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Procedure Action Request

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Title: Communications - Radiopaging and Callback Monthly Operability Tests

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 Cancel Void (Do Not Use) Expire Superseded By: _____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: _____

Associated ARs 03001702-02

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
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<input type="checkbox"/>				
Environmental Review <input checked="" type="checkbox"/>	KR Burgess	KRBurgess	4/7/03	EPD
WC 9 Att 3 Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Licensing Basis / RCD (50.59 Screen Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)	KR Burgess	KRBurgess	4/7/03	EPD
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Validation (minimum of two)	<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
Coordinator	Print	Sign	Date	Dept	
Member					

Training: None Nuclear Training Briefing Familiarization

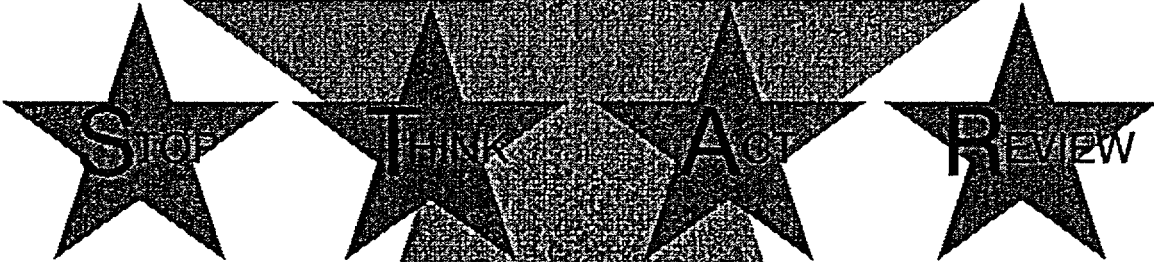
<input checked="" type="checkbox"/> SQR Review and Approval Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <u>[Signature]</u> 4/10/03 (1) SQR Sign/Date <u>[Signature]</u> (2) Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (1) Department 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: 4-15-03

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A045

MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE



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

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Rev. 004-06

Approval Date: 4-15-03

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General

**Millstone All Units
Common Operating Procedure**

Communications – Radiopaging and Callback Monthly Operability Test

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1. PURPOSE

1.1 Objective

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

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

1.2 Discussion

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

1.3 Applicability

This procedure is applicable in all MODES.

1.4 Frequency

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

- State and Local Officials shall be tested on the first Wednesday of each month at 1000 hours \pm 5 minutes and once per quarter during the monthly unannounced SERO test with the State Office of Emergency Management approval and authorization of the Emergency Preparedness Department. ③ ⑥
- If the first Wednesday is a holiday, the test is performed on the following Thursday.
- If the first Wednesday is a drill or exercise day, the test may be exempted and/or performed on the following Thursday upon approval of the Emergency Preparedness Department. ⑥

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

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

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

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

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

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

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2. PREREQUISITES

2.1 General

- 2.1.1 Personnel performing this procedure are familiar with how the equipment operates.
- 2.1.2 Attachments are kept at the Unit 3 Emergency Communicator's work station. | ⑥
- 2.1.3 The affected unit control room has been notified before the test is initiated on the ENRS terminal. | ③
- 2.1.4 Unit SM or US has authorized testing by signing and dating Attachment 1.

2.2 Documents

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

2.3 Personnel

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

2.4 Definitions

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

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

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

3. PRECAUTIONS

- 3.1 Failure to select the correct scenario may result in unwarranted activation or the release of misinformation. Retraction of the message may be needed. | ③
- 3.2 An actual event takes precedence over testing. The monthly test shall be postponed until after the release or termination of the real event.
- 3.3 No system maintenance or activities are to be performed concurrently with testing performed by this procedure.
- 3.4 ENRS phone server is on-line (no red lights observed)
- 3.5 If using “RapidReach Primary,” “EasyView Primary” must also be used and vice versa.
- 3.6 If at any time, a system error occurs or communication is lost with the primary server and a call-out has started, the red traffic light in “EasyView” should be selected to stop the call-out. ENRS shall be assessed for operability or function with respect to 10CFR50.72 criteria.



4. INSTRUCTIONS

4.1 Initial Signoff

4.1.1 Refer To and COMPLETE Attachment 1, as follows:

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

1) State and Local Officials (Partial Surveillance)

2) SERO (Partial Surveillance)

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

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

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

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

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

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

– End of Section 4.1 –

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4.2 ENRS Monthly Radiopager Operability Test

NOTE

1. If any of the following is experienced, the ENRS shall be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Emergency Communicator with preparations if notification of a communications failure is required using an alternate means. | ⑥
3. If the Emergency Communicator is unable to easily perform a routine test from the applicable control room on the scheduled day due to concurrent control room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence. | ⑥

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

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

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

- Refer To Attachment 5 and TRANSFER telephone lines. | ③
- PERFORM test using "Rapid Reach Backup" and "EasyView Backup."

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

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

4.2.5 OPEN "EasyView" icon.

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- 4.2.6 At "EasyView Login" screen, **SELECT** user ID and **ENTER** password.
- 4.2.7 **IF** testing SERO only, Go To step 4.2.10.g. to transmit message. | ⑤
- 4.2.8 **IF** testing State and Local Officials (Partial Surveillance) only **OR** State and Local Officials **AND** SERO (Full Surveillance), **ENTER** IRF data, as follows: | ③
- a. **OPEN** "IRF" form.
 - b. Using Attachment 2, **ENTER** IRF information into IRF template.
 - c. To ensure all applicable blocks are filled in, **CLICK** on the grey box at the bottom of the form. | ⑥
 - d. **PRINT** IRF and **VERIFY** information is correct.
- 4.2.9 **OBTAIN** SM initials on printed IRF.
- 4.2.10 **SAVE** IRF as follows:
- a. **SELECT** "File" and "Print."

NOTE

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

- b. **SELECT** "Print-2-Image."
- c. At "Select Configuration" box, **SELECT** appropriate setup.
- d. At "Select Message to Fax," screen, **SELECT** "Root" tree.
- e. At "Root" tree, **SELECT** appropriate message:
 - Test Call-Outs, and
 - Call Into System Page
- f. **SELECT** "OK." | ⑥
- g. **MAXIMIZE** "Rapid Reach" screen. | ③

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

4.2.11 TRANSMIT drill message, as follows:

a. At "Root" tree, SELECT appropriate message:

- Test Call-Outs
- Call Into System Page

b. To hear the "Alpha Pager Message," SELECT "Play" and VERIFY information is correct (message may be recorded again, if necessary). |⑥

NOTE

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

c. MAXIMIZE "EasyView" screen.

d. SELECT appropriate scenario.

e. SELECT "lightning bolt" icon.

f. SELECT "Set Common Message."

g. At "Root" tree, SELECT appropriate message:

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

h. SELECT "OK." |⑥

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▽ CAUTION ▽

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

- i. STOP and VERIFY scenario and message are accurate.
 - Quick start scenario matches drill/event scenario (top right-hand corner)
 - Call-out list matches scenario chosen
- j. At "Start of Scenario" screen, SELECT "Start."
- k. IF the wrong scenario has been chosen, PERFORM the following:
 - Immediately TERMINATE callout from EasyView by clicking on the stop light icon.
 - NOTIFY the appropriate SM/DSEO of the incorrect message.
 - DIRECT Security at SAS to transmit retraction to state and local responders and SERO, as applicable, using backup paging terminal.
 - PROVIDE Security with a retraction message such as, "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."
 - WHEN retraction message is received, Refer To step 4.2.11 and TRANSMIT corrected message.
- l. IF testing SERO only, Go To step 4.2.13.

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NOTE

Recording the IRF audio message shall be completed immediately after transmitting the IRF message. Recording should *not* be rushed or difficult to understand.

⑥

4.2.12 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. To record entire IRF, SELECT "Rec" and WHEN finished, SELECT "Stop."
- f. To verify recorded information is satisfactory, SELECT "Play," and LISTEN to the message.
- g. WHEN message is verified, SELECT "OK."

⑥

4.2.13 VERIFY radiopager sent, as follows:

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

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NOTE

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

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

c. **IF** no responders call in within 5 minutes after release of the message, **CONSIDER** the transmission has failed on all ENRS Systems (Primary, Backup and Remote), and Refer to Section 4.6, "ENRS Failure." | ⑥

d. Periodically **MONITOR** "EasyView" and "RapidReach" screens as positions call back acknowledging page. | ⑥

e. **VERIFY** fax is received in respective Control Room, as applicable.

f. **IF** call-out is complete **OR** a new call-out needs to be initiated, **SELECT** the red traffic light in "EasyView" to deactivate the call-out in progress.

4.2.14 **IF** ENRS is *not* operable, Refer To Section 4.6, "ENRS Failure," and REF08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Towns/Agencies," and manually **FAX** notifications to State and Local Officials. | ④

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NOTE

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

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

“Attention all Station personnel.

There is a communications drill in progress.

All SERO personnel required to respond, call in.

There is a communications drill in progress.

All SERO personnel required to respond, call in.”

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

– End of Section 4.2 –

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4.3 Monitoring and Callback Verification

NOTE

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

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

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

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

- State of CT DEP
- State and Local Town Officials

c. **DOCUMENT** callback results on Attachment 1. | ③

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

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

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

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

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NOTE

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

③

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

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e. RECORD the following on Attachment 3:

③

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

③

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

g. PRINT final CV Report.

NOTE

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

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

③

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

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

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- End of Section 4.3-

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4.4 General Default Restoration

4.4.1 RESTORE general default, as follows:

- a. SELECT "Rapid Reach."
- b. SELECT "microphone" icon. ("Show Message Window")
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:

"THERE IS NO INFORMATION PRESENTLY
AVAILABLE AT MILLSTONE STATION." | ⑥
- 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. ENSURE all call-outs have been deactivated. | ⑥
- k. CLOSE the following:
 - 1) "RapidReach"
 - 2) "EasyView"
 - 3) "IRF" Word document
1. PERFORM ENRS log-off. | ⑥



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

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

③

NOTE

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

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

③ ⑥

– End of Section 4.3 –

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4.5 Backup and Remote Operation

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

NOTE

1. If unable to connect to either the primary or backup via the LAN, "RapidReach" MAY NOT be used to fax or record the IRF into the "Informational Message."
2. Faxes must then be sent via SNET Faxworks.
3. If time permits, **IT IS STILL PREFERABLE** to use "EasyView Remote" because it allows State and Local Officials and SERO to call in and provides a graphical display of the positions being filled in Rapid Reach. | ⑥

- 4.5.4 **IF** "RapidReach Backup" using the LAN does *not* connect, (leaving the phone lines in primary), SELECT the icon labeled "Modem to Primary Server" from the RapidReach primary folder. | ⑥
- 4.5.5 **IF** the connection is made, SELECT "EasyView Remote" from the "RapidReach Primary" folder and PERFORM the following:
- a. SELECT appropriate scenario.
 - b. SELECT "lightning bolt" icon.
 - c. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.
 - d. SELECT "lightning bolt" icon.
 - e. SELECT "Set Common Message."
 - f. At "Root" tree, SELECT appropriate message:
 - Test Call-Outs
 - Call Into System Page

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

– End of Section 4.5 –

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4.6 ENRS Failure

NOTE

ENRS failure consists of at least one of the following:

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

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

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

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

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

4.6.2 IF SAS is *not* able to assist, PERFORM the following:

- a. DIAL paging system (9-860-332-0456) using confidential Group Page codes for S&L Officials & SERO.
- b. WHEN prompted, ENTER the password.
- c. ENTER numeric backup event code (i.e., 101, 201, 301, etc.).

⑥

③

⑥

NOTE

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

4.6.3 DISTRIBUTE IRF via SNET Faxworks as follows:

- a. IF SNET Faxworks is *not* operable, Refer To REF08B, Section, "Offsite Towns/Agencies," and manually FAX notification to State and Local Officials.

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- b. PLACE completed IRF in telecopier feeder tray.
- c. LIFT handset connected to the fax machine, and ENTER SNET Faxworks telephone number (9-202-216-1821).
- d. WHEN prompted for password, ENTER SNET Faxworks password (6552931) followed by asterisk (*).
- e. WHEN prompted, ENTER "1" to send a fax.
- f. WHEN prompted for choice of fax transmission schedule, ENTER "1" for immediate dispatch.
- g. WHEN prompted for destination OR distribution list number, ENTER "002" followed by asterisk (*).
- h. WHEN prompted for next destination, ENTER pound key (#) to indicate there are *no* more destinations.
- i. WHEN a steady fax tone is heard, PRESS "START" push button on telecopier.
- j. HANG up handset on fax machine.

4.6.4 Refer To REF08B, "Millstone Emergency Plan Resource Book," and VERIFY all required call-in radiopager holders have received the radiopager message and fax. |④

4.6.5 Refer To REF08B, "Millstone Emergency Plan Resource Book," and NOTIFY Information Technology (IT) of ENRS failure. |④

- End of Section 4.6 -

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4.7 Acceptance Criteria

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

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

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

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

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

 - **REQUEST** Information Technology repair system.

 - NOTIFY EPD of system status. |⑥

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

4.7.3 **SEND** copy of the surveillances to EPD for evaluation of results. |③
|⑥

4.7.4 Refer To MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records," and **SEND** original packages to Nuclear Document Services.

- End of Section 4.7 -

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5. REVIEW AND SIGNOFF

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

6. REFERENCES

6.1 Developmental Documents

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

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

6.2 Supporting Documents

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

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

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

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

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

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

6.2.7 WC 1, "Work Control"

6.2.8 A/R 01006262-02

7. SUMMARY OF CHANGES

Revision 004-06 (AR03001702-02)

7.1 Modified Emergency Planning to Emergency Preparedness Department throughout the procedure.

7.2 Changed Shift Technician to Emergency Communicator (EC) throughout the procedure.

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- 7.3 Added step 4.2.8.c to ensure all blocks on the IRF are completed.
 - 7.4 Added step 4.2.10.f and 4.2.11.h to ensure IRF is saved and transmitted appropriately.
 - 7.5 Added step 4.2.11.b to play the message and verify it is accurate.
 - 7.6 Added two bullets to step 4.2.11.i on how to verify scenario and message are accurate.
 - 7.7 Added clarification in step 4.2.11.k on how to terminate the callout.
 - 7.8 Added clarification in NOTE, step 4.2.12, on the quality of the audio message.
 - 7.9 Added information in step 4.2.12.e on recording the IRF and step 4.2.12.f on verifying the message recording is satisfactory.
 - 7.10 Added step 4.2.12.g to stop the recording.
 - 7.11 Added clarification in step 4.2.13.c to consider the message transmission a failure if no calls are received in 5 minutes.
 - 7.12 Added “periodically” monitor to step 4.2.13.d.
 - 7.13 Added step 4.4.1.j to ensure all call-outs have been deactivated, and step 4.4.1.l to perform a log-off of the ENRS.
 - 7.14 Clarified the icon name in step 4.5.4 as “Modem to Primary Server.”
 - 7.15 Added step 4.6.2.b to enter the password for the paging system.
 - 7.16 Deleted the ERC staffing position in Attachment 4 and changed number of responders from 36 to 35.
 - 7.17 Deleted MRDA, PITA, and Unit 1, 2, 3 ADTS from Attachment 6. Changed Shift Technician to ENRS Operator.
 - 7.18 Various grammatical changes.
- Revision 004-05
- 7.19 Changed step number in 4.2.7 to step 4.2.10.f.
 - 7.20 Changed building number to 437 data center server in 4.3 Note.

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7.22 Deleted reference to TSC SM on Attachment 4.

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

Revision 004-04

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

Revision 004-03

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

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

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

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

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

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

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

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

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

7.34 Deleted original step 4.2.12.f to print “Groups-in-Callout.”

7.35 Modified step 4.2.15 to have all SERO “call in.”

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

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- 7.37 Changed time in step 4.3.1a for identifying State and Local official non-responders to 15 minutes to coincide with FAP07 time requirements.
- 7.38 Changed time in step 4.3.2.a for identifying "SERO only" non-responders to 15 minutes to coincide with call-in expectations.
- 7.39 Added step 4.3.2.c to determine SERO minimum staffing positions not filled.
- 7.40 Modified step 4.3.2.d for minimum staffing positions only.
- 7.41 Modified step 4.3.2.e to record name of person, time notified, fit-for-duty, and estimated time to report to their emergency response facility.
- 7.42 Modified note before 4.4.3 with new acceptance criteria for State and Local officials and SERO minimum staffing.
- 7.43 Added new step 4.4.3 for involving State and Local officials and SERO combined test.
- 7.44 Added step 4.4.2 for restoring backup phone server/system to primary.
- 7.45 Clarified steps 4.4.3 and 4.7.4 to state EPSD will evaluate test results.
- 7.46 Modified Attachment 1, Sheet 2, to specify acceptance criteria and clarify State and Local officials and SERO call-in expectations.
- 7.47 Added the statement to "call into the system" to Attachment 2.
- 7.48 Replaced Attachment 3, SERO On-Call Position Listing, with new Attachment 3 format.
- 7.49 Modified Attachment 4, SERO Subject-To-Call Positioning Listing, column headers and position designators.
- 7.50 Added a statement in Attachment 5 to hang up the handset after the line to the primary server has been restored.
- 7.51 Various editorial changes throughout.
- Revision 004-02
- 7.52 Replaced Manager with Process Owner title in steps 1.4.1, 1.4.2, 4.1.2, and Attachment 1.
- 7.53 Deleted reference to "NU" from step 4.5.2.

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

Revision 004-01

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

7.56 Added acronyms to Attachment 4.

Revision 004

7.57 Updated procedure references in Section 2.2.

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

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

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

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

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

7.63 Modified Attachment 1 to perform partial tests.

7.64 Added new SERO subject-to-call positions to Attachment 4.

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

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Attachment 1

Communications – Radiopaging and Callback Monthly Operability Test

(Sheet 1 of 2)

Generic Information		
Form Title Communications – Radiopaging and Callback Monthly Operability Test and SERO Testing		Rev. No. 004-06
Reference Procedure C-OP 606	Applicable Tech. Spec. N/A	Frequency M, As required
This form is being used for the following: <input type="checkbox"/> Tech Spec Surveillance <input type="checkbox"/> System Alignment <input type="checkbox"/> Other: _____ <input type="checkbox"/> Maintenance Restoration (Retest) <input checked="" type="checkbox"/> Non-Tech Spec Surveillance (PM)		

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

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

Comments:

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

Initials _____

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②
③
③
④
②
④
④

Attachment 1

Communications – Radiopaging and Callback Monthly Operability Test (Sheet 2 of 2)

State & Local Officials/SERO Notification

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

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

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

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Attachment 5
Switching Telephone Lines
(Sheet 1 of 2)

NOTE

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

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

NOTE

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

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

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Attachment 5
Switching Telephone Lines
(Sheet 2 of 2)

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

NOTE

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

10. RESTORE phone server from secondary to primary, as follows:

10.1 PRESS position "g" (blue button) labelled "Press for SERO Transfer."

10.2 OBSERVE light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.

11. RESTORE State/Local line to primary server, as follows:

11.1 LIFT the dedicated ENRS handset.

11.2 PRESS position "j" (green button) labelled "Press to Restore State/Local to Primary," and OBSERVE the following:

11.2.1 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is lit.

NOTE

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

11.2.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up," is *not* lit.

11.2.3 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is *not* lit.

11.2.4 CHECK all lights OFF ("g," "h," "i," "j")

11.2.5 HANG UP handset.

③

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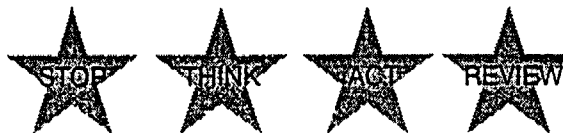


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Attach at 6
Scenario Chart
 (Sheet 1 of 1)

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

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02/27/03
Approval Date

03/07/03
Effective Date

Procedure Action Request

Document No.: C OP 608	Writer: Lisa Sinopoli Initiator: Kathy Burgess	Rev. No. 004	Minor Rev. 01
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Title: Communications - Radiopaging and ENRS Practice and Weekly Operability Tests

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: _____

Associated ARs 03001702-02

Reviews	Print	Sign	Date	Department
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Environmental Review	<input checked="" type="checkbox"/>	KR Burgess	4/7/03	EPD
50.54(g)	<input checked="" type="checkbox"/>	KR Burgess	4/15/03	EPD
WC 9 Att 3 Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>			
Licensing Basis <u>RCD</u> (50.59 Screen Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)	<input checked="" type="checkbox"/>	KR Burgess	4/7/03	EPD
Tech Independent	<input checked="" type="checkbox"/>	John Fuller	4/8/03	NTD

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

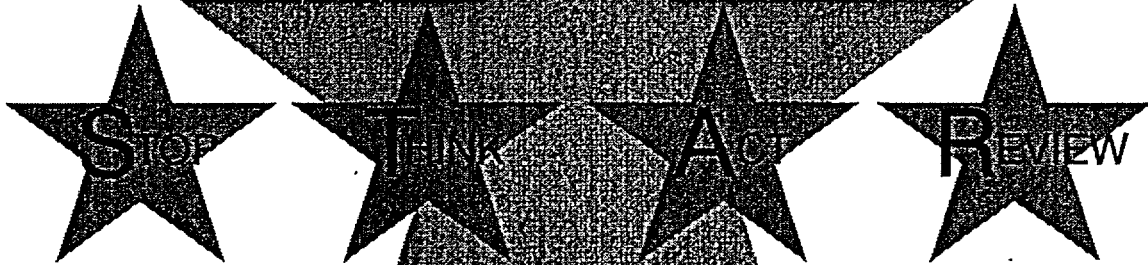
(minimum of two)	Print	Sign	Date	Dept
Coordinator				
Member				

Training: None Nuclear Training Briefing Familiarization

<input checked="" type="checkbox"/> SQR Review and Approval Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <u>Support</u> 4/10/03 (1) SQR Sign/Date <u>[Signature]</u> (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: 4-15-03 Effective Date: 4-22-03

MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE



**Communications – Radiopaging and ENRS
Practice and Weekly Operability Tests**

C OP 608

Rev. 004-01

Approval Date: 4-15-03

Effective Date: 4-²²30-03
4/16/03

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**Millstone All Units
Common Operating Procedure**

**Communications – Radiopaging and ENRS Practice and Weekly Operability
Tests**

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1. PURPOSE

1.1 Objective

This procedure provides instructions for performing the practice and weekly tests to ensure the operability of the Emergency Notification and Response System (ENRS) and radiopager systems and to maintain satisfactory performance levels.

Performance of this procedure ensures these ENRS components are OPERABLE and can satisfy the requirements of 10CFR50 Appendix E.

1.2 Discussion

ENRS components (human and system) are tested to ensure operational readiness to notify State and Local Officials within the EPZ as well as SERO personnel in the event of an actual emergency.

1.3 Applicability

This procedure is applicable in all modes.

1.4 Frequency

1.4.1 Practice tests shall be performed by each qualified ENRS Operator on shift (day shift and night shift) from the respective control room (e.g., if you are on day shift on Monday, Tuesday, and Wednesday, you would perform a practice test on each of those days during your shift).

1.4.2 Personal performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies the requirements for the practice tests.

1.4.3 Personal performance of the weekly radiopager test (State and Local Officials) satisfies the requirements of the practice test.

1.4.4 Weekly testing, performed on the 2nd and 4th Wednesday of the month, shall be performed using the "RapidReach Back-up" system.

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1.4.5 The ENRS weekly test schedule is as follows:

Weekly Test			
Purpose: Activates State and Local Official's pager and CR pager			
Day	Unit	Time	Notes
1st Wed Month	3	1000	Satisfied by monthly test if performed on Wednesday
2nd Wed Month	2	1000	Performed using RapidReach Backup system
3rd Wed Month	3	1000	N/A
4th Wed Month	2	1000	Performed using RapidReach Backup system
5th Wed. Month	3	1000	If applicable

1.4.6 The ENRS weekly test by Security is as follows:

Weekly Test by Security			
Purpose: Test the ability of Security to act as a back-up to the control room staff in an emergency.			
Day	Location	Time	Notes
Every Tuesday	SAS	Approx. 0900	Activates SERO radiopagers and turnover of SERO duties to appropriate on-call team

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

1.4.8 The ENRS practice test activates the control room console pager only, calls the control room ENRS phone, and is performed from the respective control room. If an actual event occurs, ENRS initiation will satisfy the practice test requirement.

1.4.9 If an emergency planning drill is being conducted on a Wednesday and State and Local Officials are participating, drill initiation via radiopager will satisfy the weekly requirement.

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2. PREREQUISITES

2.1 General

- 2.1.1 Personnel performing this procedure are familiar with equipment operation.
- 2.1.2 Attachments are maintained in the respective control rooms. |

2.2 Documents

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

2.3 Definitions

- 2.3.1 EPD – Emergency Preparedness Department
- 2.3.2 MAXIMIZE – To restore
- 2.3.3 "RapidReach Overview" screen – Allows visual observation of past or present callout status.
- 2.3.4 "EasyView" screen – Provides a graphical presentation of the status of the current callout.

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3. PRECAUTIONS

- 3.1 Failure to select the correct scenario may result in unwarranted activation or the release of misinformation.
- 3.2 The affected/unaffected unit control room has been notified prior to performing the test on the ENRS terminal. Only one ENRS operator may be on the system at a time.
- 3.3 Unit SM or US has authorized testing for the entire month by signing and dating Attachment 1 or Attachment 2, as applicable.
- 3.4 An actual event takes precedence over testing. The weekly test shall be postponed until after the release or termination of the real event.
- 3.5 No system maintenance or activities are to be performed concurrent with testing performed by this procedure.
- 3.6 ENRS phone server is on-line (no red lights observed)
- 3.7 If using "RapidReach Primary," "EasyView Primary" must also be used and vice versa.
- 3.8 If at any time, a system error occurs or communication is lost with the primary server, and a call-out has started, the red traffic light in "EasyView" should be selected to stop the call-out.



4. INSTRUCTIONS

4.1 Procedure Entry Point Determination

4.1.1 IF performing ENRS weekly test, Go To Section 4.2.

4.1.2 IF performing ENRS shiftly practice test, Go To Section 4.3.

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4.2 ENRS Weekly Operability Test – State and Local Officials

NOTE

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

4.2.1 IF at any time, one of the following occurs, AND a call-out has started, SELECT the red traffic light in “EasyView” to stop the call-out and Refer To Section 4.4, “Troubleshooting the ENRS”:

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

4.2.2 IF the 2nd or 4th Wednesday of the month, PERFORM the following:

- Refer To Attachment 5 and TRANSFER telephone lines.
- PERFORM test using “RapidReach Backup” and “EasyView Backup.”

4.2.3 OPEN “RapidReach Primary” or “RapidReach Backup” folder, as applicable, and “RapidReach” icon.

4.2.4 At “RapidReach Login” screen, SELECT user ID and ENTER password.

4.2.5 OPEN “EasyView” icon.

4.2.6 At “EasyView Login” screen, SELECT user ID and ENTER password.

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4.2.7 ENTER IRF data, as follows:

- a. OPEN "IRF" form.
- b. Refer To Attachment 3 and ENTER event information into IRF template including, "This is a drill."
- c. PRINT IRF and VERIFY information is correct.

4.2.8 TRANSMIT weekly radiopager test message, as follows:

- a. At "Root" tree, SELECT "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."
- b. To hear the "Alpha Pager Message," SELECT "Play," and VERIFY information is correct (message may be recorded again, if necessary). | ①
- c. MAXIMIZE "EasyView" screen and SELECT "ENRS Weekly Op. Test - S&L Officials" scenario.
- d. SELECT "lightning bolt" icon.
- e. SELECT "Set Common Message."
- f. At "Root" tree, SELECT "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."



CAUTION

The scenario and message must be read and verified before selecting the start button. If the correct scenario is *not* selected, an unwarranted activation *or* the release of misinformation may occur. | ①

- g. STOP and VERIFY scenario and message are accurate.
 - Quick start scenario matches test scenario (top right-hand corner). | ①
 - Call-out list matches scenario chosen.
- h. At "Start of Scenario" screen, SELECT "Start."

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4.2.9 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. To record entire IRF, SELECT "Rec" and WHEN finished, SELECT "STOP."
- f. To verify recorded information is satisfactory, SELECT "Play" and LISTEN to the message.
- g. WHEN message is verified, SELECT "OK."

①

4.2.10 VERIFY radiopager sent, as follows:

- a. MONITOR "RapidReach Overview" screen to verify page sent to control room console pager.
- b. ACKNOWLEDGE page by calling into ENRS using designated call-in number.
- c. MONITOR "RapidReach Overview" screen to verify position has been accepted.
- d. VERIFY fax is received in respective control room.
- e. At "EasyView" screen, SELECT the red traffic light to deactivate call-out.

4.2.11 RESTORE general default, as follows:

- a. SELECT "Rapid Reach."
- b. SELECT "microphone" icon ("Show Message Window").
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.

①



e. RECORD the following:

“THERE IS NO INFORMATION PRESENTLY
AVAILABLE AT MILLSTONE STATION.”

①

f. VERIFY recorded information is satisfactory and SELECT
“OK.”

g. From “Root” tree, SELECT “Test Call-outs” and “Weekly
Test Pager Test – No Response Required.”

h. SELECT red minus button in fax box on lower right of
screen.

①

i. SELECT “Yes” to delete and OBSERVE “Same as alpha
pager” in fax message box.

j. ENSURE all call-outs have been deactivated.

k. CLOSE the following:

1) “RapidReach”

2) “EasyView”

3) “IRF” word document

l. PERFORM ENRS log-off.

①

m. Refer To and COMPLETE Attachment 2.

4.2.12 IF the 2nd or 4th Wednesday of the month,
Refer To Attachment 5 and RESTORE telephone lines
to Primary.

4.2.13 Go To Section 4.5 and PERFORM steps for acceptance criteria
and reporting.

– End of Section 4.2 –

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4.3 ENRS Practice Test

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the ENRS Operator with preparations should notification of a communications failure be required using an alternate means.
3. If the ENRS Operator is unable to easily perform a practice test from the Unit 3 control room on the scheduled day due to concurrent control room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence.
4. If the ENRS Operator is on vacation/training week, ENRS testing shall be performed as early as possible upon return to work.

4.3.1 **IF** at any time, one of the following occurs, **AND** a call-out has started, **SELECT** the red traffic light in "EasyView" to stop the call-out:

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

4.3.2 **IF** the call-out was stopped in step 4.3.1, **PERFORM** the following:

- a. Refer To WC 1, "Work Control Process," or MP-16-CAP-SAP01, "Condition Report Initiation," and SUBMIT CR.

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- b. **IF** hardware or software related problem, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following:
- **REQUEST** Information Technology repair system.
 - **NOTIFY** EPD of system status.
 - **TERMINATE** the ENRS practice test until problems have been resolved.

4.3.3 **OPEN** "RapidReach Primary" or "RapidReach Backup" folder, as applicable, and "RapidReach" icon.

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

4.3.5 **OPEN** "EasyView" icon.

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

4.3.7 **ENTER** IRF data, as follows:

- a. **OPEN** "IRF" form.
- b. Refer To Attachment 3 and **ENTER** event information into IRF template including, "This is a drill."
- c. **PRINT** IRF and **VERIFY** information is correct.

4.3.8 **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," and **SELECT** "OK." ①
- c. At the "Selection Configuration" box, **SELECT** appropriate setup.

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- d. At the "Select Message to Fax" screen, SELECT "Root" tree.
- e. At the "Root" tree, SELECT "Test Call-Outs" folder, "Weekly Pager Test—No Response Required," and SELECT "OK." | ①
- f. MAXIMIZE "RapidReach" screen.
- g. SELECT "microphone" icon ("Show Message Window").

4.3.9 TRANSMIT radiopager practice test message, as follows:

- a. At "Root" tree, SELECT "Test Call-Outs" folder, and "Weekly Pager Test – No Response Required."
- b. To hear the "Alpha Pager 'Message,'" SELECT "Play," and VERIFY information is correct. | ①



CAUTION



It is important that the scenario chosen for the practice test *does not* page State and Local Officials. The "Radiopager Practice Test" scenario shall be used. |

- c. MAXIMIZE "EasyView" screen and SELECT appropriate "Practice Test" scenario from the following:
 - Unit 3 Practice Test
 - Unit 2 Practice Test
 - EOF Practice Test
- d. SELECT "lightning bolt" icon.
- e. SELECT "Set Common Message."

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NOTE

For purposes of the practice test, the “Weekly Pager Test—No Response Required” message is used. |

- f. At “Root” tree, SELECT “Test Call—Outs” folder, and “Weekly Pager Test – No Response Required.”

CAUTION

The scenario and message must be read and verified before selecting the start button. If the correct scenario is *not* selected, an unwarranted activation *or* the release of misinformation may occur. | ①

- g. STOP and VERIFY scenario and message are accurate.

- h. At “Start of Scenario” screen, SELECT “Start.”

4.3.10 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. To record entire IRF, SELECT “Rec” and WHEN finished, SELECT “Stop.”
- f. To verify recorded information is satisfactory, SELECT “Play” and LISTEN to the message.
- g. WHEN message is verified, SELECT “OK.”

4.3.11 VERIFY radiopager sent, as follows:

- a. MONITOR “RapidReach Overview” screen to verify control room console page has been sent.
- b. VERIFY that the control room console pager activates.

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- c. **ACKNOWLEDGE** page by calling into ENRS using designated call-in number.
- d. **VERIFY** ENRS calls control room ENRS phone and accepts response.
- e. **MONITOR** "RapidReach Overview" screen to verify position has been accepted.
- f. **VERIFY** fax is received in respective control room and control room ENRS phone is called by the ENRS.
- g. At "EasyView" screen, **SELECT** the red traffic light to deactivate call-out.

4.3.12 **RESTORE** general default, as follows:

- a. **SELECT** "Rapid Reach." | ①
- b. **SELECT** "microphone" icon ("Show Message Window").
- c. At "Root" tree, **SELECT** "Informational Message."
- d. At "Audio Message" screen, **SELECT** "microphone" icon.
- e. **RECORD** the following:

"THERE IS NO INFORMATION PRESENTLY AVAILABLE AT MILLSTONE STATION."

| ①
- f. **VERIFY** recorded information is satisfactory and **SELECT** "OK."
- g. From "Root" tree, **SELECT** "Test Call-Outs" folder and "Weekly Pager Test-No Response Required."
- 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. **ENSURE** all call-outs have been deactivated. | ①

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k. CLOSE the following:

- 1) "RapidReach"
- 2) "EasyView"
- 3) "IRF" word document

l. Refer To and COMPLETE Attachment 6.

m. PERFORM ENRS log-off.

n. Once every month, after all ENRS Operators have completed the ENRS practice test, SEND Attachment 1 to Manager, EPD

| ①
| ①

– End of Section 4.3 –

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4.4 Troubleshooting the ENRS

4.4.1 IF ENRS fails in either the primary or backup, **PERFORM** the following:

- Refer to Attachment 5 and TRANSFER telephone lines.
- **PERFORM** test using the opposite server.

4.4.2 IF performing the weekly test and the primary and backup systems fail, **REQUEST** Security (SAS) (Ext. 4851) send the following message to State and Local Officials using the NUWAPS terminal:

“THIS IS THE MP WEEKLY PAGER TEST. NO RESPONSE REQUIRED.”

4.4.3 WHEN the ENRS has been repaired, **RESTORE** telephone lines to the primary system, as necessary.

– End of Section 4.4 –

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4.5 Acceptance Criteria and Reporting

- 4.5.1 **IF** acceptance criteria listed on Attachment 2 are *not* met, **PERFORM** the following:
- a. **NOTIFY** affected unit SM or US of system problem and **PERFORM** the following, as applicable.
- Refer To WC 1 or MP-16-CAP-SAP01, "Condition Report Initiation," and **SUBMIT CR**, as applicable.
 - **IF** hardware or software related problem, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following:
 - **REQUEST** Information Technology repair system.
 - **NOTIFY** EPD of system status.
 - **IF** telephone line problems are detected or reported, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and **NOTIFY** Telecommunications personnel.
- 4.5.2 At the end of each month, **SEND** copy of the surveillances to EPD.
- 4.5.3 Refer To MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records," and **SEND** original packages to Nuclear Document Services.

– End of Section 4.5 –

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5. REVIEW AND SIGNOFF

5.1 The review and signoff for this procedure is contained in the following:

- Attachment 1, "ENRS Practice Test"
- Attachment 2, "ENRS Weekly Operability Test"

6. REFERENCES

6.1 Developmental Documents

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

6.1.2 MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness"

6.2 Supporting Documents

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

6.2.2 MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records"

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

6.2.4 WC 1, "Work Control"

7. SUMMARY OF CHANGES

Rev. 004-01 (AR 03001702-02)

7.1 Added clarification in step 4.2.8.b and 4.3.9.b on listening to the message.

7.2 Added information in Note 4.2.8.g and 4.3.9.g on selecting the correct scenario.

7.3 Added information in step 4.2.8.g on how to verify the scenario and message are accurate.

7.4 Clarified information in step 4.2.9.e and 4.3.10.e on how to record the message and step 4.2.9.f and step 4.3.10.f on how to verify information is satisfactory.

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- 7.5 Added step 4.2.9.g and step 4.3.10.g to select "OK" after the message content has been verified.
- 7.6 Added steps 4.2.11.g – j on restoring the general default.
- 7.7 Added step 4.2.11.l and step 4.3.12.m to log off ENRS.
- 7.8 Added clarification in step 4.3.8.b to select "OK" after "Print–2–Image."
- 7.9 Added clarification in step 4.3.8.e to select "OK" after choosing the correct call–out.
- 7.10 Added step 4.3.12.j to ensure all call–outs have been deactivated.
- 7.11 Changed EPD Onsite Supervisor to Manager throughout procedure.
- 7.12 Deleted reference to PITA, MRDA, and Unit 1, 2, 3 ADTS on Attachment 4.
- 7.13 Various grammatical changes.

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- 7.14 Eliminated Shift Tech position and eliminate daily test (CR–03–01568).
- 7.15 Incorporated feedback from CR–02–10992.

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Attachment 2
ENRS Weekly Operability Test
 (Sheet 1 of 2)

Generic Information

Form Title ENRS Weekly Operability Test		Rev. No. 004-01
Reference Procedure C-OP 608	Applicable Tech. Spec. N/A	Frequency W

This form is being used for the following:

- Tech Spec Surveillance
 System Alignment
 Other _____
 Maintenance Restoration (Retest)
 Non-Tech Spec Surveillance (PM) _____

Specific Information

Schedule Date	Applicable Mode ALL	Partial Surveillance <input type="checkbox"/>
Test Authorized By (SM or US)	Date	
Prerequisites Completed (Initials)	Precautions Noted (Initials)	
Performed By		
Accepted By (SM)	Date	
Approved By (Department Head or Designee)	Date	Acceptance Criteria Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments		

Surveillance Information

Test Equipment Type	QA Number	Calibration Due Date
N/A	N/A	N/A

Comments:

The ENRS is tested weekly on Wednesday at 1000. This test is performed from Unit 3 on the 1st and 3rd Wednesday of each month, and from Unit 2 (using "EasyView" and "RapidReach Backup") on the 2nd and 4th Wednesday of the month.

Send copy to EPD _____
 Initials

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**Attachment 4
Scenario Chart
(Sheet 1 of 1)**

Practice				
Scenario Name	Who is Paged	Who is Faxed	Who is called (automatic)	Who Should Call-In
ENRS Practice Test	Unit 2 Control Room pager only	Unit 2 Control Room	Unit 2 Control Room	ENRS Operator
ENRS Practice Test	Unit 3 Control Room pager only	Unit 3 Control Room	Unit 3 Control Room	ENRS Operator
ENRS Weekly Op. Test – S&L Officials	State & Local Officials (all)	No One	No One	No One
ENRS Monthly Op. Test – S&L Officials	State & Local Officials (all)	SERO State & Local Officials (all)	New London, Ledyard	14 required S & L Officials
SERO Monthly Communications Test	SERO	No One	SERO (after 15 minutes)	SERO (all)
SERO Activated – Send Add'l Messages	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials
Echo, Fox, Golf	NNM Waterford Dispatch State DEP State OEM	Waterford Dispatch State DEP State OEM Unit 2 & 3 Control Rooms Other State & Local Agencies (courtesy call)	NNM	NNM Waterford Dispatch State DEP
Unusual Event	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard NNM	14 required S & L Officials NNM
Alert	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
Site Area Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
General Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)

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Attachment 5
Switching Telephone Lines
(Sheet 1 of 2)

NOTE

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

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

NOTE

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

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

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Attachment 5
Switching Telephone Lines
(Sheet 2 of 2)

NOTE

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

9. RESTORE phone server from secondary to primary, as follows:

9.1 PRESS position "g" (blue button) labelled "Press for SERO Transfer."

9.2 OBSERVE light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.

10. RESTORE State/Local line to primary server, as follows:

10.1 LIFT the dedicated ENRS handset.

10.2 PRESS position "j" (green button) labelled "Press to Restore State/Local to Primary," and OBSERVE the following:

10.2.1 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is lit.

NOTE

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

10.2.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up," is *not* lit.

10.2.3 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is *not* lit.

10.3 HANG UP the dedicated ENRS handset.

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