TIPCK02

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Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
* 0001	MP	PROC	OPS	C OP 606		005			P	01
				COMMUNICATION RADIOPAGING CALLBACK MONTHLY OPERABILITY TEST						
* 0002	MP	PROC	OPS	C OP 608		004 02			P	01
				COMMUNICATION RADIOPAGING ENRS DAILY WEEKLY OPERABILITY TEST						

Please check the appropriate response and return form to NDS Bldg 475/3
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A045

Procedure Action Request

Document No.: C OP 606	Writer: Lisa Sinopoli 5/6/03	Rev. No. 005	Minor Rev. 00
	Initiator: ~~Rick Bonner~~ KBurgess		

Title: Communications - Radiopaging and Callback Monthly Operability Test

For New Documents Document is QA ☐   DH Title:

☒ Revision	☐ Minor Revision	☐ Cleanup Revision	☐ Biennial Review
☐ Cancel	☐ Void (Do Not Use)	☐ Expire	☐ Superceded By: _____

Comments: ☐ Administrative Correction FLS: _____
CR-03-04148

Associated A/Rs: 02008390-03

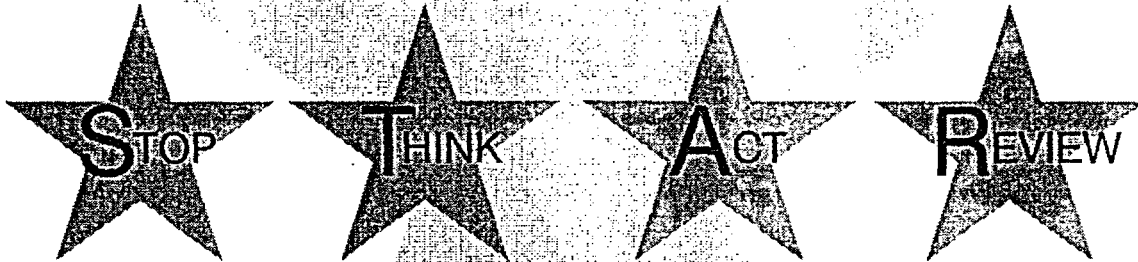| Reviews		Print	Sign	Date	Department
	☐				
	☐				
Environmental Screen	☒	KR Burgess	KR Burgess	4/29/03	EPD
Cross Discipline	☒	KR Burgess	KR Burgess	4/29/03	EPD
Writer's Guide	☒	Lisa Sinopoli	Lisa Sinopoli	4/28/03	NPO
WC 9 Att 3 Req. ☐ Yes ☒ No	☒	R Bonner		5-3-03	C/X
Licensing Basis (RCD) (50.59 Screen Req. ☐ Yes ☐ No)	☒	KR Burgess	KR Burgess	4/30/03	EPD
Tech Independent	☒	D. A. D'Abate	D. D'Abate	5/2/03	OPS. Sup.

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	KR Burgess	KR Burgess	4/28/03	EPD
Member	T Dembek	T. Dembek	4/28/03	EPD

Training: ☐ None   ☐ Nuclear Training   ☒ Briefing   ☐ Familiarization

☒ SQR Review and Approval	☐ SORC Review and Approval	☐ Department Head Review and Approval
Approval ☒ Disapproval ☐ Richard A. Fry 5/5/03	(1) Department Head Sign/Date	(1) Department Head Approval Sign
(1) SQR Sign/Date	(2) SORC Meeting Number	
(2) Department Head Approval Sign	(3) SORC Approval Sign	

Approval Date: 5-5-03   **Effective Date:** 5-15-03

MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE

STOP THINK ACT REVIEW

Communications – Radiopaging and Callback Monthly Operability Test

C OP 606
Rev. 005

Approval Date: 5-5-03

Effective Date: 5-15-03

Level of Use
General

Millstone All Units
Common Operating Procedure

Communications – Radiopaging and Callback Monthly Operability Test

TABLE OF CONTENTS

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.

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 ± 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.

- 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.

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.

- This test shall be combined with the State and Local official test at least once each quarter.

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.).

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 606
Rev. 005
3 of 32

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.

2.1.3   The affected unit control room has been notified before the test is initiated on the ENRS terminal. Only one ENRS operator may be on the system at a time.

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"

2.2.2   MP−16−CAP−SAP01, "Condition Report Initiation"

2.2.3   MP−17−RM−SAP01, "Turnover and Retrieval of Nuclear Plant Records"

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.

- SERO Full Staffing positions: promptly upon notification.

- 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

2.4.3   PAGE — To contact using pager system

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.

3.2   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.

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

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

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

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.

— End of Section 4.1 —

4.2 ENRS Monthly Radiopager Operability Test

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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.

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.

</div>

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.

- 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.

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.

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:

　　　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.

　　　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."

　　　g.　MAXIMIZE "Rapid Reach" screen.

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

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).

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."

```
        ▽  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 or DSEO of the incorrect message.

- Using backup paging terminal, DIRECT Security at SAS to transmit retraction to state and local responders and SERO, as applicable.

- 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.

NOTE

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

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."

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.

```
┌─────────────────────────────────────────────────────────────┐
│                          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."

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

      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.

> **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 PA announcement time on Attachment 1.

— **End of Section 4.2** —

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 <u>may</u> 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.
>
> 3. Attempts to fill non–responding positions should not exceed 30 minutes ± 5 from the time the message was released.

4.3.1 <u>IF</u> State and Local Officials only are being tested, PERFORM the following:

    a. <u>WHEN</u> 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.

    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.

4.3.2 <u>IF</u> SERO only is being tested, PERFORM the following:

    a. <u>WHEN</u> 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.

    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.

    e.   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)

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

    g.   PRINT final CV Report.

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

    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.

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.

– End of Section 4.3 –

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."

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.

k. CLOSE the following:

   1) "RapidReach"

   2) "EasyView"

   3) "IRF" Word document

l. PERFORM ENRS log−off.

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 606
Rev. 005
17 of 32

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.

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.

2. For SERO test, overall drill results are considered satisfactory when all Minimum Staffing positions are filled within 30 minutes ± 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.

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

− End of Section 4.3 −

4.5 Backup and Remote Operation

4.5.1 <u>IF</u> "RapidReach Primary" does *not* connect, OPEN "RapidReach Backup."

4.5.2 <u>IF</u> "RapidReach Backup" connects, Refer To Attachment 5 and TRANSFER the phones.

4.5.3 <u>IF</u> "RapidReach Backup" connects <u>AND</u> 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.

4.5.4 <u>IF</u> "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.

4.5.5 <u>IF</u> 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

     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 –

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 and SERO.

b. WHEN prompted, ENTER the password.

c. ENTER numeric backup event code (i.e., 101, 201, 301, etc.).

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.

---

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. <u>WHEN</u> prompted for password, ENTER SNET Faxworks password (6552931) followed by asterisk (*).

e. <u>WHEN</u> prompted, ENTER "1" to send a fax.

f. <u>WHEN</u> prompted for choice of fax transmission schedule, ENTER "1" for immediate dispatch.

g. <u>WHEN</u> prompted for destination <u>OR</u> distribution list number, ENTER "002" followed by asterisk (*).

h. <u>WHEN</u> prompted for next destination, ENTER pound key (#) to indicate there are *no* more destinations.

i. <u>WHEN</u> 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.

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

− End of Section 4.6 −

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:

    - REQUEST Information Technology repair system.

    - NOTIFY EPD of system status.

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

4.7.3 SEND copy of the surveillances to EPD for evaluation of results.

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 −

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 606
Rev. 005
23 of 32

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"

6.2.2   MP−26−EPI−FAP07, "Notifications and Communications"

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"

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

6.2.6   MP−17−RM−SAP01, "Turnover and Retrieval of Nuclear Plant Records"

6.2.7   WC 1, "Work Control"

6.2.8   A/R 01006262−02

7. SUMMARY OF CHANGES

CR−03−04148/AR 02008390−03

7.1   Added "Only one ENRS operator may be on the system at a time" to step 2.1.3.

7.2   Modified IRF template for initial/reclassification and update reports.

Attachment 1
Communications – Radiopaging and Callback Monthly Operability Test
(Sheet 1 of 2)

Generic Information

Form Title	Rev. No.
Communications – Radiopaging and Callback Monthly Operability Test and SERO Testing	005

Reference Procedure	Applicable Tech. Spec.	Frequency
C–OP 606	N/A	M, As required

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		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)

☐ N/A   ☐ Yes   ☐ No

☐ 777   ☐ 888

☐ Full Test   ☐ SERO (Partial)   ☐ State and Local Officials (Partial)

Primary _____   Backup _____

Signature	Date	

Test Authorized By (SM or US)	Date

Prerequisites Completed (Initials)	Date	Precautions Noted (Initials)

Performed By	Date	Acceptance Criteria Satisfied
Accepted By (SM)	Date	☐ Yes ☐ No
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 _____

Level of Use General	STOP THINK ACT REVIEW	C OP 606 Rev. 005 25 of 32

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. Time: _____				
4.7	No telephone line problems occured.				

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 ± 5				
4.3	SERO personnel respond or are contacted within 30 minutes ±5 _____ of 36 Minimum Staffing responded _____ of 35 Full Staffing responded				
4.4	EPD notified of any results not 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				

Attachment 2
Drill Announcement Message for IRF Template
(Sheet 1 of 1)

	Note: *For an initial classification OR a classification change, complete items 1—8, AND 13 & 14. For update message, complete all items 1—14.*

1	IRF Number:	Event Classification
		Date: _____ at _____ hours. *(military time)*

2	☐ **NOT a Drill**	☐ Drill	☒ Communications Drill (call in drill only)

3	☒ Initial Classification	☐ Classification Change	☐ Update	☐ Terminated Event

4	Incident Location			
	☒ Millstone Site	☐ Millstone Unit 1	☐ Millstone Unit 2	☐ Millstone Unit 3

5	F E D E R A L	Incident Classification: ☐ An Unusual Event ☐ An Alert ☐ A Site Area Emergency ☐ A General Emergency	P O S T U R E	C O D E	☐ Delta—One ☐ Charlie—One ☐ Charlie—Two ☐ Bravo	☐ Delta—Two ☐ Alpha

6	Radiological Release Status:		
	☒ No release	☐ Ongoing release	☐ Terminated release

7	Meteorological Data:
	☐ Not Available
	☐ Current Site Wind: At _____ hours *(military time)* from the _____ into the _____ at ____ mph (in degrees) (in degrees)

8	Major EAL Heading: Minor EAL Heading: <u>THIS IS A DRILL. THIS IS A TEST OF THE MILLSTONE EMERGENCY NOTIFICATION AND RESPONSE SYSTEM. NO ADDITIONAL INFORMATION IS AVAILABLE. CALL IN TO THE SYSTEM NOW. THIS IS A DRILL.</u>

	NOTE: *Complete items 9—12 for update messages only.*

9	Forecast Site Wind:
	☒ Not Available
	☐ The wind is expected to shift at _____ hours *(military time)* from the _____ into the _____ at ____ mph (in degrees) (in degrees)

10	Plant Status:			
	☒ Stable	☐ Degrading	☐ Improving	☐ Unchanged since last report

11	Offsite Services Requested:			
	☐ Fire	☐ Ambulance	☐ Law Enforcement/ Security	☒ None

12	Access to the site:	☐ Has been restricted	☒ Has not been restricted

13	*(for site use only)* Name: (Person filling out report)

14	Message Authorized for release by Shift Manager or DSEO	Date:	Time:

Attachment 3
SERO Minimum Staffing and On−Call Position Listing
(Sheet 1 of 1)

Minimum Staffing	Responded	Contacted			
Positions	(✓)	Name	Time Notified	FFD	ETA
ADEOF					
ARPS					
DSEO					
EOFHP					
EOFEC					
CTS					
GES					
MOR					
PITA					
MRCA					
MRDA					
NNM					
RMT3					
RMT4					
RMT5					
RMTD Driver					
RMTD Driver					
RMTD Driver					
RMTA					
RMTB					
RMTC					
RMTD					
TSCRE					
ADTS					
ELEC					
ELEC					
MECH					
MECH					
I&C TECH					
I&C TECH					
MOC					
MTSC					
TIC					
MOSC					
TSC EE					
TSC ME					

_____ of 36 responded within 30 ± 5 minutes.

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 606
Rev. 005
28 of 32

Attachment 4
SERO Full Staffing Position Listing
(Sheet 1 of 1)

Full Staffing Positions	Responded (✓)	Full Staffing Positions	Responded (✓)
ADTS		CRDC	
AMRDA		CRDC	
		I&C OSC	
AMT/TH		I&C OSC	
AMTL		OSC MA	
FTDC		OSC MA	
MET		TSC SM	
MOC		TSC SM	
MOS			
MOSC			
MTSC			
CBETS (PREM)			
RADCOM*			
RAE			
TA*			
TB*			
RB*			
RL*			
RICL*			
MCL*			
SEPL*			
SEPR*			
TIC			
TSC EE			
TSC ME			

_____ of 35 responded within 30 ± 5 minutes.

*RADCOM — Radiological Communicator

*TA — Technical Assistant   *RICL — Rumor and Inquiry Control Liaison

*TB — Technical Briefer   *MCL — Media Center Liaison

*RB — Radiological Briefer   *SEPL — State Emergency Planning Liaison

*RL — Regulatory Liaison   *SEPR — Station Emergency Planning Representative

---

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. 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.

| Level of Use **General** | STOP | THINK | ACT | REVIEW | C OP 606 Rev. 005 31 of 32 |

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)

Level of Use
General

STOP THINK ACT REVIEW

Procedure Action Request

Document No.: C OP 608	Writer: Lisa Sinopoli Initiator: Kathy Burgess	Rev. No. 004	Minor Rev. 02

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   ☐ Superceded By: _____

Comments: ☐ Administrative Correction FLS: _____
CR-03-04148

Associated A/Rs: 02008390-03

Reviews		Print	Sign	Date	Department
	☐				
	☐				
	☐				
Environmental Screen	☒	KR Burgess	KRBurgess	4/29/03	EPD
Cross Discipline	☒	KRBurgess	KRBurgers	4/29/03	EPD
WC 9 Att 3 Req. ☐ Yes ☐ No	☒				
Licensing Basis (RCD) (50.59 Screen Req. ☐ Yes ☐ No)	☒	KRBurgess	KRBurgess	4/30/03	EPD
Tech Independent	☒	D.A. D'Abate	D.A D'Abate	5/2/03	OPS.SUP.

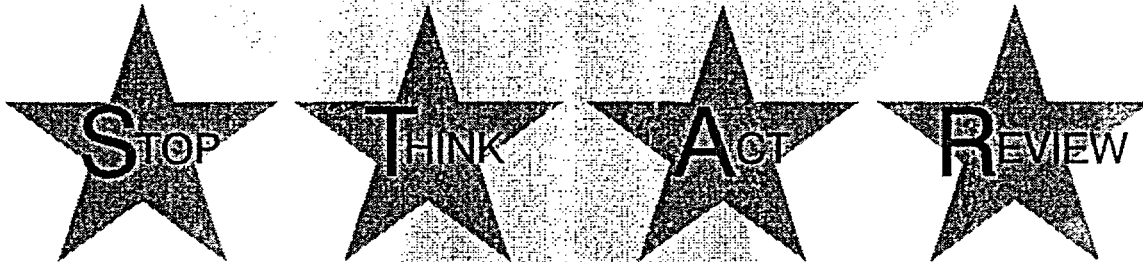| Validation	☐ None ☒ Field - Use MP-05-DC-SAP01-004		☐ Simulated Performance - Use MP-05-DC-SAP01-004		☐ Table Top and Walk-through	☐ Comparison
(minimum of two)	Print		Sign		Date	Dept
Coordinator	KR Burgess		KRBurgess		4/28/03	EPD
Member	T Dembek		T. Dembek		4/28/03	EPD

Training: ☐ None   ☐ Nuclear Training   ☒ Briefing   ☐ Familiarization

☒ SQR Review and Approval	☐ SORC Review and Approval	☐ Department Head Review and Approval
Approval ☒ Disapproval ☐		
Richard Appley 5/5/03		(1) Department Head Approval Sign
(1) SQR Sign/Date	(1) Department Head Sign/Date	
(2) Department Head Approval Sign	(2) SORC Meeting Number	
	(3) SORC Approval Sign	

Approval Date: 5-5-03   **Effective Date:** 5-15-03

MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE

Communications – Radiopaging and ENRS Practice and Weekly Operability Tests

C OP 608
Rev. 004–02

Approval Date: _____5-5-03_____

Effective Date: _____5-15-03_____

Millstone All Units
Common Operating Procedure

Communications — Radiopaging and ENRS Practice and Weekly Operability Tests

TABLE OF CONTENTS

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.

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.

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.

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   <u>IF</u> performing ENRS weekly test, Go To Section 4.2.

4.1.2   <u>IF</u> performing ENRS shiftly practice test, Go To Section 4.3.

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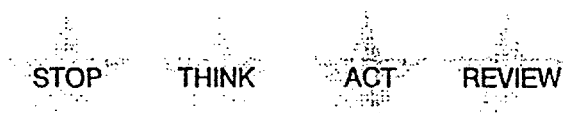
4.2.3   OPEN "RapidReach Primary" or "RapidReach Backup" folder, as applicable, and "RapidReach" icon.

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.

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."

▽ **C A U T I O N** ▽

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."

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 <u>WHEN</u> finished, SELECT "STOP."

    f.   To verify recorded information is satisfactory, SELECT "Play" and LISTEN to the message.   ①

    g.   <u>WHEN</u> message is verified, SELECT "OK."

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."   ①

    b.   SELECT "microphone" icon ("Show Message Window").

    c.   At "Root" tree, SELECT "Informational Message."

    d.   At "Audio Message" screen, SELECT "microphone" icon.

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 608
Rev. 004−02
9 of 28

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 −

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.

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.

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 608
Rev. 004−02
12 of 28

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

$\triangledown$ **CAUTION** $\triangledown$

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."

| Level of Use
| **G**eneral

STOP   THINK   ACT   REVIEW

C OP 608
Rev. 004–02
13 of 28

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.　　①

　　　　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.

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

k. CLOSE the following:

    1) "RapidReach"

    2) "EasyView"

    3) "IRF" word document

l. Refer To and COMPLETE Attachment 6.

m. PERFORM ENRS log−off.   ①

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

− End of Section 4.3 −

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 —

4.5 Acceptance Criteria and Reporting

4.5.1 <u>IF</u> 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.

   - <u>IF</u> 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.

      - <u>IF</u> 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 —

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"

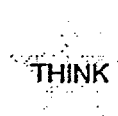6.2.4 WC 1, "Work Control"

7. SUMMARY OF CHANGES

Rev. 004−02 (CR−03−04148)

7.1 Modified IRF template (Attachment 3) for initial/reclassification and update reports. (AR 02008390−03)

Rev. 004−01 (AR 03001702−02)

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

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

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

7.5 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.

7.6 Added step 4.2.9.g and step 4.3.10.g to select "OK" after the message content has been verified.

7.7 Added steps 4.2.11.g – j on restoring the general default.

7.8 Added step 4.2.11.l and step 4.3.12.m to log off ENRS.

7.9 Added clarification in step 4.3.8.b to select "OK" after "Print–2–Image."

7.10 Added clarification in step 4.3.8.e to select "OK" after choosing the correct call–out.

7.11 Added step 4.3.12.j to ensure all call–outs have been deactivated.

7.12 Changed EPD Onsite Supervisor to Manager throughout procedure.

7.13 Deleted reference to PITA, MRDA, and Unit 1, 2, 3 ADTS on Attachment 4.

7.14 Various grammatical changes.

Rev. 004

7.15 Eliminated Shift Tech position and eliminate daily test (CR–03–01568).

7.16 Incorporated feedback from CR–02–10992.

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 608
Rev. 004–02
20 of 28

Attachment 1
ENRS Practice Test
(Sheet 1 of 2)

Generic Information

Form Title	Rev. No.
ENRS Practice Test	004−02

Reference Procedure	Applicable Tech. Spec.	Frequency
C−OP 608	N/A	S

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 ☐
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 ☐ Yes ☐ No
Comments			

Surveillance Information

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

Comments:

Send copy to EPD _____
                    Initials

LOG SHEET				Page ___ of ___	
MONTH*:		**Unit 2 or 3 (circle one)**		**YEAR:**	
Note: Test is "Sat" if the following occur: •ENRS terminal responds, as required •Radiopager is activated •CR receives fax •CR ENRS phone receives call from system				**Acceptance Criteria** **(See note)**	
Date	**Time**	**Name**	**Notes**	**Sat (Init)**	**Unsat (Init)**

*Every month, after all ENRS Operators have completed the ENRS practice tests, SEND this attachment to the Manager, EPD.

①

Level of Use
General

STOP   THINK   ACT   REVIEW

C OP 608
Rev. 004−02
22 of 28

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

Generic Information

Form Title	Rev. No.
ENRS Weekly Operability Test	004−02

Reference Procedure	Applicable Tech. Spec.	Frequency
C−OP 608	N/A	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 ☐
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 ☐ Yes ☐ 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

LOG SHEET						
MONTH:				**YEAR:**		
Note: Test is "SAT" if the following occur: •**ENRS terminal responds, as required** •**Radiopager is activated** •**CR receives fax**				Acceptance Criteria See note		List any CRs, reasons why test not performed, etc.
Date	Time	Name	Unit (Circle One)	Sat (Init)	Unsat (Init)	Remarks/ Corrective Action
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			
			2 or 3			

Attachment 3
Drill Announcement Message for IRF Template
(Sheet 1 of 1)

Note: *For an initial classification OR a classification change, complete items 1–8, AND 13 & 14. For update message, complete all items 1–14.*	

1	IRF Number: <u>Event Classification</u> Date: _____ at _____ hours. *(military time)*
2	☐ NOT a Drill ☐ Drill ☒ Communications Drill (call in drill only)
3	☒ Initial Classification ☐ Classification Change ☐ Update ☐ Terminated Event
4	Incident Location ☒ Millstone Site ☐ Millstone Unit 1 ☐ Millstone Unit 2 ☐ Millstone Unit 3

5	FEDERAL	Incident Classification:	POSTURE	CODE		
		☐ An Unusual Event			☐ Delta–One	☐ Delta–Two
		☐ An Alert			☐ Charlie–One	
		☐ A Site Area Emergency			☐ Charlie–Two	
		☐ A General Emergency			☐ Bravo	☐ Alpha

6	Radiological Release Status: ☒ No release ☐ Ongoing release ☐ Terminated release
7	Meteorological Data: ☐ Not Available ☐ Current Site Wind: At _____ hours *(military time)* from the _____ into the _____ at ____ mph (in degrees) (in degrees)
8	Major EAL Heading: Minor EAL Heading: <u>THIS IS A DRILL.</u> <u>THIS IS A TEST OF THE EMERGENCY NOTIFICATION AND RESPONSE SYSTEM.</u> <u>THIS IS A DRILL.</u>

NOTE: *Complete items 9–12 for update messages only.*	

9	Forecast Site Wind: ☒ Not Available ☐ The wind is expected to shift at _____ hours *(military time)* from the _____ into the _____ at ____ mph (in degrees) (in degrees)
10	Plant Status: ☒ Stable ☐ Degrading ☐ Improving ☐ Unchanged since last report
11	Offsite Services Requested: ☐ Fire ☐ Ambulance ☐ Law Enforcement/ Security ☒ None
12	Access to the site: ☐ Has been restricted ☒ Has not been restricted
13	*(for site use only)* Name: (Person filling out report)
14	Message Authorized for release by Shift Manager or DSEO Date: Time:

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)

Level of Use
General

STOP THINK ACT REVIEW

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.

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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.

Level of Use						C OP 608
General	STOP	THINK	ACT	REVIEW		Rev. 004−02
						27 of 28

NOTE

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

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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.   (01)