



## DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-28)

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Please perform the following to your assigned manual. If you have any questions regarding this TAM please contact Don A. Johnson at 319-851-7872.

	<b>REMOVE</b>	<b>INSERT</b>
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EPIP NOTE-05 (PWR: 20964)	Rev. 5	Rev. 6
EPIP NOTE-07 (PWR: 20944)	Rev. 0	Rev. 1

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Effective Date: 4/4/2003

TECHNICAL REVIEW	
Prepared by: <u>Don Agnew</u>	Date: <u>3/28/03</u>
Reviewed by: <u>Russell J. Hines</u> Independent Reviewer	Date: <u>3/28/03</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Paul Sullivan</u> Manager, Emergency Planning	Date: <u>3/28/03</u>
Approved by: <u>MDani for</u> Manager, Operations	Date: <u>4-7-03</u>

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## **1.0 PURPOSE**

- (1) This procedure provides instructions for initial and follow-up notifications of the Emergency Response Organization (ERO), Benton and Linn Counties, the Iowa Emergency Management Division, and the NRC in response to an emergency classification declared at the DAEC.

## **2.0 DEFINITIONS**

### **(1) Emergency Classification**

- (a) Four classes of Emergency Action Levels designed to provide early and prompt notification of events which could lead to more serious consequences given operator error or equipment failure or which might be indicative of more serious conditions which are not yet fully realized.
  - (i) The four classes are; Notification of Unusual Event, Alert, Site Area Emergency and General Emergency.

## **3.0 INSTRUCTIONS**

### **3.1 OVERVIEW**

- (1) The Operations Shift Manager/Operations Shift Supervisor (OSM/OSS), Emergency Coordinator (EC), and Emergency Response & Recovery Director (ER&RD) shall ensure that initial and follow-up notifications are made to the ERO, counties, State, and NRC in accordance with this procedure.
- (2) The Emergency Telephone Book (ETB) contains telephone numbers to support required notifications.

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- (3) Benton and Linn Counties, and the Iowa Emergency Management Division, shall be notified within 15 minutes after the declaration of an emergency classification, as required by 10CFR50 Appendix E (Reference 1).
- (4) The NRC Emergency Operations Center (EOC) shall be notified as soon as possible after notifying Benton and Linn Counties and the Iowa Emergency Management Division, and not later than one hour after the declaration of an emergency classification as required by 10CFR50.72 (Reference 2).
- (5) Continuous communications with the NRC shall be established for all events classified as an ALERT or greater when requested by the NRC. This will be supported by the TSC ENS Communicator.
- (6) Completion of all notifications will be documented on the notification forms. Completed forms will be forwarded to the OSM/EC/ER&RD as appropriate for review. The Manager, Emergency Planning, shall receive a copy of the notification form. {IC001}

### 3.2 INITIALLY NOTIFYING THE ERO, BENTON/LINN/STATE EOC'S, AND NRC

#### NOTE

Reference EPIP Form NOTE-07 for notification flowpath.

- (1) STA
  - (a) Upon declaration of the event, complete Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit this form to the OSM/OSS for review and approval.
- (2) OSM/OSS
  - (a) Direct the Security Lt., (the STA performs this function during a security related emergency or if the Security Lt. is unable to get to the Control Room in time for this notification to be made within 15 minutes of the declaration), to make initial and follow-up notifications to Benton County, Linn County, and the Iowa Emergency Management Division per section 3.3.

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(3) **STA**

- (a) Complete the following forms and submit them to the OSM/OSS for review and approval:

1. Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT.'
2. Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET.'
3. Form NOTE-04, 'PLANT ASSEMBLY NOTIFICATION FORM.'
4. Form NOTE-01, 'ERO NOTIFICATION - PHONE SYSTEM CALLOUT', if applicable.

(4) **OSM/OSS**

- (a) Direct a member of the Control Room crew to perform the plant page announcement per Form NOTE-04, 'PLANT ASSEMBLY NOTIFICATION FORM'. Ensure to turn on the outside speakers.
- (b) Direct the SAS Operator, (the STA performs this function during a security related emergency), to conduct pager notifications per Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT', and as necessary Form NOTE-01 'ERO NOTIFICATION - PHONE SYSTEM CALLOUT.' Return the form(s) to the OSM/OSS when completed.
- (c) As soon as possible, but within 1 hour after the declaration, direct the TSC ENS Communicator, (the backups for this function are the STA and Security Lt.), to make the initial and follow-up notifications to the NRC Emergency Operations Center per section 3.4.

(5) **ER&RD**

- (a) Inform Corporate Management of the situation.
- (b) If activation of the EOF is desired or required, initiate notification of the EOF staff and direct the JPIC Manager to initiate notification of the JPIC staff.

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(6) **Support Services Coordinator**

- (a) For an ALERT or greater, contact the Corporate Security Manager and instruct him/her to direct the Tower 1st Floor Security guard to make the appropriate (drill or emergency) announcement on the building page system.

(7) **ERO Members**

- (a) When notified of an ALERT or greater, report to assigned facility, as directed, and complete any assigned notifications in accordance with the ETB as applicable.

**3.3 NOTIFYING BENTON AND LINN COUNTIES AND THE IOWA EMERGENCY MANAGEMENT DIVISION OF EMERGENCY CLASSIFICATIONS**

- (1) Using the dedicated microwave line, select line 2 and dial "9999" (All-Call) to contact Benton and Linn Counties, and the Iowa Emergency Management Division. Upon verification that all three parties are on the line, dial "####" to cease further ringing on the line. Provide the information as read from Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'.

**NOTE**

If the microwave line is unable to contact either Benton County, Linn County, or State EMD then use the commercial telephone to contact them. A list of the numbers is available in the ETB and a copy is near the phone. The 15-minute requirement begins when the event is declared and ends when the FIRST EOC Representative answers the phone. Priority shall be: (1) notify all respondents via microwave line; (2) place a commercial telephone call to those respondents who, because of equipment/line difficulties, cannot answer the microwave line; (3) fax page 1 of NOTE-05 to ensure notifications are properly completed and understood.

- (2) Fax page 1 of 2 of the completed Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', to Benton County, Linn County, and the Iowa Emergency Management Division to confirm the notification. Push button "01" for working hour distribution and button "02" for off hour and weekend distribution.

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- (a) If the fax is not operable, confirmation will be made via microwave, commercial phone, or point-to-point radio.
- (b) Initiate any follow-up notifications to the counties and State for changes to PARs and EALs.

### 3.4 NOTIFYING THE NRC OF EMERGENCY CLASSIFICATIONS

- (1) Notify the NRC Emergency Operations Center on the FTS-2001 Network ENS line using Form NOTE-03, 'Event Notification Worksheet' as a guide if desired. The NRC EOC should be notified as soon as possible but no later than one hour after event classification.

### 3.5 FOLLOW UP NOTIFICATION FROM THE TSC

#### (1) EC

- (a) Upon activating the TSC, assume responsibility from the OSM/OSS for directing follow up notifications for changes to PARs and EALs to the ERO, Benton and Linn County Emergency Management, the Iowa Emergency Management Division and the NRC until the ER&RD assumes this responsibility in the EOF.
- (2) Periodic status updates shall be provided to the State and counties by the TSC-EOF-OFFSITE Communicator until the EOF has assumed follow-up notifications.

#### (3) TSC Operations Liaison

- (a) For changes to the declared emergency classification, PARs, and/or cancellation of the emergency, complete Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit it to the EC for approval.

1. Ensure to obtain SRPC concurrence on PARs.

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(4) EC

- (a) Review and approve Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'.
- (b) Direct the TSC-EOF-OFFSITE Communicator to notify Benton County, Linn County, and the Iowa Emergency Management Division per section 3.3 step (1).
- (c) Direct the Admin Supervisor to send the backup fax to Benton County, Linn County, and the Iowa Emergency Management Division per section 3.3 step (2).

(5) TSC Operations Liaison

- (a) Complete the following forms and submit them to the EC for review and approval:
  - 1. Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT.'
  - 2. Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET.'
  - 3. Form NOTE-06, 'PLANT PAGE FOR EMERGENCY CLASSIFICATION CHANGES'.

(6) EC

- (a) Direct the Security and Support Supervisor to conduct pager notifications per Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT'.
- (b) Direct the TSC Operations Liaison to perform the plant page announcement per Form NOTE-06, 'PLANT PAGE FOR EMERGENCY CLASSIFICATION CHANGES'.
- (c) As soon as possible, but within 1 hour after the change, direct the TSC ENS Communicator to notify the NRC Emergency Operations Center per section 3.4



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### 3.6 FOLLOW UP NOTIFICATION FROM THE EOF

(1) **ER&RD**

- (a) Upon activating the EOF, assume responsibility from the EC for directing follow up notifications for changes to PARs and EALs to the ERO, counties, State, and the NRC until no longer necessary.

(2) **Rad & EOF Manager**

- (a) For changes to the declared emergency classification, PARs and/or cancellation of the emergency, complete the Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', and submit it to the ER&RD for review and approval.
- (b) Periodic updates shall be provided to the State and counties by the Rad & EOF Manager.

(3) **EOF to TSC Communicator**

- (a) Complete Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT', and submit it to the ER&RD for approval.

(4) **Rad & EOF Manager**

- (a) Using the Admin Hotline to contact Benton and Linn Counties, and the Iowa Emergency Management Division, provide the information as read from Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM'

(5) **EOF Messenger**

- (a) Conduct the pager notifications per the completed Form NOTE-02, 'ERO NOTIFICATION - ALPHANUMERIC PAGING SYSTEM CALLOUT' and fax page 1 of the completed Form NOTE-05, 'EMERGENCY ACTION LEVEL NOTIFICATION FORM', to Benton and Linn Counties and the Iowa Emergency Management Division to confirm the notification.

1. If the fax is not operable, confirmation will be made via microwave, commercial phone, or point-to-point radio.

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(6) **EOF HPN Communicator**

- (a) Using Form NOTE-03, 'EVENT NOTIFICATION WORKSHEET' as a guide if desired, notify the NRC Operations Center on the FTS-2001 Network ENS and HPN line in the EOF. The TSC-ENS Communicator will maintain continuous communication on the ENS line with the NRC providing the needed plant technical information as requested by the NRC Emergency Operations Center.

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#### 4.0 RECORDS

- (1) All logs, forms, and records generated must be maintained in accordance with EPDM 1007.

#### 5.0 REFERENCES

- (1) 10CFR50 Appendix E IV. D
- (2) 10CFR50.72, "Immediate Notification Requirements"
- (3) {IC001}, Inspection Report 88-04
- (4) DAEC Emergency Plan
- (5) Emergency Telephone Book (ETB)
- (6) EPDM 1007

#### 6.0 ATTACHMENTS

- (1) Attachment 1, Notification Forms

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## ATTACHMENT 1

### NOTIFICATION FORMS

Notification Form	Form No.
ERO Notification - Phone System Callout	NOTE-01
ERO Notification - Alphanumeric Paging System Callout	NOTE-02
Event Notification Worksheet	NOTE-03
Plant Assembly Notification	NOTE-04
Emergency Action Level Notification	NOTE-05
Plant Page for Emergency Classification Changes	NOTE-06
Basic Notification Flowpath	NOTE-07

## ERO NOTIFICATION - PHONE SYSTEM CALLOUT

### NOTE

In the event the AVS100 callout system is inoperable, the manual method of calling the ERO shall be implemented per SD-22 using the Emergency telephone book.

- (1) This form shall be used when an **Alert** or **greater** classification is declared during **non-normal working hours** at the DAEC,

### OR

when the plant staff is working an outage schedule in support of a plant need.

- (2) The OSM/OSS shall direct the Security Officer/STA to initiate the Phone Notification.
- (3) For drills or exercises, a member of the Emergency Planning Department staff shall initiate the Phone Notification.
- (4) Completed form will be taken to the SAS operator or the STA if this is a Security event. To initiate the callout, follow the instructions for the Phone Notification System.

REQUESTED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
OSM/OSS

INITIATED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
Security Officer/STA

- (5) The SAS Operator will receive a call from the Phone Notification System as confirmation of the callout system initiation. The Phone Notification System call to the CAS signifies the callout system has attempted every telephone number on the list once.

CALL  
RECEIVED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
Security Officer/STA

# DAEC EMERGENCY ACTION LEVEL NOTIFICATION FORM

<b>INITIAL ROLL CALL</b> <input type="checkbox"/> Benton County <input type="checkbox"/> Iowa County <input type="checkbox"/> Iowa EMD	<b>MESSAGE INITIATED</b> Time: _____ Date: _____	<b>1. STATUS</b> <input type="checkbox"/> [A] ACTUAL <input type="checkbox"/> [B] DRILL (or from SIMULATOR)	<b>2. FACILITY IN COMMAND &amp; CONTROL</b> <input type="checkbox"/> [A] Control Room ....2222 <input type="checkbox"/> [B] TSC..... 3333 <input type="checkbox"/> [C] EOF.....4444 <input type="checkbox"/> [D] Simulator... .....1111	<b>3. ACCIDENT CLASSIFICATION</b> <input type="checkbox"/> [A] UNUSUAL EVENT <input type="checkbox"/> [B] ALERT <input type="checkbox"/> [C] SITE AREA EMERGENCY <input type="checkbox"/> [D] GENERAL EMERGENCY <input type="checkbox"/> [E] RECOVERY <input type="checkbox"/> [F] CANCELLATION/TERMINATION
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(If this notification is for a PAR change ONLY, write "N/A" for information in Block 4.)

4. **EAL CLASSIFIED @ TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(For "EAL CLASSIFIED", fill in blank below AND circle appropriate letter or number applicable under Category, Classification and Sequence. For EALs with multiple initiating conditions, specify in Block 12 which initiating condition is applicable)

**EAL** \_\_\_\_\_

<b>Category (circle one)</b>				<b>Classification (circle one)</b>				<b>Sequence # (circle one)</b>						
<b>A</b>	<b>F</b>	<b>H</b>	<b>S</b>	<b>U</b>	<b>A</b>	<b>S</b>	<b>G</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

5. **RELEASE IN PROGRESS DUE TO THIS EVENT?** ☐ YES (PROCEED TO BLOCK 6) ☐ NO (PROCEED TO BLOCK 9)

**6. AIRBORNE RELEASE TO ENVIRONMENT**

☐ [A] BELOW FEDERAL LIMITS (No High High KAMAN alarm)  
☐ [B] AT, OR ABOVE, FEDERAL LIMITS (High High KAMAN alarm)

**7. TYPE OF RELEASE (mark all that apply)**

☐ [A] RADIOACTIVE AIRBORNE (FILTERED)  
☐ [B] RADIOACTIVE AIRBORNE (UNFILTERED)  
☐ [C] RADIOACTIVE LIQUID

**8. PROJECTED DURATION OF RELEASE:**

☐ [A] UNKNOWN (4 hour default)  
☐ [B] RELEASE DURATION \_\_\_\_\_ hour(s)

9. **WIND SPEED:** \_\_\_\_\_ MILES/HR (50m value preferred)

10. **WIND DIRECTION:** FROM \_\_\_\_\_ DEGREES (50m value preferred)

**11. UTILITY PROTECTIVE ACTION RECOMMENDATIONS**

(If this notification is for a PAR change ONLY, note time & date. Otherwise write 'N/A' in 'TIME' and 'DATE' in Block 11.)

**PAR DETERMINATION @ TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Unusual Event</b> <input type="checkbox"/> [A] No actions recommended	<b>Alert</b> <input type="checkbox"/> [B] No actions recommended	<b>Site Area Emergency</b> <input type="checkbox"/> [C] Activate the Prompt Alert and Notification System AND Place dairy animals within the entire EPZ on stored feed and covered water.
<b>General Emergency</b> <input type="checkbox"/> [D] Default Recommendations from EPIP 3.3, OR dose projections $\geq 1$ REM TEDE or 5 REM CDE @ 0-2 miles from site boundary. Activate the Prompt Alert and Notification System, Place dairy animals within the entire EPZ on stored feed and covered water AND Evacuate within a 2 mile radius and to 5 miles in the downwind subareas.		
<input type="checkbox"/> [E] Dose projections $\geq 1$ REM TEDE or 5 REM CDE @ 2-5 miles from site boundary Activate the Prompt Alert and Notification System, Place dairy animals within the entire EPZ on stored feed and covered water AND Evacuate within a 2 mile radius and to 5 miles in the downwind subareas, and shelter downwind subareas from 5 miles to EPZ edge	<input type="checkbox"/> [F] Dose projections $\geq 1$ REM TEDE or 5 REM CDE @ 5-10 miles from site boundary. Activate the Prompt Alert and Notification System, Place dairy animals in the entire EPZ on stored feed and covered water AND Evacuate within a 2 mile radius, evacuate from 2 miles to EPZ edge in downwind subareas, and shelter as appropriate beyond EPZ edge.	

**12. ADDITIONAL INFORMATION :**

\_\_\_\_\_  
 \_\_\_\_\_

13. **APPROVED BY:** \_\_\_\_\_ **(DATE)** \_\_\_\_\_ **(TIME)** \_\_\_\_\_  
 (OSM, EC, or ER&RD)

14. STATE PROTECTIVE ACTIONS	0-2 m	2-5 m	5-10 m	10-EPZ
Shelter Subareas (circle appropriate subareas)	1	2, 3, 4, 5, 6, 7, 8	9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22	23,24
Evacuate Subareas (circle appropriate subareas)	1	2, 3, 4, 5, 6, 7, 8	9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22	23,24

**MESSAGE TRANSMITTED BY:**

**FINAL ROLL CALL (INITIALS)**

Facility: \_\_\_\_\_ Time: \_\_\_\_\_

Benton : \_\_\_\_\_ Linn : \_\_\_\_\_ Iowa EMD : \_\_\_\_\_

**DAEC EMERGENCY ACTION LEVEL NOTIFICATION FORM**  
**INSTRUCTIONS FOR USE**

Complete the notification form as follows:

**INITIAL ROLL CALL** - Dial 9999 (#### to stop the ringing) and mark appropriate box for the applicable agency as they answer the initial roll call.

**MESSAGE INITIATED** - Document the time and date you get at least one agency on the phone.

**Read Items 1-13 on Notification Message Above** - Read message from Item 1 through to Item 13, (For example, "One, bravo, drill. Two, delta, simulator..." etc.

**Items 1, 3, 4, 5, 6, 7, 9, 10 & 11 MUST be accurate** - The accuracy of these items will count towards our DEP Performance Indicator. If any of these items are in error, the Notification is considered inaccurate.

1. **STATUS** - Mark the letter corresponding to the appropriate status description. Unless an ACTUAL event is taking place, ALL Drills, Exercises, Table Top Drills and LORT notifications will be marked as "DRILL".
2. **FACILITY IN COMMAND & CONTROL** - Mark letter corresponding to the facility in command & control. Phone numbers listed are Microwave numbers for the facility.
3. **ACCIDENT CLASSIFICATION** - Mark the letter corresponding to the latest classification issued by the ERO facility.
4. **EAL CLASSIFIED** - Fill in the time and date at which this new accident classification was determined. If this notification is for a **PAR change ONLY**, write "N/A" for information in Block 4.  

**EAL** - Fill in and circle the current On-Site Emergency Action Level (EAL) code number.
5. **RELEASE IN PROGRESS DUE TO THIS EVENT?** - Mark if a release is occurring due to this event and proceed to the applicable block.
6. **AIRBORNE RELEASE TO ENVIRONMENT** - Mark the letter corresponding to the appropriate description.
7. **TYPE OF RELEASE** - Mark the letter(s) corresponding to the appropriate release type(s). Filtered releases flow through any operable Standby Gas Treatment System, or Offgas System, to Offgas stack. An unfiltered release is one that is entering the environment by a path other than the SGBT System. If a **RADIOACTIVE LIQUID** release is in progress, contact the Site Rad Protection Coordinator for additional information and support. If the release has multiple paths to the environment, mark **ALL** appropriate types of releases.
8. **PROJECTED DURATION OF RELEASE** - Mark the letter corresponding to the appropriate release duration. If the release duration is known, indicate appropriate hours and minutes that the release will last.
9. **WIND SPEED** - Fill in the wind speed in miles/hour. The 50 meter value is the preferred value to use. If it is unavailable then use the 10 meter value. If both are unavailable, contact the National Weather Service @ 1-800-803-9357
10. **WIND DIRECTION** - Fill in the direction in degrees, from where the wind is originating. The 50 meter value is the preferred value to use. If it is unavailable then use the 10 meter value. If both are unavailable, contact the National Weather Service @ 1-800-803-9357
11. **PROTECTIVE ACTION RECOMMENDATIONS** - Check one of the boxes corresponding to the appropriate default Protective Action Recommendation. Refer to EPIP 3.3 for guidance on Protective Action decision-making.

**PAR DETERMINATION** - If this notification is for a **PAR change ONLY**, note time & date. Otherwise write 'N/A' in 'TIME' and 'DATE' in Block 11.

12. **ADDITIONAL INFORMATION** - Additional information should be included when:

- A wind shift results in additional downwind subareas (see EPIP 3.3 Att. 2)
- Corrections to current State/County notifications are made
- Specify initiating condition for EALs with multiple initiating conditions
- Other information deemed necessary to inform the State and Counties

13. **APPROVED BY** - Authorizing signature of OSM, EC, or ER&RD.

14. **STATE PROTECTIVE ACTIONS** - IF AVAILABLE, circle subareas the STATE has chosen to shelter or evacuate. If not available, leave this section blank.

**MESSAGE TRANSMITTED BY** - Applicable Communicator writes in their name, ERO facility in Command & Control, and time message completed.

**FINAL ROLL CALL** - Enter initials of agency representatives receiving this notification.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>NOTE-07</b>
<b>BASIC NOTIFICATION FLOWPATH</b>	Rev. 1 Page 1 of 1

