

DETROIT EDISON - FERMI 2
AUTOMATED RECORD MANAGEMENT
DISTRIBUTION CONTROL LIST
04/08/03

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Ref: cb3461

A045

EMERGENCY NOTIFICATIONS

Revision Summary

- 1) Added dash (-) to all form numbers. No revision bars used to mark these changes.
- 2) Deleted 20.000.22, Plant Fires, as a Use Reference in Section 2.0.
- 3) Deleted unnecessary sentence in step 4.2.
- 4) Added clarification to Section 4.3.

Implementation Plan

- 1) This procedure goes into effect upon issuance.

Attachments - None

Enclosures

- A 100802 Nuclear Plant Event Notification Form Information Sources and Requirements
- B 100802 Nuclear Plant Event Technical Data Form Information Sources and Requirements
- C 100802 Initial Notifications Flowchart
- D 100802 Follow-up Notifications Flowchart
- E 100802 ECOS Activation

<i>Information and Procedures</i>				
DSN EP-290	Revision 41	DCR # 03-0551	DTC TPEPT	File # 1703.10
IP Code I	Date Approved 3-27-03	Released By M. Struck /s/	Date Issued 4-8-03	Recipient 935

CONTROLLED

1.0 PURPOSE

To provide instructions for performing emergency notifications at Fermi 2

2.0 USE REFERENCES

- 2.1 EP-101, Classification of Emergencies
- 2.2 EP-102, Unusual Event
- 2.3 EP-103, Alert
- 2.4 EP-104, Site Area Emergency
- 2.5 EP-105, General Emergency
- 2.6 EP-402, Responsibilities of the Recovery Organization
- 2.7 EP-545, Protective Action Recommendations
- 2.8 Appendix A, RERP Forms

3.0 ENTRY CONDITIONS

- 3.1 An emergency has been classified in accordance with EP-101
- or
- 3.2 Offsite emergency support has been requested

4.0 GENERAL INFORMATION

- 4.1 **Offsite Authorities must receive within 15 minutes:** Initial Notifications of an emergency declaration, any escalation in emergency classification, initial Protective Action Recommendations (PARs), or any change in PARs (in accordance with EP-545, "Protective Action Recommendations"). Offsite Authorities are:
 - 4.1.1 Monroe County
 - 4.1.2 Wayne County
 - 4.1.3 State of Michigan

- 4.2 Offsite Authorities, Canada, and the NRC Operations Center shall be notified of emergency conditions at Fermi 2 using the Nuclear Plant Event Notification Form (ENF) (EP-290001).
- 4.3 Initial Notifications are used to communicate any declaration of emergency, PAR, or any changes to an existing PAR.
- 4.3.1 Any Initial Notification used to communicate a declaration of emergency, PAR, or a change in PAR due to **plant status** shall use the Nuclear Plant Event Notification Form (EP-290001).
- 4.3.2 Any Initial Notification used to communicate a declaration of emergency, PAR, or change in PAR due to **dose assessment results** or off-site RET radiation survey data shall use the Nuclear Plant Event Notification Form (EP-290001) and the Nuclear Plant Event Technical Data Form (EP-290002) together and marked as one message.
- 4.3.3 Any event de-escalation or termination communication shall use Forms EP-290001 and EP-290002 together and marked as one message.

NOTE: To ensure the timeliness of Follow-up Notifications, Fermi 2 should provide updates to the State of Michigan (and to Monroe and Wayne Counties prior to state EOC activation) every 30 minutes (or longer if approved by the State) using the TDF.

- 4.4 **Follow-up Notifications** are updates made to Offsite Authorities, NRC Operations Center, and Nuclear Information when more information becomes available or as the situation changes. All Follow-up Notifications require completing the Nuclear Plant Event Technical Data Form (TDF) (EP-290002).
- 4.5 Dose Assessment results must be copied onto a TDF.
- 4.6 The **Nuclear Regulatory Commission (NRC)** shall be notified immediately following the offsite authorities and not later than 1 hour after the emergency declaration.
- 4.6.1 The Shift Manager/Emergency Director ensures required NRC notifications are completed by a knowledgeable member of the plant staff.

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EP-290 was revised to describe who will communicate with the NRC in a drill or actual incident. It reflects that communications be used at whatever location has NRC communication responsibility.

- 4.6.2 Notifications to the NRC shall be made from the **Control Room** throughout the emergency, until transfer to the Technical Support Center (TSC) is ordered by the Emergency Director (ED). The ENF or TDF should be used to facilitate notifications to the NRC throughout the emergency.

1. Notifications should be performed by a knowledgeable person who can respond to questions without significant delay.
- 4.6.3 Notifications to the NRC are normally accomplished using the FTS-2001, Emergency Notification System (ENS). The phone numbers are listed on the NRC Operations Center telephone numbers sticker on each ENS phone and in the RERP Emergency Telephone Directory.
- 4.7 Province of Ontario (Canada)
 - 4.7.1 Canada is contacted immediately after the NRC Operations Center notification.
 - 4.7.2 Canada shall receive all **initial** notification messages.
 - 4.7.3 The State of Michigan will provide **Follow-up** Notifications to Canada.
- 4.8 The Control Room (CR) initially performs the Communicator actions required by this procedure. As additional emergency facilities become **functional**, responsibility for Communicator actions is transferred from the CR upon direction by the Facility Manager:

NOTE: Communicators shall complete all notifications in progress before transferring this responsibility to another facility.
 - 4.8.1 To the **Technical Support Center (TSC)** when the Emergency Director (ED) declares the TSC functional
 - 4.8.2 To the **Emergency Operations Facility (EOF)**, when the Emergency Officer declares the EOF functional
- 4.9 Requests for **hospital, offsite fire, or ambulance/paramedic support** shall be made by the **Control Room** staff unless otherwise ordered by the ED (see Section 6.2).
- 4.10 Enclosures A and B may be used to assure accuracy of the information for each line item on an ENF or TDF.
- 4.11 The Emergency Notification Facsimile Log (EP-290007) should be used to document all facsimile transmittals.
- 4.12 The 10 Meter Meteorological Tower instruments are the preferred meteorological tower information source for an ENF or TDF.

- 4.13 Avoid the use of jargon, abbreviations, or notes whenever possible to help ensure clarification of communications.
- 4.14 Complete all hand-written forms in blue or black ink.
- 4.15 When performed, all electronically generated ENFs/TDFs shall use the standard electronic signature, name then *"/s/*".

5.0 IMMEDIATE ACTIONS

5.1 Emergency Declaration

NOTE: All notification forms (ENFs and TDFs) must be complete, numbered sequentially, and signed by the Emergency Director/Emergency Officer prior to communication.

- 5.1.1 Complete the applicable notification form(s) (ENF and TDF, as needed) for an Initial Notification using Enclosures A and B, as applicable.

6.0 PROCEDURE

6.1 Unusual Event, Alert, Site Area Emergency, or General Emergency Event Declaration or PAR Changes

6.1.1 Shift Manager (or delegate) Action

NOTE: Activation of the ECOS is at the discretion of the Emergency Director at the Unusual Event level.

- 1. Activate ECOS in accordance with Enclosure E.

6.1.2 Communicator Actions

- 1. Perform Initial Notifications using Enclosure C.

6.1.3 Nuclear Information Actions

- 1. Obtain emergency information from the communicator.
- 2. Perform notifications and generate information releases as required by Corporate Communications.

6.2 Offsite Emergency Support Required

- 6.2.1 If fire, ambulance/paramedic, or hospital support is required, use the Fire Department Support Request Form (EP-290003), Ambulance/Paramedic Support Request Form (EP-290004), or Hospital Support Request Form (EP-290005) to make the request. The correct phone numbers are listed on the individual form and in the RERP Emergency Telephone Directory.
- 6.2.2 Follow any request for offsite emergency support with a notification to Security at the Secondary Alarm Station using the Secondary Alarm Station Report (EP-290006).

7.0 FOLLOW UP ACTIONS

7.1 Follow-up Notifications

NOTE: Notifications to Nuclear Information are discontinued after the JPIC is functional.

- 7.1.1 Complete a TDF using Enclosure B when more information becomes available or as plant conditions change.
- 7.1.2 Perform Follow-up Notifications using Enclosure D.

7.2 NRC Notifications

- 7.2.1 Maintain an open, continuous communication channel with the NRC Operations Center upon request by the NRC.
- 7.2.2 Respond to information requests from the NRC as needed.
 - 1. Document all requests in the narrative log.
- 7.2.3 Inform the NRC of any changes in plant conditions and status of emergency response efforts on and off site.

7.3 Industry Notifications

NOTE: These notifications are follow-up actions and are normally performed by the TSC/EOF Communicators.

7.3.1 Following any Alert, Site Area Emergency, General Emergency declaration, or upgrade in emergency classification, contact the following using the phone numbers listed in the RERP Emergency Telephone Directory:

1. INPO
2. Nuclear Insurers (ANI/MAELU)

7.3.2 Make an entry in the TSC or EOF Communicator Log documenting content and time of completed notification.

7.4 Notification of Event De-escalation or Termination

7.4.1 A notification of de-escalation, termination, or recovery should be communicated as an **initial** notification.

7.4.2 The individual making the notification shall:

NOTE: When an ENF (EP-290001) and TDF (EP-290002) are used together as one message the approval and notification documentation should be completed on the ENF.

1. Complete both an ENF and TDF using the same message number on each form.
 - a. Repeated information on the TDF, specifically meteorological data, should state "see page one."
2. Write a summary of the plant status that permits the de-escalation, termination, or recovery of the event in the "Reactor Information" section of the TDF. Use EP-102, "Unusual Event;" EP-103, "Alert;" EP-104, "Site Area Emergency;" EP-105, "General Emergency;" or EP-402, "Responsibilities of the Recovery Organization," as a guide.
3. Communicate the information on the ENF and TDF to the offsite authorities, NRC Operations Center, Province of Ontario, Nuclear Information (or JPIC if functional), and NRC Resident Inspector.

7.4.3 Nuclear Information shall:

1. Obtain emergency information from the Communicator.
2. Perform notifications and generate information releases as required by Corporate Communications.

7.4.4 At event termination, the Emergency Director/Emergency Officer shall forward completed ENFs and TDFs to the Supervisor, RERP for disposition.

1. After termination of the event, any new event should initiate a new series of messages starting with message number one.

8.0 RECORDS

8.1 The following are required records and shall be retained or dispositioned in accordance with established requirements:

- 8.1.1 All completed ENFs (EP-290001)
- 8.1.2 All completed TDFs (EP-290002)
- 8.1.3 All completed support request forms (EP-290003), (EP-290004), (EP-290005)
- 8.1.4 All completed Secondary Alarm Station Notification forms (EP-290006)
- 8.1.5 All completed Emergency Notification Facsimile Log(s) (EP-290007)

END OF TEXT

**NUCLEAR PLANT EVENT NOTIFICATION FORM
 INFORMATION SOURCES AND REQUIREMENTS**

Information Sources

Section	Control Room	TSC	EOF
Current Classification	ED	ED	EO
Reason for Classification	ED	ED	EO
Plant Status	ED	ED	EO
Radiological Release in Progress Due to Event	STA/SE	RPA	RPC
Protective Action Recommendations	ED	ED	EO
Meteorological Data	STA/SE	RPA	RPC

Information Requirements

Top of Form	Check "Actual Event" or "Drill," as applicable.
Plant Contact Information	Identify the facility calling from, message number and the "call-back" number.
Current Classification	Identify the current classification, date, and time (in military format).
Reason for Classification	Identify the IC number, as applicable.
Plant Status	Item selected should be based on an evaluation of reactor water level and core cooling capability, fission product barrier status, ECCS operation and availability, and projected success path
Radiological Release in Progress Due to Event	Check "Yes" if greater than or equal to any of the Unusual Event abnormal radiological release (AU1) limits.
Protective Action Recommendations	Check all that apply. "Other" may be used for AdHoc PARs or weather forecasts. Check "none" for Unusual Event, Alert, or Site Area Emergency. Check appropriate "Area(s)" block for any General Emergency or PAR changes.
Meteorological Data	10m meteorological instruments are the preferred information source.

NUCLEAR PLANT EVENT TECHNICAL DATA FORM INFORMATION SOURCES AND REQUIREMENTS

Information Sources

Section	Control Room	TSC	EOF
Meteorological Data	STA/SE	RPA	RPC
Reactor Information	ED	ED	EO
Release/Offsite Dose Data	STA/SE	RPA	RPC
Measured Offsite Radiation Levels	RET Leader	RPA	RPC

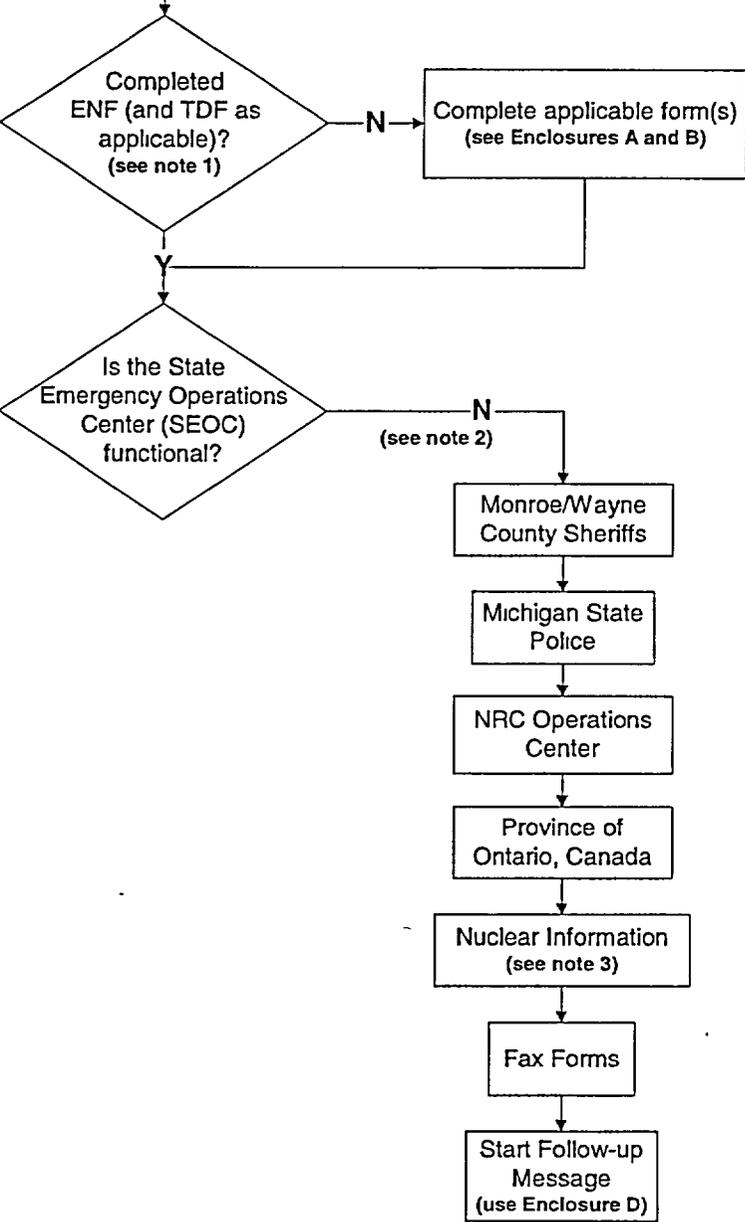
Information Requirements

Top of Page 1	Check "Actual Event" or "Drill," as applicable.
Plant Contact Information	Identify the facility calling from, message number and the "call-back" number.
Meteorological Data	10m meteorological instruments are the preferred information source.
Reactor Information	Should include relevant additional information to the classification. Reactor shutdown? Are all rods in or is hot shutdown boron weight injected? Consider communicating other potential classifiable plant conditions, status of fission product barriers and ECCS or offsite assistance. Check "N/A" for Page 2 information if there are no dose assessment results or off-site radiological surveys. Do not send Page 2 if "N/A" is marked.
Release/Offsite Dose Data	Identify type of release as airborne or waterborne and the expected duration. If release type is "airborne," transfer data from dose report(s) onto form. Identify if using "Actual" or "Potential" data results.
Measured Offsite Radiation Levels	Measured offsite Radiological Emergency Team (RET) data only.

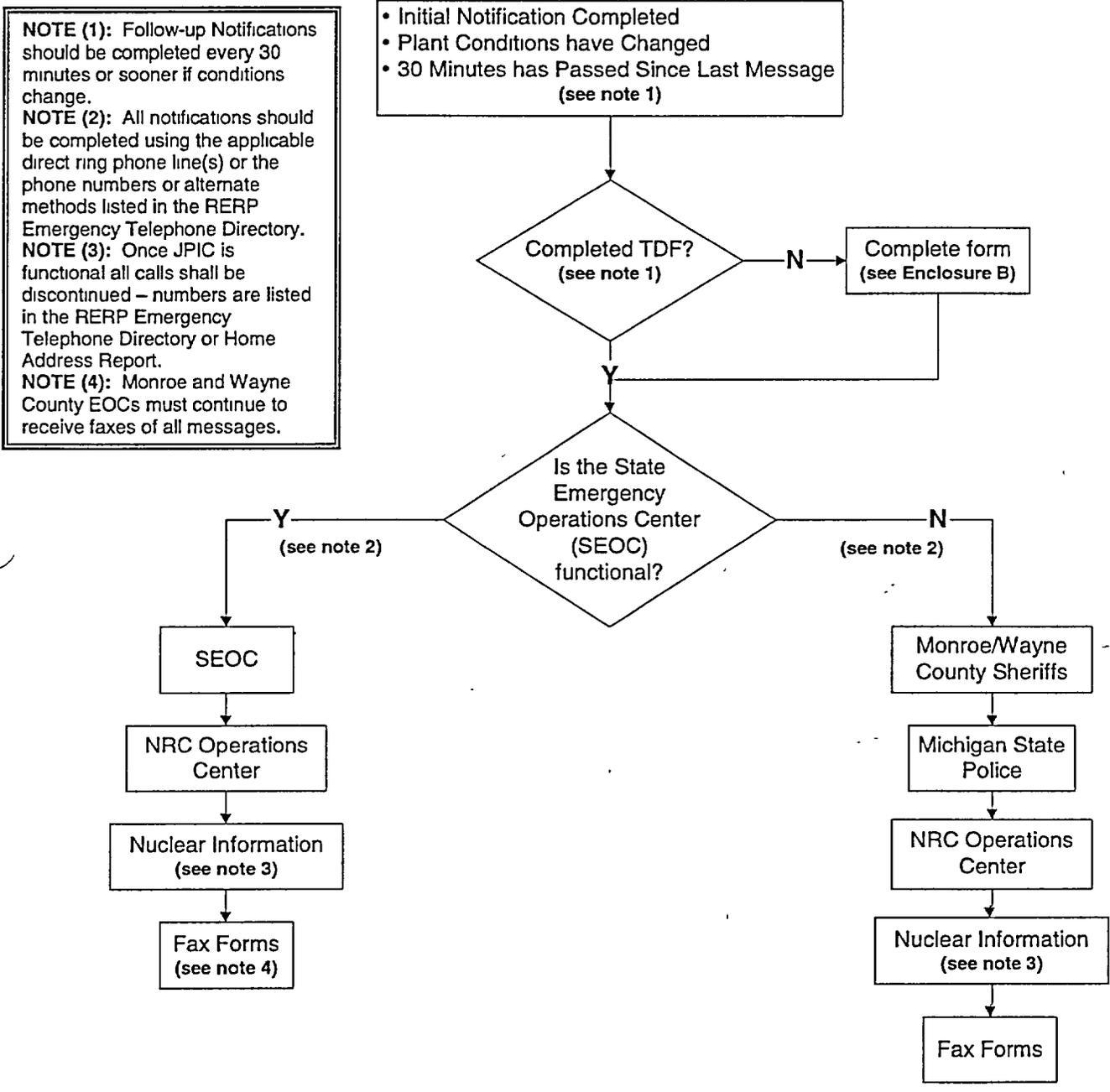
INITIAL NOTIFICATIONS FLOWCHART

NOTE (1): Initial Notifications must be completed to the offsite authorities within 15 minutes of event declaration, initial PARs, PAR changes, and event escalation.
NOTE (2): All notifications should be completed using the applicable direct ring phone line(s) or the phone numbers or alternate methods listed in the RERP Emergency Telephone Directory.
NOTE (3): Calls are to be discontinued once JPIC is functional – telephone numbers are listed in the RERP Emergency Telephone Directory or Home Address Report.
NOTE (4): Monroe and Wayne County EOCs must continue to receive faxes of all messages.

- Emergency Declared
- Event Escalation
- Initial PAR
- Change in current PAR
- Recovery Ordered
- Event De-Escalation
- Event Termination
(see note 1)



FOLLOW-UP NOTIFICATIONS FLOWCHART



NOTE (1): Follow-up Notifications should be completed every 30 minutes or sooner if conditions change.
NOTE (2): All notifications should be completed using the applicable direct ring phone line(s) or the phone numbers or alternate methods listed in the RERP Emergency Telephone Directory.
NOTE (3): Once JPIC is functional all calls shall be discontinued – numbers are listed in the RERP Emergency Telephone Directory or Home Address Report.
NOTE (4): Monroe and Wayne County EOCs must continue to receive faxes of all messages.

• Initial Notification Completed
• Plant Conditions have Changed
• 30 Minutes has Passed Since Last Message
(see note 1)

Completed TDF?
(see note 1)

Complete form
(see Enclosure B)

Is the State
Emergency
Operations Center
(SEOC)
functional?

SEOC

NRC Operations
Center

Nuclear Information
(see note 3)

Fax Forms
(see note 4)

Monroe/Wayne
County Sheriffs

Michigan State
Police

NRC Operations
Center

Nuclear Information
(see note 3)

Fax Forms

ECOS ACTIVATION

CM

Shift Manager (or delegate) Actions

91048
91-0086

A method exists for determining the Emergency Call Out System (ECOS) has actuated and is functioning. If attempts to use the ECOS fail, a backup call out system or method with a procedure for use is in place.

1. Read steps 2 and 3 completely before proceeding.
2. Activate the Emergency Call Out System (ECOS).
 - a. Dial 6-1900 or 9-1-734-586-1900.
 - b. When the ECOS answers, immediately enter the current password.
 - c. Respond to ECOS prompts.
3. Verify proper ECOS Operation.
 - a. The ECOS is programmed to immediately call 586-5235 at the Shift Manager's desk.
 - b. Answer the call and when prompted for a Detroit Edison ID number, enter 11111.
 - c. When asked if you are able to report to your emergency response facility, press 9 for yes and respond to the remaining prompts.
 - d. If a call to 586-5235 is not received within 2 minutes:
 - 1) Call the ECOS at 6-1900 or 9-1-734-586-1900.
 - 2) Enter the password.
 - 3) Respond to prompts to suspend the scenario if activated, or activate if it is currently suspended or completed.
 - 4) If you suspended the scenario in the above step, call 6-1900 or 9-1-734-586-1900, enter the password, and reactivate the scenario. Repeat step 3.
 - e. If all attempts to activate the ECOS fail, enter EP-292, "Emergency Call Out – Backup Method."

END