2.6.4 Obtain original of the following documents for the applicable unit control room:

- EPI-FAP07-001, "Nuclear Incident Report Form (IRF)," and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form."
- ENRS callback verification report printout (CV report).
- Any other completed attachments.

2.6.5 Send copies of the following documents to the Manager, Emergency Preparedness Department:

- EPI-FAP07-001, "Nuclear Incident Report Form (IRF)" and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form"
- ENRS callback verification report printout (CV report)
- Any other completed attachments
- Condition Report (if applicable)
- Log entries, as applicable

- End of Section 2.6 -

2.7 Backup and Remote Operation

- 2.7.1 **IF** "RapidReach Primary" does not connect, open "RapidReach Backup."
- 2.7.2 **IF** "RapidReach Backup" connects, Refer To Section 2.10, "Switching Telephone Lines," and transfer the phones.
- 2.7.3 **IF** "RapidReach Backup" connects and phone lines transfer correctly, go to Section 2.1, and perform the same steps as for "RapidReach Primary" using "RapidReach Backup" and "EasyView Backup."

NOTE

If unable to connect to either the primary or backup via the LAN, "RapidReach" may not be used to fax or record the IRF into the "Informational Message." Faxes must then be sent via the SNET Faxworks. If time permits, it is preferable to use "EasyView Remote" to allow State and local officials and SERO to call in and provide a graphical display of the positions being filled.

- 2.7.4 **IF** "RapidReach Backup" using LAN does not connect (leaving the phone lines in primary), select the icon labeled "Modem to Primary Server."
- 2.7.5 **IF** the connection is made, select "EasyView Remote" from the "RapidReach Primary" folder and perform the following:
- a. Select a scenario.
 - b. Select lightning bolt.
 - c. Set the common message.
 - d. Select "Start."
 - e. Refer To Step 2.8.3 and distribute IRF via SNET Faxworks.
 - f. **IF** access to the EOF OR TSC has been restricted, notify SAS to transmit the following text message(s) to SERO responders:
 - "Access to (EOF)(TSC) restricted. Report to backup location."
 - "Do not report to site. Standby for more info."
 - g. Refer To Section 2.4 and activate the ERDS link.
- 2.7.6 **IF** "EasyView Remote Primary" does *not* connect, open "RapidReach Backup" folder and select the icon labeled "Backup to EOF."
- 2.7.7 **IF** Flanders line is lost, open "RapidReach Backup" folder, and select the icon labeled "Backup to EOF."

①

2.7.8 **IF** the connection is made, open "EasyView Remote" from the "RapidReach Backup" folder and perform the following:

- a. Refer To Section 2.10 and transfer the phones from primary to secondary server.
- b. Select a scenario.
- c. Select lightning bolt.
- d. Set the common message.
- e. Select "Start."
- f. Refer To Step 2.8.3, and distribute IRF via SNET Faxworks.
- g. **IF** access to the EOF **OR** TSC has been restricted, notify SAS to transmit the following text message(s) to SERO responders:
 - "Access to (EOF)(TSC) restricted. Report to backup location." ①
 - "Do not report to site. Standby for more info."
- h. Refer To Section 2.4, and activate the ERDS link.
- i. Monitor "EasyView Remote" screen as positions call back acknowledging screen.
- j. **IF** the following have not called in, attempt callback verification within approximately 15 minutes after event message has been transmitted:
 - State of Connecticut DEP Dispatch
 - State and local responders
- k. Refer To EPA-REF08B and attempt one backup notification of non-responders.
- l. **IF** event is ALERT or higher and non-responders cannot be reached, perform the following:
 - 1) Contact State Police Barracks Dispatcher (Troop E)
 - 2) Request immediate assistance in notifying non-responders.
 - 3) Request police confirm response to the message.

2.7.9 **IF** phone lines were transferred to the back-up phone server, perform the following:

- a. Complete all call-outs.
- b. Refer To Step 2.10.2, and restore phone lines to the primary system.

2.7.10 **IF** no connection is made, Go To Section 2.8 and notify Security.

- End of Section 2.7 -

2.8 ENRS Failure

2.8.1 Notify SAS to transmit a text message to both State and local officials and SERO responders to include the following:

- [Applicable unit] [NRC Classification] [State Posture code] [Major EAL heading] [Minor EAL heading (code)] "Report to facility."
- Example: [MP3] [GE] [Alpha] [Barrier failure] [BG1] "Report to facility."

2.8.2 IF SAS is not able to assist, perform the following:

- a. Dial paging system using confidential group page codes for the State and Local Officials and the SERO.
- b. When prompted, enter the password.
- c. Refer To Attachment 4, "Unit Event Backup Codes," and enter numeric backup event code.

NOTE

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

2.8.3 Distribute IRF via SNET FaxWorks as follows:

- a. IF SNET FaxWorks is not operable, Refer To EPA-REF08B, "Offsite Towns/Agencies," and manually fax notification to State and local officials.
- b. Place completed IRF in fax machine feeder tray.
- c. Lift handset connected to fax machine, and enter SNET FaxWorks telephone number.
- d. When prompted for password, enter SNET Faxworks password followed by an asterisk (*).
- e. When prompted, enter "1" to send a fax.
- f. When prompted for choice of fax transmission schedule, enter "1" for immediate dispatch.
- g. When prompted for destination or distribution list number, enter "002" followed by an asterisk (*).

- h. When prompted for next destination, enter pound key (#) to indicate there are no more destinations.
- i. When a steady fax tone is heard, press the "Start" button on the telecopier.
- j. Hang up handset of fax machine.

NOTE

ERDS is not activated for a Unit 1 event.

2.8.4 Refer To Section 2.4 and activate the ERDS link.

2.8.5 Verify all required call-in radiopager holders have received the radiopager message and fax as follows:

- a. Document non-responders.

NOTE

1. Only one attempt is required for a UE backup notification.
2. The group RADIOPAGER number for State/Local pagers is 860-332-0059.

- b. Refer To EPA-REF08B and attempt one backup notification of non-responders.
- c. IF event is ALERT or higher and non-responders cannot be reached, perform the following:
 - 1) Contact State Police Barracks Dispatcher (Troop E)
 - 2) Request immediate assistance in notifying non-responders.
 - 3) Request police confirm response to the message.
- d. Perform backup notifications.

2.8.6 Refer To EPA-REF08B, "Millstone Emergency Plan Resource Book," and notify Information Technology of ENRS failure.

2.8.7 Refer To EPI-FAP07-002, "NRC Notification Checklist," and ensure NRC notifications have been performed.

2.8.8 Refer To EPA-REF08B, "Millstone Emergency Plan Resource Book," and notify the Richmond Control Center Security Specialist.

- End of Section 2.7 -

2.9 ENS Failure

NOTE

1. This section is performed only when dedicated ENS lines have failed.
2. In an emergency, with loss of other communications, the state or local police may be contacted by radio and requested to place a call to the NRC.

2.9.1 **IF** ENS has failed, select one of the following methods, as applicable:

- Commercial telephone line
- Cellular telephone (station management or personal vehicle)
- Radio (state or local police to place call)

2.9.2 Obtain NRC Operations Center number from one of the following:

- Label on ENS telephone
- EPA-REF08B, "Millstone Emergency Plan Resource Book"
- Other listing or directory assistance (alternate number)

2.9.3 **WHEN** NRC is contacted, provide the following information:

- a. ENS is not operable
- b. Information recorded in EPI-FAP07-003, "NRC Event Notification Form"
- c. **IF** event is being terminated via the report, notice of event termination.

2.9.4 Refer To EPA-REF08B, "Millstone Emergency Plan Resource Book," and notify telecommunications personnel (not on-call) of ENS failure.

2.9.5 Log NRC communications.

- End of Section 2.9 -

2.10 Switching Telephone Lines

NOTE

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

2.10.1 Switching the Phone Server from Primary to Secondary

- a. Lift the dedicated ENRS handset.
- b. Press position "g" (blue button) labeled "Press for SERO Transfer."
- c. Dial "2724."
- d. Wait for confirmation tone (3 beeps).
- e. IF confirmation tone is *not* heard, Go To Step 2.10.1.a.

NOTE

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

- f. Hang up the handset and observe light on position "g" (blue button) illuminates, indicating transfer of SERO telephone lines.
- g. Lift the dedicated ENRS handset again.
- h. Press position "i" (red button) labeled, "Press for Transfer of State/Local to Back-up" and observe the following:
 - Light on position "i" (red button) will illuminate for a few seconds and then turn off.
 - Light on position "h" (yellow button) labeled, "Light 'ON' State/Local on Backup," will illuminate and stay on, indicating a transfer of State/Local lines.
- i. Hang up the handset.
- j. IF either OR both lights fail to illuminate, Go To Step 2.10.1.h.

NOTE

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

2.10.2 Restoring the Phone Server from Secondary to Primary

- a. Press position "g" (blue button) labeled "Press for SERO Transfer."
- b. Observe that the light on position "g" (blue button) is not lit, indicating transfer of SERO lines.

2.10.3 Restoring the State/Local Lines to the Primary Server

- a. Lift the dedicated ENRS handset.
- b. Press position "j" (green button) labeled "Press to Restore State/Local to Primary" and observe the following:
 - Light on position "j" (green button) labeled "Press to Restore State/Local to Primary" is lit.

NOTE

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

- Light on position "h" (yellow button) labeled "Light 'ON' State/Local on Backup" is not lit.
- Light on position "j" (green button) labeled "Press to Restore State/Local to Primary" is not lit.

- End of Section 2.10 -

2.11 Deactivating ERDS

2.11.1 At plant process computer terminal for Unit 2:

- a. Locate the Unit 2 PPC TOP_MENU display.
- b. Select the SPDS button.
- c. Select the Terminate ERDS button to terminate ERDS transmission.
- d. Select Yes to confirm termination.

2.11.2 At plant process computer terminal for Unit 3:

- a. Select NSSS menu page 3 of 3.
- b. Select Function F11 Activate/Terminate ERDS.
- c. Select Function F2 to terminate ERDS transmission.
- d. Select Function F12 to confirm termination.

2.11.3 Verify ERDS Termination as follows:

- a. At the Unit 2 or Unit 3 TOP_MENU display of an OFIS terminal, select OFIS menu button.
- b. Select ERDS Point List button.
- c. Verify "Data Transmission to the NRC ERDS" is "TERMINATED."
- d. Verify "ERDS Status" is "ERDS Link Not Connected."
- e. Verify "Time of Last Data Transmission to the NRC" is no longer updating.

- End of Section 2.11 -

3. SUMMARY OF CHANGES

3.1 Revision 002-02

3.1.1 Administrative change. Changed MPI to PITA in Attachment 3. (CR-02-11198)

3.2 Revision 002-01

3.2.1 Added steps 2.1.16, 2.7.5.f, 2.7.8.g to provide notification to SERO if access to the EOF or TSC has been restricted.

3.2.2 Note 2.1.17, corrected typographical error.

3.3 Revision 002

3.3.1 Changed EPUG 08B to EPA-REF08B in section 1.3, step 2.1.18, 2.2.3.b, 2.4.3, 2.8.3.a, 2.8.5.b, 2.8.6, 2.8.8, 2.9.2, 2.9.4, and FAP07-002.

3.3.2 Added note and steps 2.1.10, 2.7.7, and 2.7.8 to provide instructions on responding to a loss of the Flanders line.

3.3.3 Clarified in step 2.1.15 that callout is terminated from EasyView.

3.3.4 Clarified in steps 2.1.17.e and 2.8.4 note that ERDS is activated for an Alert or higher.

3.3.5 Updated title in step 2.6.5 to the Manager, Emergency Preparedness Department.

3.3.6 Added step in 2.7.5 to distribute IRF via SNET Faxworks.

3.4 Revision 001-06

3.4.1 Added step 2.1.14 to describe actions if the wrong scenario has been chosen. (AR 01005566-09)

3.5 Revision 001-05

3.5.1 Added steps f and g to step 2.1.12 to clarify how to prepare the IRF for transmittal.

3.6 Revision 001-04

3.6.1 Moved Caution Box and steps g and h from step 2.1.14 to step 2.1.13.

3.7 Revision 001-03

3.7.1 Reversed the order of step 2.1.13 and 2.1.14.

3.7.2 Added Note Box preceding step 2.1.14 to record the IRF voice message immediately after transmitting the IRF.

3.7.3 Added Note Box after Section 2.4 for when ERDS is required to be activated.

3.8 Revision 001-02

3.8.1 Added step 2.1.15.e to activate the Emergency Response Data System (ERDS) link.

3.8.2 Added step 2.7.5.d to activate the ERDS link.

3.8.3 Added step 2.8.4 to activate the ERDS link if there is an ENRS failure.

3.9 Revision 001-01

3.9.1 Added notification to Corporate in step 1.4.

3.9.2 Updated group radiopager numbers for state and local pagers in step 2.2.3 and step 2.8.4.

3.9.3 Added step 2.4.3 to notify Richmond Control Center Security Specialist if an Unusual Event or higher.

3.9.4 Added step 2.8.7 to notify the Richmond Control Center Security Specialist.

3.9.5 Deleted the reference to the trunk line to the Corporate exchange in step 2.9.1.

3.9.6 Added Richmond Control Center Security to notification locations in Attachment 3.

Attachment 1

Definitions and Abbreviations

(Sheet 1 of 2)

ADEOF - Assistant Director Emergency Operations Facility

CV - Callback Verification

Deactivate - To place a system, component, or organization in an inactive condition.

Incident Description - "Additional Information" section of the Incident Report Form (IRF) providing a simple description of the event.

Immediate Notification - Notification to the NRC of emergency, not to exceed 60 minutes of state verification.

Initial Report - The first notification to the NRC, State and Local Officials and Agencies, and applicable personnel that reports an NRC classification and State Posture Code emergency event.

Lead Unit - The unit which assumes classification responsibilities for reportable events. The lead unit may be any of the following:

- In unit specific events, the affected unit (For a Unit 1 event, Unit 2 is the lead unit until the DSEO and ADTS arrive).
- For non-unit specific events, (i.e., station security, hurricane, earthquake, fitness for duty, etc.) Unit 3 is the lead unit, unless otherwise designated.
- In situations involving multiple events, the unit experiencing the most severe event has the lead.
- For non-unit specific events (i.e., hurricane, earthquake, etc.), Unit 3 is the lead unit.
- A non-affected unit may be requested to assume the lead by the affected unit (e.g., loss of control room habitability).

Notification Time - The time at which the IRF message is released (reported on).

Prompt Notification - The official notification of State and Local Officials and Agencies is within 15 minutes following initial classification; official notification of the NRC is as soon as possible, but within 60 minutes of State notification via the ENS; and for reclassification of an NRC and State Posture Code emergency event. [State 22a-135-1]

Reclassification Report - A prompt notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel that reports an escalation or de-escalation of event classification relative to the previous report.

Attachment 1

Definitions and Abbreviations

(Sheet 2 of 2)

SM - Shift Manager

Termination Report - The final notification to State and Local Officials and Agencies, the NRC, and applicable personnel that reports termination of the event. For Unusual Event (Delta-Two) or lower events, the initial report may also serve as the termination report if the event has been corrected in time for the initial report or has self-terminated. The "Additional Information" section shall be completed in these instances with a termination message.

UE - Unusual Event

Update Report - A notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel, that reports additional information on the event, but does not escalate or de-escalate classification of the event. The Update Report is issued approximately 60 minutes after the Initial or Reclassification Report.

Attachment 2 Responsibilities

(Sheet 1 of 1)

1. The CR-DSEO is responsible for directing the Shift Technician (ST) to complete notifications and approving Incident Report Forms (IRFs) until relieved by the DSEO.
2. The ST is responsible for completing off-site notifications.
3. After the EOF has been activated, the DSEO is responsible for approving completed IRFs; the Manager of Communications (MOC) is responsible for NRC communications; and the Assistant Director of Emergency Operations Facility (ADEOF) is responsible for directing the on-call ST to update and terminate off-site notifications.

Attachment 3 Notification Locations

(Sheet 1 of 1)

Scenario: Unusual Event

Who is Paged: SERO
State and Local Officials (all)

Who is Faxed: State and Local Officials (all)
Unit 2 & 3 Control Rooms
Richmond Control Center Security

Who is Called (automatic): NNM, MRDA, PITA, all Unit ADTSS
New London, Ledyard

Who Should Call-In: 14 required State and Local Officials
NNM, MRDA, PITA, all Unit ADTSS

| ②

| ②

Scenario: Alert, Site Area Emergency, and General Emergency

Who is Paged: SERO
State and Local Officials (all)

Who is Faxed: State and Local Officials (all)
Unit 2 & 3 Control Room
Richmond Control Center Security

Who is Called (automatic): New London, Ledyard
SERO (after 15 minutes)

Who Should Call-In: 14 required State and Local Officials
SERO (all)

Attachment 4
Unit Event Backup Codes

(Sheet 1 of 1)

NOTE

If a Unit Event Backup Code notification (e.g., ID 101, 201, 301) is received, ENRS has failed.

Personnel on-call, or subject to call must immediately report to their emergency response facility for an Alert or higher classification. Table 1 indicates the event and unit involved for each designated code. For an Unusual Event, no call-in is required, however, personnel should standing by for further information.

Table 1: Unit Event Backup Codes

Event	Unit 1	Unit 2	Unit 3
Unusual Event	101	201	301
Alert	102	202	302
Site Area Emergency	N/A	203	303
General Emergency	N/A	303	403
Drill-Come In	777	777	777
Drill-Call In	888	888	888

Attachment 5 Notification and Callback Guidance

(Sheet 1 of 1)

ACTION (✓ = Required)	CLASSIFICATION			
	UE (Delta-1, 2)	ALERT (Charlie 1)	SAE (Charlie 2)	GE (Bravo) (Alpha)
<u>Nuclear IRF:</u>				
• Enter current meteorological data	✓	✓	✓	✓
• Enter "Additional Information" in first message	(a)			
• Enter "Additional Information" in update	✓	✓	✓	✓
• Issue termination in first message	✓(a)			
• Issue termination in update message	✓	✓	✓	✓
<u>CALLBACK/BACKUP NOTIFICATIONS</u>				
• Radiopager (EPI-07-03)	✓	✓	✓	✓
• REQUEST State Police call non-responding towns (EPI-07-03)	✓	✓	✓	✓
<u>OTHER:</u>				
• ENS notification to NRC (b)	✓	✓	✓	✓
• NRC Resident notification	✓	✓	✓	✓

NOTES:

- a. An Unusual Event (Delta-One or Delta-Two) may be terminated in the initial report if additional information has been reported.
- b. Due to notification to State of CT DEP.